

	<h2>Policies and Procedures</h2>	
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1. Policy Overview

- 1.1. Sections two (2) and three (3) give general information applicable to the entire policy.
- 1.2. Section four (4) references Board of Directors authority.
- 1.3. Section five (5) covers items related to Board of Director meetings.
- 1.4. Section six (6) outlines General Board Member Responsibilities. These are things all Utah Swimming board members are expected to do.
- 1.5. Section seven (7) outlines Specific Board Member Responsibilities. Group by position, these are things the person holding that board position are expected to do
- 1.6. Section eight (8) lists documents and forms applicable to this policy.
- 1.7. Sections nine (9) and ten (10) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.

2. Purpose of Policy

- 2.1. Utah Swimming is a non-profit corporation governed by a volunteer Board of Directors. To function and run well, specific things need to be done. This policy outlines organizational responsibilities of board members. It also outlines policy relative to Board of Director meetings.
- 2.2. This policy is not designed to specify everything board members can or cannot do. Rather, it sets forth minimal expectations needed to keep the organization running and running well.

3. Definitions

- 3.1. **Board Member:** A member of the Utah Swimming Board of Directors, including the At-Large Board Members.
- 3.2. **Board of Directors:** The Board of Directors of UTSI.
- 3.3. **Bylaws:** The bylaws as adopted and amended from time to time by, and in effect for, UTSI.
- 3.4. **Coach Representative:** Coach Member elected to represent the coaches in the House of Delegates and on the Board of Directors.
- 3.5. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status
- 3.6. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
- 3.7. **Sanction:** Official permission, or approval to host a meet. Times from meets sanctioned by USA Swimming are recognized by the organization. Rules and regulations regarding sanctioning are in the current USA Swimming rulebook. Sanctions for USA Swimming meets held in the state are granted by Utah Swimming.
- 3.8. **Policies and Procedures:** The principles, rules, and guidelines of UTSI, as amended and adopted by the Board of Directors or the House of Delegates.
- 3.9. **USA Swimming:** USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body for the United States for the sport of swimming.

- 3.10. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

4. Board of Directors Authority

- 4.1. UTSI is governed by a Board of Directors according to the organization's By-laws.

5. Board of Directors Meetings

- 5.1. **Scheduling** – Meetings of the UTSI Board of Directors are held in accordance with the UTSI By-laws. All USA Swimming members in good standing are welcome to attend all open sessions of Board meetings.
- 5.2. **Regular meetings** of the UTSI Board of Directors will normally occur monthly.
- 5.3. Motions and committee reports shall be submitted to the Secretary, to be placed on the **consent agenda**, and voted on as an omnibus motion. Items may be pulled for discussion prior to voting.

6. "Cues" for Board Member Responsibilities

- 6.1. Most board member responsibilities can be classified in one of these areas.
- **INFORMED:** Get and stay informed
 - **ENGAGE:** Get and stay involved
 - **HELP OTHERS ENGAGE:** Help others get and stay involved
 - **DIRECT:** Manage or guide as needed
 - **COMPLY:** Follow laws and organizational governing documents including bylaws, rules and regulations, policies and procedures, contracts, agreements, etc.

7. Board Member General Responsibilities

Utah Swimming has as its goal the achievement of its vision and fiscal strength. Board members are legally responsible for the actions of the organization. Specifically, the Board governs the organization through active oversight of:

- Mission development and long-range planning
- Supporting Sanctioning of events and hosting championship events
- Educating our members
- Financial management
- Resource development and fund raising
- Board education and development

Each Board member must express and demonstrate a commitment to the mission of Utah Swimming and be fully committed to the vision and service of Utah Swimming. Board members must be willing to give time and resources (includes but is not limited to their skills and experience) in providing leadership to Utah Swimming. In addition, the Board has a fiduciary responsibility to clients, their families, donors and the community – and is ultimately responsible for attracting funding and resources to ensure the financial viability of the organization and its programs.

Specifically, individual board member responsibilities include the following:

- Abide by all Athlete Protection Policies. (As listed in Athlete Protection Policies section of the Utah Swimming Policies and Procedures)
- Provide continuing directions for planning, operation and evaluation of Utah Swimming programs and activities.
- Attend all Board meetings (including committee meetings, if applicable) and functions such as special events
- Actively serve on at least one Board committee, as established, and offer to take on special assignments.
- Know and understand Utah Swimming governing documents, including the organization bylaws. Fulfill obligations listed in the bylaws.
- Remain informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to Board and committee meetings.
- Make a meaningful annual volunteer commitment to Utah Swimming within their ability.
- Participate in developing fundraising policies.
- Actively participate in making viable introductions to individuals, corporations, foundations and other organizations – and to attend meetings as needed – to connect Utah Swimming to donated funds and needed in-kind goods, services, education and expertise.
- Inform others about the organization.
- Suggest possible nominees to the Board and Governance Committee, who will make significant contributions to the work of the Board and Utah Swimming.
- Keep up to date on the developments in Utah Swimming field of expertise.
- Review, evaluate and approve the organization's financial affairs and policies.
- Follow conflict of interest and confidentiality policies.
- Make sure to follow the *Use of Intellectual Property* stipulations of USA Swimming if ever using their logo.

8. Board Member Specific Responsibilities

In addition to the General Responsibilities above, each board member also has specific responsibilities assigned by position held on the board. These are outlined below.

8.1. General Chair Responsibilities

The General Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates. If the member is in good standing, they may serve in this capacity for two consecutive terms. Additional duties are listed in the *Board Member General Responsibilities* section.

The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of the LSC, 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 the By-Laws and with the advice and consent of the Board of Directors, shall

appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit the LSC to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interest of the LSC.

Further duties of the General Chair may include:

- Preside at the Board of Directors and House of Delegate Meetings.
- See that all duties and responsibilities of the coordinator of the respective committees in their charge are properly and promptly carried out. (See *UTSI Committees Handbook* for details)
- The General Chair along with the Membership/Registration Coordinator, the Secretary, the Finance Vice-Chair and the Treasurer, shall be collectively responsible for seeing that all required reports and remittances are made to USA Swimming national headquarters.
- Execute deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized.
- Sign checks, drafts or other orders for the payment or transfer of money.
- Serve as a member of the Budget Committee and the Finance Committee or appoint one of the board members to serve in their stead.
- Call special meetings.
- Appoint chairmen of standing committees and other coordinators with the advice and consent of the Board of Directors and the respective vice-chair.
- Appoint up to 10 members as At-Large delegates to the House of Delegates.
- With the advice and consent of the Board of Directors, appoint additional delegates to the USA Swimming HOD, if votes are available.
- Appoint additional delegates to attend the meeting of the Western Zone House of Delegates.
- Receive a resignation from a committee chair or member of either the Board of Directors or the Board of Review.
- Fill a vacancy on the Board of Directors, the Nominating Committee, a committee chair or a committee member with the advice and consent of the Board of Directors and, where applicable, the respective vice-chair.

8.2. Administrative Vice-Chair Responsibilities

The Administrative Vice-Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates. If the member is in good standing, they may serve in this capacity for two consecutive terms. Additional duties are listed in the *Board Member General Responsibilities* section.

The Administrative Vice-Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all duties of the General Chair, and when so acting shall have all powers of the General Chair.

The Administrative Vice-Chair shall chair, and have general charge of the business, affairs and property of the division that administers Utah Swimming business and affairs. The Administrative Vice-Chair 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.

Further Duties of the Administrative Vice-Chair may include:

- See that all duties and responsibilities of the coordinator of the respective committees in their charge are properly and promptly carried out. (See *UTSI Committees Handbook* for details)
- Be responsible that the Coach Representative elections are held in accordance with by-laws.
- Be a member of the Officials Committee.
- Be sure By-laws, legislation and rules are updated as needed.
- Be a member of the budget committee, finance committee, and other committees as assigned by the General Chair.
- Sign checks.
- Manage LSC Awards each year according to policy.
- Manage Coach Development Grant each year according to policy

8.3. Senior Vice-Chair Responsibilities

The Senior Vice-Chair is a member of the Board of Directors elected by the House of Delegates. If the member is in good standing, they may serve in this capacity for two consecutive terms. Additional duties are listed in the *Board Member General Responsibilities* section.

The Senior Vice-Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the senior swimming program of Utah Swimming including meet management of all senior swimming meets sponsored by Utah Swimming. The Senior Vice-Chair serves as liaison to the Athlete Representatives and shall be responsible to see that the Athlete Representatives elections are held in accordance to the by-laws.

Further Duties of the Senior Chair may include:

- See that all duties and responsibilities of the coordinator of the respective committees in their charge are properly and promptly carried out. (See *UTSI Committees Handbook* for details)
- Serve on committees as needed
- Run Camps/clinics as needed in the LSC
- Make recommendations for LSC run Senior Meets
- Approve all Utah Swimming run Senior Meet Championship announcements

8.4. Age Group Vice-Chair Responsibilities

The Age Group Vice-Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates. If the member is in good standing, they may serve in this

capacity for two consecutive terms. Additional duties are listed in the *Board Member General Responsibilities* section.

The Age Group-Vice Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the age group swimming program of Utah Swimming, including meet management for all age group swimming meets sponsored by Utah Swimming.

Further Duties of the Age Group Vice-Chair may include:

- See that all duties and responsibilities of the coordinator of the respective committees in their charge are properly and promptly carried out. (See *UTSI Committees Handbook* for details)
- Serve on committees as needed.
- Assume responsibility for Budgets for LSC run Age Group meets and the Zone Team
- Serve as Team Manager for all Zone Teams
- Assist in selection of Zone Head Coach and Coaching staff
- Assist in planning of Zone meet – travel, food, transportation
- Approve all Age Group Championship announcements

8.5. Finance Vice-Chair Responsibilities

The Finance Vice-Chair is a member of the Board of Directors and the Executive Committee, elected by the House of Delegates. If the member is in good standing, they may serve in this capacity for two consecutive terms. Additional duties are listed in the *Board Member General Responsibilities* section.

The Finance Vice-Chair is the chief financial officer of Utah Swimming. The Finance Vice-Chair shall chair and have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for Utah swimming's working capital, funded reserves and endowment funds and the development and implementation of a marketing and fundraising plan for Utah Swimming. The Finance Vice-Chair, with the assistance of the Finance Committee, shall prepare an annual budget for Utah Swimming's operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice-Chair shall cause to be conducted the audit required pursuant to USA Swimming bylaws and shall review the annual audit report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice-Chair is responsible for the adequacy of Utah Swimming's system of internal financial and accounting controls. The Finance Vice-Chair is the Chair of the Finance Committee. Together with the Treasurer, the Finance Vice-Chair is ultimately responsible for Utah Swimming's compliance with USA Swimming bylaws.

Further Duties of the Finance Vice-Chair may include:

- Serve as Chair of the Finance Committee (see *UTSI Committees Handbook* for more)

- Sign checks, drafts or other orders for the payment and transfer of money.
- Designate the banks, trust companies or custodians, investment companies or investment management companies for Utah Swimming's funds.
- Review Utah Swimming's bank accounts.
- Review Utah Swimming's annual tax returns.

8.6. Athlete Representatives Responsibilities

The Senior, Junior, and At-Large Athlete Representatives are members of the Board of Directors and the Executive Committee, elected by the Athletes at the House of Delegates meeting. The Senior Athlete Representative will be the previous year's Junior Athlete Representative. Additional duties are listed in the *Board Member General Responsibilities* section.

The Athlete Representatives shall serve as the liaison between the athletes who are members of Utah Swimming and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes Committee.

Further duties of the Athlete Representative may include:

- Serve as Chair of the Athletes Committee (see *UTSI Committees Handbook* for more)
- Serve committees as needed
- Attend annual USA Swimming House of Delegate meeting – Senior athlete will receive voting rights
- Plan and lead the athlete meeting at the Utah Swimming House of Delegates Meeting
- Help execute the election of the Junior Athlete Representative.
- Encourage athlete participation on all committees
- Attend Zone meets as athlete representatives and assist team coaches with encouraging team spirit and leadership
- Create and implement an Athlete of the Year award

8.7. Coaches Representative Responsibilities

The Coaches Representative is a member of the Board of Directors, elected by the House of Delegates. If the member is in good standing, they may serve in this capacity for two consecutive terms. Additional duties are listed in the *Board Member General Responsibilities* section.

The Coach Representative shall serve as a liaison between the coaches who are members of Utah Swimming and the Board of Directors and House of Delegates. The Coach Representative shall chair the Coaches Committee.

Further duties of the Coaches Representative may include:

- Serve as Chair of the Coaches Committee (see *UTSI Committees Handbook* for more)
- Serve on committees as needed
- Assist in coach selection for Zone Team
- Create and implement a Coach of the Year Award

8.8. Safe Sport and Operational Risk Coordinator Responsibilities

The Safe Sport and Operational Risk Coordinator is a member of the Board of Directors, elected by the House of Delegates. If the member is in good standing, they may serve in this capacity for two consecutive terms. Additional duties are listed in *the Board Member General Responsibilities* section.

This Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of Utah Swimming. The Coordinator shall be responsible for the implementation and coordination of, and serve as the Utah Swimming liaison for, the Safe Sport and Operational Risk Programs established by USA Swimming. The Coordinator shall work with the USA Swimming Safe Sport and Operational Risk staff and the USA Swimming Safe Sport Committees to implement pertinent aspects of the national Programs. The Coordinator shall develop safety education programs and policies for Utah Swimming and make recommendations regarding same, and the implementation thereof, to the Senior Vice-Chair and the Board of Directors. The Safe Sport Coordinator shall make the reports required pursuant to USA Swimming bylaws.

Further duties of the Safe Sport and Operational Risk Coordinator may include:

- Serve as Chair of the Safety Committee (see *UTSI Committees Handbook* for more)
- Request reports from club Safety Representatives
- Prepare report for House of Delegate and Board of Director meetings
- Disseminate safe sport and operational risk information from USA Swimming
- Explore Safe Sport and Operational Risk education opportunities
- Develop a Safe Sport education program for the LSC
- Serve as the primary contact for Utah Swimming to coordinate and oversee the implementation of effective safe sport and operational risk educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming
- Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority
- Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport and operational risk policies, and disseminate information on LSC best practices;
- Serve as an information resource for Utah Swimming clubs and membership, and will help to identify and connect them with local educational partners and resources
- Receive feedback and suggestions on the Safe Sport and Operational Risk policies and programs from the Utah Swimming clubs and membership, and provide feedback to the USA Swimming Committees and staff

- Perform other functions as necessary in the fulfillment of USA Swimming’s continuing efforts to foster safe, healthy and positive environments for all its members

8.9. Officials Chair Responsibilities

The Officials Chair is a member of the Board of Directors, elected by the House of Delegates. If the member is in good standing, they may serve in this capacity for two consecutive terms. Additional duties are listed in the *Board Member General Responsibilities* section.

The Officials Chair shall serve as a liaison between the officials who are members of Utah Swimming and the Board of Directors and House of Delegates. The Officials Chair shall chair the Officials Committee.

Further duties of the Officials Chair may include:

Ensure that the Utah Swimming Philosophy is in line with the National Official Committee to promote continuity of officiating at the local and national levels.

- Serve as Chair of the Officials Committee (see *UTSI Committees Handbook* for more)
- Develop a short-term and long-term program for:
 - Recruiting officials
 - Developing officials
 - Promoting officials
 - Retaining officials
- Mentor or assign mentors for new officials

8.10. Diversity, Equity, and Inclusion Chair

The Diversity, Equity, and Inclusion Chair is a member of the Board of Directors, elected by the House of Delegates. If the member is in good standing, they may serve in this capacity for two consecutive terms. Additional duties are listed in the *Board Member General Responsibilities* section.

The Diversity, Equity, and Inclusion Chair shall responsible for supporting the achievement of the goals and objectives, including the creation and implementation of programs that aid in creating bridges of understanding between ethnic groups and cultural awareness for Utah Swimming. The Diversity, Equity, and Inclusion Chair shall chair the Diversity, Equity, and Inclusion Committee.

Further duties of the Diversity, Equity, and Inclusion Chair may include:

- Serve as Chair of the Diversity, Equity, and Inclusion Committee (see *UTSI Committees Handbook* for more)
- Recruit members of the Committee
- Responsible for Adaptive Swimming within the LSC. They may appoint a representative or committee to manage adaptive swimming.
- Research and continuously track the increase of diversification of Athletes and various volunteer positions opportunities within Utah Swimming

- Research, convey and make recommendations on respective needs and resources to effect demographic change within the LSC.
- Make suggested recommendations to the board on annual goals and objectives to expand the diversification of Utah Swimming
- Establish relationships within diverse communities and tap into volunteers in support of efforts.
- Investigate and communicate opportunities in which to capture the attention of a more diverse population.
- Educate clubs in LSC on the importance of being diverse USA members

8.11. At-Large Board Member Responsibilities

The At-Large member is a member of the Board of Directors, elected by the House of Delegates. If the member is in good standing, they may serve in this capacity for two consecutive terms.

The At-Large member shall serve as a liaison between the registered members of Utah Swimming and the Board of Directors and House of Delegates.

Further duties of the At-Large member are listed under the Board Member General Responsibilities.

8.12. Ex-Officio Members

See bylaws.

9. Related Documents and Forms

9.1. *Standards of Practice* form (Policy #21)

10. Notification and Acknowledgement

- 10.1. After elections and appointment of new board members, the Governance Committee member over *Board Health* will ensure new board members receive a copy of this policy, are invited to read it, and ask questions.
- 10.2. At least annually, all board members will receive a copy of this policy and training in the General Responsibilities outlined herein.
- 10.3. Governance Committee Members will be invited to review this policy at least annually and to help board members know and fill their responsibilities under it.

11. Dissemination of Policy and Updating

- 11.1. Policy will be posted on the UTSI website
- 11.2. Policy will be given to new board members at orientation
- 11.3. At least annually, the Governance Committee Member over *Board Health* will
 - 11.3.1. Review this policy in its entirety and note any needed updates.
 - 11.3.2. Have all board members review both the General Responsibilities and their Specific Responsibilities and give recommended updates.
 - 11.3.3. Give needed updates to the Governance Committee Member over *Board Documents*.

- 11.4. At least annually, the Governance Committee Member over *Board Documents* will receive policy updates from the Governance Committee member over *Board Health* and update and post revised policies as needed.

Change Log				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	Pre-2019	Part of the Board Member Manual	Lorinne Morris	BOD
2	5/12/2020	Added and updated information to comply with USA Swimming and bylaw requirements. Put into new policy format to post online. Minor formatting and grammatical changes. Incorporated former policy #81 "Board of Directors" into Sections 4 and 5.	Mike Glissmeyer & Cathy Vaughan	BOD
3	11/10/2020	Updated to correlate with UTSI Committee Handbook	Cathy Vaughan	BOD
4	1/21/2021	Minor changes to coordinate policy with other policy updates	Cathy Vaughan	BOD