

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

Board Meeting Minutes, May 1, 2023

Call to Order: 7:33 PM via Zoom Video Conference

In attendance:

John Skroch, General 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  
Kara Forbis, Age Group Vice Chair  
John Gagliardo, Administrative Vice Chair  
Alice Godfred, Program Development Vice Chair  
David Guffey, Officials Committee Chair  
Nathaniel Lee, Athlete Representative  
Grace Lindberg, Athlete Representative  
Suzanne Rychlik, Program Operations Vice Chair  
Nick Siripipat, Officials Committee Vice-Chair  
Deb Soper, Finance  
Ken Spencer, Senior Vice Chair  
Melissa Stiner, PNS Administrator  
Kiko Van Zandt, Disability Vice Chair  
Linda Vicik, Sanction Chair & Secretary  
Justin Wang, Athlete Representative  
Chad Winkle, Coach Representative

#### APPROVAL OF MINUTES

A motion was made, seconded, and voted upon to approve the March 6, 2023, BOD minutes as posted.

#### OFFICERS REPORTS

Treasurer: Reports attached (pp. 1-11 of attachments)

Income/Expenses: Income was reported as improving but still under target. The 30-day delay in receiving registration monies from USA Swimming continues to impact us, but both registration and meet tap income will start to level off. Most senior swimming travel expenses will hit in August.

Balance Sheet: Treasurer Dave Baer reported that market gains have added about \$100,000 to the balance sheet. Discussion focused on allocation of monies between checking and investment to maximize income.

- Side note: traditionally, the Treasurer signs checks and the Finance Chair reconciles accounts, but our current procedure authorizes two individuals (John Skroch and Suzanne Rychlik) to sign checks; thus, the Treasurer would not be authorized to move monies between accounts.
- The Investment Committee will be asked to review options once the SBA determines whether or not the Payroll Protection Loan will be forgiven or must be repaid

Membership: Report attached (pp. 12-14 of attachments)

Officials: Nick Siripipat will be the Officials Committee Chair effective June 1, 2023.

Age Group Vice Chair: The focus is now on Age Group Zones, including the team application, travel logistics, and a logo. Derek Young/SMAC will be the head coach, assisted by Troy Buglio/OCA, Ian Carpenter/GAC, Kevin Viliunas/BC, Teresa Winterstein/IST, and Joey Xiong/KING.

Senior Vice Chair: Report posted (pp. 15-16 of attachments)

Program Operations: Bids for 2023-2024 meet have been received, but more hosts are needed: the situation was described as “very dismal.” The October Senior Challenge series will be cancelled due to lack of hosts, thus converting what were to be October 14U Challenges into all-age meets.

- Hosts are needed for multiple meets including the October Challenges (6/1), Fall Divisionals, (9/1) Winter Challenges (10/1), Spring Showdown, Age Group Regionals, and 14U Long Course Champs. If there are not enough hosts to allow any challenge/agi/divisional weekend to work, those dates will convert to special meet weekends and clubs looking for competition opportunities may have to travel more than they would under the traditional system. (The dates in parentheses are the dates which will trigger TPC review of the weekend in question.)
- Side note: current NCAA rules make the traditional Husky Invitational of no value to NCAA teams. If no NCAA team wishes to host a meet at KCAC that December weekend, we will gladly use the pool.

Program Development: Working on a survey to coaches to determine needs and desires.

Administrative Vice Chair: See New Business

Athletes: They are looking into USA Swimming’s proposed Olympic Trials training trips and some kind of award or recognition program for age group swimmers who do well at specific meet(s).

Coaches: In their next meeting, they will address the meet-hosting challenge and give a report on the recent USA Swimming Conference. They will also work with Alice Godfred on her survey.

Safe Sport: No report

Finance: See New Business

Diversity: No report

Disability: Report will be provided at the House of Delegates

## OLD BUSINESS

AD 97-08: Since SWIMS 3.0 no longer allows PNS to register an athlete, meet hosts need to be very proactive to insure that no unregistered athlete participates in a sanctioned event. All registration,

including the Flex upgrade, is thus a parental responsibility. It was moved, seconded, and approved to present the amended policy to HOD for their approval. That document is attached (pp. 17-18 of the attachments).

## NEW BUSINESS

The Budget: Pre-covid, PNS would run a deficit during an Olympic year due to higher expenses, but more than recover the following year with the increased interest in swimming. The proposal assumes that this will also be the case, but with “no significant income growth for fiscal 2023-2024.”

Two proposed budgets were presented: a “no deficit” budget and a “deficit” budget. Finance Vice Chair Deb Soper recommended the latter with the understanding that chairs could ask for additional funding throughout the year. The latter also included needed additional office hours for PNS Administrator Melissa Stiner.

The discussion then centered on how to support all athletes, rather than just focusing on one or two special sub-groups, as well as inflation’s impact on pool and meet costs.

- Amendment #1: Senior Vice Chair Ken Spencer’s original request did not factor in the costs of not only sending athletes and coaches to Olympic and Paralympic Team Trials, but also the costs in preparing athletes for those meets, including additional training and competition opportunities. It was moved, seconded, and approved to increase Senior Swimming’s budget to \$131,500.
- Amendment #2: Diversity & Inclusion Vice Chair Emily Murray, who was unable to attend the meeting, had asked for more training support and an increase in outreach voucher reimbursement but the latter did not match registration numbers. It was determined that figure was likely a typo, so it was moved, seconded, and approved to reduce it from \$15,200 to \$900, thereby reducing the DEI funding to \$33,550.

Treasurer Dave Baer assured the body that we have sufficient cash reserves to cover this deficit, assuming a traditional rather than a covid-era post-Olympic year. The budget was approved as amended (p. 19 of the attachments)

Bylaws Amendment: Changes reflect FINA’s rebranding as “World Aquatics” (1.2) and continuing conformity with USA Swimming’s template (4.1, 4.1.1, 6.3). It was moved, seconded, and approved to present the amended bylaws to HOD for their approval. The affected sections of the bylaws are attached (pp. 20-24 of the attachments).

Policy Updates: Officials travel reimbursement was removed from AD 97-05 and defined in the new 23-05. It was moved, seconded, and approved to present the amended 97-05 and the new 23-05 to the HOD for their approval, with the effective date being May 13, 2023, rather than September 1, 2023. Those documents are attached (pp. 25-30 of the attachments).

Sectional, Regionals, Showdown Funding Support: A decision was made at the March meeting to provide financial support to PNS clubs hosting the Speedo Spring Sectionals, Northwest Age Group Regionals, and Spring Showdown should decreased numbers adversely impact the meet hosts. The Sectional and Showdown hosts reported no issues, but the Regionals host reported a \$7,000 loss rather than the anticipated \$10,000 profit. It was moved, seconded, and approved to give \$20,000 to OCA to cover unanticipated expenses and to recognize the outstanding job they did putting on the meet.

HOD Logistics – The 2023 PNS House of Delegates will be called to order at 9:30 AM on Saturday, May 13, 2023, via zoom, with sign-in beginning at 9:00 AM.

Spring Workshop – Attendees will provide reports to their committees and, as applicable, to the HOD.

Miscellaneous Notes:

Since PNS no longer processes athlete club transfers, both the \$5.00 transfer fee and the transfer form are irrelevant and will be dropped.

The date of the next meeting was not set.

A motion was then made, seconded, and approved to adjourn the meeting at 9:50 PM.

Respectfully submitted,  
Linda Vicik  
Secretary

# Pacific Northwest Swimming

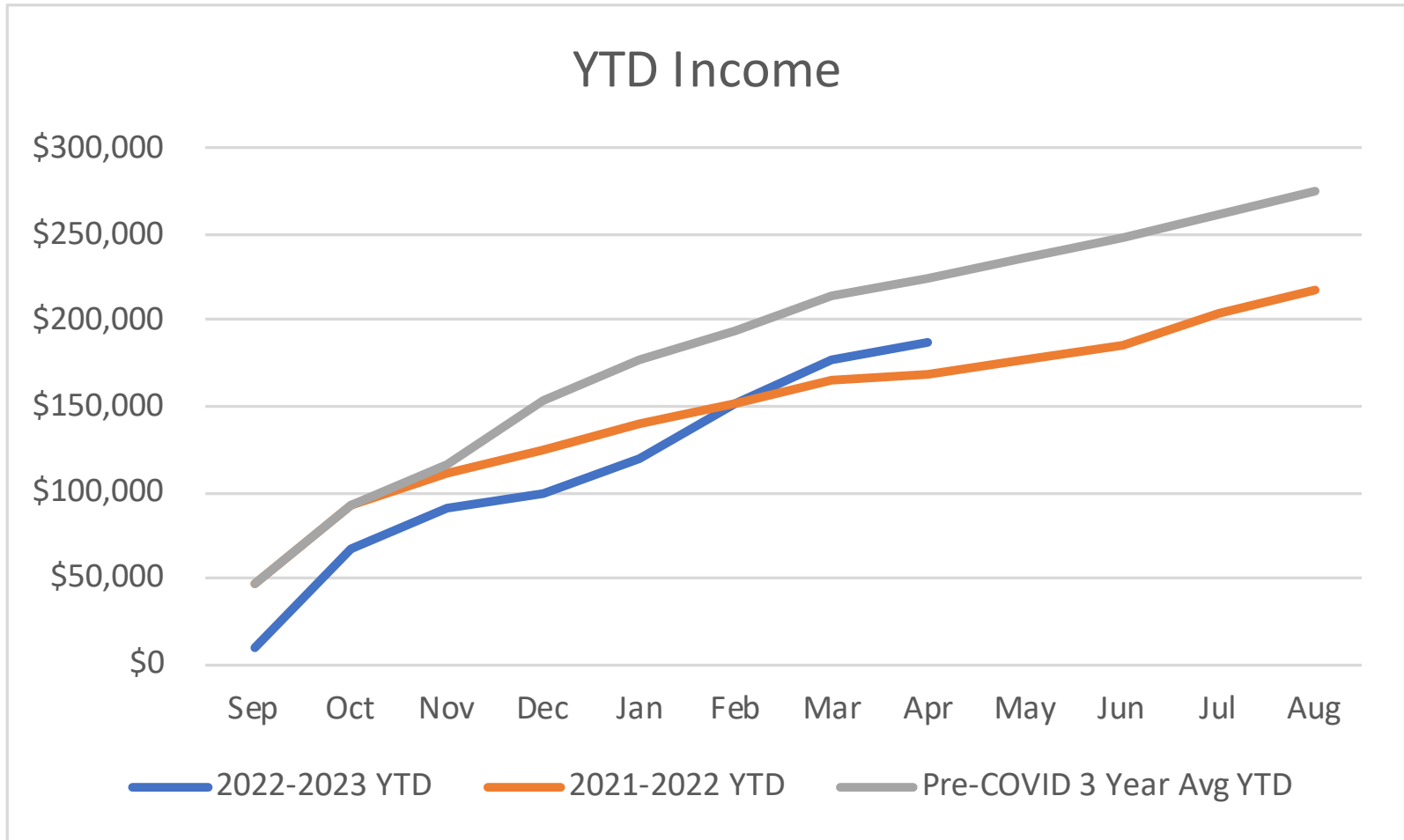
## Balance Sheet As of April 27, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
INVESTMENT INCOME	465,935.39
Fidelity Investment	271,270.01
<b>Total INVESTMENT INCOME</b>	<b>737,205.40</b>
Non-Athlete Individual	-200.00
WF Checking	143,094.06
WF Savings	10,470.16
<b>Total Bank Accounts</b>	<b>\$890,569.62</b>
Accounts Receivable	
Accounts Receivable (A/R)	81.00
<b>Total Accounts Receivable</b>	<b>\$81.00</b>
Other Current Assets	
Payroll Corrections	0.00
Undeposited Funds	2,403.50
<b>Total Other Current Assets</b>	<b>\$2,403.50</b>
<b>Total Current Assets</b>	<b>\$893,054.12</b>
Fixed Assets	
Furniture & Equipment	34,445.14
Accumulated Depreciation	-34,445.14
<b>Total Furniture &amp; Equipment</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$893,054.12</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Credit Cards	
AMEX	0.00
WF CC AgeGroup	-7,362.24
WF CC Office	-100.00
WF GC Credit Card	-1,191.12

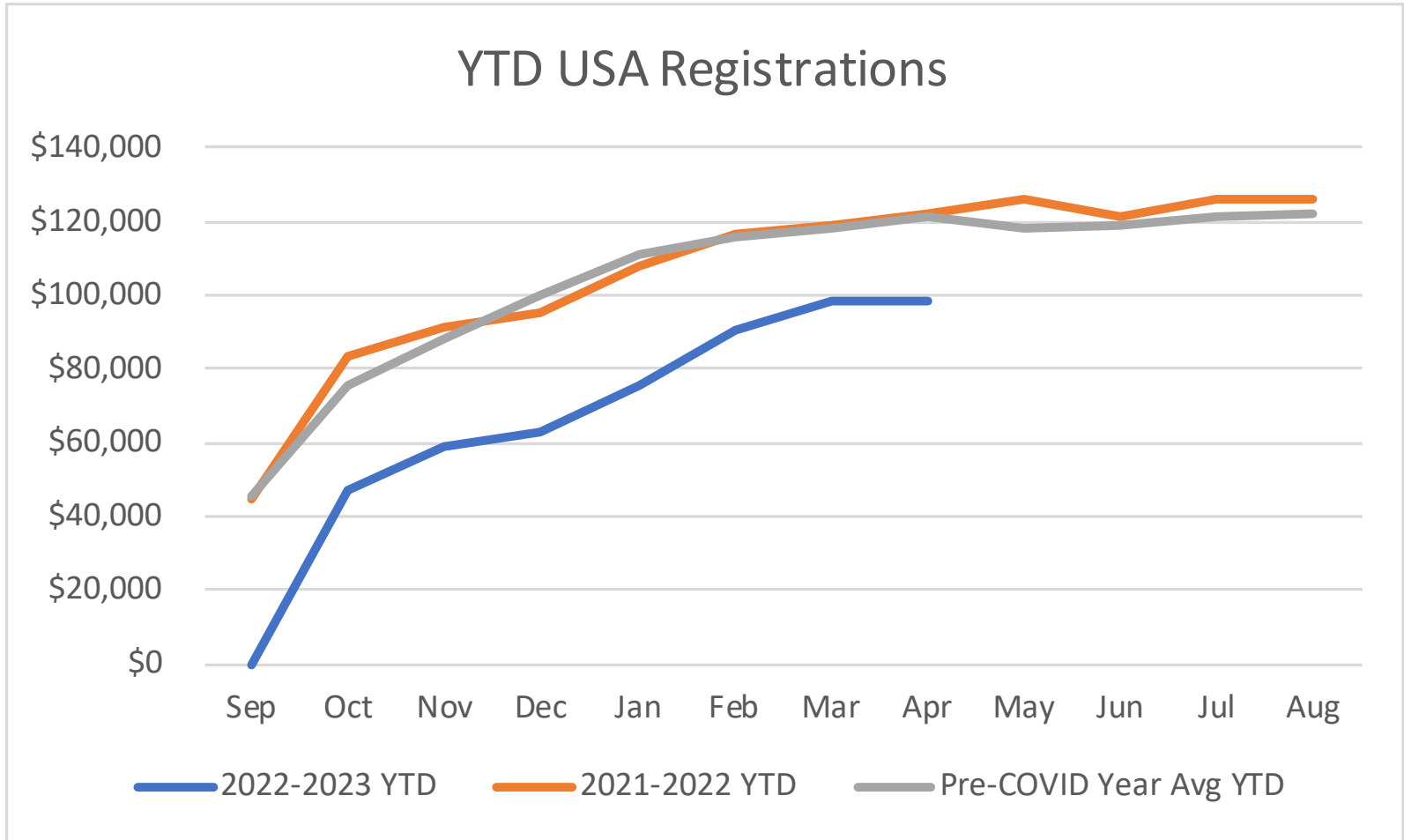
# Pacific Northwest Swimming

## Balance Sheet As of April 27, 2023

	TOTAL
<b>Total Credit Cards</b>	<b>\$ -8,653.36</b>
Other Current Liabilities	
Direct Deposit Payable	0.00
Payroll Liabilities	45.33
Dept of Labor and Industries	-931.75
Federal Taxes (941/944)	0.00
WA Paid Family and Medical Leave Tax	211.84
WA SUI Employer	104.75
WA Workers Compensation	683.34
<b>Total Payroll Liabilities</b>	<b>113.51</b>
Pre Paid Expenses	0.00
USA-S Registration	1,382.00
Athlete - Annual	-15,026.03
Athlete - Outreach	-220.00
Athlete - Seasonal	-24.70
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	-1,104.62
<b>Total USA-S Registration</b>	<b>-3,466.86</b>
<b>Total Other Current Liabilities</b>	<b>\$ -3,353.35</b>
<b>Total Current Liabilities</b>	<b>\$ -12,006.71</b>
Long-Term Liabilities	
Payroll Protection Program (PPP) Loan	12,682.00
<b>Total Long-Term Liabilities</b>	<b>\$12,682.00</b>
<b>Total Liabilities</b>	<b>\$675.29</b>
Equity	
Net Assets	383,335.85
Retained Earnings	451,929.47
Net Income	57,113.51
<b>Total Equity</b>	<b>\$892,378.83</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$893,054.12</b>



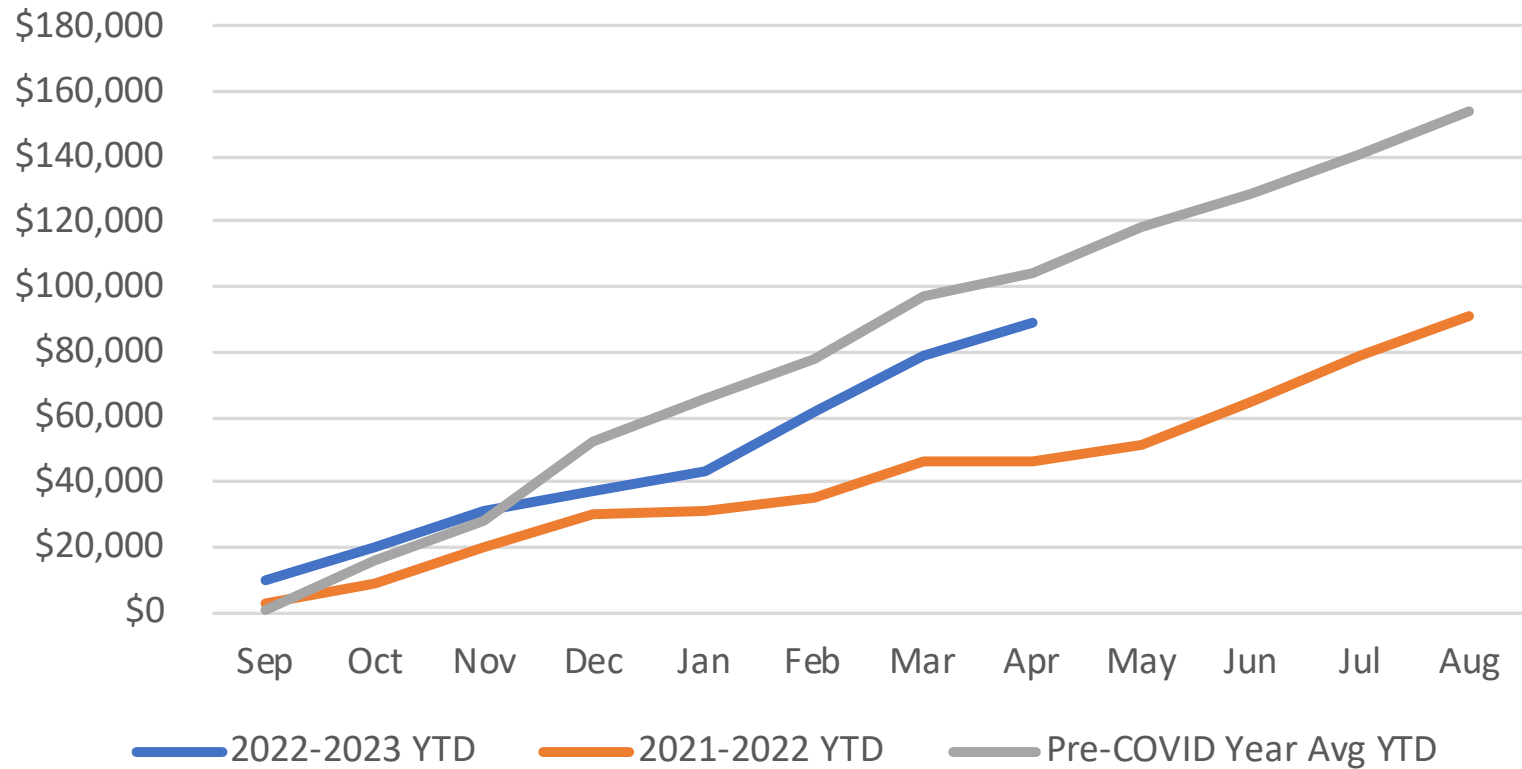
Total Income improving but under target



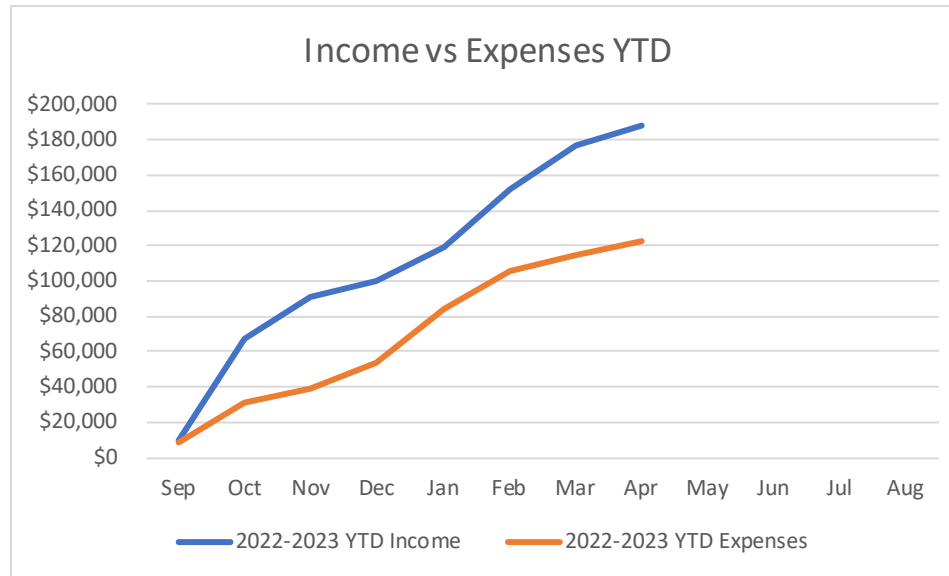
Still Recovering to pre-Covid Levels



## YTD Meet Tap



Meet Tap Income almost recovered to Pre-COVID



Long Course Season expenses will close the gap



# Expenses by Month

Expenses	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total Expense
Administration		\$256				\$123	\$350	\$701					\$1,429
Age Group					\$446	\$12,437	\$291						\$13,174
Disability													
Diversity & Inclusion	\$992	\$12,286	\$732	\$246	(\$2,540)	\$1,385	\$1,303	\$916					\$15,319
Finance & Marketing	\$510	\$72	\$41	\$173									\$795
Officials			\$1,295		\$4,546	(\$70)							\$5,771
Total Payroll	\$5,250	\$8,630	\$5,159	\$5,914	\$5,159	\$5,159	\$7,101	\$5,159					\$47,532
PNS Office	\$84	\$415	\$188	\$1,301	\$623	\$190	\$649	\$601					\$4,051
Program Development													
Program Operations	\$2,217		\$532	\$6,876	\$2,305		\$18						\$11,948
Senior Swimming					\$20,000	\$2,325							\$22,325
Special Programs													
Unapplied+Uncategorized													
Club Assistance Grants													
<b>Total Expenses</b>	\$9,053	\$21,659	\$7,946	\$14,509	\$30,539	\$21,549	\$9,712	\$7,377					\$122,343

# Pacific Northwest Swimming

Budget vs. Actuals: FY2022-23 - FY23 P&L

September 2022 - August 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
<b>Income</b>			
ADMINSTRATION	-6.00		6.00
Club Penalties	750.00	1,200.00	450.00
<b>Total ADMINSTRATION</b>	<b>744.00</b>	<b>1,200.00</b>	<b>456.00</b>
<b>OFFICIALS</b>			
Donations		500.00	500.00
Officials Clinics	2,259.47	2,900.00	640.53
<b>Total OFFICIALS</b>	<b>2,259.47</b>	<b>3,400.00</b>	<b>1,140.53</b>
<b>PROGRAM DEV</b>			
Donations to Heidloff Outreach Fund	5,000.00		-5,000.00
Sponsorships/Grants	6,250.00	30,000.00	23,750.00
<b>Total PROGRAM DEV</b>	<b>11,250.00</b>	<b>30,000.00</b>	<b>18,750.00</b>
<b>PROGRAM OPS</b>			
Meet Tap	85,260.30	145,100.00	59,839.70
Sanction Fees	2,106.55	4,000.00	1,893.45
<b>Total PROGRAM OPS</b>	<b>87,366.85</b>	<b>149,100.00</b>	<b>61,733.15</b>
Unapplied Cash Payment Income	379.00		-379.00
<b>USA-S REGISTRATION/PNS</b>			
Athlete - Annual	95,025.12	102,000.00	6,974.88
Athlete - Seasonal		375.00	375.00
Athlete - Transfer Fee	20.00	1,700.00	1,680.00
Club	6,900.00	1,500.00	-5,400.00
Flex Athlete		7,740.00	7,740.00
Flex Upgrade to Premier		100.00	100.00
Non-Athlete - Individual		9,350.00	9,350.00
<b>Total USA-S REGISTRATION/PNS</b>	<b>129,076.80</b>	<b>122,765.00</b>	<b>-6,311.80</b>
<b>Total Income</b>	<b>\$231,076.12</b>	<b>\$306,465.00</b>	<b>\$75,388.88</b>
<b>GROSS PROFIT</b>	<b>\$231,076.12</b>	<b>\$306,465.00</b>	<b>\$75,388.88</b>
<b>Expenses</b>			
<b>ADMINISTRATION</b>			
Athlete Activities	700.70	1,500.00	799.30
Board Enhancement/Workshop	0.00	3,200.00	3,200.00
Clean Sport		500.00	500.00
Convention		13,300.00	13,300.00
Gifts		100.00	100.00
Governance/Swimposium		8,100.00	8,100.00
HOD Meeting		1,500.00	1,500.00
Safe Sport		1,300.00	1,300.00
Taxes & Licenses	728.50	50.00	-678.50
<b>Total ADMINISTRATION</b>	<b>1,429.20</b>	<b>29,550.00</b>	<b>28,120.80</b>
<b>AGE GROUP</b>			

# Pacific Northwest Swimming

Budget vs. Actuals: FY2022-23 - FY23 P&L

September 2022 - August 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
All-Star Meet	12,436.71	7,500.00	-4,936.71
Swim Camps		2,500.00	2,500.00
Zone Championship	446.28	20,000.00	19,553.72
<b>Total AGE GROUP</b>	<b>12,882.99</b>	<b>30,000.00</b>	<b>17,117.01</b>
DISABILITY			
Disability Think Tank		2,000.00	2,000.00
Disability Travel Funding		2,300.00	2,300.00
PNS Disability Camp		800.00	800.00
<b>Total DISABILITY</b>		<b>5,100.00</b>	<b>5,100.00</b>
DIVERSITY & INCLUSION			
		2,700.00	2,700.00
Age Group Subsidies - All-Stars	-3,100.00		3,100.00
Heidloff Outreach Program	18,362.13	3,650.00	-14,712.13
LGBTQ+ Initiatives		1,000.00	1,000.00
NW Diversity Select Camp		3,000.00	3,000.00
Promoting Inclusion		300.00	300.00
Team Training Support		15,200.00	15,200.00
USA-S Outreach Registration		900.00	900.00
Western Zone D&I Select Camp		1,500.00	1,500.00
Women in Leadership		1,800.00	1,800.00
Workshop USA or Other		1,700.00	1,700.00
<b>Total DIVERSITY &amp; INCLUSION</b>	<b>15,262.13</b>	<b>31,750.00</b>	<b>16,487.87</b>
FINANCE & MARKETING			
Accountant	172.50	4,500.00	4,327.50
Bank Charges	-12.20	200.00	212.20
Payroll - Bookkeeping		1,100.00	1,100.00
<b>Total FINANCE &amp; MARKETING</b>	<b>160.30</b>	<b>5,800.00</b>	<b>5,639.70</b>
OFFICIALS EXPENSES			
	1,324.62		-1,324.62
Official's Clinics	-100.00		100.00
Officials Championship Meet Travel	0.00	8,000.00	8,000.00
Officials Equipment Purchases		2,500.00	2,500.00
Officials Evaluator Visits		2,400.00	2,400.00
Officials Workshop Travel		1,000.00	1,000.00
<b>Total OFFICIALS EXPENSES</b>	<b>1,224.62</b>	<b>13,900.00</b>	<b>12,675.38</b>
Paid & Unpaid Employees			
Compensation		66,000.00	66,000.00
Mileage		200.00	200.00
Per Diem		2,700.00	2,700.00
Taxes		5,200.00	5,200.00
<b>Total Paid &amp; Unpaid Employees</b>		<b>74,100.00</b>	<b>74,100.00</b>
Payroll Expenses			
Taxes	3,781.61		-3,781.61
Wages	43,749.92		-43,749.92

# Pacific Northwest Swimming

## Budget vs. Actuals: FY2022-23 - FY23 P&L

September 2022 - August 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
<b>Total Payroll Expenses</b>	<b>47,531.53</b>		<b>-47,531.53</b>
PNS OFFICE	302.96		-302.96
Internet Services	2,203.81	1,200.00	-1,003.81
Office Supplies	309.54	1,500.00	1,190.46
PNS Storage Unit & PO Box	826.35	1,320.00	493.65
Postage	55.92	500.00	444.08
Repair & Maintenance		500.00	500.00
Telephone	669.74	1,100.00	430.26
<b>Total PNS OFFICE</b>	<b>4,368.32</b>	<b>6,120.00</b>	<b>1,751.68</b>
Prior Year Expense recorded in current Year	82,857.93		-82,857.93
PROGRAM DEVELOPMENT			
Club Development Meetings		100.00	100.00
<b>Total PROGRAM DEVELOPMENT</b>		<b>100.00</b>	<b>100.00</b>
PROGRAM OPERATIONS			
PNS Meet Awards	11,947.89	21,500.00	9,552.11
Scheduling		700.00	700.00
<b>Total PROGRAM OPERATIONS</b>	<b>11,947.89</b>	<b>22,200.00</b>	<b>10,252.11</b>
QuickBooks Payments Fees	610.38		-610.38
Reimbursements			
Officials Championship Travel paid by Western Zone or USA Swimming	4,546.00		-4,546.00
<b>Total Reimbursements</b>	<b>4,546.00</b>		<b>-4,546.00</b>
SENIOR SWIMMING			
LC Senior Championship		1,800.00	1,800.00
Open Water		1,000.00	1,000.00
Season 1	20,000.01	37,600.00	17,599.99
Season 2		3,300.00	3,300.00
Season 3	0.00	4,800.00	4,800.00
Season 4	0.00	66,100.00	66,100.00
Season 5	2,325.00	1,800.00	-525.00
Senior Training Practices		4,000.00	4,000.00
Senior Zones	0.00	11,100.00	11,100.00
<b>Total SENIOR SWIMMING</b>	<b>22,325.01</b>	<b>131,500.00</b>	<b>109,174.99</b>
Special Programs			
Special Advocacy Expenditures	0.00		0.00
<b>Total Special Programs</b>	<b>0.00</b>		<b>0.00</b>
Unapplied Cash Bill Payment Expense	0.00		0.00
Uncategorized Expense	81.53		-81.53
<b>Total Expenses</b>	<b>\$205,227.83</b>	<b>\$350,120.00</b>	<b>\$144,892.17</b>
NET OPERATING INCOME	<b>\$25,848.29</b>	<b>\$ -43,655.00</b>	<b>\$ -69,503.29</b>
Other Income			
Gain/Loss on Investment	22,318.03		-22,318.03

# Pacific Northwest Swimming

Budget vs. Actuals: FY2022-23 - FY23 P&L

September 2022 - August 2023

		TOTAL	
	ACTUAL	BUDGET	REMAINING
Reimbursed Expenses	3,788.20		-3,788.20
<b>Total Other Income</b>	<b>\$26,106.23</b>	<b>\$0.00</b>	<b>\$ -26,106.23</b>
NET OTHER INCOME	\$26,106.23	\$0.00	\$ -26,106.23
NET INCOME	\$51,954.52	\$ -43,655.00	\$ -95,609.52

## LSC MONTHLY TRANSACTION SUMMARY

				LSC Fee		USA Swimming	
				Members	Amount	Members	Amount
2023 (9/1/2022 - 8/31/2023)	Club Registration	Organization	Renew	3	\$0.00	3	\$210.00
		Year-Round Club	Renew	40	\$0.00	40	\$2,800.00
		<b>Total</b>		<b>43</b>	<b>\$0.00</b>	<b>43</b>	<b>\$3,010.00</b>
	Member Registration	Administrator	Cancel	(1)	(\$1.00)	(1)	(\$30.00)
			New	21	\$21.00	21	\$630.00
			Renew	32	\$32.00	32	\$960.00
		Apprentice Official	New	48	\$0.00	48	\$0.00
			Renew	11	\$0.00	11	\$0.00
		Coach	Cancel	(7)	(\$44.00)	(8)	(\$1,272.00)
			Life Upgrade			2	\$2,000.00
			New	33	\$330.00	33	\$1,972.00
			Renew	244	\$2,662.00	244	\$16,388.00
			Renew - Life	6	\$0.00	6	\$0.00
			Upgrade	9	\$0.00	9	\$0.00
		Flex Athlete	Cancel	(2)	(\$20.00)	(2)	(\$40.00)
			New	601	\$6,010.00	601	\$12,020.00
			Renew	268	\$2,680.00	268	\$5,360.00
		Junior Coach	Cancel	(7)	(\$77.00)	(4)	(\$272.00)
			New	8	\$88.00	8	\$408.00
			Renew	35	\$385.00	35	\$1,428.00
		Official	Cancel	(2)	(\$11.00)	(2)	(\$68.00)
			New	78	\$792.00	78	\$4,896.00
			Renew	330	\$3,443.00	330	\$21,284.00
			Renew - Life	3	\$0.00	3	\$0.00
			Upgrade	21	\$231.00	21	\$1,428.00
		Other	Adjustment	1	\$11.00	1	\$68.00
			Cancel	(7)	(\$77.00)	(7)	(\$476.00)
			New	81	\$814.00	81	\$4,964.00
			Renew	74	\$605.00	74	\$3,808.00
			Renew - Life	6	\$0.00	6	\$0.00
		Premium Athlete	Adjustment			4	\$272.00
			Cancel	(60)	(\$925.50)	(66)	(\$3,967.00)
			New	1,427	\$22,832.00	1,427	\$96,968.00
			Renew	4,165	\$66,640.00	4,165	\$281,520.00
			Upgrade	131	\$866.50	131	\$5,838.00
			Upgrade Overpay Adj.	1	(\$8.50)	1	(\$30.00)
		Premium Athlete-2022 Outreach	New	30	\$0.00	30	\$150.00
			Renew	69	\$0.00	69	\$345.00



		Season 1 Athlete	Cancel	(2)	(\$17.00)	(2)	(\$60.00)
			New	86	\$731.00	86	\$2,580.00
			Renew	35	\$297.50	35	\$1,050.00
		Season 2 Athlete	New	13	\$110.50	13	\$390.00
			Renew	4	\$34.00	4	\$120.00
		<b>Total</b>		<b>7,783</b>	<b>\$108,434.50</b>	<b>7,785</b>	<b>\$460,632.00</b>

<b>LSC MONTHLY PAYOUT CHECK</b>				
<b>YEAR</b>	<b>MONTH</b>	<b>LSC AMOUNT COLLECTED</b>	<b>4% TECH FEE</b>	<b>USA/S PAYOUT AMOUNT</b>
2022	SEPT	\$49,268.72	\$1,970.72	\$47,297.28
	OCT	\$12,237.00	\$489.48	\$11,747.52
	NOV	\$9,039.50	\$361.58	\$8,677.92
	DEC	\$13,656.50	\$546.26	\$13,110.24
2023	JAN	\$14,783.50	\$591.34	\$14,192.16
	FEB	\$4,519.50	\$180.78	\$4,338.72
	MARCH	\$3,130.00	\$125.20	\$3,004.80
	APRIL	\$1,874.50	\$74.98	\$1,799.52
	MAY			
	JUNE			
	JULY			
	AUG			
<b>TOTAL</b>				<b>\$104,168.16</b>

Senior Report

Season 1 Has been paid out.

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.

24-Jan-23								
Team	Swimmers	Coaches	Meet Total	Team \$ Fund	Meet			Notes
BBST	2	1	3	\$ 1,071.43	Winter Juniors			
BCST	18	2	20	\$ 7,142.86	Winter Juniors			
BISC	2	1	3	\$ 1,071.43	Winter Juniors			
CSC	1	1	2	\$ 714.29	Winter Juniors			
IST	1	1	2	\$ 714.29	Winter Juniors			
King	4	1	5	\$ 1,785.71	Winter Juniors			
OCA	3	1	4	\$ 1,428.57	Winter Juniors			
SMAC	13	2	15	\$ 5,357.14	Winter Juniors			12 Kids + 2 Relay o funding)
West	1	1	2	\$ 714.29	Winter Juniors			

45            11            56

\$20,000.00 Funds = \$ 357.14 Per Swimmer/Coach

**This years Senior Swimming Budget 22-23**

\$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 20<sup>th</sup>.

<b>Pacific Northwest Swimming Rules and Procedures</b>	<b>Meet Entry Eligibility and Entry Times</b>
<b>Index AD-97-08</b>	<b>Effective Date 9/24/22</b>
<p>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.  9/24/22: Amends Meet entry eligibility. PNS Office cannot register a swimmer; must be done by parent, athlete (if over 18).</p>	

**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 properly registered USA Swimming member prior to that athlete being allowed to compete in the meet. Similarly, if the athlete is 18 or over, entering club shall ensure that said athlete has completed the Athlete Protection Training (APT) prior to competition.
  - 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 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.
  - iv. 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.
  - v. 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.
  - vi. 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.
  - vii. Clubs with a Flex member athlete who is shown to have competed in their third meet will be notified that the athlete in question must be upgraded to a full membership prior to further competition.

**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.

QUAD YEAR 4 BUDGET

INCOME

Administration	1,200
Officials	3,400
Program Development	0
Program Operations	149,100
Registrations	<u>122,765</u>
Total Income	276,465

EXPENSES	"No Deficit"	"Deficit"	"As Amended"
Administration	19,750	20,250	20,250
Age Group	20,950	30,000	30,000
Disability	5,100	5,100	5,100
Diversity & Inclusion	30,750	47,850	33,550
Finance & Marketing	5,800	5,800	5,800
Officials Expenses	9,250	10,400	10,400
Paid & Unpaid Employees	74,100	88,800	88,800
PNS Office	6,120	8,720	8,720
Program Development	7,550	7,600	7,600
Program Operations	22,200	22,200	22,200
Senior Swimming	87,700	87,700	131,500
Special Programs	<u>0</u>	0	0
Total Expenses	289,270	334,420	363,920
Net Operating Income	(12,805)	(57,955)	(87,455)

To the extent these bylaws conflict with applicable law, applicable law prevails.

## **Bylaws of Pacific Northwest Swimming Association**

**January 1, 2021**



### ARTICLE 1

#### NAME, OBJECTIVES, TERRITORY AND JURISDICTION

- 1.1 NAME - The name of the corporation shall be Pacific Northwest Swimming Association. (PNSA).
- 1.2 OBJECTIVES - The objectives and primary purpose of PNSA shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. PNSA shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of World Aquatics (formerly known as FINA), USA Swimming, and PNSA and its Articles of Incorporation.
- 1.3 GEOGRAPHIC TERRITORY - The geographic territory of PNSA is as set forth in Article 603 of the USA Swimming Rules and Regulations.
- 1.4 JURISDICTION - PNSA shall have jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee by USA Swimming to conduct swimming programs consistent with PNSA's objectives and those of USA Swimming and to sanction, approve, observe and oversee competitive swimming events within the Territory and to conduct competitive swimming events within the Territory, its Region and its Zone (as those terms are defined in Part Six of the USA Swimming Rules and Regulations). PNSA shall discharge faithfully its duties and obligations as a Local Swimming Committee of USA Swimming in accordance with these Bylaws, the USA Swimming Rules and Regulations and all applicable policies and procedures.
- 1.5 COMPLIANCE WITH USA SWIMMING AGREEMENTS – PNSA shall comply with all agreements between PNSA and USA Swimming.

### ARTICLE 2

#### MEMBERSHIP

- 2.1 MEMBERS - The membership of PNSA shall consist of the clubs, organizations and individuals who have registered with PNSA as set forth in the USA Swimming Corporate Bylaws, including the optional categories of Affiliated Group Members and Seasonal Club members.
  - .1 MEMBERS - A Member's status is subject to the Member's continued satisfaction of the criteria for membership and compliance with the Member's responsibilities under these Bylaws, the USA Swimming Corporate Bylaws, the rules, regulations, policies, procedures and code of conduct of PNSA and USA Swimming.
  - .2 MEMBERSHIP A PRIVILEGE NOT A RIGHT - Membership in PNSA and USA Swimming is a privilege and shall not be interpreted as a right. Membership may be terminated by the National Board of Review or the U.S. Center for SafeSport in accordance with Part Four of the USA Swimming Rules and Regulations.



## 2.2 MEMBERS' RESPONSIBILITIES

- .1 COMPLIANCE - Each Group and Individual Member shall abide by the codes of conduct and ethics, policies, procedures, rules and regulations adopted by USA Swimming and PNSA, including its obligations and responsibilities set forth in these Bylaws.
- .2 RESPONSIBILITY FOR INFRACTIONS - A Group Member or Individual Member, as defined in USA Swimming Corporate Bylaws, may be held responsible for infractions of the policies, procedures, rules, regulations or codes of conduct or ethics adopted by USA Swimming or PNSA, including its responsibilities as set forth in these Bylaws.

### ARTICLE 3 DUES AND FEES

3.1 MEMBERSHIP FEES - Membership fees shall be as established in the USA Swimming Corporate Bylaws. Local fees, as permitted, shall be as established by the PNSA Board of Directors.

#### 3.2 SANCTION, APPROVAL AND OTHER FEES

- .1 SANCTION AND APPROVAL FEES - The PNSA Board of Directors shall establish reasonable fees, procedures, and documentation required of an applicant for a sanction or approval for, or observation of, a swimming competition to be conducted within the Territory.
- .2 SERVICE CHARGES - In addition to, or in place of, a sanction or approval fee, the PNSA Board of Directors may establish a reasonable service charge consistent with the nature of the event.
- .3 PAYMENT - Each applicant for a sanction, approval or observation shall submit with its application the fees and any service charges specified by PNSA. If any of the sanction or approval fees or service charges are due at a time following the submission for sanction or approval, the applicant shall promptly pay those fees or service charges to PNSA when due in accordance with PNSA's fee schedule.
- .4 FINES - The PNSA Board of Directors may establish fines for noncompliance with policies adopted by the PNSA House of Delegates and/or the Board of Directors.

3.3 FAILURE TO PAY - Membership rights may be suspended in accordance with the USA Swimming Corporate Bylaws (Delinquent Dues and Fees)

### ARTICLE 4 HOUSE OF DELEGATES

4.1 MEMBERS - The House of Delegates of PNSA shall consist of the Group Member Representatives, the Board of Director Members, the Non-Athlete At-Large House Members, and Athlete At-Large House Members appointed.

- .1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from its membership a Non-Athlete -Non-Coach, Coach and Athlete Member Representatives and one or more alternates for each. The appointment shall be in writing, addressed to the Secretary of PNSA and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw one or more of its Group Member Representatives or one or more of its alternates and substitute new Group Member Representatives or new alternates by written notice, addressed to the Secretary of PNSA and signed by the chief executive officer or secretary of the appointing Group Member. The representatives of any Group Member are required to be Individual Members of USA Swimming.
- .2 BOARD OF DIRECTORS - Board of Director Members as designated in Section 5.
- .3 NON-ATHLETE AT-LARGE HOUSE MEMBERS - Up to ten (10) non-athlete members of the House of Delegates may be appointed as At-Large House Members by the General Chair with the advice and consent of the Board of Directors. At-Large House Members shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.
- .4 ATHLETE AT-LARGE HOUSE MEMBERS - A sufficient number of athletes to ensure that Athlete Members constitute at least 20% of the voting membership of the House of Delegates may be appointed by the General Chair with the advice and consent of the Board of Directors and shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.

written notice specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reasons and an opportunity to respond in writing within twenty (20) days to such allegations.

- .11 Attend a minimum of 60% of the Board of Directors and House of Delegates Meetings.
- 5.7 MEETINGS - Board of Directors meetings shall be open. Matters relating to personnel, disciplinary action, legal, taxation or similar affairs shall be deliberated and decided in a closed session which only Board Members are entitled to attend. By a majority vote on a motion of a question of privilege, the Board of Directors may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the Board of Directors.
- 5.8 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of the Board of Directors may participate in meetings of the Board of Directors through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence at a meeting.
- 5.9 REGULAR MEETINGS - Regular meetings of the Board of Directors shall be held in accordance with a schedule adopted by the Board of Directors.
- 5.10 SPECIAL MEETINGS - Special meetings of the Board of Directors may be called by the General Chair. Should the Board of Directors or the General Chair fail to call regular meetings or should a special meeting be appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three (3) Board Members.
- 5.11 QUORUM - A quorum of the Board of Directors shall consist of a majority of the voting members.
- 5.12 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the Board of Directors shall be determined by a majority vote. A motion, order or other proposal the effect of which is to override policy or program established by the House of Delegates shall be determined by a two-thirds vote after at least fourteen (14) days' written notice.
- 5.13 PROXY VOTE - Voting by proxy in any meeting of the Board of Directors shall not be permitted.
- 5.14 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if all the Board Members entitled to vote consent to the action in writing and the written consents are filed with the records of the respective meetings. These consents shall be treated for all purposes as votes taken at a meeting.
- 5.15 MAIL/EMAIL VOTE - Voting on any action which may be taken at any regular or special meeting of the Board of Directors, except elections, or removals of appointed Board members, committee chairs and members, may be taken without a meeting. If an action is to be taken without a meeting, the Secretary, by (1) first class mail, postage prepaid, (2) email, shall distribute a ballot to every Board Member entitled to vote on the matter, (3) other electronic transmissions. The ballot shall set forth proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 5.16) within which to return the ballot to the Secretary at a designated address, location or electronic system. Action by ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.
- 5.16 NOTICES -
  - .1 TIME - Not less than six (6) days' written notice shall be given to each Board Member for any annual, regular or special meeting of the Board of Directors. (See Section 14.1.3 for the permitted means of notice.)
  - .2 INFORMATION - The notice of a meeting shall contain the time, date and site and in the case of special meetings, the expected purpose.

## ARTICLE 6 OFFICERS AND DIRECTORS

- 6.1 OFFICERS - The officers shall be as listed herein and shall be elected by the House of Delegates at its annual meeting.
  - .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

## 6.2 OTHER DIRECTORS

### .1 ATHLETE REPRESENTATIVES -

Two (2) Athlete Representatives shall be elected by the majority of the Athlete members present and voting at the House of Delegates, one each year, for a two-year term or until their respective successors are elected. At the time of election, the Athlete Representative must (a) be an athlete member in good standing; (b) be at least a sophomore in high school or at least 16 years of age, (c) be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by PNSA or another LSC; and (d) have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).

### .2 COACH REPRESENTATIVES

Two (2) Coach Representatives shall be elected by the majority of the Coach members present at the House of Delegates, one each year for a two-year term, or until a successor is elected. The election of the Coach Representatives shall be conducted at the annual meeting of the House of Delegates and determined by a majority vote of the coach members of the House of Delegates present and voting, or, failing that, at a time and place and in a manner designated by the Board of 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 selected by the Officials Committee following the House of Delegates in accordance with PNSA Officials 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 DEI Committee meeting following the House of Delegates meeting.
- (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.

6.3 ELIGIBILITY - Only Individual Members of USA Swimming in good standing with PNSA and USA Swimming shall be eligible to hold office and must maintain their eligibility throughout their term of office.

6.4 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in Board of Directors meetings may only have one vote, regardless of the number of positions held by such Member.

## 6.5 OFFICES SPLIT OR COMBINED -

- .1 OFFICE HELD BY TWO PERSONS - Any office other than General Chair, Finance Vice-Chair and Treasurer, may be held jointly by two Individual Members. Two individuals who are sharing an office shall share one vote.
- .2 OFFICES COMBINED - Any office other than General Chair may be combined with any other office except that the offices of Finance Vice-Chair and Treasurer may not be combined.

## 6.6 TERMS OF OFFICE -

- .1 TERM OF OFFICE - The terms of office of all members of the Board of Directors shall be two years.
- .2 COMMENCEMENT OF TERM - Each person elected or appointed to a position shall assume office upon election or appointment and shall serve until a successor is chosen.
- .3 CONSECUTIVE TERMS LIMITATION - Except for the Treasurer, no Individual Member who has served two successive terms shall be eligible for re-election or appointment to the same position until a lapse of one

170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, respectively. Similarly, it is intended that PNSA shall have that or similar status under the applicable state and local laws as will exempt it from taxation to the maximum extent possible to the extent not contrary to applicable federal requirements. These Bylaws shall be interpreted accordingly.

ARTICLE 13  
INTENTIONALLY DELETED

ARTICLE 14  
CONVENTIONS AND DEFINITIONS

14.1 CONVENTIONS -

- .1 TERMS GENERALLY - Whenever the context may require, any pronoun or official title shall include the corresponding masculine, feminine and neuter forms. The words “include”, “includes” and “including” shall be deemed to be followed by the phrase “without limitation”. The singular shall include the plural and the plural shall include the singular as the context may require. Where the context permits, the term “or” shall be interpreted as though it were “and/or”. Captions have been used for convenience only and shall not be used in interpreting the Bylaws.
- .2 CAPITALIZED TITLES - Capitalized titles, such as Secretary or Treasurer, when appearing alone shall refer to PNSA positions and not to USA Swimming or another organization.
- .3 NOTICE DEEMED GIVEN; LAST KNOWN ADDRESS -
  - A. Notice by Mail - Notice given and other writings delivered by first class mail, postage prepaid, and addressed to the last known address shall be deemed given or delivered upon the postmark date for all purposes under these Bylaws.
  - B. Notice by Email - Notice given and writings delivered by electronic mail to the last known email address shall be deemed given or delivered for all purposes under these Bylaws.
  - C. Last Known Mail or Email Address - For all purposes under these Bylaws, the last known mail or email address of a member of PNSA shall be the mail or email address on file with PNSA or in SWIMS.
- .4 TIME PERIOD CONVENTION - In computing time periods established by these Bylaws, the initial time period (days or hours) shall not be included but the last period shall be included.
- .5 WAIVER OF NOTICE CONVENTION - Untimely or insufficient notice for any meeting held under the authority of these Bylaws shall be considered to have been waived if a member attends or participates in the meeting to which such notice referred or to which notice was lacking without, at the earliest opportunity, raising an objection of untimely or insufficient notice having been given for such meeting. If the member is a Group Member Representative, then the relevant Group Member shall be treated as having waived the untimely or insufficient notice to the same extent.

14.2 DEFINITIONS - When used in these Bylaws, the following terms shall have the meanings indicated in this Section, and the definitions of such terms are equally applicable both to the singular and plural forms.

- .1 ARTICLE - a principal subdivision of these Bylaws.
- .2 ARTICLES OF INCORPORATION - the document filed with the Secretary of State of the State of Washington pursuant to which PNSA was formed.
- .3 ATHLETE REPRESENTATIVE - an Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors.
- .4 BOARD MEMBER - a member of the Board of Directors, including the At-Large Board Members.
- .5 BOARD OF DIRECTORS - the Board of Directors of PNSA.
- .6 BYLAWS - these bylaws as adopted and amended from time to time by, and in effect for, PNSA.
- .7 COACH REPRESENTATIVE - a Coach Member elected to represent the coaches in the House of Delegates and on the Board of Directors.
- .8 WORLD AQUATICS (formerly known as FINA - the Federation Internationale de Natation), the international governing body for the sport of swimming.

<b>Pacific Northwest Swimming Rules and Procedures</b>	<b>PNS Travel Fund</b>
<b>Index AD-97-05</b>	<b>Effective Date 05/13/23</b>
<p>Original: 1997, Updated: 9/1/01  09/26/05: Added officials, updated list of applicable meets, changed National Travel request due date to Aug  1502/25/08: Complete revision  04/28/08: Clarified the intent of the funds and that funds are claimed by and paid to teams, not athletes.  10/08/11: Revised policy to match approved funding proposal Fall HOD.  09/29/12: Clarified eligibility.  12/07/15: Added the wording and tables to make funding based on airfare + money.  07/11/16: Clarified officials wording and added officials table (Table C)  03/06/17: Further clarifications to wording for Officials and correction to Table C  09/10/18: Senior Zones moved to Season 4 with funding calculation. Travel Period in Table A changed to  Sep 1-Aug 5  06/19/19: Corrected Table B.  03/02/20: Update Table B &amp; C: Season 1 Winter Para Can Am, Season 2 Para World Series  05/13/22: Remove references to reimbursements for Officials and Table C as those are moved to Policy AD-23-05  "PNS Officials Travel Reimbursement Policy"</p>	

1. It is the policy of PNS to recognize PNS athletes who perform at a national level and to offset some of the travel costs necessary for that participation. As such, PNS has established a Meet Entry Support Fund. These funds will be paid to the club that the athlete represents on receipt of appropriate application filed within required timelines. The allocation of these funds to various expenses incurred while participating at the qualifying national level event is at the discretion of the receiving entity. The funds are intended to assist in the defraying of expenses associated with attendance at the qualifying national level events and are not intended to defray regular program operational costs. These include, but are not limited to, at the discretion of the receiving organization: air and ground transportation, lodging, per diem, and other enhancements to the competitive environment while competing at the event for which funds have been granted. The level of funding for athletes is determined in the table below.
  - a. Eligibility for Meet Entry Support
    - i. The swimmer must be a current athlete member of USA Swimming and PNS.
    - ii. The swimmer must have achieved the Qualifying time standard during the qualification time period and must have competed in an individual event. Swimmers who represent and compete for a PNS team as a Relay-only swimmer at Nationals, U.S. Open, or Junior Nationals will receive 50% of the allocation amount.
    - iii. Clarification
      - (1) Swimmers shall compete in at least one PNS sanctioned meet while registered as a PNS athlete, not including dual meets or time trials, during the qualifying period for which the reimbursement is being requested.
      - (2) Swimmers must list the PNS team as their primary affiliation if multiple affiliations are listed (e.g., KING-PN/CAL-PC).
      - (3) Following verification of eligibility, payment will be made to the club. Reimbursement for unattached swimmers will be made to the club with which the athlete is training.
      - (4) Individual swimmers competing attached or unattached, may request an exemption to the above requirements. Exemption requests shall be submitted to the Senior Vice Chair no later than April 10 for Season 1, or August 10th for Seasons 2, 3, 4, or 5.
      - (5) Teams may claim travel funds for a qualifying swimmer from only a single fund during each funding season. If, during a season, a swimmer who has qualified for funding from one fund qualifies for another higher-level fund, the team may request to receive the difference in funds as long as the request is made within the time limits.

- (6) Season 2 competitions meeting the “Approved LC Meet” are determined by the Senior Vice Chair. Requests to have a meet approved must be submitted at least 90 days before the first day of the meet or funding will not be available for that meet.
- (7) ALL TRAVEL FUNDS GO DIRECTLY TO THE TEAM FOR TEAM DISBURSEMENT.
2. In addition, it is the policy of PNS to promote and reward excellence in coaching as measured by the development of swimming talent to a national level. As such, teams may apply for travel funds for coaches attending meets in which they have both coaches and qualified athletes attending according to the following schedule.
- 1-6 athletes: 1 coach
  - 7-12 athletes: up to 2 coaches
  - 13 & more athletes: up to 3 coaches
3. All fund requests must be submitted in the fiscal year for which reimbursement is being sought. The Season 1 deadline is April 30 and the Seasons 2, 3, 4 and 5 deadline is August 31.
- a. “Air” will be determined by a PNS appointee. Approximately 57 days prior to the first day of competition, the appointee will use a common travel website (such as travelocity.com) to research flights departing the day before competition begins and returning the day after competition concludes. Considering only flights arriving and departing between 6:00am and 10:00pm, the airfare amount used for funding shall be the average of the least expensive fares from each of the three least expensive airlines (each airline will only have one fare count toward the average).
- b. “Meet” is considered the number of days competition is held at the meet. Time trials only days are not considered competition days.
- c. “Day” is considered 50% of the Government Reimbursement Rate for hotels in the city where the meet is conducted, multiplied by the number of meet\_days of travel for the meet.
- d. “Mileage” is calculated using the guidelines set forth in the PNS Mileage Policy.

**Table A – Qualifications and Periods for Funded Meets**

<b>Travel Fund</b>	<b>Competition</b>	<b>Fund Qualifying Standard</b>	<b>Travel period</b>
Season 1	Winter Nationals	Proof of participation.	Sep 1 – Apr 30
	Winter Para CanAm	Proof of participation.	Sep 1 – Apr 30
	Winter Junior Nationals	Proof of participation.	Sep 1 – Apr 30
Season 2	Pro Series	Proof of participation.	Sep 1 – Aug 15
	Spring Para World Series	Proof of participation	Sep 1 – Aug 15
	Approved LC Meet	Proof of <i>one PNS National Development Standard.</i>	Sep 1 – Aug 15
Season 3	Olympic Trials	Proof of participation.	Sep 1 – Aug 15
	World Championship Trials	Proof of participation.	Sep 1 – Aug 15
	Paralympics Trials	Proof of participation.	Sep 1 – Aug 15
Season 4	Summer Nationals	Proof of participation.	Sep 1 – Aug 15

	Summer U.S. Open	Proof of participation.	Sep 1 – Aug 15
	Summer Para CanAm	Proof of participation.	Sep 1 – Aug 15
	Summer Junior Nationals	Proof of participation.	Sep 1 – Aug 15
	Futures	Proof of participation.	Sep 1 – Aug 15
	Western Sr Zones	Proof of participation	Sep 1 – Aug 15
Season 5	Open Water Nationals	Proof of participation	Sep 1 – Aug 15

**Table B – Athlete and Coach Funding Schedule**

	<b>&gt; 300 miles from Sea-Tac</b>	<b>&lt; 300 miles and outside PNS</b>	<b>Within PNS Boundaries</b>
Season 1 – Winter Nationals	Air + Day	\$100 + Day	Day
Season 1 – Winter Para CanAm	Air + Day	\$100 + Day	Day
Season 1 – Winter Junior Nationals	Air + Day	\$100 + Day	Day
Season 2 –Pro Series	Air + Day	\$100 + Day	\$0
Season 2 – Spring Para World Series	Air + Day	\$100 + Day	\$0
Season 2 – Approved LC Meet	75% of Air	Day	\$0
Season 3 – Olympic Trials	Air + Day	\$100 + Day	Day
Season 3 – World Championship Trials	Air + Day	\$100 + Day	Day
Season 3 – Paralympics Trials	Air + Day	\$100 + Day	Day
Season 4 – Summer Nationals	Air + Day	\$100 + Day	Day
Season 4 – Summer U.S. Open	Air + Day	\$100 + Day	Day
Season 4 – Summer Para CanAm	Air + Day	\$100 + Day	Day
Season 4 – Summer Junior Nationals	Air + Day	\$100 + Day	Day
Season 4 – Futures	Air	\$100 + Day	Day
Season 4 – Western Sr Zones	50% of Air <sup>#</sup>	\$0	\$0
Season 5 – Open Water Nationals	Air + Day	\$100 + Day	Day

<sup>#</sup> designated airport used for calculation



Pacific Northwest Swimming Rules and Procedures	PNS Officials Travel Expense Reimbursement
Index AD-23-05	Effective Date 5/13/23
Original: May 2023	

1. **Purpose:** To support, promote, encourage Pacific Northwest Swimming (PNS) officials to participate at higher level meets such as Officials Qualifying Meets (OQM) Championships, Sectionals, and Futures held outside of PNS to provide experienced mentoring for new officials and to improve officiating within the LSC by:
  - Enabling PNS Officials to experience national deck protocols, allowing them to interact with officials from other LSCs and to learn and reinforce protocols, rules, application/interpretations, and situation resolution.
  - Providing additional opportunities for advancement/sustainment within the National Officials Certification Program.
  - Developing/sustaining National Evaluators and local Mentors to support advancement and training opportunities at PNS LSC meets.

PNS recognizes that significant expenses may be incurred by Officials who travel to these meets. To help offset travel costs PNS officials may be eligible for reimbursement of travel-related expenses, subject to the requirements listed below..

2. **Guidelines:** The PNS Officials Committee is responsible for managing the Officials Travel Expense Reimbursement program. Changes may be made to this program for fiscal/budgetary reasons, at the discretion of the PNS BOD. However, due to the nature of the championship meet schedule occurring in late Autumn, Spring, and late Summer, it is unlikely that changes would be necessary until the summer championship meet season, which is near the end of the PNS fiscal year. Reimbursement priority (in the following specified order) will be for requests for 1) 'first-timer' officials at OQMs, 2) those seeking advancement of their N3 credential, 3) those seeking N3 recertification. Every attempt will be made to communicate changes well in advance of upcoming championship seasons.

Travel-related expenses include reasonable and customary coach air fare, lodging, use of rental or personal car, gas, and associated parking fees incurred during travel. A PNS official may not receive more than their actual expenses (i.e., payment will be the lessor of allowable expenses incurred or the maximum eligible funding). In addition, PNS reimbursement cannot be requested by both an official and their athlete (if eligible under separate PNS policies) for the same expenses. Detailed receipts must accompany the reimbursement request. Officials receiving reimbursement will be expected to serve as mentors for LSC officials' development and may be asked to speak about their experiences at Officials Clinics, LSC meets and special events.

3. **Eligibility:** To be considered for reimbursement, the following criteria must be met:
  - i. Must be registered as a current PNS official for at least one (1) year prior to and during the meet.
  - ii. Must have worked a minimum of sixteen (16) sessions, as recorded in the Officials Tracking System (OTS), at USA Swimming and/or PNS sanctioned meets in the prior two (2) years.
  - iii. Must have worked four (4) sessions, as recorded in OTS, at a PNS-sanctioned OQM in the prior (2) years.
  - iv. Must submit an Officials Travel Reimbursement Application to the Pacific Northwest Officials Committee (email to officials@pns.org) at least 30 days prior to the meet. Link to the online request form is located on the PNS website under the Officials home tab.
  - v. Must work all assigned sessions of the meet. Sessions worked will be verified in OTS prior to any approval for reimbursement. An official may request reimbursement for one (1) meet per

season (defined as Season A -- 1 October to 31 March -- and Season B -- 1 April to 31 August.)

- vi. Official must submit a short report to PNS Officials Committee or lead a learning activity regarding his/her experience at the meet attended (e.g., what did you see? what could be done similarly at the local LSC level meets?). An N2 Official must agree to be available as a mentor/evaluator at least once in the following year at a designated OQM in the PNS LSC.
- vii. Must submit a PNS Expense Reimbursement Form, along with applicable receipts and a copy of the OTS log identifying the meet/sessions worked, to the PNS Officials Committee (email to officials@pns.org) and PNS Office (email to office@pns.org) within 30 days after the meet or by August 31 of that fiscal year. Link to the online expense reimbursement form is located on the PNS website under the Officials home tab.
- viii. Note: PNS reimbursement cannot be requested by both an official and their athlete (if eligible under separate PNS policies) for the same expenses.
- ix. Reimbursement approvals will be made by the PNS Officials Chair with priority given to requests for 'first-timer' officials at OQMs and those seeking National level credentials and recertification.
- x. The PNS Board of Directors (BOD) may waive an eligibility criterion under special circumstances.

An official may request reimbursement for expenses for only one meet in Season A (1 October to 31 March – a.k.a., Short Course Season) and one meet in Season B (1 April to 31 August – a.k.a., the Long Course Season) during any fiscal year [1 September to 31 August]. To facilitate processing of reimbursement requests in a timely manner, submittals are due no later than 30 days after the meet or August 31 of that fiscal year.

Please note that the Western Zone has established a program to encourage officials to participate in the Age Group and/or Senior Zone Long Course Championships meets –the Officials Reimbursement Fund. PNS does not offer further reimbursement for these two meets and, therefore, these meets are not eligible under this PNS policy.

- 4. **Additional Considerations for Officials' Travel within PNS:** In an effort to offer officials development experience within PNS, those who reside more than 75 miles away from the Weyerhaeuser King County Aquatic Center (KCAC) may request reimbursement for one round trip per Season subject to the Eligibility requirements above. Meets under this section of the Policy must be a PNS Sanctioned meet. PNS promotes carpooling to meets for both environmental reasons and because of parking limitations at meets. When officials carpool to KCAC, only the driver may file a request for reimbursement for the mileage traveled.
- 5. **Payment Schedules:** Payments will be made for eligible and approved requests using the following table. Payment amounts will be the lesser of the incurred eligible expenses or the rate below.

Meet (outside of PNS)	Reimbursement Rate***
Junior/Pro/Open/National	\$500
Futures	\$500
Sectionals	\$400
Zones*	\$300
OQM Championships	\$200
PNS Sanctioned at KCAC **	\$120

\* If not covered by the Western Zone Officials Reimbursement Fund

\*\* For those officials residing outside of 75 miles from KCAC

\*\*\* subject to reimbursement priority as defined under Guidelines