



NORTH TEXAS SWIMMING COMMUNICATION AND CRISIS MANAGEMENT PLAN

GENERAL COMMUNICATION

North Texas Swimming, Inc. has developed a Communication Plan that maximizes technological resources to connect with our membership. This includes all digital & online communication platforms. As well, the LSC has developed a Crisis Management Plan to ensure the LSC Board of Directors will collaboratively communicate critical issues to the LSC Membership.

NTSI communicates with its members through the website, social media, newsletters, and emails. The website always has the most current information on it. The Athlete Committee works with the General Chair and Admin Vice Chair to ensure that the North Texas Swimming social media accounts and posts are current and eye-catching while at the same time portraying important updates and details will be MAAPP compliant..

Membership can always communicate with staff through the contact us page on the website or with Board members through the emails on the Board page.

CRISIS MANAGEMENT AND COMMUNICATION

CRISIS MANAGEMENT DEFINED

Crisis Management consists of those actions taken to alleviate or to eliminate an Emergency Situation

CRISIS PLAN MISSION to establish within North Texas Swimming, Inc. (NTSI) a plan to continue operations and programs and keep members and associates up to date on any and all actions taken in connection with meeting the needs of NTSI related to an emergency.

CRISIS TEAM COMPOSITION

The crisis team shall be task oriented to meet the needs created by the emergency and will be composed of the officers and members of NTSI as a collateral duty. Some of the assignments may include:

INFORMATION OFFICER: General Chair

BACK-UP INFORMATION OFFICER: Administrative Vice Chair

OFFICIAL SPOKESPERSON: Until a position of Public Information Officer is established within NTSI, the official spokesperson will be the General Chair or his/her designee

LEGAL COUNSEL - NTSI's legal counsel will be the lawyer the LSC selects as a contingency legal advisor.

USA SWIMMING NATIONAL STAFF LIAISON - This position will be determined and named by USA Swimming National Office on the initial call to that office to report an emergency situation.



MEMBERS -The Crisis Management team will be staffed as a “task force” to fill the needs at the time of the incident(s). In addition to the General Chair and the Administrative Vice Chair, members should be selected from the following:

1. North Texas Swimming Board of Directors
2. Committee Chairs who are directly involved in some aspect of the crisis and a sufficient number of athletes chosen, in this order:
Senior Athlete Representative
Junior Athlete Representative
Athlete At Large Board Members in order of seniority
Athletes Committee Members to make up 20% of the Crisis Management Team.

CRISIS CENTER

The Crisis Center will be activated at a location announced by the General Chair. A conference call may also be used to accomplish the crisis team’s goals and objectives.

No member of the NTSI staff will serve as the official spokesperson for the organization, but upon request staff members may assist in the distribution of materials and information under the supervisory control of the Crisis Team.

CRISIS COMMUNICATION

The preferred method of communication will be electronic, utilizing Constant Contact (or other mass email software applications), the LSC website and/or LSC social media accounts (Facebook, Twitter, etc.). The crisis team should have contact information for the following groups, as appropriate to the situation:

- a. Board of Directors: emails and phone number contacts
- b. Clubs: emails and phone number contacts
- c. Meet facility contacts
- d. Coaches: network emails and telephone contacts
- e. NTSI webmaster
- f. Media/Public: contact list of local newspapers and local television.
- g. Conference call initiation information

ADDITIONAL ACTION RECOMMENDED BEFORE ACTIVATING THE CRISIS MANAGEMENT & COMMUNICATION PLAN

- a. Formalize the designation and obtain the services of a lawyer to serve on a contingency basis to resolve and provide advice to NTSI on Crisis Plan and other Legal matters.
- b. Name an official NTSI Public Information and Relations Officer (PI&RO) to cover all NTSI concerns and activities. The PI&RO might be an individual appointed to this function only or as an additional/collateral duty of an existing officer.



PROCESS AND PROCEDURES

At the onset of the crisis, the Information Officer or person assuming that responsibility gathers and confirms all the information from relevant sources.

- a. Determine what happened, when and where
- b. Determine who is affected
- c. Identify cause
- d. Determine reaction to incident and possible repercussions
- e. Determine when there will be more information/update
- f. Continue to monitor situation, provide appropriate reports and take needed action until the team is officially deactivated

The NTSI General Chair will convene the Crisis Team via conference call or by in-person meeting:

- a. Team will be alerted by email, phone call, or text message. Depending on the situation, the General Chair will involve others as appropriate.
- b. General Chair will notify USA Swimming National Office of the problem and action taken to date. The General Chair will also obtain the name and contact information for a USA Swimming liaison contact.

CRISIS TEAM RESPONSIBILITIES AND PLAN DEVELOPMENT

The Team determines appropriate response to crisis and develops plan and timetable:

- a. Determine what needs to be done and when it needs to be done
- b. Determine what to say, who will say it, to whom it will be said, when it will be said, and by what means it will be said, as well as determining whether to take a proactive or reactive approach
- c. Create or utilize an avenue of communication, first to the Board, Committee Chairs, and staff and then to the general membership. Board, Committee Chairs, and staff must understand that any and all information about the situation will be handled through and by the Information Officer. No one else should answer questions from any source, speculate about the outcome of the crisis, or provide any information to the general membership.

INFORMATION OFFICER

The person designated to act as Information Officer informs appropriate interested and/or affected parties of the situation and the NTSI response:

- a. Description/background of situation and the response are communicated to all interested and/or affected parties in according to an established timetable developed for that purpose.
- b. An Official Spokesperson is named and only that person makes any public statements to news media, direct meetings of membership, or others as appropriate.



- c. All interested and/or affected parties are given a point of contact, the Official Spokesperson of NTSI, for the crisis as well as other contact information that may apply in the situation.
- d. Please note that only the designated Official Spokesperson is authorized to release information.

TERMINATION OF CRISIS DECLARATION

The crisis mode designation will be terminated, upon a recommendation by the Crisis Management Team, by a vote of the majority of the Board of Directors to this effect.

CONTACT INFORMATION

GENERAL CHAIR	Suzanne Dangelmaier	suzanne.dangelmaier@ntswim.org
ADMINISTRATIVE VICE CHAIR	Barbara Roselli	barbara.roselli@ntswim.org
OPERATIONAL RISK CHAIR	Dean Mijares	operationalriskchair@gmail.com
SAFE SPORT CHAIR	Lydia Chase	lydia.chase@ntswim.org
COACH REPRESENTATIVE	Laura Ring	laura.ring@ntswim.org
OFFICIAL'S CHAIR	Kenneth Chung	kenneth.chung@ntswim.org
SENIOR VICE CHAIR	Matthew Franks	matthew.franks@ntswim.org
AGE GROUP VICE CHAIR	Brandon Jones	brandon.jones@ntswim.org
SECRETARY	Wendy Gettings	secretary@ntswim.org
TREASURER	Bryce Leach	bryce.leach@ntswim.org
FINANCE CHAIR	Nathan Gloier	nathan.gloier@ntswim.org
DIVERSITY, EQUITY & INCLUSION	Denise Stewart	deichair@ntswim.org
TECHNICAL PLANNING CHAIR	Cody Huckabay	cody.huckabay@ntswim.org
SENIOR ATHLETE REPRESENTATIVE	Lucas Peterson	athletes@ntswim.org
JUNIOR ATHLETE REPRESENTATIVE	Haley Roberson	athletes@ntswim.org
ATHLETE AT-LARGE	Gianna Dangelmaier	athletes@ntswim.org
ATHLETE AT-LARGE	Jaylynn Lowman	athletes@ntswim.org
LSC SERVICES MANAGER	Stephanie Minervini	Stephanie.minervini@ntswim.org

NORTH TEXAS, INC JOB DESCRIPTIONS

Mission: Strive to be leaders within USA Swimming by inspiring excellence in swimming and in life.

Vision: To develop athletes, coaches and officials who exemplify the highest levels of competency, sportsmanship, honesty and dedication in the pursuit of excellence by adhering in all we do to our core values.

Core Values: Successful Meets, Safety, Athlete Development, Education & Training, Recognition of Excellence

GENERAL DUTIES OF ALL MEMBERS OF THE NTSI BOARD OF DIRECTORS:

- Participate in all meetings of the House of Delegates and Board of Directors.
- Participate in assigned committee meetings
- Comply with the fiduciary duties: loyalty, care and obedience
- Make impartial decisions
- Support the mission, Vision and Core Values of NTSI

GENERAL CHAIR

Primary Duties

- Report to the Board of Directors with all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of NTSI
- Oversee and have general charge of the management, business, operations, affairs and property of NTSI, and general supervision over its officers and agents
- Provide the North Texas Swimming Board of Directors and the North Texas Swimming community with a vision for successful operations of the LSC.
- Call meetings when and where deemed necessary
- Preside at all meetings;
- With the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees as may be necessary to permit NTSI to effectively, efficiently and economically conduct its affairs.
- Preside over Board of Director and House of Delegates meetings in accordance with Robert's Rules of Order.
- Run effective and efficient board meetings.
- Provide the LSC membership with regular updates on the performance of North Texas Swimming in relation to the vision and mission of the LSC.
- Presents for ratification by the Board of Directors recommendations for the non-Board positions before June 1st of each year unless a position is assigned to a paid employee.
- Approve selected delegates to USA Swimming's annual meetings
- Attend or appoint an attendee for Southern Zone meetings and any other meetings requiring the General Chair.

Membership Term and Selection

- Elected by the House of Delegates in even years
- 2-year term
- Limit: 2 consecutive terms

Preferred Job Qualifications

- Previous role on the Board for at least two years
- Effective communicator
- Strong leadership skills
- Ability to govern impartially in support of the members of NTSI

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ADMINISTRATIVE VICE-CHAIR

Primary Duties

- Conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair.
- Chair and have general charge of the business affairs and property of the division that administers NTSI business and affairs.
- Aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees and coordinators.
- Be responsible for the creation and maintenance of NTSI's Policies and Procedures Manual, By-Laws and rules and Regulations in conjunction with the Governance Committee.
- Oversee Equipment Committee, Financial Committee, Insurance, Legal, Membership/Registration Chair, Officials Committee, NTV Committee Publicity/Promotions Committee, Publications/Newsletter, Records/Top Times Tabulation and certificate issuance, Secretary, Special Events, Treasurer, Webmaster
- Manage NTSI staff on day-to-day functions

Membership Term and Selection

- Elected by the House of Delegates in even years
- 2-year term
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Preferred Job Qualifications

- Previous role on the Board, committee or other relevant experience for at least two years
- Task oriented
- Proficient in Microsoft Office Products
- Ability to understand basic financial reporting

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SENIOR VICE CHAIR

Primary Duties

- Chair the Senior Committee and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of NTSI
- Serve as the liaison to the Athlete Representatives, and shall be responsible to see that the Athlete Representatives elections are held in accordance with the Bylaws.
- Communicate with NTSI senior coaches and report issues, ideas and concerns to the Board
- Plan, execute and attend Camps and Clinics for Senior athletes,
- Obtain Meet Sponsorship
- Establish Open Water Events
- Participate on the Technical Planning Committee

Membership Term and Selection

- *Elected by the House of Delegates in even years*
- *2-year term*
- *Limit: 2 consecutive terms*

Preferred Job Qualifications

- *Been an NTSI coach for at least two years*
- *Experience coaching high level athletes*

AGE GROUP VICE CHAIR

Primary Duties

- Chair the Age Group Committee and have general charge of the affairs and property of the Division or committee that develops and conducts the age group swimming program of NTSI,
- Chair and have general charge of the affairs and property of the division that coordinates and facilitates the conduct of all swimming programs for NTSI.
- Plan, execute and attend the SZ Age Group Zone Championships
- Plan, execute and attend camps and clinics for age group athletes

Membership Term and Selection

- *Elected by the House of Delegates in odd years*
- *2-year term*
- *Limit: 2 consecutive terms*

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Preferred Job Qualifications

- *Been an NTSI coach for at least two years*
- *Experience coaching TAGS athletes*

FINANCE VICE-CHAIR

Primary Duties

- Responsible for the preparation and presentation of a proposed and balanced budget for the following year to the House of Delegates.
- Develop and recommend a policy for the placement of NTSI funds.
- Along with the Treasurer, have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for North Texas Swimming's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fundraising plan for North Texas Swimming.
- Issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items as the Finance Committee, General Chair or Board of Directors may direct.
- Prepare an annual budget for North Texas Swimming's operations and present the budget for approval by the Board of Directors and the House of Delegates;
- Cause to be conducted the audit required hereunder and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates;
- Be responsible for the adequacy/accuracy of North Texas Swimming's system of internal financial and accounting controls.
- Keep or cause to keep correct books of account and other financial records of all its affairs and transactions and duplicate books of account as the Board of Directors, the Finance Chair, the Finance Committee or the Treasurer shall determine; upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the annual audited financial statement to be exhibited to any member of North Texas Swimming or USA Swimming;
- Be responsible, together with the Treasurer, for North Texas Swimming's compliance with Section 7.4.2.

Membership Term and Selection

- Elected by the House of Delegates in odd years
- 2-year term
- Limit: two consecutive terms

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Preferred Job Qualifications

- *Financial background*
- *Non-profit experience*
- *Proficient in the use of QuickBooks Online*
- *Proficient in Microsoft Excel*

TREASURER

Primary Duties

- Be the principal receiving and disbursing officer of NTSI.
- Shall or shall assign to a Board or staff member who shall receive all moneys, incomes, fees and other receipts of NTSI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Board of Directors or the House of Delegates, or required to be paid (Except as otherwise directed by the Board of Directors,).
- When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, committee or coordinator, provided that the division, officer, committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, committee chair or coordinator and either within the approved budget of such division, officer, committee or coordinator, or authorized by the Board of Directors or the House of Delegates.
- Along with the Finance Chair, have general charge of the development and implementation of an investment program for NTSI's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fundraising plan for NTSI.
- Be a member of the Finance Committee.
- Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of NTSI;
- Cause the moneys, securities and other financial instruments of NTSI to be deposited in the name and to the credit of NTSI in such institutions as shall be designated by the Board of Directors or to be otherwise invested as the Board of Directors may direct;
- Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- Cause the funds of NTSI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of NTSI, and obtain and preserve documentation for all moneys disbursed;
- Cause NTSI to be in compliance with the requirements of Section 8;
- Have the power to require from the officers, committee chairs, coordinators, or agents of NTSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of NTSI;
- Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of NTSI and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any Federal tax return to the

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Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with these Bylaws and as otherwise directed by USA Swimming;

- Have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof; and
- Perform all the other duties incident to the corporate treasury function;
- Pursuant to Section 8 and shall review, or shall cause the Audit Committee to review, the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates.
- Distribute compensation for NTSI employees and volunteers in accordance with NTSI policy.

Membership Term and Selection

- Elected by the House of Delegates in even years
- 2-year term
- Limit: no consecutive term limit

Job Qualifications

- *Financial background*
- *Non-profit experience*
- *Proficient in the use of QuickBooks Online*
- *Proficient in Microsoft Excel*

SECRETARY

- Cause the minutes of all Board and Executive Committee meetings and proceedings to be recorded.
- Cause notice of all meetings to be given
- Sign correspondence on behalf of the Board
- Have all other powers assigned by the Board, the Chair, or these Bylaws
- Distribute meeting minutes in accordance with NTSI policy.
- Prior to scheduled BOD and HOD meetings, send the previous meeting minutes, agenda and appropriate documents to all BOD and HOD members and post on the website.

Membership Term and Selection

- Elected by the House of Delegates in odd years
- 2-year term
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Preferred Job Qualifications

- Proficient in Microsoft Word
- Detailed-oriented

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OFFICIALS CHAIR

Primary Duties

- Chair the Officials Committee which is responsible for recruiting, training, certifying and supervising officials for NTSI.
- Serve as a liaison between NTSI officials and the NTSI BOD.
- Manage the program to ensure apprentice candidates for all levels of officials receive the proper training, evaluation and testing
- Work with Group Members in recruiting officials
- Schedule and/or host official's training clinics to provide the opportunity for all officials to enter the apprenticeship program, recertify annually, or plan for advancement opportunities.
- Provide all the necessary training materials to support the conduct of clinics
- Distribute updated rules from the Rules and Regulations Committee
- Develop policy or recommend NTSI rule changes as they pertain to officials or meet conduct
- Coordinate meet observations upon request
- Coordinate evaluations for starter and referee position
- Coordinate officials for NTSI championship meets
- Attend the Southern Zone meetings and other meetings required of the Official's chair

Membership Term and Selection

- Elected by the Officials' Committee in odd years
- 2-year term
- Limit: 2 consecutive terms

Job Qualifications

- Shall be an NTSI Meet Referee in good standing

COACH REPRESENTATIVE

Primary Duties

- Serve as a liaison between the coaches who are members of NTSI and the Board of Directors and House of Delegates
- Develop meeting agenda and chair the Coaches' Committee meetings
- Solicit feedback or concerns from coach members and report to the BOD
- Oversee distribution of relevant LSC information to the coach members
- Research and distribute coach training and USA-S information to coaches
- Serve on committees requiring coach representation

Membership Term and Selection

- Elected by the coaches in odd years.

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- 2-year term
- Limit: 2 consecutive terms

Preferred Job Qualifications

- *NTSI registered coach in good standing*
- *Ability to act impartially when giving and receiving feedback*

ATHLETE BOARD REPRESENTATIVES

Primary Duties

- Serve as the liaison between the athletes who are members of NTSI and the Board of Directors and House of Delegates.
- Attend USA Swimming Workshops if available
- Oversee election of athlete representatives for the upcoming year
- Host athlete meetings.
- Chair athlete's committee.
- Through communications with club athlete representatives, make the athletes aware of NTSI issues and gather opinions on these issues to bring to the attention of the BOD or HOD
- Recommend committee athlete representatives
- Plan and participate in athlete events

Membership Term and Selection

- Two (2) Athlete Board Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. The balloting shall take place at a meeting called for that purpose by the Senior Athlete Board Representative, or failing that, at a time and in a manner designated by the Board of Directors. At least twenty (20) days' written notice of the election shall be given to all clubs.
- The Athlete Board Representatives elected shall be determined by a majority of the athletes 13 years and older present and voting at the meeting.
- 2-year term

Required Job Qualifications

At the time of election, the Athlete Board Representative must:

- Be an athlete member in good standing
- Be at least a sophomore in high school or at least 16 years of age,
- Be currently competing, or have competed within the two (2) immediately preceding years, in a sanctioned USA Swimming event conducted by NTSI or another LSC
- Have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).

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DIVERSITY EQUITY AND INCLUSION CHAIR

Primary Duties

- Have general charge of the affairs and property of the Division that develops and conducts diversity and inclusion, disability and adapted swimming programs
- Help develop and implement strategies, policies and programs that will create a diverse and inclusive environment for swimmers in the LSC, and build on the population of underrepresented coaches, athletes, administrators and sports officials within the LSC/USA Swimming membership and within North Texas Swimming in accordance with USA Swimming Rules and guidelines.
- Serve as a voice for North Texas Swimming's under-represented populations and promote inclusion and increase diversity, equity and inclusion in the sport of swimming.
- Develop and implement recruiting policies for NTSI and Group Members to follow to foster an atmosphere conducive to attracting new athletes from marginalized social/economic conditions.
- Develop and implement recruiting policies for NTSI and Group Members to increase participation of athletes with disabilities
- Plan and host a minimum of one DEI clinic, seminar, meet or other outreach event annually
- Report on the accomplishments for swimmers with disabilities
- Attend the Southern Zone Meetings and other meetings requiring the DEI Chair.

Membership Term and Selection

- Elected by the House of Delegates in odd years
- 2-year term
- Limit: 2 consecutive terms

Preferred Job Qualifications

- Personal interest in diversity and/or disability
- Knowledge, experience or connections with under-represented populations

SAFE SPORT COORDINATOR

Primary Duties

- Be responsible for the implementation and coordination of, and serve as the North Texas Swimming liaison for the Safe Sport Program established by USA Swimming.
- Work with the USA Swimming Safe Sport staff and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within North Texas Swimming.
- The Safe Sport Coordinator will:
 - Serve as the primary contact for North Texas Swimming to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;
 - Be trained regarding the complaint reporting structure and refer all reports of a violation of the Minor Athlete Abuse Prevention Policy (MAAPP) directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;

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- Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
- Serve as an information resource for North Texas Swimming clubs and membership, and will help to identify and connect them with local educational partners and resources;
- Receive feedback and suggestions on the Safe Sport policies and programs from the North Texas Swimming clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff;
- Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.
- Communicate SSRP completion to the webmaster for posting to recognize clubs that achieve SSRP.

Membership Term and Selection

- Elected by the House of Delegates in even years.
- 2-year term
- Limit: no consecutive term limit

Preferred Job Qualifications

- Be age 16 or older at time of taking office
- Personal interest in Safe Sport
- Willingness to gain knowledge, education or connections with Safe Sport topics
- Comfortable speaking about delicate issues

ATHLETE AT-LARGE

Primary Duties

- Serve on the Athletes' Committee
- Serve as a liaison between Group Member Athlete Representatives and the Athletes' Committee and the Board of Directors
 - Have such powers and duties as may be delegated to them by the General Chair, the Board of Directors or the House of Delegates. .
 - Provide athlete representation on committees as appointed.
 - Plan and participate in athlete events

Membership Term and Selection

- Elected by the athletes at the same time as the Athlete Board Representatives.
- 2-year term
- Limit: 2 consecutive terms

Job Qualifications

At the time of election, the Athlete Representative must:

- Be an athlete member in good standing

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- Be at least a sophomore in high school or at least 16 years of age,
- Be currently competing, or have competed within the two (2) immediately preceding years, in a sanctioned USA Swimming event conducted by NTSI or another LSC
- Have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).

OPERATIONAL RISK COORDINATOR

Primary Duties

- Be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all group members, athletes, coaches and officials of North Texas Swimming.
- Develop safety education programs and policies for North Texas Swimming and make recommendations regarding such programs and policies, and the implementation thereof, to the Administrative Vice-Chair and the Board of Directors.
- Develop, update and maintain LSC Operational Risk Guidelines and warm-up procedures.
- Provide a summary report of injuries within the LSC at each BOD and HOD meeting.
- Serve as liaison to USA Swimming Operational Risk Committee
- Obtain answers to all safety related questions or concerns within the LSC.

Membership Term and Selection

- Appointed by the General Chair with consent of the Board of Directors
- 2-year term
- Limit: 2 consecutive terms

Preferred Job Qualifications

- none

TECHNICAL PLANNING CHAIR

Primary Duties

- Responsible for long-range planning for the competitions conducted by NTSI and for advice regarding the technical aspects of those events.
- Prepare for submission to the House of Delegates a meet schedule, including meet formats where appropriate, for the following year.
- Review for correctness the bid proposals received from club members for submission to and acceptance by the House of Delegates.
- Work with the Governance Committee to review and revise NTSI Rules and Regulations.

Membership Term and Selection

- Appointed by the General Chair with consent of the Board of Directors
- 2-year term
- Limit: 2 consecutive terms

NORTH TEXAS, INC JOB DESCRIPTIONS

Mission: Strive to be leaders within USA Swimming by inspiring excellence in swimming and in life.

Vision: To develop athletes, coaches and officials who exemplify the highest levels of competency, sportsmanship, honesty and dedication in the pursuit of excellence by adhering in all we do to our core values.

Core Values: Successful Meets, Safety, Athlete Development, Education & Training, Recognition of Excellence

Preferred Job Qualifications

- Registered NTSI coach in good standing
- Ability to act impartially in support of the members of NTSI
- Creative thinker with long term vision

MEMBERSHIP/REGISTRATION COORDINATOR (Non-Board position – paid staff)

Primary Duties

- Assist with overseeing our day to day office operations.
- Support the USA Swimming membership registration process for athlete and non-athlete members
- Follow through on post-meet process submissions including meet results and meet financials and reconcile that all meets previously sanctioned are submitted in a timely manner
- Raise invoices to clubs for registrations, fees, surcharges, etc.
- Possess a strong commitment to member service and the sport of swimming and ensure the needs of our members are met
- Manage any additional assigned projects such as event planning, process improvements or communications to the LSC membership and board.
- Reconcile and report upon assigned processes and activities on a regular basis
- Establish and maintain a high level of credibility and manage strong working relationships with LSC Board members, Clubs, Members and volunteers
- Ability to effectively communicate and interpersonal skills, including ability to manage communications and working relationships within the organization and a customer service mindset
- Demonstrated ability to be flexible, manage multiple demands and meet deadlines; be detailed and organized

Membership Term and Selection

- Reports to the Administrative Vice Chair
- Selected by the Finance Committee

Job Qualifications

- Clear and concise oral and written communication skills
- Experience with office productivity software either Microsoft Office or Google Suite a must
- High integrity and openness combined with commitment to good governance
- Experience with competitive swimming (as a swimmer, coach, administrator, parent) strongly preferred
-

BOOKKEEPER (Non-Board position – paid staff)

NORTH TEXAS, INC JOB DESCRIPTIONS

Mission: Strive to be leaders within USA Swimming by inspiring excellence in swimming and in life.

Vision: To develop athletes, coaches and officials who exemplify the highest levels of competency, sportsmanship, honesty and dedication in the pursuit of excellence by adhering in all we do to our core values.

Core Values: Successful Meets, Safety, Athlete Development, Education & Training, Recognition of Excellence

Primary Duties

- Assist with overseeing our financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and timely financial entries and reconciliations
- Accurately perform day to day accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments
- Ability to maintain and process full cycle accounting duties.
- Reconcile bank transactions to the proper accounts
- Code and enter vendor expense invoices
- Process accounts receivable and invoice clubs and members as required
- Demonstrated ability to ensure accuracy in all general ledger transactions
- Draw up monthly reconciliations, financial statements and all supporting documents
- Understand account relationships in a comprehensive account framework
- Establish and maintain a high level of credibility and manage strong working relationships with LSC Board members, Clubs, Members and volunteers
- Ability to effectively communicate and interpersonal skills, including ability to manage communications and working relationships within the organization
- Demonstrated ability to be flexible, manage multiple demands and meet deadlines; be detailed and organized

Membership Term and Selection

- Reports to the Treasurer
- Selected by the Finance Committee

Job Qualifications

- Clear and concise oral and written communication skills
- Thorough knowledge of GAAP and applicable regulations, policies, procedures and methods that apply to accounting and finance
- High integrity and openness combined with commitment to good governance
- Proficiency in QuickBooks Online
- Accounts Receivable (AR) experience required
- Previous payroll processing experience preferred
- Degree in accounting or financial management preferred,
- Certified bookkeeper designation preferred
- Familiarity with non-profit operations and/or competitive swimming is a plus.
-



North Texas Swimming, Inc.

Profit and Loss

January 1 - October 23, 2023

	TOTAL
Income	
Donations Received	1,390.00
Meet Surcharges	68,754.00
Miscellaneous Income	205.00
Rents - Equipment	1,950.00
Sanction Fees	1,900.00
USA Registration Fees	84,153.60
Total Income	\$158,352.60
GROSS PROFIT	\$158,352.60
Expenses	
Bank Charges	31.00
Contract Labor	2,505.00
Evaluator Fees	478.53
Insurance	414.00
Meeting Expenses	1,310.72
Office Expenses	
Employee & Volunteer Expenses	707.15
Office Services	270.16
Office Supplies	179.55
Postage	105.70
Software & Subscriptions	2,303.60
Total Office Expenses	3,566.16
Payment Fees	
QuickBooks Payments Fees	940.73
Total Payment Fees	940.73
Payroll Expenses	
Taxes	1,511.27
Wages	19,755.20
Workers Comp	294.13
Total Payroll Expenses	21,560.60
Scholarships Awarded	2,000.00
Taxes & Licenses	245.00
Telephone & Internet	143.87
Training & Supplies - Officials	388.04
Travel	
Travel - Athlete Reimbursement	95,398.02
Travel - Coach Reimbursement	11,909.10
Travel - LSC Officers	6,952.27



North Texas Swimming, Inc.

Profit and Loss

January 1 - October 23, 2023

	TOTAL
Travel - Meet Official Reimbursement	5,398.08
Total Travel	119,657.47
Total Expenses	\$153,241.12
NET OPERATING INCOME	\$5,111.48
Other Income	
Interest Income	462.29
Total Other Income	\$462.29
Other Expenses	
Miscellaneous Exp	460.00
Total Other Expenses	\$460.00
NET OTHER INCOME	\$2.29
NET INCOME	\$5,113.77



Director of LSC Services Job Packet



Job Posting

North Texas Swimming, Inc. is searching for its first ever Director of LSC Services to oversee the day to day operations and to support the growth of the sport of youth swimming in North Texas. We are looking for someone passionate about competitive swimming to serve in this newly created full time, paid position.

We would expect the new Director to support us as we reach new levels of success and serve the athletes, coaches, volunteers and parents of the LSC. This position will focus on magnifying the impact of our volunteers as we serve our athletes and grow our sport. They should be organized, attentive to details, with the ability to handle multiple priorities at one time, self-motivated, self-directed, and able to work with a broad range of people. This position will be full time with attendance required at some evening and weekend events and meetings. There may be occasional travel to out of town events and meetings as well.

The ideal candidate would have all or most of the following:

- 5 or more years' experience directly related to competitive swimming
- Bachelor's Degree
- Skilled in the use of MS Office products, SWIMS 3.0, Team Unify, Team Manager, Meet Manager, or the capacity to learn new software quickly
- Experience with a non-profit or financial management experience is a plus
- Strong analytical skills with the ability to transform data into insights for internal and external use, as well as strong verbal and written communication skills
- Preference will be given to candidates living in the North Texas area



Job Posting

Responsible to the Board of Directors, The Director of LSC Services will be responsible for the following as well as other organizational and institutional responsibilities, events and activities:

- Registration: be entirely familiar with the process, stay informed about changes to the process, and serve as the back-up Registrar especially during peak seasonal times
- Meet Sanctions: assist the Sanction Coordinator in reviewing meet announcements for compliance with the Policies and Procedures, Calendar stipulations, USA Swimming Rules, and correctness
- Manage Pre and Post Meet Times Validation: Responsible for all swim meet pre and post database validation with SWIMS Awards, Recognitions, and Data Management: Maintain LSC records and top swimmer lists, track member credentials, oversee awards and recognitions
- Committees: ensure the Chairpersons of the various committees schedule meetings and post minutes. Assist committees in their day to day organizational activities.
- Camps and LSC Events and Clinics: schedule and assist the appropriate committee chair in the planning and execution of the LSC's sponsored camps, clinics and events.
- LSC Athlete Travel Trips: assist in the planning of LSC trips such as Zones and Camps.
- Financial: assist the bookkeeper in keeping the records and filings of the organization current and assist in the financial reviews of the LSC as requested by the Finance Vice-Chair and Treasurer.
- Website and Information Management: Update and keep current documents, links, calendar, news, etc. Ensure the website is visually pleasing and up to date.
- Attend Meetings: Attend required and recommended meetings provided by USA Swimming, Southern Zones, as well as those assigned by the board.

We offer a competitive total rewards package including base salary determined by the role, experience, skill set, and location.

Job Description



The North Texas Swimming Director of LSC Services will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy. The Director ensures smooth running of the North Texas Swimming Office. This position reports to the General Chair and the NTSI Board of Directors.

The Director of LSC Services, in accordance with the provisions of the policies and procedures of North Texas Swimming, shall: 1) perform duties as outlined in the approved job description 2) perform duties in conformance with North Texas Swimming and USA Swimming regulations and procedures; and 4) perform duties in support of the North Texas Swimming's mission, vision and core values.

Qualifications

- Competent in prioritizing and working with little supervision
- Bachelor's Degree
- Self-motivated and trustworthy
- Business/management or nonprofit background preferable
- Involved with competitive swimming for 5 years or more
- Expert knowledge of MS Excel and Word
- Knowledge of the Team Unify Program or HY-TEK Sports Software experience is a plus
- Must have the capacity to learn new software quickly especially web design software
- Experience with marketing, communications and social media influencing
- Clear background check
- Priority will be given to applicants who reside in the LSC, with the expectation of residing in the boundaries of the LSC upon employment.
- Cannot be employed by, or serve in a leadership position with a team within the North Texas LSC.

Job Description



Skills:

- Demonstrates ability to compose written materials clearly and concisely, communicate to audiences, and communicate verbally one-to-one and in group settings.
- Cooperates and coordinates with others; anticipates affect his/her decisions will have on other areas; is willing to offer and accept assistance; is approachable when help is needed and offers it easily; is comfortable, productive, and effective when working in group situations; projects a positive image.
- Takes responsibility for his/her own actions and decisions; fosters innovation, development, and implementation of new approaches; promotes an atmosphere conducive to others growth and learning.
- Is able to conceive, design, schedule, and implement short and long range plans, schedule work within these plans, and anticipate and compensate for deviations from these plans; Is able to identify and analyze problems, and take appropriate steps to resolve problems.
- Is efficient in handling administrative functions using available resources. Functions within Accounting Protocol parameters.

Responsibilities & Duties include but are not limited to:

- Daily office responsibilities:
- Check all voice mails daily and return calls
- Check all emails daily and respond
- Distribute email for processing, general office business, or forward to specific board or committee members
- Send email-blasts of pertinent information to affected members (coaches, clubs, etc.) for notification of time-sensitive or other matters when needed
- Work with and communicate with other LSCs on pertinent issues
- Work with and communicate with USA Swimming on pertinent issues

Job Description



Board Support

- Provide support of board initiatives through analyzation of current and historical data
- Prepare reports and summaries of activities for board meetings including summary of committee reports
- Review SWIMS data and report trends and issues at board meetings and make recommendations for improvement
- Assist the board in serving the membership in pursuit of the mission, vision and core values of the organization

Registration/SWIMS

- Instruct on SWIMS 3.0 process and manage registrations as necessary including members and clubs out of compliance
- Ensure that all Club and LSC Boards of Directors and LSC committee members are current in their USA Swimming memberships
- Process athlete transfers and provide bookkeeper monthly billing information
- Collect and always maintain a current listing of Club Delegates to HOD, Club Safe Sport Representatives, and Club Athlete Representatives and their contact information

New Club Development

- Provide information on new club membership to interested parties and check all new club applications before forwarding to USA Swimming
- Provide support and mentoring to new clubs and ensure compliance with all requirements over the first years of formation
- Solicit feedback from new clubs on needed support and ideas

Sanctioning, Meets and Times

- Process and handle meet sanctioning functions
- Process pre-meet reconciliations including registrations and times (when appropriate)
- Upload meet results into SWIMS and correct all errors
- Submit required billing information to bookkeeper
- Post top times reports every two weeks. Maintain NTSI records

Job Description



Website

- Review and update of current website
- Update top times, organize and update website with most efficient layout needed to identify important information and eliminate redundancy
- Provide ongoing maintenance

Social Media Management

- Manage Facebook, X, etc. and oversee athlete engagement

Attend committee meetings

- Attend committee meeting to be available as a resource and create and implement initiatives to support athletes, coaches, officials, board and members
- Attend all meetings of the NTSI Board of Directors
- Coordinate annual House of Delegates meeting – place, refreshments, audio-visual equipment, agenda, handouts, and set-up, etc.
- Serve as a point of contact and resolution for issues related to member clubs

Zone/All-Star/Travel Coordinator

- Arrange hotels/meals, transportation & apparel, coordinate team, coaches, & chaperone selection
- Coordinate all hotel, travel and registration issues for members attending USAS Annual Business Meeting, Workshops and other USA Swimming events, etc.

Job Description



Fiscal Management

- Prepare invoices for outstanding registration fees, meet fees, fines or money due to North Texas Swimming
- Process PayPal payments for transfers/club registrations, special events, Zones, apparel
- Transfer balance to bank account at end of each month
- Maintain electronic and Hard Copy filing systems
- Maintain and Oversee Office specific LSC Credit Card use i. Communicate with LSC Treasurer for payment of electronic invoices
- Supply Treasurer with all Hard Copy receipts or stubs
- Assist Treasurer in preparation of Treasurer's report for HOD I BOD meetings
- Support budgeting and bookkeeping procedures including invoicing and budget tracking as requested by Treasurer
- Oversee and monitor the Annual Officials Reimbursement Program
- Oversee and monitor LEAP program for completion and assurance of timely certification.
- Prepares documents to submit to USA Swimming for LEAP
- Attends North Texas Swimming board meetings as a non-voting member
- Serves as the LSC point of contact and the conduit between coaches, officials, volunteers and the Board and USA Swimming
- Make sure that all web forms are current and directed to the proper person.
- Be on duty for any board requests, i.e. House of Delegate preparation, Retreat preparation, Special USA Swimming issues, and requested reports

Job Knowledge: Displays accuracy and in-depth knowledge in administrative field, consistently attempts to improve job knowledge and competence in field.

Complies with North Texas Swimming By-Laws and Policies in carrying out the business of North Texas Swimming

Attends workshops and conferences pertinent to North Texas Swimming

North Texas Swimming - Draft Budget Fiscal Year 2024

	2023 Actuals thru 09/26/2023	2023 Est 9/27 thru 12/31/2023	2023 Expected Over/(Under) Budget	Proposed 2024 Budget	Difference 2023 to 2024 Budget	% 2023 to 2024 Budget	
Income							
Donations Received	\$1,390.00	\$896.00	\$2,000.00	\$286.00	\$2,000.00	\$0.00	0.00%
Meet Surcharges	\$64,080.00	\$28,527.00	\$90,000.00	\$2,607.00	\$95,000.00	\$5,000.00	5.56%
Miscellaneous Income	\$205.00	\$0.00	\$0.00	\$255.00	\$0.00	\$0.00	0.00%
Rents - Equipment	\$1,650.00	\$150.00	\$1,500.00	\$600.00	\$0.00	\$1,500.00	0.00%
Sanction Fees	\$1,750.00	\$625.00	\$2,400.00	(\$25.00)	\$2,400.00	\$0.00	0.00%
TNT - All Star Meet	\$0.00	\$0.00	\$15,000.00	(\$15,000.00)	\$15,000.00	\$0.00	0.00%
TNT - Zones team	\$0.00	\$0.00	\$26,000.00	(\$26,000.00)	\$26,000.00	\$0.00	0.00%
USA Registration Fees	\$36,360.96	\$704,339.72	\$150,000.00	(\$9,299.32)	\$215,000.00	\$65,000.00	43.33%
Total Income	\$105,735.96	\$134,587.72	\$286,900.00	(\$46,576.32)	\$356,900.00	\$70,000.00	24.40%
Expenses							
Accounting & Tax Services	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	0.00%
Bank Charges	\$31.00	\$0.00	\$0.00	\$31.00	\$0.00	\$0.00	0.00%
Coaches' Rep	\$0.00	\$0.00	\$500.00	(\$500.00)	\$500.00	\$0.00	0.00%
Contract Labor	\$1,425.00	\$605.00	\$2,500.00	(\$470.00)	\$2,500.00	\$0.00	0.00%
Convention - USAS	\$0.00	\$1,500.00	\$3,000.00	(\$1,500.00)	\$3,000.00	\$0.00	0.00%
Diversity and Inclusion	\$0.00	\$0.00	\$4,500.00	(\$4,500.00)	\$4,500.00	\$0.00	0.00%
Dues & Subscriptions	\$0.00	\$759.10	\$600.00	\$159.10	\$800.00	\$200.00	33.33%
Evaluator Fees	\$478.53	\$1,745.01	\$3,200.00	(\$976.46)	\$3,200.00	\$0.00	0.00%
Insurance	\$414.00	\$0.00	\$500.00	(\$86.00)	\$500.00	\$0.00	0.00%
Meetings Exp	\$1,310.72	\$0.00	\$1,500.00	(\$189.28)	\$1,500.00	\$0.00	0.00%
Office Expenses: Employee / Volunteer	\$707.15	\$990.22	\$2,000.00	(\$302.63)	\$2,000.00	\$0.00	0.00%
Office Expenses: Employee Recruiting	\$0.00	\$77.13	\$300.00	(\$222.87)	\$300.00	\$0.00	0.00%
Office Expenses: Services	\$85.00	\$189.03	\$300.00	(\$25.97)	\$300.00	\$0.00	0.00%
Office Expenses: Supplies	\$179.55	\$10.80	\$200.00	(\$9.45)	\$200.00	\$0.00	0.00%
Office Expenses: Postage	\$105.01	\$22.50	\$300.00	(\$172.49)	\$200.00	(\$100.00)	-33.33%
Office Expenses: Software & Subscr.	\$2,303.60	\$594.84	\$3,600.00	(\$701.56)	\$3,600.00	\$0.00	0.00%
Payment Fees: PayPal Fees	\$0.00	\$0.00	\$550.00	(\$550.00)	\$250.00	(\$300.00)	-54.55%
Payment Fees: QB Payments Fees	\$925.88	\$537.10	\$1,200.00	\$262.98	\$1,500.00	\$300.00	25.00%
Payroll (Employees + Taxes)	\$19,945.21	\$7,463.38	\$34,000.00	(\$6,591.41)	\$103,400.00	\$69,400.00	204.12%
Repair & Maintenance	\$0.00	\$435.26	\$1,000.00	(\$564.74)	\$1,000.00	\$0.00	0.00%
Safe Sport	\$0.00	\$132.09	\$500.00	(\$367.91)	\$500.00	\$0.00	0.00%
Scholarships Awarded	\$2,000.00	\$1,000.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	0.00%
Swim Camps Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Taxes & Licenses	\$245.00	\$0.00	\$300.00	(\$55.00)	\$300.00	\$0.00	0.00%
Telephone & Internet	\$129.51	\$45.00	\$200.00	(\$25.49)	\$200.00	\$0.00	0.00%
TNT Allstars Meet exp	\$0.00	\$0.00	\$14,000.00	(\$14,000.00)	\$14,000.00	\$0.00	0.00%
TNT Zones Team Exp	\$0.00	\$0.00	\$42,750.00	(\$42,750.00)	\$42,750.00	\$0.00	0.00%
Training & Supplies - Coaches	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	\$2,000.00	\$0.00	0.00%
Training & Supplies - Officials	\$242.09	\$680.77	\$3,300.00	(\$2,377.14)	\$3,300.00	\$0.00	0.00%
Travel: Athlete Reimbursement	\$90,089.60	\$10,374.05	\$125,000.00	(\$24,336.35)	\$125,000.00	\$0.00	0.00%
Travel: Coach Reimbursement	\$10,555.86	\$1,322.04	\$14,000.00	(\$2,122.10)	\$14,000.00	\$0.00	0.00%
Travel: Meet Official Reimbursement	\$5,398.08	\$903.44	\$14,000.00	(\$7,698.48)	\$14,000.00	\$0.00	0.00%
Travel: LSC Officers	\$6,952.27	\$0.00	\$5,000.00	\$952.27	\$7,000.00	\$1,000.00	16.67%
Total Expenses	\$143,523.06	\$31,386.76	\$286,800.00	(\$111,890.18)	\$357,300.00	\$70,500.00	24.58%
Net Operating Income	(\$37,787.10)	\$103,200.96	\$100.00	\$65,513.86	(\$400.00)	(\$500.00)	
Other Income							
Interest Income	\$411.47	\$200.00	\$50.00	\$561.47	\$500.00	\$450.00	
Total Other Income	\$411.47	\$200.00	\$50.00	\$561.47	\$500.00	\$450.00	
Other Expenses							
Interest Expense	\$0.00	\$0.00	\$50.00	(\$50.00)	\$0.00	(\$50.00)	
Miscellaneous Expense	\$460.00	\$42.49	\$100.00	\$402.49	\$100.00	\$0.00	late filing for 2022 IRS 990
Total Other Expenses	\$460.00	\$42.49	\$150.00	\$352.49	\$100.00	\$0.00	
Net Other Income	(\$48.53)	\$157.51	(\$100.00)	\$208.98	\$400.00	\$450.00	
Net Income	(\$37,835.63)	\$103,358.47	\$0.00	\$65,522.84	\$0.00	\$0.00	



Finances

Draft Budget Fiscal Year 2024



Income

Draft Budget Fiscal Year 2024

	2023 Actuals thru 09/26/2023	2023 Fcst 9/27 thru 12/31/2023	2023 Budget	2023 Expected Over/(Under) Budget	Proposed 2024 Budget	Difference 2023 to 2024 Budget	% 2023 to 2024 Budget	
Income								
Donations Received	\$1,390.00	\$896.00	\$2,000.00	\$286.00	\$2,000.00	\$0.00	0.00%	
Meet Surcharges	\$64,080.00	\$28,527.00	\$90,000.00	\$2,607.00	\$95,000.00	\$5,000.00	5.56%	
Miscellaneous Income	\$205.00	\$50.00	\$0.00	\$255.00	\$0.00	\$0.00	0.00%	
Rents - Equipment	\$1,950.00	\$150.00	\$1,500.00	\$600.00	\$1,500.00	\$0.00	0.00%	
Sanction Fees	\$1,750.00	\$625.00	\$2,400.00	(\$25.00)	\$2,400.00	\$0.00	0.00%	
TNT - All Star Meet	\$0.00	\$0.00	\$15,000.00	(\$15,000.00)	\$15,000.00	\$0.00	0.00%	
TNT - Zones team	\$0.00	\$0.00	\$26,000.00	(\$26,000.00)	\$26,000.00	\$0.00	0.00%	
USA Registration Fees	\$36,360.96	\$104,339.72	\$150,000.00	(\$9,299.32)	\$215,000.00	\$65,000.00	43.33%	2024 reflects new fee structure
Total Income	\$105,735.96	\$134,587.72	\$286,900.00	(\$46,576.32)	\$356,900.00	\$70,000.00	24.40%	

	2023 Actuals thru 09/26/2023	2023 Fcst 9/27 thru 12/31/2023	2023 Budget	2023 Fcst Expected Over/(Under) Budget	Proposed 2024 Budget	Difference 2023 to 2024 Budget	% 2023 to 2024 Budget
Expenses							
Accounting & Tax Services	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	0.00%
Bank Charges	\$31.00	\$0.00	\$0.00	\$31.00	\$0.00	\$0.00	0.00%
Coaches' Rep	\$0.00	\$0.00	\$500.00	(\$500.00)	\$500.00	\$0.00	0.00%
Contract Labor	\$1,425.00	\$605.00	\$2,500.00	(\$470.00)	\$2,500.00	\$0.00	0.00%
Convention - USAS	\$0.00	\$1,500.00	\$3,000.00	(\$1,500.00)	\$3,000.00	\$0.00	0.00%
Diversity and Inclusion	\$0.00	\$0.00	\$4,500.00	(\$4,500.00)	\$4,500.00	\$0.00	0.00%
Dues & Subscriptions	\$0.00	\$759.10	\$600.00	\$159.10	\$800.00	\$200.00	33.33%
Evaluator Fees	\$478.53	\$1,745.01	\$3,200.00	(\$976.46)	\$3,200.00	\$0.00	0.00%
Insurance	\$414.00	\$0.00	\$500.00	(\$86.00)	\$500.00	\$0.00	0.00%
Meetings Exp	\$1,310.72	\$0.00	\$1,500.00	(\$189.28)	\$1,500.00	\$0.00	0.00%
Office Expenses: Employee / Volunteer	\$707.15	\$990.22	\$2,000.00	(\$302.63)	\$2,000.00	\$0.00	0.00%
Office Expenses: Employee Recruiting	\$0.00	\$77.13	\$300.00	(\$222.87)	\$300.00	\$0.00	0.00%
Office Expenses: Services	\$85.00	\$189.03	\$300.00	(\$25.97)	\$300.00	\$0.00	0.00%
Office Expenses: Supplies	\$179.55	\$10.80	\$200.00	(\$9.65)	\$200.00	\$0.00	0.00%
Office Expenses: Postage	\$105.01	\$22.50	\$300.00	(\$172.49)	\$200.00	(\$100.00)	-33.33%
Office Expenses: Software & Subscr.	\$2,303.60	\$594.84	\$3,600.00	(\$701.56)	\$3,600.00	\$0.00	0.00%
Payment Fees: PayPal Fees	\$0.00	\$0.00	\$550.00	(\$550.00)	\$250.00	(\$300.00)	-54.55%
Payment Fees: QB Payments Fees	\$925.88	\$537.10	\$1,200.00	\$262.98	\$1,500.00	\$300.00	25.00%
Payroll (Employees + Taxes)	\$19,945.21	\$7,463.38	\$34,000.00	(\$6,591.41)	\$103,400.00	\$69,400.00	204.12%
Repair & Maintenance	\$0.00	\$435.26	\$1,000.00	(\$564.74)	\$1,000.00	\$0.00	0.00%
Safe Sport	\$0.00	\$132.09	\$500.00	(\$367.91)	\$500.00	\$0.00	0.00%
Scholarships Awarded	\$2,000.00	\$1,000.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	0.00%
Swim Camps Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Taxes & Licenses	\$245.00	\$0.00	\$300.00	(\$55.00)	\$300.00	\$0.00	0.00%
Telephone & Internet	\$129.51	\$45.00	\$200.00	(\$25.49)	\$200.00	\$0.00	0.00%
TNT Allstars Meet exp	\$0.00	\$0.00	\$14,000.00	(\$14,000.00)	\$14,000.00	\$0.00	0.00%
TNT Zones Team Exp	\$0.00	\$0.00	\$42,750.00	(\$42,750.00)	\$42,750.00	\$0.00	0.00%
Training & Supplies - Coaches	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	\$2,000.00	\$0.00	0.00%
Training & Supplies - Officials	\$242.09	\$680.77	\$3,300.00	(\$2,377.14)	\$3,300.00	\$0.00	0.00%
Travel: Athlete Reimbursement	\$90,089.60	\$10,374.05	\$125,000.00	(\$24,536.35)	\$125,000.00	\$0.00	0.00%
Travel: Coach Reimbursement	\$10,555.86	\$1,322.04	\$14,000.00	(\$2,122.10)	\$14,000.00	\$0.00	0.00%
Travel: Meet Official Reimbursement	\$5,398.08	\$903.44	\$14,000.00	(\$7,698.48)	\$14,000.00	\$0.00	0.00%
Travel: LSC Officers	\$6,952.27	\$0.00	\$6,000.00	\$952.27	\$7,000.00	\$1,000.00	16.67%
Total Expenses	\$143,523.06	\$31,386.76	\$286,800.00	(\$111,890.18)	\$357,300.00	\$70,500.00	24.58%



Expenses

Draft Budget

Fiscal Year 2024

Intuit now \$198/month



Net Income + Other Expenses

Draft Budget Fiscal Year 2024

	2023 Actuals thru 09/26/2023	2023 Fcst 9/27 thru 12/31/2023	2023 Budget	2023 Expected Over/(Under) Budget	Proposed 2024 Budget	Difference 2023 to 2024 Budget	% 2023 to 2024 Budget
Net Operating Income	(\$37,787.10)	\$103,200.96	\$100.00	\$65,313.86	(\$400.00)	(\$500.00)	
Other Income							
Interest Income	\$411.47	\$200.00	\$50.00	\$561.47	\$500.00	\$450.00	
Total Other Income	\$411.47	\$200.00	\$50.00	\$561.47	\$500.00	\$450.00	
Other Expenses							
Interest Expense	\$0.00	\$0.00	\$50.00	(\$50.00)	\$0.00	(\$50.00)	
Miscellaneous Expense	\$460.00	\$42.49	\$100.00	\$402.49	\$100.00	\$0.00	
Total Other Expenses	\$460.00	\$42.49	\$150.00	\$352.49	\$100.00	\$0.00	
Net Other Income	(\$48.53)	\$157.51	(\$100.00)	\$208.98	\$400.00	\$450.00	
Net Income	(\$37,835.63)	\$103,358.47	\$0.00	\$65,522.84	\$0.00	\$0.00	

late filing for 2022 IRS 990

Director of LSC Services Personnel Committee

Personnel Committee's Responsibility:

- Vet Director of LSC Services job candidates
- Present their recommendations to the NTSI Board of Directors

Personnel Committee will consist of the following members:

- 2 Members of the NTSI Board of Directors
- 2 NTSI Members At Large
- 1 NTSI Athlete

