

MARYLAND SWIMMING, INC.
HOUSE OF DELEGATES MEETING

Loyola Blakefield Dining Hall

June 18, 2011

GENERAL ITEMS

Roll Call – Completed by having each team and MSI Board Member sign in prior to the start of the meeting. Based on sign-in sheets, a quorum was present at the start of the meeting.

Raymond Brown called the meeting to order at 3:04 pm.

Teams present included: ACA, AESC, ASC, BAAC, BCSC, CGA, CATS, CATY, CBAC, CAA, CAST, EST, FSC, GBSA, GMAC, JCC, LBA, MAC, MAS, MDY, NAAC, NBAC, RAIDERS, RAC, SPRC, SPY and TCY.

Adoption of Minutes – The draft minutes from the June 19, 2010 HOD meeting were circulated and discussed. A motion was made to accept and approve the draft minutes from the June 19, 2010 House of Delegates Meeting.

(Passed)

Meet Director Presentation for Coaches and Clubs - Matt McDonough conducted the Meet Director presentation. The Power Point from the presentation is posted on the Maryland Swimming website and a hard copy is on file. The Meet Director's handbook and required forms are posted on the website under the Administration tab. Matt stressed the importance of preparation and organization when hosting a meet. The Technical Planning Committee is looking to have the meet notices posted according to the meet schedule and timeline (see information on website) in order to elevate the LSC in this area.

Discussion points during the presentation:

- Should there be due dates for psych sheets and timelines to be posted by meet hosts? (see new business)
- Matt confirmed that the bid form acts as the Sanction application.
- Matt confirmed that the Technical planning committee needs the final meet notice from the meet host 60 days prior to the meet.
- Patrick confirmed that Requests for Approval for Y meets should be submitted to the Technical Planning Committee 60 days prior to the meet.

Athlete Meeting – Oliver met with the attending athletes during the Meet Manager presentation. He encouraged athletes to be involved next year and for the Athlete Reps to attend the Athlete meetings.

1. OFFICER REPORTS

- A. *Chairman*** - Raymond Brown thanked Volunteers, Parents and Coaches for their hard work this past year and for helping to make Maryland Swimming one of the model LSC's in the country. He also thanked Pat Kaplan for her hard work on the LEAP program and the entire MSI board for their contributions this year. Raymond also mentioned that several Board members are not in attendance at the meeting due to attending a swim meet as a Coach or representing MSI at a National Convention meeting or Diversity Camp.
- B. *Administrative Vice Chairman*** – No Report (Tim attending a meet)
- C. *Senior Vice Chairman*** – No Report (Tom attending a meet)
- D. *Age Group Vice Chairman*** – No Report (Jeff attending the Diversity Select Camp)
- E. *Treasurer*** – Jamie is attending the National Officials Convention but submitted the Budget for approval. A copy of the 2010-2011 Proposed Budget is on file.
- F. *Secretary*** – No Report.

2. COMMITTEE REPORTS

- A. *Senior Athlete Rep*** – Oliver reported that two Athlete Rep meetings were held last year. The first meet was held in February at Loyola Blakefield and the second meeting was held in April at the Naval Academy. Oliver asked that Coaches encourage their Athlete Reps to attend the meetings and respond to emails. The Maryland Swimming Athlete Representatives for the upcoming year are:
 - a. Senior Athlete Rep: Cameron James, LBA
 - b. Junior Athlete Rep: Caitlin Magaw, RAC
- B. *Senior Coaches Rep*** – No Report
- C. *Registration*** – Pat Kaplan submitted a registration report for all attendees and a copy is on file.
- D. *Club Development*** – Pat submitted a Club Development report and a copy is on file. Pat reported that the LSC is in the process of completing LEAP 3. No other LSC has completed LEAP 3 and very few have completed LEAP 2. Pat presented the LEAP 3

package and indicated that it would need to be voted on in order to comply with LEAP 3 requirements. (see new business) Pat is currently accepting applications to attend the USA Swimming Convention in September.

- E. *Technical Planning*** – Technical Planning Co-Chairs Matt McDonough and Patrick Underwood reported that they will be taking a look at the long course schedule this year. They are looking for additional long course meets to be held within the MD LSC to meet the needs of the LSC. They invited clubs to consider hosting a long course meet if possible. The technical planning committee is expecting meet deadlines to be met this year for planning purposes. Patrick checked with the attending clubs to ensure that everyone is receiving the technical planning emails and encouraged the group to email questions to the technical planning committee. (meets@mdswim.org) Patrick also requested that Y meets submit their meet information 60 days prior to the meet and that High School meet information be submitted ASAP.
- F. *Records*** - Fred Manning submitted a report for all attendees and a copy is on file.
- G. *Safety*** – Bill Kirkner reported that he will represent the LSC at a safety meeting in July. Bill thanked the group for the report of occurrences he has received. He also reminded the attendees that any occurrence should be reported. The meet director should submit the report if it occurs at a meet. Any incident that occurs at a practice or team sponsored social function should be reported as well. The insurance coverage for occurrences requires that a report be on file. Bill reported that he will be teaching a Safety Training for Swim Coaches course soon and interested teams should contact him at Bill@Aquatics@JCC.org.
- H. *Officials Chair*** – Linda Sue Lottes is attending the National Officials Convention but submitted a report for all attendees and a copy is on file. Raymond reported that due to the health issues that occurred at the MSI short course Championship meet, Linda Sue submitted proposed meet rules changes to USA Swimming. MSI has not yet received a response.
- I. *Open Water*** – Chris Swensen submitted a report for all attendees and a copy is on file.
- J. *National Times Coordinator*** – (see Item F. Records above)
- K. *Equipment Chair*** – Don Smith was unable to attend the meeting but submitted an Equipment Report for all attendees and a copy of the report is on file.
- L. *Review Section*** – No Report
- M. *Adapted Swimming Chair*** – No Report
- N. *Outreach*** – No Report

O. Awards – Jennifer Frediani submitted an Awards Report for all attendees and a copy of the report is on file. Jennifer presented awards of appreciation to Oliver Bennett, Peggy McKissick and Kyle Foss. Jennifer handed out All Maryland Team certificates for the short course season. All Maryland team members will be able to order and pay for a MD Swimming jacket. Order forms will be on the MD Swimming website. The first order will be placed after the MSI long course championship meet.

P. Hall of Fame – Raymond reported that the Hall of Fame banquet is currently being planned and the date will be announced. Tommy Hannan and Whitney Phelps Flickinger will be honored at the banquet.

Q. Diversity – No Report

Eastern Zone Report – Matt McDonough attended the Eastern Zone meeting on May 14, 2011. Matt provided a report for attendees and a copy of the report is on file.

3. **Presentation & Approval of Annual Budget** - Raymond presented the proposed budget for 2011-2012 and explained the changes from previous years. Changes on the Income Side: Summer Long Course Fees and Sanction Fees. Changes on the Expense Side: Olympic Fund (accumulation of 4 years - \$24,000), Discretionary Fund (part of LEAP 3 package - \$1000) and Sectional/Gran Prix Coaches - \$2000). Jamie Cahn submitted the report electronically and a copy is on file. A motion was made to approve the budget as presented. (*Passed*)
4. **Old Business** – Raymond discussed the continued need to recruit a volunteer to work with the MSI Treasurer, Jamie Cahn. This position was approved at the HOD meeting last year and has not been filled.
5. **Elections** – A motion was made to approve the elected slate as presented. (*Passed*)

6. New Business -

There was additional discussion regarding the LEAP 3 package.

Motion: A motion was made to approve the LEAP 3 proposal as presented by Pat Kaplan. (*Passed*)

There was discussion whether a policy should be written and included in the MSI Policies and Procedures suggesting that psych sheets and a timeline should be posted by meet hosts.

Motion: A motion was made that within 72 hours prior to the meet, the first day's timeline and psych sheet will be sent to the Maryland Swimming website and participating teams by the meet host. (*Passed*)

Motion: A motion was made to approve the 2011-2012 Maryland Swimming competition schedule as presented with an allowance for the MSI Executive Board to modify the long course schedule if necessary. (*Passed*)

There was discussion that as part of our annual competition schedule the entry deadlines for the meet schedule should be added to the schedule.

There was a suggestion to include an Open Water event as part of the MSI Long Course Championship meet next year. This will be discussed further at a later date.

There was a suggestion to make different categories in the LEAP 3 performance recognition to include different size clubs.

Scott Ward (EST) and Jim Hutcheson (SPY) were nominated and elected from the floor to fill the two open At Large MSI board positions.

Patrick Marshal (CGA), Ryan McDonald (BAAC) and David Wendkos (SPRC) volunteered to serve on the Nominating Committee with Tim Pierce, Fred Manning and Lori James.

The HOD meeting will be scheduled the weekend of June 16-17, 2012 next year.

The meeting was adjourned at 4:56 PM.

Respectfully Submitted,

Lori James

