

## A.2 DOCUMENT CHANGE CONTROL FORM

### Pacific Swimming Document Change Form

**Title of Change:** \_\_\_\_\_ **Doc. Change No.**

Type of Change \_\_\_\_\_ New \_\_\_\_\_ Revised \_\_\_\_\_ Archive  
(check applicable)

Does Change affect other Documents: \_\_\_\_\_ No \_\_\_\_\_ Yes

**If Yes:** List other Document \_\_\_\_\_

Are changes to other Document to be made: \_\_\_\_\_ Concurrent \_\_\_\_\_ Consecutive

Doc Change No. of affected document \_\_\_\_\_

#### Information of Change

**Motion Proposing Change:**

Title: \_\_\_\_\_

Motion No. \_\_\_\_\_ Motion Date \_\_\_\_\_

Rationale for Change \_\_\_\_\_

Date Motion Passed \_\_\_\_\_ BOD \_\_\_\_\_ HOD (If reqd.) \_\_\_\_\_  
(Attach meeting minutes)

Effective Date of Implementation \_\_\_\_\_

Governance Document Changed \_\_\_\_\_ By-Law \_\_\_\_\_ Policy & Procedure \_\_\_\_\_ Rules & Reg.  
(check applicable Document)

Location of Change \_\_\_\_\_

Wording Change \_\_\_\_\_

Governance Committee Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(attach copy of Gov. Comm. Minutes)

Motion Originator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

#### For By-Law Change:

Request of Change sent to USA-S, Chair of Rules & Reg Committee \_\_\_\_\_ Date: \_\_\_\_\_  
(attach copy of Request letter)

Response from USA-S Rules & Reg. Chair \_\_\_\_\_ Outcome \_\_\_\_\_ Date \_\_\_\_\_  
(attach copy of Request letter)

Document Change Made: \_\_\_\_\_ Date \_\_\_\_\_ Resp. Person \_\_\_\_\_

Removal of old version: \_\_\_\_\_ Date \_\_\_\_\_ Resp. Person \_\_\_\_\_

Notification of Change posted on website \_\_\_\_\_ Date \_\_\_\_\_ Resp. Person \_\_\_\_\_