



Wisconsin Swimming Governance Committee Minutes September 8, 2024

- I. Call to order
- II. Present: Ryan Geier, Rick Potter, Kim Stoll, George Geanon, Dan Wohl.
- III. Introduction of new Athlete committee member: Matthew Baumann
- IV. Consent agenda approval of 8/11/2024 committee meeting minutes.
- V. Old Business

- A. 2025 Positions Open for Election
 - i. Status as of July 2024

Position	Current Holder	Eligible for Second Term	Seeking Second Term	Seeking First Full Term
General Chair	Dan Wohl (UN)	Yes	Yes	
Finance Vice Chair	Emma Jewell (UN) (Completing a vacated term)	----	----	Yes
Age Group Co-Vice Chairs	Jacob Johnson (BAC) Michael White (STORM)	Yes Yes	Yes Yes	
Officials Chair */**	Mike Melloch (UN)	Yes	Yes	
Secretary *	Jim Lohmeier (MAC)	Yes	No	
Operational Risk Chair	Gary Michalak (WEST)	Yes	Yes	
Safe Sport Chair **	Mona Arvinen-Barrow (SHOR)	Yes	Unsure/On Sabbatical	
Coach Reps***				
Athlete Reps***				

*No Term Limits

** Appointed

*** Elected by their constituents at the Annual HOD Meeting

- ii. Re-pole position holders on their intentions in the Fall.

- B. Strategic Planning Process – No update currently. Possible delays in the next strategic planning cycle at USA Swimming due to leadership changes.
- C. CODE OF ETHICS and PERFORMANCE GUIDELINES Wisconsin Swimming Officials – some modifications made, and has been posted on Officials webpage.
- D. Concept of Wisconsin Swimming, Inc, developing an aquatics center

- i. Topic raised by committee member Ryan Geier.
- ii. Review of issues:
 - a. Lack of indoor competition 50m availability.
 - b. The two available options are in southeast Wisconsin, none in the central, northern or western part of the LSC (other than occasional use of UW-Madison facility).
 - c. Increasing difficulty obtaining pool practice time for clubs.
 - d. Inability of clubs to expand due to lack of pool time.
 - e. Pool rental fees for practices and meets that go to school districts and communities that could go to support Wisconsin Swimming, Inc, and an aquatics center operated by WISI.
 - f. Greater control of programming for competitive swimming.
- iii. Challenges:
 - a. Fundraising and sustaining maintenance/operation costs.
 - b. Determining optimal location for the LSC and its members.
 - c. Increased need for LSC management personnel.
- iv. Next steps:
 - a. Approval from General Chair to proceed with BOD discussion.
 - b. Discuss interest/feasibility at the BOD level.
 - 1. Briefly touched on at WISI BOD meeting 8/28/2024.
 - 2. Consider a more formal discussion at the next BOD meeting.
 - c. Consider an exploratory committee or Task Force:
 - 1. LSC members with fundraising and project development experience.
 - 2. Assess Wisconsin donor landscape for high level donors, corporate partners, grants, etc.
 - 3. Check with USA Swimming to see if there is an LSC which has been successful with such an endeavor.

E. Coaching shortage within WISI

- i. Another issue impacting the LSC, raised by Angela Monty, managing director.
- ii. Michaels White discussed this project at WISI BOD meeting 8/28/2024. Project results were sent to USA Swimming by Michael.
- iii. Findings of the data collection:
 - a. Clubs closing due to lack of coaches.
 - b. Difficulty recruiting/hiring/sustaining coaches.
- iv. Discuss possible next steps with Michael White.

F. Certified Meet Marshal Update

- i. Update on summer championship meets discussed at BOD meeting 8/28/2024.
- ii. Proposal for LSC Championships Certified Meet Marshal Program, see attached.
 - a. Input on proposal requested from BOD.
 - b. Continue with development of this program and associated procedures by Gary Michalek and George Geanon.
 - c. Seek input from Coach Advisory Council and Tech Planning.

VI. New Business

A. LSC proposal forms

- i. Policy/Procedure and Rules request
- ii. Meeting agenda item request
- iii. Approval to proceed with further development received from General Chair.
- iv. Discuss with LSC Managing Director Angela Monty.

B. USA Swimming Leadership reorganization briefly discussed.

VII. Next Meetings:

- i. October 6
- ii. November 3 (end of daylight-saving time, clocks fall back one hour).
- iii. December 8

VIII. Adjournment at 2000.

Respectfully submitted,

George Geanon, Governance Chair
10/6/2024

Proposal for Components of a Wisconsin Swimming Certified Meet Marshal Policy/Procedure

1. Establish the position of an LSC Meet Marshal Coordinator. Duties include:
 - a. Assist in the recruitment and training of Meet Marshals.
 - b. Maintain a list of Certified Meet Marshals (CMMs) along with their contact information (with their consent).
 - c. Send notification of upcoming LSC Championship meet dates to CMMs 1-2 months prior to the meets, for sign-up.
 - d. Assist the LSC Championship Meet Director and Meet Referee with the selection of the Team Lead CMM.
2. Require a Team Lead CMM for LSC Championship meets and above:
 - a. Require the name and contact information of a Team Lead Meet Marshal for sanction.
 - b. Specify in the meet sanction a minimum of two CMMs for a timed finals championship, and a minimum of four CMMs for a prelims/finals championship.
 - c. Assist the Meet Director and Meet Referee with recruitment of Marshals for the LSC Championship meets.
 - d. Discuss meet protocols, warm-up protocols and expectations with the Meet Director and Meet Referee one month prior to the meet.
3. Two Proposals for CMMs at meets:
 - a. Proposal A: Compensated CMMs
 - i. This will avoid many of the adverse situations encountered thus far: pre-meet sign up issues, staggered arrival times, volunteers that are uneducated about the CMM role and purpose, uncommitted volunteers, leaving sessions early, not staying for time trials, etc.
 - ii. Allows club volunteers to be used in other positions at meets.
 - iii. Compensation parameters:
 1. Number of Meets: 5 (3 short course LSC Chams and 2 long course)
 2. Requirements: complete the online training and certification test, present for the entire session (including arrival 15 minutes prior to the start of pre-session warm-ups and until released by the Meet Referee, including time trials if indicated).
 3. Compensation rate:
 - \$50 per session, including time trials if offered.
 - Team Lead CMM: \$50 per session, however if present all sessions and lives more than 45 minutes away from the venue, may receive a free hotel room instead of compensation.
 - If working two consecutive sessions in a day, CMM can make use of the hospitality room.
 - Consider a 50/50 share of the cost of CMMs between the host club and the LSC.
4. Projected cost to compensate CMMs

	2 Day Meet	3 Day Meet	4 Day Meet
3 CMMS + TLCMM (total 4)	\$800	\$1,200	\$1,600
4 CMMs + TLCMM (total 5) *	\$1,000	\$1,500	\$2,000

*Meets with a separate, secondary warm-up/cool down pool.

**Consider 50/50 split between host club and LSC.

***Cost will be slightly higher if TLCMM is given a free hotel stay instead of compensation.

b. Proposal B: Uncompensated CMMs

- i. Team Lead CMM shall receive a list of club volunteers who have committed to serve as Meet Marshals, along with their email contact, 2 weeks prior to the meet start.
- ii. Requires host club and Meet Director to have some type of volunteer club sign-up for Marshals with an earlier timeline than the rest of their volunteers.
- iii. Team Lead CMM sends a copy of the CMM protocol 2 weeks prior to the meet start and instructions for the online test.
- iv. Team Lead CMM to notify host club volunteers of expectations:
 1. Review the CMM protocol document prior to the meet (online test is optional, but preferable).
 2. Arrive promptly 15 minutes prior to warm-ups.
 3. Remain until the session is over and through Time Trials, if indicated.
 4. Remain on deck until released by the Meet Referee.
 5. Expect a more “robust and involved” Meet Marshal protocol than what they may have experienced in the past.

4. Meet Director and Meet Referee

- a. Recommendation of the Meet Marshal Training Guide 2022: Meet Director and Meet Referee read through the training guide.
- b. Recommendation of Gary and George: All Officials review the training manual and complete the online test to become Certified Meet Marshals.
 - i. Gary and George will discuss with the WISI Officials Committee.
 - ii. Check with USA Swimming regarding this recommendation.

5. This is a draft, working document in development.



Certified Meet Marshal Orientation/Instructions **(Per USA Swimming Operational Risk Protocol)**

1. Welcome/Thank you. Sign-in sheet. Officials of the meet.
2. Smile, be friendly. You represent the host club, the LSC and the sport of swimming. Safety in the swimming venue is the priority.
3. CMM role is in service to the meet and the swimmers, not as a parent, fan or coach.
4. CMMs report to Meet Referee: instructions, dismissal, MR/CJ requests.
5. Distribute vests, radios and perform radio instruction and check.
6. Monitoring pre-session warm-ups, lane designations (pace, starts), secondary pools, deck changing.
7. Unauthorized people on deck. Only credentialed coaches, officials and swimmers (enrolled in the meet) are allowed. Also, Personal Assistants authorized by the Meet Referee, and volunteers working the session, are allowed on deck.
8. Report unsafe conditions and injuries to the Meet Referee. The Meet Director completes the Report of Occurrence and transmits to USA Swimming.
9. MAAPP review (interactions observable/interruptible, adult versus athlete bathrooms). Safe Sport issues (bullying, massages): intervene and report to MR.
10. Locker room sweeps (cell phone usage, adults present, bathroom issues).
11. Blood/body fluids on deck.
12. Cell phone usage on deck (timers, marshals, behind the blocks, behind lap counters).

13. Location of First Aid gear (First Aid Kit, spinal backboard, rescue implements, AED). Lifeguards provide First Aid. Location of Emergency Action Plan.
14. Deck Assignments and rotation schedule.



Secondary Warm Up/Cool Down Pools Certified Meet Marshal Protocol

1. Closed during pre-session warmups.
2. Open with the start of competition and close when competition ends.
3. Remain open during time trials.
4. Feet first entry only, diving is forbidden.
5. A Certified Meet Marshal is to always be present when this pool is open.
6. Respect lanes that are open to facility patrons only.
7. Only athletes enrolled in the meet shall use this pool, unless they are facility members. If so, they cannot use lanes assigned to the meet and shall only use lanes reserved for facility members.
8. Host clubs shall not use lanes reserved for the meet athletes for workouts of athletes not enrolled in the meet. They may use lanes reserved for facility members if they are members of the facility.
9. During periods of peak occupancy (such as after relays and 50 meter/yard events), athletes shall either swim continuously or exit the pool (no prolonged rest periods or socializing). This will be monitored by the CMM.
10. No adults (such as parents, coaches, officials or volunteers) may use the meet reserved lanes when the lanes are open to the athletes enrolled in the meet.

Meeting Agenda Request Form Proposal

Meeting Agenda Request Form

Agenda Type:

_____ Discussion

_____ Vote

Agenda Topic/Heading: _____

Brief Explanation of what Agenda Item is about:

Estimated time needed for agenda item:

Item submitted by:

LSC position:

Date:

Send to LSC General Chair and LSC Managing Director