

**Meeting Title:** Pacific Swimming BOD Executive Committee Meeting  
**Date:** May 18, 2022

**Attendance:**

David Cottam	X	Marie Lin	X	<b>Zone Reps</b>		4 - Jim Morefield		<b>Athlete Reps</b>		
Leo Lin	X	Mary Ruddell	X	1N - Larry Rice	X			Sophia Boeun	X	
Veronica Hernandez	X	Asher Green	X	1S - Mark Taliaferro		<b>Guests</b>		Anika Nagpal	X	<b>Office</b>
Michael Allegretti	X	Clint Benton		2 - Mark Ryan		Chris Lam	X			Cindy Rowland
Kyle Kikuta		Eric Scalise	X	3 -Debbie Tucker	X					

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
<b>Meeting Called to Order</b>	Meeting was called to order by David Cottam at 7:30 PM via Zoom		
<b>Conflict of Interest</b>	Conflict of interest statement was not read		
<b>Approval of Exe Min</b>	Executive Committee Meeting minutes - January 19,2022 amended minutes approved	Approved	
<b>New Business</b>	<p><b>David Cottam - General Chair Report</b></p> <ol style="list-style-type: none"> <li>1. All Zone Chairs are asked to do a summary report of their status and accomplishments and send to Cindy so they can be posted as HOD reports</li> <li>2. All Zones are requested to review their By Laws and/or P&amp;Ps to be sure to update the Athlete Representation to 20% on their BODs</li> <li>3. Coach Asher will provide summary at the HOD of learnings from USA Swimming workshop to the Coaches regarding new certification requirements.</li> <li>4. Pacific Swimming has been given an anonymous donation of \$9000 for a scholarship fund. David is establishing a temporary task force to 1) find the best way to use the funds, and 2) determine who should be on the permanent committee to administer these funds. The committee will include Aidan Pflieger Senior Athlete Representative as Chair, Anika Nagpal Jr. Athlete Representative, the 5 Zone Athlete Reps, Veronica Hernandez, Randy Pedersoli, Sarah Obagy, and Mike Piccardo.*</li> <li>5. Nominations for Volunteer of the Year are being accepted. Send to Laurie Benton, and Marie Lin</li> <li>6. Nominations for the 2 Board of Review seats are also being sought.</li> </ol>		
<b>Motions</b>	<p><b>Motion 2205FVC01: Randy Pedersol, Treasurer</b>            Add Randy Pedersoli as a signer on the LSC Chase Checking and Savings accounts.            Mary Ruddell, Finance Vice Chair            Passed</p>	Passed	
	<p><b>Motion 2205FVC02 : New Invoicing System</b>            Recommendation to include the new invoicing policy into the Policies and Procedures Section III. (or as determined by the Governance Committee once the P&amp;P are redone) (see appendix for policy)            Mary Ruddell, Finance Vice Chair (30 day motion, P&amp;P)</p>	Refer to BOD 7/20/2022	BOD 7/20/22

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	<p>In September 2021, a new invoicing system for collecting meet entry fees was introduced. The new system has been well received by clubs and has saved hours of time chasing down late or incorrect Meet Financial Reports. Minor changes have been made to the original document to smooth out the process. The original document was a step by step set on instructions. The inventory system has been summarized for the Policies and Procedures. (Note: I am leaving it up to Governance to format as they see fit)</p>		
	<p><b>Motion 2205FVC03: Fine for Invoice Policy when MSR is not Submitted by a Deadline for this Year</b>  Recommend an emergency 1 year adjustment to the Meet Reporting Requirement by adding a \$100 fine for meet hosts who do not submit the Meet Summary report 48 hours after the conclusion of the meet.  Mary Ruddell, Finance Vice Chair</p> <p>The original document did not include a fine for not submitting a MSR within 48 hours of the conclusion of the meet. There have been instances where club(s) have been late despite the friendly reminders sent to them.</p> <p>Passed</p>	Passed	
	<p><b>Motion 2205FVC04: Opt-in to USAS on-line Membership Payment Option</b>  Recommend the Pacific Swimming Opt-In to have USA Swimming collect the LSC portion of the Membership Dues for 2023 Membership Year beginning September 1, 2022.  Mary Ruddell, Finance Vice Chair</p> <p>Our membership has been asking for online membership for many, many years. If USA Swimming is only collecting their part of the membership and the LSC has to collect membership after the member joins USAS online, then that's not really true online registration. If the LSC has to be open to more payment types (the direction we were headed prior to USA Swimming making their announcement regarding the new Opt-In Option), we will still have costs associated with collecting those funds - via credit card discount, ACH payment/bank charges, invoicing via staff etc., plus actually collecting those funds after the USA Membership has been made active. Opting in will provide a simple one-way cash flow with a fixed discount amount of 4%.</p> <p>Passed ;</p>	Passed	
	<p><b>Motion 2205FVC05: Add a \$1 adjustment to 2022-23 Membership Dues</b>  Recommend an emergency 1 year adjustment to the 2022-23 Membership Dues of a \$1 "Technology Fee" to Athlete, Seasonal Athlete, Non-Athlete, Administrator and Other Membership Categories. All types of Outreach memberships are excluded from the additional \$1 fee.  Mary Ruddell, Finance Vice Chair</p> <p>USA Swimming is offering LSC's the opportunity to opt In and have the LSC portion of the Annual Membership Dues collected on our behalf. This amount will be subject to a 4% Technology Fee to cover credit card processing fees and other overhead associated with this transaction. This \$1 fee will help offset</p>	Passed	

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	the additional ~\$15K in expenses associated with collecting the LSC portion of the membership dues.  Passed																																																																																																						
	<b>Motion 2205VCPO01: Code of Conduct for All Star Teams and Camps</b> Adapt the Code of Conduct to meet all All Star Teams and Camps (See document below) Veronica Hernandez Vice Chair Program Operations  Passed	Passed																																																																																																					
	<b>Motion 2205SC01 Pacific Meet Schedule 2022-23 2nd Round of Bids</b> Approve the Round 2 Bids for the Pacific Meet Schedule 2022-2203 ( in red) <table border="1" data-bbox="365 532 1577 1446"> <thead> <tr> <th data-bbox="365 532 617 574">Date</th> <th data-bbox="617 532 1073 574">Meet</th> <th data-bbox="1073 532 1272 574">Bid 1</th> <th data-bbox="1272 532 1472 574">Bid 2</th> <th data-bbox="1472 532 1577 574">Bid</th> </tr> </thead> <tbody> <tr> <td colspan="5" data-bbox="365 574 1577 617" style="text-align: center;"><b>2022</b></td> </tr> <tr> <td data-bbox="365 617 617 659">Sept 24-25</td> <td data-bbox="617 617 1073 659">Senior Open</td> <td data-bbox="1073 617 1272 659">TCA (1)</td> <td data-bbox="1272 617 1472 659"></td> <td data-bbox="1472 617 1577 659"></td> </tr> <tr> <td data-bbox="365 659 617 701">Oct 22-23</td> <td data-bbox="617 659 1073 701">Senior Open</td> <td data-bbox="1073 659 1272 701">OAPB (1)</td> <td data-bbox="1272 659 1472 701"></td> <td data-bbox="1472 659 1577 701"></td> </tr> <tr> <td data-bbox="365 701 617 743">Nov 4-6</td> <td data-bbox="617 701 1073 743">Senior 2 P&amp;F *</td> <td data-bbox="1073 701 1272 743">TERA (1)</td> <td data-bbox="1272 701 1472 743"></td> <td data-bbox="1472 701 1577 743"></td> </tr> <tr> <td data-bbox="365 743 617 786">Nov 19-20</td> <td data-bbox="617 743 1073 786">Senior Open</td> <td data-bbox="1073 743 1272 786">PLS (4)</td> <td data-bbox="1272 743 1472 786"></td> <td data-bbox="1472 743 1577 786"></td> </tr> <tr> <td data-bbox="365 786 617 828">Dec 2-4</td> <td data-bbox="617 786 1073 828">Winter Junior Olympics**</td> <td data-bbox="1073 786 1272 828">SCSC</td> <td data-bbox="1272 786 1472 828"></td> <td data-bbox="1472 786 1577 828"></td> </tr> <tr> <td data-bbox="365 828 617 870">Dec 9-11</td> <td data-bbox="617 828 1073 870">Senior 2 P&amp;F *</td> <td data-bbox="1073 828 1272 870">MAC (1)</td> <td data-bbox="1272 828 1472 870"></td> <td data-bbox="1472 828 1577 870"></td> </tr> <tr> <td colspan="5" data-bbox="365 870 1577 912" style="text-align: center;"><b>2023</b></td> </tr> <tr> <td data-bbox="365 912 617 954">Jan 28-29</td> <td data-bbox="617 912 1073 954">Senior Open</td> <td data-bbox="1073 912 1272 954">OAPB (3)</td> <td data-bbox="1272 912 1472 954"></td> <td data-bbox="1472 912 1577 954"></td> </tr> <tr> <td data-bbox="365 954 617 997">Feb 11-12</td> <td data-bbox="617 954 1073 997">Senior Open P&amp;F *</td> <td data-bbox="1073 954 1272 997">MAC (2)</td> <td data-bbox="1272 954 1472 997">*Request to move to</td> <td data-bbox="1472 954 1577 997"></td> </tr> <tr> <td data-bbox="365 997 617 1039">Feb 26</td> <td data-bbox="617 997 1073 1039">Zone Challenge</td> <td data-bbox="1073 997 1272 1039">ZONE 3</td> <td data-bbox="1272 997 1472 1039">Feb 18-19</td> <td data-bbox="1472 997 1577 1039"></td> </tr> <tr> <td data-bbox="365 1039 617 1081">Mar 4-5</td> <td data-bbox="617 1039 1073 1081">Senior Open</td> <td data-bbox="1073 1039 1272 1081">PLS (2)</td> <td data-bbox="1272 1039 1472 1081"></td> <td data-bbox="1472 1039 1577 1081"></td> </tr> <tr> <td data-bbox="365 1081 617 1123">Mar 10-12</td> <td data-bbox="617 1081 1073 1123">Spring Junior Olympics**</td> <td data-bbox="1073 1081 1272 1123">SCSC</td> <td data-bbox="1272 1081 1472 1123"></td> <td data-bbox="1472 1081 1577 1123"></td> </tr> <tr> <td data-bbox="365 1123 617 1166">Mar 30 - Apr 2</td> <td data-bbox="617 1123 1073 1166">SC Far Western</td> <td data-bbox="1073 1123 1272 1166">QSS</td> <td data-bbox="1272 1123 1472 1166"></td> <td data-bbox="1472 1123 1577 1166"></td> </tr> <tr> <td data-bbox="365 1166 617 1208">Apr 15-16</td> <td data-bbox="617 1166 1073 1208">Senior Open - LC</td> <td data-bbox="1073 1166 1272 1208">PLS (1)</td> <td data-bbox="1272 1166 1472 1208"></td> <td data-bbox="1472 1166 1577 1208"></td> </tr> <tr> <td data-bbox="365 1208 617 1250">Apr 22</td> <td data-bbox="617 1208 1073 1250">10 &amp; 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TOPIC	DISCUSSION - CONCLUSION				RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	Jun 3-4	Senior Open - LC				
	June 24-25	Senior Open - LC	OAPB (3)			
	Jul 7-9	Summer Junior Olympics - LC**				
	Jul 14-16	Senior 2 P&F - LC *				
	Jul 27-30	Far Western - LC	TERA			
	Annie Stein, Scheduling Committee Passed					
<b>New Business</b>	<b>Sectional Meet in Pacific Swimming</b> Western Zones has requested that Pacific Swimming host the Spring Sectionals on March 2-5. <ol style="list-style-type: none"> <li>David Cottam contacted Pleasanton and asked if they wanted to host it in place of the Senior Open meet on March 4-5. Steve Moselli did want to host it but the city would not release the pool for a 3 1/2 day meet. They will host the Senior Open as scheduled, but have approved that the Sectionals can still take place in Pacific Swimming (possible impact on the open meet).</li> <li>David Cottam will send the invitation to those teams that have pools that would meet the criteria for hosting the Sectionals to see if any team wants to pick it up. These teams include ones that could host at Stanford, Santa Clara, Morgan Hill, and Indian Valley College</li> </ol>					
<b>Next Meeting</b>	Next regular Executive Committee Meeting: October 19, 2022					
<b>Meeting Adjourned</b>	Meeting adjourned at 9:00 PM					

\* Correction not made in meeting: The LSC has not yet been given the donation. The family would like to hear how we propose to use it first.

RESPECTFULLY SUBMITTED BY,  
 MARIE LIN  
 PACIFIC SWIMMING SECRETARY

## Motion 2205FVC02 Document for P&P

### D. Meet Reporting Requirements

#### PRE-MEET REQUIREMENTS

Registration checks must be submitted to the Pacific Swimming Membership Manager no later than 3 days (72 hours) before the competition. If a registration check does not occur, the results from the competition shall not be loaded into the SWIMS database.

## POST MEET REQUIREMENTS

Registrations collected at the meet must be received by the Pacific Swimming Membership Manager by 3 days (72 hours) following the meet. The Meet Registration Report shall be returned even if the non-registered athlete(s) did not swim.

Post meet report completed by the Meet Referee shall be submitted to Pacific Swimming Time Verification Manager for Sanction Only Meets. Once received, meet results will be loaded into SWIMS and posted on the website.

## MEET FINANCIALS:

### **Zone and LSC Meets**

The Meet Summary report must be emailed to [msr@pacswim.org](mailto:msr@pacswim.org) no later than 48 hours after the conclusion of the meet. An electronic invoice will be generated and emailed to the meet director no later than the end of business on the Friday following the meet. **Payment is due upon receipt of the invoice.** A 10% late fee will be assessed if payment is not received within 15 days of the conclusion of the meet.

### **Sanction Only Meets**

**PACIFIC SWIMMING SHALL GENERATE AN ELECTRONIC INVOICE FOR THE SANCTION FEE AND EMAIL IT TO THE MEET DIRECTOR WITHIN 3 DAYS. PAYMENT IS DUE UPON RECEIPT OF THE INVOICE. A 10% LATE FEE WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED 5 DAYS BEFORE THE START OF THE MEET.**

### **Flat Fee Meet** (Dual, Tri, Quad or Closed Invitational Meets)

Athletes are charged one fee to enter the meet. Host Club determines the fee charged to the athletes. The percentage amounts due to Pacific Swimming are outlined in Section III C. The Meet Summary report must be emailed to [msr@pacswim.org](mailto:msr@pacswim.org) no later than 48 hours after the conclusion of the meet. An electronic invoice will be generated and emailed to the meet director no later than the end of business on the Friday following the meet. **Payment is due upon receipt of the invoice.** A 10% late fee will be assessed if payment is not received within 15 days of the conclusion of the meet.

### **MEFAP Entries** (MEFAP – Meet Entry Financial Assistance Program for Outreach Members)

Meet Management shall provide a summary of any MEFAP entries to the host team prior the meet. The host team may be required to collect and submit any splash fees at the meet. The electronic invoice will reflect a reduction in the amount due to Pacific Swimming due to MEFAP Entries.

## Motion 2205VCPO01 Codes of Conduct

### **MODEL TRAVEL / EVENT CODE OF CONDUCT: ATHLETES**

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior during camps and all-star travel. This document will be used as a template for conduct expectations during these types of events.

- I will, at all times, respect and show courtesy to my teammates, coaches, officials, volunteers, administrators, chaperones, competitors, and the public.
- I will be respectful of my teammates' feelings and personal space. I understand that participants who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be face consequences.
- I will attend all team functions, which include meetings, practices, presentations, and competition, unless I am excused by a coach or person designated in charge of the event.
- I will show respect for all facilities and other property (including locker rooms) used during this event and team activities.
- I will obey all of USA Swimming's rules.

#### **MODEL TEAM TRAVEL / EVENT CODE OF CONDUCT: PARENTS**

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents during camps or all-star travel. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering to officiate or time, observing and cheering during the event.
- I will refrain from coaching my child during the event.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- Once my athlete has been checked in with the team or event, I understand that my interactions with the athletes will be limited to observation from the designated parent areas. Athletes will be allowed to check in with parent each day prior to lights out, but athletes are expected to remain with team for the duration of the trip.
- I will direct my concerns to first to Head Coach or Head Chaperone; then, if not satisfied, to the LSC General Chair.

#### **MODEL TEAM TRAVEL / EVENT CODE OF CONDUCT: COACH**

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of a camp or all-star travel event. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- I will at all times, adhere to USA Swimming's rules and code of conduct. ***Coaches who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.***
- I will set a good example of respect and sportsmanship for participants and families to follow.
- I will act and dress with professionalism and dignity in a manner suitable to my profession.
- I will respect officials and their judgment and abide by the rules of the event.

- I will treat coaches, participants, and spectators with respect.
- I will instruct participants in sportsmanship and demand that they display good sportsmanship.
- I will coach in a positive manner and not use derogatory comments or abusive language.
- I will win with humility and lose with dignity.
- I will treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- I will always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- I will continue to seek and maintain my own professional development in all areas in relation to coaching and teaching children.
- I will always maintain a professional separation between coach and athlete.