

## **PNA STANDING POLICIES**

### **AWARDS POLICIES**

#### **PERFORMANCE AWARDS**

- AP-1 The Awards Coordinator shall be responsible for PNA medals for PNA meets.
- AP-2 The Awards Coordinator shall:
1. Coordinate with the Meets Coordinator on type and number of awards needed.
  2. Work with suppliers to acquire PNA medals needed.
  3. Submit requests to the Treasurer for replenishment funding.
  4. Ensure that PNA medals are delivered to meets.
  5. Maintain the inventory of PNA medals after each meet.
- AP-3 PNA medals earned at previous meets may be purchased at any meet.
- AP-4 Donation per medal is \$2. Participants 65 and over and needs based are entitled to their first medal per meet free upon request.
- AP-5 The Awards Coordinator shall ensure that a designated person remains at each meet to distribute medals for at least 15 minutes after the results of the last event have been posted.
- AP-6 PNA shall fund ribbons used at PNA Champs; ribbons shall be ordered by the meet host.

## PNA STANDING POLICIES

### AWARDS POLICIES

#### RECOGNITION AWARDS Page 1

##### AR-1 The Dawn Musselman Inspirational Swimmer Award

A recipient can receive this award only once.

1. Selection Committee
  - a. The selection committee shall solicit and accept nominations, choose the winner, and present the award.
  - b. The chair of the committee shall be a previous winner with current PNA registration and shall serve for 2 years.
  - c. Previous winners of the award shall be eligible to serve on the committee as long as their PNA registrations are current.
  - d. The selection committee shall be comprised of an odd number of members who include, but are not limited to, those who have won the award.
  - e. The PNA President shall appoint the committee chair and the chair shall appoint the committee members, with the concurrence of the President.
2. Annual Timeline
  - a. The call for nominations shall be published in *The WetSet* and other media.
  - b. The call for nominations shall be made no later than the first issue of *The WetSet* each year.
  - c. The deadline for nominations shall be three weeks prior to the presentation.
  - d. The award shall be presented at PNA Championships.
3. Awards
  - a. The awards shall be a personal plaque and a perpetual trophy. The recipient's name shall be added to the perpetual trophy.
  - b. The perpetual trophy shall stay with the recipient until a successor is selected.
4. Selection criteria includes:
  - a. Inspires all PNA members.
  - b. Willingly shares information, training, or coaching tips.
  - c. Offers encouragement to other members.
  - d. Exhibits good sportsmanship at all times.
  - e. Shows a strong commitment to PNA Masters Swimming.

##### AR-2 The PNA Coach of the Year Award

A recipient may receive this award more than once.

1. Selection Committee
  - a. The selection committee shall solicit and accept nominations, choose the winner, and present the award.
  - b. The chair of the committee shall be a previous winner with current PNA registration and shall serve for 2 years.
  - c. Previous winners of the award shall be eligible to serve on the committee as long as their PNA registrations are current.

- d. The selection committee shall be comprised of an odd number of members who include, but are not limited to, those who have won the award.
- e. The PNA President shall appoint the committee chair and the chair shall appoint the committee members, with the concurrence of the President.

2. Annual Timeline

- a. The call for nominations shall be published in *The WetSet* and other media.
- b. The call for nominations shall be made no later than the first issue of *The WetSet* each year.
- c. The award shall be presented at PNA Championships.

3. Award

- a. The award shall be a personal plaque.
- b. The recipient of the award shall be given the opportunity to attend a coaching clinic during the 12 month period following receipt of the award. Reasonable expenses will be budgeted and paid for by PNA.

4. Selection criteria may include:

- a. Improvement or enhancement of an ongoing program or establishment of a new program.
- b. Sustained service over a long period of time.
- c. Contributions to PNA.
- d. Commitment to PNA.
- e. Willingness to share coaching skills and information.
- f. Loyalty of team members.
- g. Coaching accomplishments.
- h. Inspiring others.

AR-3 A PNA Distinguished Service Award may be presented from time to time to acknowledge exemplary service to PNA.

AR-4 PNA members who receive USMS National awards shall be recognized in PNA publications, on the website, and other media.

## **PNA STANDING POLICIES**

### **CONVENTION POLICIES**

- C-1 PNA encourages its members to become involved in United States Masters Swimming (USMS) administration and to represent PNA in national committee meetings and the USMS House of Delegates (HOD).
- C-2 The application shall include:
1. A brief summary of recent service to PNA
  2. A list of PNA board meetings attended in the previous 12 months
  3. A brief summary of recent service to USMS
  4. Reasons for wanting to attend convention
  5. Affirmation of the following qualifications
    1. Currently a member of PNA and USMS.
    2. Willing to attend national committee meetings as assigned and all HOD meetings.
    3. Willing to submit a report to the PNA Board of Directors if requested by the PNA President.
    4. Willing to attend PNA Board meetings and continue active participation during the year following the convention.
- C-3 Delegate applications will be distributed to interested individuals by April each year.
- C-4 Applications should be returned to the PNA Secretary before the May PNA Board meeting each year.
- C-5 Applications will be reviewed and delegates selected by PNA Board members at the May PNA Board meeting each year.
- C-6 , If there are more applicants than delegate spots, PNA will seek At-Large Delegate status for those applicants who have national positions.
- C-7 With prior approval, an individual member of PNA, who attends the convention as a PNA delegate or in another official USMS capacity, may submit receipts to the PNA Treasurer for expense reimbursement.
- C-8 Expenses shall be considered for reimbursement in accordance with PNA financial policies and the USMS Financial Operation Guidelines (FOG).

## **PNA STANDING POLICIES**

### **FINANCE POLICIES**

- F-1 All bills or reimbursement requests that are presented for payment must include supporting documentation.
- F-2 The PNA checking account shall be maintained at a large regional bank with multiple branches for ease of transacting PNA business.
- F-3 The President, Treasurer, and up to two additional board members shall have authority to sign checks. The additional signatories shall be selected by the board.
- F-4 The PNA fiscal year shall be the calendar year.
- F-5 The Board must approve any unbudgeted expense over \$100 prior to payment or reimbursement. The Board may approve any unbudgeted expense for PNA purposes.
- F-6 PNA shall contribute the agreed-upon amount per swimmer (as determined by the Northwest Zone) as of May 1<sup>st</sup> to the NW Zone fund.
- F-7 PNA has always depended on volunteers. If the Board determines that a task is to be paid for because of its scope, it shall be subject to proposal, budgeting, and Board approval prior to initiating payment.
- F-8 Once a year, the PNA books shall be reviewed and the bank statements reconciled by one or more persons appointed by the board who do not have the authority to sign PNA checks.
- F-9 One-Event registrants' information shall be sent to the National Office in a timely manner in spreadsheet format and include name, address, phone, email, birthdate, date of swim, and permanent ID number when available.
- F-10 The treasurer shall insure that the required standards of the Finance section of the USMS LMSC Standards are followed and shall work toward fulfilling the suggested standards.
- F-11 PNA shall retain at least three months of fund balance in cash (checking account), to provide for cash flow for operating expenses. In addition, by May 1, the Treasurer shall estimate and reserve a full six months of anticipated operating expenses in cash reserves to reflect the pattern of revenue receipts.
- F-12 PNA may invest remaining balances in financial instruments such as certificates of deposit in order to maximize interest earnings on unused funds. The Treasurer has the authority to invest in such certificates and shall purchase them in such amounts and staggered maturity dates as can be converted to cash, if necessary, while minimizing any loss of accrued interest.
- F-13 The signers on the PNA credit card (if there is one) shall be the President, the Treasurer, and one other board member. The credit card shall only be used for board authorized purchases.

## **PNA STANDING POLICIES**

### **GENERAL POLICIES**

- G-1 PNA shall maintain a Memorial Fund established in memory of Fred Wiggin.
- a. Donations to PNA at the time of member registration will go to the general fund.
  - b. The board shall decide during the budget process as to what amount of the donations will go into the Wiggin Fund.
  - c. The availability of funds will be publicized.
  - d. Use of the donated funds will be publicized.
  - e. Up to \$200 may be granted without approval of the Wiggin Fund Committee.
  - f. The decision to grant the funds shall be made by PNA's Treasurer, Registrar, and President. They have the option to ask other board members for assistance with a decision, if necessary.
  - g. An annual report of distributions from the Wiggin Fund will be provided to the Wiggin family.
- G-2 Gifts, flowers, or memorial donations may be given to PNA members on appropriate occasions as approved by the Board.
- G-3 Any group of swimmers within the LMSC may maintain a club membership within USMS, provided that the group pays the applicable USMS club fee. Swimmers may register with any club maintaining USMS membership or may register unattached.
- G-4 PNA shall purchase Rule Books (full and/or mini) annually for the Officials Coordinator and meet referees.
- G-5 PNA shall welcome swimmers attending their first Masters meet and provide them with a small gift.
- G-6 PNA shall use an Orca as its logo.
- G-7 The President of PNA is authorized, after conferring with board members, to sanction a pool meet, open water swim, or clinic between Board meetings, as requested by the appropriate committee chair or coordinator. Approval at the next board meeting is required in accordance with Bylaws item 6.6.

## PNA STANDING POLICIES

### INFORMATION TECHNOLOGY POLICIES Page 1

- IT-1 The mission of the PNA Information Technology (IT) Committee shall be to effectively permit and encourage the flow of information to PNA members from swimmers, coaches, event organizers, the PNA Board of Directors, the Northwest Zone, and United States Masters Swimming.
- IT-2 The IT Committee shall consist of a chair, the webmaster, and other members as needed.
- IT-3 Goals of the PNA website shall be to:
1. Help PNA members achieve the overall goals and objectives as set out in the USMS Rule Book.
  2. Provide information about PNA in a timely manner.
  3. Encourage PNA members and others to participate in PNA activities.
- IT-4 The Webmaster's duties shall include:
1. Maintain the PNA website at [www.swimpna.org](http://www.swimpna.org).
  2. Update PNA website pages (calendar, results, newsletters etc.) and post (upload) them to the server in a timely manner.
  3. Manage all PNA related web files on the server.
  4. Check PNA web site for broken links and repair as necessary.
  5. Forward emails, which come by way of the web site, to the appropriate person.
  6. Check with the President before posting items not listed in IT-5.
- IT-5 The website may include items of general interest to swimmers including, but not limited to:
1. Calendar of upcoming events: meets, meetings, clinics, etc.
  2. PNA pool & open water event entry forms.
  3. PNA event results or links to posted results.
  4. PNA Records and Top Ten.
  5. Places to Swim including links to club and workout group websites.
  6. PNA workout group list.
  7. Membership list.
  8. General information about PNA.
  9. PNA Handbook including bylaws and policies.
  10. History of the PNA.
  11. Board member contact information.
  12. Individual registration forms.
  13. Current and past issues of *The WetSet*.
  14. Current and past board meeting minutes.
  15. Links to other sites (USMS, NW Zone, near-by LMSCs for example) as approved.
  16. Articles about PNA swimmers or links to information regarding PNA swimmers.
  17. Dawn Musselman award winners' names and biographical information.
  18. Coach of the Year award winners' names and biographical information.
  19. Meet Packet.
  20. Link to USMS list of officially measured pools.

## PNA STANDING POLICIES

### INFORMATION TECHNOLOGY POLICIES Page 2

- IT-6 PNA shall provide the Webmaster with the resources necessary to maintain the web site.
- IT-7 A coach who is a registered USMS member and whose workout group is registered with USMS may post contact information (name, phone, email, address, general location, and pool) for private lessons and clinics in *The WetSet* and on the website.
- IT-8 The PNA Officers and Immediate Past President may determine suitability for inclusion of individual items in the newsletter and on the website when such decisions are needed between board meetings.



## PNA STANDING POLICIES

### MEET POLICIES

#### MEETS: FINANCIAL

- MF-1 Meet hosts may charge entry fees on a sliding fee scale as follows:
1. Per day meet surcharge: \$17
  2. Up to \$4 per individual event entered; no charge for relays.
- MF-2 There shall be no charge for relays and entry forms for all meets shall so state.
- MF-3 PNA meet entrants with financial need may seek Wiggin Fund grants for assistance with meet fees.
- MF-4 Meet hosts which have entry systems separate from PNA shall coordinate with PNA to facilitate entry of swimmers using Wiggin Fund grants.
- MF-5 PNA meet surcharge for sanctioned meets due from host to PNA shall be \$1.75 per entrant. Wiggin Fund grants for the meet, if any, will be deducted from PNA meet surcharge.
- MF-5 USMS surcharge for a sanctioned meet will be added to PNA meet surcharge starting June 1, 2018, and paid by the meet host.
- MF-7 Meet hosts may propose, with justification (i.e. meet budget), a fee outside of the guidelines listed in MF-1 and MF-2 to the PNA Board through the Meets Coordinator. Meet hosts are encouraged to propose alternate fees plans, including flat entry fees, appropriate to the event's format and venue. An approved fee structure for a meet host may carry over to succeeding years for meets of the same format.
- MF-8 In computing the PNA guaranteed \$6 profit per swimmer per day, the following expenses shall be allowed:
- Awards
  - Club Assistant/Entry Processing Fee
  - Concessions
  - Hospitality
  - Meet Manager Amortization – 1/3 of new purchase/upgrade cost per year – if paid for by the host PNA team
  - Office Supplies/Copying
  - Officials Gifts/Stipend
  - PNA Fee
  - Pool Rental
  - Postage
  - T Shirts (to be sold or given to volunteers)
  - Taxes (WA State Sales Tax and B&O tax)
  - Timers
  - Timing System & Operator

At the request of a meet host, additional classes of meet expenses will be considered by the PNA BOD.

#### MF-9 Guaranteed Profit

Revised 04/06/2013  
Updates added 08/24/2014; 01/24/2015

Revisions Approved 06/18/2013  
Updates approved 8/26/2014  
Revisions Approved 03/21/2015

- A. One-Day Events: PNA shall guarantee a profit of \$6 per swimmer to hosts of sanctioned one-day pool events.
- B. Multi-Day Events: PNA shall guarantee a profit of \$12 per swimmer to hosts of sanctioned multi-day events expected to exceed a total time of 7 hours excluding warm-ups.
- C. Meet hosts must submit an Income & Expense statement to the PNA Treasurer on a form supplied by PNA in order to receive relief under this guarantee.

MF-10 The USMS meet surcharge for a recognized meet shall be paid by the meet host. There is no additional PNA fee for a recognized meet. MF-10 Sanctions or recognitions may be awarded for dual meets, time trials, etc. (closed meets). If the PNA surcharge does not apply to the meet, the fee shall be determined by the PNA Board.

MF-11 Pool Open Water Events (POWs) may be sanctioned with the same surcharge fees and guarantees as regular pool meets.

## **PNA STANDING POLICIES**

### **MEET POLICIES**

#### **MEETS: ENTRIES**

- ME-1 Club Assistant (or PNA Board approved replacement) shall be used for entries for all local PNA sanctioned pool meets.
- ME-2 Entries received after the meet entry deadline may be accepted at the discretion of the meet director.
- ME-3 Entrants from outside the PNA LMSC shall provide proof of current Masters registration.
- ME-4 Meet host shall provide a list of new swimmers entered in the meet to the PNA New Swimmer Coordinator prior to the meet.
- ME-5 Swimmers turning 18 by the last day of the meet, but not before entries are due, must contact the PNA Registrar and meet entry coordinator to enter the meet.

## PNA STANDING POLICIES

### MEET POLICIES

#### MEETS: ORDER OF EVENTS Page 1

MOE-1 Four Orders of Events comprise the PNA Order of Event Rotation (POER).

MOE-2 Meet hosts are encouraged, but not required to use the POER. The PNA Meets Coordinator will advise meet hosts using the POER which Order of Events should be used for their meet.

MOE-3 About the PNA Order of Event Rotation (POER):

1. Inclusion of the 400 IM and/or 1650 Freestyle is optional. It is the decision of the Meet Host to include either or both events, and if included, where to place in Order of Events for their meet.
2. "Break?" means that the break could be before or after the relay, at discretion of Meet Host.
3. Some, or all, Breaks are optional in meets where the estimated competition timeline is greater than 3.5 hours before allowance for Breaks and Relays.
4. The distance of the relay events is at the Meet Director's discretion. The relay order is flexible and is intended to ensure that relays are placed between individual events.
3. When the first event of a full day meet is:
  - a. 400 yards or longer, and
  - b. estimated to take more than 2 hours to complete, and
  - c. there is not a separate warm-up area of at least 25 yards in length,

There shall be two warm-ups of at least 30 minutes each before and after the first event.

The meet info/entry form will state the conditions necessary for a possible second warm-up.

## PNA STANDING POLICIES

### MEET POLICIES

#### MEETS: ORDER OF EVENTS Page 2

#### MOE-4 PNA Order of Event Rotation (POER)

<b>PNA REGULAR ROTATION ORDERS OF EVENTS</b>			
<b>Order #1</b>	<b>Order #2</b>	<b>Order #3</b>	<b>Order #4</b>
<i>Optional Events for every Order, placement at discretion of meet hosts: 400 IM, 1650 Free</i>			
400 IM	400 IM	400 IM	400 IM
1650 Free	1650 Free	1650 Free	1650 Free
Main Meet Warm-Up	Main Meet Warm-Up	Main Meet Warm-Up	Main Meet Warm-Up
Free Relay**	500 Free	Free Relay**	500 Free
50 Free	--Possible 2nd Warm-Up--	200 Fly	--Possible 2nd Warm-Up--
100 Breast	Free Relay**	200 Back	Free Relay**
200 Back	100 Back	50 Breast	50 Breast
50 Fly	200 Free	100 Free	100 Fly
200 IM	50 Fly	BREAK? *	200 Free
BREAK? *	200 Breast	Mixed Free Relay**	50 Back
Mixed Free Relay**	100 IM	200 IM	100 IM
100 Free	BREAK? *	50 Fly	BREAK? *
200 Breast	Mixed Free Relay**	100 Back	Mixed Free Relay**
50 Back	200 Back	200 Breast	100 Breast
100 Fly	50 Free	50 Free	50 Fly
Medley Relay**	100 Fly	BREAK? *	100 Free
BREAK? *	50 Breast	Medley Relay**	200 Back
200 Free	BREAK? *	100 Fly	Medley Relay**
50 Breast	Medley Relay**	50 Back	BREAK? *
100 Back	50 Back	100 Breast	200 Breast
200 Fly	100 Free	200 Free	200 Fly
100 IM	200 Fly	BREAK? *	50 Free
Mixed Medley Relay**	100 Breast	100 IM	100 Back
500 Free	200 IM	Mixed Medley Relay**	200 IM
	Mixed Medley Relay**	500 Free	BREAK? *
			Mixed Medley Relay**
<b>BREAK? *</b>	Break may be placed before or after relay. If competition is estimated to last longer than 4 hours, Breaks may be eliminated at option of meet host.		
<b>Relay**</b>	Relay distance is choice of Meet Host. Order of specific relays is flexible.		
<b>--Possible 2nd Warm-Up--**</b>	If first event is estimated to last longer than 2 hours, and separate 25 yard warm-up pool is NOT available, a minimum 30 minute warmup must be provided.		

## PNA STANDING POLICIES

### MEET POLICIES

#### MEETS: OPERATIONS Page 1

- MO-1 At the option of the meet director, deck seeding with check-in times for each event may be used for any meet.
- MO-2 Seeding shall be slow-to-fast. The entry form must announce the order of seeding. This requirement may be waived by a vote of the PNA BOD.
- MO-3 An ad-hoc protest committee may be established at any meet from PNA board members present to handle protests at the meet. The PNA Meets Coordinator or designee shall appoint a minimum of three members.
- MO-4 Meet hosts shall be responsible for organizing safety marshals for local meets.
- MO-5 During warm-ups at meets: no diving shall be allowed except in designated one-way sprint lanes.
- MO-6 SAFETY GUIDELINES
1. WARM-UP/WARM-DOWN: If no separate warm-up facility is available, the meet host shall designate one lane for continuous warm-up/warm-down. If possible, double lane lines between the warm-up/warm-down and competition areas are desirable. Outside lanes furthest from the starter are the preferred lanes for continuous warm-up/warm-down.
  2. Only registered Masters Swimmers may swim in the designated warm-up/warm-down lanes.
  3. LIFEGUARD: A certified lifeguard is required on the pool deck during warm-ups and throughout the entire meet.
  4. SAFETY MARSHALS:
    - a) There shall be at least one safety marshal on deck during the entire warm-up session to enforce these "Safety Guidelines and Warm-up Procedures".
    - b) Safety Marshal(s) shall be required to wear identifying clothing.
    - c) Swimmers shall not be allowed in the pool for warm-up or competition until the safety marshal(s) are in position.
    - d) The lifeguard(s) may serve as safety marshal(s).
  5. ANNOUNCER: An announcer's duties may include announcing the start of the warm-up session, lanes and times for sprint lanes, and assisting with the conduct of the warm-up.
  6. EMERGENCY PLAN: The host team shall identify a designated person, at the facility throughout the warm-ups and meet, who is familiar with the facility's emergency plan, e.g., telephone number, street address/location, procedures, etc. This person could be a lifeguard at the facility.

## **PNA STANDING POLICIES**

### **MEET POLICIES**

#### **MEETS: OPERATIONS Page 2**

##### **MO-7 WARM-UP PROCEDURES**

1. **WATER ENTRY:** Swimmers must enter the pool feet first in a cautious manner. No diving is allowed except in designated sprint lanes.
2. **RACING STARTS:** Racing starts (including backstroke starts) may be made only in designated SPRINT lanes during the pre-meet warm-up session.
3. **SPRINT LANES:** One or two lanes shall be designated as ONE-WAY SPRINT lanes no later than 20 minutes before the end of the warm-up session. Only one outside lane may be used as a sprint lane.
4. **MISCELLANEOUS EQUIPMENT:** Use of hand paddles is prohibited. Other training devices (e.g., kick boards, fins, pull buoys) may be used at the discretion of the meet director
5. **RESTING IN A LANE:** Swimmers at rest in the water shall move to either corner of the lane rather than resting in front of the end-wall target.

**MO-8** The following instructions as well as the warm-up procedures listed in MO-7 shall be printed and reviewed with safety marshals prior to the start of warm-ups.

#### **PNA MASTERS SWIMMING SAFETY MARSHAL GUIDELINES**

1. As a safety marshal you are responsible for enforcing the warm-up procedures listed above. Please read these procedures and ask the meet director if you have any questions.
2. Do not leave your position until you are relieved by another safety marshal.
3. Refer questions about the meet to other meet personnel.
4. Keep your eyes on the pool area at all times.
5. Watch the swimmers and anticipate how each is planning to enter the water. Remind a swimmer about the feet-first entry if the swimmer's behavior suggests other than a feet-first entry might be used. It is your job to educate any swimmer who is unaware of this warm-up policy.
6. If a swimmer does dive into the pool, please stop the swimmer when the swimmer returns to your end of the pool and politely inform the swimmer about the policy and ask the swimmer to adhere to the warm-up procedures. If you encounter any problems, please contact the meet referee, meet director, or any other meet personnel that have been designated to you.
7. Only registered Masters Swimmers are permitted to swim in the designated warm up/warm down lanes. Please stop any persons who are not likely to be Masters Swimmers (e.g., children).

## **PNA STANDING POLICIES**

## **PNA STANDING POLICIES**

### **MEET POLICIES**

#### **PNA CHAMPIONSHIPS MEET POLICIES**

- CH-1 For participation in the PNA Championship (Champs) team award competition only, any group of PNA members of the same club or workout group of a club may participate as a team .
- CH-2 Team affiliation shall be declared by each swimmer on the PNA Champs meet entry.
- CH-3 A team award received shall be rescinded for any team found to have discouraged any swimmer from participating in the PNA Champs meet.
- CH-4 PNA will pay for individual and team awards for PNA Champs.
- CH-5 PNA Champs shall be scored for places 1 through 8 assigning 9, 7, 6, 5, 4, 3, 2, and 1 points accordingly.
- CH-6 PNA Champs team awards shall be determined from final team scores as follows: The PNA teams shall be divided into three classes with 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place awarded in each class. The class divisions shall be determined just before each meet. The number of swimmers on each PNA team shall be determined by counting the meet entries as of the closing date. The Meet Director shall prepare a list of the PNA teams ranked by number of swimmers without revealing the team names. A 3-person committee appointed by the PNA Board for the purpose shall review the list to establish the cut-off points for each class, looking for logical breaks to create classes of equal size while considering team size and maximum possible relay teams each PNA team can form.
- CH-7 USMS Registrations shall be accepted with PNA Champs entry forms received by the meet entry deadline.
- CH-8 Meet entry form shall suggest that swimmers keep a copy of their entry form. If a swimmer desires confirmation of entry, they may enclose a self-addressed, stamped envelope or stamped postcard.
- CH-9 Scores for Non PNA clubs shall not be published on official Team Scores report from PNA Champs. Meet Host shall complete necessary setup steps in the meet management software to comply.



## **PNA STANDING POLICIES**

### **MEET POLICIES**

#### **MEET SCHEDULING, SANCTIONING, MARKETING, AND COMMUNICATION POLICIES**

- MS-1 The Scheduling Committee shall consist of the Meets Coordinator, Open Water Coordinator, and Clinics Coordinator.
- MS-2 The scheduling objective is to provide a variety of swimming events held each year.
- MS-3 The annual calendar of events shall run from January through December.
- MS-4 The bid process begins with the submission of the PNA Event Date Request Form, which is due to the appropriate event coordinator prior to the PNA fall retreat.
- MS-5 The Scheduling Committee shall distribute the PNA Event Date Request Form to potential event hosts by July 1 for January-June of the following year's calendar. A second PNA Event Date Request Form shall be distributed by January 1 for July-December of the same year.
- MS-6 The Scheduling Committee shall review the requests for the annual calendar and make a recommendation to the Board no later than a fall meeting (January-June) and a spring meeting (July-December).
- MS-7 The criteria used to evaluate bids are:
- Capability and history of host in holding efficient and well-run events.
  - Types of events proposed.
  - Date of event.
- MS-8 Preference for a particular weekend shall be given first to meets from the preceding 12 months for the same or similar weekend.
- MS-9 The Scheduling Committee and the Board shall approve any changes in event format, fees, awards, or date(s).
- MS-10 Late additions to the event schedule require recommendation by the Scheduling Committee and approval by the Board.
- MS-11 Once the Board has approved an event for its place on the annual calendar, submittal of the complete formal bid packet and all necessary documents to the appropriate coordinator and application for Sanction or Recognition using the online USMS Sanction Tool shall be completed at least 60 days prior to the event due date. The appropriate event coordinator shall provide the documents and/or they can be downloaded from the PNA website. Upon receipt of all required documentation and the USMS online application, the appropriate coordinator shall approve the event in the USMS system which shall trigger the assignment of the sanction or recognition number as appropriate.
- MS-12 PNA Board, at its discretion, may revoke a meet contract if the pool that is included in the meet bid becomes unavailable or if a sponsoring organization is unable to fulfill its obligation.
- MS-13 In the event that the Director of a meet sanctioned by PNA identifies problems that could lead to cancellation, the Meet Director shall contact the Meets Coordinator, and the Meets Coordinator shall be responsible for contacting PNA Officers regarding other options or cancellation, if necessary.
- MS-14 All hosts of PNA sanctioned meets may run a half-page meet promotion in *The WetSet*. Arrangements for the promotion shall be made with the newsletter editor. Ad copy must be submitted no later than the

15<sup>th</sup> of the month preceding the targeted *The WetSet*.

## **PNA STANDING POLICIES**

### **MEMBERSHIP POLICIES**

- R-1 The Membership Coordinator/Registrar shall use the USMS online software: Electronic System to Help Every Registrar (ESTHER) to enter and edit registration information for swimmers, clubs, and workout groups.
- R-2 The Membership Coordinator/Registrar shall have access to email.
- R-3 Requests for use of the PNA mailing list for commercial purposes shall be presented to the board for approval on a case-by-case basis.
- R-4 Transfers from other LMSCs or within the PNA shall not incur local fees.
- R-5 Annual registration fee for PNA membership shall be the required USMS registration fee plus a registration fee set by the PNA Board not to exceed one half of the USMS fee. Request for reduced registration fees for swimmers in need are considered on a case by case basis. The End-of-Year fee shall be set by the PNA Board at the same time. If an amount is overpaid the excess shall be transferred to the PNA Fund, although it can be refunded at the discretion of the Membership Coordinator/Registrar.
- R-6 \$5 of each swimmer's annual LMSC registration shall be disbursed to the Club they represent. Transfers into the LMSC shall not incur the \$5. This does not apply to End-of-year registrations.
- R-7 The Membership Coordinator/Registrar shall not charge an additional fee for the first hard copy of a PNA membership card. All swimmers using paper registrations shall be sent a hard copy of the membership card.
- R-8 Registration records shall be retained for seven years.
- R-9 Members shall be notified by email that the newsletter is available. A swimmer may request a paper copy of the newsletter.
- R-10 The fee for One-Event Registration shall be set annually by the Board and shall not exceed the annual registration fee.
- R-11 Workout Groups may register with USMS. PNA shall not charge an additional registration fee for Workout Groups.
- R-12 When requested by the meet director, the Membership Coordinator/Registrar shall send an electronic file or hard copy of the updated membership list with name, registration number, and date of birth to the meet director.

## PNA STANDING POLICIES

### NEWSLETTER POLICIES Page 1

- N-1 The newsletter shall be named *The WetSet*.
- N-2 The mission of *The WetSet* shall be to effectively permit and encourage the flow of information to PNA members from swimmers, coaches, event organizers, the PNA Board of Directors and United States Masters Swimming.
- N-3 The goals of *The WetSet* shall be to:
1. Help PNA members achieve the overall goals and objectives set out in the USMS Rule Book.
  2. Distribute information about PNA in a timely manner.
  3. Encourage PNA members to participate in PNA activities.
  4. Facilitate and encourage communication between PNA members and leaders.
  5. Produce a quality newsletter relevant to the greatest number of readers.
- N-4 Required contents for each issue of *The WetSet* should include:
1. Title
  2. President's Message (submitted by President or designee).
  3. List of Board members and dates/times of upcoming Board meetings.
  4. Summary of recent actions taken by the PNA Board.
  5. List of new PNA members.
  6. Calendar of events (to include meets, meetings, clinics, etc).
  7. Timely PNA and NW Zone pool and open water meet entry forms.
  8. PNA Generic Entry Form
- N-5 Newsworthy items that should be printed as they occur:
1. Summary of events that include PNA swimmers.
  2. Important news from USMS national office.
  3. Feature articles as available
  4. Swimming related events of member interest.
  5. 8. Call for PNA Board Election nominations (January issue, odd numbered years only).
  6. Budget summary in January/February issue
- N-6 Other publishable items may be considered:
1. Editor's letter.
  2. Human interest stories on PNA workout groups or swimmers.
  3. Announcements for USMS postal long distance events.
  4. Announcements for meets in other NW Zone LMSCs.
  5. Announcements for USMS open water and long distance events.
  6. Announcements for British Columbia/MSC meets and open water events.
  7. Condensed USMS Convention report.
  8. Explanation of PNA's organizational structure (once a year, preferably in the fall).
  9. Profiles of PNA coaches.
  10. Profiles of PNA Board members.
  11. Such other content as the newsletter editor deems worthy.

## PNA STANDING POLICIES

### NEWSLETTER POLICIES Page 2

- N-7 Advertisements
1. Unless directed by the PNA Board, the editor shall not solicit advertising.
  2. Requests for the publication of advertisements shall be referred to the PNA Board.
  3. Paid Advertisements shall be printed only with approval of the PNA Board.
  4. Unsolicited sanctioned meet entry forms or results may be published in the newsletter as advertisements and shall be billed accordingly.
  5. Newsletter ads shall be sold for: (first issue/additional issues) 1/4 page-\$20/\$15; 1/2 page-\$40/\$30; full page-\$80/\$60. Fees shall be billed and collected by PNA Treasurer.
- N-8 Entry forms for each PNA meet and open water event should be published at least once in *The WetSet* prior to the meet. A PNA meet host may run a free half-page meet promotion in *The WetSet*.
- N-9 Complimentary issues of *The WetSet* may be sent electronically.
- N-11 *The WetSet* shall be published at least six times per year.
- N-12 PNA Board members shall have authority to review, revise and approve each newsletter's content.
- N-13 A coach who is a registered USMS member and whose workout group is registered with USMS may post contact information (name, phone, email, address, general location, and pool) for private lessons and clinics in *The WetSet* and on the website.
- N-14 PNA Board members may determine suitability for inclusion of individual items in *The WetSet* and on the website when such decisions are needed between board meetings.

## PNA STANDING POLICIES

### OPEN WATER POLICIES PAGE 1

- OW -1 The following policies are intended to aid in the organization and provide for the safe conduct of Open Water (OW) events. All pertinent USMS and PNA rules and regulations shall apply.
- OW -2 Event directors should refer to the U.S. Masters Swimming Open Water Manual, available on the USMS web site at [www.usms.org/longdist/](http://www.usms.org/longdist/) or from the National Office.
- OW -3 Event Bid Process – placement on the PNA calendar of events:
1. The bidding process begins with the PNA Event Date Request Form, which shall be submitted to the Open Water Coordinator (Coordinator) in the fall for the upcoming year.
  2. The Event Date Request requires approval by the Board at the fall retreat, upon recommendation of the Coordinator. Late additions to the calendar shall also be approved by the Board.
- OW -4 Approval of Fees
1. Fees for Open Water events shall be approved by the Coordinator.
  2. Variance of standard fee ranges shall be approved by the Board.
  3. Any changes in event format or awards shall be approved by the Coordinator.
- OW -5 Once the Board has approved an event for its place on the annual calendar, the complete formal bid packet and all necessary documents shall be submitted at least 60 days prior to the event due date to the Coordinator for approval and the assignment of a sanction number. The Coordinator will provide the documents and/or they can be downloaded from the PNA website
- OW -6 Any organization may apply for a PNA sanction.
- OW -7 No sanction shall be granted unless all requirements for events previously conducted by the host have been fulfilled.
- OW-8 Required forms shall include:
1. A sanction application.
  2. An OW contract.
  3. A summary of the proposed event information for *The WetSet*.
  4. An OW medical information form.
  5. A map/diagram of the proposed course.
  6. A medical evacuation plan.
  7. An event cancellation plan.
- OW -9 All OW swims shall be approved by the appropriate governing or law enforcement agency (USCG, Police Department, Sheriff's Office, Harbor Master, Park and Recreation District, etc.) relating to the location of the course. Approval shall be indicated in the request for sanction.

## PNA STANDING POLICIES

### OPEN WATER POLICIES PAGE 2

- OW-10 Recommended entry fees for individual events shall be as follows:
1. \$35 - if no participation awards are given.
  2. \$45 - if participation awards are given. Participation awards (e.g., caps, mugs) and place awards shall be commensurate with the fee.
  3. With justification the Board may approve an increase in the recommended entry fees stated above.
  4. Late or race-day entry fees shall not exceed twice the regular fee.
- OW-11 Online registration for PNA sanctioned OW swims shall be arranged through Club Assistant (CA). Event directors will need to contract with CA to determine the expected costs and these costs should be passed on to the competitors through the entry fees.
- OW-12 USMS One-Event registration is available to event directors. The fee is set by USMS and the Coordinator can provide the current amount upon request. Information shall be included on the entry form if One-Event registration is allowed for an event. One-Event registration can be included with online registration or a hard-copy form can be obtained from the Coordinator. For hard copy registration event directors shall submit the One-Event monies collected and the applicants' names, addresses, phone numbers and email addresses to the PNA Membership Coordinator as soon as possible and no later than one week after the event.
- OW-13 The event fee due from the host to PNA shall be \$1.75 per entrant.
- OW-14 PNA guarantees a profit to event hosts of \$6 per swimmer. Event hosts must submit to the PNA Treasurer and the Coordinator an Income & Expense statement, on a form to be supplied by the Coordinator, to receive payment under this guarantee.
- OW-15 The summary form for *The WetSet* and any other entry forms shall be approved by the Coordinator before distribution.
- OW-16 The following information shall be included on the form:
1. The statement, "Sanctioned by PNA for USMS, Inc., Sanction # \_\_\_\_." (Fill in the blank)
  2. The statement, "Include a copy of your Masters registration card if you are not a PNA member."
  3. A warning statement that cautions the swimmers about special hazards of the event (e.g., water temperature, distance, surface conditions) and advises medical examination and training under race conditions prior to participation.
  4. The cutoff time for the event, if applicable, at which time all swimmers still on the course shall be picked up by the evacuation boats.
- OW-17 The course shall be defined by the start line, the turn markers, and the finish line.
- OW-18 Explicit directions as to which side of the turn markers a swimmer must pass shall be provided. All other markers are for directions only and do not define the limits of the course.
- OW-19 The course of the swim shall be designed so as to minimize confusion of the swimmers. Courses shall avoid head-on traffic patterns where swimmers could pass close to each other in opposing directions. Course design shall also eliminate changes in course direction until the field of contestants has spread out from starting line congestion.

## **PNA STANDING POLICIES**

### **OPEN WATER POLICIES PAGE 3**

OW-20 Fixed or anchored course markers shall be used as follows:

1. Markers should be placed at 200-yard points or closer.
2. Course markers shall be brightly colored.
3. Turn markers, if necessary, shall be easily distinguished from course markers.
4. Markers shall have a visible surface area of at least four square feet and shall be high above the water - three feet minimum. Six feet is recommended.
5. Hazards or danger areas on the course shall be clearly identified without being confused with course and turning markers.

OW-21 Maps and diagrams of the proposed course included in the request for sanction shall show the start, finish, course distances, course marker locations, and medical evacuation points (see OW 36). A detailed diagram of the start and finish line configurations shall be submitted if the map does not provide sufficient detail.

OW-22 A large map of the course shall be available for contestants to see at the race site. Minimum size of the map shall be 24 inches by 36 inches. It shall show the start, finish, course distances, course marker locations, and medical evacuation points.

OW-23 The bottom at the start and finish should be firm, clean, and free from hazards (rocks, algae, glass, etc.).

OW-24 The starting line shall be as wide as practical to minimize multiple row starting.

OW-25 The starter should be in front of the starting line, clearly identified, and visible by all persons on the starting line.

OW-26 The starting area and course shall be controlled to keep non-participants clear.

OW-27 A gun, horn, or siren start shall be used. It is recommended that the start include a simultaneous waving of a large green flag, which shall stand out from surroundings. A three-minute red flag warning and one-minute yellow flag warning could be given as well.

OW-28 A chute finish is recommended with the finish line at the entrance to the chute and close to the water line.

OW-29 The chute shall be long enough to accommodate the number of swimmers expected to finish at about the same time and narrow enough to keep swimmers in their finish order.

OW-30 The finish line shall be clearly marked so it is visible from the water from at least 1/4 mile away.

OW-31 The finish area shall be controlled to keep non-participants clear.

OW-32 Finish monitors shall be provided for safety purposes to aid swimmers if needed and to encourage sportsmanlike conduct.

OW-33 PNA requires, as a condition of sanction, the appointment of an independent Safety Officer for each OW event. The Safety Officer shall be in charge of all aspects of safety – including safety for volunteers. The Safety Officer shall have no other responsibilities beyond those necessary to assure the safety of everyone involved.



## PNA STANDING POLICIES

### OPEN WATER POLICIES PAGE 4

OW-34 All event personnel shall be informed of the emergency provisions for the event. It is recommended that the Safety Officer hold a meeting including all event personnel just prior to the event to reinforce awareness of the safety provisions.

OW-35 Land-based medical services shall be provided. At the very least, certified First Aid personnel shall be on site and prepared to deal with medical situations (e.g., hypothermia, injuries).

OW-36 A medical evacuation and safety plan shall be included in the request for sanction.

1. Medical evacuation points are shoreline locations to which swimmers shall be transported for emergency medical aid.
2. The medical evacuation plan shall outline detailed procedures and methods of transport for swimmers needing emergency medical aid from water pickup to land-based medical services. The plan shall take into consideration if the start and finish of the race are in the same location (or less than 1/4 mile apart) or if the start and finish are not in the same location.
3. The host shall provide procedures sufficient to transport swimmers to land-based medical assistance in less than ten minutes.
4. It is strongly recommended that non-motorized safety monitor stations (e.g., kayaks, canoes, paddleboards, rowboats) be positioned on the course.
  - a. It is the intent of this policy to require coverage of the complete field at all times.
  - b. Pilots and their craft are considered safety stations.
  - c. A minimum ratio of one station per 30 entrants or one station every 1/4 mile of course length, whichever provides the greater number of stations, shall be maintained.
  - d. Motorized emergency evacuation boats cannot be counted as safety stations.
  - e. Safety monitor stations shall be equipped with personal flotation devices and shall display a fluorescent "skier down" flag at all times.
5. Motorized boats shall be provided for emergency evacuation.
  - a. Motorized boats shall be positioned outside the racecourse and shall not approach the race course at any time.
  - b. Persons in trouble shall be brought to the evacuation boat by a safety monitor using non-motorized transportation.
  - c. When feasible, emergency evacuation boats shall be equipped with first aid supplies and an emergency signaling device to communicate with other medical evacuation boats (signals might be day flares, smoke flares, radio, or flags).
  - d. A "sweeper" boat shall be used to follow behind the last swimmers and to evacuate swimmers as needed.

OW-37 An event cancellation plan shall be included in the request for sanction. The plan shall state details of intended provisions for:

1. Cancellation or postponement of the event prior to the start.
2. Cancellation of the event due to safety considerations arising after the competition has started.

## PNA STANDING POLICIES

### OPEN WATER POLICIES PAGE 5

- OW-38 A procedure shall be developed to account for each participant whether the event is completed or cancelled after the start.
- OW-39 A public briefing of all swimmers shall be held prior to the start of the event. Attempts shall be made to involve all swimmers in the briefing and ensure that instructions can be heard. A good public address system is essential. The briefing shall include the following:
1. Description of general conditions (e.g., water temperature, depth, unusual hazards).
  2. Opportunity for withdrawal if any swimmer has apprehensions as to their ability or desire to participate.
  3. Requirements for a participant to check in with officials if dropping out/quitting.
  4. Procedure for getting aid while swimming.
  5. Finish procedures and cutoff time. If applicable, the host shall announce the cutoff for the event at which time the evacuation boats shall pick up all swimmers still on the course.
  6. Direction that, at the start, the swimmers should position themselves so that the faster swimmers are in front and that swimmers shall be courteous and pay attention to the safety of others.
  7. Directions regarding course, markers, and rules.
  8. Explanation of starting procedure and signals.
  9. Plans for cancellation of the race while in progress if conditions warrant.
- OW-40 The use of individual escorts shall be at the option of the host. For individual swims over three miles, it is recommended that all contestants supply individual escorts capable of maintaining their pace.
1. Power boats shall not normally be used as pilot or escort boats for swimmers in an individual event.
  2. All boats used in conjunction with the event shall meet USCG and local standards for equipment and loading capacity.
  3. Provisions for non-event boat traffic control shall be arranged. It is strongly suggested that such control be arranged through a law enforcement agency.
  4. Escort boats shall display a fluorescent orange "skier down" flag at all times.
- OW-41 If awards are given for each age division, an equal number shall be available for all age divisions.
- OW-42 All swimmers shall be currently registered with USMS or its foreign equivalent. For non-PNA swimmers, a copy of the current registration card or other acceptable proof of current Masters Swimming registration shall accompany each entry. Event directors shall check all paper entries for PNA swimmers against the USMS database to confirm membership. Swimmers not listed shall be contacted as soon as possible before the event for registration verification. Event directors shall advise unverified entrants to register immediately or to apply for One Event Registration, if available for their event.

## PNA STANDING POLICIES

### OPEN WATER POLICIES PAGE 6

- OW-43 Each swimmer shall wear a brightly colored cap provided by the host. The cap is not considered a participation award. Separate heats and/or events shall be assigned different colored caps. No caps shall be the same color as the course markers. Cap colors shall be approved by the Coordinator.
- OW-44 The use of a neoprene wetsuit or other nonporous attire shall render a swimmer ineligible to place in competition with swimmers not wearing such attire. If awards are given, separate awards shall be given to wetsuit competitors and non-wetsuit competitors. Swimmers competing in the non-wetsuit division shall compete only in suits that are approved for pool competition (i.e. no sleeves, no legs-except to above the knee, and no upper-body coverage for men). Refer to the USMS Rule Book (Article 307) for detailed description of swimwear rules for open water events. (Go to: <http://www.usms.org/rules/>).
- OW-45 The use of grease, goggles, and additional swim caps (including neoprene swim caps) worn beneath the official event cap shall be permitted. Swim caps shall be defined as headgear conforming to a normal swim cap design and not extending to protect the neck and shoulders.
- OW-46 An evaluator, assigned by the Coordinator, shall be in attendance at all sanctioned Open Water events.
1. The evaluator shall not be affiliated with the host.
  2. The evaluator shall have complete authority to enforce all PNA and USMS regulations and conditions of the sanction.
  3. The evaluator may delay the event until all conditions and regulations have been met or in the interest of the safety of the participants.
- OW-47 The Coordinator shall provide the event director with a written evaluation within 30 days of the host's submission of all fees and documents.
- OW-48 Preliminary results shall be posted within 30 minutes of the last person finishing the swim.
1. The preliminary results shall record, at a minimum, the name of the swimmer, club, official time, and overall place in the order of finish.
  2. If the primary results system for the swim does not produce such results, the host shall maintain a backup system that produces the required results.
- OW-49 The host shall prepare complete results in electronic format listing swimmers: (a) by overall order of finish with time, age and club affiliation and (b) by order of finish for each age division with time, age and club affiliation. Results shall be sent within 15 days of the event to the Coordinator for review and further distribution.
- OW-50 The host shall submit a financial statement and the required fees to the PNA Treasurer within 30 days of the event. The financial statement shall also be submitted to the Coordinator.
- OW-51 A swimmer shall be disqualified if they or their personal escort willfully or intentionally delays the progress of other swimmers. Accidental contact, especially at the start, shall not be considered a disqualification. The flagrant disregard of other swimmer's rights shall result in disqualification. (Refer to USMS Rule Book, Long Distance Article 303.9 for a full list of disqualifications.)
- OW-52 Protests shall be handled following the procedures outlined in Article 307.7.8 of the USMS Rule Book.

## PNA STANDING POLICIES

### RECORDS AND TABULATION POLICIES

- RT-1 The mission of the PNA Records and Tabulation Coordinator shall be to establish and maintain a standardized process of recording and verifying results of sanctioned meets.
- RT-2 The goal of the PNA Records and Tabulation Coordinator shall be to maintain a permanent record of the results of sanctioned meets held in the LMSC.
- RT-3 The duties of the PNA Records and Tabulation Coordinator shall be to:
1. Verify official times and prepare official meet results for the newsletter and website.
  2. Ensure all submitted results are from USMS registered members, that registration numbers are valid, and that all rules for top ten consideration, as listed in the USMS Guide to Operations, are followed.
  3. Ensure that all results are from facilities that meet pool certification requirements.
  4. Prepare the PNA Top Ten for each course and submit to USMS by the deadline.
  5. Maintain PNA records for all three courses and Northwest Zone (NWZ) records for short course yards; (Other LMSCs in the NWZ maintain NWZ records for short course meters and long course. These are available on the NWZ website [www.northwestzone.org](http://www.northwestzone.org).)
  6. Ensure that all record applications are processed in a timely manner.
  7. Compile and publish PNA Top Ten and Records once a year.
  8. Keep all entry forms, timing sheets, split sheets, etc. from PNA meets for three years after the meets have been conducted.
- RT-4 Swimmers who desire Top Ten consideration for times from recognized meets must submit those times to the PNA Records and Tabulation Coordinator.

## PNA STANDING POLICIES

### CLUB AND COACH SERVICES POLICIES PAGE 1

CCS-1 The Chair of the Club and Team Development Committee shall be the Club and Coach Services Coordinator.

CCS-2 Club and Coach Services Coordinator Job Description:

<b>Estimated hours/days required per month</b>	5 - 10 hours per month (subject to geographic/seasonal conditions)
<b>Reports to</b>	PNA Board
<b>Direct Reports</b>	
<b>Role overview and purpose, and how it relates to the organization's mission</b>	
This position is charged with developing relationships with clubs and workout groups and offering the services of USMS and PNA to the clubs and workout groups. This person and committee members may visit workout groups and clubs to promote US Masters swimming. This person would be a listed contact for new groups.	
<b>Key responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Encourage the development of clubs and workout groups. Be present at meets and through visits to workout groups/clubs promoting US Masters Swimming. Bring input and information back to PNA board regarding what clubs/workout groups need from PNA or the National Office. Keep an open dialogue. Survey groups as needed throughout the year to keep communication open.</li> <li>• Be available on behalf of PNA to answer questions from workout groups and clubs. Name/number listed on website. Respond to inquiries.</li> <li>• Stay current and be knowledgeable about the programs and services available to local clubs and workout groups from the National Office (NO). Promote those services and programs locally.</li> <li>• Work with the Registrar to follow up on renewals for workout groups and clubs; promote the benefits and services of becoming a registered group among club/workout group contacts. Work with Registrar to update places to swim and local PNA contact information for clubs/workout groups.</li> <li>• Promote opportunities from the NO in PNA publications: announcements, <i>The WetSet</i>, etc. 'Push' highlights and updates to group contact persons through email. Link up NO resources with local workout groups and clubs as the National Office presents them or in the event a club/workout group asks for support and information.</li> <li>• Participate as a member of the Coaches Committee acting as communication liaison between the Coaches Committee and other PNA committee chairs as needed (such as OW and Fitness/Clinics).</li> <li>• Help build events that would enhance club and workout group participation.</li> <li>• Enhance and maintain local policies based on USMS policies related to workout groups and clubs, as needed.</li> </ul>	

## **PNA STANDING POLICIES**

### **GRIEVANCE POLICIES AND PROCEDURES**

- GR-1 Any individual member of PNA and/or any Club member of PNA may bring a complaint on any matter for which grievances may be heard under Article 4 of the USMS Code of Regulations and Rules of Competition (Rules of USMS). Specifically, complaints may be brought alleging unsporting conduct, defined in Article 4 as:
1. Violation of the opportunity to participate, as set forth in Article 4.
  2. Discrimination in violation of Article 5 of the Rules of USMS.
  3. Any act of fraud, deception or dishonesty in connection with any USMS related activity.
  4. Any nonconsensual physical contact, obscene language or gesture, or other threatening language or conduct directed toward meet personnel, in connection with a USMS event.
  5. Any act, conduct or omission that is detrimental to the image or reputation of USMS, an LMSC, or the sport of swimming.
- GR-2 Grievance Chair
1. The role of Grievance Chair shall be filled by the PNA President or by a PNA member designated by the PNA President.
  2. If the PNA President is a party in the complaint, a neutral person shall be appointed by the PNA Board to chair the grievance.
- GR-3 Complaint Procedure
1. A complaint shall consist of a concise statement of the behavior or circumstance involved, shall be in writing, and signed by the person responsible for making the complaint. The complaint shall clearly identify the person or entity making the complaint and the person or entity against whom the complaint is made. The complaint shall be directed only to the Grievance Chair.
  2. Upon receipt of a complaint, the Grievance Chair shall first make a determination whether the subject matter involves an issue for which a grievance may be brought under Article 4 and involves a person or entity which is part of PNA. If the Grievance Chair determines that the complaint does not meet such criteria, the Grievance Chair shall dismiss the complaint and notice of same shall be transmitted to the party bringing the complaint and to the PNA President.
  3. If the Grievance Chair does not dismiss the complaint, the Grievance Chair shall transmit a copy of the complaint to all other parties involved. The parties to any controversy shall be the USMS member or entity that makes the complaint, the USMS member or entity that is the subject of a complaint, and, if appropriate, the PNA President. In the event there are multiple parties or varying interests, any interested person may ask the Grievance Chair to (or the Grievance Chair may of its own volition) realign the parties according to their interest in the matter.
  4. The parties other than the complaining party shall have the right to make a written reply, which shall consist of a concise statement of any matter of defense to the complaint, and which shall be made within twenty days from the date the copy of the complaint is transmitted by the Grievance Chair. Replies shall be in writing and signed by the person responsible for making the reply. The Grievance Chair shall advise all parties in writing of their hearing rights under these guidelines, as well as their appeal rights under Article 4. The Grievance Chair, for reasonable grounds, including excusable neglect, may extend any time limit.

#### GR-4 Mediation or Resolution by the Grievance Chair

1. After all parties have transmitted written statements to the Grievance Chair (or if the time for same has passed without a statement being transmitted), the Grievance Chair shall attempt to resolve the controversy by mediation. The method of mediation shall be at the discretion of the Grievance Chair. Methods of mediation may include (without limitation) in-person contact, telephone contact, or communication by writing or e-mail. If mediation is successful, the agreement shall be reduced to writing, signed by the parties, and transmitted to the PNA President.
2. If a party who is the subject of a complaint fails to make a reply, but other parties have replied, then the Grievance Chair may proceed to mediation under this section, or to a hearing under the following section.
3. If no party who is the subject of a complaint makes a reply, then the Grievance Chair may act on the complaint as filed, or may take evidence or information from any source. The Grievance Chair shall make such findings as appear to be justified and reasonable to resolve the controversy. Findings shall be reduced to writing and transmitted to the parties and to the PNA President.

#### GR-5 Hearing Procedure

1. If no agreement can be reached, the Grievance Chair shall convene a hearing panel to resolve the controversy. The Grievance Chair shall designate three PNA members to act as a panel to resolve the grievance and all matters related thereto. The Chair shall preside over the hearing and give counsel to the panel concerning procedural matters and USMS rules, but shall have no vote.
2. The hearing panel shall take such statements and evidence as it deems necessary to resolve the controversy, and shall, wherever possible, take evidence from all persons identified by a party as having material information. A party to the controversy shall be responsible for making any such witness or evidence available. If the panel deems it necessary to hear testimony, then the Grievance Chair may appoint one member to take such evidence and report to the panel. Any cost of production of evidence shall be advanced by the party on whose behalf such evidence is taken.
3. Upon completion of presentation of evidence, the hearing panel shall, by majority vote, resolve the controversy in the form of a written decision. The decision, including any dissent, shall be reduced to writing and transmitted to all parties and the PNA President. If the hearing panel does not dismiss the complaint, it may deny membership in PNA, censure, place on probation, suspend, fine or expel from PNA membership any member or any person participating in the affairs of USMS who has engaged in any unsporting conduct set forth in Article 4. If a person is expelled from PNA, such action shall be transmitted by the Grievance Chair to the National Board of Review for further action, if any, it deems necessary.
4. Upon rendering of a final decision, the Grievance Chair shall notify all parties in writing of their right to appeal to the National Board of Review under Article 4. The PNA Board may stay the imposition of any penalty pending appeal to the National Board of Review.

## **PNA STANDING POLICIES**

### **CONFLICT OF INTEREST POLICIES AND PROCEDURES**

- CI-1 PNA requires each voting and non-voting member of the Board of Directors, as defined in the bylaws, to annually:
1. Review PNA's Conflict of Interest Policy
  2. Disclose any possible personal, familial, or business relationship that reasonably could give rise to a conflict of interest or the appearance of a conflict of interest as described in the Policy.
- CI-2 Conflict of Interest Policy
1. The standard of behavior for PNA is that all board members shall maintain the highest level of integrity and ethical behavior and scrupulously avoid conflicts of interest between the interests of PNA on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.
  2. The purposes of this policy are to protect the integrity of PNA's decision-making process, to enable PNA members to have confidence in PNA's integrity, and to protect the integrity and reputations of board members.
  3. In the course of meetings or activities, each board member shall disclose any interests in a transaction or decision where that board member (including any business or other nonprofit affiliations), family and/or significant other, employer, or close associates will receive a benefit or gain. After disclosure, the board member may be asked to recuse self from voting or otherwise participating in the decision making. The PNA Board in its sole discretion shall determine if any conflict or potential conflict of interest exists and the extent to which the board member shall be limited in participation in discussion and voting.



## **Pacific Northwest Association of Masters Swimming National Meet Officials Reimbursement Policy**

It is in the interest of PNA to support and promote the development of officials working at U. S. Masters Swimming national meets so they may better understand the unique nature of Masters competition, support the meet by working the deck, and develop skills and practices best suited to USMS meets. Additionally, PNA support would inspire them to help recruit local officials for PNA meets and help train them in USMS best practices. Resulting benefits are that officials gain experience at Nationals, bring that expertise back to develop local officials, maintain a high level of officiating skills that distinguishes PNA, and promote quality officiating at local events.

PNA will provide limited reimbursement to officials for their service at National Championship meets, pursuant to meeting the following requirements. Application for this reimbursement shall be made through the PNA Officials Chair.

### **Requirements**

1. Official must be a registered member of USMS.
2. Official must be registered as an official with Pacific Northwest swimming or USMS and be in good standing.
3. National meet experience and expertise benefits the LMSC only if shared on deck. To that end, officials applying for these funds should have officiated 50% or more of the sessions at sanctioned PNA meets in the 12 months prior to attending the qualifying National meet or have Board approval. A valid log must be provided with the application for funds.
  - ❖ A session is defined as a single-day meet or one day of a multi-day meet. If the session runs longer than 5 hours, 2 sessions are credited in the day.
4. Official shall work at least four (4) days of the qualifying meet for which funds are being requested, which must include every day that has more than one event for each gender. If also competing, must work 80% of each session as an Official.

### **Qualifying Meets**

- ❖ USMS Spring National Championships (SCY)
- ❖ USMS Summer National Championships (LCM)

### **Funding**

The Budget amount shall be set annually in the PNA Budget. The goal is to fund \$600 per meet, to be divided equally among qualified applicants (limit 4) whose application forms and accompanying receipts are received within 10 days of the completion of the meet. In no case will any one person receive more than \$300. Funds for Spring Nationals may be carried over to Summer Nationals if not depleted.

Reimbursement shall be consistent with PNA financial policies. In particular, an official shall not be eligible to receive reimbursement from PNA for any expenses being reimbursed through other sources (e.g., the National Meet host or USMS).