

Pacific Swimming Administrative Policies for Leagues, Dual, Tri, Quad, and Inter-squad Meets



All Leagues within Pacific Swimming shall adhere to the following administrative policies.

MEMBERSHIP

- All Leagues need to be a member of Pacific and USA Swimming
- A League Membership is \$500 (Form: <http://www.pacswim.org/documents/forms/Registration-Membership>)

MEET SCHEDULING

- League meet schedules must be submitted to the Pacific Swimming Sanctions 45 days in advance of their first competition.
- Age Group League meets cannot take place on the same weekend as a LSC meet or a meet within the host's Zone.
- League meets for athletes 13 years and older cannot be scheduled for the same weekend as any Senior LSC meet. An exception will be allowed if the LSC meet changes from the original schedule.

Leagues, Dual, Tri, Quad, and Inter-squad Meets shall complete to the following prior to times being uploaded into the SWIMS database:

SANCTIONS

- 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 will 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.
- 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.
- If a blanket sanction is unable to be submitted, an individual meet announcement must be submitted to the meet referee and Zone Sanction Chair three (3) weeks or 21 days in advance of the meet.
- A sanction for Leagues, Dual, Tri, Quad or Inter-squad meets will 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.
- 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 will require that the meet to be cancelled.
- See Section 7 Closed Leagues of the Pacific Swimming Rules and Regulations for additional information.

REGISTRATION CHECK

- Registration checks must 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 will not be loaded into the SWIMS database.
- **All Registration forms and payments collected at the meet must be received by the Pacific Swimming Registration/Membership Chair no later than three (3) days or 72 hours following the meet's conclusion.**

MEET OFFICIALS

- The Zone is not responsible for the finding of meet officials; responsibility falls on the host club.
- The Zone Officials Chair must okay the listed officials on the meet announcement.
- Compensation of officials is prohibited.

MEET REFEREE REPORT

- After each meet, the meet referee must 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.
- The meet referee will send a post meet report no later than three (3) days after the meet's conclusion.
- Falsification of information will be a Code of Conduct violation which will be referred to the Zone Board of Review.

FINANCIAL RESPONSIBILITIES

- For Sanction Only meets, once the meet is sanctioned, Pacific Swimming will generate an electronic invoice for the sanction fee and email it to the meet director within 3 days. Payment is due upon receipt of the invoice. A 10% late fee will be assessed if payment is not received 5 days before the start of the meet.
- For meets that charge a Flat Fee, the Meet Summary report must be emailed to msr@pacswim.org no later than 48 hours after the conclusion of the meet. If you have multiple flat fees charged, please be sure to provide the documentation to indicate how many athletes per each flat fee (ex. if you charge 10&U \$20 and 11&O \$30, we will need counts for each category). If you are unable to email the Meet Summary or need assistance, please contact us at msr@pacswim.org. Once the meet summary report is received, Pacific Swimming will generate an electronic invoice and email it to the meet director no later than the end of business on the Friday following the meet. Payment is due upon receipt of the invoice. **A 10% late fee will be assessed if payment is not received within 15 days of the conclusion of the meet.**
- Leagues, Dual, Tri, Quad, and Inter-squad meet participation fees (Flat fee per athlete) due to Pacific Swimming are as follows:
 - One Day Meet - 20% of Meet Participation Fees
 - Two to Three Day Meet - 25% of Meet Participation Fees
 - Four or more Day Meet - 30% of Meet Participation Fees
- MEFAP athletes are entered into the meet either by the **host club (Entries submitted as Team Entries)** or Annie Stein (entries submitted via FastSwims or SwimConnection). **Host and/or Entering Club shall notify Annie Stein of any MEFAP athlete entries processed and a Summary Report shall then be provided.** Splash fees (\$8 SC and \$14 LC) are collected from all MEFAP athletes **by the host club AT THE MEET.** Checks (**NO CASH**) are made payable to Pacific Swimming. After the meet, splash fees are mailed to: 14850 Hwy 4, Ste A #260, Discovery Bay, CA 94505.
- The results from the competition will not be loaded into the SWIMS database until financial reports and payments have been received.
- If necessary, future league meets will be put on hold or cancelled if all financial obligations have not been met.

Missing or skipping any of the listed administrative policies will result in either the competition not to be sanctioned or the results from the competition not to be loaded into the SWIMS database