

Pacific Masters Swimming January Meeting
January 15, 2014
7:30pm

Those attending: Peter Guadagni, WCM, Chair; Jim Clemmons, MAM, V Chair Administration; Charlene O'Brien, WCM, Administrator; Barry Fasbender, SMM, Meet Operations; Michael Moore, USF, Web Master; Marcia Benjamin, MEMO, Hospitality; Stu Kahn, DAM, Coaches Chair; John King, WCM, Officials Chair; Chris Campbell, MVM; Nancy Ridout, TAM; Maggie Tevis, RHMS; Aaron Houston, WCM, Kerry O'Brien, WCM.

The meeting was called to order at 7:30pm by Chairman Peter Guadagni who asked for a volunteer to take the minutes as the Administrator was unable to. After a lengthy pause, Nancy Ridout volunteered. Introductions followed and a new participant Aaron Houston was recognized.

Minutes from the Annual Meeting were approved as amended: "The Nancy Ridout Distinguished Service Award" was the rewording of the first sentence of that paragraph. Under Elections, the titles were corrected and added for "Vice Chair Administration Jim Clemmons", and "John Morales Officer At Large". Nancy Ridout asked if she could include a copy of the approved amended minutes with the Annual Report she planned to send to the USMS National Office. Permission was granted with the understanding that the secretary will send a required electronic version.

Chairman Peter Guadagni advised the group that (1) he'd changed the order of the agenda reports to align with the new governance structure. He is very happy with the work of our new Office Administrator, Charlene O'Brien and (2) one of his goals this year is to make himself available to help her be successful in her job. (3) He noted that contracts are typically reviewed in executive session and in looking at our Guide to Operations found that this is the duty of the Board of Directors. The 2014 contracts will be considered in executive session by the BOD. (4) The group was asked to review a compilation of PacMasters Standing Policies. Corrections, clarifications, and additions were offered. (a) Michael Moore reminded us that we did have a privacy policy and that he would find the correct wording and include in his February report. (b) Under Coaching Clinic Reimbursement Policy, Stu Kahn, Coaches Chair, asked whether a coach seeking reimbursement was required to be a current Pacific Masters member because he had received such a request. The group concluded that the intent of this policy was that the coaches seeking reimbursement would hold current PacMasters membership and this will be included in the amended document. (c) Under Dues Waiver, Nancy Ridout asked that the policy be clarified to note that both the USMS fee AND the Pacific Masters fees are waived. It is time to start working on Ransom J Arthur Award nominations. Peter nominated Michael Moore and his motion was seconded. MSA to file a nomination for Michael Moore.

Treasurer Teddy Palmer was not present due to illness but had prepared the financial reports which were MSA.

There was no report from the secretary or from the zone chair.

The Registration report is attached and shows Pacific with 6,966 swimmers, 128 clubs, and 263 self-identified coaches.

Under Top Ten & Records, Nancy Ridout brought up her concern regarding choosing the age group and overall swimmers of the year at the February meeting, primarily because it is scheduled to be a

conference call meeting. The issue is ordering the awards in a timely manner which wouldn't be possible if we wait until the March meeting, only 10 days before the presentation, as well as the large amount of time it will take Charlene to tabulate the results having never done it before. It was decided to order the age group SOY awards early in March when we know how many we'll need (the number of age groups) and have a generic title such as 2013 Age Group Swimmer of the Year. For the past several years Sports Basement has generously provided gift certificates to the overall winners and this can be done within the 10 day period.

Hospitality – Peter and Kildine will provide their annual tasty corned beef and cabbage dinner for March, and Jim Clemmons will provide dinner for the May meeting.

There was no additional report from VP Administration, Jim Clemmons. See attached.

Communications – Michael Moore, Web Master, expanded his report by explaining the email alias address function that Pacific Masters offers its officers and committee chairs to protect their personal addresses. Stu Kahn noted an error in the update for the first Coaching Clinic of the New Year. The correct date is Saturday Feb. 15th, not Feb. 14th which is a Friday. Nancy Ridout has done an inventory of the Pacific Masters Video Library and written up a document showing each video, a short description, instructions for renting them, and an order form. The library hasn't been used much since we discontinued the newsletter and there is no source for this information at present. She proposed that a page be created on the web site to display this information and that a link to it go in periodic Updates. We have purchased several new videos that are available.

Open Water One Event Registration Proposal – Phyllis Quinn, VP Operations, was not present but had prepared a revised OW One Event policy for review. Discussion centered on the reporting of the OEVT registrations and the proposal was modified to reword the last sentence of B and renumber as: "C. All OEVT registrations shall be forwarded to the Registrar within 5 days by surface mail or electronically, along with the completed official spreadsheet attachment to be sent by email. C. through F, would be renumbered D. through G. MSA as amended. It is understood that the OW Chair shall distribute OEVT registration forms and the reporting procedures and spreadsheet template to each OW event director. Barry Fasbender wondered if the lack of rain and resulting low water in the rivers and lakes would impact our OW schedule. Stu Kahn mentioned that the Berryessa swims have changed location. They are still at Lake Berryessa but at a different site.

Meet Operations – Barry Fasbender commented that the SCY Championships and the Hawk Relays have not been sanctioned yet.

Coaches – Stu Kahn, Chair, commended the committee for selecting former Coaches Chair Cokie Lepinski as Contributor of the Year and commented that it went to a very deserving person. He also noted that 3 clinics have been set up – Feb. in Albany, March in Crescent City, and April in Davis.

There was no old business brought up.

Under new business, John King has distributed applications for officials at the USMS SCY Nationals at Santa Clara – starters, referees, chief judge, and stroke & turn judges. They can also be found on the USMS web site and are due by Feb. 15th. Peter Guadagni reminded us that he called for reports earlier than in the past so that weekends can be free for the chairs and for the Administrator and so they can

be posted for swimmers and clubs to read well before the meeting takes place. This practice will continue.

Team Announcements – Nancy Ridout invited all swimmers and clubs to participate in the John Steiner Pool Mile Postal Swim, hosted by TAM, noting that one could determine his own entry fee and that half the proceeds would go to lung cancer research. John King reported that the Winter Splash, a fundraiser hosted by TAM and Walnut Creek Masters was a great success, highlighted the talents of Glenda Carroll with readings from her new (swimming) novel and the achievements of Suzanne Heim demonstrated in the award winning documentary film “50 year Old Freshman”. Wine was donated by the West Oakland Wine Company. Over 100 people attended.

The meeting was adjourned at 8:35pm.

Respectfully submitted,

Nancy Ridout

The next meeting is scheduled for February 19th, by conference call.

Action Items from the January Meeting

<u>Action Item</u>	<u>Responsibility</u>
1. Amend November Annual Meeting Minutes	Leianne Crittenden
2. Review contracts	Board of Directors
3. Amend Standing Policies document	Peter Guadagni, Michael Moore
4. Modify Coaching Clinic Reimbursement Policy	Peter Guadagni
5. Clarify Dues Waiver Policy	Peter Guadagni
6. Tabulate 2013 Age Group Swimmers of the Year	Charlene O’Brien
7. Create a video library information page on web site	Michael Moore
8. Modify OW OEVT Registration Proposal	Phyllis Quinn
9. Encourage sanctioning of 2 remaining SCY events	Barry Fasbender



January 15, 2014; 7:30 pm (dinner served at 7pm)

AGENDA *Discussion Item

I.	CALL TO ORDER & INTRODUCTIONS	7:30pm
II.	APPROVAL OF ANNUAL MEETING MINUTES (separate attachment)	7:35pm
III.	REPORTS	
	CHAIRMAN--GUADAGNI	7:40pm
	Goals and Focus for 2014	
	Contracts	
	Review of Standing Policies*	
	Ransom Arthur Nomination*	
	REPORT OF THE TREASURER--PALMER , reports attached	7:55pm
	SECRETARY--CRITTENDEN , no report	
	ZONE CHAIR--MOORE , no report	
	EXECUTIVE COMMITTEE	
	REGISTRATION--O'BRIEN, report attached	8:00pm
	TOP TEN & RECORDS--O'BRIEN , report attached	
	HOSPITALITY--BENJAMIN	8:05pm
	VOLUNTEERS FOR DINNER: March_____, May_____*	
	VICE-CHAIRMAN ADMINISTRATION--CLEMMONS , report attached	8:10pm
	COMMUNICATIONS--MOORE/WEB SITE , no report	
	MARKETING/PUBLIC RELATIONS – BURNS , report attached	
	VICE-CHAIRMAN OPERATIONS--QUINN	
	OPEN WATER--QUINN	8:15pm
	Communication to Event Directors	
	One Event Registration for Open Water Events*	
	EQUIPMENT--HEATH , no report	
	AT-LARGE--MORALES , no report	
	SCHEDULING--MORALES , no report	
	MEET OPERATIONS--FASBENDER , no report	
	OFFICIALS--KING , no report	
	COACHES--KAHN , no report	
IV.	OLD BUSINESS	8:30pm
V.	NEW BUSINESS	8:31pm
VI.	TEAM ANNOUNCEMENTS	8:32pm
VII.	ADJOURNMENT	8:35 pm

2014 MEETING DATES: February 19(cc); March 19; April 16 (cc); May 21; June 18 (cc); July 16; August 20 (cc); September 17; October 15 (cc); November 2 (Annual Meeting) TBD.

Working Calendar for January: Set and approve committee goals and objectives; nominate recipient of 2014 Ransom Arthur Award; call for Coach of the Year nominations; CA State Nonprofit Statement due; 1099 Misc due to individuals by 1/31/14

Working Calendar for February: Forward PacMasters Ransom Arthur Award nomination to USMS; tabulate PacMasters 2013 Age Group Swimmers of the Year; 1096(1099 reporting to IRS) due 2/28/2014; approve PacMasters Age Group Swimmers of the Year; vote for overall male & female Swimmers of the Year, order Swimmer of the year awards.

Working Calendar for March: distribute convention delegate information.

JANUARY MEETING REPORTS – 1/15/2014

Officer and Committee Reports

Meeting policy. Please provide text to Charlene, prior to the meeting, of any items on which you would like the Committee to vote. Re-established 1/18/2012.

Chairman—Guadagni

Areas of Focus/Goals for 2014 (and 2015):

- Support Charlene as Pacific Masters New Office Administrator.
- Promote, modify and institutionalize proposed organizational/governance structure.
- Work with Jim Clemmons, Michael Moore and other appropriate individuals on Pacific Masters communications strategies, policies and processes.
- Work with the Kahn's on club and coach development and engagement.

Contracts – Typically contractor agreements have been approved at the January Pacific Masters Committee meeting. Our By Laws state that contract approval is the responsibility of the Board of Directors (the Board's only defined responsibility) not the Pacific Masters Committee. I will work with the Executive Committee to make contractor agreement recommendations and conduct a conference call with the non-compensated members of the Board of Directors to consider the recommendations.

Standing Policies – Attached are standing policies that have been approved by the Pacific Masters Committee but are not included in the Guide to Operations. Please let me know if there are any errors. The One Event Policy (OEV) to be considered later in the meeting will replace the existing OEV language if approved.

Nominations for Ransom Arthur Award and team to submit nominee.

Report of the Treasurer—Palmer, see attached.

Secretary—Crittenden, no report

Zone Chair—Moore, no report

Executive Committee

Registration—O'Brien

- As of January 10, 2014 Pacific has 6,966 Members Registered=3,612 Men; 3,354 Women; 128 registered clubs; 263 self-identified coaches.
- In January 17, 2013, we had 6,918 swimmers & 120 registered clubs.
- The total in 2013 Pacific had 11,259 Members Registered=5,828 Men; 5,431 Women; 133 registered clubs; 260 self-identified coaches.

Top Ten & Records—O'Brien

The SCM Top Ten and Records have been submitted to USMS and to Michael Moore for posting on the website. Work has begun on the Swimmer of the Year with Nancy Ridout's assistance. Voting will take place at our February meeting as the time between our March meeting and the Championship meet is only 10 days apart not leaving enough time for award selection and ordering.

Hospitality—Benjamin

Volunteers for dinner: March____,May____

Vice-Chairman Administration—Clemmons

- Michael and I have been reviewing the email updates on a regular basis prior to them being distributed. We still have a few minor issues to try and work out in the longer term. We can deem it a work in progress.
- In mid-December, Caroline and I reviewed the November bank statements and found everything to be in order.

Communications—Moore/Web Site

Four email PacMaster Updates were send out in the past two months. Currently there are more than 18,900 individuals on the email list. The PacMasters Update that went out on 7 January had a 30% open rate, which is one of the all-time highest open rate for the general "blast." The most popular item that people linked to in the Update was the USA Swimming age group all-time top 100.

The OpenWaterPacific website was updated with the scheduled Open Water swim. As there have been no sanctions there have been nothing to link to on the website.

On the PacMasters site, all the scheduled events have been posted and when there is a sanction and a meet sheet, there is a link to the meet sheet and the registration URL.

All the Pacific Masters officers and the committee chairs have a Pacific Masters email address alias. An email can go to the Pacific Masters email address which automatically forwards to the chair "real" address. This keeps the email address of the officer or chair, hidden or private. If there is any officer or chair who would like a Pacific Masters email alias, please let me know and I will create it for you.

Marketing/Public Relations—Burns

Looking forward to the first meeting to determine what new initiatives marketing might pursue in 2014.

Vice-Chairman Operations—Quinn

Open Water--Quinn

I sent out information to the race directors on Jan 8, 2014 the following:

New insurance requirements from USMS National office, biggest change is that a privately owned boat on the race course, must have a prop guard, **or a swimmer spotter**.

One event registration for the open water events, need to be renewed for the 2014 season.

Glenda has volunteered to run the Open water clinics this year. Date: June 22, 2014.

Deadline for sanctioning an open water event and then publishing the event within the email blast needs to be discussed.

One Event Registration (OEV) for Open Water Events was originally approved as a two year test. There have been no significant effects on total membership or on the atmosphere at open water events. There may have been a small increase in participants at events at which OEV was offered. Some event hosts have been somewhat negligent in submitting OEV registration forms to the registrar. The proposed permanent policy addresses this issue.

Proposed Permanent Policy

One Event Registration (OEVT) for Open Water Events. At the discretion of the sponsoring club, one event registration is permitted for open water events subject to the following conditions:

- A. Pacific Masters events are conducted and sanctioned for the benefit of annual members. ~~If OEVT swimmers comprise more than 15% of the entrants at any event the Pacific Masters Committee will reconsider the OEVT policy prior to the next open water season.~~
- B. The fee for one event registration, including clinics where membership is required, shall be 51% of the current USMS/Pacific Masters annual registration fee rounded up to the nearest dollar. Pacific Masters share of this fee shall be the amount left after the USMS OEVT fee has been deducted. OEVT registrations may be upgraded to full membership within 30 days with payment of full registration amount less the OEVT payment. All OEVT registrations shall be forwarded to the Registrar within 5 days.
- C. Events with participant limitations will establish a policy to give USMS annual members preferential treatment for entry. This policy must be approved by the Open Water sanctions chair prior to sanctioning of the event.
- D. As is the policy for all Pacific Masters swimming awards and records, only Pacific Masters annual members shall be eligible for Pacific Masters open water awards. Award criteria for individual open water events, except for the Pacific Masters Open Water Championships, shall be at the discretion of the event host.
- E. If a person upgrades an OEVT registration to an annual membership, he/she will, upon request, have his/her OEVT places included in the open water point competition.
- F. An event host that does not submit one event registration forms to Registrar on a timely basis may be denied the opportunity to offer OEVT registration in subsequent years.

Request motion to approve the proposed policy.

Equipment—Heath, no report

At-Large—Morales, no report

Scheduling—Morales, no report

Meet Operations—Fasbender,

2014 Events That Have Been Sanctioned: So far 12 events have been sanctioned for 2014. They are the TOC 1500 scm, the WCM Intensive Training Camp, the TAM Postal 1650, and the following scy meets: SRM, FOG, USF, SVAM, PacMasters 1650, CALM, RINC, FGST, and the USMS Short Course National Championships at Santa Clara.

2014 SCY Events that Need To Be Sanctioned: TVM PacMasters SCY Championships and the Hawk Relay meet.

Equipment and Software Purchases: A new 200 foot steel tape has been purchased for measuring pools and we will soon submit an order to upgrade our Meet Manager licenses for version 4.0 to version 5.0.

Officials—King, no report

Coaches—Stu and Mary Kahn,

Coach/Swimmer Clinics for 2014:

NOVATO – February 15, Type – (TBA)

CRESCENT CITY – March 1, Type – Long Axis (Free and Back). Instructors Stu Kahn and Cokie Lepinski

DAVIS – April 12 or 19, Type- Starts and Turns. Instructors Stu Kahn and Cokie Lepinski

- Communications with Teams and Coaches - The current email contact list is to 192 coaches and 102 clubs in the LMSC
- Pacific Swim Coaches Clinic in Napa was held Jan 4 & 5. Five Pacific Masters Coaches inquired about scholarship reimbursements to cover registration.
- A USMS Level 1 and 2 class for PacificMasters Coaches is scheduled in San Mateo on January 18 & 19.

Old Business

New Business

Team Announcements

Pacific Masters Standing Policies **Updated January 2014**

Pool Competition Policies

Scoreboards at Championship Meets. Pacific Masters will pay all fees for tall scoreboards at Championship meets. (March 2010)

Individuals with Administrative Access to Championship Meet Entries. An individual with administrative access to the meet entry system (i.e. ability to view individual entries) for a Pacific Masters championship meet must enter the meet 10 days before the entries for that meet close should they chose to enter that meet. (March 2009)

Open Water Competition Policies

Ambulance Costs at Open Water Swims. Host pays \$2 per swimmer, Pacific Masters pays remaining amount up to \$500. Other safety related spending for an event can be forwarded by the Open Water Chair to the Executive Committee for approval. (Sept 2011)

Two Divisions for Open Water Points Competition. Category 1 for participants wearing FINA approved swim wear. Category 2 for participants wearing wetsuits, shoulder to ankle tech suits, rash guards, etc. Rules and awards for both divisions will be equivalent. (May 2012).

One Event Registration (OEV) for Open Water Events. At the discretion of the sponsoring club, one event registration is permitted for open water events *during the 2012 season* subject to the following conditions:

- A. Pacific Masters events are conducted and sanctioned for the benefit of annual members. If OEV swimmers comprise more than 15% of the entrants at any event the Pacific Masters Committee will reconsider the OEV policy prior to the next open water season.
- B. The fee for one event registration shall be 51% of the current USMS/Pacific Masters annual registration fee rounded up to the nearest dollar. Pacific Masters share of this fee shall be the amount left after the USMS OEV fee has been deducted. OEV registrations may be upgraded to full membership within 30 days with payment of full registration amount less the OEV payment. All OEV registrations shall be forwarded to the Registrar within 5 days.
- C. Events with participant limitations will establish a policy to give USMS annual members preferential treatment for entry. This policy must be approved by the Open Water sanctions chair prior to sanctioning of the event.
- D. As is the policy for all Pacific Masters swimming awards and records, only Pacific Masters annual members shall be eligible for Pacific Masters open water awards. Award criteria for individual open water events, except for the Pacific Masters Open Water Championships, shall be at the discretion of the event host.

- E. If a person upgrades an OEVT registration to an annual membership, he/she will, upon request, have his/her OEVT places included in the open water point competition.

Special 2012 requirements:

After each event takes place, the open water event director will forward the number of USMS/PacMasters annual members and the number of OEVT registrations to the open water chair. They must also send a count of entries for the previous year, 2011, if the event was held.

At the end of the season, the Pacific Masters Committee will use attendance numbers, member input and safety concerns to evaluate the trial. They may or may not extend the OEVT for another season. A second trial season may be recommended. (March 2012)

Other Policies

Delegate Travel Allowance. Pacific Masters will provide \$100 to each USMS convention delegate for incidentals.

Coaching Clinic Reimbursement Policy. Pacific Masters Swimming strongly believes that coaches are vital to the success of its swimming programs and as such emphasizes continuing education for coaches. Two educational clinics that are sponsored by the American Swimming Coaches Association (ASCA) and targeted by Pacific Masters, are the ASCA Napa clinic, held early in the year and the ASCA National or World clinic, generally held around the September timeframe. These two clinics are addressed annually by Pacific Masters during the budgeting process and allowance for attendance with some minor stipulations are published for the coaches consideration to attend one or both clinics.

In addition to the two targeted clinics held annually by ASCA, there are additional opportunities for clinic attendance. For clinics beyond the Napa and World clinics, Pacific Masters will reimburse up to \$200 of the clinic fees and 50% of travel expenses to the clinic. Travel reimbursement will be limited to \$200. Reimbursement is limited to expenses for one clinic per coach per year beyond the two targeted clinics and will not exceed \$5,000.00 for all of Pacific Masters. (Feb 2012)

USMS Coaching Clinic Reimbursement Policy. Pacific Masters will pay the entire fee of any USMS Coach Training Clinic conducted within the Pacific Masters region for any Pacific Masters coach. Coaches chair to determine eligibility.

Pacific Masters will pay 50% of the fee of any USMS Coach Training Clinic conducted within the Pacific Masters region for 5 Pacific USAS coaches on a first come basis. Coaches chair to determine eligibility. (May 2012)

Open Water Insurance Surcharge. (February 2013)

1. Solo and relay swimmers not part of an organized event within a sanctioned event are responsible for the \$1800 insurance surcharge for the event. Payment must be made prior to the issuance of the sanction.
2. Open water event host will remit \$5 per swimmer (not per swim) to PacMasters to defray this insurance surcharge. Event host be allowed to charge \$5 per swimmer (not per swim) to cover this cost. Cap on Open Water event fees is increased by \$5.

Scholarship Policy. PacMasters will include in its annual budget an amount to cover the cost of 6 full memberships to PacMasters/USMS. Individuals may request a scholarship by sending an email or letter to the registrar stating their name and a brief statement on why the scholarship is needed. An individual's eligibility for a scholarship will be limited to once every 5 years. Scholarship approval will be made jointly by the registrar and chairman. Any money not spent on scholarships will be donated to the Swimming Saves Lives Foundation at the end of the year. (April 2013)

Dues Waiver. Pacific Masters will waive the dues for any registrant age of 85 and over. (April 2013)