



Coaches Advisory Committee Charter

Revision Date: December 19, 2021

1. Roster

Title	Name	End of Term	Term
Coach (Chair)	Jean Luc Miralda	12/31/2028	1
Coach (Vice Chair)	Tom Huynh	12/31/2026	1
Coach	Omar Ojeda	12/31/2028	1
Coach	Lisa Werwinski	12/31/2026	1
Coach	Derek Starks	12/31/2026	1
Coach	Dan Pitts	12/31/2028	1
Athlete	Hunter Hollenbeck	12/31/2026	1
Athlete	Grayson Campbell	12/31/2028	1
Athlete	Lyle Yost	12/31/2028	1

2. Introduction

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.

3. Composition

The Committee consists of no more than nine (9) members. Six (6) members will be coaches and club owners who are coach members or competition coach members of USA Diving (“Coaches and Club Owners”). Three (3) 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.

4. 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 or more frequently if needed to fill a vacancy on the Committee.

5. Term Limits

Committee members shall serve no more than two (2) consecutive terms. For purposes of this rule, service of two (2) years or more is one (1) term.

6. Staggered Terms

Committee members will have staggered terms. All Committee members will serve a four-year term, unless the Board or the Committee determines in its reasonable judgment that a shorter term is necessary or desirable to achieve staggered terms.

7. Duties of the Committee

- 7.1.** 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.
- 7.2.** 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.
- 7.3.** Report regularly to the Board with feedback or recommendations from Coaches and Club Owners on matters of policy related to USA Diving.
- 7.4.** Perform such other duties as assigned by the Board.
- 7.5.** Report to the Board as may be requested by the Board from time to time.

8. Duties of the Chair

- 8.1.** Preside over all meetings of the Committee.
- 8.2.** Appoint working group leaders as needed.
- 8.3.** Communicate regularly with the Coaches and Club Owners.
- 8.4.** Act as or appoint a liaison to regularly communicate with the Coach Directors on the Board.
- 8.5.** When requested by the meet director, act as an advisor for the National-level USA Diving meets.

9. Duties of the Vice Chair

- 9.1.** Support the Chair in fulfilling his or her duties and may stand in on behalf of the Chair if he or she is unavailable.
- 9.2.** Maintain records of all meetings, including minutes of the Committee and of the Coaches and Club Owners.
- 9.3.** 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.
- 9.4.** 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

10. Attendance at Meetings

Committee members are expected to attend in person, or participate by telephone or videoconference in, all regularly scheduled Committee meetings. Committee members must attend in person, or participate by telephone or videoconference in, at least one half (1/2) of all regularly scheduled Committee meetings.

11. Removal and Vacancies

A member's position on the Committee becomes vacant upon the member's resignation, removal, incapacity, disability or death, or upon the expiration of the member's term. Any member may resign at any time by giving written notice to the Chair of the Committee, except the Chair's resignation shall be given to the Vice Chair of the Committee, or in the absence of a Vice Chair, another officer of the Committee. The resignation takes effect at the time specified in the written notice. The acceptance of the resignation by the Committee is not necessary to make it effective. Committee members will be removed by the Committee if they fail to attend in person, or participate by telephone or videoconference in, at least one half (1/2) of the regular meetings of the Committee during any twelve (12) month period, unless they are able to demonstrate to the other members of the Committee that the presence of exigent circumstances caused and excused the absences.

In such circumstances, the absent member shall be removed by the affirmative vote of a majority of the voting power of the Committee (not including the voting power of the absent member). A member may also be removed for cause at any duly noticed meeting of the Committee, and after being provided an opportunity for the member to be heard by the Committee, upon the affirmative vote of at least two-thirds (2/3) of the total voting power of the Committee (excluding the voting power of the member in question). Any vacancy occurring in the Committee shall be filled in the manner specified in this charter or USA Diving's bylaws for filling the position. A Committee member elected to fill a vacancy shall be elected for the unexpired term of such member's predecessor in office.

12. Compensation

No salary or other compensation shall be paid to a Committee member for serving as a member of the Committee. However, a Committee member may receive a salary or other compensation for serving USA Diving in another role, such as a judge or coach. All Committee members must comply with USA Diving's conflict of interest policy. The Ethics Committee will decide whether a particular form of compensation complies with this policy, subject to oversight by the Board of Directors.