

**Hawaiian Swimming**  
**House of Delegates Meeting Minutes**  
**April 14, 2013 Chaminade University**

**Present:**

David Coleman, LSC General Chair  
Wendy Shigeta, Secretary  
Gwenn Tomiyoshi, Registration & Membership Chair  
Sandy Drake, Officials Chair  
Ken Suenaga, Safety Chair  
Ron Iwamoto, Club, Athlete & Special Program Development  
Jon Hayashida, Senior Vice Chair  
Malcolm Cooper, Age Group Vice Chair  
Dean Schmaltz, Technical Planning  
Charlie Camacho, Big Island At-Large  
Reid Yamamoto, Maui At Large  
Larry Oshiro, Coaches' Rep  
Fred Tester, Times Administrator  
Jacob Urbano, Senior Athlete Rep  
Kevin Frifeldt, Junior Athlete Rep  
Yasmine Ware, Kauai Athlete Delegate  
Madisyn Uekawa, Athlete Delegate  
Rebecca Walton, Athlete Delegate  
Larry Williams, Aulea Board President  
Jenna Ward, Hickam Swim Club Board President  
Marcelle Arakaki, Hawaii Swim Club  
Theresa Walton, Kamehameha Swim Club Rep  
Kent "Kaz" Yoshiwara, Splash Swim Club

**Call To Order:** Meeting was called to order by LSC General Chair at 10:05 a.m.

**A. Approval of Minutes:**

***House of Delegates Meeting Minutes of November 11, 2012***

***Action: Reviewed and approved unanimously without correction***

The Vision and Mission of Hawaiian Swimming

Vision: Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

Mission: Hawaiian Swimming provides education, competition, and programs for all ages and abilities within the swimming community through Commitment, Open-mindedness, Respect, and Excellence.

**B. General Chair:**

1. **Informational:** The Treasurer has submitted her resignation, but will continue to carry out the duties of Treasurer until another one is found. A notice has been sent out to all Clubs and is also posted on the website. The current Treasurer is willing to train the new Treasurer. Everyone is asked to seek names for the Treasurer position.
2. **Informational:** Any potential candidates will be screened by a small committee made up of the Executive Committee and Finance Vice-Chair and then the name can be submitted to the Board of Directors for approval.

**C. Treasurer's Report**

1. **Informational:** The March 2013 Financial Statement will be posted on the website as soon as it is available.

**D. Registrar's Report**

1. **Informational:** Report dated 04/12/2013 submitted (attached). Currently have the following registered:
  - Athletes Total: 2703**
  - Non-Athlete: 312**
  - Clubs/Organizations: 30**
2. **Informational:** USA Swimming has a free athlete protection training available free to all athletes. It is an online program on sexual abuse protection available as of 04/09/2013. This program is not required, but athletes ages 11 – 12 and 13 – 14 are strongly encouraged to take a look at the program. Information posted on the website and the Senior Athlete Rep was notified to try to get the word out to the swimmers.
3. **Informational:** Age Group Vice Chair was also asked to post the new coaches' education requirements regarding taking the Coaches 101 & 201 courses. This, however, does not apply to new head coaches of a new club. If you are a new head coach of a new club, will need to take the original courses.

The Vision and Mission of Hawaiian Swimming

Vision: Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

Mission: Hawaiian Swimming provides education, competition, and programs for all ages and abilities within the swimming community through Commitment, Open-mindedness, Respect, and Excellence.

4. **Action Needed:** Times Administrator requested that he be given registrations as soon as possible (not just once a month) so he can input into database.
5. **Action Needed:** All Swim Club registrars are reminded to be careful to input the names of renewals exactly the same way the name was entered in the previous registration. This is to avoid duplication of records for the same swimmer. If you previously entered a middle initial, should input the middle initial for subsequent renewals.

**E. Goals for the Year**

1. **Informational:** Renewal for LEAP 1 – Getting documents ready for submittal. Most things are already in place and just a matter of gathering documents. Should have an update of LEAP 1 renewal by the next Board Meeting.
2. **Informational:** Completing LEAP 2 requirements – will review responsibilities at the next Board Meeting. Goal is to try to complete the requirements for LEAP 2 by the end of the year.
3. **Action Needed:** Dave will send an e-mail to the Board Members to check for possible dates for a Strategic Planning Meeting in July

**F. Administrative Vice-Chair Report** – is currently in Arizona at a General Chair training

**G. Financial Vice-Chair Report** – not present

**H. Age Group Vice-Chair Report**

1. **Informational:** State Championship Meet Notice will be going up shortly.

**I. Senior Vice-Chair**

1. **Action:** Submitted written proposal to add \$20,000 to the budget to fund a Senior Team Hawaii to the Western Zone Senior Championships from July 31, 2013 – August 4, 2013 in Clovis, California. USA Swimming has changed the zone championships to limit the age group championships to 14 and younger. Amount was estimated based on current airfare, hotel, etc. for a

The Vision and Mission of Hawaiian Swimming

Vision: Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

Mission: Hawaiian Swimming provides education, competition, and programs for all ages and abilities within the swimming community through Commitment, Open-mindedness, Respect, and Excellence.

manager, 2 coaches, 2 chaperones, and 1 team leader along with \$300 travel reimbursement for 30 team members.

**Discussion:**

1. Qualifying times are similar to Sr. Sectionals times, but Zones is a little slower.
2. The trend appears to be that in the future to make Sr. Sectional times faster to be a better bridge between Jr. Nationals.
3. Clubs would also be allowed to complete as an intact Club, but Team Hawaii would allow for the "all-star" concept and would allow for smaller Clubs to have their swimmers compete if they cannot go up as a Club.
4. This may be an option for some swimmers since Sr. Sectionals is now conflicting with our Age Group Championships.
5. Suggestion made that we change Age Group State Championships to age 14 years and younger and keep Senior Championships for age 15 and up. This has been suggested and discussed before, but the coaches have not been able to come to a consensus yet.
6. Proposal is to reimburse swimmers a maximum of \$300. Swimmers swimming at Sectionals and other meets would also be eligible for reimbursement up to \$300.

***Motion was approved unanimously. Budget will need to be re-done to account for this additional expense.***

2. ***Informational:*** The reimbursement forms covering September 2012 – August 2013 have been posted on the website.
3. ***Informational:*** Review of the Sr. Meet held this past weekend (April 12 – 13, 2013):
  - a. Learning experience since it was held at VMAC and all the equipment had to be transported from UH.
  - b. There were not enough officials, so the officials there had to work overtime and do double duties. Fortunately, it was overcast. If it had

The Vision and Mission of Hawaiian Swimming

Vision: Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

Mission: Hawaiian Swimming provides education, competition, and programs for all ages and abilities within the swimming community through Commitment, Open-mindedness, Respect, and Excellence.

been hot, it may have been a health hazard as the officials had to stay on deck for long periods of time without breaks.

- c. Unfortunately, did not have an opportunity to have swimmers swim two to a lane for the distance portion of the meet. Would like to do this in the future as when swimmers go to Sectionals, they often have to swim two to a lane and this produces anxiety for many of the swimmers since they have never had experience doing it before. The Officials Rep has gotten information about different ways to have two swimmers per lane and will post it as options.
- d. There was a conflict with waterpolo. VMAC Pool Manager is trying to accommodate everyone, but need to make sure that there is no conflict with other events and that time is allowed for set-up and break-down of equipment to prepare for the next event. Fortunately, the first waterpolo match was forfeited, so there was some leeway in time, but need to make sure in the future that there is no conflict.

**J. Club, Athlete, Special Program Development Coordinator**

1. **Informational:** Swimposium information went out to the Clubs and is on the website. Please continue to get the word out. There are no registrations from the Big Island or Kauai yet. Currently the registrations are as follows:

**Oahu:** 12 & under athletes: 58

13 & over athletes: 24

Coaches: 12

Officials: 11

Parents: 36

**Maui:** 12 & under athletes: 13

13 & over athletes: 11

Coaches: 7

Officials: 5

Parents: 6

Registrations are still trickling in. Two more weeks left to register. Continue to let people know. The budget for the event is \$1500.

The Vision and Mission of Hawaiian Swimming

Vision: Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

Mission: Hawaiian Swimming provides education, competition, and programs for all ages and abilities within the swimming community through Commitment, Open-mindedness, Respect, and Excellence.

2. **Action Needed:** Will need volunteers to help with lunch pick-up, etc. Let the Special Program Development Coordinator know if you can help. He will also send out an e-mail requesting volunteers.
3. **Informational:** Special Program Development Coordinator will be attending the Diversity Aquatic Summit August 3 – August 5, 2013 in Ft. Lauderdale, Florida.

#### K. Technical Planning Chair

1. **Informational:** Helping with Oahu Meets. Permits have been obtained for all meets through the August BC Meet.
2. **Informational:** Working on updating records. Age Group records have been updated. Working on the Hawaiian Swim Records, but there are some discrepancies which are being checked. Need to make sure that if a Hawaiian relay record was set that all members of the relay team were members of Hawaiian Swimming.

#### L. Times Administrator

1. **Action Needed:** Clubs should inform the Times Administrator when they will be entering a mainland meet and bring back results if possible so that the times can be updated on the LSC database. E-mail the Times Administrator if a Club will be entering a mainland meet.
2. **Informational:** 6 touchpads need to be repaired. Think that 5 of the pads have been repaired, but won't know for sure until it is tested at a meet. 1 pad could not be repaired by the Times Administrator. Cost for touchpads are: \$140 to ship 2 pads to see if they can be repaired  
If then can be repaired, \$400 to refurbish + shipping back  
If they cannot be repaired, out the \$140 shipping  
New pads are \$900 + shipping
3. **Action Needed:** Times Administrator will make a recommendation after the next meet on repairing/replacing pads. Also, had to buy 10 new strips to hold the touchpads in place. Cost was \$500.

#### The Vision and Mission of Hawaiian Swimming

Vision: Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

Mission: Hawaiian Swimming provides education, competition, and programs for all ages and abilities within the swimming community through Commitment, Open-mindedness, Respect, and Excellence.

**M. Athletes Representatives**

1. **Informational:** Athletes were asked to work on a medal design. There were a number of entries. The athletes seem to prefer Design #2. All of the designs will be available for the HOD to look at during the break and give feedback to the Athletes Representatives.
2. **Action Needed:** Once the design is finalized, need to get it to the Technical Planning Chairperson.

**N. Coaches Representative**

1. **Action Needed:** Clubs are reminded to remind their coaches to make sure that they update their safety certification. Many of them are expiring and they won't be allowed on deck if uncertified. There are insurance ramifications if uncertified people are allowed on deck.
2. **Action Needed:** Coaches are asked to monitor themselves. If they know that their certification is not up to date, they are asked to not put their swimmers, other coaches, and the LSC at risk by continuing to be on deck. They should ask another coach to be on deck until they can get their certification up to date.
3. **Action Needed:** Registration Coordinator will print up a list of coaches and their certifications and give it to the Officials Representative to distribute to the Meet Directors and Referees.

**O. Officials Representative**

1. **Informational:** A "Hawaiian Swimming Wants You" type flier will be sent out to the clubs to recruit more officials. Planning to do this in the next couple of weeks.

**P. Safety Officer**

1. **Informational:** All incidents will now be reported online. No hardcopies of incident reports will be accepted after May. There is a link on the LSC website to the automated online report.

**Q. New Business**

1. **Action:** Officials Representative discussed Officials Recruitment & Retention

The Vision and Mission of Hawaiian Swimming

Vision: Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

Mission: Hawaiian Swimming provides education, competition, and programs for all ages and abilities within the swimming community through Commitment, Open-mindedness, Respect, and Excellence.

Strategies. There is currently a lack of officials which is not beneficial for athletes as they may not get called for infractions until a championship meet. There is also concern for the health of the officials as they may not have enough breaks. Officials are feeling that they have to be there or the meet will be cancelled. Also, flying officials in from other islands is costly for the LSC. Currently there are 34 certified officials on Oahu, 1 inactive and 3 in training. With the number of meets on Oahu, the recommendation is to double that number. Goal is to have 15 new stroke and turn officials by the end of 2014.

Written proposal for Officiating Capacity Requirement submitted by the Officials Representative. **Motion made to require a quota of 1 official per 20 athletes where each official is required to volunteer for 10 sessions.** Number of sessions required would be prorated for neighbor island. Clubs would be assessed \$50 per official short of this quota. Number of athletes would be defined as a swimmer who competes in at least one swim meet during the swimming year.

**Discussion:**

- Question asked: Could it be considered to modify the proposal to require minimum of sessions per team so that volunteers are not scared away by the number? On Oahu there are about 8 sessions per month. Need to also consider a minimum number of sessions needed to keep the officials current and practiced. USA Swimming standards recommend a minimum of 4 sessions per year for stroke & turn officials.
- Question asked: How do we monitor “competing athletes” and number of officials. Right now there appears to be conflicting information on the number of officials within a Club from the LSC report and Club report. These details on how to verify reports and numbers would need to be worked on and clarified.
- Would also need to work out a system for HSC which has branches on different islands.

The Vision and Mission of Hawaiian Swimming

Vision: Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

Mission: Hawaiian Swimming provides education, competition, and programs for all ages and abilities within the swimming community through Commitment, Open-mindedness, Respect, and Excellence.



- Suggestion that we look at the number of meets as there have been officials and coaches at meets who have mentioned that Oahu just has too many meets.
- Question as to who will enforce this.
- Consider making the quota a number of sessions that need to be covered based on the number of swimmers. So if your team has to cover 20 sessions, whether you have 2 officials or 5 officials, your team can figure out how to cover the number of required sessions.
- Maybe the fine for the team should be higher than \$50 so that the fine "hurts." Maybe \$250 or \$500.
- Suggestion that there should also be a positive incentive for teams that comply. Maybe waive the Team Registration Fee for teams that comply.
- If we decide to implement, It would take about a year to implement to give teams enough time to recruit and train officials.
- Concern is that military teams may not have opportunities to train officials. Suggestion from Hickam Swim Club that they be asked to do Hospitality or other duties. Officials are able to provide training on site during practices for any Club that has a number of interested parents. Will consider amendments as needed for military clubs after the Board has had time to think things through more.

**Ammended Motion:** a quota of 1 official per 20 competing athletes will be established for each swim club where each official is required to volunteer for 10 session. The penalty for not meeting the quota (either in number of officials per competing athlete or in number of sessions) will be \$250 per official. The motion is to set the basic structure. The Board of Directors will work on the details and implementation guidelines. Will consider the number of sessions each official is required to volunteer for, military considerations, and a possible positive incentive for compliance.

The Vision and Mission of Hawaiian Swimming

Vision: Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

Mission: Hawaiian Swimming provides education, competition, and programs for all ages and abilities within the swimming community through Commitment, Open-mindedness, Respect, and Excellence.

**Motion was passed unanimously.**

**2. Combined Meet Schedule 2013 – 2014**

- A. **Informational:** Proposed Fall Schedule through 3/8/2013 (Short Course Season) presented.
- B. **Action:** Motion to change Short Course Age Group Championships from Friday, December 20 – Monday, December 23 to Thursday, December 19 – Sunday, December 22.

**Discussion:**

- Public schools end on December 20<sup>th</sup>
- Big Island is hosting and consensus there is that Thursday – Sunday is easier for most officials and teams.
- The “snow birds” start arriving for Christmas, so the earlier it can be scheduled the better for flights
- Some distance swimmers may have to miss the last two days of school which may involve finals.
- Most of the athlete representatives report that many of them prefer Thursday – Sunday as it seems “shorter.” They don’t feel that missing 2 days of school will be a problem for most swimmers.

***Motion passed by majority with some abstentions. The Short Course Age Group Championships will be held from Thursday, December 19 – Sunday, December 22.***

- C. **Action:** Suggestion made to look at the number of meets in the schedule to see if it can be reduced to alleviate the load on the officials.

**Discussion:**

- Possibly eliminate A+ Meets and either add “A” times to Invitationals or have ABC meets.
- Downside to ABC meets is that it becomes a longer meet which turns off new swimmers and parents

The Vision and Mission of Hawaiian Swimming

Vision: Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

Mission: Hawaiian Swimming provides education, competition, and programs for all ages and abilities within the swimming community through Commitment, Open-mindedness, Respect, and Excellence.

D. **Action:** A request was made to look into possibly using touchpads for the Classified Meet in February that happens right before Age Group and Senior Sectionals as swimmers trying to qualify for sectionals do attend that meet.

**Discussion:**

- Younger swimmers often miss the pads which causes a delay in the meet.
- Touchpad times are usually slower than stopwatch.
- Putting in touchpads take more time and will make the meet longer.

***Motion to approve the Short Course schedule as proposed. The Age Group Committee & Coaches will take a closer look at the schedule and at the philosophy of Invitationals and other meets, keeping in mind the officials, and will make recommendations to the Board of Directors as to any changes to the short course schedule.***

***Motion passed unanimously***

**B. Informational:** Proposed Spring Schedule (Long Course Season) presented.

**C. Action:** KSC Representative made a motion to amend the current proposed Long Course Age Group Championships to 6/12 – 6/15/2013.

**Discussion:**

**Pros:**

- Current schedule conflicts with Sr. Sectionals
- Can use Age Group Championship Meet toward qualifying for Sr. Sectionals and Zones if Age Group Championships were in June.
- Balancing out the Short Course and Long Course seasons to 6 months each.
- Allow families to take vacations in July.
- Allow for swimmers to swim the North Shore swim series

The Vision and Mission of Hawaiian Swimming

Vision: Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

Mission: Hawaiian Swimming provides education, competition, and programs for all ages and abilities within the swimming community through Commitment, Open-mindedness, Respect, and Excellence.

- KSC did an online survey and the parents overwhelming wanted States moved to June.

Cons:

- Girls who play water polo won't have much time to train if States were in early June. Suggestion that it be right before Sr. Sectionals (early to mid July).
- Coaches already voted for July.

Suggestion that before the schedule is finalized, that the LSC conduct a survey for parents, athletes, coaches, and officials to get data from different constituents.

**The motion is tabled until this survey can be conducted.**

D. **Action Needed:** Recommendation that the survey be conducted before June 2, 2013. General Chair will work on survey. KSC to send a link to the survey they conducted to give LSC an idea of how it may be formatted.

***Motion to approve the Long Course Schedule as presented, however the schedule will be reviewed by the Age Group Committee & Coaches after receiving data from the LSC surveys.***

***Motion was passed unanimously.***

E. The Times Administrator announced that he will be retiring and we need to look for a new Times Administrator and Equipment Manager.

**Meeting was adjourned at 1:31 p.m.**

The Vision and Mission of Hawaiian Swimming

Vision: Hawaiian Swimming promotes the highest levels of swimming and personal excellence.

Mission: Hawaiian Swimming provides education, competition, and programs for all ages and abilities within the swimming community through Commitment, Open-mindedness, Respect, and Excellence.