

	<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) gives information about the UTSI-ASCA partnership
- 1.3. Section five (5) gives information about the Utah Swimming Coach Development Grant and administration of it.
- 1.4. Section six (6) lists documents and forms applicable to this policy.
- 1.5. Sections seven (7) and eight (8) outline administrative procedures and responsibility for ongoing policy implementation and distribution.

## 2. PURPOSE OF POLICY

- 2.1. Utah Swimming values good coaching for the athletes and provides programming to aid coach development. This policy outlines current programs and administrative responsibilities.

## 3. DEFINITIONS

- 3.1. **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.
- 3.2. **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.
- 3.3. **Coach or Coach Member:** Currently registered Coach Member of USA Swimming in good standing with no requirements missing, expired or "Not Met."
- 3.4. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.
- 3.5. **Swimming Year:** September 1 through August 31
- 3.6. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

## 4. UTSI-ASCA PARTNERSHIP FOR COACH DEVELOPMENT

### 4.1. Purpose of UTSI-ASCA Partnership

Utah Swimming has partnered with the American Swim Coaches Association (ASCA) to better serve the athletes by creating more educational opportunities for Utah Coaches.

### 4.2. Benefits to Utah Coaches

Benefits of this partnership include, but are not limited to

- 4.2.1. Half-price memberships (Provided the LSC maintains 100% coach membership)
- 4.2.2. Quarterly virtual meetings between Utah Coach Members and ASCA Leaders
- 4.2.3. Occasional one-hour virtual talks specifically for Utah coaches based on the request of Utah coaches.
- 4.2.4. 10% off the price of Levels 1-5 ASCA Coach Certification for Utah Coach Members
- 4.2.5. Possible collaboration on live clinics and/or women's leadership events and/or other events requested by Utah coaches.
- 4.2.6. ASCA swag for all Utah Coach Members

### 4.3. Requirements of Utah Swimming and Utah Swimming Coaches

4.3.1. The Utah Swimming Registrar will register all Coach Members with ASCA according to the partnership agreement.

4.3.1.1. A portion of the LSC registration fee for all non-athletes as well as premium and seasonal athlete members pays for the ASCA registration fee of all UTSI, non-seasonal coach members.

### 4.4. UTSI-ASCA Partnership Administration

4.4.1. The Utah Swimming Coach Rep on the Board of Directors or designee oversees the administration of the UTSI-ASCA program.

4.4.2. Changes in Utah Swimming registration fees outside of those allowed for within this policy must be approved by the Board of Directors.

## 5. COACH DEVELOPMENT GRANT

### 5.1. Purpose of Coach Development Grant

5.1.1. The purpose of the Utah Swimming Coaches Development Grant is to offer support for currently chartered clubs to provide and enhance educational opportunities for their coaches. This flexible grant program offers support in critical areas, allowing the respective clubs the opportunity to strengthen themselves as they deem necessary.

5.1.2. The goal of this program is to encourage and enhance the further development of a club's coaching staff.

### 5.2. Grant Amount and Term

5.2.1. Utah Swimming will provide \$5000 yearly for clubs to apply for grants up to \$400 per club.

5.2.2. Each currently chartered Utah Swimming club is eligible for a grant of \$100 to \$400 yearly. The club/coach can select any educational opportunity that best fits the particular needs of that club's coach. Examples include coaching conventions, clinics and team visits from swimming leaders or educators.

### 5.3. Eligibility Requirements

All participating clubs must meet the following application requirements:

5.3.1. Clubs must be a current member in good standing with USA Swimming and have current charter status with Utah Swimming.

5.3.2. Coaches must be current Coaches Members of USA Swimming and currently registered in Utah Swimming.

5.3.3. Grant Program recipients agree to complete certain periodic information requests from Utah Swimming related to this program.

5.3.4. Documentation of expense and participation must be submitted to Utah Swimming within 30 days upon completion of the program for reimbursement.

5.3.5. Grants are awarded on a first come first served basis.

#### 5.4. Qualifying Programs/Requests

5.4.1. This program is designed to give clubs and their coaches the flexibility to choose the continuing educational opportunity that best serves their needs. The following are examples of possible qualifying programs:

- 5.4.1.1. Coaching conferences, seminars and clinics.
- 5.4.1.2. Business management classes at a local community college or other recognized organization or institution.
- 5.4.1.3. Educational materials (videos, presentation materials, etc.) that can be shared on a club wide basis.
- 5.4.1.4. Other educational opportunities and programs that are determined to meet this grant program's goals.

#### 5.5. Non-Qualifying Program/Requests

5.5.1. The following are examples of requests that are not eligible for this grant program (please note this is not a comprehensive list):

- 5.5.1.1. Requests from applicants that do not meet the eligibility requirements listed above or are deemed unacceptable by the Review Committee.
- 5.5.1.2. Travel expenses.
- 5.5.1.3. Salaries, wages.
- 5.5.1.4. Equipment purchases.
- 5.5.1.5. Capital improvements.
- 5.5.1.6. Maintenance.
- 5.5.1.7. Programs funded by grants must be approved prior to the start of the program or proposed use of the funds.
- 5.5.1.8. Final determination of eligibility for all program requests will be made by Utah Swimming's Executive Committee.

#### 5.6. Grant Conditions

Each grant recipient is required to:

- 5.6.1. Sign and submit the application detailing terms of the grant request no later than 30 days prior to the particular program start.
- 5.6.2. Attest that all eligibility requirements have been met prior to the submittal of the application.
- 5.6.3. Participate in an email evaluation of this Grant Program if requested.
- 5.6.4. Provide a final report detailing expenditures along with receipt copies to Utah Swimming within 30 days upon completion of this program for reimbursement.

#### 5.7. Grant Administration

- 5.7.1. The Utah Swimming Coach Rep on the Board of Directors or designee oversees the administration of the Coach Development Grant program.
- 5.7.2. Funds will be disbursed by the Utah Swimming Treasurer upon timely receipt of the final report and pertinent documentation.

## 6. RELATED DOCUMENTS AND FORMS

### 6.1. UTSI Application for a Coaching Development Grant

Location: Appendix

## 7. NOTIFICATION

- 7.1. Coach Rep or designee will ensure all Coach Development programs are clearly posted on the LSC website along with a link to this policy and the contact information of the person they can contact if they have questions.
  - 7.1.1. The Coach Rep or designee will verify this information is correct at least annually.
- 7.2. Coach Rep or designee will ensure each club contact and coach is emailed notification of this partnership at least annually.
- 7.3. Coach Rep or designee will ensure each club contact and coach is emailed notification of upcoming events resulting from the UTSI-ASCA Partnership in a timely manner and encourage attendance.
- 7.4. Coach Rep or designee will ensure each club contact and coach is emailed Coach Development Grant Application and current information annually.
- 7.5. Coaches will be notified of approval of grant application immediately upon approval by the Coach Rep or designee.

## 8. DISTRIBUTION OF POLICY AND UPDATING

- 8.1. Policy will be posted on website
- 8.2. Annually, the Coach Rep will review policy and update with board approval as needed.

CHANGE LOG				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	9/11/2018	New/Entire policy	Ron Lockwood(?)	BOD
2	11/12/2019	Formatted. Changed policy number to from 1.32 to 201/Entire policy; Added Overview, Purpose, Definitions, Related Forms and Documents, Notification and Acknowledgement, Dissemination	Stan Crump, Lorinne Morris, and Cathy Vaughan	BOD
3	4/12/2020	Updated Definitions to comply with standardized definitions accepted by the Board of Directors.	Cathy Vaughan	BOD
4	1/12/2021	Updated policy to current format and policy clarification	Teri Rhodes & Cathy Vaughan	BOD

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5	8/10/2021	Changed Administrative Responsibility for policy from Administrative Vice Chair to Coach Rep	Cathy Vaughan	BOD
6	6/13/2023	Expanded the policy from strictly <i>Coach Development Grant</i> to <i>Coach Development</i> and inserted basic information about the new agreement between Utah Swimming and ASCA	Ashton Palmer, Cathy Vaughan	BOD

APPENDIX



## UTSI Application for a Coaching Development Grant

Club Name:

Club Address: \_\_\_\_\_

Head Coach or Club President Name: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Website of Club: \_\_\_\_\_

Head Coach or Club President Email: \_\_\_\_\_

Club Phone: \_\_\_\_\_

Grant Recipient Name \_\_\_\_\_

Head Coach Or Club President Phone: \_\_\_\_\_

Grant Recipient Email \_\_\_\_\_

Grant Recipient  
Phone \_\_\_\_\_

Describe/list (including date) the program you are requesting Grant funding for and the benefits to your program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*By signing this application your club and coach agree to all of the terms listed in the Coach Development Grant Policy*

Club Name \_\_\_\_\_

Head Coach or Club President

Signature and Date \_\_\_\_\_

Grant Recipient

Signature and Date \_\_\_\_\_