

Governance Committee motion 2506GOV01 (30-day motion)

Motion: to amend the following Pacific Swimming Policies and Procedures:

1. Section I, Governance, to align with our existing Rules & Regulations defining minimum qualifications for all Vice Chair board positions.
2. Section XIII, rename to include travel teams, and add new Sections B through F detailing the revised Pacific Swimming codes of conduct for camps and travel teams.
3. Section XVII, Safety and Risk, to add a description of the Operational Risk Coordinator position (and optional committee) as required by the LSC Bylaws.
4. Section XIX, Leagues Administration, to remove the old Pacific Swimming Travel Policy and forms, replaced by the revised Pacific Swimming codes of conduct in Section XIII.

Detailed changes:

SECTION I GOVERNANCE

C. Elections

1. Candidates for the offices of General Chair, Administrative Vice Chair, Finance Vice Chair, Program Operations Vice Chair-Program Operations, and Program Development Vice Chair-Program Development shall meet the qualifications as stated in the Bylaws and Rules and Regulations.
2. The Governance Committee is responsible for ensuring that the candidates they present to the Board of Directors for the offices of General Chair, Administrative Vice Chair, Finance Vice Chair, Program Operations Vice Chair-Program Operations, and Program Development Vice Chair-Program Development have met the Bylaws and Rules and Regulations criteria.
3. Candidates for the offices of General Chair, Administrative Vice Chair, Finance Vice Chair, Program Operations Vice Chair-Program Operations, and Program Development Vice Chair-Program Development may be nominated from the floor of the House of Delegates. These nominees or their nominators shall present documentation at that time, to the satisfaction of the House of Delegates, that the candidate meets the Bylaws and Rules and Regulations criteria.

SECTION XIII CAMPS AND TRAVEL TEAMS

A. Camps (9/18/2024)

- 1.-4. Unchanged

B. Athlete Code of Conduct

1. All athletes participating in a Pacific Swimming All-Star team or Camp shall agree to and sign the Athlete Code of Conduct, including Conduct within Hotels when applicable, to participate in the event. The athlete's legal guardian shall also sign the Athlete Code of Conduct.

2. The Athlete Code of Conduct is as follows:
 - a. I shall adhere to USA Swimming's Rules and Regulations, MAAPP, and Code of Conduct Article 304.
 - b. I shall represent Pacific Swimming in a positive manner and exhibit good sportsmanship.
 - c. I shall attend team functions which include, but are not limited to, meetings, practices, meals, presentations and competition, unless otherwise excused or instructed by a coach or designated person in charge of the event.
 - d. I shall not exhibit sexist, racist, homophobic, or otherwise inappropriate behavior.
 - e. I shall treat coaches, officials, athletes, and spectators with respect.
 - f. I shall remain with the team and/or staff unless authorized by the Head Coach or Manager.
 - g. I shall not consume or possess alcohol or controlled substances for the duration of the event.
 - h. I consent that my personal items, including luggage, may be subject to inspection.
 - i. I agree that any damages and/or losses incurred shall be at my own expense.
3. An athlete that violates this Code of Conduct will be subject to disciplinary action that includes, but is not limited to:
 - a. Dismissal from the event and immediate return home at the athletes' own expense
 - b. Removal from one or more events (for All-Star meets only)
 - c. Disqualification from future Pacific Swimming events
 - d. Additional financial penalties
 - e. Proceedings by the USA Swimming National Board of Review and/or Pacific Swimming Administrative Review Board

C. Chaperone/Manager Code of Conduct

1. All non-athlete non-coach members participating in a Pacific Swimming sanctioned All-Star team or Camp shall agree to and sign the Chaperone/Manager Code of Conduct, including Conduct within Hotels when applicable, to participate in the event.
2. The Chaperone/Manager Code of Conduct is as follows:
 - a. I shall adhere to USA Swimming's Rules and Regulations, MAAPP, and Code of Conduct Article 304, including but not limited to two-deep leadership and observable and interruptible interactions with athletes.
 - b. I shall represent Pacific Swimming in a professional and positive manner and exhibit good sportsmanship.
 - c. I shall not exhibit sexist, racist, homophobic, or otherwise inappropriate behavior.
 - d. I shall treat coaches, officials, participants, and spectators with respect.
 - e. I shall prioritize athlete well-being and safety.
 - f. I shall remain with the team and/or staff unless authorized by the Head Coach or Manager.
 - g. I shall not consume or possess alcohol or controlled substances for the duration of the event.
 - h. I shall report any violations of the Code of Conduct or MAAPP. Chaperones and managers are not allowed to use discretion in deciding when to report violations.

- i. I consent that my personal items, including luggage, may be subject to inspection.
 - j. I agree that any damages and/or losses incurred shall be at my own expense.
3. A chaperone that violates this Code of Conduct will be subject to disciplinary action that includes, but is not limited to:
- a. Dismissal from the event and immediate return home at the coach's/manager's own expense
 - b. Disqualification from future Pacific Swimming events
 - c. Additional financial penalties
 - d. Proceedings by the USA Swimming National Board of Review and/or Pacific Swimming Administrative Review Board
4. In addition to signing the Athlete Code of Conduct, the legal guardian of any athlete participating in a Pacific Swimming event may be required to sign a Parent/Guardian Code of Conduct.

D. Coach Code of Conduct

1. All coaches participating in a Pacific Swimming sanctioned All-Star team or Camp shall agree to and sign the Coach Code of Conduct, including Conduct within Hotels when applicable, to participate in the event.
2. The Coach Code of Conduct is as follows:
- a. I shall adhere to USA Swimming's Rules and Regulations, MAAPP, and Code of Conduct Article 304, including but not limited to two-deep leadership and observable and interruptible interactions with athletes.
 - b. I shall represent Pacific Swimming in a professional and positive manner and exhibit good sportsmanship.
 - c. I shall not exhibit sexist, racist, homophobic, or otherwise inappropriate behavior.
 - d. I shall treat coaches, officials, participants, and spectators with respect.
 - e. I shall prioritize athlete well-being and safety.
 - f. I shall remain with the team and/or staff unless authorized by the Head Coach or Manager.
 - g. I shall not consume or possess alcohol or controlled substances for the duration of the event.
 - h. I shall report any Code of Conduct violations. Coaches cannot use discretion in deciding when to report violations.
 - i. I consent that my personal items, including luggage, may be subject to inspection.
 - j. I agree that any damages and/or losses incurred shall be at my own expense.
3. A coach that violates this Code of Conduct will be subject to disciplinary action that includes, but is not limited to:
- a. Dismissal from the event and immediate return home at the coaches' own expense
 - b. Disqualification from future Pacific Swimming events
 - c. Additional financial penalties
 - d. Proceedings by the USA Swimming National Board of Review and/or Pacific Swimming Administrative Review Board

E. Parent/Guardian Code of Conduct

1. The Parent/Guardian Code of Conduct is as follows:
 - a. If I travel to the event, I shall limit my interactions with my athlete(s) to observing from the designated parent areas.
 - b. I shall direct any concerns to the Head Coach or Head Chaperone.
 - c. I shall support the Pacific Swimming All-Star team by showing respect to coaches, officials, athletes, and spectators.
 - d. I shall not exhibit sexist, racist, homophobic, or otherwise inappropriate behavior.

F. Conduct within Hotels

1. For overnight travel, chaperones shall should stay in nearby rooms as assigned.
2. Curfews shall be established for each day of the trip. There should be one curfew for athletes to be in their assigned rooms and another for lights-out and quiet.
3. Any athlete who is out of his or her room after the room curfew without permission from the chaperone must be reported as in violation of the travel policies.
4. Athletes who entertain guests of opposite gender in a hotel room must have explicit permission from a chaperone.
5. When any group (including athletes not staying in that room) gathers in a room, the door shall remain open and the chaperone's permission is required.
6. Athletes should not go into the halls or lobby unless they are dressed appropriately.
7. I agree that any incidental room charges shall be at my own expense. Athletes shall not incur any incidental room charges (room service, movies, internet access) without first obtaining the permission of the assigned chaperone.
8. Any damages, excessive mess, or loss incurred at a hotel will be the expense of the athletes assigned to that room and further disciplinary action will be taken.
9. No loud or boisterous behavior will be tolerated in the hallways or public areas.
10. When visiting public places, athletes must remain in groups, of size specified by the chaperone. Athletes 12 and under must be accompanied by a chaperone.

SECTION XVII

SAFETY AND RISK

A. Air Quality Issues Affecting Meet Operation [unchanged]

B. Operational Risk Coordinator ~~(reserved for future use)~~

1. Purpose: the Operational Risk Coordinator shall oversee and advise the risk and safety program(s) established by Pacific Swimming and its Zones, and shall serve as the liaison between the Pacific Swimming Board of Directors and the National Operational Risk Committee and any other relevant external organizations or individuals.

2. Appointment: the Operational Risk Coordinator shall be appointed by the General Chair without a specific term limit, and shall serve until replaced by the General Chair or until they otherwise vacate the position.
3. Minimum Qualifications: the Operational Risk Coordinator shall be and remain a Member in good standing of USA Swimming and Pacific Swimming, and shall maintain or exceed the certifications required for a Meet Director including background check level. Paid staff may serve if they meet these requirements.
4. Duties: the Operation Risk Coordinator shall:
 - a. Represent Pacific Swimming at National Operational Risk Committee meetings and calls, and other relevant safety and risk activities.
 - b. Report to the Board of Directors and the Zones all relevant safety and risk information and updates.
 - c. Oversee and facilitate updates to the Safety Program web page(s) and resources on the Pacific Swimming website to maintain the most current safety information and recommendations for all LSC members.
 - d. Receive and review all Reports of Occurrence involving Pacific Swimming, and identify and report to the Board of Directors and the Zones any unusual safety issues or emerging trends.
 - e. Advise Pacific Swimming members as needed regarding USA Swimming insurance questions and needs, and other safety and risk related matters.
 - f. Oversee and facilitate the annual review and renewal of Pacific Swimming insurance coverages, and recommend any needed changes or additions to coverage.
 - g. At the call of the General Chair or the Operational Risk Coordinator, convene and chair the Safety and Risk Committee as outlined herein.

C. Safety and Risk Committee (optional)

1. Purpose: the Safety and Risk Committee shall develop and propose motions to the Board of Directors or the House of Delegates to address and mitigate significant safety or risk issues that may emerge within Pacific Swimming.
2. Committee Members shall consist of:
 - a. Operational Risk Coordinator appointed by the General Chair (1)
 - b. Zone Safety representative or Zone Chair as chosen by each Zone (5)
 - c. Two Athlete Representatives appointed by the Athlete Committee (2)
 - d. General Chair or their designee (ex officio) (1)
3. Term limits: none except as specified in the Bylaws for elected members.
4. Frequency of meetings: the committee shall meet at the call of the General Chair or the Operational Risk Coordinator, with at least five days' notice, at a frequency and duration they shall determine in coordination with the committee members.

SECTION XIX
LEAGUE ADMINISTRATION

[A.-H. unchanged]



~~Pacific LSC Travel Policy~~

~~Swimmers and their parents/legal guardians must read, agree to, and sign the following before traveling:~~

- ~~• Travel Policy (this document)~~
- ~~• Code of Conduct~~
- ~~• Medical consent and release~~
- ~~• Liability release, waiver, or permission to participate~~

Chaperones and coaches must sign the travel policy (this document).

By signing this travel policy, participants agree to the following rules and policies:

- ~~1) When only one athlete and one coach travel to a competition, the athlete must have written permission from his or her parents/legal guardian in advance to travel alone with the coach. The coach must bring the signed form on the travel trip. (USA swimming, rule 305.5.3)~~
- ~~2) Athletes, parents, coaches, and other adults traveling with a club must sign that club's travel policies. (Required by the USA swimming rulebook, rule 305.5.4)~~
- ~~3) In the event of any violations of the travel code, Code of Conduct (article 304), or USA Swimming Athlete Protection Policies (article 305), the chaperone or head coach shall make a written report of all violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor athlete.~~
- ~~4) The possession, use, or sale/distribution of any illegal substance or any form of weapon is forbidden. The sale or distribution of controlled substances to others is also forbidden.~~

Chaperones

- ~~5) A chaperone (also called team manager) is an adult (21 years of age or older) who is not also a coach.~~
- ~~6) Chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (USA Swimming, Rule 305.5.2)~~
- ~~7) The use of alcoholic beverages by chaperones is prohibited.~~
- ~~8) Chaperones are required to report any violation of the rules. Chaperones cannot use discretion in deciding when to report violations.~~

Two-Deep Leadership

~~Two-deep leadership is an athlete safety procedure specifying that every activity involving youth must have at least two adults (coaches and/or chaperones) present.~~

- 9) ~~When doing room checks, attending team meetings and/or other activities, coaches and chaperones must maintain two-deep leadership.~~
- 10) ~~When only one athlete and one coach travel to a competition, the coach and athlete should attempt to establish a “buddy” on another team to facilitate two-deep leadership.~~

Code of Conduct / Honor Code

- 11) ~~Swimmers and chaperones will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.~~
- 12) ~~The possession or use of alcohol or tobacco products by any athlete is prohibited.~~
- 13) ~~Swimmers are to refrain from inappropriate physical contact at team activities and events.~~
- 14) ~~Swimmers are to refrain from use of inappropriate language.~~
- 15) ~~Swimmers’ bags and belongings are subject to inspection by chaperones at any time.~~

Conduct within Hotels

- 16) ~~Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (Required by USA swimming rule 305.5.1.)~~
- 17) ~~During overnight travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age.~~
- 18) ~~For overnight travel, chaperones shall stay in nearby rooms.~~
- 19) ~~Curfews shall be established for each day of the trip. There should be one curfew for athletes to be in their assigned rooms and another for lights out and quiet. Any swimmer who is out of his or her room after the room curfew without permission from the chaperone must be reported as in violation of the travel policies.~~
- 20) ~~Swimmers who entertain guests of opposite gender in a hotel room must have explicit permission from a chaperone. When any group (including athletes not staying in that room) gathers in a room, the door shall remain open and the chaperone’s permission is required.~~
- 21) ~~Swimmers should not go into the halls or lobby unless they are dressed appropriately.~~
- 22) ~~Swimmers shall not incur any incidental room charges (room service, movies, internet access) without first obtaining the permission of the assigned chaperone.~~
- 23) ~~Any damages, excessive mess, or loss incurred at a hotel will be the expense of the swimmers assigned to that room and further disciplinary action will be taken. No loud or boisterous behavior will be tolerated in the hallways or public areas.~~

Transportation and Public Places

- 24) ~~Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach and chaperone.~~
- 25) ~~When visiting public places such as shopping malls or movie theatres, swimmers must remain in groups, of size specified by the chaperone. Athletes 12 and under must be accompanied by a chaperone.~~

~~26) Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.~~

Disciplinary Action

~~Failure to comply with the policies as set forth in this document must result in disciplinary action. Such discipline may include, but may not be limited to:~~

- ~~• Dismissal from the trip and immediate return home at the athlete's expense~~
- ~~• Disqualification from one or more events~~
- ~~• Disqualification from future team travel meets~~
- ~~• Financial penalties~~
- ~~• Dismissal from the team~~
- ~~• Proceedings for a Western Zone, USA Swimming National Board of Review, and/or LSC Administration Review Board~~

Coach/Chaperone Signature: _____ Date: _____



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- ~~• Disqualification from future team travel meets~~
- ~~• Financial penalties~~

- Dismissal from the team
- Proceedings for a Western Zone, USA Swimming National Board of Review, and/or Pacific Swimming Administrative Review Board

Athlete Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____

Athlete Privacy Letter

Please fill out the following information regarding your consent for your child's participation on an LSC travel event to be made public prior to the event

I, _____, **GRANT/DO NOT GRANT (please circle one)** permission for Pacific
 {Print Parent/Legal Guardian Name}

Swimming to use my minor child's name, _____, in conjunction with
 {Print Child's Name}

information about the upcoming swim meet, including the date and time of the meet. If I do grant permission, I will not hold Pacific Swimming liable for any circumstances that may occur as a result of this information being made public prior to the event.

 {Parent/Legal Guardian Signature} (Date)