Utah Swimming Proposed Policy Worksheet

*The goal of this worksheet is to help you get your ideas together in written format to help form or update a Utah Swimming Policy. It may seem extensive, but for policies to be enacted, detailed coordination and clarity is needed. If you have questions or need assistance, please contact Cathy Vaughan (**utsi.gov.cmt@gmail.com* *or 801.368.0356)*

# Proposed Policy Name Click or tap here to enter text.

# Purpose of Policy

1. Give brief statement of the policy purpose. Why was it created? What is it supposed to govern? (Utah Swimming leadership, clubs, athletes, coaches, officials, etc.)

Click or tap here to enter text.

1. 1-2 sentence Goal of the policy. What is the intent? What do you hope will happen as a result of this policy? Example from a travel policy: Goal: To ensure the safety and well-being of those who travel on behalf of Utah Swimming as well as the effective management of those who travel in groups.

Click or tap here to enter text.

#  Body of Policy

This area contains the body of the policy. Other sections may be added within the body of the policy if needed. The goal is to clearly convey the board approved policy in a way that helps others understand and accurately apply it. The following policies give examples: *Concussion Management, Credentialing Coaches and Officials at Meets,* and *Athlete Protection Policies.*

Click or tap here to enter text.

# Related Documents and Forms

Put a list of documents and forms mentioned in the policy here. Attach actual documents and forms (or examples of them) if available. If forms are available on the UTSI website, please note that here. Think carefully if you don’t believe your policy has any related documents or forms. How will people know what the policy is and how to apply it? Documents and forms are often what bring the policy to life for the membership.

Click or tap here to enter text.

# Notification and Acknowledgement

How will those who need to know and use the policy find out about it? People can’t abide by policies they don’t know about. Is there a legal or organizational requirement for notification and/or acknowledgement? If so, be sure to include it here. Click or tap here to enter text.

* Some policies apply continually. These likely need annual notification and acknowledgement. (For example: The USA Swimming Minor Athlete Abuse Prevention Policy (MAAPP) requires annual notification and acknowledgment of receipt.)
* Others, like a travel policy for a zone team may require notification and acknowledgement based on a specific event. (For example, during the application process.)
1.

# Name and Contact Information of Submitter(s)

Name, email, and phone number of person(s) who will work with the Governance Committee to develop policy draft for board review. Click or tap here to enter text.

# Desired Due Date of Policy Draft

When would you like to submit the policy draft to the board? (Which board meeting.) Typically, policy drafts take at least 2-4 weeks to prepare. Click or tap here to enter text.

* The draft will need to be finalized by the Thursday to be included on a board meeting agenda and sent out to board members to review before the meeting. Discussion and votes can only take place for items on the meeting agenda.
* Complexity of the policy, available time of the people preparing it, and the speed with which questions are answered and decisions are made all affect how long it takes to develop a board ready draft.