

PACIFIC NORTHWEST SWIMMING - Board Meeting Minutes March 8, 2021

CALL TO ORDER: 7:00 P.M. via Zoom Video Conference

In Attendance:

Bob Keller - General Chair
Lesleigh Watson - Safe Sport/Risk Mgt. Coordinator
Lorraine Masse – Treasurer
Colleen Buchanan – Registrar
Laurae Briggs – Secretary
John Gagliardo - Officials Chair
Suzanne Rychlik – Program Ops Vice Chair (past GC)
Ken Spencer – Senior Vice Chair
Nick Chevalier - Program Dev. Vice Chair
Rick Cox – At Large Rep
John Skroch - Admin Vice Chair
Dave Leonard – At Large Rep

Grace Brown – Athlete Rep
Kieran Watson – Athlete Rep
Alice Godfred - Coach Rep
Linda Vicik- Sanction Chair
Dave Baer – Finance Vice Chair
Wendy Neely – Coach Rep
Kiko VanZandt – Disability Swimming
Lauren Rohde – Athlete Rep
Emily Murray – Diversity, Equity & Inclusion
Carolyn Ackerley - At Large Rep
Emily Murray – Diversity, Equity & Inclusion
Jay Giroto
Molly Cady

APPROVAL OF MINUTES:

Jan. 11 BOD Meeting **MSA**

Jan. 18 Executive Committee Meeting **MSA**

OFFICER REPORTS

- Treasurer's Report - Lorraine Masse, see attached.
 - Applied for second PPP - have not heard back yet
 - Filed appropriate 1099's
 - 990 is in process
- Membership Report - Colleen Buchanan, see attached
- Officials Report - John Gagliardo, see attached
 - Suggestion to send out information regarding USA Swimming changes to tech suit policies. Will be sending out information.
- Age Group Report - David Orr – no report
- Senior Report - Ken Spencer - see attached
- Program Operations Report - Suzanne Rychlik
 - Facilities are limited for hosting meets
 - Teams are getting intrasquad meets going
- Program Development Report - Nick Chevalier - no report
- Admin VC Report - John Skroch - no report
- Athlete Report – Kieran Watson, Lauren Rhode, & Grace Brown
 - Athlete Townhall – trying to get new people to fill positions.
- Coach Report – Alice Godfred
 - Lobbyist is working to assist with Phase III modifications and clarifications to restrictions.
- Safe Sport Report - Lesleigh Watson - see attached.
- Finance Report – Dave Baer - see attached.
 - Expenses are higher due to club assistance awards
 - Income is less than anticipated; mainly meet tap.

- Not hosting many meets. Meets we are hosting are much smaller.
- Diversity Report – Emily Murray - no report
- Disability Report – Kiko VanZandt - see attached
 - American Record set by Abbey Nardella; in the 100 free for her classification. Congrats!

OLD BUSINESS

- DEI Training Proposal Update
 - Completed first round of training.
 - Proposal for how to proceed:
 - Request for \$3,000 for coaches' workshop; for all coaches. Specifically set up for coaches, different from the last training. *Creating Inclusive Spaces*.
- MSA**

 - Motion to move money to Coaches training instead of athlete
 - Motion to amend the motion to review the payment schedule
 - Payment is a deposit to save the date – planning to have training in the fall
 - Motion to amend that the DEI committee provide an estimate of the payment schedule

MSA
- Shared Services Proposal
 - Looking for coach to assist in coordinating.
- LEAP Review Update Submittal
 - Have until end of March to submit. John Skroch has been working hard to pull together the required information.
- 2021-22 Meet Calendar
 - Fall schedule will probably look like this current year spring schedule

NEW BUSINESS

- Trials Reimbursement Policy Proposal
 - Motion that due to Covid-19 protocol, add additional 4 nights to be included in travel reimbursement – 7 nights instead of 3. Right now, 1 coach and 1 athlete. Approximately \$620.
 - Do not think we will have anyone going to Paralympic trials this year. Therefore, this expense will not be realized.
 - Officials are experiencing the same issue – Motion to amend and add official expenses as well.
 - Motion to adjourn to Executive Committee meeting to discuss.

MSA

 - Motion to approve Disability budgeted monies be approved to extend competition days as required per Covid 19 protocols.

MSA
- HOD Schedule
 - Proposal to go ahead with HOD being May 8th. Budget approval, elections, start of 2021-2022 calendar (but not full meet calendar)
 - Motion to hold HOD at 8:55 am on May 8th.

MSA
- Proposal to add DE&I as a voting BOD member
 - Motion to include DE&I chair as a voting member of BOD. Remove At Large Member and assign as DE&I.

MSA

- Proposals for new Policies
 - AD-21-01 Crime Policy – see attached
MSA
 - AD-21-02 Whistle Blower Policy – see attached
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 - AD-21-03 Document Retention Policy – see attached
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 - AD-21-04 Budget Reserve Policy – see attached
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 - AD-21-05 Crisis Communication Policy – see attached
MSA
 - AD-21-06 Transgender Policy – see attached
MSA
 - AD-21-07 Anti-Discrimination Policy – see attached
MSA
 - AD-97-07 Conduct at Meets – tabled
- Proposed By-Law Changes
 - 5.6.11 Attend a minimum of 60% of the Board of Directors and House of Delegates Meetings
MSA
 - 6.10 REMOVAL OF DIRECTORS - Directors may be removed in accordance with ~~4.5.9~~4.5.9 ~~4.5.8~~4.5.8 and 5.6.10 of these Bylaws
MSA
 - 7.4 STANDING COMMITTEES & COORDINATORS – see attached
MSA
 - 6.10 REMOVAL OF DIRECTORS - Directors may be removed in accordance with ~~4.5.9~~4.5.9 ~~4.5.8~~4.5.8 and 5.6.10 of these Bylaws
MSA

No further topics were proposed.

Next Meeting:

April 26, 2021 Location: VideoConference

MOTION TO ADJOURN

MSA

Meeting adjourned at 9:17 pm

Treasurer's Report

Pacific Northwest Swimming

Balance Sheet

As of February 28, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
INVESTMENT INCOME	716,229.09
Fidelity Investment	101,988.51
Total INVESTMENT INCOME	818,217.60
WF Checking	15,184.10
WF Savings	10,468.77
Total Bank Accounts	\$843,870.47
Accounts Receivable	
Accounts Receivable (A/R)	4,261.20
Total Accounts Receivable	\$4,261.20
Other Current Assets	
Payroll Corrections	0.00
Undeposited Funds	1,156.50
Total Other Current Assets	\$1,156.50
Total Current Assets	\$849,288.17
Fixed Assets	
Furniture & Equipment	34,445.14
Accumulated Depreciation	-34,445.14
Total Furniture & Equipment	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$849,288.17

Pacific Northwest Swimming

Budget vs. Actuals: FY2020-21

September 2020 - August 2021

	TOTAL	
	ACTUAL	BUDGET
Income		
ADMINISTRATION		
Club Penalties	175.00	1,200.00
Total ADMINISTRATION	175.00	1,200.00
AMEX opensavings.com	3.66	500.00
OFFICIALS		
Donations	75.00	500.00
Officials Clinics	765.00	2,800.00
Total OFFICIALS	840.00	3,300.00
PROGRAM DEV		
Donations to Heidloff Outreach Fund	5,000.00	
Sponsorships/Grants	22,050.00	20,000.00
Total PROGRAM DEV	27,050.00	20,000.00
PROGRAM OPS		
Meet Tap	10,655.50	145,000.00
Sanction Fees	800.00	4,300.00
Total PROGRAM OPS	11,455.50	149,300.00
USA-S REGISTRATION/PNS		
Athlete - Annual	58,665.00	90,000.00
Athlete - Seasonal		7,000.00
Athlete - Transfer Fee	1,195.00	150.00
Club	9,520.00	1,500.00
Flex Athlete	3,910.00	1,900.00
Flex Upgrade to Premier	35.00	7,500.00
Non-Athlete - Individual	5,882.00	8,900.00
Total USA-S REGISTRATION/PNS	79,207.00	116,950.00
Total Income	\$118,731.16	\$291,250.00
GROSS PROFIT	\$118,731.16	\$291,250.00
Expenses		
ADMINISTRATION		
Athlete Activities		1,500.00
Board Enhancement/Workshop	0.00	
Clean Sport		500.00
Governance/Swimposium	0.00	
Hall of Fame		1,000.00
HOD Meeting	0.00	500.00
Safe Sport		2,000.00
Taxes & Licenses		50.00
Total ADMINISTRATION	0.00	5,550.00
AGE GROUP		
All-Star Meet		7,909.00

Pacific Northwest Swimming

Budget vs. Actuals: FY2020-21

September 2020 - August 2021

	TOTAL	
	ACTUAL	BUDGET
Zone Championship		18,720.00
Total AGE GROUP		28,629.00
DISABILITY		
Disability Travel Funding		5,694.00
Paralympic Trials Funding		4,219.00
PNS Disability Camp		1,635.00
Total DISABILITY		11,548.00
DIVERSITY & INCLUSION		
Heldloff Outreach Program	596.50	6,000.00
LGBTQ+ Initiatives		1,200.00
NW Diversity Select Camp		3,000.00
Promoting Inclusion	5,940.31	1,200.00
Team Training Support	0.00	20,600.00
USA-S Outreach Registration	260.00	800.00
Western Zone D&I Select Camp		1,200.00
Women in Leadership		3,100.00
Workshop USA or Other		1,289.00
Total DIVERSITY & INCLUSION	6,796.81	38,389.00
FINANCE & MARKETING		
Accountant	150.00	4,000.00
Bank Charges	3.50	200.00
COVID-19	218,960.00	
Payroll - Bookkeeping	176.03	1,000.00
Total FINANCE & MARKETING	219,289.53	5,200.00
OFFICIALS EXPENSES		
Officials Championship Meet Travel	912.00	8,000.00
Officials Equipment Rental		1,500.00
Officials Evaluator Visits		2,000.00
Officials Workshop Travel		1,600.00
Total OFFICIALS EXPENSES	912.00	13,100.00
Paid & Unpaid Employees		
Compensation		66,000.00
Mileage		200.00
Per Diem		4,600.00
Taxes		5,150.00
Total Paid & Unpaid Employees		75,950.00
Payroll Expenses		
Taxes	2,349.15	
Wages	27,440.00	
Total Payroll Expenses	29,789.15	
PNS OFFICE		

Pacific Northwest Swimming

Budget vs. Actuals: FY2020-21

September 2020 - August 2021

	TOTAL	
	ACTUAL	BUDGET
Internet Services	541.54	1,200.00
Office Rent	2,400.00	5,000.00
Office Supplies	273.32	2,000.00
PNS Storage Unit & PO Box	405.00	1,200.00
Postage		500.00
Repair & Maintenance		500.00
Telephone	314.39	1,100.00
Total PNS OFFICE	3,934.25	11,500.00
PROGRAM OPERATIONS		
PNS Meet Awards		19,947.00
Scheduling		53.00
Total PROGRAM OPERATIONS		20,000.00
QuickBooks Payments Fees	80.00	
SENIOR SWIMMING		
LC Senior Championship		1,318.00
Open Water		527.00
Season 1	10,640.00	10,547.00
Season 2		3,955.00
Season 3		7,910.00
Season 4		52,731.00
Season 5		1,055.00
Senior Training Practices		1,371.00
Senior Zones		10,546.00
Total SENIOR SWIMMING	10,640.00	89,960.00
Special Programs		
Special Advocacy Expenditures	10,000.00	
Total Special Programs	10,000.00	
Uncategorized Expense	6,500.00	
Total Expenses	\$287,941.74	\$297,826.00
NET OPERATING INCOME	\$ -169,210.58	\$ -6,576.00
Other Income		
Gain/Loss on Investment	30,854.47	
Interest Income	0.52	
Other Miscellaneous Income	-120.00	
Total Other Income	\$30,734.99	\$0.00
Other Expenses		
Miscellaneous	158.00	
Total Other Expenses	\$158.00	\$0.00
NET OTHER INCOME	\$30,576.99	\$0.00
NET INCOME	\$ -138,633.59	\$ -6,576.00

Membership Report

REGISTRATION/MEMBERSHIP REPORT

2021 YTD	2020 Membership YE 5/31/20
• Athlete Premium - 4009	5644
• Flex - 391	647
• Outreach - 56	159
• TOTAL 4456	6450
2021 YTD	
• Non-Athlete Individual - 637	823
• Life - 9	9
• TOTAL 646	832
2021 YTD	
• Club – 40	52
• Organization – 4	4

As per most recent Registration/Membership National Committee information the USA Swimming online registration process likely will not be ready until 2023 Membership Year.

Officials Committee Report

OFFICIALS COMMITTEE REPORT

The Open Water Officials Training Clinic, initially scheduled prior to the start of the Open Water Nationals meet (16-18 April 2021 in Fort Myers Beach, FL), has been cancelled. Meanwhile, Mike Murphy has been named as the Meet Referee for the Open Water Nationals meet.

Senior Report

Meet Funding:

There has been a request for funds for Senior sectional travel. This would fall into Season 2 travel and has not been approved at this time. While open to discussion, I feel that pushing our funding back to the summer season when vaccines are more available, and families are more willing to travel is appropriate.

Senior Budget Numbers

Meet/Meets	Season	Budget	Spent		Total Balance	Notes
LC Senior Champs	N/A	1318	0		89,960	
Last Gaps Open Water	N/A	527	0		89,960	
Winter Juniors / Senior Sant	Season 1	10547	10640		79,320	
Pro Series	Season 2	3955				
Trials	Season 3	7910				
Futures / Nationals / Jr Nat	Season 4	52731				
Senior Zones	N/A (4?)	10546				
Open Water Nats	Season 5	1055				
Senior National Training	N/A	1371				
		89960				

Senior Athlete Committee meeting

Grace Lindberg and Justin Wang in attendance.

Athletes advocated for:

LCM time for Junior swimmers
Help in College recruitment process
Continued funding for Senior Zones

They will both go back to their teams to solicit other ways they feel PNS Senior Swimming can be improved. We can also use 1-2 more athletes to round out the group.

Safe Sport Report

SAFE SPORT REPORT

- Safe Sport Recognition Program (SSRP) will be a primary focus in 2021. Here is the current status as of February 1 for PNS, note February stats have not been released as yet.

PN	BC	Bellevue Club Swim Team	52
PN	BDST	Blue Dolphin Swim Team	54
PN	BISC	Bainbridge Island Swim Club	51
PN	C	Chinook Aquatic Club	29
PN	CSC	Cascade Swim Club	56
PN	FAST	Fife Area Swim Team	49
PN	GAC	Gold's Aquatics Club	52
PN	IST	Issaquah Swim Team	52
PN	KING	King Aquatic Club	56
PN	MMSC	Mighty Marlins Swim Club	52

PN	OCA	Olympic Cascade Aquatics	55
PN	PAC	Poseidon Aquatic Club	53
PN	PDST	Pacific Dragons Swim Team	57
PN	SA	Storm Aquatics	53
PN	SMAC	Seattle Metropolitan Aquatic Club	53
PN	SRST	StingRay Swim Team	50
PN	SVFY	Skagit Valley Family YMCA	36
PN	TAC	Thunderbird Aquatic Club	45
PN	TOSC	Thurston Olympians Swim Club	47
PN	UPAC	University Place Aquatic Club	11
PN	VAST	Valley Aquatics	51
PN	WAVE	Wave Aquatics	52
PN	WEST	West Coast Aquatics	53

- Minor Athlete Abuse Prevention Policy (MAAPP) 2.0 is anticipated to be released in the fall of this year.
- There has been some confusion on a few items in MAAPP, with particular emphasis on the Athlete Protection Training (APT) for athletes 18+ (adult) and the grace period:

The [Minor Athlete Abuse Protection Policy](#) (MAAPP) went into effect on June 23, 2019. All USA Swimming non-athlete members and adult athlete members must be in compliance with MAAPP by this date. USA Swimming clubs must do 2 things to ensure compliance:

- All parents, guardians, athletes, and non-athlete members must review and agree to follow the policy. Clubs need to have documentation of this agreement within 2019, and update annually thereafter. Clubs need to retain these records and make them available to USA Swimming upon request. The documentation may be kept either digitally or hard copy.
 - Here is a [sample agreement form](#). Clubs are welcome to use it with their membership.
 - Additional agreement forms are available at www.usaswimming.org/maapp
- All athletes age 18 and older must now take the [Athlete Protection Training](#) in order to be eligible to train and compete. The training takes about one to two hours to complete. The course will link to the swimmer's USA Swimming ID upon completion. The training is valid for one year.
- Once the adult athlete completes the training, the athlete's member record in SWIMS will populate an updated training expiration date. The athlete's Deck Pass account will also reflect whether the adult athlete has completed the training.
- Q: How will an LSC or meet official know whether an adult athlete has completed the training? A: The meet recon report will reflect whether an adult athlete has completed the training.

5. Q: Is there a grace period in order to complete the training? A: Yes. There is a **30-day grace period given** to the adult athletes to complete this **initial training** requirement. **No grace on renewals.**

Finance Report

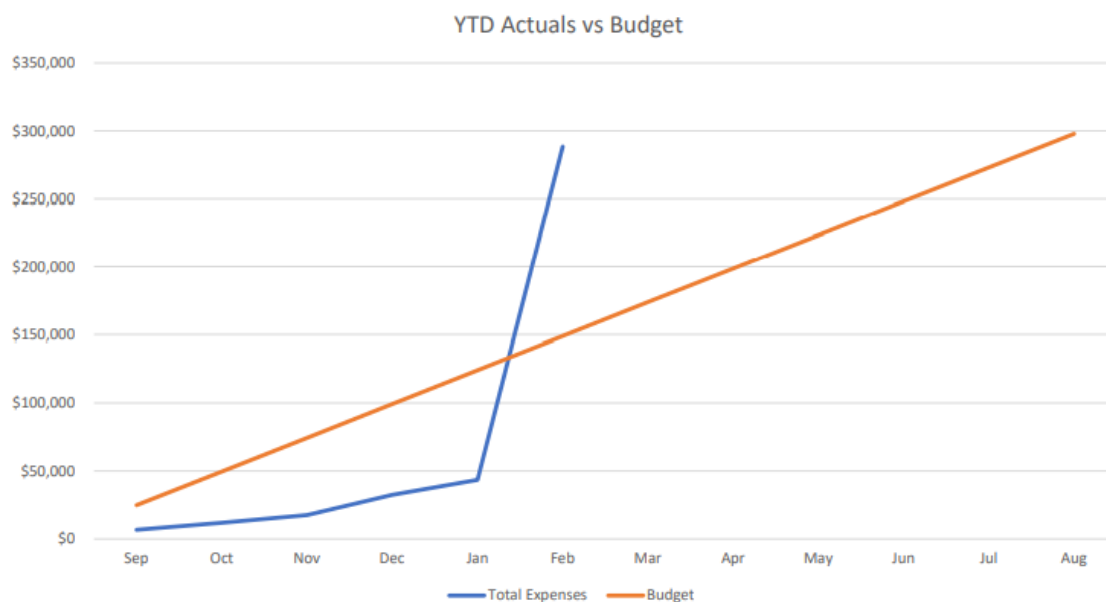
FINANCE REPORT

Lorraine Masse (Treasurer) is leading the preparation of the IRS 990 filing with our accountants. After the 990 is completed, we will begin the financial review. USA Swimming now requires completion of financial reviews for LSC's with assets in excess of \$200,000.

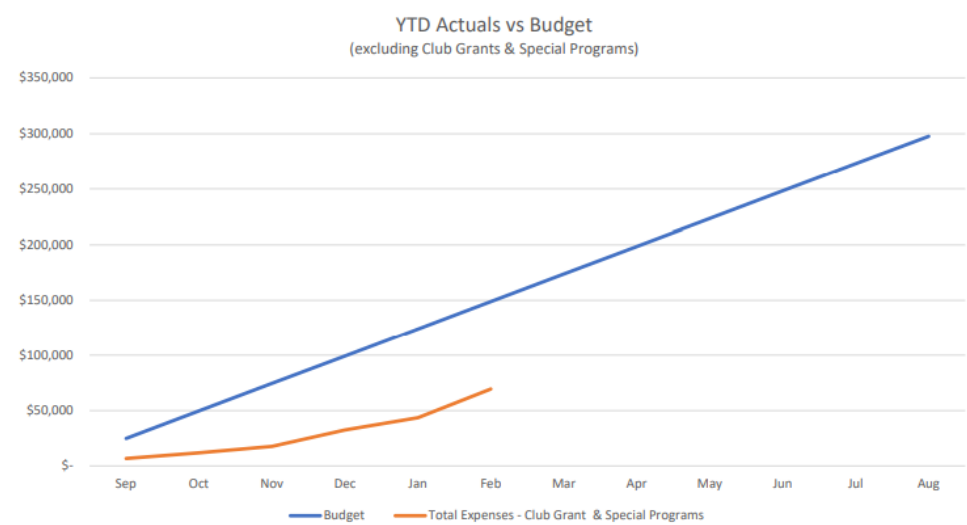
The relief payments to clubs have been completed and totaled \$218,820. This was funded by drawing down our reserves. For the near term, we are closely monitoring our cash position in our checking account and savings accounts. If revenues from meet taps continue at the current low rate, we will withdraw from reserves to fund current operations.

Charts of the monthly expenditures and comparison to historical trends posted.

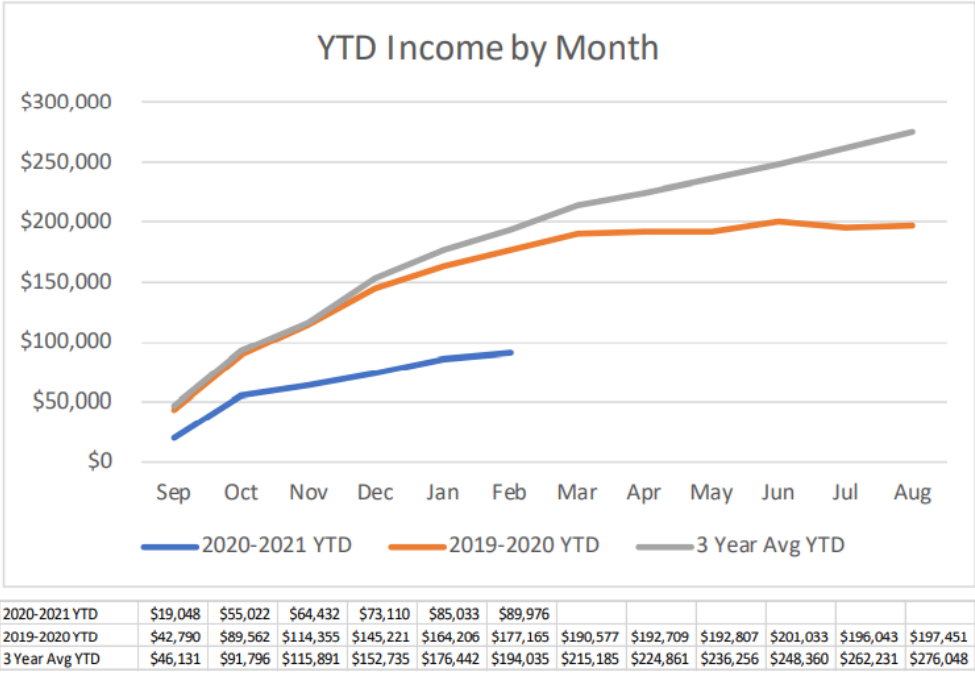
Pacific Northwest Swimming



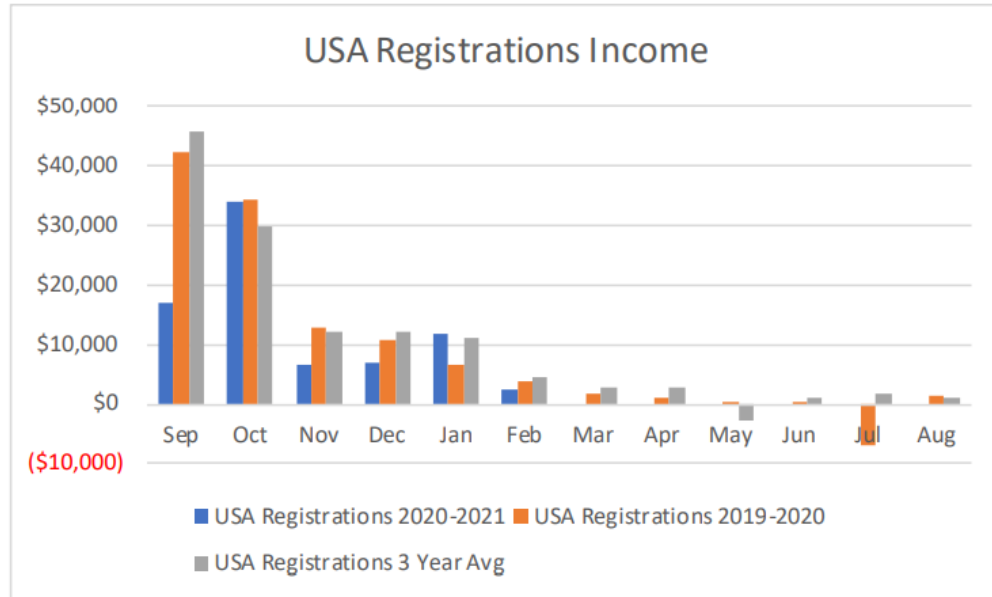
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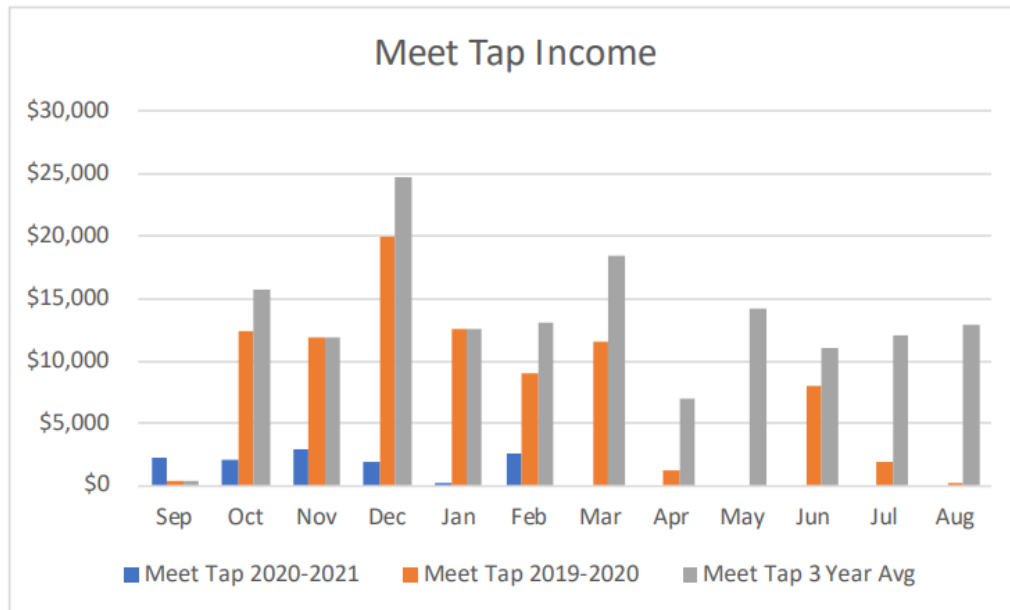
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USA Registrations 2020-2021	\$16,865	\$33,846	\$6,553	\$6,870	\$11,749	\$2,394	\$0	\$0	\$0	\$0	\$0	\$0
USA Registrations 2019-2020	\$42,498	\$34,358	\$12,852	\$10,785	\$6,466	\$3,959	\$1,840	\$883	\$98	\$186	(\$6,826)	\$1,243
USA Registrations 3 Year Avg	\$45,767	\$29,888	\$12,250	\$12,168	\$11,205	\$4,490	\$2,623	\$2,658	(\$2,879)	\$1,144	\$1,911	\$1,000

3/3/2021

Pacific Northwest Swimming



Meet Tap 2020-2021	\$2,183	\$2,128	\$2,857	\$1,809	\$174	\$2,548	\$0	\$0	\$0	\$0	\$0	\$0
Meet Tap 2019-2020	\$292	\$12,414	\$11,941	\$20,081	\$12,519	\$9,000	\$11,572	\$1,249	\$0	\$8,040	\$1,836	\$165
Meet Tap 3 Year Avg	\$364	\$15,777	\$11,845	\$24,676	\$12,502	\$13,103	\$18,527	\$7,018	\$14,274	\$10,959	\$11,960	\$12,817

3/3/2021

Pacific Northwest Swimming

Expenses by Month

Expenses	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total Budget
Administration		41											5,550
Age Group													26,629
Disability													11,548
Diversity & Inclusion	115	131	163	555	5,420	239							38,389
Finance & Marketing	35	25	35	35	150	4							5,200
Officials				912									13,100
Total Payroll	4,862	4,862	4,862	4,886	4,888	5,428							75,950
PNS Office	796	495	590	981	413	657							11,500
Program Development													
Program Operations													20,000
Senior Swimming				3,952		6,688							89,960
Special Programs						10,000							
Unapplied+Uncategorized	866	-317	51	3,565	88	2,997							
Club Assistance Grants						218,960							

Disability Swimming Report

DISABILITY SWIMMING REPORT

Para Swimming World Swimming Series:

U.S. Event has been changed from Indianapolis to Lewisville, TX.

Date: April 15-17, 2021

Meet information can be found at:

<https://www.teamusa.org/usparaswimming/competitions>

At the time of this report, 3 PNS swimmers are planning on attending.

U.S. Para Swimming Paralympic Swimming Team Trials:

June 17-20, 2021

Minneapolis, MN

Due to international classification stipulations, it is unlikely that any PNS Swimmers will be eligible to compete at this event.

Pacific Northwest Swimming Rules and Procedures	Crime Policy
Index AD-21-01	Effective Date: 3/8/2021
03/08/2021: Original	

Pacific Northwest Swimming Crime Policy

USA Swimming has provided Crime Insurance coverage for the LSC's since 1998. The limit coverage provided is \$100,000 subject to a \$25,000 deductible. Coverage is provided for Employee Dishonesty, Forgery and Computer Fraud and is written with Philadelphia Indemnity Insurance Company.

The following safeguards will be used by the LSC to prevent uninsurable losses to the organization. The policy will be held by USA Swimming and the current policy number can be found by contacting USA Swimming.

1. Dual signatures on checks and electronic payments in the amount of \$5,000 or more: or a voucher/dual system approval process.
2. The person who issues checks cannot be the same person that balances the monthly bank statement.
3. An audit committee should review the LSC books at least semi-annually.

If a loss occurs and it is determined the safeguards were not in place, the insurance company may deny the claim if misrepresentations are made to the insurer.

The policy cancels immediately for those individuals upon discovery of any prior theft or dishonest act. Therefore, there is no insurance coverage if the LSC is aware of prior crimes.

If you have any questions about the Crime coverage contact USA Swimming.

Pacific Northwest Swimming Rules and Procedures	Whistle Blower Policy
Index AD-21-02	Effective Date: 03/08/2021
03/08/2021: Original	

General

Pacific Northwest Swimming Association (PNSA) expects directors, officers, committee members, volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of PNSA must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws, regulations, and USA Swimming and PNSA policies.

Reporting Responsibility

It is the responsibility of all directors, officers, committee members, volunteers, and employees to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, committee member, volunteer, or employee who in good faith reports a violation or suspected violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within PNSA prior to seeking resolution outside the organization.

Reporting Violations

Employees are to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the General Chair or Administrative Vice Chair of PNSA whom you are comfortable in approaching. Directors, officers, committee members, supervisors and managers are required to report suspected violations to the Administrative Vice Chair.

Compliance Officer

The Administrative Vice Chair is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at his/her discretion, shall advise the Finance Committee. The Administrative Vice Chair is required to report to the Finance Committee at least annually on compliance activity.

Accounting and Auditing Matters

The Finance Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Administrative Vice Chair shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the law, regulations, and/or PNSA policies. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Administrative Vice Chair will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted violation reports. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Pacific Northwest Swimming Rules and Procedures	Document Retention Policy
Index AD-21-03	Effective Date: 03/08/2021
03/08/2021: Original	

Pacific Northwest Swimming Association (PNSA) takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records PNSA may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the General Chair.

From time to time, the General Chair may issue a notice, known as a "legal hold," suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the General Chair.

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
Finance and Administration	Financial statements (audited)	7 years
	Auditor management letters	7 years
	Payroll records	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals (includes 12 bank reconciliations)	7 years
	Investment performance reports	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
	Correspondence — general	3 years
	Invoices (to members, customers, from vendors)	7 years
	Member registration forms	2 years
	Member transfer forms	3 years
Insurance Records	Club charter information	3 years
	Insurance Summary for USA Swimming Local Swimming Committees (LSC's)	7 years
	Reports of Occurrence received by the LSC office	7 years
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	7 years

	Charitable Organizations Registration Statements (filed with Secretary of State)	7 years
Human Resources	Employee personnel files	Permanent
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	3 years
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
	Timecards	3 years
Technology	Software licenses and support agreements	7 years after all obligations end

1. Electronic Documents and Records.
Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.
2. Emergency Planning.
PNSA's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping PNSA operating in an emergency will be duplicated or backed up at least every week and maintained off-site.
3. Document Destruction.
The General Chair is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.
4. Compliance.
Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against PNSA and its employees and possible disciplinary action against responsible individuals. The General Chair and Administrative Vice Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations. The General Chair will periodically report to the Board of Directors on compliance with this policy.
5. Update the Table of Documents
When new items are identified by law, by USA Swimming, by PNSA, or by staff, the Administrative Vice Chair will update the document retention policy and report back to the Board of Directors.

Pacific Northwest Swimming Rules and Procedures	Budget and Reserve Policy
Index AD-21-04	Effective Date: 03/08/2021
03/08/2021: Original	

BUDGET AND RESERVE POLICY

1. Funded Board-Designated Operating Reserve Policy
 - a. Philosophy The establishment and maintenance of a Funded Board-Designated Operating Reserve is a high priority. This will enable Pacific Northwest Swimming Association to support strategic business practices and to:
 - Manage cash flow interruptions,
 - Minimize the need for working capital borrowing,
 - Meet commitments, obligations or other contingencies, and
 - Generate investment income.
 - b. Policy

The purpose of this policy is to establish and maintain a Funded Board-Designated Operating Reserve, unencumbered and uncommitted, at a level relative to the annual 40 program funding and the costs of operating and maintaining the organization. The Operating Reserve is intended to serve a dynamic role and is available to be utilized as needed rather than being static, devoted only to generating investment income.
 - c. Definitions
 1. Board-Designated Operating Reserve – Amounts reported in the Unrestricted Net Assets section of the balance sheet and identified as Board-Designated Operating Reserve.
 2. Cost of Operating and Maintaining the Organization – Pacific Northwest Swimming's net expenses for Program Services and Administration as reflected by the approved annual budget.
 3. Funded Board-Designated Operating Reserve – A fund consisting of liquid assets and investments. Liquid assets are those that may be converted to cash quickly and easily. It is not required that the Board-Designated Operating Reserve be physically segregated in a separate bank or investment account although Pacific Northwest Swimming may decide to do so.
 - d. Strategies and Procedures
 1. Board-Designated Operating Reserve shall be accounted for separate and apart from Undesignated Operating Funds.
 2. The Finance Committee will have the responsibility for developing and recommending policies and guidelines for the investment of the Operating Reserve assets and the Board of Directors will approve such policies and guidelines.
 3. The Operating Reserve goal will be to achieve and maintain between 75% and 125% of the Program Funding and Operating Costs as defined in Section 3.
 4. After the budget has been approved, but no later than the beginning of each fiscal year, the Finance Vice-Chair will review the adequacy of the Board-Designated Operating Reserve and if necessary, will recommend changes to the Board of Directors.
 - e. Sources Assets for the Board-Designated Operating Reserve accounts will come from the retained earnings of the organization.
 - f. Uses
 1. Internal line of credit for use to financially operate the organization,
 2. Funds to meet unfunded and unexpected needs of the organization, and
 3. Funds to make up a deficiency in budgeted revenue, either in results or collection experience.
 - g. Governance Depletion of the Operating Reserve will be evidenced by a negative balance in the Undesignated Operating Funds. The procedure for approving use of the Operating Reserve Funds will be as follows:

1. As projected in the budget as approved by the House of Delegates,
2. By approval of the Board of Directors to fund unusual expenditures out of reserves, and
3. By extraordinary expenses or loss of revenue and (or) investment losses. In this case, the following procedures will be followed:
 - a. Executive Director will inform the Finance Committee members, and [41](#)
 - b. Finance Vice-Chair will inform the Board of Directors at its next scheduled meeting.

If the Operating Reserve is and has been less than 75% of the targeted reserve level for two consecutive years, the Board of Directors, in the absence of any extraordinary circumstances, will adopt an operational budget that includes a projected surplus sufficient to rebuild the Operating Reserve Fund to its targeted reserve level over the following two years.

- h. Maintenance The status of the funded Board-Designated Operating Reserve will be calculated at the end of each fiscal year, based upon audited financial results, and reviewed by the Board of Directors. The adequacy of the Board-Designated Operating Reserve will be determined as follows:

Example	
Total Unrestricted Net Assets	\$850,000
Less: Fixed Assets, net	(20,000)
Available Unrestricted Assets	830,000
Less: Board-Designated Funds for Specific Purpose	0
Less Board-Designated Operating Reserve	(350,000)
Undesignated Operating Funds	\$480,000

- i. Policy Review This policy will be reviewed every four years by the Finance Vice-Chair or sooner if conditions warrant. Any changes thereto will be approved by the Board of Directors.

Pacific Northwest Swimming Rules and Procedures	Crisis Communication Policy
Index AD-21-05	Effective Date: 03/08/2021
03/08/2021: Original	

1. Purpose

To effectively manage communications through a formal, clearly defined channel in order to mitigate crisis, or serious negative repercussions for Pacific Northwest Swimming Association, or the Sport of Competitive Swimming in general, and maintain a reputation of leadership and transparency on vital issues and breaking news. In speaking with the media and public Pacific Northwest Swimming will provide factual information and messages most beneficial to the organization and to the sport of swimming. We will help the media by providing information that enables them to do their jobs and positions Pacific Northwest Swimming as a reliable resource and leader. In all communications, Pacific Northwest Swimming will create a positive opportunity for the public positioning of the sport of swimming as a whole. Messages should be responsive and solution/action oriented, reinforcing the organizations position of leadership.

2. Policy

- A. All crises should be reported to the General Chair immediately.
- B. Only the chief spokesperson and back-up spokespeople are authorized to release information to the media and to the public. All other staff, board and committee members should be professional and helpful to the media by connecting them with the spokespeople, but will neither speak to the media, nor provide any information.
- C. There should be one designated crisis management lead person, directing and coordinating all aspects of the organization's response including managing the messages and the media. There should also be one designated spokesperson that actually interacts with the media and other inquirers. In some cases, particularly in the event of a "small crisis," the two may be the same person. In others, the jobs may be divided to facilitate efficient handling of the situation. Most likely, but not necessarily, the role will be filled by the General Chair.
- D. All comments should be guided by professionalism and transparency and serve to mitigate the crisis while reinforcing the leadership role of Pacific Northwest Swimming Association.
- E. "No comment" is never an acceptable response. If an answer is unknown or cannot be immediately answered, make note of the question, tell the inquirer you will get back with him/her, and do so. If the question cannot be answered due to a policy (such as sharing personnel information, etc.) let the inquirer know that.
- F. Personnel matters are to remain confidential. When possible, responses should be proactive, responsive, and action-oriented.
- G. PNSA recognizes the importance of media relation to public trust. In times of crisis, maintaining effective media relationships will be particularly critical in bolstering public confidence in the sector as a whole.



Pacific Northwest Swimming Rules and Procedures	Transgender Policy
Index AD-21-06	Effective Date: 03/08/2021
03/08/2021: Original	

PRACTICES FOR GENDER DIVERSE MINOR ATHLETES

The following are recommended practices to assist USA Swimming member clubs who wish to develop a club policy for the inclusion of gender diverse minor athletes. These recommendations are consistent with USA Swimming values of equal opportunity and the right for all members to participate. USA Swimming strongly encourages the use of this resource and offers assistance to teams that need guidance in its implementation.

Athletes qualifying for or competing in Elite level or senior competitions (with time qualifications) must follow current USA Swimming Policies and Procedures for selection, which also fall under the current IOC guidelines.

DEFINITIONS (taken from transequality.org)

Transgender: a broad term that can be used to describe people whose gender identity is different from the gender they were thought to be when they were born

Gender identity: a person's internal knowledge of their gender

Gender expression: how a person presents their gender on the outside, often through behavior, clothing, hairstyle, voice or body characteristic

Sex: The classification of a person as male or female based on what our bodies look like at birth.

Gender Diverse: equitable or fair representation between genders, most commonly the ratio of men and women and may also include non-binary gender categories.

PNSA POLICY FOR PARTICIPATION

A minor transgender athlete member of a swim club will be allowed to participate in all PNSA Sanctioned Meets in accordance with his/her/their gender identity, irrespective of the sex listed on the athlete's birth certificate or other records and regardless of whether the athlete has undergone any medical procedure.

This means an athlete who is biologically female but identifies as a boy/man should be allowed to participate in men's events and an athlete who is biologically male but identifies as a girl/woman should be allowed to participate in women's events.

RECOMMENDED PRACTICES FOR MEMBER CLUBS

PNSA supports a welcoming environment for all athletes and suggests all clubs adopt the following transgender athlete policies and practices.

1. When a current minor member athlete transitions and wishes to compete in his/her/their gender identity, the athlete or his/her/their designee should request a change of the athlete's gender in SWIMS by contacting Diversity & Inclusion staff at USA Swimming at inclusion@usaswimming.org. Once this process is completed, the athlete will be able to be entered and compete in events that match his/her/their gender identity.

2. ~~At all times~~, teammates, coaches, and all others should respect the confidentiality of an athlete. Discussion or disclosure of an individual's gender identity should only take place after expressed permission is given by the individual or the individual's parent or another designee.
3. In all cases, teammates, coaches, and all others should refer to an athlete by the name and pronoun they go by.
4. An athlete should be able to use the locker rooms, changing facility, and restroom that is consistent with his/her/their gender identity. When requested and/or where available, an athlete should be provided access to a gender-neutral bathroom or changing facility (i.e., family restroom, gender neutral bathroom).
5. When overnight travel is involved, an athlete should be assigned to share a hotel room based on his/her/their gender identity. An athlete who requests extra privacy should be accommodated whenever possible.
6. An athlete should be permitted to dress consistently with his/her/their gender identity, including warm-ups and team gear.
7. Per USA Swimming's Rule Book in article 102.8.1 B "In swimming competitions, the swimmer must wear only one swimsuit in one or two pieces, except as provided in 205.10.1. All swimsuits shall be made from textile materials. For men, the swimsuit shall not extend above the navel nor below the knees, and for women, shall not cover the neck, extend past the shoulder, nor extend below the knee" Any athlete requesting a deviation from this policy must submit a swimsuit waiver to the Chair of Rules and Regulations Committee. The current Chair is Clark Hammond (ruleregs@gmail.com). No exemption to the swimsuit rule will be made that gives a swimmer a competitive advantage (i.e., tech suits). It is important for all members to be aware of relevant state laws with regards to appropriate coverage.
8. Meet Directors and Club Leadership should identify and publicize available gender-neutral bathroom and changing room options at the host facility for meets and practice. Where possible, include information about availability and location of gender-neutral facilities in meet information and on the club's website.
9. Meet Directors and Club Leadership should be aware of and abide by the relevant state and local laws and the rules of the host facility for meets and practice.
10. Clubs should provide training to their staff and regular volunteers regarding their responsibilities to prevent, identify, and respond to bullying, harassment, and discrimination. Such topics should include terms and concepts of gender identity and expression and bystander intervention strategies related to bullying. Contact USA Swimming Diversity & Inclusion staff for training program recommendations.

The US Center for Safe Sport and USA Swimming prohibit discrimination against any member or participant ~~on the basis of~~ gender, sexual orientation, gender expression and gender identity is prohibited (304.3.3). ~~If, the event that~~ a question should arise about whether an athlete's request to participate in a manner consistent with his/her/their gender identity is bona fide, USA Swimming will refer to the Code of Conduct and follow its standard procedures of enforcement.

ADDITIONAL RESOURCES

Trans*Athlete: a resource for students, athletes, coaches, and administrators to find information about transgender inclusion in athletics at various levels of play.

www.transathlete.com

NCAA Inclusion of Transgender Student-Athletes:

<http://www.ncaa.org/about/resources/inclusion/lesbian-gay-bisexual-transgender-andquestioning-lgbtq>

National Center for Transgender Equality:

<https://transequality.org/>

GLAAD Reference Guide (updated 2016):

<https://www.glaad.org/reference>

Pacific Northwest Swimming Rules and Procedures	Anti-Discrimination Policy
Index AD-21-07	Effective Date: 03/08/2021
03/08/2021: Original	

USA Swimming and Pacific Northwest Swimming prohibit discrimination in any form. Discrimination in violation of the Amateur Sports Act which requires that USA Swimming must provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in the sport of swimming. Athletes must be allowed to participate and compete to the fullest extent allowed by the Rules and Regulations. Discrimination against any member or participant on the basis of age, gender, race, ethnicity, culture, religion, sexual orientation, gender expression, gender identity, genetics, mental or physical disability, or any other status protected by federal, state or local law, where applicable, is prohibited.

For those experiencing discrimination, should they fall under safe sport violations, please immediately report those to Safe Sport or your local law enforcement if applicable. For violations not falling under safe sport, please report immediately to the PNSA DEI Chair or the USA Swimming DEI Coordinator. All reports will be kept confidential and appropriate action will be taken in accordance with the PNSA anti-discrimination policy and the USAS Code of Conduct.

Bylaw Amendment

7.4 STANDING COMMITTEES & COORDINATORS

.6 PERSONNEL COMMITTEE -

- A. CHAIR - The General Chair shall be the chair of the committee.
- B. MEMBERS - The Personnel Committee shall consist of the General Chair, Administrative Vice Chair, Finance Vice Chair, and the Sr Athlete Representative.
- C. DUTIES - The Personnel Committee shall be responsible for the annual review of the PNS Office staff. The committee will also recommend any salary adjustment for the office staff following the review.

Bylaw Amendment

- 5.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, and representatives of PNSA, together with those additional members designated in Sections 5.2 and 5.3:

- .1 General Chair
- .2 Administrative Vice-Chair
- .3 Senior Vice Chair
- .4 Age Group Vice Chair
- .5 Program Development Vice Chair
- .6 Program Operations Vice Chair
- .7 Finance Vice Chair
- .8 Secretary
- .9 Treasurer
- .10 Coach Representatives (2)
- .11 Athlete Representatives (2)
- .12 Safe Sport/Operational Risk Chair
- .13 Officials Chair
- .14 At-Large Athlete Board Members [as needed]

.15 Diversity Equity Inclusion Vice Chair

- 5.2 AT-LARGE BOARD MEMBERS - The House of Delegates shall specify ~~three-two (32)~~ At-Large positions. Any reduction in the number of At-Large Board Members shall not take effect until the terms of office of the incumbents expire or become vacant. The Board of Directors shall have ~~three-two (32)~~ At-Large Board Members elected by the House of Delegates, ~~two-one (21)~~ in even numbered years, and one (1) in odd numbered years, each to serve a two-year term. Additionally, a minimum of two athlete members shall be elected as At-Large Board Members. If necessary, additional athletes-at-large shall be elected such that athletes constitute at least twenty percent (20%) of the voting membership of the Board of Directors at any given time (~~taking into account~~ the Athlete Representatives). The Athlete At-Large Board Members shall meet the same requirements and be elected at the same time and place as the Athlete Representatives set forth in Section 6.2.1. All At-Large Board Members shall hold office from the date of their election or appointment through the conclusion of the second annual meeting of the House of Delegates following such election or appointment, or until their successors are elected or appointed.

6.2 OTHER DIRECTORS

.3 COMMITTEE CHAIRS /AT-LARGE BOARD MEMBERS

- A. The following committee chairs / at-large Board members shall be elected as follows:

- (1) The Officials Chair shall be elected at the All Officials Meeting in accordance with PNSA Policies and Procedures.
- (2) The Safe Sport/Operational Risk Chair and Non-Athlete At-Large Board Members shall be elected by the House of Delegates.

(3) The Diversity Equity Inclusion Vice Chair shall be elected by the DEI Committee at the April DEI Committee meeting prior to the House of Delegates meeting.

- ~~(3)~~(4) Two (2) Athlete At-Large Board members shall be elected by the athletes at the same time and in the same manner as the Athlete Representatives. A minimum of one athlete-at-large shall be elected annually.

7.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS - The divisions of PNSA shall each be chaired as indicated below with respective duties, jurisdiction and responsibilities described in the PNSA Policies and Procedures.

- .1 ADMINISTRATIVE DIVISION - Administrative Vice-Chair
- .2 AGE GROUP DIVISION - Age Group Vice-Chair
- .3 SENIOR DIVISION - Senior Vice-Chair
- .4 PROGRAM DEVELOPMENT DIVISION - Program Development Vice Chair
- .5 PROGRAM OPERATIONS DIVISION - Program Operations Vice Chair
- .6 FINANCE DIVISION - Finance Vice-Chair
- .7 ATHLETES DIVISION - Senior Athlete Representative
- .8 COACHES DIVISION - Senior Coach Representative
- .9 SAFE SPORT DIVISION - Safe Sport/Risk Management Chair
- .10 DIVERSITY EQUITY INCLUSION DIVISION – Diversity Equity Inclusion Vice Chair