

USA DIVING COACHES ADVISORY COMMITTEE CHARTER

The USA Diving Coaches Advisory Committee (the “Committee”), a standing committee reporting to the Board of Directors of USA Diving (the “Board” or “Board of Directors”), is established by USA Diving’s Bylaws. The Committee advises the Board regarding input from coaches and club owners on pending policies or other matters relating to USA Diving.

1.0 Composition. The Committee consists of no more than **seven (7)** members. Five (5) members will be coaches and club owners who are coach members or competition coach members of USA Diving (“Coaches and Club Owners”). **Two (2)** members will be athlete representatives who meet the criteria of, and are selected in accordance with, Section 8.2 of the USA Diving Bylaws. The Committee will elect, by majority vote, one of its members as Chair and one of its members as Vice Chair.

2.0 Staggered Terms. Committee members will have staggered terms. The initial Committee will have the following terms: as a result of the first election to occur after the adoption of this Charter by the Board, the two (2) Coaches and Club Owners receiving the highest number of votes in the election will serve a four-year term; the three (3) Coaches and Club Owners receiving the next highest number of votes in the election will serve a two-year term, and, in accordance with Section 8.2 of the USA Diving Bylaws, one (1) athlete representative shall be appointed to a two-year term and **one (1)** athlete representatives shall be appointed to a four-year term (the “Initial Committee”). Following the Initial Committee, all Committee members will serve a four-year term.

3.0 Elections. Elections for Committee members will be held during the USA Diving elections. In order to be on the slate of nominees for election to the Committee, any Coach or Club Owner shall send a letter of interest to the Vice Chair of the Committee requesting that they be included on the slate of nominees. For the election of the Initial Committee, the letter shall be sent to the Coach Directors on the Board. All Coaches and Club Owners who submit a letter of interest will be on the slate of nominees. Elections for new Committee members will occur every two (2) years.

4.0 Term Limits. Committee members shall serve no more than two (2) consecutive terms. If a Committee member’s seat becomes vacant during his or her term for any reason, the Committee may appoint a qualified individual to serve the remainder of that Committee member’s term or until the next regularly-scheduled election, whichever occurs earlier; or, in the case of an athlete representative, the Board may appoint a qualified replacement in accordance with Section 8.2 of the USA Diving Bylaws. Any Committee member missing more than 50 percent of the regularly scheduled meetings may be removed by a majority vote of the Committee.

5.0 Duties.

5.1 Committee Duties. The Committee will:

5.1.1 Hold at least one in-person meeting each calendar year, subject to applicable laws. The Chair of the Committee may call more frequent meetings, either in-person or telephonically/virtually, as necessary or desirable. A majority of the Committee members present at a meeting shall constitute a quorum. Once a quorum is established, a majority vote of the present Committee members shall constitute action of the Committee. All actions of the Committee are subject to oversight of the Board.

5.1.2 Make every effort to hold two meetings annually with the Coaches and Club Owners. One meeting shall be at the Junior National Championships and one at a Senior National Championship event. These meetings shall take place in conjunction with the Technical Meeting for that competition. The purpose of these meetings is to allow the Coaches and Club Owners to have an opportunity to discuss and comment on pending policies or other matters pertaining to USA Diving.

5.1.3 Report regularly to the Board with feedback or recommendations from Coaches and Club Owners on matters of policy related to USA Diving.

5.1.4 Perform such other duties as assigned by the Board.

5.1.5 Report to the Board as may be requested by the Board from time to time.

5. 2 Duties of the Chair. The Chair will:

5.2.1 Preside over all meetings of the Coaches and Club Owners members under Section 5.1.2 of this Charter;

5.2.2 Preside over all meetings of the Committee;

5.2.3 Appoint working group leaders as needed;

5.2.4 Communicate regularly with the Coaches and Club Owners;

5.2.5 Act as or appoint a liaison to regularly communicate with the Coach Directors on the Board;

5.2.6 When requested by the meet director, act as an advisor for the National-level USA Diving meets.

5.3 Duties of the Vice Chair. The Vice Chair will:

5.3.1 Support the Chair in fulfilling his or her duties and may stand in on behalf of the Chair if he or she is unavailable;

5.3.2 Maintain records of all meetings, including minutes of the Committee and of the Coaches and Club Owners;

5.3.3 At the appropriate time before the USA Diving election, solicit letters of interest from Coaches and Club Owners to run for election to the Committee; and

5.3.4 Compile the names, confirm that the nominee is a Coach or Club Owner, and forward that list to the appropriate USA Diving staff to be placed on the ballot of the next election.