

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

**Date: March 17, 2021**

**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	Michael Allegretti	X	<b>Zone Reps</b>		<b>Athlete Reps</b>		<b>Guests</b>		<b>Office</b>	
Leo Lin	X	Kent Yoshiwara	X	1N – Laura Mitchell		Jivana Nagpal	X	Millie Nygren	X	Cindy Rowland	X
Veronica Hernandez	X	Kelly Schott		1N- Larry Rice		Taylor Rohovit	X	Christopher Lam	X	Laurie Benton	X
Daniel Cottam	X	Mike Davis	X	1S – Mark Taliaferro	X	Carlos Torres	X	Tony Batis	X	Diana Fetterman	X
Kyle Kikuta	X	Clinton Benton	X	2 – Peter McNamara	X	Sophie Boeun	X	Valerie Rudd	X	Annie Stein	X
Marie Lin	X	David Benjamin	X	3 – Kevin Twohey		Gabriel Cueva	X	Jesus Salcedo	X		
Mary Ruddell	X	Debbi Tucker	X	4 - Jerry Rudd	X			Greg Forbes	X		
Kelly Crowley		Mike Piccardo	X	4 - Jim Morefield	X						
Don Heidary		Jay Rowland	X								
Carlene Takaki	X										

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
<b>Meeting Called to Order</b>	Meeting was called to order by David Cottam 7:30 PM		
<b>Conflict of Interest</b>	Meeting opened with question of any member having a financial conflict of interest. Clint Benton and Jay Rowland reminded us that they have spouses that are staff.		
<b>Minutes from Previous Meeting</b>	February 17, 2021 BOD revised minutes were approved		
<b>Minutes from Previous Executive Committee Meetings</b>	No Executive Committee Minutes to approve		
<b>Officer's Reports</b>			
<b>Chair</b>	David Cottam: <ol style="list-style-type: none"> <li>1. We are gradually returning to normal. We need to continue to move carefully and safely.</li> <li>2. The Rules and Regulations revisions are now in the hands of the Governance Committee and should be ready for presentation to the HOD in October. In the meantime, there are several pieces of legislation we need to vote on in the May HOD in order to function appropriately.</li> <li>3. Reminder that all Committees need to submit their monthly minutes for posting and reporting their</li> </ol>		

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	<p>activities. There is a template posted that you can use.</p> <ol style="list-style-type: none"> <li>4. Apologies to the Athlete Committee that we did not have enough time at the February BOD meeting for them to present their Committee manual for inclusion in the Pacific Swimming Policies and Procedures. They will present them today.</li> <li>5. An Executive Committee meeting is planned to take place after the close of this BOD meeting. (Note, this was cancelled when the party asking for the Executive Committee to consider their request could not make it).</li> <li>6. Teams are told they should follow the facility rules in hosting any meets at that facility, and should modify the meet sheet template to match the changes the facility can allow as the pandemic risk decreases. David suggested that as the venues allow more participants, we begin including more officials so they get the opportunity to refresh their officiating skills.</li> </ol>		
<b>Vice Chair – Program Operations</b>	Leo Lin : No report		
<b>Vice Chair – Program Development</b>	Veronica Hernandez: No report		
<b>Treasurer</b>	Mary Ruddell: No new financial reports		
<b>Age Group</b>	Kyle Kikuta: 1. Working on Mission Statement for "Awards"		
<b>Sr. Committee</b>	Dan Cottam: No Report		
<b>Registration</b>	Laurie Benton - See Report		
<b>Governance Committee</b>	Peter McNamara: 1. The description of the Personnel Committee was presented, including changes to clarify the role and requirements for the Athlete Representatives on the committee. 2. See Motion 2103GC01 Personnel Committee – to place this description in the P&P, 30 day motion		
<b>Report/Recom - Staff</b>	Cindy Rowland: See posted reports and minutes		
<b>Consent Calendar</b>	Consent Calendar approved (including all committee reports and minutes)- Athlete, Zone 4, Scheduling had oral reports		
<b>Athletes</b>	Taylor Rohovit and Jivana Nagpal 1. Pen Pal Program has launched. They are still taking sign-ups. Pairs will be switched each month.		

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	2. The Social Media Committee is still looking for Committees to submit videos to be placed on the Social Media		
Scheduling	Leo Lin: 1. All the team hosts scheduled to host meets last year (all of which were cancelled) have agreed to host the same meet this coming year.		
<b>Zone Reports</b>			
Zone 1N	No report		
Zone 1S	No report		
Zone 2	No report		
Zone 3	See Report		
Zone 4	Jim Morefield 1. Skipped scheduled meeting because most members were at the sectional meet at St. George. 2. All scheduled meets will be happening, but it is not clear in what format 3. In Nevada, starting April 5 <sup>th</sup> all adults will be able to sign up for the vaccine – no restrictions.		
Budget	Not applicable		
Old Business	<b>Personnel Committee - Governance Committee - Peter McNamara</b> 1. The description of the Personnel Committee was presented, including changes to clarify the role and requirements for the Athlete Representatives on the committee. 2. See Motion 2103GC01 Personnel Committee – to place this description in the P&P, 30 day motion		
	<b>Guidelines and Process for sending emails to families in LSC - Veronica Hernandez</b> 1. This will actually need delineated procedures and guidelines 2. Task Force formed E-Mail Notifications and Communications – Members identified at the meeting are: Veronica Hernandez, Cindy Rowland, and Carlene Takaki . Athlete representation will be crucial and those members will be identified with the help of the Athlete Committee	Task Force will report back to BOD	
Old Motion	<b>Motion 2101VCPO03 Concussion Education (P&amp;P)</b> Mandate that all Meet Directors and Head Marshals of Pacific Swimming Sanctioned meets have to have taken and passed concussion training (CDC or NFHS) prior to the sanction of the meet. (This will be placed in Pacific's P&P) Leo Lin (Vice Chair Program Operations), Larry Rice (2nd) (30 day , P&P)  To be written for insertion to the P&P - Tabled to next BOD	Tabled to next BOD April 21, 2021	
	<b>Motion 2101VCPO04 Official Position on AB-5</b> Pacific Swimming's Report on AB-5 will be accepted as the official position of Pacific Swimming under the present interpretation of AB-5 (see the document) and to be placed as an Appendix in the P&P	Passed	

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	Leo Lin (Vice Chair Program Operations), Marie Lin (2nd)( 30 day, P&P) Passed		
	<b>Motion 2102FC02: Cropper Accountancy Audit Report</b> Approve the Financial Statements ending August 31, 2020 as prepared by our outside auditing firm Cropper Accountancy Mary Ruddell, Finance Committee Passed  In addition the Form 990 was presented and approved so that the Treasurer can file it with the IRS	Passed	
	<b>Motion 2102MFT01 Registration and Membership Fees (See document below for Revisions)</b> The Membership Task Force moves that the Board of Directors approve and forward to the House of Delegates changes to the Rules and Regulations. Administration of the Swimming Program – subsection Registration and Membership. Mary Ruddell, Membership Task Force (R&R, 30 days)  Passed and to be presented in May, HOD meeting	Passed and referred to May, 2021 HOD	
	<b>Motion 2102MFT02: Meet Entry Fees (See document below for Revisions)</b> The Membership Task Force moves that the Board of Directors approve and forward to the House of Delegates changes to the Rules and Regulations Swim Meet Preparation -subsection Entry Fees Table and Footnotes. Mary Ruddell, Membership Task Force (R&R, 30 days)  Discussion: <ol style="list-style-type: none"> <li>1. David Benjamin felt that there should not be a discrepancy in Entry Fees for Far Western between LSC athletes and out of LSC athletes – proposed an amendment to eliminate the line item of Out of LSC Athletes Far Western Entry Fee (David Benjamin, Clint Benton 2nd)</li> <li>2. Mary Ruddell felt it would be helpful to the host team to get more funds since it is a long meet which requires the host team to make a large investment of volunteer time.</li> <li>3. Mike Davis made a second amendment – that the Far Western Out of LSC Athlete fee should be \$13, with the host receiving \$9.10, and Pacific Swimming receiving \$3.90. This Amendment failed</li> <li>4. The 1st Amendment (David Benjamin's) eliminating the separate higher Far Western Entry fee for out of LSC athletes - passed</li> <li>5. See the Motion as amended below</li> </ol> Passed as first amended and to be presented in May, HOD meeting	Amended and passed Referred to May, 2021 HOD	
	<b>Motion 2102MFT03: New Membership Category - Outreach Member and Outreach Club (See document below)</b>	Passed and referred to May, 2021 HOD	

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	<p>The Membership Task Force recommends the Board of Directors accept the addition of items 10 and 11 to the Policies and Procedures. Membership and Registration Mary Ruddell, Membership Task Force (R&amp;R, 30 days)</p> <p>Passed, to be presented to May, HOD</p>		
<b>New Business</b>	No new business		
<b>New Motions</b>	<p><b>Motion 2103GC01 Zone Autonomy</b> Place the section on Zone Autonomy into the Rules and Regulations: <b>ZONE AUTONOMY</b></p> <ol style="list-style-type: none"> <li>1. Zone Bylaws - Each zone shall establish its own Bylaws in addition to the LSC Bylaws to better describe or address specific Zone needs. The Zone bylaws shall not be in conflict with the Bylaws of Pacific Swimming and USA Swimming.</li> <li>2. Each Zone will establish a Board of Directors and conduct meetings. The minutes of these meetings will be reported to the Pacific Swimming Board of Directors and posted to the Pacific Swimming website. The Zone Chairs and Zone Athlete Representative are members of Pacific Swimming Board of Directors.</li> <li>3. Elections - Each Zone will establish rules for the election of the Zone Officers and the terms for the Zone Officers.</li> <li>4. Budget – Each Zone shall establish an annual budget to guide the operation of the Zone. Financial practices by the Zone shall follow generally accepted accounting principles.</li> <li>5. Meets and Sanctions - Each Zone shall define its Zone Meet formats and establish a Zone meet schedule with a defined host assignment process. The Zone shall be responsible for team assignment to meets, team priority for meets, and the meet Sanction requirements that are specific to the Zone.</li> <li>6. Scheduling - Zones shall facilitate the scheduling and awarding of meets within their geographical boundaries except: <ol style="list-style-type: none"> <li>a. on days that are reserved by the LSC for the purpose of holding essential functions.</li> <li>b. Zone meets scheduled on the same weekend as LSC Far Western and JO meets must have a lower time standard i.e. (FW (-) and JO (-). time</li> </ol> </li> <li>7. Eligibility of athletes and conduct of meets shall conform to Pacific Swimming Rules and Regulations except as follows:</li> </ol>	Refer to April BOD meeting	

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	<p>a. Zones may restrict entry to residents of the zones in certain meets.</p> <p>b. Meet time standards may be set by the Zone</p> <p>c. Meet format may be set by the Zone</p> <p>d. Zone meets shall be reviewed and approved by the meet referee and Zone Sanction Chair prior to submission to Pacific Swimming Sanction Chair for final approval.</p> <p>e. Zones may make their own policies regarding restrictions to be applied to their athletes.</p> <p>8. Each Zone may set its own requirements for minimum number of officials required per club for Zone meets except that this requirement must meet or exceed the requirement set by USA Swimming Rules and Regulations. Each Zone may determine and enforce a penalty for noncompliance with this policy.</p> <p>9. Zone Representatives - Each Zone is responsible for appointing and/or electing Zone representatives to LSC committees such as the Nominating Committee, Zone Officials Chair(s), Scheduling Committee, Athlete Committees and other standing or ad hoc LSC committees when Zone representation is required or desired. Zone athlete representatives also shall be nominated and approved by the Zone. Zone Officials Chairs shall be appointed by the respective Zone Chairs with the approval of the Zone Board and the concurrence of the General Chair and the LSC Officials Chair.</p> <p>10. Meet and Office Equipment - Each Zone may purchase and maintain office equipment to support Zone functions plus Meet Equipment to support Zone Teams in hosting swim meets.</p> <p>11. Fines and Penalties - Each Zone may determine and levy penalties or fines on Zone Teams and/or members who violate Zone Bylaws, Rules and Regulations and/or agreed upon processes and procedures. Such fines or penalty shall be clearly established and agreed to by a majority vote of the Zone Board.</p> <p>Leo Lin, Governance Committee (R&amp;R, 30 days)</p>		
	<p><b>Motion 2103GC02 Staff and Personnel</b> Place Section on Staff and Personnel of old Bylaws (2015) that was removed in the current Bylaws into the Rules and Regulations:</p> <p><b>A. Staff</b></p> <ol style="list-style-type: none"> <li>1. Pacific Swimming may retain paid staff at the Pacific Swimming Office as the Board of Directors may determine to be appropriate or necessary.</li> <li>2. The power and duties of the paid staff shall be established in Pacific Swimming's Policies and Procedures Manual or by resolution of the Board of Directors, or Executive Committee.</li> </ol>	Refer to April BOD meeting	

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	<p>3. The staff shall be under the general supervision of the General Chair who will be advised and assisted by the Personnel Committee. Disputes arising from the actions or directions of the General Chair may be referred to the Personnel Committee for further action or resolution.</p> <p>4. The Vice Chairs (Administrative, Operations, Program, and Finance) may request staff assistance and support for any program that they supervise.</p> <p>5. With respect to delegated functions of the officers, committee chairmen and coordinators, the staff shall be responsible to the respective officer, committee Chair or coordinator.</p> <p>6. It is prohibited for a person to be employed by Pacific Swimming who is a member of the General Chair or Vice Chair(s)'s immediate family. Definitions for purposes of this policy -"Immediate Family" includes current spouse, children (including step children), parents (including step parents), grandparents, brothers and sisters. "Spouse" means an employee having a legal marital relationship or having registered as a domestic partner in compliance with the statutes of his/her respective Municipality and State of residency.</p> <p>7. The Budget Committee shall include in its proposed budget a line item for the costs of Pacific Swimming's Office inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Personnel Committee shall be responsible, together with the General Chair, for the administration of those funds. The compensation of the staff shall to the extent possible be treated as confidential</p> <p><b>B.</b> Office - Pacific Swimming may maintain an office in the Territory for the storage of the books and records and equipment of Pacific Swimming and for other purposes as may be determined by the House of Delegates or the Board of Directors in accordance with the Bylaws</p> <p>Leo Lin, Governance Committee (R&amp;R, 30 days)</p>		
	<p><b>Motion 2103GC03 General Chair, Program Operations Vice Chair, Program Development Vice Chair</b></p> <p>Place Section with job descriptions of the General Chair, Program Operations Vice Chair and Program Development Vice Chair of old Bylaws (2015) that was removed in the current Bylaws into Rules &amp; Regulations:</p> <p><b>GENERAL CHAIR</b></p> <p>The General Chair shall oversee and have general charge of the management, business operations, affairs and property of Pacific Swimming, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees as may be necessary to permit Pacific Swimming to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's</p>	Refer to April BOD meeting	

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	<p>knowledge that the Board of Directors should consider in the best interests of Pacific Swimming.</p> <p><b>PROGRAM OPERATIONS VICE CHAIR</b>  The role of the Vice Chair, Program Operations is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Program Operations Division of Pacific Swimming. The charge of the reporting committees and coordinators is to implement plans and projects related to the conduct of Pacific Swimming's swimming events and programs.</p> <ol style="list-style-type: none"> <li>1. The Program Operations Vice Chair is a member of the Board of Directors and the Executive Committee.</li> <li>2. The Program Operations Vice Chair shall assume the duties of the office of the General Chair in the event that the General Chair and the Administrative Vice Chair are absent, or are unable to perform these duties.</li> <li>3. The Program Operations Vice Chair is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees: Officials Committee, Time Recognition, Zone Chairs, and Governance Committee.</li> <li>4. The Program Operations Vice Chair shall maintain regular contact with the chairs, and coordinators of the above listed committees. The Vice Chair shall request and receive written committee reports on a regular basis.</li> </ol> <p><b>PROGRAM DEVELOPMENT VICE CHAIR</b>  The role of the Program Development Vice Chair is to direct, supervise, and coordinate those committees whose function relates directly to the operation of the Program Development Division of Pacific Swimming. The charge of the reporting committees is to create, organize, and evaluate programs that will support the development of the athlete membership.</p> <p>The officer's duties shall include the following:</p> <ol style="list-style-type: none"> <li>1. The Program Development Vice Chair is a member of the Board of Directors and the Executive Committee.</li> <li>2. The Program Development Vice Chair, shall assume the duties of the office of the General Chair in the event that the General Chair, Administrative Vice Chair, Program Operation Vice Chair are absent, or are unable to perform these duties.</li> <li>3. The Program Development Vice Chair is an ex-officio member and shall direct, supervise, and coordinate the activities for the following committees: Senior Committee, Age Group Committee, Disability Swimming, Diversity Committee and Athlete Committee.</li> <li>4. The Program Development Vice Chair shall maintain regular contact with the chairs and coordinators of the</li> </ol>		

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	<p>above listed committees. The Vice Chair shall request and receive written committee reports on a regular basis.</p> <p><b>Leo Lin, Governance Committee (R&amp;R, 30 days)</b></p>		
	<p><b>Motion 2103GC04 Administrative Vice Chair, Finance Vice Chair, Treasurer</b></p> <p>Add New Board of Director Positions mandated by USA-Swimming LSC Bylaws (Administrative Vice Chair, Finance Vice Chair) to the Rules and Regulations, and include the change of job description of the Treasurer:</p> <p><b>ADMINISTRATIVE VICE CHAIR:</b></p> <p>The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers Pacific Swimming business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of Pacific Swimming's Policies and Procedures Manual. The Administrative Vice Chair shall be custodian of the records of Pacific Swimming, and attest the execution of all duly authorized instruments. The Administrative Vice Chair shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of Pacific Swimming.</p> <p><b>FINANCE VICE CHAIR:</b></p> <p>The Finance Vice Chair is the chief financial officer of Pacific Swimming (PC). The Finance Vice Chair shall have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for PC working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for PC. The Finance Vice Chair shall prepare an annual budget for PC operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice Chair shall cause to be conducted the audit or review required pursuant to Section 7.4.2 and shall review, or shall cause the Audit Committee to review, the annual audit or review report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice Chair is responsible for the adequacy of PC system of internal financial and accounting controls. The Finance Vice Chair is ultimately responsible for PC compliance with Section 7.4.2. The Finance Vice Chair shall issue regular reports listing the current budget variances by line item, all expenditures and</p>	<p>Refer to April BOD meeting</p>	

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	<p>the current fund and account balances for the fiscal year to date, together with such other items as the General Chair or the Board of Directors may direct.</p> <p>The Finance Vice Chair shall:</p> <ul style="list-style-type: none"> <li>• have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of PC;</li> <li>• cause the moneys, securities and other financial instruments of PC to be deposited in the name and to the credit of PC in such institutions as shall be designated in accordance with Section 6.12 or to be otherwise invested as the Board of Directors may direct;</li> <li>• cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;</li> <li>• cause the funds of PC to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of PC, and obtain and preserve proper vouchers for all moneys disbursed;</li> <li>• cause to be kept in the safe keeping of the Treasurer or person authorized in writing by the Treasurer, correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors or the Finance Vice Chair shall determine;</li> <li>• upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the annual audited financial statement to be exhibited to any member of PC or USA Swimming;</li> <li>• cause PC to be in compliance with the requirements of Section 7.4.2;</li> <li>• have the authority to require from the officers, committee chairs, coordinators, staff or agents of PC reports or statements giving such information as the Finance Vice Chair (Treasurer) may determine to be appropriate or helpful with respect to any and all financial transactions of PC;</li> <li>• make the books and records available and otherwise fully cooperate with those conducting the annual audit or review of PC accounts and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit or review reports and any federal tax return to the Administrative Vice Chair for posting to the PC website. Additionally, submit these same documents electronically to USA Swimming's national headquarters in accordance with Article 8;</li> <li>• in general, perform all the other duties incident to the corporate treasury</li> </ul> <p><b>Not a new BOD position- Job content change due to addition of Finance Vice Chair to BOD.</b></p> <p><b>TREASURER:</b> The Treasurer is the principal receiving and disbursing officer of Pacific Swimming. Except as otherwise directed by Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of PC and pay all bills, salaries, expenses and other disbursements approved by the Board of Directors. The Treasurer</p>		

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	<p>shall publish monthly balance sheets and submit them to the Finance Vice Chair. The Treasurer is a non-voting member of the Board of Directors.</p> <p>Leo Lin, Governance Committee, (R&amp;R, 30 days)</p>		
	<p><b>Motion 2103PC01 Personnel Committee</b></p> <p>After significant deliberation the Governance Committee is recommending the following for the make up of the Personnel Committee:</p> <p>The Personnel Committee should strive to include members with the following backgrounds and/or abilities.</p> <ul style="list-style-type: none"> <li>• Members ideally will have managerial experience.</li> <li>• Members ideally will have participated with Pacific Swimming on a regular basis for at least three (3) years</li> <li>• Experience in facilitating goal setting and performance assessments.</li> <li>• Members responsibilities will include the following: <ul style="list-style-type: none"> <li>○ Yearly evaluations of staff.</li> <li>○ Resolution of staff issues to include potential issues of misconduct or other concerns that may reflect negatively on Pacific Swimming.</li> <li>○ When appropriate and fiscally responsible evaluate potential staff bonus opportunities.</li> <li>○ Members will serve two (2) year terms with no term limits.</li> </ul> </li> <li>• The makeup of the committee will be as follows: <ul style="list-style-type: none"> <li>○ One member from the coaching community.</li> <li>○ One member will be the Program Operations Vice Chair.</li> <li>○ One member should be one of the Zone chairs.</li> <li>○ Athlete member of the Committee shall be the immediate past Pacific Swimming Senior Athlete Representative (Ex-Officio), if this individual continues to be a member in good standing with United States Swimming and Pacific Swimming as the individual's home LSC. The individual may represent a secondary school, college or university, wherever located, during the school season, and return to Pacific Swimming at the termination of the swimming season.</li> <li>○ Should the designated Athlete Representative be unable or unwilling to participate, a replacement will be named by the General Chair with the advice and consent of, Administrative Vice Chair, Senior Athlete Representative and Junior Athlete Representative. Consent is the approval of two of the three named.</li> </ul> </li> <li>• In the event the Personnel committee has a tie on any vote the General Chair of Pacific Swimming (or designee) will break the tie.</li> </ul>	Refer to April, BOD meeting	

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	Peter McNamara, Governance Committee (P&P, 30 days)		
	<p><b>Motion 2103AC01 Athlete Committee Handbook Policies and Procedures</b> Place the By-Laws of the Athlete committee in the Pacific Swimming Policy and Procedures:</p> <p style="text-align: center;"><b>SECTION XVIII COMMITTEES</b></p> <p style="text-align: center;"><b>I. ATHLETE COMMITTEE</b></p> <p><b>A. Definitions</b></p> <ol style="list-style-type: none"> <li>1. An athlete is any swimmer registered as an athlete member of USA Swimming. Athlete members must be eligible pursuant to USA Swimming and LSC Rules and Regulations.</li> <li>2. An Athlete Representative is any athlete elected or appointed to serve as a representative to the LSC. An athlete representative must be an athlete at the time of election or appointment. See 102.4 for college athletes</li> <li>3. The Athlete Committee is made up of the athlete representatives elected or appointed to serve as representatives for all athletes competing within the LSC.</li> <li>4. Officers of the Athlete Committee include the Senior Athlete Representative, Junior Athlete Representative, and the five (5) Zone Representatives. (Also defined as the LSC Athletes Executive Committee)</li> </ol> <p><b>B. Athlete Committee Composition</b></p> <ol style="list-style-type: none"> <li>1. The LSC Athlete Committee will consist of the Senior Athlete Representative, the Junior Athlete Representative, Zone Athlete Representatives, and Club Athlete Representatives.</li> <li>2. If a member of the Athlete Committee cannot fulfill the requirements of their position, an alternate shall fill the vacancy for the remainder of their term, pursuant to procedures established by the Athlete Committee.</li> <li>3. The Athlete Committee may establish written criteria for the internal governance of the Committee.</li> </ol> <p><b>C. Appointments</b></p> <ol style="list-style-type: none"> <li>1. The Athlete Committee Senior Athlete Representative and Junior Athlete Representative will, with the consent of the LSC General Chair, appoint at least three (3) at-large members to the Athlete Committee; and</li> <li>2. Five (5) Zone Representatives, appointed by the Zone Chairs, one for each Zone of Pacific Swimming(PC).</li> <li>3. Athlete representatives will be selected to each working committee by application to the PC Athlete Executive Committee, such that twenty percent (20%) of each working committee</li> </ol>	Refer to April BOD meeting	

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	<p>consists of athlete representatives.</p> <p>Applications will be opened in June and selections will be announced in July.</p> <ol style="list-style-type: none"> <li>4. There will be a one (1) year term limit for serving on LSC committees.</li> <li>5. An athlete representative may serve on one (1) committee unless otherwise approved by the Vice Chair of Program Development (VCPD). This does not include subcommittees.</li> </ol> <p>D. House of Delegates</p> <ol style="list-style-type: none"> <li>1. Athletes will constitute a minimum of twenty percent (20%) and maximum of thirty-three percent (33%) of the voting delegates.</li> <li>2. The Senior Athlete Representative, the Junior Athlete Representative, and the five (5) Zone Athlete Representatives will serve as voting members of the LSC House of Delegates</li> <li>3. Additional voting Athlete Representatives will be nominated by the Zone Athlete Representatives and approved by the AEC.</li> <li>4. The number of nominees per Zone will be determined by the number of registered clubs in each Zone by January 31 of the current year.</li> </ol> <p>E. Officers</p> <ol style="list-style-type: none"> <li>1. The Junior Representative will be elected at Spring HOD by the voting athletes</li> <li>2. Term of Office of the Junior and Senior Representative <ol style="list-style-type: none"> <li>a. Two Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. They shall be referred to as Junior Athlete Representative during the first year of their terms and as Senior Athlete Representative during the second year.</li> <li>b. At the time of election, the Athlete Representative must <ol style="list-style-type: none"> <li>i. be an athlete member in good standing</li> <li>ii. be at least a sophomore in high school or at least 16 years of age</li> <li>iii. be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by USA Swimming</li> <li>iv. have their place of permanent residence in Pacific Swimming and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education).</li> </ol> </li> <li>c. The balloting shall take place via electronic vote and/or at a meeting called for that purpose by the Athlete Committee, or failing that, at a time and in a manner designated by Board of Directors.</li> <li>d. At least twenty (20) days written notice of the election shall be given to all clubs. The election shall be conducted in accordance with Pacific Swimming Policy and Procedures.</li> </ol> </li> <li>3. Senior Athlete Representative responsibilities include: <ol style="list-style-type: none"> <li>a. Creation and sharing of the agenda prior to each meeting</li> </ol> </li> </ol>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<ul style="list-style-type: none"> <li>b. Attendance of BOD, HOD and Executive Meetings and any other Board Chairman appointed committees</li> <li>c. Submission of committee minutes to Board Secretary</li> <li>d. Giving reports from the Board and other committees to the Athlete Committee</li> </ul> <p>4. Junior Athlete Representative responsibilities include:</p> <ul style="list-style-type: none"> <li>a. Attendance of BOD, HOD and Executive Meetings and any other Board Chairman appointed committees</li> <li>b. Shall perform the duties of the Senior Athlete Representative when the latter is not able to be present at a Board or Committee meeting.</li> <li>c. Other duties as assigned by the Senior Athlete Representative.</li> </ul> <p>F. Appointed Members</p> <ul style="list-style-type: none"> <li>1. Term of Office of the Zone Representatives</li> <li>2. The five (5) Zone Representatives are appointed by the Zone Chairs with no term limit. <ul style="list-style-type: none"> <li>a. Responsibilities of the Zone Athlete Representative include but are not limited to: <ul style="list-style-type: none"> <li>b. Attending Zone meetings</li> <li>c. Providing a Zone report at Athlete Committee meetings</li> <li>d. Performing other duties as requested by the Zone Board</li> <li>e. Coordinating communications with Club Athlete Representative in their Zone</li> <li>f. Submitting a list of nominees for the HOD to the AEC</li> </ul> </li> </ul> </li> <li>3. A Club Representative is appointed by the club Head Coach. Each club may have a minimum of one representative per practice site. Refer to the Athlete Representative Handbook at <a href="http://pacswwim.org">pacswwim.org</a> for duties and responsibilities.</li> </ul> <p>G. Ex-Officio Member</p> <ul style="list-style-type: none"> <li>1. Ex-officio members must be in compliance with LSC eligibility</li> <li>2. Eligibility <ul style="list-style-type: none"> <li>a. Ex-officio Athlete Committee members shall have been elected or appointed to the LSC Board of Directors as an athlete representative, and shall not be currently a serving Board member.</li> <li>b. Members of USA Swimming National Committees who represent or represented a LSC club team shall serve as ex-officio Athlete Committee members.</li> </ul> </li> <li>3. Appointment <ul style="list-style-type: none"> <li>a. The immediate past Senior Athlete Representative shall be appointed to the Athlete Committee.</li> <li>b. The Senior Representative may appoint additional past Senior Athlete Representatives to serve on the Athlete Committee at their discretion.</li> </ul> </li> </ul>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>4. Term of Office</p> <p>a. The immediate past Senior Athlete Representative may serve a year long term as ex-officio Athlete Committee member or as long as they serve as an Athlete Representative on a National Committee. The Senior Athlete Representative may appoint additional ex-officio members at their discretion.</p> <p>5. Ex-officio members shall have a voice but no vote on the Athlete Committee.</p> <p>H. Frequency of Meetings</p> <p>1. The Athlete Committee will meet monthly unless the committee agrees to cancel.</p> <p>2. Any officer may call a special meeting of the AEC at any time.</p> <p>I. Notice of Meetings</p> <p>1. Seven (7) day notice is required for any meeting and must include the agenda. An email sent to all committee members constitutes notice.</p> <p>2. Committee members are responsible for keeping their current email address on record.</p> <p>J. Cancellation of Meetings</p> <p>1. At the discretion of the Senior Athlete Representative, meetings may be cancelled due to lack of agenda or lack of committee availability.</p> <p>K. Quorum of AEC</p> <p>1. Five (5) of the seven (7) voting members constitute a quorum for the AEC.</p> <p>L. Voting</p> <p>1. In all matters that require the action of the committee a simple majority of those voting members present will determine the committee's course of action.</p> <p>2. All teams may have one designated athlete representative participate in the vote, regardless of number of sites or representatives.</p> <p>M. Attendance of Athlete Representatives</p> <p>1. Athlete Executive Committee members shall be present at all scheduled Athlete Committee meetings to maintain eligibility to serve</p> <p>2. An absence shall be considered unexcused if an appointed member or elected member fails to notify the Senior or Junior Athlete Representative or Vice Chair of Program Development of their absence prior to the time of meeting. An email sent to the Senior or Junior Athlete Representative or Vice Chair of Program Development constitutes notice.</p> <p>3. Barring uncontrollable and unforeseen circumstances, two unexcused absences over the course of a term shall result in removal from the Athlete Executive Committee and other LSC committees.</p>		

TOPIC	DISCUSSION - CONCLUSION	RECOMMENDATION/ ACTION	FOLLOW- UP DATE
	<p>4. Barring uncontrollable and unforeseen circumstances, three unexcused absences over the course of a term shall result in removal from the Athlete Committee and other LSC committees.</p> <p><b>N. Removal from Committee</b></p> <p>1. The Senior and Junior Athlete Representative may with the advice and consent of the LSC General Chair, remove any member from the Athlete Committee who fails to meet the expectations outlined in the USA Swimming Code of Conduct, LSC Bylaws and Policies or the Athlete Committee Guidelines.</p> <p>Jivana Nagpal, Athlete Committee (P&amp;P, 30 days)</p>		
<b>Next Meeting</b>	BOD April 21, 2021 at 7:30 pm via Zoom		
<b>Meeting Adjourned</b>	10:05 PM		

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

2102MFT01 Registration and Membership Fees

SECTION 1  
ADMINISTRATION OF THE SWIMMING PROGRAM

## A. REGISTRATION AND MEMBERSHIP

### 1. CATEGORIES

ALL ATHLETES WHO PARTICIPATE IN PRACTICES WITH MEMBER CLUBS OR MEETS SANCTIONED BY PACIFIC SWIMMING SHALL BE REGISTERED WITH USA SWIMMING AS ATHLETE MEMBERS. ALL COACHES WHO ARE ON DECK AT PRACTICES AND/OR MEETS SHALL MEET SPECIAL TRAINING REQUIREMENTS TO QUALIFY FOR COACH MEMBERSHIP AS REQUIRED BY USA SWIMMING. ALL OFFICIALS AND OTHER NON-ATHLETE MEMBERS SHALL COMPLETE CRIMINAL BACKGROUND CHECKS AND ATHLETE PROTECTION EDUCATION AS REQUIRED BY USA SWIMMING. IN ORDER TO MEET THE REQUIREMENTS FOR CLUB MEMBERSHIP, THE CLUB SHALL HAVE AT LEAST ONE COACH MEMBER AND ONE ATHLETE MEMBER. ALL MEET DIRECTORS AND DECK OFFICIALS SHALL BE NON-ATHLETE MEMBERS.

### 2. REGISTRATION PERIODS

ATHLETES MAY REGISTER FOR A FULL YEAR, A SUMMER SEASON AND/OR A FALL SEASON. THEY ARE OFFERED A SINGLE CONTINUOUS 30-DAY TRY OUT PERIOD WHEN FIRST JOINING USA SWIMMING, DURING WHICH TIME REGISTRATION IS NOT REQUIRED. THE PERIOD ENDS AFTER 30 DAYS OR UPON SUBMITTING AN ENTRY FOR A MEET, WHICHEVER IS EARLIER.

### 3. APPLICATIONS

THE REGISTRATION AND MEMBERSHIP CHAIRS HANDLE ATHLETE REGISTRATION, NON-ATHLETE MEMBERSHIP AND CLUB MEMBERSHIP. CLUB NAMES AND ABBREVIATIONS SHALL BE APPROVED PER PACIFIC SWIMMING'S POLICIES AND PROCEDURES. THE CURRENT OFFICIAL FORM(S) MAY BE OBTAINED FROM THE CHAIR. REFUNDS OF DUPLICATE REGISTRATIONS/MEMBERSHIPS WILL BE MADE UPON APPROVAL OF THE CHAIR.

#### 4 Registration and Membership Fees

- a. The Registration fee for a Premium Athlete shall be the USA Swimming Premium Athlete registration fee plus \$18.00.
- b. The Registration fee for a Seasonal Athlete shall be the USA Swimming Seasonal Athlete registration fee plus \$15.00.
- c. The Registration fee for an Outreach Athlete shall be the USA Swimming Outreach Athlete registration fee.
- d. The Registration fee for a Coach Non - Athlete shall be the USA Swimming Non - Athlete registration fee plus \$18.00.
- e. The Registration fee for an Official and Other Non-Coach Non - Athlete shall be the USA Swimming Non - Athlete registration fee plus \$8.
- f. The Registration fee for an Outreach Non-Coach Non - Athlete shall be \$5.00.
- g. The membership fee for an Annual Club shall be the USA Swimming Annual Club membership fee plus \$155.00.
- h. The membership fee for a Seasonal Club shall be the USA Swimming Seasonal Club membership fee plus \$100.00.

- i. The membership fee for an Outreach Club shall be the USA Swimming Annual Club membership fee.
  - a. An Outreach Club shall be designated annually if the Outreach membership is twenty percent (20%) of the total athlete membership during the previous or prior swim year.

**5. ~~4.~~ TRANSFERS AND CHANGES**

AN ATHLETE WHO CHANGES CLUBS, INTRA-LSC OR INTER-LSC, SHALL WAIT FOR 120 DAYS AFTER HIS/HER LAST COMPETITION REPRESENTING THE OLD CLUB BEFORE REPRESENTING THE NEW CLUB IN COMPETITION. THE ATHLETE SHALL COMPETE AS AN UNATTACHED ATHLETE DURING THE 120-DAY PERIOD. THE ATHLETE SHALL NOTIFY THE REGISTRATION CHAIR OF THE DATE OF LAST COMPETITION WITH THE OLD CLUB BY COMPLETING A TRANSFER FORM.

- a. Pacific Swimming shall charge a \$15 fee for all athlete transfers between two clubs within Pacific Swimming. Outreach athletes are exempt from this fee.

**6. ~~5.~~ HIGH SCHOOL/COLLEGE COMPETITION**

CALIFORNIA INTERSCHOLASTIC FEDERATION (CIF) DOES NOT PENALIZE USA SWIMMING MEMBERS FOR SWIMMING ATTACHED TO THEIR LOCAL SWIM CLUBS DURING HIGH SCHOOL SEASON FOR THE SECTIONALS AND NATIONAL CHAMPIONSHIP MEETS. HOWEVER, THE CIF DOES REQUIRE THAT IN ANY OTHER USA SWIMMING OR PACIFIC SWIMMING MEET HELD DURING THE HIGH SCHOOL CLUB SEASON, ATHLETES SHALL COMPETE UNATTACHED. IT IS THE CIF ATHLETE'S RESPONSIBILITY TO BE UNATTACHED FOR THESE MEETS.

**7. ~~6.~~ RESPONSIBILITY**

THE CLUB SHALL ENSURE THAT ALL OF ITS ATHLETES, COACHES, OFFICIALS, **BOARD MEMBERS** AND MEET DIRECTORS ARE MEMBERS OF USA SWIMMING. THE MEET DIRECTOR SHALL ENSURE THAT ALL ATHLETES, COACHES, AND OFFICIALS PARTICIPATING IN A MEET ARE MEMBERS OF USA SWIMMING.

2102MFT0: Meet Entry Fees

SECTION 2  
SWIM MEET PREPARATION  
**B. ENTRY FEES**

1. ENTRY FEES SHALL BE CHARGED FOR EACH MEET CATEGORY. THE MEET HOST IS NOT REQUIRED TO ACCEPT ENTRIES THAT DO NOT INCLUDE APPLICABLE FEES. PARTICIPATION FEES CANNOT BE CHARGED UNLESS ENTRY FEES ARE CHARGED.

Meet Category	Individual Entry Fees			Relay Entry Fees		
	Total Fee	To Host	Due PC	Total Fee	To Host	Due PC

	LSC MEETS					
Preliminaries and Finals Senior Meets	<del>\$7.50</del> \$8.50	<del>\$5.25</del> \$5.95	<del>\$2.25</del> \$2.55	\$20.00	\$14.00	\$6.00
Timed Finals Senior Meets	<del>\$6.50</del> \$7.00	<del>\$4.55</del> \$4.90	<del>\$1.95</del> \$2.10	\$20.00	\$14.00	\$6.00
JO Championships	<del>\$7.50</del> \$8.00	<del>\$5.25</del> \$5.60	<del>\$2.25</del> \$2.40	\$20.00	\$14.00	\$6.00
FW Championships FW Championships Athletes	- <del>\$10.00</del> \$12.00	- <del>\$7.00</del> \$8.40	- <del>\$3.00</del> \$3.60	\$20.00	\$14.00	\$6.00
	AGE GROUP MEETS					
Other Preliminaries and Finals Meets	<del>\$5.50</del> \$6.00	<del>\$3.85</del> \$4.20	<del>\$1.65</del> \$1.80	\$16.00	\$11.20	\$4.80
Age Group Meets	<del>\$4.00</del> \$4.50	<del>\$2.80</del> \$3.15	\$1.20 \$1.35	\$9.00	\$6.30	\$2.70
	"OTHER"					
Time Trials	\$50.00 flat fee (includes sanction fee)					
Late Entry Fees	As described in meet announcement					

NOTES:

- a. Multi-class meets - applicable fee will be that of the highest category included in the meet
- b. Host clubs may impose a participation fee not to exceed \$8.00 for short course meets and \$14.00 ~~10.00~~ for long course meets per athlete to help defray meet expenses. Host clubs of meets scheduled by Zone 4 may increase the foregoing participation fee amounts by \$1.00 per athlete to help defray expenses of the Zone. Relay-only athletes are exempt from this surcharge, except in relay-only meets.
- c. **If permitted in the meet announcement, any late entry fees collected from a preliminary and finals meet shall be distributed 30% to Pacific Swimming and 70% to the host club**
- d. Leagues charging entry fees shall pay the Pacific Swimming portion applicable to amount of entry fee as listed above.
- e. Alternative entry formats for Dual, Tri, Quad, Closed Invitational and Super League are found in the Policies and Procedures

f. The Pacific Swimming fee does not apply to Disability Swimming Meets

**2102MFT03: New Membership Category - Outreach Member and Outreach Club**

SECTION IV  
MEMBERSHIP AND REGISTRATION

A. MEMBERSHIP AND REGISTRATION

1. ATHLETES ARE REGISTERED ONCE THE CHAIR (OR AUTHORIZED DEPUTY) RECEIVES AND ACCEPTS THE OFFICIAL APPLICATION FORM AND FEE (CHECKS SHOULD BE PAYABLE TO PACIFIC SWIMMING).
2. NON-ATHLETES ARE MEMBERS ONCE THE CHAIR (OR AUTHORIZED DEPUTY) RECEIVES AND ACCEPTS THE OFFICIAL APPLICATION FORM, FEE (CHECKS SHOULD BE PAYABLE TO PACIFIC SWIMMING) AND THE ADDITIONAL REQUIREMENTS FOR THE APPROPRIATE MEMBERSHIP TYPE.
3. HIGH SCHOOL AND COLLEGE ATHLETES, FOR REGISTRATION PURPOSES **ONLY**, ARE AUTOMATICALLY CONSIDERED UNATTACHED DURING THEIR COMPETITION SEASONS AND DO NOT NEED TO CHANGE THEIR REGISTRATION STATUS WITH THE PACIFIC SWIMMING REGISTRATION CHAIR. HOWEVER, ATHLETES PLANNING TO CHANGE THEIR CLUB AFFILIATION DURING THIS PERIOD AND USE THE HIGH SCHOOL SEASON AS PART OF THEIR 120-DAY UNATTACHED PERIOD SHOULD COMPLETE A TRANSFER/CHANGE FORM AND SEND IT TO THE PACIFIC SWIMMING REGISTRATION CHAIR.
4. NO INFORMATION REGARDING ANY GROUP OR INDIVIDUAL USA SWIMMING MEMBERS MAY BE PROVIDED FOR COMMERCIAL PURPOSES.
5. CLUB NAME AND CLUB CODE CHANGES SHALL BE APPROVED BY THE MEMBERSHIP CHAIR, AND THE BOARD OF DIRECTORS OR THE GENERAL CHAIR.
6. THE TRANSFER/CHANGE FORM CAN ALSO BE USED TO CHANGE AN ADDRESS, TELEPHONE NUMBER, ETC.
7. PACIFIC SWIMMING SHALL PRESENT THE OUTSTANDING SERVICE AWARD (VOLUNTEER OF THE YEAR) RECIPIENT(S) A LIFETIME MEMBERSHIP IN USA SWIMMING.
8. UPON THE COMPLETION OF TWO CONSECUTIVE 2-YEAR TERMS IN OFFICE, PACIFIC SWIMMING SHALL PRESENT THE RETIRING GENERAL CHAIR A LIFE MEMBERSHIP IN USA SWIMMING.
9. PACIFIC SWIMMING SHALL PARTICIPATE IN THE USA SWIMMING OUTREACH PROGRAM AND OFFER REGISTRATION AT THE USA SWIMMING REGISTRATION FEE OF \$5.00 WITH NO ADDITIONAL FEES TO PACIFIC SWIMMING.
  - a. The criteria for eligibility shall be that the athlete's family meets the eligibility requirements of one of the following:

**(1) Free School Lunch Program**

**(2) Food Stamps**

**(3) State of California Benefits Identification Card**

**(4) Family income at or below the state poverty level (or 200% of the Federal Poverty Level)**

b. Copies of the eligibility documents shall be submitted to the Membership Chair for qualification verification.

10. Pacific Swimming shall offer an Outreach Non-Coach Non-Athlete registration to individuals. The Outreach Non-Coach Non-Athlete Registration Fee shall be \$5.00.

a. Individuals whose athlete or household meets one or more of the Pacific Swimming Outreach Program criteria, as defined in A.9 above shall be eligible if they meet the following additional criteria:

1) The individual shall register as a Non-Coach Non-Athlete member.

2) The individual shall initiate a Level 2 Background check.

3) The individual shall complete Athlete Protection Training (APT) and any other required training or certification.

4) If the individual serves on a club's Board of Directors, they shall be elected or appointed to the position.

5) Individuals that are required to be Non-Coach Non-Athlete members, including, but not limited to Chaperones, Meet Directors and Head Marshals, shall be selected by their club to serve at a sanctioned event.

6) The individual who serves as an Official for a member club must also meet the following:

a. The individual shall complete Concussion Training and any other required training or certification.

b. Officials shall pass all required tests and progress to minimum LSC certification or meet the minimum requirements for re-certification.

11. Pacific Swimming shall offer Outreach Club status to member Clubs whose Outreach athlete membership is twenty percent (20%) or more of the total premium athlete membership. The percentage of athlete outreach members shall be based on the prior year's premium membership numbers as of August 15. Qualifying clubs shall be notified prior to receiving their annual registration information packet. This program shall be reviewed on an annual basis.

~~1240.~~ Pacific Swimming shall pay the registration expenses (registration and background check fees) for Pacific Swimming Staff and all members of the Board of Directors.