

ADMINISTRATIVE HANDBOOK AND BY-LAWS

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Additional information about Pacific Masters Swimming may be found at our website:

www.pacificmasters.org

The address of record for Pacific Masters Swimming, Inc. is: 580 Sunset Parkway, Novato, CA 94947.
Our telephone number is: (415) 892-0771.

Pacific Masters Swimming

ADMINISTRATIVE HANDBOOK AND BY-LAWS

101 GENERAL INFORMATION

101.1 Background on PMS

- A. United States Masters Swimming (USMS) is a national organization that provides organized workouts, competitions, clinics and workshops for adults aged 18 and older.
- B. Pacific Masters Swimming, Inc. (PMS) is a Local Masters Swimming Committee (LMSC) governed by USMS; PMS covers the geographical area of northern and central California, and the northwestern part of Nevada.
- C. PMS administers its competitive swimming program through the PMS Committee, which consists of a representative from each club (or team) registered with PMS; these representatives elect a Chairman, Administrative Vice-Chairman, Operations Vice-Chairman, Secretary, Treasurer, and Member-at-Large, which, along with the Registrar, form the Executive Committee of PMS. The PMS Chairman appoints chairmen for each committee (and ad hoc committees as deemed necessary) to assist in administering the PMS program. (The names of the committees, and a description of their functions, are presented in this document)
- D. The Administrative Handbook and By-Laws, Meet Operations Handbook, and Open Water Handbook collectively are referred to as the PMS Guide To Operations (GTO).
- E. PMS meets once a month and operates in accordance with policies and procedures given in the USMS Code of Regulations and Rules of Competition (USMS Rule Book) and PMS Guide to Operations.
- F. A list of all past PMS officers and past PMS award winners can be found on the PMS website.

101.2 Personal Health and Safety

- A. All individuals who plan to participate in the Masters swimming program should have a medical examination, and all current participants should have regular medical examinations. *Masters swimming is a strenuous athletic activity, and each participant is advised to consult his/her personal physician before undertaking the program.*

- B. The health and safety of every participant in PMS is essential. Therefore, the following Health and Safety Guidelines are proposed to facilitate response in the event of emergencies during practice sessions and swimming meets.
 1. Workout supervision personnel must adhere to all applicable State and local safety regulations and certification requirements.
 2. Encourage all swimmers to obtain CPR and first aid certifications, which can be readily arranged through community programs, fire departments, the Red Cross or American Heart Association.
 3. Develop facility emergency action plans that should include, but are not limited to:
 - a. Outlining the responsibilities of the coaches, swimmers, lifeguards and/or staff in the event of an emergency.
 - b. The location and operation of first aid and emergency equipment and telephone (including appropriate emergency numbers).
 - c. The chain of command for the facility.
 - d. Appropriate records and reports to be completed in the event of an emergency.
 - e. A method for crowd control during an emergency.
 - f. Regular practice in implementing the emergency action plan by all coaches and swimmers.
 4. Establish criteria for emergency procedures at sanctioned swim meets.

101.3 Registration of Swimmers

- A. Any Masters swimmer or Masters club planning to compete in PMS sanctioned events must first register with USMS or a National Governing Body or National Federation registered with FINA as a Masters swimmer and agree to abide by the national rules set forth in the United States Masters Swimming Code of Regulations and Rules of Competition, and by the local rules set forth in the PMS Guide to Operations.
- B. PMS swimmers who wish to participate in PMS sanctioned events as a club (or team) must first register the club with the PMS Registrar.

- C, Pacific Masters Swimming shall not knowingly register a person who is currently suspended or denied membership by any other LMSC or United States Masters Swimming. If it is later found that a currently registered swimmer is under suspension or denied membership by any other LMSC, the swimmer's membership shall be suspended by a vote of the PMS Committee. The person wishing to become a member, or be reinstated as a member of Pacific Masters Swimming shall have the opportunity to state the reasons why s/he believes s/he should be granted membership to the PMS Committee, and the membership shall be granted if the committee votes to approve.

101.4 Insurance

- A. USMS registered members are covered by personal accident insurance while participating in events sanctioned by USMS, or scheduled practice sessions under the direct supervision of a United States Swimming (USS) coach or registered member of USMS. Clubs and organizers are also covered by general liability insurance for sanctioned events. The USMS insurance programs are funded by a portion of the national registration fee. See the Pacific Masters Swimming website which gives a summary of current insurance, names of insurance brokers, a copy of the certificate of insurance, and claims forms.

NOTE: It is each club's responsibility to request additional insured status for its training or host competition facility. See our Website for address and phone number.

101.5 PMS Sanctioned/Recognized Competition

- A. PMS approves the scheduling, format, and sanction of all PMS pool and open water events. These events are governed by the United States Masters Swimming Code of Regulations and Rules of Competition, and the PMS Guide to Operations.
- B. PMS recognizes events on a case by case basis. A request for recognition must be in writing and presented to the PMS committee at least 30 days before the event date. It is the responsibility of the swimmer to provide the swimmer's results (in the necessary format as required by the USMS Rule Book) to the PMS Top Ten recorder.
- C. The PMS Committee has the discretion to deny a sanction to any group. PMS clubs in good standing have priority in the scheduling of

events and granting of sanctions.

Sanctions to groups other than Pacific Masters Swimming Clubs in good standing may be granted using the following priorities and guidelines:

1. Not for profit swimming organizations may be granted sanctions and shall provide the same bond as PMS clubs.
2. Not for profit, not swimming related, organizations, may be granted sanctions and shall provide a bond of one and one-half (1½) times the amount for PMS clubs. Prior experience, or other documentation, that shows the ability and willingness to run events under USMS/PMS rules shall be required.
3. For profit organizations may not be granted sanctions.

101.6 PMS Newsletter

- A. The PMS Newsletter is designated as the official PMS publication and is published and distributed regularly to all PMS registered clubs and swimmers. It contains information of interest to PMS swimmers, including the schedule of events and meet information.

101.7 PMS Standing Committees

The following is a list of standing committees. See the By-Laws for specific responsibilities of each committee. See the Pacific Masters.org website for a list of committee chairs.

A. *Coaches*

The Coaches' Committee provides liaison and coordination with coaches of PMS for educational and communication purposes.

B. *Communications*

The Communications Committee shall be responsible for production of the web page and newsletters of the LMSC. The Newsletter Editor and the Web Master shall be co-chairmen of this committee.

C. *Equipment*

The Equipment Committee is responsible for maintaining the PMS safety signs, stopwatches and PMS Trailer.

D. *Fitness*

The Fitness Committee promotes and encourages an emphasis on physical fitness in PMS.

E. *Health and Safety*

The Health and Safety Committee promotes and disseminates information on all aspects of health and safety for regular practices and events.

F. *Hospitality*

The Hospitality Committee is responsible for hospitality at the monthly PMS meetings.

G. *Marketing/Public Relations*

The Marketing/Public Relations Committee promotes Masters swimming to further the objectives of PMS.

H. *Meet Operations*

The Meet Operations Committee reviews, coordinates, and approves all applications for pool meet sanctions. The Chairman of the PMS Meet Operations Committee shall carry out the duties of the LMSC Sanctions Chairman, as defined by USMS, for pool events.

I. *Officials*

The Officials Committee promotes and coordinates officials' clinics. It encourages certification of Masters swimmers and others as officials for pool and open water events. It coordinates with USS and Pacific Swimming to provide names of officials for officiating at PMS meets.

J. *Open Water Swimming*

The Open Water Committee promotes, coordinates, and publicizes the scheduling of all open water swims. It also reviews and approves event sanctions and seeks to improve the safety of open water swimming. The Chairman of the PMS Open Water Committee shall carry out the duties of the LMSC Sanctions Chairman, as defined by USMS, for open water events.

K. *Records*

The Records Committee coordinates and maintains Pacific Masters Swimming Top Ten Records, and publishes them, along with the National Records for each Short Course, Long Course, and Short Course Meters season. This committee submits Pacific Masters Swimming Top Ten lists along with the proper verification within the time limit prescribed by USMS. It compiles a list of swimmers who have achieved Top Times in PMS events within the last year and mails each an award and listing of events and times. The Records committee also compiles statistics leading to the Age Group Swimmers of the Year awards and presents a list to the committee for determining the overall Swimmers of the Year.

L. *Registration*

The Registration Committee shall have responsibility for operation of the PMS office, registration of participants, and related business services for Pacific Masters Swimming, Inc.

M. *Rules and Legislation*

The Legislation and Rules Committee solicits input for improving USMS and PMS technical and management rules and policies. It also makes recommendations to PMS for action and referral.

N. *Scheduling*

The Scheduling Committee promotes, coordinates, organizes, and publicizes the scheduling of all PMS events.

101.8 PMS Awards

A. *Swimmer of the Year*

1. The purpose of the award is to recognize Pacific Masters Swimmers each year, male and female, in each age group, who have made the most outstanding swimming performances within the past year. Additionally, the most outstanding male and female Age Group Swimmer of the Year will be further recognized as the overall PMS Swimmers of the Year.
2. The award criteria are as follows:
 - a. Holds current PMS registration.
 - b. Has made outstanding individual swimming performances during the past year as determined by: PMS SCY, LCM, & SCM Top Tens, USMS SCY, LCM & SCM Top Tens, PMS Open Water Points, PMS & USMS Records.
 - c. Has swum in at least two PMS meets/open water events during the time period under consideration.
3. Nominations and Selection:
 - a. An Age Group Swimmer of the Year shall be selected in each age division, male and female. An overall Male and Female Swimmer of the Year shall be selected.
 - b. The Records Committee shall determine the Age Group winners through a formula of points approved by the PMS Committee, using the sources above (101.8.A.2.b).
 - c. PMS shall determine the overall winners from a list of Age Group Swimmers of the Year considering also any additional input from the floor.
 - d. The awards shall be presented at the PMS Short Course Yards Championships.

B. *Contributor of the Year Award*

1. The purpose of this award is to recognize outstanding contributions to Masters

Swimming during the calendar year preceding the year in which the award is presented.

2. The award criteria are as follows:
 - a. Held current PMS registration during the year under consideration.
 - b. Has demonstrated outstanding contributions to Masters Swimming, such as support and leadership, recruitment of members, program development, and promotion of Masters Swimming at the club, association, or national level(s) during the year under consideration.

3. Nominations and Selection

- a. There shall be no more than one award given each year
- b. Nominations can be made by any Pacific Masters swimmer or PMS club in the form of a written statement based on the criteria above and submitted to the Chairman by the published deadline.
- c. Selection will be made by PMS at the first meeting following the nomination deadline.
- d. The award shall be presented at the PMS Short Course Yards Championships.

C. *Personal Achievement Award*

1. The purpose of this award is to recognize long term dedication to our program and reward noticeable improvement in one's own skills and times.
2. The award criteria are as follows:
 - a. Hold PMS registration for at least 3 years.
 - b. Be active in local competitions, showing improvement in one or all of the following categories: a) Top Ten rankings (PMS and/or USMS, any or all courses), b) Open Water Points Competition, or c) Other significant indications of personal achievement in Masters Swimming.

3. Nominations and Selection

- a. No more than three of these awards will be presented each year.
- b. Nominations can be made by any Pacific Masters swimmer or PMS club in the form of a written statement based on the criteria above and submitted to the Chairman by the published deadline.
- c. Selection will be made by PMS at the first meeting following the

nomination deadline. There will be no age or sex categories for this award.

- d. The award shall be presented at the PMS Short Course Yards Championships.

D. *Distinguished Service Award*

1. The purpose of this award is to recognize outstanding contributions to Pacific Masters Swimming.
2. The award criteria are as follows:
 - a. Maintain current PMS registration.
 - b. Has consistently demonstrated outstanding contributions to Masters Swimming, such as support and leadership, recruitment of members, program development, and promotion of Masters Swimming at the club, association or national level.
3. Nominations and Selection
 - a. There may be multiple awards given.
 - b. Nominations can be made by any Pacific Masters swimmer or PMS club in the form of a written statement based on the criteria above and submitted to the Chairman by the published deadline.
 - c. Selection will be made by PMS at the first meeting following the nomination deadline.
 - d. The award shall be presented at the PMS Short Course Yards Championships.

E. *Appreciation Award*

1. The purpose of this award is to express special thanks to individuals or groups who have made significant contributions to PMS.
2. The award criteria are as follows:
 - a. Any person or group shall be eligible for consideration.
 - b. This person or group shall have made significant contribution or effort toward the conduct, leadership, or support of PMS.
3. Nominations and Selection
 - a. There may be multiple awards given.
 - b. Nominations can be made by any Pacific Masters swimmer or PMS club in the form of a written statement based on the criteria above and submitted to the Chairman by the published deadline.

- c. Selection will be made by PMS at the first meeting following the nomination deadline.
 - d. The award shall be presented at the PMS Short Course Yards Championships.
- F. *Coach of the Year*
- 1. The purpose of this award is to recognize the Pacific Masters Swimming coach who has demonstrated outstanding coaching qualities.
 - 2. The award criteria are as follows:
 - a. The coach and Club held current PMS registration during the year under consideration.
 - b. The criteria for the award will be considered first, since January 1 of the preceding year, and second, over the coach's career with his or her club. Outstanding contributions to his or her club and its individuals are measured by the following competitive and non-competitive factors:
 - i. Competitive factors shall include club and individual performance at PMS and USMS Championships in any sanctioned course, as well as relay and individual PMS, USMS and World records that reflect the coach's skill and inspiration.
 - ii. Non-competitive factors shall include club vigor, size and growth, club participation and volunteering, and club having hosted well-run events.
 - iii. Outstanding service to PMS, USMS and to other public or private community organizations.
 - iv. Outstanding professional contributions, such as participation in clinics and published works.
 - 3. Nominations and Selection
 - a. There shall normally be one award given.
 - b. A nomination announcement shall be published in the appropriate PMS Newsletter. Nominations may be made by any registered PMS club officer in the form of a written statement addressing both the criteria above and the instructional and inspirational qualities of the coach. The nominating letter and a

maximum of four supporting letters from registered PMS swimmers shall be submitted to the Chairman at or before the May meeting of PMS.

- c. The Chairman shall appoint a Selection Committee of three members. Each committee member will separately evaluate submitted information according to the criteria listed above, ranking his or her top three nominees so that the top-rated nominee receives one point, the second-rated nominee receives two points, and the third-rated nominee receives three points. The nominee with the lowest aggregate score from among the committee members shall be the winner. In the event of a tie score, the Selection Committee shall meet as a whole to determine a winner from among the tied nominees based on the submitted information for the nominee's overall career with his or her club.
- d. The Selection Committee shall submit its choice for approval by the Pacific Masters Swim Committee at the June meeting of PMS.

Upon approval by the PMS Committee, the Chairman shall, by July 1, send all documentation for the PMS Coach of the Year, along with a cover letter of nomination, to the USMS Coaches Committee for consideration as USMS Coach of the Year.
- e. The award shall be presented at the PMS Long Course Championships.

101.9 Dispute Resolution

- A. Disputes during competition shall be resolved at the event, if at all possible.
- B. Disputes arising within a single club shall be filed directly with such club and handled pursuant to the club's rules and procedures.
- C. Disputes arising between two clubs shall be attempted to be resolved between the clubs. If resolution attempts are unsuccessful, both clubs shall file a written summary of their dispute with the Chairmen of Pacific Masters Swimming.
- D. If a dispute arises outside of competition, or cannot be resolved at

the event, the complainant shall inform the Chairman of Pacific Masters Swimming, in writing, of the nature and details of the dispute within 30 days of the incident.

- E. The Executive Committee shall investigate any written complaints and make a recommendation to the Pacific Masters Swimming Committee who shall decide the matter by majority vote.

102 PMS POLICIES

102.1 General Administrative Policies

- A. The Guide to Operations shall be updated and distributed to clubs every two years.

102.2 Executive Committee Policies

A. Chairman

1. The PMS committee shall attempt to hold meetings on the 4th Wednesday of every month, excluding July and December. In the event of a scheduling conflict the meeting will be held on the third Wednesday.
2. The Chairman shall be responsible for all official PMS correspondence.

B. Administrative Vice Chairman

C. Operation Vice Chairman

D. Secretary

1. Minutes of the monthly committee meetings shall be distributed to all clubs.
2. Minutes of the annual meeting shall be sent to USMS.

E. Treasurer

1. The annual financial statement shall be sent to USMS.
2. The Treasurer shall be responsible for all necessary tax preparation and submittal.

F. Member At-Large

The At-Large member shall chair the nomination committee, with additional members as appointed by the Chairman.

G. Registrar

The Registrars' contract shall be for a one year period.

102.3. Committee Policies

A. Coaches

1. Shall keep a roster of PMS coaches.

2. Shall be the chairman of the Coach of the Year election committee, unless a conflict of interest occurs.
3. Shall act as liaison with the Masters Aquatics Coaches Association (MACA).

B. Communications

1. The PMS Newsletter Editor position shall be awarded by bid for a minimum one-year contract.
2. The PMS Web Master position shall be awarded by bid for a minimum one-year contract.

C. Equipment

Shall be responsible for maintaining the PMS safety signs, stopwatches and PMS Trailer.

D. Fitness

Shall oversee any PMS sponsored fitness clinics.

E. Health and Safety

1. Shall be responsible for the content of meet safety signs.
2. Shall disseminate current health and safety information to members and clubs.

F. Hospitality

G. Marketing/Public Relations

H. Meet Operations

PMS will not generally recognize an event on the same day as a sanctioned event.

I. Officials

1. Shall disseminate information concerning officials clinics.
2. PMS shall compensate a carded official the cost of a USS coaches membership for that year after they have officiated for 2 days at local meets during the year.

J. Open Water

K. Records

1. PMS records may be set only by PMS-registered swimmers.
2. PMS Records may be made in any sanctioned meet of PMS and will be recognized and recorded from official timers' cards.
3. PMS records set by Pacific registered swimmers in regional, national or international meets sanctioned by USMS or FINA shall be recognized from USMS Top Ten listings, official results, or from an electronic heat sheet and a duplicate timer's card with all information included. Responsibility for submission of record times achieved out of the region rests with the swimmers and coaches involved. Published tabulations of national ten best times, national meet times, and

records shall be used by the Records Chairman to update PMS records in cases where times achieved by PMS swimmers better existing PMS records.

4. PMS records must be from three (3) watches or from automatic electronic timing devices and must be signed by the Meet Referee and timers. If a swimmer is attempting to establish a national record, the responsibility lies with the swimmer to request the necessary timers from the referee.
5. The definition of the SCY, SCM and LCM seasons shall conform to those established by USMS.
6. PMS Top Ten will include only times achieved at PMS sanctioned meets (including the USMS National Championship meet if it is PMS sanctioned).

L. Registration

1. Individual swimmers and clubs must register each year to be eligible to compete; there is no prorating of annual fees.
2. The Registrar (see PMS website for address) can provide specifications on individual and team registration, changes in registration, and the appropriate forms. Forms for initial registration and transfer of registration are available on the PMS website. These forms may be copied for use.
3. Non-registered swimmers who have competed in PMS events will not be allowed to register with PMS in future years unless payment is made for the year in which infraction occurred.
4. Replacement USMS registration cards shall be issued upon the payment of a \$2.00 processing fee.
5. Copies of USMS cards, or other information, may be faxed from the PMS Office for a \$2.00 processing fee.
6. Swimmers who fail to mail in a copy of their USMS card with their event entry and fail to bring their card to that event shall be charged a \$3.00 "look-up" fee by the event host. The event host can keep all such fees collected.
7. The following is the policy regarding the distribution of the registration database:
 - a) The PMS swimmer database may be given to the PMS Officers upon request and updated periodically throughout the year.
 - b) Upon approval of the Executive Committee, the database may be shared with a

committee chairman. c) The committee believes its members' data to be confidential and not to be shared with other than those listed above and below. d) With the approval of the committee, the database (on disk) may be given to other than the above (for computerized meets, open water events, or other legitimate PMS functions). There shall be a statement signed by the requesting party verifying that the database will not be copied, used for any other purpose other than that for which it was requested, and that it shall be erased at the conclusion of the event. e) Individual addresses and phone numbers (not the entire database) may be given out with the good judgment of the Registrar or other persons (above) having access to the database. f) The database is not to be sold or given to any persons or groups by the Registrar, Officers, or anyone else who has received it. g) A club roster may be given only to the person officially named to receive correspondence, unless requested, in writing, by that person, that it be given to another member or officer of the club. h) Requests not covered above shall have to be approved by the Executive Committee AND the PMS Committee.

M. Rules and Legislation

1. Shall present to the PMS committee proposed USMS rules and legislation changes suggested by members.
2. Shall keep track of PMS policy changes that will be incorporated into the next revision of the Guide to Operations.

N. Scheduling

1. The Short Course Yards PMS Championships shall be held no earlier than 6 weeks prior to the Short Course yards Nationals, and preferably in the month of April.
2. The Long Course PMS Championships shall be held no earlier than 6 weeks prior to the Long Course Nationals, and preferably in the month of July.
3. The Short Course Meters PMS Championships shall be held in the Fall of the year.
4. A PMS Open Water Championship shall be held each year.
5. Bidding for championship events shall be done at the August committee meeting, and the remainder of the schedule shall be bid at the September meeting.

6. It is the policy of PMS not to schedule two events on the same day.

102.4 USMS Convention Policies

- A. For full representation of PMS, it is recommended that we try each year to send the maximum number of voting representatives we are allowed. This should include USMS officers, members of the USMS executive committee, or chairs of USMS standing committees, as well as our allotted number of general delegates. It is felt that all these delegates are important supporters of and representatives of all registered swimmers and therefore should be reimbursed from the PMS budget.
- B. Delegate criteria:
 1. Active in PMS or otherwise providing continuous service to Masters swimming.
 2. Represent a broad base of interests.
 3. Willing to participate.
 4. Able to communicate.
- C. Nominations.
 1. USMS officers, members of the USMS executive committee, and chairs of USMS standing committees are automatic delegates.
 2. Nomination of general delegates shall be made at the April PMS Committee meeting and elections at the May meeting.
 3. Two alternate delegates shall be chosen in addition to the full contingent of voting delegates.
 4. Anyone who wishes to be a nominee for convention must submit a paragraph containing background information and reasons for being elected. The text, including the nominee's name, must fit into a rectangle 2" x 7". It must be in the hands of the secretary no later than the PMS meeting prior to that designated for voting. It must be noted whether or not the nominee shall attend the full convention.
 5. Information on nominees shall be mailed to all clubs and committee members prior to the meeting at which the elections are to be held. Included in this packet shall be a record of attendance of the nominees at PMS committee meetings for the prior twelve months.
 6. Voting will be by ballot. Additional ballots will be done if a tie exists for the final delegate spot. A minimum of two alternates will be selected to attend if

original delegates are unable to fulfill their commitments.

7. The committee recommends that the following criteria be taken into consideration when electing delegates: Delegates must be PMS members; delegates are expected to be present for the duration of the convention; attendance at PMS committee meetings during the previous twelve months, competitive swimming experience (both pool and open water desirable); leadership experience at club, PMS, and national levels; coaching experience; professional qualifications (i.e., law, sports medicine, public relations, etc.) that are of special value.
- D. Reimbursement
 1. PMS shall reimburse all delegates who are not already reimbursed by USMS. PMS will pay the difference between any partial reimbursement by USMS and that allocated for other PMS delegates.
 2. Reimbursement shall be for: coach airfare (least expensive, special, super-saver, etc.); ground transportation; convention registration; lodging based on double occupancy.
 3. Delegates shall be encouraged to return to PMS any monies not needed or used.

Pacific Masters Swimming Bylaws

Revised 11/05

103 PMS BY-LAWS

103.1 Jurisdiction

United States Masters Swimming, Inc. (USMS) is the governing body for Masters Swimming in the United States. USMS has divided the United States into geographical areas. Masters Swimming within each of these areas is under the jurisdiction of a Local Masters Swimming Committee (LMSC). In the Pacific area, which consists of northern and central California and western Nevada, the LMSC that has jurisdiction is Pacific Masters Swimming, Inc. (PMS).

103.2 Purpose

The purpose of PMS is to encourage and promote physical fitness and enjoyment of swimming for adults 18 years of age and over through an educational program that emphasizes competitive swimming activities.

103.3 PMS Committee

The Pacific Masters Swimming Committee is the governing body of PMS. The Committee consists of a Board of Directors and a designated member of each currently registered PMS club.

A. Aims and Objectives

1. Establish and maintain educational programs appropriate for physical fitness and competition.
2. Establish and evaluate policies and procedures for PMS, and coordinate scheduling and conduct of sanctioned PMS meets.
3. Provide information and communication to clubs and swimmers pertaining to objectives of PMS, club sanctions, meets and their conduct, financial matters, and rules.
4. Encourage an optimum number of Pacific-sanctioned meets, which reflect diversity and high quality, and establish and approve a schedule.
5. Promote safe conduct and operation of PMS-sanctioned events and related facilities and encourage maximum efficiency in the conduct of meets and the utilization of trained officials.
6. Evaluate and implement appropriate recommendations submitted by coaches, meet sponsors, officials, clubs, and individual swimmers.
7. Maintain active liaison and cooperation with local, regional, and national

organizations and individuals concerned with Masters Swimming.

8. Coordinate activities of sub-committees established under the committee.

B. Responsibilities

1. Programmatic design of PMS activities, meets, clinics, and other appropriate educational activities in accordance with the Policies, Rules, and By-laws of USMS.
2. Review, establish, and evaluate all PMS policies in accordance with current USMS Policies and Rules and PMS procedures.
3. Encourage adequate training of officials and promote clinics for training officials as deemed necessary and advisable.
4. Establish a yearly schedule of events.
5. Review and approve/disapprove all requests for sanctions and transmit sanction information to USMS as required.
6. Recognize events in the name of PMS involving costs or fees and sponsored independently or in cooperation with other organizations.
7. Establish a budget of income and expense.
8. Approve all disbursements on receipt of appropriate documentation and recommendation by the Treasurer.
9. Organize appropriate subcommittees.

C. Officers and Duties

1. The Officers shall be the: Chairman, Administrative Vice-Chairman, Operations Vice-Chairman, Secretary, and Treasurer.
2. The Officers shall be elected at the Annual Meeting in the manner prescribed under Nominations and Elections for a term of two years.
3. The *Chairman* shall be responsible for execution of all policies established by the Committee. He/She may delegate such powers to subcommittee chairmen and other officials as appropriate. The Chairman shall supervise the Registrar and coordinate the work requests of the position. The Chairman shall appoint the chairmen of standing committees for majority approval of the Committee.

4. The *Administrative Vice Chairman* shall act and preside in the absence of the Chairman and shall perform other duties as delegated by the Chairman. The Administrative Vice Chairman shall be the liaison for, and coordinate activities of, the following subcommittees: Communications; Fitness; Health and Safety; Hospitality; Marketing/Public Relations; Records; Registration; Rules & Legislation; and ad hoc committees as designated by the Chairman.
 5. The *Operations Vice Chairman* shall act and preside in the absence of the Chairman and Administrative Vice-Chairman and perform other duties as delegated by the Chairman. The Operations Vice Chairman shall be the liaison for, and coordinate activities of, the following subcommittees: Coaches; Equipment; Meet Operations; Open Water; Officials; Scheduling; and ad hoc committees as designated by the Chairman.
 6. The *Secretary* shall prepare and distribute meeting announcements and agendas for meetings, at the direction of the Chairman; prepare and process all correspondence of the Committee; maintain accurate minutes of all Committee meetings and disperse copies to members and participants.
 7. The *Treasurer* shall maintain the funds of the Committee and be responsible for all receipts, disbursements, budget preparation and management of all funds. The Treasurer shall report monthly to the Committee the status regarding income, expenses, and balance of funds.
 8. *Vacancies*. A vacancy on the Executive Committee shall be filled by a special election of nominees presented and elected by the Board of Directors for the duration of the 2 year term.
 9. *Removal*. An officer can be removed from office, for cause, by written petition of ten (10) Pacific Masters Swimming Committee members and by vote of a majority of the Committee.
- D. Executive Committee
1. The Officers, a Member-at-Large, and the Registrar shall constitute the Executive Committee of PMS, Inc. and are delegated responsibility for conducting essential business of the Committee between regular meetings, provided action taken is reported at the next regular meeting.
- E. Board of Directors
1. The Board of Directors shall be comprised of the Officers, Member at Large, Registrar and the chairs of each standing committee.
 2. The Member-at-Large shall represent the "unattached" swimmers of PMS. The Member-at-Large shall be elected for a 2 year term in the same manner and at the same time as Officers.
 3. The Registrar shall have responsibility for operation of the PMS office, registration of participants, and its related business services for Pacific Masters Swimming, Inc. The Registrar shall report to the Chairman. This position may be a financially compensated contract position. The Registrar may concurrently hold an appointive position on the Committee, but may not be an elected member of the Executive Committee. The Registrar shall be selected for a 2 year term in the same manner as chairs of standing committees. If compensated, the contract shall be approved by the Board of Directors for a one or two year period.
- F. Nominations and Elections
1. The Chairman shall appoint a Nominating Committee of the Member-at-Large and at least two (2) other persons not on the executive Committee two months prior to the Annual Meeting.
 2. The Nominating Committee shall canvass qualified and willing persons and present at least one nominee for each Office and for Member-at-Large at the Committee meeting one month prior to the Annual Meeting.
 3. The list of all nominees shall be advertised to all Masters Clubs through meeting minutes.
 4. Additional nominees for Officers and Member-at-large shall be accepted at the Annual Meeting upon nomination by two (2) individual members of PMS and written consent of the nominee(s).
 5. Election of all Officers and the Member-at-Large shall take place at the Annual Meeting in November.
- G. Terms of Office
1. The Officers and members of the Board of Directors shall serve for two (2)

years, begin their tenure on January 1, and may serve more than one term, if nominated as prescribed under Nominations and Elections.

H. Standing Committees

1. The following standing subcommittees shall be represented on the Board of Directors by their chairman: Coaches; Communications; Equipment; Fitness; Health and Safety; Hospitality; Marketing/Public Relations; Meet Operations; Officials; Open Water; Records; Registration; Rules & Legislation; and Scheduling.
 2. Subcommittee chairman shall be appointed by the PMS Chairman with the concurrence of the Executive Committee and approval of a majority of the Pacific Masters Swimming Committee.
 3. Subcommittee chairmen shall be appointed for a 2-year period running concurrently with the elected officers. Subcommittee chairmen shall normally be approved at the January meeting following the election of new officers. Vacancies may be filled at any monthly meeting as outlined in 103.3.H.2.
 4. The responsibilities of the standing committees are as follows:
 - a. **Coaches:** The committee shall promote the knowledge, training and professional development of PMS coaches and assist other standing committees by supplying expertise in the development of PMS rules, policies and procedures.
 - b. **Communications:** The committee shall be responsible for production of the web_page and newsletters of the LMSC. The Newsletter Editor and the Web Master shall be co-chairmen of this committee.
 - c. **Equipment:** The committee shall be responsible for maintaining the PMS safety signs, stopwatches and the PMS Trailer and for coordinating their delivery with meet directors.
 - d. **Fitness:** The committee shall develop, recommend, and implement programs to benefit the physical fitness development of PMS members. The committee will develop programs aimed at involving fitness swimmers in USMS programs.
- e. **Health and Safety:** The committee shall develop, recommend and implement approved procedures and policies affecting the health and safety of PMS members.
 - f. **Hospitality:** The committee shall be responsible for the provision of beverages and snack items (including purchase and set up/clean up of such items) for the monthly PMS meeting.
 - g. **Marketing/Public Relations:** The committee searches for opportunities to promote the Masters swimming program locally through media placement, event appearances and/or presentations, speaking engagements, promotional information and any other appropriate public relations tools which can further the objectives of PMS.
 - h. **Meet Operations:** The chairman of this committee shall be the LMSC Sanctions Chairman for all events other than open water. The committee shall act to assist and advise pool Meet Directors in the proper conduct of meets, maintain a meet operations guidebook and present policy proposals for swim meet operations.
 - i. **Officials:** The committee shall promote the recruitment, knowledge, training, and development of qualified officials for USMS meets by working with established certification bodies and PMS meet Directors.
 - j. **Open Water:** The chairman shall be the LMSC Sanctions Chairman for all open water events. The committee shall act to assist and advise open water Meet Directors in the proper conduct of open water events and make recommendations for the PMS Open Water Swimming Guidelines.
 - k. **Records:** The committee shall establish and maintain a standardized process of recording and verifying times, submitting such times to USMS, publishing the PMS

records and the PMS Top Time listings for each course.

- I. *Registration*: The committee shall be chaired by the Registrar and be responsible for collecting and recording club and individual memberships, submitting membership records to USMS, and distributing forms and procedures required for annual registration and renewal
 - m. *Rules & Legislation*: The committee shall develop and recommend technical and legislative rule changes to the PMS Guide to Operations, maintain an up to date copy of the PMS Guide to Operations and a current policy manual for PMS. The committee shall develop, recommend, and submit approved national technical and legislative rule changes to USMS.
 - n. *Scheduling*: The committee shall format, solicit and receive bids, and consolidate and recommend the annual PMS calendar. The committee shall recommend action for all calendar changes and modifications requests after final approval of the annual calendar prior to sanction application.
- I. *Committee Membership and Voting Privileges*
1. The Pacific Masters Swimming Committee shall be composed of the Board of Directors and a designated member of each currently registered Club in good standing.
 2. All members of the Committee in good standing have voting privileges at meetings, except that a member who is receiving compensation from the organization must recuse himself or herself from deliberations and voting on his or her compensation. No ballot or action shall include votes by proxy.
 3. Each registered PMS swim club in good standing has one (1) vote at meetings of the Committee through:
 - a. Maintenance of a current PMS club registration.

- b. Enrollment of a minimum of four (4) active members holding current registration in PMS.
 - c. Designating one (1) voting club member to the meeting.
 - d. Maintenance of a minimum of 80% of the club's USMS registered membership as current residents and registrants of the Pacific LMSC or its authorized registration territory.
 - e. Absence of disciplinary action of the Board of Directors suspending its good standing.
4. Individuals registered with Pacific Masters Swimming, Inc are encouraged to attend and voice opinions at meetings, but have no direct vote unless they are members of the Committee.
 5. The PMS Board of Directors shall have the authority to impose and enforce penalties, including censure, suspension, or expulsion from membership for any violation of the rules and regulations of PMS or for actions which bring disrepute upon PMS or upon the sport of swimming. Such actions may be appealed to USMS as specified in USMS regulations.

J. *Meetings*

1. Meetings shall be held monthly at a time and site convenient for Committee members and club representatives.
2. Special meetings may be called by the Chairman whenever deemed necessary for specific purposes.
3. Monthly meetings may be rescheduled or canceled at the discretion of the Chairman. If unable to attend a scheduled meeting, the Chairman must notify the Administrative Vice-Chairman who shall then preside over the meeting.
4. All currently registered Pacific Masters swimmers, including unattached swimmers are encouraged to attend Committee meetings.
5. The Annual Meeting shall be held in November of each year.

103.4 Amendment of By-Laws

- A. These By-Laws may be amended or repealed and new By-Laws adopted by a vote of the majority of members entitled to vote at the Annual Meeting.

- B. Proposals for amendments, the repeal or addition of new By-Laws may be prepared by the members of the Executive Committee or members of the Committee, but must be:
 - 1. In writing.
 - 2. Submitted to an Executive Committee member at least or sixty (60) days prior to the date of the meeting proposed for adoption.
- C. All proposals for amendments, repeal or new By-Laws must be called to the attention of the Committee at least thirty (30) days before the Annual Meeting.

103.5 Dissolution

- A. If deemed advisable by the Pacific Masters Swimming Committee, the Corporation may be dissolved pursuant to the applicable provisions of the Corporation laws of the State of California.
- B. Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation, USMS or to such organization or organizations organized and operated exclusively for charitable, educational or other purposes as shall qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States internal Revenue Law).

Additional information about Pacific Masters Swimming may be found at our website:

www.pacificmasters.org

The address of record for Pacific Masters Swimming, Inc. is: 580 Sunset Parkway, Novato, CA 94947. Our telephone number is: (415) 892-0771.