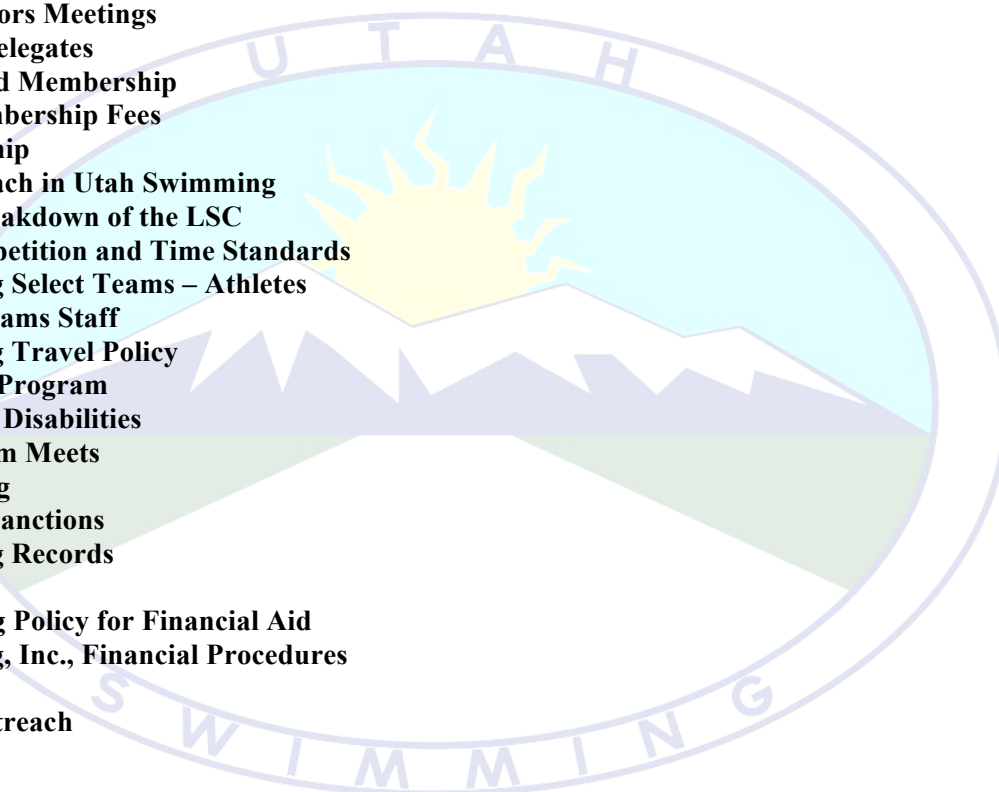


UTAH SWIMMING, INC. POLICIES AND PROCEDURES

March 2014 Revision

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USI POLICIES AND PROCEDURES

- 1.1 Introduction** - Utah Swimming is the Local Swimming Committee (LSC) which governs USA Swimming's teams and competitive swimming events in our designated geographic area. There are a total of 59 semi-autonomous LSC's in USA Swimming. Utah Swimming, Inc. will be referred to as USI. There are three internal documents which govern Utah Swimming:
- By-Laws – The USI By-laws are our corporate governance documents. The content and structure of this document is largely determined by USA Swimming Rules and Regulations. Modifications to this document may only be made by action of the USI House of Delegates.
 - The USI Policies and Procedures Manual is a document which seeks to define the day to day operation and governance of the LSC. Changes to this document may be made by the USI Board of Directors. Changes to this document will be posted on the LSC Website at <http://www.swimutah.com> and emailed to each team.
 - The USI Rules & Regulations are specific rules and procedures that govern the conduct of USI competitive swim meets. Changes to this document may be made by the USI Board of Directors. Changes to this document will be posted on the LSC Website at <http://www.swimutah.com> and emailed to each team.
- 1.2 Mission Statement:** USI is dedicated to the development of competitive swimming with a long term vision of success with integrity through planning, education and training
- 1.3 Vision Statement:** Creating an environment of excellence where dreams can become reality
- 1.4 USI Conflict of Interest Policy** - Utah Swimming Inc., requires that all members of the Board of Directors as well as all non-Board members that serve as Chairs of any standing Committee to sign a the Utah Swimming, Inc. Conflict of Interest Policy. The Secretary will retain the signed conflict of interest policy for three years after the term of office expires. The conflict of interest policy may be downloaded from the USI website under "Forms".

Statement of Accountability

The Board governs with an emphasis on outward vision rather than internal preoccupation; encouragement of diversity in viewpoints; strategic leadership more than administrative detail; clear distinction of Board roles; collective rather than individual decisions; future actions rather than past or present; and, proactively rather than reactivity. The Board shall:

- Be accountable to the Utah Swimming community for competent, conscientious, and effective accomplishment of its obligations.
- Enforce on itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meeting, policy-making principles, respect for roles, speaking with one voice, and ensuring the continuity of governance capability. Board redevelopment will include orientation of new members in the Board's adopted governance process and periodic Board discussion of process improvement.
- Direct, control, and inspire the organization through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus is on the intended long-term impacts, not on the administrative or programmatic means of obtaining those effects.
- Accept responsibility for Board performance. The Board will be an initiator of policy, not merely a reactor to other initiatives. The Board will use the expertise of individual Board members to enhance the ability of the Board as a body, rather than to substitute their individual values for the Board's values. The Board will monitor and regularly discuss its own process and performance.

Conflict of Interest Statement

The Board of Directors affirms that the directors, officers, administrators and other employees of Utah Swimming (referred to as the Corporation) have an obligation to exercise their authority and to carry out the duties of their respective positions for the sole benefit of the Corporation. They should avoid placing themselves in positions in which their personal interests are, or may be, in conflict with the interests of the Corporation. Where a potential conflict of interest exists, it shall be the responsibility of the person involved or any other person with knowledge to notify the Board of Directors of the circumstances resulting in the potential conflict so that the Board of Directors can provide such guidance and take such action as it shall deem appropriate.

Areas of potential conflict of interest are:

- Financial Interests*
 - Ownership by the individual directly or indirectly of a material financial interest in any business or firm (i) from which the Corporation obtains goods or services, or (ii) which is a competitor of the corporation.
 - Competition by the individual, directly or indirectly, with the Corporation in the purchase or sale of property or any property right or interest.

(C) Representation of the Corporation by the individual in any transaction or activity in which the individual, directly or indirectly, has a material financial interest.

(D) Any other circumstance in which the individual may profit, directly or indirectly, from any action or decision by the Corporation in which he or she participates, or which he or she has knowledge.

2. *Inside Information*

Disclosure or use by the individual of confidential information about the Corporation, its activities or intentions, for the personal profit or advantage of the individual or any person.

3. *Conflicting Interests Other than Financial*

Representation as director, officer, agent or fiduciary of another company, institution, agency or person in any transaction or activity which involves this Corporation as an adverse party or with adverse interests.

4. *Gifts and Favors*

Acceptance of gifts or favors from any firm or individual which does or seeks to do business with, or is a competitor of, the Corporation under circumstances which imply reasonably that such action is intended to influence the individual in the performance of his or her duties.

No Director who directly or indirectly is involved in a potential conflict of interest shall be counted in determining the existence of quorum at any meeting of the Board where the potential conflict is considered, nor shall the director vote on any action of the Board regarding that potential conflict.

1.5 Board of Directors Meetings – USI is governed by a Board of Directors.

1. Scheduling – Meetings of the USI Board of Directors are held in accordance with the USI By-laws. All USA Swimming members in good standing are welcome to attend all open sessions of Board meetings.
 - A. Regular meetings of the USI Board of Directors will normally occur monthly.
 - B. Motions and committee reports shall be submitted to the Secretary, to be placed on the consent agenda, and voted on as an omnibus motion. Items may be pulled for discussion prior to voting.

1.6 House of Delegates - USI holds the House of Delegates annually. The Fall HOD meeting will be held in September in conjunction with the USI Convention. The voting members of the USI House of Delegates are delineated in the USI By-Laws.

1.7 Registration and Membership – All membership forms may be downloaded from the USI website under the Registration tab. USI Swimming requires the following individuals to become members of USA Swimming:

1. Athlete – Annual or seasonal
2. Non-Athletes
3. All Utah Zone Team personnel
4. Coaches – required regardless of whether in a full time, part time, or volunteer basis.
5. Officials
6. Club personnel serving as meet directors, chaperones, registrars and any person with an ownership interest in a member club

1.8 Individual Membership Fees – regular, seasonal, Athlete and Non Athlete

- | | | |
|----|-------------------------------|---------|
| 1. | Athlete Registration | \$65 |
| 2. | Outreach Athlete Registration | \$7 |
| 2. | Non Athlete Registration | \$65 |
| 3. | Seasonal Registration | \$37.50 |
| 4. | Family Registration | \$115 |
| 5. | Life Membership | \$1010 |

1.9 Club Membership – Each club in USI must be a club member of USA Swimming. This is a requirement whether the club actually competes in meets or not.

- A. Club Member Fees - \$200 annual fee
- B. Club Registration
 1. Club Renewal - Existing USI Clubs must complete the Club Application Form on an annual basis. Particular attention should be taken to ensure all contact information is complete and correct and any addition or change to training facilities are noted. The Club Application form is available for download from the USI Website under Registrations.
 2. New Club Application – Individuals who wish to begin the process of forming a new club are directed to the USA Swimming website under Member Resources/Clubs/Starting a Club.

There is a comprehensive guide to help new teams form. Contact the USI Registration Chair for more information.

- 1.10 Becoming a Coach in Utah Swimming:** To become a registered USA Swimming coach member, the coach must complete safety, education and background screening requirements. Upon completion of these requirements, the coach registers through the appropriate LSC Registration/Membership Chairperson. Read through ALL three requirement sections below.
1. If you are registering as a coach for the first time, check out the New Coach Information link at the bottom of the page for complete information on the requirements to become a coach member with USA Swimming.
 2. A new prospective coach can contact the USI Coaches Representative at any time with questions or concerns. The current USI Coaches Representative name and contact points can be found on the USI website at www.swimutah.com.
 3. Coach Safety Requirements: All coach members are required to fulfill safety training requirements as established by the USA Swimming Board of Directors. USA Swimming currently requires coach members to hold current certifications for the following: Safety Training for Swim Coaches, CPR, and First Aid.
 4. LSC's enforce these requirements largely through the membership function. Justification for the requirements may be found in legislation passed over the years by the USA Swimming House of Delegates. The following passages are found in the USA Swimming Rules and Regulations:
 - a. Article 202.3.3 "...all persons acting in any coaching capacity in a sanctioned event must be coach members of USA Swimming, Inc."
 - b. Article 502.4.3 "All coaches of USA Swimming clubs, including seasonal clubs, shall join USA Swimming as coach members and shall satisfactorily complete safety training and background screening required by USA Swimming."
 5. It is an individual coach's responsibility to keep their certifications up to date. From an insurance standpoint, you are no longer insured as a coach as of the date that any of your certifications expire. You are immediately considered a non-athlete member who is no longer a coach.
 6. Background Check Program: In 2006, USA Swimming was among the first National Governing Bodies to implement a program requiring criminal background checks for coaches. At the 2010 USA Swimming Convention, the House of Delegates updated this requirement to include all non-athlete members. USA Swimming has contracted with an outside vendor to provide background checks to its members. Coaches must refer to the USA Swimming web site to complete the background check. For instructions on how to complete the background check, please go to the coaches section of the USA Swimming web site – look under – "Becoming a coach", then look under "Background Check".
 7. Foundations of Coaching: Before registering for the second year, a coach must successfully complete the Foundations of Coaching test. This test (done through the USA Swimming web site) includes basic swimming coaching knowledge as well as the rules and regulations of USA Swimming. In order to take the test, create an account on the USA Swimming website and login.
 8. Upon passing the test, the USI Registration Chair will automatically be notified so that your registration status can be updated to "Coach Member." If you indicate when you start the test that you wish to receive ASCA Level One certification credit, American Swim Coaches Association (ASCA) will also automatically receive notification. The ASCA Level 1 Test IS NOT acceptable for USA Swimming certification. The ASCA test DOES NOT include the USA Swimming Rules and Regulations questions.
 9. The Foundations of Coaching exam is an open book test. Since it is open book, successful completion will require a score of 160 correct answers out of 180 questions. If you do not score at least 160 correct answers, you must retake the ENTIRE test. You may take the test as many times as necessary until you achieve a passing score of 160. Note that you will get a different version of the test each time you retake it.
 10. A complete list of all requirements in full detail is available at the USA Swimming web site. Go to – <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1677&Alias=Rainbow&Lang=en>
 11. Athlete Protection Training: In Sep of 2011, USA Swimming mandated that all coaches and non-athletes must complete the Athlete Protection Training course. This course is available online on the USA Swimming website. Go to <http://www.usaswimming.org/DesktopDefault.aspx?TabId=1955&Alias=Rainbow&Lang=en>. The course will take approximately one hour to complete.

1.11 Geographic Breakdown of the LSC: The Utah Swimming LCS is the state of Utah

1.12 Classes of Competition and Time Standards - Time Standards for the USI Championship Meets and Beehive Finale can be found on the USI Website on the Time Standards page

1.13 Utah Swimming Select Teams - Athletes

1. Utah Swimming may sponsor select teams that compete in out of LSC competition. Selection criteria for these meets will be established annually by the Age Group or Senior Chairman for said meets.
 - A. Western Zone Championship – All-star team fielded by each LSC in the Western Zone for team competition.
 - B. any other USI All Star teams selected by the LCS.
2. All athletes on a Utah Swimming Select Team must complete and submit the following forms to be eligible for the said team:
 - A. USI Swimming Travel Policy
 - B. USI Code of Conduct/Honor Code
 - C. USI Liability Release and Indemnification Form
 - D. USI Medical Form

1.14 USI Selected Teams Staff – Coaches, Chaperones, Team Managers:

1. USI may sponsor select teams that compete in out of LSC competition. Applications to coach these teams will be solicited from coaches from the LSC.
 - A. The USI Age Group Chair will forward recommendations for the Head Coach of the select team to the USI Board of Directors Executive Committee for confirmation.
 - B. Remaining select team coaches will be chosen by the Head Coach and Team Manager.
2. USI shall solicit volunteers to serve as official Chaperones and Assistant Managers for the competition.
 - A. All volunteer Chaperones and Assistant Managers must be members of USA Swimming and are subject to all non-athlete membership requirements.
 - B. The Head Coach and Team Manager will select all chaperones and assistant managers.
3. All participants (athletes, coaches, chaperones, officials) in USI Select Team trips must complete the following documents which will be retained by the Select Team Head Coach. Print format documents may be downloaded from the USI Website under “Forms”.
 - A. USI Swimming Travel Policy
 - B. USI Code of Conduct/Honor Code
 - C. USI Liability Release and Indemnification Form
 - D. USI Medical Form

1.15 Utah Swimming Travel Policy

Swimmers and their parents/guardians must read, agree to and sign the following before traveling

- Travel Policy (this document)
- Code of Conduct
- Medical consent and release
- Liability release, waiver or permission to participate

Chaperones and Coaches must sign the travel policy.

By signing this travel policy, participants agree to the following rules and policies:

1. When only one athlete and one coach travel to competition, the athlete must have written permission from his or her parent/legal guardian in advance to travel alone with the coach. The coach must bring the signed form on the travel trip. (USA 305.5.3)
2. Athletes, parents, coaches, and other adults traveling with the club must sign the club’s travel policies (required per USA 305.5.4)
3. In the event of any violations of travel code, Code of Conduct (USA Article 304), or USA Swimming Athlete Protection Policies (USA Article 305), the chaperone or head coach shall make a written report of all violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.
4. The possession, use or sale/distribution of any illegal substances of any form of weapon is forbidden. The sale or distribution of controlled substances to others is forbidden.

Chaperones

5. A chaperone is an adult (21 years of age or older) who is not also a coach.
6. Chaperones must be members of USA Swimming and have successfully passed a USA Swimming administered criminal background check. (USA 305.5.2)
7. The use of alcoholic beverages by chaperones is prohibited
8. Chaperones are required to report any violations of the rules. Chaperones cannot use discretion in deciding when to report violations.

Two-Deep Leadership

Two-deep leadership is an athlete safety procedure specifying that every activity involving youth must have at least two adults (coaches and/or chaperones) present.

9. When doing room checks, attending team meetings and or other activities, coaches and chaperones must maintain two-deep leadership.
10. When only one athlete and one coach travel to competition, the coach and athlete should attempt to establish a “buddy” on another team to facilitate two-deep leadership.

Code of Conduct/Honor Code

11. Swimmers and chaperones will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
12. The possession or use of alcohol or tobacco products by any athlete is prohibited.
13. Swimmers are to refrain from inappropriate physical contact at team activities and events.
14. Swimmers are to refrain from the use of inappropriate language.
15. Swimmers’ bags and belongings are subject to inspection by chaperones at any time.

Conduct Within Hotels

16. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete). Required by USA 305.5.1
17. During overnight travel, if athletes are paired with other athletes they shall be of the same gender and should be similar in age.
18. For overnight travel, chaperones shall stay in nearby hotel rooms.
19. Curfews shall be established for each day of the trip. There should be one curfew for athletes to be in their assigned rooms and another for lights-out and quiet. Any swimmer who is out of his or her room after the room curfew without permission from the chaperone must be reported as in violation of travel policies.
20. Swimmers who entertain guests of opposite gender in a hotel room must have explicit permission from a chaperone. When any group (including athletes not staying in that room) gathers in a room, the door shall remain open and the chaperone’s permission is required.
21. Swimmers should not go into the halls of lobby unless they are dressed appropriately.
22. Swimmers shall not incur any incidental room charges (room service, movies, internet access) without first obtaining the permission of the assigned chaperone.
23. Any damages, excessive mess, or loss incurred at a hotel will be the expense of the swimmers assigned to that room and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas.

Transportation and Public Places

24. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach and chaperone.
25. When visiting public places such as shopping malls or movie theaters, swimmers must remain in groups, of size specified by the chaperone. Athletes 12 and under must be accompanied by a chaperone.
26. Athletes should not ride in a coach’s vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

Disciplinary action

Failure to comply with the policies as set forth in this document must result in disciplinary action. Such discipline may include, but not limited to:

- Dismissal from the trip and immediate return home at the athlete’s expense
- Disqualification from one or more events
- Disqualification from future team travel meets
- Financial penalties
- Dismissal from the team
- Proceedings for a LSC or USA Swimming Board of Review

1.15.1 Utah Select Team/Staff Travel Policy

.2 UTAH SWIMMING ATHLETE CODE OF CONDUCT / HONOR CODE

The following will be required of all Team Utah athletes of the Utah Western Zone Championship travel team:

- Team members will display proper respect and sportsmanship toward all coaches, officials, administrators, teammates, fellow competitors and the public at all times. Inappropriate language will not be tolerated.
- Team members are to refrain from inappropriate physical contact at any time during the team trip.
- Team members and staff will refrain from any illegal or inappropriate behavior that would detract from the positive image of Team Utah or be detrimental to its performance objectives.
- The possession or use of alcohol or tobacco products by any athlete is prohibited.

- The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- Team members are reminded that while they are part of the Team Utah, they are representing themselves, their home club and Utah Swimming. Athlete behavior must positively reflect the high standards of Utah Swimming. No gross misbehavior will be tolerated. Team members will not commit any act which would be considered an offense under federal, state, local or USOC laws or rules.
- A nightly curfew will be established by the Team Utah Staff (coaches/manager/chaperone).
- All meetings, training sessions or any other team function will be attended unless prior notification is given to, and accepted by the Utah Team Manager or Head Coach.
- Team members will respect all properties (hotel room, restaurant, vehicles, venues, etc.) Any physical damage occurring to said properties shall be paid for by participants involved with the occurrence.
- Team members will stay within designated team areas unless they have expressed permission from the team manager.
- Team members who observe or have knowledge of any violation of the Code of Conduct/Honor Code must report the occurrence to the Team Manager and/or Head Coach. If the occurrence is not reported to the Team Manager and/or Head Coach, any member in observance will be considered a participant in the occurrence.
- No long distance phone calls from individual rooms. Collect or calling card calls may be made from the chaperone's rooms.

Failure to comply with Code of Conduct/Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

- Dismissal from the trip and immediate return home at the athlete's expense. Athlete's that are sent home will be held financially responsible for the total cost of the trip as well as the return trip. In addition, said athletes are ineligible to any future funding from Utah Swimming.
- Disqualification from one or more events or activities, or all events/activities of the competition.
- Disqualification from future team travel meets.
- Financial penalties.
- Suspension of future travel funding from Utah Swimming
- Dismissal from the team.
- Proceedings from Utah Swimming or USA Swimming Board of Review.

.3 UTAH SWIMMING STAFF CODE OF CONDUCT / HONOR CODE

The following will be required of all Team Utah Staff members of the Utah Western Zone Championship travel team. Staff members are described as any adult associated with Team Utah in the capacity of coach, manager or chaperone.

All Team Utah Staff members must be members of USA Swimming and have successfully passed a USA Swimming criminal background check. All staff members will abide with the following:

- Staff members will display proper respect and sportsmanship toward all athletes, coaches, officials, administrators, teammates, and the public at all times.
- Staff members will refrain from use of inappropriate physical contact at any time during the team trip.
- Team members and staff will refrain from any illegal or inappropriate behavior that would detract from the positive image of Team Utah. No gross misbehavior will be tolerated. Staff members will not commit any act which would be considered an offense under federal, state, local or USOC laws or rules.
- Staff members will refrain from using alcohol or tobacco within the presence of any athlete.
- The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- All meetings, training sessions or any other team function will be attended unless prior notification is given to, and accepted by the Utah Team Manager or Head Coach.
- Staff members will respect all properties (hotel room, restaurant, vehicles, venues, etc.) Any physical damage occurring to said properties shall be paid for by participants involved with the occurrence.
- Staff members will stay with Team Utah at all times unless prior consent is given by the Team Manager and/or Head Coach.
- Staff members who observe or have knowledge of any violation of the Code of Conduct/Honor Code must report the occurrence to the Team Manager and/or Head Coach. If the occurrence is not reported to the Team Manager and/or Head Coach, any member in observance will be considered a participant in the occurrence.
- No long distance phone calls from individual rooms. Collect or calling card calls may be made from the chaperone's rooms.
- Communications between Staff members and athletes should not include any topic or language that is sexual or inappropriate in nature. Inappropriate language will not be tolerated.

- Staff members should respect the privacy of all team members in situations such as changing of clothes, showering, etc. Staff members should protect their own privacy in similar situations.
- Staff members should avoid horseplay and roughhousing with team members.
- Appropriate physical interaction between Staff and team members would include high fives, fist bumps, side-to-side hugs and handshakes.
- Staff, regardless of gender, shall not share a hotel room or other sleeping arrangement with an athlete (unless the staff is the parent, guardian, sibling or spouse of that particular athlete. (USA Swimming 305.5.A)

Failure to comply with Code of Conduct/Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:

- Dismissal from the trip and immediate return home at the staff member's expense. Staff members that are sent home will be held financially responsible for the total cost of the trip as well as the return trip. In addition, said staff members are ineligible to be involved with any future staff positions with Utah Swimming.
- Disqualification from future travel opportunities from Utah Swimming.
- Financial penalties.
- Dismissal from the staff.
- Proceedings from Utah Swimming or USA Swimming Board of Review.

1.16.1 Best Practice Guidelines for Safe Sport

Best Practice Guidelines

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Two-deep Leadership: One coach member and at least one other adult who is not in the water should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.
4. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
5. Coaches should not invite or have an athlete(s) to their home without the permission of the athlete's parents (or legal guardian).
6. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
7. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
8. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
9. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
10. Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.
11. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.
12. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
13. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
14. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.
15. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
16. Coaches should not engage in sexual intimacies with a former athlete for at least two years after the cessation or termination of professional services. Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual

circumstances. The coach who engages in such activity after the two years following cessation or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:

- a. The amount of time that has passed since the coach-athlete relationship terminated;
- b. The circumstances of termination;
- c. The athlete's personal history;
- d. The athlete's current mental status;
- e. The likelihood of adverse impact on the athlete and others; and
- f. Any statements or actions made by the coach during the course of the athlete/coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.
- g. both the athlete and the coach must be 18 years of age or older.

1.16.2 USI Code of Conduct

Member Code of Conduct

1. Members of USI are bound to the USA Swimming Code of Conduct as outlined by USA 304.
2. Any prospective member of USA Swimming may be denied membership, censure, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fined or expelled from USA Swimming if such member violates the provisions of USA 304.3 or aids, abets or encourages another person to violate any of the provisions of the USA Code of Conduct.

1.16.3 USI Safe Sport Electronic Communication Policy

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- drugs or alcohol use;
- sexually oriented conversation; sexually explicit language; sexual activity
- the adult's personal life, social activities, relationship or family issues, or personal problems; and
- inappropriate or sexually explicit pictures
- Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

- *Transparent*: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.
- *Accessible*: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.
- *Professional*: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

- Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a "friend."

- A coach should not accept any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook.
- Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method.
- The Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters.
- Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

The Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. An emergency communication is acceptable after-hours should it be necessary to alert a swimmer/family of an immediate change regarding team activities. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate between the hours of 7am and 9pm.

When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.

1.16.4 USI Anti-Bullying Policy

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

1. causing physical or emotional harm to the other member or damage to the other member’s property;
2. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
3. creating a hostile environment for the other member at any USA Swimming activity;
4. infringing on the rights of the other member at any USA Swimming activity; or
5. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

1.17 Swimmers with Disabilities: USI encourages swimmers with disabilities to participate in all of its competitions including its championship meets. The athlete, the athlete’s coach or the athlete’s assistant must contact the host club Meet Director to advise of any specific accommodations required. If special seeding accommodations are requested, the Meet Director will contact the Meet Referee who will provide guidance regarding seeding the athlete.

a. **Utah Swimming, Inc., Policy of inclusion for athletes with disabilities**

- i. The mission of adaptive swimming is the full inclusion of swimmers with disabilities in USA Swimming programs. Through the authority of Section 202.2.13 of the USA Swimming Rules and Regulations, Utah Swimming Inc. encourages athletes with disabilities to participate and compete in a USA Swimming program.
- ii. Under USA Swimming Rules and Regulations 105.1.1, an athlete with a disability is said to be a person that has “a permanent physical or mental impairment that substantially limits one or more major life activities.”

b. **By definition:** Disability includes, but is not limited to, cognitive disabilities such as mental retardation, learning disabilities, autism; and physical disabilities such as amputations, cerebral palsy, dwarfism, spinal injuries, permanent birth defects or other mobility impairments, blindness, or loss of hearing.

- i. In regular season meets, athletes with disabilities need not have achieved qualifying time standards to compete. The Meet Referee shall have the authority to accommodate the swimmer without substantial impact of the

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meet timeline. Coaches are responsible to notify the Meet Referee prior to a meet of any athlete with a disability that would be competing so the Referee can make suitable accommodations for inclusion into the meet. Examples can be:

- c. Allowing a shorter distance within a longer race.
- d. Seeding by time rather than age.
 - i. In Championship Meets a disabled swimmer may enter with the permission of the Meet Director and Meet Referee. Accommodations may be made as in a regular season meet.
 - ii. In all instances coaches must be cognizant of an athlete's need to have event times validated so they may participate at higher-level competitions.
 - iii. Travel Policy: Disabled swimmers are eligible for reimbursement for travel expenses to national level competitions, such as the Disability Championship, following the guidelines set forth in UT6.1.4 & .5.

1.18 Conduct of Swim Meets: All sanctioned USI swim meets must be conducted under USA Swimming Rules and Regulations and USI Rules and Regulations. As provided by USA-S 205.3.2 Utah Swimming will allow for post-age group swimmers to participate in the oldest age group if so provided by the meet invitation.

1.19 Meet Scheduling: The Utah Swimming meet schedule will be planned based on the calendar year. The Age Group Chair and Senior Chair will provide the dates of the USI Championship Meets (Senior SC Championships, Age Group Championships and LC Championships). The Age Group Chair will provide dates to host teams of the Beehive Finale swim meets. Teams interested in having their meets listed on the Meet Calendar and USI Website need to contact the Technical Planning Chair and the webmaster to request having their meets listed. Teams should specify whether the meet is open to all teams or closed. Closed meets are open only to the specific teams listed in the meet information. The Age Group Chair will be in charge of accepting applications/awarding USI sponsored meets such as the Beehive Finale. The Bid Application forms for USI sponsored meets will be available on the USI website on the Sanctions page.

1.20 Meet & Event Sanctions

PROCEDURE FOR SUBMITTING MEETS

- Meet host sends meet info to Technical Planning Committee (at this point they should have already sent it to their Referee).
- TPC clears the meet on the calendar and lists the meet under "Pending Meets" on the website.
- TPC sends the meet info to Sanctions Chair and to Officials Chair.
- Sanctions issues an ID# when approved, and sends back to TPC and Meet host (simultaneously).
 - TPC moves the meet from "pending" to "cleared" on the website.
 - The TP Committee requests that all dual squad and intrasquad meets be calendared at least 30 days prior to the event.
 - At Fall House of Delegates all proposed dates for invitational and Utah Swimming Championship Meets need to be submitted for the following long course season.
 - At Spring Coaches Clinic all proposed dates for invitational and Utah Swimming Championship Meets need to be submitted for the following short course season.
 - Meets submitted after those dates will be assessed a \$25 surcharge.
 - TPC can waive penalty in the event of cancellation of a meet

.1 All conditions of USA Code Article 202 (USA Rule Book) must be met for a sanction to be issued.

.2 All participants must be verified members of USA Swimming.

.3 A sanction cannot be transferred between teams or meets.

.4 Meet information is not to be distributed before a number has been issued.

.5 An *Application for Sanction* must be submitted along with a complete copy of the meet information, the appropriate sanction fee to the Sanctions Coordinator and a Team Manager Event file.

.6 All meet information, sanction application and fees must be in the hands of the Sanctions Coordinator no later than seven (7) days before the first day of the meet.

.7 Sanction applications will not be accepted within seven (7) days of the first day of the meet.

A. Sanction Fee Schedule

- (1) \$10.00 Dual or Intra-squad Meet
- (2) \$15.00 Tri-meet or Time Trials
- (3) \$50.00 Invitational, Open, Classic or Developmental Meets

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- (4) Any sanction applied for within 14 days of the event will incur a \$20.00 surcharge in addition to the regular sanction fees.
 - (5) Clerical changes made to the meet information after receiving a sanction # are subject to a \$10 administrative fee.
 - (6) Changes other than clerical changes will be subject to a new sanction fee and sanction #.
- B. Meet Information:
1. Meet name
 2. Utah Swimming Sanction # and USA Swimming disclaimer
 3. Meet Host
 4. Meet Date, Time, Warm-up time
 5. Meet Format
 6. Location
 7. Course description
 8. Timing system to be used
 9. Meet Director (Must be USAS registered)
 10. Meet Referee (Must be USAS registered & certified)
 11. Meet Starter (Must be USAS registered & certified)
 12. Rules in effect
 13. Notification of acceptance of deck entries, and if time verification is in effect.
 14. Entry time standards
 15. Entry procedures and guidelines
 16. Entry fees and surcharges
 17. Utah warm-up and safety guidelines, specific time of opening of sprint lanes for dive starts and pace lanes
 18. Check-in and scratch procedure to be used
 19. Order of events listing
 20. If time trials are to be offered
 21. Awards
 22. Scoring, if used.
 23. Statement of Eligibility
 24. Statement to be included on meet information:
“In granting this sanction (or approval) it is understood and agreed that United States Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”
 25. Statement to be included on meet information:
“except where venue facilities require otherwise, changing into or out of swimsuits other than in the locker rooms or designated areas is not appropriate and is prohibited.”
- C. At the completion of the meet, a USI Meet Financial Report, MM Entry Fee Summary Report, Meet Manager Backup and Splash Fees (splash fees of \$.50 per individual entry excluding scratches and \$1.00 per relay entry excluding scratches), should be returned to the Sanction’s Coordinator ASAP but no later than 45 days after the date of the meet. In addition, an electronic copy of the meet results must be sent to the Swims Coordinator within 48 hours of the completion of the meet.
- D. No sanctions will be granted to teams who are not current with sanction fees.
- E. The Sanction Application form can be found on the Utah Swimming web page.

Meet Financial Report form can be found on the Utah Swimming web page.

1.21 Utah Swimming Records – USI maintains records on the Utah Swimming website, www.swimutah.com.
Times of Record for Utah Swimming

- A. The swimmer must be registered with Utah Swimming.
- B. Times must be achieved at a USAS-Sanctioned meet, Observed meet, Approved meet, or recognized international competition.
- C. USI recognizes records in LCM (50M) and SCY (25Y) in the USA-S Rule Book list of events for individuals and relays as eligible USI records. Recognized age groups are 10-under, 11-12, 13-14, 15-16, 17-18 and Senior.
- D. Collegiate athletes are eligible to establish a Time of Record in the Senior category only.

- E. Collegiate athletes must be a registered member of Utah Swimming
- F. Relay lead-off splits will be accepted for Utah Swimming Records.
- G. Times of Record must be recorded with the USI Secretary and/or LSC Administrator and are subject to SWIMS verification.
- H. Submissions must include:
 - 1. Swimmer's name (preferred names may be submitted in addition to their legal name),
 - 2. USA Swimming registration number,
 - 3. USA Swim Club designation,
 - 4. Meet name, meet sanction number, event in which record was broken, and time achieved at meet.
- I. Submissions may be made by club administrator, coach, parent and/or athlete. Provided the submissions meet the requirements as outlined above.
- J. Swimmers that achieve Time of Record will be issued a certificate of achievement. Certificates for the short course season shall be available for clubs no later than the Fall House of Delegates. Certificates for the long course season shall be available no later than the Spring House of Delegates. A new Time of Record will be posted on the USI website after verification is complete.

1.22 Officials Policy

- .1 Utah Swimming uses volunteer officials. They may not receive monetary compensation for officiating. Reimbursement of incurred expenses, thank-you gifts and waiver of entry fees are allowed.
- .2 USI certified officials intending on working the Western Zones Meets may apply to the Officials Chair for consideration to receive supplementary funding to help defray some of the incurred expenses. Preference will be given to those who have not previously officiated at this level.
- .3 Any registered, certified Coach Member of Utah Swimming may not officiate at any meet where athlete members of his/her club are in attendance.
- .4 Officiating House worked may be accumulated at either USI Swimming/USA Swimming or Utah Masters Swimming/USMS sanctioned events.
- .5 Clubs should strive for a 20:1 swimmer to official ration (timeframe: December 2014)

The following USI Guidelines for Swimming Official Certification have been established by the Officials Committee of Utah Swimming. These guidelines adhere to the minimum standard guidelines required by USA Swimming.

A. Becoming a Stroke and Turn Judge

- 1. **Age** - Shall be eighteen (18) years of age.
- 2. **Prerequisite experience** – none required
- 3. **Clinic** – Shall participate in mini-express clinic prior to the beginning of on-deck training.
- 4. **Tests** - Shall take, and pass with eighty percent (80%) or better, the USA Swimming Stroke and turn test available online at www.usaswimming.org.
- 5. **Registration** - Shall be currently registered member of USA Swimming. (Registration, Level II background check, and athlete protection course must be completed before second session of on- deck training.) Consult with team to become registered.
- 6. **Training** - Shall complete a minimum of 24 hours of on deck training under the supervision of a USI certified Stroke and Turn judge. The hours involved for observation can be included as part of the 24 hours. Training to be accomplished in the following manner:

Training must be accomplished in the following manner:

- a. **Procedural Training** - The trainee shall shadow a trainer for 1 session, learning Deck Protocol, Jurisdiction, Stroke and Turn Disqualifications, Observation Techniques, etc. emphasis on listening and learning deck procedures. This can be completed at any level of meet – dual, developmental, invite, or prelims of championship meets.
- b. **Technical Training** - The trainee shall serve the remaining training hours as a training partner with a certified Stroke and Turn official. While the trainer is ultimately responsible for disqualifications made on deck, the trainee will work in concert with the trainer, sharing jurisdiction, raising the hand upon seeing an infraction, and reporting it to the trainer partner for discussion. If the trainer did not raise his/her hand there

will be no disqualification. The trainer will be acting as a personal Chief Judge for the trainee asking all the pertinent questions as a Chief Judge would do. Training must be done under the supervision of at least two different trainers.

- c. **Meet Selection** – Technical Training should be completed at meets where “No Times” are allowed. No more than one session of total training shall be completed at meets in which qualifying times are required of swimmers.
 - d. **Trainer Guidance** – At the end of each session, the trainer shall make notes or discuss with the referee the trainee’s progress.
 - e. **Referee Guidance** - The Referee of the training meet shall be available to the trainee at the conclusion of every session for a short Q & A period.
7. **Advancement Approval** – Upon completion of required technical training hours the Trainee will submit a request for Observation to the Officials Chair who will coordinate arrangements with a Meet Referee. After the final observation, upon receipt of a recommendation for advancement from the Referee, the trainee shall return the required working hours history and final observation papers signed by the supervising Official to the USI Officials Chair.
 8. **Time Limit** - The trainee has six months from the date of the first on-deck training to complete training, unless hardship circumstances exist.

B. Observation - During observation, the trainee will work on the deck as a stroke and turn judge, making all appropriate disqualification calls, with supervision of a certified Official who is approved by the Meet Referee to conduct observation. After the observation meet, the supervising official will make recommendations to the USI Officials Committee for one of the following: 1. certification, 2. another observation, or 3. additional training. The observation must be completed at a meet where “No Times” are allowed and must be approved in advance by the USI Officials Chair.

C. Certification Challenge –In unusual circumstances individuals can challenge certification and complete the observation phase prior to completing the minimum 24 hours of training. This might be based on an individual having a strong background knowledge of the rules (i.e. prior swimmer, swim coach/instructor, etc.), or a referee recommendation to the USI Officials Chairperson that the candidate is ready for final observation. A review of trainer and referee comments will be made by the USI Officials Committee to determine if certification challenge is appropriate.

D. Stroke and Turn Re-certification

1. Shall work a minimum of four (4) sessions per year in Stroke and Turn or higher capacity.
2. Shall take a USI Stroke and Turn Clinic at least once every two years or participate in a
3. National Certification Meet and attend all pre-meet briefings. (This is recommended every year.)
4. Shall take and pass with eighty percent (80%) or better, the online Stroke & Turn re-certification test every two (2) years.
5. Based on continuing USA Swimming membership and satisfactory performance.

E. Becoming a Starter:

1. **Age** – Shall be eighteen (18) years of age.
2. **Prerequisite experience** - Shall have worked as a certified stroke and turn judge for a minimum of twelve (12) sessions. The Officials Chairperson of USI Swimming shall recommend all Starter trainee candidates to the USI Officials Committee for acceptance into the training program.
3. **Clinic** - Shall take a USI Referee/Starter Clinic (note requirement waived until the clinic is prepared).
4. **Tests** - Shall take and pass with eighty percent (80%) or better, the online version of the USA Swimming Starter Test.
5. **Registration** - Shall be currently registered with USA Swimming in good standing with valid Level II background check and Athlete Protection Training.
6. **Training** - Shall begin training on deck at meets where “No Times” are allowed. There shall be a certified starter and referee present.
Shall serve a minimum of five (5) sessions in at least three (3) separate meets under the direction of two (2) different trainers who are approved by the Officials Chair.
7. **Advancement Approval** - The trainee will be certified as a level 1 Starter at the recommendation of the USI Officials Chair and acceptance of the USI Officials Committee. (Note: S1 starters may start for all non-scored meets). A starter will be certified as a level 2 starter upon the recommendation of the USI Officials Chair and acceptance of the USI Officials Committee after the level 1 starter has shown the skills and knowledge of all the rules pertaining to the position of starter. Level 1 starters shall not be allowed to start at scored meets.

F. Starter Re-certification

1. Shall work a minimum of four (4) sessions per year in at least three (3) separate meets each year in the position of starter or higher capacity.
2. Shall take and pass with eighty percent (80%) or better, the online Starter re-certification test every two (2) years.

3. Shall attend Referee/Starter training update clinics at least once every two (2) years.
4. Based on continuing USA Swimming membership and evaluation by the USI Officials Chair and Committee.

G. Becoming a Referee (R1, R2, R3)

1. **Age** - Shall be twenty-one (21) years of age.
2. **Prerequisite experience** - Shall have worked as a certified Stroke & Turn Judge or Starter for a minimum of one year. Shall have worked as a certified S1 Starter. The Officials Chairperson of USI Swimming shall recommend all Referee trainee candidates to the USI Officials Committee for acceptance into the training program.
3. **Clinic** - Shall take a USI Referee/Starter Clinic (note requirement waived until the clinic is prepared).
4. **Tests** - Shall take and pass with eighty percent (80%) or better, the online version all of the USA Stroke & Turn/Timer, Timing Judge, Clerk of Course, Administrative, Starter and Referee tests
5. **Further background requirements** - must be familiar with the positions of Administrative Official, Announcer, Clerk of Course, Starter, Stroke & Turn Judge, Timer, Timing Judge and Meet Marshall.
6. **Registration** - Shall be currently registered with USA Swimming in good standing with valid Level II background check and Athlete Protection Training.
7. **Training** - On-deck training shall be done under the supervision of an R3 Referee. Must work a minimum of 2 sessions (may be under a single mentor) to be considered for certification as a R1 Referee. (Note: Our R1 level Referee certification is for a Referee who is expected to obtain further training but who is certified to gain the experience of being the “Referee in charge” by acting as Meet and Deck Referees running intrasquad and dual level meets). Must train a minimum of 4 additional sessions to be eligible for consideration for advancement to the R2 Referee level. These six (6) sessions must be done with at least three (3) different training Referees. (Note: R2 level Referees are certified to act as Meet and/or Deck Referee for non-scored meets.)
8. **Advancement Approval** - Referee certification and advancement requires the recommendation of the USI Officials Chair and acceptance of the USI Officials Committee after the candidate has shown the skills and knowledge of the rules and responsibilities pertaining to that position. (Note: R3 level Referees are certified to act as Meet and/or Deck Referee for any meet. Any R3 Referee may act as a Referee-trainer for those approved for training.)

H. Referee Re-certification

1. Shall work a minimum of six (6) sessions per year, in at least three (3) separate meets in Starter or higher capacity with at least one session as Referee.
2. Shall take and pass with an eighty percent (80%) or better, the online re-certification tests pertaining to the position of referee every two (2) years.
3. Shall attend Referee/Starter training update clinics at least once every two (2) years.
4. Based on continuing USA Swimming membership and evaluation by the USI Officials Chair and Committee.

I. Becoming an Administrative Official:

1. **Age** - Shall be eighteen (18) years of age.
2. **Prerequisite experience** - none required
3. **Clinic** – Shall take the Administrative Official Clinic
4. **Tests** – Shall take and pass with eighty percent (80%) or better, the online version of the USA Swimming Timer, Timing Judge, Clerk of Course and Administrative tests prior to apprenticing.
5. **Registration** – Shall be currently registered with USA Swimming in good standing with valid Level II background check and Athlete Protection Training. Consult with team to become registered.
6. **Training** – a minimum of 4 sessions with 2 different certified Administrative Officials (may include one session as Timing Equipment Operator). Certification after satisfactory performance at one meet.

J. Administrative Official Recertification:

1. Based on continuing USA Swimming membership and satisfactory performance.

K. Becoming an Administrative Referee:

1. Must obtain certification as an R2 Referee and have also certified as an Administrative Official.

1.23 Athlete Funding Policy for Financial Aid – – USI will financially support eligible USI Athlete Members and Coach Members for a portion of their expenses incurred while participating or coaching in the USA Swimming Olympic Team Trials, USA Swimming Junior National Championships, the USA Swimming National Championships or year equivalent, the U.S.

Open, Arena Grand Prix, National Disability Championships, Speedo Championship Series meets, and any other competition approved by the USI Board of Directors.

- Reimbursement is based on a share system with the exception of the Disability National Championship.
- A flat rate reimbursement will be issued to athletes competing in the Disability National Championship.
- Reimbursement documents containing specific eligibility requirements will be made available on the Utah Swimming Website.

1.24 Utah Swimming, Inc., Financial Procedures

.1 Any person need to submit receipts for reimbursement must fill out the proper USI request form and include all original receipts with the form; this form must be submitted to the treasurer of Utah Swimming, Inc.

1.25 **Deck Policy:** Those sponsoring a meet shall determine the “deck area” where only registered Swimmers, coaches and those working shall be permitted. All others must stay in those areas designated for spectators.

1.26 **Diversity & Outreach** - The Utah Swimming, Inc./USA Swimming Athlete Outreach program is for athletes whose family is currently in need of financial aid in order to join or maintain their membership in USA Swimming. The Outreach Program is an annual reduced registration fee for USA Swimming membership. The annual fee in the Utah Swimming LSC for Outreach membership is \$7.00. To apply for the USI Outreach program, swimmers will need to complete the USI Athlete Outreach Verification Form and return it to the USI club Membership Coordinator. Instructions for the program are on the form

1.27 **Safety** – it’s everyone’s responsibility! It is the LSC Safety Chair's responsibility to promote safety throughout the LSC’s swimming community and to promote safety as a part of the LSC philosophy. The LSC Safety Chair is the liaison between the national organization and Club and LSC. The Safety Chair will contact the National Headquarters with safety questions and concerns. They will relay policy decision to the LSC and directs the LSC's safety program. USA Swimming maintains a Safety/Loss Control Manual which is a valuable tool for Clubs. This manual is available for download from the USA Swimming website. Clubs should regularly review this manual as they strive to improve their own safety plans.

1. Duties of the Safety Chair:

- a. Chair a committee that develops safety education programs for USI and makes recommendations to the Board of Directors.
- b. Liaison between USA Swimming/LSC and clubs.
- c. Responsible for providing reports of injuries within Utah Swimming at each LSC Board and House of Delegates meeting as requested.
- d. Provides input and periodically reviews warm-up guidelines.
- e. Responsible for arranging and/or conducting water safety training opportunities.
- f. Upon direction of the General Chairman, contacts USA Swimming, with safety questions and concerns.
- g. Disseminates safety information and required forms to all member clubs, coaches and officials.
- h. Provides information for compliance with USA Swimming and USI Rules & Regulations

1.28 **Forms** - All forms and applications will be found on the Utah Swimming website at www.swimutah.com.

1.29 **Crisis Action Plan:** An LSC crisis may occur in a number of different situations, including times when the integrity or reputation of Utah Swimming is threatened by adverse or negative attention; when, in the eyes of the media, general public, or its membership, Utah Swimming did not react to a given situation in an appropriate or timely manner; or when an emergency arises that may threaten the operations of Utah Swimming, Inc.

1. It is imperative that Utah Swimming effectively manage communication through a formal, clearly defined channel in order to mitigate the crisis or any negative repercussions while maintaining its upstanding reputation and transparency.
2. The crisis management plan manages the distribution of critical information to the media, the public and its members.
3. A copy of the USI Crisis Management Plan is available on the USI website www.swimutah.com, through the General Chair, Administrative Vice-Chair and Information Officers as assigned by the Crisis Management Plan and in USI Aquatics Guide.

1.30 Table of Fines:

1. **\$10 Fine** for any coach submitting documents to the necessary for coaching credentials less than 24 hours prior to any Championship Meet. This fine must be paid on the first day of any USI sponsored Championship Meet or coaching credentials will not be granted for the meet.

2. **\$20 Fine** for any coach submitting documents necessary for coaching credentials on the first day of any Championship Meet. This fine must be paid on the first day of any USI sponsored Championship Meet or coaching credentials will not be granted for the meet.
3. **\$100 Fine** for any team entering and/or swimming an unregistered swimmer in a meet . A **\$50 Fine** for any team entering and/or swimming an unregistered swimmer in a relay.
4. **\$100 Fine** if sanction number is not included on the meet invitation.
5. Club Registrations are due October 15 of each calendar year. A fine of \$100 will be assessed to any team submitting Club Registration and fees after October 15. A fine of \$350 will be assessed to any team submitting Club Registration and fees after November 15. Failure to pay fines will result in the Club being held as, “no longer in good standing with USI” until payment is made.
6. Clubs must submit their Athlete Protection Policies to the Safe Sport Chair by October 15 of **each calendar year**. Policies to be submitted are: Team Travel Policy, Electronic Communication Policy, Code of Conduct and Action Plan to Address Bullying. **Failure to submit documents will result in the club being placed “not in good standing with USI” and a \$100 fine.**
7. 12 & under events in any session must be completed in four hours, except in championship meets. **The penalty for violating this rule is \$1.00 per lane per heat for both individual and relay events.** **Equipment breakdowns and rain delays are not considered part of the four-hour limit.** Pre-Meet timelines (using a 20 second interval) must be submitted with the meet financial report to insure compliance. It is the responsibility of the Meet Director to provide accurate information regarding timeline penalties.
8. All final results shall be published within two weeks of the meet. Publish, means to provide the SWIMS coordinator, coaches registered at the meet, all individuals who paid for final results, General Chair, Administrative Vice Chair, Treasurer, with a complete down-loadable file (meet backup) of the meet results. Records of Time must also be submitted to the Secretary and LSC Administrator for publication. **Clubs who do not publish final results within the time limit may be subject to a \$50 penalty.**
9. All entry payments to the host club must be made at time of submission to be considered entered into the meet. **The host club is allowed to offer an extension of time and may assess, an additional fee not to exceed \$25.** If the additional fee is assessed it must be applied universally to all teams seeking the extension of time for payment of fees. **The host club is still required to submit all items as outlined in USI Policy and Procedures 1.20.C regardless of extension of time offered to meet attendees or be subject to a \$50 penalty.**
10. Teams must submit payment for Championship Meets prior to the start of the meet unless an exception has been granted by: the Age Group Chair, Senior Chair or Vice Chair of Utah Swimming. All payments are due within 45 days of the completion of competition. **Failure to submit payment will result in the loss of good standing with USI and the Club will be assessed an additional \$50 penalty.**
11. All Team are expected to meet their volunteer requirements for Utah Swimming Sponsored Championship Meets. Failure to meet volunteer obligations may result in a penalty of \$25 per occurrence.
12. **A complete financial report is due within 45 days of the completion of the meet or be subject to a \$50 penalty.** USI hosted events are an exception to this policy.

1.31 USI Awards

1. **USA Swimming Conoco Phillips Outstanding Service Award:** this award is presented to a volunteer in each LSC in recognition of service to swimming.
 - a. Selection is made at the spring meeting by the House of Delegates. In the event a selection is not made at the spring House of Delegates the General Chair, with the approval of the Board, may appoint the nominating committee to handle the selection.
 - b. Recognition of this award may take place at either the fall House of Delegates Meeting or the Long Course State Championship Meet.
2. **Senior Coach of the Year:** this award is presented to the outstanding USI Senior Coach.
 - a. Selection is made by the coaches.
 - b. Nominations shall be submitted to the Administrative Vice Chair and Senior Chair one week prior to the Senior State Championships and distributed to the coaching membership present.
 - c. Voting will conclude at the end of the first day of competition at the Senior State Championships. Ballots will be provided to credentialed coaches present. Each team is limited to one vote.
 - d. This award will include up to \$500 to be used for the ASCA Convention, USA Swimming Coaches Training Programs or other training aids/programs (i.e. books, team training equipment, online classes) as approved by the Board of Directors. Reimbursement forms will need to be submitted to the USI Treasurer in order to receive funds.
 - e. This award must be used within one year of election.

- f. Presentation of the award will be made on the final day of competition at the Senior State Championship Meet. Recognition will also be received at the spring House of Delegates and fall USI Convention.
3. **Age Group Coach of the Year:** this award is presented to the outstanding USI age group coach.
 - a. Selection is made by the coaches.
 - b. Nominations shall be submitted to the Administration Vice Chair and Age Group Chair one week prior to Short Course JO's and distributed to the coaching membership present. Each team is limited to one vote.
 - c. Voting will conclude at the end of the second day of competition at Short Course JO's. Ballots will be provided to credentialed coaches present.
 - d. This award will include up to \$500 to be used for the ASCA Convention, USA Swimming Coaches Training Programs or other training aids/programs (i.e. books, team training equipment, online classes) as approved by the Board of Directors. Reimbursement forms will need to be submitted to the USI Treasurer in order to receive funds.
 - e. This award must be used within one year of election.
 - f. Presentation of the award will be made on the final day of competition at Short Course JO's. Recognition will also be received at the spring House of Delegates and the fall USI Convention.
 - g. A coach may not win the Age Group Coach of the Year Award for more than two consecutive years and is not eligible for the Senior Coach of the Year Award in the same year.
4. **Swimmer of the Year Award:** this award is presented to the outstanding Male and Female Swimmers of the Year that best represents Utah Swimming.

Eligibility

 - a. Must be a registered member of Utah Swimming.
 - b. Swimmer must hold a current Jr. National bonus time standard.
 - c. One male swimmer and one female swimmer will be selected each year. Announcement and recognition will be made at the Senior Short Course Championships. Announcement and recognition will be made at the Senior State Short Course Championships. In the event that there is an absence of qualified candidates the Senior Chair reserves the right for the selection process to extend into the Long Course Season with the announcement and recognition to be held during the Utah Swimming Long Course Championship Meet of that calendar year.
 - d. Selection Criteria may include but is not limited to:
 - i. Academic standing
 - ii. Championship Level Meets attended (State Championships, Senior Zones, Speedo Sectional Series, Jr. Nationals, Nationals)
 - iii. State Rankings
 - iv. State Records held
 - v. Coach's Nomination
5. **IMX Swimmer of the Year:** this award is presented to the highest IMX score in an age classification.

Eligibility

 - a. The swimmer must be a registered member of Utah Swimming
 - b. One award will be presented to each male and female in the following age classifications: 9, 10, 11, 12, 13, 14, 16, 17, and 18.
 - c. Short Course results will be tabulated at the conclusion of the Senior Championship Meet for 15, 16, 17, and 18. Results will be tabulated for 9, 10, 11, 12, 13 and 14 and below at the conclusion of the Utah Swimming JO Championship Meet.
 - d. Long Course results will be tabulated at the conclusion of the State Long Course Championship Meet for all classifications (9, 10, 11, 12, 13, 14, 15, 16, 17, 18)
6. **Carolyn Burt Official of the Year Award:** This award is presented to the official that has demonstrated continued dedication to officiating for Utah Swimming.
 - a. The Utah Swimming Officials Committee will select and determine the recipient of this award.
 - b. Selection is based on but not limited to:
 - i. Years of Service to Utah Swimming
 - ii. Level of Officiating
 - iii. Commitment to Officiating education
 - c. This award may not be presented to any official for more than two consecutive years.

