

PNA STANDING POLICIES

TABLE OF CONTENTS

PERFORMANCE AWARDS POLICIES	2
RECOGNITION AWARDS POLICIES	2
CONVENTION POLICIES.....	4
FINANCE POLICIES	4
GENERAL POLICIES	5
INFORMATION TECHNOLOGY POLICIES	6
MEETS: FINANCIAL POLICIES	7
MEETS: ENTRIES POLICIES	8
MEETS: ORDER OF EVENTS POLICIES	9
MEETS: OPERATIONS POLICIES	10
PNA CHAMPIONSHIPS MEET POLICIES	12
MEET SCHEDULING, SANCTIONING, MARKETING, AND COMMUNICATION POLICIES.....	13
MEMBERSHIP POLICIES	14
NEWSLETTER POLICIES.....	15
OPEN WATER: GENERAL POLICIES.....	16
OPEN WATER: SCHEDULING AND SANCTIONING POLICIES	17
OPEN WATER: REGISTRATION POLICIES	18
OPEN WATER: RACE SUPPORT PERSONNEL.....	19
OPEN WATER: THE COURSE AND FACILITIES ON LAND POLICIES	20
OPEN WATER: SAFETY AND MEDICAL PROCEDURES	20
OPEN WATER: SWIMWEAR POLICIES.....	22
OPEN WATER: RACE DAY OPERATIONS POLICIES	23
OPEN WATER: RACE FOLLOW-UP	24
OPEN WATER: CONVERSION OF ONE-EVENT FEES TO FULL USMS MEMBERSHIP	26
RECORDS AND TABULATION POLICIES	26
CLUB AND COACH SERVICES POLICIES	26
GRIEVANCE POLICIES AND PROCEDURES	27
CONFLICT OF INTEREST POLICIES AND PROCEDURES	29
National Meet Officials Reimbursement Policy	30

PNA STANDING POLICIES

PERFORMANCE AWARDS POLICIES

- 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.

RECOGNITION AWARDS POLICIES

- 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.

PNA STANDING POLICIES

- 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).

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.

PNA STANDING POLICIES

- F-6 PNA shall contribute the agreed-upon amount per swimmer (as determined by the Northwest Zone) as of May 1st 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.

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.

PNA STANDING POLICIES

- 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.

INFORMATION TECHNOLOGY POLICIES

- 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.
 - 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.

PNA STANDING POLICIES

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.
- 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.

MEETS: FINANCIAL POLICIES

- 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-6 USMS surcharge for a sanctioned meet will be added to PNA meet surcharge 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

PNA STANDING POLICIES

- 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

- 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.

MEETS: ENTRIES POLICIES

- 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

MEETS: ORDER OF EVENTS POLICIES

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.

MOE-4 PNA Order of Event Rotation (POER)

PNA STANDING POLICIES

PNA REGULAR ROTATION ORDERS OF EVENTS			
Order #1	Order #2	Order #3	Order #4
<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**
BREAK? *	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.		
Relay**	Relay distance is choice of Meet Host. Order of specific relays is flexible.		
--Possible 2nd Warm-Up--**	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.		

MEETS: OPERATIONS POLICIES

- 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.

PNA STANDING POLICIES

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.

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.

PNA STANDING POLICIES

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 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 1st, 2nd, and 3rd 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.
- CH-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 STANDING POLICIES

Order of Events in other years. 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
2018		CC	AA
2019		A	C
2020	ZONE	B	B
2021		C	A
2022		AA	CC
2023	ZONE	BB	BB
2024		CC	AA
2025		A	C
2026	ZONE	B	B

Zone order of events:

http://www.northwestzone.org/index_htm_files/NWZoneOrder%20of%20Events.pdf

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).

PNA STANDING POLICIES

- 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 15th of the month preceding the targeted *The WetSet*.

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.

PNA STANDING POLICIES

- 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.

NEWSLETTER POLICIES

- 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.

PNA STANDING POLICIES

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.
- 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-10 *The WetSet* shall be published at least six times per year.
- N-11 PNA Board members shall have authority to review, revise and approve each newsletter's content.
- N-12 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-13 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.

OPEN WATER: GENERAL POLICIES

- 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 (US Masters Swimming) and Pacific Northwest Association of Masters Swimmers (PNA) rules and regulations shall apply. Event directors should refer to the U.S. Masters Swimming Open Water Guide to Operations (OWTG), available on the USMS web site at http://www.usms.org/gto/gto_longdist or from the National Office.
- OW-2 Referenced Documents.
- a. Safety Plan Application
 - b. PNA Open Water Event Financial Statement
 - c. USMS Rule Book
 - d. PNA Open Water Event Fees
 - e. One-Event Registration Form

PNA STANDING POLICIES

OPEN WATER: SCHEDULING AND SANCTIONING POLICIES

- OWS-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 Form, which shall be submitted to the Open Water Coordinator (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.
- OWS-2 PNA Open Water events must be sanctioned by PNA and the USMS National Office. Sanctions are given for one year's event and do not carry over to following years. Sanctions are given based on submittal of the required documents.
- OWS-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.
- OWS-4 Once the required documents have been approved by the Coordinator, the host shall complete the USMS online application process as described in the OWTG to gain sanction for the race from the National Office.
- OWS-5 Any organization may apply for a PNA sanction.
- OWS- 6 No sanction shall be granted unless all requirements for events previously conducted by the host have been fulfilled.
- OWS-7 Once the Board has approved an event for its place on the annual calendar, all necessary documents shall be submitted to the Coordinator for approval at least 60 days prior to the scheduled event date. The Coordinator will provide the documents templates, or they can be downloaded from the PNA website. The documents are:
- a. Event Information
 - b. Course Map
 - c. Safety Plan
 - d. Proposed Budget
- OWS-8 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. 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

PNA STANDING POLICIES

- m. Race Day schedule
- n. Check in procedures
- o. When results will be posted
- p. Awards that will be presented
- q. Directions, parking availability, local accommodations

OWS-9 Rules for an OW event will generally follow the rules in Part 3 of the USMS Rule Book at <https://www.usms.org/rules/part3.pdf>. However, for non-championship events, the meet host has some discretion in applying and modifying some rules. Examples are

- a. Whether or not personal safety buoys are permitted or required
- b. Whether or not wetsuits are permitted or required
- c. Whether or not a swimmer may take a rest on a kayak while making no forward progress, and not be disqualified

Any modifications will be reviewed for their effect on safety and fairness of competition. If approved, they must be stated in the Event Information.

OWS-10 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 water craft

A detailed diagram shall be submitted if the map does not provide enough detail.

OWS_11 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.

OWS-12 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
- d. Estimates for all additional costs

OPEN WATER: REGISTRATION POLICIES

OWR-1 All swimmers shall be currently registered with USMS or its foreign equivalent. Online entries shall be checked against the USMS Membership database. Event directors shall advise unverified entrants to register immediately or to apply for One Event Registration, if available for their event.

OWR-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. Events not using Club Assistant will submit a registration plan to the Coordinator for approval. The registration plan shall include

PNA STANDING POLICIES

- a. Registration form including the USMS Liability Waiver
- b. Plan for verifying USMS membership

OWR-3 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), Birth Date, USMS Number, USMS Club, Street, City, State, Zip, Phone, and email.

OWR-4 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 downloaded from the PNA website. Hard copy forms shall include the USMS Liability Waiver.

OWR-5 One Event registrations can be converted to full USMS memberships with credit given for the One-Event fee paid. Swimmers who wish to make this conversion shall contact the PNA Registrar by email within 10 days after the event. Hosts shall publicize this option in the Event Information and provide contact information for the PNA Registrar.

OPEN WATER: RACE SUPPORT PERSONNEL

OWP-1 The Event Host shall appoint a Meet Director, Meet Referee and Safety Director for each OW event. One individual may not serve as both Meet Referee and Safety Director. The Meet Referee and Safety Director shall be certified by the USMS National Office. See USMS Rule Book Section 303.8 for responsibilities.

OWP-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.

OWP-3 Certified lifeguards shall be on the water to assist swimmers, provide assessment of swimmers in distress, and initiate first aid.

OWP-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.

OWP-5 In events where non-event watercraft might intrude onto the race course, power boats will be deployed to prevent such intrusions. If necessary, perimeter protection shall be coordinated with local law enforcement.

OWP-6 An evaluator, assigned by the Coordinator, shall attend all sanctioned Open Water events. 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.

OWP-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.

PNA STANDING POLICIES

OPEN WATER: THE COURSE AND FACILITIES ON LAND POLICIES

- OWF-1 The course shall clearly define the starting line, turn locations, feeding stations if used and the finish line. 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. Hazards on or near the course shall be minimized.
- OWF-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.
- OWF-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. Buoys size and spacing shall be sufficient to provide sighting markers for swimmers on the course. Markings shall also 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.
- OWF-4 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.
- OWF-5 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.
- OWF-6 If the course must be abandoned during the race, locations for swimmers to exit the water shall be identified. 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.
- OWF-7 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.
- OWF-8 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.
- OWF-9 Toilet facilities and changing areas shall be available.

OPEN WATER: SAFETY AND MEDICAL PROCEDURES.

- OWM-1 Plans and procedures shall be in place for safe conduct of the event and adequate emergency response. The Safety Plan Application shall document these procedures Requirements for these plans and procedures are as follows:

PNA STANDING POLICIES

OWM-2 A plan shall be developed that provides detailed procedures and methods of transport for swimmers needing emergency medical aid. The procedures shall cover:

- a. Initial contact by course patrol
- b. Initial assessment by lifeguards
- c. Transfer to motorized watercraft
- d. On board treatment
- e. Transport to land-based medical services.

OWM-3 Course patrol guidelines will identify the duties of those personnel and watercraft assigned to patrol the course including:

- a. Recognizing a swimmer in distress
- b. Swimmer rescue procedures
- c. Assisting swimmers needing a rest
- d. Tracking lead and lag swimmers
- e. Keeping swimmers on course
- f. Enforcing the time cutoff

OWM-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 2 minutes of being called for assistance. Transfer to a powered watercraft shall take place within 3 minutes of notification by the lifeguard.

OWM-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 race course 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.

OWM-6 All boats used in conjunction with the event shall meet USCG and local standards for equipment and loading capacity. Non-motorized watercraft shall be equipped with personal flotation devices and a fluorescent flag.

OWM-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.

OWM-8 The event shall provide accounting for all event participants that go into the water. There shall be redundant systems to accomplish this (e.g. automatic timing system and manual accounting). The event shall control entry into the water and limit entry to event participants. During the event, both systems shall:

- a. Identify and list each swimmer as they enter the water. The lists shall be cross checked to make sure they are the same.
- b. During the race, identify and account for swimmers that retire from the race.
- c. At the finish, identify and 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.
- d. Cross check the finish list with the start list to make sure everyone is accounted for and cross check lists to make sure they agree.

OWM-9 The event shall plan for the necessity to abandon the course before race completion if conditions warrant. The decision to abandon shall be made by the Meet Referee and Safety

PNA STANDING POLICIES

Director. Should abandonment become necessary, the Meet 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.

OWM-10 After abandonment, the race may be restarted if conditions permit. The decision to restart will be made by the Meet Director, Meet Referee and Safety Director. The Meet Referee shall determine the rules and plans for restart. Swimmers shall be briefed, and the race restarted as planned.

OWM-11 If the event cannot be conducted safely, the Meet Referee shall delay the start of the event until conditions become safe enough to proceed.

OWM-12 If the event is delayed or abandoned, the Meet Director may decide to postpone or cancel the event. Terms of cancelation shall be laid out by the Meet Director and provided to all entrants as soon as possible.

OPEN WATER: SWIMWEAR POLICIES.

OWW-1 All rules regarding what is required, allowed or prohibited will appear in the Event Information. The Event Information will also explain how swimwear will affect race placing (e.g. separate wetsuit and non-wetsuit divisions).

OWW-2 Requirements for non-wetsuit swimwear shall correspond generally with requirements for Category I swimwear as defined in the USMS Rule Book. Deviations are at the discretion of the Event Director. Wetsuits shall meet the requirements of Category II swimwear unless otherwise specified by the Event Director. Event directors may also include heats where swimwear does not comply with either Cat I of Cat II. All swimwear requirements shall be presented in the Event Information.

OWW-3 The use of a neoprene wetsuit or other nonporous attire may be permitted or required. Swimmers with wetsuits shall not compete for places with swimmers not wearing such attire. If awards are given, separate awards shall be given to wetsuit competitors and non-wetsuit competitors.

OWW-4 The use of grease and additional swim caps (including neoprene swim caps) worn beneath the official event cap shall be permitted unless specifically prohibited by the Event Host. Additional equipment such as personal safety buoys, fins, snorkels, etc. may be permitted at the discretion of the Event Host.

OWW-5 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.

OPEN WATER: RACE DAY OPERATIONS POLICIES

OWO-1 Timed events shall have systems for capturing times and order of finish.

OWO-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

OWO-3 Check-in personnel shall collect all information required for registration (see 0). DOR registrants shall verify their USMS membership by showing their USMS membership card. All DOR registrants shall sign the USMS Liability Waiver form.

OWO-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
- j. Procedures for perimeter protection
- k. Procedures for course abandonment
- l. Procedures for enforcing time cutoff

OWO-5 A briefing for all swimmers shall be held prior to the start of the event. The briefing is mandatory for all swimmers and attempts shall be made to ensure that instructions can be heard. The briefing shall include:

- a. Description of general conditions (e.g., water temperature, depth, 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. 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.
- j. Explanation of swimmer accounting procedures.
- k. Plans for interruption of the race while in progress and course abandonment if conditions warrant.

PNA STANDING POLICIES

- I. Opportunity for withdrawal if any swimmer has apprehensions as to their ability or desire to participate.

OWO-6 All personnel who have positions on the water shall be in place at the start of the race.

OWO-7 All swimmers shall be checked into the water prior to proceeding to the race start. Check in shall consist of 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.

OWO-8 If warm up is allowed, it must be attended by a lifeguard and shall not circumvent the water entry procedures given above.

OWO-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.

OWO-10 Throughout the race, race support personnel on the water shall monitor the course for swimmers in distress or swimmers needing a rest and pull swimmers from the race if necessary. They shall track lead and lag swimmers, keep swimmers on course and enforce time cutoff.

OWO-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

OWO-12 A copy of automated timing results as well as manually recorded times and order of finish shall be given to the Meet Referee as soon as they are available

OWO-13 Disqualifications will be in accordance with USMS Rule Book Section 303.9 as modified by the Event Information.

OWO-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.

OWO-15 If awards are given for each age division, an equal number shall be available for all age divisions.

OWO-16 Protests shall be made to the Meet Referee no later than 30 minutes after preliminary results are posted.

OPEN WATER: RACE FOLLOW-UP

OWU-1 Final results shall be posted within two days after the event. Results shall be posted on the event web site or the event web site 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

PNA STANDING POLICIES

- c. The following data shall be listed for each swimmer:
- d. Wetsuit/non-wetsuit if applicable
- e. Distance if applicable
- f. Gender
- g. Age group
- h. First name
- i. Last name
- j. Age
- k. Club
- l. USMS number
- m. Time

OWU-2 If the preliminary results are not posted in a timely manner or there are protests arising from the final results, protests shall be filed with the OW Coordinator within 3 days after posting of the final results.

OWU-3 Event directors shall submit a list of One-Event (OEVT) swimmers to the PNA Registrar 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 not, the host shall download the One Event Swimmer Spreadsheet from the PNA website and enter OEVT swimmers into that spreadsheet. The hosts shall also mail a check to the PNA treasurer for the OEVT registrations (PNA fee per one event swimmer X number of one-event registrations - see the PNA Open Water Event Fees document or the PNA fee) within two weeks after the event. Include a copy of any paper one-event registrations when mailing the check to the Treasurer. The Treasurer shall keep the OEVT registrations for five years. Hosts shall keep a copy of all OEVT registrations with the signed waivers for 5 years.

OWU-4 The host shall submit a full financial statement and the required fees to the PNA Treasurer and Coordinator within 30 days after the event. The financial statement shall consist of completion of the "Actual" tab of the PNA Open Water Event Financial Statement workbook.

OWU-5 PNA wants to encourage clubs to put on events. To guarantee that a club hosting an event does not lose money, PNA guarantees a profit to event hosts of \$6 per swimmer. Calculation of profit per swimmer is part of the "Actual" tab in the PNA Open Water Event Financial Statement workbook. If that calculation falls below \$6, the host may receive reimbursement from PNA to boost the event's income to the guaranteed level if all expenses are reasonable. 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.

OWU-6 The Coordinator shall provide the event director with a written evaluation within 30 days after the host's submission of all fees and documents.

PNA STANDING POLICIES

OPEN WATER: CONVERSION OF ONE-EVENT FEES TO FULL USMS MEMBERSHIP

- OWX-1 If an OEVT swimmer wishes to convert the One Event fee to a full membership, that swimmer must advise the PNA Registrar via email of within 10 days after the event.
- OWX-2 The Registrar shall contact all one-event registrants who want to convert their One Event fee with instructions for paying the charge for conversion. Conversion fee must be paid within 10 days after contact by the registrar.
- OWX-3 The Registrar shall manually register all one-event swimmers wishing to upgrade, remove one-event swimmers who did upgrade their registration from the spreadsheet, and submit the spreadsheet to the National Office after 30 days have elapsed since the event.
- OWX-4 The National Office will bill the LMSC for the one-event registrations. The Registrar or Treasurer should not send money to the National Office until billed.

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.)
 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.

CLUB AND COACH SERVICES POLICIES

- CCS-1 The Chair of the Club and Team Development Committee shall be the Club and Coach Services Coordinator. 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.
- CCS-2 Club and Coach Services Coordinator Job Description:

PNA STANDING POLICIES

1. 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.
2. Be available on behalf of PNA to answer questions from workout groups and clubs. Name/number listed on website. Respond to inquiries.
3. 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.
4. 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.
5. Promote opportunities from the NO in PNA publications: announcements, *The WetSet*, 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.
6. 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).
7. Help build events that would enhance club and workout group participation.
8. Enhance and maintain local policies based on USMS policies related to workout groups and clubs, as needed.
9. 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.

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.

PNA STANDING POLICIES

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.

PNA STANDING POLICIES

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.

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.

PNA STANDING POLICIES

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.

NATIONAL MEET OFFICIALS REIMBURSEMENT POLICY

- OR-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.
- OR-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.
1. Official must be a registered member of USMS.
 2. Official must be registered as an official with 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 must have actively supported PNA meets.
 - a) Active participation is defined as the greater of 5 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.
 - b) The PNA board may approve applications for officials who have not met the session requirements.
 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)

- OR-3 The Budget amount shall be set annually in the PNA Budget. 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.
- OR-4 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).