

PACIFIC NORTHWEST SWIMMING ASSOCIATION
PO Box 841
Maple Valley, Washington, 98038

Board Meeting Minutes, Monday, January 9, 2023

Call to Order: 7:34 PM via Zoom Video Conference

In attendance:

John Skroch, General Chair
Carl Baber, Safe Sport Operational Risk Chair
David Baer, Treasurer
Troy Buglio, At-Large Representative
Molly Cady, Governance Committee
Jerry Chen, Athlete Representative
Chris Coghill, Coach Representative
Rick Cox, Governance Committee
Alice Godfred, Program Development Vice Chair
David Guffey, Officials Committee Chair
John Gagliardo, Administrative Vice Chair
Nathaniel Lee, Athlete Representative
Grace Lindberg, Athlete Representative
Emily Murray, DEI Vice Chair
Alex Reed, At-Large Representative
Suzanne Rychlik, Program Operations Vice Chair
Ken Spencer, Senior Chair
Melissa Stiner, PNS Administrator
Kiko Van Zandt, Disability Vice Chair
Linda Vicik, Sanction Chair & Secretary
Justin Wang, Athlete Representative

APPROVAL OF MINUTES

A motion was made, seconded, and voted upon to approve the November 9, 2022, BOD minutes as posted.

OFFICERS REPORTS

Treasurer/Finance: Report attached

- Income tends to be front-loaded, but the switch to SWIMS 3.0 continues to cause about a 30-day lag in our receipt of registration revenues and many clubs still wait until year-end to renew.
- Meet tap income remains low due to lack of meet participation.
- Expenses tend to be higher in the spring and summer, with senior swimming expenses higher during long course season.
- Concern expressed over discrepancy between officials clinics receipts and revenue – David Guffey will check with clinicians.

Membership: Report attached

- Cancellations and refunds are due to SWIMS 3.0-caused parental registration errors.

Officials Report: Officials training clinics so far this year have given us 152 new officials, fewer in the past. USA Swimming recommends a 1:10 official:swimmer ratio; ours is about 1:17. However, many meets are not staffed as well as they should be as some officials will not work meets not hosted by their own clubs and several large teams have few or no officials. Many LSCs charge clubs for not providing meet officials, something PNS may have to consider.

- The Officials Committee extended LSC certifications expiring 12/31/22 to 12/31/23 due to SWIMS 3.0 complications, thereby reducing recertification clinic revenues.

Age Group: Report attached.

Senior: Report attached.

Program Operations: KCAC scheduling always an issue. They are about 75% staffed, but younger lifeguards tend to cancel at the last-minute. 2023-2024 dates are being worked on, but will be affected by the Zone's moving Senior Short Course Zones a week earlier next year.

Program Development : Planning continues for a Coaches' Clinic, using the three-day ASCA format (Friday afternoon, all day Saturday, Sunday morning) possibly in April, 2024. Both meeting rooms and a pool will be needed. The clinic would be open to coaches beyond PNS's borders, with a higher fee for non-PNS coaches.

Administrative Vice-Chair: See New Business.

Athlete Report: They are still looking into a high performance training camp and hope to have a proposal by the March meeting.

Coach Report: Nothing new.

Safe Sport Report: USA Swimming has hired four new case workers, resulting in follow-up within 24 hours of their receiving a report.

Diversity: No report.

Disability: Former Chinook swimmer Abby Nardella competed in the December, 2022, U.S. Paralympics Swimming National Championship.

OLD BUSINESS

Officials Policy Update: Work continues.

NEW BUSINESS

Policy Updates: Four PNS policies must be updated to comply with USA Swimming's changing the 120-day transfer rule to 60-days, replacing the Deck Pass App with the new USA Swimming App, and requiring parents to register athletes through SWIMS 3.0. The four policies are AD 97-01, 97-06, 97-07, and 97-08.

- The necessary changes to the first three were moved, seconded, and approved, subject to final approval at the Spring 2023 House of Delegates.
- The fourth one was tabled for additional research and revision as concerns were raised over PNS's standing to register an athlete and the insurance liability issues resulting from a non-registered athlete's participation in a meet. Suzanne and Linda will work with the Governance Committee to prepare a revised AD 97-08 for the March meeting.

Age Group Selection: The currently-used process may not have worked to create the best team. Ken recommends looking at alternatives, including revisiting the previously-used process. Chris asked that coaches be involved to include an understanding of priorities from their point of view.

Outreach Athletes: SWIMS 3.0 expenses run \$5.46 per outreach athlete, a new fee that caught parents by surprise. It was moved, seconded, and approved – after an amendment that the reimbursement be paid to the club for distribution to affected families, not a separate check to each – that PNS reimburse this new fee.

Coach Education: It was moved, seconded, and approved to add a budget item of \$7,500 for Coach Education.

The next meeting dates are:

March 6, 2023

April 24, 2023

A motion was then made, seconded, and voted upon to adjourn the meeting at 8:57 PM.

Respectfully submitted,
Linda Vicik
Secretary

Treasurer's report

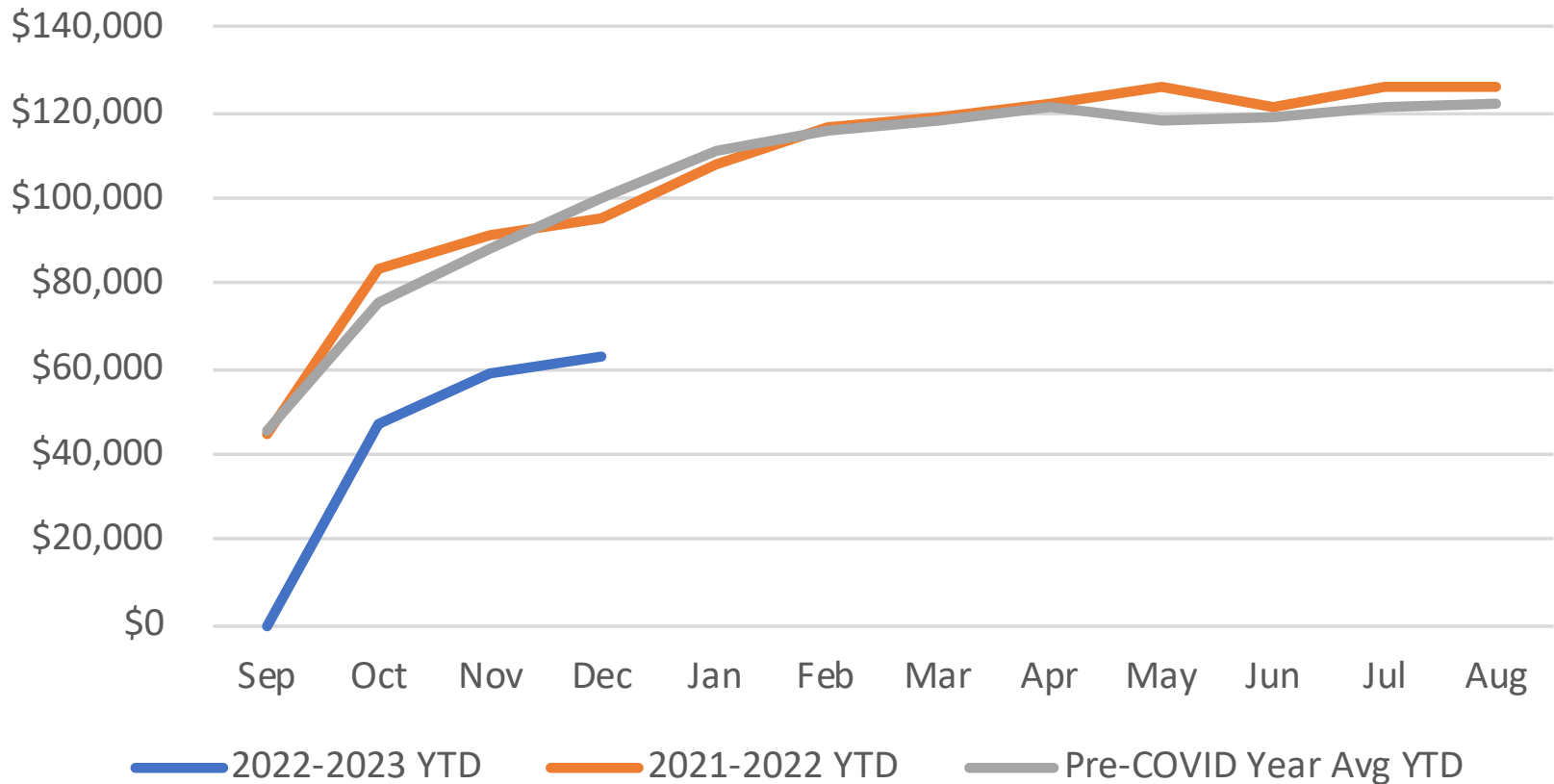
We are exploring changing banks and leaving Wells Fargo to move to another bank.

We have looked at Boeing Employees Credit Union which would offer lower fees and better interest rates for both checking and savings. However, for BECU to provide a credit card, we would need a board member to personally guarantee the account.

We are looking at other potential banking partners.

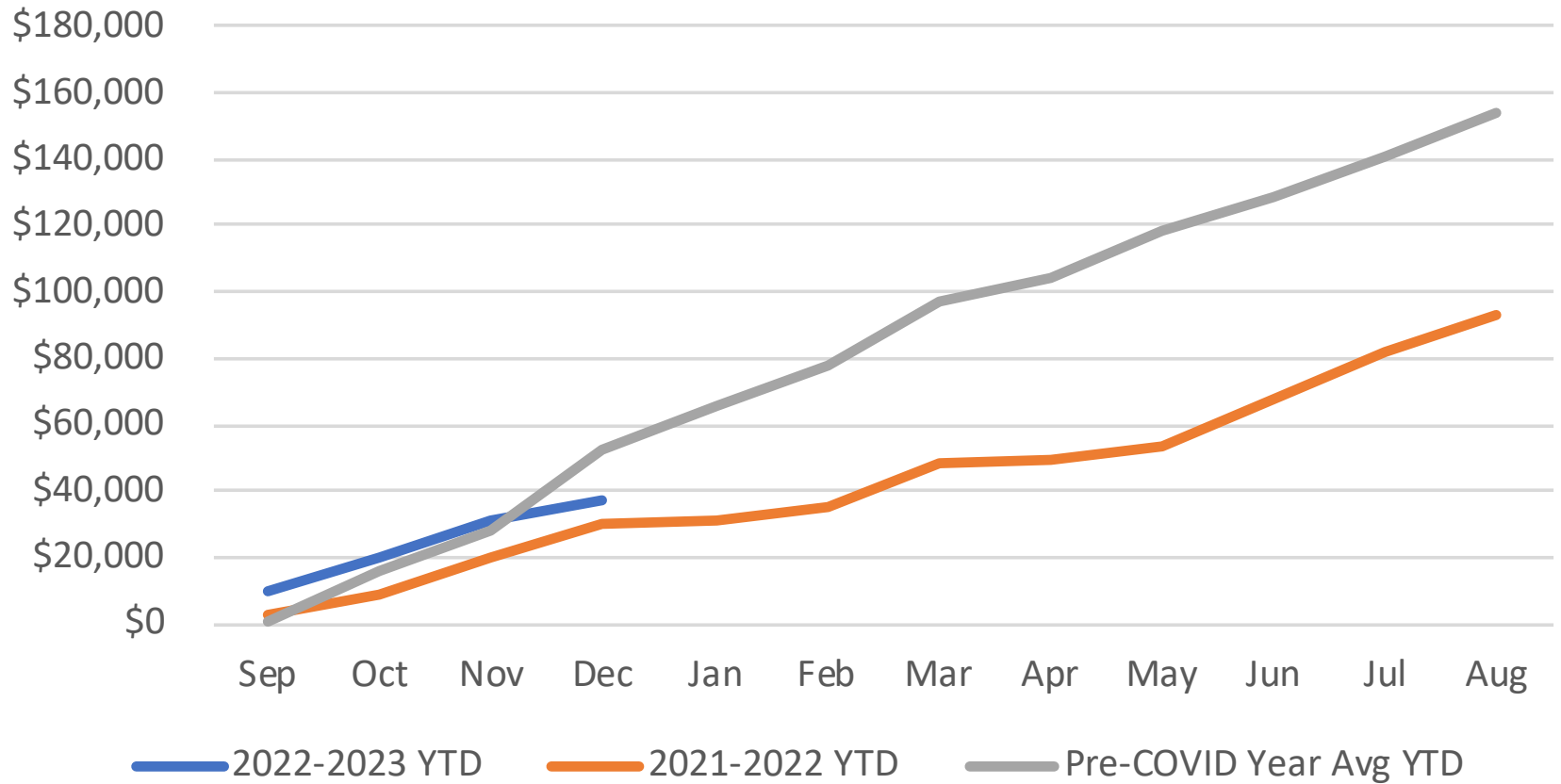
With the new implementation of online registration through USA Swimming, we now have a 30 day delay in receiving the registration funds. The old process was PNS and other LSC's would gather the registrations (and funds). On the tenth of the month, USA Swimming would sweep the registration fees from our bank account. In addition to the cash flow timing, we will change our accounting process for recording the receipt of funds.

YTD USA Registrations

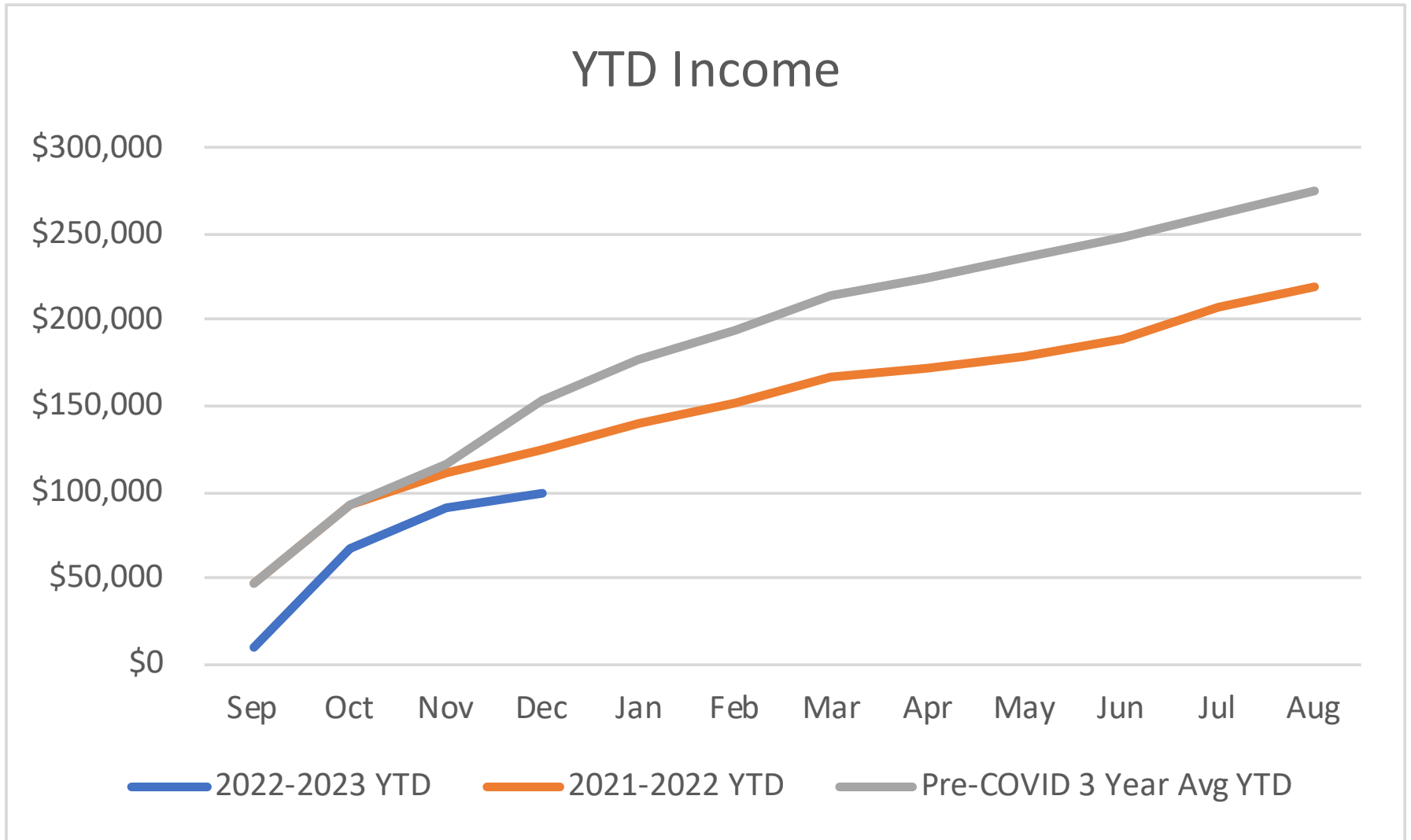


USA Registration process introduced a 30 day delay

YTD Meet Tap

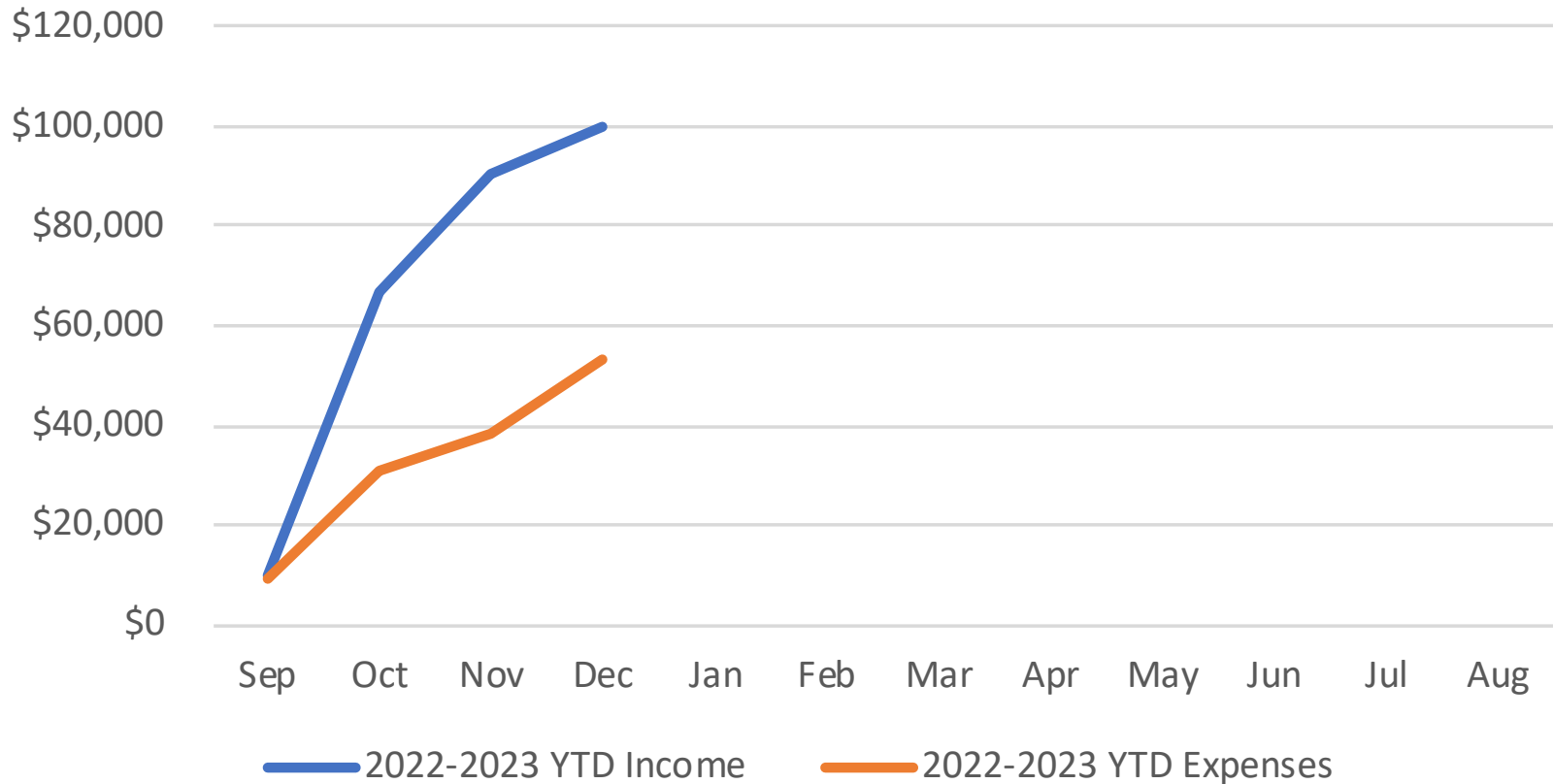


September Meet Tap income up



Cash Flow impacted by USA Registration process

Income vs Expenses YTD



Major expenses are incurred in April and August



Expenses by Month

Expenses	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total Expense	Total Budget
Administration		\$256											\$256	\$29,550
Age Group														\$30,000
Disability														\$5,100
Diversity & Inclusion	\$992	\$12,286	\$732	\$246									\$14,255	\$31,750
Finance & Marketing	\$510	\$72	\$41	\$173									\$795	\$5,800
Officials			\$1,295										\$1,295	\$13,900
Total Payroll	\$5,250	\$8,630	\$5,159	\$5,914									\$24,954	\$74,100
PNS Office	\$84	\$415	\$188	\$1,301									\$1,988	\$6,120
Program Development														\$100
Program Operations	\$2,217		\$532	\$6,876									\$9,625	\$22,200
Senior Swimming														\$131,500
Special Programs														
Unapplied+Uncategorized														
Club Assistance Grants														
Total Expenses	\$9,053	\$21,659	\$7,946	\$14,509									\$53,166	\$350,120

Pacific Northwest Swimming

Budget vs. Actuals:

September 2022 - December 2022

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
ADMINISTRATION	-6.00		
Club Penalties	300.00	1,200.00	25.00 %
Total ADMINISTRATION	294.00	1,200.00	24.50 %
OFFICIALS			
Donations		500.00	
Officials Clinics	834.85	2,900.00	28.79 %
Total OFFICIALS	834.85	3,400.00	24.55 %
PROGRAM DEV			
Sponsorships/Grants		30,000.00	
Total PROGRAM DEV		30,000.00	
PROGRAM OPS			
Meet Tap	39,741.61	145,100.00	27.39 %
Sanction Fees	996.48	4,000.00	24.91 %
Total PROGRAM OPS	40,738.09	149,100.00	27.32 %
Unapplied Cash Payment Income	-235.00		
USA-S REGISTRATION/PNS	-2,000.00		
Athlete - Annual	59,044.80	102,000.00	57.89 %
Athlete - Seasonal		375.00	
Athlete - Transfer Fee	15.00	1,700.00	0.88 %
Club	3,910.00	1,500.00	260.67 %
Flex Athlete		7,740.00	
Flex Upgrade to Premier		100.00	
Non-Athlete - Individual		9,350.00	
Total USA-S REGISTRATION/PNS	60,969.80	122,765.00	49.66 %
Total Income	\$102,601.74	\$306,465.00	33.48 %
GROSS PROFIT	\$102,601.74	\$306,465.00	33.48 %
Expenses			
ADMINISTRATION			
Athlete Activities		1,500.00	
Board Enhancement/Workshop		3,200.00	
Clean Sport		500.00	
Convention		13,300.00	
Gifts		100.00	
Governance/Swimposium		8,100.00	
HOD Meeting		1,500.00	
Safe Sport		1,300.00	
Taxes & Licenses	255.50	50.00	511.00 %
Total ADMINISTRATION	255.50	29,550.00	0.86 %
AGE GROUP			
All-Star Meet		7,500.00	

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Swim Camps		2,500.00	
Zone Championship	446.28	20,000.00	2.23 %
Total AGE GROUP	446.28	30,000.00	1.49 %
DISABILITY			
Disability Think Tank		2,000.00	
Disability Travel Funding		2,300.00	
PNS Disability Camp		800.00	
Total DISABILITY		5,100.00	
DIVERSITY & INCLUSION		2,700.00	
Heidloff Outreach Program	14,732.50	3,650.00	403.63 %
LGBTQ+ Initiatives		1,000.00	
NW Diversity Select Camp		3,000.00	
Promoting Inclusion		300.00	
Team Training Support		15,200.00	
USA-S Outreach Registration		900.00	
Western Zone D&I Select Camp		1,500.00	
Women in Leadership		1,800.00	
Workshop USA or Other		1,700.00	
Total DIVERSITY & INCLUSION	14,732.50	31,750.00	46.40 %
FINANCE & MARKETING			
Accountant	172.50	4,500.00	3.83 %
Bank Charges	-12.00	200.00	-6.00 %
Payroll - Bookkeeping		1,100.00	
Total FINANCE & MARKETING	160.50	5,800.00	2.77 %
OFFICIALS EXPENSES	1,324.62		
Official's Clinics	-30.00		
Officials Championship Meet Travel	6,453.93	8,000.00	80.67 %
Officials Equipment Purchases		2,500.00	
Officials Evaluator Visits		2,400.00	
Officials Workshop Travel		1,000.00	
Total OFFICIALS EXPENSES	7,748.55	13,900.00	55.74 %
Paid & Unpaid Employees			
Compensation		66,000.00	
Mileage		200.00	
Per Diem		2,700.00	
Taxes		5,200.00	
Total Paid & Unpaid Employees		74,100.00	
Payroll Expenses			
Taxes	2,003.87		
Wages	22,950.00		
Total Payroll Expenses	24,953.87		
PNS OFFICE	302.96		
Internet Services	1,374.76	1,200.00	114.56 %
Office Supplies	232.12	1,500.00	15.47 %
PNS Storage Unit & PO Box	87.00	1,320.00	6.59 %
Postage		500.00	
Repair & Maintenance		500.00	
Telephone	334.60	1,100.00	30.42 %

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Total PNS OFFICE	2,331.44	6,120.00	38.10 %
PROGRAM DEVELOPMENT			
Club Development Meetings		100.00	
Total PROGRAM DEVELOPMENT		100.00	
PROGRAM OPERATIONS			
PNS Meet Awards	11,929.67	21,500.00	55.49 %
Scheduling		700.00	
Total PROGRAM OPERATIONS	11,929.67	22,200.00	53.74 %
QuickBooks Payments Fees	224.50		
SENIOR SWIMMING			
LC Senior Championship		1,800.00	
Open Water		1,000.00	
Season 1		37,600.00	
Season 2		3,300.00	
Season 3	3,932.00	4,800.00	81.92 %
Season 4	51,972.00	66,100.00	78.63 %
Season 5		1,800.00	
Senior Training Practices		4,000.00	
Senior Zones	500.00	11,100.00	4.50 %
Total SENIOR SWIMMING	56,404.00	131,500.00	42.89 %
Special Programs			
Special Advocacy Expenditures	20,000.00		
Total Special Programs	20,000.00		
Unapplied Cash Bill Payment Expense	0.00		
Total Expenses	\$139,186.81	\$350,120.00	39.75 %
NET OPERATING INCOME	\$ -36,585.07	\$ -43,655.00	83.80 %
Other Income			
Gain/Loss on Investment	-18,264.82		
Total Other Income	\$ -18,264.82	\$0.00	0.00%
NET OTHER INCOME	\$ -18,264.82	\$0.00	0.00%
NET INCOME	\$ -54,849.89	\$ -43,655.00	125.64 %

Pacific Northwest Swimming

Balance Sheet

As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
INVESTMENT INCOME	465,935.39
Fidelity Investment	230,687.16
Total INVESTMENT INCOME	696,622.55
WF Checking	100,419.19
WF Savings	10,470.08
Total Bank Accounts	\$807,511.82
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Payroll Corrections	0.00
Undeposited Funds	428.50
Total Other Current Assets	\$428.50
Total Current Assets	\$807,940.32
Fixed Assets	
Furniture & Equipment	34,445.14
Accumulated Depreciation	-34,445.14
Total Furniture & Equipment	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$807,940.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Credit Cards	
AMEX	0.00
WF CC AgeGroup	-3,910.60
WF CC Office	0.00
WF GC Credit Card	-1,979.12

	TOTAL
Total Credit Cards	\$ -5,889.72
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	45.33
Dept of Labor and Industries	-964.02
Federal Taxes (941/944)	1,741.39
WA Paid Family and Medical Leave Tax	269.91
WA SUI Employer	156.66
WA Workers Compensation	737.29
Total Payroll Liabilities	1,986.56
Pre Paid Expenses	0.00
USA-S Registration	1,382.00
Athlete - Annual	-15,026.03
Athlete - Outreach	-215.00
Athlete - Seasonal	335.30
Club	-3,085.02
Dual Membership Credit	1,432.00
Flex Athlete/USA	1,627.52
Flex Upgrade to Premier/USA	11,551.99
Non-Athlete Family	0.00
Non-Athlete Individual	-1,038.62
Total USA-S Registration	-3,035.86
Total Other Current Liabilities	\$ -1,049.30
Total Current Liabilities	\$ -6,939.02
Long-Term Liabilities	
Payroll Protection Program (PPP) Loan	12,682.00
Total Long-Term Liabilities	\$12,682.00
Total Liabilities	\$5,742.98
Equity	
Net Assets	383,335.85
Retained Earnings	453,639.83
Net Income	-34,778.34
Total Equity	\$802,197.34
TOTAL LIABILITIES AND EQUITY	\$807,940.32

LSC Transaction Summary Report 2023 (9/1/2022 - 8/31/2023)

			LSC Fee		USA Swimming Fee	
			Members	Amount	Members	Amount
Club Registration	Organization	Renew	1	\$0.00	1	\$70.00
	Year-Round Club	Renew	36	\$0.00	36	\$2,520.00
	Total		37	\$0.00	37	\$2,590.00
Member Registration	Administrator	New	49	\$49.00	49	\$1,470.00
	Apprentice Official	New	42	\$0.00	42	\$0.00
		Renew	1	\$0.00	1	\$0.00
	Coach	Cancel	(3)	(\$11.00)	(3)	(\$68.00)
		New	51	\$506.00	51	\$3,060.00
		Renew	177	\$1,947.00	177	\$12,036.00
		Renew - Life	6	\$0.00	6	\$0.00
		Upgrade	2	\$0.00	2	\$0.00
	Flex Athlete	Cancel	(1)	(\$10.00)	(1)	(\$20.00)
		New	481	\$4,810.00	481	\$9,620.00
		Renew	127	\$1,270.00	127	\$2,540.00
	Junior Coach	Cancel	(4)	(\$44.00)	(2)	(\$136.00)
		New	25	\$275.00	25	\$1,088.00
		Renew	2	\$22.00	2	\$68.00
	Official	New	69	\$660.00	69	\$4,080.00
		Renew	264	\$2,794.00	264	\$17,272.00
		Renew - Life	3	\$0.00	3	\$0.00
		Upgrade	12	\$132.00	12	\$816.00
	Other	Cancel	(5)	(\$55.00)	(5)	(\$340.00)
		New	71	\$605.00	71	\$3,740.00
		Renew	48	\$462.00	48	\$2,924.00
		Renew - Life	6	\$0.00	6	\$0.00
	Premium Athlete	Adjustment			2	\$136.00
		Cancel	(32)	(\$502.00)	(32)	(\$2,156.00)
		New	1,688	\$27,008.00	1,688	\$114,580.00
		Renew	3,019	\$48,304.00	3,019	\$204,408.00
		Upgrade	56	\$400.00	60	\$2,439.00
		Upgrade Overpay Adj.	1	(\$8.50)	1	(\$30.00)

	Premium Athlete- 2023 Outreach Athlete	New	52	\$0.00	52	\$260.00
		Renew	22	\$0.00	22	\$110.00
	Season 1 Athlete	New	115	\$977.50	115	\$3,450.00
		Renew	1	\$8.50	1	\$30.00
	Total		6,345	\$89,599.50	6,353	\$381,377.00

September Membership Amount

Pay to the Order of: Pacific Northwest \$ 47,297.28

For: September Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$49,268.00	\$1,970.72	\$47,297.28

October Membership Amount

Pay to the Order of: Pacific Northwest \$ 11,747.52

For: October Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$12,237.00	\$489.48	\$11,747.52

November Membership Amount

Pay to the Order of: Pacific Northwest \$ 8,677.92

For: November Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$9,039.50	\$361.58	\$8,677.92

December Membership Amount

Pay to the Order of: Pacific Northwest \$ 13,110.24

For: December Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$13,656.50	\$546.26	\$13,110.24

January Membership Amount

Pay to the Order of: Pacific Northwest \$ 5,182.56

For: January Membership

LSC Amount Collected	4% Tech Fee	Payout Amount
\$5,398.50	\$215.94	\$5,182.56

January 9th - Age Group Agenda

*Not in attendance, due to National Championship game

- All Star
 - I will be sending a survey out to the coaches re: the selection process, soliciting feedback and improvements for next year
 - Any specific discussions re: 2023 All Star Selection, please email me @ agegroup@pns.org or text to setup a call: 678.595.0137
 - Will provide a recap of the 2023 All Star meet at March 6th board meeting
- AG committee
 - Will be scheduling a meeting in January
 - Interested in joining committee - email or text
- 2023 Western Zones
 - Will provide update in March board meeting

2023 All Stars Individual Events Top 3

11-12 100 BK - Maddie Yovanovich - 1st

13-14 100 FR - Kinley Jones - 1st

11-12 50 BR - Tatum Enge - 1st

11-12 50 BK - Grant Bellin - 1st

11-12 100 BR - Tatum Enge - 2nd

13-14 200 BK - Syunta Lee - 2nd

11-12 500 FR - Santi Ward - 2nd

13-14 100 BR - Kaitlyn Vu - 2nd

13-14 100 BK - Sutton Forbis - 2nd

13-14 100 BK - Jack Andrew - 2nd

13-14 200 BK - Jack Andrew - 3rd

11-12 100 BK - Grant Bellin - 3rd

13-14 100 FLY - Kinley Jones - 3rd

11-12 50 BK - Maddie Yovanovich - 3rd

2023 All Stars Relays

- Most A relays were 3rd place
- 11-12 Boys 200 FR relay was 2nd

Senior Report

Season 1 Reimbursements are due for Season 1 Funding on January 20th.

A reminder – As shared in both coaches & board meetings - we're still using the total budgeted amount of money divided by number of athletes as the old calculation methods can no longer be supported by the travel budget. What you see for officials is unrelated to Senior funding.

Senior Swimming Budget

\$79500.00

Senior Meet Funding

Meet	Season	Season 1 Budget	Estimated Numbers	
US Open	1			Due Dec 31*
Winter Juniors	1			Due Dec 31
US Para Nationals	1	\$20000	50 = \$400	Due Dec 31
TYR Pro – Choice meet	2			Due May 31
Open Water Nationals	2	\$5000		Due May 31
National Champs	4			
Futures	4			
Juniors	4	\$51500	130 = \$396	1 week after final Season 4 meet. Date TBA
Open Water Nationals	5	\$3000		

Not currently funding Senior Sectionals & Zones

*Due Date for Season 1 is now January 20th.

Attached are Draft copies of the changes that I think need to be made to PNS Policies as a result of the 2022 Annual Business Meeting and subsequent actions by USA Swimming. The changes are:

- AD-97-01 Registration -- changes the "unattached" time limit from 120 days to 60 per ABM legislation
- AD-97-06 Meet Announcement -- removes references to Deck Pass in lieu of USA Swimming App
- AD-97-07 Conduct of Meets -- changes the "unattached" time limit from 120 days to 60 per ABM legislation
- AD-97-08 Meet Eligibility -- removes the wording wherein PNS Office would register athletes as needed per the pre-meet exception report. Only parents or athletes (if 18 or over) can do the registration. I'm not certain if other wording needs to be changed in 1.b.iv but I've at least flagged it with a comment.

Per John Gagliardo

Pacific Northwest Swimming Rules and Procedures	Registration Rules and Procedures
Index AD-97-01	Effective Date: 01/11/2021 <u>09/24/2022</u>
04/24/06: Clarified source and meaning of requirements for USA Swimming membership 04/28/08: Removed requirement for marshals to be members of USA Swimming to reflect USA Swimming regulation change; corrected minor spelling and formatting errors 05/08/10: Added athlete representation attendance for reimbursement. 04/27/15: Change House of Delegates Meeting to annual, spring meeting. 07/11/16: PNS BOR changed to Zone BOR, registration payment update. 09/10/18: Added Flex Membership 10/14/19: Change Zone Board of Review to National Board of Review. Added club owner to individual member requirements 01/11/21: Updated the Individual Members requirements according to USA Swimming Bylaw changes. <u>09/24/22: Amended Unattached time frame from 120 days to 60 days per USA Swimming 2022 Annual Business meeting</u>	

1. Group Member Registration

- a. Every group member under the auspices of PNS must be a member in good standing. Good standing is defined as complying with all USA Swimming and PNS rules, procedures, code of conduct, and prompt payment of fees and fines. Existing Group Members must be in good standing to renew their Group Member registration.
 - i. Clubs receiving a fine/fee assessment notification shall have 30 days from the date of the notification to pay the imposed fine/fee or file a protest with the Registration/Membership Committee or the National Board of Review.
 - ii. Failure to pay within 30 days of notification will result in the revocation of the Club's status as a "Member in Good Standing".
 - iii. Continued failure to pay within 60 days of notification will result in an automatic referral to the National Board of Review with recommendation for termination of the Club's Group membership.
- b. Membership costs, which include the USA Swimming membership fee, are set by the PNS Board of Directors. The current fees are listed in the PNS Club Registration Packet. No non-electronic registrations will be accepted without payment. Electronic registrations must be paid within 21 days.
 - i. The membership period is January 1 through December 31
 - ii. Club registration forms and payment are due no later than November 1st. Clubs renewing their group membership after November 1st will be required to pay a \$50 late renewal penalty.
 - iii. A \$200.00 reimbursement shall be given to the member club for attendance at the annual meeting of the House of Delegates of PNS with full attendance at the meeting. A \$100 reimbursement shall be given to the member clubs for partial attendance (at least two of the delegates) at the meeting.
 - (1) "Attendance" is defined as having the coach representative, non coach and athlete representative present.
 - (2) Athlete representative must be at least 14 years of age or entering the 9th grade.
 - (3) The reimbursement will occur no later than 30 days following the HOD.

2. Individual Member Registration

- a. Athlete Members/Flex Members/Seasonal Athlete Members
 - i. All swimmers participating in sanctioned activities (including club practices and workouts) must be registered athlete members of USA Swimming. The year-round membership period for renewal is from January 1 to December 31 of the following year. The year-round membership period for new membership is September 1 to December 31 of the following year. Flex membership period is September 1 to December 31 of the following year. Flex memberships are only permitted to participate in two meets each season that may not include LSC Championship or higher meets. Seasonal registration is offered twice each year. Season I is from September 4 to January 31. Season II is from April 1 to August 28.
- b. Athlete Transfers

- i. If a swimmer changes club affiliation, he/she must completely satisfy the following conditions of transfer.
 - (1) Completely and accurately fill out an athlete transfer form and send it, with the proper fee, to the Membership/Registration Coordinator at the PNS Office.
 - (2) All requirements of USA Swimming Technical Code, Article 303 must be satisfied. Attention is called to USA Swimming Technical Code, Article 203 regarding the requirement to remain unattached for ~~120~~ 60 days from the date the athlete last represented their former club in USA Swimming sanctioned competition.
 - (3) If the athlete is under the age of 18, the signature of a parent or guardian is required.
 - (4) If a member club of PNS has secured a court judgment against an athlete member (or his parents or custodians) for non-payment of club membership dues and fees which entitle the athlete to compete attached to the club that athlete shall be ineligible to represent any USA Swimming member club until the judgment is made.
 - (5) Any additional requirements as specified in the PNS Club Registration Packet.
- ii. Swimmers leaving a PNS club will not be allowed to swim in PNS sanctioned/approved events in any capacity other than "unattached" until all conditions of transfer are completed and satisfied.
- iii. The National Board of Review will have the final authority to determine when transferring athlete(s) may compete in PNS sanctioned or approved events.
- c. Coach Members
 - i. Any person acting in ANY coaching capacity MUST be coach certified members of USA Swimming and PNS.
 - ii. Any person receiving a Coach Membership with USA Swimming and PNS must meet requirements as defined under 501.7 in the USA Swimming Rules and Regulations.
 - iii. Application must be made on the approved application form and submitted, with the proper fee and copy of the appropriate certification cards to the PNS Membership/Registration Coordinator at the PNS Office.
- d. Individual Members
 - i. The following persons must be members of USA Swimming, per USA Swimming Rules and Regulations, USA Swimming Bylaws and PNS By-Laws:
 - (1) Meet directors, officials, coaches and any others required by USA Swimming regulation 202.5 and Article 2.6 of the USA Swimming bylaws.
 - (2) Club owners by Article 2.6.6 of the USA Swimming bylaws.
 - (3) Voting Members of the PNS House of Delegates as required by PNS By-Law 4.1.1
 - (4) All members of the PNS Board of Directors as required by PNS By-Law 6.3
 - (5) PNS Committee Chairs and members per relevant section of PNS By-Laws Article 7
 - (6) Board of Directors of a member club.
 - (7) All clubs must have either (i) at least one member coach and a board of directors or other governing board; or (ii) at least two member coaches
 - ii. PNS also requires that officially recognized functionaries of PNS Sponsored teams (e.g., Zone or All-Star Teams) be members of USA Swimming:
 - (1) PNS Sponsored Team Chaperones
 - (2) Other PNS Chaperones receiving travel funding
 - (3) Any other officially recognized PNS sponsored team functionary, e.g. Team Trainers, Managers or Coordinators
 - iii. PNS strongly recommends that the following also be members of USA Swimming:
 - (1) Any official representative/agents of a member Club

3. Registration Forms

All forms pertaining to USA Swimming membership are available from the Membership/Registration Coordinator at the PNS Office or from the PNS Club Registration Packet

Pacific Northwest Swimming Rules and Procedures	Meet Announcement Sheets
Index AD 97-06	Effective Date <u>4/29/19TBD 2023</u>
12/10/02: Original 09/01/11: Updated policy to agree with current practice/procedures. 10/01/12: Deck changing statement. 06/12/17: Deck Pass as proof of current membership 11/05/18: Updated entry fees payment deadline. 04/29/19: Audio/video recording statement <u>TBD 2023: Remove references to Deck Pass (replaced by USA Swimming App)</u>	

1. Event Information

- a. The Meet Announcement must conform with all applicable USA Swimming Rules and Regulations and PNS Policies and must provide sufficient information to allow swimmers and coaches to determine eligibility, the entry process, and competition-related procedures. The Meet Announcement once sanctioned/approved, will be posted on the PNS website.
- b. Invitational meets which are not open to all clubs shall state clearly on the Meet Announcement "by invitation only to" and list the invited clubs and/or the process by which clubs may request an invitation and that an invitation does not guarantee acceptance due to the four-hour rule or other restrictions.

2. Special Requirements for Meet Announcements.

In addition to the requirements listed in USA Swimming's Rules and Regulations, the following must be included:

- a. The statement "Held under sanction/approval of Pacific Northwest Swimming and USA Swimming" and the sanction/approval number.
- b. The statement "Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited."
- c. Meet date(s) and estimated session information including but not limited to warm-up and competition start times, positive check-in deadlines, and meeting times.
- d. Facility information including location and competition (and warm-up, if available) pool information.
- e. Order of events, including (if applicable):
 - i. Whether the meet will be "Prelims/Finals" or "Timed Finals" or a combination of both.
 - (a) If the meet includes any Prelims/Finals events, the Meet Announcement must state how many heats of finals will be contested and the estimated timeline should be planned so that no Finals session starts less than one (1) hour after the last preliminary or timed final heat.
 - (b) If the meet has a combination of Prelims/Finals and Timed Finals events, the Meet Announcement must state which events are Prelims/Finals and which are Timed Finals.
 - (c) Scratch procedures for Prelims/Finals events must be included.
 - ii. Time standards, including any special time standards for swimmers with a disability. If there are any qualifying and/or de-qualifying time standards, converted times will not be allowed. Estimated times may be allowed if the meet/event has no qualifying or dequalifying time standards.
 - iii. Deck-seeded events and check-in/scratching requirements, if applicable.

- iv. Any event limited as to the number of swimmers shall be deck-seeded, with the check-in requirements for all deck-seeded events clearly stated.
 - f. Unless USA Swimming's On-Line Meet Entry (OME) system is being used, required entry information shall be as follows:
 - i. Individual events: legal first name, middle initial, last name, age as of the first day of competition, club affiliation (or "unattached" if applicable), and USA Swimming ID number (if USA Swimming registration is required) of each swimmer; list of events entered by swimmer including the entry time and proof of time, if applicable.
 - ii. Relay events: list of relay entries by event with the relay designation ("A," "B," etc.), entry time, and proof of time, if applicable, of each relay team. Relay names do not need to be provided in advance, but relay-only swimmers must be pre-entered in the meet and applicable fees paid.
 - iii. Deck entry procedure, if applicable.
 - g. The statement that no entries will be accepted unless the entrant is a USA Swimming athlete member, unless the meet is open to athletes covered under USA Swimming's "open border" policy. If so, enabling wording must be included allowing such athletes, their coaches, and FINA member officials. The Meet Announcement must state whether or not on-deck registration will be permitted and, if allowed, under what conditions.
 - h. The requirement that "In order to be on deck and serve in their official capacity, all coaches, officials, and any other person required by sanction/approval shall visibly display their membership credentials at all times." ~~Deck Pass~~[USA Swimming App](#) or a screen shot ~~of Deck Pass~~[from the USA Swimming App](#) may be used to prove current membership.
 - i. Unless otherwise allowed by the PNS General Chair, the meet entry deadline shall be no earlier than Wednesday of the week prior to the first day of the meet.
 - j. A properly completed and signed PNS Master Entry Summary and check for entry fees are due to the clerk of course no later than when the team checks in.
- 3. RECORDING DEVICES & MEDIA NOTICE:** In compliance with USA Swimming Rules and Regulations: The use of audio-visual recording devices, including cell phones, are not permitted in locker rooms, changing areas or restrooms. Recording devices (cell phones, cameras, PDA's, etc.) are not permitted behind the starting blocks during the entire meet. This meet may be covered by the media, and/or Professional photographer taking photographs, video, web casting and other forms of obtaining images of athletes participating in the meet. Entry into the meet is acknowledgement and consent to this fact. Photographers should have visible credentials and background checks prior to arrival on deck. With Meet Director approval, Photographers may have access to the pool deck and must abide by USA Swimming and facility camera/photograph restrictions. In the event of any disputes regarding video recording, the Referee's decision shall be final and binding.

Pacific Northwest Swimming Rules and Procedures	Rules and Policies for the Conduct of Meets
Index AD-97-07	Effective Date: 04/26/21 <u>09/24/2022</u>
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: Heat sheet advertising. 06/12/17: Awards order clarification and meet entry fee increase. 03/02/20: Updated meet entry fees. Added additional LC Champ Athlete Surcharge. 04/26/21: Updated Post Meet report procedures and remove the meet fee tables that will be moved to and appendix that doesn't require HOD approval to change. <u>09/24/22: Amended Unattached time frame from 120 days to 60 days per USA Swimming 2022 Annual Business meeting</u>	

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 pool
 - ii. Inside Lanes - for swimming only. No paddles, kickboards, fins 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~~60-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 both of the above 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 emailed to the host club with the meet sanction or may be obtained from the PNS web site.
- b. The following items must be emailed to the PNS Office within ten days following the conclusion of the meet:
 - i. Hy-Tek Team Entry Fee Report.
 - ii. PNS Meet Financial Summary.
 - 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.
- c. The PNS Meet Income Statement must be 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 HOD meeting and will go in effect in September.
- b. PNS Tap: The host club or organization shall remit the PNS Tap to PNS within ten (10) days after the meet. The fee is determined according to the following formulas:
 - i. Sanctioned Competition
 - (1) \$1.00 per swimmer entered in the meet, whether pre-entered or deck-entered, plus 10% of all individual and entry fees
 - (2) PNS tap is waived for meets that owe tap to the Zone or Section.
 - (3) Dual meets, tri meets, and intra-squad meets that do not charge entry fees are not subject to the PNS tap.
 - (4) Distance meets offering only individual events 800M/1000Y or longer are not subject to the PNS tap.
 - ii. Approved Competition
 - (1) Approvals issued to PNS member organizations shall follow the sanctioned competition fee formula and are subject to the PNS Tap.
 - (2) Approvals issued to non-PNS member organizations shall remit fees based on the type of meet approved
 - (a) Approved meets that charge entry fees: \$50.00
 - (b) Approved meets that do not charge entry fees are not subject to the PNS tap.

(c) Late fee: PNS will charge a late fee in the amount of 10% of the PNS Tap owing if payment is not received postmarked to PNS Office within twenty (20) days after the meet.

Pacific Northwest Swimming Rules and Procedures	Meet Entry Eligibility and Entry Times
Index AD-97-08	Effective Date <u>11/05/189/24/22</u>
10/31/01: Original 09/01/11: Updated policy to agree with current practice/procedures. 11/19/13: Participating swimmer's registration date clarification. 11/05/18: Added FLEX member athlete 3rd meet notification, procedure. <u>9/24/22: Amends Meet entry eligibility. PNS Office cannot register a swimmer; must be done by parent, athlete (if over 18).</u>	

1. Meet entry eligibility

- a. In order to compete in a meet, a swimmer must be entered in compliance with the entry requirements stated in the Meet Announcement.
- b. Ensuring appropriate USA Swimming Registration Status for any entries not processed through OME:
 - i. If USA Swimming Athlete Membership is required by the meet rules, the entering club shall provide a completed and signed Meet Entry Summary or Deck Entry Registration form attesting that the athlete is a USA Swimming member prior to that athlete being allowed to compete in the meet.
 - ii. The effective date of each participating swimmer's current registration, which shall be attested by the coach, club representative, parent, or athlete if age 18 or older, shall be on or before the meet entry deadline.
 - iii. ~~Upon processing of the pre-meet exception report, PNS will register any swimmer not determined to be registered as a full-year USA Swimming athlete member.~~
 - iv. PNS shall require the club (or individual if entering independently of a member club) to pay an amount equal to the current full-year USA Swimming athlete registration fee including the PNS surcharge plus a \$15.00 fine for each athlete who needs to be registered based upon the pre-meet exception report.
 - v. Upon processing the post-meet exception report PNS shall impose a fine of \$100.00 per swimmer:
 - (1) against the club when a coach member or other club representative has signed a Master Entry Summary or Deck Entry Registration form attesting that an athlete is a USA Swimming registered athlete when this is not the case.
 - (2) against the meet host club if a properly completed and signed Master Entry Summary or Deck Entry Registration form cannot be produced for the athlete in question.
 - vi. The registration charges and fines resulting from the above paragraphs are due to the PNS Office prior to the entry deadline of the next meet entered by the team being fined or within fifteen (15) business days after receipt of the fine statement, whichever occurs first.
 - vii. Teams and affected individual athletes will not be considered to be in good standing with PNS until all of the above fines and registration fees are paid and as such, they will not be allowed to participate in any PNS related activities until this condition is rectified.
 - viii. All of the above apply to the athlete's parent (or to the athlete if the athlete is age 18 or older) if a Master Entry Summary and/or a Deck Entry Registration form is signed independently of a club.
 - ix. Clubs with a Flex member athlete who is shown to have competed in their third meet will be notified that the athlete in question will be upgraded to a full membership. Teams will need to submit the balance of the full membership.

Commented [JG1]: How is this impacted, if at all, by PNS Office no longer doing registrations from Exception Report?

2. Event entry times

- a. PNS recognizes the following as entry times for PNS competition:
 - i. Times listed in the USA Swimming SWIMS database.
 - ii. Alternate acceptable times as specified in PNS Policy AD 02-01.
- b. To be able to compete in an event that has qualifying or de-qualifying time standards the athlete:

- i. Must have achieved the applicable event qualifying time in sanctioned or approved competition or in an observed swim during the qualifying time period identified in the Meet Announcement.
 - ii. Must not have achieved the de-qualifying time in sanctioned or approved competition or in an observed swim during the de-qualifying time period identified in the Meet Announcement.
- c. A swimmer maintains his entry classification level for the duration of a meet even if a new classification standard is achieved during a meet.
- d. Upon changing age groups, a swimmer who has met a qualification or de-qualification time standard (including any applicable qualification/de-qualification time periods) for the new age group will be considered qualified/de-qualified for those events in his new age group.
- e. Provided that an athlete has satisfied the event eligibility requirements and provided that the Meet Announcement does not specify otherwise, an athlete may submit an entry time for seeding purposes that represents a reasonable expectation of their performance if the seed time:
 - i. Is not faster than their fastest official time for that event
 - ii. Is equal to or less than any qualifying time standard for that event
 - iii. Is neither equal to nor less than any de-qualifying time standard for that event
 - iv. Does not make the athlete eligible for an award for which he or she would not otherwise be eligible.
 - v. Meets all applicable proof-of-time requirements.
- f. If a meet or event has no qualifying or de-qualifying time standards, a swimmer who has no official time for an event may enter that event as "NT" or "no submitted time." If the Meet Announcement so allows, a swimmer may submit an estimated time for any event in which he or she has no official time.

All – Star Meet Feedback

General Observations:

- Based on the selection process as published – the athletes selected were appropriate.
- This process didn't select the fastest team.

Assuming the goal is to put the fastest team in the water - thoughts on current selection process:

A swimmers winning 6 of 6 All-star events - and not making the All-Star team isn't acceptable. IMX is a good tool for selecting a well-rounded swimmer, not necessarily someone who is going to score points on race day. IMX scores aren't a precise indicator of success in an all-star format if swimmers weak strokes detract from their strong (scoring events). IMX scores may be useful in objectively determining the 6, 7, 8 slots on the team.

Thoughts on old process:

It wasn't bad. Winners went, IMX scores for last few places.

Only issues were:

- Fast kids sick on race day (only 13-14 meet was used for "winning of event" selection.
- Misreported scores and teams turned folks off.
- PNS coaches aren't ever happen about anything.

In the future:

I would recommend auto bids for the winners of events. This puts control of the selection process directly in the athletes hands.

A simple system that's clear and selects a fast team

- Winners of 100 of each event + 200 IM + 500 Free are autos: (6 kids max – repeat winners just open additional slots for remainder)
- Remainder of open slots are determined IMX event scores (for athletes best 3 events) done that season (not just champs meet).
 - Only top three events count towards this score - so kids are only measured by strong events, that likely will contribute to team.
 - These scores can be achieved at any meet during the season. This will help out any sick kids day of race or kids who want to compete at Senior Meet.
 - This method will be used for any remaining All-Star spots after the events winners have been determined.

A final coach selected spot could be added, but again – that takes control from the kids.

Other thoughts:

- Include the selection process (scoring) when the team is announced. This will answer 90% of the why is my kid on / not on the team. (Good example is [here](#))

- Do not include parents & swimmers in the coaching discussion.