

	<h1>Policies and Procedures</h1>	
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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) details the meet scheduling policy for Utah Swimming
- 1.3. Section five (5) lists documents and forms applicable to this policy.
- 1.4. Sections six (6) and seven (7) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.

2. PURPOSE OF POLICY

- 2.1. To clearly set forth the Utah Swimming meet scheduling policy, including protected dates and other related information.

3. DEFINITIONS

- 3.1. **Championship Meets:** 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.
- 3.2. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
- 3.3. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.
- 3.4. **UTAGS:** Utah Age Group Swimming. Often used as short name for the LSC Age Group Championship meet

4. MEET SCHEDULING

The Utah Swimming meet schedule will be planned based on the calendar year.

4.1. UTSI Championship Meets

The Age Group Chair and Senior Chair will provide the dates of the UTSI Championship Meets (Senior SC Championships, Age Group Championships (UTAGS), and LC Championships).

4.2. Beehive Finale Meets

- 4.2.1. The Age Group Chair will provide dates to host teams of the Beehive Finale swim meets.
- 4.2.2. The Age Group Chair will oversee accepting applications/awarding UTSI sponsored meets such as the Beehive Finale.
- 4.2.3. The Bid Application forms for UTSI sponsored meets will be available on the UTSI website on the Sanctions page.

4.3. Online Meet Calendar

Teams interested in having their meets listed on the Meet Calendar and UTSI Website need to contact the Sanctions Coordinator to request having their meets listed. Teams should specify whether the meet is open to all teams or closed. Closed meets are open only to the specific teams listed in the meet information.

4.4. PROTECTED DATES

- 4.4.1. Team hosted meets will not be sanctioned on the following days:
 - 4.4.1.1. State Championships
 - 4.4.1.1.1. Exception: Meets for swimmers age 12 and under may be sanctioned during the Senior Championship
 - 4.4.1.2. Beehive Finale
 - 4.4.1.3. Swimposium

5. RELATED DOCUMENTS AND FORMS

5.1. Bid Application for Beehive Finale and/or other UTSI sponsored meets

On website Sanctions page

6. NOTIFICATION

- 6.1. At the beginning of each season, the Sanctions Coordinator will email all teams and request they submit the names, dates, and locations of meets they would like posted on the website as soon as possible.

7. DISTRIBUTION OF POLICY AND UPDATING

- 7.1. Policy will be posted on the Utah Swimming website.
- 7.2. Annually, the Sanctions Coordinator will review policy and update as needed, with board approval.

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	1-12-2021	Inserted current protected dates practice and updated remaining policy to current practice and format where needed.	Carri Oviatt & Cathy Vaughan	BOD
4	2-21-2021	Standardized headings. Correlated with <i>Leadership Task Calendar</i> .	Cathy Vaughan	Minor changes – Delegated BOD Authority