

# Title: Pacific Swimming 2022 Motions

F= FINANCIAL

B=BUSINESS

R =RULES AND REGULATION

P =POLICY AND PROCEDURES


L=BY-LAWS

Date Intro	Motion #	Type	Doc		Action																																																
1/19/22 EXE	2201VCPO01	F	Y	<b>Pacific Coast All Star Coaches Per Diem</b> Increase the 2022 Pacific Coast All-Star coach per diem from \$100 to \$200 per coach.	Passed																																																
	2201VCPO02	B	N	2201VCPO02: Olympic and Paralympics Training Center Camp 2022 Pacific Swimming will send a team to the OPTC rooming 2 athletes/room Veronica Hernandez, Vice Chair Program Operations	Failed																																																
	2201SCHC01	B	Y	<div>Pacific Meet Schedule 2022-23</div> <div><i><b>Proposed 2022-23 Pacific Swimming Meet Schedule</b></i></div> <table><thead><tr><th>Date</th><th>Meet</th><th>Meet Days</th><th>Notes</th></tr></thead><tbody><tr><td colspan="3">2022</td><td></td></tr><tr><td>Sept 24-25</td><td>Senior Open</td><td>2</td><td>16 lanes desired</td></tr><tr><td>Oct 22-23</td><td>Senior Open</td><td>2</td><td>16 lanes desired</td></tr><tr><td>Nov 4-6</td><td>Senior 2 P&amp;F</td><td>2</td><td>10 lanes min.</td></tr><tr><td>Nov 19-20</td><td>Senior Open</td><td>2</td><td>16 lanes desired</td></tr><tr><td>Dec 2-4</td><td>Winter Junior Olympics</td><td>2½</td><td>16 lanes</td></tr><tr><td>Dec 9-11</td><td>Senior 2 P &amp; F</td><td>2</td><td>10 lanes min.</td></tr><tr><td colspan="3">2023</td><td></td></tr><tr><td>Jan 28-29</td><td>Senior Open</td><td>2</td><td>16 lanes desired</td></tr><tr><td>Feb 11-12</td><td>Senior Open P&amp;F</td><td>2</td><td>10 lanes min.</td></tr><tr><td>Feb 26</td><td>ZAM - Zone 3 Host*</td><td>1</td><td></td></tr></tbody></table>	Date	Meet	Meet Days	Notes	2022				Sept 24-25	Senior Open	2	16 lanes desired	Oct 22-23	Senior Open	2	16 lanes desired	Nov 4-6	Senior 2 P&F	2	10 lanes min.	Nov 19-20	Senior Open	2	16 lanes desired	Dec 2-4	Winter Junior Olympics	2½	16 lanes	Dec 9-11	Senior 2 P & F	2	10 lanes min.	2023				Jan 28-29	Senior Open	2	16 lanes desired	Feb 11-12	Senior Open P&F	2	10 lanes min.	Feb 26	ZAM - Zone 3 Host*	1		Passed
Date	Meet	Meet Days	Notes																																																		
2022																																																					
Sept 24-25	Senior Open	2	16 lanes desired																																																		
Oct 22-23	Senior Open	2	16 lanes desired																																																		
Nov 4-6	Senior 2 P&F	2	10 lanes min.																																																		
Nov 19-20	Senior Open	2	16 lanes desired																																																		
Dec 2-4	Winter Junior Olympics	2½	16 lanes																																																		
Dec 9-11	Senior 2 P & F	2	10 lanes min.																																																		
2023																																																					
Jan 28-29	Senior Open	2	16 lanes desired																																																		
Feb 11-12	Senior Open P&F	2	10 lanes min.																																																		
Feb 26	ZAM - Zone 3 Host*	1																																																			

Date Intro	Motion #	Type	Doc					Action
				Mar 4-5	Senior Open	2		
				Mar 10-12	Spring Junior Olympics	3	16 lanes	
				Mar 30-Apr 2	SC Far Western	4	*Easter Apr 9	
				Apr 15-16	Senior Open - LC	2		
				Apr 22	10U Champs - SC	1		
				May 7	Senior 2 Post CCS Walk on	1	CCS 5/4-6/CIF 5/11-13	
				May 7	Senior 2 Post NCS Walk on	1	NCS 5/4-6/CIF 5/11-13	
				May 14	Senior 2 Post NIAA Walk on	1	NIAA 5/11-13	
				Jun 3-4	Senior Open - LC	2		
				Jun 24-25	Senior Open - LC	2		
				Jul 7-9	Summer Junior Olympics - LC	3	8-9 lanes	
				Jul 14-16	Senior 2 P&F - LC	2		
				Jul 27-30	Far Western - LC	4		
				* note ZAM now called Zone Challenge is in February instead of March Cindy Rowland for Scheduling Committee				
2/16/22 BOD	2202MR01  2111MR01 Amended	B  P	N  Y	Bring Action on Tabled motion 2111MR01 Pacific Travel Expense Reimbursement Policy  Changes to Section V of Policies and Procedures: United States Aquatic Sports (USAS) Convention, Business Meetings and Workshops  Section V add in line 3 Pacific Swimming does not reimburse or pay for any alcoholic beverages at any time  Change Section V.A.2c (1): Full Share Financial Assistance: Individuals or their elected/appointed alternates serving in the following positions: General Chair, Administrative Vice- Chair, Finance Vice-Chair, Program Development Vice-Chair, and Program Operations Vice-Chair -, Senior Chair, Age Group Chair, Coach Representative(s), and Senior Athlete Representative(s). Note: The General Chair may select Committee Chair(s) or others serving on the Board of Directors to receive full funding. A Full Share is: Change Section V.A.c.(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 50% 25% of the cost of the room. These expenses shall be supported by receipts.  Add Section V.A.c.(5)				2202MR01 Passed 2111MR01 Amended - Tabled Refer to BOD 316/2022

Date Intro	Motion #	Type	Doc		Action
				<p>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.</p> <p><b>Add Section V.A.c.(6)</b></p> <p>When rooms are shared, in no case shall Pacific Swimming reimburse more than 100% of the cost of the room.</p> <p>Mary Ruddell</p> <p>Discussion:</p> <p><b>Amendment 1: Change Section C. 3</b></p> <p><b>3. Lodging Support for Officials at LSC Meets</b></p> <p>a. Assigned Officials (Meet Referee, Starters, Deck Referees, <del>Lead</del> Chief Judges and the Administrative Referees) working LSC Meets who reside 50 miles or more from the meet venue are eligible to receive a lodging reimbursement or subsidy as determined by the Board of Directors and supported by the Annual Budget..</p> <p>1) The level of subsidy for an Assigned Official shall be:</p> <p>i. Meet Referee, Lead Administrative Referee, Lead Chief Judge shall receive \$100 per night</p> <p>ii. Deck Referees, Starters, Assistant Chief Judges, Assistant Administrative Referees shall receive \$50 per night</p> <p><del>Officials traveling and lodging with their athlete/family are not eligible for a half share of lodging support or subsidy.</del></p> <p>b. Officials shall attend the LSC Meet in its entirety unless approved by the Officials Chair prior to the start of the meet.</p> <p>Phil Grant , Official's Committee</p> <p><b>Amendment 1 passed</b></p> <p><b>Amendment 2: Remove A1b(2) and renumber following parts of A1b</b></p> <p><del>(2) Partial Share Financial Assistance: Pacific Swimming Board of Directors and National Committee members who are not attending Convention or USA Swimming Business Meetings in one of the roles listed above. A Partial Share is:</del></p> <p><del>i. Early Bird Registration or other Registration Costs</del></p> <p><del>ii. Half of the cost of transportation by staff and approved by the Board of Directors and supported by the submission of transportation receipts.</del></p> <p><del>iii. Half of the cost of a standard double room including all taxes as quoted in Convention or USA Swimming Business Meetings registration forms. Should two individuals from Pacific Swimming share a room, Pacific shall pay half the cost of the room. These expenses shall be supported by receipts.</del></p> <p><del>iv. A Per Diem of \$25 shall be paid for the number of days the delegate actually attended the Convention or USA Swimming Business Meetings, but not to exceed seven days.</del></p> <p>Clint Benton, Marie Lin 2nd</p> <p><b>Amendment 2 passed</b></p>	

Date Intro	Motion #	Type	Doc		Action
				See Cleaned Copy of Section V in the addendum which was voted on and passed	2111MR01 BOD 3/16/22 Passed
	2202FC01	F	Y	<b>Audit Reports Approval</b> The Finance Committee recommends to the Board of Directors the acceptance and approval of the documents: 1) Financial Statements and Report of Independent Auditors, 2) Required Communications, and 3) Informational Returns Mary Ruddell, Finance Committee  Passed	Passed
	2202 FC02	R	Y	<b>New Membership Category - Administrator</b> The Finance Committee recommends an addition of the new Administrator Membership Category to Pacific Swimming's Rules and Regulations Section 1 A.4 Registration and Memberships Fees  4. Registration and Membership Fees f. The registration fee for an Administrator shall be the USA Swimming's Administrator registration fee plus \$5 Mary Ruddell, Finance Committee (R&R, 30 days) Passed	Refer to BOD 3/16/22  Passed BOD 3/16/22  Incorporate in R&R draft
	2202OC01	F	Y	<b>Increase Official/s Lodging Budget</b> The Officials Committee recommends an increase to the current Pacific Swimming Budget line item #58950 (Officials' Lodging) which is currently \$0 dollars. We request an immediate increase of \$6000. This increase will help incentivize officials to work the remaining 14 LSC major meets for this 2021-2022 season Phil Grant, Officials Committee Passed	Passed
3/16/22 BOD	2203GC01	R	Y	<b>Revised Rules and Regulations</b> Approve the Rules and Regulations Update March 3, 2022 Peter McNamara, Governance Committee (R&R, 30 day motion) Passed	Refer to BOD 4/20/22 Passed BOD 4/20/2022

Date Intro	Motion #	Type	Doc		Action
				 R&R 2022 ver 8- - 05-22-2022 HOD Approved .docx *Copy of Version Passed by HOD	Amended Revised R&R Passed by HOD 5/22/22
5/18/22E XE	2205FVC01	F	Y	<b>Randy Pedersol, Treasurer</b> Add Randy Pedersoli as a signer on the LSC Chase Checking and Savings accounts. Mary Ruddell, Finance Vice Chair Passed	Passed
	2205FVC02	P	Y	<b>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	Refer to BOD 7/20/2022 See Revised form for P&P
	2205FVC03	F	Y	<b>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 Passed	Passed
	2205FVC04	F	Y	<b>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 Passed	Passed
	2205FVC05	F	Y	<b>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 Passed	Passed
	2205VCP01	B	Y	<b>Code of Conduct for All Star Teams and Camps</b> Adapt the Code of Conduct to meet All Star Teams and Camps (See document below) Veronica Hernandez Vice Chair Program Operations Passed	Passed
	2205SC01	B	Y	<b>Pacific Meet Schedule 2022-23 2nd Round of Bids</b> Approve the Round 2 Bids for the Pacific Meet Schedule 2022-2023 (in red)	Passed

Date Intro	Motion #	Type	Doc							Action
				<b>Date</b>	<b>Meet</b>	<b>Bid 1</b>	<b>Bid 2</b>	<b>Bid 3</b>		<b>Bid 4</b>
				<b>2022</b>						
				Sept 24-25	Senior Open	TCA (1)				
				Oct 22-23	Senior Open	OAPB (1)				
				Nov 4-6	Senior 2 P&F *	TERA (1)				
				Nov 19-20	Senior Open	PLS (4)				
				Dec 2-4	Winter Junior Olympics**	SCSC				
				Dec 9-11	Senior 2 P&F *	MAC (1)				
				<b>2023</b>						
				Jan 28-29	Senior Open	OAPB (3)				
				Feb 11-12	Senior Open P&F *	MAC (2)	*Request to move to			
				Feb 26	Zone Challenge	ZONE 3	Feb 18-19			
				Mar 4-5	Senior Open	PLS (2)				
				Mar 10-12	Spring Junior Olympics**	SCSC				
				Mar 30 - Apr 2	SC Far Western	QSS				
				Apr 15-16	Senior Open - LC	PLS (1)				
				Apr 22	10 & U Champ - SC					
				May 7	Senior 2 Post CCS Walk on ***	SCSC				
				May 7	Senior 2 Post NCS Walk on ***					
				14-May	Senior 2 Post NIAA Walk on ***	RENO (1)				
				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						
7/20/22 BOD	2205FVC02 REVISED	P	Y	New Invoicing System						Tabled

Date Intro	Motion #	Type	Doc		Action
				<p>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)</p> <p>Mary Ruddell, Finance Vice Chair (30 day motion, P&amp;P)</p> <p>See below document written for P&amp;P</p> <p>Tabled</p> <p>Passed: BOD 11/2022</p>	Passed BOD 11/2022
	2207IC01	F	Y	<p><b>Line of Credit Extra Payment</b></p> <p>In addition to the planned \$25K payments, \$50K total, scheduled for August and November 2022, the Investment Committee proposes that Pacific Swimming pay an additional \$200K from local funds (savings and checking) by the end of July to reduce our interest payments that have increased substantially beyond our \$1400 per month target.</p> <p>Mike Piccardo, Investment Committee</p> <p>Passed</p>	Passed
	2207DDEI01	F	Y	<p><b>Reopen MEFAP Request</b></p> <p>Authorize Pacific Swimming to pay to SwimConnection and FastSwims 75% of the actual cost to develop MEFAP entry functionality on their platforms. Pacific Swimming's contribution will not exceed \$5000 to each company.</p> <p>Kent Yoshiwara, Diversity, Disability, Equity and Inclusion Committee</p> <p>Tabled</p>	Tabled
	2207AGC01	F	Y	<p><b>Stipend for Western Zone Coaches</b></p> <p>Provide a per diem of \$108.33 per coach for the 2022 WZ All-Stars</p> <p>Kyle Kikuta, Age Group Committee</p> <p>Passed</p>	Passed
	2207SC01	F	Y	<p><b>Travel Support for the International Team Trials</b></p> <p>Senior Committee moves to approve travel support in the sum of \$300 for the International Team Trials held in June.</p> <p>Tony Daly, Senior Committee</p> <p>Passed</p>	Passed
	2207AC01	F	Y	<p><b>Scholarship for 1 or 2 Athletes per year</b></p> <p>The Scholarship Task Force proposes that Pacific Swimming match the \$9000 Donation of a Family of a Pacific Swimmer to be used towards a \$1000 scholarship to be given to 1 or 2 Pacific Athletes annually</p> <p>Aiden Pfeiffer, Scholarship Task Force</p> <p>Tabled</p> <p>Amended Motion:</p>	<p>Tabled</p> <p>Amended motion - passed BOD 11/2022</p>

Date Intro	Motion #	Type	Doc		Action
				The Scholarship Taskforce recommends that Pacific Swimming match the total donation of \$9,000 which will be set aside in a restricted fund held in the Pacific Swimming Investment account. The \$9000 will be removed from local funds and transferred to Wells Fargo. The Annmarie Nordberg Scholarship will be awarded to one or two athletes annually. Each will be awarded \$1000, and no more than \$2000 will be removed from the restricted fund annually. Amended Motion - passed 11/2022	
	2210 VCO01	B	Y	<b>Penalty for entering a meet with an unverifiable qualifying time</b> For each event that an athlete swims (completes) without a verifiable qualifying time, a fine of \$50 will be billed to that athlete's club. This fine will be effective immediately and upheld until such time that USA Swimming has updated SWIMS to be able to run time verifications electronically prior to meets. Veronica Hernandez, Vice Chair Operations	Passed
11/16/22 BOD	2211CB01	B	Y	<b>Rescind Time Verification Motion 2210VCO1 passed by the Executive Committee</b> Rescind the action of the Executive Committee on October 16, 2022, which passed Motion 2210VCO01VH Penalty for entering a meet with an unverifiable qualifying time. Clint Benton, Marie Lin 2nd Passed	Passed
	2211CB02	B	Y	<b>Substitute New Time Verification Penalty</b> For any Pacific Swimming LSC level meet that has a stated time standard for any event, any swimmer who competes in an event and does not achieve the stated time standard, must report to the assigned Administrative Official with verification that the swimmer had achieved that time at a prior meet. If they do not do this prior to the close of their next event they will be scratched from that next event even if it is a final. This penalty is applied because the swimmer did not achieve the stated time standard prior to the close of that preliminary event.  Clint Benton, Marie Lin, 2nd  Failed	Failed
	2211FC01	F	Y	<b>Fees - Stopped Checks</b> The Finance Committee recommends the following edit to the Policies and Procedures, Section III, G. Financial Fees Item 2. G. Financial Fees 1. The minimum service charge for checks returned to Pacific Swimming shall be \$25 plus any bank charges. The second offense for a returned check within one year shall be referred to the Pacific Swimming Administrative Review Board. 2. The minimum service charge <i>for a stopped check</i> or to reissue lost or <i>stale dated</i> checks shall be \$25. No fee shall be charged to reissue checks sent to an address other than the one listed on the request form. 3. The Late Payment Fee for clubs who have "A" Medal or Equipment Rental invoices still unpaid after 45 days shall be \$25.00. 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, P&P)	Tabled  BOD 2/23 Passed



Date Intro	Motion #	Type	Doc		Action
				Passed	
	2211FC02	F	Y	<b>Fees for Untimely Club Renewal</b> The Finance Committee moves to charge an hourly fee of \$75.00 to cover the additional work required when a club does not renew their membership prior to the club expiration date of December 31. Mary Ruddell, Finance Committee Passed	Passed
	2211DDEI01	F	Y	<b>Grant for Oakland Undercurrents</b> Recommend funding a Grant proposal for Equipment and Apparel for the Outreach Athletes at Oakland Undercurrent swim team. The amount of the request is \$7,220 <i>Money will be released once Oakland Undercurrents is appropriately registered for 2023**</i> Kent Yoshira, DDEI    ** Amended Amended Motion Passed	Amended motion passed
	2211AGC01	B	N	<b>Pac Coast All Stars - Sweat shirts</b> Add sweatshirts to the gear purchased for Athletes, and Coaches/Chaperones attending the Pac Coast All Star Meet Kyle Kikuta, Age Group Committee Passed	Passed
	2211MR01	B	N	<b>Site for October HOD, Clinics, and Banquets</b> Approve the Pleasant Hill Rec Center as the location for the Officials' Clinic, Athlete Summit, Awards Banquet, and HOD in October 2023 Mary Ruddell, Clint Benton Passed	Passed

RESPECTFULLY SUBMITTED BY,

MARIE LIN

SECRETARY - PACIFIC SWIMMING BOARD OF DIRECTORS

## SECTION V

### PACIFIC SWIMMING TRAVEL EXPENSE REIMBURSEMENT POLICY

Expenses incurred by members of the Board of Directors and others traveling as authorized representatives of Pacific Swimming shall be reimbursed in accordance with this policy.

NOTE: This policy does not apply to Team Managers, Coaches, or Chaperones on Pacific Swimming sponsored team trips for competition and/or training. They shall be reimbursed as provided for in the Budget.

To be eligible for Financial Assistance or Reimbursement the individual shall meet the following criteria:

- a. Be a member of USA Swimming from Pacific Swimming and
- b. Be approved for Financial Assistance by the General Chair unless otherwise specified in this policy.

- c. Attend the event in its entirety or as specified below
- d. NOTE: Pacific Swimming does not reimburse or pay for any alcoholic beverages at any time.
- e. Travel Expense Reimbursement Policy is subject to change due to financial constraints as determined by the Board of Directors.

**A. United States Aquatic Sports (USAS) Convention and USA Swimming Business Meetings**

- 1. Criteria for Financial Assistance: Must attend for a minimum of two (2) days.
- 2. Individuals attending Convention and USA Swimming Business Meetings and approved for Financial Assistance shall be eligible for assistance at one of the following four (4) levels:
  - a. **Full Share Financial Assistance:** Individuals or their elected/appointed alternates serving in the following positions: General Chair, Vice Chair - Administration, Vice Chair - Finance, 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) or others serving on the Board of Directors to receive full funding. A Full Share is:
    - 1) Early Bird Registration or other Registration Costs
    - 2) Transportation as determined by staff, approved by the Board of Directors and supported by the submission of transportation receipts
    - 3) The cost of a standard double room including all taxes as quoted in Convention and USA Swimming Business Meeting registration forms. Should two individuals from Pacific Swimming share a room, each individual shall receive half of the cost of the room. These expenses shall be supported by receipts.
    - 4) Per diem of \$50 shall be paid for the number of days the delegate actually attended the Convention or USA Business Meeting but not to exceed seven days.
  - b. **Newcomer Share Financial Assistance:** Individuals who have not attended Convention or USA Swimming Business Meeting previously and express a desire to attend Convention or USA Swimming Business Meeting and share what they have learned with the LSC.
    - 1) Early Bird Registration or other Registration Costs
    - 2) Transportation as determined by staff, approved by the Board of Directors and supported by the submission of transportation receipts.
  - c. **Attendee Share Financial Assistance:** Individual Members of Pacific Swimming who do not serve in any of the roles listed above.
    - 1) Early Bird Registration or other Registration Costs
  - d. **Pacific Office Staff Financial Assistance:** Pacific Swimming Office Staff approved by the General Chair to attend the Convention or USA Swimming Business Meeting:
    - 1) Early Bird Registration or other Registration Costs
    - 2) Transportation as determined by the staff, approved by the Board of Directors and supported by the submission of transportation receipts.

- 3) Transportation to and from airports. Transportation includes mileage (IRS annual standard mileage rate) and parking public transportation, or airporter service. These expenses shall be supported by receipts.
  - 4) The cost of a standard double room including all taxes as quoted in Convention and USA Swimming Business Meeting registration forms. Should two individuals from Pacific Swimming share a room, each individual shall receive half of the cost of the room. These expenses shall be supported by receipts.
  - 5) Per diem of \$50 shall be paid for the number of days the delegate actually attended the Convention or USA Business Meeting but not to exceed seven days.
3. The Registration Fee shall be paid by the Pacific Swimming Treasurer once the attendees have been approved by the General Chair. The cost of transportation as determined by the staff and approved by the Board of Directors may be advanced upon submission of evidence of payment for transportation. Payment shall be the lesser of either the amount actually paid or the determined cost. Should these amounts differ, final adjustment shall be made when the balance of the Convention or USA Swimming Business expenses is settled. If the applicant fails to attend the Convention or USA Swimming Business Meeting, the registration fee and all advances shall be returned to Pacific Swimming.
  4. Individuals, with the exception of the Athlete Representative(s), who attend Convention and receive Financial Assistance from Pacific Swimming, shall submit a written Summary Report of Meetings attended prior to receiving Financial Assistance.
  5. Seat Selection Fees: Seat selection fees shall be reimbursed if the total does not exceed the transportation financial assistance as determined by staff and approved by the Board of Directors and supported by the submission of transportation receipts.
  6. When rooms are shared, in no case shall Pacific Swimming reimburse more than 100% of the cost of the room.

**B. USA Swimming Workshops**

1. Criteria for Financial Assistance
  - a. Individuals who are approved by the General Chair or
  - b. Approved by Committee Chairs whose budget includes workshop expenses approved by the Board of Directors or House of Delegates as a part of the budgeting process.
  - c. Reimbursement will be supported by appropriate receipts
  - d. Individuals must attend for the entire duration of the workshop.
2. Financial Assistance shall be as follows:
  - a. Pacific Swimming Staff shall determine the most cost-effective travel options based on airfare purchased no later than 21 days prior to departure which shall then be approved by the Board of Directors.

- b. Transportation as determined by staff, approved by the Board of Directors and supported by the submission of transportation receipts.
- c. Seat Selection Fees: Seat selection fees shall be reimbursed if the total does not exceed the transportation financial assistance amount as approved by the Board of Directors and supported by the submission of transportation receipts.
- d. Actual cost of "single room" lodging shall be reimbursed. In case of travel to USA Swimming sponsored events where USA Swimming pays for a "double" room, Pacific Swimming shall pay the additional cost for a single room.
- e. A Per Diem of \$50 shall be paid for the number of days the individual attends the Workshop unless food and a Per Diem is provided by the workshop host. Additional expenses outside of Per Diem that are not essential will not be reimbursed without approval of the Board of Directors.
- f. Pacific Swimming Staff approved by the General Chair to attend USA Swimming workshops shall receive financial assistance as if they were attending the Convention or a USA Business Meeting. (see Section V, A, d above).

**C. Travel and Lodging Assistance for Officials**

**1. Criteria for Financial Assistance:**

- a. Individuals must be approved for financial assistance by the Chair of the Official's Committee
- b. Receipts shall be submitted to the Officials Chair for approval. Eligible reimbursable expenses include transportation, hotel and meals not to exceed the amount a Club receives for an Athlete

**2. National Meets**

- a. Officials, whose application to officiate at a National, Pro Series, Futures or Sectional meet has been approved by USA Swimming's Officials Committee, shall receive travel assistance equal to the amount a Club receives for Athlete Travel Support (See Pacific Swimming Senior Travel Support Guidelines).
- b. Travel Assistance shall apply only to meets held outside of Pacific Swimming.
- c. An Official shall be eligible to receive Travel Assistance for two meets per year. (September 1 - August 31). An Official may apply for Travel Assistance to:
  - 1) one National/US Open/Junior National Meet and one Pro Series, Futures or Sectional Meet or
  - 2) two Pro Series, Futures or Sectional Meets per year.

**3. Olympic Trials**

- a. Officials, who have been invited to officiate at Olympic Trials shall receive travel assistance equal to the amount a Club receives for Athlete Travel Support (See Pacific Swimming Senior Travel Support Guidelines).

b. Travel Assistance for Olympic Trials shall be in addition to the two meets per year maximum listed above.

4. **LSC Meets and National-level Meets held inside Pacific Swimming Boundaries**

- a. Assigned Officials (Meet Referee, Starters, Deck Referees, Lead Chief Judges and the Administrative Referees) working LSC Meets who reside 50 miles or more from the meet venue are eligible to receive a lodging reimbursement or subsidy as determined by the Board of Directors and supported by the Annual Budget
- b. Travel Assistance shall be:
  - 1) Meet Referee, Lead Administrative Referee, Lead Chief Judge shall receive \$100 per night
  - 2) Deck Referees, Starters, Assistant Chief Judges, Assistant Administrative Referees shall receive \$50 per night.
- c. Officials shall attend the LSC Meet in its entirety. Officials Chair may waive this requirement.

**Motion 2205FVC02: Recommendation to include the new invoicing policy into the Policies and Procedures Section III. (or as determined by the Governance Committee once the P&P are redone)**

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)

**D. Meet Reporting Requirements**

PRE-MEET REQUIREMENTS

Registration verification file must be submitted to the Pacific Swimming Membership Manager no later than 5 days before the competition. If a registration check does not occur, athletes who participated while not in good standing will not have their times recorded. The host club shall not be eligible to bid on/be awarded further meets for a period of one year.

POST MEET REQUIREMENTS

Post meet report completed by the Meet Referee shall be submitted to the Pacific Swimming Time Verification Manager, and the LSC Officials Chair. Once received, meet results will be loaded into SWIMS and posted on the Pacific Swimming 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 Fee Only Meets** (Entry fees and splash fees Shall not be allowed)

**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**

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)

**Pacific Swimming's 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.

Footnote: For additional explanation of meet types refer to Pacific Swimming's website.

## Motion 2205VCP001 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.