



2024 Spring HOD Meeting Minutes

Hulbert Aquatic Center – Fargo, ND

May 5, 2024

9:00am

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

OUR VISION: Swim Now – Lead Forever

1. General Chair, Brian Toay, called the meeting to order at 9:02am
2. Roll Call
 - a. HOD (in-person):
 - i. Alex Lucy, Alicia Bungum, Amy Mayer, Angie Heckaman, Brian Toay, Chris Domitrovich, Dave Lawson, Elyse Puklich, Jeanne Miranowski, Jill Schlenker, Kaylee Schell, Lauren McDonagh, Lisa Kramer, Lisa Montplaisir, Logan Bjerke, Rachel Carter, Samantha Roberts, Sara Wolff, Talia Butery,
 - b. HOD (virtual)
 - i. Annelisse Bruns, Ben Smith, Brian Wright, Casey Wosepka, Chris Huravitch, Courtney Kiecker, Erich Richardson, Larry Hubbard, Wallace Twist
 - c. Guests (in-person)
 - i. Bella Carter, Bernie Dickman, Claire Nilson, Dan Heckaman, Issac Elhard, Kim Kuntz, McKenna Brown, Mike Stomberg, Natalie Montplaisir, Noah Ayers, Pat Anderson, Sophia Domitrovich, Thomas Wheeling,
 - d. Guests (virtual)
 - i. Anna Freidig, Ben Richards, Geno Shold, Jeff Steele, Kristi Englestad, Nicolette Tippet, Unknown (Jeremy's iPhone)
3. Approve Meeting Minutes
 - a. Pat Anderson made a motion to approve the BOD/HOD Special Meeting Minutes
 - i. Wallace Twist second
 - ii. Motion passed unanimously
 - b. Jill Schlenker made a motion to approve the 2023 Fall HOD Minutes
 - i. Alicia Bungum second
 - ii. Motion passed unanimously



4. Bylaws

- a. Lisa Montplaisir made a motion to approve the bylaw updates as recommended per USA Swimming
 - i. Kaylee Schell second
 - ii. Motion passed unanimously

5. Chair Reports (see attached – *Spring 2024 Chair Reports*)

- a. Officials Chair – Chris Domitrovich
 - i. Officials Committee Members: Chris Domitrovich (Chair), Kim Kuntz, Wallace Twist, Aaron Samuelson, and Sophia Domitrovich (Athlete Rep)
 - ii. Updated LSC website on requirements
 - iii. Announced that Kim Kunts will be the 2024 Long Couse State Meet referee
 - iv. Received the updated USA Swimming Officials Certification and Re-certification Guidelines (effective Feb 1, 2024)
- b. Registration Chair
 - i. Shared Chair report and was willing to answer any questions
 - ii. Excited to see how the registration numbers may increase after the Olympic Trials and Summer Olympics
- c. Technical Chair
 - i. Shared Chair report and was willing to answer any questions
 - ii. Reminders
 - 1. All non-athlete registered members of a club must be up to date with their training in order to be a certified SafeSport Club
 - 2. Head coaches are required to be fully certified at all times in order for their club's membership to be in good standings.
- d. Athlete Representatives – Brian Toay
 - i. Addison Cerney, Lauren McDonagh, and Sienna Mrachek will be attending the Central Zones Athlete Summit in Indianapolis, IN during the Olympic Trials, June 20th–23rd



6. Spring Board of Directors Election

- a. Amy Mayer (AQST) is the new Safety Chair
- b. Brian Toay reviewed the positions up for election and the names presently on the ballot
 - i. Admin Vice Chair – Rachel Carter (WSL)
 - ii. Senior Vice Chair – Sara Wolff (AQST)
 - iii. Secretary – Kaylee Schell (WFF)
 - iv. Finance Vice Chair – Amber Eberhardt (RRV)
 - v. Registration Chair – Kim Kuntz (MMSM)
 - vi. D.E.I. Chair -
 - vii. Disability Chair – Ben Richards (AQST)
- c. Brian Toay called for any nominations from the floor to be added to the ballot.
 - i. One nomination was given for the D.E.I. Chair; however, Article 5.4.1 of the ND LSC Bylaws prohibited it.
 - ii. With no additional nominations from the floor, the General Chair asked if anyone would like to nominate themselves.
 1. No nominations were made
- d. With no contested ballots, Alicia Bungum made a motion for a vote of acclamation.
 - i. Elyse Puklich second
 - ii. Motion passed unanimously

7. Policy changes/additions (see attached - *Spring 2024 Policies*)

- a. The HOD was informed of the Policy changes/additions that were passed by the Spring BOD Meeting on April 9, 2024, and emailed out weeks prior.
- b. Each Policy was read and reviewed individually
 - i. Talia Butery made a motion to ratify the changes to Policy 8.3 – NATIONAL LEVEL MEETS
 1. Dave Lawson second
 2. Motion passed
 - ii. Elyse Puklich made a motion to ratify the change in Policy 6.9.A – STATE AWARDS
 1. Alex Lucy second
 2. Motion passed
 - iii. Talia Butery made a motion to ratify the changes in Policy 5.7 – MISC MEET REQUIREMENTS
 1. Dave Lawson second
 2. Motion passed



- iv. Talia Butery made a motion to ratify the addition of Policy 2.2 – ND LSC OUTREACH ASSISTANCE
 - 1. Dave Lawson second
 - 2. Motion passed
- v. Talia Butery made a motion to ratify the addition of Policy 6.6.G – TIME STANDARDS/QUALIFYING TIMES
 - 1. Dave Lawson second
 - 2. Motion passed
- vi. Elyse Puklich made a motion to ratify the additions of Policy 6.9.A. – STATE AWARDS
 - 1. Dave Lawson second
 - 2. Motion passed
- c. Chris Domitrovich discussed the changes to the Official's Reimbursement Form that had been voted on and passed that the Spring BOD Meeting on April 9, 2024
 - i. Talia Butery made a motion to ratify the changed to the Officials Reimbursement Form
 - 1. Dave Lawson second
 - 2. Motion passed

8. Discussions

- a. **All bids for the 2025 10&Under Short Course State Meet, which will be held February 22 – 23, 2025, are due June 1, 2024**
 - i. Additional dates:
 - 1. High School Boy's EDC/WDA: March 1, 2025
 - 2. High School Boy's State Championship: March 7-8, 2025
 - 3. Sectionals: March 13-16, 2025
 - 4. 11&Over Short Course State Meet: March 21-23, 2025
 - ii. The BOD will meet after June 1, 2024 to review the bids
- b. Discussion was held on swapping the 2024 and 2025 Long Course State Meet location
 - i. No motion was made in relation to the discussion
 - ii. The 2024 Long Course State Meet will be held at the Hulbert Aquatic Center
- c. State Meet Committee
 - i. Brian Wright and Alicia Bungum discussed the State Meet Proposal and the behind the scenes work that went into it.
 - 1. Clarified that the 200 Freestyle would be a prelim/final event and not a timed final



2. Current plan is to just have an A Final with the intention of transitioning to an A & B Final in the future
3. Ask that the prelim/final format be a 3-year commitment, since it is a work in progress
 - a. Of the 19 LSCs our size, ND is 1 of 2 that do not have a prelim/final format for their state championship
- ii. Lengthy discussion occurred

Break at 10:30am, meeting resumed at 10:45am

- iii. Lengthy discussion continued
- iv. Jeanne Miranowski made a motion to approve a prelim/final format for the 2025, 2026 and 2027 11&Over Short Course Championships as Policy 6.20
 1. Rachel Carter made a motion that amend the age groups in Policy 6.20 to be 15-18 and 19&O for individual events and 15-18 and open for relays
 - a. Jill Schlenker second
 - b. Motion passed unanimously
 2. Pat Anderson second the motion made by Jeanne Miranowski to approve Policy 6.20
 3. Motion passed (Yes = 15, No = 8)
- v. Chris Domitrovich made a motion to approve the 4-day State Meet Proposal
 1. Rachel Carter second
 2. Motion passed (Yes = 18, No = 2, Abstained = 2)
- vi. The Order of Events will be finalized and voted on at the Fall HOD

9. Future Dates

- a. October 13, 2024: Fall HOD Meeting in Bismarck
 - i. HOD meeting the same weekend as the High School Girl's Mandan Invite
 - ii. BOD will try and meet 3 week in advance and get the information out early

10. Lisa Montplaisir made a motion to adjourn the meeting

- a. Chris Domitrovich second
- b. Motion passed unanimously
- c. Meeting ended at 11:59am



Proposed/Passed Policies

PROPOSED CHANGES

8.3 – NATIONAL LEVEL MEETS

C. Reimbursement Policy

- (1) During the ~~spring and~~ fall ND LSC meetings, if funds are available, it will be at the discretion of the Board to set the ND LSC level of reimbursement for athletes and coaches.
- (2) ~~During the spring ND LSC meeting the reimbursement level will be set for the long course season. During the fall ND LSC meeting the level of reimbursement will be set for the short course season.~~
- (3) The levels of reimbursement shall be published in the ~~policy~~, meeting minutes and posted to the ND LSC web site.

D. Criteria for Qualified Athlete Reimbursement

- (4) An athlete must be an individually qualified swimmer in the Meet they are requesting reimbursement.
 - c. Swimmers who have not met the necessary individual USA Swimming time standards to compete individually in the meets specifically stated in Section 8.3.D(4)(b) shall receive no reimbursement of any kind ~~or nature~~ from ND LSC.
 - i. This includes the following ~~types of swimmers~~:

E. Athlete Reimbursement

- (1) Only travel, motel, ~~and~~ event entry fees directly related to meet attendance will be considered for reimbursement. Mileage will be reimbursed at 25% of the standard IRS reimbursement rate.
- (2) The reimbursement form and receipts must be turned in electronically to the ~~Senior Vice-Chair AND~~ Treasurer for ~~their mutual approval within 30 days of the meet requesting reimbursement for. If a “qualified individual swimmer” fails to provide all necessary documents to both the Senior Vice-Chair and the Treasurer, the athlete reimbursement shall be summarily denied.~~
- ~~(3) The Senior Vice-Chair will forward the approved form with receipts as they are received to the ND LSC Treasurer for payment.~~
- ~~(4) All requests for payment are due within 30 days from the last day of the meet requesting reimbursement for.~~
- (4) In the event of group travel/sharing expenses, contact the Treasurer in advance of submitting any documents for specific instruction. Vehicle rental and/or gas receipts may be considered for reimbursement in lieu of the 25% of IRS mileage rate in cases of group travel of 4 or more qualified swimmers.
- ~~(5) Athletes may be reimbursed up to \$350 per meet with a maximum reimbursement of \$500 per year.~~
- (5) Athletes may be reimbursed up to \$300 per meet with a maximum reimbursement of \$600 per ND Swimming FISCAL year. The reimbursement year will begin October 1 and end September 30 the following year to coincide with the ND LSC Fiscal year.

G. Coach Reimbursement

- (1) Only travel ~~and~~ motel ~~expenses and event entry fees~~ directly related to meet attendance will be considered for reimbursement. Mileage will be reimbursed at 25% of the standard IRS reimbursement rate.
- (2) The reimbursement form and receipts must be turned in electronically to the ~~Senior Vice-Chair AND~~ Treasurer for approval. Receipts must be attached to the Reimbursement form for payment.
- ~~(3) The Senior Vice-Chair will forward the approved form with receipts the ND LSC Treasurer for payment.~~
- (4) All requests for payment are due within 30 days from the last day of the meet requesting reimbursement for.



POLICY PASSED

8.3 – NATIONAL LEVEL MEETS

C. Reimbursement Policy

- (1) During the fall ND LSC meetings, if funds are available, it will be at the discretion of the Board to set the ND LSC level of reimbursement for athletes and coaches.
- (2) The levels of reimbursement shall be published in the policy, meeting minutes and posted to the ND LSC web site.

D. Criteria for Qualified Athlete Reimbursement

- (4) An athlete must be an individually qualified swimmer in the Meet they are requesting reimbursement.
 - c. Swimmers who have not met the necessary individual USA Swimming time standards to compete individually in the meets specifically stated in Section 8.3.D(4)(b) shall receive no reimbursement of any kind from ND LSC.
 - i. This includes the following

E. Athlete Reimbursement

- (1) Only travel, motel, and event entry fees directly related to meet attendance will be considered for reimbursement. Mileage will be reimbursed at 25% of the standard IRS reimbursement rate.
- (2) The reimbursement form and receipts must be turned in electronically to the Treasurer for approval within 30 days of the meet requesting reimbursement for.
- (3) In the event of group travel/sharing expenses, contact the Treasurer in advance of submitting any documents for specific instruction. Vehicle rental and/or gas receipts may be considered for reimbursement in lieu of the 25% of IRS mileage rate in cases of group travel of 4 or more qualified swimmers.
- (4) Starting October 1, 2024 - Athletes may be reimbursed up to \$300 per meet with a maximum reimbursement of \$600 per ND Swimming FISCAL year. The reimbursement year will begin October 1 and end September 30 the following year to coincide with the ND LSC Fiscal year.

G. Coach Reimbursement

- (1) Only travel and motel expenses directly related to meet attendance will be considered for reimbursement. Mileage will be reimbursed at 25% of the standard IRS reimbursement rate.
- (2) The reimbursement form and receipts must be turned in electronically to the Treasurer for approval. Receipts must be attached to the Reimbursement form for payment.
- (3) All requests for payment are due within 30 days of the meet requesting reimbursement for.



PROPOSED CHANGES

6.9 – STATE AWARDS

- A. Awards at the State Championships will be through 16th place with points ~~for 1-16th only through 8th~~ place.

POLICY PASSED

6.9 – STATE AWARDS

- A. Awards at the State Championships will be through 16th place with points for 1-16th place.

PROPOSED CHANGES

5.7 – MISC MEET REQUIREMENTS

C. MEET OFFICIALS

- (1) ~~Teams submitting entries for a meet must provide the names of officials that will work the meet.~~ Teams must provide one official for the first 10 swimmers entered in the meet, and then one for every 15 after that; teams with less than 5 swimmers entered are not obligated to provide an official. (11-25 swimmers entered requires two officials; 26-40 require three officials, etc.) Apprentices will be considered as officials. There is a maximum requirement of six officials from any club for a meet entered.
- (2) Teams ~~failing to provide the names of any officials, or~~ failing to provide the required officials, will be deemed in violation of the standards. A fine of \$50 will be imposed for each session in which a team does not provide the required number of officials, with the exception of the state meets, to be paid to the ND LSC. Host teams are not subject to the above fine.

POLICY PASSED

5.7 – MISC MEET REQUIREMENTS

C. MEET OFFICIALS

- (1) Teams must provide one official for the first 10 swimmers entered in the meet, and then one for every 15 after that; teams with less than 5 swimmers entered are not obligated to provide an official. (11-25 swimmers entered requires two officials; 26-40 require three officials, etc.) Apprentices will be considered as officials. There is a maximum requirement of six officials from any club for a meet entered.
- (2) Teams failing to provide the required officials, will be deemed in violation of the standards. A fine of \$50 will be imposed for each session in which a team does not provide the required number of officials, with the exception of the state meets, to be paid to the ND LSC. Host teams are not subject to the above fine.



Proposed/New Policies

POLICY PROPOSAL

ND LSC Outreach assistance

1. Use current year or most recently updated federal free lunch guidelines to determine eligibility. Total Club reimbursement of \$250 per year per swimmer.
 - a. Decrease funding \$25 for every 10% income under the free standard.
 - b. Clubs must provide the initial outreach funding and the ND LSC reimburses the clubs during an approximate 45-day period each year (to be determined by the treasurer ex: Apr 15-May 31).
2. Provide each club \$150 reimbursement for outreach advertising costs. The advertising must be about the outreach program the club has and information on ND LSC reimbursing the club a portion to help support USA swimming and its growth in ND.

NEW POLICY

POLICY 2.2 - ND LSC OUTREACH ASSISTANCE

1. Use current year or most recently updated federal free lunch guidelines to determine eligibility. Total Club reimbursement of \$250 per year per swimmer.
 - a. Decrease funding \$25 for every 10% income over the free standard.
 - b. Reimbursement submissions will occur after verification by the Registration Chair.
2. Provide each club \$150 reimbursement for outreach advertising costs. The advertising must be about the outreach program the club has and information on ND LSC reimbursing the club a portion to help support USA swimming and its growth in ND.

POLICY PROPOSAL

6.6 - TIME STANDARDS / QUALIFYING TIMES

- G. Any change to the State Qualifying Times must be presented to and approved by the House of Delegates. SCY Q Times can be changed at the latest at the spring meeting prior, and LCM Q Times can be changed at the latest at the fall meeting prior

NEW POLICY

6.6 - TIME STANDARDS / QUALIFYING TIMES

- G. Any change to the State Qualifying Times must be presented to and approved by the House of Delegates. SCY Q Times can be changed at the latest at the spring meeting prior, and LCM Q Times can be changed at the latest at the fall meeting prior



POLICY PROPOSAL

6.9- STATE AWARDS

- A. Awards at the State Championships will be through 16th place with points ~~for 1-16th only through 8th~~ place.
 - 1. ~~10&Under: Medals 1st through 8th and Ribbons 9th to 16th and 11&Over: Medals 1st through 3rd and Ribbons 4th through 16th~~

NEW POLICY

6.9- STATE AWARDS

- A. Awards at the State Championships will be through 16th place with points for 1-16th place.
 - 1. 10&Unders will be awarded 1st – 3rd custom medals, 4th – 8th medals, and 9th-16th ribbons; 11&Overs will be awarded 1st – 3rd custom medals and 4th – 16th ribbons at both the Short and Long Course State Meets
 - 2. The top 2 high point swimmers in each age group, male and female, will be awarded high point awards at each state meet.



Request for Official Reimbursement Form

PROPOSED CHANGE

Increase the compensation for Officials attending National Meets (last updated in 2020)

- Requesting Maximum compensation per year to \$1,000 (up from \$500)
- Requesting changing compensation to \$500 (up from \$250) for Zones, Sectionals, and Futures; \$1,000 (up from \$500) for Junior National, Nationals, and US Open

PASSED

Effective October 1, 2024:

- Maximum compensation per year: \$1,000
- Compensation for Zones, Sectionals, and Futures: \$500
- Compensation for 4 Star meets and above: \$1000



State Meet Change Proposals

I. Approve a Prelim/Finals format for the 2025, 2026 and 2027 11&Over Short Course Championships. Policy 6.20 would be amended as follows:

6.20 – CHAMPIONSHIP MEET – FORMAT

- A. LONG COURSE MEET [See Appendix]
- B. SHORT COURSE MEET
 - 1. Short Course Championship meets will be split into 2 meets. A 2 day 10&Under timed final meet over one weekend and a _____day 11 & Over prelim/final meet.
 - 2. 10&U Short Course: TBD
 - 3. 11&O Short Course
 - a. Age Groups – Age Groups will be 11-12, 13-14, 15&Over.
 - b. Seeding – Age groups will be combined and seeded in Prelims separated by gender, and then separated into 11-12, 13-14, 15&Over for Finals. Circle seeding will be used to determine the heat and lane assignment for each preliminary heat entry and will be swum slowest to fastest.
 - c. Event Specifics
 - i. 400 IM, 500 free, 200 fly/back/breast are Timed Finals with fastest heat being swum with finals. Events longer than 500 are Timed Final.
 - ii. The 400 Free Relay, 400 Medley Relay 13&Over only.
- C. Each swimmer is limited to 3 individual events per day and 1 relay per session with a maximum of 7 individual events at the Short Course State Championship Meet. Each swimmer is limited to 4 individual events and 2 relays per day with a maximum of 7 events at the Long Course State Championship Meet.
- D. Time trials will be held at the State Championships with a \$10 per event fee. Swimmers will be limited to no more than six total events per day. The host club is responsible for administering Time Trials. Overall records can be set at the time trials of a State Meet.

II. Approve either Option A or Option B listed below. Policy 6.20.B.1 will be further amended to reflect the option chosen

- A. A four-day prelim/final meet with all current ND events included. A final event order will be presented at the fall HoD (a possible draft order is attached)
- B. A three-day prelim/final meet with some current events eliminated. A final event order will be presented at the fall HoD (a possible draft order is attached).



III. Additional Recommendations – Informational Only

1. Recommend no changes to our current qualifying times for 2025 – we have many events with fewer than 16 swimmers participating so we don't need to change those times. We do have some large events but those are important access points for swimmers to have a chance to make their first state meet and we believe those access points should be maintained. Further our qualifying times are broadly in line with similar size LSC's, a majority of which use national motivational times to set their qualifying standards.
2. Recommend further study 13-14 and 15&Over qualifying standards for 50's of stroke and 100 IM as there is no USA Motivational time established for these events. Further study is also recommended for relay qualifying times to achieve better consistency.
3. Recommend that future time changes should be voted on by HoD – Spring Meeting for the next Short Course season. Fall Meeting for the next long course season. **(Approved as Policy 6.6 by the BoD)**
4. Recommend Scoring be for 1-16 **(Approved in Policy 6.9 by BoD)**
5. Recommend establishing a fixed State Meet Info template that must be voted on at Fall HoD to change.
6. Recommend retaining the 50 Back/Breast/Fly for all ages and the 100 IM for all ages. Again, these are important access points for swimmers and coaches have expressed that they are important for helping retain swimmers in their programs.
7. Recommend retaining mixed relays – This is important for many of our smaller teams to be able to participate in relay events. About half of similar LSC's include mixed relays.