

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	Western Zone Leadership Summit Budget 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	Zone Bylaws 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. Bylaws <u>Governing Documents</u> 1. Each Zone shall establish its own Bylaws <u>Rules, Regulations, Policies and/or Procedures</u> in addition to the LSC Bylaws to better describe or address specific Zone needs. The Zone Bylaws <u>Rules, Regulations, Policies and/or Procedures</u> shall not be in conflict with the Bylaws <u>governing documents</u> of Pacific Swimming or USA Swimming.	30-Day Approved 2/18/26
2/18/26	2602FIN01	B	Y	Motion to Approve Audit Reports from Auditor The Finance Committee moves to approve of the following reports from the independent auditor: • Pacific Swimming Financial Statements and Report of Independent Auditors Year Ended August 31, 2025 and 2024 • Pacific Swimming Informational Returns (2024 IRS Form 990 and CA Form 199) • Pacific Swimming 2025 Required Communications	Approved
2/18/26	2602SCH01	B	Y	2026-2027 LSC Meet Schedule Motion to approve the 2026-2027 LSC meet schedule as presented.	Approved

Date Intro	Motion #	Type	Doc		Action
2/18/26	2602Z1S01	B	N	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. J. Morefield Seconded a. Meet Surcharge \$35 b. Individual Events \$20 c. Coach Credential \$25 d. Late Entry Charge \$50	Approved
2/18/26	2602INV01	F	Y	Grant Funding Increase for FY 2025/2026 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.	Approved
3/18/26	2603GOV01	R	Y	Zone Membership 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. SECTION 1 ZONES A. Zones 1. [unchanged] B. Geographic Definition 1. <u>Membership in the following zones shall be determined by the physical location of the primary training facility of the club.</u> 12. 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 23. 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 34. 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 45. 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 56. 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	30-Day Approved 4/22/26
3/18/26	2603GOV02	R	Y	Treasurer Job Description Motion to amend the Rules and Regulations to reflect that a paid Staff Treasurer may not be a signer of account for Pacific Swimming.	30-Day Approved 4/22/26

Date Intro	Motion #	Type	Doc		Action
				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 aAuthorized signer <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 & loss) and submit them to the Finance Vice Chair.	
3/18/26	2603FIN01	P	Y	POLICIES & 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. 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 should 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 valued in excess of \$5000 or more in value 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>	30-Day Approved 4/22/26

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				<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> <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> <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> <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> <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 & Regulations, and Policies & Procedures. All such documents shall be distributed and posted in PDF format.</u> <u>10. Retention and destruction of budget and financial records shall follow Pacific Swimming Records Management policies and procedures.</u> <u>B. Budgets</u> <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> <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> <u>3. The Board of Directors and the Finance Vice Chair shall be responsible for implementing and enforcing the approved budgets.</u> <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> <u>C. Payables</u> <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> <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> <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>	

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				<u>4. An outside accountant shall review payments made via any automated payment software system prior to release by an authorized signer.</u> <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> <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> <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> <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> <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> <u>10. Under no circumstances shall checks be signed that are blank, incomplete, or not accompanied by all required supporting documentation and authorization.</u> <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> <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> <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> <u>14. The minimum requirements for a club submitting a grant application receiving a Pacific Swimming grant award shall be:</u> <u>a. The club shall be in good standing</u> <u>b. A delegate or representative shall attend the bi-annual House of Delegates meetings.</u> <u>b. The club shall meet all other grant eligibility requirements stated in the grant announcement</u> <u>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</u> <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> <u>6. Clubs requesting travel support shall meet the requirements found in the Senior Travel Support Guidelines.</u> <u>a. Pacific Swimming's Membership Chair shall determine athlete and coach eligibility.</u> <u>D. Receivables</u> <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>	

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				<u>2. The following forms of payment shall be acceptable to be received by Pacific Swimming and its Zones:</u> <u>a. Checks, which should be inspected for authenticity and deposited promptly</u> <u>b. Electronic Wire Transfer</u> <u>c. ACH Transfer</u> <u>d. Credit or Debit Card via a bank payment processing system</u> <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> <u>f. Cash, subject to the appropriate cash handling procedures.</u> <u>3. The following forms of payment shall be unacceptable and are prohibited from being received by Pacific Swimming and its Zones:</u> <u>a. Mobile payment methods other than Zelle, including but not limited to PayPal, Venmo, Apple Pay, Cash App, and Google Pay.</u> <u>4. Cash Handling Procedures</u> <u>a. Cash receipts shall be issued to acknowledge transactions.</u> <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> <u>c. Cash should be counted by two individuals in a secure, non-public area, and the count should be recorded.</u> <u>d. Cash shall be kept in a secure location, such as a locked safe, accessible to a limited number of people.</u> <u>e. Cash shall be deposited intact directly into a secure bank account. Converting to a check, changing denominations, etc., is not permissible.</u> <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> <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> <u>E. Capital Equipment</u> <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> <u>2. All capital equipment shall be recorded under the Pacific Swimming Equipment or Zone Equipment Inventory.</u> <u>3. All capital equipment inventoried shall be subject to a straight-line depreciation schedule based on the expected life of the equipment.</u> <u>4. All capital equipment in inventory shall be insured at replacement value.</u> <u>F. Audit and Tax Filings</u> <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> <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>	

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				<u>G. Unclaimed Property</u> <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> <u>2. Checks issued by automated payment software shall be void after ninety days. A payment reissue fee may apply.</u> <u>3. Stop payment orders may be issued for checks lost in the mail or other valid reasons.</u> <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> <u>H. Data Security</u> <u>1. Only authorized individuals shall have access to the financial systems and information of Pacific Swimming.</u> <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> <u>3. Upon termination or leaving office, a user's access to every Pacific Swimming financial system shall immediately be disabled.</u> <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> <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> <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> 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 reissued original check amount b. Second reissue - \$50 fee deducted from the reissued original check amount c. Third reissue - \$100 fee deducted from the reissued original check amount SECTION V	

Date Intro	Motion #	Type	Doc		Action
				TRAVEL EXPENSE REIMBURSEMENT <u>A. General Travel Expense Policies</u> <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> <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> <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> <u>4. To be eligible for Financial Assistance or Reimbursement the individual shall adhere to the following meet the following criteria:</u> <u>a. Be a member in good standing of USA Swimming from and Pacific Swimming and</u> <u>b. Be approved for Financial Assistance by the General Chair unless otherwise specified in this policy</u> <u>c. Attend the event in its entirety or as specified below</u> <u>d. Pacific Swimming does not reimburse or pay for any alcoholic beverages at any time.</u> <u>e. Travel Expense Reimbursement Policy is subject to change due to financial constraints as determined by the Board of Directors.</u> <u>e. Cash advances shall not be provided for travel expenses.</u> <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> <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> <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> <u>BA. United States Aquatic Sports (USAS) Convention and USA Swimming Business Meetings [NO CHANGES]</u> <u>CB. USA Swimming Workshops [NO CHANGES]</u> <u>DC. Travel and Lodging Assistance for Officials [NO CHANGES]</u> <u>ED. Travel Assistance for Athlete Representatives (this section reserved for future use)</u> <u>FE. Senior Travel Support Guidelines</u> <u>2. The following requirements shall be met for all levels of travel support:</u> <u>[a. - d. unchanged]</u> <u>e. Pacific Swimming's Membership Chair shall determine athlete and coach eligibility.</u> <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> <u>65. For additional information or questions, see the Pacific Swimming web site, Rules and Regulations, and Senior Committee</u>	

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				<u>G. Other Authorized Travel</u> <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> <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> <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> <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> <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> SECTION XV RECORDS MANAGEMENT C. Retention, Destruction and Turn-over 1. The specific responsibilities of the elected officers, <u>committee chairs, and relevant staff</u> and Committee Chairs are as follows: [NO OTHER CHANGES] E. Minimum Retention Periods and Turn-over Requirements for Specific Categories 1. Pacific Swimming has established <u>the following</u> retention and destruction policies and schedules, in order to ensure legal compliance and/or other objectives. Several categories of documents that warrant special consideration are identified below. 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. f. Banking and Accounting. Accounts Payable ledgers and schedules <u>Records</u> shall be kept for not less than seven years except for the following: general ledger, general journals, annual financial statements, fixed asset purchases, and depreciation schedules shall be retained permanently. Bank reconciliations, bank statements, deposit slips and checks (unless for major payments and purchases over \$5,000) shall be kept for not less than three years. Any inventories of products, materials, and supplies and any invoices shall be kept for not less than seven years. h. Contracts. Final execution copies of all contracts entered into by Pacific Swimming shall be retained <u>permanently.</u> 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. i. Audit <u>Reports</u> Records. External audit reports shall be kept permanently. Internal audit reports shall be kept for not less than three years. 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> Exceptions to the three-year policy	

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				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. F. Electronic Documents and Mail [1. - unchanged] 2. Pacific Swimming shall maintain a document retention and destruction schedule (see Appendix). 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 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 <u>or 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.																													
4/22/26	2604BC01	R	Y	Increase Registration Fee for Premium Athlete Membership Motion: Increase the Premium Athlete membership fee as found in Rules & Regulations, Section 3, A, 4, a., by \$10 per year with the upcoming USA Swimming 2027 registration year. Rules & 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 \$19.00 <u>\$29.00</u> and a \$1.00 Technology Fee. (3/20/24) (3/19/25) (10/15/25)	30-Day HOD Approved 5/20/26																												
4/22/26	2604BC02	R	Y	Increase Age Group Meets Individual and Relay Entry Fees Motion: Increase the Age Group Meets Individual and Relay Entry Fees, as found in Rules & Regulations, Section 4, B, 1, table., by \$1.00 each. The amounts for the Age Group section only will change to: <table><tr><th>Meet Category</th><th colspan="3">Individual Entry Fees</th><th colspan="3">Relay Entry Fees</th></tr><tr><td></td><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>Age Group Meets</td><td>\$4.50</td><td>\$3.15</td><td>\$1.35</td><td>\$9.00</td><td>\$6.30</td><td>\$2.70</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></table>	Meet Category	Individual Entry Fees			Relay Entry Fees				Total Fee	To Host	Due PC	Total Fee	To Host	Due PC	Age Group Meets	\$4.50	\$3.15	\$1.35	\$9.00	\$6.30	\$2.70		<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
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4/22/26	2604BC03	P	Y	DDEI Grant Program to become part of Investment Funds 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>	30-Day HOD Approved 5/20/26
4/22/26	2604BC04	B	Y	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	Approved HOD Approved Budget 5/20/26
4/22/26	2604INV01	P	Y	Investment Committee Policies and Procedures 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>	30-Day HOD Approved 5/20/26

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				<u>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.</u>	
4/22/26	2604Z4C01	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	Release of Ripon Aquatics [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	Increase Registration Fee for Seasonal Athlete Membership 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 \$16.00 <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	Change to Athlete Awards 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 provided in Section XII 3- <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 Section XII 4- <u>detailed below</u> . c. The Male and Female Race of the Year (Age-Group and Senior) <u>Outstanding Performances as listed in the criteria detailed below.</u> d. The Male and Female Relay of the Year (10 & Under, 11-12, 13-14, 15-18) e. <u>d. Coach of the Year (Age-Group and Senior)</u> e. <u>Impact Award Outstanding Athlete Representative(s)</u>	30-Day Approved 7/22/26

Date Intro	Motion #	Type	Doc		Action
				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. 2.-4. [unchanged] 5. The Male and Female Race of the Year for both Age-Group and Senior athletes shall be selected based on the following criteria: <u>The Outstanding Performance awards shall recognize the following athletes:</u> 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. a. <u>Athletes who have broken Pacific Swimming records</u> b. <u>Athletes who have broken USA Swimming records</u> c. <u>Athletes who have a swim that is ranked in the National Age Group top 10</u> d. <u>Athletes who participated on the top 3-5 nationally ranked relay teams in each age group and gender.</u> 1. Approximately 45 days before banquet, the finalists for each Race of the Year category shall be announced on the Pacific Swimming website. 2. The general public shall have approximately 20 days to vote. 3. Based on the results of the vote, the finalists shall receive the following points: 1st 5 points 2nd 4 points 3rd 3 points 4th 2 points 5th 1 point 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: 1st 5 points 2nd 4 points 3rd 3 points 4th 2 points 5th 1 point 5. All points for each finalist shall be added together, the finalist with the most points winning the award. 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: 10 & Under (4 Nominees) 11-12 (8 Nominees) 13-14 (10 Nominees) 15-18 (10 Nominees) 200 SCY Free 200 SCY Free 200 SCY Free 200 SCY Free 200 SCY Medley 200 SCY Medley 200 SCY Medley 200 SCY Medley	

Date Intro	Motion #	Type	Doc		Action
				200 LCM Free 400 SCY Free 400 SCY Free 400 SCY Free 200 LCM Medley 400 SCY Medley 400 SCY Medley 400 SCY Medley (could possibly consider 200 LCM Free 800 SCY Free 800 SCY Free all-star Relay) 200 LCM Medley 200 LCM Free 200 LCM Free 400 LCM Free 200 LCM Medley 200 LCM Medley 400 LCM Medley 400 LCM Free 400 LCM Free (could possibly consider 400 LCM Medley 400 LCM Medley all-star Relay) 800 LCM Free 800 LCM Free 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]	
6/17/26	2606AG02	P	Y	Change to Coach Awards 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 & 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: <u>a. Olympic and World Championship performances</u> <u>b. Number of athletes making the Olympic and World Championship team</u> <u>c. Number of athletes making other USA Swimming National Teams</u> <u>d. Number of athletes making the National Junior Team</u> <u>e. National meet individual and team performances</u> <u>f. Records:</u> <u>World</u> <u>National/US Open</u> <u>Junior National</u> <u>National Age Group 15-16, 17-18</u> <u>Pacific Swimming Senior 15-16, 17-18</u> <u>g. Junior National individual and team performances</u> <u>h. Futures, Sectionals individual and team performances</u> <u>i. National Age Group rankings 15-16, 17-18</u> <u>j. 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>	30-Day Approved 7/22/26

Date Intro	Motion #	Type	Doc		Action
				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. Determination of eligible candidates shall be the responsibility of the Senior Coach Representative. b.l. Nominees shall be sent out to all Pacific Swimming coaches to vote on. The winner shall be voted upon by the 5 Zone Senior Committee Representatives or their designee, the Senior Committee Chair, the Senior Committee Athlete Representative, and the Senior Coach Representative. c. Nominee in each coaching category with the most votes wins the Coach of the Year award. 8. The Age Group Coaching Staff of the Year nominees shall be selected based on the following criteria: a. USA Swimming's Virtual Club Championship scores b. USA Swimming's Club Improvement Points c. Records: 1. National Age Group 10 & Under, 11-12, 13-14 2. Pacific Swimming 10 & Under, 11-12, 13-14 d. National Age Group rankings 10 & Under, 11-12, 13-14 e. Consideration may also be given to rate of improvement for 14 & under athletes within a club and significant contributions to the sport of swimming, the Pacific Swimming community and/or the USA Swimming community. f. Determination of eligible candidates shall be the responsibility of the Age Group Coach Representative. g. 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. h. One winner from each of the following club size categories, based on number of year-round registered athletes, may be awarded: 1. 125 or fewer athletes 2. 126 to 299 athletes 3. 300 or more athletes 9.-11. [To be renumbered]	
6/17/26	2606SS01	P	Y	Safe Sport Recognition for PC Grants 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. SECTION II BUDGET AND FINANCE C. Payables 1-12. [unchanged] 13. The minimum requirements for a club submitting a grant application to receive a Pacific Swimming grant award shall be: a. The club shall be in good standing b. The club shall meet all other grant eligibility requirements stated in the grant announcement <u>c. 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>	30-Day Approved 7/22/26

Date Intro	Motion #	Type	Doc		Action
6/17/26	2606SR01	B	Y	Combining 2027 Summer Championships To combine 2027 PC Senior Champs (July) and 2027 PC Age Group Champs (July) into a dual site meet titled 2027 PC Adam Szmidt Summer LC Championships, on July 9-11, 2027.	Approved
7/22/26	2607Z4C01	B	Y	2026-2027 Far Western Time Standards Motion to approve the 2026-2027 Far Western Championship time standards as presented. Moved by J. Morefield, T. Larsen 2nd	Approved
7/22/26	2607ATH01	F	Y	Social Media Expense Motion to spend \$150 annually for an Instagram account verification with funds coming from the Marketing line item of the budget.	Approved
7/22/26	2607ALAG01	F	Y	LSC Hy-Tek Championship Meet Software License Motion to spend \$1758 initially and \$500 annually thereafter to purchase and LSC Hy-Tek license that can be used by all LSC meet hosts and Administrative Officials and funding for the Software line item of the budget to be increased by \$1758 for the 2026-2027 year. J. Morefield 2nd	Approved
7/22/26	2607SR01	P/R	Y	Senior Competition Eligibility Motion to amend P&P and R&R to adjust the qualifications for 12-year-old athletes participation in Senior competition. POLICIES & PROCEDURES SECTION IX TIME STANDARDS A. Time Standards 1.-4. [unchanged] 5. Pacific Swimming Senior time standards shall be as follows: a. Senior 2 (1) Senior 2 qualifying shall be the applicable year's USA Swimming National Age Group Time Motivational Time Standard Level A for 15-16, for athletes aged thirteen and older. For bonus events, USA Swimming National Age Group Motivation Time Standard Level BB Minimum for 15-16 shall apply. (2) Bonus events per meet shall be as follows: qualified thirteen-year-old and older athletes are allowed two bonus events. Twelve-year-old athletes are not eligible for bonus events. b. Senior Open (1) For Senior Open meets, thirteen-year-old and older athletes shall be automatically qualified. Eleven and twelve-year-old athletes shall meet the applicable year's USA Swimming National Age Group Motivational Time Standard Level BB A Minimum for 15-16. (2) No bonus events at this meet. RULES & REGULATIONS SECTION 7 SENIOR COMPETITION A. Meet Formats & Qualifying	30-Day Approved 9/16/26

Date Intro	Motion #	Type	Doc		Action
				1.-2. [unchanged] 3. Senior Open a. The minimum age shall be eleven (11) <u>twelve (12)</u> years old b. Meets shall be either Timed Finals or Preliminaries and Finals and may not include Time Trials. ... B. Eligibility 1. Senior Meets a.-b. [unchanged] 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 Senior 2 meets, and 11-12 <u>twelve</u> -year-old athletes entering Senior Open meets. ...	
7/22/26	2607SR02	B	Y	Senior Open Qualifying Times Trial Extension Motion to continue to require a minimum time standard of a 15-16 BB time for athletes aged 13 & up to enter Senior Open meets for one more competition year. These entry times will require time verification.	Approved
8/4/26	2608TS01	B	Y	2026-2027 Age Group Time Standards Motion to approve the 2026-2027 Age Group Championship time standards as presented. [Executive Committee email vote]	Approved
8/27/26	2608DDEI01	F	Y	Increase DDEI Grant Funding Motion to increase the DDEI Grant funding by \$7,000 to a total of \$15,000 for the Spring 2026 grant period. [Executive Committee email vote]	Approved
9/16/26	2609OFC01	P	Y	Officials Travel Assistance Amendment Motion to amend the Policies and Procedures to reflect the following: POLICIES AND PROCEDURES SECTION V TRAVEL EXPENSE REIMBURSEMENT D. Travel and Lodging Assistance for Officials 1. Criteria for Financial Assistance: a. <u>Active official within the LSC.</u> a. b. Individuals must be <u>pre</u> -approved for financial assistance by the Chair of the Official's Committee. b. c. Receipts shall be submitted to the Officials Chair for approval. Eligible reimbursable expenses include transportation, hotel, and meals not to exceed the amount a Club receives for an Athlete.	30-Day 10/21/26
9/16/26	2609AG01	R	Y	Far Western Championships Facility Surcharge and Coach Credentials The Age Group Committee moves to amend the Pacific Swimming Rules and Regulations as shown below. These changes shall take effect beginning with the 2027 Far Western Championships. RULES AND REGULATIONS SECTION 4 SWIM MEET PREPARATION B. Entry Fees 1. NOTES:	30-Day 10/21/26

Date Intro	Motion #	Type	Doc		Action
				[a.-b. Unchanged] c. Host clubs may impose a facility surcharge not to exceed \$20.00 per athlete for Pacific Swimming sanctioned meets to help defray facility rental expenses, <u>except as provided in subsection d.</u> Outreach registered athletes shall be exempt from the facility surcharge. d. <u>Host clubs of Pacific Swimming Far Western Championships may impose a facility surcharge not to exceed \$25.00 per athlete to help defray facility rental expenses. Outreach registered athletes shall be exempt from the facility surcharge.</u> e. <u>Coach credentials for Pacific Swimming Far Western Championships shall be provided at no charge to current USA Swimming member coaches. Host clubs shall not impose a separate coach credential or coach hospitality fee.</u> <i>[Re-letter existing subsection d.-h. Accordingly]</i>	
9/16/26	2609AG02	P	Y	Age Group Championship Duration The Age Group Committee moves to amend the Pacific Swimming Policies and Procedures to allow for Age Group Championships to be as long as 3.5 day. POLICIES AND PROCEDURES SECTION VII LSC AGE GROUP CHAMPIONSHIP MEETS B. Age Group Championships 3. Meet Conduct a. Meets shall be no more than <u>3.5</u> competition days, held at <u>one or two</u> venues.	30-Day 10/21/26
9/16/26	2609INV01	B	Y	Investment Policy Statement The Investment Committee moves that the Pacific BOD approve the Pacific Swimming Investment Policy Statement.	Approved
9/16/26	2609GOV01	R	Y	R&R Review Updates Motion to update the Pacific Swimming Rules and Regulations with the changes indicated in the document highlighted below. SECTION 1 ZONES A. Zones 1. Pacific Swimming is responsible for promoting the sport of swimming over a large geographical region stretching north to the Oregon border, east through part of the state of Nevada near Reno, south through Monterey County, and west to the Pacific Ocean. This region is comprised of many different and diverse communities, with a wide spectrum of demographics. In order to better serve the local communities, Pacific <u>Swimming</u> is divided into 5 zones within this region... C. Governing Body/Zone Structure 1. Each Zone will <u>shall</u> establish a Board of Directors and conduct meetings. The minutes of these meetings will <u>shall</u> be reported to the Pacific Swimming Board of Directors and posted to the Pacific Swimming website. The Zone Chairs and Zone Athlete Representatives are members of the Pacific Swimming Board of Directors. 2. <u>The minimum required Zone directors shall be a Chair, a Vice Chair, and a Treasurer.</u>	30-Day 10/21/26

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				D. Governing Documents 1. Each Zone shall establish its own Rules, Regulations, Policies and/or Procedures <u>governing documents</u> in addition to the LSC Bylaws to better describe or address specific Zone needs. The Zone Rules, Regulations, Policies and/or Procedures governing documents shall not be in conflict with the governing documents of Pacific Swimming or USA Swimming. K. Zone Representatives 1. Each Zone is responsible for appointing and/or electing Zone representatives to LSC committees such as the Officials Committee, Scheduling Committee, Athlete Committees and other standing or ad hoc LSC committees when Zone representation is required or desired. Zone athlete representatives also shall be nominated and approved by the Zone <u>to constitute at least 20% of the voting membership of the Zone.</u> ... L. Duties of the Zone Officials Chair(s) 1. The Zone Officials Chair(s) shall: ... N. Fines or Penalties 2. <u>Appeals of fines levied by a Zone shall be first to the Zone Board of Directors, and if not resolved, then to the Pacific Swimming Administrative Board of Review.</u> SECTION 2 MEMBERSHIP CLASSES AND THE HOUSE OF DELEGATES B. House of Delegates 3. The following Committee Chairs and Coordinators <u>except when held by a paid staff member, who shall then have a voice but no vote.</u> SECTION 4 SWIM MEET PREPARATION B. Entry Fees [adding a row to the bottom of the chart] Flat Fee Meets 80% fees to Host, 20% to Pacific Swimming SECTION 5 CONDUCT OF MEETS B. Meet Operations 1. Entries a. Competitors shall be current athlete members of USA Swimming. The meet host shall check be <u>responsible for assuring</u> all athlete registrations <u>are up to date prior to competition</u> against the USA Swimming SWIMS database. b. At all sanctioned meets that include time trials, only athletes that are entered in an individual event in the meet are eligible to enter time trials. c. Once the meet, or a meet session, or event has met an imposed capacity and has closed, all further meet entries and payments shall <u>must</u> be returned <u>or declined</u> per Pacific Swimming Policies and Procedures.	

Date Intro	Motion #	Type	Doc		Action
				(1) <u>If meet entries are administered electronically and a meet, meet session, or event closes due to capacity or entry deadline, entries in that meet, meet session, or event shall not be added or altered without consulting the meet referee or designee. Mailed or hand-delivered entries may not be added if postmarked or hand-delivered after a meet, meet session, or event has closed to entries.</u> (2) <u>A report of the entries file shall be provided to the meet referee or designee 24 hours after the meet deadline or after the meet has closed due to capacity, whichever comes first.</u> (3) The host club shall accept entries in the order they are received. Athletes from the host club shall not be given preference or exception. (4) Failure of the host club to notify in the prescribed manner, the athletes that their entries are not being accepted, <u>or adding entries after a meet, meet session, or event has closed</u>, shall result in a complaint filed with the Pacific Swimming Administrative Review Board. <u>If a complaint is substantiated by the Administrative Review Board, a A-host club not attempting to notify non-accepted entrants may be penalized by a \$500 fine for the first infraction and barred by the Pacific Swimming Board of Directors from hosting meets the following year for subsequent infractions in the competition year.</u> 2. Check-In a. No event shall be closed more than thirty (30) minutes before the scheduled start of the session. Close of check-in for remaining events shall be no more than sixty (60) minutes before the estimated time of the start of the first heat of the event. Zone Board of Directors awarded meets may modify <u>this rule for Zone meets in order to facilitate the check-in process. Any such modification must be in the meet sheet and posted in a location clearly visible to the coaches and athletes.</u> SECTION 6 AGE GROUP COMPETITION A. Meet Formats & Qualifying 1. Far Western Championships c. Meets shall be awarded to the host team by the LSC <u>Pacific Swimming following the recommendation of the Meet Award Committee.</u> 2. Age Group Championships e. Meets shall be awarded to the host team by Pacific Swimming following the recommendation of the Meet Award Committee. the Meet Award Committee. 3. 10 & Under Championships d. Meets shall be awarded to the host team by Pacific Swimming following the recommendation of the Meet Award Committee. the Meet Award Committee. 5. Athletes shall be qualified for a specific meet in a given stroke and distance when they have equaled or bettered the time standard for that event. 6. Only times in the USA Swimming SWIMS database shall be acceptable to qualify for 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.	

Date Intro	Motion #	Type	Doc		Action
				7. Athletes who compete in a meet event at or better than the minimum standard shall thereafter be considered to be qualified in that particular event in all courses and may not again compete in the same event in a lower standard meet, even if they have not actually performed at or better than the time standard. 8. Qualifying By Stroke and Distance a. An athlete who achieves any Pacific Swimming age-group qualifying standard in one course (SCY, SCM, or LCM) shall be considered qualified at that same standard in the equivalent stroke and distance in all courses. b. Athletes maintain their time standard level for the duration of a meet even if they qualify for the next level during the meet. This rule also applies to relay events. c. Any athlete, upon changing age groups, who has already met any standard in an event offered in the new age group shall be considered qualified at that level for that event in the new age group, as long as the time has been achieved in the qualifying period (if any) for entry into the meet. d. Athletes, who enter an event for which they are not qualified, or who have met the next higher time standard, shall scratch the event. <u>B. Eligibility and Qualifying</u> <u>1. Qualifying</u> <u>a. Athletes shall be qualified for a specific meet in a given stroke and distance when they have equaled or bettered the time standard for that event.</u> <u>b. Only times in the USA Swimming SWIMS database shall be acceptable to qualify for 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.</u> <u>c. Athletes who compete in a meet event at or better than the minimum standard shall thereafter be considered to be qualified in that particular event in all courses and may not again compete in the same event in a lower standard meet, even if they have not actually performed at or better than the time standard.</u> <u>2. Qualifying By Stroke and Distance</u> <u>a. An athlete who achieves any Pacific Swimming age-group qualifying standard in one course (SCY, SCM, or LCM) shall be considered qualified at that same standard in the equivalent stroke and distance in all courses.</u> <u>b. Athletes maintain their time standard level for the duration of a meet even if they qualify for the next level during the meet. This rule also applies to relay events.</u> <u>c. Any athlete, upon changing age groups, who has already met any standard in an event offered in the new age group shall be considered qualified at that level for that event in the new age group, as long as the time has been achieved in the qualifying period (if any) for entry into the meet.</u> <u>d. Athletes, who enter an event for which they are not qualified, or who have met the next higher time standard, shall scratch the event.</u> <u>4.3. Individual Eligibility</u> <u>2.4. Event Limitations</u> <u>a. In Preliminaries and Finals meets, an athlete may compete in not more than three (3) individual events per day.</u> <u>b.a. In Timed Finals meets, an athlete may compete in not more than five (5) individual events per day. Event limitations shall align with USA Swimming event limitations unless lower limits are stated in the meet announcement.</u>	

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				e.b. An athlete may enter as many events as they wish but shall not compete in more than the maximum events allowed by the meet format and are not guaranteed a refund of excess entry fees. C. Conduct of Meets 3. Individual Scratch Rule a. Pre-Seeded <u>Non-Championship</u> Meets b. In Zone-awarded meets that are Deck-Seeded (1) No event shall be closed more than 30 minutes before the scheduled start of the session. Close of check-in for remaining events shall be no more than 60 minutes before the estimated time of the start of the first heat of the event. Athletes who fail to check-in shall not be seeded in the event. <u>Closing times may be modified in order to facilitate the check-in process. Any such modification must be in the meet sheet and posted in a location clearly visible to the coaches and athletes.</u> SECTION 7 SENIOR COMPETITION C. Conduct of Meets 3. Individual Scratch Rule a. Senior Timed Finals Meets that are Deck Seeded (1) No event shall be closed more than thirty (30) minutes before the scheduled start of the session. Close of check-in for remaining events shall be no more than sixty (60) minutes before the estimated time of the start of the first heat of the event. <u>Event closing times may be modified in order to facilitate the check-in process. Any such modification must be in the meet sheet and posted in a location clearly visible to the coaches and athletes.</u> Athletes who fail to check-in shall not be seeded in the event. Times of close of check-in for events shall be described in the Meet Announcement. SECTION 9 OFFICIATING C. Qualification of Officials 3. Persons instructed as officials at clinics shall serve at meets as trainees under the supervision of experienced qualified officials. Certification of officials shall require the evaluation of the trainee and/or official according to Pacific Swimming Officials Advancement Criteria and recommendation by meet referees under whom the training was accomplished in addition to the clinic instruction and the approval of the Zone Officials Chair. 4.3. The position and level for which the official is certified shall be entered into the Officials Tracking System database of USA Swimming. 5.4. SECTION 10 TRAVEL SUPPORT A. Purpose	

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				1. Provided to help defray the travel costs of Pacific Swimming athletes, coaches, and officials, competing in or attending Sectional- level and higher meets as determined by the Board of Directors. Refer to Pacific Swimming's Policy & Procedures Section V<u>Travel Expense Reimbursement section</u>, for specific support amounts. SECTION 11 ATHLETE, COACH/MANAGER, AND PARENT/GUARDIAN CODE OF CONDUCT B. Authority 1. A-For each event covered under these codes of conduct, a review committee (consisting of the Age Group Chair or their delegate, the Head Coach, the Age Group Coach(es) of the individual(s) involved, a female athlete, a male athlete, and a non-coach member) shall have the enforcement authority to act and to effectuate adherence to the Pacific Swimming Codes of Conduct in compliance with Pacific Swimming and USA Swimming Rules and Regulations, Policies and Procedures, and guidance. ... C. Applicability 1. These Codes shall apply to and are subject to adherence and compliance by all athletes, coaches, managers, parents, guardians, and other staff members while attending and participating in events or competition acknowledged, sanctioned, sponsored or hosted by Pacific Swimming or its subsidiaries. D.C. E.D. SECTION 12 ELECTRONIC COMMUNICATION A. Electronic Communication 1. Pacific Swimming recognizes the prevalence of electronic communication and social media in today's world. Many of our athletes use these means as their primary method of communication. While Pacific Swimming acknowledges the value of these methods of communication, Pacific Swimming also realizes that there are associated risks that shall be considered when adults use these methods to communicate with minors. 2. All communications between a coach, or other adult including but not limited to official chaperone or manager, and athlete shall be professional in nature and for the purpose of communicating information about club activities. The content and intent of all electronic communications shall adhere to the USA Swimming Code of Conduct regarding Athlete Protection. 3.1. Pacific Swimming will follow the current version of the USA Swimming Minor Athlete Abuse Protection Policy (MAAPP) which is located on the USA Swimming website. Pacific Swimming may impose additional requirements for specific meets which will be included in the meet announcement. 4.2. The Board of Directors is authorized to update the Electronic Communication Policy whenever changes are desirable or mandated by USA Swimming. The current Electronic Communication Policy will be<u>is</u> published in the Policies & Procedures. SECTION 13 JOB DESCRIPTIONS	

Date Intro	Motion #	Type	Doc		Action
				A. Elections 1. The House of Delegates, at its annual meeting, shall elect the General Chair, the Vice-Chairs, the Senior Chair, the Age Group Chair, the Secretary, the Treasurer (<u>if not paid staff</u>), the Registration Chair (<u>if not paid staff</u>), and the At-Large Members in odd-numbered years. The House of Delegates shall also elect the members of the Administrative Review Board as specified in Article 4 of the Bylaws. <u>The coach members of the House of Delegates shall elect the Senior Coach Representative and the Age Group Coach Representative in alternate years.</u> C. Duties and Responsibilities of General Chair and Vice Chairs 1. General Chair a. The General Chair shall oversee and have general charge of the management, business operations, affairs and property of Pacific Swimming, and general supervision over its officers and agents, <u>as further detailed in the Policies and Procedures</u>; shall call meetings when and where deemed necessary; ... 2. Administrative Vice Chair b. <u>a.</u> The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers Pacific Swimming business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of Pacific Swimming's Policies and Procedures Manual. The Administrative Vice Chair shall be custodian of the records of Pacific Swimming and attest the execution of all duly authorized instruments. The Administrative Vice Chair shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of Pacific Swimming. 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, Zone Chairs, <u>Personnel Committee</u>, and Governance Committee, and Club Development Committee. 4. 4. Program Development Vice Chair b. (3) The Program Development Vice Chair is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees: Senior Committee, Age Group Committee, Disability Swimming, Diversity, <u>Equity and Inclusion Committee</u>, and Athlete Committee, <u>Open Water Committee, Camps Coordinator, Technical Planning Committee</u>, and shall serve on other committee as detailed in the Policies and Procedures.	

Date Intro	Motion #	Type	Doc		Action

Respectfully Submitted by,
 Amy Chen
 Secretary - Pacific Swimming Board of Directors
 Verónica Hernández
 Administrative Vice Chair/Athlete Rep Advisor