

# Hawaiian Swimming LSC

## House of Delegates Meeting

April 13, 2025 @ 9:30am, Pacific Club Honolulu

### Minutes (Draft)

#### Attendance:

1. Call to Order: 9:38am
2. Review Minutes of October, 2024
  - a. Action: Tabled due to minutes not being available
3. Consent Agenda –
4. Treasurer's Report: Tabled
5. Registrar's Report:
  - a. Current registered athletes count is 2466. (Compared to 2508 in March of 2024.)
  - b. There will be a Zoom meeting on April 30th to go over new registration procedures. Club registrars, please contact Gwenn if you have not received the link.
  - c. A lot of athletes are not completing their Athlete Protection Training (APT) when they turn 18. Please make sure that athletes who will be turning 18 complete their APT. They are not allowed to participate if APT is not completed.
6. Old Business/Action Items:
7. New Business
  - a. Change to Policy and Procedure document (Article V requires HOD Approval)
    - i. Section 5.02 See the full change below
      1. Action:
        - a. Motion made to discuss by Malcolm Cooper. Seconded by Reid Yamamoto.
        - b. Friendly Amendment: Non-registered athletes entered in a meet by a HISI club and discovered with the recon report will be subject to a \$100 fine for the athlete. (Motion made by Malcolm Cooper, seconded by Jon Hayashida.)
        - c. **Changes approved unanimously.**
  - b. Discussion: rates of reimbursement for hospitality at Championship meets
    - i. Current rate for hospitality for championship meets is \$500 per session.
    - ii. Costs were approximately \$5000 in total at the last State Championships.
    - iii. The rate has not gone up, but costs have gone up.
    - iv. Officials looking for better quality of food/healthier food options.
    - v. Raising to \$750 would be a good start,
    - vi. Get officials count and give better meals only to the officials.
    - vii. Request sponsors for meals?
  - c. Discussion: Kauai would like to host a championship meet, specifically JAGs
    - i. Gives swimmers on Kauai who have not made states an opportunity to compete against other teams.

- ii. Short course JAGs not possible in Kauai with current rules due to LSC requirements for championship meets: Need officials on both sides and warm down pool.
- iii. Dave suggested that Kauai apply to host JAGs and propose dates.
- iv. Being in a competition should not depend on whether or not you have money!
- v. Organize with hotels to hold a block for championship meets.

#### REPORTS:

1. Administrative Vice-Chair:
  - a. Nothing new to report
  - b. Will interject on Senior Vice-Chair report.
2. Technical Committee Chair:
  - a. With Age Group report.
3. Financial Vice-Chair
  - a. No report
4. Age Group Vice-Chair
  - a. Age Group Champs discussion:
    - i. Long Course Champs: Keep the same time standards as last year.
    - ii. Keep 50s in the meet.
    - iii. Need time standards quickly
  - b. Length of champ meets:
    - i. Time standards need to be tightened/lowered, especially for 15-18
    - ii. Take 200s out of finals for 11&12s. Only timed finals for 200 Fly & 200 IM.
5. Senior Vice-Chair
  - a. Senior Champs:
    - i. Proposing to add 50 sprint events (50 Fly, 50 Back, & 50 Breast) for Senior Champs. These are referred to as “Dash Events”. No qualification time for Dash Events and will not count against bonus times, but must be qualified for the meet.
    - ii. Finals for 200 and above will be A & B finals.
    - iii. 100s & 50s will be A, B, & C finals.
    - iv. Max 7 events total. Max 3 events/day.
  - b. Reid Yamamoto appointed as Senior Chair. He will be taking the remainder of Scott Pinter’s term.
6. Club, Athlete, and Special Events Coordinator
  - a.
7. Times/SWIMS Coordinator
  - a. Things will be posted by tomorrow.
8. Athlete’s Representatives
  - a. Applications coming in for reps.
  - b. Election will be held at Seniors in June
9. Coaches’ Representatives
  - a. No report

10. Officials Representative

- a. Lots of new officials are being registered. Clubs are taking official quotas seriously.
- b. Officials survey conducted. Findings were that the length of the meet was way too long.
- c. Concerns regarding lighting. Suggestions to create premeet lighting tests. Suggestion to have in writing in the meet notice that the meet director, meet referee, and safety director have the ability to stop the meet if they feel that conditions are unsafe.
- d. Suggestions for more food options at meets.
- e. Suggestion to up the officials' (travel) reimbursement and to do this on a sliding scale. This will be brought up to BOD.

11. Officials Chair

- a. Reported with Officials Rep.

12. Safety (Operational Risk) Chair

- a. Proposal for Addition of Safety Requirements to the Sanction Application Process
- b. HOD authorized board

13. Neighbor Island Representatives

- d. Maui
- e. Big Island:
  - i. Senior invitational
- f. Kauai

Announcements

- a. Zones 2025:
  - i. Must have at least 1 qualifying time this year!

Motion to adjourn by Reid, Seconded by Jon.  
Adjourned at 11:35am.

Policies and Procedures change to Section 5.02

Purpose: clarify that the section applies to athletes entered into meets, and the parties that are responsible for any fines imposed for non-compliance.

Original language:

**Section 5.02 NON-REGISTERED SWIMMERS**

The Registration Coordinator of Hawaiian Swimming has the right to confer penalties after the fact (subsequent to the meet) if, in the due course of time, violations come to his/her attention.

1. The penalty for a non-registered swimmer participating in a meet will be a hundred-dollar (\$100) fine per swimmer per event swum.
2. The penalty is in accordance with USA Swimming Rules and is payable within 30 days of written notification.

Amendment:

Section 5.02 NON-REGISTERED ATHLETES

The Registration Coordinator of Hawaiian Swimming has the right to confer penalties after the fact (subsequent to the meet) if, in the due course of time, violations come to his/her attention.

1. The penalty for a non-registered athlete participating in a meet will be a hundred- dollar (\$100) fine per athlete per event swum. Penalty will be charged to the entry club including athletes transferring to a club. If athlete is unattached and not affiliated with a club the athlete will be charged with the non-registered athlete penalty.
- ~~2. Non-registered athletes entered in a meet and discovered with the RECON report will be subject to the penalty for a non-registered athlete.~~ Non-registered athletes entered in a meet by a HISI club and discovered with the RECON report will be subject to a \$100 penalty for a non-registered athlete.
3. The penalty is in accordance with USA Swimming Rules and is payable within 30 days of written notification.

### REGISTRATION COMPARISON 2015 - 2025

| <i>Months</i> | <b>2014</b> | <i>Run-total</i> | <b>2015</b> | <i>Run-total</i> | <b>2016</b> | <i>Run-Total</i> | <b>2017</b> | <i>Run-total</i> | <b>2018</b> | <i>Run-total</i> |               | <b>2019</b> |
|---------------|-------------|------------------|-------------|------------------|-------------|------------------|-------------|------------------|-------------|------------------|---------------|-------------|
| <b>Sept</b>   | 252         | 252              | 588         | 588              | 347         | 359              | 369         | 369              | 608         | 608              | <b>Sept</b>   | 424         |
| <b>Oct</b>    | 813         | 1065             | 775         | 1363             | 689         | 1065             | 531         | 900              | 543         | 1151             | <b>Oct</b>    | 623         |
| <b>Nov</b>    | 407         | 1472             | 426         | 1789             | 420         | 1492             | 849         | 1749             | 404         | 1555             | <b>Nov</b>    | 288         |
| <b>Dec</b>    | 771         | 2243             | 602         | 2391             | 753         | 2247             | 707         | 2456             | 671         | 2226             | <b>Dec</b>    | 880         |
| <b>Jan</b>    | 331         | 2574             | 304         | 2695             | 320         | 2569             | 278         | 2734             | 210         | 2436             | <b>Jan</b>    | 262         |
| <b>Feb</b>    | 184         | 2758             | 222         | 2917             | 253         | 2828             | 132         | 2866             | 239         | 2675             | <b>Feb</b>    | 172         |
| <b>March</b>  | 93          | 2851             | 68          | 2985             | 141         | 2978             | 149         | 3015             | 125         | 2800             | <b>March</b>  | 77          |
| <b>April</b>  | 97          | 2948             | 68          | 3053             | 92          | 3078             | 67          | 3082             | 127         | 2927             | <b>April</b>  | 56          |
| <b>May</b>    | 115         | 3063             | 167         | 3220             | 89          | 3167             | 102         | 3184             | 46          | 2973             | <b>May</b>    | 119         |
| <b>June</b>   | 138         | 3201             | 143         | 3363             | 99          | 3272             | 97          | 3281             | 113         | 3086             | <b>June</b>   | 125         |
| <b>July</b>   | 68          | 3269             | 75          | 3438             | 48          | 3323             | 25          | 3306             | 42          | 3128             | <b>July</b>   | 56          |
| <b>August</b> | 27          | 0                | 83          | 3521             | 11          | 3334             | 34          | 3340             | 32          | 3160             | <b>August</b> | 44          |
| <b>Total</b>  | 3296        | 3269             | 3521        | 3521             | 3262        | 3341             | 3340        | 3343             | 3160        | 3160             |               | 3126        |

| <i>Months</i> | <b>2020</b> | <i>Run-total</i> | <i>Months</i> | <b>2021 Season</b> | <i>Run-Total</i> | <b>2022 Season</b> |     | <i>Run-total</i> |  | <b>2023 Season</b> | <i>Run-total</i> |      |
|---------------|-------------|------------------|---------------|--------------------|------------------|--------------------|-----|------------------|--|--------------------|------------------|------|
| <b>Sept</b>   | 753         | 753              | <b>June</b>   | 11                 | 11               | <b>Sept</b>        | 365 | 365              |  | <b>Sept</b>        | 1098             | 1098 |
| <b>Oct</b>    | 448         | 1201             | <b>July</b>   | 58                 | 69               | <b>Oct</b>         | 414 | 779              |  | <b>Oct</b>         | 534              | 1632 |
| <b>Nov</b>    | 305         | 1506             | <b>August</b> | 43                 | 112              | <b>Nov</b>         | 536 | 1315             |  | <b>Nov</b>         | 257              | 1889 |
| <b>Dec</b>    | 886         | 2392             | <b>Sept</b>   | 39                 | 151              | <b>Dec</b>         | 601 | 1917             |  | <b>Dec</b>         | 393              | 2282 |
| <b>Jan</b>    | 153         | 2545             | <b>Oct</b>    | 59                 | 210              | <b>Jan</b>         | 315 | 2232             |  | <b>Jan</b>         | 270              | 2552 |
| <b>Feb</b>    | 62          | 2607             | <b>Nov</b>    | 204                | 414              | <b>Feb</b>         | 48  | 2280             |  | <b>Feb</b>         | 116              | 2668 |
| <b>March</b>  | 73          | 2680             | <b>Dec</b>    | 756                | 1170             | <b>March</b>       | 107 | 2387             |  | <b>March</b>       | 140              | 2808 |
| <b>April</b>  | 6           | 2686             | <b>Jan</b>    | 365                | 1536             | <b>April</b>       | 137 | 2524             |  | <b>April</b>       | 91               | 2899 |
| <b>May</b>    | 0           | 2686             | <b>Feb</b>    | 207                | 1743             | <b>May</b>         | 82  | 2606             |  | <b>May</b>         | 122              | 3021 |
|               |             | 2686             | <b>March</b>  | 118                | 1861             | <b>June</b>        | 131 | 2737             |  | <b>June</b>        | 113              | 3134 |
|               |             |                  | <b>April</b>  | 89                 | 1950             | <b>July</b>        | 106 | 2843             |  | <b>July</b>        | 65               | 3199 |
|               |             |                  | <b>May</b>    | 120                | 2070             | <b>Aug</b>         | 24  |                  |  | <b>Aug</b>         | 55               | 3254 |

|  |  |  |        |     |      |  |  |      |  |       |  |      |
|--|--|--|--------|-----|------|--|--|------|--|-------|--|------|
|  |  |  | June   | 141 | 2211 |  |  | 2867 |  | total |  | 3254 |
|  |  |  | July   | 81  | 2292 |  |  |      |  |       |  |      |
|  |  |  | August | 28  | 2320 |  |  |      |  |       |  |      |
|  |  |  |        |     | 2320 |  |  |      |  |       |  |      |

| 2024 Season |     | Run-total |  | 2025 Season |      | Run-total |
|-------------|-----|-----------|--|-------------|------|-----------|
| Sept        | 748 | 748       |  | Sept        | 1125 | 1125      |
| Oct         | 292 | 1040      |  | Oct         | 216  | 1341      |
| Nov         | 414 | 1454      |  | Nov         | 189  | 1530      |
| Dec         | 645 | 2099      |  | Dec         | 452  | 1982      |
| Jan         | 265 | 2364      |  | Jan         | 299  | 2281      |
| Feb         | 82  | 2446      |  | Feb         | 76   | 2357      |
| March       | 62  | 2508      |  | March       | 109  | 2466      |
| April       | 68  | 2576      |  | April       |      |           |
| May         | 80  | 2656      |  | May         |      |           |
| June        | 59  | 2715      |  | June        |      |           |
| July        | 41  | 2756      |  | July        |      |           |
| Aug         | 41  | 2798      |  | Aug         |      |           |
| TOTAL       |     | 2798      |  |             |      |           |

|                  |
|------------------|
| <b>Run-total</b> |
| 424              |
| 1047             |
| 1335             |
| 2215             |
| 2477             |
| 2649             |
| 2726             |
| 2782             |
| 2901             |
| 3026             |
| 3082             |
| 3126             |
| <b>3126</b>      |

1



## FACILITY SAFETY CHECKLIST (formerly Hazard Identification Risk Analysis)

Name of Facility: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

| Deck Checklist                                                                 |  | YES OR NO | ACTION<br>TAKEN | DATE OF<br>CHECKLIST |
|--------------------------------------------------------------------------------|--|-----------|-----------------|----------------------|
| Safety equipment in good condition and available                               |  |           |                 |                      |
| Rescue tubes and straps in good condition and available                        |  |           |                 |                      |
| Backboards with head immobilizers and straps readily accessible                |  |           |                 |                      |
| First Aid station clean, supplies accessible and well stocked.                 |  |           |                 |                      |
| First Aid equipment-AED and oxygen equipment accessible                        |  |           |                 |                      |
| Emergency phone numbers posted and visible                                     |  |           |                 |                      |
| Rules posted and clearly visible                                               |  |           |                 |                      |
| Deck not slippery and in good condition – no raised edges, cracked tiles, etc. |  |           |                 |                      |

|                                               |  |  |  |
|-----------------------------------------------|--|--|--|
| All equipment used by patrons stored properly |  |  |  |
| Ladders secured properly                      |  |  |  |

|                                                                                                                                                                                                                                                       |  |                  |                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------|---------------------------------------------------|
|                                                                                                                                                                                                                                                       |  |                  |                                                   |
| <b>Pool Checklist</b>                                                                                                                                                                                                                                 |  | <b>YES OR NO</b> | <b>ACTION<br/>TAKEN<br/>DATE OF<br/>CHECKLIST</b> |
| Steps not slippery and in good condition                                                                                                                                                                                                              |  |                  |                                                   |
| Ramp not slippery and in good condition                                                                                                                                                                                                               |  |                  |                                                   |
| <p>Lane lines attached properly and buoys intact – no sharp edges</p> <p>Water temperature in the pool meet the USA Swimming Regulation 103.7</p> <p>Pool depth markings/warnings are clearly visible</p> <p>Water color and clarity satisfactory</p> |  |                  |                                                   |
| Pool free of debris and drain cover secured                                                                                                                                                                                                           |  |                  |                                                   |
| Gutters cover intact and with no sharp edges                                                                                                                                                                                                          |  |                  |                                                   |

|                                                                            |  |  |  |
|----------------------------------------------------------------------------|--|--|--|
| Water chemical readings and circulation meet the local ordinance standards |  |  |  |
|----------------------------------------------------------------------------|--|--|--|

|                                                  |  |  |  |
|--------------------------------------------------|--|--|--|
| Starting blocks are anchored properly and secure |  |  |  |
| Starting blocks starting surface – non-slippery  |  |  |  |

|                                                           |                  |                         |                              |
|-----------------------------------------------------------|------------------|-------------------------|------------------------------|
| Ladders to diving boards – Closed                         |                  |                         |                              |
| Starting blocks properly labeled or closed for warm-ups   |                  |                         |                              |
| Backstroke flags at the correct distance and height       |                  |                         |                              |
| <b>Locker rooms</b>                                       | <b>YES OR NO</b> | <b>ACTION<br/>TAKEN</b> | <b>DATE OF<br/>CHECKLIST</b> |
| All areas clean and free of algae                         |                  |                         |                              |
| Floors clean and not slippery                             |                  |                         |                              |
| Drains clean and wastebaskets empty                       |                  |                         |                              |
| Lighting fixtures operate properly Drinking fountains and |                  |                         |                              |

|                                                      |  |  |  |
|------------------------------------------------------|--|--|--|
| sinks clean                                          |  |  |  |
| Lockers/benches secured in place with no rough edges |  |  |  |
| Toilets and urinals clean and operating              |  |  |  |

|                                                        |  |  |  |
|--------------------------------------------------------|--|--|--|
| Toilet and paper towels stocked and supplies available |  |  |  |
| Locker rooms clear of glass objects                    |  |  |  |
|                                                        |  |  |  |

|                                     |  |           |                                         |
|-------------------------------------|--|-----------|-----------------------------------------|
|                                     |  |           |                                         |
| <b>Chemical Storage Areas</b>       |  | YES OR NO | ACTION<br>DATE OF<br>TAKEN<br>CHECKLIST |
| Chemicals stored properly           |  |           |                                         |
| Doors labeled properly              |  |           |                                         |
| Signs legible and in good condition |  |           |                                         |

|                                                                         |  |                  |                                                   |
|-------------------------------------------------------------------------|--|------------------|---------------------------------------------------|
| Doors locked                                                            |  |                  |                                                   |
| No suspicious odors                                                     |  |                  |                                                   |
| <b>Other Areas of Concern</b>                                           |  | <b>YES OR NO</b> | <b>ACTION<br/>TAKEN<br/>DATE OF<br/>CHECKLIST</b> |
| Building exits are free of debris, permitting easy access and egress    |  |                  |                                                   |
| Fences and gates surrounding the facility are in safe and working order |  |                  |                                                   |

|                                                                                       |  |  |  |
|---------------------------------------------------------------------------------------|--|--|--|
| Entrances to the pool area can be locked to prevent access during non operating hours |  |  |  |
| Pavement is in good condition and lighting is visible<br><br><b>Notes:</b>            |  |  |  |

|                                |  |                  |                          |
|--------------------------------|--|------------------|--------------------------|
| <b>Emergency Plans</b>         |  | <b>YES OR NO</b> | <b>Communicated Date</b> |
| Facility Emergency Action Plan |  |                  |                          |

|                                                                                     |  |  |  |
|-------------------------------------------------------------------------------------|--|--|--|
| Facility Weather Action Plan                                                        |  |  |  |
| Emergency equipment is readily accessible<br><br>LSC Incident Report Form Available |  |  |  |
| LSC Incident Report Form Has Been Completed and Filed IF APPLICABLE                 |  |  |  |

A signature is required of one of the following:

Facility Director \_\_\_\_\_ Date \_\_\_\_\_  
Meet Director \_\_\_\_\_ Date \_\_\_\_\_  
Referee \_\_\_\_\_ Date \_\_\_\_\_  
Designated Safety Officer \_\_\_\_\_ Date \_\_\_\_\_

This checklist is only a guideline and a sample template for reference or use. You should check your particular pool and facility for additional applications.

Not all safety concerns are on this list. Your facility may have unique concerns that must be addressed as the situation requires.

A Facility Safety Checklist should be completed annually and prior to any competition or event being held at the facility

Submit completed form to AMS Operational Risk Chair@ [operationalrisk@amswim.org](mailto:operationalrisk@amswim.org)

# Operational Risk Update 4/12/2025

1. Continual pushback about following the Warm and Cool-Down procedure from coaches. This is not only something that is done in Oahu. This should be something done throughout the LSC at every meet.
2. Concern about the lighting issue during Kona Champs. Did speak to both the meet director and meet referee about day 1's lack of light. Saint-Marie has submitted an inquiry to the National ORC about guidance about what should be happening if a similar situation were to happen again.
3. For New Business, please see **Proposal for Addition of Safety Requirements to the Sanction Application Process.**

## **Proposal for Addition of Safety Requirements to the Sanction Application Process**

**Submitted by:** Saint-Marie Gough

**Committee:** Operational Risk

**Date:** April 12, 2025

### **Proposal Summary**

This proposal recommends that the following two items be made **mandatory** additions to the existing Sanction Application process for all meets:

1. **Signed acknowledgment** that the meet host will adhere to the **LSC's Warm-Up/Cool-Down Procedures** included in the HISI P&P.
2. A **site-specific Emergency Action Plan (EAP)** for the event.

These items would accompany the existing requirements:

- Sanction form
- Meet announcement/entry file
- Backup file
- Proof of facility rental

### **Background and Justification**

Currently, our sanction process ensures technical and logistical details are provided, but explicit accountability for safety procedures is not formally documented. The Operational Risk Committee, would like to propose the following:

#### **1. Reinforced Responsibility for Athlete Safety**

By requiring meet hosts to sign off on their commitment to follow the warm-up/cool-down procedure, we ensure that expectations around athlete safety are communicated clearly and agreed upon in writing.

#### **2. Emergency Preparedness**

An Emergency Action Plan (EAP) is a best practice in event and facility safety. Having a meet-specific EAP on file ensures the host has thought through appropriate responses to medical emergencies, facility issues, weather threats, and other potential risks.

### **3. Risk Mitigation and Legal Protection**

Should an incident occur at a sanctioned meet, having documentation that the host agreed to follow safety procedures and had an EAP in place protects the LSC from liability and shows due diligence. This documentation may be critical in the event of an investigation, insurance claim, or lawsuit.

This proposal is also in alignment with USA Swimming's emphasis on safe sport and proactive risk management.

### **Recommendation**

It is recommended that these two items be added to the list of required documentation for sanction approval, effective immediately. Suggested enforcement could fall under the Technical Planning and/or Operational Risk Committees.

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### **Proposed Language for Sanction Checklist Update**

#### **New Sanction Application Requirements:**

- Signed Sanction Form
- Meet Announcement File
- Meet Backup File
- Proof of Facility Rental
- **Signed Acknowledgment of LSC Warm-Up/Cool-Down Procedures** or By submitting this form you, the host agree to abide by the Hawaiian Swimming Warm-Up/Cool-Down Procedure.
- **Emergency Action Plan (EAP) specific to the meet venue**

