

Hawaiian Swimming
House of Delegates Meeting Minutes
November 22, 2015
Chaminade University

Present:

Dean Schmaltz, Administrative Vice-Chairman
Lynne Nakamura, Treasurer
Alexa Heiss, Secretary
Gwenn Tomiyoshi, Registration Coordinator
Malcolm Cooper, Age Group Vice-Chairman
Reid Yamamoto, Senior Vice-Chairman
Larry Oshiro, Coaches' Representative Sr.
Jon Hayashida, Coaches' Representative Jr.
Dustin Fukuda, Club Athlete Special Events Diversity
Lia Foster, Jr. Athlete Representative
Jeffrey Collins, Jr. Athlete Representative
Victoria Zukeran, Sr. Athlete Representative
Mike Osborne, Big Island At-Large Representative
Dain Kane, Maui At-Large Representative
Val Zukeran, Official Representative
Jenny Lopez, Nominee - Treasurer
Sara Augustine, Nominee - Registration Coordinator
Gordon Gillis, Nominee - Club Athlete Special Events Diversity
Phil Bergey, DGI Consultant for USA Swimming
Theresa Walton, KSC Delegate
Blake Marr, SSSC Delegate
Robert Leonard, KSCM Delegate
Ryan Muraoka, Splash Delegate
Julie Redfern, SSSC President

Call To Order: Meeting was called to order by Administrative Vice-Chairman at 10:39 a.m.

Establishment of a quorum: 17 HOD members are needed to have a quorum, there are 18 present. A quorum was officially established.

Introduction: Phil Bergey was introduced as a guest from USA Swimming. He is here as part of a governance study on Zones and LSCs, and expressed interest in speaking with members after the meeting.

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A. Approval of HOD Minutes of April 12, 2015 and BOD Minutes of November 1, 2015.

Action Taken: Reviewed and approved unanimously without correction the HOD Minutes of April 12, 2015.

Action Taken: Reviewed and approved unanimously with corrections the BOD Minutes of November 1, 2015.

B. Elections

1. BOD Positions:

Action Taken: Nominations from the floor opened for the 5 open BOD positions; 1) Age Group Chair, 2) Treasurer, 3) Technical Planning Committee Chair, 4) Club, Athlete, and Special Programs Development Coordinator, 5) Membership/Registration Coordinator. Jenny Lopez confirmed her nomination as a write-in candidate for Treasurer. No additional nominations from the floor. Moved and seconded to close the nominations. Motion to close the nominations was approved unanimously.

- Ballots were given to HOD members. Statements in support of candidacy were made by Jenny Lopez, Gordon Gillis, Sara Augustine and Gwenn Tomiyoshi. Voting was done by hand written ballots, as more than 1 candidate was nominated in some positions

2. Nominations Committee:

- As Administrative Vice Chair, Dean Schmaltz will be the Chair of the Nominations Committee. General Chair cannot be on the Nomination Committee. Need a total of 5 on the Nomination Committee with no more than 2 Board Members or Executive Committee Members.

Action Taken: Dean accepted as Chair of the Nomination Committee.

*Reed accepted as the second Board Member. Theresa accepted as a non-Board Member. Robert Leonard accepted as a non-Board Member. **There is one open non-Board position remaining.***

3. Results:

- Ballots were submitted to the Secretary and hand counted by Senior Athlete Rep, Victoria Zukeran and the Secretary. The results of the election are:
Age Group Chair - Joe Glenn
Treasurer - Jenny Lopez
Technical Planning Committee Chair - Malcolm Cooper

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Club, Athlete, Special Programs Development - Dustin Fukuda
Membership/Registration Coordinator - Gwenn Tomiyoshi

C. Reports

1. Treasurer's Report

a. Financial Statements

- The final 2014 financial statements are complete and match with tax Form 990. Financial statements are also complete for January 2015- June 2015. All completed statements were sent to the BOD for review and are ready for the audit committee to review.

Action needed: The Audit Committee needs to set a date to review the completed financial statements.

Action Taken: Motion to accept the Treasurer's report. Moved and seconded. Approved unanimously.

b. Assistant Treasurer

- Suggestion to have an assistant Treasurer as the newly elected Treasurer resides on Maui and most transactions and check writing are done on Oahu.

c. Travel Reimbursement

- All requests for Team Hawaii, Sr. Swimming and Sr. Swimming coaches travel reimbursements have been received. The totals requested are \$14,000 for Team Hawaii, \$13,250 for Sr. Swimming, and \$4,850 for Sr. Swimming coaches. The budgeted amounts were \$11,000 for Team Hawaii, \$7,200 for Team Hawaii Sr., \$17,000 for Sr. Swimming, and \$3,500 for Sr. Swimming coaches.
- This leaves a budget surplus of \$6,600 for combined travel reimbursements. The Board unanimously agreed to pay all requests.

2. Registrar's Report

a. Registration numbers through 11/22/2015

Informational:

- The following registration numbers were reported:

Year-Round Athletes: 1431

Outreach: 35

Athlete Total: 1466

Non-Athlete

Individual Non-Athletes: 133

Family 1: 16

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Family 2: 16
Lifetime: 1
Non-Athlete Total: 166

Clubs: 0
Organizations: 0

Action Taken: Motion to accept the Registrar's report. Moved and seconded. Approved unanimously.

- Comparison totals will be available after the end of the month.

3. Finance Vice-Chair Report- not present, (see attached 2016 Budget Proposal)

a. Budget Committee Members

General Chair, Finance Vice-Chair, Treasurer, Admin Vice-Chair, 2 Senior Athlete Reps, Senior Coaches Rep, Age Group Vice-Chair, Senior Chair, Mike and Dain.

a. 2016 Budget

Action taken: A motion was made and seconded to approve the 2016 proposed budget.

Discussion

- The bottom line for the 2016 proposed budget is a \$55 surplus. 8 revenue items that are new or adjusted were reviewed in detail (listed on attached 2016 budget proposal).
- The 2016 budget includes revenue of \$5,000 in donations to be raised by the Senior Chair for the Oceania meet. The Senior Chair accepted the challenge to raise these funds.
- The new equipment surcharge of 0.50 cents per athlete is for Oahu non-championship meets only. This surcharge will be combined with the facility surcharge for a total of \$2.50 per athlete. MAGSA and BIS inquired if they can add an equipment surcharge.

Action needed: Review current Policies and Procedure for outer island governing body equipment surcharge.

- An amendment was proposed to increase postage to \$55 as newly elected treasurer resides off island and increased postage expenses are anticipated. The result is a completely balance budget.

Action taken: Approved unanimously the 2016 budget as amended.

4. Admin Vice-Chair

a. Bylaws Revision - (See attached proposal)

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- The following revisions to the Bylaws previously approved by the BOD, were proposed:
 - I.) Name change to Hawaiian Swimming LSC, Bylaws section 601.1.
 - II.) Add resident requirement for unattached swimmers to Bylaws section 602.1.2.
 - III.) Include committee voting membership requirement of 20% athletes on all committees, Bylaws sections 607.3, 607.3.1, 607.3.2, 607.3.3, 607.3.4, 607.3.5, 607.3.6.
- An amendment was proposed to section 607.3 to add "and committee chair" in wording on consultation to appoint athlete member to committees.
Action Taken: Motion to accept the proposed changes to 601.1, 602.1.2, 607.3, 607.3.1, 607.3.2, 607.3.3, 607.3.4, 607.3.5, 607.3.6. Moved and seconded. The Bylaws revision was approved unanimously.
- b. Policy and Procedure Manual Changes- (see attached proposal)**
 - A proposal was made to include the required LEAP additions in the Policy and Procedure Manual, as previously approved by the BOD:
 - I.) section 1. Whistle Blower Protection
 - II.) section 2. Records Retention with subsections xx.1, xx.2.0.1, xx.2.0.2, xx.2.0.3, xx.2.0.4, xx.2.0.5, xx.2.0.6, and xx.3.0.*Action Taken: Motion to accept the proposed additions to the Policy and Procedures Manual. Moved and seconded. Approved unanimously.*
- c. Official Quota Policy- (See attached Club Official Quota-proposed amendments 11/22/15 document)**
 - A growth chart showing athlete, coach and official registration numbers was presented. The chart supported that Hawaiian Swimming LSC official numbers have substantially increased since the quota was discussed and implemented.
Action taken: A motion was made and seconded to approve the proposed amendments to the Club Official Quota.

Discussion

- SSSC representatives expressed concern over how the quota will affect them. They must have background checks on anyone volunteering, even timers, and therefore have been short due to the cost and hassle of doing the checks. The LSC will consider exceptions at any time but they do not want the official requirement to be waived completely for military clubs and SSSC Reps agreed. No changes were made to section 1.09.

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- An amendment was proposed to reinstate language of meet directors counting towards credit on official's quota. The meet entry contact will not count.
- An amendment was proposed to delete the satellite club exclusion, section 1.13. A definition of what is considered a satellite club could not be agreed upon and the exclusion would significantly increase the amount of data tracking for certain clubs. One definition is a club that submits registrations from more than one registrar. The satellite club exclusion is deferred until a later date.
- Section 1.14 will be renamed section 1.13.
- An amendment was proposed that each club submit a report of their officials' session credits and their competitive athlete count with future club registrations.

Action taken: Approved unanimously the Club Official Quota-proposed amendments 11/22/15, as amended.

4. Age Group Vice-Chair

a. Meet Schedule

- The schedule of meets has been updated. There were date changes to the Manoa Invitational and some outer island meets.

b. Age Group Championships - Coaches Meeting

- A coaches meeting will be held at AG champs. The meeting will be Saturday between prelims and finals. General scheduling will be discussed, as well as input on championship entry limits and start/finish times.

c. Age Group Championships - Dengue Fever Virus

- There is concern about the Dengue Fever Virus. State and County health officials have been contacted for recommendations and no response was received.
- Mokihana submitted a letter stating they would not attend a meet in Kona due to safety concerns regarding the outbreak.
- Other venues are not possible that weekend because VMAC is not available and Maui would not have hotel rooms. Postponing or canceling the meet was discussed.
- Consensus was to proceed with current plan for Kona and reevaluate as new information is received. Currently the CDC is not recommending changes to travel plans due to the outbreak. If recommendations change, canceling or postponing the meet will be reconsidered.

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Action needed: Information and preventative measures about Dengue fever will be sent to a point of contact on each team and they will be responsible for passing that information on to swimmers and families.

5. Senior Vice-Chair

a. Senior Championships

- Thanks given for a successful meet that had a lot of support from volunteers.

b. Oceania

- Working on information for the Oceania meet. Coach applications and swimmer selection process will be out soon.

6. Technical Planning- not present

a. General

- The Technical Planning Chair will continue doing the Oahu meet announcements.

7. Club Athlete and Special Events Chair

a. Team Hawaii

- 2016 Western Zones will be held in Utah. Plan to distribute information on Team Hawaii at a meet, similar to last year. Draft of handouts will be available in January. The written procedures regarding Team Hawaii selection will be reviewed and applications will be handled differently this year.

b. Diversity Camp

- There will be a Diversity Camp help in Utah this year. Diversity Camp is held every 2 years.

8. Times/Swims - not present, no report.

9. Athlete Representatives

General Topics

- Suggestion for athlete Reps to look at their position description in the By-laws to see what their position is responsible for. A newsletter is mentioned as part of Athlete Rep duties.

Action needed: Create an athlete newsletter and have a plan for how this will be done ready to present at the upcoming January meeting.

- An Athlete tab will be added to the website.

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Action needed: Malcolm will discuss specifics of the athlete tab with the athlete reps and add it to the website.

- At-Large Athlete Reps from Maui, Kauai and Big Island have not been coming to meetings. Currently there are 7 athlete positions on the Board. Attendance of athletes can make it difficult to have quorum.
- The Senior Vice-Chair is listed in the by-laws as the mentor to the athlete reps however, the Club Athlete and Special Events Chair may have been intended to mentor them.

Action needed: Notes will be reviewed by Jon to see who the intended athlete rep mentor is.

10. Coaches' Representatives

a. Positions

- Jon Hayashida will move into the Senior Coaches' Rep position. There will be an election for the Junior Coaches' Rep at States.

11. Official's Representative- not present

a. Mixed Relay

- There is ongoing research into the question of mixed relays from the last BOD meeting.

D. Old Business

1. Donations

- The \$10,000 budgeted for donation to the scoreboard at the Kihei pool will not be used. Maui county won't agree to do it. MAGSA is looking into another use for the money.
- The \$10,000 budgeted for donation to starting blocks at the Kona pool has not yet been spent. It was clarified that the money must be used in 2015. The items should be purchased, then a letter submitted to the LSC. BIS expects the cost to be under \$10,000.

E. New Business

1. Lifeguard Reimbursements

- Question regarding who is responsible for issuing 1099 to lifeguards earning more than \$600. If the club pays the lifeguard, the club can issue it, then the LSC can issue a 1099 to the club. If everything goes through the LSC, the LSC

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can issue it directly to the lifeguard. All lifeguards should submit a w-9 and a copy of their certification. The wage for lifeguards should be standardized.

2. 2016 Meeting Schedule

- Meeting dates through August 2016 were selected. Dates were discussed and agreed to by all in attendance. 1/24 BOD, 2/21 BOD, 4/17 HOD, 6/18 BOD, 8/21 BOD Other meeting dates will be set after the 2016-2017 meet schedule is completed.

Action Taken: A motion was made and seconded to approve the above meeting dates. Motion passed unanimously.

F. Announcements: none

*Action Taken: Motion for adjournment. Motion passed unanimously.
Meeting adjourned at 2:29pm.*

Next Meetings

1/24/16 BOD meeting at Chaminade University
2/21/16 BOD meeting at Chaminade University

Attachments

attachment 1 2016 Budget proposal and spreadsheet
attachment 2 Bylaws and Policy & Procedures revisions and amendments
attachment 3 Club Official Quota- proposed amendments- 11/22/15

Respectfully submitted, Alexa Heiss, Secretary

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| Hawaiian Swimming | 2016 Budget | 2015 Budget | 2014-16 Act. from | 2014 Budget | 2014 Actual |
|--|------------------|------------------|-------------------|------------------|------------------|
| 2016 Proposed Budget | | | 07/2014-06/2015 | | |
| REVENUE | | | | | |
| Donations | \$5,000 | \$1,750 | \$80 | \$2,000 | \$1,330 |
| Program Income | \$74,500 | \$68,000 | \$70,381 | \$48,000 | \$52,674 |
| USA Swimming Registration | \$59,500 | \$53,000 | \$55,381 | \$48,000 | \$52,674 |
| Travel Endowment (2015 only - transfer from savings) | \$0 | \$15,000 | \$15,000 | | |
| Oceanic Swim Meet USA Swimming payment | \$15,000 | | | | |
| Bank Interest | \$120 | \$100 | \$139 | \$250 | \$92 |
| Special Events and Activities: | \$78,450 | \$59,500 | \$59,080 | \$57,750 | \$58,439 |
| SR LCM Championships | \$7,000 | \$5,000 | \$5,000 estimate | \$4,500 | \$5,429 |
| SR SCY Championships | \$7,000 | \$4,500 | \$4,000 estimate | \$4,000 | \$4,447 |
| AG LCM Championships | \$20,000 | \$14,500 | \$14,500 estimate | \$15,000 | \$14,673 |
| AG SCY Championships | \$20,000 | \$16,000 | \$15,000 estimate | \$16,500 | \$15,451 |
| JAG LCM Championships | \$8,000 | \$6,000 | \$6,000 estimate | \$5,750 | \$2,609 |
| JAG SCY Championships | \$8,000 | \$6,000 | \$6,208 | \$6,500 | \$7,690 |
| Other Hosted Meets | \$4,700 | \$3,500 | \$4,700 estimate | \$1,000 | \$3,588 |
| Senior Meets | \$3,750 | \$4,000 | \$3,672 | \$4,500 | \$4,552 |
| Team Hawaii | | | | | |
| Sales from Inventory | | | | | |
| Program Service Revenue | \$91,110 | \$86,000 | \$85,271 | \$56,500 | \$88,017 |
| Equipment Rental fees | | \$0 | \$109 | \$0 | |
| Fines | \$500 | \$500 | \$700 | \$500 | \$900 |
| Sanction Fees | \$2,000 | \$2,500 | \$1,500 | \$3,000 | \$2,000 |
| Entry Fee Surcharge (all islands) | \$62,500 | \$66,000 | \$51,389 | \$45,000 | \$66,748 |
| Facility Use Surcharge (Oahu non-champ meets) | \$20,000 | \$17,000 | \$11,562 | \$8,000 | \$16,619 |
| Equipment Surcharge (Oahu non-champ meets) | \$6,110 | | | | |
| Coaches Clinic | \$0 | off year | | \$0 | \$1,750 |
| Total Revenue | \$249,100 | \$216,350 | \$194,898 | \$164,500 | \$200,551 |

Proposed new/additional 2016 Revenue items:

- 1) Donations: increase from \$1,500 to \$5,000. SR Committee to solicit donations for the Oceania Meet;
- 2) Registration: increase to reflect current registration counts (no growth assumed);
- 3) Championship Meets (1): include per champ event entry fee increase approved at April HoD meeting; IE \$3 to \$4; RE \$9 to \$10;
- 4) Championship Meets (2): new facility use surcharge per athlete to cover costs for each specific championship meet; VMAC/UH cost \$70/hr; surcharge for SR and AG champs - \$8/athlete; surcharge for JAGs - \$4/athlete;
- 5) Sanction Fees: change/simplify sanction fee structure to be \$50 per session;
- 6) Entry Fee Surcharge (all islands): include per invit event entry fee increase approved at April HoD meeting; IE \$2.50 to \$3.00; RE \$7.50 to \$8.00;
- 7) Facility Use Surcharge (Oahu non-champ meets): increase fee to cover cost of 3rd lifeguard at VMAC; additional \$15/hr; surcharge increase from \$1.50 to \$2.00;
- 8) Equipment Surcharge (Oahu non-champ meets): new equipment surcharge fee to cover costs of equipment maintenance and purchases on a per island basis; \$0.50 per athlete to offset 2016 estimated expense of \$6K;

| EXPENSES | 2016 Budget | | 2015 Budget | | 2014-15 Act. from | | 2014 Budget | | 2014 Actual | |
|--|-------------|----------|-------------|----------|-------------------|-------------------|-------------|----------|-------------|-----------------|
| Grants, Donations | | \$0 | | \$27,000 | | \$23,131 | | \$0 | | \$15,260 |
| Professional Fees | | \$2,000 | | \$1,900 | | \$918 | | \$1,100 | | \$1,806 |
| Annual Oceania Dues | | \$100 | | | | | | | | |
| Occupancy, Rent, Utilities, Maintenance | | | | \$0 | | \$30 | | \$0 | | \$0 |
| Printing, Publications, Postage, Shipping | | \$500 | | \$500 | | \$339 | | \$500 | | \$491 |
| Registration | | \$250 | | \$250 | | | \$250 | | | \$225 |
| Admin | | \$250 | | \$250 | printing/copy | \$80 | | \$125 | | \$266 |
| Officials | | \$0 | | \$0 | | | | \$125 | | \$0 |
| Other | | | | | | | | | | |
| Club Development (Leadership Summit) | | \$0 | | \$15,000 | | | | \$0 | | \$0 |
| Officials Development Expense | | \$17,700 | | \$10,575 | | \$10,588 | | \$11,300 | | \$8,210 |
| - Official's Training - Background Check | | \$1,100 | | \$725 | | \$1,084 | | \$300 | | \$717 |
| - Official's Training - Local | | \$4,000 | | \$3,000 | | \$3,981 | | \$500 | | \$2,947 |
| - Official's Social | | \$350 | | \$400 | | | | \$500 | | \$340 |
| - Official's Uniform | | \$5,000 | | \$2,000 | | \$988 | | \$5,000 | | |
| - Official's Other Travel | | \$5,000 | | \$3,000 | | \$4,815 | | \$2,500 | | \$2,657 |
| - Official's Clinic (mainland) | | \$1,500 | | \$1,450 | | | | \$2,500 | | \$1,548 |
| - Official's 1st Radio Reimbursement | | \$750 | | | | | | | | |
| Technical Planning | | | | \$0 | | | | \$0 | | \$0 |
| Athlete Representative | | \$1,900 | | \$1,900 | | \$1,900 | | \$1,500 | | \$1,080 |
| - College 101 | | \$150 | | \$150 | | \$160 | | | | |
| - Graduating Athlete Recognition | | \$1,500 | | \$1,500 | | \$1,900 | | \$1,500 | | \$1,080 |
| - Other | | \$250 | | \$250 | | \$250 | | | | |
| Meet Equipment | | \$6,110 | | \$6,110 | | \$4,878 | | \$7,400 | | \$4,844 |
| - Purchase-Hardware | | \$1,700 | | \$1,700 | | \$1,882 | | \$2,000 | | \$495 |
| - Purchase-Software | | \$510 | | \$510 | | | | \$1,400 | | \$1,018 |
| - Maintenance | | \$3,900 | | \$3,900 | | \$2,998 | | \$4,000 | | \$3,331 |
| Facility Use Fee (Oahu non-championship meets) | | \$22,000 | | \$13,500 | | \$17,980 | | \$10,000 | | \$13,895 |
| Ribbons | | \$8,000 | | \$8,000 | | \$7,854 | | \$5,000 | | \$9,281 |
| USA Swimming Convention | | \$18,550 | | \$18,550 | | \$18,550 | | \$13,000 | | \$18,789 |
| - Travel expenses - airfare, ground transportation | | \$10,000 | | \$10,000 | | \$10,000 estimate | | \$7,000 | | \$10,676 9/1/14 |
| - Registration | | \$2,300 | | \$2,300 | | \$2,300 estimate | | \$2,000 | | \$2,210 9/1/14 |
| - Hotel | | \$5,750 | | \$5,750 | | \$6,750 estimate | | \$3,500 | | \$5,747 9/1/14 |
| - Other | | \$500 | | \$500 | | \$500 estimate | | \$500 | | \$156 9/1/14 |
| Strategic Planning Workshop | | \$550 | | \$550 | | \$2,000 | | \$2,000 | | \$0 |
| - Travel expenses - airfare, ground transportation | | \$0 | | \$0 | | | | \$1,200 | | \$0 |
| - Food | | \$300 | | \$300 | | \$1,798 estimate | | \$400 | | \$0 |
| - Materials | | \$250 | | \$250 | | | | \$400 | | \$0 |
| Sport Promotion | | \$0 | | \$0 | | | | \$500 | | \$0 |
| - Swimposium | | \$0 | | \$0 | | | | | | |
| USA Swimming National Meetings | | \$6,000 | | \$6,000 | | \$2,893 | | \$4,500 | | \$4,120 |
| - General Chair | | \$1,250 | | \$1,250 | | \$992 | | | | \$1,020 |
| - Diversity/Club Development | | \$1,500 | | \$1,500 | | | | | | \$0 |
| - Safe Sport | | \$1,250 | | \$1,250 | | | | | | \$812 |
| - Safety | | \$0 | | \$0 | | \$745 | | | | \$0 |
| - NTV | | \$0 | | \$0 | | | | | | \$1,469 |
| - Officials Chair | | \$1,000 | | \$1,000 | | \$958 | | | | \$819 |
| - Registration | | \$0 | | \$0 | | | | | | |
| - Other | | \$1,000 | | \$1,000 | | | | | | |
| Coaches Development Expense | | | | \$0 | | | | \$11,500 | | \$10,816 |
| - Coaches Clinic (Bi-annual event) | | \$10,000 | | off year | | | | \$10,000 | | \$10,816 |
| - Other | | | | | | | | \$1,500 | | \$0 |

| EXPENSES | 2016 Budget | | 2015 Budget | | 2014-15 Act. from | | 2014 Budget | | 2014 Actual | |
|---|-------------|-----------|-------------|------------|-------------------|-----------|-------------|------------|-------------|------------|
| | | \$137,250 | | \$123,950 | | \$71,849 | | \$142,200 | | \$124,335 |
| Special Events and Activities | | | | | | | | | | |
| SR LCM Championships | \$8,250 | | \$6,000 | | \$6,856 | 6/18/15 | \$7,500 | | \$5,842 | |
| SR SCY Championships | \$8,250 | | \$7,500 | | \$7,500 | estimate | \$7,500 | | \$7,078 | 11/14/14 |
| AG LCM Championships | \$13,000 | | \$14,500 | | \$19,000 | estimate | \$13,000 | | \$14,793 | 7/17/14 |
| AG SCY Championships | \$13,000 | | \$12,000 | | \$13,000 | estimate | \$13,000 | | \$11,269 | 12/19/14 |
| JAG LCM Championships | \$5,250 | | \$4,500 | | \$4,500 | estimate | \$4,500 | | \$3,395 | 7/26/14 |
| JAG SCY Championships | \$5,250 | | \$5,000 | | \$4,841 | 07/15 | \$4,500 | | \$4,700 | |
| Other Hosted Meets | \$2,000 | | \$2,000 | | \$2,000 | estimate | \$1,000 | | \$2,644 | |
| Team Hawaii | \$12,000 | | \$10,000 | | \$11,584 | | \$14,000 | | \$11,727 | |
| Team Hawaii Travel Reimbursement/ athletes | \$6,000 | | \$11,000 | | \$6,000 | | \$11,000 | | \$6,000 | |
| Team Hawaii Senior | \$0 | | \$8,000 | | \$0 | | \$9,000 | | \$5,594 | |
| Team Hawaii Senior Travel Reimbursement/ athletes | \$0 | | \$7,200 | | \$1,200 | | \$7,200 | | \$1,200 | |
| Senior Meets | \$5,250 | | \$4,250 | | \$3,578 | | \$5,000 | | \$4,263 | |
| Senior Swimming Travel Reimb-Athletes | \$12,000 | | \$17,000 | | \$9,548 | | \$17,000 | | \$9,849 | |
| Senior Swimming Travel Reimb-Coaches | \$5,000 | | \$3,500 | | \$3,150 | | \$3,000 | | \$3,150 | |
| Oceania (Bi-annual event) | \$38,000 | | off year | | \$15,000 | | \$25,000 | | \$28,911 | |
| Select Camp (Bi-annual event) | off year | | \$7,500 | | | | off year | | | |
| Western Zone Diversity Select Camp | \$4,000 | | \$4,000 | | \$284 | | \$0 | | \$3,920 | |
| Administrative | | | | | | | | | | |
| LSC Business Travel | \$1,000 | | \$1,000 | | \$1,553 | | \$2,000 | | \$698 | |
| LSC Business Expenses | \$500 | | \$500 | | | | \$1,000 | | \$96 | |
| Interisland Travel for LSC Board Members | \$9,000 | | \$9,000 | | \$8,517 | | \$8,500 | | \$6,817 | |
| Board of Review | \$0 | | \$0 | | | | \$0 | | \$0 | |
| Office Equipment Purchase/Maintenance | \$100 | | \$100 | | \$83 | | \$350 | | \$31 | |
| Software Expenses | \$100 | | \$100 | | | | \$500 | | \$313 | |
| IT/Web Expenses | \$0 | | \$0 | | | | \$0 | | \$0 | |
| Bank Fees | \$65 | | \$65 | | \$10 | | \$0 | | \$10 | |
| Business Registration | \$50 | | \$50 | | \$32 | | \$50 | | \$4 | |
| Supplies | \$1,650 | | \$1,650 | | \$1,688 | | \$500 | | \$1,717 | |
| - General | \$350 | | \$350 | | \$213 | | \$200 | | \$308 | |
| - Registration | \$300 | | \$300 | | \$289 | | \$100 | | \$196 | |
| - Officials | \$1,000 | | \$1,000 | | \$1,088 | | \$200 | | \$1,214 | |
| Gifts and Donations | | | | | | | | | | |
| | | | | | \$350 | | \$500 | | \$0 | |
| Quadrennial Lifetime USAS Membership Recognition | | | | | | | | | | |
| Travel Endowment Fund | \$1,000 | | \$15,000 | | \$18,000 | | | | | |
| | \$15,000 | | \$15,000 | | \$18,000 | | | | | |
| Total Expenses | | \$249,125 | | \$281,360 | | \$189,167 | | \$223,900 | | \$222,614 |
| Net | | \$55 | | (\$46,000) | | \$5,738 | | (\$59,400) | | (\$22,063) |
| Transfer from General Fund | | \$0 | | \$46,000 | | | | \$59,400 | | \$14,525 |

Bylaws and Policy and Procedure Changes as Required by USA Swimming

BYLAWS

601.1 NAME

The name of the corporation shall be Hawaiian Swimming LSC, Inc. ("Hawaiian Swimming")

602.1.2 INDIVIDUAL MEMBERS

Individual Members are individuals involved in the sport of swimming in the Territory who have, upon registration, been granted membership in USA Swimming and Hawaiian Swimming and paid the dues established by USA Swimming and Hawaiian Swimming pursuant to Article 603. Except for Life members, an individual who wishes to register as an unattached member of Hawaiian Swimming and is not affiliated with any Club Member of Hawaiian Swimming must reside within the geographical territory of Hawaiian Swimming. An individual may be denied membership by the Membership/Registration Coordinator or by the Board of Directors for failure to satisfy the criteria for membership or for any reason for which an Individual Membership could be terminated. Any denial of membership may be appealed to the Board of Review. An individual's status as an Individual Member is subject to the Individual Member's continued satisfaction of the criteria for membership and compliance with the individual's responsibilities under these Bylaws, the USA Swimming Code, the rules, regulations, policies, procedures and codes of conduct and ethics of Hawaiian Swimming and USA Swimming and may be terminated by a decision of the Board of Review or the National Board of Review. Except for Affiliated Individual Members and Life Members, Individual Members in good standing shall be entitled to participate in the program of swimming conducted by Hawaiian Swimming, and competitions sanctioned or approved by USA Swimming, in accordance with Section 609.1.

607.3 MEMBERS AND EX-OFFICIO MEMBERS OF STANDING COMMITTEES

Except as otherwise provided in these Bylaws or by the Board of Directors, members of each standing committee shall be appointed by the General Chair with the advice and consent of the respective division Vice-Chair and the Chair of the committee. ~~Notwithstanding anything herein to the contrary, a sufficient number of athlete members shall be appointed to each committee to constitute at least twenty percent (20%) of the voting membership of such committee. Athlete members of each committee shall be appointed by the General Chair in consultation with the senior athlete representative and committee chair. Athlete membership is required on all committees. Athlete membership shall amount to 20% of the voting membership of the committee.~~ The athlete committee members shall meet the same requirements as those of Athlete Representative set forth in Section 604.1.3. The division Vice-Chair shall be an ex-officio member (with voice and vote) of each standing committee within the respective division. The ex-officio members and other designated members of certain standing committees shall be as follows:

607.3.1 BUDGET COMMITTEE

The members of the Budget Committee shall be the General Chair, the Finance Vice-Chair, who shall serve as Chair, the Treasurer, the Administrative Vice-Chair, the Senior Athlete Representative, the Senior Coach Representative, the Age Group Vice-Chair, and the Senior Vice-Chair, and a sufficient number of athletes appointed so as to constitute twenty percent (20%) of the voting membership of the Committee.

607.3.2 FINANCE COMMITTEE

The members of the Finance Committee shall be the General Chair, the Finance Vice-Chair, who shall serve as Chair, the Administrative Vice-Chair and the Treasurer. When the Finance Committee functions as the audit committee, at least one additional member shall be appointed by the General Chair who is independent of the Finance Division and will

participate in that function, and a sufficient number of athletes appointed so as to constitute twenty percent (20%) of the voting membership of the Committee.

607.3.3 OFFICIALS COMMITTEE

The members of the Officials Committee shall be the Officials Committee Chair, who shall serve as the Chair, the Officials Representative, ~~and~~ at least two (2) other members, each of whom shall be a certified official of Hawaiian Swimming, and a sufficient number of athletes appointed so as to constitute twenty percent (20%) of the voting membership of the Committee.

The members of the Committee shall include the Officials Coordinators from the Neighbor Islands. The Officials Representative may be appointed to chair the Officials Committee.

607.3.4 SAFE SPORT COMMITTEE

The members of the Safe Sport Committee shall be the Safe Sport Coordinator, who shall serve as chair, and at least four additional members; at least one shall be a Coach Member, at least two shall be at-large non-athlete members, ~~and at least one shall be an athlete member,~~ and a sufficient number of athletes appointed so as to constitute twenty percent (20%) of the voting membership of the Committee.

607.3.5 SAFETY COMMITTEE

The members of the Safety Committee shall be the Safety Coordinator, who shall serve as the Chair, and five additional members; one shall be a Hawaiian Swimming certified official, one shall be a Coach Member, ~~one shall be an Athlete Member and~~ two shall be Club Safety Coordinators, and a sufficient number of athletes appointed so as to constitute twenty percent (20%) of the voting membership of the Committee.

607.3.6 TECHNICAL PLANNING COMMITTEE

The members of the Technical Planning Committee shall be the Technical Planning Chair, who shall serve as Chair, ~~an Athlete Member and~~ at least six (6) additional members of whom at least fifty percent (50%) shall be Coach Members, and a sufficient number of athletes appointed so as to constitute twenty percent (20%) of the voting membership of the Committee. The Athlete Members and the additional members shall be appointed by the General Chair with the advice and consent of the Board of Directors.

The General Chair or the respective division vice-Chair may appoint the specified additional members and any other members deemed appropriate or necessary for any of the foregoing standing committees, except the Athletes and Coaches. Committee members appointed pursuant to the preceding sentence, shall hold their appointments at the pleasure of the appointing officer or successor.

Policy and Procedure Manual

LEAP requirement additions

1. [new section] Whistle Blower Protection

USA Swimming forbids any form of retaliation against individuals for providing truthful information to a law enforcement official relating to actual or potential unlawful conduct. Such actions can result in immediate suspension from elected or appointed positions by the General Chair, with final action taken by the House of Delegates in accord with the Bylaws, Section 604.4.10, or in the case of officers who were not elected by the House of Delegates, final action may be taken by Board of Directors in accordance with the Bylaws, Section 605.6.10.

[Subsection .1] If the General Chair is accused of retaliation, the House of Delegates will be convened to act on the charges within 60 days.

[Subsection .2] The audit committee will establish procedures for handling complaints, including anonymous ones, about accounting and financial matters.

2. [new section] RECORDS RETENTION

The Organization will retain records in an orderly fashion for time periods that comply with legal and government requirements. These procedures apply to all activities that generate business documentation.

Subsection xx .1 Storage

Subsection xx.1.1 Files currently needed for day-to-day operational activities will be stored by the responsible parties and made available to the new officers/committee members during transitions in offices and committees. Members should be sensitive to keep confidential files or materials in secure locations. Files that are no longer needed for daily functions should be electronically archived, except when required by law to maintain original documents.

Subsection xx.1.2 Storage of archived records falling within the records retention schedule below are maintained in electronic form in an LSC approved electronic cloud service. Original documents are stored at the permanent address of the LSC, or other designated site available to the LSC.

Subsection xx.2.0 Record Retention Guidelines

The following holding periods will be utilized for the maintenance of the documents listed below.

Subsection xx.2.0.1 Accounting Records

Permanent Archive: Audit Reports; Depreciation Schedules; Annual Financial Statements; Fixed Asset Purchases; General Ledger and general journals.

Seven year hold: Accounts payable; Accounts receivable; Expense reports; Fulfillment records

Subsection xx.2.0.2 Operations

Permanent Archive: Tax returns & working papers; Trial balances (Annual); Correspondence (legal)

Seven Year Hold: Loan payment schedules; Void Checks; Purchase orders & correspondence;

Two Year Hold: Purchase requisitions; Correspondence (general);

Subsection xx.2.0.3 Bank Records

Permanent Archive: Checks for capital purchases & important contracts;
Seven Year Hold: Bank reconciliations; Bank statements; Canceled checks; Electronic payment records
Three Year Hold: Petty cash vouchers

Subsection xx.2.0.4 Corporate Records

Permanent Archive: Board minutes; Bylaws, charter, articles of incorporation; Business licenses; Contracts (major); Legal & tax correspondence; Patents/trademarks; Leases/mortgages; Insurance records, accidents, claims
Life of contract plus four years: Contracts (minor); Insurance policies

Subsection xx.2.0.5 Employee Records

Permanent Archive: Benefit plans
Seven Year Hold: Employee disability benefit records; Employee files (terminated); Employment taxes; Payroll records
One Year Hold: Employment applications - 1 year HR Dept.

Subsection xx.2.0.6 Real Property Records

Permanent Archive: Appraisals; Construction records; Leasehold improvements; Lease payment records; Real estate purchases

Subsection xx.3.0 Record Destruction

After each year end, a review of the files in the LSC archive is performed by the Audit Committee, and any records falling outside the above retention schedule are destroyed.

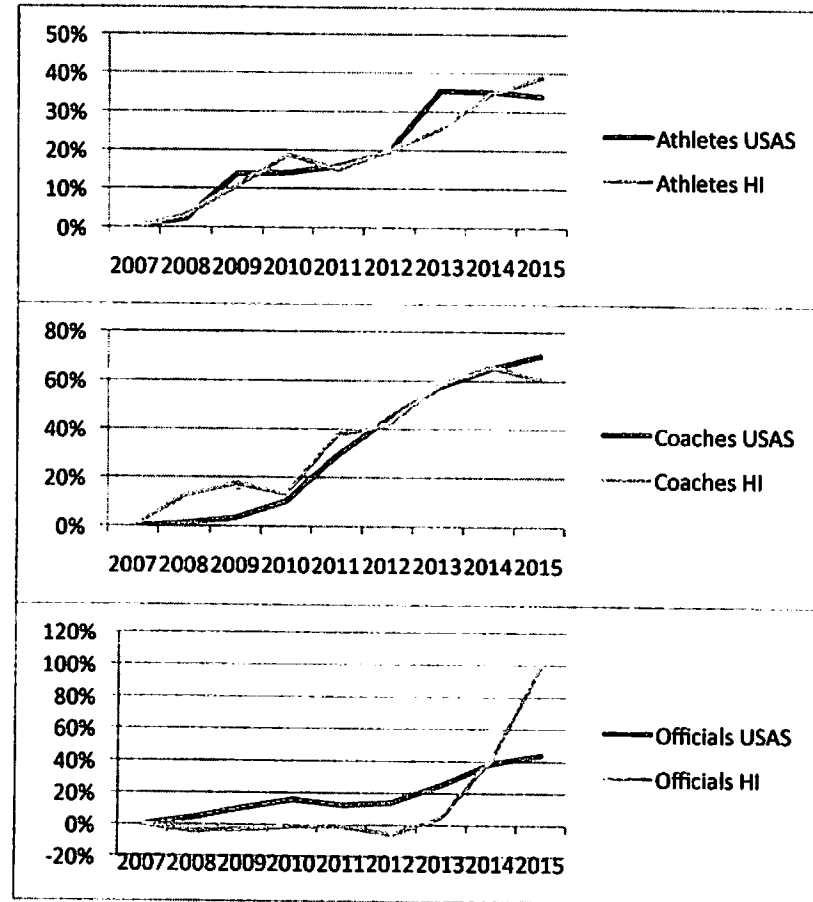
[subsection xx.3.0.1] USA Swimming's legal counsel or legal counsel contracted by the LSC shall instruct to inform the General Chair and Audit Committee members when document destruction (planned or otherwise) should be halted. The General Chair will in turn notify the staff and board members. Violation of such orders can result in immediate suspension from office or committee membership, pending final action by the House of Delegates or Board of Directors consistent with the LSC Bylaws, sections 604.4.10 or 605.6.10 respectively.

[Subsection xx.3.0.2] If the General Chair is accused of retaliation, the House of Delegates will be convened to act on the charges within 60 days.

USA Swimming vs. Hawaiian Swimming Athlete/Coach/Officials Growth Comparison

| Year | Athletes | | Coaches | | Officials | |
|------|----------|-------|---------|-----|-----------|-----|
| | USAS | HI | USAS | HI | USAS | HI |
| 2007 | 251,543 | 2,365 | 10,882 | 120 | 10,706 | 101 |
| 2008 | 257,178 | 2,440 | 11,011 | 135 | 11,174 | 97 |
| 2009 | 286,142 | 2,615 | 11,254 | 141 | 11,835 | 98 |
| 2010 | 286,890 | 2,809 | 12,001 | 136 | 12,383 | 100 |
| 2011 | 291,176 | 2,718 | 14,026 | 165 | 12,029 | 100 |
| 2012 | 300,877 | 2,835 | 15,671 | 170 | 12,201 | 95 |
| 2013 | 340,560 | 2,969 | 17,111 | 190 | 13,411 | 106 |
| 2014 | 339,890 | 3,184 | 17,943 | 199 | 14,857 | 143 |
| 2015 | 337,077 | 3,284 | 18,538 | 193 | 15,410 | 202 |

| Year | Athletes | | Coaches | | Officials | |
|------|----------|-----|---------|-----|-----------|------|
| | USAS | HI | USAS | HI | USAS | HI |
| 2007 | 0% | 0% | 0% | 0% | 0% | 0% |
| 2008 | 2% | 3% | 1% | 13% | 4% | -4% |
| 2009 | 14% | 11% | 3% | 18% | 11% | -3% |
| 2010 | 14% | 19% | 10% | 13% | 16% | -1% |
| 2011 | 16% | 15% | 29% | 38% | 12% | -1% |
| 2012 | 20% | 20% | 44% | 42% | 14% | -6% |
| 2013 | 35% | 26% | 57% | 58% | 25% | 5% |
| 2014 | 35% | 35% | 65% | 66% | 39% | 42% |
| 2015 | 34% | 39% | 70% | 61% | 44% | 100% |



CLUB OFFICIAL QUOTA – proposed amendments – 11/22/15

Section 1.01 Purpose

Each Hawaiian Swimming club is required to maintain a specified level of certified deck official support for meets on an ongoing basis or be subject to an annual registration fee assessment commencing with the annual 2016 club registration (2017 for Military Clubs). Failure to comply may cause the participating Group Member to be deemed “not in good standing”.

Section 1.02 Ratio

Each Hawaiian Swimming club is required to provide one (1) “active” certified deck official per ~~twenty (20)~~ **sixteen (16)** “competitive” athletes who compete in ~~at least~~ **more than** one (1) **Hawaiian Swimming sanctioned** meet ~~per~~ **during the** swimming year (September 1 to August 31). This number is the club’s “quota”. The quota is rounded up for a partial quota of ~~ten (10)~~ **eight (8)** or more athletes and rounded down for a partial quota of less than ~~ten (10)~~ **eight (8)** athletes.

Section 1.03 Active Certified Official

An “active” official is a registered certified deck official who provides at least ten (10) sessions of service at four (4) or more Hawaiian Swimming age group program or senior program meets throughout the swimming year. Intra-squad and inter-squad meets are excluded and shall not be applied toward the quota calculation. An official who meets or exceeds this level of service in a swimming year satisfies one quota unit for a given team. ~~(Meet Directors, who are registered with Hawaiian Swimming as a non-athlete member, are credited with one (1) session credit per session of a meet for which they serve as Meet Director.)~~ ~~Meet Entry Contacts, who are registered with Hawaiian Swimming as a non-athlete member, are credited with one (1) session credit per meet for which they serve as the Meet Entry Contact.~~

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Section 1.04 Transfers

Officials who transfer from one Hawaiian Swimming club to another Hawaiian Swimming club during the swimming year shall have their first ten (10) sessions of the swimming year count towards their former team and their remaining sessions towards their current team.

Section 1.05 Registration Fee Assessment

For each official a club is short of the calculated quota, the club will be assessed a fee of \$250 due with their annual registration fee for the next swimming year.

Section 1.06 Registration Fee Incentive

Clubs that exceed their quota by 20% (rounded up to the nearest whole number) will have their annual registration fee for the next swimming year waived.

Section 1.07 Exceptions – Active Duty Military Personnel

Active duty military personnel, or their spouses ~~of military personnel~~, who officiate less than ten (10) sessions per swimming year will have their quota prorated.

Section 1.08 Exceptions – Family Emergencies

If an official has a family emergency and cannot fulfill their session requirement in a swimming year, another official on the club may step up and complete more sessions for the official who cannot because of the emergency. This exception must be approved by the Officials’ Committee Chair.

CLUB OFFICIAL QUOTA – proposed amendments – 11/22/15

Section 1.09 Exceptions – Military Clubs

Clubs whose athlete membership comprises 50% or more athletes which are “stationed on island” for two (2) years or less who are dependents of Active Duty Military Personnel shall have their Club Official Quota reduced by 50%.

Section 1.10 Exceptions – Non-Competitive Clubs

Clubs ^{whose} ~~who's athletes~~ compete in less than five (5) Hawaiian Swimming age group program meets are exempt from the quota.

Section 1.11 Apprentice Recognition

Members shall receive credit for each session they train or “shadow”. New members shall receive credit retroactively for each session they train or “shadow” once they are registered as a USAS non-athlete member.

Section 1.12 Unattached Athletes

Athletes who compete as unattached, but do not need to compete as unattached per USAS rules, are allocated to the club they practice with for purposes of calculating the quota.

Section 1.13 Satellite Clubs

~~Each satellite clubs is considered an independent club for this policy.~~

Section 1.14 Reporting

Each club shall submit with their annual club registration form: 1) a report listing their competitive athletes (including the number of meets swum for each athlete), and 2) a report listing their deck officials (including sessions and meets worked for each registered deck official) from the USA Swimming Officials' Tracking System (OTS).