

# 2018 MINNESOTA SWIMMING ADMINISTRATIVE CALENDAR

## Board of Directors/Committees/Office/Clubs

### **JANUARY**

- All swimmers, coaches, officials and clubs must be re-registered for 2018 - Registrations must be in the office prior to January 1<sup>st</sup> for continuous membership.
- **January 1<sup>st</sup> – Safe Sport Monday**
- January 6-7, 2018 – Mid-States 14&U All-Star Championships (Indianapolis, IN)
- 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 66 Outstanding Service Award (General Chair)

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

- 2017 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 2018-2019 Championship Meet Schedule Presentation (Age Group Vice-Chair)
- 2018 Zone Head Coach and Manager announced [Age Group Vice Chair]

### **FEBRUARY**

- February 1 - Budget requests for the 2018-19 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 2018 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 2018
- **February 5<sup>th</sup> – Safe Sport Monday!**
- Early February - ASCA MN Simpson Coach Award  
Email/Post nomination information to MSI coach members about the 2018 Developing Coach, Age Group staff, and Senior staff of the Year
- February 19 – Deadline to apply to become an assistant coach for the zone team.
- February 28 - 2018 Head Zone Coach Selection Completed [Age Group Vice Chair]
- February 28 -- 2018 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 20- Board of Director's Meeting – 7:30 PM (Eisenhower Community Center - Hopkins)**

- 2018-2019 Championship meet schedule final approval [Age Group Committee]
- 2018-19 proposed budget (discussion and vote to recommend the budget to the House of Delegates) [Finance Committee and 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 2018-2019 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 3-4, 2018 - Short Course Minnesota Achievement Championships [MAC's]  
(Sites: EDI, ALEX, NOR)
- **March 5<sup>th</sup> – Safe Sport Monday!**
- March 9-11, 2018 – Short Course Minnesota Regional Championships [MRC's]  
(Sites: HTSC, RSC, HASA, NSAC, MTKA, STRM)
- March 15-18, 2018 - Short Course Senior State Championship (FOXJ)
- March 15-18, 2018 - Coaches vote for Senior Staff Simpson Award at Senior Championships
- March 22-25, 2018 – Short Course Age Group State Championships (RSC)
- March 22-25, 2018 - Coaches vote for Developing & AG Coach/Simpson Award at Age Group Championships.
- 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 26<sup>th</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: 10/01/18]
- April 1 – Top 10 Jacket/Patch Application Submission Deadline to office
- **April 2<sup>nd</sup> – Safe Sport Monday!**
- April 4 – Date Seasonal memberships begin
- April 9 (Monday) – Deadline for meet bids to be submitted on the Minnesota Swimming website
- April 9 (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 2018-2019 Team Standings [A/AA/AAA] posted on website [office]
- April 27-29, 2018 – Central & Western Zone Workshops – Denver, CO, for General Chairs, Officials chairs, Diversity & Inclusion Chairs, Safe Sport Chairs.

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

### **April 21, 2018 – USA Swimming Swimposium**

Minneapolis Marriott Northwest  
7025 Northland Dr N  
Brooklyn Park, MN 55428

Early-bird registration: February – April 10, 2018

Speakers for Athletes, Coaches, Officials, Parents

### **April 22, 2018 ANNUAL HOUSE OF DELEGATES MEETING & 2018-2019 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)
- 2018-19 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 2018-19** [Reminder that at the House of Delegates Meeting each club is entitled to one vote.]
- 2018-19 Nominations Committee – organizational meeting following the HOD – Committee Elects Chair

## **MAY**

- May 1 – Winter 2018-2019 Meet Schedules posted on website. [Web Coordinator]
- **May 7<sup>th</sup> – Safe Sport Monday!**
- **Save The Date** – May 5-6, 2018 – Strategic Planning with Board of Directors
- Week of May 21<sup>st</sup> – Emailed Letter of Intent to attend USAS Convention sent to convention delegates [office]
- May 15 – Publish 2018 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 15** - [Board of Director's Meeting – 7:30 PM \(Eisenhower Community Center - Hopkins\)](#)

- Initial Meeting of 2018-2019 Board of Directors /Orientation
- Annual Conflict of Interest Disclosures due
- 2018-2019 Nominations Committee Chair announced
- Appointment of 2018-19 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 4<sup>th</sup> – Safe Sport Monday!**
- June 14-15, 2018 – Central Zone Open Water Championships, Pleasant Prairie, WI  
(June 14 Clinic; June 15 Race)
- June 21-24, 2018 - Central Zone Multi-Cultural Select Camp (Cleveland, OH)
- June 29<sup>th</sup> – Convention Delegates must confirm their intent to attend the USAS Convention. (Intent Forms due by email to MSI office)

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

~ Convention attendee confirmation (General Chair)

## **JULY**

- **July 2<sup>nd</sup> – Safe Sport Monday!**
- July 14-15, 2018 - Minnesota Achievement Championships (3 locations) (sites: HASA, NEP, SHRK)
- July 19-22, 2018 – Central Zone Speedo Championships Series (Iowa City, IA)
- July 20-22, 2018- Minnesota Regional championships (4 locations) (sites: ASF, MAN, NSAC, RSC)
- TBD – 2018 Long Course State Championship

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

## **AUGUST**

- August 2-5, 2018 - Central Zone 14 & Under Meet (FOXJ host @ UofM)
- August 2-5, 2018 – Futures Championships (Rochester, MN)
- **August 6<sup>th</sup> – Safe Sport Monday!**
- Aug 6, 2018 – Minnesota Open Water State Championships (Shady Oak Lake – Hopkins)
- August 15 – Summer 2018 Team Standings compiled & posted [office]
- August 31 – 2018-19 Time Standards Review Complete [Age Group Planning Committee]
- August – Email notifications sent to all Coaches & Non-Athletes with existing 2018 Memberships  
[Member Services]
- Late August – Email 2019 registration letter/changes/updates to club registrars to prepare clubs for the 2019 registration year. [Registration Coordinator]
- August 31 - Close out 2018 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 3<sup>rd</sup> – Safe Sport Monday!**
- September 23-30, 2018 - USAS Convention (Jacksonville, FL) [Designated Convention Delegates/Attendees]
- September 30 - National travel reimbursement request forms due to Office

[September 18, 2018 Board of Director's Meeting – 7:30 PM \(Eisenhower Community Center - Hopkins\)](#)

- 2018 Central Zone Meet/Team Report [Zone Team Head Coach & Manager]
- Summer Nationals Meet Report [Senior Committee Chair]
- Championship Meet Evaluation [AG-SR Committee]

## **OCTOBER**

- **October 1<sup>st</sup> – Safe Sport Monday!**
- October 1 -- Facility Grant Requests due to Facility Grants Committee [next grant app. date: 4/01/19]
- October 1 – Application/consideration period ends for those interested in the Team Minnesota Head Coach and Manager positions
- October 15 – 2018 Zone Team Manager Reserve Coach rooms and parent block for 2019 Central Zone Age Group Meet
- October 15 – 2018-19 National Travel Reimbursement meets and amounts determined and publicized [Senior Vice Chair, office]
- October 15 – 2018-19 National Travel Reimbursement meets and amounts for swimmers with a disability determined and publicized [Disability Swimming Chair, office]
- October 31<sup>st</sup> – 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 2019 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 16** – 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]
- 2018-19 Time Standards considered for Approval [Age Group Committee]
- Post-Convention Reports by Delegates
- 2018 Year End Membership Statistics Presented [Registration/Membership Coordinator]

## **NOVEMBER**

- November 1 (or EARLIER) - Submit Meeting Room Requests to Eisenhower Building Facilities Director [Office]
- **November 5<sup>th</sup> – Safe Sport Monday!**
- November - Finalize Minnesota Swimming 2019 Calendar [General Chair/Office]

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

- \* Annual 2019 Minnesota Swimming Administrative Calendar (consent agenda) [Office]
- \* National Top 10 Age Group Recognition Report [Times/Age Group Recognition Chair]

## **DECEMBER**

- **December 3<sup>rd</sup> – Safe Sport Monday!**
- December 31 – Final deadline for all 2018 Athlete, non-athlete & coach memberships to be renewed for 2019. 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