



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Puget Sound Swimming Association (PSSA)

August 5, 2024

Business Meeting Notes

Attendees:

1. Tom Wunderlich, Snohomish
2. Joseph Shelly, Skagit
3. Marilyn Grindrod, Bremerton
4. Earl Long, Regional Officials Coordinator
5. Nicole Evanson, Grays Harbor

Next steps

- All teams: Prepare for the all-PSSA team meeting on September 9th.
- Earl: Help draft an agenda for the September 9th meeting for Tom.
- Earl: Revise the meet schedule and send it to Tom.
- Earl: Update the meeting schedule document removing January 10th and send it to Tom.
- Tom: Update and distribute the meet schedule to all teams after Earl revises it.
- Tom: Distribute the updated meeting schedule to all teams.
- Marilyn: Contact Jan about hosting a meet in January to replace the January 10th meet.
- Joseph: Email Todd to confirm regional meet dates.
- All teams: Standardize meet information packets using Marilyn's template approved by Linda. Meet hosts plan to get USA Swim approval for meets going forward.
- All teams: Consider adding longer events in the middle of meets to allow time for processing DQ slips.
- All executive members: Review the bylaws and constitution for future discussion and approval.
- All members: Review the sanctioning document, addendum document, and rules that govern Y swimming and provide any comments to Earl by August 14th.
- Teams: Encourage parents to take swim official training classes.
- All members: Consider strategies for incorporating newer Level 2 officials into leadership roles.

Swimming Meet Scheduling Conflicts

The group discussed scheduling conflicts for upcoming swimming meets, with Marilyn confirming she cannot host a meet on January 10th due to a scheduling conflict with the Washington Open on January 17-18. They noted that the new Olympic pool is not yet ready, with completion expected in the new year, and discussed the possibility of Jan running a meet on the 10th at the old pool.

Earl raised concerns about the lack of meets in January for North End teams, and the group explored the possibility of Jan hosting a meet or seeking help from Tyler. They also discussed the challenges of hosting meets in the Greater Seattle area, with Earl noting that West Seattle Y is no longer a viable option due to facility changes and equipment loss. Tom and Joseph mentioned that they felt good on meets for January, with February holding 2 northern meets (1 at Skagit and 1 at Snohomish) following Y State.

The team also discussed transitioning to USA Swimming, with Tom and Nicole mentioning their team's movement towards getting dually sanctioned.

Sanctioning Meets: Timeline and Challenges

The group discussed the process of sanctioning meets and the timeline involved. Earl explained that meets need to be sanctioned at least a month and a half in advance, with the approval process involving multiple steps and officials. Earl also emphasized the importance of proactively identifying and developing meet referees, suggesting ways to expand the pool of available officials through reciprocal agreements between USA Swimming and the YMCA. The self-paced USA Swimming officials training was brought up as a potential avenue to create officials and to help with having meets be PNS/USA Swimming approved.

Standardizing Meet Information Packet

The group discussed the 4-hour rule for sanctioning meets, with Earl explaining that for swimmers 12 and under, meets must stay within the 4-hour limit and the meet referee must track 12-and-under swimmers after the 4-hour mark. Tom proposed standardizing their meet information packet to the one approved by Marilyn and Linda, which would be used for all meets regardless of USA Swimming sanction status, as more teams are considering affiliating with USA Swimming. The group agreed this would benefit their swimmers, especially as they develop as a region.

Team Meeting Schedule Finalized

The group discussed and finalized a new PSSA meeting schedule, agreeing to hold the all-teams meetings every other month (September, November, and January). Executive group meetings would occur in October, December, and February. They also confirmed that the Hazen meet would be open to all PSSA members with two sessions. Earl agreed to update the meet schedule and send it to Tom for distribution, while Joseph offered to email Todd to confirm regional meet dates. Todd later confirmed that Y Regionals would be taking place on March 6-8.

Bylaws and Constitution Update Review

The group discussed the need to update and consolidate their bylaws and Constitution, with Earl explaining that the current Constitution contains outdated meeting schedules and membership definitions, while the bylaws have never been formally approved. They agreed to review both documents before the September meeting, where they will propose changes to replace the Constitution with updated bylaws that align with their nonprofit requirements. Additionally, Earl mentioned that Meredith Griffin had requested feedback on three documents (sanctioning document, addendum document, and rules) by the 15th, and while most members hadn't responded yet, they should review these documents for any concerns, particularly regarding USA Team sanctions for state and regional meets.

Swim Meet Management Challenges

The group discussed swim meet management and training, with Marilyn reporting that Pierce Kitsap's coaches training had low turnout and was canceled, though Tyler plans to organize a "Swim Meets 101" session for PKC teams. The discussion centered on whether to implement Meet Manager software for these teams, with Marilyn noting that while it's a useful tool, there are many hurdles, one being the IT department doesn't allow its use and many teams are currently using Team Manager instead. Nicole suggested that basic meet knowledge, such as how to handle coach packets and read heat sheets, would be more valuable than Meet Manager for some teams, while Marilyn agreed and expanded, saying the teachings should include teams gathering payments for meets to send to the Treasurer all at once.

The group discussed plans for swim meet 101 and training sessions for swim officials and volunteers. They also discussed the need to incorporate Zoom options for training due to changing cultural preferences. They planned to offer orientation sessions by Zoom on September 8th and in-person sessions on September 13th. Earl proposed a more aggressive scheduling of swim official trainings, offering both in-person and virtual options to accommodate different preferences.

USA Swimming Official Transition Plan

The group discussed USA Swimming membership fees, with Marilyn explaining that her YMCAs covered the costs for coaches and officials through bulk memberships. Earl emphasized the need to transition newer Level 2 officials into leadership roles, particularly as senior officials will be retiring within the next few years.

Adjournment and next meeting

The group scheduled the next meeting for September 9th, which will be an all-team PSSA meeting. They also planned to have the all-team meeting bimonthly, and host the executive board meetings every other month.

Next meeting(s):

- Sep 9th (All team meeting)


8/8/25

2025 - 2026 PSSA Fall Short Course Schedule
(Updated per August 5, 2026 PSSA Ex.
Committee Meeting)

September	October	November	December	January	February	March
Sunday, Sept. 28, 2025 Snohomish at TBD	Saturday, October 11, 2025 PSSA at Hazen	Saturday, November 8, 2025 YMCA of Grays Harbor	Saturday, December 13, 2025 YMCA of Grays Harbor	Saturday, January 10, 2026 YMCA of Grays Harbor	Sunday, February 8, 2026 Skagit Valley YMCA	Friday- Sunday, March 6-8, 2026 Boise, Idaho
	Saturday, October 25, 2025 YMCA of Grays Harbor	Sunday, November 15, 2025 Snohomish at TBD	Saturday, Dec. 13, 2025 Skagit Valley YMCA at SAC	Saturday, January 24, 2026 Y State - PSSA at KCAC	Saturday, February 14, 2026 YMCA of Grays Harbor	
					Saturday, February 14, 2026 Bremerton YMCA at OHS	
					Sunday, February 21, 2026 Snohomish at TBD	
	TBD Pearl Street Family YMCA	TBD Pearl Street Family YMCA	TBD Pearl Street Family YMCA	TBD Pearl Street Family YMCA	TBD Pearl Street Family YMCA	

Details:

Hazen is in Renton, 1101
Hoquiam Ave NE, Renton, WA
98059

OHS is Olympic High School,
7077 Stampede Blvd. NW,
Bremerton, WA 98311

SAC is Snohomish Aquatics
Center, 516 Maple Ave,
Snohomish, WA 98290