

Pacific Swimming Leagues – Administrative Policies



All Leagues within Pacific Swimming shall adhere to the following administrative policies.

MEMBERSHIP

- All Leagues need to be a member of Pacific and USA Swimming
- A League Membership is \$500 (see attached form)

MEET SCHEDULING

- League meet schedules must be submitted to the Pacific Swimming Sanctions forty five (45) days in advance of their first competition.
- Age Group League meets cannot take place on the same weekend as a LSC meet or a meet within the host's Zone.
- League meets for athletes 13 years and older cannot be scheduled for the same weekend as any Senior LSC meet. An exception will be allowed if the LSC meet changes from the original schedule.

SANCTIONS

- Dual Meets may submit one blanket application to cover sanctions for all scheduled dual meets with one (1) copy of the schedule and one (1) copy of the list of events that will actually be offered in the dual meet to the Zone Sanction Chair and Pacific Sanction Chair. If events offered are different for each meet, the meet dates and list of events offered each meet date shall be included.
- Blanket sanctions can be issued to Leagues if the League submits their meet announcement to the meet referees and Zone Sanction Chairs where meets are taking place, thirty (30) days in advance of the first competition.
- If a blanket sanction is unable to be submitted, an individual meet announcement must be submitted to the meet referee and Zone Sanction Chair three (3) weeks or 21 days in advance of the meet.
- A sanction will not be issued if the meet announcement is received by the Pacific Swimming Sanctions less than three (3) weeks or 21 days prior to the meet date.
- Clubs scheduled to host a league meet that are not in good standing with the LSC will need to find another club within the league to host the meet, or the LSC will require that the meet to be cancelled.
- See Section 7 Closed Leagues of the Pacific Swimming Rules and Regulations for additional information.

REGISTRATION CHECK

- Registration checks must be submitted to the Pacific Swimming Registration/Membership Chair no later than the 48 hours before the competition. If a registration check does not occur, the results from the competition will not be loaded into the SWIMS database.
- **All Registration forms and payments collected at the meet must be received by the Pacific Swimming Registration/Membership Chair no later than three (3) days or 72 hours following the meet's conclusion.**

MEET OFFICIALS

- The Zone is not responsible for the finding of meet officials; responsibility falls on the host club.
- The Zone Officials Chair must okay the listed officials on the meet announcement.
- Compensation of officials is prohibited.

MEET REFEREE REPORT

- After each meet, the meet referee must send a report (see attached) to the Pacific Swimming Registration/Membership Chair confirming the names of the Administrative Official and all other Officials that worked the meet and that the results have been reviewed.
- The meet referee will send a post meet report no later than three (3) days after the meet's conclusion.
- Falsification of information will be a Code of Conduct violation which will be referred to the Zone Board of Review.

FINANCIAL RESPONSIBILITIES

- For Sanction Only League meets, the sanction fee and meet financial report must be submitted prior to the meet. If the report and fee is not received prior to the meet a 10% late fee will be due.
- For League meets that charge a Flat Fee, the meet financial report, meet summary report and payment must be submitted to the LSC Treasurer within 7 days after the meet.
- Email submission of reports without payment is considered incomplete.
- League meet participation fees (Flat fee per athlete) due to Pacific Swimming are as follows:
 - One Day Meet - 20% of Meet Participation Fees
 - Two to Three Day Meet - 25% of Meet Participation Fees
 - Four or more Day Meet - 30% of Meet Participation Fees
- The results from the competition will not be loaded into the SWIMS database until financial reports and payments must be received by the Pacific Swimming Treasurer.
- A fine of 10% will be due from the host team for payments received later than 7 days after the meet's conclusion.
- A fine of 25% will be due from the host team for submissions that are received without a meet summary document. The host team has one week from the time of notification from the treasurer to provide the summary report.
- If necessary, future league meets will be put on hold or cancelled if all financial obligations have not been met.

Missing or skipping any of the listed administrative policies will result in either the competition not to be sanctioned or the results from the competition not to be loaded into the SWIMS database



2016 PACIFIC SWIMMING
LEAGUE APPLICATION FORM

PLEASE CHECK ONE:

New League

Renewing League

League Membership Fee: \$500.00

League Information

League Name: _____ League Code: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

League Contact: _____

Home Phone: _____ Work Phone: _____

Email: _____

All Leagues must submit a list of the Clubs included in their League.

Return Form and \$500 check payable to Pacific Swimming to:

Pacific Swimming Membership

1374 Lupine Court

Concord, CA 94521

LSC USE ONLY

REG. DATE _____ CHECK # _____



PACIFIC SWIMMING
Dual; Tri-; Quad-; League Meets etc.
Sanctioned Meet Report

Meet: _____ Facility/City _____

Date: _____ Course: (check one) Yards _____ Meters _____ long
short

OFFICIALS Name	USA-Swimming Membership Current (circle one)	Yes	No
Meet Referee _____		Yes	No
Admin. Ref./Official _____		Yes	No
Other Officials _____		Yes	No
_____		Yes	No
_____		Yes	No
_____		Yes	No
_____		Yes	No

What types of Timing Devices were used? [Describe both Primary (P) and Backup (B) Systems.]

Pads: (Yes)___ (No)___ Meet Referee Comments: _____

Buttons: (P)___(B)___? (1)___(2)___(3)___? _____

Watches: (P)___(B)___? (1)___(2)___(3)___? _____

(Use additional page if needed)

Did the Conduct of the Meet: conform to all relevant USA Swimming Technical Rules and Meet Standards?

(circle one) **Yes** **No**

MEET REFEREE APPROVAL: (Recommended) _____ (Not Recommended) _____

(Signature of Referee)

Date

Mail Completed Form to:

or e-mail scanned copy to:

Pacific Swimming Office
 1374 Lupine Court
 Concord, CA 94521

LAURIE@PACSWIM.ORG

===== (DO NOT WRITE BELOW THIS LINE) =====

APPROVAL: Granted _____ Denied _____ Date: _____

Pacific Swimming Sanction No.: _____ Comments: _____

Registration Check Yes No Date: _____

Meet Financial Report Yes No Date: _____

Upload to SWIMS Date _____