

OREGON SWIMMING
Treasurer Report – January 2020

Balance Sheet Review (preliminary):

Oregon Swimming's Total Asset value (balance sheet) increased \$160K (10.5%) in 2019. The operational surplus was responsible for \$35K. The remaining \$125K was the result of \$53K (reinvested Interest/Dividends) and \$72K in market value increases.

The Final Balance sheet will be available at the February BOD meeting.

2019 Income-Expense Summary (Preliminary):

OSI's operations turned in a \$38K surplus in 2019. A large 2109 WZAG surplus was enhanced lower-than-expected spending in the following areas:

- Lower Athlete National Travel (\$8K)
- Lower 2019 WZAG All-Star team expense (\$13K)
- Lower Championship awards (\$10K)

Final Revenue-Expense summary will be available at the February BOD meeting.

Discussion Topics:

There is quite a bit of updating and changes to make as we start FY 2020. This is a summary of the topics and they detail follows.

- Top Five Celebration
- Credit Card failures with TeamUnify
- Changing the Collection process for Travel Fund Surcharges and splash fees
- Changing the procedure for handling per diems, reservations, and reimbursements
- Updating Article II and IX of the Policies and Procedures

FYI – for FY 2020:

- ARENA Partnership renewal?
- Office Relocation

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Appendix containing the detail for the discussion topics above:

Top Five Awards:

Historically, the Top Five Celebration is a break-even event. In 2019, due to facility and catering costs, expenses exceeded revenue by \$4,500 (\$7,500 vs \$3,000). In the big picture, not a huge expense, but it is something we should plan for. For smooth operations and reporting, the BOD needs to discuss the following:

- 1) Although this event has not been considered an All-Star event for the purposes of Travel Fund subsidizing, it does involve All-Stars. Should this event fall under the Travel Fund blanket for All-Star support?
- 2) Is it acceptable for the celebration to run a \$4,500 deficit? If the response is affirmative, the deficit will be funded by the Travel Fund instead of general operations.
- 3) The HOF recognition takes place during the Top Five celebration. Rightly so. Should the HOF expenses be covered by the Travel Fund or should they be covered in the OSI Administration expense account?

Operational Procedures:

TeamUnify Platform:

After 16 months with the TeamUnify accounting/auto-pay system, issues continue to plague us:

- Each month, there are 2-3 failures due to invalid club credit cards. Should OSI further “incentivize” clubs to use ACH by accessing a \$100 fine when a club’s credit card fails and we have to spend time to resolve it? Or 1% of the outstanding balance?

Collecting Meet Fees:

Collecting Travel Fund fees (surcharge and splash from non-championship meets) is not a streamline process. The host club controls the process because they initiate the submission of documents and payments. This requires OSI office staff to track, document, and follow-up – sometimes multiple times.

The following process allows the OSI Office to control the process ensuring accurate reports and timely collection of Travel Fund revenue:

- At each non-championship meet’s conclusion, the Meet Director/Meet Referee sends the MM database to the OSI office (in addition to the other reports). Currently, OSI does not receive the MM database, so the office relies on the host club to do this correctly.
- The OSI office will create the Entry Fee report and invoice the host club through TeamUnify. Currently, the host Club submits the form along with the check. The office is forced to track for errors and receipt.
- The club’s auto-pay will result in OSI receiving the funds in a timely manner. In 2019, there were a number of instances when clubs did not submit the form and payment for at least 6 months.

This new process is OSI-controlled eliminating error tracking and follow-up. It will save time since the report and invoicing will take 2 steps from start to finish.

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Expense Pre-imburement and Re-imburement Procedure:

The following two operational proposals are linked in that they both involve the way OSI handles expense reimbursement for members representing OSI.

Per Diems:

- **Background:** OSI provides a per diem to delegates (\$200 to non-athletes and \$100 to athletes) to cover expenses unrelated to travel and lodging. OSI does not require the delegates to submit a final accounting of the expenditures.
- **Problem:** The IRS views volunteers differently than employees when per diems are involved. Any portion of the per diem that is not spent is considered income to the individual who received the per diem unless they return the difference to the organization.
- **Opinion:** Though the risk is small, our accountants recommend: a) an accountable plan that includes final accounting and reimbursement or b) a reimbursement after-the-fact. “B” would eliminate offering a per diem.
- **Proposal:** Eliminate “per diems” from the OSI financial operating guidelines. Individuals shall submit receipts for expenses incurred while representing OSI. OSI shall reimburse those expenses to the extent they are reasonable (as defined by the IRS).

Travel Arrangements:

- **Background:** OSI arranges and pays for travel (air, lodging, ground transportation) for the All-Star events (Pacific, WZAG, Senior Training). OSI arranges and pays for (in advance) travel under some circumstances for members attending the annual convention, USA Swimming meets, etc.. OSI allows members to make their own arrangements, submit receipts, and be reimbursed for the amount spent on OSI business.
- **Problem:** In two situations, OSI made reservations on behalf of OSI members who cancelled prior to the event. In one case, OSI was unable to recover the airfare. In the other, OSI was able to re-book the ticket. OSI has begun buying travel insurance to cover potential losses.
- **Proposal:** OSI shall no longer make travel arrangements for individuals traveling on behalf of OSI. Individuals shall make their own travel arrangements. After the event has occurred, the individual may submit receipts for reimbursement of reasonable costs.
- **Rationale:** This removes OSI from situations of being a “collection” agency. And, it is a “best practice” to reimburse for expenses after the event. For special circumstances, individuals who need to be reimbursed before the event may request approval from the General Chair, with clear stipulations, they will fully reimburse OSI if they do not complete their obligation to OSI.
- **Exception:** There may be situations when it benefits OSI to make travel arrangements. When these arise, the individual (or OSI) shall present the circumstances to the Treasurer and Finance Vice-Chair for consideration.

Policies and Procedures:

The Policies and Procedures need to be updated to reflect the increase in Sanction Fees (Article II) and Championship Surcharges (Article IX) per previous BOD and HOD approval.

Oregon Swimming Inc.

As of December 31, 2019

	Totals		Comments:
	12/31/19	12/31/18	
ASSETS			
Current Assets			
Bank Accounts			
10000 UBS Travel Endowment	\$1,541,923	\$1,416,995	
Restricted to Travel Fund	\$1,451,923	\$1,328,995	Travel Endowment breakdown
Operations Reserve	\$90,000	\$88,000	Travel Endowment breakdown
10100 Columbia Bank Checking	\$143,346	\$108,686	Target bank account balance is \$100,000
Total Bank Accounts	\$1,685,270	\$1,525,681	
Total Other Current Assets	\$0	-\$34	
Total Current Assets	\$1,685,270	\$1,525,646	
TOTAL ASSETS	\$1,685,270	\$1,525,646	
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Total Accounts Payable	\$0	\$0	
Other Current Liabilities			
20010 Due to OSCA	\$2,608	\$703	
21000 USA-S Registrations Payable	\$1,567	\$11,827	
22000 Overpayment Refunds	\$0	-\$2,978	
22100 Direct Deposit Payable	\$0	-\$1,999	
23000 Payroll Liabilities			
23500 Federal Taxes (941/944)	\$1,623	\$1,648	
23600 OR Employment Taxes	\$83	\$104	
23700 OR Income Tax	\$411	\$421	
23800 OR Statewide Transit Taxes	\$19	\$18	
Total 23000 Payroll Liabilities	\$2,136	\$2,190	
Total Liabilities	\$6,310	\$9,743	

Note: OSI Balance Sheet increase is the result of favorable investment conditions and interest rates favorable to the conservative investment approach. Should interest rates increase significantly (not likely), the market value of the Travel Endowment might decrease, but would not substantially affect the monthly short-term interest/dividends.

Oregon Swimming Inc.
2019 Actual, 2019 V3 Forecast, 2020 V1 Forecast
 Wednesday, January 1, 2020

	2019 Actual	2019 V3 Forecast	2020 V1 Forecast	Comment:
Program Summary:				
Administration	(\$46,063)	(\$42,808)	(\$59,773)	
Championship	\$32,178	(\$6,629)	\$7,625	Large 2019 surplus is due to WZAG champ surplus
National Travel	\$89,577	\$93,384	\$77,000	
All-Stars	(\$37,213)	(\$51,287)	(\$56,649)	
Total:	\$38,479	(\$7,340)	(\$31,797)	
Income				
40000 Admin Revenue				
40500 Donations	\$590			
40506 Misc Revenue	\$11,779	\$8,600		
40510 Top Five	\$3,042	\$3,000	\$3,500	
40890 Sanctions	\$3,372	\$4,730	\$8,100	Sanction fee increases to \$30/day for 2020 meets
41100 OSI Membership				
41110 Non-Athlete	\$10,206	\$10,620	\$10,650	
41120 Clubs	\$5,862	\$5,700	\$5,700	
41180 Athlete	\$65,002	\$64,513	\$65,000	
Total 41100 OSI Membership	\$81,070	\$80,833	\$81,350	
Total 40000 Admin Revenue	\$99,853	\$97,163	\$92,950	
40700 Travel Fund Revenue				
40701 Travel Endowment				
40705 Surcharges (NC)	\$66,181	\$80,000	\$80,000	
40803 Splash Fees (NC)	\$81,596	\$80,000	\$80,000	
Total 40700 Travel Fund Revenue	\$147,777	\$160,000	\$160,000	
41000 Championship Revenue				
40590 WZAG Revenue	\$110,581	\$80,000		WZAG financial info applies only to 2019
40600 FUF				
40610 LC 10 & U				
40630 LC 11 & O	\$13,719	\$10,500	\$10,000	
40636 SC 10 & U				
40638 SC 11-14	\$5,560	\$4,990	\$10,000	
40640 Seniors			\$5,000	
Total 40600 FUF	\$19,279	\$15,490	\$25,000	
40710 Champ Surcharges				
40720 LC 10 & U	\$1,951	\$2,780	\$4,125	Surcharge increases to \$15/athlete in 2020
40730 LC 11 & O	\$8,070	\$7,950	\$12,000	Surcharge increases to \$15/athlete in 2020
40740 SC 10 & U	\$3,490	\$3,610	\$5,250	Surcharge increases to \$15/athlete in 2020
40750 SC 11 - 14	\$5,560	\$5,400	\$7,800	Surcharge increases to \$15/athlete in 2020
40760 SC Seniors	\$6,480	\$6,500	\$9,750	Surcharge increases to \$15/athlete in 2020
Total 40710 Champ Surcharges	\$25,551	\$26,240	\$38,925	
40805 Champ Splash Fees				
40810 LC 10 & U	\$4,025	\$3,604	\$4,000	
40820 LC 11 & O	\$15,028	\$13,104	\$16,000	
40850 SC 10 & U	\$6,198	\$6,286	\$6,000	
40860 SC 11 - 14	\$11,173	\$11,886	\$12,500	
40870 Seniors	\$13,626	\$9,778	\$14,000	
Total 40805 Champ Splash Fees	\$50,049	\$44,658	\$52,500	
Total 41000 Championship Revenue	\$205,460	\$166,388	\$116,425	
41600 All Star Revenue				
41610 Camps	\$5,459	\$5,500	\$5,000	
41615 All Star Training	\$7,079	\$6,000	\$7,200	
41630 All Stars Pacific	\$7,729	\$8,000	\$8,000	2020 Actual will be \$4800 - local meet = lower expense
41640 Western Zone	\$39,929	\$39,000	\$39,000	
Total 41600 All Star Revenue	\$60,196	\$58,500	\$59,200	
Total Income	\$513,286	\$482,051	\$428,575	

Oregon Swimming Inc.
2019 Actual, 2019 V3 Forecast, 2020 V1 Forecast
 Wednesday, January 1, 2020

	2019 Actual	2019 V3 Forecast	2020 V1 Forecast	Comment:
Expenses				
60200 All-Star Expenses				
60230 All Stars - Pacific				
60231 Travel	\$4,440	\$9,500	\$7,000	
60232 Gear		\$1,820	\$3,000	
60234 Coach stipend	\$1,600	\$1,600	\$2,700	
60236 Entertainment				
60240 Food & drink	\$2,460	\$1,000	\$2,000	
60242 Misc	\$1,010	\$1,000	\$1,690	
Total 60230 All Stars - Pacific	\$9,511	\$14,920	\$16,390	
60250 Western Zone				
60252 Gear	\$5,245	\$7,163	\$7,000	
60254 Coach stipend	\$3,800	\$6,000	\$5,000	
60256 Entertainment	\$7,084	\$5,722	\$4,500	
60260 Food & drink	\$2,944	\$8,404	\$9,000	
60262 Misc	\$641	\$10,000	\$6,000	
60330 Travel	\$35,927	\$26,000	\$35,000	
Total 60250 Western Zone	\$55,641	\$63,288	\$66,500	2020 may be more like 2019 because it is local
60510 All Star Training				
60512 Travel	\$19,361	\$16,200	\$15,000	
60513 Food	\$2,800	\$3,900	\$3,200	
60514 Entertainment	\$483	\$925	\$1,500	
60515 Gear	\$378	\$300	\$500	
60516 Coach Stipend	\$1,800	\$1,200	\$2,000	
60518 Misc	\$1,457	\$2,000	\$2,000	
Total 60510 All Star Training	\$26,279	\$24,525	\$24,200	2020 will likely be = 2019 due to increased costs
60550 Camps				
60552 Coach Stipends	\$2,400		\$2,300	
60555 Other Camps	\$3,579	\$5,000	\$2,459	
60560 Diversity Camp		\$2,054	\$4,000	
Total 60550 Camps	\$5,979	\$7,054	\$8,759	
Total 60200 All-Star Expenses	\$97,409	\$109,787	\$115,849	
60600 Travel Expenses				
60602 Summer - Seniors	\$3,800	\$11,700		
60604 Winter - Seniors	\$1,200	\$1,600	\$4,000	
60606 Summer - Juniors	\$6,200	\$9,600	\$11,000	
60608 Winter - Juniors	\$20,400	\$22,000	\$30,000	
60610 Futures	\$22,050	\$20,000	\$20,000	
60612 Olympic Trials			\$12,000	
60614 Other	\$1,400			2019 was for Open Water Championship
65200 Officials Travel	\$3,150	\$1,716	\$6,000	Re-allocated to Travel Fund per P & P
Total 60600 Travel Expenses	\$58,200	\$66,616	\$83,000	

Oregon Swimming Inc.
2019 Actual, 2019 V3 Forecast, 2020 V1 Forecast
 Wednesday, January 1, 2020

	2019 Actual	2019 V3 Forecast	2020 V1 Forecast	Comment:
63000 Championship Expense				
61900 WZAG Expenses	\$83,637	\$80,000		Not applicable for 2020
62000 F.U.F.				
62010 LC 11 & O	\$10,000	\$10,500	\$10,000	
62020 SC 11 - 14	\$5,560	\$4,990	\$10,000	
62030 SC Seniors			\$5,000	
Total 62000 F.U.F.	\$15,560	\$15,490	\$25,000	
63100 Meet Supplies & Awards	\$4,672	\$14,397	\$14,000	
63200 Meet Expenses				
63210 LC 10 & U	\$2,225	\$1,908	\$3,000	
63220 LC 11 & O	\$9,656	\$7,118	\$7,500	
63230 SC 10 & U	\$2,606	\$2,600	\$2,800	
63240 SC 11-14	\$5,694	\$6,000	\$7,000	
63250 SC - Seniors	\$6,423	\$6,000	\$6,000	
Total 63200 Meet Expenses	\$26,605	\$23,627	\$26,300	
63300 Pool Rental				
63310 LC 10 & U	\$3,000	\$3,000	\$3,000	
63320 LC 11 & O	\$20,922	\$18,703	\$21,000	
63330 SC 10 & U	\$3,465	\$3,100	\$3,500	
63340 SC 11 - 14	\$5,524	\$5,300	\$10,000	
63350 SC Seniors	\$9,896	\$9,400	\$6,000	
Total 63300 Pool Rental	\$42,808	\$39,503	\$43,500	
Total 63000 Championship Expense	\$173,282	\$173,017	\$108,800	
69900 Administrative Expense				
61500 Membership				
64900 Coaches				
64920 Coaches Ed/Clinic	\$404			OSI paid for Russ's training. Should this be OSCA?
64930 OSCA Expenses				
64940 Other Coach Expense				
Total 64900 Coaches	\$404	\$0	\$0	
65000 Officials				
65005 Officials - Other	\$200	\$2,461	\$3,000	
65100 Officials Mentoring	\$1,936	\$3,558		Has been re-allocated to the Travel Fund
Total 65000 Officials	\$2,136	\$6,019	\$3,000	
69905 Governance	\$1,895	\$2,245	\$2,358	
69908 Financial Services	\$8,720	\$11,225	\$8,800	
69909 Club Leadership		\$240	\$500	
69910 Gen Chair Exp				Has been rolled into workshop account
69920 Workshops	\$5,855	\$5,461	\$7,000	
69930 HOD	\$3,280	\$1,392	\$2,500	
69940 Convention	\$12,197	\$13,152	\$20,000	Likely to be less than \$20K in 2020 despite being in JAX
69950 Other	\$6,520	\$777	\$815	2019 was higher due to including a prior year expense
69955 Top 5	\$5,976	\$3,000	\$3,000	Will be closer to \$7K in 2020
69980 Office				
69982 Equipment	\$5,699	\$4,662	\$4,900	
69984 Rent	\$8,614	\$8,380	\$12,000	Office Relocation (lease and moving) in 2020
69986 Miscellaneous	\$2,984	\$1,614	\$3,000	
Total 69980 Office	\$17,297	\$14,656	\$19,900	
70000 Payroll				
70110 Manager	\$54,438	\$53,667	\$53,050	2019 includes stipend for All-Star TM function
70120 Assistant	\$14,668	\$16,462	\$17,000	
70130 Webmaster	\$6,150	\$5,750	\$6,000	
70140 Wages			\$4,400	2nd PT Office Staff for part of the year
70150 Taxes	\$6,378	\$5,925	\$4,400	
Total 70000 Payroll	\$81,634	\$81,804	\$84,850	
Total 69900 Administrative Expense	\$145,916	\$139,971	\$152,723	
75000 Taxes Other	\$351	\$351		State Income tax on Travel Endowment
Total Expenses	\$475,158	\$489,742	\$460,372	
Net Operating Income	\$38,128	(\$7,691)	(\$31,797)	
Non-Operations Income/Expense				
81000 T. E. Interest & Dividends	\$49,695			Does not include Dec Div/Int - estimated to be \$4K
89001 Other Miscellaneous Expense		\$175		Travel Endowment Administration Expense (UBS)
Net Income	\$87,823	(\$7,866)	(\$31,797)	

Article II – SANCTIONS

Section I – Sanctions Chair

- A. The Sanction Chair shall be appointed by the General Chair. USA Swimming, Inc, through the OSI Sanctions Chair, issues sanctions and approvals according to the procedures listed below. All requests shall be directed to the sanctions chair.

Section II – Procedures

- A. All competitive swimming events must be sanctioned by USA Swimming through the OSI Sanctions Chair. AB Long Course meets are open meets, not an invitational. This includes Open Water competitions.
- B. Time trials shall be sanctioned separately and shall be run in conjunction with a Sanctioned Competitive swim meet.
- C. Non-competitive swimming events (Camps, Clinics, etc..) must be sanctioned and shall be publicized one week in advance.
- D. Approvals may be granted, in lieu of sanction, to non-member clubs/organizations or members clubs hosting non-member competitors for meets conducted in accordance with USA Swimming technical rules.
- E. A maximum of one meet per season shall be sanctioned for closed inter-squad meets and all applicable rules for sanctioned meets must be observed.
- F. Sanctions requests for meets shall include the name of the designated Meet Referee approved by the Officials Chair and the Administrative Official. Changes to the Meet Referee position must be sent to the Sanctions Chair.
- G. AB+ time standards are required by AB Long Course Meets.
- H. A sanction and compliance with all relevant OSI procedures, is required to accept results for OSI Top 5, USA Swimming Top 10, all Records and National Verifiable Times for National qualifying times.
- I. Oregon Swimming will not sanction a meet if the charge for individual or relay events, or the OSI surcharge fee exceeds the maximum published by Oregon Swimming.
- J. Oregon Swimming will not sanction a meet if the hosting club has outstanding financial obligations to Oregon Swimming (greater than 30 days in arrears) and/or the Club and at least one coach are not registered with USA Swimming.
- K. Any league wanting to host a League Championship Meet pays for the \$150 league fee prior to the sanction.
- L. For Open Meets, the host team may choose which teams are entered in the meet based on the number of officials that they will be providing. For Invitational Meets, teams hosting invitationals are encouraged to put the suggested standard for the number of officials in the meet information. The Sanction packet will include the details on these policies for clubs.

Section III – Fee

- A. The Sanction fee is ~~\$20~~ \$30 per day and is applicable for each day on which events are scheduled for the meet, regardless of the meet format.
- B. The Time Trial Sanction fee is \$25 per day, and is applicable for each day of the event which time trials are scheduled for the meet.
- C. The Sanction fee is waived if no entry fee (OSI surcharge and splash fees) is charged. Host may charge a facility use surcharge.
- D. The Blanket Sanction Fee, for a series of dual meets, is \$25 per season.

Section IV – Submission for Sanction

- A. The Scheduling Committee must approve a meet before submitting a sanction application.
- B. The Host club is responsible for obtaining the Sanction Application from the OSI website.
- C. The Sanctions Chair must receive sanction applications at least 45 days prior to the first day of the meet for which application is submitted. For dual meets and closed inter-squad meets, Sanction Applications must be received at least seven (7) days before the meet.

- D. Sanction applications must include
 1. Completed Sanction Application including appropriate fee
 2. Proposed meet information, in recommended format, including schedule of events including schedule of events in accordance with USA Swimming Rules and Regulations.
- E. Upon approval of the Sanction, the Meet Information will be posted on the OSI website at least 30 days prior to the first day of the meet, and must bear the wording “Sanctioned by USA Swimming, Inc.”

Section V – Request for Observation

- A. This procedure is used to request the observation of swims at High school, Collegiate, Masters or other association season-culminating Championship meets.
 1. The meet referee must complete a Form B request for Observation (available on the OSI web site). The Completed form must be received by the SWIMS chair or designee a minimum of ten (10) days prior to the start of competition.
 2. The number of Association official must meet the minimum requirements a provided in USA Swimming Rules and Regulations. In addition, there must be a minimum of two (2) OSI/USA Swimming certified and registered officials (one at each end of the course) who will note compliance with USA Swimming Technical Rules.
 3. The meet referee (based on the number of swims that may be requested and available officials) will determine if all individual swims will be observed, any requested swims, or only one session (i.e. Finals only). This will be determined on the request form.
 4. Meet management should make an effort to encourage all teams to include USA Swimming ID numbers in the database.
 5. Meets that will observe by request (usually when there are fewer than 10 swims expected to make such request) shall make an effort to provide a USA Swimming ID number with such request.
 6. Medley relays comprised of four (4) swimmers from the same club team must request observation prior to competition (even for meets where all individual swims are observed)
 7. The meet referee or designee will be responsible to collect and collate conforming/non-conforming swims information from the officials.
 8. The meet referee (or direct meet management) will provide meet results to the SWIMS Chair within 24 hours of meet completion. These results must be a Hy-Tek meet back-up.
 9. The meet referee will communicate notice of compliance and any relay lead-off requests as well as relay results requested for entry to SWIMS Chair within five (5) days of meet completion.
- B. Results will be entered into the SWIMS database as follows:
 1. For meets approved for observation of all individual swims
 - a. Individual event results for swimmers registered for the current registration year will be entered to the best of our ability
 - b. Any relay results that were requested, as well as relay lead-off request will be entered.
 2. For meets approved for observation by request
 - a. Requested observation of individual events, relays, and relay lead-off swims (including freestyle) for swimmers registered for the current registration year will be entered.
 3. For meets approved for observation of all individual swims, swimmers not registered at the time of swim may request their time be entered into SWIMS once registration is complete.
 4. Any questions from coaches and/or swimmers about times must include: swimmer name, school, which meet (district/state) and USA Swimming ID number.

Section VI – Post Meet Requirements

- A. Upon the meet’s conclusion, the Meet Director and/or the Meet Referee shall email the MM database to the Oregon Swimming office. The Oregon Swimming office will create the Entry Fee report, the Meet Fees report, and invoice the host club through an applicable accounting software such that the meet fees (Surcharge and splash fees) shall be collected within 30 days.

Article IX - Oregon Swimming Championships

Section I - Oregon Swimming Championships

- A. Discrepancy** - If a discrepancy exists between the Swim Guide and championship meet information, the meet information shall prevail.
- B. Meets** - OSI shall conduct the following championship meets:
1. Short Course 10 & Under AG Championship conducted in February.
 2. Short Course 11 - 14 AG Championships conducted in February.
 3. Short Course Senior Championships conducted in March.
 4. Long Course 10 & Under AG Championships conducted in July.
 5. Long Course 11 & Over AG Championships conducted in July.
- C. Eligibility** - Open to all OSI swimmers who qualify. Senior Championships are open to athletes registered with USA Swimming/LSC's within Region XII.
- D. Finals No Shows** - If a swimmer is eligible for a final event on Sunday night, does not scratch and is a no show, a \$100 fine per event is imposed on the swimmer's club.
- E. Time Standards** - For Age Group Championships, OSI "A" standards shall apply. For /Region XII Winter Championships, OSI 14 age group "A" time standards shall apply. Non-verified times will not be accepted. If online meet entry (OME) is used, entry times must be in the USA Swimming SWIMS database.
- F. Qualifying Period** - The short course season qualifying period is from February 1 of the previous year through the entry deadline. The long course season qualifying period is from July 1 of the previous year through the entry deadline.
- G. Entry Fees** - Surcharge (~~\$10.00~~ **\$15.00** per swimmer); Individual event entry fee (\$4.00 per individual event); Relay entry fee (\$10.00 per relay). Facility Use Fees charged by the Aquatic Center may be added.
- H. Sponsorship** - OSI championship meets are sponsored jointly by OSI and the hosting club. Surcharges and entry fees are the property of OSI. Upon satisfactory completion of post meet requirements, host club will be reimbursed \$1.50 per individual event entered, and \$4.00 per relay event entered. Additionally, OSI reimburses host club for printing, other meet expenses, and pool use fees, if any.
- I. Scoring** - Scoring of prelim/final events and relay events will reflect the number of lanes swum. The 10 & Under Championship will not be scored.
- J. Course** - All available lanes shall be used for both prelim and final events.
- K. Relays** - For the 200 Medley and 200 Freestyle relays, entry times shall be accepted for teams achieving either the applicable 200 or 400 relay standard. Priority for seeding the 200 relays shall be given to those teams entered with a corresponding 200 relay time followed by those teams entered with a corresponding 400 relay entry time.
- L. Results** - If OME is not used for entry purposes, any swimmer or relay who does not attain the qualifying time for an event swum during a championship meet must submit proof of their qualifying time for that event within fourteen (14) days of the completion of the meet. Failure to do so will result in a \$100 fine for each non-qualifying time to be paid by the swimmers' club.
- M. Awards** - Value is subject to USA Swimming Rules and Regulations Article 204.6 & 205.5
- N. Events** - Shall follow the following format.
1. **Short Course 10 & Under AG Championships** to offer the following meet format:
 - a. Open to all 10 & Under swimmers registered in Oregon Swimming, Inc. who have achieved Oregon Swimming "A" times.
 - b. Swimmers may enter six (6) individual events for the meet, but not more than five (5) individual events per day and two (2) relays.
 - c. Medals are awarded for 1st through number of lanes swum depending upon the pool size. In a six-lane pool, ribbons for 7th through 12th and for an eight lane pool ribbons for 9th through 16th. There shall be no team awards.
 2. **Short Course 11 - 14 AG Championships** to offer the following meet format:
 - a. Open to all OSI 11 - 14 swimmers who have achieved OSI "A" times.
 - b. Swimmers may enter six (6) individual events for the meet, but no more than three (3)

- individual events per day including time trials.
 - c. All events 400 yards and longer and all relays will be deck seeded.
 - d. Scratches will be per Article X, Section VII, Oregon Scratch Rule.
 - e. A patch and gold medal are awarded for each swimmer placing 1st in an individual event (limit one patch per swimmer per championship meet). Medals are awarded for 2nd through the number of lanes swum, depending on pool size. Relays are awarded medals for 1st through 3rd, ribbons for 4th through the number of lanes swum, depending on pool size. High point awards for male/female in each age group will be presented. Team awards are presented for the top eight (8) teams.
3. **Short Course Senior Championships** format:
- a. Open to all swimmers registered within Region XII, who have achieved Oregon Swimming "A" times for the 14 year-old age group.
 - b. Swimmers may enter six (6) individual events for the meet, but no more than three (3) individual events per day including time trials.
 - c. All events will be deck seeded.
 - d. Scratches will be per Articles X, Section VIII, Oregon Scratch Rule.
 - e. A patch and gold medal are awarded for each swimmer placing 1st in individual events (limit on patch per swimmer per championship meet.) Medals are awarded for 2nd and 3rd place. Ribbons are awarded for 4th though the number of lanes swum. Relays are awarded medals for 1st through 3rd. Team awards are presented for the top three (3) teams.
4. **Long Course 10 & Under Championship** to offer the following meet format:
- a. Open to all OSI 10 & Under swimmers who achieved OSI "A" times.
 - b. Swimmers may enter six (6) individual events for the meet, but no more than five (5) individual events per day and two (2) relays.
 - c. Medals are awarded for 1st through the number of lanes swum depending upon the pool size. In a six-lane pool, ribbons for 7th through 12th and for an eight lane pool ribbons for 9th through 16th. No team awards.
5. **Long Course 11 & Over Championships meet** format:
- a. Open to all 11 and over swimmers who have achieved OSI "A" times.
 - b. Swimmers may enter six (6) individual events for the meet, but no more than three (3) individual events per day including time trials.
 - c. All individual events 200 meters and longer for all ages will be deck seeded and 50 and 100 meter events will be pre-seeded.
 - d. All relays will be deck seeded and are timed finals.
 - e. Coaches must provide a positive scratch for swimmers not desiring to compete for all deck seeded events by the stated deadlines. There is a penalty for being a no show after checking in for the deck seeded events.
 - f. Thursday, Friday and Saturday scratches are due 30 minutes after start of warm-ups. Sunday 400M Free Relay scratches are due by the end of Saturday finals, 1,500M scratches are due by the end of the relays.
 - g. For Sunday, positive check-in must be made no later than 30 minutes following the start of Finals on Saturday.
 - h. Relay Check-in: If names are submitted at the time of original entry and there are no changes to the names or order, the coach only need submit a slip that says "as submitted with original entry" or "no changes from original entry".
 - i. Swimmers younger than 15 years can only be entered in open relays if your team cannot field a relay team in the 13-14 age groups.
 - j. OSI Scratch Rules, Safety Guidelines and Warm-up Procedures apply.
 - k. A patch and gold medal are awarded for each swimmer placing 1st in individual events (limit one patch per swimmer per championship meet). Medals are awarded for 2nd through number of lanes swum depending upon the pool size. ~~13-14 and 15 & Over.~~
 - l. Preliminary events will be seeded 13 & Over. Finals will be two heats of 13-14 and two

- heats 15 & Over. 400+ Events swum as timed finals.
- m. Combined team plaques will be presented for 1st through 8th place. High point awards for male and female will be awarded in each age group.

Section II - Other Championships

- A. A sanction will be granted for Championship meets not sponsored by OSI if the meet:
 - 1. Is sponsored by a League currently registered with USA Swimming.
 - 2. Was added to the OSI Swim Calendar at the OSI House of Delegates.
 - 3. Is not held the same day(s) as Championship meets sponsored by OSI, unless:
 - a. A swimmer shall not compete in events in which they have Oregon A times.
 - b. A swimmer shall not compete in a relay in which they would swim a stroke and distance in which they have an Oregon A time. (Oregon A times made at the meet, prior to the relay, apply to this prohibition).

Section III - Special Meet Competition

- A. **Special Competitions or Events** - may be approved by Scheduling Committee, Sanctions Chair, and Board of Directors. Conditions, specifications and schedule of events must be included in the meet information and conform to all applicable USA swimming Rules & Regulations and OSI policy.
- B. **Open Water Competition** - Any USA Swimming registered athlete wishing to compete in Open Water Competition will do so at their own risk and without the benefit of USA Swimming insurance coverage unless such competition is sanctioned by USA Swimming. Open water events hosts may apply to OSI for sanction. The ~~\$20.00~~ **\$30.00** per day sanction fee applies, but no portion of any surcharges or entry fees will be collected by OSI.

Section IV - Meet Equipment

- A. **REQUIRED** equipment for OSI Championship meets.
 - 1. **Electronic Timing**
 - a. Primary cable with a pad and two (2) buttons per lane at the start/finish end of the pool.
 - b. At the turn end of 50m pools there shall be a primary cable with a pad and a minimum of two (2) buttons. This is not required if dive starts are permitted from the turn end of the pool.
 - c. Minimum of one (1) remote strobe - This is available from the OSI office.
 - d. Reader board with at least one line to display finish times.
 - e. Spare pads, buttons and microphone.
 - 2. **Speaker/PA System**
 - a. Minimum of one (1) remote speaker connected to the starting system opposite the starter.
 - b. A PA system that can be heard in all parts of the competing area.
 - c. An announcer using the OSI Championship guidelines.
 - 3. **Labeling**
 - a. 4" high number, visible from both sides of the pool on the starting platforms.
 - b. Sign indicating the Clerk of Course.
 - 4. **Duplicating Equipment**
 - a. Copy machine/high-speed printer for all deck seeded or prelim-finals format meets.
 - 5. **Radios required for prelim/finals championship meets**
 - a. Minimum of sixteen (16) two-way radios with headsets for use by assigned officials as determined by meet referee.
- B. **The following equipment is recommended for OSI Championship meets.**
 - 1. **Electronic Timing**
 - a. Reader board or display for each lane and a strip to display event and heat.
 - b. Spare starting console and meet computer.
 - 2. **Speaker/PA System**
 - a. Additional speaker(s) at the turn end of the pool.
 - 3. **Additional Equipment**

- a.** Internet access to allow on-line results.