

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: November 28, 2012

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.

John Bitter	X		Gerry Ng		Zone Reps	Athlete Reps	Guests	
Mike Rianda	X	Rick Beebe	Tish Steimle	X	1N - Larry Rice	X	Michela Roan	X
Lehla Irwin	X	Marie Wise	Rick Waterhouse	X	1S – Mike Picardo	X		
Ron Heidary		Kent Yoshiwara	Warren Lager		2 - Clint Benton	X		
Don Heidary	X	Peggy Ramirez	X	Leo Lin	X	3 – Debbie Tucker	X	
Veronica Hernandez	X	Elias Totah		Izzy Real	X	4 - Jerry Rudd		
Marie Lin	X	Phil Harter		Darwin Takaki		4 - Jim Morefield	X	
Mary Ruddell	X	Brian Malick		Fred Volgelgesang	X			
Jennifer Malick		Marcia Benjamin	X	Darryl Woo	X		Office	
Danica Burge		David Benjamin		Joe Woo			Jill Ruppenstein	X
Scott Shea		Judy Siegrist	X				Laurie Benton	X
Steve Hurko	X	George Cleveland	X					

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by John Bitter at 7:40PM		
Conflict of Interest	Meeting opened with reading of the USA-S Conflict of Interest Statement: <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 Meeting	Minutes from October 24, 2012 BOD meeting approved		
Executive Committee Report	None		
Officer's Reports			
Chair	John Bitter: <ol style="list-style-type: none"> 1. Reports that he narrowed down the candidates to 2 for the travel coordinator position. Both were extremely competent and could do the job. He chose to hire Jeannette Soe who will start on December 2. Please send names of anyone who might want to be Safe Sport Coordinator to John. They will be working 	Send John Bitter names to	

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	<p>directly with USA Swimming and their representative who will provide them with information. Zone chairs please see if there is someone you would recommend</p> <p>3. Next month will be an Executive Committee meeting focused on Strategic Planning for the following LSC year. All Zone Chairs are also asked to attend.</p>	consider for Safe Sport Coordinator	
Admin Vic Chair – Operations	No Report		
Admin Vice Chair – Programs	No Report		
Treasurer	<p>See Posted Reports:</p> <ol style="list-style-type: none"> 1. Activity/Budget/Performance report 2. Statement of Financial Position 		
Age Group	<p>Veronica Hernandez:</p> <ol style="list-style-type: none"> 1. Pacific Coast All Star applications will be available this weekend at JOs. 2. Team selections will occur the week after. 		
Sr. Committee	<p>Don Heidary:</p> <ol style="list-style-type: none"> 1. Senior Coaches survey responses reported (also reported at HOD): <ol style="list-style-type: none"> a) Most Senior swimmers are attending the senior meets, positive check-in has been well received, and Senior Coaches want to see more Senior III and IV meets and Trials and Finals meets. b) Primary motivation for hosting meets was monetary, and they were in favor of specialty meets, (distance, sprint, IMX), c) 80% said they travel out of the LSC, they value coach education, positive on seminars (college planning, training, sports psychology) d) Positive on creating recognition teams e) 97% felt a need for an indoor facility and would support it f) Most senior coaches do not attend the HOD, but would be willing to attend an offsite meeting so he will pursue that for next year 2. 2013 tasks include broadening the meet schedule, looking at time standards, senior recognition branding, more senior coach communication, and seminars 3. Positive Check-In at Senior meets <ol style="list-style-type: none"> a) Have been testing this procedure and modifying it across the year b) In evaluating it across this time period we have found that it has been well received and been more productive c) General guidelines were presented in preparation for making this an acceptable practice for use in all senior meets with trials and finals to be put in Pacific's Policy and Procedures d) See motion 1211SC1 4. Coaches Education <ol style="list-style-type: none"> a) Funds have expanded from \$5000 to \$6000 		

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	<ul style="list-style-type: none"> b) Sent 5 coaches to the ASCA clinic , will send 4 coaches to the Pacific Clinic c) Response has been positive and the program has been well received d) Coaches at these clinics have taken specialty courses, certification classes 		
Registration	Laurie Benton: <ul style="list-style-type: none"> 1. See Posted Report 2. The BOD approved the name change of Peninsula Covenant Aquatics (PCA) to Peninsula Community Center Aquatics 		
Diversity	Veronica Hernandez for Kent Yoshiwara: <ul style="list-style-type: none"> 1. Next week they will hold the Diversity Camp which will be in Albany, with Alex Cushing coming as guest speaker, 6 coaches, and have about 25 kids signed up so far 		
Camps	No Report		
Officials	CRT report posted – See Motion		
Time Standards	No Report		
Club Development	No Report		
Travel	No Report – See Motion		
Disability	No Report		
Board of Review	No Report		
Open Water	Marcia Benjamin: <ul style="list-style-type: none"> 1. Standards for the Open Water for Nationals for 5K and 10 K <ul style="list-style-type: none"> a) 10K Standards now match the International standards b) 5K had a significant change for the girls so there will be many fewer qualifying swimmers c) Last year the same type of change occurred for the 5K boys, and as a result less than 20 swimmers in the nation qualified 2. Marcia feels that reducing the number of qualifying swimmers so drastically for the 5K, a gateway event, is a big mistake and Marcia has written a letter to USA Swimming regarding this concern. 		
Finance & Auditing	Peggy Ramirez: <ul style="list-style-type: none"> 1. Met with the Audit Committee (Leo Lin, Mike Davis and herself) to go over how the audit will be done using Drop Box 2. Target for completing the Internal audit is January 15, 2013 3. External audit is scheduled for April, 2013 		
Scheduling	George Cleveland: <ul style="list-style-type: none"> 1. Focus is to have a functional committee, rather than having this function performed by a coordinator 2. He defined the committee membership (but members have the ability to designate alternates). 3. See Motion – 1211SCH1 <ul style="list-style-type: none"> a) Note the wording regarding JOs and Far Westerns that states that they shall not be awarded to the same club for more then 2 successive years except in the case where there are no other qualifying bidders b) also consider, the paragraph which gives priority to clubs in the more remote areas of the LSC 		

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	<p>regarding bidding for the Age Group Opens scheduled for holiday weekends to enable more teams to travel to those areas (Nevada, Monterey, Ukiah, Stockton, for example)</p> <p>4. George and John Bitter have also talked about considering changing our scheduling cycle to Sept through August rather than January to December. George will form his committee and have them review this issue and bring back a recommendation to this committee</p>		
Athlete	<p>Michela Roan:</p> <p>1. Plan to make an athlete newsletter over the Christmas break</p>		
Governance Committee	<p>Leo Lin:</p> <p>1. CRT Report Posted</p> <p>2. At last meeting they developed the final version of the Board of Directors Structure (see motion)</p> <p>3. Completed the documents for the By-Law changes and these documents have been submitted to USA Swimming</p>		
Investment Committee	<p>See CRT report</p>		
Adhoc Committees			
	<p>No reports</p>		
Zone Reports			
Zone 1N	<p>Larry Rice</p> <p>1. Last meeting was 11/19/2012</p> <p>2. Finalized the meet sheet for the Zone Championship which will take place in January.</p> <p>3. On schedule regarding which teams will go to which meets.</p> <p>4. Next meeting on January 16, 2013</p>		
Zone 1S	<p>Mike Picardo:</p> <p>1. See the CRT Report</p> <p>2. Mike Picardo now authorized to sign checks. Removed the requirement of sending bank statements to the Chair because the LSC is covering most of the audits now.</p> <p>3. Had an Official's clinic a couple weeks ago in Gilroy</p> <p>4. Jennifer Malick has volunteered to be the team manager for the All Star Development Meet</p> <p>5. Passed the motion to buy a 10 lane dolphin system</p> <p>6. Still have 5 meets unbid in the Zone</p> <p>7. Open Water person is looking to partner with someone. Will put together a proposal and came up with an organization to work with. Mike has referred them to consult with Marcia Benjamin</p> <p>8. Appointing an Ad Hoc Committee to deal with all the dual, tri, invitational and all the league meets because some issues have come up regarding these meets.</p> <p>9. Voted to restrict the reimbursement of co-pays for things like attending Western Zones, Pacific Coast All Stars and things like NACC meets to members whose teams participate in Zone Champs.</p> <p>10. Zone Champs will be two meets, a qualifier and then a B+ meet a couple weeks later.</p>		
Zone 2	<p>Clint Benton:</p>		

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	<ol style="list-style-type: none"> 1. See CRT – report 2. For all future Zone 2 meets we are going to swim everything fastest to slowest next year 3. Worked on upcoming Zone 2 Champs and Selection for All Star Team 4. Some long course meets still not bid 5. Voted to adhere to the proposed change in scheduling calendar in Pacific if that is passed by Pacific 		
Zone 3	Debbie Tucker: <ol style="list-style-type: none"> 1. Looking for a new treasurer 2. Concern about the high number of unattached swimmers (In discussion it appears this is a problem experience by the other Zones as well – see new business) 3. They had swimmers unattaching so that they could swim in the Zone Championship - but they were not qualified because they were from a different Zone 		
Zone 4	Jim Morefield: <ol style="list-style-type: none"> 1. See CRT report 2. Also experiencing difficulties with unattached swimmers. 		
Old Business	None		
Old Motions	<p>1210FV1-Prepare Quadrennial Budget Annually: Move that Budget Committee, prepare a four year Quadrennial Budget annually for review by the BOD (Fred Vogelgesang, 2nd Larry Rice) (30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Peggy Ramirez reports that the Finance and Audit Committee met to discuss this issue and has recommended against passing this motion 2. Fred Vogelgesang reports he presents this P&P adjustment because he feels that with this proposal it would make being a member of this BOD exciting, fun, creative and productive. At present, Fred feels the BOD has not been very productive, and primarily functions as a “fire fighter, and does not make provisions for things until we deal with them as problems. For example, he reports that during his tenure as Treasurer and since that time we have anticipated continued growth in our athlete membership but, he feels, we have not built in a mechanism to provide more water for them. He believes that with this 4 year annual budget it will drive the BOD to become strategic in developing long range plans for the LSC, and this will cause the LSC to develop new programs that will enable us to provide the water needed to deal with this influx of swimmers. He feels that this annual 4 year budget will point out the directions the LSC must go, and where we should spend the money we will be getting in revenue. 3. Mary Ruddell reports we need a strategic plan for the LSC, first. Based on that, we can consider whether it will be helpful to create a 4 year budget to support this plan. However because we have so many moving parts business consultants have suggested that trying to create a 4 year budget may not prove very useful. 	Tabled	Review in 12 months

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	<ol style="list-style-type: none"> 4. Mary Ruddell and Peggy Ramirez report that it is not clear how much weight should be placed on the projections from this 4 year budget because much of the data they had to use was hypothetical (there was not enough hard data to create anything but heavily hypothetically projected estimates). To create a very usable, accurately predictive 4 year budget would be very labor intensive, and it's still not clear whether it is actually possible. 5. John Bitter reports that his plan is to meet with the Executive Committee next month to begin strategic planning for our LSC. They will make use of this first very hypothetical projected 4 year budget .He proposes that we see how useful and necessary it actually is over this next year, and then we can consider what we might recommend regarding this issue. 6. The BOD has agreed to table this motion as John Bitter suggested 7. Clint Benton moves to table, and George Cleveland 2nds, passed and tabled for a year 		
	<p>1210OC1-No Show Motion The officials committee puts forward the following motion in order to clear up contradicting rules within the "Individual Scratch Rules" and to eliminate the no-show penalty at zone awarded meets. The officials committee motions to make the following changes to the present scratch rule penalty (R&R Sec 3B5b):</p> <p>b. Individual Scratch Rule — Swimmers shall inform themselves of the meet starting time and shall report to the proper meet authorities promptly upon call.</p> <p>(1) Pre-Seeded Meets — Swimmers shall report promptly to the starting blocks when their event/heat is called.</p> <p>(a) Any swimmers not reporting for or competing in an individual timed final event shall not be penalized. (b) Any swimmers not reporting for or competing in a preliminary heat when finals are scheduled shall not be penalized.</p> <p>(2) In Zone awarded Meets that are Deck Seeded –</p> <p>(a) Close of check-in for all events shall be no more than 60 minutes before the estimated time of the start of the first heat of the event. No event shall be closed more than 30 minutes before the scheduled start of the meet. Swimmers who do not check-in will not be allowed to compete in the event. (b) Any swimmers not reporting for or competing in an individual timed final event shall not be penalized.</p> <p>(3) In all Age Group and Senior Meets - LSC Awarded Meets</p> <p>(a) Close of check-in for all events shall be no more than 60 minutes before the estimated time of the start of the first heat of the event. No event shall be closed more than 30 minutes before the scheduled start of the meet. Swimmers who do not check-in will not be allowed to compete in the event. (b) Swimmers entered in a timed final individual event that is seeded on the deck who have checked in for that event, must swim in the event unless they notify the clerk of the course before seeding for that event has begun that they wish to scratch. Failure to swim an event will result in being barred from their next individual event in which the swimmer is entered on that day or the next meet day, whichever is first. (c) Swimmers entered in an individual event in a Trials and Finals meet that is seeded on the deck who have checked in for that event, must swim in the event unless they notify the clerk of the course before seeding for that event has begun that they wish to scratch. Failure to swim an event will result in being barred from rest of his/her events that day including relays. If the swimmer qualified for a final before missing an event they may swim that final.</p> <p>(Brian Malick, Officials Committee) (30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Fred Vogelgesang motions to table this because Brian Malick is absent, Rick Waters seconds and the motion passes 	<p>Tabled – because of Brian Malick's absence Referred to next BOD meeting in 2/20/2013</p>	<p>BOD 2/20/2013</p>

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	<p>1210GC2-Executive Committee Composition: Motion to change membership of the Executive Committee: (By-laws 5.8) Current Executive Committee: General Chair, Administrative Vice Chair, Senior Vice Chair, Age Group Vice Chair, Treasurer, Senior Athlete Representative, Senior Coach Representative Quorum = 4 members present</p> <p>Proposed Executive Committee: General Chair, Vice Chair-Program Development, Vice Chair-Program Operations, Treasurer, 5 Zone Chairs, 2 Athlete Representatives, Secretary Quorum = 7 members present (Leo Lin, Governance Committee) (By-Laws, 30 day motion)</p> <p>Discussion: 1. To be considered together with the restructuring of the BOD (30 day motion) (1211GC1) 2. Consider adding Vice Chair-Finance to replace the Treasurer on the Executive Committee 3. Consider whether the Secretary should have a vote, or be a member to take minutes only</p>	Referred to BOD 2/20/2013 to be considered with 1212GC1 BOD Structure	BOD 2/20/2013
	<p>1210SC&TC1-Rewrite of Section 9 Travel Assistance to Senior Travel Support (R&R) SECTION 9 SENIOR TRAVEL SUPPORT A. Purpose 1. To help defray the travel costs of Pacific teams/clubs with athlete members competing in "national" level meets as determined by the Board of Directors. 2. To help defray the travel costs of Pacific Swimming coaches attending "national" level meet as determined by the Board of Directors. B. Control of Funds 1. The Treasurer shall have control of disbursements. The disbursements shall be managed in accordance with Article 6.7.6 of the Pacific Bylaws. 2. A Travel Committee shall be established consisting of the Travel Chairman, Senior Vice-Chairman, Treasurer and a coach representative. The committee shall recommend, for approval of the Board of Directors, airfares on which the travel assistance shall be based. 3. No payment for the coach will be made if the coach or club is indebted to Pacific Swimming. No payment will be made until the indebtedness has been resolved. 4. All swimmers representing a Pacific Swimming registered club at a "national" level meet must not be indebted to Pacific Swimming. 5. Clubs that fail to report and transmit collected Pacific meet fees by October 1, from meets held during the prior period from September 1 through August 31, shall not receive travel assistance until such reports and fees are received. 6. All disbursements shall be paid to Pacific Swimming registered teams/clubs. C. Eligibility 1. Representation a. The swimmer shall compete attached to a Pacific team or compete unattached as a Pacific member. b. Swimmers attending the Open Water Nationals must have achieved a Winter Junior National standard in the 800/1000 or 1500/1650 to be eligible for Pacific Travel support. c. Relay-only swimmers will not be eligible for travel support. d. For coach's travel support - the coach/team must attend at least three (3) of the designated Pacific Swimming Senior level meets during the previous twelve (12) month period. There shall be a limit of two (2)</p>	Passed Refer to HOD 5/4/2013	HOD 5/4/2013

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	<p>national level meets for which a coach/team may receive travel support per year. Pacific Swimming's Membership Office will determine eligibility.</p> <p>e. During Olympic and World Championship years, a coach/team may apply for travel support for the Olympic Trials or World Champ Trials in addition to the reimbursements outlined in Section C 1.d.</p> <p>2. Registration</p> <p>a. The level of travel assistance is based upon a swimmer holding continuous Pacific registration on the following schedule with each swim year will be made up of two Championship meet periods. The first shall be from September 1 to February 29. The second shall be from March 1 to August 31.</p> <p>b.</p> <table border="1" data-bbox="352 418 1360 639"> <thead> <tr> <th></th> <th>Season 1</th> <th>Season 2</th> <th>Season 3</th> <th>Season 4</th> <th>Season 5</th> </tr> </thead> <tbody> <tr> <td>Grand Prix type meets</td> <td>None</td> <td>Full</td> <td>Full</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>Sr, Jr, US Open, Open H20</td> <td>None</td> <td>One-half</td> <td>Full</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>World Champs Trials</td> <td>None</td> <td>None</td> <td>One-half</td> <td>Full</td> <td>Full</td> </tr> <tr> <td>Olympic Trials</td> <td>None</td> <td>None</td> <td>None</td> <td>One-half</td> <td>One-half</td> </tr> </tbody> </table> <p>c. Once a swimmer qualifies for full travel support at a particular level of meet, the swimmer remains eligible for full travel support at that level as long as continuous Pacific registration is maintained.</p> <p>d. To be eligible for travel support, swimmers must have been registered with a Pacific Swimming team/club and competed in Pacific sanctioned meets during their senior year of high school.</p> <p>f. A swimmer may register with, or transfer to, their college's LSC during the school season. Such registration shall not be considered an interruption of the continuous registration so long as the swimmer immediately transfers to, or registers in, Pacific Swimming at the end of his/her school swim season and before further competition in USA-S sanctioned events.</p> <p>e. Once a collegiate swimmer who was previously ineligible (based on the rule) has exhausted their college swimming eligibility, they become eligible for travel support on the same schedule as described in the above chart.</p> <p>3. Travel Support Requirements</p> <p>a. A copy of the team's/club's Travel Policy must be on file with Pacific Swimming's LSC Office – Membership</p> <p>b. A signed Code of Conduct for all athletes attending the meet must be on file with Pacific Swimming's LSC Office – Membership</p> <p>c. The coach must be a USA Swimming registered coach in good standing.</p> <p>4. Citizenship</p> <p>a. To be eligible for travel support, a swimmer must be a United States citizen or have a U.S. permanent resident visa.</p> <p>5. Appeals</p> <p>a. A Club can appeal the decision of the Travel Committee</p> <p>D. Disbursement Policy</p> <p>1. Pacific Swimming's Membership Office must receive applications for travel support by the end of sixty (60) days following the last day of the attended meet.</p> <p>2. The travel support for teams taking swimmers to compete in Olympic Trials, World Champs Trials, Senior National Championship, U.S. Open, Junior National Championships, and Open Water National Championships will be the determined airfare plus a stipend to be determined by the Board of Directors. Swimmers attending back-to-back National Championship meets held in the same city will be eligible for travel assistance of the determined airfare plus an increased stipend.</p> <p>3. The travel support for coaches will be the same amount as determined by the Board of Directors for airfare only.</p> <p>4. Travel support for swimmers at Grand Prix type meets, in addition to the current travel support for USA Swimming National and Junior National Championships, is provided per the following guidelines and criteria:</p> <p>a. One disbursement per year. The amount of the disbursement will be determined annually by the Senior</p>		Season 1	Season 2	Season 3	Season 4	Season 5	Grand Prix type meets	None	Full	Full	Full	Full	Sr, Jr, US Open, Open H20	None	One-half	Full	Full	Full	World Champs Trials	None	None	One-half	Full	Full	Olympic Trials	None	None	None	One-half	One-half		
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	<p>and/or Travel committees and approved by the annual budget at the House of Delegates.</p> <p>b. To qualify for support a swimmer must have USA Swimming December Junior National Qualifying time. The time may be achieved at the meet.</p> <p>c. Meet must be held outside of Pacific Swimming boundaries.</p> <p>d. Meet must be high-level Senior competition. Pre-approved meets: any foreign travel meet approved by FINA, USA Swimming Grand Prix Meets, NCSA Jr. Nationals, TX All-American Meet, Mission Viejo Meet of Champions. Senior Committee must approve all other meets.</p> <p>(Don Heidary and Rick Waterhouse, Senior Committee and Travel Committee – presented by Mary Ruddell) (30 day motion) R&R</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Reimbursement issues to be discussed with a legal/CPA expert to insure that our management of the reimbursement processes does not jeopardize the athlete's amateur status. This will affect the forms and administrative process – but this does not affect specifically this motion. 2. Don Heidary is trying to connect the coaches to more involvement and understanding regarding the Pacific Swimming BOD. Coaches reported they would really like the travel support process to be streamlined and more clear. This motion comes in response to this request 3. Motion is passed and will not go to the HOD 	<p>John Bitter will seek legal/CPA advice and refer development of reimbursement procedures back to Senior/Travel Committees and Treasurer</p>	
<p>New Business</p>	<p>Unattached Swimmers-the increase in the number of unattached swimmers in the Zones' has caused a number of difficult issues, especially with regard to their impact on the zone meets.</p> <ol style="list-style-type: none"> 1. There are larger and larger numbers of unattached swimmers at meets, causing difficulties in finding which coaches take responsibility for them. 2. Swimmers are taking advantage of “temporarily” unattaching themselves so that they can enter into meets with entry priority (for a designated Zone) when they are not actually eligible, or for entering a Zone Championship in a different Zone which they are also ineligible for. 3. There are so many unattached swimmers entered in a meet (up to as many as 70 to 90) their presence impacts meets, especially in the fall, contributing to the need to close the meets early, squeezing out many of the LSC clubs' year round swimmers. 4. However, there are also many reasons a year round swimmer unattaches (change of teams, high school season) and they could be caught in any net filtering out unattached swimmers. 5. Unattached swimmers are legitimate USA registered swimmers and are entitled to swim at USA meets, and this is one gateway that encourages them to join USA swimming and register with a club eventually 6. However, many of these unattached swimmers are really uninterested in becoming members of USA swimming and just want to have an extended swimmer league experience, and have no intention of being a part of our LSC programs. They just want to swim at meets during the fall season through December, and because of our shortage of water this is negatively impacting our year round swimmers. 7. Some fall teams that are in the process of registering with USA swimming as seasonal teams are unable to do so their first couple of seasons because their coaches have not completed everything. 8. Some teams have fully certified coaches but the swimmers from that program do not wish to pay the fees to register as a swim team with USA swimming – USA Swimming is actively involved in eliminating this 	<p>Let John Bitter know of problematic teams that are</p>	

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	<p>practice and is going after fully certified USA coaches if they are engaged in this practice. Let John Bitter know about these issues in our LSC.</p> <p>9. Discussed requiring paper entries for unattached swimmers so that some of the logistical issues can be handled and ineligible swimmers can be prevented from entering the meet unless appropriate issues are addressed</p> <p>10. Work with Swim Connection so that only unattached swimmers with affiliations with teams that are appropriate for the classification regarding entry to the meet can enter electronically, and the host club will be able to identify that swimmer with the affiliated club. The people who just bought the company have approached meet personnel in 1S regarding our needs and what they might address. This appears to be one of those needs.</p>	<p>unregistered</p> <p>Consider paper entries for unattached swimmers'</p> <p>John Bitter will talk to Carlene Takaki regarding Swim Connection capabilities</p>	
	<p>New Web Page Mock Up:</p> <ol style="list-style-type: none"> 1. Jill presented the new page and explained the tabs and dropdown menus 2. Once we approve the mock up and are ready to go they will start to write the programs, etc. 3. Jill will be manually entering all the meets to save some money 4. Will work on marketing and getting sponsors which will be rolling on the front page of the home page. 		
New Motions	<p>1211GC1 – Proposed Organization of the Pacific Swimming Board of Directors: The following reorganization of the Pacific Swimming Board is presented in the attached organization chart (see attached Organization Chart) which is summarized as follows, with bold= voting members, regular type=voice, but no vote, <i>italics=eliminated</i>:</p> <p>Pacific Swimming General Chair: Treasurer, Secretary, Program Development Vice Chair(see branch), Program Operation Vice Chair(see branch), Audit & Budget Chair, Board of Review Chair, At Large Members, LSC Office Staff, Investment Committee Chair, Governance Committee Chair, Safety Coordinator Office, Safe Sport Coordinator, General Counsel Consultant, Parliamentarian</p> <p>Program Operation Vice Chair (dry side): Zone Chairs, Officials Committee LSC Officials Chair, Membership/Registration Coordinator, Club Development Coordinator, Communications, Top Times & Records Coordinator, Travel Committee Chair, LSC Sanction (Zone Sanction Chairs), <i>High School Coordinator, College Coordinator, National & Local Legislation Coordinator</i></p> <p>Program Development Vice Chair: Senior Committee Chair (Senior Coach Representative), Age Group Committee Chair (Age Group Coach Representative), Diversity Committee Chair, Disability Coordinator, Athlete Committee Chair/Senior Rep, Open Water Coordinator, Camps Coordinator, Time Standards Coordinator, Scheduling Committee Chair</p> <p>(Leo Lin, Governance Committee) (30 day motion) By-Laws</p> <p>Leo presented the following explanatory document as part of the motion:</p> <p>Proposed Organization of the Pacific Swimming Board of Directors Based on the increasing complexity of the tasks facing Pacific Swimming, an additional Vice Chair position was</p>	<p>(30 day motion) to be considered along with 1210GC1 Executive Committee at the BOD 2/20/2013</p>	2/20/2013

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	<p>created in the Board of Director (BOD) in 2011 to address the multitude of tasks and to share the responsibility among 2 Vice Chairs. The division of responsibilities between the two vice chairs has been made according to whether the program/committee/tasks fall into the “dry side” or “wet side” of swimming. The Program Development Vice Chair is responsible for “wet side” programs/committees/tasks and the Program Operation Vice Chair is responsible for “dry side” programs/committees/tasks.</p> <p>In addition to organizing the various positions existing in the Pacific Swimming Board, the governance committee was asked to study the current membership of the BOD and recommend an organizational structure that will be streamlined and more efficient in meeting the needs of swimmers, clubs and volunteers. The goal is to modernize the BOD structure resulting in a more effective BOD. The proposed structure is presented in the attached three (3) organization charts.</p> <p>The approach that the Governance committee took was first to understand the roles of each of the committees</p> <p>In cases where it appears that it is a one person committee, the responsible person is given the title of “Coordinator” rather than committee chair.</p> <p>Functions in the BOD that are identified as “dry side” or “wet side” are grouped under the 2 vice chairs respectively, reducing the number of “direct reports” to the general chair (Org Chart 2 & 3).</p> <p>In cases where a Committee/Coordinator has their functions already covered (by another committee, or coordinator), that Committee/Coordinator position has been eliminated in order to streamline and avoid redundancy.</p> <p>In the past voting rights were given to all BOD members (partially as a means to entice volunteers to serve on the BOD). This strategy has not been functional, in that many such members have not actively participated in the BOD meetings. In this proposed structure, voting rights are not automatically given to all BOD members. It is given to all elected members, and to assigned Committee chairs and Coordinators where it has been judged that their vote will be an important part of their function, role and/or responsibility within the BOD.</p> <p>Senior athlete members on the BOD are given voting rights.</p> <p>Voting rights of committee members within their committees are decided by the respective committees.</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Leo indicates that primarily, they have trimmed the BOD down to approximately 25 voting members. 2. Fred Vogelgesang suggests that a Vice Chair of Finance be created, because of the role of budgetary planning he envisions the BOD needs. Audit Committee, the Finance Committee, and the Investment Committee would be under that Vice Chair. If adopted the Treasurer would be replaced by the Vice Chair 		

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	<p>of Finance in the Executive Committee.</p> <ol style="list-style-type: none"> 3. The organization chart will be changed to reflect the development of a “scheduling committee” rather than having that function handled by a coordinator. This is part of motion 1211SCH1 4. High School and College Coordinator positions are eliminated since the functions are now being handled by the Zones’ Officials chairs. 5. Added a Parliamentarian to be advisor to the Board – not a voting member 6. The Governance Committee will review and will come up with a recommendation regarding the New ‘Vice Chair position 7. Committee Chairs can bring a motion in for the committee, but only voting members can bring forth a motion, coordinators cannot 8. Still need to define who would take over if the General Chair is not able to function 9. Communication and Top Times/Records should be in separate boxes 10. Fred Vogelgesang wants to have a Sanctioning Committee with a Sanction Chair (not the office staff) with the 5 Zone Sanction Chairs making up the rest of the committee. 11. Open Water sanctions will follow the USA swimming guidelines, will go to Marcia Benjamin as Open Water Coordinator for approval, (just as Age Group reviews Age Group meets, and Senior reviews Senior meets). 12. The Governance Committee will take these items into consideration and will bring back their recommendations in a final draft of this motion to be voted on in the next BOD 2/24/2013 13. This will then need to go to the HOD 		
	<p>1211SC1-Positive Check-In The following General Guidelines presented with the proposal that this be formatted into a document that will be presented as a motion to add to the Policy and Procedures of Pacific Swimming allowing for Positive Check In for Senior Trials and Finals meets:</p> <p>General Guidelines</p> <ul style="list-style-type: none"> • A coach can check a swimmer in (must show current registration) • A swimmer may check-in for any or all events during the day – up the close of check-in (thirty minutes after results are announced) • A swimmer may declare their intention to swim (used with strategic purpose). <i>Note:</i> A swimmer, who makes this declaration and does not return, WILL be checked-in and subject the same penalty if he/she does not return for the Finals swim. • There will be no team of group check-in <ul style="list-style-type: none"> ○ Consideration may be given to teams traveling as they may not use a positive check-in system in their LSC, and they are traveling by group. • Penalty for a Finals “no-show” is disqualification from the meet. <p>Criticism/Concern</p> <ul style="list-style-type: none"> • Not allowing a kid to check-in for all events • “Intention to Swim” option was requested by coaches • What role should Positive Check-in play for “Senior swimmers” at Age-Group Meets (Far Westerns/JO’s) • What are administrative issues? (see protocol) 	<p>(30 Day Motion) to be reworded as an amendment to the P&P and voted on in the BOD 2/20/2013</p>	

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	<p>Note This was positively viewed by coaches in the Senior Coach Survey</p> <p>Senior Recommendation <i>This policy be adopted as standard operating procedure for all Pacific Senior Trial/Final meets (Don Heidary, Senior Committee) (30 day motion) (to be worded for P&P addition)</i></p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Don reports that this documents the guidelines that the Senior Committee has endorsed as a result of piloting this process throughout this year. 2. Coaches want the ability to have "intention to swim", but they want it to have a strategic usage, not a blanket check in that way for all events. 3. The administrative procedures for implementing this policy would be left out of this motion, as those can be determined best by the officials and their committee 4. A concern is that it be streamlined in such a way so that as much as possible the swimmers will be able to leave as early as possible after their swims in order to maximize rest between trials and finals 5. Check-in for Finals should have a process that clearly separates it from Check-in for Preliminaries 6. It was agreed that this be a 30 day motion that is an amendment to the P&P, and that the Governance Committee work with Don to format the amendment appropriately for the vote at the next BOD meeting 7. In the meantime Positive Check-in process will continue to be used in Pacific's Senior Trials and Finals Meets 	<p>Leo Lin and the Governance Committee work with Don Heidary to write the P&P motion</p> <p>Leo Lin will work with officials to finalize an administrative procedure for this</p>	
	<p>1211SCH1-Scheduling Section Amendment to P&P Section X Amend Policies and Procedures Section X – Scheduling by the addition of new paragraphs 2.0, 3.0, and 4.0 with the paragraph numbers of the following paragraphs changed accordingly.</p> <p>Following is the new Section X with additions and changes shown in italics.</p> <p style="text-align: center;">SECTION X</p> <p>SCHEDULING</p> <ul style="list-style-type: none"> • The Scheduling Committee shall: <ul style="list-style-type: none"> As a general rule, oversee the operation of the present schedule, plan the next year's schedule, and plan future schedules, if possible, in accordance with the following: <ul style="list-style-type: none"> • The Pacific Swimming schedule should foster continuous competition from Age Group through Senior Swimming. • The schedule should be arranged so that conflicts are minimized. 	<p>(30 day motion) Referred to BOD 2/20/2013</p>	<p>BOD 2/20/2013</p>

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	<ul style="list-style-type: none"> • Establish standards to control the awarding of meets. • Provide guidelines for meet formats for Pacific Swimming awarded meets. <p>Adopted 1/25/84 Reworded 7/22/98</p> <p>2.0 <i>Committee Membership</i></p> <ol style="list-style-type: none"> 1. <i>Chair appointed by the Pacific Swimming General Chair</i> 2. <i>Program Development Vice-Chair</i> 3. <i>Age Group Vice-chair</i> 4. <i>Senior Vice-chair</i> 5. <i>Officials Committee Chair</i> 6. <i>Zone Chairs (5)</i> 7. <i>Coach Representative</i> 8. <i>Athlete Representative</i> 9. <i>One or two others as appointed by the General Chair</i> <p><i>Any of the above may designate an alternate to represent their function.</i></p> <p>3.0 <i>The Scheduling Committee shall annually establish a schedule of the meets to be awarded by the committee and publicize the schedule.</i></p> <p>4.0 <i>Meet Award Procedures</i></p> <ol style="list-style-type: none"> 1. <i>The Chair shall annually announce the time, place, and method for submitting bids for meets to be awarded by the Pacific Swimming Scheduling Committee.</i> 2. <i>Clubs shall submit their application for the award of meets in accordance with the above. Applications for meets not received in accordance with 1. above need not be considered until all bids received in compliance have been considered.</i> 3. <i>Clubs applying for more than one meet shall designate as their 1st, 2nd, etc. choice on the applications.</i> 4. <i>Meets designated to be conducted within the Pacific Swimming territory by USA Swimming or the Western Zone shall be awarded the meet without the necessity for the club to submit an <u>application</u> to the Committee.</i> 5. <i>The Committee shall award the two Far Western Championship meets first, then the two JO Championship meets, followed by all of the remaining meets.</i> 6. <i>Host responsibilities for the Spring JO and July (Summer) Adam Szmidt JO Championship Meets and the Far Western Short Course and Far Western Long Course Championship Meets shall not be awarded to the same club for more than two successive years except when there is no qualifying bidder for the succeeding year.</i> 		

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	<p><i>7. Priority for Age Group Open meets set for holiday weekends (Memorial Day, Independence Day, and Labor Day) shall be given to clubs in remote locations of the Pacific Swimming territory, ie. Nevada/Tahoe area, Monterey County, Ukiah, Stockton, etc.</i></p> <p><i>8. Any meets not bid for and awarded during the initial award period shall be open for bidding by a later date as determined by the Committee, and shall not be subject to the protection from competing meets for those dates.</i></p> <p><i>9. Meet awards shall be confirmed by action of the Board of Directors.</i></p> <p>5.0 Clubs wanting to bid to host Pacific Swimming awarded Age Group meets shall agree to comply with the Minimum Criteria for Pacific Age Group Meets. See appendix A2. Adopted 5/25/05</p> <p>6.0 On protected weekends, no further meets may be approved or sanctioned for meets held by a USA Swimming member where all participants are registered swimmers. Adopted 2/23/00 Reworded 1/24/01</p> <p>7.0 Any Zone or club that wants to schedule a meet opposite a Pacific Swimming awarded meet with time standards which conflict with the Pacific Swimming awarded meet must first obtain Board of Directors approval. Adopted 1/26/94 Revised 9/22/99</p> <p>8.0 A change in venue for a Pacific Swimming awarded meet not yet sanctioned shall be resolved by the Scheduling Committee as an administrative matter. Adopted 10/28/87 Reworded 3/25/98</p> <p>9.0 Any request to the Pacific Swimming Board of Directors to change the level of a meet shall be a 30-day motion in order to allow comments from the Zone Scheduling Committees. Adopted 10/25/89 Reworded 3/25/98</p> <p>10.0 Clubs in the Eureka/Crescent City area and Zone 4 may schedule meets opposite Pacific swimming sponsored meets (distance being the determining factor). Adopted 10/24/91 Reworded 3/25/98</p> <p>11.0 Pacific Swimming may subsidize host clubs for some of the documented out-of-pocket costs of hosting meets designated by the Board of Directors. Such costs may include pool rental, computer and timing services and similar direct costs. These costs do not include costs associated with programs, snack bars, hospitality, raffles, and similar indirect costs.</p>		

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	<p>The designated meets and amounts of subsidy shall be proposed jointly by the Senior and/or Age Group committees and the Scheduling committee and be approved by the Board of Directors for inclusion in the annual operating budget. The subsidy shall be paid to the host club upon submission of the required documentation as specified by the Treasurer.</p> <p>Adopted 4/24/96 Reworded 12/2/98 Amended 4/25/01</p> <p>12.0 Any LSC adjoining the territory of Pacific Swimming shall be permitted to hold a meet at a pool within the territory of Pacific Swimming subject to the approval of the pool owner, any Pacific Swimming club located in the vicinity of the pool, and the Pacific Swimming Board of . Said meet shall be sanctioned and operated under the using LSC's rules.</p> <p>Adopted 12/2/98 Reworded 1/24/01 Amended 3/22/06. (George Cleveland, Scheduling Committee) (P&P) (30 day motion)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Establishment of a Committee to handle the issues regarding scheduling 2. Defines committee membership 3. Establishes some new criteria for awarding meets 		
Next Meeting	Next meeting will be the Executive Board meeting on January 23, 2013 at the Marriott in San Ramon Next BOD meeting will be February 20, 2013 at the Marriott in San Ramon		
Meeting Adjourned	Meeting adjourned		

RESPECTFULLY SUBMITTED BY,
MARIE LIN
SECRETARY - PACIFIC SWIMMING BOARD OF DIRECTORS