



**PACIFIC NORTHWEST ASSOCIATION OF
MASTERS SWIMMERS**

STANDING POLICIES

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1 PERFORMANCE AWARDS POLICIES

- 1.1 The Awards Coordinator shall be responsible for PNA medals for PNA meets. The Awards Coordinator shall:
 - a. Coordinate with the Meets Coordinator on the type and number of awards needed.
 - b. Work with suppliers to acquire PNA medals needed.
 - c. Submit requests to the Treasurer for replenishment funding.
 - d. Ensure that PNA medals are delivered to meets.
 - e. Maintain the inventory of PNA medals after each meet.
 - f. 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.
- 1.2 PNA medals earned at previous meets may be purchased at any meet.
- 1.3 Donation per medal is \$2. Participants who are needs-based are entitled to their first medal per meet free upon request.
- 1.4 PNA shall fund ribbons used at PNA Champs; ribbons shall be ordered by the meet host.

2 RECOGNITION AWARDS POLICIES

2.1 THE DAWN MUSSELMAN INSPIRATIONAL SWIMMER AWARD

2.1.1 A recipient can receive this award only once.

2.1.2 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 recipient and appointed by the PNA President.
- c. The chair shall appoint the committee members, with the concurrence of the President.
- d. Previous winners of the award shall be eligible to serve on the committee as long as their PNA registrations are current.
- e. The selection committee shall consist of an odd number of members who include, but are not limited to, those who have won the award.

2.1.3 Annual Timeline

- a. The call for nominations shall be published in *The WetSet* and other media as appropriate.
- 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 during PNA Championship weekend.

2.1.4 Awards

- a. The awards shall be a personal plaque or trophy 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.

2.1.5 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.

2.2 THE PNA COACH OF THE YEAR AWARD

2.2.1 A recipient may receive this award more than once.

2.2.2 Selection Committee

- a. The committee shall solicit and accept nominations, choose the winner, and present the award.

- b. The chair of the committee shall be appointed by the PNA President
 - 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 consist of an odd number of members who include, but are not limited to, those who have won the award.
 - e. The chair shall appoint the committee members with the concurrence of the President.
- 2.2.3 Annual Timeline
- a. The call for nominations shall be published in *The WetSet* and other media as appropriate.
 - 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 during PNA Championship weekend.
- 2.2.4 Award
- a. The award shall be a personal plaque or trophy.
 - 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.
- 2.2.5 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.
- 2.3 A PNA Distinguished Service Award may be presented from time to time to acknowledge exemplary service to PNA.
- 2.4 PNA members who receive USMS National awards shall be recognized in PNA publications, on the website, and other media.

3 USMS ANNUAL MEETING POLICIES

- 3.1 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).
- 3.1.1 The application shall include:
- a. A summary of recent service to PNA.
 - b. A list of PNA board meetings attended in the previous 12 months.
 - c. A summary of recent service to USMS.
 - d. Reasons for wanting to attend annual meeting.
 - e. Affirmation of the following qualifications:
 1. Currently a member of PNA.
 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.
- 3.1.2 Delegate applications will be distributed to interested individuals by April each year.
- 3.1.3 Applications should be returned to the PNA Secretary before the May PNA Board meeting each year.
- 3.1.4 Applications will be reviewed and delegates selected by PNA Board members at the May PNA Board meeting each year.
- 3.1.5 If there are more applicants than delegate spots, PNA will seek at-large-delegate status for those applicants who have national positions.
- 3.1.6 With prior approval, an individual member of PNA who attends the USMS annual meeting as a PNA delegate or in another official USMS capacity may submit receipts to the PNA Treasurer for expense reimbursement.
- 3.1.7 Expenses shall be considered for reimbursement in accordance with PNA financial policies and the USMS Financial Operation Guidelines (FOG).

4 FINANCE POLICIES

- 4.1 All bills or reimbursement requests that are presented for payment must include supporting documentation.
- 4.2 The PNA checking account shall be maintained at a large regional bank with multiple branches for ease of transacting PNA business.
- 4.3 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.
- 4.4 All PNA checks are valid for 90 days from date of issue. After that all un-cashed checks will be reabsorbed into the general funds.
- 4.5 The PNA fiscal year shall be the calendar year.
- 4.6 The Board must approve any unbudgeted expense over \$100 prior to payment or reimbursement. The Board may approve any unbudgeted expense for PNA purposes.
- 4.7 PNA shall contribute to the NW Zone fund. The amount per swimmer, determined by the Northwest Zone, will be multiplied by the number of PNA members as of May 1st.
- 4.8 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.
- 4.9 The PNA books shall be reviewed and the bank statements reconciled at least quarterly by one or more persons appointed by the Board who do not have the authority to sign PNA checks.
- 4.10 One-event registrants' information shall be sent to the USMS National Office in a timely manner in spreadsheet format and include each registrant's name, address, phone, email, birthdate, date of swim, and permanent ID number when available.
- 4.11 The treasurer shall ensure that the required standards of the Finance section of the USMS LMSC Standards are followed and shall work toward fulfilling the suggested standards.
- 4.12 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.

- 4.13 PNA may invest remaining balances in financial instruments such as certificates of deposit 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.
- 4.14 The signers on the PNA credit card shall be the President, the Treasurer, and one other Board member. The credit card shall only be used for Board authorized purchases.

5 GENERAL POLICIES

5.1 FRED WIGGIN FUND

- 5.1.1 PNA shall maintain a Memorial Fund established in memory of Fred Wiggin.
- 5.1.2 Donations to PNA at the time of member registration will go to the general fund. The Board shall decide during the budget process as to what amount of the donations will go into the Wiggin Fund.
- 5.1.3 The Wiggin Fund may be used for:
 - a. USMS annual registration fee.
 - b. Meet entry fees for USMS-sanctioned meets .
 - c. USMS stroke clinic fees.
- 5.1.4 The availability of funds and their acceptable uses shall be publicized. Options for publication include:
 - a. The WetSet.
 - d. PNA Website.
 - e. Meet announcements.
 - f. Meet email blasts.
 - g. Club Assistant registration information.
- 5.1.5 The decision to grant the funds shall be made by PNA's Treasurer, Membership Coordinator, and President. They have the option to ask other Board members for assistance with a decision, if necessary.
- 5.1.6 An annual report of distributions from the Wiggin Fund will be provided to the Wiggin family by the PNA Treasurer each January.
- 5.2 Gifts, flowers, or memorial donations may be given to PNA members on appropriate occasions as approved by the Board.
- 5.3 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.
- 5.4 Upon request, PNA shall purchase USMS Rule Books (full and/or mini) for the Officials Coordinator, meet referees of upcoming PNA-sanctioned meets, and any PNA Board member or PNA member on a USMS national committee.
- 5.5 PNA shall welcome swimmers attending their first Masters meet and provide them with a small gift.

- 5.6 PNA shall include an orca in its logo.
- 5.7 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.

6 INFORMATION TECHNOLOGY POLICIES

- 6.1 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.
- 6.2 The IT Committee shall consist of a chair, the Webmaster, and other members as needed.
- 6.3 Goals of the PNA website shall be to:
- a. Help PNA members achieve the overall goals and objectives as set out in the USMS Rule Book.
 - b. Provide information about PNA in a timely manner.
 - c. Encourage PNA members and others to participate in PNA activities.
- 6.4 The Webmaster's duties shall include:
- a. Maintain the PNA website at www.swimpna.org.
 - b. Update PNA website pages (calendar, results, newsletters, etc.) and post (upload) them to the server in a timely manner.
 - c. Manage all PNA-related web files on the server.
 - d. Check PNA website for broken links and repair as necessary.
 - e. Forward emails that come by way of the website to the appropriate person.
 - f. Check with the President before posting items not listed in 6.5.
- 6.5 The website may include items of general interest to swimmers including, but not limited to:
- a. Calendar of upcoming events, meets, meetings, clinics, etc.
 - b. PNA pool and open water event entry forms.
 - c. PNA event results or links to posted results.
 - d. PNA records and Top 10.
 - e. Places to Swim including links to club and workout group websites.
 - f. PNA workout group list.
 - g. General information about PNA.
 - h. PNA bylaws and policies.
 - i. History of the PNA.
 - j. Board member contact information.
 - k. Individual registration forms.

- l. Current and past issues of *The WetSet*.
 - m. Current and past Board meeting minutes.
 - n. Links to other sites (e.g., USMS, NW Zone, LMSCs in the NW Zone) as approved.
 - o. Articles about PNA swimmers or links to information regarding PNA swimmers.
 - p. Dawn Musselman Inspirational Swimmer award winners' names and biographical information.
 - q. Coach of the Year award winners' names and biographical information.
 - r. Meet bid packet template.
 - s. Meet announcements and event information.
 - t. Link to USMS list of pools certified for course length.
 - u. Fred Wiggin Fund information.
- 6.6 PNA shall provide the Webmaster with the resources necessary to maintain the website.
- 6.7 A coach who is a registered USMS member and whose club or workout group is registered with USMS may submit contact information (name, phone, email, address, general location, and pool) for private lessons and clinics in *The WetSet* and on the website.
- 6.8 The PNA officers and Immediate Past President may determine suitability for inclusion of individual items in the newsletter when such decisions are needed between Board meetings.

7 MEETS POLICIES

7.1 FINANCIAL

- 7.1.1 Without prior approval, meet hosts may charge entry fees as posted on the PNA website under Hosting an Event.
- 7.1.2 Meet hosts may propose, with justification (i.e., meet budget), a fee outside of the guidelines listed on the website 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 may carry over to succeeding years for meets of the same format.
- 7.1.3 There shall be no charge for relays and entry forms for all meets shall state that fact.
- 7.1.4 PNA meet entrants with financial need may seek Wiggin Fund grants for assistance with meet fees.
- 7.1.5 Meet hosts shall coordinate with PNA to facilitate the entry of swimmers using Wiggin Fund grants.
- 7.1.6 PNA meet surcharge for sanctioned meets due from the host to PNA shall be \$1.75 per entrant. Wiggin Fund grants for the meet, if any, will be deducted from PNA meet surcharge.
- 7.1.7 USMS surcharge for a sanctioned meet will be added to the PNA meet surcharge and paid by the meet host.
- 7.1.8 In computing the PNA guaranteed per-swimmer profit per day, the following expenses shall be allowed:
 - a. Awards.
 - b. Club Assistant/Entry Processing Fee.
 - c. Concessions.
 - d. Hospitality.
 - e. Meet Manager amortization (1/3 of new purchase/upgrade cost per year if paid by host PNA team).
 - f. Office supplies/copying.
 - g. Officials gifts/stipend.
 - h. PNA fee.
 - i. Pool rental.
 - j. Postage.
 - k. T-shirts (to be sold or given to volunteers).
 - l. Taxes (WA State sales tax and B&O tax).
 - m. Timers.

n. Timing system and operator

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

- 7.1.9 Guaranteed Profit: In the interest of supporting PNA meet hosts, PNA will guarantee profit as detailed below.
- a. Pool meet hosts seeking this guarantee must submit a budget with reasonable revenue and expense forecasts to the PNA Meets Coordinator.
 - b. Meets which have a budgeted profit which is less than 110% of the PNA guarantee must be approved by the BOD for the profit guarantee.
 - c. Meets which have a budgeted profit which exceeds the PNA guarantee may be approved solely by the PNA Meets Coordinator.
 - d. One-day events: PNA shall guarantee a per-swimmer profit to hosts of sanctioned, one-day pool events as listed on the website under Hosting an Event.
 - e. Multi-day events: For sanctioned, multi-day events expected to exceed a total time of 7 hours, excluding warm-ups, PNA shall guarantee to hosts a per-swimmer profit as listed on the website under Hosting an Event.
 - f. Meet hosts must submit an accurate Budget and Actual Income & Expense Statement to the PNA Treasurer on a form supplied by PNA in order to receive relief under this guarantee.
- 7.1.10 For Sanctioned meets held at the King County Aquatic Center (KCAC), PNA shall provide the meet host a facility rental subsidy of \$1000 for each day of the meet.
- 7.1.11 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. 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.
- 7.2 ENTRIES
- 7.2.1 Club Assistant (or PNA Board approved replacement) shall be used for entries for all local PNA sanctioned pool meets.
- 7.2.2 Entries received after the meet entry deadline may be accepted at the discretion of the meet director.
- 7.2.3 Entrants from outside the PNA LMSC shall provide proof of current USMS registration.
- 7.2.4 Non-USMS registered swimmers who are members of World Aquatics Member Federations must provide proof of current registration to the meet host.
- 7.2.5 The meet host shall provide a list of new swimmers entered in the meet to the PNA Meets Coordinator prior to the meet.
- 7.2.6 Swimmers turning 18 during the meet, but not before entries are due, must contact the PNA Membership Coordinator and host meet-entry coordinator to enter the meet.

7.3 PNA ORDER OF EVENTS ROTATION (POER)

7.3.1 Four separate orders of events comprise the PNA Order of Events Rotation (POER).

7.3.2 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.

7.3.3 PNA Order of Event Rotation (POER)

| PNA REGULAR ROTATION ORDERS OF EVENTS | | | |
|---|---|----------------------|-------------------------|
| Order #1 | Order #2 | Order #3 | Order #4 |
| Optional Events for every order, placement is at discretion of meet hosts: 400 IM, 1650 Free | | | |
| 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** |
| BREAK? * | A break may be placed before or after relay. If competition is estimated to last longer than four hours, breaks may be eliminated at option of meet host. | | |
| Relay** | Relay distance is choice of the meet host . Order of specific relays is flexible. | | |
| Possible 2nd Warm-Up*** | If first event is estimated to last longer than 2 hours, and a separate 25 yard-warm-up pool is NOT available, a minimum 30-minute warmup must be provided. | | |

7.3.4 About the PNA Order of Event Rotation (POER):

- a. 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 the order of events for their meet.
- b. "Break?" means that the break could be before or after the relay, at discretion of the meet host.
- c. 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.
- d. The distance of the relay events is at the meet host's discretion. The relay order is flexible and is intended to ensure that relays are placed between individual events.
- e. There shall be two warm-ups of at least 30 minutes each before and after the first event when the first event of a full day meet is:
 1. 400 yards or longer, and
 2. estimated to take more than 2 hours to complete, and
 3. there is not a separate warm-up area of at least 25 yards in length.

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

7.4 OPERATIONS

7.4.1 At the option of the meet director, deck seeding with check-in times for each event may be used for any meet.

7.4.2 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 Board.

7.4.3 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.

7.4.4 Meet hosts shall be responsible for organizing safety marshals for local meets.

7.4.5 During warm-ups at meets, no diving shall be allowed except in designated one-way sprint lanes.

7.4.6 Safety Guidelines

- a. Warm-up/Warm-down: If no separate warm-up facility is available, the host shall designate one lane for continuous warm-up/warm-down for the duration of the meet. 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.
- b. Only registered participants may swim in the designated warm-up/warm-down lanes.

- c. Lifeguard: A certified lifeguard is required on the pool deck during warm-ups and throughout the entire meet.
- d. Safety Marshals:
 - 1. 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".
 - 2. Safety marshal(s) shall be required to wear identifying clothing.
 - 3. Swimmers shall not be allowed in the pool for warm-up or competition until the safety marshal(s) are in position.
 - 4. The lifeguard(s) may serve as safety marshal(s).
- e. 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.
- f. 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.

7.4.7 Warm-up Procedures

- a. Water Entry: Swimmers must enter the pool feet first in a cautious manner. No diving is allowed except in designated sprint lanes.
- b. Racing Starts: Racing starts (including backstroke starts) may be made only in designated SPRINT lanes during the pre-meet warm-up session.
- c. 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.
- d. 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.
- e. 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.

- 7.4.8 The following instructions as well as the warm-up procedures listed in paragraph 7.4.7 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 participants are permitted to swim in the designated warm up/warm down lanes. Please stop any persons who are not likely to be registered participants (e.g., children) from entering the pool.

7.5 PNA CHAMPIONSHIPS

- 7.5.1 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.
- 7.5.2 Team affiliation shall be declared by each swimmer on the PNA Champs meet entry.
- 7.5.3 A team award received shall be rescinded for any team found to have discouraged any swimmer from participating in the PNA Champs meet.
- 7.5.4 PNA will reimburse the meet host for individual and team awards for PNA Champs.
- 7.5.5 PNA Champs shall be scored for places 1 through 8 assigning 9, 7, 6, 5, 4, 3, 2, and 1 points for individual events and 18, 14, 12, 10, 8, 6, 4, 2 for relays.
- 7.5.6 PNA Champs team awards shall be determined from final team scores as follows:
 - a. The PNA teams shall be divided into three classes with 1st, 2nd, and 3rd place awarded in each class.
 - b. The class divisions shall be determined after entries are processed and before the meet program is created.

- c. The number of swimmers on each PNA team shall be determined by counting the meet entries as of the closing date.
 - d. The meet director shall prepare a list of the PNA teams ranked by number of swimmers per team without revealing the team names.
 - e. A 3-person committee appointed by the PNA Board shall review the list to establish the minimum and maximum number of swimmers per team 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.
- 7.5.7 USMS registrations shall be accepted with PNA Champs entry forms received by the meet entry deadline.
- 7.5.8 The meet entry form shall suggest that each swimmer keep a copy of the entry confirmation.
- 7.5.9 Scores for non-PNA clubs shall not be published in the official team scores report from PNA Champs. The meet host shall complete the necessary setup steps in the meet management software to comply.
- 7.5.10 The PNA Championships order of events shall rotate in a fashion to coincide with the Northwest Zone SCY Champs order of events every three years but not duplicate the Zone SCY Champs PNA order of events in other years.
- 7.5.11 To accomplish this, the PNA Champs Order of Events will rotate in reverse order through the six Orders of Events: CC-BB-AA-C-B-A

Pattern

| | Zone Year in PNA | Zone Champs – SCY | PNA Champs - SCY |
|------|------------------|-------------------|------------------|
| 2023 | ZONE | BB | BB |
| 2024 | | CC | AA |
| 2025 | | A | C |
| 2026 | ZONE | B | B |
| 2027 | | C | A |
| 2028 | | AA | CC |
| 2029 | ZONE | BB | BB |
| 2030 | | CC | AA |
| 2031 | | A | C |

Zone order of events: <https://northwestzone.org/wp-content/uploads/2020/03/NW-Zone-Order-of-Events.pdf>

- 7.6 SCHEDULING, SANCTIONING, MARKETING, AND COMMUNICATION
- 7.6.1 The scheduling objective is to provide a variety of swimming events held each year.
- 7.6.2 The annual calendar of events shall run from January through December.
- 7.6.3 The bid process begins with the submission of the PNA Event Date Request Form, which is due to the appropriate event coordinator twice each year as detailed in 7.6.5.

- 7.6.4 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.
- 7.6.5 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).
- 7.6.6 The criteria used to evaluate bids are:
- a. Capability and history of host in holding efficient, well-run events.
 - b. Types of events proposed.
 - c. Date(s) of event.
- 7.6.7 Preference for a particular weekend shall be given first to meets from the preceding 12 months for the same or similar weekend.
- 7.6.8 Once a meet date is approved, the Meets Coordinator and the Board shall approve any changes in event format, fees, awards, or date(s).
- 7.6.9 Late additions to the event schedule require recommendation by the Meets Coordinator and approval by the Board.
- 7.6.10 Once the Board has approved an event for its place on the annual calendar, the meet budget, signed PNA Meet Agreement, and any other documents required for sanction shall be submitted to the appropriate coordinator. 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 download links from the PNA website. Upon receipt of all required documentation, PNA BOD approval of meet profit guarantee, if needed, and the USMS online application, the appropriate coordinator shall approve the event in the USMS system which will trigger the assignment of the sanction or recognition number as appropriate.
- 7.6.11 The 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.
- 7.6.12 In the event that the host of a meet sanctioned by PNA identifies problems that could lead to cancellation, the meet host shall contact the Meets Coordinator, and the Meets Coordinator shall be responsible for contacting PNA officers regarding other options or cancellation, if necessary.
- 7.6.13 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 15th of the month preceding the targeted issue of *The WetSet*.

8 MEMBERSHIP POLICIES

- 8.1 The Membership Coordinator 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.
- 8.2 The Membership Coordinator shall have access to email.
- 8.3 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.
- 8.4 Transfers from other LMSCs or within the PNA shall not incur local fees.
- 8.5 The annual registration fee for PNA membership shall be the required USMS universal fee. Requests for reduced registration fees for swimmers in need are considered on a case-by-case basis.
- 8.6 \$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 shall not apply to discounted end-of-year registrations. Clubs with fewer than 5 members will not be entitled to receive these funds.
- 8.7 Members shall be notified by email that the newsletter is available.
- 8.8 Workout groups are encouraged to register with USMS. PNA shall not charge an additional registration fee for workout groups.

9 EDUCATION SUPPORT POLICIES

- 9.1 PNA shall allocate budget to support education opportunities for current PNA members as follows:
 - 9.1.1 PNA will reimburse 50% of the tuition cost for a USMS Coach Certification class upon successful completion of the class.
 - 9.1.2 Application for reimbursement shall be made to the PNA Coaches Coordinator and shall include evidence of successful course completion.
 - 9.1.3 Upon approval, the PNA Coaches Coordinator will forward the necessary information to the PNA Treasurer for reimbursement.

10 NEWSLETTER POLICIES

- 10.1 The newsletter shall be named *The WetSet*.
- 10.2 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.
- 10.3 The goals of *The WetSet* shall be to:
- a. Help PNA members achieve the overall goals and objectives set out in the USMS Rule Book.
 - b. Distribute information about PNA in a timely manner.
 - c. Encourage PNA members to participate in PNA activities.
 - d. Facilitate and encourage communication between PNA members and leaders.
 - e. Produce a quality newsletter relevant to the greatest number of readers.
- 10.4 The content of *The WetSet* shall be as described in the subparagraphs of 9.4 below. Inclusion of items in the targeted issue is contingent on submittal of the item to the editor by the submission deadline for that issue.
- 10.4.1 Required contents for each issue of *The WetSet* include:
- a. Title.
 - b. President's Message (submitted by President or designee).
 - c. List of Board members and dates/times of upcoming Board meetings.
 - d. Summary of recent actions taken by the PNA Board.
 - e. List of new PNA members.
 - f. Calendar of events (to include meets, meetings, clinics, etc.).
 - g. Timely PNA and NW Zone pool and open water meet entry forms.
 - h. Fred Wiggin Fund information.
- 10.4.2 Newsworthy items that should be printed as they occur:
- a. Summary of events that include PNA swimmers.
 - b. Important news from USMS national office.
 - c. Feature articles as available.
 - d. Swimming-related events of member interest.
 - e. Call for PNA Board Election nominations (January issue, odd-numbered years only).
 - f. Budget summary in March-April issue.
- 10.4.3 Other publishable items may be considered:
- a. Editor's letter.

- b. Human interest stories on PNA workout groups or swimmers.
 - c. Announcements for USMS virtual, long-distance, and open water events.
 - d. Announcements for meets in other NW Zone LMSCs.
 - e. Announcements for British Columbia/MSA meets and open water events.
 - f. Condensed USMS Convention report.
 - g. Explanation of PNA's organizational structure (once a year, preferably in the fall).
 - h. Profiles of PNA coaches.
 - i. Profiles of PNA Board members.
 - j. Such other content as the newsletter editor deems worthy.
- 10.4.4 Advertisements
- a. Unless directed by the PNA Board, the editor shall not solicit advertising.
 - b. Requests for the publication of advertisements shall be approved by the newsletter editor. If there is a question of inclusion of an ad, the editor will seek input from the PNA Board.
 - c. Meet entry forms or results for events not sanctioned by PNA may be published in the newsletter as advertisements and shall be billed accordingly.
 - d. 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 the PNA Treasurer.
- 10.4.5 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*.
- 10.5 *The WetSet* shall be published at least six times per year.
- 10.6 The PNA Board shall have authority to review, revise, and approve each newsletter's content.
- 10.7 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*.
- 10.8 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.

11 OPEN WATER POLICIES

11.1 GENERAL

The following policies are intended to aid in the organization and provide for the safe conduct of open-water (OW) events. Event directors should refer to the [USMS Rule Book](#) and USMS [Open Water Event Management](#), available on the USMS web site.

11.2 SCHEDULING AND SANCTIONING

11.2.1 Prospective event hosts must apply for a spot on the PNA Open Water Schedule. The bidding process begins with the PNA Event Date Request, which shall be submitted to the Open Water Coordinator in time for consideration at the Board meeting in January. The event date request requires approval by the Board upon recommendation of the Coordinator. Late additions to the calendar shall also be approved by the Board.

11.2.2 PNA open-water events must be sanctioned by PNA and USMS. Sanctions are given for one year's event and do not carry over to following years. Sanctions are given based on the submittal of the required documents.

11.2.3 All OW swims shall be approved by the appropriate governing or law enforcement agency (US Coast Guard, 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.

11.2.4 Any organization may apply for a sanction.

11.2.5 No sanction shall be granted unless all requirements for events previously conducted by the host have been fulfilled.

11.2.6 Rules for an OW event will follow the rules in Part 3 of the USMS Rule Book. For non-championship events, the event host has some discretion in applying some rules. See Article 303 of the USMS Rule Book for available options. Event specific rules will be reviewed for their effect on safety and fairness of competition.

Once the Board has approved an event for its place on the annual calendar, the following documents shall be submitted to the PNA OW Coordinator for approval at least 60 days prior to the scheduled event date.

11.2.6.1 The event information is a full description of the event and shall tell swimmers everything they need to know to participate in the event. Topics covered shall include:

- a. The statement, "Sanctioned by PNA for USMS, Inc., Sanction #_____."
- b. Venue description.
- c. Course description.

- d. Overview of safety measures and medical support.
 - e. Race distances, heats, waves, etc.
 - f. Fees.
 - g. Eligibility.
 - h. Special rules for the event.
 - i. Likely weather and water temperature.
 - j. Any special hazards on the course.
 - k. Wetsuit required/permitted.
 - l. How to register for the event.
 - m. Race-day schedule.
 - n. Check-in procedures.
 - o. When results will be posted.
 - p. Awards that will be presented.
 - q. Directions, parking availability, and local accommodations.
- 11.2.6.2 Maps and diagrams of the proposed course included in the request for sanction shall show:
- a. The start, finish, course distances, course marker locations.
 - b. Medical treatment areas and evacuation points.
 - c. Course abandonment exit points.
 - d. Deployment of lifeguards and kayakers.
 - e. Deployment of power boats and emergency response watercraft.
- A detailed diagram shall be submitted if the map does not provide enough detail.
- 11.2.6.3 Event hosts shall complete a Safety Plan Application and provide all the information required by that document. For some of the questions needing long answers, reference to a separate document is acceptable if it is provided with the Safety Plan Application.
- 11.2.6.4 A proposed budget must be submitted. Complete the "Budget" tab of the PNA Open Water Event Financial Statement Workbook. This shall include:
- a. Entry fees for the event.
 - b. Estimates for all other revenue sources.
 - c. Estimates for fees due to PNA, Club Assistant, and USMS as specified in the [Open Water Event Fees](#). These consist of:
 - 1. PNA per-swimmer entry fee.
 - 2. USMS per-swimmer sanction fee.
 - 3. USMS per-event sanction fee.
 - 4. One-event entry fees.
 - 5. Club Assistant per-swimmer entry fee.

6. Club Assistant credit card transaction fees.

d. Estimates for all additional costs.

- 11.2.7 Once the required documents have been approved by the PNA OW Coordinator, the host shall submit a [USMS online sanction request](#) to get a sanction for the race from the USMS National Office. See the USMS Sanction Application Process at [Sanction Application Process | U.S. Masters Swimming \(usms.org\)](#).
- 11.2.8 The host shall update the submitted information as needed based on USMS coordinator feedback.
- 11.2.9 Hosts for sanctioned events can submit an article on their event to the PNA newsletter at no charge. The [Open Water Event Data for Publishing in The WetSet](#) document is a guide for the information to be provided in the article. Using the event information is a good option.

11.3 EVENT REGISTRATION

- 11.3.1 Online entries shall be checked against the USMS membership database to verify USMS membership. Event directors shall advise unverified entrants to register immediately or to apply for one-event registration, if available for their event.
- 11.3.2 PNA recommends that registration for PNA-sanctioned OW swims be arranged through Club Assistant (CA). Event directors will need to contract with CA to determine the expected fees.
- 11.3.3 Events not using Club Assistant will submit a registration plan to the Coordinator for approval. The registration plan shall include:
- a. Registration form including the USMS Liability Waiver.
 - b. Plan for verifying USMS membership.
- 11.3.4 Registration data for all entrants shall include first name, last name, gender, age (age for USMS events is determined by the swimmer's age on 12/31 of the year of the event), birthdate, USMS number, USMS club, street, city, state, ZIP, phone, and email.
- 11.3.5 USMS one-event registration for non-USMS members is available to event directors. The fee is set by PNA and is given in the [PNA Open Water Event Fees](#). The event information shall state whether one-event registration is allowed. One-event registration shall be included with online registration. For day-of-race (DOR) registration, a hard-copy form can be found at [USMS One-Event Registration Form](#). Hard copy forms shall include the USMS Liability Waiver.

11.4 RACE SUPPORT PERSONNEL

- 11.4.1 The event host shall appoint an event director, referee, and safety director for each OW event as specified in USMS Rule Book Section 303.3.

- 11.4.2 Medical personnel shall be available on site to provide treatment to any swimmer needing medical attention and to determine if anyone in treatment needs to be transported to the local hospital. Nurses, doctors, or EMTs can satisfy this requirement.
- 11.4.3 Certified lifeguards shall be on the water to assist swimmers, provide assessment of swimmers in distress, and initiate first aid.
- 11.4.4 The course shall be patrolled by persons in non-motorized watercraft. They shall monitor the course for swimmers in distress and swimmers dangerously off course, provide non-medical assistance to swimmers, direct lifeguards to swimmers in distress, and assist other race-support personnel as requested.
- 11.4.5 In events where non-event watercraft might intrude onto the racecourse, power boats will be deployed to prevent such intrusions. If necessary, perimeter protection shall be coordinated with local law enforcement.
- 11.4.6 The OW Coordinator shall assign an evaluator for each sanctioned open water event. The evaluator shall not be affiliated with the host. The evaluator shall observe the event, assist with the event as requested, and submit a written report to the OW Coordinator.
- 11.4.7 Depending on the location of the event and the length and configuration of the course, the event host may require an individual escort for every swimmer. The escorts shall not be powered watercraft and shall be capable of holding pace with the swimmer. Requirements for individual escorts shall be stated in the event information.
- 11.5 THE COURSE AND FACILITIES ON LAND
- 11.5.1 The course shall be laid out and marked as described in section 302.2 of the USMS Rule Book. Additionally, the course shall be designed to prevent swimmers from meeting head on. If motorized watercraft are to be used, the course shall have enough room in the water around the outside so that the motorized craft can operate and stay clear of the course.
- 11.5.2 Only in-water starts are permitted. The starting line shall be as wide as practical to minimize multiple-row starting. Access to the starting area shall be controlled.
- 11.5.3 The turns shall be marked by stationary buoys. Guide buoys may also be used. Turn buoys and guide buoys shall be brightly colored. The color of guide buoys shall be different from that of turn buoys. A different shape for guide buoys is preferable. Buoy size and spacing shall be sufficient to provide sighting markers for swimmers on the course. PNA has buoys available for meet hosts to use in their events. See section 15 for policies on PNA buoy use.

- 11.5.4 Markings shall be provided to identify any hazards on or near the course. The finish area shall be clearly marked and visible from far enough away to allow swimmers a straight-line path to the finish.
- 11.5.5 The finish line shall be located as close as possible to the water's edge and clearly identified. The intent is that the race should be over when the swimmers exit the water. A foot race should not be part of the event. Although some running or walking between the water's edge and the finish line is inevitable, finishes where running over an extended distance is necessary are not permitted.
- 11.5.6 Timing equipment, timers, and finish judges shall be positioned at the finish line. In addition, there shall be enough monitors positioned at the finish to make sure every swimmer can exit the water safely. Access to the finish area shall be controlled.
- 11.5.7 It may become necessary to abandon the event. The course map will identify locations for swimmers to exit the water if this occurs. The locations shall allow swimmers to reasonably exit the water (e.g., no high sea walls or heavy foliage) and shall have a path directly to the finish area or to points where transportation back to the finish area can be arranged.
- 11.5.8 A large map of the course shall be available for contestants to see at the race site. It shall show the start, finish, course distances, course marker locations, medical evacuation points, and abandonment exit points.
- 11.5.9 Land-based medical facilities shall be provided. The facilities shall allow medical staff on site to deal with any medical situations that might arise during an open water swim (e.g., hypothermia, injuries). Prior to the event, coordination with the nearest hospital to facilitate emergency medical evacuation shall take place.
- 11.5.10 Toilet facilities and changing areas shall be available.
- 11.6 SAFETY AND MEDICAL PROCEDURES.
- 11.6.1 Plans and procedures shall be in place for safe conduct of the event and adequate emergency response in accordance with the [USMS safety guidelines](#). The Safety Plan Application shall document these procedures. Requirements for these plans and procedures are as follows:
- 11.6.2 A plan shall be developed that provides detailed procedures and methods of transport for swimmers needing emergency medical aid. The procedures shall cover:
- Initial contact by course patrol.
 - Initial assessment by lifeguards.
 - Transfer to motorized watercraft.
 - On-board treatment.
 - Transport to land-based medical services.

- 11.6.3 Course patrol guidelines will identify the duties of those personnel and watercraft assigned to patrol the course including:
- Recognizing a swimmer in distress.
 - Swimmer rescue procedures.
 - Assisting swimmers needing a rest.
 - Tracking lead and lag swimmers.
 - Keeping swimmers on course.
 - Enforcing the time cutoff.
- 11.6.4 Positioning and movement of watercraft supporting the event shall ensure that any swimmer in distress can get assistance within two minutes and be reached by a lifeguard within two minutes of being called for assistance. Transfer to a powered watercraft shall take place within three minutes of notification by the lifeguard.
- 11.6.5 Powered watercraft assigned to protect the perimeter of the event from intrusion by non-event watercraft will be positioned outside of the course but able to intercept any boat that threatens to enter the course. Motorized boats shall not approach the racecourse at any time unless required to do so for medical emergency evacuation. Motorized boats shall be equipped with a propeller guard or manned by a spotter independent of the boat operator.
- 11.6.6 All boats used in conjunction with the event shall meet US Coast Guard and local standards for equipment and loading capacity. Non-motorized watercraft shall be equipped with personal flotation devices and a fluorescent flag.
- 11.6.7 Systems shall be in place that allow communication between all the elements of race-support. The systems may include radios, cell phones, and visual signals such as flags.
- 11.6.8 The event shall control entry into the water and limit entry to event participants.
- 11.6.9 At the start of the race, race officials shall create a manually-generated start list of all event participants that go into the water. If a computerized timing system is used, the manual start list and the computerized start list shall be compared and reconciled.
- 11.6.10 During the event, race officials shall identify and account for swimmers who retire from the race and update the start lists.
- 11.6.11 At the finish, race officials shall:
- Identify and manually list swimmers as they exit the water. If no other backup is provided, the manually-generated finish list shall serve as a backup order of finish.
 - Cross check the manual finish list with the start list to make sure everyone is accounted for. If a computerized timing system is used, the manual finish list and the computerized finish list shall be cross checked.

- 11.6.12 The event shall plan for the necessity to abandon the course before race completion if conditions warrant. Should abandonment become necessary, the referee will inform the race-support personnel who will in turn notify the swimmers and pick them up or guide them to the appropriate abandonment exit points. Race officials shall provide instructions as to how to proceed from the exit points. Strict swimmer accounting shall be maintained throughout the abandonment process.
- 11.6.13 After abandonment, the race may be restarted if conditions permit. The referee shall determine the rules and plans for restart. Swimmers shall be briefed, and the race restarted as planned.
- 11.6.14 If the event cannot be conducted safely, start of the event shall be delayed until conditions become safe enough to proceed.
- 11.6.15 Decisions to change the course or distance of an event, delay the start, abandon the event, restart after abandonment shall be made by the event director, referee, and safety director as described in Article 303.3.1 of the USMS rule book.
- 11.6.16 Per Section 303.11.1 of the USMS Rule Book, if the event is delayed or abandoned, the event director may decide to postpone or cancel the event. Terms of cancellation shall be laid out by the event director and provided to all entrants as soon as possible.

11.7 SWIMWEAR

- 11.7.1 Swimwear for PNA OW events shall comply with Article 303.4 and 307.7.6 of the USMS Rule Book
- 11.7.2 All rules regarding what swimwear is required, allowed, or prohibited shall appear in the event information. The event information shall also explain how swimwear will affect race placing and scoring (e.g., separate wetsuit and non-wetsuit divisions).
- 11.7.3 Each swimmer shall wear a brightly colored cap provided by the host. The cap is not considered a participation award. Separate heats, waves, and/or events shall be assigned different colored caps which are easily distinguished from one another.

11.8 RACE DAY OPERATIONS

- 11.8.1 Timed events shall have systems for capturing times and order of finish.
- 11.8.2 For each swimmer, the event check-in process shall:
 - a. Verify swimmer identity.
 - b. Verify USMS membership (full-time or one-event).
 - c. Apply the swimmer's race number.
 - d. Distribute race swim cap.
 - e. Notify the swimmer of the time and location of the mandatory pre-race briefing.

- 11.8.3 Check-in personnel shall collect all information required for event registration (see 10.3.4). Day of race (DOR) entrants shall verify their USMS memberships by showing their USMS membership cards. Each DOR registrant shall sign a USMS Liability Waiver form.
- 11.8.4 All race-support personnel shall be briefed on the following:
- a. Roles and responsibilities.
 - b. Personnel deployment.
 - c. Communication systems and protocol.
 - d. Emergency medical procedures.
 - e. Monitoring for and assisting distressed swimmers.
 - f. Monitoring for and assisting tired swimmers.
 - g. Keeping swimmers on course.
 - h. Monitoring lag swimmers.
 - i. Procedures for pulling a swimmer from the race.
 - j. Procedures for perimeter protection.
 - k. Procedures for course abandonment.
 - l. Procedures for enforcing race cut-off time.
- 11.8.5 A briefing for all swimmers shall be held prior to the start of the event. The briefing is mandatory for all swimmers. Attempts shall be made to ensure that instructions can be heard. The briefing shall include the:
- a. Description of general conditions (e.g., water temperature, depth, and unusual hazards).
 - b. Directions regarding course and course markers.
 - c. Event-unique rules.
 - d. Procedure for getting aid while swimming.
 - e. Procedure for withdrawing from the race including the requirement to check in with officials.
 - f. Instructions for swimmers who are being pulled from the race.
 - g. Explanation of starting procedure and signals.
 - h. Finish procedures.
 - i. Cutoff time for the event, if applicable, at which time the evacuation boats shall pick up all swimmers still on the course.
 - j. Explanation of swimmer accounting procedures.
 - k. Plans for interruption of the race while in progress and course abandonment if conditions warrant.
 - l. Opportunity for swimmers to withdraw if they have apprehensions as to their abilities or desires to participate.

- 11.8.6 All personnel who have positions on the water shall be in place at the start of the race.
- 11.8.7 All swimmers shall be checked into the water prior to proceeding to the race start. Check-in shall consist of a manual check and recording of the swimmer's number, crossing the timing mat if automatic timing is used, and reconciling the redundant check-in lists.
- 11.8.8 If warm-up is allowed, it must be attended by a lifeguard and shall not circumvent the water-entry procedures given above.
- 11.8.9 The starter should be in front of the starting line, clearly identified, and visible by all persons on the starting line. A starting signal shall be provided that assures a fair start for all swimmers. The starter shall ensure that no swimmers cross the starting line early.
- 11.8.10 Throughout the race, race-support personnel on the water shall monitor the course for swimmers needing a rest and swimmers in distress. They shall pull swimmers from the race when necessary. They shall track lead and lag swimmers, keep swimmers on course, and enforce the time cut-off.
- 11.8.11 Personnel shall be stationed at the finish to ensure that the finish is safe and orderly. Duties shall include:
- a. Assisting swimmers exiting the water and encouraging sportsmanlike conduct.
 - b. Watching for swimmers in distress and notifying medical personnel as necessary.
 - c. Accounting for swimmers finishing the race.
 - d. Removing and collecting timing chips.
 - e. Conducting swimmers out of the finish area.
 - f. Providing backup timing and order of finish if used.
- 11.8.12 A copy of automated timing results as well as manually-recorded times and order of finish shall be given to the referee as soon as they are available.
- 11.8.13 Disqualifications shall be in accordance with Article 303.8 of the USMS Rule Book.
- 11.8.14 Preliminary results shall be posted or announced within 30 minutes of the event finish. The results shall list placings for every category for which awards will be presented. If the timing system should fail, places shall be based on the backup order of finish.
- 11.8.15 Awards given shall comply with 303.2.1 C and 307.10.1 of the USMS Rule Book.
- 11.8.16 Protests shall be made as required in Articles 303.12.1 and 307.7.8 of the USMS Rule Book.

11.9 RESULTS

- 11.9.1 Final results shall be posted no later than two days after the event. Results shall be posted on the event website, or the event website shall have a link to the complete results. Results shall be compiled as follows:
- a. Overall by gender, wetsuit/non-wetsuit, and distance.
 - b. By age group by gender, wetsuit/non-wetsuit, and distance.
 - c. The following data shall be listed for each swimmer:
 1. Wetsuit/non-wetsuit if applicable.
 2. Distance if applicable.
 3. Gender.
 4. Age group.
 5. Place.
 6. First name.
 7. Last name.
 8. Age.
 9. Club.
 10. USMS number.
 11. Time.
 - d. Requests for corrections to the final results shall be made to the PNA Open Water Coordinator within three days of the posting of the final results. Protests regarding the final results will be made according to Articles 303.12.1 and 305.7 of the USMS Rule Book..
- 11.9.2 The host shall provide an electronic set of results to the PNA Open Water Coordinator. The results shall include the information in 10.9.1 as well as each swimmer's birthdate, address, phone number and email. The results shall indicate which swimmers were one-event swimmers.
- 11.10 ONE-EVENT SWIMMER INFORMATION
- 11.10.1 The Host shall
- a. Submit of an electronic version of the completed One-Event (OEVT) Swimmer Spreadsheet to the PNA Open Water Coordinator as soon as possible and no later than one week after the event. If registration was through Club Assistant, the host can download the one-event swimmer list from Club Assistant. Day-of-race OEVT registrants must be added. If registration was not through Club Assistant, the host shall download the One-Event Swimmer Spreadsheet from the PNA website and enter OEVT swimmers into that spreadsheet.
 - b. Submit any paper entries to the PNA Open Water Coordinator.
- 11.10.2 The PNA Open Water Coordinator shall forward the One-Event Swimmer Spread sheet to the PNA Membership Coordinator.
- 11.10.3 The Membership Coordinator shall:
- a. Email the spreadsheet to USMS [Volunteer Services](#).

b. File the OEVT forms with other paper registration forms.

11.10.4 The USMS National Office will bill PNA as part of the monthly registration invoicing.

11.10.5 If an OEVT swimmer inquires about converting the OEVT to a full membership, please contact Volunteer Services.

11.11 FINANCIAL REPORTING

11.11.1 The PNA Open Water Coordinator shall forward the number of swimmers and the number of one-event swimmers to the PNA Treasurer.

11.11.2 The PNA Treasurer shall generate and send an invoice to the host for fees due to PNA for the following items as specified in the [Open Water Event Fees](#):

- a. PNA per-swimmer entry fee.
- b. USMS per-swimmer sanction fee.
- c. USMS per-event sanction fee.
- d. One-event entry fees.

11.11.3 The host shall submit a full financial statement and the required fees to the PNA Treasurer and Open Water Coordinator within 30 days of the event. The financial statement shall consist of completion of the “Actual” tab of the PNA Open Water Event Financial Statement Workbook.

11.11.4 PNA wants to encourage clubs to put on events. To guarantee that a club hosting an event does not lose money, PNA guarantees a per-swimmer profit to event hosts as listed on the website under Hosting an Event. Calculation of per-swimmer profit is part of the “Actual” tab in the PNA Open Water Event Financial Statement Workbook. If that calculation falls below the per-swimmer profit as guaranteed by PNA, and if all expenses are reasonable, the host may receive reimbursement from PNA to boost the event’s income to the guaranteed level. Event hosts must complete the bottom portion of the “Actual” tab to be eligible for reimbursement. If reimbursement is requested, PNA will review all expenses to make sure they are appropriate. If any expenses are disallowed or deemed excessive, PNA will complete the “PNA Approved” tab of the PNA Open Water Event Financial Statement Workbook with the approved expenses and calculate the amount to be provided to the host.

11.11.5 The Open Water Coordinator shall provide the event director with a written evaluation within 30 days after the host’s submission of all fees and documents.

12 RECORDS AND TOP 10 POLICIES

- 12.1 The mission of the PNA Records and Top 10 Coordinator is to establish and maintain a standardized process of recording and verifying results of sanctioned meets.
- 12.2 The goal of the PNA Records and Top 10 Coordinator is to maintain a permanent record of the results of sanctioned meets held in the LMSC.
- 12.3 The duties of the PNA Records and Top 10 Coordinator are to:
- a. Verify official times and prepare official meet results for the website.
 - b. Ensure submitted results are from USMS-registered members, that their registration numbers are valid, and that all rules for Top 10 consideration, as listed in the USMS Guide to Local Operations, are followed.
 - c. Ensure that all results are from facilities that meet pool certification requirements.
 - d. Prepare the PNA Top 10 for each course and submit to USMS by the deadline.
 - e. Maintain records for all three courses. After each update of PNA records, the PNA Records and Top 10 Coordinator will forward PNA records reports to the PNA Webmaster and Zone records chair.
 - f. Ensure that all record applications are processed in a timely manner.
 - g. Compile and publish PNA Top 10 and records once a year.
 - h. Keep all entry forms, timing sheets, split sheets, etc., from PNA meets for three years after the meets have been conducted.
- 12.4 Swimmers who desire Top 10 consideration for times from USMS-recognized meets, as defined in the USMS Rule Book Glossary and Article 202.2, must submit those times to the PNA Records and Top 10 Coordinator.

13 GRIEVANCE POLICIES AND PROCEDURES

- 13.1 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 Part 4 of the USMS Rule Book.
- 13.2 Grievance Chair
- a. The role of Grievance Chair shall be filled by the PNA President or by a PNA member designated by the PNA President.
 - b. If the PNA President is a party in the complaint, a neutral person shall be appointed by the PNA Board to chair the grievance.
- 13.3 Complaint Procedure
- a. 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.
 - b. Upon receipt of a complaint, the Grievance Chair shall first determine whether the subject matter involves an issue for which a grievance may be brought under Part 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.
 - c. 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.
 - d. 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 Part 4. The Grievance Chair may extend any time limit for reasonable grounds, including excusable neglect.

13.4 Mediation or Resolution by the Grievance Chair

- a. 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 email. If mediation is successful, the agreement shall be written, signed by the parties, and transmitted to the PNA President.
- b. 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.
- c. 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 written and transmitted to the parties and to the PNA President.

13.5 Hearing Procedure

- a. 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.
- b. 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.
- c. 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 written 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 Part 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, is deemed necessary.

- d. 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 Part 4. The PNA Board may stay the imposition of any penalty pending appeal to the National Board of Review.

14 CONFLICT OF INTEREST POLICIES AND PROCEDURES

- 14.1 PNA requires each voting and non-voting member of the Board of Directors, as defined in the bylaws, to annually:
- a. Review PNA's Conflict of Interest Policy.
 - b. 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.
- 14.2 Conflict of Interest Policy
- a. 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.
 - b. 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.
 - c. Each board member shall disclose any interests in a transaction or decision where that board member (including any business or other nonprofit affiliations), family member 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.

15 NATIONAL-MEET OFFICIAL REIMBURSEMENT POLICY

- 15.1 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.
- 15.2 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.
- a. The official must be a registered member of PNA.
 - b. The official must be registered as an official with USMS and be in good standing.
 - c. National meet experience and expertise benefits the LMSC only if shared on deck. To that end, officials applying for these funds must have actively supported PNA meets.
 - d. Active participation is defined as the greater of five meet sessions or 50% of sessions at sanctioned PNA meets in the 12 months prior to attending the qualifying national meet. A valid log must be provided with the application for funds.
 - e. The PNA board may approve applications for officials who have not met the session requirements.
 - f. The official shall work at least four (4) days of the meet for which funds are being requested. This must include every day that has more than one event for each gender. If also competing, the official must work 80% of each session.
- 15.3 Qualifying Meets
- a. USMS Spring National Championships (SCY)
 - b. USMS Summer National Championships (LCM)
- 15.4 The budget amount shall be set annually during the PNA budget process. The funds for each meet shall be divided equally among qualified applicants. Application forms and accompanying receipts shall be received by May 31 for SCY and September 30 for LCM.
- 15.5 Reimbursement shall be consistent with PNA financial policies. 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).

16 LOAN AND RENTAL OF OPEN WATER BUOYS

- 16.1 PNA has buoys available for use in marking open water courses. The buoys and associated equipment include:
- a. Four yellow cylindrical buoys with buoy bags.
 - b. Three orange tetrahedron buoys with buoy bags.
 - c. Four bridles for attaching anchors to the cylindrical buoys.
 - d. A pump for inflating and deflating the buoys.
- 16.2 Buoy Rental
- 16.2.1 Organizations wishing to rent buoys shall make the request to the PNA Open Water Coordinator.
- 16.2.2 The rental fee is listed on the PNA Website. There is no charge for the bags, bridles, or the pump.
- 16.2.3 The rental period covers one event or a series of events within a week's span. Dates for pick up and return of the buoys shall be arranged by the PNA Open Water Coordinator and the event host. If the equipment is not returned by the agreed-upon date, PNA shall assess an additional charge of \$50 for each week of delay in equipment return.
- 16.2.4 The representative of the renting organization picking up the buoys shall sign a receipt for the equipment PNA is providing. The receipt shall list each item provided, the total rental cost, the agreed-upon return date, the late return fee, and replacement cost for damaged or missing equipment for which the renting organization shall be liable. The renting organization shall get a copy of the receipt,
- 16.2.5 When the equipment is returned, the renting organization shall receive a return receipt listing the equipment returned and an itemized cost for the rental including any late fee or equipment replacement charges as applicable.
- 16.2.6 A copy of the return receipt shall be forwarded to the PNA treasurer who shall invoice the renting organization.
- 16.3 Buoy Use by PNA-Sanctioned Events
- 16.3.1 Organizations wishing to borrow buoys for PNA-sanctioned events shall make the request to the PNA Open Water Coordinator.
- 16.3.2 Dates for pick up and return of the buoys shall be arranged by the PNA Open Water Coordinator and the event host.
- 16.3.3 The representative of the borrowing organization picking up the buoys shall sign a receipt for the equipment PNA is providing. The receipt shall list each item provided,

the agreed-upon return date, and replacement cost for damaged or missing equipment for which the borrowing organization shall be liable. The borrowing organization shall get a copy of the receipt.

- 16.3.4 When the equipment is returned, the borrowing organization shall receive a return receipt listing the equipment returned and any cost for damaged or missing equipment.
- 16.3.5 If there are costs associated with the return, a copy of the return receipt shall be forwarded to the PNA treasurer who shall invoice the borrowing organization.