

# PNA STANDING POLICIES

## AWARDS POLICIES

- CH-3 Awards committee shall arrange for team awards for PNA Champs. PNA shall pay for the awards.
- A-1 Awards Chair shall be responsible for ribbons used at PNA Champs and medals for all PNA meets.
- A-2 Awards Chair shall keep awards tally after each meet; coordinate with Meets Chair on type and number of awards needed; work with manufacturers on type and number of awards needed; submit request to Treasurer for necessary funds; deliver awards to meets; and keep inventory of awards.
- A-3 Awards earned at previous meets may be purchased at any meet.
- A-4 Donation for medal is \$2.00. Participants 65 and over and needs based participants may receive one medal free and purchase additional medals.
- A-5 Awards Chair shall ensure that someone remains at each meet to distribute awards until 15 minutes after the last event has been posted.
- A-6 The ad-hoc Dawn Musselman Inspirational Award Committee shall accept nominations, choose the winner, and present the award. The award shall include a perpetual trophy and a plaque for each individual to keep. Previous winners of the award shall be eligible to serve on the committee.
- A-7 PNA members who are nominated for the Ransom Arthur award by the PNA shall be recognized.
- A-8 A PNA Distinguished Service Award may be presented from time to time to acknowledge exemplary service to PNA.
- A-9 The ad-hoc PNA Coach of the Year Award Committee shall accept nominations, choose the winner, and present the award. The award shall include a perpetual trophy and plaque for each individual to keep. Previous winners of the award shall be eligible to serve on the committee.
- a. Timeline
    - Call for nominations will be made no later than the February issue of the Wet Set.
    - Deadline for nominations will be three weeks prior to presentation.
    - Award will be presented at PNA Championships.
  - b. Award
    - Award will be a personal plaque and perpetual trophy with recipient's name added.
    - Trophy will stay with recipient until successor is selected.
  - c. Selection Criteria may include
    - Improvement or enhancement of ongoing program or establishment of new program
    - Sustained service over a long period of time
    - Contributions to PNA
    - Commitment to PNA
    - Willingly shares coaching skills and information
    - Loyalty of team members
    - Coaching accomplishments
    - Is an inspiration to others
  - d. The selection committee shall be comprised of three members appointed by the PNA Chair.
- A-10 PNA members who are nominated for the Ransom Arthur award by the PNA shall be recognized.
- A-11 A PNA Distinguished Service Award may be presented from time to time to acknowledge exemplary service to PNA.

Approved 3/23/2004

# PNA STANDING POLICIES

## COACHES POLICIES

- CO-1 Policy Statement:** PNA will supply a qualified swimming coach to assist all PNA-registered swimmers, at each USMS National Championship Pool Meet in which 15 or more PNA-registered swimmers are likely to enroll. PNA will pay a stipend, and reimburse expenses upon his or her satisfactory completion of all responsibilities.
- CO-2 Qualifications:** The PNA Coach:
1. Is currently registered with USMS.
  2. Is currently coaching a PNA registered club or local team.
  3. Has demonstrated the ability to work effectively with athletes of all masters ages and abilities in a competitive environment.
  4. Has demonstrated the ability and willingness to perform similar responsibilities, through PNA championship meets or the USMS On-Deck Coach program.
  5. Has an enthusiastic and positive demeanor.
- CO-3 Responsibilities:** The PNA coach shall:
1. Prepare and send a pre-event letter or e-mail to all PNA swimmers who are enrolled at the meet, outlining the details of coaching assistance and soliciting information for the development of relay lineups.
  2. Develop PNA relay lineups.
  3. Enter the relays by the established deadlines. (See PNA policy for relay reimbursement for relays at national meets.)
  4. Attend all general meetings associated with the meet including the day before.
  5. Designate a PNA seating area, transport to the meet and hang the PNA banner.
  6. Offer guidance and splits during warm up to those who desire it.
  7. Offer pre-race and post race guidance to those who desire it.
  8. Offer encouragement as needed.
  9. Serve as advocate for PNA swimmers regarding protests and administrative problems.
  10. Behave in a professional manner at all times.
  11. Provide a post meet written report to the PNA Coaches committee
- CO-4 Selection:**
1. The PNA Coaches committee will actively solicit applicants for this position well before each National Championship Pool Meet in which it appears likely that 15 or more PNA swimmers are likely to enroll.
  2. Applicants for the position will apply by sending a completed application to the Chair of the Coaches Committee by the deadline.
  3. The selection committee will review the applications, and promptly select and notify the coach.
  4. The Coach will agree in writing to perform the listed responsibilities.
- CO-5 Assistant Coaches:**
1. The selection committee may appoint additional coaches, based on head coach's recommendation, when meet enrollment exceeds 30 swimmers at a rate of one assistant per each 30 additional swimmers.
  2. The assistant coach shall meet the qualifications listed above.
  3. The assistant coach will be assigned duties by the head coach.
- CO-6 Stipend and Expenses:**
1. PNA will pay a stipend of \$100 per day to the head coach and \$75 per day to each assistant coach for each day of coaching during the competition and the day before the meet.
  2. PNA will reimburse for reasonable expenses for:
    - a. Internet and computer access for team communications while at the meet
    - b. Actual expenses for travel to and from the meet
  3. Roundtrip airfare and costs for transportation to and from airports (including parking). The lowest logical airfare shall be used when air travel is required.
  4. Alternate methods of transportation are allowed but the reimbursement shall not exceed that of the lowest available coach airfare to the destination. Reimbursement for personal auto use is allowed and shall be at the current applicable Federal IRS standard business mileage reimbursement rate or the actual gasoline receipts for the trip.

5. Actual lodging expenses while at the meet
  - a. For the nights of competition plus the night prior to the first day of competition.
  - b. For a reasonable room rate. PNA will not reimburse for any auxiliary charges such as, but not limited to, movies, room service, phone, pets, mini-bar, damages or valet services.
  - c. A double occupancy room is encouraged but not required.
6. Car rental for a mid size rental car during the meet.
7. All reimbursed travel expenses must be fully documented with receipts and a description of the purpose for the expenses. Permissible travel expenses shall be reimbursed by PNA only to the extent not reimbursed by other parties.

CO-1 – CO-5 Approved 5/27/2008

CO-6 Approved 6/24/2008

# PNA STANDING POLICIES

## CONVENTION POLICIES

**C-1** Following criteria are to assist with establishing consistency in choosing delegates to represent Pacific Northwest Association of Masters Swimmers (PNA) at the United States Aquatic Sports (USAS) Convention. PNA encourages its members to become involved in United States Masters Swimming administration and to represent PNA in national committee meetings and the USMS House of Delegates.

### **Qualifications for PNA Delegate Status**

- ◆ Current member of Pacific Northwest Association of Masters Swimmers and United States Masters Swimming
- ◆ Actively involved in Pacific Northwest Association of Masters Swimmers during the year prior to the convention, including attendance at a majority of Board meetings
- ◆ Willing to attend national committee meetings as assigned and all House of Delegates meetings
- ◆ Willing to submit a report to the PNA Board of Directors if requested by the PNA President
- ◆ Willing to attend a majority of PNA Board meetings and continue active participation during the year following the convention

**C-2** Delegate applications will be distributed to interested individuals at the March or April PNA Board meetings each year.

**C-3** Applications should be returned to the PNA Secretary before the May PNA Board meeting each year.

**C-4** Applications will be reviewed and delegates chosen by PNA Board members at the May PNA Board meeting each year.

**C-5** 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-6** Expenses shall be considered for reimbursement in accordance with PNA financial policies and the USMS Financial Operation Guidelines (FOG).

Approved 1/25/2006

# PNA STANDING POLICIES

## FINANCE POLICIES

- F-1 Team fees shall be \$12.00 per year. (9/18/2007)
- F-2 All bills that are presented for payment must come complete with supporting documentation for protection of PNA non-profit status.
- F-3 PNA checking account shall be maintained at a large regional bank with many different branches for ease of transacting PNA business.
- F-4 ~~President (or president's designee) and Treasurer shall have authority to sign checks. (1/22/2008)~~ The president and up to two additional board members with the exception of the treasurer shall have authority to sign checks. The other signatories shall be selected by the board. (8/25/2009)
- F-5 Upon receipt of a notification of a NSF check for membership, a letter shall be sent to the check writer. The check writer shall have 30 days from the date of the letter to respond at which time they shall be notified of being dropped from the LMSC membership.
- F-6 PNA fiscal year shall be the calendar year.
- F-7 The Board must approve any expense over \$25.00 prior to payment or reimbursement.
- F-8 PNA shall contribute \$0.25 per swimmer as of May 1<sup>st</sup> to the NW Zone fund.
- F-9 PNA has always depended on volunteers. If the Board determines that a task may be paid for because of its scope, then it must be subject to proposal, budgeting, and Board approval prior to undertaking the task.
- F-10 PNA shall fund relay fees for national meets, FINA World Championships, and postal competitions.
- F-11 A person without the authority to sign checks shall be appointed to reconcile bank statements. (1/22/2008)

Approved 1/25/2006

# PNA STANDING POLICIES

## GENERAL POLICIES

- A-11 A PNA Distinguished Service Award may be presented from time to time to acknowledge exemplary service to PNA.
- G-1 Three at-large board representatives shall divide representation of unattached and small team swimmers on the basis of zip code of residence: <98100; 98100-98199; >98199.
- G-2 PNA shall maintain a Memorial Fund established in memory of Fred Wiggin. A member of the Wiggin family, a PNA board member, and an at-large Masters swimmer (currently Ricki Vadset, Jan Kavadas, and Kathy Casey respectively) shall administer disposition of the fund.
- G-3 A Sunshine Committee shall provide gifts or flowers to PNA members on appropriate occasions. There shall be a limit of \$50.00 placed on Sunshine gifts or flowers.
- G-4 PNA LMSC shall maintain an annual club membership with USMS. Any other group of swimmers within the PNA LMSC may also maintain a club membership within USMS, provided that the group pays the applicable USMS club fee. Swimmers registering in the PNA LMSC may register with any one club maintaining USMS membership or may register unattached.
- G-5 The national club maintained by the PNA LMSC shall be called Pacific Northwest Aquatics. A subcommittee of the PNA LMSC Board of Managers consisting of all members of the Board who are also Pacific Northwest Aquatics members shall determine policies for Pacific Northwest Aquatics.
- G-6 PNA shall purchase rulebooks annually for Officials Committee and meet officials.
- G-7 Each registered team shall receive a copy of the USMS rulebook annually.
- G-8 A New Swimmer Liaison shall be appointed. The New Swimmer Liaison shall contact new members via email, phone calls, etc. to help them feel welcome and answer questions. The New Swimmer Liaison shall also welcome swimmers attending their first Masters meet and provide them with a small gift. (12/5/2006)

Approved 4/28/2004

# PNA STANDING POLICIES

## 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 Managers, 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 web site 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-4.
- 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.
  5. Places to Swim.
  6. PNA teams list.
  7. Membership list.
  8. General information about the PNA.
  9. PNA Team Handbook including the constitution, by-laws, and policies.
  10. History of the PNA.
  11. Board member contact information.
  12. Registration Forms - individual and team.
  13. Newsletter subscription form.
  14. Current and past WetSets.
  15. Current and past board meeting minutes.
  16. Links to other sites (USMS, NW Zone, near-by LMSCs for example) as approved.
  17. Articles about PNA swimmers or links to information regarding PNA swimmers.
  18. Dawn Musselman award winners' names and biographical information.
  19. Coach of the Year award winners' names and biographical information.
  20. Meet Packet.
  21. List of officially measured pools.
- IT-6** Other items may be added following approval of a majority of PNA officers.
- IT-7** PNA shall provide the Webmaster with the resources necessary to maintain the web site.
- IT-8** A coach who is registered with USMS and whose team is registered with PNA may post contact information (name, phone, email, address, general location, and pool) for private lessons and clinics in the WetSet and on the website. (2/26/2008)
- IT-9** 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. (6/24/2008)

Approved 2/24/2004

11/21/09

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# PNA STANDING POLICIES

## MEET POLICIES

- N-7** Entry forms for each PNA meet and open water event should be published at least once in the newsletter prior to the meet. A PNA meet host may run a free half-page meet promotion in the newsletter. (7/22/2008)
- R-3** Membership Chair shall send an updated membership list with name, registration number, and date of birth to the meet director approximately 1 week before each meet.
- A-3** Participants 65 and over and needs based participants may receive one medal free and purchase additional medals.
- M-1** Entries received after the meet entry deadline may be accepted at the discretion of the meet director.
- M-2** At the option of the meet director, deck seeding with check-in times for each event may be used for any meet.
- M-3** 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.
- M-4** Entry forms for all meets shall state that there shall be no charge for relays.
- M-5** At PNA meets seeding shall be slow-to-fast. The entry form must announce the order of seeding.
- M-6** When the first event of a full day meet is 400 yards or longer, there shall be two warm-ups of at least 30 minutes each before and after the first event, unless a separate warm-up area of at least 25 yards in length is available. If a second warm-up is required, the entry form shall state an earliest possible starting time for the remainder of the meet.
- M-7** All hosts of meets solicited by PNA may run a half-page meet promotion in the newsletter. The issue that it is printed in is to be arranged with the newsletter editor.
- M-8** Except for PNA, Northwest Zone, and National Championship meets the event limit shall be 5 events per day exclusive of relays.
- M-9** In the event that the Director of a meet sanctioned by the PNA identifies problems that could lead to cancellation, the Meet Director must contact the Meets Chair, and the Meets Chair shall be responsible for contacting PNA Officers regarding other options or cancellation, if necessary.
- M-10** Entries from outside the PNA LMSC must include a copy of current USMS or foreign Masters swimming registration.
- M-11** Meet hosts may charge entry fees on a sliding fee scale as follows: (fee update 5/23/06)  
One-day meet: \$10 surcharge, plus \$3 if electronic timing is used.  
Multi-day meet: \$12 surcharge, plus \$5 if electronic timing is used.  
\$1 per individual event entered; no charge for relays.  
At Northwest Zone meets, an additional \$1 surcharge per swimmer shall be charged for the Northwest Zone fund.
- M-12** Individual event charge shall be optional for swimmers 65 and over and needs based participants.
- M-13** Meet hosts may propose, with justification, a fee outside of the guidelines listed in M-11 & M-12 to the Board. Meet hosts are encouraged to propose alternate fees plans, including flat entry fees, appropriate to the event's format and venue.
- M-14** Sanction/recognition fee for non-solicited sanctioned and recognized meets shall be \$25.00.
- M-15** Meet fees due from host to PNA shall be \$1.75 per entrant.
- M-16** Sanctions may be awarded for dual meets, time trials, etc. (closed meets). The fee is to be determined by the board.
- M-17** During warm-ups at meets no diving into the pool shall be allowed except in designated one-way sprint lanes.
- M-18** Ad-hoc protest committee can be established at any meet from board members present to handle protests at the meet. The chair of the Meets Committee or designee shall appoint a minimum of three members.
- M-19** Meet hosts shall be responsible for organizing safety marshals for local meets.

- M-20 PNA shall guarantee a profit to meet hosts, including hosts of sanctioned open water events, of \$3.00 per swimmer. Meet hosts must submit to the PNA Treasurer an Income & Expense statement, on a form to be supplied by the PNA, to receive relief under this guarantee.
- M-21 Meet host shall provide list of new swimmers entered in the meet to the New Swimmer Liaison prior to the meet. (8/28/2007)
- M-22 Four orders of events are to be used for PNA meets. The 400 IM and 1650 Freestyle are listed at the top of each order as optional because it is up to the Meet Director to decide whether to have those events and when to swim them. "Break?" means that the break could be before or after the relay, at the Meet Director's discretion. 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.

<u>Order 1</u>	<u>Order 2</u>	<u>Order 3</u>	<u>Order 4</u>
400 IM	400 IM	400 IM	400 IM
1650 Free	1650 Free	1650 Free	1650 Free
	500 Free		500 Free
	Warm-up		Warm-up
Free Relay	Free Relay	Free Relay	Free Relay
50 Free	100 Back	200 Fly	50 Breast
100 Breast	200 Free	200 Back	100 Fly
200 Back	50 Fly	50 Breast	200 Free
50 Fly	200 Breast	100 Free	50 Back
200 IM	100 IM	Break?	100 IM
Break?	Break?	Mixed Free Relay	Break
Mixed Free Relay	Mixed Free Relay	200 IM	Mixed Free Relay
100 Free	200 Back	50 Fly	100 Breast
200 Breast	50 Free	100 Back	50 Fly
50 Back	100 Fly	200 Breast	100 Free
100 Fly	50 Breast	50 Free	200 Back
Medley Relay	Break?	Break	Medley Relay
Break	Medley Relay	Medley Relay	Break
200 Free	50 Back	100 Fly	200 Breast
50 Breast	100 Free	50 Back	200 Fly
100 Back	200 Fly	100 Breast	50 Free
200 Fly	100 Breast	200 Free	100 Back
100 IM	200 IM	Break?	200 IM
Mixed Medley Relay	Mixed Medley Relay	100 IM	Break?
		Mixed Medley Relay	Mixed Medley Relay
500 Free		500 Free	

# PNA STANDING POLICIES

## M-23 SAFETY GUIDELINES & WARM-UP PROCEDURES for PNA MASTERS SWIMMING

### 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.

Only registered Masters swimmers may swim in the designated warm-up/warm-down lanes.

2. LIFEGUARD: A certified lifeguard is required on the pool deck during warm-ups and throughout the entire meet.

3. SAFETY MARSHALS: 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". Safety Marshal(s) shall be required to wear the PNA provided Safety Marshal shirts. During the pre-meet warm-up, swimmers shall not be allowed in the pool until the safety marshal(s) are in position. During pre-meet and continuous warm-up periods during the meet, the lifeguard(s) may serve as the safety marshal(s).

4. 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.

5. 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.

### 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.

### PNA MASTERS SWIMMING SAFETY MARSHAL GUIDELINES

As a safety marshal you are responsible for enforcing the warm-up procedures listed below. Please read these procedures and ask the meet director if you have any questions.

Do not leave your position until you are relieved by another safety marshal.

Refer questions about the meet to other meet personnel.

Keep your eyes on the pool area at all times.

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.

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.

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 members (e.g., children).

# **PNA STANDING POLICIES**

## **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 during the pre-meet warm-up session. Timing of the designation of a sprint lane may be determined by the officials or by the request of swimmers desiring that a sprint lane be designated.
4. **MISCELLANEOUS EQUIPMENT:** Use of hand paddles is prohibited. Other training devices such as kick boards, fins, or pull buoys may be used at the discretion of the meet director.

## **PNA CHAMPIONSHIPS MEET POLICIES**

- CH-1** All teams must register with PNA by the meet entry deadline to be eligible for team awards.
- CH-2** A team award received shall be taken from any team found to have discouraged any swimmer from participating in PNA Championship meet.
- CH-3** Awards committee shall buy team awards for PNA Champs. The cost of the awards shall not exceed income from team registrations.
- CH-4** PNA Championship meets shall be scored for places 1 through 12.
- CH-5** PNA Championship team categories shall be determined as follows: The number of swimmers on a team shall be determined by counting the meet entries as of the closing date. The teams shall be divided into three classes with 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place awarded in each class. The groups are not pre-defined prior to the meet. The Meet Director shall prepare a list of the teams ranked by number of swimmers without showing the team names. A 3-person committee shall review the list to establish the cut-off points for each group, looking for logical breaks to create groups of equal strength.
- CH-6** PNA Champs meet entry and membership application deadline shall be postmarked 14 days before the first day of the meet or in the hands of the meet director 10 days before the first day of the meet. At the discretion of the meet director, late entries for PNA Champs may be accepted upon the condition that late entrants must swim "exhibition" only. Their times shall be allowed for top ten and records, but they shall not be allowed to score points, swim on relays, place or receive awards. The meet director or his/her designee must notify late entrants either by mail or by phone 1) that they entered late and 2) that they may enter the meet exhibition only. If the notification is done by mail, the meet director shall return late entries and give those swimmers the option of re-entering the meet exhibition only. The meet director or his/her designee must save all the late entry envelopes as proof that those entries were indeed postmarked late. A list of exhibition swimmers shall be available at the meet.
- CH-7** USMS Registrations shall be accepted with PNA Championship entry forms received by the meet entry deadline.
- CH-8** Swimmers who are registered with LMSCs other than the Pacific Northwest LMSC may not score points or displace scoring or awards from Pacific Northwest LMSC swimmers at PNA Championships. They may receive special or duplicate awards.
- CH-9** 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 SASE or stamped postcard.
- CH-10** Chair of the PNA Safety Committee shall be responsible for organizing safety marshals for PNA Champs and other large meets.

Approved 9/23/2006

# PNA STANDING POLICIES

## MEMBERSHIP POLICIES

- R-1 Membership chair shall use the electronic database to enter and correct registration information.
- R-2 The membership chair shall have access to email.
- R-3 Membership Chair shall send an updated membership list with name, registration number, and date of birth to the meet director approximately 1 week before each meet.
- R-4 PNA mailing list shall not be given out for commercial purposes; it shall only be used for official PNA business.
- R-5 Requests for use of the PNA membership list shall be presented to the board for approval on a case-by-case basis.
- R-6 Transfers from other LMSCs or within the PNA shall be charged the applicable USMS transfer fee plus a handling fee of \$1.50.
- R-7 Annual registration fee for PNA membership shall be the required USMS registration fee plus \$15.00 per person or plus \$5.00 per person for those aged 65 and over and for needs based requests. A reduction in the total fee to \$20 shall be effective beginning September 1<sup>st</sup> for the current year. If an amount is overpaid the excess shall be transferred to the Wiggin Fund, although it can be refunded at the discretion of the membership chair.
- R-8 Membership fee for non-US residents shall be \$40.00 per person per year.
- R-9 There may be a \$5.00 charge for faxed and/or duplicate registration cards. 9/28/02
- R-10 Registration records shall be retained for seven years.
- R-11 The Membership Chair shall survey members to determine if they wish to receive the WetSet by postal mail, email, or both methods. (2/26/2008)
- R-12 The fee for One-Event Registration shall be \$15. (2/26/2008)

Approved 8/26/2003

# PNA STANDING POLICIES

## NEWSLETTER POLICIES

- N-1** The mission of the PNA newsletter shall be to effectively permit and encourage the flow of information to PNA members from swimmers, coaches, event organizers, the PNA Board of Managers, and United States Masters Swimming.
- N-2** Goals of the PNA newsletter shall be to:
1. Help PNA members achieve the overall goals and objectives as 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-3** Required contents for each issue of the newsletter shall include:
1. Title & Masthead
  2. *Leading Off*
  3. Summary of actions taken by the PNA Board.
  4. List of new PNA members (Produced by Membership Committee)Calendar of events: to include meets, meetings, clinics, etc.
  5. PNA and NW Zone pool and open water meet entry forms
  6. PNA membership registration form
  7. Newsletter subscription form
  8. A feature article
  9. Places to swim (usually September or October issue)
  10. PNA teams listing (usually May/June issue)
- N-4** Newsworthy items that shall be printed as they occur:
1. Results of PNA events (adopted 12/5/2006)
  2. Results of PNA members swimming at Zone Championship events.
  3. Results of PNA members swimming at National and World Championship events
  4. PNA swimmers who achieve FINA World, USMS Top Ten, or All-American recognition
  5. Important news from USMS national office
  6. Swimming related events and product advertisements
- N-5** Other publishable items to be considered shall include:
1. Editor's letter
  2. Interest stories on PNA teams or swimmers
  3. Announcements for USMS postal long distance events
  4. Announcements for meets in other NW Zone LMSCs
  5. Announcements for USMS open water and long distance events
  6. Announcements for British Columbia/MSC meets and open water events
  7. Condensed USMS Convention report
  8. Explanation of PNA's organizational structure (once a year, preferably in the fall)
  9. Profiles of PNA coaches
  10. Profiles of PNA Board members
  11. Such other content as the newsletter editor deems worthy
- N-6** 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. 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. Swim meets not sanctioned or recognized by PNA may have their results published in the newsletter as advertisements and shall be billed accordingly.
  6. Newsletter ads shall be sold for: (first month/additional months) ¼ page-\$20/\$15; ½ page-\$40/\$30; full page-\$80/\$60. Fees shall be billed and collected by PNA Treasurer.
- N-7** Entry forms for each PNA meet and open water event should be published at least once in the newsletter prior to the meet. A PNA meet host may run a free half-page meet promotion in the newsletter. (7/22/2008)

- N-8 Complimentary issues of the newsletter shall be sent electronically to USMS Zone Reps, USMS President, USMS Vice Presidents, USMS Marketing Committee Chair, USMS National Office, NW Zone LMSC Chairs, NW Zone Newsletter Editors, LMSC Offices or Chairs for other West Coast LMSCs, USMS Swimmer Magazine editor, Sports Northwest Magazine, Chair of British Columbia MSC organization, Chairs of Vancouver, B.C. area clubs, PNSA President, and Seattle, King County and Pierce County Aquatic Directors. Others requesting complimentary issues may be given one free issue.
- N-9 A January newsletter shall be mailed to each member who has not yet renewed his/her membership before dropping him/her from the mailing list for failure to renew membership.
- N-10 Newsletter shall be named *The WetSet*.
- N-11 *The WetSet* shall be published ten times per year. Issues shall be monthly except for May-June and July-August combined issues.
- N-12 Newsletter weight should be kept under the point for bulk mail, currently 3.3 ounces, where there is both a piece rate and a pound rate applied to the mailing.
- N-13 Subscription price for newsletter shall be \$12 per year for all subscribers.
- N-14 The Newsletter Committee shall have authority to review, revise, and approve each newsletter's content.
- N-15 A coach who is registered with USMS and whose team is registered with PNA may post contact information (name, phone, email, address, general location, and pool) for private lessons and clinics in the *WetSet* and on the website. (2/26/2008)
- N-16 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. (6/24/2008)

Approved 1/25/2006

# PNA STANDING POLICIES

## OPEN WATER/LONG DISTANCE POLICIES

- OW/LD-1 These policies, developed and administered by the Open Water/Long Distance Committee of PNA, are intended to aid in the organization and provide for the safe conduct of Open Water/Long Distance events. All pertinent USMS and PNA rules and regulations shall apply.
- OW/LD-2 Race directors should refer to the USMS Long Distance Open Water/Long Distance Manual which is available on the USMS web site at [www.usms.org/longdist/](http://www.usms.org/longdist/) or from the National Office.
- OW/LD-3 Event Bid Procedures
- All bids shall be submitted on a PNA bid form to the Open Water/Long Distance Chair for consideration.
  - Bids shall be considered by the PNA Board at or before the April PNA Board meeting.
  - The PNA Board shall approve late additions or changes to already approved event schedules.
- OW/LD-4 Approval of Schedule
- Dates and fees for all Open Water/Long Distance events shall be approved by the PNA Board.
  - Any changes in event format or awards shall be approved by the Open Water/Long Distance Chair.
- OW/LD-5 Any organization may apply for a PNA sanction.
- OW/LD-6 No sanction shall be granted unless all requirements for events previously conducted by the host have been fulfilled.
- OW/LD-7 Requests for sanction shall include the following: the bid form, one copy of the proposed event information sheet/entry form, map/diagram of the proposed course, medical evacuation plan, event cancellation plan, and awards to be given.
- OW/LD-8 All Open Water/Long Distance swims shall be approved by the appropriate governing or law enforcement agency (USCG, Police Department, Sheriff's Office, Harbor Master, Park and Recreation District, etc.) relating to the location of the course. Approval shall be indicated in the request for sanction.
- OW/LD-9 The Open Water/Long Distance Committee shall provide a written evaluation of the event to the meet host.
- OW/LD-10 Event fee due from host to PNA shall be \$1.75 per entrant
- OW/LD-11 PNA shall guarantee a profit to event hosts of \$3.00 per swimmer. Event hosts must submit to the PNA Treasurer an Income & Expense statement, on a form to be supplied by PNA, to receive relief under this guarantee.
- OW/LD-12 The event information sheet/entry form shall be approved by the Open Water/Long Distance Chair before distribution.
- OW/LD-13 Requirements - The following shall be included on the form:
- The statement, "Sanctioned by PNA for USMS, Inc., Sanction #\_\_\_\_\_." (fill in the blank)
  - The statement, "**Include a copy of your Masters registration card if you are not a PNA member.** All swimmers must have a valid USMS (or foreign) registration prior to event entry or submit an application with the entry."
  - A warning statement that cautions the swimmers about special hazards of the event (e.g., water temperature, distance, surface conditions) and advises medical examination and training under race conditions prior to participation.
  - The current liability release (USMS Rule Book Article 203.1 and the additional Open Water/Long Distance language in Article 301.3) followed immediately by a space for the participant's signature and date. If an organization requires an additional release, it shall be printed separately with a separate signature from the participant. In no case may the USMS liability release be changed, added to, or modified in any way.
  - The cutoff time for the event, if applicable, at which time all swimmers still on the course shall be picked up by the evacuation boats.
- OW/LD-14 The course is defined by the start line, the turn markers, and the finish line.
- OW/LD-15 Explicit directions as to which side of the markers a swimmer must pass shall be provided. All other markers are for directions only and do not define the limits of the course.

- OW/LD-16 The course of the swim shall be designed so as to minimize confusion of the swimmers. Courses shall avoid head-on traffic patterns where swimmers could pass close to each other in opposing directions. Course design shall also eliminate changes in course direction until the field of contestants has spread out from starting line congestion.
- OW/LD-17 Fixed or anchored course markers shall be used as follows:
- Markers should be placed at 200-yard points or closer.
  - Course markers shall be brightly colored.
  - Turn markers, if necessary, shall be easily distinguished from course markers.
  - Markers shall have a visible surface area of at least four square feet and shall be high above the water - three feet minimum. Six feet is recommended.
  - Hazards or danger areas on the course shall be clearly identified without being confused with course and turning markers.
- OW/LD-18 Maps and diagrams of the proposed course included in the request for sanction shall show the start, finish, course distances, course marker locations, and medical evacuation points. A detailed diagram of the start and finish line configurations shall be submitted if the map does not allow for sufficient detail.
- OW/LD-19 A large map of the course shall be available for contestants to see at the race site. Minimum size of the map shall be 24 inches by 36 inches. It shall show the start, finish, course distances, course marker locations, and medical evacuation points.
- OW/LD-20 The bottom at the start and finish should be firm, clean, and free from hazards (rocks, algae, glass, etc.)
- OW/LD-21 The starting line shall be as wide as practical to minimize multiple row starting.
- OW/LD-22 The starter should be in front of the starting line, clearly identified, and visible by all persons on the starting line.
- OW/LD-23 The starting area and course shall be controlled to keep non-participants clear.
- OW/LD-24 A gun, horn, or siren start shall be used. It is recommended that the start include a simultaneous waving of a large green flag, which shall stand out from surroundings. A three-minute red flag warning and one-minute yellow flag warning could be given as well.
- OW/LD-25 A chute finish is recommended with the finish line at the entrance to the chute and close to the water line.
- OW/LD-26 The chute shall be long enough to accommodate the number of swimmers expected to finish at about the same time and narrow enough to keep swimmers in their finish order.
- OW/LD-27 The finish line shall be clearly marked so it is visible from the water from at least 1/4 mile away.
- OW/LD-28 The finish area shall be controlled to keep non-participants clear.
- OW/LD-29 Finish monitors shall be provided for safety purposes to aid swimmers if needed and to encourage sportsmanlike conduct.
- OW/LD-30 All event personnel shall be informed of the emergency provisions for the event. It is recommended that the event director hold a meeting including all event personnel just prior to the event to reinforce awareness of the safety provisions.
- OW/LD-31 Land-based medical services shall be provided. At the very least, certified First Aid personnel shall be on site and prepared to deal with medical situations (e.g., hypothermia, injuries).
- OW/LD-32 A medical evacuation and safety plan shall be included in the request for sanction.
- Medical evacuation points are shoreline locations to which swimmers shall be transported for emergency medical aid.
  - The medical evacuation plan shall outline detailed procedures and methods of transport for swimmers needing emergency medical aid from water pickup to land-based medical services. The plan shall take into consideration if the start and finish of the race are in the same location (or less than 1/4 mile apart) or if the start and finish are not in the same location.
  - The host shall provide procedures sufficient to transport swimmers to land-based medical assistance in less than ten minutes.
  - It is strongly recommended that non-motorized safety monitor stations (e.g., kayaks, canoes, paddleboards, rowboats) be positioned on the course.

- 1) It is the intent of this rule to require coverage of the complete field at all times.
  - 2) Pilots and their craft are considered safety stations.
  - 3) A minimum ratio of one station per 30 entrants or one station every ¼ mile of course length, whichever provides the greater number of stations, shall be maintained.
  - 4) Motorized emergency evacuation boats cannot be counted as safety stations.
  - 5) Safety monitor stations shall be equipped with personal flotation devices and shall display a fluorescent "skier down" flag at all times.
- e. Motorized boats shall be provided for emergency evacuation.
- 1) Motorized boats shall be positioned outside the race course and shall not approach the race course at any time.
  - 2) Persons in trouble shall be brought to the evacuation boat by a safety monitor using non-motorized transportation.
  - 3) When feasible, emergency evacuation boats shall be equipped with first aid supplies and an emergency signaling device to communicate with other medical evacuation boats (signals might be day flares, smoke flares, radio, or flags).
  - 4) A "sweeper" boat shall be used to follow behind the last swimmers and to evacuate swimmers as needed.

**OW/LD-33** An event cancellation plan shall be included in the request for sanction. The plan shall state details of intended provisions for:

- a. Cancellation or postponement of the event prior to the start.
- b. Cancellation of the event due to safety considerations arising after the competition has started.

**OW/LD-34** A procedure shall be developed to account for each participant whether the event is completed or canceled after the start.

**OW/LD-35** A public briefing of all swimmers shall be held prior to the start of the event. Attempts shall be made to involve all the swimmers in the briefing and ensure that instructions can be heard. A good public address system is essential. The briefing shall include the following:

- a. Description of general conditions (e.g., water temperature, depth, unusual hazards).
- b. Opportunity for withdrawal if any swimmer has apprehensions as to their ability or desire to participate.
- c. Requirements for a participant to check in with officials if dropping out/quitting.
- d. Procedure for getting aid while swimming.
- e. Finish procedures and applicable cutoff time. If applicable, the host shall announce the cutoff time for the event, at which time all swimmers still on the course shall be picked up by the evacuation boats.
- f. Direction that, at the start, the swimmers should position themselves so that the faster swimmers are in front and that swimmers shall be courteous and pay attention to the safety of others.
- g. Directions regarding course, markers, and rules.
- h. Explanation of starting procedure and signals.
- i. Plans for cancellation of the race while in progress if conditions warrant.

**OW/LD-36** The use of individual escorts shall be at the option of the host. For individual swims over three miles, it is recommended that all contestants supply individual escorts capable of maintaining their pace.

- a. Power boats shall not normally be used as pilot or escort boats for swimmers in an individual event.
- b. All boats used in conjunction with the event shall meet USCG and local standards for equipment and loading capacity.
- c. Provisions for nonevent boat traffic control shall be arranged. It is strongly suggested that such control be arranged through a law enforcement agency.
- d. Escort boats shall display a fluorescent orange "skier down" flag at all times.

**OW/LD-37** Maximum entry fees for individual events shall be as follows:

- a. \$20.00 if no participation awards are given.
- b. \$30.00 if participation awards are given. Participation awards (e.g., caps, mugs) and place awards shall be commensurate with the fee.
- c. Late or race-day entry fees shall not exceed twice the regular fee.

**OW/LD-38** If awards are given for each age division, an equal number shall be available for each age group.

**OW/LD-39** All swimmers shall be currently registered with USMS or its foreign equivalent. A copy of the current registration card or other acceptable proof of current Masters Swimming registration shall accompany each entry.

**OW/LD-40** USMS One-Event registration may be made available if approved by the PNA Board. Information should be included on the entry form. Registration forms must be obtained from the PNA Registrar. The One-Event registration fee shall be \$15.00 unless otherwise approved by the PNA Board.

- OW/LD-41** Each swimmer shall wear a fluorescent cap provided by the host. The cap is not considered a participation award. Separate heats and/or events shall be assigned different colored caps. No caps shall be the same color as the course markers. Cap colors shall be approved by the Open Water/Long Distance Chair.
- OW/LD-42** The use of a neoprene wet suit or other nonporous attire shall render a swimmer ineligible to place in competition with swimmers not wearing such attire. If awards are given, separate awards may be given to wet-suit competitors at the discretion of the race director.
- OW/LD-43** The use of grease, goggles, and additional swim caps (including neoprene swim caps) worn beneath the official event cap shall be permitted. Swim caps shall be defined as headgear conforming to a normal swim cap design and not extending to protect the neck and shoulders.
- OW/LD-44** An evaluator, assigned by the PNA Open Water/Long Distance Chair, shall be in attendance at all sanctioned Open Water/Long Distance events.
- The evaluator shall not be affiliated with the host.
  - The evaluator shall have complete authority to enforce all PNA and USMS regulations and conditions of the sanction.
  - The evaluator may delay the event until all conditions and regulations have been met or in the interest of the safety of the participants.
- OW/LD-45** The Open Water/Long Distance chair shall provide the event director with a written evaluation within 30 days of the host's submission of all fees and documents.
- OW/LD-46** Preliminary results shall be posted within 30 minutes of the last person finishing the swim.
- The preliminary results shall record, at a minimum, the name of the swimmer, club, official time, and overall place in the order of finish.
  - If the primary results system for the swim does not produce such results, the host shall maintain a backup system that produces the required results.
- OW/LD-47** The host shall forward complete results in electronic format listing swimmers: (a) by overall order of finish with times and club affiliation and (b) by order of finish for each age division with times and club affiliation. Results shall be sent within 15 days of the event to the:
- PNA Open Water/Long Distance Chair
  - PNA Webmaster.
- OW/LD-48** The host shall forward a financial statement and the required fees to the PNA Treasurer within 30 days of the event.
- OW/LD-49** Swimmers shall be disqualified if they or their personal escort willfully or intentionally delay the progress of other swimmers. Accidental contact, especially at the start, shall not be considered a disqualification. The flagrant disregard of other swimmers' rights shall result in disqualification. (Refer to USMS Rule Book, Long Distance Article 303.8 for a full list of disqualifications.)
- OW/LD-50** Protests shall be handled following the procedures outlined in Article 102.16 of the USMS Rule Book.

Approved 10/19/2004

# **PNA STANDING POLICIES**

## **TOP TEN AND RECORDS POLICIES**

**TTR-1** The mission of the PNA Top Ten and Records Committee shall be to establish and maintain a standardized process of recording and verifying results of competitive events.

**TTR-2** The goal of the PNA Top Ten and Records Committee shall be to maintain a permanent record of the results of competitive events held in the LMSC.

**TTR-3** The duties of the PNA Top Ten and Records Committee shall be to:

- 1) Verify official times and prepare official meet results for the newsletter;
- 2) Prepare the PNA Top Ten for submission to the USMS Records and Tabulation Committee;
- 3) Update PNA records for all three courses and Northwest Zone records for short course yards;
- 4) Compile and publish PNA Top Ten and Records once a year;
- 5) Keep all entry forms, timing sheets, split sheets, etc. from PNA meets for three years after the meets have been conducted.

Approved 12/6/2005