

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.



Minutes of the

Michigan Swimming Board of Directors Meeting
April 7, 2007
Oppenheimer & Co Offices
6102 Abbott Rd., East Lansing, MI 48823

Voting board members in attendance: Tom Dudley (CAST – Finance), Don Kimble, (WMS – Program Ops), Dan Meconis (UN - Officials Rep), Robert L Merchant (UN - General Chairman), Phillip Weichman (CAST – Treasurer), Julie Youngquist (LAC – Jr. Coach Rep).

Voting board members absent: Becky Bouchey (USSC – Secretary), Brandon Converse (EGRA – Program Ops), Mike Cutler (ROCK – Safety), Dan Hafner (OLY – Program Dev), Matt Lee (BAC – Sr. Athlete Rep), Larry Merte (CW – Admin Vice-Chair), Ahern Naylis (OLY – Program Dev), Mike O'Connor (PA – Sr. Coach Rep), Erin Shea (BAC – Jr. Athlete Rep)

Others in attendance: Natalie Barmore (LDSC), Jan Cartmill (MS Office), Cheryl Dischler (USSC), Robert Jenkins, Sr. (LDSC), John Loria (LCSC), Kirk Nissley (UN-NTV), Damon Robertson (CAST).

The meeting was called to order at 1 PM by General Chair Bob Merchant.

Minutes from the January 21, 2007 Board of Directors meeting were introduced for approval.

MOTION: by Phil Weichman and seconded by Julie Youngquist to approve the minutes as written. Motion passed.

Old Business: Bob Merchant stated that old business will be discussed during the reports.

New Business: USA Swimming has requested that we develop a formal process to check coaches in at meets. This would help prevent those coaches that are not current with their credentials from being on deck contrary to USA Swimming Rules. Jan Cartmill presented a form that Indiana Swimming uses for this purpose at Indiana swim meets (ATTACHMENT 1). It was thought that an amended version of this would be useful here in Michigan combined with issuing a credential. Bob Merchant will write up a procedure/proposal for issuing credentials to all meet workers at all meets so that the Board can make a recommendation to the House of Delegates. This would involve checking coach credentials before issuing the credentials. Meet workers will need to be taught so that they know what constitutes a valid coach credential.

Report of Officers:

General Chairman – Bob Merchant

HOUSE OF DELEGATES MEETING – Meeting will take place on Saturday, May 12th. Check-in is at noon and meeting begins at 1 PM. Slate of officers to date: General Chair: Bob Merchant (UN); Secretary: Mick Cruce (BAC); Finance Vice-Chair: John Loria (LCSC – Official); Program Development Co-Chairs: Damon Robertson (CAST – Coach) and David Brace (SMAC); Board of Review: Linda Hatt (BAC), Scott Appleyard (GLA – Referee), Erin Shea (BAC - Jr. Athlete Rep), Don Cohagen (CW) and Janette Heaton (HVP – Coach). Nominations can also be made from the floor. Coaches, Officials and Athletes have their own elections and the winners are announced at the House of Delegates.

CLUB EXCELLENCE PROGRAM – This program now allows for recognition of clubs at different levels rather than just large clubs.

DIVERSITY PROGRAMS – Bob indicates that he intends to learn more about what USA Swimming is planning in this area at the upcoming General Chairs meeting.

PENDING LEGISLATION AT HOD – Bob Merchant has been concerned about the notification to clubs (or lack of it) regarding pending legislation at our HOD meeting. Often someone shows up and proposes something that is odd or not well thought out and it often passes (or huge chunks of time are spent discussing it). Bob would like Michigan to follow the USA Swimming rule which allows for an item to pass with a majority vote if submitted by a certain date and requires a super majority if submitted after that date or at the meeting. Bob indicates that he may be presenting legislation to this effect at the HOD.

INTERNET DISTANCE CHALLENGE (FORMER POSTAL MEET) – Kirk Nissley brought this up because it has 'fallen through the cracks' this year. In Michigan this has been a sanctioned meet for many years. This past year (2006-2007) the meet was not offered by MS for the first time in many years. Apparently there were no strong objections to this omission. This raises the issue of whether MS should or should not continue to offer the Internet Distance Challenge Meet. Kirk is of the opinion that this should be decided at the HOD by a vote of the attending representatives.

Secretary – Becky Bouchey - No report.

Treasurer & Finance – Phil Weichman / Tom Dudley

FINANCIAL REPORTS – Phil noted that even though MS budgets to spend particular sums of money we occasionally don't spend what we budget; therefore our financial condition for this year is very positive (Financial Report – ATTACHMENT 2).

MEET SUMMARY – (ATTACHMENT 3) Although listed, GLSC did not host a meet. BBD did host the day after meet. The allocation of funds has not yet been completed for the District and JO Meets but the income summaries have been received. Only the summary for the 13 & O meet is still outstanding.

BUDGET PERFORMANCE SUMMARY – Tom Dudley presented the 2006 and 2007 Budget Performance Summaries (ATTACHMENTS 4 & 5). The 2006

Summary shows a total income of \$511K and expenses of \$400K so it looks like we had a terrific year. Then the 2007 1st Q summary shows income of \$79K and expenses of \$187K. However, this is due to the fact that Registration deposited a large check just prior to year end and a large bill to USA Swimming was not paid until after the year end. The FINANCIAL REPORT that Phil presented gives a better picture overall.

BUDGET 2008 – (ATTACHMENT 6) This will be presented to the House of Delegates for approval.

GRAND PRIX MEET FINANCES – Kirk Nissley indicated that Fernando Canales needs to know how the payments to MS and the Officials work for this meet. Typically the Officials have not been paid and in past years CW made a \$1,500 contribution to MS in lieu of paying a sanction fee. Bob Merchant indicated that he will contact Fernando re: this years GP meet and work out an acceptable arrangement depending on the size of the meet.

AUDIT COMMITTEES – USA Swimming requires that the LSC Audit Committee meet twice per year. This is an insurance requirement.

Reports of Division Chairmen:

Administrative Vice-Chair – Larry Merte – No report.

Athlete Division – Matt Lee & Erin Shea – Athlete elections went well. There were several candidates and Maddie Gillen from CW was elected.

Board of Review – Cindi Stefl (per Bob Merchant) – One potential action but nothing definite.

Coach Division – Mike O'Connor & Julie Youngquist – An e-mail has been sent seeking coach candidates to run for Jr. Coach Rep.

Program Development – Dan Hafner & Ahern Naylis – Bob Merchant will inquire about the LCM Time Standards. He will ask Larry Merte to remove the 2006 LCM time standards from the MS website so that folks do not get confused.

Adapted Swimming – Shawn Kornoelje – The Disability Meet hosted by GTAC is at Oakland University next weekend and MS is well represented.

Program Operations – Brandon Converse / Don Kimble

DISTRICT MEET AWARDS – One of the meet hosts gave out awards incorrectly and they are now short about 190 awards (cost about \$1,000.00). After discussion, it was decided that the Meet Host needs to correct the error and be responsible for buying the awards and distributing them to the athletes who earned them.

WORKING ON GUIDELINES FOR PROGRAM OPERATIONS – Don Kimble reports that he and Brandon are looking for guidance from experienced people for meet scheduling. They want to be able to give next person doing this job a sort of 'best practices' document. Bob Merchant advises that the Technical Committee and Program Operations need to be working together to develop a skeleton schedule which is appropriate for all of our athletes.

REVIEW OF JO MEET AND SC SEASON – Program Operations are not getting enough feedback about the meets. Meet evaluations are not being turned in

so they don't really know what is working and what is not. The only thing they see are a few highly visible negative e-mails that are occasionally sent. Coaches feel that the JO cuts need to be toughened to move some of those kids to the District Meets. There are too many swimmers at the JO Meet. Many of them swim only 1 or 2 events so even though the number of splashes may not be too excessive the numbers of kids on deck is excessive. This seems to be the real problem at the JO meet – too many athletes on deck and in the water over the course of the weekend. The Q2 cuts were toughened this year but the Q1 cuts were also toughened and this moved quite a few kids from the State Meet into the JO Meet! Kirk Nissley indicated his opinion that the two solutions for controlling the size of the meet are either 1) a very serious review of the Q2 (and Q1) time standards 94 2) perhaps the JOs should be split into 2 meets in order to keep the athlete levels down. Others felt that splitting this meet would cause MS to host 5 small meets (3 District and 2 JO).

13 & O STATE MEET – A discussion ensued over the length of this meet. An issue to consider is "Why do we have the 2 distance events (1650 and 1000) at a 3-day meet?"

4-HOUR RULE – Kirk Nissley indicated that he will present the revised draft at the House of Delegates Meeting for a vote of the representatives. Dan Meconis noted that a result of the protracted Board discussion of the four-hour rule over the many previous months has produced a positive effect – that all meet hosts have been paying more attention to the length of their sessions/meets.

WORKSHOPS – A club development, meet director, Hy-Tek workshop will be held. Don is waiting for Hy-Tek to get back to him regarding schedules.

Report of Committees / Coordinators

Officials—Dan Meconis

STATE MEETS – There were too many athletes in the freestyle distance events and the prelims ran almost up to the finals. Other than that everything went quite well.

OFFICIALS SEMINARS – Three new officials' seminars have been held and CW/SMAC will host another one later this month. Dan Meconis and Scott Appleyard are happy to conduct a clinic if there are at least 6 people to attend.

Safety – Mike Cutler

RACING STARTS – Memo from Bruce Stratton regarding Water Depths for Racing Starts has been sent to all clubs and is posted on the MS website. Clubs should recognize that if they are doing racing starts in a shallow pool they will have insurance issues.

EAP – per Kirk Nissley for Mike Cutler: Mike Cutler is considering proposals to present at the HOD. For example, the Safety Coordinator would like to make it a requirement for meet hosts to file EAPs with each Sanction request.

Recognition & Michigan Swim Office – Jan Cartmill

NATIONAL TOP-16 AND STATE RECORD CERTIFICATES – These 2006 certificates have been mailed to head coaches of the athletes who earned these honors. The final listings will now be published on the MS website.

REPORT ON ENTERING UNREGISTERED ATHLETES IN MEETS - In November 2006, in order to prevent the continuing problem of having unregistered athletes competing in MS meets, all Michigan Swimming club members were notified via e-mail, by a posting on the Michigan Swimming website and by the CERTIFICATION OF ENTERED ATHLETES form in each meet packet that Clubs entering unregistered athletes in meets would result in a fine of \$100.00 per athlete. I am happy to report that in the last few months the problem of unregistered athletes competing in meets has drastically decreased due to the enforcement of the MS policy. To date, letters have been sent to five clubs for violations of this policy and four of them have paid the fine. The fifth club is being given another 10 days in which to respond. At the end of the 10 days, the matter will be referred to the Board of Review. I believe that now that Clubs are aware of the potential fine for entering athletes in meets who are not registered this problem will continue to correct itself. This policy is working.

All clubs are asked to 'tweak' their procedures to ensure that their athletes are properly registered. For my part, I am sending them an e-mail to confirm receipt of electronic registration files and to let them know how many applications are in the file (sometimes they did not send what they thought they had). Once I receive the \$\$ to register these athletes, I immediately process the registrations and send them an updated club roster. Hopefully this will work without additional fines.

STATE MEET FINES - RELAYS—One club paid a \$100.00 fine because a relay missed the cut and could not prove their time. MISSED EVENTS—Two athletes from the same club missed an event at the 12 & U Meet. The club paid a \$50.00 fine for each athlete.

PROOF OF TIMES - 12 & U MEET

Qualifying period: March 10, 2006 – February 27, 2007

Number of athletes in meet: 642 (including 164 relay only)

Total entries: 2,368

Number of teams represented: 55

Procedure: I created a file from the Meet Manager (MM) database for this meet and compared it to the "State Meet Qualifying Times Database" (SMQTDB) and the proofs that were sent to me by the clubs.

Results:

- 30 athletes in 38 events did not have a time for the event in the Proof of Times File (this means they had NEVER swum this event during the qualifying period in a USA Swimming sanctioned, observed or approved meet). 24 of these athletes (representing 32 events) were members from YMCA teams and many of them earned these state cuts in time trials at the YMCA Clusters or the YMCA State Meets. The remaining 6 athletes (representing 6 events) earned their state cuts at dual or tri-meets in various leagues.
- Most of the submitted proofs were to update seed times to a faster time than we had in the SMQTDB.
- Changed seed times for 8 athletes (15 events) who were either not entered at their fastest time or had a state cut in LCM but not SCY or entered with NT.

- Removed 1 athlete from 1 event because he had no proof of swimming the QT in the event.

PROOF OF TIMES - 13 & O MEET

Qualifying period: March 10, 2006 to March 12, 2007

Number of athletes in meet: 702 (including 146 relay only)

Total entries: 2470 (including 314 relays)

Number of teams represented: 48

Procedure: I created a file from the Meet Manager (MM) database for this meet and compared it to the "State Meet Qualifying Times Database" (SMQTDB) and the proofs that were sent to me by the clubs.

Results:

- 59 athletes (42 men and 17 women) in 92 events did not have a time for the event in the Proof of Times File (this means they had NEVER swum this event during the qualifying period in a USA Swimming sanctioned, observed or approved meet).
- Most of the submitted proofs were to update seed times to a faster time than we had in the SMQTDB.
- Changed seed times for 4 athletes (4 events) who were either not entered at their fastest time or had a state cut in LCM but not SCY.
- Removed 4 athletes from 1 event because they either did not have adequate proof of swimming the QT in the event (3 athletes) or the QT was outside the eligibility dates for this meet (1 athlete).

Recommendations:

Proving times for the State Meets continues to be a huge undertaking for the MS Office with the current procedures. If Online Meet Entry (OME) is not to be adopted, then my recommendations for next year are:

- Restate and possibly limit Acceptable Proofs in the meet invitations. They are currently stated as follows: "Acceptable proofs include printed meet results, computer printed award labels, or a swimmer's time card signed by the Meet Referee."
- For proofs allow only swims from MISCA, Championships from the various leagues (club or MHSAA), Y-Cluster and Y-State Meets in addition to the times from all Approved, Observed and Sanctioned Meets. Do not allow proofs from dual meets or "last chance meets", from meets that do not have computer-generated results or which do not include machine-generated names, dates and times.
- Emphasize the importance of getting the proofs to the Michigan Swimming Office by the time the entries close—in other words, a definite date for proofs. Five or six teams including a couple who have representatives in

this room did not have their proofs in for the 13 & O Meet until we called them.

YTD STATISTICS - As of today—6,458 athletes, 449 non-athletes and 75 clubs. April 2006—there were 6,408 athletes, 462 non-athletes and 79 clubs.

VACATION – The Michigan Swimming Office will close after the end of the business day on Friday, May 12, 2007 through Monday, May 28, 2007 while I am on vacation in Alaska. Clubs and coaches should plan ahead to get all registrations, updates, meet announcements and LCM Time Standard updates to the Office prior to that date so they can be processed.

NTV – Kirk Nissley

Kirk is contemplating presenting various proposals for the HOD. These include:

- Proof of time (OME for the State Meets) (Nissley, Cartmill)
- 4-Hour Rule (Meconis, Kimble, Dudley, Nissley)
- Over the water starts (Meconis, Nissley)
- Deck entries must show valid registration card (Nissley, Cartmill)
- NTV Coordinator is automatic member of meet scheduling committee (Nissley)

MOTION was made, seconded and passed to adjourn the meeting. All approved. The meeting adjourned at 4:00 PM.

The date and location of the next MS Board Meeting is not known at this time. This information will be distributed once it is determined.

The annual HOD Meeting is now scheduled for May 12, 2007 at Okemos High School, 1 PM.

Respectfully submitted,

Janice B Cartmill
Registration / Membership Chair