



# Rules and Regulations

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# TABLE OF CONTENTS

<a href="#"><u>SECTION 1</u></a> – Zones .....	1
<a href="#"><u>SECTION 2</u></a> – Membership Classes and the House of Delegates .....	4
<a href="#"><u>SECTION 3</u></a> – Administration of the Swimming Program .....	5
<a href="#"><u>SECTION 4</u></a> – Swim Meet Preparation .....	10
<a href="#"><u>SECTION 5</u></a> – Conduct of Meets .....	14
<a href="#"><u>SECTION 6</u></a> – Age Group Competition .....	16
<a href="#"><u>SECTION 7</u></a> – Senior Competition .....	20
<a href="#"><u>SECTION 8</u></a> – Closed Leagues Within Pacific Swimming .....	23
<a href="#"><u>SECTION 9</u></a> – Officiating .....	24
<a href="#"><u>SECTION 10</u></a> – Travel Support .....	25
<a href="#"><u>SECTION 11</u></a> – Athlete, Coach/Manager and Parent Code of Conduct .....	26
<a href="#"><u>SECTION 12</u></a> – Electronic Communication .....	27
<a href="#"><u>SECTION 13</u></a> – Job Descriptions.....	28
<a href="#"><u>CATALOG OF CHANGES</u></a> .....	32

## SECTION 1

### ZONES

#### A. Zones

1. 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. Governing Documents

1. Each Zone shall establish its own Rules, Regulations, Policies and/or Procedures in addition to the LSC Bylaws to better describe or address specific Zone needs. The Zone Rules, Regulations, Policies and/or Procedures shall not be in conflict with the governing documents of Pacific Swimming or USA Swimming.  
(2/18/26)

#### E. Elections

1. Each Zone shall 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.

## **G. Policies and Procedures**

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

## **H. Meets and Sanctions**

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

## **I. Scheduling**

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

## **J. Zone Meet Autonomy**

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

## **K. Zone Representatives**

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

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

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

## **M. Meet and Office Equipment**

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

## **N. Fines or Penalties**

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

## SECTION 2

### MEMBERSHIP CLASSES AND THE HOUSE OF DELEGATES

#### A. Membership

1. As defined in the Pacific Swimming Bylaws, consisting 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. The 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.

## SECTION 3

### ADMINISTRATION OF THE SWIMMING PROGRAM

#### A. Registration and Membership

1. Categories
  - a. All athletes who participate in practices with member clubs or meets sanctioned by Pacific Swimming shall be registered with USA Swimming as athlete members.
  - b. All coaches who are on deck at practices and/or meets shall be registered with USA Swimming as coach members and shall meet special training requirements to qualify for coach membership as required by USA Swimming.
  - c. All officials and other non-athlete members shall complete all required training and certifications (including but not limited to criminal background checks and athlete protection education) as required by USA Swimming and/or State and local authorities.
  - d. In order to meet the requirements for club membership, the club shall have at least one coach member and one athlete member. All meet directors, deck officials, Board members, employees, and owners of member clubs of Pacific Swimming, and its Zones shall be non-athlete members in accordance with USA Swimming guidelines.
2. Registration Periods
  - a. Athletes may register for a full year, a summer season and/or a fall season. They are offered a single continuous 30-day try out period when first joining USA Swimming, during which time registration is not required. The period ends after thirty (30) days or upon submitting an entry for a meet, whichever is earlier.
3. Applications
  - a. Pacific Swimming Membership Manager shall handle athlete registration, non-athlete membership and club membership.
  - b. Club names and abbreviations shall be approved per Pacific Swimming's Policies and Procedures.
  - c. All registration and membership forms are available on the Pacific Swimming website including directions on how to complete them.
  - d. Refunds of duplicate registrations/memberships will be made upon approval of the Pacific Swimming Membership Manager.
4. Registration and Membership Fees
  - a. The Registration fee for a Premium Athlete membership shall be the USA Swimming Premium Athlete registration fee plus \$19.00 and a \$1.00 Technology Fee. (3/20/24) (3/19/25) (10/15/25)
  - b. The Registration fee for a Seasonal Athlete membership shall be the USA Swimming Seasonal Athlete registration fee plus \$16.00 and a \$1.00 Technology Fee. (3/20/24) (3/19/25) (10/15/25)
  - c. The Registration fee for an Outreach Athlete membership shall be the USA Swimming Outreach Athlete registration fee.

- d. The Registration fee for a Coach Non-Athlete membership shall be the USA Swimming Non-Athlete registration fee plus \$15.00 and a \$1.00 Technology Fee. (3/20/24) (7/17/24)
- e. The Registration fee for an Official and Other Non-Coach/Non-Athlete membership shall be the USA Swimming Non-Athlete registration fee plus \$15.00 and a \$1.00 Technology Fee. (3/20/24) (7/17/24)
- f. The Registration fee for an Outreach Non-Coach/Non-Athlete membership shall be \$5.00.
- g. The Registration fee for an Administrator shall be the USA Swimming's Administrator registration fee plus \$5.00 and a \$1.00 Technology Fee. (3/20/24)
- h. The membership fee for an Annual Club shall be the USA Swimming Annual Club membership fee plus \$155.00.
- i. The membership fee for a Seasonal Club shall be the USA Swimming Seasonal Club membership fee plus \$100.00.
- j. The membership fee for a New Annual Club shall be the USA Swimming New Annual Club membership fee plus \$25. (1/15/25)
- k. The membership fee for an Outreach Club shall be the USA Swimming Annual Club membership fee. An Outreach Club shall be designated annually if the Outreach membership is twenty percent (20%) of the total athlete membership during the previous or prior swim year.

#### 5. Transfers and Changes

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

#### 6. High School/College Competition

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

#### 7. Responsibility

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

### **B. Classes and Time Standards**

#### 1. Classes of Swimming Competition

- a. Swimming competition shall be conducted by various classes of swim meets:

- (1) Senior
- (2) Age-Group — 18 years of age and younger, grouped by ages
  - i. Age-group meets, with time standards, may offer events grouped by ages or by any combination of ages. Athletes shall qualify at the time standards for their own age group, or if no standards exist for their age group, at the standard for the next oldest age group for their gender where the event is included. Athletes 19 and over shall qualify at 17-18 age-group time standards.
  - ii. Age group meets, without time standards, may offer events grouped by age or by any combination of ages.

### (3) Open Water

## 2. Time Standards

- a. Time standards are used to regulate the qualifying of athletes for a given class of competition and are set in accordance with Pacific Swimming's Policies and Procedures.
- b. Time standards may be found in the Time Standards section of the Pacific Swimming website.
- c. Times achieved at an altitude of 3,000 feet or more may be adjusted as provided by the USA Swimming Policies for the purpose of entering any Pacific Swimming meet in which the entered time is subject to verification.
- d. Special consideration time is the time standard used to select the team which represents Pacific Swimming at any All-Star meet.
- e. Zone Championships, League Championships, and City and State Championships may set their own qualifying times.

## C. Scheduling

### 1. Scheduling of Meets

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

## D. Sanctions

### 1. Sanctioned Meet

- a. All USA Swimming events, whether they are competitive meets or exhibitions, shall be sanctioned. All clubs and/or leagues shall be a member of USA Swimming to be eligible to host a sanctioned meet.

- b. All organizations and athletes participating in a sanctioned meet shall be members in good standing of USA Swimming. Sanction fees for each class of meet can be found in the Pacific Swimming Policies and Procedures.
- c. Any organization in a 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 or Executive Committee. Said meet shall be sanctioned and operated under Pacific Swimming rules.
- d. Any Pacific Swimming organization shall be permitted to hold a meet at a pool within the territory of another LSC subject to the approval of the pool owner, Pacific Swimming Board of Directors or Executive Committee and the LSC in whose jurisdiction the meet will be held. Said meet shall be sanctioned and operated under the rules of the LSC in whose jurisdiction the meet will be held.
- e. Any Pacific Swimming organization in one Zone 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 Board of Directors or Executive Committee of the Zone in which the meet will be held. Said meet shall be sanctioned and operated under Pacific Swimming rules.

## 2. Approved Meet

- a. An approved meet is a designated meet conducted by either USA Swimming or non-USA Swimming organizations, which includes non-USA Swimming athletes as participants. Participating USA Swimming athletes may use their times as USA Swimming qualifying times.
- b. Approvals may be issued to member clubs for open competition conducted in accordance with USA Swimming technical rules if that competition has been specifically approved by the USA Swimming Program Operations Vice-President or his/her designee. Approved meet processing fees can be found in the Pacific Swimming Policies and Procedures.
- c. Approval or disapproval of the meet by the Pacific Swimming National Times Verification (NTV) Officer shall be made after the meet has been held. The decision shall be based on the report of the meet referee, NTV officer, or other designated official as to whether the conduct of the competition conformed to USA Swimming standards.
- d. Approved meets are subject to the USA Swimming Rules and Regulations.
- e. Complete official results of an approved meet shall be furnished to the Pacific Swimming NTV Officer.

## 3. Observed Meet

- a. Swims may be observed by assigned USA Swimming or YMCA officials for conformance with USA Swimming technical rules in a meet conducted under non-USA Swimming technical rules. Official times achieved at observed swims may be submitted for entry into the SWIMS database if all of the following conditions are met.
- b. The meet shall be a season-culminating Championship, e.g., League, Conference, District, Sectional, State, Regional, or be specifically approved by the USA Swimming Program Operations Vice President or designee. A time trial held in conjunction with the season-culminating championship meet that is officiated in accordance with the same standard as the championship meet may also be observed.

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

### **1. Records**

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

### **2. Awards**

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

## 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

athlete in making arrangements for such supervision; however, it is recommended that such arrangements be made in advance of the meet by the athlete's USA Swimming Club Member-Coach."

- j. "Changing into or out of swimsuits other than in locker rooms or other designated areas is prohibited."
  - k. "Destructive Devices – Destructive devices to include but not limited to explosive devices and equipment, firearms (open or concealed), blades, knives, mace, stun guns and blunt objects are strictly prohibited in the swimming facility and its surrounding areas. If observed, the meet referee or his/her designee may ask that these devices be stored safely away from the public or removed from the facility. Noncompliance may result in the reporting to law enforcement authorities and ejection from the facility. Law enforcement officers are exempt per applicable laws."
  - l. "If local conditions warrant it, the meet referee, with the concurrence of the meet director, may require a mandatory scratch down, subject to the provisions of Pacific Swimming Rules and Regulations."
  - m. "No athlete will be permitted to compete unless the athlete is a member as provided in USA Swimming Rules and Regulations Article 302."
  - n. A statement of the nature of prizes to be awarded.
  - o. Wording shall be included in all non-championship meet announcements as follows: "Disability athletes are welcome to attend this meet and should contact the Meet Director or Meet Referee regarding special accommodations on entry times and seeding per Pacific Swimming policy." The preceding statement may also be included in meet announcements for championship meets at the discretion of the Meet Director and Meet Referee.
  - p. The following paragraph relating to late entries shall be included in the Far Western meet announcement:

"LATE ENTRIES: Any team or athlete missing the entry deadline will be permitted to enter late, subject to the following requirements:

    - (1) Late entries shall be submitted through the Online Meet Entry system (OME);
    - (2) These entries shall be received no later than 11:59 p.m. Pacific Time on day of the week, MM/DD/YYYY;
    - (3) The team of the athlete shall pay a one-time processing fee of \$75.00 and pay entry fees double the regular per individual entry fees per relay event.

Late entries shall close two days (48 hours) after the published close of the meet. The purpose of late entries is to assist coaches who have forgotten to enter relays or athlete(s) in event(s).
- 4. The meet announcement shall include whether on-deck registration will be permitted and under what condition.
  - 5. All meets sponsored in whole or in part by Pacific Swimming shall include the statement "co-sponsored by Pacific Swimming" in the meet announcement under the heading which lists the meet host, the dates of the meet and the name of/or classification of the meet.

## B. Entry Fees

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

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)					

### NOTES:

- a. Multi-class meets – applicable fee will be that of the highest category included in the meet.
- b. Host clubs may impose a participation fee not to exceed \$10.00 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.
- c. Host clubs may impose a facility surcharge not to exceed \$20.00 per athlete for Pacific Swimming sanctioned meets to help defray facility rental expenses. Outreach registered athletes shall be exempt from the facility surcharge. (7/16/25)
- d. Leagues charging entry fees shall pay the Pacific Swimming portion applicable to the amount of the entry fee as listed above.
- e. Alternative entry fee formats for Dual, Tri, Quad, Closed Invitational and Super League are found in the Policies and Procedures.
- f. The Pacific Swimming fee does not apply to Disability Swimming Meets.

- g. If permitted in the meet announcement, any late fees collected for a preliminary and finals meet shall be distributed 30% to Pacific Swimming and 70% to the host club.
- h. The Pacific Swimming fee collected on individual and relay entries for national level meets hosted by Pacific Swimming clubs will be 20% of the designated amounts listed in the meet announcement.  
(10/16/24) (1/15/25)

### **C. Events**

1. All events shall conform to the current list in the USA Swimming Rules and Regulations. Exceptions may be made by application to and with the approval of Pacific Swimming Sanctions.
2. All LSC-awarded Age Group Meets need approval from the Age Group Chair, and
3. All LSC Senior meets need approval from the Senior Chair. All Zone-awarded meets need approval from the Zone Sanction Chair.

## 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.
    - (2) Failure of the host club to notify, in the prescribed manner, the athletes that their entries are not being accepted, shall result in a complaint filed with the Pacific Swimming Administrative Review

Board. A host club not attempting to notify non-accepted entrants may be barred by the Board of Directors from hosting meets the following year.

## 2. Check-In

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

## 3. Scratch-Down Procedures

- a. Mandatory Scratch-down – If conditions warrant, the referee, with the concurrence of the meet director, may require athletes to scratch an event or events in order to regulate and control the length of time for competition in a sanctioned meet.
  - (1) Meet announcements shall include the following statement “If local conditions warrant it, the meet referee, with the concurrence of the meet director, may require a mandatory scratch down, subject to the provisions of Pacific Swimming Rules and Regulations.”
  - (2) The mandatory scratch procedure shall be applicable to timed final events only.
  - (3) To the maximum extent possible, the mandatory scratch requirement shall be applied uniformly to all age groups and all athletes.
  - (4) The entry fee for each event scratched pursuant to the mandatory scratch procedure shall be refunded in full to athletes in cash prior to the close of the meet.

## 4. No-Show Penalties

- a. Age Group Meet: Refer to Pacific Swimming Rules and Regulations Section 6.
- b. Senior Meet: Refer to Pacific Swimming Rules and Regulations Section 7.

## C. Meet Results

1. Meet results shall be submitted to Pacific Swimming no later than 48 hours after the completion of the meet, in the manner and format prescribed in Pacific Swimming Policies and Procedures.
2. Failure to provide meet results as required shall be grounds for denying future sanctions.

## D. Financial Reports, Meet Summary Reports and Fees

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

## 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. Age Group 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 Age Group Championships 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.
  - b. Athletes maintain their time standard level for the duration of a meet even if they qualify for the next level during the meet. This rule also applies to relay events.

- c. Any athlete, upon changing age groups, who has already met any standard in an event offered in the new age group shall be considered qualified at that level for that event in the new age group, as long as the time has been achieved in the qualifying period (if any) for entry into the meet.
- d. Athletes, who enter an event for which they are not qualified, or who have met the next higher time standard, shall scratch the event.

## **B. Eligibility**

### **1. Individual Eligibility**

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

### **2. Event Limitations**

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

## **C. Conduct of Meets**

- 1. Championship meets may offer all events that are officially recognized by USA Swimming in each age group. One or both distance events (1000/1650 Y Free in SCY and 800/1500 M Free in LCM) may be offered.
- 2. Age Group meet formats will be outlined in the Minimum Age Group Meet Criteria documents established by the Age Group Committee.
- 3. Individual Scratch Rule – Athletes shall inform themselves of the meet starting time and shall report to the proper meet authorities promptly upon call.
  - a. Pre-Seeded Meets
    - (1) Athletes shall report promptly to the starting blocks when their event/heat is called.
    - (2) Any athlete not reporting for or competing in an individual timed final event shall not be penalized.
    - (3) Any athletes not reporting for or competing in a preliminary heat when finals are scheduled shall not be penalized.

- b. In Zone-awarded meets that are Deck-Seeded
  - (1) No event shall be closed more than 30 minutes before the scheduled start of the session. Close of check-in for remaining events shall be no more than 60 minutes before the estimated time of the start of the first heat of the event. Athletes who fail to check-in shall not be seeded in the event.
  - (2) Any athletes not reporting for or competing in an individual timed final event that they have checked in for shall not be penalized.
- c. In LSC-awarded meets that are Deck Seeded
  - (1) No event shall be closed more than thirty (30) minutes before the scheduled start of the session. Close of check-in for remaining events shall be no more than sixty (60) minutes before the estimated time of the start of the first heat of the event. Any change to the closing time of check-in shall be described in the meet announcement. Athletes who fail to timely check-in shall not be seeded in the event.
- d. Scratching from Consolation Finals and Finals
  - (1) Athletes may scratch or declare their intent to scratch a final event, or multiple final events at the beginning of competition for that day.
  - (2) Any athlete qualifying for any level of finals in an individual event who does not wish to compete shall scratch within thirty (30) minutes after the announcement of qualifiers. During this period, qualifiers may also notify the referee that they may not intend to compete in consolation finals or finals. In this case, they shall declare their final intention within thirty (30) minutes after the announcement of qualifiers following their last individual preliminary event.
  - (3) In the event of a withdrawal or barring of an athlete from competition, the referee shall fill the consolation final or final when possible, with the next qualified athlete(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if they are unavailable to compete in the finals.
  - (4) Where consolation finals have not yet been swum and barring or withdrawal is known to the referee, the referee may reseed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.
  - (5) If a consolation final has already been contested, the Championship final shall be swum without reseeding for the empty lane(s).
- e. Penalty for No-Show at Finals
  - (1) Any athlete qualifying for a consolation final or final race in an individual event who fails to report to the blocks in said consolation final or final race prior to calling the alternate shall be barred from the remainder of any final events for that day. Should the athlete have no additional final events for that day, they shall be barred from their next preliminary event.
  - (2) If the No-Show occurs on the last day that the athlete is entered in an individual final event in the meet, and no other individual event penalty is applicable, the athlete shall be fined \$100.00. The fine will be increased to \$150.00 if after thirty (30) days of receiving the letter of notification the party has not made the payment.

- f. Exceptions – No penalty shall apply for failure to withdraw or compete in an individual event if:
  - (1) The referee is notified in the event of illness or injury and accepts the proof thereof.
  - (2) It is determined by the referee that the No-Show is caused by circumstances beyond the control of the athlete.
  - (3) The athlete qualified for any level of finals due to scratches of one or more original finalists.
  - (4) The athlete is an alternate for any level of finals.
- g. Relay Scratch Rule – Any relay team entered in a relay event that fails to compete in or report for that event shall not be penalized.

## 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 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.

3. Individual Scratch Rule – Athletes shall inform themselves of the meet starting time and shall report to the proper meet authorities promptly upon call.
  - a. Senior Timed Finals Meets that are Deck Seeded
    - (1) No event shall be closed more than thirty (30) minutes before the scheduled start of the session. Close of check-in for remaining events shall be no more than sixty (60) minutes before the estimated time of the start of the first heat of the event. Athletes who fail to check-in shall not be seeded in the event. Times of close of check-in for events shall be described in the Meet Announcement.
    - (2) Athletes entered in a timed final individual event that is Deck Seeded who have checked in for that event, shall compete in the event unless they notify the clerk of the course before seeding for that event has begun that they wish to scratch. Athletes who declare a false start or are charged with delay of meet are considered to have competed in that event. Failure to compete in an event will result in being barred from their next individual event.
  - b. Senior Trials and Finals Meets that are Pre-Seeded
    - (1) Preliminaries
      - i. Coaches wishing to scratch athletes must follow the instructions listed in the Meet Announcement. The scratch box will be located at the Scratch Desk at the start of the meet on Saturday until the scratch deadline. The penalty for failing to show in an individual preliminary heat in which such athlete is entered and has not been scratched or has not declared a false start will be:
        - ii. The athlete will be barred from the rest of his/her events that day.
        - iii. If the athlete qualifies for a final before missing an event, they may swim that final.
        - iv. The athlete must positively check-in with the Administrative Referee for any subsequent days' preliminary events they are entered in if they wish to swim that event.
        - v. Heat sheets for the next day will be posted as described in the Meet Announcement.
    - (2) Finals
      - i. Any athlete qualifying for any level of finals in an individual event who does not wish to compete shall scratch within thirty (30) minutes after the announcement of qualifiers. During this period, qualifiers may also notify the Referee that they may not intend to compete in Bonus, Consolation or Championship Finals. In this case they shall declare their final intention within thirty (30) minutes after the announcement of qualifiers following their last individual Preliminary Event.
      - ii. Any athlete qualifying for a Bonus Final, Consolation Final or Championship Final race in an individual event who fails to compete in said Bonus Final, Consolation Final or Championship Final race prior to calling the alternate shall be barred from further competition for the remainder of the meet. If the No-Show occurs on the last day that the athlete is entered in an individual final event in the meet, and no other individual event penalty is applicable, the athlete shall then be fined \$100.00.
      - iii. The fine shall be increased to \$150.00 if after thirty (30) days of receiving the letter of notification the party has not made the payment.

4. Exceptions – No penalty shall apply for failure to withdraw or compete in an individual event if:
  - a. The referee is notified in the event of illness or injury and accepts the proof thereof.
  - b. It is determined by the referee that the No-Show was caused by circumstances beyond the control of the athlete.
  - c. The athlete is an alternate for any level of finals
5. Relay Scratch Rule – Any relay team entered in a relay event that fails to compete in or report for that event shall not be penalized.

## 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 Section 3.B.1.a.

## **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.

## **SECTION 10**

### **TRAVEL SUPPORT**

#### **A. Purpose**

1. Provided 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.

## SECTION 11

### ATHLETE, COACH/MANAGER, AND PARENT/GUARDIAN CODE OF CONDUCT

#### A. Purpose

1. The purpose of the Athlete, Parent/Guardian 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. Members are expected to behave appropriately, ethically, and responsibly, in order to further the achievement of excellence in the sport of swimming and in life. (7/16/25)

#### B. Authority

1. A review committee (consisting of the Age Group Chair or their 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 Pacific Swimming Codes of Conduct in compliance with Pacific Swimming and USA Swimming Rules and Regulations, Policies and Procedures, and guidance. In the occurrence of a USA Swimming Code of Conduct violation, Pacific Swimming is also 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. (7/16/25)

#### C. Applicability

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

#### D. Compliance

1. Each athlete, coach, manager, parent, guardian, 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/Guardian Code of Conduct (see Policies & Procedures). (7/16/25)
2. The signed document shall be turned in before the competition and a signed copy of the document shall be available at the competition.

#### E. Athlete, Coach/Manager, and Parent/Guardian Code of Conduct

1. The Board of Directors is authorized to update the Athlete, Coach/Manager, and Parent/Guardian Code of Conduct whenever changes are desirable or mandated by USA Swimming. The current versions of the Athlete, Coach/Manager, and Parent/Guardian Code of Conduct are published in the Policies & Procedures. (7/16/25)

## SECTION 12

### ELECTRONIC COMMUNICATION

#### A. 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 or 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.

## SECTION 13

### JOB DESCRIPTIONS

#### A. Elections

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

#### B. Eligibility

1. Only Individual Members in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office. In addition, a candidate shall only be eligible for the offices of General Chair, Administrative Vice Chair, Finance Vice Chair, Program Operations Vice Chair, or Program Development Vice Chair, if that person:
  - a. has served as a Pacific Board member (Voting or Voice Member) for at least two years prior to seeking election for those offices and was an "active participant" during that term (attended at least 70 % of the Board Meetings during the time he or she served on the Board), and
  - b. has been actively involved in some BOD functions (BOD member, member of a BOD Standing Committee, Ad Hoc Committee, and/or Task Force) within the past 6 years, or (7/16/25)
  - c. is otherwise deemed qualified by either (7/16/25)
    - (1) action of the House of Delegates, or
    - (2) when filling a vacancy, appointment by the General Chair with advice and consent of the Board of Directors.
2. Any person who, in the sole judgement and determination of the Executive Committee of the Board of Directors, has engaged in fiscal misconduct, shall be ineligible for nomination, election, appointment, employment, or engagement in a position of responsibility for, or adjudication of, Pacific Swimming funds (including Zone funds), shall not be granted signature authority over any such funds, and shall have any existing signature authority promptly revoked by a designated Board or Staff member. Affected positions include but are not limited to LSC or Zone Chair, Finance Vice Chair, LSC or Zone Treasurer, Meet Director, Camp Coordinator, Administrative Board of Review, and any fundraising positions. The Executive Committee shall further forward a recommendation to the relevant elective or appointive body to remove the ineligible person from their position. (4/16/25)

#### C. Duties and Responsibilities of General Chair and Vice Chairs

1. General Chair
  - a. The General Chair shall oversee and have general charge of the management, business operations, affairs and property of Pacific Swimming, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees as may be necessary to permit Pacific Swimming to effectively, efficiently, and economically, conduct its affairs. The General Chair shall

report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of Pacific Swimming.

2. Administrative Vice Chair

- b. The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers Pacific Swimming business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of Pacific Swimming's Policies and Procedures Manual. The Administrative Vice Chair shall be custodian of the records of Pacific Swimming, and attest the execution of all duly authorized instruments. The Administrative Vice Chair shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of Pacific Swimming.

3. Program Operations Vice Chair

- a. The role of the Vice Chair, Program Operations is to direct, supervise, and coordinate, those committees whose function relates directly to the operation of the Program Operations Division of Pacific Swimming. The charge of the reporting committees and coordinators is to implement plans and projects related to the conduct of Pacific Swimming's swimming events and programs.
  - (1) The Program Operations Vice Chair is a member of the Board of Directors and the Executive Committee.
  - (2) The Program Operations Vice Chair shall assume the duties of the office of the General Chair in the event that the General Chair and the Administrative Vice Chair are absent, or are unable to perform these duties.
  - (3) The Program Operations Vice Chair is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees: Officials Committee, Zone Chairs, and Governance Committee.
  - (4) The Program Operations Vice Chair shall maintain regular contact with the chairs, and coordinators of the above-listed committees. The Vice Chair shall request and receive written committee reports on a regular basis.

4. Program Development Vice Chair

- a. The role of the Program Development Vice Chair is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Program Development Division of Pacific Swimming. The charge of the reporting committees is to create, organize, and evaluate programs that will support the development of the athlete membership.
- b. The officer's duties shall include the following:
  - (1) The Program Development Vice Chair is a member of the Board of Directors and the Executive Committee.

- (2) The Program Development Vice Chair, shall assume the duties of the office of the General Chair in the event that the General Chair, Administrative Vice Chair, Program Operation Vice Chair are absent, or are unable to perform these duties.
- (3) The Program Development Vice Chair is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees: Senior Committee, Age Group Committee, Disability Swimming, Diversity Committee and Athlete Committee.
- (4) The Program Development Vice Chair shall maintain regular contact with the chairs and coordinators of the above listed committees. The Vice Chair shall request and receive written committee reports on a regular basis.

## 5. Finance Vice Chair

- a. The Finance Vice Chair shall be the chief financial officer of Pacific Swimming. The Finance Vice Chair shall have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for Pacific Swimming's working capital, funded reserves and endowment funds, and the development and implementation of a marketing and fundraising plan for Pacific Swimming.
- b. The Finance Vice Chair shall:
  - (1) have charge of and supervision over and be responsible for the funds, moneys, securities, and other financial instruments of Pacific Swimming
  - (2) prepare an annual and quadrennial budget for Pacific Swimming operations and present the budget for approval by the Board of Directors and the House of Delegates.
  - (3) cause to be conducted the audit or review required pursuant to Bylaws Article 7.4.2 C (2) & (3).
  - (4) authorize the Treasurer to disburse the funds of Pacific Swimming by checks or drafts, automated debits, or wire transfers upon the authorized depositories of Pacific Swimming and obtain and preserve proper receipts and documents for all moneys disbursed.
  - (5) cause the moneys, securities, and other financial instruments of Pacific Swimming to be deposited in the name and to the credit of Pacific Swimming in such institutions as shall be designated in accordance with Bylaws Article 6.12.
  - (6) have the authority to require from the officers, committee chairs, coordinators, staff or agents of Pacific Swimming reports or statements providing information as the Finance Vice Chair may deem appropriate with respect to any and all financial transactions of Pacific Swimming.
  - (7) cause to be appropriately segregated any special purpose or restricted fund or accounts.
  - (8) issue regular reports listing the current budget variances by line item, all consolidated expenditures and the current fund and account balances for the fiscal year to date, together with such other items as the General Chair or the Board of Directors may direct.
  - (9) In general, have oversight of all duties incident to the corporate treasury.
- c. The Finance Vice Chair is responsible for the adequacy of Pacific Swimming's system of internal financial and accounting controls. The Finance Vice Chair is ultimately responsible for Pacific Swimming's compliance with Bylaws Article 7.4.2 and Bylaws Article 8. The Finance Vice Chair shall serve as the Chair of the Finance and Budget Committees and shall serve on the Investment Committee. The Finance Vice Chair is authorized to sign on Pacific Swimming Bank and Investment Accounts.

## 6. Treasurer

- a. The Treasurer is the principal receiving and disbursing officer of Pacific Swimming.
- b. The Treasurer shall:
  - (1) oversee and ensure the receipt of all moneys, incomes, fees, and other receipts of Pacific Swimming and oversee the payment of all bills, salaries, expenses, and other disbursements approved by the Board of Directors.

- (2) cause to be kept, by Treasurer or person authorized in writing by the Treasurer, correct books of accounts and other financial records of all Pacific Swimming's affairs and transactions and such duplicate books of accounts as the Board of Directors or the Finance Vice Chair shall determine.
  - (3) upon request, cause such books or duplicates thereof, quarterly financial reports and annual audited financial statements to be exhibited to any member of the Board of Directors, Pacific Swimming or USA Swimming.
  - (4) ensure that all financial statements and supporting documentation of income and payments are stored electronically as specified by the Finance Vice Chair and that originals are stored and kept according to established record keeping requirements.
- c. The Treasurer is an authorized signer on Pacific Swimming Bank and Investment Accounts. The Treasurer shall publish monthly a Consolidated Statement of Financial Position (balance sheet) and Statement of Activities Budget Performance (profit & loss) and submit them to the Finance Vice Chair.

## 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	Section 1E1b(1) and (2) reworded to match website regarding new Senior Records
	Section 2B1 chart changed to spell out Preliminaries and Finals and change CBA+ to Age Group Meets
	Section 3B3a(1)3 reworded for clarity
	Section 4C1 reworded and capitalization corrected for meet names
	Section 9C1c reworded information regarding relay-only swimmer travel support, redirecting them to Policies and Procedures.
November 19, 2015	Section 6A1e removed for redundancy
January 22, 2016	Section 5A5 sentence removed as it is a Procedure not a Rule
May 7, 2016	Section 1B1b & c moved to Section 1B1a(2) i & ii
May 7, 2016	Section 1B1a(3) wording deleted
May 7, 2016	Section 2B1 wording changed from “class” to “category”
May 7, 2016	Section 3B3a(3) wording changed
May 7, 2016	Section 4A1-4 wording changed to remove “class”
May 7, 2016	Section 4B2 deleted; Section 4B3 becomes 4B2
May 7, 2016	PC P&P Section IX2.0 becomes R&R Section 2A3o
May 7, 2016	PC P&P Section IX3.0 becomes R&R Section 3A8
May 7, 2016	PC P&P Section IX12.0 becomes R&R Section 2A5
May 7, 2016	Section 4C2c(2) deleted wording to close loophole
May 7, 2016	Section 4C2c(3) deleted wording to close loophole
May 7, 2016	Section 4C2e(1) deleted wording to close loophole
May 7, 2016	Section 5C3b(2) deleted wording to close loophole
May 7, 2016	Section 3D3 changes 30 days to 14 days
May 7, 2016	Section 3D4 added re: invoices and penalties

October 19, 2016	Section 2, Far Western Late Entry wording added
May 19, 2018	Section 5C4-5 changed to positive check-in
May 19, 2018	Section 5A3b changed Senior Open Meet parameters
May 19, 2018	Section 2B1 changed Senior Meet categories for fees
May 19, 2018	Appendix B changed wording on allowable substances
September 1, 2021	Section 1A4 inserted on Registration and Membership Fees
September 1, 2021	Section 2B chart changed with updated Entry Fees
September 1, 2021	Section 2Bc inserted on meet late fees
September 1, 2021	Section 6A1 through 6A11 updated on Zone Autonomy
September 1, 2021	Section 12 added with Job Descriptions
May 22, 2022	Renumbered Table of Contents including page numbers.
May 22, 2022	Added Zone Descriptions and Membership Classes and House of Delegates.
May 22, 2022	Section 1 incorporated Zone Meet Autonomy.
May 22, 2022	Section 3 clarified ability for teams/organizations to host meets in a different Zone or LSC providing they receive appropriate approvals.
May 22, 2022	Section 4 Swim Meet Preparation - Meet Announcement allowed for new announcement requirements by United States Swimming.
May 22, 2022	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.
May 22, 2022	Updated Scratch procedure for Senior meets
May 22, 2022	Permission granted to Zone BOD to modify the check in process to facilitate Zone level meets.
May 22, 2022	Travel Support Requirements moved to Policies & Procedures
May 22, 2022	Section 12 updated Electronic Communication
May 22, 2022	Moved Appendix A - Pacific Swimming Athletes Honor Code and Appendix B Pacific Swimming Coach/Manage Code of Conflict to the Policy and Procedures Manual.

May 22, 2022	Copied the job descriptions for General Chair, Administration Vice Chair, Program Operations Vice Chair and Program Development Vice Chair as passed by the May 2021 HOD.
May 22, 2022	Copied the job descriptions for Finance Vice Chair and Treasurer as passed by the October 2021 HOD.
May 22, 2022	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.
March 20, 2024	Addition to Section 3.A.4 to adopt a \$1.00 Technology Fee on membership registration.
July 17, 2024	Change to Section 3.A.4. d. & e. to set the additional registration fee to \$15.00 for Coach Non-Athlete, Officials, and Other Non-Coach/Non-Athlete
October 16, 2024	Addition to Section 4.B.1.g. 20% of individual and relay entries to be collected by Pacific Swimming for national level meets.
January 15, 2025	Sect 1.K.1. removed Nominating Committee
January 15, 2025	Sect 13.C.3.a.(3) removed Time Recognition
January 15, 2025	Sect 4.B.1.g. fee for national level meets held in Pacific
January 15, 2025	Sect 3.A.4. added j. New Annual Club membership
January 15, 2025	Sect 6.A.2 & 6. And B.1.e. name change from Junior Olympics to Age Group Championships
March 19, 2025	Sect 3.A.4.a. & b. Premium Athlete membership from \$19 to \$20 and Seasonal membership from \$16 to \$17 effective 9/1/25.
April 16, 2025	Board Membership Restriction for persons who have engaged in financial misconduct.
July 16, 2025	Sect 11 added Guardians to the Codes of Conduct for camps and travel teams.
July 16, 2025	Sect 13.B.1.b. and c. gives discretion to the HOD to elect candidates who are qualified but have not met minimum qualifications.
July 16, 2025	Sect 4.B.1. added c. - facility surcharge
October 15, 2025	Sect 3.A.4.a. and b. corrects the registration fee amounts.
February 18, 2026	Sect 1.D. removal of reference to Bylaws for zones.

