

THE FOLLOWING MINUTES ARE PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND ARE SUBJECT TO REVISION AND APPROVAL AT THE NEXT REGULARLY SCHEDULED MEETING OF THE MICHIGAN SWIMMING BOARD OF DIRECTORS.



**MICHIGAN
SWIMMING**

Minutes of the

Michigan Board of Directors Meeting

September 25, 2011

MSU

208 IM Sports West, East Lansing, MI 48824

Voting board members in attendance: Scott Appleyard – (GLA – Officials Chair), David Boland (CW – Athlete Rep), Jeff Cooper (OLY – Program Development Vice Chair), Adam Hopkins (MLA – Safety Coordinator), Bob Merchant (UN – Athlete Protection Chair), Steve Potter (EGRA – Treasurer), Tiffany Ray (JAWS - Sr. Athlete Rep.), Damon Robertson, (S – Program Operations Co-Vice-Chair, NTV), Michael Rogers (PCC – Admin Vice-Chair), Jeff Wilkins (UN – Finance Vice-Chair), Julie Youngquist (LAC – General Chair).

Voting board members absent: Courtney Bartholomew (MLA – Athlete Rep), Michael Cutler (ROCK – Jr. Coach Rep), Dave Goble (UN – Secretary), Heidi Miklos (CW – Program Operations Co-Vice Chair), Erica Zuercher (USSC – Sr. Coach Rep).

Others in attendance: Jan Cartmill (MS Office), Geneen Bradley (TSSD President), Tywania Compton (TSSD VP), Gail Dummer (UN - Disability Swimming), Susan Gutowski (BAC President), Jan Hector (USSC Parent), John Loria (LCSC President), JP Merchant (SC Coach), Bryant Steele (SAC Coach).

Julie Youngquist: Called the meeting to order at 1:07 PM

Approval of minutes from last meeting: (July 10, 2011)

Correction to statement that background checks will not be completed on people under the age of 18. The statement is not correct. As noted in the FAQ document regarding background screens on the USA-S website, clubs who hire employees are required to purchase non-athlete memberships for them and all non-athletes are required to have a background screen. An example of this would be a club who hires their own lifeguards.

Motion to accept as amended: Damon Robertson, second Jeff Wilkins. Motion carried.

Old Business:

- **MS Bylaws Revision Update:** Jan Cartmill reviewed the redline version of the update to the MS Bylaws. These updates were based on changes made at the 2011 HoD meeting which added the Athlete Protection Officer position to the MS Board of Directors. These were then submitted to John Morse of USA-S who approved and also added updates from the 2010 USA-S Convention. **Motion** made, seconded and carried to approve these updates. Jan will send to MS website for posting.
- **Sanctioning / Approval Process:** Motion was made by D. Robertson and seconded to accept the following proposal for a rule update to the Sanctioning/Approval process currently found on page 80 of the MS Rules & Procedures Manual:

Robertson's proposal would add subsection G (as follows) to the existing rule: An emergency sanction may be granted under the following conditions: 1. It is submitted seven (7) days or more before the meet is to take place. 2. There are no other open meets that weekend. 3. It is the last weekend with meets scheduled before the state championship meet. 4. All other MS rules and sanctioning rules are followed.

Discussion followed and a friendly amendment was offered by Jeff Cooper to replace the 2nd sentence of the proposal with the following: 2. The team requesting sanction was denied entry into an existing meet on published MS meet schedule that they tried to enter in good faith. **Motion** seconded by Damon Robertson and carried.

Bob Merchant also made a motion that subsection F (which pertains to the sanctioning of closed meets) be amended to add that the meet request must be submitted 21 days (rather than 30 days) before the meet is to take place. **Motion** seconded and carried.

Damon will take care of ensuring that host clubs are aware that they MUST accept or reject entries in a timely manner, i.e. if teams are closed out they must be notified within 7 days—sooner if possible.

These sections on page 80 of the Rules and Procedures will now read as follows:

F. All requests for sanctions of closed time trial, dual meets, tri-meets and closed invitationals shall be automatically granted provided they are submitted at least 21 days before the meet and they meet the requirements as stated in the National Rule Book.

G: An emergency sanction may be granted for (an open meet) under the following conditions: 1. It is submitted seven (7) days or more before the meet is to take place. 2. The team requesting sanction was denied entry into an existing meet on published MS meet schedule that they tried to enter in good faith. 3. It is the last weekend with meets scheduled before the state championship meet. 4. All other MS rules and sanctioning rules are followed.

- **LEAP.** MS is working on the completion of LEAP (LSC Evaluation and Achievement Program). Need to get a starting point for our Mission & Vision statement: Those MS members who attended the USAS Convention suggested that the Mission be: "To build and serve all of the Michigan Swimming Community" and that the Vision be: "To build champions in all aspects of the sport", "to provide developmentally progressive opportunities for its members" and "to provide a safe and positive environment". This will give us a starting point to be used for LEAP. Damon proposed that we add "for all members" to the last point of the Vision. **Motion** seconded and passed. The last portion of the vision will now read "...to provide a safe and positive environment for all members."
- **Travel policy.** Although MS athletes do not travel to meets as a group, USA-S requires that we have a travel policy. MS does send athletes and coaches to the Zone, Quad and Diversity Meets. It has been suggested that MS use the USA-S Model Travel Policy which includes recommended policies, required policies, a code of conduct, a medical consent form, permission to participate, chaperone policies and USA-S rules for chaperones. Motion by Bob Merchant that MS adopt the USA-S Model Travel Policies. Motion seconded and carried.
- **Strategic planning session.** Julie would like to hold a strategic planning session for the BoD in early May 2012 to run Friday evening and all day Saturday. USA-S will send a consultant to help us further refine our Mission and Vision statements, our goals and objectives as well as other items to make the LSC run more efficiently. She will work on dates and times with USA-S and get something set up.

- **Proposed addition to MS Office staff.** See attached rough drafts (ATTACHMENTS A and B) for lists that provide details of how the job duties will be divided. The duties for the new position are listed under Attachment_B_Swim_Meets.

New job will be a part-time contractor position (20 to 24 hours per week) and will handle everything to do with meets except for setting up OME for the state meets and collecting entries for the Zone Meet. Jan will continue to work full time and deal with registrations, communications records / top 10, OME and the zone meet entry as well as LSC record retention. Plans are to add meet sanctions to the duties of the new position but Program Operations would still be responsible for the meet schedule. **Motion** by Damon Robertson and seconded by Jeff Cooper that we accept these as the job descriptions. Motion passed. Following a search on his laptop, Steve Potter made a **Motion** that we pay the new person \$14.50 to \$20 / hour (\$18,000 - \$25,000/ year based on a 20 – 24 hour week). Motion passed. Steve will tweak job description and send to MS Office so that it can be posted on the MS website and sent to member clubs. If we don't get enough response locally, the search will be expanded. Resumes are to be sent to MS office.

New Business:

- a) **USAS Convention highlights.** Legislation passed at 2011 USA-S Convention requires LSCs to have 20% athlete vote at their House of Delegates meetings. Bob will discuss with John Morse of USA-S to work on how to best implement this rule in our LSC.
- b) **GLA Swim for Success proposal.** GLA has requested \$9000 grant for this program. Scott Appleyard reported on the awesome experience this program has created. **Motion** by Steve Potter to allocate \$5000 to GLA program and that we search for a program on the east side of the state that would deserve of a similar award, seconded by Scott Appleyard. Motion carried.
- c) **Convention reports.** See Attachments C through H which provide details from Jan Cartmill, Gail Dummer, Bob Merchant and Damon Robertson as well as the presentation from the National Board of Review Certification and a copy of the Rules Changes from the Convention.

Report of Officers:

General Chair – Julie Youngquist—nothing additional.

Secretary – Dave Goble: not present.

Treasurer – Steve Potter: See Attachments I – K for 3Q financial reports. For the first time in Steve's memory we are under \$200K in total assets.

Report of Division Chairs:

Administrative Vice-Chair - Michael Rogers: Some content on website has been updated and reorganized.

Athlete Division – David Boland/Tiffany Ray: Michael Rogers reminded the athletes that they need to begin preparation for the athlete elections which are conducted at the 13 & Open short course championship meet. He would be happy to run the election at the meet if the athletes are not available because they are participating in the meet. The athletes report that they are working on a proposed rules change which would allow all

proper aged athletes to vote since many athletes 13 & older do not participate in the 13 & Open State Championships because they are not eligible to do so.

Board of Review – Ron Reinke: Not present.

Coach Division – Mike Cutler/Erica Zuercher: Not present.

Finance Division – Jeff Wilkins: There will be a Finance Committee Meeting at the conclusion of this meeting.

Program Development – Jeff Cooper: SCY time standards were given to Jan today. Work is progressing on changes to the rules and formats of the MS championship meet templates.

Disability Swimming – Gail Dummer: Nothing additional for disability. Her 'records' committee is working on developing categories of records to be recognized and awarded by MS as well as a venue and a program for doing so. She requests that MS provide \$500 so that ISHOF can conduct research to identify past Michigan swimmers who might be added to a MS Hall of Fame. Jennifer Parks, a life-long Michigan swimmer and current Masters Swimmer is assisting the committee. **Motion** by Bob Merchant for MS to provide up to \$500 for this purpose—this was seconded and passed.

Program Operations – Heidi Miklos / Damon Robertson: Soliciting bids for awards. "Day After" meets to be hosted by BBD should be added to the MS Meet Schedule to be held the Sunday following the Boys' and Girls' high school state championship meets.

Report of Committees/Coordinators:

Officials – Scott Appleyard: All non-athletes must complete APT. He reports that he continues to hear about consistency of officiating between the different areas of the state. He plans to attend more meets in other areas. He would like to find how to get more folks interested in becoming Officials—perhaps a topic for discussion at the strategic planning meeting.

Safety – Bailey Weathers: Bailey has moved out of the state and resigned the position of MS Safety Coordinator. **Motion** by Scott Appleyard to appoint Adam Hopkins to complete the term of office for this position was seconded and approved.

Open Water – Steve Potter: No report

NTV – Damon Robertson: No report.

Athlete Protection – Bob Merchant: Legislation requiring an APT liaison in every LSC did not pass at USA-S Convention—this was a 90% year and it received 80%.

Michigan Swim Office – Jan Cartmill: See Attachment L for complete MS Office Report.

MS registered 700 more athletes in 2011 than we had the year before—it's an all time high. New club SLSC of Muskegon, head Coach Rich Riopelle.

Meet Directors' workshop is next Sunday @ Holt HS. Attendees need to RSVP to John Loria by Wednesday. Margaret Green will be teaching.

Outreach memberships: Dept of Education is apparently providing free lunch to each child in the Detroit Public Schools. MS will continue to accept a letter from school saying that the child is attending their school and they are receiving a 'free lunch'.

MOTION by Bob Merchant and seconded by Damon Robertson to adjourn.

Next meeting January 8, 2012.

Respectfully submitted,

Jan Cartmill, MS Office