



**Pacific Northwest Swimming Association
Board of Directors
Manual**

03/01/2021

BYLAWS

TABLE OF CONTENTS

ARTICLE 1 - NAME, OBJECTIVES, TERRITORY AND JURISDICTION

ARTICLE 2 - MEMBERSHIP

- 2.1 MEMBERS
- 2.2 MEMBERS' RESPONSIBILITIES

ARTICLE 3 - DUES AND FEES

- 3.1 MEMBERSHIP FEES
- 3.2 SANCTION, APPROVAL AND OTHER FEES
- 3.3 FAILURE TO PAY

ARTICLE 4 - HOUSE OF DELEGATES

- 4.1 MEMBERS
- 4.2 ELIGIBILITY
- 4.3 DOUBLE VOTE PROHIBITED
- 4.4 VOICE AND VOTING RIGHTS OF MEMBERS
- 4.5 DUTIES AND POWERS
- 4.6 ANNUAL AND REGULAR MEETINGS
- 4.7 SPECIAL MEETINGS
- 4.8 MEETING LOCATION AND TIME
- 4.9 OPEN MEETINGS/CLOSED SESSIONS
- 4.10 QUORUM
- 4.11 VOTING
- 4.12 MAIL/ELECTRONIC VOTE
- 4.13 PROXY VOTE
- 4.14 NOTICES

ARTICLE 5 - BOARD OF DIRECTORS

- 5.1 MEMBERS
- 5.2 AT-LARGE BOARD MEMBERS
- 5.3 EX-OFFICIO MEMBERS
- 5.4 LIMITATIONS
- 5.5 VOICE AND VOTING RIGHTS OF BOARD MEMBERS
- 5.6 DUTIES AND POWERS
- 5.7 MEETINGS
- 5.8 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT
- 5.9 REGULAR MEETINGS
- 5.10 SPECIAL MEETINGS
- 5.11 QUORUM
- 5.12 VOTING
- 5.13 PROXY VOTE
- 5.14 ACTION BY WRITTEN CONSENT
- 5.15 MAIL/ELECTRONIC VOTE
- 5.16 NOTICES

ARTICLE 6 - OFFICERS AND DIRECTORS

- 6.1 OFFICERS
- 6.2 OTHER DIRECTORS
- 6.3 ELIGIBILITY
- 6.4 DOUBLE VOTE PROHIBITED
- 6.5 OFFICES SPLIT OR COMBINED
- 6.6 TERMS OF OFFICE
- 6.7 DUTIES
- 6.8 RESIGNATIONS
- 6.9 VACANCIES AND INCAPACITIES
- 6.10 REMOVAL OF DIRECTORS
- 6.11 OFFICERS' POWERS GENERALLY

- 6.12 DEPOSITORIES AND BANKING AUTHORITY

ARTICLE 7 - DIVISIONS, COMMITTEES AND COORDINATORS

- 7.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS
- 7.2 ELECTED, EX OFFICIO AND APPOINTED CHAIRS AND COORDINATORS
- 7.3 COMMITTEES
- 7.4 STANDING COMMITTEES & COORDINATORS
- 7.5 DUTIES OF CHAIRS AND COORDINATORS GENERALLY
- 7.6 DUTIES OF COMMITTEES GENERALLY
- 7.7 REGULAR AND SPECIAL MEETINGS
- 7.8 OPEN MEETING/CLOSED SESSIONS
- 7.9 VOICE AND VOTING RIGHTS OF COMMITTEE MEMBERS
- 7.10 ACTION BY WRITTEN CONSENT
- 7.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT
- 7.12 QUORUM
- 7.13 VOTING
- 7.14 PROXY VOTE
- 7.15 NOTICES
- 7.16 RESIGNATIONS
- 7.17 VACANCIES
- 7.18 DELEGATION
- 7.19 APPLICATION TO COMMITTEES

ARTICLE 8 - ANNUAL AUDIT, REPORTS AND REMITTANCES

ARTICLE 9 - ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION

- 9.1 NON-PROFIT AND CHARITABLE PURPOSES
- 9.2 DEDICATION OF ASSETS, ETC.
- 9.3 AMENDMENTS
- 9. DISSOLUTION

ARTICLE 10 - INDEMNIFICATION

- 10.1 INDEMNITY
- 10.2 EXCLUSION
- 10.3 INDEMNIFIED PERSONS
- 10.4 EXTENT OF INDEMNITY
- 10.5 SUCCESSORS, ETC.

ARTICLE 11 - PARLIAMENTARY AUTHORITY

ARTICLE 12 - MISCELLANEOUS

- 12.1 EFFECT OF STATE LAW CHANGES (SEVERABILITY)
- 12.2 FISCAL YEAR
- 12.3 TAX STATUS; INTERPRETATION OF BYLAWS

ARTICLE 13 - INTENTIONALLY DELETED

ARTICLE 14 - DEFINITIONS, CONVENTIONS AND RULES OF INTERPRETATION

- 14.1 CONVENTIONS
- 14.2 DEFINITIONS

POLICIES

TABLE OF CONTENTS

[AD-97-01 REGISTRATION RULES AND PROCEDURES](#)

[AD-97-02 CLASSES OF SWIMMING COMPETITION](#)

[AD-97-03 MEET SCHEDULING AND SANCTIONING](#)

[AD-97-04 PNS RECORDS](#)

[AD-97-05 PNS TRAVEL FUND](#)

[AD-97-06 MEET ANNOUNCEMENT SHEETS](#)

[AD-97-07 RULES AND POLICIES FOR THE CONDUCT OF MEETS](#)

[AD-97-08 MEET ENTRY ELIGIBILITY AND ENTRY TIMES](#)

[AD-01-01 PNS LOGO USE POLICY](#)

[AD-02-01 RECOGNITION OF ALTERNATE TIMES](#)

[AD-05-01 NEW CLUB MEMBERSHIP POLICY](#)

[AD-06-01 SELECTION FOR PNS HALL OF FAME](#)

[AD-06-02 INVESTMENT POLICY STATEMENT](#)

[AD-06-04 MEMBER PERSONAL INFORMATION PRIVACY](#)

[AD-06-05 OPERATING COMMITTEES](#)

[AD-07-01 CONFLICT OF INTEREST POLICY](#)

[AD-08-01 TRAVEL TEAM MEDICAL RELEASE](#)

[AD-14-01 TRAVEL \(VOLUNTEER\) & EXPENSE REIMBURSEMENT POLICY](#)

[AD-17-01 PNS ECONOMIC INCLUSION](#)

[AD-18-01 PNS TEAM TRAVEL POLICY](#)

[AD-18-02 PNS TEAM CODE OF CONDUCT](#)

[AD-20-05 FINANCIAL CRISIS POLICY](#)

COMMITTEE LIST

COMMITTEE MEMBERS

BYLAWS

To the extent these bylaws conflict with applicable law, applicable law prevails.

Bylaws of
Pacific Northwest Swimming Association
January 1, 2021



ARTICLE 1
NAME, OBJECTIVES, TERRITORY AND JURISDICTION

- 1.1 NAME - The name of the corporation shall be Pacific Northwest Swimming Association. (PNSA).
- 1.2 OBJECTIVES - The objectives and primary purpose of PNSA shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. PNSA shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of FINA, USA Swimming, and PNSA and its Articles of Incorporation.
- 1.3 GEOGRAPHIC TERRITORY - The geographic territory of PNSA is as set forth in Article 603 of the USA Swimming Rules and Regulations.
- 1.4 JURISDICTION - PNSA shall have jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee by USA Swimming to conduct swimming programs consistent with PNSA's objectives and those of USA Swimming and to sanction, approve, observe and oversee competitive swimming events within the Territory and to conduct competitive swimming events within the Territory, its Region and its Zone (as those terms are defined in Part Six of the USA Swimming Rules and Regulations). PNSA shall discharge faithfully its duties and obligations as a Local Swimming Committee of USA Swimming in accordance with these Bylaws, the USA Swimming Rules and Regulations and all applicable policies and procedures.
- 1.5 COMPLIANCE WITH USA SWIMMING AGREEMENTS – PNSA shall comply with all agreements between PNSA and USA Swimming.

ARTICLE 2
MEMBERSHIP

- 2.1 MEMBERS - The membership of PNSA shall consist of the clubs, organizations and individuals who have registered with PNSA as set forth in the USA Swimming Corporate Bylaws, including the optional categories of Affiliated Group Members and Seasonal Club members.
 - .1 MEMBERS - A Member's status is subject to the Member's continued satisfaction of the criteria for membership and compliance with the Member's responsibilities under these Bylaws, the USA Swimming Corporate Bylaws, the rules, regulations, policies, procedures and code of conduct of PNSA and USA Swimming.
 - .2 MEMBERSHIP A PRIVILEGE NOT A RIGHT - Membership in PNSA and USA Swimming is a privilege and shall not be interpreted as a right. Membership may be terminated by the National Board of Review or the U.S. Center for SafeSport in accordance with Part Four of the USA Swimming Rules and Regulations.
- 2.2 MEMBERS' RESPONSIBILITIES
 - .1 COMPLIANCE - Each Group and Individual Member shall abide by the codes of conduct and ethics, policies, procedures, rules and regulations adopted by USA Swimming and PNSA, including its obligations and responsibilities set forth in these Bylaws.

- .2 RESPONSIBILITY FOR INFRACTIONS - A Group Member or Individual Member, as defined in USA Swimming Corporate Bylaws, may be held responsible for infractions of the policies, procedures, rules, regulations or codes of conduct or ethics adopted by USA Swimming or PNSA, including its responsibilities as set forth in these Bylaws.

ARTICLE 3 DUES AND FEES

- 3.1 MEMBERSHIP FEES - Membership fees shall be as established in the USA Swimming Corporate Bylaws. Local fees, as permitted, shall be as established by the PNSA Board of Directors.
- 3.2 SANCTION, APPROVAL AND OTHER FEES
 - .1 SANCTION AND APPROVAL FEES - The PNSA Board of Directors shall establish reasonable fees, procedures, and documentation required of an applicant for a sanction or approval for, or observation of, a swimming competition to be conducted within the Territory.
 - .2 SERVICE CHARGES - In addition to, or in place of, a sanction or approval fee, the PNSA Board of Directors may establish a reasonable service charge consistent with the nature of the event.
 - .3 PAYMENT - Each applicant for a sanction, approval or observation shall submit with its application the fees and any service charges specified by PNSA. If any of the sanction or approval fees or service charges are due at a time following the submission for sanction or approval, the applicant shall promptly pay those fees or service charges to PNSA when due in accordance with PNSA's fee schedule.
 - .4 FINES - The PNSA Board of Directors may establish fines for noncompliance with policies adopted by the PNSA House of Delegates and/or the Board of Directors.
- 3.3 FAILURE TO PAY - Membership rights may be suspended in accordance with the USA Swimming Corporate Bylaws (Delinquent Dues and Fees)

ARTICLE 4 HOUSE OF DELEGATES

- 4.1 MEMBERS - The House of Delegates of PNSA shall consist of the Group Member Representatives, the Board of Director Members, the Non-Athlete At-Large House Members, and Athlete At-Large House Members.
 - .1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from its membership a Non-Athlete -Non-Coach, Coach and Athlete Member Representatives and one or more alternates for each. The appointment shall be in writing, addressed to the Secretary of PNSA and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw one or more of its Group Member Representatives or one or more of its alternates and substitute new Group Member Representatives or new alternates by written notice, addressed to the Secretary of PNSA and signed by the chief executive officer or secretary of the appointing Group Member. The non-athlete/non-coach representative of any Group Member is not required to be an Individual Member of PNSA or USA Swimming.
 - .2 BOARD OF DIRECTORS - Board of Director Members as designated in Section 5.
 - .3 NON-ATHLETE AT-LARGE HOUSE MEMBERS - Up to ten (10) non-athlete members of the House of Delegates may be appointed as At-Large House Members by the General Chair with the advice and consent of the Board of Directors. At-Large House Members shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.
 - .4 ATHLETE AT-LARGE HOUSE MEMBERS - A sufficient number of athletes to ensure that Athlete Members constitute at least 20% of the voting membership of the House of Delegates may be appointed by the General Chair with the advice and consent of the Board of Directors and shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.
- 4.2 ELIGIBILITY - Only Individual Members in good standing shall be eligible to be elected or appointed as at-large members of the House of Delegates.
- 4.3 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in House of Delegates meetings may only have one vote regardless of the number of positions held by such member.
- 4.4 VOICE AND VOTING RIGHTS OF MEMBERS - The voice and voting rights of members of the House of Delegates and of individuals shall be as follows:

- .1 GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, AND AT-LARGE HOUSE MEMBERS - Each of the Group Member Representatives, the Board Members, and the At-Large House Members shall have both voice and vote in meetings of the House of Delegates.
- .2 INDIVIDUALS - Individuals who are not members of the House of Delegates may attend open meetings of the House of Delegates and its committees and be heard at the discretion of the presiding officer.
- 4.5 DUTIES AND POWERS - The House of Delegates shall oversee the establishment of policies, procedures and programs. In addition to the duties and powers prescribed in the USA Swimming Rules and Regulations, USA Swimming Corporate Bylaws, or elsewhere in these Bylaws, the House of Delegates shall:
 - .1 Elect the officers, Non-Athlete At-Large Board Members, and the committee chairs and coordinators listed in Articles 6 and 7;
 - .2 Elect alternates to the USA Swimming House of Delegates in accordance with the USA Swimming Corporate Bylaws;
 - .3 Review, modify and adopt the annual budget of PNSA recommended by the Board of Directors;
 - .4 Call regular and special meetings of the House of Delegates;
 - .5 Ratify or prospectively modify or rescind policy and program established by the Board of Directors, except any action or authorization by the Board of Directors with respect to contracts or upon which any person may have relied shall not be modified or rescinded;
 - .6 Establish joint administrative committees, or undertake joint activities with other sports organizations where deemed helpful or necessary by PNSA;
 - .7 Amend the Bylaws of PNSA in accordance with Section 9.3; and
 - .8 Remove from office any persons elected by the House of Delegates (Board Members, or committee chairs or coordinators) who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the National Board of Review for any of the reasons set forth in Article 404 of USA Swimming Rules and Regulations. However, no such individual may be removed without receiving thirty (30) days' written notice by the Secretary or other officer designated by the House of Delegates specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reason and an opportunity to respond in writing within twenty (20) days to such allegations.
- 4.6 ANNUAL AND REGULAR MEETINGS - The annual meeting of the House of Delegates of PNSA will be held in the spring. If the annual meeting cannot be held in the spring, the Board of Directors will determine a new date and time to hold the meeting. All members will be provided notice of the annual meeting consistent with the bylaws. Regular meetings of the House of Delegates may be held in accordance with a schedule adopted by the Board of Directors.
- 4.7 SPECIAL MEETINGS - Special meetings of the House of Delegates may be called by the Board of Directors or the General Chair. Should the Board of Directors or the General Chair fail to call the annual or scheduled regular meetings or should a special meeting be appropriate or helpful, a meeting of the House of Delegates may be called by a petition signed by at least ten (10) group members of the House of Delegates.
- 4.8 MEETING LOCATION AND TIME - All meetings of the House of Delegates shall take place at a site within the Territory. The House of Delegates or the Board of Directors shall determine the location and time of all meetings of the House of Delegates. If federal, state, or local law, policy, or regulation prohibits physical gathering sufficient to conduct a House of Delegates meeting within the Territory, a House of Delegates meeting may be conducted through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. In that circumstance, participation by such means shall constitute presence at that meeting.
- 4.9 OPEN MEETINGS/CLOSED SESSIONS - House of Delegates meetings shall be open to all members of PNSA. Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of PNSA shall be deliberated and decided in a closed session which only House of Delegates members may attend. By a majority vote, the House of Delegates may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the House of Delegates.
- 4.10 QUORUM - A quorum of the House of Delegates shall consist of those members present and voting.
- 4.11 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the House of Delegates shall be determined by a majority vote.
- 4.12 MAIL/ELECTRONIC VOTE - If unable to hold an in-person meeting, voting on any action which may be taken at any regular or special meeting of the House of Delegates, may be taken by (1) first class mail, postage

prepaid, (2) email, with a ballot distributed to every Delegate entitled to vote on the matter, or (3) other electronic transmissions. The ballot shall set forth the name of each candidate or proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 4.14) within which to return the ballot to the Secretary at a designated address, location or electronic system. Action by ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

4.13 PROXY VOTE - Voting by proxy in any meeting of the House of Delegates shall not be permitted.

4.14 NOTICES

.1 TIME - Not less than twenty (20) days' written notice shall be given to each member of the House of Delegates for any annual, regular or special meeting of the House of Delegates. See Section 14.1.3 for the various permitted means of notice.

.2 INFORMATION - The notice of a meeting shall contain the time, date and site. For special meetings of the House of Delegates, the expected purpose (which may be general) of the meeting shall be stated. If an expected purpose is the amendment of the Bylaws, a copy of the proposed amendment shall be included in the notice. Failure to have included in the notice any germane amendments subsequently adopted by the House of Delegates at the noticed meeting shall not be the basis for any claim that the amendments as so adopted are invalid.

ARTICLE 5 BOARD OF DIRECTORS

5.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, and representatives of PNSA, together with those additional members designated in Sections 5.2 and 5.3:

- .1 General Chair
- .2 Administrative Vice-Chair
- .3 Senior Vice Chair
- .4 Age Group Vice Chair
- .5 Program Development Vice Chair
- .6 Program Operations Vice Chair
- .7 Finance Vice Chair
- .8 Secretary
- .9 Treasurer
- .10 Coach Representatives (2)
- .11 Athlete Representatives (2)
- .12 Safe Sport/Operational Risk Chair
- .13 Officials Chair
- .14 At-Large Athlete Board Members [as needed]

5.2 AT-LARGE BOARD MEMBERS - The House of Delegates shall specify three (3) At-Large positions. Any reduction in the number of At-Large Board Members shall not take effect until the terms of office of the incumbents expire or become vacant. The Board of Directors shall have three (3) At-Large Board Members elected by the House of Delegates, two (2) in even numbered years, and one (1) in odd numbered years, each to serve a two-year term. Additionally, a minimum of two athlete members shall be elected as At-Large Board Members. If necessary, additional athletes-at-large shall be elected such that athletes constitute at least twenty percent (20%) of the voting membership of the Board of Directors at any given time (taking into account the Athlete Representatives). The Athlete At-Large Board Members shall meet the same requirements and be elected at the same time and place as the Athlete Representatives set forth in Section 6.2.1. All At-Large Board Members shall hold office from the date of their election or appointment through the conclusion of the second annual meeting of the House of Delegates following such election or appointment, or until their successors are elected or appointed.

5.3 EX-OFFICIO MEMBERS - The following persons shall be ex-officio members of the Board of Directors: The Immediate Past General Chair of PNSA, Members of the USA Swimming Board of Directors, and USA Swimming Committee Chairs.

5.4 LIMITATIONS -

.1 No employee of PNSA may serve as a voting member of the Board of Directors.

5.5 VOICE AND VOTING RIGHTS OF BOARD MEMBERS - The voice and voting rights of Board Members and individuals shall be as follows:

- .1 BOARD MEMBERS - Each Board Member (other than the ex-officio members) shall have both voice and vote in meetings of the Board of Directors and its committees.
 - .2 EX-OFFICIO BOARD MEMBER - Unless entitled to vote under another provision of these Bylaws, the ex-officio members shall have voice but no vote in meetings of the Board of Directors and its committees.
 - .3 GENERAL - Anyone may attend open meetings of the Board of Directors and its committees and be heard at the discretion of the presiding officer.
- 5.6 DUTIES AND POWERS - The Board of Directors shall act for PNSA and the House of Delegates during the intervals between meetings of the House of Delegates, except that it shall not remove a Board Member, or other person not appointed by the Board of Directors or amend these Bylaws. Any actions taken are subject to the exercise by the House of Delegates of its powers of ratification or prospective modification or rescission. In addition to the powers and duties prescribed in the USA Swimming Rules and Regulations or elsewhere in these Bylaws, the Board of Directors shall have the power and it shall be its duty to:
- .1 Establish and direct policies, procedures and programs for PNSA;
 - .2 Oversee the conduct by the officers and staff of PNSA of the day-to-day management of the affairs of PNSA;
 - .3 Elect Athlete At-Large Board Members if they are not elected in a timely fashion;
 - .4 Provide advice and consent to appointments proposed by the General Chair as required under these Bylaws or the PNSA Policies and Procedures;
 - .5 Cause the preparation and presentation to the House of Delegates of the annual budget of PNSA and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
 - .6 Approve the annual review/audit;
 - .7 Call regular or special meetings of the Board of Directors or the House of Delegates;
 - .8 Retain such independent contractors and employ such persons as the Board shall determine are necessary or appropriate to conduct the affairs of PNSA;
 - .9 Appoint other officers, agents, or committees or coordinators, to hold office for the terms specified. These appointees shall have the authority and perform the duties as provided in these Bylaws, the PNSA Policies and Procedures or as may be provided in the resolutions appointing them, including any powers of the Board of Directors as may be specified, except as may be inconsistent with any other provision of these Bylaws. To the extent not provided elsewhere in these Bylaws, the Board of Directors may delegate to any officer, agent, or committee or coordinator the power to appoint any such subordinate officers, agents, or committees or coordinators and to prescribe their respective terms of office, authorities and duties; and
 - .10 Remove from office any Board Members, committee chairs, or committee members or coordinators of PNSA who were appointed/elected by the Board and who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the National Board of Review for any of the reasons set forth in Part Four of the USA Swimming Rules and Regulations. However, no At-Large Board Member, or committee chair or coordinator may be removed without receiving the thirty (30) days' written notice specifying the alleged deficiency in the performance of the member's responsibilities or specific official duties or other reasons and an opportunity to respond in writing within twenty (20) days to such allegations.
- 5.7 MEETINGS - Board of Directors meetings shall be open. Matters relating to personnel, disciplinary action, legal, taxation or similar affairs shall be deliberated and decided in a closed session which only Board Members are entitled to attend. By a majority vote on a motion of a question of privilege, the Board of Directors may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the Board of Directors.
- 5.8 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of the Board of Directors may participate in meetings of the Board of Directors through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence at a meeting.
- 5.9 REGULAR MEETINGS - Regular meetings of the Board of Directors shall be held in accordance with a schedule adopted by the Board of Directors.
- 5.10 SPECIAL MEETINGS - Special meetings of the Board of Directors may be called by the General Chair. Should the Board of Directors or the General Chair fail to call regular meetings or should a special meeting be

appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three (3) Board Members.

- 5.11 QUORUM - A quorum of the Board of Directors shall consist of a majority of the voting members.
- 5.12 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the Board of Directors shall be determined by a majority vote. A motion, order or other proposal the effect of which is to override policy or program established by the House of Delegates shall be determined by a two-thirds vote after at least fourteen (14) days' written notice.
- 5.13 PROXY VOTE - Voting by proxy in any meeting of the Board of Directors shall not be permitted.
- 5.14 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of the Board of Directors may be taken without a meeting if all the Board Members entitled to vote consent to the action in writing and the written consents are filed with the records of the respective meetings. These consents shall be treated for all purposes as votes taken at a meeting.
- 5.15 MAIL/EMAIL VOTE - Voting on any action which may be taken at any regular or special meeting of the Board of Directors, except elections, or removals of appointed Board members, committee chairs and members, may be taken without a meeting. If an action is to be taken without a meeting, the Secretary, by (1) first class mail, postage prepaid, (2) email, shall distribute a ballot to every Board Member entitled to vote on the matter, (3) other electronic transmissions. The ballot shall set forth proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 5.16) within which to return the ballot to the Secretary at a designated address, location or electronic system. Action by ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.
- 5.16 NOTICES -
 - .1 TIME - Not less than six (6) days' written notice shall be given to each Board Member for any annual, regular or special meeting of the Board of Directors. (See Section 14.1.3 for the permitted means of notice.)
 - .2 INFORMATION - The notice of a meeting shall contain the time, date and site and in the case of special meetings, the expected purpose.

ARTICLE 6 OFFICERS AND DIRECTORS

- 6.1 OFFICERS - The officers shall be as listed herein and shall be elected by the House of Delegates at its annual meeting.
 - .1 General Chair
 - .2 Administrative Vice-Chair
 - .3 Senior Vice Chair
 - .4 Age Group Vice Chair
 - .5 Program Development Vice Chair
 - .6 Program Operations Vice Chair
 - .7 Finance Vice Chair
 - .8 Secretary
 - .9 Treasurer
- 6.2 OTHER DIRECTORS
 - .1 ATHLETE REPRESENTATIVES -

Two (2) Athlete Representatives shall be elected by the majority of the Athlete members present and voting at the House of Delegates, one each year, for a two-year term or until their respective successors are elected. At the time of election, the Athlete Representative must (a) be an athlete member in good standing; (b) be at least a sophomore in high school or at least 16 years of age, (c) be currently competing, or have competed within the three (3) immediately preceding years, in the program of swimming conducted by PNSA or another LSC; and (d) have his or her place of permanent residence in the Territory 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).
 - .2 COACH REPRESENTATIVES

Two (2) Coach Representatives shall be elected by the majority of the Coach members present at the House of Delegates, one each year for a two-year term, or until a successor is elected. The election of the Coach Representatives shall be conducted at the annual meeting of the House of Delegates and

determined by a majority vote of the coach members of the House of Delegates present and voting, or, failing that, at a time and place and in a manner designated by the Board of Directors.

.3 COMMITTEE CHAIRS /AT-LARGE BOARD MEMBERS

A. The following committee chairs / at-large Board members shall be elected as follows:

- (1) The Officials Chair shall be elected at the All Officials Meeting in accordance with PNSA Policies and Procedures.
- (2) The Safe Sport/Operational Risk Chair and Non-Athlete At-Large Board Members shall be elected by the House of Delegates.
- (3) Two (2) Athlete At-Large Board members shall be elected by the athletes at the same time and in the same manner as the Athlete Representatives. A minimum of one athlete-at-large shall be elected annually.

6.3 ELIGIBILITY - Only Individual Members of PNSA in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office.

6.4 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in Board of Directors meetings may only have one vote, regardless of the number of positions held by such Member.

6.5 OFFICES SPLIT OR COMBINED -

.1 OFFICE HELD BY TWO PERSONS - Any office other than General Chair, Finance Vice-Chair and Treasurer, may be held jointly by two Individual Members. Two individuals who are sharing an office shall share one vote.

.2 OFFICES COMBINED - Any office other than General Chair may be combined with any other office except that the offices of Finance Vice-Chair and Treasurer may not be combined.

6.6 TERMS OF OFFICE -

.1 TERM OF OFFICE - The terms of office of all members of the Board of Directors shall be two years.

.2 COMMENCEMENT OF TERM - Each person elected or appointed to a position shall assume office upon election or appointment and shall serve until a successor is chosen.

.3 CONSECUTIVE TERMS LIMITATION - Except for the Treasurer, no Individual Member who has served two successive terms shall be eligible for re-election or appointment to the same position until a lapse of one term. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive term limitation.

6.7 DUTIES - The duties of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as defined in these Bylaws, the PNSA Policies and Procedures, and applicable state laws.

6.8 RESIGNATIONS - Any officer may resign by submitting a written resignation to the General Chair or the Board of Directors specifying an effective date of the resignation. In the absence of a specified effective date, any such resignation shall take effect upon the appointment or election of a successor.

6.9 VACANCIES AND INCAPACITIES -

.1 OFFICE OF GENERAL CHAIR - In the event of a vacancy in the office of General Chair, or of the General Chair's temporary or permanent incapacity, the Administrative Vice-Chair shall become the acting General Chair until an election can be held at the next meeting of the House of Delegates to fill the remaining term, if any, of the former General Chair, or until the General Chair ceases to suffer from any temporary incapacity. While serving as acting General Chair, the Administrative Vice-Chair shall vacate the office of Administrative Vice-Chair, except in the case of the General Chair's temporary incapacity. If the General Chair is to be absent from the Territory, the General Chair may, but is not obligated to, designate the Administrative Vice-Chair as acting General Chair for the duration of the absence.

.2 OFFICES OF ATHLETE OR COACH REPRESENTATIVES OR ANY POSITION ELECTED - In the event of a vacancy or of the permanent incapacity of a person holding the office of Athlete Representative or Coach Representative, or person who has been elected, the General Chair may appoint, with the advice and consent of the Board of Directors, an eligible member to serve the remainder of the term of office or until the respective body shall elect a successor.

.3 DETERMINATION OF VACANCY OR INCAPACITY - The determination of when an office becomes vacant or an officer becomes incapacitated shall be within the discretion of the Board of Directors or the House of Delegates with the advice and consent of the electing body. The determination as to when the General Chair is temporarily incapacitated shall be made, where the

circumstances permit, by the General Chair and otherwise shall be within the discretion of the Board of Directors, subject to any subsequent action by the House of Delegates.

- 6.10 REMOVAL OF DIRECTORS - Directors may be removed in accordance with 4.5.9 and 5.6.10 of these Bylaws.
- 6.11 OFFICERS' POWERS GENERALLY -
- .1 AUTHORITY TO EXECUTE CONTRACTS, ETC - The General Chair and Administrative Vice-Chair each may sign and execute in the name of PNSA deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the PNSA Policies and Procedures, the Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more signatures or is required by law to be otherwise executed. Additional signing authority may be provided by standing resolutions of the Board of Directors or the House of Delegates.
 - .2 ADDITIONAL POWERS AND DUTIES - Each officer shall have other powers and perform other duties as prescribed in the PNSA Policies and Procedures or by the House of Delegates, the Board of Directors, the General Chair, the respective division chair, the delegating officer, or these Bylaws.
 - .3 DELEGATION - Officers of PNSA may delegate any portion of their powers or duties to an individual or a committee, except that neither the Finance Vice-Chair nor the Treasurer may delegate duties to the other without the consent of the Board of Directors. In addition, the authority to sign checks, drafts, orders of withdrawal or wire transfers shall not be delegated other than by the Board of Directors. Except as otherwise provided in these Bylaws and with the consent of the Board of Directors. Any officer may delegate any portion of that officer's powers or duties to the paid staff of PNSA. A delegation of powers or duties shall not relieve the delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed or fulfilled.
- 6.12 DEPOSITORIES AND BANKING AUTHORITY -
- .1 DEPOSITORIES, ETC - All receipts, income, charges and fees of PNSA shall be deposited to its credit in the banks, trust companies, other depositories or custodians, investment companies or investment management companies as the Board of Directors determines.
 - .2 SIGNATURE AUTHORITY - All checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of PNSA shall be signed by the General Chair, the Treasurer or other officer or officers or agent or agents of PNSA, and in the manner, as shall be determined by the Finance Vice-Chair, the Finance Committee or the Board of Directors.

ARTICLE 7

DIVISIONS, COMMITTEES AND COORDINATORS

- 7.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS - The divisions of PNSA shall each be chaired as indicated below with respective duties, jurisdiction and responsibilities described in the PNSA Policies and Procedures.
- .1 ADMINISTRATIVE DIVISION - Administrative Vice-Chair
 - .2 AGE GROUP DIVISION - Age Group Vice-Chair
 - .3 SENIOR DIVISION - Senior Vice-Chair
 - .4 PROGRAM DEVELOPMENT DIVISION - Program Development Vice Chair
 - .5 PROGRAM OPERATIONS DIVISION - Program Operations Vice Chair
 - .6 FINANCE DIVISION - Finance Vice-Chair
 - .7 ATHLETES DIVISION - Senior Athlete Representative
 - .8 COACHES DIVISION - Senior Coach Representative
 - .9 SAFE SPORT DIVISION - Safe Sport/Risk Management Chair
- 7.2 ELECTED, EX OFFICIO AND APPOINTED CHAIRS AND COORDINATORS
- .1 EX-OFFICIO CHAIR - Certain other committee chairs are designated ex-officio by virtue of an office currently held.
 - .2 APPOINTED CHAIRS AND COORDINATORS - The chairs of all other committees and all other coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair. The appointed committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair and shall serve until a successor is appointed and assumes office.
- 7.3 COMMITTEES - In addition to the standing committees listed herein, the Board of Directors and the House of Delegates are each authorized to establish additional committees to meet programming needs. Except as

otherwise provided in these Bylaws or the PNSA Policies and Procedures, members of each committee shall be appointed by the General Chair with the advice and consent of the respective division chair and the chair of the committee. Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative. Athlete membership shall constitute at least twenty percent (20%) of the voting membership of every committee. The division chair shall be an ex-officio member, with voice and vote, of each committee within the respective division.

7.4 STANDING COMMITTEES & COORDINATORS

.1 ATHLETES COMMITTEE -

- A. CHAIR - The Senior Athlete Representative or his/her designee shall be the chair of the committee.
- B. MEMBERS - The Athletes Committee shall consist of the Athlete Representatives and the Athlete At-Large Board members.
- C. DUTIES - The Athletes' Committee shall have general charge of the business and affairs of the Athletes of PNSA, and shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the Committee as being in the best interests of the Athlete Members, PNSA, USA Swimming and the sport of swimming.

.2 FINANCE COMMITTEE -

- A. CHAIR - The chair shall be the Finance Vice-Chair.
- B. MEMBERS - The members of the Finance Committee shall be the Finance Vice-Chair, the Treasurer, Administrative Vice Chair, Program Development Vice Chair, Program Operations Vice Chair, Senior Coach Representative, Age Group Vice Chair, Senior Vice Chair and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.
- C. DUTIES -
 - (1) To develop, establish where so authorized, or recommend to the Board of Directors, and supervise the execution of policy regarding the investment of PNSA's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review PNSA's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment and make a determination and recommendation of the best financing method.
 - (2) To conduct a review or audit or recommend an independent auditor to conduct the required annual review or audit of the books of PNSA. If conducted internally, a minimum of three (3) committee members with a sufficient number of athletes to constitute at least 20% of the voting membership, must conduct the review or audit. The Treasurer cannot be a member of the group performing the audit, but can be present to provide clarification, information and answer questions.
 - (3) To submit the review or audit and other reports and make recommendations to the Board of Directors with regard thereto.
 - (4) To consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Finance Committee may request. The proposed budget may contain alternatives.
 - (5) To complete and submit any state and local reports and filings.

.3 GOVERNANCE COMMITTEE -

- A. CHAIR - The chair shall be elected annually by the Governance Committee from among its own members.
- B. MEMBERS -

The Governance Committee members shall be appointed by the General Chair with advice and consent of the Board of Directors. The Committee shall be comprised of four (4) Non-Athlete Members and one (1) Athlete Member. Each Non-Athlete Member shall serve a four-year term, staggered so that one-fourth (1/4) of such members are appointed each year. The Athlete Member shall serve a two-year term. No more than one-half (1/2) of the Governance Committee members shall be members of the PNSA Board of Directors at any given time. After completion of two consecutive terms, members are not eligible for re-appointment to the Governance Committee until after a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the successive term limitation. In no case shall the General Chair serve on the Governance Committee.

- C. QUORUM - When making nominations, a quorum for any meeting of the Governance Committee shall consist of a majority of its voting members. For all other meetings, a quorum shall consist of those members present and voting.

D. DUTIES

- (1) To assist in periodic evaluation of the mission and vision statements and the Bylaws of PNSA;
- (2) To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;
- (3) To aid in the development of personnel practices procedure including job descriptions and annual review of staff;
- (4) To ensure that the Board's focus remains on the strategic plan;
- (5) To aid in the development of expectations and processes for accountability of Board members;
- (6) To develop criteria for the qualities and required characteristics of Board officers;
- (7) To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;
- (8) To nominate Board members and other coordinator or chair positions to be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;
- (9) To publish the slate of candidates to the PNSA membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;
- (10) To design and implement Board orientation and an ongoing program of Board education and development; and
- (11) To lead periodic assessment of the Board's performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.

.4 OPERATIONAL RISK COMMITTEE

- A. CHAIR - The chair shall be the Safe Sport/Operational Risk Committee Chair.

- B. MEMBERS - The Committee shall be comprised of the Operational Risk Committee Chair, at least 5 (five) members with a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee.

- C. DUTIES - The duties shall be as outlined in the PNSA Policies and Procedures.

.5 EXECUTIVE COMMITTEE

- A. AUTHORITY AND POWER - The Executive Committee shall have the authority and power to act for the Board of Directors and PNSA between meetings of the Board and the House of Delegates. Limitations to the authority and power of the Executive Committee shall be determined by the Board of Directors and included in the PNSA Policies and Procedures.

- B. MEMBERS - The members of the Executive Committee shall be the

- (1) General Chair, who shall act as chair,
- (2) Administrative Vice-Chair,
- (3) Senior Vice-Chair,
- (4) Age Group Vice-Chair,
- (5) Secretary,
- (6) Finance Vice-Chair,
- (7) Senior Coach Representative,
- (8) Senior Athlete Representative, and
- (9) Junior Athlete Representative.

- C. MEETINGS AND NOTICE - Meetings of the Executive Committee shall be held at any time or place within the Territory when called by the General Chair or any three (3) members of the Committee with a minimum of five (5) days' notice required.
 - D. QUORUM - A quorum of the Executive Committee shall consist of a majority of the members of the Committee.
 - E. REPORT OF ACTION TO BOARD OF DIRECTORS - At the next regular or special meeting of the Board of Directors, the Executive Committee shall make a report of its activities since the last Board of Director's meeting for ratification or prospective modification or rescission, provided, however, that any action of the Executive Committee upon which a third party may have relied (e.g., by signing, or authorizing the signing of a contract) may not be modified or rescinded by the Board of Directors or the House of Delegates.
- 7.5 DUTIES OF CHAIRS AND COORDINATORS GENERALLY - The duties of the General Chair, the division chairs, committee chairs, and coordinators (in addition to those provided elsewhere in these Bylaws) shall be as follows:
- .1 Preside at all meetings of the respective division, committee or subcommittee;
 - .2 See that all duties and responsibilities of the coordinator or the respective division, committee or sub-committee in his or her charge are properly and promptly carried out;
 - .3 Appoint such committees or sub-committees as may be necessary to fulfill the duties and responsibilities of the coordinator or division or committee, respectively;
 - .4 Communicate with the General Chair, respective division, coordinator, committee or subcommittee members and the Secretary to keep them fully informed;
 - .5 Appoint a member as secretary of the committee or subcommittee charged with taking minutes of each meeting and forward reports or minutes of all meetings to the Secretary; and
 - .6 Perform the other specific duties listed in PNSA's Policies and Procedures or as may be delegated by the General Chair, the respective division chair or committee chair, the Board of Directors or the House of Delegates.
- 7.6 DUTIES OF COMMITTEES GENERALLY - Except as otherwise provided in these Bylaws, the duties of the committees shall be prescribed by the PNSA Policies and Procedures.
- 7.7 REGULAR AND SPECIAL MEETINGS - Regular and special meetings of committees or sub-committees of PNSA shall be held as determined by the respective Vice-chairs or committee or sub-committee chair.
- 7.8 OPEN MEETING/CLOSED SESSIONS - Meetings of committees and sub-committees, other than a Personnel Committee meeting, shall be open to all members of PNSA. Matters relating to personnel, disciplinary action, legal, taxation and similar affairs shall be deliberated and decided in a closed session which only the respective members are entitled to attend. By a majority vote, a committee or sub-committee may decide to go into closed session on any matter deserving of confidential treatment or of personal concern to any member of the committee or sub-committee.
- 7.9 VOICE AND VOTING RIGHTS OF COMMITTEE MEMBERS - Each Committee member shall have both voice and vote in their respective meetings.
- 7.10 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of a committee may be taken without a meeting if all the committee members entitled to vote consent to the action in writing and the written consents are filed with the records of the meetings. These consents shall be treated for all purposes as a vote taken at a meeting.
- 7.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of any committee may participate in a meeting of the committee or through conference equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence at a meeting.
- 7.12 QUORUM - Except as otherwise provided in these Bylaws or in the resolution or other action establishing a committee, a quorum of any committee shall consist of those members present.
- 7.13 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before a committee shall be determined by a majority vote.
- 7.14 PROXY VOTE - Voting by proxy in any meeting of a committee shall not be permitted.
- 7.15 NOTICES

- .1 TIME - Except as otherwise provided in these Bylaws or the resolution or other action establishing a committee, not less than five (5) days' written notice shall be given for any meeting of a committee.
- .2 INFORMATION - The notice of a meeting shall contain the time, date, and site.
- 7.16 RESIGNATIONS - Any committee chair or member or coordinator may resign by submitting a written resignation to the General Chair or the Board of Directors specifying an effective date of the resignation. If such date is not specified, the resignation shall take effect upon the appointment of a successor.
- 7.17 VACANCIES - The determination of when the position of an appointed committee chair, committee member or a coordinator becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the discretion of the Board of Directors. In the event of a vacancy or permanent incapacity, the General Chair, with the advice and consent of the Board of Directors and the respective division chair, shall appoint a successor to serve until the conclusion of the incumbent's term. A temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment may be made for the duration of the temporary incapacity.
- 7.18 DELEGATION - With the consent of the Board of Directors or the respective division chair, a committee chair or a coordinator may delegate a portion of their powers or duties to another officer of PNSA, or to another committee, subcommittee, or coordinator, or with the consent of the Board of Directors and the Personnel Committee, to the paid staff of PNSA. Notwithstanding any delegation, the ultimate responsibility for the delegated duties and obligations shall remain with the delegator.
- 7.19 APPLICATION TO COMMITTEES - Sections 7.5 through 7.18 shall apply to all committees, unless otherwise provided in these Bylaws, in the resolution creating the committee or in the PNSA Policies and Procedures. These provisions shall not apply to its hearings or deliberations.

ARTICLE 8

ANNUAL AUDIT, REPORTS AND REMITTANCES

PNSA shall submit any reports and remittances required by the USA Swimming Corporate Bylaws, by the USA Swimming Board of Directors, the President/CEO of USA Swimming or by any agreement between PNSA and USA Swimming. Reports required to be submitted to USA Swimming by PNSA include annual financial and federal tax reports and the annual audit or review.

ARTICLE 9

ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION

- 9.1 NON-PROFIT AND CHARITABLE PURPOSES - PNSA is organized exclusively for charitable and educational purposes and for the purpose of fostering national or international amateur sports competition within the meaning of section 501(c)(3) of the IRS Code. Notwithstanding any other provision of these Bylaws, PNSA shall not, except to an insubstantial degree, (1) engage in any activities or exercise any powers that are not in furtherance of the purposes and objectives of PNSA or (2) engage in any activities not permitted to be carried on by: (A) a corporation exempt from federal income tax under such section 501(c)(3) of the IRS Code or (B) a corporation to which contributions, gifts and bequests are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code.
- 9.2 DEDICATION OF ASSETS, ETC - The revenues, properties and assets of PNSA are irrevocably dedicated to the purposes set forth in Sections 1.2 and 9.1 of these Bylaws. No part of the net earnings, properties or assets of PNSA shall inure to the benefit of any private person or any member, officer or director of PNSA.
- 9.3 AMENDMENTS - Any provision of these Bylaws not mandated by USA Swimming may be amended at any meeting of the PNSA House of Delegates by a two-thirds (2/3) vote of the members present and voting. Amendments so approved shall not take effect until reviewed and approved by the USA Swimming Rules and Regulations Committee. Changes to Required LSC Bylaws shall be effective on the date established in the amending USA Swimming legislation.
- 9.4 DISSOLUTION - PNSA may be dissolved only upon a two-thirds (2/3) vote of all the voting members of the House of Delegates. Upon dissolution, the net assets of PNSA shall not inure to the benefit of any private individual, unincorporated organization or corporation, including any member, officer or director of PNSA, but shall be distributed to USA Swimming, to be used exclusively for educational or charitable purposes. If USA Swimming, is not then in existence, or is not then a corporation which is exempt under section 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, the net assets of PNSA shall be distributed to a corporation or other organization meeting those criteria and designated by the House of Delegates at the time of dissolution, to be used exclusively for educational or charitable purposes.

ARTICLE 10

INDEMNIFICATION

- 10.1 INDEMNITY - PNSA shall indemnify, protect and defend, in the manner and to the full extent permitted by law, any Indemnified Person in respect of any threatened, pending or completed action, suit or proceeding, whether or not by or in the right of PNSA, and whether civil, criminal, administrative, investigative or otherwise, by reason of the fact that the Indemnified Person bears or bore one or more of the relationships to PNSA specified in Section 10.3 and was acting or failing to act in one or more of those capacities or reasonably believed that to be the case. Where specifically required by law, this indemnification shall be made only as authorized in the specific case upon a determination, in the manner provided by law, that indemnification of the Indemnified Person is proper in the circumstances. PNSA may, to the full extent permitted by law, purchase additional insurance to that provided by USA Swimming, and maintain insurance on behalf of any Indemnified Person against any liability that could be asserted against the Indemnified Person.
- 10.2 EXCLUSION - The indemnification provided by this Article 10, shall not apply to any Indemnified Party whose otherwise indemnified conduct is finally determined to have been in bad faith, self-dealing, gross negligence, wanton and willful disregard of applicable laws, rules and regulations, of the USA Swimming Rules and Regulations, of the USA Swimming Code of Conduct or these Bylaws or who is convicted of a crime (including felony, misdemeanor and lesser crimes) involving sexual misconduct, child abuse, violation of a law specifically designed to protect minors or similar offenses, or who is found by the National Board of Review or the U.S. Center for SafeSport to have committed actions which would be the basis for such a conviction and, in each case, the otherwise indemnifiable conduct (or failure to act) was, or was directly related to, the predicate acts of the conviction or finding.
- 10.3 INDEMNIFIED PERSONS - As used in this Article 10, "Indemnified Person" shall mean any person who is or was a Board Member, Group Member Representative, officer, official, coach, committee chair or member, coordinator, volunteer, employee or agent of PNSA, or is or was serving at the direct request of PNSA as a director, officer, Group Member Representative, meet director, official, coach, committee chair or member, coordinator, volunteer, employee or agent of another person or entity involved with the sport of swimming.
- 10.4 EXTENT OF INDEMNITY - To the full extent permitted by law, the indemnification provided in this Article shall include expenses (including attorneys' fees, disbursements and expenses), judgments, fines, penalties and amounts paid in settlement, and, except as limited by applicable laws, these expenses shall be paid by PNSA in advance of the final disposition of such action, suit or proceeding. If doubt exists as to the applicability of an exclusion to PNSA's obligation to indemnify, PNSA may require an undertaking from the Indemnified Person obliging him to repay such sums if it is subsequently determined that an exclusion is applicable. In the case of any person engaged in the sport of swimming for compensation or other gain, if PNSA determines that there is reasonable doubt as to such person's ability to make any repayment, PNSA shall not be obligated to make any payments in advance of the final determination. This indemnification shall not be deemed to limit the right of PNSA to indemnify any other person for any such expenses to the full extent permitted by law, nor shall it be deemed exclusive of any other rights to which any Indemnified Person may be entitled under any agreement, vote of members or disinterested directors or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office.
- 10.5 SUCCESSORS, ETC - The indemnification provided by this Article shall continue as to an Indemnified Person who has died or been determined to be legally incompetent and shall apply for the benefit of the successors, guardians, conservators, heirs, executors, administrators and trustees of the Indemnified Person.

ARTICLE 11 PARLIAMENTARY AUTHORITY

ROBERT'S RULES - Robert's Rules of Order Newly Revised shall govern PNSA and any of its constituent or component parts, committees, etc., in the conduct of meetings in all cases to which they apply and in which they are not inconsistent with these Bylaws and any special rules of order PNSA, the House of Delegates, the Board of Directors or its divisions, committees, etc., may adopt.

ARTICLE 12 MISCELLANEOUS

- 12.1 EFFECT OF STATE LAW CHANGES (SEVERABILITY) - If any portion of these Bylaws shall be determined by a final judicial decision to be, or as a result of a change in the law of the State of Washington become, illegal, invalid or unenforceable, the remainder of these Bylaws shall continue in full force and effect.
- 12.2 FISCAL YEAR - The fiscal year of PNSA shall end on the last day of August.
- 12.3 TAX STATUS; INTERPRETATION OF BYLAWS - It is intended that PNSA shall have and continue to have the status of an organization which is exempt from federal income taxation under section 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are deductible for federal income, estate and gift tax purposes under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, respectively. Similarly, it is intended that PNSA shall have that or similar status under the applicable state and local laws as will exempt it

from taxation to the maximum extent possible to the extent not contrary to applicable federal requirements. These Bylaws shall be interpreted accordingly.

ARTICLE 13
INTENTIONALLY DELETED

ARTICLE 14
CONVENTIONS AND DEFINITIONS

14.1 CONVENTIONS -

- .1 TERMS GENERALLY - Whenever the context may require, any pronoun or official title shall include the corresponding masculine, feminine and neuter forms. The words “include”, “includes” and “including” shall be deemed to be followed by the phrase “without limitation”. The singular shall include the plural and the plural shall include the singular as the context may require. Where the context permits, the term “or” shall be interpreted as though it were “and/or”. Captions have been used for convenience only and shall not be used in interpreting the Bylaws.
- .2 CAPITALIZED TITLES - Capitalized titles, such as Secretary or Treasurer, when appearing alone shall refer to PNSA positions and not to USA Swimming or another organization.
- .3 NOTICE DEEMED GIVEN; LAST KNOWN ADDRESS -
 - A. Notice by Mail - Notice given and other writings delivered by first class mail, postage prepaid, and addressed to the last known address shall be deemed given or delivered upon the postmark date for all purposes under these Bylaws.
 - B. Notice by Email - Notice given and writings delivered by electronic mail to the last known email address shall be deemed given or delivered for all purposes under these Bylaws.
 - C. Last Known Mail or Email Address - For all purposes under these Bylaws, the last known mail or email address of a member of PNSA shall be the mail or email address on file with PNSA or in SWIMS.
- .4 TIME PERIOD CONVENTION - In computing time periods established by these Bylaws, the initial time period (days or hours) shall not be included but the last period shall be included.
- .5 WAIVER OF NOTICE CONVENTION - Untimely or insufficient notice for any meeting held under the authority of these Bylaws shall be considered to have been waived if a member attends or participates in the meeting to which such notice referred or to which notice was lacking without, at the earliest opportunity, raising an objection of untimely or insufficient notice having been given for such meeting. If the member is a Group Member Representative, then the relevant Group Member shall be treated as having waived the untimely or insufficient notice to the same extent.

14.2 DEFINITIONS - When used in these Bylaws, the following terms shall have the meanings indicated in this Section, and the definitions of such terms are equally applicable both to the singular and plural forms.

- .1 ARTICLE - a principal subdivision of these Bylaws.
- .2 ARTICLES OF INCORPORATION - the document filed with the Secretary of State of the State of Washington pursuant to which PNSA was formed.
- .3 ATHLETE REPRESENTATIVE - an Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors.
- .4 BOARD MEMBER - a member of the Board of Directors, including the At-Large Board Members.
- .5 BOARD OF DIRECTORS - the Board of Directors of PNSA.
- .6 BYLAWS - these bylaws as adopted and amended from time to time by, and in effect for, PNSA.
- .7 COACH REPRESENTATIVE - a Coach Member elected to represent the coaches in the House of Delegates and on the Board of Directors.
- .8 FINA - the Federation Internationale de Natation, the international governing body for the sport of swimming.
- .9 GROUP MEMBER REPRESENTATIVE - an individual appointed to represent a Group Member in the House of Delegates.
- .10 HOUSE OF DELEGATES - the House of Delegates of PNSA as established by Article 4 of these Bylaws.
- .11 IMMEDIATE PAST GENERAL CHAIR - the individual who is the immediate past General Chair of PNSA.

- .12 IRS CODE - the current United States Internal Revenue Code.
- .13 LOCAL SWIMMING COMMITTEE / LSC - PNSA as defined by the USA Swimming Corporate Bylaws.
- .14 MEMBER - a Group Member or an Individual Member.
- .15 NATIONAL BOARD OF REVIEW - the National Board of Review of USA Swimming established pursuant to Part Four of the USA Swimming Rules and Regulations. Where the context requires, a reference to the National Board of Review shall include a reference to the USA Swimming Board of Directors when that body is acting upon an appeal from the National Board of Review.
- .16 PNSA - the State of Washington not-for-profit corporation to which these Bylaws pertain.
- .17 POLICIES AND PROCEDURES - the principles, rules, and guidelines of PNSA, as amended and adopted by the Board of Directors or the House of Delegates.
- .18 SECTION - a subdivision of the Articles of these Bylaws.
- .19 TERRITORY - the geographic territory over which PNSA has jurisdiction as a Local Swimming Committee.
- .20 USA SWIMMING - USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body for the United States for the sport of swimming.

POLICIES
&
PROCEDURES

Pacific Northwest Swimming Rules and Procedures	PNS Logo Use Policy
Index AD-01-01	Effective Date: 2/26/01

1. Statement
 - a. The Pacific Northwest Swimming (PNS) logo; its design, colors and content is the property of PNS. The logo is an identity mark for PNS and its use is intended for identification and promotion of PNS within the context of competitive swimming and associated events under the rules and regulations as defined by USA Swimming.
2. General Guidelines
 - a. The PNS logo will not be approved to appear in conjunction with any other brand that is contrary to the philosophies, rules and regulations PNS and its marketing partners. This includes partnerships with alcohol, drugs, tobacco, gambling, or other similar examples.
 - b. Reports relating to quality control or violations of these guidelines shall be investigated immediately by PNS. Removal of the PNS logo that is not in compliance with this policy will be pursued
3. Non Commercial Use
 - a. Use of the PNS logo on PNS member club web sites, club letterhead, team apparel and bags and banners is permissible with approval from PNS.
 - b. Direct sale of PNS logo merchandise shall be the exclusive right of PNS.
 - c. Sale by clubs of approved logo merchandise to club members shall, not be for profit, but shall only be to recover the cost of production and distribution to club members.
 - d. Web sites displaying the PNS logo may not contain any questionable advertising or unsuitable links.
 - e. Apparel, bags and banners issued or distributed by member clubs displaying the PNS logo may not display inappropriate words, figures, pictures or associations as described in the general guidelines above.
 - f. Links must not display the PNS Swimming website in a small frame, as this implies that www.pns.org is a part of the website it linked from
4. Commercial Use
 - a. Business sponsors and marketing partners of PNS must have approval to use the PNS logo in their advertising.
 - b. Use of the PNS logo by persons, agencies, affiliated organizations or member clubs that is in conflict with established sponsorships or marketing partnerships with PNS shall be prohibited.



PNS Logo

Pacific Northwest Swimming Rules and Procedures	Recognition of Alternate Times
Index AD-02-01	Effective Date 6/27/20
<p>10/21/02: Original Draft</p> <p>09/26/05: Original Approved Policy</p> <p>05/09/09: Clarification that unobserved Washington State High School District and State meet results are acceptable times for PNS meets; remove requirement that swimmers be PNS registered prior to these swims for consistency with USA Swimming SWIMS database policy</p> <p>06/27/20: Updated the National level meets that are not allowed for alternate time use. Included the provision to allow special situations permitted by USAS or PNS.</p>	

1. Applicability of Alternate Acceptable times policy

- a. This policy identifies the acceptability of entry times solely for meets that are controlled by PNS Policies and procedures.
- b. Meets that are NOT controlled by PNS Policies and procedures are NOT covered by this policy, e.g., U.S. Olympic Team Trials, USA Swimming Nationals, USA Swimming Junior Nationals, Pro Series, Futures, US Open, Senior Sectionals (Speedo Challenge Series), Western Zone Championships and NW Age Group Regionals.
- c. Meets that are NOT controlled by PNS Policies and procedures may or may not recognize alternate times as acceptable per their governing policies and procedures.

2. Alternate acceptable meets/results

- a. Times achieved by USA/PNS registered athletes at any of the following meets will be considered valid entry times for meets controlled by PNS Policies and procedures:
 - i. Non-observed Washington State High School District level meets
 - ii. Non-observed Washington State High School State level meet
 - iii. All FINA meets
 - iv. All Canadian meets
 - v. All YMCA, NCAA, NAIA competitions
 - vi. Special Situations as authorized by USA Swimming or PNS Board of Directors.
- b. Meets not identified above are subject to the terms and conditions for sanctioning and approval in PNS Administrative Policy 97-03.

3. Recording of alternate acceptable results

- a. It is the responsibility of affected athletes to ensure that results from alternate acceptable meets are submitted to the PNS Program Operations Vice Chairman for recording in the PNS database.
- b. Alternate acceptable results that are NOT recorded in the PNS database will be considered UNPROVED.

Pacific Northwest Swimming Rules and Procedures	New Club Membership Policy
Index AD-05-01	Effective Date 4/27/20
04//25/05: Original 04/27/09: Updated to reflect current practice and requirements 04/27/20: Removed Local Board of Review	

1. Clubs must complete the new club packet required by USA Swimming.
2. Clubs must submit the completed packet to the PNS Office along with the current PNS Club Membership registration fee.
3. The PNS Registration Chair will forward the completed packet Swimming.
4. The PNS Office will notify the PNS General Chair and the PNS Board of Directors that a new club (Name, Club Code, and Head Coach) has completed the club packet as required by USA Swimming and that their status is pending USA Swimming approval. Barring any pending action or PNS Board of Directors recommendation against the new club, the PNS Board of Directors shall be notified of the current status at its next scheduled meeting.
5. The date of notification by USA Swimming to the PNS Office of the new club's approval to be a USA Swimming member club shall be the date that the PNS Registration Chair uses to enter the new club into the SWIMS data base. Note that USA Swimming benefit of insurance begins on this date.

Pacific Northwest Swimming Rules and Procedures	Selection for PNS Hall of Fame
Index AD-06-01	Effective Date: 4/28/2008
<p>9/24/2006: Original, Created to officially document PNS Hall of Fame selection criteria</p> <p>4/28/2008: Replaced National Short Course criteria with international top 10 ranking. Added ability for Hall of Fame to independently identify and use additional candidate selection criteria</p>	

1. PNS Hall of Fame Selection

- a. PNS maintains a Hall of Fame to honor significant achievement in the sport of competitive swimming by PNS members. Inductees are recognized for achievement in any of 4 categories: Athletes, Coaches, Contributors, or Milestone Achievement.
- b. The Hall of Fame committee identifies and nominates candidate inductees into the PNS Hall of Fame annually based on the criteria in section 2 of this policy.
- c. Generally, an induction ceremony for the approved candidates is held during the PNS Long Course Championships Meet.

2. PNS Hall of Fame Selection Criteria

- a. **Athlete** - A swimmer must have met one or more of the following selection criteria as a PNS member and at least 4 years must have passed since meeting the criteria. Any or all of the criteria must have been achieved as a USA swimmer or USA National team member. Selection should be based upon the following criteria in hierarchical order from highest to lowest:
 - i. Olympic Individual Event Medalist
 - ii. World Record Holder
 - iii. Olympic Relay Event Gold Medalist
 - iv. World Championship Medalist (Individual or relay)
 - v. U.S. Summer Long Course Individual Event Champion
 - vi. American Record Long Course
 - vii. U.S. Olympic Team Member - Non Medalist
 - viii. World Championship Team Member - Non Medalist
 - ix. American Record Short Course
 - x. International Regional Swimming Champions - Individual Event Gold Medalist only (Prioritized by number of gold medals attained, if necessary), e.g., Pan American Games, Pan Pacific Championship, World University Games
 - xi. International Long Course Top 10 Ranking for individual event
- b. **Coach** – A coach must have a significant PNS record coaching at least one swimmer who as met the Athlete criteria (as prioritized). He/she must have been coaching not less than 20 years or at least 4 years if their career was cut short for exceptional reasons such as illness or death.
- c. **Contributor** – A contributor must have a significant PNS impact and have been active not less than 20 years. This category may include coaches who may not have otherwise met the coach criteria but who have nevertheless made a significant contribution.
- d. **Milestone Achiever** – A milestone achiever must have innovated or achieved in a profound manner within PNS.

- e. In addition, upon determination and approval by the Hall of Fame committee, criteria not otherwise listed but reflecting a similar level of Athlete, Coach, Contributor or Milestone achievement may be identified and used to identify candidate inductees.

Pacific Northwest Swimming Rules and Procedures	Investment Policy
Index AD-06-02	Effective /4/24/06
04/24/06 Original Created	

Investment Policy Statement Pacific Northwest Swimming Inc.

Purpose

The purpose of this statement is to establish a clear understanding between the Investment Committee (The Committee), the PNS Board of Directors (The Board) and KMS Financial Services concerning the investment policies and objectives of Pacific Northwest Swimming Inc: “The Fund.” (“The Fund” is understood to include all Pacific Northwest Swimming assets, including operating funds, unless specifically stated otherwise.) The policies for each asset class within The Fund are described as part of this document. This policy outlines an overall philosophy that is specific enough to guide the Committee, yet sufficiently flexible to allow for changes in the economy and securities markets. The Investment Committee will provide realistic expectations and risk tolerance to guide the Board toward long-term rate of return objectives that will serve as a standard for evaluating investment performance. The Investment Committee will also establish the procedures for overall policy and performance review.

This statement will establish policies and restrictions to be placed on The Fund investments. However, these are not intended to impede the Committee’s effort in attaining the overall objectives of The Fund. The Investment Committee has discretion in investment selection and diversification for the purposes of increasing investment returns or reducing risk exposure. The Investment Committee also has the responsibility to shift The Fund’s asset commitment among industry sectors and individual securities to pursue opportunities presented by secular changes within the capital markets.

Guidelines

Investments of The Fund will be made for the sole interest and exclusive purpose of providing benefits to Pacific Northwest Swimming. The Fund’s assets must be invested with care, skill, and diligence that a “Prudent Person” acting in this capacity would undertake.

The Investment Committee understands that fluctuating rates of return are characteristic of the securities markets; therefore, the Managers' greatest concern should be to satisfy the organizations financial objectives which are consistency of total return, preservation of principal, liquidity to meet cash flow requirements, and long term appreciation of assets. Recognizing that short-term fluctuation may cause variations in The Fund’s performance, the Investment Committee expects to achieve total return objectives over a 3 year moving time period.

Portfolio risk levels should be established to minimize the likelihood of sharp declines in principal values. The possibility of moderate declines in total value is a risk the Investment Committee accepts as necessary to achieve superior long-term results. It should also be understood that our quadrennial cycle and cash flow requirements will be instrumental in determining the appropriate asset mix and liquidity mix.

The Committee is to vote equity proxies in a manner that best serves the Fund's interest. The Committee is expected to be aware of corporate provisions that may adversely affect stockholdings including, but not limited to, golden parachutes, super majorities, poison pills, fair price provisions, staggered terms for board members, and other tactics. Proxies should be vigorously voted with interest of preserving or enhancing the overall portfolio value.

The Committee is prohibited from investment in private placements, letter stock, and uncovered options, and from engaging in short sales, margin transactions, or other similar specialized investment activities.

Objective Standards

The Fund's primary objective is to obtain an additional 3% return relative to the Consumer Price Index with a minimum return of 7% as a secondary objective. This objective should be pursued as a long-term goal designed to maximize benefits for the plan participants without undue risk, as defined herein.

The Investment Committee realizes that poor securities markets may persist over a period of unpredictable duration. Therefore, they have established, as part of their risk policy, a minimum acceptable return equal to the rate of increase of the Consumer Price Index.

The Investment Committee also recognizes that persistently rising securities markets may provide opportunities for above average appreciation of plan assets. Under these circumstances, the Investment Committee shall maintain the flexibility necessary to achieve a total return of the Consumer Price Index rate plus 7% annually. Understanding that a long-term positive correlation exists between volatility and positive expected returns, declines in total value in any 12-month period should not exceed -9% more than once every ten years.

It is also expected that over any 3-year period, the Committee is expected to achieve a return after fees superior to their appropriate respective benchmark as detailed below.

Security Classes

A. Equities

All equity investments will be made within the guidelines of quality, marketability, and diversification, mandated by controlling statutes. In keeping with our general philosophy, the Investment Committee expects to maintain their equity portfolios at a risk level approximately equivalent to that of the equity market as a whole, as represented by the appropriate index benchmark with the objective of exceeding its results by 1% annually over a 3-year period. Equity holdings (including Convertibles) may be selected from the New York, American and NASDAQ stock exchanges. Equity investments must represent companies meeting a minimum capitalization requirement of \$250 million with readily available market quotations. It is expected that the median capitalization of the portfolio will exceed \$10 billion with no more than 20% to be invested in companies with capitalization below \$500 million.

Within the above guidelines, the Committee is fully responsible for security selection and diversification. However, they cannot exceed a 5% commitment of their portfolio's equity market value for an individual security or 20% for a particular industry (30% for a sector per S&P definition). If, as a result of market growth the holdings of any individual security should exceed 10% or any industry should exceed 30%, (40% for a sector per S&P definition) the Committee should endeavor to reduce the exposure back to the purchase guidelines within a reasonable period of time (90 days.)

B. Fixed Income Securities

Investment in Fixed Income securities will be managed actively to pursue opportunities presented by changes in interest rate trends. The Investment Committee expects to maintain the risk levels of the portfolio roughly equivalent to the market as a whole, with the objective of exceeding the results as represented by the Shearson Lehman Government Intermediate Index by 0.5% annually over a 3 year money time period. The Committee may choose from appropriately liquid preferred stocks, corporate debt securities, and obligations of the U.S. Government and its agencies. These investments are subject to the following limitations:

1. Average portfolio maturity should not exceed 10 years at any time, with total portfolio risk similar to the Shearson Lehman Government/Corporate Intermediate Index. No issues may be purchased with more than 20 years to maturity. It is expected that no more than 25% of Fixed Income investments may exceed 10 years in maturity.
2. Investments in securities of a single issuer, with the exception of the U.S. Government and its agencies, must not exceed 10% of The Fund's fixed income market value.
3. Individual Corporate securities (excluding Convertibles) must meet or exceed a credit rating of A/A to be purchased. BBB/BBB rated securities that have been downgraded may be held for a reasonable time (90 days) before being sold. Split rated securities (A/BBB) may be held, but not purchased.
4. Individual Preferred stocks (excluding Convertibles) must be rated A/A at the time of purchase and may be held if downgraded for a reasonable time (90 days) before being sold. Split rated securities may be held, but not purchased.
5. Investments in high yield/lower rated bonds may be done through a mutual fund, or separate manager, specializing in that area, where diversification of the portfolio would be expected to offset the higher inherent credit risks. Investments in High Yield (below investment grade) may not exceed 10% of the Longer Term Investment accounts and is expressly forbidden for operating accounts. Such investments would be done in an effort to offset interest rate risk inherent in government bonds, thus enhancing overall portfolio returns and reducing overall portfolio risks.

The Committee is prohibited from investing in private placements or from speculating in covered/uncovered financial futures. Within the above restrictions, the Committee has complete discretion over timing and selection of individual Fixed Income securities.

C. Cash Equivalents

The Committee may invest in Commercial Paper, Repurchase Agreements, Treasury Bills, Certificates of Deposit, and money market funds to provide income, liquidity for expense payments, and preservation of The Fund's principal value. All such assets must represent maturities of less than 3 years at the time of purchase. Commercial Paper assets must be rated A-1 or P-1 by Standard & Poors and Moodys respectively. The Committee may not purchase shortterm financial instruments with speculative characteristics (uncertainty of principal and/or interest). The Committee also may not invest more than 20% of The Fund's market value in the obligation of a single issuer, or more than \$100,000 in any 1 commercial bank CD, with the exception of the U.S. Government and its fully guaranteed agencies.

D. Other Assets

The Committee should not purchase assets other than those mentioned above without the consent of the PNS Board of Directors (properly documented in meeting minutes). Investments in futures contracts, commodities, and currency exchange rates are strictly prohibited. Securities of foreign companies traded in ADR's or on foreign stock exchanges may not be purchased. Without the PNS Board of Directors' consent, investments not specifically addressed by this statement are forbidden.

Account Specific Information

Operating Funds

Short Term Operating Account

The Short Term Operating Account is comprised of primarily operating funds that could reasonably be expected to be spent over the next 3 to 12 months. The account will be managed by the PNS Treasurer. The securities in the account will be limited to the following investment vehicles and restrictions:

Money Market Funds

Wells Fargo Checking Account

Wells Fargo Savings Account

Bank of America Checking Account (National Meet Account)

Officials' Committee Checking Account (Managed by the Officials' Committee, reconciled to the PNS Accounts quarterly)

Longer Term Investments

Reserve and Endowment Accounts

The Reserve and Endowment Accounts are comprised of investments for which there is not current identified need or anticipated liquidity need. These funds are further broken down by Equity Accounts and Bond Accounts. It is anticipated that Equity Accounts will be run as domestic equity. It is anticipated that the maximum equity exposure should never exceed 65% of the combined Equity and Bond Account values.

Principal / Income Allocation

The combined Reserve and Endowment Account is allocated as follows:

Reserve	75.0 %
Athlete Endowment	15.0 %
Programs Endowment	10.0 %

The income (loss) of the combined funds shall be allocated in accordance with the above percentages. The percentages shall be adjusted as funds are contributed or withdrawn to maintain the endowment principal balances that existed prior to any contributions or withdrawals.

Asset Allocation

The Investment Committee asset allocation policies reflect, and are consistent with, the investment objectives and risk tolerances expressed throughout this statement. These policies, developed after examining the historical relationships of risk and return among asset classes, are designed to provide the highest probability of meeting or exceeding The Fund's return objectives at the lowest possible risk.

It is expected that diversification will occur by asset class (stocks, bonds, cash), geographically (both local and national securities), credit quality (both high grade and high yield, with an emphasis on high grade), market cap (large cap, median cap and small cap, with an emphasis on large cap), and style (growth and value).

General asset allocation decisions will be made by the Investment Committee and the consultant. Specific asset allocation with the Fixed Income and Equity classes are the responsibility of the Committee. As a result, the following standards will be used to evaluate The Fund's asset allocation, measured at market value.

1. The investment returns of The Fund's asset allocation will be measured against those of a target portfolio consisting of 55% Equities, 40% Fixed Income securities, and 5% Cash equivalents.
2. Equities, including all convertible securities, may comprise up to a maximum of 65% of The Fund's market value with a minimum requirement of 0%.
3. Fixed Income securities, including preferred stocks, should not exceed a maximum of 70% of The Fund's market value and may represent as little as 10%.
4. Cash equivalents, including all senior debt securities with less than 3 years to maturity, may represent a maximum of up to 100% of The Fund's value. They should constitute at least 5% at all times.

These asset allocation boundaries are based on market value of all of The Fund's assets. If changes in market value should lead to allocations exceeding these boundaries by 10% of the portfolio at the end of any calendar quarter, our consultant will notify The Committee who will endeavor to reduce/increase exposure back to the guidelines within 90 days.

If the Committee believes that certain opportunities justify allocations beyond the limits prescribed above, they may exceed them only with the PNS Board of Directors' consent. Such recommendation should be submitted in writing to our managed account consultant and could be expected to be acted upon within 10 days.

Communications

Unless otherwise requested, the Committee must furnish the Board of Directors with a quarterly account review detailing investment performance (time-weighted), portfolio holdings, an investment strategy, and The Fund's value. The Investment Committee also must provide timely information about changes in the investment philosophy, management, ownership, and key personnel.

Investment Committee meetings will be held annually at the Fall House of Delegates' Meeting.

The Investment Committee may call more frequent meetings if concerns arise about the investment strategy or performance, or if key changes occur in the personnel or organizational structure.

KEY INFORMATION

ORIGINAL INVESTMENT POLICY ADOPTION: October 2005

REVISED: None

IRS TAX IDENTIFICATION: # _____

CUSTODIAN: KMS Financial Services

INVESTMENT CONSULTANT: James Hansen

ACKNOWLEDGMENT

By acknowledging in writing, the receipt of this statement, the investment consultant agrees to its terms and conditions. The signatures below affirm that this statement has been read, understood and accepted.

PNS Finance Vice-Chair

Investment Manager

Signature

Signature

Date: _____

Date: _____

PNS General Chair

PNS Treasurer

Signature

Signature

Date: _____

Date: _____

Pacific Northwest Swimming Rules and Procedures	Member Personal Information Privacy
Index AD-06-04	Effective Date: 10/14/19
1/22/2007: Original, Created to officially document PNS policy with respect to personal member information 10/14/2019 Removed board of review references.	

1. PNS Member Personal Information Privacy

- a. In order to efficiently operate a youth athletic organization, PNS must, from time to time, collect some personally identifiable information concerning its members, coaches, officials, and parents or other participants. Examples of this type of information include but are not limited to member name, age, address, phone number(s), email address(es), membership number and birth date. PNS recognizes the trust inherent in the provision of personally identifiable information and the responsibility that PNS bears to apply appropriate protections on this information. As such, it is the policy of PNS that:
- i. **Collected information** - Personally identifiable information collected by PNS will be limited to only that information deemed reasonably necessary to perform PNS or USA Swimming programs and to ensure safe and fair competitive programs.
 - ii. **Release to third parties** - With the exception of providing registration information to USA Swimming, ensuring accurate meet entries for PNS, other USA Swimming or FINA competitions, or performing necessary employment or 'position of authority' background checks, PNS will not sell or otherwise transfer personally identifiable information at any time to external or internal third parties, including LSC membership, without express written approval from a responsible adult, parent or guardian.
 - iii. **Protecting email addresses**
 - (1) PNS Staff and Board of Directors may occasionally deem it necessary to initiate sending information to all or specific portions of membership. In these cases, without express written approval from a responsible adult, parent or guardian, PNS will use a "Blind CC:" or equivalent emailing capability to hide recipient email addresses.
 - (2) Responses to PNS membership initiated emails from PNS Staff and Board of Directors do not need to use the "Blind CC:" or equivalent capability.
 - (3) Emails to and among PNS Staff, Board of Directors, and House of Delegates representatives need not use the "Blind CC:" or equivalent capability.
 - (4) At the request of any PNS Board of Directors or PNS Committee member and for the duration of their membership on the board or committee, PNS may provide a 'virtual' email address that points to an email address of the member's choice. Any board or committee member may choose not to provide a destination email address or may 'opt out' of having this service by notifying the Administrative Vice Chair.
 - iv. **Compliance with USA Swimming Privacy Policy** – PNS will comply with the latest USA Swimming Privacy policy which can be found on the USA Swimming website and limits the collection of personally identifiable information to only that necessary to perform USA Swimming or LSC business and further limits public publication (including electronic publication) of data to name, age in years, club affiliation, event results (time) and place, and any awards or honors.
 - v. **Compliance with USA Swimming Online Privacy Policy** – PNS will comply with the latest USA Swimming Online Privacy statement which can be found on the USA Swimming website and requires full compliance with the 1998 Children's Online Privacy Protection Act (COPPA).
 - vi. **PNS Website Content** – The PNS website may contain links to other sites whose information practices may be different from those of PNS. When asked for personal information, visitors to those sites should consult the privacy notices on those sites. PNS will not knowingly link to or republish articles or other content, even if publicly available, that contain personally identifiable

information beyond that allowed under the USA Swimming Policy.

Pacific Northwest Swimming Rules and Procedures	Operating Committees
Index AD-06-05	Effective Date: 1/22/2007
1/22/2007: Original, Created to establish and officially document PNS policy with respect to duties and committees not mandated by the PNS By-Laws	

1. Operating Committees

- a. The PNS By-Laws establish the responsibilities and membership of various Standing Committees. In general, the Standing Committees are the minimum necessary to operate the LSC business and execute a competition program. However, effective operation of the LSC usually requires the establishment of additional 'Operating' Committees to support and augment the Standing Committees and efficiently and flexibly perform LSC programs and business.
 - i. From time-to-time, by approval of a motion the Board of Directors or House of Delegates may establish one or more 'Operating' committees to address issues or needs that may arise in the operation of the LSC.
- b. Temporary Operating Committees
 - i. Operating Committees with a temporary purpose may be documented solely through the minutes of the Board of Directors or House of Delegates meeting that approved the establishment of that committee.
 - (1) Complete documentation of a temporary Operating Committee will include a clear Purpose, Chair, Membership and Expiration Date or Condition for Dissolution.
 - (2) The Expiration date or Condition for Dissolution for a Temporary Committee may be modified by approved motion of the Board of Directors or House of Delegates.
 - ii. Temporary Operating Committees are dissolved upon reaching the expiration date of the committee, achievement of the identified Condition for Dissolution, or upon approved motion of the Board of Directors or House of Delegates.
- c. Ongoing Operating Committees
 - i. Operating committees that have an ongoing role are to be documented in this policy.
 - ii. PNS establishes the following ongoing Operating Committees as described in their corresponding Sections below:
 - (1) Hall of Fame Committee
 - (2) Awards Banquet Committee
 - (3) Age Group Committee
 - (4) Senior Committee
 - (5) Disability Swimming Committee
 - (6) Open Water Committee
 - (7) Meet Sanctioning Committee
 - (8) Electronic Publications Committee
 - iii. The Board of Directors or House of Delegates may dissolve any ongoing Operating Committee by approving a motion to remove the affected committee description from this policy,

2. Hall of Fame Committee

- a. Purpose: Development and maintenance of the PNS Hall of Fame recognizing distinguished performance or service of athletes, coaches and other PNS members. This responsibility includes the selection of honoree candidates and induction of honorees in accordance with PNS policy AD 06-01.

- b. Organization: The Hall of Fame committee is under the general oversight of the current General Chair
- c. Budget: This committee establishes annual budget needs and coordinates this request through the General Chair during the normal PNS budgeting process.
- d. Chair Selection: The Chair of this committee is selected by majority vote of the members of the committee.
- e. Membership: Current General Chair, all Past General Chairs and additional committee members appointed by the current General Chair. Hall of Fame Committee members, who are not current PNS members, have voice and vote on this committee.

3. Awards Banquet Committee

- a. Purpose: Plan and organize an annual PNS Awards Banquet. The responsibilities of this Committee include, but are not limited to, scheduling and procuring a location for the banquet, obtaining catering for the banquet, identifying appropriate guest speakers or presenters, developing an agenda for the banquet, and identifying and procuring a set of recognition awards each year in addition to those resulting from the PNS Championships meets or other sources of PNS-level awards.
- b. Organization: The Awards Banquet committee is considered to be a part of the Program Development Division.
- c. Budget: This committee establishes annual budget needs and coordinates this request through the Program Development Vice Chair during the normal PNS budgeting process.
- d. Chair Selection: The General Chair, with the advice and consent of the Board of Directors appoints the chair of this committee. The chair of this committee must be a PNS Member in good standing.
- e. Membership: Appointed Committee Chair, additional members identified by the Board of Directors or the Appointed Committee Chair. Committee members serve at the pleasure of the Committee Chair. Additional committee members need not be PNS Individual members, but may not have a financial interest in hosting, catering, or otherwise servicing the event.

4. Age Group Committee

- a. Purpose: Coordinate and develop age group program policies, programs and positions. Support the Age Group Vice Chair in planning, organizing and overseeing PNS sponsored Age Group meet delegations (e.g. All-Star, Western Zone Championships). Identify PNS team head and assistant coach, trainer, manager, chaperone or the official team functionary candidates for presentation and acceptance by the Board of Directors.
- b. Organization: The Age Group Committee is considered to be a part of the Age Group Division.
- c. Budget: This committee supports the Age Group Vice Chair in establishing PNS sponsored Age Group meet delegation annual budget needs that are requested through the Age Group Vice Chair during the normal PNS budgeting process.
- d. Chair Selection: Age Group Vice Chair
- e. Membership: Age Group Vice Chair, who shall serve as committee chair, and additional members appointed by the Age Group Vice Chair with advice and consent of the Board of Directors. Committee members serve at the pleasure of the Board of Directors. Additional members must be PNS individual members in good standing, and should, as much as possible, be representative of the LSC. Committee members may not have

a financial interest in any of the activities undertaken by this committee, such as in making travel accommodations, equipping or otherwise supporting the Age Group program.

5. Disability Swimming Committee

- a. Purpose: Coordinate and develop Disability Swimming policies and positions in support of the Age Group Vice Chair.
- b. Organization: The Disability Swimming Committee is considered to be a part of the Age Group Division.
- c. Budget: This committee establishes Disability Swimming annual budget needs that are requested through the Age Group Vice Chair during the normal PNS budgeting process.
- d. Chair Selection: The General Chair, with the advice and consent of the Board of Directors appoints the chair of this committee. The chair of this committee must be a PNS Member in good standing.
- e. Membership: Appointed committee chair, Age Group Vice Chair, and additional members appointed by the Committee Chair with advice and consent of the Board of Directors. Committee members serve at the pleasure of the Board of Directors. Additional members must be PNS individual members in good standing, and should, as much as possible, be representative of the LSC.

6. Senior Committee

- a. Purpose: Coordinate and develop Senior program policies, programs and positions. Support the Senior Vice Chair in identifying a schedule of Senior meets for which travel funds may be reimbursed per PNS Policy AD-9705.
- b. Organization: The Senior Committee is considered to be a part of the Senior Division.
- c. Budget: This committee supports the Senior Vice Chair in establishing Senior Division annual budget needs that are requested during the normal PNS budgeting process.
- d. Chair Selection: Senior Vice Chair
- e. Membership: Senior Vice Chair, who shall serve as committee chair, and, with the advice and consent of the Board of Directors, at least one Athlete, Coach and Official member and additional members appointed by the Senior Vice Chair. Senior Committee members serve at the pleasure of the Board of Directors. Additional members must be PNS individual members in good standing, and should, as much as possible, be representative of the LSC.

7. Open Water Swimming Committee

- a. Purpose: Coordinate and develop Open Water program policies and positions in support of the Senior Vice Chair.
- b. Organization: The Open Water Swimming Committee is considered to be a part of the Senior Division.
- c. Budget: This committee establishes Open Water Swimming annual budget needs that are requested through the Senior Vice Chair during the normal PNS budgeting process.
- d. Chair Selection: The General Chair, with the advice and consent of the Board of Directors appoints the chair of this committee. The chair of this committee must be a PNS Member in good standing.

- e. Membership: Appointed committee chair, Senior Vice Chair, and additional members appointed by the committee chair with advice and consent of the Board of Directors. Committee members serve at the pleasure of the Board of Directors. Additional members must be PNS individual members in good standing, and should, as much as possible, be representative of the LSC.

8. Meet Sanctioning Committee

- a. Purpose: Develop procedures and policies with respect to the meet sanctioning and approval in support of the Program Operations Vice Chair. Perform meet sanctioning process in accordance with committee procedures.
- b. Organization: The Meet Sanctioning Committee is considered to be a part of the Program Operations Division.
- c. Budget: This committee establishes Meet Sanctioning annual budget needs that are requested through the Program Operations Vice Chair during the normal PNS budgeting process.
- d. Chair Selection: The General Chair, with the advice and consent of the Board of Directors appoints the chair of this committee. The chair of this committee must be a PNS Member in good standing.
- e. Membership: Appointed Committee Chair, Program Operations Vice Chair, and additional members appointed by the committee chair with advice and consent of the Board of Directors. Committee members serve at the pleasure of the Board of Directors. Additional members must be PNS individual members in good standing, and should, as much as possible, be representative of the LSC.

9. Electronic Publications Committee

- a. Purpose: Develop and maintain electronic publication policies and procedures including domain ownership, website hosting, LSC email address assignment, website structure and 'look and feel', and website contributor responsibilities and access control.
- b. Organization: The Electronic Publications Committee is considered to be a part of the Administrative Division.
- c. Budget: This committee establishes electronic publications annual budget needs that are requested through the Administrative Vice Chair during the normal PNS budgeting process.
- d. Chair Selection: The General Chair, with the advice and consent of the Board of Directors appoints the chair of this committee. The chair of this committee must be a PNS Member in good standing.
- e. Membership: Appointed Committee Chair, Administrative Vice Chair, and additional members appointed by the committee chair with advice and consent of the Board of Directors. Committee members serve at the pleasure of the Board of Directors. Additional members must be PNS individual members in good standing, and should, as much as possible, be representative of the LSC. Committee members may not have a financial interest in any of the activities undertaken by this committee, such as in website hosting, email processing or otherwise supporting PNS electronic publications.

Pacific Northwest Swimming Rules and Procedures	Conflict of Interest Policy
Index AD-07-01	Effective Date: 02/23/09
02/23/09: Original	

1. Conflict of Interest Statement

- a. It is the policy of Pacific Northwest Swimming (PNS) that all staff, committee chairs, and board members avoid any conflict of interest or perception of a conflict with the interests of PNS or USA Swimming.
- b. Conflicts of interest may result from such sources as personal, professional or business - including other non-profit organization - interests as well as those of family, personal or business associates.
- c. By accepting employment with PNS, election to the Board of Directors, appointment as chair of any PNS committee, the affected person also accepts the responsibility and obligation to implement this policy.

2. Expected Behavior

- a. Recognition of multiple USA Swimming related interests - As members of PNS, it is recognized that all board members and other PNS volunteers (paid or unpaid) have interests in their athlete family members (if any), affiliated club, and USA Swimming. This policy does not generally require specific action or inaction as a result of these interests unless they are of a particular importance to or bearing on the issue at hand.
- b. Disclosure of interests - When discussing issues in any board or committee, it is expected that all PNS staff, committee chair and board of directors members will either refrain from the discussion or openly disclose any interest that they have that may present a conflict with the interests of PNS or USA Swimming.
- c. Voting - When voting or making a decision in the performance of PNS duties, all PNS staff, committee chairs and board of directors members shall recuse themselves from voting on issues that cause or appear to cause a conflict with the interests of PNS or USA Swimming.
- d. Responsibility to perform duties - Should a conflict of interest exist or arise that prevents or substantially compromises the performance of necessary PNS duties, it is expected that the affected person will resign from the PNS position.

3. Staff and Board of Director Member Acknowledgement

- a. Upon employment, appointment, or election, and every year thereafter, all paid staff, committee chairs and Board of Directors members shall sign a copy of this Policy acknowledging the need to adhere to policy. The PNS Secretary shall be responsible for retaining copies of these signatures for the duration that the position is held.

The undersigned acknowledges that they have received, read and understood this policy and accept the responsibility to adhere to its specific content and its general intent of ensuring the integrity of PNS and USA Swimming, their subordinate institutions, and decision making processes, and the reputation and integrity of its staff, Board of Directors and volunteers.

Signature: _____

Name (Printed): _____

Date: _____

Pacific Northwest Swimming Rules and Procedures	Travel Team Medical Release
Index AD-08-01	Effective Date: 2/23/2009
<small>2/23/2009: Original, Created to officially document PNS policy with respect to necessary medical releases for PNS Travel Teams</small>	

1. This policy is based on recommendations from USA Swimming for accommodating athletes with medical conditions when they are traveling with a PNS sponsored team.
2. Each athlete and their parent(s) or guardian must sign the USA Swimming "Liability Release and Indemnification Form for Minor Travel" for each trip for which an athlete is to participate. This form will be provided as part of the Athlete Application package for these PNS sponsored teams.
3. In addition, for each traveling athlete with a condition that requires medication or treatment, a doctor must sign off/authorize the athlete's participation in the PNS organized swimming trip or activity.
4. Under no circumstances is anyone other than the athlete, their parent/guardian or qualified medical personnel authorized to administer medication of any type to any athlete. This restriction includes administration of nominally over-the-counter or typically inconsequential medications such as aspirin, etc.
5. Parents/guardians that do not sign the required forms or who are not comfortable with having their athlete take responsibility for their own medication must accompany their athlete on the trip or the athlete will neither be accepted as part of the team nor allowed go on the trip.

Pacific Northwest Swimming Rules and Procedures	PNS Travel Policy
Index AD-14-01	Effective Date: 1/11/2021
Original: June 25, 2014 Presented and Approved BOD. 01/11/21: Changed the address of the PNS Office.	

Pacific Northwest Swimming TRAVEL (VOLUNTEER) & EXPENSE REIMBURSEMENT POLICY

Pacific Northwest Swimming (PNS) will pay for reasonable travel expenses for volunteers that are incurred in the performance of their duties for PNS. The following requirements regarding travel arrangements apply to all PNS volunteers when traveling on PNS business. The requirements also apply to all contracted-service personnel, when travel arrangements are offered by PNS management and accepted by the contracted service personnel's employer.

Volunteer travel procedures will be monitored by the Finance Division to ensure that policies and best business practices are followed. The responsibility and authority to implement and enforce this policy is placed with the Finance Vice Chair and General Chair.

1.0 Approvals. Travel approval must be obtained prior to making any reservations. The approved PNS Travel Request/Authorization form must be submitted by e-mail to the office for approval at least 21 days prior to departure. The travel authorization must include the following items:

- Event Name (ex. Convention)
- Approving Vice Chair or committee chair
 - Name(s) of traveler(s)
 - Date(s) of Program
 - Travel dates
 - Airport location

2.0 Travel Arrangements. All travel arrangements, excluding hotel reservations, may be made through your vendor of choice. In general, the PNS Office does not make travel arrangements.

2.1 Air Travel. All travel reservations shall be made through your own travel portal or agency and paid for by the traveler. Requests for reimbursement must be made within 60days following the travel, or will not be reimbursed.

Any arrangements not pre-approved will not be reimbursed.

- A. The traveler should reserve flights at least 21 days prior to travel to ensure the greatest opportunity to obtain the lowest fare and preferred itinerary. PNS reserves the right to refuse future travel to those that violate this and incur higher priced tickets.
- B. The least expensive routing for air travel based upon PNS's guidelines and the traveler's flexibility will be preferred. Discounted, coach fares will be used. Business class will be reserved only at the traveler's expense.
- C. Benefits accrued from frequent flyer programs may be retained and used by the individual traveler. However, a volunteer's participation in a particular airline's frequent flyer program should not override the selection of the most cost-effective, reasonable reservation.

The following criteria will be considered in determining the most reasonable airfare cost:

- 1) One stop or connecting flights will be required if savings of \$250 or more is achieved without extending the total one-way air travel time by more than two (2) hours.
- 2) Alternative airports should be considered.
- 3) Volunteers may select any flight or carrier within \$100 of the lowest fare offered, provided the flight is within a two-hour time window of the desired departure/arrival time (ex. Traveler wants to leave at 4 p.m.-range would be 2-6 p.m.).

Additionally, if the domestic airfare exceeds \$600, the traveler must send an explanatory note to the General Chair at generalchair@pns.org.

- D. Alternate Airports.** Alternate airports should be considered for travel to cities where multiple commercial airports exist, e.g. Boston, New York, Dallas, Houston, Chicago, Los Angeles, San Francisco, etc.

Document Delivery. This passenger receipt must be submitted with the Volunteer Reimbursement form.

Note: In the case of a cancellation or flight change, it is imperative that the traveler arranges for proper credit or refund. PNS will not reimburse for flight reservations cancelled by the traveler.

F. Unused Tickets. It is the responsibility of the traveler to cancel his or her reservation prior to the departure of the first flight on the itinerary. Ignoring this responsibility will result in additional costs for the traveler.

Charges for re-ticketing, schedule changes, etc. are reimbursable if incurred for a valid business reason and approved prior to travel. If there is a change in an itinerary that results in additional cost, the traveler must provide notification to the Finance Vice Chair upon completion of travel.

2.2 Ground Travel

A. Personal Vehicles. Personal vehicles may be used if it saves time and is less expensive than renting a car, taking a taxi or using alternate transportation. When two or more people on PNS business share a vehicle, only the driver may claim reimbursement for mileage, parking and toll charges. If a traveler prefers to take his/her vehicle on approved PNS business, mileage costs up to the equivalent airfare expense may be claimed. (To determine the equivalent airfare, use an on-line booking tool—at least 21 days prior to departure date—to plot the trip and then print the screen before purchase.) Mileage reimbursement amounts will be in accordance with the IRS regulations.

B. Rental Cars. A traveler may rent a vehicle when renting would be more advantageous to PNS than other means of commercial transportation, such as a taxi. Midsize cars (or more economical) should be used when possible. When traveling with a group, rental cars are to be shared to minimize costs.

The traveler should refuel the car prior to returning the vehicle to the rental agency to avoid the high fuel surcharges. Travelers should use self-park at hotels, versus valet parking.

Volunteers should decline all optional insurance coverage except when traveling internationally (including Canada). Your personal car insurance generally provides adequate liability protection for the vehicle. If your policy's coverage warrants it you may choose to provide the optional insurance, but this extra expense will not be reimbursed by PNS.

In the event of an accident in a rental car, an accident report must be prepared and filed with the local police as well as the car rental agency. If you are involved in an accident in a rented vehicle and are convicted of a violation of any alcohol or drug statute, you will be personally responsible for all damages as well as possible disciplinary actions.

C. Other Ground. Expenses for taxis, shuttles or public transportation for business purposes are reimbursable with receipts.

Travelers may use their personal automobiles to and from the airport. Travelers will be reimbursed for actual parking expenses and mileage. Economy parking should be utilized.

- 2.3 Hotel.** Hotel reservations may be made through your preferred online portal. Travelers should use common sense when making hotel bookings and should look for reasonable rates within that market, whenever possible. Groups of ten or more people can be booked by USA Swimming staff members through the Marriott Hotel (USA Swimming Sponsor) group agent.

Cancellations of hotel reservations must occur within the required cancellation window— note: this could be as much as 72 hours prior to arrival – if the need arises. Charges will not be reimbursed unless the cancellation was caused by circumstances beyond the traveler’s control. A fair and reasonable evaluation will prevail in such circumstances.

Hotel incidentals will not be reimbursed (including phone or internet service) unless approved prior to the trip.

- 3.0 Meals (Per Diem) and Entertainment.** Generally, per diem or meals reimbursement is provided by PNS. Other expenses incurred by the General Chair (or designee, approved by the General Chair) during the course of business (i.e., group meals, meeting snacks, etc.) will be reimbursed. Per diem should be fair and reasonable, and not exceed the US Government per diem policy.
- 4.0 Incidentals.** The incidental portion of daily per diem is defined by IRS as fees & tips to porters, baggage carriers, and hotel staff, and fees for carts. Reimbursements for these items will not be granted.
- 5.0 American Express/Visa Travel Cards.** PNS does not offer a corporate card to volunteers who travel.
- 6.0 Spousal/Non-PNS Travel.** Spouses, friends or family members may accompany volunteers traveling on PNS business, provided their travel expenses are paid for by the volunteer, and there is no net expense to PNS. Volunteers may combine personal and business travel providing it is at no cost to PNS.
- 7.0 Annual Meeting.** Travel expenses to the USA Swimming annual meeting (United States Aquatic Sports Convention) for PNS volunteers, including the voting delegates, National committee Chairs, USA Swimming Board members and other members as appointed by the executive committee will be reimbursed by PNS. This policy extends to committees electing to conduct a committee meeting immediately prior to or immediately after the annual meeting.
- 8.0 Convention Hospitality and Meals.** With the approval of the General Chair, snacks and soft drinks may be provided in a common location for all traveling PNS delegates.
- 9.0 Audits/Controls/Enforcement.** PNS has audits and controls to ensure that travel expenses are managed and cost-effective. PNS’s Finance Division will monitor use of preferred suppliers and provide reports to the PNS Board of Directors, as necessary.
- 10.0 Policy Exceptions.** Exceptions to the policy require approval by the Division Vice Chair and General Chair. Policy exceptions can be made to reasonably accommodate employees and volunteers with disabilities.

EXPENSE REIMBURSEMENT

Only authorized volunteer expenditures will be reimbursed. Reimbursement for out-of pocket expenses is allowed on those occasions where authorized individuals are required to spend their own money. This procedure applies to all volunteers that travel for PNS.

1.0 Volunteer Reimbursement Request Guidelines

1.1 Deadlines. Volunteer reimbursement requests must be submitted no later than 60 days after the date expenses are incurred in order to receive reimbursement. Expenses submitted later than 60 days will NOT be routinely processed and may not be reimbursed.

1.2 Completion & Documentation. Reimbursement requests must be completed in sufficient detail to permit determination of the business purpose and reasonableness of the expenditures. Adequate documentation must accompany each reimbursement request. If volunteers submit reimbursement requests via mail, they must include original itemized hotel receipts, travel itinerary reflecting time and cost of travel, and receipts for ALL expenses. Include the name of the program to be charged and a detailed description of the expenses incurred.

When receipts cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a statement should be provided explaining why such receipts are not being submitted with the expenses report. PNS does not normally reimburse volunteers for expenses of \$25 or more unless a receipt is included. Credit card statements reflecting airline baggage amounts and airport parking will be accepted in the absence of actual receipts.

Itemized receipts are required for all hospitality and hotel folios must be provided for hotel stays. See section 3.0 on page 5 for more information regarding hospitality receipts. If receipts for hospitality are lost, it is the traveler's responsibility to contact the restaurant and request a duplicate itemized receipt. This policy also includes line items on hotel folios that are hospitality in nature.

Volunteers may submit their signed Volunteer Reimbursement Request with supporting documentation via mail, fax, or email. If submitting by mail, send to:

Pacific Northwest Swimming

P.O. Box #2235

Auburn, WA 98071

Attn: Treasurer

If submitting by email, send to Office@pns.org

1.3 Other Traveler's Expenses. Volunteers are NOT to pay for another person's room. All travelers are to pay for their lodging unless on a group direct bill or arrangements are made ahead of time and paid by use of the PNS corporate credit card.

1.4 Large Hospitality, Reception, and Room Rentals. These expenses are NOT to be paid for with personal credit cards. Arrangements for payment need to be made prior to the event/trip by either direct billing or with the PNS corporate credit card.

2.0 Non-Reimbursable Expenses

The following types of expenditures incurred by PNS volunteers will not be reimbursed unless specifically authorized by the approving manager:

General

- Personal expenses that would be incurred by the employee/volunteer regardless of the volunteer's work-related responsibilities
- Amounts spent in excess of those considered reasonable
- The costs of the personal leg of an approved trip that is extended for personal reasons
- Annual fees, late fees, or finance charges on personal credit cards
- Expenses relating to unlawful activities (i.e. parking tickets, moving violations, fines)
- Air phone expense, other than in an emergency
- Laundry or dry cleaning
- Courier and messenger services unless transferring work related materials that could not be checked on the plane or carrier in the train or car.
- Incidentals for fees & tips given to porters, baggage carriers, and hotel staff.

Pacific Northwest Swimming Rules and Procedures	PNS Economic Inclusion
Index AD-17-01	Effective Date 6/15/20
Original: 4/24/2017 04/30/18: 250% and 125% of national poverty level 04/27/20: Changed Voucher C to Form C. Changed short course due to March 15. 06/15/20: Removed "Arena" from the Pro Series name.	

1. In order to accomplish the PNS vision of *Achieving Excellence While Fostering Growth*, it is imperative that Pacific Northwest Swimming promotes equal access to training resources and competition opportunities to all athletes, regardless of their individual means. Since PNS recognizes that national and international success in swimming depends on access to substantial resources, Pacific Northwest Swimming has created a process and funding mechanism that provides swimmers of limited means with additional club and LSC resources.
2. Outreach Membership
 - a. Any swimmer who provides documentation demonstrating a family income less than 250% of the federal poverty level will be registered as a USA Swimming outreach athlete member through PNS at no cost to themselves. For offset purposes, such swimmers shall be considered "Partial Offset Athletes."
 - i. Swimmers must provide documentation to the club registrar and the club registrar will provide PNS with a signed affidavit of the validity of documentation.
 - ii. Documentation allowed as proof of income below 250% of national poverty level is either a Federal 1040 tax return or proof of participation in: Federal reduced hot lunch program, SNAP (food stamps), WIC (Special Supplemental Nutrition Program for Women, Infants and Children), FDPIR (Food Distribution Program on Indian Reservations), TANF (Temporary Assistance to Needy Families Program), Section 8 low income housing, Washington's Apple Healthcare, SSI (Supplemental Security Income), and JOBS (Job Opportunities and Basic Skills), YMCA/Parks Department low income memberships, or any similar program as approved by the PNS Diversity and Inclusion Chair.
 - iii. An athlete who cannot meet the qualifications specified in ii above can appeal to the PNS Diversity and Inclusion Chair who may grant a waiver and authorize registration of the athlete.
 - b. Any swimmer who provides documentation demonstrating a special situation status (such as foster child, homeless, runaway, or migrant), will be registered as a USA Swimming outreach athlete member through PNS at no cost to themselves. For offset purposes, such swimmers will be considered "Partial Offset Athletes".
 - i. Swimmers must provide documentation to the club registrar and the club registrar will provide PNS with a signed affidavit of the validity of documentation.
 - c. Any swimmer who provides documentation demonstrating a family income less than 125% of the federal poverty level will be registered as a USA Swimming outreach athlete member through PNS at no cost to themselves. For offset purposes, such swimmers will be considered "Full Offset Athletes."
 - i. Swimmers must provide documentation to the club registrar and the club registrar will provide PNS with a signed affidavit of the validity of documentation.
 - ii. Documentation allowed as proof of income below 125% of national poverty level is either a Federal 1040 tax return or proof of participation in the Federal free hot lunch program.
 - iii. An athlete who cannot meet the qualifications specified in ii above can appeal to the PNS Diversity and Inclusion Chair who may grant a waiver and authorize registration of the athlete.
3. Meet Offsets (Vouchers)

- a. For meets paying a tap to PNS, teams must submit a completed “Voucher A” with their entries. Meet hosts will subtract submitted voucher amounts from their owed tap before submitting payment to PNS. “Voucher A” may not be used to pay for deck entries, time trial and/or relay fees.
 - i. Partial Offset Athletes will pay the athlete surcharge for the applicable meet, and PNS will offset the individual event entry fees.
 - ii. Full Offset Athletes will receive both the athlete surcharge and individual event entry fees offset by PNS.
- b. For Senior Sectionals, Futures, Pro Series, Junior Nationals, Nationals, US Open, Olympic Trials, Open Water Nationals, World Championship Trials, Para Can Am and Paralympic Trials, and other championship Online Meet Entry meets as approved by the PNS Diversity and Inclusion Chair, teams must submit a completed “Voucher B” to the PNS office within 60 days of meet conclusion. PNS will issue a reimbursement check to the team covering the “Voucher B” amount. “Voucher B” may not be used to pay for deck entries, time trial and/or relay fees.
 - i. Partial Offset Athletes will pay the athlete surcharge for the applicable meet, and PNS will offset the individual event entry fees.
 - ii. Full Offset Athletes will receive both the athlete surcharge and individual event entry fees offset by PNS.

4. Training Offsets (Team Training Support)

- a. Teams may apply for PNS offset to help offset training fees offsets they provide outreach swimmers. Teams must submit a completed “Form C” for each athlete by March 15 for the short course season, and by August 15 for the long course season. There should not be an expectation that full reimbursement will be provided by PNS.
 - i. Athletes must:
 - (1) be members in good standing.
 - (2) attended 60% of all workouts provided for their training group.
 - (3) participated in a minimum of two (2) competitions sanctioned by PNS for that season.
 - ii. Teams must:
 - (1) Provide proof of all practices attended by the applicants, as well as proof of all practice opportunities provided.
 - (2) Provide proof of at least two (2) competitions sanctioned by PNS in which the applicant participated.
 - (3) Provide proof of all amounts paid by applicant that were applied to their training fees.
 - (4) Provide proof of the cost of the training group the applicant participated in paid by other athletes on the team during the same time period.
- b. Each Full Offset Athlete applicant meeting the above criteria will be awarded one (1.00) offset share for each dollar the team supplemented (calculated by (3) above subtracted from (4) above) for that athlete. Each Partial Offset Athlete applicant meeting the above criteria will be awarded a three-quarters (.75) offset share for each dollar the team supplemented (calculated by (3) above subtracted from (4) above) for that athlete. Teams will be reimbursed per share, the lesser of either: The total amount budgeted for Team Training Support for that season divided by the total number of shares from all qualifying athletes; or \$1.00.

Pacific Northwest Swimming Rules and Procedures	PNS Team Travel Policy
Index AD-18-01	Effective Date 06/22/18
06/22/18: Original	

- a. The direction & decision of LSC Staff are final while on the trip and additional guidelines may be established by the LSC staff. The well-being and needs of the team will come first during the trip.
- b. Pacific Northwest Swimming travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the LSC. (305.5.4)
- c. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check and Athlete Protection Training. (305.5.2)
- d. Athletes are expected to be prompt and on time for arrival and departure times to and from the hotel and pool.
- e. Regardless of gender, coaches, chaperones and team managers shall not share a hotel room or other sleeping arrangement with an athlete. (305.5.1)
- f. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5.3)
- g. Curfews will be established and adhered to during the trip.
- h. Attendance is required at all team functions, which include, but are not limited to: meetings, practices, exhibitions, meals, press conferences, and competitions unless otherwise excused or instructed by the Head Coach, the Team Manager, the Age Group Vice Chair, or designated person in charge of the team. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, restaurant, or any other place at which the team has gathered without the permission/knowledge of the LSC Staff.
- i. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons for athletes 13&O. 12 & under athletes will be accompanied by a coach/chaperone.
- j. Athletes need prior approval from Head Coach, Team Manager or person designated by the Head Coach or Team Manager to be in the room of another athlete. Athletes are not allowed in a room designated for athletes that compete as a different gender. The hallway door will be left wide open so the interior of the room can be viewed from the hallway when athlete(s) from another assigned room is on an approved visit.
- k. Supervised team room for 10&U athletes may be provided for relaxation and recreation that will be monitored by two LSC staff.
- l. When booking hotel accommodations, rooms with interior entrances will be used when possible.
- m. During overnight team travel athletes will be paired with other athletes competing as the same gender and of similar age. Coaches, chaperones and team managers will stay in nearby rooms.
- n. When doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.

- o. Uniform requirements established for the trip will be followed. All athletes will stay in rooms with other athletes, no swimmer may reside or board with their parents, whether acting as a chaperone or not. Exception: 10 & under athlete(s) traveling with their parent or an assigned adult.
- p. The LSC staff will develop a cell phone and technology guidelines for each trip. Said guidelines will be explained to athletes before or at the beginning of each trip.
- q. Athletes are not permitted to order room service without permission from the LSC staff. Athletes will be responsible for any incidental charges to their room that is incurred during trip. Athletes will be responsible for any damage or theft that occurs at the hotel.
- r. The LSC may utilize rental vehicles to transport athletes between venues. When athletes are present in the van there must be two LSC Staff in the vehicle. If two adults are not available to make a trip between the hotel and pool at least 2 athletes will be required to make the trip in the vehicle with the LSC staff member. All occupants must wear seat belts and remain seated in the vehicle.
- s. Be quiet and respect the rights and possessions of teammates and others in hotel. No athlete shall touch the belongings of another athlete unless given personal invitation to do so by the owner. Responsibility for damages to possessions shall be assumed by the athletes involved.
- t. The Head coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate LSC leadership and the parent or legal guardian of any affected minor athlete.
- u. LSC staff will obtain a signed Liability Release and/or Indemnification Form for each athlete along with a signed Medical Consent or Authorization to Treat Form for each athlete.

Swimmer's Name (print name)	Swimmer's signature	Date
-----------------------------	---------------------	------

Parent/Guardian's Name (print name)	Parent/Guardian Signature	Date
-------------------------------------	---------------------------	------

Coach's Name (print name)	Coach's Signature	Date
---------------------------	-------------------	------

Pacific Northwest Swimming Rules and Procedures	PNS Team Code of Conduct
Index AD-18-02	Effective Date 06/22/18
06/22/18: Original	

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, volunteers and fellow competitors while on the trip.
- b. The possession or use of alcohol, tobacco products, controlled substances, is prohibited throughout the designated duration of the trip. The Team Manager needs to be informed in writing as part of the athlete's application of all prescription medication, dietary supplements, or other drugs being brought on the trip by individual athletes. (See Form #5)
- c. No "deck changes" are permitted. Athletes are expected to use available change facilities.
- d. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- e. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- f. Swimmers are to refrain from use of inappropriate language.
- g. Athletes and team staff must abide by the SafeSport Code for the U.S. Olympic and Paralympic Movement.
- h. LSC team members are reminded that when competing in meets, traveling on trips, and attending other meet related functions, they are representing both themselves and the Pacific Northwest Swimming. Athlete behavior must positively reflect the high standards of Pacific Northwest Swimming.
- i. Additional guidelines may be established as needed to assure the safety and well-being of the team members and will be adhered to during the trip.

I understand that failure to comply with the Pacific Northwest Swimming Code of Conduct, as set forth in this document or additions necessary for the safety and well-being of the team members may result in disciplinary action, which may include but is not limited to the following:

1. Disqualification from one or more swimming activities.
2. Dismissal from team and return home at my own/parent's expense.
3. The infraction(s) will be reported to the PNS Board who may take additional disciplinary action including but not limited to disqualification from future PNS sponsored activities.

I may appeal any disciplinary action in accordance with Part Four of USA Swimming Rules and Regulations.

Swimmer's Name (print name)	Swimmer's signature	Date
Parent/Guardian's Name (print name)	Parent/Guardian Signature	Date
Coach's Name (print name)	Coach's Signature	Date

Pacific Northwest Swimming Rules and Procedures	PNS Financial Crisis Policy
Index AD-20-05	Effective Date 06/27/20
Original: 06/27/20	

Pacific Northwest Swimming Financial Crisis Policy.

Pacific Northwest Swimming has a fiduciary responsibility to ensure the financial viability of the LSC. The LSC offers financial support in several policies. In the event of a local, national, or global crisis that has financial implications for our ability to fund programs, the Executive Committee with a majority vote, will suspend any policy that deals with expenditures by our LSC. The following policies will be suspended:

AD 97-05 PNS Travel Fund

AD 14-01 Travel (Volunteer) & Expense Reimbursement Policy

AD 17-01 PNS Economic Inclusion

Other policies may be affected at the discretion of the Executive Committee.

With input from the Chairs responsible for stated policies, the Executive Committee will determine which programs can be funded as described within the policies listed above. The committee will look at the current and future expenditures of the LSC, compare to current and future budgets, and forecast future expenditures. This analysis will determine if any reduction in funding is required. The Executive Committee will prioritize the areas of spending and advise the Board of Directors of any action taken.

Pacific Northwest Swimming Rules and Procedures	Registration Rules and Procedures
Index AD-97-01	Effective Date 01/11/2021
<p>04/24/06: Clarified source and meaning of requirements for USA Swimming membership</p> <p>04/28/08: Removed requirement for marshals to be members of USA Swimming to reflect USA Swimming regulation change; corrected minor spelling and formatting errors</p> <p>05/08/10: Added athlete representation attendance for reimbursement.</p> <p>04/27/15: Change House of Delegates Meeting to annual, spring meeting.</p> <p>07/11/16: PNS BOR changed to Zone BOR, registration payment update.</p> <p>09/10/18: Added Flex Membership</p> <p>10/14/19: Change Zone Board of Review to National Board of Review. Added club owner to individual member requirements</p> <p>01/11/21: Updated the Individual Members requirements according to USA Swimming Bylaw changes.</p>	

1. Group Member Registration

- a. Every group member under the auspices of PNS must be a member in good standing. Good standing is defined as complying with all USA Swimming and PNS rules, procedures, code of conduct, and prompt payment of fees and fines. Existing Group Members must be in good standing to renew their Group Member registration.
 - i. Clubs receiving a fine/fee assessment notification shall have 30 days from the date of the notification to pay the imposed fine/fee or file a protest with the Registration/Membership Committee or the National Board of Review.
 - ii. Failure to pay within 30 days of notification will result in the revocation of the Club's status as a "Member in Good Standing".
 - iii. Continued failure to pay within 60 days of notification will result in an automatic referral to the National Board of Review with recommendation for termination of the Club's Group membership.
- b. Membership costs, which include the USA Swimming membership fee, are set by the PNS Board of Directors. The current fees are listed in the PNS Club Registration Packet. No non-electronic registrations will be accepted without payment. Electronic registrations must be paid within 21 days.
 - i. The membership period is January 1 through December 31
 - ii. Club registration forms and payment are due no later than November 1st. Clubs renewing their group membership after November 1st will be required to pay a \$50 late renewal penalty.
 - iii. A \$200.00 reimbursement shall be given to the member club for attendance at the annual meeting of the House of Delegates of PNS with full attendance at the meeting. A \$100 reimbursement shall be given to the member clubs for partial attendance (at least two of the delegates) at the meeting.
 - (1) "Attendance" is defined as having the coach representative, non coach and athlete representative present.
 - (2) Athlete representative must be at least 14 years of age or entering the 9th grade.
 - (3) The reimbursement will occur no later than 30 days following the HOD.

2. Individual Member Registration

- a. Athlete Members/Flex Members/Seasonal Athlete Members
 - i. All swimmers participating in sanctioned activities (including club practices and workouts) must be registered athlete members of USA Swimming. The year-round membership period for renewal is from January 1 to December 31 of the following year. The year-round membership period for new membership is September 1 to December 31 of the following year. Flex membership period is September 1 to December 31 of the following year. Flex memberships are only permitted to participate in two meets each season that may not include LSC Championship or higher meets. Seasonal registration is offered twice each year. Season I is from September 4 to January 31. Season II is from April 1 to August 28.

- b. Athlete Transfers
 - i. If a swimmer changes club affiliation, he/she must completely satisfy the following conditions of transfer.
 - (1) Completely and accurately fill out an athlete transfer form and send it, with the proper fee, to the Membership/Registration Coordinator at the PNS Office.
 - (2) All requirements of USA Swimming Technical Code, Article 303 must be satisfied. Attention is called to USA Swimming Technical Code, Article 203 regarding the requirement to remain unattached for 120 days from the date the athlete last represented their former club in USA Swimming sanctioned competition.
 - (3) If the athlete is under the age of 18, the signature of a parent or guardian is required.
 - (4) If a member club of PNS has secured a court judgment against an athlete member (or his parents or custodians) for non-payment of club membership dues and fees which entitle the athlete to compete attached to the club that athlete shall be ineligible to represent any USA Swimming member club until the judgment is made.
 - (5) Any additional requirements as specified in the PNS Club Registration Packet.
 - i. Swimmers leaving a PNS club will not be allowed to swim in PNS sanctioned/approved events in any capacity other than "unattached" until all conditions of transfer are completed and satisfied.
 - ii. The National Board of Review will have the final authority to determine when transferring athlete(s) may compete in PNS sanctioned or approved events.
- c. Coach Members
 - i. Any person acting in ANY coaching capacity MUST be coach certified members of USA Swimming and PNS.
 - ii. Any person receiving a Coach Membership with USA Swimming and PNS must meet requirements as defined under 501.7 in the USA Swimming Rules and Regulations.
 - iii. Application must be made on the approved application form and submitted, with the proper fee and copy of the appropriate certification cards to the PNS Membership/Registration Coordinator at the PNS Office.
- d. Individual Members
 - i. The following persons must be members of USA Swimming, per USA Swimming Rules and Regulations, USA Swimming Bylaws and PNS By-Laws:
 - (1) Meet directors, officials, coaches and any others required by USA Swimming regulation 202.5 and Article 2.6 of the USA Swimming bylaws.
 - (2) Club owners by Article 2.6 of the USA Swimming bylaws.
 - (3) Voting Members of the PNS House of Delegates as required by PNS By-Law 4.1.1
 - (4) All members of the PNS Board of Directors as required by PNS By-Law 6.3
 - (5) PNS Committee Chairs and members per relevant section of PNS By-Laws Article 7
 - (6) Board of Directors of a member club.
 - (7) All clubs must have either (i) at least one member coach and a board of directors or other governing board; or (ii) at least two member coaches.
 - ii. PNS also requires that officially recognized functionaries of PNS Sponsored teams (e.g., Zone or All-Star Teams) be members of USA Swimming:
 - (1) PNS Sponsored Team Chaperones
 - (2) Other PNS Chaperones receiving travel funding
 - (3) Any other officially recognized PNS sponsored team functionary, e.g. Team Trainers, Managers or Coordinators
 - iii. PNS strongly recommends that the following also be members of USA Swimming:
 - (1) Any official representative/agents of a member Club.

3. Registration Forms

All forms pertaining to USA Swimming membership are available from the Membership/Registration Coordinator at the PNS Office or from the PNS Club Registration Packet

Pacific Northwest Swimming Rules and Procedures	Classes of Swimming Competition
Index AD-97-02	Effective Date 9/1/11
09/01/01: Original	
09/01/11: Updated policy to agree with current practice/procedures.	

1. Senior Program

- a. Eligibility to compete in the Senior program is regulated by the minimum time standards for the event. Unless otherwise stated below or in the Meet Announcement, swimmers with a disability must meet the same qualifying time standards.
- b. The following parameters are either required -- "shall be" -- or strongly encouraged -- "should be"
 - i. An automatic timing system shall be used.
 - ii. Hy-Tek or equivalent Meet Management software that can export a result file compatible with SWIMS shall be used.
 - iii. The facility must conform to all applicable USA Swimming Rules and Regulations.
 - iv. Individual events should be deck-seeded with a positive check-in required to swim.
 - v. If the Order of Events is set by PNS, it should be published as part of the bid process.
 - vi. If the time standards are set by PNS, they should be posted on the PNS website at least 90 days prior to the meet's entry deadline.
- c. Classifications
 - i. Senior Championships: At least two senior championship meet opportunities shall be offered each year. Either or both may be combined with an Age Group Championship. Specific details shall be set by Technical Planning and published as part of the annual bid process.
 - ii. Senior Non-Championship Meets: Member clubs are encouraged to offer non-championship meet opportunities throughout the swim year through the meet bid process.

2. Age Group Program

- a. Eligibility to compete in an age group classification shall be determined by the swimmer's age on the first day of the meet. Unless otherwise stated below or in the Meet Announcement, swimmers with a disability must meet the same qualifying time standards.
- b. The following parameters are either required -- "shall be" -- or strongly encouraged -- "should be"
 - i. Except as otherwise determined by Technical Planning and in accordance with USA Swimming Rules and Regulations 205.3.1.F, all meets in Age Group Competition shall be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed final meet session or a total of eight (8) hours or less per day for a prelim/final meet.
 - ii. With the exception of 25-yard events, an automatic timing system shall be used for all Championship meets and should be used for all non-championship meets Hy-Tek or equivalent Meet Management software that can export a result file compatible with SWIMS shall be used.
 - iii. The facility must conform to all applicable USA Swimming Rules and Regulations.
 - iv. Individual events listed in USA Swimming Rules and Regulations 102.1.2 should be offered as frequently as possible, along with 25-yard events for swimmers ages 8&under.
 - v. If the Order of Events is set by PNS, it should be published as part of the bid process.
 - vi. If the time standards are set by PNS, they should be posted on the PNS website at least 90 days prior to the meet's entry deadline.
 - vii. Unless otherwise indicated below, all Age Group competition should be open to post-age group swimmers.
- c. Classifications
 - i. Age Group Senior Championships: At least two age group championship opportunities shall be offered each year. Either or both may be combined with a Senior Championship, i.e., open to post age-group swimmers. Specific details shall be set by Technical Planning and published as part of the annual bid process.

- ii. PNS-Formatted Series Meets: To encourage equitable competition across the LSC, Technical Planning shall design several series of meets, each scheduled on the same weekend but at as wide a geographic range of venues as possible to maximize participation while minimizing travel.

3. Open Water Program

Pacific Northwest Swimming Rules and Procedures	Meet Scheduling and Sanctioning
Index AD-97-03	Effective Date 9/1/11
04/29/02: Original	
09/01/11: Updated policy to agree with current practice/procedures.	

1. Meet Scheduling

- a. LSC Planning Annual Meet Calendar
 - i. The Technical Planning Committee shall review the previous year's meet calendar to determine the effectiveness of the planning process with respect to the applicable USA Swimming rules and regulations and PNS policies and its implementation, especially in meets where PNS determines the meet format. The data developed during this review will be used in the planning of the next competitive season to adjust the competitive schedule so as to meet the intent of PNS and USA Swimming. This review will include, but not be limited to, an assessment of the previous year's participation, projected growth rates, length of sessions, and travel times, keeping in mind the needs of swimmers of all ages and levels.
 - ii. All PNS Senior program and Age Group program meets will be scheduled by the Technical Planning Committee and approved by the House of Delegates. Clubs will make application to the Chair of the PNS Scheduling Committee for dates and class of meets.
 - iii. The meet calendar year will run from September 1 through August 31. Bid applications will be coordinated by the PNS Office and the PNS Scheduling Chair. All bids must be submitted on PNS bid forms and be accompanied by the appropriate sanction/approval fee as per schedule. Any meet bid that is incomplete or is submitted without the proper fee may be rejected.
- b. Closed meets such as tri-, dual-, or intra-squad meets, may be scheduled independently of the PNS meet bid process upon proper application to PNS for sanctioning, but may not be held on PNS closed Challenge, Divisional, or Championship weekends without permission from PNS Program Operations.

2. Meet Sanctions, Approvals, and Observed Swims

- a. Any meet or special event sanctioned by PNS is also sanctioned by USA Swimming. Sanctions, approvals and observed swims must comply with all applicable USA Swimming Rules and Regulations.
- b. All requests for sanctions and approvals shall be made to the PNS Sanction Chair. Application for sanction/approval is considered to have occurred when the Meet Announcement with the Meet Director's and Meet Referee's approval is received by the PNS Sanction Chair. Sanction and approval request deadlines and fees are summarized in the table which follows Section 3 of this policy.
- c. All requests for observed swims shall be made to the PNS Officials' Chair.
- d. Sanction/Approval is not required for a closed competition or intra-squad meets restricted to athlete members of a single USA Swimming Group Member unless those times achieved are to be entered into SWIMS.
- e. Any Group Member requesting a sanction from PNS must be a "Member in Good Standing"

3. Sanctions for Special Events

- a. Special Events are those events which a year-round USA Swimming Group Member, PNS Seasonal Group Member or PNS Affiliated Group Member advertises and seeks involvement from USA Swimming Members alone or in combination with non-member groups or individual non-members.
- b. These events are activities related to competitive swimming within PNS which include but are not limited to benefits, clinics, exhibitions, and entertainment
- c. Requests for special events must be written and submitted to the PNS Sanction Chair.

SANCTION FEE AND SCHEDULING TABLE

Meet Category	Sanction/ Approval Fee	Application Process	Submission Deadlines
Sanctioned or approved meet with entry fees, including associated time trials	\$30.00	Bid Process	Nine weeks prior to entry deadline
Sanctioned intra-squad, dual, or tri meet without entry fees	\$10.00	By request	Thirty days prior to the meet
Approved meet without entry fees	\$10.00	By request	Thirty days prior to the meet
Special Events	\$30.00	By request	Twenty-one days prior to the event

4. Commitment to host scheduled events

- a. Scheduled Senior or Age Group program meets, with meet parameters partially or wholly defined by PNS, must be hosted by the assigned club according to all relevant USA Swimming Rules and Regulations and all PNS policies and parameters specified on the bid application form.
 - i. Failure to host meet as described above will result in the following penalties: PNS shall impose a fine of \$800 for the first meet day scheduled, and \$600 for each subsequent meet day scheduled, and the scheduled meet host will be ineligible to bid for Senior or Age Group meets for one (1) calendar year.
 - ii. Upon approval by the PNS Program Operations Chair, cancellation of a meet is allowed without penalty if due to low or no entries, or another condition that reasonably precludes running the meet.

Pacific Northwest Swimming Rules and Procedures	PNS Records
Index AD-97-04	Effective Date 09/01/01

1. PNS Top 25

- a. PNS Top 25 will be held only by PNS registered swimmers.
- b. PNS Top 25 times may be made in any sanctioned competition, approved competition or observed swim and will be recognized and recorded from meet results or time verification forms signed by an authorized meet official. The meet hosts shall be responsible for the submission of complete and accurate results
- c. Responsibility for submission of complete and accurate reportable times achieved out of PNS rests with the swimmer and coaches involved.
- d. Times will be recognized for both short course and long course for the year period beginning September 1 and ending August 31 of the next year.
- e. All meet results and/or time verification forms must be sent to the Top 25 Tabulator

2. PNS Records and National Top 16

- a. PNS records may be set only by Pacific Northwest Swimming registered swimmers.
- b. PNS swimmer need not win the race to set a PNS record, but must be the highest placed PNS registered swimmer in the event.
- c. PNS records and National Top 16 reportable times may be made in any sanctioned competition, approved competition or observed swim and will be recognized and recorded from meet results or time verification forms signed by an authorized meet official. Only times produced by a Level 3 or higher primary timing system, as defined in the USA Swimming Technical Code Article 102.17, will be recognized as a record or reportable time.
- d. PNS records and National Top 16 reportable times set by PNS registered swimmers in the following meets will be automatically recognized: PNS Championships, Western Zone Northwest Section Age Group Championships and Western Zone Northwest Section Senior Championships when hosted by PNS, Western Zone Championships when hosted by PNS, and all USA Swimming National meets when hosted by PNS. The meet hosts shall be responsible for the submission of complete and accurate results. Responsibility for the submission of complete and accurate record and/or reportable times achieved in all other meets rests with the swimmers and coaches involved.
- e. Records will be recognized for the year period beginning September 1 and ending August 31 of the next year.
- f. Record forms are available from the PNS office or from the PNS web site.
- g. All meet results and/or time verification forms must be sent to the PNS Office for distribution to the Records/Top 16 Chair.

Pacific Northwest Swimming Rules and Procedures	PNS Travel Fund
Index AD-97-05	Effective Date 03/02/20
<p>Original: 1997, Updated: 9/1/01 09/26/05: Added officials, updated list of applicable meets, changed National Travel request due date to Aug 1502/25/08: Complete revision 04/28/08: Clarified the intent of the funds and that funds are claimed by and paid to teams, not athletes. 10/08/11: Revised policy to match approved funding proposal Fall HOD. 09/29/12: Clarified eligibility. 12/07/15: Added the wording and tables to make funding based on airfare + money. 07/11/16: Clarified officials wording and added officials table (Table C) 03/06/17: Further clarifications to wording for Officials and corrections to Table C 09/10/18: Senior Zones moved to Season 4 with funding calculation. Travel Period in Table A changed to Sep 1-Aug 5 06/19/19: Corrected Table B. 03/02/20: Update Table B & C: Season 1 Winter Para Can Am, Season 2 Para World Series</p>	

1. It is the policy of PNS to recognize PNS athletes who perform at a national level and to offset some of the travel costs necessary for that participation. As such, PNS has established a Meet Entry Support Fund. These funds will be paid to the club that the athlete represents on receipt of appropriate application filed within required timelines. The allocation of these funds to various expenses incurred while participating at the qualifying national level event is at the discretion of the receiving entity. The funds are intended to assist in the defraying of expenses associated with attendance at the qualifying national level events and are not intended to defray regular program operational costs. These include, but are not limited to, at the discretion of the receiving organization: air and ground transportation, lodging, per diem, and other enhancements to the competitive environment while competing at the event for which funds have been granted. The level of funding for athletes is determined in the table below.

a. Eligibility for Meet Entry Support

- i. The swimmer must be a current athlete member of USA Swimming and PNS.
- ii. The swimmer must have achieved the Qualifying time standard during the qualification time period and must have competed in an individual event. Swimmers who represent and compete for a PNS team as a Relay-only swimmer at Nationals, U.S. Open, or Junior Nationals will receive 50% of the allocation amount.
- iii. Clarification
 - (1) Swimmers shall compete in at least one PNS sanctioned meet while registered as a PNS athlete, not including dual meets or time trials, during the qualifying period for which the reimbursement is being requested.
 - (2) Swimmers must list the PNS team as their primary affiliation if multiple affiliations are listed (e.g., KING-PN/CAL-PC).
 - (3) Following verification of eligibility, payment will be made to the club. Reimbursement for unattached swimmers will be made to the club with which the athlete is training.
 - (4) Individual swimmers competing attached or unattached, may request an exemption to the above requirements. Exemption requests shall be submitted to the Senior Vice Chair no later than April 10 for Season 1, or August 10th for Seasons 2, 3, 4, or 5.
 - (5) Teams may claim travel funds for a qualifying swimmer from only a single fund during each funding season. If, during a season, a swimmer who has qualified for funding from one fund qualifies for another higher-level fund, the team may request to receive the difference in funds as long as the request is made within the time limits.
 - (6) Season 2 competitions meeting the “Approved LC Meet” are determined by the Senior Vice Chair. Requests to have a meet approved must be submitted at least 90 days before the first day of the meet or funding will not be available for that meet.
 - (7) ALL TRAVEL FUNDS GO DIRECTLY TO THE TEAM FOR TEAM DISBURSEMENT.

2. In addition, it is the policy of PNS to promote and reward excellence in coaching as measured by the development of swimming talent to a national level. As such, teams may apply for travel funds for coaches attending meets in which they have both coaches and qualified athletes attending according to the following schedule.

- ✦ 1-6 athletes: 1 coach
- ✦ 7-12 athletes: up to 2 coaches
- ✦ 13 & more athletes: up to 3 coaches

3. It is the policy of PNS to support and promote the development of officials working at national, sectional, and local meets as identified on Table A. As such, officials traveling to and participating in meets may be reimbursed for expenses up to the travel fund amount allotted for the meet. Application for funding must be made through the Officials Committee by the specified deadline and the specific requirements for that type of meet must be met per Table A.

Receipts for any expenses incurred must be submitted together with the request for reimbursement as well as a copy of their Officials Tracking System (OTS) log identifying meet/sessions worked.

Amounts allocated and paid to an official will be based on related and receipted travel expenses up to a maximum of the level of funding as calculated via Table C Officials Funding Schedule. (Payment will be the lesser of allowable expenses incurred or the maximum eligible funding). Officials who are requesting reimbursement must work 100% of the assigned sessions including time trials if offered.

Officials who must travel prior to the meet (for Assigned Team meetings, etc.) can include those additional days as part of the request for reimbursement that is submitted. Reimbursement will be at the daily rate defined for that type of meet.

Please note that the Western Zone has established two programs in order to encourage officials to participate in the Age Group and/or Senior Zone Championships meets – the Mentor/Mentee Program and the Officials Reimbursement Fund. **PNS does not offer further reimbursement for these two meets** (i.e., an official may receive funds from either the Western Zone programs or PNS, but not both for the same meet).

In order to offer officials development experience within PNS, those who reside more than 75 miles away from the Weyerhaeuser King County Aquatic Center (KCAC) may request reimbursement for mileage of one round trip to the meet. PNS promotes carpooling to meets for both environmental reasons and because of parking limitations at meets. When officials carpool to KCAC, only the driver may file a request for reimbursement for the mileage traveled.

An official may request reimbursement for expenses for only one meet in each season.

4. All fund requests must be submitted in the fiscal year for which reimbursement is being sought. The Season 1 deadline is April 30 and the Seasons 2, 3, 4 and 5 deadline is August 31.
 - a. “Air” will be determined by a PNS appointee. Approximately 57 days prior to the first day of competition, the appointee will use a common travel website (such as travelocity.com) to research flights departing the day before competition begins and returning the day after competition concludes. Considering only flights arriving and departing between 6:00am and 10:00pm, the airfare amount used for funding shall be the average of the least expensive fares from each of the three least expensive airlines (each airline will only have one fare count toward the average).
 - b. “Meet” is considered the number of days competition is held at the meet. Time trials only days are not considered competition days.
 - c. “Day” is considered 50% of the Government Reimbursement Rate for hotels in the city where the meet is conducted, multiplied by the number of meet days an official travel for the meet.

d. "Mileage" is calculated using the guidelines set forth in the PNS Mileage Policy.

Table A – Qualifications and Periods for Funded Meets

Travel Fund	Competition	Fund Qualifying Standard	Travel period
Season 1	Winter Nationals	Proof of participation.	Sep 1 – Apr 30
	Winter Para CanAm	Proof of participation.	Sep 1 – Apr 30
	Winter Junior Nationals	Proof of participation.	Sep 1 – Apr 30
Season 2	Pro Series	Proof of participation.	Sep 1 – Aug 15
	Spring Para World Series	Proof of participation	Sep 1 – Aug 15
	Approved LC Meet	<i>Proof of one PNS National Development Standard.</i>	Sep 1 – Aug 15
Season 3	Olympic Trials	Proof of participation.	Sep 1 – Aug 15
	World Championship Trials	Proof of participation.	Sep 1 – Aug 15
	Paralympics Trials	Proof of participation.	Sep 1 – Aug 15
Season 4	Summer Nationals	Proof of participation.	Sep 1 – Aug 15
	Summer U.S. Open	Proof of participation.	Sep 1 – Aug 15
	Summer Para CanAm	Proof of participation.	Sep 1 – Aug 15
	Summer Junior Nationals	Proof of participation.	Sep 1 – Aug 15
	Futures	Proof of participation.	Sep 1 – Aug 15
	Western Sr Zones	Proof of participation	Sep 1 – Aug 15
Season 5	Open Water Nationals	Proof of participation	Sep 1 – Aug 15

Table B – Athlete and Coach Funding Schedule

	> 300 miles from Sea-Tac	< 300 miles and outside PNS	Within PNS Boundaries
Season 1 – Winter Nationals	Air + Day	\$100 + Day	Day
Season 1 – Winter Para CanAm	Air + Day	\$100 + Day	Day
Season 1 – Winter Junior Nationals	Air + Day	\$100 + Day	Day
Season 2 –Pro Series	Air + Day	\$100 + Day	\$0
Season 2 – Spring Para World Series	Air + Day	\$100 + Day	\$0
Season 2 – Approved LC Meet	75% of Air	Day	\$0
Season 3 – Olympic Trials	Air + Day	\$100 + Day	Day
Season 3 – World Championship Trials	Air + Day	\$100 + Day	Day
Season 3 – Paralympics Trials	Air + Day	\$100 + Day	Day
Season 4 – Summer Nationals	Air + Day	\$100 + Day	Day
Season 4 – Summer U.S. Open	Air + Day	\$100 + Day	Day
Season 4 – Summer Para CanAm	Air + Day	\$100 + Day	Day
Season 4 – Summer Junior Nationals	Air + Day	\$100 + Day	Day
Season 4 – Futures	Air	\$100 + Day	Day
Season 4 – Western Sr Zones	50% of Air [#]	\$0	\$0
Season 5 – Open Water Nationals	Air + Day	\$100 + Day	Day

designated airport used for calculation

Table C – Officials Funding Schedule

	> 300 miles from Sea-Tac	< 300 miles and outside PNS	> 75 miles from home to KCAC
Season 1 – Winter Nationals	Air + Day	\$100 + Day	Mileage
Season 1 – Winter Para CanAm	Air + Day	\$100 + Day	Mileage
Season 1 – Winter Junior Nationals	Air + Day	\$100 + Day	Mileage
Season 2 –Pro Series	Air + Day	\$100 + Day	Mileage
Season 2 – Spring Para World Series	Air + Day	\$100 + Day	Mileage
Season 2 – Approved LC Meet	Air + Day	\$100 + Day	Mileage
Season 3 – Olympic Trials	Air + Day	\$100 + Day	Mileage
Season 3 – World Championship Trials	Air + Day	\$100 + Day	Mileage
Season 3 – Paralympics Trials	Air + Day	\$100 + Day	Mileage
Season 4 – Summer Nationals	Air + Day	\$100 + Day	Mileage
Season 4 – Summer U.S. Open	Air + Day	\$100 + Day	Mileage
Season 4 – Summer Para CanAm	Air + Day	\$100 + Day	Mileage
Season 4 – Summer Junior Nationals	Air + Day	\$100 + Day	Mileage
Season 4 – Futures	Air + Day	\$100 + Day	Mileage
Season 5 – Open Water Nationals	Air + Day	\$100 + Day	N/A

Pacific Northwest Swimming Rules and Procedures	Meet Announcement Sheets
Index AD 97-06	Effective Date 4/29/19
<p>12/10/02: Original 09/01/11: Updated policy to agree with current practice/procedures. 10/01/12: Deck changing statement. 06/12/17: Deck Pass as proof of current membership 11/05/18: Updated entry fees payment deadline. 4/29/19: Audio/video recording statement</p>	

1. Event Information

- a. The Meet Announcement must conform with all applicable USA Swimming Rules and Regulations and PNS Policies and must provide sufficient information to allow swimmers and coaches to determine eligibility, the entry process, and competition-related procedures. The Meet Announcement once sanctioned/approved, will be posted on the PNS website.
- b. Invitational meets which are not open to all clubs shall state clearly on the Meet Announcement "by invitation only to" and list the invited clubs and/or the process by which clubs may request an invitation and that an invitation does not guarantee acceptance due to the four-hour rule or other restrictions.

2. Special Requirements for Meet Announcements.

In addition to the requirements listed in USA Swimming's Rules and Regulations, the following must be included:

- a. The statement "Held under sanction/approval of Pacific Northwest Swimming and USA Swimming" and the sanction/approval number.
- b. The statement "Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited."
- c. Meet date(s) and estimated session information including but not limited to warm-up and competition start times, positive check-in deadlines, and meeting times.
- d. Facility information including location and competition (and warm-up, if available) pool information.
- e. Order of events, including (if applicable):
 - i. Whether the meet will be "Prelims/Finals" or "Timed Finals" or a combination of both.
 - (a) If the meet includes any Prelims/Finals events, the Meet Announcement must state how many heats of finals will be contested and the estimated timeline should be planned so that no Finals session starts less than one (1) hour after the last preliminary or timed final heat.
 - (b) If the meet has a combination of Prelims/Finals and Timed Finals events, the Meet Announcement must state which events are Prelims/Finals and which are Timed Finals.
 - (c) Scratch procedures for Prelims/Finals events must be included.
 - ii. Time standards, including any special time standards for swimmers with a disability. If there are any qualifying and/or de-qualifying time standards, converted times will not be allowed. Estimated times may be allowed if the meet/event has no qualifying or dequalifying time standards.
 - iii. Deck-seeded events and check-in/scratching requirements, if applicable.

- iv. Any event limited as to the number of swimmers shall be deck-seeded, with the check-in requirements for all deck-seeded events clearly stated.

 - f. Unless USA Swimming's On-Line Meet Entry (OME) system is being used, required entry information shall be as follows:
 - i. Individual events: legal first name, middle initial, last name, age as of the first day of competition, club affiliation (or "unattached" if applicable), and USA Swimming ID number (if USA Swimming registration is required) of each swimmer; list of events entered by swimmer including the entry time and proof of time, if applicable.
 - ii. Relay events: list of relay entries by event with the relay designation ("A," "B," etc.), entry time, and proof of time, if applicable, of each relay team. Relay names do not need to be provided in advance, but relay-only swimmers must be pre-entered in the meet and applicable fees paid.
 - iii. Deck entry procedure, if applicable.

 - g. The statement that no entries will be accepted unless the entrant is a USA Swimming athlete member, unless the meet is open to athletes covered under USA Swimming's "open border" policy. If so, enabling wording must be included allowing such athletes, their coaches, and FINA member officials. The Meet Announcement must state whether or not on-deck registration will be permitted and, if allowed, under what conditions.

 - h. The requirement that "In order to be on deck and serve in their official capacity, all coaches, officials, and any other person required by sanction/approval shall visibly display their membership credentials at all times." Deck Pass or a screen shot of Deck Pass may be used to prove current membership.

 - i. Unless otherwise allowed by the PNS General Chair, the meet entry deadline shall be no earlier than Wednesday of the week prior to the first day of the meet.

 - j. A properly completed and signed PNS Master Entry Summary and check for entry fees are due to the clerk of course no later than when the team checks in.
- 3. RECORDING DEVICES & MEDIA NOTICE:** In compliance with USA Swimming Rules and Regulations: The use of audio-visual recording devices, including cell phones, are not permitted in locker rooms, changing areas or restrooms. Recording devices (cell phones, cameras, PDA's, etc.) are not permitted behind the starting blocks during the entire meet. This meet may be covered by the media, and/or Professional photographer taking photographs, video, web casting and other forms of obtaining images of athletes participating in the meet. Entry into the meet is acknowledgement and consent to this fact. Photographers should have visible credentials and background checks prior to arrival on deck. With Meet Director approval, Photographers may have access to the pool deck and must abide by USA Swimming and facility camera/photograph restrictions. In the event of any disputes regarding video recording, the Referee's decision shall be final and binding.

Pacific Northwest Swimming Rules and Procedures	Rules and Policies for the Conduct of Meets
Index AD-97-07	Approval Date 03/02/30
<p>12/10/01: Original</p> <p>09/01/11: Updated policy to agree with current practice/procedures.</p> <p>04/30/12: Updated meet entry fee structure and late fee procedure.</p> <p>12/07/15: Updated PNS tap clarification.</p> <p>04/24/17: Heatsheet advertising.</p> <p>06/12/17: Awards order clarification and meet entry fee increase</p> <p>03/02/20: Updated meet entry fees. Added additional LC Champ Athlete Surcharge</p>	

1. **Rules for Competitive Swimming:** All meets shall be conducted under current PNS and USA Swimming rules. The Meet Referee shall be the final authority for the conduct of competition. Procedures stated in the Meet Announcement as sanctioned/approved shall become rules of the meet. In case of conflict between governing meet rules, the order of authority (from highest to lowest) shall be (1) USA Swimming Rules and Regulations, (2) PNS Policies/Procedures, and (3) the Meet Announcement.
2. **Safety Practices at Meets**
 - a. Each coach's responsibility for supervision during warm-up is the same as it is during the meet and regular practice.
 - b. Marshals will be assigned to supervise the warm-up. Marshals have the authority to remove any swimmer, coach, club, or other person from the warm-up or the meet who does not follow the safety rules.
 - c. Warm-up procedures
 - i. General Warm-up - feet first entry only, with no diving or racing starts from blocks or sides of pool
 - ii. Inside Lanes - for swimming only. No paddles, kickboards, fins or similar training equipment allowed.
 - iii. No sprint or pace work allowed during this general warm-up.
 - iv. iv. Sprint and Pace Warm-up - All swimmers begin at starting end of pool.
 - v. Example: six-lane pool (For pools with more than six lanes, lanes for sprint, pace, or general warm-up can be expanded. Pace lanes should remain on the outside and sprint lanes should remain on the inside.)
 - (1) Lanes 1 & 6 pace lanes: No diving or racing starts. Circle swim only.
 - (2) Lanes 2 & 5 sprint lanes: Racing start. Backstrokers enter water in rotation.
No diving over persons in water.
 - (3) Lanes 3 & 4 general warm-up: No diving.
3. **Pre-Meet Operations and Reporting**
 - a. After all entries have been processed and at least four days before the first day of a sanctioned meet, the meet host shall email a Meet Manager backup to the PNS Office for registration check. The PNS Office will notify the meet host if any swimmers must compete as unattached to comply with the 120-day rule.
 - b. If the meet requires proof of time and entries were not processed through USA Swimming's On-Line Meet Entry system, the meet host shall at the same time email the Meet Manager backup to the PNS SWIMS Coordinator for verification of entry times. The SWIMS Coordinator will notify the meet host of any discrepancies found.
 - c. Once either or both of the above emails have been sent, it is recommended that there be no entry changes other than deck entries at the meet, if allowed, so that estimated timelines, psych sheets, heat sheets, and other specific information may be distributed to participating teams and/or posted on the PNS web page.
 - d. These requirements do not apply to approved meets, although meet hosts have the option of requesting either or both verifications.

4. Miscellaneous Meet Operations Requirements

- a. If the host team processes entries rather than uses USA Swimming's On-Line Meet Entry system, hard-copies printouts of all emailed entries and Master Entry Summary forms should be kept with the Clerk of Course as a ready reference in case of dispute over an entry.
- b. If the Meet Announcement allows late entries -- i.e., deck entries -- the Clerk of Course should have a supply of PNS Deck Entry Registration forms for individual entrants and receipts for all monies received.
- c. Heat sheets: Heat sheets must include the sanction/approval number and any other wording required by USA Swimming Rules and Regulations.
 - i. Heat sheets may not include advertisement for services related to any aquatic sport or conditioning that are offered by the host team, its' coaches, employees and/or members, even if such services are offered without charge.
 - ii. Each participating club in a swim meet should receive a complimentary heat sheet for each currently-credentialed USA Swimming member coach in attendance at the meet. This courtesy also applies to coaches accompanying athletes under USA Swimming's "open border" policy. In a multi-session meet, the heat sheets may be divided by session.
 - iii. The maximum cost for heat sheets at a timed final or prelim/final meet shall be \$3.00 per day for a one day meet followed by an extra \$2.00 for each subsequent meet day. The maximum cost for finals heat sheets at a prelim/final meet shall be \$1.00 per final session.
- d. Awards:
 - i. Short course and long course championships: Awards will be ordered and provided by PNS.
 - ii. Short course divisional meets: Awards other than ribbons will be ordered and provided by PNS. The PNS Office will notify the Meet Director of the procedure for obtaining ribbons prior to the meet.
 - iii. PNS format-series meets, including challenge and age group invitational meets: The PNS Office will notify the Meet Director of the procedure for obtaining PNS-specific awards prior to the meet. The meet host is responsible for paying for all awards described in the Meet Announcement.
 - iv. Special meets: The meet host is responsible for ordering and paying for all awards described in the Meet Announcement.
 - iv. The host team is responsible for distributing awards at the meet. Awards not available for pickup within thirty (30) minutes after the conclusion of competition shall be mailed or delivered to each recipient club at the host team's expense within five (5) business days.

5. Meet Results and Reporting

- a. The meet host shall send a Hy-Tek Meet Manager formatted backup file to the PNS Office within 48 hours after the last day of the meet. If there are any timing errors to be resolved before backups are sent, the meet host must notify the PNS Office within that time frame. The PNS Office will make any necessary corrections to USA Swimming registration ID numbers and forward the file to the appropriate people for SWIMS file processing and posting on the PNS website.
- b. The Meet Director, Meet Referee, and club contacts of affected clubs will be notified of exceptions, if any, from submittal of times into USA Swimming SWIMS database. The meet host must resolve exceptions within seven (7) days of receipt of the exception report or the times in question will not be included in the SWIMS database

6. Post Meet Reports

- a. All meet report forms will be mailed to the host club with the meet sanction or may be obtained from the PNS web site.
- b. The following items must be mailed to the PNS Office within ten days following the conclusion of the meet:
 - i. Hy-Tek Team Entry Fee Summary Report, listing the teams, total entry and athlete count and entry fees.

- ii. PNS Financial Summary Form
 - iii. Original Master Entry Summaries
 - iv. Any PNS Deck Entry Registration Forms completed at the meet.
 - v. A check payable to PNS for the PNS tap calculated as outlined in Section 7 below
 - vi. Any Meet Evaluation Forms collected at the meet.
- c. The PNS Meet Income Statement must be mailed to the PNS Office within 45 days following the conclusion of the meet.
- d. The Meet Referee shall file a Meet Report with the PNS Officials Committee

7. PNS Meet Entry Fees and PNS Tap and Late Fee:

- a. Technical Planning Committee and Program Operations will review the meet fees every Olympic cycle. Any changes to the meet fees will be presented to the HOD at the next meeting to go in effect for the next four-year cycle. Should there be a need to change fees prior to the four-year cycle, such changes will go through the TPC and be presented at the next HOD for approval.

PNS MEET ENTRY FEES FOR MEETS HELD AT WKCAC

NOTE: In all cases, the host team or member organization reserves the right to double the surcharge for all deck entries by swimmers not pre-entered in the meet.

MEET TYPE SENIOR MEET	SWIMMER SURCHARGE	EVENT FEES	
		INDIVIDUAL	RELAY
Prelims/Finals	\$16.50	\$11.00	\$18.00
Timed Finals	\$16.50	\$8.00	\$14.00
SR LC Champs	\$21.50	\$11.00	\$18.00

AGE GROUP MEET	SWIMMER SURCHARGE	EVENT FEES	
		INDIVIDUAL	RELAY
Prelims/Finals	\$16.50	\$8.00	\$14.00
Timed Finals	\$16.50	\$7.00	\$14.00
14&U LC Champs	\$21.50	\$8.00	\$14.00

OTHER	FLAT RATE	EVENT FEES	
		INDIVIDUAL	RELAY
Distance -- flat rate/swimmer	\$22.00	n/a	n/a
Round robin -- flat rate/team	TBD	n/a	n/a

PNS MEET ENTRY FEES FOR MEETS NOT HELD AT WKCAC

MEET TYPE SENIOR	SWIMMER SURCHARGE	EVENT FEES	
		INDIVIDUAL	RELAY
Long Course Meters (LCM)	\$16.50	\$7.00	\$14.00
SCY/SCM Prelims/Finals	\$9.00	\$7.00	\$14.00
SCY/SCM Timed Finals	\$9.00	\$5.50	\$14.00

AGE GROUP	SWIMMER SURCHARGE	EVENT FEES	
		INDIVIDUAL	RELAY
Prelims/Finals	\$5.50	\$7.00	\$14.00
Timed Finals	\$5.50	\$4.50	\$14.00
Colman Age Group	\$16.50	\$5.50	\$14.00

OTHER	FLAT RATE	EVENT FEES	
		INDIVIDUAL	RELAY
Distance -- flat rate/swimmer	\$22.00	n/a	n/a
Round robin -- flat rate/team	TBD	n/a	n/a

b. PNS Tap: The host club or organization shall remit the PNS Tap to PNS within ten (10) days after the meet. The fee is determined according to the following formulas:

i. Sanctioned Competition

- (1) \$1.00 per swimmer entered in the meet, whether pre-entered or deck-entered, plus 10% of all individual and entry fees
- (2) PNS tap is waived for meets that owe tap to the Zone or Section.
- (3) Dual meets, tri meets, and intra-squad meets that do not charge entry fees are not subject to the PNS tap.
- (4) Distance meets offering only individual events 800M/1000Y or longer are not subject to the PNS tap.

ii. Approved Competition

- (1) Approvals issued to PNS member organizations shall follow the sanctioned competition fee formula and are subject to the PNS Tap.
- (2) Approvals issued to non-PNS member organizations shall remit fees based on the type of meet approved
 - (a) Approved meets that charge entry fees: \$50.00
 - (b) Approved meets that do not charge entry fees are not subject to the PNS tap.
 - (c) Late fee: PNS will charge a late fee in the amount of 10% of the PNS Tap owing if payment is not received postmarked to PNS Office within twenty (20) days after the meet.

Pacific Northwest Swimming Rules and Procedures	Meet Entry Eligibility and Entry Times
Index AD-97-08	Effective Date 11/05/18
<p>10/31/01: Original</p> <p>09/01/11: Updated policy to agree with current practice/procedures.</p> <p>11/19/13: Participating swimmer's registration date clarification.</p> <p>11/05/18: Added FLEX member athlete 3rd meet notification, procedure.</p>	

1. Meet entry eligibility

- a. In order to compete in a meet, a swimmer must be entered in compliance with the entry requirements stated in the Meet Announcement.
- b. Ensuring appropriate USA Swimming Registration Status for any entries not processed through OME:
 - i. If USA Swimming Athlete Membership is required by the meet rules, the entering club shall provide a completed and signed Meet Entry Summary or Deck Entry Registration form attesting that the athlete is a USA Swimming member prior to that athlete being allowed to compete in the meet.
 - ii. The effective date of each participating swimmer's current registration, which shall be attested by the coach, club representative, parent, or athlete if age 18 or older, shall be on or before the meet entry deadline.
 - iii. Upon processing of the pre-meet exception report, PNS will register any swimmer not determined to be registered as a full-year USA Swimming athlete member.
 - iv. PNS shall require the club (or individual if entering independently of a member club) to pay an amount equal to the current full-year USA Swimming athlete registration fee including the PNS surcharge plus a \$15.00 fine for each athlete who needs to be registered based upon the pre-meet exception report.
 - v. Upon processing the post-meet exception report PNS shall impose a fine of \$100.00 per swimmer:
 - (1) against the club when a coach member or other club representative has signed a Master Entry Summary or Deck Entry Registration form attesting that an athlete is a USA Swimming registered athlete when this is not the case.
 - (2) against the meet host club if a properly completed and signed Master Entry Summary or Deck Entry Registration form cannot be produced for the athlete in question.
 - vi. The registration charges and fines resulting from the above paragraphs are due to the PNS Office prior to the entry deadline of the next meet entered by the team being fined or within fifteen (15) business days after receipt of the fine statement, whichever occurs first.
 - vii. Teams and affected individual athletes will not be considered to be in good standing with PNS until all of the above fines and registration fees are paid and as such, they will not be allowed to participate in any PNS related activities until this condition is rectified.
 - viii. All of the above apply to the athlete's parent (or to the athlete if the athlete is age 18 or older) if a Master Entry Summary and/or a Deck Entry Registration form is signed independently of a club.
 - ix. Clubs with a Flex member athlete who is shown to have competed in their third meet will be notified that the athlete in question will be upgraded to a full membership. Teams will need to submit the balance of the full membership.

2. Event entry times

- a. PNS recognizes the following as entry times for PNS competition:
 - i. Times listed in the USA Swimming SWIMS database.
 - ii. Alternate acceptable times as specified in PNS Policy AD 02-01.

- b. To be able to compete in an event that has qualifying or de-qualifying time standards the athlete:
 - i. Must have achieved the applicable event qualifying time in sanctioned or approved competition or in an observed swim during the qualifying time period identified in the Meet Announcement.
 - ii. Must not have achieved the de-qualifying time in sanctioned or approved competition or in an observed swim during the de-qualifying time period identified in the Meet Announcement.

- c. A swimmer maintains his entry classification level for the duration of a meet even if a new classification standard is achieved during a meet.

- d. Upon changing age groups, a swimmer who has met a qualification or de-qualification time standard (including any applicable qualification/de-qualification time periods) for the new age group will be considered qualified/de-qualified for those events in his new age group.

- e. Provided that an athlete has satisfied the event eligibility requirements and provided that the Meet Announcement does not specify otherwise, an athlete may submit an entry time for seeding purposes that represents a reasonable expectation of their performance if the seed time:
 - i. Is not faster than their fastest official time for that event
 - ii. Is equal to or less than any qualifying time standard for that event
 - iii. Is neither equal to nor less than any de-qualifying time standard for that event
 - iv. Does not make the athlete eligible for an award for which he or she would not otherwise be eligible.
 - v. Meets all applicable proof-of-time requirements.

- f. If a meet or event has no qualifying or de-qualifying time standards, a swimmer who has no official time for an event may enter that event as "NT" or "no submitted time." If the Meet Announcement so allows, a swimmer may submit an estimated time for any event in which he or she has no official time.

COMMITTEES

COMMITTEES

Committee	Description
Age Group Committee	Coordinate and develop age group program policies, programs and positions
Athletes Committee	Responsible for the publication of an athletes' newsletter and shall undertake such other activities (a) delegated
Audit Committee	To provide technical and operational direction for the annual audit of PNS finances, to serve as a liaison to the Board of Directors and the external audit team, and to ensure that the highest levels of accountability are applied to all financial procedures.
Awards Committee	Plan and organize an annual PNS Awards Banquet
Budget/Finance Committee	Coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates.
Coaches Committee	Shall undertake such activities (a) delegated to it by the Board of Directors or the General Chair or (b) undertaken by the committee as being in the best interests of the Coach Members.
Disability Swimming Committee	Coordinate and develop Disability Swimming policies and positions in support of the Age Group Vice Chair.
Diversity, Equity & Inclusion Committee	To assist USA Swimming in creating a culture of inclusion and opportunity for people of diverse backgrounds, including, but not limited to, race, age, income, ethnicity, religion, gender, and sexual orientation.
Electronic Publications Committee	Develop and maintain electronic publication policies and procedures including domain ownership, website hosting, LSC email address assignment, website structure and 'look and feel', and website contributor responsibilities and access control.
Executive Committee	To act for the Board of Directors and the LSC between meetings of the Board and the House of Delegates.
Governance Committee	To provide on-going evaluation of the structure of PNS in order to promote optimal business process and accountability, and to provide best practice guidance and support to the LSC Board of Directors and Committee Members as requested.
Hall of Fame Committee	Development and maintenance of the PNS Hall of Fame recognizing distinguished performance or service of athletes, coaches and other PNS members
Meet Sanctioning Committee	Coordinates the sanctioning of all meets held within the LSC boundaries.
Meet Scheduling Committee	Develop procedures and policies with respect to the meet sanctioning and approval in support of the Program Operations Vice Chair.
Officials Committee	To conduct programs to recruit, educate, train and certify a diverse team of USA Swimming officials to provide the highest quality and consistent officiating for athletes at all levels of swimming.
Open Water Swimming Committee	Coordinate and develop Open Water program policies and positions in support of the Senior Vice Chair.
Personnel Committee	Conducts the yearly evaluation of the PNS Office staff.
Program Development Committee	To develop and implement programs that help build, support and educate LSC member clubs.
Safe Sport Committee	To plan, implement and coordinate USA Swimming's commitment to safeguard the physical, mental and emotional well-being of all of its members, with an emphasis on the welfare of its athlete members.
Safety Committee	To plan, implement and coordinate USA Swimming's Operational Risk Committee mission to provide a proactive environment regarding assessment of risks, guideline developments and educational requirements.
Senior Committee	Coordinate and develop Senior program policies, programs and positions.
Technical Planning Committee	Responsible for long-range planning regarding the swimming programs conducted by PNS, the continuing review and development of the PNS philosophy and for advising other committees and divisions regarding the technical aspects of those programs, implementation of that philosophy in the context of PNS's swimming programs and of the sport of swimming generally.

COMMITTEE MEMBERS

Age Group Committee	Chair: David Orr
Athlete Committee Members: Alexis Anderson , Riane Eisen	
Athletes Committee	Chair: Grace Brown
Athlete Committee Members: Grace Brown, Joseph Chung, Samuel Draeger, Cierra McCarty, Eli Milan, Abigail Sellman, Kieran Watson	
Audit Committee	Chair: Dave Baer
Athlete Committee Members: Heather Santangelora	
Awards Committee	Chair: Nick Chevalier
Athlete Committee Members: Alexis Anderson, Piper Jones	
Budget/Finance Committee	Chair: Dave Baer
Athlete Committee Members: Madison Sotomayor, Kieran Watson	
Coach Committee Members: Nick Chevalier, David Orr, John Skroch, Ken Spencer	
Non-Athlete/Non-Coach Committee Members: Dave Baer, Lorraine Masse	
Coaches Committee	Chair: Alice Godfred
Disability Swimming Committee	Chair: Kiko VanZandt
Athlete Committee Members: Lauren Arnold	
Diversity, Equity & Inclusion Committee Chair: Emily Murray	
Athlete Committee Members: Grace Brown, Joseph Chung, Courtney Gross, Brandon Kerns, Kathryn Lewis, Francisco Lopez-Mesinas, Lauren Rohde, Iris Yang	
Coach Committee Members: Carolyn Ackerly, Alice Godfred, LeAnne McClaskey, Audra Messegee-Evans, Andrew Nguyen, Lisa Pace, Tim Senholtz, Monica Soliz, Kiko Van Zandt, Dane Wolfrom	
Electronic Publications Committee	Chair:
Executive Committee	Chair: Bob Keller
Athlete Committee Members: Grace Brown, Kieran Watson	
Coach Committee Members: Alice Godfred, David Orr, John Skroch, Ken Spencer	
Non-Athlete/Non-Coach Committee Members: Dave Baer, Laurae Briggs	
Governance Committee	Chair: John Skroch
Athlete Committee Members: Grace Brown	
Non-Athlete/Non-Coach Committee Members: Molly Cady, Jay Giroto, Linda Vicik	
Hall of Fame Committee	Chair: Bob Keller
Non-Athlete/Non-Coach Committee Members: Lyle Campbell, Dave Coddington, Andy Hathaway, Dick Hannula, Deb Keane, Bob Keller, Bob Reagan, Suzanne Rychlik, Dan Wolfrom	
Meet Sanctioning Committee	Chair: Linda Vicik
Athlete Committee Members: Cameron Bell	
Meet Scheduling Committee	Chair: Suzanne Rychlik
Athlete Committee Members: Joe Behrens, Cameron Bell	
Coach Committee Members: Nick Chevalier, Marilyn Grindrod, Audra Messegee-Evans, Andrew Nguyen, John Skroch	
Non-Athlete/Non-Coach Committee Members: Rick Cox	
Officials Committee	Chair: John Gagliardo
Athlete Committee Members: Tian Dumitrescu, Brennon Sikora, Alana Tamura	
Non-Athlete/Non-Coach Committee Members: Aline Benson, Rick Cox, David Guffey, Kathy Robertson, Nick Siripipat, Brad Tucker	

<p>Open Water Swimming Committee Chair: Mike Murphy</p> <p>Athlete Committee Members: Chihiro Bringman, Francisco Loepz-Mesinas, Trudy Patterson</p> <p>Coach Committee Members: Ken Spencer</p> <p>Non-Athlete/Non-Coach Committee Members: Mike Murphy</p>
<p>Personnel Committee Chair: Bob Keller</p> <p>Athlete Committee Members: Grace Brown</p> <p>Coach Committee Members: John Skroch</p> <p>Non-Athlete/Non-Coach Committee Members: Dave Baer</p>
<p>Program Development Committee Chair: Nick Chevalier</p> <p>Athlete Committee Members: Eli Milan</p>
<p>Safe Sport Committee Chair: Lesleigh Watson</p> <p>Athlete Committee Members: Emma Johnson, Connor Towle, Iris Yang</p> <p>Non-Athlete/Non-Coach Committee Members: Rick Cox</p>
<p>Safety Committee Chair: Lesleigh Watson</p> <p>Non-Athlete/Non-Coach Committee Members: Rick Cox</p>
<p>Senior Committee Chair: Ken Spencer</p> <p>Athlete Committee Members: Grace Lindberg</p>
<p>Technical Planning Committee Chair: John Skroch</p> <p>Athlete Committee Members: Shaan Kumar, Katherine Treacy</p> <p>Coach Committee Members: Dwight Anderson, Max Byers, Nick Chevalier, Alice Godfred, Dave Leonard, David Orr, Monica Solis, Brandon Weibel</p> <p>Non-Athlete/Non-Coach Committee Members: Molly Cady, Bob Keller, Susan Rychlik, Lesleigh Watson</p>