



NJ House of Delegates – Administrative Vice Chair Report

5/20/2024

Administrative Division

Policies & Procedures

Since June of 2023, this board has been working on getting our Policies and Procedures updated. The new update is designed for easier review and updating in the future. It is recommended that everyone take some time to familiarize themselves with these policies.

Anyone who has any suggestions or recommendations for future policy or updates can forward them to the Governance Committee by emailing Bud Rimbault at budr1973@gmail.com and the NJ Swimming Board of Directors at njswimboard@gmail.com.

The current NJS P&P documents can be found here:

<https://www.gomotionapp.com/team/eznjslsc/page/governance/njs-policies--procedures>

Unregistered Athletes, expired Athlete Protection for Athletes at Sanctioned Meets

Any unregistered athletes or athletes who are not in compliance with their athlete protection are not permitted to participate in a sanctioned meet. All NJ teams are receiving a pre-meet recon report with any issues that are encountered ahead of the meet. There are fines involved if an unregistered swimmer is permitted to swim. While the current Board of Directors lowered the fine from what it was, it is now possible for the host team to be fined as well if these swimmers are permitted to swim in a USA Sanctioned meet.

Please be sure to familiarize yourself with the current policy here:

<https://www.gomotionapp.com/eznjslsc/UserFiles/Image/QuickUpload/104---fines-and-penalties---04-approved-2023-06-23- 030086.pdf>

Zone Team Policy

I would like to make a motion to accept the drafted policy and procedure 406 regarding the NJSI Zone Team. The updated policy makes clear the selection process of the Zone Team Head Coach, other coaches and outlines everyone's responsibilities. (Draft attached).



Policies and Procedures

Subject: NJSI Zone Team, Camps, and other NJSI events	Document Number: 406	Effective Date: DRAFT
	Version Number: 001	Last Revision: DRAFT

1. SWIMMERS: The Zone Team shall consist of properly qualified members of NJSI as set forth in the Eastern Zone meet entry information.
2. HEAD COACH: Applications for the Zone team head coach position will be available on the NJSI website and must be submitted to the NJSI office by the date indicated in the application.
 - a. Candidates for the head coach position are expected to have prior experience as a Zone team coach.
3. SELECTION OF COACHES: The Administrative Director of Operations (who is also the Team Manager) and the Age Group Vice-Chair with the consent of the Board of Directors shall annually name the Head Zone Coach as well as select the coaching staff.
 - a. The Age Group Vice-Chair may serve as the Head Coach.
 - b. Authority is delegated in the following order:
 - i. The Board of Directors or the subset of officers that includes the General Chair and Admin Vice-Chair.
 - ii. The Age Group Vice Chair
 - iii. The Zone Team Manager
 - iv. The Zone Team Head Coach
 - v. Coaches, Staff, Chaperones, and other personnel of the team.
4. HEAD COACH: The responsibilities are –
 - a. Serve as head coach for the entire meet.
 - b. Actively encourage other coaches to apply for the Zone team coaching staff.
 - c. Participate with the Age Group Chair and the Coach Representative to select the assistant coaches for the team.
 - d. Assign each Coach the responsibility for one age group.
 - e. Notify the assistant coaches of their duties and expectations before and during the meet.
 - f. Conduct team meetings as needed.
 - g. Organize the distribution of certifications and pins after the meet.
 - h. Submit a summation report to the Zone team manager at the conclusion of the meet.
5. ASSISTANT COACHES: Applications for Zone assistant coach positions will be available on the NJSI website and must be submitted to the NJSI office by the deadline indicated on the application.
 - a. The assistant coaching staff should be a mix of veteran Zone coaches and those for whom this will be their first Zone experience.
 - b. Be responsible for their assigned age group through completion of the meet.

- c. Be present throughout the entire meet.
6. TEAM STAFF RESPONSABILITIES: All team staff (coaches, chaperones, team managers and trainers) shall be non-athlete members of USA Swimming and be compliant with all requirements of membership (background check, athlete protection training, etc).
 7. The Team Manager, in collaboration with the Head Coach and staff, shall be responsible for administering the affairs of the Zone Team, including but not limited to arranging uniforms, transportation, lodging, meals and team entry.
 - a. The Team Manager or designee shall be the only person permitted to submit entries for the NJSI team.
 - b. The preferences of the swimmers shall be given highest priority when selecting and entering individual events.
 - c. All contracts for the Zone Team must be in the name of NJSI.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
001	5/1/2024	Restructure of P&P / Whole Document	M. Donnelly	BOD	