



Agenda
Sierra Nevada Swimming
Board of Directors Meeting
Tuesday, October 29, 2024 @ 7:30 PM
Rescheduled: Thursday, November 7, 2024 at 7:30 PM
Zoom Format

Board of Directors

General Chair

Scott Sewell (UN)

Admin Vice-Chair

Daryn Glasgow (NSS)

Finance Vice-Chair

Roberta Savage (UCD)

Senior Vice-Chair

Brian Clark (DDUR)

Age Group Vice Chair

Summer Huntsman (WAC)

Program Development Chair

Brandon Mills (AQUA)

Coaches Representative

Reed Miller (DART)

Officials Chair

Jason Shibata (WAC)

Technical Planning Chair

Alan Rosenfield (AQUA)

Safe Sport Chair

Deanna Hogenboom (WAC)

Diversity, Equity, & Inclusion

Leslie Juarez Michel (CCA)

Operational Risk Chair

Stephen Adams (DART)

Athlete & At-Large Reps.

Cooper Zarro (LIFE)

Enzo Suh (WAC)

Jamie Ling (WAC)

Shurui Li (DART)

Operational Risk/Safety

Stephen Adams (DART)

At-Large

Grace Erkeneff

Ted Curley (DART)

Jeff Jones (AQUA)

Staff

Alex Ongaco (UN)

Mark Brown (UN)

Alison Appel (UN)

T.J. Kay (UN)

Debra Hill (UN)

Sierra Nevada Swimming Mission Statement

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

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 May 23, 2024 Sierra Nevada Swimming Board of Directors Meeting.
2. Action to approve the Crisis Management Plan that was developed at the Board Workshop - Sewell/Glasgow/Savage
3. Discussion item - Financial update. Review of 23-24 final budget to actuals. Audit update - Savage
4. Action item - Approve the purchase of a Jotform subscription for SNS to use until the Technology Committee develops a comprehensive technology plan - Savage
5. Action item - Approve updated Finance Policy regarding minimum reserves - Savage
6. Discussion item/possible action item - Options for using Investment Funds - Savage
7. Discussion of potential new policy (Olympic funding support) - Savage
8. Action to approve Payment of Dropbox for needed staff and Board members - Savage
9. Discussion item/potential action item: Add additional tier of team travel money - Clark
10. USA Swimming Mandatory Changes to SNS By-laws - Glasgow

Closed Session

Adjournment

Next General Sierra Nevada Swimming Board Meeting will be Tuesday, February 11, 2025 at 7:30pm.

SNS CRISIS COMMUNICATION TEAM

To be completed by the SNS Board of Directors at the first Board meeting following the SNS HOD meeting.

	Name	Position	Phone	Email
Spokesperson	Alex			
Alternate Spokesperson	Scott S.			
Information Officer	Stephen Adams			
Information Officer	Mark Brown			

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	214,277.25	202,500.00	11,777.25	105.82 %
Fines and penalties	440.00		440.00	
Total 301 Meet Fees	214,717.25	202,500.00	12,217.25	106.03 %
302 Sanction Fees	1,310.00	1,375.00	-65.00	95.27 %
304 Equipment Rentals	9,135.00	5,000.00	4,135.00	182.70 %
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	58,832.76	58,675.00	157.76	100.27 %
5151 Launch / CTS Camp Athlete Contribution - Spring	2,402.00	2,400.00	2.00	100.08 %
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	
Registrations				
300 Member Fees	100,991.54	94,000.00	6,991.54	107.44 %
3002 Dues to USA Swimming	-1,000.00		-1,000.00	
3012 USA Swimming Tech Fee 4%	-3,990.18		-3,990.18	
Total Registrations	96,001.36	94,000.00	2,001.36	102.13 %
Total Revenue	\$394,553.37	\$394,350.00	\$203.37	100.05 %
GROSS PROFIT	\$394,553.37	\$394,350.00	\$203.37	100.05 %
Expenditures				
500 Registration/General Office				
50001 Executive Director Discretionary Fund	1,000.00	1,000.00	0.00	100.00 %
50002 Staff Holiday Bonuses	500.00	600.00	-100.00	83.33 %
5001 Office Equip	303.51	50.00	253.51	607.02 %
500116 Diversity & Inclusion (DEI) Camp WZ	4,732.08	288.00	4,444.08	1,643.08 %
5002 Postage	19.24	50.00	-30.76	38.48 %
5003 Phone/Internet	522.03	525.00	-2.97	99.43 %
5004 Copying/Supplies	112.25	275.00	-162.75	40.82 %
5005 USA Staff Annual Dues	402.70	432.00	-29.30	93.22 %
5010 Workers Compensation	2,356.00	2,310.00	46.00	101.99 %
503001 Registrar, Membership & Meet Sanctions Chair Contractor	23,690.04		23,690.04	
524 Office/General Administrative Expenditures/Thank You's	532.61	250.00	282.61	213.04 %
Bank charges	7.50		7.50	
Payroll Expenses (ATA Payroll runs)	559.62		559.62	
Taxes	5,969.96	11,520.00	-5,550.04	51.82 %
Wages	74,594.62	96,000.00	-21,405.38	77.70 %
Total Payroll Expenses (ATA Payroll runs)	81,124.20	107,520.00	-26,395.80	75.45 %
Total 500 Registration/General Office	115,302.16	113,300.00	2,002.16	101.77 %
501 Awards Banquet				

Sierra Nevada Swimming

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

September 2023 - August 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5012 Facility	1,486.98	3,500.00	-2,013.02	42.49 %
5013 Dinner	9,387.58	5,000.00	4,387.58	187.75 %
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	12,305.03	11,000.00	1,305.03	111.86 %
502 Equipment				
5021 Locker Rental	3,048.00	3,000.00	48.00	101.60 %
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	4,033.49	6,320.00	-2,286.51	63.82 %
503 Governance				
5006 PO Box Rental Fee	97.00		97.00	
50300 Other Professional Services	300.00	800.00	-500.00	37.50 %
50305 SNS Board Offsite	1,218.44		1,218.44	
50309 General Chair Expense Fund	800.00	800.00	0.00	100.00 %
50310 Other USA Swimming Mandatory Meetings (ex ABM)	2,449.00		2,449.00	
5032 Other LSC Travel to Conventions, Seminars non USAS		1,600.00	-1,600.00	
5035 Misc	1,152.43	500.00	652.43	230.49 %
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	
Total 503 Governance	6,016.87	12,487.08	-6,470.21	48.18 %
504 Communications				
5041 Web Site	12.00	50.00	-38.00	24.00 %
5044 Zoom License	209.90	400.00	-190.10	52.48 %
Total 504 Communications	221.90	450.00	-228.10	49.31 %
506 Club Development	450.00		450.00	
507 Officials				
50701 Officials Tier 1 Meet Travel Reimbursement	200.00	2,400.00	-2,200.00	8.33 %
50702 Officials Tier 2 Meet Travel Reimbursement	2,400.00	2,400.00	0.00	100.00 %
50703 Officials Tier 3 Meet Travel Reimbursement	1,200.00	2,400.00	-1,200.00	50.00 %
5077 Officials Training	835.01	1,000.00	-164.99	83.50 %
5078 National Evaluator	2,561.51	2,000.00	561.51	128.08 %
5079 Official's OQM Social	2,267.36	1,500.00	767.36	151.16 %

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 507 Officials	9,463.88	11,700.00	-2,236.12	80.89 %
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	13,225.31	8,068.00	5,157.31	163.92 %
5113 Leadership Camp		5,000.00	-5,000.00	
5115 Age Launch / CTS Catch The Spirit - Spring Camp - 2	8,414.23	3,523.00	4,891.23	238.84 %
5116 Age Launch / CTS Camp NVAL	850.57		850.57	
5120 Senior Athlete Camp		10,000.00	-10,000.00	
Total 511 Swim Camps	22,490.11	30,754.00	-8,263.89	73.13 %
512 LSC Championship Meets / JOs / BRC / Scholar Athlete				
512-0 Award Mailing		100.00	-100.00	
51200 Promotional Incentives	1,457.31	500.00	957.31	291.46 %
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	3,677.47	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	6,355.88	3,150.00	3,205.88	201.77 %
5126 NVAL Bag Tags	953.29	1,300.00	-346.71	73.33 %
5127 LCM Summer BRC Bag Tags	1,338.76	1,000.00	338.76	133.88 %
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	26,945.73	24,075.00	2,870.73	111.92 %
513 Western Zone Team				
5132 Ground Transportation	9,629.44	5,000.00	4,629.44	192.59 %
5133 Airfare	23,018.08	50,000.00	-26,981.92	46.04 %
5134 Housing	41,060.81	32,000.00	9,060.81	128.32 %
5135 Meals	10,477.91	9,500.00	977.91	110.29 %
5136 Coach Stipends	4,150.00	3,850.00	300.00	107.79 %
5137 Team Social	2,496.01	3,200.00	-703.99	78.00 %
5138 Coaches Business Dinner		250.00	-250.00	
5139 Meet Entry Fees	7,600.00	3,200.00	4,400.00	237.50 %
5140 Supplies, copies, first aid	421.08	1,350.00	-928.92	31.19 %
5142 Team Uniforms	10,307.98	9,000.00	1,307.98	114.53 %
5144 Chaperone USA Swim Registration	198.00		198.00	
Total 513 Western Zone Team	109,359.31	117,350.00	-7,990.69	93.19 %
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	
51611S Senior Travel Silver Award	11,400.00		11,400.00	

Sierra Nevada Swimming

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

September 2023 - August 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 51611 Travel Awards per Swimmer / Club Achievement	24,656.32	45,000.00	-20,343.68	54.79 %
51612 Olympic Trials	5,700.00		5,700.00	
51612B Olympic Trials Officials Travel Reimbursement	2,054.71		2,054.71	
Total 51612 Olympic Trials	7,754.71		7,754.71	
Total 516 Senior	32,411.03	45,000.00	-12,588.97	72.02 %
518 Finance				
519 Accounting & Tax Prep	18,605.50	19,800.00	-1,194.50	93.97 %
5191 Postage	54.22		54.22	
Total 519 Accounting & Tax Prep	18,659.72	19,800.00	-1,140.28	94.24 %
5190 Yearly Audit	2,525.25	3,410.00	-884.75	74.05 %
523 Quickbooks Online	1,148.75	924.00	224.75	124.32 %
Total 518 Finance	22,333.72	24,134.00	-1,800.28	92.54 %
526 Coach Education / Event / Business Meeting	931.02		931.02	
Taxes & Licenses	100.00		100.00	
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenditures	\$362,364.25	\$397,570.08	\$ -35,205.83	91.14 %
NET OPERATING REVENUE	\$32,189.12	\$ -3,220.08	\$35,409.20	-999.64 %
NET REVENUE	\$32,189.12	\$ -3,220.08	\$35,409.20	-999.64 %

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	6,104.25	202,500.00	-196,395.75	3.01 %
302 Sanction Fees	10.00	1,375.00	-1,365.00	0.73 %
304 Equipment Rentals	300.00	5,000.00	-4,700.00	6.00 %
5011 Banquet Attendee Fee		3,500.00	-3,500.00	
50704 WZ Officials Travel Reimbursement	434.86		434.86	
5131 WZ Team Swimmer Contribution		58,375.00	-58,375.00	
5151 Launch / CTS Camp Athlete Contribution - Spring		3,000.00	-3,000.00	
5152 Launch / CTS Camp Athlete Contribution - Fall		3,000.00	-3,000.00	
5153 Age Elite Camp Athlete Contribution		8,000.00	-8,000.00	
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		0.00	0.00	
Registrations				
300 Member Fees	20,993.00	94,000.00	-73,007.00	22.33 %
3012 USA Swimming Tech Fee 4%	-839.72		-839.72	
Total Registrations	20,153.28	94,000.00	-73,846.72	21.44 %
Total Revenue	\$27,002.39	\$381,150.00	\$ -354,147.61	7.08 %
GROSS PROFIT	\$27,002.39	\$381,150.00	\$ -354,147.61	7.08 %
Expenditures				
500 Registration/General Office				
50001 Executive Director Discretionary Fund		1,000.00	-1,000.00	
50002 Staff Holiday Bonuses		600.00	-600.00	
5001 Office Equip		50.00	-50.00	
500116 Diversity & Inclusion (DEI) Camp WZ		1,000.00	-1,000.00	
5002 Postage	23.59	50.00	-26.41	47.18 %
5003 Phone/Internet	75.03	525.00	-449.97	14.29 %
5004 Copying/Supplies		275.00	-275.00	
5005 USA Staff Annual Dues	338.00	432.00	-94.00	78.24 %
5010 Workers Compensation		2,310.00	-2,310.00	
503001 Registrar, Membership & Meet Sanctions Chair Contractor	4,020.76	23,690.04	-19,669.28	16.97 %
524 Office/General Administrative Expenditures/Thank You's		250.00	-250.00	
Bank charges		40.00	-40.00	
Payroll Expenses (ATA Payroll runs)				
Taxes	608.87	11,520.00	-10,911.13	5.29 %
Wages	7,905.00	72,309.96	-64,404.96	10.93 %
Total Payroll Expenses (ATA Payroll runs)	8,513.87	83,829.96	-75,316.09	10.16 %
Total 500 Registration/General Office	12,971.25	114,052.00	-101,080.75	11.37 %
501 Awards Banquet				
5012 Facility		2,000.00	-2,000.00	
5013 Dinner		3,500.00	-3,500.00	
5014 Speaker Honorarium		0.00	0.00	

Sierra Nevada Swimming

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

September 2024 - August 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5017 Awards		1,500.00	-1,500.00	
Total 501 Awards Banquet		7,000.00	-7,000.00	
502 Equipment				
5021 Locker Rental	532.00	3,000.00	-2,468.00	17.73 %
5022 Insurance		470.00	-470.00	
5023 Supplies		450.00	-450.00	
5024 Repairs		2,000.00	-2,000.00	
5026 Shipping Fees		400.00	-400.00	
5029 New Equipment		0.00	0.00	
Total 502 Equipment	532.00	6,320.00	-5,788.00	8.42 %
503 Governance				
5006 PO Box Rental Fee	100.00		100.00	
50300 Other Professional Services		800.00	-800.00	
50309 General Chair Expense Fund		800.00	-800.00	
50310 Other USA Swimming Mandatory Meetings (ex ABM)				
50310-A Other USA S Mandatory Meetings (ex ABM) - Transportation	2,195.50	4,000.00	-1,804.50	54.89 %
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)	6,672.27	9,010.25	-2,337.98	74.05 %
5035 Misc		500.00	-500.00	
50364 Safe Sport		500.00	-500.00	
Total 503 Governance	6,772.27	11,610.25	-4,837.98	58.33 %
504 Communications				
5041 Web Site	12.00	50.00	-38.00	24.00 %
5044 Zoom License		400.00	-400.00	
Total 504 Communications	12.00	450.00	-438.00	2.67 %
507 Officials				
50701 Officials Tier 1 Meet Travel Reimbursement		2,400.00	-2,400.00	
50702 Officials Tier 2 Meet Travel Reimbursement		2,400.00	-2,400.00	
50703 Officials Tier 3 Meet Travel Reimbursement		2,400.00	-2,400.00	
5076 Miscellaneous		500.00	-500.00	
5077 Officials Training		1,000.00	-1,000.00	
5078 National Evaluator		3,000.00	-3,000.00	
5079 Official's OQM Social		1,000.00	-1,000.00	
Total 507 Officials		12,700.00	-12,700.00	
510 Adaptive Swimming		0.00	0.00	
511 Swim Camps				
5111 Age Launch/ CTS Catch The Spirit - Fall Camp -1	234.00	6,370.00	-6,136.00	3.67 %
5112 Age Group Elite Camp		11,830.00	-11,830.00	
5113 Leadership Camp		5,000.00	-5,000.00	
5115 Age Launch / CTS Catch The Spirit - Spring Camp - 2	234.00	6,723.00	-6,489.00	3.48 %

Sierra Nevada Swimming

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

September 2024 - August 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 511 Swim Camps	468.00	29,923.00	-29,455.00	1.56 %
512 LSC Championship Meets / JOs / BRC / Scholar Athlete				
512-0 Award Mailing		100.00	-100.00	
51200 Promotional Incentives	516.02	500.00	16.02	103.20 %
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	
5121C Senior Championship Host Team Stipend		3,125.00	-3,125.00	
5122 SCY Championships Awards		3,050.00	-3,050.00	
5123 SCY Swimmer Bag Tags		1,000.00	-1,000.00	
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		350.00	-350.00	
5129 A Medals		0.00	0.00	
Total 512 LSC Championship Meets / JOs / BRC / Scholar Athlete	516.02	24,075.00	-23,558.98	2.14 %
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	
5139 Meet Entry Fees		3,200.00	-3,200.00	
5140 Supplies, copies, first aid		1,000.00	-1,000.00	
5142 Team Uniforms		9,000.00	-9,000.00	
Total 513 Western Zone Team		116,750.00	-116,750.00	
516 Senior				
51611 Travel Awards per Swimmer / Club Achievement		70,000.00	-70,000.00	
Total 516 Senior		70,000.00	-70,000.00	
518 Finance				
519 Accounting & Tax Prep	1,981.50	19,800.00	-17,818.50	10.01 %
5190 Yearly Audit		3,410.00	-3,410.00	
523 Quickbooks Online		924.00	-924.00	
Total 518 Finance	1,981.50	24,134.00	-22,152.50	8.21 %
526 Coach Education / Event / Business Meeting		1,000.00	-1,000.00	
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenditures	\$23,253.04	\$418,014.25	\$ -394,761.21	5.56 %
NET OPERATING REVENUE	\$3,749.35	\$ -36,864.25	\$40,613.60	-10.17 %
NET REVENUE	\$3,749.35	\$ -36,864.25	\$40,613.60	-10.17 %

For Period: August 31, 2024 - September 30, 2024

Account Cash Balance 8/30/2024:	\$ 237,148.64
Income Registrations:	\$ 3,916.00
Income Meet Fees:	\$ 6,172.25
Income Sanction Fees:	\$ 10.00
Income Equipment Rentals:	\$ 300.00
Fines & Penalties	\$ -
Expenses*:	\$ (12,983.64)
USA Swimming 4% Tech Fee	\$ (156.64)
Transfer to Investment Account	\$ -
Account Cash Balance 9/30/2024:	\$ 234,406.61

*(payroll, professional fees, supplies, storage, taxes, ABM meeting expenses)

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

Account Cash Balance 9/30/2024:	\$ 234,406.61
Savings Account Balance 9/30/2024:	\$ 631,898.36
Assets:	\$ 866,304.97

SNS Motions Made by Roberta Savage – known in advance

October 29, 2024 SNS Board Meeting

1. Motion to approve the purchase of a yearly subscription of Jotform by SNS.
2. Motion to approve the following Financial Policy and add it to the current Financial Policies. SNS will maintain a minimum reserve of \$675,000 in the combined accounts at Chase and First Western. In the event of a significant change to the stock market or a catastrophic event has occurred preventing SNS from maintaining the minimum reserve, the SNS Board will meet to discuss a revision to the minimum reserve amount.
3. Motion to approve paying for or reimbursing necessary SNS staff and Board members for their Dropbox subscription, when Dropbox access and use is required for their job.



SIERRA NEVADA SWIMMING BOARD MEMBER REPORT

September & October 2024

To be submitted to Scott Sewell and Alex Ongaco the last Friday of the month in months when there is no Board meeting. Otherwise, must be submitted the Sunday before the Board meeting.

Board Member: Roberta Savage – Finance Vice Chair

Date of Next Finance/Audit Meeting: November 12th @ 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 2023-2024 Budget to Actuals preliminary and final report. *Final report attached.* Reviewed September 2024 Treasurer's report and Budget to actuals. *Treasurer's report is attached.*
2. Held the September and October Finance Committee Meetings. Discussed an overview of the committee; discussed the investment fund; discussed the Budget; discussed staff/contractors salary. Recommended that Stephen Adams and I meet with the Coaches chair to discuss options for using the Investment fund. Finance Committee will discuss possible uses of the investment fund at the October committee meeting.

Finance committee proposed that the Board identify a minimum reserve to be held. Discussed options for use of investment fund. Recommended that the Splash fee for all Championship Meets including NVAL be funded by SNS this year. Will take to Board for action.
3. Alison Appel and I met with the First Western Investment team on September 12, 2024. Our investment fund is growing nicely. Discussed moving cash funds (the funds we had set aside to pay Olympic Trials reimbursements/stipends but did not need to use) to regular investment fund. Board approved this action via email. Discussed options for checking account with First Western. Need to obtain more information before considering any action.
4. Emailed the Board about use of jotform. Received a few responses. Alison Appel submitted to all board members the use of jotform by various committees and that we have reimbursed a former Board member for the use of his Jotform account.
5. 10/3/2024: Met with Daryn Glasgow, Reed Miller and Stephen Adams to discuss options for one-time use of the Investment Fund. Will take options back to the Finance Committee before presenting to the Board. Discussed other options for using budgeted monies and possible alternative uses for the funds in the investment fund. Had a follow-up communication with Dana Covington regarding Olympic funding for officials.
6. Revised the Finance Vice Chair job description. Will bring to the Finance Committee for review. Committee is currently reviewing the job description. The new job description will be available at the next Board meeting.

7. 10/22/2024: Meeting with Brian Clark, Daryn Glasgow, Reed Miller and Stephen Adams to further discuss uses for excess funds, Senior Travel, Olympic stipends. Agreed that there should be a policy for teams and officials for Olympics. Domestic venue for Olympics - \$2,000; international venue for Olympics \$3,000. Need to identify criteria to receive team stipend. Discussed possibility of ½ stipend if SNS club/team is not their primary representation. Need further discussion by Board and then a policy created. Brian to follow-up with Mark and Alex about Senior Travel - both sending out Summer to all and creating a lower tier to include more athletes (possibly Futures Bonus cut with \$150 reimbursement for travel). Reed discussed some possible options for Coaches enrichment opportunities funded with stipends. Possibility of expanding Championship meet stipend discussed. Want to expand discussion of how to spend excess funds to include Age-Group chair, Program Development chair and other relevant Board members.

8. 10/22/2024: Met with Alison Appel and completed the portion of the Audit that I needed to complete. Alison is on track with the Audit.

Board Meeting Agenda/Discussion Items:

1. Action to approve the Crisis Management Plan that was developed at the Board Workshop. (from prior report)
2. Discussion item - Financial update. Review of 23-24 final budget to actuals. (from prior report) Audit update.
3. Action item - Approve the purchase of a Jotform subscription for SNS to use until the Technology Committee develops a comprehensive technology plan. Motion to approve the purchase of a yearly subscription of Jotform by SNS.
4. Action item - Approve updated Finance Policy regarding minimum reserves. Motion to approve the following Financial Policy and add it to the current Financial Policies. SNS will maintain a minimum reserve of \$675,000 in the combined accounts at Chase and First Western. In the event of a significant change to the stock market or a catastrophic event has occurred preventing SNS from maintaining the minimum reserve, the SNS Board will meet to discuss a revision to the minimum reserve amount.
5. Discussion item/possible action item - Options for using Investment Funds. Finance Committee is proposing to pay for the splash fee for all 3 SNS championship meets and the NVAL championship meet for the 24/25 season.
6. Discussion of potential new policy (Olympic funding support) - Finance Committee proposes to extend the Officials stipend for the Olympic Trials to Officials who officiate at the Olympics. Amount was not finalized. Board member group agreed with team/club stipend. Need to discuss the amount.

Action Items In-Progress / Pending:

1. Review/update all finance related policies
2. Review Policies and Procedures to determine what ones need to be revised.
3. Edit/revise Finance Vice Chair job description.
4. Work with Governance to create an action item list from the Board Workshop to monitor for follow-up.

Announcements:

Questions for the Board / Larger Group: _____



SIERRA NEVADA SWIMMING BOARD REPORT

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

Date of Board Report: October 2024 Board Report

Date of the Next Committee Meeting: November 12, 2024

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:

- 10/3/2024: Meeting with Roberta Savage, Reed Miller and Stephen Adams to discuss options for one-time use of the Investment Fund. Will take options back to the Finance Committee before presenting to the Board. Discussed other options for using budgeted monies and possible alternative uses for the funds in the investment fund.
- 10/22/2024: Meeting with Roberta Savage, Reed Miller, Stephen Adams and Brian Clark to further discuss uses for excess funds, Senior Travel, Olympic stipends.

Action Items In-Progress:

1. Edit/revise Admin Vice Chair job description.
 2. Create an action item list from the Board Workshop to monitor for follow-up.
- Chapter 5
 - Review of Policies and Procedures.
 - a. Noting updates needed
 - b. Proactive look at new policies.

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: Stephen Adams

Date of Next Operational Risk and Safety Meeting:

Action Items Completed:

1. Downloaded 2024 USA Swimming insurance packet and mailed it to Scott, Daryn, and Alex.
2. Retrieved 2024-2025 Directors and Officer's Insurance Packet. This was emailed to Scott, Daryn, and Alex.
3. Completed the Operational Risk and Safety Chair duty statement and submitted it to Scott, Daryn, and Alex for review.

Board Meeting Agenda/Discussion Items:

- 1.

Action Items In-Progress / Pending:

1. Will download the 2025 USA Swimming insurance packet in January.
2. Working with Finance Committee and Coaches Committee to make a Splash Fee proposal for future Championship Meets.

Announcements:

- 1 Report of Occurrence received from 9/1/2024 to present

Questions for the Board / Larger Group:

Useful Information:

- USA Swimming Operational Risk: <https://www.usaswimming.org/about-usas/top-resources/operational-risk>
- USA Swimming Insurance Information: <https://www.usaswimming.org/about-usas/resources/insurance>
- USA Swimming Insurance Packet: <https://www.usaswimming.org/docs/default-source/risk-management/insurance-documents-and-forms/2024-lsc-and-club-insurance-packet.pdf>
- USA Swimming Report of Occurrence Form: <https://fs22.formsite.com/usaswimming/form18/index.html>
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SIERRA NEVADA SWIMMING COMMITTEE REPORT

To be submitted to Secretary, Executive Director and General Chair the Monday prior to the next BOD meeting

Board Member: Leslie Juarez Michel – DEI Chair

Date of WZ DEI Meeting: November 4th at 7PM

Action Items Completed:

1. Attended USA Swimming Conference and completed DEI track
2. PC and SNS DEI Camp will be on November 2nd at Solano Community College. Marc Stanley and Brandon Mills are coaching. Alex and I are staffing for Sierra Nevada.
3. Nominating Committee met and is preparing for 2025 HOD.

Board Meeting Agenda/Discussion Items:

N/A

Action Items In-Progress / Pending:

1. PC/SNS DEI Camp successful completion.

Announcements:

Questions for the Board / Larger Group: _____



SIERRA NEVADA SWIMMING COMMITTEE REPORT

To be submitted to Debra Hill (luv4teachn@comcast.net) the Monday prior to the next BOD meeting

Board Member: Jason Shibata - Officials Chair (updated: 10/02/2024)

Date of Next Official's Committee Meeting: October 30, 2024 at 7:00pm

Action Items Completed:

1. Members of the Officials Committee were selected. Members include: Niffey Carmody, Jamie Ling (Athlete's Rep.), Leia Richter, Bonnie Ragland, Thad Winzenz and myself.
2. Created an Advisory Committee to assist the Official's Committee as needed. The Advisory Committee includes Bill Rose and Bill Fisher.
3. Held our first committee meeting on 08/31/24. Regular monthly meetings will be held on the last Wednesday of the month.
4. Created an official's newsletter and sent out a welcome email with newsletter to all officials on 09/08.
5. Assigned Meet Referee for 2024-2025 Championship Meets.
6. Hosted a series of clinics (Stroke and Turn, Chief Judge, Starter, AO and AR) in September.
7. Updated Officials tab on Sierra Nevada Swimming Website

Board Meeting Agenda/Discussion Items:

1. None

Action Items In-Progress / Pending:

1. Continue to update Officials content on SNS website
2. Develop and offer Deck Referee online clinic in October or November
3. Develop Apprentice Training Forms for Deck Referee, AO and Chief Judge
4. Develop LSC Block Party concept - work with Technical Committee and Coaches Committee

Announcements:

Questions for the Board / Larger Group: _____

SIERRA NEVADA SWIMMING COMMITTEE REPORT

To be submitted to Debra Hill (SNS Secretary) snssec.debra@gmail.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: 10/29/24

Date of Last Committee Meeting: 10/19/24

Members Present: Cooper Zarro, Enzo Suh, Jamie Ling, Shurui Li (and Alex Ongaco)

Date of Next Meeting: 10/27/24 (with wider, non-board athlete committee)

Items Completed: planned our meeting with the wider committee (10/27/24)

Items In-Progress/pending: Filling athlete representation on board committees, planning Scholar-Athlete, planning 3rd edition of SNS newsletter

Announcements: n/a

Questions for the Board/group: n/a

Notes/other: n/a

USA ABM

- Thoughts from welcome meeting
 - What about older kids joining the sport? 8 week prep groups for older swimmers to enter the sport? When? How often? Might be more relevant if we can pull more kids into year-round swimming from rec.
 - 8u champs meet. Bring out a mascot and/or college swimmers to sign autographs. Maybe the same thing at LSC champs meets.
 - Reach out to all clubs. What do coaches want? Clinics for coach education? Change to meet structure? Etc.
 - LSC funds - create a fund or grant for coaches to travel to clinics or other teams to learn (asca world clinic, USA zone clinics, club visits)
 - Developing business acumen for coaches
 - Pedagogy for coaches
 - Racing arcade? Tickets or tokens based on time drops or something of the like.
 - SSDL sends out info for us through our website (DART specific)

Coach Track - ADM meeting (American Development Model)

"What you're going to hear today is not new information"

- What mental skills does your group have? How do you measure that? What is the progression to add to those skills?
- Commitment building idea - everyone brings a notebook, writes down heats and lanes, and writes two reminders per race, then highlights and lowlights post race.
- [Coach education portal](#) - should bring attention to this and maybe offer LSC money for educational purposes.

Coach Track - Transactional v transformational growth (retention and performance through a high performance lens)

- Psychophysiology - physiological adaptation based on manipulation of the psychology
- Transactional v transformational - specific problems, specific solutions v holistic evolutionary development over time. Use transactional steps to create transformational growth. Adjusting details v being a hype man.
- Language - creative pull (transformational) and consistent with push (transactional)
- Athlete ownership - transactional - check in on whether the athlete is still working on a focus you have discussed multiple times. Autonomy to choose a stroke or set to work on.
- Transformational - write down steps of a race or meet warmup or something that requires some type of abstract thinking and problem solving from a bigger picture scale.
- Main takeaway - collaborative coaching resonates better with the majority of this generation than directive coaching. Don't direct, guide.

Team services

- [Swimposium 2.0](#) - coaches track now available
- Generating contact lists in swims (currently available for clubs, working on LSC) - Club, my club, tem management, report, club contact info
- Marketing toolkit - Free downloadable templates for stickers, magnets, etc. could be used for fundraising, block parties, etc.
 - Goggles on Marketing Toolkit
 - Coaches and team leaders tab, marketing toolkit, find an item, customize or generic choice, download and open in Adobe or another software, add text, signature and logo

Coaches' Rep Questions/potential changes - based on conversations with LSC Staff/Board and other information from the weekend

1. Discuss date of Age group elite camp (fall or post swagr/fw)
2. Restart senior camp
3. Where would coaches in LSC like to see more funds allocated?
4. Western zones - what is the goal? Is it serving that purpose?
5. Push [USA swimming coach ed online programming](#). Ask coaches what other services/education they're looking for? Clinics, etc? [Swimposium 2.0](#)? [10u network and 11-14 network](#). [USA swimming women leadership clinic](#) (Nov. 15 - 17).
6. SWAGR cuts - Slower of either single age AA times or previous year's SWAGR cuts
7. Growth - team services at USA swimming. Dana Skelton, Jane Groser key contacts to discuss how to help smaller teams grow (assuming that's what they want.)
8. Coaches email - collect all coach emails from all member clubs through SNS? (Alex?) Create a coach directory through the LSC? Update them on key questions and educational opportunities monthly or seasonally.
9. Post the clinics and other available information on sns site.
10. How to maximize use of Block Party meets?
 - a. Bridge gap between rec and year-round swimming
 - b. Shorter dual meets in place of CBA+ meets to build interest in the sport amongst younger swimmers/parents. I'd classify this as 14u swimmers and their parents for two reasons
 - i. Most swimmers that leave the sport are in the 13-14 age group
 - ii. Rec swimmers and parents need to see the value by this age group in order to have the most potential long term opportunity through year-round swimming

SUMMARY OF CHANGES TO REQUIRED LSC BYLAWS

2019-2024

The following changes were made by the USA Swimming House of Delegates, effective September 28, 2024, to change FINA to World Aquatics and to use gender-neutral references:

- 1.2 OBJECTIVES - The objectives and primary purpose of XXSI shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. XXSI shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of ~~FINA-World Aquatics~~, USA Swimming, and XXSI and its *Articles/Certificate* [select one] of Incorporation.
- 6.2 OTHER DIRECTORS
 - .1 ATHLETE BOARD REPRESENTATIVES -

Provision A: Two (2) Athlete Board Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. At the time of election, the Athlete Board Representative must (a) be an athlete member in good standing; (b) be at least a sophomore in high school or at least 16 years of age, (c) be currently competing, or have competed within the two (2) immediately preceding years, in a USA Swimming sanctioned event conducted by XXSI or another LSC; and (d) have ~~his or her~~ **their** place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The balloting shall take place via electronic vote and/or at a meeting called for that purpose by the Senior Athlete Board Representative *or the Athletes Committee*, or failing that, at a time and in a manner designated by the Board of Directors. At least *twenty (20)* days' written notice of the election shall be given to all clubs. The Athlete Board Representatives elected shall be determined by a majority of the [define the athlete voting members who elect the Athlete Board Representatives].

Provision B: Two (2) Athlete Board Representatives shall be elected by the House of Delegates, one each year, for a two-year term or until their respective successors are elected. At the time of election, the Athlete Board Representative must (a) be an athlete member in good standing; (b) be at least a sophomore in high school or at least 16 years of age, (c) be currently competing, or have competed within the two (2) immediately preceding years, in a USA Swimming sanctioned event conducted by XXSI or another LSC; and (d) have ~~his or her~~ **their** place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).
- 7.4 STANDING COMMITTEES & COORDINATORS
 - .1 ATHLETES COMMITTEE -
 - A CHAIR - The Senior Athlete Board Representative or ~~his or her~~ **their** designee shall be the chair of the committee.
 - B-C [no changes]
 - .2-.4 [no changes]
- 7.5 DUTIES OF CHAIRS AND COORDINATORS GENERALLY - The duties of the General Chair, the division chairs, committee chairs, and coordinators (in addition to those provided elsewhere in these Bylaws) shall be as follows:
 - .1 [no changes]
 - .2 See that all duties and responsibilities of the *coordinator* or the respective division, committee or sub-committee in ~~his or her~~ **their** charge are properly and promptly carried out;
 - .3-.6 [no changes]
- 10.4 EXTENT OF INDEMNITY - To the full extent permitted by law, the indemnification provided in this Article shall include expenses (including attorneys' fees, disbursements and expenses), judgments, fines, penalties and amounts paid in settlement, and, except as limited by applicable laws, these expenses shall be paid by XXSI in advance of the final disposition of such action, suit or proceeding. If doubt exists as to the applicability of an exclusion to XXSI's obligation to indemnify, XXSI may require an undertaking from the Indemnified Person obliging ~~him~~ **them** to repay such sums if it is subsequently determined that an exclusion is applicable. In the case of any person engaged in the sport of swimming for compensation or other gain, if XXSI determines that there is reasonable doubt as to such person's ability to make any repayment, XXSI shall not be obligated to make any payments in advance of the final determination. This indemnification shall not be deemed to limit the right of XXSI to indemnify

any other person for any such expenses to the full extent permitted by law, nor shall it be deemed exclusive of any other rights to which any Indemnified Person may be entitled under any agreement, vote of members or disinterested directors or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office.

13.2 ADMINISTRATIVE REVIEW BOARD ORGANIZATION -

.1-.9 [no changes]

.10 Substitutions for Member - In the event that a regular member of the Administrative Review Board is unable or unwilling to promptly act for any reason, recuses ~~herself or himself themselves~~ or is disqualified in any particular circumstance, the Chair (or, if the person so unable or unwilling to act or recused or disqualified is the Chair, the Vice-Chair; or failing that, the General Chair) shall appoint an alternate member to act in the regular member's place in respect of that circumstance.

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

.1-.3 [no changes]

.4 ATHLETE REPRESENTATIVE - shall be (a) an athlete member in good standing; (b) currently competing, or have competed within the two (2) immediately preceding years, in a USA Swimming sanctioned event conducted by XXSI or another LSC, and (c) have ~~his or her their~~ place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).

.5-.8 [no changes]

~~.9 FINA - the Federation Internationale de Natation, the international governing body for the sport of swimming.~~

~~[re-number remaining]~~

~~.20 WORLD AQUATICS - the international governing body for the sport of swimming.~~

.21 [no changes]

The following changes were made by the USA Swimming House of Delegates, effective September 23, 2023, to allow remote meetings of the House of Delegates, to define and clarify the Athlete Board Representatives and the Athlete Representatives, and to remove references to the eliminated sections of Article 4 in the USA Swimming Rulebook:

1.2 OBJECTIVES - The objectives and primary purpose of XXSI shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. XXSI shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of **World Aquatics**, USA Swimming, and XXSI and its *Articles/Certificate* [select one] of Incorporation.

2.1.2 MEMBERSHIP A PRIVILEGE NOT A RIGHT - Membership in XXSI and USA Swimming is a privilege and shall not be interpreted as a right. Membership may be terminated by the National Board of Review or the U.S. Center for SafeSport in accordance with ~~Part Four of the USA Swimming Rules and Regulations the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual.~~

4.1.4 ATHLETE AT-LARGE HOUSE MEMBERS - A sufficient number of athletes to ensure that **Athlete Members Representatives** constitute at least 20% of the voting membership of the House of Delegates shall be *elected by the Athletes Committee or appointed by the General Chair with advice and consent of the Board of Directors or elected by the House of Delegates* [select one of the options] and shall hold office from the date of *appointment or election* [select one] through the conclusion of the annual meeting of the House of Delegates following such *appointment or election* [select one] or until their successors are *appointed or elected* [select one] to the House of Delegates.

4.5.1 Elect the officers, **Athlete Board Representatives**, *Coach Representative(s)*, *At-Large Board Members*, and *members of the Administrative Review Board*, and the *committee chairs and coordinators* listed in Articles 6 and 7;

4.8 **Meeting Location and Time - Meetings of the House of Delegates may be held at any date, time, and place, including via telecommunication (unless prohibited by state or local laws), as may be fixed in the notice of such meeting. All in-person meetings of the House of Delegates shall take place at a site within the Territory. The House of Delegates or the Board of Directors shall determine the location and time of all meetings of the House of Delegates. If federal, state, or local law, policy, or regulation prohibits physical gathering sufficient to**

conduct a House of Delegates meeting within the Territory, a House of Delegates meeting may be conducted through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. In that circumstance participation by such means shall constitute presence at that meeting. All meetings conducted via telecommunications shall include means by which all persons participating in the meeting can hear each other at the same time and which ensures all votes duly cast by voting members are officially recorded.

5.1.5 Athlete Board Representatives (2)

5.2 AT-LARGE BOARD MEMBERS - *The House of Delegates may specify [insert a number] At-Large positions. Any reduction in the number of At-Large Board Members shall not take effect until the terms of office of the incumbents expire or become vacant. [Specify when and how at-large Board members are selected.] Additionally, a sufficient number of aAthlete members Representatives shall be elected or appointed [select one] as At-Large Board Members such that athletes constitute at least twenty percent (20%) of the voting membership of the Board of Directors at any given time (taking into account the Athlete Board Representatives). The Athlete At-Large Board Members shall meet the same requirements and be elected at the same time and place as the Athlete Board Representatives set forth in Section 6.2.1. All At-Large Board Members shall hold office from the date of their election or appointment through the conclusion of the second annual meeting of the House of Delegates following such election or appointment, or until their successors are elected or appointed.*

5.4.1 *No more than [insert a number] Members of any Group Member shall serve [as voting members] on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Members Representatives and Non-Athlete Members.*

5.6.10 Remove from office any Board Members, committee chairs, or committee members or coordinators of XXSI who were appointed/elected by the Board and who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the National Board of Review for any of the reasons set forth in Part Four of the USA Swimming Rules and Regulations the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual. However, no At-Large Board Member, or committee chair or coordinator may be removed without receiving the thirty (30) days' written notice specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reasons and an opportunity to respond in writing within twenty (20) days to such allegations.

6.2.1 ATHLETE BOARD REPRESENTATIVES -

Provision A: Two (2) Athlete Board Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. At the time of election, the Athlete Board Representative must (a) be an athlete member in good standing; (b) be at least a sophomore in high school or at least 16 years of age, (c) be currently competing, or have competed within the three (3) two (2) immediately preceding years, in a USA Swimming sanctioned event the program of swimming conducted by XXSI or another LSC; and (d) have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The balloting shall take place via electronic vote and/or at a meeting called for that purpose by the Senior Athlete Board Representative or the Athletes Committee, or failing that, at a time and in a manner designated by the Board of Directors. At least twenty (20) days' written notice of the election shall be given to all clubs. The Athlete Board Representatives elected shall be determined by a majority of the [define the athlete voting members who elect the Athlete Board Representatives].

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

6.2.3 COMMITTEE CHAIRS/COORDINATORS/AT-LARGE BOARD MEMBERS

A. *The following committee chairs/coordinators/at-large Board members shall be elected by the House of Delegates: [List as appropriate]*

B. *The following committee chairs /coordinators/ at-large Board members shall be elected as follows: [List as appropriate]*

EXAMPLES:

- (1) *The Officials Chair shall be elected by the Officials Committee in accordance with XXSI Policies and Procedures.*
 - (2) *At-Large Board members shall be elected by the regions they represent in accordance with the rules of each region or the XXSI Policies and Procedures.*
 - (3) *The Athlete At-Large Board members shall be elected by the athletes at the same time as the Athlete Board Representatives.*
- C. *The following committee chairs/coordinators/ at-large Board members shall be appointed by the General Chair with advice and consent of the Board of Directors: [List as appropriate]*

6.9.2 OFFICES OF **ATHLETE BOARD REPRESENTATIVES** OR COACH REPRESENTATIVES OR ANY POSITION ELECTED - In the event of a vacancy or of the permanent incapacity of a person holding the office of **Athlete Board Representative** or Coach Representative, or person who has been elected, the General Chair may appoint, with the advice and consent of the Board of Directors, an eligible member to serve the remainder of the term of office or until the respective body shall elect a successor.

7.3 COMMITTEES - In addition to the standing committees listed herein, the Board of Directors and the House of Delegates are each authorized to establish additional committees to meet programming needs. Except as otherwise provided in these Bylaws or the XXSI Policies and Procedures, members of each committee shall be appointed by the General Chair with the advice and consent of the respective division chair and the chair of the committee. **Athlete members Representatives** of each committee shall be appointed by the General Chair with the advice of the Senior **Athlete Board Representative**. Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee. The division chair shall be an ex-officio member, with voice and vote, of each committee within the respective division.

7.4.1 ATHLETES COMMITTEE -

- A. CHAIR - The Senior **Athlete Board Representative** or his/her designee shall be the chair of the committee.
- B. MEMBERS - The Athletes Committee shall consist of the **Athlete Board Representatives**, the Athlete At-Large Board members *and* [include any additional ~~**Athlete members Representatives**~~].

7.4.2 FINANCE COMMITTEE -

- B. MEMBERS - The members of the Finance Committee shall be the Finance Vice-Chair, the Treasurer, [include additional defined members] and a sufficient number of **athletes Athlete Representatives** so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

Provision A (combined Governance & Nominating Committee)

7.4.3 GOVERNANCE COMMITTEE -

B. *Option 1* MEMBERS -

The Governance Committee members shall be appointed by the General Chair with advice and consent of the Board of Directors. The Committee shall be comprised of [list the number in factors of 3 or 4, in alignment with the term of office] with a sufficient number of **athletes Athlete Representatives** so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Each member shall serve a *three or four-year* [select one] term, staggered so that *one-third (1/3) or one-fourth (1/4)* [select one to coincide with factor selected above] of such members are appointed each year. No more than one-half (1/2) of the Governance Committee members shall be members of the XXSI Board of Directors at any given time. After completion of two consecutive terms, members are not eligible for re-appointment to the Governance Committee until after a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the successive term limitation. In no case shall the General Chair serve on the Governance Committee.

B. *Option 2 MEMBERS -*

The Governance Committee shall be elected by the House of Delegates and shall be comprised of at least [insert a number] members, with a sufficient number of ~~athletes~~ Athlete Representatives so as to constitute at least twenty percent (20%) of the voting membership of the Committee. No more than one half of the Committee shall be members of the XXSI Board of Directors. If any member of the Governance Committee resigns or otherwise becomes unable to participate in its affairs, the General Chair, with the advice and consent of the Board of Directors, shall appoint a successor to serve until the next meeting of the House of Delegates. In no case shall the General Chair serve on the Governance Committee. Members shall serve two-year terms, staggered so that approximately one-half of the members are elected each year. After completion of three consecutive terms, members are not eligible to be elected or appointed to the Governance Committee until after a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the successive term limitation.

Provision B (separate Governance & Nominating Committees)

7.4.3 NOMINATING COMMITTEE -

B. MEMBERS - The House of Delegates shall annually elect at least [insert a number] individuals to the Nominating Committee to serve a one-year term, with a sufficient number of ~~athletes~~ Athlete Representatives so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Terms shall commence at the conclusion of the meeting at which members were elected and end when their successors assume office. If any member of the Nominating Committee resigns or otherwise becomes unable to participate in its affairs, the General Chair, with the advice and consent of the Board of Directors, shall appoint a successor to serve until the next meeting of the House of Delegates. No individual shall be eligible to serve more than six (6) consecutive years on the Nominating Committee until after a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the successive term limitation. In no case shall the General Chair serve on the Nominating Committee.

7.4.4 GOVERNANCE COMMITTEE -

B. MEMBERS - The Governance Committee members shall be appointed by the General Chair with advice and consent of the Board of Directors. The Committee shall be comprised of at least [insert a number] members with a sufficient number of ~~athletes~~ Athlete Representatives so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Each member shall serve a *three or four-year* [select one] term. Terms shall be staggered such that approximately *one-third (1/3) or one-fourth (1/4)* [select one to coincide with term selected above] of members are appointed each year.

7.4.4 OPERATIONAL RISK COMMITTEE/COORDINATOR

B. MEMBERS - The Committee shall be comprised of the Operational Risk Committee Chair, at least [insert a number] members with a sufficient number of ~~athletes~~ Athlete Representatives so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

7.4.5 EXECUTIVE COMMITTEE

B. MEMBERS - The members of the Executive Committee shall be the
(8) Senior Athlete Board Representative, and
(9) Junior Athlete Board Representative.

13.1 INTRODUCTION - USA Swimming was organized as the National Governing Body for the sport of swimming under the Amateur Sports Act of 1978, as amended by the Ted Stevens Olympic and Amateur Sports Act of 1998, both federal laws. These laws require USA Swimming to establish and maintain provisions for the swift and equitable resolution of all disputes involving any of its members. This Article, together with Section 2.2 and ~~Part Four of the USA Swimming Rules and Regulations~~ the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual, are intended to provide a mechanism for resolving in an orderly and fair way all manner and kinds of disputes that may arise among its members in connection with the sport of swimming. Accordingly, XXSI has established the Administrative Review Board to hear complaints and appeals regarding administrative matters within XXSI which do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions. The Administrative Review Board shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming, or conduct that may bring USA Swimming, XXSI or the sport of swimming into disrepute. This Article, together with ~~Part Four of the USA Swimming Rules and Regulations~~ the National Board of Review procedures, pursuant to Policy 26.0 of the USA

Swimming Operating Policy Manual, is intended to provide a fair hearing before a group of independent and impartial people. This Article and Part Four of the USA Swimming Rules and Regulations ~~the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual~~ shall be construed accordingly.

13.2.2 Members - The Administrative Review Board shall have at least [insert a number] regular members, with a sufficient number of ~~athlete members~~ Athlete Representatives to constitute at least 20% of the voting membership. At least three members of the Administrative Review Board shall hear each case, with a sufficient number of ~~athlete members~~ Athlete Representatives to constitute at least twenty percent (20%) of its membership. No hearing shall proceed without the required athlete representation. The House of Delegates may increase the number of regular *or alternate* members by resolution but subsequent to the adoption of these Bylaws may only decrease the number of regular *or alternate* members upon the expiration of the term of office of any incumbent members.

13.3.4 Timeliness of Petition - The Administrative Review Board need not exercise its jurisdiction with respect to a complaint the subject matter of which occurred, or concerns or is founded on events which occurred, more than ninety (90) days prior to the date the complaint is received. A determination not to exercise its jurisdiction as a result of the untimeliness of a complaint may be made by the Chair alone and may be the subject of a request for rehearing and, thereafter, appeal to the National Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations in accordance with the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual.

14.2.3 ATHLETE BOARD REPRESENTATIVE - an Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors.

14.2.4 ATHLETE REPRESENTATIVE - shall be (a) an athlete member in good standing; (b) currently competing, or have competed within the two (2) immediately preceding years, in a USA Swimming sanctioned event conducted by XXSI or another LSC; and (c) have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).

[re-number remaining]

14.2.16 NATIONAL BOARD OF REVIEW - the National Board of Review of USA Swimming established pursuant to Part Four of the USA Swimming Rules and Regulations in accordance with the National Board of Review procedures, pursuant to Policy 26.0 of the USA Swimming Operating Policy Manual. Where the context requires, a reference to the National Board of Review shall include a reference to the USA Swimming Board of Directors when that body is acting upon an appeal from the National Board of Review.

14.2.20 WORLD AQUATICS - the sole and exclusive world governing body for all aquatics.

The following change was made by the USA Swimming House of Delegates, effective January 1, 2023, to require all LSC House of Delegates members to be members of USA Swimming:

- 4.1 MEMBERS - The House of Delegates of XXSI shall consist of the Group Member Representatives, the Board of Directors Members, *certain committee chairs and coordinators*, the Non-Athlete At-Large House Members, and the Athlete At-Large House Members *appointed or elected* [select one].

.1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from its membership a Group Member Representatives *and one or more alternates for each*. The appointment shall be in writing, addressed to the Secretary of XXSI and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw *one or more of its* Group Member Representatives or *one or more of its* alternates and substitute a new Group Member Representatives or new alternates by written notice, addressed to the Secretary of XXSI and signed by the chief executive officer or secretary of the appointing Group Member. The representatives of any Group Member are not required to be Individual Members of XXSI ~~or~~ USA Swimming.

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

The following change was made by the USA Swimming House of Delegates, effective January 1, 2023, to add the Diversity, Equity & Inclusion (DEI) Chair/Coordinator as a member of the LSC Board of Directors:

- 5.1.12 Diversity, Equity and Inclusion (DEI) Chair/Coordinator

Footnote: Insert the DEI Chair/Coordinator into the proper section of 6.2.3 as appropriate for your LSC.

The following change was made by the USA Swimming House of Delegates, effective September 26, 2020, for those LSCs whose states of incorporation permit electronic meetings:

- 4.8 MEETING LOCATION AND TIME - All meetings of the House of Delegates shall take place at a site within the Territory. The House of Delegates or the Board of Directors shall determine the location and time of all meetings of the House of Delegates. If federal, state, or local law, policy, or regulation prohibits physical gathering sufficient to conduct a House of Delegates meeting within the Territory, a House of Delegates meeting may be conducted through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. In that circumstance, participation by such means shall constitute presence at that meeting.

The following are changes made as a result of the House of Delegates eliminating the Zone Boards of Review (effective January 1, 2020):

- 2.1.2 MEMBERSHIP A PRIVILEGE NOT A RIGHT - Membership in XXSI and USA Swimming is a privilege and shall not be interpreted as a right. Membership may be terminated by the Zone Board of Review, National Board of Review or the U.S. Center for SafeSport in accordance with Part Four of the USA Swimming Rules and Regulations.
- 4.5.9 Remove from office any persons elected by the House of Delegates (Board Members, *members of the Administrative Review Board*, or committee chairs or coordinators) who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the Zone National Board of Review for any of the reasons set forth in Article 404.13 of USA Swimming Rules and Regulations. However, no such individual may be removed without receiving thirty (30) days' written notice by the Secretary or other officer designated by the House of Delegates specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reason and an opportunity to respond in writing within twenty (20) days to such allegations.
- 5.6.10 Remove from office any Board Members, committee chairs, or committee members or coordinators of XXSI who were appointed/elected by the Board and who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the Zone National Board of Review for any of the reasons set forth in Part Four of the USA Swimming Rules and Regulations. However, no At-Large Board Member, or committee chair or coordinator may be removed without receiving the thirty (30) days' written notice specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reasons and an opportunity to respond in writing within twenty (20) days to such allegations.
- 10.2 EXCLUSION - The indemnification provided by this Article 10, shall not apply to any Indemnified Party whose otherwise indemnified conduct is finally determined to have been in bad faith, self-dealing, gross negligence, wanton and willful disregard of applicable laws, rules and regulations, of the USA Swimming Rules and Regulations, of the USA Swimming Code of Conduct or these Bylaws or who is convicted of a crime (including felony, misdemeanor and lesser crimes) involving sexual misconduct, child abuse, violation of a law specifically designed to protect minors or similar offenses, or who is found by the Zone Board of Review, National Board of Review or the U.S. Center for SafeSport to have committed actions which would be the basis for such a conviction and, in each case, the otherwise indemnifiable conduct (or failure to act) was, or was directly related to, the predicate acts of the conviction or finding.
- 13.3.4 Timeliness of Petition - The Administrative Review Board need not exercise its jurisdiction with respect to a complaint the subject matter of which occurred, or concerns or is founded on events which occurred, more

than ninety (90) days prior to the date the complaint is received. A determination not to exercise its jurisdiction as a result of the untimeliness of a complaint may be made by the Chair alone and may be the subject of a request for rehearing and, thereafter, appeal to the ~~Zone~~**National** Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.

- 14.2.20 – ~~Zone Board of Review~~ (delete definition)

The following changes are corrections made to the original template (effective 2019):

- 2.1.1 MEMBERS - A Member's status is subject to the Member's continued satisfaction of the criteria for membership and compliance with the Member's responsibilities under these Bylaws, the USA Swimming ~~Rules and Regulations~~ **Corporate Bylaws**, the rules, regulations, policies, procedures and code of conduct of XXSI and USA Swimming.
- 2.2.2 RESPONSIBILITY FOR INFRACTIONS - A Group Member or Individual Member, as defined in USA Swimming ~~Rules and Regulations~~ **Corporate Bylaws**, may be held responsible for infractions of the policies, procedures, rules, regulations or codes of conduct or ethics adopted by USA Swimming or XXSI, including its responsibilities as set forth in these Bylaws.
- 4.1 MEMBERS - The House of Delegates of XXSI shall consist of the Group Member Representatives, the Board of Director Members, ~~the certain~~ **committee chairs and coordinators**, the Non-Athlete At-Large House Members, and Athlete At-Large House Members *appointed or elected* [select one].
- 5.4.1 *No more than* [insert a number] *Members of any Group Member shall serve* ~~as voting members~~ **[as voting members]** *on the Board of Directors at any time. This limitation shall be applied separately as to Athlete Members and Non-Athlete Members.*
- 13.1 INTRODUCTION - USA Swimming was organized as the National Governing Body for the sport of swimming under the Amateur Sports Act of 1978, as amended by the Ted Stevens Olympic and Amateur Sports Act of 1998, both federal laws. These laws require USA Swimming to establish and maintain provisions for the swift and equitable resolution of all disputes involving any of its members. This Article, together with Section ~~602.2~~ **602.2** and Part Four of the USA Swimming Rules and Regulations, are intended to provide a mechanism for resolving in an orderly and fair way all manner and kinds of disputes that may arise among its members in connection with the sport of swimming. *[no further change]*