

# Minnesota Masters Swimming Foundation

## Committee Operating Procedures and Policies

### Committee Composition

1. Volunteer Chair appointed by LMSC Chairperson.
2. Additional committee appointed by Foundation Committee Chair
  - a. Upon consultation with other Foundation Committee members.
3. It is a goal that the Committee should always have at least one member from the Diversity Committee.
4. Committee membership, on October 27, 2021:
  - a. Tom Hodgson, Chair
  - b. Martha Arradondo (Diversity Committee representative)
  - c. Luke Paquin (Diversity Committee representative)
  - d. Abbey Erwin
  - e. Katy Vandam

### Committee Meetings

1. Recommended that the committee meet monthly, in advance of the LMSC Board meeting.
2. Meetings are called, as needed, to consider application for Foundation Funds.
3. The monthly report to the LMSC board would consist of committee actions, and requests for a budget line approval for actions taken and anticipated needs.

### Purpose of the Foundation

The Minnesota Masters Foundation Committee exists to provide assistance to MN Masters Swimming members and their clubs and workout groups where a demonstrable financial need exists. This assistance is made possible, in part, through the generosity of fellow Masters swimmers. It is the goal of this Foundation that all applications be made with the intent to benefit all of the Minnesota Masters community as well as the recipient of this assistance.

1. To provide a structure by which LMSC funds can be used to provide support for Minnesota Masters Swimming LMSC member individuals and clubs with demonstrable need, to enhance and/or facilitate participation in Masters Swimming in Minnesota and beyond. Including, but not limited to:
  - a. Individuals for club or workout group fees.
  - b. Individuals for LMSC Annual Dues.
  - c. Individuals for meet entry fees at the state, zone, or national level.
  - d. Individuals seeking certifications, such as Adult Learn to Swim Instructor or Masters Coaching.
  - e. Reimbursement to clubs or workout groups for special projects that benefit the LMSC or reach into the club's geographical area.
  - f. Start-up assistance for new clubs.
2. Funds would be provided to individuals, workout groups, or clubs with a demonstrated, supported need.

## Criteria for Approval of Applications

1. The guiding philosophy for approval is as follows:
  - a. Each applicant will be able to show a demonstrable need for the financial support.
  - b. The Foundation Committee trusts that each applicant is making a good faith effort to accurately represent their situation.
  - c. Funds will be awarded, whenever possible, to *share* the costs with the applicant.
  - d. Funds will be awarded with preference to those who show benefit, not just the applicant, but the club, workout group, or the LMSC as a whole.
  - e. Additional consideration will be given to applicants who propose a way to give back to the club/LMSC on a volunteer basis as a part of (but not a condition of) the approval.
  - f. These philosophical guidelines should be reviewed periodically in the unlikely event that the system of trust and good faith is no longer working.
    - i. Individual instances of lack of good faith can also be handled on an case by case basis.
2. Requests should conform to the following criteria:
  - a. Applicant must be a member in good standing of US Masters Swimming, registered in the Minnesota LMSC.
  - b. The request be for participation in an organized workout group or club practice.
    - i. Reimbursement for fitness club or YMCA Fees might be considered if there is no other reasonable option for practice with an organized group.
  - c. The request be for participation in sanctioned masters meets or open water competitions in the Minnesota LMSC, Breadbasket Zone, or National Masters competition.
    - i. Reimbursement of entry fees, rather than travel expenses.
  - d. The request be for participation in fitness events sponsored by the LMSC or US Masters Swimming.
  - e. Financial need should be clear from the application process.
    - i. Tax documents are not required.
    - ii. A narrative of personal circumstances needs to demonstrate the reason for the need.
  - f. One other person, familiar with the applicant's circumstances must support the request.
    - i. This person should preferably be a club officer or coach, rather than the applicant's best friend on the team.

## **Review/Approval Process**

1. The application process must protect confidentiality, with applications seen only by the following:
  - a. The applicant
  - b. The person supporting the application
  - c. The Foundation Committee
  - d. The LMSC Treasurer, issuing a check on behalf of the Foundation Committee.
2. Requests for Foundation funds will be made through an application process.
  - a. Applications would be directed to the Foundation Committee Chair.
  - b. Applications will then be circulated to the committee for consideration
  - c. A member of the Foundation Committee will contact the support person listed on the application form for any additional information, if necessary.
  - d. The Committee can meet via Zoom, email discussion, etc., if necessary.
  - e. A majority vote would be required to approve a request for funds.
    - i. A quorum of the committee would be 50% of the members.
    - ii. Voting can be done via email, electronic meeting, in-person meeting, by proxy, or a combination of the above.
    - iii. If a member of the committee is also the person supporting an application for funds, that member may participate in the discussion of the application, but will abstain from voting.
    - iv. In the case of a tie due to a committee member's absence, the Chair's vote will break the tie.
3. The application will request of the applicant a narrative statement describing the reason for the request and the circumstances that have created the need for the Foundation's support (see Appendix A)
4. Applications can be made by a coach, club officer, or workout group coordinator on behalf of an individual, with their knowledge and approval.
5. Applications can be made for special projects that would be of benefit the broader LMSC (see Appendix B).

## **Upon Approval of a Request**

1. Unless impractical, funds will be sent directly to the club, fitness facility, organizing authority, etc., and not dispersed to individuals.
  - a. Information for this dispersal will be requested on the application form.
2. An annual limit of \$500 would be imposed upon any individual applicant.
  - a. Applicants can re-apply once the limit is reached.
  - b. The limit can be waived by the Committee under extraordinary circumstances.
3. Individual applicants must be members of US Masters swimming and Minnesota Masters Swimming.
4. Team or workout group applications must be from registered Minnesota Masters organizations.

## **Foundation Sustainability**

1. The activities of the Foundation should be documented on the LMSC website.
2. A separate Budget Line should be created for Foundation Committee activities.
3. Donations to the LMSC specifically for the activities of the Foundation Committee should be solicited regularly on the website, at the Annual Meeting, and one more time during the year via a dedicated email blast.
  - a. A list of donors to the Foundation account can be listed on the website, sorted by donation level (Gold, Silver, Bronze, etc.).
    - i. Anonymous donations would be included in this listing.
4. Donations to the Foundation account can also be solicited from sponsors, corporate foundations, etc., as opportunities arise.

Revised November 2, 2021

## Appendix 1

### MN Masters Swimming Foundation Individual Application for Support

The Minnesota Masters Foundation Committee exists to provide assistance to members and their clubs and workout groups where a financial need exists. This assistance is made possible through the generosity of your fellow Masters swimmers. We ask that you provide the information requested in good faith, and that you do this with the intent to benefit all of the Minnesota Masters community as you are yourself the recipient of this assistance.

\* Required

1. Applicant's Name and Contact Information Please provide E-mail, Phone Number, and, if e-mail is not available, a mailing address: \*

Your answer

2. Activity for which Reimbursement is Requested (be as detailed as possible). \*

Your answer

3. Reason that financial support is needed. Tell us something about your circumstances that make it such that, without some support, you would not be able to engage in the activity you described in the previous question. You don't need to provide budget or tax information if you don't wish to disclose that, but the individuals reviewing your request need to understand the circumstances behind your need for the Foundation's support. \*

Your answer

4. How long do you anticipate this support will be needed? Will this be a one-time event? An ongoing request? The limit of any single award is \$500 per year. Re-application can be made at the end of that award year. \*

Your answer

5. Amount of the cost of the activity you feel you could provide: Keep in mind that the philosophy of the Foundation Committee awards is to provide help, whenever possible, rather than completely underwrite the expenses requested in an application. Look at this as a shared relationship. For example, if swim fees with your club are \$150 per quarter, can you pay \$50, and ask the Committee to support the remaining \$100? \*

Your answer

6. Describe any potential benefit to your club, workout group, or to Minnesota Masters Swimming in general. Include also what volunteer activity you might be able to provide to “give back”. In many instances, people can find ways to help out at swim meets, club practices, etc. Some commitment on your part here will strengthen your application. \*

Volunteer at Masters Meets, helping with timing, lap counting, swimmer check-in, etc. (Training available)

Help with MMS Fundraising events

Help with website content (meet photos, interviews, meet summaries, workout stories, etc.)

Helping your workout group or team’s coach with equipment pick-up, workout distribution, etc.

Volunteer at Fitness Events, Social Events (the MMS Annual Meeting, etc), Educational Events, etc.

Other:

7. Name and contact information for an individual in your club or workout group who can support your request. This person should be someone who knows you, and knows your circumstances, and can support your application, especially as it comes to helping the Committee understand your need for this financial support. Because of the unique position they are in, it should not be your best buddy or a casual lane mate, but hopefully a coach or a club officer who can speak to your circumstances. Please provide phone and e-mail, and mailing address if e-mail is not available. \*

Your answer

8. Name, contact information, including mailing address) for the club officer (treasurer or coach, for example) to whom the check should be sent (reimbursement for meet entry fees will be made directly to the LMSC). The Foundation Committee distributes funds to the organizing authority to which you would normally pay your fees or dues. Disbursement of funds is not made directly to individuals, except in extraordinary circumstances. \*

Your answer

9. Total amount of funds requested: \*

Your answer

10. Any other information you would like the Foundation Committee to know or consider regarding your application. \*

Your answer

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Submit a .pdf copy of this form to Tom Hodgson [tahodgson21@gmail.com](mailto:tahodgson21@gmail.com)

## Appendix 2

### MN Masters Swimming Foundation

For teams or workout groups seeking support for special projects

The Minnesota Masters Foundation Committee exists to provide assistance to members and their clubs and workout groups where a financial need exists. This assistance is made possible through the generosity of your fellow Masters swimmers. We ask that you provide the information requested in good faith, and that you do this with the intent to benefit all of the Minnesota Masters community as you are yourself the recipient of this assistance.

\* Required

1. Name of Group or Team Requesting Assistance \*

Your answer

2. Name of Person Representing the Team or Group \*

Your answer

3. Contact E-mail \*

Your answer

4. Contact Phone \*

Your answer

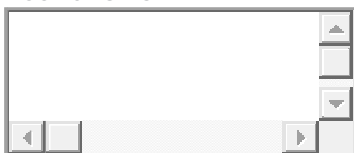
5. Activity for which Reimbursement is Requested (be as detailed as possible). \*

Your answer

6. Reason that financial support is needed. Tell us something about the circumstances that make it such that, without some support, your organization would not be able to engage in the activity you described above. Provide as much information as you reasonably can, as the individuals reviewing

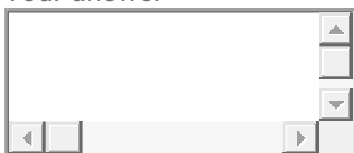
your request need to understand the circumstances behind your need for the Foundation's support. \*

Your answer



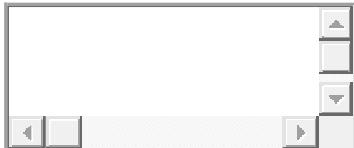
7. How long do you anticipate this support will be needed? Will this be a one-time event or series of events, etc.? \*

Your answer



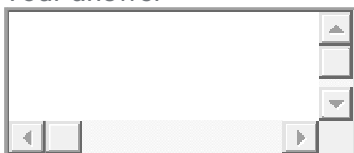
8. Amount of the cost of the activity you feel you could provide: Keep in mind that the philosophy of the Foundation Committee awards is to provide help, whenever possible, rather than completely underwrite the expenses requested in an application. Look at this as a shared relationship. For example, if the cost of pool rental for your project is \$600, can you provide \$200-300? If practical, providing some sense of the project's budget would be helpful. \*

Your answer



9. Describe the potential benefit to your club, workout group, or to Minnesota Masters Swimming in general. How will this project benefit the broader Minnesota Masters community? \*

Your answer



10. If this applicant listed above is not a club officer or coach, please provide the name and contact information for an individual in your club or workout group who can support your request. This person should be someone who knows the circumstances, and can support your application, especially as it comes to helping the Committee understand the need for this financial support. If the request is made by a coach or club officer, this information is not needed. \*

Your answer



11. Name and contact information for the club officer (treasurer, coach, for example) to whom the check should be sent (reimbursement for meet entry fees will be made directly to the LMSC). The Foundation Committee distributes funds to the organizing authority to which you would normally pay your fees or dues. Disbursement of funds is not made directly to individuals, except in extraordinary circumstances. \*

Your answer

12. Total amount of funds requested: \*

Your answer

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