

## **SECTION VIII**

### **SCHEDULING**

#### **A. Scheduling**

1. The Scheduling Committee shall:

Oversee the operation of the present schedule; plan the next year's schedule in accordance with the following:

- a. Foster continuous competition from Age Group through Senior Swimming.
- b. Arranged so that conflicts be minimized.
- c. Establish standards to evaluate the bidding club and venue for awarding of meets.
- d. Provide guidelines for meet formats for Pacific Swimming awarded meets.

2. Committee Membership

- a. Chair appointed by the Pacific Swimming General Chair
- b. Age Group Chair
- c. Senior Chair
- d. Officials Committee Chair
- e. Zone Chairs (5) – May designate an alternate to represent their zone
- f. Coach Representative
- g. Athlete Representative
- h. One or two others as appointed by the General Chair

3. The Scheduling Committee shall annually establish a schedule of meets to be awarded by the committee and publicize the schedule.

4. Meet Award Procedures

- a. The Chair shall annually announce the time, place and method for submitting bids for meets to be awarded by the Pacific Swimming Scheduling Committee.
- b. Clubs shall submit their application for the award of meets in accordance with the above. Applications for meets not received in accordance with 1.0 above shall not be considered until all bids received in compliance have been considered.
- c. Clubs applying for more than one meet shall designate their 1<sup>st</sup>, 2<sup>nd</sup>, etc. choice on the application.
- d. Meets designated to be conducted within the Pacific Swimming territory by USA Swimming or the Western Zone shall be awarded the meet without the necessity for the club to submit an application to the Committee.
- e. The Committee shall award the two Far Western Championship meets first, then the Junior Olympics Championship meets, followed by all of the remaining meets.

- f. Host responsibilities for the Winter Junior Olympics, the Spring Junior Olympics, the July (summer) Adam Szmidt Junior Olympics, the Far Western Short Course, and the Far Western Long Course Championship meets shall not be awarded to the same club for more than two successive years except when there is no qualifying bidder for the succeeding year.
  - g. Clubs hosting a High School Section Championship meet (awarded by the High School Section) shall be awarded the Walk-On meet following the Section meet. Should that Club decline to host the Walk-On meet, the Walk-On meet shall be included in the schedule of meets to be bid on that year.
  - h. Any meets not bid for and awarded during the initial award period shall be open for bidding by a later date as determined by the Committee, and shall not be subject to the protection from competing meets for those dates.
  - i. Meet awards shall be confirmed by action of the Board of Directors or Executive Committee.
5. Clubs wanting to bid to host Pacific Swimming awarded Age Group and Senior meets shall agree to comply with the applicable meet requirements for Pacific Swimming awarded Senior or Age Group meets for the upcoming swim meet year that are included in the meet bid package. Also see Section VII.
  6. On protected dates (Official's Clinic, Fall House of Delegates meeting and Far Westerns), meets held by a USA Swimming member where participants are registered athletes shall not be approved or sanctioned with the following exception: On the weekend of a Far Western Championship Meet, Zone-level, single-venue, non-championship meets, intended for athletes who do not have qualifying times for Far Westerns, may be sanctioned and held.
  7. Any Zone or club that wishes to schedule a meet opposite a Pacific Swimming awarded meet with time standards which conflict with the Pacific Swimming awarded meet shall obtain approval from Zone Sanction Chair, Pacific Swimming Scheduling Chair and Board of Directors or Executive Committee.
  8. A change of venue for a Pacific Swimming awarded meet not yet sanctioned shall be resolved by the Scheduling Committee as an administrative matter.
  9.
    - a. Any request to or by the Pacific Swimming Board of Directors or Executive Committee to change the level of a meet shall be a 30-day motion in order to allow comments from the Zone Scheduling Committees.
    - b. Any request by the meet host or by Pacific Swimming to change any other applicable requirements for a Pacific Swimming-awarded Senior or Age Group Meet, shall be sent in writing to Pacific's Meet Management Coordinator at least 45 days before the first day of the meet. Any such request shall be decided by majority vote of a committee composed of the Scheduling Chair, the Vice-Chair of Operations, the Senior Chair or Age Group chair as appropriate for the type of meet, the Officials Chair, and the Meet Management Coordinator. The Treasurer shall be a non-voting member of the committee.
    - c. If a club which has been awarded a meet by the Scheduling Committee and approved by the Board of Directors or the Executive Committee and announced on the Pacific Swimming website, either cancels or turns back the meet within six months of the start of the meet, or fails in a material way to comply with the requirements in the bid package or any approved changes in those requirements, the club shall be penalized by being ineligible to be awarded any meet during the initial round of bidding for next swim meet year. If a club finds it necessary to cancel a meet because of extraordinary circumstances,

such as limited entries or facility closure, the club may appeal the penalty through the Scheduling Committee Chair and the Board of Directors or Executive Committee.

10. Clubs in the Eureka/Crescent City area and Zone 4 may schedule meets opposite Pacific Swimming sponsored meets (distance being the determining factor).
11. Pacific Swimming may subsidize host clubs for some of the documented direct costs of hosting meets designated by the Board of Directors or Executive Committee.
12. The Board of Directors authorizes the Scheduling Committee Chair to accept and award any qualified bids received for any unbid and awarded meet on the current schedule of Pacific Swimming awarded Senior and Age Group meet without action by the Scheduling Committee, Board of Directors or Executive Committee.