

HSL Board Meeting Minutes
Date: May 3, 2017
Location: Harford Aquatic Wellness Center

1. Roll call of members present.
 - a. Executive Board
 - i. President – call in
 - ii. Secretary - present
 - iii. Statistician - present
 - iv. Treasurer - present
 - v. Head Official –
 - vi. Ex-Offiico - present
 - b. Team Representatives
 - i. Aberdeen (AB) - present
 - ii. Aqua Culture (AQ) - present
 - iii. Arena Club (AR) - present
 - iv. Bel Air (BA) - present
 - v. Belcamp (BP) - present
 - vi. Emmorton (EM) - present
 - vii. Fallston Club (FC) - present
 - viii. Fountain Green (FG) - present
 - ix. Joppatowne (JT) - present
 - x. Maryland Golf (MG) - present
 - xi. North Harford (NH) - present
 - xii. Rockspring (RS) - present
 - xiii. Valleybrook (VB) - present
 - c. Call to order.
 - i. Meeting called to order 7:10 PM
2. Correction and adoption of minutes from previous meeting.
 - a. Corrections
 - i. Add Discussion and Motion to elect Statistician
 - ii. Para 5.b.i Topic: Roster lock protocol and age up date – correct July 1 to June 1
 - iii. Correct team placement working
 - b. Motion: Approve March meeting minutes with corrections.
 - c. Raised: Treasurer; Seconded: Fountain Green representative
 - d. Vote by Voice: Motion approved unanimously
3. Reports of officers, committees, and coordinators.
 - a. President:
 - i. No report
 - b. Secretary:
 - i. By-Law Revisions Complete
 1. 1.4 GEOGRAPHIC TERRITORY – The geographic territory of HSL is primarily Harford County in the state of Maryland. ~~Exception: Valleybrook Swim Club is in Baltimore County.~~
 2. 2.1 MEMBERS - insert Team Placement by Executive Committee Deliberation
 3. Revised By-Laws will be posted to website and attached.
 - ii. Coach background checks – submit to Exec_Committee@HarfordSwimLeague.org
 1. Reminder that all teams are responsible to provide documentation of background checks for all coaches. Each team should names of the 2017 coaches and a

statement that all coaches have met the requirements for a back ground check. Letter should include the method or service providing the background check and a list of what investigations were covered. Documentation should be submitted prior to the start of practices.

2. Note: Federal Law permits transmitting a background check to a third party so do not provide the HSL with copies of the background check. Each team is responsible to maintain copies of background checks for their own records. Maryland Swimming also reports that it is not permitted to provide copies of USA coach's credentials; however, the background check conducted for USA Swimming meets the requirements for HSL background check.
 3. Teams are solely responsible for the conduct of their coaches and the HSL board will maintain a record that teams have taken due diligence to protect their swimmers.
 4. There were questions concerning the availability and cost of background check services. In the past Joppatowne swim team has made available access to background check services through Joppatowne Rec Council. Teams are encouraged to work with rec councils if they do not have access to background check services.
 5. For reference, other services that were mentioned during discussion
 - a. Sterling Talent Solutions: <http://www.sterlingtalentsolutions.com/> Small Business - On-Demand Background Screening Express \$59.95
 - b. USA Swimming Background Check Program - <https://www.usaswimming.org/background-checks>
 - c. IntelliCorp Records <https://www.intellicorp.net/marketing/home.aspx> (current USA Swimming contract)
- iii. Coaches emails – these will be added to the team email group, Reminder: all communication goes through the team email groups and copied to Secretary@HarfordSwimLeague.org (Enclosure A: List of HSL email group addresses)
- c. Statistician
- i. Meet management and dolphin training, Wednesday May 24
 1. 6:00 – 6:30 PM Mandatory Coaches meeting – all teams are required to have a representative at the coaches meeting, team representatives are welcome to observe
 2. 6:30 – 7:30 Meet Computer Operator Training (Hytek) – all teams are required to have a representative computer operator participate. Topics will include meet document workflow and timeline, formatting and submitting entries, using required HSL templates, computer operations prior to and during a meet and submitting properly formatted meet results.
 3. 7:30 – 8:30 Dolphin System Training – all teams who will be renting the HSL Dolphin system are required to have a computer operator participate. *This training is required to fulfill the obligations of the HSL Dolphin system rental agreement.*
 - ii. A training announcement will be also released through the Board@HarfordSwimLeague.org email group.
 - iii. Meetings and training will be held at Harford Aquatic Wellness Center (HAWC)
- d. Treasurer:
- i. Treasurers report –
 1. The HSL Treasurer provided a report stating the League began the season with \$12,370.52. Since then, we've paid \$900 for insurance; purchased a Dolphin System for \$4,250; and paid \$41.20 for the cost of obtaining official documents

from the State in connection with our application for a Sales & Use tax exemption certificate. As of the date of this report, the current HSL balance of funds is \$7,179.32

- ii. The Treasurer also discussed a Dolphin system rental agreement that has been created as well as the proposed rental calendar for the upcoming season. Rental use rules and agreement (Enclosure B).
- iii. The executive committee proposed a HSL Dolphin system use schedule for the 2017 summer swim season (Enclosure C). The intent was to maximize the impact of the HSL Dolphin system on swimmers. No team is required to rent the HSL Dolphin system. June 1 is the deadline for hosting teams who are identified on the proposed schedule to commit or decline renting the HSL Dolphin system.
- iv. Arena Club informed the board that they will rent their Dolphin system to teams that are hosting the Arena Club swim team under the same conditions as the HSL Dolphin system rental agreement. Teams who are hosting a team that owns a Dolphin system are encouraged to work on an agreement for the visiting team to bring their system.
- v. Representative from Aberdeen had question concerning quote for Dolphin system purchase that was \$500 greater than HSL purchase cost. It was determined that the quote included a Colorado Infinity starting system. This was not required since Aberdeen already has a starting system. Note: use of the Dolphin system requires a Colorado Infinity starting system. Teams looking to rent HSL Dolphin system should verify that they have a compatible starting system.
- e. Head Official:
 - i. Officials Training
 - 1. Wednesday May 31, 7:00 – 8:30 S&T 8:30 – 9:30 Starter
 - 2. Thursday June 1, 7:00 – 8:30 S&T 8:30 – 9:30 Starter (FYI, parking may become a challenge since this is the first official practice for Aqua Culture Swim Team at this location)
 - 3. Sunday June 4, 3:30 – 5:00 S&T 5:00 – 6:00 Starter
 - 4. Wednesday June 7, 7:00 – 8:30 S&T 8:30 – 9:30 Starter
 - 5. A sign up link will be distributed through the team representatives and an announcement posted to website.
 - 6. All participants will be required to view the officiating training videos prior to participation in the in person training session.
 - 7. Training will be held at Harford Aquatic Wellness Center (HAWC)
- 4. Unfinished business.
 - a. Motion: Approve 2017 Rules and Regulation revision
 - i. Discussion
 - 1. Enclosure D. Summary of revisions was discussed.
 - 2. Preamble was revised to allow more fluid review and revision of Rules and Regulations.
 - 3. There was an extended discussion of the proposed Article 30 – Team Responsibilities. The Executive Committee explained their rationale for the adjusted Meet Entries and Meet Results timelines.
 - a. The existing entry timeline extends until midnight and the result timeline does not leave enough time for coaches to access results to prepare for upcoming meets.
 - b. The move to consistent file formatting and naming conventions should expedite the process. There was a suggestions to move the meet date to the front of the file name. This suggestion was implemented.

- c. Moving back to a drop box for meet entries will relieve the perceived need to wait until close to the deadline to submit entry files. It was agreed that results should be emailed to the board as a whole to relieve the pressure on the HSL Statistician to get results posted; however, official results would only be posted to the website by the Statistician or their representative.
 4. There was a question about the specification of Hytek file extensions and the Statistician agreed to work with teams that are using alternative meet management software with equivalent file formats. These alternatives will be approved by the Statistician on a case by case basis.
 5. A number of editing corrections were proposed and implemented by consensus.
 - ii. Vote by roll call
 1. Raised: Head Official Seconded: Arena Club representative
 2. Vote: Aye-14, No-0, Abstain-0
 3. Motion passed
 - b. Topic: HSL web presence
 - i. Discussion
 1. website <https://www.teamunify.com/Home.jsp?team=reclhslmd>
 2. Facebook page: <https://www.facebook.com/Harford-Swim-League-219875931375463/>
 3. Need help to review and make suggestions
5. New business.
- a. Topic: Joppatowne Tigersharks issues with pool access on Wednesday evenings
 - i. Discussion
 1. Representative from Joppatowne reported that as result of changes in the learn to swim program at Magnolia Middle School, the team will not have access to the pool for Wednesday evening swim meets. Joppatowne will coordinate with teams that they are scheduled to host on Wednesday evenings during the 2017 season and discuss possible arrangements to utilize the visiting team's pools.
 - b. Topic: Vendors for HSL Championships
 - i. Fountain Green representative requested that Saturday HSL Champs host Aberdeen coordinate with Cy's concerning vendor participation at HSL Champs Meet
 - c. Topic: HSL Championships logistics and historical records
 - i. Discussion
 1. Treasurer raised questions about the economics of hosting HSL championships. Noted that there is very little documentation of historical planning, revenue generation and profitability of hosting. There have been anecdotal reports of potential profits but very little hard data. Proposed consideration of building a structure for recording and reporting data from hosting organizations.
 2. There was a question about why HSL purchases ribbons for dual meets but not medals for championships.
 3. Feedback was to the effect that the hosting organizations are assuming both the potential revenue and liability and there is no requirement to report financial records back to HSL board and therefore no financial contribution from the HSL board.
 4. Discussion also pointed out that profits from championships are now being shared between 4 teams when in the past 2 teams managed the event and spit the profits. The larger number of participating teams reduces the individual profit potential.
 5. There was a discussion of additional profit centers that the meet planners may not have considered including; vendor fees, meet program sales and ad sales, T-shirt revenue both presale and use of an onsite T-shirt vendor. Individuals with a

historic perspective on running championships remained after the meeting for period to discuss planning with 2017 host teams.

6. Announcements.
 - a. Next meeting
 - i. September 6, 2017; 7:00 PM , Harford Aquatic Wellness Center 2213 Commerce Drive, Forest Hill, MD 21050 (adjacent to Forest Hill / Hickory Activities Center)
 - ii. Motions to be considered
 1. TBD
 - iii. Topics of discussion
 1. HSL Championships report out
7. Adjournment.
 - a. Motion to Adjourn: North Harford representative; Seconded – Fountain Green representative
 - b. Vote by Voice: Motion approved
 - c. Meeting adjourned: 8:35 PM

Enclosure A:

List of HSL Email Group Addresses

HSL Board (Executive Committee and all Team Email Groups)	Board@HarfordSwimLeague.org
Executive Committee	Executive_Committee@HarfordSwimLeague.org
President	President@HarfordSwimLeague.org
Secretary	Secretary@HarfordSwimLeague.org
Statistician	Statistician@HarfordSwimLeague.org
Treasurer	Treasurer@HarfordSwimLeague.org
Head Official	HeadOfficial@HarfordSwimLeague.org
Team Emails	
Aberdeen (AB)	Aberdeen@HarfordSwimLeague.org
Aqua Culture (AQ)	AquaCulture@HarfordSwimLeague.org
Arena Club (AR)	ArenaClub@HarfordSwimLeague.org
BAAC (BA)	BelAir@HarfordSwimLeague.org
Belcamp (BP)	Belcamp@HarfordSwimLeague.org
Emmorton (EM)	Emmorton@HarfordSwimLeague.org
Fallston Club (FC)	Fallston@HarfordSwimLeague.org
Fountain Green (FG)	FountainGreen@HarfordSwimLeague.org
Joppatowne (JT)	Joppatowne@HarfordSwimLeague.org
Maryland Golf (MG)	MarylandGolf@HarfordSwimLeague.org
North Harford (NH)	NorthHarford@HarfordSwimLeague.org
Rock Spring (RS)	RockSpring@HarfordSwimLeague.org
Valleybrook (VB)	Valleybrook@HarfordSwimLeague.org
Other HSL Emails	
HSL Entries	Entries@HarfordSwimLeague.org
HSL Results	Results@HarfordSwimLeague.org
Equipment Manager: All inquiries concerning HSL Dolphin system rental pick up or drop off	Equip_Manager@HarfordSwimLeague.org

Enclosure B: HSL Dolphin System rental documents
(attached)

Enclosure C: HSL Dolphin System Use Calendar - Draft 2017
(attached)

Enclosure D – Summary of HSL Rules and Regulations revisions

HSL Rules and Regulations Summary of Proposed Revisions Executive Committee Review Meeting April 24, 2017

Approved motions:

- Add 13-18 100 Freestyle to event lineup
- Add dive overs If both teams agree, dive over starts are allowed for events for swimmers for 11 and over

General admin changes/clarifications

- Use consistent formatting
- Remove redundancy – wherever possible information is only referenced in the document is a single location to limit inconsistency and confusion.
- All rules that are part of USA Swimming Rule Book removed and replaced with reference to relevant section of USA Swimming Rule Book. When required, HSL rules exceptions are listed.
- Terminology consistency (i.e. Starter Referee – replaces Starter)
- Remove references to 200 IM event
- Update internal document references to be consistent with current formatting

Specific Changes

- **Preamble** Remove “*biannually (every even year) unless requested by two-thirds (2/3) of the League Board*” to be consistent with by-law revision rules and to allow rules and regulations to be reviewed and revised as required.
- **Article 30 Team Responsibilities & App A – Meet Timeline Adjustment Procedures** Changes from Coaches Responsibilities to Team Responsibilities. Shift meet timeline, remove redundant sections from App A
- **40.7 Interrupted Meets.** Remove redundant section from **102.2.3 Entries – General Rules** about protocols for entries with an interrupted meet
- **102.3 Relays** - Consistent deadline to submit relay entries: “prior to Event 56”, remove redundant statements
- **102.13.10.F** Consistent minimum age for timers - 13 (**102.13.10.F & 102.15**)
- **102.14 Judges** Clarification of Stroke and Turn judge roles and jurisdiction. Clarification of infraction reporting workflow HSL does not use disqualification report sheets

Comments

All teams are reminded of their responsibility to provide a safe family environment during HSL events. The following statement was added to emphasize safety priority; “The host team is responsible for providing safe and functioning meet environment; including, but not limited to, clear access on sides of pool and adequate space for timers and judges.”