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| **A close up of a sign  Description automatically generated** | Policies and Procedures |
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# POLICY OVERVIEW

* 1. Sections two (2) and three (3) give general information applicable to the entire policy.
	2. Section four (4) outlines general policies for committee administration. These are applicable to all the committees.
	3. Sections five (5) through twelve (12) outline details regarding specific committees and which division officer they report to.
	4. Section thirteen (13) lists documents and forms applicable to this policy.
	5. Sections fourteen (14) and fifteen (15) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.
	6. **Parts of this policy come directly from the UTSI bylaws. Information taken from the bylaws is in *italics*. Additional information about UTSI committees is in Article 7 of the bylaws.**

# PURPOSE OF POLICY

* 1. The purpose of this policy is to provide clear organization structure and lines of accountability for Division and Committee Chairs.
	2. Additionally, it provides guidance and support to those filling these and other roles within the UTSI organization.
	3. Because UTSI is dependent upon volunteers to accomplish its mission, this and other policies provide guidance and support to help them work effectively together.

# DEFINITIONS

* 1. **Appendix:** Supplementary material located at the end of some Utah Swimming Policies and/or Procedure documents. Appendix material is not mandated policy and therefore does not require board approval to change.
	2. **Athlete (or Athlete Member):** Currently registered Athlete Member in good standing with USA Swimming and Utah Swimming.
	3. **Athlete Representative:** Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors.
	4. **Board Member:** A member of the Utah Swimming Board of Directors, including the At-Large Board Members.
	5. **Board of Directors:** The Board of Directors of UTSI.
	6. **Bylaws:** The bylaws as adopted and amended from time to time by, and in effect for, UTSI.
	7. **Coach or Coach Member:** Currently registered Coach Member of USA Swimming in good standing with no requirements missing, expired or “Not Met.
	8. **Coach Representative:** Coach Member elected to represent the coaches in the House of Delegates and on the Board of Directors.
	9. **Division Chair:** A Board of Director Officer with administrative responsibilities for specified committees. Division Chairs are designated as such in the UTSI bylaws.
	10. **House of Delegates (HOD):** The House of Delegates of UTSI as established by the Bylaws.
	11. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.
	12. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
	13. **Meet Director:** As defined by USA Swimming. Key points: This person is named in the meet announcement. S/he represents the meet host organization and seeks a sanction from the LSC when preparing a meet.  This person also files a meet report with the LSC after the meet.
	14. **Meet Referee:** As defined by USA Swimming. Key points: This person may, or may not, be affiliated with the meet host organization. The referee files a meet report with the LSC Officials Chair after the meet.
	15. **Policies and Procedures:** The principles, rules, and guidelines of UTSI, as amended and adopted by the Board of Directors or the House of Delegates.
	16. **Event-related Committee:** A set-term committee established to plan, prepare, and carry out a specific event or activity.
	17. **Standing Committee:** A committee without a beginning or end of term. It is always operative and authorized to meet.
	18. **Sub-Committee:**  Convened as needed under the direction of the Division or Committee Chair.
	19. **Task Force:** Convened as needed to address a specified issue or perform a designated task. They have a set beginning and end.
	20. **UTSI**: Utah Swimming, Inc. A Utah not-for-profit corporation.
	21. **UTSI Championship Meets:** As defined by the Utah Swimming Rules and Regulations.

# GENERAL POLICIES FOR COMMITTEE ADMINISTRATION

*Utah Swimming, Inc. is the local swimming committee responsible for the conduct and administration of swimming in the territories assigned to it by USA Swimming.*

*The House of Delegates governs Utah Swimming. The Board of Directors has the authority to act for the LSC between meetings of the House of Delegates. The officers of Utah Swimming shall have the authority to act for Utah Swimming between meetings of the Board of Directors and the House of Delegates.*

## OFFICERS OF UTAH SWIMMING

*The officers of Utah Swimming are elected at the House of Delegates meetings. The officers of Utah Swimming are General Chair, Administrative Vice Chair, Senior Vice Chair, Age Group Vice Chair, Finance Vice Chair, Treasurer (hired, not elected) and Secretary (hired, not elected.)*

## DIVISIONS OF UTAH SWIMMING

The Board of Utah Swimming shall consist of the following *divisions with the indicated chairs: Administrative (Administrative Vice Chair), Senior (Senior Vice Chair), Age Group (Age Group Vice Chair), Finance (Finance Vice Chair), Athletes (Senior Athlete Representative), and Coaches (Coach Representative).*

## COMMITTEES, COORDINATORS AND TASKFORCES OR SUB-COMMITTEES

### Committees

Each Division is further divided into committees. Unless otherwise specified in the Utah Swimming Bylaws, the UTSI Policies and Procedures, or this Committee Manual, *the General Chair shall appoint the members of all committees with the advice and consent of the respective division chair and the chair of the committee. Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative. Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee. The division chair shall be an ex-officio member, with voice and vote, of each committee within the respective division.*

*In addition to the standing committees listed in the bylaws, the Board of Directors and the House of Delegates are each authorized to establish additional committees and/or task forces to meet programming needs.*

### Committee Types

#### Standing

Standing committees are ongoing. They are always presumed to be active and operating. They are always authorized to meet. Members of the committee have a term of service (see details in the “Length of Committee Service Term” section) but the committee is always operative.

 A bylaw mandated standing committee is a specific type of standing committee. Since it is mandated in the bylaws, UTSI is required to have and run these committees as stipulated in the bylaws.

#### Event-Related

Event-related committees are convened for a specific purpose related to an event or activity. They have a beginning and end. Although committee members may come and go, the term of service is determined by the time the committee is operative.

#### Taskforce or Sub-Committee

As needed, taskforces or sub-committees may be convened. They are usually called to study an issue or perform a specific task. As such, they have a set beginning and end. The General Policies for Committee Administration found in this policy apply to Taskforces and Subcommittees, if used.

Before convening, the following need to be determined.

* Who does the Taskforce or Sub-Committee reports to? (This will often be a Division or Committee Chair)
* Mission Statement
* Head
* Membership
* Responsibilities
* Term of Operation (i.e. When will it be done? This may be at a designated time or when they achieve a specific outcome.)

### Types of Committee Chairs and Coordinators

* + - 1. *ELECTED CHAIRS AND COORDINATORS - Committee chairs and coordinators who are not Board members, but are elected by the House of Delegates, a committee or division.* Example: Governance Committee Chair.
			2. *EX-OFFICIO CHAIR - Certain committee chairs are designated ex-officio by virtue of an office currently held*. Example: The Executive Committee Chair.
			3. *APPOINTED CHAIRS AND COORDINATORS - The chairs of all other committees and all other coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment, or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.*
			4. BOARD MEMBERS - Board Members may also serve as committee chairs.

### Committee Membership

*Except as otherwise provided in [the] Bylaws or the UTSI Policies and Procedures, members of each committee shall be appointed by the General Chair with the advice and consent of the respective division chair and the chair of the committee*

## RESIGNATIONS

*Any committee chair or member or coordinator may resign by submitting a written resignation to the General Chair or the Board of Directors specifying an effective date of the resignation. If such date is not specified, the resignation shall take effect upon the appointment of a successor.*

## VACANCIES

*The determination of when the position of an appointed committee chair, committee member or a coordinator becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the discretion of the Board of Directors. In the event of a vacancy or permanent incapacity, the General Chair, with the advice and consent of the Board of Directors and the respective division chair, shall appoint a successor to serve until the conclusion of the incumbent’s term. A temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment may be made for the duration of the temporary incapacity.*

## DELEGATION

*With the consent of the Board of Directors or the respective division chair, a committee chair or a coordinator may delegate a portion of their powers or duties to another officer of UTSI, or to another committee, subcommittee, or coordinator, or with the consent of the Board of Directors, to the paid staff of UTSI. Notwithstanding any delegation, the ultimate responsibility for the delegated duties and obligations shall remain with the delegator.*

## MISSION STATEMENT OF A COMMITTEE

The Board of Directors shall establish and annually review the mission statement of the committee. Default mission statements are included for each committee in this policy. They are in force when a more current mission statement from the board has not been issued.

## ANNUAL GOALS OF A COMMITTEE

The Board of Directors shall establish goals for the committee. Each committee shall establish a timetable or action plan for achieving these goals. The timetable and action plan shall be distributed to the respective division chair to whom the committee is directly responsible.

## FUNCTIONS OF A COMMITTEE

The functions of the committee may include but are not limited to the following:

1. To study and evaluate existing programs of the LSC.

2. To create and develop new programs for the LSC or for recommendation to another committee or to the Board of Directors.

3. To advise the Board of Directors through the division chair to whom the committee is directly responsible.

4. To consider items which have been referred to the committee from the UTSI membership, the LSC officers, from another committee or from the Board of Directors.

5. To present resolutions for action items that should be referred to the division chair for consideration by the Board of Directors.

6. To implement the policies of the Board of Directors and the LSC.

7. To prepare a budget for the projects and the administration of the committee in the next fiscal year.

8. To conduct the projects and operate the activities of the committee within the approved budget for the current fiscal year.

## RESPONSIBILITIES OF COMMITTEE CHAIR OR COORDINATORS

The responsibilities of the Committee Chair and /or Coordinators include the following. Some are mandated in the Bylaws.

1. Before beginning, sign a *Standards of Practice* agreement (UTSI Policies and Procedures #21) and give it to the UTSI Secretary.
2. *See that all duties and responsibilities of the committee in their charge are properly and promptly carried out.*
3. Scheduling all meetings of the committee.
4. Proposing an agenda for all meetings.
5. *Presiding at all meetings of the committee and guiding the business of the committee.*
6. Keeping committee members informed of the activities of the committee or of the LSC since the last committee meeting.
7. Introducing guests and presenters to the committee.
8. Serving as the spokesperson for the committee.
9. *Appointing a secretary to take minutes of all meetings and forward approved minutes to the UTSI Secretary.*
10. Reviewing the draft of the minutes prepared by the secretary and making corrections as necessary so that they may be submitted to the members of the committee and the division chair.
11. Manage the programs and activities of the committee within the approved budget.
12. Assuming responsibility for the committee’s compliance with the law and with policies of USA Swimming and the LSC.
13. Directing the committee’s activities towards the completion of its goals.
14. *Maintaining regular contact with the division chair.*

## IMPLEMENTATION OF ACTION ITEMS BY COMMITTEES

The implementation of action items shall be the responsibility of the division chair.

1. A proposal or resolution is passed by the committee and becomes an Action Item for consideration by another committee or by the Board of Directors.
2. All Action Items should be submitted in writing and shall include an estimate of the costs of implementation.
3. The Action Item is referred to the division chair assigned to the committee.
4. The division chair shall either refer the matter back to the committee, or refer the matter to another committee where appropriate, or shall place the Action Item on the agenda of the next meeting of the Board of Directors.
5. The division chair shall present the Action Item to the Board of Directors for consideration.
6. The division chair shall report the disposition of the Action Item to the committee chair or coordinator within 5 days of the Board of Directors meeting.
7. The division chair shall discuss with the committee chair or coordinator the plan for implementation of any action item approved by the Board of Directors.

## LENGTH OF COMMITTEE SERVICE TERM

Except as otherwise specifically provided herein, the terms of each appointment to a committee shall be two years. There is no consecutive term limit.

## EQUAL OPPORTUNITY TO PARTICIPATE

It is the intent and purpose of Utah Swimming to provide an equal opportunity to athletes, coaches, trainers, managers, administrators, volunteers and officials to participate in the governance of the LSC without discrimination on the basis of race, color, religion, age, gender, sexual orientation, disability, or national origin. No conditions or restrictions for participation in the governance of Utah Swimming may be imposed unless otherwise set forth in the Utah Swimming Bylaws.

## OPEN MEETINGS POLICY

*Meetings of committees and sub-committees, other than a Personnel Committee meeting, shall be open to all members of UTSI. Matters relating to personnel, disciplinary action, legal, taxation and similar affairs shall be deliberated and decided in a closed session which only the respective members are entitled to attend. By a majority vote, a committee or subcommittee may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the committee or sub-committee.*

## ROBERTS RULES OF ORDER

At all meetings of Utah Swimming, divisions and committees, the current version of Roberts Rules of Order may be used, where appropriate, at the discretion of the meeting chair.

## CONFLICT OF INTEREST

In the event that any officer, or member of the Board of Directors or any Committee has a financial interest in any contract or transaction involving Utah Swimming, such individual shall not participate in the LSC’s evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed or known to the other Directors or Committee members. If such disclosure is made, the contracts or transaction shall not be voided if the Board or Committee in good faith authorized the contracts or transaction by the affirmative vote of the majority of the disinterested Directors or Committee members, and the contract or transaction is fair to Utah Swimming at the time it is authorized.

## ETHICAL PRACTICES

USA Swimming is committed to maintaining its highly regarded tradition of excellence of building and maintaining supportive environments in which children and young adults may grow, learn and prosper, not only as athletes but as citizens of our communities. It is the policy of USA Swimming that all of its Members, including athletes, coaches, officials and volunteers, have the right to participate and compete in an environment that is safe and free from sexual abuse and harassment.

### Use of Intellectual Property

USA Swimming is the owner of various trademarks, trade names, service marks, logos, and event names. All members must abide by current agreements between Utah Swimming and USA Swimming when using these marks. See Secretary, General Chair, or Governance Committee Chair for more information.

## MISCONDUCT BY MEMBERS

The General Chair and/or Administrative Review Board, in response to written allegations of misconduct by a Utah Swimming member, may authorize a confidential inquiry to determine whether a further investigation or Administrative Review Board is appropriate.

## CONFIDENTIALITY

Items, which are designated by the chair to be of a confidential or sensitive nature, should not be disclosed outside the setting of the committee. Members who knowingly divulge this information shall be subject to the procedures of misconduct.

## REGULAR MEETINGS

Meetings of the Committees of the LSC shall be held at a location determined by the committee chair.

## NOTICES

* + 1. *TIME - Except as otherwise provided in these Bylaws or the resolution or other action establishing a committee, not less than five (5) days’ written notice shall be given for any meeting of a committee.*
		2. *INFORMATION - The notice of a meeting shall contain the time, date, and site*

## MEETING AGENDA

A preliminary written agenda of the meeting should be discussed with the division chair and in advance of the meeting. A committee meeting agenda should follow this outline:

Call to Order

Roll Call

Approval of Previous Minutes

Reports by Committee Members

Old Business

New Business

Announcements

Announcement of Date / Place of Next Meeting

## COMMITTEE MEETING MINUTES

*The minutes of all meetings of Utah Swimming shall be taken by a person designated by the chair as the secretary of the committee*, or temporary designee. The minutes should be prepared as an executive summary, not verbatim, and should include majority as well as those dissenting views. The attendance of members and guests present should be listed along with those members absent; “excused” may be used for a member whose absence is known in advance and is unavoidable. Items of a confidential or sensitive nature may be recorded separately and retained only in the Utah Swimming Secretary’s files. Approved minutes are posted on the UTSI website. *The committee secretary sends them to the UTSI Secretary* once approved by the committee chair.

## PROCEDURES FOR COMMITTEE MAILINGS

Committee correspondence shall be done through email.

## EXPENDITURES

### Authorization of Expenses

Only the respective Utah Swimming division chair shall authorize expenditures against the approved budget of the committee.

### Expense Procedure

Under certain conditions, UTSI Board Members are authorized to use a UTSI credit card. This is the preferred method to pay for approved expenses incurred on behalf of UTSI. If an approved expense cannot be paid this way, ***before the money is spent*,** the Division Chair may approve the reimbursement of personal funds spent on behalf of UTSI. If the amount is over $5,000, the Division Chair and another authorized person must give prior approval. (For more information, see UTSI Financial Policy: Authorizations. For reimbursement procedure, see UTSI Workforce Related Policies and Procedures: Financial Reimbursement Request Procedure)

## TELECONFERENCE MEETINGS

The Board of Directors, the Divisions, and the Committees of the LSC shall be permitted to conduct businesses on behalf of Utah Swimming by means of Teleconference or other similar electronic means.

## BALLOT BY MAIL, FAX, E-MAIL, OR OTHER ELECTRONIC MEANS

Any action, which may be taken at any regular meeting of the committee, may also be taken without a meeting. The chair shall distribute a written ballot to every member of the committee entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of the proposal, and provide a reasonable time within which to return the ballot. Approval by written ballot shall be valid only when all the committee members entitled to vote consent to the action in writing and the written consents are filed with the records of the meetings.

# COMMITTEES REPORTING TO THE GENERAL CHAIR

## EXECUTIVE COMMITTEE

### Committee Type

The Executive Committee is a bylaw mandated standing committee. See additional information about the Executive Committee in Article 7 of the UTSI Bylaws.

## GOVERNANCE COMMITTEE

### Committee Type

The Governance Committee is a bylaw mandated standing committee. Additional important information about the Governance Committee is in Article 7 of the UTSI Bylaws.

### Mission Statement

The governance committee works year-round to assist the board to institutionalize effective governance. Vision: Create space for board members to perform.

### Chair

### See Bylaws. Membership

### See Bylaws. Quorum

### See Bylaws. Responsibilities

1. See Bylaws.
2. Review Policy and Procedures and the UTSI Bylaws on a regular basis and put forward any corrective legislation as needed.
3. Put any submitted legislation into the proper format.
4. Provide the UTSI Secretary with proposed legislation so that it can be distributed at least 20 days before the meeting of the House of Delegates.
5. Update the Policy & Procedures that are posted on the website.

## SAFETY COMMITTEE

### Committee Type

The Safety Committee is a standing committee.

### Mission Statement

To educate and promote Safe Sport messaging and activities in the Utah Swimming community. Also, to coordinate operational risk safety enhancement and training opportunities to all Group Members, athletes, coaches, and officials of UTSI programs to assure safety of our athletes, coaches, and volunteers at practices and meets.

### Membership

The Safe Sport Committee shall be comprised of the chair who is elected by the House of Delegates (HOD), a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee), a minimum of one coach, a minimum of one official, and other volunteers as appointed by the General Chair with the advice and consent of the Committee Chair.

### Responsibilities

* + 1. Raise awareness of Safe Sport in Utah Swimming.
		2. Promote Safe Sport through educational resources and opportunities.
		3. Disseminate USA Swimming Safe Sport and Operational Risk information to LSC leadership, clubs, and members, as appropriate.
		4. Develop safety education programs and policy for UTSI; make recommendations regarding those programs and policies and their implementation to the applicable division chair.
		5. Prepare and transmit reports required pursuant to the Bylaws.
		6. Oversee safety (marshals and security) at UTSI-hosted meets.
		7. Oversee a program for providing coach credentials at meets.

## ADMINISTRATIVE REVIEW BOARD

### Committee Type

The Administrative Review Board is a standing group, called into action when needed. They may also meet as needed for review board administrative purposes and group education and development. Additional important information about the Administrative Review Board is in Article 13 of the UTSI Bylaws.

### Mission Statement

*To hear complaints and appeals regarding administrative matters within the LSC which do not rise to the level of Code of Conduct violations and are not appeals of sanction decision. The Administrative Review Board shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming, or conduct that may bring USA Swimming, the LSC or the sport of swimming into disrepute. Where feasible, the board should use Part 4: Hearings and Appeals from the current USA Swimming rulebook as a model.*

### Membership

See Bylaws.

In the event that a regular member of the Administrative Review Board is unable or unwilling to promptly act for any reason, recuses themself or is disqualified in any particular circumstance, the Chair (or, if the person so unable or unwilling to act or recused or disqualified is the Chair, the Vice-Chair; or failing that, the General Chair) shall appoint an alternate to act in the regular member’s place in respect of that circumstance.

### Meetings

The Administrative Review Board shall meet for administrative purposes as necessary, to elect the Chair, to adopt rules and procedures and to conduct other business as may be helpful or necessary to achieve the purposes of the Administrative Review Board and efficiently exercise its duties and powers. Other meetings may be called by the Chair or any two regular members. A quorum for any administrative meeting of the Administrative Review Board shall be fifty percent (50%) of its regular members.

### Responsibilities

# See Bylaws. COMMITTEES REPORTING TO THE ADMINISTRATIVE VICE CHAIR

## INDEPENDENT CONTRACTORS

Paid individuals who work together to accomplish designated work for UTSI.

### Responsibilities

* + 1. Records
		2. Registration
		3. SWIMS Database Coordinator
		4. Website Coordinator
		5. Sanctions
		6. Secretary/Treasurer
		7. LEAP Program
		8. Equipment

## PERSONNEL COMMITTEE

### Committee Type

 The Personnel Committee is a standing committee

### Mission Statement

To develop and supervise execution of financial policies as approved by the Board of Directors. Also, to ensure UTSI financial related policies are implemented and updated as needed. 10.1.3. Chair The chair shall be the Finance Vice-Chair.

### Membership

The Personnel Committee Members shall be the General Chair, the Administrative Vice-Chair, and the Finance Vice-Chair, and enough athletes to constitute at least 20% of the voting membership of the Committee.

### Responsibilities

* + - 1. Negotiate and set payments for the staff members.
			2. Set terms of employment for the staff members, including employees and independent contractors.
			3. Review and approve the scope of duties of the staff members; and,
			4. Annually evaluate the performance of staff members
			5. If other personnel issues within the organization arise and are not handled via other means, like rule, policy, or the Administrative Review Board, the Personnel Committee may make recommendations as to the organizational response or course of action.

## AWARDS PROGRAM COMMITTEE

### Committee Type

The Awards Program Committee is an event related committee. It assembles for a specific term to plan, prepare, and carry out the UTSI Awards Program.

### Mission Statement

To annually arrange and conduct an awards program where special accomplishments of athletes, clubs, coaches, and volunteers are recognized.

## Membership

The Awards Committee shall be comprised of the chair, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee) and other volunteers as appointed by the General Chair with the advice and consent of the Division and Committee Chairs.

### Responsibilities

1. Determine award winners according to the UTSI Awards policy.
2. Order awards
3. Send invitations
4. Arrange hospitality and set-up of facility
5. Arrange for speakers, presenters, entertainment
6. Publish program

## SWIMPOSIUM COMMITTEE

### Committee Type

The Swimposium Committee is an event related committee. It assembles for a specific term to plan, prepare, and carry out the UTSI Swimposium.

### Mission Statement

To organize an annual event which provides educational opportunities/workshops for coaches, officials, parents, and athletes.

### Membership

The Swimposium Committee shall be comprised of the Chair, a Chair-elect, the Coach Representative, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee) and other volunteers as appointed by the General Chair with the advice and consent of the Division and Committee Chairs.

### Responsibilities:

1. Determine date & location & arrange for contracts.
2. Arrange for speakers and presenters and arrange schedule of presenters & other logistics.
3. Order necessary materials and equipment.
4. Arrange logistics for any out-of-town presenters.
5. Publicize event and take registrations.
6. Prepare written program with room assignments, times, bios, etc.
7. Prepare facility set-up – tables, chairs, skirts, decorations, etc.
8. Set up audio-visual equipment as necessary.

# COMMITTEES REPORTING TO THE SENIOR VICE CHAIR

## DIVERSITY COMMITTEE

## Committee Type

The Diversity Committee is a standing committee.

## Mission Statement

To further opportunities for economically disadvantaged athletes and under-represented populations.

1.
2.
3.
4.
5.

### Membership

The Diversity Committee shall be comprised of the Chair who is elected by the House of Delegates (HOD), a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee) and other volunteers as appointed by the General Chair with the advice and consent of the Division and Committee Chairs.

### Responsibilities:

1. Develop ways to increase participation from ethnic/economic/gender groups which are currently under- represented in UTSI.
2. Manage programs and fulfill responsibilities outlined in the Outreach and other Diversity, Equity, and Inclusion related rules and policies.

## OFFICIALS COMMITTEE

## Committee Type

The Officials Committee is a standing committee.

### Mission Statement

 To maintain a roster of qualified, well-trained, and experienced officials of the highest caliber.

### Membership

The Officials Committee shall be comprised of the Chair who is elected by the House of Delegates (HOD), a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee) and other volunteers as appointed by the General Chair with the advice and consent of the Division and Committee Chairs.

### Responsibilities:

1. Recruit, train, test, evaluate, and certify officials for UTSI.
2. Retest, and recertify officials for UTSI.
3. Supervise officials and assignment to meets sanctioned in UTSI.
4. Conduct clinics for training.
5. Provide education/information upon request from clubs, coaches, parents, etc.

## SENIOR SWIMMING COMMITTEE

## Committee Type

The Senior Swimming Committee is a standing committee.

## Mission Statement

To provide planning and advice regarding the programs which aid in the development of senior swimmers.

### Membership

The Senior Swimming Committee shall be comprised of the Chair, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee) and other volunteers as appointed by the General Chair with the advice and consent of the Division and Committee Chairs.

### Responsibilities

* + - 1. Identify areas where UTSI senior swimming programming should be improved.
			2. Suggest new programs for education, training, recognition.
			3. Develop policies and ensure implementation and updating as needed.
			4. Aid in establishing procedures for selection of Senior camp coaches, etc.

## CHAMPIONSHIP MEET COMMITTEE(S)

*See section 11: Championship Meet Committees*

# COMMITTEES REPORTING TO THE AGE GROUP VICE CHAIR

## AGE GROUP DEVELOPMENT COMMITTEE

## Committee Type

The Age Group Committee is a standing committee.

### Mission Statement

To provide planning and advice regarding the programs which aid in the development of age group swimmers.

### Membership

The Age Group Development Committee shall be comprised of the Chair, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee) and other volunteers as appointed by the General Chair with the advice and consent of the Division and Committee Chairs.

### Responsibilities

1. Identify areas where UTSI age group programming should be improved.
2. Suggest new programs for education, training, recognition.
3. Develop policies and ensure implementation and updating as needed.
4. Aid in establishing procedures for selection of Zone Team coaches, Age Group camp coaches, etc.

## ZONE TEAM COMMITTEE

## Committee Type

The Zone Team Committee is an event related committee. It assembles for a specific term to plan, prepare, and carry out the work related to get the UTSI Zone Team prepared for, competing at, and home safely from the Western Zone Age Group Championships.

### Mission Statement

To coordinate the team selection process and administer the affairs of the UTSI Zone Team.

### Membership

The Zone Team Committee shall be comprised of the Chair, the Zone Team head coach, a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee), and additional members appointed by the General Chair with the advice and consent of the Division and Committee Chairs.

### Responsibilities

1. Determine the fees and sign-up process, including deadline for sign-up for the UTSI Zone Team.
2. Arrange housing, transportation, meals, and uniforms for team members.
3. Establish criteria for recruitment and selection of chaperones within rules and guidelines established by USA Swimming.
4. Oversee selection of Zone Team coaches as established in UTSI Policy & Procedures.
5. Submit entry in timely fashion.
6. Develop Code of Conduct for all participants (athlete, coach, chaperon, staff) within parameters established by USA Swimming and UTSI policies and procedures. Ensure compliance.
7. Conduct team meetings and team practices as appropriate.

# UTSI CHAMPIONSHIP MEET COMMITTEES (Report to either Age Group or Senior Vice Chairs)

## UTSI CHAMPIONSHIP MEETS STEERING COMMITTEE

## Committee Type

The UTSI Championship Meets Steering Committee is a standing committee.

### Mission Statement

To set general and shared parameters for upcoming UTSI Championship Meets, review feedback, and make changes to improve future meets. Also, to determine the committee chairpersons for each upcoming Championship Meet Committee.

### Governing Principles

* + - 1. Each of the UTSI Championship Meets have unique aspects. However, striving for consistency, where possible, benefits athletes, coaches, officials, and other stakeholders.
			2. Rules, policies, contracts, and other governing body stipulations need to be followed.

### Meeting Frequency and Term

* + - 1. Meet at least annually sometime after the Long Course State Championships and before October 1. Also, meet as needed throughout the year.
			2. This is a standing committee. Board of Director committee members come on and off as determined by their board term. Other committee members serve from August – July (or the end of the Long Course State Championships, whichever comes last.)

### Chair

* + - 1. Term: August – July (or the end of the Long Course State Championships, whichever comes last)
			2. Personnel: Alternates by position and year
				* Senior Vice Chair: Beginning August of odd years
				* Age Group Vice Chair: Beginning August of even years

### Membership

1. Senior Vice Chair
2. Age-Group Vice Chair
3. Board of Directors Coach Rep
4. Athlete Reps (sufficient to make-up at least 20% of committee membership)
5. Officials Chair
6. Safe Sport and Operational Risk Chair
7. Sanctions Coordinator

### Responsibilities

* + - 1. Set general and shared parameters for upcoming Utah Swimming Championship Meets including deadlines for meet announcement release.
			2. Make specific assignments of who will do what to ensure the meet announcement is ready to go by the deadline.
			3. Review and evaluate previous meets, feedback, and suggestions. Then, make plans and/or changes to improve future meets and incorporate into the meet announcement.
			4. As needed, proposed changes to Rules and Regulations, Policies and Procedures and other governing documents and/or contracts.
			5. Determine committee chair for Meet Specific Committee of each Utah Swimming Championship meet within the next year. Contact, give parameters, and ensure agreement.

## UTSI SENIOR SHORT COURSE CHAMPIONSHIPS COMMITTEE

### Committee Type

The UTSI Senior Short Course Championships Committee is an event related committee. It assembles for a specific term to plan, prepare, and carry out the UTSI Senior Short Course Championship Meet.

### Mission Statement

To plan and prepare for the upcoming UTSI Senior Short Course Championships

### Governing Principles

* + - 1. Each of the Utah Swimming championship meets have unique aspects. However, striving for consistency, where possible, benefits athletes, coaches, officials, and other members.
			2. Rules, policies, contracts, and other governing body stipulations need to be followed

### Meeting Frequency and Committee Term

As needed from the creation of the committee through the completion of the meet and the evaluation and feedback process.

### Chair

Selected by the *Championship Meet Steering Committee*. May be one of the committee members listed below or someone else.

### Membership

* + - 1. Senior Vice Chair
			2. Meet Director
			3. Meet Referee
			4. Administrative Referee
			5. Coach Rep (Need not be the UTSI Board of Director Coach Rep, but can be)
			6. Athlete Reps (Sufficient to make up 20% of the committee. Need not be a USTI Board of Directors Athlete Rep, but can be)

### Responsibilities

* + - 1. To plan and prepare for the meet
			2. To plan and prepare the meet announcement within the scope of UTSI bylaws, policies, procedures, rules, regulations, agreements, contracts and parameters set by the Championship Meet Steering Committee.
			3. To plan and prepare other aspects of the meet, as needed
			4. To determine how eligibility and technical protests will be handled at this meet. May choose to handle them as a committee or appoint another committee (or two) to manage them.

## UTAH AGE GROUP SWIMMING (UTAGS) CHAMPIONSHIP MEETS COMMITTEE

### Committee Type

The UTAGS Championships Committee is an event related committee. It assembles for a specific term to plan, prepare, and carry out the UTAGS Championship Meet.

### Mission Statement

To plan and prepare for the upcoming UTAGS Championships

### Governing Principles

* + - 1. Each of the Utah Swimming championship meets have unique aspects. However, striving for consistency, where possible, benefits athletes, coaches, officials, and other members.
			2. Rules, policies, contracts, and other governing body stipulations need to be followed

### Meeting Frequency and Committee Term

As needed from the creation of the committee through the completion of the meet and the evaluation and feedback process.

### Chair

Selected by the *Championship Meet Steering Committee*. May be one of the committee members listed below or someone else.

### Membership

* + - 1. Age Group Vice Chair
			2. Meet Director
			3. Meet Referee
			4. Administrative Referee
			5. Coach Rep (Need not be the UTSI Board of Director Coach Rep, but can be)
			6. Athlete Reps (Sufficient to make up 20% of the committee. Need not be a USTI Board of Directors Athlete Rep, but can be)

### Responsibilities

* + - 1. To plan and prepare for the meet
			2. To plan and prepare the meet announcement within the scope of UTSI bylaws, policies, procedures, rules, regulations, agreements, contracts and parameters set by the Championship Meet Steering Committee.
			3. To plan and prepare other aspects of the meet, as needed
			4. To determine how eligibility and technical protests will be handled at this meet. May choose to handle them as a committee or appoint another committee (or two) to manage them.

## UTSI LONG COURSE CHAMPIONSHIP MEETS COMMITTEE

### Committee Type

The UTSI Long Course Championships Committee is an event related committee. It assembles for a specific term to plan, prepare, and carry out the UTSI Long Course Championship Meet.

### Mission Statement

To plan and prepare for the upcoming UTSI Long Course Championships

### Governing Principles

* + - 1. Each of the Utah Swimming championship meets have unique aspects. However, striving for consistency, where possible, benefits athletes, coaches, officials, and other members.
			2. Rules, policies, contracts, and other governing body stipulations need to be followed

### Meeting Frequency and Committee Term

As needed from the creation of the committee through the completion of the meet and the evaluation and feedback process.

### Chair

Selected by the *Championship Meet Steering Committee*. May be one of the committee members listed below or someone else.

### Membership

* + - 1. Age Group Vice Chair
			2. Senior Vice Chair
			3. Meet Director
			4. Meet Referee
			5. Administrative Referee
			6. Coach Rep (Need not be the UTSI Board of Director Coach Rep, but can be)
			7. Athlete Reps (Sufficient to make up 20% of the committee. Need not be a USTI Board of Directors Athlete Rep, but can be)

### Responsibilities

* + - 1. To plan and prepare for the meet
			2. To plan and prepare the meet announcement within the scope of UTSI bylaws, policies, procedures, rules, regulations, agreements, contracts and parameters set by the Championship Meet Steering Committee.
			3. To plan and prepare other aspects of the meet, as needed
			4. To determine how eligibility and technical protests will be handled at this meet. May choose to handle them as a committee or appoint another committee (or two) to manage them.

# COMMITTEES REPORTING TO THE FINANCE VICE CHAIR

## FINANCE COMMITTEE

### Committee Type

The Finance Committee is a bylaw mandated standing committee

### Mission Statement

To develop and supervise execution of financial policies as approved by the Board of Directors. Also, to ensure UTSI financial related policies are implemented and updated as needed.

### Chair

*The chair shall be the Finance Vice-Chair.*

### Membership

*The members of the Finance Committee shall be the Finance Vice-Chair, the Treasurer, General Chair, Administrative Vice Chair, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.*

### Responsibilities

*(1-5 are paraphrased from the bylaws)*

1. *Develop policy regarding the investment of UTSI’s working capital, funded reserves.*
2. *To effect the annual and semi-annual audit/review of the books, pursuant to the bylaws.*
3. *Receive and review the audit and other reports submitted by the independent auditor.*
4. *Submit the audit and other reports to the Board of Directors and make recommendations with regard thereto.*
5. *Annually file the 990 and any other required reports with USA Swimming or the State of Utah.*
6. Regularly review UTSI’s equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment and make a determination and recommendation of the best financing method.
7. Make recommendations to Board of Directors regarding any financial matters.
8. Develop policy for conduct regarding all financial matters.
9. Supervise execution of all financial policies and ensure development of the budget.
10. Maintain a list of UTSI equipment, monitor its location and maintenance.

# COMMITTEES REPORTING TO THE SENIOR ATHLETE REPRESENTATIVE

## ATHLETES COMMITTEE

### Committee Type

The Athletes Committee is a bylaw mandated standing committee.

### Mission Statement

To represent the interests of the athletes in all matters within UTSI.

### Chair

*The Senior Athlete Representative or his/her designee shall be the chair of the committee.*

### Membership

*The Athletes Committee shall be comprised of the Senior Athlete Representative who shall serve as Chair, the Junior Athlete Representative, the at-large athletes to the Board of Directors, and other members and limitations as designated in the Bylaws*.

### Responsibilities

* + 1. *Have general charge of the business and affairs of the Athletes of UTSI, and shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, UTSI, USA Swimming and the sport of swimming.*
		2. Provide input to the Board of Directors and House of Delegates regarding all matters.
		3. Oversee conduct of election of Junior Athlete Representative.
		4. Oversee conduct of election of At Large Athlete Representatives on the Board of Directors.
		5. Recommend policy and or programs to the Board of Directors.
		6. Ensure every standing and active committee has sufficient athletes to meet the minimum requirements. Provide support to athletes serving on committees.
		7. Disseminate relevant information to athletes within UTSI.

# COMMITTEES REPORTING TO THE COACH REPRESENTATIVE

## COACHES COMMITTEE

## Committee Type

The Coaches Committee is a standing committee.

## Mission Statement

To represent the interests of the coaches in all matters within UTSI.

### Membership

The Coaches Committee shall be comprised of the Coach Representative on the Board of Directors who shall serve as Chair, and all coach members of UTSI.

### Chair

Coach Representative on the Board of Directors

### Responsibilities

* + 1. To meet regularly and at least once per season.
		2. To post minutes from each meeting on the UTSI website.
		3. To have a liaison who takes information from the Coaches Committee to the Board and vis versa. This person also represents each organization to the other. Usually, this will be the elected Coach Rep. However, if the Coach Rep cannot attend the meetings, they may ask another to fill this role on an interim basis.
		4. Provide input to the Board of Directors and House of Delegates regarding all matters.
		5. Recommend policy and or programs to the Board of Directors.
		6. Oversee selection of the recipient of the Age Group Coach of the Year and Senior Coach of the Year.
		7. Oversee selection of the recipient of the Athlete of the Year award(s).
		8. Oversee programs regarding coach education.
		9. Oversee UTSI membership to the ASCA library.

# RELATED DOCUMENTS AND FORMS

## UTSI Standards of Practice Statement

* + 1. Location: UTSI website (Governance > Policies and Procedures #21)
		2. Each committee member must sign and return this form to the UTSI Secretary before beginning term

## Committee Rosters

* + 1. Location: UTSI website (Governance > Committees)

## Approved Committee Minutes

* + 1. Location: UTSI website (Governance > Minutes)

## Bylaws

* + 1. Location: UTSI website (Governance > Bylaws)

## UTSI Financial Policy

* + 1. Location: UTSI website (Governance > Policies and Procedures)

## UTSI Workforce Related Policies and Procedures

* + 1. Location: UTSI website (Governance > Policies and Procedures)

# NOTIFICATION AND ACKNOWLEDGEMENT

* 1. **Beginning of Service Notification**: At the beginning of service the following will receive this policy and any other training from the noted person.
		1. Committee members trained by Committee Chair
		2. Committee Chairpersons trained by Division Chairs (the person they report to in this policy)
		3. Division Chairs trained by a member of the Governance Committee
	2. **Annual Notification**: Every year, the following will give this policy and any other training to the noted people.
		1. Governance Committee Members give to Division Chairs
		2. Division Chairs give to Committee Chairs
		3. Committee Chairs give to Committee Members

# DISSEMINATION OF POLICY AND UPDATING

* 1. Policy will be posted on the UTSI website
	2. Each April, *the General Chair shall appoint the members of all committees with the advice and consent of the respective division chair and the chair of the committee. Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative.* (From section 4.3)
	3. Each spring, the Governance Committee will distribute this policy to all Division and Committee Chairs and Committee Members
	4. Each spring, the board will review each committee mission statement, update as needed, give to the committee chair, and also update this policy, as needed. (From section 4.8)
	5. Each spring, the Board of Directors shall establish goals for each committee, as needed. Each committee shall establish a timetable or action plan for achieving these goals and report this to the respective division chair to whom the committee is directly responsible. (From section 4.9)
	6. Annually, each Division and Committee Chair will review policy and give any needed changes to the Governance Committee. The Governance Committee will update the policy as needed and seek board approval of update. A Governance Committee member will initiate this process with each Division Chair.
	7. The UTSI Secretary shall maintain the membership roster for each active group listed in this policy and the terms of each individual, where applicable. (See section 4.13) These rosters shall be reviewed and updated each spring as needed. The secretary will notify division or committee chairs of those with expiring terms by March of each year.

|  |
| --- |
| CHANGE LOG |
| **Version** | **Date** | **Description of Change/Section(s)** | **Author or Editor** | **Authority** |
| 01 | 8/11/2020 | New policy | Teri Rhodes, Shane Lamb, Maureen Schiffman, Lorinne Morris and Cathy Vaughan | BOD  |
| 02 | 9/8/2020 | Minor adjustments to conform with current and proposed bylaws | Cathy Vaughan | BOD |
| 03 | 11/10/2020 | Updated to simplify and better correlate bylaws and policy #20 (Board Responsibilities) | Cathy Vaughan | BOD |

# APPENDIX

*UTSI Administration Overview:* A one-page chart of the relationships between and authority of the various governing bodies, individuals, and documents of Utah Swimming.

# Utah Swimming (UTSI) Administration Overview

UTSI Membership

**Governing Documents**

* Bylaws
* Rules and Regulations
* Policies & Procedures
* Contracts & Agreements

*House of Delegates (HOD)*

HOD elects BOD

Age Group Dev. Cmt

Coaches Cmt

Athlete Cmt

D.E.I. Cmt

Finance Cmt

Executive Cmt (Division Chairs + JR Athlete Rep)

Safety Chair

UTSI Paid Independent Contractors

Officials Chair

D.E.I. Chair

Officials Cmt

The Board gives committees **DIRECTION** (Mission Statement and Goals), **PARAMETERS** (Budget and any other limits),

**LEADERSHIP** and **CONNECTION** (Division Chairs, Committee Chairs, &/or committee membership (includes Ex Officio)

At Large Athlete Rep

At Large Athlete Rep

UTSI Board of Directors (BOD)

JR Athlete Rep

Division Chairs (Board members with additional responsibilities. Ultimately responsible for committees listed beneath them.)

8/11/20

Champ. Meets Steering Cmt \*\*

LC State Champs Meet Cmt \*

UTAGS Champs Meet Cmt

Zone Team Cmt

Senior State Meet Cmt

Senior Swimming Cmt

Swimposium Cmt

Awards Program Cmt

Committees

Administrative Board of Review

Safety Cmt

Governance Cmt

***KEY***

\* BOTH the Senior and Age Group Chairs serve on this committee. (cmt)

\*\* Cmt Chair alternates annually in August between these Chairs: Senior (odd years) and Age Group (even years)