

	<h2>Policies and Procedures</h2>	
Subject: Introduction to Utah Swimming	Document Number: 1 Version Number: 9	Effective Date: Pre-March 2014 Last Revision: February 21, 2023

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. The Utah Swimming LSC is the state of Utah and it is part of the Western Zone. Utah Swimming, Inc. will be referred to as UTSI.
  - 1.1. **Mission Statement:** Provide opportunities, support, and a framework for all athletes to excel.
  - 1.2. **Vision Statement:** Athletes Elevated!
  - 1.3. **Core Values Statement:** Athletes First, Integrity, Progressive, Community
  - 1.4. **Local Governing Bodies and Committees** For more information see the UTSI By-Laws and the *UTSI Administration Overview Chart* (The chart is listed as #1a and located on the [UTSI Policies and Procedures webpage](#))
    - 1.4.1. **House of Delegates:** Established by the UTSI By-Laws. Comprised of individual and group member delegates. Meets at least annually to elect members to the Board of Directors, Administrative Review Board, and vote on other organizational legislation.
    - 1.4.2. **Board of Directors:** Established by the UTSI By-Laws. Non-Athlete members are elected by the House of Delegates. Athlete members are selected by member athletes. The board meets monthly and primarily addresses administrative matters of the LSC. Sometimes operational issues are handled as well. All board members are volunteers. For more information about the Board of Directors see the *Board of Directors* policy. (Listed as #20 on the [UTSI Policies and Procedures](#) webpage.)
    - 1.4.3. **Committees:** Many operations of the LSC are managed by various committees made up of volunteers. For more information on UTSI Committees including a list of current committees, see the *Committee Handbook*. (Listed as policy #50 on the [UTSI Policies and Procedures webpage](#).) Current committee members and committee meeting times are listed on the Utah Swimming website under the “Governance” tab.
  - 1.5. **Important Documents**
    - 1.5.1. There are four internal documents which govern Utah Swimming. The governing documents of UTSI are:
      - 1.5.1.1. **By-Laws** – The UTSI By-laws are our corporate governance document. 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 UTSI House of Delegates. All LSC By-laws must also be approved by USA Swimming.
        - 1.5.1.1.1. The By-laws are located on the UTSI website, <https://www.swimutah.com> under the “Governance” tab.
      - 1.5.1.2. The **UTSI Rules and Regulations** are specific rules and regulations that govern the conduct of UTSI competitive swim meets. Changes to this document may be made by the UTSI Board of Directors. Current UTSI Rules and Regulations are posted on the LSC Website at <http://www.swimutah.com> under the “Governance” tab.
      - 1.5.1.3. The **UTSI Policies and Procedures** define the day-to-day operations and governance of the LSC as well as record institutional knowledge. Changes to this document may be made by the UTSI Board of

## #1 Introduction to Utah Swimming 2/21/2023

Directors. The UTSI Policies and Procedures are posted on the LSC Website at <http://www.swimutah.com> under the “Governance” tab.

1.5.1.4. The **Affiliation Agreement** is a contractual agreement(s) between Utah Swimming and USA Swimming. Each has obligations to the other because of the agreement, including the fulfillment of [LEAP](#) requirements.

1.5.1.4.1. The UTSI Administrative Assistant to the Board keeps a current copy of the Affiliation Agreement between USA Swimming and Utah Swimming.

1.5.2. One spreadsheet, the **Leadership Task Calendar (LTC)** compiles the board and other leadership tasks as dictated in UTSI governing documents or related support and assigns a responsible party and deadline. The UTSI Administrative Assistant to the Board distributes the calendar monthly and updates it as needed.

1.5.2.1. LSC leadership completes the LTC assigned tasks in a timely way and consults with a member of the Governance Committee or the Executive Committee before adjusting. Adjustments are considered with the overall good of the organization and the needs of the individual in mind. LTC Priority “1” assignment adjustments must have approval from the Executive Committee.

1.5.3. The LTC is located on the Policies and Procedures page of the UTSI website.

## 2. Utah Swimming Administrative Overview Chart

2.1. The *UTSI Administration Overview* chart is a one-page chart of the relationships between and authority of the various governing bodies, individuals, and documents of Utah Swimming. Although part of this policy, it is located in a separate file listed as #1a and located on the [UTSI Policies and Procedures webpage](#).

Change Log				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	Pre-2014	Part of the 3/2014 Policies and Procedures Manual	Unknown	BOD
2	11-12-2019	Removal from 3/2014 P&P Manual and moved to new online P&P. Incorporation of old policy 1.11 (Geographic breakdown of LSC into Introduction section. /Entire policy	Stan Crump & Cathy Vaughan	BOD
3	1-28-2020	Board of Directors adopted new Mission, Vision, and Core Values Statements.	Cathy Vaughan	BOD
4	4/14/2020	Updated Definitions to comply with standardized definitions accepted by the Board of Directors.	Cathy Vaughan	BOD
5	6/8/2021	Inserted information about the Affiliation Agreement with USA Swimming and the Leadership Task Calendar (LTC)	Cathy Vaughan	BOD
6	7/13/2021	Added Zone Affiliation and moved DEI from the Senior Division into the Age Group Division on #1a <i>UTSI Administration Overview Chair</i>	Cathy Vaughan	BOD
7	9/14/2021	Added information about Governing Bodies and Committees, edited, and updated to current practice. Removed definitions section to simplify this introductory document. Also moved the <i>UTSI Administrative Overview</i> chart from #50 <i>Committee Handbook</i> to this policy. (The chart is located in a separate file and listed as #1a on the <i>UTSI Policies and Procedures</i> page.)	Cathy Vaughan	BOD
8	9/26/2021	Reviewed for accuracy.	Serena Werner	BOD

#1 Introduction to Utah Swimming 2/21/2023

9	2/21/2023	Added website information about committees and website updates.	Cathy Vaughan	BOD
---	-----------	---	---------------	-----