

Administrative Vice Chair Report

ISI Board of Officers Meeting

Sunday, March 29, 2017

Old Business:

- A. Floating Holidays. Following the adoption of the ISI Employee Handbook, we as a board need to adopt two floating Holidays for the calendar year 2017. I propose Monday, July 3rd (the 4th of July is on a Tuesday) and Friday, November 24 (the day after Thanksgiving) as the two floating holidays for 2017.
- B. Board of Directors Handbook. I am waiting on surveys from eight non-athlete board members and all athlete board members. I would appreciate receiving the surveys by March 31, 2017.
- C. Service Sharing Task Force. I have a committee of five non-athletes and two athletes established to begin the process of determining the need options for a second ISI employee. The committee consists of me, Jason Horas (ACAC), Don Spellman (ICE), Bobby Kelley (LMST), Marie Koenigsfeld, Emily Goodman (Athlete PSC) and Meirav Flatte (Athlete ICE). I have called for our first meeting to be by phone on Thursday, March 30, 2017. This will be a phone meeting and will begin at 7:30 pm. I have sent Marie information for the ISI website calendar.

New Business:

- A. Updated Section K. I have been working with a small group to review and update Section K for some technical changes that were left-off in the previous re-write. I attach the version that I am presenting to the April HOD meeting for approval. Some noticeable changes include:
 - 1. Further delegation to the TPC of designing and structuring the ISI Championship Meets.
 - 2. The elimination of the Regional Finals Meets.
 - 3. Moving the regular Entry Date for Championship Meets to noon of the Monday before commencement of the meet.
- B. Sanctions. We have already issued nine sanctions for summer swim meets. Two swim meets have been dropped (ICE Mercer Invitational and PSC Summer Sizzler). The Meet Bid Committee Meeting is scheduled for April 8th. It will be held at the West Des Moines Public Library and begin at 9:30 am.

Task List

My task list still consists of:

- 1. External Audit. Investigating the cost and procedure for conducting an external audit of our financial statements and accounting procedures.
- 2. Governance Committee. Investigating the use of a governance committee for our LSC. The governance committee works with the board to make sure items are getting done on a timely basis and committees are doing their respective jobs.

Code Book	Section K CHAMPIONSHIP MEETS	Page:	K-1
Iowa Swimming, Inc.		Revised:	3/2017

TABLE OF CONTENTS

I.	BACKGROUND AND PURPOSE	K-2
II.	GENERAL RULES FOR ALL ISI CHAMPIONSHIP MEETS	K-2
III.	ISI SHORT COURSE AND LONG COURSE CHAMPIONSHIP MEETS.....	K-5

Code Book	Section K	Page:	K-3
Iowa Swimming, Inc.	CHAMPIONSHIP MEETS	Revised:	3/2017

b. The TPC and the Administrative Vice Chair will publish a draft of the Meet Announcement for the following year's ISI Championship Meets no later than the last day of February of the calendar year of the Meet Bid Committee Meeting in which the meet bid is awarded.

5. Sanctioning. Any team which has been awarded the opportunity to host an ISI Championship Meet must submit the appropriate sanction fee by the first House of Delegates meeting that follows the Meet Bid Committee Meeting in which awarded the meet.

6. Wrap-Up. Following each ISI Championship Meet, the host Club will send one copy of the initial meet program to the ISI Administrative Office.

C. General Meet Operations Rules for All Iowa Swimming Championship Meets. The following meet operations rules apply to all ISI Championship Meets, unless otherwise modified by the rules for the specific championship meet.

1. Seeding.

a. All entry times will be matched to the USA Swimming database ("SWIMS"). Swimmers must enter at a time achieved within the previous 24 months prior to the start of the first ISI Championship Meet for that season.

b. Swimmers whose entry time does not match a time in SWIMS will be seeded at that swimmer's fastest available qualifying time or the slowest nonconforming entry time.

c. At the discretion of the referee, swimmers in the 1650 or 1500 free may be given the opportunity to down-seed.

2. Entry Deadlines.

a. The regular entry deadline will be noon of the Monday immediately prior to the start of the meet.

b. If a swimmer makes a qualification time at an ISI Championship Meet that immediately precedes the ISI Championship Meet in which the swimmer is entering, the swimmer will be eligible to enter those events and up to two additional events where the swimmer has achieved the qualifying time standard. Swimmers must provide proof of times for events not available in SWIMS or these entries will be seeded at the lowest non-conforming entry time. These entries will not be considered late entries and will be charged the regular meet entry fee provided the entries are submitted before noon on the Monday immediately prior to the start of the ISI Championship Meet in question.

c. New or updated entries, regardless if they are individual or relay entries, received after noon on the Monday immediately prior to the start of the meet will be entered treated as a late entry.

Code Book	Section K	Page: K-5
Iowa Swimming, Inc.	CHAMPIONSHIP MEETS	Revised: 3/2017

5. Time Trials. The entry fee for sanctioned Time Trials at any ISI Championship Meet shall be twice the event entry fee. Fees collected for time trials are retained by the host club.

6. Spectator Fees. The host clubs may elect to charge a spectator fee of \$3.00 per session, \$5.00 for an all-day pass, and \$12.00 for an all-session pass. Children age twelve and younger shall not be charged a spectator fee.

III. ISI SHORT COURSE AND LONG COURSE CHAMPIONSHIP MEETS.

A. **Programs**. In addition to the other requirements for a meet program, the program for the ISI Championship meets must list the ISI Q time standards and state records for all age groups and Senior events. The programs for the following respective meets will also list the qualifying times for the:

1. ISI Short Course Championships - Central Zone Section 1 Short Course meet, and the following USA Swimming meets: the Futures Championships, Summer Junior National Championships, Summer US National Championships, and the US Open Championships (if applicable).

2. ISI Long Course Championships - The following USA Swimming meets: the Future Championships, Summer Junior National Championships, Winter Junior National Championships, Summer US National Championships, Winter US National Championships, US Open Championships (if applicable), and the US Olympic Trials (if applicable).

B. **Coach Deck Passes**. Each teams participating in the meet will receive the greater of three deck passes for the team's coaches or one deck pass per 10 swimmers entered into the meet.

C. **Missed Cut-Off Time Policy**. The ISI missed cut-off policy will be enforced at the ISI Age Group Short Course Championships, the ISI Short Course Championships, and the ISI Long Course Championships.

D. **Relay Seed times**. Relay times entered for the meet prior to the initial meet entry deadline shall be either aggregate times based on athletes entered in the meet, a relay time achieved by the club within the past year extending back to previous year's ISI Championships or a NT.

E. **Failure to Swim Penalties.**

1. Failure to Swim in a Preliminary Heat. Swimmers who are entered into preliminary heats that do not intend to swim must scratch prior to the scratch deadline for the session or declare a false start to the deck referee prior to the start of the event. Failure to scratch or failure to declare a false start shall result in the swimmer being excluded from the next entered individual event.

2. Failure to Swim in a Consolation or Final Heat. Penalty for no show/no scratch at finals shall be disqualification from the meet or a \$50 fine payable to the host team. The fine will be