

## **Governance Committee motion 2402GOV01**

**Motion:** to amend Pacific Swimming Policies and Procedures to (1) update and clarify current practice for motions that require a 30-day or 60-day wait before approval, (2) add the recently approved Safety Guidelines and Warm-up Procedures to Section X Meet Conduct with one correction, (3) add policies and procedures for the Awards Banquet Committee, and (4) fix minor grammatical and editorial issues.

**Background:** (1) 30-day motions also include amendments to Policies & Procedures, and changes to the level of an LSC Scheduled meet. There are often fewer or more than 30 days or 60 days between regular meetings, so this needs clarification. (2) The recently approved update to the Safety Guidelines and Warm-up Procedures will now have a permanent place in our governing documents, from which a stand-alone document can continue to be extracted for convenience. The provision requiring Marshals to be USA Swimming members is no longer applicable.

## **SECTION I GOVERNANCE**

### **B. Board of Director and Executive Committee Meetings**

#### 2. Meeting Motions

- a. Motions made changing the Bylaws shall require a 60-day wait before a vote for approval and shall be approved by the House of Delegates.
- b. Motions made at a Board of Directors or Executive Committee meetings requiring a 30-day wait before a vote for approval shall be:
  - (1) Motions changing the Rules and Regulations or Policies and Procedures
  - (2) Motions affecting the operation and/or rights of the Zones.
  - (3) Motions changing the level of an LSC scheduled meet.
- c. Motions introduced on the floor of the meeting that were not posted on the Pacific Swimming website at least 72 hours prior to the meeting shall not be considered, unless approved by 2/3 of the body.
- d. Motions start their 30-day or 60-day clock when presented.
- e. For purposes of this section, 30 days or 60 days refers to the period of time until the regularly scheduled meeting of the Board of Directors, the Executive Committee, or the House of Delegates, which occurs in the first or second calendar month (respectively) following the calendar month in which the motion was first introduced. If there is no scheduled meeting in that calendar month, then any vote for approval shall wait until the next such meeting following that month.

## SECTION X

### MEET CONDUCT

[add sections K. and L.]

#### **K. Warm-Up Procedures**

1. General Warm-up
  - a. All lanes to be used for general warm-up. Circle swimming only.
  - b. Swimmers must enter the pool feet first while maintaining at least one hand on the pool deck until both feet touch the water (3-point entry). NO DIVING or JUMPING allowed from the blocks or the edge of the pool.
  - c. No sprinting or pace work allowed during general warm-up session.
  - d. Lanes will be available for warm/cool down at all times. No paddles, snorkels or other breathing devices, boards, or fins, will be allowed in the competition course and warm-up pool at anytime any time.
2. Specific Warm-up (upon request of coaches, and with concurrence of Meet Referee or designee)
  - a. The number of push/pace and race start lanes, and when they are made available, will be determined by the Meet Referee or his designee. In general, the outermost lane(s) should be used for push/pace, the next inner lane(s) for race starts, and the remaining lanes for general warm-up. For instance, for a 6-lane pool, lanes 1 and 6 would be for push/pace, lanes 2 and 5 for race starts, and lanes 3 and 4 for general warm-up. Any configuration is acceptable provided safety of swimmers is not compromised.
    - (1) Push/Pace Lanes: For short course, push off for 1-2 lengths of the pool from starting end; circle swimming only, under direct coach supervision. For long course, push off from either end, circle swimming permissible if considered safe by the Meet Referee and if swimmers are under the direct supervision of their coach by walking along with the swimmers.
    - (2) Race Start Lanes: Sprint lanes for race starts from blocks, deck, or for backstroke starts in specified lanes at designated times. Direct coach supervision is required. Swim in one direction, one length of pool only.
    - (3) General warm-up lanes: Circle swimming only.
  - b. Except for lanes designated for Race Starts, swimmers must enter the water feet first while maintaining at least one hand on pool deck until both feet touch the water (3-point entry). NO DIVING or JUMPING.

## L. Safety Guidelines

### 1. Coach Responsibilities

- a. Coaches shall instruct their swimmers regarding these safety guidelines and warm-up procedures as they apply to conduct at meets and practices.
- b. Coaches shall supervise and be responsible for the conduct of their swimmers throughout the meet, including the warm-up session.

### 2. Host Club Responsibilities

#### a. Marshals

- (1) The Meet Director shall appoint a minimum of two marshals for a 6-8-lane short course meet, and a minimum of four marshals for a dual short course or any long course meet.
- (2) One of the marshals shall be designated Head Marshal. The Head Marshal shall receive instruction from the Meet Referee, and shall supervise the activities of other marshals.
- ~~(3) Marshals shall be current members of USA Swimming.~~
- (3) Marshals should be clearly visible by wearing distinctive clothing during warm-up sessions and competition.
- (4) Marshals shall be on deck during the entire warm-up session to enforce these Safety Guidelines and Warm-up Procedures.
- (5) Marshals shall be on deck during competition to oversee pool areas designated by the Meet Director and Meet Referee for warm-up/warm-down.
- (6) If lifeguards are assigned to work the meet by the host facility, the number of marshals may be reduced, but in no case should the number of marshals be less than two.
- (7) Since lifeguards are usually under the supervision of pool management, they cannot be directed to enforce these safety guidelines and warm-up procedures. However, lifeguards can be asked to do so, if that is acceptable to pool management.

b. Host team shall provide signs for each lane at both ends of the pool that indicate the designated lane use during warm-up sessions.

c. Written notices regarding warm-up procedures and no-diving rules shall be posted within the meet venue.

d. Host club may, with the consent of the Meet Director and Meet Referee, modify the time schedule or recommend lane assignments depending on pool configuration, provided safety considerations are not compromised. Any such changes shall be announced and/or posted prominently in the immediate pool area.

e. The following statement shall appear in the meet information: "Pacific Swimming Safety Guidelines and Warm-up Procedures will be in effect at this meet."

f. An announcer should be on duty for the entire warm-up session to announce lane and/or time changes and to assist the conduct of the warm-up session. The announcer should

announce race start lanes and warm-up procedures and remind coaches and swimmers of pool closings.

g. Hazards within the swimming venue shall be removed or clearly marked.

### 3. Safety Responsibilities During Warm-up and Competition

a. The Meet Safety Committee shall consist of the Meet Director, Meet Referee and Head Marshal, and shall be responsible for all meet safety issues within the swimming venue.

b. The Meet Referee shall have ultimate responsibility to establish and enforce rules for safe conduct within the competition pool area for the duration of the swimming competition.

c. The Head Marshal shall enforce warm-up procedures and maintain order in the swimming venue. During the competition, the Head Marshal shall be responsible for enforcing all safety rules in all other areas other than the competition pool, and shall assist the Meet Referee in the competition pool area as required.

d. Marshals shall have full authority to warn or order to cease and desist, and, with the concurrence of the Meet Safety Committee, to remove, or have removed, from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.

e. The Meet Director shall ensure that any incident resulting in bodily injury or property damage is properly reported on a Report of Occurrence form.

### 4. Miscellaneous

a. "Swimming venue" is defined as the area located on the sides and ends of the pool, spectator area, team areas within the pool facility (e.g., portion of the building designated for teams and swimmers, or fenced area around an outdoor pool), locker rooms, and such other areas as may be specifically designated by the Host Club or organization, Meet Director, or Meet Referee.

b. Coaches of backstrokers shall ensure that backstrokers are not starting at the same time as a swimmer on the blocks. Swimmers shall not step up on the blocks if there is a backstroke waiting to start.

c. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.

d. Swimmers are required to exit the pool upon completion of the warm-up to allow other swimmers adequate warm-up time. The warm-up pool is not for visiting or playing.

e. Warm-up procedures shall be enforced for any breaks scheduled during the competition.

**SECTION XVIII**  
**COMMITTEES AND COORDINATORS**

**D. E. Awards Banquet Committee** ~~(reserved for future use)~~

[re-letter subsequent sections]

1. Statement of Purpose: The Awards Banquet Committee is responsible for selecting and voting on finalists for Pacific Swimming Awards including, but not limited to:
  - a. Senior Male and Female Race of the Year
  - b. Age Group Male and Female Race of the Year
  - c. Male and Female Relays of the Year in the following age groups:
    - (1) 10 & Under
    - (2) 11-12
    - (3) 13-14
    - (4) 15-18
2. Committee Members: there are no term limits, except as specified in the Bylaws for elected members.
  - a. Pacific Swimming Staff Member appointed by the General Chair, who shall chair the committee as a non-voting member (1)
  - b. Age Group Chair elected by the House of Delegates (1)
  - c. Senior Chair elected by the House of Delegates (1)
  - d. Age Group Coaches Representative elected by the House of Delegates (1)
  - e. Senior Coaches Representative elected by the House of Delegates (1)
  - f. At least 2 Athlete Representatives appointed by the Athlete Committee (2)
3. Frequency of meetings: the committee shall meet in person, via zoom, or by email consent in late August/early September of each year. Meetings shall be at the call of the Chair, or of any three members of the committee, with at least five days' notice.