

Pacific Northwest Association of Masters Swimmers

Team Handbook

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I. Introduction

I.A. United States Masters Swimming

I.A.1. History

United States Masters Swimming (USMS) is an organization of sportswomen and sportsmen founded in 1970 and dedicated to the premise that the lives of participants will be enhanced through aquatic physical conditioning. Captain Ransom J. Arthur, M.D. by his sacrifice, perseverance, and dedication to improving the health of adults through swimming, established the Masters Swimming program in the United States. He directed the first two USMS National Championship meets. These were held in Amarillo, Texas in May 1970 and May 1971. In 1970, 46 swimmers attended the National Championship. USMS has steadily grown to nearly 40,000 swimmers since that time.

I.A.2. Current Contacts

| | | | |
|---------------------|----------------|---------------------------------|----------------------------|
| National Office | (800) 550-SWIM | | |
| Executive Secretary | Traci Grilli | P.O. Box 185 | Londonderry, NH 03053-0185 |
| President | Nancy Ridout | 580 Sunset Parkway | Novato, CA 94947-4810 |
| Vice President | Jack Geoghegan | 155 Osburn Road | Rye, NY 10580-1328 |
| Secretary | Betsy Durant | 211 66 th Street | Virginia Beach, VA 23451 |
| Treasurer | Jeanne Ensign | 511 East Roy #314 | Seattle, WA 98102 |
| Past President | Mel Goldstein | 5735 Carrollton | Indianapolis, IN 46220 |
| Legal Counsel | Jeanne Crouse | 600 Marcia Lane | Rockville, MD 20851-1510 |
| Zone Comm Chair | Hugh Moore | 1867 58 th Street NE | Tacoma, WA 98422-1517 |

USMS Web Page www.usms.org

I.A.3. Convention

I.A.3.a. USAS = USS + USD + USWP + USSS + USMS, or What is USAS?

The Federation Internationale de Natation Amateur (FINA) is the international federation responsible for the sports of swimming, diving, synchronized swimming, and water polo. FINA rules require that there be only one recognized FINA member organization representing each country throughout the world. United States Aquatic Sports, Inc. (USAS) was formed to serve as the United States member of FINA in 1980, when the US Amateur Sports Act took effect and required restructuring of many United States sports organizations.

USAS deliberately attempts to play a minimal role within the United States, leaving primary responsibility for governing each of the aquatic sports to its members, the National Governing Bodies (NGBs). These include USA-S (USA Swimming, Inc.), USD (United States Diving, Inc.), USSS (United States Synchronized Swimming, Inc.), USWP (United States Water Polo, Inc.), and USMS (United States Masters Swimming, Inc.). Masters Swimming was first mentioned in the 1976 FINA

Handbook, but it wasn't until the 1998 Convention that USMS was added to the USAS Articles of Incorporation. A Board of Trustees, consisting of the Boards of Directors of the five NGBs, elects the USAS President, Secretary, and Treasurer. The function of USAS is carried out by its Aquatics Coordinating Board, which implements the policies enacted by the USAS Board of Trustees.

USAS by law represents the five NGBs internationally. The NGBs have also delegated to USAS the responsibility of conducting an annual national convention. This Convention allows for economies of scale and permits the leadership and membership of the NGBs to meet separately and together to discuss common problems and concerns. Whenever Convention revenues exceed expenses, the surplus is dedicated to sending the US teams to the World Swimming Championships.

I.A.3.b. USMS Convention

The USMS Convention is held annually in late September or early October in conjunction with the USAS Convention. This Convention is where much of the business of Masters swimming takes place. Delegates come from all across the nation and from many backgrounds, including swimming coaches, aquatic administrators, and swimmers of all ages, abilities, and vocations.

The Local Masters Swim Committee (LMSC) is a division of USMS with supervisory responsibilities in a defined geographic area. Each of the 53 LMSCs is entitled to send one delegate to convention. LMSCs with more than 300 members can send a second delegate and are entitled to an additional delegate for each additional 500 registered members. The actual delegate allotment is determined by the larger number of members from either the current or previous year. In addition, members of the USMS Executive Committee receive automatic delegate status, as do the chairs of USMS standing committees and all members of selected standing committees.

Approximately 200 Masters swimmers from throughout the country are given official delegate status, collectively forming the House of Delegates. The House of Delegates is charged with maintaining the competition rules and the by-laws, electing the Executive Committee, and adopting the annual budget. Delegates assist the Executive Committee in carrying out the work of USMS, both during Convention and throughout the year, through their service in the various standing and ad hoc committees.

I.A.3.c. Convention Delegates: Selection, Term, and Reimbursement

Selecting delegates to attend Convention is the responsibility of each LMSC. Selection procedures vary, perhaps done by the general membership or by the Executive Board, at a specially convened meeting or at a regular meeting. Specific guidelines may be incorporated into LMSC policies, or candidates may be selected by affirmative response to a simple motion. Sometimes, assembling a qualified delegation is challenging because of LMSC size and available funding (LMSC and personal). More often, however, the challenge is in narrowing the field from many qualified volunteers. In this case, one technique is to draft an application form on which candidates itemize their service to the LMSC, service to USMS, and reasons for wanting to attend the Convention. The electorate can then use these as a guide in choosing the best-qualified delegates.

A delegate serves no set term. Some Delegates attend one Convention and others serve for years. Committee memberships generally coincide with the Executive Board's biennial term of office. Delegates indicate which committees they are interested in joining to the USMS president, who appoints committee chairmen and works with them to make committee assignments. Determining factors include members' interests and strengths, number of committees one could actively serve, geographic dispersion, and any limitations imposed by code requirements. LMSCs typically ask their delegates who have no committee memberships to observe those committee meetings not attended by other delegates who do have committee responsibilities.

Convention expenses include Convention registration (typically \$100), transportation, housing, and meals. Personal ground transport during Convention is seldom needed, as the business at hand fairly well consumes the available time (hence the convenience of a hotel with convention facilities). Discounted bus or taxi connections are usually available for arrival and departure, and often the host LMSC will arrange transportation as needed for social events that are “off campus.” Buses are typically provided for the early morning workouts! Pre- and post-Convention side trips are the responsibility of those Delegates who choose to take them.

Delegates who receive automatic delegate status by virtue of serving in certain USMS staff or committee positions may have a portion of their expenses reimbursed by USMS. Each LMSC typically subsidizes the Convention costs for its remaining delegates. Again, standing policy may dictate the exact process and proportion, or the LMSC Board may determine specifics each year by motion. Smaller LMSCs may be subsidized by their Zone to promote better representation among all 53 LMSCs. Out-of-pocket expenses not reimbursed may be tax deductible since USMS and the LMSCs are registered as non-profit organizations (but consult IRS Publication 526 and your tax advisor).

I.A.3.d. Process for Changing the Rules and Regulations

Proposed changes to the code of regulations and the rules of competition governing USMS originate from the careful thought of individual members. These proposals, however, cannot be submitted by individuals but must come from LMSCs, standing committees, or the Board of Directors. An LMSC must forward its proposed changes to the appropriate committee chairman by July 10. Standing committees may submit proposals during Convention.

Only the House of Delegates can change the rules and regulations. Three standing committees – Legislation, Rules, and Long Distance – consider proposed changes for recommendation to the House. These committees and their jurisdiction by USMS Rule Book section are:

| Legislation | Rules | Long Distance |
|---|-------------------------------------|--|
| Preamble Glossary Goals and Objectives Part 2 (Competition) Part 4 (Athletes’ Rights) Part 5 (Organization and Bylaws) Part 6 (Amendment Procedures) Appendix D (Zone and LMSC Boundaries) | Glossary Part 1 (Swimming Rules) | Glossary Part 3 (Long Distance and Open Water Swimming Rules) |
| Odd Years | Even Years | |

The Executive Committee has jurisdiction to consider proposed changes to all other sections of the code.

In even-numbered Convention years, the emphasis is on changes affecting Rules and Long Distance. The Legislation Committee advances changes only if they are deemed “emergencies.” In odd-numbered years, Legislation issues are paramount and the Rules and Long Distance committees only present changes that are “emergencies.” In so-called “rules” (even) years, all proposals properly submitted to the Rules and Long Distance committees are evaluated by those committees and presented to the House of Delegates for vote. Similarly, in “legislation” (odd) years, the Legislation committee evaluates properly submitted proposals for presentation to the House.

The committees are responsible for recommending whether the House should adopt each submitted proposal. Proposals presented with committee approval require a simple majority in the House to gain adoption. Proposals lacking recommendation require a two-thirds House majority for acceptance. “Emergency” proposals (again, any that are presented in the “off” year from their normal consideration cycle) require more stringent adoption criteria: committee recommendation *and* a 90% majority vote for passage.

I.A.3.e. Proposing Changes to the Rules and Regulations

As stated, individual members are the source for ideas that cause our organization to evolve via its body of rules and regulations. Individuals present their ideas to their LMSC or to a USMS standing committee. The role of the committees involved is to guide those ideas to studied and careful acceptance or rejection.

In considering a proposal, the committees must ensure that the proposed wording is consistent with the intent of the submitter. Wording must also conform to the style and form used in the rulebook. The committees must also determine whether additional rules or code changes are warranted to maintain consistency. Overall fairness and feasibility of implementation are considered. Additionally, the history of the issue may play a significant role in determining whether or not to recommend. For example, a proposed rule change that reverses a previous change may be tabled if the committee decides that the previous change has had insufficient time to develop its intended effect. The committees are available to help individuals craft their proposals. You are encouraged to work with the applicable committee via your LMSC and Zone representatives to acquire the greatest insight in developing proposed rule and regulation changes.

I.B. Northwest Zone

I.B.1. Definition

USMS has divided the country into eight zones. Our LMSC is part of the Northwest Zone. This zone also includes the Alaska, Inland Northwest, Montana, Oregon, Snake River, and Utah LMSCs. Each zone has a zone representative who serves to enhance communications among the LMSCs to promote Masters Swimming within the zone. Each zone has a meeting in conjunction with the annual meeting of the House of Delegates.

I.B.2. Policies

By agreement of the member LMSCs: Alaska, Pacific Northwest, Utah, Inland Northwest, Snake River, Montana, and Oregon. Revised January 2000 by Dave Radcliff (new wording in the Relay section)

I.B.2.a. General Information

NWG-1 Northwest Zone LMSC officers and members of the USMS House of Delegates shall meet during each Zone Championship to discuss plans for future Zone Championships, share ideas and problem solve as necessary. These meetings encourage and enhance communication and the interchange of ideas among the LMSCs and zone delegates. An agenda shall be sent out by the Zone Rep prior to the meet as a reminder and to indicate the time and place of the meeting.

NWG-2 Each LMSC has one vote regarding all zone business except as noted below. New issues may be taken home to LMSC board meetings for discussion and a final decision/vote made at the next zone meeting or by mail, whichever is most appropriate. Attendance at the meeting is not mandatory in order for an LMSC to vote. The zone representative shall call or write those LMSCs not in attendance at the meeting to get each LMSC's vote on

the issues. Each zone member of the USMS House of Delegates has one vote for the Zone Representative and the Zone Treasurer.

- NWG-3 Each LMSC shall send a complimentary newsletter to the NW LMSC chairpersons, newsletter editors and the zone rep to further enhance communication and the sharing of ideas. It is suggested that each LMSC send a copy to the USMS Executive Secretary and to the four elected USMS officers as well.
- NWG-4 The Northwest Zone Representative shall publish a Zone newsletter and send it to each of the Zone LSMC Board members and USMS Delegates. Complimentary copies shall also be sent to the USMS National Office, the USMS President, the Zone Committee Chairman, the other zone representatives, and to other individuals who so request.
- NWG-5 Each LMSC shall designate a person within their LMSC to serve as a contact person for swimmers desiring housing in other swimmers' homes during swim meets. These persons' names shall be published in the LMSC newsletters.
- NWG-6 Each LMSC will send originals or good copies of all meet entries to the newsletter editors of the other LMSCs in the Northwest Zone.
- NWG-7 The following LMSCs are responsible for updating NW Zone records for each course: Short Course Yards - PNA; Short Course Meters - IWMSC; Long Course Meters - OMS. Each LMSC must report its records in those courses to the person designated to maintain and update the records for that course. Records shall be updated two times per year for each course; at the end of each season and prior to the Zone Championship meet for each course.
- NWG-8 LMSCs that nominate someone for national awards (i.e. Ransom Arthur or Coach of the Year) are encouraged to notify other NW Zone LMSCs of that nomination. Other LMSCs might also want to support that candidate.

I.B.2.b. Zone Fund

- NWF-1 The NW Zone fund consists of monies generated by two methods:
- 1) A \$1.00 surcharge on each Zone Championship individual meet entry and
 - 2) An annual surcharge of \$0.25 per registered swimmer in each LMSC as of May 1, payable by May 15 of that year.
- This fund shall be overseen and administered by the NW Zone Treasurer, who shall be elected by the Zone LMSCs and USMS Delegates.
- NWF-2 The fund shall be used to fund 50% of the convention expenses (as defined by the USMS FOG) and 100% of the convention registration fee (excluding any additional late fee) of a delegate from one of the smaller member LMSCs (currently defined as Alaska, Utah, Snake River, Inland Northwest and Montana). The fund shall also be used to fund 50% of the convention expenses (as defined by the USMS FOG), that are not already reimbursed by USMS, for the NW Zone Representative. Up to \$100 of the Fund may be used to pay for the Northwest Zone social at the Convention.
- NWF-3 Each year the LMSC delegate to receive zone funding for convention shall be selected by a committee consisting of one member from each of the larger zone LMSC's (i.e. Oregon and PNA). Applicants shall be evaluated on the following criteria:
- 1) History of LMSC involvement;
 - 2) Their reasons for wanting to attend convention and
 - 3) How they would use the experience and information gained to benefit their LMSCs.
- NWF-4 The zone rep shall remind the member LMSC chairs by April 15 of the due date for the annual registration surcharge and solicit applications for delegate funding for that year's convention. Applications shall be due by June 1 to the zone rep, who shall in turn make copies to send to the members of the selection committee.

I.B.2.c. Northwest Zone Championship Meets

- NWM-1 USMS rules shall govern zone championship meets.
- NWM-2 The meet site of the SCY, LCM and SCM zone championship meets shall be rotated among PNA, OMS and OTHER. All zone LMSCs are encouraged to bid to host the championship meet during OTHER years. The following rotation schedule shall be followed as a guideline:
- | | | | | |
|--------------------|-------|-------|-------|-------|
| Course | 1999 | 2000 | 2001 | 2002 |
| Short Course Yard | PNA | OTHER | OMS | PNA |
| Long Course Meter | OTHER | OMS | PNA | OTHER |
| Short Course Meter | OMS | PNA | OTHER | OMS |
- NWM-3 The rotation schedule may be altered by a vote of the Zone LMSCs depending on pool and manpower availability. Bids for OTHER years for SCY and LCM shall be solicited by mail by the Zone Representative during the summer of the year BEFORE the scheduled meets. Voting on those bids shall take place at the NW Zone meeting at the USMS Convention. Those LMSCs who are unable to send a delegate to convention shall have the opportunity to vote by mail, email or phone beforehand.

- NWM-4 The Zone Rep shall solicit bids for OTHER years for the SCM Zone Meet to take place the following fall (October, November or December) by mail before the SCY Zone Championships. Voting on any bids received shall take place at the SCY Zone Championship meeting. Zone LMSCs who are unable to send a representative to that meeting shall have the opportunity to vote by phone or mail prior to the meeting.
- NWM-5 The following policy will be used to break any ties that occur during the "other" years for LCM, SCY or SCM Zone Championship bids. In case of a tie the Zone Rep will cast the deciding vote. In casting his/her vote the Zone Rep shall consider the following:
1. Length of time since either of the LMSCs last hosted a Zone Meet.
 2. Size of LMSC - consider giving encouragement to smaller LMSC.
 3. Was the bid received in a timely manner.
- NWM-6 NW Zone Championships shall be a three-day format unless pool availability does not allow it. The 1000 & 1650 yard or the 800 & 1500 meter freestyles shall always be offered in the three-day format.
- NWM-7 If the Championships must be a two-day format, the 1000 & 1650 yard or the 800 & 1500 meter freestyles shall both be offered. At the discretion of the meet director, swimmers shall be allowed to enter both, or only one, of the distances. It is recommended that one of the above events be offered Saturday morning to allow additional travel time before the rest of the meet starts.
- NWM-8 Meet hosts are encouraged to consider travel time for participants when scheduling long distance events and/or when seeding distance events on the last day (e.g., fast-to-slow vs. slow-to-fast). Meet hosts might also consider swimming significantly slower swimmers through two heats in distance events to save overall meet time.
- NWM-9 The order of events shall be as listed on the Championship Order of Events (attached).
- NWM-10 Northwest Zone Championships shall offer freestyle, mixed freestyle, medley and mixed medley relays. All distances of relay shall be offered consecutively by heats for each relay (e.g., event #2 - 200 free relay, #3 - 400 free relay, #4 - 800 free relay; Event #14 - 200 medley relay, #15 - 400 medley relay; etc.). All distances of each relay shall be listed on the entry form and the heat sheet. A swimmer may swim once in each relay event. Relay teams shall be seeded in heats based on the distance swum.
- NWM-11 Pre-seeding or deck seeding at NW Zone Championships is at the discretion of the meet director. If the meet is to be deck seeded, it must so state on the entry form. If the meet is deck seeded, the event and heat number for each heat in the water must be visually displayed in a location easily seen by the participants. If possible, a heat sheet should be posted for each event prior to the swimming of the event, if the meet is deck seeded. Events may be seeded slow-to-fast or fast-to-slow; however, all events within the same day must be seeded the same way.
- NWM-12 Safety marshals shall be provided by the meet host. There shall be at least two marshals on deck during all warm-up sessions and at least one marshal observing any continuous warm-up lanes during competition. Marshals shall be familiar with all applicable warm-up and safety procedures (USMS and LSMC) and shall enforce such procedures throughout the course of the meet. Each marshal shall be easily identifiable as a safety marshal by an item of clothing or other means. Facility lifeguards may be trained to act as safety marshals.
- NWM-13 The host LMSC of each NW Zone Championship Meet is responsible for purchasing, acquiring, selling and distributing medals/awards/ribbons for that meet.
- NWM-14 The host LMSC may choose a site for a banquet. Entertainment shall be at the discretion of the host.
- NWM-15 The meet entry form, banquet reservation form, hotel/motel information, and general meet information shall be sent to each NW LMSC chairperson and/or newsletter editor at least three months prior to the meet. Meet information shall include relay information as outlined above and deck seeding information if the meet is to be deck seeded.
- NWM-16 Originals or good copies of the official meet results will be provided to the NW LMSC newsletter editors.
- NWM-17 There shall be no LMSC or team scoring.

Notes for Northwest Championship Order of Events (schedule on next page):

- 1) Relays can fit into any of the six spots shown. Breaks may be scheduled before and/or after relays at the option of the host.
- 2) Have a 2nd warm-up after early morning distance free with the rest of the day's events to begin "no earlier than ____AM or ____ PM." A break shall be scheduled before distance free at the end of the day.
- 3) IMs may be fit into any of the seven possible spots. The 400 IM may be scheduled on Friday night. IMs are separated from quadrants by relays & breaks (the break or relay may be before or after the IM).
- 4) Each quadrant shall be kept intact to maintain a fair number of back-to-backs among all swimmers.
- 5) Use of the schedules noted for LMSC champs is optional.
- 6) Revisions may be made by a vote of the NW Zone LMSCs.

I.C. Pacific Northwest Association of Masters Swimmers

I.C.1. History

The Pacific Northwest Association of Masters Swimmers (PNA) is the LMSC consisting of western Washington. Steve Engel and Mike Bryant founded the PNA in 1972 to provide adults with an activity to upgrade the quality and quantity of their lives.

I.C.2. Current Board of Directors

I.C.2.a. Officers

| | | | | |
|----------------|----------------|--|--------------|-------------------------|
| President | Lee Carlson | 2913 70th Ave SE, Mercer Island WA 98040 | 206-232-3916 | lcarlson@seatimes.com |
| Vice President | Carolyn Behse | 1321 177 th Ave NE, Bellevue WA 98008 | 425-747-3889 | cbehse@yahoo.com |
| Secretary | Steve Peterson | 11165 Central Valley Rd NW, Poulsbo WA 98370 | 360-692-1669 | speterson@bandwagon.net |
| Treasurer | Jeanne Ensign | 511 East Roy #314, Seattle WA 98102 | 206-324-1354 | jeanne@raincity.com |

I.C.2.b. Committee Chairs

| | | | | |
|-----------------|-------------------|--|--------------|---------------------------|
| Awards | Sally Dillon | PO Box 845, Oak Harbor WA 98277 | 360-679-5038 | salswmr@oakharbor.net |
| Coaches | Barb Gundred | 3880 Gala Loop, Bellingham WA 98226 | 360-734-8364 | barbg@memes.com |
| Computer | Jim McCleery | 31140 State Route 20, Oak Harbor WA 98277 | 360-675-0161 | webmaster@swimpna.org |
| Const/Bylaws | Jane Moore | 1867 58th ST NE, Tacoma WA 984222 | 253-925-0803 | weswim@mindspring.com |
| Finance | Jeanne Ensign | 511 East Roy #314, Seattle WA 98102 | 206-324-1354 | jeanne@raincity.com |
| Fitness | Carolyn Behse | 1321 177 th Avenue NE, Bellevue WA 98008-3207 | 425-747-3889 | cbehse@yahoo.com |
| Meets | Hugh Moore | 1867 58th ST NE, Tacoma WA 98422-1517 | 253-925-0803 | weswim@mindspring.com |
| Membership | Suzanne Dills | 639 N. Riverpoint Blvd. #3W Spokane, WA 99202 | 206-779-3654 | -- |
| Newsletter | Sandy McNeel | 2364 Fairview Ave E #1, Seattle, WA 98102 | 206-324-0480 | swim@troutlake.com |
| Officiating | | OPEN - NEED CHAIR! | | |
| Open Water | Sally Dillon | PO Box 845, Oak Harbor WA 98277 | 360-679-5038 | salswmr@oakharbor.net |
| Publicity | Brad Palmer | 1020 Seneca Street #516, Seattle WA 98101-2750 | 206-223-9359 | Brad.Palmer@alaskaair.com |
| Records/Top Ten | Walt Reid | 11114 111th ST SW, Tacoma WA 98498 | 253-588-4879 | reidw@wdni.com |
| Safety | Kathy Casey | 11114 111th ST SW, Tacoma WA 98498 | 253-588-4879 | reidw@wdni.com |
| Social | Jett Vallandigham | PO Box 97162, Tacoma WA 98497 | 253-582-7534 | jettswim@hotmail.com |
| At-Large Rep | Kathy Casey | 11114 111th ST SW, Tacoma WA 98498 | 253-588-4879 | reidw@wdni.com |
| At-Large Rep | Kathy Moore | Kent WA 98031 | 253-854-8715 | moorek@gte.net |

I.C.2.c. Team Representatives

| | | | |
|--------------------------------|-----------------|--------------|--|
| Bainbridge Area Masters | Lynn Wells | 206-780-5378 | Bisclw@aol.com |
| Bellevue Club | Carolyn Behse | 206-747-3889 | |
| Bellevue Eastside Swim Team | Robert Fiddes | 206-643-5129 | % mmckinlay@acm.org |
| Bellingham Masters Swim Club | Barb Gundred | 360-734-8364 | barbg@memes.com |
| Federal Way Masters | Gregg Metzler | | lmetz@excite.com |
| Fife Masters | Dan MacGrath | 253-922-7665 | Kfarr@ci.fife.wa.us |
| Ft. Steilacoom Swim Team | Kathrine Casey | 253-588-4879 | reidw@wdni.com |
| Gateway Athletic Club Masters | Jon Pauole | 206-343-4692 | |
| Gold Creek Club Masters | Dave Leonard | 206-352-0385 | |
| Green Lake Aqua Ducks | Robin O'Leary | 206-525-7725 | GLAD1@mailexcite.com |
| Husky Masters Swim Team | Rickey Perkins | 206-534-6644 | |
| Island Masters | Kate Sutherland | 360-331-3116 | |
| Issaquah Swim Team | David Kienlen | 425-557-8206 | DaveK@ci.Issaquah.Wa.us |
| Mercer Island Redwoods | Steve Sussex | 206-232-9263 | ssusse@corp.atl.com |
| Newport Hills Swim Team | Tom Dunning | 425-746-9510 | |
| North Shore Y's Guys | Joann Bushnell | 425-788-6035 | joannbushnell@hotmail.com |
| North Whidbey Masters | Sally Dillon | 360-679-5038 | salswmr@oakharbor.net |
| Old Olympic Peninsula Swimmers | Frank Warner | 360-692-1040 | |
| Orca Swim Team | Suzie Ness | 206-729-9403 | Suzie.Ness@Boeing.com |
| PRO Club | Linda Stanchi | 425-635-0879 | stanchi@msn.com |
| Salmon Bay | Edward Artis | 206-285-1268 | |
| Samena Club | Cynthia Hirst | 425-885-5303 | hirst-public@excite.com |
| Skagit Valley YMCA | Gary O'Neill | 360-336-9622 | |
| Swim Seattle | Sarah Welch | 206-723-1814 | sarah.welch@ci.seattle.wa.us |
| Tacoma Swim Club | Mark Patterson | 253-383-3791 | mrpatterso@aol.com |
| Tacoma YMCA | Cathy Barmore | 253-564-9622 | bar4more@aol.com |
| Three Rivers Swim Team | Laura Reisdorph | 360-736-4471 | lreis@localaccess.com |
| Thunderbird Aquatic Club | Pinky Walker | 360-424-8755 | |
| Tigers | Tom Foley | 206-937-5585 | |
| Tumwater | Erik Strom | 360-786-6565 | |
| Vashon Aquatic Masters | Susan Carleton | | acarleton@aol.com |

II. Guide to the PNA

II.A. LMSC, Team, and Club

The Pacific Northwest Association of Masters Swimmers (PNA) is a Local Masters Swimming Committee (LMSC) which governs Masters Swimming within the Puget Sound region. Approximately 800 Masters swimmers are registered members of the PNA and, consequently, USMS. Most of these swimmers are members of USMS clubs that are registered with PNA. A majority of those swimmers belong to one “umbrella club” known as Pacific Northwest Aquatics. Pacific Northwest Aquatics includes various “teams” or Masters workout groups spread throughout the Puget Sound region. Other workout groups have formed their own clubs that are independent of Pacific Northwest Aquatics, but are still registered with the PNA. Additionally, there are registered Masters swimmers that do not belong to, or affiliate with, an established workout group. These swimmers either have signed up to belong to Pacific Northwest Aquatics (though not affiliated with a workout “team”), or are “unattached” swimmers who belong to no registered club, but maintain full PNA and USMS membership privileges.

A major purpose for distinguishing different clubs among Masters swimmers is to provide a framework for competition among clubs in Masters competitions, and particularly in relay competitions. In Masters meets, only members of the same club can form relay teams. In the case of Pacific Northwest Aquatics, members of different workout groups or “teams” can legally swim together on relay teams in local and national Masters meets, and may be eligible to set LMSC, zone, and national records. Thus, the broad “umbrella” of Pacific Northwest Aquatics is designed to facilitate greater participation among its members in relay competitions. PNA often designates a swimmer to be a “relay master” who will organize relays at large meets like zone and national championships. Members of independent clubs within the Pacific Northwest Association can legally form relays only among their own members. Unattached Masters not belonging to any club may not legally participate on relays.

II.B. The Operation of the PNA

Volunteer members form a board of directors to lead the Pacific Northwest Association. Four members of the board: president, vice-president, treasurer, and secretary; are elected by the entire PNA membership to serve two year terms. Elections are held prior to the PNA Champs in odd-numbered years, with the new officers assuming their posts after the PNA Champs. Up to three additional “At Large” board members are also elected by the full PNA membership, and represent all PNA members who are “unattached” or swim on teams with fewer than eight members. Each team with at least eight members is entitled to have one representative on the board of directors. The PNA president can also appoint other PNA members to the board of directors as chairmen of various committees. These committees help the board to perform its vital functions. The PNA committees in place are Finance, Membership, Meets, Records, Publicity, Newsletter, Awards, Social, Officiating, Fitness, Computer Applications, Constitution & By Laws, Safety, Open Water (Ad Hoc), and Coaches (Ad Hoc). PNA board meetings are held monthly at various locations throughout the Puget Sound region. Occasionally, they are held in conjunction with a swim meet. All PNA board meetings are open to the entire membership. The meeting schedule and minutes from the previous meeting, are routinely printed in The WetSet. PNA board meetings typically include reports from the secretary (previous minutes), treasurer, the committee chairs, and items of new business.

II.C. PNA Membership Benefits

Masters swimmers can verify their LMSC and club affiliation by looking at their USMS registration cards. All PNA swimmers have a USMS registration number that begins with the number 36 (36X-XXXXX), and will have their club name listed (Unattached, Pacific Northwest Aquatics, or another independent club). Masters swimmers who are registered members of USMS are covered with secondary accident insurance in practices supervised by a USMS member or by a coach certified by USA Swimming where all swimmers are registered with USMS. Members who participate in meets sanctioned by USMS where all competitors are USMS registered members are also covered by this insurance. Membership in USMS entitles the Masters swimmer to participate in events sanctioned by USMS. In fact, events sanctioned by USMS are only open to registered Masters swimmers. Registered Masters may also participate in internationally sanctioned competitions, including Canadian Masters meets and the biennial Masters World Championships conducted by FINA. Additionally, USMS members receive a complementary subscription to SWIM Magazine, the official magazine of USMS. SWIM Magazine is published bimonthly and contains news about Masters swimming, articles on improving swimming skills and fitness, tips, workouts, and information about national championships. USMS members registered through the Pacific Northwest Association also receive a subscription to the LMSC newsletter, The WetSet. This newsletter is distributed 10 times per year. It contains news, announcements and results of local Masters events, articles on fitness, and reports from the PNA Board of Directors.

II.D. Sanctioned Events and Competitions

Each year, the Pacific Northwest Association sanctions, for USMS, various Masters swim meets and other events. Any team, club, group, or organization is welcome to submit bids to the PNA to host Masters events. USMS rules and PNA bylaws and policies govern sanctioned events with regards to conduct, competition, safety, operation, and liability coverage. Various Masters teams from throughout the Puget Sound region host Masters swim meets. Some of the locations that have hosted Masters meets in the last few years include Seattle, Federal Way, Bellingham, Anacortes, Poulsbo, Bangor Naval Base, Port Orchard, and Oak Harbor. An annual PNA championship meet, the “PNA Champs”, is conducted each spring. It is open to all Masters swimmers. A team competition is held at the PNA Champs among the teams that make up Pacific Northwest Aquatics and the other independent clubs registered in the LMSC. Northwest Zone (NW) championship meets for long course, short course yards, and short course meters are hosted within the Pacific Northwest Association on a rotating basis. The PNA also hosts USMS national championships. PNA hosted both the 1992 USMS National Long Course Championships and the 1997 USMS National Short Course Championship at the Weyerhaeuser / King County Aquatic Center in Federal Way. The 2001 USMS National Long Course Championship will also be held there. In addition, PNA has hosted national postal championships, such as the USMS 3000/6000 Yard postal championships, the USMS 5 Kilometer / 10 Kilometer postal championships, and the USMS One Hour Swim.

II.E. PNA Officers and Their Responsibilities

II.E.1. President

The President serves as chair of the PNA Board and represents PNA Masters Swimmers in all other meetings. The President has the authority of voting on behalf of PNA Masters Swimmers at those meetings, and is the contact person when dealing with outside agencies including USMS. The President appoints all committee chairs, subject to approval by the eligible Board of Managers and annually proposes to the Board a set of goals that the PNA organization should strive to achieve.

II.E.2. Vice President

The Vice President assumes all responsibilities delegated to the office by the President, including the authority to vote on behalf of PNA Masters Swimmers, if and when the President is unable to participate.

II.E.3. Secretary

The Secretary prepares the minutes of each monthly PNA Board meeting, retains a permanent file of the minutes, and places in the subsequent newsletter a summary of the Board Meeting including significant actions/decisions. The Secretary lists all unfinished business from the previous minutes and presents it to the President for action at the ensuing meeting. The Secretary notifies the Board membership of the next scheduled meeting and the agenda of that meeting not less than one week prior to the meeting, and notifies the PNA membership at least one week prior to any general membership meeting. The Secretary prepares all correspondence, notices, and invitations to PNA Masters Swimmers as directed by the President and maintains a listing of all Standing Policies as adopted by the Board of Directors.

II.E.4. Treasurer

The Treasurer receives all moneys and pays all bills approved by the PNA Board. The Treasurer maintains records of all transactions and the progress of these transactions. The Treasurer also prepares a yearly budget proposal for consideration and approval by the Board and serves as chair of the Finance Committee.

II.F. PNA Committees and Their Responsibilities

All PNA members are welcome and encouraged to support the association with their ideas and talents through any of the following committees.

II.F.1. Finance

The Finance Committee is responsible for budget proposals, cost/fee studies, and fundraising. The Treasurer serves as Chair of the Finance Committee.

II.F.2. Membership

The Membership Committee is responsible for new member sign-ups and membership renewals, team formation, motivating current members to remain active, and interaction with county, municipal, and other aquatic groups to encourage Masters swimming in the area of the PNA. The Registrar serves as Chair of the Membership committee.

II.F.3. Meets

The Meets Committee is responsible for meet schedules, host teams, entry fees, recommended events, and place awards.

II.F.4. Records

The Records Committee maintains a list of records for PNA individual and relay events at the association level for short course yards, long course meters, and short course meters. This committee assists other LMSC's in the Northwest Zone in maintaining Zone Records. It also provides record documentation and Top Ten tabulations from PNA sanctioned/approved meets to USMS and FINA for all courses.

II.F.5. Publicity

The Publicity Committee reports newsworthy activities of the PNA to the appropriate various media, and encourages the coverage of PNA events and the organization itself through the media.

II.F.6. Newsletter

The Newsletter Committee prepares an informative publication for the PNA membership.

II.F.7. Awards

The Awards Committee establishes an appropriate awards program.

II.F.8. Social

The Social Committee plans and directs social events.

II.F.9. Officiating

The Officiating Committee verifies that meet officials are consistent and enforce the rules. One or more members of the committee talk with officials prior to meets to verify that they are familiar with the rules of USMS. The Officiating Committee may organize clinics for officials.

II.F.10. Fitness

The Fitness Committee organizes clinics and provides articles and flyers emphasizing the fitness aspects of swimming for publication in the newsletter.

II.F.11. Computer Applications

The Computer Applications Committee provides state-of-the-art computer methodologies so that data used by committees (such as the Membership, Records, and Meets committees) is made available to one another. The committee keeps abreast of new hardware and software pertaining to Masters Swimming and provides developmental and implementation recommendations. This committee also manages the PNA's World Wide Web home page.

II.F.12. Constitution and By Laws

The Constitution and By Laws Committee reviews the Constitution, By Laws, and Standing Policies for changes that may become necessary. The committee also advises the PNA Board as to procedure according to the Constitution, By Laws, and Standing Policies.

II.F.13. Safety

The Safety Committee establishes and enforces guidelines for the safe conduct of PNA events and workouts. It provides safety equipment (safety marshal shirts, watches, orange cones, "No Diving" signs, etc.) for use at PNA meets. Meet hosts are requested to do the following:

1. Make arrangements to receive the safety equipment.
2. Prior to the meet, inventory the safety equipment and fill out the inventory sheet provided in the box.
3. Secure volunteers for safety marshals for all warm up and warm down periods.
4. Follow the safety guidelines/instructions in detail. Do not change any of the guidelines.
5. Be careful not to lose any of the safety equipment.
6. Return the safety equipment to its containers.
7. Inventory the equipment and fill out a second inventory sheet.
8. Pass the safety equipment on to the next meet host.
9. Send both inventory sheets in with your financial report.

II.F.14. Coaches

The Coaches Committee facilitates and encourages communication among PNA Masters coaches and communication between coaches and PNA board members.

II.F.15. Open Water

The Open Water Committee establishes guidelines for and facilitates conduct of PNA sanctioned open water swimming events.

III. Rules of the Organization

III.A. Constitution

ARTICLE ONE: NAME

1.1 This organization shall be called Pacific Northwest Association of Masters Swimmers, and hereafter referred to as PNA Masters Swimmers. PNA Masters Swimmers is a Local Masters Swimming Committee (LMSC) of United States Masters Swimming, Inc. (USMS).

ARTICLE TWO: OBJECTIVES

- 2.1 To encourage and promote physical fitness and health improvements through swimming for adults of all skill levels.
- 2.2 To provide programs whereby people can continue their competitive/recreation interest in swimming throughout their adult lives.
- 2.3 To offer encouragement to individuals, clubs, organizations, and communities in the organizing and conducting of life-long physical, recreational, and competitive Masters programs.
- 2.4 To enhance fellowship among participants in Masters programs.
- 2.5 To stimulate interest in Masters programs at all levels of involvement - physical educators, clubs, organizations, recreation directors, communities, medical societies, and higher educational institutions.

ARTICLE THREE: DURATION

3.1 The duration of PNA Masters Swimmers shall be perpetual.

ARTICLE FOUR: NON-PROFIT PURPOSE

- 4.1 GENERAL: This organization is one which does not contemplate pecuniary gain or profit to the members thereof and is organized for non-profit purposes.
- 4.2 EARNINGS: No part of the property or earnings of PNA Masters Swimmers shall be paid or distributed to or inure to the benefit of any private individual member, officer, or participant of the organization called PNA Masters Swimmers except as approved by the Board of Managers as reasonable reimbursement for goods or services furnished or rendered.
- 4.3 DISSOLUTION: Upon dissolution of PNA Masters Swimmers, any remaining assets and obligations of PNA Masters Swimmers shall be transferred to the successor organization, if any, established to assume the function of PNA Masters Swimmers. If there is no successor, any remaining assets after payment of the obligations of PNA Masters Swimmers, shall not inure to the benefit of any private individual or corporation, but shall be distributed to another Masters swimming organization, or if none exists, then to another organization operated exclusively for charitable or educational purposes.

ARTICLE FIVE: MEMBERSHIP

- 5.1 The following classes of membership shall be recognized in PNA Masters Swimmers:
 - A. INDIVIDUAL MEMBERSHIP: those persons who meet the requirements as stated in the By Laws.
 - B. TEAM MEMBERSHIP: those groups of individuals who meet the requirements as stated in the By Laws.
- 5.2 APPLICATION FOR MEMBERSHIP: application for membership shall be in the form prescribed by the By Laws of PNA Masters Swimmers, and acceptance of the membership shall bind such individuals or teams to abide by the Constitution, By Laws and rules of PNA Masters Swimmers and to accept and enforce all decisions affecting or relating to such individuals and teams aforementioned.

ARTICLE SIX: BOARD OF MANAGERS

6.1: The affairs of PNA Masters Swimmers shall be managed and directed by a Board of Managers consisting of the President, Vice President, Secretary, and Treasurer of PNA Masters Swimmers, plus one member from each team duly registered with the membership chairman and meeting the minimum size requirements specified in the By Laws for Board representation, Committee chairs specified in the By Laws, and one to three representatives at large. The number, qualifications, terms of office, manner of election, time and place of meeting, and powers and duties of the board shall be such as are prescribed by the By Laws of the PNA Masters Swimmers. None of the members of the Board of Managers shall receive any compensation for his services as such.

6.2 INITIAL BOARD: The initial board shall be the existing officers from the PNA Masters Swimming until the first scheduled election according to the By Laws. Any positions not currently filled will be so filled by a two-thirds agreement of the existing board.

6.3 To the full extent of the Washington Non-Profit Corporations Act (RCW 23A.08.025), as it exists on the date hereof or may hereafter be amended, permits the limitations or elimination of the liability of Trustees or Directors, a Director of this Corporation shall not be liable to this Corporation or its members for monetary damages for his or her acts or omissions as a Director. Any amendment to or repeal of this Article shall not adversely affect any right or protection of a Director of the Corporation for or with respect to any acts or omissions of such Director occurring prior to such Amendment or repeal. This shall not eliminate or limit the liability of a Director for acts or omissions that involve intentional misconduct or a knowing violation of the law, for illegal distributions or loans, or for any transaction, conflict of interest, or act from which a Director will directly receive benefit in money, property or services to which a Director is not legally entitled. This amendment shall not limit or eliminate acts or omissions prior to the date of amendment.

ARTICLE SEVEN: BY-LAWS

7.1 The Board of Managers shall develop and operate under a set of By Laws not inconsistent with this Constitution or with USMS rules as shall be appropriate to the conduct of the affairs of PNA Masters Swimmers. The initial By Laws of PNA Masters Swimmers shall be approved by the affirmative vote of a majority of the individual members of PNA Masters Swimmers. Thereafter, such By Laws may be altered, amended, or repealed as the purpose of PNA Masters Swimmers may from time to time require, by the affirmative vote of a majority of the individual members present at a meeting called for the purpose, or by the affirmative vote of a majority of individual members obtained by ballots mailed by the Board of Managers to all such members. Either method of voting on By Laws changes shall require receipt of total ballots (including proxies) representing at least 30% of the membership. To be counted, mailed ballots must be received within 30 days of the mailing of the proposed amendment. The Board of Managers shall have the option of extending this deadline.

ARTICLE EIGHT: CONSTITUTIONAL AMENDMENTS

8.1 This Constitution may be altered, amended, or repealed in whole or in part by a two-thirds majority vote of the voting members of PNA Masters Swimmers present at a meeting called for the purpose, or by a two-thirds majority of all ballots returned to PNA Masters Swimmers in response to the mailing of ballots to all voting members of PNA Masters Swimmers. For amendment balloting to be valid, at least 25% of the current PNA Masters Swimmers membership must be represented (including proxies), at the meeting, or in the case of mail balloting, responses must be received from at least 25% of the current PNA Masters Swimmers membership. The proposed amendment must be mailed to the members at least thirty (30) days in advance of the meeting of the members or the mailing of the ballots, and placed on the agenda. Ballots shall be opened and counted by a committee of three members appointed by the Board of Managers. To be counted, mailed ballots must be received within 30 days of the mailing date. The Board of Managers shall have the option of extending this deadline.

III.B. By Laws

1.0 PURPOSE

1.1 To foster and improve amateur swimming throughout the Pacific Northwest Association of Masters Swimmers' (PNA) territory. To promote and protect the mutual interests of the PNA membership and encourage a spirit of pride, unity and cooperation between all swimming associations.

2.0 MEMBERSHIP

2.1 INDIVIDUAL MEMBERSHIP: Membership is open to all men and women 19 years of age and over.

2.2 CLUB MEMBERSHIP: An organization or group of permanent character that is registered with USMS through its LMSC and that actively promotes and/or participates in Masters Swimming.

2.3 TEAM MEMBERSHIP: Any group of two or more paid members of PNA Masters Swimmers which is duly registered with the membership chairperson for the purpose of swimming as a recognized team in meets sponsored by PNA Masters Swimmers, shall be recognized as such.

2.4 UNATTACHED MEMBERSHIP:

- A. NATIONAL: Not belonging to a nationally registered club, but may or may not belong to a local team.
- B. LOCAL: Not belonging to a local team, but may or may not belong to a nationally registered club.

3.0 BOARD OF MANAGERS

3.1 MEMBERSHIP OF THE BOARD OF MANAGERS: The Board of Managers will consist of the President, Vice President, Secretary, and Treasurer, plus one representative from each team duly registered, plus one to three

representatives at large, plus the chairs of all standing committees. All board members must be currently registered with PNA.

- 3.2 **DUTIES OF THE BOARD OF MANAGERS:** The Board of Managers shall be responsible for determining the direction and focus of the organization; executing the fiscal expenditures of the organization; determining the yearly meet itinerary; conducting the business of the organization on behalf of its members; and publishing its newsletter. The Board shall also establish those ad hoc committees it requires to conduct the organization's business.
- 3.3 **BOARD OF MANAGERS MEETINGS:** The regular meeting shall be monthly. The date and site for the next meeting shall be determined during the monthly meeting. Whenever possible, the President will notify the other board members at least seven (7) days prior to the scheduled meeting should any changes in the established date or site occur.
- 3.4 **BOARD OF MANAGERS VOTING:** Each member of the Board of Managers shall be entitled to one vote on each issue. Eligible voting members are defined as the four elected officers, the standing committee chairs, the representative of each registered team with eight or more registered swimmers (any club representing only one team is considered to be a team for voting; voting privileges for clubs representing more than one team shall be cast by the eligible team representatives), and the elected representatives-at-large as defined in Section 4.7. Those members filling more than one position shall be entitled to only one vote. A quorum shall be defined as twenty-five percent (25%) of the eligible voting members. Unless otherwise stated in the By Laws or Constitution, a simple majority of any quorum will decide the action on an issue. In the case of a tie, the issue shall be considered defeated.
- 3.5 **BOARD OF MANAGERS ACTION WITHOUT MEETING:** The President may occasionally confer between board meetings with the other voting board members on a given situation pertaining to PNA Masters Swimmers by letter or phone and act according to the consensus of such members of the Board. Such situations shall not involve expenditures in excess of \$25 nor policies having major impact on the organization. Any business done without a meeting must be discussed and approved at the next board meeting.
- 4.0 **OFFICERS: ELECTIONS AND DUTIES**
- 4.1 **TERMS AND ELECTION METHOD:** The officers of PNA Masters Swimmers, President, Vice President, Secretary and Treasurer shall be elected by the PNA Masters Swimmers membership to two year terms. They shall be voted on by secret ballot with winners determined by a simple majority vote of the members casting ballots. Elections shall normally be held every two years. Interim vacancies in any office shall be filled by a majority vote of the Board of Managers. The PNA Masters Swimmers Secretary shall mail election ballots containing the names of all qualified nominees, to each paid member of PNA Masters Swimmers by a date at least thirty (30) days prior to the first day of the PNA Masters Swimmers Short Course Championships for any year in which elections are to be conducted. Ballots, to be counted must be postmarked or hand-delivered, to the Secretary by not later than one (1) week prior to the first day of the aforementioned PNA Championships.
- 4.2 **NOMINATIONS:** A Nominations Committee consisting of at least three (3) individual members shall be appointed by the Board of Managers by January 1 of a year requiring elections. Nominations will be accepted directly from the membership if the petition is received prior to February 1 and contains the nominees' consent and an endorsement by at least 10% of the current PNA Masters Swimmers membership. The Nominations Committee shall also be responsible for proposed nominees for the representative-at-large position(s) on the Board of Managers.
- 4.3 **PRESIDENT OF PNA MASTERS SWIMMERS - DUTIES:** The President of PNA Masters Swimmers will serve as chairperson at all the Board of Managers meetings with all the powers delegated to such a person as stated in Robert's Rules of Order. The President of PNA Masters Swimmers will select the agenda, time, place and host of all monthly meetings. The President of PNA Masters Swimmers or the President's delegate will represent PNA Masters Swimmers in all other meetings and will have the authority of voting on behalf of PNA Masters Swimmers at those meetings. The President or the President's representative shall be the contact person when dealing with outside agencies including USMS. The President shall appoint all committee chairs, subject to approval by the eligible Board of Managers. It shall be the President's responsibility at the start of each year of his/her term to propose to the Board of Managers a set of goals that the PNA Masters Swimmers organization should strive to achieve.
- 4.4 **VICE PRESIDENT OF PNA MASTERS SWIMMERS - DUTIES:** The Vice President of PNA Masters Swimmers will assume the chairmanship of the monthly meeting if and when the President is unable to participate. The Vice President of PNA Masters Swimmers will assume all responsibilities delegated to the office by the President, including the authority to vote on behalf of PNA Masters Swimmers.

- 4.5 SECRETARY OF PNA MASTERS SWIMMERS - DUTIES: The Secretary of PNA Masters Swimmers will prepare the minutes of each monthly Board of Managers meeting and retain a permanent file of the minutes. In addition, the Secretary shall place in the subsequent newsletter a summary of the Board Meeting including significant actions/decisions. The Secretary is responsible for obtaining a physical roll call for each meeting. The Secretary shall list all unfinished business from the previous minutes and present it to the President for action at the ensuing meeting. The Secretary shall, by the initiation of the President, notify the Board membership of the next meeting and the agenda of that meeting not less than one week prior to the next scheduled meeting. The Secretary shall also advise all the membership at least one week prior to any general membership meeting. The notice shall include time, place and agenda for the meeting. The Secretary shall prepare all correspondence notices and invitations of PNA Masters Swimmers as directed by the President. The Secretary shall maintain a listing of all Standing policies as adopted under Section 8 of these By Laws.
- 4.6 TREASURER OF PNA MASTERS SWIMMERS - DUTIES: The Treasurer of PNA Masters Swimmers shall receive all monies and pay all bills approved by the Board of Managers. The Treasurer will be required to keep adequate records of all transactions committed during the particular term of office and will report at each meeting the progress of these transactions. The Treasurer shall prepare in a timely manner a yearly budget proposal for consideration and approval by the Board of Managers. The budget shall include proposed expenditures, income and recommended fees. The Treasurer will have the fiscal authority of \$25.00, provided that the allocation maintains the intent of the Constitution. All expenditures over \$25.00 will be processed by the Treasurer, but only with a two-thirds majority of the Board of Managers attending the meeting in which a particular allocation is presented to the Board. The Treasurer shall serve as Chair of the Finance Committee.
- 4.7 REPRESENTATIVES OF PNA MASTERS SWIMMERS - APPOINTED: Each duly recognized team registered with the Membership Chairperson shall be allowed to appoint one representative to represent it at each regular meeting of the Board of Managers. The name of this representative shall be forwarded to the Secretary. The term of office shall be one year, and consecutive terms are allowed. Representatives-at-large will represent the unattached swimmers, those not affiliated with a team, or teams with less than eight (8) members. They will serve for two year terms. One representative-at-large will be allowed for each 25 swimmers or fraction thereof not already represented by a voting board member. A maximum of three representatives-at-large shall serve at one time. The Membership Chairperson will determine the total number of representative-at-large seats open. These representatives-at large shall be elected by the membership they represent.
- 4.8 REPRESENTATIVES OF PNA MASTERS SWIMMERS - DUTIES: Each representative will serve to conduct the business of the Board of Managers on behalf of the membership, and to represent his/her team or group of swimmers at each Board Meeting. In addition, each representative shall accept and carry out the duties of chairperson or member of one or more of the standing or ad hoc PNA Masters Swimmers committees.
- 4.9 VACANCIES OF OFFICERS: All vacancies in the offices of PNA Masters Swimmers, except the office of President, shall be filled from the individual membership by the Board of Managers, with a two-thirds majority of the Board of Managers attending the meeting necessary for appointment. The office of President shall be filled by the Vice President.
- 4.10 VACANCIES OF REPRESENTATIVES: All vacancies of representatives of teams to the Board of Managers shall be re-appointed by the teams represented. Vacancies of representatives-at-large shall be appointed by a majority of the individual members present to finish the term until the next general meeting.
- 5.0 PNA MASTERS SWIMMERS COMMITTEES
Both Standing and ad hoc Committees shall be established and staffed to carry out various aspects of the PNA Masters Swimmers business under the direction of the Board of Managers.
- 5.1 STANDING COMMITTEES: The following shall be standing committees staffed by three (3) or more persons from the PNA Masters Swimmers individual membership.
- a. Finance Committee
 - b. Membership Committee
 - c. Meets Committee
 - d. Records/Top Ten Committee
 - e. Publicity Committee
 - f. Newsletter Committee
 - g. Awards Committee
 - h. Social Committee
 - i. Officiating Committee
 - j. Fitness Committee

- k. Computer Applications Committee
- l. Constitution and By Laws Committee

The responsibilities of the committees shall be as directed by the Board of Managers but shall include at least the following activities:

FINANCE - Fund raising, budget proposals and cost/fee studies. The Treasurer shall serve as Chair of the Finance Committee.

MEMBERSHIP - New member sign-ups, encourage team formation, motivate current members to remain active, interface with County, City and other aquatic groups to encourage Masters swimming in PNA Masters Swimmers.

MEETS - Meet schedules, host team, entry fees, recommended events, and place awards.

RECORDS - Maintain records of PNA Masters Swimmers individual and relay times at the association level for all 3 courses - short course yards, long course meters, and short course meters. Assist the other LMSCs in our Zone in maintaining Zone Records/Top Ten tabulations. Meet the requirements of USMS by providing record documentation and Top 10 tabulations from PNA sanctioned/approved meets at the national level for all three courses.

PUBLICITY - To report newsworthy activities of the PNA to the appropriate various media and to encourage the coverage of PNA events and the organization itself through the media in whatever way possible.

NEWSLETTER - Prepare informative publication for PNA Masters Swimmers membership.

AWARDS - Establish an appropriate awards program.

SOCIAL - Plan and direct social events.

OFFICIATING - Verify that meet officials are consistent and enforce the rules. Meet with officials prior to meets to verify that they know the rules. Organize clinics for officials.

FITNESS - Organize clinics and publish articles and flyers emphasizing the fitness aspects of swimming.

COMPUTER APPLICATIONS - The objective of the computer applications committee is to provide state-of-the-art computer methodologies so that data used by committees such as the membership, records, and meets committees is made available to one another. The computer applications committee keeps abreast of new hardware/software pertaining to Masters Swimming and provides implementation recommendations. This committee may also develop software such as swim meet management programs.

CONSTITUTION AND BY LAWS - Review the Constitution and By Laws for changes, review Standing Policies for changes and advise the Board as to procedure.

5.2 AD HOC COMMITTEES - Ad Hoc Committees shall be established by the Board of Managers as necessary to conduct PNA Masters Swimmers business. These committees may include but not be limited to:

- a. Nominations
- b. Phone
- c. Stroke and Training

6.0 MEMBERSHIP MEETINGS

6.1 There shall be a general membership meeting held annually in the spring quarter. The meeting can be separate or combined with an annual awards banquet or PNA Championship meet at the Board of Managers discretion. Special membership meetings can also be convened by the Board of Managers as required. All individual members shall be notified in writing of any such meetings at least a week in advance.

7.0 DISSOLUTION OF PNA MASTERS SWIMMERS

7.1 Dissolution of the PNA Masters Swimmers organization can be effected by a majority vote of the membership acting on a recommendation of two-thirds of the Board of Managers. Dissolution shall be in accordance with Article 4.3 of the PNA Masters Swimmers Constitution.

8.0 STANDING POLICIES

8.1 Standing Policies established under these By Laws and designated as such at the time of approval, shall be maintained in a separate list and shall be binding until such time as they are amended or repealed by the Board of Managers.

9.0 BY-LAW AMENDMENTS

9.1 The PNA Masters Swimmers By Laws can be amended in accordance with Article 7 of the PNA Masters Swimmers Constitution. Such By Laws amendment can be proposed by a two-thirds majority vote of the Board of Managers or a petition from the membership endorsed by at least twenty percent (20%) of the PNA Masters Swimmers membership.

III.C. PNA Standing Policies

III.C.1. Meet Policies

- R-1 Membership Chair shall send an updated membership list to the meet director approximately 1 week before each meet.
- A-1 Participants 65 and over may receive one medal free and purchase additional medals.
- N-18 Meet results shall be reduced before printing in newsletter.
- 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.
- M-4 Entry form 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 M free 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. 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, MSC, or other foreign Masters swimming registration.
- M-11 Meet hosts may charge entry fees on a sliding fee scale as follows:
One-day meet: \$6 surcharge, plus \$3 if electronic timing is used.
Multi-day meet: \$7 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 over age 64 starting 9/98.
- M-13 Meet hosts may propose, with justification, a fee outside of the guidelines listed in M-11 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 effective 9/1/98.
- M-16 PNA will try to hold meets the 3rd weekend of each month except December.
- M-17 Sanctions may be awarded for dual meets, time trials, etc. (closed meets). The fee is to be determined by the board.
- M-18 During warm-ups at meets no diving into the pool shall be allowed except in designated one-way sprint lanes.
- M-19 Diving shall not be allowed in the warm-up area during competition unless the warm-up area is in a separate pool.
- M-20 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-21 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.

| Order 1 | Order 2 | Order 3 | Order 4 |
|--------------------|--------------------|--------------------|--------------------|
| 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 | |

M-22 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).

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.

M-23 Meet hosts shall be responsible for organizing safety marshals for local meets.

M-24 PNA shall guarantee a profit to meet hosts of \$3.00 per swimmer. This guarantee is retroactive to 9/1/96 and shall be in effect through 8/31/99. 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-25 A meet review committee shall be reestablished for the 2000-2001 season.

III.C.2. PNA Championship Meet Policies

C-1 All teams must register with PNA by the meet entry deadline to be eligible for team trophies.

C-2 A team award received shall be taken from any team found to have discouraged any swimmer from participating in PNA Championship meet.

C-3 Awards committee shall buy team trophies for PNA Champs. The cost of the awards shall not exceed income from team registrations.

C-4 PNA Championship meets shall be scored for places 1 through 12.

C-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 1st, 2nd, and 3rd 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.
- C-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.
- C-7 USMS Registrations shall be accepted with PNA Championship entry forms received by the meet entry deadline.
- C-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.
- C-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.
- C-10 Chair of the PNA ad-hoc safety committee shall be responsible for organizing safety marshals for PNA Champs and other large meets.

III.C.3. Newsletter Policies

- N-1 The mission of the PNA newsletter shall be to effectively permit and encourage the flow of information to PNA Masters swimmers 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:
- Help PNA Masters swimmers fulfill the overall goals of Masters Swimming.
 - Provide the best possible source of swimming information to all PNA Masters swimmers.
 - Distribute information about PNA events in a timely manner.
 - Encourage all PNA members to participate in PNA sanctioned activities.
 - Allow direct contact from association leaders to the members and encourage communication from members to the leaders.
 - Compete favorably for the annual USMS Newsletter of the Year award.
- N-3 Required contents for each issue of the newsletter shall include:
- Title & Masthead
 - President’s letter
 - Summary of PNA Board meeting minutes (Full approved minutes shall be posted on the web page)
 - List of new PNA members (Produced by Membership Committee)
 - Birthdays of PNA members
 - Calendar of events: to include meets, meetings, clinics, etc.
 - PNA meet results as available
 - PNA meet entry forms
 - PNA membership registration form
 - Newsletter subscription form
 - A fitness article and/or swimming workout
 - Places to swim or Masters teams listing (periodic issues only)
- N-4 Newsworthy items that shall be printed as they occur:
- Results of PNA swimmers at Zone, National, and World Championship events
 - PNA swimmers who make the World and/or USMS Top Ten
 - Swimmers representing the PNA in Zone/National/World events or other distant events (e.g. Ironman Triathlon)
 - Important news from USMS national office (e.g., urgent rules changes)
 - Event or product advertisements
- N-5 Other publishable items in order of precedence shall include:
- Editor’s letter
 - Interest stories on PNA teams or swimmers
 - Entry forms for USMS postal long distance events
 - Entry forms for meets in neighboring associations

Other original information (e.g. Swim Percentages by Gordon Gray)
USMS Convention condensed report
Zone and PNA records
Entry forms for USMS open water long distance events

- N-6 Publishable items that are not time sensitive may be retained for use in a future issue if they can not be printed in the edition immediately following their receipt by the editor.
- N-7 Advertisements, including entry forms for non-sanctioned events, shall be printed only with the approval of the PNA Board. Requests for the publication of advertisements shall be referred to the PNA Board. Unless directed by the PNA Board, the editor shall not solicit advertising.
- N-8 Unsolicited sanctioned meet entry forms or results may be published in the newsletter as advertisements and shall be billed accordingly.
- N-9 Swim meets that are not sanctioned or recognized by the PNA may have their results published in the newsletter as advertisements and shall be billed accordingly.
- N-10 Entry forms for each meet should be published twice in the newsletter prior to the meet.
- N-11 Newsletter ads shall be sold for: (size-1st month/additional months) ¼ page-\$20/\$15; ½ page-\$40/\$30; full page-\$80/\$60.
- N-12 PNA President and Newsletter Editor shall each receive 5 extra copies of newsletter to distribute on request. Complimentary issues of the newsletter shall be sent to National Zone Reps, USMS President, USMS Vice President, USMS Marketing Committee Chair, USMS National Executive Secretary, NW Zone Top Ten and Records Chair, NW Zone LMSC Chairs, NW Zone Newsletter Editors, LMSC Offices or Chairs for other West Coast LMSCs, SWIM Magazine, Sports Northwest Magazine, Chair of British Columbia MSC organization, Chairs of Vancouver, BC area clubs, PNSA President, and Seattle, King County and Pierce County Aquatic Directors. Others requesting complimentary issues may be given one free issue.
- N-13 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-14 Newsletter shall be named the WetSet (one word).
- N-15 WetSet shall be published ten times per year. Issues shall be monthly with May-June and July-August combined issues.
- N-16 Newsletter weight is to be kept less than 2-1/2 ounces for mailing purposes.
- N-17 Subscription price for newsletter shall be \$12.00 per year for all subscribers.
- N-18 Editorial Board shall have authority to review, revise, and approve each newsletter's content.
- 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.

III.C.4. Membership Policies

- R-1 Membership Chair shall send an updated membership list to the meet director approximately 1 week before each meet.
- R-2 PNA mailing list shall not be given out for commercial purposes; it shall only be used for official PNA business.
- R-3 Transfers from other LMSCs shall be charged the applicable USMS transfer fee plus a prorated LMSC fee based on the number of months remaining in the registration year. Club transfers within the PNA shall be charged \$3.
- R-4 Annual registration fees for PNA membership shall be \$30.00 per person and \$23.00 for those aged 65 and over. A reduction in fees shall be effective beginning September 1st (i.e. \$15 for <65; \$11.50 for 65+). The amount overpaid after rate reduction shall be transferred to the Wiggin Fund, although it can be refunded at Treasurer's discretion.
- R-5 Membership fee for non-US residents shall be \$35.00 per person per year starting with registrations for the year 2000.
- R-6 A PNA informational flyer shall be sent out with registration cards.

III.C.5. Finance Policies

- F-1 Team fees shall be \$10.00 per year.
- F-2 PNA shall not use any of its own funds for financial support of swimmers or coaches at competitions but shall supply an endorsement letter to any PNA swimmer in good standing who requests one for the purpose of gathering sponsors to raise money for attending national or international meets.
- F-3 All bills that are presented for payment must come complete with receipts for documentation and protection of PNA non-profit status.
- F-4 PNA checking account shall be maintained at a large regional bank with many different branches for ease of transacting PNA business.

- F-5 President and Treasurer shall have authority to sign checks.
- F-6 Upon receipt of a notification of a NSF check for membership, a letter shall be sent to the check writer. The payer shall have 30 days from the date of the letter to respond at which time the payer shall be notified of being dropped from the LMSC membership.
- F-7 PNA fiscal year shall be the calendar year.
- F-8 Expenses over \$25.00 must be approved by the Board prior to payment or reimbursement.
- F-9 PNA shall contribute \$0.25 per swimmer annually to the NW Zone fund.
- F-10 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-11 Following criteria are to outline policies regarding reimbursement of expenses for delegates who represent Pacific Northwest Association of Masters Swimmers (PNA) at the USAS Convention. Pacific Northwest Association of Masters Swimmers wishes to encourage PNA members to become involved in United States Masters Swimming administration and to represent PNA in national committee meetings and the USMS House of Delegates.

Positions Eligible for Reimbursement

All members of USMS House of Delegates, including:

Official PNA delegates as determined by LMSC membership numbers

USMS appointed delegates-at-large

Members of USMS Executive, Zone, Rules, Legislation, and Long Distance Committees, the Controller, and Chairmen of all standing committees who are members of PNA

Northwest Zone Representative if a member of PNA

Any other persons desiring to attend the convention may petition the PNA Board for full or partial reimbursement.

Costs Eligible for Reimbursement

Convention registration fee (early filing amount)

Round trip transportation expenses to the convention site, to include air fare and shuttle cost at convention site, not to exceed a reasonable amount, as approved by the PNA Board

Full room charges, at least double occupancy assumed, not to exceed a reasonable amount, as approved by the PNA Board

Amount of Financial Reimbursement

Reimbursement shall be a portion, to be determined each year by the PNA Board, of the eligible expenses minus reimbursements paid by USMS and the Northwest Zone. The reimbursement shall be distributed equally among eligible attendees.

III.C.6. Awards Policies

- A-1 Awards Chairman shall keep awards tally after each meet; coordinate with meet chairman 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-2 Awards earned at previous meets may be purchased at any meet.
- A-3 Donation for awards is \$2.00. Participants 65 and over may receive one medal free and purchase additional medals.
- A-4 Awards chair shall ensure that someone remains at each meet to sell awards until 15 minutes after the last event has been posted.

III.C.7. General Policies

- G-1 The Functions of the Top Ten and Records Committee are:
 - Verify official times and prepare official meet results for the newsletter;
 - Prepare the Top Ten for submission to the national Top Ten Chairman;
 - Update PNA records for all three courses and zone records for short course yards.
 - Compile and publish PNA Top Ten and Records once a year.
 - Keep all entry forms from PNA meets for three years after the meets have been conducted.
- G-2 Three at-large board representatives shall divide representation of unattached and small team swimmers on the basis of zip code: <98100; 98100-98199; >98199.
- G-3 The ad-hoc Dawn Musselman Inspirational Award Committee shall accept nominations, choose the winner, present the award, and update the scrapbook each year. The award shall include a perpetual trophy and small plaque for each individual to keep. All previous winners of the award shall be on the committee.

- G-4 PNA shall maintain a Memorial Fund established for Fred Wiggin. A member of the Wiggin family, a PNA board member, and an at-large Masters swimmer (Ricki Vadset, Jan Kavadas, and Kathy Casey) shall administer disposition of the fund.
- G-5 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-6 President's Award (criteria for selection to be determined by President) may be presented.
- G-7 PNA LMSC shall maintain an annual club membership with USMS. Any other group of swimmers within the PNA LMSC may also maintain club membership within USMS, provided that they pay 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-8 National club maintained by the PNA LMSC shall be called Pacific Northwest Aquatics. Policies for Pacific Northwest Aquatics shall be determined by a subcommittee of the PNA LMSC Board of Managers consisting of all members of the Board who are also Pacific Northwest Aquatics members.
- G-9 PNA members who are nominated for the Ransom Arthur award by the PNA shall be given a plaque.
- G-10 PNA shall purchase rule books annually for Officials Committee and meet hosts.
- G-11 Following criteria are to assist with establishing consistency in choosing delegates to represent Pacific Northwest Association of Masters Swimmers (PNA) at the USAS Convention. Pacific Northwest Association of Masters Swimmers wishes to encourage PNA 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
- G-12 A PNA Distinguished Service Award may be presented from time to time to acknowledge exemplary service to the PNA.

III.D. Open Water Guidelines

- OW-1 These guidelines, developed and administered by the Open Water Committee of PNA, are intended to aid in the organization and provide for the safe conduct of open water events. All pertinent USMS and PNA rules and regulations shall apply.
- OW-2 Race directors should refer to the USMS Long Distance Open Water Manual which is available on the USMS web site at www.usms.org/longdist/ or from the National Office for a fee of \$7.00.
- OW-3 Event Bid Procedures
 - a. All bids shall be submitted on a PNA bid form to the Open Water Committee for consideration.
 - b. Bids shall be considered by the PNA Board at or before the April PNA Board meeting.
 - c. The PNA Board shall approve late additions or changes to already approved event schedules.
- OW-4 Approval of Schedule
 - a. All open water events shall be approved for scheduling by the PNA Board.
 - b. Any changes in event format, fees, awards, or date shall be approved by the Open Water Committee.
- OW-5 Any organization may apply for a PNA sanction.
- OW-6 No sanction shall be granted unless all requirements for events previously conducted by this host have been fulfilled.
- OW-7 Requests for sanction shall include the following: The bid form, two (2) copies of the proposed event information sheet/entry form, maps/diagram of the proposed course, medical evacuation plan, event cancellation plan, and awards to be given.
- OW-8 All open water 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 sanction application packet.

- OW-9 A \$100 performance bond, payable to PNA, is required 10 days prior to the event. The bond shall be returned subject to scoring on a written evaluation as per the following schedule when all PNA requirements have been met:
- 90-100 points - 100 % returned
 - 50-89 points - # of points equals the percentage returned
 - 49 points or less - 0 % returned
- OW-10 A fee of \$1.75 per competitor shall be paid to PNA within 10 days of the event.
- OW-11 The event information sheet/entry form shall be approved by the Open Water Committee before distribution.
- OW-12 Requirements - The following shall be included on the form:
- a. The statement, "Sanctioned by PNA for USMS, Inc., Sanction #____." (fill in the blank)
 - b. The statement, "A photocopy of your current USMS registration card (or its foreign equivalent) shall accompany your entry."
 - c. A warning statement that cautions the swimmers about special hazards of the event (i.e., water temperature, distance, or surface conditions, etc.) and advises medical examination and training under race conditions prior to participation.
 - d. The current liability release (USMS Rule Book Article 203 and the additional open water 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.
- OW-13 The course is defined by the start line, the turn markers, and the finish line.
- OW-14 Explicit directions as to which side of the markers a swimmer shall pass need to be provided. All other markers are for directions only and do not define the limits of the course.
- OW-15 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-16 Fixed or anchored course markers shall be used as follows:
- a. Markers shall be placed at 200-yard points or closer.
 - b. Course markers shall be brightly colored.
 - c. Turn markers shall be easily distinguished from course markers.
 - d. 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.
 - e. Hazards or danger areas on the course shall be clearly identified without being confused with course and turning markers.
- OW-17 Maps and diagrams of the proposed course included in the sanction application shall show the start, finish, course distances, course marker locations, and medical evacuation points.
- OW-18 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.
- OW-19 The bottom shall be firm, clean, and free from hazards (rocks, algae, glass, etc.)
- OW-20 The starting line shall be as wide as possible to minimize multiple row starting. The course design shall provide a starting line which shall give all contestants along the starting line an equal advantage.
- OW-21 The starter shall be in front of the starting line, clearly identified, and visible by all persons on the starting line.
- OW-22 The starting area and course shall be controlled so as to keep non-participants clear.
- OW-23 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-24 A chute finish is recommended with the finish line at the entrance to the chute and close to the water line.
- OW-25 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-26 The finish line shall be clearly marked so it is visible from the water from at least 1/4 mile away.
- OW-27 The finish area shall be controlled so as to keep non-participants clear.
- OW-28 Finish monitors shall be provided for safety purposes to aid swimmers if needed and to ensure sportsmanlike conduct.
- OW-29 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 the swimmers' awareness of the safety provisions.
- OW-30 Land-based medical services shall be provided. At the very least, certified First Aiders shall be on site and prepared to deal with medical situations (e.g., hypothermia, injuries).

- OW-31 A medical evacuation and safety plan shall be included in the sanction application.
- a. Medical evacuation points are shoreline locations to which swimmers shall be transported for emergency medical aid. A detailed diagram of the start and finish line configurations shall be submitted if the map above does not allow for sufficient detail.
 - b. 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.
 - c. The host club shall provide procedures sufficient to transport swimmers to land-based medical assistance in less than ten minutes.
 - d. It is strongly recommended that non-motorized safety monitor stations (i.e., kayaks, canoes, paddleboards, and rowboats) be positioned on the course.
 - 1) A minimum ratio shall be maintained of one station per thirty (30) entrants or one station for every 1/4 mile of course length, whichever number of stations is greater.
 - 2) It is the intent of this rule to require coverage of the complete field at all times.
 - 3) Pilots and their craft are considered safety stations.
 - 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) 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-32 An event cancellation plan shall be included in the sanction application.
- a. A plan shall be available for cancellation or postponement of the event prior to the start.
 - b. A detailed plan shall be available for cancellation of the event due to safety considerations arising after the competition has started.
- OW-33 A procedure shall be developed to account for each participant whether the event is completed or canceled.
- OW-34 A public briefing of all swimmers shall be held prior to the start of the event. Attempts shall be made to involve all the contestants in the briefing and ensure that instructions can be heard and understood. A good public address system is essential. The briefing shall include the following:
- a. Description of general conditions (i.e., water temperature, depth, and unusual hazards...).
 - b. Opportunity for withdrawal if any swimmer has apprehensions as to their ability or desire to participate.
 - c. Requirements for the participants to check in with officials if they drop out/quit.
 - d. Procedure for getting aid while swimming.
 - e. Finish procedures and applicable cutoff time. The host shall establish a cutoff time for the event, at which time all contestants still on the course shall be picked up by the evacuation boats.
 - f. Direction that, at the start, the contestants position themselves with the faster swimmers in front. 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.
- OW-35 The use of individual escorts shall be at the option of the host club. 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 for events shall display a fluorescent orange "skier down" flag at all times.
- OW-36 Maximum entry fees for individual events shall be as follows:
- a. \$15.00 if no participation awards are given.
 - b. \$25.00 if participation awards are given. Participation (e.g., caps, mugs) and place awards shall be commensurate with the fee.
 - c. Late or race-day entry fees may be a maximum of twice the regular fee.

- OW-37 If awards are given for each age division, they shall be equal to the number of participants in a division, up to three places. Awards given for places beyond third shall be at the discretion of the host club.
- OW-38 No swimmer's entry shall be accepted unless he/she is currently registered with USMS or has a valid travel permit or its equivalent. A copy of the current registration card, travel permit, or other acceptable proof of current Masters Swimming registration of each swimmer shall accompany the entry.
- OW-39 At the discretion of the meet director, USMS One-Event registration may be made available to entrants and information should be included on the entry information. Registration forms must be obtained from the PNA Registrar. The One-Event registration fee is \$15.00.
- OW-40 Swimmers shall be required to wear a fluorescent cap, which shall be provided by the host. Relay and multiple heat events may be assigned caps of other fluorescent colors. Cap colors shall be approved by the Open Water Chairman.
- OW-41 The use of neoprene wet suits or other nonporous attire shall result in that swimmer being ineligible to place in competition with swimmers not wearing such attire. Separate awards may be given to wet-suit competitors at the discretion of the race director.
- OW-42 The use of grease, goggles, and swim caps (including neoprene swim caps) 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-43 An evaluator, assigned by the PNA Open Water Chairman, shall be in attendance at all sanctioned open water events. The evaluator shall not be a member of the host club.
- OW-44 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-45 The evaluator shall provide the race director with a written evaluation within 30 days of the event.
- OW-46 Preliminary results shall be posted within 30 minutes of the last person finishing the swim.
 - a. On race day, a system shall be employed that, at a minimum, produces a document recording the finish of each swimmer according to the order of finish of all swimmers. The document shall record, at a minimum, the name of the swimmer, club, official time, and overall place in the order of finish.
 - b. If the primary results system for the swim does not produce such documents, the host shall maintain a backup system that produces the required documents.
- OW-47 It is the responsibility of the host to forward a complete result summary, with a minimum type size of 9 points, listing contestants: (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 thirty (30) days of the event to:
 - a. PNA Open Water Chairman
 - b. All event participants
- OW-48 The host shall forward a financial statement to the PNA Treasurer within sixty (60) days of the event.
- OW-49 A swimmer shall be disqualified if he/she or the personal escort willfully or intentionally delays the progress of another swimmer. Accidental contact, especially at the start, shall not be considered a disqualification. The flagrant disregard of another swimmer's rights shall result in disqualification. (Refer to USMS Rule Book, Open Water Article 303.8 for a full list of disqualifications.)
- OW-50 Disqualifications shall also occur if the course rules and/or directional buoys are not adhered to.
- OW-51 Protests shall be handled following the procedures outlined in Article 102.16 of the USMS Rule Book.

IV. General Operating Information

IV.A. Registration Information

IV.A.1. General Procedures

All swimmers participating in events sanctioned by USMS must be registered with USMS or with their nation's recognized Masters Swimming governing organization. A swimmer must be age 19 or over to register with USMS.

Athlete registration is for the period January 1 through December 31 of each year. Swimmers applying for registration on or after November 1 shall be issued a registration card valid through December 31 of the following year. A swimmer may have only one registration at a time.

From time to time, the PNA may offer a single event registration that allows an athlete to participate in one event sanctioned by PNA. One-event registrants are considered unattached and their times are not considered for records or Top Ten times.

The annual registration fee in the PNA is currently \$30.00 for swimmers under age 65 or \$23.00 for those aged 65 and over.

IV.A.2. Club, Team, & Unattached

A swimmer may register as a member of a club that is registered with PNA and USMS. A swimmer who does not represent any club is considered unattached. A swimmer must wait 60 days after competing for one club before affiliating with a new club except at the time of annual renewal. A swimmer may declare unattached status at any time.

Clubs must register with PNA & USMS each year. Teams must register with PNA each year. Further information on clubs and teams may be found in Section II A of this handbook.

IV.A.3. Registration Forms

A copy of the individual registration form, team registration form, club registration form, and transfer form are included in the appendix.

IV.B. Insurance information

IV.B.1. Review from LMSC Handbook

IV.B.1.a. Coverage available

The USMS Insurance Program, funded by a portion of the national registration fee, provides secondary accident insurance coverage for USMS members. Liability coverage is provided for USMS members, member clubs, LMSC officials, and volunteers acting on behalf of and with the approval of USMS.

In the event of a USMS event related injury, the USMS accident coverage, probably, will pay medical expenses incurred over \$250 which are reasonable and customary and which are not paid by the individual's primary health/accident insurance coverage.

IV.B.1.b. Requirements for coverage to be in force

The secondary personal accident insurance covers a USMS member during USMS sanctioned and recognized meets, supervised practices, and pre-approved events. In sanctioned events, all competitors must hold current USMS registration. At supervised practices, all participants must be registered USMS or USA Swimming members. Such practices must be under the direct supervision of a USMS member or a USA Swimming certified coach.

IV.B.1.c. Further Information

For further insurance information contact:

Sandi Blumit, ARM, AAI, CIC, AIS, CPIW
Peak Insurance Group, Inc.
PO Box 32712
Phoenix, AZ 85064-2712
(800) 777-4930 or (602) 274-1111
Fax: (602) 274-1117
E-mail: sblumit@theriskpeople.com

IV.B.2. Report Forms

A copy of the Peak Insurance Group Report of Occurrence form is in the appendix. This form should be used to report any incidents that might result in the filing of an insurance claim.

IV.C. Safety Issues

The following safety guidelines and warm up procedures have been adopted by the PNA for use at meets. They can be easily adapted for use in workouts.

IV.C.1. Safety Guidelines

A. 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.

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

C. 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).

D. 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.

E. 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.

IV.C.2. Warm-Up Procedures

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

IV.D. Meets

IV.D.1. What if I want to put on a meet?

PNA teams, PNS teams, or other interested groups may host PNA meets. Meets are usually held once a month from September through April in a short course (25 yards or meters) format. Long course (50 meters) meets may be held during the summer months. Meet bids are solicited in the late spring. The meet schedule is generally set in June or July for the following year (September through August). Frequently, there are openings that can be filled later in the year. Open water events may also be sanctioned by the PNA.

Sanctioning of events through the PNA allows for times of events swum to be considered for records and Top Ten. Sanctioning also provides liability coverage for the meet organizers and facility and medical coverage for competitors. All entrants in sanctioned events must be registered with USMS.

A sample meet bid packet and open water event bid form are in the following sections. Meet policies are listed on pages 22 - 25. The PNA Meets Chair should be contacted for further information.

IV.D.2. Meet Bid Packet

IV.D.2.a. General Information

The PNA and the Meet Host each have responsibilities that must be fulfilled to ensure a successful meet. The enclosed sample contract lists those responsibilities.

USMS rules stipulate that the meet referee must be certified as a referee, starter, or stroke and turn judge by USS, YMCA, or any other USMS approved certifying body.

PNA policy requires safety marshals to monitor all warm-up periods during Masters meets. The meet director is responsible for designating the safety marshals.

The meet sanction includes general liability coverage for your team and any USMS registered swimmers or volunteers participating in or assisting with your swim meet. Please note that only individuals who are registered with USMS may enter the swimming pool. Competitors' children may not enter the pool.

If electronic timing is used, a minimum of one backup watch per lane is required.

If watches only are used, at least two watches per lane are required. Three watches are required for USMS or World Records.

IV.D.2.b. Financial Information

The PNA fee policy is as follows:

\$6.00 basic surcharge for a one-day meet

\$7.00 surcharge for a multi-day meet

\$3.00 additional surcharge for a single-day meet when electronic timing is to be used

\$5.00 additional surcharge for a multi-day meet when electronic timing is to be used

\$1.00 per event entry fee

Note that senior swimmers (65 and older) will have the option to waive the \$1.00-per-event entry fee and pay only the basic and electronic timing surcharges.

If you believe that the above fee structure will not cover the cost of your meet, or if you wish to use an alternate fee structure, you may request an additional surcharge or an alternate fee structure based on your proposed budget. The request and rationale for the change must be submitted with your bid.

The PNA Local Masters Swimming Committee has also revised its policy regarding the fees due to PNA at the conclusion of your meet. The PNA fee is \$1.75 per swimmer, regardless of attendance. PNA will also adjust the fee on a case-by-case basis to guarantee the hosting team a \$3.00-per-swimmer profit.

The PNA Local Masters Swimming Committee no longer requires a \$25 deposit with your bid contract.

IV.D.2.c. Marketing

Organizations may bid for a "recurring meet date". This allows a team to plan ahead for a meet on two successive years.

PNA allows each team a one-time only, free 1/2-page ad in the PNA newsletter, The WetSet. You may use this space to advertise your swim meet. You can also purchase advertising space. The cost is \$20 for a quarter page or \$40 for a half page.

Consider your meet as a destination. The PNA has swimmers from Centralia to Bellingham and North Bend to the ocean. Additionally, our meets are scheduled to avoid conflicts with neighboring LMSCs. Think about local attractions to increase attendance of out-of-town swimmers. Look into motel and restaurant discounts or lining up host families.

The order of events can include special orders, such as all distance, all sprints, or the Fred Wiggin Memorial meet (400 IM and distance events).

Additional events, such as 25 or 50-yard novice-only events, special recognition for first-time Masters swimmers, or 400 or 800 free or 400 medley relays may be added.

IV.D.2.d. Bid Form

Name of Organization _____ would like to bid for a PNA Masters
Swimming meet at _____
(pool name and address).

Date(s) (1st choice) _____ or (2nd choice) _____

Competition Pool Description

Length ___ 25 Yard ___ 25 Meter ___ 50 Meter ___ other (please specify) _____

Number of lanes for competition _____ Width of lanes _____

Pool depth - starting end _____ Pool depth - turning end _____

Warm-up area Description:

Number of lanes available _____ Length of warm-up area _____

Type of meet:

___ Regular Meet (normal PNA rotation)

___ PNA Championship

___ Special order of events (e.g. sprints only, relays only). Please specify _____

Proposed Fees ___ Standard ___ Other (please specify) _____

Proposed Special Awards (if any) _____

Type of timing:

Electronic (name of system) _____

Number of watches per lane _____

Proposed software for meet management _____

Please indicate one of the following:

___ We are interested in hosting a meet during the September 2001 - August 2002 season on the same weekend.

___ We are interested in hosting a meet during the September 2001 - August 2002 season on the weekend of _____.

___ We are not prepared to bid for a meet during the September 2000-August 2001 season at this time.

Signed _____

Name (please print) _____ Position _____

Address _____

Phone (evening/weekends) _____ (day) _____

e-mail _____

IV.D.2.e. Meet Budget

1. PNA has authorized the following new fee structure for sanctioned swim meets:
 - \$6.00 - basic surcharge for a one-day meet
 - \$7.00 - surcharge for a multi-day meet
 - \$3.00 - additional surcharge for a single-day meet when electronic timing is to be used
 - \$5.00 - additional surcharge for a multi-day meet when electronic timing is to be used
 - \$1.00 - per event entry fee

Note that senior swimmers (65 and older) will have the option to waive the \$1.00 per event entry fee and pay only the basic and electronic timing surcharges.

If you believe that the above fee structure will not cover the cost of your meet, or if you wish to use an alternate fee structure, you may request an additional surcharge or an alternate fee structure based on your proposed budget. The request and rationale for the change must be submitted with your bid.

2. The average number of events entered per swimmer is 4, regardless of whether the entered meet is one or two days long.

INCOME

| | | |
|---|--|----------|
| A | Expected receipts per swimmer (surcharge + (average number of events entered per swimmer x \$1)) | \$ _____ |
| B | Number of swimmers expected | _____ |
| C | Total receipts from entry fees (A x B) | \$ _____ |
| D | Total receipts from heat sheet sales | \$ _____ |
| E | Total receipts from concession sales | \$ _____ |
| F | Other income (please specify): _____ | \$ _____ |
| G | Total Income | \$ _____ |

EXPENSES

| | | |
|-----------------------------|--|-----------------|
| I | Pool fees | \$ _____ |
| J | Fees due PNA (\$1.75 per swimmer) | \$ _____ |
| K | Heat sheet cost | \$ _____ |
| L | Concession cost | \$ _____ |
| M | Additional expenses (please specify) _____ | \$ _____ |
| N | Total fees due | \$ _____ |
| TOTAL PROFIT (G - N) | | \$ _____ |

IV.D.2.f. Meet Host Responsibilities

IV.D.2.f.(1) Essential Items

In bidding for a PNA Masters meet, as hosts we will provide:

- a. Complete entry cards for entries received without cards. Lane timer sheets may be used instead of cards.
- b. Meet seeding with complete heat sheet, to include name, club, age, entered time, heat number, and lane number. All heats are to be seeded by time, combining sexes and age groups. (For each event, all times are combined in a single rank order). All events in a meet must be seeded in the same order. PNA policy requires that all events be seeded slowest to fastest.
- c. Announcer
- d. One Referee: The Referee may also serve as a Stroke and Turn judge but shall not serve the duties of Starter. The Meet Referee must be certified as a Referee, Starter, or Stroke and Turn judge by USS, YMCA, or any other USMS approved certifying body.
- e. One Starter: The Starter may also serve as a Stroke and Turn judge.
- f. Two Stroke and Turn Judges: At least two people shall perform these duties during competition.
- g. Clerk of Course
- h. Safety Marshals
- i. Accurate results
- j. Awards distribution
- k. Heat sheets
- l. Posted heat sheets and results
- m. Lap counters cards for distance events
- n. Entry form information to be provided to the Meets Liaison and the Newsletter Editor no later than the 10th of the 3rd month prior to the awarded meet date.
- o. Verification that all entrants are registered with USMS or appropriate national governing body for foreign swimmers.

IV.D.2.f.(1) Timing Arrangements

USMS rules apply. Please refer to the USMS Rulebook for rules regarding the number of timers required for official records. PNA Masters has approved a \$3-per-entry surcharge when electronic (automatic or semi-automatic) timing will be provided for a single-day meet and a \$5.00-per-entry surcharge when electronic timing will be provided for a multi-day meet. The fee must be included on the meet entry form.

If electronic timing is used, officials must note on the tape if a malfunction occurs and secondary, back-up times are used.

A minimum of two timers per lane is required if manual watches are to be used. The host agrees to the timing arrangements entered on the bid application form.

IV.D.2.f.(1) Additional Amenities

_____ Warm-up lanes or area during competition

_____ Concessions stand

_____ Other (please specify): _____

IV.D.2.f.(1) Meet Results

Upon completion of the meet, the host organization will turn over the following to the PNA Top Ten/ Records/ Results Recorder:

- a. CARDS for all events including relays, distance freestyle events, and the 400 IM
- b. ALL ENTRY FORMS
- c. ALL TIMING TAPES, if the meet is electronically timed
- d. HEAT SHEET and/or corrected heat sheet (showing any re-seeding)
- e. HEAT SHEET for deck-seeded events (e.g., list of heat and lane assignments for deck-seeded events)
- f. HEAT SHEET for deck-entered events (e.g., list of heat and lane assignments for relays)
- g. TIMERS' HEAT SHEETS or swimmer lists from each lane
- h. Copy of MEET RESULTS and/or disk of meet results including:
Individual Events: Event name, age group, swimmer name, swimmer age, swimmer club, time
Relay Events: Event name, age group, club & team name, name and age for each of the four swimmers, time
- i. RECORD DOCUMENTATION for any new national or world records (card and/or timing tape and record application for each record)
- j. POOL LENGTH MEASUREMENT if any world records were broken (required for 25 meter and 50 meter pools only)
- k. Name and certification level of the Meet Referee.

IV.D.2.f.(1) PNA Fees

Within 21 days of the completion of the meet, the host organization will send the following to the PNA Treasurer:

- \$1.75 per swimmer LMSC surcharge
- Completed Meet Financial Report

Upon completion of the meet, the host organization will turn over money received from awards sales in the awards box to the PNA Awards Chair.

IV.D.2.g. PNA Responsibilities

IV.D.2.g.(1) PNA Pre-Meet Responsibilities

- a. The PNA will notify Meet Host of the order of events for inclusion in the entry form.
- b. The PNA Meets Liaison will work with the Meet Host to produce the meet entry form.
- c. The PNA will print a 1/2-page ad in the WetSet if the meet host submits ad copy at least 60 days prior to the meet.
- d. The PNA will provide No Diving Signs, T-shirts for Safety Marshals, up to 22 watches (if needed by the host), and a copy of current version of USMS Rules..
- e. The PNA will provide awards for the host team to sell.
- f. The PNA Registration Chairman will send the meet host a PNA membership list approximately 1 week before the swim meet. This list is intended to aid the host in verifying that local swimmers are registered with USMS.

IV.D.2.g.(1) PNA Post-Meet Responsibilities

The meet results will be printed in the WetSet.

IV.D.2.h. Agreement

As host, we agree to conduct a PNA Masters meet with regard to the standards described and in conformance with USMS Rules and Regulations.

As Meet Hosts we agree to fulfill all of the Meet Host Responsibilities listed in this contract. We also agree to follow all terms listed in our meet bid application. In the event that we identify problems that could lead to cancellation, we will contact the Meets Liaison. The Meets Liaison will be responsible for contacting any PNA officers regarding other options or cancellation, if necessary. We agree to seek alternate pools, and/or dates if circumstances require. We agree that after confirmation of a change or a cancellation by PNA Meets Liaison, we will notify all entrants immediately as to changes and make arrangements to notify arriving swimmers of the changes by posting notices, etc. We agree that if we are unable to fulfill the meet contract that we will return funds to the entrants and notify entrants, at our expense.

Signed _____

Host organization representative

Date _____

Address _____

Phone _____

The PNA agrees to fulfill all of the PNA Responsibilities listed in this contract.

Signed _____

PNA Meets Liaison

Date _____

This contract and/or the Meet Bid Application may be revised only by mutual consent of the Host Organization and the PNA. Such changes will be documented in writing and appended to this contract.

IV.E. Open Water Bid And Sanction Forms

IV.E.1. Open Water Events

Meet hosts are also encouraged to consider hosting an open water event. PNA guidelines for open water events are listed on pages 28 - 31.

IV.E.2. Bid and Sanction Form

IV.E.2.a. General Information

Event Location: _____ Date: _____

Event Name: _____

Sponsoring Organization: _____

Event Director: _____

Address: _____

E-mail _____

Phone: (_____) _____

IV.E.2.b. Expected Course Conditions:

Water temp: _____ Waves: _____ Currents: _____

Body of Water: _____ Shore Condition: _____

Weather: _____

Other comments: _____

_____ (use back if needed)

IV.E.2.c. Medical Information for Sanctioned Events

Event date: _____ Name of event director: _____ Phone: _____

Body of water: _____

Address: _____

Nearest Emergency Hospital: _____

Address: _____

Phone: _____

Distance from event site: _____

Ambulance on site throughout event? Yes No

Closest emergency phone: _____

Phone number to obtain emergency medical services during event: _____

Person responsible for coordination of safety at event: _____

Address: _____

Phone: _____

Other emergency personnel available:

| Name | Qualifications |
|-------|----------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Rescue Equipment at Event Site

Check all available:

| | | |
|----------------------------------|-------------------------------|-----------------------------------|
| Ace bandages: ___ | Blanket: ___ | Pocket Mask: ___ |
| Adhesive tape: ___ | Cot: ___ | Rescue tubes: ___ |
| Antiseptic spray: ___ | First aid kit: ___ | Ring buoys: ___ |
| Backboard: ___ | Gauze pads: ___ | Shepherd's crooks: ___ |
| Bandages: ___ | Latex gloves: ___ | |

IV.E.2.d. Suggested Pre-Race Instructions

Note: A strong effort should be made to involve all the contestants in the pre-race briefing and to ensure that the instructions can be heard and understood. A good public address system is essential.

1. Welcome:
 - a. Announce the name of the swim
 - b. Thank the sponsors
2. General Announcements:
 - a. Water temperature
 - b. Possible hazards
 - c. Currents or tides
3. Safety & Emergency Procedures: Suggested wording:
 - a. "If you are apprehensive about participation in the swim or your ability to complete the distance, please withdraw before entering the water at the start. This is not the time to test your open water swimming skill for the first time."
 - b. "If you need assistance during the race, wave one arm overhead and a paddler will come to you."
 - c. "If you drop out before or during the race, report immediately to the finish line judge under the finish banner so your safety can be accounted for."
 - d. "Faster swimmers should position themselves closer to the start line at the edge of water with slower swimmers assuming a less risky position further back in the pack."
 - e. "Emergency staff will be stationed . . . (indicate where)."
 - f. "A cut off time of _____ hours/minutes will be enforced. Swimmers still in the water at this time will be brought to shore for their own safety."
4. Finish:
 - a. Chute directions
 - b. Clock location
 - c. Finish directions
5. Course:
 - a. Direction of swim
 - b. Buoys - number, type, color, and related requirements
 - c. Reference to course map and course violations
6. Start:
 - a. Announce the expected time of the start
 - b. Re-caution slower/faster warning
 - c. Appeal to swimmers to spread out and be courteous
 - d. Explain starting signals
 - e. Identify start line

IV.E.3. Open Water Event Evaluation

Event Location: _____ Date: _____

Event Name: _____

Sponsoring Organization: _____

Event Director: _____ Event Evaluator: _____

Phone: (_____) _____ Phone: (_____) _____

- 1. Administrative Preparation (this section is to be completed by the Open Water Chairman)
 - a. Bid submitted in a timely manner. 4 3 2 1 0
 - b. Entry form approved by Open Water Chairman before distribution. 4 3 2 1 0
 - c. Event information submitted to WetSet in a timely manner. 4 3 2 1 0
- 2. Facilities
 - a. Changing, restroom and parking facilities adequate. 4 3 2 1 0
 - b. Public address system adequate. 4 3 2 1 0
- 3. Safety
 - a. Race instructions and course maps adequate. 4 3 2 1 0
 - b. Safety monitors (technical and safety) adequate. 4 3 2 1 0
 - c. Control of water traffic adequate. 4 3 2 1 0
 - d. Emergency Evacuation boats adequate. 4 3 2 1 0
 - e. First Aid station properly supplied and manned. 4 3 2 1 0
- 4. Course
 - a. Starting area organized and safe for competitors. 4 3 2 1 0
 - b. Course layout, markings accurate and identifiable. 4 3 2 1 0
 - c. Finish area organized and safe for competitors. 4 3 2 1 0
- 5. Operations
 - a. Conformed to pre event information. 4 3 2 1 0
 - b. Event conducted according to PNA/USMS Long Distance Rules. 4 3 2 1 0
 - c. Registration and check-in adequate 4 3 2 1 0
 - d. Race start timely, safe and organized. 4 3 2 1 0
- 6. Recording and Results
 - a. Accurate timing and compilation. 4 3 2 1 0
 - b. Timely announcement and posting. 4 3 2 1 0
 - c. Awards presented in a timely manner. 4 3 2 1 0
- 7. Administrative Wrap-up (this section is to be completed by the Open Water Chairman)
 - a. Medical evacuation and first aid procedures established. 4 3 2 1 0
 - b. Performance Bond submitted as required. 4 3 2 1 0
 - c. Monies for PNA fee submitted. 4 3 2 1 0
 - d. Results distributed as required. 4 3 2 1 0
 - e. Financial statement submitted. 4 3 2 1 0

Total Points _____

COURSE CONDITIONS:

Water temp: _____ Waves: _____ Currents: _____

Body of Water: _____ Shore Condition: _____

Weather: _____

Other comments: _____

_____ (use back if needed)

Evaluator's signature: _____ Date: _____

IV.E.4. Financial Report Form

Event _____ Date _____

REVENUE:

| | | | |
|---------------------------|------------------|--------------------------------|-------|
| # Individual pre-entries | _____ x \$ _____ | entry fee = | _____ |
| # Individual late-entries | _____ x \$ _____ | entry fee = | _____ |
| # Individual entries | _____ x \$ _____ | surcharge = | _____ |
| | | Subtotal individual fees | _____ |
| # Relay pre-entries | _____ x \$ _____ | entry fee = | _____ |
| # Relay late-entries | _____ x \$ _____ | entry fee = | _____ |
| | | Subtotal relay fees | _____ |
| | | Subtotal all entry fees | _____ |

OTHER REVENUE:

| | | |
|-----------------|-------|-------------------------------|
| Food Concession | _____ | |
| T-shirts | _____ | |
| Donations | _____ | |
| Other | _____ | |
| | | Subtotal other revenue |
| | | _____ |

TOTAL ALL REVENUE

EXPENSES

| | |
|------------------------|-------|
| Advertising | _____ |
| Awards (participation) | _____ |
| Awards (place) | _____ |
| Computer | _____ |
| Facility | _____ |
| Hospitality | _____ |
| Local Sanction Fees | _____ |
| Miscellaneous Supplies | _____ |
| Personnel | _____ |
| Phone | _____ |
| Postage | _____ |
| Printing/copying | _____ |
| Timing | _____ |
| T-shirts | _____ |
| Other | _____ |
| Other | _____ |
| Other | _____ |
| Other | _____ |

TOTAL ALL EXPENSES

NET PROFIT (LOSS)

Report submitted by: _____ (name)
 _____ (title)
 _____ (address)
 _____ (city/state/zip)
 _____ (phone)
 _____ (E-mail)

IV.F. The WetSet Newsletter

IV.F.1. General

PNA's newsletter, *The WetSet*, publishes 10 issues a year with news such as meet entries, results, tips, event announcements, fitness articles, and team listings.

IV.F.2. Submitting information

The WetSet is always looking for local feature items. Do you know an interesting swimmer? Do you have a possible idea for an article? If you have technique tips, workouts, or other news, let the editor know. Contact Sandy McNeel at (206) 324-0480 or e-mail at swim@troutlake.com.

IV.F.3. Deadlines

Submit your article before the 20th of the month to be in time for the following month's issue.

IV.G. PNA Web Page

The Pacific Northwest Association of Masters Swimmers maintains a web site devoted to the dissemination of information related to Masters Swimming in general and PNA Masters Swimming in particular. The web site URL is www.swimpna.org

Major Components of web site include:

1. Calendar including schedule of events, meets, open water swims, postal swims and clinics in Washington, Oregon, Montana, Idaho, Alaska, British Columbia as well as National Championship events.
2. Records including PNA records, individual & relay; Northwest Zone records, individual & relay; individual swimmer search of records database; time conversions between various courses; and links to National & World Records.
3. PNA meet results and links to USMS meet results.
4. PNA information such as registration forms, Members Guide, Constitution, By-Laws, PNA policies, list of contacts, Open Water Swimming Guidelines, information for meet hosts, information on bidding for meets, and information on PNA meetings
5. Where to swim guide with links to Masters teams in the Northwest and a link to the USMS *Places to Swim* list.
6. Links to other swimming pages including USMS web page, USMS Top 10 listings, Masters Swimming Sites in the Northwest and Canada, and the FINA web page.

IV.H. PNA Awards

IV.H.1. Dawn Musselman Award

The PNA has presented this Inspirational Award annually since 1986 in memory of our "ultimate Masters swimmer," Dawn Musselman (1913 - 1986). In Dawn's early days she was an Olympics hopeful. In her last days she continued to inspire her teammates until cancer took its toll.

Dawn was a long-time PNA member. Not only was she a gifted swimmer (the PNA record book currently lists 15 LCM, 4 SCM, and 14 SCY records still held by Dawn in the 60 to 74 age brackets!), Dawn was the kind of person who inspired others and encouraged them to do their best.

Award winners include:

| | | |
|----------------------|----------------------|------------------|
| 1986: Dawn Musselman | 1993: Robin O’Leary | 2000: Joan Davis |
| 1987: Marlene Holmes | 1994: Marion Mueller | |
| 1988: Maxine Carlson | 1995: Tammi Keeler | |
| 1989: Jim Penfield | 1996: Ian Thompson | |
| 1990: Tom Foley | 1997: Suzanne Dills | |
| 1991: Karen Jost | 1998: Clark Pace | |
| 1992: Jan Kavadas | 1999: Dan Frost | |

Nominations are open to all PNA members. The ideal candidate:

1. Is an inspiration to all PNA swimmers
2. Willingly shares information, training, or coaching tips
3. Offers encouragement to other swimmers
4. Exhibits good sportsmanship at all times
5. Shows a strong commitment to PNA Masters Swimming

If you know someone who qualifies – write up a few paragraphs telling why! Submit your nomination to Steve Peterson (Poulsbo: 360-692-1669; speterson@bandwagon.net). The award (a personal plaque and the perpetual trophy with recipient’s name added) is typically presented during the PNA Champs meet, either on deck or at the banquet (if one is held).

Nominations for the Inspirational Award should be submitted by the end of February each year.

IV.H.2. PNA Distinguished Service Award

The PNA has presented its Distinguished Service Award only once since its inception in 1998. This award identifies and honors those PNA members or related individuals who have provided exemplary or exceptional service toward the PNA and its membership. The award could be aptly nicknamed the “Hugh and Jane Moore Award” after its first recipients for their many years of dedicated involvement with our LMSC. Between them they have served in many positions, from meet director to committee chair, from interested member to president, helping to build and maintain the PNA as a high quality LMSC that is well-respected by (not to mention well-represented in) the USMS national organization.

This award is presented irregularly, but like the Dawn Musselman Inspirational Award is open for nominations from any PNA member. The criteria applied include:

1. Scope and quality of service to the PNA and its membership
2. Excellence in administrative, organizational, or political skills that benefit the PNA
3. Long-term commitment to the PNA organization and family

Nominations may be submitted at any time. Nominations should describe the candidate’s qualifications in writing and should be submitted to the PNA Board of Directors. The Board will evaluate the nomination at its next regularly scheduled business meeting. The form of the award and details of its presentation will be determined by the Board. Typically, a plaque will identify the recipient and be accompanied by an appropriate gift or stipend.

Nominations for the Distinguished Service Award may be submitted at any time.

IV.I. Places To Swim

Some pools are private clubs and do not allow single-time swims. Call to check details.

| | | | |
|----------------------|--|---|--|
| Aberdeen | Miller Natatorium Pool | Willard &N 'B' Street | (360) 533-3881 |
| Anacortes | Fidalgo Pool & Fitness Center | 1603 22nd Street | (360) 293-0673 |
| Auburn | Auburn Pool Auburn Valley YMCA | 516 4th Ave NE 1005 12th Ave SE | (206) 939-8825 (206) 833-2770 |
| Bainbridge | Ray Williamson Pool | NE High School Road | |
| Bellevue | Bellevue Club Bellevue Family YMCA Bellevue Pool Eastside Athletic Club Newport Hills Pro Sports Club Samena Swim Club | 11200 SE 6th Street 14230 Bel-Red Rd 601 143rd Ave NE 1505 140th Ave NE 5464 119th Ave SE 4455 148th Ave NE 15231 Lake Hills Blvd | (425) 455-1616 (425) 746-9900 (425) 296-4262 (425) 641-1111 (425) 746-9510 (425) 885-5566 (425) 746-1160 |
| Bellingham | Arne Hanna Aquatic Center Whatcom Family YMCA | 1114 Potter Street 1256 N State Street | (360) 647-7665 (360) 773-8630 |
| Bothell | Northshore Pool Northshore YMCA St.Edward Pool | 9815 NE 188th Street 11811 NE 195th 14445 Juanita Dr NE | (425) 296-4333 (425) 485-9787 (425) 296-2970 |
| Bremerton | Bremerton Municipal Pool Olympic Aquatic Center | 50 Magnuson Way 7070 Stampede Blvd | (360) 478-5376 (360) 692-3192 |
| Burien | Evergreen Pool | 606 SW 116th Street | (206) 296-4410 |
| Centralia | Centralia Community Pool | 915 F Street | (360) 330-7692 |
| Des Moines | Mount Rainier Pool | 22722 19th Ave S | (206) 296-4278 |
| Edmonds | Yost Pool | 9535 Bowdoin Way | (425) 775-2645 |
| Enumclaw | Enumclaw Pool | 420 Semanski Street | (206) 825-1188 |
| Everett | Everett Community College Everett County YMCA Forest Park Swim Center | 801 Wetmore Ave 2720 Rockefeller Ave 801 Mukilteo Blvd | (425) 259-7151 (425) 258-9211 (425) 259-0300 |
| Federal Way | Bally's Pacific West Federal Way Pool King County Aquatic Center | 32818 1st Ave S 30421 16th Ave S 650 SW Campus Dr | (253) 838-3424 (253) 839-1000 (206) 296-4444 |
| Fife | Fife Community Pool | 5410 20th Street E | (253) 922-7665 |
| Friday Harbor | San Juan Club | 435 Argyle Street | (360) 378-4449 |
| Gig Harbor | Peninsula High School Pool | 14105 Purdy Dr NW | (253) 857-3533 |
| Hoquiam | Hoquiam Pool | 717 'K' Street | (360) 533-3474 |
| Issaquah | Julius Boehm Pool | 50 SE Clark Street | (425) 837-3355 |
| Kent | Kent Pool Tahoma Pool | 25316 101st Ave SE 18230 SE 240th Street | (206) 296-4275 (206) 296-4276 |
| Kirkland | Juanita High School Pool | 10601 NE 132nd Street | (425) 823-7627 |
| Lakewood | Lakewood Family YMCA | 9715 Lakewood Dr SW | (253) 584-9622 |
| Lynden | Lynden YMCA | 100 Drayton Street | (360) 354-5000 |
| Lynnwood | Lynnwood Pool | 18900 44th Ave W | (425) 771-4030 |
| Marysville | Marysville-Pilchuck Pool | 5611 108th Street NE | (360) 653-0609 |

| | | | |
|--------------------------|------------------------------|----------------------------|----------------|
| Mercer Island | Mercer Island District Pool | 8815 SE 40th Street | (206) 296-4370 |
| | Stroum Jewish Center | 3801 E Mercer Way | (206) 232-7115 |
| Mountlake Terrace | Mountlake Terrace Pool | 5303 228th Ave SW | (425) 776-3197 |
| Mount Vernon | Skagit Valley Family YMCA | 215 E. Fulton Street | (360) 336-9622 |
| Oak Harbor | John Vanderzicht Pool | 85 SE Jerome Street | (360) 675-7665 |
| Olympia | Evergreen College | Rec & Athletics #210 | (360) 866-6000 |
| Port Angeles | William Shore Memorial Pool | 225 E 5th | (360) 457-0241 |
| Port Orchard | South Kitsap Pool | 425 Mitchell Ave | (360) 876-7385 |
| Poulsbo | North Kitsap Community Pool | 1881 NE Hostmark Street | (360) 598-1070 |
| Puyallup | Bally's Pacific West | 3600 9th Street SW | (253) 845-1713 |
| | Mel Korum Family YMCA | 302 43rd Ave SE | (253) 841-9622 |
| Redmond | Redmond Pool | 17535 NE 104th Street | (206) 296-2961 |
| Renton | Cascade Athletic Club | 17110 116th Ave SE | (206) 271-3857 |
| | Renton Pool | 16740 128th Ave SE | (206) 296-4335 |
| Seattle | Aqua Dive Swim Club | 12706 33rd Ave NE | (206) 364-2535 |
| | Ballard Pool | 1471 NW 67th Street | (206) 684-4094 |
| | Colman Pool (summer only) | 8603 Fauntleroy Way SW | (206) 684-7494 |
| | Downtown YWCA | 1118 5th Ave | (206) 447-4868 |
| | East Madison YMCA | 1700 23rd Ave | (206) 322-6969 |
| | Evans Pool | 7201 E Green Lake Dr N | (206) 684-4961 |
| | Gateway Athletic Club | 700 5th Ave, 14th Floor | (206) 343-4692 |
| | Helene Madison Pool | 13401 Meridian Ave N | (206) 684-4979 |
| | Highline Fitness & Swim Club | 626 SW 154th | (206) 433-1036 |
| | Meadowbrook Pool | 10515 35th Ave NE | (206) 684-4989 |
| | Medgar Evers Pool | 500 23rd Ave | (206) 684-4075 |
| | Mounger (summer only) | 2535 32nd Ave W | (206) 684-4708 |
| | Queen Anne Pool | 1920 1st Ave W | (206) 386-4282 |
| | Rainier Beach Pool | 8825 Rainier Ave S | (206) 386-1944 |
| | Salvation Army Corps Center | 9050 16th Ave SW | (206) 767-3150 |
| | Sandpoint Naval Station | Bldg 47 | (206) 526-3336 |
| | Seattle Athletic Club | 33 NE 97th Street | (206) 522-9400 |
| Seattle University | 14th & Cherry | (206) 296-6404 | |
| Shoreline Pool | 19030 1st Ave NE | (206) 296-4345 | |
| Southwest Pool | 2801 SW Thistle Street | (206) 684-7440 | |
| University of Washington | Hec Ed Pavilion Pool | (206) 543-6644 | |
| Washington Athletic Club | 1325 6th Ave | (206) 622-7900 | |
| West Seattle Family YMCA | 4515 36th Ave SW | (206) 935-6000 | |
| Sequim | Sequim Aquatic Center | 610 N 5th Street | (360) 683-6699 |
| Silverdale | Bangor Submarine Base Pool | Bldg 2700 | (360) 535-5941 |
| Snohomish | Hal Moe Memorial Pool | 405 3rd Street | (360) 563-7330 |
| Sumner | Sumner Pool | 1707 Main Street | (206) 863-8110 |
| Tacoma | Bally's Pacific West | 1680 S Mildred Street | (253) 565-4600 |
| | Eastside Community Pool | 3524 E 'L' Street | (253) 591-2042 |
| | Morgan Family YMCA | 1102 S Pearl Street | (253) 564-9622 |
| | Pacific Lutheran University | Yakima Ave S & 124th ST S | (253) 535-7370 |
| | Pierce College Pool | 9401 Farwest Dr SW | (253) 964-6678 |
| | Tacoma Center YMCA | 1144 Market Street | (253) 597-6444 |
| Tukwila | South Central Pool | 4414 S 144th | (206) 296-4487 |
| Tumwater | Valley Athletic Club | 4833 Tumwater Valley Dr SE | (360) 352-3400 |