

## Operation Risk Coordinator and National Times Verification positions

The Governance Committee is recommending to the WYSI board of directors that 1) the Operational Risk coordinator position be amended to a voting position and 2) the National Times Verification coordinator be merged into that of the Office Coordinator.

The Operational Risk coordinator position is one of two non-voting positions on the WYSI board, the other being the National Times Verification position. In recent years, the role of the Operational Risk coordinator in providing safety education as a liaison between WYSI and USA Swimming, and documenting incidents, has become an increasingly important one and as such, should be considered as a full board position with both a voice and vote.

There are currently 13 votes on the board and the Operational Risk coordinator vote would make 14.

The National Times Verification coordinator position has equally changed in the past few years as SWIMS has continued to evolve as technology has improved and there is redundancy in the NTV coordinator and that of the Office coordinator.

Job descriptions are attached below for reference.

### **OPERATIONAL RISK COORDINATOR (Non-Voting position)**

#### 1. Operational Risk Coordinator 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 Wyoming Swimming.
- Develop safety education programs and policies for Wyoming Swimming and make recommendations regarding such programs and policies, and the implementation thereof, to the Administrative Vice-Chair and the Board of Directors.
- Submit the reports required.

#### 2. Membership Term and Selection

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

#### 3. Preferred Experience and Expertise

**OFFICE COORDINATOR**  
**(Non-Board position)**

1. Office Coordinator Duties

- Coordinate with WYSI Board and USA Swimming in correspondence regarding membership and registration.
- Process transfers in accordance with WYSI policy
- Assist in the preparation of the reports required by USA Swimming, the Board of Directors or the Administrative Vice-Chair.
- Attend monthly USA Swimming LSC Leaders, Times, OMR meetings.
- Sanction meets
- Process meet reconciliations
- Collect the participation fees and prepare bank deposits.
- Post meet info to the website and SWIMS.

2. Selection and position

- Vetted and hired by the Governance Committee
- Under the day-to-day supervision of the Administrative Vice Chair

3. Preferred Experience and Expertise

- Good communication skills
- Customer Service Experience
- Familiarity with Hy-tek and Team Unify software
- Proficient in Microsoft Office

**NATIONAL TIMES VERIFICATION COORDINATOR**  
**(Non-Voting position)**

1. NTV Coordinator Duties

- Prepare monthly Top Times reports
- Verify and post new WYSI LSC records
- Help in preparation of athlete recognition certificates.
- Attend monthly USA Swimming Times, OMR meetings.

2. Membership Term and Selection

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

3. Preferred Experience and Expertise