

October 2nd HOD Minutes

Meeting was called to order by Jim Willis at 12:30pm.

I. Introductions/Roll Call

HOD Members Present: Dan St. Pierre – Casco Bay Regional Y, Mark Leavitt – Coastal Maine Aquatics, Matt Montgomery – Down East Family Y, John Matzen – Kennebec Valley Y, Beth Preglovick – Waterville Y, Marie Weferling – Penobscot Bay Y, Sally Johnson – Piscataquis Regional Y, John Smith – Westbrook Seals, John Bliss – Westbrook Seals, Lori LaPointe – Wiscasset Unsinkables

HOD Members Absent: Eric Palmer – Bangor Y, Morgan Dorsey – Boothbay Regional Y, Marybeth Pordon – Old Town/Orono Y, Sarah Rubin – Portland Y, A.J. Rog – Seacoast Swim Club, Aaron Winslow – Waldo County Y

BOD Members Present: Jim Willis, Tom Manduca, Matt Baxter, Lia Langeveld, Dee Hafford, Jay Morissette, Mardie LaRiviere, Andrew Kemp, Steve Elwell, Tony Ten Haagen, Fritz Homans, Sean Flaherty, Tyler Wright, Sam LaRiviere,

BOD Members Absent: Thomas Branch, Kathryn Violette, Laura Flewelling, Uriah Eilinger, Sam Couillard, Butch Babin, Judy Milliken

II. Reading, Correction & Adoption of Minutes

Motion to approve the minutes by Sean. 2nd – Sally. Jim recommended the first sentence be taken out. 2nd – Matt. Vote – All in favor with 1 opposed and 1 abstention. Vote – Passes. Spelling errors will be corrected.

III. Reports of Officers

Dee Hafford – Treasurer

Last year's winter Zone trip stayed pretty close to budget. Year to date, the net is \$6,475.74. As of August 1st, there was \$24,613.51 in checking, \$8,279.75 in Key Bank and \$25,810.54 in the CD for a total of \$58,703.80. MSI's operating budget is \$200,000.

Jim Willis – General Chair

The athlete protection plan goes into effect on January 1st 2011. The new background checks allow for a real-time check. It would be nice to have the charge to register as a coach rolled into one, but since the checks are done by a separate company, this is not possible. A question was brought up about people who have other background checks done for their jobs and if those were acceptable. These are not acceptable as only each individual can give permission to do the background check and no other authority can override this and give out results of previous background checks.

The athlete training program is slated to begin in August 2011, but it may not be required until 2012. Swimmers 18 and over are not required to be background checked.

The new plan does not affect timers or other meet personnel, who are still allowed to sign the volunteer waiver. Shadow officials are OK on the deck as long as they are with an official at all times. Other people who are involved with swimmers, such as chaperones, need to be registered with USA Swimming.

Officials Chair – Steve Elwell

Right now, it is too costly for volunteers to become officials. MSI should consider picking up each official's registration and background checks which would take the burden off of teams. Officials are good about working all meets in the state. This would also help with MSI run meets, like Champs.

Administrative Vice-Chair – Tom Manduca

The structure of MSI was discussed and this will be better implemented in the future.

Age Group Chair – Matt Baxter

Clinics need to be progressive. To this end, a general clinic will be run in Fall 2011, hopefully with a big name swimmer like Ryan Lochte. At the end of the clinic, there will be a meet and fun event. For the clinic in the Spring of 2012, swimmers would need to have an A time or better to attend. At these clinics, there will also be some form of coach clinic or education.

Registration & Membership Chair – Given by Jim from Thomas Branch

The team registration fees have changed this year depending on when the info is in to the Registration & Membership Chair. Teams must have TM 5.0 to register athletes.

Safety Chair – No Report

IV. Reports of Committees & Coordinators

Coaches Representative – Mardie LaRiviere

Strategic planning was presented this morning. TPC has a list of things to work on.

Disabled Athletes Chair – Currently no one in position

Zones Chair – Given by Jim from Judy Milliken

Judy is working on prices instead of travel agent, uniforms went out to bid and the meals plan will be changing.

Camp Coordinator – Currently no one in position

National Times – No Report

Sanction Chair – Given by Jim

Send to Jim. Check will only be cashed if no report is sent. Should MSI put these in a separate bank account?

Athlete Rep – No Report

V. Presentation & Approval of Annual Budget

The budget should reflect an increased amount for the audit - \$5,000. Motion to increase this by Matt. 2nd – Lori. Vote – All in favor with 1 opposed and 2 abstentions. Vote – Passes.

Subsidizing the Zone trip is a big expense, but it is in line with what other meets. For Sectionals, each swimmer receives about \$400 and for Zones it is about \$300. In the future, the bus contract will be bid on. There is a change this year where the Zone meet will allow 3 swimmers in each event provided each has met an A time standard.

Motion by Steve for MSI to pay membership fees and background checks for officials. 2nd – Fritz. Clubs should be promoting within to get their own volunteers. If MSI picked up this cost, it might get more people to volunteer, especially at meets like Summer Champs. MSI could subsidize a certain amount of money or number per team. Officials could register as UN so they could work any meets.

Sean amendment that 1 official per 25 registered athletes required. MSI strongly recommends that clubs pick up other costs. This was later withdrawn.

Shirts for officials could be in the Champs budget. Could each team bring 1 official? If so, there would be no problem for these meets.

Could we scholarship officials like we scholarship athletes?

Jim amended – An official or team will be reimbursed for their background check and registration fee if they work at Winter or Summer Champs.

Vote – All in favor with 1 opposed. Vote – Passes.

Motion to increase the budget by \$2000 in Winter Champs to cover registration cost. This will be a one year change and if it's ongoing will go to a Policy & Procedure change.

Vote – All in favor with one abstention. Vote – Passes.

Motion to approve the budget. Vote – All in favor. Vote – Passes.

VI. Unfinished Business

None at this time.

VII. Elections

Senior Chair

Sean nominated Leanne. 2nd – Tom M.

John S. nominated Butch. 2nd – Lia.

Tom M. motioned to have a secret ballot. 2nd – Fritz. Vote – All in favor with 1 opposed. Vote – Passes.

MSI is currently seeking a finance chair. Their job responsibilities would be a check and balance on the treasurer. It would be recommended to have a CPR, Professor of Accounting or a Financial Planner. Jim would like to talk to Peter Clark as to what the job requirements are exactly.

At Large Position

Jim nominated John Smith. 2nd – Fritz.

Lia nominated Marie. 2nd – John M.

Tony nominated Nate Stevens. 2nd – Matt B.

Positions Appointed

Disabled Swimmers – John S.

Camp Coordinator – Marie

Votes for Senior Chair tied twice. Motion to re-consider the vote by Sean. 2nd – Jim. Vote – All in favor. Vote – Passes.

Winners of Positions

Senior Chair – Butch Babin

At-Large – John Smith

With Butch being voted as Senior Chair, this opens a slot for an At-Large position which will be filled at the Spring HOD meeting.

VIII. New Business

During Strategic Planning, a mission was developed and is now on the website. The mission is:

Officials Liaison – 21 LSCs require this but there is no requirement of number of officials.

Camps/Clinics – ASCA education incentive

Disability Scholarship – MSI recommended that some be kept in the account to fund it and some would be used each year. To receive the scholarship, the disability would have to be recognized by the USA rulebook. A committee will be formed by the disability chair to determine the scholarship recipient(s). Vote – All in favor with 2 abstentions. Vote – Passes.

Policy & Procedures

The shadowing part about officials was taken out and the new USA rules were added. Motion by Tom. 2nd – Sean. Vote – All in favor with 4 abstentions. Vote – Passes.

The Nominating Committee for 2011 will consist of the Past General Chair, Fritz, Steve and Tony. Jim will be the Chair of this committee if the past general chair is not interested. Motion by Jay to accept. 2nd – Sally. Vote – All in favor. Vote – Passes.

Tony discussed college programs being cut. Since 1980, there have been 70 Div I Men's programs and 200 Div I Women's programs. MSI would like to work towards the preservation of college swimming by using college athletes more. By working with local colleges, a connection between age-group and collegiate swimmers would be formed. If these athletes put on clinics for the age-group swimmers, club swimmers would see how attainable it is to swim in college.

Motion by Jay to have Summer Champs in St. John from July 20th – 23rd. 2nd – Fritz. Could the meet be run a week later or during the Zone meet? In August, there could be clinics or open water meets. Jay retracted the original motion and made one to have Summer Champs on dates up to July 20th – 23rd at a site TBD. If the meet were held in country, it would be Th-Sat and W-Sat if out of country. Teams feel the meet would be better attended if it were shorter. Motion by Jay to run a 2 ½ day meet Th-Sat. 2nd – Matt. Vote – All in favor with 2 opposed and 5 abstentions. Vote – Passes.

IX. Resolutions & Orders

Who approves what does or does not go on the website? There should be checks and balances as to what goes up. The webmaster will remote to the Vice-Chair. Please CC Jim & Tom M. on any communications with the webmaster. The Vice-Chair and Admin Vice-Chair should have administrative powers on the website.

There is a Y/USA/HS clinic in Portland at the Portland Y on October 17th. There is a clinic at Wallace Pool at UMO on October 24th.

There will be a meeting at SYOA after the Saturday PM session to discuss next year's meet schedule.

The athlete reps discussed the Intra-State All-Star meet and liked the format and thought it was fun.

The Board would like to have more face-to-face meetings, possibly once or twice a year. Right now, the timeframe is looking towards early December, late April/early May or September.

Spring HOD: Saturday May 14th @ site TBD.

Motion to adjourn by Jay. 2nd – Matt M. Vote – All in favor. Vote – Passes.

Meeting adjourned at approximately 3:05pm.

General Chair's Report
October 2, 2010

The following report is basically the same report that I presented to the Board of Director on September 21.

The big news is the Athlete Protection Policies that were passed at the USAS Convention last week in Dallas. First, all non-athlete members of USA-S will need to pass a background check. Second, volunteers who interact daily with athletes will also have to pass the background check. Third, all non-athlete members of USA-S will have take an 'Athlete Protection Education' as a requirement of their membership. Fourth, the structure of reporting and penalties will be updated. Fifth, clubs will now have to conduct specific pre-employment screening to hiring anyone who would be in a supervisory position. Thomas Branch has prepared a Membership Report that will detail what is happening at the present time.

Next we had two important resignations in the last few months. Jared Felker left to coach Seacoast Swimming Association there by resigning his positions of Senior and Disability Chair. Jim Gravel also resigned his position of Finance Chair. We are planning to hold a special election for these 2 positions today. Nominations will be taken from the floor. I think it is important that we elect the most qualified candidates possible but also that they understand the roles that they will be taken on. I will entertain any input on the following positions; Sanction Chair, & Camp Coordinator.

The Strategic-planning meeting was a great success in August, now lets try to keep the momentum moving. The process was broken into 8 segments that BOD members have been working on. I presented some of these segments this morning at the coaches meeting. This afternoon we will make time to answer any questions that HOD members may have on the planning process.

Summer Champs in my eyes went very well. We were short on officials but seem to have most other things taken care of. It was my first experience as a meet director and I would like to thank everyone for his or her patience and understanding. I would like to personally thank Thomas Branch for all his hard work and the staff at the Aquatic Centre (they are always ready to help in any problem that we may have). I would think that barring any changes that we will be going back to Saint John next summer.

As most of you know Larissa Boddie suffered a stroke in August. Her supporters have established a website and will be asking clubs to sell wristbands to support Larissa at MSI meets. The BOD fully supports this but feels each club should decide on their own if they wish to help.

The SEALS have submitted a proposal on how to distribute disability money that was raised by the SEALS. Copies of the proposal are available and it will be presented to the BOD this afternoon.

Respectfully submitted by
Jim Willis, MSI General Chair

MSI Membership/Registration Chair's Report

October 1, 2010

Hi all, sorry I couldn't be here today due to a Husson University Home Football Game. First of all I would like to Thank-You all of you for your efforts in making 2010 a banner record year for Maine Swimming. We had over 1,280 registered swimmers for the 2010 swim year. As you all know now that USA-S has voted in new requirements for Non-Athletes for the 2011 swim season. The changes will include a criminal background check (CBC) and Athlete Protection Education for all USA-S Certified Officials, USA-S Only Team Board of Directors, and MSI Board of Directors, Meet Directors, MSI Board of Review, USA-S Coaches and anyone else who deals directly with athletes as a part of their role with the team. A part of these new policies all Chaperones on our MSI Winter Zone Trip must be a member of USA-S and successfully pass The CBC will go into effect on January 1st, 2011, once January 1st rolls around you must complete your CBC to be allowed onto the pool deck at either a USA-S Practice or Meet. Once I have received that you have pass the CBC you will be allowed onto a pool deck. The Athlete Protection Education requirement for all Non-Athletes must be completed by the 2012 swim year. The education will not be available from USA-S until August of 2011.

All New Coaches registering between now and 12/31/2010 must pass the current background check before they can be a coach on the deck. New coaches must be eighteen or older. For any existing coaches whose background checks expire on or before 12/31; please do not initiate a renewal background screen. USA-S headquarters has changed all the background checks that will expire before 12/31 to expiring on 12/31. Once CBC goes to affect all current USA-S coaches who either had a background check changed to 12/31 or has a background check that will expire later in the future will be required to redo their background check once the new company is in place. All Non Coach Members that are registering for 2011 you may now send me your 2011 membership form. Please do not initiate a CBC background screening with the current background screening company. I am now able to send you your 2011 Coaches or Non-Athlete cards. Once the new CBC goes into effect you will receive a new card but the new card will be a different color.

Other changes for the 2011 season:

- 1) Year Round Clubs Renewal Fee - \$100.00 (before 11/30/10); \$125.00 (between 12/1/10-12/31/10); \$150.00 (after 12/31/10)
- 2) Club Athlete Rosters will not be sent to you this year. You now can access this information through your Club Portal on the USA-S website. For Instructions on how to access your club portal, please see the 2011 Registration Guidelines on the MSI Website under the membership section.
- 3) Registering your Swimmers:
 - a. Clubs are required to submit athlete registrations by e-mail. The title of the e-mail should be "registration – your club." A hard copy and team check must be received by the MSI Membership/Chair within 4 business days of the sending of the e-mail or the e-mail will be returned unopened. Please do not send individual registration forms to the MSI Membership/Registration Chair unless they are for an Outreach Membership.
 - b. Legal First Names are Mandatory!
 - c. High School Graduation Dates for all High School swimmers must be included with their electronic registration.
 - d. Parents/athletes must be given the opportunity to fill out Disability, Ethnicity and Citizenship information on the USA Swimming membership application. The coach or club registrar should not guess nor ignore these fields. If these fields are ignored, the registration will upload incorrect information.
 - e. All Athlete fields that are on the athlete registrations forms are required. If information is missing or ignored the athlete will not be registered until all the information is provided.

- 4) Registering your Club:
 - a. Fill out club application form completely and return with check. Forms that are not completely filled out will be returned.
 - b. A 2011 coach non-athlete registration form and at least ONE 2011 athlete registration must accompany a club application.
 - c. Proof of the all safety certifications (CPR, First Aid and Safety Training for Swim Coaches) must accompany the coach non-athlete registration form. **To register a coach for 2011, the coach should not have certifications that expired in 2010. This only includes CPR, First Aid and Coaches Safety.**
 - d. Fill out a 2011 Club Safety Coordinator non-athlete registration form, this person may not be the Head Coach.
- 5) Foreign Athlete:
 - a. Must fill out the Notification of Membership in USA Swimming form. This form is available on the MSI Website. This form must be sent back to the MSI Membership/Registration Chair.
 - b. The foreign athlete must have documentation from their FINA Federation indicating the date of their last competition.
- 6) Athlete Transfers:
 - a. Must use the new form. This form is available on the MSI Website. If this new form isn't used I will transfer the athlete but will not consider the paperwork complete until I receive the current form.
- 7) Payment of Membership Fee:
 - a. Please submit only one check for each time that you send me registrations. I will only accept personal checks from unattached affiliations. Please not send **CASH!**

All of this information can be found on the MSI Website under Membership. If you have any questions please feel free to either call me at 207-712-0877 or e-mail me at registrations@maineswimming.org. Hope to see all of you at the Haunted Hat Meet on October 24th at Husson University hosted by Hurricane Swim Club.

Respectfully Submitted by:

Thomas Branch
MSI Membership/Registration Chair