



Midwestern Officers

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Jeff Steiner

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Sam Bach

Coach Representative

Addisyn Storms

Senior Athlete

Arnav Gupta

Junior Athlete

Greta Olberding

At Large Athlete

Jack French

Delegate At Large

Amber Bargstadt

Delegate At Large

Steve Marchitelli

Governance Chair

Lori Howard

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Erica Storms

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Officials Chair

Betsy Purcell

Past General Chair

Betty Kooy

Staff

Mission Statement: Midwestern Swimming strives to maximize opportunities for the growth and success of all current and future swimmers through competitive swimming.

Board of Directors Meeting

Tuesday, April 15, 2025 – 8:30 PM

Zoom Meeting

Meeting Agenda

1. Welcome and Roll Call (by log in – voting participants must have video on)
2. Declaration of Conflict of Interest Statement
Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addressed under the Midwestern Swimming Conflict of interest policy? If a Board member determines there to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and/or action is being taken, a declaration of a conflict of interest should be made at that time.
3. Review and Approve January 21, 2025 Meeting Minutes
4. Consent Agenda
 - Staff Report
 - Registration Report
 - Officials Report
 - Executive Committee Notes (3)
 - Sanction Committee Notes (2)
 - Finance Committee Notes (1)
5. Business
 - 2026 Budget
 - Governance updates and review
 - Elections
 - Champs
 - Strategic Plan
6. Announcements
7. Adjournment

Join Zoom Meeting: MW swimming BOD meeting

Stefanie Martinez is inviting you to a scheduled Zoom meeting.

<https://zoom.us/j/5326973147?pwd=V2xVdW1vUEtYbk9nSmJHUkhObXplZz09>

Meeting ID: 532 697 3147

Passcode: Rv9zCb

One tap mobile

+12532158782,,5326973147#,,,,*556543# US (Tacoma)

+13462487799,,5326973147#,,,,*556543# US (Houston)



MINUTES **DRAFT**

DATE: 01/21/2025

TIME: 8:30 p.m.

LOCATION Zoom Conference Call

Call to Order

- Midwestern Board of Directors
- Board Meeting
 - Called to order 8:31pm – Stefanie Martinez; noted quorum present
 - Purpose of Meeting: Regular BOD Meeting
 - Reminder to be visible to vote
- Roll Call by Zoom sign-in
 - BOD Attendees: Stefanie Martinez, Steve Kidder, Paige Skidmore, Toby Rees, Betsy Purcell, Aidan Cho, Jeff Steiner, Addisyn Storms, Greta Olberding, Jack French, Amber Bargstadt, Betty Kooy (staff)
 - HOD Committee Chairs/Coordinators Present: Erica Storms, Leslie Mayo
 - BOD Absent: David Nelson, Sam Bach, Arnav Gupta
 - HOD Committee Chairs/Coordinators Absent: Lori Howard, Dan Brailita
 - Guests: Bill Haney, Starre Haney, Olivia French, Sandy Santos, Jimmy Parmenter, Janet Cho, Steve Marchitelli, Brian Jensen, Kim Schmitt, Rosie Kirianov, Patrick Rowan, Brian Adams
- Declaration of Conflict of Interest Statement: Stated in published agenda; no declarations.

Approval of Previous Minutes

- No corrections to minutes.
 - Request was made to have BOD documents sent earlier as 24 hours is not really enough time to review.
- Motion to Accept November Minutes – Steve Kidder; Seconded – Jack French, Approved

Consent Agenda

- Documents
 - Executive Secretary Report
 - Registration Report
 - Jack French asked about the summary and whether MW numbers were down excluding the teams that are no longer with MW. Leslie Mayo doesn't see a significant difference yet.
 - Financial Reports
 - Sanction Committee Meeting Notes – 11/24/24
 - Minutes and recommendations from Officials Committee – 09/25/24
- Motion to Accept Consent Agenda Items – Jeff Steiner; Seconded – Steve Kidder; Approved

Old Business

- P & P Updates – 4.10.6; 8.2.4.3
 - Noted that Kathy Lydiatt has resigned from the Governance committee
 - Stefanie has replaced along with the appointment of 3 ad hoc members
 - Leslie noted clarification is needed regarding both as Registration cannot change an athlete to Unattached. Once a transfer has been requested it is considered transferred whether Registration approves or not. Invoices for transfers are sent to head coaches.

- o Again, items tabled until Governance can have the time to clarify the wording
 - o Committee will contact Leslie for input regarding registration issues
- Board Orientation and Manual Update
 - o Stefanie has not had time to update manual or do a BOD orientation
 - o Stefanie will reach out to new members individually to apprise them of duties and expectations
 - o Plan is to have all in place for next new board
- Strategic Plan
 - o Stefanie has a committee and will schedule a meeting for February– current SP expired December 2024
 - o Jack French has worked on a survey – will target stakeholders – coaches, parents, officials
 - o Appointed members – Docker Hartfield, Jack French, Steve Marchitelli, Anthony Miles
- Spring HOD Meeting
 - o Tentatively scheduled for the afternoon of May 4 at UNO (after the conclusion of the SO meet)
 - o Plan is for a hybrid meeting

New Business

- Governance committee appointments
 - o Anthony Miles has been appointed to replace Kathy Lydiatt
 - o Ad Hoc appointments – Jeff Steiner, Steve Marchitelli, Adam Ogura
- Safe Sport vacancy
 - o Vacancy is a non-issue; Aidan will remain with MW and has agreed to complete his term
- Athlete board updates
 - o Stefanie will meet with Addisyn, Olivia and Greta
 - o Athletes setting up a chat for committee athletes – Stefanie will join – have set upcoming meeting for Sunday at 7pm
 - o Need to set expectations and roles for athletes
 - o Looking at some fund-raising ideas; have ideas from the Fall ABM
 - o MW can send 4 athletes to summer Athlete Summit in Ohio
- Executive board meetings
 - o Suggested Executive Committee meetings monthly; BOD either bi-monthly or quarterly
 - o Stefanie will send Doodle poll to Executive Committee regarding best date and time
 - Betsy noted that she was not getting some emails
 - Also noted that General Chair and Treasurer emails are not being received; changes will be made on the MW website to personal emails for GC and Treasurer
- Ad Hoc Committee for Governance
 - o Current committee is 3 non-athlete members and 1 athlete member
 - Work of the committee includes the work of the Nominating Committee
 - Need more members to do the work of the committee
 - Need to change Bylaws to actually add to committee; will need HOD approval for that
 - Provision in USA template to enlarge the committee

Announcements and Information -

- Questions regarding website and championship meets, etc
 - o Questions regarding format and selection of officials
 - o Stefanie will post a letter on MW website for parents and coaches regarding the format of the meets; it will be noted that no bids were received for a qualifier/last chance meet
 - o Question regarding expectations on timely response to emails; nothing in rules; expectation is to respond and answer; a December email to the General Chair email was missed because of the email address

- o Jack asked question regarding additions to agenda or approval of agenda; only approval needed is for the Consent agenda
 - o Questions regarding Block Party meets; Currently BT and LIFE doing them. Dan B has encouraged.
- Leslie noted changes to Team Services at USA Swimming
 - o Communication has been send from USA Swimming regarding the changes
 - o Will be specific contact for club questions and specific contact for LSC questions – contacts will be listed on the USA Swimming website (MW’s current contact – Jane Grosser)
 - o Noted that Bernie Dickman resigned and applications for her position have just closed
- Starre Haney asked question regarding LSC championship participation – is there anything in the P&P limiting participation to MW member clubs?
 - o Answer – currently covered in the meet announcements requiring membership in both USA Swimming and MIDWESTERN
- Next BOD Meeting – scheduled for Tuesday, February 18, 2025; 8:30 p.m.

Adjournment

- Motion to adjourn 9:15 p.m.– Jeff Steiner; Seconded – Jack French. Passed.
- Submitted by: Betty Kooy, Secretary



- **Sanctions/Meet Schedules–**

MW 2024-2025 Short Course – All Short Course meet results have been posted and integrated into SWIMS as well as the MW databases. All splash fees have been paid.

MW 2025 Summer Meets – Summer meet schedule has been posted. There have been a few changes from original requests. The sanction committee has deliberated on the meets received. Meets for April, May and some June have been posted. No bids for either 12 & U or 13 & O Long Course meets have been received, although there have been some indication that some may be received. The sanction committee decided to split out the 8 & U for the summer and request bids for an 8 & U SHORT course meet for the 8 & U, based on feedback from the 12 & U Short Course championship. The 13 & O meet is scheduled for July 18-20, 2025 and the 12 & U meet is scheduled for July 26-27, 2025.

MW 2025-2025 Short Course – Requests for short course meets have been received. There are still spots on the calendar for more meets. Sanction committee will set schedule for short course.

- **Zone Meet** – The 14 & U Zone meet for Midwestern will be held August 7-10, 2025 in Rochester, MN. Qualifying times for that meet are AAA although LSCs are allowed to send up to two (2) athletes per event if no AAA qualifiers, and the minimum time for those added will be the NAG A time. Application for Head Zone coach will be posted. Application for athletes will be posted when final meet information is received from Central Zone. Cost per athlete will be \$150.00.
- **Athlete, Outreach, Officials Reimbursements** – *Athlete reimbursement* requested for national meets since September 1, 2024 is \$6000 (Winter Juniors and Columbia Sectionals). \$284.25 has been sent for *Outreach reimbursement* for the same period. GoogleForms for both Athlete Reimbursement and Outreach Reimbursement are posted and distributed to clubs. *Officials' reimbursement* for those officiating at national level meets was \$400.00 since September 1, 2024.
- **High School Swimming** – A total of 16 meets were put in SWIMS and the MW databases for *observed* High School swims. Data was entered for 1810 athlete swims, with athletes swimming at several of the observed meets.

MW Swimming - Monthly Registrations Summary as of April 8, 2025

	ATHLETES							NON-ATHLETES								TOTAL	Total Registrations
	Premium - Renew	Premium - New	Upgrade	Flex - Renew	Flex - New	Outreach	Seasonal 4/3-8/31	Other	Coach	Official	Admin	BOGO	Year Round Club Reg	Seasonal Club Reg	Cancel	ATHLETES	
September 2024	392	223	1	17	51	10	—	3	23	15	6	2	5	—	-1	693	745
October 2024	104	49	5	12	16	8	—	6	27	14	14	0	2	—	-4	194	257
November 2024	108	39	5	2	8	7	—	13	26	12	3	0	9	—	0	169	232
December 2024	507	16	2	28	4	9	—	8	60	40	8	11	8	—	0	566	690
January 2025	157	27	6	20	12	2	—	1	19	14	5	6	0	—	-3	221	260
February 2025	41	9	15	2	2	1	—	2	3	2	2	1	0	—	0	70	79
March 2025	31	21	0	3	3	0	3	1	10	0	1	2	0	—	0	61	73
April 2025	5	4	1	0	2	0	8	2	2	0	1	—	1	—	0	20	26
May 2025																	
June 2025																	
July 2025																	
August 2025																	
2025 Reg TOTALS	1345	388	35	84	98	37	11	36	170	97	40	22	25	0	-8	1994	2362

USA SWIMMING Member Requirements Alert:

NOTIFICATIONS:

Athlete Protection Training emails alerts sent out to athlete/ athlete parent/ head coach 60 & 30 days prior to the athlete's 18th birthday.

APT must be completed by the 18th birthday for the athlete to be in good standing. NO GRACE PERIODS granted.

USA Swimming Officials Education Courses:

Individuals must be either a registered Apprentice Official or a registered Official in order to complete the following course with no fee:

Foundations of Officiating
Stroke & Turn Certification Course

IMPORTANT REMINDER - 2026 USA Swimming Club Fees

Starting September 1, 2025:

USA Swimming Club Registration fees for renewing clubs will increase from \$70 to \$225 as approved by the USA Swimming HOD voting members at the 2024 Annual Business Meeting. This is a 221% increase.

The 2026 Club registration (USA-S + LSC) fee for RENEWING clubs will be \$405 (\$225 + \$180). This was \$250 in 2025.

The 2026 USA Swimming Club registration fee for NEW clubs will be \$750. Total fee will be \$930 (USA-S + LSC).

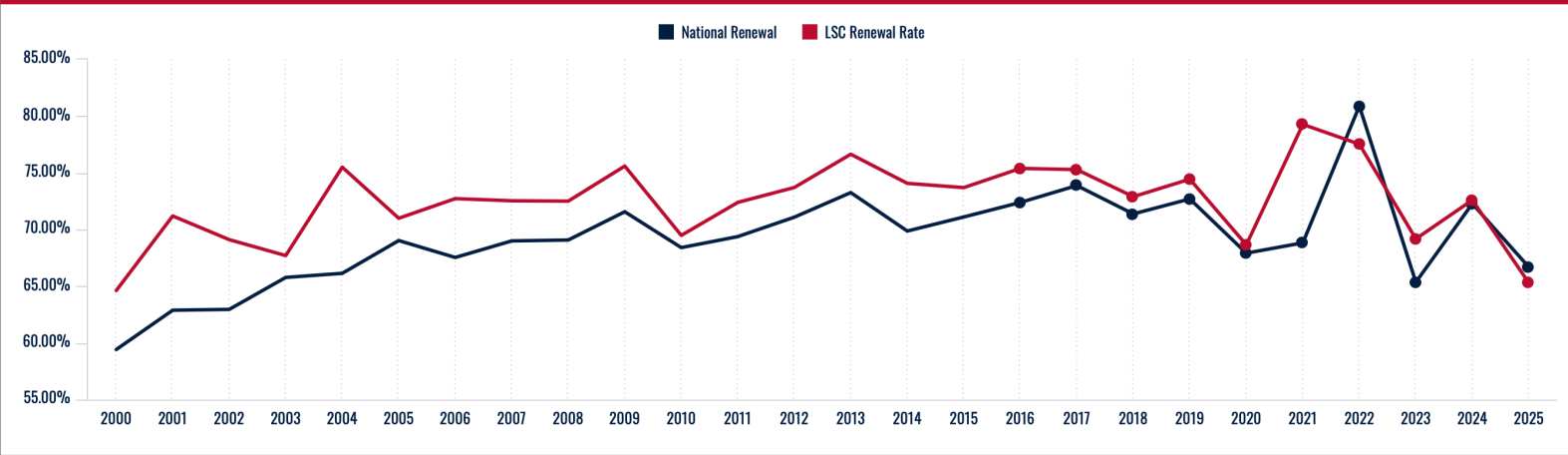
Midwestern Swimming Club Membership Breakdown for 2025 Registration Year (9/1/2024 - 8/31/2025)													
As of 4/8/2025 11:00 PM													
Club	Premium Athlete Registrations	Flex Athlete Registrations	Outreach Athlete Registrations	Seasonal Athlete Registrations	Total Athlete Count	Coach Registrations	Junior Coach Registrations	Provisional Coach Registrations	Official Registrations	Apprentice Official Registrations	Other Member Registrations	Administrator/ Board Member Registrations	Total Member Registrations
ACE	163	0	1	1	165	17	0	0	7	1	1	10	201
BARR	17	7	1	0	25	4	0	0	0	0	0	1	30
BCST	0	1	0	3	4	0	0	0	0	0	1	3	8
BSC	39	12	0	1	52	5	0	0	1	0	3	3	64
BT	100	3	0	0	103	5	0	0	11	0	1	0	120
CBSC	39	3	5	0	47	6	0	0	5	0	0	0	58
FAST	37	22	13	0	72	5	0	0	3	0	3	0	82
GNST	32	0	2	0	34	7	0	0	1	0	1	0	43
GOAL	289	62	0	1	353	19	0	1	4	0	2	1	379
HG	35	8	0	0	43	2	0	0	3	0	1	0	49
HLA	134	0	0	0	134	7	0	0	9	0	0	6	156
HUSK	75	8	0	0	83	7	0	5	1	0	0	0	96
HYAC	6	0	0	0	6	6	0	0	3	0	0	0	15
LIFE	20	9	0	1	39	5	1	0	0	0	0	1	37
LSS	73	2	2	0	77	7	0	0	4	0	1	0	89
LYD	17	1	0	0	18	4	0	0	0	0	0	0	22
MAC	223	0	0	0	223	14	0	0	3	0	1	0	241
NA	25	0	3	0	28	3	0	1	0	0	0	4	36
NEB	1	0	0	0	1	0	0	0	0	0	0	0	1
NYA	51	9	3	0	63	6	0	0	6	0	3	2	80
OWSC	1	0	0	0	1	2	0	0	0	0	0	0	3
SCH	38	0	4	0	42	7	0	0	5	0	1	3	58
SCSC	133	0	2	0	135	7	0	0	12	1	12	2	169
SO	192	0	1	0	193	10	0	0	5	0	1	3	212
SST	13	0	0	0	13	1	0	0	0	0	0	0	14
UN	6	0	0	3	9	8	0	0	13	0	4	0	34

Renewal Analytics

Total number of members (athlete or non-athlete), previously being a member at any point in time, divided by the total number of members of your LSC during the prior year

Ex: An athlete that is registered in any LSC in 2023, and renewed their membership in 2024 with your LSC, is counted as a renewed athlete, and will be counted regardless if they registered the next year as a coach

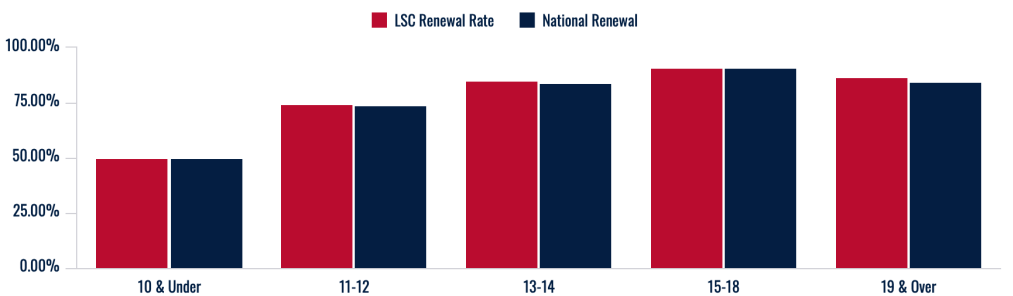
LSC Renewal Rate vs National Average by Season



Renewal Rate by Age Group

Age Group	LSC Renewal Rate	National Renewal
10 & Under	49.77%	50.01%
11-12	74.33%	74.10%
13-14	85.25%	83.88%
15-18	90.74%	90.78%
19 & Over	86.81%	84.39%

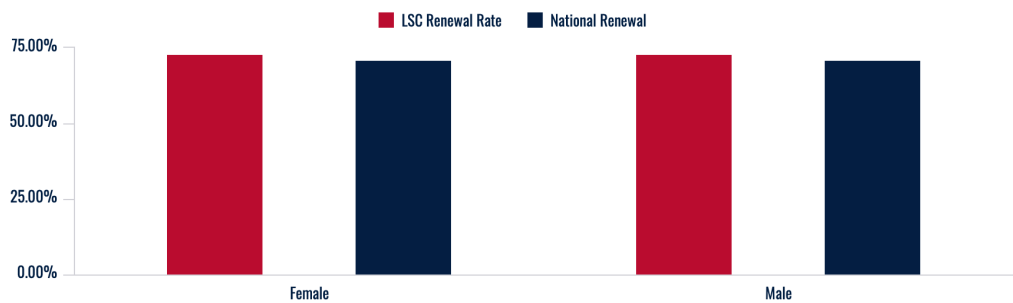
Renewal Rate by Age Group



Renewal Rate by Competition Category

Competition Category	LSC Renewal Rate	National Renewal
Female	73.11%	71.13%
Male	73.23%	71.15%

Renewal Rate by Competition Category

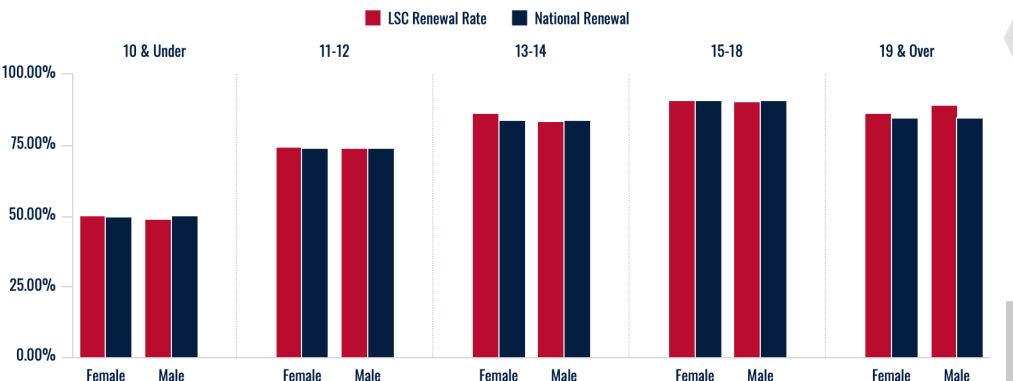


Advanced Renewal Analytics

Renewal Rate by Age Group/Competition Category

Age Group	Competition Category	LSC Renewal Rate	National Renewal
10 & Under	Female	50.27%	49.99%
	Male	49.11%	50.03%
11-12	Female	74.54%	74.08%
	Male	74.04%	74.12%
13-14	Female	86.50%	83.83%
	Male	83.56%	83.85%
15-18	Female	90.93%	90.76%
	Male	90.55%	90.79%
19 & Over	Female	86.55%	84.57%
	Male	89.22%	84.61%

Renewal Rate by Age Group/Competition Category

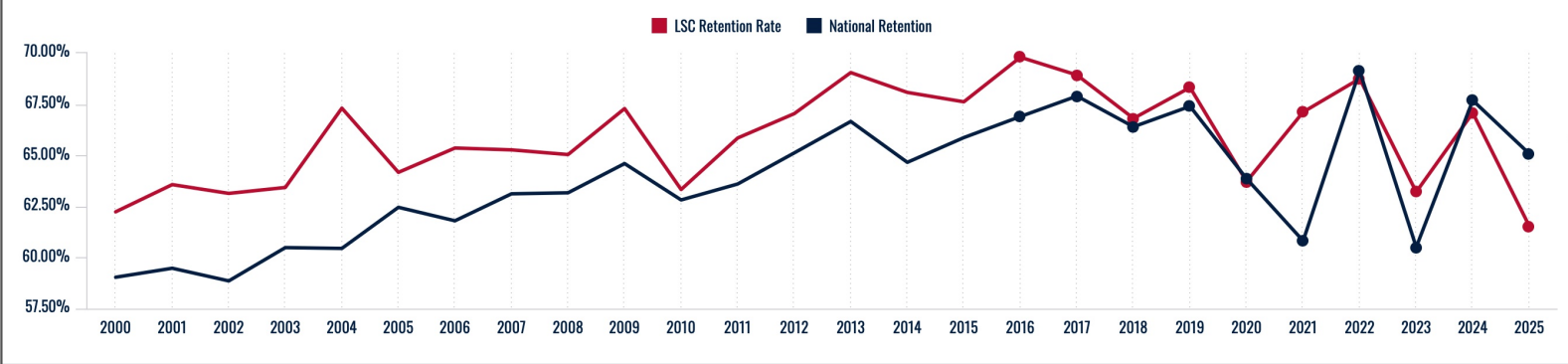


Retention Analytics

Total number of members (by Member Category), previously being a member of your LSC, divided by the total number of members in your LSC during the prior year

Ex: An athlete that is registered in your LSC in 2023, and retained their membership in 2024 with your LSC, is counted as a retained athlete, yet if they registered the next year as a coach, they would not be counted as a retained athlete or coach

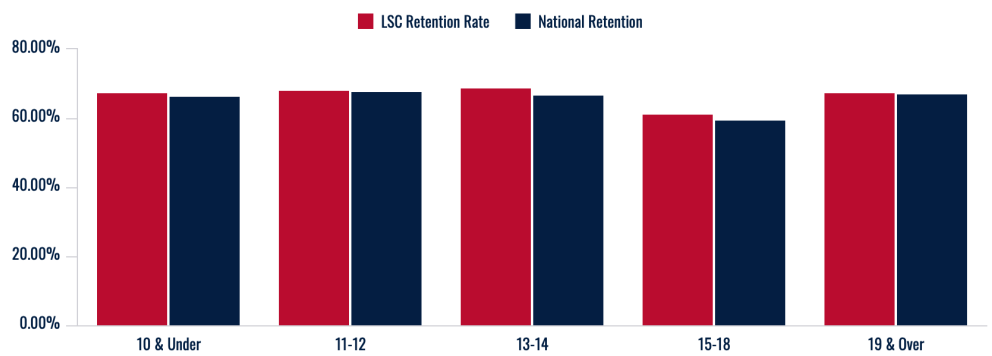
LSC Retention Rate vs National Average by Season



Retention Rate by Age Group

Age Group	LSC Retention Rate	National Retention
10 & Under	67.68%	66.40%
11-12	68.41%	68.04%
13-14	69.07%	67.03%
15-18	61.31%	59.76%
19 & Over	67.65%	67.09%

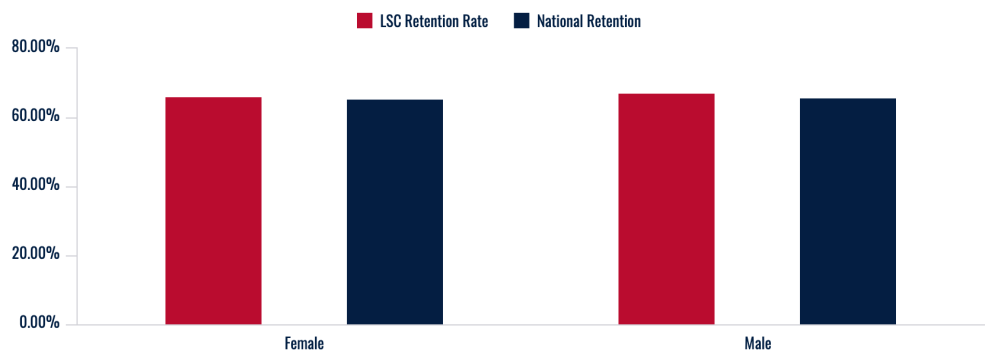
Retention Rate by Age Group



Retention Rate by Competition Category

Competition Category	LSC Retention Rate	National Retention
Female	66.14%	65.39%
Male	67.25%	65.76%

Retention Rate by Competition Category

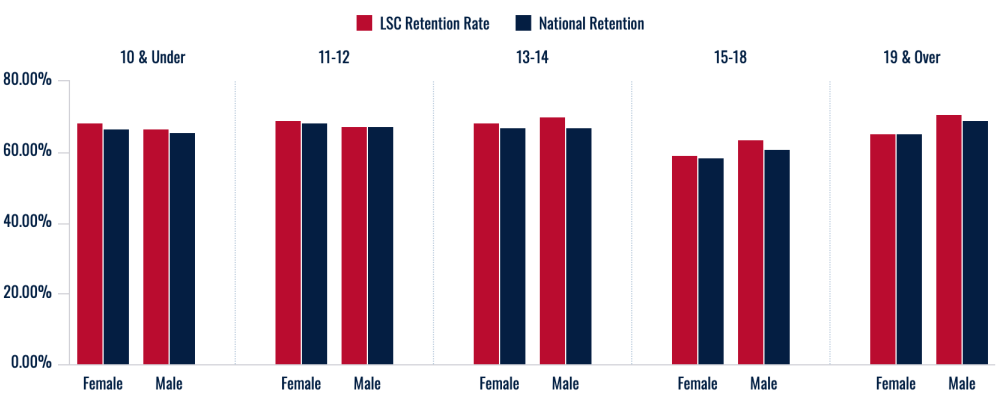


Advanced Retention Analytics

Retention Rate by Age Group/Competition Category

Age Group	Competition Category	LSC Retention Rate	National Retention
10 & Under	Female	68.35%	66.86%
	Male	66.77%	65.82%
11-12	Female	69.23%	68.55%
	Male	67.32%	67.38%
13-14	Female	68.38%	66.96%
	Male	70.00%	67.12%
15-18	Female	59.29%	58.63%
	Male	63.63%	61.03%
19 & Over	Female	65.34%	65.22%
	Male	70.73%	69.14%

Retention Rate by Age Group/Competition Category



LSC Transaction Summary Report - MW: 9/1/2024 - 4/8/2025



4/9/2025 4:49:46 AM

				Total	
Season	Category	Registration Type	Transaction Type	Count	Amount
2025	Athlete	Premium Athlete	Cancel	-6	(\$60.00)
			New	390	\$3,900.00
			Renew	1,345	\$13,450.00
			Upgrade	35	\$5.00
		Flex Athlete	Cancel	-1	(\$10.00)
			New	99	\$990.00
			Renew	84	\$840.00
		Outreach Athlete	New	7	\$0.00
			Renew	30	\$0.00
		Individual Season Athlete	New	2	\$10.00
			Renew	9	\$45.00
		Total		1,994	\$19,170.00
	Club	Year-Round Club	Renew	25	\$4,500.00
		Total		25	\$4,500.00
	Non-Athlete	Other	Cancel	-1	(\$10.00)
			New	14	\$140.00
			Renew	23	\$220.00
		Coach	New	20	\$200.00
			Renew	141	\$1,280.00
		Official	New	9	\$50.00
			Renew	85	\$740.00
			Upgrade	1	\$5.00
		Apprentice Official	New	2	\$0.00
		Administrator	New	14	\$70.00
			Renew	26	\$130.00
		Junior Coach	New	2	\$20.00
		Provisional Coach	New	6	\$60.00
			Renew	1	\$10.00
		Total		343	\$2,915.00
	Total			2,362	\$26,585.00

Midwestern Swimming Officials Report – 04/15/25

- MWS Championship Meet (12& unders, Millard West; 13 & Over, Fremont. Meet referee: Betsy Purcell, Steve Marchitelli). LSC Officials participation was good. Both meets ran with full crews including CJs. Meet national protocol standards.
- 13 & over meet: 6 requests for evaluation, handled by our local evaluators (4 for stroke and turn advance to N2 or r N3, 1 for starter advance to N2, one for Referee advance to N2).
- Updates Re: new officials process. The registration, and training process PRIOR to apprenticeship on deck are all online and self-directed, for anybody interested to become a new stroke and turn or admin official. The document has been shared at the MWS Champs and also with MWS for posting on the website. The document has also been shared with officials via email.
- Officials Chair notes that several prospective officials have been told what steps to take and completed part of the process, but mistakenly believe that they are certified and good to go after they complete the online portion of registration and training; important to emphasize that they still have to complete apprenticeship on deck and then request certification.
- In general the process is simpler, and new apprentices like the flexibility.
- in national meetings, some LSCs note the same problems as we do, and most LSCs agreed that monitoring of training quality of new officials is needed as the process is new
- pertaining to the LSC changes regarding introduction of new certification positions- namely LSC Chief judge and Open water certification pathway- the Chair has identified several officials that have met the National R9 standards, their training and activity correspond with the requirements - and were certified as such.
- Kathy Lydiatt, Steve Kidder and Jeff Nelson are interested in further exploring the Open Water certifications and collaboration with other LSCs for further training and our LSC welcomes the cooperation.

Officials Meeting 2/16/25

Zoom meeting

Present : Brailita, Amy Thompson, Ingrid Nelson, Kathy Lydiatt, Steve Kidder, D Swartz

Absent JT Dean, Bennet Bacon, K Olberding

Meet cut short at 45 min mark due to zoom account switch

Agenda:/ action items:

1. Welcome new committee members- athlete representatives.
2. Championship meets- expectations. Athlete representatives gave guidance on what athletes expect.
3. Implementation of new certifications (Chief judge and open water) going forward. Confirm with MWS that standards are approved (this is R9 legislation so all we need to do is to insert the standard in our LSC procedures)
4. Website updates including streamline apprenticeship/certification process for new ST and AO. Working with Steve, Betty, Leslie. Ingrid and Kathy came with an idea of a shared document/ QR code. OC will make a document and this will be shared with MWS and at Champs meets.
5. Update on transition from current MR, DR and AR designations to referee and AO. Need to update MWS standards according to current legislation. Document sent to MRs to clarify the issue
6. Recruitment update
7. Orphan meets - summer 2025 How can we assist meets that constantly request officials just to be able to run the meet, but the host club does not have officials. Proposals to have a minimum number of officials in order to sanction, but this would be up to the sanction committee. MWS Officials have helped those meets even if the club could not assure a minimum of officials.

Respectfully submitted,
Dan Brailita



DATE: 02/11/2025

TIME: 8:30 p.m.

LOCATION Zoom Meeting

Meeting

- Midwestern Executive Committee
- Meeting Purpose
 - Monthly Executive Committee
- Attendees: Stefanie Martinez, Steve Kidder, Paige Skidmore, Betsy Purcell, Sam Bach, Arnav Gupta, Betty Kooy (ex officio)
- Absent: David Nelson, Addisyn Storms

Agenda Discussion Items

- HOD Special Meeting and Spring Meeting
 - Special Meetings Scheduled for March 2, 7:00 p.m.
 - Objective – to change Bylaws to increase the Governance committee from 3 to 6 non-athlete members
 - Stefanie has contacted Governance at USA Swimming
 - Spring HOD Meeting scheduled for UNO on May 4
 - Need contact at UNO to make sure room for the meeting has necessary equipment/technology for a hybrid meeting
 - Stefanie will check with Andy C (SO) and Jessica H (UNO)
- Future BOD Meetings
 - Question of whether bi-monthly or quarterly
 - Group seemed to favor quarterly – April, July, October, January (Apr & Oct before HOD) Should work well if Executive Committee gets work done
 - Noted no BOD in February – notification will be sent to BOD
- Update on Athlete Committee
 - Stefanie has been online with Arnav and the athlete committee
 - Fund raising Raffles will be held at both 12 & U and 13 & O meets
 - Monday, February 24 there will be a Fund Raiser at Panda Express – 72nd/Dodge; 20% will go to MW Athlete Committee – will be put on Social media and communicated to clubs
 - Looking for more opportunities for donations – funds for athletes to attend CZ Athlete Summit
 - Support of Athlete Committee takes work – can Dave N help? Perhaps another mentor to guide committee; Governance will look into issue
- Update on current complaints about Championship meet formats
 - A member of previous Ad Hoc committee has answered the questions
 - Steve K will post letter/answer on MW website
 - 1000/1650 for 12 & U – will look at that for summer
 - Sanction committee needs feedback after short course meets – both from coaches and officials

- o No requests/bids for summer championship meets – are hosts holding off to see if short course meets make money? Need to spread the word that hosts are needed; can send stats on short course if needed as incentive
 - o Major issues need to be brought to BOD and HOD
 - o Long course – 8 lane needed? With 2 meets 6 lane pools are possible
- Website
 - o Steve K will work with Leslie to update Officials page – some items very outdated
- Elections
 - o Starre H sent emails to those whose terms are expiring
 - Lori H has termed out; Amber B will not run for a 2nd term; Arnav will move to Senior and election will be needed for Junior Athlete; Dan B will run again for Officials
- Strategic Plan
 - o Possible dates for meetings sent to Committee
 - o Jack French will reach out to Betsy regarding the last Strategic Plan
 - o Jack will also create another survey; Stefanie shared surveys she received with Jack
- Team Services representative
 - o No hire for area yet; contact Jane Grosser for now; will provide info when available
 - o Sanction Committee wishes to meet with USA Swimming rep
- Bylaw changes
 - o Ad hoc committee is in place
 - Meeting scheduled for this Thursday
 - Committee currently dealing with job descriptions – there is no written authority for some jobs; a Chair needs a committee
 - DEI, Safe Sport should be Coordinators; Operational Risk maybe should be Coordinator too
 - Excited to get Bylaws and Rules to mesh
 - o Anthony Miles is technically the chair of the committee; Steve Marchitelli will run the meetings
- File Storage
 - o What storage app should be used?
 - o Stefanie will reach out to see what might be recommended

Additional Discussion/Questions

- Betsy will work with chairs/coordinators on budget for 2026
 - o Will send to Arnav for Athletes – funds needed for Athlete Summit; possible use from DEI budget

Adjournment

- 9:05 p.m.
Submitted by: Betty Kooy, Executive Secretary



DATE: 03/11/2025

TIME: 8:30 p.m.

LOCATION Zoom Meeting

Meeting

- Midwestern Executive Committee
- Meeting Purpose
 - Monthly Executive Committee
- Attendees: Stefanie Martinez, David Nelson, Arnav Gupta, Betsy Purcell (late)
Betty Kooy (ex officio) (late)
- Absent: Steve Kidder, Paige Skidmore, Sam Bach, Addisyn Storms

Discussion

- No specific discussion items
- Meets – Dave and Stefanie
 - Needing host for summer...GNST K thought about it
 - Maybe looking at the financials for the short course meets
- Arnav G and Matt Brailita looking for another Panda Express Fund Raiser
 - No total yet from the first one
 - Date on 2nd one not set
- Feedback on Short Course Championship meets
 - Dave – particular issue with length of time on Saturday for 12 & U
 - If any correspondence regarding the meets share with Sanction Committee
- No bids for Long Course meets – yet
 - Maybe reach out to Lincoln clubs – HUSK or HLA on use of Woods
 - Question whether Hitchcock will be open this summer – shallow end mentioned
 - Jimmy was trying to convince Uriah to bid on the 13 & O meet
 - Docker interested – Lincoln teams other than LSS do not have equipment – SO could rent Hitchcock as they have equipment
 - Miranda/Fremont could host at least one of the two meets
 - Dave commented that Fremont would really be the best for both
 - Committee wanted the meet indoors
 - Look outside the LSC for facility – Des Moines or Vermillion (question on city infrastructure)
 - Stefanie will be a Sectionals and will talk to coaches – if nothing materializes there she will make calls to solicit meet hosts
- Observations regarding the two short course meets
 - Betsy - 12 & Under long sessions harder on officials than 13 & Over
 - 8 & Under entries with NT and the number of DQs
 - Dave – 8 & Under must have an entry time going forward
 - Betsy – 13 & O went well; lots of scratches for Sunday night; some not happy to swim the Bonus C Final; several Sunday relay scratches
 - Four no shows for Sunday finals will be billed \$50.00 fine
 - Last relay Sunday night – AM session? Or at the beginning of the Sunday evening session

- Jay noted in an email that the mixed relays need to be 2x2 (in Rules for Championships)
- o Share any feedback on the meets with Stefanie and Betty
- o Check on Hitchcock as to whether available for a Last Chance
- Finance – Betsy
 - o Committee will meet and have proposed 2026 Budget ready for April BOD
 - Question regarding who is in charge of Awards – Technical or Senior or Age Group
 - Stefanie will look at the convention budget
 - Splash fees income will be evaluated
 - o Arnav and Matt – plans for something at Kroc Center with Jeff
 - Need to know cost and what budget item – several have funds that are rarely used
 - o Ohio trip for athletes – funding?

Adjournment

- 9:20 p.m.
Submitted by: Betty Kooy, Executive Secretary



DATE: 04/08/2025

TIME: 8:30 p.m.

LOCATION Zoom Meeting

Meeting

- Midwestern Executive Committee
- Meeting Purpose
 - Monthly Executive Committee
- Attendees: Stefanie Martinez, Steve Kidder, David Nelson, Betsy Purcell, Sam Bach Betty Kooy (staff)
- Absent:, Paige Skidmore, Addisyn Storms, Arnav Gupta
- Items for agenda and documents
 - Governance work – updated Board Manual - draft
 - Budget for 2026 – proposed budget and P&P change recommendations
 - Strategic Plan – updated Strategic Plan - draft
 - Champs updates – Champ meet proposals; document sent requesting LC Champ meet hosts

Agenda Items

- Proposed 2026 Budget - Betsy
 - Finance Committee used previous budgets/expenses to develop
 - Leslie Mayo, Registration, presented USA 2026 club change
Club registration going from \$70 annually to \$225
Recommended keeping MW's \$180 – total club registration \$415.00
Recommended addition to athlete and non-athlete fee - \$10 to \$12
 - Allstar and Zone – Paige S - current budget will work although costs may go up (jacket?)
No Open Water expense in 2024 – not enough interest to fund coach
 - Officials – Dan B – current budget will work; may have more expense if national evaluator
 - Have used COLA (2.5%) in past to bump line items – did not for 2026
 - Want to increase athlete budget and also encourage more coach clinics
 - Awards – P & P indicates a 'banquet'; have not held one since 2019 (COVID)
 - Athlete priorities – encourage athletes to attain higher level meets
 - Used income from 2025 short course for projections
 - Question regarding Sanction fees – no proposal from Sanction
 - DEI – currently only Outreach expense; use budgeted funds for diversity meets/camps in future
 - Athlete reimbursement – recommend \$150 for Sectional; \$250 for Futures; others the same
 - Added line item for Athlete Leadership and Conferences – hoping to pay for half for athletes attending Central Zone Athlete Summit
 - Budgeted for approximately \$18,000 loss; have budgeted for loss in past; usually no loss
- Work of Governance Committee
 - Working document of BOD manual update shared
 - Updates to Technical Chair
 - Will be on agenda for BOD meeting

- o Committee will next work on updates to Bylaws and Policies and Procedures/Rules need 20 days prior to HOD for voting; may have to wait for fall
- Elections
 - o Some positions currently have only one nominee – need more nominations
Need Administration Review Board nominations
Send nominations to Steve Marchitelli or Governance Committee
 - o Athlete elections – Dave has two nominations; will solicit more nominations; 20 day notice needed for voting; Stefanie will send Dave current requirements
- Strategic Plan
 - o Jack French has revamped
Four sections – Page 5 includes the Action Items and who assigned with tentative dates for completion; a two year working plan
 - o Committee encouraged to look at it before next week's BOD meeting
 - o Will have a PowerPoint for BOD and HOD
- Championship Conversation
 - o Steve K contacted facilities for availability
Still no firm bids/requests
 - o BT may host 12 & U; SCSC may host 8 & U
- Sanction committee – breakout for 8 & U again based on comments from short course 8 & U events list sent to possible hosts
Sam B – pleased with recommended changes; will look at more closely before BOD

Other Discussion

- Sam – issue regarding athletes aging up between 13 & O and 12 & U and left with no championship meet; date for age of athlete is age on 1st day of meet; some athletes just have bad swimming birthdays
Reason for summer dates – the dates of national meets (Futures – 15 went to Futures in 2024)
- Stefanie – will discuss all items at BOD meeting
hoping for Long Course bids;
- Lincoln issues – timing system; some sites can't sell merchandise at site – online sales not as profitable
- Bring questions to BOD meeting

Adjournment

9:25 p.m.

Submitted by: Betty Kooy, Staff

Meeting summary for Executive Council monthly meetings (04/09/2025)

AI Generated Content

Quick recap

Stefanie led a meeting where they discussed the budget presented by Betsy, with the finance committee recommending changes to the budget for the upcoming year. The team also discussed the upcoming board meeting, the submission of a proposal, and concerns about the timing of the 13 and 14-year-old and 12 and under meets. Lastly, the financial results of the Goal meet were shared, and concerns were raised about hosting a meet in Lincoln due to high costs and restrictions on selling merchandise on-site.

Next steps

- Dave to gather nominations for the junior athlete representative position and provide them to Stefanie or Betty.
- Stefanie to send Dave the section in the bylaws or rules explaining the athlete election process.
- All board members to review the strategic plan before next week's board meeting.
- All board members to review the Board of Directors Manual before next week's board meeting.
- Sam to provide feedback on the 12 and under and 13 and over meet event schedules within the next few days.
- All board members to review the budget proposal before next week's board meeting.
- Governance Committee to finalize updates to the technical chair position description.
- Governance Committee to submit any bylaw updates by Thursday to meet the 20-day requirement for the House of Delegates meeting.
- All board members to forward names of potential candidates for the Admin Review Board to Steve or the Governance Committee.

Summary

Budget Discussion With Betsy

Stefanie led a meeting where they discussed the budget presented by Betsy. The finance committee meeting from the previous week was referenced, and they decided to leave most of the budget as it was. Stefanie and Leslie were present during the discussion.

Finance Committee Discusses Budget Changes

The finance committee discusses proposed changes to the budget for the upcoming year. They recommend increasing club membership fees to \$415 due to USA Swimming fee increases, while keeping Midwestern's portion the same. Athlete registration fees will increase by \$2. The committee reviews various budget items, including All Star and Zones meets, officials' expenses, and athlete reimbursements. They consider adding funds for athlete leadership conferences and diversity initiatives. The proposed budget shows an \$18,000 loss, which is typical for their annual budgets. The committee also discusses potential increases in sanction and splash fees, though no decisions have been made yet.

Board Meeting Proposal and Champs Discussion

The meeting discussed the upcoming board meeting and the submission of a proposal. The Governance Committee has been working on updating positions and submitted a proposal to the Board of Directors. The committee also discussed elections and the need for more people to fill in the Admin Review Board. The Strategic Plan committee has been meeting and a proposal was sent out for review. The Champs conversation discussed the availability and prices of pools for the 8 and under, 12 and under, and 13 and over age groups. The conversation ended with the need for more input on the lineups for the 12 and over meets.

Age Considerations in Meets

Sam expressed concerns about the timing of the 13 and 14-year-old and 12 and under meets, suggesting it might be unfair to end the season for older kids two weeks before the summer ends. Betsy clarified that the decision was made to accommodate athletes who aged up on the first day of the meet, as it was considered unfair to have a birthday in the middle of the meet. She also mentioned that the national rule is to consider the age on the first day of the meet. Dave suggested the possibility of allowing athletes to swim in the 12 and under meet if they turned 13 on the Monday before the meet, but Betsy pointed out that this would create inconsistencies.

Board Meeting and Budget Review

Stefanie discussed the upcoming board meeting and the need to review various items. Betsy provided a detailed explanation of the budget, which was appreciated. Sam raised concerns about the number of athletes participating in the Midwest Swimming meet and the shift in the calendar. Betty shared the financial results of the Goal meet, which made a profit of around \$20,000. Sam expressed concerns about hosting a meet in Lincoln, citing high costs and restrictions on selling merchandise on-site. The team ended the conversation early, with Stefanie encouraging them to consider the discussed material and bring any questions to the next board meeting.

AI-generated content may be inaccurate or misleading. Always check for accuracy.



DATE: 03/05/25

TIME: 8:30 p.m.

LOCATION Zoom Meeting

Call to Order

- Midwestern Sanction Committee
- Meeting Purpose
 - Summer Meets
- Attendees: Stefanie Martinez, Jimmy Parmenter, David Nelson, Brian Adam
Betty Kooy (ex officio)
- Absent: Paige Skidmore, Kim Berndt, Patrick Rowan, Oscar Edwards, Carter Hiley

Discussion

- 12 & Under Championship meet
 - David – Saturday was LONG
 - Jimmy – goal to get meet split met; maybe add Friday night
Sessions too long
Maybe 8 & U separately – but some liked the combination
Maybe limit 8 & U to 5 events
- 13 & Over Meet
 - Need to get more feedback
 - General consensus that Friday night had issues; rest of the meet ran well

Summer Meets

- GOAL Spring Sprint Cup – April 26-27
 - David – meet good to go
 - No further suggestions
- SO Spring Classic – May 2-4
 - Recommend 3 events max per session; 1 individual and 1 relay Friday night
 - 12 & U OK for 4 events
 - Fee OK – will pay if want to attend meet
- SCSC May 8 Intrasquad
 - OK as is – (date change has been requested since meeting – May 4?)
- SCSC May 17-18 Salute to Summer
 - Leave at 4 events – small meet (has been canceled since meeting)
- SCSC May 29 Distance Meet
 - Recommend max 3 events (date change since meeting – July 1?)
- LSS Lincoln Invite – June 7-8
 - OK as submitted same as 2024
- SCSC Summer Meet June 10
 - Recommend max 3 ind events (date change since meeting – June 17?)
- LSS Capital City Classic – June 27-29
 - Total 7 events for the meet (3 days); max 3 ind per session both P/F and T/F

- BCST – Broken Bow Sprint into Summer – June 28-29 – SCM – Approved
 - o Approved as requested – suggest max 5 ind events per day
 - o objective to get AAU members to see what USAS can offer
- Cornhusker State Games – July 11-12 (approval)
 - o Approved as is
 - o Need for MW to get some ‘control’ – actually need for higher fees
- Meets possible
 - o ACE – short course; June 7-8 (same as Lincoln Invite – for Omaha area teams); no information yet
 - o BT – Block Party meets – Jimmy will let MW know dates; may run distance meet
 - o GNST – June 21-22 and July 19-20 (same as 13 & O meet) – requesting approval; need committed officials
 - o HYAC – July 12-13 – possible ‘approval’ – club has new board; Betty will contact for update
- Championship meets (12 & U and 13 & O)
 - o Need to solicit bids for summer championship meets
 - o Fremont possible for both
 - o Noted DQs for 8 & U at short course meet;

Adjournment

- Next Meeting – March 26 – 8:30 pm
 - 9:50 p.m.
- Submitted by: Betty Kooy, Executive Secretary



DATE: 03/26/25

TIME: 8:30 p.m.

LOCATION Zoom Meeting

Call to Order

- Midwestern Sanction Committee
- Meeting Purpose
 - Championship Meets and Summer Meets
- Attendees: Stefanie Martinez, Jimmy Parmenter, David Nelson, Paige Skidmore, Kim Berndt, Patrick Rowan, Brian Adam, Oscar Edwards, Betty Kooy (ex officio)
- Absent: Carter Hiley

Discussion

- Possible summer changes long course based on recap of short course
 - 12 & U – 3 days (Friday night, Saturday noon, Sunday morning (Jimmy)
 - 8 & U separate session – or separate meet Short Course (not ready for Long Course
 - BT would run but can't lose money
- Stefanie shared meet format suggestions sent by Jimmy
 - Senior relays – out of finals? Complaints received regarding relays at night
- Stefanie discussed Long Course Champs at Sectionals with MW coaches at Sectionals
 - No request for either meet submitted
- Facility possibilities
 - UNO or Fremont; Kearney offered but outdoors and not a good facility for the size of the meet
 - Fremont facility charge - \$3800/day
 - ACE interested in 13 & O
 - SO interested – no bid yet
 - HLA kind of interested (timing system?) (Brian)
 - Consider MW running the meet?
 - LSS – Lincoln – has timing system but has issues (last year's champs used Bill Haney's system)
 - Question – how much profit is too much profit?
- Summer – difficult schedule
 - Do we run 13 & O on top of Futures?
 - No way to stack meets without some conflict
 - Previous committee – push to hold summer champs indoors because of the possible weather issues (heat and storms)
 - Indoors is not a requirement
 - Need to look to next year for other solutions – but deal with current year
 - Maybe not split Long Course in 2026?
- 8 & U Issue
 - Consensus to hold 8 U in a short course pool
 - Would need to send info regarding format to all clubs and request a bid
 - Betty will send format and request for host to all clubs

- 12 & U and 13 & O meets
 - o Take out some relays
 - o Pat – short course meets were too heavily skewed towards relay
 - o Limit 1 relay per session
 - o For 12 & U – Fri night, Saturday noon, Sunday morning
 - Add 800 or 1500 – if doesn't kill time line
 - o For 13 & O – 4 days? Keep 800
 - o Jimmy will update summer meet possibilities and share

Other Issues/Meets

- Request Approval for GNST-K meet – June 21-22
 - o Must have confirmed officials before anything granted
 - o Request payment of \$6.50 per athlete (2 day meet)
- Request from FAST – June 7-8
 - o Same weekend as closed LSS meet
 - o Request awards for 12 & U
 - o OK to add to schedule
- SO – request to reconsider event limitation
 - o Consider eliminating the 200 relays and add back the individual event limits
 - Noted limited number of LC meets within the LSC and limited opportunities
 - o Will go to max 4 events per session for Saturday and Sunday session; only 1 relay (400 free relay)
 - o Must hold to 4 hour time line for sessions with 12 & U athletes
- Other items
 - o Paige question in chat – 50s of stroke for 13 -14 at Zone – CZ will take qualifying entries for both 50 and 100 as valid entry times
 - o Question regarding Capital City Classic with B and BB min times min; i.e. athletes much already have MW Champ qual times; because of timeline and weather issues, leave with those qual time
 - o Jimmy – need to swap mixed free and medley relays in summer meet
 - o Need to look at Jimmy's meet formats carefully before next meeting; if suggestions send to Jimmy

Adjournment

- Next Meeting – April 9 – 8:30 pm
 - 10:10 p.m.
- Submitted by: Betty Kooy, Executive Secretary



DATE: 03/31/2025

TIME: 08:30 p.m.

LOCATION Zoom Meeting

Call to Order

- Midwestern Finance Committee
- Meeting Purpose
 - o Budget for 2026
- Attendees: Betsy Purcell, Stefanie Martinez, Steve Kidder, Jack French, Betty Kooy (ex officio)
Absent: Toby Rees, Addisyn Storms
Guest: Leslie Mayo

Budget for 2026

- Shared items
 - o Financials from 2022, 2023, 2024 and to date 2025
 - o Income and Expenses for several General Ledger Accounts (AllStar, Zone, Officials, Athletes, Awards, Champ Meets)
- Start with Registration Issue
 - o USA Club fees to go from \$70/year to \$225 per year
 - MW's \$180 not accounted for in that fee
 - New clubs - \$700 for 1st year; rationale that Team Services will help
 - o Maybe need to revisit MW's portion of athlete and non-athlete reg fee
 - Leslie did LSC comparisons: IA-\$18, SD \$20, OK \$15, MV \$22, OZ \$22; MT \$36; UT \$25, LA \$20
 - Probably less money in splash fees; registration is part of income
 - o Leave \$180 for MW for club; question of increasing MW's share of athlete/non-ath regs
- Budget items
 - o AllStar/Zone: Paige OK with current budget; looking to add jacket to gear expense
 - Athletes – need to look at more funds towards athletes
 - Open Water – no expense in 2024; leave as is
 - o Officials: Dan OK with current budget; looking for LC evaluator
 - Need to look at P & P for Official funding
 - o General budget philosophy
 - Do we add percentage for inflation? Use COLA numbers?
 - Look at individual items
 - What are the priorities for the LSC
 - General thoughts – increase athlete budgets (camps etc)
 - o USA Swimming Workshops/Annual Business Meeting
 - Depends on who is 'invited'
 - Hope is to get all who are invited there as well as athletes; all tracks in 2024 were covered
 - Leave at \$10,000; revisit in 1 year looking back at 2025
 - o Coach Clinics
 - Funds are available; expense for recent at BT - \$864.00 (Stefanie)

- Encourage coaches to attend (noted expense for some of the USA Swimming online clinics – does MW consider subsidizing?)
- o Awards Presentation – what type does MW want?
 - P & P says 'Banquet' – post Covid haven't done
 - Leslie pointed out that post Covid parents are not as engaged
 - Retention a goal for MW; types of meets, types of awards, types of funding
 - Board has to want some outcome from awards
 - Whose job to organize awards? Technical chair?
 - Used Swimposium in 2023 for awards presentation
 - Just a lot of work to get done
- o Athlete priorities – Jack question
 - Athlete reimbursement for national level meets – why?
Most LSCs reimburse; incentive for athletes to attend
 - Other LSCs reimburse coaches attending national level meets
 - How is MW serving the most number of athletes?
 - Education courses – how does MW provide opportunities
 - Official reimbursement for higher level meets – should policy be revisited?
 - Goal – to get athletes, coaches, officials to higher level meets
 - Committee consensus – More back to athletes
- o Suggestions/recommendations
 - Club registration - \$405.00 total; \$180 for Midwestern
 - Member registration – increase incrementally - \$82 for 2026 (\$12 for MW)
 - Need to justify increases – more funds back to athletes; help with member retention
 - Sanction fees – is there a recommendation coming from Sanction?
 - Swag for swimmers at championship meets – from LSC funds
 - Recommend setting budget based on 2025 budget
 - Recommend adding Athlete Camp budget item - \$3000
 - Recommend increasing reimbursement for Sectionals \$150, Futures \$250
Leave budget item at \$20,000
- o Betsy will put together suggested budget and send to committee and to the April 8 Executive Committee

Adjournment

- 10:25 p.m.
- Submitted by: Betty Kooy, Executive Secretary

Budget Proposals 4/8/25

Recommendation: Finance Committee recommends raising the athlete fee to \$84.00 from \$82.00.

Rationale: The \$2 increase would go to Midwestern Swimming. This is to allow us to increase the amount of athlete reimbursement for sectionals and above.

Recommendation: Finance Committee recommends that we increase the amount of reimbursement allowed for athletes that attend sectionals and higher level meets.

Rationale: These amounts have not changed in approximately 10 years. We are recommending \$150 for Sectionals, and \$250 for Futures and TYR Pro. No change to Juniors and above. Both hotels and air fare have increased significantly in that time.

Midwestern Swimming, Inc.

Proposed Budget 2026

							COLA 2025 - 2.5%
	2022 Actual	2023 Actual	2024 Actual	2025 to Date	2025 Budget	2026 Budget	
Income							
415 Donations	7,000.00		\$ -		\$ -	\$ -	
420 Interest Income	2,194.87	2,455.95	\$ 16.72	\$ 1.81	\$ 25.00	\$ 25.00	
421 All Star Meet	5,549.03	7,615.95	\$ 8,556.55	\$ 8,466.68	\$ 9,000.00	\$ 9,000.00	72 x 125 for 2025
422 Clinics/Workshops							
423 Zone Meet	4,077.18		\$ 5,928.86		\$ 6,000.00	\$ 6,000.00	40 x \$150 for 2025
424 Other Age Group Income							
424.1 Swimposium Revenue		13,366.82					
425 Officials Income	224.60	1,125.00	\$ 510.00				
431 MWS LSC Long Course	131.00	32,427.50	\$ 29,400.00		\$ 33,000.00	\$ 33,000.00	
432 MWS LSC Short Course	31,878.50	37,946.00	\$ 39,780.00	\$ 57,006.50	\$ 44,000.00	\$ 55,000.00	
441 MWS Sanction Fee	2,950.00	4,075.00	\$ 3,527.00	\$ 775.00	\$ 3,000.00	\$ 3,000.00	
442 MWS Splash Fee	75,199.75	68,218.00	\$ 51,421.50	\$ 11,258.00	\$ 65,000.00	\$ 65,000.00	
442.1 Splash Fee - SC Championships		4,452.50	\$ 4,589.00	\$ 2,463.50			
442.3 Splash Fee - Squad/Dual/Single session		1,739.00	\$ 5,246.00	\$ 460.00			
Total 442 MW Splash Fee		74,409.50	\$ 61,256.50	\$ 14,181.50	\$ 65,000.00	\$ 65,000.00	
443 MWS Fines	175.00	600.00	\$ 550.00	\$ 100.00			
451 USS Athlete Membership		15.00			\$ 22,080.00	\$ 23,040.00	
451.1 Athlete-Premium	103,747.36	16,491.84	\$ 16,766.40	\$ 6,758.40			
451.2 Athlete-Seasonal	3,663.00	591.36	\$ 388.80				
451.3 Athlete-Upgrade	1,188.00	1,497.60	\$ 316.80				
451.31 Athlete-Flex	2,457.60	1,430.40	\$ 1,804.80	\$ 614.40			
451.4 Athlete-Outreach	40.00	350.00	\$ 155.00	\$ 30.00			
451.5 Athlete-Txfr	1,190.00	1,240.00	\$ 2,300.00	\$ 100.00			
451.6-LateRegFee		45.00	\$ 300.00				
Total 451 USS Athlete Membership	\$ 112,285.96	\$ 21,661.20	\$ 22,031.80	\$ 7,502.80	\$ 22,080.00	\$ 23,040.00	
452 USS Nonathlete Members	12,876.00				\$ 3,360.00	\$ 3,500.00	
452.1 Non-Athlete Coach	622.08	1,762.56	\$ 1,872.00	\$ 662.40			
452.2 Non-Athlete Official	414.72	938.88	\$ 676.80	\$ 446.40			
452.3 Non-Athlete Adminstrator	100.80	283.20	\$ 206.40	\$ 62.30			
452.4 Other	125.76	321.60	\$ 357.12	\$ 86.40			
Total 452 USS Nonathlete Members	\$ 14,139.36	\$ 3,306.24	\$ 3,112.32	\$ 1,257.50	\$ 3,360.00	\$ 3,500.00	
453 USS Club Memberships	3,440.00	6,840.00	\$ 5,464.80	\$ 1,382.50	\$ 4,680.00	\$ 4,100.00	
489 LSC Awards Banquet Income					\$ 2,500.00	\$ 2,500.00	
490 Coaches Clinic Income	800.00				\$ 2,500.00	\$ 2,500.00	
495 Miscellaneous Income	972.00	994.60	\$ 160.80				
Total Income	\$ 261,017.25	\$ 212,985.42	\$ 180,295.35	\$ 54,362.79	\$ 195,145.00	\$ 206,665.00	
Expenses							
521 All Star Meet Exp	13,500.08	14,357.20	\$ 15,252.44	\$ 10,698.85	\$ 16,000.00	\$ 17,000.00	
522 Clinics/Workshops Exp	1,345.54	819.86					
523 Zone Meet Exp	17,176.52	17,128.56	\$ 18,909.50		\$ 15,000.00	\$ 16,000.00	
523.1 Zone Open Water		1,096.75			\$ 2,000.00	\$ 2,000.00	
Total 523 Zone Meet Exp		18,225.31	\$ 18,909.50		\$ 17,000.00	\$ 18,000.00	
524 Other Age Group Expense							
524.1 Swimposium Expense		13,942.36					
Total 524 Other Age Group Expense		13,942.36					
526 Diversity Support					\$ 10,000.00	\$ 10,000.00	
526.1 Outreach Meet Support	1,228.41	1,032.24	\$ 553.57	\$ 69.01			
526.2 Diversity Camp/Meet	11,660.45						
Total 526 Diversity Support	\$ 12,888.86	\$ 1,032.24	\$ 553.57	\$ 69.01			
527 Safe Sport	493.00	600.00			\$ 2,500.00	\$ 2,500.00	
528 Athlete Leadership Committee		359.49			\$ 250.00	\$ 250.00	
531 MWS LSC LongCourse	28,813.77	32,791.70	\$ 30,128.59		\$ 32,000.00	\$ 32,000.00	
532 MWS LSC ShortCourse	31,685.67	37,923.07	\$ 39,748.00	\$ 47,721.88	\$ 37,000.00	\$ 45,000.00	
541 Athlete Reimbursement					\$ 18,000.00	\$ 18,000.00	
541.1 Sectional & Open Water	12,075.00	6,600.00	\$ 5,050.00	\$ 1,900.00			
541.2 TYR Pro/Futures	3,850.00	2,800.00	\$ 2,200.00				
541.3 Nat, Jr Nat, Open, Int Trials	7,225.00	3,125.00	\$ 3,000.00	\$ 2,500.00			
Total 541 Athlete Reimbursement	\$ 23,150.00	\$ 12,525.00	\$ 10,250.00	\$ 4,400.00	\$ 18,000.00	\$ 18,000.00	
551 USS Athlete Registration							
551.1 Athlete-Premium	70,656.00						
551.2 Athlete-Seasonal	2,970.00						

551.3 Athlete-Flex	405.00						
551.4 Athlete-Outreach	35.00						
Total 551 USS Athlete Registration	\$ 74,066.00						
552 USS NonAthlete Reg	11,484.00						
553 USS Club Registrations	700.00						
554 Club Rebates	75.00		\$ 2,475.00	\$ 1,575.00	\$ 1,000.00	\$ 1,500.00	
555 Athlete-Zone Dues		521.50	\$ 543.00			\$ 550.00	
565 Equipment			\$ 25.00				
566 Insurance	356.00	356.00	\$ 365.00	\$ 365.00	\$ 380.00	\$ 380.00	
567 Repairs		64.20					
568 Service Charge	168.05	3.50	\$ 65.09		\$ 100.00	\$ 100.00	
569 Returned Checks	2,814.00		\$ 20.00				
571 Administration	2,122.50	319.21			\$ 13,000.00	\$ 14,000.00	
571.1 Admin - HBE Monthly	10,983.45	7,435.32	\$ 12,879.63	\$ 1,767.27			
571.2 Admin-Intuit		1,368.00	\$ 1,692.00	\$ 465.00			
572.3 Admin-Tax/Audit		3,450.00					
Total 571 Administration	\$ 13,105.95	\$ 12,572.53	\$ 14,571.63	\$ 2,232.27	\$ 13,000.00	\$ 14,000.00	
572 Office Supplies	367.54	543.51	\$ 585.20	\$ 32.09	\$ 500.00	\$ 500.00	
573 Admin Internet-Google/Constant Contact	2,285.86	592.00	\$ 1,666.29		\$ 1,000.00	\$ 1,000.00	
574 Admin Office Internet		1,199.88	\$ 599.94	\$ 589.94	\$ 1,200.00	\$ 1,200.00	
575 Admin Postage	27.60		\$ 328.24		\$ 150.00	\$ 150.00	
576 Admin Travel/Training							
576.1 Admin Travel-Mileage Reimburse	282.56	602.60	\$ 311.55	\$ 202.34	\$ 700.00	\$ 700.00	
576.2 Travel-Meals	52.31		\$ 34.28				
Total 576 Admin Travel/Training	\$ 282.56	\$ 602.60	\$ 345.83	\$ 202.34	\$ 700.00	\$ 700.00	
577 National Workshop/Bus Mtg					\$ 10,000.00	\$ 10,000.00	
577.2 Travel & Hotel	1,389.89	2,567.25	\$ 3,539.43				
577.3 Meals & Incidentals	468.47	1,007.05	\$ 914.75				
Total 577 National Workshop/Bus Mtg	\$ 1,858.36	\$ 3,574.30	\$ 4,454.18		\$ 10,000.00	\$ 10,000.00	
578 Officials Expense	202.93	58.05			\$ 7,500.00	\$ 7,500.00	
578.1 Evaluator & Certification	874.08	1,272.35					
578.2 Meet Costs-Shirts/NameTags	2,233.06	2,969.36	\$ 2,186.27				
578.3 Officials Reimbursement	1,200.00	1,440.67	\$ 2,401.30	\$ 600.00			
578.4 Champ Ref/Admin Lodging		1,146.46	\$ 839.36	\$ 102.20			
Total 578 Officials Expense	\$ 4,510.07	\$ 6,886.89	\$ 5,426.93	\$ 702.20	\$ 7,500.00	\$ 7,500.00	
579 USA Swim Conference Expenses	870.02				\$ 500.00		
Athlete Leadership Meets/ Conferences						\$ 3,000.00	
581 Exec Secretary - Wage	25,621.32	26,700.00	\$ 28,035.00	\$ 7,250.01	\$ 29,000.00	\$ 29,750.00	
582 Payroll Taxes	1,960.03	2,042.55	\$ 2,144.68	\$ 554.63			
589 LSC Awards Banquet	58.20			\$ 70.90	\$ 5,500.00	\$ 5,000.00	
589.1 Banquet				\$ 72.82			
589.2 Awards	4,735.49	1,792.65	\$ 2,392.70	\$ 786.79			
Total 589 LSC Awards Banquet	\$ 4,793.69	\$ 1,792.65	\$ 2,392.70	\$ 930.51	\$ 5,500.00	\$ 5,000.00	
590 Coaches Clinic	1,369.89				\$ 5,000.00	\$ 5,000.00	
592 Social Media/Advertising					\$ 1,200.00	\$ 1,200.00	
595 Miscellaneous Expense	-1,243.49	860.06	\$ 135.80		\$ 500.00	\$ 500.00	
596 BOD Meeting Expenses	9.97	10.62	\$ 4.58		\$ 250.00	\$ 250.00	
Unapplied Cash Bill Payment Expense	0.00						
Uncategorized Expense	132.00						
Total Expenses	\$ 274,720.17	\$ 190,978.85	\$ 179,025.19	\$ 48,615.46	\$ 210,230.00	\$ 225,030.00	
Net Operating Income	-\$ 13,702.92	\$ 22,006.57	\$ 1,270.16	\$ 5,747.33	\$ (15,085.00)	\$ (18,365.00)	
Net Income	-\$ 13,702.92	\$ 22,006.57	\$ 1,270.16	\$ 5,747.33	\$ (15,085.00)		



2024-2025

**BOARD OF DIRECTORS
MANUAL**

Rev 4/1/25



**MIDWESTERN
SWIMMING**

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WELCOME TO THE BOARD OF DIRECTORS OF MIDWESTERN SWIMMING. Your willingness to serve as a volunteer for Midwestern Swimming (MWS) is greatly appreciated by everyone within the LSC (Local Swimming Committee – i.e. MWS). The primary beneficiaries of your time and effort are the athletes. Your commitment to the sport of swimming will have a life-time impact on athletes' lives helping to shape their values, work ethic, and personalities as well as contributing to a healthy lifestyle.

MIDWESTERN SWIMMING (MWS) is one of the 59 LSCs of USA Swimming. The geographic area includes all of Nebraska except the Panhandle region and includes the western two tiers of counties in Iowa. Midwestern is part of the Central Zone and is a member of the South Section (Region VIII).

MISSION: Midwestern Swimming strives to maximize opportunities for growth and success of all current and future swimmers through competitive swimming.

Vision: Inspired by passion to achieve excellence.

- * Have athletes participate in national level meets up to and including Olympic Trials
- * Recruit and retain athletes
- * Provide training and financial support for athlete progression

- * Provide training and financial support for coaches, parents, and volunteer progression
- * Promote facility enhancement
- * Promote swimming through enhanced publicity
- * Retain and recruit volunteers
- * Have fiscal responsibility and strategy
- * Assist athletes in achieving their goals while developing life-long skills such as mutual respect, leadership, responsibility, integrity, loyalty, self-confidence, and a strong work ethic

CORE VALUES: Integrity, Leadership, Excellence, Passion.

MEMBERS OF THE BOARD OF DIRECTORS: Voting members of the Board of Directors include the elected positions of General Chair, Administrative Vice-Chair, Finance Chair, Coach Representative, two (2) Athlete Representatives and, Treasurer, Senior Vice-Chair, Age Group Vice-Chair, Safe Sport Chair, Diversity, Equity and Inclusion Chair and up to two (2) At-large Board Members. The immediate past General Chair is an ex-officio member with voice but no vote. The following committee chairs shall be appointed by the General Chair with advice and consent of the Board of Directors: Safe Sport Chair; Diversity, Equity, and Inclusion Chair; and one (1) Athlete At-Large. The Secretary is a Staff position of the board and does not have a vote.

ORIENTATION: Midwestern Swimming will hold an orientation meeting for all members of the Board of Directors at which time the General Chair with the support of the Governance Committee will introduce the newly elected and appointed members to Midwestern Swimming's mission, vision, values, goals, as well as current initiatives. Duties and responsibilities of members of the Board will be discussed as well as the meeting protocols. This orientation will occur prior to the first Board meeting in September.

MEETINGS: The Board of Directors (BOD) meeting times will be established by the General Chair: typically meeting quarterly (every third month) and when meetings are deemed necessary. Meetings are usually held in the evening via video conferencing. The expected schedule of meetings for the year is distributed annually in July. Announcements and reminders of scheduled meetings will be made via email and will be posted on the MWS website. Board meeting documents are emailed to members at least 4 days in advance of the meeting. All meeting minutes are posted on the MWS website (www.mwswim.org) under MW Info, drop-down menu MW BOD/HOD Info. The Board of Directors meetings use a consent agenda for routine business items. Reports in the consent agenda do not need any discussion before a vote, unless a board member requests a report is pulled prior to the vote. Board members are expected to have reviewed the consent agenda prior to the meetings. If a report is pulled, it is moved to new business for discussion. Robert's Rules of Order are used during the Board meetings. This provides for an orderly discussion and offers the opportunity for everyone to be heard.

HOUSE OF DELEGATES (HOD): All members of the Board of Directors are voting members of the Midwestern Swimming House of Delegates. Other voting members include the Governance Chair, Officials Chair, Operational Risk Chair, Technical Planning Chair, and Registration Chair. Meetings of the House of Delegates are held twice a year, once in the fall, and once in the spring; location, dates, and times are determined by the availability of site and delegates. The House of Delegates approves the annual budget, hears reports from the members of the Board, adopts and/or amends any policies in the Midwestern Swimming Bylaws and/or Policy and Procedures, elects members of the Administrative Board of Review, and officers (General Chair, Administrative Vice-Chair,

Senior Vice-Chair, Age Group Vice Chair, Finance Vice-Chair, Secretary (staff), Treasurer, Technical Planning Chair, Officials Chair, Operational Risk Chair, and At-Large members), and conducts any other business as necessary. The election of Officers and Administrative Board of Review are held at the spring meeting.

EXPECTATIONS: Members of the Board of Directors are expected to attend the Board and House of Delegates meetings and any meetings held by committees which they are members. Officer/Committee reports should be submitted for each meeting. When unable to attend a meeting, members are expected to notify the General Chair. Members are encouraged to attend the annual business meeting of USA Swimming (virtually) which is held in September of every year. The General Chair attends in person and MWS gets one (1) non-athlete/non-coach vote and three (3) coach votes – attending virtually. or the annual Workshop when it is held. MWS funds officers and athletes who wish to attend (a maximum of 6).

REQUIREMENTS: Members of the Board of Directors must be current members in good standing of Midwestern Swimming and USA Swimming. Each member must read the Conflict of Interest Policy and sign a document annually agreeing to conform to the policy (currently being distributed and signed via online form).

DIRECTORS AND OFFICERS INSURANCE: Board members are covered under a policy provided by USA Swimming.

RESOURCES: Many resources are available to members of the Board. The Midwestern Swimming Bylaws, the Midwestern Swimming Policy and Procedures Manual, and Midwestern forms (Redbook), current USA Swimming Rules and Regulations are available on the Midwestern Swimming website. (www.mwswim.org under the MW Info tab) Access to necessary forms and applications as well as to LSC schedules and other information can also be found on the website.

Past and present members of the Board are available for consultation whenever needed. USA Swimming offers many resources. Most can be accessed through the USA Swimming website (www.usaswimming.org). USA Swimming staff members, including, Advisor Team Services, can also provide helpful information for members.'s phone number is.

2024-2025 BOARD OF DIRECTORS

Stefanie Martinez (2026)
General Chair

Sam Bach (2026)
Coaches' Rep

Addisyn Storms (2025)
Senior Athlete Representative

Steve Kidder (2026)
Administrative Vice-Chair

Jack French (2026)
Delegate At-Large

Arnav Gupta (2026)
Junior Athlete Representative

David Nelson (2026)
Senior Vice-Chair

Amber Bargstadt (2025)
Delegate At-Large

Greta Olberding (2025)
Athlete At-Large

Betsy Purcell (2026)
Finance Vice-Chair

Aidan Cho (2025)
Safe Sport Coordinator

Non-Voting Positions
Betsy Purcell (2026)
Past General Chair

Paige Skidmore (2025)
Age Group Vice-Chair

Jeff Steiner (2026)
Diversity, Equity, and
Inclusion Coordinator

Betty Kooy
Secretary

Toby Rees (2025)
Treasurer

Committee Chairs and Coordinators

Erica Storms (2025)
Technical Planning Chair

Leslie Mayo (2025)
Registration Coordinator

Dan Brailita (2025)
Officials Chair

Lori Howard (2025)
Operational Risk Coordinator

Stephen Marchitelli
(2025)
Governance Chair

TBD (202X)
Media / IT Coordinator

Board of Directors

General Mission

All members of the Board of Directors serve as a team for the purpose of developing and implementing the best programming and providing optimum service for the members of MWS. MWS is organized into seven divisions: administrative, age group, senior, technical, finance, athletes, and coaches. Cooperation is essential for good governance. Division heads and committee chairs should always remember that it is best to involve others in the fulfillment of their respective responsibilities. This lightens the burden of the officer, trains future leaders, and enhances the program through the introduction of fresh ideas and additional perspectives. When appointing anyone to head up a task, it is essential to define the task, state deadlines and expectations, provide necessary background information, state any guidelines or parameters, and provide a budget. Do not abandon any committee or task force – monitor their progress and provide support as needed. Do not be shy about thanking anyone for helping – verbal and written thank you and acknowledgement goes a long way towards maintaining a solid and active volunteer base.

The following information reflects Midwestern Swimming's bylaws

Board of Directors

- General Chair
- Administrative Vice-Chair
- Senior Vice-Chair
- Age Group Chair
- Finance Vice-Chair
- Safe Sport Coordinator (appointed)
- Diversity, Equity, and Inclusion Chair (appointed)
- Treasurer
- Secretary (staff)
- Coach Representative
- Athlete Representative (3)
- At Large Board Members (2)

House of Delegates

- Officials Chair
- Registration Coordinator (appointed)
- Operational Risk Coordinator
- Technical Planning Chair
- Governance Chair (Committee appointed, Chair elected by Committee)
- Media / IT Coordinator

Standing Committees – Membership and Duties outlined in MWS Bylaws

- Athletes Committee
- Finance Committee
- Governance Committee (appointed)
- Executive Committee
- Technical Planning Committee
- Age Group Committee
- Senior CommitteeSanction Committee
- Officials Committee

General Chair Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC General Chair
- Two (2) year term, elected in even years, limited to two (2) consecutive terms; re-election to same position requires a lapse of two years
- After the final term is complete, the General Chair becomes an ex-officio member with no vote for two (2) additional years and may not hold another role during that period.
- Position may not be combined with any other office
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming membership
- Midwestern Swimming membership
- Previous Board of Directors experience service (BOD position or committee member) at the LSC level

Job Summary:

- The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of MWS, and general supervision over its officers and agents.

Duties and Responsibilities:

- Call BOD and HOD meetings when and where necessary
- Preside at all BOD and HOD meetings
- Appoint committee chairs and members with advice and consent of BOD
- Report to BOD all matters within his/her knowledge in the interest of MWS
- Assure the fulfillment of any LSC obligations to the Central Zone and USA Swimming
- Serve in the following capacities:
 - Chair of the Board of Directors
 - Chair of the Executive Committee
 - Chair of the House of Delegates
 - Chair of the Hall of Fame Committee
 - Chair of the Sanction Committee
 - Chair of the Personnel Committee
 - Member of the Finance Committee and Swimmer Awards Committee
- Attends the USA Swimming Annual Business Meeting (ABM) as a MWS voting representative
- Appoints additional MWS representatives to attend ABM according to USA Swimming requirements

Administrative Vice-Chair Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Administrative Vice Chair
- Two (2) year term, elected in even years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership

Job Summary:

- The Administrative Vice-Chair shall conduct meetings in the (MWS Bylaws 6.9).

Duties and Responsibilities:

- Attend BOD and HOD meetings
- Chair and have charge of the business and affairs and property of the Administrative Division
- Aid in development of policy and coordination of the activities of the officers and committees within the division
- Responsible for creation and maintenance of MWS's Policies and Procedures Manual
- Direct responsibility for the following
 - Bylaws/Legislation/Rules/Policies and Procedures Manual working with the Governance Committee
 - Club Development
 - Computer/Office Equipment
 - Elections, working with Governance Committee
 - Insurance
 - Legal (General Counsel, if applicable)
 - Operational Risk
 - Personnel – together with General Chair and Treasurer direct responsibility for permanent office staff
 - Public Relations/Publications/Newsletters – assist with
 - Prepare Board report for bimonthly BOD meetings
 - Safe Sport
 - Swim Guide/Parents Manual – assist with development
 - Special Events
- Member of Executive Committee and Finance/Budget Committee
- Attend the USA ABM as a MWS voting representative if appointed by the General Chair
- Duties as assigned by the General Chair and USA Swimming

Senior Vice-Chair Job Description

Position Specifications:

- Supported by the MWS and guidelines set by USA Swimming for the position of LSC Senior Vice Chair
- Two (2) year term, elected in even years, limited to two (2) consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the MWS House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership

Job Summary:

- The Senior Vice-Chair shall chair and have charge of the affairs and property of the division that develops and conducts the senior swimming program, including development of long-range plans for swimming programs

Duties and Responsibilities:

- Attend and participate in all MWS BOD meetings and HOD meetings unless excused by the General Chair
- Chair and have charge of the business and affairs and property of the Senior Division
- Aid in development of policy and coordination of the activities of the officers and committees within the division
- Serve as liaison and mentor to Athlete Representatives for Athlete elections and Athletes Committee activities such as meetings, fundraising, etc.
- Provide information to the Media / IT Coordinator to maintain the MWS Senior web page of the MWS web site
- Ensure that Athlete Representatives elections are held in accordance with the bylaws
- Attend and participate in USA Swimming Annual Business meetings and others as requested by USA Swimming or MWS
- Monitor participation in national and sectional meets for reimbursement purposes
- Scholastic Award selection working in conjunction with the General Chair
- Direct responsibility for the following:
 - Awards (with Age Group and General Chair)
 - Camps/Clinics
- Meet Evaluations - participate in evaluation development, distribution, and review
- Meet Management - serve as a resource for meet directors
- Meet Sanctions - attend and participate in sanctions committee meetings
- Member of the following committees:
 - Executive Committee
 - Sanction Committee
 - Athlete Representative Slate Selection Committee
- Duties as assigned by the General Chair or USA Swimming

Age Group Vice-Chair Job Description

Position Specifications:

- Supported by the MWS bylaws and guidelines set by USA Swimming for the position of LSC Age Group Vice Chair
- Two (2) year term, elected in odd years, limited to two (2) consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the MWS House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership

Job Summary:

- The Age Group Vice-Chair shall chair and have charge of the affairs and property of the division that develops and conducts the age group swimming program of MWS

Duties and Responsibilities:

- Attend and participate in all BOD meetings and HOD meetings unless excused by the General Chairman
- Chair and have charge of the business and affairs and property of the Age Group Division
- Aid in development of policy and coordination of the activities of the officers and committees within the division
- Chair of Age Group Program Development Committee holding at least quarterly meetings
- Direct responsibility for the following
 - Annual MWS IMX and Age Group Awards
 - Camps/Clinics
 - Open Water
 - Program Development
 - Provide information to Media / IT Coordinator to maintain MWS Age Group web page on the MWS site
 - Technical Planning-work with Technical Planning Committee to plan Age Group Champs
 - Time Standards- work with Technical Committee
 - Age Group Vice Chair is directly responsible for organizing the plans, branding, and gear for MWS teams at All Stars and Zone Meets
 - All Star and Zone Teams- selection of coaches and athletes, planning for meet participation
- Meet Evaluation- Age Group Championship Meets- participate in evaluation development, distribution, and review
- Member of Executive and Sanction committees
- Duties as assigned by the General Chair and USA Swimming

Finance Vice-Chair Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC General Chair
- Two (2) year term, elected in even years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Membership

Job Summary:

- The Finance Vice-Chair shall be the chief financial officer of MWS who chairs and has charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for MWS's working capital, funded reserved and endowment funds, and the development and implementation of a marketing and fund-raising plan for MWS

Duties and Responsibilities:

- Attend BOD meetings and HOD meetings
- Chair and have charge of the Finance Division of MWS
- Prepare, with the assistance of the Finance/Budget committee, an annual budget and present for approval by BOD and HOD
- Cause to be conducted the annual audit by either an internal Audit Committee or and external audit firm; review audit and present for acceptance by the BOD
- Responsible for system of internal financial and accounting control
- Direct responsibility for the following
 - Audit
 - Budget
 - Finance
 - Marketing/Sponsorship
 - Swim-a-thon
 - Tax
 - Treasurer
 - Ultimate responsibility (with Treasurer) for MWS's compliance of public availability of information as per bylaws.
- Member of following committees
 - Chairman of Finance/Budget Committee
 - Chairman of Audit Committee
 - Member of Executive Committee and Personnel Committee

Treasurer Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Treasurer
- Two (2) year term, elected in odd years, no term limits
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership

Job Summary:

- The Treasurer shall be designated as the principal receiving and disbursing officer of MWS

Duties and Responsibilities

- Attend BOD meetings and HOD meetings
- Oversee all monies, incomes, fees and other receipts (except as otherwise directed by the Finance Vice-Chair or the Board of Directors)
- Pay all bills, salaries, expenses, and other disbursements (including credit card expenses) approved by the Treasurer, General Chair, BOD, HOD, or required to be paid as established by specific Bylaws articles.
- Perform all duties incident to the corporate treasury function
- Treasurer will verify and sign off on all payments. Two signatures (Treasurer and General Chair) will be required for payments over \$500.00
- Concurs and collaborates with Secretary to generate reports including monthly balance sheet, income and expenditures, monthly profit and loss, budget, etc will be generated from MW's online QuickBooks for presentation at Board of Directors and House of Delegates meetings.

Secretary Job Description

Job Summary:

The Midwestern Swimming (MWS) Local Swimming Committee (LSC) Secretary reports to the General Chair and is responsible for all administrative office tasks

Duties and Responsibilities:

- Attend all MWS Board of Director and House of Delegates meetings and record minutes and those in attendance
- Provide administrative assistance to the General Chair and/or as delegated by General Chair
- Provide support for MWS special events
- Attend MWS Committee meetings if directed by the General Chair
- Receive and respond to communications received regarding MWS
- Scanning and filing. Gather, sort, date-stamp and distributes incoming/outgoing mail and e-mail
- Prepare personal expense reports and MWS bills within five (5) days of receipt for approval by MWS officers
- Complete and maintain an inventory of LSC property on no less than a yearly basis
- Order and maintain necessary office equipment and supplies
- Records retention in accordance with state and federal laws and MWS by-laws, policies and procedures
- Maintain electronic databases such as Team Manager and provide information to Media / IT Coordinator to update MWS website
- Receive all LSC meet results via the meet backup file and enter information into SWIMS
- Verify applications for reimbursement from athletes for the Treasurer to approve and pay
- Verify outreach participation and reimbursement for MWS clubs that qualify for the Treasurer to approve and pay
- Assist Age Group Chair with All Star and Zones meet preparation
- Perform meet recon on sanctioned meets to verify membership, times, and eligibility
- Takes additional instruction from the Admin Vice Chair and Treasurer
- Other duties as assigned by the General Chair, to include any duties required at the job site(s)

Education:

- Position requires a high school diploma or equivalent (GED)

Experience:

- Two (2) years' administrative office experience preferred
- Advanced knowledge of the Microsoft Office suite of products
- Knowledge of USA Swimming and by-laws is preferred
- Knowledge of SWIMS, Hy-Tek, Swim Cloud and other proprietary swimming software is required

Requirements

- Ability to communicate effectively in English both verbally and in writing
- Must be able to obtain and maintain a USA and MWS Swimming non-athlete membership
- Membership must be obtained prior to being eligible to begin position and must remain in good standing at all times
- Must maintain Athlete Protection Training and any required background checks
- Position is not required to travel outside the LSC at any time except as directed by the General Chair/Administrative Vice Chair

Work Environment

- Work is typically performed in a traditional office setting and may be performed remotely via the individual's home office as approved by the BOD

Physical Demands

- Must be able to travel, typically less than 10% of the time
- High frequency usage of a computer keyboard, telephone and viewing of a computer monitor
- Ability to lift twenty (20) pounds

Employment Offers are Contingent Upon Successful Completion of:

- Verification of work authorization and employment eligibility
- Background check

Reasonable Accommodations Statement

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions

Equal Opportunity and Affirmative Action Employer

Midwestern Swimming is an equal opportunity and affirmative action employer. Midwestern Swimming does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity and expression, domestic partner status pregnancy, disability, citizenship, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local law.

This job description reflects the LSC's assignment of essential functions. It does not restrict the tasks which may be assigned nor is it considered a contract of employment overriding at-will employment.

Coach Representative Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Coach Representative
- Two (2) year term, elected in even years by coach constituency as outlined in MWS bylaws, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming COACH Membership
- Midwestern Swimming COACH Membership

Job Summary:

- The Coach Representative shall serve as the liaison between coaches who are members of MWS and the BOD and HOD

Duties and Responsibilities

- Attend BOD meetings and HOD meetings
- Facilitate nominations and elections of MWS Age Group Coach of the Year and Senior Coach of the Year (online with MWS Office support)
- Facilitate election of the Coach Representative (online with MWS Office support)
- Undertake activities in the best interest of coach members and the sport of swimming
- Member of the following committees:
 - Executive Committee
 -
 - Program Development Committee
 - Swimmer Awards Committee
 - Athlete Representative Slate Selection Committee
 - Technical Planning Committee
- Attend the USA Swimming ABM as a MWS voting representative if appointed by the General Chair

Athlete Representative Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Athlete Representative
- Two (2) year term, one elected in even years, one elected in odd years by athlete constituency as outlined in MWS bylaws
 - Athlete in first year of elected term will be the Junior Athlete Representative
 - Athlete in second year of elected term will be the Senior Athlete Representative
- Two (2) year term (or as needed) for appointed Athlete at Large
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Athlete Membership
- Midwestern Swimming Athlete Membership

Job Summary:

- The Athlete Representatives shall serve as the liaison between athletes who are members of MWS and the BOD and HOD

Duties and Responsibilities

- Attend BOD meetings and HOD meetings
- Senior Athlete Representative will chair the Athletes Committee
 - Member of Executive Committee
 - Member of Finance Committee
 - Member of Athlete Representative Slate Selection Committee
 - Member of various standing committees as appointed by the General Chair
- Junior Athlete Representative
 - Support the Athletes Committee
 - Member of various standing committees as appointed by the General Chair
- Athlete At-Large
 - Support the Athletes Committee
 - Member of various standing committees as appointed by the General Chair

Safe Sport Coordinator Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Safe Sport Coordinator
- Two (2) year term, appointed in odd years, limited to 2 consecutive terms; re-appointment to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership

Job Summary:

- The Safe Sport Coordinator shall be responsible for the implementation and coordination of, and serve as the MWS liaison for the USA Swimming Safe Sport Program

Duties and Responsibilities

- Attend BOD meetings and HOD meetings
- Shall work with the USA Swimming Safe Sport staff to implement pertinent aspects of the national Safe Sport program with MWS
 - Work with LSC Media / IT Coordinator to post Safe Sport materials and links to USA Swimming Safe Sport on LSC website and social media platforms
 - Understand complaint and reporting structure and immediately refer all reports to USA Safe Sport
 - Ensure confidentiality and share only on 'need to know' basis
- Will serve as primary contact for MWS to coordinate and implement educational programs within MWS
- Be trained regarding complaint reporting and refer all reports of violation to local club, General Chair, USA Swimming Safe Sport staff, and any/or other appropriate authority
- Participate in USA Swimming workshops promoting Safe Sport and disseminate information to LSC clubs
- Serve as information resource for LSC clubs and membership
- Receive and provide feedback to clubs and USA Swimming
- Foster and encourage safe, healthy, positive environments for all members

Diversity, Equity, and Inclusion Coordinator

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming Diversity Goals and Objectives
- Two (2) year term, appointed by and reporting to the General Chair with advice and consent of the BOD, limited to 2 consecutive terms; re-appointment to same position requires a lapse of two years
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership

Job Summary:

- The Diversity, Equity, and Inclusion Coordinator shall help develop and implement strategies, policies and programs that will create a diverse, equitable, and inclusive environment for swimmers in MWS, and build on the population of underrepresented coaches, athletes, administrators, and sports officials within MWS and USA Swimming
- Serve as a voice for MWS's under-represented populations including but not limited to African American, Hispanic American, Asian American, and Native American ethnic groups as well as those swimmers from challenging socio-economic backgrounds
- Be familiar with and actively adhere to the USA Swimming [LSC DEI Chair Manual](#)

Duties and Responsibilities:

- Attend HOD meetings and BOD meetings
- Provide DEI education within the LSC through trainings, round-tables, or facilitated discussions
- Create and coordinate community related activities that help to promote swimming in MWS and community at large (Diversity meets, forums, summits, camps)
- Develop short and long term projects specifically to community areas of need in MWS
- Support and assist with USA Swimming Diversity Select Camp goals and objectives including promotion of the Camp's selection process within MWS
- Coordinate with Central Zone DEI Chair to develop opportunities for minority swimmers to compete as a MWS team at the Central Zone's Multicultural meet
- Work with teams that target diversity and inclusion within MWS
- Communicate information about diversity and inclusion programs and activities
- Track results of diversity and inclusion programs within MWS
- Create an LSC-level DEI committee that has athlete representation (suggested 20% representation) and provide meeting minutes from all committee meetings to the General Chair and respective Zone coordinator
- Create and establish a DEI Strategic Plan for the LSC by creating a DEI budget or line items in existing budget, establishing policies, and communicating their purpose to the BOD

- Work with the Media / IT Coordinator to ensure website reflects the LSC's diversity, mission, and goals through stated DEI mission and diverse imagery

At-Large Delegates Job Description

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC At Large Delegate
- Two (2) year term, one elected in even years, one elected in odd years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership

Job Summary:

- The Delegates At Large shall serve with inherent powers and duties as members of the Board of Directors and House of Delegates

Duties and Responsibilities

- Attend BOD meetings and HOD meetings
- May have powers and duties as may be delegated to them by the MWS Policies and Procedures Manual, the General Chair of the Board of Directors of the House of Delegates
- Become more involved in the MWS LSC

Officials Chair

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Officials Chair
- Two (2) year term, elected in odd years, limited to two consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership
- Certified Referee within MWS, USA Swimming Nationally certified as N2 or N3 preferred

Job Summary:

- The Officials Chair shall serve in a leadership role for all officials within MWS.

Duties and Responsibilities:

- Attend HOD meetings and BOD meetings
- Along with the Officials Committee, take responsibility for recruiting, training, certifying, and supervising officials within MWS
- Assign key officials for the MWS championship meets in coordination with Officials Committee
- Coordinate requests for the assigning of observers for the high school and other observed meets
- Member of the following committees:
 - Chair of the Officials Committee
 - Serve on other committees as delegated by the General Chair or BOD
- Attend the USA Swimming Annual Business Meeting as a MWS representative if appointed by the General Chair
- Hold an officials committee meeting a least on a bi-monthly basis (6 times a year)
- Communicate on a recurring basis with the MWS officials with updates for the national officials committee

Registration Coordinator

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Registration Coordinator
- Two (2) year term, appointed by the General Chair in odd years, no term limitation
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership

Job Summary:

- The Registration Coordinator is responsible for processing all registrations and transfers for athletes, non-athletes, and clubs within the MWS through the SWIMS (Surface Water Integrated Monitoring System) database.

Duties and Responsibilities:

- Serve as LSC point of contact for registration related correspondence with clubs, non-athletes, parents, athletes, and USA Swimming
- Update LSC registration offerings and LSC fees within SWIMS
- Prepare USA Swimming informational and procedural documents for team distribution for the new registration year
- Notify clubs of any changes to the registration process
- Update all registration related information on the MWS Registration webpage as needed
- Assist teams with registration process
- Assist parents with USA Swimming registrations
- Resolve registration issues when able, working with USA Swimming
- Attend HOD meetings and BOD meetings
- Prepare registrar's report for HOD and BOD meetings
- Prepare MWS Registrations annually for club registrars 30 days prior to beginning of registration year
- Process all registrations within one (1) week of receipt
- Deposit all transfer fees and fines received within thirty (30) days of receipt
- Reconcile registration payment and processing monthly
- Provide information about USA Swimming and MWS to prospective individual and group members through MWS website and information/registration packets
- Attend monthly USA Swimming Registrar's meeting via Zoom
- Provide coach membership information to meet hosts prior to meets upon request by meet director/meet referee
- Monitor non-athlete registration coach/admin/official status, including checking certifications

- o Upload credentials (CPT, CPR, In-Water Safety, and Online Safety Training) to USA Swimming database
 - o Address membership alerts due to missing credentials or required training and certifications
- Monitor Non-Athletes for proper registration to be on deck
- Monitor transfers, including eligibility for competition
- Collect fees for transfers
- Collect fines for late payments and unresolved errors
- Member of the finance committee
- Attend the USA Swimming ABM as a MWS voting representative if appointed by the General Chair
- Other duties as assigned by the General Chair

Technical Planning Chair

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Technical Planning Chair
- Two (2)-year term, elected in odd years, limited to 2 consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership

Job Summary:

- The Technical Planning Chair is responsible for guiding the long-range planning regarding the swimming programs conducted by MWS

Duties and Responsibilities:

- Attend HOD meetings and BOD meetings
- Will continually review and develop MWS philosophy
- Lead planning the long and short course swim schedules
- Creating and maintain appropriate time standards for MWS meets
- Maintain backups of all MWS meets
- Advise other committees and divisions regarding implementation of that philosophy in the context of MWS's swimming programs
- Shall be involved in reviewing all bids for regular season and/or end of season meets
- Must approve meet templates for regular season, end of season and championship meets
- Must approve any changes made to meet information after it is posted online
- Chair of the Technical Planning CommitteeServe on other committees as delegated by the General Chair or BOD

Technical Planning Committee Responsibilities:

- Charged with setting season meet schedule
- Ensure diversity of events offered throughout the season
- Solicit bids to meet strategic plan needs
- Charged with setting and approving meet templates for end of season and championship meets

Operational Risk Coordinator

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Operational Risk Coordinator
- Two (2)-year term, elected in odd years, limited to two consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership

Job Summary:

- The Operational Risk Coordinator is responsible to promote safety throughout the MWS swimming community

Duties and Responsibilities:

- Attend HOD meetings and BOD meetings
- Serve as liaison between USA Swimming/MWS and Club Operational Risk Coordinators
- Provide reports of injuries within MWS at BOD and HOD meetings as requested
- Provide input and periodically review MWS warm-up guidelines
- Arrange and/or conduct water safety training opportunities as needed in MWS
- Communicate regularly with Club Operational Risk Coordinators
- Contact USA Swimming, with knowledge of the General Chair unless otherwise agreed to, with safety questions and concerns
- Disseminate safety information and required forms to all member clubs, coaches and officials, explores safety education opportunities, and develops a safety education program tailored to MWS and its membersProvides education concerning the completion of Incident/Occurrence Reports to meet directors, coaches, and club officers
- Provide information for compliance with USA Swimming rules and MWS rules
- Review and refine MWS safety programs and club level programs
- Review completed Report of Occurrence forms, making suggestions on how to prevent re-occurrence
- Promote safety as a topic to be discussed at coaches and officials pre-meet meetings
- Prepare and distribute facility checklists, safety checklists and emergency action plans to be used by clubsServe on other committees as delegated by the General Chair or BOD

Governance Chair

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Governance Chair
- Required to be part of the Governance Committee
- The chair is a Governance Committee member elected annually by the Governance Committee.
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership

Job Summary:

- The Governance Chair is responsible for guiding the Governance Committee in its stated duties in the MWS Bylaws to include evaluation of the governing of MWS and the nomination of candidates for HOD elected positions within MWS

Duties and Responsibilities:

- Attend HOD meetings and BOD meetings
- Attend to duties of the Governance Committee as outlined in the MWS Bylaws
-
-
- Lead in periodic evaluation of the mission and vision statements, policies and procedures, and the bylaws of MWS
- To ensure that the board's focus remains on the strategic plan
- 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 HOD consistent with the matrix of skills, demographics, and talents needed
- To publish the slate of candidates to the MWS 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 HOD
- To lead periodic assessment of the board's performance (as a whole and of individual members) and make recommendations to enhance board effectiveness

Governance Committee Responsibilities:

- To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, and ethics

- To aid in the development of personnel practices and procedures (including job descriptions and BOD manual)
- To aid in the development of expectations and processes for accountability of board members
- To design and implement board orientation and an ongoing program of board education and development

Media / IT Coordinator

Position Specifications:

- Supported by the LSC and guidelines set by USA Swimming for the position of LSC Media / IT (Information Technology) Coordinator
- Two (2)-year term, appointed by the General Chair in odd years with no term limit
- Voting Member of the House of Delegates; non-voting member of the Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership

Job Summary:

- The Media / IT Coordinator is responsible to promote MWS via its website and social media platforms, ensuring timely communication, up to date information, and easy access for MWS members

Duties and Responsibilities:

- Develop and manage the website
- Monitor website performance and troubleshoot issues
- Work with other chairs and coordinators to update website content within 3 days of receipt
- Remove and/or archive outdated information
- Develop and execute social media strategies across all platforms, create engaging content, monitor and analyze performance, engage with audiences, and cultivate brand awareness, all while staying up-to-date with social media trends
- Control access to MWS website and social media platforms

GENERAL LSC GENERAL TIMELINE CONSIDERATIONS

January

1. All Star Meet
2. Meet flyers and sanction applications due for Long Course Meets
3. Sanction Committee to finalize summer meets for publication
4. Distribute updated By-laws and Policies and Procedures (publication on MW website)

February

1. High school meets observed
2. Prepare for LSC championship meet

March

1. Short Course Championships
2. Athlete Representative elections (by athletes)
3. Coach Representative elections (by coaches)
4. Preliminary budget process begins

April

1. Complete audit and 1990 and file necessary reports with USA Swimming
2. HOD notice including any proposed legislation and nominations
3. Publish Top 8 and records for Short Course
4. Email sanction reminders for upcoming short course
5. Email bid packets for next long course and short course

May

1. Spring (April, May, June?) House of Delegates (elections; preliminary budget)
2. Sanction Committee to finalize fall/winter meets for publication
3. Requests for meets for next year's long course and the following short course due
4. 990 due
5. Coaches nominate and select Head Zone Coach
6. Athlete reimbursement requests for short course meets due

June

1. Publish Zone Team application

July

1. Long Course Championships (may be 1st weekend in August – depending on Zone meet date)
2. Deadline for Zone Team sign-up
3. Updated Registration Information posted Online

August

1. Zone Meet
2. Process begins for coaches to nominate and vote for Age Group and Senior Coach of Year
3. Publish MW qualifying time standards for upcoming year (in September of Quadrennial year)
4. Publish Top 8 and records for long course

September/October

1. Annual Business Meeting of USA Swimming
2. Final annual operating budget (and updated quadrennial budget) (if not finalized in Spring)
3. Officials Clinics
4. HOD meeting notice, including any proposed legislation, final budget, etc
5. Coaches nominate and select Head All Star Coach
6. Athlete reimbursement requests for long course meets due
7. Fall House of Delegates (any legislation, appointments, etc)
8. Annual Awards Ceremony
9. Update Bylaws to reflect any legislation changes; prepare for publication
10. Publish All Star application

November

1. Finalize short course championship meet

December

1. All Star applications due
2. All Star team selected

STATEMENT OF PRINCIPLES ON ETHICAL BEHAVIOR AND CONFLICT OF INTEREST

Those who choose to serve Midwestern Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real or perceived conflict of interest.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area, is disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Midwestern Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the mix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of potential conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following seven items reflect specific expectations by MWS of people signing this agreement. These items cannot and do not however completely define what is acceptable. They are intended rather as guidelines and not a precise road map to what is acceptable conduct. Each individual must find his or her own way within this guidance.

1. A good faith effort must be exercised by those signing this statement to conduct the business of Midwestern Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. Midwestern Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with Midwestern Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Midwestern Swimming resources for individual use.
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Midwestern Swimming.
5. Expenses incurred in the furtherance of Midwestern Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.
6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Midwestern Swimming and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

Document signed by all Board of Directors and House of Delegates members annually (currently Online GoogleForm)

CRISIS MANAGEMENT PLAN

This policy shall be implemented when any incident requires communication with the public on behalf of Midwestern Swimming. Only the individuals listed in this policy and acting within the scope and procedure below, are authorized to make any statements. All other individuals shall refer the media to the General Chair.

1. Crisis Communication Team:

- 1st Team
General Chair
Legal Counsel
USA Swimming
- Back Ups:
Administrative Vice Chair
Back-up Legal Counsel
- Situational-General Chair may include other individuals/specialists as appropriate for given situation

2. Stakeholders to be notified:

Board of Directors – contact emails and phone numbers through MWS website
Clubs – contact emails and phone numbers through MWS website
Coaches –contact emails through MWS website
MWS Membership – use MWS website
Media/Public – contact local newspaper and television networks as appropriate

3. Process:

- General Chair gathers and confirms all the information from relevant sources
 - a. Determine what happened, when and where
 - b. Determine who is affected
 - c. Identify cause
 - d. Determine reaction to incident and possible repercussions
 - e. Determine when there will be more information/update
 - f. General Chair convenes Crisis Communication Team via conference. Team will be alerted by phone call to home number and cell number.
- Team determines appropriate response to crisis and develops plan and timetable
 - a. Determine what needs to be done and when it needs to be done
 - b. Determine what to say, who will say it, to whom it will be said, when it will be said, and by what means it will be said, as well as determining whether to take a proactive or reactive approach
 - c. Spokesperson makes any necessary statements to news media, membership or others as appropriate.
 - d. Team monitors situation and reacts accordingly.
- Spokespersons informs appropriate stakeholders of situation and response
 - a. Description/background of situation and the response are communicated to stakeholders by established timetable
 - b. Stakeholders are given contact information for Spokesperson as well as other contact information that may apply in the situation
 - c. Spokesperson makes any necessary public statements to news media, direct meetings of membership, or others as appropriate.

MWS COPPA POLICY

The Children's Online Privacy Protection Act, effective April 21, 2000, applies to the online collection of personal information from children under 13. The new rules spell out what a Web site operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online.

The Children's Online Privacy Protection Act and Rule apply to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. The Act and Rule also cover other types of information -- for example, hobbies, interests and information collected through cookies or other types of tracking mechanisms -- when they are tied to individually identifiable information.

Midwestern Swimming (MWS) adheres to the Children's Online Privacy Protection Act (COPPA) through the following web site policy:

- Limited advertising is permitted on the MWS web site, subject to General Chair and Board approval
- There is no collection of personal information on the MWS web site (other than registration for All Star and Zone teams through the secure Team Unify registration site) which includes full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child.
- There is no tracking information associated with the MWS web site
- Limited pictures of children on the MWS website will be allowed with a signed release from the parent/guardian.

PHOTOGRAPHY ON DECK POLICY

Any person on deck at a Midwestern Swimming sanctioned/approved competition taking photos (including still and video photography) must be vetted through Meet Management and checked through the US Center for Safe Sport Centralized Disciplinary Database.

- The individual photographer must have permission of the Meet Director to be on deck.
- The Meet Director and/or Meet Referee may limit the number of photographers on deck during a swim meet so as not to interfere with meet operations.
- Photography will not be allowed behind the blocks while swimmers ready for the start of a race.
- Photographers will check in with the Meet Referee prior to the start of the meet.
- Photographers will take pictures only of those swimmers from whom permission has been granted by swimmer/parent.
- The MW policy for photography on deck will apply to professional and/or photographers representing a swim club or LSC.

CRITERIA FOR OUTREACH MEMBERSHIP AND POLICY FOR MEET FEES FOR OUTREACH ATHLETES

Outreach Athlete membership is available to qualified athletes in accordance with USA Swimming guidelines. The purpose is to make year-round membership available to athletes who might otherwise not be able to afford the standard athlete membership fee. If the athlete participates in a reduced or free school lunch program and can provide documentation to Midwestern Swimming, the USA Swimming/Midwestern Swimming athlete membership becomes \$5.00. Documentation is as simple as a one-page form on the school's letterhead indicating that the athlete member is on a free or reduced lunch program.

- Meet event entry fees, splash fees, and facility fees for Outreach athletes will be twenty five percent (25%) of the published fees of any USA Swimming sanctioned competition regardless of the host LSC. Reduced relay event fees and fees for events entered but not swum will not be allowed.
- Only year-round USA Swimming Outreach athletes will be eligible for reduced swim meet fees.
- Entering club will file with the MW Office within 21 days of meet conclusion a request for reimbursement of the 75% for splash fees and entry fees for events swum. The MW Office will verify the qualification of the swimmer, the number of swims, and the fees to be reimbursed. Form will be forwarded to the Treasurer (without names of qualified individuals) for reimbursement to requesting club. Current form is an online GoogleForm.

OBSERVATION OF HIGH SCHOOL MEETS

MW observers will observe all swims (blanket observation) at the Nebraska High School Conference meets and the State High School Meet. Other HS Invitationals may be observed if requested and USA Swimming guidelines for observation are honored.

Observers shall serve in a volunteer capacity for the meets. All swims shall be observed. USA Swimming disqualifications shall be sent to the MWS Office. A back-up of the meet shall be sent to the MWS Office. Times for all valid swims will be entered in the MWS Top Times database and in the USA SWIMS database, providing the swimmer is registered at the time of the swim. The MWS Office will oversee the input of required USA data in order to expedite loading of the times into SWIMS. No splash fee will be assessed for this service.

MW will use times from observed Iowa High School meets for MW databases and will integrate as best as possible.

BOARD OF DIRECTORS ADDITIONAL RESOURCES

(EMAILED UPON REQUEST)

- **2024-2025 ADOPTED BUDGET**
- **2024-2025 PROPOSED BUDGET**
- **BOARD DEVELOPMENT**
- **WHISTLE BLOWER PROTECTION**
- **LEAP REQUIREMENTS (DUE OCTOBER 2024)**
- **THE A-B-C'S OF PARLIAMENTARY PROCEDURE**
- **MEET SANCTIONING PROCESS**

AGE GROUP SHORT COURSE CHAMPIONSHIPS

Friday 5:30 pm Start

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
				10 & UN	200 MIX Free Relay				
				11-12	200 MIX Free Relay				
				10 & UN	200 IM				
				11-12	200 IM				
				10 & UN	100 Back				
				11-12	100 Back				
				10 & UN	100 Breast				
				11-12	100 Breast				
				11-12	200 Fly				
				10 & UN	200 Free				
				11-12	200 Free				
				10 & UN	200 Free Relay				
				11-12	400 Free Relay				

Saturday 12:00 pm Start

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
				11-12	200 MIX Med Relay				
				10 & UN	200 MIX Med Relay				
				11-12	200 Breast				
				10 & UN	50 Fly				
				11-12	50 Fly				
				10 & UN	100 IM				
				11-12	100 IM				
				10 & UN	50 Free				
				11-12	50 Free				
				10 & UN	200 Med. Relay				
				11-12	200 Med. Relay				
				10 & UN	500 Free				
				11-12	500 Free				

Sunday 1650 Start Time? | Start Time?

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
				11-12	1650 Free				
				BREAK					
				11-12	200 Back				
				10 & UN	50 Breast				
				11-12	50 Breast				
				10 & UN	100 Fly				
				11-12	100 Fly				
				BREAK					
				11-12	400 IM				
				10 & UN	100 Free				
				11-12	100 Free				

8 & UN (2 ½ - 3 Hours when I ran the meet with Relays)

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
					100 IM				
					25 Fly				
					50 Fly				
					25 Back				
					50 Back				
					25 Breast				
					50 Breast				
					25 Free				
					50 Free				
					100 Free				

AGE GROUP LONG COURSE CHAMPIONSHIPS

Friday 5:30 pm Start

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
				10 & UN	200 MIX Free Relay				
				11-12	200 MIX Free Relay				
				10 & UN	200 IM				
				11-12	200 IM				
				10 & UN	100 Back				
				11-12	100 Back				
				10 & UN	100 Breast				
				11-12	100 Breast				
				11-12	200 Fly				
				10 & UN	200 Free				
				11-12	200 Free				
				10 & UN	200 Free Relay				
				11-12	400 Free Relay				

Saturday 12:00 pm Start

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
				11-12	200 MIX Med Relay				
				10 & UN	200 MIX Med Relay				
				11-12	200 Breast				
				10 & UN	50 Fly				
				11-12	50 Fly				
				10 & UN	50 Free				
				11-12	50 Free				
				10 & UN	200 Med. Relay				
				11-12	200 Med. Relay				
				10 & UN	400 Free				
				11-12	400 Free				

Sunday 1650 Start Time? | Start Time?

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
				11-12	1500 Free				
				BREAK					
				11-12	200 Back				
				10 & UN	50 Breast				
				11-12	50 Breast				
				10 & UN	100 Fly				
				11-12	100 Fly				
				BREAK					
				11-12	400 IM				
				10 & UN	100 Free				
				11-12	100 Free				

Senior Champs Meters

Thursday

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
				13-14	1500 Free				
				Open	1500 Free				
				13-14	200 Mix Med. Relay				
				Open	200 Mix Med. Relay				
				BREAK					
				13-14	200 Mix Free Relay				
				Open	200 Mix Free Relay				

Friday

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
				13-14	200 IM				
				Open	200 IM				
				13-14	100 Back				
				Open	100 Back				
				13-14	100 Breast				
				Open	100 Breast				
				13-14	200 Fly				
				Open	200 Fly				
				13-14	200 Free				
				Open	200 Free				
				13-14	*400 Free Relay				
				Open	*400 Free Relay				

*Swum in prelims

#Swum in Finals

##Top 10 or 8 Swim at Night Must have proof of time.

Saturday

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
					#200 Med. Relay				
					#200 Med. Relay				
				BREAK					
					200 Breast				
					50 Fly				
					50 Fly				
					100 IM				
					100 IM				
					50 Free				
					50 Free				
					*400 Med. Relay				
					*400 Med. Relay				
				BREAK					
					##400 Free				
					##400 Free				

Sunday

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
				13-14	200 Back				
				OPEN	200 Back				
				13-14	50 Breast				
				OPEN	50 Breast				
				13-14	100 Fly				
				OPEN	100 Fly				
				BREAK					
				13-14	##400 IM				
				OPEN	##400 IM				
				BREAK					
				13-14	100 Free				
				OPEN	100 Free				

Senior Champs YARDS

Thursday

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
				13-14	1650 Free				
				Open	1650 Free				
				13-14	200 Mix Med. Relay				
				Open	200 Mix Med. Relay				
				BREAK					
				13-14	200 Mix Free Relay				
				Open	200 Mix Free Relay				

Friday

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
				13-14	200 IM				
				Open	200 IM				
				13-14	100 Back				
				Open	100 Back				
				13-14	100 Breast				
				Open	100 Breast				
				13-14	200 Fly				
				Open	200 Fly				
				13-14	200 Free				
				Open	200 Free				
				13-14	*400 Free Relay				
				Open	*400 Free Relay				

*Swum in prelims

#Swum in Finals

##Top 10 or 8 Swim at Night Must have proof of time.

Saturday

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
					#200 Med. Relay				
					#200 Med. Relay				
				BREAK					
					200 Breast				
					50 Fly				
					50 Fly				
					100 IM				
					100 IM				
					50 Free				
					50 Free				
					*400 Med. Relay				
					*400 Med. Relay				
				BREAK					
					##500 Free				
					##500 Free				

Sunday

GIRLS #	LCM	SCM	SCY	AGE GROUP	EVENT	SCY	SCM	LCM	BOYS #
				13-14	200 Back				
				OPEN	200 Back				
				13-14	50 Breast				
				OPEN	50 Breast				
				13-14	100 Fly				
				OPEN	100 Fly				
				BREAK					
				13-14	##400 IM				
				OPEN	##400 IM				
				BREAK					
				13-14	100 Free				
				OPEN	100 Free				

Midwestern Swimming LSC Strategic Plan (2025-2027)

Introduction

Midwestern Swimming (MWS) is committed to fostering an environment where athletes, coaches, and volunteers can achieve excellence in competitive swimming. This strategic plan provides a roadmap for achieving our mission by outlining clear priorities, measurable objectives, and actionable steps to drive the organization's progress over the next two years.

This plan was developed through a series of strategic planning meetings with key stakeholders, including governance representatives, coaches, and board members. It integrates best practices from USA Swimming's strategic planning principles, emphasizing stakeholder engagement, mission alignment, and performance evaluation.

Plan Structure:

- **Section 1: Strategic Overview** – Defines the mission, vision, core values, and key strategic priorities.
- **Section 2: Implementation and Execution** – Details the actions necessary to achieve each objective, including Actions and short/long-term tasks.
- **Section 3: Accountability and Monitoring** – Establishes mechanisms for tracking progress, assigning responsibilities, and ensuring transparency.
- **Section 4: Conclusion** – Summarizes the overarching goals and long-term aspirations for Midwestern Swimming.

Section 1: Strategic Overview

I. Mission, Vision, and Core Values

Mission:

Midwestern Swimming promotes and supports competitive swimming by providing high-quality programs, fair and well-organized competition, and opportunities for athletes, coaches, and volunteers to achieve excellence in the sport.

Vision:

To establish Midwestern Swimming as a top-performing Local Swim Committee (LSC) by increasing athlete participation, producing more national qualifiers, improving club and coach development, and enhancing the quality of competitions. Our goal is to rank among the top LSCs in USA Swimming performance metrics, athlete retention, and championship meet success.

Core Values:

- **Excellence** – Striving for the highest standards in competition, coaching, and athlete development.
- **Integrity** – Promoting fair competition, good sportsmanship, ethical decision-making, and transparency in governance and operations.
- **Commitment** – Supporting athletes, coaches, and volunteers in achieving their full potential.
- **Innovation** – Embracing new ideas and technology while providing opportunities for coaches and clubs to learn about the latest advancements in training methods and performance enhancement.
- **Community** – Building strong relationships between clubs, swimmers, and supporters to grow the sport in the Midwestern LSC boundary.
- **Athlete-Centered** – Prioritizing the needs, growth, and well-being of swimmers at all levels.

II. Key Strategic Priorities

1. Athlete Growth and Retention

Objective: Increase registered athlete membership by 5% over the next two years and reduce athlete attrition by 10%.

Actions:

- Develop and implement outreach programs to attract new swimmers, including underrepresented groups.
- Enhance athlete engagement through improved recognition and participation incentives.
- Improve communication with families and clubs regarding athlete development opportunities.

2. High-Performance Athlete Development

Objective: Increase the number of Midwestern swimmers achieving national time standards by 10%.

Actions:

- Enhance performance tracking and support through technology and coach education.
- Establish training partnerships with elite programs.
- Provide educational resources for swimmers and parents on pathways to higher-level competition.

Comment [JF1]: National means futures and above but we could just as easily use an age group motivational standard such as AAA and target the younger swimmers.

3. Coaching Education and Development

Objective: Improve coaching expertise by increasing opportunities for Midwestern coaches to further their education.

- Fund/partially fund registration fees, travel, etc. for coaches to attend clinics.
- Host a regional clinic within Midwestern boundaries.
- Encourage organic mentorship through social and community-building activities for coaches.

4. Meet Operations and Competitive Experience

Objective: Ensure at least four high-level Midwestern Swimming championship meets per year and improve meet management standards.

Comment [JF2]: We are currently doing this but we might need to revisit the 12U/13O format.

Actions:

- Standardize meet organization procedures to ensure consistent, high-quality event execution.
- Strengthen officiating consistency and meet quality through training and post-meet evaluation.
- Improve event scheduling to optimize athlete performance and participation

5. Governance, Organizational Structure, and Digital Presence

Objective: Strengthen governance by refining job descriptions and establishing improved digital communication platforms.

Actions:

- Revise and update role descriptions for key leadership positions.
- Implement a structured onboarding process for board members and committee chairs.
- Define and establish a Website/Media Coordinator role to lead digital strategy and platform improvement.

Section 2: Implementation and Execution

This section outlines how the objectives of each Key Strategic Priority will be implemented, detailing the corresponding actions, potential tactics, and tasks. It is not a step-by-step plan; rather, this is a guiding tool (like USA Swimming's Master Strategic Plan Worksheet) for actioning groups, providing a starting point to drive progress toward achieving each Key Strategic Priority.

1. Athlete Growth and Retention

Objective: Increase registered athlete membership by 5% over the next two years and reduce athlete attrition by 10%.

Actions:

- Develop and implement outreach programs to attract new swimmers, including underrepresented groups.
 1. Develop partnerships with schools and community organizations to introduce and advertise swimming programs within the LSC. Work collaboratively with MWS teams to distribute promotional materials (flyers, posters, digital media) at pools, YMCAs, gyms, country clubs, and other high-traffic facilities.
 - Assigned to **DEI Chair**
 - Task: Place materials in 10+ local venues by **1 September 2025**.
- Enhance athlete engagement through improved recognition and participation incentives.
 1. Expand and formalize the athlete recognition program, focusing initially on the All-Stars and Zones teams. Establish standard, professional-quality "bling" packages—such as caps, t-shirts, and warm-up gear—to elevate the athlete experience. Launch early vendor selection and budgeting to ensure gear is available well in advance of meets.
 - Assigned to **Zones/All-Stars Coach** and **Age Group Chair**
 - Task: Select a vendor and finalize a standardized gear package (cap, t-shirt, warm-ups) by **15 May** (2025 and 2026), ensure delivery to all Zones athletes before competition, aim to keep total cost around \$150 per athlete (with optional parent contribution), and gather feedback from athletes and parents post-event to guide future improvements.
 - Task: Same for All-Stars with date of **15 October** (2025 and 2026).
- Improve communication with families and clubs regarding athlete development opportunities.
 1. Prioritize the creation and staffing of a dedicated Media/IT or Social Media Coordinator position to lead communication efforts across the LSC. Once in

place, this role will be responsible for building and maintaining digital hubs for sharing athlete resources and announcements, and for distributing regular updates through email, website, and social media platforms.

- Assigned to **Governance Committee** (to define and fill role); **Media/IT Coordinator** (once appointed/elected/hired)
- Task: (Governance): Define and fill the Media/IT Coordinator role by **1 June 25**
- Task: Update/improve website and other digital medial platforms in order to distribute monthly athlete updates and digital engagement events; track audience reach and satisfaction through basic analytics and surveys by **1 September 2025**

2. High-Performance Athlete Development

Objective: Increase the number of Midwestern swimmers achieving national time standards by 10%.

Actions:

- Enhance performance tracking and support through technology and coach education.
 1. Host seasonal clinics to introduce coaches and athletes to the latest performance-enhancing technology such as underwater cameras, velocity sensors, and wearables; provide practical training on how to implement these tools in daily training.
 - Assigned to **Coach Representative**
 - Task: Find a coach or coaches willing to host one technology-focused clinic per season (Fall, Spring) beginning **Summer 2025** and track attendance, coach feedback, and interest in future sessions.
- Establish training partnerships with elite programs.
 1. Build collaborative relationships with university programs and national-level coaches to offer developmental opportunities, including a travel-based training trip (e.g., Colorado Springs).
 - Assigned to **Senior Chair**
 - Task: Finalize and announce at least one elite-level training partnership by **1 November 2025** and organize a week-long travel camp by Summer 2026.
- Provide educational resources for swimmers and parents on pathways to higher-level competition.
 1. Develop and promulgate educational materials (print and digital) outlining the path from club swimming to national and collegiate levels; host Q&A webinars featuring college swimmers and coaches.
 - Assigned to **Senior Chair**

- Task: Launch first round of parent/athlete webinars and distribute pathway guides by **1 October 2025**; collect feedback post-event to evaluate clarity and usefulness.

3. Coaching Education and Development

Objective: Improve coaching expertise by increasing opportunities for Midwestern coaches to further their education.

Actions:

- Fund/partially fund registration fees, travel, etc. for coaches to clinics.
 1. Develop a financial support model for clinic attendance and clarify how funds are awarded (e.g., application process).
 - Assigned to **Finance Committee** (with input from Coach Representative)
 - Task: Finalize and publish a transparent subsidy policy for coaching education by **1 August 2025**; review applications and award funding for at least 5 coaches in the 2025–2026 season.
- Host a regional clinic within Midwestern boundaries.
 1. Organize a regional Swimposium-style clinic accessible to coaches across the LSC
 - Assigned to Coach Representative
 - Task: Plan and host a regional coaching clinic by 1 April 2026; track coach attendance and post-event satisfaction via survey.
- Encourage organic mentorship through social and community-building activities for coaches.
 1. Promote informal networking opportunities—such as socials, roundtables, or shared meals—scheduled in conjunction with championship meets to foster connection and grassroots mentorship among coaches.
 - Assigned to **Coach Representative**
 - Task: Organize at least two coach-focused social events per year aligned with MWS championship meets beginning with **LC Champs in 2025** and explore follow-up opportunities to encourage continued connection and knowledge sharing.

4. Meet Operations and Competitive Experience

Objective: Ensure at least four high-level Midwestern Swimming championship meets per year and improve meet management standards.

Actions:

- Standardize meet organization procedures to ensure consistent, high-quality event execution.
 1. Revise and relaunch the Midwestern Swimming Meet Operations Manual, building on the existing version previously in use, and update it to reflect current best practices, roles, and post-meet reporting expectations.
 - Assigned to **Technical Planning Chair**
 - Task: Locate, revise, and relaunch the MWS Meet Operations Manual by **1 June 2025**; test and refine it through the Long Course season, incorporating user feedback into annual updates.
- Strengthen officiating consistency and meet quality through training and post-meet evaluation.
 1. Expand the existing officiating mentorship program and promote opportunities for officials to gain experience both within and outside the LSC. At the same time, establish a formal After-Action Review (AAR) process for all championship meets to evaluate execution and identify areas for improvement.
 - Assigned to **Officials Chair**
 - Task: Implement a standardized AAR process beginning **Summer 2025**, require completion by meet host/director and meet referee within 10 days post-meet; expand official mentorship participation and publish officiating development opportunities—including promulgating how one can officiate outside the LSC during every meet officials meeting.
- Improve event scheduling to optimize athlete performance and participation.
 1. Review current championship meet structure, spacing, and event lineups to reduce timeline pressure for LC 2025 and SC 2026.
 - Assigned to **Jimmy Parmenter** and **Technical Planning Chair**
 - Task: Publish proposed LC 2025 and SC 2026 meet schedules by **15 May 2025** and **15 October 2025**, respectively.

5. Governance, Organizational Structure, and Digital Presence

Objective: Strengthen governance by refining job descriptions and establishing improved digital communication platforms.

Actions:

- Revise and update role descriptions for key leadership positions.
 1. Evaluate and clarify responsibilities for roles such as Age Group Chair, Senior Chair, Coach Representative, Technical Planning Chair, and Athlete Senior Vice Chair to ensure alignment with organizational goals..
 - Assigned to **Governance Committee**

- Task: Finalize revised job descriptions by **1 May 2025** and confirm with current officeholders that they are willing and able to fulfill the updated responsibilities.
- Implement a structured onboarding process for board members and committee chairs.
 1. Update Board Orientation Manual for consistency with other MWS documents and integrate it into the LSC's Policy & Procedures Manual as a standalone chapter.
 - Assigned to **Governance Committee**
 - Task: Publish the Board Orientation Manual and updated Policy & Procedures section **prior to the next elections**; use in onboarding all new board and committee members beginning **September 2025**
- Define and establish a Website/Media Coordinator role to lead digital strategy and platform improvement.
 1. Create and fill a new board-level position responsible for website maintenance, social media outreach, and digital communication. Once appointed, this individual will audit existing platforms, recommend necessary upgrades, and implement a strategy for regular content updates and community engagement.
 - Assigned to **Governance Committee** (to define and fill role); **Website/Media Coordinator** (once appointed)
 - Task: Define and fill the Website/Media Coordinator role by **1 June 2025**; complete platform audit and publish website improvement plan by **1 September 2025**; launch monthly content update schedule beginning **October 2025**.

Section 3: Accountability and Monitoring

Determination of Tasks

Tasks are assigned as described; however, individuals or committees responsible for each task are encouraged to ask for help from other members of the board and community at large. Assigned individuals or groups should evaluate the feasibility, resource requirements, and timeline for each action item. Task assignments will be reviewed regularly to ensure alignment with organizational priorities and resource availability.

Implementability & Accountability

To ensure the successful execution of this strategic plan, the following steps will be taken:

1. **Assign Responsibilities:** Clearly delegate each key objective to committee or individuals.
2. **Set Milestones:** Each committee or individual assigned will establish target dates for any sub-tasks necessary to complete objectives.
3. **Review Progress Quarterly:** Each Committee or individual will conduct a quarterly strategic plan review to assess achievements and adjust initiatives as needed.
4. **Enhance Transparency:** Regularly communicate progress updates with all stakeholders.

Section 4: Conclusion

This strategic plan provides a roadmap for advancing Midwestern Swimming's mission and enhancing its impact on athletes, coaches, and the swimming community. Through a combination of short-term initiatives and long-term strategic efforts, Midwestern Swimming can position itself as one of the top-performing LSCs in the country.

DRAFT

Appendix A – Strategic Plan Task Tracker (2025–2027)

Strategic Priority	Action	Task Description	Assigned To	Due Date
Athlete Growth and Retention	Outreach to other organizations	Place promotional materials in 10+ venues	DEI Chair	1 Sept 2025
Athlete Growth and Retention	Athlete Recognition (Zones)	Finalize gear package and deliver before Zones	Zones Coach, Age Group Chair	15 May 2025
Athlete Growth and Retention	Athlete Recognition (All-Stars)	Finalize gear package and deliver before All-Stars	Zones Coach, Age Group Chair	15 October 2026
Athlete Growth and Retention	Improve Communication	Define and fill Media/IT Coordinator role	Governance Committee	1 June 2025
Athlete Growth and Retention	Digital Platform Updates	Launch updates & distribute monthly communications	Media/IT Coordinator	1 September 2025
High-Performance Athlete Development	Technology Clinics	Host one clinic per season (Fall/Spring) on performance tools	Coach Rep	Begin Summer 2025
High-Performance Athlete Development	Elite Training Partnerships	Announce partnership and organize week-long travel camp	Senior Chair	1 Nov 2025 (announce), Summer 2026 (trip)
High-Performance Athlete Development	Education for Families	Launch webinars and distribute pathway guides	Senior Chair	1 October 2025
Coaching Education and Development	Subsidy Policy	Publish policy, review applications, fund 5 coaches	Finance Committee, Coach Rep	1 August 2025
Coaching Education and Development	Regional Coaching Clinic	Plan and host Swimposium-style clinic	Coach Rep	1 April 2026
Coaching Education and Development	Coach Socials	Host 2 social events aligned with Champs	Coach Rep	Begin Summer 2025
Meet	Meet	Revise and	Technical	1 June 2025

Operations	Operations Manual	relaunch MWS Meet Operations Manual	Planning Chair	
Meet Operations	AARs & Mentorship	Launch AAR process and promote officiating mentorship	Officials Chair	Begin Summer 2025
Meet Operations	Meet Schedule Development	Publish LC 2025 and SC 2026 meet schedules	Jimmy Parmenter, Technical Planning Chair	15 May 2025 (LC), 15 Oct 2025 (SC)
Governance and Digital Presence	Role Descriptions	Finalize updates and confirm incumbents' acceptance	Governance Committee	1 May 2025
Governance and Digital Presence	Board Onboarding	Publish Board Orientation Manual & integrate into P&P	Governance Committee	Before next elections
Governance and Digital Presence	Media/IT Coordinator Role	Define and fill Website/Media Coordinator position	Governance Committee	1 June 2025
Governance and Digital Presence	Website Improvements	Audit platforms and begin monthly content updates	Website/Media Coordinator	1 Sept 2025 / Begin Oct 2025