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| **A close up of a sign  Description automatically generated** | Policies and Procedures |
| Subject: Introduction to Utah Swimming | Document Number: 1Version Number: 5 | Effective Date: Pre-March 2014Last Revision: June 8, 2021 |

1. **Introduction -** Utah Swimming is the Local Swimming Committee (LSC) which governs USA Swimming’s teams and competitive swimming events in our designated geographic area. There are a total of 59 semi-autonomous LSC’s in USA. The Utah Swimming LCS is the state of Utah. Utah Swimming, Inc. will be referred to as UTSI.
	1. **Mission Statement:** Provide opportunities, support, and a framework for all athletes to excel.
	2. **Vision Statement:** Athletes Elevated!
	3. **Core Values Statement:** Athletes First, Integrity, Progressive, Community
	4. **Important Documents**
		1. There are four internal documents which govern Utah Swimming. The governing documents of UTSI are:
			1. By-Laws – The UTSI By-laws are our corporate governance documents. The content and structure of this document is largely determined by USA Swimming Rules and Regulations. Modifications to this document may only be made by action of the UTSI House of Delegates.
				1. The By-laws are located on the UTSI website, <https://www.swimutah.com> under the “Governance” tab.
			2. The UTSI Rules & Regulations are specific rules and procedures that govern the conduct of UTSI competitive swim meets. Changes to this document may be made by the UTSI Board of Directors. Changes to this document will be posted on the LSC Website at http://www.swimutah.com and emailed to each team.
			3. The UTSI Policies and Procedures Manual is a document which seeks to define the day to day operation and governance of the LSC. Changes to this document may be made by the UTSI Board of Directors. Changes to this document will be posted on the LSC Website at http://www.swimutah.com and emailed to each team.
			4. The Affiliation Agreement contractual agreement(s) between Utah Swimming and USA Swimming. Each has obligations to the other because of the agreement, including the fulfillment of [LEAP](https://www.usaswimming.org/about/lsc-governance#leap) requirements.
				1. The UTSI Secretary keeps a current copy of the Affiliation Agreement between USA Swimming and Utah Swimming.
		2. One spreadsheet, the *Leadership Task Calendar* (LTC) compiles the board and other leadership tasks as dictated by UTSI governing documents or related support and assigns a responsible party and deadline. The UTSI Secretary distributes the calendar monthly and updates it as needed.
			1. LSC leadership completes the LTC assigned tasks in a timely way and consults with a member of the Governance Committee or the Executive Committee before making adjustments. Adjustments are considered with the overall good of the organization and the needs of the individual in mind. LTC Priority “1” assignment adjustments must have approval from the Executive Committee.
		3. The LTC is located on the Policies and Procedures page of the UTSI website.
2. **Definitions**
	1. **Affiliation Agreement:** Contractual agreement(s) between Utah Swimming and USA Swimming. Each has obligations to the other because of the agreement.
	2. **Bylaws**: The bylaws as adopted and amended from time to time by, and in effort for, UTSI.
	3. **Leadership Task Calendar (LTC):** A spreadsheet that compiles board and other leadership tasks as dictated UTSI governing documents or related support and assigns a responsible party and deadline.
	4. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
	5. **Policies and Procedures**: The principles, rules, and guidelines of UTSI, as amended and adopted by the Board of Directors or the House of Delegates.
	6. **Rules and Regulations**: Specific rules and procedures that govern the conduct of UTSI competitive swim meets.
	7. **UTSI**: Utah Swimming, Inc. A Utah not-for-profit corporation.

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| 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. Incorporation of old policy 1.11 (Geographic breakdown of LSC into Introduction section. /Entire policy | Stan Crump & Cathy Vaughan | BOD |
| 3 | 1-28-2020 | Board of Directors adopted new Mission, Vision, and Core Values Statements. | Cathy Vaughan | BOD |
| 4 | 4/14/2020 | Updated Definitions to comply with standardized definitions accepted by the Board of Directors. | Cathy Vaughan | BOD |
| 5 | 6/8/2021 | Inserted information about the Affiliation Agreement with USA Swimming and the Leadership Task Calendar (LTC) | Cathy Vaughan | BOD |