Hawaiian Swimming Board Meeting

May 19, 2019

Punahou School - Thurston PE Center

1601 Punahou St, Honolulu, HI 96822

**Attendees:** Jon Hayashida (General Chair), Malcolm Cooper (Admin VP, NTV, Tech Planning), Gwenn Tomiyoshi (Registrar), Mike Osborne (Finance Chair), Ana Eyre (Athlete Rep), Makena Ginoza (Athlete Rep) Lexi Anderson (Maui Athlete Rep), Sandy Drake (Secretary, Official’s Chair), Lex Escondo (Official’s Rep), Kenny Chew (Immediate Past General Chair), Bobby Dugar (Treasurer)

1. **Meeting Called to Order – 9:41 AM**
2. **Introductions &Announcements**- none
3. **Appointments**- Risk Management position needs to be filled. Let Jon know of any candidate that you think could fill this position.
4. **Consent Agenda** – going forward we will need to have a consent agenda submitted. Send it to Sandy so she has it in the minutes.
5. **Administrative Reports**
6. **Secretary Minutes**- February 24 minutes reviewed and approved.
7. **Treasurer Report**- Bobby reports that we’ve rebounded a bit from last year. First Western Account still gets $1500 per month for the endowment fund. However, the bank’s communication isn’t up to par. They only send a report quarterly which only Dave has access to. The security on it doesn’t allow for anyone to print the report. Mike & Bobby will follow up on getting some sort of a report.

QuickBooks license expires at the end of May. There are a few options we could do which Bobby explained as 1) keep the same, 2) purchase the updated 2019 version, 3) go with a month to month payment and it will be all online. All info will be stored in the Cloud. Bobby feels it’s fine the way it is now, but he also thinks the online version allows other people to be users on all islands. Jon asked for a motion to update QuickBooks. No additional discussion. Option 1 – opposed. Option 2 – opposed. Option 3 – approved. Bobby will ask QuickBooks about the price of the Essential Plan and the Plus Plan and make his recommendation to the BOD.

Access to Central Pacific Bank has been less than satisfactory. Communication has been poor. Motion to change banks. Approved. Mike said Eugene Dryzmala is speaking with First Hawaiian Bank who may become a sponsor of Hawaiian Swimming. Bobby says we need to make sure institutions have more transparency online, ACH, checks, and credit cards. Jon’s concern about switching accounts is would there be a delay in our business. Bobby said he doesn’t believe there will be. Jon asked Bobby to investigate the different financial institutions for us to use and report back to the BOD.

Bobby asked for the Expense/Reimbursement forms be sent electronically to help be paperless. He also asks for Meet Report/Expense except the first page which they need for audit reports. It’s suggested to use Google Docs for the forms which only the treasurer would have complete access. Motion to create electronic files for Expense/Reimbursement and Meet Report/Expense forms. Approved. Bobby and Malcolm will work on getting it set up.

1. **Membership/Registration Report**- Report attached. Gwenn said during the Western Zone meeting, she asked why her numbers never match up. They said there is always a difference. She needs to work more in SWIMS. We are down 80 athletes from 2018.
2. **National Times Verification Report –** All meets up to Friday, May 17 have been uploaded. Malcolm has uploaded a report for teams for number of officials needed for the Quota. SWIMS has created a ‘dashboard’ in the club portals to create reports about LSCs and Clubs.

1. **Chairperson Reports**
2. **Administrative Vice Chair**- Policies & Procedures need to be updated. Jon said Dave Coleman is working on P&P. Dave will be looking at removing Rules & Regulations.

Malcolm will send conflict of interest forms to all BOD members.

1. **Finance Vice Chair**- Mike & Eugene are working on finding some major contributors/sponsors. Sandy knows of a Maui chocolate company that is a non-for-profit who contribute to the community. Mike will contact Sandy for a contact.
2. **Senior Vice Chair** – not present. Jon said the Senior meets are hosted by OSL. It was noticed that it is now a full 3-day meet with the start times for warm ups at 7:30am each day.
3. **Age Group Vice Chair**- not present. Malcolm said Age Group champs is posted with same format as short course. All meets on outer islands are posted. JAGS still need to be done.

Meet Manager license for VMAC has expired. Malcolm is working with Saint Marie Gough on updating it. For UH, there is no license. Possibly get Monoa Aquatics or Pearl City to use theirs for meets at UH. Malcolm reports that Aulea has purchased the Dolphin software. He will be at the meet where they will be using it.

Western Zones applications have gone out. Air, hotel, cars are all confirmed.

1. **Technical Planning Chair** – Malcolm said there might be another report from the dashboard to find swimmers who have too many times to swim at JAGS.
2. **Officials Chair –** Sandy reported that Lex Escondo recently went to the official’s portion of the Western Zone workshop in Denver. Dave Coleman will be attending the Official’s Chair clinic in Charlotte as Sandy has a family event to attend that same weekend. There will be a referee clinic in Tampa in October. Sandy has asked Stephanie Monahan to attend. She is looking at her schedule to see if she can work it out. We still need to have officials apply to work Age Group States on Maui. This is an OQM meet so officials can obtain National certification. Don Hougardy is the National Evaluator who will attend the meet.
3. **Governance Chair**
* Bylaws, P&P, R&R – Dave Coleman is working on the P&P. He’ll also look into possibly eliminating the R&R since it’s repetitive with P&P.
1. **Board of Director Member Reports**
2. Coach Representatives- Not present
3. Official’s Rep – Lex has been getting responses from Oahu officials. He has spoken to Sandy about going to outer islands to speak to other officials.

The rest of Lex’s report is attached below.

1. Athlete Representatives- They were approached by AEC (athlete executive committee) to be a part of a mentorship program. A representative, Ellery Parrish, wants to have a conference call with our athlete reps. This is to help them in how they should approach the LSC.

They were supposed to meet with a couple coaches after this meeting to discuss the Select Camp, but no coach was present. They would like to know how they can better the camp.

1. At-Large Maui Representative- Not present
2. At-Large Big Island Representative- Kona Community Aquatic Center has not placed an order for the filters. It’s been closed since February.
3. At-Large Oahu Representative – Not present
4. **Old Business:** none
5. **New Business:**
6. MAAPP (Minor Abuse Prevention Policy) – reviewed policy. Jon spoke with our athlete reps where any athlete that is 18, they have to go through the Athlete Protection Training. If they are to stay in a room with underage athletes, there has to be written permission from the minor’s parent. Ana will post the information on their Instagram.

One-on-one interactions helps the athlete from being in a position for being ‘uncomfortable’.

Jon pointed out the hours of electronic communication time allowed is 8am and 8pm, unless emergency circumstances exist. Jon said his team uses a communication called Team Reach which documents all communications. Malcolm said a lot of clubs use Team Unify for emails.

Travel – if an applicable adult rides in a vehicle with a minor, they must have an agreement in writing by the minor athlete’s legal guardian. For lodging, because of shared space/bathrooms, Safe Sport says you should stay away from vacation rentals. Malcolm will get more clarification from Liz.

Locker rooms/changing areas – there is concern from Hawaiian Swimming that we don’t have the facilities that could do everything that is suggested. We will need to make sure we have our monitors checking the bathrooms frequently.

Jon suggested at our championship meet, we have the coaches sign they have read MAAPP. Gwenn will be sending all the registrars, coaches, and representatives the MAAPP information. We will begin this with Senior Champs and then follow up with Age Group Champs.

Malcolm said all clubs will need to get certified with Safe Sport MAAPP. He suggests to go online now to get the team certified before June 23rd. Teams can do this through their club portal.

1. USA Swimming Workshop (Western Zone)
* WZAG – August 5-8, 2020 (Mt. Hood)
* WZSR – July 28-August 1, 2020 (need more officials (up to $700 Reimb.)
* CPT (Concussion Protocol Training) needs to be taken within a 12-month period prior to the competition.
* Convention – Western Zones plans to have one session and to be completed in 3 hours. They want bids for meets to be sent prior.
* 2021
* 2022 – USA Swimming is planning on going away from USAS hosting our conventions. They are thinking of working with ASCA to have a ‘joint’ convention.
* FLEX - 7-10-year-old are most of the age who use it. 70% are new, 11% upgrade.
1. **Adjournment:**

Adjourned at 12:02.

Next meeting will be June 16, 2019 at Punahou 9:30-12:30.

Respectfully submitted by

Sandy Drake, Hawaiian Swimming Secretary

**REPORTS ATTACHED BELOW**

**REGISTRATION COMPARISON 2014\_2019\_rev**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Months | 2014 | Run-total | 2015 | Run-total | 2016 | Run-Total |  | 2017 |  | Run-total | 2018 | Run-total |  | 2019 | Run-total |
| Sept | 252 | 252 | 588 | 588 | 347 | 359 |  | 369 |  | 369 | 608 | 608 |  | 424 | 424 |
| Oct | 813 | 1065 | 775 | 1363 | 689 | 1065 |  | 531 |  | 900 | 543 | 1151 |  | 623 | 1047 |
| Nov | 407 | 1472 | 426 | 1789 | 420 | 1492 |  | 849 |  | 1749 | 404 | 1555 |  | 288 | 1335 |
| Dec | 771 | 2243 | 602 | 2391 | 753 | 2247 |  | 707 |  | 2456 | 671 | 2226 |  | 880 | 2215 |
| Jan | 331 | 2574 | 304 | 2695 | 320 | 2569 |  | 278 |  | 2734 | 210 | 2436 |  | 262 | 2477 |
| Feb | 184 | 2758 | 222 | 2917 | 253 | 2828 |  | 132 |  | 2866 | 239 | 2675 |  | 172 | 2649 |
| March | 93 | 2851 | 68 | 2985 | 141 | 2978 |  | 149 |  | 3015 | 125 | 2800 |  | 77 | 2726 |
| April | 97 | 2948 | 68 | 3053 | 92 | 3078 |  | 67 |  | 3082 | 127 | 2927 |  | 56 | 2782 |
| May | 115 | 3063 | 167 | 3220 | 89 | 3167 |  | 102 |  | 3184 | 46 | 2973 |  |  |  |
| June | 138 | 3201 | 143 | 3363 | 99 | 3272 |  | 97 |  | 3281 | 113 | 3086 |  | . |  |
| July | 68 | 3269 | 75 | 3438 | 48 | 3323 |  | 25 |  | 3306 | 42 | 3128 |  |  |  |
| August | 27 | 0 | 83 | 3521 | 11 | 3334 |  | 34 |  | 3340 | 32 | 3160 |  |  |  |
| Total | 3296 | 3269 | 3521 | 3521 | 3262 | 3341 |  | 3340 |  | 3343 | 3160 | 3160 |  |  |  |

**Reg Report Year to Date\_051519**

**USA Swimming, Inc. 5/15/2019 2:35:39 PM**

**Reg Report Year to Date LSC:**

**HI Athlete**

Athlete 2614 Athlete Flex 135 Athlete Season 1 3 Athlete Outreach 95 **Total:**

**2847 Non-Athlete** Individual 346 Life 2 **Total: 348**

**Clubs** Club 28 Organization 2 **Total: 30**

**Western Zone Workshop\_Registration Report – Gwenn Tomiyoshi**

Western Zone Workshop

Denver, Colorado

Registration 101:

A.  Registrars have three important jobs,

1. They provide **customer service**.

a.  Providing a service for coaches, and other registrars

2. They are the **first point of contac**t for questions regarding registration.

a.   The registrar provides awareness with updated information.  This is to allow consistency among all clubs.

 b.   Calling the registrar, and asking the right questions alleviates any            misunderstanding

3. They are the **face of their LSC**.

      B. Trouble-shooting for background check problems.

 1.  Contact Trish Hughes at thughes@usaswimming.org

      C. Discussion on how to use short-cut features in SWIMS.  Example to retrieve

      athlete comparisons from prior months thru prior years.

Advanced Registration:

 A.  Focused on how to use Mass Member Updates.

 B.  Creating LSC Groups mainly used for mailing, camps the athlete attended.

Registration Workshop Open Discussion:

 A.  New information regarding MAAPP(Minor Athlete Abuse Prevention Policy)         under Safe Sport.

     1. Launch date is **June 1, 2019 thru June 23rd 2019**.  Focusing on athletes that are **18 years of age and older**.

     2. Athletes are to utilize their Deck Pass to show proof of completing the MAAPP test.  Upon **completing the test a check mark shows that the athlete is done.**  **100% means incomplete**.

     3. Questions regarding tracking completion vs non-completion of the MAAPP test was discussed.  Currently, the Registration Committee will be collaborating with Safe Sport regarding how monitoring of completion vs non-completion will be addressed.

     4. The Registration Committee advised registrars to inform clubs, coaches,  athletes and parents regarding the upcoming policy.

**OFFICIAL’S REP REPORT 5/19/2019-Lex Escondo**

* Official’s requests:

1). More Officials on Deck

 There are more than enough officials registered, but we continue to get low turnout for Classified Meets and Invitationals. The group of officials that do show up regularly have expressed frustration because the swimmers don’t get the benefit from being properly officiated (Infractions that are not called due to not enough Officials on the deck), and Officials spending long hours on the deck despite our efforts to get them breaks.

 One Oahu Official forward me a Meet Announcement from a Big Island meet that specifically states in Bold letters that each club is to provide one official for every 5 swimmers.

Questions:

1. Should one official for every 5 swimmers be specifically stated on each Meet Announcement in all islands?
2. Are clubs fined for lack of required officials at each meet?
3. One Big Island official specifically asked “With all the requirements that USA swimming is imposing we should have some sort of incentive. Not only team ones but individual? Mileage, hats/visors, jackets?”

2). Ideas to increase Officials turnout

1. Better food at meets
2. Examples include Corned Beef lunch on the Saturday of the Sakamoto meet (Community members make it a point to come time so they can have lunch) and certain Oahu clubs provide better snacks than other clubs.
3. From Zones workshop: “Push to have good hospitality.”
4. LSC May have more control of hospitality during State Champs and Senior Champs.
5. Regular acknowledgement at Invitationals and Championships, especially officials that have been doing it for years and officials that continue to be at the meets despite no longer having children that swim.
6. Idea from Zone workshop: Gift cards (gas cards, meal cards) provided by the LSC or host team. Meet Ref hands 2-3 coaches on the deck gift cards (number of cards depends on the size of the meet). Each Coach is to hand the gift card to an Official they feel is working hard and/or doing a good job.
7. Socials/Officials Dinners/Banquet/Gala Events hosted by the LSC.