

	<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. The Sections between three (3) and Section eight (8) the *Documents and Forms* Section, define various policies and procedures applicable to the Utah Swimming workforce. The workforce includes staff, board members, and other volunteers.
- 1.3. Section eight (8) lists documents and forms applicable to this policy.
- 1.4. Sections nine (9) and ten (10) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.

2. PURPOSE OF POLICY

- 2.1. To clearly set-forth expectations and protections for members of the Utah Swimming workforce. In Utah Swimming, the workforce includes staff, board members, and other volunteers.
- 2.2. To fulfill requirements of governing body, USA Swimming.

3. DEFINITIONS

- 3.1. **Board Member:** A member of the Utah Swimming Board of Directors, including the At-Large Board Members.
- 3.2. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
- 3.3. **Staff:** Anyone paid by Utah Swimming or volunteers designated as “Staff” in a Utah Swimming sponsored travel or other group.
- 3.4. **USA Swimming:** USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body for the United States for the sport of swimming.
- 3.5. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.
- 3.6. **Workforce:** The total number of workers in a specific undertaking. In Utah Swimming the workforce includes staff, board members, and other volunteers.

4. EQUAL OPPORTUNITY ORGANIZATION

- 4.1. UTSI is an equal opportunity organization. All aspects of administration and operations including the decision to engage anyone as a member of the workforce, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

5. SEXUAL MISCONDUCT AND ANTI-HARRASSMENT POLICY

- 5.1. It is the policy of Utah Swimming as represented in the USA Swimming Code of Conduct and the SafeSport Code for the Olympic and Paralympic Movement that all of its participants, including, without limitation, member athletes, coaches, officials and volunteers, have the right to participate in an environment that is healthy and positive, free from sexual abuse and any other form of unlawful harassment or discrimination.

6. DOCUMENT RETENTION

- 6.1. Utah Swimming’s legal counsel shall be instructed to inform the UTSI General Chair when document destruction (planned or otherwise) should be halted. The General Chair will in turn notify the staff and board members. Violation of such orders can result in immediate termination.

7. WHISTLE BLOWER PROTECTION

- 7.1. USA and Utah Swimming forbid any form of retaliation against individuals for providing truthful information to a law enforcement official relating to actual or potential unlawful conduct. The Executive Committee will establish procedures for handling complaints, including anonymous ones, about accounting and financial matters.

8. RELATED DOCUMENTS AND FORMS

- 8.1. (None)

9. NOTIFICATION

- 9.1. Annually and after elections and appointment of new board members, the Governance Committee will ensure new board members receive a copy of this policy, are invited to read it, and ask questions. They will also share it with all committee chairs and ask them to share it with their committee members.
- 9.2. Governance Committee Members will be invited to review this policy at least annually and to help board members, staff, and the Executive Committee know and fill their responsibilities under it.
- 9.3. Annually, the Administrative Vice Chair will verify that Document Retention policy has been shared with UTSI legal counsel.
- 9.4. Annually, the Administrative Vice Chair will share applicable information from this policy with any Independent Contractors currently working for UTSI.

10. DISTRIBUTION OF POLICY AND UPDATING

- 10.1. Policy will be posted on the UTSI website
- 10.2. At least annually, the Governance Committee will review this policy and update as needed.

CHANGE LOG				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	Pre-2014	Financial Procedure was part of the 3/2014 Policies and Procedures Manual	Unknown	BOD
2	11-12-2019	Added "Reimbursement" to "Financial Reimbursement Procedure" title; Removal from 3/2014 P&P Manual and moved to new online P&P/Entire policy	Stan Crump & Cathy Vaughan	BOD
3	May 12, 2020	Changed "Financial Reimbursement" from Policies and Procedures #31 and moved it to this Workforce Related Policy. Also updated the "Financial Reimbursement" section to allow for email submission. Added Document Retention and Whistleblower Protection sections based on USA Swimming model policies.	Shane Lamb & Cathy Vaughan	BOD
4	9/8/2020	Added recently updated definition of "Staff"	Shane Lamb & Cathy Vaughan	BOD
5	2/21/2021	Standardized headings. Correlated with <i>Leadership Task Calendar</i> .	Cathy Vaughan	Minor Changes – Delegated BOD Authority

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6	8/10/2021	Added <i>Equal Opportunity and Sexual Misconduct/Anti-Harrassment</i> policies. Also added notification clause for Independent Contractors and updated notification items. Moved <i>Financial Reimbursement Request Procedure</i> to policy #430 (Financial). Changed policy # from 460 to 401	Cathy Vaughan	BOD
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