

	<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) through seven (7) outline policies, procedures, and fees related to meet and event sanctions, approvals and observed swims.
- 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 outline procedures and fees related to meet and event sanctioning and approval.
- 2.2. To fulfill obligation to fill obligation to UTSI bylaws and to the Affiliation Agreement with USA Swimming.

3. DEFINITIONS

- 3.1. **Affiliation Agreement:** Contractual agreement(s) between Utah Swimming and USA Swimming. Each has obligations to the other because of the agreement.
- 3.2. **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.
- 3.3. **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.
- 3.4. **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.
- 3.5. **Bylaws:** The bylaws as adopted and amended from time to time by, and in effect for, UTSI.
- 3.6. **Dual Meet:** Two registered teams, unattached affiliated swimmers
- 3.7. **House of Delegates:** The House of Delegates of UTSI as established by the Bylaws.
- 3.8. **Invitational Meet:** Multiple registered teams, unattached affiliated swimmers, and unattached registered swimmers as designated by the host team.
- 3.9. **Intrasquad Meet:** One registered team, unattached affiliated swimmers
- 3.10. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.

- 3.11. **Meet Director:** 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.
- 3.12. **Meet Referee:** 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.
- 3.13. **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.
- 3.14. **Open Meet:** Any registered teams and unattached registered swimmers
- 3.15. **Rules and Regulations:** Specific rules and procedures that govern the conduct of UTSI competitive swim meets.
- 3.16. **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.
- 3.17. **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.
- 3.18. **Sporting Event:** Competitions, practices, tryouts, and activities sponsored by Utah Swimming or the member club.
- 3.19. **Swimming Year:** September 1 through August 31.
- 3.20. **Tri-Meet:** Three registered teams, unattached affiliated swimmers
- 3.21. **USA Swimming:** USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body for the United States for the sport of swimming.
- 3.22. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

4. PROCEDURES FOR SUBMITTING MEETS AND EVENTS FOR UTSI SANCTIONING OR APPROVAL

- 4.1. Meet host submits proposed date(s) of meet or event to the UTSI Sanctions Coordinator.
- 4.2. If the host is not a member club of Utah Swimming, the meet or event must be co-hosted by a Utah Swimming member club.
- 4.3. UTSI Sanctions Coordinator enters the proposed meet/event on the UTSI website without a sanction number.
- 4.4. Meet host sends meet announcement information to their meet referee for approval.
- 4.5. Once approved by referee, meet announcement along with application, meet entry file, and fee is sent to the UTSI Sanctions Coordinator for review.
- 4.6. The UTSI Sanctions Coordinator issues a sanction number when approved and
 - 4.6.1. Sends back a WORD and PDF to Meet host
 - 4.6.2. Posts meet entry file and meet announcement to the website and updates meet with sanction number and applicable information.

- 4.6.3. Emails meet announcement and entry file to teams as requested by the Meet Host.
- 4.7. The LSC requests that all dual squad and intra-squad meets be calendared at least 30 days prior to the event. Further, the LSC requests:
 - 4.7.1. At Fall House of Delegates all proposed dates for invitational, open and Utah Swimming Championship Meets be submitted for the following short course season.

5. CONDITIONS OF SANCTION OR APPROVAL

- 5.1. All conditions of USA Swimming Article 202 (Sanctions and Approvals) located in the current rulebook must be met for a sanction or approval to be issued.
- 5.2. All meets must follow USA Swimming Rules and Regulations and Utah Swimming Rules and Regulations.
- 5.3. Utah Swimming does not grant sanctions or approval to organizations “Not in Good Standing” with either USA Swimming or Utah Swimming.
- 5.4. All participants must be verified members of USA Swimming. (Excepting approved meets.)
- 5.5. A sanction cannot be transferred between teams or meets.
- 5.6. Meet Announcement is not to be distributed before a sanction or approval number has been issued.
- 5.7. *An Application for Sanction or Application for Approval* must be submitted along with a complete copy of the meet announcement, the appropriate sanction fee to the Sanctions Coordinator and an Event file.
- 5.8. All meet information, sanction application and fees must be in the hands of the Sanctions Coordinator no later than seven (7) days before the first day of the meet. No meets will be sanctioned within 7 days prior to a meet.
- 5.9. Sanction and Approval applications will not be accepted within seven (7) days of the first day of the meet.
- 5.10. After all entries are put into the computer by the meet host and AT LEAST 72 hours prior to the meet, a backup of the database must be sent to the LSC Registrar for a verification of all swimmers’ USA Swimming registration status and timeline check to ensure events designated for athletes ages 12 and under are planned to end within four (4) hours from the meet start time (See Appendix for more information about complying with the 4-Hour Rule.)
- 5.11. At the completion of the meet, a UTSI Meet Financial Report, Meet Summary Report, Meet Manager Entry Fee Summary Report, Meet Manager Sessions Report, Meet Manager Backup, Splash Fees, and any other meet-related fees or fines should be returned to the Sanction Coordinator ASAP but no later than 45 days after the date of the meet. In addition, an electronic copy of the meet results must be sent to the UTSI SWIMS Coordinator within 48 hours of the completion of the meet. With the exception of Utah Swimming, late fees and fines apply to meet hosts who miss these deadlines. See [Utah Swimming policy #430a Table of Fees and Fines](#) for more information.
- 5.12. No new sanctions or approvals will be granted to teams who have unpaid meet-related fees. (For a complete list, see policy #430a (Table of Fees and Fines) on the [Utah Swimming Policies and Procedures webpage](#).)
- 5.13. The Sanction, Approval, and Request for Observed Swims Application forms can be found on the Utah Swimming website.

5.14. Required Statements

- 5.14.1. In addition to the statements required by USA Swimming rules, the following statements must be included in all meet announcements of UTSI sanctioned meets.
 - 5.14.1.1. The person submitting a team's entries is the team entry representative and the received email implies the official signature of the team entry representative. Said person will be the only person to make changes and will be responsible for all fines and penalties resulting from inaccurate times and unregistered swimmers.
 - 5.14.1.2. Whether entries are submitted electronically or on paper, by the action of entering the swimmer in the meet the submitter, whether the swimmer, coach, parent or team representative certifies that the swimmer is a registered member of USA Swimming and that all times stated in the entry are true and correct.
 - 5.14.1.3. The submitter further assumes responsibility for any false or incorrect times and understands that all listed entry times are subject to verification against SWIMS. A fine of \$20.00 shall be paid to Utah Swimming, Inc. for each incorrect time, unless corrected prior to the scratch deadline for that event. Entry times for UTSI Championship meets will be verified before the meet according to the USA Swimming National Championship Proof of Entered Time rule. (207.7)
- 5.14.2. The following statement must be included in all NON-CHAMPIONSHIP meet announcements of UTSI sanctioned meets.
 - 5.14.2.1. A mandatory scratch down may apply at this meet, subject to the provisions of USA Swimming Rules and Regulations.

6. PROCEDURE FOR SUBMITTING MEETS AND FOR UTSI OBSERVED SWIM STATUS

- 6.1. Meet host submits meet information to the UTSI Sanctions Coordinator at least 10 days before the start of the meet.
- 6.2. Meet information must also be given to the UTSI Officials Chair. The Chair must verify proper official coverage.
- 6.3. All observed meets must be approved by the USA Swimming Program Operations Vice Chair Program and Events Committee Chair, or designee. (The UTSI Sanctions Coordinator is the initial point of contact for Utah Swimming.)
- 6.4. The UTSI Sanctions Coordinator submits a list of meets approved for observation to USA Swimming. They publish a combined list of meets that can be entered into SWIMS.
- 6.5. At high school invitationals and region championship meets, the meet host is responsible for collecting the fees. Then, submitting the fees and meet results to the UTSI SWIMS Coordinator. At the high school state championships, the UTSI SWIMS Coordinator collects the money and athlete information directly from individuals and/or clubs.

7. CONDITIONS OF OBSERVED SWIMS STATUS

- 7.1. All conditions of USA Swimming rulebook pertaining to observed swims must be met for Observed Swim status to be issued. (See Article 202: Sanctions and Approvals)

- 7.2. All observed swims must follow USA Swimming Rules and Regulations and Utah Swimming Rules and Regulations. Utah Swimming requires four (4) USA Swimming certified officials who are not also officiating for the meet host organization.
- 7.3. No Observed Swim status will be granted to organizations who are not current with fees.
- 7.4. All who apply for Observed Swims must be verified members of USA Swimming.
- 7.5. Observed swim status cannot be transferred between teams or meets.
- 7.6. An *Application for Observed Swim* must be submitted along with a complete copy of the meet announcement, and the appropriate fee to the Sanctions Coordinator.
- 7.7. All meet information and Observed Swim application must be in the hands of the Sanctions Coordinator no later than ten (10) days before the first day of the meet. No applications will be accepted within 10 days prior to a meet.
- 7.8. The meet host is responsible to collect individual athlete Observed Swim applications and fees. The application must include the athlete's name, high school team affiliation, USA Swimming club affiliation (may be unattached), athlete USA Swimming membership number, and phone number. Additionally, if the athlete is under age 18, it must include the name and phone number of a parent or guardian.
- 7.9. Within 5 days of the conclusion of the meet, the meet host needs to:
 - 7.9.1. Send the Utah Swimming Sanctions Coordinator and Officials Chairperson a list of the USA Swimming certified officials who observed the meet.
 - 7.9.2. Send the Utah Swimming SWIMS Coordinator
 - 7.9.2.1. A backup of the final meet database
 - 7.9.2.2. A list of the disqualifications called by the observing officials
 - 7.9.2.3. The applications for each person who requested observation
 - 7.9.2.4. The observation fee for each person requesting observation
- 7.10. The SWIMS Coordinator does the following to the meet database:
 - 7.10.1. Deletes all athletes who did not request observation
 - 7.10.2. Enters in disqualifications
 - 7.10.3. Changes athlete team affiliation from high school to USA Swimming affiliated club
 - 7.10.4. Enters athlete USA Swimming membership number
 - 7.10.5. Verifies athlete USA Swimming membership
 - 7.10.6. Imports results into SWIMS
- 7.11. The Observed Swims Meet Host and Athlete Application forms can be found on the Utah Swimming website.

8. FEES AND FINES INFORMATION

- 8.1. Utah Swimming may charge fees and fines in relation to issuing sanctions, approval, and observed swims and meet related required procedures. Additionally, they may also charge splash fees to meet hosts based on individual and relay entries. See [Utah Swimming policy #430a Table of Fees and Fines](#) for amounts and more information.
- 8.2. If an observed meet has "blanket observation," a USA Swimming athlete member may request the submission of legal times into SWIMS **after** the meet. There is a post-meet observation fee. (Amount located in the Utah Swimming policy #430a Table of Fees and Fines.) The request and payment go directly to the Utah Swimming via the Times Coordinator. NOTE: This option is only available if "blanket observation" was done.

- 8.3. Sanction fees are waived for Utah Swimming hosted meets and events.
- 8.4. A meet host may choose to assess a late meet entry payment fee.
 - 8.4.1. All meet entry payments to the host club must be made according to the meet announcement stipulations. At their discretion, the host club is allowed to offer an extension of time for payment of entry fees and may assess an additional fee. (See [Utah Swimming policy #430a](#) Table of Fees and Fines for amount.)
 - 8.4.2. If the additional fee is assessed, it must be applied universally to all teams seeking the extension of time for payment of fees.
 - 8.4.3. The host club is still required to submit all items as outlined in UTSI Meet and Event Sanction policy regardless of extension of time offered to meet attendees. All LSC meet-related fees or fines will apply, including late fees.

9. 13 AND OVER/POST-AGE GROUP MEET FEE POLICY

- 9.1. Any team within the LSC hosting a meet for older swimmers during the months of November to February is eligible for a splash fee reduction or splash fee waiver.
- 9.2. The following criteria must be met:
 - 9.2.1. Events must be classified as 13&over men's and women's or 13&over mixed format.
 - 9.2.2. Senior meets submitting for a splash fee waiver/reduction may not have any events for 12 and under swimmers.
 - 9.2.3. USAM swimmers are eligible to participate in 13&over/Post-Age Group meets.
 - 9.2.4. All 13&over/Post-Age meets must be cleared through the Senior Chair prior to submitting for a sanction.
 - 9.2.5. Senior Meets with more than 150 swimmers are eligible for a 50% splash fee reduction.
 - 9.2.6. Senior Meets with less than 149 swimmers are eligible for a splash fee waiver.
 - 9.2.7. Application fee must be submitted with sanction.

10. MEET ANNOUNCEMENT REQUIREMENTS

- 10.1. Meet Name
- 10.2. Utah Swimming Sanction # and USA Swimming disclaimer
- 10.3. Meet Host
- 10.4. Meet Date, Time, Warm-up time
- 10.5. Meet Format
- 10.6. Location
- 10.7. Course Description
- 10.8. Timing System to be used
- 10.9. Meet Director (Must be USA Swimming registered)
- 10.10. Meet Referee (Must be USA Swimming registered and certified)
- 10.11. Meet Starter (Must be USA Swimming registered and certified)
- 10.12. Meet Administrative Official (Must be USA Swimming registered and certified)
- 10.13. Rules in effect
- 10.14. Notification of acceptance of deck entries and if time verification is in effect.
- 10.15. Entry time standards
- 10.16. Entry procedures and guidelines
- 10.17. Entry fees and surcharges

- 10.18. Utah warm-up and safety guidelines, specific time of opening of sprint lanes for dive starts and pace lanes
- 10.19. Check-in and scratch procedure to be used
- 10.20. Order of events listing
- 10.21. If time trials are to be offered
- 10.22. Awards
- 10.23. Scoring, if used.
- 10.24. Statement of Eligibility
- 10.25. Any USA Swimming required statements (See Article 202 of USA Swimming rulebook and www.usaswimming.org/maapp for current requirements.)
- 10.26. Any Utah Swimming required statement(s) from the Rules and Regulations or Policies and Procedures.

11. RELATED DOCUMENTS AND FORMS

Available on the UTSI website “Sanctions” page. All forms are maintained by the Sanctions Coordinator unless otherwise noted.

- 11.1. Answers to Frequently Asked Questions
(Available in other sections of the UTSI website)
- 11.2. Meet 360
(Maintained by USA Swimming)
- 11.3. Request for Accommodations for Swimmer with a Disability
- 11.4. Swim Meet Safe Deck Plans
(Maintained by the Safe Sport and Operational Risk Coordinator or Safety Committee)
- 11.5. Uniform Meet Entry Form
- 11.6. Utah Swimming Rules and Regulations
(Maintained by the Governance Committee)
- 11.7. UTSI Approval Application
- 11.8. UTSI Event Sanction Checklist
(Provides a list of things a meet host must do to successfully complete the sanction process)
- 11.9. UTSI Event Sanction Information Sheet
(Provides more detailed information about completing the meet announcement and what is needed.)
- 11.10. UTSI Meet Announcement Template
(For meets and Time Trials)

- 11.11. UTSI Meet Financial Report
- 11.12. UTSI Observed Swims Application for Athletes
- 11.13. UTSI Observed Swims Application for Meet Hosts
- 11.14. UTSI Sanction Application

12. NOTIFICATION

- 12.1. Upon hiring a new Sanctions Coordinator, the Administrative Vice Chair will ensure the new Sanctions Coordinator receives a copy of this policy and is made aware of responsibilities included therein.
- 12.2. Applicable policy information will be included in all sanction, approval, and observed swims application forms and must be agreed to by meet host before granting sanction, approval, or observed meet status.
- 12.3. Applicable policy information will be included in the Meet Sanction Template.
- 12.4. Applicable policy information will be included in the Meet Financial Report form.
- 12.5. Before the Fall UTSI House of Delegates meeting, the Sanction Coordinator will invite all clubs to turn in Invitational and open meet dates for the upcoming swimming year by the House of Delegates meeting.
- 12.6. Before the Fall UTSI House of Delegates meeting, the Sanction Coordinator will notify the Age Group and Senior Chair Board Members of the need to turn in the UTSI Championship Meet dates for the upcoming swim year, if not already collected.
- 12.7. Each October, the Sanctions Coordinator will email all UTSI Club Contacts notification of the *13 and Over/Post Age Group Meet Fee Policy*.

13. DISTRIBUTION OF POLICY AND UPDATING

- 13.1. Policy will be posted on the UTSI website
- 13.2. Applicable portions of the policy will be posted on the Sanctions page of the UTSI website.
- 13.3. Applicable portions of the policy will be included in related forms and documents.
- 13.4. When this policy or sanction related documents are changed, the Sanctions Coordinator will update materials on the website accordingly.
- 13.5. At least annually in the spring, the Sanctions Coordinator will thoroughly review this policy along with all information presented and posted on the UTSI Sanctions page and update as needed. (Policy updates require board approval.)
- 13.6. At least annually, in the spring, the Sanctions Coordinator will also ensure that all forms and documents listed in Section 10 of this policy are current or updated as needed. The Sanctions Coordinator will also ensure current compliance with all stipulations of sections 11 (Notifications) and 12 (Distribution and Policy Updating) of this policy.
- 13.7. After USA Swimming and Utah Swimming House of Delegates meetings, the Sanctions Coordinator will see if any changes were made that apply to Sanctions and update materials accordingly.

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	7-14-2020	Updated policy format and content to comply with current practice.	Carri Oviatt, Todd Etherington, & Cathy Vaughan	BOD
4	9-8-2020	Added information about Return to Competition and Return to Practice plans	Maureen Schiffman, Paul Larsen, Carri Oviatt, Tanner Nelson, Cathy Vaughan	BOD
5	12-8-2020	Added virtual meets into the fee schedule, waiving of fees when hosted by UTSI, and meets sanctioned within UTSI by a host from outside the LSC must co-hosted by a Utah Swimming member club.	Teri Rhodes, Carri Oviatt, Paul Larsen & Cathy Vaughan	BOD
6	2-2-2021	Standardized headings and correlated with <i>Leadership Task Calendar</i>	Cathy Vaughan	Minor Changes – Delegated BOD Authority
7	5-11-2021	Transferred rule UTSI 1.17 “13 & Over/Post-Age Group Meet Fee Policy” from Rules and Regulations verbatim into this policy.	Cathy Vaughan	BOD
8	9-14-2021	Added <i>Required Statements</i> section	Carri Oviatt, Todd Etherington, Teri Rhodes, Cathy Vaughan	BOD
9	10/19/2021	Updated wording	Serena Werner	BOD
10	2/8/2022	Correlated with revised Table of Fees and Fines (Policy #430a)	Cathy Vaughan	BOD
11	11/8/2022	Removed Return to Competition and Return to Practice information added during COVID pandemic.	Cathy Vaughan	BOD
12	4/11/2023	Updated list of required reports for meet hosts to submit to correspond with current requirements.	Carri Oviatt, Cathy Vaughan	BOD

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13	7/11/2023	Inserted language to correspond with updated 72-hour meet check and 4-hour rule fines in policy #430a. Also added information about what teams can do to avoid a 4-hour Rule violation into the Appendix.	Mike Wynn, Carri Oviatt, Cathy Vaughan	BOD
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APPENDIX

More Information About Complying with the 4-Hour Rule

- All events designated for athletes ages 12 and under must be completed within 4 hours. It is the responsibility of the meet host to ensure each session of their meet is planned to comply with this rule. The minimum interval to be used in planning the session is 20 seconds. Time is measured from the beginning of the first event of the session. (For complete details, see [UTSI Rule 1.14](#))
- **Options for meet planning:**
 - Make the final event of the session Open instead of a 12 and over event.
 - Have separate sessions for different groups. One way is to have a session for boys and another for girls.
 - Divide a longer event at the end of the session into two events, one for 12 and under and the other for 13 and over.
- **When accepting entries, always check the session report after entering each team.** Once the timeline meets 4 hours for events for 12 and under swimmers, the meet is full.
 - Keeping sessions to 4 or less hours for events with 12 and under swimmers is straightforward if the meet is planned well and sessions are checked as entries are added to the meet.
- **If the meet does not comply a scratch down will be required.**
- Contact the UTSI Sanctions Coordinator to get approval for other ideas not included on this list.