

Title: Pacific Swimming 2026 Motions

F= FINANCIAL

B=BUSINESS

R=RULES AND REGULATION

P=POLICY AND PROCEDURES

L=BY-LAWS

Date Intro	Motion #	Type	Doc		Action
1/21/26	2601ATH01	F	Y	<b>Western Zone Leadership Summit Budget</b> Motion to increase the Athlete Representatives budget by \$9,000 to send eight (8) Athlete Representatives and one (1) chaperone to the 2026 Western Zone Leadership Summit in St. Louis, MI. Abstained: V. Hernández	Approved
1/21/26	2601GOV01	R	Y	<b>Zone Bylaws</b> Motion to amend Section 1 of the Rules and Regulations to remove reference to Bylaws for Zones. SECTION 1 ZONES A. Zones [unchanged] B. Geographic Definition [unchanged] C. Governing Body/Zone Structure [unchanged] D. <del>Bylaws</del> <u>Governing Documents</u> 1. Each Zone shall establish its own <del>Bylaws</del> <u>Rules, Regulations, Policies and/or Procedures</u> in addition to the LSC Bylaws to better describe or address specific Zone needs. The Zone <del>Bylaws</del> <u>Rules, Regulations, Policies and/or Procedures</u> shall not be in conflict with the <del>Bylaws</del> <u>governing documents</u> of Pacific Swimming or USA Swimming.	30-Day Approved 2/18/26
2/18/26	2602FIN01	B	Y	<b>Motion to Approve Audit Reports from Auditor</b> The Finance Committee moves to approve of the following reports from the independent auditor: <ul style="list-style-type: none"> <li>• Pacific Swimming Financial Statements and Report of Independent Auditors Year Ended August 31, 2025 and 2024</li> <li>• Pacific Swimming Informational Returns (2024 IRS Form 990 and CA Form 199)</li> <li>• Pacific Swimming 2025 Required Communications</li> </ul>	Approved
2/18/26	2602SCH01	B	Y	<b>2026-2027 LSC Meet Schedule</b> Motion to approve the 2026-2027 LSC meet schedule as presented.	Approved

Date Intro	Motion #	Type	Doc		Action
2/18/26	2602Z1S01	B	N	<p>T. Larsen, Zone 1 South Chair, moved to approve the fees for the 2026 George Haines International Meet to be held May 29-31, 2026 in Morgan Hill.</p> <p>J. Morefield Seconded</p> <ul style="list-style-type: none"> <li>a. Meet Surcharge \$35</li> <li>b. Individual Events \$20</li> <li>c. Coach Credential \$25</li> <li>d. Late Entry Charge \$50</li> </ul>	Approved
2/18/26	2602INV01	F	Y	<p><b>Grant Funding Increase for FY 2025/2026</b></p> <p>The Investment Committee moves to increase its grant funding from \$60,000 to \$85,000 for Fiscal Year 2025-2026, with the additional amount coming from Pacific Swimming's Wells Fargo Advisors investment account. This will fund 32 approved club grants at a maximum of \$3000 per grant proposal.</p>	Approved
3/18/26	2603GOV01	R	Y	<p><b>Zone Membership</b></p> <p>Motion to clarify the determination of a club's membership in a zone by adding "Membership in the following zones shall be determined by the physical location of the primary training facility of the club." to the Rules and Regulations.</p> <p><b>SECTION 1</b></p> <p><b>ZONES</b></p> <p><b>A. Zones</b></p> <p>1. [unchanged]</p> <p><b>B. Geographic Definition</b></p> <p>1. <u>Membership in the following zones shall be determined by the physical location of the primary training facility of the club.</u></p> <p><del>12.</del> Zone 1 North – County of San Mateo and County of Santa Clara north of Highway 9 and west of Mathilda Avenue/Sunnyvale-Saratoga Road/De Anza Boulevard/Saratoga-Sunnyvale Road</p> <p><del>23.</del> Zone 1 South - County of Santa Clara south of Highway 9 and east of Mathilda Avenue/Sunnyvale-Saratoga Road/De Anza Boulevard/Saratoga-Sunnyvale Road, and counties of San Benito, Santa Cruz and Monterey</p> <p><del>34.</del> Zone 2 - Counties of Contra Costa and Alameda and all of the area of Pacific Swimming in the State of California lying east of the counties of Contra Costa, Alameda and Santa Clara, except the counties of Alpine and El Dorado and communities of Bishop and Mammoth Lakes</p> <p><del>45.</del> Zone 3 - Counties of Del Norte, Humboldt, Mendocino, Lake, Sonoma, Napa, Marin, San Francisco, and the portions of Solano County south of Highway 12, including the communities of Vallejo and Benicia and excluding the communities of Fairfield, Suisun City, and Rio Vista</p> <p><del>56.</del> Zone 4 - All the area of Pacific Swimming lying in the State of Nevada, the counties of Alpine and El Dorado and the communities of Bishop and Mammoth Lakes, California</p>	30-Day Approved 4/22/26
3/18/26	2603GOV02	R	Y	<p>Treasurer Job Description</p> <p>Motion to amend the Rules and Regulations to reflect that a paid Staff Treasurer may not be a signer of account for Pacific Swimming.</p>	30-Day Approved 4/22/26

Date Intro	Motion #	Type	Doc		Action
				<p>SECTION 13  JOB DESCRIPTIONS  A. Elections [unchanged]  B. Eligibility [unchanged]  C. Duties and Responsibilities of General Chair and Vice Chairs  1.-5. [unchanged]  6. Treasurer  a)-b) [unchanged]  c. The Treasurer is an <del>authorized signer</del> <u>Representative</u> on Pacific Swimming Bank and Investment Accounts <u>unless the Treasurer is a paid staff member</u>. The Treasurer shall publish monthly a Consolidated Statement of Financial Position (balance sheet) and Statement of Activities Budget Performance (profit &amp; loss) and submit them to the Finance Vice Chair.</p>	
3/18/26	2603FIN01	P	Y	<p>POLICIES &amp; PROCEDURES  SECTION I  GOVERNANCE  B. Board of Director and Executive Committee Meetings  [1. - 2. unchanged]  3. All members <u>and staff</u> of the Pacific Swimming Board of Directors, Zones and committees shall complete a “Statement of Principles on Ethical Behavior and Conflict of Interest” prior to beginning of their term of service and annually thereafter. Forms shall be kept on file by the Secretary or Chair of the respective organizations.</p> <p>SECTION II  BUDGET AND FINANCE  [COMPLETE SECTION REPLACEMENT]  <u>A. General Policies</u>  <u>1. All Pacific Swimming financial records shall be maintained on an accrual basis in full conformity with Generally Accepted Accounting Principles (GAAP).</u>  <u>2. Financial duties <del>should</del> shall be distributed among multiple people to help ensure protection from fraud and error.</u>  <u>3. Execution of any deed, mortgage, bond, contract, agreement, or other instrument <del>valued in excess of \$5000 or more in value</del> shall be:</u>  a. authorized by the General Chair and the Finance Vice Chair, or two other officers or agents expressly delegated by the Board of Directors, and  b. verified, prior to signature, by the Finance Vice Chair to ensure the terms and payment conditions of any obligation can be fulfilled by Pacific Swimming.  c. Upon execution of any such agreement, a copy of the signed agreement shall be provided to the Finance Vice Chair.  <u>4. An LSC Financial Assessment shall be conducted in even-numbered years with an outside accountant to ensure that internal controls and financial procedures are being observed and followed correctly.</u></p>	30-Day Approved 4/22/26

Date Intro	Motion #	Type	Doc		Action
				<p><u>5. Pacific Swimming shall conduct general banking and investment activity only with financial institutions that are members of the Federal Deposit Insurance Corporation (FDIC).</u></p> <p><u>6. There shall be no separate checking bank accounts for projects carried out under the direction of any committee. All funds shall be received and disbursed by, and on behalf of, Pacific Swimming or its Zones.</u></p> <p><u>7. Authorized Representatives on LSC and Zone bank accounts shall be the General Chair, the Administrative Vice Chair, Finance Vice Chair and Treasurer, unless any such person is paid staff. Authorized Users on Zone bank accounts shall be the Finance Vice Chair, the Zone Chair and the Zone Treasurer. The LSC and Zone Boards of Directors shall recognize in their respective meeting minutes who is authorized to sign on their bank accounts, by name and position.</u></p> <p><u>8. All bank loans, lines of credit, overdraft facilities, letter of credit arrangements or other financing requirements must be approved by the Finance Vice Chair and the Board of Directors prior to their inception.</u></p> <p><u>9. The Staff Treasurer and Finance Vice Chair shall be responsible for preparing all financial statements and reports required by Pacific Swimming Bylaws, Rules &amp; Regulations, and Policies &amp; Procedures. All such documents shall be distributed and posted in PDF format.</u></p> <p><u>10. Retention and destruction of budget and financial records shall follow Pacific Swimming Records Management policies and procedures.</u></p> <p><u>B. Budgets</u></p> <p><u>1. All expenditures in the name of Pacific Swimming shall be governed by the following line-item budgets developed by the Budget Committee, approved by the Finance Committee and Board of Directors, and adopted by the House of Delegates. a. annual operating budget b. annual Investment Fund expenditure budget c. quad (4-year) projected budget.</u></p> <p><u>2. Proposed budgets for the next fiscal year shall be timely developed, approved, and posted for review and adoption by the spring House of Delegates meeting during the current fiscal year.</u></p> <p><u>3. The Board of Directors and the Finance Vice Chair shall be responsible for implementing and enforcing the approved budgets.</u></p> <p><u>4. The House of Delegates has authorized the Board of Directors to adjust budget items provided they remain within the total annual budget figure. Changes of up to 10% of budgeted amounts for programs already approved shall be handled administratively by the Finance Vice Chair.</u></p> <p><u>C. Payables</u></p> <p><u>1. Appropriate authorization shall be obtained prior to ordering goods or services. In no event shall payment be made prior to receiving proper authorization.</u></p> <p><u>2. An invoice submitted for payment by Pacific Swimming shall be the original or a PDF copy. Vendor statements shall not be processed for payment.</u></p> <p><u>3. Expenses not invoiced shall only be paid after receipt of a properly authorized Payment Request for Reimbursement or Services Provided form and/or other authorized supporting documentation. Such payments may include but are not limited to budgeted or authorized honoraria, stipends, per diem allowances, travel support, staff or volunteer expense reimbursements or vendor payments, contracts, or prepaid items related to Pacific Swimming events (hotel deposits, catering, event registrations, etc.)</u></p>	

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				<p><u>4. An outside accountant shall review payments made via any automated payment software system prior to release by an authorized signer.</u></p> <p><u>5. Approval from two authorized individuals shall be required for payments of \$5000 or more. For Zones, payments of \$5000 or more require two signatures. By their approval, the approvers are also certifying that the transaction is within budget, financially prudent, and no conflicts of interest exist.</u></p> <p><u>6. Prior to the payment to any individual, organization or corporation for services provided, regardless of the amount paid, a W-9 form shall be provided to the Treasurer (or delegate) or Zone Treasurer. These services may include honoraria or stipends for coaches and chaperones, timing, computer operations or similar activities.</u></p> <p><u>7. Staff are reimbursed for expenses incurred during the execution of their required duties. All requests shall be accompanied by a description of purpose of the activity with documentation and shall be approved by the Finance Vice Chair or General Chair.</u></p> <p><u>8. Volunteers requesting reimbursement shall submit a description including activity name, items purchased and the purpose. The request shall be accompanied by supporting documentation.</u></p> <p><u>9. A check shall not be signed by the same person who authorized the payment. No person shall authorize or sign a payment if they are also the payee or the sole beneficiary of the requested payment.</u></p> <p><u>10. Under no circumstances shall checks be signed that are blank, incomplete, or not accompanied by all required supporting documentation and authorization.</u></p> <p><u>11. Credit and debit card purchases not pre-approved in the budget shall be approved in advance by an authorized officer. Credit and debit card purchases shall be properly supported by required documentation and shall be made only by the named card holder.</u></p> <p><u>12. Requests for wire transfer payments shall have the same number and level of approval signatures as would be required for payment by check. Approvals may be via electronic communication and shall also be accompanied by explanation of the payment including an invoice, and a copy of the scheduled wire receipt.</u></p> <p><u>13. Members, staff, and authorized volunteers of Pacific Swimming shall follow the applicable Pacific Swimming Travel Expense Reimbursement Policy section(s) of these Policies and Procedures.</u></p> <p><u>14. The minimum requirements for a club submitting a grant application receiving a Pacific Swimming grant award shall be:</u></p> <ul style="list-style-type: none"> <li>a. The club shall be in good standing</li> <li><del>b. A delegate or representative shall attend the bi-annual House of Delegates meetings.</del></li> <li>b. The club shall meet all other grant eligibility requirements stated in the grant announcement</li> <li>4. A coach who applies for Pacific Swimming support to attend any USA Swimming event shall be a current certified coach member of Pacific Swimming</li> <li>5. Travel Support for clubs sending disability athletes to National or International Disability Championship meets shall be set at the same rate used to support clubs sending athletes to National Championships.</li> <li>6. Clubs requesting travel support shall meet the requirements found in the Senior Travel Support Guidelines. <ul style="list-style-type: none"> <li>a. Pacific Swimming's Membership Chair shall determine athlete and coach eligibility.</li> </ul> </li> </ul> <p><u>D. Receivables</u></p> <p><u>1. Invoices issued by Pacific Swimming shall be paid within 15 days of the invoice date, after which late fees may be imposed.</u></p>	

Date Intro	Motion #	Type	Doc		Action
				<p><u>2. The following forms of payment shall be acceptable to be received by Pacific Swimming and its Zones:</u></p> <p><u>a. Checks, which should be inspected for authenticity and deposited promptly</u></p> <p><u>b. Electronic Wire Transfer</u></p> <p><u>c. ACH Transfer</u></p> <p><u>d. Credit or Debit Card via a bank payment processing system</u></p> <p><u>e. Zelle, which is the only authorized mobile payment method and may only be used for MEFAP payments or for emergencies approved by the Finance Vice Chair</u></p> <p><u>f. Cash, subject to the appropriate cash handling procedures.</u></p> <p><u>3. The following forms of payment shall be unacceptable and are prohibited from being received by Pacific Swimming and its Zones:</u></p> <p><u>a. Mobile payment methods other than Zelle, including but not limited to PayPal, Venmo, Apple Pay, Cash App, and Google Pay.</u></p> <p><u>4. Cash Handling Procedures</u></p> <p><u>a. Cash receipts shall be issued to acknowledge transactions.</u></p> <p><u>b. Segregation of duties: different people should be responsible for different parts of the cash handling process, such as authorizing transactions, recording transactions, and custody of funds.</u></p> <p><u>c. Cash should be counted by two individuals in a secure, non-public area, and the count should be recorded.</u></p> <p><u>d. Cash shall be kept in a secure location, such as a locked safe, accessible to a limited number of people.</u></p> <p><u>e. Cash shall be deposited intact directly into a secure bank account. Converting to a check, changing denominations, etc., is not permissible.</u></p> <p><u>f. Cash reporting: Information about the source of cash transactions should be recorded with the deposit record and stored like all other financial records.</u></p> <p><u>5. Unrestricted or restricted contributions in the form of cash, securities or value-in-kind shall be recognized at fair market value and recorded as such. Donor contributions that have stipulations shall be recorded as restricted assets and shall only be used for the purpose as stipulated. Contributions without any stipulations shall be recorded as general assets and may be used for any purpose in line with Pacific Swimming's objectives after approval by the Board of Directors.</u></p> <p><u>E. Capital Equipment</u></p> <p><u>1. Capital equipment shall have a useful life in excess of one year (including computer software), and an installed cost of at least \$4000 (\$5000 for leasehold improvements).</u></p> <p><u>2. All capital equipment shall be recorded under the Pacific Swimming Equipment or Zone Equipment Inventory.</u></p> <p><u>3. All capital equipment inventoried shall be subject to a straight-line depreciation schedule based on the expected life of the equipment.</u></p> <p><u>4. All capital equipment in inventory shall be insured at replacement value.</u></p> <p><u>F. Audit and Tax Filings</u></p> <p><u>1. The Finance Vice Chair shall annually engage an independent CPA to conduct an audit, and audited financial statements shall be presented to the Board of Directors and the House of Delegates.</u></p> <p><u>2. IRS Form 990 (Return of Organization Exempt from Income Tax) and California Franchise Tax Board Form 199 (California Exempt Organization Annual Information Return) shall be filed annually.</u></p>	

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				<p><u>G. Unclaimed Property</u></p> <p><u>1. Uncleared payments issued by Pacific Swimming for goods and services, refunds and other considerations shall be void after sixty days. A payment reissue fee may apply.</u></p> <p><u>2. Checks issued by automated payment software shall be void after ninety days. A payment reissue fee may apply.</u></p> <p><u>3. Stop payment orders may be issued for checks lost in the mail or other valid reasons.</u></p> <p><u>4. Pacific Swimming shall comply with all applicable state unclaimed property (UP) statutes. Reports shall be filed in the owner's last known state of residence. If no address is available, property shall be reported to Pacific Swimming's state of domicile. The Finance Vice Chair approves policy and ensures resources for compliance. The Treasurer is the UP Coordinator, maintains compliance calendar, prepares reports, coordinates due diligence, and serves as primary contact with state administrators. LSC Staff and Zone Treasurers are to identify potential unclaimed property and escalate to UP Coordinator, and the Audit Committee provides annual oversight and review of compliance. The annual compliance cycle will be followed. Negative reports shall be filed where required. Any deviation from this policy requires written approval from the Finance Vice Chair and must be supported by applicable legal authority.</u></p> <p><u>H. Data Security</u></p> <p><u>1. Only authorized individuals shall have access to the financial systems and information of Pacific Swimming.</u></p> <p><u>2. Users shall never disclose their logons or passwords, or allow access under their account while signed in, to any other individual. Users shall log out of the systems when leaving sensitive information unattended. Users shall also ensure that screen displays of confidential information cannot be viewed by unauthorized individuals at any time.</u></p> <p><u>3. Upon termination or leaving office, a user's access to every Pacific Swimming financial system shall immediately be disabled.</u></p> <p><u>4. Electronic copies of all financial and business documents shall be uploaded and stored in a secure cloudbased file storage system approved by the Finance Committee. Access to files shall be limited to relevant Staff and Executive Board positions.</u></p> <p><u>5. Financial data not already in cloud-based storage shall be backed up at least monthly after month end close to a cloud-based storage system or a separate portable hard drive.</u></p> <p><u>6. All Pacific Swimming staff files and documents shall be backed up at least monthly to a secure cloud-based storage system approved by the Finance Committee and the Board of Directors.</u></p> <p>SECTION III FEES H. Financial Fees [1. - unchanged] 2. The maximum service charge for a stopped check or shall be \$50. <u>The maximum service charge to reissue lost or stale dated checks not cashed shall be \$50.-(9/17/25)</u> a. First reissue - \$25 fee deducted from the <del>reissued</del> original check amount b. Second reissue - \$50 fee deducted from the <del>reissued</del> original check amount c. Third reissue - \$100 fee deducted from the <del>reissued</del> original check amount</p> <p>SECTION V</p>	

Date Intro	Motion #	Type	Doc		Action
				<p>TRAVEL EXPENSE REIMBURSEMENT</p> <p><u>A. General Travel Expense Policies</u></p> <p><u>1. Expenses incurred by members of the Board of Directors and others traveling as authorized representatives of Pacific Swimming shall be reimbursed in accordance with this policy, which is subject to change due to financial constraints as determined by the Board of Directors.</u></p> <p><u>2. All travel arrangements shall be made with the advice and consent of the Finance Vice Chair. Any travel not approved as part of the budget process shall be approved by the Board of Directors prior to making travel arrangements.</u></p> <p><u>3. This policy does not apply to Team Managers, Coaches, or Chaperones on Pacific Swimming sponsored team trips for competition and/or training. They shall be reimbursed as provided for in the Budget.</u></p> <p><u>4. To be eligible for Financial Assistance or Reimbursement the individual shall adhere to the following meet the following criteria:</u></p> <p>a. Be a member <u>in good standing of USA Swimming from and Pacific Swimming and</u></p> <p>b. Be approved for Financial Assistance by the General Chair unless otherwise specified in this policy</p> <p>c. Attend the event in its entirety or as specified below</p> <p>d. Pacific Swimming does not reimburse or pay for any alcoholic beverages at any time.</p> <p><del>e. Travel Expense Reimbursement Policy is subject to change due to financial constraints as determined by the Board of Directors.</del></p> <p><u>e. Cash advances shall not be provided for travel expenses.</u></p> <p><u>f. Any combined personal travel, and/or accompanying travelers not on Pacific Swimming business, shall be at the sole expense of the traveler(s) and shall not increase the expense to Pacific Swimming.</u></p> <p><u>g. Reimbursement for use of a personal vehicle in lieu of air travel that would otherwise be reimbursed by Pacific Swimming shall not exceed the approved airfare amount, and shall comply with the applicable policies for Other Authorized Travel in this section.</u></p> <p><u>h. Requests for travel reimbursement or assistance shall be submitted within 60 days of the last day of the event or of travel, whichever is earlier, accompanied by the required receipts and/or other documentation and authorizing signature(s).</u></p> <p><del>BA. United States Aquatic Sports (USAS) Convention and USA Swimming Business Meetings [NO CHANGES]</del></p> <p><del>CB. USA Swimming Workshops [NO CHANGES]</del></p> <p><del>DC. Travel and Lodging Assistance for Officials [NO CHANGES]</del></p> <p><del>ED. Travel Assistance for Athlete Representatives (this section reserved for future use)</del></p> <p><del>FE. Senior Travel Support Guidelines</del></p> <p><u>2. The following requirements shall be met for all levels of travel support:</u></p> <p>[a. - d. unchanged]</p> <p><u>e. Pacific Swimming's Membership Chair shall determine athlete and coach eligibility.</u></p> <p><u>5. Travel Support for clubs sending disability athletes to National or International Disability Championship meets shall be set at the same rate used to support clubs sending athletes to National Championships.</u></p> <p><del>65.</del> For additional information or questions, see the Pacific Swimming web site, Rules and Regulations, and Senior Committee</p>	

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				<p><u>G. Other Authorized Travel</u></p> <p><u>1. Travel expense reimbursements for activities not otherwise addressed in these policies and procedures shall comply with the applicable General Travel Expense policies at the beginning of this section, and with the following:</u></p> <p><u>a. Pacific Swimming shall pay for reasonable travel expenses, including lodging and per diem, that are incurred by staff and volunteers in the performance of their duties for Pacific Swimming.</u></p> <p><u>b. A copy of these policies and procedures shall be provided to all staff and volunteers who travel or who approve travel expenses on behalf of Pacific Swimming.</u></p> <p><u>c. Use of a personal vehicle may be reimbursed for toll charges, parking, and IRS-approved mileage rates if pre-approved by the Finance Vice Chair. Only one person per vehicle may claim reimbursement.</u></p> <p><u>d. Expenses for taxis, shuttles, vehicle rentals (with prior approval), or public transportation for business purposes are reimbursable with receipts. Hotel incidentals shall not be reimbursed.</u></p> <p>SECTION XV RECORDS MANAGEMENT</p> <p>C. Retention, Destruction and Turn-over</p> <p>1. The specific responsibilities of the elected officers, <u>committee chairs, and relevant staff</u> and <del>Committee Chairs</del> are as follows:</p> <p>[NO OTHER CHANGES]</p> <p>E. Minimum Retention Periods and Turn-over Requirements for Specific Categories</p> <p>1. Pacific Swimming has established <u>the following</u> retention and destruction policies and schedules, <del>in order to ensure legal compliance and/or other objectives. Several categories of documents that warrant special consideration are identified below.</del></p> <p>a. Organizational Documents shall be retained permanently. Organizational records include Pacific Swimming's articles of incorporation, bylaws, <u>board minutes, business licenses, legal and tax correspondence, tax returns and working papers, lease/mortgage records,</u> and IRS Form 1023 Application for Exemption. IRS regulations require Form 1023 shall be available for public inspection upon request.</p> <p>f. Banking and Accounting. <del>Accounts Payable ledgers and schedules</del> <u>Records</u> shall be kept for not less than seven years <u>except for the following: general ledger, general journals, annual financial statements, fixed asset purchases, and depreciation schedules shall be retained permanently.</u> Bank reconciliations, <del>bank statements,</del> deposit slips and checks (unless for major payments and purchases over \$5,000) shall be kept for not less than three years. <del>Any inventories of products, materials, and supplies and any invoices shall be kept for not less than seven years.</del></p> <p>h. Contracts. Final execution copies of all contracts entered into by Pacific Swimming shall be retained <u>permanently.</u> <del>Pacific Swimming shall retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.</del></p> <p>i. Audit <u>Reports</u> <del>Records.</del> External audit reports shall be kept permanently. <del>Internal audit reports shall be kept for not less than three years.</del></p> <p>k. Marketing and Sales Documents. Pacific Swimming shall keep final copies of marketing and sales documents for three years, <u>unless they fit one of the other document categories in this section.</u> <del>Exceptions to the three-year policy</del></p>	

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				<p><del>may be sales invoices, contracts, leases, licenses, and other legal documents. These documents shall be kept for at least three years beyond the life of the agreement.</del></p> <p>F. Electronic Documents and Mail [1. - unchanged] <del>2. Pacific Swimming shall maintain a document retention and destruction schedule (see Appendix).</del></p> <p>SECTION XIX LEAGUE ADMINISTRATION G. Financial Responsibilities (9/18/2024) 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 of <u>sanction issuance</u>. 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. 2. For League meets that charge a Flat Fee, the Meet Summary report must be emailed to <del>mailto:msr@pacswim.org</del> no later than 48 hours after the conclusion of the meet. An electronic invoice will be generated and emailed to the meet director or <u>designee</u> 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.</p>																												
4/22/26	2604BC01	R	Y	<p><b>Increase Registration Fee for Premium Athlete Membership</b> Motion: Increase the Premium Athlete membership fee as found in Rules &amp; Regulations, Section 3, A, 4, a., by \$10 per year with the upcoming USA Swimming 2027 registration year. Rules &amp; Regulations Section 3 A. Registration and Membership 4. Registration and Membership Fees a. The Registration fee for a Premium Athlete membership shall be the USA Swimming Premium Athlete registration fee plus <del>\$19.00</del> <u>\$29.00</u> and a \$1.00 Technology Fee. (3/20/24) (3/19/25) (10/15/25)</p>	30-Day HOD Approved 5/20/26																											
4/22/26	2604BC02	R	Y	<p><b>Increase Age Group Meets Individual and Relay Entry Fees</b> Motion: Increase the Age Group Meets Individual and Relay Entry Fees, as found in Rules &amp; Regulations, Section 4, B, 1, table., by \$1.00 each. The amounts for the Age Group section only will change to:</p> <table border="1" data-bbox="577 1291 1780 1523"> <thead> <tr> <th rowspan="2">Meet Category</th> <th colspan="3">Individual Entry Fees</th> <th colspan="3">Relay Entry Fees</th> </tr> <tr> <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> </thead> <tbody> <tr> <td>Age Group Meets</td> <td><del>\$4.50</del></td> <td><del>\$3.15</del></td> <td><del>\$1.35</del></td> <td><del>\$9.00</del></td> <td><del>\$6.30</del></td> <td><del>\$2.70</del></td> </tr> <tr> <td></td> <td><u>\$5.50</u></td> <td><u>\$3.85</u></td> <td><u>\$1.65</u></td> <td><u>\$10.00</u></td> <td><u>\$7.00</u></td> <td><u>\$3.00</u></td> </tr> </tbody> </table>	Meet Category	Individual Entry Fees			Relay Entry Fees			Total Fee	To Host	Due PC	Total Fee	To Host	Due PC	Age Group Meets	<del>\$4.50</del>	<del>\$3.15</del>	<del>\$1.35</del>	<del>\$9.00</del>	<del>\$6.30</del>	<del>\$2.70</del>		<u>\$5.50</u>	<u>\$3.85</u>	<u>\$1.65</u>	<u>\$10.00</u>	<u>\$7.00</u>	<u>\$3.00</u>	30-Day HOD Approved 5/20/26
Meet Category	Individual Entry Fees			Relay Entry Fees																												
	Total Fee	To Host	Due PC	Total Fee	To Host	Due PC																										
Age Group Meets	<del>\$4.50</del>	<del>\$3.15</del>	<del>\$1.35</del>	<del>\$9.00</del>	<del>\$6.30</del>	<del>\$2.70</del>																										
	<u>\$5.50</u>	<u>\$3.85</u>	<u>\$1.65</u>	<u>\$10.00</u>	<u>\$7.00</u>	<u>\$3.00</u>																										

Date Intro	Motion #	Type	Doc		Action
4/22/26	2604BC03	P	Y	<p><b>DDEI Grant Program to become part of Investment Funds</b>            Motion: Update the DDEI Grant Program to be drawn from the Investment Funds, rather than operating budget. Add language to Policies and Procedures            Section XIV            A. Disability, Diversity, Equity, and Inclusion            9. The Committee shall prepare a draft of the annual DDEI budget for submittal to the Finance Vice Chair, Board of Directors, and House of Delegates. Funding shall be based upon need and funding amounts shall be determined by the Board of Directors <u>drawn from Pacific Swimming Investment Funds.</u></p>	30-Day HOD Approved 5/20/26
4/22/26	2604BC04	B	Y	<p>Adopt 2026-2027 Budget            Motion: <u>The BOD recommends adoption</u> of the 2026-2027 Budget as presented by the Budget and Finance Committees.            V. Hernandez moved to amend, J. Morefield 2nd, amendment Approved</p>	Approved HOD Approved Budget 5/20/26
4/22/26	2604INV01	P	Y	<p><b>Investment Committee Policies and Procedures</b>            The Investment Committee moves that the Pacific BOD accept the 'Section L' text below, approved at the April 14, 2026 Investment Committee meeting, as the Pacific Swimming Policies and Procedures manual entry defining the Investment Committee.            L. Investment Committee            1. <u>The Investment Committee provides direction and input to the Finance Committee regarding the investment of Pacific Swimming's working capital, funded reserves and endowment funds, including but not limited to:</u>  <u>a. At least quarterly, and in conjunction with a meeting of the Investment Committee, schedule a presentation by the Pacific Swimming Investment Advisors on the status of Pacific Swimming's investment portfolio.</u>  <u>b. Establish, define and maintain a Pacific Swimming grant program to support critical areas of the LSC such as the meet hosting process, development of the athlete, professional growth of LSC club coaches, or any other specific area of need as determined by the committee.</u>  <u>c. Other specific tasks related to the sound stewardship of Pacific Swimming Investment Funds as delegated by the Finance Committee.</u>            2. <u>Committee Members:</u>  <u>a. Committee Chair (appointed by the General Chair with input from the Finance Committee Chair)</u>  <u>b. Finance Vice Chair (serves as chair if no chair has been appointed)</u>  <u>c. Pacific Swimming Treasurer</u>  <u>d. Pacific Swimming General Chair</u>  <u>e. One representative appointed by each Zone (5)</u>  <u>f. Pacific Swimming DDEI Committee Representative appointed by the DDEI Committee</u>  <u>g. At least three and not more than five athlete members with no more than two athlete members from any one zone (5)</u>            3. <u>Term limits: none except as specified in the Bylaws for elected members.</u></p>	30-Day HOD Approved 5/20/26

Date Intro	Motion #	Type	Doc		Action
				4. Frequency of meetings: the committee shall meet quarterly and more often, as needed, to conduct the business of the committee (for example, to evaluate and award grants). Meetings shall be at the call of the Chair, or of any three members of the committee, with at least five days' notice.	
4/22/26	2604Z401	B	N	Motion that the Board of Directors motions 2604BC01, 02, 03 and 04 be forwarded to the House of Delegates with the recommendation that they be adopted as a package. J. Morefield moved, M. Piccardo 2nd	Approved
5/20/26	2511ADM01 [motion also listed in 2025]	B	N	<b>Release of Ripon Aquatics</b> [listed here for reference] Motion from the floor [11/19/25] to release Ripon Aquatics from Pacific Swimming to Sierra Nevada LSC. V. Hernández moved, T. Larsen 2nd	Approved by the HOD 5/20/26
5/20/26	2605SCSC01	R	N	<b>Increase Registration Fee for Seasonal Athlete Membership</b> Motion from the floor: Increase the Seasonal Athlete membership fee as found in Rules & Regulations, Section 3, A, 4, b., by \$5 beginning in the 2027 registration year. Rules & Regulations Section 3 A. Registration and Membership 4. Registration and Membership Fees b. The Registration fee for a Seasonal Athlete membership shall be the USA Swimming Premium Athlete registration fee plus <del>\$16.00</del> <u>\$21.00</u> and a \$1.00 Technology Fee. (3/20/24) (3/19/25) (10/15/25) J. Corrigan of SCSC moved, J. Stretch 2nd	HOD Approved 5/20/26
6/17/26	2606AG01	P	Y	<b>Change to Athlete Awards</b> Motion to remove Race of the Year and Relay of the Year awards and add recognition of athletes who set Pacific Swimming records, USA Swimming records, and rank in the National Age Group top 10, starting at the 2026 PacSwim Awards Banquet. POLICIES & PROCEDURES SECTION XII AWARDS AND BANQUET A. Awards and Banquet 1. There may be an annual event at which the following awards shall be presented: a. The Outstanding Male and Female athlete in each age-group (10 & Under, 11, 12, 13, 14, 15, 16, 17) from the selection criteria <del>provided in Section XII-3.</del> <u>detailed below</u> separately for short and long course achievements. b. The Outstanding Senior Male and Female Athletes as determined in accordance with the provisions of <del>Section XII-4.</del> <u>detailed below</u> . c. <del>The Male and Female Race of the Year (Age-Group and Senior)</del> <u>Outstanding Performances as listed in the criteria detailed below.</u> d. <del>The Male and Female Relay of the Year (10 &amp; Under, 11-12, 13-14, 15-18)</del> e <del>d.</del> <u>Coach of the Year (Age-Group and Senior)</u> f <del>e.</del> <u>Impact Award Outstanding Athlete Representative(s)</u>	30-Day 7/22/26

Date Intro	Motion #	Type	Doc		Action
				<p>g f. The DDEI Impact Award is awarded to either an organization or individual that is making swimming more accessible to the communities within Pacific Swimming.</p> <p>2.-4. [unchanged]</p> <p>5. <del>The Male and Female Race of the Year for both Age Group and Senior athletes shall be selected based on the following criteria: The Outstanding Performance awards shall recognize the following athletes:</del></p> <p><del>a. The Awards Banquet Committee, comprised of a Pacific Swimming Staff member, the Age Group Chair, Senior Chair, Age Group and Senior Coach Representatives, the Program Development Vice Chair, and one (1) Athlete Representative, shall select 5 finalists for the Male and Female Age Group, Male and Female Senior Race of the Year based on highest nationally ranked swims beginning September 1 and ending August 31 of the current season.</del></p> <p><del>a. <u>Athletes who have broken Pacific Swimming records</u></del></p> <p><del>b. <u>Athletes who have broken USA Swimming records</u></del></p> <p><del>c. <u>Athletes who have a swim that is ranked in the National Age Group top 10</u></del></p> <p><del>d. <u>Athletes who participated on the top 3-5 nationally ranked relay teams in each age group and gender.</u></del></p> <p><del>1. Approximately 45 days before banquet, the finalists for each Race of the Year category shall be announced on the Pacific Swimming website.</del></p> <p><del>2. The general public shall have approximately 20 days to vote.</del></p> <p><del>3. Based on the results of the vote, the finalists shall receive the following points:</del></p> <p><del>1st — 5 points</del></p> <p><del>2nd — 4 points</del></p> <p><del>3rd — 3 points</del></p> <p><del>4th — 2 points</del></p> <p><del>5th — 1 point</del></p> <p><del>4. All individual members of the Awards Banquet Committee shall also rank all 5 finalists 1st through 5th. 1st being their top vote, 2nd being what they perceive as the second best race and so forth. Based on their ranking, a finalist shall receive the following points:</del></p> <p><del>1st — 5 points</del></p> <p><del>2nd — 4 points</del></p> <p><del>3rd — 3 points</del></p> <p><del>4th — 2 points</del></p> <p><del>5th — 1 point</del></p> <p><del>5. All points for each finalist shall be added together, the finalist with the most points winning the award.</del></p> <p><del>6. The Male and Female Relay of the Year nominees will be selected based on the top relays beginning September 1 and ending August 31 of the current season in the following categories:</del></p> <p><del>10 &amp; Under (4 Nominees) 11-12 (8 Nominees) 13-14 (10 Nominees) 15-18 (10 Nominees)</del></p> <p><del>200 SCY Free 200 SCY Free 200 SCY Free 200 SCY Free</del></p> <p><del>200 SCY Medley 200 SCY Medley 200 SCY Medley 200 SCY Medley</del></p>	

Date Intro	Motion #	Type	Doc		Action
				<p><del>200 LCM Free 400 SCY Free 400 SCY Free 400 SCY Free</del>  <del>200 LCM Medley 400 SCY Medley 400 SCY Medley 400 SCY Medley</del>  <del>(could possibly consider 200 LCM Free 800 SCY Free 800 SCY Free</del>  <del>all-star Relay) 200 LCM Medley 200 LCM Free 200 LCM Free</del>  <del>400 LCM Free 200 LCM Medley 200 LCM Medley</del>  <del>400 LCM Medley 400 LCM Free 400 LCM Free</del>  <del>(could possibly consider 400 LCM Medley 400 LCM Medley</del>  <del>all-star Relay) 800 LCM Free 800 LCM Free</del></p> <p>a. The Awards Banquet Committee will select Male and Female Relay of the Year winners in each age group using the same voting and scoring process outlined above for Race of the Year awards.  7.-11. [to be renumbered]</p>	
6/17/26	2606AG02	P	Y	<p><b>Change to Coach Awards</b>  Motion to revise the Age Group and Senior Coach of the Year awards to add quantifiable nomination criteria taking effect for the 2027 PacSwim Awards Banquet.  POLICIES &amp; PROCEDURES  SECTION XII  AWARDS AND BANQUET  A. Awards and Banquet  1.-6. [unaffected]  7. The Age-Group AND Senior Coach of the Year <u>nominees</u> shall be selected based on the following criteria:  a. <u>Olympic and World Championship performances</u>  b. <u>Number of athletes making the Olympic and World Championship team</u>  c. <u>Number of athletes making other USA Swimming National Teams</u>  d. <u>Number of athletes making the National Junior Team</u>  e. <u>National meet individual and team performances</u>  f. <u>Records:</u>  1. <u>World</u>  2. <u>National/US Open</u>  3. <u>Junior National</u>  4. <u>National Age Group 15-16, 17-18</u>  5. <u>Pacific Swimming Senior 15-16, 17-18</u>  g. <u>Junior National individual and team performances</u>  h. <u>Futures, Sectionals individual and team performances</u>  i. <u>National Age Group rankings 15-16, 17-18</u>  j. <u>Consideration may also be given to post-graduate performances if athletes are training with a Pacific Swimming club, rate of improvement for Senior athletes within a club and significant contributions to the sport of swimming, the Pacific Swimming community and/or the USA Swimming community.</u></p>	30-Day 7/22/26

Date Intro	Motion #	Type	Doc		Action
				<p>a.k. A nominating committee, headed by the Age-Group and Senior Coaches Representatives, shall select nominees for both the Age-Group and Senior awards <u>Determination of eligible candidates shall be the responsibility of the Senior Coach Representative.</u></p> <p>b.l. Nominees shall be sent out to all Pacific Swimming coaches to vote on. <u>The winner shall be voted upon by the 5 Senior Zone Representatives or their designee, the Senior Committee Chair, the Senior Committee Athlete Representative, and the Senior Coach Representative.</u></p> <p>c. Nominee in each coaching category with the most votes wins the Coach of the Year award.</p> <p>8. <u>The Age Group Coaching Staff of the Year shall be selected based on the following criteria:</u></p> <p>a. <u>USA Swimming's Virtual Club Championship scores</u></p> <p>b. <u>USA Swimming's Club Improvement Points</u></p> <p>c. <u>Records:</u></p> <ol style="list-style-type: none"> <li>1. <u>National Age Group 10 &amp; Under, 11-12, 13-14</u></li> <li>2. <u>Pacific Swimming 10 &amp; Under, 11-12, 13-14</u></li> </ol> <p>d. <u>National Age Group rankings 10 &amp; Under, 11-12, 13-14</u></p> <p>e. <u>Consideration may also be given to rate of improvement for 14 &amp; under athletes within a club and significant contributions to the sport of swimming, the Pacific Swimming community and/or the USA Swimming community.</u></p> <p>f. <u>Determination of eligible candidates shall be the responsibility of the Age Group Coach Representative.</u></p> <p>g. <u>Up to three winners shall be voted upon by the 5 Age Group Zone Representatives or their designee, the Age Group Committee Chair, the Age Group Committee Athlete Representative, and the Age Group Coach Representative.</u></p> <p>h. <u>One winner from each of the following club size categories, based on number of year-round registered athletes, may be awarded:</u></p> <ol style="list-style-type: none"> <li>1. <u>125 or fewer athletes</u></li> <li>2. <u>126 to 299 athletes</u></li> <li>3. <u>300 or more athletes</u></li> </ol> <p>9.-11. [To be renumbered]</p>	
6/17/26	2606SS01	P	Y	<p><b>Safe Sport Recognition for PC Grants</b></p> <p>Motion to amend the Policies and Procedure to require clubs to have completed or have begun the process to complete the USA Swimming Safe Sport Club Recognition Program to receive grant funding from Pacific Swimming beginning September 1, 2026.</p> <p>SECTION II</p> <p>BUDGET AND FINANCE</p> <p>C. Payables</p> <p>1-12. [unchanged]</p> <p>13. The minimum requirements for a club submitting a grant application to receive a Pacific Swimming grant award shall be:</p> <ol style="list-style-type: none"> <li>a. The club shall be in good standing</li> <li>b. The club shall meet all other grant eligibility requirements stated in the grant announcement</li> <li>c. <u>Except for DDEI Grants, the club shall have completed and maintained, or have begun the process to complete (within the past 180 days) the USA Swimming Safe Sport Club Recognition Program</u></li> </ol>	30-Day 7/22/26

