

**Meeting Title:** Pacific Swimming Board of Directors Meeting

**Date:** February 20, 2019

**Attendance:**

Board members attending are noted by an 'x' in the table below/ board members not present but excused are marked with an 'E'. Team representatives and guest in attendance are also noted.

David Benjamin	X	Carlene Takaki	X	Judy Siegrist		2 – Peter McNamara	X	Office		Valerie Rudd	X
Debbi Tucker	X	Rick Beebe		Don Bautista		3 – Kevin Twohey		Cindy Rowland			
Veronica Hernandez	X	Pam Redding		Leo Lin	X	4 - Jerry Rudd	X	Traci Benton			
Allison Beebe	X	Kent Yoshiwara	X	Curtiss Kikuta		4 - Jim Morefield	X	Diana Fetterman			
Kyle Kikuta	X	William Chong	X	Mike Piccardo	X	<b>Athlete Reps</b>		Laurie Benton	X		
Marie Lin	X	Invest Chair		Larry Rice	X	Senior -Robert Mitchell	E	Jeannette Soe			
Mary Ruddell	X	Governance Chair		Jay Rowland	X	1N--		Annie Stein	X	<b>Athlete Reps - open</b>	
Paul Reidl		Clint Benton	X			1S -					
Brian Potts		Kelly Schott	X	<b>Zone Reps</b>		2 -		<b>Guests</b>			
Don Heidry		Open Water		1N - Jim Stretch		3-		Millie Nygren	X		
Coach Age Group		Mike Davis	X	1S – Mark Taliaferro		4-		Chris Lam	X		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Meeting Called to Order	Meeting was called to order by David Benjamin at 7:30PM		
Mission Statement	Mission Statement is read: <i>Inspiring a passion for swimming and making a difference in the lives of our members</i>		
Conflict of Interest	USA-S Conflict of Interest Statement: is read: <i>Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addressed under Pacific Swimming Conflict of Interest Policy? No affirmative answers. If a board member determines there is to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and/or action is being taken, a declaration of a conflict of interest should be made at that time.</i>		
Minutes from Previous Meetings	The November 14, 2018 BOD minutes were approved		
Executive Committee Report	Executive Minutes from January 16, 2019 approved		
Officer's Reports			

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Chair	<p>David Benjamin:</p> <ol style="list-style-type: none"> <li>1. Strategic Planning Session will take place March 9th. 19 have replied yes, 9 are unable to attend and 9 have not responded. David requests that those that have not responded, let us know and hopes most will be able to attend.</li> <li>2. By-law review process is on going. USA Swimming's deadline for having all LSC by-laws meet the new template is January, 2020. We had set up an aggressive timeline to try and get the new by-laws to the May HOD meeting, fully aware that it was unlikely. Our present time line is to have the Governance Committee send it out to the BOD before the April BOD, so it can be presented and discussed in the April BOD meeting, voted on in the July BOD, and presented to the HOD in October. David thanks Mary and her Task force that spent 6 weeks on the by-laws to handle all parts which were non-controversial, before passing it on to the Governance Committee to handle those areas which needed extended deliberation. The Governance Committee is on target to meet the April BOD deadline.</li> <li>3. David announced his plans not to run for a second term as General Chair.</li> <li>4. Arlene MacDonald will be Meet Director for Nationals and Junior Nationals at Stanford this summer. She has given us flyers to share with our local teams, coaches and officials regarding recruitment of Volunteers for various committees and volunteer team positions.</li> </ol>		
Vice Chair – Program Operations	<p>Debbi Tucker:</p> <ol style="list-style-type: none"> <li>1. Working on By Laws changes</li> <li>2. Other activities will be reported from the various Committee and Task forces she is working on</li> </ol>		
Vice Chair – Program Development	Veronica Hernandez- No report (addressed by the various Task Forces and committees she is working with)		
Treasurer	<p>Mary Ruddell</p> <ol style="list-style-type: none"> <li>1. Financial reports covering September 2018-January 2019 presented and approved</li> <li>2. Annual Review from outside auditors presented, with no issues identified. Next year we will have a full outside audit by these auditors. Our cycle is 2 annual reviews followed by a full annual audit.</li> </ol>		
Age Group	<p>Kyle Kikuta: - See Reports</p> <ol style="list-style-type: none"> <li>1. JO's have a plan for next year's team awards.</li> <li>2. Committee will be working on Summer Far Western line up</li> </ol>		
Sr. Chair	Allison Beebe: See Report		
Registration	<p>Laurie Benton; - See Report</p> <ol style="list-style-type: none"> <li>1. Laurie inform's everyone that the new Athlete Protection Program has 3 parts. There are 2 evaluation/test parts and then you have to complete the third process by scrolling to the part that submits the report. When you get to the "check mark" on the screen that means that it is filed and forwarded to USA Swimming. A lot of people complete the tests and see that they have "100%" completed on their screen and they think they are done. They have to go to the next page/step to get the completion recorded in USA Swimming.</li> </ol>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	2. Mike Davis will include this information in his official's letter for the officials.		
Report/Recom - Staff			
	Annie Stein: 1. Distance camp ran really well. Coaches conducted great clinics and swimmers really got a lot out of it.		
Standing Committees			
	None		
Oral Reports			
Finance	Mary Ruddell 1. In 2020 Western Zones in Oregon will be August 11 to 16th, which is after some of the schools in Pacific have started their new school year. Because of this Mary would like to know if we will plan to send a full team or a partial team. It would help with next year's budget. 2. A check for \$32,000 made out to Zone 1 South was rejected for deposit because we are legally Pacific Swimming, and the Zone 1 South bank account is still a Pacific Swimming account. They have accepted the Zone small check, but this one triggered a rejection response. Treasurers and meet hosts are reminded to have Vendors write checks for Pacific Swimming (with notation to Zone 1S, 1N, 2, 3, or 4).		
Governance	Larry Rice: 1. Work on the By-Laws is making progress. The Governance Committee expects to send out the proposed by laws in the end of March so that the BOD members can review it before the April meeting. 2. Nomination Committee is not getting many names for the BOD positions. Primarily they are for the At-Large position. Please let the committee know if you have any nominations.		
Diversity	Kent Yoshiwara: 1. National Committee on Diversity has had one phone call meeting and one face to face meeting 2. Veronica Hernandez is the Western Zone Coordinator and will serve the role of Parliamentarian 3. The National Committee has adopted our (Pacific Swimming) Committee Report form for all subcommittees to report their work into the National Committee 4. Annie Stein reports that Fast Swims has a work around for getting our MEFAB swimmers into meets that are using Fast Swim service for on-line entries. They are working on getting it into their program 5. Veronica Hernandez is letting us know that Swim Connection is having internal issues with their services so that their reliability is problematic. Teams may want to consider migrating to Fast Swims which is focused on servicing Pacific Swimming meet entries on-line		
Officials	Mike Davis: - See Report 1. We continue to have more and more officials who are working National level meets. These include Leo Lin - Head Starter for San Diego Western Zones Sectionals, Marie Lin - Admin for Federal Way Western Zones Sectionals, Leo Lin - Meet		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	Referee for the reinstated Santa Clara International Meet, Jeannette Soe and Gary Arita for the Pro Series in Des Moines, Iowa, and Debby Tucker Admin for Pro Series in Clovis 2. Zone 3 inquires whether they can institute penalties for "no-shows" at a Zone Championship Meet with Trials and Finals, including a \$100 fine for not showing for a swimmer's last finals. It was confirmed that Zones have autonomy over their Zone meets and may institute any kind of penalty their Zone Board approves.		
Athlete Representative	No Report		
Adhoc Committees			
	None		
Zone Reports			
Zone 1N	Larry Rice: 1. Zone Championships went well 2. Next meeting will be second Monday of the month		
Zone 1S	No report		
Zone 2	No report		
Zone 3	No report		
Zone 4	See Report		
Consent Calendar			
	All items approved	Approved	
Consent Agendas Discussed			
Old Business			
Old Consent Agenda	None		
Old Items for Discussion	None		
Old Motions	Motion 1809SRC1: Full Travel Support - Revised  Pacific Swimming Senior Travel Support Guidelines "Through the Senior Travel Support Program, Pacific Swimming seeks to support its members at the highest levels of competition."	Passed - Effective 9/1/19	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE																																																
	<p>The following requirements must be met for all levels of travel support:</p> <ul style="list-style-type: none"><li>• <del>Coaches and</del> Athletes must have attended and competed in the meet. Relay only athletes will be funded at 50% of the published travel support amount.</li><li>• <del>Coaches must have attended the meet.</del></li><li>• The club must have a copy of their <b>Team Travel Policy</b> on file with Pacific Swimming.</li><li>• All athletes who travel must sign a <b>Code of Conduct Form</b> prior to the trip (Pacific Swimming's or equivalent).</li><li>• All clubs, coaches, and athletes must be in good standing with Pacific Swimming and cannot have any outstanding debts or obligations.</li></ul> <p>Athlete eligibility requirements:</p> <ul style="list-style-type: none"><li>• Must compete attached to a Pacific Swimming club or unattached as a Pacific Swimming member.</li><li>• The level of support will be based upon an athlete's continuous registration in Pacific Swimming (see chart below).</li><li>• <b>High school/non-collegiate</b> - must have competed in at least one (1) Pacific Swimming meet each season.</li><li>• <b>Collegiate athletes</b> - must have been Pacific Swimming members prior to college and return to Pacific Swimming in the summer.</li><li>• <b>Post Grad</b> - those who were not members of Pacific Swimming prior to college, their "clock" begins when their collegiate eligibility ends. At that point they become "non-collegiate" (see above).</li></ul> <table><tr><th colspan="6">Seasons ( September-February; March - August)</th></tr><tr><th></th><th>1st</th><th>2nd</th><th>3rd</th><th>4th</th><th>5th</th></tr><tr><td>Sectionals/Futures</td><td>None</td><td>Full</td><td>Full</td><td>Full</td><td>Full</td></tr><tr><td>"Pro Swim Series" level</td><td>None</td><td>Full</td><td>Full</td><td>Full</td><td>Full</td></tr><tr><td>USA Senior &amp; Junior Nationals</td><td>None</td><td>Half</td><td>Full</td><td>Full</td><td>Full</td></tr><tr><td>US Open, Open Water Nationals</td><td>None</td><td>Half</td><td>Full</td><td>Full</td><td>Full</td></tr><tr><td>US World Championship Trials</td><td>None</td><td>None</td><td>Half</td><td>Full</td><td>Full</td></tr><tr><td>US Olympic Trials</td><td>None</td><td>None</td><td>None</td><td>Half</td><td>Full</td></tr></table> <p>No receipts will be required. All requests must be submitted by the club within 60 days of the end of the competition. Stipend and air fare allowances are determined by the Senior Committee and approved by the Pacific Swimming Board of Directors. All disbursements will be made payable to the club. Unattached athletes should be included with the request by the club they are traveling with.</p> <p>Additional requirements and guidelines for each type of meets are as follows:</p> <p><b>USA SWIMMING SENIOR NATIONAL / US OPEN / USA SWIMMING JUNIOR NATIONALS:</b></p> <ul style="list-style-type: none"><li>• No limit to the number of "National" level meets per athlete per year.</li><li>• Travel support is a \$300 stipend and airfare as determined by <del>the Travel Committee Staff.</del></li></ul>	Seasons ( September-February; March - August)							1st	2nd	3rd	4th	5th	Sectionals/Futures	None	Full	Full	Full	Full	"Pro Swim Series" level	None	Full	Full	Full	Full	USA Senior & Junior Nationals	None	Half	Full	Full	Full	US Open, Open Water Nationals	None	Half	Full	Full	Full	US World Championship Trials	None	None	Half	Full	Full	US Olympic Trials	None	None	None	Half	Full		
Seasons ( September-February; March - August)																																																			
	1st	2nd	3rd	4th	5th																																														
Sectionals/Futures	None	Full	Full	Full	Full																																														
"Pro Swim Series" level	None	Full	Full	Full	Full																																														
USA Senior & Junior Nationals	None	Half	Full	Full	Full																																														
US Open, Open Water Nationals	None	Half	Full	Full	Full																																														
US World Championship Trials	None	None	Half	Full	Full																																														
US Olympic Trials	None	None	None	Half	Full																																														

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	<ul style="list-style-type: none"> <li>Athletes competing in back to back "Nationals" held at same location shall be eligible for one air fare plus two stipends.</li> </ul> <p style="text-align: center;">USA SWIMMING OPEN WATER NATIONALS:</p> <ul style="list-style-type: none"> <li>Athletes must have achieved a current USA Swimming <del>Winter</del> Junior or <del>Senior</del> National standard in the 800/1000 free or the 1500/1650 free to be eligible for travel support.</li> <li>Travel support is a \$300 stipend and airfare as determined by <del>the Travel Committee Staff</del>.</li> </ul> <p style="text-align: center;">"PRO SWIM SERIES" LEVEL MEETS:</p> <ul style="list-style-type: none"> <li>Meets must be approved as "Pro Swim Series" meets by the Senior Committee.</li> <li>Athletes must have achieved a current USA Swimming <del>Winter</del> Junior or <del>Senior</del> National <del>short course</del> time standard to be eligible for travel support. The standard may be achieved at the meet.</li> <li>Travel support for each athlete is limited to one (1) "Pro Swim Series" type meet per swim year (September-August).</li> <li>Pro Swim Series meets held within our LSC are <u>NOT</u> an approved meet for travel support.</li> <li>Travel Support will be available to one coach provided the club has not met the maximum allowed per year.</li> </ul> <p style="text-align: center;">SECTIONAL MEETS:</p> <ul style="list-style-type: none"> <li>The Sectional meet must be held outside of Pacific Swimming.</li> <li>Clubs may only request support for two (2) sectional meets each year.</li> <li>Collegiate athletes must be a Pacific Swimming registered athlete in their 2<sup>nd</sup> season.</li> <li>Relay Only athletes will be funded at 50%</li> <li>Each club may request travel support of \$200 for each of its first eight (8) athletes and travel support of \$100 for the next eight (8) athletes. Sixteen (16) athletes per club is the maximum that can receive travel support.</li> <li>Travel Support will be available to one coach provided the club has not met the maximum allowed per year.</li> </ul> <p style="text-align: center;">FUTURES:</p> <ul style="list-style-type: none"> <li>\$300 per swimmer with no limit count.</li> <li>Athletes must compete in the meet.</li> <li>Athletes must be in their 2<sup>nd</sup> season with Pacific Swimming, including collegiate or post high school athletes.</li> <li>Relay Only athletes will be funded at 50%</li> <li>Travel Support will be available to one coach provided the club has not met the maximum allowed per year.</li> <li>Futures meets held within our LSC are <u>NOT</u> approved meets for travel support.</li> </ul>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	<p style="text-align: center;"><b>OLYMPIC TRIALS OR WORLD CHAMPIONSHIP TRIALS</b></p> <ul style="list-style-type: none"> <li>Travel support is a \$600 stipend (aka two \$300 stipends) and airfare as determined by <del>the Travel Committee Staff</del>.</li> <li>See eligibility requirements for additional information.</li> </ul> <p>Exceptions</p> <ul style="list-style-type: none"> <li>For all meets eligible for travel support held within the LSC, any Pacific team having to travel more than <del>225</del> 150 miles will receive full support (athlete and coach) in an amount deemed appropriate by Pacific Swimming.</li> </ul> <p style="text-align: center;"><b>COACH'S TRAVEL SUPPORT:</b></p> <ul style="list-style-type: none"> <li>Clubs/coach must have attended three (3) Pacific Swimming hosted Senior meets during the previous twelve (12) months to be eligible for Coach's travel support.</li> <li>Clubs are eligible for Coach's travel support for two (2) meets each swim year (One coach at two meets, or two coaches at the same meet).</li> <li>Clubs are eligible for an additional Coach's travel support to World Championship Trials or Olympic Trials.</li> <li>Travel support is the approved airfare only of the "National" level meets.</li> <li>Travel support is \$925 for Olympic Trials. For clubs with 4 or more athletes participating, up to two additional coaches may receive airfare assistance of \$625 (if all available coach travel support has previously been disbursed).</li> <li>Travel support is \$300 for Futures and Pro Swim Series meets not held within our LSC.</li> <li>Travel Support is \$200 for Sectionals.</li> </ul> <p style="text-align: center;"><b>FOR ADDITIONAL INFORMATION OR QUESTIONS:</b></p> <ul style="list-style-type: none"> <li>The Pacific Swimming website, Documents, Forms, Athlete and Coach Travel Support.</li> <li>The Pacific Swimming website, Documents, Rules and Regulations, Section 9 Travel Support</li> <li>Senior Committee: <ul style="list-style-type: none"> <li>Senior Vice Chair Allison Beebe – <a href="mailto:srchair@pacswim.org">srchair@pacswim.org</a></li> <li>Club Development Chair Don Heidary - <a href="mailto:dheidary@pacswim.org">dheidary@pacswim.org</a></li> <li>Treasurer Mary Ruddell - <a href="mailto:treasurer@pacswim.org">treasurer@pacswim.org</a></li> <li>General Chair David Benjamin – <a href="mailto:genchair@pacswim.org">genchair@pacswim.org</a></li> </ul> </li> </ul> <p>Allison Beebe, Senior Chair, (P&amp;P 30 day)  Amendment to change exception to 150 miles - Passed  Amendment to include "excluding air fare - Failed (Since it is a stipend, without need for receipts this exclusion of air fare is unnecessary.)</p> <p>Passed: Effective date September 1, 2019</p>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	<p><b>Motion 1811LL1:</b> Air Quality -Issues Affecting Meet Operations (30 day motion, P&amp;P)</p> <p>Purpose: The increased occurrence of wild fires in California has affected a number of swim meets in Pacific Swimming over the last 18 months. This motion is to establish guidelines for conducting swim meets when Air Quality may become an issue.</p> <p>Due to the length of the motion the full text of the motion can be seen in Appendix B to these Minutes - outline of possible procedures to follow regarding maintaining the meet or closing the meet when Air Quality is in question.</p> <p>Leo Lin, Peter McNamara 2nd (30 day motion, P&amp;P)</p> <p>Passed</p>	Passed	
	<p><b>Motion 1811LL2:</b> Increase Long Course Meet Splash</p> <p>Increase splash fee for Long Course meets from \$10.00 to \$14.00. Purpose:</p> <p>The number of swimmers that can be accommodated at a 50 meter pool running short course meets versus running long course meets is approximately double. The difference is less if the long course meet is run double ended.</p> <p>The splash fee for Pacific Swimming meets was changed to \$8.00 for short course and \$10.00 for long course in 2011. The rationale for capping the long course splash fee at \$10.00 at that time was the fear expressed by meet hosts that an increase in splash fees to above \$10.00 would prohibit swimmers from entering swim meets. An option for the meet host to charge a lower splash fee was included to allay the fear that swimmers (from certain geographic area of the LSC) might not want to enter meets with the increased splash fee. Since the introduction of the splash fee increase, there have not been any cases where a meet host exercised the option to charge a lower splash fee (monitored over a 1 year period).</p> <p>There does not appear to be a drop off of entries that can be attributable to the increased splash fee. The economics of facility cost and host income when running short course meets versus long course meets remains inequitable.</p> <p>This proposal is to address the facility costs and consequently the difference in income between running long course and short course meets and an effort to encourage more meet hosts to bid for and run long course meets.</p> <p>Leo Lin, Peter McNamara 2nd (30 day motion, P&amp;P)</p> <p>Passed-Effective September 1, 2019</p>	Passed Effective 9/1/19	
	<p><b>Motion: 1811JM1:</b> Pacific Swimming Zone All Star Meet</p> <p>Add a section to the Policy and Procedures describing procedures for the Zone All Star Meet: (Due to length of the motion the full text</p>	Passed	



TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	<p>of the motion can be seen in Appendix A to these minutes)</p> <p><b>BACKGROUND: this proposed new section of Policies and Procedures was developed to document existing rules and practices for the annual Pacific Swimming Zone All-star Meet (ZAM), and to address needs for the meet going forward, including centralized maintenance and availability of meet information and records as the host rotates to a different Zone each year.</b></p> <p>Jim Morefield, Marie Lin 2nd (30 day motion, P &amp; P)</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Consider putting it in the Appendix for the P&amp;P</li> <li>2. Because P&amp;P will be revised will leave it as a new section for now</li> </ol> <p>Passed</p>		
<b>New Business</b>			
	None		
<b>New Motions</b>			
	<p><b>Motion 1902AB1: Reinstate Santa Clara International Meet - Entry Fees</b></p> <p>Entry fees will be the following:</p> <p>Meet Surcharge \$35.00</p> <p>Individual Events \$15.00 per event</p> <p>Coach Credential \$20 per coach</p> <p>OME Surcharge \$5.00</p> <p>Late entry Fees:</p> <p>Late Entry Surcharge: \$50.00 surcharge per swimmer</p> <p>Late Entry Fees: \$30.00 per individual event</p> <p>Meet Surcharge: \$35.00</p> <p>OME Surcharge: \$5.00</p> <p>Plan is to hold the Santa Clara International Meet again on June 6th-June 9th, 2019. This meet has been FINA approved and will allow swimmers to use these times to qualify for World Championships this summer. Santa Clara already has commitments from 2 Canadian Teams, and Dave Durdan for the Men's Swim Team of University of California, Berkeley.</p> <p>Allison Beebe, Peter McNamara 2nd</p>	Passed	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	<p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Clint Benton indicated that the fees for this non-conforming LSC meet need to be approved by the BOD, and will need to be approved every year this meet is held.</li> </ol> <p>Passed</p>		
	<p><b>Motion 1902VCO1P:</b> Charitable Solicitations</p> <p>To add a policy regarding Charitable Solicitations to the Policies and Procedures</p> <p>To add to Section XVI of the P/P</p> <p>13. Charitable solicitations shall not be posted on the Pacific Swimming website unless it directly benefits or is endorsed by Pacific Swimming or USA Swimming. Such solicitations may be considered for posting on Pacific Swimming social media.</p> <p>Debbi Tucker, Vice Chair Operations (30 day motion, P&amp;P)</p> <p>Discussion: The Pacific Swimming website should only be used for the business of Pacific Swimming or USA Swimming. Private solicitations on the website make it appear as if Pacific/USA Swimming are endorsing the fundraisers.</p>	Refer to BOD April 17, 2019	
	<p><b>Motion 1902MR1: Increase Far Western Entry Fees</b></p> <p>Proposal to increase the entry fees for Far Western by \$1 per event. This would take effect on September 1, 2019</p> <p>Because the text of this proposal is long it is attached to the minutes as Appendix C</p> <p>Mary Ruddell, Larry Rice 2nd (30 day motion, R&amp;R)</p>	Refer to BOD April 17, 2019	
	<p><b>Motion 1902IC1: Prime Money Market Account</b></p> <p>The Investment committee recommends and moves to open an Institutional Prime Money Market Account through Wells Fargo. To open the account Two Hundred Thousand dollars (\$200,000) will be transferred from the Chase Savings account.</p> <p>Discussion: As mentioned in the Investment Committee report, money management options were discussed with Pacific's Wells Fargo Advisor, Mick Pepper. One option that was recommended was to open an Institutional Prime Money Market Account. Money in this account would earn a varying interest rate (when we were discussing this option the interest rate was 2.59%) that is significantly higher</p>	Passed	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	<p>than what is available through a regular savings account (0.04%).</p> <p>To open the account the account the following signatures are required:</p> <p>General Chair – David Benjamin Admin Vice Chair – Debbi Tucker Secretary – Marie Lin Treasurer – Mary Ruddell</p> <p>Mary Ruddell, Investment Committee</p>		
Next Meeting	Next Executive Committee Meeting, March 20, 2019, BOD meeting April 17, 2019,		
Meeting Adjourned	Meeting adjourned at 9:15 PM		

## Appendix A

### Pacific Swimming Zone All Star Meet (Motion 1811JM1)

Add a section to the Policy and Procedures describing procedures for the Zone All Star Meet:

#### **Motion To Amend Pacific Swimming Policies & Procedures, Section VII:**

### SECTION VII

#### LSC AGE GROUP CHAMPIONSHIP MEETS

##### **A.Far Western Championships (unchanged)**

##### **B.Junior Olympic Meets (unchanged)**

#### **ADD NEW SECTION:**

##### **C.Pacific Swimming Zone All-Star Meet (ZAM)**

###### 1.Purpose

- a.The ZAM provides an entry-level all-star team travel opportunity for the athletes and coaches of Pacific Swimming, in preparation for higher-level all-star travel opportunities. The ZAM also provides a regular outlet for fun and healthy competition between the Zones and athletes of Pacific Swimming.

## 2.Schedule

- a.The ZAM shall be part of the LSC meet schedule approved by the Pacific Swimming Board of Directors, and officials shall be assigned to the meet by the Pacific Swimming Officials Committee or designee.
- b.The ZAM shall be scheduled annually on the weekend of the first Sunday in March, unless a different schedule is approved by the Pacific Swimming Board of Directors. The Zone teams will travel and practice together on Saturday, participate in a group banquet Saturday evening, and compete and travel home on Sunday.
- c.If circumstances prevent conduct of Saturday team practices at the competition facility, and an alternate practice facility is not available, zones may organize their own team practice to be held before traveling to the meet.

## 3.Meet Host

- a.Each Zone of Pacific Swimming shall assume meet hosting responsibilities in different years on a rotating basis through the sequence 1N, 1S, 2, 3, 4.
- b.The host Zone shall be responsible to obtain a suitable facility for competition and practice, to obtain the necessary equipment and staff to conduct the meet, to coordinate group activities during the Saturday evening banquet, and to provide the team trophy award.
- c.Pacific Swimming shall reimburse the host Zone up to \$5000 for facility and meet expenses documented by receipts or invoices, unless a different amount is approved by the Pacific Swimming Board of Directors.
- d.Within 72 hours after the completion of the meet, the host shall submit a backup of the completed meet database to the Pacific Swimming Office for records and archiving.

## 4.Facilities

- a.When possible, a 10-lane 25-yard competition course shall be used. At minimum, a 7-lane 25-yard competition course shall be used.
- b.Sufficient warm-up/warm-down lanes shall be available throughout the competition, and on Saturday afternoon for team practices.
- c.A fully-automatic primary timing system shall be used, except that the primary timing system for 25-yard events may be semi-automatic or manual with three watches. 25-yard events should start from the blocks whenever possible.
- d.There shall be adequate space at the venue to accommodate the Zone teams and staff, while maintaining separation from spectators and the general public.

## 5.Accommodations

- a.Pacific Swimming shall arrange and provide each Zone team with group transportation, hotel accommodations, Saturday dinner and Sunday breakfast, team sweatshirts, team caps, and bag tags.
- b.Each Zone team is responsible to provide food and drink for its athletes, coaches, and staff at the competition, and during travel between the competition and their Zone. At outdoor venues, Zone teams should be prepared to provide their own shelter as needed.
- c.Optionally the host Zone may operate a snack bar during the competition for the convenience of spectators and other participants. Any profits will remain with the host Zone.

## 6.Participation

- a.Each prospective ZAM athlete and staff member (coach, manager, or chaperone) must timely complete and submit the appropriate ZAM application prescribed by Pacific Swimming and their Zone. Participants must sign and agree to abide by all forms in the application, including but not limited to the required Code of Conduct and Travel Policy.

- b. Family members or others who are not also athlete or staff participants shall not participate in team activities including travel, practices, meals, or competition, except during competition as spectators, timers, or officials. All athletes will be supervised by designated team coaches and staff during team activities. (See exceptions below for travel and lodging of 8-under athlete participants.)

#### 7. Zone Staff

- a. Each Zone shall select team staff not to exceed 14 total. Team staff shall consist of a Head Team Manager, a Head Coach, and additional coaches and chaperones as needed for adequate and safe team management.
- b. A coach or Head Team Manager may simultaneously serve as a chaperone.
- c. A Head Coach shall be designated by the Zone from among the participating coaches.
- d. The Head Team Manager and Head Coach of each Zone shall be at least 21 years of age prior to commencement of team travel.
- e. All Zone staff shall be current members in good standing of USA Swimming and Pacific Swimming prior to commencement of team travel. All coaching staff shall be current coach members of USA Swimming, and have all required credentials up to date.
- f. Any and all Zone staff potentially transporting team participants separately from the group transportation shall submit to the Pacific Swimming Travel Coordinator a satisfactory motor vehicle driver report from their state motor vehicle department by the deadline set by the Pacific Swimming Travel Coordinator, or shall not transport other team participants.
- g. Other than group travel, lodging, and meals, any staff-related expenses shall be the responsibility of the Zone and/or individual staff members.

#### 8. Athlete Eligibility

- a. Participating athletes must be current 14-under athlete members of Pacific Swimming as of the date of competition, must timely complete and submit the ZAM athlete letter of intent, application, and co-payment prescribed by Pacific Swimming and their Zone, and must be selected by their Zone to compete.
- b. To compete for a Zone, an athlete must be attached to a club member of that Zone or, if unattached, must physically reside within the boundaries of that Zone.
- c. Athletes who have ever competed for any LSC in a higher-level all-star travel meet, including but not limited to Western Zone All-Stars, North American Challenge Cup, or Pacific Coast All-Stars, shall NOT be eligible to compete in the ZAM.
- d. Additional athlete eligibility criteria may be established by each Zone if not in conflict with Pacific Swimming and USA Swimming rules, regulations, and policies.

#### 9. Athlete Selection

- a. Each Zone may select up to 8 athletes per gender in each of the 13-14, 11-12, 9-10, and 8-under age groups, using criteria of the Zone's choice. (Competitive or standards-based selection criteria are recommended.)
- b. Zones may designate one or more alternate athletes in each age group and gender during their selection process. Alternates shall meet all of the same eligibility and selection criteria prescribed above for selected athletes.
- c. An alternate athlete who replaces a selected athlete after the entry deadline for the meet may only compete in the replaced athlete's entered events and assigned lanes.
- d. Alternates who have not been called to replace selected athletes should not travel to the meet. All travel, lodging, and meals for any alternates who do travel to the meet shall be at the sole discretion and expense of their Zone and/or family, and shall not be supervised by team staff. No team apparel will be provided for such alternates.

#### 10.8-Under Athletes

- a.8-under athletes may participate under the same conditions as the other age groups, except that they shall not travel on team transportation or lodge in team-supervised hotel rooms.
- b.All transportation and lodging for 8-under participants shall be the sole responsibility of, and shall be arranged and supervised by, the athlete's family, including timely drop-off and pick-up from team practices, meals, and competition.
- c.For each 8-under athlete a release form will be provided and must remain with a designated manager on each Zone team. The release form shall be signed by athlete's parent or guardian each time the athlete is dropped off and picked up for any ZAM activities (Saturday warm-up, Saturday banquet dinner, start of the meet on Sunday, and end of the meet on Sunday).

#### 11.Athlete Co-Pay

- a.Each Zone shall set the co-payment amount for their athlete participants.
- b.Each Zone shall pay to Pacific Swimming \$70 per selected athlete by the deadline established by the Pacific Swimming Travel Coordinator, unless a different amount is approved by the Pacific Swimming Board of Directors.

#### 12.Competitive Events, Entries, and Seeding

- a.The same set and sequence of competitive events shall be conducted each year, as documented in prior meet announcements. All events shall be timed finals.
- b.Each Zone Team may enter up to 4 athletes per individual event and two (2) relay teams per relay event. Each athlete may compete in up to three (3) individual events per day plus relays.
- c.Each event shall be pre-seeded, fastest to slowest within each Zone's entries.
- d.Heats and lanes shall be assigned to each Zone based on the final team ranking from the previous year, in fast to slow order. The previous year's winning Zone shall be assigned the fastest lane in heat 1 of each event, the second-place Zone assigned the next fastest lane in heat 1, and so on, cycling through all of the Zones, lanes, and heats until each Zone has been assigned 4 lanes (2 lanes for relays). Each year's seeding assignments shall be stated clearly in the meet announcement.
- e.When the meet is conducted in fewer than 10 lanes, it is recommended that individual events be seeded in 7 lanes, and relays in 5 lanes, to provide the most uniform conditions of competition without adding heats.
- f.Each Zone shall submit a single electronic entry file accompanied by a PDF or hard-copy of their entries, pre-seeded per the seeding information in the meet announcement. Each Zone shall seed their entries fast to slow in each event. Submission shall be to the person and by the deadline specified in the meet announcement. Unseeded entries received may be returned or seeded at the meet host's discretion.
- g.Entries with "no time" (NT) will NOT be accepted. If no previous yards time exists for an entry, a converted or coach-estimated time shall be entered.

#### 13.Scoring and Awards

- a.Individual events shall be scored to 20 places, and relay events shall be scored to 10 places.
- b.A single team trophy shall be awarded to the highest scoring Zone at the end of the meet.

#### 14.Pacific Swimming Travel Coordinator shall:

- a.Maintain and update the templates for athlete and staff applications, and supply these to each Zone's Head Team Manager or Zone chair by November 15<sup>th</sup> of each year with appropriate instructions.

- b.Furnish the previous year's meet announcement and team scores, along with appropriate instructions, to the Meet Director or Zone Chair of the next meet no later than November 15<sup>th</sup> of each year.
- c.Establish and enforce deadlines each year for each Zone to submit their co-payments and all needed team information.
- d.Complete planning, arrangements, and contracts for group transportation, Saturday practices, lodging, and group meals for each of the Zone teams as appropriate, in coordination with the Pacific Swimming Treasurer and with each Zone's designated Head Team Manager and/or Zone Chair.
- e.Order and arrange for delivery of team sweatshirts, team caps, and bag tags for each Zone.

15.Pacific Swimming Office shall:

- a.Store and archive a backup of each years final meet database, editable meet announcement, team scores, and other relevant meet information.
- b.Update the meet records in the final database, and post the new meet records on the Pacific Swimming web site in both text and machine-readable formats for use in future meets.
- c.Furnish the previous year's meet database, with updated meet records, to the Meet Director or Zone Chair of the next meet no later than November 15<sup>th</sup> of each year.

Jim Morefield, Marie Lin 2nd (30 day motion, P & P)

## Appendix B

### Air Quality -Issues Affecting Meet Operations

Purpose: The increased occurrence of wild fires in California has affected a number of swim meets in Pacific Swimming over the last 18 months. This motion is to establish guidelines for conducting swim meets when Air Quality may become an issue.

The EPA document (EPA-456/f-11-005) "*Air Quality and Outdoor Activities: Recommendation for Schools*" should be used as a guide that Pacific Swimming can refer to in the decision process for conducting meets.

**Recommendation:**

AQI of 0-50	No impact on meet conduct
AQI of 51-100	Meet held or continued. Decision to swim or not resides with swimmers/coaches/parents. No show penalty, if applicable, suspended at meet
AQI of 101-150	Meet may be held or continued, Decision to swim or not resides with swimmers/coaches/parents. No show penalty, if applicable, suspended at meet
AQI of 150+	Meet should be cancelled or stopped (if ongoing)

**Source of AQI:**

Reliable website(s) should be used for AQI information. A primary site and a secondary (backup) site that provides AQI information on or near (5-15miles) to the swim venue should be used. AQI indices of any location is quite dynamic and can vary greatly depending on weather patterns. Specific location data should be used as the geographic peculiarities of the Bay Area can greatly affect neighboring locals with vast differences in microclimate.

The preferred primary site is AirNow.gov (an EPA site). A secondary site (purpleair.com) should also be established as the EPA site could be slowed or completely down due to traffic volume especially before and/or during swim meets. A single point of contact should be established and made responsible for providing the AQI data. Continued (hourly) monitoring should be done if the AQI of the venue is between 101-150.

***Decision process:***

Meet host should check with meet venue facility manager to verify that the venue will be open and the criteria the facility manager will follow for closing the venue.

Prior to the meet, after obtaining clarification from the facility manager regarding closure of the swim venue, the responsibility to decide whether to hold the meet or not should be a joint decision between the Meet Referee and the Meet Host.

During the meet, a Meet committee consisting of Meet Referee, Meet host, coach(s) and athlete should be established to review AQI monitoring data and to recommend the course of action. The AQI data and common sense should be used in the decision process. Always refer to AQI Index using the EPA recommendation as a guideline.

***Timing and Communication of Decision:***

If poor air quality situations occur days before the meet, Meet host and Meet Referee should start monitoring AQI at least daily before the meet, and have an action plan in place. This should include a proposed cutoff limit numerical value of AQI.

Deadline for decision to hold a meet or not should be made as early as possible giving affected parties such as swimmers, parents, coaches, officials ample time to plan.

If the decision is to be made the day of the meet, decision and announcement should be made no later than 6:00 AM the day of the meet.

A single website should be the single information source. Secondary websites should only provide links to the primary website rather than duplicating the information, as the situation may change and using different websites will only contribute to the confusion.

***Recommendation for Pacific Swimming for mass Communication:***

Develop the ability to send mass e-mail to the list of swimmers entered in any particular meet. An electronic list of e-mails of swimmers can be obtained from the online entry system such as Swim Connection. The ability to send e-mails using this list of e-mail addresses to notify swimmers of meet cancellation to augment the host club website is desirable.

Leo Lin, Peter McNamara 2nd (30 day motion, P&P)

## **Appendix C**

### **Increase Far Western Entry Fees (Motion 1902MR1)**

**Increase the entry fee as seen in Rules and Regulations Section 2 B 1 Table for SC and LC Far Westerns from \$10.00 to \$11.00.**

Depending on the number of entries, this increase could provide an additional \$4,000-\$7,000 in revenue. The financial burden on athletes attending the meet would be \$1.00 to \$7.00. (More if an athlete enters more than the maximum number of events allowed.)

The last time Far Western entry fees were increased was in 2014.



This increase would go into effect in 2020

SC	# of Entries	Entries * \$10	Entries* \$11	Net
2018	6629	\$66,290	\$72,919	\$6,629
2017	6989	\$69,890	\$76,879	\$6,989
2016	4865	\$48,650	\$53,515	\$4,865

LC	# of Entries	Entries * \$10	Entries* \$11	Net
2018	3567	\$35,670	\$39,237	\$3,567
2017	6875	\$68,750	\$75,625	\$6,875
2016	4172	\$41,720	\$45,892	\$4,172

## RULES AND REGULATIONS SECTION 2

### B. ENTRY FEES

1. ENTRY FEES SHALL BE CHARGED FOR EACH MEET CATEGORY. THE MEET HOST IS NOT REQUIRED TO ACCEPT ENTRIES THAT DO NOT INCLUDE APPLICABLE FEES. PARTICIPATION FEES CANNOT BE CHARGED UNLESS ENTRY FEES ARE CHARGED.

Meet Category	Individual Entry Fees			Relay Entry Fees		
	Total Fee	To Host	Due PC	Total Fee	To Host	Due PC
	LSC MEETS					
Preliminaries and Finals Senior Meets	\$7.50	\$5.25	\$2.25	\$20.00	\$14.00	\$6.00
Timed Finals Senior Meets	\$6.50	\$4.55	\$1.95	\$20.00	\$14.00	\$6.00
JO Championships	\$7.50	\$5.25	\$2.25	\$20.00	\$14.00	\$6.00
FW Championships	<del>\$10.00</del> \$11.00	<del>\$7.00</del> \$7.70	<del>\$3.00</del> \$3.30	\$20.00	\$14.00	\$6.00
	AGE GROUP MEETS					
Other Preliminaries and Finals Meets	\$5.50	\$3.85	\$1.65	\$16.00	\$11.20	\$4.80
Age Group Meets	\$4.00	\$2.80	\$1.20	\$9.00	\$6.30	\$2.70
	“OTHER”					
Time Trials	\$50.00 flat fee (includes sanction fee)					

Mary Ruddell, Larry Rice 2nd (30 day Motion, R&R)

RESPECTFULLY SUBMITTED BY,

MARIE LIN

SECRETARY - PACIFIC SWIMMING BOARD OF DIRECTORS