

Title: Pacific Swimming 2024 Motions

F= FINANCIAL

B=BUSINESS

R=RULES AND REGULATION

P=POLICY AND PROCEDURES

L=BY-LAWS

Date Intro	Motion #	Type	Doc		Action
1/17/24 Exec Comm	2401SC01	B	Y	Review and approval of the 2024-2025 meet schedule	Passed
1/17/24 Exec Comm	2401GOV01	P	Y	Policies and Procedures Amendments Motion: to amend 30-day motion 2311GOV01 as follows based on feedback received during the review period. Section IV.A.10., remove obsolete reference to annual club registration information packets. Section V.E., remove subsections 4. through 8. which are decided and published annually through the Senior Committee budget process, add new subsection 4 regarding support request requirements, re-number subsection 9. Section VII.B.3.b., refer to Age Group Championship meets as Winter, Spring, and Summer, instead of by month. Section XVIII, remove Audit Committee subsection placeholder and re-letter subsequent subsections. Amendments highlighted in yellow below. SECTION IV MEMBERSHIP AND REGISTRATION A. MEMBERSHIP AND REGISTRATION 4.10. Pacific Swimming shall offer Outreach Club status to member Clubs whose Outreach athlete membership is twenty percent (20%) or more of the total premium athlete membership. The percentage of athlete outreach members shall be based on the prior year's premium membership numbers as of August 15. Qualifying clubs shall be notified prior to receiving their annual registration information packet. This program shall be reviewed on an annual basis. SECTION V PACIFIC SWIMMING TRAVEL EXPENSE REIMBURSEMENT POLICY E. Senior Travel Support Guidelines 4. No receipts will be required. All requests must be submitted by the club within 60 days of the end of the competition. Stipends are determined by the Senior Committee and approved by the Pacific Swimming Board of Directors. All disbursements will be made payable to the club. Unattached Athletes should be included with the request by the club they are traveling with. 4. Athlete Travel Support shall be restricted to any three meets in 2021-22: a swimming year. 5. USA Swimming Winter and Summer Juniors & Nationals, Toyota US Open, TYR Meets and/or Futures: a. The meet must be held outside of Pacific Swimming. b. Athletes must be in their 2nd season with Pacific Swimming, including collegiate or post high school Athletes. c. Travel support is a \$300 stipend. d. Travel Support will be available to one coach provided the club has not met the maximum allowed per year. 6. Sectional Meets:	Passed

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				a. The Sectional meet must be held outside of Pacific Swimming. b. Athletes must be in their 2nd season with Pacific Swimming, including collegiate or post high school Athletes. c. Each club may request travel support of \$200 for each of its first eight (8) Athletes and travel support of \$100 for the next eight (8) Athletes. Sixteen (16) Athletes per club is the maximum that can receive travel support. d. Travel Support will be available to one coach provided the club has not met the maximum allowed per year. 7. Coach Travel Support: a. The meet must be held outside of Pacific Swimming. b. Clubs/coach must have attended three (3) Pacific Swimming hosted Senior meets during the previous twenty-four (24) months to be eligible for Coach's travel support. c. Travel support for Coach shall be limited to one meet per club. 8. Travel Support Example for a Club: Swimmer A Swimmer B Swimmer C Coach Meet 1 Winter Jr. Nationals Winter Sectionals Winter Sectionals Futures Meet 2 TYR Pro Series Spring Sectionals Spring Sectionals Meet 3 Summer Nationals Futures Summer Sectionals 9. 5. For additional information or questions, see the Pacific Swimming web site, Rules and Regulations, and Senior Committee SECTION VII LSC AGE GROUP CHAMPIONSHIP MEETS B. Junior Olympic Age Group Championships 3. Meet Conduct b. The <u>December Winter</u> meet shall be held 2 Saturdays after Thanksgiving. The <u>March Spring</u> meet and <u>July meets</u> shall be held 3 Saturdays prior to <u>Spring Far Westerns</u> Western Championships. The <u>July Summer</u> meet shall be held 3 Saturdays prior to <u>Summer Far Western Championships</u>, unless there is a conflict with the 4th of July. SECTION XVIII COMMITTEES AND COORDINATORS D. Audit Committee (reserved for future use) [re-letter subsequent sections]	
1/17/24 Exec Comm	2401FC01	F	Y	<u>Western Zone DEI Camp Contract</u> Pacific Swimming, acting on behalf of the Western Zones, will sign a contract with Butler University to provide food and lodging for the Western Zones' participants attending the DEI Camp & Summit being held at the 2024 Olympic Trials. Such action will only be done with the provision of a Memorandum of Understanding signed by the Western Zone and Pacific Swimming, that either the held Western Zones funds of \$26,600 be released to Butler University or paid to Pacific Swimming, should it be necessary for Pacific Swimming to provide the funds.	Passed
1/17/24 Exec Comm	2401FVC01	F	Y	<u>Western Zone DEI Camp Contract Deposit</u> Pacific Swimming to pay the Western Zones DEI Summit deposit of up to \$13,000 by January 31, 2024.	Passed
1/17/24 Exec Comm	2401FVC02	F	Y	<u>Increase Grant Program Funding</u> The Finance Vice Chair moves that Pacific Swimming allocate an additional \$40K from the investment fund for the Club Grant Program, for a total of up to \$75,000.	Passed
2/21/24	2402SCSC01	B	N	<u>Meet Entry Fees for Santa Clara International Meet</u>	Passed

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				Motion to approve the fee for the International Meet Entry Fees as follows, with 30% coming back to Pacific Swimming: 1. Santa Clara Swim Club - International Meet Entry Fees a. Meet Surcharge \$35.00 b. Individual Events \$20.00 c. Coach Credential \$25.00 d. Late Entry Charge \$50.00	
2/21/24	2402FC01	F	Y	<u>A Medal Price</u> To adjust the "A" Medal price to clubs from \$1.00 to \$0.75.	Passed
2/21/24	2402FVC01	P	Y	<u>Technology Fee</u> To make permanent the technology fee of \$1.00 per membership, to be documented in the P&P.	Passed
2/21/24	2402FVC02 Category corrected 10/24/24	P	Y	<u>Officials Travel Assistance</u> P&P Section V. C. 4. LSC Meets and National-level Meets held inside Pacific Swimming Boundaries a. Assigned Officials (Meet Referee, Starters, Deck Referees, Lead Chief Judges and the Administrative Referees) working LSC Meets who reside 50 miles or more from the meet venue are eligible to receive a lodging reimbursement or subsidy as determined by the Board of Directors and supported by the Annual Budget. b. Travel Assistance shall be: (1) Meet Referee, Lead Administrative Referee, Lead Chief Judge shall receive \$100 per night. (2) Deck Referees, Starters, Assistant Chief Judges, Assistant Administrative Referees shall receive \$50 per night. c. <u>Nights prior to each day of the meet are eligible for assistance. Additional nights must be approved by the Officials Chair and the Finance Vice Chair.</u> d. Officials shall attend the LSC Meet in its entirety. Officials Chair may waive this requirement.	30 Day Passed 3/20/24
2/21/24	2402FVC03 Category corrected 10/24/24	P	Y	<u>Fee for Stopped Checks</u> Policies and Procedures, Section III H. Financial Fees 1. The minimum service charge for checks returned to Pacific Swimming shall be \$25 \$50 plus any back charges. The second offense for a returned check within one year shall be referred to the Pacific Swimming Administrative Review Board. 2. The minimum service charge for a stopped check or to reissue lost or stale dated checks shall be \$25 \$50. <u>The second offense for a stopped check or to reissue lost or stale dated checks shall require the requestor to register for Bill.com e-payment service.</u> No fee shall be charged to reissue checks sent to an address other than the one listed on the request form.	30 Day Passed 3/20/24
2/21/24	2402GOV01	P	Y	<u>Policies and Procedures Amendments</u> <u>To amend Pacific Swimming Policies and Procedures to (1) update and clarify current practice for motions that require a 30-day or 60-day wait before approval, (2) add the recently approved Safety Guidelines and Warm-up Procedures to</u>	30 Day Passed 3/20/24

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				<u>Section X Meet Conduct with one correction, (3) add policies and procedures for the Awards Banquet Committee, and (4) fix minor grammatical and editorial issues.</u> <u>SECTION I</u> <u>GOVERNANCE</u> <u>B. Board of Director and Executive Committee Meetings</u> <u>2. Meeting Motions</u> <u>a. Motions made changing the Bylaws shall require a 60-day wait before a vote for approval and shall be approved by the House of Delegates.</u> <u>b. Motions made at a Board of Directors or Executive Committee meetings requiring a 30-day wait before a vote for approval shall be:</u> <u>(1) Motions changing the Rules and Regulations or Policies and Procedures</u> <u>(2) Motions affecting the operation and/or rights of the Zones.</u> <u>(3) Motions changing the level of an LSC scheduled meet.</u> <u>c. Motions introduced on the floor of the meeting that were not posted on the Pacific Swimming website at least 72 hours prior to the meeting shall not be considered, unless approved by 2/3 of the body.</u> <u>d. Motions start their 30-day or 60-day clock when presented.</u> <u>e. For purposes of this section, 30 days or 60 days refers to the period of time until the regularly scheduled meeting of the Board of Directors, the Executive Committee, or the House of Delegates, which occurs in the first or second calendar month (respectively) following the calendar month in which the motion was first introduced. If there is no scheduled meeting in that calendar month, then any vote for approval shall wait until the next such meeting following that month.</u> <u>SECTION X</u> <u>MEET CONDUCT</u> <u>[add sections K. and L.]</u> <u>K. Warm-Up Procedures</u> <u>1. General Warm-up</u> <u>a. All lanes to be used for general warm-up. Circle swimming only.</u> <u>b. Swimmers must enter the pool feet first while maintaining at least one hand on the pool deck until both feet touch the water (3-point entry). NO DIVING or JUMPING allowed from the blocks or the edge of the pool.</u> <u>c. No sprinting or pace work allowed during general warm-up session.</u> <u>d. Lanes will be available for warm/cool down at all times. No paddles, snorkels or other breathing devices, boards, or fins, will be allowed in the competition course and warm-up pool at anytime-any time.</u> <u>2. Specific Warm-up (upon request of coaches, and with concurrence of Meet Referee or designee)</u> <u>a. The number of push/pace and race start lanes, and when they are made available, will be determined by the Meet Referee or his designee. In general, the outermost lane(s) should be used for push/pace, the next inner lane(s) for race starts, and the remaining lanes for general warm-up. For instance, for a 6-lane pool, lanes 1 and 6 would be for</u>	

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				<u>push/pace, lanes 2 and 5 for race starts, and lanes 3 and 4 for general warm-up. Any configuration is acceptable provided safety of swimmers is not compromised.</u> <u>(1) Push/Pace Lanes: For short course, push off for 1-2 lengths of the pool from starting end; circle swimming only, under direct coach supervision. For long course, push off from either end, circle swimming permissible if considered safe by the Meet Referee and if swimmers are under the direct supervision of their coach by walking along with the swimmers.</u> <u>(2) Race Start Lanes: Sprint lanes for race starts from blocks, deck, or for backstroke starts in specified lanes at designated times. Direct coach supervision is required. Swim in one direction, one length of pool only.</u> <u>(3) General warm-up lanes: Circle swimming only.</u> <u>b. Except for lanes designated for Race Starts, swimmers must enter the water feet first while maintaining at least one hand on pool deck until both feet touch the water (3-point entry). NO DIVING or JUMPING.</u> <u>L. Safety Guidelines</u> <u>1. Coach Responsibilities</u> <u>a. Coaches shall instruct their swimmers regarding these safety guidelines and warm-up procedures as they apply to conduct at meets and practices.</u> <u>b. Coaches shall supervise and be responsible for the conduct of their swimmers throughout the meet, including the warm-up session.</u> <u>2. Host Club Responsibilities</u> <u>a. Marshals</u> <u>(1) The Meet Director shall appoint a minimum of two marshals for a 6-8-lane short course meet, and a minimum of four marshals for a dual short course or any long course meet.</u> <u>(2) One of the marshals shall be designated Head Marshal. The Head Marshal shall receive instruction from the Meet Referee, and shall supervise the activities of other marshals.</u> <u>(3) Marshals shall be current members of USA Swimming.</u> <u>(3) Marshals should be clearly visible by wearing distinctive clothing during warm-up sessions and competition.</u> <u>(4) Marshals shall be on deck during the entire warm-up session to enforce these Safety Guidelines and Warm-up Procedures.</u> <u>(5) Marshals shall be on deck during competition to oversee pool areas designated by the Meet Director and Meet Referee for warm-up/warm-down.</u> <u>(6) If lifeguards are assigned to work the meet by the host facility, the number of marshals may be reduced, but in no case should the number of marshals be less than two.</u> <u>(7) Since lifeguards are usually under the supervision of pool management, they cannot be directed to enforce these safety guidelines and warm-up procedures. However, lifeguards can be asked to do so, if that is acceptable to pool management.</u> <u>b. Host team shall provide signs for each lane at both ends of the pool that indicate the designated lane use during warm-up sessions.</u> <u>c. Written notices regarding warm-up procedures and no-diving rules shall be posted within the meet venue.</u>	

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				<u>d. Host club may, with the consent of the Meet Director and Meet Referee, modify the time schedule or recommend lane assignments depending on pool configuration, provided safety considerations are not compromised. Any such changes shall be announced and/or posted prominently in the immediate pool area.</u> <u>e. The following statement shall appear in the meet information: "Pacific Swimming Safety Guidelines and Warm-up Procedures will be in effect at this meet."</u> <u>f. An announcer should be on duty for the entire warm-up session to announce lane and/or time changes and to assist the conduct of the warm-up session. The announcer should announce race start lanes and warm-up procedures and remind coaches and swimmers of pool closings.</u> <u>g. Hazards within the swimming venue shall be removed or clearly marked.</u> <u>3. Safety Responsibilities During Warm-up and Competition</u> <u>a. The Meet Safety Committee shall consist of the Meet Director, Meet Referee and Head Marshal, and shall be responsible for all meet safety issues within the swimming venue.</u> <u>b. The Meet Referee shall have ultimate responsibility to establish and enforce rules for safe conduct within the competition pool area for the duration of the swimming competition.</u> <u>c. The Head Marshal shall enforce warm-up procedures and maintain order in the swimming venue. During the competition, the Head Marshal shall be responsible for enforcing all safety rules in all other areas other than the competition pool, and shall assist the Meet Referee in the competition pool area as required.</u> <u>d. Marshals shall have full authority to warn or order to cease and desist, and, with the concurrence of the Meet Safety Committee, to remove, or have removed, from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.</u> <u>e. The Meet Director shall ensure that any incident resulting in bodily injury or property damage is properly reported on a Report of Occurrence form.</u> <u>4. Miscellaneous</u> <u>a. "Swimming venue" is defined as the area located on the sides and ends of the pool, spectator area, team areas within the pool facility (e.g., portion of the building designated for teams and swimmers, or fenced area around an outdoor pool), locker rooms, and such other areas as may be specifically designated by the Host Club or organization, Meet Director, or Meet Referee.</u> <u>b. Coaches of backstrokers shall ensure that backstrokers are not starting at the same time as a swimmer on the blocks. Swimmers shall not step up on the blocks if there is a backstroker waiting to start.</u> <u>c. Swimmers shall not jump or dive into the pool to stop another swimmer on a recalled start.</u> <u>d. Swimmers are required to exit the pool upon completion of the warm-up to allow other swimmers adequate warm-up time. The warm-up pool is not for visiting or playing.</u> <u>e. Warm-up procedures shall be enforced for any breaks scheduled during the competition.</u> SECTION XVIII COMMITTEES AND COORDINATORS D. E. Awards Banquet Committee (reserved for future use) [re-letter subsequent sections] <u>1. Statement of Purpose: The Awards Banquet Committee is responsible for selecting and voting</u>	

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				<u>on finalists for Pacific Swimming Awards including, but not limited to:</u> <u>a. Senior Male and Female Race of the Year</u> <u>b. Age Group Male and Female Race of the Year</u> <u>c. Male and Female Relays of the Year in the following age groups:</u> <u>(1) 10 & Under</u> <u>(2) 11-12</u> <u>(3) 13-14</u> <u>(4) 15-18</u> <u>2. Committee Members: there are no term limits, except as specified in the Bylaws for elected members.</u> <u>a. Pacific Swimming Staff Member appointed by the General Chair, who shall chair the committee as a non-voting member (1)</u> <u>b. Age Group Chair elected by the House of Delegates (1)</u> <u>c. Senior Chair elected by the House of Delegates (1)</u> <u>d. Age Group Coaches Representative elected by the House of Delegates (1)</u> <u>e. Senior Coaches Representative elected by the House of Delegates (1)</u> <u>f. At least 2 Athlete Representatives appointed by the Athlete Committee (2)</u> <u>3. Frequency of meetings: the committee shall meet in person, via zoom, or by email consent in late August/early September of each year. Meetings shall be at the call of the Chair, or of any three members of the committee, with at least five days' notice.</u>	
2/21/24	2402OC01	P	Y	<u>Officials Committee Policies and Procedures Changes</u> Section XVIII, L. Officials Committee (whole section added)	30 Day Passed 3/20/24
3/20/24 Exec Comm	2403SC01	B	Y	<u>First Round Meet Host Awards</u> To approve the meet host from the first round of bidding for Pacific Swimming meets for 2024-2025.	Passed
4/17/24	2404BC01	F	Y	<u>New Budget Line</u> The Senior Committee moves to create a new budget line item, 52075 Senior Meet Hist Incentive, beginning in the 2024-25 fiscal year.	Passed HOD Passed 5/19/24
4/17/24	2404BC02	F	Y	<u>Quad Budget Approval</u> The Budget Committee approves the 2024-2028 Quad Budget and recommends approval to the BOD.	Passed HOD Passed 5/19/24
7/17/24	2407GOV01	P	Y	<u>Amendment to Policies & Procedures</u> To amend the following Pacific Swimming Policies and Procedures, as detailed herein: 1. Section I, Governance, to align with a proposed change in Section VIII, 2. Section VIII, Scheduling, to rename as Meet Scheduling and Meet Bid Awards, and to streamline and align with current practices, 3. Section XIII, Camps, to clarify and align with current practices,	30 Day Passed 9/18/24

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				4. Section XVIII, Committees and Coordinators, to add new policies and procedures for Age Group Committee, Budget Committee, Camps Coordinator, and Senior Committee, and to remove the placeholder subsection for Meet Awards Committee, which is part of the Scheduling Committee responsibilities outlined in Section VIII, 5. Section XIX, Leagues Administration, to streamline and align with current practices. SECTION I GOVERNANCE B. Board of Director and Executive Committee Meetings 2. Meeting Motions a. Motions made changing the Bylaws shall require a 60-day wait before a vote for approval and shall be approved by the House of Delegates. b. Motions made at a Board of Directors or Executive Committee meetings requiring a 30-day wait before a vote for approval shall be: (1) Motions changing the Rules and Regulations or Policies and Procedures (2) Motions affecting the operation and/or rights of the Zones. (3) Motions changing the level of an LSC scheduled meet. SECTION VIII <u>MEET SCHEDULING AND MEET BID AWARDS</u> <u>A. Scheduling</u> [remainder of section renumbered as shown] <u>A. The Scheduling Committee shall: Oversee oversee the operation of the present schedule; plan and plan the next year's schedule of Pacific Swimming awarded meets, based upon the recommendations of the Age Group and Senior Committees. These meets include but may not be limited to: 10 & Under Championships, Age Group Championships, Far Western Championships, Zone All-Star Meet, Senior Open, and Senior 2 Meets. In carrying out these duties the committee shall: in accordance with the following:</u> <u>1. Foster continuous competition from Age Group through Senior Swimming.</u> <u>2. Arrange the schedule so that conflicts be minimized.</u> <u>3. Establish standards to evaluate the bidding club and venue for awarding of meets.</u> <u>4. Provide guidelines for meet formats for Pacific Swimming awarded meets.</u> <u>B. Voting Committee Membership</u> <u>1. Scheduling Chair appointed by the Pacific Swimming General Chair (1)</u> <u>2. Age Group Chair, elected by the House of Delegates (1)</u> <u>3. Senior Chair, elected by the House of Delegates (1)</u> <u>4. Officials Committee Chair, appointed by the General Chair (1)</u> <u>5. (Scheduling only) Zone Chairs (5) – May designate an alternate to represent their zone</u> <u>6. (Bid Awards only) Program Development Vice Chair, elected by the House of Delegates (1)</u> <u>7. At least one Coach Representative, appointed by the Scheduling Chair (1+)</u> <u>8. Three Athlete Representatives, appointed by the Athlete Committee (3)</u> <u>9. One or two others as appointed by the General Chair</u>	

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				<u>C. Meetings shall be in person, online, or via email, at the call of the Scheduling Chair or of any three members of the committee, with at least five days' notice.</u> <u>a. The Scheduling Committee shall meet annually in early January of each year to establish a schedule of meets to be awarded by the Committee and publicize the schedule.</u> <u>b. The Committee shall meet annually in late January of each year, and as further needed thereafter, to review meet bid applications and award non-zone awarded meets on the Pacific Swimming Calendar.</u> <u>D. Meet Award Procedures</u> <u>1. The Scheduling Chair shall annually announce the time, place, and method for submitting bids for meets to be awarded by the Pacific Swimming Scheduling Committee.</u> <u>2. 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 the above shall not be considered until all bids received in compliance have been considered.</u> <u>3. Clubs applying for more than one meet shall designate their 1st, 2nd, etc. choice on the application.</u> <u>4. 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.</u> <u>5. The Committee shall award the two Far Western Championship meets first, then the three Age Group Championship meets, followed by all the remaining meets. Committee members who are affiliated with a club submitting a bid shall abstain from voting on that specific bid.</u> <u>6. Far Western Championship meets are awarded to meet hosts for a 2 year cycle upon meet bids approved by the Board of Directors or the Executive Committee. Host responsibilities for the Winter Age Group Championship, the Spring Age Group Championship, the Summer Adam Szmidt Memorial Age Group Championship, the Far Western Short Course Championship, 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.</u> <u>7. 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.</u> <u>8. 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.</u> <u>9. Meet awards shall be confirmed by action of the Board of Directors or Executive Committee.</u> <u>E. 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.</u> <u>F. On protected dates (Official's Clinic, Athlete Leadership Summit, Fall House of Delegates meeting and Far Western Championships), 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-</u>	

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				level, single-venue, non-championship meets, intended for athletes who do not have qualifying times for Far Western Championships, may be sanctioned and held. <u>G. 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.</u> <u>H. A change of venue for a Pacific Swimming awarded meet not yet sanctioned shall be resolved by the Scheduling Committee as an administrative matter.</u> <u>I. Meet Changes</u> <u>1. Any request to or by the Pacific Swimming Board of Directors or Executive Committee to change the level of a meet may be approved subject to the consensus of the</u> shall be a 30-day motion to allow comments from the Zone Scheduling Committees. [only numbering changes in the following subsections] SECTION XIII CAMPS A. Camps 1. The per athlete co-pay for one day camps held within Pacific Swimming shall be \$40.00, <u>or as determined by the Pacific Swimming Board of Directors</u>, with the exception of the DDEI Camp camp which shall have a co-pay of \$15. The per athlete co-pay for multiple day camps shall be <u>35-40%</u> of the total budgeted cost of the camp divided by the maximum number of athlete participants. 2. The per athlete co-pay for camps held outside Pacific Swimming shall be 50% of the total budgeted cost of the camp divided by the maximum number of athlete participants. 3. Based on changes to the costs of <u>any camp</u> a camps listed above, a change in the co-pay may be requested by the Camps Coordinator to the Board of Directors for their approval. 4. Athletes from Pacific Swimming attending camps sponsored by USA Swimming shall be eligible for travel assistance. The amount of the assistance shall be the determined air fare <u>the cost of air fare determined by the Pacific Swimming Board of Directors</u>, less any travel assistance received from USA Swimming. SECTION XVIII COMMITTEES AND COORDINATORS <u>B. Age Group Committee (reserved for future use) [re-letter subsections as appropriate]</u> <u>1. The Age Group Committee provides policy direction and input on all aspects of the age group swimming programs conducted by Pacific Swimming, including but not limited to:</u> <u>a. In coordination with the meet host and Meet Referee, determine all aspects of the format and program of events not otherwise specified in these Policies and Procedures for the age group meets awarded by Pacific Swimming, approve the meet announcements for such meets, and decide if and when meet entries should be closed early for any such meets.</u> <u>b. Establish and maintain Minimum Age Group Meet Criteria documents that include the criteria for the format of each meet.</u>	

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				<u>c. In coordination with Pacific Swimming staff, review and approve the time standards for age group meets awarded by Pacific Swimming, and establish 8 and under time standards.</u> <u>d. Each year provide any proposed changes to the time standards criteria, including information about the effects of the changes, to the Board of Directors at or before the September meeting prior to the next meet bid season.</u> <u>e. Provide recommendations to the Scheduling Committee for the scheduling of age group meets to be awarded by Pacific Swimming.</u> <u>f. In coordination with the Athlete Committee and Pacific Swimming staff, provide recommendations for the annual Awards Banquet.</u> <u>g. In coordination with the Pacific Swimming Camps Coordinator, review and decide all aspects of age group camps to be conducted by Pacific Swimming, except for camps conducted by the DDEI or Athlete committees.</u> <u>2. Voting Committee Members:</u> <u>a. Age Group Chair elected by the House of Delegates (1)</u> <u>b. One representative appointed by each Zone (5)</u> <u>c. Two Athlete Representatives from among the athletes appointed by the Athlete Committee and selected by the Athlete Representatives in attendance at the meeting (2)</u> <u>d. Age Group Coach Representative elected by coach members of the House of Delegates (1)</u> <u>e. Program Development Vice Chair elected by the House of Delegates (1)</u> <u>3. Term limits: none except as specified in the Bylaws for elected members.</u> <u>4. Frequency of meetings: the committee shall meet monthly at least ten times per year, and more often as needed to conduct the business of the committee. Meetings shall be at the call of the Chair, or of any three members of the committee, with at least five days notice.</u> <u>5. Representation on other committees: the Age Group Committee shall choose one of its members to represent the committee on the Disability, Diversity, Equity, and Inclusion (DDEI) Committee. The Age Group Chair (or designee) shall also serve as a member of the Scheduling Committee, Meet Award Committee, Budget Committee, Awards Banquet Committee, and the review committee for Code of Conduct violations.</u> <u>E. Budget Committee</u> <u>1. The Budget committee shall approve the draft annual or Quad budget for presentation to the Board of Directors. A new Quad Budget is presented every four years aligning with the Olympic Quad.</u> <u>2. Committee Members:</u> <u>a. Finance Vice Chair (Chair) elected by the House of Delegates (1)</u> <u>b. General Chair elected by the House of Delegates (1)</u> <u>c. Senior and Age Group Committee Chairs elected by the House of Delegates (2)</u> <u>d. Officials, Camp Program, DDEI, Investment, and Safe Sport Committee chairs as appointed by the General Chair (5)</u> <u>e. An individual appointed by the General Chair (1)</u> <u>f. Treasurer and/or Chairperson elected/appointed by each Zone (5)</u> <u>g. LSC Treasurer and Staff (2, No Vote)</u> <u>h. At least 4 Athlete Representatives appointed by the Athlete Committee</u>	

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				<u>3. There shall be no term limits except as specified in the Pacific Swimming Bylaws for elected members.</u> <u>4. The committee shall meet annually prior to the Board of Directors meeting in April, and at other times as needed. Meetings shall be at the call of the Chair, or of any three members of the committee, with at least five days' notice.</u> <u>F. Camps Coordinator [re-letter subsections as appropriate]</u> <u>1. Under the guidance of the Age Group and Senior Committees, the Pacific Swimming Camps Coordinator is responsible for all aspects of the LSC Camps Program. This includes scheduling, planning, and directing (or appointing a director) all LSC level camps.</u> <u>2. Roles and Responsibilities</u> <u>a. Research, assess, and acquire the facilities for each camp. This includes submitting facility reservations, reviewing facility contracts, and submitting any additional requirements such as certificates of insurance or deposits.</u> <u>b. Create and disseminate, with the assistance of staff, applications for Coaches, Chaperones and Athletes for each camp.</u> <u>c. Source guest speakers, or other key personnel especially targeted to the camp's purpose.</u> <u>d. Prepare a camp timeline and camp schedule of events with input from the respective committee responsible for the camp.</u> <u>e. Arrange meals and beverages for the camp participants while adhering to the camp budget.</u> <u>f. Reserve accommodations, dining commons, and ground transportation for participants if required, in coordination with staff as needed.</u> <u>g. Order, with the assistance of staff, all camp apparel, bag tags and other items provided to participants.</u> <u>h. Prepare clear and concise emails to all camp participants advising them of critical communications regard the camp.</u> <u>i. Acquire camp sanction via staff meet management and verify registration of participants via member services staff.</u> <u>j. Apply for funding support from USAS LSC Select Camp program or other qualifying grant funds.</u> <u>k. Annually prepare and submit the Camps budget with the assistance and guidance of the Staff Treasurer.</u> <u>3. The Camps Coordinator is appointed by the General Chair and has no term limit.</u> <u>4. Representation on other committees: the Camps Coordinator shall join the Senior Committee, Age Group Committee, Disability, Diversity, Equity, and Inclusion (DDEI) Committee and Scheduling Committee meetings as a non-voting member when discussion on camps is being held. The Camps Coordinator or their designee shall be a voting member of the Budget Committee.</u> <u>K. Meet Award Committee (reserved for future use)</u> [delete placeholder and re-letter subsections as appropriate] <u>R. Senior Committee (reserved for future use)</u> <u>1. The Senior Committee provides policy direction and input on all aspects of the senior swimming programs conducted by Pacific Swimming, including but not limited to:</u> <u>a. In coordination with the meet host and Meet Referee, determine all aspects of the format and program of events not otherwise specified in these Policies and Procedures for the senior meets awarded by Pacific Swimming, approve the meet announcements for such meets, and decide if and when meet entries should be closed early for any such meets.</u>	

Date Intro	Motion #	Type	Doc		Action
				<u>b. Establish and maintain Minimum Senior Meet Criteria documents that include the criteria for the format of senior meets.</u> <u>c. In coordination with Pacific Swimming staff, review and approve the time standards for senior meets awarded by Pacific Swimming.</u> <u>d. Each year provide any proposed changes to the time standards criteria, including information about the effects of the changes, to the Board of Directors at or before the September meeting prior to the next meet bid season.</u> <u>e. Provide recommendations to the Scheduling Committee for the scheduling of senior meets to be awarded by Pacific Swimming.</u> <u>f. In coordination with the Athlete Committee and Pacific Swimming staff, provide recommendations for the annual Awards Banquet.</u> <u>g. Provide recommendations for the CA/NV sectional committee and other meets for the Western Zone.</u> <u>2. Committee Members:</u> <u>a. Senior Chair elected by the House of Delegates (1)</u> <u>b. One representative appointed by each Zone (5)</u> <u>c. At least two and not more than seven athlete members with no more than two athlete members per zone (7)</u> <u>d. Senior Coach Representative elected by coach members of the House of Delegates (1)</u> <u>e. Program Development Vice Chair elected by the House of Delegates (1)</u> <u>f. DDEI Chair or representative (ex officio).</u> <u>3. Term limits: none except as specified in the Bylaws for elected members.</u> <u>4. Frequency of meetings: the committee shall meet monthly at least ten times per year, and more often as needed to conduct the business of the committee. Meetings shall be at the call of the Chair, or of any three members of the committee, with at least five days' notice.</u> <u>5. Representation on other committees: the Senior Committee shall choose one of its members to represent the committee on the Disability, Diversity, Equity, and Inclusion (DDEI) Committee. The Senior Chair shall also serve as a member of the Scheduling Committee, Meet Award Committee, the Awards Banquet Committee, and the Budget Committee.</u> SECTION XIX League Administration All Leagues within Pacific Swimming shall adhere to the following administrative policies. A. Membership 1. All Leagues need to be a member of Pacific and USA Swimming 2. A League Membership is \$500 (see attached form) B. Meet Scheduling [no changes] C. Sanctions 1.-5. [no changes] 6. See Section 7 Closed Leagues of the Pacific Swimming Rules and Regulations for additional information.	

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				D. Registration Checks 1. Registration checks shall be submitted to the Pacific Swimming Registration/Membership Chair no later than the 48 hours before the competition. If a registration check does not occur, the results from the competition shall not be loaded into the SWIMS database. 2. All Registration forms and payments collected at the meet shall be received by the Pacific Swimming Registration/Membership Chair no later than three (3) days or 72 hours following the meet's conclusion. E. Meet Officials [no changes] F. Results and Meet Referee Reports 1. Meet results shall be submitted to Pacific Swimming by email at results@pacswim.org within 48 hours of the meet's completion. Results shall include the complete meet results in a SDIF, SD3, or CL2 electronic file, PLUS the complete meet results in a HTML or PDF file. 2. <u>The Post Meet Report, completed by the Meet Referee, shall be submitted to the Pacific Swimming Time Verification Manager, and the LSC Officials Chair. Once received and approved, meet results will be loaded into SWIMS and posted on the Pacific Swimming Website. After each meet, the meet referee shall send a report (see attached) to the Pacific Swimming Registration/Membership Chair confirming the names of the Administrative Official and all other Officials that worked the meet and that the results have been reviewed.</u> 3. The meet referee shall send <u>the Post Meet Report</u> a post meet report no later than three (3) days after the meet's conclusion. 4. Falsification of information shall be a Code of Conduct violation which shall be referred to the appropriate Zone Board of Review. G. Financial Responsibilities 1. For Sanction Only League meets, <u>Pacific Swimming shall generate an electronic invoice for the sanction fee and email it to the meet director within 3 days. Payment is due upon receipt of the invoice. A 10% late fee will be assessed if payment is not received 5 days before the start of the meet. the sanction fee and meet financial report shall be submitted prior to the meet. If the report and fee is not received prior to the meet a 10% late fee shall be due.</u> 2. For League meets that charge a Flat Fee, <u>the Meet Summary report must be emailed to mailto:msr@pacswim.org no later than 48 hours after the conclusion of the meet. An electronic invoice will be generated and emailed to the meet director no later than the end of business on the Friday following the meet. Payment is due upon receipt of the invoice. A 10% late fee will be assessed if payment is not received within 15 days of the conclusion of the meet. Fees due are as specified in Section III of these Policies and Procedures. the meet financial report, meet summary report and payment shall be submitted to the LSC Treasurer within 7 days after the meet.</u> 3. Email submission of reports without payment is considered incomplete. 4. League meet participation fees (Flat fee per athlete) due to Pacific Swimming are as follows: a. One Day Meet – 20% of Meet Participation Fees b. Two to Three Day Meet – 25% of Meet Participation Fees c. Four or more Day Meet – 30% of Meet Participation Fees 5. The results from the competition shall not be loaded into the SWIMS database until financial reports and payments shall be received by the Pacific Swimming Treasurer.	

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				6. A fine of 10% shall be due from the host team for payments later than 7 days after the meet's conclusion. 7. A fine of 25% shall be due from the host team for submissions that are received without a meet summary document. The host team has one week from the time of notification from the Treasurer to provide the summary report. 3.8-If necessary, future league meets shall be put on hold or cancelled if all financial obligations have not been met. H. Missing or skipping any of the listed administrative policies shall result in either the competition not to be sanctioned or the results from the competition not to be loaded into the SWIMS database.	
7/17/24	2407AVC01	B	Y	<u>Suspend Relay of the Year Award</u> To suspend the Male and Female Relay of the Year Award for the 2024 Awards Banquet due to a lack of reports provided by USA Swimming for the competition year of September 1, 2023 to August 31, 2024, unless access becomes available by September 1, 2024.	Passed
7/17/24	2407SR01	F	Y	<u>Facility Surcharge for LSC Senior Meets</u> The Senior Committee moves to allow host clubs to implement a facility surcharge not to exceed \$20.00 per athlete facility surcharge for LSC Senior Meets for the next swim year (September 1, 2024 to August 31, 2025). <u>Outreach</u> registered athletes are exempt from the facility surcharge.	Passed
7/17/24	2407OC01	F	Y	<u>Officials Travel Assistance</u> To amend the following sections of the Policies & Procedures Section V.C.4.a., b. and c. a. Assigned Officials (Meet Referee, Starters, Deck Referees, Lead Chief Judges and the Administrative Referees) working LSC Meets who reside 50 miles or more from the meet venue are eligible to receive a lodging reimbursement or subsidy as determined by the Board of Directors and supported by the Annual Budget. b. Travel Assistance shall be: (1) Meet Referee, Lead Administrative Referee, Head Starter, and Lead Chief Judge shall receive \$100 per night. (2) Deck Referees, Starters, Assistant Chief Judges, Assistant Administrative Referees shall receive \$50 per night. c. <u>Assigned Officials working the meet in said qualifying positions without an athlete entered in the meet may claim and extra \$50 per night in lodging reimbursement or subsidy. Assigned Officials working the meet in said qualifying positions without an athlete entered in the meet may instead of lodging choose to be reimbursed or subsidized for mileage at the federal rate. Mileage reimbursement or subsidy shall not exceed the per night lodging rate.</u>	Tabled 7/17/24 Rescinded 9/18/24
7/17/24	2407FC01 Category corrected 10/24/24	R	Y	<u>Change to Non-Athlete Registration Fee</u> Motion to change Rules and Regulations, Section 3 Administration of the Swimming Program A, 4. d. and e., Non-Athlete Registration Fee for Coaches, Officials and Other to the required USA Swimming Non-Athlete registration Fee of \$15.00. d. The Registration fee for a Coach Non-Athlete membership shall be the USA Swimming Non-Athlete registration fee plus \$18.00. \$15.00.	Passed

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				e. The Registration fee for an Official and Other Non-Coach/Non-Athlete membership shall be the USA Swimming Non-Athlete registration fee plus \$8- \$15.00.	
8/14/24 Exec Comm	2408SR01	F	Y	<u>Open Water Meet Support</u> The Senior Committee moves to provide a one-time subsidy to NNA in the amount of \$3,092 to assist with hosting expenses for the Donner Dipper. Funding to come from 52040 Open Water Program and 52095 Sectionals.	Passed
8/14/24 Exec Comm	2408SR02	F	Y	<u>One-Time Sectional Attendance Subsidy</u> The Senior Committee moves to provide a \$500 subsidy to each Pacific Swimming Club who attended the Novato Sectionals and a \$250 subsidy for those who attended the Fullerton Sectionals. Clubs with athletes in attendance at both meets will receive the higher of the two stipends. Funding to come from the Travel Support line item.	Passed
8/14/24 Exec Comm	2408SR03	B	Y	<u>Senior Meet Eligibility</u> The Senior Committee moves to amend <u>have a one-year suspension of</u> the Rules and Regulations as cited below, effective for meets occurring on or after September 1, 2024. 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) <u>thirteen (13)</u> 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) <u>thirteen (13)</u> 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 <u>Senior 2, meets and Senior Open meets</u> , 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.	Passed

Date Intro	Motion #	Type	Doc		Action																																			
9/18/24	2409AG01	F	Y	<u>Facility Surcharge for LSC AG Champ Meets</u> The Age Group Committee moves to allow meet hosts clubs to implement a facility surcharge not to exceed \$20.00 per athlete for LSC Age Group Championship Meets for the next swim year (September 1, 2024 to August 31, 2025). Outreach registered athletes are exempt from the facility surcharge.	Passed																																			
9/18/24	2409AG02	R & P	Y	<u>Restructuring LSC Championship Meets</u> The Age Group Committee in conjunction with the Senior Committee moves to restructure the Age Group and Senior Far Western Championships, removing 15 & Overs from Spring Far Western Championships, separating Summer Far Western Championships into 2 meets (Age Group and Senior), and eliminating Spring and Summer Age Group Championships <u>effective September 2025.</u> RULES & REGULATIONS SECTION 1 ZONES 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 Age Group Championships meets must shall have a lower time standards i.e. FW(-) and JO AGC(-) time. c. <u>Zone meets shall not be scheduled on the same weekend as Age Group Far Westerns and Senior Far Western Championship meets.</u> SECTION 4 SWIM MEET PREPARATION B. Entry Fees a. 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). <table><tr><th>Meet Category</th><th colspan="3">Individual Entry Fees</th><th colspan="3">Relay Entry Fees</th></tr><tr><th>LSC MEETS</th><th>Total Fee</th><th>To Host</th><th>Due PC</th><th>Total Fee</th><th>To Host</th><th>Due PC</th></tr><tr><td>JO Age Group Championships</td><td>\$8.00</td><td>\$5.60</td><td>\$2.40</td><td>\$20.00</td><td>\$14.00</td><td>\$6.00</td></tr><tr><td><u>Age Group Far Western FW</u> Championships</td><td>\$12.00</td><td>\$8.40</td><td>\$3.60</td><td>\$20.00</td><td>\$14.00</td><td>\$6.00</td></tr><tr><td><u>Age Group Far Western FW (late entry fee)-Late Entry Fee</u></td><td>\$20.00</td><td>\$14.00</td><td>\$6.00</td><td>\$40.00</td><td>\$28.00</td><td>\$12.00</td></tr></table>	Meet Category	Individual Entry Fees			Relay Entry Fees			LSC MEETS	Total Fee	To Host	Due PC	Total Fee	To Host	Due PC	JO Age Group Championships	\$8.00	\$5.60	\$2.40	\$20.00	\$14.00	\$6.00	<u>Age Group Far Western FW</u> Championships	\$12.00	\$8.40	\$3.60	\$20.00	\$14.00	\$6.00	<u>Age Group Far Western FW (late entry fee)-Late Entry Fee</u>	\$20.00	\$14.00	\$6.00	\$40.00	\$28.00	\$12.00	30-Day Failed Oct HOD
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Date Intro	Motion #	Type	Doc								Action
				<u>Senior Far Western Championships</u>	<u>\$12.00</u>	<u>\$8.40</u>	<u>\$3.60</u>	<u>\$20.00</u>	<u>\$14.00</u>	<u>\$6.00</u>	
				<u>Senior Far Western Late Entry Fee</u>	<u>\$20.00</u>	<u>\$14.00</u>	<u>\$6.00</u>	<u>\$40.00</u>	<u>\$28.00</u>	<u>\$12.00</u>	
				SECTION 6 AGE GROUP COMPETITION A. Meet Formats & Qualifying 1. <u>Age Group Far Western Championships</u> 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. d. <u>Long Course Age Group Far Westerns Championships shall be held on the same weekend as the Long Course Senior Far Western Championships.</u> 2. Junior Olympic 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. Meets may include mixed gender relays. d. Meets shall be awarded to the host team by the Meet Award Committee. 6. Only times in the USA Swimming SWIMS database shall be acceptable to qualify for Junior Olympics 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. B. Eligibility 1. Individual Eligibility e. Athletes registered in other LSCs may swim in Pacific meets for which they qualify with the exception of Junior Olympics Age Group and 10 & Under Championships. SECTION 7 SENIOR COMPETITION A. Meet Formats & Qualifying 5. <u>Senior Far Western Championships</u> a. <u>Meets to be Preliminaries and Finals and may not include Time Trials.</u> b. <u>The minimum age shall be thirteen (13) years old.</u> c. <u>Meets shall be awarded to the host team by the LSC.</u> d. <u>Long Course Senior Far Western Championships shall be held on the same weekend as the Long Course Age Group Far Western Championships.</u> B. Eligibility							

Date Intro	Motion #	Type	Doc		Action
				1. Senior Meets a. In <u>Senior Far Western Championships</u>, 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. POLICIES & PROCEDURES SECTION VII LSC AGE GROUP CHAMPIONSHIP MEETS A. <u>Age Group</u> Far Western Championships 2. Eligibility a. <u>Age Group</u> Far Western Championship meets shall reach a proportionate number of the top age group athletes in Pacific Swimming and the surrounding LSC's in the following age groups: 10 and Under, 11-12, 13-14, 15-18. b. Athletes 19 and Over may compete in preliminaries and shall not be eligible for awards and scoring. c. Athletes shall compete in a maximum of 7 <u>3</u> individual events <u>per day</u>. d. Individuals or relays representing all-star teams shall not score team or relay points. Team points for places achieved by all-star team individuals or relays shall be discarded and not awarded. 3. Time standards shall be established as set forth in Section IX. 4. Meet Conduct a. Meets shall be no more than 4 competition days held at a single venue. b. Event order shall be determined by the Age Group Committee with input from the host club. c. The number of heats of distance events may be capped in advance due to timeline considerations. The number of heats offered shall be determined by the Age Group Committee with input from the host club and the Meet Referee. This statement shall be included in the Meet Announcement. d. Entries to the meet may be closed prior to entry deadline due to timeline considerations. The decision to close entry to the meet shall be determined by the Age Group committee with input from the host club and the Meet Referee. This statement shall be included in the Meet Announcement. e. Whenever a single age group has more than one relay event scheduled during finals on the same day, the shorter distance relay for that age group shall be scheduled at the beginning of finals. f. Short Course <u>Age Group</u> Far Western Championships shall be held <u>between March-April</u>, on the first full weekend in April, unless there is a conflict with Easter Sunday. A complete sanction and meet announcement shall be made available by December 1. Preliminaries shall start at 9:00 a.m. and finish no later than 1:30 p.m. (including distance timed finals). Championship Finals shall start no sooner than 1 hour after the finish of the preliminary session including distance timed finals. g. Long Course <u>Age Group</u> Far Western Championships should normally be conducted <u>as the conclusion to the long course season, in the last week in July.</u> A complete sanction and meet announcement shall be available by April 1. Preliminaries shall start at no earlier than 8:30 <u>9:00 a.m.</u>	

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				and finish no later than 2:30 p.m. (including distance timed finals). Championship Finals shall start no sooner than 1 hour after the finish of the preliminary session including distance timed finals. h. The meet shall be reviewed via a coach and club survey conducted by Pacific Swimming immediately following the meet. <u>B. Senior Far Westerns</u> 1. <u>Eligibility</u> a. <u>Senior Far Western Championship meets shall reach a proportionate number of the top age group athletes in Pacific Swimming and the surrounding LSC's in the following age groups: 13-14, 15-16, 17-18.</u> b. <u>Athletes 19 and Over may compete in preliminaries and shall not be eligible for awards and scoring.</u> c. <u>Athletes shall compete in a maximum of 3 individual events per day.</u> d. <u>Individuals or relays representing all-star teams shall not score team or relay points. Team points for places achieved by all-star team individuals or relays shall be discarded and not awarded.</u> 2. <u>Time standards shall be established as set forth in Section IX.</u> 3. <u>Meet Conduct</u> a. <u>Meets shall be no more than 4 competition days held at a single venue.</u> b. <u>Event order shall be determined by the Senior Committee with input from the host club.</u> c. <u>The number of heats of distance events may be capped in advance due to timeline considerations. The number of heats offered shall be determined by the Senior Committee with input from the host club and the Meet Referee. This statement shall be included in the Meet Announcement.</u> d. <u>Entries to the meet may be closed prior to entry deadline due to timeline considerations. The decision to close entry to the meet shall be determined by the Senior committee with input from the host club and the Meet Referee. This statement shall be included in the Meet Announcement.</u> e. <u>Whenever a single age group has more than one relay event scheduled during finals on the same day, the shorter distance relay for that age group shall be scheduled at the beginning of finals.</u> f. <u>Senior Long Course Far Western Championships should normally be conducted in summer as conclusion to long course season. in the last week in July. A complete sanction and meet announcement shall be available by April 1. Preliminaries shall start at no earlier than 8:30 9:00 a.m. and finish no later than 2:30 p.m. (including distance timed finals). Championship Finals shall start no sooner than 1 hour after the finish of the preliminary session including distance timed finals.</u> g. <u>The meet shall be reviewed via a coach and club survey conducted by Pacific Swimming immediately following the meet.</u> <u>B C. Adam Szmidt Memorial Age Group Championships</u> 1. <u>Eligibility</u> a. <u>Age Group Championship meets should reach a proportionate number of the top age group swimmers in Pacific Swimming in the following age groups: 10 and Under, 11, 12, 13, 14.</u> b. <u>Athletes shall compete in a maximum of 7 individual events.</u>	

Date Intro	Motion #	Type	Doc		Action
				2. Time standards shall be established as set forth in Section IX. 3. Meet Conduct a. Meets shall be no more than 3 competition days <u>and may be held at two venues.</u> b. The Winter Age Group Championships meet shall be held 2 Saturdays after Thanksgiving and before the end of the calendar year. The Spring meet shall be held 3 Saturdays prior to Spring Far Western Championships. The Summer meet shall be held 3 Saturdays prior to Summer Far Western Championships, unless there is a conflict with the 4th of July. SECTION VIII SCHEDULING 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 1st, 2nd, 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 three Age Group Championship meets, followed by all the remaining meets. f. Far Western Championship meets <u>may be</u> are awarded to meet hosts <u>annually or for a 2 year cycle</u> upon meet bids approved by the Board of Directors or the Executive Committee. Host responsibilities for the Winter Adam Szmidt Memorial Age Group Championship, the Spring Age Group Championship, the Summer Adam Szmidt Memorial Age Group Championship, the Far Western Short Course Championship, 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. 6. On protected dates (Official's Clinic, Fall House of Delegates meeting, <u>Athlete Leadership Summit</u>, and Far Western Championships), meets held by a USA Swimming member <u>club</u> 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 Western Championships, may be sanctioned and held.	
9/18/24	2409TFSEC01	F	Y	<u>TCA Sectional Finance Review Task Force</u> Motion to have a one-time adjustment to the percentage of entry fees collected by Pacific Swimming for the July Sectional meet hosted by TCA from 30% to 20%.	Passed
9/18/24	2409PER01	F	Y	<u>Competition Coordinator</u>	Passed

Date Intro	Motion #	Type	Doc		Action
				The Personnel Committee moves to allocate no more than \$75,000 from the Savings Account for one year (2024-2025 fiscal year) to fund a new staff position. After the first 9 months, this position will be re-evaluated and funds may be allocated from a different source.	
9/18/24	2409OFC01	B	Y	<u>Junior Officials</u> Motion to accept the Junior Officials membership category in Pacific Swimming as laid out by USA Swimming.	Passed
9/18/24	2409OFC02	P	Y	<u>Officials Travel Assistance Amendment</u> The Officials Committee moves to amend the Policies and Procedures to include an additional \$50 in assistance for assigned officials in qualifying positions, without an athlete entered in the meet. Section V Travel Expense Reimbursement C. Travel and Lodging Assistance for Officials 4. LSC Meets and National-level Meets held inside Pacific Swimming Boundaries a. Assigned Officials (Meet Referee, Starters, Deck Referees, <u>Lead</u> -Chief Judges and the Administrative Referees) working LSC Meets who reside 50 miles or more from the meet venue are eligible to receive a lodging reimbursement or subsidy as determined by the Board of Directors and supported by the Annual Budget. b. Travel Assistance shall be: (1) Meet Referee, Lead Administrative Referee, <u>Head Starter</u> , and Lead Chief Judge shall receive \$100 per night. (2) Deck Referees, Starters, Assistant Chief Judges, Assistant Administrative Referees shall receive \$50 per night. c. <u>Assigned Officials working the meet in said qualifying positions without an athlete entered in the meet may claim an extra \$50 per night in lodging reimbursement or subsidy. Assigned Officials working the meet in said qualifying positions without an athlete entered in the meet may instead of lodging choose to be reimbursed or subsidized for mileage at the annual federal rate. Mileage reimbursement or subsidy shall not exceed the per night lodging rate allowance.</u>	30-Day Passed 11/20/24
9/18/24	2409FIN01	R	Y	<u>National Meets Sanctioned by Pacific Swimming</u> The Finance Committee, with the recommendation of the Sectional Finance Review Task Force, moves to amend the Rules and Regulations to include the sanctioning of National level meets within Pacific Swimming at a rate of 20% on all individual and relay entry fees. SECTION 4 SWIM MEET PREPARATION 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). Notes: ... g. <u>The Pacific Swimming fee collected on individual and relay entries will be 20% of the designated amount listed in the meet announcement.</u>	30-Day Passed 10/16/24
9/18/24	2409FIN02	P	Y	<u>Other Meet Fees</u> Motion to amend the Policies and Procedures to include meets other than those already included in the Rules and Regulation.	30-Day Passed 10/16/24

Date Intro	Motion #	Type	Doc		Action
				SECTION III FEES C. Entry Fees 2. League and Other Meet Entry Fees a. All meets sanctioned by Pacific Swimming that do not fit any of the standard fee categories...	
9/18/24	2409SRC01	B	N	Postpone Implementation of Motion 2408SR03 Move to postpone the implementation of Motion 2408SR03 until January 1, 2025.	Passed
10/16/24 HOD	2410ADM01	L	Y	2410ADM01 - Bylaws Housekeeping Changes Motion to approve a one-time suspension of Pacific Swimming Policies and Procedures section I.B.2.a. for 60-day motions, and to adopt the 2024 Bylaws housekeeping changes mandated by USA Swimming. Summary of changes: Line 10 'FINA' changed to 'World Aquatics', Line 368 'his or her' changed to 'their', Line 539 'his/her' changed to 'their', Line 666 'his or her' changed to 'their', Line 811 'him' changed to 'them', Line 917 'herself or himself' changes to 'themselves', Line 1004 'his or her' changed to 'their', Line 1017 removed, replaced with line 1053 'World Aquatics - the international governing body for the sport of swimming.'	Approved
10/16/24 HOD	2410ADM02	F	Y	2410ADM02 - ADA Website Update Motion to approve a one-time expenditure of no more than \$4,000 to update the Pacific Swimming website so that it is machine readable for those who have visual impairment.	Approved
11/20/24	2411ATH01	P	Y	2411ATH01 - Minimum Athlete Representative Age The Athlete Committee moves to amend the Policies and Procedures to set the minimum age requirement for Athlete Representatives as 13 years of age and enrolled in at least 8th grade, and to introduce a new requirement for Athlete Representatives to complete the USA Swimming Athlete Protection Training course applicable to their age category. SECTION XVIII COMMITTEES AND COORDINATORS C. Athlete Committee 1. Definitions b. An Athlete Representative is any athlete elected or appointed to serve as a representative to the LSC, and who is eligible as defined in Article 14 of the Pacific Swimming Bylaws. <u>Athletes shall be at least 13 years of age and enrolled in 8th grade or above and must complete the USA Swimming Athlete Protection course applicable to their age category to become a representative.</u> c. The Athlete Committee is made up of the athlete representatives elected or appointed to serve as a representative for all athletes competing with the LSC.	30-Day Approved 1/15/25
11/20/24	2411DDEI01	F	Y	2411DDEI01 - MEFAP Online Meet Entry The DDEI Committee moves to spend no more than \$5,000 from the DDEI Grant line item for FastSwims to develop an online entry function so that athletes registered with an Outreach membership may enter meets online using the Meet Entry Fee Assistance Program (MEFAP).	Approved
11/20/24	2411AG01	R	Y	2411AG01 - R&R Housekeeping Changes The Age Group Committee moves to amend the Rules & Regulations to reflect the name change of Junior Olympics to Age Group Championships.	30-Day Approved 1/15/25

Date Intro	Motion #	Type	Doc		Action
				R&R SECTION 6 AGE GROUP COMPETITION A. Meet Formats & Qualifying 2. Junior Olympic Age Group Championships 6. Only times in the USA Swimming SWIMS database shall be acceptable to qualify for Junior Olympics <u>Age Group</u> Championships and Far Westerns level competition and LSC Championship meets. B. Eligibility 1. Individual Eligibility e. Athletes registered in other LSC's may swim in Pacific meets for which they qualify with the exception of Junior Olympics <u>Age Group Championships</u> and 10 & Under Championships.	
11/20/24	2411AG02	P	Y	2411AG02 - LSC Championship Meets The Age Group Committee moves to make slight adjustments to the Policies and Procedures to reflect what is already being done in practice and to allow more flexibility for when championship meets are scheduled. P&P SECTION VII LSC AGE GROUP CHAMPIONSHIP MEETS A. Far Western Championships 3. Meet Conduct f. Short Course Far Western Championships shall be held <u>between March-April, on the first full weekend in April, unless there is a conflict with Easter Sunday.</u> A complete sanction and meet announcement shall be made available by December 1. Preliminaries shall start at 9:00 a.m. and finish no later than 1:30 p.m. (including distance timed finals). g. Long Course Far Western Championships should normally be conducted in the summer as the conclusion to the long course season, in the last week in July. A complete sanction and meet announcement shall be available by April 1. Preliminaries shall start at <u>no earlier than 8:30 a.m. 9:00 a.m. and finish no later than 2:30 p.m. (including distance timed finals).</u> B. Age Group Championships 3. Meet Conduct a. Meets shall be no more than 3 competition days <u>and may be held at two venues.</u> b. The Winter meet shall be held <u>2 Saturdays after Thanksgiving in December.</u>	30-Day Approved 1/15/25
11/20/24	2411SR01	F	Y	2411SR01 - Senior Meet Awards The Senior Committee moves to allocate no more than \$500 from the Senior Meet Host Incentive (line item 52075) to provide awards for the Senior Open P&F on February 15-16.	Approved
11/20/24	2411SR02	B	Y	2411SR02 - Postponing Senior Meet Eligibility The Senior Committee moves to further postpone implementation of Motion 2408SR03 - Senior Meet Eligibility until <u>September 1 the beginning of Long Course season 2025.</u> <u>A.Green moved to amended, V.Hernández 2nd</u>	Approved
11/20/24	2411FVC01	R	Y	2411FVC01 - National Meets Sanctioned by Pacific Swimming	30-Day

Date Intro	Motion #	Type	Doc		Action
				The Finance Vice Chair moves to amend the Rules and Regulations to include the sanctioning of National level meets within Pacific Swimming at a rate of 20% on all individual and relay entry fees. SECTION 4 SWIM MEET PREPARATION B. Entry Fees 1. Notes: ... g. The Pacific Swimming fee collected on individual and relay entries <u>for national level meets hosted by Pacific Swimming clubs</u> will be 20% of the designated amount listed in the meet announcement.	Approved 1/15/25
11/20/24	2411GOV01	P	Y	2411GOV01 - Policies and Procedures Committee Updates Motion to amend the following Pacific Swimming Policies and Procedures, as detailed herein: 1. Section I, Governance, to add provisions to define streamline, and document non-substantive housekeeping changes to our governing documents. (This includes updating contact information in the Crisis Management & Disaster Recovery Plan, added as new Section XX below.) 2. Section XVIII, Committees and Coordinators, to add a new placeholder section for the Club Development Committee, whose Chair is designated as a member of the HOD by R&R 2.B.3.a. 3. Section XVIII, Committees and Coordinators, to add new policies and procedures for the DDEI, Finance, and Safe Sport committees. 4. Add new Section XX to contain the Pacific Swimming Crisis Management & Disaster Recovery Plan approved by the Board of Directors, with some suggested non-substantive housekeeping adjustments. SECTION I GOVERNANCE B. Board of Director and Executive Committee Meetings 2. Meeting Motions a. <u>Except for changes mandated by USA Swimming, motions made changing the Bylaws shall require a 60-day wait before a vote for approval and all Bylaws changes shall be approved by the House of Delegates.</u> b.-e. [unchanged] D. Governing Documents 4. <u>The changes listed below to the Pacific Swimming Rules and Regulations and Policies and Procedures documents shall be considered housekeeping changes, provided that they do not alter the substance, meaning, or intent of a rule, regulation, policy, or procedure. Housekeeping changes may be made or approved by the Administrative Vice-Chair, and do not require approval of the House of Delegates, Board of Directors, or Executive Committee. The Administrative Vice Chair shall report the approval of new housekeeping changes at the next Board of Directors or Executive Committee meeting and shall record such changes in the change log for that document. Housekeeping changes are limited to the following:</u> a. <u>Document formatting and layout</u> b. <u>Numbering and lettering of sections, subsections, and paragraphs, provided their sequence is not altered, and provided that all direct references to such numbering and lettering elsewhere in any and all Governing Documents are found and changed to match</u>	30-Day Approved 1/15/25

Date Intro	Motion #	Type	Doc		Action
				<u>c. Updates to other internal or external references, procedural names, numbers, and dates (e.g., title, revision number, date effective) that do not change content</u> <u>d. Correction of spelling and other typographic errors</u> <u>e. Correction of grammar, provided it does not in any way alter the substance, meaning, or intent of the surrounding language.</u> <u>f. Updates to individual names, organizational names, and contact information to reflect current responsibilities.</u> <u>g. Converting gendered to gender-neutral pronouns.</u> SECTION XVIII COMMITTEES AND COORDINATORS <u>G. Club Development Committee (reserved for future use)</u> <u>H.G. Disability, Diversity, Equity & Inclusion Committee (DDEI)</u> 1. Refer to Section XIV of these Policies and Procedures. <u>1. Statement of Purpose: Pacific Swimming's Disability, Diversity, Equity & Inclusion Committee aims to increase access to swimming in all facets through empowering athletes, promoting role models, and supporting relationships and mentorship for all who are engaged in swimming. We strive to create a welcoming environment to bring in new and diverse participants and retain them for lifelong enjoyment of the sport.</u> <u>2. Committee Members:</u> <u>a. Committee Chair, appointed by the Pacific Swimming General Chair (1)</u> <u>b. Age Group Committee representative, appointed by the Age Group Committee (1)</u> <u>c. Senior Committee representative, appointed by the Senior Committee (1)</u> <u>d. Coach representative, appointed by the Coaches Committee (1)</u> <u>e. Zone representative appointed by each of the five Zones (5)</u> <u>f. At least one At-Large member, appointed by the Pacific Swimming General Chair (1)</u> <u>g. Athlete Representatives sufficient to comprise at least 20% of the voting membership of the committee, appointed by the Athlete Committee</u> <u>3. Frequency of meetings: the committee shall meet once a month or unless the committee agrees not to meet or is cancelled by the chair with advanced notice. Additional subcommittee meetings shall be scheduled as need for subcommittee projects. Meetings shall be at the call of the Chair, or of any three members of the committee, with at least five days' notice.</u> <u>4. The committee shall review all programs requesting support from Pacific Swimming, and shall otherwise implement all aspects of the Disability, Diversity, Equity, and Inclusion Program detailed in section XIV of these Policies and Procedures.</u> <u>5. The DDEI Chair or designated representative shall serve on the Budget Committee, and as a non-voting participant on the Age Group, Senior, Investment, and Finance committees.</u>	

				<u>J.F. Finance Committee</u> 1. The Finance Committee is established by Article 7 of the Pacific Swimming Bylaws, and shall operate as detailed therein. <u>1. The Finance Committee operates as established in Article 7 of the Pacific Swimming Bylaws, and ensures that all financial operations are conducted under the highest standards of integrity and ethics and in compliance with strict internal controls to safeguard the organization's assets and provide a strong financial foundation.</u> <u>2. Committee Members are as established in Article 7 of the Pacific Swimming Bylaws.</u> <u>3. Term Limits: as specified in the Pacific Swimming Bylaws for elected members.</u> <u>4. Frequency of meetings: the Committee shall meet monthly at least ten times per year, and more often as needed to conduct the business of the Committee. Meetings shall be at the call of the Chair, or of any three members of the Committee, with at least five days' notice.</u> <u>5. Duties as outlined in Pacific Swimming Bylaws Article 7, and additional policies in Pacific Swimming Policies & Procedures section II (Budget and Finance).</u> <u>Q.P. Safe Sport Committee</u> (reserved for future use) <u>1. The Safe Sport Committee oversees, promotes, and assists with implementation of Safe Sport policies and practices throughout Pacific Swimming, as promulgated by USA Swimming and the U.S. Center for SafeSport. The Safe Sport Committee and its members spread the message of Safe Sport and raise awareness for the LSC's member clubs. Their role is to promote and educate, but is not to investigate Safe Sport incidents.</u> <u>2. Voting committee members:</u> <u>a. Safe Sport Coordinator, appointed by the LSC General Chair (1)</u> <u>b. One Safe Sport representative appointed by each Zone (5)</u> <u>c. At least two Athlete Representatives (2)</u> <u>3. Term limits: none except as specified in the Bylaws for elected or appointed members.</u> <u>4. Frequency of meetings: the committee shall meet monthly at least ten times per year, and more often as needed to conduct the business of the committee. Meetings shall be at the call of the Chair, or of any three members of the committee, with at least five days notice.</u> <u>5. LSC Safe Sport Coordinator - duties and responsibilities</u> <u>a. Chair meetings of the Pacific Swimming Safe Sport Committee.</u> <u>b. Represent Pacific Swimming at USA Swimming Zone and National Safe Sport meetings, and at other meetings requiring Pacific Swimming Safe Sport representation.</u> <u>c. Communicate relevant Safe Sport information and updates to the LSC and the Committee.</u> <u>d. Be knowledgeable about all Safe Sport Program components and generally be able to describe the Safe Sport Program Framework.</u> <u>e. Understand the complaint reporting structure and immediately refer all reports of Safe Sport related violations to the national office.</u> <u>f. Serve as a Safe Sport "ambassador" for Pacific Swimming.</u> <u>g. Work with the LSC webmaster to post Safe Sport materials and/or link to USA Swimming Safe Sport program site and be able to direct members to relevant materials.</u> <u>h. Advise and assist the LSC and its Club and individual members as needed with Safe Sport Certification, training, or issues that may arise.</u>	
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				i. <u>Serve as an information resource for LSC clubs and members, helping to identify and connect them with local educational partners and resources.</u> j. <u>Work to encourage and increase training opportunities for the LSC, possibly including:</u> (1) <u>Incorporate Safe Sport into Swimposium, House of Delegates, or other LSC hosted meetings/workshops.</u> (2) <u>Work with meet hosts to include Safe Sport information/fliers in meet information, heat sheets, meet packets, etc.</u> (3) <u>Develop strategy to encourage parents and athletes to take the free training provided by USA Swimming for Safe Sport.</u> (4) <u>Share successful ideas with national office staff to share across other LSCs.</u> k. <u>Solicit and receive feedback and suggestions on the Safe Sport policies and programs from the LSC clubs and membership and provide that feedback to the USA Swimming Safe Sport Committee and national office staff.</u> l. <u>Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.</u> 6. <u>Zone Safe Sport representatives - duties and responsibilities</u> a. <u>Represent their Zone and vote at meetings of the Pacific Swimming Safe Sport Committee, and at other meetings requiring Safe Sport representation from their Zone.</u> b. <u>Communicate relevant Safe Sport information and updates to their Zone members.</u> c. <u>Serve as a Safe Sport "ambassador" for their Zone.</u> d. <u>Generally, serve as an extension of the LSC Safe Sport Coordinator, helping to carry out their duties and responsibilities within their Zone.</u> <u>SECTION XX</u> <u>CRISIS MANAGEMENT AND DISASTER RECOVERY PLAN</u> <u>A. Purpose. An LSC crisis may occur in several different situations including times when the integrity or reputation of Pacific Swimming is threatened by adverse or negative attention; when, in the eyes of the media, public, or its membership, Pacific Swimming did not react to a given situation in an appropriate or timely manner, or when an emergency arises that may threaten the operations of the permanent offices of Pacific Swimming. During these times, it is vital that Pacific Swimming effectively manages communication through a formal, clearly defined channel to mitigate the crisis or any serious negative repercussions while maintaining its reputation of leadership and transparency. This Pacific Swimming Crisis Management Plan manages the distribution of critical, often sensitive, information to the media, the public, and its members, while the Disaster Recovery Plan is designed to insure business continuity by protecting the LSC from threats to its physical assets and IT-disabling disasters.</u> <u>B. Role of the Pacific Swimming Board of Directors in Crisis Management and Disaster Recovery Planning. Under nonprofit governance laws, the members of the Pacific Swimming Board of Directors have the duty to exercise a high standard of care in managing the business of the organization. In an emergency, this duty extends to ensuring that the assets of the organization are protected and helping the organization manage its</u>	

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				<u>communications with key stakeholders, members, strategic partners, employees, news media, and the community. The board's responsibility prior to a crisis is twofold: 1) to be sure there is a crisis management/disaster recovery plan in place and 2) to know and understand its own role in helping the organization through a crisis.</u> <u>C. Descriptions of Key Positions:</u> <u>1. Spokesperson. General Chair or Designee - The person authorized to speak to the news media, public, membership, and stakeholders during a crisis.</u> <u>2. Information Officer(s). Person(s) appointed by the General Chair and approved by the Pacific Swimming Board of Directors. The incident leader of the crisis communication plan who is charged with conducting the preliminary investigation of the crisis by gathering information from all relevant sources.</u> <u>3. Crisis Communication Team. Members of the Crisis Communication Team shall be constantly accessible any time of the day or night.</u> <u>a. Primary Team. Spokesperson, Information Officer, USA Swimming Representative, Legal Counsel, Office Staff.</u> <u>b. Secondary Team. Remaining members of the Pacific Swimming Executive Committee and the Secretary.</u> <u>c. Situational. The General Chair and Information Officer may collaboratively identify other individuals to serve on the crisis communication team based on their expertise and/or relationship to the situation. This may include the Officials Chair, Governance Chair, Diversity Chair, etc.</u> <u>4. Stakeholders. Stakeholders are those members of key constituent groups who have a vested interest in Pacific Swimming. They include:</u> <u>a. USA Swimming</u> <u>b. Pacific Swimming Board of Directors and Staff Members</u> <u>c. Pacific Swimming Members - Clubs, Leagues, Coaches, Athletes, Non-Athletes</u> <u>d. Parents/Guardians of Pacific Swimming member athletes</u> <u>e. LSC Volunteers (committees, events, etc.)</u> <u>f. Partner Organizations and Sponsors</u> <u>g. Media and the Public</u> <u>D. General Procedures</u> <u>1. The General Chair, or their designee, is responsible for issues management. It is the responsibility of all Pacific Swimming board and staff members to constantly monitor the LSC and national swimming environments as well as the local, state, and national news coverage of issues or trends that might lead to public relations problems for Pacific Swimming. Upon becoming aware of the existence of any potentially harmful situation, board and staff members are required to contact the General Chair with as much information and documentation as possible regarding the potential situation. The General Chair or their designee, in consultation with selected board members and staff, shall immediately create and implement a plan that could include intervention or mediation to help mitigate any impending crisis.</u> <u>2. Realizing that not all crises are preventable, it is the responsibility of the Pacific Swimming Board of Directors, through the office of the General Chair, to have an appropriate crisis preparation plan in place that includes the education of all board members with respect to that plan and their roles during a crisis.</u>	

Date Intro	Motion #	Type	Doc		Action
				<u>3. The General Chair, or their designee, shall serve as the Spokesperson in the event of a crisis. If approached, board members should refer all inquiries to the designated Spokesperson.</u> <u>4. The Board of Directors shall review the current LSC crisis management plan at the first Board of Directors meeting following the fall Pacific Swimming HOD meeting, to ensure that all board members are aware of the procedures and their roles during a crisis. The General Chair shall bring forth for board approval two recommended appointees to serve as a potential crisis Information Officer for the upcoming year. These appointees shall be current members of the Pacific Swimming Board of Directors, be readily available to lead the investigation of a crisis, be thorough and detail-oriented, and possess the ability to remain calm under pressure.</u> <u>5. Should a crisis arise during the year that requires activation of the Pacific Swimming crisis management plan, the General Chair shall select one of the two approved appointees as the Information Officer for that situation. That selection shall be based primarily on the nature of the crisis with respect to both the board position of the selected appointee and their relationship to the crisis situation.</u> <u>E. Best Practices. In the event of a crisis, the Board of Directors of Pacific Swimming shall adhere to the following best practices:</u> <u>1. Crisis prevention is a priority for Pacific Swimming and is supported by continually maintaining sound business practices and effective internal and external communications.</u> <u>2. The Board of Directors should budget and facilitate media training for the designated Spokesperson and staff members to learn strategies to effectively deal with the media during times of crisis. Pacific Swimming board members and staff shall remain focused under pressure to allow for the best possible handling of the crisis. It is imperative to ensure that the business operations of Pacific Swimming continue to be carried out effectively and professionally during any time of crisis.</u> <u>3. Pacific Swimming understands the urgency in getting its message out first. This allows Pacific Swimming to better control the content and its accuracy as well as stabilizing the situation and solidifying the reputation of Pacific Swimming. Crisis communication planning shall be designed to help manage the first 48 hours of an emergency.</u> <u>4. After gathering facts to help understand the crisis, it is imperative that Pacific Swimming communicates the right message. Consultation with legal counsel may be necessary to ensure that appropriate information is shared at the appropriate time(s).</u> <u>5. Board members should direct phone calls and emails to the designated Spokesperson. The Spokesperson is responsible for following up with all communications including phone calls and emails. Under no circumstances should a board member provide any information other than the contact information for the Spokesperson when approached.</u> <u>6. As soon as possible upon receipt of any information pertaining to the crisis, board members should immediately relay information to the Information Officer.</u> <u>7. Private conversations among board members are the preferred method of communication during a time of crisis. Members of the Pacific Swimming Board of Directors should minimize the use of email communications related to any existing crisis during the activation of the crisis management plan.</u>	

Date Intro	Motion #	Type	Doc		Action
				8. <u>The Information Officer shall share information regarding the crisis with the board members and stakeholders of Pacific Swimming at the appropriate time.</u> 9. <u>Issues regarding personnel and Administrative Board of Review matters are to remain confidential.</u> 10. <u>The Pacific Swimming Office shall serve as the permanent repository for all critical Pacific Swimming documents, news releases, and/or fact sheets related to any crisis.</u> F. <u>CRISIS MANAGEMENT PLAN - Process</u> 1. <u>Notification. The General Chair should be immediately notified of any impending or existing crisis by staff and/or board members of Pacific Swimming.</u> 2. <u>Assessment of the Situation. Upon receiving notification of an impending or existing crisis, the General Chair shall either activate an intervention/mediation plan or appoint one of the two approved Information Officers to initiate an investigation.</u> 3. <u>Appointment of the Information Officer. Based on the nature of the crisis, the General Chair shall appoint an Information Officer from the two individuals previously approved by the Pacific Swimming Board of Directors to initiate the investigation. This investigation should:</u> a. <u>Assess what, when and where it happened.</u> b. <u>Determine who is affected.</u> c. <u>Identify why it happened and/or what or who caused it.</u> d. <u>Investigate and assess the reaction to the incident.</u> e. <u>Interview and collect all facts and documents.</u> f. <u>Assess possible repercussions of the incident.</u> g. <u>Ascertain when more information might become available.</u> h. <u>Present recommendations to the General Chair as to how to prevent a recurrence.</u> 4. <u>Contact information for the Information Officer is listed in Appendix A and Keep Information Officer Updated. Board members should supply them the Information Officer with any pertinent information as soon as they are made aware. Contact information for the Information Officer is listed in the Key Positions section below.</u> 5. <u>Activation of Crisis Communication Team. Depending on the situation, the Information Officer shall convene the primary and/or primary and secondary crisis communication team(s) via conference call or in-person meeting.</u> a. <u>The crisis communication team shall be alerted by a phone call; use of email is discouraged. It is imperative that the Information Officer has up-to-date contact information for all members of the crisis management team.</u> b. <u>The information Officer may engage others in the process based on the situation.</u> 6. <u>Before Going Public – the Crisis Communication Team shall:</u> a. <u>The Crisis Communication Team shall aAssess the situation to determine facts and begin planning based on information gathered and presented by the Information Officer.</u> b. <u>The crisis communication team shall cCompose an appropriate response to the crises.</u> c. <u>The crisis communication team shall cConstruct a plan/process and timetable that appropriately addresses the crisis.</u>	

Date Intro	Motion #	Type	Doc		Action
				<u>4. CRISIS COMMUNICATION TEAM</u> <u>Primary Team Spokesperson(s): Lehla Irwin, Verónica Hernández</u> <u>Information Officers: Cindy Rowland, Mary Ruddell</u> <u>Staff Support: Laurie Benton, Member Services Email: laurie@pacswim.org</u>	
11/20/24	2411GOV02	R	Y	2411GOV02 - Rules and Regulation Housekeeping Motion to amend the Rules & Regulations to remove references to two obsolete committees, the Nominating Committee (now part of the Governance Committee per our Bylaws), and the Times Recognition Committee. R&R SECTION 1 ZONES K. Zone Representatives 1. Each Zone is responsible for appointing and/or electing Zone representatives to LSC committees such as the Nominating Committee , Officials Committee, Scheduling Committee, Athlete Committees and other standing or ad hoc LSC committees when Zone representation is required or desire. SECTION 13 JOB DESCRIPTIONS C. Duties and Responsibilities of General Chair and Vice Chairs 3. Program Operations Vice Chair a. (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, Time Recognition , Zone Chairs, and Governance Committee.	30-Day Approved 1/15/25
11/20/24	2411FIN01	B	Y	2411FIN01 – Annual Club Registration Fee for Existing Clubs The Finance Committee moves to retain the amount charged for the Pacific Swimming Annual membership fee.	Approved
11/20/24	2411FIN02	R	Y	2411FIN02 – Annual Club Registration Fee for New Clubs The Finance Committee moves to amend the Rules and Regulations, Section 3 A.4. Registration and Membership Fees to add the following: j. <u>The membership fee for a New Annual Club shall be the USA Swimming New Annual Club membership fee plus \$25</u> k. <u>The membership fee for an Outreach Club shall...</u>	30-Day Approved 1/15/25

Respectfully Submitted by,
 Zach Silverman, Gracie Goss, Amy Chen/ Verónica Hernández
 Secretary - Pacific Swimming Board of Directors