

	<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) contains policies related to how the LSC organization supports athlete protection at the club level.
- 1.3. Section five (5) lists documents and forms applicable to this policy.
- 1.4. Sections six (6) and seven (7) outline administrative procedures and responsibility for ongoing policy implementation, notification, and distribution.

2. PURPOSE OF POLICY

- 2.1. Utah Swimming values protecting athletes. Policy #302 (Athlete Protection Policies) includes policies mandated by USA Swimming, the law, and Utah Swimming for the protection of athletes. All members must agree to following those policies. This policy includes additional measures designed to support and encourage athlete protection at both the LSC and Club levels.

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. **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 or the law.
- 3.3. **Board of Directors:** The Board of Directors of UTSI.
- 3.4. **In Good Standing:** See Membership Article of Utah Swimming Bylaws for guidelines regarding membership status.
- 3.5. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
- 3.6. **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.
- 3.7. **USA Swimming:** USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body for the United States for the sport of swimming.
- 3.8. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

4. LSC SUPPORT OF CLUB LEVEL ATHLETE PROTECTION

4.1. Non-SSRP Fee

- 4.2. 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 #100 (Registration) for additional information.
 - 4.2.1. Unlike other UTSI fees and fines, the deadline or due date for payment is three (3) months from the invoice date. If the Utah Swimming Safe Sport Chair, or designee, verifies that the club has submitted their SSRP materials to USA Swimming before the due date, the assessed *Non-SSRP fee* will be waived.
 - 4.2.2. Clubs that have submitted their SSRP materials to USA Swimming but whose certification is on hold or “pending” with USA Swimming will not be charged the fee.
 - 4.2.3. 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).)

4.3. LSC Support for Clubs Seeking to Become a Safe Sport Recognized Program (SSRP)

- 4.3.1. The Utah Swimming Safety Chair and Committee are committed to help every club within Utah Swimming become a *Safe Sport Recognized Program*. Contact information for the

current chair is located on the [Utah Swimming website](#) on the Board of Directors page. (Governance section)

4.3.2. The goal is to encourage every club in Utah Swimming to be a current *Safe Sport Recognized Program*. The board believes this demonstrates not only a commitment to prioritize athlete safety but also action towards this important goal.

4.4. LSC Obligations Regarding the Non-SSRP Fee

4.4.1. The Safe Sport Chair, or designee, shall submit a *Club SSRP Report* before each board meeting and ensure the report is included in the Board Meeting Minutes.

4.4.2. Within seven (7) days of being notified by the registrar of a Non-SSRP club that has registered, the Safe Sport Chair or designee, shall verify that the club is currently not SSRP. Then, notify both the LSC Treasurer and the Non-SSRP Club that a *Non-SSRP Fee* has been assessed. The Treasurer will handle the invoicing and billing.

4.4.3. The Safe Sport Chair or designee should offer help to any assessed clubs to become SSRP. Also, notify each that if the club submits all needed material for SSRP to USA Swimming within three (3) months of the invoice date, the fee will be waived.

4.4.4. Notify the Treasurer that the assessed *Non-SSRP Fee* has been waived for any clubs who submit all needed SSRP materials to USA Swimming within three (3) months of invoicing.

5. RELATED DOCUMENTS AND FORMS

5.1. Club SSRP Report

- This report lists all Utah Swimming clubs. Those currently designated as SSRP are noted as such. Others have the total number of points currently accrued toward becoming SSRP listed.
- The report should be included Safe Sport Chair's report to the board and board meeting minutes.

6. NOTIFICATION

6.1. Before August 15, each year the Safe Sport Chair will notify all club contacts of the Non-SSRP fee. They will also see that clubs that are not currently SSRP or have an SSRP designation that will expire soon are encouraged to become or renew SSRP before registering to avoid the fee.

7. DISTRIBUTION OF POLICY AND UPDATING

7.1. Policy will be posted on the UTSI website.

7.2. Policy will be given to new Safe Sport Chair at orientation.

7.3. At least annually, the Safe Sport Chair will be invited to review this policy and give recommended updates. Policy will be updated as needed with board approval.

CHANGE LOG				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	8/9/2022	New policy	Maureen Schiffman, Cathy Vaughan	BOD