

Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	General Chairman
<b><i>Position Specifications</i></b>	Elected by House of Delegates 2 – year term Limited to 4 consecutive years
<b><i>Reports To</i></b>	NA
<b><i>Reporting committees/functions</i></b>	Administrative Vice-chairman Senior Vice-chairman Age-Group Vice-chairman Treasurer Technical Planning
<b><i>Committee Memberships</i></b>	Financial Committee Budget Committee Personnel Committee – chair Program Development Committee
<b><i>Division</i></b>	NA
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	The General Chairman shall oversee and have general charge of the management, business, operations, affairs and property of MSI and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairmen and members for standing and special committees or coordinators as may be necessary to permit MSI to effectively, efficiently and economically conduct its affairs. The General Chairman shall report to the Board of Directors all matters within the General Chairman’s knowledge that the Board of Directors should consider in the best interests of MSI.
<b><i>Primary Functions</i></b>	<p><b>Goals:</b> Sets goals and objectives for MSI based on its mission statement, absent specific direction from the House of Delegates (“HOD”). Sets the tone for the conduct of MSI business.</p> <p><b>Board Meetings:</b> Sets agenda for Board and HOD meetings. Facilitate these meetings so that they are efficiency and effectively run.</p> <p><b>Division Oversight:</b> Ensures that the major functions of MSI are being conducted properly and timely.</p> <p><b>USS Annual Meetings:</b> Selects delegates to USA Swimming’s annual meetings.</p> <p><b>Eastern Zone Meetings:</b> Attends Eastern Zone Meetings and any</p>

	<p>other meetings requiring the General Chair.</p> <p><b>Coach Meetings:</b> Attends the spring MSI scheduling meeting.</p> <p><b>General:</b> Resolves issues that arise, either individually or thru delegation to others.</p>
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Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Administrative Vice-chairman
<b><i>Position Specifications</i></b>	Elected by House of Delegates 2 – year term Limited to 4 consecutive years
<b><i>Reports To</i></b>	General Chairman
<b><i>Reporting committees/ functions</i></b>	Awards; Legislation; Club Development; Elections; Equipment; Insurance; Legal; Registration/Membership; Officials; National times; Personnel; Public Relations; Publications/Newsletter; Policies and Procedures; Records/Top 16 Tabulation; Secretary; Special Events
<b><i>Committee Memberships</i></b>	Executive Committee Legislation Committee – Chairman Officials Committee Audit Committee Budget Committee Financial Committee Personnel Committee
<b><i>Division</i></b>	Administrative
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	The Administrative Vice-chairman shall conduct meetings in the absence of the General Chairman and, at the request of the General Chairman or in the event of the disability of the General Chairman, shall perform all of the duties of the General Chairman, and when so acting shall have all of the powers of the General Chairman. (See Section 6.9.1) The Administrative Vice-chairman shall chair, and have general charge of the business, affairs and property of the division that administers MSI business and affairs. The Administrative Vice-chairman shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees and coordinators.
<b><i>Primary Functions</i></b>	<b>Legislation Committee</b> - Chairman: Oversight and maintenance of rules and regulations, by-laws and related LSC policies and procedures. Including timely updates to documents and posting materials to website.  <b>Bylaws</b> : Preparation and oversight of bylaw proposals for HOD approval and subsequent National Rules Committee approval of any bylaw revisions.  <b>Fine Letters</b> : Assist Secretary in the preparation and management of the fine letter process, including coordination of distribution of letters to appropriate LSC officers.

	<p><b>Board Of Review:</b> Assist Board of Review in inquiries regarding LSC Rules/Regulations, Bylaws and related operational documents; oversee delivery of required documentation to National Board of Review.</p> <p><b>Administration:</b> Oversee the administrative functions of the LSC.</p>
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Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Senior Vice-chairman
<b><i>Position Specifications</i></b>	Elected by House of Delegates 2 – year term Limited to 4 consecutive years
<b><i>Reports To</i></b>	General Chair
<b><i>Reporting committees/ functions</i></b>	Awards, Camps/Clinics, Safety
<b><i>Committee Memberships</i></b>	Executive Committee Audit Committee – chair Program Development Committee Athletes Committee Safety Committee
<b><i>Division</i></b>	Senior
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	The Senior Vice-chairman shall chair and have general charge of the affairs and property of the Committee that develops and conducts the senior swimming program of MSI. The Senior Vice-chairman serves a liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that the Athlete Representatives elections are held in accordance with these Bylaws.
<b><i>Primary Functions</i></b>	<b>Athletes:</b> Serve as liaison to Athlete Representatives and coordinate athlete rep meetings and annual athlete representative elections.

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Position Description

<b><i>Position Title</i></b>	Age-Group Vice-chairman
<b><i>Position Specifications</i></b>	Elected by House of Delegates 2 – year term Limited to 4 consecutive years
<b><i>Reports To</i></b>	General Chair
<b><i>Reporting committees/ functions</i></b>	Age Group, Adaptive, Camps/Clinics, Open Water, Time Standards, Zone Team
<b><i>Committee Memberships</i></b>	Executive Committee Program Development Committee - chair Adaptive Swimming Committee Open Water Committee
<b><i>Division</i></b>	Age-Group
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	The Age Group Vice-chairman shall chair and have general charge of the affairs and property of the Committee that develops and conducts the age group swimming program of MSI.
<b><i>Primary Functions</i></b>	<p><b>Age-Group Program:</b> Oversee age-group development program including mini-to-18 year old swimmers, adaptive and open water programs.</p> <p><b>Meet Schedule:</b> Work with Technical Planning Chair to ensure meet schedule provides adequate and appropriate opportunities for age-group swimmers at all levels.</p> <p><b>Coach Education:</b> Research and distribute coach training information to coaches on age-group swimmer development.</p> <p><b>LSC Zone Teams:</b> Coordinate entries and logistics for the long course zone meet.</p> <p><b>National:</b> Liaison with USA Swimming’s Age Group Planning Committee.</p>

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Position Description

<b><i>Position Title</i></b>	Secretary
<b><i>Position Specifications</i></b>	Elected by House of Delegates 2 – year term Unlimited terms
<b><i>Reports To</i></b>	General Chair, Administrative Vice-chairman
<b><i>Reporting committees/ functions</i></b>	NA
<b><i>Committee Memberships</i></b>	Executive
<b><i>Division</i></b>	Administrative
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	The Secretary shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USS as are required by Article 8 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary, or a delegatee, shall be custodian of the records MSI, and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of MSI.
<b><i>Primary Functions</i></b>	<p><b>Minutes:</b> Takes attendance and the minutes for all BOD meetings and HOD meetings. Ensures that the minutes are sent for review by all BOD members prior to the next meeting. Makes any corrections necessary for final approval. Ensures that a draft and final copy of the minutes are sent to the MSI webmaster for posting on the MSI web site. Maintains the minutes of all board meetings electronically and via hard copy for future review and archiving. Sends out reminders to all board members of any upcoming meetings/events when necessary.</p> <p><b>Fine Letters:</b> Works in conjunction with Registration and Technical planning and sends out fine letters as appropriate. Maintains documentation of such and ensures MSI rules are followed in the process of collecting such fine(s). Sends out any and all correspondence necessary per MSI Rules and Regulations. Maintains accurate records and copies of all correspondence.</p> <p><b>HOD Meetings:</b> Attends all HOD meetings and assists in the Registration of all members and issuance of voting credentials. Ensures each team is represented appropriately. Takes minutes of this meeting and ensures these are posted to the MSI website in a timely manner.</p>

Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Treasurer
<b><i>Position Specifications</i></b>	Elected by House of Delegates 2 – year term Unlimited terms
<b><i>Reports To</i></b>	General Chair
<b><i>Reporting committees/ functions</i></b>	Audit, budget, finance, marketing/sponsorship, swim-a-thon, tax
<b><i>Committee Memberships</i></b>	Executive Committee Financial Committee - chair Audit Committee Budget Committee – chair Personnel Committee
<b><i>Division</i></b>	Financial
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	<p>The Treasurer shall be the principal receiving and disbursing officer of MSI. Except as otherwise directed by the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of MSI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chairman, coordinator, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 8.3. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, or committee or coordinator, provided that the division, officer or committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, or committee chairman or coordinator and either within the approved budget of such division, officer, or committee or coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Finance Committee but may not be its chairman. The Treasurer shall issue a quarterly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the preceding quarter and for the fiscal year to date, together with such other items the General Chairman or the Board of Directors may direct. The Treasurer shall:</p> <p>A. Have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of MSI;</p> <p>B. Cause the moneys, securities and other financial instruments of MSI to be deposited in the name and to the credit of</p>

MSI in such institutions as shall be designated in accordance with Section 6.11 or to be otherwise invested as the Board of Directors may direct;

C. Cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;

D. Cause the funds of MSI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of MSI, and obtain and preserve proper vouchers for all moneys disbursed;

E. Cause to be kept correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, or the Treasurer shall determine. The Treasurer's custody of the books and record shall be as a fiduciary for MSI and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer;

F. Upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the annual audited financial statement to be exhibited to any member of MSI or USS;

G. Cause MSI to be in compliance with the requirements of Section 8.4;

H. Have the power to require from the officers, committee chairmen, coordinators, staff or agents of MSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of MSI;

I. Cause the annual audit of accounts of MSI to be performed and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USS national headquarters in accordance with Sections 8.2 and 8.3;

J. Have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or

	<p>parts thereof; and</p> <p>K. In general, perform all the other duties incidental to the corporate treasury function.</p>
<p><i>Primary Functions</i></p>	<p><b>Invoices:</b> Ensure that invoices are paid timely, that receipts are deposited within a timely timeframe.</p> <p><b>Bank Statements:</b> Reconcile bank statements monthly and correct any discrepancies.</p> <p><b>Investments:</b> Manage MSI investments to achieve a reasonable rate of return without undue risk.</p> <p><b>Financial Records:</b> Keep a set of books that accurately presents the status of MSI financial position and actual expenditures to budget.</p> <p><b>Reports:</b> Present current financial information to the Board of Directors at its meetings.</p> <p><b>Budget:</b> Prepare a budget for the upcoming fiscal year in May for the June House of Delegates meeting.</p> <p><b>Tax Returns:</b> Ensure that tax return and any other tax or financial required filings are submitted timely.</p> <p><b>National:</b> Send USA Swimming the required financial and tax information as they require.</p>

Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Technical Planning/Sanctions Chairman
<b><i>Position Specifications</i></b>	Elected by House of Delegates 2 – year term Unlimited terms
<b><i>Reports To</i></b>	General Chair
<b><i>Reporting committees/functions</i></b>	Meet Sponsorship, meet sanctions, meet management
<b><i>Committee Memberships</i></b>	Executive Committee Program Development Committee
<b><i>Division</i></b>	Technical Planning
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	The Technical Planning/Sanctions Chairman shall develop and coordinate the conduct of all swimming programs for all levels of swimming in MSI including the awarding of meet sponsorships to Club Members. The Technical Planning/Sanctions Chairman is also responsible for the development of long-range plans for swimming programs.
<b><i>Primary Functions</i></b>	<p><b>Meet Procedures:</b> Develop, update and maintain LSC Meet Procedures.</p> <p><b>Sanctions:</b> Review meet notices and determine which meets will be sanctioned by MD Swimming. This includes but is not limited to meets on the MD swimming schedule, duel/dual meets, and invitationals. Ensure that meets are following the guidelines set forth in the approved meet schedule.</p> <p><b>Approvals:</b> Review meet notices and determine which meets will be approved by MD Swimming. This includes but is not limited to High School and College duel/dual and championship meets.</p> <p><b>Meet Schedule:</b> Develop the meet schedule and present it to the coaches for approval. Hold a coaches’ schedule meeting to discuss the following year’s schedule. Present the schedule to the House of Delegates for approval.</p>

Maryland Swimming, Inc.  
Position Description

<i><b>Position Title</b></i>	Membership/Registration Coordinator
<i><b>Position Specifications</b></i>	Elected by House of Delegates 2 – year term Unlimited terms
<i><b>Reports To</b></i>	Administrative Vice-chairman
<i><b>Reporting committees/ functions</b></i>	NA
<i><b>Committee Memberships</b></i>	Club Development Committee
<i><b>Division</b></i>	Administrative
<i><b>Position Requirements</b></i>	Member of USA Swimming
<i><b>Authority – Bylaws</b></i>	The Membership/Registration Coordinator is authorized and obligated to conduct the registration of Group and Individual Members and supervise the transmission of registration information to USS and assist in the preparation of the reports required by Section 8.6 of the Bylaws together with such additional reports as may be requested by USS, the Board of Directors, the Administrative Vice-chairman or the Treasurer. Chairman.
<i><b>Primary Functions</b></i>	<p><b>Applications:</b> Process registration and renewal applications for all clubs, athletes and non athletes. Accept payment for all registrations. Print registration cards and distribute. Process all athlete transfers.</p> <p><b>Coach certifications:</b> Verify that all coaches' certifications are current at time of registration or renewal.</p> <p><b>Pre-Meet Recons:</b> Run pre-meet membership verification recon before every sanctioned meet and help resolve any registration or membership issues.</p> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>* Laminate coaches and Officials cards to protect them at meets where they must be displayed.</li> <li>* Print officials position or level on their membership card.</li> <li>* Send email to coaches with expiring certifications 2 months in advance to help keep all certifications current.</li> <li>* Provide a current list of registered coaches to all meet referees before all sanctioned MSI meets to verify that all coaches on deck are current coach members of USA Swimming.</li> </ul>

	<ul style="list-style-type: none"><li>* Run clinics (as needed) and maintain training manual on registration procedures for club registrars.</li><li>* Copy club registrars on registration reports given at Board Meetings.</li><li>* Prepare sign in forms and providing voting cards for qualified USA registered delegates for annual HOD meetings</li><li>*Send a welcome letter and MD Swimming Cap to all first time registering swimmers each month</li><li>*Mail "become a year round swimmer" post cards to all summer swimmers who register seasonally with MSI</li><li>*Verify birth date and legal names of all newly registered swimmers through copies of birth records</li></ul>
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Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Athlete Representatives
<b><i>Position Specifications</i></b>	Elected by Athletes 2 – year term Limited to 4 consecutive years
<b><i>Reports To</i></b>	Senior Vice-chairman
<b><i>Reporting committees/ functions</i></b>	Athletes Committee
<b><i>Committee Memberships</i></b>	Executive Committee Athletes Committee – Chair Program Development Committee
<b><i>Division</i></b>	Senior
<b><i>Position Requirements</i></b>	Athlete Member of USA Swimming At least 16 years of age or at least a sophomore in high school Currently competing or have competed during 3 preceding years Reside in territory for first half of term
<b><i>Authority – Bylaws</i></b>	The Athlete Representatives shall serve as the liaison between the athletes who are members of MSI and the Board of Directors and House of Delegates.
<b><i>Primary Functions</i></b>	<b>Club Athlete Representatives:</b> Through communications with the Club Athlete Representatives, make the athletes aware MSI issues, gather opinions on these issues, and bring to the attention of the Board any major issues that the athletes may have.  <b>Elections:</b> Oversee election of athlete representatives for upcoming year(s).

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Position Description

<b><i>Position Title</i></b>	Coach Representatives
<b><i>Position Specifications</i></b>	Elected by Coaches Members 2 – year term Limited to 4 consecutive years
<b><i>Reports To</i></b>	NA
<b><i>Reporting committees/ functions</i></b>	NA
<b><i>Committee Memberships</i></b>	Executive Committee Audit Committee Program Development Committee
<b><i>Division</i></b>	
<b><i>Position Requirements</i></b>	Coach Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	The Coach Representatives shall serve as a liaison between the coaches who are members of MSI and the Board of Directors and House of Delegates.
<b><i>Primary Functions</i></b>	<p><b>Annual Coaches Meeting:</b> Senior Rep - Organize, schedule and run annual Coaches meeting in March.</p> <p><b>Coach Awards:</b> Oversee collection of nominations and voting for annual Coach of Year awards                    Jr Rep- Age Group and Unsung Awards                    Senior Rep- Coach of Year Award</p> <p><b>Liaison:</b> Solicits feedback or concerns from coach members during the year and reports comments to the Board. Responsible for representing coaches’ views, issues and concerns for the LSC.</p> <p><b>Communications:</b> Oversees distribution of relevant LSC information to the LSC coach members including meet schedule revisions, Board inquiries, registration procedures, etc.</p>

Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Officials Chairman
<b><i>Position Specifications</i></b>	Appointed by General Chair with Board Approval 2 – year term Unlimited terms
<b><i>Reports To</i></b>	Administrative Vice-chairman
<b><i>Reporting committees/ functions</i></b>	Officials Committee
<b><i>Committee Memberships</i></b>	Officials Committee
<b><i>Division</i></b>	Administrative
<b><i>Position Requirements</i></b>	Official Member of USA Swimming Current LSC Referee certification Minimum 2 years as MSI Referee
<b><i>Authority – Bylaws</i></b>	
<b><i>Primary Functions</i></b>	<p><b>Certification testing and evaluation:</b> Manage the program to ensure apprentice candidates for all levels of officials receive the appropriate training, evaluation and certification testing via on-line or manual methods.</p> <p><b>Recruitment:</b> Provide information or ideas to clubs to enhance official candidate recruitment efforts.</p> <p><b>Educational Clinics:</b> Schedule and/or host officials training clinics periodically throughout the swim season to provide the opportunity for all officials to enter the apprenticeship program, recertify annually or plan for advancement opportunities. Provide all the necessary training materials to support the conduct of the clinics.</p> <p><b>Liase with National Office(s):</b> Request rule clarifications and distribute rule interpretations as provided by the Rules and Regulations Committee. Determine invitees and arrange for LSC level officials to attend the annual officials clinics sponsored by USA Swimming.</p> <p><b>Policies &amp; LSC Rules:</b> Create policy or recommend MSI rules changes as they pertain to officials or meet conduct.</p> <p><b>Meet Observations:</b> Perform meet observations upon request to ensure timing adjudication and stroke rules conform to the USA Swimming Rules and regulations.</p> <p><b>Officials Evaluations:</b> Make recommendations to national office</p>

	<p>for officials who request to work national championship level meets. Coordinate local officials evaluations for starter and referee positions to determine when apprentice is ready for the written examinations.</p> <p><b>Meet Referee:</b> Perform the duties of the Meet Referee at the Maryland Swimming Championship Meet (MSCM) and coordinate officials for LSC-sponsored championship meets.</p> <p><b>Club Development Grant Program:</b> Participate as review member of the Club Development Grant Program.</p>
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Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Safety Committee
<b><i>Position Specifications</i></b>	Appointed by General Chair with Board Approval 2 – year term Unlimited terms
<b><i>Reports To</i></b>	Senior Vice-chairman
<b><i>Reporting committees/ functions</i></b>	Safety Committee
<b><i>Committee Memberships</i></b>	Safety Committee
<b><i>Division</i></b>	Senior
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	The Safety Committee shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USS safety education information to all Group Members, athletes, coaches and officials of MSI. The Safety Committee shall develop safety education programs and policy for MSI and make recommendations regarding those programs and policies and their implementation to the application division Vice-chairman and the Board of Directors. When approved by the Board of Directors, the Safety committee shall be responsible for the coordination of their implementation by the Club Members. The Safety Committee Chairman with the assistance of the Committee members shall prepare and transmit the reports required pursuant to Section 8.7 of the Bylaws.
<b><i>Primary Functions</i></b>	<p><b>Safety Guidelines:</b> Develop, update and maintain LSC Safety Guidelines and Warm-up Procedures.</p> <p><b>Safety Committee:</b> Develop safety education programs for the LSC and make recommendations to the LSC Board.</p> <p><b>Reports:</b> Responsible for providing reports of injuries with the LSC at each LSC Board and H.O.D. meeting</p> <p><b>Education:</b> Responsible for arranging and/or conducting water safety training opportunities as needed in the LSC.</p> <p><b>Liaison:</b> Contact person with USA Swimming Safety Committee responsible for obtaining answers to all safety related questions or concerns within the LSC.</p>

Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Records/Top 16 Coordinator
<b><i>Position Specifications</i></b>	Appointed by General Chair with Board Approval 2 – year term Unlimited terms
<b><i>Reports To</i></b>	Administrative Vice-chairman
<b><i>Committee Memberships</i></b>	
<b><i>Division</i></b>	Administrative
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	NA
<b><i>Primary Functions</i></b>	<p><b>Records:</b> Maintain Maryland Area and Resident short and long course records, providing updated record files to the MSI webmaster as appropriate. Prepare record certificates and distribute these certificates and record holder pins in a timely manner. Maintain an adequate supply of certificates and pins, ordering as needed. Prepare and submit NAG record applications to the National Age Group Records Chairman of USA Swimming.</p> <p><b>Top 16 Coordinator:</b> Maintain Maryland Swimming Times database and provide a Maryland Top 5 report to the MSI webmaster monthly. Upload results from all MSI hosted meets to the SWIMS database, resolving any errors that occur upon upload. Interface with Top 16 Coordinators from other LSC's on an as needed basis to resolve issues involving the SWIMS database. Review the USA Swimming Top 16 list on a monthly basis, resolving errors as needed. Distribute annual Top 16 certificates and pins in a timely manner. Run pre-meet times reconciliation reports on an as requested basis for championship level MSI hosted meets. Act as back-up to the Registration chairperson for the running and reconciliation of pre-meet registration reports on an as needed basis.</p>

Maryland Swimming, Inc.  
Position Description

<b>Position Title</b>	Outreach Coordinator
<b>Position Specifications</b>	Appointed by General Chair with Board Approval 2 – year term Unlimited terms
<b>Reports To</b>	TBD
<b>Reporting committees/ functions</b>	Outreach Committee
<b>Committee Memberships</b>	
<b>Division</b>	TBD
<b>Position Requirements</b>	Member of USA Swimming
<b>Authority – Bylaws</b>	
<b>Primary Functions</b>	<p><b>Recruiting:</b> Develop and implement minority recruiting policies for MSI and clubs to follow to foster an atmosphere conducive to attracting kids from disadvantaged social/ economic conditions into the sport.</p> <p><b>Special Events:</b> Research and develop opportunities for MSI minorities to compete as an LSC team.</p> <ul style="list-style-type: none"> <li>* Partner with various swim clubs to promote swim meets like the Unity Meet that market to out-of state minority swim programs to participate in the Maryland swimming meet schedule.</li> <li>* Support Maryland swimmers by funding a team to attend the Black Heritage Swim meet in North Carolina.</li> <li>* Work with the Navy swim program to help establish a summer swimming program for Outreach swimmers in inner city Annapolis.</li> <li>* Explore hosting a regional or Maryland only diversity select camp at St. Mary’s College.</li> <li>* To explore establishing a fundraising committee that would serve to offer scholarships for swimmers in the LSC that need some financial assistance for college.</li> </ul> <p><b>Liaison:</b> Serve as a voice for MSI’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 low socio-economic backgrounds.</p>

Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Equipment Chairman
<b><i>Position Specifications</i></b>	Appointed by General Chair with Board Approval 2 – year term Unlimited terms
<b><i>Reports To</i></b>	Administrative Vice-chairman
<b><i>Reporting committees/ functions</i></b>	Equipment Committee
<b><i>Committee Memberships</i></b>	
<b><i>Division</i></b>	Administrative
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	NA
<b><i>Primary Functions</i></b>	<p>The Equipment Coordinator is responsible for maintaining and distributing the timing equipment to Maryland Swimming Club affiliates and on occasion non-affiliated teams.</p> <p><b>Purchases:</b> Purchase new equipment and replacement parts.</p> <p><b>Maintenance:</b> Maintain the equipment in good working condition; repair or send out for repair defective equipment.</p> <p><b>Rental:</b> Distribute, on request, equipment to LSC team officials for sanctioned Maryland Swimming events; and inspect returns for proper working condition and/or missing equipment.</p> <p><b>Administrative:</b> Provide monthly equipment usage and charged rental fees; follow budget and send invoices to Treasurer; retire out-dated equipment; and provide a quarterly inventory list to board.</p>

Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Swim-a-thon Coordinator
<b><i>Position Specifications</i></b>	Appointed by General Chair with Board Approval 2 – year term Unlimited terms
<b><i>Reports To</i></b>	Treasurer
<b><i>Committee Memberships</i></b>	
<b><i>Division</i></b>	Financial
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	NA
<b><i>Primary Functions</i></b>	Promote and help co-ordinate USA Swimming's Swim-a-thon program within MSI.  <b>Swim-a-thon:</b> Distribute and collect paperwork as required by national.

Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	National Times Coordinator
<b><i>Position Specifications</i></b>	Appointed by General Chair with Board Approval 2 – year term Unlimited terms
<b><i>Reports To</i></b>	Administrative Vice-chairman
<b><i>Committee Memberships</i></b>	
<b><i>Division</i></b>	Administrative
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	NA
<b><i>Primary Functions</i></b>	<b>SWIMS database:</b> Load times into the SWIMS database from MSI hosted meets that are sanctioned for observation.  <b>Manual Entries:</b> Upon request from a coach, manually load into the SWIMS database, as individual times, legal splits from longer races.

Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Club Development Chairman
<b><i>Position Specifications</i></b>	Appointed by General Chair with Board Approval 2 – year term Unlimited terms
<b><i>Reports To</i></b>	Administrative Vice-chairman
<b><i>Reporting committees/ functions</i></b>	NA
<b><i>Committee Memberships</i></b>	Club Development Committee
<b><i>Division</i></b>	Administrative
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	NA
<b><i>Primary Functions</i></b>	<p>Develop programs, initiatives, incentives to promote the growth of Maryland Swim Clubs. Identify and refer resources available to help Maryland Swim Clubs meet the needs of their swimmers, coaches and parents. Assist potential new clubs in becoming registered Maryland Swim Clubs. Educate new and existing Maryland Swim Clubs in resources available to build their clubs.</p> <p><b>Club Grant Program:</b> Administer Club Grant Program established in 2005.</p>

Maryland Swimming, Inc.  
Position Description

<b>Position Title</b>	Open Water Chairman
<b>Position Specifications</b>	Appointed by General Chair with Board Approval 2 – year term Unlimited terms
<b>Reports To</b>	Age-Group Vice-chairman
<b>Reporting committees/ functions</b>	Open Water Committee
<b>Committee Memberships</b>	
<b>Division</b>	Age-Group
<b>Position Requirements</b>	Member of USA Swimming
<b>Authority – Bylaws</b>	NA
<b>Primary Functions</b>	<p style="text-align: center;"><b>Open Water - Distance</b></p> <p>To promote open water and distance swimming within MSI.</p> <p><b>Events:</b> Work with MSI clubs to have open water meets conducted within MSI, promoting the attendance of MSI swimmers to these meets and out-of-MSI open water meets as appropriate. Monitor USA and Eastern Zone websites for updated information on open water events and inform LSC of upcoming events.</p> <p><b>Postage Distance Meet:</b> Track meet info and results.</p> <p><b>Rules:</b> Stay abreast of USA rule changes for domestic and international competitions. Knowledge of FINA rules are helpful.</p> <p><b>National:</b> Liaison with USA Swimming’s Open Water Committee.</p> <p><b>Open Water Swimmer of the Year:</b> Receive nominations for the Open Water Swimmer of the year and select a recipient of the award from the nominations received.</p> <p style="text-align: center;"><b>Camps</b></p> <p>To promote attendance at camps within the LSC, Region, zone and outreach camp at the USA OLYMPIC training center.</p> <p><b>Events:</b> Work with MSI clubs to host camps to build, promote and achieve in line with the USA Swimming culture. Monitor USA and Eastern Zone websites for updated information on camps and inform LSC of upcoming events.</p>



Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Adapted Swimming Chairman
<b><i>Position Specifications</i></b>	Appointed by General Chair with Board Approval 2 – year term Unlimited terms
<b><i>Reports To</i></b>	Age-Group Vice-chairman
<b><i>Reporting committees/ functions</i></b>	Adapted Swimming Committee
<b><i>Committee Memberships</i></b>	
<b><i>Division</i></b>	Age-Group
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	NA
<b><i>Primary Functions</i></b>	<p>To identify, promote and encourage swimmers with a disability (SWAD) to participate in USA Swimming.</p> <p><b>Reports:</b> Reports on the numbers as available from the Registration Chair and accomplishments of these athletes.</p> <p><b>Events:</b> Seeks venues for SWADS to hold a competition for MSI Swimmers, as well as, regionally and nationally.</p>

Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	At-Large Board Members
<b><i>Position Specifications</i></b>	Elected by House of Delegates 2 – year term Unlimited terms
<b><i>Reports To</i></b>	General Chair or Committee Chairs as assigned
<b><i>Committee Memberships</i></b>	As assigned
<b><i>Division</i></b>	None
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	<p>The Board of Directors shall have seven (7) At-Large Board Members. Three (3) At-Large Members will be Board Members as described in Section 5.4.1 while the remaining four (4) will be Non-Voting Board Members as described in Section 5.4.2 The House of Delegates will make this distinction at the time of election.</p> <p>In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board Members shall have such powers and duties as may be delegated to them by the General Chairman, the Board of Directors or the House of Delegates.</p>
<b><i>Primary Functions</i></b>	To offer opinions on issues that are brought up to the Board of Directors, to aid in the conduct of MSI business as needed through helping with committee and/or working a projects. To use position as a stepping stone to head up a committee in the futures.

Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Board of Review Chairman
<b><i>Position Specifications</i></b>	Elected by House of Delegates 2 – year term Unlimited terms
<b><i>Reports To</i></b>	NA
<b><i>Reporting committees/ functions</i></b>	NA
<b><i>Committee Memberships</i></b>	None
<b><i>Division</i></b>	NA
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	
<b><i>Primary Functions</i></b>	Conduct meetings of the Board of Review within the standards set forth by MSI and USA Swimming to achieve a fair and proper resolution to matters brought to the Board of Review.

Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Awards Coordinator
<b><i>Position Specifications</i></b>	Appointed by General Chair with Board Approval 2 – year term Unlimited terms
<b><i>Reports To</i></b>	Senior Vice-chairman
<b><i>Committee Memberships</i></b>	
<b><i>Division</i></b>	Senior
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	NA
<b><i>Primary Functions</i></b>	<p><b>Annual Awards:</b> To coordinate with the appropriate committees the annual awards presented to swimmers and coaches. To administer awards or promotion programs as determined by the Board of Directors, i.e. the 8&amp;Under promotion, the AAAA recognition program, etc.</p> <p>To development other meaningful awards programs which would help promote swimming within MSI, retain swimmers, and/or recognize the achievements of swimmers.</p>

Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	MD Team Manager – Non-Coach
<b><i>Position Specifications</i></b>	Appointed by General Chair with Board Approval 2 – year term Unlimited terms
<b><i>Reports To</i></b>	Age Group Vice-Chairman
<b><i>Committee Memberships</i></b>	
<b><i>Division</i></b>	Age Group
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	NA
<b><i>Primary Functions</i></b>	<p><b>Zone Team:</b> Works with MD Team Manager – Coach</p> <ul style="list-style-type: none"> <li>• to select and arrange MD team lodging</li> <li>• to select, order, and distribute MD team clothing</li> <li>• set up a MD team function in conjunction with the zone meet</li> <li>• attend coaches and managers meeting at the zone meet</li> <li>• assist coaches and swimmers at the zone swim meet</li> <li>• manage parent volunteers for the zone swim meet</li> </ul> <p><b>MD Championship Meet:</b> Works with Technical Planning Chair</p> <ul style="list-style-type: none"> <li>• to select, order, and distribute MD Championship meet clothing</li> <li>• solicit and present bids for MD Championship vendor</li> <li>• assist the MD Championship vendor at the meet as needed</li> </ul> <p>assist Technical Planning Chair as needed at the Championship meet</p>

Maryland Swimming, Inc.  
Position Description

<b><i>Position Title</i></b>	Hall of Fame Coordinator
<b><i>Position Specifications</i></b>	Appointed by General Chair with Board Approval 2 – year term Unlimited terms
<b><i>Reports To</i></b>	Administrative Vice-chairman
<b><i>Committee Memberships</i></b>	
<b><i>Division</i></b>	Administrative
<b><i>Position Requirements</i></b>	Member of USA Swimming
<b><i>Authority – Bylaws</i></b>	NA
<b><i>Primary Functions</i></b>	<b>Nominations:</b> To gather nominations for MSI's Hall of Fame, to select Hall of Fame inductees from such nominations.  <b>Ceremonies:</b> To plan and run the Hall of Fame ceremonies.