

LAKE ERIE SWIMMING ATHLETE COMMITTEE MANUAL

Lake Erie Swimming, Inc. is the local swimming committee responsible for the conduct and administration of swimming in the territories assigned to it by USA Swimming. The Athletes are a sector of the various committees within Lake Erie Swimming.

ATHLETE REPRESENTATION WITHIN LAKE ERIE SWIMMING

BOARD OF DIRECTORS ATHLETE REPRESENTATIVES

The Board of Directors Athlete Representatives are elected in various ways. The Board of Director Athlete Representatives include the Senior Athlete Representative, the Junior Athlete Representative, and one Athlete At-Large Representative. The Junior Athlete Representative is elected every spring by the Athletes Committee at its meeting held prior to the meeting of the House of Delegates. The Senior Athlete Representative is the previous Junior Athlete Representative. The Athlete At-Large Representative is elected by the House of Delegates and holds office from the date of election through the second annual meeting of the House of Delegates following such election. The Board of Director Athlete Representatives shall have the authority to act on behalf of the athletes between meetings of the Athletes Executive Committee and the Athletes Committee.

ATHLETE REPRESENTATION ON LAKE ERIE SWIMMING COMMITTEES

It is mandated that the voting membership of every committee and task force is composed of a minimum of twenty percent (20%) athlete members. Except as otherwise provided in the LESI Bylaws, LESI Policies & Procedures, or LESI Committee Manual, the Senior Athlete Representative shall provide advice to the General Chair regarding the appointment of athlete members to LESI committees.

GUIDANCE FOR THE BOARD OF DIRECTOR ATHLETE REPRESENTATIVES

As most of the issues and events that occur within the governance of Lake Erie Swimming may be unknown to the Board of Director Athlete Representatives, these Athletes should look for guidance from an adult member of the Board of Directors. Even though the athletes fall under the Permanent Office division the athletes may look toward the Coach Representatives, the Age Group Chair, the Senior Chair, or any other adult member on the Board of Directors for guidance.

EQUAL OPPORTUNITY TO PARTICIPATE

It is the intent and purpose of Lake Erie Swimming to provide an equal opportunity to athletes 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 Lake Erie Swimming may be imposed unless otherwise set forth in the Lake Erie Swimming Bylaws.

ATHLETES' STANDING COMMITTEES

COMMITTEES

Unless otherwise specified in LESI Bylaws or this Committee Manual, the Senior Athlete Representative shall appoint the chairs and members of all athlete committees with the advice and consent of the Board of Director Athlete Representatives in consultation with the chair of the committee. In addition to the standing committees listed herein, the Athletes Executive Committee and the Athletes Committee are each authorized to establish additional committees and/or coordinators to meet programming needs.

ATHLETES EXECUTIVE COMMITTEE (AEC)

Mission: To unite athletes from all teams to foster leadership and initiative within their local communities to maximize every athlete's full potential for excellence in the pool and life.

Membership: The Athletes Executive Committee shall be composed as follows: the Senior Athlete Representative who shall serve as Chair, the Junior Athlete Representative, the BOD Athlete At-Large Representative(s), four (4) additional members elected by the Athletes Committee, two each year for a two-year term. At the time of election, the athlete must be no greater than a rising junior in high school. The election shall be held during the Athletes Committee meeting held prior to the Spring meeting of the House of Delegates. If a current member of the AEC is subsequently elected as the Junior Athlete Representative or any other vacancy should exist, the Athletes Committee shall immediately elect an athlete to fulfill the term of the vacated seat. Such an athlete cannot be greater than a junior at the time of election.

Responsibilities:

The AEC shall be responsible for choosing monthly discussion corner topics which are interactive forms to educate and engage the club athlete representatives on various topics of what it means to be an athlete representative, leadership qualities, and other news throughout the LSC. The AEC has the authority to act for the Athletes Committee between meetings of the Athletes Committee. The AEC also governs all athlete committees within Lake Erie Swimming and shall establish goals for each committee. The AEC shall establish and annually review the mission statement of each committee.

January:

- Brainstorm events for championship meets or other events
- Wrap up of Winter Service Initiative

February:

- Plan for Championship Meets Events
- Initiate brainstormed events.

March:

- Enact and Wrap up Championship Meets Events
- Start Brainstorming Spring Service Initiative
- Plan for Junior Athlete Representative Elections
- Oversee selection of the recipient of the Athletes Award.

April:

- Plan Spring Service Initiative
- Run Junior Athlete Elections
- Run Athletes Committee Meeting prior to Spring HOD

May:

- Run Spring Service Initiative

June:

- Wrap up Spring Service Initiative
- Brainstorm events for the future
- Brainstorm LE Wide Athlete's Practice/Workout Event

July:

- Plan LE Wide Athlete's Practice/Workout Event

August:

- Host an LE Wide Athlete's Practice/Workout Event

September:

- Plan to attend Convention (Senior Rep or Junior Rep)
- Attending BOD Athlete Rep reports back to AEC
- Brainstorm Events for Future

October:

- Brainstorm for Winter Service Initiative

November:

- Plan for Winter Service Initiative

December:

- Enact Winter Service Initiative

Membership Requirements

The AEC members shall be committed to participating in any event, task, or meeting in the best interest of the LSC. If an AEC member misses three (3) consecutive meetings or events they are scheduled to attend the Senior Athlete Representative will send a warning to the member. If the AEC member misses five (5) meetings or events in a calendar year the member will be expelled from the committee if the Board Athlete Representatives deem it necessary. An appointment by the Senior Athlete Representative will be made and approved by the AEC.

ATHLETES COMMITTEE:

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

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

Responsibilities:

1. Provide input to the Board of Directors and House of Delegates regarding all matters.
2. Elect Junior Athlete Representative and two additional members to the AEC.
3. Recommend policy and or programs to the Board of Directors.

4. Disseminate relevant information to athletes within LESI.

SERVICE INITIATIVES AND PROJECTS COMMITTEE

Mission: To serve the community by encouraging athletes to participate in service opportunities throughout Lake Erie Swimming.

Membership: The Service Initiatives and Projects Committee shall be composed of one of the Board of Directors Athlete Representatives who will serve as chair and 3-5 additional athlete members.

Responsibilities:

1. Keep the Athletes Committee members informed of the activities of the committee or the LSC since the last committee meeting
2. Create/Participate in at least two service projects throughout the year; one during short course season (fall/winter) and one during long course season (spring/summer).
3. Service projects to be completed by Lake Erie Swimming individually or with other LSC's.
4. Service projects chosen for that year are determined by the Committee Chair with advice and consent of the committee.
5. Similar successful service projects can be repeated every year.

ONLINE ENGAGEMENT COMMITTEE

Mission: To inform the Lake Erie Swimming community of important announcements, athlete accomplishments, and provide fun activities, while also encouraging participation in our governance outside of the pool.

Membership: The Online Engagement Committee shall be composed of one of the Board of Directors Athlete Representatives who will serve as chair and 3-5 additional athlete members.

Responsibilities:

1. Determine what should be posted on the social media accounts (examples: college commitments, LESI event announcements/updates, social participation ideas, etc.)
2. Update the various LESI social media accounts to reflect current events and happenings
3. Update the Athlete Page on the LE Website as needed by contacting the Office Manager with information to post.
4. Update the Athlete Feature every two (2) weeks by emailing name, accomplishment, and an image of the selected athlete to the Permanent Office.
5. Create a positive online environment that promotes AEC activities and encourages participation.

6. Maintain the athletes committee email and calendar for communication with the athletes and for meetings.

ATHLETE EVENTS AND OPERATIONS COMMITTEE

Mission: To strengthen and unite the community of all athletes from all teams within Lake Erie Swimming by initiating inclusive events that are fun and engaging which help to instill relationships among athletes for a lifetime.

Membership: The Athlete Events and Operations Committee shall be composed of one of the Board of Directors Athlete Representatives who will serve as chair and 3-5 additional athlete members.

Responsibilities:

1. To oversee all operations that involve the athletes.
2. To create and organize events that will engage the athletes and create an increased participation in Lake Erie Swimming.
3. To organize events for the 8& Under Championships, Regional Championship meets, Junior Olympic meets, and Senior Championship meets.
4. To work with the other committees in any capacity that is necessary to serve the athletes.

BUDGET COMMITTEE

Mission: To oversee financial matters as approved by the AEC for the purpose of enabling the Athletes Committee and subcommittees to fulfill their missions.

Membership: The Budget Committee will consist of the Board of Directors Athlete Representatives, and the Senior Athlete Representative will chair the committee.

Responsibilities:

1. To identify the financial needs of all committees for their administration and project execution.
2. To create a yearly athletes' budget for planned events.
3. To cooperate with the Service Initiatives and Projects Committee to create fundraising opportunities for volunteer events.
4. To review the budget and monitor monthly spending of athletes' committees.
5. To discuss with the Finance Chair and Treasurer of the Board of Directors regarding monetary concerns.

COMMITTEE ADMINISTRATION

RESIGNATIONS

Any committee chair or athlete member may resign by submitting a written resignation to the Senior Athlete Representative or the AEC specifying an effective date of the resignation. If such date is not specified, the resignation shall take effect upon the appointment of a successor.

VACANCIES

The determination of when the position of an appointed committee chair or committee member becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the discretion of the Athletes Executive Committee. In the event of a vacancy or permanent incapacity, the Senior Athlete Representative, with the advice and consent of the AEC and Board of Directors shall appoint a successor to fill the vacancy. A temporary incapacity may be left unfilled at the discretion of the Senior Athlete Representative or an appointment may be made for the duration of the temporary incapacity.

ANNUAL GOALS OF A COMMITTEE

Each committee shall establish a timetable or action plan for achieving the goals as established by the AEC. The timetable and action plan shall be distributed to the AEC.

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 athletes in the LSC.
2. To create and develop new programs for the athletes in the LSC or for recommendation to another committee or to the AEC.
3. To advise the AEC.
4. To consider items which have been referred to the committee from the Lake Erie membership, the LSC officers, from another committee or from the AEC.
5. To present resolutions for action items that should be left for consideration by the AEC.
6. To implement the policies of the AEC, 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

The responsibilities of the Committee Chair include:

1. Scheduling all meetings of the committee.
2. Preparing 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 Board of Directors Athlete Representatives.
9. Managing 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 Board of Director Athlete Representatives.

IMPLEMENTATION OF ACTION ITEMS BY COMMITTEES

The implementation of action items shall be the responsibility of the Board of Directors Athlete Representatives.

1. A proposal or resolution is passed by the committee and becomes an Action Item for consideration by another committee or by the AEC.
2. All Action Items should be submitted in writing and shall include an estimate of the costs of implementation.
3. The Board of Directors Athlete Representatives 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 AEC.
4. The Board of Directors Athlete Representatives shall present the Action Item to the AEC for consideration.
5. The Board of Directors Athlete Representatives shall report the disposition of the Action Item to the committee chair within 5 days of the AEC meeting.
6. The Board of Directors Athlete Representatives shall discuss with the committee chair the plan for implementation of any action item approved by the AEC.

COMMITTEE MEMBER TERMS

Except as otherwise provided herein, the terms of each appointment to a committee shall be until the athlete's graduation from high school.

OPEN MEETINGS POLICY

Meetings of athlete committees and subcommittees shall be open to all members of LESI. Matters relating to disciplinary action shall be deliberated and decided in a closed session which only the respective members are entitled to attend. By a majority vote, a committee or subcommittee may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the committee or sub-committee.

ROBERT'S RULES OF ORDER

At all meetings of athlete committees, the current version of Robert's Rules of Order may be used, where appropriate, at the discretion of the meeting chair.

ETHICAL PRACTICES

It is the policy of USA Swimming that all of its Members, including athletes have the right to participate in an environment that is safe and free from sexual abuse and harassment.

MISCONDUCT BY MEMBERS

The General Chair and/or Administrative Review Board, in response to written allegations of misconduct by a Lake Erie Swimming member, may authorize a confidential inquiry to determine whether a further investigation or Administrative Review Board 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

The annual meeting of the Athletes Committee shall be held in the Spring and Fall with other meetings scheduled as needed. All other meetings of athlete committees shall be scheduled as needed. Meetings shall be held at a location determined by the committee chair. All committees shall be permitted to meet by teleconference or other similar electronic means.

NOTICE OF MEETINGS

A written notice stating the time and place of the meeting shall be given to each committee member by email at least 6 days before the meeting. If by electronic means, the necessary numbers and codes shall be provided.

QUORUM & VOTING

The presence of those eligible to vote at a regularly scheduled meeting shall constitute a quorum. There shall be no voting by proxy. Each member shall have one vote on each matter and all motions, orders and other propositions coming before any committee shall be determined by a majority vote. Guests may speak when recognized by the committee chair but will have no vote.

MEETING AGENDA

A preliminary written agenda of the meeting should be discussed with the division chair 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 athlete committees 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 the 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 Lake Erie Swimming Secretary's files.

PROCEDURES FOR COMMITTEE MAILINGS

Committee correspondence shall be done through email.

AUTHORIZATION OF EXPENSES

The AEC shall approve each committee's expenditures if included in the Lake Erie Swimming budget approved by the House of Delegates. The Lake Erie Swimming Board of Directors shall authorize any additional expenditures.

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 a majority of the committee members entitled to vote consent to the action in writing and the written consents are filed with the records of the meetings.

ELECTION OF JUNIOR ATHLETE REPRESENTATIVE

Nominations: The AEC will send out a notice to the athletes committee and athlete representatives opening the nomination period for the Junior Athlete Representative. Any athlete who meets the criteria of Junior Athlete Representative may be nominated by any athlete, nonathlete, or volunteer. Nominees must certify that they are willing to serve and provide a brief statement about their interest. The nomination must be presented to the Senior Athlete Representative prior to 11:59pm on March 31st.

Notice: The Senior Athlete Representative will send a list of candidates and bios for each of the candidates fourteen (14) days prior to the election to all members of the Athletes Committee.

Voting: All club athlete representatives and AEC members who are present are eligible to vote. Voting may be conducted electronically or in person depending on the circumstances. Prior to voting each candidate will present a small speech to the eligible members present and voting stating why he or she believes they are the best candidate for the position.

ATHLETES AWARD

Criteria: The athlete must be a senior at the time of nomination. A minimum of a 3.75 unweighted cumulative GPA must be attained by the athlete. The athlete must be actively involved in service within and outside of Lake Erie Swimming in pursuit to make Lake Erie Swimming and the world a better place for all people. They embody the values and qualities of what a Lake Erie athlete should possess, in addition, to making a lasting impact in the Lake Erie Swimming LSC.

Nominations: All nominations should be presented to the Junior Athlete Representative prior to 11:59pm on February 28th. A written explanation of why the athlete should receive the Athletes Award, a transcript, and activities list must be accompanied with the nomination.

Selection Process: The AEC will select the recipient of this award based on the qualifications presented with the nomination. The list of candidates and information presented with nomination will be presented to the AEC seven (7) days prior to the meeting when the recipient is selected. The recipient will be announced at the Lake Erie Swimming Awards Banquet by the BOD Athlete Representatives.

AMENDMENTS TO THE ATHLETES MANUAL

The AEC may amend the Athletes Manual by simple majority at any of its meetings provided such amendment is not in conflict with the Bylaws or Policy & Procedures of Lake Erie Swimming. Unless otherwise specified at the time of adoption, any amendment to the Athletes Manual shall become effective immediately.