

MARYLAND SWIMMING
BOARD OF DIRECTORS MEETING
April 8, 2004

Meeting was called to order at 7pm.

Directors Present: John Ferrari, Sheryl Lepisto, Chad Craddock, Michael Brooks, Jamie Cahn, Tom Himes, Abigail Iler, Chris Pulley, Brendan McElroy, Debbie Sakell, Liz Brabson, Pete LaGow, Linda Sue Lottes, Kim Easterday, Chuck Jacobs, Gerry Lindner, Marta Iler and Karen Cooper-Coleman

Others Present: Grace Ratliff and Jeff Scrivener

Adoption of Minutes of February Meeting: Approved

Chairman's Report:

- The House of Delegates meeting is scheduled for June 19 to avoid conflicts with the summer meet schedule. We will attempt to schedule the same lecture hall used for the 2003 meeting at UMBC.
- Suggestions for candidates for the Nominating Committee, to be elected at the House of Delegates, are being requested and a slate of candidates will be put together at the May meeting.
- Eastern Zone meeting will be on May 8 in Portland, Maine. Due to the cost, we will be taking a limited number of representatives. Because the meeting will focus on the Zone meets, it was recommended that several coach members of the Board be included in the delegation.

Admin Vice-Chair Report:

- Legislation Committee – See attached report

Senior Chair:

- Chad Craddock is a member of an Eastern Zone task force reviewing the current Eastern Zone meet requirements. There are several proposals being discussed including: elimination of 15-18 age-group; tightening time requirements but increasing the number of qualifiers; restricting Sectional participants from competing in Zone meet.
- A telephone conference call of members of the task force is scheduled for Monday, April 12, 2004.

Age Group Chair:

- Next installment of the Coaches' best practices is ready for distribution. Transfer of distribution of materials, directly from Age Group Chair, is underway.
- There has been some discussion, among the coaches, of creating a Maryland Coaches Association, separate from Maryland Swimming, to promote the sport and provide a support mechanism for swimming coaches.

Secretary: no report

Treasurer:

- Financial Report distributed but do not include approximately \$12,000 of expenses from the Championship meet, as well as some fees collected.
- Consideration is being given to implement the use of purchase orders to aid in cash flow management and properly recording expenses.
- Board members are asked to either write on the invoices submitted for payment, what the expense is for and where it should be charged, or email him the information.
- The LSC may consider investment options for funds currently being held in low interest bearing accounts.
- Insufficient fund checks from individuals will be returned to the clubs for collection of funds due MSI.

Technical Planning:

- The coaches are scheduled to meet on April 18, at 2:00, at UMBC to review and discuss the 2004-2005 meet schedule.
- The Officials Chair will provide a list of current officials, by club, to identify clubs not meeting the official requirements, under Section 2.1.2.
- There were very few problems at the Championship meet, the most noted were a club not listed on the deck credentials and swimmer names dropped from the meet tee shirts. Post-meet tee shirts will include the missing names.
- Discussion regarding submission of proposed meet notice at the House of Delegates at the time of bidding for meets. No action was taken.

Registration:

- A registration seminar will be scheduled for later this year. Discussion regarding attendance requirements and penalties for clubs failing to attend resulted in a decision to table the issue until appropriate language could be drafted for the May meeting.
- There was discussion on the possibility of holding a Meet Director's seminar at the same time and will be reviewed in May.

Motion: To revise the Maryland Swimming, Inc. Meet Procedures II.A. to include the following statement in the meet notices: **(PASSED)**

Per Maryland Swimming rules, any club that enters an unregistered athlete will be fined \$100.00 per unregistered athlete.

Coaches' Rep: no report

Athlete's Rep:

- The athletes want to formalize the election process for the Jr. Rep. and plan to consider various election options including voting at the Championship and Jr. Championship meets at the end of the short course season or via the web.
- The Legislative Committee will work with the Athletes Committee to review and help develop by-law proposals to provide for election procedure within the national models.

Officials Chair:

- There were no significant issues at the Championship meet and with only a few questions from coaches asking for clarification on disqualifications.
- A majority of apprentices have either completed, or are working on completing their requirements, with only a few not making much progress.
- The Officials Committee requested revisions to the Scratch Procedures to clarify positive check-in issues. The motion was tabled until the May meeting so the proposed new text could be distributed to the Board for review.

Records:

- 25 individual and 2 relay records were broken at the Championship meet.
- 4 National Age-Group records were also broken and the applications have been sent to national.
- Discussion on whether "observed" swims qualify for state records, what proof of performance should be required and whether MSI athletes representing other clubs (high school, college) should qualify for state records when athlete is not representing an LSC club at the time of the competition.
- A proposal for changes to the rules dealing with these issues will be submitted in May.
- It was requested that the coaches be given the record certificates and pins to give to the athlete(s) and that the club receive a copy of the certificate for their own use.

Motion: To give every existing record holders, from 2001 – 2003, a certificate and pin. **(PASSED)**

Top 16 / MSI 5 Tabulator:

- Certificates for Top 5 have been distributed.
- It was suggested that certificates be given to the coaches for distribution to the athletes to allow for extra recognition at the club level.
- Due to the number of long-course meets, outside the typical long-course season, the following motion was made:

Motion: To revise Section 6.3.2 to expand and clarify period for MSI Top 5 consideration. **(PASSED)**

Section 6.3.2 The period of consideration runs from September 1st to August 31st.

Motion: To correct grammar in Section 6.2.2 to read **(PASSED)**:

Times submitted for Top 16 recognition shall be USS approved **times....**

Motion: To clarify Top 16 filing requirements by revising Section 6.2.3. as follows:
TABLED FOR RULE REWRITE TO INCLUDE PROOF OF PERFORMANCE REQUIREMENT

Section 6.2.3. Coaches should forward all swims occurring outside a Maryland LSC sanctioned meet to the Top 16 Chairperson along with documented proof of performance. Any relay times that are to be considered for Top 16 must include the names of the swimmers in the order in which the relay was swum and, at a minimum, the leadoff slit. The Top 16 Chairperson ensures all results are then properly loaded into the STAR database.

Safety:

- There was a serious asthma attack at the Championship meet where an ambulance was needed. The athlete was able to compete the next day.
- Several minor injuries were also reported such as small cuts and bruises.
- A formal committee is being formed which currently includes Pat Meade and Pam Pulley.
- All Safety Marshals need to be USS registered or this is a violation of the sanction requirements. This is a USS rule which some host clubs are not following.

Open Water/Distance/Camps:

- Meet notice for June 20 open water event will be sent out. In addition to the 1K, 2K and 3K, they are looking to add new events.

Adaptive:

- For the purposes of encouraging coaches and officials to learn more about adaptive swimming, motions were made to add the following sections to the Maryland Swimming Rules & Regulations:

Motion: MSI will reimburse one coach/year to attend the National Disabilities Championship meet at the same rate as specified in Section 5.3.5. **(PASSED)**

Motion: Section 5.3.11: MSI will reimburse one official/year, up to \$250, to officiate at the National Disabilities Championship meet. The official shall be determined by the Adaptive Swimming chair. **(PASSED)**

Equipment:

- Additional safety vests are needed since they are often misplaced or not returned.

Outreach:

- Due to the lack of Outreach meets during the summer, consideration is being given to host a summer long-course “Unity Meet” in July/August, 2005 at UMBC.

Swim-a-thon: no report

Zone Coach/Manager:

- A block of rooms have been reserved for summer zones so all clubs, wishing to participate, can stay at the same hotel, to foster the “team” experience. Information concerning these rooms is posted on the MD Swim website.

Awards:

- Discussion on awarding LSC pins to graduation seniors was rejected on the basis that most clubs do something on their own.

Webmaster:

- Parent requests for changes to website information is being forwarded to the appropriate Chair/Coordinator to handle
- For the graduation senior section, coaches are asked to provide information on college plans for their athletes. At the least, to provide a list of athletes so they can be recognized.

Hall-of-Fame: no report

Old Business: none

New Business:

Recommendations from the Executive Committee Meeting held on March 4:

Motion: To correct a spelling error in the third sentence of Article 8 of the Maryland Swimming Rules & Regulations to: The club will have 30 days from the receipt to pay the fine, unless an appeal is **filed** with the Board of Review. **(PASSED)**

Motion: To revise Article 8 of the Maryland Swimming Rules & Regulations to impose additional penalties for failure to pay Maryland Swimming fines within the 30 days period. **(PASSED)**

After 30 days, **the amount of the fine will be doubled. If payment is not received by the end of the additional 30 day fine period**, no swimmer may represent the club at a MSI sanctioned or approved meet until all fines are paid. Further action for continued failure to pay the fines will be at the Board of Director’s discretion.

At the request of the Chairman of the Board of Review:

Motion: To eliminate the reference to appeal fee for Board of Directors in Article 9. Our current bylaws do not provide for appeals to be heard by the Board of Directors.

At the request of the NTV Chairman:

Motion: To revise Section 5.2 and Section 5.3.1 to reflect the change from OVC to NTV, as follows:

Section 5.2 National Times Verification (NTV).

Section 5.2.1 In order to enter national championship meets or other national or international level meets, such as the US Open or World Cup, swimmers must have an NTV entered in the national database known as STAR.

Section 5.2.2 The NTV is a computer-generated form, filed electronically with USS by the LSC NTV Chairperson or other USS certified NTV writer. An NTV is not a meet entry but required as proof of time only. A copy of the NTV may be provided to the swimmer or coach.

Section 5.2.3 An NTV may only be generated in the LSC in which the swim occurs and only at the request of the swimmer or their coach. Therefore, it is important for any qualifying swims done outside of MSI, for the swimmer or coach to obtain the NTV before leaving the meet. It is the ultimate responsibility of the swimmer to obtain the NTV.

Section 5.2.4 Using the USS STAR database, verification that an NTV was submitted for a swimmer, can be easily verified. STAR may not be used as proof of time at a national meet. Coaches should take copies of NTV printouts with them to national meets. Any swimmer who cannot prove their time at a national meet before the start of the meet, will be scratched from the meet and fined \$100 by USS for each unproven time.

Section 5.2.5 NTVs may only be issued from sanctioned or observed meets.

Section 5.3 Travel Fund Policy.

Section 5.3.1 MSI will reimburse a USS registered club for up to two meets during a September 1 - August 31 fiscal year per swimmer. Those meets must be meets that require an NTV or equivalent for entry, and swimmers must have qualified and participated in an individual event. There is no funding for relay only swimmers. Qualifiers for Open Water Championship reimbursement must have a minimum of a US Open cut time in one 400 meter or 500 yard event.

Next meeting May 6, 2004

Legislation Committee Report

April 8, 2004

There are several proposals being developed for adoption at the June House of Delegates meeting. In order to simplify the process, we have categorized them into 9 classes.

- 1. Model bylaws:** Pursuant to Part Six of the USS Rules & Regulations, each LSC is required to adopt a set of model bylaws. Some flexibility is permitted but certain provisions and text is mandatory. The first group of changes will reflect a correction of our current bylaws to match the text required by the national model. None of these will alter the way we are currently operating.
- 2. Technical references:** There are numerous incorrect technical references throughout our current bylaws. These corrections will only serve to clarify the correlation of requirements and procedures and will not alter our current operations.
- 3. Spelling and grammar:** We have identified several grammatical, spelling or punctuation errors. None are significant or will alter the meaning or intent of the original section.
- 4. Position titles from Chairman to Coordinator:** Pursuant to the national model bylaws: *LSC functions, duties and powers which are to be assigned to neither an officer nor a true committee (i.e., one that actually has two or more members) shall be assigned to a "Coordinator" rather than continuing the fictional term "Committee"*. Changes to position titles from Chairman to Coordinator are being made to those positions we have been advised (at the recommendation of the current "chairman") are handled by a single coordinator. This will also include any title changes based on a change in procedure, such as OVC to NTV Coordinator.
- 5. Consolidated positions:** There are several positions we have already consolidated. These position titles will be changed to reflect the consolidation and conform to our current practices:
 - Registration Chairman & Membership Chairman: Membership/Registration Coordinator
 - Technical Planning Chairman & Sanction Chairman: Technical Planning/Sanctions Chairman
- 6. Correct and standardize position titles:** Several positions are incorrectly (per model bylaws) referenced and/or inconsistently listed. This proposal will standardize the references, which, in most cases merely adds a hyphen, changes a letter to lower case, etc.
- 7. Inconsistencies:** Correction of inconsistent and sometime contradictory requirements. For example, under 4.1.3 the athlete representatives are elected by the athletes, however 4.8.3 states they are elected by the House of Delegates. Our proposals will address these contradictions and recommend revisions to follow our current practices.

8. Conform to current practices: Covers a wide variety of topics and will, most likely, be submitted as separate items. For example, the elimination of the requirement for a September House of Delegates meeting.

9. New Proposals: Several sections have been identified for actual changes to our current operating structure. These include a clarification on Coach Representative elections, requirements for the Chairman of the Officials Committee, etc.

The Legislation Committee intends to submit our proposed changes in parts. This will allow the House of Delegates to “pull” any specific issues while not needing to individually vote on each specific revision. This should save a significant amount of time by permitting the House to vote for all non-contested items in one vote.

We will also ask approval to correct any section numbering that may be effected by the amendments as well as additional spelling, grammar or punctuation errors that may be found but do not alter the meaning.

Once approved by the House of Delegates, we must submit our proposed amended Bylaws to the National Rules and Regulations Legislation Sub-committee before they can take effect.