**Thank you** for your willingness to be on the **Oregon Swimming Board of Directors**.

This packet was made to help you see how our governing body is structured.

Oregon Swimming, Inc.

Board of Directors

Orientation Manual

January 2021

*Our Mission*

*To promote and support the achievement and development of athletes, coaches, volunteers, and clubs in competitive swimming*

(updated April 2019)

CURRENT BYLAWS [LINK](https://www.teamunify.com/wzorlsc/UserFiles/Image/QuickUpload/oregon-bylaws-2020-final_014330.pdf) POLICIES AND PROCEDURES [LINK](https://www.teamunify.com/SubTabGeneric.jsp?team=wzorlsc&_stabid_=149627)

Oregon Swimming Structure

* LSCs (Local Swim Committees) are the 59 local governing bodies responsible for organizing, supporting and governing USA Swimming's 3,000 plus swim clubs in their individual regions.
* Oregon Swimming is one of 17 LSCs in the Western Zone
* Oregon Swimming encompasses the state of Oregon except for Malheur, Umatilla, Union and Wallowa counties; and in the state of Washington the counties of Clark, Cowlitz, Skamania and the western portion of Klickitat.

Oregon Swimming Membership

* OSI Membership includes 6300+ athletes, 500+ officials and 290+ coaches

Board of Director and House of Delegate Meeting Information

* Board members are expected to attend every BOD and HOD meeting and be familiar with the ByLaws and Policies and Procedures Oregon Swimming operates under. Link is [HERE](https://www.teamunify.com/SubTabGeneric.jsp?team=wzorlsc&_stabid_=149627)
* Written reports are due 5 days prior to the meeting.
* Approximately 3 days before the meeting all material will be sent for review and preparation, along with meeting log in instructions.
* Please notify the General Chair in advance if you are unable to attend – this helps in planning
* Meetings operate under the Consent Agenda format
* Our regular monthly BOD meetings are held on Zoom. BOD meetings are scheduled the 1st Wednesday of the month. Past meeting minutes can be found [HERE](https://www.teamunify.com/SubTabGeneric.jsp?team=wzorlsc&_stabid_=149631).
* Our Strategic Planning/Orientation/DEI Training meeting for all BOD members will be held Saturday January 30, 2021.
* Our House of Delegates (HOD) meeting is held in the fall in person.
* All new board members please take this [Free online leadership course](https://www.usaswimming.org/news-landing-page/2017/11/28/lsc-online-leadership-course) from USA Swimming (1 hour)
* All members should be familiar with the [programs & services](https://www.usaswimming.org/docs/default-source/clubsdocuments/programs-services2017new.pdf?sfvrsn=1e9f5432_8) USA Swimming provides.

2021 OSI Board of Directors

Elected Board Positions



Ex Officio Members

The immediate past General Chair of OSI, if an Individual Member in good standing. Current members of the USA Swimming Board of Directors who are Individual Members in good standing and USA Swimming National Committee members who are Individual Members in good standing.



Appointed Board Positions



Oregon Swimming Office Staff (non-voting)



Standing Committees (7.4)

Athletes Committee

 Members are the OSI Jr and Sr Athlete Representatives, and all at-large athlete representatives.

 *Quinn Brown - Fallon DeWitt - Andrew Huang - Jessica Maeda - Gabby Calvi*

Coaches Committee

 Committee shall have a Chair, Vice-Chair, Secretary, two committee members and an athlete representative. All members will be coaches in good standing except the athlete representative, which will be an athlete in good standing.

 *Quentin Rieniets – Jill Black -*

Finance Committee

 The members of the Finance Committee shall be the Finance Vice-Chair, the Treasurer, 2-3 other OR members in good standing, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

 *Rhonda Soule -* *Rex Watkins -*

Governance Committee

 The Governance Committee members shall be appointed by the General Chair with advice and consent of the Board of Directors. The Committee shall be comprised of at least (3) non-athlete members with a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

 *Mark Reinets - Marilyn Loitz*

Nominating Committee

 The House of Delegates shall annually elect at least (5) individuals to the Nominating Committee to serve a one-year term, with a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

There are Six Divisions of Oregon Swimming, with a Vice Chair in charge of each division as follows.

The Vice-Chair of each division serves as an ex-officio member (with voice and vote) of each of the standing committees under their jurisdiction.

**Administrative Division** - Administrative Vice-Chair

* + Safe Sport, Awards, Awards Banquet
	+ Diversity/Inclusion/Disability
	+ Bylaws/Legislation/Rules, Club Development,
	+ Elections,
	+ Equipment,
	+ Insurance,
	+ Legal (General Counsel, if applicable),
	+ Meet management,
	+ Meet sanctions,
	+ Meet sponsorship,
	+ Membership/Registration,
	+ Officials,
	+ Personnel ,
	+ Public Relations,
	+ Publications/Newsletter,
	+ Policies and Procedures Manual,
	+ Records/Top 16 Tabulation,
	+ Swim Guide/Parents Manual,
	+ Secretary,
	+ Special Events, and
	+ Technical planning.

**Age Group Division** – Age Group Vice-Chair

* + Age Group,
	+ Camps/Clinics,
	+ Program Development,
	+ Time Standards, and
	+ Zone Team.

 **Senior Division** – Senior Vice-Chair

* + Camps/Clinics,
	+ Meet Evaluation,
	+ Open Water,
	+ Reportable Times,
	+ Safety, and
	+ Senior swimming.

**Finance Division** – Treasurer

* + Audit,
	+ Budget,
	+ Finance,
	+ Swim-a-thon, and
	+ Tax.

 **Athletes Division** - Senior Athlete Representative

* + Athlete Representatives

 **Coaches Division** - Senior Coach Representative

* + Coaches Committee and Coach Representative