

	<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) and five (5) give information related to the conduct at all swim meets and at championship meets.
- 1.3. Section six (6) lists documents and forms applicable to this policy.
- 1.4. Sections seven (7) and eight (8) outline administrative procedures and responsibility for ongoing policy implementation and distribution.

### 2. PURPOSE OF POLICY

- 2.1. To establish parameters for some aspects of personal and team conduct at meets.

### 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. **Championship:** 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.
- 3.3. **Club:** 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.
- 3.4. **Coach or Coach Member:** Currently registered Coach Member of USA Swimming in good standing with no requirements missing, expired or "Not Met."
- 3.5. **Coach of Record (COR):** 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 *Coach of Record* at the credentials table or Clerk of Course during the warm-ups of any session. Or, as needed in the case of emergency.
- 3.6. **In Good Standing:** See *Membership* Article of Utah Swimming Bylaws for guidelines regarding membership status.
- 3.7. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
- 3.8. **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.
- 3.9. **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.

### 4. CONDUCT AT SWIM MEETS

- 4.1. All sanctioned UTSI swim meets must be conducted under USA Swimming Rules and Regulations, UTSI Rules and Regulations, and where applicable, UTSI Policies and Procedures.
  - 4.1.1. This includes following meet credentialling and other Utah Swimming safety policies.
- 4.2. As provided by USA Swimming Rules, Utah Swimming will allow for post-age group swimmers to participate in the oldest age group if so provided by the meet invitation.
- 4.3. All USA Swimming members and participating non-USA Swimming members (e.g. meet marshals, meet computer operators, timers, etc.) must abide by applicable Athlete Protection Policies (as listed in Athlete Protection Policies section of the Utah Swimming Policies and Procedures.)

### 5. CHAMPIONSHIP MEET CONDUCT

In addition to the conduct expected at all meets, championship meets have additional conduct expectations including the following.

### 5.1. Access to Admin Area at Championship Meets

The Admin/Clerk of Course area is accessible only to those assigned to work in this area, plus the meet referee and/or their designee.

### 5.2. Coach of Record

The *Coach of Record* 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 *Coach of Record* at the credentials table or Clerk of Course during the warm-ups of any session. Or, as needed in the case of emergency.

5.2.1. At the credential check, each team must designate a *Coach of Record* (COR) for this meet during the first session they attend.

5.2.2. At UTSI championship meets, the COR will sign a statement saying they have read the *UTSI Championship Process for Questioning/Protesting a Call or Official Decision* and agrees to follow this process.

5.2.3. Why have a *Coach of Record*?

5.2.3.1. A COR provides a single point of contact for meet officials with the team. This:

5.2.3.1.1. Aids continuity

5.2.3.1.2. Reduces the amount of time spent by officials processing multiple requests, and

5.2.3.1.3. Ensures the coach has a basic understanding of the appropriate questioning/protest procedure.

### 5.3. UTSI Championship Process for Questioning/Protesting a Call or Official Decision

5.3.1. Be familiar with and abide by USA Swimming Rule 102.23. This rule governs protests at meets.

5.3.2. The one delivering a DQ to the team will first ask for the Coach of Record. If this person is not readily available, the DQ may be delivered to another coach from that team.

5.3.3. Coach of Record questions call/decision with appropriate official

Type of Call or Decision	Appropriate Official
DQ Question	Whoever delivers the DQ
No Shows/Missing Swimming/Wrong Lane	Deck Referee (the one blowing the whistle)
Eligibility/Entry Questions	Admin Referee (See meet announcement for name – usually found in the Admin area)
Anything from a previous session	Meet Referee (See meet announcement for name – may ask Chief Judge or Deck Referee for location of Meet Referee)

5.3.4. If not satisfied with answer, Coach of Record may question the Meet Referee

5.3.5. If still not satisfied with answer from Meet Referee, refer to rule 102.23 (protests) in the USA Swimming rulebook, to see if another avenue of protest is available.

## 6. RELATED DOCUMENTS AND FORMS

- 6.1. UTSI Championship Process for Questioning/Protesting a Call or Official Decision  
(See Appendix)

## 7. NOTIFICATION AND ACKNOWLEDGEMENT

- 7.1. At least annually, the Officials Chair will notify all meet and admin referees about this policy and the need to use it at meets as specified.
- 7.2. At least annually, the Officials Chair will notify all club contacts, coaches and officials of the need to comply with the championship meet conduct section of this policy.

## 8. DISTRIBUTION OF POLICY AND UPDATING

- 8.1. Policy will be posted on UTSI website
- 8.2. Annually, the *Championship Meets Steering Committee* will review policy and update with board approval as needed.

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	1-12-2012	Updated to current format and combined related policies into this one including former #624 Championship Meet Coach of Record and Protest Procedure	Cathy Vaughan	BOD
4	2-2-2021	Heading Standardization. Correlated with <i>Leadership Task Calendar</i> and finished sections 7 (Notification) and 8 (Distribution and Policy Updating). Added "Appendix" definition.	Cathy Vaughan	Minor Changes – Delegated BOD Authority

## APPENDIX



### UTSI Championship Process for Questioning/Protesting a Call or Official Decision

1. Be familiar with and abide by USA Swimming Rule 102.23. This rule governs protests at meets.
2. The one delivering a DQ to the team will first ask for the Coach of Record. If this person is not readily available, the DQ may be delivered to another coach from that team.
3. Coach of Record questions call/decision with appropriate official

Type of Call or Decision	Appropriate Official
DQ Question	Whoever delivers the DQ
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Eligibility/Entry Questions	Admin Referee (See meet announcement for name – usually found in the Admin area)
Anything from a previous session	Meet Referee (See meet announcement for name – may ask Chief Judge or Deck Referee for location of Meet Referee)

4. If not satisfied with answer, Coach of Record may question the Meet Referee
5. If still not satisfied with answer from Meet Referee, refer to rule 102.23 (protests) in the USA Swimming rulebook, to see if another avenue of protest is available.