

HSL Board Meeting Minutes
Date: April 4, 2018
Location: Harford Aquatic Wellness Center

1. Roll call of members present.
 - a. Executive Board
 - i. President - present
 - ii. Secretary - present
 - iii. Statistician - present
 - iv. Treasurer - present
 - v. Head Official – present
 - b. Team Representatives
 - i. Aberdeen (AB) -
 - 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) - regrets
 - viii. Fountain Green (FG) - present
 - ix. Joppatowne (JT) - present
 - x. Maryland Golf (MG) -
 - xi. North Harford (NH) -
 - xii. Rockspring (RS) - present
 - xiii. Valleybrook (VB) - present
 - c. Call to order.
 - i. Meeting called to order 7:06 PM
2. Correction and adoption of minutes from previous meeting.
 - a. Raised: statistician second: treasurer
 - b. Discussion: no discussion
 - c. Vote: Vote by voice, unanimous approved
3. Reports of officers, committees, and coordinators.
 - a. President:
 - i. No report
 - b. Secretary:
 - i. Received word that Valleybrook will not be holding the mini meet this year.
 - c. Statistician:
 - i. Coaches training dates set and times, agenda will be published
 - ii. Update schedule with divisions and championships info will be published
 - iii. Dolphin use schedule review (Encl 1)
 1. Fallston declines for June 20 tri meet *"Fallston has decided not to use the Dolphin system for our tri-meet on June 20th. We feel it is early in the season and won't have anyone there to help us if we are in a bind. While using other team's systems, we can get help if we run into trouble. Later in the season, it would have been fine."*
 2. Statistician will coordinate with other teams to see who is interested in renting the HSL dolphin system on the open weeks
 - d. Treasurer: Federal tax return filed, filing federal tax return for non-profit is simple if HSL does not have excessive non-related business income.

- e. Head Official: Dates for training have been finalized and sign up information will be distributed soon.
- 4. Unfinished business.
 - a. Motion: adopt language for swim in alternates on Sunday championships
 - i. Enclosure 2
 - ii. Discussion: This is essentially a HSL Championships hosting teams issue since it will impact the meet management. As such this does not require a change to the by-laws.
 - iii. Vote: Vote by voice, unanimous approved
 - b. Topic: Saturday championships afternoon session
 - i. Discussion
 - 1. Aqua Culture and Arena will do afternoon session, working with Aberdeen for pool availability
 - 2. Follow up: Aqua Culture and Aberdeen Swim Club have finalized a rental agreement terms for the Saturday afternoon session of HSL championships.
- 5. New business.
 - a. Topic: swimmer insurance for championships
 - i. Discussion
 - 1. What do by-laws say about insurance? Enclosure 3
 - 2. Each team's general liability insurance should protect swimmers and meet participants.
 - ii. There was a discussion of possible changes in working and /or additional requirements. Discussion and action on these changes have been tabled for the 2018 season and will be addressed by the board for the 2019 season. Topics include: do we want each team to sign an indemnification and defend statement letter for HSL and are there specific clauses that should be included to protect the HSL.
 - b. Topic: Coaches background checks and letter of successful conduction of background checks
 - i. What is required for a background check? Enclosure 3
 - ii. Discussion tabled for 2018 season:
 - 1. with specific date it could be interpreted; verify what level of check is required; frequency of check;
 - 2. Should HSL establish a relationship with a background check organization? Is there a federal standard that teams are violating?
 - iii. This type of change would likely represent a by-law change
 - c. **ACTION: All teams provide background check verification and a current copy of a certificate of general liability insurance no later than May 15, 2018.**
- 6. Announcements.
 - a. Next meeting
 - i. Wednesday, May 2; 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.
 - iii. Topics of discussion
 - 1.
- 7. Adjournment.
 - a. Meeting adjourned: 8:31 PM

Enclosure 1

2018 Season HSL Dolphin Rental Schedule

Jun 16

Owens Dolphin BA, FG

Away Team will rent to home FC, BP

League Primary RS confirmed

League Secondary VB

Jun 20

Owens Dolphin EM, AB

Away Team will rent to home RS, AQ

League Primary FC declined

League Secondary MG

Jun 23

Owens Dolphin AR, AB

Away Team will rent to home FC, NH (declined)

League Primary VB Declined

League Secondary AQ confirmed

Jun 27

Owens Dolphin AR, AB, JT

Away Team will rent to home FC

League Primary MG

League Secondary EM Declined

Jun 30

Owens Dolphin FG, AB, JT

Away Team will rent to home NONE

League Primary RS confirmed

League Secondary NH decline, EM decline

Jul 7

Owens Dolphin FG, AR, JT

Away Team will rent to home MG

League Primary NH Decline

League Secondary BP Decline

League Use available to MG

Jul 11

Owens Dolphin FG, BA, JT

Away Team will rent to home NH decline

League Primary RS confirmed

League Secondary EM decline

Jul 14

Owens Dolphin AR, BA

Away Team will rent to home RS, VB decline

League Primary AQ confirmed

League Secondary BP decline

PROPOSED CHAMPIONSHIP DAY 2
ALTERNATE SWIM-IN

SHORT TITLE:

Championship Alternate Swim-In

PURPOSE:

The purpose of this by-law is to set forth the parameters to permit swimmers who have finished in the top five (5) positions in their respective races occurring on Day 1 of the Harford Swim League Championships (HSLC) to serve as alternates for those same races on Day 2 of the HSLC in the event that scheduled swimmers for Day 2 scratch or otherwise are unable to compete.

LIMITATIONS:

1. Approved Swimmer shall be defined as a swimmer in age groups 11-12 and over who competes in an Approved Event on Day 1 of the HSLC and finishes in the top five (5) of that Approved Event at that meet.
2. Approved Events shall be defined as any event that is scheduled to take place for both days of the HSLC and shall not include relays.

PROVISION:

Any Approved Swimmer who has competed in an Approved Event on Day 1 of the HSLC, and who has legally completed the event with a finishing time in the top five (5) for that event for that day, shall be permitted to serve as an alternate for the same Approved Event taking place on Day 2 of the HSLC, subject to the following:

1. The Approved Swimmer must be seated at a location designated by the host facility as the "Alternate Bench" at least 1 event prior to the first heat of the Approved Swimmer's Approved Event (If the Approved Swimmer is an alternate for Event 48, she must be seated by the end of the final heat of Event 46).
 - a. The host facility shall post signs and/or provide instructions as to the location of the Alternate Bench.
 - b. An official shall be assigned prior to the start of the meet with the task of monitoring scratches and no-shows and facilitating communication between the clerk of course, the starting team and Alternate Swimmers.

2. If more than one (1) Approved Swimmer appears for an Approved Event, and a scratch for that Day 2 Event has occurred, the Approved Swimmers shall be afforded the opportunity to serve as the alternate for the scratched swimmer by the order in which the Approved Swimmers finished the event on Day 1.
3. Re-seeding: In the event that an Approved Swimmer is used as an alternate for any reason, the event **will not** be reseeded, and the alternate will swim in the place of the scratched swimmer.
4. If there is more than one scratch for a Day 2 event, alternates will be chosen from the Approved Swimmers consistent with Number 2 herein.
5. Approved Swimmers shall not be charged any additional fees for participating in the HSLC Alternate Swim-In program.

Enclosure 3

Coach Background Check Verification Guidelines

Guidelines concerning providing verification of coach background checks.

- Provide a letter stating that your organization has conducted a background check on employees of legal age. Include a statement that all individuals consented to the background check.
- Do not include the names of your coaches in the letter.
- Include name of background service and what investigations were conducted.
- Please do not provide any documents from the investigating agency providing the background check services. Federal law prohibits transmission of specific background check information to a third party.

Remember to provide coaches email contact information if you have not already done so. Each team is responsible for ensuring that communication reaches the appropriate individuals within its organization. The simplest way to do that is to have contact information added to the team email group.

HSL By-Laws Background Checks

ARTICLE VI

CODE OF CONDUCT

6.2 BACKGROUND CHECKS – All coaches over the age of 18 years shall satisfactorily complete criminal background checks through their private owned/sanctioned team administration. Background checks systems shall meet the minimum requirements put forth by HSL, and shall comply with the Commercial Liability Policy owned by HSL.. Background checks for all coaches shall be completed by May 15. Each team shall submit proof of the completed background check(s) to the HSL Executive Committee Secretary for each coach before the date identified herein. Failure to submit the proof shall result in the team not being permitted to begin practices or swim in swim meets, until the proof is submitted.

General Liability Insurance

ARTICLE II MEMBERSHIP

2.1 MEMBERS:

5. Dismissal

c. Membership in the HSL shall automatically terminate on

- i. ... or failure to provide a current copy of a certificate of general liability insurance.