

# 2017 MINNESOTA SWIMMING ADMINISTRATIVE CALENDAR

## Board of Directors/Committees/Office/Clubs

### **JANUARY**

- All swimmers, coaches, officials and clubs must be re-registered for 2017 - Registrations must be in the office prior to January 1<sup>st</sup> for continuous membership.
- January 14-15, 2017 – Team Minnesota Mid-West All-Star Championships
- Submit MSI's Form 990 to the IRS, annual filing for Charitable Trust to the Minnesota Attorney General's Office, and corporate registration with Secretary of State prior to January 15.
- January - Seek nominations for the Phillips Conoco Outstanding Service Award (General Chair)

### **JANUARY 17** - Board of Director's Meeting – 7:30 PM (Eisenhower Community Center-Hopkins)

- 2016 Financial Audit Report Presentation – Per Bylaws 605.6.5 , Board of Directors votes to make a recommendation to the House of Delegates concerning the approval or disapproval of Audit (Finance Vice-Chair)
- Preliminary 2017-2018 Championship Meet Schedule Presentation (Meet Scheduling Committee Chair/Age Group Vice-Chair)
- 2016 Financial Audit presented for vote of acceptance
- 2017 Zone Head Coach and Manager announced [Age Group Vice Chair]

### **FEBRUARY**

- February 1 - Budget requests for the 2017-18 Fiscal Year, along with rationale, must be submitted to the Finance Chair by February 1<sup>st</sup> deadline for consideration
- February 1 – Post Application for 2017 Zone Team assistant coach positions [Age Group Vice Chair, Web Coordinator]
- February 1 -- Post meet information to join Team Minnesota for the Central Zone Open Water meet in June 2017
- Early February - ASCA MN Simpson Coach Award  
Email/Post nomination information to MSI coach members about the 2017 Developing Coach, Age Group staff, and Senior staff of the Year
- February 17 – Deadline to apply to become an assistant coach for the zone team.
- February 28 - 2017 Head Zone Coach Selection Completed [Age Group Vice Chair]
- February 25-28 – 2017 Minnesota Achievement Championships [MAC's] (Sites: ALEX, FOXJ, NOR)
- February 28 -- 2017 Zone Assistant Coaches Finalized (Age Group Vice Chair, Zone Head Coach)
- February 28 – Deadline for bid schedule and on-line bidding forms to be posted on MSI Website.

## **FEBRUARY 21- Board of Director's Meeting – 7:30 PM (Eisenhower Community Center - Hopkins)**

- 2017-2018 Championship meet schedule final approval [Meet Scheduling Committee Chair]
- 2017-18 proposed budget (discussion and vote to recommend the budget to the House of Delegates) [Finance Vice Chair]
- Consideration of nominees and vote for Conoco Phillips Outstanding Service Award [General Chair]
- Consider and recommend amendments to the LSC Bylaws to the House of Delegates [Administrative vice Chair and Legislative Coordinator]

## **MARCH**

- March 1 -- Nominations for 2017-2018 Board or Committee Chair positions due to the Nomination Committee for their consideration. Note: Any member may, also, be nominated from the floor at the House of Delegates Meeting.
- March 1 – Nominations for Simpson Developmental Coach Award recipients due to ASCA Minnesota Award Committee
- March 3-5 2017 Short Course Minnesota Regional Championships [MRC's]  
(Sites: EDI, HASA, HTSC, MTKA, NSAC, ROC)
- March 9-12, 2017 – Central Zone Speedo Championships Series (Iowa City, IA)
- March 9-12, 2017 - Short Course Senior State Championship (ROC)
- March 9-12, 2017 - Coaches vote for Senior Staff Simpson Award at Senior Championships
- March 16-19, 2017 – Short Course Age Group State Championships (MCA)
- March 16-19, 2017 - Coaches vote for Developing & AG Coach/Simpson Award at Age Group State Meet.
- March 15 (or earlier) – Slate of candidates/positions for MSI Board positions must be received by the Swim Office from the Nomination Committee.
- Week of March 27<sup>st</sup> (or earlier) – House of Delegates Email sent to BOD, clubs/delegates Official notice of meeting and the slate of candidates MUST BE RECEIVED by each member of the House of Delegates and each group member not less than 20 days prior to the House of Delegates. This is now officially done by email notification. Information will also be posted on the website.

## **MARCH - NO BOARD OF DIRECTORS MEETING**

## **APRIL**

- April 1 - Facility Grant Requests due to Facility Grants Committee [next grant app. date: 10/01/17]
- April 1 – Top 10 Jacket/Patch Application Submission Deadline to office
- April 4 – Date Seasonal memberships begin
- April 4 (Monday) – Deadline for meet bids to be submitted on the Minnesota Swimming website
- April 10 (Monday) -- Deadline for Board Members and Committee Chairs written Reports to the House of Delegates due to the MSI office
- April 15 - National Travel Reimbursement Request Forms Due to the office by email
- April - Fall/Winter 2017-2018 Team Standings [A/AA/AAA] posted on website [office]

## **APRIL** - [NO BOARD OF DIRECTORS MEETING](#)

### **April 22, 2017 ANNUAL HOUSE OF DELEGATES MEETING** **& 2017-2018 Fall/Winter Meet Bid Meeting** (Eisenhower Community Center – Hopkins, MN)

\*\* Each Chartered Club has one vote at this meeting through their Club-designated Rep/Delegate Member, as listed on the club current club charter, or update, on file at the MSI office. \*\*  
*Each club is expected to send at least one representative to this meeting.*

9:00 AM – House of Delegates Meeting  
8:00 AM Registration and coffee  
9:00 AM Registration closes at 9:00 AM

### **April Board Items requiring attention, if any**

### **Basic House of Delegates Agenda Items**

- Affirmation of actions taken by the Board of Directors since last House of Delegates Meeting.
- Board of Directors and Committee Reports (written reports – Consent Agenda)
- 2017-18 budget ratification by House of Delegates (Finance Vice-Chair)
- Election of Vacant Board of Directors and other Elected Positions (Nominations Committee Chair)
- **House of Delegates Annual Swim Meet Bid Meeting for Fall/Winter 2017-18** [Reminder that at the House of Delegates Meeting each club is entitled to one vote.]
- Resolution to affirm change in Vision, Mission and Core Values Changes
- 2017-18 Nominations Committee – organizational meeting following the HOD – Committee Elects Chair

## **MAY**

- May 1 – Winter 2017-2018 Meet Schedules posted on website. [Web Coordinator]
- May 5-6, 2017 – Build-A-Pool Workshop
- Week of May 8<sup>th</sup> – Emailed Letter of Intent to attend USAS Convention sent to convention delegates [office]
- May 15 – Publish 2017 Summer zone designations for Finals Series Meets [Age Group Vice Chair, office]
- May 15 - Bylaws & policy revisions complete & on the Minnesota Swimming Website [Admin V Chair/Legislative Chair/office]
- May 31 – Date by which National Travel Reimbursement checks should be in mail to clubs with complete early or on time requests. [office]

### **MAY 16** - Board of Director's Meeting – 7:30 PM (Eisenhower Community Center - Hopkins)

- Initial Meeting of 2017-2018 Board of Directors /Orientation
- Annual Conflict of Interest Disclosures due
- 2017-2018 Nominations Committee Chair announced
- Appointment of 2017-18 Committees [General Chair]
  - Technical Planning Committee
  - Pool Facility Development Grant Committee
  - Official's Committee
  - Athlete Committee
  - Age Group Committee
  - Senior Committee
  - Safe Sport Committee
  - Disability Swimming Committee
  - Diversity/Inclusion Committee

## **JUNE**

- June 1 – Central Zone Age Group meet information posted on website (all USA-AAA Time qualifiers eligible for Team MN participation)
- June 15 – Convention Delegates must confirm their intent to attend the USAS Convention. (Intent Forms due by email to MSI office)
- June 10-11, 2017 Central Zone Multi-Cultural Meet (Columbus, OH)
- June 15-16, 2017 Central Zone Open Water Championships, Pleasant Prairie, WI  
(June 15 Clinic; June 16 Race)

**JUNE 20** - Board of Director's Meeting – 7:30 PM (Eisenhower Community Center - Hopkins)

~ Convention attendee confirmation (General Chair)

## **JULY**

- July 15-16, 2017 - Minnesota Achievement Championships (3 locations) (sites: MCA, NOR, SHRK)
- July 17-22, 2017 – Central Zone Speedo Championships Series (Minneapolis, MN)
- July 21-23, 2017- Minnesota Regional championships (4 locations) (sites: ASF, MAN, ROC, WIN)
- July 26-30, 2017 – Long Course State Championship (FOXJ)

**July 18** - Board of Director's Meeting – 7:30 PM (Eisenhower Community Center - Hopkins)

## **AUGUST**

- August 3-6 – 2017 Central Zone 14 & Under Meet (Rochester, MN)
- Aug 7th – Minnesota Open Water State Championships (Shady Oak Lake – Hopkins)
- August 15 – Summer 2018 Team Standings compiled & posted [office]
- August 31 – 2017-18 Time Standards Review Complete [Age Group Planning Committee]
- August – Email notifications sent to all Coaches & Non-Athletes with existing 2017 Memberships  
[Member Services]
- Late August – Email 2018 registration letter/changes/updates to club registrars to prepare clubs for the 2018 registration year. [Registration Coordinator]
- August 31 - Close out 2017 registration/ compile year-end statistics, reports, etc.  
[Registration/Membership Coordinator]
- August 31 - End of fiscal year financial reports run & sent to Finance Vice-Chair [Office]

**AUGUST** - NO BOARD OF DIRECTOR'S MEETING

## **SEPTEMBER**

- September 12-17, 2017-USAS Convention (Dallas, TX) [Designated Convention Delegates/Attendees]
- September 24, 2017 – Club Leadership Business Management School (CLBMS) [Eisenhower Community Center – Hopkins, MN]
- September 30 - National travel reimbursement request forms due to Office

[September 19, 2017 Board of Director's Meeting – 7:30 PM \(Eisenhower Community Center - Hopkins\)](#)

- 2017 Central Zone Meet/Team Report [Zone Team Head Coach & Manager]
- Summer Nationals Meet Report [Senior Committee Chair]
- Championship Meet Evaluation [AG-SR Committee]
- 2017-18 Time Standards considered for Approval [Age Group Committee]

**OCTOBER**

- October 1 -- Facility Grant Requests due to Facility Grants Committee [next grant app. date: 4/01/17]
- October 1 – Application/consideration period ends for those interested in the Team Minnesota Head Coach and Manager positions
- October 8 – Club Leadership Business Management School (CLBMS) (During Regional Coaches Clinic in Rochester, MN)
- October 15 – 2017 Zone Team Manager Reserve Coach rooms and parent block for 2017 Central Zone Age Group Meet
- October 15 – 2017-18 National Travel Reimbursement meets and amounts determined and publicized [Senior Vice Chair, office, Web Coordinator]
- October 15 – 2017-18 National Travel Reimbursement meets and amounts for swimmers with a disability determined and publicized [Disability Swimming Chair, office, Web Coordinator]
- October 31st – Date by which National travel reimbursement checks will be mailed to clubs who have complete & approved requests emailed to the Office by the September 30<sup>th</sup> deadline.
- Late October or Early November – Annual External Financial Audit

- **October 31** – Deadline for 2018 Year Round Club Membership Renewals (date by which all required materials & fees must be approved in the MSI Office for the \$100 club fee). Fee increases begin after this date.

**OCTOBER 17** – Board of Director's Meeting – 7:30 PM (Eisenhower Community Center - Hopkins)

- Announcement of Team Minnesota Head Coach and Manager for winter All Star Meet [Age Group Vice Chair]
- Post-Convention Reports by Delegates
- 2017 Year End Membership Statistics Presented [Registration/Membership Coordinator]

## **NOVEMBER**

- Early November (or EARLIER) - Submit Meeting Room Requests to Eisenhower Building Facilities Director [Office]
- November - Finalize Minnesota Swimming 2018 Calendar [General Chair/Office]

### **NOVEMBER 21** -Board of Director's Meeting – 7:30 PM (Eisenhower Community Center - Hopkins)

- \* Annual 2018 Minnesota Swimming Administrative Calendar (consent agenda) [Office]
- \* National Top 10 Age Group Recognition Report [Times/Age Group Recognition Chair]

## **DECEMBER**

- December 31 – Final deadline for all 2017 Athlete, non-athlete & coach memberships to be renewed for 2018. Club Memberships are due in the MSI office by that date, as well, or club will no longer be a member. (exception: seasonal only clubs or new clubs)

Renewal clubs submitted or approved after Jan 1<sup>st</sup> - \$500 fee.

- Prior to December 31-- File Non-profit Corporation Annual Registration

### **DECEMBER** - NO BOARD OF DIRECTOR'S MEETING

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### General Information

- Minnesota Swimming Board of Director's Meetings are *generally* held on the **third Tuesday of the Month or as here noted or change posted on the website.** [No meetings in March, April, August, & December.] Boards of Director's Meetings are open to all members' voice. Voting is done by the Board of Directors except for the House of Delegates/Bid Meeting, where all clubs have one vote. Additional Closed Board of Directors Meetings or Work Sessions may be held according to guidelines in the Minnesota Swimming Bylaws.
- Agenda items for Board of Directors Meeting **Deadline:** Second Tuesday of the month by 10 am.  
**Any Proposed legislative items requiring approval at a Board Meeting are to be clearly written on a legislative form (see website) and emailed to the office prior to the deadline. Agenda items and new legislation will not be approved at board meetings without having first been distributed to board members and the general membership via the MSI Website.**
- Minutes, Reports & Proposed Legislation will be published on the Minnesota Swimming website. Minutes, Agenda, & action items will be distributed by email to Minnesota Swimming Board Members and clubs one week prior to the next Board Meeting. Any other pertinent club information will be posted on the website. Club Contacts are responsible to forward, in a timely manner, all information pertinent to their respective club board members and coaches.

The Club "Marketing/Contact Representative is the Communication's Liaison  
Between Member Clubs and Minnesota Swimming