

Title: Pacific Swimming 2025 Motions

F= FINANCIAL

B=BUSINESS

R=RULES AND REGULATION

P=POLICY AND PROCEDURES

L=BY-LAWS

Date Intro	Motion #	Type	Doc		Action
1/15/25	2501JM01	B	Y	Motion to amend the 2025-2026 LSC meet schedule to correct the December Speedo Sectional dates to December 19-22, 2025 J. Morefield moved, K. VanSwol 2nd	Approved
1/15/25	2501VH01	B	Y	Motion to approve the 2025-2026 LSC meet schedule as amended. V. Hernandez moved, J. Morefield 2nd	Approved
1/15/25	2501FIN01	B	Y	Zone Facility Fee The Finance Committee moves to allow host clubs of Zone meets to impose a facility fee not to exceed \$20.00 per athlete. Outreach registered athletes are exempt from the facility surcharge.	Approved
2/19/25	2502FIN01	R	Y	Membership Fee The Finance Committee moves an increase of one dollar for a Premium Athlete Membership from \$19 to \$20, and an Individual Season Athlete Membership from \$16 to \$17, effective September 1, 2025.	30-Day Approved 3/19/25
2/19/25	2502FIN02	R	Y	Board Membership Restriction The Finance Committees, with the recommendation of the independent accountant, moves to add the following language to the Pacific Swimming Rules and Regulations: "Any member of Pacific Swimming who engages in embezzlement, theft, or fraudulent activities shall not be eligible to hold an LSC or Zone board position that involves financial responsibility. This includes but is not limited to: LSC or Zone Chair, Financial Vice Chair, Treasurer, Meet Director, Camp Coordinator, and any fundraising positions."	30-Day Withdrawn on 3/19/25
2/19/25	2502FIN03	B	Y	Audit Reports The Finance Committee moves to approve of the following reports from the independent auditor: <ul style="list-style-type: none"> Pacific Swimming Financial Statements and Report of Independent Auditors Year Ended August 31, 2024, and 2023 Pacific Swimming Informational Returns (IRS Form 990 and CA Form 199) Pacific Swimming 2024 Required Communications 	Approved
3/19/25	2503JM01	B	N	Motion from the floor that Pacific Swimming grant an exception to the Team Grant requirements and allow San Benito Aquatics to receive and respond to a new Bill.com set of instructions and for PC to proceed with the grant payment. Moved by J. Morefield, Seconded by T. Larsen	Approved
3/19/25	2503GOV01	P	Y	P&P Updates	30-Day

Date Intro	Motion #	Type	Doc		Action
				<p>Motion: to amend the following Pacific Swimming Policies and Procedures:</p> <ol style="list-style-type: none"> 1. Section I, Governance, to add our existing policies and statements on Ethical Behavior and Conflict of Interest, with minor recommended edits. 2. Section X, Meet Conduct, to change the requirements for submitting meet results to include a complete meet database backup (instead of a SDIF, SD3, or CL2 file), and to prohibit public posting of meet results data containing athlete birthdates. NOTE: meet backups will be for internal use only by Staff, to generate different versions of the electronic results data, with birthdates to aid in upload to SWIMS, and without birthdates for public posting on the Pacific Swimming website. 3. Section XIX, League Administration, to reflect the same new requirements for submitting and posting of meet results. <p>SECTION I GOVERNANCE B. Board of Director and Executive Committee Meetings [1.-3. unchanged] 4. [new subsection] Ethical Behavior and Conflict of Interest Policies</p> <ol style="list-style-type: none"> a. <u>The business of Pacific Swimming is to be conducted in observance of both the spirit and letter of applicable federal and state laws.</u> b. <u>Pacific Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.</u> c. <u>All individuals who participate with Pacific Swimming will disclose the nature and extend extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluation or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Pacific Swimming resources for individual use.</u> d. <u>Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given nor received, except those of nominal value exchange or travel expenses incurred in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Pacific Swimming.</u> e. <u>Expenses incurred in the furtherance of Pacific Swimming business are to be reasonable, necessary and substantiated.</u> f. <u>All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Pacific Swimming and with each other.</u> g. <u>Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.</u> h. <u>The following statement shall be read out loud at in-person and online meetings, or shall be stated at the start of the Agenda for meetings conducted by email, of the Pacific Swimming House of Delegates, Board of Directors, Executive Committee, and Administrative Board of Review. By continuing to</u> 	Approved 4/16/25

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				<p><u>participate in any such meeting, each participant agrees to abide by this statement and by the other policies in this section: "Is any member anyone in attendance aware of any conflict of interest (that is, of a personal interest or a direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addressed under Pacific Swimming Conflict of Interest Policies? If a board member participant determines there to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and/or action is being taken, a declaration of a conflict of interest should must be made at that time."</u></p> <p>SECTION X MEET CONDUCT [A.-I. unchanged] J. Meet Results 1. Meet results shall be submitted to Pacific Swimming by email at results@pacswhim.org, by the deadlines established in Pacific Swimming Rules and Regulations. Results shall include the complete meet results in a SDIF, SD3, or CL2 electronic file consist of a complete backup of the final meet database (including birthdate information), PLUS the complete meet results in a HTML or PDF file. 2. <u>[new subsection] In no case shall meet results, in any format, be posted to a website or other publicly accessible location, or shared with anyone other than Pacific Swimming staff, if they contain birthdate data for athletes, whether human or machine readable.</u></p> <p>SECTION XIX LEAGUE ADMINISTRATION [A.-E. unchanged] F. Results and Meet Referee Reports 1. Meet results shall be submitted to Pacific Swimming by email at results@pacswhim.org within 48 hours of the meet's completion. Results shall include the complete meet results in a SDIF, SD3, or CL2 electronic file consist of a complete backup of the final meet database (including birthdate information), PLUS the complete meet results in a HTML or PDF file. <u>In no case shall meet results, in any format, be posted to a website or other publicly accessible location, or shared with anyone other than Pacific Swimming staff, if they contain birthdate data for athletes, whether human or machine readable.</u> [2.-4. Unchanged]</p>	
3/19/25	2503INV01	F	Y	<p>Grant Funding Increase The Investment Committee moves to increase its grant funding from \$50,000 to \$60,000, with the additional amount coming from Pacific Swimming's Wells Fargo Advisors Investment account to fund up to 20 club grants at a maximum of \$3000 per grant proposal.</p>	Approved
3/19/25	2503ADM01	F	Y	Swimming World Newsletter	Approved

Date Intro	Motion #	Type	Doc		Action
				Motion to approve no more than \$5000 from the Marketing budget (line item 62100 Website/Internet) to subscribe to Swimming World Magazine's LSC Newsletter platform. D. Tucker 2nd.	
3/19/25	2503ADM02	P	Y	<p>PC Records and Awards Eligibility Motion to add "Only results from LSC sanctioned meets or national and international competition shall be considered for Pacific Swimming records." and "Only results from LSC sanctioned meets or national and international competition shall be considered for Pacific Swimming records." to the Policies and Procedures to clarify which results will be used to determine Pacific Swimming records and awards.</p> <p>SECTION XI SWIM RECORDS</p> <p>A. Swim Records</p> <ol style="list-style-type: none"> [unchanged] <u>Only results from national and international competition, and competition sanctioned, approved or observed by any LSC, shall be considered for Pacific Swimming records.</u> Any requirement for certification of pool length for Pacific Swimming records shall be consistent with any such requirement for National Age Group records. <p>SECTION XII AWARDS AND BANQUET</p> <p>A. Awards and Banquet</p> <ol style="list-style-type: none"> [unchanged] Minimum Eligibility for Awards <ol style="list-style-type: none"> Athletes eligible for individual awards shall have been members of Pacific Swimming continuously between March 1 and August 31 of the calendar year in which the awards are presented. All individual and relay awards shall be based on achievements completed between September 1 of the previous year and August 31 of the calendar year in which the awards are presented. <u>Only results from national and international competition, and competition sanctioned, approved or observed by any LSC, shall be considered for Pacific Swimming awards.</u> Collegiate Athletes and Post-Collegiate Athletes are not eligible for these awards. 	30-Day Approved 4/16/25
3/19/25	2503PER01	F	Y	<p>Competition Coordinator Increase The Personnel Committee moves to increase the amount budgeted for the Competition Coordinator position from \$75,000 to no more than \$90,000 with the additional amount to come from the Local Savings account.</p>	Approved
3/19/25	2503FIN01	R	Y	<p>Board Membership Restriction The Finance Committee, with the recommendation of the independent accountant, moves to add the following language to the Pacific Swimming Rules and Regulations: "Any person who, in the sole judgement and determination of the Executive Committee of the Board of Directors, has engaged in fiscal or financial misconduct, shall be ineligible for nomination, election, appointment, employment, or engagement in a position of responsibility for, or adjudication of, Pacific Swimming funds (including Zone funds), shall</p>	30-Day Approved 4/16/25

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				not be granted signature authority over any such funds, and shall have any existing signature authority promptly revoked by a designated Board or Staff member. Affected positions include but are not limited to LSC or Zone Chair, Financial Vice Chair, LSC or Zone Treasurer, Meet Director, Camp Coordinator, Administrative Board of Review, and any fundraising positions. The Executive Committee shall further forward a recommendation to the relevant elective or appointive body to remove the ineligible person from their position."	
4/16/25	2504ARB01	R	Y	Meet Referee Rule The Administrative Review Board recommends the following be added to Pacific Swimming Rules & Regulations as Section 4.A.3: g. "The Meet Referee shall oversee the entire swim meet, including the entry and registration process, and shall ensure that all rules and regulations are followed. The Meet Referee shall make the final decisions on any procedure, modification, dispute, or protest for a fair and equitable competition" J. Morefield amended, C. Lam 2nd - Approved	30-Day until 5/21/25 Tabled 5/21/25
4/16/25	2504OFC01	P	Y	Meet Conduct Amendment to the Policies and Procedures to clarify the 4-hour rule for 12 & under athletes. SECTION X MEET CONDUCT A. Meet Conduct 1. There shall be no limit on the number of events offered at a meet. 2. In Pacific Swimming Zone awarded meets, 15 and over events are allowed. The Zones shall determine applicable time standards and awards for 19 and over athletes. 3. Open events (events not limited to specific ages) beginning or concluding a session, or scheduled in a separate session, within an age group meet shall not be considered age group competition and shall not be subject to the 4-hour session planning limit for 12 and under competitors.	30-Day Approved 5/21/25
4/16/25	2504BC01	F	Y	Quad Budget Approval The Budget Committee has approved the 2024-2028 Quad Budget updates for the 2025-2026 budget year and recommends approval to the Board of Directors.	Approved
5/21/25	2505FVC01	B	Y	Board Experience Requirement Motion for a one-time suspension of Rules & Regulations Section 13, B.1.g. for the position of Finance Vice Chair only. (No change to R&R, cited for reference only) SECTION 13 JOB DESCRIPTIONS B. Eligibility 1. Only Individual Members in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office. In addition, a candidate shall only be eligible for the offices of General Chair, Administrative Vice Chair, Finance Vice Chair, Program Operations Vice Chair, or Program Development Vice Chair, if that person:	Approved

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				<ul style="list-style-type: none"> a. has served as a Pacific Board member (Voting or Voice Member) for at least two years prior to seeking election for those offices and was an "active participant" during that term (attended at least 70 % of the Board Meetings during the time he or she served on the Board). b. and shall have been actively involved in some BOD functions (BOD member, member of a BOD Standing Committee, Ad Hoc Committee, and/or Task Force) within the past 6 years. (Bylaws 2016, Passed HOD, submitted for USA-S approval June 25, 2016 - Bylaws revision withdrawn by Pacific Swimming over objections by USA-S reviewer) 	
6/11/25	2506GOV01	P	Y	<p>P&P Amendments Motion to amend the following Pacific Swimming Policies and Procedures:</p> <ul style="list-style-type: none"> a. Section I, Governance, to align with our existing Rules & Regulations defining minimum qualifications for all Vice Chair board positions. a. Section XIII, renamed to include travel teams, and add new Sections B through F detailing the revised Pacific Swimming codes of conduct for camps and travel teams. a. Section XVII, Safety and Risk, to add a description of the Operational Risk Coordinator position (and optional committee) as required by the LSC Bylaws. a. Section XIX, Leagues Administration, to remove the old Pacific Swimming Travel Policy and forms, replaced by the revised Pacific Swimming codes of conduct in Section XIII. <p>SECTION I GOVERNANCE C. Elections 1. Candidates for the offices of General Chair, <u>Administrative Vice Chair</u>, <u>Finance Vice Chair</u>, <u>Program Operations Vice Chair</u>, Program Operations, and <u>Program Development Vice Chair</u> Program Development shall meet the qualifications as stated in the Bylaws and Rules and Regulations. 2. The Governance Committee is responsible for ensuring that the candidates they present to the Board of Directors for the offices of General Chair, <u>Administrative Vice Chair</u>, <u>Finance Vice Chair</u>, <u>Program Operations Vice Chair</u> Program Operations, and <u>Program Development Vice Chair</u> Program Development have met the Bylaws and Rules and Regulations criteria. 3. Candidates for the offices of General Chair, <u>Administrative Vice Chair</u>, <u>Finance Vice Chair</u>, <u>Program Operations Vice Chair</u> Program Operations, and <u>Program Development Vice Chair</u> Program Development may be nominated from the floor of the House of Delegates. These nominees or their nominators shall present documentation at that time, to the satisfaction of the House of Delegates, that the candidate meets the Bylaws and Rules and Regulations criteria.</p> <p>SECTION XIII <u>CAMPS AND TRAVEL TEAMS</u> A. Camps (9/18/2024) 1.-4. Unchanged <u>B. Athlete Code of Conduct</u></p>	30-Day Approved 7/16/25

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				<p><u>1. All athletes participating in a Pacific Swimming All-Star team or Camp shall agree to and sign the Athlete Code of Conduct, including Conduct within Hotels when applicable, to participate in the event. The athlete's legal guardian shall also sign the Athlete Code of Conduct.</u></p> <p><u>2. The Athlete Code of Conduct is as follows:</u></p> <p><u>a. I shall adhere to USA Swimming's Rules and Regulations, MAAPP, and Code of Conduct Article 304.</u></p> <p><u>b. I shall represent Pacific Swimming in a positive manner and exhibit good sportsmanship.</u></p> <p><u>c. I shall attend team functions which include, but are not limited to, meetings, practices, meals, presentations and competition, unless otherwise excused or instructed by a coach or designated person in charge of the event.</u></p> <p><u>d. I shall not exhibit sexist, racist, homophobic, or otherwise inappropriate behavior.</u></p> <p><u>e. I shall treat coaches, officials, athletes, and spectators with respect.</u></p> <p><u>f. I shall remain with the team and/or staff unless authorized by the Head Coach or Manager.</u></p> <p><u>g. I shall not consume or possess alcohol or controlled substances for the duration of the event.</u></p> <p><u>h. I consent that my personal items, including luggage, may be subject to inspection.</u></p> <p><u>i. I agree that any damages and/or losses incurred shall be at my own expense.</u></p> <p><u>3. An athlete that violates this Code of Conduct will be subject to disciplinary action that includes, but is not limited to:</u></p> <p><u>a. Dismissal from the event and immediate return home at the athletes' own expense</u></p> <p><u>b. Removal from one or more events (for All-Star meets only)</u></p> <p><u>c. Disqualification from future Pacific Swimming events</u></p> <p><u>d. Additional financial penalties</u></p> <p><u>e. Proceedings by the USA Swimming National Board of Review and/or Pacific Swimming Administrative Review Board</u></p> <p><u>C. Chaperone/Manager Code of Conduct</u></p> <p><u>1. All non-athlete non-coach members participating in a Pacific Swimming sanctioned All-Star team or Camp shall agree to and sign the Chaperone/Manager Code of Conduct, including Conduct within Hotels when applicable, to participate in the event.</u></p> <p><u>2. The Chaperone/Manager Code of Conduct is as follows:</u></p> <p><u>a. I shall adhere to USA Swimming's Rules and Regulations, MAAPP, and Code of Conduct Article 304, including but not limited to two-deep leadership and observable and interruptible interactions with athletes.</u></p> <p><u>b. I shall represent Pacific Swimming in a professional and positive manner and exhibit good sportsmanship.</u></p> <p><u>c. I shall not exhibit sexist, racist, homophobic, or otherwise inappropriate behavior.</u></p> <p><u>d. I shall treat coaches, officials, participants, and spectators with respect.</u></p> <p><u>e. I shall prioritize athlete well-being and safety.</u></p> <p><u>f. I shall remain with the team and/or staff unless authorized by the Head Coach or Manager.</u></p> <p><u>g. I shall not consume or possess alcohol or controlled substances for the duration of the event.</u></p> <p><u>h. I shall report any violations of the Code of Conduct or MAAPP. Chaperones and managers are not allowed to use discretion in deciding when to report violations.</u></p> <p><u>i. I consent that my personal items, including luggage, may be subject to inspection.</u></p> <p><u>j. I agree that any damages and/or losses incurred shall be at my own expense.</u></p>	

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				<p><u>3. A chaperone that violates this Code of Conduct will be subject to disciplinary action that includes, but is not limited to:</u></p> <p><u>a. Dismissal from the event and immediate return home at the coach's/manager's own expense</u></p> <p><u>b. Disqualification from future Pacific Swimming events</u></p> <p><u>c. Additional financial penalties</u></p> <p><u>d. Proceedings by the USA Swimming National Board of Review and/or Pacific Swimming Administrative Review Board</u></p> <p><u>4. In addition to signing the Athlete Code of Conduct, the legal guardian of any athlete participating in a Pacific Swimming event may be required to sign a Parent/Guardian Code of Conduct.</u></p> <p><u>D. Coach Code of Conduct</u></p> <p><u>1. All coaches participating in a Pacific Swimming sanctioned All-Star team or Camp shall agree to and sign the Coach Code of Conduct, including Conduct within Hotels when applicable, to participate in the event.</u></p> <p><u>2. The Coach Code of Conduct is as follows:</u></p> <p><u>a. I shall adhere to USA Swimming's Rules and Regulations, MAAPP, and Code of Conduct Article 304, including but not limited to two-deep leadership and observable and interruptible interactions with athletes.</u></p> <p><u>b. I shall represent Pacific Swimming in a professional and positive manner and exhibit good sportsmanship.</u></p> <p><u>c. I shall not exhibit sexist, racist, homophobic, or otherwise inappropriate behavior.</u></p> <p><u>d. I shall treat coaches, officials, participants, and spectators with respect.</u></p> <p><u>e. I shall prioritize athlete well-being and safety.</u></p> <p><u>f. I shall remain with the team and/or staff unless authorized by the Head Coach or Manager.</u></p> <p><u>g. I shall not consume or possess alcohol or controlled substances for the duration of the event.</u></p> <p><u>h. I shall report any Code of Conduct violations. Coaches cannot use discretion in deciding when to report violations.</u></p> <p><u>i. I consent that my personal items, including luggage, may be subject to inspection.</u></p> <p><u>j. I agree that any damages and/or losses incurred shall be at my own expense.</u></p> <p><u>3. A coach that violates this Code of Conduct will be subject to disciplinary action that includes, but is not limited to: a</u></p> <p><u>. Dismissal from the event and immediate return home at the coaches' own expense</u></p> <p><u>b. Disqualification from future Pacific Swimming events</u></p> <p><u>c. Additional financial penalties</u></p> <p><u>d. Proceedings by the USA Swimming National Board of Review and/or Pacific Swimming Administrative Review Board</u></p> <p><u>E. Parent/Guardian Code of Conduct</u></p> <p><u>1. The Parent/Guardian Code of Conduct is as follows:</u></p> <p><u>a. If I travel to the event, I shall limit my interactions with my athlete(s) to observing from the designated parent areas.</u></p> <p><u>b. I shall direct any concerns to the Head Coach or Head Chaperone.</u></p> <p><u>c. I shall support the Pacific Swimming All-Star team by showing respect to coaches, officials, athletes, and spectators.</u></p> <p><u>d. I shall not exhibit sexist, racist, homophobic, or otherwise inappropriate behavior.</u></p> <p><u>F. Conduct within Hotels</u></p> <p><u>1. For overnight travel, chaperones shall should stay in nearby rooms as assigned.</u></p>	

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				<p><u>2. Curfews shall be established for each day of the trip. There should be one curfew for athletes to be in their assigned rooms and another for lights-out and quiet.</u></p> <p><u>3. Any athlete who is out of his or her room after the room curfew without permission from the chaperone must be reported as in violation of the travel policies.</u></p> <p><u>4. Athletes who entertain guests of opposite gender in a hotel room must have explicit permission from a chaperone.</u></p> <p><u>5. When any group (including athletes not staying in that room) gathers in a room, the door shall remain open and the chaperone's permission is required.</u></p> <p><u>6. Athletes should not go into the halls or lobby unless they are dressed appropriately.</u></p> <p><u>7. I agree that any incidental room charges shall be at my own expense. Athletes shall not incur any incidental room charges (room service, movies, internet access) without first obtaining the permission of the assigned chaperone.</u></p> <p><u>8. Any damages, excessive mess, or loss incurred at a hotel will be the expense of the athletes assigned to that room and further disciplinary action will be taken.</u></p> <p><u>9. No loud or boisterous behavior will be tolerated in the hallways or public areas.</u></p> <p><u>10. When visiting public places, athletes must remain in groups, of size specified by the chaperone. Athletes 12 and under must be accompanied by a chaperone.</u></p> <p>SECTION XVII SAFETY AND RISK</p> <p>A. Air Quality Issues Affecting Meet Operation [unchanged]</p> <p>B. Operational Risk Coordinator (reserved for future use)</p> <p><u>1. Purpose: the Operational Risk Coordinator shall oversee and advise the risk and safety program(s) established by Pacific Swimming and its Zones, and shall serve as the liaison between the Pacific Swimming Board of Directors and the National Operational Risk Committee and any other relevant external organizations or individuals.</u></p> <p><u>2. Appointment: the Operational Risk Coordinator shall be appointed by the General Chair without a specific term limit, and shall serve until replaced by the General Chair or until they otherwise vacate the position.</u></p> <p><u>3. Minimum Qualifications: the Operational Risk Coordinator shall be and remain a Member in good standing of USA Swimming and Pacific Swimming, and shall maintain or exceed the certifications required for a Meet Director including background check level. Paid staff may serve if they meet these requirements.</u></p> <p><u>4. Duties: the Operational Risk Coordinator shall:</u></p> <p><u>a. Represent Pacific Swimming at National Operational Risk Committee meetings and calls, and other relevant safety and risk activities.</u></p> <p><u>b. Report to the Board of Directors and the Zones all relevant safety and risk information and updates.</u></p> <p><u>c. Oversee and facilitate updates to the Safety Program web page(s) and resources on the Pacific Swimming website to maintain the most current safety information and recommendations for all LSC members.</u></p> <p><u>d. Receive and review all Reports of Occurrence involving Pacific Swimming, and identify and report to the Board of Directors and the Zones any unusual safety issues or emerging trends.</u></p> <p><u>e. Advise Pacific Swimming members as needed regarding USA Swimming insurance questions and needs, and other safety and risk related matters.</u></p>	

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				<p><u>f. Oversee and facilitate the annual review and renewal of Pacific Swimming insurance coverages, and recommend any needed changes or additions to coverage.</u></p> <p><u>g. At the call of the General Chair or the Operational Risk Coordinator, convene and chair the Safety and Risk Committee as outlined herein.</u></p> <p><u>C. Safety and Risk Committee (optional)</u></p> <p><u>1. Purpose: the Safety and Risk Committee shall develop and propose motions to the Board of Directors or the House of Delegates to address and mitigate significant safety or risk issues that may emerge within Pacific Swimming.</u></p> <p><u>2. Committee Members shall consist of:</u></p> <p><u>a. Operational Risk Coordinator appointed by the General Chair (1)</u></p> <p><u>b. Zone Safety representative or Zone Chair as chosen by each Zone (5)</u></p> <p><u>c. Two Athlete Representatives appointed by the Athlete Committee (2)</u></p> <p><u>d. General Chair or their designee (ex officio) (1)</u></p> <p><u>3. Term limits: none except as specified in the Bylaws for elected members.</u></p> <p><u>4. Frequency of meetings: the committee shall meet at the call of the General Chair or the Operational Risk Coordinator, with at least five days' notice, at a frequency and duration they shall determine in coordination with the committee members.</u></p> <p>SECTION XIX LEAGUE ADMINISTRATION [A.-H. unchanged] Pacific Swimming Pacific LSC Travel Policy [All Deleted]</p>	
6/11/25	2506GOV02	R	Y	<p>R&R Amendments</p> <p>Motion to amend the following Pacific Swimming Rules and Regulations:</p> <p>a. Amend Section 11 to align with current practices and new revisions to the Pacific Swimming Codes of Conduct for camps and travel teams.</p> <p>b. Amend Section 13.B. to give discretion to the House of Delegates to accept and elect candidates for General Chair and Vice Chair positions, and to the General Chair to appoint (with BOD consent) candidates to fill vacancies in Vice Chair positions, who they deem to be sufficiently qualified, but who may not meet all of the other minimum qualifications specified in Section 13.B.</p> <p>SECTION 11 ATHLETE, COACH/MANAGER, AND PARENT/<u>GUARDIAN</u> CODE OF CONDUCT</p> <p>A. Purpose</p> <p>1. The purpose of the Athlete, Parent/<u>Guardian</u> and Coach/Manager Code of Conduct ... [unchanged].</p> <p>B. Authority</p> <p>1. The A review committee (consisting of the Age Group Chair or his <u>their</u> 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 Honor Code and the Pacific Swimming Codes of Conduct in compliance with Pacific Swimming</p>	30-Day Approved 7/16/25

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				<p>and USA Swimming Rules and Regulations, Policies and Procedures, and guidance. In the occurrence of a <u>USA Swimming</u> Code of Conduct violation, Pacific Swimming is <u>also</u> required to report the violation to the National Review Board of USA Swimming. Pacific Swimming may only convene the Administrative Review Board to hear complaints and appeals regarding administrative matters within Pacific Swimming, which do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions.</p> <p>C. Applicability</p> <p>1. These Codes shall apply to and are subject to adherence and compliance by all athletes, coaches, managers, parents, <u>guardians</u>, and other staff members while attending and participating in events or competition acknowledged, sanctioned, sponsored or hosted by Pacific Swimming or its subsidiaries.</p> <p>D. Compliance</p> <p>1. Each athlete, coach, manager, parent, <u>guardian</u>, or other staff member of Pacific Swimming or of any club representing Pacific Swimming in competition is required to sign the Pacific Swimming Athlete, Coach/Manager, or Parent/<u>Guardian</u> Code of Conduct (see Policies & Procedures).</p> <p>2. The signed document shall be turned in before the competition and a signed copy of the document shall be available at the competition.</p> <p>E. Athlete, Coach/Manager, and Parent/<u>Guardian</u> Code of Conduct 1. The Board of Directors is authorized to update the Athlete, Coach/ Manager, and Parent Code of Conduct whenever changes are desirable or mandated by USA Swimming. The current versions of the Athlete, Coach/Manager, and Parent/Guardian Code of Conduct are published in the Policies & Procedures. A.6</p> <p>SECTION 13 JOB DESCRIPTIONS</p> <p>B. Eligibility</p> <p>1. Only Individual Members in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office. In addition, a candidate shall only be eligible for the offices of General Chair, Administrative Vice Chair, Finance Vice Chair, Program Operations Vice Chair, or Program Development Vice Chair, if that person:</p> <p>a. has served as a Pacific Board member (Voting or Voice Member) for at least two years prior to seeking election for those offices, and was an "active participant" during that term (attended at least 70 % of the Board Meetings during the time he or she served on the Board), and.</p> <p>b. and shall have <u>has been</u> actively involved in some BOD functions (BOD member, member of a BOD Standing Committee, Ad Hoc Committee, and/or Task Force) within the past 6 years, or, (Bylaws 2016, Passed HOD, submitted for USA-S approval June 25, 2016 - ByLaws revision withdrawn by Pacific Swimming over objections by USA-S reviewer)</p> <p>c. <u>is otherwise deemed qualified by either</u></p> <p><u>(1) action of the House of Delegates, or</u></p> <p><u>(2) when filling a vacancy, appointment by the General Chair with advice and consent of the Board of Directors.</u></p>	
6/11/25	2506Z2C01	B	N	<p>Motion to allow aforementioned member of PC to run for the Zone Chair position without the ability to be a signer of accounts, and for the Zone VC <u>Finance Vice Chair of PC</u> to be the second signer for the Zone.</p> <p>M. Ryan moved, V. Hernández 2nd</p> <p>V. Hernández amended, J. Morefield 2nd</p>	Approved
6/11/25	2506ADM01	B	N	<p>Motion to implement the restriction of access to Zone funds on aforementioned member of PC for a period of 4 years starting September 1, 2025.</p> <p>V. Hernández moved, T. Larsen 2nd</p>	Approved
6/11/25	2506FVC01	P	N	Facility Fee	30-Day

Date Intro	Motion #	Type	Doc		Action
				<p>Motion to allow host clubs of Zone and LSC meets to impose a facility fee not to exceed \$20.00 per athlete. Outreach registered athletes are exempt from the facility surcharge.</p> <p>D. Tucker moved, J. Morefield 2nd</p> <p>Governance to determine location of the policy.</p> <p>SECTION 4</p> <p>B. Entry Fees</p> <p>1. <u>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. Outreach registered athletes shall be exempt from the facility surcharge. [re-letter existing notes c.-g.]</u></p>	Approved 7/16/25
7/16/25	2507GOV01	P	Y	<p>P&P Amendments</p> <p>Motion: to amend Section XVIII.M. to add policies and procedures for the Open Water Coordinator position.</p> <p>SECTION XVIII</p> <p>COMMITTEES AND COORDINATORS</p> <p>M. Open Water Coordinator (reserved for future use)</p> <p>1. Purpose: the Open Water Coordinator shall serve as an LSC resource and liaison for competitors and hosts interested in Open Water competition, and as a liaison between Pacific Swimming and USA Swimming and other LSCs involved in promoting, sanctioning, and hosting Open Water opportunities for athletes.</p> <p>2. Appointment: the Open Water Coordinator shall be appointed by the General Chair without a specific term limit, and shall serve until replaced by the General Chair or until they otherwise vacate the position.</p> <p>3. Duties: the Open Water Coordinator shall:</p> <p>a. Represent the interests of Pacific Swimming Open Water competitors and potential hosts to USA Swimming and its Open Water Committee, and to other relevant organizations outside Pacific Swimming, and attend meetings and maintain contacts with those organizations.</p> <p>b. Report to the Board of Directors and the Zones all relevant Open Water information, updates, ideas, and opportunities.</p> <p>c. Facilitate compilation, posting, publicizing, and maintenance of a schedule of Open Water events inside and outside of Pacific Swimming of potential interest to Pacific Swimming athletes, and of other Open Water information helpful to competitors and potential hosts, on the Pacific Swimming website.</p> <p>d. Serve as an information resource, facilitator, and promoter for Open Water competition opportunities that may arise in and near the territory of Pacific Swimming.</p> <p>e. Identify and cultivate potential Open Water event hosts within and outside the Pacific Swimming community (such as the Masters community) who might be willing to work with Pacific Swimming and USA Swimming to develop and/or incorporate USA Swimming or Pacific Swimming sanctioned Open Water competition.</p> <p>f. In cooperation with the Pacific Swimming Officials Chair, identify and maintain a current list of Open Water certified officials in and near Pacific Swimming, and help provide information and resources to encourage the training and certification of additional officials, and the retention and advancement of current officials.</p> <p>g. Identify existing obstacles to developing and hosting USA Swimming sanctioned Open Water competition events within Pacific Swimming, and develop proposals to mitigate such obstacles while maintaining the safety and feasibility of such events to the standards and requirements of USA Swimming and Pacific Swimming.</p>	30-Day Approved 9/17/25

Date Intro	Motion #	Type	Doc		Action
				<p>h. At their discretion, convene and chair the Open Water Committee as outlined herein.</p> <p>4. Open Water Committee (optional)</p> <p>a. Purpose: the Open Water Committee shall develop and propose motions to the Board of Directors or the House of Delegates of Pacific Swimming or USA Swimming that will better facilitate Open Water competition opportunities within and beyond Pacific Swimming, or that will address other significant Open Water needs or issues that may emerge within Pacific Swimming.</p> <p>b. Committee Members shall consist of:</p> <p>i. Open Water Coordinator appointed by the General Chair (1)</p> <p>ii. Zone Open Water representative or Zone Chair as chosen by each Zone (5)</p> <p>iii. Two or three Athlete Representatives appointed by the Athlete Committee (2-3)</p> <p>iv. Age Group Chair or their designee representing the Age Group Committee (1)</p> <p>iv. Senior Chair or their designee representing the Senior Committee (1)</p> <p>c. Term limits: none except as specified in the Bylaws for elected members.</p> <p>d. Frequency of meetings: the committee shall meet at the call of the Open Water Coordinator with at least five days' notice, at a frequency and duration they shall determine in coordination with the committee members.</p>	
7/16/25	2507ADM01	F	Y	<p>Human Resources Service</p> <p>Motion to spend no more than \$1700 for a one-time initiation fee and an annual amount of no more than \$12,000) to enroll in Insperity HR services.</p> <p>K. Van Swol 2nd</p>	Approved
7/16/25	2507FIN01	P	Y	<p>LSC All-Star and Camp Coach Travel Support</p> <p>The Finance Committee moves to add language into the Policies & Procedures to clarify travel support given to coaches on staff for LSC All-Star Teams and Camps.</p> <p>SECTION V</p> <p>TRAVEL EXPENSE REIMBURSEMENT</p> <p>F. Coach Travel with LSC All-Star or Camp Teams</p> <p><u>1. Travel items already covered by other policies and procedures are not eligible for additional reimbursement.</u></p> <p>1. 2. These requirements must shall be met for a coach to request reimbursement for travel expenses incurred to participate on an LSC All-Star Team of or Camp Staff.</p> <p>a. Travel reimbursement currently provided by the Pacific Swimming Travel Expense Reimbursement policy and procedure will not be considered for additional funding.</p> <p>b. The coach must reside farther than 150 miles from the airport that Pacific Swimming has booked for a given event.</p> <p>c. The coach must email a reimbursement request to the travel team's Head Coach and the Finance Vice Chair with the details of the bid for mileage. The coach must obtain written preapproval of expected mileage and lodging from the event's Head Coach and Finance Vice Chair.</p> <p>d. A reimbursement request for not more than \$350 shall be accompanied by the written preapproval.</p> <p>2. Each individual application will be considered by the Finance Committee and be capped at \$350.00.</p>	<p>30-Day Brought back 9/17/25</p> <p>Tabled 9/17/25</p> <p>Brought back 11/19/25</p> <p>Approved as amended.</p>
7/16/25	2507SRC01	F	Y	Senior 2 Meet Support	Rescinded

Date Intro	Motion #	Type	Doc		Action
				Motion to provide a one-time subsidy to Northern Nevada Aquatics not to exceed \$2000 to assist with the hosting expenses for the Summer Senior 2 meet. Supporting documentation must be provided by the host prior to receiving the subsidy.	
7/16/25	2507SRC02	F	Y	One-time Sectional Travel Support Motion to provide a \$500 subsidy to each Pacific Swimming club that attended either of the Western Zone <u>CA/NV</u> 2025 Summer Sectional meets with funding coming from the Travel Support line item. M. Piccardo 2nd Move to amend V. Hernández, A. Green 2nd, Approved	Approved
7/16/25	2507SRC03	B	Y	Travel Support Motion to amend the Pacific Swimming Senior Travel Support Guidelines to include travel support for meets hosted within Pacific Swimming. V. Hernández 2nd A. Green moved to table, T. Larsen 2nd	Tabled
8/20/25	2508SRC01	F	Y	Senior 2 Meet Support Motion to provide a one-time subsidy to Northern Nevada Aquatics (NNA) in the amount of \$3429.27 to cover the loss that NNA has incurred by hosting the Summer Senior 2 meet. Supporting documentation must be provided by the host prior to receiving the subsidy.	Approved
8/20/25	2508SRC02	F	Y	Travel Support Increase Motion to increase the National/Senior Program budget by no more than \$46,000 to cover incoming Travel Support requests for the 2024-2025 fiscal year.	Approved
8/20/25	2508FIN01	B	Y	Change to PC Signer of Accounts Motion to add Jeffrey Thomas Raegen as a signer on all Pacific Swimming accounts held with Chase Bank, including all Zone accounts and the Wells Fargo Investment account, to remove Debbi Tucker as a signer of LSC Checking and Savings accounts and the Wells Fargo Investment account, and to remove Mary Ruddell as a signer of all Pacific Swimming accounts held with Chase Bank including Zone accounts and the Wells Fargo Investment account.	Approved
8/20/25	2508FIN02	P	Y	Reissued Check Policy The Finance Committee moves to amend the Policies and Procedures as follows to adjust the fee charged for stopping or reissuing checks. SECTION III FEES H. Financial Fees 1. [unchanged] 2. The minimum maximum service charge for a stopped check or to reissue lost or stale dated checks not cashed shall be \$50 as follows: <u>a. First reissue - \$25 fee deducted from reissued check amount.</u> <u>b. Second reissue - \$50 fee deducted from reissued check amount.</u> <u>c. Third reissue - \$100 fee deducted from the reissued check amount.</u> The second offense for a stopped check or to reissue lost or stale dated checks shall require the requestor to register for Bill.com e-payment service.	30-Day Approved as amended 9/17/25

Date Intro	Motion #	Type	Doc		Action
				<p>3. No fee shall be charged to reissue checks sent to an address other than the one listed on the request form. (3/20/2024)</p> <p>J. Morefield moved to amend, C. Lam 2nd, amendment approved 9/17/24 (amendment highlighted)</p>	
9/17/25	2509FIN01	F	Y	<p>Staff Travel Expenses Increase for 2025-2026 Budget</p> <p>Motion to increase the Office Expenses > Staff Travel Expenses budget by \$6,000 for the fiscal year 2025-2026. This is to include flight, hotel, transportation, and meal costs for the new Competition Coordinator.</p>	Approved
10/15/25	2510ADM01	L	Y	<p>Bylaws Housekeeping Changes</p> <p>Motion to approve the changes mandated by USA Swimming to the LSC Bylaws while maintaining the previously approved variations specific to Pacific Swimming.</p> <p>Line 42 Article 2.1.2 ...pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual.</p> <p>Line 154 Article 4.5.7 ...Board of Review for any of the reasons set forth in Article 404 of USA Swimming Rules and Regulations the National Board of Review procedures.</p> <p>Line 292 Article 5.6.10 ... pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual.</p> <p>Line 586 Article 7.4.3.B. ...In no case shall the General Chair <u>or paid staff</u> serve on the Governance Committee.</p> <p>Line 595 Article 7.4.3.D.</p> <p>(1) To assist in periodic evaluation of the mission and vision statements and the Bylaws of Pacific Swimming; To lead in the annual evaluation of the mission and vision statement of Pacific Swimming;</p> <p>(2) To lead in the annual evaluation of the Bylaws of Pacific Swimming;</p> <p>(3) To lead in the biennial review of all Pacific Swimming governing documents;</p> <p>(2)(4) To aid in the development of operating policies and procedures regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;</p> <p>(3) To aid in the development of personnel practices procedure including job descriptions and annual review of staff, and delegate annual review of staff to Personnel Committee;</p> <p>(4)(5) To ensure that the Board's focus remains on the strategic plan;</p> <p>(5) To aid in the development of expectations and processes for accountability of Board members;</p> <p>(6) To lead in the development and review of the job descriptions criteria for the qualities and required characteristics of Board officers;</p> <p>(7) To lead Board succession planning by assessing current and anticipated needs for of the Board composition and identifying and recruiting potential Board members;</p> <p>(8) To nominate Board members, and Administrative Review Board members to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;</p> <p>(9) To publish the slate of candidates to the Pacific Swimming membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;</p> <p>(10) To design and implement Board and Chair orientation and an ongoing program of Board education and development onboarding; and</p> <p>(11) To design and implement an ongoing program of Board and Chair education and development.</p>	Approved

Date Intro	Motion #	Type	Doc		Action
				<p>(11) To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.</p> <p>Line 852 Article 13.1 ... pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual, ...</p> <p>Line 862 Article 13.1 ... pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual shall be construed accordingly.</p> <p>Line 950 Article 13.3.4 ... pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual.</p> <p>Line 1034 Article 14.2.15 ... pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual.</p> <p>J. Morefield 2nd</p>	
10/15/25	2510ADM02	R	Y	<p>Correction of R&R Membership Fee</p> <p>Motion to amend the Rules and Regulations as follows to clearly define the Membership Fees that Pacific Swimming charges.</p> <p>SECTION 3</p> <p>ADMINISTRATION OF THE SWIMMING PROGRAM</p> <p>A. Registration and Membership</p> <p>[1.-3. unchanged]</p> <p>4. Registration and Membership Fees</p> <p>a. The Registration fee for a Premium Athlete membership shall be the USA Swimming Premium Athlete registration fee plus \$20.00 <u>\$19.00</u> and a \$1.00 Technology Fee. (3/20/24) (3/19/25)</p> <p>b. The Registration fee for a Seasonal Athlete membership shall be the USA Swimming Seasonal Athlete registration fee plus \$17.00 <u>\$16.00</u> and a \$1.00 Technology Fee. (3/20/24) (3/19/25)</p> <p>C. Benton 2nd</p>	Approved
10/15/25	2510ADM03	F	Y	<p>Athlete Restricted Fund</p> <p>Motions to restrict the funds received from the Western Zone Sectional Fund in the amount of \$3,230.86 to be used to send Athlete Representative to the 2026 Western Zone Athlete Leadership Summit.</p> <p>C. Benton 2nd</p>	Approved
11/19/25	2511ADM01	B	N	<p>Release of Ripon Aquatics</p> <p>Motion from the floor to release Ripon Aquatics from Pacific Swimming to Sierra Nevada LSC.</p> <p>V. Hernández moved, T. Larsen 2nd</p>	Approved Approved by the HOD 5/22/26
11/19/25	2511FIN01	P	Y	<p>Unclaimed Property Policy</p> <p>The Finance Committee moved to add language to the Pacific Swimming Policies and Procedures describing our process for and compliance with Unclaimed Property laws.</p> <p>SECTION II</p> <p>BUDGET AND FINANCE</p> <p>[1.-10. Unchanged]</p> <p><u>11. 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</u></p>	30-Day Approved 1/21/25

Date Intro	Motion #	Type	Doc		Action
				<u>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>	
11/19/25	2511AG01	F	Y	Championship Podiums Championship Podiums Motions to spend no more than \$1000 to purchase podiums for first through third place and accompanying items to be used at LSC Championship meets.	Approved

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