

# Ohio Swimming, Inc. Board of Directors Meeting

Miami University Rec Center March 7-8, 2015

UNAPPROVED MINUTES

## 1. Call to Order and Roll Call

Call to order on March 7, 2015 – 1:35 pm

Call to order on March 8, 2015 – 1:36 pm

	3/7	3/8		3/7	3/8		3/7	3/8
General Chair – John Reynolds			Senior Athlete Rep – Mac Lewis	x		Times Chair – Brent Peaden		
Admin Vice Chair – Anne Lawley	x	x	Junior Athlete Rep – Rina Laios	x		Disability Swimming Chair – Jim Peterfish	x	
Senior Vice Chair – Chris Hadden	x	x	Athlete At-Large – Jessica Zaper	x		Officials Chair – Mike Bockstiegel	x	x
Age Group VC – Todd Billhimer	x	x	Athlete At-Large			Technical Planning Chair – Steve Nye	x	x
Secretary – Carolyn Strunk	x		Athlete At-Large			Safe Sport Coordinator – Mike Yeager		
Treasurer – Kyle Goodrich	x		Athlete At-Large			Bernard Vrancken (invite)	x	
Coaches Chair – Ed Bachman	x		Safety Coord – John Pristash					
Coaches Rep – Phil Moran	x		Sanctioning Chair – Pam Birnbrich					

## 2. Motion to approve agenda: APPROVED

## 3. Announcements

- a. Recognition: LSC needs to find ways to improve our recognition of others. BOD needs to send in ideas to Anne about opportunity areas for recognition.  
Mac Lewis – senior Athlete Rep was awarded the HS Classic Scholarship.
- b. LSC Development Workshop (Aug-Sept 2015) – OSI is eligible for a Board retreat offered by USA Swimming. Will be scheduled in Aug sometime.
- c. LEAP 2 update (Anne) – Making progress. Erin sending out communication for information needed.
- d. LSC software platforms (eSurveyPro, Formstack, Dropbox) (Erin) – looking to move the organization forward electronically. Going to evaluate some software platforms (Formstack, eSurveyPro, Dropbox). Send Erin ideas on how you could benefit from software platforms and what tools would make jobs easier. Need feedback by April 1.
- e. HOD Event (Erin) – changing the HOD meeting to make it more of an event for all members, offer coach education, need ideas.
- f. Other Announcements – Athletes have created a social media policy which we will add to the OSI Policy Book.

## 4. Consent Agenda

- a. Adoption of July 2014 Minutes – Erin to route the July 2014 minutes to the BOD members along with the agenda for the next meeting.

## 5. Action Items:

- a. BOD/committee job descriptions/scope of responsibility review – Erin will send around OSI BOD and committee descriptions for review.

## 6. Committee Reports/Updates

- a. Athlete Reps (Mac, Rina)
  - Communication guidelines for social media will be added to the OSI policy book.
  - New Athlete Rep – Jessica Zaper (NAAC) candidate for junior rep
- b. Safe Sport – Mike Y not present for report
- c. Sanctioning (Erin for Pam)
  - Electronic entry policy for OSI – Pam recommends that LSC require electronic entries only for meet and that host teams can charge up to a \$25 fee per person for manual (paper) entries. Championship meets require electronic entries only and host teams are allowed to charge a \$25 fee per person for manual entries.
  - Photographers on deck policy – The current A/V statement in the meet books will be modified to include OSI policy on photos being taken behind the blocks and coach video graphing statement. A committee will be formed to discuss revision of statement. Anyone interested let Erin know.

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### 7. Discussion Items

#### a. Administrative Division (Anne Lawley)

- Board meeting schedule/frequency suggestions – Carolyn suggests that BOD have meetings more often so agendas are not lengthy. Also not to have meetings on championship meet weekends because she has to supervise her athletes in-between sessions. Suggested meet every month via teleconference and every other month in person. Ed concurs with having monthly meetings and to bring proposed ideas to meeting vs. discussion which increases length of meeting. Recommendation to have on a Tuesday at 8:00pm at whatever frequency is needed. All in agreement that BOD meetings will not be on championship meet weekends.
- Legislation:
  - Propose a change for HOD meeting to “Fall” and “Spring” vs. May/Oct  
**MOTION:** To change language in bylaws for HOD meetings to be ‘Fall/Spring’ vs. ‘Oct/May’. **APPROVED**
  - LSC Administrative Review Board – currently OSI does not have an LSC Board of Review. Any issues automatically go to the Zone BOR. Does Ohio want to deal with issues on the local level? Concerns about losing the ability to decide outcome of internal issues (Steve). There is an appeal process available at the zone level.  
**MOTION:** To implement an OSI Administrative Review Board and add to bylaws for HOD adoption. **APPROVED**
  - Committee meeting minutes – there is a requirement for committee meeting minutes be taken and on file at the Permanent Office.
  - Finance Vice Chair Model – Kristi is acting as a treasurer by definition in bylaws (except she is not elected). Do we want to add the Finance VC position to the OSI bylaws? Suggestion for Kristi to be LSC accountant, or make treasurer an appointed position (conflict of interest to have paid employee as elected officer).  
**MOTION:** To add Finance VC position to bylaws for HOD adoption. **APPROVED**
  - Function-based vs Traditional organizational model (Program Ops/Program Development divisions) – should OSI move to Function-based model? Consensus was to remain with the traditional model for now and postpone discussion until LSC governance session in Aug.
  - Diversity Chair – add to bylaws  
**MOTION:** To add Diversity Chair to BOD. **APPROVED**
  - Immediate Past General Chair (IPGC) serves as chair of nominating committee after term has concluded (604.8.2) – recommendation to remove the requirement for the IPGC to serve as chair of the nominating committee after the conclusion of his/her term. Reason is that the GC would be expected to continue service after term has concluded. GC may not want to continue service.  
**MOTION:** to adopt the model bylaw language to change the bylaw language to not require the GC to serve as Chair of the Nominating committee but is still able to serve on the committee. **APPROVED**
- LSC travel – proposal to use a travel agency for LSC travel so billing can be directed to the Permanent Office. Erin to investigate cost and report at next meeting.
- Policy Book - Clarification of scratch rule in Policy Book. Question not clear is whether this policy is for all meets or just LSC championship meets. BOD is in agreement that the policy for Prelim/Final scratch rules applies to all LSC meets, not just championship meets. Needs to be brought up at HOD to clarify.

#### b. Registration/Permanent Office (Erin/Kristi)

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- **MOTION:** Club application deadline will be Dec 1. After the deadline, an extra \$100 fee will be applied to the club fee **APPROVED**
- c. Senior Swimming (Chris Hadden)
- **ACTION item:** Erin to devise an online application for travel reimbursement for the summer.
  - **ACTION item:** Chris to determine a set fee for what will be reimbursed with the committee at the May meeting. Reimbursement to include Futures meet and disability meets (to be determined).
  - Olympic Year travel funding planning - \$20,000 is in fund from leftover travel. Allocation is to be determined.
- d. Officials (Mike)
- Officials Travel – (Houk) a fund to be established that will be announced at HOD meeting for officials traveling to national meets. The LSC needs to increase support of officials attending the meets.
  - Recognition – LSC should recognize officials for service.
  - LSC radios/headsets – is there equal access in the LSC? Should mention in clinics that they are available. Anne is letting meet referees know that they are available. Need to get the word out.
- e. Technical Planning/Athlete Development (Steve)
- OSI Championship Meet goals (Appendix 1):
    - Age Group meet relays – huge consumption of time at the meet
    - Idea of 4-day format for the JO meet. Regional meets were created to minimize travel. Need input to create a document that includes input from both coaches and officials. Mike B. to get input from officials. This will be a living document. Lins would like to see what the resolution would be if goals conflict with each other.
  - Championship Meet Announcing policy – recognizing the efforts of the athletes. OSI doesn't have consistency in announcing at championship meets. Difference between a person who has a good voice for announcing and a person who "calls a meet". \$500 had been paid in the past for a championship meet announcer. However, officials don't get paid and put in a lot more time which creates a problem.  
**ACTION item:** Steve to put together a guide document for announcers for championship meets. Does OSI allow sponsorship ads to be announced at meets? **ACTION item:** OSI needs policy for sponsorship at Championship meets. Does the LSC have a sponsor?
  - Hierarchy document (Appendix 2):
    - Addition of policy for intrasquad meets. Sanctioned intrasquad meets are required to have a visiting official at the meet (new policy). No intrasquad meets past Oct in Short Course and May in Long Course will be granted sanctions.
    - Only meets allowed between Regionals and JOs are *time trials*, which are open to all swimmers.
    - The hierarchy document needs to be added to the policy book.
    - **ACTION item:** (Steve) Changes to the hierarchy document (appendix 2) that need to be made:
      - a. No sanction granted to intrasquad meets requested after Oct (SC) and May (LC)
      - b. Statement about decisions being final needs to be removed and zone board of appeals language should be added
    - **ACTION item:** (Erin) Zone appeals process should be included in policy document (or a reference to the process)
  - Add developmental meets to the current schedule (Chris Hadden) – can teams that get closed out of meets be allowed to run a meet the same weekend. Pam was to identify which meets get closed out historically and recommend meets to be added on those weekends. Discussion tabled until next meeting. **ACTION item:** Need a recommendation from Technical Planning to

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additional meets to be added. Todd B recommended a Distance Meet to be contested in every commission beginning SC 2015-2016.

- f. Times (Erin) - Meet Calendar grid to be created to include meet book and results. The grid would include other swimming governing bodies that are approved and observed (NCAA, YMCA, OHSAA).
- g. Sanctioning/Scheduling (Pam/Erin)
  - Time Trial Meet Fee Structure – There's a lot of effort that goes into building a time trial meet, burden to the meet host. Recommendation pre-entry is \$5, deck entry is \$10 for time trial meets.
  - Minimum requirements for LSC championship meets – define standard equipment requirements for LSC championship meets since meets are subsidized by LSC. **ACTION item:** task force to look into establishing the minimum requirement for hosting a championship meet. Anne requests that Mike B. (Officials), Pam (sanctioning), Todd (age group chair), Chris (Senior chair) put together their thoughts on expectations for meets, compile information and make recommendation.
  - Chris H. proposing that three 1-day (Sunday) meets be added to the meet schedule to supply the demand in Central commission during SC season. Looking for meet hosts. Possible IMX format or similar. Separate age group sessions. **ACTION item:** Add additional data collection item on financial report (1) did your meet close out and (2) how many swimmers did you turn away?
    - Central meets that close out: UASC triple crown, UASC golden bear, OSSC meets, WOR Kelly German
  - Distance Meets – adding to the schedule. A distance challenge, one meet in each commission with results compiled for awards. Meets all run on same day. Over Xmas holidays. Todd to find meet hosts. Possibly contested on Dec 19. Money has been set aside.
  - Weather contingency policy - Anne to get ruling on allowable options for weather-related changes (format changes and awards) and then a group to get together to devise an LSC policy. Lins indicated 2 things to consider: postponement/cancellation (1) at the start of a session and (2) mid-session. Cannot convert mid-session from P/F to TF. **ACTION item:** group to get together to create LSC policy once allowable options are determined (Anne).

### 8. New Business

- a. Awards/Recognition at HOD – LSC awards for Athletes/Non-Athletes? Outgoing officers, should we recognize and how? Suggestion to award incoming General Chair with USA Swimming life membership since we pay for the membership while in office.
- b. Conoco-Phillips Award – Erin to put out a request for nominations for the award
- c. Sponsorship (new item from announcement discussion)

### 9. Old Business

- a. Requiring clubs to have a min number of officials (Steve) – Mike B sent information to Steve of previous decision to reject the idea. If issue is to be brought back up, the coaches need to bring back to the table.
- b. Other

### 10. Next Meeting

### 11. Adjournment

Adjournment March 7, 2015 – 3:39 pm

Adjournment March 8, 2015 – 3:18 pm

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Appendix 1:

## Ohio Swimming Championship Meet Goals

### *OSI's Vision For The "Ideal" Championship Meet/Championship Meet Series*

As I spoke of yesterday I wanted to put something together to help us better define our "ideal" meet situation. We're constantly making changes for times, timelines, events and all but have really never SOLIDLY defined what our ideal meet situation would be like. Basically... what would be the perfect meet.

Anyone new to our association be they coach, official or team administrator has NO concept and NO way to simply research what it is that we are trying to accomplish as an association in terms of our championship meets... no way to understand the philosophical base. I would like us to strive to put something together that could be easily read by anyone, old or new, so that they can better visualize our goals for these meets. It will also preserve the history of our decisions a bit more so that we're not reinventing the wheel every few years. Here we go...

### The first thing I'd like to do is to ask everyone their opinions of the IDEAL championship meet considering these variables:

- 1 – Short course versus long course
- 2 – Age Group Regionals versus Age Group JO's
- 3 – Age Group Jo's versus Senior Champs

*We've all talked about keeping these as similar as possible so that athletes, parents, officials AND coaches all were given tremendous consistency when it comes to OSI Championship Meets.*

Basically I'm looking for ideas in terms of:

- 1 – Days of meet operation
- 2 – Dates of meet operations (such as us moving the Senior Champs to Nov/Dec.)
- 3 – Events actually offered to each age group
- 4 – Event format (which events on which days)
- 5 – Time lines (of prelim sessions, of breaks between sessions, of finals, ideal prelim & final start times, etc.)
- 6 – Individual event time standards (how deep do we set these per event per age group to accomplish #6) and how these are established (basically we talked about using the actual raw data of the 3 years prior to get an average time that will allow us to set standards but we really didn't talk about the "ideal" number of heats it is that we want thus the reason this flows right into #6 below)
- 7 – Relay time standards (we talked about using 4 X the individual cut plus 3-4% this year so this formula should be recorded... I'm not sure how many folks beyond a select few knew that we'd only switched to this about 4-5 years ago to help standardize relay cuts nor what the actual formula was)
- 8 – How many preliminary heats per event we want per event per age group
- 9 – How many finals heats do we want per event per age group
- 10 – Which events are PF for TF
- 11 – Announcing
- 12 – Awards/award categories (individual & team)/awards presentation
- 13 – Athlete recognition
- 14 – Educational development (Ed's pyramid, former Ohio Olympians, International Team members, NCAA champions, etc. all promoted at these meets in the form of heat sheet info, announcements, posters on deck at the meet or whatever)
- 15 – Officiating concerns
- 16 – Bridging the gap between Age Group and Senior national level performance
- 17 – Meet result availability/ meet coverage (streaming, etc.)

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Appendix 2:

## Ohio Swimming, Inc. Sanction Hierarchy

The Technical Planning Committee (TPC), comprised of OSI's Technical Chair, Coaches Committee Chair, Senior Committee Chair, Age Group Committee Chair & Sanction Committee Chair, will oversee all aspects of the meet bidding process.

### Host Hierarchy

**NOTE: The "Host Hierarchy" applies within each tier of the "Meet Hierarchy" described below.**

#### **HH Tier 1**

**Swimming meets/events bid according to proper OSI bid procedures by OSI member teams/entities in good standing with OSI will be given first preference over those team/entities not in good standing with OSI.** For definition, "good standing" shall mean that there are no current sanctions or restrictions imposed upon the bidding team for failure to adhere to OSI policy in relation to any swimming event previously held, sanctioned or sponsored by the bidding team and that all OSI membership requirements have been met by the bidding team/entity. For definition, "proper OSI bid procedures" shall mean according to the published OSI deadlines, protocols & sanction fee payment schedules. Simple meet packet updates to include new USA Swimming or Ohio Swimming required verbiage will not disqualify the bid as being submitted properly.

#### **HH Tier 2**

**Swimming meets/events bid by OSI member teams/entities in good standing with OSI but which are deemed not to be in accordance with proper OSI bid procedures will be given second preference if the bid of said team/entity is subsequently brought into compliance.** This failure may be a result of a missed meet sanction deadline, an incomplete meet sanction application, meet information packets that need adapted to include basic, standardized missing information, lack of sanction payment and the like. Common sense should prevail here when it comes to minor changes that subsequently bring the team into compliance. See Tier 1 for definition of "good standing" and "proper OSI bid procedures".

#### **HH Tier 3**

**Swimming meets/events bid by OSI member teams/entities currently NOT in good standing with OSI will be given third preference in this hierarchy ONLY once said team/entity has satisfied the requirements needed by OSI to remove all restrictions, sanctions and/or penalties currently imposed on the team.** See HH Tier 1 for definition of "good standing" and "proper OSI bid procedures". The understanding here is that, regardless of the reason for the lack of "good standing" for the team/entity, said team or entity will have had ample time to correct their lack of "good standing" status with OSI prior to the sanction request deadline. As such, it is up to ALL teams/entities to ensure that they are, indeed, in "good standing" with OSI prior to the submitting a bid to hold a meet or event within Ohio Swimming. Once said team/entity becomes in good standing with OSI, their bid then falls under HH Tier 2 consideration.

### Meet Hierarchy

#### **MH Tier 1**

**OSI sponsored championship meets/events (currently Ohio Age Group Regionals, Ohio Age Group JO State Championships & Ohio Senior State Championships) take precedence over all other meets/ events and no other bids become official until such time as the championship meet/event bid process is complete.** This shall be true even if the championship event/meet bid procedure is not completed for any reason by the sanction due date. It shall be up to the discretion of TPC as to whether the weekends before or after one of the championship meets need to be protected from other, non-championship potentially conflicting meets/ events, as well. Any OSI sponsored championship meet/event that receives multiple bids from teams in good standing with OSI shall go to vote at the OSI HOD (House of Delegates).

#### **MH Tier 2**

**OSI sponsored non-championship meets/events (currently the Senior Circuit series) following proper OSI bid procedures will be awarded/scheduled next in terms of this sequence.** In the event the meet/ event bid procedure is not completed properly by the sanction due date for any meet potentially qualifying under this tier the scheduling of these meets/events will then become subject to date availability around, but not in conflict with, all other remaining meets/events that followed proper OSI bid procedures. It shall be up to the discretion of the TPC as to whether the weekends before or after one of the OSI sponsored non-championship meets need to be protected from other, potentially conflicting meets/events, as well. Any OSI sponsored non-championship meet/event that receives multiple bids from teams in good standing with OSI shall go to vote at the OSI HOD.

#### **MH Tier 3**

**OSI member open or closed meets/events that are not in conflict with any other meet/event being held within that commission on the same date(s) will be awarded/scheduled next in terms of this sequence.** This allows all teams/entities to continue to host meets/events that they have had on the prior year's schedule under the same or non-conflicting altered format. This also allows newly formulated meets/events to be added to the schedule as long as the TPC deems them NOT to be in conflict with any meet/event from the prior year on the proposed date(s) or within 7 days before or after the proposed date(s). It shall also be up to

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the discretion of the TPC as to whether any new meet/event or previous year's meet/event that has altered its format creates conflict with meets/events being held within 7 days before or after said meet/event. Note of clarification: In the event that the TPC deems a new meet/event or previous year's meet/event that has altered its format to be in conflict with any previously established meet/event on OSI's schedule the year before, said meet/event shall be subject to MH Tier 4 & MH Tier 5.

**Note:** The remaining tiers go into effect in the event that conflicting bids of teams/entities are not waived by the host team/entities involved. Conflicting bids are considered to be bids for meets/events occurring on the same date(s) within the same commission.

### **MH Tier 4**

**OSI member open swimming meets/events that were on the OSI's meet/event schedule on the same date(s) the year before will be awarded/scheduled next including multiple meets/events held in the same commission the year before.** This is to protect these teams/entities from newly formed, conflicting meets bid by another team/entity or previously established, non-conflicting meets held by another team/entity on the same date(s) whose format has been changed and now puts this altered meet in direct conflict with the other meet being held within that OSI commission. Note of clarification: Teams that have agreed to waive conflicts in the season prior, under the understanding that there are no format changes to these meets/events, are granted rights to hold these same meets/events on the same date(s) for the ensuing competitive season above any new meets/events proposed by another team/entity for the same date(s).

### **MH Tier 5**

**OSI member open swimming meets/events that have an established history of being hosted for at least 2 of the previous 3 years on a given date but who may have had to change that date to within 7 days before or after the previous year's meet/event due to conflicts/arrangements with other teams, with pool scheduling difficulties and the like will be awarded/scheduled next in terms of this sequence.** This is to protect these teams from newly formed, conflicting meets to be held by another team/entity within that OSI commission.

### **MH Tier 6**

**OSI member open or closed swimming meets/events that are newly developed meets that are not in conflict in any way with any of the meets detailed above will be awarded/scheduled next in terms of this sequence.** New meets/events vying for same date(s) in same region that are deemed in conflict with one another but not in conflict with any meet/event on OSI's schedule the year before by the TPC will automatically go to bid within the HOD of OSI.

### **Important Notes**

1 – In all cases **that where** the bidding process has been completed and the meet/event schedule published all subsequent sanction requests **for any style of meet or event** will be subject to this hierarchy **as determine by the TPC and,** will be considered based on a first-come-first serve basis and must be cleared by a majority vote of the TPC. **Otherwise it will be considered that it is not a valid sanction and no times performed in the meet will be considered legal times.**

2 - In all cases, once a meet has been awarded a bid on a certain date or dates and under a certain format by the sanction bid deadline date, ANY requested change to that meet must be cleared by a majority vote of the TPC. Failure to do so is consideration for the sanctioned being pulled for that event.

### **Intra-Squad Meets**

1 - Each OSI team may host 1 (total) sanctioned intra-squad meet in the months of September and October at during the short course season and 1 (total) sanctioned intra-squad meet in the months of April during the long course season for a maximum of 2 sanctioned intra-squad meets throughout the course of the year. No sanction will be granted to any intra-squad meet at any other time of year outside of these months of September, October & April. In addition, at least 1 official from other than the host team must work the entire duration of the meet for the session to be considered a sanctioned event. There are no provisos associated with holding non-sanctioned intra-squad meets during any month of the year for any team.

### **Appeal Process**

#### **AP Tier 1**

Appeals may be submitted to the head of the TPC and the Sanctioning Chair of OSI for consideration. Such appeals may be related to meets/events that were not granted sanction or even those that were granted sanction that another team/entity feels creates a conflict. The TPC will then review the appeal and give their decision within 14 days of receipt of the appeal.

#### **AP Tier 2**

Any decision by the TPC may be appealed to the Ohio Swimming Board of Directors within 14 days of the receipt of the decision of the TPC in relation to such appeal. The decision of the OSI BOD will be final and will be made within 14 days of the receipt of this secondary appeal.