

	<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. Sections four (4) and five (5) contain the body of the policy
- 1.3. Section six (6) lists documents and forms applicable to this policy.
- 1.4. Sections seven (7) and eight (8) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.
- 1.5. Section nine (9) is the Appendix. It contains sample documentation which may be helpful to carry out policy requirements.
- 1.6. **Bylaw requirements are noted *in italics*.**

## 2. PURPOSE OF POLICY

- 2.1. To ensure a fair and equitable nomination process and a quality slate of candidates for House of Delegate elections according to bylaw requirements.

## 3. DEFINITIONS

- 3.1. **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.
- 3.2. **Athlete (or Athlete Member):** Currently registered Athlete Member in good standing with USA Swimming and Utah Swimming.
- 3.3. **Athlete Representative:** Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors.
- 3.4. **Board Member:** A member of the [Utah Swimming] Board of Directors, including the At-Large Board Members.
- 3.5. **Board of Directors:** The Board of Directors of UTSI.
- 3.6. **Bylaws:** The bylaws as adopted and amended from time to time by, and in effect for, UTSI.
- 3.7. **Candidate:** A person whose nomination has been accepted by the UTSI Nominations Committee and who has accepted their nomination for a Utah Swimming elected position.
- 3.8. **Coach or Coach Member:** Currently registered Coach Member of USA Swimming in good standing with no requirements missing, expired or "Not Met."
- 3.9. **Coach Representative:** Coach Member elected to represent the coaches in the House of Delegates and on the Board of Directors.
- 3.10. **Group Member Representative:** An individual appointed to represent a Group Member in the House of Delegates.
- 3.11. **House of Delegates (HOD):** The House of Delegates of UTSI as established by the Bylaws.
- 3.12. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.
- 3.13. **Local Standouts:** People who are engaged and helping at the team and/or meet levels.
- 3.14. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
- 3.15. **Member:** A Group Member or an Individual Member.
- 3.16. **Nominee:** One who has been nominated for a Utah Swimming elected position.
- 3.17. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

#### 4. PURPOSE OF NOMINATING FUNCTION OF GOVERNANCE COMMITTEE

- 4.1. To identify, screen, and present names on a ballot for election, as directed in the bylaws.
- 4.2. To ensure that nominees understand expectations of the job they are nominated for and accept the nomination.
- 4.3. To ensure all nominees are current members of UTSI in good standing and, as needed, otherwise qualified to hold nominated position. For example, the Coach Representative must be a coach member of Utah Swimming in good standing.

#### 5. PREPARING A SLATE OF CANDIDATES FOR A HOUSE OF DELEGATES (HOD) ELECTION

- 5.1. Non-Athlete board members and all members of the Administrative Board of Review are elected at the Utah Swimming House of Delegates (HOD) meeting.
- 5.2. Those preparing the slate of candidates note the positions up for election. They also note the *matrix of skills, demographics, and talents needed* for both the position and the body they will be elected to. As appropriate, this information should be included when issuing a call for nominations.
- 5.3. First, issue a Call for Nominations to members of the UTSI Board and other interested members of Utah Swimming. Ask board members and committee chairs to share names of local standouts. (See policy #120 (Succession Planning) on the [UTSI Policies and Procedures webpage](#) for more.) Additionally, a notification of the upcoming election and open call for nominations should be sent to coaches, officials, and club contacts. The Governance Committee will gather the names of those who might be qualified and interested in serving in an electable position in Utah Swimming. This should happen two to three months before the House of Delegates (HOD.)
- 5.4. After collecting names, the Governance Committee will notify potential candidates, let them know about the responsibilities of the position, including the need to be USA Swimming registered and ask whether they are interested in serving. They will also ascertain if the potential candidate has the needed skills or other qualifications for the position.
  - 5.4.1. If the candidate is not currently USA Swimming registered, ascertain if they are willing to become USA Swimming registered if elected. The LSC will pay any associated fees.
- 5.5. From the pool of names who reply with interest, the Governance Committee will review *the matrix of skills, demographics, and talents needed* and finalize the slate of candidates from among those who meet these needs. It is not requisite to have more than one name per position.
- 5.6. The Governance Committee will seek to get a short “bio” from each candidate, including incumbents and those running unopposed. These “bios” will be shared with the delegates and may also be shared with the membership.
  - 5.6.1. The purpose of the “bio” is to help the delegates and membership become better acquainted with their LSC leadership and the current candidates.
- 5.7. The Governance Committee will present to the UTSI Administrative Assistant to the Board who will *publish the slate of candidates to the UTSI membership at least twenty (20) days prior to the election.*
- 5.8. According to the bylaws, *Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates.*

- 5.9. Bylaws note: *QUORUM - When making nominations, a quorum for any meeting of the Governance Committee shall consist of a majority of its voting members. For all other meetings, a quorum shall consist of those members present and voting.*

## 6. PREPARING A SLATE OF ATHLETE CANDIDATES FOR AN AT-LARGE BOARD OF DIRECTOR POSITION ELECTION

- 6.1. Athlete At-Large Board of Director elections are usually held at the Senior State Championships. Only athletes vote.
- 6.2. Candidates must meet bylaw requirements for athlete board members.
- 6.3. The Athlete Committee solicits nominations from the membership and runs the election.
- 6.3.1.2. The Senior Athlete Representative should send out the call for nominations at least three weeks prior to the election.
- 6.3.2. *The election must be published to all teams by the deadline given in the bylaws.*
- 6.3.3. The election method should strive to include as many high school age athletes as is reasonably possible.

## 7. ELECTION OF JUNIOR AND SENIOR ATHLETE REPRESENTATIVES

- 7.1. Election of the Junior and Senior Athlete Reps is usually done in January and is managed by the Athlete Committee in accordance with the bylaws.

## 7. PREBOARDING

- 7.1. Preboarding takes place as the Governance Committee seeks and vets nominations and works with candidates before the election.
- 7.2. The goal is to help prepare each to successfully fill the role for which they are nominated and includes:
- 7.2.1. Giving each nominee the name and contact information of their Governance Committee point of contact.
- 7.2.2. Regular communication and at least one member of the Governance Committee.
- 7.2.3. Sharing policies #1 (Intro to Utah Swimming), 1a (Administrative Overview Chart), 20, (Board of Directors – includes job descriptions) and 50 (Committee Handbook – includes committee responsibilities and other information). All documents are available on the [Utah Swimming Policies and Procedures webpage](#).
- 7.2.4. Inviting each candidate to attend an upcoming Utah Swimming Board of Directors meeting, getting them the day and time of the next meeting(s), and getting them a link to the meeting.
- 7.2.5. Answering nominee and candidate questions.

## 8. RELATED DOCUMENTS AND FORMS

- 8.1. See Appendix

## 9. NOTIFICATION AND ACKNOWLEDGEMENT

- 9.1. Four months before the House of Delegates meeting, the Governance Committee will review this policy and create a game plan to follow the policy in preparation for the upcoming election.

- 9.2. About six to eight weeks before athlete elections begin, the Senior and Junior Athlete Reps will be invited to review the athlete portions of this policy and the bylaws to help them prepare for the upcoming athlete elections.
- 9.3. About a month before the *Junior and Senior Athlete Rep elections*, the Senior Athlete Rep or designee will notify all clubs of the upcoming election and invite clubs who do not currently have an active member on the Athlete Committee to provide one.
- 9.4. About a month before the *Athlete At-Large Board Member election*, the Senior Athlete Rep or designee will notify all clubs of the upcoming election in accordance with the bylaws.
- 9.5. About a month before the *Athlete At-Large Board Member election*, the Senior Athlete Rep or designee will send out a call for nominations and an application form of some kind that includes the deadline for submitting and information about the position.

## 10. POLICY DISTRIBUTION AND UPDATING

- 10.1. Policy will be posted on the UTSI website
- 10.2. A member of the Governance Committee will review annually and recommend updates as needed.

CHANGE LOG				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	9/8/2020	New policy	Stan Crump and Cathy Vaughan	BOD
2	11/10/2020	Added section about preparing slate of athlete candidates for Board of Director Position Election, USA Swimming registration information and other minor changes	McKay Larson, Stan Crump, and Cathy Vaughan	BOD
3	5/11/2021	Changed policy number from 90 to 110 to remove it from the <i>Board Manual</i> section of the Policies and Procedures. No other changes.	Cathy Vaughan	BOD
4	8/10/2021	Updated Sample Letter to Potential Board Member Candidate and added Sample Nomination Questionnaire.	Governance Committee (Editor: Cathy Vaughan)	Appendix only—no need for BOD approval
5	10/12/2021	Inserted information about requesting and publishing candidate “bios.”	Cathy Vaughan	BOD
6	10/18/2021	Updated wording	Serena Werner	BOD
7	11/19/2021	Added ideas from USA Swimming “Mighty-Mid” LSC meeting on <i>How to Recruit New Board Members</i> to Appendix.	Cathy Vaughan	Appendix only—no need for BOD approval

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8	11/8/2022	Added definitions of "Candidate" and "Nominee." Added and updated Google Form information to Appendix.	Cathy Vaughan	BOD (Not needed for Appendix changes)
9	1/10/2023	Inserted Preboarding information document current practice and to correspond with the new Succession Policy (#120)	Cathy Vaughan	BOD
10	2/21/2023	Added information about athlete elections	Ellie Boyer, McKay Larsen, Serena, Werner, Cathy Vaughan	BOD

## APPENDIX

- Utah Swimming Athlete At-Large Board Member Application (Athlete Portion)
- Utah Swimming Athlete At-Large Board Member Application (Coach Portion)
- Sample Letter to Potential Administrative Board of Review Candidate
- Sample Letter to Potential Board Member Candidate
- Example of Matrix Table to Visualize Some Demographics
- Desirable Qualifications for an Athlete Member of the Administrative Review Board Notes on the Vetting Process
- Sample Nomination Collection Form (Google Form)
- Sample Candidate Questionnaire (Google Form)
- Ideas on *How to Recruit New Board Members* from USA Swimming “Mighty-Mid” LSC Meeting 10/30/2021
- Call for Nominations Suggestions

## Utah Swimming Athlete At-Large Board Member Application (Athlete Portion)

### **Athlete At-Large Board Member Responsibilities:**

Athlete member of the Utah Swimming Board of Directors are part of the governing body of Utah Swimming. As such, they are expected to attend a monthly board meeting and may be asked to participate on additional committees. They must read and respond, as needed, to emailed and other information so they can be well-formed and engaged in the LSC decision-making process.

Athlete At-Large Board Members are also members of the Utah Swimming Athlete Committee.

### **Athlete Requirements:**

- Be an athlete member in good standing.
- Be at least a sophomore in high school or 16 years of age.
- Be currently competing or have competed within the three (3) immediately preceding years with Utah Swimming or another LSC.
- Plan to reside in Utah for at least the first half of term.

\*One athlete will be elected to this position and will serve a two-year term. Please send your completed application to [athletes@utahswimming.org](mailto:athletes@utahswimming.org) before midnight on Thursday, February 16th, 2023.

Athlete Name:

Age:

Email:

Phone Number:

Team:

In 80 words or less, please explain why you want to be an athlete at-large board member, and how you are going to make Utah Swimming better:



Utah Swimming Athlete At-Large Board Member Application (Coach Portion)

I \_\_\_\_\_, (coach name) recommend \_\_\_\_\_, (athlete name) as a good candidate for the Utah Swimming Athlete At-Large Board Member position.

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COACH SIGNATURE

## Sample Letter to Potential Administrative Board of Review Candidate

Dear \_\_\_\_\_,

Your name has been given to me as a potential candidate for the Utah Swimming Administrative Board of Review. Its purpose is to meet from time to time to review and act upon any LSC complaint, conflict, or other matter not directly addressed by the Utah Swimming Bylaws, Rules and Regulations, or Policies and Procedures.

Historically, the Utah LSC has had very few of these cases, but they do happen on occasion. These matters can be generally handled by zoom meetings and interviews of the parties involved. We don't anticipate this to be a huge time consumer.

Members of this committee will be elected at the Utah House of Delegates \_\_\_[give date]\_\_\_ and serve for at least two years. The purpose of this email is to ascertain your potential interest and ability to serve on this committee. If you are interested in serving, would you ***kindly reply to this email as soon as possible.***

If interested, your name will be placed in a pool of names and could be selected by the UTSI Governance Committee to be on the ballot. Candidates for the ballot will be selected based on:

1. Interest
2. Area of swimming experience or expertise. For example, we would like to have a broad representation of all facets of swimming: officiating, club building and administrating, coaching, parenting, and athlete.
3. Geographic location. We are interested in having many areas of the LSC represented on the Board of Review.

There will be 5-10 names on the ballot, and the top 5-6 vote getters will form the committee. The UTSI Board will provide training and direction. If you have any questions, feel free to contact me.

Regards,

Stan Crump, Member

UTSI Governance Committee

## Sample Letter to Potential Board Member Candidate

Date

Dear [...],

Your name has been submitted as a potential nomination for the Utah Swimming Board of Directors in the role of [...]. A member of the Utah Swimming community submitted it and thinks you would be a great addition to the UTSI Board because of your expertise and experience.

This position is vital to the proper functioning of Utah Swimming. The main responsibilities of the position are:

1. attendance and participation in the monthly UTSI Board meeting, whether virtually or in person. This is critical to your success and the success of the Board.
2. Forming and leading a committee of interested swimmers, coaches, and parents that can help you provide meaningful feedback to the Board is also one of the primary tasks.

The position has a two-year term, with a second two-year term available upon re-election by the House of Delegates. Training for this position is available and will be provided.

Please contact [.....] for any other details you have questions about. The Nominations Committee requests that you let us know if you will accept the nomination and run for this position by [.....].

You can learn more about the job description of the [...] in policy #20 (Board Member), and about your committee in #50 (Committee Handbook). Both policies are located on the Policies and Procedures page on the Utah Swimming website. ([www.swimutah.com](http://www.swimutah.com)) There you can also find other useful information.

Congratulations on your nomination.

Sincerely,

[\_\_\_\_\_, Member Utah Swimming Governance Committee]

Example of Matrix Table to Visualize Some Demographics

<b>Home/Team Location</b>	<b>Parent</b>	<b>Coach</b>	<b>Official</b>	<b>Athlete</b>
North (anything North of Davis County) and/or Wasatch Back				
Utah-Davis Co. (Wasatch Front)				
South (anything South of Utah County)				
	(insert name and team affiliation in appropriate box above)			

## Desirable Qualifications of an Athlete Member of the Administrative Review Board

Notes from a former Athlete Administrative Review Board Member on some desired qualifications of people filling this position.

- Ideally age 18+ and a member of Utah Swimming.
- Know the rules: Best to be trained on the topics that could come up. Need knowledge on topics such as recruiting rules, safe sport policy/procedures, etc.
- Ability to make tough decisions that aren't always popular, while separating decisions and their outcomes from competition. (i.e. They shouldn't let their role in the sport rule their decision making).
- Wanting what's best for the athlete. Need someone who advocates on behalf of the athlete, as they are who these decisions usually affect the most. Their goal should be to keep athletes safe and make decisions that allow safe and fair competition.
- Someone who can maintain confidentiality. Topics can be sensitive subjects and the athlete should be protected.

## Notes on the Vetting Process from USA Swimming Leaders

(Notes from emails exchanged in August 2020)

A diverse group will make the best decisions as many different viewpoints will provide input that reflects your members. Example- coach/ non coach, male/female, large club/small club, geographic location, ethnicity, expertise needed (financial, business, etc). Always a good idea to seek individuals that will check several boxes and result in a group that reflects the population of your members. The ideal situation identifies the profile needed and the nominating committee proactively seeks candidates that fit. Then, they are contacted to see if they're willing to serve. It is a much better way to get the right people on the bus versus crossing your fingers that the right people will apply- although some very good people can step up on their own as well.

It is often difficult to find willing people. Vetting should look beyond willingness and membership – has the person demonstrated competence, reliability, etc.? Does the person have a background/experience that supports the position (particularly Finance VC)? As the Gov Com puts together a slate of nominations, hopefully they will try to address diversity on the Board and Admin Review Board so that you have both male and female, veteran and new blood, minority representation, different clubs, parents, coaches, officials, etc. No Board is likely to be totally representative of all factions, but it is always something the Gov Com should keep in mind, making an effort to go out and recruit minority members and the best person for the job, etc. It is always a good practice to ask for volunteers who would be willing to run for the Board, but do not let that be the only people you look at. The Gov Committee should talk about the position and think about who would be good in that position – then go and encourage the person to run. A lot of people have learned to stop volunteering when there is a general cattle call – but those same people have a hard time saying no when approached personally. Make them feel needed and wanted.

There is nothing wrong with having only one vetted candidate for each position. If your LSC is lucky enough to have multiple qualified people volunteer to run for a position, the Gov. Com. could always choose to put them all on the ballot. Most LSCs are thankful for one!

[Sample Nomination Collection Form](#)

(Online form that people can use to submit nominations for Utah Swimming elected positions on the Board of Directors and Administrative Review Board. Google Form located in [governance@utahswimming.org](mailto:governance@utahswimming.org) Google Drive.)

# Utah Swimming Board and ARB Nominations

Nominations are now open for the 2022 UTSI elections. Please fill out this form in its entirety. Thank you!

**\* Required**

Name \*

Your answer

Personal Contact Info- Email/Phone Number

\*

Your answer

Position\*

- General Chair
- Senior Chair
- Finance Chair
- Coach Representative
- Safety Chair
- Administrative Review Board Athlete
- Administrative Review Board Non-Athlete

Name of Nominee\*

Your answer

Nominee Email/Phone Number \*

Your answer

Nominee Team

Your answer

Reason For Nomination\*

Your answer

### [Sample Candidate Questionnaire](#)

(Online questionnaire used by governance committee in 2022 to collect biographical information from candidates. Created using Google Forms. Form available in [secretary@utahswimming.org](mailto:secretary@utahswimming.org) and [governance@utahswimming.org](mailto:governance@utahswimming.org) Google Drives.)

## Utah Swimming Candidate Questionnaire

Thank you for your willingness to serve on the Utah Swimming Board of Directors or Administrative Review Board. To help the membership get to know you better, please complete the following questionnaire.

The information will be shared with members of the Utah Swimming House of Delegates. These are the people who will be voting. It may also be posted on the Utah Swimming website. As a candidate, your email address will not be posted online.

\* Required

Email\*

Your email

Phone Number\*

Your answer

Name\*

Your answer

Team Affiliation\*

Your answer



Position Nominated For\*

Choose

Swimming Experience\*

Your answer

Other Experience or qualifications\*

Your answer

Ideas on How to Recruit New Board Members from USA Swimming “Mighty-Mid” LSC Meeting 10/30/2021

- WHY ARE THEY BEING ASKED? Let them know. Have a reason.
- START EARLY
- GO TO PEOPLE THAT ARE ALREADY VOLUNTEERING
  - Educate people at meets of the need for LSC volunteers—Timers Meetings and Officials Briefings are good places to start. (Also consider Coach Meetings). Raise awareness of the needs and opportunities.
- USE BIOS when introducing candidates to membership
- DEFINE THE ROLE they will be filling on the board.
  - UTSI NOTE: Policies #20 (Board of Directors) and #50 (Committees Handbook) are great places to get information about specific roles. Both are located on the [UTSI Policies and Procedures](#) webpage.
- ASK OUTGOING BOARD MEMBER FOR RECOMMENDATIONS
  - Do they have any suggestions for their replacement?

## Call for Nominations Suggestions

- Many have noted that it can be challenging to get people to respond and submit nominations when they are called for. We don't (yet) have a strong culture of this within Utah Swimming. However, our organization will be stronger if we can develop it. Here are some suggestions:
- Remember the whole nomination process is still relatively new to the average Utah Swimming coach, athlete, and official. It only comes around once or twice a year, and many may have skimmed past previous emails.
  - ***Try repeated and a variety of notifications*** like in person (at meets), email, social media, and having board and committee members pass the information along in person at practices and meets. Phone calls to key people, like coaches and/or board members, may also be appropriate. Ask them to spread the word until [deadline date.]
    - It takes *at least* 3 notifications for something to register with most people.
  - ***Send out an email and social media post the morning of the deadline day.*** Many busy people procrastinate. A reminder on the deadline can help them act.
  - *Try not to get discouraged or give up. Even if people don't respond, you'll be helping to educate them.*