



**HOUSE OF DELEGATES MEETING
UNIVERSITY OF IDAHO
MOSCOW, IDAHO
APRIL 29, 2012**

MINUTES

The meeting was called to order at 1:10 PM

1. Welcome and Roll Call

IES Board of Directors and Committees in attendance: Jack Beck-General Chair, Todd Marsh-Administrative Vice-Chair, Todd Stafek-Senior Vice Chair/Records, Mickie Beck-Treasurer, Cindy Merrick-Secretary, Doug Wertz-Officials Chairman, Bob Wood,-Coaches Representative, Joe Loftus-Senior Athlete Representative, Kaylee Beck-Junior Athlete Representative, Robert Broyles-Immediate Past President, Karen Byers-Registration Coordinator, Jack Griffiths-Safety Coordinator, John Pringle-Sanctions Chairman, Vicki March-IES Webmaster, Chris Engledow -Open Water Chairman

Voting club members in attendance: Marissa Archer-CAST, Candi Eslinger-EAST, Dan Lawson-GMSC, Darren Dutto-LGSC, Jerry Johnson-MLMR, Mike Fox-PSA, Chris Howat-SAS, Mike Brosnahan-SWAC, Kevin Wang-SWAT, Mike Peterson-VS, Robert Collins-WALL, Michael Cunningham-YAC, Roger Coburn-YYST

Other members in attendance: Mike McNeil-CAST, Joe Bumgarner-WWSC, Tina Felshaw-CAST, Amy Hinze-YAC, Don Hougardy-GMSC

2. Welcome – General Chair

Jack Beck - We had a clinic yesterday (April 28th) with Misty Hyman and Josh Davis and about 90 swimmers attended. It was very successful and the swimmers enjoyed it. We also had a Meet Manger clinic with about 30 attending, hosted by John Lorimer from Colorado Swimming. It was very informative and helpful to work and get all the teams in IES to run the timing end of their meets in similar fashion.

3. Approval of Minutes from October 2, 2011 HOD Meeting

The minutes from the October 2, 2011 House of Delegates meeting held at Columbia Basin Racquet Club in Richland, WA were made available at the HOD meeting. Jack Griffith noted that his name should be Griffith, not Griffiths – other than that there were no changes or additions. A motion was made and seconded that the minutes from the Spring HOD meeting be approved. The motion was carried.

4. Review of Current Annual Budget

Mickie Beck, Treasurer – Please see attached financials. Took in \$31,000, registration is at 84% of last year, Meet fees at 45%, through everything except Pentathlon, Sent 3 people to Phoenix.

5. Presentation of the Annual Audit

Please see attached IES Audit Committee Report

6. Unfinished Business:

- a) **Budget overruns:** The tickets for convention were converted from Zones that were left over (10 -12 tickets) to use for convention in Orlando, they were booked to Orlando, but they needed to go to Jacksonville, so the tickets were rebooked to Jacksonville, which added to the costs. Also more people attended convention than was planned. The tickets were only transferrable to those who they were booked and so IES was stuck with the tickets to be used by August 5, 2012. It was indicated that the tickets could be bought those who were on the tickets for personal travel at market value, even though we may lose money on them. The ticketees are: Joe Loftus, Bob Wood, Robert Broyles, Vicki Marsh, Todd Marsh and Mickie Beck. Don Hougardy suggested that the tickets be pulled out of the Zones line and restate them as an asset with a note. Ticket price \$416 x 7. Mickie will change in the books.
- b) **Representation on the Board**
We should have no more than two people from one team on the Executive Board.
Discussion: We need to follow our Rules and Regs document regarding limits on votes. We have not dealt with it in the past. We don't want to have one team with too many votes, it gives one team too much influence. We need to diversify the board. Part of the problem is that those who are willing to serve may be from the same team. We must be more proactive about getting nominations for members from other teams in the IES.
- c) **By-Laws**
We need to get by-laws updated. We are re-doing them with a template from USA-Swimming. They are not completely done and Karen Byers made a motion to wait until September to pass them. A committee was formed to review and update. The committee consists of: Candi Eslinger, Chris Howat, Kevin Wang, Vicki Marsh, Jerry Johnson, Melissa Archer, and the Duttos, with Darren Dutto being the Committee Chair. *A motion was, seconded and passed to hold off passing the by-laws until September HOD and have the committee read and update the bylaws. A May 31st date was agreed on to have everything done and sent out to the LSC.*
- d) **IES Audit**
Bob Wood indicated that it would be important for IES to have an annual audit or review by an outside source. Not sure of what the costs would be and may be prohibitive. Don Hougardy volunteered to help with it. It was decided that it would be tabled for now.

7. New Business

- a) **Meet Schedule**
Changes were made to the meet schedule. Please see the IES website for more information. *There was a motion to approve the meet schedule as discussed, it was seconded and approved.*
- b) **Age Group and Senior Zones Funding**
Todd Stafek brought up the subject of swimmer qualifying for monies from IES.
Proposal: National and disability Swimmers \$24,000 (down from 30,000). There is \$36,000 left over to go to go for Age Group Zones and Senior Zones. Chaperones for Age Group Zones will be approximately \$6,000. The balance, approx. \$30,000 to be split for kids going to Age Group and Senior Zones to be divided evenly in August. The splits will go to the team, not individual swimmers. By doing it this way, it will kept the IES budget from going over as it

has done in past years. The teams will have to pay back each individual for their shares and shouldn't expect any funds until the end of August. Two coaches will be eligible to be paid shares if they have at least 10 swimmers attending zones.

There was a motion to approve the proposal as discussed, it was seconded and approved.

c) College Swimming

Bob Wood from CAST will be posting college swimming information on the CAST website at www.swimcast.net to help swimmers and parents get resources and information for college swimming. (See attached report.)

d) Deck Pass

Joe Loftus – Deck Pass is a new app that works with your computer, iphones and androids. It is a great resource for swimmers to use and USA Swimming is highly encouraging it. At this point only 2 coaches are using it. Coaches can send patches to swimmers for rewards, etc. An enhanced version is coming out soon for \$1.99/month. Please check it out.

e) Equipment Proposal

An equipment proposal was made by Mark Peterson from Velocity Swimming regarding adding a third trailer to the IES equipment to be stocked by Velocity. (Please see attached report) This would benefit Ellensburg, Moses Lake and Wenatchee so they would not have to travel to retrieve a trailer for their meets. After a lengthy discussion it was decided to have a committee to research the advantages and costs of adding another trailer and to be presented to the Executive Board for vote. A committee was formed consisting of Mark Anderson, Mike McNeil, John Trixier and Dave Drown. Teams, please contact Mark at markp@nwi.net and let him know what your needs are for trailer usage. A decision would like to be made by IES Champs meet.

A motion was made to have a detailed presentation of a budget to update and finish a third trailer for IES, it was seconded and approved.

f) Increase in Coaches Reimbursement

A motion was made to increase coach's reimbursement for this year regarding going to ASKA in Las Vegas. So far we have 11 coaches attending. We never use all the funds (\$2,500) during the year for coaches and because this year it is close to home and attractive to coaches to attend we would like to use the funds for them to attend. There is \$2,250 left in the budget from this year and \$2,500 for next year. The funds would be tapped for this year and next year. The limit for attending ASKA is two coaches per team. The \$4,750 in the budget for coaches will be divided equally by the coaches that attend. Coaches would be reimbursed in September and there will be no other funds through the next fiscal year to use for training.

A motion was made to use the funds at \$4,750 and be distributed equally between the coaches that are attending to be used for this year and the next fiscal year. It was seconded and approved.

g) LSC Hiring Policy - Employment Agreements

Discussion was tabled until a later date.

8. Elections

- a)** Elections will be tabled until the fall HOD Meeting because our by-laws state that there must be a nominating committee formed look for potential board members. A slate of candidates must be published 20 days before HOD. The committee will consist of: Joe Loftus, Doug

Wertz, Dan Lawson, Kaylee Beck, Mike Brosnahan, Cindy Merrick and Jerry Johnston. Mike Brosnahan will act as Chairman of the committee.

- b) The coaches made a presentation the General Chair to assign John Pringle to act as Age Group Chair until the next HOD meeting in the fall, at which time there will be an election for the position. John graciously accepted the position.

9. Other Business

a) Tracking Officials – Proposal for Fall HOD

Doug Wertz – We are now tracking officials working at meets. The number of officials required per meet per team is dependent on the number of swimmers attending the meet. Most teams are making progress to get more officials on their teams. If teams don't fulfill their obligations the following is recommended:

- 1) Written warning
- 2) Fine to team: \$100 per person missing

These funds would go into the official's budget.

b) Safety – New Report of Occurrence Form

Jack Griffith – A new form is available electronically on the IES web. All incidences at the pool must be reported. Please send the report to Jack Griffith and Karen Byers.

All Meet Directors must have a facility phone number during a meet in case there are problems during the meet such as air quality.

c) Finance Committee

A finance committee has been formed to take a close look at the budget and books. Don Hougardy agreed to chair the committee and Kevin Wang volunteered to be on the committee. If there is anyone else interested in being on the committee, please contact Don Hougardy.

A motion was made to form a finance committee. It was seconded and approved.

d) Sanctioning Process

John Pringle – The Sanction request form needs to be sent through email. The snail mail process is outdated. The email form will contain language at the bottom "by sending this email you are agreeing to the terms of the IES sanctioning process." Once the sanction is approved, the TM file and the sanction will be posted to the IES website at the same time.

Everyone is using a different format for the Master Form. It needs to be reworked so that they are all more uniform, maybe with IES logo. A committee was formed to look at the form and update it so that all invites will be using the same format, it will consist of Amy Hinze, Candi Eslinger, Jerry Johnston and John Pringle

10. Reports of Chairpersons and Officers

Reports were submitted and copies provided as part of the agenda. All reports are attached.

Todd Marsh – IES Audit Committee Report

Mickie Beck – Financial Report

Air Fare Accounting Report for trip to Orlando Convention

Karen Byers – Club Stats, Report

Don Hougardy, Investments – Income Fund of America – almost back to where we were before the stock market started going down. See report.

Bob Wood – Swimming in College

Todd Stafek – Senior Travel Reimbursement Report, IES Records Report

Vicki Marsh – Web Master Report

John Pringle – Sanctions Chair Report

Greta Alderson – Swim-A-Thon Report

Mark Peterson – Equipment Fund Analysis

Jack Griffith – Safety Chair Report, New Online Report of Occurrence Form, Articles

USAS Western Zone Workshop Reports – David Dolphay, Tia Pollick, Cindy Merrick, Doug Wertz, Wendy Francis

A motioned and second was made to adjourn the Spring HOD Meeting at 5:06 pm.

Respectfully Submitted,

Cindy Merrick
IES Secretary

IES Audit Committee Report

Audit Committee: Todd Marsh, Kevin Wang, David Dolphay

The audit committee went over all of the un-opened bank statements and checks to match transactions. All transactions matched.

USA Swimming Registration audit matching funds paid in compared to funds taken out of IES account. The amounts paid in compared to the amounts taken out of the IES account matched. The committee felt that this is one of the biggest accounts and recommended to have Karen (Registrar) keep a running excel program sheet by teams to have an easier way to track payments in and auto payments out. That information was communicated to Karen and she is currently in the process of using that reporting system.

Investment Fund:

The audit committee's statement is do we need to be more diverse with these investments.

Income Fund	\$56,992.13
Balance Fund	\$13,184.07
Money Market	\$16,370.51

Equipment Fund:

Statement from the committee is should a portion of the fund be put into an investment account or an account that will earn interest.

Committee Statement: We should have a plan for the investment fund or the amount needed in equipment fund. Let's have a plan....for example use monies to offset costs to yearly annual clinic to give to swimmers/teams.

Questions concerning zone and convention costs: Attached is a report that Ann Spiger from Annie's tours provided concerning the zone and convention ticket purchases. It appears that in an effort to save money for the association by converting zone tickets to convention tickets it added additional costs due to adding additional zone swimmers at the IES Championships and the miscommunication from booking convention tickets to Orlando not Jacksonville.

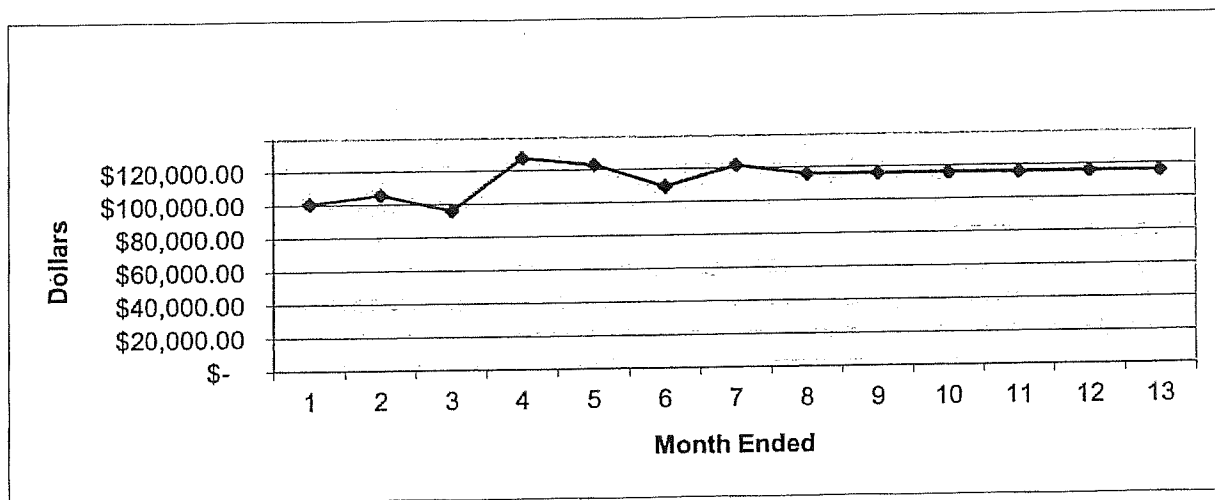
INLAND EMPIRE SWIMMING
Financial Report
FYE 09/30/2012

	YTD Thru 4/25/2012 Actual	Budget	(Over) Under Budget	Actual VS Budget
GENERAL FUND				
Balance as of 09/30/11	\$ 13,615			
Registration fees, net	22,311	\$ 26,671	\$ 4,361	84%
Meet fees	42,272	93,270	50,998	45%
Other / Sanction Fee	484	925	441	52%
Total Revenues	65,067	120,866	55,799	
Operational Expenses				
Administration	13,698	16,200	2,502	85%
Equipment & software	796	3,000	2,204	27%
Annual convention & seminars	1,567	12,850	11,283	12%
General Chair's expenses	603	1,200	597	50%
Vice-Chair's expenses	117	200	83	58%
Treasurer's expenses	640	1,300	660	49%
Sanction Chair expenses	-	150	150	0%
Officials Chair's expenses	4,417	5,450	1,033	81%
Records Chair's expenses	745	1,000	255	75%
USA Seminars	1,630	1,500	(130)	109%
Total Operational Expenses	24,212	42,850	18,638	
Revenues after Operational expenses	40,855	78,016	37,161	
Program Expenses				
College scholarships	-	500	500	0%
Senior programs	-	30,000	30,000	0%
Age Group programs	8,812	44,940	36,128	20%
Other /	-	-	-	
Coaches expenses	250	2,500	2,250	10%
Other	27	-	(27)	
Total Program Expenses	9,089	77,940	68,851	
Net Revenues after Expenses	31,766	76	\$ (31,690)	
Balance as of 04/25/12	\$ 45,381			
EQUIPMENT RESERVE				
Balance as of 09/30/11	\$ 81,776			
Additions to reserve -				
Meets	1,148	\$ -		
Other	-	-		
	1,148	-	\$ (1,148)	
Subtractions from reserve -				
Other - New Colorado Timing Syster	(17,959)	-		
Other - New Cables for Trailer	(596)	-		
	(18,554)	-	18,554	
	(17,406)	\$ -	\$ 17,406	
Balance as of 04/25/12	\$ 64,369.63			
Senior Travel Fund / Olympics				
Balance as of 09/30/11	\$ 5,065.75			
Additions to reserve -				
Meets	835	\$ -		
	835	-	\$ (835)	
Subtractions from reserve -				
Other	-	-		
	835	\$ -	\$ (835)	
Balance as of 04/25/12	5,900.25			
Combined	\$ 115,651			
Transfer to Investment Fund	-			
Reconciled Balances in Checking Accounts at Wells Fargo Bank as of 04/25/12	\$ 115,650.64	= \$ 62,110	+ 3001	+ 50540

INLAND EMPIRE SWIMMING

Graph of Cash Balance in Checking Account
FYE 09/30/12

	Balance	Monthly Change	Cummulative Change
9/30/2011	\$ 100,456.50		
10/31/2011	105,577.72	5,121.22	5,121.22
11/30/2011	96,121.01	(9,456.71)	(4,335.49)
12/31/2011	127,288.44	31,167.43	26,831.94
1/31/2012	122,802.68	(4,485.76)	22,346.18
2/29/2012	109,316.07	(13,486.61)	8,859.57
3/31/2012	121,439.98	12,123.91	20,983.48
4/30/2012	115,650.64	(5,789.34)	15,194.14
5/31/2012	115,650.64	-	15,194.14
6/30/2012	115,650.64	-	15,194.14
7/31/2012	115,650.64	-	15,194.14
8/31/2012	115,650.64	-	15,194.14
9/30/2012	115,650.64	-	15,194.14



Ann Spiger
Annie's Tours

Air Fare Accounting
Northwest Swim Team
August 8-14,2011

Total Charges to Annie's Tours	
	\$43,587.00
Less Refunds	5,772.50
Total	37, 815.00

40 airline tickets at \$431.00 =	\$17,240.00
Cancellation fee for reduction of 15 tickets	1,793.00
Fuel Surcharge	826.00
9 replacement tickets to Oakland	5,294.00
10 Convention tickets to Orlando Convention	4,597.00
10 tickets to Jacksonville	7,803.00
Total	\$37,553.00

Refund Explanation: \$ 925.00 Pasco ticket
 672.50 Lewiston ticket
 4,180.00 Orlando useable tickets

 \$5,772.50 in refunds and credits

Difference of \$262.00 adjustment
for return to Portland for one
swimmer.

Orlando to Jacksonville Conversion.

We originally booked the convention tickets to Orlando because of the price difference and it was an easy drive to Jacksonville for a savings \$383.00 per person. When it was decided to go right into Jacksonville, I then priced the conversion of the tickets, it is as follows.

\$742.00.00 to Jacksonville on your days of travel.

Orlando ticket credit,	\$406.00
Change fee	150.00
Price difference	229.00
Total	\$785.00

It cost \$47.00 more per person to do a conversion.

It cost less to do a complete new ticket than to convert the old tickets. The original Delta tickets then became completely reusable tickets instead of throwing that value away.

MLX

& tickets worth \$406

Age Group	Total Female	Total Male	Grand Total
8 & Under	99	67	166
9 Year Olds	78	53	131
10 Year Olds	86	54	140
11 Year Olds	115	68	183
12 Year Olds	110	73	183
13 Year Olds	76	51	127
14 Year Olds	72	53	125
15 Year Olds	56	38	94
16 Year Olds	57	38	95
17 Year Olds	58	22	80
18 Year Olds	22	32	54
19 and Over	18	13	31
Totals	847 (2011-893)	562 (2011 581)	1409 (2011 1474)

Season 1 Athlete Membership Statistics

Age Group	Total Female	Total Male	Grand Total
17 Year Olds	1	0	1
Totals	1	0	1

Season 2 Athlete Membership Statistics

Age Group	Total Female	Total Male	Grand Total
8 & Under	0	1	1
10 Year Olds	1	0	1
12 Year Olds	1	0	1
14 Year Olds	1	0	1
19 and Over	6	0	6
Totals	9	1	10

Individual Season Membership Statistics

Age Group	Total Female	Total Male	Grand Total
8 & Under	10	10	20
9 Year Olds	2	3	5
10 Year Olds	5	1	6
11 Year Olds	2	1	3
12 Year Olds	4	0	4
14 Year Olds	2	0	2
15 Year Olds	0	2	2
16 Year Olds	1	1	2
17 Year Olds	2	1	3
18 Year Olds	2	0	2
19 and Over	1	0	1
Totals	31	19	50

TOTAL ANNUAL: 1409

TOTAL SEASONAL: 61

Club Stats

Club	Athletes	Season 1	Season 2	Individual Season	Single Meet	Other NA	Coaches	Officials	Total
BST	20	0	4	1	0	3	1	3	32
CAST	162	0	0	0	0	9	4	3	178
EAST	44	0	0	2	0	5	3	2	56
GMSC	103	0	6	0	0	1	11	11	131
LCN	31	0	0	0	0	0	4	4	39
LGSC	61	0	0	16	0	5	4	7	93
MRA	58	0	0	0	0	0	4	6	68
PSA	61	0	0	30	0	3	1	0	95
SAS	93	0	0	0	0	3	7	14	116
SWAC	30	0	0	0	0	0	1	1	32
SWAT	221	0	0	0	0	7	9	16	253
TCCC	173	0	0	0	0	11	5	21	208
UN	24	0	0	0	0	1	3	1	29
VAN	6	0	0	0	0	0	2	0	8
VS	119	0	0	0	0	4	6	10	137
WWSC	64	1	0	0	0	5	5	8	81
YAC	28	0	0	1	0	1	1	4	35
YYST	111	0	0	0	0	2	2	6	121
Total	1409	1	10	50	0	60	73	117	1712

Registrar Report:

1. **Numbers** are a bit lower than last 2 years at this time. However, interest in swimming surges during an Olympic Year. To take advantage of this make sure your website has info on the home page about how to contact you if they want to join. Provide a name, phone and/or email.
2. We added a **new club**: Vandal Aquatics, which is a college age club at the U of Idaho.
3. **2013 fees**: Annual Athlete \$64, Seasonal Athlete \$37.00, Outreach athlete \$7.00, Individual non-athlete \$54, Family non-athlete \$102.50, Club \$110 (after Dec 1 \$200)
4. **2 year Background check renewals will be coming up in 2013**. Price probably will be \$20 this time and not \$39. The Athlete Protection Training is also in a 2 year cycle. (it will have a name change and will be a little different next time around). They are creating versions for parents and athletes.

5. **ARC/Coach Certification Changes:**

-As of Feb 1, 2012 the ARC Lifeguard certifications are valid for **2 years only**. Any lifeguard cert issued prior to that date is still valid for three years and will be honored as a three-year certification. If the lifeguard cert is valid for two years, then first aid is only valid for two years.

-All ARC first aid and CPR courses taught after 1/1/11 are **two year** certifications. (STSC course will probably change to a 2-year certification by the end of the year)

-NEW Courses/names:

-USAS will now only accept CPR certifications that include adult/child and AED training. (a written exam is not a USAS requirement)

All new courses are on the Approved List available at:

<http://www.usaswimming.org/Rainbow/Documents/58ea84e6-bcae-4f1c-859c-b2c792fa0be1/COACH%20REQUIREMENTS.pdf>

This list will change/update frequently.

-The American Red Cross course record sheet is now called a Course Record Summary. The ARC has a new online record system that is designed to eliminate the delays in issuing cards. A few days before the course, the instructor goes online and enters the course information and the names of all the participants. The local ARC chapter then approves the course, enabling the instructor to print out the cards immediately and distribute them at the end of the class. There should be no more waiting for the chapter to type up and mail the cards.

You can accept the Course Record Summary instead of the Course Record Sheet. Note that the word "Successful" or "Passed" should appear next to every student's name.

-All ARC classes are now scheduled through one national clearinghouse. Coaches can find a class at: 1-800-red-cross, support@redcrosstraining.org

5. **FINES #1** if you enter athletes in a meet who aren't registered. New process... (to be voted on). When unregistered swimmers are found in a pre-meet recon...they will be registered, their club notified and assessed a \$15 fine per athlete. The fines and registration fees must be received in the IE Office before the next meet or your team may not enter that meet.

FINE #2 If a meet host accepts entries after the meet deadline or on deck at the meet it is their responsibility to obtain official proof of registration of an athlete. The only official proofs are: a USAS card, a copy of your roster obtained from your club portal (see 7 below), or the IE registrar's verification. A coach or parent's word is NOT proof. One way to get around this is to collect an annual IE registration form and fee. (even if the athlete is from another LSC) and hold it during the meet and until verification can be made.

6. **25 yard times** are now going into the USAS database and are available for the On Deck accounts. (as of 3/2012) They are not valid USAS swimmers will not receive records for these times. but they are listed on the USAS website. Please inform your parents that times from before 3/2012 will not be loaded into the times database.

7. The **Club Portal** is a free "mini website" for your club. Even if you have a club website, the Club Portal is another avenue of communication for both your current members and, more importantly, potential new members searching for a club on the USA Swimming website. If your club already has a website, this section is not meant to displace it, but rather augment it for people searching for clubs and/or pools on the USA swimming website. The Portal includes a Club Profile, Facilities Inventory, Athlete Roster (most up to the minute), non-athlete membership with expiration dates for coaches and officials., Club IMX certificates, IMX/IMR swim time report., meet results, upcoming meets, practice schedule.

a. It is accessed by a password which I have sent to your head coaches in the past. If you forgot it or need a new or old password I will send a new one.

b. You have access to your most up to date team roster. A copy of this roster is accepted as proof of registration at any meet you attend. And is useful when you do meet entries, since IE will now fine clubs who enter swimmers in meets who aren't registered!

c. You'll find when all of your coach certifications expire...so you can check that at any time 24/7.

d. **WHY THIS IS IMPORTANT NOW!!!** It's an Olympic Year...and interest in swimming rises... USAS has added a new website **swimtoday.org** to help folks who are looking for a club. The site shows a map of practice pools, links to your website, provides a link directly to your club contact listed on the fall registration form, shows club recognition levels, and excellence levels.

5. TIP: Send your club info/website to local realtors to include on the blurbs they hand out to their customers.

Office Report:

1. New **ONLINE REPORT OF OCCURRENCE FORM**

There is new **online version of the Report of Occurrence form**. Submitting the form online will be a more efficient way of sending information to USA Swimming. The Report of Occurrence is submitted any time there is an accident or injury during such USA Swimming activities as Sanctioned or Approved swim meets, swimming practices, contracted Swim-a-Thons or approved social events. The online form does require that certain sections, indicated by an asterisk, must be completed before it can be submitted. If you have any questions,

please contact Mary Illich at (719) 866-3574 or Carol Burch in the Member Services Department at (719) 866-4578 or email, millich@usaswimming.org.

Here is the link to the online form: www.usaswimming.org/ROO

Note: We have a downloadable form posted on the same insurance & risk management page under "Misc Insurance Documents and Forms." When a paper copy is submitted by fax or email, it will be hand entered into the Online database as this is the centralized database for all incident reports.

How will the LSC Safety Chair or LSC Office be copied on the submitted online report of occurrence form?

After the form is submitted, the submitter will receive an email confirmation. In the body of the email is a detailed account of the information that was reported. This email should be printed or saved to a file for record keeping. Forward a copy of this email to the LSC Safety Coordinator: **Jack Griffith, jack_e_griffith@rl.gov** **AND the IE Office info@ieswim.org.**

INLAND EMPIRE SWIMMING
Financial Report of Investment Accounts
FYE 09/30/2012

The Income Fund of America - A			
	Market Value	Cost Basis	Shares
Balance as of 09/30/11	\$ 56,992.13	\$ 71,019.12	3,643.998
Realized gain / (loss)			
Ordinary dividends earned and reinvested	1,209.85	1,209.85	70.714
C.G. dividends earned and reinvested	142.12	142.12	8.490
Capital gain / (loss)			
Transfers in / (out)			
UnRealized gain / (loss)			
Change in Market Value	6,774.70	n/a	
Sale adjustment			
Balance as of 03/30/12	<u>\$ 65,118.80</u>	<u>\$ 72,371.09</u>	<u>3,723.202</u>
Approximate annual earnings % from Ord. Div.'s	1.69%		
Approximate annual earnings % from CG Div.'s	0.20%		
Approximate "Hard" annual earnings %		1.89%	
Approximate "Soft" annual earnings %		9.45%	
Approximate "Total" annual earnings %			11.34%

America Balanced Fund - Class A			
	Market Value	Cost Basis	Shares
Balance as of 09/30/11	\$ 13,184.04	\$ 10,900.46	776.903
Realized gain / (loss)			
Ordinary dividends earned and reinvested	151.90	151.90	8.032
C.G. dividends earned and reinvested	-	-	-
Capital gain / (loss)			
Transfers in / (out)	-	-	-
UnRealized gain / (loss)			
Change in Market Value	2,127.28	n/a	
Sale adjustment			
Balance as of 03/30/12	<u>\$ 15,463.22</u>	<u>\$ 11,052.36</u>	<u>784.935</u>
Approximate annual earnings % from Ord. Div.'s	1.38%		
Approximate annual earnings % from CG Div.'s	0.00%		
Approximate "Hard" annual earnings %		1.38%	
Approximate "Soft" annual earnings %		19.38%	
Approximate "Total" annual earnings %			20.76%

America Funds Money Mkt Fund - Class A			
	Market Value	Cost Basis	Shares
Balance as of 09/30/11	\$ 16,370.51	\$ 16,370.51	16,370.510
Realized gain / (loss)			
Dividends earned and reinvested	-	-	-
Capital gain / (loss)			
Transfers in / (out)		-	
UnRealized gain / (loss)			
Change in Market Value	-	n/a	
Sale adjustment			
Balance as of 03/30/12	<u>\$ 16,370.51</u>	<u>\$ 16,370.51</u>	<u>16,370.510</u>
Approximate "Total" annual earnings %			0.00%

Swimming in College Outline of Content

The swimming in college information will be based on the www.swimcast.net website and will be linked to the IES main page. This is a free aid for all IES swimmers and their families who are considering swimming in college. We only ask for two “favors” in return for using this information; please let us know any ideas you have for improving the content of the information, and, we ask that the swimmer complete a short form at the end of their college career letting us know how the college and the swimming program rated. This information will be used anonymously to help others who are thinking about attending this college in the future.

Cheers!

Bob Wood

208-699-8008

Content will include:

1. A list of Resources and Aids
2. A school selection spreadsheet – The “Good Fit” Spreadsheet
 - a. An excel spreadsheet which has important comparison criteria between colleges.
 - b. A rough cost calculator.
3. General information for parents – Getting Started
4. General information for Students/Athlete – Getting Started
5. Parents Most Commonly asked Questions
6. Student/Athlete Commonly Asked Questions
7. Timeline – What the Student Athlete and the Parent should be doing Freshman, Sophomore, Junior, and Senior year of High School.
8. Questions the Swimmer should ask on a recruiting trip.
 - a. To their prospective new coach
 - b. To their prospective fellow teammates.
9. NCAA Rules and regulations.
 - a. NCAA Clearinghouse
10. Scholarship Searching
11. A swimmer’s responsibility to their college.
12. Is the swimmer fast enough to swim in college? A discussion of DI, II, III, NAIA, and Community College Swimming.

Currently we have 26 individuals whose teams will receive reimbursement from the IES Senior Travel Fund. The names of the individuals and the teams that they represent are listed below.

[illegible]

Individual Records Report for IE-Y

Women 8 & Under 25 Fly

15.62	CAITLIN QUAEMPTS	3/2/2007	YYST
15.02 **	Emma S. Thompson at 2012 Inland Empire 14 & U Jr. Championships	2/10/2012	SWAT -IE

Women 11-12 200 Fly

2:17.49	JENNI DOLE	1/30/2003	SAS
2:17.24 **	Mackenzie K. Hale at NW Region 2012 Short Course Age Group Champs	3/30/2012	TCCC -IE

Women 13-14 100 Breast

1:05.66	ADDISYNN BURSCH	1/21/2010	CAST
1:04.92 **	Emma I. Schanz at Washington State Senior Championship	12/15/2011	SAS -IE

Women 15-16 200 Back

1:59.85	NATILEE RUIZ	3/15/2011	TCCC
1:58.23 **	Lisa N. Bratton at American Short Course Championships	3/1/2012	TCCC -IE

Women 15-16 100 Breast

1:04.53	ROBIN DAVIDSON	3/1/1993	CUDA
1:04.50 **	Addisynn Bursch at 2011 Husky SCY Invitational	12/2/2011	UN-IE -IE

Women 15-16 200 IM

2:03.14	SUMMER MORGAN	4/5/2004	SAS
2:01.98 **	Addisynn Bursch at 2011 Husky SCY Invitational	12/2/2011	UN-IE -IE
2:02.02	Lisa N. Bratton at Washington State Senior Championship	12/15/2011	TCCC -IE

Women 15-16 400 IM

4:19.68	SUMMER MORGAN	4/5/2004	SAS
4:19.10 **	Lisa N. Bratton at American Short Course Championships	3/1/2012	TCCC -IE

Women 17-19 200 Free

1:51.60	RACHEL MILLET	3/10/2010	SWAT
1:49.43 **	Natilee Ruiz at Washington State Senior Championship	12/15/2011	TCCC -IE
1:51.02	Emri D. Moore at Washington State Senior Championship	12/15/2011	SAS -IE

Individual Records Report for IE-Y

Women 17-19 1650 Free

17:04.06 EMRI MOORE

12/16/2010 SAS

16:56.46 ** Emri D. Moore at Washington State Senior Championship

12/15/2011 SAS -IE

Women 17-19 200 Back

2:01.05 JENNI DOLE

4/2/2007 SAS

1:58.87 ** Natilee Ruiz at Washington State Senior Championship

12/15/2011 TCCC -IE

Women 17-19 200 IM

2:05.87 RACHEL MILLET

3/10/2010 SWAT

2:04.02 ** Natilee Ruiz at 2011 GIRLS HIGH SCHOOL CHAMPS

11/11/2011 TCCC -IE

Men 8 & Under 25 Free

14.10 R SNYDER

1/1/1900 YYST

14.02 ** Ryan C. Monrean at 2012 Inland Empire 14 & U Jr. Championships

2/10/2012 TCCC -IE

Men 9-10 50 Fly

29.49 ZANE DEWITZ

3/1/1990 CUDA

29.32 ** Skyler H. Younkin at NW Region 2012 Short Course Age Group Champs

3/30/2012 TCCC -IE

Men 11-12 50 Back

27.68 JOE LOFTUS

3/14/2008 CAST

27.36 ** Jared Miller at NW Region 2012 Short Course Age Group Champs

3/30/2012 LGSC -IE

Men 11-12 100 Back

58.62 BRYCE KANANOWICZ

12/5/2008 CAST

58.28 ** Jared Miller at NW Region 2012 Short Course Age Group Champs

3/30/2012 LGSC -IE

Men 13-14 200 Free

1:45.78 BRYCE KANANOWICZ

11/19/2010 CAST

1:44.50 ** Bowen M. Anderson at 2011 Husky SCY Invitational

12/2/2011 GMSC -IE

Men 13-14 100 Fly

51.84 ZANE DEWITZ

3/1/1994 CUDA

51.13 ** Ethan Cordes at NW Region 2012 Short Course Age Group Champs

3/30/2012 CAST -IE

51.51 Bowen M. Anderson at 2011 Husky SCY Invitational

12/2/2011 GMSC -IE

Individual Records Report for IE-Y

Men 13-14 200 Fly

1:55.79 ZANE DEWITZ

3/1/1994 CUDA

1:50.86 ** Bowen M. Anderson at 2011 Husk
y SCY Invitational

12/2/2011 GMSC -IE

Inland Empire Swimming

Web Master Job Report

October 3rd 2011-April 20th 2012

Job Description: Webmaster shall assume operation of the Inland Empire Web Site on a daily basis as needed. Webmaster has kept office hours weekly Monday thru Friday from 1:00 to 3:30pm and flexible weekend and evening hours as needed. In the event Web master is out of town hours are completed flexibly to meet the needs of the website and requests as they occur. Webmaster posts meet information and also reviews before posting all documents before posting to catch any additional errors. Webmaster works through the internet with the Sanctions Chair, Registration/Office, and IES teams to post meet information, trouble shoot any issues, and also update and keep current all affairs that are posted on the IES Web Site.

Webmaster Office Hours monthly list since incurring position October of 2011.

Monthly hours for October 2011: 44- includes webinars to get familiar w team unify. Hours are based on work done throughout each week as stated earlier. Based on the figures below at \$400 a month with an average of 10 hrs a week as per the monthly figures, this is roughly \$10.00 per hour on the average.

November 2011: 40

December 2011: 36 (working around holidays)

January 2012 : 40 hours plus webinar

February 2012 : 39 hours

March 2012: 39 hours

April 2012: thru April 21st 30 hours.

Other areas webmaster is learning to utilize IES website is taking free webinars through team unify and USA swimming and also reviewing other websites with USAS teams to see how our IES website can be accessed to the best of its ability without costing any additional fees for appearances to be updated.

Office Organization: Webmaster has a log of emails kept in files under meet info 2011 and 2012 meet results 2011 and 2012, Work completed chronologically and returned email requests to the sender also under its own file. Documents are continually and chronologically updated and organized on the website and on the webmasters computer that if anyone requests to see the actual work being filed and organized, this can be done without any problems on the webmasters lap top.

The upmost goal is to communicate to anyone having a request to the webmaster within the hour or same day of receiving an email or phone call request. As this is still a "work in progress", the IES Web Master is always open to suggestions and comments on making the web site better for IES.

Regards,

Vicki Marsh
IES Webmaster

INLAND EMPIRE SWIMMING

Sanctions Chair Report

HOD 4/29/2012

This year's sanctions have gone pretty well overall. There have been a few omissions in submissions in terms of the language concerning the use of cameras in the sanction statement and the dive certification for the rules section. There have also been some issues with the Sanction Request forms themselves as they sometimes come via snail mail and come after the electronic entry submission. Finally, with the new APT requirements there has been some difficulty for teams in getting the sanction cleared due to unqualified official's names on the entry submission.

As of 4/23 we have granted 25 sanctions and the system is working fairly well. The collaboration with the IES website and the officials' chair has been excellent.

Proposal for fall: Get clubs an email form to use instead of paper Sanction Request form.

Respectfully submitted:

John Pringle, Velocity Swimming-IES Sanctions Chair

Attachment: Sanction Tracking Spread Sheet

SANCTIONS TRACKING REPORT

MEET	HOST	MEET TYPE	DATES	SANCTION #
VERY SCARY	VELOCITY	Developmental	29-Oct	1134
RED/GREEN	SWAT	Developmental	10-Dec	1135
NOV TIME CHALLENGE	SAS	Developmental	5-Nov	1136
CHRISTMAS INVITE	VELOCITY	Invitational	3&4-Dec	1137
Winter Wheat	Gold Medal	Developmental	21-Jan	1138
January Storm	WWSC	Invitational	6-8 Jan	1139
TCCC Winter Invitational	TCCC	Invitational	28-29 Jan	1140
POLAR BEAR PLUNGE	VELOCITY/YYST	Invitational	14-15 Jan	1141
LAST MINUTE MILE	SWAT	Invitational	4-Feb-12	1142
DIVE AND DASH	BAKER SWIM TEAM (BST)	Invitational	May 5 & 6	1143
14 and Under Champs	Gold Medal	Championship	February 10-12	1144
IES SC CHAMPIONSHIPS	WWSC	Championship	February 24-26	1145
WWSC SPRING Developmental	WWSC	Developmental	March 17th	1146
Short Course Farewell	MRSC	Invitational	March 16-18th	1147
Shamrock Shake Up	SWAT	Invitational	March 9-11	1148
LaGrand Distance Meet	LaGrand	Distance Invitational	April 21st	1149
Triple Pentathlon	SWAT	Invitational	April 20-22	1150
Fazzari's	LCN	Invitational	May 19-20	1151
Apple Capital	VELOCITY	Invitational	June 1-3	1152
Starlight	VELOCITY	Invitational	July 6-8	1153
SAS Time Trial	SAS	TIME TRIAL	24-Mar	1154
MAYFLOWER DEVELOPMENTAL	VELOCITY	Developmental	May 12th	1155
Summer Solstice	SAS	Invitational	June 15-17	1156
Tri City Invitational	TCCC	Invitational	June 1-3	1157
Sizzlin Summer Invitational	MRSC	Invitational	July 13-15	1158

SWIM-A-THON REPORT

Moses Lake has completed their Swim-A-Thon and are sending in their reports.

Thanks, Greta

Equipment Fund Analysis

Velocity Swimming's board initiated an evaluation of its reserve funds earmarked for equipment replacement. The exercise was to develop a replacement cost for all significant equipment items and a depreciation schedule for those items. This would dictate how much money is necessary to set aside on an annual basis to ensure adequate funding for equipment replacement as it occurs.

A quick price check on line yielded Recreones.com pricing as of 3/20/2012:

Infinity Start System with tripod and extra speaker	\$1,200
20 Colorado Touch pads (new \$816, refurbished \$300, \$550 average)	\$11,000
Colorado Portable LED Scoreboard	\$2,752
Colorado System 6 Sports Timer	\$4,590
Colorado Cable Harness for 10 lanes	\$637
20 Push Buttons ("pickles")	\$1,120
Total replacement cost for existing system	\$21,299

Assuming depreciation over 10 years yields an average annual cost of \$2,130. This is the amount to fully equip both ends of a 10 lane pool. To equip both ends of a 8 lane pool and amortize that expense over 15 years which is more consistent with our actual average expense experience the total cost of the system drops to \$18,875 or \$1258 annually.

In order to have a larger data set and to benefit from broader knowledge and experience data was obtained from IES regarding their equipment replacement experience. David Drown provided an invaluable assessment which is appended. Many of his findings were consistent with our own regarding expected maintenance issues and depreciation.

EIS Revenue to the Equipment Fund averaged \$15,581.75 per year for the 4 years 2007/2008 through 2010/2011 (see attached). This amount includes \$8112 of revenue diverted from the fund for Zones in Hawaii. Projecting this revenue over a ten year period should yield \$155,817.00 in revenue, or enough to replace and or service 7 complete sets of equipment for 7 ten lane pools including an occasional new trailer (\$4700) or two. Net expenses to this fund and a related maintenance fund for the same period for existing equipment appeared to be substantially less than \$2130 per year suggesting that a 10 year depreciation is quite conservative. The existing fund balance is approximately \$80,000.00, enough to purchase 4 new complete sets of equipment.

This funding source is clearly underutilized by the IES membership. Until recently the expenses attributable to this fund have been limited to a single set of equipment in the Spokane area. Recent deviations from this policy are a tacit recognition that the fund needs a larger role. The challenge will be articulating that new role in a way that is equitable to the members as a whole, yet in a way that preserves the existing function of the fund.

The current role of the fund is to ensure access to functioning timing equipment to the IES member teams. This has been achieved by purchasing and maintaining what is now two sets of equipment and making them available to teams for their meets. This approach has some short comings. First the cost of transporting the equipment is greatly disparate. Teams that have meets that are substantial distances from where the equipment is housed are required to field a tow vehicle, pay the costs of the vehicle in transit, and find drivers for the vehicle who are willing to travel as much as 14 hours on the same weekend they are likely to be staffing a three day swim meet for their children.

This cost can be greatly reduced by acquiring additional IES sets of equipment and staging this equipment regionally. This approach is already demonstrated to be successful with the Tri City's set. The additional sets would not necessarily be acquired new as Velocity and other teams that have existing sets could donate those sets to IES in exchange for IES assuming the role of funding the maintenance and insurance on the equipment. Even if the equipment fund began to assume the expense of insuring the equipment (\$687/yr/set) in addition to replacing worn components, the fund can easily be committed to acquire and maintain 5 sets of equipment with a substantial margin of safety.

The IES general fund will benefit from this arrangement by shifting some of the existing maintenance costs (insurance and licensing) out of the fund that is supported by general revenues to the equipment fund that is supported by the equipment charges. Teams currently relying on the IES existing trailers will benefit from less wear and tear on the equipment and greater access to the same with fewer parties using the trailer. Teams that have their own equipment would benefit from having the IES equipment fund pick up the insurance and replacement costs, though they would be expected to make that equipment available to other IES teams for sanctioned meets since IES would now own the equipment.



Safety Chairs Report- April 2012

In response to Air and Water quality issues reported at two large indoor IES meets three safety topics have been developed to help educate coaches, officials, parents and swimmers on the seriousness of the issue, and what they can do to help resolve part of the problem. These topics include: **Don't Pee in the Pool, Too Much Chlorine and Obnoxious Odors.**

Encourage everyone to visit the IES web page; also look at the information under the Safety tab. A variety of Safety Topics have been added over the past year to include Road Reports during the winter months along with 17 subjects of interest.

If you have an injury at practice or at the meet, there's a "New" **REPORT OF OCCURRENCE ONLINE CLAIM FORM**, it can be found on the IES web page under the Safety Tab. On completion of the report remember to send a copy to the IES Safety Chair: Jack Griffith

February 1, 2012 USA swimming initiated a safety poster contest to build awareness for safety in the competitive swimming environment. Deadline to LSC is May 15th. One poster will be selected and sent to USA swimming.

IES had 6 reports of injury in 2011

<u>Where Occurred</u>	<u>When Occurred</u>	<u>Nature Injury</u>
In Water	Practice/water	ENMT
Deck	Meet/COMP	Head/Neck
Deck	Meet/COMP	Leg/Foot
Other	Meet/COMP	Leg/Foot
Deck	Meet/COMP	Leg/Foot
In Water	Meet /Warm-up	Head/Neck

There were 1053 incidents reported to USAS through December 2011

Age Breakdown:

1-8-(8%), 9-10-(15%), 11-12-(21%), 13-14-(22%), 15-18-(23%), 19 & over-(11%)

Nature of Injury

Leg/Foot-(27%), Torso-(4%), Knee-(6%), Head/Neck-(18%), Internal-(10%), Hand/Arm-(19%), Shoulder-(4%), Other-(1%)

Who was Injured

Non-Athletes-(4%), Guests-(6%), Athletes-(90%)

Where Accidents Occurred

In Water-(43%), On Blocks-(4%), Hallway-(2%), Gym-(2%), Locker room-(5%), Deck-(25%), Stairs-(2%), Bleachers-(6%), Other-(2%)

When Accidents Occurred

Meet/warm-up-(14%), Meet/warm-down-(2%), Practice/water-(24%), Practice/dry-land-(10%), Meet/completion-(57%), Other-(3%)



New ONLINE REPORT OF OCCURRENCE FORM

The Member Services Department of USA Swimming is pleased to announce the completion of the **new online version of the Report of Occurrence form**. Submitting the form online will be a more efficient way of sending information to USA Swimming. The Report of Occurrence is submitted any time there is an accident or injury during such USA Swimming activities as Sanctioned or Approved swim meets, swimming practices, contracted Swim-a-Thons or approved social events. The online form does require that certain sections, indicated by an asterisk, must be completed before it can be submitted. If you have any questions, please contact Mary Illich at (719) 866-3574 or Carol Burch in the Member Services Department at (719) 866-4578 or email, millich@usaswimming.org.

Click the link below to begin the process:

- *[Online Report of Occurrence Form](#)*

Upon submission of the completed Report of Occurrence, you will receive an automated email indicating that USA Swimming has received the form.



Bad Water & Air Quality at Swim Meets

The information in this article is from the USA swimming web page with only slight modifications.

“This is a no joking matter”

Every coach, athlete, parent, officials and volunteers need to be aware of the seriousness of this problem.

Air and Water quality issues have been reported at two large IES meets this short course season. IES is taking steps to put into place, procedures that will hopefully eliminate this from happening again. We are not placing blame on anyone or any facility, but the fact is; we've had swim meets that were not monitored well enough which resulted in some serious water and air quality issues. IES will be dealing with the facility issue as it pertains to the monitoring throughout swim meets.

This message is to make you aware of another water and air quality issue (swimmers peeing in the pool), we need your help to resolve this part of the problem.

Peeing in the pool, and not showering before entering the water, impacts water quality and can also be a contributing factor of poor air quality along with other heating and ventilation systems problems.

Survey facts

One in five people admit they failed to get out of the pool before having to urinate. “When it comes to peeing, a survey of 1,000 adults finds 78 percent are convinced their fellow swimmers are the guilty parties”. The survey has a margin of error of 3 percent. Only 35 percent say they shower before entering a pool.

Even though our main goal is to improve air quality we need to mention that not showering further contributes to the bacteria and other dirty stuff, like sweat, getting into the pool. That dirty pool water can lead to recreational water illnesses including diarrhea, respiratory illness, and ear and skin infections.

Just 36 percent of those surveyed say the quality of the pool water is something they think about when they go to the pool. And think about this: some kids actually drink from the pool. This is a very dangerous practice.

Why is the issue of peeing in the pool so important? What has come to the forefront recently is that peeing in the pool may be one of the main causes for "bad air quality" in indoor natatoriums. Since urine, has high Ammonia content, a few people peeing in a 25 yard pool can tremendously affect the Chloramines level. This directly affects the air quality in the pool room. Then we read on the web how bad chlorine is for people with asthma. This is a sensationalistic "the sky is falling" approach to a problem that can be helped. Stop peeing in the pool and start taking showers before going in the water and it will be surprising how fast air and water quality improves.

The introduction of full body suits compounded the problem. Maybe the rule change outlawing full body suits will actually help, but old habits are hard to change. Swimmers do not want to struggle peeling off their overly-tight suits and then struggle getting them back on. So they pee in the main pool during warm-ups and they use the warm-up pool as a toilet in between events. I recently was on deck at a USA Swimming Sectional Meet that had good air quality on the first day of meet then very questionable air quality on the second day, and unhealthy/dangerous air quality on the third day. My eyes started to water within 10 minutes of entering the pool room. At that same meet I personally heard many swimmers joking about peeing in the warm-down pool. One of the misconceptions amongst swimmers is that one person peeing will not affect a large pool. They do not realize the problem they are creating.

We talked about this increasingly serious situation at the September 2009 United States Aquatic Sports Convention during the annual coaches meeting. Over 150 coaches were in attendance. They were all asked to preach "get out and use the bathroom" to their swimmers both in practices and during meets. This is the first line of defense against this problem. After the meeting I heard all sorts of comments. One that stuck with me was: "If I let my kids out of practice to go to the bathroom, I'll never get any set done right!" My reply was simply: "How will you get sets done right without a swimming pool?"

Where are we heading!

Pools that have bad air quality are mandated to spend \$30,000 or more to upgrade their water treatment equipment. Some pools (average rate of about 2 per week) respond by closing their pools doors permanently. Even upgraded water treatment systems with ultra-violet systems cannot adequately handle the problems occurring in the tank between filter cycles.

Let's debunk an urban legend:

There is no chemical to add to the water that turns the water red (or some other color) when someone pees. If you can invent such a chemical please let us know so we can buy stock in your product.

Problems that have the simplest solutions seem to be the most challenging. Think about this: we know the causes of lung cancer, but people still smoke. We know a major cause of high chloramines levels in pools that cause air and water quality issues, but.....

Here is what you can do:

Sit your swimmers down (more than once) and impress upon them the importance of not peeing in the pool. Not a passing comment or casual mention of the fact or a joke, but real a statement that gets the swimmers' attention and gets the point across.

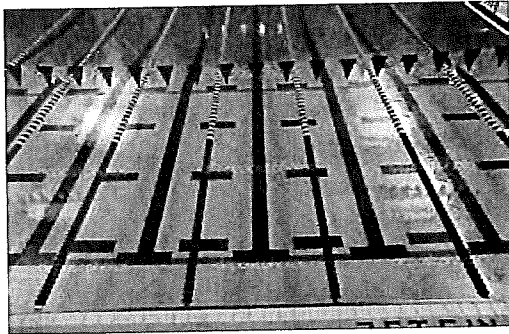
Make sure there is signage in more than one prominent location (including locker rooms and lobbies) stressing the importance of not peeing in the pool. BIG – BOLD – LETTERS. Not cutesy signs – WARNING

This information is provided to you by the IES Safety Committee



Obnoxious Odors at Indoor Pools

Clearing the Air: Chloramine Control for Indoor Swimming Pools



Perhaps the most perplexing and controversial problem facing heavily used indoor pools today is chloramine production. Chloramines cause obnoxious odors as well as skin, eye, and respiratory irritation that many swimmers mistakenly attribute to chlorine itself. When chloramine levels become troublesome (0.3-0.5 parts per million (ppm)), people begin to complain. And while much finger pointing takes place, often

little progress is made in correcting the problem. Swim coaches and competitive swimmers blame the pool operators, while pool operators in turn blame the swimmers; pool chemists blame the ventilation systems, whereas those in charge of air handling blame the water chemistry.

But who truly is to blame? And how is the problem fixed? In reality, **everyone** is to blame when chloramines are produced, and **everyone** has a role in controlling them. While a heavily used pool may never be completely chloramine free, you can greatly reduce chloramine production through good pool management practices.

Chronic chloramines and the associated smell and irritation are caused by a variety of factors. Despite what many swimmers assume, the major cause of these problems is *too little free chlorine* rather than too much! "Free" chlorine, used to kill germs and help prevent the spread of waterborne illnesses, also oxidizes natural waste products from swimmers, including sweat, body oil, urine and other ammonia-nitrogen compounds. If the free chlorine levels are not sufficiently high to oxidize these nitrogenous wastes, the free chlorine combines with them to form noxious chloramine compounds. Whenever someone calls me with a chloramine problem, the first thing I tell him or her is that once they shock their pool (shock treatment will be discussed below) they should maintain a free residual of *0.5ppm higher* than usual. This higher level of chlorine usually does the trick.



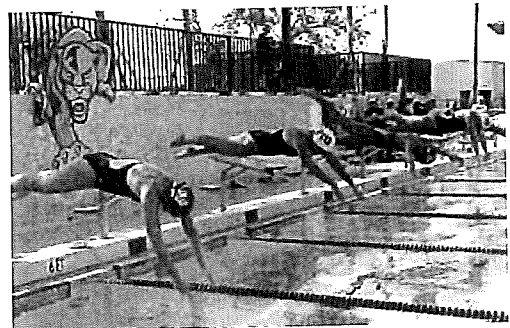
Another remedy that is rarely used but very effective is to enforce soap showers prior to swimming. A soap shower will remove excess body oils and sweat, thus greatly reducing the amount of body waste going into the pool. Some pool chemists claim that if everyone showered prior to swimming, it would reduce the chlorine demand by 50%. So perhaps you could get your swimmers to shower if you told them to

shower, not because they are dirty but rather because their body oils react with chlorine to produce the smell they hate. Along those lines, competitive swimmers produce a great deal of sweat when they train rigorously. There is absolutely no way to avoid this, so you must plan on combating the perspiration that they will normally and regularly produce.

Even with the cleanest swimmers and the best water chemistry, though, chloramines can be a problem. If you have an energy efficient air handling system that re-circulates the air, often the chloramines are re-circulated and trapped in the building because they cannot escape. Air handling systems must bring in lots of fresh air and exhaust full blast when the pool is busy. If this is not done, chloramines will keep building. If the air handling system does not significantly exceed existing ASHRAE standards, then a heavily used pool will probably have an air quality problem.

Ever notice how you don't notice chloramine odors at an outdoor pool? As they say, "No harm, no foul."

Once you have an abundance of chloramines, they are not easy to get rid off. Just like algae growth in swimming pools, the key is prevention. And just like "Layers of Protection" for drowning prevention we also need "Layers of Protection" against chloramines. To help prevent *and* rid your facility of chloramines once they develop, you may want to experiment with a combination of the following:



- "Shock" more often with free chlorine. Shock treatment involves raising the free chlorine level to at least 10 times higher than the combined chlorine level. Weekly is best for most pools but it may be required even more often for extremely heavily used pools.
- Use a non-chlorine shocking agent like the monopersulfate-based oxidizers. These reduce chloramines without adding chlorine. Many pool operators find alternating between traditional chlorine and the non-chlorine shocking agents works best.
- Add volcanic ash to your sand filters. This holds the ammonia in the filter tanks rather than in the swimming pools. Zeolite works well but must be regenerated to be effective in the long run.

- Granulated Activated Carbon (GAC) filters may also be added to your existing filtration/circulation systems to remove ammonia that produces chloramines in the pool water.
- Anticipate heavy bather loads. When you know your swimming pool is going to be inundated with swimmers either by way of a swim meet, swimming lessons or a huge rental or party, take preventive action prior to the swimmers arrival.
- Shock the pool and keep the free chlorine levels up extra high before the swimmers enter the pool. Insist that the group shower before entering. These preventive measures will do wonders in keeping chloramines formation to a minimum.
- If you have a good clean source of fresh water, give your filters and extended backwash so that you drain off lots of water (up to 1/3 of your pool volume) and replace it with fresh water.
- Vacuuming and brushing your pool daily also removes much of the dirt chlorine reacts with that your filters have not caught yet.

A word of caution -- Many water companies are using chloramines to disinfect the water they supply their customers. If your source water is disinfected with chloramines, as many are, you have an uphill battle on your hands. The facility may need to strip the chloramines with a GAC filter as the water enters the building and before it enters the swimming pool.

Finally, most of the "ideal" ranges recommended for chlorine in public swimming pools are simply too low and just plain wrong. Heavily used pools often need 3.0 - 4.0 PPM in order to prevent chloramines.

This information provided to you by the IES safety committee

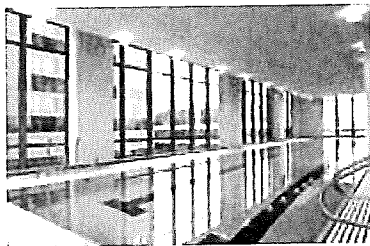


If the air smells like chlorine, something is wrong

Pool operators may receive complaints from swimmers and pool staff about stinging eyes, nasal irritation, or difficulty breathing after being in the water or breathing the air at swimming pools, particularly indoor pools. New research indicates that these symptoms may be an indication of poor water and indoor air quality at the pool caused by a build-up of irritants.

The acrid smell we sometimes associate with chlorine is usually an ammonia type compound. The cause of this odor is "chloramines", the odor is created when water is not properly balanced and the chloramines exceed a certain level.

Irritants in the air at swimming pools are usually the combined chlorine by-products of disinfection. These by-products are the result of chlorine binding with perspiration (sweat), dander, urine, saliva, body oils, lotions and some shampoos/soaps and other waste from swimmers. As the concentration of by-products in the water increases, they move into the surrounding air as well. Breathing air loaded with irritants can cause a variety of symptoms depending on the concentration of irritants in the air and amount of time the air is breathed. The symptoms of irritant exposure in the air can range from mild symptoms, such as coughing, to severe symptoms, such as wheezing or aggravating asthma.



The buildup of these irritants in the air is partially due to poor air turnover. The odor intensifies when swimmers agitate the water, as in kicking or general warm-up swimming. The odor is worse at water level but can be extremely irritating at deck level or in the viewing area. Many times eye irritation and breathing difficulties are also experienced.

The problem of poor indoor air quality can be fixed through a combination of preventive measures. Improving air movement over the pool and increasing the air turnover rate will reduce irritant levels in the air. One option is to open all of the doors and windows in the pool area or to use fans to boost airflow over the pool surface when many swimmers are using the pool. Adequate disinfectant levels and constant monitoring of water quality can also help reduce irritant levels by decreasing combined chlorine formation in the water. In addition, good hygiene is needed. Getting swimmers to shower before getting in the pool will decrease the formation of irritants.

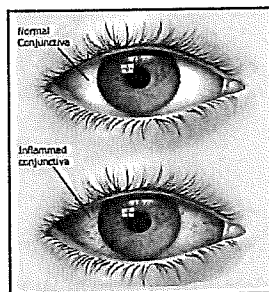
What can I do to help

Always shower before entering, and don't urinate in pools & spas. What has come to the forefront recently is that urinating in the pool may be one of the main causes for "bad air quality" in indoor pools. Since urine has high ammonia content, a few people urinating in a 25 yard pool can tremendously affect the chloramines level. This directly affects the air quality in the pool area.



Pool Rashes

Problems with pool rashes and irritations fall into several categories. Some are bacterial infections caused by inadequate pool water sanitizing, water trapped in the ear or remaining in a damp bathing suit for prolonged periods of time. Some chlorine byproducts such as chloramines are irritating and can lead to problems. Some individuals are highly sensitive to certain chemicals or materials and can experience problems, even though the pool is being properly maintained. When the water chemistry and/or sanitizer level is grossly out of balance, a chemical dermatitis can be the result. All instances of a rash or irritation should be evaluated by a medical doctor. **Individuals, sensitive to even normal levels of common sanitizers, may be helped by a switch to an alternative sanitizing method.**



Eye Irritation

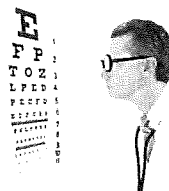
Eye irritation due to swimming, or chemical conjunctivitis, is a common problem experienced by those who swim in chlorinated pools. Caused by irritants such as chlorine, air pollution or chemical exposure, chemical conjunctivitis is an inflammation of the conjunctiva, the thin layer of transparent tissue that covers the white of the eye. According to the Centers for Disease Control and Prevention, or CDC, pool water pH levels that are too high or too low can also be the source of eye irritation. Those who are prone to developing eye discomfort after swimming may find relief in using protective eyewear during visits to the pool.

Symptoms

People who experience chemical conjunctivitis from swimming may display symptoms in one or both eyes. These symptoms can be manifested as a gritty sensation, itching, burning and excessive eye watering. Discharge from one or both eyes is a common symptom, as are swollen eyelids, eye redness, light sensitivity and blurred vision.

Self-Care

According to the American Optometric Association, flushing the eyes thoroughly with warm water or saline solution can help remove irritants from the surface of the eye, relieving chemical conjunctivitis. Cold compresses can combat inflammation and irritation, and over-the-counter lubricating eye drops can ease itching and burning. Contact lens wearers may need to discontinue the use of their lenses until the eye inflammation and irritation is alleviated.



When to See the Eye Doctor

Eye irritation that persists for more than a few hours after swimming or does not respond to self-care measures should be evaluated by an eye care professional. See your eye doctor if thick, pus-like discharge is present. Chlorine irritation can result in the temporary clouding of vision, but consult your eye doctor if vision changes persist for more than an hour or two, as this can indicate more serious complications. According to the Mayo Clinic, conjunctivitis can, in extreme cases, cause inflammation in the cornea that can cause vision changes.

Prevention

Testing the water's pH frequently and adjusting pool chemicals accordingly can help prevent eye irritation. According to the CDC, a pH level between 7.2 and 7.8 is ideal for eye comfort and pool disinfection. However, maintaining this ideal pH level can be a challenge in a public pool, chemical and pH levels are beyond the control of visitors. Swimming goggles can be a good alternative, as they protect against eye irritation by providing a watertight physical barrier between sensitive eye tissues and pool water.

This information is provided to you by the IES Safety Committee

USAS WESTERN ZONE WORKSHOP

USAS swimming held a Western Zone Workshop on April 13-15 in Phoenix AZ. USAS paid for 4 attendees room/board and registration. IE paid for airfare and shuttles. The four attending were: Doug Wertz, David Dolphay, Cindy Merrick, and Wendy Francis. TCCC asked to send another person (Tia Pollick) and paid for the room and board, while IE paid for her airfare.

The Western Zone General Chairs also had a meeting during this weekend. IE paid room/board and airfare for Jack Beck.

Robert Broyles (Western Zone Chair and Karen Byers, USAS Registration committee, also attended but were not supplemented by IE).

Attached are reports from: Dave Dolphay, Tia Pollick Cindy Merrick, Doug Wertz, and Wendy Francis.

Western Zone Workshop in Phoenix, AZ
April 13-15, 2012

I attended the workshop as a representative of IES to get a deeper understanding of the Online Meet Entry system (OME) that USA Swimming provides. Currently, IES uses the OME for two of our hosted meets, Short Course Champs in February and Long Course Champs in July. We also use the system for any high level meets (Age Group Sectionals up through Olympic Trials). The goal was for me to become a resource for coaches in the LSC to go to when setting up online meet entries for champs meets or when entering their athletes in those higher level meets.

The newest update that was presented that I was not aware of regarded the deck pass feature, which is a free app introduced last year. USA swimming has expanded deck pass to be a resource for coaches to prove certifications, and is a realtime alternative to waiting for official paperwork to be mailed.

As for the OME, I discussed with Josh Fowler (USA swimming rep for the OME) issues we had with multi-age relays at our champs meet. The system is not perfect for allowing one swim-up athlete, but we did find a workaround that will do fine. I also talked to him about adding in an 8 & Under category with times from the USA database; this would allow us to use the OME for our Junior Champs meet in February, and he seemed very receptive to the idea.

We also discussed the idea of using the online system for all our meets, not just championship ones. The drawback is the kickback to USA swimming for using the system, but it does allow coaches more experience with that database. I had some questions about the proof of time feature, but again we found a good workaround in the override feature that will do just fine.

The trip was good experience, especially in allowing me to network with some folks from other LSCs and see some of the bigwigs of USA swimming and their roles on the "dry side" of the sport. Hopefully, I can be a better resource for Inland Empire with any future meets we host that employ the OME, and I would like to see us use it for the Junior champs meet once the change is made to add 8 & Under categories.

David Dolphay
CAST

April 26, 2012

To the Inland Empire Board,

What a privilege it was to be a part of the group that represented the Inland Empire at the Western Zone Training in Phoenix! It was an honor to experience first hand how much both the IE and USA Swimming values their volunteers. The time and money that was invested in each person spoke volumes.

Being one of the few there who didn't carry an official LSC Board/USA Swimming title, I felt a little out of place at the beginning. But that quickly diminished. By the end of the weekend, I realized that each of us were there because we cared deeply about the sport of swimming and we want to do what we can to make USA Swimming become the best it can be. The commitment level from top to bottom is incredible.

Each training topic that was offered was extremely valuable. The presenters were very knowledgeable and their passion for the sport was contagious. Personally, I was able to see how everything from the SWIMS database to the swimmers times at every meet ties together and how important each piece of information is. Also, the Athlete Protection Training was fantastic.

This training opportunity has made me even more excited about being involved in the sport of swimming. I look forward to investing my time & talents back into the sport and I hope to bring others along with me who will catch the vision and passion as I have.

Thank you!

Tia Pollick
Tri-City Channel Cats

Western Zones USA Swimming Workshop
Phoenix, Arizona

First of all, I would like to thank IES for sending me to the conference in Phoenix. It was my first and was very enlightening and empowering.

The classes were very informative and ran by people who have been involved in swimming for a long time and are very well versed at what they do. I attended the Registration/Membership workshop and the Times workshop which really helped wrap my head around how the registration, times and OTS all work together to keep all the information put into the database correct, up-to-date and accessible.

I got some good information about OME (Online Meet Entry) and how it works and feel it would be great to use for all of our meets once a few kinks get worked out so that it would work correctly for all of our meets.

The Athlete Protection workshop was very interesting and made you really stop and think about how we all have a part in protecting our kids and when you see something that doesn't quite look right, you can't ignore and must step up to the plate and question it.

One of the things that USA Swimming is really promoting is an app called Deck Pass. It is accessible on the USA Website under Member Resources. It will be a fun application for swimmers and coaches to use. Swimmers can use it to track their times and goals and collect patches that are sent from their coaches.

Thanks again,

Cindy Merrick

From: Officials Committee Chairman
To: Inland Empire

Western Zone Workshop Report
April 13 – 15, 2012

I attended the workshop that was hosted by USA Swimming and the Western Zone (WZ) for the purpose of hearing and learning additional information on topics and programs that are very important for efficiently managing and operating swim clubs and Local Swim Committees (LSC) positions. This was the first of the zone specific workshops being conducted this spring across the United States.

The workshop covered the following main topics/systems/focus areas:

- Capabilities and use of the Officials Tracking System (OME)
- Registration and Membership Systems and Procedures
- Online Meet Entry (OME) System and Procedures
- Athlete Protection Program
- Group Discussion among the LSC representatives

I attended the OTS, OME and Athlete Protection presentations and participated in the group discussion with the other LSCs of the WZ. The following points were my take-aways for use within Inland Empire.

Officials Tracking System

1. USAS has made beneficial modifications to OTS so that the person/persons managing the official's certifications for the LSC now have complete visibility to the Certification, Background, Registration, and Athlete Protection effective dates / expiration dates for each official. Prior to these modifications, there was a cumbersome process to request the status of this from other systems. This has already made it more efficient to track and verify the status of our officials. Additionally, the bringing together of this information into one report has revealed several actions for people to take with respect to expired requirements.
2. The OTS clinic was very instructive and informative on the "how" to use the system to its fullest capability to track certified officials, and the history of their certifications and participation. I learned much about how to generate reports and got answers to questions about what the system can, and cannot do.
3. The OTS is immediately accessible to any official via the internet and is a good tool for the official to track their progression in certification levels. The reports are quickly accessible and can be sent just prior to our swim meets for use by the Referee in establishing updated credentials.
4. OTS has a "wish list" of upgrades that is being managed by the USAS Officials Committee and staff, and upgrades will occur as funding permits. Many of the desired upgrades deal with report generation formats and allowing additional designated personnel to operate parts of the system.

Online Meet Entry

1. USAS has an online system that is used by a majority of LSCs in the WZ. This system has a lot of flexibility in terms of adjusting the input to match the type of meet being conducted (sanction details).
2. The workshop consisted of a demonstration of the system's capabilities and several example swim meets were set up and entries made to show what you should consider when setting up a meet. The tie to the SWIMs database makes this a good system for ensuring clean input is received for meet entries.
3. The question and answer exchange was interesting as it demonstrated when the OTS may not be applicable or immediately useful for "regular - invitational" type of meets.
4. The session reinforced to me, that as the IES establishes / changes our championship meet format, that it is important for the Age Group Chair, the Host club for a championship meet, and the assigned referee / administrative referee, all understand the sanction and how the OME has been set up, to get a clean entry file to start from. At our recent Short Course Champ meet, there was some confusion on how to get the OME to accept a category of entries (open relay vs. seniors). Perhaps a note in future sanctions as to OME entries would be beneficial.

Athlete Protection

1. In a full group session, we had an excellent presentation from Praesidium, an industry expert in abuse prevention, that bring the swimming community customized and comprehensive training tools for coaches, and volunteers. This is the company that USAS has on contract to bring the Athlete Protection program to all of the organization. While I found the on-line training that I took as beneficial, the in-person presentation, which emphasized the total organizational approach to implementing checks and balances to an effective child protective system was very powerful and thought provoking.
2. My take-away from this session was to find and review the "best practices" attributes and look at what my own club has done, and is planning to do with respect to athlete protection. I hope that I am not part of a system that would permit the abuse of a child, especially when there are organizational and educational mechanisms that can be put into place, at minimal cost, so I am going to be better prepared and aware of what to watch out for.
3. Susan Woessner, the USAS representative for Athlete Protection was at the meeting and is immediately accessible to anyone via telephone or email. Susan discussed the various ways that someone can report potential situations to USAS.

LSC Break-Out Session

1. I participated in a group discussion with my counterparts (fellow Officials), coaches from the WZ. No matter what the size of the LSC, we all have similar

issues. We discussed the stress on existing officials and what the different clubs and LSC were doing to encourage additional volunteers. Similar to what we enacted last fall, several LSCs have requirements in place to meet a minimum team contribution of officials by meet. I was asked and have sent our minimum official rules / structure to several people who requested it. My sense, from the feedback that I received was that IES was on the right track. We need to determine what our penalty should be after the implementation period is complete.

Overall, I am very appreciative of the opportunity that was afforded to me by USA Swimming and IES. The accommodation, location and per diem that were provided by USAS were outstanding, I got to room with an awesome IES Coach, and my travel expenses were reimbursed by IES. USAS has a lot of educational resources available to all of us and I encourage anyone to get involved. Clubs can access a wealth of information on the USAS website to improve any facet of their operations. It is a included in the membership we already pay and you don't need to reinvent anything.

Thanks

Doug Wertz

April 27, 2012

Inland Empire House of Delegates,

I was very privileged to attend the recent Western Zone Workshop hosted by USA Swimming on April 13-15. It was a very enlightening and informative experience and I came away with a whole new appreciation for how USA Swimming functions as a whole and the extensive volunteer opportunities that are available for those who would like to be a part of it! The Workshop gave me a great overview of how all of the pieces of USAS fit together and where we fit in as an LSC. The information-sharing between LSCs was invaluable.

I was struck by the fact that the dedicated USAS staff (of mainly volunteers) puts just as much effort into making sure a brand-new 8-year-old swimmer has accurate information in the system as they do the Olympic Athletes. They also value and invest in their volunteers, as evidenced by the Workshop itself.

While at the conference, I attended sessions on Times/Online Meet Entry, Officials Tracking System, and Athlete Protection. Every one of these sessions was informative and motivating. I also attended a break-out session where times reconciliation was discussed and I was able to gain valuable information about some functions in Meet Manager that I will be able to share with the rest of our team and the IE. Tia Pollick and I came back motivated to develop a hands-on training program for Meet Manager so that we can begin to train parents in between meets instead of during them, resulting in an even better experience for everyone at our meets. I was also impressed by USA Swimming's desire to create across-the-board guidelines for reconciling times that will improve the accuracy and consistency of times recorded in the SWIMs database.

The Athlete Protection session was excellent. Praesidium is in the process of developing a training module for parents, and I think it would be very valuable to ask them to come and talk with our parents (possibly in conjunction with a swim clinic for the kids) around the time this training is released. The statistics they share are staggering and their process for protecting our kids is well-thought-out and easy to implement when everyone is informed. Britt Darwin-Looney reported that USAS has set the bar amongst organizations implementing athlete protection programs, and other large organizations have been asking about our policies and methods.

While at this Workshop, I can honestly say I was proud to represent the Inland Empire LSC. I discovered that our coaches, swimmers and parents are very highly regarded in the Western Zone, and it was mentioned more than once that although we are actually one of the smaller LSCs in the Zone, we brought 8 people to the workshop . . . in comparison to some of the large LSCs who only had 2 representatives attending. We are known across the Zone as an LSC with great parent involvement and support. Other LSCs were asking us questions about how we were handling certain issues (such as Officials involvement) and asking our advice. It was an honor to be a part of representing our LSC!

I can't thank IE and USAS enough for the opportunity to attend this Workshop. If USAS chooses to hold more of them in the future, I highly recommend choosing one or two parents (such as Tia and I) who are highly-involved as volunteers but don't yet hold LSC- or USAS-level positions and asking them to attend. The experience was outstanding and I came home motivated and excited to share what I had learned!

Sincerely,

*Wendy Francis
BOD Secretary, Office Lead & Committee Chair
Tri-City Channel Cats*