

		<h2>Policies and Procedures</h2>	
Subject: Table of Fees and Fines		Document Number:430a Version Number: 12	Effective Date: Pre March 2014 Last Revision: July 11, 2023

## Utah Swimming Table of Fees and Fines

- **NOTIFICATION:** The Fee/Fine Assessor notifies **both** the assessed individual and/or club of the fee/fine assessment as well as the UTSI Treasurer.
- **DEADLINES. FAILURE TO PAY PENALTIES** and other information: Located in [UTSI Policies and Procedures #430](#) (Financial)

Name of Fee or Fine	Amount	Who to Assess and Why (See reference for more)	Fee/Fine Assessor (See "NOTIFICATION" on first page)	Governing Document Reference
<b>MEMBERSHIP REGISTRATION AND CREDENTIALING</b>				
Utah Swimming Registration Fees (includes USA Swimming membership)	<b>Varies</b>	See Registration and Membership policy (#100 in the <a href="#">UTSI Policies and Procedures</a> )	UTSI Registrar	P&P #100 (Registration)
Unregistered Athlete Entered or Participating in a Meet Fine *	<b>\$100</b> (Individual) <b>\$50</b> (RELAY - Per unregistered relay team member)	Assessed to any club or unattached athlete entering or swimming an athlete not registered with USA Swimming in a meet	UTSI Registrar	P&P #100 (Registration)
Non-SSRP (Safe Sport Registered Program) Fee **	<b>\$200</b> (1-50 athletes), <b>\$450</b> (51-100 athletes) <b>\$450 + \$5</b> for every athlete over 100 (101+ athletes)	Annually, Utah Swimming member clubs that register but are not currently SSRP are assessed an additional fee by the LSC.	UTSI Safe Sport Chair or designee	P&P #350 (Supporting Athlete Protection)
Uncredentialed Coach on Deck Fine *	<b>\$100</b>	Assessed to the club who has a person acting in a coaching capacity on deck who has missing, "not met" or expired	UTSI Registrar	P&P #100 (Registration) and

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^ Appellate Body, as applicable: Utah Senior Swimming Championship Meet Committee, UTAGS Championship Meet Committee, UTSI Long Course Championship Meet Committee (See UTSI Policies and Procedures #50 (Committees) for current committee membership)

## 430a UTSI Table of Fees and Fines 7/11/2023

Name of Fee or Fine	Amount	Who to Assess and Why (See reference for more)	Fee/Fine Assessor (See "NOTIFICATION" on first page)	Governing Document Reference
		coach credentials that are required by USA Swimming. If the person coaching is not affiliated with a team, the fine is assessed to the individual.		P&P #623 (Credentialing at Meets)
Championship Meet Late Coach Credentialing Fee	<b>\$10</b> (<24 hours before a championship meet start date) <b>\$20</b> (On the first day of a championship meet)	Assessed to any coach submitting documents necessary for coaching credentials within the specified time frame. This fine must be paid on the first day of the Championship Meet or coach credentials will not be granted for the meet.	UTSI Registrar	P&P #100 (Registration)
No Coach Member Verification Fine *	<b>\$25</b>	Assessed to meet host who does not verify coach credentials before their hosted swim meet	UTSI Sanctions Coordinator	P&P #623 (Credentialing at Meets)
<b>SANCTION AND MEET</b>				
Meet Sanction and Approval Fees	<b>\$10</b> Dual or Intrasquad <b>\$15</b> Tri-meet or Time Trials <b>\$50</b> Invitational or Open	Assessed to the meet host applying for sanction or approval. <i>NOTE: Meet Sanction Fees for <b>Virtual Meets</b> will be assessed by the type of meet they would be if all the swimmers were in one swimming venue. For example, a virtual meet with one or two teams is charged an Intrasquad fee, a three-team meet is charged the Tri-meet fee, and so forth.</i>	UTSI Sanctions Coordinator	P&P #601 (Sanctions)
Late Sanctioning or Approval Fee	<b>\$20</b>	Assessed to the meet host filing an application for a meet sanction or approval within of two (2) weeks of the meet start date. (Late fee is in addition to regular sanction fee)	UTSI Sanctions Coordinator	P&P #601 (Sanctions)
Sanction or Approval Change Fee	<b>\$10</b>	Clerical fee assessed to the meet host for changing a meet announcement after the LSC issues the meet sanction or approval number	UTSI Sanctions Coordinator	P&P #601 (Sanctions)
Missed 72-hour meet check fine	<b>\$50</b>	Assessed to the meet host who fails to give their meet database to the UTSI SWIMS Coordinator at least 72 hours before the meet start	UTSI Sanctions Coordinator	P&P #601 (Sanctions)
Splash Fees	<b>\$1.25</b> Individual Entries	Assessed to meet host after a meet. Paid per individual or relay entry in the meet excluding scratches.	UTSI Sanctions Coordinator	P&P #601 (Sanctions)

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	<b>\$1.25</b> Relay Entries			
Observed Swim Fee (Paid by athlete before or at the meet)	<b>\$5</b> per swimmer per meet	Athlete pays fee to meet host. Meet host in turn pays Utah Swimming via the UTSI Times Coordinator	UTSI Times Coordinator	P&P #601 (Sanctions)
Post Meet Observed Swim Fee (Paid by athlete after a "blanket observation" meet)	<b>\$20</b> per swimmer per meet	USA Swimming athlete makes request and pays via UTSI Times Coordinator	UTSI Times Coordinator	P&P #601 (Sanctions)
Absent Sanction Number Fine *	<b>\$100</b>	Assessed to the meet host if sanction number is not included on the meet invitation	UTSI Sanctions Coordinator	(4) P&P 601 (Sanctions)
4-Hour Rule Violation Fine *	\$100	Assessed to the meet host who does not submit a timeline that shows events designated for athletes ages 12 and under will be completed within four hours to the appropriate UTSI representative prior to the meet start. (Automatically checked during the 72-hour meet check by the UTSI SWIMS Coordinator. Timeline may be updated by the meet host prior to the meet if needed to avoid fine.)	UTSI Sanctions Coordinator	Rules and Regulations 1.14.A
False, Incorrect, or Unproven Submitted Entry Times Fine *	<b>\$20/time</b>	Assessed to the club or unattached athlete entering a meet with a false or incorrect entry times that could not be verified by the SWIMS database	UTSI Times Coordinator	P&P #601 (Sanctions)
Late Meet Entry Payment Fee (Optional)	<b>Not to exceed \$25</b>	A meet host <i>may choose</i> to assess this fee. If assessed, it must be applied universally to all teams seeking a time extension for the payment of fees.	Meet Director	P&P #601 (Sanctions)
Late Meet Results Fine *	<b>\$50</b>	Assessed to the meet host who does not provide final meet results as specified by policy.	UTSI Times Coordinator	P&P #601 (Sanctions)
Meet Financial Report Late Fee	<b>\$50</b>	Assessed to meet hosts who do not submit a complete financial report within 45 days of the completion of the meet.	UTSI Sanctions Coordinator	P&P # 601 (Sanctions)
<b>LSC CHAMPIONSHIP MEET RELATED</b>				

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Championship Meet Late Payment Fine *	\$50	Assessed to teams or unattached athletes who do not pay championship meet entry fees according to policy or the meet announcement deadline.	Meet Director	P&P #630 (Meet Operations)
Championship Meet Late Entry Fee	\$50 per participant plus double event entry fees	Assessed to the club or unattached athlete entering an athlete into an LSC Championship Meet after the entry deadline. (See reference for more)	Meet Director	P&P #630 (Meet Operations)
Championship Meet Absent Volunteer Fine ^	\$50 per occurrence	Assessed to a club who had an unfilled-by-them volunteer assignment at an LSC Championship meet.	Meet Director	P&P #630 (Meet Operations)
Last Night or Session Missed Finals Fine ^	\$50	Assessed to club or unattached athlete who missed an individual Finals swim in the last Finals session of a championship meet	Meet Director	UTSI Rules and Regulations 1.8
Failure to Provide Hospitality as Assigned Fine *	\$500	Assessed to the club who fails to provide LSC Championship Meet hospitality as assigned by policy	Championship Meet Steering Committee	P&P #630 (Meet Operations)
Championship Meet Entry Correction Fee	\$20	Assessed to the club or unattached athlete making an entry correction after the LSC Championship meet entry deadline	Meet Director	P&P #630 (Meet Operations)
Championship Meet Unproven Entry Time Fine *	\$20/time	Assessed to the club or unattached athlete submitting and not correcting an unproven individual event entry time as specified by policy or the meet announcement	Meet Director	P&P #630 (Meet Operations) and #601 (Sanctions)
<b>MISCELLANEOUS FEES</b>				
Automated Clearing House (ACH) Fee	Varies	Anyone paying UTSI in a way that incurs an ACH fee. (For example, via credit card) This fee will be passed on to the one using this form of payment.	The UTSI website is set up to pass along this fee	P&P #430 (Financial)

## 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	6-9-2020	Changed policy number from #455 to #431	Cathy Vaughan	BOD
4	10/18/2021	Updated wording	Serena Werner	BOD

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5	2/8/2022	Changed policy # from 431 to 430a for inclusion in the Financial Policy. Updated table format and grammar. Added fees and fines previously only listed in other policies. Added policy reference numbers to individual fees and fines. Moved policy language from the former Table of Fines to the policies referenced in revised table. Changed name to Table of Fees and Fines.	Cathy Vaughan & Mike Wynn	BOD
6	3/8/2022	Changed appellate body for fines from Administrative Review Board to Finance Committee	Board Discussion (Feb 2022) & Cathy Vaughan	BOD
7	7/12/2022	Added Automated Clearing House (ACH) Fee	Cathy Vaughan	BOD
8	8/9/2022	Added Non-SSRP Annual Fee	Maureen Schiffman, Cathy Vaughan	BOD
9	9/13/2022	Increased splash fees by \$0.25 for relays. Increase becomes effective on January 1, 2023	Board vote (Sep 2022) Cathy Vaughan editor	BOD
10	1/10/2023	Removed no longer applicable language regarding the dates of splash fee amounts.	Cathy Vaughan	BOD
11	5/9/2023	Changed assessment body for the <i>Failure to Provide Hospitality as Assigned Fine</i> to the Championship Meet Steering Committee.	Cathy Vaughan	BOD
12	7/11/2023	Changed 4-hour rule violation fee and added <i>Missed 72-hour Meet Check Fine</i>	Cathy Vaughan	BOD

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