



January 16, 2019; 7:30 pm conference call

Call in number 1-866-212-0875 passcode 5176157

AGENDA *Discussion Item

- I. **Call to Order & Introductions**
- II. **Approval of November annual meeting minutes (separate attachment)**
- III. **Reports**

Executive Committee

Chair—John King, report

Treasurer—Laura Shope, report attached

Past Chair – Peter Guadagni, report

Secretary—Leianne Crittenden, report attached

Office Administrator—Chris Ottati, report

Schedule—Steve Cutting, report

Hospitality—Marcia Benjamin, no report

Pool Meet Committee—John Morales, report

Meet Operations—Peter Guadagni, report

Officials—Mike Abegg, report

Open Water Committee—Phyllis Quinn, report

Communications and Technology—Bob Anderson, no report

Update—Chris Ottati, report

Website—Caroline Lambert, no report

Clubs and Coaches—Stu and Mary Kahn, no report

Ad Hoc Committees—no report

Old Business— Karen Harris, report *

New Business— no report

Club news—no report

Policy Updates

2019 MEETING DATES: all dates are tentative: February 20(cc), March 20, April 17(cc), May 15, June 19(cc), July 17, August 21(cc), September 12 (convention), October 16(cc), November annual meeting – not set

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

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

Working Calendar for March: distribute Convention Delegate information;

January meeting reports – 01/16/2019

Officer and Committee Reports

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

Executive Committee

Chair—John King, report

- I hope everyone had a wonderful holiday with friends and family! Since our last meeting we had one item for the executive committee, which is to be reported at the next committee meeting. Meet dates were established for three events; USF Valentines Affair, Spring Lake, and Cal Aquatic. Steve will give additional details in his update.
- The USMS Leadership Conference will be held March 1-3 in Phoenix Arizona, which is a lot closer than Houston two years ago. LMSC Chair's and this year a second representative from each LMSC will attend to exchange information, ideas, etc.
- Calling on all teams for their Coach of the Year nominations. The procedure is easy and outlined in the handbook. All nominations are due by February 14 to me. A sub-committee will be formed to select a coach, and the award will be given at the Short Course Yards Championship in April.
- The USMS Ransom Arthur Award nominations are due to USMS by Pacific Masters no later than March 15, so that we have time to gather all of the supporting information in time we need to have the individual(s) identified in the next few weeks.
- 2019 Rule Books have been orders: 10 standard, 15 mini.

Treasurer—Laura Shope, financial reports attached

Past Chair—Peter Guadagni, report

As many delegates know, the USMS Annual Convention is not always the most fun affair. We have made the Pacific Masters Annual Meeting into a celebration of local Masters swimming by including a talk from an entertaining and informative swimming celebrity. Perhaps a similar program could add joy to the USMS Convention

Proposal: Pacific Masters to allocate up to \$10,000 from its reserves so sponsor a speaker at the USMS annual convention. If the program is successful we could consider partial sponsorships in future years with the eventual goal of the speaker cost being embedded in fees or paid by individual, LMSC and/or corporate sponsors.

Secretary—Leianne Crittenden, report attached

Office Administrator—Chris Ottati, report

Registration: 7,018 members; 130 clubs; 405 self-identified coaches have registered for Pacific Masters as of 01/14/18. In 2018, we had 7,301 members; 131 clubs; 368 self-identified coaches. The number of cards being printed is in the 20-30% range, which is less than last year.

Top Ten: SCM Top Ten submitted to USMS.

Swim Events: The SRM Revolution meet was successfully completed. USF Valentine’s meet had to change dates to February 2 due to inability to get computer/Colorado operator and equipment on the original date.

85+: Last week I emailed the 85+ Pacific Masters member who had registered for 2019 letting them know they would be receiving a \$45 check to reimburse their 2019 membership dues. I have received a few emails saying thank you but keep the money. I will send the checks out this week.

USMS Peer to Peer calls: Upcoming conference calls are:
February 12th - Officials

2019 Rule books: 10 full rule books and 15 mini rule books have been ordered.

Schedule—Steve Cutting, report

Event bids needing discussion/approval at the January 16, 2019 meeting

Event Bid (type)	Bid Received Date	Host	Location	1 st Choice 2019 Dates	2 nd Choice 2019 Dates	Comment
16th Annual Alan Liu Memorial SCM Meet	12/16/2018	MVM	Eagle Park Pool, Mountain View,	9/22/2019	9/29/2019	2019 USMS Convention is Sept 11 - 15
Pacific Masters LCM championship		WCM				John Morales has been coordinating with John King, but I have not received event bid information as of Friday 1/11/19

I recommend approving the 1st choice date for the Alan Liu meet.

Hospitality—Marcia Benjamin, no report

Pool Meet Committee—John Morales, report

The Pool Committee convened in December 2018 to discuss-

1. Revamped Pool Evaluation Form- a performance bonus is now determined by evaluation rating.
2. Increase in max meet fees
3. Increase in max relay fees
4. LCM Champs- separate day for 1500 with additional nominal fee to swimmer
5. SCM Champs- possible cap on number of 800 and 1500 swimmers to maintain reasonable meet schedule

Pool Committee Meeting Minutes attached and new Meet Evaluation Form attached

Meet Operations—Peter Guadagni, report

1. A redline of the Meet Operations Handbook has been distributed along with the meeting materials. Please send comments, questions or concerns to me at Pastchair@pacificmasters.org. If there is sufficient demand, a separate conference call will be scheduled. The plan is to formally approve the Handbook at next month's meeting.
2. Last summer a club contacted me about a dual sanction for an intra-squad meet between the age group and Masters teams. The sanction was denied because Pacific Masters rules do not permit closed competitions. Is there interest in modifying our rules to allow sanctioning this type of intra-squad meet? Note: Clubs could hold a non-sanctioned event but times would not count for USMS top 10 or records.

Officials—Mike Abegg, report

Officials Winter update was sent 1/11 by email. Anyone who did not receive the email and wishes too, please email mike.abegg.usms@gmail.com and I will add you.

- Meet Referees have been assigned through the end of February. Officials will be needed for all February meets.
- USMS Referee Program launched January 1, 2019, with our own Michael Moore being USMS Referee #1. Additional Pacific Masters USMS Referees will be certified soon.
- Working on a way for officials to sign up to work meets online, and allowing meet referees to use it to solicit our Officials cadre directly if they're short. Considering a couple different platforms but if anyone has had good success with something like this, let me know.

Open Water Committee—Phyllis Quinn, report

The new trailer is being prepared for the upcoming season. Rob Heath is working on building out the inside, the next step is getting pictures that will be used to "wrap" the outside of the trailer. I also will be researching getting a new finishing arch.

The Open Water page will be updated with the new dates for 2019.

Communications and Technology—Bob Anderson, no report

Update—Chris Ottati, report

Since our November annual meeting three e-newsletters have been sent; Nov. 12, Dec. 10, and Jan. 7. The newsletter was received by approximately 24,000 swimming enthusiasts at an open rate averaging 24%. Our Editor for those first two Updates was Peg/Linda H. and our Editor for the third was Carol/Jeremy. Carol/Jeremy will edit the January 21 UPDATE and Linda S. will edit the February 4 Update. The Update is supervised by Bob Anderson, VP Communications and Technology.

Website—Caroline Lambert, no report

Clubs and Coaches—Stu and Mary Kahn, no report

Ad Hoc Committees—no report

Old Business— Karen Harris, report *

1. Flex Membership Proposal for LMSC (for Bridge and ALTS students)

Sub-committee met and is proposing the following:

- Establish a pilot program for 2019
- PacMasters to waive local fee \$11 for a limited number of ALTS/Bridge students
- Students must be participating with a registered PacMasters team in good standing for 2019
- Students must have exhausted the 30 day trial from USMS
- Students must be registered in an ALTS class or Bridge to Masters class
- Limit to 25 students (for all of PacMasters)
- Total cost to PacMasters: \$275

Cost to Student: \$45 vs \$56

Participating teams will need to provide a report at end of year regarding student progress and if they join the masters team, plan to continue in 2020. Teams should also provide student feedback at or before 12 months (before USMS renewal).

2. Flex Membership - Legislative proposal UPDATE

Chris Campbell, Oceana Director, brought issue up at BOD call in December, did not have time to discuss but sentiment was positive. BOD will discuss at a later date (possibly Feb in-person meeting).

3. Rules Committee

New rules are now active. See **Major Changes for 2019** (attached) for more details.

New Business— no report

Club news—no report

TEME is looking for a coach. See UPDATE for details.

Policy Updates

August

Information below supplied from Phyllis. We will discuss as a group in October.

Pool versus Open water event entry fees

Pacific masters entry fees 2018

Pool		LCM	\$43
SCY	\$43	Open Water	
City Mile	\$30	Donner	\$50
USF	\$24	Berryessa	\$60
Splash Dash	\$22	Spring Lake	\$55
Cal Aquatics	\$24	Del Valle 5/10k	\$75
Rinconada	\$34	Del Vale 1.2/2.5k	\$55
Santa Rosa	\$25	Santa Cruz/both	\$65

Keller Cove \$50

Alan Liu \$30

Davis End of Summer \$30



Pacific Masters Swimming
2018 Annual Celebration and Meeting
November 04, 2018

- 7:30-9:30 Workout, St. Mary's College, Recreation Center, swim and dryland
- 10:30-11:30 Documentary film *Kim Swims*, with Kim Chambers
- 11:45-2:30 Lunch with keynote speaker Nathan Adrian followed by business meeting

Annual Meeting Agenda (See attached brochure)

- Year in review by John King. Pacific Masters Swimming had a vibrant year with 434 coaches, 150 clubs, which was 4 fewer clubs than last year and 11,2508 members. The *Bridge to Masters* Program was started by Pacific Masters Swimming and USMS in an effort to increase membership of younger swimmers, 18+, making the transformation from Club Sports to Masters more available and appealing. Recognition and appreciation was given to Officers, Officials, Committee Members, Delegates, Coaches and Volunteers all of which provide leadership for the operation of our Organization.
- Oceana Zone Board Position has been filled by Leianne Crittenden and will now be filled by Chris Campbell.
- Approval of October 17 minutes – John King
- Recognition of 2018 officers, committee chairs and key volunteers – John King
- Treasurer's report by Treasurer, Laura Shope. With the approval of October 2018 report and approval of 2019 budget, with budgeted income of \$185,110, expense budget at \$289,225 making the budgeted net revenue -104,115.
- Recognition of USMS award winners for Pacific Members:
 - Dorothy Donnelly award: Bob Anderson
 - June Krauser Communications Award: UPDATE team (Peg Flynn, Linda Hepworth, Linda Shoenberger, Carol Nip, Jeremy Cohen)
 - Kerry O'Brien coach award: Carol Nip
- Pacific Masters Awards
 - Personal Achievement

- Craig Coombs, Leah Carroll and Terrence Keller
- Peggy Lucchesi
 - Karen Le Febre, DAM
- Appreciation
 - Mike Abegg, VJO
 - Sally Guthrie, SMST
 - Stu and Mary Kahn, DAM
 - Karen Harris, RPM
- Contributor of the Year
 - Rob Heath, MAM
- Nancy Ridout Award for Distinguished Service
 - Bob Upshaw, WCM

- Club news/member comments

Stu and Mary Kahn, VPs of Clubs and Coaches announced that they are updating a Clubs and Coaches contact list so that contact between various coaches and clubs will be streamlined.

Long Course Meters Time Trails will be held in the Spring prior to Long Course Nationals. It is an informal and low key event.

Coach Marcia Benjamin announced the MEMO 400 kick for time, Dec. 1st through Jan. 22nd.

Bob Anderson, VP Communications & Technology said that his group is working on a web page format that will show swimmers' standings to encourage people to earn points.

John Morales, VP Pool Meets said that we had 12 pool meets in 2018 and in 2019 the Short Course Yards Championships will be held at Santa Clara.

**Pacific Local Masters Swimming Committee
Statement of Financial Position**

As of January 11, 2019

	As of Jan 11, 2019	As of Jan 11, 2018 (PY)	Total Change	% Change
ASSETS				
Current Assets				
Bank Accounts				
1000000 Cash				
1000100 Wells Fargo Checking Account	70,639	129,918	-59,279	-45.63%
1000200 Wells Fargo Savings Account	312,339	312,151	187	0.06%
1000300 MNB CD	0	0	0	
Total 1000000 Cash	\$ 382,978	\$ 442,069	-\$ 59,091	-13.37%
Total Bank Accounts	\$ 382,978	\$ 442,069	-\$ 59,091	-13.37%
Total Current Assets	\$ 382,978	\$ 442,069	-\$ 59,091	-13.37%
TOTAL ASSETS	\$ 382,978	\$ 442,069	-\$ 59,091	-13.37%
LIABILITIES AND EQUITY				
Liabilities				
Total Liabilities				
Equity				
3000000 Opening Balance Equity	14,989	14,989		0.00%
3900000 Retained Earnings	367,873	430,446	-62,574	-14.54%
Net Revenue	116	-3,366	3,482	103.46%
Total Equity	\$ 382,978	\$ 442,069	-\$ 59,091	-13.37%
TOTAL LIABILITIES AND EQUITY	\$ 382,978	\$ 442,069	-\$ 59,091	-13.37%

Friday, Jan 11, 2019 10:32:03 AM GMT-8 - Cash Basis

**Pacific Local Masters Swimming Committee
Budget vs. Actuals: FY 2019 - FY19 P&L**

January - December 2019

NOTES

	<u>Actual</u>	<u>Budget</u>	<u>Total Remaining</u>	<u>% Remaining</u>
Revenue				
4000000 INCOME				
4010000 Registration				
4011000 Membership Dues	224	125,400	125,176	99.82%
4012000 Clubs Registration		760	760	100.00%
4014000 PacMasters Donations		5,500	5,500	100.00%
4015000 USMS Donations		200	200	100.00%
Total 4010000 Registration	\$ 224	\$ 131,860	\$ 131,636	99.83%
4020000 Event Fee Income			0	
4020200 Open Water Sanction Fees		7,000	7,000	100.00%
4020300 Meet Management Services		10,000	10,000	100.00%
4020400 Sanction Bond Deposits		2,550	2,550	100.00%
Total 4020000 Event Fee Income	\$ 0	\$ 19,550	\$ 19,550	100.00%
4070000 Other Income			0	
4070100 Clinic Revenue		2,000	2,000	100.00%
4070500 PacMasters Meet		29,500	29,500	100.00%
4070900 Misc. Other Income		2,000	2,000	100.00%
Total 4070000 Other Income	\$ 0	\$ 33,500	\$ 33,500	100.00%
4090000 Bank Interest		200	200	100.00%
Total 4000000 INCOME	\$ 224	\$ 185,110	\$ 184,886	99.88%
Total Revenue	\$ 224	\$ 185,110	\$ 184,886	99.88%
Gross Profit	\$ 224	\$ 185,110	\$ 184,886	99.88%

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2

Expenditures

6000000 EXPENSE				0	
6100000 Office and Administrative				0	
6100110 Supplies		3,000	3,000	100.00%	
6100120 Postage		3,000	3,000	100.00%	
6100130 Printing		500	500	100.00%	
6100300 Telephone		600	600	100.00%	
6100310 Conference Calls		2,500	2,500	100.00%	
6100330 Web Conferencing		1,000	1,000	100.00%	
6100350 Meeting Equipment		200	200	100.00%	
6100400 Rule Books		400	400	100.00%	
6100450 File Storage		3,360	3,360	100.00%	
6100500 Meeting Room Rental		600	600	100.00%	
6101200 Office Travel/Training/Entertainment		100	100	100.00%	
6101999 Office Administrative Contractor		35,000	35,000	100.00%	
6102000 Bank Fees/NSF Return Checks		100	100	100.00%	
6102100 Renewal Notices		200	200	100.00%	
6109000 Misc. Office Expenses		2,000	2,000	100.00%	
Total 6100000 Office and Administrative	\$	0	\$ 52,560	\$ 52,560	100.00%
6200000 Executive Committees				0	
6210000 Chairman				0	
6210110 Chair Office/General Admin. Expenses		750	750	100.00%	
6210200 ChairTravel/Entertainment		5,000	5,000	100.00%	
Total 6210000 Chairman	\$	0	\$ 5,750	\$ 5,750	100.00%
6220000 Treasurer				0	
6220110 Acctg Online Services		75	300	225	75.00%
6220120 Filing Fees			25	25	100.00%
Total 6220000 Treasurer	\$	75	\$ 325	\$ 250	76.92%
6230000 Secretary			100	100	100.00%
6240000 Awards				0	
6240100 Swimmer of the Year			7,000	7,000	100.00%
6240130 Service/Achievement			1,500	1,500	100.00%
6240160 Coach of the year			150	150	100.00%
Total 6240000 Awards	\$	0	\$ 8,650	\$ 8,650	100.00%

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6250000 Hospitality			2,000		2,000	100.00%	
6260000 Scheduling			250		250	100.00%	
Total 6200000 Executive Committees	\$	75	\$	17,075	\$	17,000	99.56%
6300000 Pool Meets					0		
6310000 Sanction/Meet Operations					0		
6310100 USMS Pool Sanction Fees			800		800	100.00%	
6310399 Contract Service for HyTek			10,000		10,000	100.00%	
6310400 Pools/Meet Sanction (Bond) Refund			2,400		2,400	100.00%	
6310500 PacMasters Meets			29,500		29,500	100.00%	
6310600 Meet Incentives			5,000		5,000	100.00%	
6310650 Pool Meet Bonuses			400		400	100.00%	
6310700 Championship Meet Awards			3,400		3,400	100.00%	
6310750 Championship Meet Incentive			10,000		10,000	100.00%	
6310900 Meet Equipment			1,000		1,000	100.00%	
6310999 Champhionship Officials stipend			10,000		10,000	100.00%	
Total 6310000 Sanction/Meet Operations	\$	0	\$	72,500	\$	72,500	100.00%
6320000 Officials					0		
6320100 Officials Registration			500		500	100.00%	
6320150 Officials Clinics			100		100	100.00%	
6320200 Officials Travel to Nationals			2,300		2,300	100.00%	
6320250 Officials Local Travel Reimbursement			3,000		3,000	100.00%	
6320900 Officials Clothing			500		500	100.00%	
Total 6320000 Officials	\$	0	\$	6,400	\$	6,400	100.00%
6338000 VP Pool Meets Discretionary			2,000		2,000	100.00%	
Total 6300000 Pool Meets	\$	0	\$	80,900	\$	80,900	100.00%
6400000 Open Water Expenses					0		
6400500 USMS OW Sanction Fees			7,000		7,000	100.00%	
6401200 Evaluator Travel Reimbursement			700		700	100.00%	
6401300 Safety Vehicle Subsidy			4,000		4,000	100.00%	
6401400 Open Water Points Awards			3,200		3,200	100.00%	
6401500 Trailer&Buoy Maint. & Equip. Purchase			6,000		6,000	100.00%	
6401550 Trailer Storage			2,160		2,160	100.00%	
6470100 Open Water Training/Clinics			1,000		1,000	100.00%	
6480000 VP Open Water Discretionary			2,000		2,000	100.00%	

Total 6400000 Open Water Expenses	\$	0	\$	26,060	\$	26,060	100.00%
6500000 Communication & Technology						0	
6510000 Publications - Electronic						0	
6510100 Constant Contact				2,200		2,200	100.00%
6510599 Freelance Writers				1,500		1,500	100.00%
Total 6510000 Publications - Electronic	\$	0	\$	3,700	\$	3,700	100.00%
6520000 Web Site						0	
6520100 Web Internet Provider		33		800		767	95.93%
6520150 Software - Web Site				2,000		2,000	100.00%
6520599 Webmaster Contractor				10,000		10,000	100.00%
6520999 Other Web Contractors				8,000		8,000	100.00%
Total 6520000 Web Site	\$	33	\$	20,800	\$	20,767	99.84%
6530000 Technology						0	
6530150 Software - Technology				500		500	100.00%
6530599 Contractors - Technology				2,000		2,000	100.00%
Total 6530000 Technology	\$	0	\$	2,500	\$	2,500	100.00%
6540000 Marketing/Public Relation						0	
6540100 Advertising				100		100	100.00%
6540300 Marketing Printing				100		100	100.00%
Total 6540000 Marketing/Public Relation	\$	0	\$	200	\$	200	100.00%
6550099 Other Communic. & Tech.Professional Services				1,000		1,000	100.00%
6580000 VP Communication & Techn. Discretionary				2,000		2,000	100.00%
Total 6500000 Communication & Technology	\$	33	\$	30,200	\$	30,167	99.89%
6600000 Clubs and Coaches						0	
6600100 Coaches Scholarship				3,000		3,000	100.00%
6600200 Coaches Travel Reimbursement				600		600	100.00%
6600500 Coaches Clinic Facilities Rental				800		800	100.00%
6600550 Other Coaches Clinics Expense				2,000		2,000	100.00%
6600599 Coaches Clinic Stipends				3,000		3,000	100.00%
6680000 VP Club and Coaches Discretionary				2,000		2,000	100.00%
Total 6600000 Clubs and Coaches	\$	0	\$	11,400	\$	11,400	100.00%
6700000 Convention						0	
6700100 Delegates Registration				6,000		6,000	100.00%
6700200 Delegates' Expense Reimbursement				16,000		16,000	100.00%

6700300 Convention Hotel			14,000	14,000	100.00%
6700900 Other Convention Costs			1,500	1,500	100.00%
Total 6700000 Convention	\$	0	\$ 37,500	\$ 37,500	100.00%
6800000 Annual Meeting				0	
6800100 Annual Mtg. Room Rental			4,000	4,000	100.00%
6800300 Annual Mtg. Catering & Food Supplied			8,000	8,000	100.00%
6800400 Annual Mtg. Pool Rental			600	600	100.00%
6800900 Other Annual Meeting costs			250	250	100.00%
6800999 Annual Mtg. Speaker Fees			7,000	7,000	100.00%
Total 6800000 Annual Meeting	\$	0	\$ 19,850	\$ 19,850	100.00%
6900000 USMS Dues				0	
6901000 USMS Individuals Membership			10,000	10,000	100.00%
6901100 PacMasters Scholarship and over 85			1,300	1,300	100.00%
6902000 USMS Clubs Registrations			180	180	100.00%
6905000 USMS Donations			200	200	100.00%
Total 6900000 USMS Dues	\$	0	\$ 11,680	\$ 11,680	100.00%
6990000 Other Income/Expenses				0	
6990100 PacMasters Grants & Gifts			2,000	2,000	100.00%
Total 6990000 Other Income/Expenses	\$	0	\$ 2,000	\$ 2,000	100.00%
Total 6000000 EXPENSE	\$	108	\$ 289,225	\$ 289,117	99.96%
Total Expenditures	\$	108	\$ 289,225	\$ 289,117	99.96%
Net Operating Revenue	\$	116	-\$ 104,115	-\$ 104,231	100.11%
Net Revenue	\$	116	-\$ 104,115	-\$ 104,231	100.11%

1. USMS December statement and payment not rec'd yet

2. Pool committee voted in Dec to forgo bond deposit for established meets

3. Will now pay quarterly payments of \$75

2018 December Pool Committee Meeting

Hello Everyone-

I wanted to thank everyone again for joining me at the last Pool Meeting. I apologized for the length of the meeting. We had quite a bit to cover. Below are notes from the meeting. Please let me know if I missed anything.

John

Attendees- Peter Guadagni, John King, Stu Kahn, Mike Abegg, Chris Ottati, Bob Anderson and John Morales

Pool Committee Meeting and Agenda

Hello Everyone:

I have some items I would like decisions on before January 1, 2019, so they can be implemented next year. My goal is to have the committee read over the items, make suggestions through email and lastly, confirm decisions at a phone conference in November or December.

Item 1: Revamp the Pool Meet Evaluation Sheet and tie in incentive bonuses. (see attached)

Why:

1. The Pool Meet Evaluation form is outdated.
2. A quick poll of one-day pool meet directors revealed to me that the majority are not making at least \$1000.00 for their efforts. Hosting a pool meet is labor intensive and provides an important service to our members.
3. I propose we tie bonuses to evaluations to encourage superior events and to financially assist one day pool meet hosts.
4. Tie in championship meet bonuses to evaluation form.

Championship Bonus Max: SCY \$6000.00 LCM \$4000.00 SCM \$4000.00

Discussion involved trying to find ways for hosts to better their own efforts without assistance. One way was the ability to charge more for their events. The committee agreed to allow a \$5 increase for both one day events (\$40 to \$45) and (\$50 to \$55) for Championship Meets. We also agreed to increasing relay max fees from \$8 to \$10. We also decided to use the Pool Evaluation Form to determine Performance Bonuses:

100 + points = \$250

90-99 points= \$200

80-89 points= \$150

70-79 points= \$100

Championship Incentives:

SCY-\$2000 LCM-\$2500 SCM-\$1000

We also agreed that the pool evaluation form needed further updating, but that the present form would be used until that time.

Each Pool Committee Member was asked to determine their top 5 priorities for a pool competition.

Item 2: Alternate weekend day for 1500/1650 at Pacific Masters Championships.

Why:

1. The 1500 at LCM and SCM only have one course, which makes for very long days on Friday of Championships. In 2018, we had the LCM 1500 on a separate day, which was well received. The 1500 at 2018 SCM was a very long day because it was tied in with the 400 IM and 800 relays. Long days are difficult for timers and officials. We generally have 2 courses at SCY Championships, which helps with the 1650. Not sure if we need to have a separate day for 1650.
- Should host team be responsible for extra day?
 - Should a nominal fee be added to participants (\$10.00 in 1500)?
 - If 1500 is separated, what event should we add to Friday?
 -
 - It was decided that the 1500m free at LCM Champs should be swum on its own day. This event should be hosted by Pacific Masters. A nominal extra fee should be added to cover cost of pool rental, meet manager and Colorado manager. Meet and Colorado managers should be obtained early for better pricing. The 800 free and 1500 free at SCM Champs were decided to possibly be capped at whatever number of heats it would physically take to complete the event in allotted time frame.

Item 3: Standards for Championship Meets

1. All registrations due on a certain date - 3 days before the meet. Any reason why cut off is always a week prior?
 2. Check-in
- Should all events have electronic check-in? No paper check in.

- Check-in opens at 12:00 am (midnight) the two days prior. e. Friday 400 IM – check- in opens Thursday at 12:01 am and closes Friday at 6:00 am. Reasoning: too many empty lanes in the 50's and 100's. Meet would run faster and smoother.

Item 4: Limit # of relays per age group.

We did not discuss this issue at depth.

Item 5: Raise Meet prices. See item 1

Pacific Masters Swimming***Pool Meet Evaluation Form

NAME OF MEET _____	DATE(S) _____
NAME OF EVALUATOR _____	E-MAIL _____

Please complete Section 1 and return via email to PacMasters VP Pools and PacMasters Administrator. Feel free to make notes by items being scored and record section heading totals in spaces provided.

Section 1: On-Deck Meet Administration (Worth 78 Points)

Meet Operations: Score max: 4 points items #1-6, 2 points #7; maximum point total 27	Total:
---	---------------

- | | |
|---|-------------------|
| 1. Registration/check-in (visible, efficient; USMS/Pac Masters registration) | 4 - 3 - 2 - 1 - 0 |
| 2. Monitored warm-up-warm-down (2 identifiable marshals pre-meet, 1 during meet) | 4 - 3 - 2 - 1 - 0 |
| 3. Correct seeding, heat sheets, and relay cards available in a timely manner | 4 - 3 - 2 - 1 - 0 |
| 4. Meet progress/flow (no delays and efficient progress of events) | 4 - 3 - 2 - 1 - 0 |
| 5. Awards (quality, appropriateness and distribution of awards) | 4 - 3 - 2 - 1 - 0 |
| 6. Results (accurate and timely posting of results and records) | 4 - 3 - 2 - 1 - 0 |
| 7. Meet hosts helpful & responsible to swimmers' and officials' questions & needs | 3 - 2 - 1 - 0 |

Facility, Competitive Standards: Score maximum 2 pts. ea.; maximum point total 16.	Total:
---	---------------

- | | |
|---|-----------|
| 1. Lanes numbered correctly (R to L facing course, visible to competitors and officials) | 2 - 1 - 0 |
| 2. Water temperature (77-82 degrees) | 2 - 1 - 0 |
| 3. Backstroke flags correctly positioned (SC = 5 yds. LC and SCM = 5 meters) | 2 - 1 - 0 |
| 4. Pace clock(s) available for warm-ups | 2 - 1 - 0 |
| 5. Water depth & correct blocks (if minimum starting end depth 3.5' - < 4', block no more than 18" above water, depth 4' or greater, block 30" for SC or 20' - 29 1/2 " above water for LC) | 2 - 1 - 0 |
| Ladders/stairs do not protrude into competitive lanes | 2 - 1 - 0 |
| 6. Locker rooms, toilets, showers are clean, stocked and adequate for swimmers needs | 2 - 1 - 0 |
| 7. Electronic Touch Pads and Timing System | 2 - 0 |

Medical/Safety: Score max. 4 pts. ea. items #1-3; 3 pts. #4; maximum point total 16	Total:
--	---------------

- | | |
|--|-------------------|
| 1. Emergency Plan visible to participants; copies with announcer and Referee | 4 - 3 - 2 - 1 - 0 |
| 2. Emergency /Safety staff on deck and identifiable to all participants and spectators | 4 - 3 - 2 - 1 - 0 |
| 3. Emergency Equipment present and adequate for first aid emergency needs | 4 - 3 - 2 - 1 - 0 |
| 4. Snack bar with liquids and food available to participants and spectators | 4 - 3 - 2 - 1 - 0 |

Officials: Score 9 pts. max item #1, 6 pts. max. # 2, point total 19	Total:
---	---------------

- | | |
|---|---------------------------------------|
| 1. Give 2 pts. for each Referee, Starter & Stroke & Turn Judge & 1 pt. for Head Timer and for each additional S & T judge for a max of 9 pts. If 2 courses used, average scores. | 9 - 8 - 7 - 6 - 5 - 4 - 3 - 2 - 1 - 0 |
| 2. Full complement of timers per lane for all requirements of Records and Top Ten (3 for manual system 1-3 for automatic or semi-automatic systems, see USMS Rule Book 103.7 & 103.8) | 6 - 5 - 4 - 3 - 2 - 1 - 0 |
| 3. Announcer present and easily understood | 4 - 2 - 0 |

Section 1 Total Points _____

Section 2: Clerical Meet Administration (Worth 17 Points)

To be completed by PacMasters Meet Operations Chair only.

- | | |
|---|-------------------|
| 1. Pre-meet and bid commitments fulfilled. | 3 - 2 - 1 - 0 |
| 2. Acceptable Meet Results, cards and documentation, to Top Ten/Records Chairman within 2 weeks | 3 - 2 - 1 - 0 |
| 3. Electronic results available within 24 hours 5 pts., within 48 hours-4 pts., within 72 hours-3 pts., 96 hours - 2 pts., later 1 pt. (200.5G) | 5 - 4 - 3 - 2 - 1 |
| 4. Financial statement submitted within 3 weeks. (200.5H within 45 days) | 3 - 2 - 1 - 0 |
| 5. Meet Director accounted for all equipment and supplies (stop watches, safety signs, etc.) borrowed from PacMasters within 1 week. | 3 - 2 - 1 - 0 |

Section 2 Total Points _____

Comments: _____

Section 3: Bonus Points (Worth Up to 5 Points)

At the discretion of the Evaluator, up to 5 additional points may be awarded for _____ extra special effort or performance by the host team. For example, bonus points may be given for providing very special awards, for incorporating particularly novel ideas, or apply special modifications to the facility to enhance the enjoyment of the meet for Masters swimmers.

Section 3 Total Points _____

Comments: _____

Bonus Schedule

100 + points	= \$250.00
90-99 points	= \$200.00
80-89 points	= \$150.00
70-79 points	= \$100.00

Total Evaluation Points _____

Copy of Evaluation Sent to Meet Director _____

Meet Operations Chair

Date

Note: In the event that any performances are not accepted for PacMasters, USMS or World Records as a result of errors or omissions on the part of the meet host, a future event shall not be awarded to said host until compliance with stated rules and policies can be assured. Said host will additionally be required to post double the normal performance bond for its next sanctioned event.

MAJOR CHANGES FOR 2019

Gender: The Rules Committee shall develop, publish, and maintain, with the approval of the USMS Board of Directors, guidelines that address the eligibility of transgender athletes to earn official times and other forms of recognition in the male and female gender categories. Athletes who do not meet the eligibility guidelines shall be permitted to participate in competition in the gender that corresponds to their USMS registration without official recognition. Protests of eligibility to compete in a gender category shall be considered by the Rules Committee in accordance with USMS policy guidelines. Athletes shall be permitted to compete in the gender category that corresponds to their USMS registration pending a decision by the Rules Committee.

Cameras and Video Equipment: The use of cameras, including cell phone cameras and/or other recording devices, is prohibited behind the starting platforms during the start of races, including relay starts. The use of audio or visual recording devices, including cell phone cameras, is prohibited in changing areas, restrooms, and locker rooms. The sanctioning LMSC or the meet host may also impose further restrictions and shall include such information in the meet announcement. The meet referee may further restrict the use of cameras and video equipment during competition. Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, and open-ceiling locker rooms) any time athletes, coaches, officials, and/or spectators are present. Any individual in violation of these restrictions may be barred from the venue by the meet referee or meet director.

Use of Tertiary Watch Times for USMS Records: In the event of both primary automatic and secondary semiautomatic malfunctions, USMS records may be established with a tertiary manual backup system consisting of a minimum of two valid watch times.

Therapeutic Elastic Tape: The use of therapeutic elastic tape is prohibited in USMS sanctioned or recognized meets. (This change codifies the current rule interpretation.)

Psychoactive Cannabinoids: Psychoactive cannabinoids are added to the list of products for which advertising on swimsuits and caps is prohibited. Offenders may be barred from competition until they comply with this rule.

15-Meter Marks: Fixed marks shall be placed on either the pool wall or deck surface adjacent to any outside lane at a distance of 15 meters from each end wall. These marks should also be used to correctly align the colored marks on the lane lines, but the fixed marks on the deck or walls take precedence for judging.

Backstroke Starting Ledges: If backstroke starting ledges are provided, then identical ledges must be provided for all lanes.



Meet Operations Handbook

~~2016~~2019

This handbook contains Pacific Masters policies pertaining to pool meets.

PACIFIC MASTERS SWIMMING MEET OPERATIONS HANDBOOK

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Pacific Masters Swimming

MEET OPERATIONS HANDBOOK

200 Swimming Meets

200.1 Classes of Swimming Competition (From Article 102 of USMS Rules)

~~A. Pacific Masters Swimming (PacMastersPacific Masters) competitions are open to ages 18 years and up. Unless otherwise noted, Pacific Masters Swimming rules for competition are as noted in the USMS Rule Book. In case of a conflict between this Handbook and the USMS Rule Book, the more stringent requirements shall prevail.~~

~~B. For short course yards, a swimmer's age on the last day of a meet determines the age group in which the swimmer will compete for the entire meet.~~

~~C. For short course meters and long course meters, a swimmer's age on December 31 of the year of competition determines the age group in which the swimmer will compete for the entire meet.~~

~~D. Individual competition open age group classes are as follows: 18-24, 25-29, 30-34, ..., 90-94, ... (five-year age groups as high as is necessary).~~

~~E. Relay competition classes as follows. Short course yards relays (youngest member of relay determines the age group): 18+, 25+, 35+, 45+, 55+, 65+, 75+, and 85+ (ten-year age groups as high as is necessary). Short course meters and long course meters relays (total age of relay): 72-99, 100-119, 120-159, 160-199, 200-239, 240-279, 280-319. ... (forty-year increments as high as necessary).~~

200.2 Scheduling of Meets

A. Approval of schedule

- ~~1. All Masters events will be considered for approval for scheduling by Pacific Masters on recommendation from the Scheduling Committee Coordinator, VP of Pool Operations or Pacific Masters Chair.~~
- ~~2. The Meet Operations Chair and Scheduling Chair and the PacMastersPacific Masters Committee VP of Pool Meets must approve any changes in event format, fees, awards, or date(s).~~

B. Scheduling Objectives [KH1][KH2]

- ~~1. The objective is to schedule a series of swimming meets to be held every two weeks during the spring, summer, and fall and every three weeks during the winter, provide as many pool meet competition opportunities for Pacific Masters members as possible. It is~~

~~preferable to space competitive opportunities (local & national pool and open water) evenly throughout the season and year.~~

- ~~2. There should be a diversity of meets, including half day and one-day pool meets with limited and varied events, particularly middle and longer distances.~~
- ~~3. Over the season, there should be several opportunities to swim each event.~~

C. Meet Bid Procedures

- ~~1. All bids Bids for the following year may be submitted in online form in late summer or early fall, received on the proper form and in a timely manner will be referred to the PacMasters Scheduling Committee for consideration and negotiation, if necessary. Subsequent bids should be submitted to the Scheduling Coordinator on The a Calendar Request Form found is shown in Appendix N of the Meet Directors Handbook.~~
- ~~2. Recommendations for the Championship Events (Pool and Open water) and for January and early February all meets for which bids have been submitted meets will be made by the PacMastersPacific Masters Scheduling Committee Coordinator at the August-October meeting, when a final decision will be made by PacMastersPacific Masters.~~
- ~~3. Bids for non-championship events will be accepted at the September PacMasters meeting.~~
- ~~4. Late additions to, and changes in already approved event schedules must be approved by the PacMastersPacific Masters Committee after Meet Operations and Scheduling Pool Meet Committee approvals.~~
- ~~5. The VP of Pool Meets may waive these requirements at his/her discretion with the concurrence of the Executive Committee.~~

D. Evaluation of Bids

- ~~1. PacMastersProspective Pacific Masters teams-meet hosts must submit a bid in the online form or on a completed Calendar Request Form to the Scheduling chairman-Coordinator for the proposed meet dates. The criteria used to evaluate bids are as follows:~~
 - ~~a. Capability and "track" record of club in holding efficient and well-run events.~~
 - ~~b. Types of events proposed and date of meet.~~

2. Preference will be given first to long-standing meets that are on a particular weekend. Next preference will be given to SCY meets from January to mid-May, to LCM meets from mid-May to July, Open Water from August to September, and SCM meets from October to December.

200.3 Sanctions for Meets

- A. All Pacific Masters scheduled swimming ~~events-meets~~ must be sanctioned ~~or recognized~~ [KH3]. Closed competition and dual meets shall not be sanctioned.
- B. ~~Sanction applications are included in the bid packet (see 200.2 C).~~ Meet hosts should submit a Sanction application on the USMS website after the event has been scheduled and at least 45 days before it is conducted.
- C. The Pacific Masters Committee has the discretion to deny a sanction to any group. Pacific Masters clubs in good standing have a priority in the scheduling of events and granting of sanctions. Sanctions to groups other than Pacific Masters Swimming Clubs in good standing may be granted using the following priorities and guidelines:
 1. Not for profit swimming organizations may be granted sanctions and shall provide the same bond as ~~PacMasters~~ Pacific Masters clubs.
 2. ~~Not profit, not Non-~~swimming related organizations may be granted sanctions and shall provide a bond of ~~4.52~~ times the amount for ~~PacMasters~~ Pacific Masters clubs. Prior experience, or other documentation, that shows the ability and willingness to run events under USMS and ~~PacMasters~~ Pacific Masters rules shall be required.
 3. For profit organizations may not be granted sanctions.
- D. A performance bond of ~~\$2450 (\$250 for championship meets)~~ is required of Pacific Masters clubs and \$500 for for non-Pacific Masters organizations/inidvduals who have never hosted a Pacific Masters event. The bond must be posted prior to the sanction approval and should be sent at least 7 days before the meet to the Meet Operations ChairmanPacific Masters Administrator. Organizations which have successfully hosted at least 1 Pacific Masters event are not required to post a bond. The amount of money returned (if any) and bonus will be based on the results of the evaluation:

Points Earned	% of Bond Returned
100+	100% +\$50
96-99	100% +\$25
92-95	100%
67-91	# of points = % returned
66 or less	0

— Regardless of the evaluation score received for any meet, a minimum 50% forfeiture of the performance bond shall result if any performances are not accepted for ~~PacMasters~~ Pacific Masters, USMS, or World records as a result of errors or omissions on the part of the meet sponsor. In addition, such an occurrence will require that the offending club post double the normal performance bond for their next sanctioned open meet. An additional bonus may be paid as indicated on the meet evaluation sheet.

- E. In case a scheduled meet must be canceled, meet management must notify the ~~Meet Operations Chairman~~ VP of Pool Meets and Pacific Masters Administrator. ~~and seek approval of PacMasters~~ [KH4]; ~~and eAllach PacMasters Club and each pre-entered swimmers~~ must be notified. Notice of the cancelation will be posted on the Pacific Masters website and, if timing allows, referenced in the Pacific Masters e-newsletter.

200.4 Meet Entry Information [KH5]

- A. General
 1. ~~The entry information will be sent to all registered PacMasters swimmers if Meet Directors submit the entry sheet to the Newsletter Editor by the announced deadline. Otherwise, it is recommended at least two (2) copies of the information sheet should be sent to all clubs no later than thirty (30) days prior to the closing date for entries.~~ Meet information and entry links will be posted on the Pacific Masters website immediately following sanction approval. The event will be mentioned in Pacific Masters emailed newsletters according to emailed newsletter policies.
 2. The closing date for entries shall be no earlier than 10 days preceding the first day of the meet. Special provisions for late entries are permitted, provided that this information is on the announcement sheet.
 3. Online entry may not be opened until the sanction has been issued.
- B. Event Selection
 1. The meet ~~director or host coach and club~~ may select the events ~~with the approval of the Scheduling Chair and PacMasters Committee~~ offered at the meet. Consideration should be given to the

frequency with which various events have been performed in other meets. Additional bonus potential will be available for meets offering infrequently scheduled events

2. All events must conform to the current list in the USMS Rules. Exceptions may be made by application to and approval from ~~PacMasters~~Pacific Masters Pool Meet Committee. with recommendation of its Meet Operations Chairman.
 3. Once ~~the sanction has been issued~~bid has been accepted there may ~~there shall~~ be no change in the events, or the order of events, either in the meet announcement or the meet program, except with the approval of ~~the Meet Operations Chairman~~VP of Pool Meets.
 4. Event Schedules for Championship Meets are specified in Appendix M of the Meet Directors Handbook.
 5. Special events at a sanctioned meet may only include currently registered Masters swimmers~~USMS members.~~
- C. Meet Information Sheets
1. Meet Directors may distribute additional meet information subject to the following constraints:
 - a. ~~Copies of~~The meet information sheets ~~for Masters meets~~ must be submitted on USMS online sanction application. The meet information sheet is the source for all meet specific rules and procedures. It is good practice to send it to the Meet Sanctions Coordinator prior to submitting it to the website. All information on the meet sheet must be duplicated in its entirety in any online entry system, sent to the Meet Operations Chair for approval prior to distribution to clubs and swimmers.
 - b. The following information must be included on the Meet Information Sheet (an example is given in Appendix J of the Meet Directors Handbook):
 - The statement, Sanctioned by Pacific Masters Swimming, Inc. for USMS, Inc. Sanction number:_____ The number can be left blank and will be filled in by the Sanctions Corridinator after the sanction has been approved.
 - The events offered and the order of events. All special events, i.e. those not listed in the USMS Rule Book, must be marked with an asterisk (*).

- In the case of short course meters or long course meters events, the information sheet must state clearly that appropriate meter times shall be submitted for seeding purposes.
 - Name and ~~phone number~~email address of the meet director.
 - Name of Referee. It is optional to include the name of the Starter or other officials.
 - The entry fees for the meet and the date due.
 - A pool measurement statement.
 - A timing system statement
 - The statement "A photocopy of your current USMS registration card must accompany your entry-" for any paper entry forms
 - ~~Directions to the pool.~~Address of the pool acceptable to internet mapping applications and any additional directions that may be necessary to direct participants to facility when the address is not specific to the aquatic facility.
 - List of inexpensive housing and eating accommodations. (Optional.)
2. For postal events, the Meet Information must specify when results, awards, T-shirts, etc. will be mailed. This is typically 2 months after the entry deadline.

D. Meet Entries

1. Entry Fees

- a. The maximum individual entry fee for any non-championship ~~PacMasters~~Pacific Masters meet (including the surcharge and event charges) shall be (1) ~~\$4035~~ for prepaid entries and \$60 for deck/late entries or (2) ~~\$40-45~~ for prepaid entries and \$70 for deck/late entries if the host is using an approved~~the~~ ~~PacMasters~~Pacific Masters Meet Management Services ~~vendor~~vendor. ~~PacMasters~~Pacific Masters will pay the approved Meet Management Services ~~vendor~~vendor and invoice each meet host for (1) the cost of the service or (2) \$4 per swimmer, whichever is less.
- b. Championship meets may charge up to ~~\$45-50~~ or ~~\$50-55~~ if the host is using an approved~~the~~ ~~PacMasters~~Pacific Masters Meet Management Services ~~vendor~~vendor. ~~PacMasters~~Pacific Masters will pay the approved Meet Management Services ~~vendor~~vendor and invoice each meet host for (1) the cost of the

- service or (2) \$4 per swimmer, whichever is less.
- c. An additional fee may be charged for the convenience of online entries.
 - d. The maximum relay entry fee at any ~~PacMasters~~Pacific Masters meet shall be \$~~108~~.
 - e. ~~PacMasters~~Pacific Masters may grant a higher fee upon petition, which should accompany the sanction request.
 - f. There are no refunds on entry fees.
 - g. In case of cancelation for factors beyond the meet host's control, the meet host is encouraged to donate a portion of profits to a charitable cause.
2. Individual Entries

Swimmers are limited to ~~five-six (65)~~ events per day, plus relays. In relay only meets, the swimmer is limited to ~~five-six (6)~~ events only. At championship meets, swimmers are limited to seven individual events for the meet with a maximum of ~~six-five (65)~~ individual events per day.

 - a. Only a ~~PacMasters~~Pacific Masters approved Consolidated Entry Form or an online entry approved by the Meet Director is acceptable.
 - b. All information must be filled out completely and the waiver signed. For online entries, the swimmer must check a box agreeing to the terms of the Release from Liability waiver. The swimmer should enter his best time or a reasonable estimate thereof. For championship meets, "No Time" entries are not allowed.
 - c. A copy of the swimmer's current registration card must be attached to the consolidated entry form when it is used.
 3. Relay Entries
 - a. A yellow relay card for each team entered by a club may be submitted without a seed time. Full first and last names of relay members, their ages, and seeding times must be submitted at the meet upon call by the meet management. Relays are deck seeded.
 - b. In ~~PacMasters~~Pacific Masters Championship meets and Relay only meets, relays may be seeded either by gender, age group and then time (preferred) or by time only.
 4. Alternate forms of entry for meets must be approved by the ~~Meet Operation Chairman~~Pool Meet Committee

200.5 Meet Conduct and Procedures

A. General

1. All sanctioned Masters meets shall be conducted under current Code of Regulations and Rules of Competitions United States Masters Swimming (i.e. current USMS Rule Book). The technical rules for swimming are the same as USA Swimming-S.S. with exceptions listed in Appendix M of the USA Swimming Rule Book. n listed in Appendix S of the Meet Directors Handbook.
2. All Masters events will be performed as timed finals, ~~except that short course yards events may be conducted on a timed final or other basis, such as trials/finals, with the approval of the Pacific Masters Swim Committee.~~
3. USMS rules may be modified by the referee for consideration of handicapped swimmers subject of the modifications approved by the USMS Rule Book or the USMS Rules Committee.
4. The meet referee shall be the final authority for conduct of the competition.
5. The Meet Committee as defined in ~~403.5 of the USMS Rule Book~~ shall serve as the Protest Committee.

B. Seeding

1. Individual events are to be seeded using the following guidelines:
 - a. Events are deck seeded. Application for a pre-seeded meet may be made to the ~~Meet Operations Chairman~~Sanction Coordinator by specifying it in the meet information sheet.
 - b. Men and women may be seeded separately or together in the same heat by entered time. This information must be in the meet sheet.
 - c. Seeding may be done by time without regard to age group or by time by age group. All entries must include an entry time. No Time (NT) entries will may be assigned an estimated time. If a swimmer enters an event with a time significantly slower-different than the swimmer's historical times without prior consultation with and getting the approval of the meet director, the meet director may change the entered time to a realistic time.
 - d. Heats may be seeded slowest to fastest, or vice versa.
 - e. Meet Directors may swim two persons per lane in the 500 yard (400 m), 1000 yard (800 m), and 1650 yard (1500 m) freestyle when the meet

- announcement indicates the option. Such heats will be seeded following guidelines in the USMS rulebook (~~USMS Rule 102.10.4~~).
2. Relay events are to be seeded using the following guidelines:
 - a. Meet Directors are encouraged to seed relays of the same age group in adjacent lanes.
 - b. In ~~PacMasters~~Pacific Masters Championships meets and Relay only meets, relays may be seeded either by age group and then time (preferred) or by time only.
- C. Check In and Deck Entries
1. Consolidated Entry Forms should be filed alphabetically and kept at the scorer or recorder's desk as a ready reference in case of dispute over an entry. These forms can also be used at some meets as check-in forms. These forms are also the release from liability for insurance purposes and must be kept for a minimum of two years.
 2. In deck seeded meets, the check-in time for the first four (4) events shall be no earlier than 30 minutes before the scheduled time for the start of the meet for pre-entered swimmers. Check-in time for subsequent events shall be no earlier than one hour before the estimated start of the first heat of the event, or as designated by the meet information sheet.
 3. The club hosting the meet will include details about deck entries on its meet information sheet. Entry fees for deck entries may be up to double the prepaid entry fee up to the maximum permitted in the ~~PacMasters~~Pacific Masters rules.
 4. All swimmers should be encouraged to scratch any events they do not intend to swim before the event is seeded.
 5. There is no penalty for any swimmer or relay team not reporting for or competing in an event.
 6. ~~The club hosting the meet may charge a \$3 look-up fee to look up a registration number. The host keeps the look-up fee~~[KH6].
- D. Warm-up Guidelines
1. Hand paddles, fins, blue tooth earbuds and other gear except kick boards are *not* allowed to be worn in the pool during the warm-up period.
 2. ~~USMS~~ Warm-up guidelines shall be adhered to (section 102.4 of USMS Rule Book)-specified in the USMS Rule Book shall be used-At least one (1) lane will be designated as a "sprint" lane.
3. At least one (1) lane will be designated as a "sprint" lane for a minimum of 15 minutes~~For pools of 5 lanes or less see U.S.M.S. Article 102.4~~
 4. Warm up areas must be monitored at all times competitors are allowed in the pool.
 5. Non U.S.M.S. registered swimmers including children shall not be allowed in designated warm up areas.
- E. Timers Stopwatches and Safety Signs
1. All timers sheets (or relay cards) should contain times from all watches used. ~~When automatic timing is not used, three (3) watch times must be submitted for consideration as World and USMS National Records, and two (2) watch times must be submitted for consideration as World and National Top Ten Times.~~ Times and places recorded by automatic timing and placing equipment should have appropriate back-up timing systems.
 2. Timers may be solicited for any ~~PacMasters~~Pacific Masters meet. The responsibility for providing timers ~~in at~~ any non-championship meet is with the host club (unless the host is Pacific Masters). At a ~~PacMasters~~Pacific Masters championship meets or meets hosted by Pacific Masters, the system for soliciting timers (if the host is not providing them) must be stated in the meet information sheet.If clubs are assigned timing responsibilities for championship meets or Pacific Masters hosted meets, there shall be appropriate compensation to the clubs providing timers
 3. A set of stop watches is available from ~~PacMasters~~Pacific Masters under the following conditions:
 - a. The host team must ~~arrange to pick up the watches for its meet, unless the current custodian of the watches is able to bring them to the meet, provide an address to which the watches and other meet equipment can be securely delivered.~~
 - b. To get the watches, write or call the Watch Custodian, Pacific Masters Equipment Coordinator.
 - c. The care and safety of the watches is the responsibility of the host team. If watches are damaged or lost, the host team must pay for the repair or replacement of the watches.
 - d. Lost or damaged watches are charged to the host at replacement value determined by PacMasters Pacific Masters.

4. Safety signs for pool venue are mandatory and must be used. They are available from the Equipment Coordinator and can be shipped with the watches. Please see section 7 of the Meet Directors Handbook.
- F. Public Address System
1. ~~A public address unit or "bull horn" must be provided for the starter, and a~~ public address unit placed in such a way that it can be heard clearly in the designated swimmers' rest area.
- G. Results
1. The following material All lane timers' sheets, timing system sheets, and two copies of the results are to be sent as indicated below within fourteen (14) days after the meet to the ~~Records~~ chairman Pacific Masters Administrator.
 - a. ~~The PacMasters registration number of each swimmer must be printed on the results sheets~~ [KH7]. Two copies of the printed results.
 - b. All lane timers' sheets and timing system sheets (e.g. Colorado or Omega printouts) for every event.
 - bc. ~~Timing system sheets with record breaking times must be signed by the Referee~~ Completed Pacific Masters record application signed by the Referee for each Pacific Masters record broken.
 - d. Completed FINA and USMS record application signed by the Referee for each FINA and USMS record broken along with extra copies of relevant timing system sheets and meet results.
 - ee. The first and last names and the age of each relay member must be listed on each relay card submitted.
 2. If results are not sent and postmarked within 14 days of the last day of the meet the evaluation form will reflect this deficiency and may result in a charge against the performance bond and/or reduction in bonus.
 3. The meet results must ~~be posted on the PacMasters Web site within 48 hours after the meet or one (1) copy of the meet results is to be sent to each participating club within 14 days after the meet. Meet results must~~ be done according to the following guidelines.
 - a. All woman's events precede men's events.
 - b. For each sex, all 18-24 results come first and are followed by all 25-29 results, all 30-34 results, etc.
 - c. Within each age group, all freestyle results come first, followed by backstroke results, breaststroke results, butterfly results, and IM results.
 - d. Within each stroke, results are reported in ascending order by distance 50-100-200 etc.
 - e. Relay results are reported after all individual results, in the order: women, men, mixed (youngest to oldest). Within these three categories, results of freestyle relays shall be listed first, then medley relays.
 - f. ~~A list of participating clubs and associated club abbreviations should also be included~~ [KH8].
 - g. ~~Electronic reporting of meet results is encouraged. HTML format is preferred.~~
4. A copy of the results in pdf format in the order specified above, the HY3 file from the meet and a backup copy of the meet database must be sent to postmeet@pacificmasters.org within 48 hours of the end of the meet.
- H. Event Financial Statement
1. A copy of the "~~PacMasters~~ Pacific Masters Event Financial Statement" form is shown in Appendix D of the Meet Directors Handbook. Completed financial statements are to be sent within 45 days following the event to the ~~Meet Operations~~ Chairman Pacific Masters Administrator. Estimates may be used for any line items for which an invoice has not been received. Estimates should be noted and an amended financial statement should be submitted after all invoices have been received.
 2. Upon completion of ~~performance bond requirements~~ the meet evaluation, all or a portion of the bond will be refunded and any applicable bonuses paid by the ~~PacMasters~~ Pacific Masters Treasurer Administrator to the host club.
- I. Officials Expense Reimbursement
1. Pacific Masters Swimming shall reimburse each deck official that drives 40 or more miles one way for fuel mileage (at the standard IRS non-profit mileage rate) and for bridge tolls for the trip and to and from the competition facility.
 2. The Deck official desiring reimbursement shall return a ~~PacMasters~~ Pacific Masters Officials' Reimbursement form, signed ~~by~~ or electronically approved by the head

referee, to the ~~Treasurer~~Pacific Masters Administrator.

200.6 Meet Director Responsibilities and Timetable

- A. ~~PacMasters~~Pacific Masters expects each Event Director to fulfill the responsibilities found in Section 8 the Meet Directors Handbook
1. The "Certification of Pool Length Application" should be on file with Pacific Swimming and/or Pacific Masters SwimmingUSMS for all meets (a copy of the pool length certification form is in Appendix ~~Appendix~~ of the USMS Rule Book and available from the PacMastersPacific Masters Office). The current list of pools on file with USMS can be found at <https://www.usms.org/~rectabs/poollength.xls>.

201 PacMastersPacific Masters Championship Meets

201.1 Facilities

- A. Pool
1. If one course is being used, a minimum of 8 lanes must be available for racing, with additional warm-up lanes continuously available. If two courses are being used, there must be a minimum of 6 lanes per course. Exemptions may be granted by PacMastersPacific Masters, especially for long course meets.
 2. If it is planned to swim 2 to a lane, the width of the lanes should be at least 7 feet.
 3. A buffer lane should be used in those pools having racing and warm-ups in the same pool.
 4. Pool depth, lane markings, backstroke flags, deck markings, starting platforms, and all other aspects of the facility must be consistent with mandatory facility standards as stated in the current USMS Rule Book. The depth of the pool for racing should not be less than 4 feet at its shallowest point, especially at the starting end. (See USMS Article 107.2.3)
 5. When two courses are used and they are not equivalent there shall be equal access to the most desirable lanes for men and women.
 6. ~~Continuous flow thru lane lines shall be used. There shall be markings on the lane lines at fifteen meters from each end (see USMS 107.12).~~
 7. ~~Backstroke flags shall be used and set at official distances from the ends of the pool. See section 107.13 of USMS Rule Book.~~

8. ~~Starting platforms shall be used and shall be plainly numbered to officials and spectators (see USMS Article 107.11.5).~~
9. Water temperature ~~should~~all be between ~~78~~7 and ~~80~~2 degrees.
10. Seating capacity ~~should~~all be adequate for competitors and spectators.
11. An automatic timing system is required.
12. ~~Adequate plans for sheltering competitors (at the pool) should be made.~~
13. The public address system should be loud enough and clear enough to be heard easily throughout areas where competitors are likely to assemble. It is recommended to have it heard in the pool area, locker rooms, and snack bar area.
14. During pre-meet warm-ups, at least 2 lanes shall be designated sprint lanes for a minimum of 20 minutes and these shall be plainly marked and announced. ~~No use of hand paddles is permitted during warm-ups either before or during the meet~~ ^[KH9]. PacMastersPacific Masters Safety signs should be used as a guide during warm ups for men and women.

B. Dressing Facilities

1. Adequate dressing facilities for men and women should be provided.
 2. Adequate showers with hot water should be available in each dressing room.
 3. An adequate number of toilets should be available both in the dressing area and the immediate pool area.
- C. Ample parking should be available within easy walking distance to the pool.
- D. Snack Bar
1. A snack bar must be made available, supplying liquids and nourishment appropriate for competitive athletes during all hours of competition.
 2. The facility should have sufficient space and adequate electrical outlets for a snack bar.

201.2 .Officials

- A. Referee(s), starter(s), and stroke and turn judges must be USS, YMCA or other USMS-approved certifying body certified officials. There must be a minimum of ~~three~~four deck officials on deck at all times for each course for non-freestyle events. (Referee, starter and atwo stroke and turn judges). The referee and/or starter will also serve as stroke and turn officials when necessary to meet USMS requirements.
- B. Thought and preparation should be given to the staffing of desk workers, clerks of course, scorersrunners, head timers, relay take-off judges, etc. These should be adequate in

number and not the responsibility of those swimmers attending the meet. Pacific Masters expects there to be two timers per competition lane.

- C. Officials -must be provided refreshments and lunch.
- D. The Meet ~~Director~~ Referee shall be named on the ~~bids~~ sanction.
- E. Officials Expense Reimbursement
 1. Pacific Masters Swimming shall reimburse each deck official that drives ~~40-20~~ or more miles one way for fuel mileage (at the standard IRS non-profit mileage rate) and for bridge tolls for the trip and to and from the competition facility and
 2. ~~Up to \$75.00 per night for public accommodations at one-half of the lodging's double-occupancy room rate as shown on the receipt.~~
 3. Deck officials who travel ~~150-40~~ or more miles ~~from their personal residence to the meet site and work all three days of the meet shall~~ one way and work at least at least 2 consecutive days are eligible to be reimbursed for up to three night's lodging to begin the night before the first day of competition. Officials receiving this reimbursement may only swim in an incidental amount of competition. Accomodations must be approved in advance by the Chair of Pacific Masters or VP of Pool Meets.
 4. The Deck official desiring reimbursement shall return a PacMastersPacific Masters Officials' Reimbursement form, signed by the head referee, to the ~~Treasurer~~ Pacific Masters Administrator.
 4. Pacific Masters will pay a \$xx a day stipend to certified officials working a Pacific Masters meet. The Meet Referee will have discretion to alter the amount based on the percent of the day the official works..

201.3. Awards and Scoring

A. Awards

1. Individual and relay awards shall be awarded to the same number of places as scoring.
2. A High Point Award for each age group may be awarded.
3. Team awards at PacMastersPacific Masters Championships pool meets shall be given in at least two divisions with a maximum of nine total team awards. The PacMastersPacific Masters VP of Pool Meets Operations Committee or his/her designee shall be responsible for

delineating the team divisions and number of awards after entries have been received for each ~~PacMastersPacific Masters~~ Pacific Masters Championship meet.

4. Where labels are printed, PacMastersPacific Masters encourages the printing of a label for each participant in each event.

B. Scoring

1. Scoring for championship meets shall be as follows: ~~21-19-18-17-16-15-14-13-12-11-10-9-8-7-6-5-4-3-2-1~~
~~8-lane course 9-7-6-5-4-3-2-1~~
~~9-lane course 10-8-7-6-5-4-3-2-1~~
~~10-lane course 11-9-8-7-6-5-4-3-2-1~~
2. ~~For scoring purposes, PacMasters Championships will be assumed to be held in at least an eight-lane course, even if held in a course with less than eight lanes.~~
3. ~~If there are more lanes in either the men's events or the women's events, scoring will be based upon the course with the most lanes.~~
4. Individual point values shall be double for relays. Clubs may enter any number of relay teams per age group per relay event but only two of the teams may score.

201.4. Calendar/Format

A. Calendar

1. The Short Course PacMastersPacific Masters Championships ~~should~~ be held no earlier than 6 weeks prior to the Short Course Nationals, and preferably in the month of April.
2. The Long Course PacMastersPacific Masters Championships ~~should~~ be held no earlier than 6 weeks prior to the Long Course Nationals, and preferably in the month of July.

B. Championship Meet Format

1. A three-day meet is desirable. When it is not feasible to have the meet on three successive days, it may be run on successive weekends.
2. If run on successive weekends, the long event(s) should be run on the first weekend.
3. Event formats for both long and short course Championships are found in Appendix M of the Meet Directors Handbook. For a three-day meet, the distance day may be on the first or last day of the meet (for example, Friday or Monday).
4. ~~Only one-half of the relays will be contested each year at both short and long course championships (see Appendix M of~~

~~the Meet Directors Handbook for the years that relays will be contested).~~

201.5. Championship Meet Entries

- A. Swimmers are limited to 7 (seven) events over the three-day meet, excluding relays.
- B. Total individual entry fees for ~~PacMasters~~Pacific Masters Championship pool events may not exceed \$~~5045~~ or \$~~5550~~ if the host is using an approved the ~~PacMasters~~Pacific Masters Meet Management Services ~~vendervendor~~. ~~PacMasters~~Pacific Masters will pay the approved Meet Management Services ~~vendervendor~~ and invoice each meet host for (1) the cost of the service or (2) \$4 per swimmer, whichever is less.
- C. Deck Entries shall not be permitted except for relays.
- D. The postmarked deadline for entries shall be no earlier than 14 days preceding the first day of the meet.

201.6. Programs

- A. A program including names, club affiliations and submitted times of all entrants in each and every event shall be posted and made available to each swimmer at a nominal charge. An electronic program available on the Pacific Masters website or through an online service is an acceptable substitute for a paper program providing it is available at no cost.

201.7. Meet Operations

- A. In addition to the Health and Safety measures prescribed in Administrative Handbook and on the Meet Sanction Form, it is advised that:
 1. A local hospital, paramedics, or an ambulance company should be informed of the meet, its dates, and exact location.
 2. A first aid kit should be available at the announcer's desk at all times.
 3. Emergency notices shall be prominently posted.
- B. Timers may be solicited for Championship meets. The host club must have a timing plan approved by the ~~PacMasters~~Pacific Masters Pool Meet Committee prior to sanction. The approved timing plan must be stated on the meet sheet. Clubs required to provide timing services must receive appropriate compensation for their efforts
- C. Specific check in times for events should be listed on the entry form. ~~Those missing check in may swim in an empty lane if available, at the discretion of the meet referee~~[KH10].

201.8. Socials

Teams should be encouraged to have socials to enhance the unique atmosphere of Masters competition. Videotaping of meets is also encouraged.

201.9. Overnight Accommodations

There should be adequate motel space within a reasonable distance from the pool available for interested competitors. A list of accommodations (with phone numbers and price ranges) should be available for interested swimmers.

201.10. Protests

Protests shall be made in writing and shall be handled following the procedures outlined in ~~Section 102.16 of~~ the USMS Rulebook.

Change Record Meet Operations Handbook

March 19, 2004

Updated sections 200.5J1 and 201.2E1 to include "and for bridge tolls" to Officials Reimbursement text.

July 21, 2004

Add item 2 to Section 200.4C Meet Information Sheets as follows:

2. For postal events, the Meet Information must specify when results, awards, T-shirts, etc. will be mailed. This is typically 2 months after the entry deadline.

September 30, 2004 Changes for 2005 Version of Meet Ops Handbook

1. Changed 2004 to 2005 on Title Page.
2. Changed 19 to 18 in sections 200.1A, 200.1D, 200.1E, and 200.5G3b.
3. Changed 76 to 72 in section 200.1E.
4. Deleted "as determined by article 102.2 of the USMS Rule Book" from the end of 200.1A.
5. Updated date in footer to January 2005.

March 18, 2005

1. Added the following to section 200.5B1c:

All entries must include an entry time. No Time (NT) entries will be assigned an estimated time. If a swimmer enters an event with a time significantly slower than the swimmer's historical times without prior consultation with and getting the approval of the meet director, the meet director may change the entered time to a realistic time.

2. Added the following to section 201.4B3:

For a three-day meet, the distance day may be on the first or last day of the meet (for example, Friday or Monday).

3. Updated date in footer to March 2005.

March 6, 2007

1. Eliminated meet entry information for card meets from section 200.4D.
2. Eliminated results information for card meets from section 200.5G. Much of the information in section 200.5G was retained as it applies to results for cardless meets.

June 2009

1. Added new policy about postal events. The Meet Information must specify when results, awards, T-shirts, etc. will be mailed. This is typically 2 months after the entry deadline.
2. Added a \$5 increase in maximum entry fees if the host is using the PacMasters Meet Management Services vendor.
3. Added that PacMasters will pay the Meet Management Service vendor and the meet hosts are required to pay a meet service fee to PacMasters of \$4 per swimmer.
4. Added that an additional fee may be charged for the convenience of online entries.
5. Added that for online entries, the swimmer must check a box agreeing to the terms of the Release from Liability waiver.

August 2011

1. Updated entry fees by \$5 that was approved March 2010.
2. Changed invoicing for using the PacMasters Meet Management Services vendor to "if the host is using the PacMasters Meet Management Services vendor, PacMasters will pay the Meet Management Services vendor and invoice each

meet host for (1) the cost of the service or (2) \$4 per swimmer, whichever is less.”

March 2012

1. Updated 201.5B to match changes made to 200.4D(1).

March 2016

1. Updated relay entry fee from \$6 to \$8 in 201.4D1 that became effective February 18, 2015
2. Updated individual entry fees by \$5 in 201.4D1 and 201.5B effective May 1, 2016.