

	<h2>Policies and Procedures</h2>	
<p>Subject: Standards of Practice</p> <ul style="list-style-type: none"> • Confidentiality • Conflict of Interest • Code of Ethics 	<p>Document Number: 21 Version Number: 5</p>	<p>Effective Date: Pre-March 2014 Last Revision: October 16, 2021</p>

Utah Swimming Inc. requires that all members of the Board of Directors as well as all non-Board members that serve as chairs of any standing committee to sign the Utah Swimming, Inc. Standards of Practice policy. The Administrative Assistant to the Board will retain the signed statements for three years after the term of office expires. The Standards of Practice policy may be downloaded from the UTSI website Policies and Procedures.

a. Confidentiality Statement

Utah Swimming appreciates the contributions of its volunteers. Some of our business is handling sensitive information. To ensure that privacy is kept for all people at Utah Swimming, Board Members and standing committee chairs will be bound by the strictest confidentiality regarding any information gathered or shared in activities of service. Board members and standing committee chairs will not disclose to any third party or make use of any information other than the purpose for which it was provided, unless legally required to do so. If you observe or obtain information that may suggest child/adult abuse or intent to physically harm another person, such situations are to be immediately reported to the Safe Sport Chair and the General Chair. **If an allegation involves child abuse or neglect, the matter must also be reported to the appropriate legal authorities.** For current details about reporting, see tinyurl.com/UTSafeSport "Reporting."

b. Conflict of Interest

- If a spouse or other immediate relative, of board members, standing committee chairs, or paid consultants have any financial or managerial connection to a project or organization for which Utah Swimming funds are either being sought or have been granted individually or as part of a business or professional firm are involved in business transactions or current professional services, that relationship must be disclosed before any proposal concerning that project or organization is reviewed. This individual may not participate or remain in the room during any discussion of the project or organization in question.
- Board members, standing committee chairs, or paid consultants shall not accept any fees or other remuneration from any organization or institution in conjunction with a project or program for which Utah Swimming funds are being sought or have been granted.
- Relatives of board members, standing committee chairs, paid consultants, or immediate relatives of those individuals shall not receive preferential treatment of services from Utah Swimming. Immediate relatives include parents, siblings and children; people in those categories with a “step” or “in-law” relationship; and any other family member of the board member, standing committee chair, or paid consultant’s immediate household.

- Board members, standing committee chairs, or paid consultants shall strive to avoid conflicts of interest as well as the appearance of any such conflict.

c. Code of Ethics

Utah Swimming Board of Directors and standing committee chairs will:

- Represent the interests of all clubs, coaches, athletes and volunteers served by Utah Swimming and not favor special interests inside or outside of Utah Swimming.
- Not use Utah Swimming or my service on the board or committee for my own personal advantage or for the advantage of friends, relatives or supporters.
- Approach all board and/or committee issues with an open mind, nonjudgmental attitude and respect for diverse opinions, and prepared to make the best decisions for the good of Utah Swimming.
- Respect and support majority decisions of the board.
- Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
- Do nothing to violate the trust of those who elected or appointed me to the board, committee, or those we serve.
- Never exercise authority as a board member except when acting in a meeting with the full board or as delegated by the board.
- Maintain confidentiality and avoid conflicts of interest.
- Consider myself a trustee of Utah Swimming and do my best to ensure that it is well maintained, financially secure and always operating in the best interests of those we serve.

Date: _____

Name: _____

Signature: _____

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	3-10-2020	Added and updated information to comply with USA Swimming requirements. Minor formatting and grammatical changes.	Mike Glissmeyer & Cathy Vaughan	BOD
4	10-12-2021	Removed term "Employee"	Cathy Vaughan	BOD
5	10-16-2021	Removed term "secretary"	Serena Werner	BOD