

Meeting Title: Pacifica Swimming House of Delegates Meeting
Date: May 23, 2021

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.

Board of Directors		Clint Benton	X	Sophie Boeun	X	Board Delegates	X	Jim Stretch	X	Mehrad Zarrehparvar	X	Guests	X
David Cottam	X	Jay Rowland	X	Alana Silva	X	Abi Liu	X	Joey Sementelli	X	Miriam Benjamin	X	Ethan Hall	X
Leo Lin	X			Calista Lynch	X	Adrian Lohse	X	Jose Bonpua	X	Pamela Espinoza	X	Jenny Vagt	X
Veronica Hernandez	X	Zone Reps		Emily Hayashi	X	Anthony Koo	X	Julie Corrigan	X	Robin Hartwick	X	Chris Lam	X
Daniel Cottam		1N – Laurie Mitchell	X	Ernest Leong	X	Asher Green	X	Julie Hardt	X	Shad Wojtala	X	Jeanette Gonsalves	X
Kyle Kikuta	X	Larry Rice	X	Jamie Jovel Flores	X	Ben Chung	X	Karen Maloney	X	Shelbi Oskolkoff	X	Valerie Rudd	X
Marie Lin	X	1S – Mark Taliaferro	X	Joyce Lee	X	Bob Hill	X	Karyn Kikuta	X	Susan Caguyong	X	Josh Van Dyke	X
Mary Ruddell	X	2 – Peter McNamara	X	Kate Aubrecht	X	Brian Bolster	X	Kat Matheson	X	Tammy Hopkins	X	Millie Nygren	X
Kelly Crowley		3 – Kevin Twohey	X	Kristina Mooney	X	Christian Horner	X	Ken Fittro	X	Todd Tucker	X	Phil Grant	X
Don Heidary	X	4 – Jerry Rudd	X	Lillian Chau	X	Joseph Natina	X	Kennan Rooney	X	Veronica Harmon	X		
Mike Allegretti	X	Jim Morefield	X	Maddie Blackwell	X	Daria Belova	X	Kevin Parizi	X				
Carlene Takaki	X			Madelynn Gomez	X	Derek Hutchinson	X	Lehla Irwin	X			Office	
Kent Yoshiwara	X	Athlete Reps		Mason Wendler	X	Dionne Dunn	X	Liv Weaver	X	Athlete Guests		Cindy Rowland	X
Kelly Schott	X	Jivana Nagpal	X	Natalie Fearn	X	Erika Richards	X	Margaret De Somma	X	Anika Nagpal	X	Laurie Benton	X
Mike Davis	X	Taylor Rohovit	X	Samantha Li	X	Erik Scalise	X	Marisa Cozort	X	Gunner Hopkins	X	Diana Fetterman	X
John Schonder		Aidan Pflieger	X	Sarah Darzacq	X	Erwin Wong	X	Mary Ann Nygren	X	Janak Bhuta	X	Annie Stein	X
David Benjamin	X	Gabriel Cueva	X	Sebastian Wong	X	Fred Farley	X	Mauricio Ponce	X	Rachel Arndt	X		
Debbi Tucker	X	Lily Struempf	X	Zackary Caulfield	X	Jason Martin	X	Megan Waters	X	Saveta Holunga	X		
Mike Piccardo		Saya Ryan	X	Ainsley Tambling	X	Jennelle Macedo	X						
Jay Rowland	X												

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Meeting Called to Order	Meeting called to order at 6:07 PM by David Cottam		
Mission Statement and Conflict of Interest	Meeting Opened with reading of the Mission Statement and 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? 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> Clint Benton and Jay Roland indicated that their spouses were on staff. Clint Benton and Jay Rowland indicated that their spouses were Staff		
Minutes from Previous Meeting	Minutes from October 11, 2020 HOD meeting approved		
Ratify Actions of BOD	Motion to ratify actions of the BOD since previous meeting of the HOD on October 11, 2020. - ratified	Approved	

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Officer's Reports			
Chair	<p>David Cottam:</p> <ol style="list-style-type: none"> 1. Most Clubs can now practice, and some have competed in intra-squad, dual, and/or tri meets. However, there are a few Clubs still not in the water, and we have lost a few Clubs. We are hoping to have everything open on June 15. 2. Rules and Regulations updates - the BOD has passed several sections to be brought up to the HOD for a vote tonight. The goal is to have the rest of the Rules and Regulations ready to be presented to the HOD in October 3. After completion of the Rules and Regulations we will work on the revisions for the Policy and Procedures. 4. Working on getting all Clubs Safe Sport recognized. We have just about 50% of our Clubs Safe Sport recognized at this time. 5. At least 50% of our Clubs have at least 1 athlete representative. The athletes are working on getting 100%. The athletes have done a tremendous amount of work. 6. Congratulations to Veronica Hernandez for receiving an award from USA Swimming for outstanding Services. 		
Vice Chair – Program Operation	<p>Leo Lin:</p> <p>No specifics, but much time in working out how to have meets during Covid, and how to maintain Covid safety during meets as there was gradual opening and change in restrictions through out the season.</p>		
Vice Chair –Program Development	<p>Veronica Hernandez:</p> <ol style="list-style-type: none"> 1. Provided further clarification about the new email communication plan. 2. An email communication will be sent out to families of swimmers approximately once a month. The communication will be focused on what Pacific Swimming is doing, such items as celebration of the athletes, mental health resources, safe sport information, how to access MEFAP, the athlete leadership summit. It will also be used to broadcast emergency issues when they occur. It is not to be used for regular meets, and entries, etc. 		
Treasurer	<p>Mary Ruddell: Overview</p> <ol style="list-style-type: none"> 1. We gave out \$1 million to Clubs in grants to help them cope with the problems caused by COVID 2. Allowed for flex membership this year 3. We set up special rates for meets during COVID restrictions 4. We did take losses in revenue because of the COVID restrictions. 5. We drew on Investment Funds to provide some travel funds. 6. We also used money from the Board Designated Funds we reserved to make up for anticipated deficits in membership fees (as planned when we raised fees by \$8 several years ago to avoid raising fees by \$2 every year to follow USA's plan). 		

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	7. We have cut back our budget (bare bones budget) to see us through the pandemic		
Age Group	<p>Kyle Kikuta – presentation by Ainsley Tambling (athlete rep to Age Group)</p> <ol style="list-style-type: none"> 1. Summers Series Championship replaces the normal season end meets (JO's, Far Westerns which will not be held this year because of COVID) 2. Swimmers can submit their best times from any sanctioned meet that is held between June 18 and August 1st. The times will be collated to create the virtual Championship. For each event the swimmer with the best time in each age group (age pure groups) will be awarded winner in the virtual championship. 		
Sr. Committee	No report		
Registration	Laurie Benton – See Report		
Reports/Recommendations of Staff	<p>Cindy Rowland:</p> <ol style="list-style-type: none"> 1. Staff reports are posted, under staff minutes. 2. USA swimming Zone meetings were virtual and held in May. The presentations will be on the USA website, and we will have the links posted on our website shortly. 		
Standing Committees			
Consent Calendar	Approved with additional oral reports from the following standing committees:		
Diversity/Disability	<p>Kent Yoshiwara:</p> <ol style="list-style-type: none"> 1. The committee created a new Mission Statement 2. We had an auction which raised \$13K. 3. DDEI gave Covid relief grants to 4 teams - \$16K in total 4. The new non-athlete outreach membership fee should help teams with recruiting officials and parents for their boards (who now need to be members of USA Swimming). 5. New MEFAP forms will be coming out 6. Western Zone Inclusion Summit will be on August 14, and Pacific can send 4 athletes, an athlete rep, and 2 other adult volunteers. Applications for those positions are due July 2 7. Athletes posted an Anti-hate of AAPI letter on Social Media 		
Athletes	<p>Jivana Nagpal, Taylor Rohovit, and Aidan Pflieger</p> <ol style="list-style-type: none"> 1. Pacific Swimming athletes have been involved in Pacific, in USA Swimming Zones, and on the National Level. Saya Ryan is on the National DEI committee, and Robert Mitchell is on the National Rules and Regulations Committee 2. Athletes have attended workshops and mentorship programs from USA Swimming, and from Western Zones 3. We will be sending our Senior and Junior reps to Convention in September, at Colorado Springs. 4. These are the active Athletes Committees: Mental Health (making available several tapes regarding mental health, Pen Pal (helping to create closer connections among the athletes), General Social Media (Instagram – highlighting teams, and information of various committees in Pacific Swimming), DDEI Social Media (Pacific Swimming diversity on Instagram) 5. On October during the weekend of the HOD the athletes will be giving awards for different categories. Among the awards are 10 for videos, slide shoes and presentations on how the year has affected the 		

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	<p>swimmer's team.</p> <p>6. Still working on recruiting athlete representatives for all the Clubs. They will be assigning athletes to committees</p> <p>7. LSC Athlete's Summit is schedule for October 16-17. Highlights include Governance, Strategic planning, Mental Health, a presentation by Ryan Gibbons, a DDEI Session, College Coaches Panel, and information on Servant Leadership – Sat October 16 10:30am-3:00pm, Sun October 17 10:30am-2:30pm</p>		
Officials	<p>Mike Davis:</p> <ol style="list-style-type: none"> 1. Reviewed his report, including the meetings, the number of certified Officials, the meet at Santa Clara, Sectionals at St. George, and the fact that we now have 3 officials who among them can provide evaluations up to the N3i level for Starter, Admin, CJ, and Deck Referee 2. Thanks to the athletes for their service on the committee 		
Open Water	<p>Leo Lin:</p> <ol style="list-style-type: none"> 1. Codified process for the LSC to sanction Open Water meets. These processes are posted. 		
Elections	<p>General Chair (2nd Term) – David Cottam Admin Vice Chair (1st Term) – Leo Lin Finance Vice Chair (1st Term) – Mary Ruddell Program Operations Vice Chair (1st Term) – Veronica Hernandez Program Development Vice Chair (1st Term) –Erik Scalise Secretary (no term limit) – Marie Lin Treasurer (no term limit) Age Group Chair (1st Term) – Sarah Gutierrez Senior Chair (1st Term) – Tony Daly At-Large-Members (3) – (1st Term)- David Benjamin (2nd Term) Clint Benton (2nd Term) Debbi Tucker Coaches Rep – Age Group (2nd Term) Mike Allegretti Coaches Rep – Senior (1st Term) Kyle Kikuta Senior Athlete Rep – Aiden Pflieger Junior Athlete Rep –Anika Nagpal</p>		
Athlete – Graduating Seniors	<p>Veronica Presented the Athlete Representatives who are graduating this year, and thanked them for their service</p>		
Resolutions and Orders	None		
Presentation of Annual Audit	<p>Mary Ruddell: Financials for 2019-2020 were audited by the outside agency we hired, Cropper Accountancy, in August, 2020</p>		
Presentation of Annual Budget	<p>Mary Ruddell Mary presented the revised budget for 2021-2022 which was approved.</p>	Approved	
Motions	2102MFT01 Registration and Membership Fees (See document below for Revisions)	Passed	

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	<p>The Membership Task Force moves that the Board of Directors approve and forward to the House of Delegates changes to the Rules and Regulations. Administration of the Swimming Program – subsection Registration and Membership.</p> <p style="text-align: center;">SECTION 1 ADMINISTRATION OF THE SWIMMING PROGRAM</p> <p style="text-align: center;">A. REGISTRATION AND MEMBERSHIP</p> <p>1. CATEGORIES ALL ATHLETES WHO PARTICIPATE IN PRACTICES WITH MEMBER CLUBS OR MEETS SANCTIONED BY PACIFIC SWIMMING SHALL BE REGISTERED WITH USA SWIMMING AS ATHLETE MEMBERS. ALL COACHES WHO ARE ON DECK AT PRACTICES AND/OR MEETS SHALL MEET SPECIAL TRAINING REQUIREMENTS TO QUALIFY FOR COACH MEMBERSHIP AS REQUIRED BY USA SWIMMING. ALL OFFICIALS AND OTHER NON-ATHLETE MEMBERS SHALL COMPLETE CRIMINAL BACKGROUND CHECKS AND ATHLETE PROTECTION EDUCATION AS REQUIRED BY USA SWIMMING. IN ORDER TO MEET THE REQUIREMENTS FOR CLUB MEMBERSHIP, THE CLUB SHALL HAVE AT LEAST ONE COACH MEMBER AND ONE ATHLETE MEMBER. ALL MEET DIRECTORS AND DECK OFFICIALS SHALL BE NON-ATHLETE MEMBERS.</p> <p>2. REGISTRATION PERIODS ATHLETES MAY REGISTER FOR A FULL YEAR, A SUMMER SEASON AND/OR A FALL SEASON. THEY ARE OFFERED A SINGLE CONTINUOUS 30-DAY TRY OUT PERIOD WHEN FIRST JOINING USA SWIMMING, DURING WHICH TIME REGISTRATION IS NOT REQUIRED. THE PERIOD ENDS AFTER 30 DAYS OR UPON SUBMITTING AN ENTRY FOR A MEET, WHICHEVER IS EARLIER.</p> <p>3. APPLICATIONS THE REGISTRATION AND MEMBERSHIP CHAIRS HANDLE ATHLETE REGISTRATION, NON-ATHLETE MEMBERSHIP AND CLUB MEMBERSHIP. CLUB NAMES AND ABBREVIATIONS SHALL BE APPROVED PER PACIFIC SWIMMING'S POLICIES AND PROCEDURES. THE CURRENT OFFICIAL FORM(S) MAY BE OBTAINED FROM THE CHAIR. REFUNDS OF DUPLICATE REGISTRATIONS/MEMBERSHIPS WILL BE MADE UPON APPROVAL OF THE CHAIR.</p> <p>4 <u>Registration and Membership Fees</u></p> <p style="padding-left: 40px;">a. <u>The Registration fee for a Premium Athlete shall be the USA Swimming Premium Athlete registration fee plus \$18.00.</u></p> <p style="padding-left: 40px;">b. <u>The Registration fee for a Seasonal Athlete shall be the USA Swimming Seasonal</u></p>		

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	<p><u>Athlete registration fee plus \$15.00.</u></p> <p>c. <u>The Registration fee for an Outreach Athlete shall be the USA Swimming Outreach Athlete registration fee.</u></p> <p>d. <u>The Registration fee for a Coach Non - Athlete shall be the USA Swimming Non - Athlete registration fee plus \$18.00.</u></p> <p>e. <u>The Registration fee for an Official and Other Non-Coach Non - Athlete shall be the USA Swimming Non - Athlete registration fee plus \$8.</u></p> <p>f. <u>The Registration fee for an Outreach Non-Coach Non - Athlete shall be \$5.00.</u></p> <p>g. <u>The membership fee for an Annual Club shall be the USA Swimming Annual Club membership fee plus \$155.00.</u></p> <p>h. <u>The membership fee for a Seasonal Club shall be the USA Swimming Seasonal Club membership fee plus \$100.00.</u></p> <p>i. <u>The membership fee for an Outreach Club shall be the USA Swimming Annual Club membership fee.</u></p> <p style="padding-left: 40px;">a. <u>An Outreach Club shall be designated annually if the Outreach membership is twenty percent (20%) of the total athlete membership during the previous or prior swim year.</u></p> <p>5. 4. TRANSFERS AND CHANGES</p> <p>AN ATHLETE WHO CHANGES CLUBS, INTRA-LSC OR INTER-LSC, SHALL WAIT FOR 120 DAYS AFTER HIS/HER LAST COMPETITION REPRESENTING THE OLD CLUB BEFORE REPRESENTING THE NEW CLUB IN COMPETITION. THE ATHLETE SHALL COMPETE AS AN UNATTACHED ATHLETE DURING THE 120-DAY PERIOD. THE ATHLETE SHALL NOTIFY THE REGISTRATION CHAIR OF THE DATE OF LAST COMPETITION WITH THE OLD CLUB BY COMPLETING A TRANSFER FORM.</p> <p>a. <u>Pacific Swimming shall charge a \$15 fee for all athlete transfers between two clubs within Pacific Swimming. Outreach athletes are exempt from this fee.</u></p>		

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	<p>6.5: HIGH SCHOOL/COLLEGE COMPETITION CALIFORNIA INTERSCHOLASTIC FEDERATION (CIF) DOES NOT PENALIZE USA SWIMMING MEMBERS FOR SWIMMING ATTACHED TO THEIR LOCAL SWIM CLUBS DURING HIGH SCHOOL SEASON FOR THE SECTIONALS AND NATIONAL CHAMPIONSHIP MEETS. HOWEVER, THE CIF DOES REQUIRE THAT IN ANY OTHER USA SWIMMING OR PACIFIC SWIMMING MEET HELD DURING THE HIGH SCHOOL CLUB SEASON, ATHLETES SHALL COMPETE UNATTACHED. IT IS THE CIF ATHLETE'S RESPONSIBILITY TO BE UNATTACHED FOR THESE MEETS.</p> <p>76. RESPONSIBILITY THE CLUB SHALL ENSURE THAT ALL OF ITS ATHLETES, COACHES, OFFICIALS, BOARD MEMBERS AND MEET DIRECTORS ARE MEMBERS OF USA SWIMMING. THE MEET DIRECTOR SHALL ENSURE THAT ALL ATHLETES, COACHES, AND OFFICIALS PARTICIPATING IN A MEET ARE MEMBERS OF USA SWIMMING.</p> <p>Mary Ruddell, Membership Task Force (R&R, 30 days) -Passed</p>																																																		
	<p>Motion 2102MTF02 Meet Entry Fees (See document below for Revisions) The Membership Task Force moves that the Board of Directors approve and forward to the House of Delegates changes to the Rules and Regulations Swim Meet Preparation -subsection Entry Fees Table and Footnotes.</p> <p style="text-align: center;">SECTION 2 SWIM MEET PREPARATION</p> <p style="text-align: center;">B. ENTRY FEES</p> <p>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.</p> <table border="1" data-bbox="373 1136 1564 1505"> <thead> <tr> <th rowspan="2">Meet Category</th> <th colspan="3">Individual Entry Fees</th> <th colspan="3">Relay Entry Fees</th> </tr> <tr> <th>Total Fee</th> <th>To Host</th> <th>Due PC</th> <th>Total Fee</th> <th>To Host</th> <th>Due PC</th> </tr> </thead> <tbody> <tr> <td></td> <td colspan="6" style="text-align: center;">LSC MEETS</td> </tr> <tr> <td>Preliminaries and Finals</td> <td>\$7.50</td> <td>\$5.25</td> <td>\$2.25</td> <td>\$20.00</td> <td>\$14.00</td> <td>\$6.00</td> </tr> <tr> <td>Senior Meets</td> <td>\$8.50</td> <td>\$5.95</td> <td>\$2.55</td> <td>\$20.00</td> <td>\$14.00</td> <td>\$6.00</td> </tr> <tr> <td>Timed Finals</td> <td>\$6.50</td> <td>\$4.55</td> <td>\$1.95</td> <td>\$20.00</td> <td>\$14.00</td> <td>\$6.00</td> </tr> <tr> <td>Senior Meets</td> <td>\$7.00</td> <td>\$4.90</td> <td>\$2.10</td> <td>\$20.00</td> <td>\$14.00</td> <td>\$6.00</td> </tr> </tbody> </table>	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	\$7.50	\$5.25	\$2.25	\$20.00	\$14.00	\$6.00	Senior Meets	\$8.50	\$5.95	\$2.55	\$20.00	\$14.00	\$6.00	Timed Finals	\$6.50	\$4.55	\$1.95	\$20.00	\$14.00	\$6.00	Senior Meets	\$7.00	\$4.90	\$2.10	\$20.00	\$14.00	\$6.00	Passed	
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	JO Championships	\$7.50 \$8.00	\$5.25 \$5.60	\$2.25 \$2.40	\$20.00	\$14.00	\$6.00		
	FW Championships FW Championships	- \$10.00 \$12.00	- \$7.00 \$8.40	- \$3.00 \$3.60	\$20.00	\$14.00	\$6.00		
	AGE GROUP MEETS								
	Other Preliminaries and Finals Meets	\$5.50 \$6.00	\$3.85 \$4.20	\$1.65 \$1.80	\$16.00	\$11.20	\$4.80		
	Age Group Meets	\$4.00 \$4.50	\$2.80 \$3.15	\$1.20 \$1.35	\$9.00	\$6.30	\$2.70		
	“OTHER”								
	Time Trials Late Entry Fees	\$50.00 flat fee (includes sanction fee) As described in meet announcement							
	<p>NOTES:</p> <ul style="list-style-type: none"> a. Multi-class meets – applicable fee will be that of the highest category included in the meet. b. Host clubs may impose a participation fee not to exceed \$8.00 for short course meets and \$14.00 10.00 for long course meets per athlete to help defray meet expenses. Host clubs of meets scheduled by Zone 4 may increase the foregoing participation fee amounts by \$1.00 per athlete to help defray expenses of the Zone. Relay-Only athletes are exempt from this surcharge, except in relay-only meets. c. If permitted in the meet announcement, any late entry fees collected from a preliminary and finals meet shall be distributed 30% to Pacific Swimming and 70% to the host club. d. Leagues charging entry fees shall pay the Pacific Swimming portion applicable to amount of entry fee as listed above. e. Alternative entry fee formats for Dual, Tri, Quad, Closed Invitational and Super League are found in the Policies and Procedures. f. The Pacific Swimming fee does not apply to Disability Swimming Meets. <p>Mary Ruddell, Membership Task Force (R&R, 30 days) - Passed</p>								
	Motion 2102MTF03 New Membership Category - Outreach Member and Outreach Club (See document							Passed	

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	<p>below) The Membership Task Force recommends the Board of Directors accept the addition of items 10 and 11 to the Policies and Procedures. Membership and Registration</p> <p style="text-align: center;">SECTION IV MEMBERSHIP AND REGISTRATION</p> <p style="text-align: center;">A. MEMBERSHIP AND REGISTRATION</p> <ol style="list-style-type: none"> 1. ATHLETES ARE REGISTERED ONCE THE CHAIR (OR AUTHORIZED DEPUTY) RECEIVES AND ACCEPTS THE OFFICIAL APPLICATION FORM AND FEE (CHECKS SHOULD BE PAYABLE TO PACIFIC SWIMMING). 2. NON-ATHLETES ARE MEMBERS ONCE THE CHAIR (OR AUTHORIZED DEPUTY) RECEIVES AND ACCEPTS THE OFFICIAL APPLICATION FORM, FEE (CHECKS SHOULD BE PAYABLE TO PACIFIC SWIMMING) AND THE ADDITIONAL REQUIREMENTS FOR THE APPROPRIATE MEMBERSHIP TYPE. 3. HIGH SCHOOL AND COLLEGE ATHLETES, FOR REGISTRATION PURPOSES ONLY, ARE AUTOMATICALLY CONSIDERED UNATTACHED DURING THEIR COMPETITION SEASONS AND DO NOT NEED TO CHANGE THEIR REGISTRATION STATUS WITH THE PACIFIC SWIMMING REGISTRATION CHAIR. HOWEVER, ATHLETES PLANNING TO CHANGE THEIR CLUB AFFILIATION DURING THIS PERIOD AND USE THE HIGH SCHOOL SEASON AS PART OF THEIR 120-DAY UNATTACHED PERIOD SHOULD COMPLETE A TRANSFER/CHANGE FORM AND SEND IT TO THE PACIFIC SWIMMING REGISTRATION CHAIR. 4. NO INFORMATION REGARDING ANY GROUP OR INDIVIDUAL USA SWIMMING MEMBERS MAY BE PROVIDED FOR COMMERCIAL PURPOSES. 5. CLUB NAME AND CLUB CODE CHANGES SHALL BE APPROVED BY THE MEMBERSHIP CHAIR, AND THE BOARD OF DIRECTORS OR THE GENERAL CHAIR. 6. THE TRANSFER/CHANGE FORM CAN ALSO BE USED TO CHANGE AN ADDRESS, TELEPHONE NUMBER, ETC. 7. PACIFIC SWIMMING SHALL PRESENT THE OUTSTANDING SERVICE AWARD (VOLUNTEER OF THE YEAR) RECIPIENT(S) A LIFETIME MEMBERSHIP IN USA SWIMMING. 8. UPON THE COMPLETION OF TWO CONSECUTIVE 2-YEAR TERMS IN OFFICE, PACIFIC SWIMMING SHALL PRESENT THE RETIRING GENERAL CHAIR A LIFE MEMBERSHIP IN USA SWIMMING. 9. PACIFIC SWIMMING SHALL PARTICIPATE IN THE USA SWIMMING OUTREACH PROGRAM AND OFFER REGISTRATION AT THE USA SWIMMING REGISTRATION FEE OF \$5.00 WITH NO ADDITIONAL FEES TO PACIFIC SWIMMING. 		

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	<p>a. The criteria for eligibility shall be that the athlete's family meets the eligibility requirements of one of the following:</p> <p>(1) Free School Lunch Program</p> <p>(2) Food Stamps</p> <p>(3) State of California Benefits Identification Card</p> <p>(4) Family income at or below the state poverty level (or 200% of the Federal Poverty Level)</p> <p>b. Copies of the eligibility documents shall be submitted to the Membership Chair for qualification verification.</p> <p><u>10. Pacific Swimming shall offer an Outreach Non-Coach Non-Athlete registration to individuals. The Outreach Non-Coach Non-Athlete Registration Fee shall be \$5.00.</u></p> <p><u>a. Individuals whose athlete or household meets one or more of the Pacific Swimming Outreach Program criteria, as defined in A.9 above shall be eligible if they meet the following additional criteria:</u></p> <ol style="list-style-type: none"> 1) <u>The individual shall register as a Non-Coach Non-Athlete member.</u> 2) <u>The individual shall initiate a Level 2 Background check.</u> 3) <u>The individual shall complete Athlete Protection Training (APT) and any other required training or certification.</u> 4) <u>If the individual serves on a club's Board of Directors, they shall be elected or appointed to the position.</u> 5) <u>Individuals that are required to be Non-Coach Non-Athlete members, including, but not limited to Chaperones, Meet Directors and Head Marshals, shall be selected by their club to serve at a sanctioned event.</u> 6) <u>The individual who serves as an Official for a member club must also meet the following:</u> <ol style="list-style-type: none"> a. <u>The individual shall complete Concussion Training and any other required training or certification.</u> 		

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	<p style="text-align: center;"><u>b. Officials shall pass all required tests and progress to minimum LSC certification or meet the minimum requirements for re-certification.</u></p> <p>11. Pacific Swimming shall offer Outreach Club status to member Clubs whose Outreach athlete membership is twenty percent (20%) or more of the total premium athlete membership. The percentage of athlete outreach members shall be based on the prior year's premium membership numbers as of August 15. Qualifying clubs shall be notified prior to receiving their annual registration information packet. This program shall be reviewed on an annual basis.</p> <p>Mary Ruddell, Membership Task Force (30 days, R&R) - Passed</p>		
	<p>Motion 2013GC01 Zone Autonomy Place the section on Zone Autonomy into the Rules and Regulations:</p> <p style="text-align: center;">ZONE AUTONOMY</p> <ol style="list-style-type: none"> 1. Zone Bylaws - Each zone shall establish its own Bylaws in addition to the LSC Bylaws to better describe or address specific Zone needs. The Zone bylaws shall not be in conflict with the Bylaws of Pacific Swimming and USA Swimming. 2. Each Zone will establish a Board of Directors and conduct meetings. The minutes of these meetings will be reported to the Pacific Swimming Board of Directors and posted to the Pacific Swimming website. The Zone Chairs and Zone Athlete Representative are members of Pacific Swimming Board of Directors. 3. Elections - Each Zone will establish rules for the election of the Zone Officers and the terms for the Zone Officers. 4. Budget – Each Zone shall establish an annual budget to guide the operation of the Zone. Financial practices by the Zone shall follow generally accepted accounting principles. 5. Meets and Sanctions - Each Zone shall define its Zone Meet formats and establish a Zone meet schedule with a defined host assignment process. The Zone shall be responsible for team assignment to meets, team priority for meets, and the meet Sanction requirements that are specific to the Zone. 6. Scheduling - Zones shall facilitate the scheduling and awarding of meets within their geographical boundaries except: <ol style="list-style-type: none"> a. on days that are reserved by the LSC for the purpose of holding essential functions. b. Zone meets scheduled on the same weekend as LSC Far Western and JO meets must 	Passed	

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	<p>have a lower time standards i.e. (FW (-) and JO (-). time</p> <p>7. Eligibility of athletes and conduct of meets shall conform to Pacific Swimming Rules and Regulations except as follows:</p> <ul style="list-style-type: none"> a. Zones may restrict entry to residents of the zones in certain meets. b. Meet time standards may be set by the Zone c. Meet format may be set by the Zone d. Zone meets shall be reviewed and approved by the meet referee and Zone Sanction Chair prior to submission to Pacific Swimming Sanction Chair for final approval. e. Zones may make their own policies regarding restrictions to be applied to their athletes. <p>8. Each Zone may set its own requirements for minimum number of officials required per club for Zone meets except that this requirement must meet or exceed the requirement set by USA Swimming Rules and Regulations. Each Zone may determine and enforce a penalty for noncompliance with this policy.</p> <p>9. Zone Representatives - Each Zone is responsible for appointing and/or electing Zone representatives to LSC committees such as the Nominating Committee, Zone Officials Chair(s), Scheduling Committee, Athlete Committees and other standing or ad hoc LSC committees when Zone representation is required or desired. Zone athlete representatives also shall be nominated and approved by the Zone. Zone Officials Chairs shall be appointed by the respective Zone Chairs with the approval of the Zone Board and the concurrence of the General Chair and the LSC Officials Chair.</p> <p>10. Meet and Office Equipment - Each Zone may purchase and maintain office equipment to support Zone functions plus Meet Equipment to support Zone Teams in hosting swim meets.</p> <p>11. Fines and Penalties - Each Zone may determine and levy penalties or fines on Zone Teams and/or members who violate Zone Bylaws, Rules and Regulations and/or agreed upon processes and procedures. Such fines or penalty shall be clearly established and agreed to by a majority vote of the Zone Board.</p> <p>Leo Lin, Governance Committee (R&R, 30 days) - Passed</p>		
	<p>Motion 2103GC02 Staff and Personnel Place Section on Staff and Personnel of old Bylaws (2015) that was removed in the current Bylaws into the Rules and Regulations:</p> <p>A. Staff</p> <ul style="list-style-type: none"> 1. Pacific Swimming may retain paid staff at the Pacific Swimming Office as the Board of Directors may 	Passed	

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	<p>determine to be appropriate or necessary.</p> <ol style="list-style-type: none"> 2. The power and duties of the paid staff shall be established in Pacific Swimming's Policies and Procedures Manual or by resolution of the Board of Directors, or Executive Committee. 3. The staff shall be under the general supervision of the General Chair who will be advised and assisted by the Personnel Committee. Disputes arising from the actions or directions of the General Chair may be referred to the Personnel Committee for further action or resolution. 4. The Vice Chairs (Administrative, Operations, Program, and Finance) may request staff assistance and support for any program that they supervise. 5. With respect to delegated functions of the officers, committee chairmen and coordinators, the staff shall be responsible to the respective officer, committee Chair or coordinator. 6. It is prohibited for a person to be employed by Pacific Swimming who is a member of the General Chair or Vice Chair(s)'s immediate family. Definitions for purposes of this policy -"Immediate Family" includes current spouse, children (including step children), parents (including step parents), grandparents, brothers and sisters. "Spouse" means an employee having a legal marital relationship or having registered as a domestic partner in compliance with the statutes of his/her respective Municipality and State of residency. 7. The Budget Committee shall include in its proposed budget a line item for the costs of Pacific Swimming's Office inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Personnel Committee shall be responsible, together with the General Chair, for the administration of those funds. The compensation of the staff shall to the extent possible be treated as confidential <p>B. Office - Pacific Swimming may maintain an office in the Territory for the storage of the books and records and equipment of Pacific Swimming and for other purposes as may be determined by the House of Delegates or the Board of Directors in accordance with the Bylaws</p> <p>Leo Lin, Governance Committee (R&R, 30 days) - Passed</p>		
	<p>Motion 2103GC03 General Chair, Program Operations Vice Chair, Program Development Vice Chair</p> <p>Place Section with job descriptions of the General Chair, Program Operations Vice Chair and Program Development Vice Chair of old Bylaws (2015) that was removed in the current Bylaws intended into Rules & Regulations:</p> <p>GENERAL CHAIR The General Chair shall oversee and have general charge of the management, business operations, affairs and property of Pacific Swimming, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and</p>	Passed	

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	<p>members for standing and special committees as may be necessary to permit Pacific Swimming to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of Pacific Swimming.</p> <p>PROGRAM OPERATIONS VICE CHAIR The role of the Vice Chair, Program Operations is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Program Operations Division of Pacific Swimming. The charge of the reporting committees and coordinators is to implement plans and projects related to the conduct of Pacific Swimming's swimming events and programs.</p> <ol style="list-style-type: none"> 1. The Program Operations Vice Chair is a member of the Board of Directors and the Executive Committee. 2. The Program Operations Vice Chair shall assume the duties of the office of the General Chair in the event that the General Chair and the Administrative Vice Chair are absent, or are unable to perform these duties. 3. The Program Operations Vice Chair is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees: Officials Committee, Time Recognition, Zone Chairs, and Governance Committee. 4. The Program Operations Vice Chair shall maintain regular contact with the chairs, and coordinators of the above listed committees. The Vice Chair shall request and receive written committee reports on a regular basis. <p>PROGRAM DEVELOPMENT VICE CHAIR The role of the Program Development Vice Chair is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Program Development Division of Pacific Swimming. The charge of the reporting committees is to create, organize, and evaluate programs that will support the development of the athlete membership.</p> <p>The officer's duties shall include the following:</p> <ol style="list-style-type: none"> 1. The Program Development Vice Chair is a member of the Board of Directors and the Executive Committee. 2. The Program Development Vice Chair, shall assume the duties of the office of the General Chair in the event that the General Chair, Administrative Vice Chair, Program Operation Vice Chair are absent, or are unable to perform these duties. 3. The Program Development Vice Chair is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees: Senior Committee, Age Group Committee, 		

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	<p style="color: red;">Disability Swimming, Diversity Committee and Athlete Committee.</p> <p style="color: red;">4. The Program Development Vice Chair shall maintain regular contact with the chairs and coordinators of the above listed committees. The Vice Chair shall request and receive written committee reports on a regular basis.</p> <p>Leo Lin, Governance Committee (R&R, 30 days) - Passed</p>		
	<p>Motion 2103GC04a Administrative Vice Chair</p> <p>Add New Board of Director Positions mandated by USA-Swimming LSC Bylaws (Administrative Vice Chair), to the Rules and Regulations.</p> <p style="color: red;">a ADMINISTRATIVE VICE CHAIR:</p> <p style="color: red;">The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers Pacific Swimming business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of Pacific Swimming's Policies and Procedures Manual. The Administrative Vice Chair shall be custodian of the records of Pacific Swimming, and attest the execution of all duly authorized instruments. The Administrative Vice Chair shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of Pacific Swimming.</p> <p>Leo Lin, Governance Committee, (R&R, 30 days) - Passed</p>	Passed	
New Business	<p>Cancel of Summer Far Westerns and JOs</p> <ol style="list-style-type: none"> 1. Joe Natino inquired why those meets are cancelled 2. No teams willing to host, because sites were so limited, and not financially feasible with the limitations and restrictions from COVID. 3. Pacific Swimming chose to spend their money subsidizing teams to help them survive COVID rather than spending the money to promote an event that would serve a limited number of the LSCs swimmers. 4. Much discussion took place in the Age Group Committee before arriving at that decision 		
Next HOD Meeting	October 17, 2021 via Zoom		
Meeting Adjourned	Meeting adjourned 8:38 PM		

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