



New Board Member Orientation

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**Connecticut
Swimming**

Connecticut Swimming Inc.
16 Beechwood Road
Branford, CT 06405

Welcome letter to the Connecticut Swimming Board of Directors

Welcome to Connecticut Swimming.

On behalf of more than 6400 athletes, coaches, officials, and other volunteers, let me welcome you to the governing body of Connecticut Swimming. As with all volunteer organizations, we are only as strong as the people we empower to run our organization. This document is designed to orient you to your new position as a member of the Connecticut Swimming Board of Directors.

Connecticut Swimming is one of 59 Local Swimming Committees of USA Swimming, the National Governing Body for competitive swimming in the United States. We are grouped, as a swimming committee, within the Eastern Zone. USA Swimming offers a free [LSC Leadership Course](#). This can be a helpful introduction to LSCs for new LSC leaders.

If there is anything that I can do to assist you in your orientation, or during your term as a board member, please let me know.

Thank you for volunteering to support Connecticut Swimming.

Rick Lewis
Connecticut Swimming General Chair



CSI Mission Statement

Connecticut Swimming (CSI) shall promote swimming and foster equal access for competitive opportunities for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of the Federation Internationale de Natation (FINA), USA Swimming (USA-S) and CSI and its Articles of Incorporation. CSI provides opportunities for swimmers to enrich their lives.

CSI Vision Statement

Connecticut Swimming (CSI) ... better life through swimming.

CSI Core Values

1. Character Development
2. Excellence
3. Education
4. Involvement of Members
5. Fun

Bylaws

CSI uses its Amended and Restated [Bylaws](#) to govern our organization. USA Swimming House of Delegates has approved and amended Required LSC Bylaws, which each LSC, within the flexibility granted in the Required LSC Bylaws, is required to adopt. USA Swimming House of Delegates shall retain the authority over these Required LSC Bylaws, including the right to amend in accordance with Article 511 of USA Swimming Rules and Regulations. Amendments to the Required LSC Bylaws by the USA Swimming House of Delegates are given automatic effect as of the effective date of legislation with respect to an LSC's Bylaws. LSCs are required to update their bylaws and send a copy to bylaws@usaswimming.org within 60 days of the effective date of any changes to the Required LSC Bylaws adopted by the USA Swimming HOD or the LSC HOD.

Policy and Procedures Manual

Connecticut Swimming uses its [Policies and Procedures Manual](#) as the means to manage the processes necessary to govern our organization effectively and efficiently. This document is reviewed every year and can only be modified with the approval of the House of Delegates or Board of Directors.

Current Year Minutes

House of Delegates [Meeting Minutes](#) and Board of Director [Meeting Minutes](#) can be found on the CSI website. Other relevant Committee minutes and reports can be found here: [Committees Minutes](#)



Organizational Structure

The Permanent Staff of CSI manage the day-to-day operations of the Connecticut Swimming Permanent Office. These duties include but are not limited to:

- CSI Meet Announcements
- Processing LSC Mail
- Information on USA Swimming Insurance and other programs
- Minutes of BOD, HOD, and various committee meetings
- Website content
- Membership/Registration
- Meet Results
- Database Management
- Bookkeeping

Additionally, the Office provides administrative support as necessary to carry out and administer the approved programs, decisions and actions of the CSI BOD and its sub-committees.

CSI Board of Directors

The CSI Board of Directors consists of the following officers, committee chairs, coordinators, and representatives of CSI:

- General Chair
- Administrative Vice Chair
- Program Development Vice Chair
- Program Operations Vice Chair
- Finance Vice Chair
- Secretary
- Treasurer
- Senior Committee Chair
- Age Group Committee Chair
- Technical Planning Committee Chair
- Officials Committee Chair
- Operational Risk Coordinator
- Coach Representatives
- Athlete Representatives
- Athlete(s)-At-Large
- Coach-At-Large
- Diversity, Equity & Inclusion Coordinator
- Nonathlete Member(s)-At-Large
- Registration/Membership Coordinator(s)
- Safe Sport Coordinator
- Zone Coordinator



The following persons shall be ex-officio members of the Board of Directors, if he or she is an individual Member in good standing:

- Immediate Past General Chair
- Members of USA Swimming BOD
- USA Swimming Committee Chairs

Job Descriptions

General Chair

The General Chair presides at all meetings of the Board of Directors and House of Delegates, appoints committee chairmen with the advice and consent of the Board of Directors, and provides overall policy and program guidance to CSI. The duties and powers of the General Chair, the division Vice Chairs, committees or subcommittees (in addition to those provided elsewhere in the CSI Bylaws or Policies and Procedures) chairs and, when applicable, coordinators shall be as follows:

Preside at all meetings of the respective division, committee or subcommittee; See that all duties and responsibilities of the coordinator or the respective division, committee or sub-committee in his/her charge are properly and promptly carried out; Appoint such committees or sub-committees, as well as fill vacancies on such committees or sub-committees, as may be necessary to fulfill the duties and responsibilities of the coordinator or division or committee, respectively; Communicate with the respective division, coordinator, committee or subcommittee members to keep them fully informed; Keep the General Chair, the respective division coordinator or chair or committee chair and the staff of CSI's office informed of the respective coordinator, division, committee or subcommittee actions and recommendations; Appoint a member as secretary of the division, committee or subcommittee charged with taking minutes of each meeting and forward reports or minutes of all meetings to CSI' office; Refer to the Board of Directors any recommendation for action which would establish or change policies or programs for CSI, except as otherwise provided in the Bylaws or by the Board of Directors; and Perform the other specific duties as may be delegated by the General Chair, the respective division chair or committee chair, the Board of Directors or the House of Delegates.



CSI Divisions

The divisions of CSI shall each be chaired as indicated below with respective duties, jurisdiction and responsibilities described in the CSI Policies and Procedures.

1. ADMINISTRATIVE DIVISION - Administrative Vice-Chair
2. PROGRAM DEVELOPMENT DIVISION - Program Development Vice-Chair
3. PROGRAM OPERATIONS DIVISION - Program Operations Vice-Chair
4. FINANCE DIVISION - Finance Vice-Chair.
5. ATHLETES DIVISION - Senior Athlete Representative
6. COACHES DIVISION - Senior Coach Representative

Administrative Division

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. (CSI Bylaw Sections 6.5.1 and 6.9.1.) The Administrative Vice-Chair shall chair, and have general charge of the business, affairs, and property of the division that administers CSI business and affairs. The Administrative Vice-Chair shall assist in development of policy and 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 CSI's Policies and Procedures Manual. The Administrative Vice-Chair serves a liaison to the Athlete Representatives and the Athletes Committee and shall be responsible to see that elections of Athlete Representatives are held in accordance with the CSI Bylaws.

Areas of responsibility under the CSI Administrative Division include but are not limited to the following:

Awards Banquet
Bylaws/Legislation/Rules
Club Development
Computer/Technology
Elections
Equipment
Insurance
Legal (General Counsel, if applicable)
Marketing/Sponsorship
Membership/Registration
Personnel
Public Relations
Publications/Newsletter/Website
Policies and Procedures Manual
Records/Top 16 Tabulation
Safe Sport Coordinator
Secretary
CSIBODMO 062021



Program Development Division

The Program Development Committee is responsible for developing and coordinating an overall swimming program for all levels of swimming in the Territory, including Age Group and Senior programs, and for developing long-range plans for swimming programs. The Program Development Committee shall consist of the General Chair; the Program Development Vice-Chair, who shall serve as chair; the Age Group Committee Vice-Chair; the Program Operations Vice-Chair; the Senior Committee Vice-Chair; the Technical Planning Committee Chair; the Coach Representatives; the Athlete Representatives; the Diversity Equity and Inclusion Coordinator; the At-Large Board member who is required to be a Coach Member; Open Water Committee Chair; and Adapted Swimming Committee Chair.

Areas of responsibility under the CSI Program Development Division include but are not limited to the following:

- Adapted Swimming
- Age Group Committee
- Camps
- Diversity Equity and Inclusion
- Open Water Swimming
- Senior Committee
- Technical Planning Committee
- Time Standards
- Special events

Program Operations Division

The Program Operations Vice-Chair shall chair and have general charge of the affairs and property of the division that coordinates and facilitates the conduct of all swimming programs for CSI including the awarding of meet sponsorships to Club Members, facilities, and equipment rentals, and meet management for all swimming meets sponsored by CSI.

Areas of responsibility under the CSI Program Operations Division include but are not limited to the following:

- Awards Clinics
- Meet Evaluation Coordinator
- Meet Management Committee
- Meet Sanctions Coordinator
- Meet Sponsorship Committee
- National Times Verification
- Officials Committee
- Operational Risk Coordinator



Finance Division

Duties of the Finance Vice-Chair are prescribed in Section 7.4.2.C of CSI's bylaws.

Areas of responsibility include but are not limited to the following:

Audit and Budget

Marketing/Sponsorship and Swim-a-thon

Tax

Gifts and Donations

Treasurer

CSI Investment Policy

Athletes Division

The Senior Athlete Representative shall have general charge of the business, affairs and property of the Athletes' Committee which shall be responsible for and undertake activities (a) delegated to it by the Board of Directors or the General Chairman or (b) undertaken by the committee as being in the best interests of the Athlete Members, CSI, USA Swimming, and the sport of swimming.

Areas of responsibility under the CSI Athletes Division include but are not limited to the following:

Athlete Representatives

Athletes-At-Large

Athlete Committee

Coaches Division

The Senior Coach Representative shall chair and have general charge of the business, affairs, and property of the Coaches Committee, which shall undertake such activities (1) delegated to it by the Board of Directors or the General Chair or (2) judged by the committee as being in the best interests of the Coach Members, CSI, and the sport of swimming. The Coaches Committee shall consist of the Coach Representatives; the At-Large Board Member, who is the required Coach Member, and at least four (4) additional Coach Members as may be determined by the Coach Representatives, with consideration to the benefits of equal geographic representation and diversity in size and identity of Club Member affiliation, among other factors.



CSI Committees

Governance Committee

Duties of the Governance Committee are prescribed in Section 7.4.3 of CSI's bylaws. All members of the Governance Committee must be CT members of USA Swimming and be in good standing. Areas of responsibility include but are not limited to the following:

To assist in periodic evaluation of the mission and vision statements and the Bylaws of CSI

To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance, and other employment-related practices, etc.;

To aid in the development of personnel practices procedure including job descriptions and annual review of staff;

To ensure that the Board's focus remains on the strategic plan;

To aid in the development of expectations and processes for accountability of Board members;

To develop criteria for the qualities and required characteristics of Board officers;

To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;

To nominate Board members, Administrative Review Board members, and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;

To publish the slate of candidates to the CSI membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;

To design and implement Board orientation and an ongoing program of Board education and development; and

To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

Age Group Committee

The Age Group Committee Chair has general charge of the affairs and property of the Committee that develops and conducts the CSI age group swimming program. Areas of responsibility under the CSI Age Group Committee include but are not limited to the following:

Age Group Swimming

Camps/ Clinics

Zone Team



Senior Committee

The Senior Committee Chair has general charge of the affairs and property of the Committee that develops and conducts the CSI senior swimming program. Areas of responsibility under the CSI Senior Committee include but are not limited to the following:

Senior Swimming
Camps/ Clinics

Technical Planning Committee

The Technical Planning Committee Chair has 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 CSI, continuing review and development of the CSI philosophy, and advising other committees and divisions regarding the implementation of that philosophy in the context of CSI's swimming programs.

Officials Committee

The Officials Chair shall chair the Officials Committee, which is responsible for recruiting, training, certifying, and supervising officials for CSI. The Officials Committee Chair shall be a referee certified by CSI, and each member of the Officials Committee shall be a certified official of CSI, except for the athlete members. The Officials Committee shall consist of the Officials Chair, who shall serve as chair, and at least two other members.

Coaches Committee

The Senior Coach Representative shall chair and have general charge of the business, affairs, and property of the Coaches Committee, which shall undertake such activities (1) delegated to it by the Board of Directors or the General Chair or (2) judged by the committee as being in the best interests of the Coach Members, CSI, and the sport of swimming. The Coaches Committee shall consist of the Coach Representatives; the At-Large Board Member, who is the required Coach Member, and at least four (4) additional Coach Members as may be determined by the Coach Representatives, with consideration to the benefits of equal geographic representation and diversity in size and identity of Club Member affiliation, among other factors. The Senior Coach Representative shall serve as chair.



Safe Sport Coordinator

The Safe Sport Coordinator shall be responsible for the implementation and coordination of, and serve as the CSI liaison for, the Safe Sport Program established by USA Swimming. The Safe Coordinator shall be a non-athlete member in good standing and shall work with the USA Swimming Safe Sport staff, and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within CSI. The Safe Sport Coordinator will:

Serve as the primary contact for CSI to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers, and clubs, as provided by USA Swimming;

Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;

Participate in workshops as provided by USA Swimming, collect, and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;

Serve as an information resource for CSI clubs and membership, and will help to identify and connect them with local educational partners and resources;

Receive feedback and suggestions on the Safe Sport policies and programs from the CSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and

Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy, and positive environments for all its members.