New England Swimming, Inc.

New England Swimming Mission Statement:
“To promote and support personal excellence through competitive swimming.”

New England Swimming Vision Statement:
“To be the top performing LSC in the Eastern Zone.”

New England Swimming Core Values:
Professionalism and Leadership
Pursuit of Excellence
Accountability and Responsibility
Adhere to the USA Swimming and New England Swimming Rules, Regulations, Policies and Procedures
Strong Communication
Positive Environment

General Chairman

Job Description

The General Chairman shall oversee and have general charge of the management, business, operations, affairs and property of NESI, and the general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairmen and members for standing and special committees or coordinators as may be necessary to permit NESI to effectively, efficiently and economically conduct its affairs. The General Chairman shall report to the Board of Directors all matters within the General Chairman’s knowledge that the Board of Directors should consider in the best interests of NESI. (New England Swimming By-Laws, 2006)

Primary Duties

- Provide the New England Swimming Board of Directors and the New England Swimming community with a vision for successful operations of the LSC.
  - Support and promote the LSC vision, mission and core values.
  - Implement and oversee yearly strategic planning sessions.
  - Provide the LSC membership with regular updates on the performance of New England Swimming in relation to the vision and mission of the LSC.

- Run effective and efficient board meetings.
  - Review and approve the meeting agenda in advance of the meeting.
  - Utilize Robert’s Rules of Order in administrating the board meetings.
  - Support focused dialogue and decision-making during board meetings.

- Oversee and supervise all New England Swimming, Inc. staff and contracted employees.
  - Complete yearly employment evaluations with the support of the Personnel Committee.
  - Oversee the budget and finances of the LSC with the support of the Finance Committee.
  - Provide support and direction for the staff, as needed.
Oversee and supervise all New England Swimming, Inc. committees, committee chairs and board members.
- Appoint committees and committee chairs with the advice and consent of the Board of Directors where required by the New England Swimming By-Laws.
- Ensure that all committees and board members clearly understand and implement their primary duties.
- Provide support and direction for the committees and board members, as needed.

Provide outstanding leadership for the entire New England Swimming community.
- Act with integrity.
- Communicate with respect.
- Pursue excellence for New England Swimming.

ADMINISTRATIVE VICE-CHAIR
JOB DESCRIPTION

The Administrative Vice-Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates in an even year for a two year term beginning July 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms. The duties and powers of the Administrative Vice-Chair are defined by the LSC By-Laws:

The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

606.7.4 Administrative Vice-chair: The Administrative Vice-chair shall 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, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. (See Section 606.9.)

The Administrative Vice-chair shall chair, and have general charge of the business, affairs and property of the division that administers MA business and affairs. The Administrative Vice-chair shall 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. The Administrative Division shall be responsible for the creation and maintenance of the LSC Policies and Procedures Manual.

The seven divisions of the LSC shall each be chaired by a Vice-chair, the Senior Athletes Representative, or the Senior Coaches Representative, whose respective powers, duties, jurisdiction and responsibilities are described in Section 606.7. Under each division Vice-chair there are officers, committees, coordinators and direct responsibilities as follows:

607.1.1 Administrative Division - Administrative Vice-chair
Awards Banquet
Bylaws/Legislation/Rules
Club Development
Computer
Elections
Equipment (Office)
Insurance
Legal (General Counsel, if applicable)
In addition to the duties described in the LSC By-Laws, Section 606.7 and 607.1 (see above), the By-Laws and the LSC Policy & Procedures Manual grant the Administrative Vice-Chair the authority / obligation to:

A. Serve as General Chair in the event of a vacancy in the office or of the General Chair’s temporary or permanent incapacity
B. Execute deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized.
C. Sign checks, drafts or other orders for the payment or transfer of money
D. Require periodic reports from the Registration/Membership coordinator
E. Receive safety recommendations from the Safety Coordinator
F. Serve on the Audit Committee, the Budget Committee, the Finance Committee and the Personnel Committee
G. With the General Chair, generally supervise the permanent office staff.
H. Approve or assign officials for observed meets
I. Waive date conflicts for accepted meets

**SENIOR VICE CHAIR**

**JOB DESCRIPTION**

The Senior Vice-Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates in an even year for a two year term beginning July 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms. The duties and powers of the Senior Vice-Chair are defined by the LSC By-Laws:

The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

606.7.5 Senior Vice-chair: The Senior Vice-chair shall chair and have general charge of the affairs and property of the Division that develops, coordinates and conducts the senior swimming program of the LSC. The Senior Vice-chair serves as liaison to the Athlete Representatives and the Athletes Committee.

The seven divisions of the LSC shall each be chaired by a Vice-chair, the Senior Athletes Representative, or the Senior Coaches Representative, whose respective powers, duties, jurisdiction and responsibilities are described in Section 606.7. Under each division Vice-chair there are officers, committees, coordinators and direct responsibilities as follows:
607.1.3 Senior Division - Senior Vice-chair

Awards (Senior)
Camps/Clinics
Meet Evaluation
Meet Management
Meet Sponsorship
Open Water
Senior
Travel Fund Committee

In addition to the duties described in the LSC By-Laws, Section 606.7 and 607.1 (see above), the By-Laws and the LSC Policy & Procedures Manual grant the Senior Vice-Chair the authority / obligation to

A. Serve on the Budget Committee, the Program Development Committee, the Travel Fund Committee, and the Ad-hoc Surcharge Committee
B. Receive safety recommendations from the Safety Coordinator
C. Assume responsibility for the budgets for LSC-hosted Senior meets
D. With advice and consent of the Senior Committee and subsequent approval by the HOD or the BOD, recommend that the LSC-hosted meets be open or closed.

FINANCIAL VICE-CHAIRMAN

JOB DESCRIPTION –
The goal of the Financial Vice-Chairman shall be to develop an annual budget of income and expenses for New England Swimming and to monitor the financial activities of New England Swimming in relation to its budget. The Financial Vice-Chairman is a member of the Board of Directors and is elected by the House of Delegates at its annual meeting in even-numbered years. He or she may serve in this capacity for two consecutive terms.

In addition to the duties and powers contained in Section 6.6.7 of the New England Swimming Bylaws, the Financial Vice-Chairman shall:

- Announce or request that the New England Office personnel announce in a timely fashion when budgets for all committees must be submitted.
- Prepare a preliminary fiscal year budget and present it to the Board of Directors for discussion at their March meeting. Revise the preliminary fiscal year budget as necessary and prepare a final fiscal year budget for presentation to the House of Delegates for approval at the annual meeting in May.
- Prepare a comparison of the prior fiscal year budget to the prior fiscal year actual financial performance of New England Swimming for presentation to the Board of Directors at their March meeting.
- Prepare a projection of the current year fiscal performance to the current fiscal year budget based on the year to date values at the end of February and anticipate income and expenditures for the remainder of the fiscal year for presentation to the Board of Directors at their March Meeting.
• Arrange with the Treasurer and New England Office personnel to have an annual review of the New England Swimming financial statements in accordance with the requirements of the New England Swimming By-laws and requirements of the Commonwealth of Massachusetts.

• Review and make recommendations on major expenditures when requested to do so by the Board of Directors.

**TREASURER JOB DESCRIPTION:**

The Treasurer is a member of the Board of Directors elected by the House of Delegates in an odd year for a two year term beginning July 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity indefinitely. The duties and powers of the Treasurer are defined by the LSC By-Laws:

The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

606.7.3 Treasurer: The Treasurer shall be the principal receiving and disbursing officer of the LSC. Except as otherwise directed by the Finance Vice-chair or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of the LSC and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Finance Vice-chair, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 610.3.12.

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. The Treasurer shall be a member of the Finance Committee but may not be its chair. The Treasurer shall issue a monthly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding month and for the fiscal year to date, together with such other items as the Finance Vice-chair, the General Chair or the Board of Directors may direct.

The Treasurer shall:
A. have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of the LSC;
B. Cause the moneys, securities and other financial instruments of the LSC to be deposited in the name and to the credit of the LSC in such institutions as shall be designated in accordance with Section 606.11 or to be otherwise invested as the Finance Vice-chair, the Finance Committee or the Board of Directors may direct;
C. Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
D. cause the funds of the LSC to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of the LSC, and obtain and preserve proper vouchers for all moneys disbursed;
E. cause to be kept at the LSC's permanent office correct books of account and other financial records of
all its affairs and transactions and such duplicate books of account as the Board of Directors, the Finance Vice-chair, the Finance Committee or the Treasurer shall determine;
F. 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 monthly financial reports and the annual audited financial statement to be exhibited to any member of the LSC or USA Swimming;
G. Cause the LSC to be in compliance with the requirements of Section 608.4;
H. Have the power to require from the officers, committee chairmen, coordinators, staff or agents of the LSC 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 the LSC;
I. make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of the LSC 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 Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with Sections 608.2 and 608.3;
In addition to the above, the By-Laws and the LSC Policy & Procedures Manual grant the Treasurer the authority / obligation to:
A. The Treasurer, along with the Membership/Registration Coordinator, the Secretary, the Finance Vice-chair and the General Chair, shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters.
B. Sign checks, drafts or other orders for the payment or transfer of money. (2 signatures required on checks written for over $1,000)
C. Not to serve as member of the Audit Committee.
D. Serve as a member of the Budget Committee and the Finance Committee.
E. Either the Finance Vice-Chair or the Treasurer will serve on the Travel Fund Committee
F. Prepare the corporation’s annual tax returns.

SAFETY CHAIR
JOB DESCRIPTION

The Safety Chair is a member of the Board of Directors elected by the House of Delegates in an odd year for a two year term beginning July 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms. The duties and powers of the Safety Chair are defined by the LSC By-Laws:
The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:
606.2.2.

Safety Committee Chair - The Safety Committee Chair shall 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 the LSC. The Safety Committee shall develop safety education programs and policies for the LSC and make recommendations regarding same, and the implementation thereof, to the Senior Vice-chair, the
Administrative Vice-chair and the Board of Directors. The Safety Committee Chair shall make the reports required pursuant to Section 608.7.

In addition to the duties described in the LSC By-Laws, Section 606.2 and 607.1 (see above), the By-Laws and the LSC Policy & Procedures Manual grant the Safety Chair the authority / obligation to

A. Serve as the chair of the Safety committee
B. Request reports from Club Safety Coordinators
C. Receive Reports of Occurrence
D. Prepare monthly report for the House of Delegates and Board of Directors – see By-Laws Section 608.7.2
F. Disseminate safety information flowing from USA Swimming Headquarters
G. Explore safety education opportunities
H. Develop a safety education program tailored to the LSC and its members and Territory

SECRETARY of NEW ENGLAND SWIMMING
JOB DESCRIPTION:

The Secretary is a member of the Board of Directors elected by the House of Delegates in an even year for a two year term beginning July 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity indefinitely. The duties and powers of the Secretary are defined by the LSC By-Laws:

The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and Board of Directors and as follows:
606.7.2.

Secretary: The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by Article 608 of these Bylaws and shall perform the other duties incidental to the office of Secretary.

The Secretary, or the staff of the LSC's permanent office, shall be custodian of the records and the seal of the LSC, and attest the execution of, and cause the seal to be affixed to, all duly authorized instruments. The Secretary shall cause to be kept at the LSC's permanent office copies of all minutes, official correspondence, meeting and other notices, any other records of the LSC and the LSC corporate seal.

In addition to the duties described above, the By-Laws and the LSC Policy & Procedures Manual grant the Secretary the authority / obligation to

A. Receive written appointments from Clubs designating their HOD representatives.
B. Provide written notice when a member of the Board of Directors, the Board of Review or a Committee Chair is to be removed for deficiency of performance
C. Distribute and receive ballots for a Mail Vote
D. Receive reports & filings from the Treasurer for submission to the BOD and USA Swimming.
F. Within 30 days of each HOD or BOD meeting, transmit a copy of the minutes of the meeting to the respective members and to USA Swimming national headquarters.

G. The Secretary along with the Membership/Registration Coordinator, the General Chair, the Finance Vice-chair and the Treasurer, shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters.

H. Receive a copy of decisions rendered by a Board of Review.

OFFICES OF THE COACH REPRESENTATIVES:
JOB DESCRIPTION

SENIOR COACH REPRESENTATIVE

The Senior Coach Representative is a member of the Board of Directors and the Executive Committee, elected by the coach members in good standing at a meeting during the LSC Senior Championships (or at a time and place designed by the Board of Directors), for a two year term beginning July 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms. The duties and powers of the Senior Coach Representative are defined by the LSC By-Laws:

The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

606.7.10 Coach Representatives: The Coach Representatives shall serve as a liaison between the coaches who are members of the LSC and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the Coaches' Committee.

The seven divisions of the LSC shall each be chaired by a Vice-chair, the Senior Athletes Representative, or the Senior Coaches Representative, whose respective powers, duties, jurisdiction and responsibilities are described in Section 606.7. Under each division Vice-chair there are officers, committees, coordinators and direct responsibilities as follows:

607.1.7 Coaches Division - Senior Coach Representative

Coach Representatives
Coaches Committee

In addition to the duties described in the LSC By-Laws, Section 606.7 and 607.1(see above), the By-Laws and the LSC Policy & Procedures Manual grant the Senior Coach Representative the authority / obligation to

A. Chair and have general charge of the business, affairs and property of the Coaches Committee
B. Serve on the Budget Committee, the Program Development Committee and the Zone Team Committee
C. Assist in selecting the Head Coach and the assistant coaching staff for the Zone Team

JUNIOR COACH REP:

The Junior Coach Representative is elected by the coach members in good standing at a meeting during the LSC Senior Championships (or at a time and place designed by the Board of Directors), for a two year term beginning July 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms. The duties and powers of the Junior Coach Representative are defined by the LSC By-Laws:

The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:
606.7.10 Coach Representatives: The Coach Representatives shall serve as a liaison between the coaches who are members of the LSC and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the Coaches' Committee.

The seven divisions of the LSC shall each be chaired by a Vice-chair, the Senior Athletes Representative, or the Senior Coaches Representative, whose respective powers, duties, jurisdiction and responsibilities are described in Section 606.7. Under each division Vice-chair there are officers, committees, coordinators and direct responsibilities as follows:

607.1.7 Coaches Division - Senior Coach Representative
Coaches Division

In addition to the duties described in the LSC By-Laws, Section 606.7 and 607.1(see above), the By-Laws and the LSC Policy & Procedures Manual grant the Junior Coach Representative the authority / obligation to

A. Serve on the Coaches Committee
B. Attend the USA Swimming convention

INCLUSION CHAIRMAN:

Position Summary & Specifications:

The Diversity/Inclusion Chair is a voting member of the Board, responsible for supporting the achievement of the goals and objectives, including the creation and implementation of programs that aid in creating bridges of understanding between ethnic groups and cultural awareness for New England Swimming (NES). Supported by NES guidelines set by USA Swimming Diversity goals & Objectives

The Diversity/Inclusion Chair primary role is to provide direction and leadership to the Inclusion Committee in order to attain the goals outlined for this position.

Position Requirement:

- USA Swimming Membership
- 2 – Year term with unlimited terms

Reports to:

- NES Chairperson

Duties/Responsibilities:

- Recruit members of the Inclusion Committee
- Coordinate, lead and establish rules of engagement for committee meetings.
- Research and continuously track the increase of diversification of Athletes and various volunteer positions opportunities within (NES).
- Research, convey and make recommendations on respective needs and resources to effect demographic change within the LSC.
- Make suggested recommendations to the board on annual goals and objectives to expand the diversification of NES.
- Establish relationships within diverse communities and tap into volunteers in support of efforts.
- Investigate and communicate opportunities in which to capture the attention of a more diverse population.
Support coordinated efforts around networking resources, media and events.

Promote Diversity by:

- Supporting the establishment of a fully engaged Inclusion Committee
- Educate clubs in LSC on the importance of being diverse USA members
- Participate in a regional diversity event for coaches and swimmers
- Host a diversity select camp
- Ensure website accurately reflects diversity
- Best practices posted
- Website presence with pictures, bios, and contact information for each participating team
- Initiate and promote the Make a Splash initiative in Urban areas
- Develop a relationship with businesses and local government.
- Encourage and promote importance of tracking ethnicity

Improve Diversity Outreach Efforts by:

- Develop a program to reimburse meet entry fees for outreach athletes if and when needed
- Investigate a “wellness” partnership with local hospitals
- Offer outreach memberships to economically disadvantage, underrepresented and underserved groups
- Identify potential Make a Splash Local Partner members
- Establish an incentive program for clubs that increase their membership of multicultural, ethnic, and socioeconomic diverse children

Diversity Budget:

- Create or increase diversity budget
- Diversity line item in budget
- Ensures follow through of program planning
- Provide documented expenses reports as needed
- Provide projected budgetary needs based on annual goals

Inclusion Committee Goals 2011 -12:

- Establish a purpose/mission statement that aligns with NES
- More USA registered swimmers and coaches from diverse backgrounds
- Work with existing USA registered teams towards increasing diversity in their teams and staffing via education and training.
- Promote non-USA registered Teams to become USA registered in diverse populated areas (inner-city)

Purpose: “To Promote, inform and expand competitive swimming to underrepresented groups throughout New England Swimming’s territory”.

Technical Planning Chairman
Job Description
The Technical Planning Committee shall be responsible for long-range planning for the swimming programs conducted by NES and for advice regarding the technical aspects of those programs and of the sport of swimming generally. Responsibilities of the committee also include:

Meet Management
Meet Sanctions
Meet Sponsorship

The Technical Planning Chairman shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by NES, the continuing review and development of NES philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of NES’s swimming programs.

The Technical Planning Chairman is involved in reviewing all bids either for regular season or end of season meets. The Technical Planning Chairman is charged with approving meet templates for regular season, end of season and championship meets.

Any changes made to meet information posted online must have the express consent of the Technical Planning Chairman.

From USA SWIMMING:

The Technical Planning Chair is a member of the Board of Directors elected by the House of Delegates in an odd year for a two year term beginning July 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms. The duties and powers of the Technical Planning Chair are defined by the LSC By-Laws:

The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

607.2.2.
The Technical Planning Chair shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by the LSC, the continuing review and development of the LSC philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of the LSC’s swimming programs.

The seven divisions of the LSC shall each be chaired by a Vice-chair, the Senior Athletes Representative, or the Senior Coaches Representative, whose respective powers, duties, jurisdiction and responsibilities are described in Section 606.7. Under each division Vice-chair there are officers, committees, coordinators and direct responsibilities as follows:

607.1.4 Operations Division - Operations/Development Vice-chair

- Equipment (Meet)
- National Meet Development
- Officials
- Program Development
- Safety
- Site Selection
- Technical Planning
In addition to the duties above, the By-Laws and the LSC Policy & Procedures Manual grant the Safety Chair the authority / obligation to:

A. Be familiar with the By-Law requirements regarding the Technical Planning Committee

607.3.15 Technical Planning Committee - The members of the Technical Planning Committee shall be the Technical Planning Committee Chair, who shall serve as chair, an Athlete Member and at least six (6) additional members of whom at least fifty percent (50%) shall be Coach Members. The Athlete Member and the additional members shall be appointed by the General Chair with the advice and consent of the Board of Directors. 

B. Serve on the Program Development Committee.

C. As the chair of the Technical Planning Committee, assure that the committee assumes responsibility for long-range planning for the swimming programs conducted by the LSC and for advice regarding the technical aspects of those programs and of the sport of swimming generally.

D. Review meet formats for all sanction requests.

E. Review any changes in meet formats after sanctioning.

F. Receive the Open Water schedule for inclusion in the LSC LC schedule.

ATHLETE REPRESENTATIVE

JOB DESCRIPTION:

OFFICE OF THE SENIOR ATHLETE REPRESENTATIVE

606.7.9 Athlete Representatives: The Athlete Representatives shall serve as the liaison between the athletes who are members of the LSC and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes' Committee. 

In addition to the duties described in the LSC By-Laws, Section 606.7 and 607.1 (see above), the By-Laws and the LSC Policy & Procedures Manual grant the Senior Athlete Representative the authority / obligation to:

A. Serve on the Budget Committee and the Program Development Committee.

B. Nominate athlete members for election as Athlete Representatives. These members must be

1) at least 16 years old or a sophomore in high school

2) an Athlete member in good standing

3) be currently competing or have competed within the last 3 years

4) reside within the LSC for at least the first half of the term.

C. Chair and have general charge of the business, affairs and property of the Athletes Committee, which shall be responsible for the publication of an athlete's newsletter and shall undertake such other activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, the LSC, USA Swimming and the sport of swimming.

THE OFFICE OF THE JUNIOR ATHLETE REPRESENTATIVES (3)

The 3 Junior Athlete Representatives are members of the Board of Directors elected by the House of Delegates for a two year term beginning July 1st of the year in which the election takes place. As long as the member is in good standing, he or she may serve in this capacity for two consecutive terms. The duties and powers of the Junior Athlete Representative are defined by the LSC By-Laws:

The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:
606.7.9 Athlete Representatives: The Athlete Representatives shall serve as the liaison between the athletes who are members of the LSC and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes’ Committee.

In addition to the duties described above, the By-Laws and the LSC Policy & Procedures Manual grant the Junior Athlete Representative the authority / obligation to:

A. Serve as a member of the Athlete’s Committee
B. Attend the USA Swimming annual Convention if the Senior Athlete Representative is unable to do so, and if encouraged by the General Chair.
C. Nominate athlete members for election as Athlete Representatives These members must be
   1) at least 16 years old or a sophomore in high school
   2) an Athlete member in good standing
   3) be currently competing or have competed within the last 3 years
   4) reside within the LSC for at least the first half of the term.

Within NES: Attend the Top Ten Banquet and other events that NES hosts that involve athletes; serve on the committees assigned to; order the distance towels awards for Championships; host athlete rep gatherings at least once a year; attend convention (if invited); attend all board meetings; produce reports for board meetings; select the swimmer of the month from nominees collected; submit ideas and programs to be posted on the athlete section of the website.

**Zone Team Coordinator/Head Coach**

**Job Description**

1. Hotel booking – once it is known where the meet will take place, research hotels in the area (price and catering are two important details).
   - Book the hotel (approximately 30 rooms for the Travel team and ask for another “block” of about 30 rooms for parents of 10 & Unders or spectators from NE to be able to book and pay for on their own), sign contract, have NES send deposit
   - Work with hotel catering to plan meals for the trip
2. Make arrangements for two buses for the trip. Bloom’s Bus Lines out of Taunton, MA has driven the team for several years and their prices are very good (508-822-1991). Once booked, ask NES to send a deposit. It is helpful to do a tentative itinerary at this time for the bus co.
3. Update applications and forms, including Zone meet information, Swimmer application, Chaperone application, and Coach application. Send to NES to post on website. Try to be sure to have coach applications available by the Annual meeting on May, so coaches can be encouraged to apply at the meeting.
4. Attend the Eastern Zone Meeting in May (second weekend).
5. Make arrangements for team uniforms, etc. Swim Wear in Motion has been used for a couple of years and does a great job with keeping track of everything ordered from year to year and helping advise and distribute all of the team gear, including 2 t-shirts per person, shorts, jacket or sweatshirt, drawstring sports bag, swimsuit, polos for coaches, and freebies like goggles or water bottles for swimmers. They will bill NES directly. Be sure to be in touch once coaches have been selected to order the correct sizes for coach polos.
6. Begin to organize meet info, applications as received, itineraries, and contracts into a 3-ring binder in separate sections. Respond to questions by email. Review applications for coaches and chaperones and select them (up to 8 coaches and 6 chaperones is ideal).
7. Work more on itinerary and meals, if needed. Begin a database of NE swimmers from NE LC Meets from the beginning of the LC season in Hytek. It will make it easier to enter the meet and NE swimmers will already be in your database, this way (download all NE meet results). Plan to attend 14 and Under Champs and the Open Meet to answer questions and pick up applications (it is helpful to have a computer at the Open Meet for entering swimmers into the Zone Meet while at the Open Meet, since the entry time is so close).

8. Schedule a team practice the weekend before the meet if possible and arrange to distribute gear there. Plan to talk with parents while the swimmers practice.

9. Once applications are all in, put email addresses into group lists to send out information on the team entry for Zones, rooming lists (need to do after the entry and send to hotel, also), bus lists (one list of swimmers, coaches and chaperones for each bus – usually 12 & Under and 13 & Over), packing list, etc.

10. Ask a parent or coach to help with shopping before the meet for daily snacks for the swimmers (granola bars, crackers, etc) and for psych stuff for swimmers for the final day of the meet (bead necklaces, nail polishes, hair color spray, hats or sunglasses, etc). Make sure they get reimbursed for expenses.

11. Confirm bus pick-up, etc., answer emails and questions, PACK any and all stuff needed for the trip, keep organized!!

12. Try to rest a bit after getting entry in and the trip. Relax and have FUN!!!!!

**Awards Coordinator**

**Job Description**

Review and analyze the current and proposed competitive schedule within New England's calendar and project the awards requirements for the 2 year period for medals, a one year period for ribbons. The Board of New England Swimming determines which competitive events it will provide awards (ribbons and medals) for, and the Awards Coordinator tallies what is required, adds a small cushion (approximately 5%) and selects an appropriate vendor from whom to order these awards.

Ordering the medals is done for a 2 year period to maximize the discount available when ordering in bulk. Ordering the ribbons is done for a 1 year period, and ordered during the discount period (December), so that the ribbons are "fresh" for the SC meet season, and stored safely away for the LC meet season.

The Awards Coordinator currently stores the medals and ribbons within his/her home, and coordinates packages for each venue site as necessary. Delivery of the awards is attempted to be done at NES Board Meetings, so to eliminate completely any associated costs for shipping and handling, as the medals are extremely heavy and expensive to ship.

At the conclusion of each championship meet season, the Awards Coordinator contacts each site and requests any left-over medals and/or ribbons be returned to the Coordinator. The Coordinator then counts all of what is "left over" and compiles the next order based on what is currently on hand.

The best price for medals is currently found at the United States Aquatics Sports/USA Swimming National Convention, held in the early fall. Placing the order at this event assures New England Swimming they will be receiving the best price possible on these awards. New England Swimming has
traditionally ordered its ribbons through a local supplier (Hodges Badge Co., located in Rhode Island) so that the ribbons are fresh, and NES is supporting the local economy.

The creation of a "dye" from which to create the awards is a large expense; consequently the orders have continued to be through the same vendor, to eliminate repeating this expense. A re-evaluation of this policy has been done several times, and each time it has been more cost effective to stay with the same vendor, although a re-evaluation at a later date may result in a different outcome. The Awards Coordinator should re-evaluate this on an on-going basis.

The time requirements for this position vary - during the meet season it may require quite a few hours to create each delivery to each venue. There are many months when there is no activity required. The date of delivery of the medals does require the Coordinator to be present for the delivery. If the medals are ordered in September, the anticipated delivery time will be late December/January, just in time for the SC championship meet season. The medals are delivered by truck, and the hand-wagon which moves them can only be moved on ground level to the door and the trucker will NOT deliver them into the house. The boxes are heavy, and the Coordinator should be aware that they take up a noticeable space and need to be protected from the elements. A large corner of a dry garage or storage area is appropriate.

At the conclusion of the meet season, the Coordinator may need to send out a few random awards, should a site be short. More likely, extra awards will be returned.