



NDLSC – Board of Directors

10/23/2021 – 5pm

Hulbert Aquatic Center - West Fargo

<https://minnstate.zoom.us/j/91547833478>

Meeting ID: 915 4783 3478

One tap mobile

+13462487799,,91547833478# US (Houston)

1 - Call to order - Welcome and Introductions of new members – meeting called to order at 5:15pm

In attendance: Dan Heckaman, Stacy Olson, Liv Olson, Megan Schill, Lisa Montplaisir, Ben Richards, Pat Anderson, Anne McDonagh, Susan Draper, Kelli Sears, Angie Heckaman, Bret Haglund, Wallace Twist

Not in attendance: Grant Schaeffer, Erin Palmer, Tierney Howell, Amanda Finck

2 - Mission and Vision

- **Mission:** Providing opportunities for athletes to achieve lifelong success through swimming
- **Vision:** Swim Now – Lead Forever

Additional comments from the General Chair – reminder to have full state overview in mind versus parent / team level focus

3 - Review/Approval of May 2021 Meeting Minutes Motion to approve by Pat with a second by Bret. No additional discussion. Motion passed unanimously.

4 - Informational items:

- Resignation of **Kristin Sharbono - DEI Chair**
 - Position will need to be
- Safe Sport requirements for team renewal
 - MAAPP 2.0 is a requirement and must be in place to register the team for 2022
 - 12 and over are required to do APT – will need to be documented on your web site
- Safe Sport reward payout for safe sport status achievement
 - We have \$1500 to give away – awards will be made at HOD meeting – 6 teams in the drawing
- State Bid Status – Williston Bid Received



State Bid 2022.pdf

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- Congratulations to the Jamestown Jaws for receiving Club Recognition Level 1 as of 8/30/2021

5 - Chair Reports:

- General Chair –

Like some of you, I am still drinking from the firehose. Although, I feel like I'm swallowing more and more water each day. I thank you all for helping me onboard as your GC.



Since we last met, I've been active in MANY MANY USAS Meetings. One of which is the LSC Leaders Calls. These calls were normally held monthly via zoom. It's been good to hear from other LSC's. And to better understand their challenges not only due to the pandemic, but also in regards to growing or shrinking membership numbers and what strategies they are deploying to meet those challenges. For us, I see a great opportunity to be strategic in areas such as our engagement level with USAS, our involvement with our local communities, ensuring high quality championship meets, and finding ways to engage, encourage, and support our newest members.

I believe that our Board of Directors should only be making decisions based on Policy. To that end, you can expect that I will be working hard each month to review our policies for clarity, accuracy, and enforcement. And to recommend Policy Additions, Changes, or Deletions at our Spring and Fall House of Delegates meetings.

Thank you for giving me the opportunity to serve as GC for North Dakota Swimming. I'm looking forward to an awesome Short Course season!!

Each position should be clear on how policy directly impacts and dictates your decision. If there is not clarity, it should be reviewed and sought out within the board.

- Admin Vice Chair



NDLSC

Administrative Vice (

- - Waiting for new by-law template to arrive to identify impact on ND by-law structure
- Finance Vice Chair- not provided
- Secretary
 - Directory continues to be updated and documented on the home page
 - Web site changes are processed as they come in – most recent include updating state committee purpose and membership, as well as 2022 registration forms, and directory updates
 - I will not be seeking re-election in the spring, documentation developed for secretary job description will be updated in full by time of election
 - All documentation has been loaded on the NDLSC Google Drive, with forms, agendas, etc, stored by year
 - Policy change request form has been deactivated until after the fall meetings have been completed per deadline
- Treasurer – report provided in person
 - Expenses exceeded income, splash fees are ½ so income was automatically down
 - Sr Athlete trip happened a year off schedule and directly impacted numbers
 - **ADD REPORT DOCUMENTS**

- Registration Chair



2020-2021 Club
Info.pdf



2020-2021
Registration Types.pdf



Athlete Info
2020-2021.pdf

- Technical Chair -

- *Meet calendar. With the addition of a 10U SC state meet, we find ourselves in conflict of Sectionals each spring. I've asked CZ to consider a change but not sure if that will get traction. My question (that won't be well received, but wearing a LSC hat) is why don't we move our 10U state meet to the last weekend in February or first weekend in March. Yes, I know it is HS boys EDC or state weekends. But as



an LSC, our first priority is to USA Swimming. Sectionals is only slated as the 2nd or 3rd weekend in the next several years so any HS boys coach/Club Coach will already have to choose between their younger and more elite athletes for the Club level. The other option is to lengthen the season and push them both to later March.

- *Summer LC state meet. Our practice (I can't find it in policy) has been to start the state meet on the last weekend of July that allows completion while still in July (ie could be between July 29 - 31 and July 23 - 25). That National meet calendar has the National Championships and Futures both ending July 30th which is our state meet. Same as above, what is our priority scheduling?
- *Summer meet hosting due -
- 80 registered coaches, officials, and board members
 - 22 are currently invalid working on stages of registration
 - Next year, athletes, non-athletes will all have to individually initiate registration
- Safety Chair – webinar in November for double check certification levels
 - We currently have 6 safe sport recognized clubs
 - We met first level completion for award
 - Safe Sport recognition is voluntary
 - MAAPP 2.0 is mandatory
 - Incident reporting has increased – we have had 13 reports since last HoD meeting
 - Clarification in process on how to manage incident
 - Entering report through USA Swimming results in a receipt, that has to be forwarded back to the Safety Chair
 - To see club status and safe sport certification, access via USASwimming.org
 - Coaches and team leaders
 - Club Portal
 - Search by ND to see all teams
 - Search by club code to see specific team
- Officials Chair –
Official Counts

We currently have 100 certified officials. This number is still down significantly (25-30%) from two years ago but is similar to last year. There are 12 registered apprentices and a few more that have not yet registered yet. Apprentices are not required to register until after their 3rd of 6 apprentice sessions. Teams can reach out to me for help with recruitment.

Long Course State Meet

We had 30 ND officials and 2 MN officials at the state meet in Bismarck. We did have issues leading up to the meet finding enough qualified officials to fill starter, deck ref, and chief judge roles. With the help of Jim and Tracy Meece from MN, we filled these roles with experienced officials and ran a successful meet. We were also able to get 7 officials apprentice time as a chief judge at this meet. I would continue to encourage clubs to advance officials that are ready into starter and deck ref roles.

National Certification

There were 10 officials evaluated at the West Fargo Summer Explosion meet this summer. We also have an Official Qualifying Meet (OQM) in Fargo in November. I appreciate the Flyers and Gators for hosting these meets for ND officials. These meets are important for our officials to receive national certification which allows them to officiate at higher level meets, such as Futures that was in West Fargo this summer. We are currently not able to use our State Meets in their current format for OQMs as they do not have the required 4 sessions.

You can register as an AO, and not be certified on the web side



Expenses

- \$623.43 - ND Swimming Pins and ID Clips
- \$125.00 - 5 \$25 thank you gift cards for state meet lead positions
- \$41.65 - 5/10/15 year official nametags
- \$790.08 - total

- Senior Vice Chair - zone recap to be given in person to allow discussion
 - Zones 2022 is in MSP
 - Zones 2023 is in Kansas City and Indiana
 - Location by LSC will be announced in April 2022

- Age Group Chair



2021-2024 State
Times.xlsx

- - 200 free, 100 fly, 100 back and 100 breast swim the 10 & under time
 - Motion made by Pat to calculate state qualifying times based on an average of the 24th or 16th place swim from each of the previous three years, based on age group, over the past three years, to determine qualification times for events where there are no B standards, as well as 8 and under events.
 - Second by Ben
 - No additional discussion
 - Motion passed unanimously
- Inclusion and Diversity Chair – position currently vacant
- Coaches' Rep –
 - Currently working on Allstars
 - Mid to late January
 - Tentatively in Des Moines
 - Being finalized in the next week or two
- Athlete Reps
 - Hosted the Senior Athlete Leadership and Training Trip in June. Both the leadership summit and the trip to the Olympic Trials were extremely successful.
 - Focused on having an updated athlete representative listed for each team
 - Held an athlete rep meeting at Long Course State where the club reps were tasked with gathering opinions from their teams on a variety of topics
 - Held an Athlete Committee meeting in August for club representatives to discuss possibilities and share ideas for the short course season and bring up any concerns from Long Course state
 - Reinstated a committee with ND and SD board athlete reps to develop the partnership between the states
 - Attended the Central Zone athlete meeting where we learned of the upcoming legislation changes and potential future opportunities for athlete reps

Action Items:

6 - Discussion Items:

- Appointment Options to consider for DEI Chair
 - Fred Hebert – FMY
 - Janna Schill will fill in, in a last resort situation
- Summer Meet Schedule



- Need process for meet schedule collection for LC events
- Will move forward with historic process of only one meet per side of state on the same date, unless there is a specific ISquad / Dual where registration is open
 - Age group chair may consider policy request if desired
- MegaKota dual meet (initiated through Athlete committee partnership with SD)
 - Athletes would like to host a ND/SD dual for senior athletes
 - Would have to take place outside of SC season because of ND High School season
 - SD would like to propose end of April / first of May
 - Initiate first event in Bismarck
 - 13 -14 age group as well as 15 & over
 - Saturday / Sunday, with group event Saturday evening
 - Would have to propose a different date because of ND return to the pool schedule
 - Would parallel the All-Star meet for the older swimmers
 - Sr. Athlete will present the idea to the House of Delegates to see if we have consistent support to move forward
- Review of Meet Committee Recommendations (Attached)



State Meet
Committee Recomm

- Will need to finalize order of events – preliminary file to LSC by Friday November 5th.
- 2021 Zone Meet Recap – Anne and Pat
- Re-establish Nominating Committee at HoD Meeting
 - Shall consist of 5 members (1 Athlete), elected annually. See bylaws for full description.
 - Previous members: Jenna Wolf, Lisa Montplaisir, Paul Sjurseth
 - Positions to be elected: Admin Vice Chair, Secretary, Registration Chair, Senior Vice Chair, Inclusion and Diversity Chair, Finance Vice Chair
- Set Agenda for House of Delegates



Fall 2021 HoD
Agenda.docx

- Prepare for Spring Board of Directors – Policy Review – Specifically related to your position.
 - Will need to make adjustments to positions at spring meeting

Action Items:

7 - Decision Items:

- 2022 State SC Dates - regarding conflicts with 10U, Sectionals (march 10-13), 11O, and High School Boys
 - Will need to be aware each year of the possible schedule conflicts
- **2022 State LC Dates - In conflict with Futures**
 - **Propose July 22-24, 2022 to avoid conflict with Futures**
 - **Move made by Lisa, and agreed upon by LSC BoD**
- Backup State Host Site
 - Discussion regarding backup site should a facility go down – determined we do not need to identify a documented location.
- State Input Committee formation for: Bid/Rotation/Financial Model for State Championships



State Input Committee – Draft Proposal

Committee Charge

Charge Description:

This committee is charged to deliver to the Board of Directors and House of Delegates, a set of recommendations regarding the following topics;

Phase 1: (to establish)

- Split Sessions for Long Course
- Split Meet for Short Course – already decided at May 2021 HoD

Phase 2: (to recommend IF and HOW, for each item)

- Bid process for all Championship Meets.
- Hosting Services the LSC should be responsible for.
- Rotation schedule in lieu of a Bid Process.

Membership (Chair to be selected at first meeting):

- General Chair - to schedule and attend first meeting.
- 3 Coaches
- 3 Athletes
- 3 Non-Athlete Members (not coaches)

Misc Topics:

Award storage / expense
Financial expense

Timeframe expectations:

Recommendations to be prepared for the BoD/HoD Spring 2022 meeting.

State Championship – discussion about co-host structure raised by Stacy Olson

- Motion made by Megan to require a co-host for 2022 11+ over state, with a second by Kelly
 - Motion passed with only one abstained vote
- Motion made by Lisa to make co-host the co-host from the 2020 rotation, with a second by Kelly
 - Motion passed with only one abstained vote
- Motion made by Pat that there is no-cohost for 2022 10 & Under state, with a second by Ben
 - Motion passed in full support
- Motion made by Pat that WF have their 2020 cohost for the 2022 LC state meet. Because it was originally a team that is no longer in existence, WF is expected to choose their co-host, with a second by Megan.
 - Motion passed in full support

6.19 policy may have an amendment in the sprint pending recommendation from meet committee.

8 - Policy Change Requests:

11 policy change requests initiated for the Fall 2021. Summarized in the Excel Spreadsheet below. And each change request is listed as well.



Change #	Policy #	Person Submitting	Intent of Request	Content Change
1	3.4	Dan Heckaman	Delete Policy - Unenforceable and has reference to current USAS Rules and Regulations (102.7, 207.8, and 37 other references)	
2	4.2	Ben Richards	To clarify the Concussion Management Certification Requirement and align with the State of ND requirement	Create 4.2.D All non-athletes must complete a concussion recognition and management course every two years.
3	5.3	Bret Haglund	To clarify Sanction Application Fee's, Billing Cycles, and Refunds	5.3.B(1)a. Billing is completed monthly by the Treasurer, but submission date for sanction must be completed 12 weeks prior to the scheduled meet date. 5.3.B(9) Refunds will be made upon final review that SANCTION/APPROVAL/OBSERVED MEET APPLICATION CHECKLIST have been met, within timelines, and first deducted from sanctioned meet splash fees with final amount to be billed or refunded from the Treasurer.
4	8.1	Dan Heckaman	Delete Policy - Unenforceable. Current policy 1.2.F sufficiently addresses requirement	
5	8.2	Anne McDonagh	Coaching per diem/meals/mileage	Content Attached
6	8.2	Pat Anderson	Maximize Zones Entries	8.2.5.e.ii (Remaining spots) - 'To be filled using the top 10 (LCM) listing per Age Group Per Event by selecting the next fastest swimmer. State Long Course Championship times are eligible. After exhausting the top 10 list, Zones Coaching staff may fill any remaining entries at their discretion.'
7	8.2	Pat Anderson	Coaching per diem/meals/mileage	No specific changes submitted
8	8.3	Anne McDonagh	Reimbursement Changes for National Level Meets	Content Attached
9	9.3	Dan Heckaman	Delete Policy 9.3 and incorporate verbiage into Policy 3.3.F	Add 3.3.F 'Be prompt with submitting information to ND LSC Secretary'
10	9.4	Dan Heckaman	Update Award Recipient Listing	Update Section 9.4.B to include 'Dean Scheeler' as the 2020 honoree
11	various	Dan Heckaman	Clean up various conflicting Travel Policy References	TBD

Consent agenda used to review policy and move forward to HoD.
The following are included in consent: 3.4, 8.1, 9.3, 9.4,

Discussion:

4.2 – discussion initiated by Angie

Motion made by Angie to strike “all non-athletes”

Additional discussion reviewing

Friendly amendment to remove “all non-athletes” and replace with “coaches and officials”, with a second by Ben.

Motion to approve as amended by Pat with a second by Kelly.

Motion opposed by Lisa, approved by all others – motion passed

5.3 – discussion initiated by Angie

Angie requests sanction fee refunds be struck/

Motion to strike language requested for 5.3B(9) motion made by Pat, with a second by Angie

To get rid of refunds, the full section will need to be revised, not just 5.3

What is the initial intent? Would a fine be better? The intent is to streamline the policy.



Treasurer and age group chair work between now and policy submission date for May, to submit policy change recommendation.

Motion being struck

Motion to approve 5.3 policy change with a second by Susan. Motion passed.

8.2 Anne McDonagh - Coaching per diem/meals/mileage

Recommendation for daily fees based on multiple LSC structures outside of ND

Recommendation included to time spent on entries

Distance – if distance exceeds 350 miles one way, we will provide stipend for alternate travel

Discussion – amend 3.0 indicate the LSC will provide 4 coaches, and allow the General Chair to make adjustments as necessary

3. Friendly amendment – recommend at least 1 head coach, and three assistant coaches for zones meets. Any changes to this structure will be agreed upon by the General Chair, Senior Vice Chair, and head coach.

All other wording will be struck

4 Discussion initiated by Pat – indicated that \$25 per hour is fair – question raised how hourly is determined – Pat indicated it will continually change, some times it may be reasonable to pay 8 hours, some times more, some times less. Emphasized no head coaches are willing to coach – if our status is that we are ok with head coaches not coaching the state team, then we can pay less. If we want head coaches coaching, we have to pay differently – based on his discussions with the coaches, this will satisfy them.

5 Included in the discussion above - \$20 per hour- Head coach reviews hours spend on entries with admin vice chair, general chair, and requests payment by coach

Pat wants all coaches to be paid for three meals every day regardless of meals provided. Coaches need to be able to choose to not eat with the team and to be reimbursed for that.

Pat: I want, I want us, I want the kids to have every coach in North Dakota as an option for them to be on staff with the things that they're going through.

6 – Pat doesn't agree with the \$320 max for working on entries per coach – it is too much. Wants it to be reviewed specifically by the General Chair, Senior Vice Chair and Head Coach to review submitted hours and pay based on hourly rate.

7 Pat recommend all pay options are fluid – will vary based on start and end times each day based on where the meet is being held.

Highlighted items will need additional work

8 strike

9 strike

10 Any changes to this structure will be agreed upon by the General Chair, Senior Vice Chair, and head coach.

Motion to approve amendments made by Lisa with a second by Ben.



8.25eii - Zones team will be selected from top 20 list for LC season, to include times swum at the LC State championships. Will review swimmers in order of ranking, based on declaration

- Declaration will be electronically setup by Stacy Olson and Susan Draper to run on the NDLSC Web Site – parents will need to declare intent via this process

8.3

Discussion to review change to policy regarding reimbursement eligibility

- 2 – change swum to competed
 - Are they generating splash fees, so that they are eligible for reimbursement?
 - Question raised about review and eligibility of expense
 - It was reiterated that there is an appeal process if the athlete doesn't agree with the LSCs decision
 - In the event that there is not a consensus, it will go to the appeal process (should be added)
 - Wording order on 30 day registration and competition to be clarified
- Discussion on swimmer eligibility for reimbursement – they have to be individually qualified to receive reimbursement
 - Swimmer will not be reimbursed if they are a relay only swimmer that is not qualified in an individual event

Motion to approve made by Lisa with a second by . Motion passed.



3.4 and 8.1 Policy Change_Request.pdf



4.2 Policy Change_Request.pdf



5.3 Policy Change_Request.pdf



8.2 8.3 Policy Change_Request.pdf



8.2 Athlete Selection Proposed Amendment.pdf



8.2 Coaching Proposed Amendments.pdf



8.2 Selection Policy Change_Request.pdf



9.3 and 3.3 Policy Change_Request.pdf



9.4 Policy Change_Request.pdf



ND LSC State Input Committee.pdf



Oct 2021 HoD
Policy Changes.xlsx

Year for our calendar is September 1 – August 31

- This includes two seasons.
- Discussion on reimbursement values for athletes and coaches

- Action Items:

Review notes to determine policy change dates for reimbursement values.

Motion to adjourn – 10:35 pm