



Agenda
Sierra Nevada Swimming
Board of Directors Meeting
Thursday, September 18, 2025 @ 7:30 PM
Zoom Format

Board of Directors

Acting General Chair

- Daryn Glasgow

Admin Vice-Chair

- Stephen Adams

Finance Vice-Chair

- Roberta Savage

Senior Vice-Chair

- Adric Joep

Age Group Vice Chair

- Summer Huntsman

Program Dev't Vice Chair

- Brandon Mills

Technical Planning Chair

- Alan Rosenfeld

Safe Sport Chair

- Deanna Hogenboom

Athlete Representatives

- Enzo Suh - SR

- Jamie Ling -J R

- Maria Zhang

- Lynnmarie Wang

Coaches Representatives

- Reed Miller

Officials Chair

- Jason Shibata

Diversity, Equity, Inclusion

- Leslie Juarez-Michel

Operational Risk/Safety

- Hope Gawlick

At-Large

- Grace Ekerneff

- Jeff Jones

- Darin Mai

Chairs:

Disability/Adaptive Coor.

- Vacant

Open Water

- Marc Stanley

Sierra Nevada Swimming Mission

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

1. Roll Call
2. Review and Adopt of Minutes from the June 26, 2025 Board Meeting
3. Report of Executive Committee (Update Only)
4. Reports of Officers, Committees and Coordinators (If Not Provided In Writing)
5. Advice and Consent to Appointments for At-Large Representative (Glasgow)
6. Unfinished (Old) Business (10 minutes)
 - A. Director of Operations Job Description (Glasgow - 10 minutes)
7. New Business (20 minutes)
 - A. Equipment Sale Agreement (Savage - 5 minutes)
 - B. Golden Goggles Award Ceremony (Savage - 5 minutes)
 - C. Updated Chair Duty Statements (Adams - 5 minutes)
 - D. Updated Time Standards for 2026-2028 (Rosenfeld - 5 minutes)
8. Adjournment



Sierra Nevada Swimming

Board of Directors Meeting Minutes

June 26, 2025

Open Session called to order by Daryn Glasgow at 7:32pm. **Quorum present (14).**

1. Roll Call of Board Members

2. Review and adopt of minutes from the April 22, 2025 Board Meeting and the May 20, 2025 Board Meeting.

Motion 2425-03 to approve 4/22/25 Minutes. Rosenfeld, Second Savage. For 14, Against 0, Abstained 0. Approved

Motion 2425-04 to approve 5/20/25 Minutes. Shibata, Second Rosenfeld. For 14, Against 0, Abstained 0. Approved

3. Reports of Officers and Committees

4. Unfinished (Old) Business

A. HOD discussion & preparation

Nominations

Adams: A nomination has been received for all positions. You are able to nominate until 7/1. Will need a statement from nominated candidates by 7/2. Nomination committee meeting 7/3.

Meet Schedule

Rosenfeld: More of a master calendar with clinics, etc. Meets appear steady with a few doubled/tripled. There are 6 meets that are above the minimum pricing threshold that need board approval.

- Folsom Classic
- Thanksgiving Thousand
- Matt Cast, Short Course LCQ EGAC
- Spring Splashed for SMST and EGAC

Motion 2425-05: Motion to approve and recommend the Meet Schedule/Master Calendar to the House of Delegates. Rosenfeld, Savage. For 14, Against 0, Abstained 0. Approved

Budget

Savage: Summary document available. Western Zone budget has been increased due to program expansion. Scholar athlete funding removed. Meet fees and registration is flat. Flexibility being given to Chairs to decide where funds need to be spent. Coaches investment

reflected in higher funding for coach clinics and coaches meeting. Senior Travel has increased as a placeholder of \$80,000 (\$10,000 increase from 24/25) to capture 50-60 more athletes.

Suh - Friendly amendment to include \$2,000 for Athlete Committee.

Motion 2425-06: Motion to approve and recommend the 25/26 Budget to the House of Delegates with a \$2,000 line item for the Athlete Committee. Savage, Second Juarez-Michel. For 14, Against 0, Abstained 0. Approved

B. Delegate Selection

Motion 2425-07: Motion to have Jason Shibata, Alan Rosenfeld, Reed Miller and Daryn Glasgow identified as the delegates to the USA Swimming HOD. Savage, Second Higenboom. For 14, Against 0, Abstained 0. Approved

5. New Business (50 minutes)

A. Spring Travel Reimbursement from Tyler Seward

Motion 2425-08: Motion to approve spring travel reimbursement for Tyler Seward. Erkhef, Second Savage. For 13, Against 0, Abstained 1. Approved

B. Equipment Transfer & Rental Agreement

Continued to future meeting.

C. Meet Fees

Continued to future meeting.

D. Athlete Fundraising

Suh: Athlete Committee will be running apparel booth alongside EGAC with an 80/20 revenue split. Need documentation stating where the funds are coming from, what they can be used for, consideration of what the committee needs from the LSC and what the tracking protocols will be.

E. Senior Travel

Clark: Attempting to do two things: 1. Increase the amount paid and 2. add another lower tier to increase included swimmers. Researching stipend vs reimbursement.

Motion 2425-09: Motion to approve Sierra Nevada Swimming Senior Travel Reimbursement Program Rules & Guidelines (effective 6/2025) to increase senior travel reimbursement, expand to include another tier and add additional meets including the Spring Cup, Western Zone Open Water and Open Water Nationals. Clark, Second Savage. For 14, Against 0, Abstained 0. Approved

F. Championship Meet Disability Time Standards

Glasgow: Time Standard package to be done in August.

Juarez-Michel: Confirmed that the Disability Time Standard discussion is appropriate for the Fall.

G. Summer Stipends
Moved to Closed Session

H. Update Reimbursement Policy for National Evaluator

Motion 2425-10: Motion to update Reimbursement Policy for National Evaluators to include rental cars and/or rideshares retroactive to June 1, 2025 and to specify Host Team and LSC will split the costs of lodging 50/50. Shibata, Second Rosenfeld. For 14, Against 0, Abstained 0. Approved

6. Closed Session (If Necessary)

Closed Session called to order by Daryn Glasgow at 8:50pm. **Quorum present (13).**

7. Adjournment

Meeting adjourned at 9:00pm.

Adjournment at pm.

Present: Daryn Glasgow, Roberta Savage, Cooper Zarro (Athlete), Enzo Suh (Athlete), Brian Clark, Deanna Higenboom, Alan Rosenfeld, Jason Shibata, Brandon Mills, Leslie Juarez-Michel, Stephen Adams, Ted Curley, Grace Erkeneff, Jeff Jones

Staff: Mark Brown, Alison Appel, Hope Gawlick

Absent: Reed Miller, Jamie Ling (Athlete), Shurui Li (Athlete), Summer Huntsman, Marc Stanley, TJ Kay

Guests: Adric Joep (LIFE), Dara Warner (ROC), Chris Breitbart (WAC), Blake Cunningham (LIFE), Steve Heath (UNAT), Kari Dawson (Sparks), Tim McCormick (SMST)

Respectfully submitted,

Hope Gawlick

SNS Secretary



SIERRA NEVADA SWIMMING BOARD REPORT

To be submitted to Secretary, Executive Director and General Chair 10 days before the next BOD meeting. When no Board meeting is scheduled for the month, it is due on the last Friday of the month.

Date: 9/8/2025

Board Member: Daryn Glasgow

Board Position: General Chair

Announcements:

- Sectionals Committee approved 50s of stroke to the 3 ½ day schedule and will use 100 qualifying times
Agreed Schedule for this year's 3 ½ day meets:

Day One	Day Two	Day Three	Day Four
1000 F (W) / 1650 F (M)	50 Back	50 Breast	1650 F (W) / 1000 F (M)
200 Free Relay	200 Free	200 Fly	100 Free
800 Free Relay	100 Breast	100 Back	200 Back
	100 Fly	50 Free	50 Fly
	400 IM	200 Breast	200 IM
	400 Medley Relay	200 Medley Relay	400 Free Relay

- We are receiving a disbursement of \$949.88
- Sectionals committee approved modifying the expenses that host teams are expected to pay for officials to ONLY include 4 roles having airfare / hotel (meet ref / admin ref / team lead CJ / single national evaluator) and that no more than 2 rental cars will be paid for. A note will go out to the host teams for this year's meets and then the bid package will be updated for next year.
- January Sectional Meeting we will decide on a new chair for the committee.
- Monthly SNS Newsletter – Every Tuesday after a SNS Board Meeting

General Action Items Completed:

- House of Delegates
- Board Workshop

Action Items In-Progress / Pending:

- Prep for USA Swimming Annual Business Meeting
- Working with Personnel Committee on job description and hiring process for a SNS employee
- Working with Program Development on Camps and projects. Special focus on developing an Empowerment workshop/camp for our female coaches and athletes.
- Working with Coaches Chair on Coach education
- Working with Governance on updating / refresh
- Working on updating the SNS website.
- Monthly SNS Newsletter – Every Tuesday after a SNS Board Meeting



SIERRA NEVADA SWIMMING BOARD REPORT

To be submitted to Secretary, Executive Director and General Chair 10 days before the next BOD meeting. When no Board meeting is scheduled for the month, it is due on the last Friday of the month.

Date: 9/8/2025

Board Member: Stephen Adams

Board Position: Administrative Vice Chair, Governance Committee, Personnel Committee

Announcements:

- None

Board Meeting Agenda/Discussion Items:

- Updated Chair Duty Statements – Work on over the next month and submit by next board meeting. See me for any questions or review.

Questions for the Board / Larger Group:

- None

General Action Items Completed:

- 8/16/2025 – Attended SNS Board Workshop
- 9/8/2025 – Contacted the Nominating Committee to establish their chair and athlete member

Position Specific Action Items Completed:

- 8/30/2025 – Completed first draft of new Executive Director Duty Statement
- 8/31/2025 – Review waiver for In Depth Swim Academy event
- 9/1/2025 – Complete waiver and media release for In Depth Swim Academy event

Action Items In-Progress / Pending:

- 9/11/2025 – Personnel Meeting for developing the duty statement for the new SNS Director Position.
- 10/8/2025 – Establish full Governance Committee and have meeting
- 10/16/2025 – Review and circulate waivers for SNS events.
- 11/16/2025 – Complete review and reformatting of existing SNS Bylaws and Policies & Procedures
- 9/2026 – LEAD Accreditation Process due or starting



SIERRA NEVADA SWIMMING BOARD REPORT

To be submitted to the Secretary, Executive Director and General Chair 10 days before the next BOD meeting. When no Board meeting is scheduled for the month, it is due on the last Friday of the month.

Date: September 8, 2025

Board Member: Roberta Savage

Board Position: Finance Vice Chair; Governance Committee

Announcements:

- N/A

Board Meeting Agenda/Discussion Items:

- Equipment Sale Agreement. See attached proposed agreement. I will make a motion to authorize Daryn Glasgow to sign the Equipment Sale Agreement.
- Golden Goggles Award Ceremony – At the request of the General Chair, the Finance Committee considered funding for teams who have a current or former athlete nominated for a Golden Goggle Award. The Finance Committee agreed that funding is available to reimburse each of the two teams (AQUA and DART) if a coach attends, up to the price of a single ticket for the Awards Ceremony (\$2,000).

Questions for the Board / Larger Group:

- Finance Committee recommends that the Board determine an Olympic funding policy and a policy to address when current or former SNS athletes receive USA swimming awards at the level of Golden Goggle Award
- Finance Committee is interested in reviewing/revising/updating the Finance Policies

General Action Items Completed:

- Board Workshop
- Continued monitoring former ED's email and admin email accounts
- Continued sending out emails to SNS as directed by General Chair
- 2026 WZ planning re: hotels

Position Specific Action Items Completed:

- Finance Committee meeting held on 9/2/2025
- Weekly communication with Alison Appel re: various SNS finance issues
- Authorized withdrawal of \$17,000 from investment fund to cover ACSA World Clinic coach program
- Reviewed End of Year financial documents for the 2024-2025 season

Action Items In-Progress / Pending:

- Monthly Finance Committee meetings
- Audit in Fall 2025
- Review Finance Policies with committee
- Weekly communications with Treasurer re: any finance issue
- Monthly monitoring of Treasurer's report
- Attend USA Swimming Annual Business Meeting

EQUIPMENT SALE AND RENTAL AGREEMENT

Between Sierra Nevada Swimming and TJ Kay/Itsabouttime4swim

Effective Date: September 1, 2025

Expiration Date: August 31, 2028

This Agreement is made and entered into by and between Sierra Nevada Swimming (hereinafter “SNS”) and TJ Kay/Itsabouttime4swim (hereinafter “Contractor”) for the purpose of selling specified swim meet timing equipment owned by SNS to Contractor and setting financial terms for the rental of swim meet timing equipment provided by Contractor to SNS Clubs for SNS Sanctioned meets through the end of the 2027-2028 swim season.

This Agreement has no impact on fees Contractor may charge any SNS Club for swim meet support (either flat fee or hourly rate work) before, during or after any swim meet starting September 1, 2025. This Agreement has no impact on the fees Contractor may charge SNS Clubs for equipment not included in this equipment transfer Agreement.

1. Equipment Sale

1.1. SNS agrees to sell all SNS-owned swim meet timing equipment to Contractor, excluding radios and administrative stamps. The equipment is sold As Is.

1.2. Contractor will pay SNS \$50 for the swim meet timing equipment.

1.3. A list of swim meet equipment to be sold to Contractor is included as Exhibit A to this agreement, titled 'Exhibit A: SNS Swim Meet Equipment Sale.'

2. Swim Meet Equipment Rental Rate Agreement

2.1. In exchange for the swim meet equipment transfer, Contractor agrees to continue providing swim meet timing equipment at the current rates charged to SNS Clubs for SNS sanctioned meets, as of the Effective Date of this Agreement.

2.2. Attached as Exhibit B is the current rates charged for swim meet timing equipment as of the Effective Date of this Agreement.

2.3. Contractor agrees to charge SNS Clubs the rates listed in Exhibit B from September 1, 2025, through August 31, 2028.

3. Complimentary Equipment Use

3.1. Contractor agrees that all swim meet equipment shall be provided at no charge for use at:

- All SNS Championship meets, and
- Any SNS sanctioned meets classified as Junior+ (JR+) or higher that are included in the SNS Meet Calendar.

3.2. This shall remain unchanged from September 1, 2025, through August 31, 2028.

4. Liability & Maintenance

4.1. Upon transfer, Contractor assumes full responsibility for the maintenance, repair, and storage of all sold equipment.

4.2. SNS is not liable for any future loss, damage, or maintenance expenses related to the sold equipment. SNS is not responsible for any replacement of the equipment sold to Contractor.

5. Termination

5.1. This Agreement shall remain in effect through the expiration date unless terminated early by mutual written consent of both parties.

5.2. Upon termination of this Agreement, Contractor maintains all swim meet timing equipment and is no longer obligated to provide SNS and SNS Clubs meet timing equipment at the rates listed in Sections 2 & 3, above.

5.3. In the event of breach of any terms herein, the non-breaching party may terminate the agreement with 30 days' written notice and an opportunity to cure the breach.

6. Miscellaneous

6.1. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

6.2. This document constitutes the entire agreement between the parties and supersedes all prior discussions or understandings.

7. SNS Due Diligence

7.1 During the 2024-2025 season, the SNS Treasurer conducted an expense analysis of SNS equipment rental showing that SNS loses money managing equipment rentals across the last five (5) years.

7.2 At a SNS Coaches Meeting held on June 7, 2025, the SNS coaches supported disposing of the SNS equipment.

7.3. The SNS Finance Committee on June 17, 2025, discussed disposing of the SNS equipment and an earlier version of this Agreement.

7.4. The SNS Treasurer, SNS Registrar, SNS Interim General Chair, and SNS Finance Vice Chair all support this sale.

7.5. The SNS Board of Directors approved the sale of the SNS swim meet timing equipment on _____.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date below.

Sierra Nevada Swimming

By: _____

Name:

Title:

Date:

TJ Kay

Signature: _____

Date:

Exhibit A: SNS Swim Meet Equipment Sale

Equipment that will be sold/transfer to TJ Kay as of September 1, 2025

Description	Quantity	Year Purchased
BROTHER 2170 PRINTERS	1	2014
HORN CABLES	6	2012
START HORNS	8	2012
MICROPHONE CABLES 25M	8	2012
MICROPHONE CABLES 2M	8	2012
DIGITAL STOP WATCHES	50	2023
TOUCH PAD CADDIES	3	2013
TEST METER	2	2013
TOUCH PAD BRACKETS	22	2013
PUMPS	3	2013
LIGHTS	3	2013
SYSTEM 6 TIMING CONSOLE	4	2014
SYSTEM 5 TIMING CONSOLE	0	N/A
PA DECK CABLE - 10 LANE	3	2012
BC DECK CABLE - 10 LANE	3	2012
PA DECK CABLE - 8 LANE	2	2012
BC DECK CABLE - 8 LANE	2	2012
CABLE HARNESS EXTENSION	2	2012
DAKTRONIX START UNIT	0	N/A
MICROPHONES	0	N/A
TIMING BUTTONS	85	2013
TOUCH PADS	40	2021
Misc cable, boxes, storage devices	1	2010
KEYBOARD TRAINER	1	2010
SCOREBOARD CTS/LED-REX	13	2017
champion starter	2	2018
Gen7 legacy	2	2018
microphones 100'	2	2013
Microphones 25	2	2018
Omega starters	2	2018

Equipment that will remain with SNS

Description	Quantity	Year Purchased
ADMINISTRATIVE OFFICIAL STAMPS	1 SET	2025
DIGITAL FRS RADIOS	50	2012

EQUIPMENT SALE AND RENTAL AGREEMENT

Between Sierra Nevada Swimming and TJ Kay/Itsabouttime4swim

Exhibit B

EXHIBIT B – EQUIPMENT SALE AND RENTAL AGREEMENT



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 5/2024

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)			
☐ Jr+ meet		No Charge	

****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

Sierra Nevada Swimming

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

September 2024 - August 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
301 Meet Fees	205,337.00	202,500.00	2,837.00	101.40 %
Fines and penalties	200.00		200.00	
Total 301 Meet Fees	205,537.00	202,500.00	3,037.00	101.50 %
302 Sanction Fees	2,008.75	1,375.00	633.75	146.09 %
304 Equipment Rentals	4,700.00	5,000.00	-300.00	94.00 %
5011 Banquet Attendee Fee	3,702.91	3,500.00	202.91	105.80 %
50704 WZ Officials Travel Reimbursement	2,484.74		2,484.74	
5131 WZ Team Swimmer Contribution	38,722.96	58,375.00	-19,652.04	66.33 %
5150 Camp CoPays				
5151 Launch / CTS Camp Athlete Contribution - Spring	825.00	3,000.00	-2,175.00	27.50 %
5152 Launch / CTS Camp Athlete Contribution - Fall	2,245.07	3,000.00	-754.93	74.84 %
5153 Age Elite Camp Athlete Contribution	2,145.45	8,000.00	-5,854.55	26.82 %
5154 Leadership Camp Athlete Contribution		2,400.00	-2,400.00	
5155 Senior Athlete Camp Contribution		0.00	0.00	
5156 5156 DEI Camp Athlete Contribution	270.00	0.00	270.00	
Total 5150 Camp CoPays	5,485.52	16,400.00	-10,914.48	33.45 %
660 Investment Income				
Unrealized Gains/Losses	12,494.15		12,494.15	
Total 660 Investment Income	12,494.15		12,494.15	
Registrations				
300 Member Fees	99,510.00	94,000.00	5,510.00	105.86 %
3012 USA Swimming Tech Fee 4%	-3,980.40		-3,980.40	
Total Registrations	95,529.60	94,000.00	1,529.60	101.63 %
Total Revenue	\$370,665.63	\$381,150.00	\$ -10,484.37	97.25 %
GROSS PROFIT	\$370,665.63	\$381,150.00	\$ -10,484.37	97.25 %
Expenditures				
500 Registration/General Office	0.00		0.00	
500-A SNS Add'l Admin Support	5,486.50		5,486.50	
50001 Executive Director Discretionary Fund		1,000.00	-1,000.00	
50002 Staff Holiday Bonuses	803.96	600.00	203.96	133.99 %
5001 Office Equip		50.00	-50.00	
500116 Diversity & Inclusion (DEI) Camp WZ	963.20	1,000.00	-36.80	96.32 %
5002 Postage	138.95	50.00	88.95	277.90 %
5003 Phone/Internet/Software/SAAS	468.37	525.00	-56.63	89.21 %
5004 Copying/Supplies		275.00	-275.00	
5005 USA Staff Annual Dues	418.00	432.00	-14.00	96.76 %
5010 Workers Compensation	30.00	2,310.00	-2,280.00	1.30 %
5021 Storage Locker Rental	3,192.00	3,000.00	192.00	106.40 %
503001 Registrar, Membership & Meet Sanctions Chair Contractor	22,440.07	23,690.04	-1,249.97	94.72 %
524 Office/General Administrative Expenditures/Thank You's	191.90	250.00	-58.10	76.76 %
Bank charges		40.00	-40.00	

Sierra Nevada Swimming

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

September 2024 - August 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Payroll Expenses (ATA Payroll runs)				
Taxes	4,520.36	11,520.00	-6,999.64	39.24 %
Wages	54,906.00	72,309.96	-17,403.96	75.93 %
Total Payroll Expenses (ATA Payroll runs)	59,426.36	83,829.96	-24,403.60	70.89 %
Total 500 Registration/General Office	93,559.31	117,052.00	-23,492.69	79.93 %
501 Awards Banquet				
5012 Facility		2,000.00	-2,000.00	
5013 Dinner	7,039.86	3,500.00	3,539.86	201.14 %
5014 Speaker Honorarium	400.00	0.00	400.00	
5017 Awards	1,522.04	1,500.00	22.04	101.47 %
Total 501 Awards Banquet	8,961.90	7,000.00	1,961.90	128.03 %
502 Equipment				
5022 Insurance	790.74	470.00	320.74	168.24 %
5023 Supplies	269.37	450.00	-180.63	59.86 %
5024 Repairs		2,000.00	-2,000.00	
5026 Shipping Fees		400.00	-400.00	
5029 New Equipment	235.97	0.00	235.97	
Total 502 Equipment	1,296.08	3,320.00	-2,023.92	39.04 %
503 Governance				
5006 PO Box Rental Fee	100.00		100.00	
50300 Other Professional Services		800.00	-800.00	
50305 SNS Board Offsite	440.12		440.12	
50309 General Chair Expense Fund		800.00	-800.00	
50310 Other USA Swimming Mandatory Meetings (ex ABM)	1,121.30		1,121.30	
50310-A Other USA S Mandatory Meetings (ex ABM) - Transportation	3,519.38	4,000.00	-480.62	87.98 %
50310-B Other USA S Mandatory Meetings (ex ABM) - Hotel	3,033.37	3,668.00	-634.63	82.70 %
50310-C Other USA S Mandatory Meetings (ex ABM) - Per Diem	1,312.00	1,342.25	-30.25	97.75 %
50310-D 50310-D Other USA S Mandatory Meetings (ex ABM) - Food	131.40		131.40	
Total 50310 Other USA Swimming Mandatory Meetings (ex ABM)	9,117.45	9,010.25	107.20	101.19 %
5035 Misc		500.00	-500.00	
50364 Safe Sport		500.00	-500.00	
Total 503 Governance	9,657.57	11,610.25	-1,952.68	83.18 %
504 Communications				
5041 Web Site	12.00	50.00	-38.00	24.00 %
5044 Zoom License	159.90	400.00	-240.10	39.98 %
5046 JotForm	234.00		234.00	
Total 504 Communications	405.90	450.00	-44.10	90.20 %
507 Officials				
50701 Officials Tier 1 Meet Travel Reimbursement		2,400.00	-2,400.00	
50702 Officials Tier 2 Meet Travel Reimbursement	800.00	2,400.00	-1,600.00	33.33 %
50703 Officials Tier 3 Meet Travel Reimbursement	2,991.94	2,400.00	591.94	124.66 %
5076 Miscellaneous		500.00	-500.00	

Sierra Nevada Swimming

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

September 2024 - August 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5077 Officials Training		1,000.00	-1,000.00	
5078 National Evaluator	2,717.09	3,000.00	-282.91	90.57 %
5079 Official's OQM Social	144.14	1,000.00	-855.86	14.41 %
Total 507 Officials	6,653.17	12,700.00	-6,046.83	52.39 %
510 Adaptive Swimming		0.00	0.00	
511 Swim Camps	13.50		13.50	
5111 Age Launch/ CTS Catch The Spirit - Fall Camp -1	6,442.15	6,370.00	72.15	101.13 %
5112 Age Group Elite Camp	7,186.10	11,830.00	-4,643.90	60.74 %
5113 Leadership Camp		5,000.00	-5,000.00	
5115 Age Launch / CTS Catch The Spirit - Spring Camp - 2	5,767.83	6,723.00	-955.17	85.79 %
5117 Diversity & Inclusion (DEI) Camp SN	1,028.69	3,000.00	-1,971.31	34.29 %
Total 511 Swim Camps	20,438.27	32,923.00	-12,484.73	62.08 %
512 LSC Championship Meets / JOs / BRC / Scholar Athlete				
512-0 Award Mailing		100.00	-100.00	
51200 Promotional Incentives	715.40	500.00	215.40	143.08 %
512017A SNS Scholar Athlete Awards		1,750.00	-1,750.00	
5121A LCM Summer BRC Host Team Stipend	5,000.00	5,000.00	0.00	100.00 %
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	3,636.78	3,050.00	586.78	119.24 %
5123 SCY Swimmer Bag Tags	1,055.99	1,000.00	55.99	105.60 %
5125 LCM Summer BRC Awards	6,250.37	3,150.00	3,100.37	198.42 %
5126 NVAL Bag Tags	1,061.59	1,300.00	-238.41	81.66 %
5127 LCM Summer BRC Bag Tags	1,151.28	1,000.00	151.28	115.13 %
5128A 5128 A Senior Championship Trophies	183.62	350.00	-166.38	52.46 %
5129 A Medals		0.00	0.00	
Total 512 LSC Championship Meets / JOs / BRC / Scholar Athlete	25,930.03	24,075.00	1,855.03	107.71 %
513 Western Zone Team				
5132 Ground Transportation	7,931.74	5,000.00	2,931.74	158.63 %
5133 Airfare		50,000.00	-50,000.00	
5134 Housing	29,427.74	32,000.00	-2,572.26	91.96 %
5135 Meals	16,869.89	9,500.00	7,369.89	177.58 %
5136 Coach Stipends	4,150.00	3,850.00	300.00	107.79 %
5137 Team Social	1,325.00	3,200.00	-1,875.00	41.41 %
5139 Meet Entry Fees	7,895.00	3,200.00	4,695.00	246.72 %
5140 Supplies, copies, first aid	1,303.23	1,000.00	303.23	130.32 %
5142 Team Uniforms	9,453.91	9,000.00	453.91	105.04 %
5143 Shade Tent Rentals	272.00		272.00	
5144 Chaperone USA Swim Registration	278.00		278.00	
Total 513 Western Zone Team	78,906.51	116,750.00	-37,843.49	67.59 %
516 Senior				
51611 Travel Awards per Swimmer / Club Achievement		70,000.00	-70,000.00	
51611B Senior Travel Bronze Award	5,700.00		5,700.00	

Sierra Nevada Swimming

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

September 2024 - August 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
51611G Senior Travel Gold Award	9,900.00		9,900.00	
51611S Senior Travel Silver Award	13,800.00		13,800.00	
Total 51611 Travel Awards per Swimmer / Club Achievement	29,400.00	70,000.00	-40,600.00	42.00 %
Total 516 Senior	29,400.00	70,000.00	-40,600.00	42.00 %
518 Finance				
519 Accounting & Tax Prep	26,032.93	19,800.00	6,232.93	131.48 %
5191 Postage	72.93		72.93	
Total 519 Accounting & Tax Prep	26,105.86	19,800.00	6,305.86	131.85 %
5190 Yearly Audit	2,146.00	3,410.00	-1,264.00	62.93 %
523 Quickbooks Online	1,179.75	924.00	255.75	127.68 %
Total 518 Finance	29,431.61	24,134.00	5,297.61	121.95 %
526 Coach Education / Event / Business Meeting	3,680.00	1,000.00	2,680.00	368.00 %
Taxes & Licenses	200.00		200.00	
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenditures	\$308,520.35	\$421,014.25	\$ -112,493.90	73.28 %
NET OPERATING REVENUE	\$62,145.28	\$ -39,864.25	\$102,009.53	-155.89 %
Other Expenditures				
Reconciliation Discrepancies	13.00		13.00	
Total Other Expenditures	\$13.00	\$0.00	\$13.00	0.00%
NET OTHER REVENUE	\$ -13.00	\$0.00	\$ -13.00	0.00%
NET REVENUE	\$62,132.28	\$ -39,864.25	\$101,996.53	-155.86 %

Sierra Nevada Swimming Board Report

Submitted by: Brandon Mills – Program Development Chair

Date: September 2025

Needs: Select, Launch, and Zones Coaches to lead & plan camps, and enthusiastically assist in delegation of responsibilities involved. Let me know if you have a coach in mind.

1. Program Development Committee Activation

Since the last board meeting, the Program Development Committee (SNS ProgDev) has been expanded and activated to focus on modernizing operations, improving communication, and developing resources that support athletes, families, and teams.

Committee Structure & Membership

Chair: Brandon Mills (AQUA)

Members:

- Felix Moreno (SYS) — NVAL / Multiple Committees
- Alan Rosenfeld (AQUA) — Advisor / Multiple Committees
- Matt Biondi (RAD Head Coach, Team USA Alumni)
- Daryn Glasgow (CCA Head Coach, SNS Interim Executive Director)
- Phuong Nguyen (MelonHead Studios – Graphic Design & Digital Art)
- Jack Herron (CCA Assistant Coach)
- Dom Delliquadri (WAC Assistant Coach)
- Alison Appel (SNS Accountant)
- Andrew Hassek (CHICO Head Coach)
- Reed Miller (DART CFO)

Athlete Advisors:

- Enzo (WAC)
- Maria (CCA)

This diverse group combines board leadership, coaches, athlete voices, and creative professionals to strengthen collaboration and innovation across SNS initiatives.

Committee Mission Statement & Overall Goal

The committee's mission statement and overall goal are documented here (copy to view and share as needed):

Committee Mission & Goal Document:

<https://docs.google.com/document/d/1H0U1oYl0dnwwFkQlcApOw3F4hkh5xpdsmLjlqsXEHRM/edit?usp=drivesdk>

Committee Communication Systems

- Created a WhatsApp Community to centralize updates and documents for committee members and advisors.
 - Serves as a single source of information where discussions and materials can be shared before meetings, improving collaboration and efficiency.
-

2. In-Depth Swim Academy (IDSA) Camp

OLIVIA SMOLIGA & Brooks Curry!

SNS is supporting the In-Depth Swim Academy (IDSA) camp, featuring Olympians Olivia Smoliga and Brooks Curry, hosted September 27–28 at the Roseville Aquatics Complex.

- Working directly with Olivia Smoliga to coordinate event details and ensure a smooth athlete experience.

- Supporting social media strategy and event promotion to drive participation and visibility.
 - IDSA is managing registration internally, coordinating with their team to simplify processes.
 -
 - Send info to your swimmers ASAP!
-

3. Zones Team Operations & Future Planning

This summer, I served as General Manager for the 2025 Sierra Nevada Zones Team, supporting a 60-person delegation under an accelerated planning timeline.

Key Takeaways & Updates

- Successfully managed transportation, lodging, meals, and athlete logistics despite compressed timelines.
- Developed the foundation of a Zones Operations Playbook to standardize planning and improve future efficiency, including:
 - Hotel and meeting space contracting
 - Transportation logistics
 - Meal planning and nutrition resources
 - Sponsorship activation and cost-saving strategies
 - Emergency protocols

Coaching & Chaperone Staff Applications

Starting in 2026, SNS will implement a simple application process for Zones coaching staff:

- Applications will collect information on experience, roles of interest, and availability.
 - Ensures staffing assignments align with both program needs and coach strengths.
-

4. Athlete Nutrition & Education

To better support swimmers' performance and recovery:

- Developing a nutrition guide focused on fueling strategies, recovery, and anti-inflammatory food options they can carry at meets in their bag. General Guidelines.
 - Exploring partnerships with local vendors to provide high-quality meals at a lower cost. As well as apparel & other Zones expenses.
 - Adding educational resources to connect athlete food choices directly to performance outcomes. Financial literacy, business experience, volunteer opportunities
-

5. Sponsorship Alignment & Strategic Partnerships

- Partnered with Swim Warrior to pilot a performance-tracking tool for SNS athletes during Zones.
 - Exploring corporate sponsorships and financial partnerships to help offset costs and expand athlete support programs.
 - Seeking collaborations for educational resources such as financial literacy programming and fundraising opportunities.
-

6. Social Media & Student-Athlete Leadership

SNS's digital strategy has been streamlined to maximize collaboration and visibility:

- Instagram Collaborator Posts → SNS and teams can now co-author posts, improving quality and reach without extra file-sharing.
- Repost Strategy → Highlights authentic, team-driven content while amplifying visibility across the LSC.
- Student-Athlete Social Media Program → Student-athlete reps lead select content projects and campaigns, gaining leadership and digital marketing experience.

7. ASCA World Clinic — Key Highlights

Attending the ASCA World Clinic in Reno provided critical insights into national best practices and industry opportunities:

- Built relationships with national leaders interested in helping SNS strengthen operations and athlete programming.
- Identified event models and marketing strategies used by high-performing LSCs.
- Opened doors to future partnership and sponsorship opportunities to benefit SNS athletes and families.

8. Additional Resources & Involvement

For more information on current SNS initiatives and resources, see the following documents:

IDSA x SNS Promo Email

https://docs.google.com/document/d/1XJILU0a07WGpkigbxeXfm2Wsu9Ljk7voG-x1vV_T7Lk/edit?usp=drivesdk

Program Development Social Media Plan

https://docs.google.com/document/d/1XDBChvx-XczHDM_1g3xvSFu6_GnwKY8GKjHDIJvVvCs/edit?usp=drivesdk

SNS Program Development Strategy Resources

<https://docs.google.com/document/d/1Bqg3d5Sq1aPyZp3JkypHdPXeNhWczYOF9yjSh6fKGE4/edit?usp=drivesdk>

We are also seeking coaches who want to be more involved in leading camps, supporting events, and shaping athlete experiences across the LSC.

If you are interested in joining the Program Development Committee or contributing to upcoming projects, please reach out — we would love your involvement.

9. Next Steps

- Launch the SNS Program Development Committee Playbook.
- Finalize the Zones Operations Playbook before January 2026.
- Implement the coaching staff application process ahead of Zones 2026.
- Secure additional strategic partnerships to expand athlete opportunities and reduce costs.
- Continue growing student-athlete leadership within SNS social media initiatives.



SIERRA NEVADA SWIMMING BOARD REPORT

To be submitted to Secretary, Executive Director and General Chair 10 days before the next BOD meeting. When no Board meeting is scheduled for the month, it is due on the last Friday of the month.

Date: September 5th

Board Member: Alan Rosenfeld

Board Position: Technical Planning Chair, Member of Technical Planning Committee, and Executive Director Search Committee

Announcements:

- DART Solano has cancelled their meet on October 4/5 and instead will attend Spooktacular
- Lassen Volcano's have added an Invitational to the Master Schedule on June 27/28th

Board Meeting Agenda/Discussion Items:

- Technical Planning would like to present the new updated time standards for 2026-2028

Questions for the Board / Larger Group:

General Action Items Completed:

- Attended ASCA Coaches Clinic on September 3-5th in Reno. I felt the clinic was run very well.
- Met with Technical Planning Committee via Zoom on September 3rd to discuss multiple different standards and came to a determination on which to present to the board. We also discussed changes to the event order to help streamline the timeline. We will have email communication during the month to make sure everyone is on the same page re: new event order.

Position Specific Action Items Completed:

- New Championship Meet Standards Completed 8/31

Action Items In-Progress / Pending:

- Championship Meet Standards
 - Present to board on September 18th
 - Approve and send out new championship cuts September 21st
- New Championship Meet Format changes
 - Discussed and approved by Technical Planning Committee by October 7th
 - Presented to board for final approval October 16th
 - Sedt to teams hosting championship meets on October 19th
- Meet Bid Form Updates
 - Updated with changes recommended from Finance Committee November 6th
 - I.e. Financial person included and reminders on the 40 day window for payment
 - Bids will be awarded to teams with Safe Sport Certifications and no overdue payments
 - Meet Bids Sent out to teams for championship meets – December 8th They will be due March 1st
 - Meet bids for standard meets sent out December 16th They will be due March 17th
- Meet Bids Awarded by Technical Planning – March 5th
 - Winning Bids sent out to teams on March 8th



SIERRA NEVADA SWIMMING BOARD REPORT

To be submitted to Secretary, Executive Director and General Chair 10 days before the next BOD meeting. When no Board meeting is scheduled for the month, it is due on the last Friday of the month.

Date: 9/12/25

Board Member: Deanna Hogenboom

Board Position: Safe Sport Chair

Announcements:

- Sierra Nevada Swimming has 45 registered clubs.
- 8 clubs have full Safe Sport Recognition status—18% of club membership
- 13 clubs are in progress = 47% of club membership either in progress or fully certified

Board Meeting Agenda/Discussion Items:

- N/A

Questions for the Board / Larger Group:

- Would like the board to consider the requirement that all LSC championship meet hosts including Sectional/Futures/Pro meet hosts are either in progress for SSRP status or have SSRP status for 2025/2026 season.
- Would like the board to consider the requirement that all LSC championship meet hosts including Sectional/Futures/Pro meet hosts have achieved current SSRP status.
-

General Action Items Completed:

- Responded to and conducted several interviews in response to Safe Sport incident inquiries with multiple individuals throughout Sierra Nevada Swimming.
- Had multiple phone meetings with Western Zone Safe Sport Chair (April Walkley) in addition to the director of Safe Sport and the Manager of Safe Sport due to reporting concerns.
- Made outreach emails and calls to a few individuals that I would like to participate on a Safe Sport Committee. Results pending.

Position Specific Action Items Completed:

- Filed three Safe Sport reports for three separate issues on behalf of individuals within Sierra Nevada Swimming.
- Filed one report with the US Center for SafeSport due to the nature of one issue.

Action Items In-Progress / Pending:

- List all action items that are pending. Group any event or topic specific items together.

SIERRA NEVADA SWIMMING COMMITTEE REPORT

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

Committee/Chair/Board Member: Athlete Committee

Date of Board Meeting: 9/18/25

Date of Last Committee Meeting: 8/27/25

Members Present: Enzo Suh, Jamie Ling, Lynnmarie Wang, Maria Zhang

Date of Next Meeting: TBD

Items Completed: Introduce new athlete representatives, discuss responsibilities, collaborate on IDSA social media content

Items In-Progress/pending: Social media training

Announcements: n/a

Questions for the Board/group: n/a

Notes/other: n/a



SIERRA NEVADA SWIMMING BOARD REPORT

To be submitted to Secretary, Executive Director and General Chair 10 days before the next BOD meeting. When no Board meeting is scheduled for the month, it is due on the last Friday of the month.

Date: 9/12/2025

Board Member: Reed Miller

Board Position: Coach Representative, member of SNS Program Development Committee

Announcements:

- N/A

Board Meeting Agenda/Discussion Items:

- N/A

Questions for the Board / Larger Group:

- N/A

General Action Items Completed:

- SNS Coaches attended the ASCA World Clinic from September 2-5.
 - o 16 teams declared intent by the July 30th deadline. Teams that attended are eligible for \$1,062.50 in reimbursement from the LSC (\$17,000/16)
 - o 8 teams have applied for reimbursement as of 9/12 (closes 9/15).
 - 16 coaches attended across the 8 teams that have submitted.
- Registered for USA Swimming Annual Summit and booked flight.

Position Specific Action Items Completed:

- Continued sending reminders about the ASCA World Clinic and the reimbursement deadline to SNS teams.

Action Items In-Progress / Pending:

- Attend USA Swimming Annual Summit in Denver (Sept. 25-27).



SIERRA NEVADA SWIMMING BOARD REPORT

To be submitted to Secretary, Executive Director and General Chair 10 days before the next BOD meeting. When no Board meeting is scheduled for the month, it is due on the last Friday of the month.

Date: September 3, 2025

Board Member: Leslie Juarez Michel

Board Position: DEI Chair

Announcements:

- Will meet on September 9th at 8PM

Board Meeting Agenda/Discussion Items:

- None at this time

Questions for the Board / Larger Group:

- None at this time

General Action Items Completed:

- Created committee and found a date for our first meeting

Position Specific Action Items Completed:

- Created committee

Action Items In-Progress / Pending:

- Disability time standards to be presented this fall.



SIERRA NEVADA SWIMMING BOARD REPORT

To be submitted to Secretary, Executive Director and General Chair 10 days before the next BOD meeting. When no Board meeting is scheduled for the month, it is due on the last Friday of the month.

Date: September 8, 2025

Board Member: Jeffrey M. Jones

Board Position: Member At-Large, Finance Committee

Announcements:

- Any critical information that the board needs to be aware of

Board Meeting Agenda/Discussion Items:

- Any items that you are proposing to be discussed during the Board Meeting

Questions for the Board / Larger Group:

- Any questions that can be responded to within or outside the Board Meeting

General Action Items Completed:

- Any items completed in the reporting period that do not fall under projected action items

Position Specific Action Items Completed:

- List program specific action items completed by major task

Action Items In-Progress / Pending:

- Attended 1st Finance Committee meeting of the new year on 9/2/25. At least 2 new members: Mitch Satz and Steve Heath. Discussed Funding for attendance at this year's Golden Goggles Awards Ceremony for Luca Urlando and Patrick Sammons; Finance Committee voted to recommend funding as a travel reimbursement item.

Sierra Nevada Swimming Director of Operations

Position Overview

The Director of Operations serves as a senior leader within the Sierra Nevada Local Swimming Committee (LSC), responsible for organizing, coordinating, and executing programs that advance the mission and strengthen the LSC community. This position oversees all aspects of event planning, communications, and marketing, ensuring that athletes, clubs, coaches, officials are supported through clear information, well-organized events, and consistent outreach.

The Director plays a central role in building the LSC’s public image, enhancing engagement, and maintaining alignment with USA Swimming policies. By managing governance events, development programs, and special initiatives, the Director ensures that LSC activities are conducted with professionalism and efficiency. At the same time, the Director leads internal and external communications, develops marketing strategies, and fosters collaboration with local, regional, and national partners to raise the visibility of the LSC.

This position requires a balance of strategic vision and hands-on execution, with responsibilities spanning project management, event logistics, digital platforms, and community engagement. The Director works closely with the Board of Directors, committees, and partner organizations to deliver high-quality programs and services that benefit the entire swimming community.

Duties and Responsibilities

40%	Operational Management • Strategic Initiatives ○ Oversee Board-approved projects, ensuring objectives, timelines, and outcomes are clearly defined and achieved. ○ Monitor progress and prepare regular status updates for the Board of Directors. • Operational Review ○ Coordinate across committees to ensure alignment of activities with LSC goals. ○ Develop and maintain standard operating procedures and project documentation. • Resource Management ○ Identify and secure resources needed to support project execution, including budgeting, scheduling, and staffing support. ○ Ensure expenditures are in compliance with LSC financial policies.
35%	Communication Management & Marketing • Internal LSC Communications ○ Serve as the central point of contact for inquiries from athletes, clubs, coaches, officials, and non-athlete members. ○ Ensure timely distribution of Board actions, policies, and updates through email, newsletters, and meetings. • External LSC Communications & Marketing

Sierra Nevada Swimming Director of Operations

20%	○ Maintain strong communication channels with USA Swimming, Western Zone, and other LSCs. ○ Represent the LSC in regional and national forums as appropriate. ○ Develop and implement marketing strategies to promote LSC programs, events, and achievements. ○ Create and distribute promotional materials (digital and print) highlighting athlete accomplishments, championship meets, and community initiatives. ○ Coordinate sponsorship opportunities, partnerships, and advertising to support LSC events and outreach. ○ Oversee social media campaigns and public-facing communications to raise the visibility of the LSC and enhance community engagement. ● Website & Digital Platforms ○ Oversee management of the LSC website, ensuring it is accurate, timely, and user-friendly. ○ Post meet schedules, results, time standards, records, policies, key announcements, and any other information as needed. ○ Coordinate social media and digital outreach to promote LSC programs and events. Event Management ● Governance Events ○ Coordinate arrangements for Board of Directors and House of Delegates meetings, including schedules, facilities (or virtual platforms), and documentation. ○ Support the General Chair and Secretary to ensure meetings run smoothly and records are maintained. ● Championship & Sanctioned Meets ○ Work with Registrar to liaison with host clubs to resolve issues, confirm compliance with USA Swimming standards, and ensure successful execution of LSC championship meets. ○ Oversee LSC Championship Meet logo and awards ● Western Zone Meet ○ Coordinate logistics for the Western Zone Meet including but not limited to lodging, travel, meals, facilities, vendor contracts, donations, and scheduling as needed. ● Athlete, Coach, and Official Development Events ○ Assist in planning and executing clinics, camps, workshops, and other educational opportunities. ○ Work with committees and chairs to secure venues, speakers, vendors, and travel arrangements as needed. ● Special Events ○ Plan and manage LSC awards banquets and other special events. ○ Oversee registration, promotional material, vendors, volunteers, and recognition activities.
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Sierra Nevada Swimming Director of Operations

5%	General Duties • Maintain records, by-laws, policy manuals, minutes, and other governing documents of the LSC. • Ensure compliance with USA Swimming rules, LSC policies, and reporting requirements (e.g., LEAP). • Provide administrative support to committees and the Board of Directors as needed. • Support budget development. • Perform other responsibilities as directed by the General Chair.
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Qualifications

- Bachelor's degree or equivalent experience preferred.
- A USA Swimming membership will be required for this position.
- Demonstrated background in Operations Management including - project management, event planning, marketing, and organizational leadership.
- Strong organizational, written, and verbal communication skills.
- The ability to work effectively with little or no supervision.
- Proficiency with office software, digital communications, and social media tools.
- Ability to coordinate multiple priorities and work effectively with athletes, clubs, coaches, officials, and non-athlete members.
- Knowledge of USA Swimming structure and governance is desirable.

Sierra Nevada Swimming
2025 - 2028 LSC Championships
Time Standards 2% Cap Updated September 1st

8 & Under Girls				8 & Under Boys		
SCY	SCM	LCM	Spring Champs	LCM	SCM	SCY
19.29			25fr		21.39	19.29
42.39		47.99	50fr	49.39	47.79	43.09
23.59			25ba		26.99	24.29
26.19			25br		30.99	27.89
21.89			25fl		25.39	22.89
8 & Under Girls			Summer Champs	8 & Under Boys		
42.39		47.99	50fr	49.39	48.39	43.09
1:36.69		1:48.99	100fr	1:56.59	1:54.29	1:40.99
51.99		58.29	50ba	1:03.59	1:02.29	56.79
1:00.59		1:08.19	50br	1:11.49	1:10.09	1:02.69
53.19		59.69	50fl	1:03.09	1:01.79	55.79

10 & Under Girls				10 & Under Boys		
SCY	SCM	LCM		LCM	SCM	SCY
35.29		40.89	50fr	39.79		34.59
1:20.89		1:32.99	100fr	1:30.59		1:18.39
3:00.59		3:25.69	200fr	3:14.99		2:50.59
7:45.09		7:01.69	400M/500fr	6:52.49		7:33.79
43.29		49.69	50ba	49.29		42.89
1:33.99		1:48.09	100ba	1:44.49		1:30.09
48.69		55.49	50br	54.39		47.69
1:46.89		2:03.89	100br	1:59.19		1:42.29
42.69		48.09	50fl	46.39		41.29
1:41.39		1:55.39	100fl	1:52.89		1:38.99
1:33.19		N/A	100im	N/A		1:29.69
3:18.79		3:48.89	200im	3:43.69		3:15.99

11-12 Girls				11-12 Boys		
SCY	SCM	LCM		LCM	SCM	SCY
30.99		35.19	50fr	34.19		29.99
1:07.99		1:17.89	100fr	1:16.19		1:06.39
2:29.48		2:49.59	200fr	2:46.39		2:24.89
6:45.69		6:02.29	400M/500fr	5:53.89		6:29.99
12:53.79		11:44.19	800M/1000fr	11:25.89		12:37.29
21:32.09		22:22.99	1500M/1650fr	22:10.19		20:58.09
35.99		41.09	50ba	41.09		35.59
1:19.19		1:30.79	100ba	1:29.59		1:15.69
2:46.69		3:13.29	200ba	3:08.49		2:40.49
40.59		45.59	50br	45.89		40.09
1:28.49		1:39.99	100br	1:39.59		1:25.49
3:10.99		3:39.89	200br	3:31.59		3:02.39
33.59		37.99	50fl	38.69		34.19
1:18.89		1:30.49	100fl	1:27.29		1:16.09
2:50.29		3:15.99	200fl	3:10.19		2:43.99
1:17.49		N/A	100im	N/A		1:15.89
2:50.29		3:11.69	200im	3:08.99		2:45.79
6:03.69		6:56.79	400im	6:46.59		5:50.09

13-14 Girls				13-14 Boys		
SCY	SCM	LCM		LCM	SCM	SCY
29.59		33.89	50fr	31.19		27.09
1:04.59		1:13.89	100fr	1:08.39		59.09
2:19.79		2:39.49	200fr	2:29.19		2:09.59
6:18.29		5:39.19	400M/500fr	5:23.49		5:56.29
12:09.49		10:56.09	800M/1000fr	10:17.69		11:23.99
20:19.59		20:58.59	1500M/1650fr	19:46.79		19:11.09
33.12		38.49	50ba	36.73		31.29
1:10.19		1:21.59	100ba	1:17.69		1:06.19
2:32.59		2:58.39	200ba	2:48.79		2:23.69
37.97		44.17	50br	41.39		35.79
1:20.59		1:33.89	100br	1:26.49		1:14.79
2:57.39		3:24.59	200br	3:08.29		2:42.39
33.29		37.39	50fl	35.07		30.79
1:11.29		1:20.09	100fl	1:14.59		1:05.49
2:38.99		3:01.69	200fl	2:46.79		2:25.59
2:38.69		2:59.39	200im	2:46.79		2:25.49
5:39.69		6:28.19	400im	6:02.79		5:13.59

15-18 Girls				15-18 Boys		
SCY	SCM	LCM		LCM	SCM	SCY
28.89		32.79	50fr	29.99		25.79
1:02.51		1:11.33	100fr	1:05.39		56.39
2:15.59		2:33.99	200fr	2:22.49		2:05.39
6:12.39		5:29.89	400M/500fr	5:10.19		5:42.09
11:53.99		10:32.39	800M/1000fr	9:54.79		11:01.59
19:56.49		20:11.59	1500M/1650fr	18:58.49		18:22.79
31.79		37.72	50ba	34.95		29.73
1:07.99		1:20.69	100ba	1:13.69		1:02.69
2:30.59		2:53.39	200ba	2:39.99		2:17.09
36.83		43.06	50br	39.57		34.00
1:18.29		1:31.59	100br	1:23.09		1:11.39
2:52.69		3:17.29	200br	3:00.59		2:35.19
31.62		36.31	50fl	33.58		29.25
1:07.69		1:16.99	100fl	1:11.29		1:02.09
2:33.99		2:54.39	200fl	2:39.49		2:19.49
2:31.19		2:56.99	200im	2:41.69		2:20.19
5:29.69		6:15.79	400im	5:47.99		4:59.19

* Denotes these are "A" time standards