

2013 MINNESOTA SWIMMING ADMINISTRATIVE CALENDAR

Board of Directors/Committees/Office/Clubs

JANUARY

- All swimmers, coaches, officials and clubs must be re-registered for 2013 - Registrations must be in the office prior to January 1st for continuous membership.
- Submit MSI's IRS Return and annual filing fee for Charitable Trust to the Minnesota Attorney General's Office prior to January 15th.
- January 7th - Applications Form for 2013 Head Age Group Zone Coach posted on Website (Age Group Committee-TBD)

JANUARY 15 - Board of Director's Meeting – 7:30 PM (Eisenhower Community Center-Hopkins)

- Begin Strategic Planning Committee Appointments (Make-up: combination of BOD & non-BOD members + athletes) **[Not more often than every other year]** Final appointments in May.
- Strategic Planning Retreat date to be determined (May date following HOD & not in conflict with school breaks.)
- PhillipsConoco Outstanding Service Award Recipient Vote by Board of Directors [Administrative Vice-Chair]
- Preliminary 2013-14 Fall/Winter & 2014 Spring/Summer Meet Schedule Presentation (Meet Scheduling Committee Chair/Age Group Vice-Chair)
- Order of Events Committee Appointment by Gen Chair [Technical Planning Chair is Committee Chair]

FEBRUARY

- February 1 - Budget and Line Item Requests for the 2014 Fiscal Year, along with rationale, must be submitted to the Finance Chair by February 1st deadline for consideration
- Early February - ASCA MN Simpson Coach Award Committee Send/Email Nomination Information to MSI coach members regarding the Developing Coach Award/Simpson Awards
- February 28 - 2013 Head Zone Coach Selection Completed (Age Group Committee-[TBD])
- February 28 – Deadline for bid schedule and on-line bidding forms to be posted on MSI Website.

FEBRUARY 19 - Board of Director's Meeting – 7:30 PM (Eisenhower Community Center - Hopkins)

- Appoint State Meet Evaluation Committee (Sr V Chair/AG Chair/Officials Chair/1 BOD Athlete Rep)
- 2013-2014 Swim meet schedule final approval (Meet Scheduling Committee Chair)
- Order of Events Committee status report: 2013-2014 Winter Orders/2014 Summer Orders (Committee Chair/Technical Planning Chair)
- 2012 Financial Audit – Vote to have definitive liability of affairs of the organization
- 2013-2014 Proposed Budget (Discussion/Approval; to be ratified by House of Delegates)

MARCH

- **March 1** – Deadline for Nominations for 2013-2014 Board or Committee Chair positions to be sent to the Nomination Committee for their possible endorsement. Note: Any member may, also, put their name into nomination on the floor at the House of Delegates Meeting.
- **March 1** – Nominations for Simpson Developing Coach Award recipients due to ASCA Minnesota Award Committee.
- **March 1** – Date 2013 Seasonal memberships begin.
- **March 14-17** – Coaches vote for Developing Coach/Simpson Award at Age Group State Meet.
- **March 15th** – Slate of candidates/positions for MSI Board positions must be received by the Swim Office from the Nomination committee.

MARCH - NO BOARD OF DIRECTORS MEETING

APRIL

- **April 1** - Facility Grant Requests due to Facility Grants Committee [2nd submission due date: 10/1/13]
- **April 1** – 2013-2014 winter & 2014 summer orders of events submitted to office (Tech. Planning Chr)
- **April 1** – Top 10 Jacket/Patch Application Submission Deadline to Swim Office
- **Week of April 1st** (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.
- **April 15th** (Monday) – **Final Deadline for Meet Bids** to be submitted on the MSI Website.
- **April 15** - 2013 Zone Team Assistant Coach Nominations Finalized (Age Group Committee)
- **April 15** - National Travel Reimbursement Request Forms Due to Swim Office (by email)

- April 17th (Wed) – Deadline for all Board Members and all Committee Chairs written Reports to the House of Delegates due to the MSI office.
- April - Fall/Winter 2013-2014 Team Standings [A/AA/AAA] posted on website (Staff)
- April 15 – Spring/Summer Scheduled Meet Orders of Events Complete (Tech Planning Committee-TBD)

April 16 - Board of Director’s Meeting – 7:30 PM (Eisenhower Community Center - Hopkins)

The Emphasis of this Board Meeting will be dedicated to a review of the short course season, especially The finals meets (C Finals/MRC’s/Age Group State/Senior State)

Announcement: Head 2013 Zone Team coach Selection (Age Group Committee Chair)

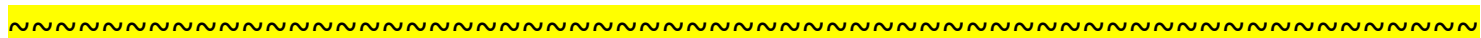
**APRIL 27th - ANNUAL HOUSE OF DELEGATES MEETING
& Annual 2013-2014 Meet Bid Meeting**

(Eisenhower Community Center Cafeteria – 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/Registration closes at 9:00 AM)



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)
- 2014 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 2013-2014** [Reminder that at the House of Delegates Meeting each club is entitled to one vote.]

AFTERNOON EDUCATIONAL SESSIONS

Workshops following HOD meeting (specifics to be announced) Suggestions Welcome!!!

- Board of Review – organizational meeting of the 2013-2014 Board of Review to elect the Board of Review Committee Chair following House of Delegates Meeting (if not enough members present, one member must take charge of designation a time/place to determine chair).
- 2013-14 Nominations Committee – organizational meeting following HOD – Committee Elects Chair.

MAY

- **May ??** – Board of Director's/Staff Strategic Planning Retreat/Session TBD
- **May 1**– Revised Meet Director's Manual (semi-annual) on website in .pdf format. (Sanction Coordinator)
- **May 1**- Spring-Summer Meet_revised meet templates on website.(Sanction Coordinator)
- **May 1** - Spring-Summer Scheduled Meet Orders of Events on website (Tech Planning Chr, Web Coord)
- **Early May** – Distribute conflict of Interest Disclosures to BOD/Staff (Exec Director)
- **Week of May 13th** – Emailed Letter of Intent to attend USAS Convention sent to convention delegates (office)
- **May 15** - Zone Team Manager(s) submit proposed 2013 Zone Team Budget to Age Group Chair for recommendations.
- **May 15** – Final Due Date for publication of Winter & Summer Club Zone Designations. (Age Group Committee)
- **May 31** – Date by which National Travel Reimbursement checks should be in mail to clubs with complete early or on time requests. (Office)

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

- Initial Meeting of 2013-14 Board of Directors/BOD Orientation/Conflict of Interest Disclosures Due
- Appointment of Strategic Planning Committee Completed
- Appointment of 2013-14 Technical Planning Committee
- Appointment of 2013-14 Age Group Planning Committee
- Appointment of 2013-14 Senior Planning Committee
- 2013-2014 Nominations Committee Chair announced
- Board of Review Chair for 2014-2014 Announced

JUNE

- **June 3** – Central Zone Age Group meet information posted on website (all USA-AAA Time qualifiers eligible for Team MN participation) - Zone Head Coach
- **June 3** – Winter 2013-2014 and Summer 2014 Meet Schedules to webmaster to be posted on website. (Tech Planning Chair)
- **June 3** – Convention Delegates must confirm their intent to attend the USAS Convention. (Intent Forms due by email to MSI office)
- **June 3** – 2013 Zone Team Assistant Coach Nominations Finalized (Age Group Committee)

- [Early June](#) – Post Application for **2014** Age Group Zone Team Manager and begin accepting applications. (Age Group Committee)
- [June 8-9, 2013](#) – Central Zone Diversity Meet (Lincolnshire, IL)
- [June 29-30, 2013](#) – Central Zone Open Water Championships (Pleasant Prairie, WI).

[JUNE 18 - Board of Director's Meeting – 7:30 PM \(Eisenhower Community Center - Hopkins\)](#)

- Convention attendee confirmation (General Chair)
- 2013 Zone Team Budget Presentation to Board of Directors (Age Group Committee Chair)
- 2013 Zone Team Assistant Coaching Staff Selection Announcement (Age Group Committee Chair)

JULY

- [July 1st](#) – Post (and email) nominations for 2013 Age Group & Senior Coach of the Year/Simpson Award. (ASCA Simpson Award Committee)
- [July](#) - [Bylaw & Policy Manual/Revisions complete](#) & on the Minnesota Swimming Website (Admin V Chair/Legislative Chair)
- [July 15](#) - Fall-Winter Scheduled Meet Orders of Events Completed (Technical Planning Committee)

[July 16 - Board of Director's Meeting – 7:30 PM \(Eisenhower Community Center - Hopkins\)](#)

- **[2014 Zone Team manager Selection Announcement](#)** (Age Group Committee Chair)

AUGUST

- July 25-29, 2013 (Long Course State Meet) - Coaches vote for 2013 Age Group and Senior Coach of the year/Simpson Award recipients.
- [August 1](#)- Fall-Winter revised meet templates on website.(Sanction Coordinator)
- [August 1](#) – Fall-Winter Scheduled Meet Orders of Events sent to Webmaster to be posted. (Technical Planning Chair)
- [August](#) – Letters and 2014 applications sent to all Coaches & Non-Athletes with existing 2013 Memberships (Office)
- [Late August](#) – Email 2014 registration letter/changes/updates to club registrars to prepare Clubs for the 2014 registration year. (Registration Coordinator)
 - [August 31](#) – 2013-14 Time Standards Review Complete (Time Standards Committee)
- [August 31](#) - Close out 2013 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 2-4 , 2013](#) – [2013 Central Zone Senior Meet \(15 & O\)](#) – Bismarck, ND (Open Water TBA)
[Club-Entered Meet – All Clubs in all Central Zone LSC’s who qualify may enter Meet. Pool event AAA 15-16 Times]
- [August 2-4, 2013](#) – [2013 Central Zone Age Group Championships \(14 & U\)](#) – Topeka, KS
[Team Minnesota Age Group Meet – AAA AG Qualifying Times]

[AUGUST - NO BOARD OF DIRECTOR’S MEETING](#)

SEPTEMBER

- [September 15](#) - 2014 Zone Team Manager Selection Complete (Age Group Committee)
- [Sept 1st](#) - Revised Meet Director’s Manual (semi-annual) on website in .pdf format. (Sanction Coord)
- [September 8-14, 2013](#) –USAS Convention, Garden Grove, CA (Designated Convention Delegates)
- [September 30th](#) -National travel reimbursement request forms due to Office
- [September 15](#) - Summer Team Standings compiled & posted (Staff)

SEPTEMBER 17 – [Board of Director’s Meeting – 7:30 PM](#) (Eisenhower Community Center - Hopkins)

- Meet Scheduling Committee Appointed (minimum - one board member, one non-Board coach, one non-board athlete, one non-board parent...Chair TBD by Committee (General Chair **Announcement of date, time & location of initial meeting for interested parties & posted on website.**)
- 2013-14 Time Standards Update Approval (Time Standards Committee)
- [2013 Central Zone Meet/Team Report](#) (Zone Team Head Coach & Manager)
- 2014 Zone Team Manager Selection Complete (Age Group Committee)
- [State Meet Evaluation Committee Report](#) (Technical Planning Committee)

OCTOBER

- [October 1](#) - Facility Grant Requests due to Facility Grants Committee [2nd due date/1st date was 4/1]
- [October 1](#) – 2014 Zone Team Manager (with Staff Assistance) Reserve Coach rooms and parent block for 2014 Central Zone Age Group Meet.
- [October](#) – Annual Organization Audit
- [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 30th deadline.

- [October 31](#) – Deadline for 2014 Regular [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 15 – **Board of Director’s Meeting – 7:30 PM (Eisenhower Community Center - Hopkins)**

- Post-Convention Reports by Delegates
- 2013 Year End Membership Statistics Presented (Registration/Membership Coordinator)

NOVEMBER

- **November** - Finalize Minnesota Swimming 2013 Calendar (General Chair/Office)
- **Early November** - Submit Meeting Room Requests to Building Facilities Director (Office)
- **Mid-November** – 2014 AG Zone Team Manager – arrange location/logistics or athlete banquet.
- **November 30** – Nominations for 2014 PhillipsConoco Outstanding Service Award due to General Chair

NOVEMBER 19 - **Board of Director’s Meeting – 7:30 PM (Eisenhower Community Center - Hopkins)**

- Annual 2014 MSI Calendar Approval (General Chair)

DECEMBER

- **December 31** – Final deadline for all 2013 Athlete, non-athlete & coach renewals for 2014. Club Memberships are due in the MSI office by that date, or club will no longer be a member. (exception: seasonal only clubs or new clubs)
Renewal clubs submitted or approved after Jan 1st - \$500 fee.
- File Non-profit Corporation Annual Registration **prior to December 31st**

DECEMBER - NO BOARD OF DIRECTOR’S MEETING

General Information

- MSI 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, 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 and 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 MSI Bylaws.
- Agenda items for Board of Directors Meeting **Deadline:** Second Tuesday of the month by 10:00 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 MSI website. Minutes, Agenda, & action items will be distributed by email to MSI Board Members 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 Contact is the Communication’s Liaison
Between the Club and Minnesota Swimming