



Board of Directors Meeting Agenda

Thursday, January 11, 2024

Zoom

Sierra Nevada Swimming Mission

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

Board of Directors

General Chair

- Scott Sewell

Admin Vice-Chair

- Daryn Glasgow

Finance Vice-Chair

- Roberta Savage

Senior Vice-Chair

- Brian Clark

Age Group Vice Chair

- Summer Huntsman

Program Dev't Vice Chair

- Adric Jope

Technical Planning Chair

- Alan Rosenfeld

Safe Sport Co-Chairs

- Deanna Hogenboom
- Jason Shibata

Athlete Representatives

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

Coaches Representatives

- Betsy Aird

Officials Chair

- Scott Hastings

Diversity, Equity, Inclusion Chair

- Leslie Juarez-Michel

Operational Risk & Safety Chair

- Stephen Adams

At-Large

- David Karacozoff
- Ted Curley

Disability/Adaptive Coord. (NV)

- Vacant

Open Water Chair (NV)

- Marc Stanley

Staff

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

Roll Call of Board Members

Open Session for Guest Comments

Reports of Officers, Chairs, Committees and Staff

Action/Discussion Items:

1. Adoption of minutes from the October 18, 2023 Sierra Nevada Swimming Board of Directors Meeting
2. Discussion Regarding Remote Voting.
3. Discussion Regarding Job Descriptions for Board Positions.
4. Discussion Regarding Treasurer's Report and Investment Fund.
5. Discussion Regarding Mixed Relays and Short Course Meter Times for Championship Meets.
6. Discussion and Board Action Regarding Updated Senior Travel Reimbursement Fund Policy.
7. Discussion and Board Action Regarding Updated Officials Reimbursement Program and National Evaluator Reimbursement for OQMs.
8. Discussion and Board Action Regarding Updated Olympic Trials Reimbursement Policy.
9. Discussion and Board Action Regarding Updated Equipment Rental Policy.
10. Discussion and Board Action Regarding Funding of the DEI Western Zones Camp.

Adjournment

Next General Sierra Nevada Swimming Board Meeting is March 12, 2024.



SIERRA NEVADA SWIMMING BOARD REPORT

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

Date of Board Meeting: 1/11/23

Members Present:

Date of Next Meeting: TBD

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

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

Action Items Completed: No Report

Action Items In-Progress:

- Chapter 5

Announcements:



SIERRA NEVADA SWIMMING COMMITTEE REPORT

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

Board Member: Roberta Savage – Finance Vice Chair

Date of Next Finance/Audit Meeting: February 13 @ 6:00 p.m. via Google Hangout/Meet (if needed). All are welcome. Contact me to join (robertasavage2004@gmail.com)

Action Items Completed:

1. Worked with Alison Appel to update all needed financial policies. Submitted to all relevant Board members and staff for review.
2. Worked with Alison Appel and Scott Hastings on the new electronic submission for Officials reimbursements.
3. Discussed Investment Fund with Alison Appel.
4. Reviewed Treasurer's Reports in September, October, November, (and December, if available) including Quarterly Report. See attached.

Board Meeting Agenda/Discussion Items:

1. Discussion about Treasurer's Report and Investment Fund. No action, discussion only.
2. Discussion and Board action re: updated Senior Travel Reimbursement Fund Policy. See attached
3. Discussion and Board action re: updated Officials Travel Reimbursement Policy. See attached.
4. Discussion and Board action re: updated Olympic Trials Reimbursement Policy. See attached.
5. Discussion and Board action re: updated Equipment Rental Policy. See attached.

Action Items In-Progress / Pending:

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

Announcements:

Questions for the Board / Larger Group: _____

SIERRA NEVADA SWIMMING COMMITTEE REPORT

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

Committee/Chair/Board Member: Julianna Gibson, Ella Ching, Aved Gorji, Cooper Zarro

Date of Board Meeting: 1/11/24

Date of Last Committee Meeting: 11/22/23

Members Present: Ella Ching, Aved Gorji, Cooper Zarro

Date of Next Meeting: none scheduled

Items Completed: Scholar-Athlete list released, New Year's Resolution and Best Holiday Gifts for Swimmers polls

Items In-Progress/pending: Organizing Spring Scholar-Athlete event, articles for newsletter

Announcements: none

Questions for the Board/group: none

Notes/other: none



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@sns swimming.org prior to the next meeting.

Committee/Chair/Board Member: Leslie Juarez Michel

Date of Board Meeting: January 11, 2024 **Date of last Committee Meeting:** Monthly, 3x since the last meeting

Members Present:

Date of Next Meeting: _____

Action Items Completed: There is a DEI theme every month. We could update our website with it. The main topic of conversation has been the DEI Camp in June. Other topics include parallel time standards and what each LSC does to afford these athletes opportunities. Also outreach and how we support outreach athletes as an LSC and not the individual teams.

Action Items In-Progress / Pending: I also received interest from several athletes to join the committee but have not reached back out yet. Not much work to be done as a committee just yet.

Announcements: USA Swimming has grants for teams and the requirements and applications can be found here: [2024 Community Impact Grant - USA Swimming.](#)

Questions for the Board / Larger Group: The BOD needs to vote on the funding for sending athletes to camp and the adult and how much the LSC will cover (included on the Agenda).

Notes/ Other: _____



SIERRA NEVADA SWIMMING COMMITTEE/CHAIR/BOARD MEMBER REPORT

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

Committee/Chair/Board Member: Marc Stanley

Date of Board Meeting: JAN 11th, 2024

Date of last Committee Meeting: _____

Members Present:

Date of Next Meeting:

Action Items Completed

Action Items In-Progress / Pending

Announcements:

Questions for the Board / Larger Group:

LifeTime Roseville has gone through the steps of laser measure engineering our SCM pool for the purpose of Sanction Meets onsite.

- A) We are requesting the acceptance of the same time standard currently used for SCM – USA Motivational times as times that will qualify for this and future years LSC JO's.
- B) I was unable to find the SCM standard for 8U which we would like also

We have provided a Draft of Time JO Qualification Time Standard attached for ease of use, verification, review and adoption if suitably correct.

Attached Versions: Word, Excel and PDF

Notes/ Other:



Sierra Nevada Swimming

Board of Directors Meeting Minutes

October 18, 2023

Meeting called to order by Scott Sewell at 6:03pm. **Quorum present (13).**

1. Roll Call of Board Members.
2. Open Session for Guest Comments
3. Reports of Officers, Chairs, Committees and Staff - Please see submitted reports. Additional reports below.

General Chair: Working on job descriptions, convening a committee to assist with the SNS Mission Statement, researching the length of meets, Laura Crouch has resigned leaving the Disability/Adaptive Coordinator position open.

Senior Chair: Looking for committee members.

Age Group Chair: Working on a schedule for the year.

Technical Planning Chair: Meet changes have been approved and are updated on the website, Bill Rose Classic moving to 7/11-14/23 at EGAC and will overlap with Sectionals

Athlete Representatives: Athlete Committee meeting on 10/22/23 at 5pm. Athletes that have submitted interest have been invited and it is posted to the SNS website/Instagram.

DEI Representatives: Met with Marc Stanley and looking for additional members.

Operational Risk/Safety Chair: Status of Disaster Recovery Plan and potential policy review needed.

Treasurer Report: Audit ongoing and will be held 11/6/23.

Executive Director Report: Awards Banquet set for 1/28/24 with Brendan Hansen speaking. Looking for value adds for the weekend and are focusing on coaches training.

4. Adoption of minutes from the September 6, 2023 and September 10, 2023 Sierra Nevada Swimming Board of Directors Meeting

Motion 2324-05: **Motion to approve the minutes with corrections showing Adric Jope as present and Stephen Adams as absent at the September 10, 2023 meeting. Motion Hastings, Second Savage. For 13, Against 0, Abstained 0. Approved**

5. Authorization for Alex Ongaco to be listed in Quickbooks

Motion 2324-06: **Motion authorizing Alex Ongaco to be listed as an authorized user in Quickbooks.**

Motion Savage, Second Rosenfeld. For 13, Against 0, Abstained 0. Approved

6. Discussion and Possible Action Regarding Two (2) Summer Senior Travel Requests

Athlete 1: Swam at Futures, flew in more than a week before meet, request is to reimburse one-way airfare at Silver Level of \$600

Motion 2324-07: Motion to approve travel expense up to the qualifying amount (Silver - \$600) for Swimmer 1. Motion Savage, Second Rosenfeld. For 10, Against 1, Abstained 2. Approved

Athlete 2: Swan at Futures, flew in May and August, request is to reimburse airfare at \$493

Motion 2324-08: Motion to reject the flight expense for Swimmer 2. Motion Savage, Second Sewell. For 11, Against 0, Abstained 2. Approved

Ella Ching left at 6:55pm

Aveed Gorji arrived at 7:02pm

7. Approval of up to a \$10,000 match for a SNS Olympic Training Center (OTC) Training Trip

Motion 2324-09: Motion approving up to \$10,000 in additional funding with a 50% copay by athletes for a SNS Olympic Training Center (OTC) Training Trip with a report of the final total funding at the next SNS Board Meeting. Motion Clark, Second Sewell. For 12, Against 0, Abstained 1. Approved

8. Approval of Updates to SNS Financial Policies (Savage)

Motion 2324-10: Motion approving updates to SNS Financial Policies. Motion Savage, Second Juarez Michel. For 13, Against 0, Abstained 0. Approved

9. Approval of Western Zone DEI Camp Proposal

Motion 2324-11: Motion to pay the \$225 deposit per person for the WZ DEI Camp in June by December 2023 with the total contribution by the LSC and the athlete contribution to be determined at the later meeting. Motion Savage, Second Hastings. For 13, Against 0, Abstained 0. Approved

10. Approval of Funding for Attendance at November 2023 USA Swimming Meeting

Item no longer needed as it fits under the new SNS Financial Policy.

11. Approval of Modifications to the Championship Meet Qualifying Times

Motion 2324-12: Motion changing Championship Meet qualifying times to BB standard for all 400/500 and below events with 1000 and 1650 being changed to A cuts. Motion Rosenfeld, Second Hastings. For 13, Against 0, Abstained 0. Approved

Order off events for Championship Meets will return at a later meeting.

12. Creation of a Committee to Review Championship Meet Fees

Conversation to begin with the Technical Planning Chair reaching out to championship meet host teams to gain information regarding pool costs.

Daryn Glasgow arrived at 7:43pm.

Adric Jope arrived at 7:47pm.

13. Appointment of Marc Stanley as Open Water Chair (Non-voting)(Sewell)

Motion 2324-13: **Motion appointing Marc Stanley as Open Water Chair (Non-Voting).** Motion Sewell, Second Hogenboom. For 14, Against 0, Abstained 1. **Approved**

Adjournment at 7:56pm.

Present: *Scott Sewell, Roberta Savage, Brian Clark, Summer Huntsman, Adric Jope, Alan Rosenfeld, Deanna Hogenboom, Ella Ching (Athlete), Aved Gorji (Athlete), Cooper Zarro (Athlete), Betsy Aird, Leslie Juarez Michel, Stephen Adams, Scott Hastings, Ted Curley*

Staff: *Alex Ognaco, Mark Brown, TJ Kay, Alison Appel, Hope Gawlick*

Absent: *Daryn Glasglow, Jason Shibata, Julianna Gibson (Athlete), Melissa Szpik-Serrao, David Karacozoff, TJ Kay*

Guests: *Dara Warner (ROC), Andrew Hasek (CAJ), Grace Erkeneff (VACA), Sam Cooc (EGAC)*

Respectfully submitted,

Hope Gawlick

SNS Secretary

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	69,929.00	202,500.00	-132,571.00	34.53 %
Fines and penalties	140.00		140.00	
Total 301 Meet Fees	70,069.00	202,500.00	-132,431.00	34.60 %
302 Sanction Fees	430.00	1,375.00	-945.00	31.27 %
304 Equipment Rentals	3,070.00	5,000.00	-1,930.00	61.40 %
5011 Banquet Attendee Fee		11,000.00	-11,000.00	
50704 WZ Officials Travel Reimbursement	0.00		0.00	
5131 WZ Team Swimmer Contribution		58,675.00	-58,675.00	
5151 CTS Camp Athlete Contribution - Spring		2,400.00	-2,400.00	
5152 CTS Camp Athlete Contribution - Fall		2,400.00	-2,400.00	
5153 Age Elite Camp Athlete Contribution		8,000.00	-8,000.00	
5154 Leadership Camp Athlete Contribution		4,000.00	-4,000.00	
5155 Senior Athlete Camp Contribution		5,000.00	-5,000.00	
5156 5156 DEI Camp Athlete Contribution		0.00	0.00	
660 Investment Income	19,858.18		19,858.18	
Unrealized Gains/Losses	-16,944.45		-16,944.45	
Total 660 Investment Income	2,913.73		2,913.73	
Registrations				
300 Member Fees	33,803.54	94,000.00	-60,196.46	35.96 %
3002 Dues to USA Swimming	-1,000.00		-1,000.00	
3012 USA Swimming Tech Fee 4%	-1,302.66		-1,302.66	
Total Registrations	31,500.88	94,000.00	-62,499.12	33.51 %
Total Revenue	\$107,983.61	\$394,350.00	\$ -286,366.39	27.38 %
GROSS PROFIT	\$107,983.61	\$394,350.00	\$ -286,366.39	27.38 %
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 Camp WZ	1,021.20	288.00	733.20	354.58 %
5002 Postage	14.37	50.00	-35.63	28.74 %
5003 Phone/Internet	173.96	525.00	-351.04	33.14 %
5004 Copying/Supplies		275.00	-275.00	
5005 USA Staff Annual Dues	402.70	432.00	-29.30	93.22 %
5010 Workers Compensation	3,279.00	2,310.00	969.00	141.95 %
524 Office/General Administrative Expenditures/Thank You's		250.00	-250.00	
Bank charges	5.00		5.00	
Payroll Expenses (ATA Payroll runs)				
Taxes	2,206.97	11,520.00	-9,313.03	19.16 %
Wages	27,679.62	96,000.00	-68,320.38	28.83 %
Total Payroll Expenses (ATA Payroll runs)	29,886.59	107,520.00	-77,633.41	27.80 %

Sierra Nevada Swimming

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

September 2023 - August 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 500 Registration/General Office	34,782.82	113,300.00	-78,517.18	30.70 %
501 Awards Banquet				
5012 Facility		3,500.00	-3,500.00	
5013 Dinner		5,000.00	-5,000.00	
5014 Speaker Honorarium		1,000.00	-1,000.00	
5017 Awards		1,500.00	-1,500.00	
Total 501 Awards Banquet		11,000.00	-11,000.00	
502 Equipment				
5021 Locker Rental	968.00	3,000.00	-2,032.00	32.27 %
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	968.00	6,320.00	-5,352.00	15.32 %
503 Governance				
5006 PO Box Rental Fee	97.00		97.00	
50300 Other Professional Services		800.00	-800.00	
503001 Registrar, Membership & Meet Sanctions Chair Contractor	7,896.68		7,896.68	
50305 SNS Board Offsite	1,218.44		1,218.44	
5032 Other LSC Travel to Conventions, Seminars non USAS	954.87	1,600.00	-645.13	59.68 %
5034 Other LSC Per Diem to Conventions, Seminars non USAS	170.25		170.25	
5035 Misc		500.00	-500.00	
50364 Safe Sport		500.00	-500.00	
5037 WZ / USAS Spring Meeting Registration Fees				
50371 WZ / USAS Spring Meeting Travel		6,195.60	-6,195.60	
50372 WZ / USAS Spring Meeting Hotel		996.48	-996.48	
50373 WZ / USAS Spring Meeting Per Diem		1,095.00	-1,095.00	
Total 5037 WZ / USAS Spring Meeting Registration Fees		8,287.08	-8,287.08	
509 General Chair Expense Fund		800.00	-800.00	
Total 503 Governance	10,337.24	12,487.08	-2,149.84	82.78 %
504 Communications				
5041 Web Site	12.00	50.00	-38.00	24.00 %
5044 Zoom License	50.00	400.00	-350.00	12.50 %
Total 504 Communications	62.00	450.00	-388.00	13.78 %
507 Officials				
50701 Officials Tier 1 Meet Travel Reimbursement		2,400.00	-2,400.00	
50702 Officials Tier 2 Meet Travel Reimbursement		2,400.00	-2,400.00	
50703 Officials Tier 3 Meet Travel Reimbursement	1,200.00	2,400.00	-1,200.00	50.00 %
5077 Officials Training		1,000.00	-1,000.00	
5078 National Evaluator		2,000.00	-2,000.00	
5079 Official's OQM Social	767.36	1,500.00	-732.64	51.16 %

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	1,967.36	11,700.00	-9,732.64	16.82 %
510 Adaptive Swimming		1,000.00	-1,000.00	
511 Swim Camps				
5111 Age Catch The Spirit - Fall Camp -1		4,163.00	-4,163.00	
5112 Age Group Elite Camp		8,068.00	-8,068.00	
5113 Leadership Camp		5,000.00	-5,000.00	
5115 Age Catch The Spirit - Spring Camp - 2		3,523.00	-3,523.00	
5117 Diversity & Inclusion Camp SN	675.00		675.00	
5120 Senior Athlete Camp		10,000.00	-10,000.00	
Total 511 Swim Camps	675.00	30,754.00	-30,079.00	2.19 %
512 LSC Championship Meets / JOs / BRC / Scholar Athlete				
512-0 Award Mailing		100.00	-100.00	
51200 Promotional Incentives		500.00	-500.00	
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		24,075.00	-24,075.00	
513 Western Zone Team				
5132 Ground Transportation		5,000.00	-5,000.00	
5133 Airfare		50,000.00	-50,000.00	
5134 Housing		32,000.00	-32,000.00	
5135 Meals		9,500.00	-9,500.00	
5136 Coach Stipends		3,850.00	-3,850.00	
5137 Team Social		3,200.00	-3,200.00	
5138 Coaches Business Dinner		250.00	-250.00	
5139 Meet Entry Fees		3,200.00	-3,200.00	
5140 Supplies, copies, first aid		1,350.00	-1,350.00	
5142 Team Uniforms		9,000.00	-9,000.00	
5144 Chaperone USA Swim Registration	38.00		38.00	
Total 513 Western Zone Team	38.00	117,350.00	-117,312.00	0.03 %
516 Senior				
51611 Travel Awards per Swimmer / Club Achievement		45,000.00	-45,000.00	
51611G Senior Travel Gold Award	1,256.32		1,256.32	
51611S Senior Travel Silver Award	5,400.00		5,400.00	

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	6,656.32	45,000.00	-38,343.68	14.79 %
Total 516 Senior	6,656.32	45,000.00	-38,343.68	14.79 %
518 Finance				
519 Accounting & Tax Prep	6,095.00	19,800.00	-13,705.00	30.78 %
5191 Postage	34.07		34.07	
Total 519 Accounting & Tax Prep	6,129.07	19,800.00	-13,670.93	30.95 %
5190 Yearly Audit	2,525.25	3,410.00	-884.75	74.05 %
523 Quickbooks Online	433.75	924.00	-490.25	46.94 %
Total 518 Finance	9,088.07	24,134.00	-15,045.93	37.66 %
Total Expenditures	\$64,574.81	\$397,570.08	\$ -332,995.27	16.24 %
NET OPERATING REVENUE	\$43,408.80	\$ -3,220.08	\$46,628.88	-1,348.07 %
NET REVENUE	\$43,408.80	\$ -3,220.08	\$46,628.88	-1,348.07 %

For Period: September 1, 2023 - September 29, 2023

Account Cash Balance 8/31/2023:	\$ 258,465.16
Income Registrations:	\$ 1,953.00
Income Meet Fees:	\$ -
Income Sanction Fees:	\$ -
Income Equipment Rentals:	\$ -
Fines & Penalties	\$ -
Expenses*:	\$ (24,584.74)
USA Swimming 4% Tech Fee	\$ (78.12)
Transfer to Investment Account	\$ -
Account Cash Balance 9/29/2023:	\$ 235,755.30

*(payroll, professional fees, supplies, storage, taxes, postage, partial WZ expenses, National Evaluator, Senior Travel Reimburs

**registration income includes LSC portion of Club Registrations received to date

I have reconciled the SNS bank account for September 2023 and found that our known and recorded transactions matc

Account Cash Balance 9/29/2023:	\$ 235,755.30
Trust Account 9/30/2023:	\$ 480,655.30
Assets:	\$ 716,410.60

For Period: September 30, 2023 - October 31, 2023

Account Cash Balance 9/29/2023:	\$ 235,755.30
Income Registrations:	\$ 20,057.00
Income Meet Fees:	\$ 26,186.50
Income Sanction Fees:	\$ 190.00
Income Equipment Rentals:	\$ 1,025.00
WZ Officials Travel Program	\$ 1,019.34
Fines & Penalties	\$ -
Expenses*:	\$ (12,715.76)
USA Swimming 4% Tech Fee	\$ (802.28)
Transfer to Investment Account	\$ -
Account Cash Balance 10/31/2023:	\$ 270,715.10

*(payroll, professional fees, supplies, storage, taxes, Mighty Mid Air, Senior Travel Reimbursement

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

I have reconciled the SNS bank account for September 2023 and found that our known and recorded transactions mat

Account Cash Balance 10/31/2023:	\$ 270,715.10
Trust Account 10/31/2023:	\$ 480,000.00 *
Assets:	\$ 750,715.10

* Approximately since statement not issued yet

For Period: November 1, 2023 - November 30, 2023

Account Cash Balance 10/31/2023:	\$	270,715.10
Income Registrations:	\$	5,897.54
Income Meet Fees:	\$	23,602.00
Income Sanction Fees:	\$	130.00
Income Equipment Rentals:	\$	-
Fines & Penalties	\$	140.00
Expenses*:	\$	(13,196.30)
USA Swimming 4% Tech Fee	\$	(226.82)
Transfer to Investment Account	\$	-
Account Cash Balance 11/30/2023:	\$	287,061.52

*(payroll, professional fees, supplies, storage, taxes, Mighty Mid travel, DEI camp deposit, DEI payment)

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

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

Account Cash Balance 11/30/2023:	\$	287,061.52
Trust Account 11/30/2023:	\$	499,858.18
Assets:	\$	786,919.70

For Period: December 1, 2023 - December 29, 2023

Account Cash Balance 11/30/2023:	\$ 287,061.52
Income Registrations:	\$ 4,886.00
Income Meet Fees:	\$ -
Income Sanction Fees:	\$ -
Income Equipment Rentals:	\$ -
Fines & Penalties	\$ -
Expenses*:	\$ (18,169.78)
USA Swimming 4% Tech Fee	\$ (195.44)
Transfer to Investment Account	\$ -
Account Cash Balance 12/29/2023:	\$ 273,582.30

*(payroll, professional fees, supplies, storage, taxes, Officials travel, Worker's Comp Insurance, AUP Audit, Lifetime Registration for 1 member)

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

***Check deposits for December were not processed by bank until 1/2/2024 and are not included

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

Account Cash Balance 12/29/2023:	\$ 273,582.30
Savings Account Balance 12/31/2023	\$ 521,868.95
Assets:	\$ 795,451.25

Sierra Nevada Swimming

2023 - 2024

Junior Olympic Time Standards

8 & U
Girls

SCY	SCM	LCM	SCY JO's	LCM	SCM	SCY
19.29			25fr			19.29
23.59			25ba			24.29
26.19			25br			27.89
21.89			25fl			22.89
			LCM JO's			
42.39		47.99	50fr	49.39		43.09
1:36.69		1:48.99	100fr	1:56.59		1:40.99
51.99		58.29	50ba	1:03.59		56.79
1:00.59		1:08.19	50br	1:11.49		1:02.69
53.19		59.69	50fl	1:03.09		55.79

8 & U
Boys

13-14
Girls

SCY	SCM	LCM	SCY JO's	LCM	SCM	SCY
30.19	33.49	34.49	50 FR	31.99	30.79	27.79
1:05.49	1:12.69	1:14.79	100 FR	1:09.89	1:07.29	1:00.89
2:21.29	2:37.19	2:41.79	200 FR	2:32.29	2:26.69	2:21.79
6:18.69	5:32.69	5:40.59	400M/500 FR	5:24.09	5:14.19	5:58.99
12:01.69	10:31.59	10:47.99	800M/1000 FR	10:22.19	10:00.99	11:26.69
20:02.99	19:55.99	20:39.79	1500M/1650 FR	19:48.39	19:00.89	19:07.59
1:11.19	1:19.19	1:23.59	100 BA	1:17.89	1:13.89	1:06.39
2:34.89	2:51.69	2:58.69	200 BA	2:49.09	2:41.19	2:25.09
1:21.69	1:30.99	1:34.79	100 BR	1:28.09	1:23.49	1:15.49
2:57.29	3:16.99	3:23.99	200 BR	3:10.79	3:02.99	2:43.99
1:10.89	1:18.89	1:20.39	100 FL	1:15.49	1:13.29	1:06.09
2:36.89	2:54.49	2:59.19	200 FL	2:47.99	2:42.49	2:26.89
2:37.59	2:55.89	3:01.79	200 IM	2:51.39	2:44.19	2:28.49
5:37.59	6:15.39	6:25.89	400 IM	6:04.69	5:50.69	5:17.09

13-14
Boys

10 & U
Girls

SCY	SCM	LCM	SCY JO's	LCM	SCM	SCY
35.19	38.89	39.89	50 FR	39.49	38.09	34.49
1:19.99	1:28.39	1:31.19	100 FR	1:30.19	1:26.99	1:18.79
2:57.19	3:15.99	3:20.99	200 FR	3:12.09	3:05.69	2:47.99
7:34.89	6:38.59	6:51.09	400M/500FR	6:44.49	6:31.19	7:26.99
41.89	46.29	48.89	50 BA	49.19	46.79	42.29
1:30.69	1:40.19	1:45.99	100 BA	1:43.09	1:39.09	1:29.29
47.49	52.49	53.99	50 BR	53.29	51.39	46.59
1:44.99	1:55.99	1:59.79	100 BR	1:55.99	1:52.59	1:41.69
41.79	46.19	47.09	50 FL	45.99	44.79	40.49
1:39.09	1:49.49	1:52.99	100 FL	1:50.79	1:48.29	1:37.09
1:31.69	1:41.29		100 IM		1:38.79	1:28.89
3:15.59	3:36.19	3:43.19	200 IM	3:40.79	3:33.49	3:13.19

10 & U
Boys

15-18
Girls

SCY	SCM	LCM	SCY JO's	LCM	SCM	SCY
29.49	32.89	33.79	50 FR	30.19	29.59	26.39
1:03.99	1:11.39	1:13.49	100 FR	1:06.89	1:04.49	57.89
2:18.69	2:33.79	2:38.29	200 FR	2:26.09	2:20.89	2:06.79
6:11.99	5:25.59	5:32.89	400M/500 FR	5:09.89	5:02.79	5:44.09
11:50.79	10:22.09	10:35.39	800M/1000 FR	10:00.09	9:39.49	11:02.59
19:47.29	19:40.39	20:20.49	1500M/1650 FR	18:59.09	18:23.89	18:30.39
1:09.39	1:17.39	1:21.09	100 BA	1:14.39	1:10.19	1:03.19
2:31.39	2:48.39	2:54.99	200 BA	2:41.39	2:33.79	2:17.49
1:19.69	1:29.19	1:32.39	100 BR	1:23.49	1:19.59	1:11.09
2:52.79	3:13.09	3:20.49	200 BR	3:01.39	2:53.09	2:36.19
1:09.39	1:17.29	1:19.29	100 FL	1:11.79	1:10.09	1:02.69
2:33.49	2:51.09	2:53.99	200 FL	2:39.99	2:35.39	2:20.49
2:34.89	2:52.59	2:58.19	200 IM	2:43.99	2:36.69	2:20.89
5:30.49	6:06.89	6:18.79	400 IM	5:47.29	5:37.69	5:03.69

15-18
Boys

11-12
Girls

SCY	SCM	LCM	SCY JO's	LCM	SCM	SCY
31.29	34.69	35.69	50 FR	34.69	33.39	30.29
1:08.29	1:15.49	1:18.09	100 FR	1:15.49	1:12.89	1:05.89
2:28.99	2:45.39	2:49.19	200 FR	2:44.89	2:39.79	2:23.49
6:38.19	5:21.89	5:56.49	400M/500 FR	5:48.69	5:39.09	6:27.49
12:41.19	11:06.19	11:29.29	800M/1000FR	11:18.59	10:54.59	12:27.89
21:20.59	21:13.09	22:04.99	1500M/165FR	21:37.39	20:45.69	20:52.99
35.39	39.29	40.79	50 BA	40.39	38.99	34.99
1:18.09	1:26.69	1:30.99	100 BA	1:27.99	1:23.69	1:15.69
2:43.99	3:01.29	3:09.89	200 BA	3:05.19	2:57.19	2:39.69
39.99	44.19	45.49	50 BR	45.19	43.69	39.49
1:27.19	1:36.59	1:40.89	100 BR	1:38.39	1:34.39	1:24.49
2:47.19	3:28.39	3:35.99	200 BR	3:28.69	3:19.99	3:00.19
33.89	37.69	38.29	50 FL	38.59	37.79	34.19
1:17.59	1:26.49	1:28.49	100 FL	1:26.29	1:24.49	1:16.09
2:47.29	3:05.59	3:10.19	200 FL	3:06.19	3:01.19	2:40.79
1:18.09	1:26.59		100 IM		1:22.89	1:14.99
2:47.29	2:51.19	3:11.39	200 IM	3:08.49	3:01.49	2:43.99
5:56.79	6:03.89	6:48.29	400 IM	6:39.19	6:22.79	5:46.39

11-12
Boys

SIERRA NEVADA SWIMMING
 SENIOR TRAVEL REIMBURSEMENT PROGRAM
 2024 Rules

The SNS Travel Reimbursement Program is established to financially support SNS athletes at National level meets during two separate periods (Spring and Summer). Reimbursement is based upon the standard achieved. Actual reimbursement will not exceed the amount in receipts submitted by each Athlete. This is a reimbursement of allowable travel expenses, not automatic award.

It is the responsibility of each Athlete that submits a reimbursement request through this program to comply with all current NCAA eligibility requirements.

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 and Reimbursement Maximum Amount

Current Standards	Proposed Standards per Mark Brown
2024 Spring Standards are: <ul style="list-style-type: none"> • Gold – \$900 - US Open “A” Standards • Silver – \$600 - USA JR Winter Championships “A” Standards • Bronze – \$300 - USA JR Winter Championships “Bonus” Standards 2024 Summer Standards are: <ul style="list-style-type: none"> • Gold – \$900 - US Nationals • Silver – \$600 - USA JR Summer Standards • Bronze – \$300 - USA JR Summer “Bonus” Standards 	2024 Standards <ul style="list-style-type: none"> • Gold - \$900 - US Nationals • Red - Silver \$750 – US Open “A” Standards • Green – Bronze \$600 - USA JR Summer Standards • Black – Blue \$450 - USA JR Winter Championships “A” Standards • Yellow – Red \$300 - USA JR Summer “Bonus” Standards • Blue – Green \$150 - USA JR Winter Championships “Bonus” Standards

Time Standard Requirement

The time standards are based upon USA Swimming’s minimum entry standard for:

- Winter Jr. Championships (including Bonus standard)
- Summer Jr Nationals (including Bonus standard)
- US Open and
- US Nationals time standards.

The Athlete is eligible for reimbursement at the highest-level time standard that they achieve during the designated time period. Relay only athletes are not eligible for reimbursement.

Maximum Reimbursement Amount

All Athletes that meet a 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.

Meets Eligible for Reimbursement

An athlete must attend one of the following meets:

-- and --

the meet must be greater than 50 miles from their home **NEW IN 2024**

- Spring
 - Sectionals
 - US Open
 - US Nationals
 - US Winter Jr Championship
- Summer
 - Sectionals
 - Futures
 - Summer JR National
 - US Nationals

Additional Criteria for 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 in the meet where they achieve the Time Standard. However, the Athlete must also compete in at least two swim meets representing an 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 July 15, 2023. (Why not 6 months prior to the competition?)

4. The Athlete must represent SNS LSC as their primary LSC at the qualifying meet they are requesting reimbursement of expenses.

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.

Commented [RS1]: Ask Mark. Discuss whether the first sentence should be a separate statement.

- 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. A reimbursement request form 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.

2. Athletes may request reimbursement for one or more meets in which they competed 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. However, an Athlete may not submit expenses from both the Spring and Summer Sectionals for reimbursement for the Summer program reimbursement

3. 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.)

4. 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.

5. 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.
- 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.
- **NEW IN 2024** Summer Reimbursement payments will not be paid until after September 1st of the qualifying year.

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.
4. Payment will still be made to the Athlete and not the Club.

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 three (3) days of the Meet (before and 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 may 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 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 actively work 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 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~~ three (3) days 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 AthleteOfficial 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 AthleteOfficial attended for 4 days the total mileage is 272 OR if the AthleteOfficial 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 AthleteOfficial's home to the pool, the AthleteOfficial ~~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.

INITIAL NOTIFICATION BY CLUB

When a SNS Club team submits an application to host a meet that may require SNS to fund any component of the meet, per the bid sheet, the Club must notify SNS Executive Director, General Chair and Finance Chair so that the potential funding can be included in the annual Budget.

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:
 - 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 2024 Olympic Trial Funding

The purpose of this program is to support Athletes and their Clubs who participate 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 Athletes and Officials, this fund is to reimburse for some of 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 \$1,500 maximum in reimbursements

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.
- All travel expenses submitted must be directly related to the Athlete's participation in the Olympic Trials and must be within 3 days of the Trials (before and after).

Athlete Eligibility Criteria

- Only Athletes that qualify and represent a Sierra Nevada Club Team (Primary Team - not Secondary) at the 2024 U.S. Olympic Trials are eligible for this 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 prior to June 2024 will be eligible for reimbursement-and be in good standing with SNS LSC and their Club (if they are attached to one).
- College Athletes that swam with a Sierra Nevada Club Team for a minimum of one continuous year before entering college and will be representing a Sierra Nevada Club, as their Primary Team, at 2024 U.S. Olympic Trials are eligible for reimbursement based on their Club Team membership prior to college.

Commented [RS1]: •Brian's comment: (Again, I have a problem with this section in that it appears to preclude unattached swimmers in our LSC, and it should not)

- 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.

Commented [RS2]: Should we exclude professional athletes or swimmers who secure monies through NIL

Commented [RS3]: Mark: Do these address the problems from the last Trials?

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
- Athletes will have 10 days to cure all errors after 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.
 - 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 for the Club Team is based upon the number of qualifying Athletes from their team.

Stipend Amount

<i># of Eligible Athletes participating in Olympic Trials</i>	<i># of Coaches allowed on deck at the Trials</i>	<i>Amount of Stipend</i>
1-3 Athletes	1	\$1,200
4-6 Athletes	2	\$2,400
7-9 Athletes	3	\$3,600

Club Team/Coaching Staff Funding Process

- Club Teams must fill out the SNS Club Travel Stipend 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.
- Clubs Teams must submit for reimbursement no later than two (2) weeks after the completion of 2024 U.S. Olympic Trials
- If the Club Team does not submit the SNS Club 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, and rental car. Expenses are only for those incurred on behalf of the Official.
- The SNS Travel and Entertainment Expenditure Policy provides more details about allowable reimbursement expenses.
- All travel expenses submitted must be directly related to the Official's participation in the Olympic Trials and must be within 3 days of the Trials (before and after).

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
- Officials will have 10 days to cure all errors or omissions after being notified by SNS.
- Once an Official's submission is confirmed and approved, the following applies:
 - 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 or Official 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 / Official'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.
3. 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 three (3) days of the Meet (before or after).
4. 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).
5. 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 1/2024):

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

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

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

Requesting Equipment

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

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

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

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

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

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

Picking Up the Equipment

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

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

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

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

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

Each container of SNS equipment is color coded.

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

Using the Equipment

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

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

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

Returning the Equipment

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

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

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

Damaged or Unreturned Equipment

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

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

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

Non-LSC Club Additional Fee

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

Rentals by Clubs outside of SNS LSC

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



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

Team	Sanction #	Meet Dates
Meet Director		
Colorado Operator		

Team Contact Information

Name	
Address	
Phone	
Email	

ITEMS REQUESTED (Please check all items being requested):

Item	QTY	Rental Cost	Total Cost
<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)			

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

Special Request/Other Items:

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

SNS Rental Equipment Agreement Contract

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

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

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

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

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

Print Name	
Signature	
Date	

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

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