

UTAH SWIMMING, INC.

STANDING RULES

**UTAH SWIMMING, INC. (“USI”)
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UT1.1 REGISTRATION OF ATHLETE MEMBERS

- .1 All swimmers must be registered athlete members of USA Swimming (“USAS”). The registration period for regular members expires December 31 of each year. Seasonal registration is offered each year and is effective from May 1 through August 31.
 - A. Clubs with seasonal athletes participating, other than during the period of May 1 through August 31, in sanctioned events or workouts will be referred to the Review Section for possible revocation of club membership.
 - B. Seasonal membership is valid at below Zone Championship level meets only.
- .2 Registration of USI athletes shall be conducted by the USI Registration Coordinator. Registration is effective upon receipt of the completed application form with the applicable fee by the Registration Coordinator or an authorized deputy. Applications mailed to USI will be effective as of the postmark date. Mail received elsewhere or without postmark will be effective on the date received by the Registration Coordinator or any authorized deputy. On-deck registration is permitted at all sanctioned swim meets in Utah provided that the meet information states that on-deck registration will be accepted. In order to register on-deck, the application and appropriate fees must be given to the Registration Coordinator or an authorized deputy.
- .3 REGISTRATION APPLICATIONS AND FEES
 - A. USI registration fees for regular and seasonal registration are set by USAS and any additional local fees as established by the USI Board of Directors.
 - B. Checks or money orders for all fees shall be made payable to USI.
 - C. In the event of duplicate registrations, there shall be no refunds except as authorized by the Registration Coordinator, the Administrative Chairperson, or the General Chairperson, or as otherwise provided herein.
 - D. No athlete is entitled to use a USAS registration ID until a registration card with that ID has been received by the swimmer or the swimmer’s club. Use of a registration ID which has not actually been issued to a swimmer constitutes a violation of the rules and may be referred to the Review Section. Use of a registration ID includes, but is not limited to, entering the ID on an entry form for the purpose of entering a sanctioned meet.

UT1.2 REGISTRATION OF NON-ATHLETE MEMBERS

- .1 All individuals who will not be competing in sanctioned events but who are interested in the purposes of USI, and who wish to participate should register as non-athlete members of USAS.
- .2 CATEGORIES AVAILABLE:
 - A. Coach - Individuals who will be supervising athletes, in any way, during sanctioned events register as non-athlete members. Coach membership requires proof of successful completion of First Aid, CPR, and Coaches Safety Training.
 - B. Official - Individuals who desire to serve in an official capacity at sanctioned events need to register as non-athlete members. Certification for deck and administrative officials are offered through the Officials’ Committee clinics.
 - C. Administrator - Individuals assisting in the administrative functions at the LSC or the club level need to register as non-athlete members.
 - D. Other - Individuals who are not part of one of the above categories, but who have an interest in USAS programs, may register as non-athlete members.
- .3 Registration of non-athlete members within USI shall be conducted by the Registration Coordinator or an authorized deputy. Registration is effective upon receipt of the completed application form with the applicable fees by the Registration Coordinator or an authorized deputy. Applications mailed to USI will be effective as of the postmarked date. Mail received elsewhere or without a postmark will be effective on the date received by the Registration Coordinator or an authorized deputy. Applications for coach membership must include a copy of current safety certifications as specified by USAS.
- .4 REGISTRATION AND APPLICATION FEES –
 - A. USI membership fees for non-athlete members are set by USAS and any additional local fees as established by the USI Board of Directors.
 - B. Checks or money orders for all fees shall be made payable to USI.
 - C. In the event of duplicate registrations, there shall be no refunds except as authorized by the Registration Coordinator, the Administrative Chairperson, or the General Chairperson, or as otherwise provided herein.

- D. All non-athlete members are required to display their membership cards at all sanctioned events in which they are participating.
- E. Replacements for lost membership cards will be provided upon receipt by the Registration Coordinator of a written request for a replacement along with a service fee.

UT1.3 REGISTRATION FOR GROUP MEMBERS

- .1 Group membership is for clubs which have currently registered coaches and athletes; or for organizations which conduct a program in swimming or are composed of persons joined together in support of swimming or some aspect of it.
- .2 Club members must have at least one registered coach member and athlete member of the current registration year in order to apply for membership.
- .3 Registration of USI Group members shall be conducted by the USI Registration Coordinator or an authorized deputy and is effective upon receipt of the completed application form with the applicable fee by the Registration/Membership Coordinator or an authorized deputy.
- .4 MEMBERSHIP APPLICATION AND FEE -
 - A. USI group membership fee is set by USAS, and any additional local fees as established by the USI Board of Directors.
 - B. Checks and money orders for all fees shall be made payable to USI.
 - C. In the event of duplicate registrations, there shall be no refunds except as authorized by the Registration Coordinator, the Administrative Vice Chairperson, or the General Chairperson, or as otherwise provided herein.
 - D. Certificate of Membership in USAS will be received from the National Headquarters once the application is approved and processed.
 - E. Group Membership Application Form is found in Appendix H.

UT1.4 TRANSFER REGULATIONS AND FEES

- .1 Athletes transferring representation to one club from another club must do so according to the Rules and Regulations of USAS. Swimmers must apply for transfer to unattached status by completing a transfer form available from the Registration Coordinator, the Administrative Chairperson, or the General Chairperson. The old registration card should be returned if possible and a new card will be issued. Athletes transferring to another LSC must also submit an application.
- .2 Upon completion of the 120 day unattached period, a swimmer may remain in the unattached status. If attachment to a club is desired, application by submitting a transfer form or letter for such attachment must be submitted to the Registration Coordinator stating the swimmer's name, address, date of birth, name of club to which the swimmer wants to attach, the date of last competition in which he/she participated in as an attached status, and a statement indicating that the swimmer is eligible to so attach according to USAS Rules and Regulations. If the swimmer desires a new registration card, a service fee should accompany the application. The old registration card should be returned and a new card will be issued.
- .3 Athletes competing for secondary school, college, or university teams do not need to apply for formal transfer to unattached status at the commencement of their swimming season, nor return to attached status with the club in which they registered with at the end of their school season. However, if they desire to attach to a different club than the one in which they are registered, they should contact the Registration Coordinator for qualification and procedural requirements.
- .4 Seasonal memberships may not be transferred.
- .5 COMPLIANCE -
 - A. Compliance with UT1.1 (Athlete registration) must be accomplished prior to participation in a sanctioned event.
 - B. The meet director and referee of each sanctioned event are authorized to, and shall assure themselves that all swimmers entered are properly registered in accordance with UT1.1 (Athlete Registration) and shall take whatever action is necessary to ensure compliance with this section.
 - C. Unregistered athletes competing in a sanctioned event and/or their teams will be subject to \$100.00 fine. This fine may be lowered by the Registration Coordinator for extenuating circumstances with the approval of the Board of Directors. The athlete and/or team will remain to have all means of appeal.
 - D. Athletes swimming in any meet after they have changed clubs may not swim attached to that club until the mandatory 120 day rule has been met. Athletes

swimming attached to club without waiting the mandatory 120 day rule will be subject to an additional 90 days being added to the mandatory 120 days.

- E. All non-compliance with USAS or USI registration requirements may be referred to the Review Section.

UT1.5 CHANGE OF NAME REGULATIONS AND FEES

- .1 Clubs may change their names or designations at any time during the registration year.
- .2 Clubs which change names or designations at the time of registration or renewal of membership will not be charged a service fee. Clubs changing name and/or designation at any other time will be charged a \$1.00 per swimmer service fee.
- .3 Written request for a change in name and/or designation should be submitted to the Registration/Membership Coordinator for approval at least thirty (30) days prior to the expected date of change.

UT1.6 SENIOR SWIMMING PROGRAM AND GRANT REGULATIONS

- .1 SENIOR PROGRAM OBJECTIVES - The USI Senior program is designated to provide competition for swimmers striving to qualify for national and world championship meets, to provide educational experiences, and to supply financial support for qualifying swimmers attending championship meets and training camps. The Senior Division is committed to club development to retain and train senior level swimmers.
Achievement of these goals can best be accomplished by cooperating with all agencies conducting organized swimming programs within the LSC boundaries. Maximum participation by coaches, swimmers, parents, officials and community groups is encouraged. Approved meets and other activities held in conjunction with college, country club, university, Masters, high school teams, or other organizations may be sponsored by USI to foster broad-based support for senior swimming.
- .2 ELIGIBILITY - The senior program is open to all USAS registered swimmers thirteen (13) years of age and older, and to any other USAS registered swimmers whose times are equal to or faster than the USI Senior Qualifying Time Standards.
 - A. The Senior Division shall annually determine and publish Senior Qualifying Time Standards and Senior State Championship Qualifying Time Standards.
 - B. Exceptions to the age and qualifying time requirements may be made for individual senior meets at the discretion of the Senior Division. Such exceptions will be clearly stated in the published meet information.
- .3 SENIOR FINALE AND CHAMPIONSHIP MEETS - Annual finale and/or championship meets shall be conducted both short and long course (subject to facility availability).
 - (1) All swimmers must be able to prove current USAS registration.
 - (2) For a Senior Finale, participation is open to all swimmers thirteen (13) years of age and older, and to those other swimmers whose times are equal to or faster than the USI Senior Qualifying Time Standards.
 - (3) For a Senior Championship Meet, participation is open to all swimmers whose times are equal to or faster than the USI Senior Championship Qualifying Times. A Senior Championship Meet shall be a trials and finals meet.
 - (4) In Senior Finale meets, USI Verification Procedures shall be in effect for all challenged times. In Senior Championship meets, USI Verification Procedures will be in effect for all entered times.
 - (5) Surcharges and entry fees will be charged in accordance with the published meet information. The number of individual entries allowed will be stated in the published meet information.
 - (6) Automatic timing with a minimum of one timer per lane is required.
 - (7) A sufficient number of deck officials certified at that level of the position filled as per USAS requirements shall be present to conduct each session of Finale/Championship meets.
 - (8) For a Senior Finale meet, no awards must be given, times only is sufficient. For a Senior Championship meet, awards will be specified in the published meet information. In order to protect each swimmer's eligibility, the cost or value of awards will in no case exceed that allowed by USAS, FINA, high school, or college regulations.
- .4 TRAVEL REIMBURSEMENT - PURPOSE, MANAGEMENT, AND APPLICATION PROCEDURES
 - A. PURPOSE

The purpose of Travel Reimbursement is: (1) to help defray the costs of USI registered athletes (“swimmers”) competing in the USA Sectional, Long Course National Championships, Short Course National Championships, Junior National Championships, Spring Championships, Olympic Trials, Disability Championships, Paralympics, and events of a similar national and international level upon approval of the USI Board (“Qualifying Meets”). There are no age restrictions for swimmers applying for Travel Reimbursement under UT1.6.4.

B. MANAGEMENT

- (1) The Travel Reimbursement expense account will be budgeted yearly at the September board meeting for the following calendar year (January 1-December 31).
- (2) Travel Reimbursement shall be dispersed twice a year at the conclusion of the short course season (“SC Season”) and again at the conclusion of the long course season (“LC Season”). The dispersal will be made according to the formula annually determined and approved by the Senior Division Committee.
- (3) Travel Reimbursement for a swimmer shall not exceed a maximum of \$750 per calendar year for all Qualifying Meets except Olympic Trials. All applications must have original receipts or copies and/or an expense report provided by the team proving cost of attendance.

C. APPLICATION PROCEDURES

- (1) The board will consider applications for Travel Reimbursement from swimmers that have achieved a qualifying time in an individual event prior to attending a qualifying meet.
- (2) In order to apply for Travel Reimbursement, each swimmer must submit a completed application to the Senior Committee Chairperson by May 1 for the SC season and September 15 for the LC season, the stated deadline. Each application will be considered and then either approved, approved in part, or denied by the USI Board of Directors. The USI Chairperson must sign a completed disbursement form for each approved application. The disbursement form, application, and original receipts will then be forwarded to the treasurer for payment to the swimmer.
- (3) The swimmer shall hold continuous USI registration for the following periods of time, and shall have participated in a minimum of two (2) USI sanctioned meets and six (6) events during each season to be eligible for the stated reimbursement percentage:
 - a) For 12 months of continuous registration, the swimmer shall be eligible for a maximum reimbursement of 33% of actual expenses incurred, up to \$250 per calendar year.
 - b) For 24 months of continuous registration, the swimmer shall be eligible for a maximum reimbursement of 66% of actual expenses incurred, up to \$500 per calendar year.
 - c) For 36 months of continuous registration, the swimmer shall be eligible for a maximum reimbursement of 100% of actual expenses incurred, up to \$750 per calendar year.
 - d) College athletes applying for Travel Reimbursement must be duly registered with USI and must swim in a minimum of two (2) USI sanctioned meets, six (6) events per year in the “off season.” The consecutive USI registration time periods and their associated reimbursement percentages as described in section UT1.6.4C3a-c apply to the college athletes.
 - e) By a two-thirds majority vote, the Board may waive either the Travel Reimbursement limitations or the continuous registration requirements listed above, if exceptional circumstances warrant such action. In no case shall the amount disbursed exceed the actual cost incurred.

D. TRAVEL REIMBURSEMENT FOR EACH MEET

- (1) Olympic Trials – Hotel and airfare as set by USI’s Board.
- (2) Long Course National Championships and Short Course National Championships – \$300 flat sum.

- (3) Disability Championships, Paralympics, and similar national and international level meets – approved expenses. The value to be determined by the Board.
- (4) Junior National Championships – \$250 flat sum
- (5) Spring Championships – \$200 flat sum.
- (6) Sectional Championships – \$100 flat sum.

UT1.7 USI'S CODE OF CONDUCT

- .1 The following will be required of all athletes who are members of a USI Travel Team.
 - A. A nightly curfew will be established and observed.
 - B. All meetings, training sessions, etc. will be attended.
 - C. A swimmer will not use or be in possession of any illegal drugs.
 - D. A swimmer will not use or be in possession of any form of alcohol or tobacco.
 - E. Any physical damage occurring in a room shall be paid for by the registered occupant(s).
 - F. The swimmer will not leave team areas without a chaperone's permission.
 - G. A swimmer will not make any long distance phone calls from an individual's room. (Collect calls must be made from the chaperone's room with the chaperone's permission.)
 - H. The swimmer will not be involved with or commit any act which would be considered an offense under federal, state, local, or USOC laws or rules.
 - I. The swimmer will exhibit no gross misbehavior.
 - J. The swimmer will not damage rooms, restaurants, pools, or vehicles.
 - K. The swimmer will only use sportsmanlike behavior.
 - L. The swimmers will not change rooms or transportation assignments.
 - M. The swimmer shall not participate in any sexual misconduct.
- .2 Persons present while any of these prohibited activities occur without the presence or permission of the team manager and head coach must leave immediately or be considered a participant by choice. Any person observing or having knowledge of any activity which may result in serious bodily harm must report such activity to the team manager.
- .3 These requirements will be in effect from the time the team is assembled until the participants return home.
- .4 DISCIPLINE -
 - A. If a swimmer is involved in a Code of Conduct violation, he/she will be scratched from the remainder of the meet and he/she will no longer be considered a part of the team. The swimmer will not go on team activities but will be required to remain at the hotel with a chaperone. In severe instances, the swimmer may be sent home at his/her own expense.
 - B. A swimmer may also have a disciplinary hearing which could result in either temporary or permanent suspension of swimming privileges, loss of travel funding or participating in workouts and meets. A swimmer may face expulsion, censure or suspension for a definite or indefinite period of time with or without terms of probation.
 - C. These disciplinary actions UT1.7.1.4A and 1.7.1.4B pertain to any athlete, coach, manager, official, chaperone, or any person participating in any capacity in the affairs of USI, who has violated any of its rules or regulations or who aids, abets, or encourages another to violate the rules.
- .5 All swimmers representing USI will fill out a Code of Conduct Form before leaving and adhere to its rules.
- .6 The Code of Conduct Form is found in Appendix F.

UT1.8 TIME VERIFICATION

- .1 PURPOSE: USI Time Verification procedures are designed to provide fair and equitable conditions of competition and to assure the integrity of the seeding process. Both overestimates and underestimates of times are unacceptable. True and accurate best times shall be used as entry times.
- .2 SCOPE: Time Verification Procedures shall apply to all USI sanctioned championship meets. In addition, the USI Time Verification Policy may be applied to any USI sanctioned high point, scored meets and/or meets with minimum or maximum time standards, at the discretion of the Verifications Coordinator or if any times are challenged. All participants in any meet in the above categories shall consider themselves to be under the jurisdiction of this policy.

- .3 PROCEDURES:
Each swimmer, when asked, shall furnish proof to the Verification Coordinator of a previously achieved time. Upon verification (within a fourteen (14) day period of the event), no penalty will be imposed.
- (1) Acceptable proof of entry times include official meet results from all USAS- or FINA-sanctioned or approved meets conducted according to USAS rules or FINA rules.
 - (2) Unacceptable proofs of entry times include items such as non-sanctioned, non-approved High School dual meet results, Country Club meet results, newspapers, magazines, ribbons, swimmers' logs, workout times, and goal times.
- B. If a swimmer or club representative uses an entry time from a prior Utah meet for which the Verification Coordinator has not yet received results, there shall be no penalty or fine imposed if the entry time is proven valid.
 - C. Results from sanctioned out of state meets may be used for verification, provided the swimmer or club representative furnishes a copy of the official meet results to the Verification Coordinator to become a part of the results library. The Verification Coordinator shall not attempt to obtain meet results from out of state clubs.
- .3 PENALTIES:
- A. Non-verifiable times shall be verified within the 14 day period or the appropriate fines paid before further competition is allowed.
 - B. The Verification Coordinator shall provide the General Chairperson and other appropriate officers a list of ineligible swimmers after the suspension date of the notification letter has passed.
 - C. The penalty applicable for swimmers for failure to verify entry times shall be \$20.00 per event. An automatic call before the Review Section shall result for three or more non-verifiable times in twelve month period.
 - D. All entry forms received at meets where Utah Time Verification Policy is in force, not fully completed with verification meet names and dates fully documented, and signed, shall be returned and shall not be accepted by the Meet Director until completed. Extension of entry deadlines shall not be granted for incomplete entry forms. For entry forms received via email, signed hard copies of verification must be in the hands of the meet director before the competition begins.
 - E. All fines collected through Time Verification procedures shall be deposited into the General Fund of USI.
- .4 APPEALS: Any swimmer, coach, or other responsible party may appeal decisions made using the proper LSC appeals procedure.

UT1.9 STATE RECORD PROCEDURES

When a state record has been set at a sanctioned meet by a Utah registered athlete the athlete or their representative should make the Records Chairperson aware of the accomplishment. Upon receiving meet results, the Records Chairperson will report to the athlete if the record time was indeed established. It is the athlete's or club's responsibility to obtain meet results from out of state meets for the records chairperson.

- .1 Record must be achieved during competition among three (3) or more teams. Time trials may not be used for state records, unless the time trial occurs in a sectional or National level meets.
- .2 Records may be achieved at a USAS or FINA sanctioned or approved swimming meet or observed swim when the swim conforms to all USAS rules and regulations.
Documentation for a state record shall include:
 - A. Swimmer's name, ages, USAS registration ID and team affiliation.
 - B. Event, distance, and time achieved.
 - C. Full meet results.
- .3 USI requires all USI teams to keep their timing system printouts, lane timer sheets and the referee finish order from their meets for one full year after the meet.
- .4 Fully automatic timing shall be required.

UT1.10 REQUIREMENTS FOR NTVs AND OBSERVED SWIMS (refer to NTV handbook)

UT1.11 WESTERN ZONE SELECTION PROCESS

- .1 Athletes will have at least one (1) qualifying time in any event (excluding relays) to apply.

- .2 Applications will be accepted only when accompanied by the required deposit, a Code of Conduct statement signed by the athlete, a parent, and the team coach, and also a list of verifiable personal best times.
- .3 Alternate swimmers may be chosen from submitted applications by the team manager and the coaches.
- .4 Team outfits and travel will be partially subsidized by the USI General Fund in accordance with available moneys, to be voted on an annual basis by the Board of Directors.
- .5 Zone Team members (including athlete coaches, managers, and chaperons) will travel, lodge, and eat together as a team. The Zone Team may travel to and from the meet in more than one group upon occasion, but each group must be accompanied by an adult coach or chaperon member of the Zone Team. Alternate methods of returning home from the meet may be arranged, but moneys paid previously cannot be refunded. The athlete will forfeit all such funds.
- .6 When alternate methods of returning home are arranged, a letter releasing USI, from the custody and all liabilities for the athlete at the time and place of his/her departure from the Team, signed by the athlete and the athlete's parents must be in the possession of the team manager before the athlete is released. Once USI, has relinquished custody and responsibility for the athlete, they are considered past members in good standing, but they may not rejoin the team for any further activities or travel. If they have any events remaining in the meet, they will be scratched by the coaches.
- .7 Parents, other family members, and friends are welcome to unrestricted areas of the deck with the team during any session of the meet. Athletes' rooms and training tables are off limits to everyone but team members with the exception of emergencies brought to the attention of the team manager.
- .8 The team manager may make exceptions as deemed necessary.

UT1.12 SWIMMER OF THE YEAR FORMULA

- .1 Awards will be given each year to the best all around male and female age group swimmer in the following categories:
 - A. 10 and under
 - B. 11 and 12
 - C. 13 and 14
- .2 Awards will be given to male and female senior swimmers who excel in each of the following events:
 - A. Best Sprint Freestyle (200 and down)
 - B. Best Distance Freestyle (400 and up)
 - C. Best Butterfly
 - D. Best Backstroke
 - E. Best Breaststroke
 - F. Best IM
 - G. Best All Around
- .3 The following criteria is taken into consideration in the formula:
 - A. Attending meets in Utah.
 - B. Achieving Junior and Senior National cuts.
 - C. Achievement of zone times.
 - D. Setting State Records.
 - E. Utah Top 16 ranking.