

# Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

## Table of Contents

### 101. GENERAL INFORMATION

101.1. Background on Pacific Masters Swimming

101.2. Personal Health and Safety

101.3. Registration of Swimmers

101.4. Insurance

101.5. Pacific Masters Swimming Sanctioned/Recognized Competition

101.6. Pacific Masters Swimming Newsletter

101.7. Pacific Masters Swimming Standing Committees

A. Coaches

B. Communications

C. Equipment

D. Fitness

E. Health & Safety

F. Hospitality

G. Marketing & Public Relations

H. Meet Operations

I. Officials

J. Open Water Swimming

K. Records

L. Registration

M. Rules and Legislation

N. Scheduling

101.8 Pacific Masters Swimming Awards

A. Swimmer of the Year

B. Contributor of the Year Award

C. Personal Achievement Award

D. Distinguished Service Award

Pacific Masters Swimming  
ADMINISTRATIVE HANDBOOK AND BYLAWS

E. Appreciation Award

F. Coach of the Year

101.9 Dispute Resolution

102. PACIFIC MASTERS SWIMMING POLICIES

102.1. General Administrative Policies

102.2 Executive Committee Policies

A. Chairman

B. Administrative Vice Chairman

C. Operation Vice Chairman

D. Secretary

E. Treasurer

F. Member At-Large

G. Registrar

102.3. Committee Policies

A. Coaches

B. Communications

C. Equipment

D. Fitness

E. Health and Safety

F. Hospitality

G. Marketing/Public Relations

H. Meet Operations

I. Officials

J. Open Water

K. Records

L. Registration

M. Rules and Legislation

N. Scheduling

Pacific Masters Swimming  
ADMINISTRATIVE HANDBOOK AND BYLAWS

102.4 USMS Convention Policies

103. PACIFIC MASTERS SWIMMING BYLAWS

103.1 Jurisdiction

103.2 Purpose

103.3 Pacific Masters Swimming Committee

A. Aims and Objectives

B. Responsibilities

C. Officers and Duties

D. Executive Committee

E. Board of Directors

F. Nominations and Elections

G. Terms of Office

H. Standing Committees

I. Committee Membership and Voting Privileges

J. Meetings

K. Indemnification

103.4 Amendment of Bylaws

103.5 Dissolution

104 PACIFIC MASTERS SWIMMING GRIEVANCE PROCEDURE

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

### 101 GENERAL INFORMATION

#### 101.1 Background on Pacific Masters Swimming

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. (Pacific Masters Swimming, Pacific Masters or PacMasters) is a Local Masters Swimming Committee (LMSC) governed by USMS; Pacific Masters Swimming covers the geographical area of northern and central California, and the northwestern part of Nevada.

C. Pacific Masters Swimming administers its competitive swimming program through the Pacific Masters Swimming Committee, which consists of representatives from each club registered with Pacific Masters Swimming. Each club will have at least one representative and an additional representative for every 100 members. Representatives will be designated by the club's governing body. These representatives elect a Chairperson, Administrative Vice-Chairperson, Operations Vice-Chairperson, Secretary, Treasurer, and Member-at-Large, which, along with the Registrar and immediate past Chairperson, form the Executive Committee of Pacific Masters Swimming. The Pacific Masters Swimming Chairman appoints chairmen for each committee (and ad hoc committees as deemed necessary) to assist in administering the Pacific Masters Swimming program. (The names of the committees, and a description of their functions, are presented in this document)

D. The Administrative Handbook and S, Meet Operations Handbook, and Open Water Handbook collectively are referred to as the Pacific Masters Swimming Guide To Operations (GTO).

E. Pacific Masters Swimming 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.

F. 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

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 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.

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. Establish criteria for emergency procedures at sanctioned swim meets.

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

### 101.3 Registration of Swimmers

A. Any individual 18 years of age or older shall register and maintain registration with USMS or a National Governing Body or National Federation registered with Federation International de Natation ("FINA") to participate in approved or sanctioned swimming or related fitness activities.

B. Any Masters swimmer or Masters club planning to compete in Pacific Masters Swimming 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 Pacific Masters Swimming Guide to Operations.

C. Pacific Masters Swimming swimmers who wish to participate in Pacific Masters Swimming sanctioned events as a club must first register the club with the Pacific Masters Swimming Registrar.

D. 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 status shall be reviewed by the Pacific Masters Swimming Committee and such Membership may be suspended by a vote the Pacific Masters Swimming 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 Pacific Masters Swimming 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 Pacific Masters Swimming Sanctioned/Recognized Competition

A. Pacific Masters Swimming approves the scheduling, format, and sanction of all Pacific Masters Swimming pool and open water 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.

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

B. Pacific Masters Swimming recognizes events on a case by case basis. A request for recognition must be in writing and presented to the Pacific Masters Swimming 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 Pacific Masters Swimming Top Ten recorder.

C. 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. 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 Pacific Masters Swimming 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 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.

3. For profit organizations may not be granted sanctions.

### 101.6 Pacific Masters Communications

A. Pacific Masters Communications shall include the Pacific Masters Newsletter, the Pacific Masters website, the Pacific Masters email blasts and other electronic communication. All will be distributed so that all members can receive them. The Pacific Masters Swimming publications are published and distributed regularly to all Pacific Masters Swimming registered clubs and swimmers. It contains information of interest to Pacific Masters Swimming swimmers, including the schedule of events and meet information.

### 101.7 Pacific Masters Swimming Standing Committees

The following is a list of standing committees.

#### A. Coaches

The Coaches' Committee provides liaison and coordination with coaches of Pacific Masters Swimming 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 Pacific Masters Swimming safety signs, stopwatches and Pacific Masters Swimming Trailer.

#### D. Health and Fitness

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

The Fitness Committee promotes and encourages an emphasis on physical fitness and wellness in Pacific Masters Swimming.

### E. Hospitality

The Hospitality Committee is responsible for hospitality at the monthly Pacific Masters Swimming meetings.

### F. Marketing/Public Relations

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

### G. Meet Operations

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

### H. 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 Pacific Masters Swimming meets. The Officials chair is responsible for the Pacific Masters certification of officials and for approving the meet referee at every meet.

### I. 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 Pacific Masters Swimming Open Water Committee shall carry out the duties of the LMSC Sanctions Chairman, as defined by USMS, for open water events.

### J. Records and Top Ten

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 Pacific Masters Swimming 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.

### K. Registration

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

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

### L. Rules and Legislation

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

### M. Scheduling

The Scheduling Committee promotes, coordinates, organizes, and publicizes the scheduling of all Pacific Masters Swimming events.

## 101.8 Pacific Masters Swimming 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 Pacific Masters Swimming Swimmers of the Year.

2. The award criteria are as follows:

a. Holds current Pacific Masters Swimming registration.

b. Has made outstanding individual swimming performances during the past year as determined by: Pacific Masters Swimming SCY, LCM, & SCM Top Tens, USMS SCY, LCM & SCM Top Tens, Pacific Masters Swimming Open Water Points, Pacific Masters Swimming & USMS Records.

c. 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 80-85 age group), the committee by 2/3 vote may waive this requirement.

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 Pacific Masters Swimming Committee, using the sources above (101.8.A.2.b).

c. 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.

d. The awards shall be presented at the Pacific Masters 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:



## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

- a. Held current Pacific Masters Swimming 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 Pacific Masters Swimming 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 Pacific Masters Swimming Committee at the first meeting following the nomination deadline.
- d. The award shall be presented at the Pacific Masters Swimming annual meeting.

### 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 Pacific Masters Swimming 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 (Pacific Masters Swimming 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 Pacific Masters Swimming 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 Pacific Masters Swimming Committee at the first meeting following the nomination deadline. There will be no age or gender categories for this award.
- d. The award shall be presented at the Pacific Masters Swimming annual meeting.

### 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 Pacific Masters Swimming registration.

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

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 Pacific Masters Swimming 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 Pacific Masters Swimming Committee at the first meeting following the nomination deadline.

d. The award shall be presented at the Pacific Masters Swimming annual meeting.

### E. Appreciation Award

1. The purpose of this award is to express special thanks to individuals or groups who have made significant contributions to Pacific Masters Swimming.

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 Pacific Masters Swimming.

### 3. Nominations and Selection

a. There may be multiple awards given.

b. Nominations can be made by any Pacific Masters swimmer or Pacific Masters Swimming 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 Pacific Masters Swimming Committee at the first meeting following the nomination deadline.

d. The award shall be presented at the Pacific Masters Swimming annual meeting.

### 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 Pacific Masters Swimming registration during the year under consideration.

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

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 Pacific Masters Swimming and USMS Championships in any sanctioned course, as well as relay and individual Pacific Masters Swimming, 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 Pacific Masters Swimming, 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 Pacific Masters Swimming Newsletter. Nominations may be made by any registered Pacific Masters Swimming 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 Pacific Masters Swimming swimmers shall be submitted to the Chairman at or before the February meeting of Pacific Masters Swimming.

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 Pacific Masters Swimming.

Upon approval by the Pacific Masters Swimming Committee, the Chairman shall, by July 1, send all documentation for the Pacific Masters Swimming 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 Pacific Masters Swimming Short Course Yards Championships.

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

### 102 PACIFIC MASTERS SWIMMING POLICIES

#### 102.1 General Administrative Policies

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

1. 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.

2. 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.

3. 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' swimmers and its member clubs; and to be mindful of supporting an external event or activity that could potentially complete with or create risk for events or activities of member clubs.

#### 102.2 Executive Committee Policies

##### A. Chairman

1. The Chairman 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.

2. The Chairman shall be responsible for all official Pacific Masters Swimming 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.

3. Process for Responding to Requests for Financial Assistance or Contribution

a) Pacific Masters Swimming shall allocate an amount in its annual budget to be used for individual financial assistance and financial donations.

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

b) An individual swimmer who seeks financial assistance or 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.

c) Any request for individual financial assistance or a financial donation from Pacific Masters shall be considered on a case-by-case basis using the criteria set forth below.

d) Contributions shall only be considered for individual members or member clubs in good standing.

e) 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 releasing its payment.

f) Pacific Masters' portion of a financial donation shall not exceed \$500.

g) Financial donations shall only be made to organizations approved by Pacific Masters and recognized as not-for-profit under Section 501(c)(3) of the Internal Revenue Code.

h) The Chair may appoint an ad-hoc committee to review such requests and to make a recommendation to the Pacific Masters Committee on the such requests.

### 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 or two year period.

## 102.3. Committee Policies

### A. Coaches

1. Shall keep a roster of Pacific Masters Swimming coaches.
2. Shall be the chairman of the Coach of the Year election committee, unless a conflict of interest occurs.

### B. Communications

1. The Pacific Masters Swimming Newsletter Editor position shall be awarded by bid for a minimum one or two year contract.
2. The Pacific Masters Swimming Web Master position shall be awarded by bid for a minimum one or two year contract.

### C. Equipment

Shall be responsible for maintaining the Pacific Masters Swimming safety signs, stopwatches and Pacific Masters Swimming Trailer.

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

### D. Health and Fitness

Shall oversee any Pacific Masters Swimming sponsored fitness clinics.

### E. Hospitality

### F. Marketing/Public Relations

### G. Meet Operations

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.

### H. Officials

1. Shall disseminate information concerning officials' clinics.
2. Pacific Masters Swimming 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.
3. Meet referees shall be approved by the Officials Committee Chair prior to their assignment to any Pacific Masters sanctioned or approved meet.

### I. Open Water

1. Shall issue sanctions and oversee the operations of Pacific Masters Swimming open water events.

### J. 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 meet of Pacific Masters Swimming and will be recognized and recorded from official records.
3. Pacific Masters Swimming 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 Pacific Masters Swimming records in cases where times achieved by Pacific Masters Swimming swimmers better existing Pacific Masters Swimming records.
4. Pacific Masters Swimming 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.

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

6. Pacific Masters Swimming Top Ten will include only times achieved at Pacific Masters Swimming sanctioned meets (including the USMS National Championship meet if it is Pacific Masters Swimming sanctioned).

### K. 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 Pacific Masters Swimming 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 Pacific Masters Swimming website. These forms may be copied for use.

3. Non-registered swimmers who have competed in Pacific Masters Swimming events will not be allowed to register with Pacific Masters Swimming 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 processing fee set by the Pacific Masters Swimming Committee.

5. Copies of USMS cards, or other information, may be faxed from the Pacific Masters Swimming Office for a processing fee set by the Pacific Masters Swimming Committee.

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 may be charged a "look-up" fee (set by the Pacific Masters Swimming Committee) 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 Pacific Masters Swimming swimmer database may be given to the Pacific Masters Swimming 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 Pacific Masters Swimming 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.

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

h) Requests not covered above shall have to be approved by the Executive Committee.

### L. Rules and Legislation

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

### M. Scheduling

1. The Short Course Yards Pacific Masters Swimming Championships should be held no earlier than 3 weeks prior to the Short Course Yards Nationals.
2. The Long Course Pacific Masters Swimming Championships should be held no earlier than 3 weeks prior to the Long Course Nationals.
3. The Short Course Meters Pacific Masters Swimming Championships shall be held in the Fall of the year.
4. A Pacific Masters Swimming Open Water Championship shall be held each year.
5. Selection of championship events hosts should be done at the August committee meeting and bids should be submitted to the Scheduling Chair by the prior meeting. The remainder of the schedule should be approved at the September meeting.
6. It is the policy of Pacific Masters Swimming not to schedule two events on the same day.

### 102.4 USMS Convention Policies

A. For full representation of Pacific Masters Swimming, it is recommended that we try each year to send the maximum number of voting representatives we are allowed. This should include automatic USMS delegates, as well as our allotted number of LMSC 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 Pacific Masters Swimming budget.

#### B. Criteria for Pacific Masters LMSC Delegates:

1. Current and active Pacific Masters Swimming Members.
2. Represent a broad base of interests.
3. Able to attend the entire convention.
4. 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.



## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

### C. Nominations.

#### 1. Automatic USMS delegates require no action by Pacific Masters.

2. Nomination of LMSC delegates shall be made at the April Pacific Masters Swimming Committee meeting and elections at the May meeting. Additional delegates may be nominated and elected at subsequent meetings if the allotment is not filled during the May meeting.

3. Two alternate delegates should be chosen in addition to the full contingent of voting delegates.

4. 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 submitted in time to be included in the meeting reports for the meeting at which the vote will be held.

5. Information on nominees shall be available to all clubs and committee members prior to the meeting at which the elections are to be held.

6. 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. Alternatives, if any, shall be elected in a similar manner.

7. If there are more delegate spots open the executive committee shall seek Pacific Masters members to become delegates using the above criteria.

### D. Reimbursement

1. 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.

2. 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

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

### Pacific Masters Swimming Bylaws

Revised 11/12

#### 103 PACIFIC MASTERS SWIMMING BYLAWS

##### 103.1 Jurisdiction

United States Masters Swimming, Inc. (USMS) is the governing body for Masters Swimming in the United States. The Local Masters Swimming Committee (LMSC) is a division of USMS with the supervisory responsibilities within a specified geographical territory in the Pacific area, which consists of northern and central California and western Nevada.

##### 103.2 Purpose

A. 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 an educational program that includes competitive swimming activities.

##### B. Mission Statement

Pacific Masters Swimming welcomes adults 18 years of age and over who would like to gain and maintain fitness through swimming and encourages programs to foster this mission.

##### 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 pays to the registration committee an annual fee established by the Pacific Masters Swimming Committee and USMS.

3) Sanction Fees -- Each applicant for a sanctioned event shall submit at time of application such fees and documents as required by the Pacific Masters Swimming Committee. In addition to, or in place of, a sanction fee, the Pacific Masters Swimming Committee may establish a service charge consistent with the nature of the event which may be a flat amount, a percentage of receipts, or a combination of both.

4) Failure to Pay – The failure of a Member or Club to pay dues or fees required by the Pacific Masters or USMS within the time prescribed prevents competition, representation, and vote by the delinquent

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

member.

### 103. 4 Pacific Masters Swimming Committee

The Pacific Masters Swimming Committee is the governing body of Pacific Masters Swimming. The Committee consists of a Board of Directors and a designated member of each currently registered Pacific Masters Swimming 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 Pacific Masters Swimming, and coordinate scheduling and conduct of sanctioned Pacific Masters Swimming meets.
3. Provide information and communication to clubs and swimmers pertaining to objectives of Pacific Masters Swimming, 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 Pacific Masters Swimming-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 Pacific Masters Swimming activities, meets, clinics, and other appropriate educational activities in accordance with the Policies, Rules, and procedures of USMS.
2. Review, establish, and evaluate all Pacific Masters Swimming policies in accordance with current USMS Policies and Rules and Pacific Masters Swimming 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 Pacific Masters Swimming involving costs or fees and sponsored independently or in cooperation with other organizations.
7. Establish an annual budget of income and expense.

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

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, Treasurer and Officer-at-Large.

2. 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.

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 may appoint or dismiss all standing committee chairs, sub-committee and ad hoc chairs as necessary. If the Executive Committee disagrees with the Chairman's appointments, by a 2/3 vote they may appoint another person.

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.

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.

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. The Officer-at-Large shall represent the interests of all members of Pacific Masters Swimming including the "unattached swimmers" of Pacific Masters Swimming.

9. 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.

10. 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, and the Registrar shall constitute the Executive Committee of Pacific Masters Swimming, Inc. 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.

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

### E. Board of Directors

1. The Board of Directors shall be comprised of the Officers, Officer-at-Large, Registrar and the chairs of each standing committee.
2. The Registrar shall have responsibility for operation of the Pacific Masters Swimming 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.
3. If a Committee position other than Registrar is compensated by Pacific Masters Swimming it shall be approved by the Board of Directors for a one or two year period.

### F. Nominations and Elections

1. At least two months prior to the Annual Meeting the Chairman shall appoint a Nominating Committee consisting of at three members of Pacific Masters Swimming.
2. The Nominating Committee shall canvass qualified and willing persons and present at least one nominee for each Office 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 email or the web site.
4. Additional nominees for 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).
5. Election of all Officers 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.

The Chairman will appoint no more than 15 Chairmen and Subcommittees to assure that the LMSC operates smoothly to fulfill its charter and mission. Chairmen will serve a two year term, running concurrently with the terms of the LMSC Officers. Those Subcommittees may include some or all of the following, together with such other Subcommittees as the Chairman deems necessary to fulfill these functions: Coaches, Communications; Equipment; Fitness; Health and Safety; Hospitality; Marketing/Public Relations; Meet Operations; Officials; Open Water; Records; Registration; Rules & Legislation; and Scheduling.

### I. Committee Membership and Voting Privileges

1. The Pacific Masters Swimming Committee shall be composed of the Board of Directors and one or more designated representatives of each currently registered Club in good standing.

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

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 Pacific Masters Swimming swim club in good standing can designate one (1) representative to the Committee if it has:

a. a current Pacific Masters Swimming club registration.

b. Enrollment of a minimum of four (4) active members holding current registration in Pacific Masters Swimming.

c. At least 80% of the club's members living in and registered as members of Pacific LMSC. This requirement may be waived by a 2/3 vote of the committee.

d. Absence of disciplinary action of the Board of Directors suspending its good standing.

4. Each registered Club meeting the criteria in 103.4.1.3 can designate one additional representative for every 100 members holding current registration in Pacific Masters Swimming.

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

a. Hold a current Pacific Masters Registration with the Club.

b. Be designated by the Club's governing body.

6. 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.

7. 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.

### J. Meetings

1. Meetings shall be held scheduled 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.

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. A quorum at all meetings shall consist of Pacific Masters Swimming members present who are eligible to vote.

## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

6. At all meetings, the current Robert Rules of Order are the procedural rules, and all meetings shall be conducted in professional and courteous manner.

7. The Annual Meeting shall be held in November of each year and shall be open to all currently registered Pacific Masters swimmers.

### K. 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 of Ohio 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).

### 103.4 Amendment of Bylaws

A. 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.

B. Proposals for amendments, the repeal or addition of new bylaws 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 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.

D. Articles 101 General Information and 102 Pacific Masters Swimming Policies are distinct and are not formally part of Article 103 Pacific Masters Swimming Bylaws for the purpose of amendment or modification. As such, amendments or modifications to Articles 101 or 102 may be made in accordance with voting procedures established in 103.3.I above.

### 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).

## 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 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 Natation (“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 Club member 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 Part 4 as:

- A. Violation of the opportunity to participate, as set forth in Part 4.
- B. Discrimination in violation of Article 501 of the Rules of USMS.
- C. Any act of fraud, deception or dishonesty in connection with any USMS related activity.
- D. Any nonconsensual physical contact, obscene language or gesture, or other threatening language or conduct directed toward meet personnel or other participants, in connection with a USMS event.
- E. Any act, conduct or omission that is detrimental to the image or reputation of USMS, an LMSC, or the sport of swimming.



## Pacific Masters Swimming ADMINISTRATIVE HANDBOOK AND BYLAWS

### 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.

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

A. 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 Administrative 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.

B. 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 Administrative 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 Administrative 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 Administrative Vice-Chair when appropriate) of Pacific Masters Swimming does not concur another Grievance Chair may be appointed

C. 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 USMS member or entity that made the complaint, the USMS member or entity that is the subject of a complaint, and, if appropriate, 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.

D. 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

A. 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.

B. 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

A. 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 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 who shall convene a hearing panel to resolve the controversy. The Pacific Masters Chair 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 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.

B. 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.

C. Upon completion of presentation of evidence, the hearing panel shall deliberate among themselves and by majority vote, resolve the controversy in the form of a written decision. The decision, including any dissent, shall be reduced to writing and transmitted to all parties and the Chair of Pacific Masters Swimming. If the hearing panel does not dismiss the complaint, it may deny membership in Pacific Masters Swimming, censure, place on probation, suspend, fine or expel from Pacific Masters Swimming membership any member or any person participating in the affairs of USMS who has engaged in any unsporting conduct set forth in Article 4. 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.

D. Upon rendering 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. The 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.