

	<h2>Policies and Procedures</h2>	
<p>Subject: Definitions Master List</p>	<p>Document Number: 5 Version Number: 9</p>	<p>Effective Date: Individual words as accepted by UTSI Board Last Revision: July 11, 2023</p>

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1. POLICY OVERVIEW

- 1.1. Section two (2) gives general information about the policy.
- 1.2. Section three (3) gives the official definitions of words used in various UTSI governing documents.
- 1.3. Section four (4) outlines administrative procedures and responsibility for ongoing policy implementation and dissemination.

2. PURPOSE OF POLICY

- 2.1. Definitions are an important part of governing documents. This master list of official definitions is designed to provide consistent terminology throughout the Utah Swimming governing documents.

3. UTSI OFFICIAL DEFINITIONS

House of Delegate or Board approved definitions used in the Utah Swimming *Bylaws, Rules and Regulations, and Policies and Procedures*

Word/Term	Definition	Where found
Adult	Person aged 18 or older	P&P 302 (APP) 100 (Registration) 701 (Travel)
Advisor	<i>Policy specific:</i> In this policy, this refers to the Investment Advisor.	P&P 432 (Invest)
Affiliation Agreement(s)	Contractual agreement(s) between Utah Swimming and USA Swimming. Each has obligations to the other because of the agreement.	P&P 1 (Introduction) 430 (Financial) 601 (Sanctions) 430 (Financial) 410 (Ind.Contract.)
Affiliated Board Member	The UTSI Board Member who has administrative responsibility for the group or event. If it is not clear who this is, the Executive Committee may decide.	P&P 50 (Committees) 701 Travel
Affiliated Committee	The UTSI Standing Committee affiliated with the group or event. If it is not clear which committee this is, the Executive Committee may decide.	P&P 701 Travel
Agent	Coach, official, club or meet leader, representative or volunteer	P&P 302 (APP) 303 (Concussion)
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.	P&P 50 (Committees) 131 (HOD Prep) 110 (Nominations) 100(Registration) 101 (Awards) 120 (Succession) 201 (Coach Dev) 303 (Concussion) 304 (Crisis) 350 (Supporting Athlete Protection) 430 (Financial) 450 (Website) 601 (Sanctions) 605 (Beehive Finale) 620 (Meet Conduct) 623 (Credentials) 630 (Meet Ops) 701 (Travel) 720 (Travel Reb.)

Approval, or Approved Meet Status	Official permission, or approval to a non-USA Swimming member to host a meet where times obtained are recognized by USA Swimming. Rules and regulations regarding Approval are in the current USA Swimming rulebook. USA Swimming Approval of meets held in Utah are granted by Utah Swimming.	P&P 601 (Sanctions)
Article	A principal subdivision of the Bylaws.	Bylaws
Articles of Incorporation	The document filed with Utah Division of Corporations pursuant to which UTSI was formed.	Bylaws
ASCA	American Swimming Coaches' Association	P&P 101 (Awards)
Athlete (or Athlete Member)	Currently registered Athlete Member in good standing with USA Swimming and Utah Swimming. <i>(NOTE: When adding, also add definition for "in good standing")</i> <i>(NOTE: Removed "in good standing" for definition in policy #302 (Athlete Protection Policies)</i>	P&P 50 (Committees) 100(Registration) 101 (Awards) 151 (Adaptive) 152 (Records) 154 (Outreach) 302 (APP) 720 (Travel Reb.)
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.	P&P 100(Registration) 302 (APP) 350 (Supporting Athlete Protection)
Athlete Representative	Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors.	Bylaws 50 (Committees)
Athlete with a Disability	A person that has a permanent physical or mental impairment that substantially limits one or more major life activities. (Adopted from USA Swimming)	P&P 151 (Adaptive)
Board-Designated Operating Reserve	Amounts reported in the Unrestricted Net Assets section of the balance sheet and identified as Board-Designated Operating Reserve.	P&P 430 (Financial)

Board Member	A member of the [Utah Swimming] Board of Directors, including the At-Large Board Members.	Bylaws P&P 20 (Board Member) 50 (Committees) 120 (Succession) 304 (Crisis) 430(Financial) 450 (Website) 401 (Workforce)
Board of Directors	The Board of Directors of UTSI.	Bylaws P&P 20 (Board Member) 50 (Committees) 120 (Succession) 131 (HOD Prep) 304 (Crisis) 350 (Supporting Athlete Protection) 430 (Financial)
Bonus Event	An additional event for a qualifying swimmer with a slower qualifying time than the official qualifying time for the same event.	P&P 720 (Travel Reimb.)
Blanket Observation	A form of observing swims. USA Swimming or YMCA officials observe all swims where USA Swimming rules differ from the meet host organization, not just the swims of a few individuals who request them.	P&P 601 (Sanctions)
Bylaws	The bylaws as adopted and amended from time to time by, and in effect for, UTSI.	Bylaws 2020 R1 P&P 1(Intro) 20 (Board Member.) 50 (Committees) 131 (HOD Prep) 430(Financial) 432 (Invest) 601 (Sanctions)
Candidate	A person who has accepted their nomination for a Utah Swimming elected position.	P&P 50 (Committees) 110 (Nominations) 120 (Succession)
CDC	“CDC” Center for Disease Control and Prevention, www.cdc.gov/headsup	P&P 303 (Concussion)

<p>Certified</p>	<p>USA Swimming and Utah Swimming require officials to complete specific requirements before working in the capacity of Stroke and Turn Judge, Starter, Referee and Administrative Official or Referee. After completing the requirements and receiving notice of advancement, an official is then certified to work in that position. USA Swimming also requires officials to show credentials, proof of specific certifications.</p>	<p>P&P 251 (Officials), 623 (Credential)</p>
<p>Championship Meets</p>	<p>The UTSI Championship Meets are Utah Short Course Age Group Championships, Utah Short Course Senior Championships, and Utah Long Course Championships. Other meets may be designated as such by the UTSI Board and use UTSI Championship procedures.</p>	<p>R&R 1.1 P&P 151 (Adaptive) 620 (Conduct) 621 (Scheduling) 630 (Meet Ops)</p>
<p>Championship Meet (In-state)</p>	<p>See <i>UTSI Championship Meets</i></p>	
<p>Championship Meet (Out-of-state)</p>	<p>USA Swimming Olympic Team Trials, USA Swimming Junior National Championships, USA Swimming National Championships, U.S. Open, Pro Series, National Disability Championships, USA Futures Championships, Speedo Championship Series meets, the Western Zone Championships and any other competition approved by the UTSI Board of Directors. Other meets must be approved by the UTSI Board of Directors before the start of the meet.</p>	<p>P&P 151 (Adaptive) 154 (Outreach)</p>
<p>Chaperone</p>	<p>USA Swimming Non-Athlete member, age 21 or older and in good standing who is also not a coach. <i>(NOTE: When adding, also add definition for “in good standing”)</i></p>	<p>P&P 100(Registration) 302 (APP) 701 (Travel)</p>
<p>Club</p>	<p>Currently registered as a club of USA Swimming and Utah Swimming. The Club and all non-athletes listed in the club portal or club application must be in good standing with USA Swimming and Utah Swimming with no requirements missing, "Not Met" or expired. <i>(NOTE: When adding, also add definition for “in good standing”)</i></p>	<p>P&P 100(Registration) 151 (Adaptive) 201 (Coach Dev) 620 (Conduct) 630 (Meet Ops)</p>

<p>Coach or Coach Member</p>	<p>Currently registered Coach Member of USA Swimming in good standing with no requirements missing, expired or “Not Met.” <i>(NOTE: When adding, also add definition for “in good standing”)</i></p>	<p>P&P 50 (Cmt) 100(Registration) 151 (Adaptive) 201 (Coach Dev) 302 (APP) 620 (Conduct) 623 (Credential) 701 (Travel) 720 (Travel Reimb.)</p>
<p>Coach of Record</p>	<p>The <i>Coach of Record</i> is the coach member a club names as their representative at a UTSI championship, or another meet. This person becomes the official point of contact for the team and officials at the meet. The club may change the <i>Coach of Record</i> at the credentials table or Clerk of Course during the warm-ups of any session. Or, as needed in the case of emergency.</p>	<p>P&P 620 (Conduct)</p>
<p>Coach Representative</p>	<p>Coach Member elected to represent the coaches in the House of Delegates and on the Board of Directors.</p>	<p>Bylaws P&P 20 (Board Member) 50 (Cmt) 101 (Awards)</p>
<p>Competition Pool</p>	<p>The pool(s) where competition takes place, even if competition is not currently happening, like during warm-ups.</p>	<p>P&P 623 (Credential)</p>
<p>Costs of Operating and Maintaining the Organization</p>	<p>Utah Swimming’s net expenses for Program Services and Administration as reflected by the approved annual budget.</p>	<p>P&P 430 (Financial)</p>
<p>Credentials</p>	<p>Proof of current USA Swimming Coach, or Non-Athlete Membership, or of meeting one or more requirement(s) or certifications.</p>	<p>P&P 623 (Credential)</p>
<p>Deadline (Policy Specific)</p>	<p><i>For this policy, the applicable deadlines listed on the UTSI website shall be the deadline if one is mentioned in the policy. If no deadline is listed on the website, the default deadlines shall be APRIL 30 for the most recent Short Course season and AUGUST 31 for the most recent Long Course season.</i></p>	<p>P&P 154 (Outreach)</p>

Deck	If the meet host has a “closed deck,” it is the closed area. For the purpose of this policy, if the meet does not have a closed deck, it is the area adjacent to the Competition Pool.	P&P 623 (Credential)
DEI	Diversity, Equity, and Inclusion, a program division of USA and Utah Swimming.	P&P 154 (Outreach)
Delegate	A member of the UTSI or USA Swimming House of Delegates. Membership requirements and limitations are stipulated in the applicable bylaws.	P&P 131 (HOD Prep)
Disability	A permanent physical or mental impairment that substantially limits one or more major life activities. (Adopted from USA Swimming)	P&P 151 (Adaptive)
Division Chair	A Board of Director Officer with administrative responsibilities for specified committees. Division Chairs are designated as such in the UTSI bylaws.	Bylaws P&P 50 (Committees)
Dual Meet	Two registered teams, unattached affiliated swimmers	P&P 601 (Sanctions)
Event-related Committee	A set-term committee established to plan, prepare, and carry out a specific event or activity.	P&P 50 (Committees)
FINA	The Federation Internationale de Natation, the international governing body for the sport of swimming.	Bylaws
Finance Committee	As constituted in the UTSI bylaws	P&P 432 (Invest)
Funded Board-Designated Operating Reserve	A fund consisting of liquid assets and investments. Liquid assets are those that may be converted to cash quickly and easily. It is not required that Board-Designated Operating Reserve be physically segregated in a separate bank or investment account although Utah Swimming may decide to do so.	P&P 430 (Financial)
Group Member Representative	An individual appointed to represent a Group Member in the House of Delegates.	Bylaws

Health Care Provider	A health care provider who is licensed under Utah Code Ann., Title 58, Occupations and Professions, and may evaluate and manage a concussion within the health care provider’s scope of practice.	P&P 303 (Concussion)
House of Delegates (HOD)	The House of Delegates of UTSI as established by the Bylaws.	Bylaws 2020 R1 50 (Committees) 131 (HOD Prep) 601 (Sanctions)
Immediate Past General Chair	The individual who is the immediate past General Chair of UTSI.	Bylaws
In Good Standing	See <i>Membership</i> Article of Utah Swimming Bylaws for guidelines regarding membership status.	P&P 20 (Board Member) 50 (Committees) 100(Registration) 101 (Awards) 151 (Adaptive) 152 (Records) 154 (Outreach), 201 (Coach Dev.) 302 (APP) 350 (Supporting Athlete Protection) 620 (Conduct) 623 (Credential) 630 (Meet Ops) 701 (Travel)
Independent Contractor	Any person whom Utah Swimming compensates directly and who performs services for the organization.	P&P 100(Registration) 410 (In. Contract.) 430 (Financial) 450 (Website)
Investment Advisor	<i>Policy specific: “Or in this policy, The Advisor: The Advisor is responsible for overseeing the Investments, monitoring individual manager performance and compliance with this document with respect to the Investments, and making asset allocation recommendations.</i>	P&P 432 (Invest)
Invitational Meet	Multiple registered teams, unattached affiliated swimmers, and unattached registered swimmers as designated by the host team.	P&P 601 (Sanctions)
Intrasquad Meet	One registered team, unattached affiliated swimmers	P&P 601 (Sanctions)

Investments, or Investment Portfolio	The investment portion of the portfolio	P&P 432 (Invest)
IRS Code	The current United States Internal Revenue Code.	Bylaws P&P 410 (In. Contract.)
Junior Coach Member	As defined by USA Swimming. Key points: Age 16 or 17. May only coach athletes under the direct supervision of a USA Swimming Coach Member.	P&P 100(Registration) 623 (Credential)
LEAP	A USA Swimming program designed to assist LSCs in becoming more efficient and effective. LEAP stands for <i>LSC Evaluation and Achievement Program</i> .	P&P 410 (In. Contract.) 430 (Financial)
Leadership Task Calendar (LTC)	A spreadsheet that compiles board and other leadership tasks as dictated in UTSI governing documents or related support and assigns a responsible party and deadline.	P&P 1 (Intro) 20 (Board) 120 (Succession) 410 (In. Contract) 450 (Website)
Level 1 ASCA Swim Coach	A Coach who is a member of the American Swimming Coaches Association and holds the designation of at least Level 1 Certification in that association.	P&P 720 (Travel Reimb.)
Local Swim Committee / LSC	UTSI as defined by the USA Swimming Corporate Bylaws.	Bylaws
Local Standouts	People who are engaged and helping at the team and/or meet levels.	P&P 20 (Board) 50 (Committees) 110 (Nominations) 120 (Succession)

<p>LSC</p>	<p>Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.</p>	<p>P&P 1 (Intro) 20 (Board Member) 50 (Committees) 131 (HOD Prep) 100(Registration) 101 (Awards) 120 (Succession) 151 (Adaptive) 152 (Records) 251 (Officials) 302 (APP) 303 (Concussion) 350 (Supporting Athlete Protection) 410 (In. Contract.) 430 (Financial) 432 (Invest) 450 (Website) 401 (Workforce) 620 (Conduct) 621 (Scheduling) 623 (Credential) 601 (Sanctions) 630 (Meet Ops) 701 (Travel)</p>
<p>MAAPP</p>	<p>Minor Athlete Abuse Prevention Policy</p>	<p>P&P 701 (Travel)</p>
<p>Manager</p>	<p><i>Policy specific:</i> In this policy, this refers to the Investment Manager(s) employed by The Advisor who manage specific segments of the investments.</p>	<p>P&P 432 (Invest)</p>
<p>Meet Director</p>	<p>As defined by USA Swimming. Key points: This person is named in the meet announcement. They represent the meet host organization and seek a sanction from the LSC when preparing a meet. This person also files a meet report with the LSC after the meet.</p>	<p>P&P 50 (Committees) 100(Registration) 151 (Adaptive) 605 (Beehive Finale) 623 (Credential) 601 (Sanctions)</p>
<p>Meet Referee</p>	<p>As defined by USA Swimming. Key points: This person may, or may not, be affiliated with the meet host organization. The referee files a meet report with the LSC Officials Chair after the meet.</p>	<p>P&P 151 (Adaptive) 601 (Sanctions) 605 (Beehive Finale) 620 (Conduct) 623 (Credential) 630 (Meet Ops)</p>
<p>Member</p>	<p>A Group Member or an Individual Member.</p>	<p>Bylaws P&P 100(Registration)</p>

Minor	A person aged 17 or younger	P&P 302 (APP) 303 (Concussion) 701 (Travel)
National Board of Review	The National Board of Review of USA Swimming established pursuant to Part Four of the USA Swimming Rules and Regulations. Where the context requires, a reference to the National Board of Review shall include a reference to the USA Swimming Board of Directors when that body is acting upon an appeal from the National Board of Review.	Bylaws
NFHS	“NFHS” National Federation of State High School Associations	P&P 303 (Concussion)
Non-Athlete Member	As defined by USA Swimming. Key point: Non-athlete membership is designated as Coach, Junior Coach, Official and Other.	P&P 100(Registration) 623 (Credential)
Non-Championship Meets	Any meet held within the LSC not designated as a Championship Meet including the B or BC Finale or equivalent	R&R 1.2 605 (Beehive Finale) 630 (Meet Ops)
Non-Championship Meet	As defined by the UTSI Rules and Regulations.	P&P 154 (Outreach)
Nominee	One who has been nominated for a Utah Swimming elected position.	P&P 20 (Board) 50 (Committees) 110 (Nominations) 120 (Succession)
Notice Deadline	The date by which notice must be given. <ul style="list-style-type: none"> In the case of UTSI HOD, it is the bylaw stipulated deadline by which notice of the HOD meeting shall be made public. It is also a good deadline to give notice of the proposed HOD meeting agenda, legislation, and candidates. 	P&P 131 (HOD Prep)

Observed Swims	Swims may be observed by assigned officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules. If USA Swimming rules and conditions are met, times from observed swims are recognized by USA Swimming. Rules and regulations regarding observed swims are in the current USA Swimming rulebook. Management of observed swims and times within the state of Utah is handled by Utah Swimming.	P&P 601 (Sanctions)
Official	Person certified to act in the capacity of Referee, Starter, Administrative Official, Chief Judge or Stroke and Turn Judge at the meet. USA Swimming rules state that meet officials must be Non-Athlete Members of the organization.	P&P 100(Registration) 101 (Awards) 251 (Officials) 620 (Conduct) 623 (Credential)
Open Meet	Any registered teams and unattached registered swimmers	P&P 601 (Sanctions)
Outreach Member	An athlete registered with USA Swimming under the Outreach Membership program.	P&P 100(Registration) 154 (Outreach)
Parent	Parent or legal guardian of a minor athlete	P&P 302 (APP) 303 (Concussion) 701 (Travel)
Policies and Procedures	The principles, rules, and guidelines of UTSI, as amended and adopted by the Board of Directors or the House of Delegates.	Bylaws P&P 1 (Intro) 20 (Board Member) 50 (Committees) 410 (In. Contract.) 430 (Financial) 450 (Website)
Portfolio or The Portfolio	<i>Policy Specific:</i> Includes all Utah Swimming portfolio assets, including operating funds, unless specifically stated otherwise.	P&P 432 (Invest)

Procedure	Unlike a “Policy and Procedure” document which requires board approval, a “Procedure” document does not contain any policy. As a result, it is not binding and does not require board approval to create or update. A procedure document is used to preserve institutional knowledge, ideas, forms, and other things which might be helpful to the future UTSI workforce. Procedures are found in the Policies and Procedures section of the Utah Swimming website and are prepared and approved by the Governance Committee member responsible for LSC Governing Documents.	P&P 131 (HOD Prep) 410 (In. Contract.)
Quick Tip	Information included but not required	P&P 630 (Meet Ops) 701 (Travel)
Rules and Regulations	Specific rules and procedures that govern the conduct of UTSI competitive swim meets.	P&P 1 (Intro) 410 (In. Contract.) 450 (Website) 601 (Sanctions)
Safe Deck Plan	Designates where spectators may sit at swim meets. There is one for every venue where clubs hold practice or host meets. Current plans are available on the Utah Swimming website.	P&P 623 (Credential) 601 (Sanctions)
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.	P&P 20 (Board Member) 100 (Registration) 350 (Supporting Athlete Protection) 430 (Financial)
Sanction	Official permission, or approval to a USA Swimming group member to host a meet. Times from meets sanctioned by USA Swimming are recognized by the organization. Rules and regulations regarding sanctioning are in the current USA Swimming rulebook. Sanctions for USA Swimming meets held in the state are granted by Utah Swimming.	P&P 20 (Board Member) 410 (In. Contract) 430 (Financial) 601 (Sanctions) 605 (Beehive Finale) 623 (Credential)
Section	A subdivision of the Articles of the Bylaws.	Bylaws

Spectator Area	An area designated by the Meet Director, or Meet Referee, for spectators and/or coaches with missing, “not met” or expired credentials. Safe Deck Plans show meet host designated spectator areas for every venue where clubs hold practice or host meets. The area a Meet Director or Meet Referee designates as a Spectator Area for a coach with missing, “not met” or expired credentials, may or may not, include all the spectator areas noted on a Safe Deck Plan.	P&P 623 (Credential)
Spectator Stands	The stands, or bleachers, designated for spectators at a venue.	P&P 623 (Credential)
Sporting Event	Competitions, practices, tryouts and activities sponsored by Utah Swimming or the member club.	P&P 303 (Concussion) 601 (Sanctions)
Standing Committee	A committee without a beginning or end of term. It is always operative and authorized to meet.	P&P 50 (Committees)
Staff	Anyone paid by Utah Swimming or volunteers designated as “Staff” in a Utah Swimming sponsored travel or other group.	P&P 100(Registration) 302 (APP) 410 (In. Contract.) 401 (Workforce) 701 (Travel)
Sub-Committee	Convened as needed under the direction of the Division or Committee Chair.	P&P 50 (Committees)
Swimming Year	September 1 through August 31.	P&P 201 (Coach Dev) 410 (In. Contract) 601 (Sanctions)
Task Force	Convened as needed to address a specified issue or perform a designated task. They have a set beginning and end.	P&P 50 (Committees)
Territory	The geographic territory over which UTSI has jurisdiction as a Local Swimming Committee.	Bylaws
Tri-Meet	Three registered teams, unattached affiliated swimmers	P&P 601 (Sanction)

<p>USA Swimming</p>	<p>USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body for the United States for the sport of swimming.</p>	<p>Bylaws P&P 20 (Board Member) 100(Registration) 151 (Adaptive) 304 (Crisis) 350 (Supporting Athlete Protection) 430 (Financial) 410 (In. Contract.) 401 (Workforce) 601 (Sanctions) 701 (Travel)</p>
<p>UTSI</p>	<p>Utah Swimming, Inc. A Utah not-for-profit corporation.</p>	<p>Bylaws 2020 R1 P&P (all?) 1 (Intro) 20 (Board Member) 50 (Committees) 100(Registration) 101 (Awards)120 (Succession) 151 (Adaptive) 152 (Records) 154 (Outreach) 201 (Coach Dev) 304 (Crisis) 350 (Supporting Athlete Protection) 410 (In. Contract.) 430 (Financial) 432 (Invest) 450 (Website) 401 (Workforce) 501 (Personnel) 601 (Sanctions) 605 (Beehive Finale) 621 (Scheduling) 623 (Credential) 630 (Meet Ops) 701 (Travel)</p>
<p>UTSI Championship Meets</p>	<p>As defined by the Utah Swimming Rules and Regulations.</p>	<p>P&P 50 (Committees) 154 (Outreach)</p>
<p>UTAGS</p>	<p>Utah Age Group Swimming. Often used as short name for the LSC Age Group Championship meet.</p>	<p>Passed at 7/14/2020 board meeting 630 (Meet Ops)</p>

Verify	“Verify” = View and Check. View USA Swimming accepted proof of membership. These include Deck Pass, online or printed membership card. Check dates of all listed credentials. None can be missing, “not met” or expired.	P&P 623 (Credential)
Workforce	The total number of workers in a specific undertaking. In Utah Swimming the workforce includes staff, board members, and other volunteers.	P&P 410 (In. Contract.) 401 (Workforce)

4. DISTRIBUTION OF DEFINITIONS AND UPDATING

4.1. This policy will be posted on the Utah Swimming website

4.2. Inserting Definitions into Governing Documents

4.2.1. Whenever UTSI policy or procedure is created or changed, the editor will check this list and insert applicable words from this policy into the Definitions section of the governing document.

4.2.1.1. **POLICY SPECIFIC WORD(S):** Helpful wording if a word has specific meaning for a specific policy and is not intended to be widespread in use: “In this policy, _____ refers to _____”

4.2.1.2. **IN GOOD STANDING:** Whenever inserting a policy that includes the words, *in good standing*, include the definition of that phrase too.

4.3. New or Modified Definitions

4.3.1. The board must approve any new or changed definitions in UTSI Policies and Procedures

4.3.1.1. This may be done within the definitions section of a new or changed policy or another document. (Change font color to designate it is changed or new) OR this may be done directly into this policy with board approval.

4.3.2. The House of Delegates must approve any new or modified changes in the UTSI Bylaws or Rules and Regulations except as allowed therein.

CHANGE LOG				
Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	9/8/2020	Updated definition of “staff” and put Definitions into standard policy format, including number	Cathy Vaughan	BOD
2	11/10/2020	Added definitions for: Appendix, Delegate, Notice Deadline, and Procedure	Cathy Vaughan	BOD
3	1/12/2021	Added new definitions from Adaptive policy	Cathy Vaughan	BOD
4	5/11/2021	Added new definitions from Meet Operations policy (#630)	Cathy Vaughan	BOD
5	6/8/2021	Added new definition for Leadership Task Calendar <i>(Will continue to update “Where Found” column as needed without changing version # if no definitions changed or were added.)</i>	Cathy Vaughan	BOD
6	9/26/2021	Accuracy review updated policy numbers.	Serena Werner	BOD
7	8/9/2022	Added Safe Sport Recognition Program (SSRP) definition and made minor formatting corrections	Cathy Vaughan	BOD
8	11/8/2022	Added “Candidate”	Cathy Vaughan	BOD
9	7/11/2023	Fix minor grammatical errors and added policy number #601 to Appendix Definition list.	Cathy Vaughan	Delegated authority from BOD