

Title: Pacific Swimming 2019 Motions

F= FINANCIAL

B=BUSINESS

R =RULES AND REGULATION

P =POLICY AND PROCEDURES

L=BY-LAWS

Date Intro	Motion #	Type	Doc		Action															
2/20/19 BOD	1902VC01	P	Y	<p>Charitable Solicitations</p> <p>To add a policy regarding Charitable Solicitations to the Policies and Procedures</p> <p>To add to Section XVI of the P/P</p> <p>13. Charitable solicitations shall not be posted on the Pacific Swimming website unless it directly benefits or is endorsed by Pacific Swimming or USA Swimming. Such solicitations may be considered for posting on Pacific Swimming social media <i>by the Executive Committee or Board of Directors.</i></p> <p>Debbi Tucker, Vice Chair Operations (30 day motion, P&P)</p> <p><i>Italics are the amended portion that was passed</i></p>	<p>Referred to BOD 4/17/2019</p> <p>Passed with Amendment By BOD 4/17/2019</p>															
	1902MR1	R	Y	<p>Increase Far Western Entry Fees</p> <p>Increase the entry fee as seen in Rules and Regulations Section 2 B 1 Table for SC and LC Far Westerns from \$10 to \$11.</p> <p>Depending on the number of entries, this increase could provide an additional \$4000-\$7,000 in revenue. The financial burden on athletes attending the meet would be \$1.00 to \$7.00. (More if an athlete enters more than the maximum number of events allowed.)</p> <p>The Last time Far Western entry fees were increased was in 2014. This increase would go into effect in 2020.</p> <table><tr><th>SC</th><th># of Entries</th><th>Entries * \$10</th><th>Entries* \$11</th><th>Net</th></tr><tr><td>2018</td><td>6629</td><td>\$66,290</td><td>\$72,919</td><td>\$6,629</td></tr><tr><td>2017</td><td>6989</td><td>\$69,890</td><td>\$76,879</td><td>\$6,989</td></tr></table>	SC	# of Entries	Entries * \$10	Entries* \$11	Net	2018	6629	\$66,290	\$72,919	\$6,629	2017	6989	\$69,890	\$76,879	\$6,989	<p>Referred to BOD 4/17/2019</p> <p>Withdrawn at BOD 4/17/2019</p>
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				<p>Rules and Regulations Section 2</p> <p>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>																																																																																										
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	1902IC1	F	Y	Prime Money Market Account The Investment committee recommends and moves to open an Institutional Prime Money Market Account through Wells Fargo. To open the account Two Hundred Thousand dollars (\$200,000) will be transferred from the Chase Savings account. Discussion: As mentioned in the Investment Committee report, money management options were discussed with Pacific's Wells Fargo Advisor, Mick Pepper. One option that was recommended was to open an Institutional Prime Money Market Account. Money in this account would earn a varying interest rate (when we were discussing this option the interest rate was 2.59%) that is significantly higher than what is available through a regular savings account (0.04%). To open the account the account the following signatures are required: General Chair – David Benjamin Admin Vice Chair – Debbi Tucker Secretary – Marie Lin Treasurer – Mary Ruddell Mary Ruddell, Investment Committee	Passed
3/20/19 Exe	1903LR	B	N	Far Western April 4-7, 2019 Location If the Santa Clara pool is not operational my Thursday, April, 28th, at noon Far Western's will be moved to Morgan Hill. Larry Rice, Veronica Hernandez 2nd	Passed
6/19/19 BOD	1906CB1	L	Y	Disability included under Diversity and Inclusion Disability should be established under the umbrella of Diversity and Inclusion, and it will be up to the Chairman to determine when there is sufficient interest to set up a team Clint Benton, Peter McNamara (2nd)	Passed by BOD Refer to total By-Laws vote 7/19/19 BOD
	1906PM1	L	Y	Vice Chairs in the BOD BOD should have an Admin Vice Chair, Vice Chair Development, and Vice Chair Program Operations and convert Senior Vice Chair and Age Group Vice Chair, to Senior Chair and Age Group Chair. Peter McNamara, Leo Lin (2nd)	Passed by BOD Refer to total By-Laws vote 7/19/19 BOD
	1906PM2	L	Y	Independent Member appointed to Finance Committee There will be an Independent Member (not involved in the financial activities) appointed to the Finance Committee by the General Chair. Peter McNamara, Clint Benton (2nd)	Passed by BOD Refer to total By-Laws vote 7/19/19 BOD
	1906MD1	L	Y	Delegation of Duties to Staff	Passed by

Date Intro	Motion #	Type	Doc		Action
				Article 6.11.3 (line 473 should read) -Officers of Pacific Swimming may delegate any portion of their duties to an individual or a committee.....(line 476), Except as otherwise provided in these Bylaws and with the consent of the Board of Directors any officer may delegate any portion of that officer's duties to the paid staff of Pacific Swimming. A delegation of duties shall not relieve the delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed or fulfilled. Mike Davis, Curtiss Kikuta (2nd)	BOD Refer to total By-Laws vote 7/19/19 BOD
	1906LL1:	L	Y	Governance Committee Member Term The appointed term for a Governance Committee member is 2 years, with ability to hold the position for 2 consecutive terms. Leo Lin, Mike Piccardo (2nd)	Passed by BOD Refer to total By-Laws vote 7/19/19 BOD
7/17/19 BOD	1907FC01	P	Y	Service Charge for reissued lost or checks uncashed Correction to Pacific Swimming's Policies and Procedures Section III Fees G.2. 2. The miniumum service charge to reissue lost or check not cashed within a 6 month time frame shall be \$25. No fee shall be charged to reissue checks sent to an address other than the one listed on the request form. Mary Ruddell, Finance Committee (30 day motion, P&P)	Refer to BOD 9/18/19 Passed by BOD
	1907FC02	P	Y	Late Payment Fee to Clubs for "A" Medal Make a addition to the Pacific Swimming's Policies and Procedures Section III Fees G. 3. The Late Payment Fee for clubs who have "A" Medal or Equipment Rental invoices still unpaid after 45 days shall be \$25. Pacific Swimming shall, at their discretion, discontinue extension of credit for A Medals or Equipment Rental to clubs with an outstanding balance in excess of 60 days. Mary Ruddell, Finance Committee (30 day motion, P&P)	Refer to BOD 9/18/19 Passed by BOD
	1907FC03	P	Y	Unrestricted and Restricted Contributions Add the following statement to Pacific Swimming Policies and Procedures Section II Budget and Finance A 10. Unrestricted or restricted contributions in the form of cash, securities or value-in-kind will be recognized at fair market value, and recorded as such. Donor contributions that have stipulatins will be recorded as restricted assets and can only be used for the purpose as stipulated. Contributions without any stipulations will be recorded as general assets and may be used for any purpose in line with Pacific Swimming's objectives after the Board's approval. Mary Ruddell, Finance Committee (30 day motion, P&P)	Refer to BOD 9/18/19 Passed bu BOD
	1907BOD 01	L	Y	Remove Age Group and Senior Chair From Executive Committee Remove the Age Group Chair and Senior Chair from the Executive Committee; and, add Program Operations Vice-Chair and Program Development Vice-Chair to the Executive Committee in the new Bylaws.	Passed by BOD, included in new by-laws

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				Mike Piccardo 2nd, Passed	Referred to HOD 10/13/19
	1907BOD 02	L	Y	Governance Committee Terms Change the Governance Committee members to a limit of 3 terms of 2 years each for a total of 6 years	Passed by BOD, included in new by-laws Referred to HOD 10/13/19
	1907BOD 03	L	Y	Revised By-Laws following the United States Swimming Template See the Final Draft Passed by BOD to be sent to the HOD with included amendments	Passed by BOD Refer to HOD 10/13/19 Passed by HOD
8/26/19 Exe	1908TR1	F	Y	Signatures of New General Chair on Chase Bank Accounts and Wells Fargo Investment Accounts Change the names of the signers on the Chase Bank accounts and Wells Fargo Investment Account from the current General Chair, David Benjamin to the new General Chair, David Cottam effective September 1, 2019 Mary Ruddell, Treasurer	Passed
	1908TR2	F	Y	Signatures of New Program Operations Vice Chair on Chase Bank accounts and Wells Fargo Investment Account Change the names of the signers on the Chase Bank accounts and Wells Fargo Investment Account from the current Program Operations Vice Chair, Debbi Tucker to the new appointed Program Operations Vice Chair, Leo Lin effective upon his approval by the Board of Directors on September 18 Mary Ruddell, Treasurer Passed	Passed
9/18/19 BOD	1909TR1	F	Y	Revise Budget to Reflect Additional Expenses Increase budget to 4331,743, and increase of approximately \$18,500 Mary Ruddell, Treasurer, Clint Benton, 2nd Amended : Increase budget by approximately \$11,606 Passed	Passed by BOD, Refer to HOD 10/13/19 Amended motion Passed by HOD
	1909TR2	F	Y	Add additional funds for Olympic Trials	Passed by

Date Intro	Motion #	Type	Doc		Action
				Add \$20,000 for funding for Olympic trials Mary Ruddell, Treasurer, Leo Lin, 2nd	BOD, Refer to HOD 10/13/19 Passed by HOD,
	1909MR1	B	Y	1909MR1: Request to not renew lease on office at Regus When the lease is due in October to renew the lease on the office space at Regus we will not renew. Mary Ruddell, Clint 2nd	Passed by BOD
	1919MR2 Amended	P	Y	Change Section V.A.2c(1) , add Section V.A.5, Change Section V.A. 6 2c(2) iii, and add Section V.A.6 in the Policies and Procedures Section V.A. 2c 1) Full Share Financial Assistance: Individuals or their elected/appointed alternates serving in the following positions: General Chair, Vice Chair - Program Development, and Vice Chair - Program Operations, Senior Chair, Age Group Chair, Coach Representative(s), and Senior Athlete Representative(s). Note: The General Chair may select Committee Chair(s) <i>or others</i> serving on the Board of Directors to receive full funding. Section V.A 5. <i>Seat selection fees shall be reimbursed if the total does not exceed the transportation as determined by the Board of Directors and supported by the submission of transportation receipts .</i> Change Section V.A.6 2c(2) iii iii. Half of the cost of a standard double room including all taxes as quoted in Convention registration forms. Should two individuals from Pacific Swimming share a room, the individual shall receive 25% 50% of the cost of the room. These expenses shall be supported by receipts. Add Section V.A.6 6. <i>When rooms are shared, in no case shall Pacific Swimming reimburse more than 100% of the cost of the room.</i> Mary Ruddell, Marie Lin, 2nd (P&P, 30 days)	Refer to BOD 11/20/19 Passed by BOD 11/20/19
	1909M3	B	Y	Revision of Convention Reimbursements will be effective for 1 year, retroactive to Convention September 12-15, 2019 The changes proposed in Amended Motion 1901MR2 will be in effect this year only, and retroactive to the Convention September 12-15, 2019 Mary Ruddell, Larry Rice 2nd	Passed
	1909LR1	F	N	Motion 1909LR1: Registrar Funding Money for Registrar duties will be add to Laurie Benton's salary (\$600/monthless required fees which would have been previously paid by Judy) starting September 1, 2019	Passed

Date Intro	Motion #	Type	Doc		Action
				Larry Rice, Leo Lin, 2nd	
10/13/19 Exe	1910PM1	B	N	Office Rental Renewal Rent Office for another year and refer to Governance Committee or Task Force to do a "needs assessment" regarding the office. Peter McNamara, Larry Rice 2nd	Passed
11/20/19 BOD	1911CL1	B	Y	Revised Crisis Management and Disaster Recovery Plan Accept the 11/1/19 Revised Crisis Management and Recovery Plan - See document below Clint Benton, Mary Ruddell 2nd	Passed
	1911MD1	B	Y	Approve Revised 2020 BOD, EXE, and HOD 2020 Meeting Schedule 2020 BOD and HOD Schedule Jan 15 -EXE 7:30 Conference Call Feb 19 BOD 7:30 Pleasanton Courtyard - Hopyard March 18 EXE 7:30 Conference Call Apr 15 BOD 7:30, Pleasanton Courtyard - Hopyard May 17 HOD 5:30 Courtyard San Jose North May 20 EXE 7:30 Conference Call July 15 BOD 7:30 San Ramon Courtyard Sept 16 BOD 7:30 San Ramon Courtyard Oct 11 HOD 9:00 AM TBD Oct 21 EXE 7:30 Conference Call Nov 18 BOD 7:30 San Ramon Courtyard Mike Davis, Jay Rowland, 2nd	Passed
	1911MD2	B	Y	Choose site for February and April BOD BOD February and April meetings should be located at Pleasanton Courtyard at Hopyard Mike Davis, Veronica Hernandez 2nd	Passed

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



PACIFIC SWIMMING, INC.

CRISIS MANAGEMENT and DISASTER RECOVERY PLAN

PURPOSE

An LSC crisis may occur in several different situations including times when the integrity or reputation of Pacific Swimming is threatened by adverse or negative attention; when, in the eyes of the media, public, or its membership, Pacific Swimming did not react to a given situation in an appropriate or timely manner, or when an emergency arises that may threaten the operations of the permanent offices of Pacific Swimming. During these times, it is vital that Pacific Swimming effectively manages communication through a formal, clearly defined channel to mitigate the crisis or any serious negative repercussions while maintaining its reputation of leadership and transparency. This Pacific Swimming Crisis Management Plan manages the distribution of critical, often sensitive, information to the media, the public, and its members, while the Disaster Recovery Plan is designed to insure business continuity by protecting the LSC from threats to its physical assets and IT-disabling disasters.

The role of the Pacific Swimming Board of Directors in Crisis Management and Disaster Recovery Planning

Under nonprofit governance laws, the members of the Pacific Swimming Board of Directors have the duty to exercise a high standard of care in managing the business of the organization. In an emergency, this duty extends to insuring that the assets of the organization are protected and helping the organization manage its communications with key stakeholders, members, strategic partners, employees, news media, and the community. The board's responsibility prior to a crisis is twofold: 1) to be sure there is a crisis management/disaster recovery plan in place and 2) to know and understand its own role in helping the organization through a crisis.

Descriptions or Key Positions:

- 1) Spokesperson: General Chair or Designee - The person authorized to speak to the news media, public, membership, and stake holders during a crisis.
- 2) Information Officer(s): Person(s) appointed by the General Chair and approved by the Pacific Swimming Board of Directors. The incident leader of the crisis communication plan who is charged with conducting the preliminary investigation of the crisis by gathering information from all relevant sources.
- 3) Crisis Communication Team: Members of the crisis communication team must be accessible any time of the day or night.
 - a) Primary Team: Spokesperson, Information Officer, USA Swimming Representative, Legal Counsel, Office Staff.
 - b) Secondary Team: Remaining members of the Pacific Swimming Executive Committee and the Secretary.
 - c) Situational: Other individuals may be identified collaboratively by the General Chair and Information Officer to serve on the crisis communication team based on their expertise and/or relationship to the situation. This may include the Officials Chair, Governance Chair, Diversity Chair, etc.

- 4) Stakeholders: Stakeholders are those members of key constituent groups who have a vested interest in Pacific Swimming. They include:
- a) USA Swimming
 - b) Pacific Swimming Board of Directors and Staff Members
 - c) Pacific Swimming Members - Clubs, Coaches, Athletes, Non-Athletes
 - d) Parents of Pacific Swimming member athletes
 - e) LSC Volunteers (committees, events, etc.)
 - f) Partner Organizations and Sponsors
 - g) Media and the Public

GENERAL PROCEDURES

- 1) The General Chair, or his/her designee, is responsible for issues management. It is the responsibility of all Pacific Swimming board and staff members to constantly monitor the LSC and national swimming environments as well as the local, state, and national news coverage of issues or trends that might lead to public relations problems for Pacific Swimming. Upon becoming aware of the existence of any potentially harmful situation, board and staff members are required to contact the General Chair with as much information and documentation as possible regarding the potential situation. The General Chair or his/her designee, in consultation with selected board members and staff, will immediately create and implement a plan that could include intervention or mediation to help mitigate any impending crisis.
- 2) Realizing that not all crises are preventable, it is the responsibility of the Pacific Swimming Board of Directors, through the office of the General Chair, to have an appropriate crisis preparation plan in place that includes the education of all board members with respect to that plan and their roles during a crisis.
- 3) The General Chair, or his/her designee, will serve as the Spokesperson in the event of a crisis. If approached, board members should refer all inquiries to the designated Spokesperson.
- 4) At its first meeting following the fall Pacific Swimming HOD meeting, the Board of Directors will review the current LSC crisis management plan to ensure that all board members are aware of the procedures and their roles during a crisis. Also, at this meeting, the General Chair will bring forth for board approval two recommended appointees to serve as a potential crisis Information Officer for the upcoming year. These appointees must be current members of the Pacific Swimming Board of Directors, be readily available to lead the investigation of a crisis, be thorough and detail-oriented, and possess the ability to remain calm under pressure.
- 5) Should a crisis arise during the year that requires activation of the Pacific Swimming crisis management plan, the General Chair will select one of the two approved appointees as the Information Officer for that situation. That selection will be based primarily on the nature of the crisis with respect to both the board position of the selected appointee and his/her relationship to the crisis situation.

BEST PRACTICES

In the event of a crisis, the Board of Directors of Pacific Swimming will adhere to the following best practices:

- 1) Crisis prevention is a priority for Pacific Swimming and is supported by continually maintaining sound business practices and effective internal and external communications.
- 2) The Board of Directors should budget for and facilitate media training for the designed Spokesperson and staff members to learn strategies to effectively deal with the media during times of crisis.
- 3) Pacific Swimming board members and staff will remain "calm" and take the "high road" during a time of crisis. It is imperative to remain focused under pressure situations to allow for the best possible handling of the crisis and to ensure that the business operations of Pacific Swimming continue to be carried out effectively and professionally during any time of crisis.
- 4) Pacific Swimming understands the urgency in getting its message out first. This allows Pacific Swimming to better control the content and its accuracy as well as stabilizing the situation and solidifying the reputation of Pacific Swimming. Crisis communication planning must be designed to help manage the first 48 hours of an emergency.
- 5) After gathering facts to help understand the crisis, it is imperative that Pacific Swimming communicates the right message. Consultation with legal counsel may be necessary to ensure that appropriate information is shared at the appropriate time(s).
- 6) Board members should return phone calls and emails directing the inquirer to the designated Spokesperson. The Spokesperson is responsible for following up with all communications including phone calls and emails. Under no circumstances should a board member provide any information other than the contact information for the Spokesperson when approached.
- 7) As soon as possible upon receipt of any information pertaining to the crisis, board members should immediately relay that information to the Information Officer.
- 8) Private conversations among board members are the preferred method of communication during a time of crisis. Pacific Swimming Board of Directors members should minimize the use of email communications related to any existing crisis during the activation of the crisis management plan.
- 9) The Information Officer will share information regarding the crisis with the board members and stakeholders of Pacific Swimming at the appropriate time.
- 10) Issues regarding personnel and Board of Review matters are to remain confidential.
- 11) The Pacific Swimming Office will serve as the permanent repository for all critical Pacific Swimming documents, news releases

and/or fact sheets related to any crisis.

- 12) Records of all communications should be kept in the permanent files of Pacific Swimming. These include summaries of phone or verbal communications which should be prepared immediately or as soon as possible to avoid memory lapse as well as copies of written communications and emails.

CRISIS MANAGEMENT PLAN

PROCESS

- 1) Notification: The General Chair should be immediately notified of any impending or existing crisis by staff and/or board members of Pacific Swimming.
- 2) Assessment of the Situation: Upon receiving notification of an impending or existing crisis, the General Chair will either activate an intervention/mediation plan or appoint one of the two approved Information Officers to initiate an investigation.
- 3) Information Officer: Based on the nature of the crisis, the General Chair will appoint an Information Officer from the two individuals previously approved by the Pacific Swimming Board of Directors to initiate the investigation. This investigation should include:
 - a) Determine what happened.
 - b) Determine when and where it happened.
 - c) Determine who is affected.
 - d) Identify why it happened and what or who caused it.
 - e) Investigate and assess the reaction to the incident.
 - f) Determine possible repercussions of the incident.
 - g) Interview and collect all facts and documents from those affected.
 - h) Determine when more information might become available.
 - i) Present recommendations to the General Chair as to how to prevent a reoccurrence.
 - **Contact information for the Information Officer is listed in Appendix A and Board members should supply him/her with any pertinent information as soon as he/she is made aware of it.**
- 4) Activation of Crisis Communication Team: Depending on the situation. The Information Officer will convene the primary and/or primary and secondary crisis communication team(s) via conference call or in-person meeting.
 - a) The crisis communication team will be alerted by a phone call; use of email is discouraged. It is imperative that the Information Officer has up-to-date contact information for all members of the crisis management team.
 - b) The information Officer may engage others in the process based on the situation.

- 5) Before Going Public – the Crisis Communication Team:
 - a) Based on information gathered and presented by the Information Officer, the crisis communication team will assess the situation. Determine the facts and begin planning.
 - b) The crisis communication team will formulate an appropriate response to the crises.
 - c) The crisis communication team will construct a plan/process and timetable that appropriately addresses the crisis.

- 6) Communication with the Public - Crisis Communication Team:
 - a) The Information officer in consultation with the General Chair alerts key stakeholders.
 - b) The Spokesperson begins external audience outreach.
 - c) Update the website as needed.
 - d) Continually evaluate the effectiveness of the message as the situation progresses.
 - e) Implement methods for updating both internal and external audiences with new information as it becomes available.
 - f) Distribute post-crisis communications to appropriate audiences.

- 7) Post Crisis Review
 - a) Secure Loose Ends: Appropriate communications should be made to the appropriate audiences (including the Pacific Swimming Board of Directors and members) summarizing the resolution of the crisis. Check to be sure interaction with all media contacts has been completed.
 - b) File all notes, video/sound clips. Talking points, communications, etc. into an electronic file to be housed permanently with Pacific Swimming. The hard copies of all official documents should be filed and kept also at Pacific Swimming's office.
 - c) Update and revise the crisis communication plan to reflect any suggested changes and present to the Pacific Swimming Board of Directors for approval.
 - d) Re-convene the crisis communication team to evaluate the effectiveness of the crisis management plan. If appropriate, engage the Board of Directors in this review.

DISASTER RECOVERY PLAN

PURPOSE

It is imperative that Pacific Swimming has procedures in place to continue its business in the event of a disaster that causes damage to and/or threatens the LSC's IT systems. It is the responsibility of each staff member, in collaboration with the General Chair and the Treasurer, to ensure that an effective plan is constructed and communicated. Components of that Plan should include the following:

- 1) Maintain a complete inventory of all physical assets of Pacific Swimming. Update databases and spreadsheets annually and record major acquisitions as they occur.

- 2) Maintain a daily online backup of the office computers, key databases, and financial files.
- 3) Storage of copies of all bank account numbers, legal documents, board minutes, committee reports, insurance policies, etc. in a safe and secure place.
- 4) Construction of a document that contains emergency contact information for all staff and members of the executive committee and secretary to be shared with members of both entities.
- 5) Establishment of a network of community organizations that could be called upon during specific type of crises.
- 6) Review and revision of disaster recovery plan at least once a year with office staff and the General Chair and Treasurer.

Appendix A - KEY POSITIONS – through September 2020

Spokesperson

David Cottam, General Chair **Email:** dcottam@pacswim.org **Tel:** (925) 285-6821

Alternate Designate

Leo Lin, Vice Chair, Program Operations **Email:** llin@pacswim.org **Tel:** (925) 451-8653

Information Officer(s)

Mary Ruddell, Treasurer **Email:** mruddell@pacswim.org **Tel:** (925) 787-7586

Mike Davis, Officials Chair **Email:** mdavis@pacswim.org **Tel:** (408) 761-1501

CRISIS COMMUNICATION TEAM

Primary Team Spokesperson(s): David Cottam, Leo Lin

Information Officers: Mary Ruddell, Mike Davis

Staff Support:

Cindy Rowland, Administrative Director **Email:** cindy@pacswim.org **Tel:** (925) 787-2707

Diana Fetterman, Website Administrator **Email:** dfetterman@pacswim.org **Tel:** (925) 787-6492

Laurie Benton, Membership & Registration **Email:** laurie@pacswim.org **Tel:** (925) 822-7913

REVISED: 11/1/2019