

## **Governance Committee motion 2407GOV01 (30-day motion)**

**Motion:** 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,
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 outline in Section VIII,
5. Section XIX, Leagues Administration, to streamline and align with current practices.

**Background:** These additions and amendments have been reviewed by the Governance Committee in coordination with the relevant committee chairs and staff members, and we recommend their adoption by the Board of Directors as detailed below.

### **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.~~

[no further changes to Section I]

## SECTION VIII

### MEET SCHEDULING AND MEET BID AWARDS

[rename section in Table of Contents]

#### ~~A. Scheduling~~ [remainder of section renumbered as shown]

A. The Scheduling Committee shall: ~~Oversee~~ oversee the operation of the present schedule; ~~plan and plan~~ 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:

1. Foster continuous competition from Age Group through Senior Swimming.
2. ~~Arranged so that~~ Arrange the schedule so that conflicts be minimized.
3. Establish standards to evaluate the bidding club and venue for awarding of meets.
4. Provide guidelines for meet formats for Pacific Swimming awarded meets.

#### B. Voting Committee Membership

1. Scheduling Chair appointed by the Pacific Swimming General Chair (1)
2. Age Group Chair, elected by the House of Delegates (1)
3. Senior Chair, elected by the House of Delegates (1)
4. Officials Committee Chair, appointed by the General Chair (1)
5. (Scheduling only) Zone Chairs (5) – May designate an alternate to represent their zone
6. (Bid Awards only) Program Development Vice Chair, elected by the House of Delegates (1)
7. At least one Coach Representative, appointed by the Scheduling Chair (1+)
8. Three Athlete Representatives, appointed by the Athlete Committee (3)
9. ~~One or two others as appointed by the General Chair~~

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.

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.

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.

#### D. Meet Award Procedures

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~~.

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.
  3. Clubs applying for more than one meet shall designate their 1<sup>st</sup>, 2<sup>nd</sup>, etc. choice on the application.
  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.
  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.
  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.
  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.
  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.
  9. Meet awards shall be confirmed by action of the Board of Directors or Executive Committee.
- 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.
- 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-level, single-venue, non-championship meets, intended for athletes who do not have qualifying times for Far Western Championships, may be sanctioned and held.
- 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.

- 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.

#### I. Meet Changes

- 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 ~~shall be a 30-day motion to allow comments from the Zone Scheduling Committees.~~

#### [only numbering changes in the following subsections]

- 2. Any request by the meet host or by Pacific Swimming to change any other applicable requirements for a Pacific Swimming-awarded Senior or Age Group Meet, shall be sent in writing to Pacific's Meet Management Coordinator at least 45 days before the first day of the meet. Any such request shall be decided by majority vote of a committee composed of the Scheduling Chair, the Vice-Chair of Operations, the Senior Chair or Age Group chair as appropriate for the type of meet, the Officials Chair, and the Meet Management Coordinator. The Treasurer shall be a non-voting member of the committee.
  - 3. If a club which has been awarded a meet by the Scheduling Committee and approved by the Board of Directors or the Executive Committee and announced on the Pacific Swimming website, either cancels or turns back the meet within six months of the start of the meet, or fails in a material way to comply with the requirements in the bid package or any approved changes in those requirements, the club shall be penalized by being ineligible to be awarded any meet during the initial round of bidding for next swim meet year. If a club finds it necessary to cancel a meet because of extraordinary circumstances, such as limited entries or facility closure, the club may appeal the penalty through the Scheduling Committee Chair and the Board of Directors or Executive Committee.
- J. Clubs in the Eureka/Crescent City area and Zone 4 may schedule meets opposite Pacific Swimming sponsored meets (distance being the determining factor).
  - K. Pacific Swimming may subsidize host clubs for some of the documented direct costs of hosting meets designated by the Board of Directors or Executive Committee.
  - L. The Board of Directors authorizes the Scheduling Committee Chair to accept and award any qualified bids received for any unbid and awarded meet on the current schedule of Pacific Swimming awarded Senior and Age Group meet without action by the Scheduling Committee, Board of Directors or Executive Committee.

## SECTION XIII CAMPS

### A. Camps

1. The per athlete co-pay for one day camps held within Pacific Swimming shall be \$40.00, or as determined by the Pacific Swimming Board of Directors, 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 35-40% 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 any camp ~~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~~ the cost of air fare determined by the Pacific Swimming Board of Directors, less any travel assistance received from USA Swimming.

## SECTION XVIII COMMITTEES AND COORDINATORS

### B. Age Group Committee ~~(reserved for future use)~~ [re-letter subsections as appropriate]

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:
  - 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.
  - b. Establish and maintain Minimum Age Group Meet Criteria documents that include the criteria for the format of each meet.
  - 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.
  - 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.

- e. Provide recommendations to the Scheduling Committee for the scheduling of age group meets to be awarded by Pacific Swimming.
- f. In coordination with the Athlete Committee and Pacific Swimming staff, provide recommendations for the annual Awards Banquet.
- 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.

2. Voting Committee Members:

- a. Age Group Chair elected by the House of Delegates (1)
- b. One representative appointed by each Zone (5)
- 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)
- d. Age Group Coach Representative elected by coach members of the House of Delegates (1)
- e. Program Development Vice Chair elected by the House of Delegates (1)

3. Term limits: none except as specified in the Bylaws for elected members.

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.

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.

**E. Budget Committee** [re-letter subsections as appropriate]

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.

2. Committee Members:

- a. Finance Vice Chair (Chair) elected by the House of Delegates (1)
- b. General Chair elected by the House of Delegates (1)
- c. Senior and Age Group Committee Chairs elected by the House of Delegates (2)
- d. Officials, Camp Program, DDEI, Investment, and Safe Sport Committee chairs as appointed by the General Chair (5)
- e. An individual appointed by the General Chair (1)

- f. Treasurer and/or Chairperson elected/appointed by each Zone (5)
  - g. LSC Treasurer and Staff (2, No Vote)
  - h. At least 4 Athlete Representatives appointed by the Athlete Committee
3. There shall be no term limits except as specified in the Pacific Swimming Bylaws for elected members.
  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.

**F. Camps Coordinator** [re-letter subsections as appropriate]

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.
2. Roles and Responsibilities
  - 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.
  - b. Create and disseminate, with the assistance of staff, applications for Coaches, Chaperones and Athletes for each camp.
  - c. Source guest speakers, or other key personnel especially targeted to the camp's purpose.
  - d. Prepare a camp timeline and camp schedule of events with input from the respective committee responsible for the camp.
  - e. Arrange meals and beverages for the camp participants while adhering to the camp budget.
  - f. Reserve accommodations, dining commons, and ground transportation for participants if required, in coordination with staff as needed.
  - g. Order, with the assistance of staff, all camp apparel, bag tags and other items provided to participants.
  - h. Prepare clear and concise emails to all camp participants advising them of critical communications regard the camp.
  - i. Acquire camp sanction via staff meet management and verify registration of participants via member services staff.
  - j. Apply for funding support from USAS LSC Select Camp program or other qualifying grant funds.
  - k. Annually prepare and submit the Camps budget with the assistance and guidance of the Staff Treasurer.

3. The Camps Coordinator is appointed by the General Chair and has no term limit.
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.

**~~K. Meet Award Committee (reserved for future use)~~**

[delete placeholder and re-letter subsections as appropriate]

**R. Senior Committee ~~(reserved for future use)~~**

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:
  - 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.
  - b. Establish and maintain Minimum Senior Meet Criteria documents that include the criteria for the format of senior meets.
  - c. In coordination with Pacific Swimming staff, review and approve the time standards for senior meets awarded by Pacific Swimming.
  - 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.
  - e. Provide recommendations to the Scheduling Committee for the scheduling of senior meets to be awarded by Pacific Swimming.
  - f. In coordination with the Athlete Committee and Pacific Swimming staff, provide recommendations for the annual Awards Banquet.
  - g. Provide recommendations for the CA/NV sectional committee and other meets for the Western Zone.
2. Committee Members:
  - a. Senior Chair elected by the House of Delegates (1)
  - b. One representative appointed by each Zone (5)
  - c. At least two and not more than seven athlete members with no more than two athlete members per zone (7)

- d. Senior Coach Representative elected by coach members of the House of Delegates (1)
  - e. Program Development Vice Chair elected by the House of Delegates (1)
  - f. DDEI Chair or representative (ex officio).
3. Term limits: none except as specified in the Bylaws for elected members.
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.
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.

## 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.

#### 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](mailto: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. 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.~~
3. The meet referee shall send the Post Meet Report ~~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, 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.~~
2. For League meets that charge a Flat Fee, 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.~~
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.~~

~~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.**