

**Minnesota Swimming, Incorporated
Minutes of the meeting of House of Delegates**

Executive Board Members: David Braun, Dave Goble, Jean Freeman, Drew Walden, Dennis Dale, Jack Boder

Other Voting Board Members: Tim Mann, Rocky O'Neil, Kathy Czuprynski, Michael Bougie, Paul Lundsten

Appointed Committee Members: James Goetz, Marlene Goblish, Dave Shapley, Jeff Chida, John Witzel

MSI Staff: Cassy Shapley, Sheryl McGuire

Club Members Present at Role Call: BOLT, BUR, DAT, EDI, HASA, HAST, ISM, JETS, M3F, MAC, MAVS, MCA, MGC, MINN, MVSC, MYWO, NLA, RFSC, ROC, RWSC, SCSC, SEMS, STAR, STC, STRM, TWIN, UOFM

Individuals Present: Deborah Luu (BUR), Eva Kramer (DAT), Tom Gau (MGC), Al Ness (TWIN), Bruce Johnson (JETS), Roberta McKenzie (MYWO), Jill Maxwell (STRM), Chip Fechter (NLA), Dave Arnold (RWSC), Mary Arnold (RWSC), Jim Delgehausen (JETS), Denise Carlson (?), Ellen Youngers (ROC), Lynn Caffisch (MCA), John Sfire (ROC), Matt Brown (EDI), Megan McNair (STC), Lynn Huiskamp (RFSC), Eric Severson (SEMS), Gail Anderson (NHCP), Jeff Rodriguez (EDI), Jim Anderson (MINN), Kathy Brenyo-Albrecht (STAR), Mary Vonderharr (HOP), Larry Laingen (WARS), Joe Hanes (MVSC), Jake Kramer (HASA), Bob Pearson (MAC), Olga Splichacova Espinoza (SCSC), David Bentley (NLA), Phil Killpatrick (M3F), Ann Urschel (FOXJ)

Meeting was called to order by the General Chair at 10:00 a.m.

Roll Call of Clubs was taken by the Secretary.

Motion: To approve the minutes of the meeting for 2002 House of Delegates Seconded; passed with no corrections.

Officer Reports

General Chair: Dave Braun

The General Chair will forego the normal "State of MSI" report as he has posted the state of MSI on the website on an ongoing basis. Please check the website for further details.

- The most pressing current issue is the state of the budget.
- Requested a formal affirmation of the actions of the MSI Board over the past year. (Granted by show of hands).

Administrative Vice Chair: Dave Goble

- Appointed to the position in August upon the departure of Joel Shinofeld, so not much to report.
- Largest issue / project at present is the finishing of the Policy and Procedure Manual.

Senior Vice Chair: Jean Freeman

- Tom Malchow: 200 Fly Bronze Medal at World Championship
- Justin Mortimos: Silver Medal 400 Free, 800 Free Relay
- 16 Swimmers at Seniors this past summer in Maryland from
 - Northern Lights Aquatics
 - Black Dog
 - Minnesota Federated
 - Team Foxjets
 - Minnesota Aquatics
- US Open Dec 3rd Federal Way, Wash
- Olympic Trials July 7-14 Long Beach, CA
- Tom Malchow Grand Prix at U of MN Pool. Order of events information and time standards in-between Speedo Sections & US Open

Age Group Vice-Chair: Drew Walden

- Newly appointed to position and learning the responsibilities.

Finance Vice-Chair: Jack Boder

Convention Report

As Finance Chair I was most interested in understanding where the additional \$15 per registrant would be spent. As passed last year USA swimming will divide the money into four programs. The first of the money will be directed to the General Fund to help offset general operating costs. The remainder is designated to go to three specific task forces; Marketing and Promotions; Facilities; and Marketing and Promotions.

- Marketing and Promotions
 - Membership Promotion & New Program Kit
 - Distribute a promotional piece to direct all registrants to the USA Swimming Website
 - Distribute of New Member Welcome Kits
 - New Website development
 - Promotional Marketing Tour
 - Promote Splash TV
 - Distribute posters and trading cards of elite athletes
 - Partner with Sports Illustrated for Kids
 - Specifically targeting young boys
 - Working with "The Menu" television show on FOX
 - One hour weekly show specifically targeting young girls
- Facilities
 - Facilities Development Director & Community Relations Liaison
 - Mainly designed to hire personnel with expertise to deal with facility issues brought to USA Swimming
 - Track legislative issues around the country
 - Host an annual Facilities Conference
 - Discuss how to lobby for a new facility, construction issues and how to operate a facility for profit
 - Build a Pool Handbook
 - Rewrite the current handbook
 - Inventory of Pools
 - Develop an inventory of pools across the country that could be used for training and meets
- Programs and Services
 - Additional Field Staff for the Club Development Division
 - Expanded USA Swimming Video Provide more access to swimming video content and technology
 - Currently Ed Moses on Breaststroke and Michael Phelps on Butterfly
 - Future all four strokes by a male and female athlete
 - High School Swimming Initiative
 - To improve the relationship and foster cooperation between USA Swimming and the State High School associations
 - Expand Coaches Education
 - To provide more professional development opportunities via web based conferencing
 - Club Recognition Program
 - To evaluate and provide recognition for clubs that demonstrate excellence in the competitive performance of their athletes
- I also attended the Counselor's meeting where there was considerable discussion relating to information that is provided in the USA Swimming Website. There was no consensus on what can or cannot be published on the websites but in general they felt meet results were fine. The seeding or psyche sheets for upcoming meets probably should not be on the Website. This information can provide potential stalker information about a child's name, age and location in the future.

Finance Report

Recap of last year

- For the year September 1, 2002 through August 31, 2003, MSI lost over \$48,000. This was the result of a large drop off of revenue and cost overruns in several budget areas.
- Revenue from meet entry fees and splash fees was down slightly due to a drop in membership participation in MSI sanctioned bid meets. Last year MSI tried a new mix of swim meets to make meets more fun. There were fewer bid meets and more invitationals.
- Revenue from MSI / USA Swimming registration was also down from what had been forecasted.
- Expenses were up in several areas. MSI bought two new computers for the office. Our old computers were slow and with the new on-line registration system being implemented by USA Swimming we were forced to make the move to faster equipment.
- There was also a cost overrun to hire a web-master. Improving our website was determined to be a requirement and had not been anticipated or budgeted last year.
- Finally, there was a significant cost overrun on this past year's Central Zone Budget. The budget for this event was set at \$35,000. The Zone Committee planned for 200 swimmers each paying \$400. With participation down to about 120 swimmers there was a short fall of revenue of \$32,000. With the large fixed costs for transportation and lodging there was a \$16,000 overrun.

Proposed Budget for September 1, 2003 through August 31, 2004

- Beginning this year MSI will report the difference between the registration fees collected and the fees sent to USA Swimming ("The MSI Piece"). This change "reduce" our apparent budget from last year's \$365,000 to this year's \$205,000. The intent is to remove the large amount of money that is merely a pass through to USA Swimming. We also decided that we could not recommend another year of deficit spending.
- With that in mind we reviewed all of last year's spending. Much of our expenses for a year are fixed; rent salaries, taxes and insurance. Other expenses vary slightly based on certain activities; postage, office supplies and cost for meetings such as this. In addition to last year's fixed costs we added the monthly expense of paying a webmaster.
- MSI's variable expenses are pretty much limited to the purchase and maintenance of meet equipment, National Travel, Sectional Travel, and the Central Zone Meet. Last year very little money was spent to repair, replace or maintain meet equipment and the result is obvious. For last year's travel and Zone meet we budgeted \$47,500, nearly 23% of the entire budget. This year we are proposing to lower these costs to \$28,000, or less than 14% of the budget.
- By holding the line on these variable expenses we have kept the increase in next year's expense budget to 1%. That is the good news.
- To meet these expenses and achieve our goal of a balanced budget we propose to increase our revenue for this upcoming year. A number of ideas were discussed and the Board decided to recommend a "Tax" on invitationals and other non-bid MSI sanctioned meets.
- We have determined that last year there were 62 of these meets attracting an average of 150 swimmers. By charging a \$1.50 MSI tax to each entry, raising an estimated \$14,000. This tax goes a long way to recover the costs that we experience related to these meets but is only part of what is needed to meet the budget. To meet the remaining expense we have also added a \$1 bump to the entry fee to all MSI sanctioned bid meets; raising the entry fee from \$1.50 to \$2.50.
- It has been many years since MSI has changed this entry fee and it was decided that an increase in the user fees was the fairest way to raise revenue. Both fees were approved by the Board last month.
- These additional fees should raise our revenue by about \$25,000 and actually provide a surplus of nearly \$3,000 over the revenue discussed last month.
- Last month the Board also discussed the status of our Meet Equipment; touch pads, starting systems, scoreboards, etc. While further discussion will have to occur we did agree that the equipment is in total disrepair and we need to fund something for at least a minimum fix. At the recommendation of Duane Proell we decided that this minimum expenditure was set at \$14,000.
- With this set as the minimum cost and with an expected \$3,000 surplus from the increased fees, I have proposed a balanced budget with a line item for purchasing \$17,000 in new meet equipment.

Future

- This balance budget meets our needs for this year but it does not do anything to rebuild the reserve funds that we should maintain for emergency situations. It also does not provide, by itself, any money for normal inflationary increase for next year.
- This being the fourth year in the Olympic Quadrennium we are expecting a decrease in athlete registration. However, with the Olympics coming next summer we should see an increase in membership beginning September 2004. The increase membership may be sufficient to cover future expenses.
- The Board needs to monitor expenses carefully this year and look forward to future expenses. If the Board determines that there must be an increase in registration fees, the MSI piece, to meet future expenses that decision must be made next spring to provide time to print all registration forms.
- We should also be looking for new sources of revenue. MSI and each club needs to become creative in locating new revenue. MSI should look to corporate sponsorship. Currently some clubs have corporate sponsors that help offset costs. Some clubs also receive contributions from Untied Way. This may be one of the easiest ways to raise money. We are in the midst of the corporate Untied Way campaigns. Many companies allow their employees to designate all or a portion of their contribution to go to a non-profit. Some companies may even match an employee's contribution. MSI needs to work on finding new sources of revenue.

Senior Athlete Representative: Chad Krastins Not Present / No Report

Junior Athlete Representative: Sarah Solfelt Not Present / No Report

Senior Coach Representative: Dennis Dale

Senior Committee

Discussion – Relays and Relay-only swimmers

The committee discussed the issue of the perceived large number of relays and relay-only swimmers at the summer Nationals. This has caused over-crowding problems on deck and in the warm-up and main pools. The committee considered several different options as to how to remedy this.

A motion was approved to grant flexibility to the Time Standards Committee to consider time standards for individual events and relays separately. This means relay standards should get significantly faster

Discussion – Spring Championships

The committee in relation to the Spring Championships approved the following items:

- The meet will be held beginning in the spring of 2006.
- The meet will be long course meters.
- The meet will be held the week after men's NCAA Championships.
- The meet will have adjusted long course time standards for 18 & under males to insure at least at least 200 18 & under males are qualified for the meet.
- The meet will have an A, B and C finals.
- The meet will keep the same procedures as the National Championships for scratch procedures, eligibility issues, technical rules, seeding, credentials, etc.
- Time trials will be limited to two (2) swims per athlete.
- Bonus events will be permitted. There will be no time standards for bonus events. The following formula will be used:
- Up to two relays will be permitted (an A and B relay) for each team for each event. Two heats of relays will be swum during the finals in each event.
- Awards will be given to the top eight (8) finishers in each event immediately upon the completion of the final heat in that event.
- The number of events an athlete may swim is unlimited (provided it complies with the event limitation established in 102.2).
- The qualifying period for the meet will remain as February 1 from the previous year
- Foreign teams will not be permitted at this meet. Foreign athletes who are USA Swimming-registered will be permitted to compete, and will be permitted to score in individual events and on relay events.

Other Issues

- Olympic Trial Time Standards will not be adjusted (about 700 swimmers)
- 18 & Under Championship is scheduled to begin summer of 2005. The meet will be long course and will be the week following Nationals
- Steering Committee would like to have NO Relay only Swimmers at Nationals
- There is a strong push to have only Long Course Time Standards for Nationals
- In summer 2004 there will be both Olympic Trials and our National Championships
- Spring 2005 Championships will be selection Meet for World Championships and World University Games. The meet will be long course.
- There is pressure to disallow times done by athletes who are not USS Registered. Often times High School and College athletes do not register USS till after their respective seasons

Junior Coach Representative: Paul Lundsten

Technical Planning Chair: Rocky O'Neill

A Year in the life of a Technical Chair:

- Orders of events for the Fall-Winter '03-'04 meets have been made available for posting on our website.
- Time Standards have been proofed and re-published.
- Championship Meets & the text of meet information for them has been tweaked to within 1 or 2 percent of being correct.
- Please note the new "Fines for false entry procedure" at our Championship Meets.
- Much time was spent on the phone and cyber world answering meet related questions, counseling meet directors, correcting my own mistakes and making up answers for legislation I couldn't remember.

How I spent my Summer Vacation:

The Technical Chair was called upon to represent MSI at this years USA's swimming annual meeting at some minimum security-like prison in San Diego. Here is some of the wisdom I gleaned from attending every single meeting I was assigned to unless I decided to go to another meeting or go to the Mall with Drew, Dennis, Bob, or Paul.

Coach's Panel discussion:

- The National Board of review was swamped this year with cases concerning "recruiting". Suggestion for legislation to remove the recruiting clause from the USA rule book. (Voted down at HOD).
- Bring Back-boarding back to Coaches Safety Training.

Top 16:

- Non-registered swimmers' times which are fed into the new SWIMS database will sit in the holding tank until they do register.
- Drop 17-18 relays from NRT and go to 15-18. (Decision made to include both now).

Steering

- Presentation of the proposed layout of the **Olympic Village** in Athens.
 - 3 open air pools – Swim, Dive, and Syncro. Considering putting a fabric type roof over the 50m pool due to the sun's affect on the deck temperature.
- **Dart Swim** presentation – basically a high-tech software program which allows you to do all sorts of fancy things with swimming video, your own and the USA Swimming library, for comparative analysis.
- Report on study using **high altitude simulation tents** and the affects on training. Used 6 athletes for 10-12 weeks. Results were inconclusive so they have abandoned further study and any recommendations.
- Currently trying to put together individual athlete profiles using any and all scientific data USA Swimming has accumulated.
- May Grand Prix meets are now down to two – one host withdrew to allow better competition at the others.
- Due to this years world record assault USA Swimming paid out a record \$200,000 in bonus money. \$90,000 budgeted was budgeted at that rate (per year) for the quadrennium – the budgeters feel they will still be close to that planned amount.

Senior

- Debate over length and format of Spring "championships" 2006:
 - # of days for meet (4 1/2)
 - Prelim / Finals for 800s and miles.
 - go to LC only qualifying times (extend the qualifying period beyond the current which is ~ one year)
 - No Foreign Teams, foreign athletes on USA teams allowed
 - Format to encourage more participation by boys 18 & under.
 - Currently problem with # of relays due to philosophy of having time cut-offs allowing the same # of relay participants as there are participants in individual events.

IOC

- Medical Issues
 - Supplement industry (Gatorade, energy bars, etc.) still unregulated by FDA
 - Currently 30 cases in the ATP tennis circuit of Ephedra presence due to salt tablets.
 - Asthma – **pulmonary function test** will now be required within 12 months prior to Olympic Games for athletes to be considered asthmatic (air quality in Athens is a problem). Also numerous meds are illegal even if you are asthmatic. Check it out!
 - Vaccines – Flu and Hepatitis A (2 doses 6 months apart gives immunity for life) recommended.
 - Post exercise recovery studies recommend ingesting a ratio of 65/35% carbs to protein within one hour of workout for maximum rebuilding response.
 - The next wave of “performance enhancement” may be gene tampering. May require the development of a physiological profile for each athlete.

Time Standards

- Direction from Steering Com: to get more men, more 18 & under men, and less relays per event in the 2004
 - Summer Nationals:
 - Women’s SCY cut-offs – lower the 50, 100, 200, 500 Frees & all non-frees by .2 / 50 except the Flays (drop .3 / 50).
 - Women’s LCM – drop 100, 200, 400, 100 Bk, 100 Br, 200 Br by .1 per 50
 - Means SCY – no change
 - Means LCM – add .1 to all events
 - Relays – LCM – use the 32nd time from '03 Nationals as long as it is faster than current cut.
 - Relays – SCY – drop these by same amount (e.g. 3 second drop LCM = 3 second drop SCY).
 - Spring Championships 2004 cut-offs are same as US Open cuts.
 - Age Group standards stay the same for quadrennium (2004 starts next quad.)

Club Development

- Club recognition is in focus – what is success? Assessment of coaches, parents, athletes, community, business.

OIOC Reports:

- Olympic Trials in Long Beach :
 - \$3.4 million to build pools and Stadium
 - 7,500 **seats** for sale (of 12,000) – 40 % sold
 - 6 **executive boxes** remain for sale - @ \$12,000 per
 - **Suites** remain for sale @ \$30,000 per
 - **Toyota Plaza**- closing off Pine St. each night after Finals – restaurants, bands, etc.
- National Team Reports:
 - **World Champs** – incomplete report rife with back patting, philosophy, and anecdotes (I almost dozed off).
 - **Pan Am Games** – Women- 13 of 16 Golds, 8 Silver; Men – 8G-9S-7B.
 - Water temp @ 90 upon arrival. Dick Shoulberg built an aerator, brought temp down to 86.
 - Chris Thompson won the 1500 in 15:18 with water at 87 degrees!
 - **World University Games** – US won most medals.
 - **World Junior Championships** – had team scoring, US lost gallantly.

Boys Retention Panel:

- Various suggestions and methods being used:
 - Be more **forgiving on commitment** with younger aged boys especially in giving time for other sports
 - **Separate practices** – boys from girls even in same pool, same time - emphasize improvement, not comparison to girls. This allows for the development of a program to fit current boys abilities & mentality. Allow other than the traditional “Speedo” uniform. Change tasks every 15 minutes. Do “teamy” things – develops a pack mentality boys enjoy. Let them be loud. Tends to bring buddies to the program.

Chuck Wielgus – State of Sport speech

Below is a summary of the main points of this speech provided here to give you a feel of where USA Swimming is going from the perspective of the main dude and how the dues increase is being used. For further, even more exciting reading contact Cassy at the MSI office for the full 46-page text of this speech.

State of Sport:

- We have a reputation for excellence and are a model within Olympic Sports.
- We are financially healthy – dues increase will fund new programs. We are getting Insurance rebates based on our strong safety record.
- We have the top athletes.
- We have 300,000 members; 10,000 coaches

- We are well positioned and represented politically – FINA, and USOC.
- Prospects for 2004 are outstanding – new programs being launched focused on clubs, facilities task force will increase access to pool time. Marketing and promotional opportunities will become even more available to our athletes.

Top 10 USA Swimming Highlights 2003:

- 10) Kept finances and programs solid in difficult times.
- 9) Established “USA Swimming Foundation”, a fundraising initiative headed up by Rowdy Gaines.
- 8) New Spring and Summer promotional efforts created a “buzz” – Splash TV and Mobile Promotional tour.
 - 1) ESPN 1 & 2 showed 26 hours of swimming over 15 days – World Championships.
- 6) Database management system activated – 85% of National Champ. Entries were done on-line.
- 5) Launched Club Development Division.
- 4) Task forces were developed and strategies put in place to use dues increase \$ focusing on Clubs.
- 3) Duel in the Pool
- 2) 28 Medals, 8 World Records @ World Champs.
 - 1) Michael Phelps – 5 world records.

Road Signs for the Future:

- We must move toward becoming independent of USOC support. Develop the athlete pipeline by taking a leadership role in alliance with swim lesson programs.
- To achieve maximum influence we must broaden our market; seek identification with a larger base.
- Maintain excellence – continue with core objectives – Build, Promote, and Achieve. Broaden base, balance resources.
- Promote a greater professionalism of our clubs.
- Continue to advance within the international community.

Safety Coordinator: Kathy Czuprynski

- Accidents: There were 17 accident / incident reports were filed by 13 clubs and 2 unattached in our LSC last year, among 77 clubs. Either we are a very safe LSC or clubs are not reporting.
 - 41% Leg / Foot
 - 29% Ear / Nose / Throat
 - 6% Knees
 - 12% Other
 - 6% Internal
- As a whole, USA –Swimming, the majority of accidents were hands / arms (19%), Leg / Foot (25%), Head / Neck (15%)
- Age Group Breakdown
 - 1 – 8 11%
 - 9-10 18%
 - 11-12 23%
 - 13-14 21%
 - 15-18 16%
 - 19+ 11%
- While we need to preach safety 11-12 and 9-10 age groups; there is still a significant amount of injuries in the 13 & Older groups.
- Please check the website for Safety Training for Swimming Coaches. If you are an out-state club and can get 6 or more students, call or email and a class may be able to be scheduled in your area. We must still adhere to MSI guidelines for holding classes.
- There was a discussion at convention regarding the curriculum changes for STSC in a couple of years. They are still in the development process, of course. However, once the curriculum is rolled out, we (MSI) will be required to send an ARC Instructor Trainer to the mandatory retraining. When that comes about, it will need to be a line item in the budget.

Officials Committee Chair: Michael Bougie

- Number of Officials, by Level of Certification :
 - Referee -34
 - Starter -23
 - Stroke and Turn – 79
 - Total : 140

- Please contact me with the names of anyone interested in becoming an official.
- Any club that has 3 or more people interested in becoming an official can contact me and arrange a clinic that will be held in conjunction with a practice of that club. This clinic will serve as one of the 5 required on-deck sessions.

- I will be conducting a YMCA Level II Official clinic on November 1 at the Northwest Family YMCA in Shoreview. If anyone is interested in becoming a YMCA official, contact me. This clinic will also serve as one of the 5 required on-deck sessions for MSI certification, so anyone interested should contact me.

- TWIN will be hosting the Tom Malchow Grand Prix meet in January. We will need officials to work the meet. An Application to Official is available on the MSI web site, WWW.MNSWIM.ORG. All officials are invited to work the meet.

Reports of Committees and Coordinators
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Legislative Chair: Jim Goetz

- Recently appointed to the position, so not much to report.

- Goal over the next year is to better define the role of the position.

SWIMS Times Coordinator: David Shapley

- **New this year:**
 - USA Swimming is requiring that all MSI sanctioned meets are to be uploaded into the SWIMS database. This requires that each meet host sends me a .cl2 (com link) results file from Hy-Tek Meet Manager following their meet. Just as in the hard copies, the file must contain ALL swimmers (not just Minnesota); Swim-offs, Relay names & lead off splits, and time trials. Export this file to me at dhshapley@aol.com. Be sure that when you enter the athletes into a swim meet all swimmer data is exactly the same as the way they are registered, or SWIMS will not recognize the athlete and their times will not appear in the database.

 - USA Swimming is also asking for meet names to be more uniform for purposes of the searchable database. Sheryl is giving this information to the meet hosts. The basic format is first the year (03) then the LSC (MN), and then the meet name and team code. Time Trials cannot be the same name if it is a separate meet/ file.

- **Misc. Information:**
 - If a time is visible in the National Times Database component of the USA Swimming website, it may be presumed to be a proved qualifying time or reportable time. You can find the times by clicking on *Fast Times*, then *STAR times* on the USA Swimming web page. If printed verification is required, it may be generated from the database by me. This verification is called a "STAR" report.

 - The responsibility for verification of National Qualifying Times lies with the athlete or his/her representative. While all LSC sanctioned competitions should be entered into the SWIMS system, there are no "automatic" entries to the database. Intermediate split times must be individually requested for entry into the database. There are 3 types of competition from which proofs of time may be obtained: USA Swimming Sanctioned competitions, USA Swimming Approved competitions, and Observed Swims.

 - As before, non-USA Swimming meets that are in the progression of season-ending championship level meets, must be requested for observation a minimum of 10 days in advance of the competition. Other meets, such as invitationals and other multiple team meets require application for authorization 28 days in advance and must be approved through the National Times Coordinator. Non-championship level high school and "Y" meets are NOT generally approved for observation. It is helpful for college & high school athletes to be entered into Hy-Tek Meet Manager with full legal names and birthdates. This will allow for ID numbers to be generated.

Adapted Swimming Chair: Marlene Goblisch

- USA Swimming is trying to identify all swimmers with disabilities. Please look at the USA Swimming Website in the adapted section to see if your swimmer could classify for the US Paralympic Trials. If you have question please contact Marlene Goblisch.
- Minnesota Swimmers Annessa Kemna and Justin Zook will be competing in an elite meet in Indianapolis. This meet will hope to secure more positions for the US Paralympic Team. The Paralympics will be held in Greece in October 2005.

Equipment Chair: Jeff Chida

- Presentation of summary of work-in-progress on recommendations for proceeding forward.

Public Relations Chair: Vacant Position**Registration - Membership Chair/ Office: Cassy Shapley****Registration/Membership Report 2003 Year End Statistic Comparisons August 31, 2003**

	<u>August, 2003</u> (2003 Year End)	<u>August, 2002</u> (2002 Year End)	<u>August, 2001</u> (2001 Year End)	<u>August, 2000</u> (2000 Year End)
ATHLETE (Total)	6030	7015	7061	6797
Regular	5473	5387	5331	5169
Seasonal	1446	1628	1730	1628
NON-ATHLETE:	659	633	644	627
CLUB/ORGANIZATION:	77	75	74	67

Swim-A-Thon® Committee Report

Need a great way to raise money for your team? Try a Swim-a-thon®! Your swimmers will earn money based on the number of laps they swim. Over 500 clubs participate every year, and the top earners win a trip to the Olympic Training Center in Colorado Springs

2003 was the 21st year that USA Swimming has owned the Swim-a-Thon® program. This is a copyrighted program that was purchased by USA Swimming from the International Swimming Hall of Fame in 1982. USA Swimming netted \$110,000 in 1998 with their 5%. That is up from \$80,000 the previous year. They are now netting much more than when USA Swimming received 10%.

Swim-a-Thon® is a fund-raiser for clubs to help offset the costs of pool rental, equipment, travel, and other operating expenses. Some teams go all out and make this their one huge event of the year, while others utilize this as one of a number of fundraising opportunities for their members. Participants earn money for their teams by swimming lengths of the pool. Swimmers have a 2-hour period to swim a maximum of 200 lengths. Participants obtain pledges from businesses, families, neighbors, etc. prior to swimming. Following the Swim-a-thon®, athletes collect their pledges and return the money to their team. Swim-a-thon® is the only pledge for length swimming program recognized by USA Swimming. Clubs may not hold a "Swim-a-Long", "Lap-a Thon", etc. Swim-a-thon® is a registered trademark of USA Swimming. Holding an uncontracted Swim-a-thon would be a violation of this trademark.

Why do a Swim-a-thon®?

- Most fun-raisers only allow teams to keep 50% of total profits. Dollar potential is astronomical compared to other fundraisers. SAT supplies necessary tools to run the program and allows USA Swimming team to retain 95% of the funds raised. The remaining 5% is returned to USA Swimming within 60 days of the contracted date and is used to support Swim-a-thon® and other age-group programs.
- Swimmers tend to gain an understanding and appreciation for the budget of the organization, and the athletes get the opportunity to positively impact the budget by doing what they love to do...swim!
- It's a fun event and clubs can be imaginative in order to foster interest!!

In order to ensure a successful Swim-a-thon®, clubs should plan their SAT well in advance (3-6 months). Clubs will contract directly with USA Swimming. If you have any questions, you may call me or USA Swimming directly. Clubs can be creative & innovative in their event planning and publicity. Enthusiasm can come from intra-team competition and even coach involvement! The Swim-a-thon® handbook is the cookbook for success. There are several varieties of the same recipe, but all will guarantee success. All your questions, the how, the when and the where are all answered in the handbook. As a compliment, USA Swimming's Club Fund-Raising Idea Book gives the basics on the foundations of fundraising.

The Top 3 Swim-a-Thon® Teams in USA Swimming in 2002 were Alaska Pacific Swim Club (Alaska) \$45,380.00, Kansas City Blazers (Missouri Valley) \$43,103.65, Cypress Fairbanks Swim Club (Gulf) %31, 394.97. The top Swim-a-Thon® Earner from Minnesota Swimming was Christina Nahstad from NHCP Swim Club. Christina was also in the category of those that earned over \$1000 for their teams. Congratulations to Lindsey in making this prestigious list. USA Swimming hosts a Swim-A-Thon® Champs Camp each year in the spring. From all earners of \$1000 or more, the top 6 individual earners are automatically selected. The other 6 attendees are randomly selected from the other \$1000 earners. The Champs participants spend a reward weekend in Colorado springs swimming in the flume, being filmed in the 50 meter pool, and experiencing the stay at the Olympic Training Center.

Minnesota clubs that participated in 2003 were (in order of amount earned): Barracuda Aquatics Club (\$9,293.33), St Croix Swim Club (\$4,995.00), STAR Swim Team (\$2,802.00), Moorhead marlins (\$2,671.00), Twin Cities Swim Team (\$2,087.00), West Express Swim Club (\$1,996.50), Bemidji Area Super Swimmers (\$1,673.00), North Shore Swim Club, Swim club \$990.50). Also participating, but have not yet submitted reports: Maple Grove Champlin Swim club, Mankato Swim Club, and NHCP Swim Club. Of this group, the highest earning athletes were: Leah Millette (MOOR), Tiana Wollin (MFS), & Lindsey Arland (STAR). Congratulations to these athletes and teams!!

2003 Registration/Membership Report: Cassy Shapley,

The registration figures for fiscal year 2003 were down 76 athletes from last year. The total number of registered athletes in Minnesota Swimming for 2003 was 6939. This breaks down into 5,461 regular athletes, 12 outreach athletes and 1,466 seasonal athletes. While our regular athlete numbers increased a bit from 2002, our seasonal athlete numbers declined. Our non-athlete total for 2003 was 659. This was an increase of 64 non-athletes from the previous year. The non-athlete figures include coaches, officials, and other volunteers. We issued 77 group memberships in 2003, 2 more than in 2002.

The attrition rates continue to be somewhat high. About 36% of our athletes did not renew from last year. This figure is smaller than what I presented last year, but the comparisons are slightly different, in that now a renewal means anyone who renews as a member even after an absence of up to 10 years. Until now, we could only make comparisons based on the current and previous year's database. From 7015 total athletes in 2002, we had 2578 that did not renew in 2003. 4437 athletes did renew and we picked up 2492 new athletes. More athletes renewed this year than last year, but we did not bring as many new athletes into our sport as last year. So.....we need to continue to try to retain our athletes, but also help grow our sport by recruiting new athletes.

Quadrennial Comparisons – MSI Athletes

<u>Membership Year</u>	<u># Athletes</u>	<u>Membership Year</u>	<u># Athletes</u>
(+337 net athletes in Quadrenium)		(+142 net athletes in Quadrenium)	
1996 (Olympic Yr)	6244	2000 (Olympic Yr)	6797
1997	6812 (+ 568 from 1996)	2001	7061(+264 from 2000)
1998	6869 (+ 57 from 1997)	2002	7015 (- 46 from 2001)
1999	6581 (- 288 from 1998)	2003	6939 (- 76 from 2002)

The 20 largest clubs in Minnesota Swimming in 2003

- | | |
|---------------------------------------|----------------------------------|
| 1) Northern Lights Aquatics (353) | 11) Star Swim Team (183) |
| 2) Minnesota Federated Swimming (323) | 12) Southeast Metro Sharks (173) |
| 3) Twin Cities Swim Team (316) | 13) NHCP Swim Club (159) |
| 4) Edina Swim Club (288) | 14) Montevideo Swim Club (158) |
| 5) Team Foxjet (286) | 15) Dolphin Aquatics Team (153) |
| 6) Rochester Swim Club Orcas (256) | 16) Hopkins Swim Club (147) |
| 7) Burnsville Swim Club (227) | 17) South Metro Storm (142) |
| 8) Mounds View Swim Club (221) | 18) Hutchinson Swim Club (139) |
| 9) Jetstream Aquatic Racing (198) | 19) Alexandria Swim Club (132) |
| 10) Mach 3 Flyers Swim Team (190) | 20) Med City Aquatics (129) |

MISC ITEMS:

- As reported last year at this meeting, Membership Fees have increased for 2004. Although MSI has not increased its fee for many years, USA Swimming had a significant increase. Therefore fees are \$48.00 for a year round athlete, \$28.00 for a seasonal athlete, \$45.00 for an individual non-athlete, \$80 for a Family non-athlete, and \$100.00 for club applications (no change). USA Swimming will continue to increase their membership fee for Regular and Seasonal Athletes and Individual Non-athletes by \$1.00 per year for the next 10 years (2005-2014) and by \$2.50/year for Non-athlete Family memberships during the same period.
- Within the total of our Regular Athlete Memberships for 2003 were 12 "Outreach" Memberships. These are a special category of membership with a reduced fee of \$5.00 for Economically Disadvantaged Youth. In order to qualify, applicants must submit to their member club president (or designee) proof of qualifying for the public school free/reduced lunch program (the burden of proof lies with the applicant). In addition, the club team must provide some sort of scholarship or other form of financial assistance to the athlete. Information and applications have been provided to each club in the registration packets.
- At the direction of USA Swimming, we sent out 2439 Welcome Packets to our year round athletes new to USA Swimming for the first time. LSC's will be reimbursed \$37 per packet for postage. This project was piloted in 2002 by seven LSC's with positive feedback. The project is now on a one year hiatus and beginning September, 2004, the Welcome Packets will be sent from Colorado Springs.

Coach Certification Issues

- Expiration dates of coach certifications are automatically printed on coach membership cards. I periodically scanned the database to check for expired certifications and sent letters of notification and non-coach cards to coaches with expired certifications. ALL coaches on deck at meets MUST be coach certified. It will be easy for meet hosts to tell who belongs on deck this year: Non-athlete cards are "hot pink" and coach cards are bright "terra green" with 2004 in big hot pink numerals.
- The first year Coach Education Requirement has been in effect now for 4 years. Coaches who register as coach members for the first time after September 1, 1998 are required to successfully complete a test (ASCA Level I Foundations of Coaching) prior to registering for their 2nd year as a coach member. Remember that without this, a coach is NOT fully certified and will not have a coach membership. The New Coach Test may be accessed online at the American Swim Coaches Association website: www.swimmingcoach.org Please do NOT wait to the last minute to take this test.
- There are significant changes to new club memberships beginning this year. Any perspective new club must contact MSI to receive a packet of information and an application. Ultimately, after completing several requirements, new clubs are approved by USA Swimming. If clubs do not maintain continuous memberships, they may be subject to the new requirements. USA Swimming will look at some of these cases on an individual basis.
- Some selected MSI clubs will be doing Club Import this season by sending a file from Hy-Tek Team Manager to MSI (hopefully most clubs will be doing this next season). In preparation, we need to be EXTREMELY careful to register all athletes by their legal first name, including middle initial, and provide accurate birthdates. Also, coaches/entry persons must enter athletes in meets the exact same way that they are registered. ALL sanctioned meets will be loaded into the USA Swimming SWIMS database and the information must be identical (registration db is the default). If this information is not the same, especially the ID number, the athlete's name and time will not appear on the SWIMS Times database. Clubs will be getting exception reports from me to clean up their data or make the necessary changes.

2004 Registration/Membership Fees Minnesota Swimming, Inc.

- Athletes:
 - Regular Athlete \$48.00 USA Swimming Fee \$40.00 MSI Fee \$ 8.00
 - Seasonal Athlete \$28.00 USA Swimming Fee \$20.00 MSI Fee \$ 8.00
 - Outreach Athlete \$5.00 USA Swimming Fee \$ 5.00 MSI Fee \$.00
- Non-Athletes (includes coaches & officials)
 - Individual \$45.00 USA Swimming Fee \$40.00 MSI Fee \$ 5.00
 - Family \$80.00 USA Swimming Fee \$75.00 MSI Fee \$ 5.00
 - Sports Medicine \$55.00 USA Swimming Fee \$50.00 MSI Fee \$ 5.00
 - Sustaining \$105.00 USA Swimming Fee \$100.00 MSI Fee \$ 5.00
 - Life \$755.00 USA Swimming Fee \$750.00 MSI Fee \$ 5.00
- Club
 - Year Round Club \$100.00 USA Swimming Fee \$70.00 MSI Fee \$ 30.00
 - Seasonal Club \$100.00 USA Swimming Fee \$30.00 MSI Fee \$ 70.00

Swim Meet Sanction Coordinator: Sheryl McGuire

- Winter 2002/2003 Season MSI sanctioned 22 scheduled weekend meets.
- Summer 2003 Season MSI sanctioned 11 scheduled weekend meets.
- Winter 2002/2003 Season MSI sanctioned 37 non-scheduled meets.
- Summer 2003 Season MSI sanctioned 33 non-scheduled meets.
- Non-scheduled meets include dual, tri, quad, conference, time trial and invitational meets.

Records Chair: Tim Mann

- Assumed the duties of the office and received records and all outstanding applications from Cassy this morning. Will begin updating all records and projected to be finished by the end of November.
- Reminder that it is the coaches' responsibility to submit application forms for any record-setting swims.

Outreach Coordinator: Dave Cameron

Not Present / No Report

Board of Review: John Witzel

- Last year, a three-member panel decided one matter.
- The number of hearings was kept down because matters were settled with alternative means to formal hearings. This should continue to be encouraged.

Zone Team Committee: Al Ness

- Indianapolis was a full zone meet (all teams in Central Zone attended rather than a split)
- Team MN finished 5th overall and won the team spirit award
- Great times both in and out of the pool
- Issues:
 - Swimmer numbers were 120 of 475 (approximately) qualified.
 - External influences: Sections, High School starting, family vacations
- BOD will be reviewing zone team issues in next couple of meetings.

Unfinished Business

No Unfinished Business

New Business

- **Budget:**
 - **Motion to table budget pending discussion of equipment, seconded, passed**

- **Equipment Presentation by Jeff Chida**
 - State of Equipment (Poor)
 - Recommendations on group purchases with other organizations to reduce prices.
 - Suggestions on new procedures and policies
 - Discussion centered around whether or not MSI should stay in the equipment business

 - **Motion: MSI stay in the equipment business, seconded.**
 - **Motion: Call the question, seconded, passed, not unanimous**
Passed, not unanimous

 - **Motion: To take the budget off the table, seconded, passed.**
 - **Call the question, seconded, passed**
Budget Passed, not unanimous

- **Presentation of Candidates and Election of New Board Members (Jeff Rodriguez)**
 - Administrative Vice-Chair:
 - Candidate presented: Dave Goble
 - Open to Floor Nominations
 - Closed with no new nominations
 - Motion to elect by acclamation, seconded; passed, unanimous

 - Age Group Chair:
 - Candidate presented: Drew Walden
 - Open to Floor Nominations
 - Closed with no new nominations
 - Motion to elect by acclamation, seconded; passed, unanimous

 - Secretary:
 - Candidate presented: Tim Mann
 - Open to Floor Nominations
 - Closed with no new nominations
 - Motion to elect by acclamation, seconded; passed, unanimous

 - Coaches Representative
 - Candidate presented: Dennis Dale
 - Open to Floor Nominations
 - Closed with no new nominations
 - Motion to elect by acclamation, seconded; passed, unanimous

 - Coaches Representative
 - Candidate presented: Jessica Carlson, Neil Mahoney
 - Open to Floor Nominations
 - Closed with no new nominations
 - Election by secret ballot: Neil Mahoney

 - Nominating Committee
 - Candidate presented: Megan McNair, Olga Splichalova-Espinoza
 - Open to Floor Nominations: Ellen Youngers, Bob Pearson, Paul Lundsten, Denise Carlson, Bob Peterson
 - Close nominations
 - Election by secret ballot: Megan McNair, Olga Splichalova-Espinoza, Paul Lundsten, Denise Carlson

 - Board of Review
 - Candidate presented: John Witzel

Note: Election was suspended at this point due to a discussion over the conflict with Bylaws. Bylaws were not followed correctly last HOD meeting and an incorrect number of members were elected. To resolve the conflict, Matt Brown resigned from the Board of Review.

- Open to Floor Nominations: Matt Brown, Al Ness, Chip Fechter, Dennis Dale
- Close nominations
- Motion to elect by acclamation, seconded; passed, unanimous

Motion: To destroy the ballots, seconded; passed, unanimous

- **Motion to amend Language regarding Club Safety Officers to allow coaches to serve as Club Safety officers. (Kathy Czuprinsky, Safety Officer)
Seconded; passed, unanimous.**
- **Motion: To accept the next two new business items for consideration. Seconded, passed, unanimous.**
- **Motion to amend MSI Rule 604.5 (David Braun, General Chair)**

Situation: Under existing MSI bylaws, the House of Delegates must meet in October of each year. Corresponding to that, the MSI fiscal year ends September 30th P of each year. By holding the HOD in October, officers to MSI could be elected for the first time and have missed the National Convention. This provides the individual(s) the inability to represent MSI for a full year and puts the individual(s) at a disadvantage relative to USA Swimming matters at the national level. PROPOSED CHANGE: 604.5 be amended to read: *Annual and Regular Meetings*- The annual meeting of the House of Delegates be held in January of each year. Regular meetings of the House of Delegates shall be held in accordance with a schedule adopted by the House of Delegates or the Board of Directors. To afford a smooth transition, the proposed amendment should be effective immediately but the first House of Delegates meeting not be held under this amendment until January, 2005. A special HOD meeting should be called in October, 2004 to afford reporting of all previous years activities by respective chairpersons and extend all elected offices by vote of the HOD for an interim basis until the HOD meeting is held January, 2005. At this special meeting, an interim budget can be proposed, discussed, and passed to carry MSI through December 31, 2004. With this change, the MSI budget would go to a calendar basis. NOTE: If amendment is acted in the affirmative, then I propose the following amendment to Section 606.6.2: *Commencement of Term*: Each person elected to a position will assume office on February 1st (at the first meeting) following the date of election at the annual meeting of the House of Delegates and shall serve until a successor takes office.

Motion: To pass the above recommendation, seconded

Amendment: To drop the language about fiscal year. (As indicated by striking), (accepted)

Amendment: HOD Meeting to be scheduled in April or May at the prior meeting of the House of Delegates (accepted)

Amendment: Change February 1st to "at the first meeting"

Passed, unanimous.

- **Motion to amend MSI Bylaws (David Braun, General Chair)**
Propose the following amendments to the following Sections:
 - *Section 606.1*: Add Section 606.1.12—Legislative Chair
 - *Section 605.7.2*: Add Legislative Chair
 - *Section 606.7*: Add 606.7.10 and read "Legislative Chair: The Legislative Chair shall act as the legal counsel for MSI on all matters of public domain. The Legislative Chair will be charged with acting on behalf of MSI, or if so determined by the MSI Board of Directors, assist in the hiring of outside legal counsel when deemed appropriate. The Legislative Chair in conjunction with the Administrative Chair will assist on the maintenance of the MSI Procedures and Practices Manual. The Legislative Chair will be responsible for the maintenance and accuracy of the MSI By-Laws.
 - *Section 606.7.10*: Current section be renumbered to Section 606.7.11

Motion: To approve the above recommendations, seconded.

Discussion centered around the appropriateness of the Legislative Chair having voting power versus being able render a neutral position on a topic.

Upon recommendation of the current Legislative Chair and Administrative Vice-Chair, **the motion was withdrawn.**

- **Presentation by MSI Webmaster**
- Presented old (current) and new website formats.
 - Old:
 - Only 49 of 74 clubs have submitted contact information
 - Meet result table up to date
 - Removed outdated Individual and Club contact list
 - Link to Online database on Top Bar
 - Top 20 list reinstated (added since HOD [Summer LC 2003 season])
 - New:
 - New look, new format (MS Sharepoint server software, beta version—still some bugs, delaying implementation)
 - Easier navigation—Top Bar Tabs more intuitive
 - User Accounts—Administration Officers as well as each club will have password secured accounts allowing ability to post in particular areas, as well as ability to restrict some areas from general public viewing.
 - Club Contacts user-updateable
 - Announcements or newsletters may be posted by clubs or admin officials
 - Intended to increase communication, participation, and accessibility to the site
 - Document Sharing
 - Committees could have a work in progress with people contributing particular sections or suggesting changes (Policy Manual is PRIME EXAMPLE)
 - User Alerts
 - Can be set by any User to automatically send an email when something is updated.
 - EX: An Announcement is posted on the Home Page; everyone who has subscribed to be alerted to this change will see the announcement on an email, without the need to check the website.
 - Online Database:
 - Need clubs to clean up their TEAM MANAGER databases
 - Make sure athletes have correct registration numbers
 - Make sure there are no duplicate athletes (correct registration numbers will assure this)
 - Make sure all preferences are set properly:
 - Club Mailing address, phone, email, etc. as up to date as possible
 - Club LSC set properly to MN
 - If you have an unattached “team” make sure you always use the same one, with LSC of MN
 - Suggest a rule for what the name of the unattached “team” would be called
 - Correctly select if a swimmer is active or inactive
 - Please observe the online database and report errors
 - Overall:
 - Need feedback at all times. Suggested content, etc.
 - Need Content!!—Don’t hesitate to send pictures or announcements or exciting things clubs/swimmers are doing!
 - Need participation: Many clubs are not responding to requests for information
- **Motion: To accept the new business items for consideration. Seconded, passed, unanimous.**

- **Child Protection Proposal (Tim Mann, Secretary)**

Proposal: Require all Coaches/Officials/Non-athlete members to sign a background check authorization similar/consistent with MSHSL, Youth Soccer Associations / Hockey Leagues, etc. This form would be required to be submitted with the annual USS registration form. Must be on file in order for registration to be valid.

Reason for legislation: Child safety and protection, insurance liability, common sense.

The document would allow MSI / USA-Swimming to obtain the same kind of criminal background check that is required of applicants seeking work as a "Manager" for a Minnesota residential rental property "Owner" as those terms are defined in Minnesota's Kari Koskinen Manager Background Check Act. And must not have any convictions or infractions of a Background Check Crime as defined in the Act subject to a MSI/USA-Swimming Board of Review.

(The Kari Koskinen Manager Background Check Act may be viewed at <http://www.revisor.leg.state.us/st02/299C/67.html>)

All persons subject to this legislation must have a form on file by January 1, 2004. Forms to be mailed out by MSI office by November 30, 2003.

Note: this legislation does not require MSI to conduct background checks on all persons covered; it merely provides signed permission to conduct a check should it become necessary. This is a logical first step. A possible future consideration is to require clubs to perform a background check on each registered coach. Costs: For example: Rochester Public Schools takes a \$15 fee from the first paycheck of all new hires.

Motion: To approve the proposed motion. Seconded.

Discussion was overwhelmingly in favor of the proposal. However, several delegates were previously informed that there was no more new business after the Webmaster's presentation and had left. Although there was still a quorum, it was suggested that the motion be tabled and acted on by the MSI Board of Directors at the November meeting.

Motion to adjourn at: 12:30pm