

	<h2>Policies and Procedures</h2>	
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1. POLICY OVERVIEW

- 1.1. Sections two (2) and three (3) give general information applicable to the entire policy.
- 1.2. Section four (4) through eight (8) provide details about Utah Swimming membership including requirements, fees, and deadlines.
- 1.3. Section nine (9) lists documents and forms applicable to this policy and their location.
- 1.4. Sections ten (10) and eleven (11) outline administrative procedures and responsibility for ongoing policy implementation and distribution.

2. PURPOSE OF POLICY

- 2.1. The purpose of this policy is to outline any registration policies specific to Utah Swimming. Additionally, it sets forth other information help to those participating in the process of registering with USA Swimming within the LSC.

3. DEFINITIONS

- 3.1. **Adult:** Person age 18 or older
- 3.2. **Appendix:** Supplementary material located at the end of some Utah Swimming Policies and/or Procedure documents. Appendix material is not mandated policy and therefore does not require board approval to change.
- 3.3. **Athlete (or Athlete Member):** Currently registered Athlete Member in good standing with USA Swimming and Utah Swimming.
- 3.4. **Athlete Protection Policies:** “Athlete Protection Policies” means policies named in the Athlete Protection Policies section of the Utah Swimming Policies and Procedures manual or otherwise required by USA Swimming.
- 3.5. **Chaperone:** USA Swimming Non-Athlete member, age 21 or older and in good standing who is also not a coach.
- 3.6. **Club:** Currently registered as a club of USA Swimming and Utah Swimming. The Club and all non-athletes listed in the club portal or club application must be in good standing with USA Swimming and Utah Swimming with no requirements missing, "Not Met" or expired.
- 3.7. **Coach or Coach Member:** Currently registered Coach Member of USA Swimming in good standing with no requirements missing, expired or “Not Met.”
- 3.8. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.
- 3.9. **Independent Contractor:** Any person whom Utah Swimming compensates directly and who performs services for the organization.
- 3.10. **Junior Coach Member:** As defined by USA Swimming. Key points: Age 16 or 17. May only coach athletes under the direct supervision of a USA Swimming Coach Member.
- 3.11. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.

- 3.12. **Meet Director:** As defined by USA Swimming. Key points: This person is named in the meet announcement. They represent the meet host organization and seek a sanction from the LSC when preparing a meet. This person also files a meet report with the LSC after the meet.
- 3.13. **Member:** A Group Member or an Individual Member.
- 3.14. **Non-Athlete Member:** As defined by USA Swimming. Key point: Non-athlete membership is designated as Coach, Junior Coach, Official and Other.
- 3.15. **Official:** Person certified to act in the capacity of Referee, Starter, Administrative Official, Chief Judge or Stroke and Turn Judge at the meet. USA Swimming rules state that meet officials must be Non-Athlete Members of the organization.
- 3.16. **Outreach Member:** An athlete registered with USA Swimming under the Outreach Membership program.
- 3.17. **Safe Sport Recognized Program (SSRP):** USA Swimming Safe Sport Club Recognition program that allows a USA Swimming member club to demonstrate its commitment to creating a healthy and positive environment free from abuse for all its members through the development and implementation of club governance measures, Safe Sport policies and reporting mechanisms, Safe Sport best practices and training to athletes and parents. **Staff:** Anyone paid by Utah Swimming or volunteers designated as “Staff” in a Utah Swimming sponsored travel or other group.
- 3.18. **USA Swimming:** USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body for the United States for the sport of swimming.
- 3.19. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

4. MEMBERSHIP REQUIRED

4.1. Individual

- 4.2. Utah Swimming requires the following individuals to become members of USA Swimming. All members must abide by applicable *Athlete Protection Policies*. (as listed in *Safe Sport and Operational Risk* section of the [Utah Swimming Policies and Procedures](#).)
 - 4.2.1. Athletes – Annual, seasonal, flex, or outreach
 - 4.2.2. Non-Athletes
 - 4.2.3. Coaches and Junior Coaches – required regardless of whether a full-time, part-time, or volunteer basis.
 - 4.2.4. Officials
 - 4.2.5. Club personnel serving as meet directors, chaperones, registrars and any person with an ownership interest in a member club
 - 4.2.6. LSC Staff
 - 4.2.7. All Utah Zone Team personnel

4.3. Group

4.3.1. Club Membership

- 4.3.1.1. Each club in UTSI must be a club member of USA Swimming. This is a requirement whether the club actually competes in meets or not. All clubs must implement tasks outlined in *Athlete Protection Policies* as specified. (as listed in *Safe Sport and Operational Risk* section of the [Utah Swimming Policies and Procedures](#))

5. FEES FORMULA

The current practice within UTSI is to raise individual membership fees \$5 bi-annually in even years. This is because USA Swimming has the current practice to raise their fee by \$2 every year. The following fees are effective as of September 1, 2023.

5.1. Individual Membership Fees

5.1.1. Athlete

The individual membership fee is the current USA Swimming fee plus the LSC fee as follows:

Membership Type	Valid	LSC Fee	Restrictions
Premium	9/1/2022 – 12/31/2024	\$25.00	None
Flex	9/1/2022 – 12/31/2024	\$10.00	Athlete 12-U, no more than 2 sanctioned meets per registration year. Only for meets below LSC Championships, Zone, Sectional, and National Levels.
Season 1	Oct 15 through March 15 (Oct 2022 – March 2023 – and subsequent year)	\$17.00	Only for meets below Zone, Sectional, and National Levels.
Season 2	April 15 -August 31 (April 2023 – August 2023 and subsequent year)	\$17.00	Only for meets below Zone, Sectional, and National Levels.
Outreach	9/1/2022 – 12/31/2024	\$2.00	Must meet eligibility criteria. See Outreach Application

5.1.2. Non-Athlete

5.1.2.1. Term: September 1, 2023 through December 31, 2024

5.1.2.2. Individual: Current USA Swimming Fee + LSC Fee \$25

5.1.2.3. Life: \$1100.00 (USA Swimming Fee \$68 + LSC Fee \$100)

5.2. Group Membership Fees

5.2.1. New Club Registration Fee = \$300

5.2.2. Renewing Club Registration fee before October 15 = \$300

5.2.3. Renewing Club Registration fee after October 15 and before November 15 = \$350

5.2.4. Renewing Club Registration fee after November 15 and before August 31 = \$450

6. ATHLETE MEMBERSHIP

6.1. Current procedures for registration are available on the UTSI website (www.swimutah.com) on the *Registrations* page.

6.2. Information about *Outreach Membership* is found in the Outreach policy (#154) located on the [UTIS Policies and Procedures webpage](#).

7. NON-ATHLETE MEMBERSHIP

Current procedures for registration are available on the UTSI website (www.swimutah.com) on the *Registrations* page.

7.1. Coaches

7.1.1. To become a registered USA Swimming coach member, the coach must complete all requirements and abide by all *Athlete Protection Policies*. (See Utah Swimming Policies and Procedures for list.) To find out more about current coach member requirements, see: www.usaswimming.org/coachmember. Upon completion of these requirements, the coach registers through the LSC Registration/Membership Chairperson. See www.swimutah.com > Registrations for contact and additional information.

7.1.2. Utah Swimming has a partnership with the American Swim Coaches Association (ASCA.) ASCA extends many educational opportunities and half price membership if Utah Swimming coaches maintain ASCA 100% membership. As a result, a portion of the LSC registration fee for all non-athletes, premium athletes, and seasonal athletes pays the ASCA registration fee for all coaches, except seasonal coaches who will work less than six (6) months, who register within Utah.

7.1.2.1. The cost of ASCA membership for Utah Swimming coaches is half the cost of the regular ASCA membership because of the partnership.

7.1.2.2. For more on this partnership, see policy #201 (Coach Development) on the [UTSI Policies and Procedures](#) webpage.

7.1.2.3. The UTSI Registrar ensures that all Utah Swimming Coach Members are registered with ASCA according to the partnership agreement.

7.1.3. Junior Coaches

7.1.3.1. USA Swimming allows clubs to register athlete members age 16-17 as "Junior Coaches." Junior Coaches need to check the appropriate box when registering as a Non-Athlete and complete all coach membership requirements EXCEPT the background check.

8. GROUP MEMBERSHIP

Current procedures for registration are available on the UTSI website (www.swimutah.com) on the *Registrations* page.

8.1. UTSI Membership Requirement for ALL Clubs

8.1.1. Compliance with Athlete Protection Policies

8.1.1.1. All clubs will verify on their club registration form that they are following, and will continue to follow, the *Athlete Protection Policies* (as listed in *Athlete Protection Policies* section of the Utah Swimming Policies and Procedures) including review and acknowledgement by members and parents as required. If not verified, the club cannot register.

8.2. UTSI Membership Requirements for RENEWING Clubs

8.2.1. Existing UTSI 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 UTSI Website under Registrations.

8.3. Information for NEW Clubs

8.4. Individuals who wish to begin the process of forming a new club are directed to the USA Swimming website. There is a comprehensive guide to help new teams form. Contact the UTSI Administrative Vice Chair or designee for more information.

8.4.1. The current Administrative Vice Chair name and contact information is available on the UTSI website (www.swimutah.com) on the Board of Directors list under the Governance tab.

9. FEES AND FINES

9.1. Utah Swimming may charge fines for participation without proof of current membership or fees for untimely registration. See [UTSI Policies and Procedures #430a](#) (Table of Fees and Fines).

9.2. Non-SSRP Fee

9.2.1. Utah Swimming highly values athlete protection and the USA Swimming *Safe Sport Recognized Program (SSRP)* designation for clubs. Annually, Utah Swimming member clubs that register but are not currently SSRP are charged an additional fee by the LSC. See [UTSI Policies and Procedures #430a](#) (Table of Fees and Fines) for amount and #350 (Supporting Athlete Protection) for more information. NOTE: USA Swimming registration is not altered by a club's choice to become SSRP or not. A USA Swimming registered club can choose not to become a *Safe Sport Registered Program*, pay this LSC assessed fee, and still be *in good standing* with both the LSC and USA Swimming. By paying the fee in a timely manner, the club avoids "failure to pay" penalties associated with non-payment. (See [UTSI Policies and Procedures #430](#) (Financial).)

10. RELATED DOCUMENTS AND FORMS

All membership forms may be downloaded from the UTSI website under the Registration tab.

11. NOTIFICATION

11.1. Before September 1, each year the Administrative Vice Chair or designee will notify all club contacts of the club and other registration process including opening date, fees, deadlines, and a link to the membership and registration information available on the UTSI website as well as any other information they will need to successfully navigate the annual USA Swimming registration process.

11.2. The Administrative Vice-Chair will inform the person processing registrations of this policy as well as the need to follow policy instructions and the Registrations Checklist when processing registrations and preparing information for publication or distribution.

12. DISTRIBUTION OF POLICY AND UPDATING

12.1. This policy will be posted on the UTSI website.

12.2. Annually, before September 1 the Administrative Vice-Chair, or designee will ensure all registration information on the website is current, easy to read, and congruent with current USA Swimming and Utah Swimming rules and policy.

12.3. Before June 1, each year the Administrative Vice Chair or designee will review this policy, especially fee section and any processes and notify the Governance Committee Chairperson of any needed changes.

12.4. Before the July Board Meeting agenda deadline each year the Governance Committee Chairperson will ensure that any needed changes to this policy have been put into draft form and presented to the board for review, modification (if needed), and approval.

CHANGE LOG				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
2	Spring 2019(?)	Updated format by adding header and change box.	Stan Crump and Cathy Vaughan	BOD
3	7/13/2021	Finished formatting changes by inserting policy overview, purpose, definitions, related documents, notification, and distribution of policy & updating sections. Made policy wording congruent with current practice. Changed policy # from 401 to 100. Added Appendix and Registrations Checklist	Teri Rhodes, Todd Etherington, and Cathy Vaughan	BOD
4	8/10/2021	Changed Fees Formula to increase fees in EVEN years instead of odd. Because of COVID the board opted to delay increase of registration fees by one (1) year.	Board of Directors (Cathy Vaughan editor)	BOD
5	10/4/2021	Review for accuracy	Serena Werner	BOD
6	2/8/2022	Correlated policy with revised Table of Fees and Fines (P&P #430a)	Cathy Vaughan	BOD
7	7/12/2022	Update fee amounts according to policy and USA Swimming changes	Mike Wynn, Cathy Vaughan	BOD
8	8/9/2022	Date corrections and addition of Non-Safe Sport Recognized Program (SSRP) fee.	Maureen Schiffman, Cathy Vaughan	BOD
9	9/13/2022	Increased Individual Member Registration Fee for Premium and Seasonal athlete members and all non-athlete members to cover ACH fee charged by USA Swimming.	Board of Directors (Cathy Vaughan editor)	BOD
10	6/13/2023	Changed LSC registration fees for all non-athletes, as well as premium, and seasonal athletes to pay ASCA registration fee for all non-seasonal UTSI coaches.	Ashton Palmer, Cathy Vaughan	BOD

APPENDIX

Registrations Checklist

For use by the person managing the USA Swimming registration process for UTSI

- **Comply with LSC Membership payments as stated in the Affiliation Agreement** between UTSI and USA Swimming.
- **Comply with Utah State CONCUSSION laws and UTSI policy.** Do not register any club that does not verify that they have signed acknowledgements on file for each swimmer. Do not register minor athletes not affiliated with a member club without a signed acknowledgement. (See UTSI *Management of Concussion and Head Injuries* policy (#303) for copy of acknowledgement form, instructions, and more information.
- **Comply with UTSI Athlete Protection Policies.** At club registration, all clubs will verify that they are following, and will continue to follow the Athlete Protection Policies. If not verified, the club cannot register.
- **Notify Safety Chair of Non-SSRP Club Registration.** Upon receipt of club registration from USA Swimming, the registrar will review the most recent *Club SSRP Report*. (It's available in the board meeting minutes or from the Safe Sport Chair. It lists all the clubs that are currently SSRP and the point totals for those who are not.) The registrar then sends the names of clubs who registered but are not currently listed as SSRP to the LSC Safe Sport Chair.(OUTREACH) When registering Outreach Members, remind clubs of their obligations.
 - See the NOTIFICATION section of policy #154 (Outreach)
- (AUGUST) Before opening registration for a new calendar year, **review the club application with the current UTSI Safety Chair and other board members as needed.** Make any needed changes before distributing for next year registration.
- (AUGUST) Before opening registration for a new calendar year, **check the registration related links on the UTSI website.** Do all work? If not, fix.