	Policies and Procedures	
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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. The Sections between three (3) and Section eight (8) the *Documents and Forms* Section, define various policies and procedures applicable to the Utah Swimming workforce. The workforce includes staff, board members, and other volunteers.
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 clearly set-forth expectations and protections for members of the Utah Swimming workforce. In Utah Swimming, the workforce includes staff, board members, and other volunteers.
2.2. To fulfill requirements of governing body, USA Swimming.

3. Definitions

3.1. **Board Member:** A member of the Utah Swimming Board of Directors, including the At-Large Board Members.

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. **Staff**: Anyone paid by Utah Swimming or volunteers designated as "Staff" in a Utah Swimming sponsored travel or other group.

3.4. **USA Swimming:** USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body for the United States for the sport of swimming.

3.5. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

3.6. **Workforce**: The total number of workers in a specific undertaking. In Utah Swimming the workforce includes staff, board members, and other volunteers.

4. Financial Reimbursement Request Procedure

4.1. Any person needing to submit receipts for reimbursement must fill out the proper UTSI request form or email the required information (Date of Expense, Name of Expense Payee, Amount of Expense and Purpose of Expense) and include all receipts. All requests must be submitted to the treasurer of Utah Swimming, Inc.

5. Document Retention

5.1. Utah Swimming's legal counsel shall be instructed to inform the UTSI General Chair when document destruction (planned or otherwise) should be halted. The General Chair will in turn notify the staff and board members. Violation of such orders can result in immediate termination.

6. Whistle Blower Protection

6.1. USA and Utah Swimming forbid any form of retaliation against individuals for providing truthful information to a law enforcement official relating to actual or potential unlawful conduct. The Executive Committee will establish procedures for handling complaints, including anonymous ones, about accounting and financial matters.

7. Related Documents and Forms

7.1. Financial Reimbursement Request Form (see UTSI website)

8. Notification and Acknowledgement

8.1. After elections and appointment of new board members, the Governance Committee member over *Board Health* will ensure new board members receive a copy of this policy, are invited to read it, and ask questions.

8.2. Governance Committee Members will be invited to review this policy at least annually and to help board members, staff, and the Executive Committee know and fill their responsibilities under it.

8.3. Annually, the Governance Committee Member over *Board Health* will verify that Document Retention policy has been shared with UTSI legal counsel.

9. Dissemination of Policy and Updating

9.1. Policy will be posted on the UTSI website
9.2. Policy will be given to new board members at orientation
9.3. At least annually, the Governance Committee Member over Board Health will
  9.3.1. Review this policy in its entirety and note any needed updates.
  9.3.2. Give needed updates to the Governance Committee Member over Board Documents.
9.4. At least annually, the Governance Committee Member over Board Documents will receive policy updates from the Governance Committee member over Board Health and update and post revised policies as needed.

Change Log

Version	Date	Description of Change/Section(s)	Author or Editor	Authority
1	Pre-2014	Financial Procedure was part of the 3/2014 Policies and Procedures Manual	Unknown	BOD
2	11-12-2019	Added "Reimbursement" to "Financial Reimbursement Procedure" title; Removal from 3/2014 P&P Manual and moved to new online P&P/Entire policy	Stan Crump & Cathy Vaughan	BOD
3	May 12, 2020	Changed "Financial Reimbursement" from Policies and Procedures #31 and moved it to this Workforce Related Policy. Also updated the "Financial Reimbursement" section to allow for email submission. Added Document Retention and Whistleblower Protection sections based on USA Swimming model policies.	Shane Lamb & Cathy Vaughan	BOD
4	9/8/2020	Added recently updated definition of "Staff"	Shane Lamb & Cathy Vaughan	BOD