

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

Post Meet Requirements

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

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

Meet Financials:

Zone and LSC Meets

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

Sanction Only Meets

Pacific Swimming shall generate an electronic invoice for the sanction fee and email it to the meet director within 3 days. Payment is due upon receipt of the invoice. A 10% late fee will be assessed if payment is not received 5 days before the start of the meet.

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

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

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

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