

**Meeting Title: Pacific Swimming Board of Directors Meeting**

**Date: November 14, 2018**

**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 Benjamin	X	Coach Senior		Judy Siegrist		2 – Peter McNamara	X	Office		Athlete Reps - open	
Debbi Tucker	X	Rick Beebe		Don Bautista		3 – Kevin Twohey		Cindy Rowland	X	Shunichi Fujishima	X
Veronica Hernandez	X	Pam Redding		Leo Lin	X	4 - Jerry Rudd		Traci Benton		Suzi Jackson	X
Allison Beebe	X	Kent Yoshiwara	X	Curtiss Kikuta	X	4 - Jim Morefield	X	Diana Fetterman	X	David Cottam	X
Kyle Kikuta	X	William Chong		Mike Piccardo	X	<b>Athlete Reps</b>		Laurie Benton	X	Carol Cottam	X
Marie Lin	X	Invest Chair		Larry Rice	X	Senior -Robert Mitchell	X	Jeannette Soe		Stefan Bill	X
Mary Ruddell	X	Governance Chair		Jay Rowland	X	1N--		Annie Stein	X	Dan Cottam	X
Paul Reidl		Clint Benton	E			1S -				Chris Lam	X
Brian Potts	X	Kelly Schott	X	<b>Zone Reps</b>		2 -		<b>Guests</b>			
Don Heidry		Open Water		1N - Jim Stretch		3-		Millie Nygren	X		
Coach Age Group		Mike Davis	X	1S – Mark Taliaferro	X	4-		Sarah Druin	X		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Meeting Called to Order	Meeting was called to order by David Benjamin at 7:30PM		
Mission Statement	Mission Statement is read: <i>Inspiring a passion for swimming and making a difference in the lives of our members</i>		
Conflict of Interest	USA-S Conflict of Interest Statement: is read: <i>Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addressed under Pacific Swimming Conflict of Interest Policy? No affirmative answers. If a board member determines there is to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and/or action is being taken, a declaration of a conflict of interest should be made at that time.</i>		
Minutes from Previous Meetings	The July 18, 2018 BOD minutes were approved		
Executive Committee Report	Executive Minutes from October 17, 2018 approved		
Officer's Reports			

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Chair	David Benjamin: See Report		
Vice Chair – Program Operations	Debbi Tucker: 1. Working on preparations to get ready for By Laws changes 2. Requesting we consider developing a committee to address all kinds of disaster responses - for example an earthquake		
Vice Chair – Program Development	Veronica Hernandez- No report (addressed by the various Task Forces and committees)		
Treasurer	Mary Ruddell - No reports 1. Did catch a case of fraud on the LSC checking account on October 23rd - Chase refunded all money charged and now we are engaging in some Chase Services that explicitly guard against Fraud. We will see how that works out before considering it for any other accounts - it increases labor regarding posting checks.		
Age Group	Kyle Kikuta: - See Reports 1. Spring and Summer line ups for events are done for Winter JO's etc. 2. Setting goals for the committee		
Sr. Chair	Allison Beebe: No Report		
Registration	Laurie Benton; - See Report 1. New club approved - Trigger Fish - TRIG in Concord		
Report/Recom - Staff			
	Cindy: 1. Completed work this month for Official's Clinic and the Awards Banquet (238) attendees 2. Far Western BID meeting took place Monday night - will be sending out Bid materials 3. Will need to look for a new venue for next year's Official's clinic and Banquet - the hotel that we have been using is already booked - possibilities are Crowne Plaza at Pleasant Hill, and Oakland Airport Hilton 4. Working with By-Laws Task Force 5. Working on getting ready for Staff Evaluations and Peer Reviews 6. Reminder of 2nd BOD Strategic Planning retreat on March 9th - will be sending out reminders for everyone to complete their homework		
Standing Committees			
	None		
Oral Reports			
Diversity	Kent Yoshiwara: 1. Diversity Camp and Summit was held last week but the pool time was severely restricted		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	<ol style="list-style-type: none"> <li>Because of air quality, swimming sessions were cut short</li> <li>However, the kids all experienced the speakers and got a lot out of the Summit and camp</li> <li>9 Clubs were present at the Summit,</li> <li>At the camp 62 athletes and 78% were 1st timers, 16 different teams were represented</li> <li>The bus that transported swimmers from San Francisco and Oakland stops transported 25 athletes to the Vallejo venue and back</li> <li>6 coaches, plus guest speakers led the program</li> </ol> <ol style="list-style-type: none"> <li>Grants accepted: Oaklantis, and Sail Fish - The amount of each grant has not yet been determined. The QSS application is pending review of their amended application.</li> <li>Committee is organizing a task force to look for getting outside funding to support diversity in Pacific Swimming</li> <li>Kent brings to our attention that the Oakland Athletic League (HS league for Oakland) has cancelled all sports <ol style="list-style-type: none"> <li>Outside funding has been found for the winter sports so those are being reinstated.</li> <li>Spring sports do not have funding and presently are not listed</li> <li>Expenses for swimming would be about \$32,000 - most of which would be needed for Security and Transportation -</li> <li>They do not fit the criteria for a Pacific Diversity Grant because they are not a USA team - but several of our Oakland swimmers will not have high school swimming</li> <li>They have asked for \$10,000 to support transportation and some equipment - and diversity is not the right venue so we are bringing it to Pacific to consider</li> <li>See discussion under New Business - Motion</li> </ol> </li> </ol>		
Officials	Mike Davis: - See Report <ol style="list-style-type: none"> <li>Announced the 2 winners for the George Cleveland award - Larry Rice and Suzi Jackson</li> </ol>		
Athlete Representative	No Report		
Adhoc Committees			
	None		
Zone Reports			
Zone 1N	Larry Rice: <ol style="list-style-type: none"> <li>Working on Zone Championships</li> <li>Working on getting officials and finding ways of retaining them.</li> </ol>		
Zone 1S	No report		
Zone 2	See report		
Zone 3	No report		
Zone 4	See Report		
Consent Calendar			

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	All items approved	Approved	
Consent Agendas Discussed			
Old Business			
Old Consent Agenda	None		
Old Items for Discussion	None		
Old Motions	<p><b>Motion 1809SRC1:</b> Full Support for Travel more than 225 miles.</p> <p>Motion: For all meets eligible for travel support, any Pacific team having to travel more than 225 miles receive full support (athlete and coach) in an amount deemed appropriate by Pacific Swimming.</p> <p>Allison Beebe: Senior Committee (P&amp;P, 30 day motion) - Tabled</p>	Tabled	
	<p><b>Motion: 1809VH1</b> Place Pacific Swimming Statement of Purpose of Investment Funds</p> <p>Veronica Hernandez, Peter McNamara (2nd) (P&amp;P, 30 day motion)</p> <p>Rationale: This document is not easily found and is dealing with significant usage of our funds. It should be placed in our Policy and Procedures, where it is visible to all members.</p> <p>Tabled</p>	Tabled	
New Business			
By-Laws	<p>Mary:</p> <ol style="list-style-type: none"> <li>1. Task force has met 3 times - almost complete in their task of figuring out the options in the template Pacific wants to take</li> <li>2. Meet again this Friday.</li> <li>3. Should be ready to present to the Governance Committee so that Governance can present it to the BOD in March and be ready for approval at the May HOD</li> </ol>		
Far Westerns 2021	<p>Meeting on Monday:</p> <ol style="list-style-type: none"> <li>1. Far Westerns for 2021 falls on Easter. The present Policy and Procedures has Far Westerns on the 1st weekend in April. To move the Far Westerns from Easter we will need to change the P&amp;P, and select a new date, either the weekend before or after Easter weekend.</li> <li>2. Financial Issues - finding that we will probably take a loss at 2019 long course because we no longer have Speedo as a sponsor since the contract has ended. We need to look for another sponsor. We also may consider increasing the splash fee.</li> </ol>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
<b>Senior T&amp;F Meet</b>	TERA - Dan Cottam 1. Refund checks are available for the meet. Checks are cut to the team to cover all the entry fees for all the events cancelled. 2. Pacific is going to forgo their share of the entry fees and leave them with TERA. That should help to make TERA whole with a little extra income.		
<b>December JO's</b>	Piedmont - Stefan Bill 1. Only 357 swimmers have signed up for JOs. Because of the fire that has caused cancellation of this past weekend's meets Piedmont is concerned about the under subscription. 2. They would like to lower the qualifying time to A times 3. Zone 1S raised objection because they felt that would negatively affect their less than JO time the following week. 4. Concerns were expressed about downgrading a championship meet by lowering the qualification times 5. Motion 1811PM1 Adding Bonus times if subscription is below 500 swimmers by closing of the meet on Wednesday. - See motion		
<b>New Motions</b>			
	<b>Motion 1811PM1:</b> Add Bonus events to 2018 December JOs  If the number of swimmers entered is below 500 at closing, on Wednesday November 21, the meet will be reopened to allow all swimmers already entered to enter bonus events as long as they meet the qualifying A time. Swimmers will be allowed to swim as many bonus events they enter, provided they do not exceed the daily limit of 3 events a day and no more than 7 events for the entire meet. Entries for bonus events will close Monday November 26. Peter McNamara, Veronica Hernandez, 2nd  Discussion: 1. Pacific Swimming Office will make sure that all teams will receive information about this decision. Cindy Rowland will also inform Swim Connection so they will also adjust their entries appropriately and inform all those that have entered. Annie will post an amended Meet Sheet  Passed	Passed  Pacific Swimming Office will take care of informing all the coaches and teams in Pacific Swimming	
	<b>Motion 1811KY1:</b> Donate \$10,000 to Oakland Unified School District, earmarking the money for the Swim Team's, Transportation and Equipment, so that the Oakland High Schools can have a spring swim season. Kent Yoshiwara, Veronica Hernandez , 2nd  Discussion: 1. See Diversity 2. Oakland Raiders has contributed \$250,000 so that the winter sports program can take place. However, there are not sufficient funds for the Spring sports. Swimming takes \$32,000, and the school district is already seeking various sources of funding. They are requesting money for transportation and equipment - \$10,000 3. Leo Lin says the Oakland HS swimmers can still go on to State by holding and attending their local High School Sectional meet.	Failed	

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	<p>4. This is a slippery slope because other school systems within Pacific Swimming have also experienced such shutdowns (San Jose).</p> <p>5. The moneys collected from the Pacific Swimmers and their families are collected specifically to help Pacific Swimming - so it would be inappropriate stewardship of Pacific Swimming money.</p> <p>Motion failed</p>		
	<p><b>Motion: 1811JM1:</b> Pacific Swimming Zone All Star Meet</p> <p>Add a section to the Policy and Procedures describing procedures for the Zone All Star Meet: (Due to length of the motion the full text of the motion can be seen in Appendix A to these minutes)</p> <p><b>BACKGROUND: this proposed new section of Policies and Procedures was developed to document existing rules and practices for the annual Pacific Swimming Zone All-star Meet (ZAM), and to address needs for the meet going forward, including centralized maintenance and availability of meet information and records as the host rotates to a different Zone each year.</b></p> <p>Jim Morefield, Marie Lin 2nd (30 day motion, P &amp; P)</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Consider putting it in the Appendix for the P&amp;P</li> </ol>	Referred to 2/20/19 BOD	2/20/19
	<p><b>Motion 1811LL1:</b> Air Quality -Issues Affecting Meet Operations (30 day motion, P&amp;P)</p> <p>Purpose: The increased occurrence of wild fires in California has affected a number of swim meets in Pacific Swimming over the last 18 months. This motion is to establish guidelines for conducting swim meets when Air Quality may become an issue.</p> <p>Due to the length of the motion the full text of the motion can be seen in Appendix B to these Minutes - outline of possible procedures to follow regarding maintaining the meet or closing the meet when Air Quality is in question.</p> <p>Discussion:</p> <ol style="list-style-type: none"> <li>1. Terrapin Senior II P&amp;F Meet - Meet director and Meet Referee conferred and referred to the EPA document Air quality and outdoor activities: Recommendation for Schools. It was agreed to hold the meet on Friday because the AQI was within the 100-150 range. On Friday, coaches were consulted and a committee was formed for determining under what conditions to keep the meeting going and what conditions warranted shutting down and canceling the meet. (Meet Referee, Meet Director, 2coaches, and 1 Athlete). All no show penalties were dropped so swimmers could make their own determination whether to swim or not without penalty. AQI was checked and go-no go was published on the host website at 6:00 AM, Saturday and Sunday. Saturday was a go, and the committee convened met at 8:30 AM to determine whether the meet should happen. Air Quality was checked hourly</li> </ol>	Referred to BOD 2/20/19	2/20/19

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
	<p>until the quality went close to the 150 mark at which point the committee convened and determined to close the meet. Plans were already made to determine conversion of all events cancelled on Saturday and all events on Sunday would convert to timed finals on Sunday, should Air Quality improve to at least the 100-150 range. At 6 AM Sunday, Air Quality was beyond those parameters so the rest of the meet was cancelled.</p> <ol style="list-style-type: none"> <li>2. USA Swimming was contacted by a parent who chose not to attend the meet inquiring about appropriate procedure. USA Swimming has not procedure but advised following local decision processes, affirming what Pacific Swimming had done.</li> <li>3. Proposed document presents guidelines - to be interpreted with local discretion and common sense</li> <li>4. Discussion of what to do if Meet Director and Meet Referee disagree about whether a meet should be canceled prior to the convening of the meet so a committee has not yet been formed.</li> <li>5. Suggestion is to have it determined by the Zone Chair as they would be most aware of the conditions.</li> <li>6. It was finally agreed that for now, for Age Group meets it should be referred to the Age Group Chair (Kyle Kikuta) and for LSC meets it should be referred to Senior Chair (Alison Beebe).</li> <li>7. Finances and refunds will need to be consider in a separate procedural document.</li> </ol>		
	<p><b>Motion 1811LL2:</b> Increase Long Course Meet Splash Fee (30 day motion, P&amp;P)</p> <p>Increase splash fee for Long Course meets from \$10.00 to \$14.00. Purpose:</p> <p>The number of swimmers that can be accommodated at a 50 meter pool running short course meets versus running long course meets is approximately double. The difference is less if the long course meet is run double ended.</p> <p>The splash fee for Pacific Swimming meets was changed to \$8.00 for short course and \$10.00 for long course in 2011. The rationale for capping the long course splash fee at \$10.00 at that time was the fear expressed by meet hosts that an increase in splash fees to above \$10.00 would prohibit swimmers from entering swim meets. An option for the meet host to charge a lower splash fee was included to allay the fear that swimmers (from certain geographic area of the LSC) might not want to enter meets with the increased splash fee. Since the introduction of the splash fee increase, there have not been any cases where a meet host exercised the option to charge a lower splash fee (monitored over a 1 year period).</p> <p>There does not appear to be a drop off of entries that can be attributable to the increased splash fee. The economics of facility cost and host income when running short course meets versus long course meets remains inequitable.</p> <p>This proposal is to address the facility costs and consequently the difference in income between running long course and short course meets and an effort to encourage more meet hosts to bid for and run long course meets.</p> <p>Leo Lin, (30 day motion,P&amp;P)</p>	Referred to BOD 2/20/19	2/20/19
<b>Closing</b>	David Benjamin:		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW-UP DATE
Comments	<ol style="list-style-type: none"> <li>1. Referral to Executive Committee's agenda item to evaluate our financials to insure that we do due diligence after receiving information that a previous General Chair was dismissed from his present position because of possible mismanagement of funds.</li> <li>2. We sought the advice of our external auditors . They reviewed our past audits, our improved measures of monitoring and have recommended that no further action is necessary.</li> </ol>		
Next Meeting	Next Executive Committee Meeting, Jan 16, 2019, BOD meeting February 20, 2019,		
Meeting Adjourned	Meeting adjourned at 9:15 PM		

## Appendix A

### Pacific Swimming Zone All Star Meet

Add a section to the Policy and Procedures describing procedures for the Zone All Star Meet:

#### **Motion To Amend Pacific Swimming Policies & Procedures, Section VII:**

### SECTION VII

#### LSC AGE GROUP CHAMPIONSHIP MEETS

##### **A.Far Western Championships (unchanged)**

##### **B.Junior Olympic Meets (unchanged)**

##### **ADD NEW SECTION:**

##### **C.Pacific Swimming Zone All-Star Meet (ZAM)**

###### 1.Purpose

- a.The ZAM provides an entry-level all-star team travel opportunity for the athletes and coaches of Pacific Swimming, in preparation for higher-level all-star travel opportunities. The ZAM also provides a regular outlet for fun and healthy competition between the Zones and athletes of Pacific Swimming.

###### 2.Schedule

- a.The ZAM shall be part of the LSC meet schedule approved by the Pacific Swimming Board of Directors, and officials shall be assigned to the meet by the Pacific Swimming Officials Committee or designee.
- b.The ZAM shall be scheduled annually on the weekend of the first Sunday in March, unless a different schedule is approved by the Pacific Swimming Board of Directors. The Zone teams will travel and practice together on Saturday, participate in a group banquet Saturday evening, and compete and travel home on Sunday.



- c.If circumstances prevent conduct of Saturday team practices at the competition facility, and an alternate practice facility is not available, zones may organize their own team practice to be held before traveling to the meet.

### 3.Meet Host

- a.Each Zone of Pacific Swimming shall assume meet hosting responsibilities in different years on a rotating basis through the sequence 1N, 1S, 2, 3, 4.
- b.The host Zone shall be responsible to obtain a suitable facility for competition and practice, to obtain the necessary equipment and staff to conduct the meet, to coordinate group activities during the Saturday evening banquet, and to provide the team trophy award.
- c.Pacific Swimming shall reimburse the host Zone up to \$5000 for facility and meet expenses documented by receipts or invoices, unless a different amount is approved by the Pacific Swimming Board of Directors.
- d.Within 72 hours after the completion of the meet, the host shall submit a backup of the completed meet database to the Pacific Swimming Office for records and archiving.

### 4.Facilities

- a.When possible, a 10-lane 25-yard competition course shall be used. At minimum, a 7-lane 25-yard competition course shall be used.
- b.Sufficient warm-up/warm-down lanes shall be available throughout the competition, and on Saturday afternoon for team practices.
- c.A fully-automatic primary timing system shall be used, except that the primary timing system for 25-yard events may be semi-automatic or manual with three watches. 25-yard events should start from the blocks whenever possible.
- d.There shall be adequate space at the venue to accommodate the Zone teams and staff, while maintaining separation from spectators and the general public.

### 5.Accommodations

- a.Pacific Swimming shall arrange and provide each Zone team with group transportation, hotel accommodations, Saturday dinner and Sunday breakfast, team sweatshirts, team caps, and bag tags.
- b.Each Zone team is responsible to provide food and drink for its athletes, coaches, and staff at the competition, and during travel between the competition and their Zone. At outdoor venues, Zone teams should be prepared to provide their own shelter as needed.
- c.Optionally the host Zone may operate a snack bar during the competition for the convenience of spectators and other participants. Any profits will remain with the host Zone.

### 6.Participation

- a.Each prospective ZAM athlete and staff member (coach, manager, or chaperone) must timely complete and submit the appropriate ZAM application prescribed by Pacific Swimming and their Zone. Participants must sign and agree to abide by all forms in the application, including but not limited to the required Code of Conduct and Travel Policy.
- b.Family members or others who are not also athlete or staff participants shall not participate in team activities including travel, practices, meals, or competition, except during competition as spectators, timers, or officials. All athletes will be supervised by designated team coaches and staff during team activities. (See exceptions below for travel and lodging of 8-under athlete participants.)

### 7.Zone Staff

- a.Each Zone shall select team staff not to exceed 14 total. Team staff shall consist of a Head Team Manager, a Head Coach, and additional coaches and chaperones as needed for adequate and safe team management.

- b. A coach or Head Team Manager may simultaneously serve as a chaperone.
- c. A Head Coach shall be designated by the Zone from among the participating coaches.
- d. The Head Team Manager and Head Coach of each Zone shall be at least 21 years of age prior to commencement of team travel.
- e. All Zone staff shall be current members in good standing of USA Swimming and Pacific Swimming prior to commencement of team travel. All coaching staff shall be current coach members of USA Swimming, and have all required credentials up to date.
- f. Any and all Zone staff potentially transporting team participants separately from the group transportation shall submit to the Pacific Swimming Travel Coordinator a satisfactory motor vehicle driver report from their state motor vehicle department by the deadline set by the Pacific Swimming Travel Coordinator, or shall not transport other team participants.
- g. Other than group travel, lodging, and meals, any staff-related expenses shall be the responsibility of the Zone and/or individual staff members.

#### 8. Athlete Eligibility

- a. Participating athletes must be current 14-under athlete members of Pacific Swimming as of the date of competition, must timely complete and submit the ZAM athlete letter of intent, application, and co-payment prescribed by Pacific Swimming and their Zone, and must be selected by their Zone to compete.
- b. To compete for a Zone, an athlete must be attached to a club member of that Zone or, if unattached, must physically reside within the boundaries of that Zone.
- c. Athletes who have ever competed for any LSC in a higher-level all-star travel meet, including but not limited to Western Zone All-Stars, North American Challenge Cup, or Pacific Coast All-Stars, shall NOT be eligible to compete in the ZAM.
- d. Additional athlete eligibility criteria may be established by each Zone if not in conflict with Pacific Swimming and USA Swimming rules, regulations, and policies.

#### 9. Athlete Selection

- a. Each Zone may select up to 8 athletes per gender in each of the 13-14, 11-12, 9-10, and 8-under age groups, using criteria of the Zone's choice. (Competitive or standards-based selection criteria are recommended.)
- b. Zones may designate one or more alternate athletes in each age group and gender during their selection process. Alternates shall meet all of the same eligibility and selection criteria prescribed above for selected athletes.
- c. An alternate athlete who replaces a selected athlete after the entry deadline for the meet may only compete in the replaced athlete's entered events and assigned lanes.
- d. Alternates who have not been called to replace selected athletes should not travel to the meet. All travel, lodging, and meals for any alternates who do travel to the meet shall be at the sole discretion and expense of their Zone and/or family, and shall not be supervised by team staff. No team apparel will be provided for such alternates.

#### 10. 8-Under Athletes

- a. 8-under athletes may participate under the same conditions as the other age groups, except that they shall not travel on team transportation or lodge in team-supervised hotel rooms.
- b. All transportation and lodging for 8-under participants shall be the sole responsibility of, and shall be arranged and supervised by, the athlete's family, including timely drop-off and pick-up from team practices, meals, and competition.
- c. For each 8-under athlete a release form will be provided and must remain with a designated manager on each Zone team. The release form shall be signed by athlete's parent or guardian each time the athlete is dropped off and picked up for any ZAM activities (Saturday warm-up, Saturday banquet dinner, start of the meet on Sunday, and end of the meet on Sunday).

#### 11. Athlete Co-Pay

- a. Each Zone shall set the co-payment amount for their athlete participants.
- b. Each Zone shall pay to Pacific Swimming \$70 per selected athlete by the deadline established by the Pacific Swimming Travel Coordinator, unless a different amount is approved by the Pacific Swimming Board of Directors.

#### 12. Competitive Events, Entries, and Seeding

- a. The same set and sequence of competitive events shall be conducted each year, as documented in prior meet announcements. All events shall be timed finals.
- b. Each Zone Team may enter up to 4 athletes per individual event and two (2) relay teams per relay event. Each athlete may compete in up to three (3) individual events per day plus relays.
- c. Each event shall be pre-seeded, fastest to slowest within each Zone's entries.
- d. Heats and lanes shall be assigned to each Zone based on the final team ranking from the previous year, in fast to slow order. The previous year's winning Zone shall be assigned the fastest lane in heat 1 of each event, the second-place Zone assigned the next fastest lane in heat 1, and so on, cycling through all of the Zones, lanes, and heats until each Zone has been assigned 4 lanes (2 lanes for relays). Each year's seeding assignments shall be stated clearly in the meet announcement.
- e. When the meet is conducted in fewer than 10 lanes, it is recommended that individual events be seeded in 7 lanes, and relays in 5 lanes, to provide the most uniform conditions of competition without adding heats.
- f. Each Zone shall submit a single electronic entry file accompanied by a PDF or hard-copy of their entries, pre-seeded per the seeding information in the meet announcement. Each Zone shall seed their entries fast to slow in each event. Submission shall be to the person and by the deadline specified in the meet announcement. Unseeded entries received may be returned or seeded at the meet host's discretion.
- g. Entries with "no time" (NT) will NOT be accepted. If no previous yards time exists for an entry, a converted or coach-estimated time shall be entered.

#### 13. Scoring and Awards

- a. Individual events shall be scored to 20 places, and relay events shall be scored to 10 places.
- b. A single team trophy shall be awarded to the highest scoring Zone at the end of the meet.

#### 14. Pacific Swimming Travel Coordinator shall:

- a. Maintain and update the templates for athlete and staff applications, and supply these to each Zone's Head Team Manager or Zone chair by November 15<sup>th</sup> of each year with appropriate instructions.
- b. Furnish the previous year's meet announcement and team scores, along with appropriate instructions, to the Meet Director or Zone Chair of the next meet no later than November 15<sup>th</sup> of each year.
- c. Establish and enforce deadlines each year for each Zone to submit their co-payments and all needed team information.
- d. Complete planning, arrangements, and contracts for group transportation, Saturday practices, lodging, and group meals for each of the Zone teams as appropriate, in coordination with the Pacific Swimming Treasurer and with each Zone's designated Head Team Manager and/or Zone Chair.
- e. Order and arrange for delivery of team sweatshirts, team caps, and bag tags for each Zone.

#### 15. Pacific Swimming Office shall:

- a. Store and archive a backup of each year's final meet database, editable meet announcement, team scores, and other relevant meet information.

b. Update the meet records in the final database, and post the new meet records on the Pacific Swimming web site in both text and machine-readable formats for use in future meets.

c. Furnish the previous year's meet database, with updated meet records, to the Meet Director or Zone Chair of the next meet no later than November 15<sup>th</sup> of each year.

Jim Morefield, Marie Lin 2nd (30 day motion, P & P)

## Appendix B

### Air Quality -Issues Affecting Meet Operations

Purpose: The increased occurrence of wild fires in California has affected a number of swim meets in Pacific Swimming over the last 18 months. This motion is to establish guidelines for conducting swim meets when Air Quality may become an issue.

The EPA document (EPA-456/f-11-005) "*Air Quality and Outdoor Activities: Recommendation for Schools*" should be used as a guide that Pacific Swimming can refer to in the decision process for conducting meets.

#### **Recommendation:**

AQI of 0-50	No impact on meet conduct
AQI of 51-100	Meet held or continued. Decision to swim or not resides with swimmers/coaches/parents. No show penalty, if applicable, suspended at meet
AQI of 101-150	Meet may be held or continued, Decision to swim or not resides with swimmers/coaches/parents. No show penalty, if applicable, suspended at meet
AQI of 150+	Meet should be cancelled or stopped (if ongoing)

#### ***Source of AQI:***

Reliable website(s) should be used for AQI information. A primary site and a secondary (backup) site that provides AQI information on or near (5-15miles) to the swim venue should be used. AQI indices of any location is quite dynamic and can vary greatly depending on weather patterns. Specific location data should be used as the geographic peculiarities of the Bay Area can greatly affect neighboring locals with vast differences in microclimate.

The preferred primary site is AirNow.gov (an EPA site). A secondary site (purpleair.com) should also be established as the EPA site could be slowed or completely down due to traffic volume especially before and/or during swim meets. A single point of contact should be established and made responsible for providing the AQI data. Continued (hourly) monitoring should be done if the AQI of the venue is between 101-150.

#### ***Decision process:***

Meet host should check with meet venue facility manager to verify that the venue will be open and the criteria the facility manager will follow for closing the venue.

Prior to the meet, after obtaining clarification from the facility manager regarding closure of the swim venue, the responsibility to decide whether to hold the meet or not should be a joint decision between the Meet Referee and the Meet Host.

During the meet, a Meet committee consisting of Meet Referee, Meet host, coach(s) and athlete should be established to review AQI monitoring data and to recommend the course of action. The AQI data and common sense should be used in the decision process. Always refer to AQI Index using the EPA recommendation as a guideline.

***Timing and Communication of Decision:***

If poor air quality situations occur days before the meet, Meet host and Meet Referee should start monitoring AQI at least daily before the meet, and have an action plan in place. This should include a proposed cutoff limit numerical value of AQI.

Deadline for decision to hold a meet or not should be made as early as possible giving affected parties such as swimmers, parents, coaches, officials ample time to plan.

If the decision is to be made the day of the meet, decision and announcement should be made no later than 6:00 AM the day of the meet.

A single website should be the single information source. Secondary websites should only provide links to the primary website rather than duplicating the information, as the situation may change and using different websites will only contribute to the confusion.

***Recommendation for Pacific Swimming for mass Communication:***

Develop the ability to send mass e-mail to the list of swimmers entered in any particular meet. An electronic list of e-mails of swimmers can be obtained from the online entry system such as Swim Connection. The ability to send e-mails using this list of e-mail addresses to notify swimmers of meet cancellation to augment the host club website is desirable.

Leo Lin, Peter McNamara 2nd (30 day motion, P&P)

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