

PACIFIC NORTHWEST SWIMMING - Board Meeting Minutes April 26, 2021

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

In Attendance:

Bob Keller - General Chair	Kieran Watson – Athlete Rep
Lesleigh Watson - Safe Sport/Risk Mgt. Coordinator	Alice Godfred - Coach Rep
Lorraine Masse – Treasurer	Linda Vicik- Sanction Chair
Colleen Buchanan – Registrar	Dave Baer – Finance Vice Chair
Laurae Briggs – Secretary	Wendy Neely – Coach Rep
Suzanne Rychlik – Program Ops Vice Chair (past GC)	Kiko VanZandt – Disability Swimming
Ken Spencer – Senior Vice Chair	Lauren Rohde – Athlete Rep
Nick Chevalier - Program Dev. Vice Chair	Emily Murray – Diversity, Equity & Inclusion
Rick Cox – At Large Rep	Carolyn Ackerley - At Large Rep
John Skroch - Admin Vice Chair	David Orr, Age Group Vice Chair
Dave Leonard – At Large Rep	Jay Giroto
Grace Brown – Athlete Rep	Molly Cady
	Iris Yang

APPROVAL OF MINUTES:

Mar. 8 BOD Meeting **MSA**

Mar. 15 Executive Committee Meeting **MSA**

1:00 pm to 6:00 pm – Colleen's new office hours

OFFICER REPORTS

- Treasurer's Report - Lorraine Masse, See attached.
 - Received second PPP loan.
- Membership Report - Colleen Buchanan, See attached.
- Officials Report - John Gagliardo, See attached.
- Age Group Report - David Orr
 - Still on hold for Age Group Zones.
- Senior Report - Ken Spencer – No report.
- Program Operations Report - Suzanne Rychlik
 - KCAC is open for practices, but not special events yet.
 - State decisions on potential Covid roll backs will impact meets moving forward.
- Program Development Report - Nick Chevalier - No report.
- Admin VC Report - John Skroch
 - Passed LEAP. Thank you to everyone for all of your hard work on this!
- Athlete Report – Kieran Watson, Lauren Rhode, Grace Brown, & Iris Yang
 - Athlete Townhall – still looking for additional athlete representatives.
- Coach Report – Alice Godfred & Wendy Neely
 - Coaches are concerned about meets this summer.
 - Lobbyist – will know by Friday if we are rolling back.
- Safe Sport Report - Lesleigh Watson - No report.
- Finance Report – Dave Baer - See attached.
 - Normal expenses are lower due to lack of travel, but overall higher due to club assistance awards.
 - Income is significantly down this season. Mostly due to lack of meets.
 - Athlete registrations are down about 25%.

- Diversity Report – Emily Murray - No report.
- Disability Report – Kiko VanZandt – No report.

OLD BUSINESS

- DEI Team Training Update
 - Motion to approve Proposal 1 modification as presented. This will extend from September 1, 2020 to August 31, 2021 See attached.
MSA
 - Motion to approve Proposal 2 modification as presented. See attached.
MSA
- DEI Committee Policy
 - Motion to approve modification as presented. See attached.
MSA
- 2021-22 Budget
 - Motion we present Small Deficit Budget to HOD for approval. See attached.
MSA
- 2021-22 Meet Calendar
 - Have tentative Meet Plan. See attached.

NEW BUSINESS

- Trials Reimbursement Policy Proposal
 - Motion to approve Modification of Travel Policy for Potential Adjustments for COVID Regulations as approved by EC Meeting.
MSA
- Proposed Policy Change: AD-97-07
 - Motion to approve changes as presented. See attached.
MSA
- Proposed Transgender Policy Change
 - Motion to approve changes as presented. See attached.
 - Motion to table so we have time to review.
MSA
- Upgrade TeamUnify website
 - Motion to approve up to \$400 to upgrade TeamUnify to new platform.
MSA
- PNS Delegates for USAS Special HOD
 - PNS will need to designate 6 delegates for June 30th USAS Special HOD.
 - Meeting will be virtual.
- PNS HOD
 - Wednesday May 5th HOD reports are due to Colleen.
 - Call to order 8:55 AM
 - Will have board orientation after HOD.

No further topics were proposed.

Next Meetings:

May. 8, 2021 HOD, 8:55 AM

Location: VideoConference

June 14, 2021 PNS Board Meeting, 7:00 PM

Location: VideoConference

MOTION TO ADJOURN

MSA

Meeting adjourned at 9:09 pm

Treasurer's Report

Pacific Northwest Swimming

Balance Sheet
As of April 21, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
INVESTMENT INCOME	741,527.98
Fidelity Investment	101,988.51
Total INVESTMENT INCOME	\$843,516.49
WF Checking	18,448.51
WF Savings	10,468.86
Total Bank Accounts	\$872,433.86
Accounts Receivable	
Accounts Receivable (A/R)	1,912.35
Total Accounts Receivable	\$1,912.35
Other Current Assets	
Payroll Corrections	0.00
Undeposited Funds	1,587.40
Total Other Current Assets	\$1,587.40
Total Current Assets	\$875,933.61
Fixed Assets	
Furniture & Equipment	34,445.14
Accumulated Depreciation	-34,445.14
Total Furniture & Equipment	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$875,933.61
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	183.98
Total Accounts Payable	\$183.98
Credit Cards	
AMEX	0.00
WF CC AgeGroup	0.00
WF CC Office	0.00
WF GC Credit Card	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	45.33
Dept of Labor and Industries	-758.72
Federal Taxes (941/944)	0.00
WA Paid Family and Medical Leave Tax	177.85
WA SUI Employer	67.78

	TOTAL
WA Workers Compensation	538.56
Total Payroll Liabilities	70.80
Pre Paid Expenses	0.00
USA-S Registration	1,032.00
Athlete - Annual	-3,424.00
Athlete - Outreach	-210.00
Athlete - Seasonal	1,470.00
Club	-2,205.00
Dual Membership Credit	1,432.00
Flex Athlete/USA	887.50
Flex Upgrade to Premier/USA	4,096.00
Non-Athlete Family	0.00
Non-Athlete Individual	520.00
Total USA-S Registration	3,598.50
Total Other Current Liabilities	\$3,669.30
Total Current Liabilities	\$3,853.28
Long-Term Liabilities	
Payroll Protection Program (PPP) Loan	13,174.00
Total Long-Term Liabilities	\$13,174.00
Total Liabilities	\$17,027.28
Equity	
Net Assets	547,257.77
Retained Earnings	418,618.12
Net Income	-106,969.56
Total Equity	\$858,906.33
TOTAL LIABILITIES AND EQUITY	\$875,933.61

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	505.00	500.00
Officials Clinics	805.00	2,800.00
Total OFFICIALS	1,310.00	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	19,935.05	145,000.00
Sanction Fees	1,550.00	4,300.00
Total PROGRAM OPS	21,485.05	149,300.00
USA-S REGISTRATION/PNS		
Athlete - Annual	60,195.00	90,000.00
Athlete - Seasonal	390.00	7,000.00
Athlete - Transfer Fee	1,245.00	150.00
Club	9,520.00	1,500.00
Flex Athlete	4,360.00	1,900.00
Flex Upgrade to Premier	45.00	7,500.00
Non-Athlete - Individual	6,173.00	8,900.00
Total USA-S REGISTRATION/PNS	81,928.00	116,950.00
Total Income	\$131,951.71	\$291,250.00
GROSS PROFIT	\$131,951.71	\$291,250.00
Expenses		
ADMINISTRATION		
Athlete Activities		1,500.00
Board Enhancement/Workshop	-471.81	
Clean Sport		500.00
Governance/Symposium	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	-471.81	5,550.00
AGE GROUP		
All-Star Meet		7,909.00

	TOTAL	
	ACTUAL	BUDGET
Zone Championship		18,720.00
Total AGE GROUP		28,829.00
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	386.80	
Heidloff Outreach Program	1,235.50	6,000.00
LGBTQ+ Initiatives		1,200.00
NW Diversity Select Camp		3,000.00
Promoting Inclusion	6,190.31	1,200.00
Team Training Support	0.00	20,600.00
USA-S Outreach Registration	305.00	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	8,117.61	38,389.00
FINANCE & MARKETING		
Accountant	150.00	4,000.00
Bank Charges	34.50	200.00
COVID-19	218,960.00	
Payroll - Bookkeeping	211.26	1,000.00
Total FINANCE & MARKETING	219,355.76	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	2,766.97	
Wages	32,180.00	
Total Payroll Expenses	34,946.97	
PNS OFFICE		
Internet Services	631.81	1,200.00
Office Rent	2,800.00	5,000.00
Office Supplies	273.32	2,000.00
PNS Storage Unit & PO Box	486.00	1,200.00
Postage	67.75	500.00
Repair & Maintenance		500.00
Telephone	408.05	1,100.00

	TOTAL	
	ACTUAL	BUDGET
Total PNS OFFICE	4,666.93	11,500.00
PROGRAM OPERATIONS		
PNS Meet Awards		19,947.00
Scheduling		53.00
Total PROGRAM OPERATIONS		20,000.00
QuickBooks Payments Fees	129.78	
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	\$294,797.24	\$297,826.00
NET OPERATING INCOME	\$ -162,845.53	\$ -8,578.00
Other Income		
Gain/Loss on Investment	56,153.36	
Interest Income	0.61	
Other Miscellaneous Income	-120.00	
Total Other Income	\$56,033.97	\$0.00
Other Expenses		
Miscellaneous	158.00	
Total Other Expenses	\$158.00	\$0.00
NET OTHER INCOME	\$55,875.97	\$0.00
NET INCOME	\$ -106,969.56	\$ -8,578.00

Membership Report

REGISTRATION/MEMBERSHIP REPORT

2021 YTD

2020 Membership YE (5/31/20)

ATHLETE

• Premium –	4105	5644
• Flex –	434	647
• Season 2 –	52	0
• Outreach -	63	159
TOTAL	4654	6450

NON-ATHLETE

• Individual -	667	823
• Life -	9	9
TOTAL	676	832

CLUB/ORGANIZATION

• Club -	40	52
• Organization -	4	4

Officials Committee Report

OFFICIALS COMMITTEE CHAIR REPORT

The 2021 Annual Meeting of Officials was held on Tuesday, 20 April via Zoom. Discussions included rules changes, officiating counts (we're at a little over 300 officials as of 14 April), etc. Additionally, 3 At Large positions on the Committee were selected. While Aline Bensen and David Guffey were renewed for another 2-year term, we'd like to welcome Deborah Soper as the newest member to the Officials Committee. Further, I (and the other members of the Committee) would like to thank Brad Tucker for his service and support of our Committee actions. He has chosen to step aside from the Committee but has promised to stay involved in support of both the Committee and the PNS community.

On Wednesday evening (21 April) I attended the Quarterly Officials' Chairs telecom that was paired with the USA Swimming National Officials Committee (NOC) meeting. Reviews of some of the NOC processes were conducted and of particular note to PNS officials is the N2/N3 Certification and Recertification process. During these COVID-19 times, the NOC has suspended the advancement processes for certification (i.e., an official who might wish to obtain an N3 Stroke & Turn position, for example, would have to wait). Just recently, the NOC has been allowing the recertification of expired/expiring N2/N3 credentials but has not as yet allowed for the advancements to commence. It was announced at this meeting that the moratorium on advancements will be lifted on 21 May 2021.

If anyone has any questions on the above items (or of any actions pertaining to the PNS Officials Committee for that matter), please don't hesitate to contact me via officials@pns.org.

Respectfully submitted,
John C. Gagliardo
PNS Officials Chair

Finance Report

FINANCE CHAIR REPORT

Income is still down significantly due to reduced Meet Tap income. While expenses also are down, we are selling stock and transferring money from reserves to fund current operations. The charts showing income and expenses are attached. Please note that the April data is incomplete and will be updated at the end of the month.

To cover current expenses, the Investment Committee met and sold Boeing stock to transfer \$32K to the PNS checking account. We will continue monitoring the cash position and are currently planning to withdraw \$122K in June to cover expenses through the fiscal year end in August.

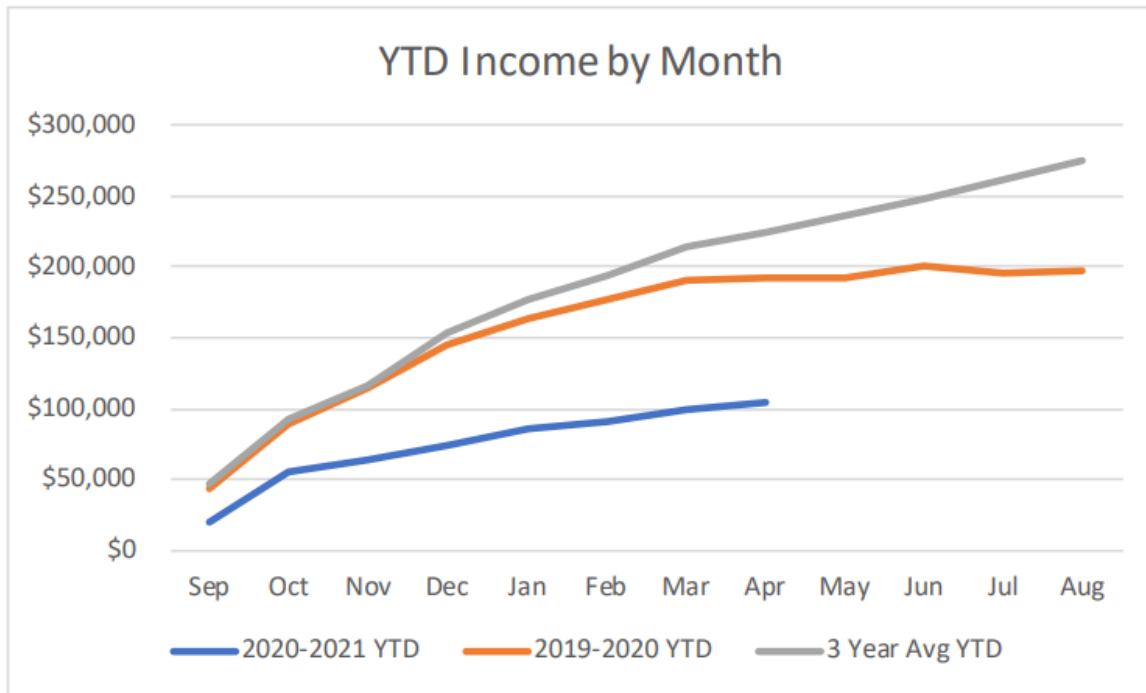
We also expect to draw down additional money from reserves in September to cover fiscal year 2021-2022 expenses during the first quarter until USA Registrations and meet tap income comes in.

PNS has applied for and been granted a second PPP loan. We have applied for forgiveness on the first PPP loan which we expect to be approved.

The 2019-2020 IRS 990 filing has been drafted and is being reviewed for submission. The Financial Review required by USA Swimming will begin during May.

The 2021-2022 budget proposal will be reviewed during the meeting under new business.

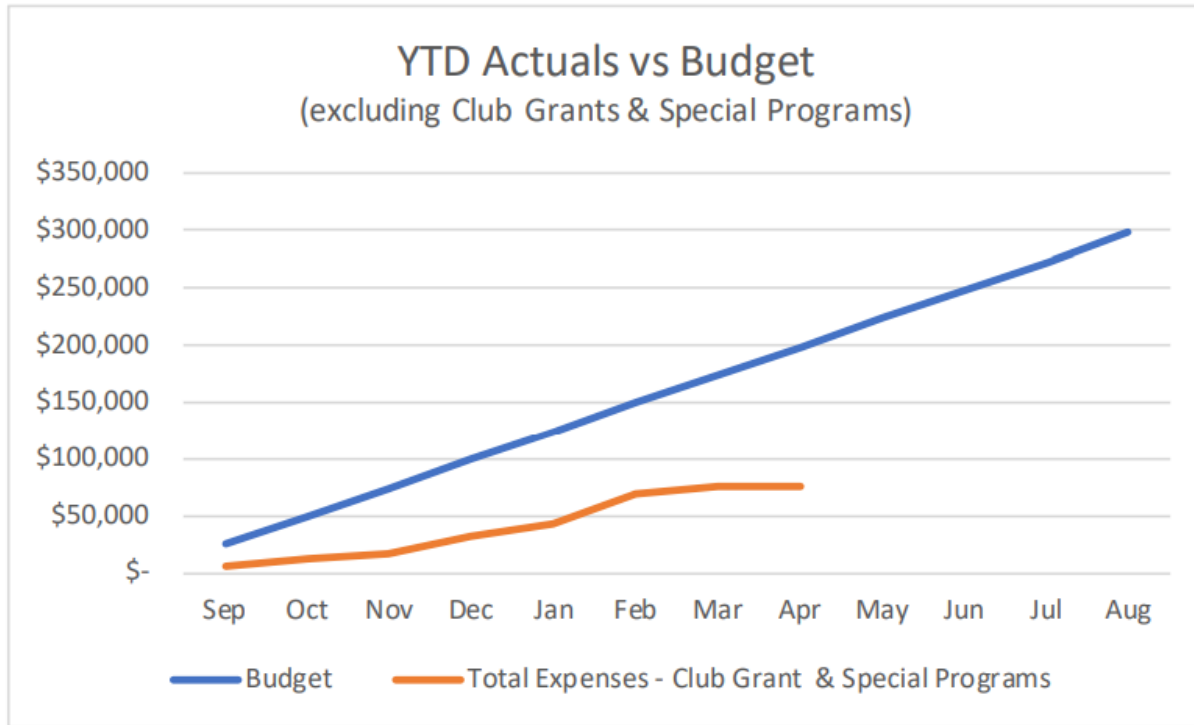
Pacific Northwest Swimming



2020-2021 YTD	\$19,048	\$55,022	\$64,432	\$73,110	\$85,033	\$89,976	\$99,672	\$104,441				
2019-2020 YTD	\$42,790	\$89,562	\$114,355	\$145,221	\$164,206	\$177,165	\$190,577	\$192,709	\$192,807	\$201,033	\$196,043	\$197,451
3 Year Avg YTD	\$46,131	\$91,796	\$115,891	\$152,735	\$176,442	\$194,035	\$215,185	\$224,861	\$236,256	\$248,360	\$262,231	\$276,048

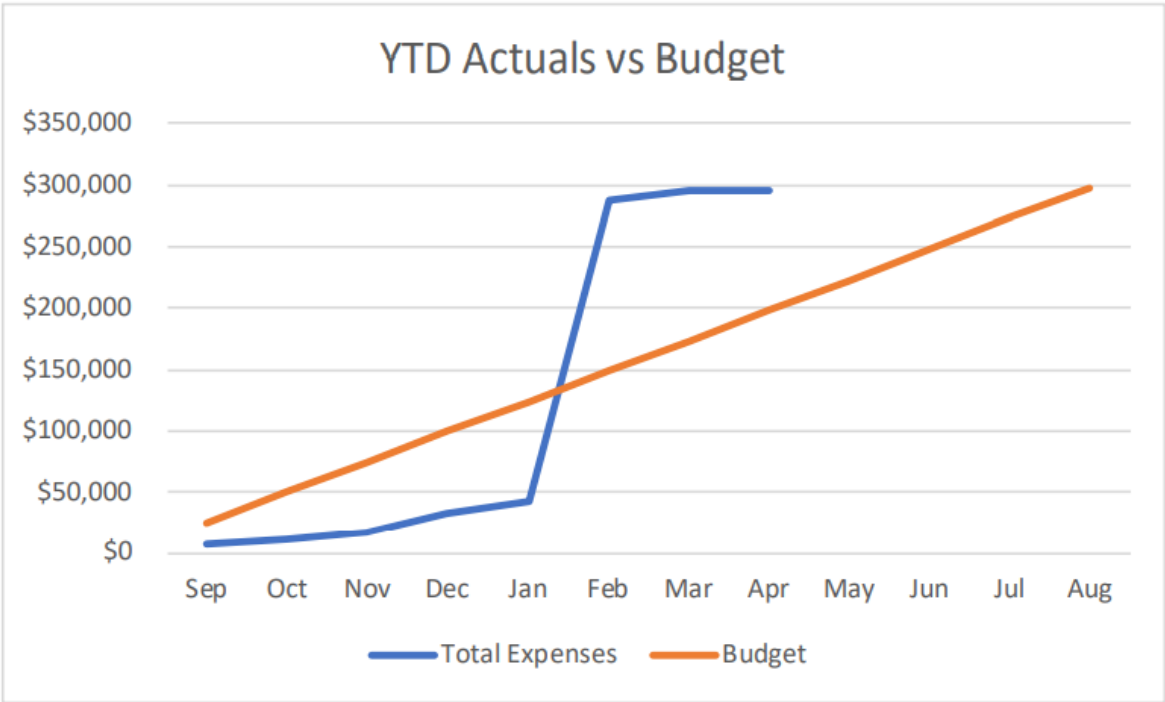
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Pacific Northwest Swimming



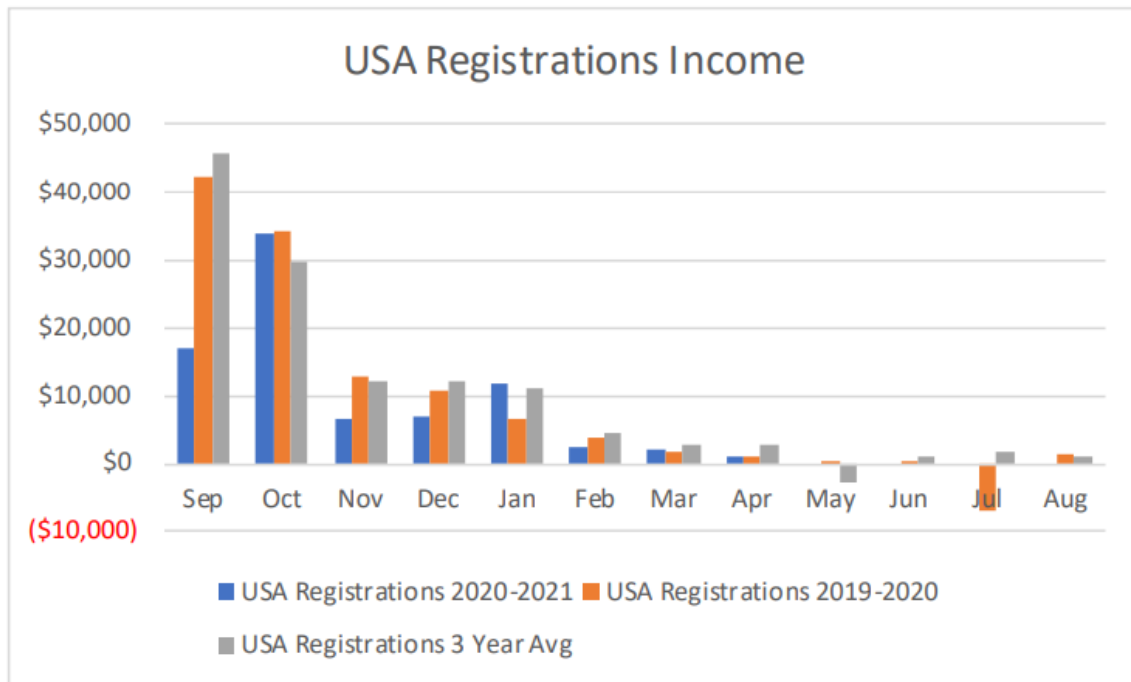
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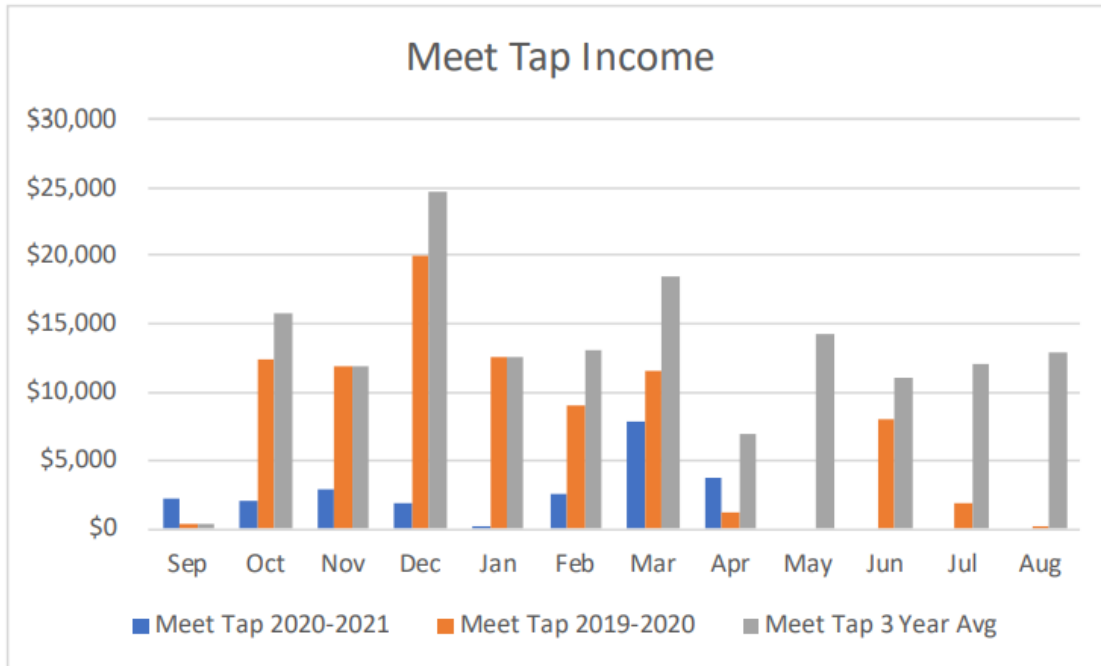
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USA Registrations 2020-2021	\$16,865	\$33,846	\$6,553	\$6,870	\$11,749	\$2,394	\$1,957	\$1,017	\$0	\$0	\$0	\$0
USA Registrations 2019-2020	\$42,498	\$34,358	\$12,852	\$10,785	\$6,466	\$3,959	\$1,840	\$883	\$98	\$186	(\$6,826)	\$1,243
USA Registrations 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

4/22/2021

Pacific Northwest Swimming



Meet Tap 2020-2021	\$2,183	\$2,128	\$2,857	\$1,809	\$174	\$2,548	\$7,740	\$3,752	\$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

4/22/2021

Pacific Northwest Swimming

Expenses by Month

Expenses	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total Budget
Administration		41					-472						5,550
Age Group													26,629
Disability													11,548
Diversity & Inclusion	115	131	163	555	5,420	239	1,255	236					38,389
Finance & Marketing	35	25	35	35	150	4	65	53					5,200
Officials				912									13,100
Total Payroll	4,862	4,862	4,862	4,886	4,888	5,428	5,158						75,950
PNS Office	796	495	590	981	413	657	584						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	-68						
Club Assistance Grants						218,960							

4/22/2021

PNS Board Meeting - DEI
Team Training Support Proposal
April 26, 2021

Proposal 1

- Wave the 2 meet requirement
- Change the 60% practice requirement to 50% requirement as some people may have a hard time getting to practice/less opportunities/difficult times
- Don't need numbers for practices/just say if they attended at least 50% of practices
- Extend deadline for applications, so people can apply who did not meet previous requirements

Proposal 2

- Same rules for August 15th submittal for Summer season 2021

These changes will not affect the budget - it only affects the amount each individual gets.

Diversity, Equity & Inclusion – Committee

1. Duties, Responsibility and Authority:
 - a. The Diversity, Equity & Inclusion Committee is responsible to identify and promote opportunities to increase Diversity, Equity and Inclusion (including for athletes with a disability) within PNS and to facilitate education of the PNS membership in these areas.
2. Composition:
 - a. The committee is made up of PNS members who are in good standing that are interested in joining the committee.
 - b. The DEI Committee members will be chosen by the General Chair with advice and consent of the Diversity, Equity and Inclusion Chair.
 - c. The voting committee members shall consist of:
 - i. The Chair
 - ii. (6) Six at-Large (athlete or non-athlete)
 - iii. (2) Two Athlete members who will be appointed by the General Chair in the fall.
3. Selection of the voting members and chair:
 - a. The DEI Committee members will select the positions according to 2c.
 - b. The election of Committee Members shall occur at the first committee meeting following the House of Delegates.
4. Term Length
 - a. The Chair shall serve a two-year term. If a vacancy occurs in the Chair position the committee will appoint a new chair who will serve until the next election that takes place at the meeting prior to HOD.

Pacific Northwest Swimming Meet Plan-2021-22

Short Course Part 1 (September 1-January 16th)

- 1) All weekends are designated Special Weekends so teams can adjust to the needs of their local community in regard to capacity guidance.
- 2) **October 9-10, October 16-17, October 23-24th** have been reserved at WKCAC to run a 'short course series'. Time standards TBD but likely Gold. Teams will be assigned a weekend to compete (by end of July).
- 3) **October 30th or 31st**: distance meet at WKCAC. (tentative)
- 4) **December 10th-12th**: 14 & under champs at WKCAC (BC host)
- 5) **December 16-19th**: Senior Champs at WKCAC (KING host)
- 6) **December 2nd-5th**: Husky invite at WKCAC (Husky host)
- 7) **January 13-16th** Washington Open at WKCAC (VAST host)

Hosts will be solicited for the October meets in Mid-June with bids due at the end of June.

Short Course Part 2: (January 17-March 31st):

- 1) More information will be available in early Fall with the hope of returning to a more normal calendar for the winter challenge, February AGI, & Spring Showdown.
- 2) **March 9-13th** Senior Sectionals
- 3) Age Group Regionals & potential spring showdown are awaiting dates from WKCAC. (Pending NCAA D3 Nationals decision)

Long Course Season (April 1-August 1st)

- 1) More information will be available in early fall with the hopes of returning to a more normal long course season. Teams that were awarded bids for Long course meets in 2020 will have first right of refusal for similar weekends.

For all seasons, communication for renting of WKCAC should go through PNS Scheduling.

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

~~76. 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.~~

~~87. 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.~~

~~98. 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.~~

~~109. 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). In 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/>

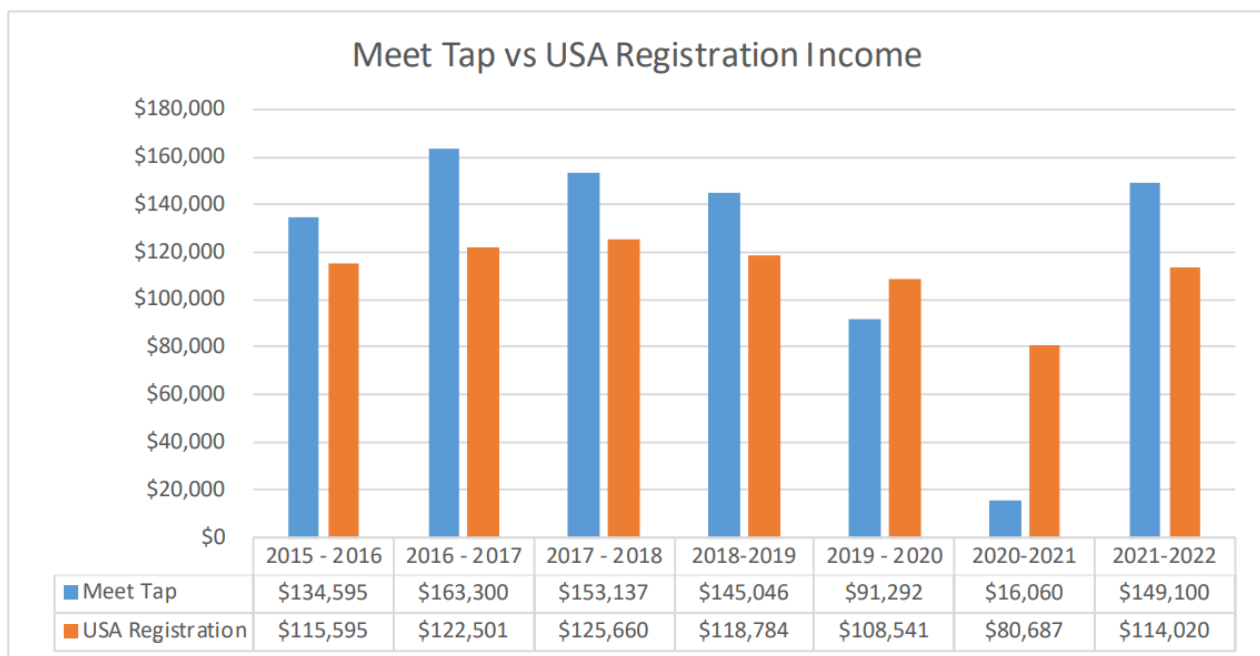
GLAAD Reference Guide (updated 2016):

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

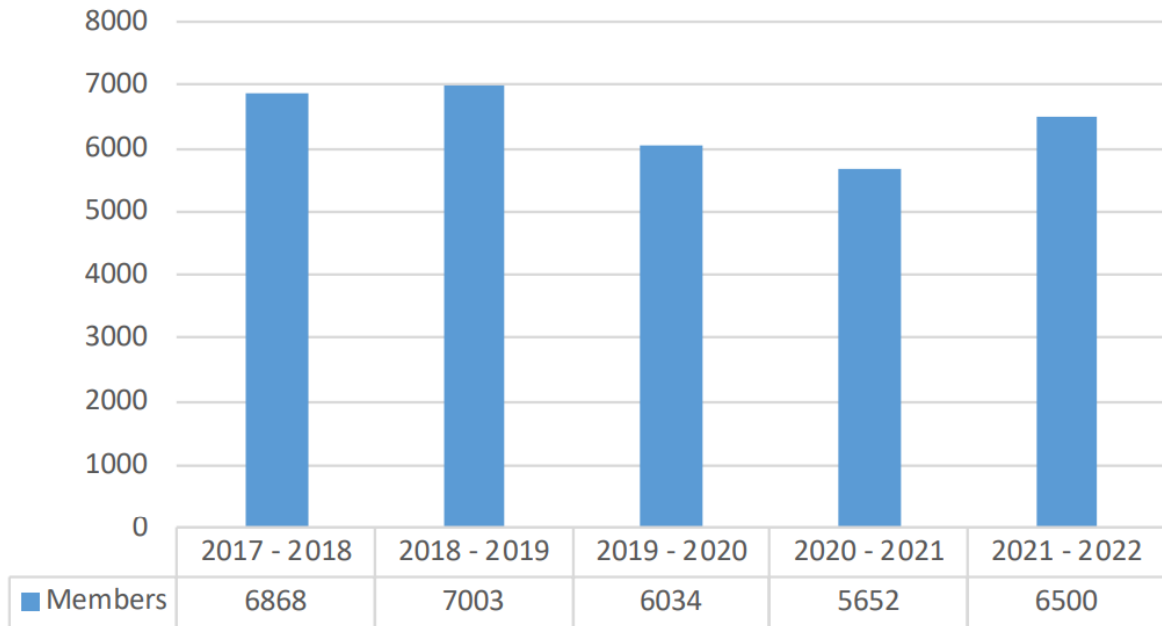
PNS Budget Proposal

2021-2022 Fiscal Year

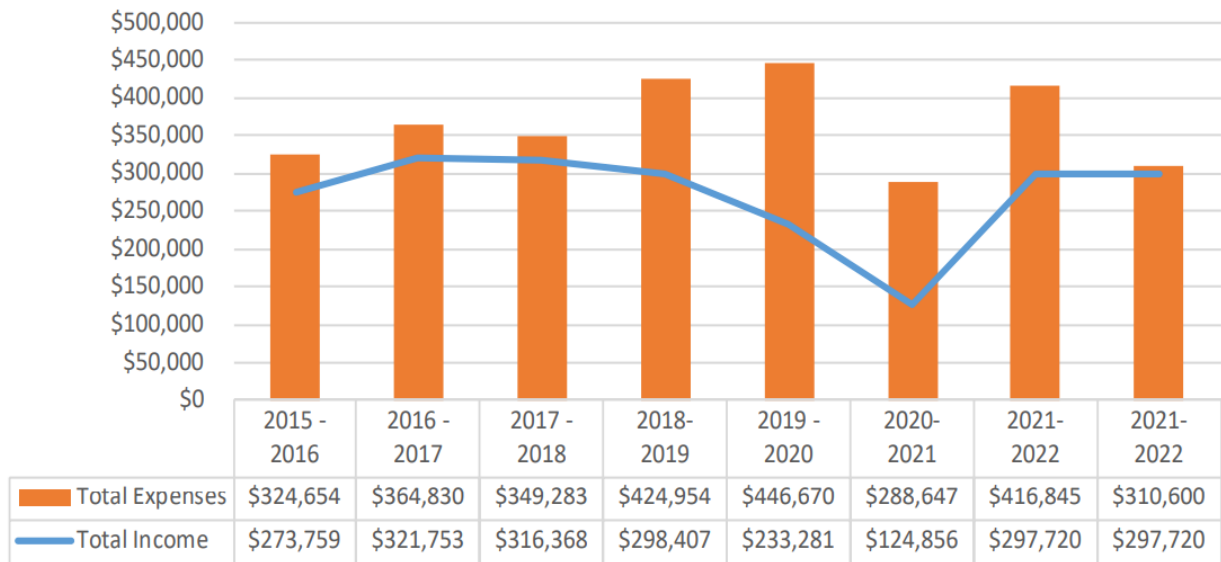
- Income forecast
- Budget Alternatives
 - Budget scaled to Income
 - Budget based on historical spending



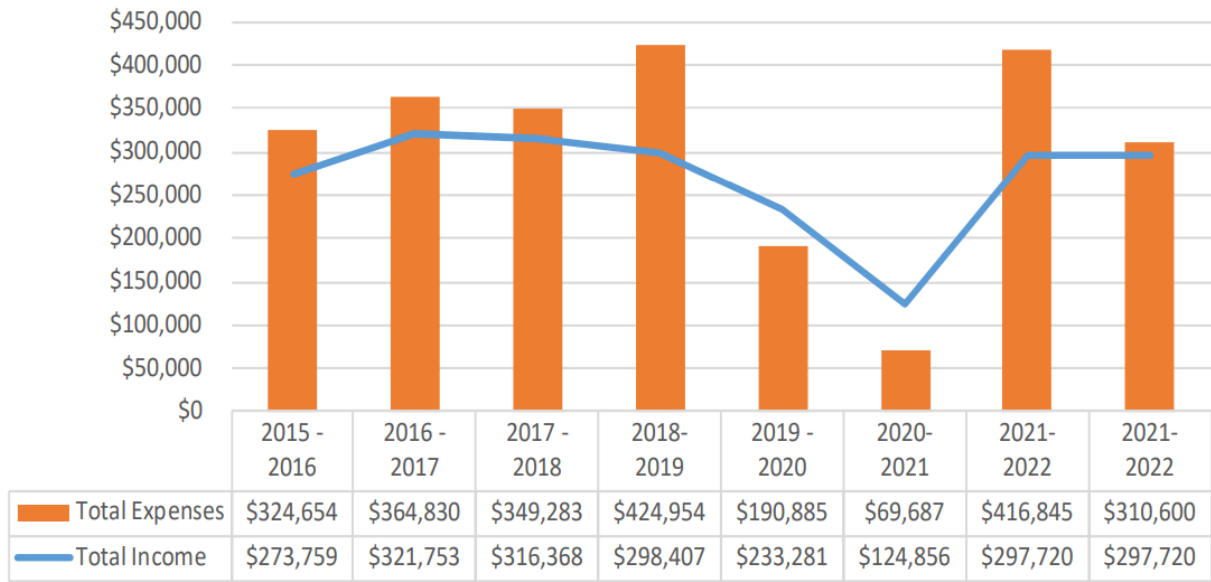
Members



Income vs Expenses (includes Club Assistance Grants)



Income vs Expenses (Excludes Club Assistance Grants)



	2021-2022	2021-2022
	Budget	Small Deficit Budget
Income		
ADMINISTRATION	\$1,200	\$1,200
OFFICIALS	\$3,400	\$3,400
PROGRAM DEV	\$30,000	\$30,000
PROGRAM OPS	\$149,100	\$149,100
Total USA-S REGISTRATION/PNS	\$114,020	\$114,020
Total Income	\$297,720	\$297,720
Expenses		
ADMINISTRATION	\$29,550	\$18,000
AGE GROUP	\$39,000	\$20,950
DISABILITY	\$10,095	\$6,100
DIVERSITY & INCLUSION	\$34,100	\$20,750
FINANCE & MARKETING	\$5,800	\$5,800
OFFICIALS EXPENSES	\$19,400	\$11,700
PAID & UNPAID EMPLOYEES	\$74,100	\$74,100
PNS OFFICE	\$11,000	\$11,000
PROGRAM DEVELOPMENT	\$100	\$50
PROGRAM OPERATIONS	\$22,200	\$22,200
SENIOR SWIMMING	\$131,500	\$79,950
Special Programs	\$40,000	\$40,000
Total Expenses	\$416,845	\$310,600
Net Operating Income	(\$119,125)	(\$12,880)

	2015 - 2016	2016 - 2017	2017 - 2018	2018-2019	2019 - 2020	2020-2021	2020 - 2021	2021-2022	2021-2022
	Actual	Actual	Actual	Actual	Actual	YTD Actual	Budget	Budget	Small Deficit Budget
Income									
ADMINISTRATION	\$2,263	\$1,693	\$2,834	\$2,078	\$1,809	\$179	\$1,700	\$1,200	\$1,200
OFFICIALS	\$4,274	\$3,950	\$2,900	\$3,500	\$2,640	\$880	\$3,300	\$3,400	\$3,400
PROGRAM DEV	\$17,033	\$30,309	\$31,838	\$29,000	\$29,000	\$27,050	\$20,000	\$30,000	\$30,000
PROGRAM OPS	\$134,595	\$163,300	\$153,137	\$145,046	\$91,292	\$16,060	\$149,300	\$149,100	\$149,100
Total USA-S REGISTRATION/PNS	\$115,595	\$122,501	\$125,660	\$118,784	\$108,541	\$80,687	\$116,950	\$114,020	\$114,020
Total Income	\$273,759	\$321,753	\$316,368	\$298,407	\$233,281	\$124,856	\$291,250	\$297,720	\$297,720
Expenses									
ADMINISTRATION	\$15,873	\$32,660	\$23,024	\$26,061	\$14,920	(\$472)	\$5,550	\$29,550	\$18,000
AGE GROUP	\$35,796	\$35,924	\$35,012	\$45,965	\$7,388	\$0	\$26,629	\$39,000	\$20,950
DISABILITY	\$7,980	\$5,968	\$1,800	\$5,946	\$2,240	\$0	\$11,548	\$10,095	\$6,100
DIVERSITY & INCLUSION	\$34,139	\$36,417	\$52,113	\$41,531	\$27,775	\$7,582	\$38,389	\$34,100	\$20,750
FINANCE & MARKETING	\$30,390	\$12,933	\$19,990	\$4,211	\$258,648	\$219,429	\$5,200	\$5,800	\$5,800
OFFICIALS EXPENSES	\$16,126	\$21,084	\$18,752	\$19,456	\$4,158	\$912	\$13,100	\$19,400	\$11,700
PAID & UNPAID EMPLOYEES	\$57,947	\$68,406	\$66,745	\$72,193	\$64,179	\$29,789	\$75,950	\$74,100	\$74,100
PNS OFFICE	\$10,083	\$9,989	\$7,069	\$9,801	\$11,110	\$4,267	\$11,500	\$11,000	\$11,000
PROGRAM DEVELOPMENT	\$0	\$0	\$0	\$133	\$0	\$0	\$0	\$100	\$50
PROGRAM OPERATIONS	\$16,508	\$16,873	\$24,037	\$25,659	\$14,345	\$0	\$20,000	\$22,200	\$22,200
SENIOR SWIMMING	\$84,813	\$124,576	\$100,742	\$153,316	\$41,907	\$10,640	\$89,960	\$131,500	\$79,950
Special Programs	\$15,000	\$0	\$0	\$20,682	\$0	\$16,500	\$0	\$40,000	\$40,000
Total Expenses	\$324,654	\$364,830	\$349,283	\$424,954	\$446,670	\$288,647	\$297,826	\$416,845	\$310,600
Net Operating Income	(\$50,895)	(\$43,077)	(\$32,915)	(\$126,547)	(\$213,388)	(\$163,791)	(\$6,576)	(\$119,125)	(\$12,880)

Pacific Northwest Swimming Rules and Procedures	Rules and Policies for the Conduct of Meets
Index AD-97-07	Approval Date 03/02/30
12/10/01: Original 09/01/11: Updated policy to agree with current practice/procedures. 04/30/12: Updated meet entry fee structure and late fee procedure. 12/07/15: Updated PNS tap clarification. 04/24/17: Heatsheet advertising. 06/12/17: Awards order clarification and meet entry fee <u>increase</u> 03/02/20: Updated meet entry fees. Added additional LC Champ Athlete Surcharge	
1. Rules for Competitive Swimming: All meets shall be conducted under current PNS and USA Swimming rules. The Meet Referee shall be the final authority for the conduct of competition. Procedures stated in the Meet Announcement as sanctioned/approved shall become rules of the meet. In case of conflict between governing meet rules, the order of authority (from highest to lowest) shall be (1) USA Swimming Rules and Regulations, (2) PNS Policies/Procedures, and (3) the Meet Announcement.	
2. Safety Practices at Meets	
a. Each coach's responsibility for supervision during warm-up is the same as it is during the meet and regular practice.	
b. Marshals will be assigned to supervise the warm-up. Marshals have the authority to remove any swimmer, coach, club, or other person from the warm-up or the meet who does not follow the safety rules.	
c. Warm-up procedures	
i. General Warm-up - feet first entry only, with no diving or racing starts from blocks or sides of <u>pool</u>	
ii. Inside Lanes - for swimming only. No paddles, kickboards, <u>flns</u> or similar training equipment allowed.	
iii. No sprint or pace work allowed during this general warm-up.	
iv. iv. Sprint and Pace Warm-up - All swimmers begin at starting end of pool.	
v. Example: six-lane pool (For pools with more than six lanes, lanes for sprint, pace, or general warm-up can be expanded. Pace lanes should remain on the outside and sprint lanes should remain on the inside.)	
(1) Lanes 1 & 6 pace lanes: No diving or racing starts. Circle swim only.	
(2) Lanes 2 & 5 sprint lanes: Racing start. Backstrokers enter water in rotation. No diving over persons in water.	
(3) Lanes 3 & 4 general warm-up: No diving.	
3. Pre-Meet Operations and Reporting	
a. After all entries have been processed and at least four days before the first day of a sanctioned meet, the meet host shall email a Meet Manager backup to the PNS Office for registration check. The PNS Office will notify the meet host if any swimmers must compete as unattached to comply with the 120-day rule.	
b. If the meet requires proof of time and entries were not processed through USA Swimming's On-Line Meet Entry system, the meet host shall at the same time email the Meet Manager backup to the PNS SWIMS Coordinator for verification of entry times. The SWIMS Coordinator will notify the meet host of any discrepancies found.	
c. Once either or <u>both of the above</u> emails have been sent, it is recommended that there be no entry changes other than deck entries at the meet, if allowed, so that estimated timelines, psych sheets,	

heat sheets, and other specific information may be distributed to participating teams and/or posted on the PNS web page.

- d. These requirements do not apply to approved meets, although meet hosts have the option of requesting either or both verifications.

4. Miscellaneous Meet Operations Requirements

- a. If the host team processes entries rather than uses USA Swimming's On-Line Meet Entry system, hard-copies printouts of all emailed entries and Master Entry Summary forms should be kept with the Clerk of Course as a ready reference in case of dispute over an entry.
- b. If the Meet Announcement allows late entries – i.e., deck entries – the Clerk of Course should have a supply of PNS Deck Entry Registration forms for individual entrants and receipts for all monies received.
- c. Heat sheets: Heat sheets must include the sanction/approval number and any other wording required by USA Swimming Rules and Regulations.
 - i. Heat sheets may not include advertisement for services related to any aquatic sport or conditioning that are offered by the host team, its' coaches, employees and/or members, even if such services are offered without charge.
 - ii. Each participating club in a swim meet should receive a complimentary heat sheet for each currently-credentialed USA Swimming member coach in attendance at the meet. This courtesy also applies to coaches accompanying athletes under USA Swimming's "open border" policy. In a multi-session meet, the heat sheets may be divided by session.
 - iii. The maximum cost for heat sheets at a timed final or prelim/final meet shall be \$3.00 per day for a one day meet followed by an extra \$2.00 for each subsequent meet day. The maximum cost for finals heat sheets at a prelim/final meet shall be \$1.00 per final session.
- d. Awards:
 - i. Short course and long course championships: Awards will be ordered and provided by PNS.
 - ii. Short course divisional meets: Awards other than ribbons will be ordered and provided by PNS. The PNS Office will notify the Meet Director of the procedure for obtaining ribbons prior to the meet.
 - iii. PNS format-series meets, including challenge and age group invitational meets: The PNS Office will notify the Meet Director of the procedure for obtaining PNS-specific awards prior to the meet. The meet host is responsible for paying for all awards described in the Meet Announcement.
 - iv. Special meets: The meet host is responsible for ordering and paying for all awards described in the Meet Announcement.
 - iv. The host team is responsible for distributing awards at the meet. Awards not available for pickup within thirty (30) minutes after the conclusion of competition shall be mailed or delivered to each recipient club at the host team's expense within five (5) business days.

5. Meet Results and Reporting

- a. The meet host shall send a Hy-Tek Meet Manager formatted backup file to the PNS Office within 48 hours after the last day of the meet. If there are any timing errors to be resolved before backups are sent, the meet host must notify the PNS Office within that time frame. The PNS Office will make any necessary corrections to USA Swimming registration ID numbers and forward the file to the appropriate people for SWIMS file processing and posting on the PNS website.
- b. The Meet Director, Meet Referee, and club contacts of affected clubs will be notified of exceptions, if any, from submittal of times into USA Swimming SWIMS database. The meet host must resolve

exceptions within seven (7) days of receipt of the exception report or the times in question will not be included in the SWIMS [database](#)

6. Post Meet Reports

- a. All meet report forms will be [mailed-emailed](#) to the host club with the meet sanction or may be obtained from the PNS web site.
- b. The following items must be [mailed-emailed](#) to the PNS Office within ten days following the conclusion of the meet:
 - i. Hy-Tek Team Entry Fee [Summary Report, listing the teams, total entry and athlete count and entry fees.](#)
 - ii. [PNS Meet Financial Summary Form](#)
 - iii. [PNS will invoice clubs for the PNS tap calculated as outlined in Section 7 below.](#)
 - iv. [Host clubs should retain the Master Entry Summary, Deck Entry Registration forms and Meet Evaluation forms collected at the meet.](#)
 - v. [Original Master Entry Summaries](#)
 - vi. [Any PNS Deck Entry Registration Forms completed at the meet.](#)
 - vii. [A check payable to PNS for the PNS tap calculated as outlined in Section 7 below](#)
 - viii. [Any Meet Evaluation Forms collected at the meet.](#)
- c. The PNS Meet Income Statement must be [mailed-emailed](#) to the PNS Office within 45 days following the conclusion of the meet.
- d. The Meet Referee shall file a Meet Report with the PNS Officials Committee

7. PNS Meet Entry Fees and PNS Tap and Late Fee:

- a. Technical Planning Committee and Program Operations will review the meet fees every Olympic cycle [and recommend any adjustments to the Entry Fee Chart to the Board of Directors for approval.](#) Any changes to the meet fees will be presented [at the next to the HOD at the next meeting and will go in effect in September for the next four year cycle. Should there be a need to change fees prior to the four year cycle, such changes will go through the TPC and be presented at the next HOD for approval.](#)