

2015 MINNESOTA SWIMMING ADMINISTRATIVE CALENDAR

Board of Directors/Committees/Office/Clubs

JANUARY

- All swimmers, coaches, officials and clubs must be re-registered for 2015 - Registrations must be in the office prior to January 1st for continuous membership.
- Submit MSI's Form 990 to the IRS and annual filing for Charitable Trust to the Minnesota Attorney General's Office **prior to January 15**
- January - Seek nominations for the Phillips Conoco Outstanding Service Award (General Chair)

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

- 2014 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 2014-2015 Meet Schedule Presentation (Meet Scheduling Committee Chair/Age Group Vice-Chair)
- 2014 Financial Audit presented for vote of acceptance
- 2015 Zone Head Coach and Manager announced [Age Group Vice Chair]
- Swimposium agenda and details

FEBRUARY

- **February 1** - Budget requests for the 2015-16 Fiscal Year, along with rationale, must be submitted to the Finance Chair by February 1st deadline for consideration
- **February 1** – Post Application for 2015 Zone Team assistant coach positions [Age Group Vice Chair, Web Coordinator]
- **February 1** -- Post meet information to join Team Minnesota for the Central Zone Multi-Cultural and Open Water meets in June 2015
- **February 1** – Target date to submit LEAP2 application
- **Early February** - ASCA MN Simpson Coach Award
Email/Post nomination information to MSI coach members about the 2015 Developing Coach, Age Group staff, and Senior staff of the Year
- **February 15** -- Deadline to apply to become an assistant coach for the Zone team

- [February 15](#) -- registration opens for Swimposium
- [February 28](#) - 2015 Head Zone Coach Selection Completed [Age Group Vice Chair]
- [February 28](#) -- 2015 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 17- Board of Director's Meeting – 7:30 PM](#) (Eisenhower Community Center - Hopkins)

- 2015-2016 Swim meet schedule final approval [Meet Scheduling Committee Chair]
- Order of Events status report:
 - 2015 Summer orders [Technical Planning Chair]
 - 2015-2016 Winter Orders/2016 Summer Orders [Technical Planning Chair]
- 2015-16 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 2015-2016 of Board or Committee Chair positions due to the Nomination Committee for their consideration. Note: Any member may, also, put their name into nomination from the floor at the House of Delegates Meeting.
- [March 1](#) – Nominations for Simpson Developmental Coach Award recipients due to ASCA-Minnesota
- [February 28-March 1](#) -- 2015 Short Course C Finals
- [March 6-8](#) -- 2015 Short Course Minnesota Regional Championships (MRC)
- [March 13-15](#) – 2015 Senior Short Course State Championship, University Aquatic Center
- [March 13-15](#) -- Coaches vote for Developing Coach/Simpson and Age Group Staff Award at Age Group State Meet.
- [March 15](#) – Slate of candidates/positions for MSI Board positions must be received by the Swim Office from the Nomination Committee.
- [March 19-22](#) – 2015 Age Group Short Course State Championship, Rochester Rec Center
- [March 19-22](#)– Coaches vote for Developing Coach/Simpson and Age Group Staff Award at Age Group State Meet.
- Week of [March 24 \(or earlier\)](#) – 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: 10/01/15]
- [April 1](#) – Date Seasonal memberships begin
- [April 1](#) – 2015-2016 winter & 2016 summer orders of events submitted to office [Tech. Planning Chr]
- [April 1](#) – Top 10 Jacket/Patch Application Submission Deadline to office
- [April 6 \(Monday\)](#) – Deadline for meet bids to be submitted on the MSI website
- [April 6](#) – Swimposium pre-registration deadline
- [April 8 \(Wednesday\)](#) -- 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](#) – anticipate selections for Central Zone Open Water Select Camp (June 28-July 1)
- [April](#) - Fall/Winter 2015-2016 Team Standings [A/AA/AAA] posted on website [office]

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

- State Meet evaluation presentation [Technical Planning Committee]
- Spring Nationals swim meet report (Senior Vice-Chair)
- Summer 2015 season concerns discussion, if any

**Minnesota Swimming Inc.
SWIMPOSIUM**

April 18, 2015
Site TBD

AGENDA
To be announced

**April 19th ANNUAL HOUSE OF DELEGATES MEETING
& 2015-2016 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

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)
- 2015-16 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 2015-16** [Reminder that at the House of Delegates Meeting each club is entitled to one vote.]
- 2015-16 Nominations Committee – organizational meeting following the HoD – Committee Elects Chair

MAY

- **May 1** - Spring-Summer Scheduled Meet Orders of Events on website [Technical Planning, Web Coordinator]
- **Week of May 11th** – Emailed Letter of Intent to attend USAS Convention sent to convention delegates [office]
- **May 15** –Publish zone designations as needed for the coming season [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 19 - Board of Director's Meeting – 7:30 PM (Eisenhower Community Center - Hopkins)

- Initial Meeting of 2015-2016 Board of Directors/Orientation/Annual Conflict of Interest Disclosures due
- 2015-2016 Nominations Committee Chair announced
- Appointment of 2015-16 Committees [General Chair]
 - Technical Planning Committee
 - Pool Facility Development Grant Committee

- Athlete Committee
- Senior and Age Group Committees (if active)
- Final evaluation of the Swimposium

JUNE

- [June 1](#) – Central Zone Age Group meet information posted on website (all USA-AAA Time qualifiers eligible for Team MN participation)
- [June 1](#) – Winter 2015-2016 and Summer 2016 Meet Schedules posted on website. [Web Coordinator]
- [June 1](#) – Convention Delegates must confirm their intent to attend the USAS Convention. (Intent Forms due by email to MSI office)
- [June 12-14](#) -- 2015 Central Zone Multi-Cultural Meet, Brownsburg, IN
- [June 25-26](#) -- 2015 Central Zone Open Water, Pleasant Prairie, WI, June 25 Clinic; June 26 Race
- [June 28-July 1](#) – 2015 Central Zone Open Water Select Camp, Miami University (Ohio)

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

- Convention attendee confirmation (General Chair)

JULY

- [July 18-19](#) – Minnesota Regional Qualifier (C Finals)
- [July 24-26](#) – Minnesota Regional Championships

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

AUGUST

- [July 30-August 2](#) – 2015 LC State Championship, University Aquatic Center, Minneapolis
- [August 1](#)- Fall-Winter revised meet templates on website [Sanction Coordinator]
- [August 1](#) – LEAP 1 recertification application due
- [August 7-9](#) – 2015 Central Zone Age Group Championships (14 & U) – University Aquatic Center, Minneapolis
- [August 15](#) - Summer Team Standings compiled & posted [office]
- [August 31](#) – 2015-16 Time Standards Review Complete [Technical Planning Committee]

- [August 31](#) – Fall-Winter Scheduled Meet Orders of Events on website [Technical Planning, Web Coordinator]
- [August](#) – Letters and 2016 applications sent to all Coaches & Non-Athletes with existing 2015 Memberships [Office]
- [Late August](#) – Email 2016 registration letter/changes/updates to club registrars to prepare clubs for the 2016 registration year. [Registration Coordinator]
- [August 31](#) - Close out 2015 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 1](#) – Application/consideration period ends for those interested in the Team Minnesota Head Coach and Manager positions.
- [September 27-October 4](#) – USAS Convention, Kansas City, MO (Designated Convention Delegates)
- [September 30](#) -National travel reimbursement request forms due to Office

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

- 2015 Central Zone Meet/Team Report [Zone Team Head Coach & Manager]
- Summer Nationals Meet Report (Senior Committee Chair)
- Championship meets evaluation [Technical Planning Committee]
- 2015-16 Time Standards considered for approval [Technical Planning Committee]
- Announcement of Team Minnesota Head Coach and Manager for winter All Star Meet [Age Group Vice Chair]

OCTOBER

- [October 1](#) -- Facility Grant Requests due to Facility Grants Committee [next grant app. date: 4/01/16]
- [October 15](#) – 2016 Zone Team Manager Reserve Coach rooms and parent block for 2016 Central Zone Age Group Meet, Indianapolis, IN
- [October 15](#) – 2015-16 National Travel Reimbursement meets and amounts determined and publicized [Senior Vice Chair, office, Web Coordinator]
- [October 15](#) – 2015-16 National Travel Reimbursement meets and amounts for swimmers with a disability determined and publicized [Disability Swimming Chair, office, Web Coordinator]

- [October](#) – Annual External Financial 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 2016 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 20 – Board of Director’s Meeting – 7:30 PM \(Eisenhower Community Center - Hopkins\)](#)

- Post-Convention Reports by Delegates
- 2015 Year End Membership Statistics Presented [Registration/Membership Coordinator]

NOVEMBER

- [November](#) -- Finalize Minnesota Swimming 2016 Calendar [General Chair/Office]
- [Early November](#) - Submit Meeting Room Requests to Eisenhower Building Facilities Director [Office]

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

- Annual 2016 MSI Administrative Calendar Approval

DECEMBER

- [December 31](#) – Final deadline for all 2016 Athlete, non-athlete & coach renewals. 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.

- [Prior to December 31](#) -- File Non-profit Corporation Annual Registration

[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