

# SECTION 1

## ADMINISTRATION OF THE SWIMMING PROGRAM

### A. Registration and Membership

#### 1. Categories

All athletes who participate in practices with member clubs or meets sanctioned by Pacific Swimming shall be registered with USA Swimming as athlete members. All coaches who are on deck at practices and/or meets shall meet special training requirements to qualify for coach membership as required by USA Swimming. All officials and other non-athlete members shall complete criminal background checks and athlete protection education as required by USA Swimming. 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 and deck officials shall be non-athlete members.

#### 2. Registration Periods

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 30 days or upon submitting an entry for a meet, whichever is earlier.

#### 3. Applications

The Registration and Membership Chairs handle athlete registration, non-athlete membership and club membership. Club names and abbreviations shall be approved per Pacific Swimming's Policies and Procedures. The current official form(s) may be obtained from the Chair. Refunds of duplicate registrations/memberships will be made upon approval of the Chair.

#### 4. Registration and Membership Fees

- a. The Registration fee for a Premium Athlete shall be the USA Swimming Premium Athlete registration fee plus \$18.00.
- b. The Registration fee for a Seasonal Athlete shall be the USA Swimming Seasonal Athlete registration fee plus \$15.00.
- c. The Registration fee for an Outreach Athlete shall be the USA Swimming Outreach Athlete registration fee.
- d. The Registration fee for a Coach Non - Athlete shall be the USA Swimming Non-Athlete registration fee plus \$18.00.
- e. The Registration fee for an Official and Other Non-Coach Non-Athlete shall be the USA Swimming Non - Athlete registration fee plus \$8.
- f. The Registration fee for an Outreach Non-Coach Non-Athlete shall be \$5.00.
- g. The membership fee for an Annual Club shall be the USA Swimming Annual Club membership fee plus \$155.00.
- h. The membership fee for a Seasonal Club shall be the USA Swimming Seasonal Club membership fee plus \$100.00.
- i. The membership fee for an Outreach Club shall be the USA Swimming Annual Club membership fee.

- (1) 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

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. The athlete shall notify the Registration Chair of the date of last competition with the old club by completing a transfer form.

- a. 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

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

The club shall ensure that all of its athletes, coaches, officials, board members, and meet directors, are members of USA Swimming. 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 by Age Group and Senior Chairs 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. Special qualifying times are used as time standards for selected championship meets.
- d. 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.

- e. Special consideration time is the time standard used to select the team which represents Pacific Swimming at any All Star meet.
- f. Zone Championships, League Championships, and City and State Championships may set their own qualifying time.

## **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 for Pacific Swimming meets and limitations on the scheduling of zone autonomy 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 a special 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, 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 Club 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 the using LSC's 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 club.
- d. Record times shall be achieved with fully automatic or semi-automatic timing systems or with three watches. In 50 meter pools, all record times for 50 meter distances shall be achieved with fully automatic or semi-automatic timing systems.

### 2. Awards

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

## F. Staff

- 1. Pacific Swimming may retain paid staff at the Pacific Swimming Office as the Board of Directors may determine to be appropriate or necessary.
- 2. The power and duties of the paid staff shall be established in Pacific Swimming's Policies and Procedures Manual or by resolution of the Board of Directors, or Executive Committee.

3. The staff shall be under the general supervision of the General Chair who will be advised and assisted by the Personnel Committee. Disputes arising from the actions or directions of the General Chair may be referred to the Personnel Committee for further action or resolution.
4. The Vice Chairs (Administrative, Operations, Program, and Finance) may request staff assistance and support for any program that they supervise.
5. With respect to delegated functions of the officers, committee chairmen and coordinators, the staff shall be responsible to the respective officer, committee Chair or coordinator.
6. It is prohibited for a person to be employed by Pacific Swimming who is a member of the General Chair or Vice Chair(s)'s immediate family. Definitions for purposes of this policy -"Immediate Family" includes current spouse, children (including step children), parents (including step parents), grandparents, brothers and sisters. "Spouse" means an employee having a legal marital relationship or having registered as a domestic partner in compliance with the statutes of his/her respective Municipality and State of residency.
7. The Budget Committee shall include in its proposed budget a line item for the costs of Pacific Swimming's Office inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Personnel Committee shall be responsible, together with the General Chair, for the administration of those funds. The compensation of the staff shall to the extent possible be treated as confidential

#### **G. Office**

1. Pacific Swimming may maintain an office in the Territory for the storage of the books and records and equipment of Pacific Swimming and for other purposes as may be determined by the House of Delegates or the Board of Directors in accordance with the Bylaws