



PACIFIC

MASTERS SWIMMING

Administrative Handbook

Revised November 2015



Pacific Masters Swimming
ADMINISTRATIVE HANDBOOK AND BYLAWS

Table of Contents

ORGANIZATIONAL CHART..... 4

101. GENERAL INFORMATION..... 5

101.1. Background on Pacific Masters Swimming..... 5

101.2. Personal Health and Safety..... 5

101.3. Registration of Members..... 6

101.4. Insurance..... 6

101.5. Pacific Masters Swimming Sanctioned/Recognized Competition..... 6

101.6. Pacific Masters Swimming Communication..... 7

101.7. Pacific Masters Swimming Committees..... 7

 1. Executive Committee..... 7

 2. Pool Meet Committee..... 7

 3. Open Water Committee..... 7

 4. Communications and Technology Committee..... 7

 5. Clubs and Coaches Committee..... 7

101.8 Pacific Masters Swimming Awards..... 7

 1. Age Group Swimmers of the Year and Overall Swimmers of the Years..... 7

 2. Personal Achievement Award..... 8

 3. Nancy Ridout Award for Distinguished Service..... 9

 4. Contributor of the Year Award..... 9

 5. Appreciation Award..... 10

 6. Peggy Lucchesi Award..... 11

 7. Coach of the Year..... 11

102. PACIFIC MASTERS SWIMMING POLICIES..... 13

102.1. General Administrative Policies..... 13

102.2 Officer Responsibilities and Policies..... 13

 1. Chairperson/President..... 13

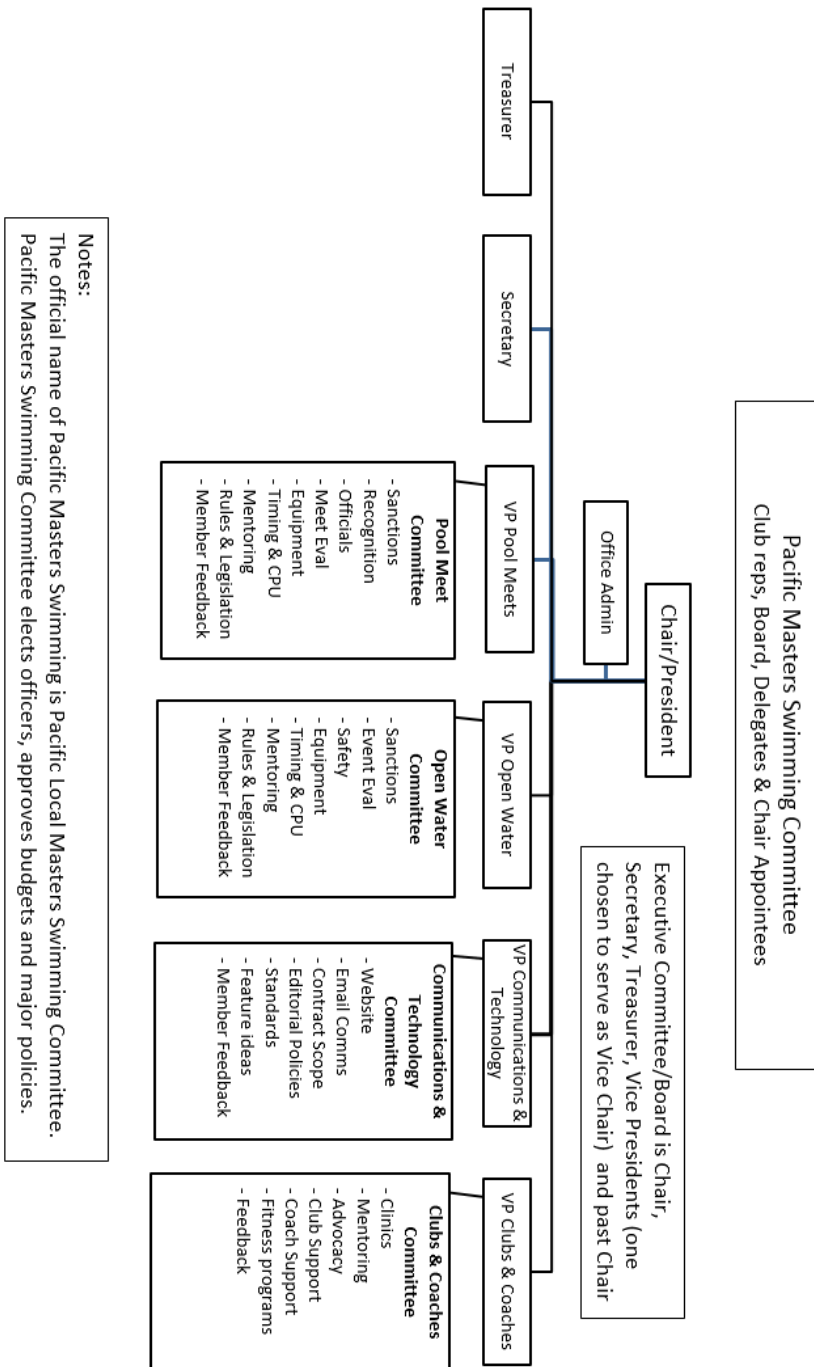
Pacific Masters Swimming
 ADMINISTRATIVE HANDBOOK AND BYLAWS

2. Vice President for Pool Meets.....	14
3. Vice President for Open Water.....	14
4. Vice President for Communications and Technology.....	14
5. Vice President for Clubs and Coaches.....	14
6. Secretary.....	14
7. Treasurer.....	14
8. Common Officer Policies.....	15
102.3 Committee Functions and Policies.....	15
1. Executive Committee.....	15
2. Pool Meet Committee.....	16
3. Open Water Committee.....	17
4. Communications and Technology Committee.....	18
5. Clubs and Coaches Committee.....	19
102.4 Pacific Masters Swimming Office.....	20
1. Responsibilities and Functions.....	20
2. Office Policies.....	20
102.5 Pacific Masters Swimming Policies for Financial Assistance or Contribution.....	22
102.6 USMS Convention Policies.....	22
103. PACIFIC LOCAL MASTERS SWIMMING COMMITTEE BYLAWS.....	25
103.1 Jurisdiction.....	25
103.2 Purpose.....	25
103.3 Declaration of Non-Profit Status.....	25
103.4 Membership and Fees.....	25
103.5 Pacific Masters Swimming Committee.....	26
1. Aims and Objectives.....	26
2. Responsibilities.....	26
3. Officers and Duties.....	27

Pacific Masters Swimming
 ADMINISTRATIVE HANDBOOK AND BYLAWS

4. Board of Directors.....	28
5. Nominations and Elections.....	28
6. Terms of Office.....	29
7. Committee Membership and Voting Privileges.....	29
8. Meetings.....	30
9. Establishment of Grievance Procedure.....	30
10. Indemnification.....	30
103.6 Amendment of Bylaws.....	30
103.7 Dissolution.....	31
104 PACIFIC MASTERS SWIMMING GRIEVANCE PROCEDURE.....	32
104.1 Standards of Conduct.....	32
104.2 Compliance with Rules and Regulations.....	32
104.3 Enforcement.....	32
104.4 Grounds for Grievances – Unsporting conduct.....	32
104.5 Disputes Arising Within a Single Club.....	32
104.6 Complaint Procedure.....	33
104.7 Step 1 – Mediation or Resolution by the Grievance Chair.....	34
104.8 Step 2 – Appeal to the Pacific Masters Chair and Hearing Procedure.....	34

Pacific Masters Swimming Organization



Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

101 GENERAL INFORMATION

101.1 Background on Pacific Local Masters Swimming Committee

1. United States Masters Swimming (USMS) is a national organization that provides organized workouts, competitions, clinics and workshops for adults aged 18 and older.
2. Pacific Local Masters Swimming Committee, Inc. (referred to as 'Pacific Masters Swimming' this Handbook, also known as Pacific Masters or PacMasters) is a Local Masters Swimming Committee (LMSC) governed by USMS; Pacific Masters Swimming includes the state of California north of but not including the counties of San Luis Obispo, Kern and San Bernadino and in the state of Nevada the counties of Humboldt, Washoe, Lyon, Storey, Mineral, Douglas, Churchill, Pershing, Lander and Carson City.
3. Pacific Masters Swimming administers its swimming program through the Pacific Masters Swimming Committee as defined in the By Laws.
4. The Administrative Handbook and, Meet Operations Handbook, Meet Directors Handbook, Open Water Handbook, Update Publication Guidelines and Website Guidelines collectively are referred to as the Pacific Masters Swimming Guide to Operations (GTO).
5. The Pacific Masters Swimming Committee meets once a month (but not in December) or as otherwise scheduled and operates in accordance with policies and procedures given in the USMS Code of Regulations and Rules of Competition (USMS Rule Book) and Pacific Masters Swimming Guide to Operations.
6. A list of all past Pacific Masters Swimming officers and past Pacific Masters Swimming award winners can be found on the Pacific Masters Swimming website.

101.2 Personal Health and Safety

1. All individuals who plan to participate in the Masters swimming program are recommended to have a medical examination, and all current participants are recommended to 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.
2. The health and safety of every participant in Pacific Masters Swimming 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.
 - A. Workout supervision personnel must adhere to all applicable State and local safety regulations and certification requirements.
 - B. Encourage all members to obtain CPR and first aid certifications, which can be readily arranged through community programs, fire departments, the Red Cross or American Heart Association.
 - C. Ensure that host facilities have an Emergency Action Plan for their staff to follow at sanctioned swim meets.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

101.3 Registration of Members

1. Registration of members and clubs and eligibility to participate in Pacific Masters Swimming swimming and fitness related activities shall be governed by USMS Administrative Regulations.
2. 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 member is under suspension or denied membership by any other LMSC, the individual's membership status shall be reviewed and potentially suspended or revoked by the Pacific Masters Swimming Committee.

101.4 Insurance

Information on USMS insurance coverage can be obtained on the USMS website or by contacting the USMS National Office.

101.5 Pacific Masters Swimming Sanctioned/Recognized Competition

1. Pacific Masters Swimming approves the scheduling, format, and sanction of all Pacific Masters Swimming pool, open water and postal events. These events are governed by the United States Masters Swimming Code of Regulations and Rules of Competition, and the Pacific Masters Swimming Guide to Operations. A request for sanction must be submitted on the USMS website at least 30 days in advance.
2. Pacific Masters Swimming recognizes events as defined by the USMS Rule Book on a case by case basis consistent with the requirements in the USMS Rule Book. A request for recognition must be submitted on the USMS website at least 30 days before the event date. It is the responsibility of the swimmer in recognized events to provide the swimmer's results (in the necessary format as required by the USMS Rule Book) to the Pacific Masters Swimming Office.
3. The Pacific Masters Swimming Committee has the discretion to deny a sanction to any group. Pacific Masters Swimming clubs in good standing have priority in the scheduling of events and granting of sanctions.
4. Sanctions to groups other than Pacific Masters Swimming clubs in good standing may be granted using the following priorities and guidelines:
 - A. Not for profit swimming organizations may be granted sanctions and shall provide the same bond as Pacific Masters Swimming clubs.
 - B. 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 Pacific Masters Swimming clubs. Prior experience, or other documentation, that shows the ability and willingness to run events under USMS/Pacific Masters Swimming rules shall be required.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

C. For profit organizations may not be granted sanctions.

101.6 Pacific Masters Communications

Pacific Masters Communications shall include the, the Pacific Masters website, Pacific Masters mass emails and other electronic communication. The Pacific Masters Swimming publications are published and distributed regularly to all Pacific Masters Swimming registered clubs and members. They contain information of interest to Pacific Masters Swimming members, including the schedule of events and meet information.

101.7 Pacific Masters Swimming Committees and Their Responsibilities

The following is a list of committees.

1. Executive Committee. Responsible for: adherence to LMSC standards as established by USMS, approval of contractor contracts and compensation of paid employees, hospitality, scheduling, registration, records and top 10, and administrative rules and legislation.
2. Pool Meet Committee. Responsible for: meet operations, sanctions, recognitions, officials, meet equipment and pool meet rules and legislation.
3. Open Water Committee. Responsible for: open water operations, sanctions, overseeing event safety, open water equipment and open water rules and legislation.
4. Communications and Technology Committee. Responsible for: maintenance and updating website, publication of emailed communications, maintenance and updating computer programs, marketing and public relations, advice on selection and use of technology and communications and technology rules and legislation.
5. Clubs and Coaches Committee. Responsible for: liaison with clubs and coaches, member and coach clinics, health and fitness programs and coach and club rules and legislation.

101.8 Pacific Masters Swimming Awards

Nomination announcements shall be published in Pacific Masters Swimming emailed communications at least 45 days before the nomination deadline.

1. Age Group Swimmers of the Year and Overall Swimmers of the Year
 - A. The purpose of the awards is to recognize Pacific Masters Swimming 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 Pacific Masters Swimming Swimmers of the Year.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

B. The criteria for the awards are as follows:

- (1) Holds current Pacific Masters Swimming registration.
- (2) Has made outstanding individual swimming performances during the past year as determined by: Pacific Masters Swimming SCY, LCM, & SCM Top 10s, USMS SCY, LCM & SCM Top 10s, Pacific Masters Swimming open water performance, Pacific Masters Swimming & USMS Records.
- (3) Has swum in at least two Pacific Masters Swimming meets/open water events during the time period under consideration. In appropriate circumstances (e.g., for a swimmer in the 90-94 age group), the committee by 2/3 vote may waive this requirement.

C. Nominations and Selection:

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.

- (1) The Pacific Masters Swimming Office shall determine the Age Group winners through a formula of points contained in the Swimmer of the Year Points Calculation document.
- (2) Pacific Masters Swimming Committee shall select the overall winners from a list of Age Group Swimmers of the Year considering also any additional input from the floor.
- (3) The awards shall be presented at the Pacific Masters Swimming short course yards championships.

2. Personal Achievement Award

A. The purpose of this award is to recognize:

- (1) Long term dedication to our program and reward noticeable improvement in one's own skills and times; or
- (2) Significant achievements in a competitive or non-competitive setting.

B. The award criteria are as follows:

- (1) Hold Pacific Masters Swimming registration for the most recent 3 years.
- (2) Be active in local competitions, showing improvement in one or all of the following categories: a) Top Ten rankings (Pacific Masters Swimming and/or USMS, any or all courses), b) Open Water Points Competition, or
- (3) Other significant indications of personal achievement in Masters swimming.

C. Nominations and Selection

- (1) No more than three of these awards will be presented each year.
- (2) Nominations can be made by any Pacific Masters Swimming member or Pacific Masters Swimming club in the form of a written statement based on the criteria above and

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

submitted to the Chair by the published deadline. Nominations for the Chair can be submitted to the Vice-Chair. Email addresses for the Chair and Vice-Chair can be found on the Pacific Masters Swimming website.

- (3) The nomination deadline shall be October 1.
- (4) Selection will be made by Pacific Masters Swimming Committee at the first meeting following the nomination deadline. There will be no age or gender categories for this award.
- (5) The award shall be presented at the Pacific Masters Swimming annual meeting.

3. Nancy Ridout Award for Distinguished Service

A. The purpose of this award is to recognize outstanding contributions with a lasting impact to Pacific Masters Swimming.

B. The award criteria are as follows:

- (1) Hold Pacific Masters Swimming registration for at least 5 years.
- (2) Has made outstanding contributions with a lasting impact to Pacific Masters Swimming, such as support and leadership, recruitment of members, program development, and promotion of Masters swimming within the LMSC.

C. Nominations and Selection

- (1) There may be multiple awards given.
- (2) Nominations can be made by any Pacific Masters Swimming member or Pacific Masters Swimming club in the form of a written statement based on the criteria above and submitted to the Chair by the published deadline. Nominations for the Chair can be submitted to the Vice-Chair. Email addresses for the Chair and Vice-Chair can be found on the Pacific Masters Swimming website.
- (3) The nomination deadline shall be October 1.
- (4) Selection will be made by Pacific Masters Swimming Committee at the first meeting following the nomination deadline.
- (5) The award shall be presented at the Pacific Masters Swimming annual meeting.

4. Contributor of the Year Award

A. The purpose of this award is to recognize outstanding contributions to Pacific Masters Swimming during the current year.

B. The award criteria are as follows:

- (1) Held current Pacific Masters Swimming registration during the year under consideration.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

- (2) Has demonstrated outstanding contributions to Pacific Masters Swimming, such as support and leadership, recruitment of members, program development, and promotion of Masters swimming within the LMSC during the year under consideration.

C. Nominations and Selection

- (1) There shall be no more than one award given each year.
- (2) Nominations can be made by any Pacific Masters Swimming member or Pacific Masters Swimming club in the form of a written statement based on the criteria above and submitted to the Chair by the published deadline. Nominations for the Chair can be submitted to the Vice-Chair. Email addresses for the Chair and Vice-Chair can be found on the Pacific Masters Swimming website.
- (3) The nomination deadline shall be October 1.
- (4) Selection will be made by Pacific Masters Swimming Committee at the first meeting following the nomination deadline.
- (5) The award shall be presented at the Pacific Masters Swimming annual meeting.

5. Appreciation Award

- A. The purpose of this award is to express special thanks to individuals or groups who have made significant contributions to Pacific Masters Swimming.
- B. The award criteria are as follows:
 - (1) Any person or group shall be eligible for consideration.
 - (2) This person or group shall have made significant contribution or effort toward the conduct, leadership, or support of Pacific Masters Swimming.

C. Nominations and Selection

- (1) There may be multiple awards given.
- (2) Nominations can be made by any Pacific Masters Swimming member or Pacific Masters Swimming club in the form of a written statement based on the criteria above and submitted to the Chair by the published deadline. Nominations for the Chair can be submitted to the Vice-Chair. Email addresses for the Chair and Vice-Chair can be found on the Pacific Masters Swimming website.
- (3) The nomination deadline shall be October 1.
- (4) Selection will be made by Pacific Masters Swimming Committee at the first meeting following the nomination deadline.
- (5) The award shall be presented at the Pacific Masters Swimming annual meeting.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

6. Peggy Lucchesi Award

A. The Peggy Lucchesi Award was created by George Cunningham, one of Pacific Masters Swimming's pioneers. The award is named after George's sister Peggy who passed away while participating in a meet. The purpose of this award is to recognize a Pacific Masters Swimming member who exemplifies the joy and spirit of Masters swimming.

B. The award criteria are as follows:

- (1) Any Pacific Masters Swimming member shall be eligible for consideration.
- (2) This member shall be a frequent participant in Pacific Masters Swimming events or activities and contributed to the enjoyment of others.

C. Nominations and Selection

- (1) One award shall be given.
- (2) Nominations can be made by any Pacific Masters Swimming member or Pacific Masters Swimming club in the form of a written statement based on the criteria above and submitted to the Chair by the published deadline. Nominations for the Chair can be submitted to the Vice-Chair. Email addresses for the Chair and Vice-Chair can be found on the Pacific Masters Swimming website.
- (3) The nomination deadline shall be October 1.
- (4) Selection will be made by Pacific Masters Swimming Committee at the first meeting following the nomination deadline.
- (5) The award shall be presented at the Pacific Masters Swimming annual meeting.

7. Coach of the Year

A. The purpose of this award is to recognize the Pacific Masters Swimming coach who has demonstrated outstanding coaching qualities.

B. The award criteria are as follows:

- (1) The coach and club held current Pacific Masters Swimming registration during the year under consideration.
- (2) The criteria for the award is as follows (1) impact since January 1 of the preceding year, and (2) impact 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:
 - a. Competitive factors shall include club and individual performance at Pacific Masters Swimming and USMS Championships in any sanctioned course, as well as relay and

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

individual Pacific Masters Swimming, USMS and World records that reflect the coach's skill and inspiration.

- b. Non-competitive factors shall include club vigor, size and growth, club participation and volunteering, and club having hosted well-run events.
- c. Outstanding service to Pacific Masters Swimming, USMS and to other public or private community organizations.
- d. Outstanding professional contributions, such as participation in clinics and published works.

C. Nominations and Selection

- (1) There shall normally be one award given.
- (2) A nomination announcement shall be published in the appropriate Pacific Masters Swimming mass email communication. Nominations may be made by any registered Pacific Masters Swimming club or member 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 Pacific Masters Swimming members shall be submitted to the Chair by February 14. Nominations for the Chair can be submitted to the Vice-Chair. Email addresses for the Chair and Vice-Chair can be found on the Pacific Masters website.
- (3) The Selection Committee will have three members. Unless there is a conflict of interest, the Chair of the Selection Committee will be the Vice President for Clubs and Coaches. In case of a conflict of interest, the Chair of Pacific Masters Swimming will appoint an alternative Chair of the Selection Committee. The Selection Committee Chair and Pacific Masters Swimming Chair will each appoint a member to the Selection Committee. 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.
- (4) The Selection Committee shall submit its choice for approval by the Pacific Masters Swimming Committee at its March meeting.
- (5) The Chair or a designee shall write a letter of recommendation for the Pacific Masters Swimming Coach of the Year Recipient for the USMS Coach of the Year award. The recommendation can be used in the current and future years
- (6) The award shall be presented at the Pacific Masters Swimming Short Course Yards Championships.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

102 PACIFIC MASTERS SWIMMING POLICIES

102.1 General Administrative Policies

1. The Chairperson shall appoint a committee to review the Guide to Operations every three years starting with 2015.
2. External Organizations
 - A. A non-member organization that seeks the endorsement or support of Pacific Masters Swimming shall submit its request in writing to either the Chair of Pacific Masters Swimming and/or to Pacific Masters Swimming at its address of record.
 - B. Any request by an external organization endorsement or support shall be considered by the Pacific Masters Swimming Committee at one of its regularly scheduled meetings. All such requests shall be considered on a case-by-case basis.
 - C. The Committee shall be guided by the understanding that the primary focus of Pacific Masters Swimming is to promote activities that conform to the goals of Pacific Masters Swimming; to provide benefit to Pacific Masters' members and its member clubs; and to be mindful of supporting an external event or activity that could potentially compete with or create risk for events or activities of member clubs.

102.2 Officer Responsibilities and Policies

1. Chairperson/President

- A. The Chairperson shall serve as President and Chief Executive Officer of Pacific Masters Swimming and be a signer on the organization's bank accounts.
- B. The Chairperson shall schedule Pacific Masters Swimming Committee meetings in advance at a time and site convenient for Committee members and club representatives. The meeting schedule and location shall be communicated in advance to Committee members and club representatives.
- C. The Chairperson shall be responsible for all official Pacific Masters Swimming correspondence which may be delegated as deemed appropriate.
- D. The Chairperson shall appoint Hospitality and Scheduling coordinators.
- E. The Chairperson shall review the performance of employees and contractual performance of contractors on an annual basis.
- F. The Chairperson shall be an ex officio member of every committee.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

2. Vice President for Pool Meets

- A. The Vice President for Pool Meets shall be Chair of the Pool Meets Committee and will be directly responsible for its functions or appoint coordinators to be responsible for specific functions.

3. Vice President for Open Water

- A. The Vice President for Open Water shall be the chair of the Open Water Committee and will be directly responsible for its functions or appoint coordinators to be responsible for specific functions.

4. Vice President for Communications and Technology

- A. The Vice President for Communications and Technology shall be the chair the Communications and Technology Committee and will be directly responsible for its functions or appoint coordinators to be responsible for specific functions.

5. Vice President for Clubs and Coaches

- A. The Vice President for Clubs and Coaches shall be the chair of the Clubs and Coaches Committee and will be directly responsible for its functions or appoint coordinators to be responsible for specific functions.

6. Secretary

- A. The Secretary shall be responsible for minutes of Pacific Masters Swimming Committee and Pacific Masters Swimming Executive Committee/Board meetings. The Secretary shall ensure those minutes are posted on the Pacific Masters Swimming website.
- B. The Secretary shall send minutes of the annual meeting to USMS.
- C. The Secretary shall keep track of Pacific Masters Swimming policy changes that will be incorporated into the next revision of the Guide to Operations.

7. Treasurer

- A. The Treasurer shall be responsible for periodic financial reporting to Pacific Masters Swimming Committee.
- B. The Treasurer shall reconcile or review the reconciliation of the Pacific Masters Swimming bank accounts and USMS registration statements on a monthly basis.
- C. The Treasurer shall send the annual financial statement to USMS.
- D. The Treasurer shall be responsible for all necessary tax preparation and submittal.
- E. The Treasurer will prepare a budget for approval at the Annual Meeting. The budget shall maintain Pacific Masters Swimming reserves at their specified level.
- F. The Treasurer shall approve reimbursements made to Officers. Reimbursements made to the Treasurer shall be approved by the Chairperson.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

G. The Treasurer shall file the Statement of Information with the California Secretary of State when required.

8. Common Officer Policies

A. It is recommended that Officers consecutively serve no more than one partial and two successive terms in any given office.

102.3. Committee Functions and Policies

1. Executive Committee (As defined in Section 103.5.D of the By Laws)

A. As specified in Section 103.5.D of the By Laws, the Executive Committee is delegated responsibility for conducting essential business of the Pacific Masters Swimming Committee between regular Pacific Masters Swimming Committee meetings. Any actions taken by the Executive Committee under this provision will be reported at the next regular meeting.

B. The following functions are the responsibility of the Executive Committee:

- (1) Hospitality. A coordinator will be appointed by the Chair to be responsible for hospitality at in person Pacific Masters Swimming Committee meetings.
- (2) Scheduling. A coordinator will be appointed by the Chair to manage the scheduling of all Pacific Masters Swimming events according to the following policies.
 - a. The Short Course Yards Pacific Masters Swimming Championships should be held no earlier than 3 weeks prior to the Short Course Yards Nationals.
 - b. The Long Course Pacific Masters Swimming Championships should be held no earlier than 3 weeks prior to the Long Course Nationals.
 - c. The Short Course Meters Pacific Masters Swimming Championships shall be held in the fall of the year.
 - d. Selection of championship events hosts should be done at the August committee meeting and bids should be submitted to the Scheduling Coordinator by August 1. The remainder of the schedule should be approved at the September meeting.
 - e. It is the policy of Pacific Masters Swimming not to schedule two events on the same day unless approved by the Pacific Masters Swimming Committee.
- (3) Receive and evaluate feedback, recommendations and comments on Pacific Masters Swimming operations and activities submitted by coaches, members, and event hosts.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

2. Pool Meet Committee

- A. The Vice President for Pool Meets is chair of the Pool Meet Committee and will appoint coordinators to be responsible for Pool Meet Committee functions or will be directly responsible for functions with no coordinator.
- B. The members of the Pool Meet Committee are Vice President for Pool Meets, the Chair of Pacific Masters (ex officio), the Meet Operations Coordinator, the Officials Coordinator, Pool Meet Event Directors and one to four appointees of the Chair and VP of Pool Meets.
- C. The Pool Meet Committee shall recruit event hosts for Championship meets.
- D. The Pool Meet Committee shall take actions or recommend actions be taken by Pacific Masters to ensure an appropriate number of quality pool meets are offered in each course.
- E. The Pool Meet Committee shall receive and evaluate feedback, recommendations and comments on Pacific Masters Swimming pool meets submitted by coaches, members, and meet hosts.
- F. The Pool Meet Committee will disseminate information on new rules pertaining to pool meets.
- G. A \$2,500 incentive will be paid to the host of the Long Course Meters Championships.
- H. Pacific Masters Swimming will purchase individual and team awards for all Championships.
- I. Meet Operations Coordinator. Reviews, coordinates, approves all applications for pool meet sanctions, and appoints meet evaluator. The Vice President for Pool Meets or a designated Meet Operations Coordinator shall carry out the duties of the LMSC Sanctions Chair, as defined by USMS, for pool events. Meet operations coordinator appoints evaluator for each event.
 - (1) Shall issue sanctions and oversee the operations of Pacific Masters Swimming pool events.
 - (2) Pacific Masters Swimming will not generally recognize an event on the same day as a sanctioned event.
 - (3) Assures pools sanctioned for competition are capable of meeting USMS measurement standards.
 - (4) Assures pool event hosts fulfill all responsibilities including timely submission of meet information, records, results, financial reports and other requirements specified in the Meet Operations Handbook.
- J. Officials Coordinator. Promotes and coordinates officials' clinics. Encourages certification of Masters members and others as officials for pool and open water events. Coordinates with USS and Pacific Swimming to provide names of officials for officiating at Pacific Masters Swimming meets.
 - (1) Shall disseminate information concerning officials' clinics.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

(2) Reimbursement of Officials

- a. Pacific Masters Swimming will reimburse officials who officiate at a minimum of two Pacific Masters meets in one year for all costs necessary to maintain a USA Swimming Officials certification including but not limited to membership, background check and required training fees.
- b. Pacific Masters will reimburse officials for mileage. At multi-day meets reasonable lodging and meal expenses will be reimbursed if the official lives a significant distance from the meet location.
- c. Pacific Masters Swimming will reimburse all travel, hotel and meal costs for one official to travel to each USMS National Championship meet. Official must be approved to officiate at the meet by the meet referee. Selection to be made by the Officials Coordinator or by the Chair of the Pool Meet Committee or Pacific Masters Chair if necessary to avoid conflict of interest in selection.

(3) Meet referees shall be approved by the Officials Coordinator prior to their assignment to any Pacific Masters Swimming sanctioned or approved meet.

K. Meet Equipment Coordinator. Responsible for maintaining safety signs and watches. Coordinates shipment to event hosts.

L. Pool Meet Rules and Legislation. Drafts and recommends changes to Meet Operations Handbook and Meet Directors Guide for approval by the Pacific Masters Swimming Committee.

3. Open Water Committee

- A. The Vice President for Open Water is chair of the Open Water Committee and will appoint coordinators to be responsible for Open Water Committee functions or will be directly responsible for functions with no coordinator.
- B. The members of the Open Water Committee are the Vice President for Open Water, the Chair of Pacific Masters Swimming (ex officio), the Open Water Operations Coordinator, the Safety Coordinator, Open Water Event Directors and one to four appointees of the Chair and VP of Pool Meets.
- C. The Open Water Committee shall take actions or recommend actions be taken by Pacific Masters Swimming to ensure an appropriate number of quality open water events are offered.
- D. The Open Water Committee shall receive and evaluate feedback, recommendations and comments on Pacific Masters Swimming open water events submitted by coaches, members, and event hosts.
- E. The Open Water Committee shall maintain an annual open water points competition.
- F. The Open Water Committee will disseminate information on new rules pertaining to open water competition.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

- F. Open Water Operations Coordinator. Promotes, coordinates, and publicizes the scheduling of all open water swims. Carries out the duties of the LMSC Sanctions Chairman, as defined by USMS, for open water events. Appoints evaluator for each event.
- G. Safety Coordinator. Seeks to improve the safety of open water swimming. Appoints independent safety evaluator for each event, who may be the same person as the event evaluator.
- H. Open Water Equipment Coordinator. Responsible for maintaining the open water trailer and equipment. Coordinates transfer of trailer among event hosts and arranges for equipment storage at end of season.
- I. Open Water Rules and Legislation. Drafts and recommends changes to Open Water Operations Handbook for approval by the Pacific Masters Swimming Committee.

4. Communications and Technology Committee

- A. The Vice President for Communications and Technology is Chair of the Communications and Technology and will appoint coordinators to be responsible for Committee functions or will be directly responsible for functions with no coordinator.
- B. The members of the Communications and Technology Committee are the Vice President for Communications and Technology, the Chair of Pacific Masters (ex officio), the emailed communication editors, the Webmaster(s), the Technology Coordinator, the Marketing and Public Relations Coordinator, one to four appointees of the Chair and VP of Communications and Technology and a Pacific Masters Swimming Office Administrator (ex officio),.
- C. Pacific Masters Swimming Emailed Communications. Responsible for creation and publication of the Pacific Masters Update emailed newsletter according to established standards.
- D. Pacific Masters Swimming Website. Responsible for update and maintenance of the Pacific Masters Swimming Website according to established standards.
- E. The Communications and Technology Committee shall receive and evaluate feedback, recommendations and comments on Pacific Masters Swimming communications and technology submitted by coaches, members, and event hosts.
- F. Marketing and Public Relations. Promotes Masters swimming to further the objectives of Pacific Masters Swimming.
- G. Technology. Creates and maintains technology and programs used for Pacific Masters Swimming operations. Advises on technology related issues.
- H. Standards. Drafts and recommends standards for Pacific Masters website, emails and any other communications for approval by the Pacific Masters Swimming Committee.

5. Clubs and Coaches Committee

- A. The Vice President for Clubs and Coaches will appoint coordinators to be responsible for Committee functions or will be directly responsible for functions with no coordinator.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

- B. The members of the Clubs and Coaches Committee are the Vice President for Clubs and Coaches, the Chair of Pacific Masters, the last three Pacific Masters Coach of the Year winners, any members of the USMS Coaches and Health and Fitness Committees, one to four appointees of the Chair and VP of Coaches and Clubs and a Pacific Masters Office Administrator (ex officio).
- C. Ensure the Pacific Masters Swimming Office keeps a roster of Pacific Masters Swimming coaches.
- D. Works with USMS Educational Services group to schedule USMS Coach Certification Clinics.
- E. Organizes and conducts other developmental clinics for coaches.
- F. Organizes and conducts swimming skill clinics for members.
- G. Health and Fitness. Promotes and encourages an emphasis on physical fitness and wellness in Pacific Masters Swimming. Conducts health and fitness programs.
- H. The Clubs and Coaches Committee shall receive and evaluate feedback, recommendations and comments on Pacific Masters Swimming clinics, club programs and coach programs submitted by coaches, members, and clubs.
- I. Clubs and Coaches Policies and Legislation. Drafts and recommends policies and legislation related to coaches and clubs for approval by the Pacific Masters Swimming Committee.
- J. Coaching Clinic Reimbursement Policy.
 - (1) Pacific Masters Swimming strongly believes that coaches are vital to the success of its swimming programs and as such emphasizes continuing education for coaches. Pacific Masters Swimming financially supports coaches who attend local, regional and national educational clinics that are sponsored by Pacific Masters Swimming or United States Masters Swimming (USMS).
 - (2) For any coach registered with a Pacific Masters Swimming club and recognized by that club as a coach, Pacific Masters Swimming will reimburse up to 80% of the early registration fee of any USMS Coaching Clinic conducted within the Pacific Masters Swimming region. Other clinics conducted within the Pacific Masters Swimming region deemed by the Coaches Chair to be relevant to Pacific Masters Swimming members may be reimbursed at the same rate.
 - (3) Pacific Masters Swimming will reimburse up to 80% of the early registration fee and up to \$200 towards travel expenses of any USMS Coaching Clinic conducted outside the Pacific Masters Swimming region for any 'USMS Certified Coach' registered with a Pacific Masters Swimming club.
 - (4) Coaches Chair to determine individual eligibility for clinic reimbursement.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

102.4 Pacific Masters Swimming Office

1. Responsibilities and Functions

- A. The Pacific Masters Swimming Office (Office) staff will be responsible for all the organization's day to day business functions including answering member's questions, payment of bills, reimbursements, bookkeeping and other duties as assigned by the Chair or Executive Committee.
- B. Meeting Organization. The Office staff will reserve meeting rooms, request reports from officers and coordinators, and prepare agenda for approval of Chair.
- C. Convention coordination. Coordinates the travel and hotel accommodations of the Pacific Masters delegation to the USMS Annual Convention.
- D. Registration. The Office will be responsible for the registration of clubs and members and act as the Pacific Registrar pursuant to USMS rules.
- E. Records and Top 10. 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. Submits Pacific Masters Swimming Top Ten lists along with the proper verification within the time limit prescribed by USMS. 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.
- F. Communications. Posts items to the website and serves as an editor of the Pacific Masters Swimming emailed communications.

2. Office Policies

- A. Staff. The Pacific Masters Swimming Office will have a staff of one or more paid contractors or employees sufficient to carry out duties and responsibilities of the office. This staff is referred to as Pacific Masters Swimming Office Administrator(s) elsewhere in this Handbook.
- B. Registration
 - (1) Individuals and clubs must be currently registered to be eligible to participate in a USMS affiliated activity.
 - (2) The Office will provide specifications on individual and team registration, changes in registration, and the appropriate forms and/or links to online registration. Forms for individual registration and transfer of club affiliation shall be available on the Pacific Masters Swimming website. These forms may be copied for use.
 - (3) The following is the policy regarding the distribution of the registration database:
 - a. The Pacific Masters Swimming member database may be given to the Pacific Masters Swimming Officers upon request and updated periodically throughout the year.
 - b. Upon approval of an Officer, the database may be shared with one of his/her subject coordinators.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

- c. The committee believes its members' data to be confidential and not to be shared with other than those listed above and below.
 - i. An appropriate excerpt of the database may be given to vendors or volunteers providing computer support for sanctioned Pacific Masters Swimming events and 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.
 - ii. 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.
 - iii. 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.
 - iv. A club roster may be given only to the person officially named to receive that club's correspondence, unless requested, in writing, by that person, that it be given to another member or officer of the club.
 - v. Requests not covered above must be approved by the Executive Committee.

C. Records

- (1) Pacific Masters Swimming records may be set only by Pacific Masters Swimming-registered swimmers.
- (2) Pacific Masters Swimming Records may be made in any sanctioned or recognized meet of USMS and will be recorded from official records.
- (3) Pacific Masters Swimming records set by Pacific registered swimmers in local, national or international meets conforming to USMS or FINA rules shall be recognized from USMS 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 Pacific Masters Swimming records in cases where times achieved by Pacific Masters Swimming swimmers better existing Pacific Masters Swimming records.
- (4) Pacific Masters Swimming adheres to USMS rules for records approval
- (5) The definition of the SCY, SCM and LCM seasons shall conform to those established by USMS.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

102.5 Pacific Masters Swimming Policies for Financial Assistance or Contribution.

Process for Responding to Requests for Financial Assistance or Contribution

1. Pacific Masters Swimming will include in its annual budget an amount to cover the cost of 6 full memberships to Pacific Masters Swimming/USMS. Individuals may request a scholarship by sending an email or letter to the registrar stating their name and a brief statement on why the scholarship is needed. An individual's eligibility for a scholarship will be limited to once every 5 years. Scholarship approval will be made jointly by the registrar and chairman. Any money not spent on scholarships will be donated to the Swimming Saves Lives Foundation at the end of the year.
2. Pacific Masters Swimming shall allocate an amount in its annual budget to be used for financial donations.
3. Any member club that seeks a financial donation from Pacific Masters Swimming may do so by submitting a request in writing at least ninety (90) days in advance of the anticipated date of use. A request for a financial donation from Pacific Masters Swimming shall be considered on a case-by-case basis using the criteria set forth below.
 - A. Contributions shall only be considered for member clubs in good standing.
 - B. Requests for a financial donation from a member club shall be made in the form of a matching donation by that club. Proof that the member club has made its matching contribution shall be presented to Pacific Masters Swimming prior to Pacific Masters Swimming releasing its payment.
 - C. Pacific Masters Swimming's portion of a financial donation shall not exceed \$500.
 - D. Financial donations shall only be made to organizations approved by Pacific Masters Swimming and recognized as not-for-profit under Section 501(c)(3) of the Internal Revenue Code.
 - E. The Executive Committee shall have authority to approve requests that comply with items 102.5.3.
 - F. The Pacific Masters Swimming Committee shall have the authority to approve non-compliant requests so long as payment of the request does not cause reserves to drop below specified levels.
 - G. Pacific Masters Swimming shall maintain reserves of 100% of its annual budgeted expenses.

102.6 USMS Convention Policies

Pacific Masters Swimming strives to send the maximum number of delegates it is allotted, including both the automatic USMS and Pacific Masters Swimming delegates. These delegates will be reimbursed for their expenses by Pacific Masters Swimming under then existing policies. Pacific Masters Swimming may send one alternate delegate to the convention who will be selected and reimbursed in the same manner

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

as regular delegates. Estimated convention costs should be reflected in the Pacific Masters Swimming annual budget. Automatic USMS delegates and delegates selected by Pacific Masters Swimming will be members of the Pacific Masters Swimming Committee from the time they are sworn in as delegates at the Convention until the next convention.

1. Criteria for Pacific Masters Swimming LMSC Delegates:

- A. Current Pacific Masters Swimming members.
- B. Contribute to a delegation that represents a broad base of interests.
- C. Able to attend the entire convention.
- D. Other criteria: attendance at Pacific Masters Swimming Committee meetings during the previous twelve months, competitive swimming experience (both pool and open water desirable); leadership experience at club, Pacific Masters Swimming, and national levels; coaching experience; professional qualifications (i.e., law, sports medicine, public relations, etc.) that are of special value.

2. Nominations.

- A. Automatic USMS delegates require no action by the Pacific Masters Swimming Committee.
- B. LMSC delegates shall be proposed at the April Pacific Masters Swimming Committee meeting and elected at the May meeting. Additional delegates may be nominated and elected at subsequent meetings if the allotment is not filled during the May meeting.
- C. In addition to the alternate delegate, a list of delegates should be maintained from which replacements can be selected.
- D. Anyone who has not previously been a delegate must submit a paragraph containing background information and reasons for being elected. The text, including the nominee's name, should be approximately 50 words. It must be sent to the Chair in time to be included in the meeting reports for the meeting at which the vote will be held.
- E. A list of nominees and statements from new delegate nominees shall be available to all clubs and committee members prior to the meeting at which the elections are to be held.
- F. Voting will be by ballot if the number of nominees is greater than our delegate allotment. Additional ballots will be done if a tie exists for the final delegate spot. Alternates, if any, shall be elected in a similar manner.
- G. If there are more delegate spots open the Executive Committee shall seek Pacific Masters Swimming members to become delegates using the above criteria.

3. Reimbursement

- A. Pacific Masters Swimming shall reimburse all delegates who are Pacific Masters members and are not already reimbursed by USMS. Pacific Masters Swimming will pay the difference between any partial reimbursement by USMS and that allocated for other Pacific Masters Swimming delegates.

Pacific Masters Swimming
ADMINISTRATIVE HANDBOOK AND BYLAWS

- B. Reimbursement shall be for: convention registration, actual coach airfare (least expensive, special, super-saver, etc.), baggage fees, lodging expenses while at the convention based on double occupancy and a travel allowance to cover ground transportation and incidentals. Delegates choosing a single room for personal reasons will be reimbursed for 62.5% of lodging expenses while at the convention.



Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

Pacific Local Masters Swimming Committee Bylaws

Revised November 2015

103 PACIFIC LOCAL MASTERS SWIMMING COMMITTEE BYLAWS

103.1 Jurisdiction

United States Masters Swimming, Inc. (USMS) is the governing body for Masters Swimming in the United States. The Pacific Local Masters Swimming Committee (referred to as 'Pacific Masters Swimming' herein) is a division of USMS with the supervisory responsibilities within the geographical area, which consists of the state of California north of but not including the counties of San Luis Obispo, Kern and San Bernadino and in the state of Nevada the counties of Humboldt, Washoe, Lyon, Storey, Mineral, Douglas, Churchill, Pershing, Lander and Carson City as specified in the USMS rulebook.

103.2 Purpose

Mission Statement. The purpose of Pacific Masters Swimming is to encourage and promote physical fitness and enjoyment of swimming for adults 18 years of age and over through a program that supports clubs, coaches, facilities, education, competition and social opportunities.

103.3 Declaration of Non-Profit Status

Pacific Masters Swimming shall be established and maintain status as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code.

103.4 Membership and Fees

1. Club – Every Member Club joins Pacific Masters Swimming and USMS by submitting an approved application and by paying an annual fee consisting of a national club fee established by USMS and a local club fee established by the Pacific Masters Swimming.
2. Member Registration – Each Member submits a registration application and pays an annual fee consisting of a fee established by USMS and a fee established by the Pacific Masters Swimming Committee.
3. Sanction Fees -- Each applicant for a sanctioned event shall submit at time of application such documents as required by the Pacific Masters Swimming Committee.
 - A. The Pacific Masters Swimming Committee may establish a sanction fee consistent with the nature of the event which may be a flat amount, a percentage of receipts, or a combination of both.
 - B. Pacific Masters Swimming may collect from the applicant a USMS sanction fee.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

4. Recognition Fees -- Each applicant for a recognized event shall submit at time of application such documents as required by the Pacific Masters Swimming Committee.
 - A. The Pacific Masters Swimming Committee may establish a recognition fee.
 - B. Pacific Masters Swimming may collect from the applicant a USMS recognition fee.

103.5 Pacific Masters Swimming Committee

The Pacific Masters Swimming Committee ("Committee") is the governing body of Pacific Masters Swimming.

1. Aims and Objectives
 - A. Establish and maintain programs to promote physical fitness, competition and enjoyment of swimming for adults 18 years of age and over.
 - B. Establish and evaluate policies and procedures for Pacific Masters Swimming, and coordinate scheduling and conduct of sanctioned Pacific Masters Swimming events.
 - C. Provide information and communication to clubs and members pertaining to objectives of Pacific Masters Swimming, events and their conduct, social activities, financial matters, and rules.
 - D. Encourage an appropriate number and variety of Pacific-sanctioned meets and open water events, to be staffed by certified officials in a safe and efficient manner and establish and approve a schedule.
 - E. Provide a mechanism for coaches, meet sponsors, officials, clubs, and individual members to give comments, feedback, and recommendations
 - F. Evaluate and implement appropriate recommendations submitted by coaches, meet sponsors, officials, clubs, and individual members.
2. Responsibilities
 - A. Administer Pacific Masters Swimming activities, pool meets, open water events, clinics, and other appropriate educational activities in accordance with the Policies, Rules, and procedures of USMS.
 - B. Review, establish, and evaluate all Pacific Masters Swimming policies in accordance with current USMS Policies and Rules
 - C. Encourage adequate training of officials and promote clinics for training officials as deemed necessary and advisable.
 - D. Establish a yearly schedule of events, activities and meetings.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

- E. Review and approve/disapprove all requests for sanctions and recognitions and transmit information to USMS as required.
- G. Establish an annual budget of income and expense.
- H. Delegate approval of all budgeted disbursements on receipt of appropriate documentation.
- E. All other activities deemed necessary to accomplish aims and objectives.

3. Officers and Duties

- A. The Officers shall be the: Chairperson/President, Vice President for Pool Meets, Vice President for Open Water, Vice President for Communications and Technology, Vice President for Clubs and Coaches, Secretary and Treasurer.
- B. The Officers shall be elected at the Annual Meeting in the manner prescribed under Nominations and Elections for a term of two years. Officers may succeed themselves
- C. The Vice President for Pool Meets shall be responsible for execution of all policies relating to Pool Meets established by the Committee including meet operations, officials, meet equipment and pool meet rules and legislation. With the concurrence of the Chair of Pacific Masters Swimming, he/she may delegate such powers to a coordinator and other officials as appropriate. The Committee may establish a committee to assist the Vice President for Pool Meets.
- D. The Vice President for Open Water shall be responsible for execution of all policies relating to Open Water established by the Committee including open water event operations, overseeing event safety, open water equipment and open water rules and legislation. With the concurrence of the Chair of Pacific Masters Swimming, he/she may delegate such powers to a coordinator and other officials as appropriate. The Committee may establish a committee to assist the Vice President for Open Water.
- E. The Vice President for Communications and Technology shall be responsible for execution of all policies relating to Pacific Masters technology and execution of communications established by the Committee including maintenance and updating website, publication of emailed communications, marketing and public relations, advice on selection and use of technology and Communications and technology rules and legislation. With the concurrence of the Chair of Pacific Masters Swimming, he/she may delegate such powers to a coordinator and other officials as appropriate. The Committee may establish a committee to assist the Vice President for Communications and Technology.
- F. The Vice President for Clubs and Coaches shall be responsible for execution of all policies relating to clubs and coaches established by the Committee including liaison with clubs and coaches, member and coach clinics, health and fitness programs and club and coach rules and legislation. With the concurrence of the Chair of Pacific Masters Swimming, he/she may delegate such powers to a coordinator and other officials as appropriate. The Committee may establish a committee to assist the Vice President for Clubs and Coaches.
- G. The Chairperson shall be responsible for execution of all policies established by the Committee not assigned to a Vice President. He/She may delegate such powers to coordinators, ad hoc committee chairs and other officials as appropriate. The Chairman

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

shall supervise the Pacific Masters Swimming Office and coordinate the work requests for the office.

- H. If the Board of Directors disagrees with appointments of the Chair or a Vice President, by a 2/3 vote they may appoint another person.
- I. At the first meeting following their election, the Officers shall select one of the Vice Presidents as a Vice Chair who shall act and preside in the absence of the Chairman.
- J. The Secretary shall prepare and distribute accurate minutes of all Committee meetings and disperse copies to the Pacific Masters Office and webmaster. The Secretary is also responsible for submission of annual meeting minutes to the USMS National Office.
- K. 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.
- L. Vacancies. In case of a vacancy of an Officer position the Chair shall nominate a replacement who will be elected by a special election at the next the Committee meeting for the duration of the 2 year term. Until the vacancy has been filled, the Chair shall act for the vacant position.
- M. Removal. An officer can be removed from office, for cause, by written petition of twenty (20) Pacific Masters Swimming Committee members and by vote of a majority of the Committee.

4. Board of Directors

- A. The Officers and the immediate Past Chair shall constitute the Board of Directors of Pacific Masters Swimming and are delegated responsibility for conducting essential business of the Committee between regular meetings, and any action taken shall be reported at the next regular meeting.
- B. The Board of Directors shall approve the compensation of any employee and contract of any contractor who provides on going services to Pacific Masters Swimming.
- C. The Pacific Masters Swimming Board of Directors shall serve as its Executive Committee.

5. Nominations and Elections

- A. At least two months prior to the Annual Meeting in odd numbered years the Chair with the concurrence of the majority of the Board of Directors shall appoint a Nominating Committee consisting of at least three and no more than five members of Pacific Masters Swimming.
- B. The Nominating Committee shall canvass qualified and willing persons and present at least one nominee for each office at the Committee meeting prior to the Annual Meeting. No member of the nominating committee shall be nominated for an elected office.
- C. The list of all nominees shall be communicated to all Pacific Masters Swimming clubs through email or the website.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

D. Additional nominees shall be accepted at the Annual Meeting upon nomination by two (2) individual members of Pacific Masters Swimming and written consent of the nominee(s).

E. Election of all Officers shall take place at the Annual Meeting in odd numbered years.

6. Terms of Office

A. The Officers and members of the Board of Directors shall take office immediately upon election and serve until the next annual meeting at which officer elections are conducted.

7. Committee Membership and Voting Privileges

A. The Pacific Masters Swimming Committee shall be composed of:

(1) Members of the Board of Directors.

(2) Representatives of currently registered Pacific Masters Swimming clubs in good standing with at least 80% of the club's members living in Pacific Masters Swimming geographical territory and registered as members of Pacific Masters Swimming.

a. Each club with a minimum of four (4) members holding current registration in Pacific Masters Swimming may designate a representative to the Pacific Masters Swimming Committee.

b. Each club with more than one hundred (100) members holding current registration in Pacific Masters Swimming may designate one additional representative for every 100 members.

c. Club representatives to the Pacific Masters Swimming Committee shall:

i. Hold a current Pacific Masters Registration with the club.

ii. Be designated by the club's governing body.

(3). USMS Convention voting delegates representing Pacific Masters Swimming and Pacific Masters Swimming members who are voting delegates due to their current or previous USMS positions are members of the Committee from the time they are sworn in as delegates until the next USMS Convention. At large delegates selected by the President of USMS are not Committee members unless they are chosen club representatives.

(4) Up to six (6) appointees of the Pacific Masters Swimming Chairperson.

B. All members of the Pacific Masters Swimming Committee must be current members in good standing of Pacific Masters Swimming.

C. All members of the Pacific Masters Swimming Committee in good standing have voting privileges at meetings, except that a member who is receiving compensation or payment Pacific Masters Swimming must recuse himself or herself from deliberations and voting on his or her compensation or payment. No ballot or action shall include votes by proxy.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

- D. Individuals registered with Pacific Masters Swimming are encouraged to attend and voice opinions at meetings, but have no direct vote unless they are members of the Committee.

8. Meetings

- A. Meetings shall be scheduled in advance and held at a time and site convenient for Committee members or through conference call or other remote access technology. The meeting schedule and location and/or access instructions shall be communicated in advance to Committee members and club representatives.
- B. Special meetings may be called by the Chairperson whenever deemed necessary for specific purposes.
- C. Meetings may be rescheduled or canceled at the discretion of the Chairman with the concurrence of the majority of the Executive Committee. If the Chair is unable to attend a scheduled meeting, the Vice-Chair shall preside over the meeting.
- D. All currently registered Pacific Masters members, including unattached members are encouraged to attend Committee meetings.
- E. A quorum at all meetings shall consist of Pacific Masters Swimming members present who are eligible to vote.
- F. At all meetings, the current Robert Rules of Order are the procedural rules, and all meetings shall be conducted in professional and courteous manner.
- G. The Annual Meeting shall be held each year and shall be open to all currently registered Pacific Masters Swimming members.

9. Establishment of Grievance Procedure

Pacific Masters Swimming shall establish and maintain a grievance procedure with which to address complaints in accordance with the provisions of USMS Part 4 – Participation, Conduct Hearings and Appeals.

10. Indemnification

Each person who is or was a director, officer or employee of Pacific Masters Swimming (including the heirs, executors, administrators or estate of such person) shall be indemnified by Pacific Masters Swimming as a division of USMS to the full extent permitted by the Nonprofit Corporation Law of the state in which USMS is incorporated against any liability, cost or expense incurred in the capacity as director, officer or employee, or arising out of the status as a director, officer or employee (including serving at the request of Pacific Masters Swimming as a director, trustee, officer, employee or agent of another not-for-profit organization).

103.6 Amendment of Bylaws

- 1. These bylaws may be amended or repealed and new bylaws adopted by a vote of the majority of members entitled to vote at the Annual Meeting. Any portion of the Pacific Masters Swimming

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

Administrative Handbook that is not part of Section 103 is not part of the bylaws and may be amended, added to, repealed or otherwise changed at meetings following procedures established in these bylaws or other policies adopted by the Committee.

2. Proposals for amendments, the repeal or addition of new bylaws may be prepared by the members of the Board of Directors or members of the Committee, but must be:
 - A. In writing.
 - B. Submitted to a Board member at least or forty-five (45) days prior to the date of the meeting proposed for adoption.
 - C. All proposals for amendments, repeal or new bylaws must be called to the attention of the Committee at least thirty (30) days before the Annual Meeting.

103.7 Dissolution

1. 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.
2. 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).

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

104 PACIFIC MASTERS SWIMMING GRIEVANCE PROCEDURE

104.1 Standards of Conduct

Pacific Masters Swimming embraces the mission of USMS to promote fitness and health in adults by offering and supporting Masters swimming programs. The opportunity to participate in Masters swimming is made possible by Pacific Masters Swimming and USMS. Members accept that this opportunity to participate is a privilege and as such shall conduct themselves with integrity and in a sporting manner. In matters relating to Masters swimming, members shall respect and protect the privileges of others who share this mission; therefore, the privileges of membership and participation may be withdrawn or denied if the conduct of a member or prospective member is inconsistent with the mission of the organization or the best interest of the sport and those who participate in it.

This section does not apply to a dispute between a club and its members or between members of a club except as specifically stated in section 104.5.

104.2 Compliance with Rules and Regulations

It shall be the responsibility of all members to comply with the rules and regulations of Pacific Masters Swimming and USMS and the applicable rules, constitution and bureau decisions of Federation International de Natacion ("FINA").

104.3 Enforcement

Any prospective member may be denied membership, and any member may be denied membership, censured, placed on probation, suspended, fined or expelled from Pacific Masters Swimming and USMS if such member engages in any unsporting conduct listed in article 104.4.

104.4 Grounds for Grievances – Unsporting Conduct

Any individual member of the Pacific Masters Swimming and/or any member club of Pacific Masters Swimming may bring a complaint on any matter for which grievances may be heard under Part 4, Participation, Conduct, Hearings and Appeals of the USMS Rule Book ("Part 4"). Specifically, complaints may be brought alleging unsporting conduct, defined in USMS Rule Book under Section 402.4 Unsporting Conduct.

104.5 Disputes Arising Within a Single Club

Generally, disputes arising within a single club shall be filed directly with such club and handled pursuant to the club's rules and procedures. If the dispute concerns unsporting conduct, a complaint may be filed with Pacific Masters Swimming pursuant to Bylaw 104.4 by any individual member of the club, member of Pacific Masters Swimming, and/or the club member of Pacific Masters Swimming.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

If a dispute concerning unsporting conduct arises within a single club, and a grievance is filed directly with such club and handled pursuant to the club's rules and procedures, no complaint concerning the dispute or its resolution may be made to Pacific Masters Swimming.

104.6 Complaint Procedure

1. A complaint shall consist of a concise statement of the behavior or circumstance involved, shall be in writing, and signed by the person responsible for making the complaint. The complaint shall clearly identify the person or entity making the complaint and the person or entity against whom the complaint is made. The complaint shall be directed only to the Chair of Pacific Masters Swimming, or if the complaint directly involves the Chair, to the Vice-Chair, who shall appoint a Grievance Chair. To be considered timely, a complaint must be filed within ninety (90) days of the incident or circumstance alleged, or within ninety (90) days of when the person making the complaint should reasonably have had knowledge of the incident or circumstance.
2. Upon receipt of a timely complaint, the Grievance Chair shall first make a determination whether the subject matter involves an issue for which a grievance may be brought under Part 4 and involves a person or entity which is part of Pacific Masters Swimming. If the Grievance Chair, with the concurrence of the Chair (or Vice-Chair when appropriate) of Pacific Masters Swimming, determines that the complaint does not meet such criteria and/or determines the complaint was not filed on a timely basis, the Grievance Chair, with the concurrence of the Chair (or Vice-Chair when appropriate) of Pacific Masters Swimming, shall dismiss the complaint and notice of same shall be transmitted to the party bringing the complaint and to the Chair of Pacific Masters Swimming of this determination. If the Chair (or Vice-Chair when appropriate) of Pacific Masters Swimming does not concur another Grievance Chair may be appointed
3. If the Grievance Chair does not dismiss the complaint, the Grievance Chair shall transmit a copy of the complaint to all other parties involved. The parties to any controversy shall be the Pacific Masters Swimming member or entity that made the complaint, the Pacific Masters Swimming member or entity that is the subject of a complaint, and, if appropriate, Pacific Masters Swimming (Pacific Masters Swimming complaint copy shall be sent to the Chair of Pacific Masters Swimming). In the event there are multiple parties or varying interests, any interested person may ask the Grievance Chair to (or the Chair may of its own volition) realign the parties according to their interest in the matter.
4. The parties other than the complaining party shall have the right to make a written reply, which shall consist of a concise statement of any matter of defense to the complaint, and which shall be made within ten (10) days from the date the copy of the complaint is transmitted by the Grievance Chair. Replies shall be in writing and signed by the person responsible for making the reply. The Grievance Chair shall advise all parties in writing of their hearing rights under these guidelines, as well as their appeal rights under Part 4. The Grievance Chair, for reasonable grounds, including excusable neglect, may extend any time limit.

Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

104.7 Step 1 - Mediation or Resolution by the Grievance Chair

1. After all parties have transmitted written statements to the Grievance Chair (or if the time for same has passed without a statement being transmitted), the Chair may attempt to resolve the controversy by mediation. The method of mediation shall be at the discretion of the Chair. Methods of mediation may include (without limitation) in-person contact, telephone contact, or communication by writing or e-mail. If mediation is successful, the agreement shall be reduced to writing, signed by the parties, and transmitted to the Chair of Pacific Masters Swimming and the matter shall be considered resolved and final.
2. If a party who is the subject of a complaint fails to make a reply, or if mediation is not invoked, then the Grievance Chair may act on the complaint as filed, or may take evidence or information from any source. The Grievance Chair shall make such findings as appear to be justified and reasonable to resolve the controversy. Findings shall be reduced to writing and transmitted to the parties and to the Chair of Pacific Masters Swimming. This shall constitute the Step 1 resolution of the complaint, and shall be considered final unless the subject of the complaint files a timely appeal as outlined below.

104.8 Step 2 – Appeal to Pacific Masters Chair and Hearing Procedure

1. If no agreement can be reached, the party who is subject to the complaint may appeal the complaint by submitting a written statement of appeal within ten (10) days of receipt of the Step 1 decision to the Chair (or Vice-Chair when appropriate) of Pacific Masters Swimming. The appeal shall specify the factual or procedural objection(s) with the Step 1 decision. Upon receiving a timely appeal, the Pacific Masters Chair (or Vice-Chair when appropriate) who shall convene a hearing panel to resolve the controversy. The Pacific Masters Chair (or Vice-Chair when appropriate) shall designate a minimum of three members of Pacific Masters Swimming to act as a panel to resolve the grievance and all matters related thereto. The Pacific Masters Chair (or Vice-Chair when appropriate) shall designate one member of the panel to serve as a Hearing Chair to preside over the hearing and give counsel to the panel concerning procedural matters and Pacific Masters Swimming and USMS rules.
2. The hearing panel shall take such statements and evidence as it deems necessary to resolve the controversy, and shall, wherever possible, take evidence from all persons identified by a party as having material information. A party to the controversy shall be responsible for making any such witness or evidence available. If the panel deems it necessary to hear testimony, then the Hearing Chair may appoint one member to take such evidence and report to the panel. Any cost of production of evidence shall be advanced by the party on whose behalf such evidence is taken.
3. Upon completion of presentation of evidence, the hearing panel shall deliberate among themselves and by majority vote, make a recommendation for how to resolve the controversy in the form of a written finding. The finding and any recommendations, including any dissent, shall be transmitted to the Chair (or when appropriate Vice-Chair) of Pacific Masters Swimming for distribution to the Pacific Masters Swimming Executive Committee. The Executive Committee shall approve, disapprove or return the recommendation to the hearing panel for further deliberation. Penalties may be imposed on any member participating in the affairs of USMS who has engaged in any unsporting conduct set forth in Article 4. Potential penalties include denial of membership in Pacific Masters Swimming, censure, placement on probation, suspension, fine or expulsion from Pacific Masters Swimming. The final written hearing panel finding

Pacific Masters Swimming
ADMINISTRATIVE HANDBOOK AND BYLAWS

including any recommendations and the results of the Executive Committee approval vote shall be transmitted to all parties. If a person is expelled from Pacific Masters Swimming, such action shall be transmitted by the Grievance Chair to the National Board of Review for further action, if any, it deems necessary. This shall constitute the Step 2 (final) resolution of the matter at the LMSC level.

4. Upon approval of a final decision, the Hearing Chair shall notify all parties in writing of their right to appeal to the National Board of Review under Part 4. Pacific Masters Swimming may stay the imposition of any penalty pending appeal to the National Board of Review.

Pacific Masters Swimming
ADMINISTRATIVE HANDBOOK AND BYLAWS

104.8 Participation in Grievance Procedure

Except to provide evidential testimony, participation in the grievance procedure shall be limited to the complaining party, party or parties subject to the complaint, Pacific Masters Chair (or Administrative Vice-Chair when appropriate) of Pacific Masters Swimming, Grievance Chair, and members of the hearing panel.