

	<h1>Policies and Procedures</h1>	
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1. POLICY OVERVIEW

- 1.1. Sections two (2) through six (6) outline the *Athlete Protection Policies* to be used by all Utah Swimming members and participating non-members at all sanctioned activities. Some policies also apply anytime an adult member interacts with another member, especially minor athletes. These sections also contain additional information to promote the effective understanding and implementation of the *Athlete Protection Policies*.
- 1.2. Sections seven (7) and eight (8) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.

2. PURPOSE OF POLICY

- 2.1. The policy is designed to (1) Promote athlete safety and well-being, and (2) Ensure organizational compliance with governing body requirements. Since athlete protection is a top priority and must be assured in a variety of activities and circumstances by many diverse people, the policy serves as a central collecting place for all

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athlete protection policies. Other Utah Swimming policies, procedures, forms, etc. reference this policy when setting expected standards of behavior.

2.2. This policy provides:

2.2.1. DEFINITIONS of key words and concepts

2.2.2. LIST OF ATHLETE PROTECTION POLICIES Utah Swimming members and participating non-members must follow. Some of the policies are developed and approved by the Utah Swimming Board of Directors. Others have been mandated by other governing bodies, like USA Swimming or the Utah State Legislature.

2.2.3. PROCEDURES for implementing the *Athlete Protection Policies* and maintaining this policy to keep the information current and complete.

2.2.4. SAMPLE FORMS to be used as needed with various policies.

2.3. Goal: To ensure the safety and well-being of athletes by gathering the *Athlete Protection Policies* into a central location and including the obligation to follow them throughout other Utah Swimming Policies and Procedures. Doing so gives others the information they need to act is safe, and sometimes mandated, ways around athletes. It can also increase both individual and organizational responsibility.

3. DEFINITIONS

Individual *Athlete Protection Policies* may include additional definitions. If the definitions differ, the definition in that policy takes precedence for that policy only.

3.1. **Adult:** Person age 18 or older

3.2. **Agent:** Coach, official, club or meet leader, representative or volunteer

3.3. **Athlete:** Athlete Member with USA Swimming and Utah Swimming

3.4. ***Athlete Protection Policies:*** 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. **Coach or Coach Member:** Currently registered Coach Member of USA Swimming in good standing with no requirements missing, expired or “Not Met”

3.7. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.

3.8. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is *Utah Swimming*.

3.9. **Minor:** A person age 17 or younger

3.10. **Parent:** A parent or legal guardian of a Minor athlete

3.11. **Staff:** Anyone paid by Utah Swimming or volunteers designated as “Staff” in a Utah Swimming sponsored travel or other group.

4. PARENT INVOLVEMENT ENCOURAGED

4.1. Parents should be encouraged to appropriately support their children’s swimming experience.

4.2. All swimming practices should be open to observation by parents.

5. ATHLETE PROTECTION POLICY LIST, GENERAL INFORMATION, AND RELATED POLICIES

The following are *Athlete Protection Policies* in Utah Swimming.

5.1. All athlete protection policies from USA Swimming including:

5.1.1. Minor Athlete Abuse Prevention Policy (MAAPP)

5.1.1.1. USA Swimming member clubs and LSCs are required to implement the Minor Athlete Abuse Prevention Policy in full as of June 23, 2019. The MAAPP supersedes any conflicting policy.

5.1.1.2. MAAPP contains five sections: one-on-one interactions, travel, social media and electronic communications, locker rooms and changing areas and massage, rubdowns and athletic training modalities.

5.1.1.3. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

5.1.1.3.1. If a Utah Swimming board or staff member, or person filling another position within the LSC is not affiliated with a club, the LSC shall retain the written agreement.

5.1.2. **USA Swimming Rulebook** in its entirety, but especially:

5.1.2.1. Article 304 (**Code of Conduct**)

5.1.2.2. Article 305 (**Athlete Protection Policies**)

5.1.2.3. Corporate Bylaws of USA Swimming Article 2 (**Membership**)

5.1.3. Racing Start Certification

5.1.4. Other policies mandated by the organization to protect athletes, including **Anti-Bullying**.

5.1.5. Utah Swimming also recommends utilizing **recommended policies and “Best Practices” guidelines** from USA Swimming which are designed to protect athletes

5.2. All Athlete Protection Policies from Utah Swimming including:

5.2.1. UTSI Management of Concussions and Head Injuries Policy

6. IMPLEMENTATION OF ATHLETE PROTECTION POLICIES

6.1. Utah Swimming considers athlete protection and safety the top priority. As a result, the *Athlete Protection Policies* should be incorporated throughout the organization and into every event or activity sponsored by the LSC.

7. RELATED DOCUMENTS AND FORMS

6.1. **Minor Athlete Abuse Prevention Policy (MAAPP)**

6.1.1. Policy location: <https://www.usaswimming.org/docs/default-source/safe-sportdocuments/maapp/usaswimmingmaapp.pdf>

6.1.2. Policy information page location: www.usaswimming.org/maapp

6.1.2.1. Includes sample acknowledgement forms

6.2. **USA Swimming Rulebook** sections 304 and 305

6.2.1. Rulebook location: www.usaswimming.org/rulebook

6.3. **Racing Start Certification**

6.3.1. Related rules: www.usaswimming.org/rulebook (search: “racing start”)

6.3.2. Information page location: <https://www.usaswimming.org/utility/landing-pages/club/racing-start-certification>

6.4. **Recommended athlete protection policies and “Best Practices” guidelines from USA Swimming**

6.4.1. Location: <https://www.usaswimming.org/subtopic-page/safe-sport/club-toolkit/policies-and-guidelines?target=//www.usaswimming.org/resources-home/resource-topic/resource-subtopic>

6.5. **UTSI Management of Concussions and Head Injuries Policy**

6.5.1. Location: Utah Swimming Policies and Procedures manual and website page

6.5.2. Location link: <https://www.teamunify.com/SubTabGeneric.jsp?team=lscuts&stabid=197180>

8. NOTIFICATION AND ACKNOWLEDGEMENT

- 8.1. At club registration, all clubs will verify that they are following, and will continue to follow, the *Athlete Protection Policies*. Following the policy includes review and acknowledgement by members and parents as required. If not verified, the club cannot register. The Utah Swimming Registrar will verify compliance.
- 8.2. Annually, the Safe Sport Chairperson will share this policy, or links to the *Athlete Protection Policies*, with all Utah Swimming board and staff members and ask them review and follow. They also ask them to share the policy, or links, with those who serve with them at the LSC level and ask them to review and follow.
- 8.3. Annually, the Officials Chairperson will share this policy, or links to the *Athlete Protection Policies*, with all Utah Swimming Officials and ask them to review and follow.
- 8.4. Annually, the Utah Swimming Coach Representative will share this policy, or links to the *Athlete Protection Policies*, with all Utah Swimming Coaches and ask them to review and follow.
- 8.5. Annually, the Safe Sport Chairperson will remind club contacts of USA Swimming employment screening and selection requirements. (See Membership requirements in USA Swimming Corporate Bylaws or USA Swimming website for more information.)

8.6. Minor Athlete Abuse Prevention Policy

- 8.6.1. The Safe Sport Chairperson shall remind all board and staff members, as well as committee chairpersons of the MAAPP review and written acknowledgement requirement every October. They will also let them know who will receive their written agreement on behalf of the LSC, if they have not already signed with their club. They will also let them know of their responsibility to pass this information on to all who work with them on a committee, in a travel group, or other capacity.
- 8.6.2. Those travelling in a group sponsored by Utah Swimming must review the MAAPP and sign an agreement to follow it. The Safe Sport Chair will share this information with the Board of Directors at least annually.

8.7. UTSI Management of Concussions and Head Injuries Policy

- 8.7.1. To comply with Utah state law, the LSC Zone team and any other LSC sponsored athlete groups must follow the notification and acknowledgement section of the UTSI Management of Concussions and Head Injuries Policy. The Safe Sport Chair will share this information with Zone Team Leadership and any other LSC sponsored athlete groups.

9. DISTRIBUTION AND UPDATING OF POLICY

- 9.1. Policy will be posted on the UTSI website.
- 9.2. The requirement to abide by all *Athlete Protection Policies* has been inserted into Utah Swimming Official, Travel, Registration, and other applicable policies.
- 9.3. A link to this policy will be included in the Safe Sport section of the Utah Swimming website.
- 9.4. At least annually and upon receipt of any new, or changed, athlete protection policy, the Safe Sport Board Member will update this and any other related policy as needed with board review and approval.

CHANGE LOG				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	6/11/2019	New policy	Cathy Vaughan	BOD
2	4/14/2020	Updated Definitions to comply with standardized definitions accepted by the Board of Directors. Added title box.	Cathy Vaughan	BOD

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3	9/8/2020	Updated definition of "Staff" to conform with board approved definition	Cathy Vaughan	BOD
4	11/10/20	Added Parent Involvement Section because the policy that contained it was deleted.	Mo Schiffman and Cathy Vaughan	BOD
5	2/9/2021	Made pronouns gender neutral and other formatting corrections. Added items to Notification and Acknowledgement and Distribution and Policy Updating sections.	Cathy Vaughan	BOD