

PAI REGISTRATION GUIDELINES

WHEREAS, Philippine Aquatics Inc. (“PAI”) is the exclusive and duly authorized national governing body for aquatic sports, comprising of swimming, diving, water polo, artistic swimming, open water, and masters swimming, in the Republic of the Philippines, as recognized by World Aquatics (“WA”), Asia Aquatics (“AA”), Philippine Sports Commission (“PSC”), and Philippine Olympic Committee (“POC”).

WHEREAS, PAI, as an official member of WA, AA, and POC, is subject to the rules and regulations of WA, AA, and POC, and is obliged to comply with and enforce such rules and regulations in the selection and retention of its members. PAI also aims to promote and develop aquatic sports in the country and support the Filipino athletes who compete in various local and international events.

WHEREAS, PAI has issued the following Registration Guidelines for Renewing Members 2024 (the “Guidelines”) to inform and guide all renewing members of PAI about the eligibility criteria, benefits and obligations, requirements, application and renewal process, termination and appeal process, and fees for different types of registration. These Guidelines are effective and binding upon all renewing members of PAI (the “Members”) for the year 2024, as may be amended from time to time.

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ARTICLE I. THE REQUIREMENT OF REGISTRATION AND MEMBERSHIP

Section 1. No person shall participate in any local or international competition or event involving PAI, WA or any of its Members, unless he or she is duly registered with PAI. This applies to athletes, coaches, team officials, instructors, organizers and technical officials.

Section 2. Athletes must be registered with PAI, unless otherwise stated below.

Section 3. Athletes who are registered with another WA member, subject to the following:

- a. presentation of a written consent from their respective federation;
- b. the athlete shall meet the time standards and all other qualifying standards, and submit proof of times achieved;
- c. the athlete shall remain affiliated with his or her original federation, and adhere to its rules and guidance; and
- d. an athlete who is not registered with PAI shall not be part of a team that is registered with PAI for competition purposes.

Section 4. Athletes shall represent any club, educational institution, or be neutral independent athlete in any event that PAI sanctions if that organization is registered and is in good standing with PAI.

Section 5. Any club or team ("Team"), that seeks to be registered with PAI and any of its geographic divisions, shall ensure that all of its athletes, coaches, team managers, organizers and team officials are registered with PAI and abide by all PAI and WA Rules and the Code of Conduct. Note that Coaches/Teams cannot temporarily "adopt" an athlete from another team, nor change the name of an athlete for the purpose of registering them under more than one team for any PAI-approved competitions or events.

Section 6. Furthermore, all Teams shall ensure that all athletes and coaches who take part in PAI sanctioned events are registered with the Regional PAI and PAI.

Section 7. Only parties who are registered with PAI shall be eligible to receive credentials at PAI events.

Section 8. All members of the PAI Board of Trustees, Executive Committee, and all members of any committee or any other sub-committee, or geographic division of PAI, appointed or elected, must be duly registered in accordance with these Guidelines.

ARTICLE II. TEAM REGISTRATION

Section 1. ELIGIBILITY CRITERIA.

- 1.1. **Definition of Team:** A Team is a club or organization that seeks to be registered with PAI and any of its geographic divisions, and that has athletes participating in events sanctioned or approved by PAI.
- 1.2. **Affiliation of Team:** A Team shall ensure that all of its athletes, coaches, team managers, organizers and team officials are registered with PAI and comply with all PAI and WA Rules and the Code of Conduct.
- 1.3. **Name of Team:** A Team shall not use any words or abbreviations that may cause confusion or misinterpretation of its scope or purpose, such as "Association" (ASA), Philippines, etc. PAI reserves the right to reject registration of any Team with an inappropriate name.

Section 2. BENEFITS AND OBLIGATIONS.

- 2.1. By registering as a Team, the team members will enjoy the following benefits:
 - a. Access to exclusive resources and opportunities related to the event, such as workshops, mentorship, networking, etc.
 - b. Recognition and exposure for their achievements and contributions to the event and the field.
 - c. Eligibility to receive awards and prizes for outstanding performance and innovation.
- 2.2. By registering as a Team, the team members shall:
 - a. Pay the required registration fee and any other applicable fees or charges.
 - b. Submit all the necessary documents and information for the Team registration and the event participation.
 - c. Attend and participate in all the scheduled activities and sessions of the event, unless otherwise excused by the event organizers.
 - d. Respect and cooperate with the event organizers, staff, judges, sponsors, and other participants.

Section 3. DOCUMENTARY REQUIREMENTS. The following documents shall be submitted by each Team for purposes of registration:

- a. latest by-laws and/or constitutional documents to PAI, and ensure that they are consistent with and do not contravene PAI or WA rules (OPTIONAL);



- b. duly completed and signed [PAI application form](https://tinyurl.com/PAI-Team) (<https://tinyurl.com/PAI-Team>), which shall include the following information, among others:
 - (i) Team name and affiliation
 - (ii) Team coach or leader's name, contact details, and role
 - (iii) Team members' names, contact details, and roles
 - (iv) Team's skill level and category
 - (v) Team's organizational structure
 - (vi) Team's payment method and confirmation
- c. duly completed and signed Facility Use Confirmation Form where the owner of the facility consents to the use of the facility for training and/or competition purposes;
- d. a mission statement that outlines the purpose, business, and values of its organization;
- e. certified list of its current officers, who shall be registered with PAI;
- f. proof of completion by their coaches in an accredited water safety seminar/workshop/course (Basic Life Support/CPR or any accredited private or government course provider).

Section 4. REGISTRATION FEE. Subject to the review process in Article II, Section 5 of these Guidelines, each Team shall pay a registration fee of Three Thousand Pesos (₱3,000.00) to PAI (the "Team Registration Fee").

Section 5. APPLICATION AND RENEWAL PROCESS.

- 5.1. The Team coach or leader must submit the documentary requirements listed in Article II, Section 3 of these Guidelines to the regional PAI office/board of trustees/membership committee for verification and approval recommendation. Such documentary requirements must be submitted in both hard and soft copies on or before April 20, 2024. The regional PAI office will forward all documents subject for approval to the national PAI office.
- 5.2. PAI will send an acknowledgement email or SMS message to the Team coach or leader upon receipt of the requirements listed in Article II, Section 3 of these Guidelines. PAI will review and verify the said requirements within fifteen (15) days. Thereafter, PAI will send a notice of approval or denial to the Team coach or leader's designated email address or contact number. Teams who submitted incomplete documents will be given a reasonable period to complete their requirements.
- 5.3. The registrant can appeal the Notice of Denial to the PAI Membership Committee. If the PAI Membership Committee denies the application for the second time, the registrant can escalate the application to the PAI Grievance Committee for decision. The registrant can appeal the decision of the Grievance Committee to the PAI Board of Trustees. The decision of the PAI Board of Trustees is final and binding.



- 5.4. The team coach or leader must pay the Team Registration Fee through bank deposit or by issuing a check under the name “Philippine Aquatics, Inc.”, which shall be made within fifteen (15) days from the Notice of Approval issued by the PAI in accordance with Article II, Section 5.2. The Team coach or leader must notify PAI through email that the payment has been made and attach a scanned copy of the deposit slip with the summary of payment.
- 5.5. The Team’s registration is valid for one (1) year from the date of submission, unless otherwise stated by the event organizers.
- 5.6. To renew the Team’s registration, the Team coach or leader must fill out and submit a new registration form with the updated information and payment before the expiration of the current registration.

Section 6. GROUND S FOR TERMINATION.

- 6.1. The Team’s registration may be terminated by PAI for any of the following reasons:
 - a. Failure to pay the registration fee or any other applicable fees or charges.
 - b. Failure to submit the required documents or information for the team registration.
 - c. Misconduct or dishonesty in the work or presentation of the team.
- 6.2. The Team registration may also be terminated by the team coach or leader, by sending a written notice of cancellation to PAI, at least one (1) month before the start of the event.
- 6.3. The Team coach or leader may appeal the termination of the team registration, by sending a written request for reconsideration to PAI, within one (1) week of receiving the notice of termination.
- 6.4. PAI will review the appeal and notify the Team coach or leader of their decision, within two (2) weeks of receiving the request for reconsideration.
- 6.5. The decision of the PAI is final and binding, and no further appeals will be entertained.

ARTICLE III. ATHLETE REGISTRATION

Section 1. ELIGIBILITY CRITERIA.

- 1.1. **Definition of Athlete:** An Athlete is an individual who participates in any of the aquatic sports under the umbrella of PAI, such as swimming, diving, water polo, artistic swimming, open water, and masters swimming.
- 1.2. **Affiliation of Athlete:** An Athlete must be registered with PAI and one of its Regional PAI at the same time. An Athlete can only represent one (1) Team of the same discipline at any time in PAI competitions. A Team can be a club, a private school, or a non-school organization that is registered with PAI and its geographical division.
- 1.3. **Residency of Athlete:** An Athlete does not need to reside within the boundaries of the Regional PAI where his or her Team is located, but he or she must be registered in that Regional PAI.
- 1.4. **Registration of Athlete:** All local athletes competing in events sanctioned or approved by PAI must be registered as athletes of PAI. Registration is valid for one (1) year from April 30, 2024 to April 29, 2025 and requires a registration fee and a registration card. No athlete alleged to be ineligible shall be denied the right to register without being given the opportunity to refute the allegations, according to PAI and WA rules. Such an athlete shall be considered as a Neutral Independent Athlete (NIA) in accordance with WA Rules.
- 1.5. **Transfer of Athlete:** An Athlete who wants to transfer from one Team to another must submit a transfer request form, release form, and a transfer fee to PAI.
- 1.6. **Foreign Athlete:** PAI will accept foreign swimmers studying in the Philippines as members but they will not be eligible to qualify for or represent the Philippines in international competitions under the WA or IOC umbrella. Foreign swimmers must secure the written consent from their respective federations to be able to compete in PAI sanctioned events and meet the time standards and other qualifying criteria.

Section 2. BENEFITS AND OBLIGATIONS.

- 2.1. By registering as an Athlete, the Athlete will enjoy the following benefits:
 - a. Access to training facilities and equipment, coaching and mentoring, medical and nutritional support, and other services provided by the NSA or the POC.
 - b. Recognition and exposure for their achievements and contributions to the sport and the country.
 - c. Eligibility to receive awards and incentives for outstanding performance and excellence.



2.2. By registering as an athlete, the athlete will also assume the following obligations:

- a. Pay the required registration fee and any other applicable fees or charges.
- b. Submit all the necessary documents and information for the athlete registration and the event qualification.
- c. Attend and participate in all the scheduled training sessions, competitions, and activities of the NSA or the POC, unless otherwise excused by the coach or the official.
- d. Respect and cooperate with the NSA, the POC, the IOC, and other athletes, coaches, officials, sponsors, and stakeholders.
- e. Comply with the anti-doping rules and policies of the NSA, the POC, the IOC, and the World Anti-Doping Agency (WADA), and submit to any testing or investigation required by them.

Section 3. DOCUMENTARY REQUIREMENTS. The following documents shall be submitted by each Athlete for purposes of registration:

- a. duly completed and signed [Membership Form](https://tinyurl.com/PAI-Athlete) (https://tinyurl.com/PAI-Athlete) provided by PAI, which shall include the following information, among others;
 - (i) Athlete's name, contact details, and date of birth
 - (ii) Athlete's current team affiliation, if any
 - (iii) Athlete's preferred events and categories
 - (iv) Athlete's medical certificate and consent form
 - (v) Athlete's payment method and confirmation
- b. signed *conforme* stating that he/she has read and understood the rules and regulations of PAI and WA, and that he/she agrees to abide by them;
- c. signed waiver releasing PAI from any liability in case of injury or accident;
- d. signed Data Privacy Consent Form, allowing PAI to collect, store, and use his/her personal information for membership purposes
- e. copy of his/her birth certificate issued by the Philippine Statistics Authority (PSA) / National Statistics Office (NSO);
- f. original medical certificate from a licensed physician stating that he/she is fit to participate in aquatics sports;
- g. soft copy of a passport-sized, color ID photo with white background in high resolution .jpg format;
- h. if an Athlete is below eighteen (18) years old, a written consent signed by his/her parent or legal guardian, authorizing him/her to join PAI and waiving any liability on the part of PAI in case of injury or accident;



- i. proof of affiliation to a Team, such as a letter from the Team or a membership card; and
- j. If an Athlete wishes to transfer from one Team to another, he/she shall submit a transfer request form stating the reason for the transfer and the name of the new Team and a release form signed by the former coach. Should the former coach refuse to give a release form, he should contest the application of the athlete within 30 days; failure to do so forfeits his claim.

Section 4. **REGISTRATION FEE.** Subject to the review process in Article III, Section 5 of these Guidelines, an Athlete shall pay a registration fee of Seven Hundred Fifty Pesos (₱750.00) for private school students and Three Hundred Seventy-Five Pesos (₱375.00) for public school students to PAI (the "Athlete Registration Fee"). Regional chapters shall receive a Two Hundred Fifty Pesos (₱250.00) share from the registration fee of private school swimmers.

Section 5. APPLICATION AND RENEWAL PROCESS.

- 5.1. The applicant must submit the documentary requirements listed in Article III, Section 3 of these Guidelines to the Regional PAI's membership committee for verification and endorsement to the PAI office/board of trustees/membership committee. Such documentary requirements must be submitted in both hard and soft copies on or before May 31, 2024.
- 5.2. PAI will send an acknowledgement email or SMS message to the applicant upon receipt of the requirements. PAI will review and verify the submitted requirements within thirty (30) days. Thereafter, PAI will send a notice of approval or denial to the applicant's designated email address or contact number. Applicants who submitted incomplete documents will be given a reasonable period to complete their requirements.
- 5.3. The registrant can appeal the Notice of Denial to the PAI Membership Committee. If the PAI Membership Committee denies the application for the second time, the registrant can escalate the application to the PAI Grievance Committee for decision. The registrant can appeal the decision of the Grievance Committee to the PAI Board of Trustees. The decision of the PAI Board of Trustees is final and binding.
- 5.4. The applicant must pay the Athlete Registration Fee through bank deposit or by issuing a check under the name "Philippine Aquatics, Inc." The payment must be made within fifteen (15) days from the Notice of Approval issued by the PAI in accordance with Article III, Section 5.2. The applicant must notify PAI through email that the payment has been made and attach a scanned copy of the deposit slip with the summary of payment.
- 5.5. The Registration Chairman of the PAI Membership Committee will issue a registration card upon approval of the PAI Executive Committee. The Registration Chairman may appoint deputy registrars to receive applications on behalf of PAI and forward the forms for approval to the PAI Executive Committee.

- 5.6. Application or renewal of membership is from April 15 to May 31, 2024. In case a member will register after the deadline, there will be a fine of 10% of the athlete registration fee per month except for new applicants.
- 5.7. To renew the Athlete's membership, the Athlete must fill out and submit a new membership form with the updated information and payment before the expiration of the current registration.

Section 6. TRANSFER PROCESS.

- 6.1. The Athlete must submit the Athlete Transfer Form and the required attachments to the PAI office/board of trustees/membership committee for verification and approval. The Athlete Transfer Form and the attachments must be submitted in both hard and soft copies at least one (1) month before the start of the next competition season, unless otherwise stated by PAI.
- 6.2. PAI will send an acknowledgement email or SMS message to the athlete upon receipt of the requirements. PAI will review and verify the submitted requirements within fifteen (15) days. PAI will send a notice of approval or denial to the athlete's designated email address or contact number. Athletes who submitted incomplete documents will be given a reasonable period to complete their requirements.
- 6.3. The Athlete must pay the transfer fee of Five Thousand Pesos (₱5,000.00) through bank deposit or by issuing a check under the name "Philippine Aquatics, Inc." The payment must be made within fifteen (15) days from the Notice of Approval issued by the PAI in accordance with Article III, Section 6.2. The Athlete must notify PAI through email that the payment has been made and attach a scanned copy of the deposit slip with the summary of payment. Half of the transfer fee will be given to the previous coach. This does not apply to swimmers who transfer to educational institutions from grade 6 to grade 7, grade 10 to grade 11, and grade 12 to college.

Section 7. MASTERS ATHLETE.

- 7.1. **Definition.** A Masters Athlete is an individual who is at least twenty-five (25) years old as of December 31 of the year of registration and who participates in any of the aquatic sports under the umbrella of PAI, such as swimming, diving, water polo, artistic swimming, open water, and masters swimming.
- 7.2. **Affiliation.** A Masters Athlete must be registered with PAI and one of its Regional PAI at the same time. A Masters Athlete can only represent one Team of the same discipline at any time in PAI competitions. A Team can be a club, a private school, or a non-school organization that is registered with PAI and its geographical division.



- 7.3. **Registration.** All local Masters Athletes competing in events sanctioned or approved by PAI must be registered as Masters Athletes of PAI. Registration is valid for one (1) year from April 30, 2024 to April 29, 2025 and requires a registration fee of Seven Hundred Fifty Pesos (₱750.00) (“Masters Athlete Registration Fee”) and a registration card. Regional chapters shall receive a Two Hundred Fifty Pesos (₱250.00) share from the registration fee of Masters athletes. No Masters Athlete alleged to be ineligible shall be denied the right to register without being given the opportunity to refute the allegations, according to PAI and WA rules. Such Masters Athlete shall be considered as a Neutral Independent Athlete (NIA) in accordance with WA Rules.
- 7.4. **Application Process.** To apply for the Masters Athlete membership, the applicant must submit the following documents to the Regional PAI’s membership committee for verification and endorsement to the PAI office/board of trustees/membership committee:
- a. application form, which requires the following information: Athlete’s name, contact details, and date of birth;
 - b. signed *conforme* stating that he/she has read and understood the rules and regulations of PAI and WA, and that he/she agrees to abide by them;
 - c. signed waiver releasing PAI from any liability in case of injury or accident;
 - d. signed Data Privacy Consent Form, allowing PAI to collect, store, and use his/her personal information for membership purposes
 - e. current team affiliation, if any;
 - f. preferred events and categories;
 - g. Athlete’s medical certificate and consent form;
 - h. Athlete’s payment method and confirmation;
 - i. copy of the athlete’s birth certificate, a passport-sized photo, and a proof of residency;
 - j. soft copy of a valid Philippine passport or other government-issued identification card in high resolution jpg format;
 - k. soft copy of a passport-sized, color ID photo with white background in high resolution jpg format;
 - l. original clearance issued by the Philippine National Bureau of Investigation;

The documents must be submitted in both hard and soft copies on or before May 31,



7.5. **Approval Process of Masters Athlete.**

- a. PAI will send an acknowledgement email or SMS message to the applicant upon receipt of the requirements listed in Article III, Section 7.4 of these Guidelines. PAI will review and verify the submitted requirements within thirty (30) days. PAI will send a notice of approval or denial to the applicant's designated email address or contact number. Applicants who submitted incomplete documents will be given a reasonable period to complete their requirements.
- b. The applicant must pay the Masters Athlete Registration Fee through bank deposit or by issuing a check under the name "Philippine Aquatics, Inc." The payment must be made within fifteen (15) days from the Notice of Approval issued by the PAI in accordance with Article III, Section 7.5(a). The applicant must notify PAI through email that the payment has been made and attach a scanned copy of the deposit slip with the summary of payment.
- c. The Masters Athlete membership is valid for one (1) year from the date of submission, unless otherwise stated by PAI.

- 7.6. **Renewal Process of Masters Athlete:** To renew the Masters Athlete membership, the Athlete must fill out and submit a new Athlete membership form with the updated information and payment before the expiration of the current membership. The Athlete does not need to submit a copy of the birth certificate and the photo for purposes of renewal of registration, unless there are changes in the personal information.

Section 8. TERMINATION AND APPEAL PROCESS

- 8.1. PAI may terminate the membership of any Athlete who violates its rules and regulations, including the Code of Conduct, or who acts in a manner that is detrimental to the image or reputation of PAI or any of the aquatics sports.
- 8.2. PAI shall notify the athlete of the grounds for termination and the effective date of termination in writing, and shall give the athlete an opportunity to be heard before the PAI **Dispute Resolution Committee (DRC)** within fifteen (15) days from the date of notice.
- 8.3. The DRC shall conduct a hearing and issue a written decision within thirty (30) days from the date of hearing, or sooner if the situation requires. The DRC may uphold, modify, or reverse the termination, or impose any other sanction it deems appropriate.
- 8.4. The Athlete may appeal the decision of the DRC to the PAI Board of Trustees within fifteen (15) days from the date of receipt of the decision. The Board of Trustees shall review the case and the decision of the DRC and take whatever action it deems appropriate. The decision of the Board of Trustees on appeal shall be final and executory.



ARTICLE IV. NON-ATHLETE REGISTRATION

Section 1. ELIGIBILITY CRITERIA.

- 1.1. **Definition of Coach.** A Coach is an individual who provides instruction, training, guidance, or direction to an Athlete or a Team in any of the aquatic sports under the umbrella of PAI.
- 1.2. **Affiliation of Coach.**
 - a. A Coach must be registered with PAI or similar organizations and affiliated with a PAI-registered Team or School.
 - b. A Coach cannot be affiliated with more than one Team or School of the same discipline at the same time.
 - c. A Coach who wants to transfer from one Team or School to another must submit a transfer request form and a transfer fee to PAI.
- 1.3. **Qualification of Coach.**
 - a. A Coach must satisfactorily complete the safety training and coaches' education required by PAI and meet the safety certification requirements.
 - b. A Coach may register with PAI before completing the safety training and coaches' education, provided that they complete them within three (3) months from the date of registration.
 - c. A Coach must present proof of completion of courses, with satisfactory ratings, every time they renew their registration with PAI.
 - d. A Coach must be at least eighteen (18) years of age and must have a valid Philippine passport and/or other government-issued identification cards.

Section 2. BENEFITS AND OBLIGATIONS

- 2.1. By registering as a Coach, the Coach will enjoy the following benefits:
 - a. Access to coaching education and development programs, seminars, workshops, and courses offered by PAI, WA, or other recognized organizations.
 - b. Recognition and accreditation as a qualified and competent coach in the aquatic sports under the umbrella of PAI.
 - c. Opportunity to coach and mentor athletes and teams in local, national, and international competitions and events.



2.2. By registering as a Coach, the Coach will also assume the following obligations:

- a. Pay the required registration fee and any other applicable fees or charges. Submit all the necessary documents and information for the coach registration and the event participation.
- b. Attend and participate in all the scheduled coaching sessions, competitions, and activities of PAI or its affiliates, unless otherwise excused by the official. Respect and cooperate with PAI, WA, and other coaches, athletes, officials, sponsors, and stakeholders.
- c. Behave in a manner that is consistent with PAI's mission and avoid acting in a manner that brings disrepute upon PAI or any of the aquatics sports under its umbrella.
- d. Comply with the rules and regulations of PAI as well as the rules, constitution, and bureau decisions of the WA.
- e. Honor the PAI Code of Conduct and must not aid, abet, or encourage another individual to violate any of the provisions of the Code of Conduct.
- f. Protect and safeguard the welfare and rights of the athletes and other individuals under their care.
- g. PAI may deny or cancel the registration of any Coach whose conduct is not consistent with the mission of PAI or fails to serve the best interest of the aquatic sports, using sound discretion.

Section 3. DOCUMENTARY REQUIREMENTS. The following documents shall be submitted by each Coach for purposes of registration:

- a. duly completed and signed [application form](https://tinyurl.com/PAI-NAR) (https://tinyurl.com/PAI-NAR) provided by PAI, which shall include the following information, among others:
 - i. name, contact details, and date of birth
 - ii. current team affiliation, if any
- b. signed *conforme* stating that he/she has read and understood the rules and regulations of PAI and WA, and that he/she agrees to abide by them;
- c. signed waiver releasing PAI from any liability in case of injury or accident;
- d. signed Data Privacy Consent Form, allowing PAI to collect, store, and use his/her personal information for membership purposes;
- e. soft copy of a valid Philippine passport or other government-issued identification card in high resolution jpg format;
- f. soft copy of a passport-sized, color ID photo with white background in high resolution jpg format;
- g. original clearance issued by the Philippine National Bureau of Investigation;
- h. proof of completion of any accredited water safety seminar, workshop, or course, and any other training and education required by PAI; and



- i. if a Coach wishes to transfer from one Team to another, he/she shall submit a transfer request form stating the reason for the transfer and the name of the new Team and a release form signed by all parents of the previous team.

Section 4. REGISTRATION FEE. Subject to the review process in Article IV, Section 5 of these Guidelines, a Coach shall pay a registration fee of One Thousand Five Hundred Pesos (₱1,500.00) to PAI (the “Coach Registration Fee”). Regional chapters shall receive a Two Hundred Fifty Pesos (₱500.00) share from the registration fee from non-athlete registrants

Section 5. APPLICATION AND RENEWAL PROCESS.

- 5.1 The requirements under this Section 5 for registration of coaches are also applicable to other non-athlete individuals who wish to join PAI, such as assistant coaches, instructors, and team managers. These individuals must comply with the same rules and regulations as coaches, and submit the same documents and fees to PAI.
- 5.2 The applicant must submit the application form and the required attachments to the Regional PAI’s membership committee for verification and endorsement to the PAI office/board of trustees/membership committee. The application form and the attachments must be submitted in both hard and soft copies on or before December 23 of the year.
- 5.3 PAI will send an acknowledgement email or SMS message to the applicant upon receipt of the requirements. PAI will review and verify the submitted requirements within thirty (30) days. Thereafter, PAI will send a notice of approval or denial to the applicant’s designated email address or contact number. Applicants who submitted incomplete documents will be given a reasonable period to complete their requirements.
- 5.4 The applicant must pay the Coach Registration Fee and the Transfer Fee (if applicable) through bank deposit or by issuing a check under the name “Philippine Aquatics, Inc.” The payment must be made within fifteen (15) days from the Notice of Approval issued by the PAI in accordance with Article IV, Section 5.3. The applicant must notify PAI through email that the payment has been made and attach a scanned copy of the deposit slip with the summary of payment.
- 5.5 The registrant can appeal the Notice of Denial to the PAI Membership Committee. If the PAI Membership Committee denies the application for the second time, the registrant can escalate the application to the PAI Grievance Committee for decision. The registrant can appeal the decision of the Grievance Committee to the PAI Board of Trustees. The decision of the PAI Board of Trustees is final and binding.
- 5.6 The Registration Chairman of the PAI Membership Committee will issue a registration card upon approval of the PAI Executive Committee. The Registration Chairman may appoint deputy registrars to receive applications on behalf of PAI and forward the forms for approval to the PAI Executive Committee.

- 5.7 Application or renewal of membership is from December 1 to January 31. In case a member will register after the deadline, there will be a fine of 10% of the athlete registration fee per month except for new applicants.
- 5.8 To renew the coach registration, the coach must fill out and submit a new coach registration form with the updated information and payment before the expiration of the current registration.

Section 6. TERMINATION AND APPEAL PROCESS.

- 6.1. PAI may terminate the membership of any Coach who violates its rules and regulations, including the Code of Conduct, or who acts in a manner that is detrimental to the image or reputation of PAI or any of the aquatics sports.
- 6.2. PAI shall notify the athlete of the grounds for termination and the effective date of termination in writing, and shall give the athlete an opportunity to be heard before the PAI Dispute Resolution Committee within fifteen (15) days from the date of notice.
- 6.3. The DRC shall conduct a hearing and issue a written decision within thirty (30) days from the date of hearing, or sooner if the situation requires. The DRC may uphold, modify, or reverse the termination, or impose any other sanction it deems appropriate.



ARTICLE V. ORGANIZER REGISTRATION

Section 1. DOCUMENTARY REQUIREMENTS. The following documents shall be submitted by each Organizer for purposes of registration:

- a. duly completed and signed application form provided by PA;
- b. signed *conforme* stating that he/she has read and understood the rules and regulations of PAI and WA, and that he/she agrees to abide by them;
- c. signed waiver releasing PAI from any liability in case of injury or accident;
- d. signed Data Privacy Consent Form, allowing PAI to collect, store, and use his/her personal information for membership purposes;
- e. soft copy of a valid Philippine passport or other government-issued identification card in high resolution jpg format;
- f. original clearance issued by the Philippine National Bureau of Investigation;

Section 2. REGISTRATION FEE. Subject to the review process in Article VI, Section 3 of these Guidelines, an Organizer shall pay a registration fee of Ten Thousand Pesos (₱10,000.00) to PAI (the "Organizer Registration Fee").

Section 3. APPLICATION AND RENEWAL PROCESS.

- 3.1. The applicant must submit the application form and the required attachments to the Regional PAI's membership committee for verification and endorsement to the PAI office/board of trustees/membership committee. The application form and the attachments must be submitted in both hard and soft copies on or before May 31, 2024.
- 3.2. PAI will send an acknowledgement email or SMS message to the applicant upon receipt of the requirements. PAI will review and verify the submitted requirements within thirty (30) days. Thereafter, PAI will send a notice of approval or denial to the applicant's designated email address or contact number. Applicants who submitted incomplete documents will be given a reasonable period to complete their requirements.
- 3.3. The registrant can appeal the Notice of Denial to the PAI Membership Committee. If the PAI Membership Committee denies the application for the second time, the registrant can escalate the application to the PAI Grievance Committee for decision. The registrant can appeal the decision of the Grievance Committee to the PAI Board of Trustees. The decision of the PAI Board of Trustees is final and binding.

- 3.4. The applicant must pay the Organizer Registration Fee through bank deposit or by issuing a check under the name “Philippine Aquatics, Inc.” The payment must be made within fifteen (15) days from the Notice of Approval issued by the PAI in accordance with Article V, Section 3.3. The applicant must notify PAI through email that the payment has been made and attach a scanned copy of the deposit slip with the summary of payment. t.
- 3.5. The Registration Chairman of the PAI Membership Committee will issue a registration card upon approval of the PAI Executive Committee. The Registration Chairman may appoint deputy registrars to receive applications on behalf of PAI and forward the forms for approval to the PAI Executive Committee.
- 3.6. Application or renewal of membership is from April 15 to May 31, 2024. In case a member will register after the deadline, there will be a fine of 10% of the athlete registration fee per month except for new applicants.

ARTICLE VI. GENERAL MEMBERSHIP RULES

Section 1. PARTICIPATION RIGHTS AND OBLIGATIONS.

- 1.1. No PAI-registered individual or Team, nor any organization affiliated with PAI, may deny or threaten to deny any eligible amateur Athlete, Coach, Official or Administrator the opportunity to participate in any event or competition approved by PAI, except as provided below.
- 1.2. A School may deny the athlete the opportunity to compete in any competition or event, if the said School reasonably determines that participating in such competition or event would either prevent the athlete from meeting the academic requirements or jeopardize the athlete's or the School's performance in the established program in the particular sport.
- 1.3. Any Athlete, Coach, official or administrator who alleges he or she has been denied or is about to be denied an opportunity, by an individual or an organization affiliated with PAI, shall immediately inform the PAI DRC, who shall promptly cause an investigation to be made and steps to be taken to settle the controversy without unnecessary delay.
- 1.4. Compliance with PAI By-Laws, rules and regulations – including, but not limited to, PAI's rules on eligibility and Code of Conduct – is a continuing requirement in order for PAI member Clubs, Coaches, and athletes to maintain membership in good standing.

Section 2. DISCIPLINARY ACTION AND SANCTIONS.

- 2.1. Any member of PAI may be censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fired, or expelled from PAI, if such member commits any act prejudicial to the interest of PAI, fails or refuses to comply with its duties and obligations as a member, or violates PAI's Articles of Incorporation, By-Laws, or any rule or regulation applicable to the member, including violation of the PAI Code of Conduct, or aiding, abetting or encouraging another individual to violate any of the provisions of the PAI Code of Conduct.
- 2.2. Teams or Schools must be registered in good standing with PAI or of any WA Member with permission from said federation to compete in the Philippines, subject to PAI rules and regulations, in order for their athletes to participate in any PAI competition or event.
- 2.3. An athlete shall cease to be eligible to participate in events conducted by PAI or its geographical divisions, or by any WA member federation, while under suspension or if expelled by PAI for violations of PAI and WA Rules.
- 2.4. An athlete declared ineligible for any reason may be reinstated pursuant to a decision of the PAI Board of Trustees, provided that to do so would not violate the PAI and WA Rules.

Section 3. CONFLICT OF INTEREST AND ETHICAL BEHAVIOR.

- 3.1. If any officer, or member of the PAI Board of Trustees, Executive Committee or any other committee has a financial interest in any contract or transaction involving PAI, such individual shall not participate in PAI's evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed or known to the other Trustees or other committee members.
- 3.2. Each officer, member of the Board of Trustees, Executive Committee, other committees and each key employee of PAI will execute a Statement of Principles on Ethical Behavior and Conflict of Interest each year.
- 3.3. An individual or group who violates any of the rules issued by PAI, including, but not limited to, its By-Laws, its issuances, its Code of Conduct, or these Guidelines may be censured, placed on probation, suspended for a definite or indefinite period of time with or without terms of probation, fired or expelled from PAI, depending upon the gravity of the offense committed.

Section 4. DISPUTE RESOLUTION AND APPEALS.

- 4.1. The Board of Trustees will constitute a DRC, on a case to case basis, to handle all disputes between and among, athletes, Coaches, Teams, officials, any other member of PAI, or any cases in violation of PAI by-laws, rules or regulations. The DRC shall have mandatory and exclusive jurisdiction to hear and decide on these matters, including the imposition of any fines or penalties consistent with PAI By-Laws, rules and regulations.
- 4.2. The proceedings of the DRC shall observe the following principles: a timely hearing; the right to be represented by counsel at the hearing; the right to be fairly and timely informed of the alleged rule violation; the right to respond to the alleged rule violation; the right of each party to present evidence, including the right to call and question witnesses; the right to an interpreter at the hearing at no expense to PAI; and the right to a timely, written, reasoned decision.
- 4.3. Decisions of the DRC shall be appealable to the Board of Trustees. The decision of the Board of Trustees on appeal shall be final and executory.

ARTICLE VII - HONOR AND DISCIPLINE

Section 1. **ANTI-DOPING RULES.**

- 1.1. As a member of the POC and the WA, PAI is obligated to adhere to the anti-doping rules of the WA and the International Olympic Committee (“IOC”).
- 1.2. PAI members must comply with the procedures pertaining to drug testing and adjudication of related doping offenses of the World Anti-Doping Agency (“WADA”), the independent anti-doping organization designated by the IOC.
- 1.3. The current anti-doping rules of WA and WADA are available online at their respective websites: www.fina.org and www.wada-ama.org.
- 1.4. PAI will, without further process, enforce any sanction communicated to PAI by WADA resulting from adjudication of a doping control procedure under the WADA Code.
- 1.5. PAI may conduct random drug testing on any of its members in any of its events, within the limits allowed by law. Drug testing shall conform to the procedures prescribed by the Department of Health (“DOH”), and only drug testing centers accredited by the DOH shall be utilized.
- 1.6. A positive confirmatory test result and/or refusal to undergo the drug test shall subject the member to a penalty as provided in the Code of Conduct.
- 1.7. The use of illegal drugs in the presence of an athlete by a coach, trainer, official, organizer or an individual who, in the context of any aquatics sports, is in a position of authority over that athlete, is a violation of the Code of Conduct.

Section 2. **CODE OF CONDUCT.** This Code of Conduct is adopted by PAI to assist and serve the interests of those who engage in any of the aquatics sports. PAI may refuse to register any applicant who, before becoming a member of PAI, has acted in a way that is inconsistent with this Code of Conduct.

- 2.1. PAI may impose any of the following sanctions on any Member who breaches this Code of Conduct, or who helps, incites or enables another person to breach this Code of Conduct: censure, probation (with or without conditions), suspension (for a fixed or indefinite term), termination, or expulsion.

2.2. The following actions are deemed to be breaches of this Code of Conduct:

- a. Unjustly denying or threatening to deny any eligible amateur Athlete, Coach, trainer, manager, official, organizer or administrator the chance to take part in any event or competition approved by PAI. This also covers the act of censoring or otherwise punishing after the event any Athlete, Coach, trainer, manager, official or administrator for taking part in any international event or competition approved by PAI.
- b. Infringing the right to equal opportunity of eligible amateur Athletes, Coaches, trainers, managers, administrators, organizer and officials to participate in amateur aquatics sports competitions or events without discrimination based on race, color, religion, age, gender, national origin, or other irrelevant factors.
- c. Action, other than by general advertising, by a Coach, owner, officer, volunteer, representative, organizer or employee of a Team, or a PAI employee, to directly contact an Athlete or to persuade others to contact an Athlete who is already a member of a PAI-registered Team, to recruit or otherwise induce the athlete to compete for or join a Team affiliated with the acting party, unless: (i) the acting party obtains prior written consent to recruit or induce the athlete, from the Coach of the athlete's current PAI registered Club, or (ii) the athlete, any of the athlete's parents, or a representative authorized by the athlete initiates the contact.

For this purpose, the term "general advertising" means any information that is (i) distributed to a general population that can be identified and where it is reasonably expected that most of that population are not registered with PAI at present, or (ii) Displayed on or in any item that is sold.

- d. Non-compliance with the anti-doping rules.
- e. Illegal trafficking or distribution of any substances listed on WA's or WADA's recognized list of banned substances, or unlawful sale or distribution of such substance.
- f. Positive result for drug use and/or failure to submit to a valid drug test by an athlete, coach, trainer or official.
- g. Consumption of illegal drugs in front of an Athlete by a Coach, trainer, official, organizer or any person who has authority over the athlete in any aquatics sport.
- h. Any fraudulent, deceptive, or dishonest behavior in relation to any PAI-related activity.

- i. Conviction of, deferred sentence for, or admission of guilt or no contest at any time, past or present, or pending charges, for (a) any crime of moral turpitude; (b) any offense involving the use, possession, distribution or intent to distribute illegal drugs or substances; or (c) any crime of sexual misconduct.
- j. Any unwelcome sexual contact, advance, or other sexually-inappropriate conduct among Athletes and Members of PAI.
- k. Any physical, verbal, or psychological abuse, or any other form of maltreatment, of an athlete by another Athlete, Coach, trainer, official or any person who has authority over the athlete in any aquatics sports.
- l. Any non-consensual physical contact, obscene language or gesture, or other menacing language or behavior towards any technical official and which is related to any decision made by such official in relation to a competition.
- m. Other acts of misconduct in the context of trainings or competitions, including but not limited to abusive, violent, disturbing or provocative conduct, unwarranted interference or obstruction of the smooth conduct of sporting events, whether inside or outside the venue, damage or destruction to property, or harm to others.
- n. Any other act, conduct, or omission which, in the reasonable opinion of PAI, is harmful to the image or reputation of PAI, or any of the aquatics sports. This includes, but is not limited to, unreasonably offensive and malicious comments against PAI and its duly-authorized representatives on print or on social media.

ARTICLE VIII. FINAL PROVISIONS

- 1.1. PAI, as a non-profit organization, does not fund or support events of its applicants/members that are for profit.
- 1.2. Participating Teams, Schools, Coaches, Athletes, Officials, and Organizers must comply with all PAI membership requirements. Schools and Clubs must guarantee that their athletes and Coaches are registered members of PAI.
- 1.3. PAI will fine a PAI-registered Coach, Official, Team, or School up to Ten Thousand pesos (₱ 10,000.00) for each incident of submitting a meet entry that falsely claims an athlete or Club is registered with PAI when they are not. This is a case of misrepresentation.
- 1.4. PAI will discipline anyone who submits or is involved in submitting false or misleading information to PAI. Moreover, PAI will reject the registration application of such Team and/or individual.
- 1.5. Applicants acknowledge that PAI's Board of Trustees has the full and reasonable discretion to admit them as PAI members, subject to the requirements in these Guidelines.
- 1.6. Applicants also acknowledge that the Board of Trustees' decisions are PAI's decisions. The Board of Trustees' members are not responsible for decisions made in good faith and within their powers and functions as PAI board members.
- 1.7. All participants in PAI events and/or competitions must read and agree to these Guidelines before participating. By participating in PAI events and/or competitions, Athletes, Coaches, Schools, Teams, Officials, Organizers and all other participants accept that these guidelines apply to their participation at all times.
- 1.8. All participants in PAI events and/or competitions must follow and abide by all PAI and WA rules, regulations, and procedures relevant to the event.

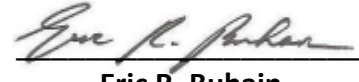
PAI Regional Presidents



Michael Angelo D. Vargas
President



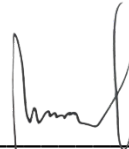
Jesse M. Arriola
Vice President



Eric R. Buhain
Secretary General



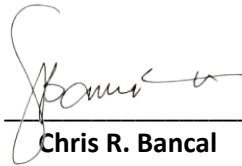
Marie Antoinette D. Dimanche



Roel R. Rosales



Jesse Khing DG Lacuna
POC Athlete's Commissioner



Chris R. Bancal



Ronald Michael Talosig
Region 10 President, BOT



Emmanuel Christopher M. Manialung



Angelica M. Leonardo



Isagani A. Corpuz

CONFORME

I, [Name], have read the Rules and Regulations of WA and PAI, including the PAI Registration Guidelines, and I fully understand their contents, terms, and conditions. I understand that, by applying for membership with PAI or participating in any PAI event or competition, I am bound by these rules and regulations.

By affixing my signature on this document, I further signify that I will fully and faithfully abide by all WA and PAI rules and regulations. I also understand that membership to PAI is a privilege, not a right.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ____ day of _____ 2024
at _____.

Signature over printed name

SUBSCRIBED AND SWORN to before me this ____ day of _____, affiant exhibiting to me his/her competent proof of identity _____ issued on _____ at _____.

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 2024.