

Motion 2111MR Move to incorporate the following changes to Section V of the Policies and Procedures.

Section V. Title: UNITED STATES AQUATIC SPORTS (USAS) CONVENTION, **BUSINESS MEETINGS AND WORKSHOPS**

Change Section V.A.2c (1):

Full Share Financial Assistance: Individuals or their elected/appointed alternates serving in the following positions: General Chair, **Administrative Vice- Chair, Finance Vice-Chair, Program Development Vice-Chair, and Program Operations Vice-Chair** -, Senior Chair, Age Group Chair, Coach Representative(s), and Senior Athlete Representative(s). Note: The General Chair may select Committee Chair(s) **or others** serving on the Board of Directors to receive full funding. A Full Share is:

Change Section V.A.c.(2)iii

- iii. Half of the cost of a standard double room including all taxes as quoted in Convention registration forms. Should two individuals from Pacific Swimming share a room, the individual shall receive **50%** ~~25%~~ of the cost of the room. These expenses shall be supported by receipts.

Add Section V.A.c.(5)

Seat selection fees shall be reimbursed if the total does not exceed the transportation as determined by the Board of Directors and supported by the submission of transportation receipts.

Add Section V.A.c.(6)

When rooms are shared, in no case shall Pacific Swimming reimburse more than 100% of the cost of the room.

Purpose:

In 2019 the BOD passed a 1 year change to Policies and Procedures regarding Convention Reimbursement. We need to put a motion before the BOD to incorporate these changes into the Policies and Procedures manual. In addition, since it appears that USA Swimming has at least temporarily decided not to participate in annual Aquatic Sports Convention but rather to schedule annual business meetings, we should modify the title to allow for business meetings and workshops offered by USA Swimming. (Note from David Cottam)

SECTION V

UNITED STATES AQUATIC SPORTS (USAS) CONVENTION, **Business Meetings and Workshops**

A. United States Aquatic Sports (USAS) Convention

1. In addition to the provisions in Pacific Swimming Bylaws Section 6.7.12 for appointment of alternate delegates to the USA Swimming House of Delegates, all Pacific Swimming attendees at the Convention who do not already have a vote are authorized as eligible alternates with the final selection(s) to be made by the General Chair at the Convention.
2. Criteria for Financial Assistance to the Convention:
 - a. These criteria establish the basis for Financial Assistance to Pacific Swimming members who participate in the Convention.
 - b. To be eligible for Financial Assistance, the individual shall meet the following qualifications:
 - (1) Be a member of USA Swimming from Pacific Swimming and
 - (2) Be approved for Financial Assistance by the General Chair
 - (3) Attend the Convention for a minimum of two days.
 - c. Individuals attending Convention and approved for Financial Assistance shall be eligible for assistance at one of the following (4) levels:
 - (1) **Full Share Financial Assistance:** Individuals or their elected/appointed alternates serving in the following positions: General Chair, **Administrative Vice- Chair, Finance Vice-Chair, Program Development Vice-Chair, and Program Operations Vice-Chair** -, Senior Chair, Age Group Chair, Coach Representative(s), and Senior Athlete Representative(s). Note: The General Chair may select Committee Chair(s) **or others** serving on the Board of Directors to receive full funding. A Full Share is:
 - i. Early Bird Registration
 - ii. Transportation as determined by the Board of Directors and supported by the submission of transportation receipts
 - iii. The cost of a standard double room including all taxes as quoted in convention registration forms. Should two individuals from Pacific Swimming share a room, each individual shall receive **50%** of the cost of the room. These expenses shall be supported by receipts.
 - iv. Per diem determined by the Board of Directors shall be paid for the number of days the delegate actually attended the Convention but not to exceed seven days.
 - (2) **Half Share Financial Assistance:** Pacific Swimming Board of Directors and National Committee members who are not attending Convention in one of the roles listed above. A Half Share is:
 - i. Early Bird Registration
 - ii. Half of the cost of transportation as determined by the Board of Directors and supported by receipts.

- iii. Half of the cost of a standard double room including all taxes as quoted in Convention registration forms. Should two individuals from Pacific Swimming share a room, the individual shall receive 25% of the cost of the room. These expenses shall be supported by receipts.
 - iv. Per diem determined by the Board of Directors shall be paid for the number of days the delegate actually attended the Convention but not to exceed seven days.
- (3) **Newcomer Share Financial Assistance:** Individuals who have not attended Convention previously and express a desire to attend Convention and share what they have learned with the LSC.
 - i. Early Bird Registration
 - ii. The cost of transportation as determined by the Board of Directors and supported by receipts.
- (4) **Attendee Share Financial Assistance:** Individual Members of Pacific Swimming who are attending Convention but do not serve in any of the roles listed above.
 - i. Early Bird Registration
- (5) **Seat Selection Fees:** Seat selection fees shall be reimbursed if the total does not exceed the transportation as determined by the Board of Directors and supported by the submission of transportation receipts .
- (6) When rooms are shared, in no case shall Pacific Swimming reimburse more than 100% of the cost of the room.

The Registration Fee shall be paid by the Pacific Swimming Treasurer once the attendees have been approved by the General Chair. The cost of transportation as determined by the Board of Directors may be advanced upon submission of evidence of payment for transportation. Payment shall be the lesser of either the amount actually paid or the determined cost. Should these amounts differ, final adjustment shall be made when the balance of the Convention expenses is settled. If the applicant fails to attend the Convention, the registration fee and all advances shall be returned to Pacific Swimming.

- 3. Individuals, with the exception of the Athlete Representative(s), who attend Convention and receive Financial Assistance from Pacific Swimming, shall submit a written Summary Report of Meetings attended prior to receiving Financial Assistance.
- 4. Staff members who attend convention shall receive a full share of expenses. A full share is:
 - a. Early Bird Registration
 - b. Transportation as determined by the Board of Directors and supported by the submission of transportation receipts
 - c. Transportation to and from airports. Transportation includes mileage (IRS standard mileage rate) and parking, public transportation or airporter service. These expenses shall be supported by receipts.
 - d. The cost of a standard double room including all taxes as quoted in convention registration forms. Should two individuals from Pacific Swimming share a room, each individual shall receive 50% of the cost of the room. These expenses shall be supported by receipts.
 - e. Per diem determined by the Board of Directors shall be paid for the number of days the delegate actually attended the Convention but not to exceed seven days.