

	<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. Grouped by position, these are things each person filling a board member role 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 notification, implementation and distribution.

## 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 the job descriptions and organizational responsibilities of board members.
- 2.2. It also outlines policy relative to Board of Director meetings.
- 2.3. 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. **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. **Board Member:** A member of the Utah Swimming Board of Directors, including the At-Large Board Members.
- 3.3. **Board of Directors:** The Board of Directors of UTSI.
- 3.4. **Bylaws:** The bylaws as adopted and amended from time to time by, and in effect for, UTSI.
- 3.5. **Coach Representative:** Coach Member elected to represent the coaches in the House of Delegates and on the Board of Directors.
- 3.6. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status
- 3.7. **Leadership Task Calendar (LTC):** A spreadsheet that compiles board and other leadership tasks as dictated in UTSI governing documents or related support and assigns a responsible party and deadline.
- 3.8. **Local Standouts:** People who are engaged and helping at the team and/or meet levels.
- 3.9. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
- 3.10. **Nominee:** One who has been nominated for a Utah Swimming elected position.
- 3.11. **Policies and Procedures:** The principles, rules, and guidelines of UTSI, as amended and adopted by the Board of Directors or the House of Delegates.
- 3.12. **Sanction:** Official permission, or approval to host a meet or other event. 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.
- 3.13. **Safe Sport Recognized Program (SSRP):** USA Swimming Safe Sport Club Recognition program that allows a USA Swimming member club to demonstrate its commitment to creating a healthy and positive environment free from abuse for all its members through the development and implementation of club governance measures, Safe Sport policies and reporting mechanisms, Safe Sport best practices and training to athletes and parents.
- 3.14. **USA Swimming:** USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body for the United States for the sport of swimming.
- 3.15. **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 may be submitted to the Administrative Assistant to the Board, to be placed on the **consent agenda**, and voted on as an omnibus motion. Items may be pulled for discussion prior to voting.

## 6. Board Member Support

### 6.1. Board Partners

- 6.1.1. Each board member is assigned a "Board Partner" from the Governance Committee to provide one-on-one mentoring and support throughout their service.

### 6.2. Committees

- 6.2.1. Most board member roles have administrative responsibility for more things than they can reasonably do. Therefore, it is important to utilize committees to spread the workload. Using committees also helps others become familiar with the work of Utah Swimming and raises future leadership. Additionally, committee membership provides a great way for those who seek limited service.

- 6.2.1.1. See policy #50 *Committee Handbook* in the [UTSI Policies and Procedures](#) for more.

- 6.2.1.2. See also, *Tools for Effective Delegation* in the Appendix of this policy.

### 6.3. USA Swimming LEAP Program

- 6.3.1. The goal of the LSC Evaluation and Achievement Program (LEAP) is to assist LSCs in effectively serving their membership. The LEAP program provides a road map to LSC effectiveness and success in three key areas: (1) **Governance**, (2) **Programming**, and (3) **Communication**.

- 6.3.2. Assignments from the LEAP program have already been integrated into the UTSI Leadership Task Calendar (LTC) to make it easier for board members to fulfill their responsibilities under LEAP.

- 6.3.3. More information about LEAP is available on the USA Swimming website ([www.usaswimming.org](http://www.usaswimming.org)) and by asking the Administrative Assistant to the Board. (Contact information for this person is on the UTSI website, on the Board of Directors contact list.)

## 6.4. USA Swimming Directors and Officers Insurance

6.4.1. USA Swimming provides Directors and Officers Insurance coverage for members of LSC Board of Directors. (For more information, contact the Risk Management department at USA Swimming.)

## 7. “Cues” for Board Member Responsibilities

The work at the LSC level falls into three general categories: (1) **Governance**, (2) **Programming**, and (3) **Communication**.

7.1. Most board member responsibilities can be classified into one of these areas.

- **INFORMED:** Get and stay informed
- **ENGAGE:** Get and stay involved
- **HELP OTHERS ENGAGE:** Help others get and stay involved
- **DIRECT:** Provide oversight. Lead, manage, and guide as needed
- **COMPLY:** Follow laws and organizational governing documents including bylaws, rules and regulations, policies and procedures, contracts, agreements, etc.

## 8. 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. The Board governs the organization through active oversight of:

- **GOVERNANCE:** Structure and Direction of the LSC
  - Mission development and long-range planning
  - Financial management
  - Board education and development
  - Ensuring Diversity, Equity, and Inclusion through the LSC organization.
- **PROGRAMMING:** Services Provided for Members
  - Supporting sanctioning of events and hosting championship events
  - Supporting Member and Club Development
  - Providing Safe Sport, Outreach, and Strategic Programming
  - Resource development
- **COMMUNICATION:** Systems to Communicate with Members
  - LSC website content, and other forms of communication
  - Educating our members

Specifically, individual board member responsibilities include the following:

1. **INFORMED:** Get and stay informed
  - a. **Review agenda and supporting materials prior to Board and committee meetings.**
  - b. **Know and understand Utah Swimming governing documents**, including the bylaws.
  - c. **Review, evaluate and vote on** the organization’s affairs and policies.

- d. **Exercise Fiscal Responsibility:** Know and live within the LSC budget. Expenditures above budgeted amounts must be approved. Use budget for designated LSC Programming and fulfillment of Strategic Plan goals.
2. **ENGAGE:** Get and stay involved
  - a. **Attend all Board meetings and functions** such as special events. *If a board meeting must be missed, send a committee member in your place.* They cannot vote, but they can represent your area, comment, and bring you back information. Let the General Chair know who will attend in your place.
    - i. Once a year as assigned, you will give a short and simple report of what your committee is currently doing to the board. (Scope: What could fit on a 3x5 card). You may also give additional information about your committee's work to the board throughout the year as needed.
  - b. **Fulfill obligations** listed in the Leadership Task Calendar (LTC), bylaws, and other governing documents like the [UTSI Policies and Procedures by the given deadlines](#). Delegate to committee members as needed.
    - i. If this is not possible, consult with the General Chair or your Board Partner to find alternative ways to complete needed tasks.
  - c. **Give Feedback** as needed on possible adjustments to the LTC, Policies and Procedures, and other LSC governing documents.
  - d. **Read, respond to, and process email** and other communications in a timely and appropriate way. Get access to the @utahswimming.org email account that corresponds to your role. Monitor it regularly.
  - e. **Work with your "Board Partner" from the Governance Committee.** Ask questions, share concerns, receive mentoring.
3. **HELP OTHERS ENGAGE:** Help others get and stay involved
  - a. **Committees.** Provide oversight for and/or actively engage on the committees within your stewardship as listed in the *UTSI Board Member Committee Assignments Overview Chart*. (located in the Appendix of policy 50 (Committee Handbook) on the [UTSI Policies and Procedures webpage](#)) **Ensure your committees are functioning and fulfilling their role** as outlined in both the bylaws (if applicable) and the *Committee Handbook*. **Recruit committee members** as needed and with approval as required in bylaws. **Train committee members** using policy #50 (Committee Handbook). **NOTE:** Committees, not individual board members, should manage UTSI programs, events, and some operations of the LSC.
  - b. **With your committee(s), provide content and oversight for your assigned portion of the LSC website.** (See policy # 450 Website and Media in the UTSI Policies and Procedures.)
  - c. **Become familiar with Local Standouts** and your role in the Utah Swimming succession planning process as outlined in policy # 120 (Succession Planning) on the [UTSI Policies and Procedures webpage](#).
  - d. **Suggest possible nominees** to the Board and Governance Committee, who will make significant contributions to the work of the Board and Utah Swimming.

4. **DIRECT:** Provide oversight. Lead, manage and guide as needed.
  - a. **Strategic Planning.** Know, follow, and actively engage in fulfilling the LSC Strategic Plan. Participate in adjusting and extending it as needed.
  - b. **Provide oversight** as assigned and needed, including for assigned policies listed in the Appendix of this policy. (Know, Do or Adjust as needed)
  - c. **Provide continuing direction** for planning, operation, and evaluation of Utah Swimming programs and activities.
5. **COMPLY:** Follow laws and organizational governing documents including bylaws, rules and regulations, policies and procedures, contracts, agreements, etc.
  - a. **Be registered as a USA Swimming Non-Athlete Member.** If not currently registered, work with the LSC Registrar to become so. The LSC will pay the associated fee(s).
  - b. **Abide by all Athlete Protection Policies, including the Minor Athlete Abuse Prevention Policy (MAAPP.)** (For complete list, see UTSI policy #302 Athlete Protection Policies located on the Utah Swimming Policies and Procedures webpage.)
  - c. **Follow conflict of interest and confidentiality policies.** This includes signing a Standards of Practice Statement and returning a signed copy to the Administrative Assistant to the Board in a timely manner after becoming a board member. (#21 on the Utah Swimming Policies and Procedures webpage is the Standards of Practice statement you need to sign and return.)
  - d. **Follow the Use of Intellectual Property stipulations of USA Swimming** if ever using their logo. Stipulations are noted on their website and in the Affiliation Agreement between Utah Swimming and USA Swimming. The Administrative Assistant to the Board keeps a current copy of the Affiliation Agreement.
  - e. At least annually, **review and update** (as needed) **assigned policies.** (See Appendix of this policy for assignments.)

## 9. Board Member Specific Responsibilities

In addition to the General Responsibilities above, each board member also has specific responsibilities assigned by role. These are outlined in the bylaws and below.

### 9.1. 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.

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. Additional duties are listed in the *Board Member General Responsibilities* section of this policy.

Further duties of the General Chair may include:

- Preside at the Board of Directors and House of Delegate Meetings.
- Provide oversight for committees within your division as outlined in #1a *UTSI Administration Overview Chart* located in the [UTSI Policies and Procedures](#). See that all duties and responsibilities are properly and promptly carried out. (See *UTSI Committees Handbook* for details. It is listed as #50 on the [UTSI Policies and Procedures](#).
  - Be especially mindful of the Championship Meet Steering Committee during board meetings if a representative from that committee is not in attendance. Pass through applicable information to the Committee Chair in a timely manner. You may need to act as a liaison between that committee and the board at times.
- The General Chair along with the Registration Coordinator, the Administrative Assistant to the Board, the Finance Vice-Chair and the Treasurer, shall be collectively responsible for seeing that all required reports and remittances are made in a timely way 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 Finance Committee.

\*\*\* Consider delegating all or part of the "doing" of this to a committee member or members.  
*Financial dealings should be reviewed and approved by the group according to policy.*



- Make sure By-laws, legislation, and rules are updated as needed by the Governance Committee.
- Call special meetings.
- Appoint chair people of standing committees where the chair is not elected and other coordinators with the advice and consent of the Board of Directors and the respective Division Chair. (See Division Chair assignments on the *UTSI Administrative Overview #1a* located on the [Utah Swimming Policies and Procedures webpage](#).) This includes appointing the chair of the Championship Meets STEERING Committee.
  - Orient non-board member committee chairs within your division. (See Division Chair assignments on the *UTSI Administrative Overview #1a* located on the [Utah Swimming Policies and Procedures webpage](#).) NOTE: The Governance Committee orients new board members.
- 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, Governance Committee, or the Board of Review.
- Fill a vacancy on the Board of Directors, the Governance Committee, a committee chair or a committee member with the advice and consent of the Board of Directors and, where applicable, the respective Division Chair. (See Division Chair assignments on the *UTSI Administrative Overview #1a* located on the [Utah Swimming Policies and Procedures webpage](#).)
- Ensure any LSC leadership travel for which you have administrative responsibility complies with policy. For example, LSC sponsored trips to the USA Swimming Convention, Zone Workshops, etc. Fulfill your role as listed in #701 (Travel and Select Teams) located on the [UTSI Policies and Procedures webpage](#). \*\*\*
- Ensure Local Standouts are regularly “called out” in Board Meetings. (See *Succession Planning Activities* in policy #120 (Succession Planning) located on the [Utah Swimming Policies and Procedures webpage](#).)

## 9.2. 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.

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.

\*\*\* Consider delegating all or part of the “doing” of this to a committee member or members.  
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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. Additional duties are listed in the *Board Member General Responsibilities* section of this policy.

Further Duties of the Administrative Vice-Chair may include:

- Provide oversight for committees within your division as outlined in #1a *UTSI Administration Overview Chart* located in the [UTSI Policies and Procedures](#). See that all duties and responsibilities are properly and promptly carried out. (See *UTSI Committees Handbook* for details. It is listed as #50 on the [UTSI Policies and Procedures](#).
  - Orient non-board member committee chairs within your division. (See Division Chair assignments on the *UTSI Administrative Overview #1a* located on the [Utah Swimming Policies and Procedures webpage](#).) NOTE: The Governance Committee orients new board members.
- Be a member of the finance committee and other committees as assigned by the General Chair.
- Sign checks.
- Manage Independent Contractors of Utah Swimming according to policy.
- Provide oversight of the areas managed by Independent Contractors.
- Promote and support club development within Utah Swimming. \*\*\*
- Manage LSC Awards each year according to policy. \*\*\*
- General charge of the property of Utah Swimming. \*\*\*
- Manage the “Club Showcase” program as outlined in policy #120 (Succession Planning) located on the [UTSI Policies and Procedures](#).

### 9.3. 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.

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. 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. Additional duties are listed in the *Board Member General Responsibilities* section of this policy.

Further Duties of the Senior Chair may include:

- Provide oversight for committees within your division as outlined in #1a *UTSI Administration Overview Chart* located in the [UTSI Policies and Procedures](#). See that all

duties and responsibilities are properly and promptly carried out. (See *UTSI Committees Handbook* for details. It is listed as #50 on the [UTSI Policies and Procedures](#) webpage.)

- Orient non-board member committee chairs within your division. (See Division Chair assignments on the *UTSI Administrative Overview #1a* located on the [Utah Swimming Policies and Procedures webpage](#).) NOTE: The Governance Committee orients new board members.
- Provide oversight and serve on the Senior Swimming committee and others as needed.
- Serve as a member of the UTSI Championship Meets Steering.
- Assume responsibility for the budget of any LSC run Senior meets.
- Administrative responsibility for LSC hosted championship meets for Senior athletes. Also, for the Long Course State Championships in alternating years. Or, if two Long Course Championship meets are held, assume administrative responsibility for the Senior meet. If one meet is held, the administrative responsibility for the long course championships rotates between the Senior and the Age Group Chairs because this meet services both Age Group and Senior athletes. It is recommended that the board member NOT also serve as the meet director for a UTSI championship meet. \*\*\*
- Work with the Championship Meets Steering Committee and venues to set up dates and locations for future championship meets for Senior Swimmers. Or, select a designee to fulfill this responsibility. Arrange for contracts between the venue and Utah Swimming. Once set, get dates published on the Utah Swimming website. (Ideally, meet dates posted on the website would include LSC Championship meets within the next two years.) \*\*\*
- Run Camps/clinics as needed in the LSC. \*\*\*
- Make recommendations for LSC run Senior Meets. \*\*\*
- Ensure any LSC travel for which you have administrative responsibility complies with policy. Fulfill your role as listed in #701 (Travel and Select Teams) located on the [UTSI Policies and Procedures webpage](#). \*\*\*

#### 9.4. 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.

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. Additional duties are listed in the *Board Member General Responsibilities* section of this policy.

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

\*\*\* Consider delegating all or part of the "doing" of this to a committee member or members. Financial dealings should be reviewed and approved by the group according to policy.

- Provide oversight for committees within your division as outlined in #1a *UTSI Administration Overview Chart* located in the [UTSI Policies and Procedures](#). See that all duties and responsibilities are properly and promptly carried out. (See *UTSI Committees Handbook* for details. It is listed as #50 on the [UTSI Policies and Procedures](#) webpage.) Provide oversight and serve on Age Group Development committee and others as assigned or needed.
  - Orient non-board member committee chairs within your division. (See Division Chair assignments on the *UTSI Administrative Overview #1a* located on the [Utah Swimming Policies and Procedures webpage](#).) NOTE: The Governance Committee orients new board members.
- Serve as a member of the UTSI Championship Meets Steering Committee.
- Assume responsibility for Budgets for LSC run Age Group meets and the Zone Team.
- Administrative responsibility for LSC hosted championship meets for Age Group athletes. Also, for the Long Course State Championships in alternating years. Or, if two Long Course Championship meets are held, assume administrative responsibility for the Age Group meet. If one meet is held, the administrative responsibility for the long course championships rotates between the Senior and the Age Group Chairs because this meet services both Age Group and Senior athletes. It is recommended that the board member NOT also serve as the meet director for a UTSI championship meet. \*\*\*
- Work with the Championship Meets Steering Committee and venues to set up dates and locations for future championship meets for Age Group Swimmers. Or, select a designee to fulfill this responsibility. Arrange for contracts between the venue and Utah Swimming. Once set, get dates published on the Utah Swimming website. (Ideally, meet dates posted on the website would include LSC Championship meets within the next two years.) \*\*\*
- Ensure any LSC travel for which you have administrative responsibility complies with policy including but not limited to the Age Group Zone Team. Fulfill your role as listed in #701 (Travel and Select Teams) located on the UTSI Policies and Procedures webpage. \*\*\*
- Serve as Team Manager for the LSC Age Group Zone Team or select designee to fill this role. \*\*\*
- Assist in selection of the Age Group Zone Team Head Coach and Coaching staff. \*\*\*
- Assist in planning of the Age Group Zone Team trip. See that the LSC Travel and Select Teams policy (#701) is followed.

### 9.5. 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.

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. Additional duties are listed in the *Board Member General Responsibilities* section of this policy.

Further Duties of the Finance Vice-Chair may include:

- Serve as Chair of the Finance Committee ((For more information on committees, see the *Committee Handbook* policy #50 in the [UTSI Policies and Procedures](#) and the bylaws.)
- 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. \*\*\*
- See that LSC finances and investments are managed according to LSC policy. \*\*\*

#### 9.6. Athlete Representatives Responsibilities

The Senior, Junior, and At-Large Athlete Representatives are members of the Board of Directors. The Senior and Junior Athlete Representatives are members of the Executive Committee All are elected as outlined in the By-laws.

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. (For more information on committees, see the *Committee Handbook* policy #50 in the [UTSI Policies and Procedures](#).) Additional duties are listed in the *Board Member General Responsibilities* section of this policy.

Further duties of the Athlete Representative may include:

- Serve on committees as needed. \*\*\*
- Possibly attend annual USA Swimming House of Delegate meeting – Senior athlete may receive voting rights as designated by the General Chair and/or USA Swimming.
- Plan and lead any athlete meeting(s) at the Utah Swimming House of Delegates Meeting or other events. \*\*\*
- Help execute the election of the Junior Athlete Representative. \*\*\*

\*\*\* Consider delegating all or part of the "doing" of this to a committee member or members. 13  
*Financial dealings should be reviewed and approved by the group according to policy.*

- Encourage athlete participation on all committees. \*\*\*
- Help plan the Utah Swimming Awards Program, in conjunction with the Awards Program Committee and the Swimposium Committee (if the Awards Program is held in conjunction with the Swimposium.)

### 9.7. 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.

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 may chair the Coaches Committee or appoint a chair. (For more information on committees, see the *Committee Handbook* policy #50 in the [UTSI Policies and Procedures](#).) Additional duties are listed in the *Board Member General Responsibilities* section of this policy.

Further duties of the Coaches Representative may include:

- Serve on committees as needed. \*\*\*
- Assist in selection of the Head Coach for any LSC Select Teams, including the Age Group Zone Team. \*\*\*
- Oversee elections and award presentation of any Coach of the Year Awards, the Swimmer of the Year Award, and any other award management assigned to the Coach Committee by policy. \*\*\*
- Annually, notify all UTSI coaches of the UTSI Rules and Regulations via email. Instruct the coaches where to find the Rules and Regs on the UTSI website. \*\*\*
- Manage all *Coach Development programs* according to policy #201 (Coach Development) on the [Utah Swimming Policies and Procedures webpage](#). \*\*\*

### 9.8. Safe Sport and Operational Risk Chair Responsibilities

The Safe Sport and Operational Risk Chair is a member of the Board of Directors, elected by the House of Delegates. This member may also be known as the Safety Chair. If the member is in good standing, they may service in this capacity for two consecutive terms.

This person shall distribute USA Swimming safety education information to all Group Members, athletes, coaches and officials of Utah Swimming. The Safety Chair shall serve as the Utah Swimming liaison for, the Safe Sport and Operational Risk Programs established by USA Swimming and implement these programs within the LSC. This person shall develop and maintain safety education programs and policies for Utah Swimming and make recommendations regarding same to the General Chair and the Board of Directors. The Safety Chair shall make the reports required pursuant to USA Swimming bylaws. Additional duties are listed in the *Board Member General Responsibilities* section of this policy.

\*\*\* Consider delegating all or part of the "doing" of this to a committee member or members.  
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Further duties of the Safe Sport and Operational Risk Chair may include:

- Serve as Chair of the Safety Committee (see *UTSI Committees Handbook* #50 in the [UTSI Policies and Procedures](#).)
- 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. \*\*\*
- Serve as an information resource for Utah Swimming clubs and membership, and 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. \*\*\*
- LSC Travel: Make sure all board member with administrative responsibility for a trip are aware of MAAPP and the LSC Travel and Select Teams Policy. Ask them to give the LSC policy and instructions to the team or trip manager. (#701 on the [UTSI Policies and Procedures webpage](#).) 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. \*\*\*
- Along with the Safety Committee, manage the Non-SSRP Fee assessment for the LSC according to policy. (See policies #350 (Supporting Athlete Protection), #100 (Registration), and #430a (Table of Fees and Fines) on the [UTSI Policies and Procedures webpage](#).)

### 9.9. 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.

The Officials Chair shall serve as a liaison between the officials who are members of Utah Swimming, the Board of Directors, and House of Delegates. Additionally, this person serves as the liaison between Utah Swimming officials and the USA Swimming Officials Committee. Additional duties are listed in the *Board Member General Responsibilities* section of this policy.

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* #50 in the [UTSI Policies and Procedures](#).)
- Develop a short-term and long-term program for:
  - Recruiting officials \*\*\*
  - Developing officials \*\*\*
  - Advancing officials \*\*\*
  - Retaining officials \*\*\*
- Mentor or assign mentors for new officials. \*\*\*

\*\*\* Consider delegating all or part of the "doing" of this to a committee member or members. Financial dealings should be reviewed and approved by the group according to policy.

- Annually, notify via email UTSI officials and trainees of the location of the UTSI Rules and Regulations on the website and the need to know and apply them when officiating. Also, include this information in every applicable training. \*\*\*
- With the Officials Committee, manage reimbursement of officials for qualified travel according to policy. Promote this program to encourage and assist officials working out-of-LSC meets. \*\*\*

#### 9.10. 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.

The Diversity, Equity, and Inclusion Chair shall support the achievement of the goals and objectives that create bridges of understanding between ethnic groups and cultural awareness for Utah Swimming This person also creates and implements programs that develop the same... Additional duties are listed in the *Board Member General Responsibilities* section of this policy.

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. It is listed as policy #50 in the [UTSI Policies and Procedures](#).)
- Manage the Utah Swimming Outreach program. \*\*\*
- Responsible for Adaptive Swimming within the LSC. The DEI Chair 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 at all levels. \*\*\*
- Establish relationships within diverse communities and tap into volunteers in support of efforts. \*\*\*
- Investigate and communicate opportunities to capture the attention of a more diverse population. \*\*\*
- Educate clubs in LSC on the importance of being diverse USA Swimming members. \*\*\*

#### 9.11. 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 in the *Board Member General Responsibilities* of this policy.

9.12. Ex-Officio Members

See bylaws.

## 10. Related Documents and Forms

9.1. **By-laws**: Located on the UTSI website, [www.swimutah.com](http://www.swimutah.com) under the Governance tab.

9.2. **Leadership Task Calendar (LTC)** located on the [UTSI Policies and Procedures page](#)

- 9.3. **Standards of Practice** form (Policy #21 located on the page
- 9.4. Committee **Handbook** (Policy #50) located on the [UTSI Policies and Procedures page](#)
- 9.5. **Website and Media** (Policy #450) located on the [UTSI Policies and Procedures page](#)
- 9.6. **Governing Documents Administrative Responsibility Assignments table**. Located in the Appendix of this policy

## 11. Notification

- 10.1. After elections and appointment of new board members, a member of the Governance Committee member will ensure new board members receive a copy of this policy, are encouraged 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 including their assignment of Administrative Responsibility for governing documents as outlined in the Appendix.
- 10.3. Governance Committee Members will be encouraged to review this policy at least annually and to help board members know and fill their responsibilities under it.

## 12. Distribution of Policy and Updating

- 12.1. Policy will be posted on the UTSI website
- 12.2. Policy will be given to new board members at orientation
  - 12.2.1. At least annually, a member of the Governance Committee Member will: Review this policy in its entirety and note any needed updates.
  - 12.2.2. Encourage all board members to review the General Responsibilities, their Specific Responsibilities, and the Appendix material and give recommended updates.
  - 12.2.3. Update policy as needed with board approval.

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
4	9/14/2021	Major revamp of policy to coordinate and correlate with P&P overhaul that took place between 10/2019 and 9/2021.	Cathy Vaughan	BOD

		Addition of LTC and board partner information. Also added Governing Documents Administrative Assignments table and related information into Appendix.		
5	9/26/2021	Review for accuracy	Serena Werner	BOD
6	1/14/2022	Inserted USA Swimming requirement of Non-Athlete registration	Cathy Vaughan	BOD
7	3/8/2022	Changed administrative responsibility for Championship Meet STEERING Committee. Changed how Championship Meet STEERING Committee Chair is installed.	Board of Directors Discussion (Feb. 2022) & Cathy Vaughan	BOD
8	8/9/2022	Added management of Non-SSRP Fee to the Safe Sport Chair responsibilities.	Maureen Schiffman, Cathy Vaughan	BOD
9	11/8/2022	Incorporated current practice of athletes planning the UTSI Awards Program into their responsibilities.	Cathy Vaughan	BOD
10	1/10/2023	Inserted language to correspond with the new Succession Policy (#120)	Cathy Vaughan	BOD
11	2/21/2023	Called out the role of the General Chair as a liaison between the Championship Meet Steering Committee and the board in the <i>General Chair Responsibilities</i> section. Added annual committee report to board member responsibilities and delegation information to LTC section.	Cathy Vaughan	BOD
12	4/11/2023	Updated Age Group Chair role in connection with Age Group Zone Team and the elimination of the Age Group Zone Team Committee. Updated language to support two long course championship meets, if used.	Serena Werner, Cathy Vaughan	BOD
13	5/9/2023	Expanded Coach Rep responsibilities to include management of all Coach Development programming not just the Coach Development Grant. Inserted requirement for applicable Division Chairs to orient non-board member committee chairs.	Cathy Vaughan	BOD

## APPENDIX

- Tools for Effective Delegation
- Assignment of Administrative Responsibility for UTSI Governing Documents

- What are the Governing Documents of Utah Swimming?
- Governing Documents Administrative Responsibility Assignments

## Tools for Effective Delegation

Source: [www.hostgreatmeets.com](http://www.hostgreatmeets.com)

No one can do all the LSC Board of Director responsibilities by themselves. Delegation is imperative. But ineffective delegation can be worse than not seeking help in the first place. Here are a few ideas to help keep it a positive, effective tool.

### Productive Communication

Good communications between the board member and the [committee chair \(if applicable\)](#) is vital to effective delegation. Share contact information so those who need to coordinate and work together can make contact as needed. Individual communication between the board member and the committee chair (if applicable) and/or committee members is fundamental.

### Meetings

Be careful with other people's time. Having meetings just for the sake of having a meeting isn't wise. However, a well-managed meeting can provide the opportunity for the board member and committee members to coordinate their efforts quickly and effectively. This is vital so important things don't slip through the cracks. It also gives people the opportunity for people to get to know each other better which can be helpful as they work together. Meetings can be either virtual, in person, or a hybrid of these options.

### Coordinate Effort

Plan time to coordinate efforts. People need to see how their "piece" fits in with what others are doing. Often, people may not see where their area of responsibility might intersect with another area, or where there may be duplication of effort. But as they meet together and discuss plans, it becomes clear. Another way this information can surface is by the board member or committee chair identifying possible areas of overlap and addressing it with the affected parties.

### Clear Expectations

Expectations (i.e. desired results) need to be clearly understood by all parties. This includes agreement on specific reporting dates and deadlines. A good place to start "opening the discussion" is by reviewing LSC governing documents, including the Policies and Procedures, Rules and Regulations, and Bylaws that governing the event, program, or other plans. Begin with everyone reviewing the applicable LSC requirements laid out in these documents. Then, discuss ideas and plans within these parameters. Give each person the opportunity to fully express themselves, then look for options that will work.

The opportunity to give feedback, eliminate, or change expectations (where possible) is essential for anyone who has responsibility for a specific area or task. It's important that the person with the responsibility and the person to whom they report be in agreement about expectations—especially as they apply to the roles of individuals and the desired results (a.k.a. roles and goals.) Seek for win-win wherever possible.

## Training

Not only do expectations need to be clarified, it's important to also provide sufficient training for each delegated position. Training facilitates success both for the individual filling the position and for the LSC. Well-trained individuals not only run programs or other assignments, but also run them well. Reasons for ongoing training include:

- Not every assignment is run the same way.
- There will always be first time volunteers, including both those who are working on a committee for the first time and those who are filling a certain position for the first time.
- Even if committee members have experience or received training previously, they may not be aware of all that might be expected this time — its best to clarify through training up front.
- Governing body rules, regulations, policies, etc. change from time to time.

Many LSC governing documents, including detailed [policies and procedures](#) provide a basis to work from.

## Time to Act

Standing committees are always functioning. However, event-related, task forces, or sub-committees may convene for a specified amount of time. Select chairs (if applicable) and members well in advance of the event date. Make plans and assignments well in advance, especially where other people are involved. The larger the number of people and organizations involved, the longer it takes to effectively distribute information and activate help.

## Authority

People need sufficient authority to do their work. For example, those soliciting donations from the community on behalf of the LSC need to be authorized by that organization. When delegating, ensure that people have sufficient authority to complete the job and are backed up if that authority is questioned.

### Assignment of Administrative Responsibility for UTSI Governing Documents

Each board member is assigned administrative responsibility for various Utah Swimming governing documents. This is to help connect the people doing or supervising the work with the documents that govern the organization and designate how some work is to be done.

It is hoped that doing so will **facilitate adjustment when it's needed**. Sometimes people or processes will need to adjust to conform to the governing documents. Other times, the governing documents will need to be adjusted to conform to improved process, or other changes.

### Administrative Responsibility "Cues"

1. **KNOW**
2. **DO** or **ADJUST** (if needed)

### What does "Administrative Responsibility" include?

#### **KNOW**

1. Review assigned document(s) or section(s) at least annually. Know what they say.

#### **DO**

2. See that the actions or programs that document or section governs are done accordingly.

#### **ADJUST**

3. Where needed, adjust.
  - a. This may include adjusting the way things are done and/or adjusting the governing document. Policy #1 *Introduction to Utah Swimming* lists who has authority to change various governing documents.

### Can Administrative Responsibility be shared?

Absolutely! Committee members are an especially good choice when it comes to delegating administrative responsibility. The Administrative Vice-Chair (and others as noted) may also work closely with UTSI Independent Contractors to fulfill administrative responsibilities.

### What does an "Annual Review" include?

1. Read the document or section carefully
2. Note anything that surprises you, that you're not sure is being done, or that you think is important to make sure it's being done
3. Compare what is written in the document to what is being done. Do they match? If not, why?
4. To protect board members, others, and the organization what is being done needs to match what is written. If they don't match, there are three options.
  - a. Change what is being done to match the document
  - b. Follow the right channels and change the document to match what is being done
  - c. Come up with a new and better solution which may mean changing both
5. **DESIRED OUTCOME:** You know and understand the organization and the people running it better. Additionally, the organization and people running it are better because of your engagement and effort.

## What are the Governing Documents of Utah Swimming?

The Utah Swimming governing documents include

1. Utah Swimming **By-Laws**
2. Utah Swimming **Rules and Regulations**
3. Utah Swimming **Policies and Procedures**
4. **Affiliation Agreement** between USA Swimming and Utah Swimming

The Utah Swimming **Leadership Task Calendar (LTC)** is a tool used to keep duties spelled out in various Governing Documents in front of board members and other LSC leaders and workers throughout the year.



Governing Documents Administrative Responsibility Assignments																				
<b>RESPONSIBLE PERSON KEY (Top Row):</b> A=Designated Athlete Rep w/assistance from Athlete Committee (SR Athlete Rep designates who); AG=Age Group Chair or designee; ARB=Administrative Review Board; AV=Admin Vice Chair or designee; BOD=Board of Directors; BA=Administrative Assistant to the Board; C=Coach Rep or designee from Coaches Cmt; CMSC=Championship Meets Steering Cmt Chair or designee; DEI=DEI Chair or designee from DEI Cmt; GC=General Chair, F=Finance Vice Chair; GvC=Governance Cmt Chair or designee; HOD=House of Delegates; MC=Member Communications Coordinator; na=not applicable; O=Officials Chair or designee from Officials Cmt; R=Registrations; S=Safety Chair or designee from Safety Cmt; SC=Sanctions Coordinator; SR=Senior Chair or designee from Senior Cmt; T=Times Coordinator; TR=Treasurer; W=Webmaster																				
<b>TYPE OF ASSIGNED ADMINISTRATIVE RESPONSIBILITY KEY (in cells):</b> X=Primary administrative responsibility; A=Assist primary person; R=Review, fulfill responsibilities, give feedback to "X" (the Primary person or group with administrative responsibility for that doc)																				
Responsible Person > Governing Doc v	A	A G	AR B	A V	B A	C	CM SC	DEI	F	G C	Gv C	M C	O	R	S	S C	S R	T	T R	W
<b>POLICIES AND PROCEDURES</b>																				
<b>0 Introduction to Utah Swimming &amp; Board Manual</b>																				
1 Introduction to Utah Swimming											X									
1a Admin Overview Chart											X									
5 Definitions (Master List)											X									
20 Board of Directors	R	R		R	R	R		R	R	R	X		R		R		R			
21 STANDARDS OF PRACTICE STATEMENT											X									
23 Board Member Training Guide											X									
50 Committees Handbook	R	R		R		R	R	R	R	R	X		R		R		R			
<b>100 Member and Volunteer Development</b>																				
100 Registration and Membership				X										A						
101 Awards				X																
110 Nomination Process											X									
120 Succession Planning											X									
<b>130 House of Delegates</b>																				
131 Preparing for HOD PROCEDURES					A			X			A									

Governing Documents Administrative Responsibility Assignments																				
<p><b>RESPONSIBLE PERSON KEY (Top Row):</b> A=Designated Athlete Rep w/assistance from Athlete Committee (SR Athlete Rep designates who); AG=Age Group Chair or designee; ARB=Administrative Review Board; AV=Admin Vice Chair or designee; BOD=Board of Directors; BA=Administrative Assistant to the Board; C=Coach Rep or designee from Coaches Cmt; CMSC=Championship Meets Steering Cmt Chair or designee; DEI=DEI Chair or designee from DEI Cmt; GC=General Chair, F=Finance Vice Chair; GvC=Governance Cmt Chair or designee; HOD=House of Delegates; MC=Member Communications Coordinator; na=not applicable; O=Officials Chair or designee from Officials Cmt; R=Registrations; S=Safety Chair or designee from Safety Cmt; SC=Sanctions Coordinator; SR=Senior Chair or designee from Senior Cmt; T=Times Coordinator; TR=Treasurer; W=Webmaster</p> <p><b>TYPE OF ASSIGNED ADMINISTRATIVE RESPONSIBILITY KEY (in cells):</b> X=Primary administrative responsibility; A=Assist primary person; R=Review, fulfill responsibilities, give feedback to "X" (the Primary person or group with administrative responsibility for that doc)</p>																				
Responsible Person > Governing Doc v	A	AG	ARB	AV	BA	C	CM SC	DEI	F	GC	GvC	M C	O	R	S	SC	SR	T	TR	W
<b>150 Athletes</b>																				
151 Adaptive Swimming								x												
152 Utah Swimming Records				x														A		
154 Outreach Program								x												
<b>200 Coaches and Clubs</b>																				
201 Coach Development						x														
<b>250 Officials</b>																				
251 Officials Policy													x							
<b>300 Safety: Safe Sport and Operational Risk</b>																				
302 Athlete Protection Policies	R	R	R	R	R	R	R	R	R	R	R	R	R	R	x	R	R	R	R	R
303 Management of Concussion and Head Injuries	R					R							R		x					
304 Crisis Management and Communication Guidelines	R	R		R	R	R		R	R	R		R	R		x		R			
<b>400 Business and Organizational Success</b>																				
401 Workforce Related				R							x									
410 Independent Contractor Management				x					R	R										

Governing Documents Administrative Responsibility Assignments																				
<p><b>RESPONSIBLE PERSON KEY (Top Row):</b> A=Designated Athlete Rep w/assistance from Athlete Committee (SR Athlete Rep designates who); AG=Age Group Chair or designee; ARB=Administrative Review Board; AV=Admin Vice Chair or designee; BOD=Board of Directors; BA=Administrative Assistant to the Board; C=Coach Rep or designee from Coaches Cmt; CMSC=Championship Meets Steering Cmt Chair or designee; DEI=DEI Chair or designee from DEI Cmt; GC=General Chair, F=Finance Vice Chair; GvC=Governance Cmt Chair or designee; HOD=House of Delegates; MC=Member Communications Coordinator; na=not applicable; O=Officials Chair or designee from Officials Cmt; R=Registrations; S=Safety Chair or designee from Safety Cmt; SC=Sanctions Coordinator; SR=Senior Chair or designee from Senior Cmt; T=Times Coordinator; TR=Treasurer; W=Webmaster</p> <p><b>TYPE OF ASSIGNED ADMINISTRATIVE RESPONSIBILITY KEY (in cells):</b> X=Primary administrative responsibility; A=Assist primary person; R=Review, fulfill responsibilities, give feedback to "X" (the Primary person or group with administrative responsibility for that doc)</p>																				
Responsible Person > Governing Doc v	A	AG	ARB	AV	BA	C	CM SC	DEI	F	GC	GvC	MC	O	R	S	SC	SR	T	TR	W
430 Financial (Safety Chair reviews Operational Risk section)									x		R					R				A
431 Table of Fines									x											A
432 Investment									x											A
450 Website and Media				x																A
<b>500 Reserved for Future Use</b>																				
<b>600 Meets and Events</b>																				
601 Meet and Event Sanctions				x												A				
605 Beehive Finale	R	x				R							R							
620 Conduct of Swim Meets						R	x						R							
621 Meet Scheduling				x												A				
623 Credentialing Coaches and Officials at Meets						R							R		x					
630 Meet Operations							x													
<b>700 Travel and Select Teams</b>																				
701 Travel and Select Teams		R			x					R			R		R			R		
720 Travel & Expense Reimbursement (For Coaches & Athletes)																			x	
<b>800 Reserved for Future Use</b>																				
<b>900 Miscellaneous</b>																				

Governing Documents Administrative Responsibility Assignments																				
<p><b>RESPONSIBLE PERSON KEY (Top Row):</b> A=Designated Athlete Rep w/assistance from Athlete Committee (SR Athlete Rep designates who); AG=Age Group Chair or designee; ARB=Administrative Review Board; AV=Admin Vice Chair or designee; BOD=Board of Directors; BA=Administrative Assistant to the Board; C=Coach Rep or designee from Coaches Cmt; CMSC=Championship Meets Steering Cmt Chair or designee; DEI=DEI Chair or designee from DEI Cmt; GC=General Chair, F=Finance Vice Chair; GvC=Governance Cmt Chair or designee; HOD=House of Delegates; MC=Member Communications Coordinator; na=not applicable; O=Officials Chair or designee from Officials Cmt; R=Registrations; S=Safety Chair or designee from Safety Cmt; SC=Sanctions Coordinator; SR=Senior Chair or designee from Senior Cmt; T=Times Coordinator; TR=Treasurer; W=Webmaster</p> <p><b>TYPE OF ASSIGNED ADMINISTRATIVE RESPONSIBILITY KEY (in cells):</b> X=Primary administrative responsibility; A=Assist primary person; R=Review, fulfill responsibilities, give feedback to "X" (the Primary person or group with administrative responsibility for that doc)</p>																				
Responsible Person > Governing Doc v	A	A G	AR B	A V	B A	C	CM SC	DEI	F	G C	Gv C	M C	O	R	S	S C	S R	T	T R	W
<b>By-Laws</b>	R	R	R	R	R	R		R	R	R	R		R		R		R			
All board members are to be familiar with everything contained in the By-Laws and to know where they are located for reference																				
Article 3: Dues & Fees				R					x	R				A		A				
Article 4: House of Delegates					A					x	R									
Article 5: Board of Directors	R	R		R	R	R		R	R	x	R		R		R		R			
Article 6: Officers and Directors		R		R		R		R	R	x	R		R		R		R			
Article 7: Divisions, Committees & Coordinators	R	R		R		R			R	x	R						R			
Article 8: Annual Audit, Reports & Remittances					A				x	R										A
Article 11: Parliamentary Authority				R						x										
Article 13: Administrative Review Board			R							x	R									
<b>Rules &amp; Regulations</b>	R					R	x						R							
All board members, coaches, and officials should be familiar with everything contained in the Rules and Regulations and to know where they are located for reference. * The <b>Officials Chair</b> should make all UTSI officials aware of the UTSI Rules and Regulations at each training and annually via email. The <b>Coach Rep</b> should make all coaches aware of the Rules and Regulations annually via email. Both officials and coaches should also be instructed where to find the UTSI Rules and Regulations on the website. *																				
<b>Affiliation Agreement</b>				R	A				R	x	R									
<b>LTC (Leadership Task Calendar)</b>					x															