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|  | <h2>Policies and Procedures</h2> | |
| Subject: Utah Swimming Records | Document Number: 152 Version Number: 4 | Effective Date: Pre-March 2014 Last Revision: October 18, 2021 |

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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 six (6) outline responsibility for record maintenance, record criteria, and the submission procedure.
- 1.3. Section seven (7) lists documents and forms applicable to this policy.
- 1.4. Sections eight (8) and nine (9) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.

2. PURPOSE OF POLICY

- 2.1. To set forth criteria for achieving and submitting swim records to Utah Swimming and obligations of the LSC.

3. DEFINITIONS

- 3.1. **Athlete (or Athlete Member):** Currently registered Athlete Member in good standing with USA Swimming and Utah Swimming.
- 3.2. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.

- 3.3. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
- 3.4. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

4. UTAH SWIMMING RECORD MAINTENANCE

UTSI maintains records on the Utah Swimming website, www.swimutah.com.

5. UTAH SWIMMING RECORD CRITERIA

- 5.1. The swimmer must be registered with Utah Swimming.
- 5.2. Times must be achieved at a USA Swimming-Sanctioned meet, Observed meet, Approved meet, or recognized international competition.
- 5.3. UTSI recognizes records in LCM (50M) and SCY (25Y) in the USA Swimming Rule Book list of events for individuals and relays as eligible UTSI records. Recognized age groups are 10-under, 11-12, 13-14, 15-16, 17-18 and Senior.
- 5.4. Collegiate athletes are eligible to establish a Time of Record in the Senior category only.
- 5.5. Collegiate athletes must be a registered member of Utah Swimming
- 5.6. Relay lead-off splits will be accepted for Utah Swimming Records.
- 5.7. Times of Record must be recorded with the UTSI Administrative Assistant to the Board and/or LSC Administrator and are subject to SWIMS verification.

6. RECORD SUBMISSION PROCEDURE

- 6.1. Submissions must include:
 - 6.1.1. Swimmer's name (preferred names may be submitted in addition to their legal name),
 - 6.1.2. USA Swimming registration number,
 - 6.1.3. USA Swim Club designation,
 - 6.1.4. Meet name, meet sanction number, event in which record was broken, and time achieved at meet.
- 6.2. Submissions may be made by club administrator, coach, parent and/or athlete. Provided the submissions meet the requirements as outlined above.
- 6.3. Submission should go to the UTSI Administrative Assistant to the Board and/or LSC Administrator.
- 6.4. 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 September 1st. Certificates for the long course season shall be available no later than December 31st. A new Time of Record will be posted on the UTSI website after verification is complete.

7. RELATED DOCUMENTS AND FORMS

None at this time

8. NOTIFICATION

- 8.1. Link to policy will be posted on the UTSI Records page
- 8.2. Seasonally, the person responsible for receiving and processing LSC records will send Certificates of Achievement to swimmers who achieve Times of Record.

8.2.1.Short Course certificates will be delivered by September 1st.

8.2.2.Long Course certificates will be delivered by December 31st.

9. DISSEMINATION OF POLICY AND UPDATING

9.1. Link to policy will be posted on the UTSI Policies and Procedures page

9.2. Annually, the persons responsible for receiving and processing LSC records will review and update this policy and procedure as needed.

| 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/Entire policy | Stan Crump & Cathy Vaughan | BOD |
| 3 | 1-12-2021 | Updated format fully to current template and deadlines | Cathy Vaughan & Todd Etherington | BOD |
| 4 | 10/18/2021 | Updated wording | Serena Werner | BOD |