1. Policy Overview

1.1. Sections two (2) and three (3) give general information applicable to the entire policy.

1.2. Section four (4) outlines Outreach Membership information, policy, and procedures to be used by Utah Swimming, member clubs, and athletes or athlete parent/guardians applying for Outreach Membership.
1.3. Section five (5) outlines the Meet Fee Reimbursement and Waiver Program for use by Utah Swimming, member clubs, and athletes or athlete parent/guardians experiencing special circumstances or immediate economic hardship.
1.4. Section six (6) lists documents and forms applicable to this policy.
1.5. Sections seven (7) and eight (8) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.

2. Purpose of Policy
2.1. USA and Utah Swimming offer outreach membership. This enables qualified individuals the opportunity to become a USA Swimming year-round athlete member at a reduced fee.
2.2. Additionally, Utah Swimming offers the following meet-related benefit. One purpose of this policy is to govern this program within the LSC.
   2.2.1. Meet fee reimbursements to clubs who send participants in the Meet Fee Reimbursement and Waiver Program to meets
2.3. The goal of offering Outreach Membership and the reimbursement programs is to provide opportunities in swimming to economically disadvantaged youth.

3. Definitions
3.1. Championship Meet (In-state): Beehive Finale, Short Course Senior State Championships, Short Course Age Group Championships, Long Course State Championships
3.2. Championship Meet (Out-of-state): USA Swimming Olympic Team Trials, USA Swimming Junior National Championships, USA Swimming National Championships, U.S. Open, Pro Series, National Disability Championships, USA Futures Championships, Speedo Championship Series meets, the Western Zone Championships and any other competition approved by the UTSI Board of Directors. Other meets must be approved by the UTSI Board of Directors before the start of the meet.
3.3. Deadline: Applicable deadlines listed on the UTSI website shall be the deadline if one is mentioned in the policy. If no deadline is listed on the website, the default deadlines shall be APRIL 30 for the most recent Short Course season and AUGUST 31 for the most recent Long Course season.
3.4. DEI: Diversity, Equity, and Inclusion, a program division of USA and Utah Swimming.
3.5. LSC: Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
3.6. Non-championship Meet: Any meet other than one designated as a championship meet.
3.7. Outreach Member: An athlete registered with USA Swimming under the Outreach Membership program.
3.8. UTSI: Utah Swimming, Inc.

4. Outreach Membership
4.1. Reduced Membership Fee
   4.1.1. The Outreach Membership is a reduce membership fee offered to athletes who meet the criteria designated by Utah Swimming. The fee amount is governed by USA and Utah Swimming.
   4.1.2. The Outreach Membership Fee replaces the annual USA and Utah Swimming membership fees and is paid annually at athlete registration.
4.1.3. The current Outreach Membership Fee is $7 per athlete. Of this, $5 goes to USA Swimming and $2 goes to Utah Swimming.

4.1.4. For additional information about USA Swimming Outreach Membership see, usaswimming.org/outreach

4.2. Qualifying Criteria

4.2.1. To qualify for Outreach Membership, the athlete or athlete’s family, must meet at least one of the following criteria.

4.2.1.1. Member or recipient of the following government program(s)

4.2.1.1.1. Federal food stamp program (SNAP)
4.2.1.1.2. Free or Reduced Lunch
4.2.1.1.3. Medicaid Medical Card
4.2.1.1.4. Children’s Health Insurance Program (CHIP)
4.2.1.1.5. WIC (Women, Infant and Children Federal Nutrition Program)
4.2.1.1.6. Social Security Disability Insurance (SSDI)

4.2.1.2. Show proof of income of 125% or less of the Federal Poverty Schedule

4.2.1.3. Special Circumstances (Approved on a case-by-case basis by the Diversity, Equity, and Inclusion Committee)

4.2.2. Clubs of athletes participating as Outreach Members are required to securely keep documentation verifying qualification for each Outreach Member for the length of the athlete’s Outreach Membership.

4.3. Application Process

4.3.1. See UTSI website, Registrations section

5. Meet Fee Reimbursement or Waiver Program

Utah Swimming will pay the cost of some meet fees. This is done by reimbursing member clubs who show proof of paying meet fees for athlete members of the Meet Fee Reimbursement or Waiver Program. Utah Swimming will also waive Utah Swimming hosted championship meet fees for eligible athletes.

5.1. Qualifying Criteria

5.1.1. Any athlete approved for Outreach Membership automatically qualifies for the Utah Swimming Meet Fee Reimbursement or Waiver Program.

5.1.2. Any athlete accepted into the Meet Fee Reimbursement or Waiver Program because of special circumstances or immediate economic hardship. (See below)

5.1.3. All athletes must be in good standing with Utah and USA Swimming and abide by the USA Swimming Code of Conduct.

5.2. Special Circumstances or Immediate Economic Hardship Application Process

5.2.1. If an athlete or the parent/guardian of an athlete believes they may qualify to be part of the Meet Fee Reimbursement or Waiver Program due financial circumstances caused by special circumstances or immediate economic hardship, s/he must apply.

5.2.2. To apply for the Meet Fee Reimbursement or Waiver Program the athlete or parent/guardian follow the process as directed on the UTSI website. Process will include submitting an application (available on UTSI website) to the Diversity, Equity, and Inclusion (DEI) Chairperson.
5.2.3. Applications will be reviewed and accepted or declined by the DEI Committee within two (2) weeks of receipt. If accepted into the program, a term limit will be established and communicated. (For example: Through the end of the season or calendar year.) If not otherwise communicated, the term of all special circumstances or immediate economic hardship members will expire when the athlete’s USA Swimming membership expires for the current year. If circumstances warrant continuation in the program, the athlete or athlete’s parent/guardian may reapply.

5.2.4. The DEI Chairperson or designee will notify the applicant and applicant’s club of the decision to accept or decline program membership within one (1) week of the decision.

5.2.5. All personal information will be kept confidential.

5.2.6. Within six (6) weeks of receipt, the DEI Chairperson, or designee will give all application materials (digital and hard copy) to the Utah Swimming Secretary. The secretary will securely store the information for one (1) year. Afterwards, it shall be destroyed.

5.3. Championship Meet Fees

5.3.1. All Utah Swimming State Championship Meet fees (including relay fees) for qualified members of the Meet Fee Reimbursement and Waiver Program will be waived for one (1) meet per athlete per season.

5.3.1.1. If the meet is hosted by Utah Swimming, the meet fees shall be waived.

5.3.1.2. If the meet is hosted by another organization, the athlete’s club may follow the Meet Fee Reimbursement Process to receive reimbursement for meet fees.

5.3.2. If a current member of the Meet Fee Reimbursement or Waiver Program competes in an out-of-state championship meet, the athlete’s club may receive reimbursement for said athlete’s meet fees by following the Meet Fee Reimbursement Process. This is in addition to one (1) in-state championship meet reimbursement or waiver.

5.4. Reimbursement Rules

5.4.1. Clubs may only receive reimbursement for a maximum of two (2) non-championship meets and one (1) in-state championship meet per qualified athlete each season.

5.4.1.1. If a member of the program competes in an out-of-state championship meet, the club may also receive reimbursement for meet fees paid for one (1) out-of-state championship meet per season.

5.4.2. Reimbursement requests must be submitted to the DEI Chairperson, or designee, by the deadline (see Definitions.)

5.4.3. In the case that Utah Swimming designated funds are insufficient to cover all requested meet fee reimbursements, reimbursements will be limited based on the amount available for reimbursement. Waiver of Utah Swimming hosted championship meet fees will be waived regardless.

5.5. Meet Fee Reimbursement Process

5.5.1. At time of Outreach Athlete Member registration or re-registration, the club administrator will notify the Utah Swimming DEI Chairperson of any/all Outreach Athlete Members in their club.

5.5.1.1. The DEI Chairperson will create a list of all athletes and mark when reimbursement for each meet is approved.

5.5.2. The club of the qualified athlete(s) pays all entry fees owed to the meet host, except for Utah Swimming hosted championship meets.
5.5.3. Reimbursement for said fees will be paid directly to the applying club, not to the athlete(s).
5.5.4. Before the deadline for that season (see Definitions), the club will follow the reimbursement application process listed on the UTISI website to request meet fee reimbursement. The following must be included with each submission.

5.5.4.1. Proof of payment to meet host
5.5.4.2. Proof that club Meet Fee Reimbursement and Waiver Program athlete(s) entered meet. (Must be listed by athlete name, not just total number of athletes.)
5.5.4.3. Proof of meet fee total for each said athlete

5.5.5. Within three (3) weeks of receipt, the DEI Chairperson or designee will review and either approve or return the application for correction.
5.5.6. Approved requests shall be submitted to the Utah Swimming Treasurer within one (1) week of approval.
5.5.7. The Utah Swimming DEI Chairperson, or designee, shall give the following information to the Treasurer

5.5.7.1. The name of each club approved for reimbursement and the total amount to be reimbursed to each club.

5.5.8. The Utah Swimming Treasurer shall prepare and mail checks within three (3) weeks of receipt.
5.5.9. After processing all reimbursements for the season, the DEI Chair or designee shall transfer all records of the Meet Fee Reimbursement and Waiver Program for that season shall be transferred to the Utah Swimming Secretary. The secretary will securely store the records for three (3) years and then destroy.

5.5.9.1. The DEI Chairperson, or designee, may keep a list of current program participants and their club names for use during the next season if needed.

5.6. Waiver Rules and Procedure

5.6.1. Only confirmed participants in the Meet Fee Reimbursement and Waiver Program will have UTISI hosted championship meet fees waived.
5.6.2. Qualified participants in the program will have meet fees waived for one (1) In-state championship meet per season.
5.6.3. The person submitting the championship meet entry must notify BOTH the personal receiving meet entries and the DEI Chair, or designee, of the names of those entering with a fee waiver at or before the time of entry.
5.6.4. The DEI Chair or designee must confirm to both the person submitting AND to the person receiving the entry that said athlete(s) is(are) qualified to have the championship meet fee waived.

5.6.4.1. If there is a question of waiver eligibility, the DEI Chair, or designee, and person submitting the entry will need to resolve the issue and inform the person receiving meet entries of the resolution before the athlete may compete in the meet.

6. Related Documents and Forms

6.1. Outreach Athlete Registration Form
6.1.1. Available on UTISI website, Registrations area
6.1.2. Prepared by USA Swimming and the Utah Swimming Registrar
6.1.3. Must comply with current policy requirements
6.1.4. Used by athletes (or clubs registering athletes) to register as Outreach Members with USA Swimming

6.2. **Meet Fee Reimbursement or Waiver Program application**
6.2.1. Available on UTISI website, DEI area
6.2.2. Prepared by Utah Swimming DEI Chairperson or designee
6.2.3. Must comply with current policy requirements
6.2.4. Used by athlete or athlete’s parent/guardian to apply for **Meet Fee Reimbursement or Waiver Program** due to financial hardship caused by special circumstances or immediate economic hardship

6.3. **Meet Fee Reimbursement form**
6.3.1. Available on the UTISI website, DEI area
6.3.2. Prepared by the Utah Swimming DEI Chairperson or designee
6.3.3. Must comply with current policy requirements
6.3.4. Used by clubs when requesting reimbursement for meet fees paid on behalf of members of the **Meet Fee Reimbursement or Waiver Program**

7. **Notification and Acknowledgement**
7.1. In August of each year, the DEI Chairperson or designee will contact Utah Swimming member clubs and let them know of the Outreach Membership and other related programs.
7.2. When registering Outreach Members, the Utah Swimming Registrar reminds clubs of the following:
   7.2.1. It is the club’s responsibility to give the names of their Outreach Members to the DEI Chairperson so they can be included in the **Meet Reimbursement or Waiver Program**.
   7.2.2. Clubs must securely keep documentation to verify qualification for each Outreach Member athlete for the length of the athlete’s Outreach Membership.

8. **Dissemination of Policy and Updating**
8.1. Policy will be posted on the UTISI website
8.2. At least annually, the DEI Chair or designee will review the policy for accuracy. If changes are needed, the DEI Chair or designee will see that the policy is updated, republished and that the UTISI website is updated as needed. The DEI Chair or designee will also ensure that LSC clubs are notified.
8.3. At least annually, the DEI Chair or designee will compare what is said on the UTISI website with what is in the current policy and ensure that the website is corrected if needed.

| Change Log |
|------------|-----------------|-----------------|-----------------|----------------|
| **Version** | **Date** | **Description of Change/Section(s)** | **Author or Editor** | **Authority** |
| 1 | Pre 3/2014 | Existing Policy # 1.26 in March 2014 P&P Manual/Entire Policy | Unknown | BOD |
| 2 | 1/14/2020 | Expanded and reformatted policy. Documenting current practice. Renumbered to #154 / Entire policy | Ezra Silva and Cathy Vaughan | BOD |