



# Rules & Regulations of the Pacific Swimming, LSC

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# Pacific Swimming – Rules & Regulations

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# RULES AND REGULATIONS

## SECTION 1

### ADMINISTRATION OF THE SWIMMING PROGRAM

#### A. Registration and Membership

##### 1. Categories

There are two categories of individual membership, athlete and non-athlete. Athlete membership is called "Registration". Non-athlete members are further designated as coach, official and other. All swimmers who participate in practices or meets conducted by Pacific or member clubs must be registered with USA-S as athlete members. All coaches who are on deck at practices and meets must meet special training requirements to qualify for coach membership. In order to meet the requirements for club membership, the club must have at least one coach member and one swimmer member. All meet directors and deck officials must be non-athlete members.

##### 2. Registration Periods

Swimmers may register for a full year, or a Summer season and/or a Fall season. They are offered a single continuous 30-day tryout period when first joining a club, during which time registration is not required. The period ends after 30 days or upon submitting an entry for a meet, whichever is earlier.

##### 3. Applications

The Registration Chairman handles swimmer registration. The Membership Chairman handles non-athlete and club memberships. Swimmers are registered and non-athletes are members when the Chairman (or authorized deputy) receives and accepts the official application form (photocopies may only be used with the advance approval of the Chairman) and fee (checks should be payable to Pacific Swimming). Club names and abbreviations must be approved by the Board of Directors. Official forms may be obtained from the chairmen. Refunds of duplicate registrations/memberships will be made upon approval of the Chairman.

##### 4. Transfers and Changes

A swimmer who changes clubs must wait for 120 days after his/her last competition with the old club before representing the new club in competition. The swimmer must compete as an "unattached" swimmer during the 120-day period. The swimmer must notify the Registration Chairman of the date of last competition with the old club by completing a transfer form. The transfer form can also be used to change an address, telephone number, etc.

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

California Interscholastic Federation (CIF) does not penalize USA Swimming members for swimming attached to their local swim clubs during high school season for the Sectionals and National Championship meets. However, the CIF does require that in any other USA or Pacific Swimming meet held during the high school club season, swimmers must compete unattached. Remember to enter any other meets other than sectionals and nationals as unattached. **It is the swimmer's responsibility to be unattached from these meets.** For registration purposes **only**, swimmers are automatically considered unattached during their high school seasons and do not need to change their registration status with the Pacific Registration Chairman. However, swimmers planning to change their club affiliation during this period and use the high school season as part of their 120-day unattached period should complete a Transfer Form and send it to the Pacific Registration Chairman (as described above).

##### 6. Responsibility

The club is responsible for making sure that all of its swimmers and officials are members of USA-S. The Meet Director is responsible for making sure that all swimmers, coaches and officials participating in a meet are members of USA-S.

## B. Classes and Time Standards

### 1. Classes of Swimming Competition

- a. Swimming competition shall be conducted by various classes. The classes of swimmers are:
  - (1) Senior
  - (2) Age Group — 18 years of age and younger, grouped by ages
  - (3) Post Age Group — 19/over
  - (4) Novice
- b. Classified age group meets (those with time standards) may offer events grouped by ages or by any combination of ages. Swimmers must qualify at the time standards for their own age group, or if no standards exist for their age group, at the standard for the next oldest age group for their sex where the event is included. 19/over swimmers must qualify at 17-18 time standards.
- c. Unclassified age group meets (those without time standards, such as invitationals and league meets) may offer events grouped by age or by any combination of ages.

### 2. Time Standards

- a. Time standards regulate the qualifying of swimmers for a given class of competition and are set by the Time Standards Committee.
- b. Time standards may be found in the "Standards" section of the Swim Guide. There are no time standards for the 6/under age group, which is limited to 25 yard/meter Fly, Back, Breast, Free, and 50 yard/meter Free.
- c. Special qualifying times (Q times) are used as time standards for selected championship and qualifying meets and also as time standards for compiling the top ten Pacific age group times for each season.
- d. Times achieved at an altitude of 3,000 feet or more may be adjusted as provided in Section 207.10.5 of the USA-S Rules and Regulations for the purpose of entering any Pacific meet in which the entered time is subject to verification.
- e. Pacific Recognition Time (PRT) is the time standard used for 8/under swimmers for compiling the top ten Pacific age group times for each season. For other age groups, it is a recognition time standard.
- f. Western Zone Consideration Time (WZCT) is the time standard used to select the team which represents Pacific at the Western Zone Championships.
- g. A 50-meter time in a 50-meter course must be achieved with a fully automatic timing system, or a semi-automatic timing system with three buttons in order to be submitted as a Pacific FW, WZCT, or other qualifying time where proof of time is required.
- h. Zone Championships, League Championships, and City and State Championships may set their own time standards.

## C. Scheduling

### 1. Scheduling of Meets

- a. A schedule of meets for the ensuing calendar year shall be proposed by the Scheduling Committee for approval by the Board of Directors. The Scheduling Committee may propose the procedures for clubs applying for Pacific meets and limitations on the scheduling of zone autonomy meets.
- b. All swim meets scheduled and awarded by the Zones of Pacific Swimming shall be submitted to the Pacific Swimming Scheduling Committee prior to the submittal of the final draft for the publication of the Pacific Swim Guide. All meets on the combined list of LSC- and Zone-awarded meets will be recognized as swim meets under the jurisdiction of Pacific Swimming. Any additions to this schedule involving teams from more than one Zone must be submitted to the Pacific Swimming Scheduling Committee for review, and approval. Examples are Invitational Meets involving teams among multiple Zones and swim team of one Zone hosting a meet at a pool inside the boundary of another Zone. Exempted from this rule are meets offered by teams based in the Zone 3 city of Fort Bragg and counties north of Mendocino County, or Zone 4.
- c. Pacific meets will be awarded to clubs applying for them by a special committee consisting of the Scheduling Chairman (who shall be chairman of this awarding committee), Sanction Chairman, Officials Chairman, Senior Vice-Chairman, Age Group Vice-Chairman, the five Zone Chairmen, and such other persons as the Chairman of the Board of Directors shall determine.
- d. Notice of intention to cancel a scheduled Pacific meet must be given to the Chairman of the Scheduling Committee at least 90 days before the meet. An organization not fulfilling its obligation to conduct a meet may be barred by the Board of Directors from holding meets the following year.
- e. Zones may schedule meets of any class on dates established by the Board of Directors, except that the class of meet shall not equal or exceed the class listed on the Pacific "All" schedule for that date.

## **D. Sanctions**

### **1. Sanctioned Meet**

- a. All USA-S events, whether they be competitive meets or exhibitions, must be sanctioned, except those closed meets held by and on the premises of a club which is a member of Pacific, with participation restricted to members of that club. All organizations and swimmers participating in a sanctioned meet must be members in good standing of USA-S.
- b. Sanction fees are as follows:
  - (1) \$15.00 for one-day meets (including dual, tri and quad meets);
  - (2) \$30.00 for two or three day sanctioned competitions; and
  - (3) \$45.00 for sanctioned competitions lasting four days or longer.
  - (4) There shall be no fee for a time trial to be conducted between sessions of a Senior Trials and Finals meet.
- c. Application for sanction
  - (1) Sanction applications will be provided to the host club with a copy of a suggested meet sheet format for the appropriate class of meet.
  - (2) Any meet having time standards not in accordance with those published in the Swim Guide must be approved by the Board of Directors prior to being sanctioned.
  - (3) Completed applications, a check for the sanction fee payable to Pacific, and five (5) copies of the proposed meet sheet for all Pacific and Zone awarded meets shall be submitted to the Sanctions Chairman of the zone in which the meet is to be held at least 90 days prior to the meet date.
- d. A penalty for distributing meet information sheets to clubs and swimmers, using any medium, before the meet is sanctioned by Pacific Swimming will be assessed in the amount of \$50.00 per each day of the meet. Meet sheets containing the sanction number and any necessary corrections must be sent to those clubs and individuals to whom the original unsanctioned sheet was sent.

### **2. Approved Meet**

- a. An approved meet is a designated meet conducted by either USA-S or non-USA-S organizations which includes non-USA-S swimmers as participants. Participating USA-S swimmers may use their times as USA-S qualifying times.
- b. Approval or disapproval of the meet by the Pacific Sanction Chairman will be made after the meet has been held. The decision will be based on the report of the meet referee, NTV officer, or other designated official as to whether the conduct of the competition conformed to USA-S standards.
- c. Approved Meets are subject to the Rules & Regulations set forth by USA-S. (Reference USA-S Rules & Regulations Article 202.4)
- d. Complete official results of an approved meet must be furnished to the Pacific Sanction Chairman.

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

### **1. Records**

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

### **2. Awards**

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

## SECTION 2

### SWIM MEET PREPARATION

#### A. Meet Information Sheet

1. Meets will be conducted under rules and regulations of USA-S and Pacific. Approximately 120 days before a scheduled meet host clubs will receive a packet containing a sanction application, a format for their meet information sheet appropriate to the meet type, and other necessary sanction information and forms. Packets for meets not scheduled in advance will need to be requested from the Pacific Sanctions Chairman. Changes to the format must be approved by the Pacific Sanction Chairman or Board of Directors. Changes to the dates or class of a meet will require approval by the Pacific Board of Directors.
2. An electronic version of the sanctioned meet information sheet in a format acceptable to the Pacific webmaster must be sent for posting on the Pacific Website no later than 30 days prior to the closing date for entries (results@pacswim.org). If an electronic version of the acceptable format is not available, at least one copy of the sanctioned meet information sheet must be mailed to all clubs and one copy each to the meet referee and starter no later than 30 days prior to the closing date for entries.
3. The sanction will be granted only with the approval of the Sanctions Chairman, the Meet Referee and the Meet Director. Once the sanction is granted, there may be no changes without the approval of the Meet Referee and the Sanctions Chairman.
4. Meet entries are due two Mondays prior to the meet. Any Zone sanctioned meets may accept zone entries three Mondays prior to the meet.
5. In cases where change of location is necessary after granting of the sanction, the meet management must immediately notify in writing the Sanctions Chairman and all clubs to which information has already been sent.
6. The meet information sheet shall contain the following statement: "All coaches and deck officials must wear their USA-S membership cards in a visible manner."
7. For meets with qualifying entry times or when awards are based on entry time "flights", all entry times must be submitted for verification to a source designated by Pacific Swimming. Change of times will remain the discretion of the meet referee. The following language will be mandatory in meet information for such meets. "Entry times submitted for this meet will be checked against a computer database and may be changed in accordance with Pacific Swimming Entry Time Verification Procedures.
8. The meet announcement shall include information about water depth measured for a distance of 3 feet 3 ½ inches (1 meter) to 16 feet 5 inches (5.0 meters) from both end walls. (Reference USA-S Rules & Regulations Articles 202.3, 202.4)
9. The meet announcement shall include the following statement: "Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from within the water. It is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement."
10. The meet announcement shall include one of the following statements as to the certification status of the competition course, as follows:

"In accordance with Article 104.2.2c(4) the competition course has been certified. A copy of the certification is on file with USA Swimming"

Or

"The competition course has not been certified in accordance with Article 104.2.2C(4)"

#### B. Entry Fees

1. The following are entry fees which shall be charged for each class of meet. The meet sponsor is not required to accept entries that do not include applicable fees. Participation fees cannot be charged unless entry fees are charged.

Class of Meet	Individual Entry Fees			Relay Entry Fees		
	Total Fee	To Host	Due Pacific	Total Fee	To Host	Due Pacific

Class of Meet	Individual Entry Fees			Relay Entry Fees		
	Total Fee	To Host	Due Pacific	Total Fee	To Host	Due Pacific
Senior I	\$6.50	\$4.70	\$1.80	\$20.00	\$14.30	\$5.70
Senior II, III, IV	\$5.50	\$4.00	\$1.50	\$16.00	\$11.70	\$4.30
Far Westerns	\$5.50	\$4.00	\$1.50	\$20.00	\$14.30	\$5.70
AA+ Trials and Finals, Pacific JO Champs	\$5.00	\$3.65	\$1.35	\$16.00	\$11.70	\$4.30
C/B and C/B/BB	\$2.50	\$2.20	\$0.30	\$8.00	\$6.00	\$2.00
All other age group meets	\$2.75	\$2.00	\$0.75	\$9.00	\$6.60	\$2.40
Time Trials	\$9.00	\$6.70	\$2.30	\$22.00	\$15.70	\$6.30
Grand Prix	\$10.00	\$7.50	\$2.50	\$16.00	\$11.50	\$4.50

**NOTES:**

1. Multi-class meets – applicable fee will be that of the highest class included in the meet.
2. Host teams may impose a participation fee not to exceed \$5.00 per swimmer per meet to help defray meet expenses. Relay-only swimmers are exempt from this surcharge, except in relay-only meets.
3. Leagues charging entry fees shall pay the Pacific portion applicable to amount of entry fee as listed above. The Pacific fee does not apply to Adapted Swimming.

**C. Events**

1. All events must conform to the current list in the USA-S Rules and Regulations. Exceptions may be made by application to and approval of the Sanctions Chairman or the Board of Directors.

**D. Relay Entry Information**

1. At the discretion of the meet director, relay team entries may be made on the day of the meet at such time as deemed reasonable to allow for payment of entry fee, preparation of heat sheets, and seeding of teams, this being not less than one hour before the swimming of the first heat of the relay event being entered. Clubs desiring to do so may submit entry cards before the meet including only the team name. Meet directors may require pre-entry of relay teams if preferred.
2. Relay Meets—Entries must be submitted by the closing date.

**SECTION 3**

**CONDUCT OF MEETS**

**A. Rules**

1. All meets shall be conducted under current USA-S rules. The referee of the meet shall be the final authority for the conduct of competition. Procedures stated in the meet information sheet, approved at the granting of the meet sanction, shall become the rules of the meet.
2. All sanctioned competitions are required to have all warm-up sessions supervised and controlled using the format adopted by Pacific. A complete copy of the format will be provided with each sanction.
3. At all Pacific Swimming meets, a coach who is not wearing his or her membership card visibly and who is unable to produce a card, shall be given the option to sign a statement attesting to his/her certification or to remove himself/herself from coaching



responsibilities on deck. The penalty for false representation shall be a fine of \$100 payable to Pacific Swimming. A coach has the right to appeal the fine through the Board of Review process.

4. A public address unit or "bull horn" must be provided for the starter, and a public address unit must be so placed as to be heard clearly in the designated swimmer rest areas.
5. All animals are prohibited from the pool deck areas during swim meets.
6. In trials and finals meets, the finals may not begin less than one hour after the completion of the last preliminary or trial heat.
7. No swimmer will be eligible to participate in a Pacific-sponsored swim meet if the swimmer or swimmer's family is indebted to Pacific. Resolution of the indebtedness subsequent to selection or entry in a Pacific-sponsored swim meet will not make the swimmer eligible for participation. A swimmer will not be eligible for further participation as long as the indebtedness remains unresolved.
8. Timing systems to be provided by meet hosts of all sanctioned meets in Pacific Swimming shall meet the following USA-S Timing System Levels:
  - a. Level 1 – Primary system: Automatic Level 1 timing may be used at any meet, and is required for all meets with J.O. qualifying time standards or higher. A backup system with a minimum of two buttons and a tertiary system of at least one manual watch shall also be provided;
  - b. Level 2 – Primary system: Semi-automatic with 3 buttons Age group meets with qualifying times of A or higher (including multi-class meets) and Senior meets must have at least a Level 2 primary timing system with a minimum backup system of at least one watch; timing system guidelines will be outlined in the minimum criteria Senior meet document established by the Senior committee.
  - c. Level 3 – Primary system: Semi-automatic with 2 buttons or manual with 3 watches  
All other sanctioned meets in Pacific Swimming must have at least a Level 3 primary timing system. If such system consists of semi-automatic timing with two buttons, a backup system of at least one watch shall be provided.
  - d. Level 4 - Primary system: Manual with 2 watches  
Level 4 timing may be used only to achieve Pacific Swimming age group time standards below A.

## B. Meet Operations

### 1. Entries

- a. Consolidated Entry forms should be filed alphabetically by age group and kept at the seeding desk as a ready reference in case of dispute over an entry.
- b. Entry cards must be completely filled out including all 14 characters contained in the current registration number. Correct club codes should be used (see club lists in "Contact" pages of the Swim Guide).
- c. Swimmers must be current members of USA-S and enter their name and registration number on the meet entry card as they are shown on their Registration Card. If this is not done, it may be difficult to match the swimmer with the registration and times database.

The meet host must check all swimmer registrations against the SWIMS database and if not found to be registered, the Meet Director shall "accept the registration at the meet (a \$10 surcharge will be added to the regular registration fee). Duplicate registrations will be refunded by mail.

The registration forms and fees shall be sent by the host club to the Registration Chairman. The surcharge shall be rebated to the host club if the registration forms and fees are received by the Registration Chairman within three (3) days of the last day of the meet.

Swimmers who register at a meet who assert that they are already registered may mark the application form by writing "Possible Duplicate" in the upper right corner of the form. When received, the Registration Chairman will review the records, and if an application is a duplicate, any fee paid will be refunded by mail.

- d. At all sanctioned meets that include time trials, only swimmers that are entered in an individual event in the meet are eligible to enter time trials.
- e. When those meets that have an imposed limitation on the number of swimmers reaches that capacity (CAP), all unaccepted entrants will be notified in the following manner:
  - (1) No later than the first Monday before the meet, the Meet Director will make provisions to contact (via telephone) a coach or Board Member from each team that has entries returned. A list of returned entries may also be posted on the website.
    - (a) A log with the date, time and name of person contacted will be maintained as well as the name of each swimmer from that team with his/her total entries.

- (b) All envelopes received will be opened so as to determine if there are more than one swimmer's entries being rejected.
- (c) With the permission of the contact person, those entries then can be grouped together and mailed with the individual checks to the Team's address. Small number of entrants from a particular team should be mailed directly back to the individual's address.
- (d) The Meet Director of the oversubscribed CAP meet may contact the Meet Directors of any Pacific Swimming meet(s) (regardless of Zone) being held that same weekend. If any of the other meets have room to accommodate additional swimmers, that information will be passed on to each of the telephoned team contacts. Pacific Swimming Sanctions will be contacted so that the other meet(s) sanction will be amended to allow late or deck entries.
- (2) The host club will accept, in the order they receive them, entries to a CAP meet. Swimmers from the host club or swimmers of meet officials will not be given preference.
- (3) Failure to notify, in the prescribed manner, the swimmers that their entries are not being accepted, will result in a complaint filed with the Pacific Swimming Board of Review. An organization not attempting to notify non-accepted entrants may be barred by the Board of Directors from holding meets the following year.

## 2. Check-In

- a. Close of check-in for all events shall be no more than 30 minutes before the estimated time of the start of the first heat of the event.

## 3. Seeding

- a. All classified meets except B meets shall be seeded on the deck. Deck seeding is recommended for B meets.
- b. Relay seeding time and first, middle initial and last names and ages of eligible swimmers must be submitted to the desk upon call of the meet management, this being not less than one hour before the first heat of each relay event. Relay events will be deck seeded.

## 4. Desk and Scoring

- a. The ballot system shall be used for judging places in all Pacific sanctioned meets. Across-the-board judging may be used only with the approval of the meet referee. All timers' cards should show the times from three watches.  
**Exception:** Places and times recorded by automatic timing and placing equipment.

## 5. Scratch Procedures

- a. Mandatory Scratch-down — If conditions warrant, the referee, with the concurrence of the meet director, may require swimmers to scratch an event or events in order to regulate and control the length of time for competition in a sanctioned meet.
  - (1) Meet information sheets must include the following statement, "A mandatory scratchdown may apply at this meet, subject to the provisions of Pacific Rules and Regulations."
  - (2) The mandatory scratch procedure shall be applicable to timed final events only.
  - (3) To the maximum extent possible, the mandatory scratch requirement shall be applied uniformly to all age groups, sexes and classes of swimmers.
  - (4) The entry fee for each event scratched pursuant to the mandatory scratch procedure shall be refunded in full to swimmers in cash prior to the close of the meet.
- b. Individual Scratch Rule — Swimmers shall inform themselves of the meet starting time and shall report to the proper meet authorities promptly upon call.
  - (1) Pre-Seeded Meets — Swimmers shall report promptly to the starting blocks when their event/heat is called.
    - (a) Any swimmers not reporting for or competing in an individual timed final event shall not be penalized.
    - (b) Any swimmers not reporting for or competing in a preliminary heat when finals are scheduled shall not be penalized.
  - (2) Events Seeded on the Deck — There is no penalty for swimmers not checking in for a particular event; they will simply be scratched from it. Swimmers entered in an individual event that is seeded on the deck who have checked in for that event, must swim in the event unless they notify the clerk of the course before the seeding for that event has begun that they wish to scratch. Failure to swim an event will result in being scratched from the meet unless the swimmer returns to the clerk of the course and repeats the check-in process for all remaining events. Failure to swim an event after the second check-in process will result in being barred from the next individual event in which a swimmer is entered on that day or the next meet day, whichever is first. Events seeded on the deck shall be closed for seeding no earlier than 30 minutes prior to the estimated start of the event.
  - (3) Scratching from Consolation Finals and Finals
    - (i) Any swimmer qualifying for any level of finals in an individual event who does not wish to compete must scratch within 30 minutes after the announcement of qualifiers. During this period, qualifiers may also notify the referee that

they may not intend to compete in consolation finals or finals. In this case they must declare their final intention within 30 minutes after the announcement of qualifiers following their last individual preliminary event.

(ii) In the event of withdrawal or barring of a swimmer from competition, the referee shall fill the consolation final or final when possible with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if they are unavailable to compete in the finals.

(iii) Where consolation finals have not yet been swum and a barring or withdrawal is known to the referee, the referee shall reseed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.

(iv) If a consolation final has already been contested, the companion final shall be swum without reseeding for the empty lane(s).

(4) Penalty for No-Show at Finals

(i) Any swimmer qualifying for a consolation final or final race in an individual event who fails to show up in said consolation final or final race prior to 'calling the alternate' shall be barred from further competition for the remainder of the meet.

(ii) If the No-Show occurs on the last day that the swimmer is entered in an individual event in the meet, and no other individual event penalty is applicable, the swimmer shall then be fined \$25.00.

(5) Exceptions — No penalty shall apply for failure to withdraw or compete in an individual event if:

(i) The referee is notified in the event of illness or injury and accepts the proof thereof.

(ii) It is determined by the referee that the No-Show is caused by circumstances beyond the control of the swimmer.

(iii) The swimmer qualified for any level of finals due to scratches of one or more original finalists.

(iv) The swimmer is an alternate for any level of finals.

c. Relay Scratch Rule — Any relay team entered in a relay event that fails to compete in or report for that event shall not be penalized.

## C. Meet Results

1. The following must be sent by electronic mail by the next day after the meet to [results@pacswim.org](mailto:results@pacswim.org):

a) HY-TEK

I SDIF or COMMLINK file of the complete meet (include all teams).

Ii HTML file in publication order

iii The files should be zipped and attached to an email. DO NOT put the files in the body of the email.

b) S.A.M.M.S

I Under post meet outputs use the "create results diskette" option and send the executable file. The file will be labeled XXXXMY.exe (club acronym, month and year of meet.Exe)

ii This file contains the results in HTML publication format and the SDIF file of the meet.

c) ALL OTHERS

I Your program must provide a SDIF file and HTML file in proper result sequence mandated by USA-S.

ii The files should be zipped and attached to an email. DO NOT put the files in the body of the email.

2. Include the name, email address and phone number of your computer operator and, if different, the name, etc., of the person who is sending the file. Results need only be sent to the above E-MAIL address; everyone who needs the results will receive them from that single address.

3. Although it is recommended that a meet be computerized, when that is not possible, results or individual times may be submitted manually but must include the information listed in paragraph 4 below.

4. Results must list sanction number of the meet (if applicable), first and last name of swimmer, age, club affiliation, LSC designation, and time. (Include both trials and finals times for trials and finals meets.) First and last name, age and registration number of each swimmer on a relay team must be listed in the order that they swam if the time is a National Age Group Reportable Time. (See instructions included with meet director's report forms.)

5. Swimmers must be listed in descending order of time — fastest to slowest.

6. Failure to provide meet results as required shall be grounds for denying future sanctions.

## D. Financial Reports and Fees

1. Meet financial report and payment of fees due Pacific Swimming must be received by the Treasurer within 30 days after the last day of the meet.

2. Failure to provide the Financial Report and payment of fees due Pacific as specified shall subject the meet host to a penalty of 10% of the Pacific share of the meet fees and may provide grounds for denying future sanctions.

3. A copy of the documentation from the meet management software used to determine and calculate the number of individual and relay entries and the corresponding fees due to Pacific Swimming must be attached to the meet's financial report. Failure

to supply the documentation will trigger a reminder e-mail to the CLUB. If the documentation is not provided to the Treasurer within 30 days of the reminder, a penalty fee of 25% of the fees paid to Pacific Swimming will be assessed to the CLUB.

## **SECTION 4**

### **AGE GROUP COMPETITION**

#### **A. Qualifying For Age Group Classes**

1. Swimmers will qualify for a specific class meet in a given stroke and distance when they have equaled or bettered the time standard for that event.
2. Swimmers may qualify in any sanctioned meet or unsanctioned meet such as school competition, time trial, or by coach verification. For JO and Q level competition, times from sanctioned or approved meets only will be acceptable.
3. Swimmers who compete in a classified meet event at or better than the minimum standard shall thereafter be considered to be in that particular class in all courses and may not again compete in the same event in a lower class meet, even if they have not actually performed at or better than the time standard.
4. Qualifying By Stroke and Distance
  - a. Swimmers who qualify B, A, or AA for a specific stroke in a specific distance will be considered qualified at that same level in the equivalent stroke and distance in all courses. For a C, B, A+ meet if you met the standard short course, then enter a long course meet at the long course standard, or if you met the long course standard, enter the meet at the short course standard.
  - b. Swimmers maintain their classification for the duration of a meet even if they qualify for the next class during the meet. This rule also applies to relay events.
  - c. Any swimmer, upon changing age groups, who has already met the B, A or AA standard in events offered in the new age group will be considered qualified at that level for those events in the new age group.
  - d. Swimmers who enter an event for which they are not qualified, or who have met the next higher time standard, shall scratch the event. If it is a multi-class meet, the swimmer will be moved to the proper classification rather than being scratched. If the time is greater than the classification cap, the swimmer will be scratched.

#### **B. Eligibility**

##### **1. Individual Eligibility**

- a. Registered swimmers up to and including age 18 are eligible to compete in the Age Group program in those events scheduled for their age group and must swim in events offered for that age or age group for an entire meet. Age on the first day of the meet governs for the entire meet.
- b. Swimmers are eligible to compete only in the individual events for which they qualify in any classified meet (B, A, AA).
- c. In multi-class meets, i.e., B-A, B-A-AA, etc., swimmers shall compete only in the division(s) for which they qualify and shall not compete in divisions of lower classification in any event for which they have achieved the time standard for the higher division.
- d. In multi-classed meets (B-A, B-A-AA, etc.), the zone may allow an event to be restricted to certain of those classes.
- e. In events with only minimum standards, i.e., A+, B-A+, etc., swimmers may compete in events for which they have achieved the minimum standard, subject to limitations specified in Section 4.B.3, Event Limitations.
- f. Age Group Open Meets are open to all registered swimmers up to and including age 18, and swimmers shall not be classified by time standards. Post Age Group events may be offered in accordance with policies established by the Pacific Board of Directors.
- g. Invitational meets are open only to swimmers from invited clubs. Maximum number of clubs to be invited shall be two per competitive lane, i.e. 6-lane pool = 12 teams; 8-lane pool = 16 teams. Invited clubs shall be named in the sanction.
- h. Swimmers registered in other LSCs may swim in Pacific meets for which they qualify.
- i. To be eligible for a Pacific All-Star team, a swimmer must be a U.S. citizen or have a U.S. permanent resident visa. Certification of such eligibility shall be obtained from a parent or guardian of the swimmer.

##### **2. Relay Eligibility**

- a. Swimmers may compete in relays in meets of higher classification than that for which they qualify in individual events; (i.e., a swimmer A in 50 Free may swim on a relay in AA meets, etc.).

- b. Swimmers may not compete in relays in meets of lower classification than that for which they qualify in the like individual event; (i.e., a swimmer AA in 50 Breast shall not be eligible for the breaststroke leg on a 200 Medley Relay team in an A meet).

### **3. Event Limitations**

- a. In trials and finals meets, qualified swimmers may compete in three (3) events per day, plus relays, for which they are eligible.
- b. In timed finals meets, qualified swimmers may compete in five (5) events per day, plus relays, for which they are eligible.
- c. A swimmer who enters too many events shall scratch events to conform to the above limitations. There is no guarantee of refund of the entry fee.

### **C. Conduct of Meets**

1. The trials and finals system shall be used in all Pacific Age Group FW meets and in JO meets, and shall be Optional in A+ meets. A meets, B meets, multi-class, and Age Group Open meets shall operate on the timed finals system unless otherwise requested, in writing, to the Pacific Sanctions Chair and approved by the Pacific Swimming Board. (Zones shall determine the system to be used in zone scheduled meets.)
2. Proof of time for JO and FW Meets
  - a. Proof of Time using an approved USA SWIMS Database as a standard will be used to verify times for all swimmers entering these meets. The Time must have been achieved prior to the closing date for entries to the meet. If the time can not be proven prior to the meet, the swimmer will be not be allowed to check-in for the event until the entry time has been proven. When possible the coaches will be notified of their swimmers who have not proven their entry time.
  - b. Converted times are not to be used.
  - c. A swimmer who qualifies for a JO or FW in a specific stroke and distance will be considered qualified in the same stroke and distance in all courses. If the time was made SCY and it is a SCM or an LCM meet, enter your SCY time. If the time was made SCM and it is a SCY or an LCM meet, enter your SCM time. If the time was made LCM and it is a SCY or an SCM meet, enter your LCM time. When entering a meet if your qualifying time is in yards, enter the yards time and put a Y after the time. If the qualifying time is in Short Course meters, enter that time with an S after it. If the qualifying time is in long course meters then enter that time with an L after it.

### **D. Awards**

1. Q, JO, A Meets — Awards for all finalists. The minimum is three (3) medals or other distinctive awards (something other than a single ribbon) with ribbons for the balance of the finalists.
2. B Meets — Standard A medals only shall be awarded swimmers attaining A times in each event, regardless of the place achieved in the event. No other medals shall be awarded. Ribbons only shall be awarded place winners. Team scoring is optional.
3. Age Group Open Meets — Appropriate awards at the discretion of the host club. No awards by time standard (A, B, etc.). A medals are optional for swimmers attaining A times for the first time.
4. Multi-class meets — Awards for each listed class. For example: C-B-A, 3 sets of awards; B-A+, 2 sets of awards.
5. In meets where events are offered which include more than one age group or single or combined ages, awards may be given to any age or combination of ages at the option of the host club.
6. High point and team awards are optional in championship meets, JO, A+, A and Age Group Open meets. No perpetual trophies may be established or awarded in A meets.
7. Awards for 19/over swimmers in 15/over or Post Age group events shall be approved by the zone.

## ***SECTION 5***

### **SENIOR COMPETITION**

#### **A. Qualifying**

1. A swimmer will qualify for Senior I (1) or II (2) competition when he or she has equaled or bettered the published time standard for the event. Thirteen an over swimmers may qualify for Senior level III (3) and Senior level IV (4) meets without qualifying times. These events should be entered at the entry time. Twelve and under swimmers must meet Senior level III (3) and Senior level IV (4) times to qualify for level III (3) and IV (4) meets.
2. A swimmer may qualify in any sanctioned or approved competition, or in an observed swim.

3. A swimmer who qualifies for Senior competition in a specific stroke and distance will be considered qualified in the same stroke and distance in all courses. For all Senior meets enter your time for the course that you qualified.

## **B. Eligibility**

### **1. Senior Meets**

- a. In all meets with trials and finals, swimmers are eligible to enter all events in which they have equaled or bettered the listed time standards, but may not swim more than three (3) individual events per day.
- b. In all timed finals meets, swimmers are eligible to enter all events in which they have equaled or bettered the listed time standard, but may not swim more than five (5) individual events per day.
- c. In all Senior meets, a swimmer that is able to prove their time in one or more events may enter two (2) additional (bonus) events along with the provable event(s). Performance penalties will not apply to the bonus event(s). The swimmer must enter their actual time for the bonus event(s) and circle the time on the entry form to indicate that it is a bonus event.
- d. Proof of Time using the USA SWIMS Database as a standard will be used to verify times for all swimmers entering these meets. The Time must have been achieved prior to the closing date for entries to the meet. If the time can not be proven prior to the meet, the swimmer will be not be allowed to check-in for the event until the entry time has been proven. When possible the coaches will be notified of their swimmers who have not proven their entry time.
- e. A swimmer who qualifies for a Senior meet in a specific stroke and distance will be considered qualified in the same stroke and distance in all courses. If the time was made SCY and it is a SCM or an LCM meet, enter your SCY time. If the time was made SCM and it is a SCY or an LCM meet, enter your SCM time. If the time was made LCM and it is a SCY or an SCM meet, enter your LCM time. When entering a meet, if your qualifying time is in yards enter the yards time and put a Y after the time. If the qualifying time is in Short Course meters enter that time with an S after it. If the qualifying time is in long course meters then enter that time with an L after it.
- f. No time conversions will be accepted.
- g. Swimmers, thirteen years and older will be considered entered in Senior level III (3), IV (4) meets without proof of time. These events should be entered with the entry time. Swimmers 12 years of age and under must meet the time standard (bonus events excepted) and will be subject to proof of time per B.1.d. above..

## **C. Conduct of Meets**

1. Senior meets shall offer all events that are swum in the National Championship meets. Relay events are optional.
2. Senior meet formats (2/2.5/3 day events, prelims/finals or timed finals) will be outlined in the minimum criteria Senior meet document established by the Senior committee
3. In two-day timed finals Senior meets there are no pre-entry requirements. Entries will be made and heats established on the deck at the meet. Swimmers must bring filled out entry cards to the meet.

## **D. Awards**

1. Award criteria for all Senior level meets will be outlined in the minimum criteria Senior meet document.

# **SECTION 6**

## **ZONE AUTONOMY**

### **A. Rules**

1. Eligibility of swimmers and conduct of meets shall conform to Pacific rules except as follows:
  - a. Zones may restrict entry to residents of the zones in certain meets.
  - b. Option for zone-scheduled unclassified meets (those without time standards, such as invitationals and league meets): 9-10 age group where 8/under events are also offered.
  - c. Zones may make their own policies regarding restrictions to be applied to their swimmers.

## **SECTION 7**

### **CLOSED LEAGUES**

#### **A. Sanctions**

1. Meets shall be sanctioned by Pacific in accordance with Section 1.D. Sanction applications shall be requested from the Pacific Sanction Chairman or the Zone Sanction Chairman.
2. Dual Meets — Submit one blanket application to cover sanctions for all scheduled dual meets with four (4) copies of the schedule and four (4) copies of the list of events to the Zone Sanctions Chairman.
3. Championship meets — Submit separate applications for a sanction with four (4) copies of the meet information sheet.
4. Member leagues which charge entry fees for a meet by individual, by club or through the league shall pay all usual fees for an invitational meet.
5. Dates of league championships must be approved by the zone in which the meet will be held.

#### **B. Age Groups**

1. In Closed League Swimming meets swimmers must compete within the age groups specified in Sections 1.B.1. and 6.A.1.b.

#### **C. Submission of Times**

1. A complete set of results in SDIF format must be sent to the Records secretary within (10) ten days after holding the meet.

## **SECTION 8**

### **OFFICIATING**

#### **A. Operation of Swimming Meets**

1. Pacific meets shall be staffed by officials from the Pacific Officials Organization, certified by Pacific or other LSCs, who are volunteers qualified by training and experience in the various capacities for efficient operation of meets.
2. Officials' positions and duties shall be as described in the USA-S Rules and Regulations, as these suit the meet situation and comply with Pacific regulations.

#### **B. Organization**

1. Those persons qualified and who have paid the annual membership fee are members of the Pacific Officials Organization.
2. The annual membership fee for officials shall be fixed by the Pacific Board of Directors. The fee shall be waived for any official holding USA-S membership.
3. All meet directors, referees, starters, and stroke and turn judges serving as officials in a USA-S-sanctioned event shall be members of USA-S.
4. The Officials Chairman shall preside over the Officials Organization and is its voting delegate at meetings of the House of Delegates.
5. The Officials Chairman shall appoint, with the advice and approval of the Pacific General Chairman and the Zone Chairmen, an Officials Chairman in each of the five zones. The Zone Officials Chairmen may appoint qualified referees to conduct officials clinics as necessary.

#### **C. Duties of the Zone Officials Chairmen**

1. Schedule and conduct training clinics in the zone.
2. Issue officials' cards, collect the annual fees, and transmit the fees collected to the Pacific Treasurer.
3. Maintain a list of trained deck officials, indicating qualifications of these people based on experience, performance, and interest.
4. Assist meet directors in obtaining deck officials suitable to the needs of the meets.
5. Maintain custody of and schedule the use of watches and other equipment belonging to Pacific or the Zone.

## **D. Qualification of Officials**

1. Clinics for the instruction of officials in various capacities will be conducted by the Officials Committee, the zones, and various clubs.
2. All clinics shall be sanctioned and shall be approved by the Pacific Officials Chairman or the Zone Officials Chairman. There is no sanction fee unless an admission charge is made for the clinic.
3. Persons instructed as deck officials at clinics shall serve at meets as trainees under the supervision of experienced qualified officials. Certification of deck officials shall require the recommendation of meet referees under whom the training was accomplished in addition to the clinic instruction and the approval of the Zone Officials Chairman.
4. A card denoting positions for which the official is certified is issued by the Zone Officials Chairman.
5. Swimming officials shall wear a uniform of appropriate clothing prescribed by the Officials Organization during the performance of duties on the deck and display their current USA-S membership card at all times while performing their duties on deck.

## **SECTION 9**

## **TRAVEL ASSISTANCE**

### **A. Purpose**

1. To help defray the travel costs of Pacific athlete members competing in "national" level meets as determined by the Board of Directors.
2. To help defray the travel costs of Pacific Swimming coaches attending "national" level meets as determined by the Board of Directors.

### **B. Control of Funds**

1. The Treasurer shall have control of disbursements of travel assistance. The disbursements shall be managed in accordance with Article 6 of the Pacific Bylaws.
2. A Travel Committee shall be established consisting of the Treasurer, Senior Vice-Chairman, Travel Chairman and a coach representative. The committee shall recommend, for approval of the Board of Directors, airfares on which the travel assistance shall be based.
3. Clubs which fail to report and transmit collected Pacific meet fees by October 1, from meets held during the prior period from September 1 through August 31, shall not receive travel assistance until such reports and fees are received.

### **C. Eligibility**

#### **1. Representation**

- a. The swimmer shall compete attached to a Pacific team or compete unattached as a Pacific member.
- b. Relay-only swimmers will not be eligible for travel assistance.
- c. The coach/team must attend at least three (3) of the designated Pacific Swimming Senior level meets during the previous twelve (12) month period. There shall be a limit of two (2) national level meets for which a coach/team may receive travel assistance per year. The Senior Committee will determine eligibility.
- d. During Olympic years, a coach/team may apply for reimbursement for the Olympic Trials in addition to the reimbursements outlined in Section C.

#### **2. Registration**

- a. The swimmer may register with, or transfer to, their school LSC during the school season. The school swim season shall be as defined in Article 203.4 of the USA-S Rules and Regulations. Such registration shall not be considered an interruption of the continuous registration so long as the swimmer immediately transfers to, or registers in, Pacific Swimming at the end of his/her school swim season and before further competition in USA-S sanctioned events.
- b. For National Championships and the U.S. Open, the swimmer shall hold continuous Pacific registration for the following periods of time in order to receive the stated assistance percentage:
  - (1) During the first Championship meet period after a swimmer registers in Pacific, the swimmer will not be eligible for travel assistance.

- (2) During the second Championship meet period after a swimmer registers in Pacific, the swimmer will be eligible for one-half of the travel assistance.
- (3) Once a swimmer has been continuously registered in Pacific for three Championship meet periods, the swimmer is eligible for the total amount of the travel assistance as long as continuous Pacific registration is maintained.
- c. For the Olympic Trials, the swimmer shall hold continuous Pacific registration for the following periods of time in order to receive the stated assistance percentage:
  - (1) During the first through third Championship meet periods after a swimmer registers in Pacific, the swimmer will not be eligible for travel assistance.
  - (2) During the fourth Championship meet period after a swimmer registers in Pacific, the swimmer will be eligible for one-half of the travel assistance.
  - (3) Once a swimmer has been continuously registered in Pacific for five Championship meet periods, the swimmer is eligible for the total amount of the travel assistance as long as continuous Pacific registration is maintained.
- d. Further, reimbursement is also dependent upon the date the swimmer registers with Pacific. The travel assistance to which the swimmer is entitled will be prorated per the following sliding scale except that swimmers registering in accordance with a. above shall have the "Registered By" be interpreted as the date 31 days following the date their school swim season ended.

Registered before:	% Reimbursement:
January 31	100%
February 28	80%
March 31	60%
April 30	50%
May 31	30%
June 30	10%
Later date	0%

- e. The coach must be a USA Swimming registered coach in good standing to receive national meet travel assistance.
- f. Each swim year will be made up of two Championship meet periods. The first shall be from September 1 to February 29. The second shall be from March 1 to August 31.

### 3. Citizenship

- a. To be eligible for travel assistance, a swimmer must be a United States citizen or have a U.S. permanent resident visa.

### 4. Appeals

- a. The Travel Committee shall consider any application for assistance from a swimmer who has been denied eligibility under the above.

### D. Disbursement Policy

1. Swimmer application for travel assistance requests must be received by the Registration Chairman by the end of the third month following the attended meet.
2. The travel assistance for swimmers competing in the National Championship meets, including the Senior National Championship, the U.S. Open, the Junior National Championships, and the Open Water National Championships will be the determined airfare plus a stipend to be determined by the Board of Directors. Swimmers attending back to back National Championship meets held in the same city will be eligible for travel assistance of the determined airfare plus an increased stipend.
3. Travel Assistance for national "Trials" types of meets such as Olympic Trials will be determined and approved by the Board of Directors as requested and appropriate.



4. No payment to, or for a swimmer, will be made if the swimmer or the swimmer's family is indebted to Pacific. Resolution of the indebtedness subsequent to submission of a request for the travel assistance will not qualify the swimmer for payment. The swimmer will not be eligible for a travel assistance payment as long as any indebtedness to Pacific remains unresolved.
5. Coach application for travel assistance request must be received by the Senior Committee by the end of the third month following the attended meet.
6. The travel assistance for coaches will be the same amount as determined by the Board of Directors for airfare as determined for the athlete for the same meet.
7. No payment for the coach will be made if the coach or club is indebted to Pacific Swimming. No payment will be made until the indebtedness has been resolved.
8. To be eligible for travel assistance, collegiate swimmers must have been registered with a Pacific Swimming Team during their senior year of high school. Once a swimmer who was previously ineligible (based on this rule) has exhausted their college swimming eligibility, they become eligible for travel assistance on the same schedule as described in Section 9.C.2.

## **SECTION 10**

### **HONOR CODE**

#### **A. Pacific Swimming Honor Code**

1. Each athlete, coach, manager or other staff member of any Pacific Swimming camp or of any team representing Pacific in competition is required to sign the Pacific Swimming Athletes Honor Code, or the Pacific Swimming Coaches/Managers Code of Conduct. (See following pages.)
2. The signed document is to be turned in before the competition and a signed copy of the document must be available at the competition.
3. The competition will be evaluated to determine if all aspects of the policy have been followed and to make recommendations for changes. Evaluation will be made by the appropriate Vice- Chairman, the head coach, a member of the staff, and two member athletes.

### **PACIFIC SWIMMING HONOR CODE**

This Honor Code and any additional guidelines regarding conduct will be reviewed by the Head Coach at the first team meeting.

Upon notification of any violation of the Honor Code, a review committee (consisting of the Age Group Chairman or his delegate, the Head Coach, the Age Group Coach(es) of the individual(s) involved, a female athlete, a male athlete and a non-coach member) shall promptly investigate the circumstances of the violation, notify the individual(s) charged of a time for hearing, and shall conduct an informal hearing on the evidence. This review committee shall then promptly determine what disciplinary action, if any, shall be taken. Violations and disciplinary actions will be reported to the Pacific Swimming Board of Review.

I, \_\_\_\_\_ as a member of Pacific  
(athlete/staff member)

understand and will comply with the following as approved by the Pacific Swimming Board of Directors:

1. The possession or use of alcohol, tobacco products, or controlled substances is prohibited throughout the designated duration of the trip.
2. Curfews will be established and adhered to during the trip.
3. Attendance is required at all team functions which include, but are not limited to, meetings, practices, exhibitions, press conferences, and competitions unless otherwise excused or instructed by the head coach, the vice chairman, or designated person in charge of the team.
4. The hallway door will be left fully open (so the interior of the room can be viewed from the hallway) when any athletes other than those assigned to occupy the room are in the room.
5. Uniform requirements established for the trip will be followed.
6. Proper respect, sportsmanship, and courtesy toward coaches, officials, administrators, competitors, and the public will be displayed.
7. The manner in which one behaves will present a positive image of Pacific and will provide an atmosphere to meet the competitive performance objectives.
8. Additional guidelines may be established as needed to assure the safety and well-being of the team members and will be adhered to during the trip.



9. While representing Pacific Swimming, a Pacific Swimming member may be held responsible for loss or damage to equipment, facilities or other items.

I understand that failure to comply with the Pacific Swimming Honor Code as set forth in this document or additions necessary for the safety and well-being of the team members may result in disciplinary action which may include but is not limited to the following:

1. Disqualification from one or more swimming activities.
2. Dismissal from team and return home at my own expense.
3. The infraction(s) will be reported to the Pacific Swimming Board of Review who may take additional disciplinary action including but not limited to disqualification from future Pacific Swimming sponsored activities.

I may appeal any disciplinary action in accordance with Part Four of the USA-S Rules and Regulations and Article 10 of the Pacific Swimming Bylaws.

\_\_\_\_\_  
Date: \_\_\_\_\_  
(Printed name of Athlete/Staff Member) (Signature)

\_\_\_\_\_  
Date: \_\_\_\_\_  
(Printed name of Parent/Legal Guardian) (Signature)

Competition/Location: \_\_\_\_\_ Dates: \_\_\_\_\_

## COACHES/MANAGERS CODE OF CONDUCT

I, the undersigned staff member, agree to participate in the Pacific Swimming sponsored activity named below. I agree to abide by the standards of conduct outlined below, in addition to those guidelines established by the activity director at the activity site. Any additional guide lines regarding conduct will be presented at the first team meeting following establishment of these guidelines.

1. Staff members are required to attend all team functions. These include, but are not limited to, meetings, training sessions, practice sessions, competitions, exhibitions and press conferences unless excused by the activity director.
2. The possession or use of alcohol, tobacco or any non-prescribed drugs is prohibited.
3. Staff members are prohibited from wearing any home team clothing or trying to recruit swimmers, either directly or indirectly, for their home club.
4. Staff members are required to help supervise the athletes at all times during the activity.
5. Failure to comply with this Code of Conduct may result in the following:
  - a. loss of compensation for the activity
  - b. suspension from participating in future activities
  - c. reimbursement to Pacific Swimming for all costs incurred on my behalf
6. The Pacific Swimming Board of Review shall within 30 days determine the penalty and notify the staff member of their findings.
7. Any disciplinary action may be appealed in accordance with Part Four of USA-S Rules and Regulations and Article 10 of the Pacific Swimming Bylaws.
8. Staff members must pass the same USA-S background check required of coaches. (Pacific Swimming will reimburse the cost of background checks for staff members.)

\_\_\_\_\_  
Signature Date

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Please Print Name

Competition: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_



## CHANGE LOG

VERSION	DESCRIPTION OF CHANGE	VARIANCE FROM BOD/HOD MEETING MINUTES	UPDATE MADE BY	UPDATE MADE
INIT	Various changes: (1) Addition of cover page, (2) Addition of TOC, (3) Addition of Change Log, (4) Addition of Footer, (5) Addition of Index, (6) clean-up of formatting.	n/a	Ken Brown	02/12/08
11/28/07	0711-FV2: Modification to Section 1, B.	None	Ken Brown	05/17/08
01/30/08	(1) Added Section 1, C.1.B to reflect 0610-KJ1 which is reflected on PacSwim website but not in Swim Guide.	Assumed that 0610-KJ1 was intended update to R&R.	Ken Brown	5/17/08
03/26/08	(1) 0801-MN2: Modification to Entry Fees – added Grand Prix. (2) Added password protection.	None	Ken Brown	5/30/08
05/28/08	(1) Replaced language in Section 1, A, 5.	Changed "(as described below.)" to "(as described above)".	Ken Brown	11/01/08
09/18/08	(1) Modified 2,B,1 per 0809-PA1 to clarify that Participation Fees cannot be charged in lieu of Entry fees	None	Ken Brown	11/01/08
11/22/08	(1) Modified 9.C.1.c per 0810SC1, (2) Added section 9.D.8 per 0810SC2, (3) Modified 3.B.5.b.(2) to allow for re-check-in, per 0810-MN1	None.	Ken Brown	11/24/08
11/22/08	(1) Modified 3.B.5.b.2, added text indicating that new no-show rule does not apply to certain meets being held in 2009. Text must be removed from 2010 R&R. This version provided to B Hinners for 2009 Swim Guide.	None.	Ken Brown	12/4/08
1/28/2009	Updated version, turned off grammar and spell check for PDF generation	None.	Ken Brown	3/16/2009
9/30/2009	(1) Updated Section 4, C, 1 per 0904-MN5. (2) Updated document version in footer. (3) Removed <>, see entry for	None.	Ken Brown	10/31/2009

	11/22/08 above. (4) Removed dates from 3.B.5.b.2. (5) Coaches/Managers Code of Conduct previously updated per 0908-MN1. (6) Added Section 3, D, 3 per 0930-FV1. (7) This version sent to B. Hinner for inclusion in 2001 Swim Guide.			
09/30/2009	Per direction from M. Nygren and J. Bitter, modifying (1) Section 1, D, 2 per 0910-KB2 and (2) Section 2, A, adding 8, per 0910-KB1. Changes made to ensure USA-S required change are reflected in 2010 Guide.		Ken Brown	11/09/2009
09/30/2009	Per direction from M. Nygren, further modified (1) Section 1, D, 2 per 0910-KB2 and (2) Section 2, A, adding 8, per 0910-KB1. Changes made to ensure USA-S required change are reflected in 2010 Guide. Added references.		Ken Brown	11/16/2009
11/21/2009	Updated per 0910-FV7		Ken Brown	2/6/2010
05/26/2010	Updated Section 3,B,5,b,3,I – per 1002-MN1 (amended)		Ken Brown	6/26/2010
05/26/2010	Updated Section 1,c,1,b – per 1003-LR1		Ken Brown	6/26/2010
05/26/2010	Updated various sections – per 1003-WL1 (as documented in BOD minutes of 3/24/2010).		Ken Brown	6/26/2010
05/26/2010	Updated Section 9 – per Motion 0510-RW01		Ken Brown	6/27/2010
05/26/2010	Updated Section 2, A – adding item 9 regarding start certification of athlete unaccompanied by USAS coach. Per email request from General Chair, dated 6/9/10		Ken Brown	6/28/2010
05/26/2010	Updated 3,B,5,b,4,i – modified to use 'calling the alternate' per email from Admin Vice Chair dated 2/25/2010.		Ken Brown	6/28/2010
05/26/2010	Updated Section 2, A – adding item 10 requiring statement regarding pool competition certification.		Ken Brown	6/28/2010
05/26/10	Clarified explanation of document version in the footer		Ken Brown	6/30/2010

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