

2012 MINNESOTA SWIMMING CALENDAR

JANUARY

- All swimmers, coaches, officials and clubs must be re-registered for 2012 - 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 17 - Board of Director's Meeting – 7:30 PM (Eisenhower Community Center-Hopkins)

- PhillipsConoco Award Recipient Vote by Board of Directors [Administrative Vice-Chair]
- Preliminary 2012-2013 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 2012 Fiscal Year, along with rationale, must be submitted to the Finance Chair by February 1st deadline for consideration
- ASCA Simpson Coach Award Committee to send/email information to coaches regarding nominations Developing Coach Awards/Simpson Awards
- February 28 - 2012 Head Zone Coach Selection Completed (Age Group Committee)
- **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)

- **2012-2013 Swim meet schedule final approval** (Meet Scheduling Comm. Chair)
- Order of Events Committee status report: 2012-2013 Winter Orders/2013 Summer Orders (Committee Chair/Technical Planning Chair)

MARCH

- March 1 – Nominations for 2012-2013 Board or Committee chair positions due to the Nomination Committee for their possible endorsement. Note: Any member may 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 7 – Date Seasonal memberships begin.
- March 16-18 – 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: 10/1/12]
- April 1 – 2012-2013 winter & 2013 summer orders of events submitted to office (Tech. Planning Chr)
- Week of **March 25** (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 9th** (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)
- April 1 – Top 10 Jacket/Patch Application Submission Deadline to Swim Office
- **April 11th** (Wed) – Deadline for Board Members and Committee Chairs written Reports to the House of Delegates due to the MSI office.

April 21st ANNUAL HOUSE OF DELEGATES MEETING
& Annual 2012-2013 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/Registration closes at 9:00 AM)

April Board of Directors Calendar Items

[April Board Meeting Held in Conjunction with House of Delegates]

- Head 2012 Zone Team coach Selection Announcement (Age Group Committee Chair)
- Fall/Winter 2012-13 Team Standings [A/AA/AAA] announced (Age Group Vice-Chair)
- Spring Nationals swim meet report (Senior Vice-Chair)
- State Meet Evaluations Committee Report
(Senior Vice Chair/Age Group Vice-Chair/Official's Chair/1 BOD Athlete Rep)
- Summer 2012 Season Concerns Discussion, 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)
- 2013 Budget Approval (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 2012-2013** [Reminder that at the House of Delegates Meeting each club is entitled to one vote.]
- **Club Leadership & Business Management School (CLBMS)** **BEGINS AT NOON** (Information and details will be posted on the website and sent to club contacts.)
- Board of Review – organizational meeting of the 2012-2013 Board of Review to elect the Board of Review Committee Chair following House of Delegates Meeting
- 2012-13 Nominations Committee – organizational meeting following HOD – Committee Elects Chair.

MAY

- May ?? Board of Director's/Staff Annual Retreat/Workshop??
- May 1– Revised Meet Director's Manual (semi-annual) on website in .pdf format. (Sanction Coordinator)
- May 1- Spring-Summer Orders of Events and revised meet templates on website.(Sanction Coordinator)
- Sanction information to be distributed to teams receiving a meet bid by email on or before 5/15/2012.
- Week of May 9th – Emailed Letter of Intent to attend USAS Convention sent to convention delegates (office)
- May 15 - Zone Team Manager(s) submit proposed 2012 Zone Team Budget to Age Group Chair for recommendations.
- May 15 – Final Due Date for publication of Winter & Summer Club Zone Designations. (Age Group V-Chair)
- May 30 – Date by which National Travel Reimbursement checks should be in mail to clubs with complete early or on time requests. (Office)

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

- Initial Meeting of 2012-2013 Board of Directors
- Nominations Committee Chair announced
- Board of Review Chair for 2012-2013 Announced

JUNE

- June 1 – Central Zone meet information posted on website (all USA-AAA Time qualifiers eligible for Team MN participation)
- June 1 – Winter 2012-2013 and summer 2013 meet Schedules posted on website.
- June 1 – Convention Delegates must confirm with General Chair their intent to attend the USAS Convention.
- June 1 – 2012 Zone Team Assistant Coach Nominations Finalized (Age Group Committee)

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

- Convention attendee confirmation (Office)
- 2012 Zone Team Budget Presentation to Board of Directors (Age Group Chair)
- 2012 Zone Team Coaching Staff Selection Announcement (Age Group Committee Chair)

JULY

- *[NOTE: Only done in **Olympic Year**: Time Standard Committee Appointments [minimally: Technical Planning Chair, Senior Vice-Chair, Age Group Vice-Chair, *1 coach, *1 athlete] *may be non-BOD (Gen Chair)]*
- 2012 Zone Team Manager Selection Complete (Age Group Committee)
- Bylaw & Policy Manual/Revisions complete & on the Minnesota Swimming Website (Admin V Chair/Legislative Chair)

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

- 2013 Zone Team manager Selection Announcement (Age Group Committee Chair)

AUGUST

- *August - [**Olympic Year only**: **New Minnesota Time Standards** should be complete for approval at Sept board meeting. Distributed & posted with the September Agenda. (Technical Planning Chair) Standards valid during the entire 4 year quadrenium.]*
- July 27-29, 2012 (State Meet) - Coaches vote for Age Group and Senior Coach of the year/Simpson Award recipients.
- Fall-Winter Orders of Events & revised meet templates on website (Sanction Coordinator)
- August – Letters and 2013 applications sent to all Coaches & Non-Athletes with existing 2012 Memberships (Office)
- Late August – Email 2013 registration letter/changes/updates to club registrars to prepare clubs for the 2013 registration year. (Registration Coordinator)
- August 31 - Close out 2012 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 3-5, 2012 – 2012 Central Zone Senior Meet (15 & O) – Lawrence, KS (Open Water TBA) [Club Meet – All Clubs in all Central Zone LSC's who qualify may enter Meet. Pool event AAA 15-16 Times]
- August 3-5, 2012 – 2012 Central Zone Age Group Championships (14 & U) – Pleasant Prairie, WI (Open Water dates TBA) [Team Minnesota Age Group Meet – AAA AG Qualifying Times]

AUGUST - NO BOARD OF DIRECTOR'S MEETING

SEPTEMBER

- Sept 1st - Revised Meet Director's Manual (semi-annual) on website in .pdf format. (Sanction Coord)
- September 11-16, 2012 –USAS Convention, Greensboro, North Carolina (Designated Convention Delegates)
- September 30th -National travel reimbursement request forms due to Office

SEPTEMBER 18 – **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.**
- *[**Olympic Year only: New Minnesota Time Standards** complete Approval by Board of Directors (Technical Planning Chair/Time Standards Committee Chair) **Effective Date: October 1st** Standards valid during the entire 4 year quadrenium.]*
- 2012 Central Zone Meet/Team Report (Zone Team Head Coach & Manager)
- Summer Team Standings Announced & Sent to Webmaster (Age Group Committee Chair)
- Summer Nationals Meet Report (Senior Committee Chair)
- Winter Season Concerns Discussed, if any.
- State Meet Evaluation Committee Report (Senior Vice-Chair/Age Group Vice-Chair/Official's Chair)

OCTOBER

- October 1 - Facility Grant Requests due to Facility Grants Committee [2nd due date/1st date was 4/1]
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- 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 2012 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 16 – **Board of Director's Meeting – 7:30 PM** (Eisenhower Community Center - Hopkins)

- Post-Convention Reports by Delegates
- 2012 Year End Membership Statistics Presented (Registration/Membership Coordinator)

NOVEMBER

- Finalize Minnesota Swimming 2013 Calendar (General Chair/Office)
- Submit Meeting Room Requests to Building Facilities Director (Office)
- November 30 – Nominations for 2013 PhillipsConoco Outstanding Service Award due to General Chair

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

- Annual 2013 MSI Calendar Approval (General Chair)

DECEMBER

- December 31 – Final deadline for 2013 Athlete, non-athlete & coach renewal memberships are due in the MSI office, 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