

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

## 2. PURPOSE OF POLICY

- 2.1. The purpose of this policy is to provide clear organization structure and lines of accountability regarding committees for both Division and Committee Chairs. It also helps to clarify the Division and Committee Chair roles.
- 2.2. Additionally, it provides guidance and support regarding committees to those filling committee member or leader and other roles within the UTSI organization.
- 2.3. It also provides parameters for each committee, including a detailed list of committee responsibilities.
- 2.4. The Appendix provides resources to help clarify board member committee assignment and ideas to “kick-start” stagnant committees as well as troubleshoot common problems.

## 3. DEFINITIONS

- 3.1. **Affiliated Board Member:** The UTSI Board Member who has administrative responsibility for the group or event. If it is not clear who this is, the Executive Committee may decide.
- 3.2. **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.
- 3.3. **Athlete (or Athlete Member):** Currently registered Athlete Member in good standing with USA Swimming and Utah Swimming.
- 3.4. **Athlete Representative:** Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors.
- 3.5. **Board Member:** A member of the Utah Swimming Board of Directors, including the At-Large Board Members.
- 3.6. **Board of Directors:** The Board of Directors of UTSI.
- 3.7. **Bylaws:** The bylaws as adopted and amended from time to time by, and in effect for, UTSI.
- 3.8. **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.
- 3.9. **Coach or Coach Member:** Currently registered Coach Member of USA Swimming in good standing with no requirements missing, expired or “Not Met.”
- 3.10. **Coach Representative:** Coach Member elected to represent the coaches in the House of Delegates and on the Board of Directors.
- 3.11. **Division Chair:** A Board of Director Officer with administrative responsibilities for specified committees. Division Chairs are designated as such in the UTSI bylaws.
- 3.12. **Ex Officio:** Designated to fill a role by virtue of position held.
- 3.13. **House of Delegates (HOD):** The House of Delegates of UTSI as established by the Bylaws.
- 3.14. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.
- 3.15. **Local Standouts:** People who are engaged and helping at the team and/or meet levels.
- 3.16. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
- 3.17. **Meet Director:** As defined by USA Swimming. Key points: This person is named in the meet announcement. They represent the meet host organization and seeks a sanction from the LSC when preparing a meet. This person also files a meet report with the LSC after the meet.

- 3.18. **Meet Referee:** As defined by USA Swimming. Key points: This person may, or may not, be affiliated with the meet host organization. The referee files a meet report with the LSC Officials Chair after the meet.
- 3.19. **Nominee:** One who has been nominated for a Utah Swimming elected position.
- 3.20. **Policies and Procedures:** The principles, rules, and guidelines of UTSI, as amended and adopted by the Board of Directors or the House of Delegates.
- 3.21. **Event-related Committee:** A set-term committee established to plan, prepare, and carry out a specific event or activity.
- 3.22. **Standing Committee:** A committee without a beginning or end of term. It is always operative and authorized to meet.
- 3.23. **Sub-Committee:** Convened as needed under the direction of the Division or Committee Chair.
- 3.24. **Task Force:** Convened as needed to address a specified issue or perform a designated task. They have a set beginning and end.
- 3.25. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.
- 3.26. **UTSI Championship Meets:** As defined by the Utah Swimming Rules and Regulations.

## 4. GENERAL POLICIES FOR COMMITTEE ADMINISTRATION

### 4.1. Bylaws First

The Utah Swimming bylaws govern a lot of committee administration. Should the bylaws and the information in this policy conflict, the bylaws supersede. The bylaws contain additional information including, but not limited to:

#### 4.1.1. DIVISIONS AND COMMITTEES

- 1. Officers and Directors
- 2. Divisional Organization and Jurisdictions

#### 4.1.2. COMMITTEE AUTHORITY AND FUNCTION

- 1. Bylaw mandated committees and some duties (not all)
- 2. Additional Committee Authorization

#### 4.1.3. COMMITTEE MEMBERS AND CHAIR

- 1. Types of Committee Chairs and Coordinators
- 2. Duties (Some)
- 3. Resignations
- 4. Vacancies
- 5. Delegation

#### 4.1.4. COMMITTEE MEETINGS AND VOTING

- 1. Authority to meet
- 2. Open Meetings/Closed sessions
- 3. Voice and Vote of Committee Members
- 4. Action by Written Consent
- 5. Notices (Time and Information)
- 6. Quorum Requirements

## 4.2. DIVISIONS AND COMMITTEES

4.2.1. Each Division specified in the bylaws is further divided into committees as shown in the *UTSI Administrative Overview Chart* (Policy #1a located on the [UTSI Policies and Procedures page](#).) The Division Chairs have administrative oversight of the committees within their division. They do not necessarily chair each committee within their division. Although some may be committee chairs too. (See the *UTSI Board Member Committee Assignments Overview* in the Appendix of this policy for more on board member committee assignments.) Committee Types

1. *Standing*

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

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

2. *Event-Related*

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

3. *Taskforce or Sub-Committee*

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

Before convening, the following need to be determined.

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



### 4.3. AUTHORITY AND FUNCTION

#### 4.3.1. Committee Mission Statements

The Board of Directors annually reviews the mission statement of each committee and may update them as needed. This policy includes default mission statements for each committee. They are in force when the board has not issued a more current mission statement.

#### 4.3.2. Committee Annual Goals

The Board of Directors establishes the Strategic Plan for the LSC. Committees do much of the work to accomplish the goals outlined in the Strategic Plan. Therefore, at least some of the annual goals for the committee should come from the LSC Strategic Plan. The Board of Directors may also give the committee goals to work on. Each committee shall establish a timetable or action plan for achieving these goals. The timetable and action plan shall be distributed to the respective division chair to whom the committee is directly responsible.

#### 4.3.3. Functions of a Committee

The functions of the committee may include but are not limited to the following: To study and evaluate existing programs of the LSC.

1. To create and develop new programs for the LSC or for recommendation to another committee or to the Board of Directors.
2. To advise the Board of Directors through the division chair to whom the committee is directly responsible.
3. To consider items which have been referred to the committee from the UTSI membership, the LSC officers, from another committee or from the Board of Directors.
4. To present resolutions for action items that should be referred to the division chair for consideration by the Board of Directors.
5. To implement the policies of the Board of Directors and the LSC.
6. To prepare a budget for the projects and the administration of the committee in the next fiscal year.
7. To conduct the projects and operate the activities of the committee within the board approved budget for the current fiscal year.
8. To provide content for the LSC website and social media as applicable and also as assigned in policy #450 (Website and Media) (located on the [UTSI Policies and Procedures page](#).) NOTE: Some committee secretaries have assignments listed in that policy.
9. To help increase the number of people familiar with LSC leadership. Committees fill an important role in the Utah Swimming Succession Plan. (See policy #120 on the [UTSI Policies and Procedures page](#).)

#### 4.3.4. IMPLEMENTATION OF ACTION ITEMS BY COMMITTEES

The implementation of action items shall be the responsibility of the division chair and/or the committee chair if that person is also a member of the UTSI Board of Directors.

1. A proposal or resolution is passed by the committee and becomes an Action Item for consideration by another committee or by the Board of Directors.

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

#### 4.4. MEMBERS AND CHAIR

##### 4.4.1. Equal Opportunity to Participate

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

##### 4.4.2. Length of Committee Service Term

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

##### 4.4.3. Conflict of Interest

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

##### 4.4.4. Ethical Practices

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

#### 4.4.5. Use of Intellectual Property

USA Swimming is the owner of various trademarks, trade names, service marks, logos, and event names. All members must abide by current agreements between Utah Swimming and USA Swimming when using these marks. See USA Swimming website for details for rules and guidelines on logo use. The Administrative Assistant to the Board, General Chair, or Governance Committee Chair may also provide access to the current Affiliation Agreement between Utah Swimming and USA Swimming. It provides additional details.

#### 4.4.6. Misconduct by Members

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

#### 4.4.7. Confidentiality

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

#### 4.4.8. Responsibilities of Committee Chair

The responsibilities of the Committee Chair include the following. Some are mandated in the Bylaws. Bylaw mandates are noted in *italics*.

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

14. Ensure that the committee fills its role in the Utah Swimming Succession Plan (See policy #120 on the [UTSI Policies and Procedures page](#).) This includes but is not limited to:

- 14.1. Aiming for intermittent turnover of committee membership
- 14.2. Becoming familiar with Local Standouts

15. *Maintaining regular contact with the division chair.*

#### 4.5. MEETINGS AND VOTING

##### 4.5.1. Regular Meetings

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

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

##### 4.5.2. MEETING AGENDA

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

Call to Order

Roll Call

Approval of Previous Minutes

Reports by Committee Members

Old Business

New Business

Announcements

Announcement of Date / Place of Next Meeting

##### 1. *Where to find possible business items for Committee Agenda*

- **Strategic Plan** ([www.swimutah.com](http://www.swimutah.com) > Governance) NOTE: The Board of Directors create the UTSI Strategic Plan. The committees receive assignments to fulfill it. They may also give feedback and information to the board to aid in their planning.
- **LTC (Leadership Task Calendar)**
  - Link available on the [UTSI Policies and Procedures](#) webpage
  - Administrative Assistant to the Board mails a time-focused copy to each board member every month
  - See tasks of affiliated board member
- #50 (Committee Handbook) See **Committee Responsibilities list**
  - Table of Contents provides quick access to specific committee responsibilities
  - Posted on [UTSI Policies and Procedures](#) webpage
- #450 (Website and Media) See **Website Management Table at the end of policy**
  - Posted on the [UTSI Policies and Procedures](#) webpage
- #20 (Board of Directors) See the **Specific Responsibilities for affiliated board member**

- Table of Contents provides quick access to specific responsibilities for each position
- Posted on [UTSI Policies and Procedures](#) webpage

#### 4.5.3. Committee Meeting Minutes

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

#### 4.5.4. Procedures for Committee Mailings

Committee correspondence should be done through email.

#### 4.5.5. Teleconference Meetings

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

#### 4.5.6. Ballot by Mail, Fax, E-mail, or Other Electronic Means

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

### 4.6. EXPENDITURES

#### 4.6.1. Authorization of Expenses

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

#### 4.6.2. Expense Procedure

Under certain conditions, UTSI Board Members are authorized to use a UTSI credit card. This is the preferred method to pay for approved expenses incurred on behalf of UTSI. If an approved expense cannot be paid this way, ***before the money is spent***, the Division Chair may approve the reimbursement of personal funds spent on behalf of UTSI. If the amount is over \$5,000, the Division Chair and another authorized person must give prior approval. (For more information, see UTSI policy #430 (Financial): Authorizations and Reimbursement Request Procedure. Policy located on the [UTSI Policies and Procedures](#) webpage.)

## 5. COMMITTEES REPORTING TO THE GENERAL CHAIR

### 5.1. EXECUTIVE COMMITTEE

#### 5.1.1. Committee Type

The Executive Committee is a bylaw mandated standing committee. Information about the Executive Committee is located in Article 7 of the UTSI Bylaws.

#### 5.1.2. Responsibilities

1. See bylaws
2. Assign administrative responsibility for an upcoming LSC travel to a specific board member when it is not clear who has administrative responsibility. (See policy #701 (Travel and Select Teams) located on the [UTSI Policies and Procedures page](#).)

### 5.2. GOVERNANCE COMMITTEE

#### 5.2.1. Committee Type

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

#### 5.2.2. Mission Statement

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

#### 5.2.3. Chair

See Bylaws.

NOTE: The Chair has access to a Utah Swimming email and Google Drive account. Contact General Chair for more information.

#### 5.2.4. Membership

See Bylaws.

#### 5.2.5. Quorum

See Bylaws.

#### 5.2.6. Responsibilities

1. See Bylaws.
2. Put any submitted legislation into the proper format.
3. Provide the UTSI Administrative Assistant to the Board with proposed legislation so it can be distributed at least 20 days before the meeting of the House of Delegates.
4. Update the Policy and Procedures that are posted on the website with board approval, as requested.
5. Fulfill role in the Utah Swimming Succession Plan. (See policy #120 on the [UTSI Policies and Procedures page](#).) This includes but is not limited to:
  - a. Filling the role of the Nominating Committee
  - b. Providing support to Board Nominees, Candidates and Board Members
    - i. As "Board Partners"

- ii. Ensuring Preboarding, Onboarding, and Orientation take place as outlined in the Succession Plan (#120)
- c. Ensuring the LSC Governing Documents are Current, Comprehensive, and Readily Available.
- d. Becoming familiar with Local Standouts.

### 5.3. SAFETY COMMITTEE

#### 5.3.1. Committee Type

The Safety Committee is a standing committee.

#### 5.3.2. Mission Statement

To educate and promote Safe Sport and Operational Risk messaging and activities in the Utah Swimming community.

#### 5.3.3. Membership

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

#### 5.3.4. Responsibilities

1. Promote Safe Sport through educational resources and opportunities.
2. Distribute USA Swimming Safe Sport and Operational Risk information to LSC leadership, clubs, and members, as appropriate.
3. Provide updated and accurate content on the LSC website and social media for assigned areas. (See policy #450 (Website and Media) located on the UTSI Policies and Procedures page.)
4. Develop safety education programs and policy for UTSI; make recommendations regarding those programs and policies and their implementation to the applicable division chair.
5. Prepare and transmit reports required pursuant to the Bylaws.
6. Oversee safety (including but not limited to marshals and security) at UTSI-hosted meets.
7. Oversee a program for providing coach and officials' credentials at meets according to Policy #623 (Credentialing Coaches and Officials at Meets) located on the [UTSI Policies and Procedures](#) webpage.)

### 5.4. ADMINISTRATIVE REVIEW BOARD

#### 5.4.1. Committee Type

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

#### 5.4.2. Mission Statement

See Bylaws

5.4.3. Membership

See Bylaws

5.4.4. Meetings

See Bylaws

5.4.5. Responsibilities

- a. See Bylaws
- b. See Misconduct by Members section in this policy
- c. Provide updated and accurate content on the LSC website and social media for assigned areas. (See policy #450 (Website and Media) located on the UTSI Policies and Procedures page.)
- d. NOTE: The Chair has access to a Utah Swimming email and Google Drive account. Contact General Chair for more information.

5.5. UTSI CHAMPIONSHIP MEETS STEERING COMMITTEE

5.5.1. Reports to Board of Directors via either Committee Chair or General Chair

5.5.2. Committee Type

The UTSI Championship Meets Steering Committee is a standing committee.

5.5.3. Mission Statement

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

- NOTE: The focus of this committee is UTSI Championship meets as a whole, not each individual meet per se. The committee seeks to benefit membership by standardizing championship meet procedures, while still allowing each meet committee the opportunity to maximize the unique aspects and focus of their particular meet.

5.5.4. Governing Principles

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

5.5.5. Meeting Frequency and Term

1. Meet at least once at the beginning of each season and as needed thereafter.
  - a. SHORT COURSE: Sometime after the Long Course State Championships and before October 15.
  - b. LONG COURSE: Sometime after the Short Course State Championships and before April 30<sup>th</sup>.
2. This is a standing committee. Board of Director committee members come on and off as determined by their board term.



#### 5.5.6. Chair and Committee Liaison to the Board of Directors

1. Term: 2 years (No term limit)
2. Personnel: Appointed by the General Chair with the advice and consent of the Board of Directors.
3. NOTE: The Chair has access to a Utah Swimming email and Google Drive account. Contact General Chair for more information.

#### 5.5.7. Membership

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

#### 5.5.8. Responsibilities

1. Ensure all aspects of the UTSI Championship meets are administered according to UTSI Rules and Regulations and policy where applicable. Governing policies include but are not limited to #302 (Athlete Protection Policies), #303 (Concussion), #601 (Sanctions), #620 (Meet Conduct), #623 (Credentialing), and #630 (Meet Operations). All policies are located on the [UTSI Policies and Procedures webpage](#).
2. Work with the Age Group and Senior Swimming Committees to ensure upcoming Championship Meet Time Standards are set, emailed, and posted before the fall UTSI House of Delegates (HOD) meeting as required in policy #630 (Meet Operations).
3. Determine meet dates for upcoming UTSI Championship meets two years out. The Age Group and Senior Chairs (or designees) contact venues, negotiate contracts, and ensure dates are posted on the UTSI website as soon as contracts are signed.
4. Review and evaluate previous meets, feedback, and suggestions. Then, make plans and/or changes to improve future meets and incorporate into the meet announcement. (Should be available from the Senior and Age Group Chairs.)
5. Set general and shared parameters for upcoming Utah Swimming Championship Meets including deadlines for meet announcement release and any needed changes. Ensure deadlines and needed changes are given to the meet committee chair, meet director, and meet referee.
6. See Hospitality section of policy #630 (Meet Operations) for specific duties and decisions of this committee in regard to Championship Meet Hospitality each year.
7. Any decisions approved by this committee must be recorded in meeting minutes posted on the UTSI website. If the decision affects meet operations, it should also be added to policy #630 *UTSI Hosted Meet Operations* either in the document or digital folder for future reference. If not voted on and approved by the Board of Directors, it can be added to the Appendix or inserted elsewhere if clearly marked as a procedure and not policy.
8. As needed, propose changes to Rules and Regulations, Policies and Procedures and other governing documents and/or contracts to the Board of Directors.

9. Determine the committee chair for each Championship Meet Committee (including but not limited to Senior State, UTAGS, or Long Course State) occurring within the next year. Ask the committee chair to serve, give parameters, and ensure agreement. Also, share policy #630 *UTSI Hosted Meet Operations* with each committee chair and membership. The policy is located on the [UTSI Policies and Procedures page](#).
10. Designate a Meet Director for each LSC hosted championship meet coming up in the next year. Also, receive the name of the person who will be the Meet Referee for each LSC championship meet from the Officials Chair. (Includes but is not limited to Senior State, UTAGS, and Long Course Sate.) Let them know that they will be part of the Championship Meet Committee for that meet. Also, share policy #630 *UTSI Hosted Meet Operations* with each person. The policy is located on the [UTSI Policies and Procedures page](#).
  - a. NOTE: It is recommended NOT to select either the Age Group or Senior Chairs as the meet director for a UTSI Championship Meet. They already have many and varied responsibilities, including administrative oversight for each UTSI championship meet.
11. Manage the *State Meet Director Report* as outlined in policy #120 (Succession Planning) This policy is located on the [UTSI Policies and Procedures page](#). Ensure the report provides the information listed in policy #120 (Succession Planning) by the deadlines and that the needed information goes to the Board of Directors. Additional information may be added to the report if desired. The committee archives these reports and makes them available to future meet leaders.

## 6. COMMITTEES REPORTING TO THE ADMINISTRATIVE VICE CHAIR

### 6.1. AWARDS PROGRAM COMMITTEE

#### 6.1.1. Committee Type

The Awards Program Committee is an event related committee. It assembles for a specific term to plan, prepare, and carry out the UTSI Awards Program. This includes managing the award nomination and selection process according to policy #101 (Awards). Also includes notification of award winners and/or parents and procuring awards and making them readily available for distribution at the UTSI Awards Program.

This committee is usually activated in June and deactivated when responsibilities regarding the event are done, usually within a month after the event.

#### 6.1.2. Mission Statement

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

#### 6.1.3. Membership

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

#### 6.1.4. Responsibilities

1. Manage the nomination and election process for awards. Determine award winners according to the UTSI Awards policy (#101 (Awards) located on the [UTSI Policies and Procedures page.](#))
2. Order awards about five to six weeks ahead of the program. Verify accuracy when awards are received. Ensure awards are at the awards program in a way that allows for easy distribution by the presenters.
3. Send notification to award recipient and/or parents as well as an invitation to the awards program. Receive confirmation of receipt.
4. Arrange for the venue, hospitality, set-up, and clean-up of facility and other physical arrangements. If awards program is done in conjunction with Swimposium, this responsibility can be shared with that committee.
5. Arrange for speakers, presenters, entertainment if not managed by Athlete Representatives to the Board of Directors and/or the Swimposium Committee.
6. Publish program and distribute at event.
7. Get award to the individual or the recipient's team if not distributed at the event.
8. Receive feedback and compile an event evaluation. What went well? What would you do differently? Any suggestions for future event planners? Give feedback and evaluation to Administrative Vice Chair within one month of event.

### 6.2. SWIMPOSIUM COMMITTEE

#### 6.2.1. Committee Type

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

#### 6.2.2. Mission Statement

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

#### 6.2.3. Membership

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

#### 6.2.4. Responsibilities

1. Determine date and location if not already set by the board. Arrange for contracts. Thoroughly review and approve contract(s) before recommending an authorized board member sign.
2. Arrange for speakers and presenters, the schedule of presenters, and other logistics.
3. Order necessary materials and equipment.
4. Arrange logistics for any out-of-town presenters including travel arrangements as needed.
5. Provide updated and accurate content on the LSC website and social media for assigned areas. (See policy #450 (Website and Media) located on the UTSI Policies and Procedures page.)

6. Publicize event and take registrations.
7. Prepare written program with room assignments, times, bios, etc.
8. Prepare facility set-up, including, tables, chairs, skirts, decorations, etc.
9. Set up audio-visual equipment as necessary.
10. Clean-up
11. Receive feedback and compile an event evaluation. What went well? What would you do differently? Any suggestions for future event planners? Give feedback and evaluation to Administrative Vice Chair within one month of event.

## 7. COMMITTEES REPORTING TO THE SENIOR VICE CHAIR

### 7.1. OFFICIALS COMMITTEE

#### 7.1.1. Committee Type

The Officials Committee is a standing committee.

#### 7.1.2. Mission Statement

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

#### 7.1.3. Membership

The Officials Committee shall be comprised of the Chair who is elected by the House of Delegates (HOD), a minimum of one athlete (athlete membership shall constitute at least twenty percent (20%) of the voting membership of the committee) and other volunteers as appointed by the General Chair with the advice and consent of the Division and Committee Chairs. *For more about the Officials Chair position, see the Utah Swimming [Bylaws](#).*

Committee member division of assignments may include responsibilities such as: Vice-Chair, Safety, Training, Advancement, Communication, Team Representative, Mentoring and Retention, and Open Water.

#### 7.1.4. Quorum

A quorum for committee meetings are 50% of the membership plus one.

#### 7.1.5. Responsibilities

1. Recruit, train, test, evaluate, and certify officials for UTSI. Managing certification includes handling disciplinary issues according to policy #251 (Officials) when needed. Policy is located on the [UTSI Policies and Procedures page](#).
2. Retest, and recertify officials for UTSI.
3. Supervise officials and assignment to meets sanctioned in UTSI.
4. Conduct clinics for training.
5. Provide education/information upon request from clubs, coaches, parents, etc.
6. Encourage and manage advancement of UTSI officials.
7. Provide updated and accurate content on the LSC website and social media for assigned areas. (See policy #450 (Website and Media) located on the UTSI Policies and Procedures page.)
8. Manage funding and reimbursement assignment for official's travel expense programs according to policy. Promote and encourage participation in these programs.

## 7.2. SENIOR SWIMMING COMMITTEE

### 7.2.1. Committee Type

The Senior Swimming Committee is a standing committee.

### 7.2.2. Mission Statement

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

### 7.2.3. Membership

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

### 7.2.4. Responsibilities

1. Identify areas where UTSI senior swimming programming should be improved.
2. Suggest new programs for education, training, recognition.
3. Develop policies and ensure implementation and updating as needed.
4. Aid in establishing procedures for selection of Senior camp coaches, etc.
5. Manage Athlete and Coach travel expense reimbursements according to policy #720 (Travel Reimbursement.) Policy is located on the [UTSI Policies and Procedures page](#).
6. Verify dates and location of upcoming Senior UTSI hosted championship meets about 14 months prior and again about 6 months before the meet.
7. Provide updated and accurate content on the LSC website and social media for assigned areas. (See policy #450 (Website and Media) located on the UTSI Policies and Procedures page.)

## 7.3. CHAMPIONSHIP MEET COMMITTEE(S)

7.3.1. All UTSI hosted championship meets have a meet committee. The Senior Chair has administrative responsibility for those managing and directing meets for Senior Swimmers.

7.3.2. If a championship meet serves both Age Group and Senior athletes, the Championship Meet Steering Committee determines which board member has administrative responsibility for the meet and meet committee.

7.3.3. See *UTSI Championship Meet Committees* section of this policy for the responsibilities of these committees.

## 8. COMMITTEES REPORTING TO THE AGE GROUP VICE CHAIR

### 8.1. DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

#### 8.1.1. Committee Type

The Diversity, Equity, and Inclusion Committee is a standing committee.

#### 8.1.2. Mission Statement

To further opportunities for economically disadvantaged athletes and under-represented populations and promote diversity, equity, and inclusion throughout the LSC organization and community.

### 8.1.3. Membership

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

### 8.1.4. Responsibilities:

1. Work with the Board of Directors and each committee to assure that DEI is integrated, as appropriate, in all areas.
2. Develop ways to increase participation from groups which are currently under-represented in UTSI.
3. Manage programs and fulfill responsibilities outlined in the Outreach Policy, #154 located on the UTSI Policies and Procedures page.
4. Develop and manage Diversity, Equity, and Inclusion related policies as needed.
5. Within the established budget, develop, manage, and promote programming and events that recognize, celebrate, and encourage DEI within Utah Swimming.
6. Distribute USA Swimming DEI information to LSC leadership, clubs, members, and parents as appropriate.
7. Increase DEI awareness for athletes, parents, coaches, officials, and other non-athletes. Promote Diversity, Equity, and Inclusion through educational resources and opportunities.
8. Provide updated and accurate content on the LSC website and social media for assigned areas. (See policy #450 (Website and Media) located on the UTSI Policies and Procedures page.)
8. Seek and evaluate DEI related feedback from the UTSI membership.

## 8.2. AGE GROUP DEVELOPMENT COMMITTEE

### 8.2.1. Committee Type

The Age Group Committee is a standing committee.

### 8.2.2. Mission Statement

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

### 8.2.3. Membership

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

### 8.2.4. Responsibilities

1. Identify areas where UTSI age group programming should be improved.
2. Suggest new programs for education, training, recognition.
3. Manage LSC Age Group Programming and events.
4. Develop policies and ensure implementation and updating as needed.

5. Begin the planning process for the Age Group Zones team in the fall. See more detail in the *Age Group Zones Team Tasks and Deadline Planner* in the Appendix of policy #701 (Travel and Select Teams) as well as other information in that policy. #701 located on the [UTSI Policies and Procedures page](#).
6. Manage the bid process for the Beehive Finale meet according to policy. (#605 (Beehive Finale) located on the [UTSI Policies and Procedures](#) webpage.)
7. Verify dates and location of upcoming Age Group UTSI hosted championship meets about 14 months prior and again about 6 months before the meet.
8. Provide updated and accurate content on the LSC website and social media for assigned areas. (See policy #450 (Website and Media) located on the UTSI Policies and Procedures page.)

#### 8.4 CHAMPIONSHIP MEET COMMITTEE(S)

- 8.2.5. All UTSI hosted championship meets have a meet committee. The Senior Chair has administrative responsibility for those managing and directing meets for Senior Swimmers.
- 8.2.6. If a championship meet serves both Age Group and Senior athletes, the Championship Meet Steering Committee determines which board member has administrative responsibility for the meet and meet committee.
- 8.2.7. See *UTSI Championship Meet Committees* section of this policy for the responsibilities of these committees.

### 9. UTSI CHAMPIONSHIP MEET COMMITTEES

#### 9.1. -Board Member with Administrative Responsibility for Committee

- 9.1.1. All UTSI hosted championship meets have a meet committee. The Senior Chair has administrative responsibility for committees managing and directing meets for Senior swimmers. The Age Group Chair has administrative responsibility for committees managing and directing meets for Age Group swimmers.
- 9.1.2. If a championship meet serves both Age Group and Senior athletes, the Championship Meet Steering Committee determines which board member has administrative responsibility for the meet and meet committee. Committee Type  
Each UTSI Championship Meet Committee is an event related committee. It assembles for a specific term to plan, prepare, and carry out an upcoming UTSI Championship Meet. These meets include, but are not limited to, Senior State, UTAGS (Utah Age Group State) in both Short Course and Long Course seasons. Other meets may also be designated as UTSI Championship Meets by the Board of Directors.
- 9.1.3. Mission Statement  
To plan, prepare for, and carry out the assigned Championship meet.
- 9.1.4. Governing Principles
  1. Each of the Utah Swimming championship meets have unique aspects. However, striving for consistency, where possible, can benefit athletes, coaches, officials, and other members.

2. Rules, policies, contracts, and other governing body stipulations need to be followed.

#### 9.1.5. Meeting Frequency and Committee Term

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

#### 9.1.6. Chair

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

#### 9.1.7. Membership

1. Board Member with Administrative Responsibility for Meet
2. Meet Director
3. Meet Referee
4. Administrative Referee
5. Coach (Need not be the UTSI Board of Director Coach Rep, but can be)
6. Athlete(s) (Sufficient to make up 20% of the committee. Need not be a UTSI Board of Directors Athlete Rep, but can be)
7. *Recommended:* A member of the UTSI Safety Committee

#### 9.1.8. Responsibilities

1. Ensure all aspects of this UTSI Championship meet are administered according to policy where applicable. Governing policies include but are not limited to #302 (Athlete Protection Policies), #303 (Concussion), #601 (Sanctions), #620 (Meet Conduct), #623 (Credentialing), and #630 (Meet Operations). All policies are located on the UTSI Policies and Procedures webpage.
2. Review feedback and evaluation of previous year meet. (Should be available from the Senior Chair)
3. Plan and prepare for the meet. Plan to host the meet within the given budget. Meet given preparation deadlines.
4. Plan and prepare the meet announcement within the scope of UTSI bylaws, policies, procedures, rules, regulations, agreements, contracts and parameters set by the Championship Meet Steering Committee. Ensure publication by the deadline given by the Championship Meets Steering Committee.
5. Plan and prepare other aspects of the meet, as needed
6. Determine how eligibility and technical protests will be handled at this meet. May choose to handle them as a committee or appoint another committee (or committees) to manage them.
7. This committee may also be called upon to handle all issues pertaining to non-rule situations at the meet. Examples of issues under the jurisdiction of the meet committee may include, change of program, postponement, severe weather, and equipment issues.
8. Receive feedback and compile an event evaluation. What went well? What would you do differently? Any suggestions for future planners? Give feedback and evaluation to Senior Vice Chair within one month of event.



## 10. COMMITTEES REPORTING TO THE FINANCE VICE CHAIR

### 10.1. FINANCE COMMITTEE

#### 10.1.1. Committee Type

The Finance Committee is a bylaws mandated standing committee

#### 10.1.2. Mission Statement

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

#### 10.1.3. Chair

See bylaws

#### 10.1.4. Membership

See bylaws

#### 10.1.5. Responsibilities

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

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

## 11. COMMITTEES REPORTING TO THE SENIOR ATHLETE

### REPRESENTATIVE

### 11.1. ATHLETES COMMITTEE

#### 11.1.1. Committee Type

The Athletes Committee is a bylaws mandated standing committee.

#### 11.1.2. Mission Statement

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

#### 11.1.3. Chair

See bylaws

#### 11.1.4. Membership and Limitations

1. See bylaws

#### 11.1.5. Responsibilities

1. *Have general charge of the business and affairs of the Athletes of UTSI, and shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, UTSI, USA Swimming and the sport of swimming.*
2. Provide input to the Board of Directors and House of Delegates regarding all matters.
3. Oversee conduct of election of Junior Athlete Representative.
4. Oversee conduct of election of At Large Athlete Representatives on the Board of Directors.
5. Recommend policy and or programs to the Board of Directors.
6. Ensure every standing and active committee has sufficient athletes to meet the minimum requirements. Provide support to athletes serving on committees.
7. Distribute relevant information to athletes within UTSI. Provide updated and accurate content on the LSC website and social media for assigned areas. (See policy #450 (Website and Media) located on the UTSI Policies and Procedures page.)

## 12. COMMITTEES REPORTING TO THE COACH REPRESENTATIVE

### 12.1. COACHES COMMITTEE

#### 12.1.1. Committee Type

The Coaches Committee is a standing committee.

#### 12.1.2. Mission Statement

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

#### 12.1.3. Membership

The Coaches Committee shall be comprised of the Coach Representative on the Board of Directors who shall serve as Chair, a few UTSI coach members, and sufficient number of athletes to comprise at least 20% of the membership of the committee.

#### 12.1.4. Chair

Coach Representative on the Board of Directors or designee

#### 12.1.5. Responsibilities

1. Hold a meeting for all UTSI coaches at least once per year. May also hold seasonal meetings if desired. The purpose of this meeting is to update the coaches on new developments, education opportunities, programming, and other services currently offered by the LSC and/or USA Swimming.
2. Provide updated and accurate content on the LSC website and social media for assigned areas. (See policy #450 (Website and Media) located on the UTSI Policies and Procedures page.)
3. Post minutes from each annual or seasonal Coaches Meeting on the UTSI website and email to the UTSI coach members.

4. Have a liaison who takes information from the Coaches Committee to the Board and vis versa. This person also represents each organization to the other. Usually, this will be the elected Coach Rep. However, if the Coach Rep cannot attend the meetings, they may ask another to fill this role on an interim basis.
5. Provide input to the Board of Directors and House of Delegates regarding all matters.
6. Recommend policy and or programs to the Board of Directors. Manage programs and events.
7. Oversee selection of the recipient of the Age Group Coach of the Year, Senior Coach of the Year, Athlete of the Year award(s), and any others assigned according to policy #101 (Awards) located on the [UTSI Policies and Procedures page](#).
8. Oversee programs regarding coach education and promote among coach membership. This includes managing the UTSI membership to the ASCA library.
9. Promote the Coach Development Grant among UTSI coach members and manage the grant according to policy. (#201 on the [UTSI Policies and Procedures page](#)) and under the direction of the Board of Directors Coach Representative.

## 13. RELATED DOCUMENTS AND FORMS

- 13.1. [UTSI Standards of Practice Statement](#)
  - 13.1.1. Location: UTSI website (Governance > Policies and Procedures #21)
  - 13.1.2. Each standing committee chair must sign and return this form to the UTSI Administrative Assistant to the Board before beginning term
- 13.2. [Committee Rosters](#)
  - 13.2.1. Location: UTSI website (Governance > Committees)
- 13.3. [Approved Committee Minutes](#)
  - 13.3.1. Location: UTSI website (Governance > Committees)
- 13.4. [Bylaws](#)
  - 13.4.1. Location: UTSI website (Governance > Bylaws)
- 13.5. [UTSI Workforce Related Policies and Procedures \(#401\)](#)
  - 13.5.1. Location: UTSI website (Governance > Policies and Procedures)
- 13.6. [UTSI Financial Policy \(#430\)](#)
  - 13.6.1. Location: UTSI website (Governance > Policies and Procedures)
- 13.7. [UTSI Website and Media Policy \(#450\)](#)
  - 13.7.1. Location: UTSI website (Governance > Policies and Procedures)

## 14. NOTIFICATION

- 14.1. **Beginning of Service Notification:** At the beginning of service the following will receive this policy and any other training from the noted person.
  - 14.1.1. Committee members trained by Committee Chair

14.1.2. Committee Chairpersons trained by Division Chairs (the person they report to as shown in policy #1a *UTSI Administrative Overview Chart* located on the [UTSI Policies and Procedures page](#)).

14.1.3. Division Chairs trained by a member of the Governance Committee

14.2. **Annual Notification:** Every year, the following will give this policy and any other training to the noted people.

14.2.1. Governance Committee Members give to Board Members

14.2.2. Division Chairs give to Committee Chairs who are not also on the Board of Directors

14.2.3. Committee Chairs give to Committee Members

## 15. DISTRIBUTION OF POLICY AND UPDATING

15.1. Policy will be posted on the UTSI website

15.2. Annually, *the General Chair shall appoint the members of all committees with the advice and consent of the respective division chair and the chair of the committee. Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative.* (From the Bylaws)

15.3. Annually, the General Chair shall ensure that the Championship Meet STEERING Committee has an active chair. Also, that the committee chair has a copy of this policy and policy #630 (Meet Operations) and understands the fall timeline within which the committee must work.

15.4. Annually, the Governance Committee will distribute this policy to all Division and Committee Chairs and Committee Members

15.5. Annually, the board will review each committee mission statement, update as needed, give to the committee chair, and update this policy, as needed.

15.6. Annually, the Board of Directors shall review and if needed, establish goals for each committee. These goals should tie in with the UTSI Strategic Plan. Each committee shall establish a timetable or action plan for achieving the goals and report to the respective division chair to whom the committee is directly responsible.

15.7. Annually, each Division and Committee Chair will review this policy and give any needed changes to the Governance Committee. The Governance Committee will update the policy as needed with board approval. A Governance Committee member will initiate this process with each Division Chair.

15.8. The UTSI Administrative Assistant to the Board shall maintain the membership roster for each active group listed in this policy and the terms of each individual, where applicable. These rosters shall be reviewed and updated annually. The name of each committee chair and contact information (email) should be posted on the website and updated within a month of change.

CHANGE LOG				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
01	8/11/2020	New policy	Teri Rhodes, Shane Lamb,	BOD

			Maureen Schiffman, Lorinne Morris and Cathy Vaughan	
02	9/8/2020	Minor adjustments to conform with current and proposed bylaws	Cathy Vaughan	BOD
03	11/10/2020	Updated to simplify and better correlate bylaws and policy #20 (Board Responsibilities)	Cathy Vaughan	BOD
4	3/2/2021	Removal of duplicate language in the Administrative Review Board section. (When the policy was first written, the LSC did not have an Administrative Review Board. Now it does and information regarding it is clearly spelled out in the bylaws.) Updated Athletes Committee information to conform to current Bylaws. Standardized headers, correlation with <i>Leadership Task Calendar</i> (LTC). Minor grammatical and formatting corrections.	Cathy Vaughan	Minor changes. Delegated BOD authority
5	5/11/2021	Updated section 9 (Championship Meet Committees) to correlate with newly passed policy #630 <i>UTSI Hosted Meet Operations</i> .	Cathy Vaughan	BOD
6	9/14/2021	Major revamp of policy to coordinate and correlate with P&P overhaul that took place between 10/2019 and 9/2021. Made extensive changes to incorporate current practice and correlate with the updated bylaws, policies, and LTC. Removed the <i>UTSI Administrative Overview</i> chart from this policy (still in #1, Intro to Utah Swimming). Added <i>Committee Assignments Overview</i> , Ideas to Help Get Committee Members, and Ideas to Get Committees Meeting Regularly to Appendix.	Cathy Vaughan	BOD
7	9/26/2021	Review for accuracy	Serena Werner	BOD
8	3/8/2022	Moved administrative responsibility for Championship Meets STEERING Committee to General Chair. Changed committee chair from alternating between Senior and Age Group Chairs to instead being appoint by the General Chair with advice and consent of the board. Changed chair term from one year to two years.	Board of Directors Discussion (Feb. 2022) & Cathy Vaughan	BOD

9	5/10/2022	Updated assignment of meet referee for UTSI Championship Meets to comply with UT 1.12. Also added reference to the Championship Meet Steering Committee's responsibilities under UT 1.15 and other UTSI Rules and Regulations.	Cathy Vaughan	BOD
10	11/8/2022	Incorporated feedback received from the Awards Program and Swimposium Committees into those sections.	Jennifer Nielson, Maureen Schiffman, McKay Larsen, Cathy Vaughan	BOD
11	1/10/2023	Inserted language to correspond with the new Succession Policy (#120)	Cathy Vaughan	BOD
12	4/11/2023	Inserted responsibility for the Officials Committee to manage disciplinary issues regarding officials. Updated long course championship meet information to work for one or two meets. Eliminated the Age Group Zones Team Committee and realigned Age Group Committee responsibilities accordingly.	Officials Committee, Serena Werner, Cathy Vaughan	BOD
13	5/9/2023	Updated Championship Steering Committee information. Consolidated Championship Meets Committee information. Inserted information about Utah Swimming email and Google Drive accounts for applicable non-board member committee chairs. Removed Age Group Zones Committee.	Serena Werner, Cathy Vaughan	BOD

APPENDIX

## Committee Assignment Summary

The following table is meant as a guide to help get a “bird’s eye view” of their board member assignments. Written by-laws and policies provide more information and supersede this chart should the information conflict.

<b>UTSI Board Member Committee Assignments Overview</b>												
<b>PEOPLE (Top Row):</b> A=Athlete(s). Senior Athlete Rep can designate who if not already designated in bylaws or policy; <b>AG</b> =Age Group Chair; <b>AV</b> =Admin Vice Chair; <b>BA</b> =Administrative Assistant to the Board; <b>C</b> =Coach Rep; <b>DEI</b> =DEI Chair; <b>GC</b> =General Chair, <b>F</b> =Finance Vice Chair, <b>JAR</b> =Junior Athlete Rep; <b>na</b> =not applicable; <b>O</b> =Officials Chair; <b>R</b> =Registration Coordinator; <b>S</b> =Safe Sport/Operational Risk Chair; <b>SAR</b> =Senior Athlete Rep; <b>SR</b> =Senior Chair; <b>TR</b> =Treasurer;												
<b>TYPE OF ASSIGNMENT (in cells):</b> C/D=Chair or work with GC to select designee to chair; <b>M</b> =Committee Member; <b>M-nv</b> =Non-voting Committee Member; <b>O</b> =Administrative Oversight of Committee; <b>R</b> =Recommended (Member of Safety Committee); <b>X</b> =Ex Officio MEMBER, w/ voice and vote; <b>XC</b> =Ex Officio Committee CHAIR												
Person > Committee v	A	AG	AV	C	DEI	F	GC	O	S	SC	SR	TR
Age Group Development	M	O;C/ D; X										
Administrative Review Board <i>Members elected by HOD</i>	M						O					
Athlete <i>SAR/JAR/At Large Athlete Reps are all "X" members</i>	SAR: O;C/ D;											
Awards Program	M		O; X									
Championship Meets STEERING	M	<sup>M</sup>		X			O – ap- points chair	X	X	M- nv	<sup>M</sup>	
Coaches	M			O;C/ D;X								
Diversity, Equity, and Inclusion	M	O; X			XC							
Executive	SAR; JAR	X	X	X		X	O;XC				X	
Finance	M		X			XC	X					M- nv
Governance	M						O					
Officials	M							XC			O; X	
IF ONE Long Course Championship Meet <i>*Chair &amp; oversight selected by established rotation or Championship Meets STEERING Cmt</i>	M		X, *						R		X, *	
Safety	M						O; X		XC			
Senior Swimming	M										O;C/ D; X	

## UTSI Board Member Committee Assignments Overview

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**TYPE OF ASSIGNMENT (in cells):** **C/D**=Chair or work with GC to select designee to chair; **M**=Committee Member; **M-nv**=Non-voting Committee Member; **O**=Administrative Oversight of Committee; **R**=Recommended (Member of Safety Committee); **X**=Ex Officio MEMBER, w/ voice and vote; **XC**=Ex Officio Committee CHAIR

Person > Committee v	A	AG	AV	C	DEI	F	GC	O	S	SC	SR	TR
Senior State Meet (Short Course and Long Course)	M								R		O;C/ D; X	
Swimposium	M		O; X									
UTAGS Championship Meet (Short Course and Long Course)	M	O;C/ D; X							R			
Zone Team	M	O;C/ D; X										



## Ideas to Help Get Committee Members

- **USE EVENTS:** Use Swimposium, State, swim meets, House of Delegate meetings, and other events to ask potential committee members face-to-face
- **CALL:** It's easier to decline texts and emails. Harder when speaking with a friend or colleague.
- **NETWORK:** Ask current committee members for suggestions of other possible committee members. If a potential committee member declines, ask for other suggestions of potential committee members. Also consider asking other board members and board partners for names.
- **SEND EMAIL REQUEST TO ALL CLUB CONTACTS, COACHES, AND OFFICIALS:** Can they serve? Do they have someone on their team (athlete, non-athlete, parent, or other) who might be able to serve?
- **HELP OTHERS SEE WHY THIS COMMITTEE WORK MATTERS:** Let people know why the work of your committee matters. How does it benefit athletes? How does it help accomplish strategic goals? How does it improve our LSC community? Share the current goals and mission of the committee and let them know why you need their help to accomplish the work.
- **HOLD REMOTE TELECONFERENCE MEETINGS:** Use Zoom or another service to make it easier for people to attend no matter where they live or work. Also eliminates commute time.
  - UTSI has a paid subscription to Zoom that committees can use. Contact: UTSI Administrative Assistant to the Board.
- **COMMITTEE CHAIRS CAN GET HELP:**
  - Ask a board partner or committee secretary to send an email invitation. You provide the date of the meeting as well as the names and email addresses of potential committee members. They prepare and send the email and field replies.
    - See *Sample Email Invitation from Someone Other than Committee Chair* in this Appendix.
  - Someone else can also contact the Administrative Assistant to the Board to set up the Zoom meeting and distribute the link to all committee members.
- **START WHERE YOU ARE, DO WHAT YOU CAN:** Sometimes even with great effort, your work may only yield a committee member or two. Start with them. Focus on highest priority items. Continue to seek additional help as you can and especially at the beginning of every season. Repeat the efforts above and brainstorm new ones.
  - NOTE: Be sure to follow USA Swimming Minor Athlete Abuse Protection Policy ([MAAPP](#)) requirements if the one other committee member is a minor athlete. (As well as always following them in other circumstances too.)
- **When asking, give potential committee members**
  - Approximate time commitment (per week, month, or quarter)
  - Why their service matters. (What is the committee working on? What are the committee goals? How does the committee's work benefits athletes?)
  - Why you're asking them (What do they have to offer that's needed?)
  - The performance expectations: Attend meetings, read and respond to email in a timely way, help with committee workload (what does that entail for your committee?), etc.

## Sample Email Invitation from Someone Other than Committee Chair

Hi **[Name of Potential Committee Member]**,

This is **[Name]**. I'm writing on behalf of **[Board Member or Committee Chair]**. **S/he's** swamped right. So, I'm helping to jump start the **[Name of Committee]** Committee for Utah Swimming and to get **him/her** some help. **S/he's** the one in charge, I'm kind of acting like a secretary to get people contacted and to set-up a Zoom meeting for the committee.

First off, I'm not sure if **s/he's** talked to you yet about being on the **[Name of Committee]** Committee, but **s/he's** requested you to be on it if possible. We're putting together a Zoom conference call for **[Day, Date and Time of Meeting]**. The call will last no longer than 40 minutes. During this call, **[Committee Chair first name]** plans to share **his/her** vision of the **[Committee Name]** Committee and set the next meeting date for the committee. This way everyone has time to think about what **[First name of Committee Chair]** shares and how they see it working. Everyone can share input then. (And possibly at the first meeting if there's time.) Wondering what a **[Name of Committee]** committee does? **Some of what the committee does is manage the UTSI Outreach Program. Details of that program are outlined in the UTSI Outreach Program policy. [Make applicable to your committee]**

The main thing we're trying to do right now is to get the ball rolling by getting the committee to meet.

Does this sound do-able to you? Please let me know either way. Also, if you have questions or concerns, I'll do my best to answer them.

I'll send a link for the meeting to those who confirm when we're closer to **[Date of meeting]**. Whether or not you're able to serve in this way at this time, thank you for what you've done to help make Utah Swimming a great organization both for athletes and those who serve them. **Also, thank you for your continued help to promote diversity, equity, and inclusion wherever you are. [Make applicable to your committee.]**

Sincerely,

**[Your name and title (if applicable)]**

## Ideas to Help Get Committees Meeting Regularly

- **VIDEOCONFERENCE:** Utah Swimming pays for a Zoom account to facilitate meetings, including committee meetings. To set up a Zoom meeting on the account, email the Administrative Assistant to the Board the day, date, and time of the meeting. They will send back a link which you can forward to others.
  - Be sure to allow sufficient lead time to get and distribute the link.
  - If the meeting is repetitive, like the last Tuesday of every month, they can set up all the meetings for the year at one time. These can easily be adjusted if needed—just email notification with sufficient lead time to the Admin and request the change.
- **IN PERSON POSSIBLE MEETING PLACES:** Possible meeting places include but are not limited to: a meeting room at a Rec Center or pool, local library or other public building meeting room, sometimes a committee member might have access to a business with a meeting room that could be used, someone’s home, before or after another UTSI event (swim meet, Swimposium, House of Delegates, etc.) If piggy-backing a meeting with another event, speak with the event planner about scheduling space at the venue.
  - Be sure to schedule or reserve the meeting space well in advance
  - Ensure access, especially if using private property. (For example, make sure the person who offered the meeting space at a business will be at the meeting.)
- **SCHEDULING SOFTWARE:** Not sure when people can meet? Try [Doodle.com](https://doodle.com) or another scheduling software.
  - Setup the software so it shows dates and times when you could meet
  - Email the link of possible meeting dates to those who are invited and ask them to mark their availability by a given deadline. (Usually within 48 hours or so.)
    - Send a reminder email or text shortly before the deadline (like the day of) can help improve the number of responses.
  - Select the date that most people can make
  - Email out the day, date, and time of the meeting asap.
- **ALWAYS SET THE DATE OF YOUR NEXT MEETING BEFORE THE CLOSE OF THE CURRENT MEETING.**
- **COMMUNICATE THE DATE FREQUENTLY AND AT STRATEGIC TIMES:** Have the next meeting day, date, and time emailed out to all committee members (both those who were at the meeting and those who weren’t) within 48 hours of the most recent meeting (the one you just had.) Also, send the day, date, and time along with the proposed meeting agenda within a week of when the next meeting will be held. A text the day of the meeting can also help get people there.
- **HAVE A SET TIME:** Having a set time for the committee meeting helps a lot when it comes to meeting regularly. For example, meet the third Tuesday each month. It’s much easier to occasionally move from a set time than to go through the set-up process every time you need to meet. Because of the LSC Strategic Plan, Leadership Task Calendar (LTC), and tasks lists in policies #20 (Board), #50 (Committees), and #450 (Website and Media), as well as other policy assignments, most committees will have things to talk about regularly.
  - *Recommended: Standing committee meet either monthly or at least every other month.*
  - Tuesday, Wednesday, or Thursday evenings work better for most people