



Florida Swimming Athlete Committee Manual

Addendum to LSC Policies & Procedures

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General Use of Manual

Purpose

The Florida Swimming Athlete Committee Manual (referred to throughout as “Manual” or “Committee Manual”) consists of the policies and procedures governing the Florida Swimming Athlete Committee (“FLAC”), as defined in the LSC Bylaws. It is an addendum to the LSC Policies and Procedures and is implemented as such.

Authority

The policies and procedures outlined in the Manual must be followed by all members of the Athlete Committee and of Florida Swimming. Any consequences or sanctions established in the Manual must be implemented accordingly. Failure to follow the Manual may result in punishment including (but not limited to) formal censures, change of position or seat, expulsion from position or seat, hearing with the LSC Board of Directors, or complaints with the LSC Board of Review.

Where local law and Manual policies conflict, local law prevails. Where LSC bylaws and Manual policies conflict, LSC bylaws prevail. Where USA Swimming bylaws, policies, interpretations, or other regulations and Manual policies conflict, USA Swimming rulings prevail. At the immediate time of implementation of the Manual, all conflicting policies in the LSC Policies and Procedures manual, as well as all conflicting policies in the LSC Rules and Regulations manual, are null and void unless otherwise agreed upon by the Senior Athlete Representative, Junior Athlete Representative, Executive Director, and General Director.

Amendments to the Manual

Any amendment to the Manual requires a vote of approval by the Board of Directors and one of the following votes of approval:

- A majority of the Athletes Committee, including both Junior and Senior Athlete Representative

Amendments must not conflict with local law, LSC bylaws, or USA Swimming bylaws, policies, interpretations, or rulings.

Exceptions to the Manual

In the case that an immediate exception to the Manual becomes necessary, a vote of 4/5 of the Athlete Committee and both the Junior and Senior Athlete Representatives, or a unanimous vote of the Athlete Committee with approval of the Executive Director or General Chair, may temporarily alter or ignore a portion of the Manual.

Interpretations of the Manual

Should question arise as to the implementation or definition of part or all of the Manual, a vote of the current Senior and Junior Athlete Representatives and the previous three (3) Senior Athlete Representatives shall be called to determine a final ruling.

Implementation of the Manual

Ratification of the Manual shall consist of a majority vote of approval by the LSC Board of Directors and a $\frac{3}{4}$ vote of the Athlete Committee, including both Junior and Senior Athlete Representative.

Upon Ratification of the Manual, it must be implemented within thirty (30) days.

FLAC Leadership Duties

The Florida Swimming Athletes Committee shall consist of:

- Senior Athlete Representative
- Junior Athlete Representative
- All Committee Athlete Representatives
- All Area Athlete Representatives
- All athlete members of the Board of Directors
- Additional non-voting Club Representatives

FLAC Leadership

The Senior Athlete Representative shall be the Chair of the Athlete Committee. The Junior Athlete Representative shall be the Vice Chair of the Athlete Committee. The election of Junior Athlete Representative, term lengths, and transition details are as described in the LSC Bylaws and in the Junior Athlete Representative Election Procedure addendum to the Manual¹.

Junior and Senior Representatives Duties

The responsibilities of the Junior and Senior Athlete Representatives include, but are not limited to (and may encompass any arising needs or issues)² the following:

- Conduct, or designate a person to conduct, all FLAEC/Athletes' Committee meetings.
- Designate a person to act as recording secretary at all FLAEC/Athletes' Committee meetings.
- Regularly communicate with the Florida Swimming Senior Vice Chair and other appropriate members of LSC Leadership.
- Serve as a member of Florida Swimming Board of Directors and Florida Swimming Executive Committee, and House of Delegates.
- Assist in communicating the business of the Athletes' Committee by contributing to relevant publication/media outlets (Florida Swimming website, Florida Swimming Social Media Outlets, Athletes' Newsletter, etc.).
- Provide pre- and post-Convention reports.
- Set yearly committee and position goals.
- Lead communication efforts with other LSC's.
- Administer the changing of the Athlete Representatives' Email Accounts.
- Appoints Athletes to Athlete Representative positions when needed.
- Keep all records/information for future Chair.
- Attend all LSC Meetings, USA Swimming Convention, USA Swimming Leadership Summits/Meetings, other USA Swimming or Southern Zone meetings or conventions

¹ Addendum 1

² Additional duties are listed throughout the Manual as well.

intended for Athlete Representatives, and (when able) other programs as requested within the LSC.

All responsibilities primarily belong to the Senior Athlete Representative and may be designated/shared with the Junior Athlete Representative at their request.

At-Large Board of Directors Athletes

Per the LSC bylaws, the Board of Directors shall consist of at least 20% athletes, which, at the time of implementation, is six (6) members – the Senior and Junior Athlete Representatives, and four (4) at-large athlete members. The at-large athlete members shall consist of the two (2) Athlete Representatives to the Technical Planning committee, and, should he or she be willing, the prior Senior Athlete Representative. Should the prior Senior Athlete Representative not accept the position, another member may be appointed by the current Senior and Junior Athlete Representatives.

Qualifications – Technical Planning/BOD Athletes

The Technical Planning/At-Large BOD Athlete Representatives must meet the following qualifications in addition to any qualifications listed for general FLAC Representatives:

- Six (6) months prior experience as a voting member of the Athlete Committee (Committee Representative or Area Representative)
- 3.75 weighted GPA (4-point scale)
- Currently hold at least a Sectionals qualifying time in their respective age group (may be for any Sectional meet within the Section)

Appointment of an athlete to the Technical Planning/At-Large BOD position must consist of approval of both Senior and Junior Athlete Representatives, the Executive Director, and either the Technical Planning Chair or LSC General Chair. All five listed individuals may also accept an exception to the qualifications as listed above.

Term Lengths – Technical Planning/BOD Athletes

Technical Planning/At-Large BOD Athletes do not operate on the same term cycle as other FLAC members. While their terms may not exceed two years, they may start or terminate at any point throughout the year.

Non-Technical Planning BOD Athletes

The remainder of the at-large BOD positions shall be subject to the same qualifications, authorities, and responsibilities as the aforementioned Technical Planning Reps, and the Chain of Command processes outlined shall apply to both.

The positions shall first be filled by previous Senior Athlete Representatives, who at the completion of their term may be eligible for a minimum of a one (1) year term as a BOD at-large position, if they so wish. If they do not wish to fulfill this position, the previous rep (currently holding the position prior to the switching of positions) may elect to continue in this position. If no previous Rep elects to take the position, the Senior and Junior Athlete Representatives shall appoint additional members of FLAC to fulfill this position, provided they meet the qualifications above.

Committee Representatives

Every standing committee within Florida Swimming shall, per the LSC bylaws, consist of at least 20% athletes in the voting membership. The Senior and Junior Athlete Representatives shall appoint Athlete Representatives to these committees as necessary.

Term Lengths

Committee members shall hold two (2) year terms, with terms beginning on July 1 and ending on June 30. Representatives to the Senior Committee, Age Group Committee, Safe Sport Committee, as well as one member of the Officials Committee, shall have terms beginning and ending in even-numbered years. Representatives to the Diversity Committee, Finance Committee, as well as the other member of the Officials committee, shall have terms beginning and ending in odd-numbered years.

There are no term limits on Committee Representatives. However, at the conclusion of a term, a standing committee member must reapply for their position to maintain it. Transfers of positions between consenting FLAC members may be permitted at the designation of the Senior and Junior Athlete Representative, within reason.

Duties

Committee members shall be responsible for duties including but not limited to the following:

- Voicing + voting of the Athlete Committee's opinions at all committee meetings
- Communicating decisions and information between the Athlete Committee and their respective committees
- Attendance at all Athlete Committee and respective committee meetings (unless adequate notice is given to the Senior and Junior Athlete Representatives)
- Voicing + voting of their own opinions at Athlete Committee meetings

Qualifications

To be appointed as a committee representative, unless otherwise waived by the Senior and Junior Athlete Representative, an athlete must:

- Have/maintain a 3.5 weighted GPA (4-point scale)
- Have at least a current LSC championship qualifying time in their respective age group
- Be willing to attend all FL meetings as dictated
- Have been an active member of USA Swimming for at least 2 years
- Live within the territory of the LSC, and be a member in good standing of a club within the LSC
- Submit a statement of recommendation from a coach, teacher, or committee chair

Area Representatives

Every standing committee within Florida Swimming shall, per the LSC bylaws, consist of at least 20% athletes in the voting membership. This includes the six Area Committees. The Senior and Junior Athlete Representatives shall appoint Athlete Representatives to these Area Committees as necessary.

Term Lengths

Area Representatives shall hold two year terms. Representatives to Areas 1, 3, and 5 shall begin and end their terms in even-numbered years. Representatives to Areas 2, 4, and 6 shall begin and end their terms in odd-numbered years. Committee members shall hold two (2) year terms, with terms beginning on July 1 and ending on June 30.

There are no term limits on Area Representatives. However, at the conclusion of a term, a standing committee member must reapply for their position to maintain it. Transfers of positions between consenting FLAC members may be permitted at the designation of the Senior and Junior Athlete Representative, within reason. (This applies only between switching non-Area Representatives, or between an Area Representative and a Committee Representative who both compete in the same Area. i.e., no Area Representative may transfer to an Area Committee which they do not train in.) If an Area Representative switches clubs to a club outside of the Area that they represent, they must resign if more than six months remain in their term, or transfer to an appropriate committee.

Duties

Committee members shall be responsible for duties including but not limited to the following:

- Voicing + voting of the Athlete Committee's opinions at all Area committee meetings
- Communicating decisions and information between the Athlete Committee and their respective committees
- Attendance at all Athlete Committee and respective committee meetings (unless adequate notice is given to the Senior and Junior Athlete Representatives)
- Voicing + voting of their own opinions at Athlete Committee meetings
- Recruiting and managing local club representatives

Qualifications

To be appointed as an area representative, unless otherwise waived by the Senior and Junior Athlete Representative, an athlete must:

- Have/maintain a 3.5 weighted GPA (4-point scale)
- Have at least a current LSC championship qualifying time in their respective age group
- Be willing to attend all FL meetings as dictated
- Have been an active member of USA Swimming for at least 2 years
- Live within the territory of the LSC, and be a member in good standing of a club within the LSC
- Submit a statement of recommendation from a coach, teacher, or committee chair

Club Representatives

Each club maintaining the qualifications to hold a vote in the FL House of Delegates may designate a Club Athlete Representative. That individual will be both a non-voting member of the FLAC and a voting member of the Athlete Election Committee as defined in the LSC Bylaws and Addendum 1.

Qualifications, term lengths, and rotations of Club Representatives shall be decided by each individual club; however, club representatives must be actively registered with the club and be in good standing.

Club representatives report both to their Area Representatives and the Senior and Junior Athlete Representatives. If a club has other Athlete Representatives serving in voting positions throughout the FLAC, they may name an additional athlete as a Club Representative. Active voting members of the FLAC may not serve as Club Representatives.

Vacancies/Line of Command

Senior/Junior Athlete Representative Vacancy

In the event that a vacancy exists in either the Senior or Junior Athlete Representative position, the remaining Senior or Junior Athlete Representative or, failing that, the General Chair, may nominate an individual to fill the opening. Unless impractical or impossible, the nominated individual shall be one of the two Technical Planning/At-Large BOD representatives. If the vacancy is in the Junior Representative spot, then that vacancy shall be filled; if the vacancy is in the Senior Representative spot, then the current Junior Representative shall become Senior Representative and serve out the remainder of their two year term, and the Junior Representative spot shall be filled.

If both seats are vacant, then the two Technical Planning/At-Large BOD representatives shall be immediately nominated to fill the seats. The Athlete Committee will then vote to decide which shall be Senior Representative and which shall be Junior Representative.

To confirm nomination of an athlete to a vacant Senior or Junior Athlete Representative position, one of the following must be obtained, including the approval of the remaining Senior Athlete Representative and the Executive Director:

- A 2/3 vote of the Athlete Committee
- A 3/5 vote of the Executive Committee
- A 2/3 vote of the Board of Directors
- A 2/3 vote of the Athlete Election Committee

Technical Planning/At-Large BOD Vacancies

In the event that either of the seats of the Tech Planning/At-Large BOD representatives is vacant, the appointment process shall occur as normal.

Committee/Area Vacancies

In the event of a committee vacancy, the appointment process shall occur as normal. The appointed individual is still bound to the term of their predecessor.

Expulsion and Impeachment

Removal of Senior or Junior Athlete Representative

In the event that by means of demeanor, incompetence, immoral or illegal behavior, or repeated and/or blatant failure to comply with LSC Bylaws, Rules & Regulations, Policies & Procedures, a series of votes may occur to remove either Senior or Junior Representative from office.

With a vote of removal from the other Athlete Representative, and a majority vote of removal from the Board of Directors, either may be removed by:

- A 3/4 vote of removal by the Athlete Committee
- A 3/4 vote of removal by the Executive Committee
- A 3/4 vote of removal by the Athlete Election Committee

Without a vote of removal from the other Athlete Representative, but still with a majority vote of removal from the Board of Directors, either may be removed by:

- A 4/5 vote of removal by the Athlete Committee
- A 4/5 vote of removal by the Executive Committee
- A 4/5 vote of removal by the Athlete Election Committee

Neither Senior nor Junior Athlete Representative may be removed from office without proper and complete reasons for removal being presented and made publicly available (excluding instances wherein the Representative in question requests the information to be held only to voting members).

Conviction of a crime or evidence that a crime was committed shall result in the immediate removal of a Representative from office.

Removal of Committee, Technical Planning/At-Large BOD, Area Representatives

Any voting member of the FLAC (excluding the Senior and Junior Athlete Representative) may be removed by any of the following processes:

- A $\frac{3}{4}$ decision of removal from both the Senior and Junior Athlete Representatives, the Executive Director, and the General Chair
- A $\frac{2}{3}$ vote of the Executive Committee

Conviction of a crime or evidence that a crime was committed shall result in the immediate removal of a Representative from office.

Removal of Club Representatives

Although Club Representatives and their terms remain primarily under control of the Club, reasonable grounds for removal, accompanied by approval of both Senior and Junior Athlete Representative and either the Executive Director or General Chair may remove a Representative from office. Conviction of a crime or evidence that a crime was committed shall result in the immediate removal of a Representative from office.

Appendix

Addendum 1: Junior Athlete Representative Election Procedures

The Junior Athlete Representative Election shall occur each Spring, with the election taking place no earlier than February 15 and no later than March 10, with the transition of status occurring no later than March 15 and no later than seven days after the conclusion of the election process. Applications for prospective candidates shall close no earlier than January 31 and no later than February 14. Applications must be open for a minimum of 14 days. Extensions or exceptions may be granted by a 2/3 majority of the Athlete Committee, and approval from the Board of Directors.

Each club's representative to the Athletes Election Committee shall be appointed no later than the closing of the candidate application. If this representative is not the same individual listed on the club's registration as "Athlete Representative", written notice must be given to the Senior and Junior Athlete Reps prior to the closing of the candidate application with the understanding that the named individual will become the club's representative to the Athlete's Election Committee and non-voting representative to the Athletes Committee.

The election shall occur no less than six days after the closing of the application. During this period, the Senior Athlete Representative, Junior Athlete Representative, and Executive Director (or his/her designee) shall review the applications, ensuring that all meet the qualifications and requirements to be elected Junior Athlete Representative. Throughout this review, if all three individuals deem a prospective candidate to be unqualified within reason, they may disqualify their application and remove them from the election. If two of the three individuals deem a prospective candidate to be unqualified within reason, with the approval of a majority of the Executive Committee the application may be disqualified.

The application shall be approved by the Board of Directors prior to its opening and release. It shall consist at minimum of qualification questions; a letter of recommendation from a coach, teacher, or committee chair; a personal statement; and any questions or information requested from the Senior or Junior Athlete Rep.

Upon selection of candidates (approval of prospective applications), no later than 48 hours prior to the scheduled election, the applications shall be blindly (with name and team redacted) sent to all members of the Athletes Election Committee for review. Prior to participating in the election, all members must sign that they have reviewed all applications submitted.

The candidates may be contacted by the Senior and/or Junior rep prior to the election to discuss the position, procedure, and any other arising issues. However, communication must be communal, and contact with individual candidates, outside of personal matters, shall be prohibited.

Candidates may NOT contact members of the Athletes Election Committee regarding their candidacy or application, provide identifying information about their application, or contact coaches other than their own, their committee chair, or former coaches regarding their candidacy (i.e., outside of letters of recommendation).

The election process shall occur first via a conference call, with information sent to voters no later than 48 hours prior to the scheduled start time. During the conference call, the encouraged criteria for voting shall be noted:

- Prior experience with swimming governance
- Leadership positions outside of the water
- Strength of recommendation letter
- Strength of personal statement
- Status/history with FL Swimming and sport

Time for additional reading of applications may be designated. At the conclusion of applicable business, the floor may be opened for discussion or comments from electors, within reason.

To be permitted to vote in the recorded election, electors MUST have attended the conference call in its entirety.

The election shall then occur via an online vote, beginning immediately following the conclusion of the conference call and concluding 24 hours after the scheduled start of the call (unless designated otherwise by Senior or Junior Athlete Rep). The Senior and Junior Athlete Reps shall designate a means of ensuring consistency between conference call attendees and recorded voters.

The Junior and Senior Athlete Representatives may NOT cast votes in the election, although they may note or emphasize certain characteristics or applications (within reason) without stating opposition to specific candidates. Candidates who are members of the Athletes Election Committee may NOT participate in the conference call nor cast votes. If a candidate is a Club Representative to the Athletes Election Committee, their club may submit a proxy elector prior to the deadline for submitting elector names. If a candidate is an Athletes Committee member and therefore an ex-officio member of the Athletes Election Committee, no proxy or replacement will be granted. If a member of the Athletes Election Committee cannot attend the call or election, their club may submit a proxy elector prior to the deadline for submitting elector names.

At the conclusion of the election, the candidate receiving the most votes shall become Junior Athlete Representative. The specific results (percentages, standings) may NOT be released, and shall be discarded. The results shall be announced to the Athletes Election Committee and candidates as soon as possible upon completion of the election. Members of the Athletes Election Committee and candidates shall not discuss their vote nor election results until their public announcement, which shall occur within 48 hours of the conclusion of the election.