

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: November 20, 2013

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 | Annie Stein | X | George Cleveland | X | Zone Reps | | Athlete Reps | | Guests | |
| Leo Lin | X | Tom Evers | | Tish Steimle | | 1N - Larry Rice | X | Michala Roan | X | Valerie Rudd | X |
| Lehla Irwin | X | Rick Beebe | | Rick Waterhouse | | 1S – Mike Picardo | X | | | Millie Nygren | X |
| Ron Heidary | | Marie Wise | | David Cottam | X | 2 – David Benjamin | X | | | | |
| Don Heidary | X | Kent Yoshiwara | X | Helen Garcia | X | 3 – Debbie Tucker | X | | | | |
| Steve Hurko | | Peggy Ramirez | | Phil Harter | X | 4 - Jerry Rudd | X | | | | |
| Marie Lin | X | Clint Benton | X | Veronica Hernandez | X | 4 - Jim Morefield | | | | | |
| Mary Ruddell | X | Brian Malick | | Andre Salles Cunha | X | | | Office | | | |
| Darryl Woo | X | Marcia Benjamin | | | | | | Jill Ruppenstein | X | | |
| Jennifer Malick | | Judy Siegrist | X | Joe Woo | | | | Laurie Benton | X | | |
| Danica Burge | | | | | | | | Jeannette Soe | | | |

| TOPIC | DISCUSSION - CONCLUSION | RECOMMENDATION/ ACTION | FOLLOW- UP DATE |
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| Meeting Called to Order | Meeting was called to order by John Bitter at 7:30PM | | |
| 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 were approved | | |
| Executive Committee Report | | | |
| Officer's Reports | | | |
| Chair | John Bitter: Congratulations to Steve Morsilli who was appointed the Head Coach for the Women's Team for the Japanese All Star Team | | |

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| Admin Vic Chair – Operations | No Report | | |
| Admin Vice Chair – Programs | No Report | | |
| Treasurer | Mary Ruddell – See Reports 1. Zone 1 N is not yet in the Statement of Financial Position because of some difficulties with the computer but it will be added soon | | |
| Age Group | See Report 1. Working on Time Standards 2. Leo Lin requests that Age Group consider having JOs and Far Westerns run events fastest to slowest. John Bitter will see if that can be done starting with Spring JOs | John Bitter to coordinate with Age Group – regarding fastest to slowest | |
| Sr. Committee | See Report | | |
| Registration | Report Posted | | |
| | | | |
| Report/ Rec - Staff | Jill Ruppenstein 1. Working with Hytek to get gratis the newest Meet Manager and Team Manager for Pacific Swimming 2. Working with Mako team and Speedo to get Far Westerns going <ol style="list-style-type: none"> a. Awards will be custom made by A1 Awards (who will also do the Banquet awards) b. Speedo will supply : Far Western logo, FW T- Shirts, Official’s Polo Shirts, Custom flags on the pool deck, Custom banners, new special awards for FW | | |
| | | | |
| Diversity | Kent Yoshiwara – See Reports 1. November 9 th MLK Diversity Camp <ol style="list-style-type: none"> a. USA Swimming provided a Coach and Athlete for the camp b. USA Swimming will have an announcement regarding the camp published in Splash next year c. USA Swimming is trying to promote this camp as a model for Diversity Camps d. For the first time this camp had a full roster of 50 swimmers e. Some of the swimmers found out about the camp from the posting on the Pacific Swim website f. Will need to brain storm how to get more coaches to promote the camp – especially coaches from those teams that have been awarded diversity grants from Pacific Swimming 2. See motion for Diversity Grants Funding | | |
| Camps | No Report | | |
| Officials | No Report | | |

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| Time Standards | See Report | | |
| Club Development | No Report | | |
| Disability | No Report | | |
| Travel | No Report | | |
| Board of Review | No pending cases | | |
| Open Water | No Report | | |
| Finance & Auditing | Mary Ruddell – See Report <ol style="list-style-type: none"> 1. Updated the Equipment Inventory and this has been sent to the Insurance company At Risk Management 2. Jeannette Soe has worked to bring the cost down on the Pacific All Star Meet now that the location of Olympia, Washington has been chosen. The co-pay has been reduced to \$385 (50% of expenses) 3. New budget posted includes the changes in cost for this meet, and if costs change for the Western Zone, and NAAC meet a revised budget will be posted around February | | |
| Scheduling | George Cleveland: <ol style="list-style-type: none"> 1. Bidding Packets for the Pacific Schedule approved in September have been withheld at the request of the Senior Committee 2. The Senior Committee will meet with Senior Coaches and Coaches with a large proportion of Far Western Swimmers on January 9th, to possibly revamp the types of meets offered and to also revamp the Senior Times. 3. George Cleveland has requested that they try not to change the scheduled dates for having PC meets – but he is not really concerned about the type of meets that they will choose to put in the schedule. 4. Once this is completed George will review it and send out the bidding packets. George hopes to have the “Award” meeting prior to the February BOD meeting. 5. In future, the plan is to have the Pacific Schedule out and bid before the Zones have to do theirs. Presently one of the Zones has already bid out their schedule, based on the Pacific Schedule approved in September | | |
| Athlete | Michela Roan: <ol style="list-style-type: none"> 1. Athlete representatives will be working to get Club Athlete Representatives | | |
| Governance Committee | Leo Lin – See Report <ol style="list-style-type: none"> 1. Discussed a possible conflict of interest issue: although conflict of interest can be avoided (as any audit committee member can recuse themselves from the audit of a specific Zone) it was decided, because of the appearance it might create, to recommend that an Audit Committee member should not also hold the position of Zone Treasurer. 2. Looked at what criteria to use to determine whether a person (coach, parent, chaperone) can be eligible to drive swimmers to an event. Discussed looking at the DMV record of the drivers but it is not clear what other factors besides a DUI would deem a driver ineligible. Debbie Tucker will look into what the Vallejo school system does, and Larry Rice will look at what Red Wood City school system does. 3. Discussed USA Swimming’s ruling to create Zone Board of Reviews, rather than relying on LSC Board of Reviews. Each LSC will provide 2 representatives to be available to sit on the Zone Board of Review. It was decided that Pacific’s two representatives should be appointed by the Executive Committee. | | |

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| | <p>Interested parties should send their credentials to the Executive Committee for consideration. USA Swimming will provide training and each Zone will pull from their pool of LSC representatives to staff each Zone BOR case. As a result it was felt that the Pacific representatives might be called upon sporadically and should have terms of at least 4 years. The Governance Committee will report their final recommendations regarding these positions after further deliberation.</p> <ol style="list-style-type: none"> 4. Working on the job descriptions for the 2 Administrative Vice Chair Positions 5. Helen Garcia agrees to be the At-Large member of the Governance Committee | | |
| Investment Committee | <p>Mary Ruddell-See Report</p> <ol style="list-style-type: none"> 1. Conducted their quarterly review 2. Revised their Statement of Purpose – it is less restrictive creating more flexibility in providing funds for programs that will be beneficial for Pacific Swimming 3. Pool Grant Program will continue for a fourth year, and it was determined that the penalty for a team not turning in the required end report regarding the use of the grant funds, is that they will not be able to host a swim meet until the report is turned in. This has proved to be an effective incentive, as teams that were delayed in turning in their reports are getting them in now that they know there is this penalty. 4. Pool Grant Applications have been posted for this cycle. Teams that have never received funding from the Pool Grant Program will be given first priority. Return applicants are welcomed but will be given secondary priority, (Grant Application forms are posted in the “News” section of the website and on Facebook.) | | |
| Nominating Committee | No Report | | |
| At-Large | No Report | | |
| Adhoc Committees | | | |
| Zone Reports | | | |
| Zone 1N | <p>Larry Rice-See Report</p> <ol style="list-style-type: none"> 1. At the DACA meet there was a person who was taking pictures everywhere, who initially said he had a swimmer at the meet, but later admitted he was not attached to anyone. When asked to leave he refused saying he had the right to be there. He did however leave soon after. Larry wished to alert others about this. 2. Lehla Irwin reports that USA Swimming’s Athlete Protection is working on creating an Incident Report form for such things so that they can begin tracking such problems and alerting others. | | |
| Zone 1S | <p>Mike Piccardo-See Report</p> <ol style="list-style-type: none"> 1. Main focus is working on January Zone Championship Meet | | |
| Zone 2 | <p>David Benjamin-See Report for October meeting</p> <ol style="list-style-type: none"> 1. Meeting last night: <ol style="list-style-type: none"> a. Completed 3 rounds of bidding for the 2014-2015 meet schedule b. Set the Co-pay for Zone 2 swimmers for the Zone All Star Meet c. Mary Ruddell added as signer for Zone accounts d. Brian Fogarty (OA) appointed Safety Chair | | |

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| | <ul style="list-style-type: none"> e. Candy Windschitl (EA) appointed Safe Sport Chair f. Budget for equipment increased | | |
| Zone 3 | Debbie Tucker <ul style="list-style-type: none"> 1. Meeting last night 2. Approved Mary Ruddell as cosigner 3. Budget and Schedule approved 4. Santa Rosa JC will be site for Zone Champs 5. Looking at ways to recruit and retain officials – asking what officials look for when they decide to come and work a meet | | |
| Zone 4 | Jerry Rudd – See Report <ul style="list-style-type: none"> 1. Meeting last night 2. Nevada State Meet, Scheduling discussed 3. There are 38 people involved in officiating and 5 official's clinics have been held – 2 are still to occur 4. Carson, Reno and Douglas are all looking for Head Coaches 5. Zone 4 would like the no-show scratch rule to be the same at all meets to avoid confusion. | | |
| | | | |
| Old Business | | | |
| Old Motions | <p>1309OC1 Revision to Scratch Rules</p> <p>Delete all of Section 3.B.5.b&c Add the following to the Age Group Section 4.C.3 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.</p> <p>(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 session. Swimmers who fail to check-in will not be seeded in the event.</p> <p>(b) Any swimmers not reporting for or competing in an individual timed final event that they have checked in for shall not be penalized.</p> <p>(3) In LSC awarded Meets that are seeded on Deck -</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 session. Swimmers who do not check-in will not be seeded in the event.</p> <p>(b) Swimmers entered in a timed final individual event that is seeded on the deck who</p> | Passed | |

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| | <p>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 if first.</p> <p>(c) Swimmers entered in a preliminary 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 from their next preliminary individual event in which the swimmer is entered on that day or the next meet day, whichever if first.</p> <p>(4) Scratching from Consolation Finals and Finals</p> <p>(a) Any swimmer qualifying for any level of finals in an individual event who does not wish to compete must scratch within 30 minutes after the announcement of qualifiers. During this period, qualifiers may also notify the referee that they may not intend to compete in consolation finals or finals. In this case they must declare their final intention within 30 minutes after the announcement of qualifiers following their last individual preliminary event.</p> <p>(b) In the event of withdrawal or barring of a swimmer from competition, the referee shall fill the consolation final or final when possible with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if they are unavailable to compete in the finals.</p> <p>(c) Where consolation finals have not yet been swum and a barring or withdrawal is known to the referee, the referee shall reseed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.</p> <p>(d) If a consolation final has already been contested, the companion final shall be swum without reseeding for the empty lane(s).</p> <p>(5) Penalty for No-Show at Finals</p> <p>(a) Any swimmer qualifying for a consolation final or final race in an individual event who fails to show up in said consolation final or final race prior to calling the alternate shall be barred from the remainder of any final events for that day. Should the swimmer have no additional final events for that day they will be barred from their next preliminary event on the next day of the meet they are entered.</p> <p>(b) If the No-Show occurs on the last day that the swimmer is entered in an individual event in the meet, and no other individual event penalty is applicable, the swimmer shall then be fined \$25.00. The fine will be increased to \$100 if after 30 days of receiving the letter of notification the party has not made the payment.</p> <p>(6) Exceptions — No penalty shall apply for failure to withdraw or compete in an individual event if:</p> <p>(a) The referee is notified in the event of illness or injury and accepts the proof thereof.</p> <p>(b) It is determined by the referee that the No-Show is caused by circumstances beyond the control of the swimmer.</p> <p>(c) The swimmer qualified for any level of finals due to scratches of one or more original finalists.</p> <p>(d) The swimmer is an alternate for any level of finals.</p> | | |

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| | <p>(7) Relay Scratch Rule — Any relay team entered in a relay event that fails to compete in or report for that event shall not be penalized.</p> <p>Add the following to the Senior Section 5.C.4</p> <p>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.</p> <p>(b) Any swimmers not reporting for or competing in a preliminary heat when finals are scheduled shall not be penalized.</p> <p>(2) In all Senior Meets that are seeded on Deck -</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 session. Swimmers who fail to check-in will not be seeded in the event.</p> <p>(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.</p> <p>(c) Swimmers entered in an individual event in a Trials and Finals meet that is seeded on the deck that 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>(3) Scratching from Consolation Finals and Finals (Non-Positive Check-in Meet)</p> <p>(a) Any swimmer qualifying for any level of finals in an individual event who does not wish to compete must scratch within 30 minutes after the announcement of qualifiers. During this period, qualifiers may also notify the referee that they may not intend to compete in consolation finals or finals. In this case they must declare their final intention within 30 minutes after the announcement of qualifiers following their last individual preliminary event.</p> <p>(b) In the event of withdrawal or barring of a swimmer from competition, the referee shall fill the consolation final or final when possible with the next qualified swimmer(s). First and second alternates shall be announced along with the final qualifiers. These alternates shall not be penalized if they are unavailable to compete in the finals.</p> <p>(c) Where consolation finals have not yet been swum and a barring or withdrawal is known to the referee, the referee shall reseed the consolation final and the final, if necessary, to insert the alternate(s) in the appropriate lane(s), filling all lanes in the final.</p> <p>(d) If a consolation final has already been contested, the companion final shall be swum without reseeding for the empty lane(s).</p> <p>(4) Checking in for Consolation Finals and Finals (Positive Check-in Meet)</p> <p>(a) Swimmers may check-in or declare their intent to swim finals for that day at the</p> | | |

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| | <p>beginning competition for that day. (b) Swimmers must check-in or declare their intent to compete in consolation finals or finals within 30 minutes of the posting of results. In the case were a swimmer declares their intent to swim they must declare their final intention within 30 minutes after the posting of results for their last individual preliminary event. Swimmers not returning to declare their final intention will be seeded into the event. (5) Penalty for No-Show at Finals (a) In a non-positive check-in trials & finals meet any swimmer qualifying for a consolation final or final race in an individual event who fails to show up in said consolation final or final race prior to calling the alternate shall be barred from further competition for the remainder of the meet. (b) In a positive check-in trials and finals meets any swimmer checking in for a consolation final or final race in an individual event who fails to show up in said consolation final or final race prior to calling the alternate shall be barred from further competition for the remainder of the meet. (c) If the No-Show occurs on the last day that the swimmer is entered in an individual event in the meet, and no other individual event penalty is applicable, the swimmer shall then be fined \$25.00. The fine will be increased to \$100 if after 30 days of receiving the letter of notification the party has not made the payment. (6) Exceptions — No penalty shall apply for failure to withdraw or compete in an individual event if: (a) The referee is notified in the event of illness or injury and accepts the proof thereof. (b) It is determined by the referee that the No-Show is caused by circumstances beyond the control of the swimmer. (c) In a non-positive check-in meet the swimmer qualified for any level of finals due to scratches of one or more original finalists. (d) The swimmer is an alternate for any level of finals. (7) Relay Scratch Rule — Any relay team entered in a relay event that fails to compete in or report for that event shall not be penalized</p> <p>(Brian Malick, Officials) (R&R) (30 day)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Clerical edits and changes made to 2(b) in age group and 2(a) insenior section so that it reads "fail to check in...will not be seeded" 2. Correction to 4(b) in Senior section to read "Swimmers not returning to declare their final intention will be checked into the event. <p>Motion Passed</p> | | |
| New Business | <p>Japanese All Star Trip:</p> <ol style="list-style-type: none"> 1. Trip will take place in February | | |

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| | <p>2. Athletes are reminded that if they want to be considered for the team they need to register on the website for Social Swimming by December 2nd. Athletes will be selected from the Nationals and Junior National Meets</p> | | |
| <p>New Motions</p> | <p>1311C1 – Investment Funds The Investment Committee moves to approve the revisions made to the Pacific Swimming Statement of Purpose – Investment Funds Adopted November , 2010</p> <p>Proposed Revisions 10-129-13 from Investment Committee</p> <p>Pacific Swimming’s Board of Directors (BOD), the Investment Committee and its Membership are chartered to conduct the financial matters in a prudent manner. Funds have been retained and invested resulting in a positive reserve. The funds are invested in appropriate investment vehicles under management of a professional advisor following a BOD approved Investment Guideline with a short and long term risk portfolio appropriate for the organization.</p> <p>The Investment Advisor reports quarterly to the Investment Committee on the performance of the portfolio and the adherence to the designated asset allocation.</p> <p>The purpose of the funds shall be the preservation of the current principle value but may be used for the following purposes:</p> <ul style="list-style-type: none"> • Act as a reserve to the annual operating budget • Support annual grant programs as approved by the BOD for the benefit of Pacific Swimming’s members and member clubs/teams • Provide reserves for cyclical needs such as Olympic Trials and possible Age Group or Senior travel funding outside of the amounts designated in the annual operating budget. • Act as a potential source of funds for major projects approved by the BOD as deemed valuable and integral for the betterment of Pacific Swimming <p>It is not the purpose of the funds to provide normal ordinary funding of operating expenses or to supplement normal ordinary sources of income.</p> <p>The funds can be managed and marketed in a manner where outside donations, contributions, estate sharing and other sources of principal growth will be generated. (Mary Ruddell, Investment Committee)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. This revision allows broader ability to fund projects that will be beneficial for Pacific Swimming, without impacting the restrictions to insure we have sufficient reserves. | <p>Passed</p> | |

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| | <p>Motion Passed</p> <p>1311SR1 – Sectional Support Motion to approve a pilot program to extend travel support to the Sectional level. \$40,000 is allocated to this program and it will end when the funds are exhausted and will be distributed on a first come, first served basis. This program will be evaluated at the end of the 2013-2014 season.</p> <p>Purpose: To extend the overall travel support , and to help defray travel costs for sectionals Guidelines: 1) One meet per year per club, i.e., Winter or Summer Sectionals, 2) Has no bearing on senior athletes travel qualification for National and Junior National reimbursement, 3) Support to athletes only, 4) Athletes must be registered as year-round, and be at least in their “second season” with Pacific Swimming, 5) Swimmers must be non-collegiate swimmers, clubs must be in good standing Financial Support: 1) \$200 each for first 8 athletes and \$100 each for next 8 athletes, for maximum of 16 athletes or \$2,400 per team (Don Heidary, Senior Committee)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. This provides a bridge of support as swimmers transition from age group to senior travel. 2. A season is defined as Short Course season (September thru February) and Long Course Season 3. Would like this to go into effect for this Winter Sectionals 4. Investment Committee will fund this pilot program. If it proves successful it will be funded through the normal budgetary process <p>Motion Passed</p> | <p>Passed – effective immediately</p> | |
| | <p>1311DC1-Diversity Grant Funds Motion to approve Diversity Grant Funding as follows: Carson Tigersharks \$3000 scholarships for 9 swimmers Presidio YMCA \$4692 direct expenses for diversity swim program Oakland Undercurrent \$8,200 scholarships for 35 swimmers Richmond Sailfish \$4,000 team building program</p> <p>Total \$19,892 Total budget available \$23,050 (Kent Yoshiwara, Diversity Committee)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Carson Tigersharks will use it to pay the swimmers’ club dues 2. Presidio YMCA will use the grant to buy goggles, suits and provide transportation to meets for swimmers 3. Oakland Undercurrents will pay the years dues of \$200 for each of the swimmers getting the scholarship 4. Sailfish will outfit the underprivileged swimmers with team sweatshirts, t-shirts, caps, etc used by the team to create team cohesion | <p>Passed BOD 11/20/2013</p> <p>Kent Yoshiwara will contact Sail regarding the stipulation for receiving the grant</p> | |

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| | 5. Sailfish's grant money will be withheld until they complete the required report for their pool grant. | money | |
| Closing Comments | | | |
| Next Meeting | Next BOD meeting will February 19, 2014 at the Marriott in San Ramon | | |
| Meeting Adjourned | Meeting adjourned at 8:37 PM | | |

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