



**Oklahoma Swimming Mission Statement:** *To develop excellence, character and growth in swimming for all.*

**Oklahoma Swimming Vision Statement:** *To advance our core values of selflessness, excellence, leadership, integrity, inclusion and development by increasing competitive opportunities and developing relationships that promote excellence and growth.*

**OKLAHOMA SWIMMING, INC.  
ANNOUNCEMENT OF FALL  
HOUSE of DELEGATES MEETING  
SCHEDULE OF IMPORTANT DATES:**

**Announcement distributed and posted to OKS Membership August 14, 2018**

**All proposed legislation properly formatted and submitted to OKS General Chair and OKS Secretary no later than Sunday September 9, by 6:00 PM**

**All Legislation for HoD posted and distributed to LSC membership by Thursday September 13, 2018 by 6:00 PM**

**HoD Agenda posted and distributed to LSC membership Thursday September 13, 2018 by 6:00 PM**

**Board reports for BoD meeting due to GC Saturday September 29 by 6:00 pm**

**Board reports for HoD due to GC by Tuesday October 2, 2018 by 6:00 PM**

**BoD Agenda and information reports posted and distributed to board members by Sunday October 7, 2018 by 6:00 PM**

**HoD Agenda information packets posted and distributed to LSC membership Sunday October 7, 2018 at 6:00 PM**

**All applications for elected officer positions must be returned to the Nominating Coordinator Bob Staab at: [bobstaab59@sbcglobal.net](mailto:bobstaab59@sbcglobal.net) by no later than Thursday October 4, 2018 by 6:00 PM in order to be included in the HoD Agenda ( application form attached to this memo)**

**Applications for the following positions will be accepted:  
General Chair, Admin Vice Chair, Age Group Vice Chair, Treasurer, Senior  
Program Vice Chair (1-year term filling a vacancy) Coach Representative  
(elected by Coaches) **See OKS web site for officer job descriptions and  
expectations.****

**Nominations will be accepted from the floor of the HoD for last minute  
applicants.**

**SATURDAY October 13, 2018 SCHEDULE OF COMMITTEE AND  
WORKSHOP MEETINGS**

**Location: GLENPOOL CONFERENCE CENTER  
12205 South Yukon Ave.  
GLENPOOL OK 74033**

**Date: Saturday, October 13, 2018**

**HoD Meeting Time: 3:00 PM – 5:00 PM (time certain not to exceed)**

**SATURDAY OCTOBER 13, 2018 SCHEDULE:  
Glenpool Conference Center:**

**CLBMS Workshop: Check In 8:30 Start 9:00 end 11:30 pm: Presenter Randy Julian  
/PMT (See Announcement and Registration Form attached to this memo)**

**Coach CPR/Safety Certification Class: Contact Ali Baker for specifics**

**Safe Sport: Venue Safety/ Parent/Athlete Bullying Program Various speakers 9:30 –  
11:30 PM**

**Safe Sport Committee Meeting: TBA**

**Finance Committee Meeting 11-12:00 PM**

**D&I Committee Meeting 10:00 -Noon**

**Athlete Committee Meeting: 1:30-2:30 PM**

**By Law Changes are A Comin' 12:30-2:00 PM. Moderator PMT. Wireless mic requested**

**Officials Talk with Jim Holcomb 9-11:30 am**



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**OKLAHOMA SWIMMING ELECTED OFFICER APPLICATION FORM**  
**General Chair, Admin Vice Chair, Age Group Vice Chair, Coach Rep (elected by Coaches),**  
**Treasurer and Senior Program Vice Chair (1 year term vacancy fill)**

**Applications must be returned by no later than Thursday October 4, 2018 by 6:00 PM to be included in the HoD Agenda Report.**

**Personal Information:**

**First Name:**  
**Last Name:**  
**Phone number where you can be reached (include area code):**  
**Email Address:**

**Volunteer Skills:**

**Experience with local swim club(s), Oklahoma Swimming at the LSC level, Zones, other Volunteer Organizations**  
**Position held, responsibilities, degrees, etc.**  
**Number of years**

**Professional/Job-related Skills, Experiences, Degrees, Etc.,**  
**Positions held, responsibilities, degrees, etc.**  
**Number of years**

**List Previous or Current OKS Committee or Club Service Work,**  
**Committee/Officer:**  
**Committee/Officer:**  
**Committee/Officer**

**References: Give two references who know your work with appropriate volunteer organizations.**

**First Name (reference two)**  
**Last Name**  
**Email address**  
**Contact number (include area code)**

**First Name (reference two)**  
**Last name**  
**Email address**  
**Contact number (include area code)**

**Submit completed application and any other appropriate information to the Nomination Coordinator Bob Staab at [bobstaab59@sbcglobal.net](mailto:bobstaab59@sbcglobal.net) no later than Thursday October 4, 2018 to be included in the HoD Agenda Report.**



**OKLAHOMA  
SWIMMING**



**USA Swimming, along with Oklahoma Swimming,  
will be hosting a**

## **Club Leadership & Business Management School 201 (CLBMS)**

**Conducted by Randy Julian, USA Swimming Sport Development Consultant**

**When: Saturday, October 13, 2018 Check in at 8:30 am. Workshop begins promptly at 9:00 AM**

**Where: Glenpool Conference Center, 12205 South Yukon Ave., Glenpool, OK 74033**

**Cost: FREE to all existing and new Oklahoma Swimming Member Clubs**

### **How do I register?**

Please download the registration form, complete (one per person), and return by email attachment to [swimmeets@att.net](mailto:swimmeets@att.net) If you are unable to use email, you may mail it to the attention of Tracey Garrett OKS Secretary at 1304 Woodview Lane, Edmond, OK 73013. Please pre-register by Monday, October 1, 2018. We won't turn anyone away but ask that you register for planning purposes.

### **What is "CLBMS" About & Why Should I Attend?**

Are you a new club that wants to start off on the right foot? Have you been a club for ten years or have you been doing things the same for ten years? Does your club want to change or establish more efficient systems? Is your club constantly

rehashing the same issues; always fund raising; and constantly looking for volunteers??

CLBMS 201 is a unique and exciting workshop where club coaches, club leaders & board members come together to learn to be effective in leading and governing their teams. Through interaction with other clubs and information from the presenter, coaches and club leaders can work together in learning about new strategies to improve their clubs, as well as different and proven ways to effectively lead their team. Tremendous information for Parent-run nonprofit, Coach-owned, and Institution-owned teams will be presented.

During this course you will learn:

- The ten basic responsibilities of a board
- The three legal responsibilities of non-profit boards
- Effective ways to communicate with your team
- How to more effectively recruit and retain volunteers
- Characteristics of an effective board-staff partnership
- How to govern more and manage less

Who Should Attend?

Anyone! This is required for all new clubs (head coach and board president or booster club president). It is also required for clubs working toward level 2 of the Club Recognition Program. Teams with a new head coach or new board members & clubs who have not attended in the past 5 years are strongly encouraged to attend. It provides great information needed prior to conducting a Strategic Planning meeting for your board members and coaches. You should have already completed the On Line CBLMS 101 course before attending this Level 201 school. This is available on the USA-Swimming web site at [usaswimming.org](http://usaswimming.org).

Questions?

Please call Paul Thompson OKS General Chair at (405) 570-6529 or email at [auggie1@sbcglobal.net](mailto:auggie1@sbcglobal.net)



**OKLAHOMA  
SWIMMING**



## **REGISTRATION FOR CLUB LEADERSHIP AND BUSINESS MANAGEMENT SCHOOL 201 (CLBMS)**

**Saturday, October 13, 2018 (check in 8:30 am) School begins 9:00 AM - (before lunch).**

**Location: Glenpool Conference Center**

**12205 South Yukon Ave.**

**Glenpool, OK 74033**

School is free to all existing and new OKS Swimming Member Clubs. We look forward to seeing you at this important seminar!! **You should complete level 101 of the CBLMS on line prior to attending this school. See USA-S web site at [usaswimming.org](http://usaswimming.org) for this initial course.**

Instructions: Complete form provided. Return by no later than Monday October 1, 2018. Return as email attachment to: [swimmeets@att.net](mailto:swimmeets@att.net) or or mail to Tracey Garrett, OKS Secretary at 1304 Woodview Lane, Edmond, OK 73013. Please send one registration form per person attending!

Name: (complete) \_\_\_\_\_

Position with Club: (Chose one) Head Coach, Assistant Coach, Club President, Club Board Member, Other

Club Name: (complete) \_\_\_\_\_

Email address: (complete) \_\_\_\_\_

Is this your first 201 CBLMS Workshop? (complete) yes \_\_\_\_\_ no \_\_\_\_\_