



SIERRA NEVADA SWIMMING COMMITTEE/CHAIR/BOARD MEMBER REPORT

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

Committee/Chair/Board Member: Scott Sewell, General Chair

Date of Board Meeting: September 6, 2023

Proposed General Chair 2023-2024 SNS Board Appointments

After careful consideration I would like to Nominate the following candidates to these vacant Board positions:

- Senior Vice Chair: Brian Clark
- Technical planning Chair: Alan Rosenfeld
- Operational Risk/ Safety Chair: Stephen Adams
- Diversity, Equity and Inclusion Chair : Leslie Juarez-Michel
- At Large Member: Ted Curley

Brief Bios of the Nominees:

- Brian Clark for the Senior Vice-Chair
 - Most recent role on the SNS BOD was as an At-Large Board Member
 - Head Coach of the Durham Dolphins (DDUR)
- Alan Rosenfeld for the Technical Planning Chair
 - Part of the Coaching Staff at AquaSol (AQUA)
 - Head Coach of El Dorado High School Swim Team
- Stephen Adams for the Operational Risk/Safety Chair
 - Served as the Board President for DART - Sacramento Site
 - Deputy Director for Data & Technology for California Dept. of Fish and Wildlife
 - Meet Director of 2023 Futures & 2022 BRC
- Leslie Juarez-Michel for Diversity, Equity & Inclusion Chair
 - Board Member (Volunteer Coordinator) at California Capital Aquatics (CCA)
 - Legislative Coordinator for the California Dept. of Business Oversight
- Ted Curley for At-Large Board Member
 - Long standing Official in Sierra Nevada
 - Recipient of SNS Officials Recognition Award and the Barbara & Ken Price Service Award
 - Owner of TGC Construction Company



SNS POLICIES AND PROCEDURES

TABLE OF CONTENTS

CHAPTER 1 – SIERRA NEVADA SWIMMING

- 1.1 ORGANIZATION AND BOUNDARIES
- 1.2 PURPOSE
- 1.3 VISION / MISSION STATEMENT
- 1.4 CORE VALUES
- 1.5 AMMENDMENTS
- 1.6 RULES AND REGULATIONS
- 1.7 CONFLICT OF INTEREST POLICY

CHAPTER 2 – REGISTRATION AND MEMBERSHIP INFORMATION

- 2.1 FEES AND INFORMATION
- 2.2 GROUP MEMBERSHIP
- 2.3 INDIVIDUAL MEMBERSHIP
- 2.4 REGISTRATION PROCEDURE
- 2.5 FALSE REGISTRATION
- 2.6 TRANSFER OF MEMBERSHIP

CHAPTER 3 – GOVERNANCE

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

CHAPTER 4 – OPERATIONAL RISK AND INSURANCE

- 4.1 SNS CRISIS COMMUNICATION PLAN
- 4.2 REPORT OF OCCURENCE
- 4.3 USA-S CERTIFICATES OF INSURANCE
- 4.4 SAFETY GUIDELINES
- 4.5 CONCUSSIONS

CHAPTER 5 – COMPETITION INFORMATION – NOT INCLUDED AT THIS TIME. TO BE ADDED IN THE FALL 2022

CHAPTER 6 – TIME STANDARDS, RECORDS, TOP TEN, TIME CERTIFICATION

- 6.1 TIME STANDARDS
- 6.2 SIERRA NEVADA SWIMMING RECORDS
- 6.3 USA SWIMMING TOP TEN

CHAPTER 7 – FINANCIAL POLICY

- 7.1 SNS FINANCIAL POLICY
- 7.2 SNS TRAVEL AND ENTERTAINMENT POLICY
- 7.3 SNS SENIOR FUND POLICY AND CRITERIA
- 7.4 SNS MEET ENTRY FEES
- 7.5 SNS OLYMPIC TEAM TRIALS STIPEND AND POLICY
- 7.6 SNS EQUIPMENT POLICY
- 7.7 SNS OFFICIALS TRAVEL POLICY

CHAPTER 8 – SNS ZONE TEAM, CAMPS AND PROGRAMS

- 8.1 AGE GROUP ZONE TEAM SELECTION PROCESS
- 8.2 AGE GROUP CAMPS AND PROGRAMS
- 8.3 SENIOR LEVEL CAMPS AND PROGRAMS
- 8.4 CODE OF CONDUCT
- 8.5 MEDICAL RELEASE FORM

CHAPTER 9 – OFFICIALS AND VOLUNTEERS

- 9.1 OFFICIALS COMMITTEE
- 9.2 OFFICIALS CERTIFICATION PROGRAM
- 9.3 MINIMUM STANDARDS/REQUIREMENTS
- 9.4 OFFICIATING SWIM MEETS
- 9.5 OFFICIALS QUALIFYING MEETS
- 9.6 OFFICIALS EDUCATION TRAVEL REIMBURSEMENT
- 9.7 VOLUNTEERS TRAVEL REIMBURSEMENT

CHAPTER 10 – SAFE SPORT

- 10.1 SAFE SPORT MODEL POLICIES AND BEST PRACTICES
- 10.2 DECK AND LOCKER ROOM POLICIES AND BEST PRACTICES
- 10.3 POSTERS TO DISPLAY AT MEETS
- 10.4 CODES OF CONDUCT
- 10.5 DECK CHANGING
- 10.6 SOCIAL MEDIA POLICY

CHAPTER 11 – CLUB DEVELOPMENT

- 11.1 SNSI CLUB INCENTIVE POLICY
- 11.2 USA SWIMMING CLUB RECOGNITION PROGRAM
- 11.3 CLUB EXCELLENCE PROGRAM

CHAPTER 12 – SIERRA NEVADA SWIMMING LOGO USE POLICY

- 12.1 STATEMENT
- 12.2 GENERAL GUIDELINES
- 12.3 NON-COMMERCIAL USE
- 12.4 COMMERCIAL USE
- 12.5 LOGO APPROVAL PROCESS

CHAPTER 13 – SIERRA NEVADA SWIMMING OUTREACH PROGRAM

- 13.1 ATHLETE ELIGIBILITY
- 13.2 OUTREACH PROGRAM GUIDELINES
- 13.3 REGISTRATION PROCESS

CHAPTER 14 – AWARDS AND RECOGNITION

- 14.1 AWARDS COMMITTEE
- 14.2 ATHLETE AWARDS
- 14.3 COACH AWARDS
- 14.4 VOLUNTEER/OFFICIAL AWARDS

APPENDIX

- 1. SNS Conflict of Interest Disclosure Statement and Confidentiality Statement
- 2. SNS Registration and Membership Fees
- 3. SNS Registration Process
- 4. SNS Organizational Chart ~~–TO BE ADDED IN THE FALL 2022~~
- 5. SNS Crisis Communication Plan
- 6. SNS 2022 LSC and Club Insurance Packet
- 7. SNS Finance Policies
- 8. SNS Travel and Entertainment Policy ~~–TO BE ADDED IN THE FALL 2022~~
- 9. SNS Application for Athlete Travel – Reimbursement Senior Travel Program
- 10. SNS Senior Travel Reimbursement Program
- 11. SNS Meet Entry Fees ~~–UPDATED JUNE 2022~~
- 12. SNS Olympic Team Trials Stipend Policy ~~–TO BE ADDED IN THE FALL 2022~~
- 13. SNS Equipment Policy
- 14. SNS Honor Code
- 15. SNS Emergency and Medical Authorization Form
- 16. SNS Club Incentive Program
- 17. SNS Outreach Application
- 18. SNS Social Media Policy
- 19. SNS Scholar Athlete Recognition Memo
- 20. SNS Officials Reimbursement Program Policy
- 21. SNS National Evaluator’s Travel Reimbursement Policy

CHAPTER 7 – FINANCIAL POLICY

- 7.1 SNS FINANCIAL POLICY
- 7.2 SNS TRAVEL AND ENTERTAINMENT POLICY
- 7.3 SNS SENIOR FUND POLICY AND CRITERIA
- 7.4 SNS MEET ENTRY FEES
- 7.5 SNS OLYMPIC TEAM TRIALS STIPEND AND POLICY
- 7.6 SNS EQUIPMENT POLICY
- 7.7 SNS OFFICIALS TRAVEL POLICY

APPENDICES

- 7. SNS Finance Policy
- 8. SNS Travel and Entertainment Policy
- 9. SNS Senior Fund Policy
- 10. SNS Senior Fund Criteria
- 11. SNS Meet Entry Fees
- 12. SNS Olympic Team Trials Stipend Policy
- 13. SNS Equipment Policy

CHAPTER 7 – FINANCIAL POLICY

- .1 SNS Financial Policies.** Appendix 7 is the SNS Financial Policies. Any change to this policy must be approved by the BOD in a regularly scheduled Board meeting.
- .2 SNS Travel and Entertainment Policy.** Appendix 8 is the SNS Travel and Entertainment Policy. Any change to this policy must be approved by the BOD in a regularly scheduled Board meeting.
- .3 SNS Senior Fund Policy and Criteria.** Appendix 9 is the Senior Fund Policy and Appendix 10 is the Senior Fund Policy Criteria. This policy will be updated yearly by the Senior Chair, Executive Director and Treasurer.
- .4 Meet Entry Fees.** The current meet fee structure is at Appendix 11. This will be updated as authorized by the House of Delegates.
- .5 Olympic Team Trials Stipend Policy.** The BOD will budget \$6000 annually for the Olympic Trials. The criteria for which athletes and teams are eligible is attached as Appendix 12. This policy is updated in advance of each Olympic Team Trials. This policy will be updated by the Senior Chair, Executive Director and Treasurer.
- .6 SNS Equipment Policy.** Appendix 13 is the SNS Equipment Policy for renting equipment by SNS members and non-SNS members. Any change to this policy must be approved by the BOD in a regularly scheduled Board meeting.
- ~~**.7 Officials Travel.** See Chapter 9 of these Policies and Procedures for the Officials Travel Policy. Appendix XX is the Officials Travel Reimbursement Program/Policy.~~
- ~~**.7.8 National Evaluator's Travel Policy.** Appendix XX is the National Evaluator's Travel Policy.~~

CHAPTER 9 – OFFICIALS AND VOLUNTEERS

- 9.1 OFFICIALS COMMITTEE
- 9.2 OFFICIALS CERTIFICATION PROGRAM
- 9.3 MINIMUM STANDARDS/REQUIREMENTS
- 9.4 OFFICIATING SWIM MEETS
- 9.5 OFFICIALS QUALIFYING MEETS
- 9.6 OFFICIALS EDUCATION TRAVEL REIMBURSEMENT
- 9.7 VOLUNTEERS TRAVEL REIMBURSEMENT

CHAPTER 9 – OFFICIALS AND VOLUNTEERS

.1 Officials Committee

The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify, and supervise officials for SNS. The Officials Chair, elected by the HOD, shall chair the Officials Committee. The Officials Chair shall be a referee certified by SNS and each member of the Officials Committee shall be a certified official of SNS, other than the athlete members of the committee who shall comprise at least 20% of the voting membership of the committee.

- The term of office for the Officials Chair shall be 2 years.
- The Officials Chair shall be limited to two (2) consecutive terms. Committee members shall not be subject to term limitations.

.1 Officials chair

The Official's Chair shall serve as a liaison between the USA swimming officials, the officials who are members of SN LSC and the Board of Directors and House of Delegates. The Official's Chair shall be in good standing with USA swimming and the SN LSC, as an official, for a minimum of five (5) consecutive years prior to becoming the Official's Chair. The Official's Chair shall have 1-2 years of experience working directly with the current Official's Chair to ensure appropriate shadowing and mentorship. The Officials Chair must live within the boundaries of the LSC or have an active athlete on an LSC team.

.2 Officials Certification Program

SNS will provide certification for: Meet Referees, Administrative Officials, Chief Judges, Deck Referees, Starters, Stroke and Turn Judges. If considered necessary, may provide certification for Timing System (CTS) operators, and computer (Hy-Tek) operators.

The SNS Officials Committee shall establish and publish the requirements to become and remain an official in SNS. The minimum standards required to become a SNS official shall at least meet the minimum standards established by the USA Swimming Officials Committee, for those positions where there are national standards.

The SNS Officials Chair shall maintain a roster of all currently certified officials. This roster will be available upon request, and will be updated on a regular basis. Clinic attendees will be entered into USA Swimming Online Tracking System (OTS) and will receive credit as having attended a clinic on their OTS record. Non-sanctioned activities are to be self-entered into OTS.

.1 Clinics

The SNS Officials Committee shall conduct at least twice a year the instructional clinics necessary to become or remain a certified official. That schedule shall be well publicized within the LSC, with clinics announced at least thirty days in advance of their occurrence. The Committee shall be responsible for obtaining appropriate training sites within the LSC, or may utilize an online meeting site and shall ensure the clinics are

conducted by well qualified instructors. It is permissible for room rental fees to be incurred to conduct these clinics.

Each Official must attend an Annual Stroke+Turn Clinic, or if Administrative Official, an Administrative Clinic. A separate Starter/Referee Clinic must be attended by Officials certified in those positions.

.2 Practical training

Persons instructed as Stroke+Turn Officials at clinics shall serve at meets as trainees under the supervision of experienced qualified Officials.

For initial Certification, six (6) on-deck Training sessions must be completed to become certified as a Stroke+Turn Official, Starter or Deck Referee; two (2) training sessions for Administrative positions (at 2 different meets).

Certification of Stroke+TurnDeck Officials shall require the recommendation of Meet Referees under whom the training was accomplished, in addition to the clinic instruction and the approval of the Officials Chair. Such certification shall remain valid for one swim season (September-December, 15 months).

An individual may only serve as an Apprentice/Trainee at a meet if he/she has already attended a clinic, submitted registration form and payment to registrar, and has completed and passed their Background Check. The SNS Officials Committee may designate certain championship meets at which apprentices shall not serve (ie. Finals at non-OQM Championship meets).

During the Apprenticeship period, Trainees are expected to complete their Online Testing (Certification: Stroke+Turn/Timer); complete the Athlete Protection Training; and complete Concussion training per USA swimming standards.

A card denoting positions for which the Official is certified is issued by USA Swimming once the Officials Chair has confirmed that all requirements are met.

.3 Officials background screening

All registered USA Swimming/ SNS officials are required to pass the USA Swimming Level 2 background screening in order to be certified as an official. This is to be completed every other year.

.4 Officials athlete protection training (APT)

All registered USA Swimming/ SNS officials are required to participate in the Athlete Protection Training Program offered by USA Swimming, and receive a completion certificate every other year, in order to be certified as an official.

.5 Officials concussion training

All registered USA Swimming/ SNS officials are required to complete a single Concussion Training Program offered by USA Swimming (currently, CDC or NHSS) in order to be certified as an official. Certificates are to be sent to the Officials Chair upon completion for inclusion in the USA Swimming database.

.6 Officials online training

All registered USA Swimming/ SNS officials are required to complete and pass (80%) USA swimming's Online Testing Certification or Recertification Testing in the positions in which they are, or hope to be certified in, to be certified as an official. Testing must be completed every other year.

Once an Official becomes a Referee, they are required to take only the Referee recertification Test every other year, individual tests are not necessary.

.7 Recertification of officials

Each Official must volunteer a minimum of four (4) sessions a year to remain certified as a Stroke+Turn, Starter, Chief Judge, Administrative Official, six (6) sessions to remain a Referee-Deck or Administrative.

.3 Minimum standards/requirements

SNS follows the current guidelines for Minimum Standards Guidelines for certification. SNS requires that Officials take re-certification tests every 2 years to maintain LSC certifications. In addition to the positions covered by USA Swimming, within SNS the minimum standards and guidelines for the following positions will be:

Head Starter: Must be certified as a Starter (minimum of 2 years) and Deck Referee, have experience with "setting rotations", and is placed on the Head Starter List based on recommendation by a Meet Referee and evaluation by the LSC Officials Committee.

Administrative Referee: Must be an Administrative Official (minimum of 2 years), experience with radios/radio protocol, touchpads for all ages, and experience as part of the team for 2 course meets and Championship meets; be referred by a senior Admin Referee for evaluation by the LSC Officials Committee. **Administrative Referee Status is granted by USA swimming to Admin Officials who are also Deck Referees and have gone through the National Certification process, and this route to Admin Referee will be accepted without evaluation by the LSC Officials Committee if it is taken.

Meet Referee: Must be a Deck Referee within SNS for a minimum of 2 years with experience assisting teams other than the team with which you are affiliated (ie. volunteering at meets to help the LSC not just as required to help your team); training and mentorship at LSC Championship meets as assistant to the assigned Meet Referee; it is strongly suggested that a Meet Referee have experience working in all positions at a meet; SNS Referees with Admin Official certification will be given priority in evaluating Referees to advance as Meet Referees by the LSC Officials Committee.

.4 Officiating swim meets

The meet referee or club officials chairperson of the club sponsoring or hosting a SNS sponsored or approved meet (or in the case of a multi-site meet, hosting or sponsoring a designated venue) shall be responsible for ensuring the meet has sufficient qualified officials (per Chapter 5) available.

.1 Minimum officials for a swim meet

It is the expectation of the SNS Board of Directors that all SNS sanctioned meets be conducted with no less than 6 certified deck Officials (Referee, Administrative Official/Referee, Deck Referee, Starter, 2 Stroke & Turn Judges), as well as a Computer Operator (separate from Administrative Official), and the required number of Timers (which depends upon the timing equipment being used). See Chapter 5 for additional Staffing Requirements. The Administrative Official is expected to work with the Host Team provided Computer Operator. Computer Operators are not required to be certified Officials.

.2 Assignment of officials

The SNS Officials Committee shall assume responsibility for assigning the Meet Referees of the two Short Course Championship meets, any other SNS sponsored meets in which participating officials may obtain USA Swimming National Certification (OQMs). Meet Referees select their own lead teams (Head Starter, Administrative Official/Ref, and possibly Lead Chief Judge and Lead Deck Referee if desired.)

.3 Officials uniform at meets

Certified Swimming Officials shall wear a uniform of appropriate clothing (white collared "polo-style" shirt and navy blue shorts/skirts/ "chino-style" long pants and white sneakers). Sandals, Crocs or shoes with a slippery sole are not acceptable.) Denim, Leggings or Track/Sweat Pants, (Levi's etc.) are also not acceptable under any circumstances. The Head Referee can designate any uniform change from white on navy blue deemed appropriate for regular meets or trials and finals meets and it shall be posted in the Meet Announcement. In addition, the dress code may be modified to address inclement weather.

Officials are expected to display current certification and name tags. Team logos are not appropriate.

.4 Expectations of officials at swim meet

Sierra Nevada Swimming Officials are expected to be alert, attentive, focused, calm, professional and approachable.

.5 Officials qualifying meets

SNS shall make every reasonable attempt to conduct at least three meets per year at which officials may seek to achieve national certification (Winter SCY Sr. Champs, Summer Sanders and LCM Champs/Bill Rose Classic). SNS Officials chair is to endeavor to select National Evaluators who are able to evaluate for all positions each year. N3 evaluators are to be selected from the List of National Evaluators provided by USA Swimming. N2 Evaluators shall be

selected by the Officials Chair from a list of N3 certified Officials. Identified Stroke+Turn/Chief Judge evaluators shall hold a current N3 certification as a Chief Judge. Selected N2 evaluators should have a minimum of 5 years of experience in the position that they are evaluating, have an aptitude for mentoring that is gentle, kind, encouraging and firm.

.6 Officials education travel reimbursement

See Chapter 7 for travel reimbursement policy.

PURPOSE:

~~To foster and encourage the participation of Sierra Nevada Officials on the Zone and National Deck.~~

ELIGIBILITY:

- ~~• Must be a Sierra Nevada Official in good standing.~~
- ~~• Must be a Certified Sierra Nevada Official for 18 months minimum.~~
- ~~• Actively works in SNS LSC as evidenced by one of the following:
 - ~~*Worked a minimum of 25 SNS LSC sessions in preceding calendar year.~~~~

~~OR~~

- ~~*Worked a minimum of 20 SNS LSC sessions *and* actively participates in SNS BOD functions as a BOD members or committee member.~~

REIMBURSEMENT SCALE:

~~Tier 1: Sectional/Futures or Zone Meet: \$200~~

~~Tier 2: Pro Series Meet: \$400~~

~~Tier 3: National/JNAT Meet: \$600~~

~~Tier 4 Olympic Trials: \$1200 or Amount equal to coach stipend.~~

~~Officials may only apply for reimbursement of costs for 1 meet in each tier/year. (The maximum amount an official may request is \$1200/year except in an Olympic year \$2400).~~

REQUIREMENTS:

- ~~• Funds will solely reimburse costs related to Airfare, Car Rental and Accommodations.~~
- ~~• All receipts must be submitted to SNS Treasurer and Executive Director within 14 days of return from trip.~~
- ~~• Not eligible if reimbursement is available by another entity (ie: USA Swimming, Zone, LSC, or team)~~
- ~~• Official must work a minimum of 80% of the sessions of meet that reimbursement is being requested.~~
- ~~• No reimbursement is guaranteed and dependent on funds available in budget.~~
- ~~• Money will be dispersed on a first come first serve basis.~~

.7 Volunteers travel reimbursement

Sierra Nevada Swimming

Financial Policies

Alison Turner & Associates, Inc.

Certified Public Accountants

Created February 11, 2021

Revised 11/2022

Revised 9/2023

SIERRA NEVADA SWIMMING FINANCIAL POLICIES

Sierra Nevada Swimming (hereinafter referred to as SNS) adopts the following Financial Policies.

I. ACCOUNTING POLICIES

A. Accounting Method

It is the policy of SNS to use the cash basis of accounting that recognizes revenues when they have been deposited and expenses when they have been paid for internal reporting and tax purposes.

B. Accounts Payable Accruals

It is the policy of SNS to not accrue expenses and pay vendors and contractors for services as the expense is submitted for payment.

C. Long-Term Debt

It is the policy of SNS to avoid debt. However, if the board makes capital purchases that require financing, it is the policy to include the current portion of long-term debt (the amount due to be paid within 12 months) with current liabilities on the financial records. Only the non-current portion of long-term debts will be included in the long-term debt section of the financial records.

D. Chart of Accounts

It is the policy of SNS to maintain a chart of accounts. All employees involved with account coding responsibilities or budgetary responsibilities will be issued a chart of accounts, and the chart of accounts must be updated on a routine basis.

E. Check Disbursements

It is the policy of SNS to keep unused check supplies safeguarded under lock and key. All check disbursements will require approved invoices or expense vouchers.

Expenses incurred by any member which have not been funded and approved will not

be paid by SNS.

F. Check Signers

SNS accounts have the Executive Director, Board Chairperson and SNS Accountant as designated check signers.

F.G. Non-Budget Expense Approvals

~~SNS accounts have the Executive Director, Board Chairperson and SNS Accountant as designated check signers.~~

For expenses that are not part of the yearly budget and for all bills from the SNS Accountant \$5,000 or greater, the invoice will be sent electronically to the Board's Chairperson, Administrative Vice-Chair, Executive Director, and Finance Vice-Chair for dual approval before it is paid or check issued. Any two of the listed are needed for approval.

G.H. Contract Signing Authority

It is the policy of SNS to grant authority to sign contracts to the Executive Director and SNS Board General Chair, as long as the financial implications of the contract are included in the SNS budget. Unless expressly authorized by the Board Chairperson, no officer, director, committee member or any other person may sign a contract or obligate SNS or its funds in any way.

H.I. Reimbursement for Travel and Other Miscellaneous Expenses

It is the policy of SNS to reimburse the staff, or approved SNS coaches, officials or members participating in LSC or USA Swimming programs for appropriate expenses incurred while traveling. All reimbursement of travel and expenses should follow the SNS Travel and Expense Expenditure Policy and Procedure. Properly documented expense reports will be approved by the Executive Director and paid by SNS.

I.J. Segregation of Duties

It is the policy of SNS to work with SNS's independent CPA firm to ensure adequate segregation of duties exist. Suggestions on improving controls through duty segregation will be given serious consideration, and employees will be required to participate in the interest of both SNS and the employee.

J.K. Control Policy

SNS does not allow for checks made out to Cash. Checks made out to personnel are for

reimbursable expenses with dated receipts.

The SNS accounting firm, currently Alison Turner & Associates (ATA) does make out checks to itself to pay monthly itemized bills for services, and for subscriptions it pay on behalf of SNS.

SNS Treasurer will keep Board apprised of all payables and unusual expenses.

Unsigned blank checks are kept in a locked cabinet at ATA or the current accounting firm.

K.L. Fiscal Year

The fiscal year begins September 1.

L.M. Funds

~~SNS has three funds established: General, Age Group, Senior. Meet fees are allocated to each of these funds in a formula set forth by the Board of Directors each year.~~

~~The SNS Registrar will provide the breakdown of fees allocated into each fund with every deposit of Meet Fees as computed in Appendix 11 of the SNS Policy and Procedures.~~

SNS allocates funds in roughly 3 categories - general , age group and senior. Each year the Budget will reflect the approximate breakdown in how much is dispersed in each category.

Meet fees payments by host teams must be made with ~~30~~40 days of completion of meet or fines will be assessed as stated in the SNS Policy and Procedures.

M.N. Bank Reconciliations

SNS bank activity is reviewed weekly and statement reconciliations are performed monthly.

O. Outstanding Checks

SNS will monitor its written checks on a monthly basis. If a check is not cashed within 30 days, the Treasurer and Executive Director will work together to contact payee and make sure the check has been received. At 60 days, if check is still uncashed, the Treasurer and Executive Director will work together to contact payee again and give them 30 days to cash check or forfeit funds. At 90 days, the check will be voided/stopped. Payee can at this time issue a new bill or request for payment from SNS.

N.P. Electronic payments

Beginning in the Summer of 2023, SNS began accepting payments via Zelle and making payments via Zelle. SNS also began making payments via ACH.

SNS will update electronic payment options as appropriate and accepted by the Treasurer. All approvals used with checks apply to electronic payments.

II. REVENUES AND FUNDS DUE

SNS has fees and fines identified and amounts defined in the Policy and Procedures. All such payments shall be sent to the Registrar or his/her representative. The general procedures are:

Revenue

A. Payment to SNS by a host team of their portion of meet fees shall be made within ~~30~~40 days of the meet. Completion of a meet establishes debt of the host team to pay portion of the fees due SNS, without further notice from SNS officials.

~~A.~~B. Sanction fees for each meet will be paid to SNS concurrently with the meet fees, in Section II. Revenue. A., above.

C. Athlete, coaches, officials and non-athlete Rregistrations to USA Swimming are processed through USA Swimming.

~~B.~~D. Club Team Registrations are processed through USA Swimming and the SNS portion of the registration fee is collected by SNS. This is due within 30 days of registration with USA Swimming.

Fines

A. For any fine that occurs as part of an SNS sanctioned meet, it shall be the responsibility function of the Meet Referee official involved to notify the Registrar, or his/her authorized representative of the amount of fees or fines established, why it is due, and who is responsible for payment.

~~A.~~B. For other fines, such as for failure to pay Meet Fees on time, it is the responsibility of the Treasurer to notify the Registrar of the fine. The Registrar will then invoice the appropriate club team for the fine.

~~B.~~C. Fines are due and payable at the time of establishment of the fine in accordance with the applicable section of this Manual. All SNS fines will be paid into the general fund. If the debt is a fine which requires immediate payment, the Registrar shall make such notification necessary to bar entry or competition in future meets.

~~C.~~D. If the debt is Entry Fee(s) not paid at a meet, the swimmer or team involved shall be barred from entering another meet until the debt is paid.

Judgment

At each Board/House meeting the Finance Vice Chair, Treasurer or Trustees shall report unpaid fees or fines which have not been paid and ask the Board/House for a determination of Judgment of funds due. If approved, the Treasurer, or representative, shall initiate the procedures for collection of funds.

Reporting

A. Meet Fees

The SNS Registrar should provide monthly reports detailing meet fees by meet ~~and broken down into the three SNS funds: Age, Senior, General~~ owed by each host team.

B. Sanction Fees

The SNS Registrar should provide monthly reports on sanctions issued and sanction fees owed by each host team.

C. Registrations

The SNS Registrar should provide monthly reports on registrations broken down in the same categories as the USA Swimming Monthly Registration Report.

All three reports should be reconciled monthly by the Treasurer against bank deposits. Over or underpayments should be brought to the attention of the Registrar and Finance Vice Chair so they can determine if efforts are needed to collect funds due or return overpayments.

III. ACCOUNTS RECEIVABLE WRITE-OFF POLICY

It is the policy of SNS to ensure that all available means of collecting accounts receivable have been exhausted before write-off procedures are initiated. If after following collection procedures a receivable is deemed uncollectible, approval from the Board, is required before write-off implementation of any receivable over \$500. For any receivable under \$500, two of the following four individuals: Board's Chairperson, Administrative Vice-Chair, Executive Director, and Finance Vice Chair, must approve the write-off.

It is the policy of SNS that the following actions occur prior to write-off procedures being initiated:

1. Get a signed commitment letter as soon as a funding agreement is reached.
2. Send invoice out as soon as signed commitment letter is received.

3. SNS staff to provide monthly monitoring of accounts receivable list and generate an invoice every month until payment is received.
4. After 120 days, initiate involvement from Finance Committee so that the individual case may be evaluated and next steps may be assessed.

A listing of all write-offs for the current month should be included with the monthly financial statements for review by the Finance Committee.

If write-off procedures have been initiated, the following accounting treatment applies:

1. Invoices written off that are dated during the current year will be treated as a reduction of the appropriate revenue account.
2. Invoices written off that are dated prior to the current year will be treated as bad debt.

IV. SNS BUSINESS TRAVEL REIMBURSEMENT POLICY AND PROCEDURES

Must comply with the Travel and Expense Expenditure Policy and Procedure

A. HOUSE OF DELEGATES

It is the policy of SNS to reimburse parking fees to attend any in-person House of Delegates meeting. Parking receipts are required and electronically sent to the SNS Treasurer within ~~1045~~ days of meetings.

B. SNS REQUIRED ATTENDANCE AT USA SWIMMING FUNCTIONS

It is the policy of SNS to reimburse travel expenditures to attend any in-person training, seminar, camp, or special program not already reimbursed by USA Swimming or other sponsoring organization. Per Diems for food and incidentals for travel days on either end of the trip are also permissible and paid at a rate determined by the Executive Director and will be pro-rated if meals are provided as part of the program. Trip expenses should be submitted to the SNS Treasurer as one report within ~~1045~~ days of returning from trip.

C. FUNDING OF SNS REPRESENTATIVES AT THE USA SWIMMING ANNUAL MEETING

The SNS Board shall determine the selection of individuals to be funded to attend the USA Swimming Annual Meeting in accordance with the budget and needs of SNS. The delegates to USA Swimming Annual Meeting shall normally be:

1. General Chair
2. Admin Vice Chair
3. Senior Vice Chair
4. Age Group Vice Chair
5. Finance Vice Chair

6. Coaches Representative
7. Athlete Representatives (2)

Exception: When SNS members filling these positions are delegates to the USA Swimming House by way of other activity or cannot attend, the SNS House or Board may elect to send other members in their place.

Travel Expense: The amount to be established for Travel Expense shall be determined in the budget or by the Board as a part of the General Fund. It shall be divided equally among delegates. Each delegate must register and attend USA Swimming Convention sessions for at least three days. Funding to any individual may be in whole or in part for travel expenses, hotel, registration and meals.

~~D. Senior Travel Fund~~

~~The reimbursement of costs associated with senior travel meets is spelled out in Appendix 9 & 10 of the Policy and Procedures.~~

V. SENIOR TRAVEL FUND AND U.S. OLYMPIC TRIALS FUNDING

Please see Appendix 9, 10 and XXX of the Policy and Procedures.

VI. BUDGET POLICY AND PROCEDURES

It is the policy of SNS to annually prepare an annual budget forecast, including a 12-month detailed operational budget for the upcoming fiscal year.

A. Procedures

A multi-year business plan/strategic plan should be approved each year at the HOD meeting. Budgets will be developed with the short-term and long-term view in mind. Budgets will be prepared by staff and reviewed and approved by the Finance Committee prior to submittal to the Board of Directors for approval.

B. Budget Approval Limitations

In any one fiscal year, the Board may approve a maximum of \$20,000 in cumulative expenses yearly which are not allocated to any specific operation or programmatic need that would serve to improve or enhance the Association's operation or programs.

Funds may be spent or committed which are not budgeted and pre-approved by the Audit

and Finance Committee at the Board's discretion, as long as it follows specific operation or programmatic need. All payments must be documented with appropriate receipts. Even if budgeted, SNS leaders and agents must be prudent and justified in obligating and spending all funds seeking competitive bids whenever possible and in negotiating the lowest appropriate cost.

VII. FINANCIAL STATEMENT PREPARATION AND DISTRIBUTION POLICY

It is the policy of the SNS to prepare and distribute quarterly financial statements that will include a Year to Date SNS Budget vs Actual. These statements will be prepared and distributed to the Board at the following scheduled meetings.

1st Quarter Reports – December

Meeting 2nd Quarter Reports – March

Meeting 3rd Quarter Reports – June

Meeting

VIII. INSURANCE

It is the policy of SNS to have a periodic independent insurance consultant review the SNS insurance policies to ensure coverage and limitations adequately meet the needs of SNS, members, employees, and board members.

IX. INVESTMENT POLICY

SNS holds cash balances for working capital and emergency cash flow needs. The staff will be prudent on the type of investment and the liquidity of the balance of cash in excess of the working capital reserve. The overarching principles, in priority order, to guide investment decisions are (1) preservation of principal, (2) maintenance of liquidity, and (3) maximization of return.

On December 1st and June 1st of each year, the Treasurer and Finance Vice Chair will evaluate the cash in the SNS Operating Expenses bank account, consider any known expenses for the next 30 days and will identify an amount of money in excess of \$250,000 to transfer to the SNS Investment Account. The transfer will then be made by the 15th of the month. The funds will be deposited into the Investment Account using the same investment strategy that SNS is currently using.

X. FINANCIAL STATEMENTS

On an annual basis the board will review and engage in a financial statement audit to maintain our Affiliate Agreement with USA Swimming.

XI. 1099

SNS will follow IRS policy and issue 1099s to all service providers. W9 forms need to be submitted prior to entity being paid.

SIERRA NEVADA SWIMMING
SENIOR TRAVEL REIMBURSEMENT PROGRAM
2024 Rules

The purpose of the SNS Travel Reimbursement Program is to financially support SNS athletes, who have made specific qualifying times, for their attendance at National level meets. The maximum amount of reimbursement available is based upon the time standard achieved. The actual amount of reimbursement per Athlete will not exceed the amount of receipts submitted by each Athlete.

It is the responsibility of each Athlete that submits a reimbursement request through this program to comply with all current NCAA eligibility requirements. If there is any question, contact a NCAA compliance officer of your university or college or your prospective university or college. It is not SNS responsibility to comply with the NCAA rules and regulations.

All potentially eligible Athletes and Club Teams must comply with the current SNS Travel and Entertainment Policy. SNS will not reimburse for expenses incurred that are not covered by the SNS Travel and Entertainment Policy. [Please review the FAQs at the end of this document for a quick reference about reimbursable expenses]

Time Standard Requirement

The time standards will be adjusted each year between the spring and the summer for the new time standards. The Athlete is eligible for reimbursement at the highest level time standard that they achieve during the designated time period.

2024 Spring Standards are:

- Gold – US Open “A” Standards
- Silver – USA JR Winter Championships “A” Standards
- Bronze – USA JR Winter Championships “Bonus” Standards

2024 Summer Standards are:

- Gold – US Nationals
- Silver – USA JR Summer Standards
- Bronze – USA JR Summer “Bonus” Standards

Amount of Reimbursement

- All Athletes that meet the Time Standard criteria are eligible for reimbursement from Sierra Nevada Swimming based upon proof of costs incurred. An Athlete who is eligible for the Gold Standard (\$900) but only submits expenses up to \$750 will only be reimbursed \$750.
- An Athlete is eligible for only one level of achievement per program period. One level for Spring and again once for Summer.
- The following are the maximum amounts that SNS will reimburse an Athlete based upon receipt of proof of eligible expenses incurred:
 - An athlete that achieves a “Gold” standard is eligible for up to \$900 in

- reimbursement.
- An athlete that achieves a “Silver” standard is eligible for up to \$600 in reimbursement.
 - An athlete that achieves a “Bronze” standard is eligible for up to \$300 in reimbursement.

Athlete Eligibility:

1. The Athlete must achieve one of the Spring Standards or Summer Standards during the time period that makes them eligible for specific National meets.
2. The Athlete may compete either attached or unattached. The Athlete must attend at least two swim meets representing a SNS Club Team (including swimmers who are Unattached but registered with SNS) during the 6 months before they compete in the National level meet.
3. The Athlete must train with a registered SNS Club Team. The Athlete must hold continuous SNS registration for the 6 months prior to obtaining the qualifying time. For example, if an Athlete achieves the qualifying time standard on January 15, 2024, they Athlete must be registered with SNS since August 15, 2023.
4. The Athlete must represent their SNS Club Team at a qualifying meet. Spring travel reimbursements are limited to these meets: Sectional Champs, US Open, USA Nationals, and USA Winter JR Championships. Summer travel reimbursements are limited to these meets: Sectional Champs, Futures, US Open, USA Nationals, and USA JR Championships.
5. Paralympic athletes competing at the National level may qualify at the Silver standard. Paralympic athletes competing at the International level may qualify at the Gold standard. (Revised 1/2014)
6. The Athlete must verify that they achieved a qualifying time standard.
 - Verify that the time you feel should be considered is in the SNS times database (<http://www.swimconnection.com/sn/exec/Swimmers>).
 - If the swim you want considered was at an observed, NCAA, or out of LSC meet, please contact the SNS Registrar, Mark Brown, mark.brown.15@gmail.com

Reimbursement Process

1. Each potentially eligible athlete must completely fill out a reimbursement request form. Forms must be filled out completely, including USA Swimming ID, contact email, and a signature, to be accepted. Incomplete requests will be given one opportunity to amend their initial submission which must be within 10 days of notification from SNS that the reimbursement request was incomplete.
2. Athletes may request reimbursement for one or more meets during a Program Period to qualify for the full amount. For example, if an Athlete qualifies for

Futures and Summer Jr. Nationals, SNS will reimburse the Athlete up to the maximum authorized for the achieved time standard for expenses to both meets. To do this, add dates for both meets on one Program Period line.

3. **New in 2023.** SNS has created a form that can be used for either Program Period. However, the Athlete can only use meets from one Program Period (Spring or Summer) to get reimbursed the maximum for that period. For example, an Athlete will not be reimbursed for expenses at both the Spring Sectionals and Summer Sectionals and submit for Summer program reimbursement.

4. Athletes must submit receipts to support their request for reimbursement. Any receipts sent digitally can only be .jpeg or .pdf formats. (No iPhone .HEIC files.)

5. SNS will post the deadline on its website for each Program Period. The deadline is 11:59 PM PST on “received by” date, not postmark. Late submissions are subject to SNS Board approval.

6. Once an Athlete’s submission is confirmed and approved, the following applies:

- Once your application is received, you will receive receipt confirmation from the SNS Executive Director.
- Travel reimbursements will be processed within 2 weeks after published received by date to cover the previous season.
- Checks not deposited or cashed within 60 days will be considered forfeited and a stop payment issued. One warning will be issued by the SNS Executive Director to the submitted contact email at 30 days for any outstanding checks at that time. At 60 days the check will receive a stop payment.
- Checks will not be made out to teams or coaches.

Team Travel Athlete Submissions

1. If attendance at a qualifying meet was through their Club Team travel, the Athlete is responsible for verifying with your Club Team that they are submitting Team Travel receipts on behalf of the Club Team Athletes.

2. Athletes must submit their own reimbursement form but will check the box on the form that indicates that your receipts are part of a team travel submission.

Team Travel Submission Requirements by Club Team

When a Club Team submits reimbursement for multiple Athletes, the following rules apply:

1. Each potentially eligible Athlete must submit a completed Travel Reimbursement form. Incomplete forms will be rejected.

2. The Club Team must provide a full list of all potentially eligible Athletes.

3. The Club Team's submission must include a breakdown, per Athlete for the following: hotel; transportation; meals. Receipts must be submitted to support all potentially eligible expenses. TeamUnify billing screenshots are also valid receipts if statement has meet name and team travel info.

All potentially eligible Athletes and Club Teams must comply with the current SNS Travel and Entertainment Policy. SNS will not reimburse for expenses incurred that are not covered by the SNS Travel and Entertainment Policy.

FAQs Regarding Reimbursable Expenses

For a complete understanding of what is reimbursable, please review the SNS Travel and Entertainment Policy. Below are some of the more common answers to questions that arise with the submission of a reimbursement request.

1. Meals/Food is for Athletes only. If you travel as a family, or in a group, denote on the receipt how many people the bill is for, and divide the total for the Athlete's portion. That is the only amount that will be reimbursed. For each meal that this is not done, it will not be reimbursed by SNS.
2. Alcohol is never reimbursable and must be excluded from any reimbursement request.
3. Meet entry fees are not reimbursable.
4. For any travel expense (hotel, airfare, rental car, mileage) it must be a direct expense for participation in the Meet. To be eligible for reimbursement, the travel must be within one week of the Meet (before or after).
5. Car travel in your own vehicle is either (a) direct receipts for gas/tolls/parking, or (b) standard mileage reimbursement. If claiming mileage reimbursement, the Athlete will need to list the exact mileage being requested. The SNS Treasurer will apply the current IRS mileage reimbursement set for the year. For example: if the round trip mileage from home to the Pool is 68 miles and the Athlete attended for 4 days the total mileage is 272 OR if the Athlete drives to a meet and stays in a hotel, the mileage to calculate is the roundtrip mileage from your home to the pool (if it is 429 from the Athlete's home to the pool, the Athlete or Official will request reimbursement for 858 miles).
6. Entertainment, personal items, caps, goggles, swim suits, meet shirts, pharmacy items like cold medicine or sunscreen, and person services like a masseuse are not reimbursable.

Sierra Nevada 2024 Olympic Trial Funding

The purpose of this program is to support athletes and their clubs when an athlete achieves a 2024 U.S. Olympic Trials time standard and participates in the 2024 U.S. Olympic Trials. It is also to support SNS Officials who have been picked by USA Swimming to officiate for the 2024 U.S. Olympic Trials. For eligible athletes and officials, this fund is to help off-set their actual expenses at the 2024 U.S. Olympic Trials. For Club Teams it is a stipend to assist with off-setting costs of having a coach at the 2024 U.S. Olympic Trials.

All potentially eligible Athletes and Officials must comply with the current SNS Travel and Entertainment Expenditure Policy. SNS will not reimburse for expenses incurred that are not covered by the SNS Travel and Entertainment Policy. [Please review the FAQs at the end of this document for a quick reference about reimbursable expenses]

Athlete Reimbursement Requirements

Eligible Reimbursement

- All athletes that meet criteria are eligible for a maximum \$1,500.00 in reimbursement from Sierra Nevada Swimming based upon proof of costs incurred.
- Eligible expenses are: hotel, airfare, rental car, meals. Expenses are only for those incurred on behalf of the athlete. Entry fees are not reimbursable.
- The SNS Travel and Entertainment Expenditure Policy provides more details about allowable reimbursement expenses.

Athlete Eligibility Criteria

- Only athletes that qualify and are going to represent a Sierra Nevada Club Team (Primary Team - not Secondary) at 2024 U.S. Olympic Trials are eligible for Sierra Nevada Reimbursement
- The athlete must have represented the SNS Club Team in 2 meets in the 12 months before the 2024 U.S. Olympic Trials (June 2023-June 2024)
- For a non-college athlete to be eligible, they must hold continuous Sierra Nevada Swimming registration for the following periods of time and be in good standing with their Club Team to receive reimbursement:
 - Athletes who have represented Sierra Nevada for at least 18 continuous months will be eligible for reimbursement
- College athletes that swam with a Sierra Nevada Club Team before college for a minimum of one continuous year before entering college and will be representing a Sierra Nevada Club Team at 2024 U.S. Olympic Trials are eligible for reimbursement based on their Club Team membership prior to college.
- Athletes may not receive any additional funding or support from another entity including USA Swimming or a University or have any official sponsors (ie., Arena or TYR)
- The athlete need not meet the 2024 U.S. Olympic Trials qualifying standard while representing their SNS Club Team to be eligible.

Reimbursement Process

- All athletes must fill out a reimbursement form, completely, including submission of receipts and submit within 2 weeks of the completion of the Trials.
- Receipts sent digitally can only be .jpeg or .pdf formats. (No iPhone .HEIC files.)
- SNS will acknowledge receipt of reimbursement request
- If there are errors or the submission is incomplete, the Athlete will have 10 days to cure all errors or omissions within 10 days of being notified by SNS.
- Once an Athlete's submission is confirmed and approved, the following applies:
 - Once the application is received, the Athlete will receive receipt confirmation from the SNS Executive Director.
 - Travel reimbursements will be processed within 2 weeks after published received by date to cover the previous season.
 - Checks not deposited or cashed within 60 days will be considered forfeited and a stop payment issued. One warning will be issued by the SNS Executive Director to the submitted contact email at 30 days for any outstanding checks at that time. At 60 days the check will receive a stop payment.
- Checks will not be made out to teams or coaches.
- Payment will be made to the athlete and/or their family.
- Payment can be made electronically, through SNS approved electronic transfers, at the election of the Athlete.

All potentially eligible Athletes must comply with the current SNS Travel and Entertainment Expenditure Policy. SNS will not reimburse for expenses incurred that are not covered by the SNS Travel and Entertainment Expenditure Policy.

Club Team Stipend

Club Teams will be eligible for funding only if they have an athlete or athletes that qualify and represent that Sierra Nevada Club Team (Primary Team - not Secondary) at 2024 U.S. Olympic Trials. The stipend amount is \$1,200.00 per Club Team if there is only one wave. If there are two waves, then each Club Team is eligible for \$1,200 for participation at one wave or \$2,000 at participation in both waves.

Club Team/Coaching Staff Funding Process

- Club Teams must fill out the Club Team form and identify the athletes from their club who are competing at the 2024 U.S. Olympic Trials and the coaches who will be at the Trials with them.
- Olympic Trials allows for coaching credentials at the following levels:
 - 1-3 athletes (One Coach)
 - 4 – 6 athletes (Two Coaches)
 - 7 – 9 athletes (Three Coaches)
- Clubs Teams must submit for reimbursement no later than one (1) week after the completion of 2024 U.S. Olympic Trials
- If the Club Team does not submit the SNS Travel Stipend Form, no stipend will be awarded.
- Payment is made to the Club Team.
- Payment can be made electronically, through SNS approved electronic transfers, at the election of the Club Team.

Officials Reimbursement

SNS Officials who are picked by USA Swimming to officiate the 2024 U.S. Olympic Trials are eligible for reimbursement of some of their expenses. The maximum amount reimbursed to an eligible Official is \$1,200.00

Eligible Reimbursement

- All Officials that meet criteria are eligible for a maximum \$1,200.00 in reimbursement from Sierra Nevada Swimming based upon proof of costs incurred.
- Eligible expenses are: hotel, airfare, rental car, meals. Expenses are only for those incurred on behalf of the athlete. Entry fees are not reimbursable.
- The SNS Travel and Entertainment Expenditure Policy provides more details about allowable reimbursement expenses.

Eligibility

- A SNS Official is eligible for reimbursement of expenses if they are invited by USA Swimming to officiate at the 2024 U.S. Olympic Trials and they officiate at the 2024 U.S. Olympic Trials.

Reimbursement Process

- All eligible Officials must fill out a reimbursement form, completely, including submission of receipts and submit within 2 weeks of the completion of the 2024 U.S. Olympic Trials.
- Receipts sent digitally can only be .jpeg or .pdf formats. (No iPhone .HEIC files.)
- SNS will acknowledge receipt of reimbursement request
- If there are errors or the submission is incomplete, the Official will have 10 days to cure all errors or omissions within 10 days of being notified by SNS.
- Once an Official's submission is confirmed and approved, the following applies:
 - Travel reimbursements will be processed within 2 weeks after published received by date to cover the previous season.
 - Checks not deposited or cashed within 60 days will be considered forfeited and a stop payment issued. One warning will be issued by the SNS Executive Director to the submitted contact email at 30 days for any outstanding checks at that time. At 60 days the check will receive a stop payment.
- Payment can be made electronically, through SNS approved electronic transfers, at the election of the Official.

All potentially eligible Officials must comply with the current SNS Travel and Entertainment Expenditure Policy. SNS will not reimburse for expenses incurred that are not covered by the SNS Travel and Entertainment Expenditure Policy.

FAQs Regarding Reimbursable Expenses

For a complete understanding of what is reimbursable, please review the SNS Travel and Entertainment Expenditure Policy. Below are some of the more common answers to questions that arise with the submission of a reimbursement request.

1. Meals/Food is for Athletes only. If you travel as a family, or in a group, denote on the receipt how many people the bill is for, and divide the total for the Athlete's portion. That is the only amount that will be reimbursed. For each meal that this is not done, it will not be reimbursed by SNS.
2. Alcohol is never reimbursable and must be excluded from any reimbursement request.
3. Meet entry fees are not reimbursable.
4. For any travel expense (hotel, airfare, rental car, mileage) it must be a direct expense for participation in the Meet. To be eligible for reimbursement, the travel must be within one week of the Meet (before or after).
5. Car travel in your own vehicle is either (a) direct receipts for gas/tolls/parking, or (b) standard mileage reimbursement. If claiming mileage reimbursement, the Athlete will need to list the exact mileage being requested. The SNS Treasurer will apply the current IRS mileage reimbursement set for the year. For example: if the round trip mileage from home to the Pool is 68 miles and the Athlete attended for 4 days the total mileage is 272 OR if the Athlete drives to a meet and stays in a hotel, the mileage to calculate is the roundtrip mileage from your home to the pool (if it is 429 from the Athlete's home to the pool, the Athlete or Official will request reimbursement for 858 miles).
6. Entertainment, personal items, caps, goggles, swimsuits, meet shirts, pharmacy items like cold medicine or sunscreen, and person services like a masseuse are not reimbursable.

SIERRA NEVADA SWIMMING Officials Reimbursement Program

PURPOSE:

To foster and encourage the participation of Sierra Nevada Officials on the Zone and National Deck. No reimbursement is guaranteed and dependent on funds available in budget. Money will be dispersed on a first come first serve basis.

REIMBURSEMENT SCALE:

Tier 1: Sectional/Futures or Zone Meet: \$200

Tier 2: Pro Series Meet: \$400

Tier 3: National/JNAT Meet: \$600

Tier 4 Olympic Trials: \$1200 or Amount equal to coach stipend.

Officials may only apply for reimbursement of costs for 1 meet in each tier/year. (The maximum amount an official may request is \$1200/year except in an Olympic year \$2400).

OFFICIALS ELIGIBILITY:

- Must be a Sierra Nevada Official in good standing.
- Must be a Certified Sierra Nevada Official for 18 months minimum.
- Official must work a minimum of 80% of the sessions of meet that reimbursement is being requested.
- An Official is not eligible if reimbursement is available by another entity (ie: USA Swimming, Zone, LSC, or team)
- Official must ~~A~~actively works in SNS LSC as evidenced by one of the following:
 - Worked a minimum of 25 SNS LSC sessions in preceding calendar year OR
 - Worked a minimum of 20 SNS LSC sessions *and* actively participates in SNS BOD functions as a BOD members or committee member.

REQUIREMENTS REIMBURSEMENT PROCESS:

- Each potentially eligible Official must fill out a reimbursement request form. Forms must be filled out completely, including USA Swimming ID, contact email, a signature, to be accepted and relevant receipts. Officials must submit receipts to support their request for reimbursement. Any receipts sent digitally can only be .jpeg or .pdf formats. (No iPhone .HEIC files.)
- The Official will submit their completed form to the Officials Chair for approval within 10 days of the last day of the Meet. The Officials Chair will confirm receipt of request within 5 days.
- Upon receipt of an Officials request for reimbursement, the Officials Chair will review and determine if the reimbursement request complies with the SNS policy and if so, will authorize payment. Incomplete requests will be given one opportunity to amend their

initial submission which must be within 10 days of notification from SNS that the reimbursement request was incomplete. If it is not properly amended, reimbursement will not be approved.

- Once the Officials Chair has approved the reimbursement, the Officials request including all receipts will be sent to the Treasurer for payment.
- Once an Official's submission is confirmed and approved, the following applies:
 - Travel reimbursements will be processed within 2 weeks after published received by date to cover the previous season.
 - Checks not deposited or cashed within 60 days will be considered forfeited and a stop payment issued. One warning will be issued by the SNS Executive Director to the submitted contact email at 30 days for any outstanding checks at that time. At 60 days the check will receive a stop payment.
- Payment can be made electronically, through SNS approved electronic transfers, at the election of the Official.

Travel and Entertainment Expenditure Policy. SNS will not reimburse for expenses incurred that are not covered by the SNS Travel and Entertainment Expenditure Policy.

FAQs Regarding Reimbursable Expenses

For a complete understanding of what is reimbursable, please review the SNS Travel and Entertainment Expenditure Policy. Below are some of the more common answers to questions that arise with the submission of a reimbursement request.

1. Meals and alcohol are never reimbursable and must be excluded from any reimbursement request.
2. For any travel expense (hotel, airfare, rental car, mileage) it must be a direct expense for participation in the Meet. To be eligible for reimbursement, the travel must be within one week of the Meet (before or after).
3. Car travel in your own vehicle is either (a) direct receipts for gas/tolls/parking, or (b) standard mileage reimbursement. If claiming mileage reimbursement, the Athlete will need to list the exact mileage being requested. The SNS Treasurer will apply the current IRS mileage reimbursement set for the year. For example: if the round trip mileage from home to the Pool is 68 miles and the Athlete attended for 4 days the total mileage is 272 OR if the Athlete drives to a meet and stays in a hotel, the mileage to calculate is the roundtrip mileage from your home to the pool (if it is 429 from the Athlete's home to the pool, the Athlete or Official will request reimbursement for 858 miles).
4. Entertainment, personal items, caps, goggles, swimsuits, meet shirts, pharmacy items like cold medicine or sunscreen, and person services like a masseuse are not reimbursable.

SIERRA NEVADA SWIMMING
National Evaluator Reimbursement for OQMs

SNS is obligated to pay for the expenses of the National Evaluator for certain Official Qualifying Meets (OQM). It is the responsibility of the Host Club Team and the Officials Chair to monitor the reimbursement for National Evaluators at designated meets and to ensure that SNS Treasurer is provided with the necessary documentation to make timely payment to the National Evaluator.

REIMBURSEMENT PROCESS:

- Each National Evaluator must fill out a reimbursement request form. Forms must be filled out completely, including USA Swimming ID, contact email, a signature, to be accepted and relevant receipts. Officials must submit receipts to support their request for reimbursement. Any receipts sent digitally can only be .jpeg or .pdf formats. (No iPhone .HEIC files.)
- The National Evaluator will submit their completed form to the Officials Chair for approval within 10 days of the last day of the Meet. The Officials Chair will confirm receipt of request within 5 days.
- Upon receipt of a National Evaluators request for reimbursement, the Officials Chair will review and determine if the reimbursement request complies with the SNS policy and if so, will authorize payment. Incomplete requests will be given one opportunity to amend their initial submission which must be within 10 days of notification from SNS that the reimbursement request was incomplete. If it is not properly amended, reimbursement will not be approved.
- Once the Officials Chair has approved the reimbursement, the National Evaluator request including all receipts will be sent to the Treasurer for payment.
- Once a National Evaluator's submission is confirmed and approved, the following applies:
 - Travel reimbursements will be processed within 2 weeks after published received by date to cover the previous season.
 - Checks not deposited or cashed within 60 days will be considered forfeited and a stop payment issued. One warning will be issued by the SNS Executive Director to the submitted contact email at 30 days for any outstanding checks at that time. At 60 days the check will receive a stop payment.
- Payment can be made electronically, through SNS approved electronic transfers, at the election of the National Evaluator.

Travel and Entertainment Expenditure Policy. SNS will not reimburse for expenses incurred that are not covered by the SNS Travel and Entertainment Expenditure Policy.

FAQs Regarding Reimbursable Expenses

For a complete understanding of what is reimbursable, please review the SNS Travel and Entertainment Policy. Below are some of the more common answers to questions that arise with the submission of a reimbursement request.

1. Meals and alcohol are never reimbursable and must be excluded from any reimbursement request.
2. For any travel expense (hotel, airfare, rental car, mileage) it must be a direct expense for participation in the Meet. To be eligible for reimbursement, the travel must be within one week of the Meet (before or after).
3. Car travel in your own vehicle is either (a) direct receipts for gas/tolls/parking, or (b) standard mileage reimbursement. If claiming mileage reimbursement, the Athlete will need to list the exact mileage being requested. The SNS Treasurer will apply the current IRS mileage reimbursement set for the year. For example: if the round trip mileage from home to the Pool is 68 miles and the Athlete attended for 4 days the total mileage is 272 OR if the Athlete drives to a meet and stays in a hotel, the mileage to calculate is the roundtrip mileage from your home to the pool (if it is 429 from the Athlete's home to the pool, the Athlete or Official will request reimbursement for 858 miles).
4. Entertainment, personal items, caps, goggles, swimsuits, meet shirts, pharmacy items like cold medicine or sunscreen, and person services like a masseuse are not reimbursable.



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 7/2022):

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-LSC Club Additional Fee

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



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

Team	Sanction #	Meet Dates
Meet Director		
Colorado Operator		

Team Contact Information

Name	
Address	
Phone	
Email	

ITEMS REQUESTED (Please check all items being requested):

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

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

For Period: July 1, 2023 - July 31, 2023

Chase Account Cash Balance 6/30/2023:	\$ 263,527.14
Income Registrations:	\$ 9,131.00
Income Meet Fees:	\$ 2,552.00
Income Sanction Fees:	\$ 30.00
Income Equipment Rentals:	\$ 500.00
Fines & Penalties	\$ -
Expenses*:	\$ (20,694.19)
USA Swimming 4% Tech Fee	\$ (338.84)
Transfer to Investment Account	\$ -
Chase Account Cash Balance 7/31/2023:	\$ 254,707.11

*(payroll, professional fees, supplies, storage, taxes, postage, awards, partial WZ expenses, Safe Sport National Evaluator, Officials Travel Reimbursement registration income includes LSC portion of Club Registrations received to date

I have reconciled the SNS Chase bank account for July 2023 and found that our known and recorded transactions match our bank statement.

Chase Account Cash Balance 7/31/2023:	\$ 254,707.11
First Western Trust Account 7/31/2023:	\$ 504,261.86
Assets:	\$ 758,968.97

Sierra Nevada Swimming

Budget vs. Actuals: FY' 2022-2023 - FY23 P&L

September 2022 - July 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
301 Meet Fees	167,300.75	183,487.37	-16,186.62	91.18 %
Fines and penalties	895.00		895.00	
Total 301 Meet Fees	168,195.75	183,487.37	-15,291.62	91.67 %
302 Sanction Fees	1,290.00	1,260.38	29.62	102.35 %
304 Equipment Rentals	6,090.00	4,583.37	1,506.63	132.87 %
5011 Banquet Attendee Fee	5,275.00	4,812.50	462.50	109.61 %
50704 WZ Officials Travel Reimbursement	0.00		0.00	
5131 WZ Team Swimmer Contribution		37,789.62	-37,789.62	
5151 CTS Camp Athlete Contribution - Spring	2,050.00	2,346.63	-296.63	87.36 %
5152 CTS Camp Athlete Contribution - Fall	2,400.00	2,346.63	53.37	102.27 %
5153 Age Elite Camp Athlete Contribution	3,920.00	3,666.63	253.37	106.91 %
5154 Leadership Camp Athlete Contribution		2,383.37	-2,383.37	
5155 Senior Athlete Camp Contribution		9,487.50	-9,487.50	
5156 5156 DEI Camp Athlete Contribution		2,016.63	-2,016.63	
660 Investment Income				
Unrealized Gains/Losses	7,231.47		7,231.47	
Total 660 Investment Income	7,231.47		7,231.47	
Registrations				
300 Member Fees	103,158.00	86,166.63	16,991.37	119.72 %
3002 Dues to USA Swimming	-1,002.00		-1,002.00	
3012 USA Swimming Tech Fee 4%	-4,062.52		-4,062.52	
Total Registrations	98,093.48	86,166.63	11,926.85	113.84 %
Total Revenue	\$294,545.70	\$340,347.26	\$ -45,801.56	86.54 %
GROSS PROFIT	\$294,545.70	\$340,347.26	\$ -45,801.56	86.54 %
Expenditures				
500 Registration/General Office	31.25		31.25	
5001 Office Equip	420.00	45.87	374.13	915.63 %
5002 Postage	38.05	91.63	-53.58	41.53 %
5003 Phone/Internet	537.39	481.25	56.14	111.67 %
5004 Copying/Supplies	60.62	252.12	-191.50	24.04 %
5005 USA Staff Annual Dues	312.00	396.00	-84.00	78.79 %
5010 Workers Compensation	-299.00	2,117.50	-2,416.50	-14.12 %
524 Office/General Administrative Expenditures/Thank You's	153.78	229.13	-75.35	67.11 %
Bank charges	5.00		5.00	
Payroll Expenses (ATA Payroll runs)				
Taxes	7,339.15	9,250.78	-1,911.63	79.34 %
Wages	89,420.20	77,089.54	12,330.66	116.00 %
Total Payroll Expenses (ATA Payroll runs)	96,759.35	86,340.32	10,419.03	112.07 %
Total 500 Registration/General Office	98,018.44	89,953.82	8,064.62	108.97 %
501 Awards Banquet	300.00		300.00	
5012 Facility	700.38	3,208.37	-2,507.99	21.83 %

Sierra Nevada Swimming

Budget vs. Actuals: FY' 2022-2023 - FY23 P&L

September 2022 - July 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5013 Dinner	7,880.73	4,583.37	3,297.36	171.94 %
5014 Speaker Honorarium	500.00	916.63	-416.63	54.55 %
5017 Awards	2,940.03	1,375.00	1,565.03	213.82 %
5017A SNS Scholar Athlete Awards	1,769.92	1,604.13	165.79	110.34 %
Total 5017 Awards	4,709.95	2,979.13	1,730.82	158.10 %
Total 501 Awards Banquet	14,091.06	11,687.50	2,403.56	120.57 %
502 Equipment				
5021 Locker Rental	2,662.00	2,750.00	-88.00	96.80 %
5022 Insurance	632.42	430.87	201.55	146.78 %
5023 Supplies		412.50	-412.50	
5024 Repairs		1,833.37	-1,833.37	
5026 Shipping Fees		366.63	-366.63	
5029 New Equipment		2,658.37	-2,658.37	
Total 502 Equipment	3,294.42	8,451.74	-5,157.32	38.98 %
503 Governance				
50300 Other Professional Services	1,600.00		1,600.00	
5032 Other LSC Travel to Conventions, Seminars non USAS		1,466.63	-1,466.63	
5035 Misc		458.37	-458.37	
5037 WZ / USAS Spring Meeting Registration Fees				
50371 WZ / USAS Spring Meeting Travel	2,364.18	5,679.63	-3,315.45	41.63 %
50372 WZ / USAS Spring Meeting Hotel	1,268.06	913.00	355.06	138.89 %
50373 WZ / USAS Spring Meeting Per Diem	647.00	1,003.75	-356.75	64.46 %
50374 WZ / USAS Spring Meeting Other Expenses	231.39		231.39	
Total 5037 WZ / USAS Spring Meeting Registration Fees	4,510.63	7,596.38	-3,085.75	59.38 %
5038 Legal Fees	10,908.05		10,908.05	
5038a Reimbursed Legal Fees	-10,908.05		-10,908.05	
Total 5038 Legal Fees	0.00		0.00	
5039 House of Delegates Expenses		1,833.37	-1,833.37	
509 General Chair Expense Fund	236.34	916.63	-680.29	25.78 %
Total 503 Governance	6,346.97	12,271.38	-5,924.41	51.72 %
504 Communications				
5041 Web Site	12.00	45.87	-33.87	26.16 %
5044 Zoom License	247.00	366.63	-119.63	67.37 %
Total 504 Communications	259.00	412.50	-153.50	62.79 %
506 Club Development				
5064 Safe Sport		2,291.63	-2,291.63	
Total 506 Club Development		2,291.63	-2,291.63	
507 Officials				
50701 Officials Tier 1 Meet Travel Reimbursement	100.00	2,200.00	-2,100.00	4.55 %
50702 Officials Tier 2 Meet Travel Reimbursement	2,000.00	2,200.00	-200.00	90.91 %
50703 Officials Tier 3 Meet Travel Reimbursement	1,500.00	2,200.00	-700.00	68.18 %
5077 Officials Training	632.70	916.63	-283.93	69.02 %

Sierra Nevada Swimming

Budget vs. Actuals: FY' 2022-2023 - FY23 P&L

September 2022 - July 2023

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5078 National Evaluator	661.26	4,583.37	-3,922.11	14.43 %
5079 Official's OQM Social	529.42	1,375.00	-845.58	38.50 %
Total 507 Officials	5,423.38	13,475.00	-8,051.62	40.25 %
510 Adaptive Swimming		916.63	-916.63	
511 Swim Camps	299.26		299.26	
5111 Age Catch The Spirit - Fall Camp -1	4,034.39	3,727.13	307.26	108.24 %
5112 Age Group Elite Camp	14,929.00	7,125.25	7,803.75	209.52 %
5113 Leadership Camp	100.00	4,583.37	-4,483.37	2.18 %
5115 Age Catch The Spirit - Spring Camp - 2	6,329.41	3,727.13	2,602.28	169.82 %
5116 Diversity & Inclusion Camp WZ	761.30		761.30	
5117 Diversity & Inclusion Camp SN		3,958.13	-3,958.13	
Total 511 Swim Camps	26,453.36	23,121.01	3,332.35	114.41 %
512 LSC Championship Meets / JOs / BRC				
5121A LCM Summer BRC Host Team Stipend		4,583.37	-4,583.37	
5121B SCY Championship Host Team Stipend	3,750.00	3,437.50	312.50	109.09 %
5121C Senior Championship Host Team Stipend	3,125.00	2,291.63	833.37	136.37 %
5122 SCY Championships Awards	4,305.22	3,529.13	776.09	121.99 %
5123 SCY Swimmer Bag Tags	1,089.87	1,145.87	-56.00	95.11 %
5125 LCM Summer BRC Awards	5,568.67	3,666.63	1,902.04	151.87 %
5126 NVAL Bag Tags	900.89	825.00	75.89	109.20 %
5127 LCM Summer BRC Bag Tags	1,117.30	1,145.87	-28.57	97.51 %
5128A 5128 A Senior Championship Trophies	296.55	320.87	-24.32	92.42 %
5129 A Medals		1,375.00	-1,375.00	
Total 512 LSC Championship Meets / JOs / BRC	20,153.50	22,320.87	-2,167.37	90.29 %
513 Western Zone Team				
5132 Ground Transportation	2,938.82	4,583.37	-1,644.55	64.12 %
5133 Airfare	21,630.20	15,583.37	6,046.83	138.80 %
5134 Housing		29,333.37	-29,333.37	
5135 Meals	2,531.27	8,708.37	-6,177.10	29.07 %
5136 Coach Stipends		2,933.37	-2,933.37	
5137 Team Social	1,030.05	2,933.37	-1,903.32	35.11 %
5138 Coaches Business Dinner		229.13	-229.13	
5139 Meet Entry Fees		2,933.37	-2,933.37	
5140 Supplies, copies, first aid	165.49	91.63	73.86	180.61 %
5142 Team Uniforms	737.00	8,250.00	-7,513.00	8.93 %
Total 513 Western Zone Team	29,032.83	75,579.35	-46,546.52	38.41 %
516 Senior				
51611 Travel Awards per Swimmer / Club Achievement		41,250.00	-41,250.00	
51611B Senior Travel Bronze Award	8,040.00		8,040.00	
51611G Senior Travel Gold Award	12,000.00		12,000.00	
51611S Senior Travel Silver Award	15,600.00		15,600.00	
Total 51611 Travel Awards per Swimmer / Club Achievement	35,640.00	41,250.00	-5,610.00	86.40 %

Sierra Nevada Swimming

Budget vs. Actuals: FY' 2022-2023 - FY23 P&L

September 2022 - July 2023

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
51612 Olympic Trials		5,500.00	-5,500.00	
Total 516 Senior	35,640.00	46,750.00	-11,110.00	76.24 %
517 OTC				
5172 Room & Board		3,666.63	-3,666.63	
5173 Transportation - Air Fare		12,466.63	-12,466.63	
5174 Transportation - Ground		1,100.00	-1,100.00	
5175 Coach Stipend		893.75	-893.75	
5176 Team Gear		916.63	-916.63	
Total 517 OTC		19,043.64	-19,043.64	
518 Finance				
519 Accounting & Tax Prep	14,964.43	18,150.00	-3,185.57	82.45 %
5191 Postage	88.45		88.45	
Total 519 Accounting & Tax Prep	15,052.88	18,150.00	-3,097.12	82.94 %
5190 Yearly Audit	2,490.00	3,125.87	-635.87	79.66 %
523 Quickbooks Online	593.00	847.00	-254.00	70.01 %
Total 518 Finance	18,135.88	22,122.87	-3,986.99	81.98 %
526 Coach Education		1,558.37	-1,558.37	
Taxes & Licenses	100.00		100.00	
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenditures	\$256,948.84	\$349,956.31	\$ -93,007.47	73.42 %
NET OPERATING REVENUE	\$37,596.86	\$ -9,609.05	\$47,205.91	-391.27 %
NET REVENUE	\$37,596.86	\$ -9,609.05	\$47,205.91	-391.27 %