

Governance Committee motion 2503GOV01 (30-day motion)

Motion: to amend the following Pacific Swimming Policies and Procedures:

1. Section I, Governance, to add our existing policies and statements on Ethical Behavior and Conflict of Interest, with minor recommended edits.
2. Section X, Meet Conduct, to change the requirements for submitting meet results to include a complete meet database backup (instead of a SDIF, SD3, or CL2 file), and to prohibit public posting of meet results data containing athlete birthdates. **NOTE:** meet backups will be for internal use only by Staff, to generate different versions of the electronic results data, with birthdates to aid in upload to SWIMS, and without birthdates for public posting on the Pacific Swimming web site.
3. Section XIX, League Administration, to reflect the same new requirements for submitting and posting of meet results.

Detailed changes:

SECTION I GOVERNANCE

B. Board of Director and Executive Committee Meetings

[1.-3. unchanged]

4. [new subsection] Ethical Behavior and Conflict of Interest Policies

- a. The business of Pacific Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.
- b. Pacific Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
- c. All individuals who participate with Pacific Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluation or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Pacific Swimming resources for individual use.
- d. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchange or travel expenses incurred in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Pacific Swimming.
- e. Expenses incurred in the furtherance of Pacific Swimming business are to be reasonable, necessary and substantiated.
- f. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Pacific Swimming and with each other.
- g. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

h. The following statement shall be read out loud at in-person and online meetings, or shall be stated at the start of the Agenda for meetings conducted by email, of the Pacific Swimming House of Delegates, Board of Directors, Executive Committee, and Administrative Board of Review. By continuing to participate in any such meeting, each participant agrees to abide by this statement and by the other policies in this section: "Is ~~any member~~ anyone in attendance aware of any conflict of interest (that is, of a personal interest or a direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addressed under Pacific Swimming Conflict of Interest Policies? If a ~~board member~~ participant determines there to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and/or action is being taken, a declaration of a conflict of interest ~~should~~ must be made at that time."

SECTION X MEET CONDUCT

[A.-I. unchanged]

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~~ consist of a complete backup of the final meet database (including birthdate information), PLUS the complete meet results in a HTML or PDF file.
2. [new subsection] In no case shall meet results, in any format, be posted to a website or other publicly accessible location, or shared with anyone other than Pacific Swimming staff, if they contain birthdate data for athletes, whether human or machine readable.

SECTION XIX LEAGUE ADMINISTRATION

[A.-E. unchanged]

F. Results and Meet Referee Reports

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~~ consist of a complete backup of the final meet database (including birthdate information), PLUS the complete meet results in a HTML or PDF file. In no case shall meet results, in any format, be posted to a website or other publicly accessible location, or shared with anyone other than Pacific Swimming staff, if they contain birthdate data for athletes, whether human or machine readable.

[2.-4. Unchanged]