

Hawaiian Swimming

Board of Directors Meeting Minutes - FINAL

June 30, 2013 Chaminade University Henry Hall Room 109

Present:

David Coleman, LSC General Chair
Wendy Shigeta, Secretary
Ken Suenaga, Safety Chair
Ron Iwamoto, Club, Athlete & Special Program Development
Reid Yamamoto, Maui At Large
Charlie Camacho, Big Island At-Large
Jon Hayashida, Senior Vice Chair
Gwenn Tomiyoshi, Registration & Membership Chair
Jacob Urbano, Senior Athlete Rep
Kevin Frifeldt, Junior Athlete Rep
Linda Lileikis, Finance Vice Chair
Sandy Drake, Officials Chair
Malcolm Cooper, Age Group Vice Chair
Kenny Chew, Administrative Vice Chair
Larry Oshiro, Coaches' Rep
Peggy Glasgow, Times Administrator
Lynne Nakamura, Treasurer

Call To Order: Meeting was called to order by LSC General Chair at 10:16 a.m.

A. Announcements from General Chair

1. **Informational:** The Rules & Regs have been updated and posted on the website.
Working on updating the Policies & Procedures.
2. **Informational:** LEAP is not due until 8/1/2014. That is the earliest we can apply.

B. Approval of Minutes:

Board of Directors Meeting Minutes of February 17, 2013

Action: *Moved to accept the minutes of February 17, 2013 without correction.*

*Motion passed unanimously. **Minutes are accepted and will be posted as a final copy.***

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C. Treasurer's Report

1. **Informational:** A new laptop was purchased.
2. **Action:** Treasurer explained that the CPA is currently just doing our taxes. If we want an audit, would need to schedule with the CPA. We do need an external audit for LEAP 2. ***Motion to schedule a general external audit for compliance by the CPA. Motion seconded and passed unanimously.*** Finance Chair will contact the CPA, get a price for the service, and will schedule to general external audit.
3. **Informational:** For Age Group States on Maui, Edna will have the checkbook for reimbursements.
4. **Action:** Overall, finances are good. May need to look into putting some of the money into a CD. Will decide after the Convention. By the next Board Meeting, will bring all the books up to date. ***Motion to accept the Treasurer's Report. Motion seconded and passed unanimously.***
5. **Informational:** Still have not found anyone to fill the Treasurer position.

D. Changing of Signatures for Bank Account

1. **Action:** Treasurer has recommended the following signers for the bank account:
 - Larry Oshiro, Coaches Representative
 - Malcolm Cooper, Age Group Vice Chair
 - Ron Iwamoto, Club, Athlete & Special Program Development
 - Wendy Shigeta, Secretary
 - Dean Schmaltz, Technical Planning

Discussion as to whether to add Jon Hayashida as a signer so that he can sign checks at Senior Meets as there have been Senior Meets in the past in which there were not two signers at the Meet to sign checks.

Motion to approve Larry Oshiro, Malcolm Cooper, Ron Iwamoto, Wendy Shigeta, Dean Schmaltz, and Jon Hayashida as signers for the bank account. Motion seconded and passed unanimously.

E. Convention 2013

1. **Informational:** The following people will be attending the Convention:

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Dave Coleman, General Chair
Kenny Chew, Administrative Vice Chair
Jon Hayashida, Senior Vice Chair
Malcolm Cooper, Age Group Vice Chair
Gwenn Tomiyoshi, Membership Chair
Sandy Drake, USA Officials Committee, Officials Chair
Dustin Fukuda, Senior Coaches Rep
Kevin Frifeldt, Senior Athlete Rep
Reid Yamamoto, Coach Member
Ron Iwamoto, Club, Athlete & Special Program Development
Junior Athlete Rep (to be elected at the upcoming Long Course Championships) –
If the Junior Athlete Rep is unable to go, Jacob Urbano, current Senior
Athlete Rep volunteered to go

Action: Past practice has been that the LSC pays for airfare and double-occupancy at the conference site for all delegates. Individuals desiring single-occupancy would reimburse the LSC \$50 per night or half the cost of the room, whichever is less. The LSC General Chair may register for a suite that has facilities for meeting with the LSC delegates. Motion to approve this practice as the LSC Convention Travel Policy.

Discussion: Suggest that we put a limit to the cost of the General Chair suite of \$50 additional per night above the cost of a regular room. **Discussion:** Question about ground transportation and whether there can be language put into the policy that would allow for rental cars if the rental cars would cost less than the shuttle to and from the hotel.

Motion to approve an amended LSC Convention Travel Policy to read: The LSC will pay for normal travel expenses and double-occupancy at the conference site. Individuals desiring single occupancy will reimburse the LSC \$50 per night or half the cost of the room, whichever is less. The LSC General Chair may register for a suite that has facilities for meeting with the LSC delegates, up to \$50 per night extra. Authorization for a rental car must be made by the General Chair. Motion passed unanimously.

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F. 2013 – 2014 Schedule of Meets

1. **Informational:** Meet Schedule had been approved at last meeting subject to a review of Oahu schedule. 5 coaches reviewed the Oahu schedule and there were 5 different answers. The schedule will be left as approved, so there will be no changes to the qualifications for Invitationals, A+ meets, etc. Date changes can be made to the schedule.
2. **Action:** New procedures for hosting Oahu meets proposed and presented by Age Group Vice Chair on behalf of Technical Planning Chair who was not present at the meeting. The new procedures would be a change to Policies & Procedures Section 4.01.

Previous procedure of having bid meetings to assign hosts for meets was not working on Oahu. New procedures will be as follows: 1) Teams will submit preferences to the Age Group Chair; 2) Preference will be given to historical precedent (if a Team has historically hosted a specific Invitational or on a specific weekend, they will be given preference to continue); 3) Dean will take care of permits and meet notices; 4) Hosts/Co-hosts will be responsible for Hospitality, Set-up, Take-down, and, in some cases, getting Equipment and Ribbons to the meet; 5) Officials will be coordinated through the Officials Committee using the online spreadsheet that has been in use; 6) Age Group Committee will then assign hosts/co-hosts for meets.

The revised wording for the Policies & Procedures Section 4.01 was presented as follows:

4.01 MEET SCHEDULES:

To ensure proper coordination and programming of available dates, the swim year schedule in its original form will show the Age Group, Senior, ILH, OIA, MIL, BIIF, KIF and national meets if and when a schedule is provided by the respective authorities representing the other swimming programs. All group members shall sponsor one age group meet or co-sponsor with another member two age group meets. Group members sponsoring an invitational meet shall sponsor one age group meet and co-sponsor one other age group meet. Group members shall submit their schedule preferences and/or restrictions to the Age Group Chair no

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later than 30 days after the posting of the initial approved schedule. The Age Group Committee shall then assign sponsor dates to each group member, taking into consideration submitted requests and restrictions, venue availability, historical and other factors determined to be in the best interest of each respective island.

Discussion: If you host an invitational, the way the revision reads, you would have to also host one other age group meet and co-host an age group meet. Suggestion made that instead of hosting and co-hosting, that clubs hosting an invitational should either host another meet or co-host a meet. Considering the number of clubs and the number of meets, there should still be enough clubs to host all meets if clubs hosting invitations just had to host or co-host one meet.

Discussion: Discussion as to whether bid meetings worked or not. Some felt that the bid meetings are effective and better for Oahu since there are so many teams and meets. Suggestion that there needs to be effective communication with the clubs (more than just posting on the website) to notify clubs of the bid meeting and to stress that a representative needs to be there. The key is to communicate with all the clubs with enough time for them to respond and to also make them aware of the consequences. Suggestion that consequences need to be laid out and clubs told that if they don't show up at the meeting that a meet will be assigned and that they need to run it or find a replacement club. Also suggested that maybe consider a fine for clubs that can't run their assigned meet or can't find a replacement. General Chair pointed out that the motion on the floor does not address the procedures for assigning meets and that this would be left up to the Age Group Committee on how they want to administer getting clubs assigned to the meets.

Action: Moved that Policies & Procedure Section 4.01 be changed to read as follows:

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later than 30 days after the posting of the initial approved schedule. The Age Group Committee shall then assign sponsor dates to each group member, taking into consideration submitted requests and restrictions, venue availability, historical and other factors determined to be in the best interest of each respective island.

Motion passed 14-0 with one abstention.

G. Registrar's Report

1. **Informational:** Current registration as of June 21, 2013 is as follows:

Athletes

Year Round Athletes: 2843
Seasonal Athletes: 67
Outreach Athletes: 48
Total: 2958

Non-Athletes

Individual: 273
Family 1: 31
Family 2: 31
Life: 1
Total: 336

Clubs

Clubs: 29
Organization: 2
Total: 31

2. **Informational:** New fee schedule for 2014 just came out. The new annual fees for Hawaiian Swimming with the approved \$15 increase will be as follows:

Year Round Athletes = \$65
Seasonal Athletes = \$35

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Single Meet/Open Water = \$25
Non-Athlete Individual (coaches & officials) = \$65
Family = \$115
Non-Athlete Lifetime = \$1000
Club Registration = \$100

- 3. Informational:** Beginning in the 2014 membership year, USA Swimming no longer requires LSCs to print membership cards for athletes. USA Swimming will be mailing a membership card/luggage tag to every athlete. Card will include sponsor logos and sponsor discounts. Each athlete will only get one card per year. Clubs are not listed on the card, so if an athlete transfers to another club mid-season, they will not need a new card. Question about Seasonal Athletes and whether they will be issued a card through USA Swimming. Registrar will check with USA Swimming on cards for Seasonal Athletes. USA Swimming will no longer be sending blanks for LSCs to print up their own cards. Suggestion is that since we would only need to print cards for the Seasonal Athletes, that we either use whatever templates are left or make our own template.
- 4. Informational:** Coaching 201: Foundations of Coaching is now up and running as of June 3, 2013. This course is mandatory for all first-time coaches who registered in 2013 and must be completed prior to renewing for coaching a second year. Cost for the 201 course is \$25. Also need to complete the Rules & Regulations for Coaching.

H. Western Zones

- 1. Informational:** Age Group Zones (14 and under) does not have a coordinator. At this time, still unsure as to how many reservations to make, etc. We do have two coaches who are willing to go. Forms are ready and will be posted
- 2. Informational:** Senior Zones is targeting taking 15 -20 swimmers. Have coaches who are interested. Some teams already made plans to go on their own. Have made contact for transportation. Within 10 days will decide if it is viable to take a Team Hawaii to Senior Zones (age 12 and over).

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3. **Action Needed:** Need to get the Age Group Zones forms posted on the website and also send out to the coaches. Get the forms out within one week. Also send hard copies to the qualified swimmers directly via mail.

I. LEAP 1 Actions

1. **Action Needed:** Officials Chair will come up with a policy per the discussions at previous meetings regarding procedures LSC uses to ensure compliance with Article 102.10 of the USA Swimming Rulebook (regarding sufficient numbers of officials)
2. **Action Needed:** Need to approve a form to accompany the procedure for approving a non-championship meet observation. General drafted a form and presented it. There is also a form from USA Swimming in their Policies & Procedures that is available. Age Group Chair & Senior Chair will review these forms so that a form can be adopted.
3. **Action Needed:** At least 20% of the LSC Board of Review and 20% of all LSC standing committees must be athlete members. If the 20% is a fraction, must round down as the Bylaws state at least 20% (i.e. if 20% comes out to 1.2 athletes, must have 2 athletes on the committee). Committees are urged to try to involve different athletes. Must post the members of each committee. Each Committee Chair needs to send the names of their committee members to the General Chair and to the Secretary. The General Chair will post the members on the website and the Secretary will publish a directory. General Chair will request e-mails through Team Unify and will also post a contact e-mail for each Committee Chair on the website (the e-mails will be name@hawaiianswimming.org) Committee Chairs agreed. If Chairs do not submit a list of Committee Members, they will be replaced.
4. **Action Needed:** Finance Chair will send the closing Balance Sheet and Statement of Income and Expense for 2012 to USA Swimming.

J. Reports

1. **Administrative Vice-Chair:** Will submit a report regarding the Safe Sport Workshop that he attended.
2. **Finance Vice-Chair:** In the midst of the audit. Nothing to report
3. **Age Group Vice-Chair:** Updated Junior Age Group Championships. Meet notice will be going out. Discussion about swimmers that transfer to Hawaiian Swimming to

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just swim in the age group championships, then transfer back to a mainland club. Checked other state LSC State Championship meet notices. Two of them state that swimmers must be registered with the LSC 120 days prior to the first day of the State Championship meet to be qualified to swim in the meet. May want to consider adopting such a policy, but will need to consider the circumstances of the military families. Age Group Committee will consider adding this additional requirement of belonging to the LSC for at least 120 days prior to the State Championships. If anyone else has thoughts about this, e-mail the Age Group Chair so that it can be considered by the Committee.

Another discussion about the fact that the Meet Notice omitted the statement that swimmers must be registered with Hawaiian Swimming to swim in the meet. Age Group Chair changed the meet notice to now include that statement.

4. **Senior Vice-Chair:** Looking for a Kauai Athlete Rep for the Senior Committee. Senior Championships held on June 13 – 15, 2013 went well. 40 swimmers less than last Championships. Main reason is that implemented the “A” standard and bonus only with “B” time. Comments were positive as the timing of the sessions were good. Friday morning had 12 Key Club members volunteer to help.

5. **Club, Athlete & Special Program Development Chair:** Swimposium held on May 4, 2013 on Oahu and May 5, 2013 on Maui. Had a luncheon with speakers on Friday, May 3, 2013 which was a good way to start things off. Attendees were as follows:

Oahu: 92	12 & under swimmers
52	13 & over swimmers
27	Coaches
18	Officials
58	Parents
247	Total

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Maui:	34	12 & under swimmers
	13	13 & over swimmers
	15	Coaches
	7	Officials
	21	Parents
	90	Total

\$1500 budgeted. Still waiting on receipts, but probably ran \$800 - \$900 over budget, mainly due to meals.

Swimposium went well overall, but the biggest problem was that had to share the facility with a birthday party, so the noise was a little bit of a problem.

Kate Ziegler seemed to work really well with the kids. Kate and her mother have expressed an interest in doing more clinics. Officials Chair has her contact information.

Before each session, spent 30 minutes to introduce the speakers and also to introduce the Board Members and parents gave good feedback about this. Communication with parents is important and adds value to the LSC. Will submit a roster of attendees to the General Chair.

6. **Technical Chair:** Not present. No report.
7. **Safety Chair:** Attended a meeting in Chicago. All courses will only be two years as of August. Course will cost \$27. Download it online. 50 questions, need 80% to pass.

Water quality – important to shower prior to entering the pool.

Nationally, sexual misconduct is the highest number of claims. Make sure the coaches follow Athlete Protection Act. Highest claims in Hawaii have been mostly

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minor claims such as tripping on deck, falling, etc. Continue to encourage coaches to practice safety.

8. **Times Administrator:** Fred Tester has given his oral resignation. Peggy Glasgow has been doing much of the job.

Action: Motion to approve Peggy to replace Fred as the Time Chair. Motion seconded and approved unanimously.

All the meets up to this weekend have gone into SWIMS. Remind coaches that if they go to mainland meets, notify the Times Chair.

Kenny will contact Dean regarding storing and maintenance of the equipment.

No urgent need to switch to Meet Manager 5. Will discuss possible upgrade in August at the Executive Committee meeting and/or at the Board Meeting in October.

Action Needed: If Clubs are hosting meets other than at VMAC or UH, need to make sure that they have a license to run a meet (with all the modules). Age Group Chair will check with the Clubs that use venues outside of VMAC or UH (Aulea, Manoa, Iolani, and Punahou) to make sure that they have all the modules of Meet Manager.

9. **Athletes' Representatives:** A new medal design has been designed for the upcoming Long Course State Championships.

Have at least 6 nominees for Junior Rep. Elections will be held at States.

10. **Coaches Rep:** No report

11. **Officials Chair:** This year we have 77 officials that have worked at least one session.

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Action Needed: Rules and Regulation 5.0 (regarding Meet Referee’s post meet responsibilities) needs to be changed. Committee will make a recommendation for changes for the October Board Meeting.

Ordering new name badges and shirts for new officials. Will also try to get shirts for States.

Action Needed: On Saturday, August 17, there will be a clinic for new officials. Let Dave or Sandy know if anyone wants to participate. Officials Chair will send an e-mail to the Teams and it will also be posted on the website. Will try to plan one for October as well.

Action Needed: HSC will be asked to develop a checklist for set-up and take-down procedures at VMAC to avoid problems with things being plugged in wrong, etc.

K. Old Business

1. Officials Recruitment and Retention Strategies:

Informational/Discussion: Officials Chair working on the letter to the Clubs. Also working with Referees on how to retain officials. Thinking about possible incentives (pins, clipboards, etc.) for officials. Still working on the exact wording and procedures for the policy.

Suggestion to consider having a minimum number of sessions per team rather than per official as some teams have more officials than the quota or tie the number of sessions required per officials to the number needed for re-certification. Another suggestion is a possible monetary incentive given to officials for each session.

Action Needed: Send other suggestions for the new Officials Recruitment and Retention policy to the Officials Chair. Officials Committee will work on the wording of the policy.

L. New Business

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1. LEAP 2 Responsibilities

Action Needed: Review the LEAP 2 Responsibilities and be prepared to discuss it at the August Executive Committee. **Action Needed:** General Chair will break out the responsibilities by person and will e-mail it.

2. COPPA Policy for Website

Discussion: Need to ensure that our website complies with COPPA (Children's Online Privacy Protection Act). The only place that has children's information is the Team Manager file that is posted as it contains the birthdates of swimmers. USA Swimming also uses Team Manager files. **Action Needed:** General Chair will check with USA Swimming on whether posting Team Manager files violates COPPA or not.

3. Emergency Crisis Management Plan

Action Needed: Senior Vice-Chair will develop a draft of the Crisis Management Plan.

4. Announcement

Leahi Camacho will be doing the Molokai Channel on 8/17/13. Will be leaving Molokai at 11:00 p.m. and expect to arrive at Sandy Beach on 8/18/13 around 3:00 p.m. LSC willing to post her picture on the website if she wants as we would like to support all swimmers. If she wants to set up a fundraising jar at States, LSC is okay with that as well, but may need to check with the venue.

Next Board Meeting: October 13, 2013.

House of Delegates Meeting: November 10, 2013

Adjournment: The meeting was adjourned at 1:45 p.m.

Attachments to the Minutes: Sign-in sheet

Minutes respectfully submitted by Wendy Shigeta, Secretary

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