

UTAH SWIMMING, INC.
POLICIES AND PROCEDURES

UT2.1 MEET SANCTIONS, APPROVALS, AND ADMINISTRATION – Obtaining a Meet Sanction and Finalizing 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
 - (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.”
 - 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.
- F. Meet Financial Report form can be found on the Utah Swimming web page.

UT2.2 B/C Finale Meets

- .1 General
 - A. There shall be two B/C Finale Meets a year, one during the Short Course Season and one during the Long Course Season.
 - B. The Short Course B/C Finale shall be swum in a 25-yard pool. The Long Course B/C Finale shall be swum in a 50-meter pool.
- .2 Participation
 - A. All participating swimmers must be able to prove current USA Swimming membership and be registered as a member of Utah Swimming.
 - B. Participation is open to all swimmers who have achieved less than four Utah Swimming State Championship qualifying times. Swimmers may not swim any events for which they have qualified for the State Championships. Also, swimmers may not swim any event for which they have qualified for the State Championships. Also, swimmers may not swim any event for which they have No Times ("NT").
 - C. USI Time Verification Procedures will be in effect.
 - D. USI Warm-up and Safety Procedures will be used.
- .3 Facility
 - A. Host facilities must include:
 - 1. Six competition lanes with sturdy starting blocks and effective lane lines. Eight lane pools will be given preference.
 - 2. Seating for 200 or more spectators.
 - 3. Deck space for at least 200 swimmers.
 - 4. Electronic Timing System with:
 - a. Properly displaying scoreboard.
 - b. All pads working properly.
 - c. All wiring operational and safe.
 - d. Working connections to console and meet management software.
 - 5. Meet Management Software
- .4 Meet Personnel
 - A. Key meet personnel must be experienced at running Utah Swimming sanctioned meets for at least 200 swimmers. Experience may come from hosting other meets, being trained at other teams' meets, or training through USI's Board of Directors.
 - B. Key Meet Personnel include:
 - 1. Meet Director
 - 2. Clerk of Course
 - 3. Starter
 - 4. Referee
- .5 Operations
 - A. Speed or flow of meet should be consistent. Meet should begin on time with few interruptions.
 - B. Accuracy of times and results is essential.
 - C. Results shall be posted at the meet in a timely manner. Also, meet results will be sent to proper USI personnel within 24 hours of the conclusion of the meet.
 - D. Compliance with USI Policies and Procedures
 - 1. Sanctioning
 - 2. Reports
 - 3. Payment of Fees
- .6 Funding and Fees
 - A. Utah Swimming shall fund the B/C Finale with \$1,500 to be used towards running the meet and awards.
 - B. Host team shall pay any and all individual and relay splash fees.

- .7 Bid Process
 - A. All interested teams should submit the bid application form completely filled out four months prior to the scheduled meet.
 - B. Teams that receive the bid must still obtain a sanction from USI's Sanctions Chair.

UT2.3 Utah Swimming Fees – regular, seasonal, Athlete and Non Athlete

- .1 Individual Fees
 - A. Athlete Registration \$60
 - B. Non Athlete Registration \$60
 - C. Seasonal Registration \$35
 - D. Family Registration \$100
 - E. Sports Medicine
 - F. Sustaining Member
 - G. Life Membership
- .2 Club Registration Fees
 - A. Club Members \$300.00
 - 1. \$100.00 to be refunded to each Club Member after fulfillment of Group Member attendance requirement at the House of Delegates spring meeting as set forth in Utah Swimming, Inc., bylaw, article 604.1.1.
 - 2. \$100.00 to be refunded to each Club Member after fulfillment of Group Member attendance requirement at House of Delegates summer meeting as set forth in Utah Swimming, Inc., bylaw, article 604.1.1.
 - B. Affiliated Group Members

UT2.4 Deck Policy – Those sponsoring a meet shall determine the “deck area” where only registered Swimmers, coaches and those working the meets shall be permitted. All others must stay in In those areas designated for spectators.

UT2.5 Utah Swimming Scratch Procedure

- .1 For Championship Meets (trials and finals)
 - A. The scratch box will be located at the Clerk of the Course. The scratch box shall close for the following day's events 30 minutes after the beginning of the final session each day. In a meet that begins with a timed final session on the first day, the scratch box for the next days events will close 30 minutes after the start of that timed final session.
- .2 For Timed Final scored meets
 - A. Scratches will be accepted prior to the beginning of each session or when called for by the Clerk of the Course. Procedures outlined in .4 Utah Scratch procedures must be followed.
- .3 For non scored Developmental Meets
 - A. The Meet Information must specify in detail the scratch procedures to be used for each individual meet.
- .4 Penalties for Scored meets and Prelims events.
 - A. If a swimmer fails to scratch properly and doesn't report to the block to swim, that swimmer will be disqualified from that event and scratched from the next individual event for which he/she is entered. If a swimmer misses a second event, he/she will be barred from further competition for the remainder of the meet. In a Championship meet with trials and finals, upon request and approval of the Meet Referee, the barred swimmer can be re-entered into the meet and re-seeded in the first heat of his/her remaining events and allowed to swim for time only but will neither be eligible to score points individually or for the club.
- .5 Penalties for Final or Consolation Heats
 - A. A swimmer qualifying for either Consolation Finals or Championship Finals has 30 minutes after the time of the announcement of the qualifiers of each individual event to scratch. The Clerk of the Course will then re-seed the Consolation or the Championship heats by inserting alternates, thus filling all the lanes. Any swimmer qualifying for a Consolation or Championship final heat who fails to compete in that event shall be barred from further competition

for the remainder of the meet. Declared false starts are not allowed for Consolation or Championship finals. Upon request and approval of the Meet Referee any barred swimmer can be re-entered into the meet and re-seeded in the first heat of his/her remaining events and allowed to swim for time only, but will not be eligible to score points individually or for the club.

- .6 Results
- A. Results from a preliminary competition are not the same as a finals seeding posting. Any swimmer that may move into a finals seeding position as a result of scratches within the 30 minute time period is subject to all penalties outlined in .5. Alternates as posted in the finals seeding are not subject to any penalty. It is the swimmers responsibility to know their final placement in their event before leaving the venue.
- .7 Mandatory Scratch-down – If conditions warrant (i.e., the projected timeline for the meet exceeds the limitations stated in the USA Swimming Technical Rules), the referee, with the concurrence of the meet director, shall require swimmers to scratch an event or events in order to regulate and control the length of time for competition in a sanctioned meet. (This procedure is based on a 20-second or greater interval between heats.)
- A. The mandatory scratch-down procedure shall be applicable to timed-final meets only.
- B. Meet information sheets shall include the following statement:
“A mandatory scratch-down may apply at this meet, subject to the provisions of USA Swimming Rules and Regulations (205.3.1F).”
- C. To the maximum extent possible, the mandatory scratch requirement shall be applied uniformly to all age groups, sexes, and classes of athletes.
- D. The entry fee for each event scratched pursuant to the mandatory scratch-down procedure shall be refunded in full to swimmers in cash prior to the close of the meet.
- E. If an athlete fails to report for a requested scratch swim, the meet director will scratch the athlete from the last event of the affected session.

UT2.6 Officials Policies

- .1 Certifications
- Stroke and Turn: All new stroke & turn officials must complete a Home Study Course. Following this clinic the new trainee must complete all applicable testing, attend a mini-clinic, and complete forty (40) hours of on deck training before they may ask to be observed for final certification. Trainees will only train at meets designated by the Officials Chair of Utah Swimming. Fast tracking is available for trainees that show an immediate understanding of the rules and how to fairly apply them.
- Starter: After a minimum of one year of being an active, certified stroke & turn official you may request to take the Starter test. Starter trainees may only train with the trainers designated by the Officials Chair of Utah Swimming. There is no time limit on the training period, you will be certified to Level I or Level II when evaluations show that you have achieved the skills necessary for each level.
- Referee: This position is by recommendation only. After a minimum of two years of being an active, certified stroke & turn official, as well as having gained some experience as a machine operator, Starter, and having worked in the Administrative area, the Officials Chair or Committee may recommend that you apply for and take the USA Swimming Referee test. All Referee trainees must train with only the trainers designated by the Officials Chair of Utah Swimming. There is no designated time limit on the training period. You will be certified to Level I or Level II when evaluations show that you have achieved the skills necessary for each level.
- .2 Re-Certification
- Stroke and Turn, Starter, Referee: You must work a minimum of four (4) meets per year to maintain your certification at the level you currently hold. You must also attend a clinic of your choice every two (2) years. All re-certification tests from USA Swimming must be completed every two (2) years. Attaining and maintaining National Certification will count toward re-certification.
- .3 Coach Members
- 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 Compensation

Officials may not receive monetary compensation from any Club member of Utah Swimming. Gifts or reimbursement of any entry fees are permitted.

- .5 Western Zone Meet Funding for Officials
Funding is available for certified officials wishing to attend the Western Zone Meet as officials. Consideration will be given to those who have not previously officiated at this level.

USI Guidelines for Swimming Official Certification

The following guidelines have been established by the Officials Committee of Utah Swimming.

These guidelines follow the minimum standard guidelines required by USA Swimming.

Stroke and Turn Judge

1. Must be 21 years of age.
2. Attend a stroke and turn clinic approved by the Officials Chair of USI.
3. Be a currently registered member of USA Swimming. (On-deck training cannot begin until the candidate is registered.)
4. Take and pass with 80 percent or better the USA Swimming Stroke and Turn test. This is available online at www.usaswimming.org.
5. Complete 40 hours of on deck training with a trainer who has a minimum of 1 year certification as a stroke and turn judge. The candidate cannot make disqualifications during this time. The candidate has one year from the date of the clinic to complete this training.
6. At the end of 40 hours of training, the candidate may ask the Officials Chair of Utah Swimming for a final observation. During this observation, the candidate will work on the deck as a stroke and turn judge, under the supervision of a certified official, signaling any appropriate disqualifications. At the end of the observation, the supervising official will recommend certification or additional training.
7. After the candidate has passed their final observation, they must return their paperwork with the 40 hours of training and the final observation signed off to the Officials Chair of USI.

Renewal

1. Work a minimum of four (4) meets a year.
2. Take a USI stroke and turn clinic every two years or participate in a National Certification Meet and attend all pre-meet briefings. (This is recommended every year.)
3. Take the online recertification test every two years.

Starter

1. Must have worked as an active stroke and turn judge for a minimum of one year.
2. Must be currently registered with USA Swimming.
3. Apply to the Officials Committee to be recommended for starter training.
4. Take and pass with 80 percent or better the online versions of the USA Swimming Starter, Stroke and Turn, Timer, Timing Judge, and Clerk of Course tests.
5. Begin training on deck at intrasquad, dual, and developmental meets. There must be a certified starter and referee at all invitational, developmental, league, and non-qualifier meets. A trainee may be designated starter on the sanction application for intrasquad, dual, or tri-meets. There is not set number of hours for training. The candidate will be certified as a Level I Starter at the recommendation of the training referee.
6. Starters will be certified as a Level II Starter upon the recommendation of the Officials Committee after they have shown knowledge of all the rules pertaining to the position of starter, have a good feel for timing, and have control of the tone of their voice.

Renewal

1. Must work a minimum of four (4) meets per year in the position of head starter or deck starter; and maintain continuous registration.
2. Take the online recertification tests pertaining to the position of starter every two years.

Referee

1. Must have worked as an active USI official up to and including head starter for one year, and maintained continuous registration.
2. Apply to the Officials Committee to be recommended for referee training.
3. Must be familiar with the positions of announcer, clerk of course, starter, stroke and turn judge, chief judge, timer, timing judge, and meet marshal.
4. Must be familiar with Hy-tek meet management software.

5. Must be familiar with Colorado and/or Daktronics timing equipment.
6. Take and pass with 80 percent or better the online versions of the USA Swimming Starter, Stroke and Turn, Timer, Timing Judge, Clerk of Course, Admin, and Referee tests.
7. All training will be done on deck with referees that have been certified for a minimum of two (2) years. There is no set number of hours for training. It is important that the candidate work with a variety of referees from different parts of the LSC.
8. Final observation must be done by the Officials Chair.
9. The candidate will first be certified at Level I which includes all intrasquad meets, dual meets, and developmental meets. (This includes invitationals without qualifying times or scoring.)
10. Final advancement to the Level II will be made at the recommendation of the Officials Committee.

Renewal

1. Must work a minimum of four (4) meets per year as a referee/deck referee and maintain continuous registration.
2. Take the online recertification tests pertaining to the position of referee every two years.

UT2.7 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.

UT2.8 Forms

All forms and applications will be found on the Utah Swimming website: www.swimutah.com.

UT2.9 Utah Swimming, Inc., Policy of inclusion for athletes with disabilities

- .1 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.
- .2 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.”
 - A. 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.
- .3 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 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:
 - A. Allowing a shorter distance within a longer race.
 - B. Seeding by time rather than age.
- .4 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.
- .5 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.
- .6 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.