

IV. General Policies for Committee Administration

A. Committees

1. The functions of the committee may include but are not limited to the following:
 - a) To study and evaluate existing programs of the Corporation.
 - b) To create and develop new programs for recommendation to other committees or the BOD.
 - c) To advise the Board of Directors through the Vice-Chair to whom the committee is responsible.
 - d) To consider items referred to the committee from IES membership, another committee, or the BOD.
 - e) To present resolutions for action items that should be referred to the Vice-Chair for BOD consideration.
 - f) To implement the policies of the BOD and the Corporation.
 - g) To prepare a budget for the committee projects and administration for the next fiscal year.
 - h) To conduct projects and activities within the approved budget for the current fiscal year.
2. Responsibilities of Committee Chair or Coordinators The responsibilities of the
3. Committee Chair and/or Coordinators include:
 - a) Schedules all meetings of the committee
 - b) Propose an agenda for all meetings.
 - c) Presides at all meetings of the committee and guides the business of the committee.
 - d) Reports to members of the committee of the activities of the committee.
 - e) Serves as spokesperson for the committee.
 - f) Appoint a secretary to take the minutes of all meetings.
 - g) Reviews the draft of minutes and makes corrections as necessary.
 - h) Assumes responsibility for the committee's compliance with the policies of the Corporation.
 - i) Directs the committee's activities towards the completion of its goals.
 - j) Maintains regular contact with the IES Office and the Division Vice-Chair.
4. Governance
 - a) Per Article 7.4.3 of the IES Bylaws
5. Finance
 - a) Per Article 7.4.2 of the IES Bylaws

- b) Shall as serve also as the Budget and Audit Committee.
6. Safe Sport/Operational Risk
- a) The operational/safe risk committee is responsible for providing a proactive environment regarding the assessment of risks, and developing guidelines and educational requirements.
 - b) CHAIR - The Chair shall be the Safe Sport Chair.
 - (1) The Chair oversees the IES's safety policies and procedures. The Chair also conveys safety information from USA Swimming to Inland Empire Swimming member clubs and individuals for implementation in our day-to-day practices and meets to help make IES a safer place to swim and compete.
 - c) MEMBERS - The Committee shall be comprised of the Admin Vice-Chair, Safe Sport Chair, or their designee(s), at least 3 (three) additional members with a sufficient number of athletes to constitute at least twenty percent (20%) of the voting membership of the Committee.
 - d) DUTIES –
 - (1) The Committee shall develop safety and adapted swimming education programs and policies for IES and make recommendations regarding those programs and policies and their Implementation to the Administrative Vice-Chair and the Board of Directors.
 - (2) Review all Reports of Occunaces within the LSC and make any policy recommendations to the BOD for their approval and incorporation into the LSC Policy and Procedures Manual.
 - (3) Review and develop training regarding the complaint reporting structure to ensure 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
 - (4) Review and promote workshops as provided by USA swimming, collect and share information about what USA swimming and other LSC are doing to promote safe sport and operational risk policies, and disseminate information on LSC best practices
 - (5) Serve as an information resource for IES clubs and members and will help to identify and connect them with local education partners and resources
 - (6) Receive feedback and suggestions on the Safe sport/operational risk policies and programs from the IES clubs and memberships, and provide feedback to the USA swimming safe support committee and safe sport staff
 - (7) 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.
7. Technical Planning

a) The Technical Planning Committee is responsible for long-range planning regarding the swimming programs conducted by Inland Empire Swimming, the continuing review and development of the Inland Empire Swimming philosophy, and for advising other committees and divisions regarding the implementation of that philosophy in the context of the programs of Inland Empire Swimming. The Technical Planning Committee shall work with the appropriate committees to establish the Inland Empire Swimming meet schedule, championship time standards and championship meet information.

b) The members of the Technical Planning Committee shall be the Administrative Vice-Chair, who may act as the Technical Planning Chair, Senior Vice-Chair, Age Group Chair, Officials Chair, Coaches Rep, and a sufficient number of athletes to constitute at least twenty percent (20%) of the voting membership of the Committee. The Athlete Members shall be appointed by the General Chair with the advice and consent of the Board of Directors.

8. Executive

a) The Executive Committee shall be per Article 7 of the Inland Empire Swimming Bylaws.

9. Athlete – as outlined within Section 7 of the IES Bylaws.

a) Recruit and select athletes to ensure a sufficient number of athletes constitute at least 20% of the voting membership of each Committee.

10. Coaches

a) All coaches who are currently registered with, and have met all the requirements to be in good standing with Inland Empire Swimming as a coach member of USA Swimming shall be eligible to vote in the annual election for the members of the Inland Empire Swimming Coaches Committee.

11. Equipment

a) Inland Empire Swimming owns and maintains two equipment trailers that are available for meet hosts' usage during IES sanctioned swim meets. Clubs hosting meets can rent an equipment trailer from IES at a flat day rate (see price list). The trailers are stored at two separate locations (Wenatchee, Tri-Cities) with the intent of making accessibility as convenient as possible for most of the teams in the IES LSC area.

b) Membership of this committee shall consist of

(1) Chair – Finance Chair

(2) Trail Chair (2)

(3) Non-athlete member

(4) Athlete Representative such that 20% of the voting member is maintained.

12. Officials

a) The purpose of the Officials Committee is to further the sport of competitive swimming by providing the highest quality of officiating needed for fair competition. The Committee shall oversee all of the training clinics, certification, and tracking of Inland Empire Swimming Officials. The members of the Officials Committee shall be the Officials Chair and at least two other members and a sufficient number of athletes appointed to constitute at least twenty percent (20%) of the voting membership of the Committee.

b) The Officials Chair is appointed by the General Chair and shall assume office on September 1st following the election of the General Chair, or upon appointment, if appointed after that date, and shall serve until the date of August 31 following the next election of the General Chair. The Chair is responsible for training, certifying, and supervising officials for Inland Empire Swimming. The Officials Chair shall be a referee certified by Inland Empire Swimming. The Officials Chair shall serve as a member of the IES House of Delegates but shall have the only voice and no vote.

13. Diversity, Equity, and Inclusion (DEI)

a) The purpose of the DEI Committee is to create, sustain and enhance opportunities for diversity, equity, and inclusion in the Inland Empire Swimming community by:

(1) Enacting creative strategies to achieve our mission through education and awareness

(2) Supporting IES by implementing initiatives and programs that will increase participation among underrepresented populations

(3) Assisting IES in creating an atmosphere of inclusion for all families, athletes, volunteers, and coaches

(4) Identifying opportunities that will reduce gender disparity among the coaching and leadership ranks

(5) Advocate for Diversity, Equity, & Inclusion for IES