

Title: Pacific Swimming 2021Motions

F= FINANCIAL

B=BUSINESS

R =RULES AND REGULATION

P =POLICY AND PROCEDURES

L=BY-LAWS

Date Intro	Motion #	Type	Doc		Action
1/20/21 EXE	2101Sch01	B	Y	Cancel Spring JO's and Far Westerns Cancel Spring 2021 JO's and Far Westerns Leo Lin (Scheduling Committee) Passed	Passed
	2101MFTF	F	Y	Temporary Meet Fee Structure during Covid-19 impacted season – extended with modifications. For the period between February 28, 2021 and August 31 st , 2021, extend the Temporary Meet Fee Structure as follows: #1 The team will pay to Pacific a sanction fee of \$35 for a one day meet or \$75 for a multi-day meet providing that participating swimmers are not charged any fee. A multi-day meet may last up to seven contiguous days from the first day of the meet. or #2 The team can charge a flat fee of their choice. The team shall pay to Pacific 20% of the flat fee. A multi-day meet may last up to seven contiguous days from the first day of the meet. or #3 Teams charging regular meet entry fees for intrasquad and dual meets are subject to the same standards as outlined pre-Covid-19 except that the meet summary and modified meet financial reports are due to the Treasurer 5 (five) days post meet. A late submittal of the meet financial and summary reports will cause the team to be assessed a 10% late fee. or #4 An out of LSC team may hold an intrasquad Sanction Only meet within Pacific Swimming's boundaries. An out of LSC team wishing to hold a dual or larger meet within Pacific Swimming's boundaries with a Pacific Swimming member club are subject to fees as outlined in Pacific Swimming's Meet Fee Structure. Mary Ruddell (Meet Fees Task Force) Discussion: 1. This extends the Temporary Meet Fee Structure through August 31, 2021 2. It clarifies that regular fees will be applied if regular meet entry fees are charged 3. In addition it addresses the situation where an out of LSC teams hold intrasquad meets within Pacific Swimming boundaries Passed	Passed

Date Intro	Motion #	Type	Doc		Action
	2101VCPO01			Concussion Education Mandate that all Meet Directors and Head Marshals of Pacific Swimming Sanctioned meets have to have taken and passed concussion training (CDC or NFHS) prior to the sanction of the meet. (This mandate is limited to the next 12 months) Leo Lin (Vice Chair Program Operations), Larry Rice (2nd) Passed	Passed
	2101VCPO02			Official Position on AB-5 (California Gig Worker Legislation) Pacific Swimming's Report on AB-5 to be accepted as the official position of Pacific Swimming under the present interpretation of AB-5 (see the document). To be effective for the next 12 months Leo Lin (Vice Chair Program Operations), Marie Lin (2nd) Discussion: 1. If AB5 is amended and the amendment effects how Pacific Swimming conduct business we will evaluate and make appropriate changes 2. To be presented as a proposal for incorporation in the P&P Passed	Passed
	2101VCPO03			Concussion Education (P&P) Mandate that all Meet Directors and Head Marshals of Pacific Swimming Sanctioned meets have to have taken and passed concussion training (CDC or NFHS) prior to the sanction of the meet. (This will be placed in Pacific's P&P) Leo Lin (Vice Chair Program Operations), Larry Rice (2nd) (30 day , P&P) To be written for insertion to the P&P : See 2101VCPO04	Present to BOD in February Passed BOD 9/21
	2101VCPO04			Official Position on AB-5 (California Gig Worker Legislation) Pacific Swimming's Report on AB-5 to be accepted as the official position of Pacific Swimming under the present interpretation of AB-5 (see the document). Leo Lin (Vice Chair Program Operations), Marie Lin (2nd)(30 day, P&P) To be written for insertion to the P&P See below: Motion 2101VCPO03 Concussion Education (P&P, 30 days) 2101VCPO04 Official Position on AB-5 (California Gig Worker Legislation) (P&P, 30 days) Motions 2101VCPO03 and 2101VCPO04 shall be incorporated/inserted into Pacific Swimming Policies and Procedures Section X, Meet Conduct as Article B, Meet Personnel. The articles B. Order of Heats and subsequent articles shall be renumbered accordingly.	Present to BOD in February Passed BOD 9/21

Date Intro	Motion #	Type	Doc		Action
				A. Meet Conduct B. Meet Personnel 1. Meet Director shall be a current non-athlete member of USA-Swimming; this includes being current on the Background Check (BGC) and the Athlete Protection Training requirements. They shall also have taken and passed the Concussion Protocol Training offered by either Center for Disease Control and Prevention (CDC) or the National Federation of State High School Associations (NFHS) as prescribed by USA-Swimming. 2. Head Meet Marshal shall have taken and passed the Concussion Protocol Training offered by either Center for Disease Control and Prevention (CDC) or the National Federation of State High School Associations (NFHS) as prescribed by USA-Swimming. 3. Vendors engaged by Pacific Swimming or Zones to provide meet services such as a) Timing equipment and timing services; b) Meet Management computer services shall be classified as "Independent Contractors" as defined in California Assembly Bill 5, 2019 (AB 5). (Report justifying such classification can be found in Appendix X.1 (AB5 Assessment Report.pdf)) C. Order of Heats Leo Lin, Vice Chair Program Operations	
2/17/21 BOD	2102FC02	F	Y	Cropper Accountancy Audit Report Approve the Financial Statements ending August 31, 2020 as prepared by our outside auditing firm Cropper Accountancy Mary Ruddell, Finance Committee Tabled	Tabled to BOD in March
	2102FC03			Revised 2021 Annual Budget Approve the Revised Annual Budget for January -August 2021 Mary Ruddell, Treasurer Passed with 2 more revisions	Passed
	2102MFT01	R	Y	Registration and Membership 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. Administration of the Swimming Program – subsection Registration and	Refer to BOD in March

Date Intro	Motion #	Type	Doc		Action
				Membership. SECTION 1 ADMINISTRATION OF THE SWIMMING PROGRAM A. REGISTRATION AND MEMBERSHIP 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. 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. 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. 4 <u>Registration and Membership Fees</u> a. <u>The Registration fee for a Premium Athlete shall be the USA Swimming Premium Athlete registration fee plus \$18.00.</u> b. <u>The Registration fee for a Seasonal Athlete shall be the USA Swimming Seasonal Athlete registration fee plus \$15.00.</u>	Passed in BOD 3/21 Refer to HOD in 5/21 HOD 5/21 Passed

Date Intro	Motion #	Type	Doc		Action
				c. <u>The Registration fee for an Outreach Athlete shall be the USA Swimming Outreach Athlete registration fee.</u> d. <u>The Registration fee for a Coach Non - Athlete shall be the USA Swimming Non - Athlete registration fee plus \$18.00.</u> 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> f. <u>The Registration fee for an Outreach Non-Coach Non - Athlete shall be \$5.00.</u> g. <u>The membership fee for an Annual Club shall be the USA Swimming Annual Club membership fee plus \$155.00.</u> h. <u>The membership fee for a Seasonal Club shall be the USA Swimming Seasonal Club membership fee plus \$100.00.</u> i. <u>The membership fee for an Outreach Club shall be the USA Swimming Annual Club membership fee.</u> 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> 5. 4. TRANSFERS AND CHANGES 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. 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> 6.5. HIGH SCHOOL/COLLEGE COMPETITION	

Date Intro	Motion #	Type	Doc		Action																																										
				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. 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. Mary Ruddell, Membership Task Force (R&R, 30 days)																																											
	2102MFT02	R	Y	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. SECTION 2 SWIM MEET PREPARATION B. ENTRY FEES 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. <table><tr><th>Meet Category</th><th colspan="3">Individual Entry Fees</th><th colspan="3">Relay Entry Fees</th></tr><tr><th></th><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><tr><td></td><td colspan="6">LSC MEETS</td></tr><tr><td>Preliminaries and Finals Senior Meets</td><td>\$7.50 \$8.50</td><td>\$5.25 \$5.95</td><td>\$2.25 \$2.55</td><td>\$20.00</td><td>\$14.00</td><td>\$6.00</td></tr><tr><td>Timed Finals Senior Meets</td><td>\$6.50 \$7.00</td><td>\$4.55 \$4.90</td><td>\$1.95 \$2.10</td><td>\$20.00</td><td>\$14.00</td><td>\$6.00</td></tr><tr><td>JO Championships</td><td>\$7.50 \$8.00</td><td>\$5.25 \$5.60</td><td>\$2.25 \$2.40</td><td>\$20.00</td><td>\$14.00</td><td>\$6.00</td></tr></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 Senior Meets	\$7.50 \$8.50	\$5.25 \$5.95	\$2.25 \$2.55	\$20.00	\$14.00	\$6.00	Timed Finals Senior Meets	\$6.50 \$7.00	\$4.55 \$4.90	\$1.95 \$2.10	\$20.00	\$14.00	\$6.00	JO Championships	\$7.50 \$8.00	\$5.25 \$5.60	\$2.25 \$2.40	\$20.00	\$14.00	\$6.00	Refer to BOD March Passed BOD 3/21 Refer to HOD 5/21 HOD 5/21 Passed
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				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							
				NOTES: 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. Mary Ruddell, Membership Task Force (R&R, 30 days)							
	2102MFT03			New Membership Category - Outreach Member and Outreach Club (See document 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 SECTION IV							Referred to BOD March Passed BOD 3/21

Date Intro	Motion #	Type	Doc		Action
				MEMBERSHIP AND REGISTRATION A. MEMBERSHIP AND REGISTRATION 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. a. The criteria for eligibility shall be that the athlete's family meets the eligibility requirements of one of the following: (1) <i>Free School Lunch Program</i> (2) <i>Food Stamps</i>	Refer to HOD 5/21 HOD 5/21 Passed

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				(3) State of California Benefits Identification Card (4) Family income at or below the state poverty level (or 200% of the Federal Poverty Level) b. Copies of the eligibility documents shall be submitted to the Membership Chair for qualification verification. <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> <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> 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> a. <u>The individual shall complete Concussion Training and any other required training or certification.</u> b. <u>Officials shall pass all required tests and progress to minimum LSC certification or meet the minimum requirements for re-certification.</u> 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.	

Date Intro	Motion #	Type	Doc		Action
				Mary Ruddell, Membership Task Force (30 days, R&R)	
	2101SCH01			LSC Meet Schedule for 2012-2022 Swim Season (See the New Meet Schedule below) For the 2021-2022 swim season, the LSC meet schedule will replicate that of the 2020- 2021 season, with only date changes to reflect changes in the calendar. Meet hosts that were awarded specific meets in the 2020-2021 season will have the first right of refusal to host the same awarded meet, meaning that the meet hosts awarded the meet(s) in 2020-2021 will be awarded the same meet unless they choose not to host the same meet. Prospective meet hosts shall inform the Scheduling chair of their intention(s) not more than 30 days from the date of approval of this motion by the Board of Directors. Leo Lin, Scheduling Committee Passed	Passed
	2102SCH02			10 & Under Championship 2021 Cancel the 10 & Under Championship for 2021 Leo Lin, Scheduling Committee Passed	Passed
	2102ES01			Fee Change for Northern Nevada Aquatics Age Group Open Northern Nevada Aquatics would like to charge a flat fee for the Northern Nevada Aquatics Age Group Open and will pay 20% of the proceeds to Pacific Eric Scalise, Larry Rice, 2nd Passed	Passed
3/17/21 BOD	2103GC01	R	Y	Zone Autonomy Place the section on Zone Autonomy into the Rules and Regulations: ZONE AUTONOMY 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.	Refer to BOD 4/21/21 BOD 4/21/21 Passed Refer to HOD 5/21 HOD 5/21 Passed

Date Intro	Motion #	Type	Doc		Action
				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: 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 have a lower time standards i.e. (FW (-) and JO (-). time 7. Eligibility of athletes and conduct of meets shall conform to Pacific Swimming Rules and Regulations except as follows: 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. 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. 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. 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.	

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				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. Leo Lin, Governance Committee (R&R, 30 days)	
	2103GC02	R	Y	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: A. Staff 1. Pacific Swimming may retain paid staff at the Pacific Swimming Office as the Board of Directors may determine to be appropriate or necessary. 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 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	Refer to BOD 4/21/21 BOD 4/21/21 Passed Refer to HOD 5/21 HOD 5/21 Passed

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				Leo Lin, Governance Committee (R&R, 30 days)	
	2103GC03	R	Y	2103GC03 General Chair, Program Operations Vice Chair, Program Development Vice Chair 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: 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 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. 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. 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. 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.	Refer to BOD 4/21/21 BOD 4/21/21 Passed Refer to HOD 5/21 HOD 5/21 Passed

Date Intro	Motion #	Type	Doc		Action
				The officer's duties shall include the following: 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, Disability Swimming, Diversity Committee and Athlete Committee. 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. Leo Lin, Governance Committee (R&R, 30 days)	
	2103GC04	R	Y	Administrative Vice Chair, Finance Vice Chair, Treasurer Add New Board of Director Positions mandated by USA-Swimming LSC Bylaws (Administrative Vice Chair, Finance Vice Chair) to the Rules and Regulations, and include the change of job description of the Treasurer: a ADMINISTRATIVE VICE CHAIR: 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. b FINANCE VICE CHAIR: The Finance Vice Chair is the chief financial officer of Pacific Swimming (PC). The Finance Vice Chair shall have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for PC working capital, funded reserves and endowment funds and the	Refer to BOD 4/21/21 BOD 4/21/21 Table to Be reviewed by a task force HOD 5/21 a Admin Vice Chair - Passed b Finance Vice Chair - in Task Force Review c Treasurer in Task Force Review

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				development and implementation of a marketing and fund-raising plan for PC. The Finance Vice Chair shall prepare an annual budget for PC operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice Chair shall cause to be conducted the audit or review required pursuant to Section 7.4.2 and shall review, or shall cause the Audit Committee to review, the annual audit or review report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice Chair is responsible for the adequacy of PC system of internal financial and accounting controls. The Finance Vice Chair is ultimately responsible for PC compliance with Section 7.4.2. The Finance Vice Chair shall issue regular reports listing the current budget variances by line item, all expenditures and the current fund and account balances for the fiscal year to date, together with such other items as the General Chair or the Board of Directors may direct. The Finance Vice Chair shall: • have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of PC; • cause the moneys, securities and other financial instruments of PC to be deposited in the name and to the credit of PC in such institutions as shall be designated in accordance with Section 6.12 or to be otherwise invested as the Board of Directors may direct; • cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts; • cause the funds of PC to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of PC, and obtain and preserve proper vouchers for all moneys disbursed; • cause to be kept in the safe keeping of the Treasurer or person authorized in writing by the Treasurer, correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors or the Finance Vice Chair shall determine; • upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the annual audited financial statement to be exhibited to any member of PC or USA Swimming; • cause PC to be in compliance with the requirements of Section 7.4.2; • have the authority to require from the officers, committee chairs, coordinators, staff or agents of PC reports or statements giving such information as the Finance Vice Chair (Treasurer) may determine to be appropriate or helpful with respect to any and all financial transactions of PC; • make the books and records available and otherwise fully cooperate with those conducting the annual audit or review of PC accounts and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit or review reports and any federal tax return to the Administrative Vice Chair for posting to the PC website. Additionally, submit these same documents electronically to USA Swimming's national headquarters in accordance with Article 8; • in general, perform all the other duties incident to the corporate treasury	See BOD 7/21

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				Not a new BOD position- Job content change due to addition of Finance Vice Chair to BOD. c TREASURER: The Treasurer is the principal receiving and disbursing officer of Pacific Swimming. Except as otherwise directed by Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of PC and pay all bills, salaries, expenses and other disbursements approved by the Board of Directors. The Treasurer shall publish monthly balance sheets and submit them to the Finance Vice Chair. The Treasurer is a non-voting member of the Board of Directors. Leo Lin, Governance Committee, (R&R, 30 days)	
	2103AC01	P	Y	Athlete Committee Handbook Policies and Procedures Place the By-Laws of the Athlete committee in the Pacific Swimming Policy and Procedures: SECTION XVIII COMMITTEES I. ATHLETE COMMITTEE A. Definitions 1. An athlete is any swimmer registered as an athlete member of USA Swimming. Athlete members must be eligible pursuant to USA Swimming and LSC Rules and Regulations. 2. An Athlete Representative is any athlete elected or appointed to serve as a representative to the LSC. An athlete representative must be an athlete at the time of election or appointment. See 102.4 for college athletes 3. The Athlete Committee is made up of the athlete representatives elected or appointed to serve as representatives for all athletes competing within the LSC. 4. Officers of the Athlete Committee include the Senior Athlete Representative, Junior Athlete Representative, and the five (5) Zone Representatives. (Also defined as the LSC Athletes Executive Committee) B. Athlete Committee Composition 1. The LSC Athlete Committee will consist of the Senior Athlete Representative, the Junior Athlete Representative, Zone Athlete Representatives, and Club Athlete Representatives. 2. If a member of the Athlete Committee cannot fulfill the requirements of their position, an alternate shall fill the vacancy for the remainder of their term, pursuant to procedures established by the Athlete Committee. 3. The Athlete Committee may establish written criteria for the internal governance of the Committee. C. Appointments 1. The Athlete Committee Senior Athlete Representative and Junior Athlete Representative will, with the consent of the LSC General Chair, appoint at least three (3) at-large members to the Athlete Committee; and	Refer to BOD 4/21/21 BOD 4/21/21 Passed

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				2. Five (5) Zone Representatives, appointed by the Zone Chairs, one for each Zone of Pacific Swimming(PC). 3. Athlete representatives will be selected to each working committee by application to the PC Athlete Executive Committee, such that a minimum twenty percent (20%) of each working committee consists of athlete representatives. Applications will be opened in June and selections will be announced in July. 4. There will be a one (1) year term limit for serving on LSC committees. 5. An athlete representative may serve on one (1) committee unless otherwise approved by the Vice Chair of Program Development (VCPD). This does not include subcommittees. D. House of Delegates 1. Athletes will constitute a minimum of thirty-three percent (33%) of the voting delegates. 2. The Senior Athlete Representative, the Junior Athlete Representative, and the five (5) Zone Athlete Representatives will serve as voting members of the LSC House of Delegates 3. Additional voting Athlete Representatives will be nominated by the Zone Athlete Representatives and approved by the AEC. 4. The number of nominees per Zone will be determined by the number of registered clubs in each Zone by January 31 of the current year. E. Officers 1. The Junior Representative will be elected at Spring HOD by the voting athletes 2. Term of Office of the Junior and Senior Representative a. Two Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. They shall be referred to as Junior Athlete Representative during the first year of their terms and as Senior Athlete Representative during the second year. b. At the time of election, the Athlete Representative must i. be an athlete member in good standing ii. be at least a sophomore in high school or at least 16 years of age iii. be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by USA Swimming iv. have their place of permanent residence in Pacific Swimming and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). c. The balloting shall take place via electronic vote and/or at a meeting called for that purpose by the Athlete Committee, or failing that, at a time and in a manner designated by Board of Directors. d. At least twenty (20) days written notice of the election shall be given to all clubs. The election shall be conducted in accordance with Pacific Swimming Policy and Procedures. 3. Senior Athlete Representative responsibilities include: a. Creation and sharing of the agenda prior to each meeting	

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				b. Attendance of BOD, HOD and Executive Meetings and any other Board Chairman appointed committees c. Submission of committee minutes to Board Secretary d. Giving reports from the Board and other committees to the Athlete Committee 4. Junior Athlete Representative responsibilities include: a. Attendance of BOD, HOD and Executive Meetings and any other Board Chairman appointed committees b. Shall perform the duties of the Senior Athlete Representative when the latter is not able to be present at a Board or Committee meeting. c. Other duties as assigned by the Senior Athlete Representative. F. Appointed Members 1. Term of Office of the Zone Representatives 2. The five (5) Zone Representatives are appointed by the Zone Chairs with no term limit. a. Responsibilities of the Zone Athlete Representative include but are not limited to: b. Attending Zone meetings c. Providing a Zone report at Athlete Committee meetings d. Performing other duties as requested by the Zone Board e. Coordinating communications with Club Athlete Representative in their Zone f. Submitting a list of nominees for the HOD to the AEC 3. A Club Representative is appointed by the club Head Coach. Each club may have a minimum of one representative per practice site. Refer to the Athlete Representative Handbook at pacswim.org for duties and responsibilities. G. Ex-Officio Member 1. Ex-officio members must be in compliance with LSC eligibility 2. Eligibility a. Ex-officio Athlete Committee members shall have been elected or appointed to the LSC Board of Directors as an athlete representative, and shall not be currently a serving Board member. b. Members of USA Swimming National Committees who represent or represented a LSC club team shall serve as ex-officio Athlete Committee members. 3. Appointment a. The immediate past Senior Athlete Representative shall be appointed to the Athlete Committee. b. The Senior Representative may appoint additional past Senior Athlete Representatives to serve on the Athlete Committee at their discretion. 4. Term of Office a. The immediate past Senior Athlete Representative may serve a year long term as ex-officio Athlete Committee member or as long as they serve as an Athlete Representative on a National Committee.	

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				The Senior Athlete Representative may appoint additional ex-officio members at their discretion. 5. Ex-officio members shall have a voice but no vote on the Athlete Committee. H. Frequency of Meetings 1. The Athlete Committee will meet monthly unless the committee agrees to cancel. 2. Any officer may call a special meeting of the AEC at any time. I. Notice of Meetings 1. Seven (7) day notice is required for any meeting and must include the agenda. An email sent to all committee members constitutes notice. 2. Committee members are responsible for keeping their current email address on record. J. Cancellation of Meetings 1. At the discretion of the Senior Athlete Representative, meetings may be cancelled due to lack of agenda or lack of committee availability. K. Quorum of AEC 1. Five (5) of the seven (7) voting members constitute a quorum for the AEC. L. Voting 1. In all matters that require the action of the committee a simple majority of those voting members present will determine the committee's course of action. 2. All teams may have one designated athlete representative participate in the vote, regardless of number of sites or representatives. M. Attendance of Athlete Representatives 1. Athlete Executive Committee members shall be present at all scheduled Athlete Committee meetings to maintain eligibility to serve 2. An absence shall be considered unexcused if an appointed member or elected member fails to notify the Senior or Junior Athlete Representative or Vice Chair of Program Development of their absence prior to the time of meeting. An email sent to the Senior or Junior Athlete Representative or Vice Chair of Program Development constitutes notice. 3. Barring uncontrollable and unforeseen circumstances, two unexcused absences over the course of a term shall result in removal from the Athlete Executive Committee and other LSC committees. 4. Barring uncontrollable and unforeseen circumstances, three unexcused absences over the course of a term shall result in removal from the Athlete Committee and other LSC committees. N. Removal from Committee 1. The Senior and Junior Athlete Representative may with the advice and consent of the LSC General Chair, remove any member from the Athlete Committee who fails to meet the expectations outlined	

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				in the USA Swimming Code of Conduct, LSC Bylaws and Policies or the Athlete Committee Guidelines. Jivana Nagpal, Athlete Committee (P&P, 30 days)	
	2103PC01	P	Y	Personnel Committee In compliance with the Pacific Swimming Bylaws passed at the October 2020 House of Delegates the Governance Committee has been working to identify the purpose and identity of the Personnel Committee. After significant deliberation the Governance Committee is recommending the following for the make up of the Personnel Committee. The Personnel Committee should strive to include members with the following backgrounds and/or abilities. • Members ideally will have managerial experience. • Members ideally will have participated with Pacific Swimming on a regular basis for at least three (3) years • Experience in facilitating goal setting and performance assessments. • Members responsibilities will include the following: - o Yearly evaluations of staff. - o Resolution of staff issues to include potential issues of misconduct or other concerns that may reflect negatively on Pacific Swimming. - o When appropriate and fiscally responsible evaluate potential staff bonus opportunities. - o Members will serve two (2) year terms with no term limits. • The makeup of the committee will be as follows: - o One member from the coaching community. - o One member will be the Program Operations Vice Chair. - o One member should be one of the Zone chairs. - o Athlete member of the Committee shall be the immediate past Pacific Swimming Senior Athlete Representative (Ex-Officio), if this individual continues to be a member in good standing with United States Swimming and Pacific Swimming as the individual's home LSC. The individual may represent a secondary school, college or university, wherever located, during the school season, and return to Pacific Swimming at the termination of the swimming season. - o Should the designated Athlete Representative be unable or unwilling to participate, a replacement will be named by the General Chair with the advice and consent of, Administrative Vice Chair, Senior Athlete Representative and Junior Athlete Representative. Consent is the approval of two of the three named. • In the event the Personnel committee has a tie on any vote the General Chair of Pacific Swimming (or designee) will break the tie. Peter McNamara (Personnel Task Force) (30 day, P& P)	Refer to BOD 4/21/2021 Missed on 4/21/2021 Refer to EXE 5/2021 Passed Exe 5/19/2021

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BOD 4/21/21	2104ECTF01:	F	Y	Subscription with FloDesk for Email communication The Email Communication Task Force moves that the Board of Directors approve the expenditure of funds for a mass email service subscription. The subscription will be with FloDesk at a rate of no more than \$38 per month before tax. Veronica Hernandez, Email Communication Task Force	Passed
	2104ECTF02	P	Y	Guidelines for LSC Email Communication The Email Communication Task Force moves add the following guidelines on LSC email communication to Policies & Procedures, Section XVI Electronic Communication Policy SECTION XVI ELECTRONIC COMMUNICATION POLICY A. Electronic Communication Policy 1. Pacific Swimming recognizes the prevalence of electronic communication and social media in today's world. Many of our athletes use these means as their primary method of communication. While Pacific Swimming acknowledges the value of these methods of communication, Pacific Swimming also realizes that there are associated risks that shall be considered when adults use these methods to communicate with minors. 2. All communications between a coach or other adult including but not limited to official, chaperone, manager and athlete shall be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications shall adhere to the USA Swimming code of conduct regarding Athlete Protection. For example, as with any communication with an athlete, electronic communication shall not contain or relate to any of the following: a. drug or alcohol use b. sexually oriented conversation; sexually explicit language; sexual activity c. the adult's personal life, social activities, relationship or family issues, or personal problems; and	Refer to BOD 7/21 Passed BOD 7/21/21

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				d. inappropriate or sexually explicit pictures e. Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues shall be transparent, accessible and professional 3. Whether one is an athlete, coach, board member or parent, the guiding principal to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, the board, or other athletes?" 4. With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with athletes is Transparent, Accessible and Professional (T.A.P.). a. TRANSPARENT: All electronic communication between coaches and athletes shall be transparent. Your communication shall not only be clear and direct, but also free of hidden meanings, innuendo and expectations. b. ACCESSIBLE: All electronic communication between coaches and athletes shall be considered a matter of record and part of Pacific Swimming's records. Whenever possible, include another coach or parent in the communication so that there is no question regarding accessibility. c. PROFESSIONAL: All electronic communication between a coach and an athlete shall be conducted professionally as a representative of Pacific Swimming. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member. If your communication meets all three of the T.A.P. criteria, then it is likely your method of communication with athletes shall be appropriate. 5. Facebook, Snapchat, Twitter, Blogs, and Similar Sites a. Coaches may have personal Facebook (or other social media site) pages and shall not have any athlete member join their personal page as a "friend." A coach shall not accept any "friend" requests from an athlete. In addition, the coach shall remind the athlete that this is not permitted. Coaches and athletes are not permitted to "private message" each other	

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				through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other instant messaging methods. b. Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information. 6. Twitter a. Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter. 7. Texting a. Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours of 7 AM until 9 PM. Texting only shall be used for the purpose of communicating information directly related to team activities. 8. Email a. Athletes and coaches may use email to communicate between the hours of 7 AM and 9 PM. When communicating with an athlete through email, a parent, or another coach of the same team shall also be copied. 9. Request to Discontinue All Electronic Communications a. The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication. 10. Pacific Swimming shall adhere to the current USA Swimming Electronic Communication Policy. 11. It shall be the policy of Pacific Swimming that the following information, and only the following information, shall be acceptable for publication in any form, including but not limited to the world wide web, regarding any Pacific Swimming member without express written authorization from the athlete, if of majority; the athlete’s parent/guardian, if a minor; or the non -athlete member: name, age in years, club affiliation, entered time, time and place achieved in an event, and any awards or honors received by the athlete. 12. It shall be the policy of Pacific Swimming that USA Swimming membership numbers and “trouble lists” (either registration or monetary) shall not be published on the web.	

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				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 by the Executive Committee or Board of Directors. 14. Email communications from the LSC directly to the membership is recommended to be done once a month, and will compile all updates that are posted on the LSC website. Additional single item emails may be sent if there is emergency information, or if there is time sensitive information that affects the membership. a. LSC emails to membership should not include information only pertaining to one particular group within PC, information about Zone level meets, nor for advertising goods and services. b. The ability to opt-out/unsubscribe from future email communication should be included in all emails and be prominent and easy to use. Veronica Hernandez, Email Communication Task Force (P&P, 30 days) Reasoning: These guidelines are to document the intended use of LSC email communication to the membership, as well as what the email communication may not be used for.	
	2104CB01	B	Y	Cancel Contract with Concord Hilton Cancel the 2 year contract we signed for holding our October HOD, Award's Banquet and Official's Clinic at the Concord Hilton, and request a 100 % refund. Clint Benton, Peter McNamara 2nd	Passed
Exe 6/16/21	2105AC01	P	Y	Amended Athlete Committee Handbook Policy and Procedures SECTION XVIII COMMITTEES A. ATHLETE COMMITTEE 1. Definitions a. An athlete is any swimmer registered as an athlete member of USA Swimming. Athlete members must meet be eligible pursuant to USA Swimming and LSC Rules and Regulations. b. An Athlete Representative is any athlete elected or appointed to serve as a representative to the LSC. An athlete representative must be an athlete at the time of election or appointment. See 102.4 for college athletes c. The Athlete Committee is made up of the athlete representatives elected or appointed to serve as representatives for all athletes competing within the LSC. d. Officers of the Athlete Committee include the Senior Athlete Representative, Junior	Refer to BOD 7/21 Passed BOD 7/21/2021

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				Athlete Representative, and the five (5) Zone Representatives. (Also defined as the LSC Athletes Executive Committee) 2. Athlete Committee Composition - The LSC Athlete Committee will consist of the Senior Athlete Representative, the Junior Athlete Representative, Zone Athlete Representatives, and Club Athlete Representatives. - If a member of the Athlete Committee cannot fulfill the requirements of their position, an alternate shall fill the vacancy for the remainder of their term, pursuant to procedures established by the Athlete Committee. - The Athlete Committee may establish written criteria for the internal governance of the Committee. 3. Appointments - The Athlete Committee Senior Athlete Representative and Junior Athlete Representative will, with the consent of the LSC General Chair, appoint at least three (3) at-large members to the Athlete Committee; and - Five (5) Zone Representatives, appointed by the Zone Chairs, one for each Zone of Pacific Swimming(PC). 4. LSC Committees - Athlete representatives will be selected to each working committee by application to the PC Athlete Executive Committee, such that twenty percent (20%) of each working committee consists of athlete representatives. Applications will be opened in June and selections will be announced in July. A sign-up form will be open in August and committee assignments will be finalized in September. There will be a one (1) year term limit for serving on LSC committees. Athlete Representatives will serve on a committee for one year, and committee assignments will be reevaluated annually. - An athlete representative may serve on one (1) committee unless otherwise approved by the Vice Chair of Program Development (VCPD). This does not include subcommittees. 5. Athlete Subcommittees - Athlete Subcommittees may be formed when the need arises as approved by the Vice Chair of Program Development. - Subcommittees shall be chaired by the project presenter(s) or their nominee(s) with consent of the Athlete Committee. - New subcommittee chairs shall be voted on by subcommittee members and organized by the current subcommittee chair.	

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				c. Subcommittees shall be filled by active members of the Athlete Committee 1) Should the subcommittee be in operation for over a year, that committee's membership will be assessed in August and committee assignments will be finalized in September. d. Subcommittees can conclude business at the end of project or if their need is met, and may be reconvened as needed with consensus of the subcommittee members. 6. House of Delegates a. Athletes will constitute a minimum of twenty percent (20%) and maximum of thirty-three percent (33%) of the voting delegates. b. The Senior Athlete Representative, the Junior Athlete Representative, and the five (5) Zone Athlete Representatives will serve as voting members of the LSC House of Delegates c. Additional voting Athlete Representatives will be nominated by the Zone Athlete Representatives and approved by the AEC. d. The number of nominees per Zone will be determined by the number percentage of registered clubs in each Zone by January 31 of the current year. 1) Zone 1 North = 5 2) Zone 1 South = 5 3) Zone 2 = 6 4) Zone 3 = 6 5) Zone 4 = 1 e. Zone Athlete Representative shall provide a list of their voting delegates one month prior to the house of Delegates meeting 7. Officers a. The Junior Representative will be elected at Spring HOD by the voting athletes b. Term of Office of the Junior and Senior Representative e. Two Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. They shall be referred to as Junior Athlete Representative during the first year of their terms and as Senior Athlete Representative during the second year. f. At the time of election, the Athlete Representative must i. be an athlete member in good standing ii. be at least a sophomore in high school or at least 16 years of age iii. be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by USA Swimming iv. have their place of permanent residence in Pacific Swimming and expect to reside therein throughout at least the first half of the term (other than periods of enrollment	

Date Intro	Motion #	Type	Doc		Action
				in an institution of higher education). g. The balloting shall take place via electronic vote and/or at a meeting called for that purpose by the Athlete Committee, or failing that, at a time and in a manner designated by Board of Directors. h. At least twenty (20) days written notice of the election shall be given to all clubs. The election shall be conducted in accordance with Pacific Swimming Policy and Procedures. c. Senior Athlete Representative responsibilities include: 1) Creation and sharing of the agenda prior to each meeting 2) Attendance of BOD, HOD and Executive Meetings and any other Board Chairman appointed committees 3) Submission of committee minutes to Board Secretary 4) Giving reports from the Board and other committees to the Athlete Committee d. Junior Athlete Representative responsibilities include: 1) Attendance of BOD, HOD and Executive Meetings and any other Board Chairman appointed committees 2) Shall perform the duties of the Senior Athlete Representative when the latter is not able to be present at a Board or Committee meeting. 3) Other duties as assigned by the Senior Athlete Representative. 8. Appointed Members a. Term of Office of the Zone Representatives b. The five (5) Zone Representatives are appointed by the Zone Chairs with no term limit. 1) Responsibilities of the Zone Athlete Representative include but are not limited to: 2) Attending Zone meetings 3) Providing a Zone report at Athlete Committee meetings 4) Performing other duties as requested by the Zone Board 5) Coordinating communications with Club Athlete Representative in their Zone 6) Submitting a list of nominees for the HOD to the AEC c. A Club Representative is appointed by the club Head Coach. Each club may have a minimum of one representative per practice site. Refer to the Athlete Representative Handbook at pacswwim.org for duties and responsibilities. 9. Ex-Officio Member a. Ex-officio members must be in compliance with LSC eligibility b. Eligibility 1) Ex-officio Athlete Committee members shall have been elected or appointed to the LSC Board of Directors as an athlete representative, and shall not be currently a serving Board member.	

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				2) Members of USA Swimming National Committees who represent or represented a LSC club team shall serve as ex-officio Athlete Committee members. c. Appointment 1) The immediate past Senior Athlete Representative shall be appointed to the Athlete Committee. 2) The Senior Representative may appoint additional past Senior Athlete Representatives to serve on the Athlete Committee at their discretion. d. Term of Office 1) The immediate past Senior Athlete Representative may serve a year long term as ex-officio Athlete Committee member or as long as they serve as an Athlete Representative on a National Committee. 2) The Senior Athlete Representative may appoint additional ex-officio members at their discretion. e. Ex-officio members shall have a voice but no vote on the Athlete Committee. 10. Frequency of Meetings a. The Athlete Committee will meet monthly unless the committee agrees to cancel. b. Any officer may call a special meeting of the AEC at any time. 11. Notice of Meetings a. Seven (7) day notice is required for any meeting and must include the agenda. An email sent to all committee members constitutes notice. b. Committee members are responsible for keeping their current email address on record. 12. Cancellation of Meetings a. At the discretion of the Senior Athlete Representative, meetings may be cancelled due to lack of agenda or lack of committee availability. 13. Quorum of AEC a. Five (5) of the seven (7) voting members constitute a quorum for the AEC. 14. Voting a. In all matters that require the action of the committee a simple majority of those voting members present will determine the committee's course of action. b. All teams may have one designated athlete representative participate in the vote, regardless of number of sites or representatives. 15. Attendance of Athlete Representatives a. Athlete Executive Committee members shall be present at all scheduled Athlete Committee	

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				meetings to maintain eligibility to serve b. An absence shall be considered unexcused if an appointed member or elected member fails to notify the Senior or Junior Athlete Representative or Vice Chair of Program Development of their absence prior to the time of meeting. An email sent to the Senior or Junior Athlete Representative or Vice Chair of Program Development constitutes notice. c. Barring uncontrollable and unforeseen circumstances, two unexcused absences over the course of a term shall result in removal from the Athlete Executive Committee and other LSC committees. d. Barring uncontrollable and unforeseen circumstances, three unexcused absences over the course of a term shall result in removal from the Athlete Committee and other LSC committees, and Athlete Subcommittees 16. Removal from Committees a. The Senior and Junior Athlete Representative may with the advice and consent of the LSC General Chair, remove any member from the Athlete Committee who fails to meet the expectations outlined in the USA Swimming Code of Conduct, LSC Bylaws and Policies or the Athlete Committee Guidelines. Jivana Nagpal, Athlete Committee (P&P, 30 days)	
	2106CB01	F	N	Achievement Award for Pacific Swimmers Under 18 that swam at the 2021 Olympic Trials The clubs of under 18 swimmers who achieved, attended, and represented their Pacific Swim Club at Olympic Trials shall receive and achievement award of \$700 for Wave 1, and \$1000 for Wave 2, per athlete. Clint Benton, Jim Morefield 2nd Passed	Passed
BOD 7/21/21	2107FVC&TTF 01 2103GC04 b and c	R	Y	Job Description of Finance Vice Chair and Treasurer 1 FINANCE VICE CHAIR 2 The Finance Vice Chair shall be the chief financial officer of Pacific Swimming. The Finance Vice Chair shall have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for Pacific Swimming's working capital, funded reserves and endowment funds, and the development and implementation of a marketing and fundraising plan for Pacific Swimming. 8 The Finance Vice Chair shall: 9 • have charge of and supervision over and be responsible for the funds, moneys, securities, and 10 other financial instruments of Pacific Swimming.	Passed- to be presented to the Executive Committee as amended 2103GC04 b and c - Finance Vice Chair and Treasurer 2103GC04 b

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				11 • prepare an annual and quadrennial budget for Pacific Swimming operations and present the 12 budget for approval by the Board of Directors and the House of Delegates. 13 • cause to be conducted the audit or review required pursuant to Bylaws Article 7.4.2 C (2) & (3). 14 • authorize the Treasurer to disburse the funds of Pacific Swimming by checks or drafts, 15 automated debits, or wire transfers upon the authorized depositories of Pacific Swimming 16 and obtain and preserve proper receipts and documents for all moneys disbursed. 17 • cause the moneys, securities, and other financial instruments of Pacific Swimming to be deposited in the name and to the credit of Pacific Swimming in such institutions as shall be designated in accordance with Bylaws Article 6.12. 18 • have the authority to require from the officers, committee chairs, coordinators, staff or agents of 19 Pacific Swimming reports or statements providing information as the Finance Vice Chair may 20 deem appropriate with respect to any and all financial transactions of Pacific Swimming. 21 • cause to be appropriately segregated any special purpose or restricted fund or accounts. 22 • issue regular reports listing the current budget variances by line item, all consolidated 23 expenditures and the current fund and account balances for the fiscal year to date, together with 24 such other items as the General Chair or the Board of Directors may direct. 25 • in general, have oversight of all duties incident to the corporate treasury. 29 The Finance Vice Chair is responsible for the adequacy of Pacific Swimming's system of internal financial and accounting controls. The Finance Vice Chair is ultimately responsible for Pacific Swimming's compliance with Bylaws Article 7.4.2 and Bylaws Article 8. The Finance Vice Chair shall serve as the Chair of the Finance and Budget Committees and shall serve on the Investment Committee. The Finance Vice Chair is authorized to sign on Pacific Swimming Bank and Investment Accounts. Not a new BOD position - Job content change due to addition of Finance Vice Chair to BOD. 40 41 TREASURER 42 The Treasurer is the principal receiving and disbursing officer of Pacific Swimming. 43 The Treasurer shall: 44 • oversee and ensure the receipt of all moneys, incomes, fees, and other receipts of Pacific 45 Swimming and oversee the payment of all bills, salaries, expenses, and other disbursements 46 approved by the Board of Directors. 47 • cause to be kept, by Treasurer or person authorized in writing by the Treasurer, correct books of 48 accounts and other financial records of all Pacific Swimming's affairs and transactions and such	and c - Passed 9/15/21 Refer to October HOD HOD 10/21 Passed

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				49 duplicate books of accounts as the Board of Directors or the Finance Vice Chair shall determine. 50 • upon request, cause such books or duplicates thereof, quarterly financial reports and annual 51 audited financial statements to be exhibited to any member of the Board of Directors, Pacific 52 Swimming or USA Swimming. 53 • ensure that all financial statements and supporting documentation of income and payments is 54 stored electronically as specified by the Finance Vice Chair and that originals are stored and kept 55 according to established record keeping requirements. 56 57 The Treasurer is an authorized signer on Pacific Swimming Bank and Investment Accounts. The Treasurer shall publish monthly a Consolidated Statement of Financial Position (balance sheet) and Statement of Activities Budget Performance (profit & loss) and submit them to the Finance Vice Chair. A Task Force was created at the request of the General Chair to compare the motion put forward by the Governance Committee and review the amendments made by Mary Ruddell. The Task Force has put forward these recommended job description for the position of Finance Vice Chair and Treasurer below. This motion is passed and will be presented as an amended motion 2103GC04b and c Finance Vice Chair and Treasurer	
	2107FC01	F	Y	Re-Designate the Board Designated Fund to pay the Credit Line Redesignate the purpose of the Board Designated Fund (BDF) from an account to offset shortfalls in membership income to a holding tank for funds to pay the Priority Credit Line. Mary Ruddell, Finance Committee Tabled	Tabled Refer to BOD 9/21 Passed BOD 9/21
	2107FC02			Revise Budget for Sectional Athlete Travel Support The Finance Committee recommends the Sectional budget for Athlete Travel Support be increased from \$4,400 to \$40,600 and Coach Travel Support from \$2,000 to \$4,600. Mary Ruddell, Finance Committee Passed	Passed
	2107TR01	F	Y	Authorized Signatures Authorized signatures on Pacific Swimming's Chase Business Checking and Chase Savings accounts and the Wells Fargo Investment accounts are the General Chair, the Administrative Vice Chair, the Finance Vice Chair, the Treasurer, and the Program Operations Vice Chair.	Passed

Date Intro	Motion #	Type	Doc		Action
				The Treasurer is requesting clarification on which members of the Board of Directors are authorized to sign on Pacific Swimming's Bank Accounts. Previously, the authorized signers were the General Chair, Program Operations Vice Chair and Treasurer. (Motions 1106FV01, 1908TR1, 1908TR2) Passing this motion would confirm these authorized signers as of September 1, 2021: David Cottam – General Chair Leo Lin – as Administrative Vice Chair (changed from Program Operations Vice Chair) Mary Ruddell – as Finance Vice Chair (changed from Treasurer) Veronica Hernandez – Program Operations Vice Chair – a signer who will be added to the account. The Treasurer's position is vacant. Mary Ruddell, Treasurer Passed	
	2107CC01	F	Y	Amend the Budgeted Co-pay for Camps To amend the budgeted co-pay from \$15 to \$20 per athlete to attend the 2021 Reopening Camp. This entry fee will cover any athlete's Flex Registration if they are not a currently registered swimmer. If the athlete is already registered, the fee will go to covering costs (pool rent and food). This camp will not make a profit. Estimated income \$1200 Veronica Hernandez, Camp Committee Passed	Passed
	2107CC02	F	Y	Amend the Budgeted Expenses of the 2021 Reopening Camp To amend the budgeted expenses of the 2021 Reopening Camp to \$5000 from USA Swimming and \$2500 from Pacific Swimming, totaling \$7500. We have been awarded \$5000 from USAS with a required contribution of 50% from PC. If we spend less than \$2500, the amount from USAS will be less. Veronica Hernandez, Camp Committee Passed	Passed
EXE 7/22/21	2107VH01	B	Y	Hire a New Staff to Replace Treasurer Hire a new Pacific Swimming staff employee who will handle the duties of the Treasurer, including all bookkeeping task, and other tasks which may be determined at a later date. Veronica, Hernandez, Larry Rice Failed	Tabled Refer to EXE 8/4/2021 EXE 8/4/21 Failed
EXE 8/4/21	2107ML01	B	Y	Contract an Independent Contract Bookkeeper, and distribute the rest of the Treasurer's tasks among Staff Contract an independent contract bookkeeper to perform all bookkeeping and accounting tasks, distribute, the rest of the Treasurer's tasks among staff, and do this as a trial for 6 months (gathering data for analysis for a permanent	Passed

Date Intro	Motion #	Type	Doc		Action
				plan). Marie Lin, Mike Allegretti 2nd Passed	
BOD 9/15/21	2109IC01	F	Y	Line of Credit Pay-Off Plan Pay \$25K per quarter towards principal loan amount, plus monthly interest payments. the first payment shall be \$50K in Q@ 2022 (PacSwim fiscal calendar - January/February), with additional payments to be made each May, Aug, Nov, Feb. Loan shall be paid off no later than August 2025. The investment Committee shall hold scheduled evaluations each quarter to review market conditions and current interest rate and recommend payment modifications, vi motion to the BOD if deemed necessary. Mike Piccardo, Investment Committee Passed	Passed
	2109CC01	B	Y	Move Convention Travel Funds to Camp Budget To fund the Return to Swim Camp budget (41600) from the money that was budgeted for convention travel, and to move the money PC budgeted to the new Leadership Camp Veronica Hernandez, Camps Passed	Passed
BOD 11/17/21	2111LR01	F	N	Hooded Sweatshirts for Athlete Representatives Increase the General Chair's contingency funds by \$3000 to be used to buy Athlete Representatives hooded sweatshirts to acknowledge the hard work the recipients expended this past year. Larry Rice, Veronica Hernandez 2nd Passed	Passed
	2111MR01	P	Y	Changes to Section V of Policies and Procedures: United States Aquatic Sports (USAS) Convention, Business Meetings and Workshops 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) Seat selection fees shall be reimbursed if the total does not exceed the transportation as determined by the Board of	Withdrawn Represented EXE 01/19/22 (rewritten – see attachment) See Motion 2202MR01

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				Directors and supported by the submission of transportation receipts. Add Section V.A.c.(6) When rooms are shared, in no case shall Pacific Swimming reimburse more than 100% of the cost of the room. Mary Ruddell Withdrawn Rewritten and Presented at EXE 01/19/22 (see attachment below) Amended to place sentence	
	2111DDEIC01	F	N	Authorize Funds to Support Companies making Online MEFAP Entries Motion to authorize payment to Swim Connection and Fast Swims for 75% of the cost to develop MEFA: entry functionality on their platforms. Pacific Swimming's contribution will not exceed \$5000 to each company. Veronica Hernandez, DDEI Committee Tabled	Refer to BOD 2/16/22 Tabled on 2/16/22 Refer to 3/16 /22 BOD
	2111CB01	P	N	Add MAAPP 2.0 to Pacific Travel Policy Motion to amend Pacific LSC Travel Policy , for Chaperones, Coaches and Athletes. Add to section one: 1) Current USA Swimming Rules including the Minor Athlete Abuse Prevention Policy (MAAPP 2.0). Renummer the remaining items Clint Benton, Peter McNamara 2nd (P&P, 30 days)	Refer to BOD 2/16/21 Passed 2/16/22
	2111CVB02	P	Y	MAAPP 2.0 Reflected in all Pacific Swimming Rules, Regulations, Policies, and Procedures Motion to be applied to all Policies and Procedures and Rules of Pacific Swimming: Current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy (MAAPP 2.0) will govern all rules regulations, policies and procedures under which Pacific Swimming operates Clinton Benton, Jim Morefield 2nd (P&P, 30 days)	Refer to BOD 2/16/22 Passed 2/16/22

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

Motion 2111MR Move to incorporate changes to Section V of the Policies and Procedures.

Purpose: Section V of the Policies and Procedures needs to be updated to officially incorporate temporary changes that were made in 2019, add Travel Expense Reimbursement from Appendix 3 of the P&P, add Travel Expense Reimbursement for Officials and make policies consistent throughout the document.

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.

Pacific Swimming does not reimburse or pay for any alcoholic beverages at any time.

Members incurring expenses as Team Managers, Coaches, or Chaperones on Pacific Swimming sponsored team trips for competition and/or training shall be reimbursed as provided for in the Budget and are not covered by this policy.

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

- Be a member of USA Swimming from Pacific Swimming and
 - Be approved for Financial Assistance by the General Chair or Committee Chair and
 - Attend the event in its entirety or as specified below
- **UNITED STATES AQUATIC SPORTS (USAS) CONVENTION AND USA SWIMMING BUSINESS MEETINGS**
 - Criteria for Financial Assistance Convention and USA Swimming Business Meetings:
 - Attend the Convention or USA Swimming Business Meetings for a minimum of two days.
 - Individuals attending Convention or USA Swimming Business Meetings and approved for Financial Assistance shall be eligible for assistance at one of the following (4) levels:
 - (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, 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:

- i. Early Bird Registration or other Registration Costs
 - ii. Transportation as determined by staff and approved by the Board of Directors and supported by the submission of transportation receipts
 - iii. 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, each individual shall receive half of the cost of the room. These expenses shall be supported by receipts.
 - iv. Per diem of \$50 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.
- **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:
 - Early Bird Registration or other Registration Costs
 - Half of the cost of transportation by staff and approved by the Board of Directors and supported by the submission of transportation receipts
 - 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.
 - 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.
 - **Newcomer Share Financial Assistance:** Individuals who have not attended Convention or USA Swimming Business Meetings previously and express a desire to attend Convention or USA Swimming Business Meetings and share what they have learned with the LSC. A Newcomer Share is:
 - i. Early Bird Registration or other Registration Costs
 - ii. The cost of transportation as determined by staff and approved by the Board of Directors and supported by receipts.

(4) **Attendee Share Financial Assistance:** Individual Members of Pacific Swimming who are attending Convention or USA Swimming Business Meetings but do not serve in any of the roles listed above. An Attendee Share is:

i. Early Bird Registration or other Registration Costs

d. **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.

e. When rooms are shared, in no case shall Pacific Swimming reimburse more than 100% of the cost of the room.

The Registration Fee or other Registration Costs 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 staff and approved by the Board of Directors may be advanced upon submission of transportation receipts. Payment shall be the lesser of either the amount actually paid or the determined cost. Should the amount advanced be in excess of the determined amount, an adjustment shall be made dependent upon the total budgeted amount once all expenses have been settled. If the applicant fails to attend the Convention or USA Swimming Business Meetings, the registration fee and all advances shall be returned to Pacific Swimming.

3. Individuals, with the exception of the Athlete Representative(s), who attend Convention or USA Swimming Business Meetings and receive Financial Assistance from Pacific Swimming, shall submit a written Summary Report of Meetings attended prior to receiving Financial Assistance.

4. Staff members who attend Convention or USA Swimming Business Meetings shall receive a full share of expenses. A full share is:

a. Early Bird Registration or other Registration Costs

b. Transportation as determined by staff and approved by the Board of Directors and supported by the submission of transportation receipts

c. 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.

d. 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, each individual shall receive half of the cost of the room. These expenses shall be supported by receipts.

e. A Per diem of \$50 shall be paid for the number of days the staff member actually attended the Convention or USA Swimming Business Meetings but not to exceed seven days.

B. USA SWIMMING WORKSHOPS

Expenses shall be reimbursable when they have been approved by the Board of Directors or House of Delegates (budgeted expenses meet this requirement) and the amount is supported by appropriate evidence of the expense.

Reimbursement shall be made upon completion of the travel. When expenses are anticipated to be greater than an amount a member could reasonably be asked to temporarily expend, the member may receive an advance payment as approved by the Finance Vice Chair. This member shall promptly submit evidence of the expenditure and repay all advanced funds not used. Travel from “home” to airport and return shall be reimbursed at the IRS annual standard mileage rate. Actual cost of parking at the airport shall be reimbursed at a rate not to exceed the “long term” parking rate. If no parking cost is incurred, travel shall be reimbursed for two round trips to the airport. Alternative transportation modes may be used, such as taxi, limo, shuttle, etc. with reimbursement not to exceed two round trips by auto or one round trip plus long term parking costs, whichever is the lesser amount.

Pacific Swimming’s Staff shall be used to determine the most cost-effective travel options. Airfare shall be purchased no later than 21 days prior to departure to be eligible for reimbursement. Seat selection fees shall be reimbursed if the total does not exceed the transportation as determined by staff and approved by the Board of Directors. Reimbursement shall be made upon submission of transportation receipts

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.

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 Board of Directors. ~~Pacific Swimming does not reimburse or pay for any alcoholic beverages at any time.~~

C. TRAVEL AND LODGING ASSISTANCE FOR OFFICIALS

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.

1. National Meets

- 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).
- Travel Assistance shall apply only to meets held outside of Pacific Swimming.
- 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 one National/US Open/Junior National Meet and one Pro Series, Futures, or Sectional Meet or two the Pro Series, Futures or Sectional Meets per year.

- **Olympic Trials**

- An Official invited to officiate at Olympic Trials by the USA Swimming Officials Committee shall receive travel assistance equal to the amount a Club receives for Athlete Travel Support (See Pacific Swimming Senior Travel Support Guidelines).
- Travel Assistance for Olympic Trials shall be in addition to the two per year maximum listed above.

- **Lodging Support for Officials**

- Assigned Officials (Meet Referee, Starters, Deck Referee, Lead Chief Judge and the Administrative Referees) working LSC Meets who reside 50 miles or more from the meet venue are eligible to receive lodging reimbursement or subsidy as determined by the Board of Directors and supported by the Annual Budget.
- Officials travelling and lodging with their athlete/family are not eligible for lodging support or subsidy.
- Officials shall attend the LSC Meet in its entirety unless approved by the Officials Chair prior to the start of the meet.

Any expenditures in excess of the budgeted amount shall be reviewed and approved by the Board of Directors.

Travel Expense Reimbursement Policy for the events listed above is subject to change due to financial constraints as determined by the Board of Directors.

*LINE IN RED IS THE AMENDMENT PASSED BY EXECUTIVE COMMITTEE ON 1/19/22