

NORTH CAROLINA SWIMMING COMMITTEE HANDBOOK

North Carolina Swimming is the local swimming committee responsible for the conduct and administration of swimming in the territories assigned to it by USA Swimming.

The House of Delegates governs North Carolina Swimming. The Board of Directors has the authority to act for the LSC between meetings of the House of Delegates. The officers of North Carolina Swimming shall have the authority to act for North Carolina Swimming between meetings of the Board of Directors and the House of Delegates.

OFFICERS OF NORTH CAROLINA SWIMMING

The officers of North Carolina Swimming are elected at the fall meeting in accordance with the By-Laws. The following are officers: General Chair, Administrative Vice Chair, Senior Vice Chair, Age Group Vice Chair, Finance Vice Chair, Treasurer, Secretary, Senior and Junior Athlete Representatives, and Senior and Junior Coach Representative.

DIVISIONS OF NORTH CAROLINA SWIMMING

The Board of North Carolina Swimming shall consist of the following divisions: Administrative, Senior, Age Group, Finance, Athletes, and Coaches. An officer of the LSC will preside over each division.

COMMITTEES AND COORDINATORS

Each Division is further divided into committees. Unless otherwise specified in the North Carolina Bylaws, the General Chair shall appoint the chairs of all committees subject to the approval of the Board of Directors. A committee may consist of only one member who is known as the coordinator. Each committee is directly responsible to a Division Chair. Committee member terms are undefined unless otherwise indicated in the By-Laws.

TASK FORCES

The General Chair or the Board of Directors may appoint a task force to complete a specific objective where an existing committee would not otherwise be appropriate. In each instance where a task force is established, the Board of Directors must also approve a budget for the activities and the administration of the task force. The term of service for a task force shall not exceed one year.

MISSION STATEMENT OF A COMMITTEE

The Board of Directors shall establish and annually review the mission statement of the committee.

ANNUAL GOALS OF A COMMITTEE

The Board of Directors shall establish goals for the committee. Each committee shall establish a timetable or action plan for achieving these goals. The timetable and action plan shall be distributed to the respective Division Chair to whom the committee is directly responsible.

FUNCTIONS OF A COMMITTEE

The functions of the committee may include but are not limited to the following:

1. To study and evaluate existing programs of the LSC.
2. To create and develop new programs for the LSC or for recommendation to another committee or to the Board of Directors.
3. To advise the Board of Directors through the Executive Committee member to whom the committee is directly responsible.
4. To consider items which have been referred to the committee from the North Carolina membership, the LSC officers, from another committee or from the Board of Directors.
5. To present resolutions for action items that should be referred to the division chair for consideration by the Board of Directors.
6. To implement the policies of the Board of Directors and the LSC.
7. To prepare a budget for the projects and the administration of the committee in the next fiscal year.
8. To conduct the projects and operate the activities of the committee within the approved budget for the current fiscal year.

RESPONSIBILITIES OF COMMITTEE CHAIR OR COORDINATORS

The responsibilities of the Committee Chair and /or Coordinators include:

1. Scheduling all meetings of the committee.
2. Proposing an agenda for all meetings.
3. Presiding at all meetings of the committee and guiding the business of the committee.
4. Keeping committee members informed of the activities of the committee or of the LSC since the last committee meeting.
5. Introducing guests and presenters to the committee.
6. Serving as the spokesperson for the committee.
7. Appointing a secretary to take minutes of all meetings.
8. Reviewing the draft of the minutes prepared by the secretary and making corrections as necessary so that they may be submitted to the members of the committee and the division Vice President.
9. Manage the programs and activities of the committee within the approved budget.
10. Assuming responsibility for the committee's compliance with the policies of the LSC.
11. Directing the committee's activities towards the completion of its goals.
12. Maintaining regular contact with the division Vice President.

IMPLEMENTATION OF ACTION ITEMS BY COMMITTEES

The implementation of action items shall be the responsibility of the division vice president.

1. A proposal or resolution is passed by the committee and becomes an Action Item for consideration by another committee or by the Board of Directors.
2. All Action Items should be submitted in writing and shall include an estimate of the costs of implementation.
3. The Action Item is referred to the Executive Committee member assigned to the committee.
4. The Executive Committee member shall either refer the matter back to the committee, or refer the matter to another committee where appropriate, or shall place the Action Item on the agenda of the next meeting of the Board of Directors.
5. The Executive Committee member shall present the Action Item to the Board of Directors for consideration.
6. The Executive Committee member shall report the disposition of the Action Item to the committee chair or coordinator within 5 days of the Board of Directors meeting.
7. The Executive Committee member shall discuss with the committee chair or coordinator the plan for implementation of any action item approved by the Board of Directors.

COMMITTEE SERVICE

Committee member terms are undefined unless otherwise indicated in the By-Laws.

EQUAL OPPORTUNITY TO PARTICIPATE

It is the intent and purpose of North Carolina Swimming to provide an equal opportunity to athletes, coaches, trainers, managers, administrators, volunteers and officials to participate in the governance of the LSC without discrimination on the basis of race, color, religion, age, gender, sexual orientation, disability, or national origin. No conditions or restrictions for participation in the governance of North Carolina Swimming may be imposed unless otherwise set forth in the North Carolina Swimming Bylaws.

OPEN MEETINGS POLICY

All meetings of North Carolina Swimming, divisions and committees shall be open to all members of North Carolina Swimming except in those situations where by majority vote of the body it would be in the interests of the LSC to hold closed session (e.g., those relating to committee personnel or legal matters).

ROBERTS RULES OF ORDER

At all meetings of North Carolina Swimming, divisions and committees, the current version of Roberts Rules of Order may be used, where appropriate, at the discretion of the meeting chair.

CONFLICT OF INTEREST

In the event that any officer, or member of the Board of Directors, or any other Committee has a financial interest in any contract or transaction involving North Carolina Swimming, such individual shall not participate in the LSC's evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed or known to the other Directors or Committee members. If such disclosure is made, the contracts or transaction shall not be voided if the Board or Committee in good faith authorized the contracts or transaction by the affirmative vote of the majority of the disinterested Directors or Committee members, and the contract or transaction is fair to North Carolina Swimming at the time it is authorized.

ETHICAL PRACTICES

USA Swimming is committed to maintaining its highly regarded tradition of excellence of building and maintaining supportive environments in which children and young adults may grow, learn and prosper, not only as athletes but as citizens of our communities. It is the policy of USA Swimming that all of its Members, including athletes, coaches, officials and volunteers, have the right to participate and compete in an environment that is safe and free from sexual abuse and harassment.

MISCONDUCT BY MEMBERS

The General Chair in response to written allegations of misconduct by a North Carolina Swimming member, may authorize a confidential inquiry to determine whether a further investigation or Board of Review is appropriate.

CONFIDENTIALITY

Items, which are designated by the chair to be of a confidential or sensitive nature, should not be disclosed outside the setting of the committee. Members who knowingly divulge this information shall be subject to the procedures of misconduct.

REGULAR MEETINGS

Meetings of the Board of Directors, the Divisions, and the Committees of the LSC shall be held at a location determined by the committee chair.

SCHEDULING AND WRITTEN NOTICE OF MEETINGS

A written notice of all meetings of the Board of Directors and the Committees of the LSC stating the time and place thereof shall be given to each member by email or by mailing it to each member's last known address at least 6 days before the meeting.

QUOROM & VOTING

The presence of those duly registered and eligible to vote at a regularly scheduled meeting shall constitute a quorum unless otherwise indicated in the By-Laws. There shall be no voting by proxy. Each member shall have one vote on each matter; the chair need not vote except to break or cause a tie. Invited guests may speak when recognized by a member of the committee.

MEETING AGENDA

A preliminary written agenda of the meeting should be discussed with the division Vice President and in advance of the meeting. A committee meeting agenda should follow this outline:

- Call to Order
- Roll Call
- Approval of Previous Minutes
- Reports by Committee Members
- Old Business
- New Business
- Announcements
- Announcement of Date / Place of Next Meeting

COMMITTEE MEETING MINUTES

The minutes of all meetings of North Carolina Swimming shall be taken by a person designated by the chair as the secretary of the committee. The minutes should be prepared as an executive summary, not verbatim, and should include majority as well as those dissenting views. The attendance of members and guests present should be listed along with those members absent; ~~%excused+~~ may be used for a member whose absence is known in advance and is unavoidable. Items of a confidential or sensitive nature may be recorded separately and retained only in the North Carolina Swimming Secretary's files.

PROCEDURES FOR COMMITTEE MAILINGS

Committee correspondence shall be done through email.

AUTHORIZATION OF EXPENSES

Only the North Carolina Swimming division head shall authorize expenditures against the approved budget of the committee.

TELECONFERENCE MEETINGS

The Board of Directors, the Divisions, and the Committees of the LSC shall be permitted to conduct businesses on behalf of North Carolina Swimming by means of Teleconference or other similar electronic means.

BALLOT BY MAIL, FAX OR E-MAIL

Any action, which may be taken at any regular meeting of the committee, may also be taken without a meeting. The chair shall distribute a written ballot to every member of the committee entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of the proposal, and provide a reasonable time within which to return the ballot. Approval by written ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

COMMITTEES REPORTING TO THE GENERAL CHAIR

NOMINATING COMMITTEE

Mission Statement: Shall prepare a slate of candidates for election as the officers or committee chairmen or coordinators specified in Section 606.1 to be elected at the next HOD meeting of the LSC.

Membership: The Nominating Committee shall comprise not fewer than five (5) Individual Members and shall be elected annually by the House of Delegates. Each Nominating Committee member shall be a member of the House of Delegates and no more than two (two-fifths if there are more than five (5) members of the Nominating Committee) shall be Board Members.

Meetings: The meetings of the Nominating Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Identify offices/positions to be elected in a given year.
2. Prepare a slate of candidates for election at the next HOD of the LSC.
3. Publish a slate of candidates together with the positions for which they have been not less than twenty (20) calendar days prior to the election.

SECRETARY

Mission Statement: Shall prepare and distribute documents to assist in the smooth running of the Board of Director and House of Delegate meetings.

Responsibilities:

1. Prepare agendas for Board of Director and House of Delegate meetings as directed by the General Chair.
2. Provide notice of Board of Director and House of Delegates meetings
3. Record minutes from Board of Director and House of Delegate meetings
4. Perform other duties as detailed in the by-laws (606.7.2)

EXECUTIVE ADMINISTRATOR

Mission Statement: Support the ongoing and future administrative functions of the LSC as determined by the General Chair and Board of Directors.

Responsibilities:

See job description

COMMITTEES REPORTING TO THE ADMINISTRATIVE VICE CHAIR

COMMUNICATIONS COMMITTEE

Mission Statement: To maintain and develop communication avenues/methods for NCS members.

Responsibilities:

1. Determine appropriate methods of communication with the membership of NCS.
2. With BOD Approval, develop communication tools.
3. Monitor current communications and recommend changes to the BOD.
4. Enforce COPPA and any privacy policies adopted by the Board of Directors

LEGISLATION/ELECTION COMMITTEE

Mission Statement: To review, develop, and recommend amendments to Rules and Regulations or the NCS Bylaws and conduct the elections at HOD.

Membership: The Legislation Committee shall be comprised of the chair and additional members appointed by the Chair.

Meetings: The meetings of the Legislation Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Review Rules and Regulations and the NCS Bylaws on a regular basis and put forward any corrective legislation as needed.
2. Put any submitted legislation into the proper format
3. Provide the NCS Secretary with proposed legislation so that it can be distributed at least 20 days before the meeting of the House of Delegates.
4. Update the governance documents to reflect approved changes.
5. Oversee elections at HOD.

MEET MANAGEMENT COMMITTEE

Mission Statement: To provide resources and support for the conduct of swim meets.

Membership: The Meet Management Committee shall be comprised of the Chair and additional members appointed by the Chair.

Meetings: The meetings of the Meet Management Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Ensure that a meet management workshop is conducted annually in the LSC.
2. Provide guidance and resources to those meet hosts (or potential meet hosts) seeking help.
3. Provide feedback and suggestions for improvements in schedule, scheduling process, sanction process, conduct of meets, and format of LSC championship meets.
4. Aid in the conduct of LSC-hosted meets by making sure that said meets are properly organized, that LSC responsibilities are fulfilled in a timely fashion, and that meet directors understand and are performing their duties within the proper constraints.
5. Maintain and update the Meet Information templates for the LSC championships and regular meets.

MEMBERSHIP/REGISTRATION COMMITTEE

Mission Statement: To facilitate the registration of group and individual members into North Carolina Swimming.

Membership: The Registration Committee shall be comprised of the Membership/Registration Coordinator and other volunteers as appointed by the Coordinator.

Meetings: The meetings of the Registration Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. The Coordinator shall enter all necessary registration information into the SWIMS database and collect applicable fees.
2. Educate club registration personnel
3. Oversee transfers
4. Disseminate registration applications and membership cards
5. Monitor the participants in sanctioned swim meets to ensure that all are properly registered and that representation status of the athletes is accurate.
6. Make reports to the Board of Directors, House of Delegates, and to USA Swimming, as required under bylaws.
7. Develop policy regarding proof of age of swimmers for age group competition.

OFFICIALS COMMITTEE

Mission Statement: To maintain a roster of qualified, well-trained and experienced officials of the highest caliber.

Membership: The Officials Committee shall be comprised of the Chair and certified officials of NCS.

Meetings: The meetings of the Officials Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Recruit, train, test, evaluate, and certify officials for NCS.
2. Retest, and recertify officials for NCS
3. Supervise officials and assignment to meets sanctioned in NCS
4. Conduct clinics for training
5. Provide education/information upon request from clubs, coaches, parents, etc.

PUBLIC RELATIONS COMMITTEE

Mission Statement: To communicate with the public on behalf of North Carolina Swimming when any incident requires communication with the media.

Responsibilities:

1. Gathers and confirms all the information from relevant sources (Depending on situation, Information Officer will involve others as appropriate)
2. Convenes Crisis Communication Team via conference. Team will be alerted by phone call to home number, work number, cell number, all of which are in possession of Information Officer
3. Determines appropriate response to crisis and develops plan and timetable
4. Informs appropriate stakeholders of situation and response
5. Makes any necessary public statements to news media, direct meetings of membership, or others as appropriate
6. Monitors situation and reacts accordingly

Use the SWIMS database to determine the records for both long course meters and short course yards.

RECORDS COORDINATOR

Mission Statement: To maintain NCS records.

Responsibilities:

1. Use the SWIMS database to determine the records for both long course meters and short course yards.
2. Publish for each season: Top 10, NCS Records
3. Provide All Star and Event Record holders to Age Group Banquet Committee

SAFE SPORT COORDINATOR

Mission Statement: To coordinate safe sport information to ensure the safety of our athletes

Responsibilities:

1. Disseminate USA Swimming safe sport education information
2. Educate LSC on safe sport practices
3. Prepare and transmit reports required

SANCTION COMMITTEE

Mission Statement: To oversee sanctioning of meets in the North Carolina Swimming territory.

Membership: The Sanction Committee shall be comprised of the Chair, Age Group Chair, Senior Chair, Technical Planning Chair and additional members appointed by the Chair.

Responsibilities:

1. Establish procedures relevant to the awarding of sanctions and approvals in NCS.
2. Review meet information submitted by meet hosts for requirements and conditions as listed in USA Swimming Rules and Regulations and in the NCS Policy & Procedures.
3. Issue sanctions and approvals.
4. Ensure that meet information is posted on the NCS web site in a timely fashion.

COMMITTEES REPORTING TO THE SENIOR VICE CHAIR

OPEN WATER COMMITTEE

Mission Statement: To promote open water swimming in NCS.

Membership: The Open Water Committee shall be comprised of the Chair and additional members appointed by the Chair.

Meetings: The meetings of the Open Water Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Conduct an open water championship in the LSC each year.
2. Encourage teams to host open water meets.
3. Provide resources/advice to hosts of open water meets.
4. Recommend policies to encourage swimmers to participate in open water meets at zone, sectional, and national levels.
5. Recommend policies for recognition of open water swimmers.
6. Provide resources to coaches who are training open water athletes.
7. Work with Officials Committee to train and certify officials for open water competitions.

SAFETY COMMITTEE

Mission Statement: To coordinate safety enhancement and training opportunities to all Group Members, athletes, coaches, and officials of NCS programs to assure safety of our athletes, coaches, and volunteers at practices and meets.

Membership: The Safety Committee shall be comprised of the Chair and at least five additional members. One shall be a coach member, one shall be an athlete member, and two shall be club safety coordinators..

Meetings: The meetings of the Safety Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Disseminate USA Swimming safety education information
2. Develop safety education programs and policy for NCS; make recommendations regarding those programs and policies and their implementation to the applicable division chair.
3. Prepare and transmit reports required pursuant to the Bylaws
4. Oversee safety (marshals and security) at NCS-hosted meets
5. Oversee a program for providing coach credentials at meets

SENIOR SWIMMING COMMITTEE

Mission Statement: To further opportunities for senior athletes. .

Membership: To provide planning and advice regarding the programs which aid in the development of senior swimmers.

Membership: The Senior Swimming Committee shall be chaired by the Senior Swimming Vice Chair and shall be comprised of additional members as appointed by the Chair.

Meetings: The meetings of the Senior Swimming Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Identify areas where NCS senior swimming programming should be improved
2. Suggest new programs for education, training, recognition

TECHNICAL PLANNING COMMITTEE

Mission Statement: To provide long-range planning and advice regarding the technical aspects of the programs in NCS. To identify the areas of weakness within North Carolina Swimming and set long-term goals for improvement.

Membership: The Technical Planning Committee shall be comprised of the Chair, an athlete member, and at least two additional members, one of whom shall be a coach member.

Meetings: The meetings of the Technical Planning Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Monitor data in the areas of athlete performance, athlete participation, club performance, club participation, coach participation, coach education, volunteer participation, parent education, club education, and athlete education and identify areas where improvement is needed, set goals, and set up timetable for achieving goals.
2. Formulate programs that will aid NCS in reaching the goals established by the Board of Directors.
3. Recommend implementation of programs to various divisions
4. Provide advice regarding the technical aspects of those programs and evaluate their impact.

TRAVEL FUND COMMITTEE

Mission Statement: To administer the travel fund of North Carolina Swimming,

Membership: The committee shall be comprised of the General Chair, Age Group and Senior Vice-Chairs, Treasurer, and a maximum of two at-large members appointed by the General Chair to provide a minimum of two coaches. The General Chair shall appoint the Committee Chair from those that comprise the Travel Fund Committee.

Meetings: The meetings of the committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Review the award of funds each season
2. Hear appeals from athletes concerning award of travel funds.
3. Recommend adjustments to the travel funds

COMMITTEES REPORTING TO THE AGE GROUP VICE CHAIR

AGE GROUP DEVELOPMENT COMMITTEE

Mission Statement: To provide planning and advice regarding the programs which aid in the development of age group swimmers.

Membership: The Age Group Development Committee shall be chaired by the Age Group Vice Chair and shall be comprised of additional members as appointed by the Chair.

Meetings: The meetings of the Age Group Development Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

3. Identify areas where NCS age group programming should be improved
4. Suggest new programs for education, training, recognition

AWARDS BANQUET COMMITTEE

Mission Statement: To annually arrange and conduct an awards program where special accomplishments of athletes, clubs, coaches, and volunteers are recognized.

Membership: The Awards Committee shall be comprised of the chair and other volunteers as appointed by the chair.

Meetings: The meetings of the Awards Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Determine award winners
2. Order awards and distribute at the Awards Program.
3. Send invitations
4. Arrange hospitality and set-up of facility
5. Arrange for speakers, presenters, entertainment
6. Publish program

AWARDS / RECOGNITION COMMITTEE

Mission Statement: To oversee recognition of volunteers

Membership: The Volunteer Recognition Committee shall be comprised of the Chair and former award winners.

Meetings: The meetings of the Volunteer Recognition Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Recommend candidates for Life Membership to the BOD
2. Oversee selection of Phillips 66 winners
3. Develop and oversee other non-official volunteer recognition programs

CAMPS COMMITTEE

Mission Statement: To facilitate the conduct of camps for athlete training.

Membership: The Camps Committee shall be comprised of the Chair and other members appointed by the Chair.

Meetings: The meetings of the Camps Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Coordinate with USA Swimming to conduct camps at locations in North Carolina Swimming
2. Coordinate the conduct of other camps at locations in North Carolina Swimming.

3. Recruit coaches and volunteers to conduct camps; define qualifying parameters for each camp; oversee application and selection process of participants.
4. Provide agenda, training materials, and necessary supplies to camps
5. Develop evaluation process regarding success of camps

DISABILITY COMMITTEE

Mission Statement: To ensure the opportunity for inclusion in all programs in NCS for persons with a disability and recommend policies that will enhance their experience.

Membership: The Disability Committee shall be comprised of the Chair and additional members appointed by the Chair.

Meetings: The meetings of the Disability Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Educate membership as to the various means that can be employed to foster inclusion of swimmers with a disability.
2. Develop policies to foster inclusion.
3. Develop policies to support swimmers with a disability in participation in Zones, Sectionals, National-level meets, and U.S. Paralympic meets.

DIVERSITY COMMITTEE

Mission Statement: To further opportunities for economically disadvantaged athletes and under-represented populations.

Membership: The Diversity Committee shall be comprised of the Chair and other volunteers as appointed by the Chair.

Meetings: The meetings of the Diversity Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Develop ways to increase participation from ethnic/economic/gender groups which are currently under-represented in NCS.
2. Establish programs to teach water safety/drown-proofing to inner-city youth.
3. Partner with city governments, city recreation departments, school systems, etc.

ZONE TEAM COMMITTEE

Mission Statement: To coordinate the team selection process and administer the affairs of the NCS Zone Team(s).

Membership: The Zone Team Committee shall be comprised of the Chair, the Zone Team head coach, an athlete member, and additional members appointed by the Chair. A chair of the Open Water Zone Team shall be a member of the Zone Team Committee.

Meetings: The meetings of the Zone Team Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Determine the fees and sign-up process, including deadline for sign-up for pool and open water teams.
2. Arrange housing, transportation, meals, and uniforms for team members.
3. Establish criteria for recruitment and selection of chaperons.
4. Oversee selection of Zone Team coaches as established in NCS Policy & Procedures.
5. Submit entry in timely fashion.
6. Develop Code of Conduct for all participants (athlete, coach, chaperon, and staff) and ensure compliance.
7. Conduct team meetings and team practices as appropriate.

COMMITTEES REPORTING TO THE FINANCE VICE CHAIR

BUDGET COMMITTEE

Mission Statement: To prepare and present a budget for consideration and approval by the Board of Directors and House of Delegates.

Membership: The Budget Committee shall be comprised of the Finance Vice Chair, who shall serve as Chair, the General Chair, the Treasurer, the Administrative Vice-Chair, the Senior Vice Chair, the Age Group Vice Chair, and the Senior Athlete and Coach representatives.

Meetings: The meetings of the Budget Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Consult with the officers and committee chairs, and coordinators in the preparation of an annual budget.
2. Present the budget to the Board of Directors, making revisions as directed by the Board.
3. Provide the Secretary with the proposed budget, as approved by the Board of Directors, for timely distribution to the members of the House of Delegates.

FINANCE COMMITTEE

Mission Statement: To develop and supervise execution of financial policies as approved by the Board of Directors.

Membership: The Finance Committee shall be comprised of the Finance Vice Chair, who shall serve as Chair, the General Chair, the Treasurer, the Administrative Vice-Chair, and at least one other member who is independent of the Finance Division.

Meetings: The meetings of the Finance Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Develop policy regarding the investment of NCS\$ working capital, funded reserves.
2. To effect the annual and semi-annual audit/review of the books, pursuant to the bylaws.
3. Receive and review the audit and other reports submitted by the independent auditor.
4. Submit the audit and other reports to the Board of Directors and make recommendations with regard thereto.
5. Regularly review NCS\$ equipment needs and oversee acquisition of any needed equipment.
6. Make recommendations to the Budget Committee and Board of Directors regarding any financial matters.
7. Develop policy for conduct regarding all financial matters.
8. Supervise execution of all financial policies.
9. Maintain a list of NCS equipment, monitor its location and maintenance.
10. Annually file the 990 and any other required reports with USA Swimming or the State of Ohio.

PERSONNEL

Mission Statement: To oversee the development and well-being of LSC employees

Membership: The Personnel Committee shall be comprised of the General Chair, who shall serve as Chair, the Finance Vice Chair, the Administrative Vice-Chair, and the Senior Athlete Representative.

Meetings: The meetings of the Personnel Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Review LSC employees on an annual basis and recommend raises
2. Develop policy regarding the development and well-being of LSC employees.

TREASURER

Mission Statement: Shall be the principal receiving and disbursing officer of NCS.

Responsibilities:

1. Receive all moneys, incomes, fees and other receipts of NCS and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Budget and Finance Committee, the Board of Directors or the House of Delegates, or required to be paid pursuant these Bylaws.
2. 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 month and the preceding month and for the fiscal year to date
3. Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts
4. Make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of NCS 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

COMMITTEES REPORTING TO THE SENIOR ATHLETE REPRESENTATIVE

ATHLETES COMMITTEE

Mission Statement: To represent the interests of the athletes in all matters within NCS.

Membership: The Athletes Committee shall be comprised of the Senior Athlete Representative who shall serve as Chair, the Junior Athlete Representative, the at-large athletes to the Board of Directors, and each Club Member's athlete representative.

Meetings: The meetings of the Athletes Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Provide input to the Board of Directors and House of Delegates regarding all matters.
2. Oversee conduct of election of Junior Athlete Representative.
3. Oversee selection of the recipient of the Athletes Award.
4. Recommend policy and or programs to the Board of Directors.
5. Disseminate relevant information to athletes within NCS.

COMMITTEES REPORTING TO THE SENIOR COACH REPRESENTATIVE

COACHES COMMITTEE

Mission Statement: To represent the interests of the coaches in all matters within NCS.

Membership: The Coaches Committee shall be comprised of the Senior Coach Representative who shall serve as Chair, and all coach members of NCS.

Meetings: The meetings of the Coaches Committee shall be held at any time or place upon the call of the Committee Chair upon no less than six (6) days written notice of such meeting to each member.

Responsibilities:

1. Provide input to the Board of Directors and House of Delegates regarding all matters.
2. Oversee conduct of election of Junior Coach Representative.
3. Oversee selection of the recipient of the Age Group Coach of the Year and Senior Coach of the Year.
4. Recommend policy and or programs to the Board of Directors.
5. Oversee programs regarding coach education.
6. Oversee NCS library.
7. Aid in establishing procedures for selection of Zone Team coaches, Quad Team coaches, camps coaches, etc.