



Board of Directors Meeting Agenda

Thursday, May 23, 2024

Zoom

Sierra Nevada Swimming Mission

Promoting swimming by offering competitive and safe opportunities to athletes, support to coaches and educational awareness to clubs and volunteers.

Board of Directors

General Chair

- Scott Sewell

Admin Vice-Chair

- Daryn Glasgow

Finance Vice-Chair

- Roberta Savage

Senior Vice-Chair

- Brian Clark

Age Group Vice-Chair

- Summer Huntsman

Program Development Vice-Chair

- Adric Jope

Technical Planning Chair

- Alan Rosenfeld

Safe Sport Co-Chairs

- Deanna Hogenboom
- Jason Shibata

Athlete Representatives

- Julianna Gibson (SR)
- Ella Ching (JR)
- Aved Gorji
- Cooper Zarro

Coaches Representative

- Betsy Aird

Officials Chair

- Scott Hastings

Diversity, Equity, Inclusion Chair

- Leslie Juarez-Michel

Operational Risk & Safety Chair

- Stephen Adams

At-Large

- David Karacozoff
- Ted Curley
- Tim McCormick

Disability/Adaptive Coord. (NV)

- Vacant

Open Water Chair (NV)

- Marc Stanley

Staff

- Alex Ongaco
- Mark Brown
- Alison Appel
- T.J. Kay
- Hope Gawlick

Roll Call of Board Members

Open Session for Guest Comments

Reports of Officers, Chairs, Committees and Staff

Action/Discussion Items:

1. Adoption of Minutes from the April 2, 2024 Sierra Nevada Swimming Board of Directors Meeting
2. Discussion/Action Item - Executive Director Job Description - Sewell
3. Discussion/Action Item - Waiver of LSC Annual Team Fees - Glasgow
4. Discussion/Action Item - Approve 24/25 Season Budget for HOD - Savage
5. Discussion of Treasurer's Reports (Information Purposes Only) - Savage
6. Discussion/Action Item - Approve Chapter 3 Policies and Procedures - Savage
7. Discussion/Action Item - Approve Adding Finance Vice Chair to Bank Account/Visa Debit Card and List CPA's Office as SNS Physical Location for Bank - Savage
8. Discussion/Action Item - Approve Updated Equipment Policy for 24/25 Season - Savage

Adjournment

House of Delegates - June 25, 2024 - 7:00 PM



Sierra Nevada Swimming

Board of Directors Meeting Minutes

April 2, 2024

Meeting called to order by Scott Sewell at 7:02 pm. **Quorum present (12).**

1. Roll Call of Board Members
2. Guest Comments: None
3. Reports Given
4. Adoption of minutes from the January 11, 2024 Sierra Nevada Swimming Board of Directors.

Motion 2324-22: **Motion to approve minutes from the January 11, 2024 Sierra Nevada Swimming Board of Directors Meeting.** Motion Hogenboom, Second Huntsman. For 12, Against 0, Abstained 0. **Approved**

5. Brief Discussion of Treasurer's Reports
 - Please bring ideas forward for items not already in the budget as funding is available this year.
 - Reimbursement forms will largely be available online. Reimbursement forms for officials already available on the website. Olympic Trials will be paper. Will be able to reimburse through Zelle.
6. Discussion Regarding Budget Survey
 - Thank you for completing the survey as it provided necessary information.
 - Areas where we do things really well and areas where we can make improvements.
 - Desire for coaches education and new/different types of camps. Aware of mixed reviews regarding Western Zones.
 - Board Members should come forward with any desired revisions to their budgets.
 - Scott Sewell and Alex Ongaco to meet with teams to discuss this further.
 - Deadline to get all information out for House of Delegates is June 5, 2024 - three big items are Elections, Budget and Meet Schedule.
 - Chairs should reach out to Roberta and Alison by 4/15/24 if they want to meet regarding their budgets. Any written budget requests should be sent to Roberta by 5/1/24. If Roberta and Alison do not hear from you by 5/1/24 the allotted budget amount will stay the same.

Adjournment at 7:34pm.

Present: Scott Sewell, Roberta Savage, Deanna Hogenboom, Scott Hastings, Summer Huntsman, Leslie Juarez Michel, Alan Rosenfeld, Brian Clark, David Karacozoff, Stephen Adams, Tim McCormack, Cooper Zarro (Athlete)

Staff: Alex Ongaco, Alison Appel, Hope Gawlick

Absent: *Daryn Glasgow, Betsy Aird, Adric Jope, Jason Shibata, Ted Curley, Julianna Gibson (Athlete), Ella Ching (Athlete), Aveed Gorji (Athlete), Marc Stanley (Non Voting), Mark Brown, TJ Kay*

Guests: *Chris Breitbart (WAC), Sam Cooc (EGAC), Sandi Hanson (ROC), Grace Erkeneff (VACA)*

Respectfully submitted,

Hope Gawlick

SNS Secretary



SIERRA NEVADA SWIMMING BOARD REPORT

Board Member: Governance Committee / Administrative Vice Chair / Daryn Glasgow

Date of Board Meeting: 5/23/24

Date of Next Committee Meeting: TBD

Committee Meetings are open to anyone that would like to attend.

Please contact Daryn Glasgow at CoachGlasgow@gmail.com to receive the Zoom Link for any upcoming Governance Meeting.

Action Items Completed:

1. Recommend addition to Policies – Chapter 3.7
2. Recommend Motion to Waive LSC Annual Team Fees.

Action Items In-Progress:

- SNS HOD planning
- Board Manual
- Chapter 5

Announcements:



SIERRA NEVADA SWIMMING COMMITTEE REPORT

To be submitted to Hope Gawlick (hope@gawlick.com) the Monday prior to the next BOD meeting

Board Member: Roberta Savage – Finance Vice Chair

Date of Next Finance/Audit Meeting: June 11 @ 6:00 p.m. via Google Hangout/Meet (if needed). All are welcome. Contact me to join (robertasavage2004@gmail.com)

Action Items Completed:

1. Reviewed payout for Senior Travel Program. 32 Athlete submissions were accepted, 12 opted for Zelle payment and 20 opted for checks. The total program cost was \$18,000 even. This is \$2K less than last spring with 9 fewer athletes applying.
2. Actions to develop 24/25 season Budget (See Attached proposed Budget)
 - Met with DEI Chair Leslie Juarez-Michel and Alison Appel, Treasurer, to discuss DEI budget on April 10th.
 - Met with Admin Vice Chair Daryn Glasgow and Treasurer, Alison Appel on April 11th
 - Held a Finance Committee Meeting on April 23rd to discuss the Budget.
 - Met with Scott Sewell on May 16th to discuss the Budget.
 - Met with Alex Ongaco on May 17th to discuss the Budget.
 - Met with Alison Appel on May 15th to discuss the Budget
3. Participated in USA Swimming General Chair Zoom meeting on April 20th about Board orientation and strategic planning. Initiated the planning for the 24/25 Board Orientation.
4. Reviewed Treasurer's Reports. See attached.
5. Met with Governance Committee on May 15, 2024. See attached Updated Policy and Procedure.
6. Met with Alison Appel re: budget, equipment policy, and banking on May 15, 2024. See attached Board action and Updated Equipment Policy

Board Meeting Agenda/Discussion Items:

1. Budget Discussion - Action to approve 24/25 Season Budget to submit to HOD
2. Brief discussion of Treasurer's reports for information purposes only
3. Discussion/Action Item - Action to approve Chapter 3 Policies and Procedures
4. Discussion/Action Item - Action to approve adding Finance Vice Chair to bank account and visa debit card; and list CPA's office as SNS physical location for bank.

5. Discussion/Action Item - Action to approve Updated Equipment Policy for 24/25 season.

Action Items In-Progress / Pending:

1. Continue to review/update all finance related policies as needed
2. Budget for 2024-2025 season

Announcements:

Questions for the Board / Larger Group: _____



SIERRA NEVADA SWIMMING COMMITTEE/CHAIR/BOARD MEMBER REPORT

To be submitted to Hope Gawlick (SNS Secretary) hope@gawlick.com and Alex Ongaco (SNS Executive Director) alex.ongaco@snswimming.org prior to the next meeting.

Committee/Chair/Board Member: Alan Rosenfeld

Date of Board Meeting: May 23rd Date of last Committee Meeting: _____

Members Present:

Date of Next Meeting: _____

Action Items Completed: Awarded SNS Championship Meets to Woodland (Senior Short Course Champs), Vacaville (14 U Short Course Champs), DART (SWAGR), and CCA (Bill Rose Classic) Had Technical Planning meeting where meet schedule was introduced and some conflicts resolved. Some conflicts are still in process as of the 19th but I hope to have them resolved by the June 5th deadline for HOD.

Action Items In-Progress / Pending: Meet scheduling is almost completed with only a few additional teams that historically have hosted meets not having submitted documentation. There are also still a few heavily impacted weekends that may end up being moved around.

Announcements: _____

Questions for the Board / Larger Group: Talked with Mark Brown about not allowing Block Party times that are non-OTS approved not used for qualifying for LSC Championship Meets. I would like to allow block party times with officials to be allowed but the pilot program does not yet have a process to allow this. I propose revisiting this issue after the USA Swimming Meetings in Colorado in September. Mark's suggestion is to currently not allow non-OTS times to not count and add that wording to the meet announcement and to the LSC P&P.



SIERRA NEVADA SWIMMING COMMITTEE/CHAIR/BOARD MEMBER REPORT

To be submitted to Hope Gawlick (SNS Secretary) hope@gawlick.com and Alex Ongaco (SNS Executive Director) alex.ongaco@snswimming.org prior to the next meeting.

Committee/Chair/Board Member: Leslie Juarez Michel, DEI Chair

Date of Board Meeting: May 21, 2024

Date of last Committee Meeting: N/A

Members Present:

N/A

Date of Next Meeting: N/A

Action Items Completed: Met with Western Zones DEI Committee and continue to finalize details for the DEI Camp. Tickets are purchased.

Action Items In-Progress / Pending: Working with Pacific to host a joint DEI camp for the 24-25 season. Workin on creating a detailed job description for DEI chair.

Announcements: _____

Questions for the Board / Larger Group: _____

Notes/ Other: _____

**Sierra Nevada Swimming
2024-2025 Season**

Item	Schedule				Totals	
Income						
Registration (Member) Fees	C				\$ 94,000.00	
Meet Fees	A				\$202,500.00	
Sanction Fees	A				\$ 1,375.00	
Age Group and Senior Camp Copays	K, M				\$ 16,800.00	
Age Group Western Zone Copays	J				\$ 58,375.00	
Awards Banquet Copays	F				\$ 5,500.00	
Senior Athlete Camps Copays	K					
Equipment Rentals	I				\$ 5,000.00	
Transfer from Investment Income					\$ -	
Total Income					\$ 383,550.00	
		General Fund	Age Group Fund	Senior Fund		
Expenses						
General Fund - Administrative						
Staff Wages	C	\$ 96,000.00	\$ -	\$ -	\$ 96,000.00	
5010 Workers Compensation	C	\$ 2,310.00	\$ -	\$ -	\$ 2,310.00	
Office Staff Expenses	C	\$ 4,222.00			\$ 4,222.00	
Payroll Taxes	C	\$ 11,520.00	\$ -	\$ -	\$ 11,520.00	
General Fund						
Governance	E	\$ 12,687.55	\$ -	\$ -	\$ 12,687.55	
Officials	D	\$ 12,700.00	\$ -	\$ -	\$ 12,700.00	
504 Communications	G	\$ 450.00	\$ -	\$ -	\$ 450.00	
Equipment	I	\$ 6,320.00	\$ -	\$ -	\$ 6,320.00	
Coaches Social	B	\$ -	\$ -	\$ -	\$ -	
Age Group						
Adaptive Swimming	N	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	
Athlete Swim Camps	K	\$ -	\$ 31,223.00		\$ 31,223.00	
Championship Host Team Stipends	H	\$ 11,875.00	\$ -	\$ -	\$ 11,875.00	
LSC Awards	H	\$ 12,200.00	\$ -	\$ -	\$ 12,200.00	
Western Zone Team	J	\$ -	\$ 116,750.00	\$ -	\$ 116,750.00	
Awards Banquet	F			\$ -	\$ 11,000.00	
Senior						
Senior Travel Program	B	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	
Club Recognition Program	B			\$ -	\$ -	
Olympic Trials	M	\$ -	\$ -	\$ -	\$ -	continue to pay from Investment Fund
Senior Camps	M					
Finance						
	L	\$ 24,134.00	\$ -	\$ -	\$ 24,134.00	
Outreach Reimbursement						
	A					continue to pay from Investment Fund
Total Expenses		\$ 194,418.55	\$ 148,973.00	\$ 50,000.00	\$ 404,391.55	
					Totals	
Income in Excess of Expenses					\$ (20,841.55)	

Meet Fees Income
2024-2025 Season
SCHEDULE A

	General	Senior	Age	Fines	Total
Projected 2024-2025 Meets	\$44,550	\$64,800	\$93,150		\$202,500
Historic Distribution %	22.0%	32.0%	46.0%		100%
Sanction Fees	\$ 1,375.00				
	55 Meets				
	2.5 average days per meet				
	\$10 sanction fee per day				

Outreach Champ Meet Fee Relief Program	\$ 250.00	Bill Rose
	\$ 250.00	NVAL Champs
		Short Course Champs
		Senior Champs
	\$ 500.00	

RSS Notes
Outreach funds have not been requested in at least 2 years

Club Development Committee

**2024-2025 Season
Schedule B**

Item	2024/2025 Budget
506 Club Development	
5065 USA Swimming Club Recognition Award	\$ -
51611 Senior Travel Program	\$ 50,000.00
Total 506 Club Development	\$ 50,000.00

add \$5,000 to this from OTC
and Leadership Camp; Alison
thinks \$75,000

*Club Recognition Program is a voluntary USA Swimming
Program that SN awards Teams for achieving levels 1-4*

5138 Coaches Business Event	Total	Presenter	Airfare	Meals	Housing
			Transportation		

RSS Notes

Registration/Office Staff

2024-2025 Season

SCHEDULE C

Registrations Income	
300 Member Fees	\$94,000
Total Registrations Income	\$94,000

RSS Notes

possibly reduce by \$2000 to reflect not collecting from teams; new club should have to pay an admin fee; will the new fee structure cut into our fees

Office Staff Expenses	
500 Registration/Office Staff	-
5001 Office Equip	\$ 50.00
5002 Postage	\$ 50.00
5003 Phone/Internet	\$ 525.00
5004 Copying/Supplies	\$ 275.00
524 Office/General Administrative Expenditures	\$ 250.00
USA Swimming Membership Fees	\$ 432.00
50001 Executive Director Discretionary Fund	\$ 1,000.00
500116 Western Zone Diversity Fund	\$ 1,000.00
50002 Staff Holiday Bonus	\$600
Bank charges	\$40
Total 500 Registration/General Office	\$ 4,222.00

\$.20/athlete

Executive Director, Registrar, Equipment Coordinator

Office Staff Payroll Expenses	
Taxes	\$ 11,520.00
Wages	\$ 96,000.00
5010 Workers Compensation	\$ 2,310.00
Total Payroll Expenses	\$ 109,830.00

add 5% raise

\$ 109,830.00

\$ 4,182.00

\$ 114,012.00

Officials Committee
2024/2025 Budget
 SCHEDULE D

507 Officials	
50701 Officials Tier 1 Meet Travel	
50702 Officials Tier 2 Meet Travel	\$7,200
50703 Officials Tier 3 Meet Travel	
5071 USA-S Officials Clinic Reg.	\$0
5072 USA-S Officials Clinic Transp.	\$0
5073 Western Zone Hotel	\$0
5074 Postage	\$0
5075 Office Expense/Printing	\$0
5076 Miscellaneous	\$500
5077 Officials Training	\$1,000
5078 National Evaluator	\$3,000
5079 Official's Social after BRC	\$1,000
Total 507 Officials	\$12,700

RSS Notes

All in one pot perferred, GL code to be updated by AA

Officials incentives and LSC gear

\$1000 per OQM (every other year addition of SWAGR)
 propose \$1000; no alcohol

Governance Committee

2024-2025 Season SCHEDULE E

Item	2024/2025 Budget
Expenses	
503 Governance	
5035 Misc	\$ 500.00
5036 Diversity Symposium	\$ -
5037 Zones Workshop	
5032/5033 Annual Business Meeting	
50331 Travel Workshop	\$ 6,195.60
50332 Hotel Workshop	\$ 2,796.95
50333 Per Diem Workshop	\$ 1,095.00
50364 Safe Sport	\$ 500.00
5039 House of Delegates	\$ -
509 General Chair Expense Fund	\$ 800.00
50300 Other professional services	\$ 800.00
Total	#####

RSS Notes

up to 10 people

Banquet Committee

2024-2025 Season

SCHEDULE F

Item	2024/2025 BUDGET
Income	
5011 Attendee Fee	\$5,500
Expenses	
5012 Facility	\$3,500
5013 Food	\$5,000
5014 Speaker Honorarium	\$1,000
5015 Speaker Transportation-Air	\$0
5016 Speaker Hotel	\$0
5017 Awards	\$1,500
5018 Decorations	\$0
5019 AV Equipment Rental	\$0
5020 Programs	\$0
Total Expenses	\$11,000
Net Cost	\$ (5,500.00)

RSS Notes

Mark suggestion to pay for 1/2 of athletes or not hold
Re-do it - dessert only; focus on honoring athletes

Communications Committee
2024-2025 Season
SCHEDULE G

RSS Notes

	2024/2025
Item	Budget
Expenses	
5044 Zoom License	\$400
5041 Web Site	\$50
5045 Dropbox	
Total Expenses	\$450

**Awards Committee
2024-2025 Season
SCHEDULE H**

Item	2024/2025 Budget
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RSS Notes

Championship Host Team Stipend

5121 LCM Champs Summer Host Tea	\$ 5,000.00
5122A SCY Champs Host Team	\$ 3,750.00
5128 Senior Champs Host Team	\$ 3,125.00
Total	\$ 11,875.00

Expenses Senior SCY Championship Meet

5128A Trophies	\$ 350.00
Total Expenses Senior	\$ 350.00

Expenses Age Group SCY Championship Meet

5122 Medals	\$ 2,400.00
5123 Bag Tags	\$ 1,000.00
5122 Trophies	\$ 650.00
Total Expenses Age Group SCY	\$ 4,050.00

Expenses Bill Rose Classic

5125 Medals	\$ 2,500.00
5127 Bag Tags	\$ 1,000.00
5125 Trophies	\$ 650.00
Total Expenses Bill Rose Classic	\$ 4,150.00

512-O postage \$100.00

51200 Promotional Material/Incentives \$500.00

5129 A Medals	\$ -
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5126 NVAL Bag Tags	\$ 1,300.00
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512017A Scholar Athlete Awards	\$ 1,750.00
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Total Awards Expenses	\$ 12,200.00
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Equipment Committee

2024-2025 Season SCHEDULE I

Income	
	2024/2025
Item	Budget
Income	
304 Equipment Rentals	\$5,000
General Fund Transfer	\$0
Total Income	\$5,000

RSS Notes

Expenses	
502 Equipment	
5021 Locker Rental	\$3,000
5022 Insurance	\$470
5023 Supplies	\$450
5024 Repairs	\$2,000
5026 Shipping Fees	\$400
5029 New Equipment	\$0
Total 502 Equipment Expenses	\$6,320

Use Investment Fund when needed - ask TJ

**AGE GROUP Western Zones
2024-2025 Season
SCHEDULE J**

Item	2024/2025 Budget	Per Person	Number
Income			
5131 WZ Athlete Fee Copay (income)	\$ 58,375.00	\$ 1,216	48
Expenses			
513 Western Zone Team			
5132 Transportation	\$ 55,000.00	\$ 250	60
5134 Housing	\$ 32,000.00	\$ 533	60
5135 Meals	\$ 9,500.00	\$ 184	60
5136 Coach Stipends	\$ 3,850.00	\$ 533	6
5137 Team Social	\$ 3,200.00	\$ 53	60
5138 Coaches Business Meeting Dinner			
5139 Meet Entry Fees	\$ 3,200.00		
5140 Supplies, copies, first aid	\$ 1,000.00		
5142 Team Uniforms	\$ 9,000.00	\$ 150	60
5143 Shade Tent Rentals			
Total 513 Western Zone Team	\$ 116,750.00		
Net Cost	\$ 58,375.00		

Number of Coaches	6
Number of Chaperones	6
Number of Athletes	48

AGE GROUP CAMPS
2024-2025 Season
SCHEDULE K

Name of Camp:	# of Swimmers/coaches	Swimmer Fee Line Item	Swimmer Fee	Coaches	Airfare	Housing	Meals/Snacks/ Supplie	Apparel/Caps	Presenters	Coaches	Pool Rental/ Swim lab fee	Ground Trans	Est Expenses	Swimmer Fee	NET COST TO SNS
5112 Age Group Select Camp - February 2025	40	5153	\$200.00	6	\$0	\$3,800	\$2,700	\$1,500	\$500	\$1,300	\$1,330	\$2,000	\$13,130	\$8,000	\$5,130
5111 Launch Camp #1 - October 2024	60	5151	\$50.00	6	\$0	\$0	\$1,340	\$630	\$0	\$700	\$2,500	\$1,200	\$6,370	\$3,000	\$3,370
5115 Launch Camp #2 - March 2025	40	5152	\$75.00	6	\$0	\$0	\$940	\$633	\$0	\$700	\$3,250	\$1,200	\$6,723	\$3,000	\$3,723
5117 Diversity & Inclusion Camp - October 2024		-												\$0	\$3,000
5113 Leadership Camp - June 2025	40	5154	\$60.00	3	\$0	\$0	\$1,290	\$778	\$500	\$400	\$750	\$500	\$5,000	\$2,400	\$2,600
Camps Total:													\$31,223	\$16,400	\$17,823

RSS Notes

5117 Diversity & Inclusion Camp - cost to co-host a camp with Pacific. May be up to 25 SNS athletes invited

Do we also get rid of the Leadership Camp and put the \$ into the Senior Travel Fund

Actuals for 23/24

Name of Camp:	# of Swimmers/coaches	Swimmer Fee Line Item	Swimmer Fee	Coaches	Airfare	Housing	Meals/Snacks/ Supplies	Apparel/Caps	Presenters	Coaches	Pool Rental/ Swim lab fee	Ground Trans	Est Expenses	Swimmer Fee
5112 Age Group Elite Camp	40	5153	\$200.00	6	\$0	\$3,686	\$2,750	\$2,078	\$0	\$1,375	\$1,332	\$2,085	\$13,306	\$6,475
5111 Launch Camp #1	60	5151	\$40.00	6	\$0	\$0	\$1,472	\$885	\$600	\$800	\$3,250	\$1,162	\$8,169	\$2,480

**Finance Committee
2024-2025 Season
SCHEDULE L**

519 Accounting & Tax Prep	\$19,800
5190 Yearly Audit	\$3,410
521 Finance State Fees	\$0
523 Quickbooks Online	\$924
Total 518 Finance	\$24,134

RSS Notes

No changes

Senior **2024-2025 Season** **SCHEDULE M**

51612 Olympic Trials	\$0	Funded by Investment Fund
5114 OTC Camp	\$0	
Total Senior	\$0	

Name of Camp:	# of Swimmers/coaches	5155 Swimmer Fee	Coaches

RSS Notes

Can add in funding if Senior Chair finds opportunities

Possibly add a new, lower tier, and add Spring Cup or NSCA time standards; Spring Cup and NSCA could be the qualifying event and then add Senior Zones as meet to attend to obtain reimbursement

Airfare	Housing	Meals/Snacks	Apparel/Caps	Presenters	Coaches	Pool Rental	Ground Trans	Est Expenses

Swimmer Fee	NET COST TO SNS
	\$0

**Adaptive Program
2024-2025 Season
SCHEDULE N**

Adaptive Swimming	
Total Adaptive	\$0

RSS Notes

Until we have an Adaptive/Para Chair who presents a program/budget, this will be blank

For Period: March 1,2024 - March 29, 2024

Account Cash Balance 1/31/2024:	\$ 298,719.60
Income Registrations:	\$ 3,664.00
Income Meet Fees:	-
Income Sanction Fees:	\$ 10.00
Income Equipment Rentals:	\$ 200.00
Fines & Penalties	-
Banquet Attendee Fee	\$ 100.00
Expenses*:	\$ (32,661.14)
USA Swimming 4% Tech Fee	\$ (146.56)
Transfer to Investment Account	\$ -
Account Cash Balance 2/29/2024:	\$ 269,885.90

*(payroll, professional fees, supplies, storage, taxes, Partial Awards Banquet expenses, SC champ expenses)

**registration income does not include Clubs -- they have not been billed

***Meet fees were deposited after statement close date in the amount of \$7919.50

I have reconciled the SNS bank account for March 2024 and found that our known and recorded transactions match our bank statement.

Account Cash Balance 3/29/2024:	\$ 269,885.90
Savings Account Balance 3/31/2024:	\$ 594,105.63
Assets:	\$ 863,991.53

For Period: March 30, 2024 - April 30, 2024

Account Cash Balance 3/29/2024:	\$ 269,885.90
Income Registrations:	\$ 1,802.00
Income Meet Fees:	\$ 12,142.00
Income Sanction Fees:	\$ 120.00
Income Equipment Rentals:	\$ 275.00
Fines & Penalties	-
Elite Camp Attendee Fee	\$ 6,475.00
Expenses*:	\$ (38,268.58)
USA Swimming 4% Tech Fee	\$ (72.08)
Transfer to Investment Account	
Account Cash Balance 4/30/2024:	\$ 252,359.24

*(payroll, professional fees, supplies, storage, taxes, Partial Awards Banquet expenses, partial Senior Travel, partial Officials Travel, partial Launch Camp, partial Elite
**registration income does not include Clubs – they have not been billed

I have reconciled the SNS bank account for April 2024 and found that our known and recorded transactions match our bank statement.

Account Cash Balance 4/30/2024:	\$ 252,359.24
Savings Account Balance 4/30/2024:	\$ 576,225.67
Assets:	\$ 828,584.91

Sierra Nevada Swimming

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

September 2023 - August 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
301 Meet Fees	114,026.25	202,500.00	-88,473.75	56.31 %
Fines and penalties	340.00		340.00	
Total 301 Meet Fees	114,366.25	202,500.00	-88,133.75	56.48 %
302 Sanction Fees	730.00	1,375.00	-645.00	53.09 %
304 Equipment Rentals	4,415.00	5,000.00	-585.00	88.30 %
5011 Banquet Attendee Fee	5,680.00	11,000.00	-5,320.00	51.64 %
50704 WZ Officials Travel Reimbursement	0.00		0.00	
5131 WZ Team Swimmer Contribution		58,675.00	-58,675.00	
5151 Launch / CTS Camp Athlete Contribution - Spring	62.00	2,400.00	-2,338.00	2.58 %
5152 Launch / CTS Camp Athlete Contribution - Fall		2,400.00	-2,400.00	
5153 Age Elite Camp Athlete Contribution	6,475.00	8,000.00	-1,525.00	80.94 %
5154 Leadership Camp Athlete Contribution		4,000.00	-4,000.00	
5155 Senior Athlete Camp Contribution		5,000.00	-5,000.00	
5156 5156 DEI Camp Athlete Contribution		0.00	0.00	
660 Investment Income				
Interest and Dividend Income	29,281.22		29,281.22	
Total 660 Investment Income	29,281.22		29,281.22	
Registrations				
300 Member Fees	76,640.54	94,000.00	-17,359.46	81.53 %
3002 Dues to USA Swimming	-1,000.00		-1,000.00	
3012 USA Swimming Tech Fee 4%	-3,016.14		-3,016.14	
Total Registrations	72,624.40	94,000.00	-21,375.60	77.26 %
Total Revenue	\$233,633.87	\$394,350.00	\$ -160,716.13	59.25 %
GROSS PROFIT	\$233,633.87	\$394,350.00	\$ -160,716.13	59.25 %
Expenditures				
500 Registration/General Office				
50001 Executive Director Discretionary Fund	450.00	1,000.00	-550.00	45.00 %
50002 Staff Holiday Bonuses		600.00	-600.00	
5001 Office Equip	303.51	50.00	253.51	607.02 %
500116 Diversity & Inclusion (DEI) Camp WZ	2,296.20	288.00	2,008.20	797.29 %
5002 Postage	19.24	50.00	-30.76	38.48 %
5003 Phone/Internet	347.99	525.00	-177.01	66.28 %
5004 Copying/Supplies		275.00	-275.00	
5005 USA Staff Annual Dues	402.70	432.00	-29.30	93.22 %
5010 Workers Compensation	3,279.00	2,310.00	969.00	141.95 %
524 Office/General Administrative Expenditures/Thank You's		250.00	-250.00	
Bank charges	7.50		7.50	
Payroll Expenses (ATA Payroll runs)	559.62		559.62	
Taxes	4,193.07	11,520.00	-7,326.93	36.40 %
Wages	51,974.62	96,000.00	-44,025.38	54.14 %
Total Payroll Expenses (ATA Payroll runs)	56,727.31	107,520.00	-50,792.69	52.76 %

Sierra Nevada Swimming

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

September 2023 - August 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 500 Registration/General Office	63,833.45	113,300.00	-49,466.55	56.34 %
501 Awards Banquet				
5012 Facility	1,486.98	3,500.00	-2,013.02	42.49 %
5013 Dinner	10,687.58	5,000.00	5,687.58	213.75 %
5014 Speaker Honorarium		1,000.00	-1,000.00	
5017 Awards	1,373.05	1,500.00	-126.95	91.54 %
5020 Programs	57.42		57.42	
Total 501 Awards Banquet	13,605.03	11,000.00	2,605.03	123.68 %
502 Equipment				
5021 Locker Rental	2,250.00	3,000.00	-750.00	75.00 %
5022 Insurance	635.49	470.00	165.49	135.21 %
5023 Supplies		450.00	-450.00	
5024 Repairs		2,000.00	-2,000.00	
5026 Shipping Fees		400.00	-400.00	
5028 Equipment Training/Seminars	350.00		350.00	
5029 New Equipment		0.00	0.00	
Total 502 Equipment	3,235.49	6,320.00	-3,084.51	51.19 %
503 Governance				
5006 PO Box Rental Fee	97.00		97.00	
50300 Other Professional Services		800.00	-800.00	
503001 Registrar, Membership & Meet Sanctions Chair Contractor	15,793.36		15,793.36	
50305 SNS Board Offsite	1,218.44		1,218.44	
5032 Other LSC Travel to Conventions, Seminars non USAS	954.87	1,600.00	-645.13	59.68 %
5034 Other LSC Per Diem to Conventions, Seminars non USAS	170.25		170.25	
5035 Misc		500.00	-500.00	
50364 Safe Sport		500.00	-500.00	
5037 WZ / USAS Spring Meeting Registration Fees				
50371 WZ / USAS Spring Meeting Travel		6,195.60	-6,195.60	
50372 WZ / USAS Spring Meeting Hotel		996.48	-996.48	
50373 WZ / USAS Spring Meeting Per Diem		1,095.00	-1,095.00	
Total 5037 WZ / USAS Spring Meeting Registration Fees		8,287.08	-8,287.08	
509 General Chair Expense Fund		800.00	-800.00	
Total 503 Governance	18,233.92	12,487.08	5,746.84	146.02 %
504 Communications				
5041 Web Site	12.00	50.00	-38.00	24.00 %
5044 Zoom License	50.00	400.00	-350.00	12.50 %
Total 504 Communications	62.00	450.00	-388.00	13.78 %
507 Officials				
50701 Officials Tier 1 Meet Travel Reimbursement		2,400.00	-2,400.00	
50702 Officials Tier 2 Meet Travel Reimbursement	2,000.00	2,400.00	-400.00	83.33 %
50703 Officials Tier 3 Meet Travel Reimbursement	1,200.00	2,400.00	-1,200.00	50.00 %
5077 Officials Training		1,000.00	-1,000.00	

Sierra Nevada Swimming

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

September 2023 - August 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5078 National Evaluator		2,000.00	-2,000.00	
5079 Official's OQM Social	767.36	1,500.00	-732.64	51.16 %
Total 507 Officials	3,967.36	11,700.00	-7,732.64	33.91 %
510 Adaptive Swimming		1,000.00	-1,000.00	
511 Swim Camps				
5111 Age Launch/ CTS Catch The Spirit - Fall Camp -1		4,163.00	-4,163.00	
5112 Age Group Elite Camp	11,078.79	8,068.00	3,010.79	137.32 %
5113 Leadership Camp		5,000.00	-5,000.00	
5115 Age Launch / CTS Catch The Spirit - Spring Camp - 2	4,041.96	3,523.00	518.96	114.73 %
5120 Senior Athlete Camp		10,000.00	-10,000.00	
Total 511 Swim Camps	15,120.75	30,754.00	-15,633.25	49.17 %
512 LSC Championship Meets / JOs / BRC / Scholar Athlete				
512-0 Award Mailing		100.00	-100.00	
51200 Promotional Incentives	727.75	500.00	227.75	145.55 %
512017A SNS Scholar Athlete Awards		1,750.00	-1,750.00	
5121A LCM Summer BRC Host Team Stipend		5,000.00	-5,000.00	
5121B SCY Championship Host Team Stipend	3,750.00	3,750.00	0.00	100.00 %
5121C Senior Championship Host Team Stipend	3,125.00	3,125.00	0.00	100.00 %
5122 SCY Championships Awards	3,677.47	3,050.00	627.47	120.57 %
5123 SCY Swimmer Bag Tags	1,105.93	1,000.00	105.93	110.59 %
5125 LCM Summer BRC Awards		3,150.00	-3,150.00	
5126 NVAL Bag Tags		1,300.00	-1,300.00	
5127 LCM Summer BRC Bag Tags		1,000.00	-1,000.00	
5128A 5128 A Senior Championship Trophies	182.09	350.00	-167.91	52.03 %
5129 A Medals		0.00	0.00	
Total 512 LSC Championship Meets / JOs / BRC / Scholar Athlete	12,568.24	24,075.00	-11,506.76	52.20 %
513 Western Zone Team				
5132 Ground Transportation		5,000.00	-5,000.00	
5133 Airfare		50,000.00	-50,000.00	
5134 Housing		32,000.00	-32,000.00	
5135 Meals		9,500.00	-9,500.00	
5136 Coach Stipends		3,850.00	-3,850.00	
5137 Team Social		3,200.00	-3,200.00	
5138 Coaches Business Dinner		250.00	-250.00	
5139 Meet Entry Fees		3,200.00	-3,200.00	
5140 Supplies, copies, first aid		1,350.00	-1,350.00	
5142 Team Uniforms		9,000.00	-9,000.00	
5144 Chaperone USA Swim Registration	38.00		38.00	
Total 513 Western Zone Team	38.00	117,350.00	-117,312.00	0.03 %
516 Senior				
51611 Travel Awards per Swimmer / Club Achievement		45,000.00	-45,000.00	
51611B Senior Travel Bronze Award	3,900.00		3,900.00	
51611G Senior Travel Gold Award	9,356.32		9,356.32	

Sierra Nevada Swimming

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

September 2023 - August 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
51611S Senior Travel Silver Award	11,400.00		11,400.00	
Total 51611 Travel Awards per Swimmer / Club Achievement	24,656.32	45,000.00	-20,343.68	54.79 %
Total 516 Senior	24,656.32	45,000.00	-20,343.68	54.79 %
518 Finance				
519 Accounting & Tax Prep	12,892.50	19,800.00	-6,907.50	65.11 %
5191 Postage	34.07		34.07	
Total 519 Accounting & Tax Prep	12,926.57	19,800.00	-6,873.43	65.29 %
5190 Yearly Audit	2,525.25	3,410.00	-884.75	74.05 %
523 Quickbooks Online	791.75	924.00	-132.25	85.69 %
Total 518 Finance	16,243.57	24,134.00	-7,890.43	67.31 %
526 Coach Education	931.02		931.02	
Taxes & Licenses	100.00		100.00	
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenditures	\$172,595.15	\$397,570.08	\$ -224,974.93	43.41 %
NET OPERATING REVENUE	\$61,038.72	\$ -3,220.08	\$64,258.80	-1,895.57 %
NET REVENUE	\$61,038.72	\$ -3,220.08	\$64,258.80	-1,895.57 %

CHAPTER 3 – GOVERNANCE

- 3.1 ORGANIZATIONAL STRUCTURE
- 3.2 HOUSE OF DELEGATES
- 3.3 BOARD OF DIRECTORS
- 3.4 EXECUTIVE COMMITTEE
- 3.5 STANDING COMMITTEES
- 3.6 STAFF AND PERMANENT OFFICE
- 3.7 US AQUATIC SPORTS CONVENTION
- 3.8 USA SWIMMING WORKSHOPS

APPENDICES

- 4. SNS Organizational Chart – To be added

CHAPTER 3 – GOVERNANCE

.1 Organizational Structure – Appendix 4 is the Organizational Chart. This chart will be updated as the Organizational Structure is revised.

.2 House of Delegates

.1 The annual meeting of the House of Delegates of SNS shall be held in the month of June each year, with an option of extending it to July 31st during an Olympic year.

.2 ORDER OF BUSINESS - At all meetings of the House of Delegates the following shall be included in the order of business to the extent applicable. The order in which the various subjects are taken up may be varied.

- Roll Call
- Reading, correction and adoption of minutes of previous meeting
- Presentation and approval of the annual budget
- Presentation and approval of the annual audit pursuant to Section 608.5, when applicable
- Unfinished (old) business
- Elections
- New business
- Reports of officers
- Reports of committees and coordinators
- Resolutions and orders
- Adjournment

.3 Board of Directors

The Board of Directors is outlined in Article 5 of the Bylaws. In addition to what is outlined in the Bylaws, the following applies to the SNS Board of Directors.

.1 Not less than six days' notice shall be given to each Board Member for any annual, regular or special meeting of the Board of Directors.

.2 The notice of the meeting shall contain the time, date and site and in the case of special meetings, the expected purpose, which may be general.

.3 ORDER OF BUSINESS - At all meetings of the Board of Directors the following shall be included in the order of business to the extent applicable. The order in which subjects are taken up may be varied.

- Roll Call
- Reading, correction and adoption of minutes
- Report of Executive Committee
- Reports of officers
- Reports of committees and coordinators
- Advice and Consent to Appointments
- Unfinished (old) business

- New business
- Approval of applications for Group Membership
- Elections
- Resolutions and orders
- Adjournment

.4 The SNS Board of Directors not having their USAS dues paid for by a club shall have their dues paid by SNS; this includes any employees.

.5 Officers and Directors job descriptions can be found in the SNS Board of Directors Policy Manual and Handbook

.6 Unless stated otherwise in the Policies & Procedures, all members of the SNS Board of Directors who are elected by SNS House of Delegates must be members in good standing of USA Swimming and SNS Swimming for two (2) years.

.1 The General Chair and the Official Chair must be a member in good standing of USA Swimming and SNS Swimming for five (5) years.

.7 Every Board member will meet the minimum requirements set forth in the Board Manual and their job description for attendance and participation in order to remain in their Board position.

.4 Executive Committee

The Executive Committee is governed by the Bylaws. The Executive Committee can be called to address personnel, legal, disciplinary issues or in an emergency circumstance that cannot wait until the next meeting of the Board of Directors. If any action is recommended, then a meeting of the Board of Directors must be called within the timelines authorized by the Bylaws.

.5 Standing Committees

.1 The following committees shall exist as needed to perform necessary functions and duties deemed by the Board of Directors or House of Delegates;

- i. Diversity & Inclusion Committee (Chair is elected by HOD)
- ii. Awards Committee (Chair is Staff)
- iii. Technical Planning Committee (Chair is Technical Chair)
- iv. Club Development Committee (Executive Director can delegate)
- v. Quad Planning Committee (Chair is a combination of Senior Chair, Program Development Chair and Age Group Chair)
- vi. Camps & Programs Committee (Chair is Program Development Chair)
- vii. Officials Committee (Chair is Officials Chair)
- viii. Disability Committee (Chair is appointed by General Chair)
- ix. Finance Committee (Chair is Finance Vice Chair)
- x. Audit Committee (Chair is the Finance Vice Chair)
- xi. Age Group Committee (Chair is elected Age Group Vice Chair)
- xii. Senior Development Committee (Chair is elected Senior Vice Chair)
- xiii. Coach Development Committee (Chair is elected Coaches Representative)
- xiv. Nominating Committee (Chair is elected by the Nominating Committee)
- xv. Governance Committee (Chair is elected by the Governance Committee)
- xvi. Personnel Committee (Chair is General Chair)

- xvii. Executive Committee (Chair is the General Chair)
- xviii. Athletes' Committee (Chair is Senior Athlete Representative)
- xix. Operational Risk Committee (Chair is elected by HOD)

.2 CHAIR – The chair shall be elected or appointed as outlined above.

.3 ORDER OF BUSINESS - At all meetings conducted under the authority of this Article, the following shall be included in the order of business to the extent applicable; the order in which subjects are taken up may be varied:

- Roll Call
- Reading, correction and adoption of minutes
- Reports of coordinators, committees and subcommittees
- Unfinished (old) business
- New business
- Resolutions and orders
- Adjournment

.6 Staff and Permanent Office

.1 **SNS SWIMMING** shall retain paid staff at the SN SWIMMING Office or designated address as the Board of Directors may determine to be appropriate or necessary. The staff shall be under the general supervision of the General Chair and the Administrative Vice Chair. With respect to the delegated functions of the officers, committee chairs, and coordinators, the staff shall be responsible to the respective officer, committee chair, or coordinator. The powers and duties of the paid staff shall be established in SNS Board of Director's Manual.

.2 **APPROPRIATIONS** – The Finance Committee shall include in its proposed budget line items for the cost of SN SWIMMING's office, including the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Personnel Committee shall be responsible, together with the General Chair, for the administration of these funds. The compensation of the staff shall, to the extent possible, be treated as confidential.

.7 US Aquatic Sports Convention

.1 **Officer and Representative Delegates** - It shall be the duty and privilege of the General Chair, the Administrative Vice Chair, the Age Group Vice Chair, the Senior Vice Chair, the Senior Athlete Representative and the Coach Representative to attend the USA Swimming annual meeting as representatives of SN SWIMMING and voting delegates to the USA Swimming House of Delegates.

.2 **Officer Delegate Alternates** - If any of the officer delegates is unable to attend, their elected alternates, if any, shall attend in their places. In the event that there are no elected alternates or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming annual convention as delegates representing SN SWIMMING.

.3 **Athlete Representative Alternates** - If the Senior Athlete Representative is unable to attend the USA Swimming annual convention, the Junior Athlete Representative shall attend in his or her place. If the Junior Athlete Representative is unable to attend, the Athlete At-Large

Board Member next most senior in term of office shall attend in his or her place. If seniority cannot be established or there remains no additional athlete representatives or alternates able to attend, then the General Chair, with the advice and consent of Athlete Representatives and the Board of Directors, shall designate one or more Athlete Members to attend as representative(s) of SN SWIMMING.

.4 Coach Representative Alternates - If the Coach Representative is unable to attend the USA Swimming annual meeting, then the other Coach Representative shall attend, and if neither the Coach Representative or the alternate is able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate a Coach Member to attend as a representative of SN SWIMMING.

.8 USA Swimming Workshops

As they become available through USA Swimming, the Executive Director will recommend attendees for USA Swimming Workshops.

SNS Board Order related to Bank

May 23, 2024 Board Meeting

SNS Board of Directors approves adding the current Finance Vice Chair to the Chase Bank Accounts, including providing the Finance Vice Chair with a Visa Debit Card.

The current Finance Vice Chair is Roberta Savage.

SNS Board of Directors approves having the SNS physical location and mailing address on all bank records as:

Alison Turner & Associates, Inc.

2100 Northrop Avenue, Suite 500
Sacramento, CA 95825
916.873.1492 phone
916.647.0487 fax



SIERRA NEVADA SWIMMING, INC. Equipment Rental Policy

Sierra Nevada Swimming (SNS) maintains timing/starting equipment for use by its member clubs at SNS swim meets. This timing equipment can also be rented by non-SNS clubs (if not needed for an SNS-sanctioned meet) using a different fee structure. For all Non-LSC teams, please use the LSC rental request form and indicate you are a non-LSC team.

Current Contact (as of 1/2024):

T.J. Kay, Sierra Nevada Swimming Equipment Chair
Phone: (916) 747-0263
Email: Sns_equipment@yahoo.com

To request a current list of SNS equipment, contact the SNS Equipment Chair.

SNS equipment is free for (1) Jr+ or higher meets where the LSC collects meet fees, (2) the SNS Championship Meets, and (3) SWAGR meets held in our LSC.

Requesting Equipment

Prior to requesting any equipment, the clubs should contact the SNS Equipment Chair to see if the proposed date is available.

Once the date is secured, the team should fill out the **Rental Equipment Request** form to request SNS equipment and sign the **Rental Equipment Agreement Contract**. Return both documents with a check made payable to 'Sierra Nevada Swimming' for the rental and deposit fees, if required. *Do not bring your check when you pick up the equipment.* The Rental Equipment Form and Contract are found at the end of this document.

Mail Check, Contract, and Form to SNS Equipment Chair, 6721 5th Street, Rio Linda, CA 95673

Contract and form can be emailed, in advance, to SNS Equipment Chair, however, no equipment will be reserved for any team and any date until the required form, contract and rental fees have been received by SNS. Submit your request early during summer months because there are many weekends with multiple meets utilizing SNS equipment.

Each team/club requesting rental of the equipment is responsible for providing their own SNS-approved Colorado operators. SNS does not include an operator with the

rental of the equipment. SNS reserves the right not to rent to a team without an approved Colorado Operator.

Picking Up the Equipment

Pick up will not be scheduled unless SNS has received all necessary fees, forms and contract.

Contact SNS Equipment Chair several weeks prior to your meet to schedule your equipment pickup. Equipment pickup is generally scheduled on Mondays or Tuesdays of the week of the meet. The equipment return date will be scheduled during the checkout. Equipment returns are generally scheduled for the Monday or Tuesday following the meet.

48 hours prior to your scheduled pickup date/time, contact SNS Equipment Chair and confirm the scheduled pickup. At that time, SNS Equipment Chair will provide pick-up instructions to the club.

The equipment for meets not utilizing touch pads will fit into a small pickup truck or minivan. However, the scoreboard is 8' long and extends beyond the tailgate.

The equipment for meets utilizing touch pads requires a long-bed truck or trailer because the touch pads are transported on a Touch pad caddy, this is quite heavy and will fit on the back of a pickup truck. You are required to provide your own ropes or tie-down straps to secure the equipment. Equipment committee personnel will not release equipment to any team if in their opinion the vehicle is not sufficient to transport the equipment in a safe and secure manner.

Each container of SNS equipment is color coded.

SNS equipment will only be transferred directly from one team to another team without going back to the storage locker at the approval and discretion of the SNS Equipment Chair.

Using the Equipment

The equipment should be stored in a clean, dry and shaded environment prior to set-up. The Colorado timing console is a computer and needs to be stored out of direct sunlight and somewhere it doesn't get above 80 degrees. **The Touch pads must be stored in the shade.**

When installing the Colorado system for use, velcro strips should be used to connect all cables above the starting blocks. **DO NOT USE ANY TAPE TO SECURE ANY CABLES.** The tape has sticky resins and it's likely the cables will get damaged when the tape/tie strips are cut off.

Please operate all SNS equipment on a separate dedicated electrical ground (30 amps) line which must be connected to a shock -proof electrical multi-voltage transformer. The machine will give incorrect times if the electrical lines are overloaded or not protected for shock, or worse will cause extreme internal damage.

Returning the Equipment

When returning the equipment after the meet, expect to remain at the locker for about 30 minutes while the equipment is inventoried.

Dry off the equipment as best as possible before repacking once the meet is over. Make sure all electronics and stop watches are turned off. Repack the equipment as shown in the color-coded boxes. It should be packaged the same way that you received it. The color coding of the container/boxes is a guide to packing up the equipment.

The equipment return date will be arranged and scheduled during the checkout. The equipment must be returned by the Tuesday following the meet to allow us to properly checkout the equipment before the following weekend rental, unless otherwise agreed upon by equipment committee personnel.

Damaged or Unreturned Equipment

It is the club's responsibility to notify SNS Equipment Chair during meet setup and equipment testing if any equipment is not functioning properly. Equipment returned damaged will result in club being billed for repairs or replacement.

Also, if equipment from the itemized list of equipment rented is missing upon return, clubs will be notified of missing items and have 7 days from notice to find and return items or clubs will be billed for replacement.

If equipment is not returned, or returned damaged, then the actual cost to repair/replace the equipment will be billed to the club.

Non-SNS LSC Sanctioned Meet Fee for SNS Club (starting 24/25 season)

For any non-SNS LSC Sanctioned Meet, the SNS Club will be charged an additional \$50 fee per meet fee.

Non-LSC Club Additional Fee

In order to rent SNS equipment, all non-LSC Clubs will be charged an additional \$200 fee.

Rentals by Clubs outside of SNS LSC

Any rental by a Club outside of the SNS LSC must be paid in advance.



SIERRA NEVADA SWIMMING, INC.
SNS Club Equipment Rental Request Form
 Revised 9/2023

Team	Sanction #	Meet Dates
Meet Director		
Colorado Operator		

Team Contact Information

Name	
Address	
Phone	
Email	

ITEMS REQUESTED (Please check all items being requested):

Item	QTY	Rental Cost	Total Cost
☐ Complete Timing Unit (no Scoreboard)		\$225.00	
☐ Complete Timing Unit (w/ one Scoreboard)		\$325.00	
☐ Scoreboard Only		\$100.00	
☐ 8 lane Scoreboard (need trailer)		\$800.00	
☐ Starting-only Unit		\$175.00	
☐ CTS system (SYS6 or GEN7)		\$175.00	
☐ DQ slips		\$20.00	
☐ Far End Finish-only Unit (w/buttons) (walk timers)		\$75.00	
☐ One Course Touch Pads *		\$200.00	
☐ Two Courses Touch Pads *		\$320.00	
☐ Official Radios for 10 officials W/charger and headsets		\$75.00	
☐ Non-LSC team fee		\$200.00	
☐ Non-SNS LSC Sanctioned Meet		\$50	
Type of Meet		☐ LCM ☐ SCY	
TOTAL: (payable to Sierra Nevada Swimming)			

****a \$20 fee will be charged for any bounced check or failed transaction**

Special Request/Other Items:

Deposit & Fees Received	Form/Contract Received	Equipment Pick-Up	Equipment Returned

SNS Rental Equipment Agreement Contract

This is a legal contract. Please read, understand the requirements and sign. This must be returned when submitting an equipment request and check.

This document is for all conditional responsibilities that the renters are to adhere to; that all equipment will be returned in the same condition as when received. Any damage due to negligence will be the responsibility of the renters.

Please operate all SNS equipment on a separate dedicated electrical ground (30 amps) line which must be connected to a shock -proof electrical multi-voltage transformer. The machine will give incorrect times if the electrical lines are overloaded or not protected for shock, or worse will cause extreme internal damage, in which case the cost of repair will be the renter's responsibility.

If there are any problems, please contact the SNS Equipment Chairman.

All loss/damages (other than normal wear and tear, determined by the SNS Equipment Chairman) will be the responsibility of the renters. Cost/replacement must be paid immediately (within 30 days from notification), or future rentals will be jeopardized.

Print Name	
Signature	
Date	

Return this Contract, the SNS Equipment Rental Request Form and a check for the total amount of the rental to SNS.

Mail Check, Contract, and Form to SNS Equipment Chair, 6721 5th Street, Rio Linda, CA 95673