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Rules and Regulations

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SECTION 1
ZONES

A. Zones - Pacific Swimming is responsible for promoting the sport of swimming over a large geographical region stretching north to the Oregon border, east through part of the state of Nevada near Reno, south through Monterey County, and west to the Pacific Ocean. This region is comprised of many different and diverse communities, with a wide spectrum of demographics. In order to better serve the local communities, Pacific is divided into 5 zones within this region. The definitions of the 5 Zones are described below. The swimming needs of these distinctly different local communities are best served by allowing these 5 Zones the ability to develop procedures and processes that can best address their unique and specific demographics. The roles and responsibilities of the Zones are listed below.

B. Geographic Definition

1. Zone 1 North – County of San Mateo and County of Santa Clara north of Highway 9 and west of Mathilda Avenue/Sunnyvale-Saratoga Road/De Anza Boulevard/Saratoga-Sunnyvale Road
2. Zone 1 South - County of Santa Clara south of Highway 9 and east of Mathilda Avenue/Sunnyvale-Saratoga Road/De Anza Boulevard/Saratoga-Sunnyvale Road, and counties of San Benito, Santa Cruz and Monterey
3. Zone 2 - Counties of Contra Costa and Alameda and all of the area of Pacific Swimming in the State of California lying east of the counties of Contra Costa, Alameda and Santa Clara, except the counties of Alpine and El Dorado and communities of Bishop and Mammoth Lakes
4. Zone 3 - Counties of Del Norte, Humboldt, Mendocino, Lake, Sonoma, Napa, Marin, San Francisco, and the portions of Solano County south of Highway 12, including the communities of Vallejo and Benicia and excluding the communities of Fairfield, Suisun City, and Rio Vista
5. Zone 4 - All the area of Pacific Swimming lying in the State of Nevada, the counties of Alpine and El Dorado and the communities of Bishop and Mammoth Lakes, California

C. Governing Body/Zone Structure

1. Each Zone will establish a Board of Directors and conduct meetings. The minutes of these meetings will be reported to the Pacific Swimming Board of Directors and posted to the Pacific Swimming website. The Zone Chairs and Zone Athlete Representatives are members of the Pacific Swimming Board of Directors.

D. Bylaws

1. Each Zone shall establish its own Bylaws in addition to the LSC Bylaws to better describe or address specific Zone needs. The Zone Bylaws shall not be in conflict with the Bylaws of Pacific Swimming or USA Swimming.

E. Elections

1. Each Zone will establish rules for the elections of the Zone Officers and the terms for the Zone Officers.

F. Budget

1. Each Zone shall establish an annual budget to guide the operation of the Zone. Financial practices by the Zone shall follow generally accepted accounting principles.

61 **G. Policies and Procedures**

- 62 1. The Zone shall establish Policies and Procedures to govern Zone operations. Each Zone shall develop and
63 establish its own governing process provided that such process is not in conflict with Pacific or USA
64 Swimming Rules and Regulations.

65 **H. Meets and Sanctions**

- 66 1. Each Zone shall define its Zone meet formats and establish a Zone meet schedule with a defined host
67 assignment process. The Zone shall be responsible for team assignment to meets, team priority for meets,
68 and the meet Sanction requirements that are specific to the Zone.

69 **I. Scheduling**

- 70 1. Zones shall facilitate the scheduling and awarding of meets within their geographical boundaries except:
71 a. On days that are reserved by the LSC for the purpose of holding essential functions.
72 b. Zone meets scheduled on the same weekend as LSC Far Western and JO meets must have a lower time
73 standards i.e. FW(-) and JO(-) time.

74 **J. Zone Meet Autonomy**

- 75 1. Eligibility of athletes and conduct of meets shall conform to Pacific Swimming Rules and Regulations except
76 as follows:
77 a. Zones may restrict entry to residents of the zones in certain meets.
78 b. Meet time standards may be set by the Zone.
79 c. Meet format may be set by the Zone.
80 d. Zone meets shall be reviewed and approved by the meet referee and Zone Sanction Chair prior to
81 submission to Pacific Swimming Sanction Chair for final approval.
82 e. Zones may make their own policies regarding restrictions to be applied to their athletes.
83 f. Each Zone may set its own policies for minimum number of officials required per club for Zone meets,
84 except that this requirement must meet or exceed the requirement set by USA Swimming Rules and
85 Regulations. Each Zone may determine and enforce a penalty for noncompliance with this policy.

86 **K. Zone Representatives**

- 87 1. Each Zone is responsible for appointing and/or electing Zone representatives to LSC committees such as the
88 Nominating Committee, Officials Committee, Scheduling Committee, Athlete Committees and other
89 standing or ad hoc LSC committees when Zone representation is required or desired. Zone athlete
90 representatives also shall be nominated and approved by the Zone. Zone Officials Chairs or Co-Chairs shall
91 be appointed by the respective Zone Chairs with the approval of the Zone Board and the concurrence of the
92 General Chair and the LSC Officials Chair.

93 **L. Duties of the Zone Officials Chair**

- 94 1. The Zone Officials Chair shall:

- 95 a. Schedule and conduct training clinics in the Zone.
96 b. Maintain a list of trained officials, including qualifications of these people based on experience,
97 performance, and interest.
98 c. Assign qualified officials to Zone scheduled and sanctioned meets as needed.
99 d. Assist the LSC Officials Chair and meet directors in obtaining qualified officials suitable to the needs of
100 scheduled LSC meets.

101 **M. Meet and Office Equipment**

- 102 1. Each Zone may purchase and maintain office equipment to support Zone functions plus Meet Equipment to
103 support Zone Teams in hosting swim meets.

104 **N. Fines or Penalties**

- 105 1. Each Zone may determine and levy penalties or fines on Zone Teams and/or members who violate Zone
106 Bylaws, Rules and Regulations and/or agreed upon processes and procedures. Such fines or penalty shall be
107 clearly established and agreed to by a majority vote of the Zone Board.
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SECTION 2

MEMBERSHIP CLASSES AND THE HOUSE OF DELEGATES

A. Membership

1. As defined in the Pacific Swimming Bylaws consists of the clubs, organizations and individuals who have registered with Pacific Swimming as set forth in the USA Swimming Corporate Bylaws, including the optional categories of seasonal athlete membership, seasonal club membership, flex membership, and single event open water athlete membership.

B. House of Delegates - The House of Delegates of Pacific Swimming shall consist of:

1. Group Member Representatives in good standing
2. Board of Director Members
3. Following Committee Chairs and Coordinators
 - a. Club Development Committee
 - b. Governance Committee
 - c. Administrative Review Board
 - d. Scheduling
 - e. Open Water
4. Non-Athlete At-Large House Members (appointed or elected)
5. Athlete At-Large House Members (appointed or elected)

C. Duties and Qualifications of Board Members

1. The Duties and Qualifications of the General Chair and Vice Chairs are more specifically set forth in Section 13 of these Rules & Regulations.

132 **SECTION 3**
133 **ADMINISTRATION OF THE SWIMMING PROGRAM**
134

135 **A. Registration and Membership**

136 1. Categories

- 137 a. All athletes who participate in practices with member clubs or meets sanctioned by Pacific Swimming
138 shall be registered with USA Swimming as athlete members.
- 139 b. All coaches who are on deck at practices and/or meets shall be registered with USA Swimming as coach
140 members and shall meet special training requirements to qualify for coach membership as required by
141 USA Swimming.
- 142 c. All officials and other non-athlete members shall complete all required training and certifications
143 (including but not limited to criminal background checks and athlete protection education) as required
144 by USA Swimming and/or State and local authorities.
- 145 d. In order to meet the requirements for club membership, the club shall have at least one coach member
146 and one athlete member. All meet directors, deck officials, Board members, employees, and owners of
147 member clubs of Pacific Swimming, and its zones shall be non-athlete members in accordance with USA
148 Swimming guidelines.

149 2. Registration Periods

- 150 a. Athletes may register for a full year, a summer season and/or a fall season. They are offered a single
151 continuous 30-day try out period when first joining USA Swimming, during which time registration is not
152 required. The period ends after thirty (30) days or upon submitting an entry for a meet, whichever is
153 earlier.

154 3. Applications

- 155 a. Pacific Swimming Membership Manager shall handle athlete registration, non-athlete membership and
156 club membership.
- 157 b. Club names and abbreviations shall be approved per Pacific Swimming's Policies and Procedures.
- 158 c. All registration and membership forms are available on the Pacific Swimming website including
159 directions on how to complete them.
- 160 d. Refunds of duplicate registrations/memberships will be made upon approval of the Pacific Swimming
161 Membership Manager.

162 4. Registration and Membership Fees

- 163 a. The Registration fee for a Premium Athlete membership shall be the USA Swimming Premium Athlete
164 registration fee plus \$18.00.
- 165 b. The Registration fee for a Seasonal Athlete membership shall be the USA Swimming Seasonal Athlete
166 registration fee plus \$15.00.

- 167 c. The Registration fee for an Outreach Athlete membership shall be the USA Swimming Outreach Athlete
168 registration fee.
- 169 d. The Registration fee for a Coach Non-Athlete membership shall be the USA Swimming Non-Athlete
170 registration fee plus \$18.00.
- 171 e. The Registration fee for an Official and Other Non-Coach/Non-Athlete membership shall be the USA
172 Swimming Non-Athlete registration fee plus \$8.
- 173 f. The Registration fee for an Outreach Non-Coach/Non-Athlete membership shall be \$5.00.
- 174 g. The Registration fee for an Administrator shall be the USA Swimming's Administrator registration fee
175 plus \$5
- 176 h. The membership fee for an Annual Club shall be the USA Swimming Annual Club membership fee plus
177 \$155.00.
- 178 i. The membership fee for a Seasonal Club shall be the USA Swimming Seasonal Club membership fee plus
179 \$100.00.
- 180 i. The membership fee for an Outreach Club shall be the USA Swimming Annual Club membership fee. An
181 Outreach Club shall be designated annually if the Outreach membership is twenty percent (20%) of the
182 total athlete membership during the previous or prior swim year.

183 5. Transfers and Changes

- 184 a. An athlete who changes clubs, intra-LSC or inter-LSC, shall wait for 120 days after his/her last
185 competition representing the old club before representing the new club in competition. The athlete
186 shall compete as an unattached athlete during the 120-day period.
- 187 b. The athlete shall notify the Registration Chair of the date of last competition with the old club by
188 completing a transfer form.
- 189 c. Pacific Swimming shall charge a \$15 fee for all athlete transfers between two clubs withing Pacific
190 Swimming. Outreach athletes are exempt from this fee.

191 6. High School/College Competition

- 192 a. California Interscholastic Federation (CIF) does not penalize USA Swimming members for swimming
193 attached to their local swim clubs during high school season for the Sectionals and National
194 Championship meets. However, the CIF does require that in any other USA Swimming or Pacific
195 Swimming meet held during the high school club season, athletes shall compete unattached. It is the
196 CIF athlete's responsibility to be unattached for these meets.

197 7. Responsibility

- 198 a. The club shall ensure that all of its athletes, coaches, officials, Board members, employees, owners, and
199 meet directors are members of USA Swimming in accordance with USA Swimming guidelines.
- 200 b. The meet director shall ensure that all athletes, coaches and officials participating in a meet are members
201 of USA Swimming.

202 **B. Classes and Time Standards**

- 203 1. Classes of Swimming Competition
- 204 a. Swimming competition shall be conducted by various classes of swim meets:
- 205 (1) Senior
- 206 (2) Age-Group — 18 years of age and younger, grouped by ages
- 207 i. Age-group meets, with time standards, may offer events grouped by ages or by any combination
- 208 of ages. Athletes shall qualify at the time standards for their own age group, or if no standards
- 209 exist for their age group, at the standard for the next oldest age group for their gender where
- 210 the event is included. Athletes 19 and over shall qualify at 17-18 age-group time standards.
- 211 ii. Age group meets, without time standards, may offer events grouped by age or by any
- 212 combination of ages.
- 213 (3) Open Water
- 214 2. Time Standards
- 215 a. Time standards are used to regulate the qualifying of athletes for a given class of competition and are
- 216 set in accordance with Pacific Swimming's Policies and Procedures.
- 217 b. Time standards may be found in the Time Standards section of the Pacific Swimming website.
- 218 c. Times achieved at an altitude of 3,000 feet or more may be adjusted as provided by the USA Swimming
- 219 Policies for the purpose of entering any Pacific Swimming meet in which the entered time is subject to
- 220 verification.
- 221 d. Special consideration time is the time standard used to select the team which represents Pacific
- 222 Swimming at any All Star meet.
- 223 e. Zone Championships, League Championships, and City and State Championships may set their own
- 224 qualifying times.

225 C. Scheduling

- 226 1. Scheduling of Meets
- 227 a. A schedule of meets for the ensuing swim season shall be proposed by the Scheduling Committee for
- 228 approval by the Board of Directors. The Scheduling Committee may propose the procedures for clubs
- 229 applying to host Pacific Swimming meets
- 230 b. All meets on the combined list of Pacific Swimming and Zone-awarded meets shall be recognized as
- 231 swim meets under the jurisdiction of Pacific Swimming.
- 232 c. Pacific Swimming meets shall be awarded to clubs applying for them by **the Meet Award Committee**
- 233 consisting of the Scheduling Chair (who shall be Chair of this awarding committee), Pacific Swimming
- 234 Sanctions, Vice Chair- Program Development, Officials Chair, Senior Chair, Age Group Chair, the five
- 235 Zone Chairs (or their designees), Athlete Representative(s) and such other persons as the General Chair
- 236 shall determine.
- 237 d. Notice of intention to cancel a scheduled Pacific Swimming meet shall be given to the Chair of the
- 238 Scheduling Committee as per Pacific Swimming Policies and Procedures.

239 D. Sanctions

- 240 1. Sanctioned Meet
- 241 a. All USA Swimming events, whether they are competitive meets or exhibitions, shall be sanctioned. All
- 242 clubs and/or leagues shall be a member of USA Swimming to be eligible to host a sanctioned meet.
- 243 b. All organizations and athletes participating in a sanctioned meet shall be members in good standing of
- 244 USA Swimming. Sanction fees for each class of meet can be found in the Pacific Swimming Policies and
- 245 Procedures.
- 246 c. Any organization in a LSC adjoining the territory of Pacific Swimming shall be permitted to hold a meet
- 247 at a pool within the territory of Pacific Swimming subject to the approval of the pool owner, any Pacific
- 248 Swimming club located in the vicinity of the pool, and the Pacific Swimming Board of Directors or
- 249 Executive Committee. Said meet shall be sanctioned and operated under Pacific Swimming rules.
- 250 d. Any Pacific Swimming organization shall be permitted to hold a meet at a pool within the territory of
- 251 another LSC subject to the approval of the pool owner, Pacific Swimming Board of Directors or Executive
- 252 Committee and the LSC in whose jurisdiction the meet will be held. Said meet shall be sanctioned and
- 253 operated under the rules of the LSC in whose jurisdiction the meet will be held.
- 254 e. Any Pacific Swimming organization in one Zone shall be permitted to hold a meet at a pool within the
- 255 territory of Pacific Swimming subject to the approval of the pool owner, any Pacific Swimming club
- 256 located in the vicinity of the pool, and the Board of Directors or Executive Committee of the Zone in
- 257 which the meet will be held. Said meet shall be sanctioned and operated under Pacific Swimming rules.
- 258 2. Approved Meet
- 259 a. An approved meet is a designated meet conducted by either USA Swimming or non-USA Swimming
- 260 organizations, which includes non-USA Swimming athletes as participants. Participating USA Swimming
- 261 athletes may use their times as USA Swimming qualifying times.
- 262 b. Approvals may be issued to member clubs for open competition conducted in accordance with USA
- 263 Swimming technical rules if that competition has been specifically approved by the USA Swimming
- 264 Program Operations Vice-President or his/her designee. Approved meet processing fees can be found in
- 265 the Pacific Swimming Policies and Procedures.
- 266 c. Approval or disapproval of the meet by the Pacific Swimming National Times Verification (NTV) Officer
- 267 shall be made after the meet has been held. The decision shall be based on the report of the meet
- 268 referee, NTV officer, or other designated official as to whether the conduct of the competition
- 269 conformed to USA Swimming standards.
- 270 d. Approved meets are subject to the USA Swimming Rules and Regulations.
- 271 e. Complete official results of an approved meet shall be furnished to the Pacific Swimming NTV Officer.
- 272 3. Observed Meet
- 273 a. Swims may be observed by assigned USA Swimming or YMCA officials for conformance with USA
- 274 Swimming technical rules in a meet conducted under non-USA Swimming technical rules. Official times
- 275 achieved at observed swims may be submitted for entry into the SWIMS database if all of the following
- 276 conditions are met.

- 277 b. The meet shall be a season-culminating Championship, e.g., League, Conference, District, Sectional,
278 State, Regional, or be specifically approved by the USA Swimming Program Operations Vice President or
279 designee. A time trial held in conjunction with the season-culminating championship meet that is
280 officiated in accordance with the same standard as the championship meet may also be observed.

281 **E. Pacific Swimming Records and Awards**

282 1. Records

- 283 a. Pacific Swimming records may be set at any USA Swimming sanctioned, approved, observed meet, or
284 sanctioned time trial. The record time shall appear in the results of the meet or time trial, and with the
285 exception of records in 25-yard events, shall appear in the USA Swimming SWIMS database.
- 286 b. Pacific Swimming has two sets of records for 17-18 and senior swimmers. Pacific Swimming Senior
287 Program records may be set by 17-18 age group and senior Pacific Swimming athletes whose date of
288 first registration in Pacific Swimming is prior to Sept. 1 of the calendar year in which the athlete
289 graduated from high school. Pacific Swimming Open records may be set by 17-18 age group and senior
290 Pacific Swimming swimmers regardless of their date of first registration in Pacific.
- 291 c. Times will not be accepted as Pacific Swimming records for Pacific Swimming athletes competing in a
292 foreign meet that are not representing a Pacific Swimming or USA Swimming Select Team or a Pacific
293 Swimming club.

294 2. Awards

- 295 a. Age Group Athlete and Senior Athlete Awards shall be made annually per Pacific Swimming Policies and
296 Procedures.
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SECTION 4

SWIM MEET PREPARATION

A. Meet Announcement

1. Meets shall be conducted under current USA Swimming and Pacific Swimming Rule and Regulations. The sanction application and meet announcement shall be submitted by the deadlines outlined in the Pacific Swimming Policies and Procedures.
2. All sanctioned and approved meet announcements shall be posted in a pdf format by the Pacific Swimming Webmaster on the Meet Schedule page on Pacific Swimming’s website within two (2) business days of the sanction being granted.
3. The meet announcement shall contain all statements required by United States Swimming including but not limited to the following statements:
 - a. “Held under the sanction of USA Swimming/Pacific Swimming”
 - b. “It is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”
 - c. “Photography and video recording from behind the blocks or starting areas is prohibited unless prior permission is granted by the meet referee. Use of any audio or visual recording electronic devices, including but not limited to film and digital camera, cell phones, tablets, and Google Glass, is not permitted in changing areas, rest rooms or locker rooms. Violation of this recording prohibition may result in the ejection from the swimming pool facility by the meet referee or his/her designee.”
 - d. Information about water depth measured for a distance of 3 feet 3 ½ inches (1 meter) to 16 feet 5 inches (5.0 meters) from both end walls. USA Swimming Rules and Regulations Article 202.4C
 - e. A complete schedule of lanes and time for all warm-up procedures which shall be adhered to by all participants.
 - f. One of the following two statements as to the certification status of the competition course:
 - (1) “The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming”; OR
 - (2) “The competition course has not been certified in accordance with Article 104.2.2C(4)”
 - g. “All coaches and deck officials shall visibly display their current USA Swimming membership card”.
 - h. “Any athlete entered in the meet shall be certified by a USA Swimming member-coach as being proficient in performing a racing start or shall start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the athlete or the athlete’s legal guardian to ensure compliance with this requirement”.
 - i. “Any USA Swimming athlete-member competing at the meet shall be accompanied by a USA Swimming member-coach for the purposes of athlete supervision during warm-up, competition and warm-down. If a coach-member of the athlete’s USA Swimming Club does not attend the meet to serve in said supervisory capacity, it is the responsibility of the athlete or the athlete’s legal guardian to arrange for supervision by a USA Swimming member-coach. The meet director or meet referee may assist the

- 335 athlete in making arrangements for such supervision; however, it is recommended that such
336 arrangements be made in advance of the meet by the athlete's USA Swimming Club Member-Coach."
- 337 j. "Changing into or out of swimsuits other than in locker rooms or other designated areas is prohibited"
- 338 k. "Destructive Devices – Destructive devices to include but not limited to explosive devices and
339 equipment, firearms (open or concealed), blades, knives, mace, stun guns and blunt objects are strictly
340 prohibited in the swimming facility and its surrounding areas. If observed, the meet referee or his/her
341 designee may ask that these devices be stored safely away from the public or removed from the facility.
342 Noncompliance may result in the reporting to law enforcement authorities and ejection from the
343 facility. Law enforcement officers are exempt per applicable laws."
- 344 l. "If local conditions warrant it, the meet referee, with the concurrence of the meet director, may require
345 a mandatory scratch down, subject to the provisions of Pacific Swimming Rules and Regulations".
- 346 m. "No athlete will be permitted to compete unless the athlete is a member as provided in USA Swimming
347 Rules and Regulations Article 302"
- 348 n. A statement of the nature of prizes to be awarded
- 349 o. Wording shall be included in all non-championship meet announcements as follows: "Disability athletes
350 are welcome to attend this meet and should contact the Meet Director or Meet Referee regarding
351 special accommodations on entry times and seeding per Pacific Swimming policy." The preceding
352 statement may also be included in meet announcements for championship meets at the discretion of
353 the Meet Director and Meet Referee.
- 354 p. The following paragraph relating to late entries shall be included in the Far Western meet
355 announcement:
- 356 "LATE ENTRIES: Any team or athlete missing the entry deadline will be permitted to enter late, subject
357 to the following requirements:
- 358 (1) Late entries shall be submitted through the Online Meet Entry system (OME);
- 359 (2) These entries shall be received no later than 11:59 p.m. Pacific Time on day of the week,
360 MM/DD/YYYY;
- 361 (3) The team of the athlete shall pay a one-time processing fee of \$75.00 and pay entry fees double the
362 regular per individual entry fees per relay event.
- 363 Late entries shall close two days (48 hours) after the published close of the meet. The purpose of late
364 entries is to assist coaches who have forgotten to enter relays or athlete(s) in event(s).
- 365 4. The meet announcement shall include whether on-deck registration will be permitted and under what
366 condition
- 367 5. All meets sponsored in whole or in part by Pacific Swimming shall include the statement "co-sponsored by
368 Pacific Swimming" in the meet announcement under the heading which lists the meet host, the dates of the
369 meet and the name of/or classification of the meet.
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373 **B. Entry Fees**

374 1. Entry fees shall be charged for each meet category. The meet host is not required to accept entries that do
375 not include applicable fees. Participation fees cannot be charged unless entry fees are charged. Pacific
376 Swimming may charge a credit card processing fee for online meet entries (OME).
377

Meet Category	Individual Entry Fees			Relay Entry Fees		
	Total Fee	To Host	Due PC	Total Fee	To Host	Due PC
	LSC MEETS					
Preliminaries and Finals Senior Meets	\$8.50	\$5.95	\$2.55	\$20.00	\$14.00	\$6.00
Timed Finals Senior Meets	\$7.00	\$4.90	\$2.10	\$20.00	\$14.00	\$6.00
JO Championships	\$8.00	\$5.60	\$2.40	\$20.00	\$14.00	\$6.00
FW Championships	\$12.00	\$8.40	\$3.60	\$20.00	\$14.00	\$6.00
FW (late entry fee)	\$20.00	\$14.00	\$6.00	\$40.00	\$28.00	\$12.00
	AGE GROUP MEETS					
Other Preliminaries and Finals Meets	\$6.00	\$4.20	\$1.80	\$16.00	\$11.20	\$4.80
Age Group Meets	\$4.50	\$3.15	\$1.35	\$9.00	\$6.30	\$2.70
	"OTHER"					
Time Trials	\$50.00 flat fee (includes sanction fee)					

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NOTES:

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a. Multi-class meets – applicable fee will be that of the highest category included in the meet.

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b. Host clubs may impose a participation fee not to exceed \$8.00 for short course meets and \$14.00 for long course meets per athlete to help defray meet expenses. Host clubs of meets scheduled by Zone 4 may increase the foregoing participation fee amounts by \$1.00 per athlete to help defray expenses of the Zone. Relay-Only athletes are exempt from this surcharge, except in relay-only meets.

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c. Leagues charging entry fees shall pay the Pacific Swimming portion applicable to the amount of the entry fee as listed above.

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d. Alternative entry fee formats for Dual, Tri, Quad, Closed Invitational and Super League are found in the Policies and Procedures.

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e. The Pacific Swimming fee does not apply to Disability Swimming Meets.

390 f. If permitted in the meet announcement, any late fees collected for a preliminary and finals meet shall be
391 distributed 30% to Pacific Swimming and 70% to the host club.

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393 **C. Events**

394 1. All events shall conform to the current list in the USA Swimming Rules and Regulations. Exceptions may be
395 made by application to and approval of Pacific Swimming Sanctions.

396 2. All LSC awarded Age Group Meets need approval from the Age Group Chair, and

397 3. All LSC Senior meets need approval from the Senior Chair. All Zone awarded meets need approval from
398 Zone Sanction Chair.

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SECTION 5 CONDUCT OF MEETS

A. Rules

1. Meets shall be conducted under current rules and regulations of USA Swimming and Pacific Swimming. The sanction application and meet announcement shall be submitted by the deadlines outlined in the Pacific Swimming Policies and Procedures.
2. At each sanctioned competition, every warm-up session shall be supervised and controlled using the warm-up procedures adopted by Pacific Swimming. A complete copy of the Pacific Swimming warm-up procedures shall be provided with each sanction and shall be posted at the Clerk of Course during the meet.
3. Except for coaches accompanying athletes participating under the provisions of USA Swimming’s “open border” policy, all persons acting in any coaching or officiating capacity shall show proof of valid USA Swimming membership in accordance with Pacific Swimming Policies and Procedures.
4. All animals except service animals are prohibited from all areas of the competition venue.
5. In Preliminaries and Finals meets, the finals may not begin less than one hour after the completion of the last preliminary heat that day.
6. No athlete will be eligible to participate in a Pacific Swimming-sponsored swim meet if the athlete or the athlete's family is indebted to Pacific Swimming. Resolution of the indebtedness subsequent to selection or entry in a Pacific Swimming-sponsored swim meet may not make the athlete eligible for participation. An athlete will not be eligible for further participation as long as the indebtedness remains unresolved.
7. Timing systems to be provided by meet hosts of all meets sanctioned by Pacific Swimming shall conform to USA Swimming Timing Rules Article 102.24. Minimum timing system requirements are described in USA Swimming Policies and Procedures.
8. 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.

B. Meet Operations

1. Entries
 - a. Competitors shall be current athlete members of USA Swimming. The meet host shall check all athlete registrations against the USA Swimming SWIMS database.
 - b. At all sanctioned meets that include time trials, only athletes that are entered in an individual event in the meet are eligible to enter time trials.
 - c. Once the meet or a meet session has met an imposed capacity and has closed, all further meet entries and payments shall be returned per Pacific Swimming Policies and Procedures.
 - (1) The host club shall accept entries in the order they are received. Athletes from the host club shall not be given preference or exception.

433 (2) Failure of the host club to notify, in the prescribed manner, the athletes that their entries are not
434 being accepted, shall result in a complaint filed with the Pacific Swimming Administrative Review
435 Board. A host club not attempting to notify non-accepted entrants may be barred by the Board of
436 Directors from hosting meets the following year.

437 2. Check-In

438 a. No event shall be closed more than thirty (30) minutes before the scheduled start of the session. Close
439 of check-in for remaining events shall be no more than sixty (60) minutes before the estimated time of
440 the start of the first heat of the event. Zone Board of Directors may modify this rule for Zone meets in
441 order to facilitate the check-in process. Any such modification must be posted in a location clearly
442 visible to the coaches and athletes.

443 3. Scratch Down Procedures

444 a. Mandatory Scratch-down – If conditions warrant, the referee, with the concurrence of the meet
445 director, may require athletes to scratch an event or events in order to regulate and control the length
446 of time for competition in a sanctioned meet.

447 (1) Meet announcements shall include the following statement “If local conditions warrant it, the meet
448 referee, with the concurrence of the meet director, may require a mandatory scratch down, subject
449 to the provisions of Pacific Swimming Rules and Regulations.”

450 (2) The mandatory scratch procedure shall be applicable to timed final events only.

451 (3) To the maximum extent possible, the mandatory scratch requirement shall be applied uniformly to
452 all age groups and all athletes.

453 (4) The entry fee for each event scratched pursuant to the mandatory scratch procedure shall be
454 refunded in full to athletes in cash prior to the close of the meet.

455 4. No Show Penalties

456 a. Age Group Meet: Refer to Pacific Swimming Rules and Regulations Section 4.

457 b. Senior Meet: Refer to Pacific Swimming Rules and Regulations Section 5.

458 **C. Meet Results**

459 1. Meet results shall be submitted to Pacific Swimming no later than 48 hours after the completion of the
460 meet, in the manner and format prescribed in Pacific Swimming Policies and Procedures.

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

462 **D. Financial Reports, Meet Summary Reports and Fees**

463 1. Financial Reports, Meet Summary Reports and Fees must be submitted to Pacific Swimming in accordance
464 with the Policies & Procedures. Failure to provide the required reports will result in fines that are outlined
465 in Pacific Swimming’s Policy and Procedures.

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SECTION 6 AGE GROUP COMPETITION

A. Meet Formats & Qualifying

1. Far Western Championships
 - a. Meets to be Preliminaries and Finals and may not include Time Trials.
 - b. Meets may combine the 15-16 and 17-18 age groups.
 - c. Meets shall be awarded to the host team by the LSC.
2. Junior Olympic Championships
 - a. Meets to be Preliminaries and Finals and may not include Time Trials.
 - b. Meets events to be swum in single-age categories and have single-age time standards.
 - c. Competition Age categories shall be 10 & Under, 11, 12, 13, and 14.
 - d. Meets may include mixed gender relays.
 - e. Meets shall be awarded to the host team by the Meet Award Committee.
3. 10 & Under Championships
 - a. Athletes shall be 10 years of age or under on the first day of competition.
 - b. Competition Age categories shall be 6 & Under, 7, 8, 9, and 10.
 - c. Meets may include mixed gender relays.
 - d. Meets shall be awarded to the host team by the Meet Award Committee.
4. Zone Awarded Meets
 - a. Zones shall determine the category and format used in zone awarded meets.
5. Athletes shall be qualified for a specific meet in a given stroke and distance when they have equaled or bettered the time standard for that event.
6. Only times in the USA Swimming SWIMS database shall be acceptable to qualify for Junior Olympics and **Far Westerns** level competition and LSC Championship meets. In all other Age Group competition, coach-verified entry times may also be accepted.
7. Athletes who compete in a meet event at or better than the minimum standard shall thereafter be considered to be qualified in that particular event in all courses and may not again compete in the same event in a lower standard meet, even if they have not actually performed at or better than the time standard.
8. Qualifying By Stroke and Distance
 - a. An athlete who achieves any Pacific Swimming age-group qualifying standard in one course (SCY, SCM, or LCM) shall be considered qualified at that same standard in the equivalent stroke and distance in all courses.

- 499 b. Athletes maintain their time standard level for the duration of a meet even if they qualify for the next
500 level during the meet. This rule also applies to relay events.
- 501 c. Any athlete, upon changing age groups, who has already met any standard in an event offered in the
502 new age group shall be considered qualified at that level for that event in the new age group, as long as
503 the time has been achieved in the qualifying period (if any) for entry into the meet.
- 504 d. Athletes, who enter an event for which they are not qualified, or who have met the next higher time
505 standard, shall scratch the event.

506 B. Eligibility

507 1. Individual Eligibility

- 508 a. Registered athletes, up to and including age 18, are eligible to compete in the Age Group program
509 in those events scheduled for their age group and shall swim in events offered for that age or age
510 group for an entire meet. Age on the first day of the meet governs for the entire meet.
- 511 b. Athletes are eligible to compete only in the individual events for which they qualify in any meet unless
512 provisions in the meet announcement allow for bonus events.
- 513 c. In multi-classed meets, the zone may further restrict an event to a specific time standard.
- 514 d. Invitational meets are open only to athletes from invited clubs. Invited clubs shall be named in the
515 sanction.
- 516 e. Athletes registered in other LSCs may swim in Pacific meets for which they qualify with the exception of
517 Junior Olympics and 10 & Under Championships.
- 518 f. To be eligible for a Pacific Swimming All Star or Challenge meet team, an athlete shall be a lawful
519 resident of the United States and a member of Pacific Swimming.

520 2. Event Limitations

- 521 a. In Preliminaries and Finals meets, an athlete may compete in not more than three (3) individual
522 events per day.
- 523 b. In Timed Finals meets, an athlete may compete in not more than five (5) individual events per day.
- 524 c. An athlete may enter as many events as they wish, but shall not compete in more than the maximum
525 events allowed by the meet format, and are not guaranteed a refund of excess entry fees.

526 C. Conduct of Meets

- 527 1. Championship meets may offer all events that are officially recognized by USA Swimming in each age group.
528 One or both distance events (1000/1650 Y Free in SCY and 800/1500 M Free in LCM) may be offered.
- 529 2. Age Group meet formats will be outlined in the Minimum Age Group Meet Criteria documents established
530 by the Age Group Committee.
- 531 3. Individual Scratch Rule – Athletes shall inform themselves of the meet starting time and shall report to the
532 proper meet authorities promptly upon call.
- 533 a. Pre-Seeded Meets

- 534 (1) Athletes shall report promptly to the starting blocks when their event/heat is called.
- 535 (2) Any athlete not reporting for or competing in an individual timed final event shall not be penalized.
- 536 (3) Any athletes not reporting for or competing in a preliminary heat when finals are scheduled shall
- 537 not be penalized.
- 538 b. In Zone awarded meets that are Deck Seeded
- 539 (1) No event shall be closed more than 30 minutes before the scheduled start of the session. Close of
- 540 check-in for remaining events shall be no more than 60 minutes before the estimated time of the
- 541 start of the first heat of the event. Athletes who fail to check-in shall not be seeded in the event.
- 542 (2) Any athletes not reporting for or competing in an individual timed final event that they have
- 543 checked in for shall not be penalized.
- 544 c. In LSC awarded meets that are Deck Seeded
- 545 (1) No event shall be closed more than thirty (30) minutes before the scheduled start of the session.
- 546 Close of check-in for remaining events shall be no more than sixty (60) minutes before the estimated
- 547 time of the start of the first heat of the event. Any change to the closing time of check-in shall be
- 548 described in the meet announcement. Athletes who fail to timely check-in shall not be seeded in
- 549 the event.
- 550 d. Scratching from Consolation Finals and Finals
- 551 (1) Athletes may scratch or declare their intent to scratch a final event, or multiple final events at the
- 552 beginning of competition for that day.
- 553 (2) Any athlete qualifying for any level of finals in an individual event who does not wish to compete
- 554 shall scratch within thirty (30) minutes after the announcement of qualifiers. During this period,
- 555 qualifiers may also notify the referee that they may not intend to compete in consolation finals or
- 556 finals. In this case, they shall declare their final intention within thirty (30) minutes after the
- 557 announcement of qualifiers following their last individual preliminary event.
- 558 (3) In the event of a withdrawal or barring of an athlete from competition, the referee shall fill the
- 559 consolation final or final when possible, with the next qualified athlete(s). First and second
- 560 alternates shall be announced along with the final qualifiers. These alternates shall not be penalized
- 561 if they are unavailable to compete in the finals.
- 562 (4) Where consolation finals have not yet been swum and barring or withdrawal is known to the
- 563 referee, the referee may reseed the consolation final and the final, if necessary, to insert the
- 564 alternate(s) in the appropriate lane(s), filling all lanes in the final.
- 565 (5) If a consolation final has already been contested, the Championship final shall be swum without
- 566 reseeding for the empty lane(s).
- 567 e. Penalty for No-Show at Finals
- 568 (1) Any athlete qualifying for a consolation final or final race in an individual event who fails to report to
- 569 the blocks in said consolation final or final race prior to calling the alternate shall be barred from the
- 570 remainder of any final events for that day. Should the athlete have no additional final events for
- 571 that day they shall be barred from their next preliminary event.

- 572 (2) If the No-Show occurs on the last day that the athlete is entered in an individual final event in the
573 meet, and no other individual event penalty is applicable, the athlete shall be fined \$100.00. The
574 fine will be increased to \$150.00 if after thirty (30) days of receiving the letter of notification the
575 party has not made the payment.
- 576 f. Exceptions – No penalty shall apply for failure to withdraw or compete in an individual event if:
- 577 (1) The referee is notified in the event of illness or injury and accepts the proof thereof.
- 578 (2) It is determined by the referee that the No-Show is caused by circumstances beyond the control of
579 the athlete.
- 580 (3) The athlete qualified for any level of finals due to scratches of one or more original finalists.
- 581 (4) The athlete is an alternate for any level of finals.
- 582 g. Relay Scratch Rule – Any relay team entered in a relay event that fails to compete in or report for that
583 event shall not be penalized.

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SECTION 7
SENIOR COMPETITION

A. Meet Formats & Qualifying

1. Senior Circuit
 - a. The minimum age shall be thirteen (13) years old
 - b. Meets to be Preliminaries and Finals and ~~to~~ may include Time Trials
2. Senior 2
 - a. The minimum age shall be twelve (12) years old, except High School Walk-On Meets, where athletes shall have been in high school or be a minimum of fifteen (15) years old.
 - b. Meets shall be either Timed Finals or Preliminaries and Finals and may include Time Trials in Preliminary/Final meets.
3. Senior Open
 - a. The minimum age shall be eleven (11) years old
 - b. Meets shall be either Timed Finals or Preliminaries and Finals and may not include Time Trials.
4. An athlete shall qualify in any sanctioned or approved competition, or in an observed swim.

B. Eligibility

1. Senior Meets
 - a. In Senior Circuit and Senior 2 Preliminaries and Finals meets, athletes are eligible to enter all events in which they have equaled or bettered the listed time standards and shall not compete in more than three (3) individual events per day.
 - b. In Senior 2 Timed Finals and Senior Open meets athletes are eligible to enter all events in which they have equaled or bettered the listed time standard, but shall not compete in more than four (4) individual events per day.
 - c. Proof of time using the USA Swimming SWIMS Database as a standard shall be used to verify times for all athletes entering Senior Circuit and Senior 2 meets, and 11-12 year old athletes entering Senior Open meets. The time shall have been achieved prior to the closing date for entries to the meet. If the time cannot be proven prior to the meet, the athlete shall not be allowed to check-in for the event until the entry time has been proven. When possible, the coaches will be notified of their athletes who have not proven their entry time.

C. Conduct of Meets

1. Senior meets shall offer all events that are swum in the National Championship meets. Relay events are optional. One or both distance events (1000/1650 Y Free in SCY and 800/1500 M Free in LCM) may be offered.
2. Senior meet formats will be outlined in the Minimum Senior Meet Criteria document established by the Senior Committee.

- 619 3. Individual Scratch Rule – Athletes shall inform themselves of the meet starting time and shall report to the
620 proper meet authorities promptly upon call.
- 621 a. Senior Timed Finals Meets that are Deck Seeded
- 622 (1) No event shall be closed more than thirty (30) minutes before the scheduled start of the session.
623 Close of check-in for remaining events shall be no more than sixty (60) minutes before the estimated
624 time of the start of the first heat of the event. Athletes who fail to check-in shall not be seeded in
625 the event. Times of close of check-in for events shall be described in the Meet Announcement.
- 626 (2) Athletes entered in a timed final individual event that is Deck Seeded who have checked in for that
627 event, shall compete in the event unless they notify the clerk of the course before seeding for that
628 event has begun that they wish to scratch. Athletes who declare a false start or are charged with
629 delay of meet are considered to have competed in that event. Failure to compete in an event will
630 result in being barred from their next individual event.
- 631 a. Senior Trials and Finals Meets that are Pre-Seeded.
- 632 (1) Preliminaries
- 633 i. Coaches wishing to scratch athletes must follow the instructions listed in the **Meet**
634 **Announcement**. The scratch box will be located at the Scratch Desk at the start of the meet on
635 Saturday until the scratch deadline. The penalty for failing to show in an individual preliminary
636 heat in which such athlete is entered and has not been scratched or has not declared a false
637 start will be:
- 638 ii. The athlete will be barred from the rest of his/her events that day
- 639 iii. If the athlete qualifies for a final before missing an event, they may swim that final.
- 640 iv. The athlete must positively check-in with the Administrative Referee for any subsequent days'
641 preliminary events they are entered in if they wish to swim that event.
- 642 v. Heat sheets for the next day will be posted as described in the Meet Announcement.
- 643 (2) Finals
- 644 i. Any athlete qualifying for any level of finals in an individual event who does not wish to compete
645 shall scratch within thirty (30) minutes after the announcement of qualifiers. During this period,
646 qualifiers may also notify the Referee that they may not intend to compete in Bonus,
647 Consolation or Championship Finals. In this case they shall declare their final intention within
648 thirty (30) minutes after the announcement of qualifiers following their last individual
649 Preliminary Event.
- 650 ii. Any athlete qualifying for a Bonus Final, Consolation Final or Championship Final race in an
651 individual event who fails to compete in said Bonus Final, Consolation Final or Championship
652 Final race prior to calling the alternate shall be barred from further competition for the
653 remainder of the meet. If the No-Show occurs on the last day that the athlete is entered in an
654 individual final event in the meet, and no other individual event penalty is applicable, the
655 athlete shall then be fined \$100.00.
- 656 iii. The fine shall be increased to \$150.00 if after thirty (30) days of receiving the letter of
657 notification the party has not made the payment.
- 658 4. Exceptions – No penalty shall apply for failure to withdraw or compete in an individual event if:
- 659 a. The referee is notified in the event of illness or injury and accepts the proof thereof.

- 660 b. It is determined by the referee that the No-Show was caused by circumstances beyond the control of
- 661 the athlete.
- 662 c. The athlete is an alternate for any level of finals
- 663 5. Relay Scratch Rule – Any relay team entered in a relay event that fails to compete in or report for that event
- 664 shall not be penalized.
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SECTION 8

CLOSED LEAGUES WITHIN PACIFIC SWIMMING

A. Sanctions

1. Meets shall be sanctioned by Pacific Swimming in accordance with Section 3.D. of these Rules and Regulations. Sanction applications shall be requested from the Pacific Swimming Sanction Chair or the local Zone Sanction Chair
2. All clubs and/or leagues shall be a member of USA Swimming to be eligible to host a sanctioned meet.
3. 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 to be offered in the dual meet to the Zone Sanction Chair and Pacific Swimming Sanctions Chair. Meet dates and list of events offered shall be included if meet events vary.
4. Championship meets shall be sanctioned separately.
5. Member leagues which charge entry fees for a meet by individual, by club or through the league shall pay all fees to Pacific Swimming. The fee schedule can be found in Pacific Swimming Policies and Procedures.
6. Dates of league championship meets shall be approved by the zone in which the meet will be held.

B. Age Groups

1. In Closed League meets, athletes shall compete within the age groups specified in Pacific Swimming Rules and Regulations Sections 3.B.1.a.

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SECTION 9 OFFICIATING

A. Operation of Swimming Meets

1. Pacific Swimming meets shall be staffed by currently registered non-athlete members of USA Swimming certified as officials. Officials certified by Pacific Swimming or other LSCs, who are volunteers shall be qualified by training and experience in the various capacities of officiating.
2. Officials' positions and duties are described in the USA Swimming Rulebook.

B. Organization

1. All currently registered non-athlete members of USA Swimming certified as an official registered with Pacific Swimming shall be considered Pacific Swimming officials.
2. The LSC Officials Chair shall preside over the Officials Committee.
3. The Zone Officials Chair may appoint qualified officials to conduct officials' clinics as necessary.

C. Qualification of Officials

1. Clinics for the instruction of officials in various capacities shall be conducted by qualified instructors and hosted by the Officials Committee, Zones, and clubs.
2. All clinics shall be sanctioned and shall be approved by the Pacific Swimming Officials Chair or the Zone Officials Chair. A sanction fee is not required.
3. Persons instructed as officials at clinics shall serve at meets as trainees under the supervision of experienced qualified officials. Certification of officials shall require the evaluation of the trainee and/or official according to Pacific Swimming Officials Advancement Criteria and recommendation by meet referees under whom the training was accomplished in addition to the clinic instruction and the approval of the Zone Officials Chair.
4. The position and level for which the official is certified shall be entered into the Officials Tracking System database of USA Swimming.
5. Swimming officials shall wear a uniform of appropriate clothing prescribed by the Officials Committee during the performance of duties and display their current USA Swimming membership card at all times while performing their duties.

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SECTION 10
TRAVEL SUPPORT

A. Purpose

1. To help defray the travel costs of Pacific Swimming athletes, coaches, and officials competing in or attending Sectional level and higher meets as determined by the Board of Directors. Refer to Pacific Swimming's Policy & Procedures Section V for specific support amounts.

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SECTION 11

Athlete, Coach/Manager and Parent Code of Conduct

A. Purpose

1. The purpose of the Athlete, Parent and Coach/Manager Code of Conduct is to define and govern the behavior of athletes, coaches, managers, parents, and other staff members employed, associated with or representing Pacific Swimming-sponsored travel trips. These Policies and Codes shall apply to all of the above-mentioned individuals while attending and participating in events or competition acknowledged, sanctioned, sponsored or hosted by Pacific Swimming and USA Swimming expect members to behave appropriately, ethically and responsibly in order to further the achievement of excellence in the sport of swimming and in life.

B. Authority

1. The review committee (consisting of the Age Group Chair or his delegate, the Head Coach, the Age Group Coach(es) of the individual(s) involved, a female athlete, a male athlete, and a non-coach member) shall have the enforcement authority to act and to effectuate adherence to the Honor Code and the Code of Conduct in compliance with Pacific Swimming and USA Swimming Rules and Regulations, Policies and Procedures, and guidance. In the occurrence of a Code of Conduct violation, Pacific Swimming is required to report the violation to the National Review Board of USA Swimming. Pacific Swimming may only convene the Administrative Review Board to hear complaints and appeals regarding administrative matters within Pacific Swimming which do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions.

B. Applicability

1. These Codes shall apply to and are subject to adherence and compliance by all athletes, coaches, managers, parents, and other staff members while attending and participating in events or competition acknowledged, sanctioned, sponsored or hosted by Pacific Swimming or its subsidiaries.

C. Compliance

1. Each athlete, coach, manager, parent, or other staff member of Pacific Swimming or of any club representing Pacific Swimming in competition is required to sign the Pacific Swimming Athlete, Coach/Manager, or Parent Code of Conduct (see Policies & Procedures).
2. The signed document shall be turned in before the competition and a signed copy of the document shall be available at the competition.

D. Athlete, Coach/Manager, and Parent Code of Conduct

1. The Board of Directors is authorized to update the Athlete, Coach/ Manager, and Parent Code of Conduct whenever changes are desirable or mandated by USA Swimming. The current versions of the Athlete, Coach/Manager, and Parent Code of Conduct are published in the Policies & Procedures. (Reference P&P)

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SECTION 12

ELECTRONIC COMMUNICATION

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 club activities. The content and intent of all electronic communications shall adhere to the USA Swimming Code of Conduct regarding Athlete Protection.
3. Pacific Swimming will follow the current version of the USA Swimming Minor Athlete Abuse Protection Policy (MAAPP) which is located on the USA-Swimming website. Pacific Swimming may impose additional requirements for specific meets which will be included in the meet announcement.
4. The Board of Directors is authorized to update the Electronic Communication Policy whenever changes are desirable or mandated by USA Swimming. The current Electronic Communication Policy will be published in the Policies & Procedures.

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SECTION 13

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Job Descriptions

789 13.1 Elections

790 The House of Delegates, at its annual meeting, shall elect the General Chair, the Vice-Chairs, the Senior Chair, the
791 Age Group Chair, the Secretary, the Treasurer, the Registration Chair, and the At-Large Members in odd-numbered
792 years. The House of Delegates shall also elect the members of the Administrative Review Board as specified in
793 Article 4 of the ByLaws.

794 13.2 Eligibility

795 Only Individual Members in good standing shall be eligible to hold office and must maintain their eligibility
796 throughout their term of office. In addition, a candidate shall only be eligible for the offices of General Chair,
797 Administrative Vice Chair, Finance Vice Chair, Program Operations Vice Chair, or Program Development Vice Chair, if
798 that person:

799 1. has served as a Pacific Board member (Voting or Voice Member) for at least two years prior to seeking election for
800 those offices, and was an "active participant" during that term (attended at least 70 % of the Board Meetings during
801 the time he or she served on the Board).

802 2. and shall have been actively involved in some BOD functions (BOD member, member of a BOD Standing
803 Committee, Ad Hoc Committee, and/or Task Force) within the past 6 years. (Bylaws 2016, Passed HOD, submitted
804 for USA-S approval June 25, 2016 - ByLaws revision withdrawn by Pacific Swimming over objections by USA-S
805 reviewer)

806 13.3 Duties and Responsibilities of General Chair and Vice chairs

807 1. General Chair - The General Chair shall oversee and have general charge of the management, business operations,
808 affairs and property of Pacific Swimming, and general supervision over its officers and agents; shall call meetings
809 when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws
810 and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing
811 and special committees as may be necessary to permit Pacific Swimming to effectively, efficiently and economically
812 conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's
813 knowledge that the Board of Directors should consider in the best interests of Pacific Swimming. (motion 2103GC03
814 - passed HOD 5/21/2021)

815 2. Administrative Vice Chair - The Administrative Vice Chair shall conduct meetings in the absence of the General
816 Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all
817 of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The
818 Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division
819 that administers Pacific Swimming business and affairs. The Administrative Vice Chair shall aid in the development of
820 policy and the coordination of the activities of the officers and committees within the division internally and with
821 other divisions, and committees and coordinators. The Administrative Division shall be responsible for the creation
822 and maintenance of Pacific Swimming's Policies and Procedures Manual. The Administrative Vice Chair shall be
823 custodian of the records of Pacific Swimming, and attest the execution of all duly authorized instruments. The

824 Administrative Vice Chair shall cause to be kept copies of all minutes, official correspondence, meeting and other
825 notices, and any other records of Pacific Swimming. (motion 2103GC04 - passed HOD 5/21/2021)

826 3. Finance Vice Chair - The Finance Vice Chair is the chief financial officer of Pacific Swimming (PC). The Finance Vice
827 Chair shall have general charge of the affairs and property of the division that includes the Treasury function, the
828 development and implementation of an investment program for PC working capital, funded reserves and
829 endowment funds and the development and implementation of a marketing and fund-raising plan for PC. The
830 Finance Vice Chair shall prepare an annual budget for PC operations and present the budget for approval by the
831 Board of Directors and the House of Delegates. In addition, the Finance Vice Chair shall cause to be conducted the
832 audit or review required pursuant to Article 8 of the ByLaws and shall review, or shall cause the Audit Committee to
833 review, the annual audit or review report and recommend acceptance and appropriate action, if any, with regard
834 thereto by the Board of Directors and the House of Delegates. The Finance Vice Chair is responsible for the
835 adequacy of PC system of internal financial and accounting controls. The Finance Vice Chair is ultimately responsible
836 for PC compliance with Article 8 of the ByLaws. The Finance Vice Chair shall issue regular reports listing the current
837 budget variances by line item, all expenditures and the current fund and account balances for the fiscal year to date,
838 together with such other items as the General Chair or the Board of Directors may direct. (Motion 2103GC04, FNC
839 Task Force revision, passed BOD 7/21/2021)

840 **The Finance Vice Chair shall:**

841 • have charge of and supervision over and be responsible for the funds, moneys, securities and other financial
842 instruments of PC;

843 • cause the moneys, securities and other financial instruments of PC to be deposited in the name and to the credit
844 of PC in such institutions as shall be designated in accordance with Section 6.12 or to be otherwise invested as the
845 Board of Directors may direct;

846 • cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and
847 any similar special purpose funds or accounts;

848 • cause the funds of PC to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized
849 depositories of PC, and obtain and preserve proper vouchers for all moneys disbursed;

850 • cause to be kept in the safe keeping of the Treasurer or person authorized in writing by the Treasurer, correct
851 books of account and other financial records of all its affairs and transactions and such duplicate books of account as
852 the Board of Directors or the Finance Vice Chair shall determine; • upon request and at reasonable hours cause such
853 books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at
854 reasonable hours cause the quarterly financial reports and the annual audited financial statement to be exhibited to
855 any member of PC or USA Swimming;

856 • cause PC to be in compliance with the requirements of Section 7.4.2;

857 • have the authority to require from the officers, committee chairs, coordinators, staff or agents of PC reports or
858 statements giving such information as the Finance Vice Chair (Treasurer) may determine to be appropriate or helpful
859 with respect to any and all financial transactions of PC;

860 • make the books and records available and otherwise fully cooperate with those conducting the annual audit or
861 review of PC accounts and cause the preparation and timely filing of all required federal, state and local tax returns,
862 and other financial and tax reports with the applicable government official, and forward a copy of the annual
863 financial statement and audit or review reports and any federal tax return to the Administrative Vice Chair for
864 posting to the PC website. Additionally, submit these same documents electronically to USA Swimming's national
865 headquarters in accordance with Article 8;

866 • in general, perform all the other duties incident to the corporate treasury (recommend omit all highlighted section
867 such that FVC section will be consistent with other positions.)

868 4. Program Operations Vice Chair - The Program Operations Vice Chair is to direct, supervise, and coordinate those
869 committees whose function relates directly to the operation of the Program Operations Division of Pacific
870 Swimming. The charge of the reporting committees and coordinators is to implement plans and projects related to
871 the conduct of Pacific Swimming's swimming events and programs.

872 1. The Program Operations Vice Chair is a member of the Board of Directors and the Executive Committee.

873 2. The Program Operations Vice Chair shall assume the duties of the office of the General Chair in the event that the
874 General Chair and the Administrative Vice Chair are absent, or are unable to perform these duties.

875 3. The Program Operations Vice Chair is an ex-officio member and shall direct, supervise, and coordinate the
876 activities for the following committees: Officials Committee, Time Recognition, Zone Chairs, and Governance
877 Committee.

878 4. The Program Operations Vice Chair shall maintain regular contact with the chairs, and coordinators of the above
879 listed committees. The Vice Chair shall request and receive written committee reports on a regular basis. (motion
880 2103GC03 - passed HOD 5/21/2021)

881 5. Program Development Vice Chair - The Program Development Vice Chair is to direct, supervise, and coordinate
882 those committees whose function relates directly to the operation of the Program Development Division of Pacific
883 Swimming. The charge of the reporting committees is to create, organize, and evaluate programs that will support
884 the development of the athlete membership.

885 1. The Program Development Vice Chair is a member of the Board of Directors and the Executive Committee.

886 2. The Program Development Vice Chair, shall assume the duties of the office of the General Chair in the event that
887 the General Chair, Administrative Vice Chair, Program Operation Vice Chair are absent, or are unable to perform
888 these duties.

889 3. The Program Development Vice Chair is an ex-officio member and shall direct, supervise, and coordinate the
890 activities for the following committees: Senior Committee, Age Group Committee, Disability Swimming, Diversity
891 Committee and Athlete Committee.

892 4. The Program Development Vice Chair shall maintain regular contact with the chairs and coordinators of the above
893 listed committees. The Vice Chair shall request and receive written committee reports on a regular basis. (motion
894 2103GC03 - passed HOD 5/21/2021)

CATALOG OF CHANGES

October 10, 2015	HOD approved revisions of Rules and Regulations document
October 10, 2015	Old Rules and Regulations archived
October 28, 2015	Rules and Regulations formatted for uniformity
November 16, 2015	<p>Section 1E1b(1) and (2) reworded to match website regarding new Senior Records</p> <p>Section 2B1 chart changed to spell out Preliminaries and Finals and change CBA+ to Age Group Meets</p> <p>Section 3B3a(1)3 reworded for clarity</p> <p>Section 4C1 reworded and capitalization corrected for meet names</p> <p>Section 9C1c reworded information regarding relay-only swimmer travel support, redirecting them to Policies and Procedures.</p>
November 19, 2015	Section 6A1e removed for redundancy
January 22, 2016	Section 5A5 sentence removed as it is a Procedure not a Rule

<p>May 7, 2016</p>	<p>Section 1B1b & c moved to Section 1B1a(2) i & ii Section 1B1a(3) wording deleted Section 2B1 wording changed from “class” to “category” Section 3B3a(3) wording changed Section 4A1-4 wording changed to remove “class” Section 4B2 deleted; Section 4B3 becomes 4B2 PC P&P Section IX2.0 becomes R&R Section 2A3o PC P&P Section IX3.0 becomes R&R Section 3A8 PC P&P Section IX12.0 becomes R&R Section 2A5 Section 4C2c(2) deleted wording to close loophole Section 4C2c(3) deleted wording to close loophole Section 4C2e(1) deleted wording to close loophole Section 5C3b(2) deleted wording to close loophole Section 3D3 changes 30 days to 14 days Section 3D4 added re: invoices and penalties</p>
<p>October 19, 2016</p>	<p>Section 2, Far Western Late Entry wording added</p>
<p>May 19, 2018</p>	<p>Section 5C4-5 changed to positive check-in Section 5A3b changed Senior Open Meet parameters Section 2B1 changed Senior Meet categories for fees Appendix B changed wording on allowable substances</p>
<p>TBD</p>	<p>Summary of Proposed Changes to Rules and Regulations:</p> <ol style="list-style-type: none"> 1. Renumbered Table of Contents including page numbers. Note: Will wait until all additions and deletions are completed before renumbering pages and making sure that the Index is correct. 2. Added Zone Descriptions and Membership Classes and House of Delegates 3. Incorporated Zone Meet Autonomy into Section 1 4. Section 3 Clarify ability for teams / organizations to host meets

	<p>in a different Zone or LSC providing they receive appropriate approvals.</p> <p>5. Section 4 Swim Meet Preparation - Meet Announcement. Allowed for new announcement requirements by United States Swimming.</p> <p>6. Section 4 Swim Meet Preparation - Entry Fees. Added permission for Pacific Swimming to add a credit card processing fee for OME Defined amount of FW late entry fee due to Host and to LSC Updated LC participation fee to \$14</p> <p>7. Updated Scratch procedure for Senior meets</p> <p>8. Permission granted to Zone BOD to modify the check in process to facilitate Zone level meets.</p> <p>9. Added to Travel Support Requirements c. A signed Coaches / Managers Code of Conduct for all coaches and managers attending the meet shall be on file with Pacific Swimming's Membership Office.</p> <p>10. Updated Section XXX Pacific Swimming Travel Policy</p> <p>11. Updated Section XXX Electronic Communication</p> <p>12. Moved Appendix A - Pacific Swimming Athletes Honor Code and Appendix B Pacific Swimming Coach/Manage Code of Conflict to the Policy and Procedures Manual.</p> <p>Also, various wordsmithing to clarify the meaning and intent of various rules, flexibility to include new requirements mandated by USA-S and updates to allow for current operating procedures and interpretations.</p>

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