



ISI HOUSE OF DELEGATES MEETING

1:00PM Start Time – Sunday, April 29, 2018
(Registration begins 12:45PM)

*Hilton Downtown Des Moines
435 Park Street
Des Moines, IA 50309*

Roll Call

Announcements

Minutes of Previous HOD Meeting

Treasurer's Report

Old Business

Tabled motion to amend Section I. VII. M. 3. g.

New Business

Proposals

- Proposal A – Section P Communications Policy (Phil Barnes)
- Proposal B – Section I, VIII. IX. ISI Swim Suit Policy (Curt Oppel)
- Proposal C – Section K. B. 1. ISI Championship Meet Timer/Official Allocation (Curt Oppel)
- Proposal D – Flex Memberships (Phil Barnes)
- Proposal E – Section K. II. 5. (Brian Ruffles / Technical Planning Committee)
- Proposal F – Section I. III. A. 2 (Brian Ruffles / ISI Meet Championships Committee)

Elections

General Chair, Admin Vice Chair, Treasurer, At Large (4 openings), Diversity Chair (non-voting position), Hall of Fame Committee, Administrative Board of Review, Nominating Committee Chair

Other

Officer Reports

General Chair, Admin Vice Chair, Senior Vice Chair, Age Group Vice Chair, Secretary, Treasurer, Technical Planning Chair, Senior Coach Representative, Senior Athlete Representative

Committee Reports

Finance/Scholarship, Officials, Safe Sport, Safety, ISI Championship Meets, Swimposium
ISI Office (New Club, Records, Registration/Membership, Times)

Adjournment



Proposals for April 29, 2018 HOD Meeting

Tabled Motion: Section I. VII. M. 3. g. *(Original motion made by Brian Ruffles and seconded by Jamie Langner)*

Split Warm-ups.

The maximum number of athletes in a warm-up session will be calculated by multiplying the number of lanes available by the number of athletes per lane listed below:

	SCY	SCM	LCM
13 & Over	15 per lane	17 per lane	34 per lane
12 & Under	20 per lane	22 per lane	41 per lane

- i. If warm-ups are split, the meet host must follow ISI policies and procedures for each warm-up period (see VII.M.3.e & VII.M.3.f).
- ii. Warm-ups for a single session of a swim meet may not be split more than once. The maximum athlete count for the session can be calculated by doubling the number of athletes per warm-up session.
- iii. Exception: For ISI Championship meets and A+ level meets, splitting warm-ups will be at the discretion of the meet referee.

Motion to table passed.

Proposal A – Addition to ISI’s Policies and Procedures – Section 9 Communications Policy *(Phil Barnes)*

See Section P attachment

Rationale:

Effective: Immediately

Proposal B - Revises ISI P & P Section I, VIII *(Curt Oppel)*

Section I, VIII, IX. SWIM SUIT POLICY. Swimmers 10 years and younger shall not compete in “Tech Suits” during ISI Sanctioned or Approved competitions.

Rationale: To avoid the possibility of 10 & Under athletes competing in Tech Suit during an approved meet and having the time achieved entered into SWIMS.

Effective: Immediately

Proposal C - Section K. B. 1. Timer/Official Allocation. *(Curt Oppel)*

1. Timer/Official Allocation. Clubs and unattached athletes participating in any ISI Championship Meet must provide 50 percent of the timers and officials on a prorated basis according to number of



Proposals for April 29, 2018 HOD Meeting

athletes at the meet from each team. The club hosting the Championship Meet is responsible for providing all other timers, officials and volunteers.

Effective: Immediately Rational: To clarify the host club's responsibility to provide timers, officials and volunteers that are not required to be provided by the attending clubs and unattached athletes.

Rationale: Delegates full responsibility for planning the ISI Championship Meets to the ISI Technical Planning Committee.

Effective Date: Retroactive to September 1, 2017

Proposal D – Flex Memberships (*Phil Barnes*)

ISI will begin offering Flex memberships.

- The cost will be \$20 of which \$10 goes to ISI and \$10 to USA Swimming.
- The membership is like the year-round athlete membership and is good for a calendar year period.
- Individuals applying for Flex Memberships on or after September 1 of the current year will receive membership through December 31 of the following year.
- Depending on the program(s) a team offers, Flex members could progress from swim lessons to pre-team and then transition to year-round swimming all within the same year.
- The Flex membership is available to individuals ages 18 and younger.
- Swimmers who move to the year-round membership category within the same membership year will receive credit the cost of the Flex membership towards the cost of their year-round membership.
- Swimmers may participate in two (2) USA Swimming sanctioned meets per membership year below ISI Championship meets.

Rationale:

Effective Date: September 1, 2018

Proposal E – Section K. II. 5. (*Brian Ruffles / Technical Planning Committee*)

Order of Events. The TPC must set the ~~order of events~~ and the type (Age Groups, Prelim/Final or Timed Final, Number of Sessions) of meet by January 31st of the calendar year of the Meet Bid Committee Meeting in which the meet calendar is being set. The TPC will set the order of events by October 1st.



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Rational: This would allow TPC to amend the order of events after running the meets in the spring to aid in any timeline snags that come up.

Effective Date: September 1, 2018

Proposal F – Section I. III. A. 2 (Brian Ruffles / ISI Meet Championships Committee)

LSC Championship Meets. The General Meet Schedule shall provide dates for the ISI Championship Meets for the forthcoming program year beginning September 1st and ending August 31st.

The ISI Board of Directors is responsible for developing contracts with the facilities to host the ISI Short Course Championships, ISI Age Group Short Course Championships and ISI Long Course Championships. These contracts should be established before the General Meet Schedule is published as provided in item 4., below. During the bidding process, ~~ISI will encourage clubs to bid for those meets at the contracted facilities (or developed agreements of use) and publish a reimbursement rate for which host clubs must remit to ISI at the time the ISI Meet Financial Summary (APP 11) is sent to the ISI Administrative Office.~~ ISI clubs will have the opportunity to bid to co-host the meets with the LSC in a shared profit format.

Shared Profit Format:

The LSC and Host Club will share the profits from the meet (after expenses). The LSC will be responsible for all finances and will issue a stipend to the Host Club after the meet. The responsibilities of the host club and the stipend will be determined by the Iowa Standing Championship Meet Committee by January 31st of the year of meet bids and will be distributed to the LSC prior to meet bids being due.

Rational:

1. To help bring consistency in running the LSC top three championship meets, the LSC would take over running in a shared revenue format. There would be a host club also charged with sharing the responsibility of hosting the meet.
2. The LSC is currently operating on a deficit budget. To alleviate this and still maintain providing a high level of service to our members, we need to find ways for the LSC to generate income. This model would help erase the budgeted deficit in future years.

Effective Date: September 1, 2019 (*First impacts bids for 2019-2020 meets*)

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I. BACKGROUND AND PURPOSE. Section P of the Iowa Swimming, Inc. ("ISI") Policies and Procedures establishes the publication of and commentary on electronic, written and social media by employees and representatives of ISI. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube. Electronic communication includes email, surveys and web-based documents. These Policies and Procedures are in addition to and complement any existing or future policies regarding the use of technology, computers, e-mail and the internet by ISI staff members and volunteers.

ISI employees and representatives are free to publish or comment via electronic means and social media in accordance with this policy. ISI employees and representatives are subject to this policy to the extent they identify themselves as an ISI employee or representative (other than as an incidental mention of place of employment or swimming activity in a personal blog on topics unrelated to ISI).

Notwithstanding the previous section, this policy applies to all uses of social media, including personal, by ISI employees and representatives, as their positions with ISI would be well known within the community. Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

All uses of social and electronic media must follow the same ethical standards that ISI employees must otherwise follow.

II. THE USE AND GENERAL POLICIES OF SOCIAL MEDIA AND OTHER IDENTITIES. Social media and other identities, logon ID's and user names may not use ISI's name or similar identity without prior approval from the General Chair or Admin. Vice Chair.

The logon, user names, electronic signature and profiles for ISI employees and representatives profile must be consistent with their individual and personal profiles on the ISI website or other ISI publications.

A. Posting on Social Media and other Identities. ISI Representatives may discuss ISI issues and have a dialog with the community about ISI issues, but may not publish confidential information. Confidential information includes items such as unpublished details about ISI software, details of current projects, future plans, financial information, specific board discussions and decisions that are not detailed in meeting minutes, research, and trade secrets. The wishes of members and constituents regarding the confidentiality of current projects must be respected. ISI employees and representatives must also be mindful of ethical conduct at all times.

B. Protecting Privacy. Privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be on the ISI website. Other privacy settings that might allow third-parties to post information or see information that is personal should be set to limited access. ISI employees should not be seen by the public.

C. Honesty and Accurate. ISI employees and representatives must not blog anonymously or use pseudonyms or false screen names. ISI's policy and procedure is to be

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transparent and honest in all communications. ISI employees and representatives must identify themselves with their real name and that they work or represent ISI. ISI employees and representatives must not say and state anything that is dishonest, untrue, misleading or inaccurate. ISI employees and representatives should make it clear in the posting if they have a vested interest in the discussion. ISI employees and representatives must remember that what is posted is permanent and generally public so should cautiously and carefully consider the content to ensure it does not disclose unwanted personal or confidential details.

D. Respect Copyright Laws ISI employees and representatives must show proper respect for the laws governing copyright, including any ISI owned copyrights and trademarked brands. ISI employees and representatives must not quote more than short excerpts of someone else's work and always attribute such work to the original author or source. The preferred practice is to cite or link the work of others to the posted material to provide proper credit to the original owners or authors.

E. Respect the Audience, ISI, Fellow Workers and Volunteers. The public in general, and ISI's employees, representatives, members and constituents are a diverse set of individuals with varied values and points of view. ISI employees and representatives should not post anything contradictory or in conflict with the ISI website or published ISI Board positions. ISI employees and representatives may state their own opinion, but it should be in a respectful manner. This includes no ethnic slurs, offensive comments, defamatory comments, personal insults, and obscenities, but also proper consideration of privacy and other topics that may be considered objectionable or inflammatory - such as politics and religion. ISI employees and representatives should use their best judgment and ensure to make it clear that the views and opinions expressed are that of the person making the post and do not represent the official views of ISI.

F. Protect ISI Athletes and Members. Athletes, members, customers and suppliers should not be cited or obviously referenced without their approval. Never identify an athlete, member, customers, or supplier by name without permission and never discuss confidential details of an athlete or member. It is acceptable to discuss general details about projects and to use non-identifying pseudonyms so long as the information provided does not violate any non-disclosure agreements or other ISI Policy and Procedure that may be in place.

G. Surveys and Collection of Electronic Informational. Any surveys generated or any electronic information collected for or by the ISI Board of Directors, ISI committees, task forces or any similar ISI group must be confidential with respect to a responder's personally identifiable information and responses attached with responder's name. This requirement will not apply if the survey or the electronic information collected clearly identifies that responses are not confidential both on the first page and with any submit button (if electronic) or on the last page of paper, or if the responder asks to be contacted about the survey or responses or the electronic information collected. If a survey response includes criticism or disparaging remarks about an ISI member or employee, the board shall create a task force to investigate the remarks within 30 days. This policy applies to surveys, on-line voting, on-line sign-up and any other type of information collected through the internet or other survey means.

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H. Controversial Issues. ISI employees and representatives may point out any misrepresentations made about ISI in the media,. Always do so with respect and with the facts. All remarks should be factual and s not disparaging of the party who made the misrepresentation. ISI employees and representatives must avoid onl line arguments. Arguments may earn traffic, but are not a productive form of communication. All statements made must be factually correct.

I. Correct Mistakes. If an error is made, ISI employees and representatives should be up front about the mistake and correct it as quickly as possible. If an earlier post is corrected, the correction should make it clear that it is corrected. Accusations of breach of copyright violations should be corrected quickly - it is better to remove any potential copyright violation to lessen the possibility of a legal action.

J. Think About Consequences. ISI employees and representatives must consider what might happen if an they are in a meeting and someone shows a print-out of a posting that says "This person at ISI says that this sucks."

- All communications should be written in clear concise and professional manner.
- Saying "This needs to have an easier learning curve for the first-time user" is fine; saying "This sucks" is risky, unsubtle and amateurish.
- Once again, it's all about judgment; ISI employees and representatives should not use postings to trash or embarrass ISI, athletes and members, co-workers, and volunteers.

K. Disclaimers. A disclaimer should be used whenever a personal communication includes information that the person initiating the communciation works for or is associated with ISI. This disclaimer should prominently state that the user either works for, or is associated with ISI but that this communication is a personal opinion and does not necessarily represent the policies or views of Iowa Swimming, Inc. The Admin. Vice Chair can provide applicable disclaimer language and assist with determining where and how to use that.

L. Don't forget your day job. ISI employees and representatives should ensure postings do not interfere with commitments to members or the organization.

M. Communication Tips. The following tips are recommended and will contribute to successful use of social media and other identities.

- The best way to be interesting, stay out of trouble, and have fun is to write about what is known to the author. There is a good chance of being embarrassed by a real expert, or of being boring if the writer is not very familiar with the topic.
- Quality matters. Use a spell-checker. It is always appropriate to ask someone to read and check your posting. Third party advice and assistance should be taken in an effort to improve the communication.
- The speed of being able to publish thoughts is both a great feature and a great downfall of electronic and social media. The time to edit or reflect must be self-imposed. If in doubt over a post, or if something does not feel right, either let it sit and look at it later before publishing it, or ask someone else to look at it first.

ISI Championship Meets Committee Proposal – Additional Information

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A possible example of responsibilities of hosting the meet:

- Set Championship Schedule – ISCA and BOD
- Facilities, dates available, contract negotiation and payment – ISI Office, Iowa Standing Championship Meet Committee and BOD
- Meet invite, standards and overall conduct of the meets – TPC
- Officials assignments, Meet Ref and Admin Ref in addition to Official's shirts – Officials committee
- Awards, ordering and delivery – ISI Office
- Meet Times Recon – ISI Office
- Meet Director – ISI Office
- Write Meet Event file and /or OME – ISI Office
- Entry Chair – ISI Office
- Volunteer Coordinator – Host Club
- Lane Timers – Host Club
- Meet Marshall – Host Club
- Spectator Entry Table – Host Club
- Deck Entry Control – Host Club
- Awards – Host Club (Under guidance of the ISI Office)
- Hospitality Volunteers – Host Club

Additional cost that LSC would incur:

Permanent Equipment:

- Two laptops with Ethernet cables - \$700
- Meet Manager Software – ISI already owns the basic MM7.0 software. To run a meet there are additional upgrades required, one time only cost once purchased these never need to be purchased again. \$1493 Includes networking, timing and scoreboard, awards and entry labels
- Stop Watches, Clipboards – Accusplit watches SwimOutlet \$20/ea
- Headset Radios and case - \$2111.00

(These could be rented to ISI clubs during non-Championship meet weekends)

Variable Cost:

- There will be additional staff compensation over the weekends of the meets with overtime and travel expenses
- Signage, Paper, tape & other meet supplies

Possible Stipend Breakdown:

Meet	# of Sessions	# of Volunteers Per Session	Amount Per Volunteer	\$ Per Session	Total
Senior Champs	7	30	\$ 30.00	\$ 900.00	\$ 6,300.00
Age Group Champs	10	30	\$ 30.00	\$ 900.00	\$ 9,000.00
Long Course Champs	12	30	\$ 30.00	\$ 900.00	\$ 10,800.00

Items that Iowa Swimming currently pays for:

- 50% or more of facility cost as determined by BOD in January prior to bids
- Officials Shirts
- Bag Tags for athletes, coaches and officials
- Travel for official's evaluators

The following slate of candidates are presented for election by the House of Delegates by the nominating committee:

Board of Directors

Admin Vice Chair: Jennifer Flatté (ICE)
Treasurer: Doug Kolsrud (UN)
At Large: Eric Crawford (NST)
At Large: Jennie Hedrick-Rozenberg (SEA)
At Large: Dan Lake (BLAZ)
At Large: Mike Peterson (ACAC)

*Diversity Chair: Chrissy Beagle (ACAC)

Hall of Fame Committee

Zane Hugo
Mike Peterson

Administrative Board of Review

Julie Quass (2 yr term)
Paul Eure (1 yr term)
Doug Colin (1 yr term)
Robert Fry - alternate (2 yr term)

Nominating Committee Chair

Jennifer Rumping

Anyone interested in serving as or nominating someone for General Chair, *Disability Chair, or an At-Large member of the board is encouraged to contact Jennifer Flatté (jflatte@wandering6.net).

Nominations may also be made from the floor for any position.

**Board members pending amendment of the bylaws.*