



Border Swimming Athlete Committee Manual

Addendum to LSC Policies & Procedures

Produced and published by the Athlete Committee of the Border Swimming, Inc. Local Swimming Committee.
Member - USA Swimming. Enacted August 2025.

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General Use of Manual

Purpose

The Border Swimming Athlete Committee Manual (referred to throughout as “Manual” or “Committee Manual”) consists of the policies and procedures governing the Border Swimming Athlete Committee (“BDAC”). 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 Border 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 Administrative Review Board.

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.

Amendments to the Manual

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

- A majority of the BDAC
- Both Junior and Senior Athlete Representative must vote in favor of an amendment

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, one of the following votes of approval must occur in order to temporarily alter or ignore a portion of the Manual:

- A vote of 4/5 of the Athlete Committee and both the Junior and Senior Athlete Representatives
- A majority vote of the Athlete Committee with approval of the General Chair
- A unanimous vote between all Border Board of Director (BOD) Athletes and the General Chair

Interpretations of the Manual

Should question arise as to the implementation or definition of part or all of the Manual, a meeting of the current BOD Athletes and any previous BOD Athletes (if needed) 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 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.

Meeting Procedures

Meeting Frequency

The BDAC meetings will be called at the discretion of the Senior and Junior Athlete Representatives. The BDAC must meet no less than six times a year.

Quorum

Quorum will consist of no less than six BDAC voting members present including at least two BOD Athlete Representatives present.

Open Meetings

All BDAC meetings are open to anyone. For sensitive matters, a closed session can be called by a majority vote of the members present.

BDAC Leadership Duties

The Border Swimming Athletes Committee shall consist of:

- Senior Athlete Representative
- Junior Athlete Representative
- Athlete At-Large Representatives
- Club Representatives

BDAC 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 the Junior and Senior Athlete Representatives, term lengths, and transition details are as described in the BOD Athlete Representative Election Procedure at the end of the Manual.

Board of Directors Athlete Representatives

Per the LSC bylaws, the Board of Directors (BOD) shall consist of at least 20% athletes, which, at the time of implementation, is four (4) members – the Senior and Junior Athlete Representatives, and two (2) At-Large Athlete Representatives.

Term Lengths – BOD Athlete Representatives

One-year terms with elections in the spring of each year prior to May 1.

Qualifications – BOD Athlete Representatives

The BOD Representatives must meet the following qualifications in addition to any qualifications listed for general BDAC Representatives:

- Have been an active member of USA Swimming for at least 1 year
- Be a member in good standing within the LSC
- Have at least a current LSC championship qualifying time in their respective age group
- Be willing to attend all BDAC and BD meetings as dictated
- Be fourteen years old or older by May 1st of the election year

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) the following:

- Act unbiasedly on behalf of the athletes within Border Swimming
- Seek out the opinions of the athletes within Border Swimming
- Conduct, or designate a person to conduct, all BDAC meetings
- Designate a person to act as recording secretary at all BDAC meetings
- Regularly communicate with the Border Swimming Senior Vice Chair and other appropriate members of LSC Leadership
- Serve as a member of the Border Swimming Board of Directors, Border Swimming Executive Committee, and House of Delegates
- Assist in communicating the business of the Athletes' Committee by contributing to relevant publication/media outlets (Border Swimming website, Border Swimming Social Media Outlets, etc.)
- Provide pre- and post-Convention reports
- Provide pre- and post- reports for BDAC events
- Set yearly committee and position goals
- Lead communication efforts with other LSC's
- Appoints Athletes to Athlete Representative positions when needed
- Keep all records/information for future Chair
- Be an active member on one or more Border Swimming Committees apart from the BDAC
- Lead one or more BDAC subcommittees
- Attend all BOD Meetings (unless extreme and justifiable circumstances are presented to all BOD Athletes and General Chair no less than 5 days prior to the meeting)
- Attend all BDAC Meetings (unless extreme and justifiable circumstances are presented to all BOD Athletes no less than 5 days prior to the meeting)
- Attend all USA Swimming Convention, USA Swimming Leadership Summits/Meetings, other USA Swimming or Southern Zone meetings or conventions intended for Athlete Representatives, and (when able) other programs as requested within the LSC. If Border Swimming refuses to present necessary funds, then the event is up to the discretion of the athletes

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

Athlete At-Large Representative's Duties

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

- Act unbiasedly on behalf of the athletes within Border Swimming
- Seek out the opinions of the athletes within Border Swimming
- Serve as a member of the Border Swimming Board of Directors and House of Delegates
- Help set yearly committee and position goals
- Be an active member on one or more Border Swimming Committees
- Lead one or more BDAC subcommittees (if applicable)
- Attend all BOD Meetings (unless extreme and justifiable circumstances are presented to all BOD Athletes and General Chair no less than 5 days prior to the meeting)
- Attend all BDAC Meetings (unless extreme and justifiable circumstances are presented to all BOD Athletes no less than 5 days prior to the meeting)
- Attend all USA Swimming Convention, USA Swimming Leadership Summits/Meetings, other USA Swimming or Southern Zone meetings or conventions intended for Athlete Representatives, and (when able) other programs as requested within the LSC. If Border Swimming refuses to present necessary funds, then the event is up to the discretion of the athletes
- Perform any other duties assigned by the Senior and Junior Athlete Representatives

Committee Representatives

Every standing committee within Border 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.

Appointment of an athlete to the Technical Planning Committee must consist of approval of both Senior and Junior Athlete Representatives, and the LSC General Chair.

Term Lengths

Committee members shall hold one (1) year terms, with terms beginning on May 1 and ending on April 30 unless requested otherwise by Committee Chairs.

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 BDAC 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 Athlete Representative, Junior Athlete Representative, and Committee Chair)
- 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 been an active member of USA Swimming for at least 1 year
- Be a member in good standing within the LSC
- Have at least a current LSC championship qualifying time in their respective age group
- Be willing to attend all BDAC, respective LSC Committee, and other BD meetings as dictated

Club Representatives

Each club maintaining the qualifications to hold a vote in the BD House of Delegates must designate two Club Athlete Representative. Those individuals will be voting members of the BDAC.

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 to the Senior and Junior Athlete Representatives. If a club has other Athlete Representatives serving in voting positions throughout the BDAC, they may name additional athletes as Club Representatives. Active voting members of the BOD may not serve as Club Representatives.

If a Club Representative cannot attend a meeting, their club may submit a proxy Club Representative.

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 Athlete At-Large 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 term, and the Junior Representative spot shall be filled.

If both seats are vacant, then the two Athlete At-Large 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.

Athlete At-Large Vacancies

In the event that either of the seats of the Athlete At-Large Representatives is vacant, the appointment process shall occur as a nomination from both the Junior and Senior Athlete Representative.

Committee 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 a BOD 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, or BDAC Manual, a Border BOD Athlete Representative may be removed by either:

- A 4/5 vote of removal by the Athlete Committee
- BD BOD board member removal process as established in the LSC Bylaws

A BOD Athlete Representative may not 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 Club Representatives

Although Club Representatives and their terms remain primarily under control of the Club, reasonable grounds for removal (such as not complying with the BDAC Manual or lack of participation), accompanied by approval of both Senior and Junior Athlete Representatives 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.

Election Procedures

BOD Athlete Representative Election Procedures

The BOD Athlete Representative election shall occur each Spring, with the election taking place no earlier than March 30 and no later than April 24, with the transition of status occurring no later than May 1 and no later than seven days after the conclusion of the election process. Applications for prospective candidates shall close no earlier than March 27 and no later than April 21. 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.

The election shall occur no less than three days after the closing of the application. During this period, the Senior Athlete Representative, Junior Athlete Representative, and Senior Vice Chair (or his/her designee) shall review the applications, ensuring that all meet the qualifications and requirements to be elected as a BOD 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.

The application shall be approved by the BDAC prior to its opening and release. At a minimum it shall consist of qualification questions, a personal statement, and any questions or information requested from the Senior or Junior Athlete Representative.

The candidates may be contacted by the Senior and/or Junior Athlete Representative 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 Committee regarding their candidacy.

The election process shall occur as an in-person meeting, with information sent to voters no less than 48 hours prior to the scheduled start time.

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

The election shall then occur via a paper vote, beginning immediately following the closed session discussion after reviewing the applicants.

Candidates who are members of the Athletes Committee may NOT participate in the voting process (i.e. cannot cast a vote). If a candidate is a Club Representative in the Athletes

Committee, their club may submit a proxy elector prior to the deadline for submitting elector names. If a Club Representative cannot attend the meeting or election, their club may submit a proxy elector prior to the deadline for submitting elector names.

If there are less than four candidates, nominations on the floor will occur.

Voting will proceed as four separate elections. First will be for the Senior Athlete Representative who will be decided by the most votes in the primary election. The winner of the primary election will be removed from all further ballots. A second election will occur in the same fashion for the Junior Athlete Representative where the winner will be decided by the most votes and removed from all further ballots. The same process will be repeated twice more to determine the two new Athlete At-Large Representatives. Candidates who want to run for only the At-Large position will be added to the ballot on the third and fourth elections. If there is a tie for the most votes, a new vote of the individuals who tied must occur to determine the winner. If a tie still occurs, the winner will be decided by a coin flip.

At the conclusion of the election, the specific results (percentages, standings) may NOT be released, and shall be discarded. The results shall be announced to the Athletes Committee and candidates as soon as possible upon completion of the election. Members of the Athletes 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.