To: Members of Pacific Swimming’s BOD

Subject: Summary of Changes to the Policies and Procedures

The Document Review Committee has made several general changes to the Policies and Procedures. These changes include: grammar, punctuation, format, and word use (athlete instead of swimmer). In addition to these changes the committee incorporated changes that were adopted by the BOD since last September. Outdated policies and procedures were deleted. New items recommended by the committee in the document are summarized below. The table of contents was streamlined with old sections being incorporated into other sections. Sections were renumbered to accommodate deletion and addition of Sections.

**Section I Governance**

* Moved House of Delegates (old Section V) to this section

**Section II Budget and Finance**

* NEW Added minimum requirements for submitting an application for a Pacific Swimming Grant
* Deleted support qualifications for USA Swimming or ASCA Coach Education (outdated policy).
* Moved Travel Expense Reimbursement to appendix A.3
* Moved procedure for co-pay refund to this section from Camps

**Section III Fees**

* Moved all sanctioning, processing and time trial fees to this section from Rules and Regulations
* Moved League Fees to this section from Rules and Regulations
* Moved Job Postings (old Section VII) to this section
* NEW Added MEFAP program structure. Note addition of 2 requests per month maximum.
* NEW Added a $25 service charge to reissue checks not cashed or lost.

**Section IV Membership and Registration**

* Clarified criteria for eligibility for Outreach membership
* Removed Meet Conduct items to Rules and Regulations (10/8/15)

**Section V United States Aquatic Sports (USAS) Convention**

* Renamed the section to reflect the proper name of the Convention.
* NEW Removed the need of receipts for per diem reimbursements.

**Section VI Sanctions and Meet Approval**

* Moved items from the Rules and Regulations to this section and vice versa.
* Several items were moved to other more appropriate sections in the document

**NEW Section VII – LSC Age Group Championship Meets**

* Moved Far Western Championships (old Section B) to this section
* Updated to reflect current adopted motions from Age Group

**Section VIII Scheduling**

* NEW Added winter Junior Olympics to item 4.6
* NEW Incorporated wording from Motion 1604GC01 (Items 6.0 and 9.0
* Removed Age Group Open from LSC hosted meets

**Section IX Time Standards**

* Updated to current Time Standards

**Section X Meet Conduct**

* Moved items from the Rules and Regulations to this section and vice versa.
* Several items were moved to other more appropriate sections in the document

**Section XI Swim Records**

* Revisions to this section reflect changes made by the Times and Recognition Chair and current policy.

**Section XII Awards and Banquet**

* NEW Disability Athlete of the Year

**Section XIII Camps**

**Section XIV Diversity**

* Clarified Assistance for All Star co-pays

**Section XV Records Management Policy**

* Updated and re-ordered

**Section XVI – Electric Communication Policy**

* Updated and re-ordered

Sections deleted from the Policies and Procedures or moved to another sections are as follows:

(Note section numbers listed are from the unedited Policies and Procedures)

Section VII Marketing

Section VIII Swim Guide

Section XIII Safety

Section XIV Officials and Equipment

Section A – Pacific Swimming Zones

Section B – Far Western Championships

Section C – Pacific Swimming All-Star Teams

Section D - Miscellaneous

A marked up version of the original document and a “clean” version of the document is posted for your review.

Note:

A glossary to be added at a later date

Meet Requirements in the appendix are under revision.

Motion 0716DRC01: The committee moves to approve the edited Policies and Procedures. (30 Day Motion)