

October 31, 2012

To: Arkansas Swimming Inc.  
House of Delegates

From: Anita Parisi  
Secretary

Re: Arkansas Swimming, Inc.  
House of Delegates Meeting  
October 13, 2012 – 9:00 am  
UALR Donaghey Center, Room D

I. Roll call –

Board of Directors – Executive Committee

|                                    |  |
|------------------------------------|--|
| LSC General Chair - Shawn Drake    | LSC Senior Athlete Rep – Blake McCauley  |
| LSC Admin Vice Chair – MaryJo Heye | LSC Senior Vice Chair – Scott Berry      |
| LSC Age Group Chair – Patrick Bass | LSC Secretary / Treasurer – Anita Parisi |

Other Board of Directors

LSC Technical Planning Chair – Matt Adams  
At Large – Officials Chair – Jeff Bish  
At Large – Membership Coordinator – Evan Johnston

HOD Group Member Representatives

|  |  |
|--|--|
| Jonesboro Jets – Jon David Williford                     | Little Rock Dolphin-Lasers – Keith McAfee      |
| Springfield Aquatics – Angie Kearbey (alt)               | Central Ark Racers – Onat Tungac (alt)         |
| Monticello – Keith Caldwell                              | Jasper County Killer Whales – Shawn Klosternan |
| Hendrix Aquakids – Corey Cassily (alt)                   | Hot Springs Seals – Jim Norman                 |
| Razorback Aquatic Club “Aquahawgs” – Michael White (alt) |  |

At Large House Members

|                                      |                         |
|--------------------------------------|-------------------------|
| Zone Chair – MaryJo Heye             | Athlete – Katie Kearbey |
| Safety Coordinator – Terri Cohen     | Athlete – Lilly Jones   |
| NTV Records Coordinator – Herb Brill | Athlete – Tyler Latimer |

Absent:

|                                       |   |
|---------------------------------------|---|
| BOD- LSC Junior Athlete Rep - ???     | HOD-Athlete – Jocelyn Woo                 |
| BOD- LSC Coaches Rep – Steve Duwell   | HOD-Athlete – Gage Crosby                 |
| BOD - At Large – Athlete – Lane Bland | HOD-Sanctions Coordinator – Ed Gbur       |
| HOD - NWAA – Steve Duwell             | HOD-Fort Smith Tideriders – Ian Bullock   |
| HOD- Texarkana ATAC – Eric Vogan      | HOD- Univ of Arkansas – ????              |
| HOD- SW Missouri – Julie Miller       | HOD- Diversity Coordinator – Robert Jones |

\*\*\*\*All of the names listed above are the only eligible voting delegates\*\*\*  
Proxies are only allowed for HOD Group Member representatives (i.e. Teams)

II. Reading, correction, and adoption of minutes

- A. A motion was made and accepted to approve the minutes of the Spring meeting.
- B. Important action items from the Last Minutes were not reviewed directly, but Shawn mentioned that all items should have been completed. Important ones to be confirmed for completion and that are not addressed further in these minutes include:
  - a. Minutes, Handbook and Bylaws are to be constantly updated with revision dates and put on website

### III. Reports of Officers

#### A. General Chairman – Shawn Drake

- a. Convention – Shawn reported that she, MaryJo, and two athletes (Blake McCauley and Christopher Heye) attended the USA Swimming Conference. During the conference she learned a lot about LSC management and feels that our restructuring of the Board of Directors and the House of Delegates, especially with more athletes, is along the lines of USA Swimming goals/recommendations. She explained the situation regarding one of our athletes attending who was not on the HOD athlete list and that our new goals/policies will prevent this from happening again - but it will take the coaches and other HOD members help in getting athletes involved and taking ownership of their participation.
- b. Consent Agenda – Shawn mentioned that starting with the next HOD meeting, there will be “consent agenda” items listed on the HOD Agenda. These items will consist of reports from the various committees that need to be read and confirmed by the HOD. They may or may not contain legislation. The HOD will have a chance to vote on these items at the start of the HOD meeting (thus requiring that the reports be sent out to the HOD members before the meeting and subsequently read). The hope is that the HOD members come to the meeting educated and prepared based on the submitted reports and that the meeting can then run more quickly.
- c. Leap – Shawn mentioned that LEAP was completed on time in January, but that in August she received a list of deficiencies in our LEAP paperwork. The deficiencies were corrected by October 1 and sent to USA Swimming.
- d. LSC Structure – Shawn reiterated the impact of LEAP on our LSC was in two main areas:
  - 1) Our LSC must have 20% athlete participation in our committees
  - 2) The utilization of our Board of Directors. The Board of Directors (as denoted above in roll call) is a subset of the House of Delegates. The BOD should be having meetings on a monthly/bimonthly basis while the HOD should have potentially only one meeting per year. The difference of the BOD and HOD in regards to LSC management can be summarized by the following: The BOD can change the Handbook; the HOD is required to change the Bylaws. This is an important distinction because many of our guiding policies are in the Handbook, thus participation in the elected positions of the BOD are important to a Club’s voice in the policies of the LSC.
- e. BOD – The Board of Directors have held two meetings since the last HOD. The first meeting addressed the Zone Championship and the formation of a Zone Committee and Zone policies. The second meeting addressed the LEAP issues, BOD vs. HOD, Zone progress, Athlete travel in regards to the Missouri Valley teams, athlete representatives participation and election process. If you are interested in the minutes, please contact Shawn.
- f. Bylaw Changes – Shawn has been working on Bylaw changes as a result of LEAP. The changes were presented by MaryJo at the end of the HOD meeting (Shawn left early). The modifications were approved. A significant modification is the cancellation of the Spring HOD meeting.

B. Administrative Vice-chairman – MaryJo Heye

No report

C. Senior Vice-chairman – Scott Berry

Scott reported that 2 swimmers went to Olympic Trials and 5 went to the summer Junior Nationals. For the summer, a total of \$6400 in funds was distributed for Athlete Travel. The total for Spring and Summer was \$15,600.

D. Age Group Vice-chairman – Patrick Bass

Patrick announced the winners of the LC ASI Swimmers of the year for 14&unders (these are calculated via top 7 times): Hayley Pike and Joseph Potts(10&U), Brooke Smothers and Anderson Mainord (11), Taylor Pike and Michael Higgs (12), Delaney Haralson and Hayden Harlow (13), Bailee Nunn and Jared Crosby (14). The older two age groups – 15/16 and 17/18 will be voted on in the next week.

E. Secretary/Treasurer – Anita Parisi

Anita presented the financials. (Budget is discussed below in “New Business”)

- 1) On the bright side, ASI made more money than was budgeted.
- 2) On the dark side, ASI spent more than they received in income and more than was budgeted AND the budget was not balanced in the first place. HOWEVER, the primary expenditure was the timing system and if that \$34,000 is not taken into consideration, ASI overspent its income by approximately \$6800.
- 3) ASI savings/net worth is at approximately \$80,000. This is where it should be, but we cannot afford to overspend revenue by \$6800 each year.

#### IV. Reports of Standing Committees and Subcommittees

A. ASI Handbook/Bylaw Committee – Ed Gbur

Ed’s report is attached. It consisted of 5 primary points:

- 1) Deck Changing. USA Swimming said that Clubs or LSC may choose the wording for “prohibited” or “strongly discouraged”. Ed suggested that ASI HOD vote for “prohibited”. ASI HOD did not vote to mandate “prohibit”, but to keep it up to the Club’s discretion in their meet information.
- 2) Disqualifications are not invalidated due to a failure to communicate to a swimmer.
- 3) Additional signals are required for “hard of hearing” athletes on backstroke starts.
- 4) Bullying policies are strengthened.
- 5) Second year coaching memberships not incumbent on passing education requirements.

B. Athletes Committee – Blake McCauley

- 1) Convention was a great experience. Should definitely be attended by the Athlete Reps.
- 2) The election process of the new Senior Athlete rep will occur at the State Meet in March. The Senior Vice Chair and the current Senior Athlete rep will coordinate the election. An application will be required by February 1. This year there will be two positions – Senior and Junior – elected. In the future, only a Jr. Rep will be elected as the current Jr. Rep will move to the Sr. Rep. position.

C. Board of Review - No report

D. Coaches Committee – Steve Duwel

Although Steve was not present, Shawn mentioned that the Coaches need to get together at a scheduled time. Corey Cassily was voted in at the end of the meeting to be the new Coaches' Rep and it will be incumbent on him to start a new schedule of consistent coaches meetings.

E. Finance Committee – Anita Parisi

Anita mentioned that she, Ed Gbur, and Jeff Bish are working on reviewing the method for meet fee assessment and disbursement among budget categories. A proposal will be made at an Executive Committee meeting in the next few months.

F. Hall-of-Fame Committee – Mike Booth

Mike's report is attached. Key points include:

- 1) The HOF has greatly expanded from a HOF honoree event to an ASI awards event. The cost of awards and free meals for ASI winners accounts for the increased expense. In 2012 there were 172 attendees with a net loss of \$1712. The venue was great, but expensive.
- 2) Shawn stated that a new athlete rep was needed on the HOF committee and Tyler Latimer was appointed.
- 3) Increased funding was discussed with two ideas: a) Have the HOF Masters meet revenue go towards the event, and b) Try to secure a sponsor
- 4) At budget review time, the HOD decided to allocate more money to HOF to keep the nice venue and realize that the recognition and exposure for the ASI swimmers is worth the cost. The amount increased, though, does not expect to cover all of the expense overage, so ideas presented in #4 above should still be researched and implemented.
- 5) Mike will be sending a request for HOF nominees via email in the next few weeks.

G. Marketing/Publicity Committee – Herb Brill

Herb presented his frustration in the fact that ASI does not have a corporate sponsor. HOD discussed that sponsors are usually solicited by a team for their own benefit. No one volunteered to help Herb in this venture. Shawn Klostermann volunteered to work with Herb on transitioning a marketing power point that was done for JCKW to an ASI approach.

H. Nominating Committee -

Nominees were solicited for this committee. Anita Parisi, Matt Adams, Bryan Beatty, and Jesse Garrison were assigned/voted in.

I. Officials Committee – Jeff Bish

Jeff's report is attached. Key points include:

- 1) 2 Officials clinics for the fall. One was already held at HAK and had 6 attendees. Another one will be held at RAC at their early November meet.
- 2) We need to fill the pipeline. There are currently 5 referees/starters whose children have moved on from swimming and another 5 will have children graduating in the next 3 years.
- 3) HAK and JETS are starting to get parents involved.

J. Technical Planning Committee – Matt Adams

No Report

K. Zone Committee – Mary Jo Heye

MaryJo's report is attached. Key points included:

- 1) Good meet for the swimmers.
- 2) Issues with a coach.

- 3) Resignation of MaryJo after 2013 and Angie Kearbey being the new chair for 2014.
- 4) A survey being sent to all Zone families
- 5) Next Zones in Topeka, Kansas.

Additionally, it was noted that an Executive Committee meeting was held after Zones to address Zone concerns. The results mandated a creation of Zone Policies/Procedures and the implementation of a Zone Committee. At the HOD, a Zone Committee of Angie, MaryJo, Michael White, and Blake McCauley was selected.

## V. Reports of Coordinators

### A. Membership – Evan Johnston

Evan reported he following:

- 1) There were 1512 athletes and 46 non-athletes registered for 2012.
- 2) Athletes need to be registered before their first practice due to insurance.
- 3) There are new fees for 2013. Attached is a 2013 Registration Info sheet.
- 4) Club registration is due December 1!
- 5) Background checks are cheaper if designated as a “renewal”

### B. NTV Records – Herb Brill

Herb reported that there were lots of records broken in 2012 – without any aid of technical suits! The HOD thanked Herb for the email blasts of the records and accomplishments of the swimmers.

### C. Sanctions – Ed Gbur

Ed’s report is attached. It consisted of 3 primary points:

- 1) Long Course Meet statistics for 2012
- 2) Identification of an issue regarding the meet reconciliation files not matching the meet financials presented to the Treasurer. Mis-matching may be due to inaccurate reporting of scratches. Clubs are required to delete a swimmer from an event and not from the meet when scratching. Also, deck entries are to be included in the financials.
- 3) Post meet Reconciliation from the LC Championships show that a large percentage of swimmers did not do best times.

### D. Diversity – Robert Jones

Although Robert was not there, Shawn continued to stress the need for more participation in Diversity programming, such as, participating in Diversity Camps. Information needs to be distributed to the Clubs – a goal for Robert.

### E. Safety – Terri Cohen

Terri reported that there was only one accident report created in 2012 – was there really only one accident? She urged the HOD to write the reports and to send to USA Swimming.

### F. Awards – Keith McAfee

Based on the addition of the new Divisional Championships, it will be incumbent upon Keith to be fiscally wise when purchasing awards so that the LSC stays within the \$7000 allotment for the 4 meets (LC State, SC State, SC Central Division, SC North Division)

There was also discussion on the types of awards for the Divisional meet. Ideas with momentum: Medals for 1-3 and ribbons for 4-8. No team awards or High point

### G. Equipment – Keith McAfee

No Report

V. Unfinished Old Business

A. Changes to the format of the Short Course Championships. I have asked for the modified sheet that we revised at the meeting, but have not received it, so here is the best recollection from my notes:

- 1) Added new events for Friday night. The order of events for Friday are:
  - 13&Up 400 IM
  - 10&Under 200 IM
  - 11& Up 200 Back
  - 11&12 500 free
  - 11& Up 200 Breast
  - 13 & 14 500 Free
  - 15&18 500 Free
  - 11 & Up 200 Fly
- 2) In the 200s, the events will be scored and awarded as 11&12, 13&14, 15 thru 18
- 3) In the 400 IM, the event will be scored and awarded as 13&14, 15 thru 18
- 4) A 7 event limit still holds for the weekend
- 5) All Friday night events are timed finals
- 6) Relays were modified:
  - a) An “A” relay can be entered with any number of swimmers who are not “individual State qualifiers”
  - b) The “B” relay, and so forth, must contain swimmers who have all qualified to swim individual events

B. Implementation of the Short Course Divisional Championships

**ASI "B" Championships**

Order of Events

| Saturday Morning           | Sunday Morning              |
|----------------------------|-----------------------------|
| Event                      | Event                       |
| 10 & Under 100 Freestyle   | 10 & Under 100 IM           |
| 11-12 100 Freestyle        | 11-12 100 IM                |
| 10 & Under 50 Breaststroke | 10 & Under 50 Freestyle     |
| 11-12 50 Breaststroke      | 11-12 50 Freestyle          |
| 10 & Under 200 IM          | 10 & Under 100 Butterfly    |
| 11-12 200 IM               | 11-12 100 Butterfly         |
| 10 & Under 50 Butterfly    | 10 & Under 50 Backstroke    |
| 11-12 50 Butterfly         | 11-12 50 Backstroke         |
| 10 & Under 100 Backstroke  | 10 & Under 100 Breaststroke |
| 11-12 100 Backstroke       | 11-12 100 Breaststroke      |
| 12 & Under 500 Freestyle   | 10 & Under 200 Freestyle    |
|                            | 11-12 200 Freestyle         |

| Saturday Afternoon     | Sunday Afternoon         |
|------------------------|--------------------------|
| Event                  | Event                    |
| 13-14 100 Freestyle    | 13-14 200 Freestyle      |
| 15-18 100 Freestyle    | 15-18 200 Freestyle      |
| 13-14 200 IM           | 13-14 100 Butterfly      |
| 15-18 200 IM           | 15-18 100 Butterfly      |
| 13-14 100 Backstroke   | 11 & Up 200 Breaststroke |
| 15-18 100 Backstroke   | 11 & Up 200 Backstroke   |
| 11 & Up 200 Butterfly  | 13-14 50 Freestyle       |
| 13-14 100 Breaststroke | 15-18 50 Freestyle       |
| 15-18 100 Breaststroke | 11 & Up 400 IM           |
| 13-14 500 Freestyle    |                          |
| 15-18 500 Freestyle    |                          |

- In the 200s of the strokes and the 400 IMs, the events will be swum as 11&UP, but the scoring and awards will be broken into 11&12, 13&14, 15 thru 18. In the 12&under 500 freestyle, the event will be scored and awarded as 10&under, 11&12.
- All events are timed finals with a limit of 5 events per day.
- Swimmers may swim in any event for which they do not have a “State Qualifying” time or for which there is not a State Meet event (e.g. 10&Under 100 breast).
- A swimmer may not have a “NT”
- Are there supposed to be relays?

## VI. New Business

### A. Reimbursement for Athlete Travel

The Coaches Committee, Finance Committee, the Senior Chair along with the Senior Athlete Rep and an Athlete (Katie Kearbey) will produce a new Athlete Travel Policy that will meet the budgeted expense of \$12,200. Primary considerations include meet type, meet location, number of qualifying times, rational maximum amount to be disbursed per athlete.

### B. Budget Approval and Discussion

A proposed budget was presented and subsequently modified. A balanced budget was passed with three primary issues:

- Athlete Travel needs to be addressed. See “A” above. The new budget is \$12,200.
- Awards for the two new Division Championships will need to be defined to adhere to a total “Awards” increase of \$2000.

- e) USA Swimming Conference attendance will increase, but Zone Conferences will not be attended in 2013.

Discussion also focused on raising revenue (as opposed to just decreasing costs). Increasing the annual membership fee by \$5 per athlete would generate over \$7000. It would be spread across all athletes versus raising meet fees that affects only the athletes that compete and may make meets more cost prohibitive for those athletes.

## VI. Awards

### A. Long Course Age Group Swimmers of the Year

Patrick announced the 14&unders. He will continue work on the 1516 & 17-18.

### B. Age Group Coach of the Year

This award was not voted on by the HOD, but selected by Shawn before the National Convention. Evan Johnston was named as the 2012 recipient. If a recipient needs to be elected before Convention next year, it needs to be voted on at the State Meet. A handbook revision may need to be made for the timing change.

### C. Coach of Year

Scott Berry was again nominated and approved to receive this award due to his team's State Championship wins in both Long Course and Short Course and by one of his swimmer's excellent performance at Olympic Trials.

### D. ConocoPhillips Volunteer of the year

There were two nominations – Jeff Bish and MaryJo Heye. MaryJo won the award for her work with the Zones coordination.

### E. Heil Mile Award

Eric Heil will decide these winners with input from the Senior Chair and others.

### F. ASI Male/Female Swimmers of the Year

Patrick will work on these.

## VIII. Election of officers

### A. Secretary/Treasurer

Anita Parisi was elected for her first whole term. (She is currently finishing a term from another member).

### B. Age Group Chair

Jon David Williford was elected for his first whole term.

### C. Others

#### a. Technical Planning

Matt Adams was re-elected for a second term.

b. Coaches Chair

Although this was not originally on the agenda, it was raised by Anita that the bylaws state “an even year” election of the Coaches rep. Since the HOD consisted of a quorum of coaches and the coaches agreed that they would probably not meet again before the end of the year (since this position is elected by the coaches), it was agreed to vote on a new Coaches Rep at the HOD meeting.

Corey Coon-Cassily was nominated and voted in.

c. Senior Chair

Although this is the end of Scott’s second year for this position, the LEAP-mandated Bylaw revisions state that the Senior Chair should be elected in “odd” years. Therefore, Scott will remain as the Senior Chair for one more year.

d. Board of Review

This is no longer an HOD elected committee. It is a General Chair “assigned” committee. It does not have a voting membership in the HOD.

Due to the role of the BOD and its ability to change Handbook policies, there was discussion on team participation/representation on the BOD. Specifically, we want to make sure that most teams have a voice for their team members. Additionally, there is currently a rule in USA Swimming that there cannot be more than 3 members from one team represented in the BOD – separate for Athletes and Non-Athletes.

Therefore, either the “Membership” Chair or the “Officials Chair” designation as one of the “At Large” positions on the BOD must be re-assigned since both of these positions are held by Dolphin-Laser members and breaks the “team” limit rule. Shawn elected that the Officials Chair role be reassigned to the “Zone Chair”. Thus, Angie Kearbey will fill this role and will give SPA representation.

There is still concern that the RACERS are such a big team, and yet, will not have any voice on the BOD.

IX. Resolutions and Orders

A. Time, Date and Location of Spring Meeting.

Due to the approval of the Bylaw modifications, there is not going to be a Spring Meeting. The next HOD will be in the fall of 2013.

X. Adjournment

Attachments:

Approved 2013 Budget

Current Financials (as of September 2012)

Hall of Fame Report

HOF Request for nominees

Senior Chair/Athlete Travel Report

Rules and Regulations report

Officials report

Registration information for 2013

Bylaw modifications

Proposed State Qualifying Times