

**Meeting Title:** Pacific Swimming BOD Executive Committee Meeting  
**Date:** May 18, 2022

**Attendance:**

David Cottam	X	Marie Lin	X	<b>Zone Reps</b>		4 - Jim Morefield		<b>Athlete Reps</b>			
Leo Lin	X	Mary Ruddell	X	1N - Larry Rice	X			Sophia Boeun	X		
Veronica Hernandez	X	Asher Green	X	1S - Mark Taliaferro		<b>Guests</b>		Anika Nagpal	X	<b>Office</b>	
Michael Allegretti	X	Clint Benton		2 - Mark Ryan		Chris Lam	X			Cindy Rowland	X
Kyle Kikuta		Eric Scalise	X	3 -Debbie Tucker	X						

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
<b>Meeting Called to Order</b>	Meeting was called to order by David Cottam at 7:30 PM via Zoom		
<b>Conflict of Interest</b>	Conflict of interest statement was not read		
<b>Approval of Exe Min</b>	Executive Committee Meeting minutes - January 19,2022 amended minutes approved	Approved	
<b>New Business</b>	<b>David Cottam - General Chair Report</b> <ol style="list-style-type: none"> <li>1. All Zone Chairs are asked to do a summary report of their status and accomplishments and send to Cindy so they can be posted as HOD reports</li> <li>2. All Zones are requested to review their By Laws and/or P&amp;Ps to be sure to update the Athlete Representation to 20% on their BODs</li> <li>3. Coach Asher will provide summary at the HOD of learnings from USA Swimming workshop to the Coaches regarding new certification requirements.</li> <li>4. Pacific Swimming has been given an anonymous donation of \$9000 for a scholarship fund. David is establishing a temporary task force to 1) find the best way to use the funds, and 2) determine who should be on the permanent committee to administer these funds. The committee will include Aidan Pflieger Senior Athlete Representative as Chair, Anika Nagpal Jr. Athlete Representative, the 5 Zone Athlete Reps, Veronica Hernandez, Randy Pedersoli, Sarah Obagy, and Mike Piccardo.*</li> <li>5. Nominations for Volunteer of the Year are being accepted. Send to Laurie Benton, and Marie Lin</li> <li>6. Nominations for the 2 Board of Review seats are also being sought.</li> </ol>		
<b>Motions</b>	<b>Motion 2205FVC01: Randy Pedersol, Treasurer</b> Add Randy Pedersoli as a signer on the LSC Chase Checking and Savings accounts. Mary Ruddell, Finance Vice Chair Passed	Passed	
	<b>Motion 2205FVC02 : New Invoicing System</b> Recommendation to include the new invoicing policy into the Policies and Procedures Section III. (or as determined by the Governance Committee once the P&P are redone) (see appendix for policy) Mary Ruddell, Finance Vice Chair (30 day motion, P&P)	Refer to BOD 7/20/2022	BOD 7/20/22

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	In September 2021, a new invoicing system for collecting meet entry fees was introduced. The new system has been well received by clubs and has saved hours of time chasing down late or incorrect Meet Financial Reports. Minor changes have been made to the original document to smooth out the process. The original document was a step by step set on instructions. The inventory system has been summarized for the Policies and Procedures. (Note: I am leaving it up to Governance to format as they see fit)		
	<p><b>Motion 2205FVC03: Fine for Invoice Policy when MSR is not Submitted by a Deadline for this Year</b> Recommend an emergency 1 year adjustment to the Meet Reporting Requirement by adding a \$100 fine for meet hosts who do not submit the Meet Summary report 48 hours after the conclusion of the meet. Mary Ruddell, Finance Vice Chair</p> <p>The original document did not include a fine for not submitting a MSR within 48 hours of the conclusion of the meet. There have been instances where club(s) have been late despite the friendly reminders sent to them.</p> <p>Passed</p>	Passed	
	<p><b>Motion 2205FVC04: Opt-in to USAS on-line Membership Payment Option</b> Recommend the Pacific Swimming Opt-In to have USA Swimming collect the LSC portion of the Membership Dues for 2023 Membership Year beginning September 1, 2022. Mary Ruddell, Finance Vice Chair</p> <p>Our membership has been asking for online membership for many, many years. If USA Swimming is only collecting their part of the membership and the LSC has to collect membership after the member joins USAS online, then that's not really true online registration. If the LSC has to be open to more payment types (the direction we were headed prior to USA Swimming making their announcement regarding the new Opt-In Option), we will still have costs associated with collecting those funds - via credit card discount, ACH payment/bank charges, invoicing via staff etc., plus actually collecting those funds after the USA Membership has been made active. Opting in will provide a simple one-way cash flow with a fixed discount amount of 4%.</p> <p>Passed ;</p>	Passed	
	<p><b>Motion 2205FVC05: Add a \$1 adjustment to 2022-23 Membership Dues</b> Recommend an emergency 1 year adjustment to the 2022-23 Membership Dues of a \$1 "Technology Fee" to Athlete, Seasonal Athlete, Non-Athlete, Administrator and Other Membership Categories. All types of Outreach memberships are excluded from the additional \$1 fee. Mary Ruddell, Finance Vice Chair</p> <p>USA Swimming is offering LSC's the opportunity to opt In and have the LSC portion of the Annual Membership Dues collected on our behalf. This amount will be subject to a 4% Technology Fee to cover credit card processing fees and other overhead associated with this transaction. This \$1 fee will help offset</p>	Passed	

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	the additional ~\$15K in expenses associated with collecting the LSC portion of the membership dues.  Passed																																																																																																					
	Motion 2205VCPO01: Code of Conduct for All Star Teams and Camps Adapt the Code of Conduct to meet all All Star Teams and Camps (See document below) Veronica Hernandez Vice Chair Program Operations  Passed	Passed																																																																																																				
	Motion 2205SC01 Pacific Meet Schedule 2022-23 2nd Round of Bids Approve the Round 2 Bids for the Pacific Meet Schedule 2022-2203 ( in red)	Passed																																																																																																				
	Date			Meet	Bid 1	Bid 2	Bid	2022					Sept 24-25	Senior Open	TCA (1)			Oct 22-23	Senior Open	OAPB (1)			Nov 4-6	Senior 2 P&F *	TERA (1)			Nov 19-20	Senior Open	PLS (4)			Dec 2-4	Winter Junior Olympics**	SCSC			Dec 9-11	Senior 2 P&F *	MAC (1)			2023					Jan 28-29	Senior Open	OAPB (3)			Feb 11-12	Senior Open P&F *	MAC (2)	*Request to move to		Feb 26	Zone Challenge	ZONE 3	Feb 18-19		Mar 4-5	Senior Open	PLS (2)			Mar 10-12	Spring Junior Olympics**	SCSC			Mar 30 - Apr 2	SC Far Western	QSS			Apr 15-16	Senior Open - LC	PLS (1)			Apr 22	10 & U Champ - SC				May 7	Senior 2 Post CCS Walk on ***	SCSC			May 7	Senior 2 Post NCS Walk on ***				14-May	Senior 2 Post NIAA Walk on ***	RENO (1)		
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	Jun 3-4	Senior Open - LC						
	June 24-25	Senior Open - LC	OAPB (3)					
	Jul 7-9	Summer Junior Olympics - LC**						
	Jul 14-16	Senior 2 P&F - LC *						
	Jul 27-30	Far Western - LC	TERA					
	Annie Stein, Scheduling Committee Passed							
New Business	<b>Sectional Meet in Pacific Swimming</b> Western Zones has requested that Pacific Swimming host the Spring Sectionals on March 2-5. 1. David Cottam contacted Pleasanton and asked if they wanted to host it in place of the Senior Open meet on March 4-5. Steve Moselli did want to host it but the city would not release the pool for a 3 1/2 day meet. They will host the Senior Open as scheduled, but have approved that the Sectionals can still take place in Pacific Swimming (possible impact on the open meet). 2. David Cottam will send the invitation to those teams that have pools that would meet the criteria for hosting the Sectionals to see if any team wants to pick it up. These teams include ones that could host at Stanford, Santa Clara, Morgan Hill, and Indian Valley College							
Next Meeting	Next regular Executive Committee Meeting: October 19, 2022							
Meeting Adjourned	Meeting adjourned at 9:00 PM							

\* Correction not made in meeting: The LSC has not yet been given the donation. The family would like to hear how we propose to use it first.

RESPECTFULLY SUBMITTED BY,  
MARIE LIN  
PACIFIC SWIMMING SECRETARY

## Motion 2205FVC02 Document for P&P

### D. Meet Reporting Requirements

#### PRE-MEET REQUIREMENTS

Registration checks must be submitted to the Pacific Swimming Membership Manager no later than 3 days (72 hours) before the competition. If a registration check does not occur, the results from the competition shall not be loaded into the SWIMS database.

## POST MEET REQUIREMENTS

Registrations collected at the meet must be received by the Pacific Swimming Membership Manager by 3 days (72 hours) following the meet. The Meet Registration Report shall be returned even if the non-registered athlete(s) did not swim.

Post meet report completed by the Meet Referee shall be submitted to Pacific Swimming Time Verification Manager for Sanction Only Meets. Once received, meet results will be loaded into SWIMS and posted on the website.

## MEET FINANCIALS:

### **Zone and LSC Meets**

The Meet Summary report must be emailed to [msr@pacswim.org](mailto:msr@pacswim.org) no later than 48 hours after the conclusion of the meet. An electronic invoice will be generated and emailed to the meet director no later than the end of business on the Friday following the meet. **Payment is due upon receipt of the invoice.** A 10% late fee will be assessed if payment is not received within 15 days of the conclusion of the meet.

### **Sanction Only Meets**

**PACIFIC SWIMMING SHALL GENERATE AN ELECTRONIC INVOICE FOR THE SANCTION FEE AND EMAIL IT TO THE MEET DIRECTOR WITHIN 3 DAYS. PAYMENT IS DUE UPON RECEIPT OF THE INVOICE. A 10% LATE FEE WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED 5 DAYS BEFORE THE START OF THE MEET.**

### **Flat Fee Meet** (Dual, Tri, Quad or Closed Invitational Meets)

Athletes are charged one fee to enter the meet. Host Club determines the fee charged to the athletes. The percentage amounts due to Pacific Swimming are outlined in Section III C. The Meet Summary report must be emailed to [msr@pacswim.org](mailto:msr@pacswim.org) no later than 48 hours after the conclusion of the meet. An electronic invoice will be generated and emailed to the meet director no later than the end of business on the Friday following the meet. **Payment is due upon receipt of the invoice.** A 10% late fee will be assessed if payment is not received within 15 days of the conclusion of the meet.

### **MEFAP Entries** (MEFAP – Meet Entry Financial Assistance Program for Outreach Members)

Meet Management shall provide a summary of any MEFAP entries to the host team prior the meet. The host team may be required to collect and submit any splash fees at the meet. The electronic invoice will reflect a reduction in the amount due to Pacific Swimming due to MEFAP Entries.

## **Motion 2205VCP001 Codes of Conduct**

### **MODEL TRAVEL / EVENT CODE OF CONDUCT: ATHLETES**

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior during camps and all-star travel. This document will be used as a template for conduct expectations during these types of events.

- ☐ I will, at all times, respect and show courtesy to my teammates, coaches, officials, volunteers, administrators, chaperones, competitors, and the public.
- ☐ I will be respectful of my teammates' feelings and personal space. I understand that participants who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be face consequences.
- ☐ I will attend all team functions, which include meetings, practices, presentations, and competition, unless I am excused by a coach or person designated in charge of the event.
- ☐ I will show respect for all facilities and other property (including locker rooms) used during this event and team activities.
- ☐ I will obey all of USA Swimming's rules.

#### **MODEL TEAM TRAVEL / EVENT CODE OF CONDUCT: PARENTS**

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents during camps or all-star travel. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

- ☐ I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- ☐ I will get involved by volunteering to officiate or time, observing and cheering during the event.
- ☐ I will refrain from coaching my child during the event.
- ☐ I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- ☐ Once my athlete has been checked in with the team or event, I understand that my interactions with the athletes will be limited to observation from the designated parent areas. Athletes will be allowed to check in with parent each day prior to lights out, but athletes are expected to remain with team for the duration of the trip.
- ☐ I will direct my concerns to first to Head Coach or Head Chaperone; then, if not satisfied, to the LSC General Chair.

#### **MODEL TEAM TRAVEL / EVENT CODE OF CONDUCT: COACH**

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of a camp or all-star travel event. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- ☐ I will at all times, adhere to USA Swimming's rules and code of conduct. ***Coaches who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.***
- ☐ I will set a good example of respect and sportsmanship for participants and families to follow.
- ☐ I will act and dress with professionalism and dignity in a manner suitable to my profession.
- ☐ I will respect officials and their judgment and abide by the rules of the event.

- ☐ I will treat coaches, participants, and spectators with respect.
- ☐ I will instruct participants in sportsmanship and demand that they display good sportsmanship.
- ☐ I will coach in a positive manner and not use derogatory comments or abusive language.
- ☐ I will win with humility and lose with dignity.
- ☐ I will treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- ☐ I will always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- ☐ I will continue to seek and maintain my own professional development in all areas in relation to coaching and teaching children.
- ☐ I will always maintain a professional separation between coach and athlete.