

**Hawaiian Swimming**  
**Board of Directors Meeting Minutes**  
**February 21, 2016**  
**Chaminade University**

**Present:**

Dean Schmaltz, Administrative Vice-Chairman  
Jenny Lopez, Treasurer  
Gwenn Tomiyoshi, Registration Coordinator  
Alexa Heiss, Secretary  
Dave Coleman, Finance Vice-Chair  
Dustin Fukuda, Club, Athlete, Special Events Diversity  
Dain Kane, Maui At Large  
Larry Oshiro, Coaches Rep Jr  
Reid Yamamoto, Senior Vice-Chairman  
Joseph Glenn, Age Group Vice-Chairman  
Malcolm Cooper, Technical Planning  
Mike Osborne, Big Island At-Large Representative  
Jon Hayashida, Coaches' Representative Sr.  
Lia Foster, Jr. Representative  
Maia Petrides, Sr. Representative  
Sandy Drake, Official Chair  
John Flanagan, KSC Head Coach  
Jeffrey Collins, Athlete Rep, Jr.

**Call To Order:** Meeting was called to order by LSC Administrative Vice Chair at 10:40 a.m.

**A. Approval of HOD Minutes of January 24, 2016**

**Action Taken:** *Reviewed and approved unanimously with corrections the BOD Minutes of January 24, 2016.*

**Action needed:** Malcolm to add 2016 Meeting Minutes section to the website.

**B. Reports**

**1. Treasurer's Report**

- The 2015 financial statements have been sent out to the BOD for review. The statements will now go to the CPA to be audited. There was a request to

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send future statements needing BOD approval out seven days prior to meetings.

Action taken: Motion to accept the 2015 financial statements. Seconded. approved unanimously.

- The new treasurer will be given the books and laptop on Saturday and assume all future accounting duties. Lynn is compiling a booklet of responsibilities for Jenny as a reference.

## **2. Registrar's Report**

### **a. Registrations**

- The following are registration totals as of 1/23/2016:

**Athletes: 2749**

**Outreach: 45**

**Athletes Total: 2794**

**Individual Non-Athletes: 313**

**Family 1: 28**

**Family 2: 28**

**Lifetime: 1**

**Non-Athlete Total:**

**Clubs: 30**

**Organization: 2**

**Total Clubs & Organizations: 32**

- There are 2 clubs with pending registrations, NSA and HAWA
- Comparison year over year shows registration is down; 2569 swimmers registered through January compared to 2695 the same time the previous year.
- Some teams are registering without identifying a delegate. Recommendation to have head coach or club president assume this role.  
**Action needed: Gwenn to write a proposal for assigning team delegates when they are not identified by the club. Gwenn will check the by-laws and may have a committee create the proposal.**
- The assistant Treasurer does not need to be registered with USA swimming. The Hawaiian Swimming rule reads that "all Board members" must be registered, and this is interpreted as voting Members of the BOD.

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### **3. Technical Planning**

- Revising the sanction request to ask for the meet notice to be submitted at the same time.
- Reviewing Rules and Regulations to see if changes need to be made i.e., job descriptions. Updates to Rule and Regulations should be completed prior to the HOD meeting.

#### **b. Meet Announcements**

- Outer Island meet notices have been posted through 4/9/16. Working with Joe to post Oahu meet notices. . HS meets have been posted with Peggy, waiting for OIA.

#### **c. Meet Schedule**

- The 2016-1017 Draft Meet Schedule is posted on the website under calendars. Teams should check if dates are correct for their invitational meets.

### **5. Finance Vice-Chair**

#### **a. YTD balance**

- The draft year-end financial statement for 2015 shows an ending balance of \$15,521 in the black. The projected budget for 2016 is for \$1805 in the black.

#### **b. Audits**

- An audit meeting is scheduled for next weekend to audit the full year of 2015 financial statements and schedule the audit for the first half of 2016.
- A budget meeting is needed in March. Need to do a budget projection.
- December's SCY Championship Meet had a projected expense of \$13,000 and an actual expense of \$21,258. This will be reviewed to see what contributed to the difference. It could be from officials' travel.
- Working on an investment policy statement.

### **6. Age Group Vice-Chair**

#### **a. LCM AG State Championship**

- This meet will be held on Oahu in July. There have been no bids to host this meet.

**Action needed: Joe will send an email to coaches to see if there is any interest in hosting States.**

#### **b. Zones**

- Information for Zones will be posted soon. Zone team applications will have a firm sign deadline. All coaches are encouraged to make sure swimmers and

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parents are aware of the deadlines. Forms will be out soon. Flight and hotel pricing is still being compiled. The goal is to have a team of 36 swimmers, 6 per age group/gender. It might be good to have information sent out by the athlete reps.

- A coordinator is needed for Zones. Lynn has done it in the past. The coordinator cannot be a coach applying, as this was an issue last year. However this was rule was thought to not be documented anywhere. Question as to what the Treasurer and Coordinator responsibilities are.

**Action needed: Joe, Malcolm and Dustin set up a committee to review the Treasurer/Coordinator responsibilities for Western Zones.**

## **7. Senior Chair**

### **a. Oceania**

- Jon, Joe, Dean and Reid have been working on plans for the Oceania team. A tentative list of athletes considered for the Oceania team should be sent out soon, as well as applications for coaches. Looking to finalize team selection after the sectional meet in Texas ending 4/4/16.

**Action needed: Reid, Dustin and Joe will make a policy for selection criteria and develop a process to select athletes and coaches for this event .This will be sent to the BOD for review.**

- BOD approval of athlete selection is not needed, however, if there are changes to the selection criteria, then that should be sent to the BOD.

### **b. Senior Zones**

- There will be no Sr. Zone Team Hawaii this year.

## **8. Club Athlete and Special Events Chair**

### **a. Diversity Camp**

- This camp will be held in Salt Lake City, Utah this June 16-19. Hawaiian Swimming is requested to send 2 athletes and 2 adults (1 coach & the diversity chair) to the camp. \$4,000 has been budgeted. The fee is \$240 per person, which covers meals, lodging and activities. Airfare is \$800+.
- The athlete requirement is at least 16y.o., other than that, the selection criteria is open. Typically, the LSC has sent fast swimmers, 1 boy and 1 girl, in the past. The selection process should be transparent. Performance points can be used for selection. Diversity can apply to ethnicity as well as economic status. Those attending will miss Senior Championships.

**Action needed: Dustin to make a summary report of the Diversity Camp details and application process and forward it to the Board.**

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**9. Times/Swims** - not present, see attached report

**10. Coaches Representative**

**a. Responses from coaches**

- There have been no responses from head coaches regarding the changes to the Age Group Championship Meet format voted on at the last BOD meeting

**b. Website**

- Request for an icon available to contact the coaches representatives so that questions may go directly to Larry and Jon.

Action needed: Dave and Dean to work on old action item of adding email for questions to go directly to coaches reps . Malcolm can add icon to have questions go to the Coaches Reps if prior is not done.

**11. Athlete Representatives**

**a. Athlete club points of contact**

- The athletes have been compiling a list of team representatives as points of contact, island wide, in order to get information out better.

**b. At Large Athlete Representatives**

- Maui will be voting to select a new At Large Athlete Rep.

Action needed: Mike will work on the Hawaii At Large Athlete Rep.  
Malcolm will ask Kauai for an At Large Athlete Rep.

**c. HOD Athlete Representatives**

Action needed: Dean and Kenny will work with Athletes to update the HOD list.

**10. Official's Representative**

**a. Election for Official's Representative**

- An election is needed for a new Official's Representative, as the term ended 12/31/15. Sandy is seeking out nominations. The vote can be done by email to the secretary or at the HOD meeting. Ballots need to be available 20 days prior to the meeting.

Action needed: Sandy will check the by-laws to determine if the Official's Representative election needs to take place at a meeting.

**b. Meet referees**

- Meet referees have been set through the end of summer. They are being rotated so different referees experience that role.

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**11. Big Island Representative**

**a. Meet sanctions**

- Working on getting meet sanctions to Malcolm.

**12. Maui Representative**

**a. At-Large Athlete Representative**

- Working to secure a new At-Large Athlete Rep.

**b. Junior Pan Pacifics**

- There will be a meeting for Junior Pan Pacifics on 3/14/16. The site will be checked and a discussion will be held regarding meet preparation. Kihei is still being fixed up. Officials will be needed for this meet.

**C. Old Business**

**1. Oahu Grand Prix Sanction**

- John Flanagan requested follow through with a sanction application for the Oahu Grand Prix hosted by Kamehameha Swim Club. The following concerns were identified by a portion of the Executive Committee:
  - 1)** Concerns regarding the length of the meet, currently the longest meet in Hawaii is 7 sessions and the Oahu Grand Prix is 8 sessions.
  - 2)** The entry requirements would allow swimmers 10 & under to be swimming a prelims and finals meet.
  - 3)** Potentially 11 year old swimmers could qualify for this meet with B times due to the entry time standards.
- The concerns stated are not violations of any USA Swimming or Hawaiian Swimming LSC rules, they are preferences from the portion of the Executive Committee that met to review this sanction.
- John declined to alter the meet's format from the previous year, stating it worked well last year. He had requested to get the sanction processed in order to get the meet notice out by January 1st so teams can put the meet on their summer schedules. The meet notice has not yet been distributed.
- Timeline of the application and denial:
  - 11/18/15 - The meet sanction application was submitted.
  - November - Emails were sent back and forth requesting format changes supporting above concerns.
  - 12/4/15 - John declined to change the format and requested an update on the sanction status and what was needed to move forward.

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At some point - the meet notice was requested to complete the application.

1/13/16 - The meet announcement was submitted on.

1/27/16 - The sanction request was formally denied with above concerns as the reason for denial.

- Per USA Swimming guidelines applications for sanction are not complete without a meet announcement, however frequently this is overlooked for existing meets in Hawaii as the meet notices are the same from year to year.
- Per USA Swimming guidelines, meet sanction requests must be denied within 10 days. After a lengthy discussion, the meet sanction was approved because the denial was not timely. Planning for the Oahu Grand Prix can move forward.

**Action needed: John Flanagan to secure a permit for the venue and send a copy of the meet notice to Malcolm prior to distributing the meet announcement. John also to send the meet manager file and copy of the permit.**

## **2. Action Items**

- Old action items were reviewed.

## **D. New Business-**

### **1. Policies and Procedures proposed changes/amendments - February 21, 2016 - (see attached)**

***Action taken: A motion was made and seconded to approve the highlighted sections of the Policies and Procedures proposed changes/amendments to Section 4.01 and Section 4.03 (attached document).***

#### Discussion

These changes were proposed to further define and clarify meet types, definitions and adjustments to align with LSC goals for Hawaiian Swimming. The wording of this document was discussed at length. Amendments were made to the following;

Section 4.01 b i change "non-primary, invitation or championship" to "all other".

Section 4.01 e remove the second sentence.

Section 4.01 e ii correct spelling of expect to except

Section 4.01 e iii add "and unclassified"

Section 4.01 h ii remove "or the weekend after"

Section 4.03 a ii change wording to "should include preliminaries and finals"

Section 4.03 a viii change wording to "to move a venue for a championship meet"

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Section 4.03 f Remove second sentence

**Action taken: *Approved unanimously the Policies and Procedures proposed changes/amendments to Section 4.01 and Section 4.03 with amendments.***

**E. Announcements: none**

***Action Taken: Motion for adjournment. Motion passed unanimously. Meeting adjourned at 1:59pm.***

**Next Meeting**

4/17/16 HOD meeting at Chaminade University

6//16 BOD meeting at Senior Championships

**Attachments**

Attachment 1 Policies and Procedures proposed changes/amendments

**Respectfully submitted, Alexa Heiss, Secretary**

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## Article IV. MEET SCHEDULES, TIME STANDARDS, TYPES OF MEETS

### Section 4.01 MEET SCHEDULES:

(a) **Coordination:**

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.

(b) **Club Sponsorship Requirements:**

i) All Group Members shall sponsor one (1) **Primary** regular season age group meet OR co-sponsor with another group member two (2) **Primary** regular season age group meets during the swimming year. The sponsorship of **non-primary** invitational, or championship meets does not satisfy this requirement. Group Members whose athletes compete in less than five (5) Hawaiian Swimming age group program meets during the swimming year are exempt from this requirement.

ii) Group Members are to submit their schedule preferences and/or restrictions to the Age Group Chair no 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. **Group Members who do not host an invitational class meet shall have preference over hosts of invitational class meets for assignment of their meet sponsorship requirement. If a tie-breaker is needed, the Group Member with fewer registered athletes shall have their preference of meet sponsorship assignment.**

(c) **Age Group Program Meet Schedule:**

Preliminary age group meet schedule will be developed by the Age Group Committee and approved by the Board of Directors by June prior to the upcoming swim **season year**.

(d) **Senior Program Meet Schedule:**

Preliminary senior swimming meet schedule will be developed by the Senior Committee and approved by the Board of Directors by June prior to the upcoming swim **season year**.

(e) **Primary Meets:**

**Primary** meets are meets included on the annual swim year schedule which meet the following objectives/criteria. Other meets can be added to the schedule only after the primary meet schedule has been approved.

## Policies and Procedures proposed changes/amendments – February 21, 2016

i) ~~Part of a progression of meets leading up to the next season-ending championship meet(s).~~

ii) ~~Open to all Hawaiian Swimming members (except when restricted due to overall meet size).~~

iii) ~~LSC defined "Age Group Meet" class (i.e. classified, BC, ABC, A+, AA+, etc).~~

iv) ~~Includes primarily standard events and standard format (i.e. not a novelty meet).~~

### (f) Conflicts:

In general, Hawaiian Swimming will not sanction meets ~~in conflict with the swim schedule for the same/similar level of athletes on the same day(s).~~ However, ~~a Neighbor islands' meets schedules are not considered not in conflict with meets on other islands.~~

### (g) Awarding of Invitationals:

The Age Group Committee, with the approval of the Board of Directors, will establish a procedure for the awarding of bids for invitational meets.

### (h) Restrictions:

i) ~~No sanction is permitted for an event occurring on the same days as a Hawaiian Swimming Championship meet.~~

ii) ~~No sanction for an invitational class meet is permitted the weekend prior to ~~or the~~ weekend after an Age Group Championship meet.~~

iii) ~~No sanction will be given is permitted~~ for invitational meets on consecutive weekends.

## Section 4.02 TIME STANDARDS:

The Age Group Committee and Senior Program Committee will review on an annual basis the time standards for their respective divisions.

- (a) Proposed changes, if any, should be submitted to the LSC Board of Directors for review and comment by August 1st.
- (b) A final proposal should be submitted to the LSC Board of Directors for vote by August 15th.
- (c) Approved changes should be posted to the LSC website by September 1st.
- (d) Western Zone and USA-S Senior standards should be included when provided by their respective governing bodies.

## Section 4.03 TYPES OF MEETS:

To preclude any misunderstanding or wrong interpretation of the types of meets being held, the following definitions apply:

### (a) Championship Meets:

A meet in which entry to the individual events is limited to swimmers who have achieved the championship qualifying time in each event entered.

## Policies and Procedures proposed changes/amendments – February 21, 2016

- i) ~~The Age Group/Senior Committee will establish the order of events. No other events will be added or deleted without approval of the Age Group Committee.~~
- ii) ~~This type of meet The Age Group Championship and Senior Championship meets will determine the champions of the respective Hawaiian Swimming program and should be a preliminaries and finals meet.~~
- iii) Swimmers must have achieved championship qualifying times from the first day of the previous corresponding championship meet to entry deadline.
- iv) ~~No individual shall be permitted to compete in more events per day than authorized in the USA Swimming Rules.~~
- v) Swimmers may enter all qualified events but are limited to compete in a maximum of three (3) individual events per day and a maximum of six (6) individual events for the meet.
- vi) ~~For entry into championship meets, swimmers must accomplish qualifying times at any USA Swimming sanctioned meet or Hawaiian Swimming approved meet.~~
- vii) Entry into age group championship meets is restricted to swimmers registered with Hawaiian Swimming.
- viii) Required notice to move a venue for a State Hawaiian Swimming championship and/or invitationals meet will be sixty (60) days prior to the start of the meet.

### (b) Hawaiian Swimming approved meets:

- i) The requesting group must meet the requirements for approval in accordance with USA Swimming rule (202.4). Submit a Request for Approval form to the Age Group Vice-chair twenty (20) days prior to the meet for pre-approval before competition.
- ii) The High School League Championships and Hawaii High School State Championships are the only pre-approved meets, but each is subject to USA Swimming rule (202.5) (request for observed swims).
- iii) The completed form must be resubmitted within ten (10) days after the meet for Board's final approval indicating the proper USA Swimming officials.

### (c) Invitational Meets:

A meet for competition for those swimmers, organizations, and clubs invited by the host.

- i) All registered Hawaiian Swimming Members, in good-standing, are invited by default.
- ii) The Hawaiian 'AA' time standard shall be used as the minimum entry time requirement. If the new-year time standards are not published when the sanction is approved, the current year time standards will be used.

Policies and Procedures proposed changes/amendments – February 21, 2016

- iii) *If the host does not offer 15-16 events, the minimum time standard for the Open [division] events will be for that [15-16] age group. If the 15-16 events are offered, the 17-18 minimum time standard will apply to the Open [division] events.*
- iv) *If the 15-16 age group time standards are used for the Open division, 17-18 year old athletes may enter events with times that meet the 17-18 time standards where the 17-18 time standards are slower than the 15-16 time standards.*

~~v) If non-standard age group/division events are offered, the Hawaiian time standards of the fastest age group for those events shall be used (e.g. 11-12 time standards to be used for 11 & U events).~~

- vi) *The minimum age for entry into an Open division event shall be 11 years old or older.*
- vii) *The order and type of events offered shall be developed by the sponsoring group member and approved by the Age Group Committee.*
- viii) *A maximum of two (2) "bonus entries" may be permitted. Bonus entries may be limited to a minimum entry time of the Hawaiian A-time standard. The anticipated meet timeline shall be considered when determining bonus entry limits and/or restrictions. Eligible athletes must be entered in at least one (1) event for which they have achieved the Hawaiian AA time standard. Bonus events may be swum on the same or separate days and count towards event entry limits.*

~~(d) Prelims/Finals Meets:~~

~~Meets which offer prelims/finals events shall adhere to the requirements/policies/procedures of Invitational Meets.~~

(e) ~~Hawaiian~~ A+ Meets:

Entry times will be Hawaiian 'A' or better.

(f) ~~Hawaiian~~ A/B/C Meets:

Limited to swimmers who have achieved Hawaiian 'A' level times or slower in the event and distance offered. No individual shall be permitted to compete in more than three (3) individual events and one (1) relay per day.

(g) ~~Hawaiian~~ B/C Meets:

Limited to developmental swimmers who have not yet achieved the Hawaiian 'A' time in that event and distance. No individual shall be permitted to compete in more than three (3) individual events and one (1) relay per day.

(h) Classified Meets:

A meet in which entry to the individual events is limited to swimmers who have met or bettered the time standard in each event entered.

~~i) The order and type of events will be made up by the Age Group vice chair.~~

~~ii) No events will be added or deleted without the written approval of the Age Group vice chair.~~

~~iii) No individual will be able to compete in more events per day than authorized in~~

Policies and Procedures proposed changes/amendments – February 21, 2016

~~the USA Swimming rules~~

- (i) ~~Hawaiian~~ **Unclassified Meets:**  
A meet for which entry is not based on any minimum Hawaiian Swimming time standards.
- (j) **Non-conforming Meets:**  
A meet for which entry is not based on any minimum Hawaiian Swimming time standards and the events to be offered do not conform to nationally recognized events and age groups.
- (k) **Intra-club Meets:**  
A meet held within the group member's club. An intra-club meet cannot be in conflict with another sanctioned meet.
- (l) **Inter-club Meets:**  
A meet held between two or more USA Swimming registered group member clubs. An inter-club meet cannot be in conflict with another sanctioned meet.

**(m) Novice Meets:**

~~A single or multi-club meet for athletes new to the sport of swimming who have not achieved a Hawaiian Swimming 'A' time standard in any event (excluding 25 Y/M events). Meet events are limited 100 Y/M or shorter events and should be planned to be no longer than one (1) hour in length. Novice meets are non-award no entry fee meets.~~

**(n) Senior Meets:**

- i) The format of the meet, event types and order, and entry restrictions and/or requirements shall be developed by the sponsoring group member and approved by the Senior Program Committee.*
- ii) Meets shall be open to all members of FINA recognized organizations.*
- iii) The minimum age for entry into any event shall be 12 years old or older.*