



2024 Spring BOD Meeting Minutes

Virtual Meeting - Zoom

April 9, 2024

6:30pm

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

OUR VISION: Swim Now – Lead Forever

1. Brian Toay called the meeting to order at 6:32pm
2. Roll Call
 - a. BOD Members: Addison Cerney, Amber Eberhardt, Angie Heckaman, Brian Toay, Erich Richardson, Kaylee Schell, Larry Hubbard, Lisa Montplaisir, Rachel Carter, Sara Wolff, Sienna Mrachek, and Wallace Twist
 - b. Other: Brian Wright and Dan Heckaman
3. Approve Meeting Minutes
 - a. Larry Hubbard motioned to approve the BOD Strategic Planning II Minutes
 - i. Wallace Twist second the motion
 - ii. Motion passed
4. Chair Reports
 - a. Officials Chair
 - i. Officials Committee Members: Chris Domitrovich (Chair), Kim Kuntz, Wallace Twist, Aaron Samuelson, and Sophia Domitrovich (Athlete Rep)
 - ii. 2024 Official of the Year: Deb Slack – Awarded during the SC State Meet
 - iii. Received the updated USA Swimming Officials Certification and Re-certification Guidelines (effective Feb 1, 2024)
 1. Requirements are less stringent, which will hopefully lead to it becoming easier for club to get officials
 2. Create a google form for officials sign up



- b. Technical Chair report was emailed to BOD members on April 7th
 - i. Kaylee Schell will post on LSC website and email to head coaches
 - c. Athlete Representatives – Brian Toay
 - i. Addison Cerney, Lauren McDonagh, and Sienna Mrachek will be attending the Central Zones Athlete Summit, during the Olympic Trials, June 20th – 23rd
 - ii. Neither Coach's Representative is able to attend, so we need to secure a chaperone for the trip
 - 1. The workshops for the chaperone at the summit will focus on LSC Governance
5. Spring Board of Directors Election
- a. The Governance Committee is handling the nominations for the election
 - b. The following Chairs are up for election at the 2024 Spring HOD Meeting, and below is the names on the ballot as of March 22, 2024
 - 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 (MMSC)
 - vi. D.E.I. Chair -
 - vii. Disability Chair – Ben Richards (AQST)
 - c. Safety Chair is currently vacant and not up for election until Spring 2025
 - i. Brian Toay made a motion to appoint Amy Mayer (AQST)
 - 1. Erich Richardson second the motion
 - 2. Motion passed



6. Policy Revisions

- a. (see attached – *Spring 2024 Policy Revisions and Agenda Items*)
- b. 8.3 – NATIONAL LEVEL MEETS
 - i. Sara Wolff made a motion to approve all the 8.3 – NATIONAL LEVEL MEETS policy changes with an addition to the beginning of 8.3.E.5 stating “Starting October 1, 2024”
 1. Motion also included clerical verification on 8.3.D.4 *Spring 2024 Policy Revisions and Agenda Items* document
 2. Motion second by Rachel Carter
 3. Motion passed
- c. 6.6 – TIME STANDARDS / QUALIFYING TIMES
 - i. Larry Hubbard motioned to approve Policy Proposal 6.6.G
 1. Sara Wolff second the motion
 2. Motion passed
- d. 6.9 – STATE AWARDS TIME STANDARDS / QUALIFYING TIMES
 - i. Rachel Carter made a motion to approve Policy Change 6.9.A
 1. Wallace Twist second the motion
 2. Motion passed
 - ii. Angie Heckaman made a motion to approve Policy Proposal 6.9.A.1 with the wording: 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
 1. Wallace Twist second the motion
 2. Motion passed
 - iii. Discussion was had on an addition of Policy 6.9.A.2 stating: The top 2 high point swimmers in each age group, male and female, will be awarded high point awards at each state meet.
 1. Erich Richardson motioned to approve adding Policy 6.9.A.2
 - a. Rachel Carter second the motion
 - b. Motion passed
- e. 5.7 MISC MEET REQUIREMENTS
 - i. Brian Toay made a motion to remove the recommended wording to Policy 5.7.C.6 and 5.7.C.7 as suggested by Chris Domitrovich
 1. Motion approved



7. Discussions

a. ND LSC Outreach Assistance Program

- i. (see attached – *Spring 2024 Policy Revisions and Agenda Items*)
- ii. Kaylee Schell made a motion to approve the following
 1. creating Policy 2.2 – ND LSC OUTREACH ASSISTANCE with the subsequent wording provided in the *Spring 2024 Policy Revisions and Agenda Items*
 - a. clerical change in 1.a to read: ...over the free standard
 - b. 1.b to read: Reimbursement submissions will occur after verification by the Registration chair
 2. Amber Eberhardt second the motion
 3. Motion passed

Break from 8:12 – 8:17

b. State Meet Committee

- i. Brian Wright presented the State Meet Proposal Draft on behalf of the State Meet Committee, gathered feedback and answered questions as able

c. Athlete Representative Selection

- i. Documents were reviewed and discussion took place
- ii. Goal is to have ready to submit for proposal in the fall

d. Officials Chair

- i. Requested board approval to increase the compensation for Officials attending National Meets (last updated in 2020)
 1. Requesting Maximum compensation per year to \$1,000 (up from \$500)
 2. 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
 3. Kaylee Schell motioned to approve the following: Effective October 1, 2024 - Change the maximum reimbursement on the Request for Official reimbursement to \$1000 per fiscal year (Oct 1 – sept 30). Official's compensation for the Zones, Sectionals, and Futures will be \$500; Officials compensation for 4 star meets and above will be \$1000
 - a. Larry Hubbard second the motion
 - b. Motion passed
- ii. Kaylee Schell is going to work with Chris Domitrovich to create a way for officials to have the ability to sign-up to officiate on the LSC website for upcoming meets



8. Future Dates
 - a. HOD Meeting: May 5th @ 9am
9. Kaylee Schell made a motion to close the meeting
 - a. Rachel Carter second the motion
 - b. Meeting ended at 10:03pm



BOD Meeting – Spring 2024
Policy Revisions and Agenda Items

Policy Revisions

Policy Changes – Angie Heckaman

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 Proposal – Alicia Bungum

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 Change and Proposal – Erich Richardson and Alicia Bungum

6.9 – STATE AWARDS TIME STANDARDS / QUALIFYING TIMES

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

Policy Changes – Chris Domitrovich

5.7 MISC MEET REQUIREMENTS

C. MEET OFFICIALS

6. ~~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.
7. 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.



Agenda Items

**The agenda items are not a policy change/proposal at the moment, but have the ability to be in the future.
Agenda items fall under the discussion category of the meeting.*

ND LSC Outreach assistance – Larry Hubbard

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.

Implementation of Athlete Representative Application Process – Rachel Carter

Example of Policy and Procedure revision

- Applications will be submitted virtually to the General Chair or other designated representative. Applications must be submitted by an appropriate date determined by the BOD. All applications will be sent to the BOD prior to the Spring Meeting for review. The BOD will vote on Candidates for the Junior at the Spring BOD meeting with their term beginning following confirmation of the athletes at the Spring HOD meeting. The athletes at large voting will happen immediately after the Spring BOD Meeting (see below) with positions being confirmed at the HOD Meeting.
- Application to include a list of responsibilities and include a signature line stating that the athlete is aware of the responsibilities and duties they will be taking on if elected to the position with the application.
- In list of responsibilities add that quarterly town halls are to take place. One in person at both state meets and two virtually in between. The goal of this would be to aid involvement of all athletes and to allow the athletes to exercise that “representative” role more effectively.
- In list of responsibilities include Social Media Presence.
- Require two letters of recommendation be submitted with the athlete’s application. One must be from either a Coach or Swim Team Board Member.
- Appoint a Board Member or non-board adult to help guide and oversee athletes and for lack of better words, help hold them accountable. If non- board member, adult would need to be registered with USA Swim and successfully complete all APT training requirements. Provide a clear list of responsibilities for this position.

Example of Bylaw revision

- The Board of Directors will appoint the Junior Athlete Rep by majority vote. The Athlete at Large Representative Candidates will be chosen from the remaining application pool and presented to the athletes for vote by email (google doc). Email will go to all athletes who meet voting eligibility per ND LSC bylaws (1.2 section J.8). Following their term, the at large representatives are able to apply for Junior Representative.



BOD Meeting – Spring 2024
State Meet Proposal Draft
State Meet Committee

At the December special meeting of the House of Delegates it was decided to review our current 11 & O Short Course state meet format and propose possible changes to future meets. Since that time the following steps have been taken:

1. Conducted a survey of coaches, athletes and club representatives regarding the current state meet format and possible changes. We had 27 responses from 14 of the 15 clubs.
2. Reviewed the numbers of athletes competing in our state meet by age and event.
3. Held an open follow-up meeting to review the survey results and plan next steps.
4. Held a meeting with a small group of coaches, athletes and LSC representatives to discuss areas of consensus and what additional information we wanted to have.
5. Followed that meeting with:
 - a. a comprehensive review of state meet information from 13 similar sized LSC's
 - b. an evaluation of current qualifying times compared to a 4yr 24th place average.
 - c. conducting a survey of athlete representatives at the 2024 state meet.
6. Held meetings with coaches and LSC representatives to review that additional information.

Based upon all the research and information that has been gathered here are the recommendations regarding future 11 & O Short Course State Championships:

1. Move to a prelim/final format for the state championship – This move is supported by a majority of those surveyed.
2. The major concern regarding this is the length of sessions. To address this, it is recommended that:
 - a. A Thursday evening session for distance events (800 Free Relay, 1650) be added. We could also do the 11 & 12 500 if we followed the majority of LSC's and limit the 1650 to 13&O – in 2024 there were 3 11-12's who swam 1650.
 - b. 15&O be combined into one age group for Finals heats. 15-16 times would be used for qualifying for this group.
 - c. Age groups will be combined and seeded in Prelims, 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.
 - d. 400 IM, 500 Free, 200 fly/back/breast (for consistency 200 free could also be done in this way) would be Timed Finals with the fastest heat of boys/girls swimming in the Finals. 1000 Free would be Timed Finals held at the end of prelim session with the winners being recognized at the beginning of Finals that day.



- e. The 400 Free and 400 Medley Relays 13 & O only
 - f. It would best if additional lanes would be available for all distance events and the 800/400 Relays.
 - g. Swimmers may compete in up to seven (7) individual events during the meet, excluding time trials. Swimmers may compete in up to three (3) individual events per day, including time trials. Swimmers may compete in up to one (1) relay per session (or per day). Scratch Rules would be suspended for the first year.
 - h. A model timeline for order of events from the New Mexico LSC provides a good outline from a similarly sized club. We have done a model timeline using that order and the entries from our 2024 state meet so clubs can see what it would look like. Another alternative has been suggested by the athletes. Both demonstrate a workable timeline.
3. Recommend no changes to our current qualifying times – 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. Future time changes should be voted on by HoD – Spring Meeting for the next season Short Course. Fall Meeting for the next season Long Course.
4. 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.
5. Additionally, we would recommend:
- a. Scoring be for 1-16 – Over half of similar LSC's score at least top 16 (one scores top 20)
 - b. 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.
 - c. Establish a fixed State Meet Info template that must be voted on at Fall HoD to change.
 - d. Commit to Prelim/Final Format for 3yrs to give time to make adjustments and improvements.