

## SECTION 1

### ADMINISTRATION OF THE SWIMMING PROGRAM

#### A. Registration and Membership

##### 1. Categories

All athletes who participate in practices **with member clubs** or meets **sanctioned** by Pacific Swimming must be registered with USA Swimming as athlete members. All coaches who are on deck at practices and/or meets must meet special training requirements to qualify for coach membership as required by USA Swimming. All Officials and Other non-athlete members must complete criminal background checks and athlete protection education as required by USA Swimming. In order to meet the requirements for club membership, the club must have at least one coach member and one athlete member. All meet directors and deck officials must be non-athlete members.

##### 2. Registration Periods

Athletes may register for a full year, a summer season and/or a fall season. They are offered a single continuous 30-day try out period when first joining USA Swimming, during which time registration is not required. The period ends after 30 days or upon submitting an entry for a meet, whichever is earlier.

##### 3. Applications

**The Registration and Membership Chairs handle athlete registration, non-athlete membership and club membership.** Club names and abbreviations must be approved **per Pacific Swimming's Policies and Procedures.** **The current** official form(s) may be obtained from the Chair. Refunds of duplicate registrations/memberships will be made upon approval of the Chair.

##### 4. Transfers and Changes

An athlete who changes clubs, **intra-LSC or inter-LSC**, must wait for 120 days after his/her last competition **representing** the old club before representing the new club in competition. The athlete shall compete as an unattached athlete during the 120-day period. The athlete shall notify the Registration Chair of the date of last competition with the old club by completing a transfer form.

##### 5. High School/College Competition

California Interscholastic Federation (CIF) does not penalize USA Swimming members for swimming attached to their local swim clubs during high school season for the Sectionals and National Championship meets. However, the CIF does require that in any other USA Swimming or Pacific Swimming meet held during the high school club season, athletes must compete unattached. It is the **CIF** athlete's responsibility to be unattached from these meets.

##### 6. Responsibility

The club **shall ensure** that all of its athletes, **coaches**, officials and **Meet Directors** are members of USA Swimming. The Meet Director **shall ensure** that all athletes, coaches and officials participating in a meet are members of USA Swimming.

#### B. Classes and Time Standards

##### 1. Classes of Swimming Competition

- a. Swimming competition shall be conducted by various classes of **swim meets**:
  - (1) Senior
  - (2) Age-Group—18 years of age and younger, grouped by ages

(5) Open events: In order to enter open events at an age-group meet, an athlete shall have met the listed qualifying time or have coach verification for the following events; 200 Backstroke, 200 Breaststroke, 200 Butterfly, 400 Individual Medley, 400/500 Freestyle, 800/1000 Freestyle, 1500/1650 Freestyle.

- b. Classified age-group meets (those with time standards) may offer events grouped by ages or by any combination of ages. Athletes shall qualify at the time standards for their own age group, or if no standards exist for their age group, at the standard for the next oldest age group for their gender where the event is included. 19/over athletes must qualify at 17-18 **age-group** time standards.
- c. Unclassified age group meets (those without time standards, such as invitational and league meets) may offer events grouped by age or by any combination of ages.

## 2. Time Standards

- a. Time standards **are used to** regulate the qualifying of athletes for a given class of competition and are set by the Time Standards Committee **in accordance with Pacific Swimming's Policies and Procedures**.
- b. Time standards may be found in the Time Standards section of the **Pacific Swimming website**.
- c. Special qualifying times are used as time standards for selected championship meets.
- d. Times achieved at an altitude of 3,000 feet or more may be adjusted as provided by the USA Swimming Policies for the purpose of entering any Pacific Swimming meet in which the entered time is subject to verification.
- f. **Special consideration time** is the time standard used to select the team which represents Pacific Swimming at **any All Star meet**.
- h. Zone Championships, League Championships, and City and State Championships may set their own **qualifying time**.

## C. Scheduling

### 1. Scheduling of Meets

- a. A schedule of meets for the ensuing **swim season** shall be proposed by the Scheduling Committee for approval by the Board of Directors. The Scheduling Committee may propose the procedures for clubs applying for Pacific Swimming meets and limitations on the scheduling of zone autonomy meets.
- b. All meets on the combined list of Pacific Swimming and Zone-awarded meets shall be recognized as swim meets under the jurisdiction of Pacific Swimming.
- c. Pacific Swimming meets shall be awarded to clubs applying for them by a special committee consisting of the Scheduling Chair (who shall be Chair of this awarding committee), **Pacific Swimming Sanctions, Program Development Vice Chair**, Officials Chair, Senior Vice-Chair, Age Group Vice-Chair, the five Zone Chairs, and such other persons as the Chair of the Board of Directors shall determine.
- d. Notice of intention to cancel a scheduled Pacific Swimming meet must be given to the Chair of the Scheduling Committee **as per Policies and Procedures**.

## D. Sanctions

### 1. Sanctioned Meet

- a. All USA Swimming events, whether they are competitive meets or exhibitions, shall be sanctioned. ~~except those closed meets held by and on the premises of a club which is a member of Pacific Swimming, with participation restricted to members of that club.~~ **All clubs and/or leagues shall be a member of USA Swimming to be eligible to host a sanctioned meet.**

- b. All organizations and athletes participating in a sanctioned meet shall be members in good standing of USA Swimming. Sanction fees for each class of meet can be found in the Policies and Procedures.
- c. Any Club in a LSC adjoining the territory of Pacific Swimming shall be permitted to hold a meet at a pool within the territory of Pacific Swimming subject to the approval of the pool owner, any Pacific Swimming club located in the vicinity of the pool, and the Pacific Swimming Board of Directors or Executive Committee. Said meet shall be sanctioned and operated under the using LSC's rules. (Moved from P&P)

## 2. Approved Meet

- a. An approved meet is a designated meet conducted by either USA Swimming or non USA Swimming organizations, which includes non-USA Swimming athletes as participants. Participating USA Swimming athletes may use their times as USA Swimming qualifying times.
- b. Approvals may be issued to member clubs for open competition conducted in accordance with USA Swimming technical rules if that competition has been specifically approved by the USA Swimming Program Operations Vice-President or his/her designee. Approved Meet Processing fees can be found in the Policies & Procedures.
- c. Approval or disapproval of the meet by the Pacific Swimming National Times Verification (NTV) Officer shall be made after the meet has been held. The decision shall be based on the report of the meet referee, National Times Verification (NTV) officer, or other designated official as to whether the conduct of the competition conformed to USA Swimming standards.
- d. Approved Meets are subject to the Rules & Regulations set forth by USA Swimming.
- e. Complete official results of an approved meet must be furnished to the Pacific Swimming National Times Verification (NTV) Officer.

## 3. Observed Meet

- a. Swims may be observed by assigned USA Swimming or YMCA officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules. Official times achieved at observed swims may be submitted for entry into the SWIMS database if all of the following conditions are met.
- b. The meet must be a season-culminating Championship, e.g., League, Conference, District, Sectional, State, Regional, or be specifically approved by the USA Swimming Program Operations Vice President or designee. A time trial held in conjunction with the season-culminating championship meet that is officiated in accordance with the same standard as the championship meet may also be observed.

## E. Pacific Swimming Records and Awards

### 1. Records

- a. Pacific Swimming records may be set at any USA Swimming sanctioned, approved, observed meet, or sanctioned time trial. The record time must appear in the results of the meet or time trial, and with the exception of records in 25 yard events, must appear in the USA Swimming SWIMS database.
- b. Any athlete registered in Pacific Swimming at the time of the swim may set a Pacific Swimming record, with the following exceptions:
  - (1) Pacific Swimming Senior and 17-18 age group records may be set only by athletes whose date of first registration in Pacific Swimming was prior to Sept. 1 of the calendar year in which they graduated from high school. (This provision does not apply to Pacific Swimming records set prior to September 1, 2005.)
  - (2) Regardless of an athlete's date of registration in Pacific Swimming, athletes who qualify

for Senior Open or 17-18 age group classes may set records.

(3) Times will not be accepted as Pacific Swimming records for Pacific Swimming athletes competing in a foreign meet that are not representing a Pacific Swimming or USA Swimming team.

c. Record times shall be achieved with fully automatic or semi-automatic timing systems or with three watches. In 50 meter pools, all record times for 50 meter distances shall be achieved with fully automatic or semi-automatic timing systems.

## 2. Awards

a. Age Group Athlete and Senior Athlete Awards shall be made annually per Policies and Procedures.

## ADDENDUM:

### I. MOTION(S) TO CLARIFY AN EXISTING RULE OR ADD A RULE:

#### D. Sanctions

##### 1. Sanctioned Meet

- a. All USA Swimming events, whether they are competitive meets or exhibitions, shall be sanctioned. ~~except those closed meets held by and on the premises of a club which is a member of Pacific Swimming, with participation restricted to members of that club.~~ All clubs and/or leagues shall be a member of USA Swimming to be eligible to host a sanctioned meet. (Changed to reflect current USA Swimming rules)
- b. All organizations and athletes participating in a sanctioned meet shall be members in good standing of USA Swimming. Sanction fees for each class of meet can be found in the Policies and Procedures.
- c. Any Club in a LSC adjoining the territory of Pacific Swimming shall be permitted to hold a meet at a pool within the territory of Pacific Swimming subject to the approval of the pool owner, any Pacific Swimming club located in the vicinity of the pool, and the Pacific Swimming Board of Directors or Executive Committee. Said meet shall be sanctioned and operated under the using LSC's rules.

##### 3. Observed Meet (Update to match the current types of sanctioned meets)

- a. Swims may be observed by assigned USA Swimming or YMCA officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules. Official times achieved at observed swims may be submitted for entry into the SWIMS database if all of the following conditions are met.
- b. The meet must be a season-culminating Championship, e.g., League, Conference, District, Sectional, State, Regional, or be specifically approved by the USA Swimming Program Operations Vice President or designee. A time trial held in conjunction with the season-culminating championship meet that is officiated in accordance with the same standard as the championship meet may also be observed.

## **E. Pacific Swimming Records and Awards**

### **1. Records**

- a. Pacific Swimming records may be set at any USA Swimming sanctioned, approved, or observed meet, or sanctioned time trial. The record time must appear in the results of the meet or time trial, and, with the exception of records in 25 yard events, must appear in the USA Swimming SWIMS database.
- b. Any athlete registered in Pacific Swimming at the time of the swim may set a Pacific Swimming record, with the following exceptions:
  - (1) Pacific Swimming senior and 17-18 age group records may be set only by athletes whose date of first registration in Pacific Swimming was prior to Sept. 1 of the calendar year in which they graduated from high school. (This provision does not apply to Pacific Swimming records set prior to September 1, 2005.)
  - (2) Times will not be accepted as Pacific Swimming records for Pacific Swimming athletes competing in a foreign meet who are not representing a Pacific Swimming or USA Swimming team.
- c. Record times shall be achieved with fully automatic or semi-automatic timing systems or with three watches.

## **II. ITEMS TO BE MOVED TO POLICIES AND PROCEDURES:**

### **A. Registration and Membership**

#### **3. Applications**

Athletes are registered and non-athletes are members when the Chair (or authorized deputy) receives and accepts the official application form (photocopies may only be used with the advance approval of the Chair) and fee (checks should be payable to Pacific Swimming)).

#### **4. Transfers and Changes**

The transfer form can also be used to change an address, telephone number, etc.

### **B. Classes and Time Standards**

#### **1. Sanctioned Meet**

- b. Sanction fees are as follows:
  - (1) \$35.00 for one-day meets (including dual, tri and quad meets);
  - (2) \$75.00 for two or three day sanctioned competitions; and
  - (3) \$105.00 for sanctioned competitions lasting four days or longer.
  - (4) There shall be no fee for a time trial to be conducted between sessions of a Senior Trials and Finals meet.
- c. Application for sanction
  - (1) Sanction applications will be provided to the host club with a copy of a suggested meet announcement format for the appropriate class of meet.
  - (2) Any meet having time standards not in accordance with those published must be approved by the Board of Directors prior to being sanctioned.
  - (3) Completed sanction application and an electronic word document for all Pacific Swimming awarded meets shall be submitted to [sanctions@pacswim.org](mailto:sanctions@pacswim.org). Zone awarded meets shall be

submitted first to the Sanction chair of the Zone in which the meet is to be held for approval prior to submission to the Pacific Swimming Sanction Chair. This should be done at least 90 days prior to the meet date. Sanction fees will be part of the sanction packet.

- d. A penalty for distributing meet announcements to clubs and athletes, using any medium; before the meet is sanctioned by Pacific Swimming shall be assessed in the amount of \$50.00 per each day of the meet. Meet announcements containing the sanction number and any necessary corrections shall be sent to those clubs and individuals to whom the original unsanctioned meet announcement was sent.

## **2. Approved Meet**

- f. Approved meet processing fees are as follows:
  - (1) \$35.00 for one-day meets (including dual, tri and quad meets);
  - (2) \$75.00 for two or three day approved competitions; and
  - (3) \$105.00 for approved competitions lasting four days or longer.)

## **5. High School/College Competition**

For registration purposes **only**, athletes are automatically considered unattached during their high school seasons and do not need to change their registration status with the Pacific Swimming Registration Chair. However, athletes planning to change their club affiliation during this period and use the high school season as part of their 120-day unattached period should complete a Transfer Form and send it to the Pacific Swimming Registration Chair (as described above.)

## **E. Pacific Swimming Records and Awards**

### **1. Records**

- c/d. In 50-meter pools, all record times for 50-meter distances shall be achieved with fully automatic or semi-automatic timing systems.)

### **2. Awards**

- a. to the outstanding female and male in each of the age group divisions: 10 and under, 11-12, 13-14, 15-16, and 17-18. The basis for selection shall be tabulation of national and Pacific Swimming best times, national age group records, and Pacific Swimming records in individual events regardless of the location of meets in which times were achieved.
- b. Single awards shall be made annually to the outstanding Senior female athlete and Senior male athlete. Selection of these athletes and of Sullivan Award nominees shall be by secret ballot by the Board of Directors.

## **III. ITEMS TO BE DELETED ITEMS:**

### **A. Registration and Membership**

#### **1. Categories**

There are two categories of individual membership, athlete and non-athlete. Athlete membership is called Registration. Non-athlete members are further designated as coach, official and other.

#### **5. High School/College Competition**

Remember to enter any other meets other than sectionals and nationals as unattached.

### **B. Classes and Time Standards**

#### **1. Classes of Swimming Competition**

- a.
  - (3) Post Age Group—19/over
  - (4) Novice

#### **2. Time Standards**

- b. There are no time standards for the 6/under age group, which is limited to 25 yard/meter Fly, Back, Breast, Free, and 50 yard/meter Free.
- c. and qualifying meets and also as time standards for compiling the top ten Pacific age group

times for each season.

- e. Special consideration time is the time standard used to select the team which represents Pacific Swimming at any All Star meet.
- g. A 50-meter time in a 50-meter course must be achieved with a fully automatic timing system or a semi-automatic timing system with three buttons in order to be submitted as a Pacific FW, WZCT, or other qualifying time where proof of time is required.

## **C. Scheduling**

### **1. Scheduling of Meets**

- b. All swim meets scheduled and awarded by the Zones of Pacific Swimming shall be submitted to the Pacific Swimming Scheduling Committee prior to the submittal of the final draft for the publication of the Pacific Swim Guide.

Any additions to this schedule involving teams from more than one Zone must be submitted to the Pacific Swimming Scheduling Committee for review, and approval. Examples are Invitational Meets involving clubs among multiple Zones and a club of one Zone hosting a meet at a pool inside the boundary of another Zone. Exempted from this rule are meets offered by clubs based in the Zone 3 city of Fort Bragg and counties north of Mendocino County, or Zone 4.
- d. at least 90 days before the meet. An organization not fulfilling its obligation to conduct a meet may be barred by the Board of Directors from holding meets the following year.
- e. Zones may schedule meets of any class on dates established by the Board of Directors, except that the class of meet shall not equal or exceed the class listed on the Pacific-All schedule for that date.

## **E. Pacific Swimming Records and Awards**

### **1. Records**

- a. Pacific records may be set only by Pacific-registered athletes.
- b. Records may be made in any meet held under sanction of Pacific and will be recognized and recorded from meet results and official timers' card.
- c. Pacific records set by Pacific-registered swimmers in meets held in other LSCs, in regional meets, or in national meets shall be recognized from correct official meet results with the claimed record clearly marked or from a statement by meet officials giving the date and location of the meet. Responsibility for submission of record times achieved out of Pacific rests with the swimmers and coaches involved.
- d. Times submitted for records must be from three (3) watches or from automatic electronic timing and judging systems. In 50-meter pools, all record times for 50-meter distances must be achieved with fully automatic or semi-automatic timing equipment.
- e. Records will be recognized for the year period beginning September 1 and running through August 31.