



Policies and Procedures
of
Pacific Swimming, LSC

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POLICIES AND PROCEDURES

TABLE OF CONTENTS

ADMINISTRATION DIVISION

SECTION I – Governance	1
SECTION II – Budget and Finance	3
SECTION III – Fees	4
SECTION IV – Membership and Registration	6
SECTION V – United States Aquatic Sports (USAS) Convention	7

COMPETITION AND ATHLETE DEVELOPMENT DIVISION

SECTION VI – Sanctions and Meet Approval	9
SECTION VII – LSC Age Group Championship Meets	11
SECTION VIII – Scheduling	17
SECTION IX – Time Standards	20
SECTION X – Meet Conduct	22
SECTION XI – Swim Records	26
SECTION XII – Awards and Banquets	27
SECTION XIII – Camps	31
SECTION XIV – Diversity and Outreach	32
SECTION XV – Records Management Policy	34
SECTION XVI – Electronic Communication Policy	37
SECTION XVII – Safety and Risk	39

APPENDIX

A.1 – Procedures for Tracking Changes in Governing Documents.....	41
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A.2 – Document Change Control Form42
A.3 – Pacific Swimming Travel Expense Reimbursement Policy43
A.4 – Pacific Swimming Senior Travel Support Guidelines44
A.5 – Pacific Swimming Leagues Administrative Policies46
A.6a – Pacific Swimming League Travel Policy – Coaches and Managers48
A.6b – Pacific Swimming League Travel Policy – Athletes.....50
Glossary TBD

ADMINISTRATION DIVISION

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.
 - c. Meeting agenda format shall be as provided in the Pacific Swimming Bylaws, Article 5.19.
 - d. Board of Directors meetings shall normally be held at the Courtyard Marriott, San Ramon, located at 18090 San Ramon Valley Blvd., San Ramon, California.
 - e. Actions recommended by the Executive Committee shall be submitted to the Board of Directors for acceptance or rejection.
2. Meeting Motions
 - a. Motions made changing the Bylaws shall require a 60 day wait and shall be approved by the House of Delegates.
 - b. Motions made at a Board of Directors or Executive Committee meetings requiring a 30 day wait shall be:
 - (1) Motions changing the Rules and Regulations
 - (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.
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 eligibility section of the By-Laws (6.3.1, and 6.3.2). (Pending approval of By-laws Section 6.3.1, and 6.3.2)
2. The Nomination Committee is responsible for insuring 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 By-Laws criteria (6.3.1, and 6.3.2). (Pending approval of By-laws Section 6.3.1, and 6.3.2)
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 By-Laws criteria (6.3.1, and 6.3.2). (Pending approval of By-laws Section 6.3.1, and 6.3.2)

D. Governing Documents

1. Changes in Pacific Swimming's governing documents (Pacific Swimming Bylaws, Policies and Procedures, Rules and Regulations), shall be tracked.
 - a. Procedure for Tracking Changes in Governing Documents See Appendix A.1
 - b. Document Change Control form. See Appendix A.2
2. Changes to Pacific Swimming Bylaws shall be approved by USA Swimming (USA Swimming Rules and Regulations Article 602.7).
 - a. Office Staff shall submit proposed Bylaw changes to the Chair of USA Swimming Rules and Regulations Committee.
 - b. Approval from USA Swimming shall be made within 45 days. The proposed changes shall be deemed as approved by USA Swimming if Pacific Swimming has not received notification or response within 45 days.
3. Changes shall have the change date noted for 1 year at the end of the inserted changes for the document.
4. A summary table of changes shall be appended at the end of each governing document listing changes, location, effective date, and document change number.
5. Notice of governing document changes shall be posted on the Pacific Swimming website.
6. USA Swimming's legal counsel may inform the General Chair when document destruction (planned or otherwise) should be halted. The General Chair shall, in turn, notify the staff and board members.

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 See Appendix A.3
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. See Appendix A.4
 - 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 Treasurer or two other officers or agents expressly delegated by the Board of Directors, and
 - b. verified, prior to signature, by the Treasurer 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 Treasurer.

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.

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 Section 2.B of 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 2.B with the following provision:
 - (1) The Zone shall pay the fees due to Pacific Swimming as listed in the Rules and Regulations.
2. League Entry Fees
 - 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 Appendix A.5. for League Administrative Policies.

D. 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.

E. 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 a registered outreach athlete or have a family-proven hardship, verified by a coach.
 - b. The athlete or representative shall pay a participation fee with entry request. The participation fee is \$8 for short course and \$10 for long course meets.
 - 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. Athletes may submit up to two (2) MEFAP requests per month.
 - e. 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.

F. Job Postings

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

G. Financial Fees

1. The minimum service charge for checks returned to Pacific Swimming shall be \$25 plus any bank charges. The second offense for a returned check within one year shall be referred to the Pacific Swimming Administrative Review Board.
2. The minimum service charge to reissue lost or checks not cashed within a 6 month time frame shall be \$25. No fee shall be charged to reissue checks sent to an address other than the one listed on the request form.

SECTION IV

MEMBERSHIP AND REGISTRATION

A. MEMBERSHIP AND REGISTRATION

1. Athletes are registered once the Chair (or authorized deputy) receives and accepts the official application form and fee (checks should be payable to Pacific Swimming).
2. Non-athletes are members once the Chair (or authorized deputy) receives and accepts the official application form, fee (checks should be payable to Pacific Swimming) and the additional requirements for the appropriate membership type.
3. 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 120-day unattached period should complete a Transfer/Change Form and send it to the Pacific Swimming Registration Chair.
4. No information regarding any Group or Individual USA Swimming members may be provided for commercial purposes.
5. Club name and club code changes shall be approved by the Membership Chair, and the Board of Directors or the General Chair.
6. The Transfer/Change Form can also be used to change an address, telephone number, etc.
7. Pacific Swimming shall present the Outstanding Service Award (Volunteer of the Year) recipient(s) a Lifetime Membership in USA Swimming.
8. 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.
9. 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
 - (2) Food Stamps
 - (3) State of California Benefits Identification Card
 - (4) Family income at or below the state poverty level
 - b. Copies of the eligibility documents shall be submitted to the Membership Chair for qualification verification.
10. 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

United States Aquatic Sports (USAS) CONVENTION

A. United States Aquatic Sports (USAS) Convention

1. In addition to the provisions in Pacific Swimming Bylaws Section 6.7.12 for appointment of alternate delegates to the USA Swimming House of Delegates, all Pacific Swimming attendees at the Convention who do not already have a vote are authorized as eligible alternates with the final selection(s) to be made by the General Chair at the Convention.
2. Criteria for Financial Assistance to the Convention:
 - a. These criteria establish the basis for Financial Assistance to Pacific Swimming members who participate in the Convention.
 - b. To be eligible for Financial Assistance, the individual shall meet the following qualifications:
 - (1) Be a member of USA Swimming from Pacific Swimming and
 - (2) Be approved for Financial Assistance by the General Chair
 - (3) Attend the Convention for a minimum of two days.
 - c. Individuals attending Convention and approved for Financial Assistance shall be eligible for assistance at one of the following (4) levels:
 - (1) **Full Share Financial Assistance:** Individuals or their elected/appointed alternates serving in the following positions: General Chair, Vice Chair - Program Development and Vice Chair - Program Operations, Senior Chair, Age Group Chair, Coach Representative(s), and Senior Athlete Representative(s). Note: The General Chair may select Committee Chair(s) serving on the Board of Directors to receive full funding. A Full Share is:
 - i. Early Bird Registration
 - ii. Transportation as determined by the Board of Directors and supported by the submission of transportation receipts
 - iii. The cost of a standard double room including all taxes as quoted in convention registration forms. Should two individuals from Pacific Swimming share a room, each individual shall receive 50% of the cost of the room. These expenses shall be supported by receipts.
 - iv. Per diem determined by the Board of Directors shall be paid for the number of days the delegate actually attended the Convention but not to exceed seven days.
 - (2) **Half Share Financial Assistance:** Pacific Swimming Board of Directors and National Committee members who are not attending Convention in one of the roles listed above. A Half Share is:
 - i. Early Bird Registration
 - ii. Half of the cost of transportation as determined by the Board of Directors and supported by receipts.
 - iii. Half of the cost of a standard double room including all taxes as quoted in Convention registration forms. Should two individuals from Pacific Swimming share a room, the individual shall receive 25% of the cost of the room. These expenses shall be supported by receipts.

- iv. Per diem determined by the Board of Directors shall be paid for the number of days the delegate actually attended the Convention but not to exceed seven days.
- (3) **Newcomer Share Financial Assistance:** Individuals who have not attended Convention previously and express a desire to attend Convention and share what they have learned with the LSC.
 - i. Early Bird Registration
 - ii. The cost of transportation as determined by the Board of Directors and supported by receipts.
- (4) **Attendee Share Financial Assistance:** Individual Members of Pacific Swimming who are attending Convention but do not serve in any of the roles listed above.
 - i. Early Bird Registration

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 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 expenses is settled. If the applicant fails to attend the Convention, the registration fee and all advances shall be returned to Pacific Swimming.

- 3. 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.
- 4. Staff members who attend convention shall receive a full share of expenses. A full share is:
 - a. Early Bird Registration
 - b. Transportation as determined by the Board of Directors and supported by the submission of transportation receipts
 - c. Transportation to and from airports. Transportation includes mileage (IRS standard mileage rate) and parking, public transportation or airporter service. These expenses shall be supported by receipts.
 - d. The cost of a standard double room including all taxes as quoted in convention registration forms. Should two individuals from Pacific Swimming share a room, each individual shall receive 50% of the cost of the room. These expenses shall be supported by receipts.
 - e. Per diem determined by the Board of Directors shall be paid for the number of days the delegate actually attended the Convention but not to exceed seven days.

COMPETITION AND ATHLETE DEVELOPMENT DIVISION

SECTION VI

SANCTIONS AND MEET APPROVAL

A. Sanctions and Meet Approval

1. Pacific Swimming Sanction Process
 - a. 90 days prior to 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, meet announcement shall be submitted to the Meet Referee for review.
 - d. 60 days prior to the first day of competition, meet announcement shall be submitted to Zone Sanction Chair and LSC Sanctions.
 - e. Any meet announcement received 4 weeks or less before the first day of competition shall not be sanctioned.
 - f. Dual/tri/quad/invitational meet announcements received 3 weeks or less before the first day of competition shall 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 post marked 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 club 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. The fees for open water swimming shall be presented to the Board of Directors for approval prior to sanction.
 - a. Open water sanctioned or approved meets shall be sent to LSC Sanction and USA Swimming for review and approval.
 8. 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.
 9. 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.
 10. 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."

SECTION VII

LSC AGE GROUP CHAMPIONSHIP MEETS

A. Far Western Championships

1. Eligibility
 - a. Far Westerns 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 are limited to 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 published annually in September based upon the number of age group athletes achieving times in previous meets. Time standards shall enable enough entries to support the host club and shall be analyzed by the Age Group Committee.
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 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 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 Westerns shall be held on the first full weekend in April. A complete sanction and meet announcement shall be made available by December 1. Preliminaries shall start at 9:00 a.m. and finish no later than 1:30 p.m. (including distance timed finals). Championship Finals shall start no sooner than 1 hour after the finish of the preliminary session including distance timed finals.
 - g. Long Course Far Westerns shall be held on the weekend between the Speedo Sectionals and the Futures Championship meets. A complete sanction and meet announcement shall be available by April 1. Preliminaries shall start at 9:00 a.m. and finish no later than 2:30 p.m. (including distance timed finals). 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 coach and club survey conducted by Pacific Swimming immediately following the meet.

B. Junior Olympic Meets

1. Eligibility
 - a. Junior Olympic Meets should reach a proportionate number of the top age group swimmers in Pacific Swimming in the following age groups: 9 and Under, 10, 11, 12, 13, 14.
 - b. Athletes are limited to compete in a maximum of 7 individual events.
2. Time Standards shall be published annually in September based upon the number of age group athletes achieving times in previous meets. Time standards shall enable enough entries to support the host club and shall be analyzed by the Age Group Committee.
3. Meet Conduct
 - a. Meets shall be no more than 3 competition days held at two venues.
 - b. The December meet shall be held 2 Saturdays after Thanksgiving. The March and July meets shall be held 3 Saturdays prior to Far Westerns.
 - 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 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 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 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 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, to coordinate group activities during the Saturday evening banquet, and to provide the team trophy award.
 - 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.
 - 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 accommodations, Saturday dinner and Sunday breakfast, team sweatshirts, team caps, and bag tags.
 - b. Each Zone team is responsible to provide 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 athlete 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 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 gender during their selection process. 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 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 \$70 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.
- 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, pre-seeded per the seeding information in the meet announcement. Each Zone shall seed their entries fast to slow in each event. Submission shall be to the person and by the deadline specified in the meet announcement. Unseeded entries received may be returned or seeded at the meet host's discretion.
- 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 single team trophy shall be awarded to the highest scoring Zone at the end of the meet.

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 Treasurer 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.

15. Pacific Swimming Office shall:

- a. Store and archive a backup of each years 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 SCHEDULING

A. Scheduling

1. The Scheduling Committee shall:

Oversee the operation of the present schedule; plan the next year's schedule in accordance with the following:

- a. Foster continuous competition from Age Group through Senior Swimming.
- b. Arranged so that conflicts be minimized.
- c. Establish standards to evaluate the bidding club and venue for awarding of meets.
- d. Provide guidelines for meet formats for Pacific Swimming awarded meets.

2. Committee Membership

- a. Chair appointed by the Pacific Swimming General Chair
- b. Age Group Chair
- c. Senior Chair
- d. Officials Committee Chair
- e. Zone Chairs (5) – May designate an alternate to represent their zone
- f. Coach Representative
- g. Athlete Representative
- h. One or two others as appointed by the General Chair

3. The Scheduling Committee shall annually establish a schedule of meets to be awarded by the committee and publicize the schedule.

4. Meet Award Procedures

- a. The Chair shall annually announce the time, place and method for submitting bids for meets to be awarded by the Pacific Swimming Scheduling Committee.
- b. Clubs shall submit their application for the award of meets in accordance with the above. Applications for meets not received in accordance with 1.0 above shall not be considered until all bids received in compliance have been considered.
- c. Clubs applying for more than one meet shall designate their 1st, 2nd, etc. choice on the application.
- d. 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.
- e. The Committee shall award the two Far Western Championship meets first, then the Junior Olympics Championship meets, followed by all of the remaining meets.

- f. Host responsibilities for the Winter Junior Olympics, the Spring Junior Olympics, the July (summer) Adam Szmidski Junior Olympics, the Far Western Short Course, 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.
 - g. 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.
 - h. 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.
 - i. Meet awards shall be confirmed by action of the Board of Directors or Executive Committee.
5. 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.
 6. On protected dates (Official's Clinic, Fall House of Delegates meeting and Far Westerns), 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 Westerns, may be sanctioned and held.
 7. 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.
 8. A change of venue for a Pacific Swimming awarded meet not yet sanctioned shall be resolved by the Scheduling Committee as an administrative matter.
 9.
 - a. Any request to or by the Pacific Swimming Board of Directors or Executive Committee to change the level of a meet shall be a 30-day motion in order to allow comments from the Zone Scheduling Committees.
 - b. 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.
 - c. 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.

10. Clubs in the Eureka/Crescent City area and Zone 4 may schedule meets opposite Pacific Swimming sponsored meets (distance being the determining factor).
11. 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.
12. 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 time line 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 Junior Olympic 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 time line 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 Circuit

- (1) Senior Circuit qualifying shall be set in accordance with the needs of the Pacific Swimming Athletes by the Senior Committee. Qualifying time standards shall be specified in hundredths of a second, with nine one-hundredths being the constant.
 - (2) Minimum time standards for bonus events shall be the current, USA Swimming National Age- Group Motivational Time Standard Level A Minimum for 15-16. Bonus events per meet shall be as follows: one qualified event allows three bonus events, two qualified events allows two bonus events, and three or more qualified events allows one bonus event.
- b. 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.
3. 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 heats 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 posted entry deadline due to timeline considerations. The decision to close entries should be determined by 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 on their entries 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, the Meet Director shall accept the registration at the meet (a \$10 surcharge shall be added to the regular registration fee). Duplicate registrations shall be refunded by mail. The registration forms, fees and surcharge shall be sent by the host club to the Registration Chair. The surcharge shall be rebated to the host club if the registration forms and fees are received by the Registration Chair within three days of the last day of the meet. Athletes 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 Chair shall review the records, and if an application is a duplicate, any fee paid shall be refunded by mail.
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 his/her 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 Junior Olympic qualifying time standards or higher. 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 higher 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 such 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 below A.

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.

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 shall be an annual dinner 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
2. The Outstanding age-group and senior athletes shall be selected based on their swims completed between September 1 of the previous year and August 31 of the year in which the banquet is being held.
3. The selection criteria for the age group awards are:
 - a. National Record – 100 points
 - b. Pacific Swimming Record – 50 points
 - c. National 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 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.

The intent is to award athletes who have spent all or much of their career with Pacific Swimming. Collegiate and/or Post-Collegiate Athletes are not eligible for these awards.

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.
 - b. For a Senior athlete to be eligible for the Senior Race of the Year award, the nominee has to have spent all or much of their career with Pacific Swimming. Collegiate and/or Post-Collegiate Athletes are not eligible for these awards

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</i>	200 LCM Free	800 SCY Free	800 SCY Free
<i>All-Star Relay)</i>	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</i>	400 LCM Medley	400 LCM Medley
	<i>All-Star Relay)</i>	800 LCM Free	800 LCM Free

7. The Age-Group AND Senior Coach of the Year shall be selected based on the following criteria:
- A nominating committee, headed by the Age-Group and Senior Coaches Representatives, shall select nominees for both the Age-Group and Senior awards.
 - Nominees shall be sent out to all Pacific Swimming coaches to vote on.
 - Nominee in each coaching category with the most votes wins the Coach of the Year award.
8. The IMPACT Award shall be given to the athlete that has made an impact not only in the sport of swimming (whether through achievement or inspiration), but also made an impact on their school and community as a whole.
- Selection shall be made by using the same criteria mapped out in Section XII 5.
9. The cost of a meal at the Pacific Swimming Awards banquet shall be paid as follows:
- Pacific Swimming shall pay 100% of the meal for honored members of Pacific Swimming:
 - All award recipients for Outstanding Age-Group athletes.
 - All finalists for Outstanding Senior athlete
 - All finalists for the Age-Group and Senior Race of the Year awards
 - All finalists for the Age-Group and Senior Relay of the Year awards
 - All finalists for the IMPACT award
 - All finalists for the Age-Group and Senior Coach of Year award
 - Invited speakers or guests of Pacific Swimming approved by the General Chair and Treasurer
 - 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 follows:
 - (1) Adults (19 and Over): \$32.00
 - (2) Children (7-18 years): \$22.00
- 10. Pacific Swimming shall award an Outstanding Disability Athlete Award to one disabled athlete 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

1. The per athlete co-pay for one day camps held within Pacific Swimming shall be \$40.00. The per athlete co-pay for multiple day camps shall be 30% 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 35% of the total budgeted cost of the camp divided by the maximum number of athlete participants.
3. Based on changes to the costs of a camps listed above, a change in the co-pay may be requested by the Camps Chair 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 determined air fare less any travel assistance received from USA Swimming.

SECTION XIV

DIVERSITY AND OUTREACH

A. Diversity and Outreach

The primary purpose of the Diversity and Outreach Program shall be to increase multicultural, ethnic, 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 Diversity and Outreach 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, (i.e. Provide opportunities in swimming to the underrepresented and economically disadvantaged youth in the United States)
 - b. Fulfillment of the Pacific Swimming Mission (i.e. Encourage participation and the pursuit of excellence in swimming)
 - 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 been 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 Diversity and Outreach budget for submittal to the Treasurer, 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 POLICY

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 COMMUNICATION POLICY

A. Electronic Communication Policy

1. Pacific Swimming recognizes the prevalence of electronic communication and social media in today's world. Many of our athletes use these means as their primary method of communication. While Pacific Swimming acknowledges the value of these methods of communication, Pacific Swimming also realizes that there are associated risks that shall be considered when adults use these methods to communicate with minors.
2. All communications between a coach or other adult including but not limited to official, chaperone, manager and athlete shall be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications shall adhere to the USA Swimming code of conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication shall not contain or relate to any of the following:

- a. drug or alcohol use
 - b. sexually oriented conversation; sexually explicit language; sexual activity
 - c. the adult's personal life, social activities, relationship or family issues, or personal problems; and
 - d. inappropriate or sexually explicit pictures
 - e. Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues shall be transparent, accessible and professional
3. Whether one is an athlete, coach, board member or parent, the guiding principal to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?"
 4. With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with athletes is Transparent, Accessible and Professional (T.A.P.).
 - a. **TRANSPARENT:** All electronic communication between coaches and athletes shall be transparent. Your communication shall not only be clear and direct, but also free of hidden meanings, innuendo and expectations.
 - b. **ACCESSIBLE:** All electronic communication between coaches and athletes shall be considered a matter of record and part of Pacific Swimming's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility.
 - c. **PROFESSIONAL:** All electronic communication between a coach and an athlete shall be conducted professionally as a representative of Pacific Swimming. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member

If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes shall be appropriate.

5. Facebook, Snapchat, Twitter, Blogs, and Similar Sites
 - a. Coaches may have personal Facebook (or other social media site) pages and shall not have any athlete member join their personal page as a “friend.” A coach shall not accept any “friend” requests from an athlete. In addition, the coach shall remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other instant messaging methods.
 - b. Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.
6. Twitter
 - a. Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter.
7. Texting
 - a. Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours of 7 AM until 9 PM. Texting only shall be used for the purpose of communicating information directly related to team activities.
8. Email
 - a. Athletes and coaches may use email to communicate between the hours of 7 AM and 9 PM. When communicating with an athlete through email, a parent, or another coach of the same team shall also be copied.
9. Request to Discontinue All Electronic Communications
 - a. The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication.
10. Pacific Swimming shall adhere to the current USA Swimming Electronic Communication Policy.
11. 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.
12. 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.

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 (5-15miles) to the swim venue should be used. AQI indices of any location is 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 such as Swim Connection. The ability to send e-mails using this list of e-mail addresses to notify swimmers of meet cancellation to augment the host club website is desirable.

A.1 PROCEDURES FOR TRACKING CHANGES IN GOVERNING DOCUMENTS

1. A motion to support a change in the Governing Documents is presented to Pacific Swimming Board of Directors
2. The motion shall be passed by Board of Directors and House of Delegates (if required)
3. Wording Changes:
 - a. If wording in Motion can be incorporated verbatim into Governing Documents, no further editing is needed
 - b. If language in Motion needs to be reworded (for clarity, grammar or other non-substantive changes), rewording will be performed by Pacific Swimming Office Staff.
 - (1) A Reworded statement shall be approved by Governance Committee.
4. Document Change shall be tracked using the Track Document Changes Procedure and the Document Change Form.

A.2 DOCUMENT CHANGE CONTROL FORM

Pacific Swimming Document Change Form

Title of Change: _____ Doc. Change No.

Type of Change _____ New _____ Revised _____ Archive
(check applicable)

Does Change affect other Documents: _____ No _____ Yes

If Yes: List other Document _____

Are changes to other Document to be made: _____ Concurrent _____ Consecutive

Doc Change No. of affected document _____

Information of Change

Motion Proposing Change:

Title: _____

Motion No. _____ Motion Date _____

Rationale for Change _____

Date Motion Passed _____ BOD _____ HOD (If reqd.) _____
(Attach meeting minutes)

Effective Date of Implementation _____

Governance Document Changed _____ By-Law _____ Policy & Procedure _____ Rules & Reg.
(check applicable Document)

Location of Change _____

Wording Change _____

Governance Committee Approval: _____ Date: _____
(attach copy of Gov. Comm. Minutes)

Motion Originator Approval: _____ Date: _____

For By-Law Change:	
Request of Change sent to USA-S, Chair of Rules & Reg Committee <i>(attach copy of Request letter)</i>	Date: _____
Response from USA-S Rules & Reg. Chair <i>(attach copy of Request letter)</i>	Outcome _____ Date _____

Document Change Made: Date _____ Resp. Person _____

Removal of old version: Date _____ Resp. Person _____

Notification of Change
 posted on website Date _____ Resp. Person _____

Version: 7/14/16

(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.3 PACIFIC SWIMMING TRAVEL EXPENSE REIMBURSEMENT POLICY

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. Members incurring expenses as Team Managers, Coaches, or Chaperones on Pacific Swimming sponsored team trips for competition and/or training shall be reimbursed as provided for in the Budget and are not covered by this policy.

Expenses shall be reimbursable when they have been approved by the Board of Directors or House of Delegates (budgeted expenses meet this requirement) and the amount is supported by appropriate evidence of the expense.

Reimbursement shall be made upon completion of the travel. When expenses are anticipated to be greater than an amount a member could reasonably be asked to temporarily expend, the member may receive an advance payment as approved by the Treasurer. This member shall promptly submit evidence of the expenditure and repay all advanced funds not used. Travel from “home” to airport and return shall be reimbursed at the IRS approved rate for “Contributions to Charitable Organizations,” one reimbursement per vehicle. Actual cost of parking at the airport shall be reimbursed at a rate not to exceed the “long term” parking rate. If no parking cost is incurred, travel shall be reimbursed for two round trips to the airport. Alternative transportation modes may be used, such as taxi, limo, shuttle, etc. with reimbursement not to exceed two round trips by auto or one round trip plus long term parking costs, whichever is the lesser amount.

Actual airfare cost shall be reimbursed at a value not to exceed the 21 day advance fare level. Flight reservations are expected to be made promptly so the cost to Pacific Swimming is minimized. Reimbursement shall be made upon submission of documentation showing the flight reservation and cost. Payments shall be made to the traveler, not to travel agencies.

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.

Meals and taxi/car rental, etc. shall be reimbursed at actual cost. Expenses not clearly required or avoidable shall not be reimbursed.

A.4 PACIFIC SWIMMING SENIOR TRAVEL SUPPORT GUIDELINES

"Through the Senior Travel Support Program, Pacific Swimming seeks to support its members at the highest levels of competition."

The following requirements shall be met for all levels of travel support:

- 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.
- The club shall have a copy of their **Team Travel Policy** on file with Pacific Swimming.
- All athletes who travel shall sign a **Code of Conduct Form** prior to the trip (Pacific Swimming's or equivalent).
- All clubs, coaches, and athletes shall be in good standing with Pacific Swimming and cannot have any outstanding debts or obligations.

Athlete eligibility requirements:

- Shall compete attached to a Pacific Swimming club or unattached as a Pacific Swimming member.
- The level of support shall be based upon an athlete's continuous registration in Pacific Swimming (see chart below).
- **High school/non-collegiate** - shall have competed in at least one (1) Pacific Swimming meet each season.
- **Collegiate athletes** - shall have been Pacific Swimming members prior to college and return to Pacific Swimming in the summer.
- **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 Nationals	None	Half	Full	Full	Full
US World Championship Trials	None	None	Half	Full	Full
US Olympic Trials	None	None	None	Half	Full

No receipts shall be required. All requests shall be submitted by the club within 60 days of the end of the competition. Stipend and air fare allowances are determined by the Senior Committee and approved by the Pacific Swimming Board of Directors. All disbursements shall be made payable to the club. Unattached athletes should be included with the request by the club they are traveling with.

Additional requirements and guidelines for each type of meets are as follows:

USA Swimming Senior National / US Open / USA Swimming Junior Nationals:

- No limit to the number of "National" level meets per athlete per year.
- Travel support is a \$300 stipend and airfare as determined by the Travel Committee.
- Athletes competing in back to back "Nationals" held at same location shall be eligible for one air fare plus two stipends.
- Relay Only athletes shall be funded at 50%

USA Swimming Open Water Nationals:

- Athletes shall have achieved a current USA Swimming Junior or Senior National standard in the 800/1000 free or the 1500/1650 free to be eligible for travel support.
- Travel support is a \$300 stipend and airfare as determined by the Travel Committee.

"Pro Swim Series" Level Meets:

- Travel support is \$300
- Meets shall be approved as "Pro Swim Series" meets by the Senior Committee, i.e. highly competitive National Level meets that meet standards approved by the Senior Committee
- Travel support for each athlete is limited to one (1) "Pro Swim Series" type meet per swim year (September-August).
- Pro Swim Series meets held within our LSC are **NOT** approved meets for travel support.
- Travel Support shall be available to one coach provided the club has not met the maximum allowed per year.

Sectional Meets:

- Sectional meets shall be held outside of Pacific Swimming.
- Clubs may request support for two (2) sectional meets each year.
- Collegiate athletes shall be a Pacific Swimming registered athlete in their 2nd season.
- Relay Only athletes shall be funded at 50%
- Each club may request travel support of \$200 for each of its first eight (8) athletes and travel support of \$100 for the next eight (8) athletes. Sixteen (16) athletes per club is the maximum that can receive travel support.
- Travel Support shall be available to one coach provided the club has not met the maximum allowed per year.
- Sectional meets held within our LSC are **NOT** approved meets for travel support.

Futures:

- \$300 per swimmer with no limit count.
- Athletes shall compete in the meet.
- Athletes shall be in their 2nd season with Pacific Swimming, including collegiate or post high school athletes.
- Relay Only athletes shall be funded at 50%
- Travel Support shall be available to one coach provided the club has not met the maximum allowed per year.
- Futures meets held within our LSC are **NOT** approved meets for travel support.

Olympic Trials or World Championship Trials

- Travel support is a \$600 stipend (aka two \$300 stipends) and airfare as determined by the Travel Committee.
- See eligibility requirements for additional information.

Coach's Travel Support:

- Clubs/coach shall have attended three (3) Pacific Swimming hosted Senior meets during the previous twelve (12) months to be eligible for Coach's travel support.
- Clubs are eligible for Coach's travel support for two (2) meets each swim year (One coach at two meets, or two coaches at the same meet).
- Clubs are eligible for an additional Coach's travel support to World Championship Trials or Olympic Trails.
- Travel support is the approved airfare only of the "National" level meets.
- Travel support is \$300 for Futures and Pro Swim Series meets.
- Travel Support is \$200 for Sectionals.

For additional information or questions:

- The Pacific Swimming website, Documents, Forms, Athlete and Coach Travel Support.
- The Pacific Swimming website, Documents, Rules and Regulations, Section 9 Travel Support
- Senior Committee:
 - Senior Vice Chair Allison Beebe – srchair@pacswim.org
 - Club Development Chair Don Heidary - dheidary@pacswim.org
 - Treasurer Mary Ruddell - treasurer@pacswim.org
 - General Chair David Benjamin – genchair@pacswim.org

A.5 PACIFIC SWIMMING LEAGUE ADMINISTRATIVE POLICIES

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 (see attached form)

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.

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 Section 7 Closed Leagues of the Pacific Swimming Rules and Regulations for additional information.

D. Registration Checks

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.
2. All Registration forms and payments collected at the meet shall be received by the Pacific Swimming Registration/Membership Chair no later than three (3) days or 72 hours following the meet's conclusion.

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

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. After each meet, the meet referee shall send a report (see attached) to the Pacific Swimming Registration/Membership Chair confirming the names of the Administrative Official and all other Officials that worked the meet and that the results have been reviewed.
3. The meet referee shall send a post meet report no later than three (3) days after the meet's conclusion.
4. Falsification of information shall be a Code of Conduct violation which shall be referred to the Zone Board of Review.

G. Financial Responsibilities

1. For Sanction Only League meets, the sanction fee and meet financial report shall be submitted prior to the meet. If the report and fee is not received prior to the meet a 10% late fee shall be due.
2. For League meets that charge a Flat Fee, the meet financial report, meet summary report and payment shall be submitted to the LSC Treasurer within 7 days after the meet.
3. Email submission of reports without payment is considered incomplete.
4. League meet participation fees (Flat fee per athlete) due to Pacific Swimming are as follows:
 - a. One Day Meet - 20% of Meet Participation Fees
 - b. Two to Three Day Meet - 25% of Meet Participation Fees
 - c. Four or more Day Meet - 30% of Meet Participation Fees
5. The results from the competition shall not be loaded into the SWIMS database until financial reports and payments shall be received by the Pacific Swimming Treasurer.
6. A fine of 10% shall be due from the host team for payments later than 7 days after the meet's conclusion.
7. A fine of 25% shall be due from the host team for submissions that are received without a meet summary document. The host team has one week from the time of notification from the treasurer to provide the summary report.
8. If necessary, future league meets shall be put on hold or cancelled if all financial obligations have not been met.

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

Policies and Procedures | 47

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(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.6a PACIFIC SWIMMING LEAGUE TRAVEL POLICY – COACHES AND MANAGERS



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.
- 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: _____

A.6b PACIFIC SWIMMING LEAGUE TRAVEL POLICY – ATHLETES



Pacific LSC Travel Policy

Athletes 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 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.
- 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.
- 13) Athletes are to refrain from inappropriate physical contact at team activities and events.
- 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.

- 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 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
- 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)