

September 5, 2012

To: Arkansas Swimming Inc.  
LSC Board of Directors

From: Anita Parisi  
Secretary

Re: Arkansas Swimming, Inc.  
Board of Directors Meeting  
August 24<sup>th</sup>, 2012

Attendees:

Shawn Drake – General Chair  
Mary Jo Heye – Administrative Vice Chair  
Scott Berry – Senior Chair  
Steve Duwell – Coach's Chair  
Anita Parisi – Secretary/Treasurer  
Patrick Bass – Age Group Chair

Meeting Purpose:

Discuss the Zone Championships

There were several issues raised by coaches, parents, and chaperones in regards to the ASI team and its trip to the Central Zone Championships in Indiana from August 2-5, 2012. The ASI General Chair, Shawn Drake, wanted to discuss the issues and determine what the LSC can do to help the Zone trip and its planning process go more smoothly.

1) Zone Philosophy

The Board discussed the philosophy for ASI's participation at Zones. Is it to swim fast? Or, is it to have fun and build relationships with other swimmers across teams within the LSC? Choosing one or the other defines the approach to team travel. Consensus was to achieve both objectives and to use "committee" members and defined policy and procedures to ensure that both goals are met.

2) Policy and Procedures.

Shawn mandated that the Zone Coordinator write Policy and Procedures so that ASI has guidelines to follow that are consistent and can be referred to by the Board when individuals have questions about Zones.

Examples of items to be covered in the Policy and Procedures include:

- a. Selection of Coaches. The Board stated that coaches should try to be picked based on representation of the different areas of the LSC and by gender, if possible (for getting swimmers out of restrooms, etc.) A 1:15 ratio of coach to swimmers was discussed. The Senior Chair, Age Group Chair, Coaches' chair, and the Zone Coordinator will choose the coaches from a list of coaches that have submitted their names by the Short Course Championship.
- b. Selection of Chaperones. Same as for the coaches.
- c. Travel planning. Guidelines for choosing a bus service and hotels. Guidelines for who gets reimbursed for non-team travel. E.g. coaches driving personal cars, etc.
- d. Meet Logistics. Guidelines for attendance, meals, and "shuttling" swimmers between hotel and pool when there are distance events or prelims/finals events that do not apply to all of the swimmers.
- e. Budget. Guidelines for the budget. E.g. number of t-shirts and caps per swimmer, costs and vendors for acquiring these items. This will help manage the expenses, plus allow any new zone coordinator with a road map to keep them on budget.
- f. Coaches' compensation.

3) Zone Committee.

Shawn mandated that a Zone Committee be implemented. Members would include athlete representatives from the HOD, Zone chaperones, and Zone coaches. This committee can help implement the policy and procedures.

4) Communication

There needs to be more advanced communication as to the lodging, travel arrangements, pricing, and logistics for the parents so that they are well-informed before the trip occurs as to the general protocol of the weekend. Also, so that the parents can make their own travel arrangements based on the team's arrangements.

5) Modifying the dates of the State Championships to accommodate better preparation for Zones.

There was discussion on whether the close proximity of the State meet to the Zones departure had a negative effect on swimmers' performance and the logistical coordination for Zones. It was decided that the State meet will stay where it is on the calendar due to the timing of the Sectionals meet and the desire to have the Senior swimmers at the State Championships (i.e. to not move the State meet to the prior weekend which is the same weekend as Sectionals nor to have the State Meet the weekend before Sectionals so that Seniors can be focused on Sectionals, but still be able to be a part of the State Meet "team" atmosphere.)

In closing, the General Chair modified the dates for the HOD meeting. The HOD meeting will be held on Saturday, October 13, 2012 in Little Rock.