

Meeting Title: Pacific Swimming Board of Directors Meeting

Date: February 19, 2020

Attendance:

Board members attending are noted by an 'x' in the table below/ board members not present but excused are marked with an 'E'. Team representatives and guest in attendance are also noted.

David Cottam	X	Don Heidary		Debbi Tucker	X	Zone Reps		Athlete Reps		Guests	
Leo Lin	X	Carlene Takaki	X	Mike Piccardo	X	1N – Laura Mictchell/Larry Rice	X	Jivana Nagpal		Millie Nygren	X
Veronica Hernandez	X	Michael Allegretti		Jay Rowland	X	1S – Mark Taliaferro	X	Taylor Rohovit		Christopher Lam	X
Daniel Cottam	X	Kent Yoshiwara	X	Clinton Benton	X	2 – Peter McNamara	X			Curtis Kikuta	X
Kyle Kikuta	X	Kelly Schott	X			3 – Kevin Twohey		Office		Ed Malick	X
Marie Lin	X	Mike Davis	X			4 - Jerry Rudd		Cindy Rowland	X	Joey Sementelli	X
Mary Ruddell	X	Don Bautista				4 - Jim Morefield	X	Laurie Benton	X		
William Chong	E	David Benjamin	X					Diana Fetterman	X		
								Jeannette Soe			
								Annie Stein	X		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
Meeting Called to Order	Meeting was called to order by David Cottam 7:30 PM		
Conflict of Interest	Meeting opened with question of any member having a financial conflict of interest.		
Minutes from Previous Meeting	November 20 ,2019 BOD Meeting minutes approved. January 15, 2020 Executive Meeting decisions approved		
Officer's Reports			
Chair	David Cottam: <ol style="list-style-type: none"> The By-Laws have been accepted by USA Swimming. We will implement the by-laws immediately, except the newly created positions. The Governance Committee will develop job descriptions for these positions, and we will have elections for those positions the following year (2021), when we have the full slate of positions up for elections. Although the changes made by USA Swimming were minimal David would still like the HOD to look at and vote to approve the revised By-laws in May. (See Motion 2002GC1 Implementation of By-Laws) Status of Athlete Reps: 1N has 11 reps, out of 23 teams, 1S has 6 reps, out of 29 teams, 2 has 16 reps out of 32 teams, 3 has 11 reps, out of 32 teams, and 4 has 5 reps, out of 9 teams 	Approve By-Laws at May HOD	May HOD
Vice Chair – Program Operations	Leo Lin <ol style="list-style-type: none"> Working on communication issues regarding Safe Sport Worked on By-Laws. Will be working on Open Water Competition Criteria for Sanctions with Marcus Daene and David Benjamin 		

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Vice Chair – Program Development	Veronica Hernandez –Work is reported in the Committees she has been working with		
Treasurer	Mary Ruddell: <ol style="list-style-type: none"> 1. Explained the financial reports 2. The financial reports for November, and December, 2019, and January, 2020 were approved 3. Budgets are due to Mary by March 2nd 4. Conference call tomorrow February 20 regarding AB5. Zone chairs and Financial Committee are expected to call in, and it is open to anyone else interested. 		
Age Group	Kyle Kikuta - nothing new to present		
Sr. Committee	Dan Cottam: The committee met and decided they did not need the underwater videos		
Registration	Laurie Benton - See report.		
Report/Recom - Staff	Cindy Rowland: <ol style="list-style-type: none"> 1. Working on apparel, planning with the athletes, Far Westerns (Short Course and Long Course) 2. Each of the staff are posting the work they are doing on the website 3. The Official's Clinic and October HODs for '20 and '21 will be at the Concord Hilton 4. The Leadership Summit will probably be in the Concord Hilton as well. 		
Consent Calendar	Consent Calendar approved		
Athletes	Lily Strumpf <ol style="list-style-type: none"> 1. Working on the Leadership Summit which will take place in August or October. 2. We have many more athlete reps, but are still working hard to get an athlete representative from each club 3. Next meeting is this Sunday, February 23 at 7PM. 		
Diversity	Kent Yoshiwara: <ol style="list-style-type: none"> 1. March 22, there will be an all day (8am--4pm) Diversity Inclusion training, which all Diversity Committee members are invited to. We are also inviting the Board Members of Pacific Swimming and hope that many of you will take the time to come. Athlete Representatives are also invited. The focus will be on unintended marginalization, social identity, privileged pathways, as well as other items. Speakers should be very good. Lunch will be served. Flyers with more information, including location will be sent out soon 		
Officials	Mike Davis: <ol style="list-style-type: none"> 1. There are now 2 Officials going to Olympic Trials - Jeanette Soe and Mike Davis 2. Mary Ruddell is Meet Referee for Sectionals in Roseville, and Admin Ref for Sectionals at Federal Way 		
Safe Sport	Kelly Schott: <ol style="list-style-type: none"> 1. 3 teams achieved Safe Sport Recognition status - Los Gatos, Alto, and Pleasanton 2. Western Zones reported that it would be ok for live video, if we decided to allow it to happen, but it would 		

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	need to be stated in the meet sheet		
Zone Reports			
Zone 1N	Larry Rice : Next meeting May 9 - they will plan the schedule for next year, and Zone ChampsI		
Zone 1S	Mark Taliaferro: 1. ZAM dates are set and they will be hosting at the Santa Clara International Pool 2. Veronica Hernandez will take over the duties Jeannette had for ZAM, Tony Daly will I cover the meet		
Zone 2	No report		
Zone 3	No report		
Zone 4	Jim Morefield: 1. Next Meeting is March 11, and will be finalizing the Zone meet schedule for next year		
Task Forces	Leadership Camp and Summit Task Force 1. Have decided not to have the Leadership Camp and have the money allocated for the camp allocated to the Summit 2. We got approval for the USA grant money to support a Leadership Summit -\$2000 3. The committee proposes that the Board accept the recommendation of the Task Force to insure the Athlete Committee has sufficient resources and support for the Leadership Summit in 2020 4. The Board agrees		
Old Business	None		
Old Motions	Motion 2001STO1: Awards Selection Criteria Policies & Procedures Section XII – Awards and Banquet A. 3. The selection criteria for the single age group -awards (with the exception of 10 & Under athletes evaluated as one age group) are: a. National Single Age Record – 100 points b. Pacific Swimming Single Age Record – 50 points c. National Single Age Top 10 Rankings – each placing 1st - 10 points, 2nd - 9 points, 3rd - 8 points, 4th - 7 points, 5th - 6 points, 6th - 5 points, 7th	Passed	

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	<p>- 4 points, 8th - 3 points, 9th - 2 points, 10th - 1 point</p> <p>d. If, after determining the point total from a-c, above, it is not possible to make a final selection, each placing in the Pacific Swimming Single Age Top 10 Rankings (in each event) shall be used to assist in the selection, 10 points for 1st through 1 point for 10th.</p> <p>Annie Stein, Diana Fetterman, 2nd (P&P, 30 days)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Carlene Takaki asked about the purpose of the award. She suggested we have a committee to evaluate this because the focus may not be what may be best for the developmental training of the swimmers 2. Age Group Committee will take this issue and evaluate, reporting back to the BOD on April 15. 		
	<p>Motion 2001OC01: Official's Reimbursement - Olympic Trials</p> <p>An Official attending Olympic Trials as a working Official is entitled to an amount equal to the Athlete's amount for travel. That amount for 2020 is \$600.00 for travel and (2) \$300.00 stipends for a total of \$1,200.00. Mike Davis (Officials' Committee)</p> <p>Recommendation from Executive Committee January, 2020: Proposed P&P Change so that an official attending Olympic Trials as a working Official is entitled to an amount equal to the Athlete's amount for travel. (That amount for 2020 is \$600.00 for travel and (2) \$300.00 stipends for a total of \$1,200.00) Mike Davis (Official's Committee) (P&P, 30 days)</p> <p>Discussion:</p> <ol style="list-style-type: none"> 1. Mary Ruddell produced the revised motion in P&P format 2. It was determined that the revised motion contained new elements beyond those in the original proposal. It was decided to have that document be considered as a separate motion (See motion 2002MR02 Officials' Reimbursement P&P) 3. The motion as originally presented to the Executive Committee in January was voted on instead, for this year and not for placement in the P&P. 	Passed	
New Business	<p>Tracking and Providing Awards for Mixed Relays</p> <ol style="list-style-type: none"> 1. David Cottam brought up the fact that someone requested we track and give Awards in our annual banquet for Mixed Relays 2. We do not presently keep any records because these are rarely swum, and some do not adhere to the regulation that 2 swimmers must be male and 2 swimmers must be female. 3. However, USA Swimming is beginning to offer these events (with the 2 swimmers of each gender rule) and it may become a standard competitive event 4. Age Group is charged to set up a Task Force to look into this. Veronica Hernandez will set that up 		
	High School By-law 900 and 600		

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	<ol style="list-style-type: none"> David Cottam brought up the issue that CIF is interpreting and wanting to enforce By-law Section 900 as meaning a swimmer cannot compete in an ALL-STAR meet and maintain eligibility to swim in high school meets Joey Sementelli reports they have been in discussion with C.C. Robinson of CIF, and CIF will not move on that interpretation, unless we bring them to court. Age Group will set up a task force to look into changing the names of our Zone All Star Meet, Pacific Coast All Star Meet, and Western Zones All Star Team. Veronica Hernandez will set that up 		
	Phillips 66 Outstanding Service Award <ol style="list-style-type: none"> David Cottam brought to our attention that Phillips 66 gives out an Outstanding Service Award to each LSC. We have not participated because we have not been aware of it. It can go to a Coach, an Official, or an Administrator. David would like us to develop a selection criteria and have the award voted on in the Spring HOD. Please consider what criteria to use and bring it back to the Board 	Discuss at next BOD in April	
	Safe Sport - Communication on Issues <ol style="list-style-type: none"> Discussed how to handle communication when USA Swimming reports to the LSC, a coach, official or other member is temporarily restricted, suspended, or banned . Handling the "confidential" information must follow the rubric of "need to know" for the safety of the swimmers and other impacted individuals. It was agreed that the LSC chair should include informing the Zone Chair of the affected member, the Official's Chair of that Zone, and the Pacific Official's chair. (USA Swimming will normally inform directly the team that is directly impacted). (see Motion 2002CB01 - Safe Sport Notification) We should also have a direct link placed on our website that connects with USA Safe Sport. 		
	Videotaping Swimmers from Underwater for Retail <ol style="list-style-type: none"> Bob Griswold would like permission to do underwater videotaping of swimmers during their swims at swim meets . This would be a business much like we have now with vendors taking above water photographs of swimmers if the swimmers want to purchase that service This request was to be considered by Senior Committee, Age Group Committee, and Athlete Committee. Senior Committee discussed it and felt it was not necessary. Age Group and Athlete Committees will be meeting to discuss this We will follow up at the BOD in April 	Discuss findings at BOD in April	
New Motions	Motion 2002GC1 Implementation of By-Laws Implement the new By-Laws, except the newly created positions, and approve the By-Laws in May. Have elections for the new positions in May 2021 Larry Rice (Governance Committee)	Passed	
	Motion 2002CB01 - Safe Sport Notification If Pacific Swimming is notified that a Pacific Swimming Official, Coach, Swimmer, or other member is being placed on probation, restricted, or suspended, Pacific's Official Chair, and the Zone Chair and Zone Official's chair that	Passed	

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	would be impacted will be notified Clint Benton, David Benjamin 2nd		
	<p>Motion: 2002OC01: Officials's Reimbursement - P&P Appendix</p> <p>Proposed P&P Change so that an official attending Olympic Trials as a working Official is entitled to an amount equal to the Athlete's amount for travel.</p> <p style="text-align: center;">A.3 PACIFIC SWIMMING TRAVEL EXPENSE REIMBURSEMENT POLICY</p> <p>A. Expenses incurred by members of the Board of Directors and others traveling as authorized representatives of Pacific Swimming shall be reimbursed in accordance with this policy. Members incurring expenses as Team Managers, Coaches, or Chaperones on Pacific Swimming sponsored team trips for competition and/or training shall be reimbursed as provided for in the Budget and are not covered by this policy.</p> <p>Expenses shall be reimbursable when they have been approved by the Board of Directors or House of Delegates (budgeted expenses meet this requirement) and the amount is supported by appropriate evidence of the expense. Reimbursement shall be made upon completion of the travel. When expenses are anticipated to be greater than an amount a member could reasonably be asked to temporarily expend, the member may receive an advance payment as approved by the Treasurer. This member shall promptly submit evidence of the expenditure and repay all advanced funds not used. Travel from "home" to airport and return shall be reimbursed at the IRS approved rate for "Contributions to Charitable Organizations," one reimbursement per vehicle. Actual cost of parking at the airport shall be reimbursed at a rate not to exceed the "long term" parking rate. If no parking cost is incurred, travel shall be reimbursed for two round trips to the airport. Alternative transportation modes may be used, such as taxi, limo, shuttle, etc. with reimbursement not to exceed two round trips by auto or one round trip plus long term parking costs, whichever is the lesser amount.</p> <p>Actual airfare cost shall be reimbursed at a value not to exceed the 21-day advance fare level. s Flight reservations are expected to be made promptly so the cost to Pacific Swimming is minimized. Pacific Swimming's Travel Coordinator shall be used to determine the most cost-effective travel options. Airfare shall be purchased no later than 21 days prior to departure to be eligible for reimbursement. Reimbursement shall be made upon submission of documentation showing the flight reservation and cost. Payments shall be made to the traveler, not to travel agencies. 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 .</p> <p>Actual cost of "single room" lodging shall be reimbursed. In case of travel to USA Swimming sponsored events where USA Swimming pays for a "double" room, Pacific Swimming shall pay the additional cost for a single room. Meals and taxi/car rental, etc. shall be reimbursed at actual cost. Expenses not clearly required or avoidable shall not be reimbursed. The purchase of alcoholic beverages is not a reimbursable expense.</p> <p>B. Travel Assistance for Officials</p> <ol style="list-style-type: none"> 1. Officials, whose application to officiate at a National, Pro Series or Sectional meet has been approved by USA Swimming's Officials Committee, shall receive travel assistance equal to the amount a Club receives for Athlete Travel Support (See A.4 Pacific Swimming Senior Travel Support Guidelines). 2. Travel Assistance shall apply only to meets held outside of Pacific Swimming. 3. An Official shall be eligible to receive Travel Assistance for two meets per year. (September 	Referred to BOD in April	

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	<p>1 – August 31). An Official may apply for Travel Assistance to one National/US Open/Junior National Meet and one Pro Series type meet, Futures, or Sectional Meet or two the Pro Series, Futures or Sectional Meets.</p> <p>4. An Official invited to officiate at Olympic Trials by the USA Swimming Officials Committee shall receive travel assistance equal to the amount a Club receives for Athlete Travel Support (See A.4 Pacific Swimming Senior Travel Support Guidelines). Travel Assistance for Olympic Trials shall be in addition to the two per year maximum listed above.</p> <p>5. Receipts shall be submitted to the Officials Chair for approval. See the guidelines listed above for the type of reimbursable expenses.</p> <p>Mike Davis (Officials Committee) (P&P 30 days)</p>		
	<p>Motion 2002MR01: Senior Travel Guidelines updates- Appendix P&P</p> <p>Approve the updated language in Policies and Procedures A.4 Senior Travel Support Guidelines Mary Ruddell, Veronica Hernandez 2nd (P&P, 30 days)</p> <p>Reasoning: The document needed to be updated. Updates include:</p> <ul style="list-style-type: none"> • Team Travel and Code of Conduct Policies in conjunction with the MAAPP policies. • Expanded Olympic Trials Travel Support for Athletes and Coaches • Additional funding for Late Qualifiers for National, US Open, Junior National and Olympic Trials <p>Housekeeping edits (see A.4 Pacific Swimming Senior Travel Support Guidelines below)</p>	Referred to BOD in April	
Next Meeting	EXE Committee meeting will be March 18 via teleconferencing, BOD meeting will be April 20 in Pleasanton		
Meeting Adjourned	9:13 PM		

RESPECTFULLY SUBMITTED BY
MARIE LIN
SECRETARY , PACIFIC SWIMMING BOARD OF DIRECTORS

MOTION 2002MR01 - TRAVEL SUPPORT FOR ATHLETES

A.4 PACIFIC SWIMMING SENIOR TRAVEL SUPPORT GUIDELINES

~~"Through the~~ **The** Senior Travel Support Program Pacific Swimming seeks to support its members at the highest levels of competition."

The following requirements shall be met for all levels of travel support:

- Athletes shall have attended and competed in the meet. Relay only athletes shall be funded at 50% of the published travel support amount.
- Coaches must have attended the meet.

- The club shall have a copy of their **Team Travel Policy** on file with Pacific Swimming. **The Team Travel Policy must meet (or exceed) the current MAAPP travel policy.**
- All athletes who travel shall sign a **Code of Conduct Form** prior to the trip (Pacific Swimming's or equivalent). **The Code of Conduct must meet (or exceed) the current MAAPP Code of Conduct policy.**
- All clubs, coaches, and athletes shall be in good standing with Pacific Swimming and cannot have any outstanding debts or obligations.
- **Meets eligible for Travel Support are approved by the Senior Committee and held outside of Pacific Swimming boundaries.**
- Exception: For all meets eligible for travel support held within the LSC, any Pacific Swimming team having to travel more than 150 miles will receive a full support **travel allowance** (athlete and coach) in an amount deemed appropriate by Pacific Swimming.

Athlete eligibility requirements:

- Shall compete attached to a Pacific Swimming club or unattached as a Pacific Swimming member.
- The level of support shall be based upon an athlete's continuous registration in Pacific Swimming (see chart below).
- **High school/non-collegiate** - shall have competed in at least one (1) Pacific Swimming meet each season.
- **Collegiate athletes** - shall have been Pacific Swimming members prior to college and return to Pacific Swimming in the summer.
- **Post Grad** - those who were not members of Pacific Swimming prior to college, their "clock" begins when their collegiate eligibility ends. At that point they become "non-collegiate" (see above).

Seasons (September-February; March - August)					
	1st	2nd	3rd	4th	5th
Sectionals/Futures	None	Full	Full	Full	Full
"Pro Swim Series" level	None	Full	Full	Full	Full
USA Senior & Junior Nationals	None	Half	Full	Full	Full
US Open, Open Water Nationals	None	Half	Full	Full	Full
US World Championship Trials	None	None	Half	Full	Full
US Olympic Trials	None	None	None	Half	Full

NO RECEIPTS SHALL BE REQUIRED. ALL REQUESTS SHALL BE SUBMITTED BY THE CLUB WITHIN 60 DAYS OF THE END OF THE COMPETITION. **TRAVEL STIPEND** AND AIR FARE ALLOWANCES ARE DETERMINED BY THE SENIOR COMMITTEE AND APPROVED BY THE PACIFIC SWIMMING BOARD OF DIRECTORS. ALL DISBURSEMENTS SHALL BE MADE PAYABLE TO THE CLUB. UNATTACHED ATHLETES SHOULD BE INCLUDED WITH THE REQUEST BY THE CLUB THEY ARE TRAVELING WITH. ADDITIONAL REQUIREMENTS AND GUIDELINES FOR EACH TYPE OF MEETS ARE AS FOLLOWS:

USA SWIMMING SENIOR NATIONAL / US OPEN / USA SWIMMING JUNIOR NATIONALS:

- No limit to the number of "National" level meets per athlete per year.
- Travel support is a \$300 **travel allowance stipend** and airfare as determined by the ~~Travel Committee~~ **Pacific Swimming staff** and approved by the Board of Directors.
- Athletes competing in back to back "Nationals" held at same location shall be eligible for one air fare plus two **travel allowances stipends**.
- ~~Relay Only athletes shall be funded at 50%.~~
- **Athletes, who achieve their first Nationals, US Open or Junior Nationals qualifying time one month prior to the entry deadline, shall receive an additional \$100 in Travel Support to offset increased travel expenses.**

USA SWIMMING OPEN WATER NATIONALS:

- Athletes shall have achieved a current USA Swimming Junior or National standard in the 800/1000 free or the 1500/1650 free to be eligible for travel support.
- Travel support is a \$300 ~~travel allowance stipend~~ and airfare as determined by ~~the Travel Committee~~ Pacific Swimming sStaff and approved by the Board of Directors.

"PRO SWIM SERIES" LEVEL MEETS:

- Travel support is \$300
- Meets shall be approved as "Pro Swim Series" meets by the Senior Committee, i.e. ~~highly competitive National Level meets that meet standards approved by the Senior Committee~~
- Travel support for each athlete is limited to one (1) "Pro Swim Series" type meet per swim year (September-August).
- ~~Pro Swim Series meets held within our LSC are NOT approved meets for travel support.~~
- Travel Support shall be available to one coach provided the club ~~has not met~~ exceeded the maximum allowed per year.

SECTIONAL MEETS:

- ~~Sectional meets shall be held outside of Pacific Swimming.~~
- Clubs may request support for two (2) sectional meets each year.
- Collegiate athletes shall be a Pacific Swimming registered athlete in their 2nd season.
- ~~Relay Only athletes shall be funded at 50%~~
- Each club may request travel support of \$200 for each of its first eight (8) athletes and travel support of \$100 for the next eight (8) athletes. Sixteen (16) athletes per club is the maximum that can receive travel support.
- Travel Support shall be available to one coach provided the club has not ~~met~~ exceeded the maximum allowed per year.
- ~~Sectional meets held within our LSC are NOT approved meets for travel support.~~

FUTURES AND NCSA JUNIOR NATIONALS:

- \$300 per swimmer with no limit count.
- ~~Athletes shall compete in the meet.~~
- Athletes shall be in their 2nd season with Pacific Swimming, including collegiate or post high school athletes.
- ~~Relay Only athletes shall be funded at 50%~~
- Travel Support shall be available to one coach provided the club has not ~~met~~ exceeded the maximum allowed per year.
- ~~Futures meets held within our LSC are NOT approved meets for travel support.~~

OLYMPIC TRIALS OR WORLD CHAMPIONSHIP TRIALS

- Travel support is a \$600 ~~travel allowance stipend (aka two \$300 stipend)~~ and airfare as determined by ~~the Travel Committee~~ Pacific Swimming sStaff and approved by the Board of Directors.
- See eligibility requirements for additional information.
- Athletes, who achieve their first Olympic Trials qualifying time one month prior to the entry deadline, shall receive an additional \$100 in Travel Support to offset increased travel expenses.

COACH'S TRAVEL SUPPORT:

- Clubs/coach shall have attended three (3) Pacific Swimming hosted Senior meets during the previous twelve (12) months to be eligible for Coach's travel support.
- Clubs are eligible for Coach's travel support for two (2) meets each swim year (One coach at two meets, or two coaches at the same meet).

- ~~All Clubs are eligible for an additional Coach's travel support to~~ **Coach's travel support for three (3) meets** during ~~World Championship Trials or Olympic Trials~~ years.
- **Travel Support for Olympic Trials is available for one additional coach for Clubs with four (4) or more athletes competing in Olympic Trials. Travel Support is the approved airfare.**
- Travel support is the approved airfare only of the "National" level meets.
- Travel support is \$300 for Futures, **NCSA Junior Nationals** and Pro Swim Series meets.
- Travel Support is \$200 for Sectionals.
- **Travel Support is \$300 travel allowance and approved airfare for Olympic Trials.**

FOR ADDITIONAL INFORMATION OR QUESTIONS:

- The Pacific Swimming website, Documents, Forms, Athlete and Coach Travel Support.
- The Pacific Swimming website, Documents, Rules and Regulations, **Section 9 Travel Support**
- Senior Committee:
 - Senior Vice Chair ~~Don Cottam~~ – srchair@pacswwim.org
 - Club Development Chair ~~Don Heidary~~ – dheidary@pacswwim.org clubdev@pacswwim.org
 - Treasurer ~~Mary Ruddell~~ - treasurer@pacswwim.org
 - General Chair ~~David Cottam~~ – genchair@pacswwim.org