

SECTION 3

ADMINISTRATION OF THE SWIMMING PROGRAM

A. Registration and Membership

1. Categories
 - a. All athletes who participate in practices with member clubs or meets sanctioned by Pacific Swimming shall be registered with USA Swimming as athlete members.
 - b. All coaches who are on deck at practices and/or meets shall be registered with USA Swimming as coach members and shall meet special training requirements to qualify for coach membership as required by USA Swimming.
 - c. All officials and other non-athlete members shall complete all required training and certifications (including but not limited to criminal background checks and athlete protection education) as required by USA Swimming and/or State and local authorities.
 - d. In order to meet the requirements for club membership, the club shall have at least one coach member and one athlete member. All meet directors, deck officials, Board members, employees, and owners of member clubs of Pacific Swimming, and its Zones shall be non-athlete members in accordance with USA Swimming guidelines.
2. Registration Periods
 - a. Athletes may register for a full year, a summer season and/or a fall season. They are offered a single continuous 30-day try out period when first joining USA Swimming, during which time registration is not required. The period ends after thirty (30) days or upon submitting an entry for a meet, whichever is earlier.
3. Applications
 - a. Pacific Swimming Membership Manager shall handle athlete registration, non-athlete membership and club membership.
 - b. Club names and abbreviations shall be approved per Pacific Swimming's Policies and Procedures.
 - c. All registration and membership forms are available on the Pacific Swimming website including directions on how to complete them.
 - d. Refunds of duplicate registrations/memberships will be made upon approval of the Pacific Swimming Membership Manager.
4. Registration and Membership Fees
 - a. The Registration fee for a Premium Athlete membership shall be the USA Swimming Premium Athlete registration fee plus \$18.00.
 - b. The Registration fee for a Seasonal Athlete membership shall be the USA Swimming Seasonal Athlete registration fee plus \$15.00.
 - c. The Registration fee for an Outreach Athlete membership shall be the USA Swimming Outreach Athlete registration fee.

- d. The Registration fee for a Coach Non-Athlete membership shall be the USA Swimming Non-Athlete registration fee plus \$18.00.
- e. The Registration fee for an Official and Other Non-Coach/Non-Athlete membership shall be the USA Swimming Non-Athlete registration fee plus \$8.
- f. The Registration fee for an Outreach Non-Coach/Non-Athlete membership shall be \$5.00.
- g. The Registration fee for an Administrator shall be the USA Swimming's Administrator registration fee plus \$5.00.
- h. The membership fee for an Annual Club shall be the USA Swimming Annual Club membership fee plus \$155.00.
- i. The membership fee for a Seasonal Club shall be the USA Swimming Seasonal Club membership fee plus \$100.00.
- j. The membership fee for an Outreach Club shall be the USA Swimming Annual Club membership fee. An Outreach Club shall be designated annually if the Outreach membership is twenty percent (20%) of the total athlete membership during the previous or prior swim year.

5. Transfers and Changes

- a. An athlete who changes clubs, intra-LSC or inter-LSC, shall wait for 120 days after his/her last competition representing the old club before representing the new club in competition. The athlete shall compete as an unattached athlete during the 120-day period.
- b. The athlete shall notify the Registration Chair of the date of last competition with the old club by completing a transfer form.
- c. Pacific Swimming shall charge a \$15 fee for all athlete transfers between two clubs within Pacific Swimming. Outreach athletes are exempt from this fee.

6. High School/College Competition

- a. California Interscholastic Federation (CIF) does not penalize USA Swimming members for swimming attached to their local swim clubs during high school season for the Sectionals and National Championship meets. However, the CIF does require that in any other USA Swimming or Pacific Swimming meet held during the high school club season, athletes shall compete unattached. It is the CIF athlete's responsibility to be unattached for these meets.

7. Responsibility

- a. The club shall ensure that all of its athletes, coaches, officials, Board members, employees, owners, and meet directors are members of USA Swimming in accordance with USA Swimming guidelines.
- b. The meet director shall ensure that all athletes, coaches and officials participating in a meet are members of USA Swimming.

B. Classes and Time Standards

1. Classes of Swimming Competition

- a. Swimming competition shall be conducted by various classes of swim meets:
 - (1) Senior

(2) Age-Group — 18 years of age and younger, grouped by ages

- i. Age-group meets, with time standards, may offer events grouped by ages or by any combination of ages. Athletes shall qualify at the time standards for their own age group, or if no standards exist for their age group, at the standard for the next oldest age group for their gender where the event is included. Athletes 19 and over shall qualify at 17-18 age-group time standards.
- ii. Age group meets, without time standards, may offer events grouped by age or by any combination of ages.

(3) Open Water

2. Time Standards

- a. Time standards are used to regulate the qualifying of athletes for a given class of competition and are set in accordance with Pacific Swimming's Policies and Procedures.
- b. Time standards may be found in the Time Standards section of the Pacific Swimming website.
- c. Times achieved at an altitude of 3,000 feet or more may be adjusted as provided by the USA Swimming Policies for the purpose of entering any Pacific Swimming meet in which the entered time is subject to verification.
- d. Special consideration time is the time standard used to select the team which represents Pacific Swimming at any All-Star meet.
- e. Zone Championships, League Championships, and City and State Championships may set their own qualifying times.

C. Scheduling

1. Scheduling of Meets

- a. A schedule of meets for the ensuing swim season shall be proposed by the Scheduling Committee for approval by the Board of Directors. The Scheduling Committee may propose the procedures for clubs applying to host Pacific Swimming meets.
- b. All meets on the combined list of Pacific Swimming and Zone-awarded meets shall be recognized as swim meets under the jurisdiction of Pacific Swimming.
- c. Pacific Swimming meets shall be awarded to clubs applying for them by the Meet Award Committee consisting of the Scheduling Chair (who shall be Chair of this awarding committee), Pacific Swimming Sanctions, Vice Chair- Program Development, Officials Chair, Senior Chair, Age Group Chair, the five Zone Chairs (or their designees), Athlete Representative(s) and such other persons as the General Chair shall determine.
- d. Notice of intention to cancel a scheduled Pacific Swimming meet shall be given to the Chair of the Scheduling Committee as per Pacific Swimming Policies and Procedures.

D. Sanctions

1. Sanctioned Meet

- a. All USA Swimming events, whether they are competitive meets or exhibitions, shall be sanctioned. All clubs and/or leagues shall be a member of USA Swimming to be eligible to host a sanctioned meet.

- b. All organizations and athletes participating in a sanctioned meet shall be members in good standing of USA Swimming. Sanction fees for each class of meet can be found in the Pacific Swimming Policies and Procedures.
- c. Any organization in a LSC adjoining the territory of Pacific Swimming shall be permitted to hold a meet at a pool within the territory of Pacific Swimming subject to the approval of the pool owner, any Pacific Swimming club located in the vicinity of the pool, and the Pacific Swimming Board of Directors or Executive Committee. Said meet shall be sanctioned and operated under Pacific Swimming rules.
- d. Any Pacific Swimming organization shall be permitted to hold a meet at a pool within the territory of another LSC subject to the approval of the pool owner, Pacific Swimming Board of Directors or Executive Committee and the LSC in whose jurisdiction the meet will be held. Said meet shall be sanctioned and operated under the rules of the LSC in whose jurisdiction the meet will be held.
- e. Any Pacific Swimming organization in one Zone shall be permitted to hold a meet at a pool within the territory of Pacific Swimming subject to the approval of the pool owner, any Pacific Swimming club located in the vicinity of the pool, and the Board of Directors or Executive Committee of the Zone in which the meet will be held. Said meet shall be sanctioned and operated under Pacific Swimming rules.

2. Approved Meet

- a. An approved meet is a designated meet conducted by either USA Swimming or non-USA Swimming organizations, which includes non-USA Swimming athletes as participants. Participating USA Swimming athletes may use their times as USA Swimming qualifying times.
- b. Approvals may be issued to member clubs for open competition conducted in accordance with USA Swimming technical rules if that competition has been specifically approved by the USA Swimming Program Operations Vice-President or his/her designee. Approved meet processing fees can be found in the Pacific Swimming Policies and Procedures.
- c. Approval or disapproval of the meet by the Pacific Swimming National Times Verification (NTV) Officer shall be made after the meet has been held. The decision shall be based on the report of the meet referee, NTV officer, or other designated official as to whether the conduct of the competition conformed to USA Swimming standards.
- d. Approved meets are subject to the USA Swimming Rules and Regulations.
- e. Complete official results of an approved meet shall be furnished to the Pacific Swimming NTV Officer.

3. Observed Meet

- a. Swims may be observed by assigned USA Swimming or YMCA officials for conformance with USA Swimming technical rules in a meet conducted under non-USA Swimming technical rules. Official times achieved at observed swims may be submitted for entry into the SWIMS database if all of the following conditions are met.
- b. The meet shall be a season-culminating Championship, e.g., League, Conference, District, Sectional, State, Regional, or be specifically approved by the USA Swimming Program Operations Vice President or designee. A time trial held in conjunction with the season-culminating championship meet that is officiated in accordance with the same standard as the championship meet may also be observed.

E. Pacific Swimming Records and Awards

1. Records

- a. Pacific Swimming records may be set at any USA Swimming sanctioned, approved, observed meet, or sanctioned time trial. The record time shall appear in the results of the meet or time trial, and with the exception of records in 25-yard events, shall appear in the USA Swimming SWIMS database.
- b. Pacific Swimming has two sets of records for 17-18 and senior swimmers. Pacific Swimming Senior Program records may be set by 17-18 age group and senior Pacific Swimming athletes whose date of first registration in Pacific Swimming is prior to Sept. 1 of the calendar year in which the athlete graduated from high school. Pacific Swimming Open records may be set by 17-18 age group and senior Pacific Swimming swimmers regardless of their date of first registration in Pacific.
- c. Times will not be accepted as Pacific Swimming records for Pacific Swimming athletes competing in a foreign meet that are not representing a Pacific Swimming or USA Swimming Select Team or a Pacific Swimming club.

2. Awards

- a. Age Group Athlete and Senior Athlete Awards shall be made annually per Pacific Swimming Policies and Procedures.