



Policies and Procedures
of
Pacific Swimming, LSC

Version: 1/17/2024

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POLICIES AND PROCEDURES
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SECTION I GOVERNANCE

A. House of Delegates

1. Any motion made before the House of Delegates shall be considered at the next House of Delegates meeting unless:
 - a. 30-day notice in writing has been given to all members of the House of Delegates, or
 - b. The House of Delegates, by a 2/3 majority, determines the matter to be an emergency.

B. Board of Director and Executive Committee Meetings

1. Board of Director and Executive Committee Meetings
 - a. The Board of Directors and Executive Committee Meeting Schedule shall be set annually at the final House of Delegates meeting of the year. If a change in the schedule occurs, a notification shall be announced and posted at least 72 hours in advance.
 - b. Meetings shall start at 7:30 PM, unless otherwise set by the Board of Directors or the General Chair.
 - c. Meeting agenda format shall be in substantially the following form:

- Call to Order
- Conflict of Interest Statement Reading
- Correction and Adoption of BOD Minutes
- Reports of Executive Committee – Approval of Actions of the Executive Committee Reports
 - General Chair
 - Administrative Vice-Chair
 - Program Operations Vice-Chair
 - Program Development Vice-Chair
 - Finance Vice-Chair
 - Age Group Chair
 - Senior Chair
 - Registration/Membership
- Reports and Recommendations of Staff
- Consent Calendar
 - Athletes
 - Disability, Diversity, Equity & Inclusion
 - Officials
 - Camps
 - Club Development
 - Administrative Review Board
 - Scheduling
 - Open Water
 - Finance
 - Investment
 - Governance
 - Safe Sport
 - At-Large

Zone 1N
Zone 1S
Zone 2
Zone 3
Zone 4
Ad Hoc Committees
Supplementary Oral Reports
Budget
Old Business
New Business
Adjournment

*Annual budget, annual audit report, nominations, elections will be placed on the agenda as needed.

- d. Board of Directors meetings shall be at a place specified in the meeting notice, or shall be held virtually, or shall be a hybrid of the two, at the discretion of the General Chair.
 - e. Actions recommended by the Executive Committee shall be submitted to the Board of Directors for acceptance or rejection.
2. Meeting Motions (3/20/2024; 9/18/2024)
- a. Except for changes mandated by USA Swimming, motions made changing the Bylaws shall require a 60-day wait before a vote for approval. All Bylaws changes shall be approved by the House of Delegates. (1/15/25)
 - 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.
 - 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.
3. All members of the Pacific Swimming Board of Directors, Zones and committees shall complete a “Statement of Principles on Ethical Behavior and Conflict of Interest” prior to beginning of their term of service and annually thereafter. Forms shall be kept on file by the Secretary or Chair of the respective organizations.

C. Elections

1. Candidates for the offices of General Chair, Vice Chair-Program Operations, and Vice Chair-Program Development shall meet the qualifications as stated in the Bylaws and Rules and Regulations.

2. The Governance Committee is responsible for ensuring that the candidates they present to the Board of Directors for the offices of General Chair, Vice Chair-Program Operations, and Vice Chair-Program Development have met the Bylaws and Rules and Regulations criteria.
3. Candidates for the offices of General Chair, Vice Chair-Program Operations, and Vice Chair-Program Development may be nominated from the floor of the House of Delegates. These nominees or their nominators shall present documentation at that time, to the satisfaction of the House of Delegates, that the candidate meets the Bylaws and Rules and Regulations criteria.

D. Governing Documents

1. The Administrative Vice-Chair shall be responsible for maintaining Pacific Swimming's governing documents and any amendments of those documents. "Governing documents" refers to the Pacific Swimming Bylaws, Rules and Regulations, and Policies and Procedures. The Administrative Vice-Chair shall ensure that the governing documents are secure, that no edits to those documents shall be made except those approved by the House of Delegates or the Board of Directors, that all edits to those documents shall include the date those edits were approved by the House of Delegates or the Board of Directors, and that governing documents as approved by the House of Delegates or the Board of Directors are published on the Pacific Swimming website.
2. The Administrative Vice-Chair shall maintain an accurate, contemporaneous log of all amendments to the governing documents approved by the House of Delegates or the Board of Directors and shall post a copy of that log on the Pacific Swimming website.
3. On or before December 31 of each year in which changes to a governing document were approved, the Administrative Vice-Chair shall prepare and publish on the Pacific Swimming website the governing document as revised. The title page and footer of the document shall state the publication date "December 31, XXXX" and every revised section of that document shall state the date on which the revisions were approved.
4. The changes listed below to the Pacific Swimming Rules and Regulations and Policies and Procedures documents shall be considered housekeeping changes, provided that they do not alter the substance, meaning, or intent of a rule, regulation, policy, or procedure. Housekeeping changes may be made or approved by the Administrative Vice-Chair, and do not require approval of the House of Delegates, Board of Directors, or Executive Committee. The Administrative Vice Chair shall report the approval of new housekeeping changes at the next Board of Directors or Executive Committee meeting, and shall record such changes in the change log for that document. Housekeeping changes are limited to the following: (1/15/25)
 - a. Document formatting and layout (1/15/25)
 - b. Numbering and lettering of sections, subsections, and paragraphs, provided their sequence is not altered, and provided that all direct references to such numbering and lettering elsewhere in any and all Governing Documents are found and changed to match (1/15/25)
 - c. Updates to other internal or external references, procedural names, numbers, and dates (e.g., title, revision number, date effective) that do not change content (1/15/25)
 - d. Correction of spelling and other typographic errors (1/15/25)

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Version: 1/17/24 Updated: 1/15/25

(Note: This document's version corresponds to the date of the last BOD/HOD meeting for which all modifications approved at that meeting, and all prior meetings, have been incorporated into this document.)

- e. Correction of grammar, provided it does not in any way alter the substance, meaning, or intent of the surrounding language. (1/15/25)
- f. Updates to individual names, organizational names, and contact information to reflect current responsibilities. (1/15/25)
- g. Converting gendered to gender-neutral pronouns. (1/15/25)

E. Parliamentarian

1. The General Chair, with the advice and consent of the Board of Directors, may appoint a Parliamentarian to advise the Board of Directors on matters of correct procedure and Roberts Rules of Order, both during and outside of regular meetings
2. The Parliamentarian may be a current Board of Directors member, a paid staff member, or any other member of Pacific Swimming qualified to fill the role.
3. Except when the person serving as Parliamentarian is a current Board of Directors member, the Parliamentarian shall have voice but no vote.

SECTION II BUDGET AND FINANCE

A. Budget and Finance

1. Pacific Swimming shall maintain a line item budget. The House of Delegates has authorized the Board of Directors to adjust budget items provided they remain within the total annual budget figure.
2. The minimum requirements for a club submitting a grant application shall be:
 - a. The club shall be in good standing
 - b. A delegate or representative shall attend the bi annual House of Delegates meetings.
3. Members of Pacific Swimming shall follow the Pacific Swimming Travel Expense Reimbursement Policy.
4. A coach who applies for Pacific Swimming support to attend any USA Swimming event shall be a current certified coach member of Pacific Swimming
5. Travel Support for clubs sending disability athletes to National or International Disability Championship meets shall be set at the same rate used to support clubs sending athletes to National Championships.
6. Clubs requesting travel support shall meet the requirements found in the Senior Travel Support Guidelines.
 - a. Pacific Swimming's Membership Chair shall determine athlete and coach eligibility.
7. Execution of any deed, mortgage, bond, contract, agreement, or other instrument valued in excess of \$5000 shall be:
 - a. authorized by the General Chair and the Finance Vice Chair, or two other officers or agents expressly delegated by the Board of Directors, and

- b. verified, prior to signature, by the Finance Vice Chair to ensure the terms and payment conditions of any obligation can be fulfilled by Pacific Swimming.

Upon execution of any such agreement, a copy of the signed agreement shall be provided to the Finance Vice Chair.

8. Prior to the payment to any individual, organization or corporation for services provided, regardless of the amount paid, a W-9 form shall be provided to the Treasurer (or delegate) or Zone Treasurer. These services may be described as honorariums or stipends for coaches and chaperones and/or for providing services such as timing, computer operations or similar activities.
9. All capital equipment shall be recorded under the Pacific Swimming Equipment or Zone Equipment Inventory. All capital equipment inventoried shall be subject to a straight-line depreciation schedule based on the expected life of the equipment. All capital equipment in inventory shall be insured at replacement value.
10. Unrestricted or restricted contributions in the form of cash, securities or value-in-kind will be recognized at fair market value and recorded as such. Donor contributions that have stipulations will be recorded as restricted assets and can only be used for the purpose as stipulated. Contributions without any stipulations will be recorded as general assets and may be used for any purpose in line with Pacific Swimming's objectives after the Board's approval.

SECTION III

FEES

A. Membership

1. The Pacific Swimming fee to be added to the USA Swimming fees, as provided for in Article 3 of the Pacific Swimming Bylaws shall be established by the Pacific Swimming Board of Directors and shall be approved by the House of Delegates.

B. Meet Fees

1. Sanction Fees
 - a. \$35.00 for one-day meets (including dual, tri and quad meets);
 - b. \$75.00 for two- or three-day sanctioned competitions; and
 - c. \$105.00 for sanctioned competitions lasting four days or longer.
2. Meet Processing Fee for an Approved Meet
 - a. \$35.00 for one-day meets (including dual, tri and quad meets);
 - b. \$75.00 for two- or three-day approved competitions; and
 - c. \$105.00 for approved competitions lasting four days or longer.
3. Meet Processing Fee for Time Trials
 - a. \$50.00 for Time Trials. No additional fees are due.

- b. There shall be no fee for time trials conducted between sessions of a Senior Preliminaries and Finals meet.

C. Entry Fees

- 1. Entry Fees for the different categories of meets are outlined in the Pacific Swimming Rules and Regulations. Any change to entry fees shall be approved by the Board of Directors and the House of Delegates.

Exceptions for entry fees:

- a. The event entry fee for a Zone Championship meet may be lower than that listed in Pacific Swimming Rules and Regulations with the following provision:

- (1) The Zone shall pay the fees due to Pacific Swimming as listed in the Rules and Regulations.

- 2. League and Other Meet Entry Fees (10/16/2024)

- a. All meets sanctioned by Pacific Swimming that do not fit any of the standard fee categories prescribed in Pacific Swimming Rules and Regulations, shall submit to Pacific Swimming, by the prescribed deadline, a flat percentage of the total fees charged by the host according the following chart:

Length of Meet:	1 day	2 days	3 days	4 or more days
Percentage of fees owed:	20%	25%	25%	30%

- b. See Section XIX for League Administrative policies.

D. Meet Reporting Requirements

- 1. Pre-Meet Requirements

Registration verification file must be submitted to the Pacific Swimming Membership Manager no later than 5 days before the competition. If a registration check does not occur, athletes who participated while not in good standing will not have their times recorded. The host club shall not be eligible to bid on/be awarded further meets for a period of one year.

- 2. Post Meet Requirements

The Post Meet Report, completed by the Meet Referee, shall be submitted to the Pacific Swimming Time Verification Manager, and the LSC Officials Chair. Once received, meet results will be loaded into SWIMS and posted on the Pacific Swimming Website.

- 3. Meet Financials:

- a. Zone and LSC Meets

The Meet Summary report must be emailed to msr@pacswim.org no later than 48 hours after the conclusion of the meet. An electronic invoice will be generated and emailed to the meet director no later than the end of business on the Friday following the meet. Payment is due upon receipt of the invoice. A 10% late fee will be assessed if payment is not received within 15 days of the conclusion of the meet.

b. Sanction Fee Only Meets (Entry fees and splash fees Shall not be allowed)

Pacific Swimming shall generate an electronic invoice for the sanction fee and email it to the meet director within 3 days. Payment is due upon receipt of the invoice. A 10% late fee will be assessed if payment is not received 5 days before the start of the meet.

c. Flat Fee Meet

Athletes are charged one fee to enter the meet. Host Club determines the fee charged to the athletes. The percentage amounts due to Pacific Swimming are outlined in Section III C. The Meet Summary report must be emailed to msr@pacswim.org no later than 48 hours after the conclusion of the meet. An electronic invoice will be generated and emailed to the meet director no later than the end of business on the Friday following the meet. Payment is due upon receipt of the invoice. A 10% late fee will be assessed if payment is not received within 15 days of the conclusion of the meet.

d. MEFAP Entries (MEFAP – Meet Entry Financial Assistance Program for Outreach Members)

Pacific Swimming's Meet Management shall provide a summary of any MEFAP entries to the host team prior to the meet. The electronic invoice will reflect a reduction in the amount due to Pacific Swimming due to MEFAP Entries.

Footnote: For additional explanation of meet types refer to Pacific Swimming's website.

E. Co-Pays

1. The co-pay for Pacific Swimming all-star meets shall be 50% unless otherwise specified by the Board of Directors.
 - a. The Treasurer shall issue a refund to athletes attending all-star meets, if the actual co-pay amount is less than the original co-pay amount paid with the athlete's application by \$50 or more.

F. Meet Entry Fee Assistance Program (MEFAP)

1. The Meet Entry Fee Assistance Program (MEFAP) shall assist athletes with the costs of entering swim meets. Eligibility and program guidelines are as follows:
 - a. Athletes shall be registered with an outreach membership or have a family-proven hardship, verified by a coach.
 - b. The athlete or representative shall pay the participation fee listed in the meet announcement with the entry request.
 - c. Pacific Swimming shall be responsible for the athlete's entry fees.
 - (1) Meet Management shall send a recap of MEFAP entries to the host club prior to the meet.
 - (2) For each MEFAP entry, the host portion of the entry and participation fees shall be deducted from the amount due to Pacific Swimming.
 - d. Checks returned from the bank marked as "not sufficient funds" shall be cleared by Pacific Swimming Staff prior to additional applications being accepted. Service fees shall be added to the original value of the check.

G. Job Postings

The fee for a job posting on the website for non-Pacific Swimming members shall be established by the Board of Directors.

H. Financial Fees

1. The minimum service charge for checks returned to Pacific Swimming shall be \$50 plus any bank charges. The second offense for a returned check within one year shall be referred to the Pacific Swimming Administrative Review Board. (3/20/2024)
2. The minimum service charge for a stopped check or to reissue lost or stale dated checks not cashed shall be \$50. The second offense for a stopped check or to reissue lost or stale dated checks shall require the requestor to register for Bill.com e-payment service. No fee shall be charged to reissue checks sent to an address other than the one listed on the request form. (3/20/2024)
3. The Late Payment Fee for clubs who have "A" Medal or Equipment Rental invoices still unpaid after 45 days shall be \$25.00. Pacific Swimming shall, at their discretion, discontinue extension of credit for A Medals or Equipment Rental to clubs with an outstanding balance in excess of 60 days.

SECTION IV

MEMBERSHIP AND REGISTRATION

A. Membership and Registration

1. Athlete and Non-Athlete registration is online through USA Swimming and each Club has a registration link for the members. Athletes and Non-Athletes are in Good Standing once they are registered and have met all requirements for their age and registration type.
2. High school and college athletes, for registration purposes **only**, are automatically considered unattached during their competition 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 required unattached period should complete a Transfer/Change Form and send it to the Pacific Swimming Registration Chair.
3. No information regarding any Group or Individual USA Swimming members may be provided for commercial purposes.
4. Club name and club code changes shall be approved by the Membership Chair, and the Board of Directors or the General Chair.
5. The Transfer/Change Form can also be used to change an address, telephone number, etc.
6. Pacific Swimming shall present the Outstanding Service Award (Volunteer of the Year) recipient(s) a Lifetime Membership in USA Swimming.
7. Upon the completion of two consecutive 2-year terms in office, Pacific Swimming shall present the retiring General Chair a Life Membership in USA Swimming.

8. Pacific Swimming shall participate in the USA Swimming Outreach Program and offer registration at the USA Swimming registration fee of \$5.00 with no additional fees to Pacific Swimming.
 - a. The criteria for eligibility shall be that the athlete's family meets the eligibility requirements of one of the following:
 - (1) Free School Lunch Program (*CA Free Lunch Program does not apply; 2nd verification form necessary*)
 - (2) Food Stamps
 - (3) State of California Benefits Identification Card
 - (4) Family income at or below the state poverty level (or 200% of the Federal Poverty Level)
 - b. Copies of the eligibility documents shall be submitted to the Membership Chair for qualification verification.
9. Pacific Swimming shall offer an Outreach Non-Coach Non-Athlete registration to individuals. The Outreach Non-Coach Non-Athlete Registration Fee shall be \$5.00.
 - a. Individuals whose athlete or household meets one or more of the Pacific Swimming Outreach Program criteria, as defined in A.9 above shall be eligible if they meet the following additional criteria:
 - (1) The individual shall register as a Non-Coach Non-Athlete member.
 - (2) The individual shall initiate a Level 2 Background check.
 - (3) The individual shall complete Athlete Protection Training (APT) and any other required training or certification.
 - (4) If the individual serves on a club's Board of Directors, they shall be elected or appointed to the position.
 - (5) Individuals that are required to be Non-Coach Non-Athlete members, including, but not limited to Chaperones, Meet Directors and Head Marshals, shall be selected by their club to serve at a sanctioned event.
 - (6) The individual who serves as an Official for a member club must also meet the following:
 - i. The individual shall complete Concussion Training and any other required training or certification.
 - ii. Officials shall pass all required tests and progress to minimum LSC certification or meet the minimum requirements for re-certification.
10. Pacific Swimming shall offer Outreach Club status to member Clubs whose Outreach athlete membership is twenty percent (20%) or more of the total premium athlete membership. The percentage of athlete outreach members shall be based on the prior year's premium membership numbers as of August 15. This program shall be reviewed on an annual basis.
11. Pacific Swimming shall pay the registration expenses (registration and background check fees) for Pacific Swimming Staff and all members of the Board of Directors.

SECTION V

TRAVEL EXPENSE REIMBURSEMENT

Expenses incurred by members of the Board of Directors and others traveling as authorized representatives of Pacific Swimming shall be reimbursed in accordance with this policy.

NOTE: This policy does not apply to Team Managers, Coaches, or Chaperones on Pacific Swimming sponsored team trips for competition and/or training. They shall be reimbursed as provided for in the Budget.

To be eligible for Financial Assistance or Reimbursement the individual shall meet the following criteria:

- a. Be a member of USA Swimming from Pacific Swimming and
- b. Be approved for Financial Assistance by the General Chair unless otherwise specified in this policy.
- c. Attend the event in its entirety or as specified below
- d. NOTE: Pacific Swimming does not reimburse or pay for any alcoholic beverages at any time.
- e. Travel Expense Reimbursement Policy is subject to change due to financial constraints as determined by the Board of Directors.

A. United States Aquatic Sports (USAS) Convention and USA Swimming Business Meetings

1. Criteria for Financial Assistance: Must attend for a minimum of two (2) days.
2. Individuals attending Convention and USA Swimming Business Meetings and approved for Financial Assistance shall be eligible for assistance at one of the following four (4) levels:
 - a. **Full Share Financial Assistance:** Individuals or their elected/appointed alternates serving in the following positions: General Chair, Administration Vice-Chair, Finance Vice-Chair, Program Operations Vice-Chair and Program Development Vice-Chair, Senior Chair, Age Group Chair, Coach Representative(s) and Senior Athlete Representative(s). Note: The General Chair may select Committee Chair(s) or others serving on the Board of Directors to receive full funding. A Full Share is:
 - (1) Early Bird Registration or other Registration Costs
 - (2) Transportation as determined by staff, approved by the Board of Directors, and supported by the submission of transportation receipts
 - (3) The cost of a standard double room including all taxes as quoted in Convention and USA Swimming Business Meeting registration forms. Should two individuals from Pacific Swimming share a room, each individual shall receive half of the cost of the room. These expenses shall be supported by receipts.
 - (4) Per diem of \$50 shall be paid for the number of days the delegate actually attended the Convention or USA Business Meeting but not to exceed seven days.
 - b. **Newcomer Share Financial Assistance:** Individuals who have not attended Convention or USA Swimming Business Meeting previously and express a desire to attend Convention or USA Swimming Business Meeting and share what they have learned with the LSC.
 - (1) Early Bird Registration or other Registration Costs

- (2) Transportation as determined by staff, approved by the Board of Directors, and supported by the submission of transportation receipts.
- c. **Attendee Share Financial Assistance:** Individual Members of Pacific Swimming who do not serve in any of the roles listed above.
 - (1) Early Bird Registration or other Registration Costs
- d. **Pacific Office Staff Financial Assistance:** Pacific Swimming Office Staff approved by the General Chair to attend the Convention or USA Swimming Business Meeting:
 - (1) Early Bird Registration or other Registration Costs
 - (2) Transportation as determined by the staff, approved by the Board of Directors, and supported by the submission of transportation receipts.
 - (3) Transportation to and from airports. Transportation includes mileage (IRS annual standard mileage rate) and parking public transportation, or airporter service. These expenses shall be supported by receipts.
 - (4) The cost of a standard double room including all taxes as quoted in Convention and USA Swimming Business Meeting registration forms. Should two individuals from Pacific Swimming share a room, each individual shall receive half of the cost of the room. These expenses shall be supported by receipts.
 - (5) Per diem of \$50 shall be paid for the number of days the delegate actually attended the Convention or USA Business Meeting but not to exceed seven days.
- 3. The Registration Fee shall be paid by the Pacific Swimming Treasurer once the attendees have been approved by the General Chair. The cost of transportation as determined by the staff and approved by the Board of Directors may be advanced upon submission of evidence of payment for transportation. Payment shall be the lesser of either the amount actually paid or the determined cost. Should these amounts differ, final adjustment shall be made when the balance of the Convention or USA Swimming Business expenses is settled. If the applicant fails to attend the Convention or USA Swimming Business Meeting, the registration fee and all advances shall be returned to Pacific Swimming.
- 4. Individuals, with the exception of the Athlete Representative(s), who attend Convention and receive Financial Assistance from Pacific Swimming, shall submit a written Summary Report of Meetings attended prior to receiving Financial Assistance.
- 5. Seat Selection Fees: Seat selection fees shall be reimbursed if the total does not exceed the transportation financial assistance as determined by staff and approved by the Board of Directors and supported by the submission of transportation receipts.
- 6. When rooms are shared, in no case shall Pacific Swimming reimburse more than 100% of the cost of the room.

B. USA Swimming Workshops

- 1. Criteria for Financial Assistance
 - a. Individuals who are approved by the General Chair or

- b. Approved by Committee Chairs whose budget includes workshop expenses approved by the Board of Directors or House of Delegates as a part of the budgeting process.
 - c. Reimbursement will be supported by appropriate receipts
 - d. Individuals must attend for the entire duration of the workshop.
2. Financial Assistance shall be as follows:
- a. Pacific Swimming Staff shall determine the most cost-effective travel options based on airfare purchased no later than 21 days prior to departure which shall then be approved by the Board of Directors.
 - b. Transportation as determined by staff, approved by the Board of Directors, and supported by the submission of transportation receipts.
 - c. Seat Selection Fees: Seat selection fees shall be reimbursed if the total does not exceed the transportation financial assistance amount as approved by the Board of Directors and supported by the submission of transportation receipts.
 - d. Actual cost of "single room" lodging shall be reimbursed. In case of travel to USA Swimming sponsored events where USA Swimming pays for a "double" room, Pacific Swimming shall pay the additional cost for a single room.
 - e. A Per Diem of \$50 shall be paid for the number of days the individual attends the Workshop unless food and a Per Diem is provided by the workshop host. Additional expenses outside of Per Diem that are not essential will not be reimbursed without the approval of the Board of Directors.
 - f. Pacific Swimming Staff approved by the General Chair to attend USA Swimming workshops shall receive financial assistance as if they were attending the Convention or a USA Business Meeting (See Section V.A.2.d above).

C. Travel and Lodging Assistance for Officials

1. Criteria for Financial Assistance:
- a. Individuals must be approved for financial assistance by the Chair of the Official's Committee.
 - b. Receipts shall be submitted to the Officials Chair for approval. Eligible reimbursable expenses include transportation, hotel, and meals not to exceed the amount a Club receives for an Athlete.
2. National Meets
- a. Officials, whose application to officiate at a National, Pro Series, Futures or Sectional meet has been approved by USA Swimming's Officials Committee, shall receive travel assistance equal to the amount a Club receives for Athlete Travel Support (See Pacific Swimming Senior Travel Support Guidelines).
 - b. Travel Assistance shall apply only to meets held outside of Pacific Swimming.
 - c. An Official shall be eligible to receive Travel Assistance for two meets per year. (September 1 - August 31). An Official may apply for Travel Assistance to:
 - (1) one National/US Open/Junior National Meet and one Pro Series, Futures or Sectional Meet or
 - (2) two Pro Series, Futures or Sectional Meets per year.

3. Olympic Trials
 - a. Officials who have been invited to officiate at Olympic Trials shall receive travel assistance equal to the amount a Club receives for Athlete Travel Support (See Pacific Swimming Senior Travel Support Guidelines).
 - b. Travel Assistance for Olympic Trials shall be in addition to the two meets per year maximum listed above.
4. LSC Meets and National-level Meets held inside Pacific Swimming Boundaries
 - a. Assigned Officials (Meet Referee, Starters, Deck Referees, Lead Chief Judges, and the Administrative Referees) working LSC Meets who reside 50 miles or more from the meet venue are eligible to receive a lodging reimbursement or subsidy as determined by the Board of Directors and supported by the Annual Budget
 - b. Travel Assistance shall be:
 - (1) Meet Referee, Lead Administrative Referee, Lead Chief Judge shall receive \$100 per night
 - (2) Deck Referees, Starters, Assistant Chief Judges, Assistant Administrative Referees shall receive \$50 per night.
 - c. Nights prior to each day of the meet are eligible for assistance. Additional nights must be approved by the Officials Chair and the Finance Vice Chair. (3/20/2024)
 - d. Officials shall attend the LSC Meet in its entirety. Officials Chair may waive this requirement.

D. Travel Assistance for Athlete Representatives (this section reserved for future use)

E. Senior Travel Support Guidelines

1. Through the Senior Travel Support Program, Pacific Swimming seeks to support its members at the highest levels of competition.
2. The following requirements shall be met for all levels of travel support:
 - a. Coaches and athletes shall have attended and competed in the meet. Relay only athletes shall be funded at 50% of the published travel support amount.
 - b. The club shall have a copy of their Team Travel Policy on file with Pacific Swimming.
 - c. All athletes who travel shall sign a Code of Conduct Form prior to the trip (Pacific Swimming's or equivalent).
 - d. All clubs, coaches, and athletes shall be in good standing with Pacific Swimming and cannot have any outstanding debts or obligations.
3. Athlete eligibility requirements:
 - a. Shall compete attached to a Pacific Swimming club or unattached as a Pacific Swimming member.
 - b. The level of support shall be based upon an athlete's continuous registration in Pacific Swimming (see chart below).
 - c. High school/non-collegiate - shall have competed in at least one (1) Pacific Swimming meet each season.

- d. Collegiate athletes - shall have been Pacific Swimming members prior to college and return to Pacific Swimming in the summer.
- e. Post Grad - those who were not members of Pacific Swimming prior to college, their "clock" begins when their collegiate eligibility ends. At that point they become "non-collegiate" (see above).

Seasons (September-February; March - August)					
	1st	2nd	3rd	4th	5th
Sectionals/Futures	None	Full	Full	Full	Full
"Pro Swim Series" level	None	Full	Full	Full	Full
USA Senior & Junior Nationals	None	Half	Full	Full	Full
US Open, Open Water	None	Half	Full	Full	Full
US World Championship Trials	None	None	Half	Full	Full
US Olympic Trials	None	None	None	Half	Full

- 4. No receipts will be required. All requests must be submitted by the club within 60 days of the end of the competition. Stipends are determined by the Senior Committee and approved by the Pacific Swimming Board of Directors. All disbursements will be made payable to the club. Unattached Athletes should be included with the request by the club they are traveling with.
- 5. For additional information or questions, see the Pacific Swimming web site, Rules and Regulations, and Senior Committee

SECTION VI

SANCTIONS AND MEET APPROVAL

A. Pool Meet – Sanctions

- 1. Pacific Swimming Sanction Process
 - a. 90 days prior to the first day of competition, sanction application shall be submitted to LSC sanctions.
 - b. No meet announcement shall be approved until the sanction application is submitted.
 - c. 75 days prior to the first day of competition, the meet announcement shall be submitted to the Meet Referee for review.
 - d. 60 days prior to the first day of competition, the meet announcement shall be submitted to the Zone Sanction Chair and LSC Sanctions.
 - e. Any meet announcement received 4 weeks or less before the first day of competition may not be sanctioned.
 - f. Dual/tri/quad/invitational meet announcements received 3 weeks or less before the first day of competition may not be sanctioned.
 - g. In emergency circumstances, which are beyond the control of the meet host, meet announcements submitted later than posted deadlines may be considered on a case-by-case basis.
 - h. Sanction applications shall be provided to the host club with a copy of a suggested meet announcement format for the appropriate class of meet.

- i. Completed sanction application and an electronic word document for all Pacific Swimming awarded meets shall be submitted to 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 shall be part of the sanction packet.
2. For LSC awarded meets, mail in entries shall be postmarked two Mondays prior to the meet; online entries are due two Wednesdays prior to the meet. Any hand delivered entries shall be submitted in accordance with the meet announcement but, in any case, no later than the deadline for online entries.
3. Pacific Swimming shall allow sanctioning of mixed classification meets offered in compliance with USA Swimming Rules and Regulations.
4. Host clubs distributing meet announcements to clubs and athletes via any medium before the meet is sanctioned by Pacific Swimming, shall be assessed a penalty of \$50.00 per each day of competition. Meet announcements containing the sanction number and any other corrections shall be distributed to individuals and clubs that were provided the unsanctioned meet announcement.
5. Zone meets with an entry limit, awarded, and scheduled by the Zone, allow a host club to give priority to athletes attached to the clubs within the Zone as follows:
 - a. Mailed entries submitted by athletes within the Zone shall be postmarked by midnight on the third Monday before the first day of competition of the upcoming meet, to warrant priority.
Hand delivered entries submitted by athletes within the Zone shall be delivered by midnight on the third Monday before the first day of competition of the upcoming meet to warrant priority.
Online entries submitted by athletes within the Zone shall be entered by midnight on the third Monday before the first day of competition of the upcoming meet to warrant priority.
 - b. All entries from other Pacific Swimming Zones or other LSC's shall be postmarked by no later than midnight of the second Monday before the first day of competition. These entries shall be accepted on a first-come basis along with the remaining local Zone entries that did NOT comply with the third Monday postmark requirement.
 - c. The "Entries" section of the meet announcement shall include wording explaining that local entries shall be given priority, if postmarked by midnight on the third Monday prior to the first day of competition.
 - d. Entries from other Pacific Swimming Zones or LSC's shall not be considered until the 2nd Monday before the meet, and then shall be considered in the order that they were received.
6. The host team, for a zone-awarded meet, may invite up to a total of 30 athletes from outside of the zone or LSC, as part of the zone priority entries.
7. Any 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. Said meet shall be sanctioned and operated under the host LSC rules.
8. A club wishing to host a Zone-awarded meet at a pool outside their Zone shall request approval of the meet from the other Zone. After such approval, the club may process the meet sanction through and in

accordance with procedures of their own Zone or under mutually agreed upon conditions. Any dispute regarding such meets shall be adjudicated by the Pacific Swimming Board of Directors.

9. For meets with qualifying times or when awards are based on entry flights, the following language shall be included in the meet announcement: "Entry times submitted for this meet shall be checked against a Pacific Swimming authorized computer database."

B. Open Water Meet – Sanctions

In addition to what is described for Open Water Competition listed by USA Swimming, Pacific Swimming has the following minimum requirements for Sanction of Open Water meets held in Pacific Swimming.

1. Pacific Swimming shall not grant Approved meet or Observed meet status to open water meets.
2. The Meet venue shall be located within the geographical boundary of the Pacific Swimming LSC as defined by USA Swimming.
3. All Pacific Swimming Open Water meets are LSC meets.
4. The meet sanction application packet shall be submitted to the Open Water Technical Assessment Officer and Sanction Chair for review at least 60 days prior to the meet date.
5. A minimum of 4 certified, registered USA Swimming officials to support the meet in the following positions: Meet Referee, Assistant Referee, Starter and Administrative Referee. All officials shall have taken and passed the USA Swimming on-line Open Water Officials certification tests within the last 2 years. At least one of the officials, preferably the Meet Referee, must have attended the USA Swimming Open Water Clinic. Officials working the meet should be certified in their respective assigned positions in the meet. The meet host is responsible for arranging for qualified officials.
6. The meet director shall be a registered Non-Athlete member of USA Swimming.
7. Essential Meet Personnel such as the Meet Director and the Independent Safety Officer shall be present at the venue throughout the duration of the meet and cannot hold any other position or be a participating athlete in any event. The Meet Director and the Independent Safety Officer shall not at any time transfer their responsibility to another person.
8. The meet application shall be reviewed by an Open Water Technical Assessment Officer. The follow items should be considered for inclusion in the application:
 - a. Written permission for the event(s) from the venue.
 - b. The Meet Director and Independent Safety Monitor and their contact information.
 - c. Name of the local authority in charge of water quality
 - d. A safety plan describing:
 - (1) On course lifeguards and other rescue personnel, their watercraft, their deployment, and their medical qualifications.
 - (2) How other boat traffic unrelated to the meet is addressed
 - (3) Medical evacuation procedures; onsite medical care and emergency transportation; location and distance of the nearest medical facility; communication procedures and equipment for rescue personnel.

- (4) Expected air and water temperatures. Any known wind, current and tide factors.
 - (5) Minimum and maximum depth on course
 - (6) Maximum number of athletes on course, and per wave
 - (7) How timing and race results will be handled, including the methods of accounting for all swimmers before, during and after the races.
9. The meet information sheet shall be approved by the Meet Referee prior to approval by the Sanction Chair. The following items should be considered for inclusion in the Open Water Meet Information sheet:
- a. The date(s), time(s) and location of the event(s); a description how to get there
 - b. The distances to be offered, and the age group or other eligibility requirements for each distance.
 - c. Awards, criteria for awards (age groups) including the type of awards
 - d. Entry fees.
 - e. Cut-off times or criteria (if applicable)
 - f. A Google map (or equivalent) of the venue showing the course(s) with:
 - (1) Distances
 - (2) The start/finish lines
 - (3) All turn and course buoys with distances
10. Pacific Swimming reserves the right to rescind the Sanction if the Meet Referee determines that the conditions described in the Meet information sheet or safety plan are not met at the meet venue.
11. The fees for open water swimming shall be presented to the Board of Directors for approval prior to sanction.

SECTION VII

LSC AGE GROUP CHAMPIONSHIP MEETS

A. Far Western Championships

1. Eligibility
 - a. Far Western Championship meets shall reach a proportionate number of the top age group athletes in Pacific Swimming and the surrounding LSC's in the following age groups: 10 and Under, 11-12, 13-14, 15-18.
 - b. Athletes 19 and Over may compete in preliminaries and shall not be eligible for awards and scoring.
 - c. Athletes shall compete in a maximum of 7 individual events.
 - d. Individuals or relays representing all-star teams shall not score team or relay points. Team points for places achieved by all-star team individuals or relays shall be discarded and not awarded.
2. Time standards shall be established as set forth in Section IX.

3. Meet Conduct
 - a. Meets shall be no more than 4 competition days held at a single venue.
 - b. Event order shall be determined by the Age Group Committee with input from the host club.
 - c. The number of heats of distance events may be capped in advance due to timeline considerations. The number of heats offered shall be determined by the Age Group Committee with input from the host club and the Meet Referee. This statement shall be included in the Meet Announcement.
 - d. Entries to the meet may be closed prior to entry deadline due to timeline considerations. The decision to close entry to the meet shall be determined by the Age Group committee with input from the host club and the Meet Referee. This statement shall be included in the Meet Announcement.
 - e. Whenever a single age group has more than one relay event scheduled during finals on the same day, the shorter distance relay for that age group shall be scheduled at the beginning of finals.
 - f. Short Course Far Western Championships shall be held between March-April. A complete sanction and meet announcement shall be made available by December 1. Championship Finals shall start no sooner than 1 hour after the finish of the preliminary session including distance timed finals. (1/15/25)
 - g. Long Course Far Western Championships should be conducted in the summer as the conclusion to the long course season. A complete sanction and meet announcement shall be available by April 1. Preliminaries shall start no earlier than 8:30 a.m. Championship Finals shall start no sooner than 1 hour after the finish of the preliminary session including distance timed finals. (1/15/25)
4. The meet shall be reviewed via a coach and club survey conducted by Pacific Swimming immediately following the meet.

B. Age Group Championships

1. Eligibility
 - a. Age Group Championship meets should reach a proportionate number of the top age group swimmers in Pacific Swimming in the following age groups: 10 and Under, 11, 12, 13, 14.
 - b. Athletes shall compete in a maximum of 7 individual events.
2. Time standards shall be established as set forth in Section IX.
3. Meet Conduct
 - a. Meets shall be no more than 3 competition days held at two venues.
 - b. The Winter meet shall be held 2 Saturdays after Thanksgiving. The Spring meet shall be held 3 Saturdays prior to Spring Far Western Championships. The Summer meet shall be held 3 Saturdays prior to Summer Far Western Championships, unless there is a conflict with the 4th of July.
 - c. Event order shall be determined by the Age Group Committee with input from the host club.
 - d. The number of heats of distance events may be capped in advance due to timeline considerations. The number of heats offered shall be determined by the Age Group Committee with input from the host club and the Meet Referee. This statement shall be included in the Meet Announcement.

- e. Entries to the meet may be closed prior to entry deadline due to timeline considerations. The decision to close entry to the meet shall be determined by the Age Group committee with input from the host club and the Meet Referee. This statement shall be included in the Meet Announcement.
 - f. Preliminaries shall start at 9:00 a.m. and finish no later than 1:30 p.m. Championship Finals shall start no sooner than 1 hour after the finish of the preliminary session including distance timed finals.
4. The meet shall be reviewed via a coach and club survey conducted by Pacific Swimming immediately following the meet.

C. Pacific Swimming Zone All-Star Meet (ZAM)

1. Purpose

- a. The ZAM provides an entry-level all-star team travel opportunity for the athletes and coaches of Pacific Swimming, in preparation for higher-level all-star travel opportunities. The ZAM also provides a regular outlet for fun and healthy competition between the Zones and athletes of Pacific Swimming.

2. Schedule

- a. The ZAM shall be part of the LSC meet schedule approved by the Pacific Swimming Board of Directors, and officials shall be assigned to the meet by the Pacific Swimming Officials Committee or designee.
- b. The ZAM shall be scheduled annually on the weekend of the first Sunday in March, unless a different schedule is approved by the Pacific Swimming Board of Directors. The Zone teams will travel and practice together on Saturday, participate in a group banquet Saturday evening, and compete and travel home on Sunday.
- c. If circumstances prevent conduct of Saturday team practices at the competition facility, and an alternate practice facility is not available, zones may organize their own team practice to be held before traveling to the meet.

3. Meet Host

- a. Each Zone of Pacific Swimming shall assume the meet hosting responsibilities in different years on a rotating basis through the sequence 1N, 1S, 2, 3, 4.
- b. The host Zone shall be responsible to obtain a suitable facility for competition and practice, to obtain the necessary equipment and staff to conduct the meet, and to coordinate group activities during the Saturday evening banquet.
- c. Pacific Swimming shall reimburse the host Zone up to \$5000 for facility and meet expenses documented by receipts or invoices unless a different amount is approved by the Pacific Swimming Board of Directors. Pacific Swimming shall provide a perpetual trophy awarded to each year's winning zone.
- d. Within 72 hours after the completion of the meet, the host shall submit a backup of the completed meet database to the Pacific Swimming Office for records and archiving.

4. Facilities

- a. When possible, a 10-lane 25-yard competition course shall be used. At minimum, a 7-lane 25-yard competition course shall be used.

- b. Sufficient warm-up/warm-down lanes shall be available throughout the competition, and on Saturday afternoon for team practices.
 - c. A fully automatic primary timing system shall be used, except that the primary timing system for 25-yard events may be semi-automatic or manual with three watches. 25-yard events should start from the blocks whenever possible.
 - d. There shall be adequate space at the venue to accommodate the Zone teams and staff, while maintaining separation from spectators and the general public.
5. Accommodations
- a. Pacific Swimming shall arrange and provide each Zone team with group transportation, hotel accommodation, Saturday dinner and Sunday breakfast, team sweatshirts, team caps, and bag tags.
 - b. Each Zone team is responsible for providing food and drink for its athletes, coaches, and staff at the competition, and during travel between the competition and their Zone. At outdoor venues, Zone teams should be prepared to provide their own shelter as needed.
 - c. Optionally the host Zone may operate a snack bar during the competition for the convenience of spectators and other participants. Any profits will remain with the host Zone.
6. Participation
- a. Each prospective ZAM athlete and staff member (coach, manager, or chaperone) must timely complete and submit the appropriate ZAM application prescribed by Pacific Swimming and their Zone. Participants must sign and agree to abide by all forms in the application, including but not limited to the required Code of Conduct and Travel Policy.
 - b. Family members or others who are not also athletes or staff participants shall not participate in team activities including travel, practices, meals, or competition, except during competition as spectators, timers, or officials. All athletes will be supervised by designated team coaches and staff during team activities. (See exceptions below for travel and lodging of 8-under athlete participants.)
7. Zone Staff
- a. Each Zone shall select team staff not to exceed 14 total. Team staff shall consist of a Head Team Manager, a Head Coach, and additional coaches and chaperones as needed for adequate and safe team management.
 - b. A coach or Head Team Manager may simultaneously serve as a chaperone.
 - c. A Head Coach shall be designated by the Zone from among the participating coaches.
 - d. The Head Team Manager and Head Coach of each Zone shall be at least 21 years of age prior to commencement of team travel.
 - e. All Zone staff shall be current members in good standing of USA Swimming and Pacific Swimming prior to commencement of team travel. All coaching staff shall be current coach members of USA Swimming and have all required credentials up to date.
 - f. Any and all Zone staff potentially transporting team participants separately from the group transportation shall submit to the Pacific Swimming Travel Coordinator a satisfactory motor vehicle

driver report from their state motor vehicle department by the deadline set by the Pacific Swimming Travel Coordinator or shall not transport other team participants.

- g. Other than group travel, lodging, and meals, any staff-related expenses shall be the responsibility of the Zone and/or individual staff members.

8. Athlete Eligibility

- a. Participating athletes must be current 14-under athlete members of Pacific Swimming as of the date of competition, must timely complete and submit the ZAM athlete letter of intent, application, and co-payment prescribed by Pacific Swimming and their Zone, and must be selected by their Zone to compete.
- b. To compete for a Zone, an athlete must be attached to a club member of that Zone or, if unattached, must physically reside within the boundaries of that Zone.
- c. Athletes who have ever competed for any LSC in a higher-level all-star travel meet, including but not limited to Western Zone All-Stars, North American Challenge Cup, or Pacific Coast All-Stars, shall NOT be eligible to compete in the ZAM.
- d. Additional athlete eligibility criteria may be established by each Zone if not in conflict with Pacific Swimming and USA Swimming rules, regulations, and policies.

9. Athlete Selection

- a. Each Zone may select up to 8 athletes per competition gender in each of the 13-14, 11-12, 9-10, and 8-under age groups, using criteria of the Zone's choice. (Competitive or standards-based selection criteria are recommended.)
- b. Zones may designate one or more alternate athletes in each age group and competition gender during their selection process. Alternates shall be submitted in the electronic entry file. Alternates shall meet all of the same eligibility and selection criteria prescribed above for selected athletes.
- c. An alternate athlete who replaces a selected athlete after the entry deadline for the meet may only compete in the replaced athlete's entered events and assigned lanes.
- d. Alternates who have not been called to replace selected athletes should not travel to the meet. All travel, lodging, and meals for any alternates who do travel to the meet shall be at the sole discretion and expense of their Zone and/or family and shall not be supervised by team staff. No team apparel will be provided for such alternates.

10. 8-Under Athletes

- a. 8-under athletes may participate under the same conditions as the other age groups, except that they shall not travel on team transportation or lodge in team-supervised hotel rooms.
- b. All transportation and lodging for 8-under participants shall be the sole responsibility of, and shall be arranged and supervised by, the athlete's family, including timely drop-off and pick-up from team practices, meals, and competition.
- c. For each 8-under athlete a release form will be provided and must remain with a designated manager on each Zone team. The release form shall be signed by the athlete's parent or guardian each time the

athlete is dropped off and picked up for any ZAM activities (Saturday warm-up, Saturday banquet dinner, start of the meet on Sunday, and end of the meet on Sunday).

11. Athlete Co-Pay

- a. Each Zone shall set the co-payment amount for their athlete participants.
- b. Each Zone shall pay to Pacific Swimming \$85 per selected athlete by the deadline established by the Pacific Swimming Travel Coordinator, unless a different amount is approved by the Pacific Swimming Board of Directors.

12. Competitive Events, Entries, and Seeding

- a. The same set and sequence of competitive events shall be conducted each year, as documented in prior meet announcements. All events shall be timed finals.
- b. Each Zone Team may enter up to 4 athletes per individual event and two (2) relay teams per relay event. Each athlete may compete in up to three (3) individual events per day plus relays.
- c. Each event shall be pre-seeded, fastest to slowest within each Zone's entries, set-up in Meet Manager as a 3+ team double dual with assigned lanes.
- d. Heats and lanes shall be assigned to each Zone based on the final team ranking from the previous year, in fast to slow order. The previous year's winning Zone shall be assigned the fastest lane in heat 1 of each event, the second-place Zone assigned the next fastest lane in heat 1, and so on, cycling through all of the Zones, lanes, and heats until each Zone has been assigned 4 lanes (2 lanes for relays). Each year's seeding assignments shall be stated clearly in the meet announcement.
- e. When the meet is conducted in fewer than 10 lanes, it is recommended that individual events be seeded in 7 lanes, and relays in 5 lanes, to provide the most uniform conditions of competition without adding heats.
- f. Each Zone shall submit a single electronic entry file accompanied by a PDF or hard copy of their entries. Submission shall be to the person and by the deadline specified in the meet announcement.
- g. Entries with "no time" (NT) will NOT be accepted. If no previous yards time exists for an entry, a converted or coach-estimated time shall be entered.

13. Scoring and Awards

- a. Individual events shall be scored to 20 places, and relay events shall be scored to 10 places.
- b. A perpetual team trophy shall be awarded to the highest scoring Zone each year.

14. Pacific Swimming Travel Coordinator shall:

- a. Maintain and update the templates for athlete and staff applications, and supply these to each Zone's Head Team Manager or Zone chair by November 15th of each year with appropriate instructions.
- b. Furnish the previous year's meet announcement and team scores, along with appropriate instructions, to the Meet Director or Zone Chair of the next meet no later than November 15th of each year.
- c. Establish and enforce deadlines each year for each Zone to submit their co-payments and all needed team information.

- d. Complete planning, arrangements, and contracts for group transportation, Saturday practices, lodging, and group meals for each of the Zone teams as appropriate, in coordination with the Pacific Swimming Finance Vice Chair and with each Zone's designated Head Team Manager and/or Zone Chair.
 - e. Order and arrange for delivery of team sweatshirts, team caps, and bag tags for each Zone.
 - f. Conduct a meeting prior to the event for all Zone Team Leaders and the Meet Director.
15. Pacific Swimming Office shall:
- a. Store and archive a backup of each year's final meet database, editable meet announcement, team scores, and other relevant meet information.
 - b. Update the meet records in the final database and post the new meet records on the Pacific Swimming web site in both text and machine-readable formats for use in future meets.
 - c. Furnish the previous year's meet database, with updated meet records, to the Meet Director or Zone Chair of the next meet no later than November 15th of each year.

SECTION VIII

MEET SCHEDULING AND MEET BID AWARDS (9/18/2024)

- A. The Scheduling Committee shall oversee the operation of the present schedule and plan the next year's schedule of Pacific Swimming awarded meets, based upon the recommendations of the Age Group and Senior Committees. These meets include but may not be limited to: 10 & Under Championships, Age Group Championships, Far Western Championships, Zone All-Star Meet, Senior Open, and Senior 2 Meets. In carrying out these duties the committee shall: (9/18/2024)
 - 1. Foster continuous competition from Age Group through Senior Swimming.
 - 2. Arrange the schedule so that conflicts be minimized.
 - 3. Establish standards to evaluate the bidding club and venue for awarding of meets.
 - 4. Provide guidelines for meet formats for Pacific Swimming awarded meets.
- B. Voting Committee Members (9/18/2024)
 - 1. Scheduling Chair appointed by the General Chair (1)
 - 2. Age Group Chair, elected by the House of Delegates (1)
 - 3. Senior Chair, elected by the House of Delegates (1)
 - 4. Officials Chair, appointed by the General Chair (1)
 - 5. (Scheduling only) Zone Chairs (5) – May designate an alternate to represent their zone
 - 6. (Bid Awards only) Program Development Vice Chair, elected by the House of Delegates (1)
 - 7. At least one Coach Representative, appointed by the Scheduling Chair (1+)
 - 8. Three Athlete Representatives, appointed by the Athlete Committee (3)
- C. Meetings shall be in person, online, or via email, at the call of the Scheduling Chair or of any three members of the committee, with at least five days' notice. (9/18/2024)

- a. The Committee shall meet annually in early January of each year to establish a schedule of meets to be awarded by the Committee and publicize the schedule.
 - b. The Committee shall meet annually in late January of each year, and as further needed thereafter, to review meet bid applications and award non-zone awarded meets on the Pacific Swimming Calendar.
- D. Meet Award Procedures
1. The Scheduling Chair shall annually announce the time, place, and method for submitting bids for meets to be awarded by the Committee. (9/18/2024)
 2. Clubs shall submit their application for the award of meets in accordance with the above. Applications for meets not received in accordance with the above shall not be considered until all bids received in compliance have been considered. (9/18/2024)
 3. Clubs applying for more than one meet shall designate their 1st, 2nd, etc. choice on the application.
 4. Meets designated to be conducted within the Pacific Swimming territory by USA Swimming or the Western Zone shall be awarded the meet without the necessity for the club to submit an application to the Committee.
 5. The Committee shall award the two Far Western Championship meets first, then the three Age Group Championship meets, followed by all the remaining meets. Committee members who are affiliated with a club submitting a bid shall abstain from voting on that specific bid. (9/18/2024)
 6. Far Western Championship meets are awarded to meet hosts for a 2 year cycle upon meet bids approved by the Board of Directors or the Executive Committee. Host responsibilities for the Winter Age Group Championship, the Spring Age Group Championship, the Summer Adam Szmids Memorial Age Group Championship, the Far Western Short Course Championship, and the Far Western Long Course Championship meets shall not be awarded to the same club for more than two successive years except when there is no qualifying bidder for the succeeding year.
 7. Clubs hosting a High School Section Championship meet (awarded by the High School Section) shall be awarded the Walk-On meet following the Section meet. Should that Club decline to host the Walk-On meet, the Walk-On meet shall be included in the schedule of meets to be bid on that year.
 8. Any meets not bid for and awarded during the initial award period shall be open for bidding by a later date as determined by the Committee, and shall not be subject to the protection from competing meets for those dates.
 9. Meet awards shall be confirmed by action of the Board of Directors or Executive Committee.
- E. Clubs wanting to bid to host Pacific Swimming awarded Age Group and Senior meets shall agree to comply with the applicable meet requirements for Pacific Swimming awarded Senior or Age Group meets for the upcoming swim meet year that are included in the meet bid package. Also see Section VII.
- F. On protected dates (Official's Clinic, Athlete Leadership Summit, Fall House of Delegates meeting and Far Western Championships), meets held by a USA Swimming member where participants are registered athletes shall not be approved or sanctioned with the following exception: On the weekend of a Far Western Championship Meet, Zone-level, single-venue, non-championship meets, intended for athletes who do not have qualifying times for Far Western Championships, may be sanctioned and held. (9/18/2024)

- G. Any Zone or club that wishes to schedule a meet opposite a Pacific Swimming awarded meet with time standards which conflict with the Pacific Swimming awarded meet shall obtain approval from Zone Sanction Chair, Pacific Swimming Scheduling Chair and Board of Directors or Executive Committee.
- H. A change of venue for a Pacific Swimming awarded meet not yet sanctioned shall be resolved by the Scheduling Committee as an administrative matter.
- I. Meet Changes
 - 1. Any request to or by the Pacific Swimming Board of Directors or Executive Committee to change the level of a meet may be approved subject to the consensus of the Zone Scheduling Committees. (9/18/2024)
 - 2. Any request by the meet host or by Pacific Swimming to change any other applicable requirements for a Pacific Swimming-awarded Senior or Age Group Meet, shall be sent in writing to Pacific's Meet Management Coordinator at least 45 days before the first day of the meet. Any such request shall be decided by majority vote of a committee composed of the Scheduling Chair, the Vice-Chair of Operations, the Senior Chair or Age Group chair as appropriate for the type of meet, the Officials Chair, and the Meet Management Coordinator. The Treasurer shall be a non-voting member of the committee.
 - 3. If a club which has been awarded a meet by the Scheduling Committee and approved by the Board of Directors or the Executive Committee and announced on the Pacific Swimming website, either cancels or turns back the meet within six months of the start of the meet, or fails in a material way to comply with the requirements in the bid package or any approved changes in those requirements, the club shall be penalized by being ineligible to be awarded any meet during the initial round of bidding for next swim meet year. If a club finds it necessary to cancel a meet because of extraordinary circumstances, such as limited entries or facility closure, the club may appeal the penalty through the Scheduling Committee Chair and the Board of Directors or Executive Committee.
- J. Clubs in the Eureka/Crescent City area and Zone 4 may schedule meets opposite Pacific Swimming sponsored meets (distance being the determining factor).
- K. Pacific Swimming may subsidize host clubs for some of the documented direct costs of hosting meets designated by the Board of Directors or Executive Committee.
- L. The Board of Directors authorizes the Scheduling Committee Chair to accept and award any qualified bids received for any unbid and awarded meet on the current schedule of Pacific Swimming awarded Senior and Age Group meet without action by the Scheduling Committee, Board of Directors or Executive Committee.

SECTION IX

TIME STANDARDS

A. Time Standards

- 1. Duties and Responsibilities
 - a. Age Group and Senior Committees: The Age Group and Senior Committees shall each year provide any proposed changes to the time standards criteria, including information about the effects of the changes, to the Board of Directors at or before the September meeting prior to the next meet bid season

- b. Designated staff shall each year present to the Board of Directors by the October meeting for adoption at the November meeting the Age Group and Senior time standards calculated using the approved criteria.
 - c. Any committee or individual who wishes to recommend changes to the criteria or time standards shall present their recommendations on a timely basis to permit compliance with the above dates to the Age Group or Senior Committee which, upon acceptance or modification, shall provide their recommendation to the Board of Directors.
 - d. Should the Age Group or Senior Committee not present a recommendation on the criteria to the Board of Directors by the September meeting, the designated staff shall prepare the time standards based upon the currently approved criteria. The designated staff may, in addition, present recommended changes at the October Board of Directors meeting if it appears the existing guidelines do not meet the stated purposes.
2. The Far Western time standards shall be established as follows:
 - a. Athletes' qualifying times shall be considered valid for 18 months.
 - b. Time standards shall be set to control each meet size based on the daily timeline and accommodate a proportional number of athletes in each age group based on a five-year rolling average of year round athletes registered in Pacific Swimming.
 3. The Age Group Championship time standards shall be established as follows:
 - a. Athletes' qualifying times shall be considered valid for 18 months.
 - b. Time standards shall be set to control each meet size based on the daily timeline and accommodate a proportional number of athletes in each age group based on a five-year rolling average of year round athletes registered in Pacific Swimming.
 4. Other Pacific Swimming Age Group time standards shall be established as follows:
 - a. The USA Swimming Motivational time standards shall be used.
 - b. 8 and under time standards shall be established by the Age Group Committee
 5. Pacific Swimming Senior time standards shall be as follows:
 - a. Senior 2
 - (1) Senior 2 qualifying shall be the applicable year's USA Swimming National-Age Group Time Motivational Time Standard Level A for 15-16. For bonus events, USA Swimming National Age-Group Motivational Time Standard Level BB Minimum for 15-16 shall apply.
 - (2) Bonus events per meet shall be as follows: qualified thirteen-year-old and older athletes are allowed two bonus events. Twelve-year-old athletes are not eligible for bonus events.
 - b. Senior Open
 - (1) For Senior Open meets, thirteen-year-old and older athletes shall be automatically qualified. Eleven- and twelve-year-old athletes shall meet the applicable year's USA Swimming National Age-Group Motivational Time Standard Level BB Minimum for 15-16.
 - (2) No bonus events at this meet.

6. Any meet having qualifying time standards not in accordance with those published by Pacific Swimming shall be approved by the Board of Directors prior to being sanctioned.

SECTION X

MEET CONDUCT

A. Meet Conduct

1. There shall be no limit on the number of events offered at a meet.
2. In Pacific Swimming Zone awarded meets, 15 and over events are allowed. The Zones shall determine applicable time standards and awards for 19 and over athletes.
3. Open events (events not limited to specific ages) beginning or concluding a session, or scheduled in a separate session, within an age group meet shall not be considered age group competition, and shall not be subject to the 4-hour session planning limit for 12 and under competitors.

B. Order of Heats

1. In all preliminaries and finals meets where more than one heat of finals is scheduled, the order of the finals heats shall be as stated in the meet announcement or, if not stated there, shall follow USA Swimming Rules and Regulations.

C. Senior Competition

1. Entries to Senior meets may be closed prior to the posted entry deadline due to timeline considerations. The decision to close entries should be determined by the Senior Committee with input from the meet host and the Meet Referee. This statement shall be included in the Meet Announcement.
2. The number of heats of distance events may be capped in advance by agreement of the meet host and the Meet Referee. This statement shall be included in the Meet Announcement.
3. In Senior Time Trials meets authorized by Pacific Swimming Rules and Regulations, the schedule of events shall include the entire schedule of events offered in the accompanying Senior meet. The time at which the Time Trial meet will be swum shall be jointly agreed upon by the Meet Director and Meet Referee each day.

D. Far Western Championship Meets

1. All-star teams are not eligible for Team high point awards at Far Western Championship meets.
2. At a Far Western Championship Meet, whenever a single age group has more than one relay event scheduled in finals on the same day, the shorter distance relay for that age group shall be scheduled at the beginning of finals.

E. Invitational Meets

1. Invitational meets shall be closed and shall be limited to two teams per competitive lane, the clubs to be named in the meet announcement.
2. Invitational meets in Zone 4 and the North Coast area of Zone 3 shall not be subject to limits on the number of invited teams. [NOTE: THEY ARE STILL LIMITED BY THE 4-HOUR RULE.]

F. Meet Entries

1. Competitors shall enter their name and registration number exactly as they are shown in their USA Swimming Registration. If this is not done, it may be difficult to match the athlete with the registration and times database. The meet host shall check all athlete registrations against the USA Swimming SWIMS database and if not found to be registered, athletes shall be required to register online via USA Swimming's online member registration before being allowed to swim in the meet.
2. The postmark deadline for mailed entries shall be no later than two Mondays prior to the meet.
3. Unless otherwise stated in the meet announcement, online entries shall be due two Wednesdays prior to the meet.
4. Any hand delivered entries shall be submitted in accordance with the meet announcement but in any case no later than the deadline for online entries.
5. All paper entries received shall be given to the Administrative Official as a ready reference in case of dispute over an entry.
6. Any Zone scheduled meets may accept only Zone entries up until three Mondays prior to the meet, after which time the meet shall begin accepting all other entries in the order received. One team outside of the Zone or LSC, up to 30 total athletes, may be invited by the host team to be part of the Zone priority entry period.
7. Relay team entries shall be submitted by the deadline stated in the meet announcement. If no deadline is stated, it shall be at the discretion of the Meet Referee and Meet Director for each session, but in any case not less than one hour before the estimated start time of the first heat of the relay event being entered.
8. Relay only meet entries shall be submitted by the closing date listed on the meet announcement.
9. Meet entries shall not be limited based solely on the number of athletes entered in the meet, except when required due to limitations of the host facility.
10. When one or more sessions of a meet close prior to the deadline, all unaccepted entrants not already notified automatically via online entries shall be notified in the following manner:
 - a. No later than the first Monday before the meet, the Meet Director shall make provisions to contact (via electronic communication) a coach or Board Member from each club that has entries rejected. A list of rejected entries may also be posted on the Pacific Swimming website and shall be limited to athlete name and club.
 - (1) A log with the date, time and name of each person contacted shall be maintained as well as the name of each rejected athlete from that club with their total entries.
 - (2) All envelopes received shall be opened so as to determine if there are more than one athlete's entries being rejected.
 - (3) With the permission of the contact person, those entries then can be grouped together and mailed with the individual checks to the Club's address. If the number of rejected entrants from a particular club is less than 5, the entries may be mailed directly back to each individual's address.

G. Entry Time Verification

1. For meets with qualifying times or when awards are based on entry flights, all entry times shall be submitted for verification to timeverification@pacswim.org. Change of entry times shall remain the discretion of the meet referee.
2. Verified entry times shall have been achieved prior to the closing date for entries to the meet. If the time cannot be proven verified prior to the meet, the athlete shall not be allowed to check-in for the event until the entry time has been verified. When possible the coaches shall be notified of their athletes who have not verified their entry time.
3. In a meet with multiple time standard levels per event, an athlete with an unproven time shall be moved to the proper time standard level rather than being scratched, unless the time is faster than the time standard (if any) for that meet.
4. An athlete who qualifies for a certain time standard level in a specific stroke and distance in any course shall be considered qualified at that level in the same stroke and distance in all courses. Unless No Time (NT) entries are allowed, the entry time shall be submitted in the course in which the qualifying time was achieved (followed by Y for Short Course Yards (SCY), S for Short Course Meters (SCM), or L for Long Course Meters (LCM), regardless of the course of the meet being entered.
5. Converted times shall not be used for meet entries unless permitted in the meet announcement. Altitude adjusted times from SWIMS may be used for meet entries.
6. Unless otherwise specified in Pacific Swimming Rules and Regulations, in meets where entry time verification is required, an official time may be verified through USA Swimming SWIMS database or National Times Verification Officers.

H. Timing

1. Where any provision of this section conflicts with the LSC meet bid requirements published by the Scheduling Committee, the provision in the LSC meet bid requirements shall govern.
2. Level 1 – Primary system: Fully Automatic
Level 1 timing may be used at any meet, and is required for all Preliminaries and Finals meets in the Senior Program, and in the Age Group Program with Age Group Championships qualifying time standards or faster. A backup system with at least two buttons and a tertiary system of at least one manual watch shall also be provided.
3. Level 2 – Primary system: Semi-automatic with 3 buttons
Other Senior meets and Age Group meets with qualifying times of A or faster shall have at least a Level 2 primary timing system with a backup system of at least one watch.
4. Level 3 – Primary system: Semi-automatic with 2 buttons or manual with 3 watches
All other meets sanctioned by Pacific Swimming shall have at least a Level 3 primary timing system. If that system consists of semi-automatic timing with two buttons, a backup system of at least one watch shall be provided.
5. Level 4 - Primary system: Manual with 2 watches
Level 4 timing may be used only to achieve Pacific Swimming age group time standards slower than A.

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Version: 1/17/24 Updated: 1/15/25

(Note: This document's version corresponds to the date of the last BOD/HOD meeting for which all modifications approved at that meeting, and all prior meetings, have been incorporated into this document.)

I. Awards

1. Minimum awards requirements for LSC scheduled meets shall be determined by the Scheduling Committee in consultation with the appropriate Age Group or Senior Committee, and shall be published by the Scheduling Committee in the LSC meet bid requirements.
2. Awards for Zone scheduled meets shall be determined by the Zone or the meet host, provided that in a multi-time standard level meets the same number of places in each category shall be awarded.

J. Meet Results

1. Meet results shall be submitted to Pacific Swimming by email at results@pacswim.org, by the deadlines established in Pacific Swimming Rules and Regulations. Results shall include the complete meet results in a SDIF, SD3, or CL2 electronic file, PLUS the complete meet results in a HTML or PDF file.

K. Warm-Up Procedures (3/20/2024)

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 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 (3/20/2024)

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 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 backstroker 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 XI

SWIM RECORDS

A. Swim Records

1. Pacific Swimming shall offer and maintain records in the following classes:
 - a. Senior records shall be offered in the events listed in USA Swimming Rules and Regulations Article 102.1.1.
 - b. Age group records shall be offered in the events listed in USA Swimming Rules and Regulations Article 102.1.2.

- (1) Age group relay events listed in USA Swimming Rules and Regulations Article 102.1.2 shall also be offered as Pacific Swimming All-Star relay records. These records shall be achieved by a team representing Pacific Swimming in all-star competition with other LSCs or with teams from outside the United States.
- (2) Records set in inter-zone competition among teams representing Pacific Swimming's zones do not qualify as Pacific Swimming All-Star records.
- c. Records for 8 and under athletes shall be offered in the following events:
 - (1) Short course yards: 25, 50, and 100 freestyle; 25 and 50 backstroke; 25 and 50 breaststroke; 25 and 50 butterfly; 100 Individual Medley
 - (2) Long course meters: 50 and 100 freestyle, 50 backstroke, 50 breaststroke, 50 butterfly
2. Any requirement for certification of pool length for Pacific Swimming records shall be consistent with any such requirement for National Age Group records.
3. In 50 meter pools, all record times for 50 meter distances shall be achieved with fully automatic or semi-automatic timing systems.
4. There shall be no application requirement for recording a new Pacific Swimming record. It shall be the responsibility of the Pacific Swimming Times Recognition Coordinator to see that new Pacific Swimming records are identified, verified, and recorded, and that the athlete (s) receive appropriate recognition.

SECTION XII

AWARDS AND BANQUET

A. Awards and Banquet

1. There may be an annual event at which the following awards shall be presented:
 - a. The Outstanding Male and Female athlete in each age-group (10 and Under, 11, 12, 13, 14, 15, 16, 17) from the selection criteria provided in Section XII 3 separately for short and long course achievements.
 - b. The Outstanding Senior Male and Female Athletes as determined in accordance with the provisions of Section XII 4.
 - c. The Male and Female Race of the Year (Age-Group and Senior)
 - d. The Male and Female Relay of the Year (10&Under, 11-12, 13-14, 15-18)
 - e. Coach of the Year (Age-Group and Senior)
 - f. Impact Award
 - g. The DDEI Impact Award is awarded to either an organization or individual that is making swimming more accessible to the communities within Pacific Swimming.
2. Minimum Eligibility for Awards
 - a. Athletes eligible for individual awards shall have been members of Pacific Swimming continuously between March 1 and August 31 of the calendar year in which the awards are presented.

- b. All individual and relay awards shall be based on achievements completed between September 1 of the previous year and August 31 of the calendar year in which the awards are presented.
 - c. Collegiate Athletes and Post-Collegiate Athletes are not eligible for these awards.
3. The selection criteria for the single age awards (with the exception of 10 & Under athletes evaluated as one age group) are:
- a. National Single Age Record – 100 points
 - b. Pacific Swimming Single Age Record – 50 points
 - c. National Single Age Top 10 Rankings – each placing
 - 1st – 10 points
 - 2nd – 9 points
 - 3rd – 8 points
 - 4th – 7 points
 - 5th – 6 points
 - 6th – 5 points
 - 7th – 4 points
 - 8th – 3 points
 - 9th – 2 points
 - 10th – 1 point
 - d. If, after determining the point total from a-c, above, it is not possible to make a final selection, each placing in the Pacific Swimming Single Age Top 10 Rankings (in each event) shall be used to assist in the selection, 10 points for 1st through 1 point for 10th.
4. Pacific Swimming shall award “Outstanding Senior Male and Female” awards each year — one award to a pre-college male and female. Each award shall be based on total points scored at the National-level Championship Meets as approved by the Board of Directors. Total points scored at Junior Nationals shall be multiplied by 0.5 in order to weigh points scored at the highest level National Championship meet higher. The tie breaker shall go to the athlete with the highest World Ranking in any event, or the highest combination of World Rankings, if necessary. If there are no scores kept (i.e. Olympic Trials or Top 24 placing) then the highest combined finishes shall be used with the lowest total winning. Note: this formula shall weigh the swimmer with two Top 8 and one Top 16 placing higher than a swimmer who wins one event but fails to swim other events.
5. The Male and Female Race of the Year for both Age-Group and Senior athletes shall be selected based on the following criteria:
- a. The Awards Banquet Committee, comprised of a Pacific Swimming Staff member, the Age-Group Chair, Senior Chair, Age-Group and Senior Coach Representatives, the Program Development Vice Chair, and one (1) Athlete Representative, shall select 5 finalists for the Male and Female Age-Group, Male and Female Senior Race of the Year based on highest nationally-ranked swims beginning September 1 and ending August 31 of the current season.
 - (1) Approximately 45 days before banquet, the finalists for each Race of the Year category shall be announced on the Pacific Swimming website.
 - (2) The general public shall have approximately 20 days to vote.

- (3) Based on the results of the vote, the finalists shall receive the following points:
- 1st – 5 points
 - 2nd – 4 points
 - 3rd – 3 points
 - 4th – 2 points
 - 5th – 1 point
- (4) All individual members of the Awards Banquet Committee shall also rank all 5 finalists 1st through 5th. 1st being their top vote, 2nd being what they perceive as the second-best race and so forth. Based on their ranking, a finalist shall receive the following points:
- 1st – 5 points
 - 2nd – 4 points
 - 3rd – 3 points
 - 4th – 2 points
 - 5th – 1 point
- (5) All points for each finalist shall be added together, the finalist with the most points winning the award.

6. The Male and Female Relay of the Year nominees will be selected based on the top relays beginning September 1 and ending August 31 of the current season in the following categories:

10 & Under (4 Nominees)	11-12 (8 Nominees)	13-14 (10 Nominees)	15-18 (10 Nominees)
200 SCY Free	200 SCY Free	200 SCY Free	200 SCY Free
200 SCY Medley	200 SCY Medley	200 SCY Medley	200 SCY Medley
200 LCM Free	400 SCY Free	400 SCY Free	400 SCY Free
200 LCM Medley	400 SCY Medley	400 SCY Medley	400 SCY Medley
<i>(could possibly consider all-star Relay)</i>	200 LCM Free	800 SCY Free	800 SCY Free
	200 LCM Medley	200 LCM Free	200 LCM Free
	400 LCM Free	200 LCM Medley	200 LCM Medley
	400 LCM Medley	400 LCM Free	400 LCM Free
	<i>(could possibly consider all-star Relay)</i>	400 LCM Medley	400 LCM Medley
		800 LCM Free	800 LCM Free

- a. The Awards Banquet Committee will select Male and Female Relay of the Year winners in each age group using the same voting and scoring process outlined above for Race of the Year awards.
7. The Age-Group AND Senior Coach of the Year shall be selected based on the following criteria:
- a. A nominating committee, headed by the Age-Group and Senior Coaches Representatives, shall select nominees for both the Age-Group and Senior awards.
 - b. Nominees shall be sent out to all Pacific Swimming coaches to vote on.
 - c. Nominee in each coaching category with the most votes wins the Coach of the Year award.
8. The Outstanding Athlete Representative Award shall be given to the athlete representative that has made an impact in the sport of swimming, whether through achievement or inspiration, and on their club and in their community as a whole.

- a. Athlete Representatives will nominate fellow Athlete Committee members for the award based on the above criteria. Nominees will be voted upon electronically by Athlete Representatives. Votes are limited to one per club.
 - b. The Senior, Junior, and incoming Junior Representatives are ineligible for this award.
9. The DDEI Impact Award finalist(s) and winner(s) shall be selected by the DDEI Committee from nominations solicited by the Committee.
10. The cost of a meal at the Pacific Swimming Awards banquet shall be paid as follows:
- a. Pacific Swimming shall pay 100% of the meal for honored members of Pacific Swimming:
 - (1) All award recipients for Outstanding Age-Group athletes.
 - (2) All finalists for Outstanding Senior athlete
 - (3) All finalists for the Age-Group and Senior Race of the Year awards
 - (4) All finalists for the Age-Group and Senior Relay of the Year awards
 - (5) All finalists for the Outstanding Athlete Representative Award
 - (6) All finalists for the DDEI Impact Award
 - (6) All finalists for the Age-Group and Senior Coach of Year award
 - (7) Invited speakers or guests of Pacific Swimming approved by the General Chair and Treasurer
 - (8) Members of Pacific Swimming’s Board of Directors and Pacific Swimming’s staff working before or during the event
 - b. All other banquet attendees shall be charged as determined annually based on cost.
11. Pacific Swimming shall award an Outstanding Disability Athlete Award to one athlete with a disability when elite achievements are attained. Nominations submitted by a coach or club board president will be considered by the Awards Committee and the committee will determine if an athlete is eligible for an award.
- a. Athletes with Physical Disabilities or Vision Loss
 - (1) Elite Achievements:
 - i. Paralympic Games, 100 points, podium, 50 points
 - ii. International Paralympic Committee (IPC) World Championships, 50 points, podium, 30 points
 - iii. Parapan American Games, 30 points, podium, 10 points
 - iv. U.S. Paralympics CanAm meets or U.S. Paralympic Team Trials, 10 points
 - b. Athletes Who are Deaf
 - (1) Elite Achievements:
 - i. Deaflympics, 100 points, Podium, 50 points
 - ii. World Games for the Deaf, 50 points, podium, 30 points

- c. Athletes with an Intellectual Disability
 - (1) Elite Achievements:
 - i. Paralympic Games, 100 points, podium, 50 points
 - ii. International Paralympic Committee (IPC) World Championships, 50 points, podium, 30 points
 - iii. INAS Global Games World Championships, 50 points, Podium, 30 points
 - iv. Parapan American Games, 30 points, podium, 10 points
 - v. U.S. Paralympics CanAm meets / Paralympic Team Trials, 10 points

SECTION XIII

CAMPS

A. Camps (9/18/2024)

1. The per athlete co-pay for one day camps held within Pacific Swimming shall be \$40.00, or as determined by the Pacific Swimming Board of Directors, with the exception of the DDEI Camp which shall have a co-pay of \$15. The per athlete co-pay for multiple day camps shall be 35-40% of the total budgeted cost of the camp divided by the maximum number of athlete participants.
2. The per athlete co-pay for camps held outside Pacific Swimming shall be 50% of the total budgeted cost of the camp divided by the maximum number of athlete participants.
3. Based on changes to the costs of any camp, a change in the co-pay may be requested by the Camps Coordinator to the Board of Directors for their approval.
4. Athletes from Pacific Swimming attending camps sponsored by USA Swimming shall be eligible for travel assistance. The amount of the assistance shall be the cost of air fare determined by the Pacific Swimming Board of Directors, less any travel assistance received from USA Swimming.

SECTION XIV

DISABILITY, DIVERSITY, EQUITY, AND INCLUSION

A. Disability, Diversity, Equity, and Inclusion

The primary purpose of the Disability, Diversity, Equity, and Inclusion (DDEI) Program shall be to increase ethnic, racial, gender, sexual orientation, ability, and socioeconomic diversity and to foster an inclusive environment at all levels of the sport of competitive swimming. It is intended that this program will reach out to underrepresented groups in the overall community.

1. The Disability, Diversity, Equity, and Inclusion (DDEI) Committee shall develop and administer programs which are aimed at encouraging existing clubs and related organizations to expand opportunities to provide a competitive swimming experience to those athletes currently lacking such opportunities.
2. Committee membership shall include representatives from the Age Group, Senior, and Coaches Committees, each Zone, and at least one athlete.

3. The committee shall evaluate proposals and make recommendations to the Board of Directors for the allocation of funds to those programs which show promise of achieving their objectives.
4. Clubs and organizations requesting support from Pacific Swimming shall submit a written Program Plan which includes the purpose, plan description, test metrics, schedule, budget, funding requested from Pacific Swimming, and manpower expectations. The Committee shall evaluate the requests based on the following criteria:
 - a. Fulfillment of the USA Swimming Outreach Program Mission
 - b. Fulfillment of the Pacific Swimming Mission
 - c. Benefit to the athletes
 - d. Innovation
 - e. Likelihood of success
 - f. Other sources of funding
 - g. Available funding from Pacific Swimming

Upon approval by the committee and the Board of Directors, the requesting organization shall be advised to enact the Program Plan and upon completion or reaching appropriate milestones, provide a written report to the committee outlining the results. Documented expenses up to the amount allocated for the program shall be reimbursed; however, an advance may be considered prior to submittal of final reports. The committee in its report to the Board of Directors may recommend discontinuance, further evaluation, or approval for continuation and/or expansion of the program.

5. To be eligible to receive funding, the organization and athletes shall be registered members of USA Swimming and Pacific Swimming. Organizations shall provide a copy of IRS documentation of their eligibility for tax deductible donations.
6. The committee may recommend limits to funding or time periods for fund availability for any organization requesting funds.
7. This program is intended to address innovative new opportunities and is not expected to continue ongoing programs after they have initially been developed.
8. The Pacific Swimming Board of Directors shall appoint a committee of three (3) of its members to consider requests for need based (true hardship) financial assistance for athletes selected to participate on any Pacific Swimming All-Star Team. The members of this committee shall not be members of the All-Star Selection Committee. Application shall be submitted to the committee by the athlete's club coach.
 - a. The co-pay for one-day camps shall not be reduced.
 - b. Outreach athletes shall be charged 25% of the set co-pay to participate on all-star teams and at multi-day camps.
9. The Committee shall prepare a draft of the annual DDEI budget for submittal to the Finance Vice Chair, Board of Directors, and House of Delegates. Funding shall be based upon need and funding amounts shall be determined by the Board of Directors.

SECTION XV

RECORDS MANAGEMENT

A. General Guidelines

1. Pacific Swimming shall retain records to comply with legal and governmental requirements and to meet the organization's operational needs. Only records required by law or needed for the operation of the business shall be retained.

B. Policy Compliance

1. It is the responsibility of elected officers, Committee Chairs of Pacific Swimming and its Zones, and Pacific Swimming's staff to comply with this policy.

C. Retention, Destruction and Turn-over

1. The specific responsibilities of the elected officers and Committee Chairs are as follows:
 - a. Ensure that documents created or accumulated, either individually (in the case of an elected officer) or by a committee (in the case of a Committee Chair), are retained for the minimum retention period as defined within this policy.
 - b. Provide access to retained documents in a reasonable and timely manner.
 - c. Turn over all retained documents to Pacific Swimming staff within 90 days of vacating a position.
 - d. Ensure documents retained beyond the minimum retention period are purged in a timely fashion unless those documents are deemed relevant to litigation. All purged documents containing sensitive personal information shall be destroyed by shredding to protect against potential identity theft.
 - e. Implement policy changes as needed to insure the interests of Pacific Swimming, meet the document retention requirements of USA Swimming, or legal and regulatory agencies.

D. Exception for Litigation Relevant Documents

1. Records believed to be relevant to litigation or potential litigation (i.e. a dispute that could result in litigation) shall be preserved until it is determined those records are no longer needed. Litigation relevant documents are an exception to any published document destruction schedule.

E. Minimum Retention Periods and Turn-over Requirements for Specific Categories

1. Pacific Swimming has established retention and destruction policies and schedules, in order to ensure legal compliance and/or other objectives. Several categories of documents that warrant special consideration are identified below.
 - a. **Organizational Documents** shall be retained permanently. Organizational records include Pacific Swimming's articles of incorporation, bylaws and IRS Form 1023 Application for Exemption. IRS regulations require Form 1023 shall be available for public inspection upon request.
 - b. **Tax records** shall be retained for at least seven years from the date of filing the applicable return. Tax records include, but are not limited to, documents concerning payroll, expenses, proof of donor contributions, accounting procedures, and other documents concerning Pacific Swimming's revenues.

- c. **Board and Board Committee Materials** (except Board of Review and Administrative Review Board), Procedure manuals and meeting minutes shall be retained permanently. A clean copy of all other Board and Board Committee materials shall be kept for no less than three years.
 - (1) Committees Chairs shall turn over minutes and materials to the Pacific Swimming staff upon the conclusion of any non-standing Committee.
 - (2) Outgoing committee chairs shall turn over minutes and materials no more than 90 days after term expiration to the Pacific Swimming staff.
- d. **Board of Review and Administrative Review Board.**
 - (1) A clean copy of all Board of Review and Administrative Review Board documents and materials shall be kept permanently.
 - (2) Outgoing Administrative Review Board chairs shall transfer all retained documents and materials to their successor in a reasonable and timely manner. A copy of all retained Board of Review and Administrative Review Board documents and materials shall be provided to the General Chair.
 - (3) Outgoing General Chairs shall return all copies of Board of Review and Administrative Review Board documents to the Chair of the Administrative Review Board. The Chair of Administrative Review Board shall verify the completeness of the returned documents and turn them over to the incoming General Chair within 90 days after term expiration.
- e. **Employment Records/Personnel Records.** State and federal statutes require Pacific Swimming to keep certain recruitment, employment and personnel information. Pacific Swimming shall keep personnel files that reflect performance reviews and any complaints brought against Pacific Swimming or individual employees under applicable state and federal statutes. Pacific Swimming shall keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications shall be retained for three years. Retirement and pension records shall be kept permanently. Other employment and personnel records shall be retained for no less than seven years.
- f. **Banking and Accounting.** Accounts payable ledgers and schedules shall be kept for not less than seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for major payments and purchases, over \$5,000) shall be kept for not less than three years. Any inventories of products, materials, and supplies and any invoices shall be kept for not less than seven years.
- g. **Insurance Documents.** Expired insurance policies, insurance records, accident reports, claims, etc. shall be kept permanently.
- h. **Contracts.** Final execution copies of all contracts entered into by Pacific Swimming shall be retained. Pacific Swimming shall retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.
- i. **Audit Records.** External audit reports shall be kept permanently. Internal audit reports shall be kept for not less than three years.
- j. **Legal Files.** Legal documents shall be retained for a period of not less than ten years. Legal counsel shall be consulted to determine the retention period of specific documents.

- k. **Marketing and Sales Documents.** Pacific Swimming shall keep final copies of marketing and sales documents for three years. Exceptions to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documents. These documents shall be kept for at least three years beyond the life of the agreement.
- l. **Press Releases/Public Filings.** Pacific Swimming shall retain permanent copies of all press releases and publicly filed documents.
- m. **Correspondence.** Unless correspondence falls under another category listed elsewhere in this policy, correspondence shall be retained for two years.

F. Electronic Documents and Mail

1. E-mail and electronic documents shall be retained as if they were paper documents. Retention periods depend upon the document category described elsewhere in this policy and shall be:
 - a. Printed in hard copy and kept in the appropriate file; or
 - b. Downloaded to a computer file and kept electronically or on disk as a separate file.
2. Pacific Swimming shall maintain a document retention and destruction schedule (see Appendix).

SECTION XVI

ELECTRONIC COMMUNICATIONS

A. Minor Athlete Policy

1. Electronic communications involving minor athletes shall at all times conform to the policies set forth by the U.S. Center for Safesport and the current USA Swimming Minor Athlete Abuse Prevention Policy.

B. Public Communications

1. It shall be the policy of Pacific Swimming that the following information, and only the following information, shall be acceptable for publication in any form, including but not limited to the world wide web, regarding any Pacific Swimming member without express written authorization from the athlete, if of majority; the athlete's parent/guardian, if a minor; or the non -athlete member: name, age in years, club affiliation, entered time, time and place achieved in an event, and any awards or honors received by the athlete.
2. It shall be the policy of Pacific Swimming that USA Swimming membership numbers and "trouble lists" (either registration or monetary) shall not be published on the web.
3. Charitable solicitations shall not be posted on the Pacific Swimming website unless it directly benefits or is endorsed by Pacific Swimming or USA Swimming. Such solicitations may be considered for posting on Pacific Swimming social media by the Executive Committee or Board of Directors.
4. Email communication from the LSC directly to the membership is recommended to be done once a month, and will compile all updates that are posted on the LSC website. Additional single item emails may be sent if there is emergency information, or if there is time sensitive information that affects the membership.
 - a. LSC emails to membership should not include information only pertaining to one particular group within PC, information about Zone level meets, or advertising for goods and services.

- b. The ability to opt-out/unsubscribe from future email communication should be included in all emails and be prominent and easy to use.

SECTION XVII

SAFETY AND RISK

A. Air Quality Issues Affecting Meet Operation

The EPA document (EPA-456/F-11-005) "Air Quality and Outdoor Activities: Recommendation for Schools" should be used as a guide that Pacific Swimming can refer to in the decision process for conducting meets.

1. Recommendation

AQI of 0-50	No impact on meet conduct
AQI of 51-100	Meet held or continued. Decision to swim or not resides with swimmers/coaches/parents. No show penalty, if applicable, suspended at meet
AQI of 101-150	Meet may be held or continued, Decision to swim or not resides with swimmers/coaches/parents. No show penalty, if applicable, suspended at meet
AQI of 150+	Meet should be cancelled or stopped (if ongoing)

2. Source of AQI

- a. Reliable website(s) should be used for AQI information. A primary site and a secondary (backup) site that provides AQI information on or near (5-15 miles) to the swim venue should be used. AQI indices of any location are quite dynamic and can vary greatly depending on weather patterns. Specific location data should be used as the geographic peculiarities of the Bay Area can greatly affect neighboring locals with vast differences in microclimate.
- b. The preferred primary site is AirNow.gov (an EPA site). A secondary site (purpleair.com) should also be established as the EPA site could be slowed or completely down due to traffic volume especially before and/or during swim meets. A single point of contact should be established and made responsible for providing the AQI data. Continued (hourly) monitoring should be done if the AQI of the venue is between 101-150.

3. Decision Process

- a. Meet host should check with meet venue facility manager to verify that the venue will be open and the criteria the facility manager will follow for closing the venue.
- b. Prior to the meet, responsibility to host the meet or not should be a joint decision between the Meet Referee and the Meet Host after resolving issues regarding closing of the swim venue.
- c. During the meet, a Meet committee consisting of Meet Referee, Meet host, coach(s) and athlete should be established to review AQI monitoring data and to recommend the course of action. The AQI data and common sense should be used in the decision process. Always refer to AQI Index using the EPA recommendation as a guideline.

4. Timing and Communication of Decision
 - a. Deadline for decision to hold a meet or not should be made as early as possible giving affected parties such as swimmers, parents, coaches, officials ample time to plan. If the decision is to be made the day of the meet, decision and announcement should be made no later than 6:00 AM the day of the meet.
 - b. A single website should be the single information source. Secondary websites should only provide links to the primary website rather than duplicating the information, as the situation may change and using different websites will only contribute to the confusion.
5. Recommendation for PacSwim for Mass Communication
 - a. Develop the ability to send mass e-mail to the list of swimmers entered in any particular meet. An electronic list of e-mails of swimmers can be obtained from the online entry system.

B. Operational Risk Coordinator (reserved for future use)

SECTION XVIII

COMMITTEES AND COORDINATORS

A. Administrative Review Board

1. The Administrative Review Board is established by Article 13 of the Pacific Swimming Bylaws, and shall operate as detailed therein.

B. Age Group Committee (9/18/2024)

1. The Age Group Committee provides policy direction and input on all aspects of the age group swimming programs conducted by Pacific Swimming, including but not limited to:
 - a. In coordination with the meet host and Meet Referee, determine all aspects of the format and program of events not otherwise specified in these Policies and Procedures for the age group meets awarded by Pacific Swimming, approve the meet announcements for such meets, and decide if and when meet entries should be closed early for any such meets.
 - b. Establish and maintain Minimum Age Group Meet Criteria documents that include the criteria for the format of each meet.
 - c. In coordination with Pacific Swimming staff, review and approve the time standards for age group meets awarded by Pacific Swimming and establish 8 and under time standards.
 - d. Each year provide any proposed changes to the time standards criteria, including information about the effects of the changes, to the Board of Directors at or before the September meeting prior to the next meet bid season.
 - e. Provide recommendations to the Scheduling Committee for the scheduling of age group meets to be awarded by Pacific Swimming.
 - f. In coordination with the Athlete Committee and Pacific Swimming staff, provide recommendations for the annual Awards Banquet.

- g. In coordination with the Pacific Swimming Camps Coordinator, review and decide all aspects of age group camps to be conducted by Pacific Swimming, except for camps conducted by the DDEI or Athlete committees.
2. Voting Committee Members:
 - a. Age Group Chair elected by the House of Delegates (1)
 - b. One representative appointed by each Zone (5)
 - c. Two Athlete Representatives from among the athletes appointed by the Athlete Committee and selected by the Athlete Representatives in attendance at the meeting (2)
 - d. Age Group Coach Representative elected by coach members of the House of Delegates (1)
 - e. Program Development Vice Chair elected by the House of Delegates (1)
 3. Term limits: none except as specified in the Bylaws for elected members.
 4. Frequency of meetings: the committee shall meet monthly at least ten times per year, and more often as needed to conduct the business of the committee. Meetings shall be at the call of the Chair, or of any three members of the committee, with at least five days notice.
 5. Representation on other committees: the Age Group Committee shall choose one of its members to represent the committee on the Disability, Diversity, Equity, and Inclusion (DDEI) Committee. The Age Group Chair (or designee) shall also serve as a member of the Scheduling Committee, Meet Award Committee, Budget Committee, Awards Banquet Committee, and the review committee for Code of Conduct violations.

C. Athlete Committee

1. Definitions
 - a. An athlete is any swimmer registered as an athlete member of USA Swimming. Athlete members shall be eligible pursuant to USA Swimming and LSC Bylaws and Rules and Regulations.
 - b. An Athlete Representative is any athlete elected or appointed to serve as a representative to the LSC, and who is eligible as defined in Article 14 of the Pacific Swimming Bylaws. Athletes shall be at least 13 years of age and enrolled in 8th grade or above and must complete the USA Swimming Athlete Protection course applicable to their age category to become a representative.
 - c. The Athlete Committee is made up of the athlete representatives elected or appointed to serve as a representatives for all athletes competing within the LSC. (1/15/25)
 - d. The Athlete Executive Committee is the "Athlete Committee" established by Article 7 of the Pacific Swimming Bylaws, and shall operate as detailed therein. The voting members of the Athlete Executive Committee are the Officers of the Athlete Committee including the Senior Athlete Representative, Junior Athlete Representative, At-Large Athlete Representatives, and one Athlete Representative from each Zone.
2. Athlete Committee Composition
 - a. The Athlete Committee will consist of the Senior Athlete Representative, Junior Athlete Representative, At-Large Athlete Representatives, Zone Athlete Representatives, and Club Athlete Representatives.

- b. If a member of the Athlete Committee cannot fulfill the requirements of their position, an alternate shall fill the vacancy for the remainder of their term, pursuant to procedures established by the Athlete Committee.
 - c. The Athlete Committee may establish written criteria for the internal governance of the Committee.
3. Appointments
- a. The Athlete Committee's Senior Athlete Representative and Junior Athlete Representative may, with the consent of the LSC General Chair, appoint at least three (3) at-large members to the Athlete Committee.
 - b. At least one Athlete Representative for each Zone of Pacific Swimming shall be appointed by their respective Zone Chair or Zone Board of Directors.
4. LSC Committees
- a. Athlete Representatives will be selected to each LSC working committee by application to the Athletes' Executive Committee, such that twenty percent (20%) of each working committee consists of Athlete Representatives.
 - (1) A sign-up form will be open in August and committee assignments will be finalized in September.
 - b. Athlete Representatives will serve on a committee for one year, and committee assignments will be reevaluated annually.
 - c. An Athlete Representative may serve on one (1) committee unless otherwise approved by the Program Development Vice Chair. This does not include Athlete Subcommittees.
5. Athlete Subcommittees
- a. Athlete Subcommittees may be formed when the need arises as approved by the Senior Athlete Representative and Program Development Vice Chair.
 - b. Subcommittees shall be chaired by the project presenter(s) or their nominee(s) with consent of the Athlete Committee.
 - (1) New subcommittee chairs shall be voted on by subcommittee members and organized by the current subcommittee chair.
 - c. Subcommittees shall be filled by active members of the Athlete Committee.
 - (1) Should the subcommittee be in operation for over a year, that committee's membership will be assessed in August and committee assignments will be confirmed in September.
 - d. Subcommittees can conclude business at the end of a project or if their need has been met with consensus of the subcommittee members and Senior Athlete Representative.
 - (1) A subcommittee may reconvene as needed with the consensus of the Senior Athlete Representative and Program Development Vice Chair.
6. House of Delegates
- a. Athlete Representatives will constitute a minimum of twenty percent (20%) and maximum of thirty-three percent (33%) of the voting delegates.

- b. The Senior Athlete Representative, the Junior Athlete Representative, the five (5) Zone Athlete Representatives, and no more than one athlete representative per registered club will serve as voting members of the LSC House of Delegates.

7. Officers

- a. The Junior Athlete Representative will be elected by the designated voting Athletes Representatives and the results will be announced at the Spring House of Delegated meeting.
- b. Term of Office of the Junior and Senior Athlete Representative
 - (1) Two Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. They shall be referred to as Junior Athlete Representative during the first year of their term and as Senior Athlete Representative during the second year.
 - (2) At the time of election, the Athlete Representative must
 - i. be an athlete member in good standing
 - ii. be at least a sophomore in high school or at least 16 years of age
 - iii. be currently competing, or have competed within the two (2) immediately preceding years, in a USA Swimming sanctioned event conducted by Pacific Swimming or another LSC
 - iv. have their place of permanent residence in Pacific Swimming and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).
 - (3) The balloting shall take place via electronic vote by the Athlete Committee.
 - (4) At least twenty (20) days written notice of the election shall be given to all clubs.
- c. Senior Athlete Representative responsibilities include:
 - (1) Creation and sharing of the agenda prior to each meeting
 - (2) Attendance of Board of Directors, House of Delegates and Executive Committee Meetings and any other Board Chairman appointed committees
 - (3) Submission of committee minutes to the Board Secretary
 - (4) Giving reports from the Board and other committees to the Athlete Committee
- d. Junior Athlete Representative responsibilities include:
 - (1) Attendance of Board of Directors, House of Delegates and Executive Committee Meetings and any other Board Chairman appointed committees
 - (2) Performing the duties of the Senior Athlete Representative when the latter is not able to be present at a Board or Committee meeting.
 - (3) Taking notes and attendance at monthly Athlete Committee Meetings.
 - (4) Other duties as assigned by the Senior Athlete Representative.

8. Appointed Members

- a. The Zone Representatives are appointed by their respective Zone Chair or Zone Board.

- b. Responsibilities of the Zone Athlete Representative include, but are not limited to:
 - (1) Attending Zone meetings
 - (2) Providing a Zone report at Athlete Committee meetings
 - (3) Performing other duties as requested by the Zone Board
 - (4) Coordinating communications with Club Athlete Representative in their Zone
 - c. A Club Representative is appointed by the club's Head Coach. Each club may have a minimum of one representative per practice site. Refer to the Athlete Representative Handbook at pacswwm.org for duties and responsibilities.
9. Ex-Officio Member
- a. Ex-officio members must be in compliance with LSC eligibility
 - b. Eligibility
 - (1) Ex-officio Athlete Committee members shall have been elected or appointed to the LSC Board of Directors as an Athlete Representative and shall not be currently a serving Board member.
 - (2) Members of USA Swimming National Committees who represent or represented a LSC club team shall serve as ex-officio Athlete Committee members.
 - c. Appointment
 - (1) The immediate past Senior Athlete Representative shall be appointed to the Athlete Committee.
 - (2) The Senior Representative may appoint additional past Senior Athlete Representatives to serve on the Athlete Committee at their discretion.
 - d. Term of Office
 - (1) The immediate past Senior Athlete Representative may serve a year long term as ex-officio Athlete Committee members or as long as they serve as an Athlete Representative on a National Committee.
 - (2) The Senior Athlete Representative may appoint additional ex-officio members at their discretion.
 - e. Ex-officio members shall have voice but no vote on the Athlete Committee.
10. Frequency of Meetings
- a. The Athlete Committee will meet monthly unless the committee agrees otherwise.
 - b. Any officer may call a special meeting of the Athletes' Executive Committee at any time.
11. Notice of Meetings
- a. Seven (7) days notice is required for any meeting and must include the agenda. An email sent to all committee members constitutes notice.
 - b. Committee members are responsible for keeping their current email address on record.
12. Cancellation of Meetings
- a. At the discretion of the Senior Athlete Representative, meetings may be cancelled due to lack of agenda or lack of committee availability.

13. Quorum of Athlete Executive Committee

- a. At least 2/3rd of the voting members shall constitute a quorum.

14. Voting

- a. In all matters that require the action of the committee a simple majority of those voting members present shall determine the committee's course of action.
- b. All registered clubs of Pacific Swimming may have one (1) designated Athlete Representative participate in any vote, regardless of the club's number of sites or representatives.
 - (1) Members of the Athletes' Executive Committee and Board appointed At-Large Athlete Representatives carry a vote independent of the club they are registered with.

15. Attendance of Athlete Representatives

- a. Athlete Executive Committee members shall be present at all scheduled Athlete Committee meetings to maintain eligibility to serve.
- b. An absence shall be considered unexcused if an appointed member or elected member fails to notify the Senior or Junior Athlete Representative or Program Development Vice Chair of their absence prior to the time of meeting. An email sent to the Senior or Junior Athlete Representative or Vice Chair of Program Development constitutes notice.
- c. Team Athlete Representative members shall be present at a minimum of 3 Athlete Committee meetings within a 6 month period to maintain eligibility to serve.
- d. If a Team Representative is unable to attend 3 meetings in 6 months, that Team Representative will be contacted by their respective Zone Representative to inform them of their responsibility to attend and to determine if the Team Representative is willing and able to continue to serve. The Team Representative's head coach will be copied on the communication. If after an additional 6 months the Team Representative does not attend a minimum of 3 meetings, they will be removed from the Athlete Committee.

16. Removal from Committees

- a. The Senior and Junior Athlete Representative may, with the advice and consent of the LSC General Chair, remove any member from the Athlete Committee who fails to meet the expectations outlined in the USA Swimming Code of Conduct, LSC Bylaws, Policies & Procedures, or the Athlete Committee Guidelines.
- b. Barring uncontrollable and unforeseen circumstances, any Athlete Executive Committee member who obtains two (2) unexcused absences over the course of a term shall result in removal from the Athlete Executive Committee and other LSC committees.

D. Awards Banquet Committee (3/20/2024)

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.

E. Budget Committee (9/18/2024)

- 1. The Budget committee shall approve the draft annual or Quad budget for presentation to the Board of Directors. A new Quad Budget is presented every four years aligning with the Olympic Quad.
- 2. Committee Members:
 - a. Finance Vice Chair (Chair) elected by the House of Delegates (1)
 - b. General Chair elected by the House of Delegates (1)
 - c. Senior and Age Group Committee Chairs elected by the House of Delegates (2)
 - d. Officials, Camp Program, DDEI, Investment, and Safe Sport Committee chairs as appointed by the General Chair (5)
 - e. An individual appointed by the General Chair (1)
 - f. Treasurer and/or Chairperson elected/appointed by each Zone (5)
 - g. LSC Treasurer and Staff (2, No Vote)
 - h. At least 4 Athlete Representatives appointed by the Athlete Committee
- 3. There shall be no term limits except as specified in the Pacific Swimming Bylaws for elected members.
- 4. The committee shall meet annually prior to the Board of Directors meeting in April, and at other times as needed. Meetings shall be at the call of the Chair, or of any three members of the committee, with at least five days' notice.

F. Camps Coordinator (9/18/2024)

1. Under the guidance of the Age Group and Senior Committees, the Pacific Swimming Camps Coordinator is responsible for all aspects of the LSC Camps Program. This includes scheduling, planning, and directing (or appointing a director) all LSC level camps.
2. Roles and Responsibilities:
 - a. Research, assess, and acquire the facilities for each camp. This includes submitting facility reservations, reviewing facility contracts, and submitting any additional requirements such as certificates of insurance or deposits.
 - b. Create and disseminate, with the assistance of staff, applications for Coaches, Chaperones and Athletes for each camp.
 - c. Source guest speakers, or other key personnel especially targeted to the camp's purpose.
 - d. Prepare a camp timeline and camp schedule of events with input from the respective committee responsible for the camp.
 - e. Arrange meals and beverages for the camp participants while adhering to the camp budget.
 - f. Reserve accommodations, dining commons, and ground transportation for participants if required, in coordination with staff as needed.
 - g. Order, with the assistance of staff, all camp apparel, bag tags and other items provided to participants.
 - h. Prepare clear and concise emails to all camp participants advising them of critical communications regard the camp.
 - i. Acquire camp sanction via staff meet management and verify registration of participants via member services staff.
 - j. Apply for funding support from USAS LSC Select Camp program or other qualifying grant funds.
 - k. Annually prepare and submit the Camps budget with the assistance and guidance of the Staff Treasurer.
3. The Camps Coordinator is appointed by the General Chair and has no term limit.
4. Representation on other committees: the Camps Coordinator shall join the Senior Committee, Age Group Committee, Disability, Diversity, Equity, and Inclusion (DDEI) Committee and Scheduling Committee meetings as a non-voting member when discussion on camps is being held. The Camps Coordinator or their designee shall be a voting member of the Budget Committee.

G. Club Development Committee (reserved for future use) (1/15/25)

H. Disability, Diversity, Equity & Inclusion Committee (1/15/25)

1. Statement of Purpose: Pacific Swimming's Disability, Diversity, Equity & Inclusion Committee aims to increase access to swimming in all facets through empowering athletes, promoting role models, and supporting relationships and mentorship for all who are engaged in swimming. We strive to create a welcoming environment to bring in new and diverse participants and retain them for lifelong enjoyment of the sport.
2. Committee Members:

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Version: 1/17/24 Updated: 1/15/25

(Note: This document's version corresponds to the date of the last BOD/HOD meeting for which all modifications approved at that meeting, and all prior meetings, have been incorporated into this document.)

- a. Committee Chair, appointed by the Pacific Swimming General Chair (1)
 - b. Age Group Committee representative, appointed by the Age Group Committee (1)
 - c. Senior Committee representative, appointed by the Senior Committee (1)
 - d. Coach representative, appointed by the Coaches Committee (1)
 - e. Zone representative appointed by each of the five Zones (5)
 - f. At least one At-Large member, appointed by the Pacific Swimming General Chair (1)
 - g. Athlete Representatives sufficient to comprise at least 20% of the voting membership of the committee, appointed by the Athlete Committee
3. Frequency of meetings: the committee shall meet once a month or unless the committee agrees not to meet or is cancelled by the chair with advanced notice. Additional subcommittee meetings shall be scheduled as need for subcommittee projects. Meetings shall be at the call of the Chair, or of any three members of the committee, with at least five days' notice.
 4. The committee shall review all programs requesting support from Pacific Swimming, and shall otherwise implement all aspects of the Disability, Diversity, Equity, and Inclusion Program detailed in section XIV of these Policies and Procedures.
 5. The DDEI Chair or designated representative shall serve on the Budget Committee, and as a non-voting participant on the Age Group, Senior, Investment, and Finance committees.

I. Executive Committee (1/15/25)

1. The Executive Committee is established by Article 7 of the Pacific Swimming Bylaws, and shall operate as detailed therein.

J. Finance Committee (1/15/25)

1. The Finance Committee operates as established in Article 7 of the Pacific Swimming Bylaws, and ensures that all financial operations are conducted under the highest standards of integrity and ethics and in compliance with strict internal controls to safeguard the organization's assets and provide a strong financial foundation.
2. Committee Members are as established in Article 7 of the Pacific Swimming Bylaws.
3. Term Limits: as specified in the Pacific Swimming Bylaws for elected members.
4. Frequency of meetings: the Committee shall meet monthly at least ten times per year, and more often as needed to conduct the business of the Committee. Meetings shall be at the call of the Chair, or of any three members of the Committee, with at least five days' notice.
5. Duties as outlined in Pacific Swimming Bylaws Article 7, and additional policies in Pacific Swimming Policies & Procedures section II (Budget and Finance).

K. Governance Committee (1/15/25)

1. The Governance Committee is established by Article 7 of the Pacific Swimming Bylaws, and shall operate as detailed therein.

L. Investment Committee (reserved for future use) (1/15/25)

M. Officials Committee (3/20/2024) (1/15/25)

1. Purpose: The Officials Committee ensures that all officials acting in a capacity of Referee, Starter, Judge, or Administrative Official at a swimming meet are certified and trained in such position to the uniform and consistent standards set by USA Swimming prior to being assigned to officiate in that capacity. Apprentice officials may perform the duties of such positions when they are under the direct supervision of a trainer. Pacific Swimming Zones and Clubs shall not require any additional certification. To fulfill the above purpose, the Officials Committee shall:
 - a. Recruit, train, test, certify, evaluate, retest, re-certify and supervise officials for Pacific Swimming, and conduct such other activities as may be necessary or helpful.
 - b. Maintain a roster of qualified, well-trained, and experienced officials of the highest caliber.
 - c. Assign Officials to meets that are scheduled and awarded by the LSC. These assignments will be made at a meeting of the LSC Officials Committee, held annually after the meet schedule has been set for the next year.
 - d. Conduct discipline or decertification proceedings when necessary.
2. Committee Members:
 - a. LSC Officials Chair, appointed by the LSC General Chair.
 - b. Zone Officials Chair or Co-chairs, appointed by each zone, with the concurrence of the LSC General Chair and LSC Officials Chair.
 - c. A sufficient number of Athlete Representatives, appointed by the Athlete Committee, so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
 - d. Each member of the committee shall be a certified official or athlete of Pacific Swimming and in good standing.
3. Frequency of meetings: the Committee shall meet monthly at least ten times per year, and more often as needed to conduct the business of the Committee. Meetings shall be at the call of the Chair, or of any three members of the Committee, with at least five days' notice.
4. Duties – LSC Officials Chair:
 - a. Chair meetings of the Pacific Swimming Officials Committee.
 - b. Represent Pacific Swimming officials at USA Swimming Western Zone and National Officials Committee meetings, and at other appropriate USA Swimming meetings.
 - c. Communicate relevant information to all Pacific Swimming officials.
 - d. Issue interpretations of the competitive rules for use by officials, coaches and athletes at meets conducted within the territory of Pacific Swimming, after consultation with the USA Swimming Rules and Regulations Chair and USA Swimming Officials Chair, as appropriate.

5. Duties – Zone Officials Chair:
 - a. Schedule and conduct additional training in the zone.
 - b. Maintain a list of trained zone officials, including qualifications of these people based on experience, performance, and interest.
 - c. Assign qualified officials to zone scheduled and sanctioned meets as needed.
 - d. Assist the LSC Officials Chair and meet directors in obtaining qualified officials suitable to the needs of scheduled LSC meets.
6. Pacific Swimming Officials Code of Conduct:
 - a. Officials bear a great responsibility for engendering public confidence in swimming. Each Non-Athlete Member of USA Swimming is bound by the USA Swimming Code of Conduct and the Center for SafeSport Code. In addition, by accepting the role of an official in Pacific Swimming, each official agrees to abide by this Pacific Swimming Officials Code of Conduct. The following Code pertains to all activities where officials or administrators (“Officials”) represent Pacific Swimming, in or outside the LSC, including practices, meets, camps, meetings, and clinics:
 - (1) Officials shall be impartial and fair when judging swimming competitions.
 - (2) Officials shall hold and maintain the basic tenets of officiating which include integrity, neutrality, respect, sensitivity, professionalism, discretion and tactfulness.
 - (3) Officials shall master both the rules of swimming and the means to enforce the rules and shall exercise authority in an impartial and controlled manner.
 - (4) Officials shall uphold the honor and dignity of the profession in all interactions with athletes, coaches, parents, volunteers, colleagues and the public.
 - (5) Officials shall avoid anything which may lead to a conflict of interest, either real or apparent.
 - (6) Officials shall dress neatly and appropriately and shall conduct themselves in a manner consistent with the high standards of the profession.
 - (7) Officials shall be punctual and professional in the fulfillment of all officiating commitments.
 - (8) Officials shall work with each other respectfully in a constructive and cooperative manner.
 - (9) Officials shall resist every temptation and outside pressure to use one’s position as an official to benefit oneself.
 - (10) Officials shall not make false or misleading statements regarding their qualifications, certifications, experience, training or competence.
 - (11) Officials shall accept responsibility for all actions taken.
 - (12) Officials shall strive to ensure a safe and healthy environment for all members of Pacific Swimming during competitions, especially the athletes.
 - (13) Officials shall consistently, accurately, and equitably apply rules, regulations, and codes of conduct of USA Swimming, the Center for SafeSport and Pacific Swimming.
 - (14) Officials shall refrain from all public criticism or discussion of calls made by themselves or by any other officials in any swimming competition whatsoever, whether in person or on-line.

- b. Subcommittees shall be chaired by the project presenter(s) or their nominee(s) with consent of the Athlete Committee.
 - (1) New subcommittee chairs shall be voted on by subcommittee members and organized by the current subcommittee chair.
 - c. Subcommittees shall be filled by active members of the Athlete Committee.
 - (1) Should the subcommittee be in operation for over a year, that committee's membership will be assessed in August and committee assignments will be confirmed in September.
 - d. Subcommittees can conclude business at the end of a project or if their need has been met with consensus of the subcommittee members and Senior Athlete Representative.
 - (1) A subcommittee may reconvene as needed with the consensus of the Senior Athlete Representative and Program Development Vice Chair.
7. Discipline or Decertification:
- a. Subject to informal or formal proceedings, the failure to comply with any Pacific Swimming Officials Code of Conduct rule may result in any of the following disciplinary actions:
 - (1) A warning
 - (2) A reprimand
 - (3) Reassignment
 - (4) Re-education
 - (5) Suspension
 - (6) Decertification
 - b. Discipline or decertification does not remove membership in USA Swimming; however, the basis for decertification may also require referral to the National Board of Review (NBOR).
 - c. Discipline or decertification may occur for issues in any of the following categories:
 - (1) Professional Qualifications: This category deals mainly with an official's lack of knowledge or application of the rules. For example, a certified Stroke & Turn official who never makes calls or incorrectly makes the same call repeatedly.
 - (2) Professional Misconduct: This category addresses violations of the above Pacific Swimming Officials Code of Conduct.
 - (3) National Code of Conduct: This category addresses violations of the USA Swimming Code of Conduct or the Center for SafeSport Code.
 - d. Except for National Code of Conduct violations, the Pacific Swimming Officials chair or their designee shall endeavor to resolve the matter informally.
 - e. If an informal resolution is not reached, the formal complaint process and hearing by the Pacific Swimming Officials Committee must take place before an official can be disciplined or decertified. In accordance with the established procedures of Pacific Swimming and USA Swimming the general process is as follows:

- (1) A written complaint is received by the Pacific Swimming Officials Chair.
- (2) The Pacific Swimming Officials Committee investigates the complaint.
- (3) If the committee finds that there is sufficient evidence of a violation of the Pacific Swimming Code of Conduct, then after fair notice, a hearing before the Pacific Swimming Officials Committee will be scheduled in a timely manner. The official and any complainant will be given the opportunity to present their position to the Committee. (It is a good practice to record the hearing)
- (4) After the hearing, the Pacific Swimming Officials Committee decides either to dismiss the complaint, discipline or decertify, or forward the matter to the National Board of Review.
- (5) If the decision is to decertify or recommend referral to the National Board of Review, a written finding of fact and decision must be completed. In the case of decertification this document must be sent to the person who is being decertified to allow them to appeal to the National Board of Review.

M. Open Water Coordinator (reserved for future use) (1/15/25)

N. Operational Risk Coordinator (1/15/25)

1. The Operational Risk Coordinator is established by Article 7 of the Pacific Swimming Bylaws, and shall operate as detailed in the Safety and Risk section of these Policies and Procedures.

O. Personnel Committee (1/15/25)

1. The Personnel Committee should strive to include members with the following backgrounds and/or abilities:
 - a. Members ideally will have managerial experience.
 - b. Members ideally will have participated with Pacific Swimming on a regular basis for at least three (3) years.
 - c. Experience in facilitating goal setting and performance assessments.
 - d. Members responsibilities will include the following:
 - (1) Yearly evaluations of staff.
 - (2) Resolution of staff issues to include potential issues of misconduct or other concerns that may reflect negatively on Pacific Swimming.
 - (3) When appropriate and fiscally responsible evaluate potential staff bonus opportunities.
 - (4) Members will serve two (2) year terms with no term limits.
 - e. The makeup of the committee will be as follows:
 - (1) One member from the coaching community.
 - (2) One member will be the Program Operations Vice Chair.
 - (3) One member should be one of the Zone chairs.
 - (4) Athlete member of the Committee shall be the immediate past Pacific Swimming Senior Athlete Representative (Ex-Officio), if this individual continues to be a member in good standing with United States Swimming and Pacific Swimming as the individual's home LSC. The individual may represent a secondary school, college, or university, wherever located, during the school season, and return to Pacific Swimming at the termination of the swimming season.

(5) Should the designated Athlete Representative be unable or unwilling to participate, a replacement will be named by the General Chair with the advice and consent of Administrative Vice Chair, Senior Athlete Representative, and Junior Athlete Representative. Consent is the approval of two of the three aforementioned.

- f. In the event the Personnel Committee has a tie on any vote, the General Chair of Pacific Swimming (or designee) will break the tie.

P. Safe Sport Committee (section added 1/15/25)

1. The Safe Sport Committee oversees, promotes, and assists with implementation of Safe Sport policies and practices throughout Pacific Swimming, as promulgated by USA Swimming and the U.S. Center for SafeSport. The Safe Sport Committee and its members spread the message of Safe Sport and raise awareness for the LSC's member clubs. Their role is to promote and educate, but is not to investigate Safe Sport incidents.
2. Voting Committee Members:
 - a. Safe Sport Coordinator, appointed by the LSC General Chair (1)
 - b. One Safe Sport representative appointed by each Zone (5)
 - c. At least two Athlete Representatives (2)
3. Term limits: none except as specified in the Bylaws for elected members.
4. Frequency of meetings: the committee shall meet monthly at least ten times per year, and more often as needed to conduct the business of the committee. Meetings shall be at the call of the Chair, or of any three members of the committee, with at least five days' notice.
5. LSC Safe Sport Coordinator – duties and responsibilities
 - a. Chair meetings of the Pacific Swimming Safe Sport Committee.
 - b. Represent Pacific Swimming at USA Swimming Zone and National Safe Sport meetings, and at other meetings requiring Pacific Swimming Safe Sport representation.
 - c. Communicate relevant Safe Sport information and updates to the LSC and the Committee.
 - d. Be knowledgeable about all Safe Sport Programs components and generally be able to describe the Safe Sport Program Framework.
 - e. Understand the complaint reporting structure and immediately refer all reports of Safe Sport related violations to the national office.
 - f. Serve as a Safe Sport “ambassador” for Pacific Swimming.
 - g. Provide recommendations for the CA/NV sectional committee and other meets for the Western Zone.
 - h. Advise and assist the LSC and its Clubs and individual members as needed with Safe Sport Certification, training, or issues that may arise.
 - i. Serve as an information resource for LSC Clubs and members, helping to identify and connect them with local educational partners and resources.
 - j. Work to encourage and increase training opportunities for the LSC, possibly including:

- (1) Incorporate Safe Sport into Swimposium, House of Delegates, or other LSC hosted meetings/workshops.
 - (2) Work with meet hosts to include Safe Sport information/fliers in meet information, heat sheets, meet packets, etc.
 - (3) Develop strategies to encourage parents and athletes to take the free Safe Sport training provided by USA Swimming.
 - (4) Share successful ideas with national office staff to share across other LSC's.
- k. Solicit and receive feedback and suggestions on the Safe Sport policies and programs from the LSC Clubs and membership and provide the feedback to the USA Swimming Safe Sport Committee and national office staff.
 - l. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.
6. Zone Safe Sport Representatives – duties and responsibilities
 - a. Represent their Zone and vote at meetings of the Pacific Swimming Safe Sport Committee, and at other meetings requiring Safe Sport representation from their Zone.
 - b. Communicate relevant Safe Sport information and updates to their Zone members.
 - c. Serve as a Safe Sport “ambassador” for their Zone.
 - d. Generally, serve as an extension of the LSC Safe Sport Coordinator, helping to carry out their duties and responsibilities within their Zone.

Q. Scheduling Committee (1/15/25)

1. Refer to Section VIII of these Policies and Procedures.

R. Senior Committee (9/18/2024) (1/15/25)

1. The Senior Committee provides policy direction and input on all aspects of the senior swimming programs conducted by Pacific Swimming, including but not limited to:
 - a. In coordination with the meet host and Meet Referee, determine all aspects of the format and program of events not otherwise specified in these Policies and Procedures for the senior meets awarded by Pacific Swimming, approve the meet announcements for such meets, and decide if and when meet entries should be closed early for any such meets.
 - b. Establish and maintain Minimum Senior Meet Criteria documents that include the criteria for the format of senior meets.
 - c. In coordination with Pacific Swimming staff, review and approve the time standards for senior meets awarded by Pacific Swimming.
 - d. Each year provide any proposed changes to the time standards criteria, including information about the effects of the changes, to the Board of Directors at or before the September meeting prior to the next meet bid season.

- e. Provide recommendations to the Scheduling Committee for the scheduling of senior meets to be awarded by Pacific Swimming.
 - f. In coordination with the Athlete Committee and Pacific Swimming staff, provide recommendations for the annual Awards Banquet.
 - g. Provide recommendations for the CA/NV sectional committee and other meets for the Western Zone.
2. Committee Members:
 - a. Senior Chair elected by the House of Delegates (1)
 - b. One representative appointed by each Zone (5)
 - c. At least two and not more than seven athlete members with no more than two athlete members per zone (7)
 - d. Senior Coach Representative elected by coach members of the House of Delegates (1)
 - e. Program Development Vice Chair elected by the House of Delegates (1)
 - f. DDEI Chair or representative (ex officio).
 3. Term limits: none except as specified in the Bylaws for elected members.
 4. Frequency of meetings: the committee shall meet monthly at least ten times per year, and more often as needed to conduct the business of the committee. Meetings shall be at the call of the Chair, or of any three members of the committee, with at least five days' notice.
 5. Representation on other committees: the Senior Committee shall choose one of its members to represent the committee on the Disability, Diversity, Equity, and Inclusion (DDEI) Committee. The Senior Chair shall also serve as a member of the Scheduling Committee, Meet Award Committee, the Awards Banquet Committee, and the Budget Committee.

SECTION XIX

LEAGUE ADMINISTRATION

All Leagues within Pacific Swimming shall adhere to the following administrative policies.

A. Membership

1. All Leagues need to be a member of Pacific and USA Swimming
2. A League Membership is \$500 (9/18/2024)

B. Meet Scheduling

1. League meet schedules shall be submitted to the Pacific Swimming Sanctions 45 days in advance of their first competition.
2. Age Group League meets cannot take place on the same weekend as a LSC meet or a meet within the host's Zone.
3. League meets for athletes 13 years and older cannot be scheduled for the same weekend as any Senior LSC meet. An exception shall be allowed if the LSC meet changes from the original schedule.

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C. Sanctions

1. Dual Meets may submit one blanket application to cover sanctions for all scheduled dual meets with one (1) copy of the schedule and one (1) copy of the list of events that shall actually be offered in the dual meet to the Zone Sanction Chair and Pacific Sanction Chair. If events offered are different for each meet, the meet dates and list of events offered each meet date shall be included.
2. Blanket sanctions can be issued to Leagues if the League submits their meet announcement to the meet referees and Zone Sanction Chairs where meets are taking place, thirty (30) days in advance of the first competition.
3. If a blanket sanction is unable to be submitted, an individual meet announcement shall be submitted to the meet referee and Zone Sanction Chair three (3) weeks or 21 days in advance of the meet.
4. A sanction shall not be issued if the meet announcement is received by the Pacific Swimming Sanctions less than three (3) weeks or 21 days prior to the meet date.
5. Clubs scheduled to host a league meet that are not in good standing with the LSC will need to find another club within the league to host the meet, or the LSC shall require that the meet to be cancelled.
6. See the Pacific Swimming Rules and Regulations for additional information. (9/18/2024)

D. Registration Checks (9/18/2024)

1. Registration checks shall be submitted to the Pacific Swimming Registration/Membership Chair no later than the 48 hours before the competition. If a registration check does not occur, the results from the competition shall not be loaded into the SWIMS database.

E. Meet Officials

1. The Zone is not responsible for the finding of meet officials; responsibility falls on the host club.
2. The Zone Officials Chair shall okay the listed officials on the meet announcement.
3. Compensation of officials is prohibited.

F. Results and Meet Referee Reports (9/18/2024)

1. Meet results shall be submitted to Pacific Swimming by email at results@pacswim.org within 48 hours of the meet's completion. Results shall include the complete meet results in a SDIF, SD3, or CL2 electronic file, **PLUS** the complete meet results in a HTML or PDF file.
2. The Post Meet Report, completed by the Meet Referee, shall be submitted to the Pacific Swimming Time Verification Manager, and the LSC Officials Chair. Once received and approved, meet results will be loaded into SWIMS and posted on the Pacific Swimming Website.
3. The meet referee shall send the Post Meet Report no later than three (3) days after the meet's conclusion.
4. Falsification of information shall be referred to the appropriate Board of Review.

G. Financial Responsibilities (9/18/2024)

1. For Sanction Only League meets, Pacific Swimming shall generate an electronic invoice for the sanction fee and email it to the meet director within 3 days. Payment is due upon receipt of the invoice. A 10% late fee will be assessed if payment is not received 5 days before the start of the meet.

2. For League meets that charge a Flat Fee, the Meet Summary report must be emailed to <mailto:msr@pacswim.org> no later than 48 hours after the conclusion of the meet. An electronic invoice will be generated and emailed to the meet director no later than the end of business on the Friday following the meet. Payment is due upon receipt of the invoice. A 10% late fee will be assessed if payment is not received within 15 days of the conclusion of the meet. Fees due are as specified in Section III of these Policies and Procedures.
3. If necessary, future league meets shall be put on hold or cancelled if all financial obligations have not been met.

H. Missing or skipping any of the listed administrative policies shall result in either the competition not to be sanctioned or the results from the competition not to be loaded into the SWIMS database.



Pacific LSC Travel Policy

Swimmers and their parents/legal guardians must read, agree to, and sign the following before traveling:

- Travel Policy (this document)
- Code of Conduct
- Medical consent and release
- Liability release, waiver, or permission to participate

Chaperones and coaches must sign the travel policy (this document).

By signing this travel policy, participants agree to the following rules and policies:

- 1) When only one athlete and one coach travel to a competition, the athlete must have written permission from his or her parents/legal guardian in advance to travel alone with the coach. The coach must bring the signed form on the travel trip. (USA swimming, rule 305.5.3)
- 2) Athletes, parents, coaches, and other adults traveling with a club must sign that club's travel policies. (Required by the USA swimming rulebook, rule 305.5.4)
- 3) In the event of any violations of the travel code, Code of Conduct (article 304), or USA Swimming Athlete Protection Policies (article 305), the chaperone or head coach shall make a written report of all violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.
- 4) The possession, use, or sale/distribution of any illegal substance or any form of weapon is forbidden. The sale or distribution of controlled substances to others is also forbidden.

Chaperones

- 5) A chaperone (also called team manager) is an adult (21 years of age or older) who is not also a coach.
- 6) Chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (USA Swimming. Rule 305.5.2)
- 7) The use of alcoholic beverages by chaperones is prohibited.

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- 8) Chaperones are required to report any violation of the rules. Chaperones cannot use discretion in deciding when to report violations.

Two-Deep Leadership

Two-deep leadership is an athlete safety procedure specifying that every activity involving youth must have at least two adults (coaches and/or chaperones) present.

- 9) When doing room checks, attending team meetings and/or other activities, coaches and chaperones must maintain two-deep leadership.
- 10) When only one athlete and one coach travel to a competition, the coach and athlete should attempt to establish a “buddy” on another team to facilitate two-deep leadership.

Code of Conduct / Honor Code

- 11) Swimmers and chaperones will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- 12) The possession or use of alcohol or tobacco products by any athlete is prohibited.
- 13) Swimmers are to refrain from inappropriate physical contact at team activities and events.
- 14) Swimmers are to refrain from use of inappropriate language.
- 15) Swimmers’ bags and belongings are subject to inspection by chaperones at any time.

Conduct within Hotels

- 16) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (Required by USA swimming rule 305.5.1.)
- 17) During overnight travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.
- 18) For overnight travel, chaperones shall stay in nearby rooms.
- 19) Curfews shall be established for each day of the trip. There should be one curfew for athletes to be in their assigned rooms and another for lights-out and quiet. Any swimmer who is out of his or her room after the room curfew without permission from the chaperone must be reported as in violation of the travel policies.
- 20) Swimmers who entertain guests of opposite gender in a hotel room must have explicit permission from a chaperone. When any group (including athletes not staying in that room) gathers in a room, the door shall remain open and the chaperone’s permission is required.
- 21) Swimmers should not go into the halls or lobby unless they are dressed appropriately.
- 22) Swimmers shall not incur any incidental room charges (room service, movies, internet access) without first obtaining the permission of the assigned chaperone.
- 23) Any damages, excessive mess, or loss incurred at a hotel will be the expense of the swimmers assigned to that room and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas.

Transportation and Public Places

- 24) Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach and chaperone.

- 25) When visiting public places such as shopping malls or movie theatres, swimmers must remain in groups, of size specified by the chaperone. Athletes 12 and under must be accompanied by a chaperone.
- 26) Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

Disciplinary Action

Failure to comply with the policies as set forth in this document must result in disciplinary action. Such discipline may include, but may not be limited to:

- Dismissal from the trip and immediate return home at the athlete's expense
- Disqualification from one or more events
- Disqualification from future team travel meets
- Financial penalties
- Dismissal from the team
- Proceedings for a Western Zone, USA Swimming National Board of Review, and/or LSC Administration Review Board

Coach/Chaperone Signature: _____ Date: _____



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- Medical consent and release
- Liability release, waiver, or permission to participate

Chaperones and coaches must also sign a travel policy.

By signing this travel policy, participants agree to the following rules and policies:

- 1) When only one athlete and one coach travel to a competition, the athlete must have written permission from his or her parents/legal guardian in advance to travel alone with the coach. The coach must bring the signed form on the travel trip. (USA swimming, rule 305.5.3)
- 2) Athletes, parents, coaches, and other adults traveling with a club must sign that club's travel policies. (Required by the USA swimming rulebook, rule 305.5.4)
- 3) In the event of any violations of the travel code, Code of Conduct (article 304), or USA Swimming Athlete Protection Policies (article 305), the chaperone or head coach shall make a written report of all violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.
- 4) The possession, use, or sale/distribution of any illegal substance or any form of weapon is forbidden. The sale or distribution of controlled substances to others is also forbidden.

Chaperones

- 5) A chaperone (also called team manager) is an adult (21 years of age or older) who is not also a coach.

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- 6) Chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (USA Swimming. Rule 305.5.2)
- 7) The use of alcoholic beverages by chaperones is prohibited.
- 8) Chaperones are required to report any violation of the rules. Chaperones cannot use discretion in deciding when to report violations.

Two-Deep Leadership

Two-deep leadership is an athlete safety procedure specifying that every activity involving youth must have at least two adults (coaches and/or chaperones) present.

- 9) When doing room checks, attending team meetings and/or other activities, coaches and chaperones must maintain two-deep leadership.
- 10) When only one athlete and one coach travel to a competition, the coach and athlete should attempt to establish a "buddy" on another team to facilitate two-deep leadership.

Code of Conduct / Honor Code

- 11) Athletes and chaperones will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- 12) The possession or use of alcohol or tobacco products by any athlete is prohibited.
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- 14) Athletes are to refrain from use of inappropriate language.
- 15) Athletes' bags and belongings are subject to inspection by chaperones at any time.

Conduct within Hotels

- 16) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (Required by USA swimming rule 305.5.1.)
- 17) During overnight travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.
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- 19) Curfews shall be established for each day of the trip. There should be one curfew for athletes to be in their assigned rooms and another for lights-out and quiet. Any athlete who is out of his or her room after the room curfew without permission from the chaperone must be reported as in violation of the travel policies.
- 20) Athletes who entertain guests of opposite gender in a hotel room must have explicit permission from a chaperone. When any group (including athletes not staying in that room) gathers in a room, the door shall remain open and the chaperone's permission is required.
- 21) Athletes should not go into the halls or lobby unless they are dressed appropriately.
- 22) Athletes shall not incur any incidental room charges (room service, movies, internet access) without first obtaining the permission of the assigned chaperone.
- 23) Any damages, excessive mess, or loss incurred at a hotel will be the expense of the Athletes assigned to that room and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas.

Transportation and Public Places

- 24) Athletes are expected to remain with the team at all times during the trip. Athletes are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach and chaperone.
- 25) When visiting public places such as shopping malls or movie theatres, athletes must remain in groups, of size specified by the chaperone. Athletes 12 and under must be accompanied by a chaperone.
- 26) Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

Disciplinary Action

Failure to comply with the policies as set forth in this document must result in disciplinary action. Such discipline may include, but may not be limited to:

- Dismissal from the trip and immediate return home at the athlete's expense
- Disqualification from one or more events
- Disqualification from future team travel meets

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- Financial penalties
- Dismissal from the team
- Proceedings for a Western Zone, USA Swimming National Board of Review, and/or Pacific Swimming Administrative Review Board

Athlete Signature: _____

Date: _____

Parent/Legal Guardian Signature: _____

Date: _____

Athlete Privacy Letter

Please fill out the following information regarding your consent for your child’s participation on an LSC travel event to be made public prior to the event

I, _____, **GRANT/DO NOT GRANT (please circle one)** permission for Pacific
 (Print Parent/Legal Guardian Name)

Swimming to use my minor child’s name, _____, in conjunction with
 (Print Child’s Name)

information about the upcoming swim meet, including the date and time of the meet. If I do grant permission, I will not hold Pacific Swimming liable for any circumstances that may occur as a result of this information being made public prior to the event.

 (Parent/Legal Guardian Signature)

 (Date)

SECTION XX (1/15/25)

CRISIS MANAGEMENT AND DISASTER RECOVERY PLAN

A. Purpose. An LSC crisis may occur in several different situations including times when the integrity or reputation of Pacific Swimming is threatened by adverse or negative attention; when, in the eyes of the media, public, or its membership, Pacific Swimming did not react to a given situation in an appropriate or timely manner, or when an emergency arises that may threaten the operations of the permanent offices of Pacific Swimming. During these times, it is vital that Pacific Swimming effectively manages communication through a formal, clearly defined channel to mitigate the crisis or any serious negative repercussions while maintaining its reputation of leadership and transparency. This Pacific Swimming Crisis Management Plan manages the distribution of critical, often sensitive, information to the media, the public, and its members, while the Disaster Recovery Plan is designed to insure business continuity by protecting the LSC from threats to its physical assets and IT-disabling disasters.

B. Role of the Pacific Swimming Board of Directors in Crisis Management and Disaster Recovery Planning. Under nonprofit governance laws, the members of the Pacific Swimming Board of Directors have the duty to exercise a high standard of care in managing the business of the organization. In an emergency, this duty

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extends to ensuring that the assets of the organization are protected and helping the organization manage its communications with key stakeholders, members, strategic partners, employees, news media, and the community. The board's responsibility prior to a crisis is twofold: 1) to be sure there is a crisis management/disaster recovery plan in place and 2) to know and understand its own role in helping the organization through a crisis.

C. Descriptions of Key Positions:

1. **Spokesperson.** General Chair or Designee - The person authorized to speak to the news media, public, membership, and stakeholders during a crisis.
2. **Information Officer(s).** Person(s) appointed by the General Chair and approved by the Pacific Swimming Board of Directors. The incident leader of the crisis communication plan who is charged with conducting the preliminary investigation of the crisis by gathering information from all relevant sources.
3. **Crisis Communication Team.** Members of the Crisis Communication Team shall be constantly accessible any time of the day or night.
 - a. **Primary Team.** Spokesperson, Information Officer, USA Swimming Representative, Legal Counsel, Office Staff.
 - b. **Secondary Team.** Remaining members of the Pacific Swimming Executive Committee and the Secretary.
 - c. **Situational.** The General Chair and Information Officer may collaboratively identify other individuals to serve on the crisis communication team based on their expertise and/or relationship to the situation. This may include the Officials Chair, Governance Chair, Diversity Chair, etc.
4. **Stakeholders.** Stakeholders are those members of key constituent groups who have a vested interest in Pacific Swimming. They include:
 - a. USA Swimming
 - b. Pacific Swimming Board of Directors and Staff Members
 - c. Pacific Swimming Members - Clubs, Leagues, Coaches, Athletes, Non-Athletes
 - d. Parents/Guardians of Pacific Swimming member athletes
 - e. LSC Volunteers (committees, events, etc.)
 - f. Partner Organizations and Sponsors
 - g. Media and the Public

D. General Procedures

1. The General Chair, or their designee, is responsible for issues management. It is the responsibility of all Pacific Swimming board and staff members to constantly monitor the LSC and national swimming environments as well as the local, state, and national news coverage of issues or trends that might lead to public relations problems for Pacific Swimming. Upon becoming aware of the existence of any potentially harmful situation, board and staff members are required to contact the General Chair with as much information and documentation as possible regarding the potential situation. The General Chair or their

designee, in consultation with selected board members and staff, shall immediately create and implement a plan that could include intervention or mediation to help mitigate any impending crisis.

2. Realizing that not all crises are preventable, it is the responsibility of the Pacific Swimming Board of Directors, through the office of the General Chair, to have an appropriate crisis preparation plan in place that includes the education of all board members with respect to that plan and their roles during a crisis.
3. The General Chair, or their designee, shall serve as the Spokesperson in the event of a crisis. If approached, board members should refer all inquiries to the designated Spokesperson.
4. The Board of Directors shall review the current LSC crisis management plan at the first Board of Directors meeting following the fall Pacific Swimming HOD meeting, to ensure that all board members are aware of the procedures and their roles during a crisis. The General Chair shall bring forth for board approval two recommended appointees to serve as a potential crisis Information Officer for the upcoming year. These appointees shall be current members of the Pacific Swimming Board of Directors, be readily available to lead the investigation of a crisis, be thorough and detail-oriented, and possess the ability to remain calm under pressure.
5. Should a crisis arise during the year that requires activation of the Pacific Swimming crisis management plan, the General Chair shall select one of the two approved appointees as the Information Officer for that situation. That selection shall be based primarily on the nature of the crisis with respect to both the board position of the selected appointee and their relationship to the crisis situation.

E. Best Practices. In the event of a crisis, the Board of Directors of Pacific Swimming shall adhere to the following best practices:

1. Crisis prevention is a priority for Pacific Swimming and is supported by continually maintaining sound business practices and effective internal and external communications.
2. The Board of Directors should budget and facilitate media training for the designated Spokesperson and staff members to learn strategies to effectively deal with the media during times of crisis. Pacific Swimming board members and staff shall remain focused under pressure to allow for the best possible handling of the crisis. It is imperative to ensure that the business operations of Pacific Swimming continue to be carried out effectively and professionally during any time of crisis.
3. Pacific Swimming understands the urgency in getting its message out first. This allows Pacific Swimming to better control the content and its accuracy as well as stabilizing the situation and solidifying the reputation of Pacific Swimming. Crisis communication planning shall be designed to help manage the first 48 hours of an emergency.
4. After gathering facts to help understand the crisis, it is imperative that Pacific Swimming communicates the right message. Consultation with legal counsel may be necessary to ensure that appropriate information is shared at the appropriate time(s).
5. Board members should direct phone calls and emails to the designated Spokesperson. The Spokesperson is responsible for following up with all communications including phone calls and emails. Under no circumstances should a board member provide any information other than the contact information for the Spokesperson when approached.

6. As soon as possible upon receipt of any information pertaining to the crisis, board members should immediately relay information to the Information Officer.
7. Private conversations among board members are the preferred method of communication during a time of crisis. Members of the Pacific Swimming Board of Directors should minimize the use of email communications related to any existing crisis during the activation of the crisis management plan.
8. The Information Officer shall share information regarding the crisis with the board members and stakeholders of Pacific Swimming at the appropriate time.
9. Issues regarding personnel and Administrative Board of Review matters are to remain confidential.
10. The Pacific Swimming Office shall serve as the permanent repository for all critical Pacific Swimming documents, news releases, and/or fact sheets related to any crisis.

F. CRISIS MANAGEMENT PLAN - Process

1. **Notification.** The General Chair should be immediately notified of any impending or existing crisis by staff and/or board members of Pacific Swimming.
2. **Assessment of the Situation.** Upon receiving notification of an impending or existing crisis, the General Chair shall either activate an intervention/mediation plan or appoint one of the two approved Information Officers to initiate an investigation.
3. **Appointment of the Information Officer.** Based on the nature of the crisis, the General Chair shall appoint an Information Officer from the two individuals previously approved by the Pacific Swimming Board of Directors to initiate the investigation. This investigation should:
 - a. Assess what, when and where it happened.
 - b. Determine who is affected.
 - c. Identify why it happened and/or what or who caused it.
 - d. Investigate and assess the reaction to the incident.
 - e. Interview and collect all facts and documents.
 - f. Assess possible repercussions of the incident.
 - g. Ascertain when more information might become available.
 - h. Present recommendations to the General Chair as to how to prevent a recurrence.
4. **Keep Information Officer Updated.** Board members should supply the Information Officer with any pertinent information as soon as they are made aware. Contact information for the Information Officer is listed in the Key Positions section below.
5. **Activation of Crisis Communication Team.** Depending on the situation, the Information Officer shall convene the primary and/or primary and secondary crisis communication team(s) via conference call or in-person meeting.
 - a. The crisis communication team shall be alerted by a phone call; use of email is discouraged. It is imperative that the Information Officer has up-to-date contact information for all members of the crisis management team.

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- b. The information Officer may engage others in the process based on the situation.

6. Before Going Public – the Crisis Communication Team shall:

- a. Assess the situation to determine facts and begin planning based on information gathered and presented by the Information Officer.
- b. Compose an appropriate response to the crises.
- c. Construct a plan/process and timetable that appropriately addresses the crisis.

7. Communication with the Public - Crisis Communication Team:

- a. In consultation with the General Chair, the Information Officer alerts key stakeholders.
- b. The Spokesperson begins external communication.
- c. Update the website as needed.
- d. Continually evaluate message effectiveness as the situation progresses.
- e. Implement methods for updating both internal and external communication with added information as it becomes available.
- f. Distribute post-crisis communications to appropriate audiences.

8. Post Crisis Review

- a. Secure Loose Ends: appropriate communications should be made to the appropriate audiences (including the Pacific Swimming Board of Directors and members) summarizing the resolution of the crisis. Complete all interaction with media contacts.
- b. File all notes, video/sound clips, talking points, communications, etc. into an electronic file to be housed permanently with Pacific Swimming. The hard copies of all official documents shall be filed and kept also at Pacific Swimming's office.
- c. Update and revise the crisis communication plan to reflect any suggested changes and present them to the Pacific Swimming Board of Directors for approval.
- d. Re-convene the crisis communication team to evaluate the effectiveness of the crisis management plan. If appropriate, engage the Board of Directors in this review.

G. DISASTER RECOVERY PLAN

- 1. **Purpose.** It is imperative that Pacific Swimming has procedures in place to continue business in the event of a disaster that causes damage to and/or threatens the LSC's IT systems. It is the responsibility of each staff member, in collaboration with the General Chair and the Treasurer, to ensure that an effective plan is constructed and communicated. Components of the plan should include the following:
 - a. Maintain a complete inventory of all physical assets of Pacific Swimming. Update databases and spreadsheets annually and record major acquisitions as they occur.
 - b. Maintain a daily online backup of the office computers, key databases, and financial files.
 - c. Storage of copies of all bank account numbers, legal documents, board minutes, committee reports, insurance policies, etc. in a safe and secure place.

- d. Construction of a document that contains emergency contact information for all staff and members of the Executive Committee and Secretary to be shared with members of both entities.
- e. Establish a network of community organizations that could be called upon during specific types of crises.
- f. Review and revise the disaster recovery plan at least once a year with office staff and the General Chair.

H. KEY POSITIONS – through August 31, 2025

1. Spokesperson

Lehla Irwin, General Chair

Email: lirwin@pacswim.org

Tel: (707) 849-8319

2. Alternate Designate

Verónica Hernández, Administrative Vice-Chair

Email: vhernandez@pacswim.org

Tel: (408) 893-3732

3. Information Officer(s)

Mary Ruddell, Staff Treasurer

Email: mruddell@pacswim.org

Tel: (925) 768-8926

Cindy Rowland, Administrative Director

Email: cindy@pacswim.org

Tel: (925) 787-2707

4. CRISIS COMMUNICATION TEAM

Primary Team Spokesperson(s): Lehla Irwin, Verónica Hernández

Information Officers: Cindy Rowland, Mary Ruddell

Staff Support: Laurie Benton, Member Services **Email:** laurie@pacswim.org