



## 2024 Fall HOD Meeting Minutes

Wingate by Wyndham, Bismarck, ND

October 13, 2024

OUR MISSION: Providing opportunities for athletes to achieve lifelong success through swimming

OUR VISION: Swim Now – Lead Forever

1. Meeting was called to order by Brian Toay at 9:35am
2. Roll Call
  - a. HOD – Present
    - i. Alicia Bungum (MMSC), Amy Mayer, Ben Richards, Brian Toay, Chris Swee (WFF), Elyse Puklich (AQST), Erich Richardson, Jeanne Miranowski (BWST), Jill Schlenker, Kaylee Schell, Kim Kuntz, Paul Sjurseth (FMY), Rachel Carter, Sara Wolff, Sienna Mrachek, Sydney Graf,
  - b. HOD – Virtual
    - i. Angie Heckaman, Anna Ellerkamp (DDST), Ben Smith, Brian Wright (VCST), Chris Domitrovich, Lauren McDonagh, Lisa Montplaisir, McKenna Brown (MSC), Shawn Peterson (RRV),
  - c. Guests – Present
    - i. Alex Lucy, Ben Mayer, Jeff Steele, Pat Anderson, Thomas Wheeling
  - d. Guests – Virtual
    - i. Amber Norpel (WSL), Annelisse Bruns (NLSA), Claire Nilson, Kristi Englestad, Madelyn Beyer, Marla Elhard, Sophia Domitrovich, Talia Butery,
3. NDLSCL
  - a. Brian Toay reviewed that only BOD Members and LSC Representative are able to make or second a motion, as well as vote on a motion. Guests are allowed to participate in discussion only.
  - b. Each Chair who submitted a Chair Report, summarized their report
    - i. *Full Chair Reports can be found on the ND Swimming website under LSC INFO in MEETING MINUTES/DOCS. Scroll to the bottom, for the latest Chair Report.*
  - c. Amber Eberhardt, Finance Vice Chair, has resigned
    - i. Please let Brian Toay know if interested, or know of an individual who would be interested
    - ii. Finance Chair is a second set of eyes on the finances
    - iii. Important position, and does not require a lot of work
4. Approve Meeting Minutes
  - a. Motion made by Paul Sjurseth to approve the 2024 Spring HOD Meeting Minutes
    - i. Second by Alicia Bungum
    - ii. Motion passed



5. Bylaw Amendment

- a. See attachment below: *24 Fall Bylaw Amendment*
- b. Brian Toay discussed reasoning behind amendment, and clarified the outgoing member would be the voting member until September 1<sup>st</sup>
- c. Chris Swee proposed replacing “to learn” with “to teach” in the proposed bylaw amendment wording
- d. Motion made by Brian Toay to amend Article 6.6.2 of the Bylaws with an amendment to replace “to learn” with “to teach” in the last sentence
  - i. Second by Chris Swee
  - ii. Motion passed

6. Policy Revisions

- a. See attachment below: *24 Fall Updated Policies*
- b. The HOD was asked to ratify the policies that were passed at the September BOD meeting. The policies were reviewed, and policy 6.23 and 8.2.E were pulled for further discussion/clarification
- c. Motion made by Chris Domitrovich to ratify Policies 5.6, 5.8, 6.8, 6.9, and 8.2.I, with the fixing of any grammatical errors
  - i. Second by Chris Swee
  - ii. Motion passed
- d. Policy 6.23 – pulled for further discussion before ratifying
  - i. Suggestion was made, and well received with no push back, to put a grid in the policy
  - ii. Motion made by Kaylee Schell to ratify Policy 6.23 with the addition of a grid
    1. Second by Chris Domitrovich
    2. Motion passed
- e. Policy 8.2.E – pulled for further discussion before ratifying
  - i. Clarified that Coaches were not expected to share hotel rooms
  - ii. Motion made by Alicia Bungum to ratify Policy 8.2.E
    1. Second by Jeanne Miranowski
    2. Motion passed

7. State Meet

- a. State Meet Template
  - i. See attachment below: *State Meet Information – HOD Vote*
  - ii. Age Group Chair to have meet referee and AO sign-off on State Meet Template before posting
  - iii. Decision was made that the host team is responsible for State Meet Information
    1. Thomas Wheeling will create the State Meet file
  - iv. Everyone made aware that the State Meet Template was added to Policy as Appendix 5 – STATE MEET TEMPLATE



- v. The following changes to the *State Meet Information – Board Vote.pdf* were discussed:
  - 1. Clarified that numbers in parentheses, not written words, are correct in regard to number of relays allowed each day
  - 2. Replace “For any relay that competes and does not meet the state qualifying time, the coach has 60 minutes after the end of that race to prove that the cumulative time of each swimmer who swam that relay met the qualifying time for that race. Failure to prove a cumulative qualifying time will result in a \$100 fine” with **“Any relay that competes and does not meet the qualifying time will not score points and not be given awards”**
  - 3. Change meters to yards, wherever applicable
  - 4. Deadline for meet entries will be Monday at 5pm
  - 5. Remove Central Zone Board of Review
  - 6. Clarified that the SQ times for the 15-18 age group will be the 15-16 SQ time
    - a. The SQ times on the NDLS website will be updated to read 15-18, and not 15-16 and 17-18
  - 7. High point awards will be for top 3
  - 8. On Fee Calculation Form, remove FM Gators as to who check should be paid to
  - 9. Ensure all words are spelt correctly
- vi. Motion made by Paul Sjurseth to ratify the BOD’s decision to add the State Meet Template to the ND Swimming Policy and Procedures as an appendix (A5 – STATE MEET TEMPLATE), with the changes discussed above to the *State Meet Information – Board Vote.pdf*
  - 1. Second by Alicia Bungum
  - 2. Motion passed
- b. Qualifying Times
  - i. Lengthy discussion occurred
  - ii. USA Swimming does not allow an Open category for an individual event
  - iii. Chris Swee made a motion to call to question what time standards the NDLS will be using for the 19&Over age group
    - 1. Jill Schlenker called for a roll call vote
    - 2. Yes = 20, No = 2, Abstain = 2
    - 3. Motion passed
  - iv. Motion made by Chris Swee that the 17-18&Open time standard will become the 19&Over time standard
    - 1. Second by Jeanne Miranowski
    - 2. Motion passed
- c. Jeff Steele would like to bring in an AO from Colorado for the 11&Over Short Course State Meet. AQST has done this in the past for their prelim/final meet, and feels it would be very beneficial.
  - i. Jeff will put together a proposal, including cost, and submit it for the BOD to review at the Budget meeting on November 6<sup>th</sup>



- d. Paul Sjurseth made a (lengthy) motion to:
    - i. Allow swim ups for relays at the State Championship Meets
    - ii. Drop the Open relay category from the State Meet Template
    - iii. Include an additional 19&Over category for relays
    - iv. Amend Policy 6.20.B.3.a to remove Open relays, with an addition of a 19&Over relay category
    - v. Second by Jill Schlenker
      - 1. Motion passed
  - e. Motion made by Paul Sjurseth to change the 800 Free Relay in the State Meet Template from an Open Relay to an 11&Over Relay. In addition, Policy 6.20.B.3.c.ii will be amended to allow 11-12 to swim-up.
    - i. Second by Rachel Carter
    - ii. Motion passed
8. New Business
- a. Discussion on changing the Long Course State Qualifying times
    - i. Suggestion was made that a committee should be formed
    - ii. No changes to LC SQ times were made
9. Future Dates
- a. BOD Budget Meeting – *November 6<sup>th</sup> @ 7pm*
  - b. Spring HOD – Will be the Sunday after the Coach's Clinic, assuming early May
    - i. Would like to see the attendance increase, as there will be very knowledgeable guests
    - ii. **\*\*After HOD, Jeff Steele confirmed the Coach's Clinic will be May 2-3, 2025\*\***
  - c. Please email Lisa Montplaisir swim meet dates
10. Motion made by Kaylee Schell to adjourn the meeting
- a. Second by Elyse Puklich
  - b. Motion passed
  - c. Meeting ended at 12:07pm



## **Bylaw Amendment**

Passed by HOD

Fall 2024

### **6.6.2 – ELECTION AND COMMENCEMENT OF TERM**

Elections shall be held at the spring HOD meeting. The term of office will commence on September 1st of that same year. The outgoing Board Member is encouraged to work with the incoming Board Member until September 1<sup>st</sup> to teach the requirements and expectations for the position.



## **Policy and Procedure Amendments**

Passed by BOD, Ratified by HOD

Fall 2024

### **5.6 – MEET INFORMATION INVITATIONS**

- H. Meet entry fees
  - 2. Splash fees identified in Policy 5.8

### **5.8 – FINANCIAL STATEMENT**

- A. Host club MUST complete a Financial Summary of Meet form after each sanctioned, hosted meet (See Forms/Meet Forms tab).
  - 1. The form must be emailed to the ND LSC Age Group Vice Chair and the ND LSC Treasurer within **15 days** of the hosted meet.
  - 2. Failure to submit the form to the Treasurer within the 15 days, will result in a \$50 late fee.
  - 3. An invoice will be emailed to the Club with the applicable sanction fee and splash fees
- B. Current NDLSL rates:
  - 1. Sanction fee: \$100
  - 2. Splash fees:
    - a. Regular season meet: \$7/swimmer
    - b. State meet: \$9/swimmer

### **6.8 – SENIORS' AWARDS**

- A. 19&Over DO score points. However, high point awards will not be provided at State Championship Meets

### **6.9 – STATE AWARDS**

- A. Awards at the State Championships will be through 16<sup>th</sup> place with points only through 1-16<sup>th</sup> place.
  - 2. The top 3 high point swimmers in each age group, male and female, will be awarded high point awards at each state meet



## 6.20 – CHAMPIONSHIP MEET – SCHEDULE OF EVENTS

### B. SHORT COURSE MEET

#### 3. 11&O Short Course

- a. Age Groups – Age Groups will be 11-12, 13-14, 15-18 and 19&Over for individual events and 11-12, 13-14, 15-18 and 19&Over for relay events.

#### 3. 11&O Short Course

##### c. Event Specifics

- ii. The 400 Free Relay and 400 Medley Relay 13&Over. Swim-ups are allowed for 11-12

## 6.23 – STATE MEET OFFICIALS

- D. Teams must provide one official for the first 10 swimmers entered in the meet, and then for every 15 after that; teams with less than 11 swimmers entered are not obligated to provide an official. (11-25 swimmers entered require one official; 26-40 require two officials, etc.) Apprentices will be considered as officials. There is a maximum requirement of six officials from any club for a meet entered. Teams failing to provide the required officials, will be deemed in violation of the standards. A fine of \$50 will be imposed if a team does not provide the required number of officials

| <b>Number of Swimmers</b> | <b>Number of Required Officials</b> |
|---------------------------|-------------------------------------|
| 0 – 10                    | 0                                   |
| 11 – 25                   | 2                                   |
| 26 – 40                   | 3                                   |
| 41 – 55                   | 4                                   |
| 56 – 70                   | 5                                   |
| 71 or more                | 6                                   |



## 8.2 – TEAM ND MEETS

### E. Coaching

8. Travel: All travel arrangements must be agreed upon between the ND General Chair, ND Senior Vice Chair, Treasurer, and the ND All Star Head Coach PRIOR to the All Star and Zone meet.
  - a. Reimbursement will be at the current federal mileage rate or actual flight cost with actual rental car and rental car insurance costs if applicable.
  - b. If traveling by car, it is expected that coaches will share transportation. Any reimbursement request outside of shared transportation must be approved prior to the meet as stated above.
  - c. If traveling by plane, it is expected that rental car(s) will be shared and should again be approved prior to the meet as stated above.
  - d. ND Swimming reserves the right to rent a vehicle and associated expenses to transport coaches in lieu of reimbursement for mileage.
9. Coaching Salaries and Per Diem rates apply regardless of the location of the Meet.

### I. Miscellaneous

1. The head coach & the Senior Vice-Chair will work together within the limits of the budget to provide team apparel for our Zone Team ND. The ND LSC will provide a Team ND backpack for each new Team ND athlete. Athletes who qualify for Team ND four (4) or more years are eligible for a second Team ND backpack. Athletes will also receive Team ND swim caps and clothing items as determined and designed by the head coach and Senior Vice-Chair as budget allows. The yearly budget will be set at the Fall BOD meeting. Additional items may be available for trading purposes.