



2024 BOARD OF DIRECTORS

CALL FOR NOMINATIONS



In September 2024, USA Swimming will elect two Board members to its Board of Directors (the “Board”). The USA Swimming House of Delegates will elect one Independent member and the USA Swimming 10-Year Athletes will elect one 10-Year Athlete member; the requirements for each type of seat are defined below. The Nominating Committee will select and place on the ballot a minimum of two, but not more than three, nominees for each open seat.

Applicants may self-nominate or be nominated by a third party with written consent of the applicant. No nominee may be ultimately placed on the ballot if they have not gone through this application process, as well as the below screening and interview process.

APPLICATION FORM

Interested applicants should thoroughly review the information below, and the [application form](#), to verify their understanding of the nominating criteria and to ensure their willingness to fulfill the duties and responsibilities of Board membership.

Those interested in serving on the Board must **submit a completed application no later than Wednesday, May 15, 2024 at 11:59 PM MT**. Late applications will not be considered by the Nominating Committee.

ORGANIZATION MISSION & OVERVIEW

USA Swimming is the National Governing Body (“NGB”) for the sport of swimming in United States, as well as a 501(c)(3) nonprofit organization. USA Swimming is headquartered in Colorado Springs, Colorado.

Widely regarded as one of most successful NGBs in the sports world, USA Swimming is governed by a 15-member Board of Directors, which oversees more than 380,000 members, including coaches, volunteers, and over 330,000 athletes from age-group level to the Olympic Team. These individuals and 2,700 member clubs participate through a network of 59 Local Swimming Committees in four geographic Zones across the U.S.

USA Swimming administers competitive swimming in accordance with the Ted Stevens Olympic & Amateur Sports Act, providing programs and services for our members, supporters, affiliates, and the interested public. As an organization, it values these members of the swimming community, and the staff and volunteers who serve them. USA Swimming is committed to excellence and the improvement of its sport, as well as providing a safe and positive environment for all members.

BOARD COMPOSITION

The Board has 15 voting members, including:

- The Immediate Past Board Chair.
- The National Team Steering Committee Chair.
- Five 10-Year Athlete representatives, including the Team USA Athletes’ Commission Representative and Alternate.
- Seven At-Large members elected by the House of Delegates, including:
 - o A minimum of three coaches.
 - o A minimum of two Independent directors.
- One individual directly representing the interests of all organizations that are members of USA Swimming pursuant to [Bylaw 2.3](#) and which conduct a national program or regular national athletic competition on a level of proficiency appropriate for the selection of swimmers to represent the U.S. in international swimming competition (“Allied Member Director”). If there is no Allied Member Director, the House of Delegates will elect an additional At-Large member. The nomination and election process for an Allied Member Director is outlined in the Board Governing Policies Manual.
- The President & CEO and Secretary & General Counsel serve as ex-officio, non-voting members.

2024 Election Requirements: The House of Delegates must elect an Independent member and the 10-Year Athletes must elect a 10-Year Athlete member. Note: these definitions are very specific, as defined by the USOPC. Before completing the application, if you have any questions about whether you meet either of these definitions, please contact the Secretary and General Counsel at msteinfeld@usaswimming.org.

Per USA Swimming Bylaw 4.6.4, Independent Board members should have an obvious connection to swimming as a swimmer, parent of a swimmer, coach, official, etc. However, a Board member is not considered “Independent” if in the two years preceding their election or appointment, or at any time during their service on the Board, they:

- A. Had been a member of any constituent group with representation on the Board.
- B. Were employed by or held a governance position (whether paid or volunteer position) with USA Swimming, World Aquatics, the international regional sport entity, or any sport family entity connected to USA Swimming, e.g. United States Aquatic Sports, Union Americana de Natacion/PanAm Aquatics, an LSC, etc. Independent Board members are excepted from the requirement prohibiting them from holding any governance office if the only governance position they hold is their Board position or related to their Board position.
- C. Had an immediate family member employed by or holding any governance position (whether paid or volunteer position) with USA Swimming, World Aquatics, the international regional sport entity, or any sport family entity connected to USA Swimming, e.g. United States Aquatics Sports, Union Americana de Natacion/Amateur Swimming Union of the Americas, an LSC, etc.
- D. Had been affiliated with or employed by USA Swimming’s outside auditor or outside counsel.
- E. Had an immediate family member affiliated with or employed by USA Swimming’s outside auditor or outside counsel.
- F. Had been a member of USA Swimming’s Athletes’ Advisory Council (AAC).
- G. Had received any compensation from USA Swimming, directly or indirectly. Independent Board members are excepted from the requirement prohibiting them from accepting any payment from USA Swimming, provided that all payments received are reimbursements for approved expenses reasonably incurred as part of their Board duties.
- H. Had been an executive officer, controlling shareholder, or partner of a corporation or partnership or other business entity that does business with USA Swimming.
- I. Had been the parent or close family member or coach of an athlete that has competed in Protected Competition, as defined by the USOPC Bylaws in effect at the time.
- J. Had been a member of USA Swimming in a membership category that participates in Protected Competition, as defined by the USOPC Bylaws in effect at the time.

The 10-Year Athlete member must meet the definition of a USA Swimming 10-Year Athlete: an athlete who has represented the United States in the Olympics, Pan American Games, long course World Championships, Pan Pacific Games, or World University Games in the past ten years.

ROLE OF THE BOARD

The Board is responsible for setting standards for the organization and ensuring effective organizational performance. The Board maintains its performance standards, values, and expectations in the Board Governing Policies Manual. The Board’s primary focus is the achievement of intended long-term outcomes for and on behalf of the membership, the USOPC, and the American public, not on the administrative/operational means of attaining those outcomes. As such, the Board’s activities are strategic in nature, and the Board delegates the authority and ability to operate day-to-day activities to the President & CEO.

USA Swimming’s current Bylaws may be viewed [here](#). The Board Governing Policies Manual may be viewed [here](#). Applicants should particularly review Policy 2.5 (Board Members’ Code of Conduct) and Policy 2.6 (Board Members’ Individual Responsibilities). These Policies specifically state that Board members must advocate and vote for what is in the best interests of USA Swimming, its members, and the sport, and not for any specific stakeholder groups. Additionally, Board members are not to exercise individual authority over the President & CEO or any member of the USA Swimming staff, unless explicitly Board-authorized for a specific purpose.

BOARD MEETINGS/TIME COMMITMENT

Board Meetings: The Board has four, full-day, regularly scheduled meetings per year, as well as a 2-hour legislative review session in July and ad hoc calls (usually on a monthly basis, lasting 1-2 hours). Board members also participate in strategic working groups. Board members are also expected to serve on at least one Board committee, for which time commitments can vary throughout the year. Future Board meetings will generally follow the below schedule:

- September: Colorado Springs.
- December: Virtual
- February: Virtual
- Late-April/early-May: In-person, location to be determined.

2024 BOARD CHARGE TO THE NOMINATING COMMITTEE

The Board has considered its needs for certain competencies and identified and provided a charge to the Nominating Committee (the “Board Charge”) that specifies experience, skills, and attributes that constitute “ideal candidates” to complement and augment the composition of the incumbent Board in the upcoming nominations/election cycle. Additionally, the Board underwent an analysis of its current composition to identify gaps in skills and experiences.

The Board is looking for a candidate that has the time and expertise to dedicate to USA Swimming. The Board seeks an individual with current or prior experience within a high performing organization, who has the ability to get up to speed quickly and help assess how our organization is performing and how we best position ourselves as a premiere National Governing Body for our stakeholders. More specifically, and in addition to the qualifications and criteria set forth in the General Nominating Committee charge, the Board has identified the following additional criteria, not in order of importance, specific to the 2024 Board Charge:

- Senior management or executive experience, which may (but not required to) include:
 - a. globally recognized sports leagues,
 - b. governing bodies; and/or
 - c. athletic departments.
- Non Profit leadership & governance.
- Financial oversight of operations and strategic planning.
- Lobbying, government relations, and/or government affairs (particularly related to the NCAA, the Olympic Movement and/or name, image, and likeness and revenue-sharing).

For clarification, the above list is not in order of importance.

There is no expectation that a candidate must meet any or all of the above specific criteria.

Per [Board Governing Policy 2.9](#), criteria to be considered also includes:

- Past demonstration of commitment to USA Swimming, or a “demonstrable connection to the sport.”
- Governance experience, e.g., knowledge and skills in policy-making, legal, and fiduciary responsibilities.
- High-level (board or management) experience in setting standards for and/or overseeing a multi-million dollar corporation.
- Financial literacy.
- Demonstrated ability to participate productively in group processes.
- Professional relationships/associations that may be beneficial to USA Swimming.
- Commitment to support and adhere to the Board’s governing documents (Bylaws, the Board Governing Policies Manual, etc.).
- Ensuring diversity within the Board’s composition (gender, ethnic, age, geography, etc.).
- For incumbent or past Board members seeking re-nomination, fulfillment of individual Board members’ responsibilities.
- Expertise to drive the mission of USA Swimming.

LETTER OF COMMITMENT & CAMPAIGNING

Per the USA Swimming Bylaws, the application form includes a Letter of Commitment. The Letter of Commitment states that no nominee shall be eligible for election unless they have signed a written commitment to adhere to USA Swimming’s Articles of Incorporation, Bylaws, future Board resolutions, the Board Governing Policies Manual, and the Rules and Regulations, including the Code of Conduct, then in effect. The signed letter must be dated and received by July 31, 2024; no nominee will be placed on the ballot without signing the Letter of Commitment.

All nominees must adhere to the campaigning rules outlined in [Bylaw 6.3.3\(D\)H](#). All campaigning not expressly permitted in that Bylaw is strictly prohibited. Violations of the campaigning rules may lead to removal from the ballot.

ELIGIBILITY & SCREENING

The application form includes the following disclosures.

- **Eligibility.** Nominees must meet the requirements of [Bylaw 4.6](#), outlined in the application form. The Secretary & General Counsel will receive these disclosures as part of the application and will resolve questions and disputes in eligibility and the application of these qualifications. Any ineligible nominees will be eliminated at this stage, prior to review by the Nominating Committee.
- **Good Standing.** Nominees must be members of USA Swimming in good standing prior to review by the Nominating Committee, throughout the nomination and election process, and during their entire service on the Board, if elected. Nominees should direct any questions regarding their standing to the Secretary & General Counsel (msteinfeld@usaswimming.org) prior to the application deadline. Please note that good standing requires the satisfactory completion of a USA Swimming background check and Athlete Protection Training, among other requirements. Background checks may take up to 30 days, so applicants should submit any necessary background check requests or updates well in advance of the application deadline.

A social media review consent form is also included in the application and must be signed by all applicants; once an applicant completes their initial application, they will receive the social media review consent form by email.

NOMINATIONS PROCESS / TIMELINE

The key dates of the selection process in 2024 are:

- May 15: Application deadline.
- May 15 – June 1: The Secretary & General Counsel conducts eligibility and good standing screening.
- June 1 – July 15: The Nominating Committee will conduct initial interviews and determine which nominees to advance to a second and final interview. Interviews will be recorded and viewed by all members of the Nominating Committee.
- July 22: Nominating Committee selects Proposed Nominees and notifies those not selected.
- July 31: Biography/nominee statement, not to exceed 500 words regarding the nominees’ contribution to swimming, due from all nominees; deadline for individuals not proposed to self-nominate and also provide biography/nominee statements. Letters of Commitment due from all nominees.
- August 7: Nominating Committee sends the list of nominees and the Independent and Athlete ballots to the respective electorates.
- September 20: The 10-Year Athlete election, conducted virtually, opens.
- September 27: The 10-Year Athlete election, conducted virtually, closes. Independent ballot re-sent to final, confirmed members of the House of Delegates.
- September 28: Annual Meeting of the House of Delegates. The Independent election is conducted and the elected Independent and 10-Year Athlete directors are announced.

2024 NOMINATING COMMITTEE

Per [Bylaw 5.6.1](#), the 2024 Nominating Committee members are as follows:

- Natalie Coughlin Hall (Board Vice-Chair, serving as a non-voting Ex-Officio member, appointed by the Board Chair)
- Anthony Ervin (10-Year Athlete representative of the Board, appointed by the 10-Year Athlete representatives of the Board);
- Dave Ferris (coach member of USA Swimming, appointed by the Coach Advisory Council);
- Zach Harting (10-Year Athlete appointed by the AAC);
- Trish Martin (official member appointed by the Officials Committee);
- Kathleen Prindle (coach member of the Board, appointed by the Board);
- Katie Ann Robinson (individual of independent background, proposed by the Board Chair and approved by the Board)
- Charlie Swanson (10-Year Athlete appointed by the AAC);
- Mary Wallack (individual of independent background, proposed by the Board Chair and approved by the Board);
- Doug Wharam (coach member of USA Swimming, appointed by the Coach Advisory Council).

APPLICATION PROCESS

Please complete and submit the [Board of Directors Application](#) no later than Wednesday, May 15, 2024.

For additional information contact:

USA Swimming Nominating Committee
c/o Michelle Steinfeld, Secretary & General Counsel
Email: msteinfeld@usaswimming.org
Phone: (719) 866-3594