



## Board of Review Representative Position Description Zone LSC Template

**Scope:** Effective January 1, 2015, the LSC Board of Review format will end and be replaced by a new Zone Board of Review format. Each LSC will provide at least two individuals to serve on the Zone Board of Review ("BOR"). In addition, the Zone BOR must maintain a 20% athlete constituency, therefore one representative shall be an athlete. This document summarizes the responsibilities and duties of the LSC representatives to the Zone BOR.

### **26.1 LSC Representative Selection**

- a. At least two LSC representatives per Zone, one of whom shall be an athlete.
  - b. Appointed by the LSC General Chair with advice and consent of the LSC Board of Directors *(or elected by the LSC House of Delegates)*.
  - c. LSC representatives shall be an Individual Member of the Zone and USA Swimming (which requires completing the criminal background screen and online Athlete Protection training, if not already completed).
  - d. LSC representatives shall be approved by the Eastern Zone at its annual meeting (at the US Aquatics Sports Convention, usually held in September).
- B. Term of Service
- a. Three year term of service (terms for 1/3 third of BOR members will expire each year, therefore as this format starts January 1, 2015, founding members may have a 1, 2 or 3 year appointment). This first year, members will be randomly assigned to 1, 2, or 3 year terms to initiate the staggered expiration cycle, and all subsequent terms will be three years. An initial 1 or 2 year appointment will not count towards any term limit.
  - b. Term commences immediately upon election, and terminates when a successor takes office.
  - c. A member of the Zone BOR may resign by orally advising the Chair of the Zone BOR ("Chair"), or by submitting a written resignation to the Chair, a Zone Director or the Zone Secretary, specifying the effective date of resignation.
- C. Duties
- a. Participate in the biennial meeting of the Zone BOR for administrative purposes, to act on rules and procedures, to conduct other business as required.
  - b. Additional meetings may be called by the Chair or any three regular members.
  - c. Shall participate in meetings or hearings through telephone or video conferencing.
  - d. A typical hearing panel consists of at least 3-5 Zone BOR members, one of whom is an athlete, and the hearing is usually conducted by conference call.
  - e. Members of the Zone BOR shall recuse themselves in any pending matter:
    - i. In which their impartiality might reasonably be questioned
    - ii. Where they have a personal bias or prejudice concerning a party in a pending matter or have personal knowledge of disputed evidentiary facts.
  - f. Become familiar and knowledgeable with Article 13: Required Zone Board of Review Procedures.
  - g. At least one of the two LSC representatives may be asked to attend the Board of Review education sessions held at the US Aquatic Sports Convention or as offered by USA Swimming.