

## **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](mailto: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***

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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.)*