

2014 MINNESOTA SWIMMING ADMINISTRATIVE CALENDAR

Board of Directors/Committees/Office/Clubs

JANUARY

- All swimmers, coaches, officials and clubs must be re-registered for 2014 - 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.
- January – Seek nominations for PhillipsConoco Outstanding Service Award [Admin Vice-Chair]

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

- 2013 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)
- Board Action to support Filing of Annual Registration as a Charitable Organization with the State of Minnesota.
- Preliminary 2014-15 Fall/Winter & 2014 Spring/Summer Meet Schedule Presentation (Meet Scheduling Committee Chair/Age Group Vice-Chair)

FEBRUARY

- February 1st - Budget and Line Item Requests for the 2015 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
Email/Post Nomination Information to MSI coach members seeking nominations for the 2014 Developmental, Age Group, & Senior Coaches of the Year.
- February 28 – Deadline for bid schedule and on-line bidding forms to be posted on MSI Website.

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

- Phillips 66 Outstanding Service Award Recipient Vote by Board of Directors [Admin Vice-Chair]
- 2014-2015 Swim meet schedule final approval (Meet Scheduling Committee Chair)
- 2014-2015 Winter Orders/2015 Summer Orders Status Report (Technical Planning Chair)
- 2014-2015 Proposed Budget (Discussion/Board Approval; to be ratified by House of Delegates)

MARCH

- **March 1** – Deadline for Nominations for 2014-2015 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 Coach Award recipients due to ASCA Minnesota Award Committee.
- **March 6-8, 2014** (Senior State Meet) - Coaches vote for 2014 Senior Coach of the year/Simpson Award recipient.
- **March 13-16** – (Age Group State Meet) - Coaches vote for 2014 Developing Coach and Age Group Coach/Simpson Award recipients.
- **March 15th** – Slate of candidates/positions for MSI Board positions must be received by the Swim Office from the Nomination committee.
- **Week of March 31st** (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
[2nd submission due date: 10/1/14]
- **April 1** – 2014-2015 winter & 2014 summer final orders of events submitted to office for Distribution/posting (Tech. Planning Chr)
- **April 1** – Top 10 Jacket/Patch Application Submission Deadline to Swim Office
- **April 1** – Date 2014 Seasonal memberships begin.
- **April 7th** (Monday) – **Final Deadline for Meet Bids** to be submitted on the MSI Website.
- **April 15** - National Travel Reimbursement Request Forms Due to Swim Office (by email) On time requests will be paid by May 31st.
- **April 16th** (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 2014-2015 Team Standings [A/AA/AAA] posted on website (Staff)
- **April 15** – Spring/Summer 2015 Scheduled Meet Orders of Events Complete (Tech Planning Committee)

[April 15 - Board of Director's Meeting – 7:30 PM \(Eisenhower Community Center - Hopkins\)](#)

**APRIL 26th - ANNUAL HOUSE OF DELEGATES MEETING
& Annual 2014-2015 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
9:00 AM Registration closes

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**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)
- 2015 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 2014-2015**  
Reminder: Each club is entitled to one vote at the House of Delegates Meeting

• **AFTERNOON EDUCATIONAL SESSIONS**

Workshops following HOD meeting (specifics to be announced)

Athlete Luncheon - Lunch and "Town Hall" meeting hosted by the Athlete Committee

ASCA Coaches Meeting (all MSI coaches)

Additional Possible Topics

*Suggestions and Interest in possible Topics are Welcome!!* Contact the MSI Office.

Timing System Rescue Tips & Tricks (Luke Day)

Meet Director's Workshop

Future Swimposium Planning Session (all welcome)

- Board of Review – organizational meeting of the 2014-2015 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).
- 2014-15 Nominations Committee – organizational meeting follows HOD – Committee Elects Chair.

## **MAY**

- [May 1](#) – [Revised Meet Director's Manual](#) (semi-annual) on website in .pdf format. (Sanction Coordinator)
- [May 1](#) - Spring-Summer revised meet templates on website.(Sanction Coordinator/ Web Coord.)
- [May 1](#) - Spring-Summer Scheduled Meet Orders of Events on website (Tech Planning Chr, Web Coord)
- [Early May](#) – [Winter 2014-2015 and Summer 2015 Meet Schedules](#) to webmaster to be posted on website. (Tech Planning Chair)
- [Early May](#) – Distribute conflict of Interest Disclosures to BOD/Staff (Exec Director)
- [Week of May 13<sup>th</sup>](#) – Emailed Letter of Intent to attend USAS Convention sent to convention delegates (office)
- [May 15](#) - Zone Team Manager(s) submit proposed 2014 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 20** - [Board of Director's Meeting – 7:30 PM \(Eisenhower Community Center - Hopkins\)](#)

- Initial Meeting of 2014-15 Board of Directors/BOD Orientation/Conflict of Interest Disclosures Due
- Appointment of 2014-15 Technical Planning Committee
- Appointment of 2014-15 Age Group Planning Committee
- Appointment of 2014-15 Senior Planning Committee
- 2014-2015 Nominations Committee Chair announced
- Board of Review Chair for 2014-2015 Announced

## **JUNE**

- [June 2](#) – Central Zone Age Group meet information posted on website (all USA-AAA Time qualifiers eligible for Team MN participation) - Zone Head Coach
- [June 2](#) – [Convention Delegates must confirm](#) their intent to attend the USAS Convention. (Intent Forms due by email to MSI office)
- [June 13-14, 2014](#) – Central Zone Open Water Championships (Pleasant Prairie, WI).

[LSC Entered]

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

Convention attendee confirmation (General Chair)

## **JULY**

- [July](#) - [Bylaw & Policy Manual/Revisions complete & on the Minnesota Swimming Website \(Admin V Chair/Legislative Chair\)](#)
- [July 15](#) - Fall-Winter 2014-15 Scheduled Meet Orders of Events Completed (Technical Planning Committee)

[July 15 - Board of Director's Meeting – 7:30 PM \(Eisenhower Community Center - Hopkins\)](#)

## **AUGUST**

- [August 1-3, 2014](#) – [2014 Central Zone Senior Meet \(15 & O\) – Minneapolis, MN](#)  
[Club-Entered Meet – All Clubs in all Central Zone LSC's who qualify may enter Meet. AAA 15-16 Times]
- [August 1-3, 2014](#) – [2014 Central Zone Age Group Championships \(14 & U\) – Oklahoma City, OK](#)  
[Team Minnesota Age Group Meet – AAA AG Qualifying Times – LSC Entered]
- [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](#) – 2015 Membership Renewal Letters sent to all Coaches & Non-Athletes with existing 2014 Memberships (Office)
- [Late August](#) – Email 2015 registration letter/changes/updates to club registrars to prepare Clubs for the 2015 registration year. (Registration Coordinator)
- [August 31](#) – 2014-15 Time Standards Review Complete (Time Standards Committee)
- [August 31](#) - Close out 2014 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**

- [Sept 1<sup>st</sup>](#) - Revised Meet Director's Manual (semi-annual) on website in .pdf format. (Sanction Coord)
- [September 16-20, 2014](#) –USAS Convention, Jacksonville, FL (Designated Convention Delegates)
- [September 15](#) - Summer Team Standings compiled & posted (Staff)
- [September 30th](#) -National travel reimbursement request forms due to Office (by email) (on time requests will be paid by 10/31/2014)

### **SEPTEMBER 23** – [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.**)
- 2014-15 Time Standards Update Approval (Time Standards Committee)
- [2014 Central Zone Meet/Team Report](#) (Zone Team Head Coach & Manager)
- [Final's Meets Evaluation Committee Report](#) (Technical Planning Committee)

## **OCTOBER**

- [October](#) – Yearly reminder to consider need for Strategic Planning Review and/or new planning sessions. Decisions will be added to the following year's calendar.
- [October 1](#) - Facility Grant Requests due to Facility Grants Committee [2<sup>nd</sup> due date/1<sup>st</sup> was 4/1]
- [ASAP Following Convention](#) – 2015 Zone Team Manager (with Staff Assistance) Reserve Coach rooms and parent block for 2015 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 30<sup>th</sup> deadline.
- [October 31](#) – Deadline for 2015 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 21** – [Board of Director's Meeting – 7:30 PM](#) (Eisenhower Community Center - Hopkins)

- Post-Convention Reports by Delegates
- 2014 Year End Membership Statistics Presented (Registration/Membership Coordinator)

## **NOVEMBER**

- [November](#) - Finalize Minnesota Swimming 2015 Calendar (General Chair/Office)
- [Early November](#) - Submit Meeting Room Requests to Building Facilities Director (Office)

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

- Annual 2015 MSI Calendar Approval (General Chair) [\[Change?? Girls HS Meet 11/18-20/2-14\]](#)

## **DECEMBER**

- [December 31](#) – Final deadline for all Athlete, Non-athlete & Coach renewals for 2015 membership year. Club Memberships are due in the MSI office by that date, or the 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.
- File Non-profit Corporation Annual Registration [prior to December 31<sup>st</sup>](#)

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

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### 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:** 10 days prior to board meeting by 10:00 AM.

Any request for Board of Direction "action" (Legislation/Policy/Resolution) shall be submitted on the MSI Board Meeting Proposal form (see website) and emailed to the MSI Office at least ten (10) days prior to the board Meeting. Failure to submit requests in a timely manner may result in the request being postponed to a later meeting.

- 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