



**MICHIGAN
SWIMMING**

REGULAR MEETING OF THE MICHIGAN SWIMMING BOARD OF DIRECTORS

Michigan Swimming, Inc.

Sunday, May 4, 2014

1:00pm

Michigan State University, 208 IM Sports West, East Lansing, Michigan

THE FOLLOWING MINUTES ARE PROVIDED FOR INFORMATIONAL PURPOSES ONLY AND ARE SUBJECT TO REVISION AND APPROVAL AT THE NEXT REGULARLY SCHEDULED MEETING OF THE MICHIGAN SWIMMING BOARD OF DIRECTORS.

VOTING BOARD MEMBERS IN ATTENDANCE:

Robert Bouchey, Secretary (DRD), **Geneen Bradley**, Diversity Chair (TSSD), **Bill Case**, Vice-Chair Administration (PCC), **Ellie Dean**, Junior Athlete Representative (CUDA), **Katy Dean**, Acting General Chair (CUDA), **Vince Gallant**, Junior Coach Representative (BBA), **Dawn Gurley**, Officials Chair (KAW), **Joe McBratney**, Vice-Chair Program Development (KAW), **Dan Meconis**, Vice-Chair Finance (UN), **Mary Perczak**, Treasurer (SLA), **Damon Robertson**, Vice-Chair Program Operations (S), **Erica Zurcher**, Senior Coach Representative (USSC).

VOTING BOARD MEMBERS ABSENT:

Nick Arakelian, Senior Athlete Representative (KAW), **Adam Hopkins**, Safe Sport Chair (UN), **Dakota Noble**, At-Large Athlete Representative (ROCK), **Dan Proctor**, At-Large Athlete Representative (UN).

NON-VOTING MEMBERS IN ATTENDANCE:

Alex Brinks (GRNSA), **Jan Cartmill**, Michigan Swimming Office (UN), **Laurie Davenport** (LAC), **Troy Emmons** (MLA), **John Loria**, Michigan Swimming Office (UN), **James Quinn** (LAC), **Jean Taylor** (BAC), **Mio Vasic** (GRNSA), **Joshua Wood** (LATS).

CALL TO ORDER: Acting General Chair Katy Dean called the meeting to order at 1:17pm. Since Secretary Robert Bouchey was delayed (but did arrive later), Ms. Dean appointed Vice-Chair Administration, Bill Case to serve as Acting Secretary for the purpose of keeping and publishing Minutes of the meeting.

APPROVAL OF MINUTES: Acting Secretary Bill Case presented the March 31, 2014 Minutes for approval. Dan Meconis noted two corrections, one related to attendees at the meeting, and one related to his Finance Report.

MOTION by Dan Meconis to accept the March 31, 2014 Board of Directors Minutes, as corrected.

Second by Joe McBratney.

Motion passed unanimously.

OLD BUSINESS:

1. Schedule change for CUDA Meet. CUDA requested to move their swim meet from the date on the approved Long Course Schedule (June 20-22, 2014) to June 27-29, 2014. Damon Robertson noted that CUDA originally requested this as an optional date.

MOTION by Damon Robertson to approve changing CUDA's meet from June 20-22, 2014 to June 27-29, 2014.

Second by Dan Meconis.

Motion passed unanimously.

2. Approve Championship Awards. When the 2014 Long Course Schedule was approved on March 31, 2014, Championship Meets were excluded, pending some open questions. Action was requested for this meeting to formally award the meets. Michigan Lakeshore Aquatics (MLA) originally bid on the Open Meet to be held August 1-3, 2014. Plymouth Canton Cruisers (PCC) bid on the 14&U Meet to be held July 25-27, 2014. However, PCC bid contingent on approval of a six-session "traditional" Prelim/Final meet instead of the nine-session format originally contemplated in the Skeleton Schedule.

MOTION by Damon Robertson to award the 14&U State Championship to PCC, and to allow for a six-session Prelim/Final format. Further, to award the Open State Championship to MLA, format as described in the Skeleton Schedule.

Second by Dawn Gurley.

Motion passed unanimously.

3. Speedo Contract with Michigan Swimming. Vice-Chair Program Operations Damon Robertson explained Speedo's desire to sign a 4-year sponsorship contract with Michigan Swimming. There are many potential benefits to this (such as free product, signage for Championship meets, apparel packages for Zone team, etc.), though some questions need to be answered. After some discussion, Mr. Robertson agreed to send the proposed Contract to all Board of Directors members for their review.

REPORT OF OFFICERS:

To facilitate enough time for discussion of New Business, Acting Chair Dean asked for Reports from Officers prior to acting on New Business. There were no objections.

A. Acting General Chair – Katy Dean

No Report.

B. Secretary – Robert Bouchey

No Report.

C. Treasurer – Mary Perczak

Presented Fiscal Year 2014 Profit & Loss Statement for Board consideration. Treasurer Perczak projected that the line-item for Awards for Championship Meets would be approximately \$16,000. General discussion ensued about reasons for this, including adding two meets and splitting age groups, amongst other things. Some discussion followed about ways to project better in the future, and perhaps lower costs. Treasurer Perczak also reported that Income was higher than projected due to a greater number of swimmers joining the LSC.

REPORT OF DIVISION CHAIRS:

A. **Vice-Chair Administration – Bill Case**

Mr. Case reported that he had attended the USA Swimming Zone Conference in Chicago on April 4-, 2014 to represent Safe Sport, as Safe Sport Coordinator Adam Hopkins was unavailable. Mr. Case noted that there is a great deal of effort around athlete training regarding bullying and keeping athletes safe from predators.

B. **Athlete Division – Nick Arakelian, Senior Athlete Representative; Ellie Dean, Junior Athlete Representative; Dakota Noble, At-Large Athlete Representative; Dan Proctor, At-Large Athlete Representative**

Representative Ellie Dean reported that she is investigating a Marketing and Social Media plan for the Athlete Division, and hopes to have a proposed plan for the Board of Directors by the next Regularly Scheduled Board of Directors meeting.

C. **Board of Review – Josh Wood, Chairman**

See Report, **attached hereto as Exhibit A.**

Mr. Wood explained that due to the multiple changes of Chairman of the Board of Review, that there may be some outstanding Petitions of which he is unaware. Mr. Wood suggested that the LSC send a general email notifying people that the Board of Review is active again, and urging Members to contact him if they have any pending Petitions or other questions.

ACTION: Acting General Chair Dean agreed to send an email to the general membership as requested.

Mr. Wood also discussed the forthcoming changes to the Board of Review (in particular, the creation of a Zone Board of Review in 2015), and noted that the Board of Directors will have to decide how to proceed. Ms. Katy Dean asked Mr. Wood to research the topic and options further, and to present his findings to the Board of Directors at a later date.

D. **Coach Division – Erica Zuercher**

Ms. Zuercher reported concerns that despite some attempted improvements in the Long Course schedule, that many teams still find themselves shut-out of meets. In particular, she cited the upcoming Club Wolverine (CW) meet, from which 15 teams were shut-out despite submitting their entries at the open of registration.

General discussion followed regarding the possibility of collecting statistics about entries (accepted or not) to better-inform future meet schedule planning. It was suggested that the Administrative Official could be asked / required to provide this information to the Office of Michigan Swimming for collection and tabulation.

ACTION: Officials Chair Dawn Gurley agreed to send a letter to Administrative Officials to request this information for meets going forward.

Ms. Zuercher also asked what access the Coaches Representatives had to the Michigan Swimming website. Mr. John Loria, one of the site administrators, replied that they had access to the “coaches” section of the site, just as other Board Members had access to their respective sections on the site.

Finance – Dan Meconis

Mr. Meconis noted that it was time to start thinking about budgets and expenditures for the 2015 Fiscal Year.

Mr. Meconis also reported concern over clubs who were late submitting Sanction Fees, and/or fines for late submissions. Specifically, when contacted, of six teams who had not submitted Fees timely, four submitted immediately, and two have not responded. Mr. Meconis will follow-up with outstanding clubs.

Mr. Meconis also discussed the Proposals he submitted on April 26, 2014 (via email to the Board of Directors) for the Regular House of Delegates Meeting (Fall, 2014). In particular, he explained that contrary to recent statements, his proposals **decrease** funding for Officials, and (with one exception) **increase** funding for athletes. **Those Proposals are attached hereto as Exhibit B.**

E. Program Development – Joe McBratnie

Mr. McBratnie reported that the 2014 Short Course Schedule is in progress, and that he is working with Mr. Robertson. Mr. McBratnie also reported that he submitted a longer-term schedule (at least 1-2 seasons ahead) to avoid time-crunches in the future.

F. Disability Swimming – John Loria

Mr. Loria reported that the 11th Annual Cincinnati Disability Meet takes place May 17-18, 2014 at the University of Cincinnati. Mr. Loria further reported that he has requested of Team Unify to provide a complimentary website for Disability Swimming as they do for the Officials Committee.

Mr. Josh Wood asked if there could be a disability meet or clinic in Michigan. Mr. Loria replied that there could be if there was a host committee.

ACTION: Mr. Loria said he would investigate the requirements to host a disability meet or clinic, and report back to the Board of Directors.

G. Program Operations – Damon Robertson

Mr. Robertson reported that he was finishing the 2014 Short Course Skeleton Schedule.

ACTION: Mr. Robertson agreed to issue the 2014 Short Course Skeleton Schedule by the end of the week of May 4, 2014.

Mr. Robertson further reported that he is working on the Zone Meet uniform package.

ACTION: Mr. Robertson agreed to finalize the Zone Meet uniform package by the end of May, 2014.

Mr. Robertson further reported that he anticipates a new Zone website sometime in early June. In addition, awards for the summer Championship Meets have been ordered.

Mr. Loria asked Mr. Robertson when the Championship Meet Packets would be done. Mr. Robertson replied that they should be complete within two weeks, and certainly by the end of May, 2014.

ACTION: Mr. Robertson agreed to finalize and provide to Mr. Loria the Championship Meet Packets by the end of May, 2014.

H. Diversity – Geneen Bradley

Ms. Bradley reported that the grant approved for Portage Aquatics was awarded and the program started.

Ms. Bradley further reported that the camp planned for the Detroit and Grand Rapids area did not occur. However, the committee is going to attempt to hold a camp for Detroit, Grand Rapids, and Kalamazoo instead.

Finally, Ms. Bradley reported that GRNSA requested a grant from the Diversity Committee.

REPORT OF COMMITTEES / COORDINATORS:

A. Officials – Dawn Gurley

Ms. Gurley reported that there is a new process for Administrative Official (AO) training which includes a clinic, administrative tasks, online testing, apprenticing, and certification (which may take more than one meet).

There was discussion about the need to have Stroke/Turn clinics soon. Ms. Gurley asked anyone interested in having such a clinic to contact her.

Ms. Gurley also reported that the Officials Clinic will be held the same day (prior to) as the Regular House of Delegates Meeting, and that AO training will also be offered on that day.

B. Safe Sport – Adam Hopkins

Absent; No Report.

Mr. Loria noted that he would contact Mr. Hopkins to make sure he knows how to post information about Safe Sport on the Michigan Swimming website.

C. Open Water – Vacant

D. NTV – Damon Robertson

Mr. Robertson reported that he received requests for two Approved Meets and one Observed Meet.

MICHIGAN SWIM OFFICE:

A. Registration / Membership / Athlete Records / Clubs – Jan Cartmill

Ms. Cartmill submitted and reviewed her May 4, 2014 Report, **attached hereto as Exhibit 3.**

Discussion followed regarding the photo badge printer purchased for creating USA Swimming Registration cards. Ms. Cartmill explained that in order to print cards with photos (as the Board of Directors desired), she would need to get photos from all non-athlete members. Ms. Cartmill further indicated that she believed it helpful to have formal action by the Board of Directors to enable her to make this request.

MOTION by Bill Case that beginning with the 2015 Registration Year (September 1, 2014), Non-Athlete Members registering through the Office of Michigan Swimming are strongly encouraged to provide a photograph (of acceptable format, to be confirmed by Ms. Cartmill) with his or her Registration Application.

Second by Rob Bouchey.

Motion passed unanimously.

B. Meet Sanctions / Meet Results / Times – John Loria

Mr. Loria reported that the Michigan Swimming website has been updated, and encouraged all members to provide suggestions, since the site is a work-in-progress.

Mr. Loria also reported that as of the prior week, there was 1 approved meet request on his desk. As of the date of this meeting, there were 5 requests on his desk. The number and timing of requests fluctuates

frequently, which can lead to delays. Mr. Loria also reiterated the need for people to use clean templates when starting Meet Packets, since trying to check a non-standard form for accuracy takes a large amount of time.

NEW BUSINESS

Although there were no specific items listed in advance of the meeting, Acting General Chair Katy Dean asked if there was any New Business to be discussed.

1. Scheduling of Special Meeting of the House of Delegates

Junior Coaches Representative Vince Gallant asked to discuss scheduling a Special Meeting of the House of Delegates. He stated that Petitions were received by the Office of Michigan Swimming to request election of the General Chair and Administrative Vice Chair.

Considerable discussion ensued, including the following points:

Mr. James Quinn and Ms. Lori Davenport, speaking on behalf of Lakers Aquatic Club asked why the meeting was so urgent.

Treasurer Mary Perczak reported receiving many comments from members of Michigan Swimming who did not want such a meeting held. Mr. Gallant and Administrative Vice Chair Bill Case agreed that while there was a provision in the Bylaws to call for a meeting, there was no such provision to bar one.

Coach Troy Emmons of Michigan Lakeshore Aquatics stated that if the meeting was not held, it would be a violation of the Bylaws to not hold such a meeting, to which Diversity Chair Geneen Bradley asked, "who is talking about not having a meeting?"

All agreed that any meeting must be held at a time and location to afford the best opportunity for all members of Michigan Swimming to attend.

Mr. Case stated his belief that an election for Administrative Vice Chair (AVC) could not be held, since the position was only temporarily vacant while the former AVC served as Acting General Chair. Mr. Robertson stated that he agreed with Mr. Case, but that since the former AVC was appointed and not elected, that an election was proper. Mr. Case stated his disagreement, citing the Bylaws specification that any appointment to the position of AVC continued until the next "regular" meeting of the House of Delegates.

MOTION by Damon Robertson to schedule the Special Meeting of the House of Delegates for Sunday, June 22, 2014 at 1:00pm at Michigan State University.

Second by Dan Meconis.

Motion passed.

2. Process for Nominations for General Chair and Administrative Vice Chair

There was discussion about how to handle nominations for the special election, since USA Swimming General Counsel John Morse said the Nominating Committee would not participate.

Mr. Robertson suggested that nominations be submitted to the Office of Michigan Swimming, not later than May 31, 2014. In addition, people could be nominated from the floor at the special meeting.

ACTION: Acting General Chair Katy Dean agreed to communicate the nomination process to the Members of Michigan Swimming.

3. Questions Submitted to Board of Directors by Coach Bryce Pitters of Lakers Aquatic Club (LAC)

Ms. Laurie Davenport of LAC asked if the Board of Directors intended to answer the questions posed via email by Coach Pitters the prior evening. There was general discussion that many of the questions were directed to Junior Coaches Representative Vince Gallant. Mr. Gallant indicated that he would respond to Mr. Pitters to the best of his ability.

ACTION: Mr. Gallant agreed to email a response to Mr. Pitters, and to copy the entire Board of Directors on the message.

Further discussion followed that after Mr. Gallant issued his email, other Board Members would likewise reply to Mr. Pitters if they were in a position to answer specific questions.

4. Next Regular Meeting of the House of Delegates

MOTION by Dawn Gurley to set the next Regular Meeting of the House of Delegates for September 28, 2014 at 1:00pm, at a location to be determined (but in the Lansing, Michigan area).

Second by Damon Robertson.

Motion passed unanimously.

5. Question from Mr. James Quinn of Lakers Aquatic Club (LAC)

Mr. Quinn asked for clarification about the rule for allowing or disallowing parents on deck during a swim meet to count for distance events. General discussion followed that parents were not allowed on deck for such a purpose due to new safety rules.

Officials Chair Gurley noted that she had asked Safety Coordinator Adam Hopkins to issue this notification in writing, but she had not heard from him as of this date.

ACTION: Ms. Gurley agreed to again request Mr. Hopkins to issue notification about this rule.

NEXT REGULAR BOARD OF DIRECTORS MEETING: The next Regular Meeting of the Michigan Swimming Board of Directors will be scheduled at a later date.

ADJOURNMENT:

MOTION by Bill Case to Adjourn.

SECOND by Rob Bouchey.

Motion passed unanimously.

Meeting adjourned at 3:55pm.

Respectfully Submitted,

Bill Case, Acting Secretary
May 11, 2014

Board of Review Report – Joshua Wood (Acting Chair)
Michigan Swimming Board of Directors Meeting – Sunday, May 4, 2014

New Positions

On April 9th, Joshua Wood (Secretary) was appointed to replace Mr. Rob Bouchey as Chair of the MIBOR by the Acting General Chair of Michigan Swimming (Ms. Katy Dean). Mr. John Morse (USA Swimming General Counsel) confirmed the legality of the appointment on April 15th.

At the BOR meeting on May 2, 2014, the MIBOR held an election to select a new Secretary to replace the vacancy left by my appointment to Chair. Mr. Joe Bublitz was elected as Secretary.

Cases/Petitions

Remanded Case:

I began the process of getting materials from the previous Chair (Mr. Rob Bouchey) on April 10 with an email. I finally received materials on April 30th at a meeting with Mr. Bouchey. Mr. Bouchey also indicated that he would be sending me the remaining information via email within the next few days.

I have read through the information passed along by Mr. Bouchey. Unfortunately, it seems that a very important part of the matter was not included. I am currently awaiting the remaining information from Mr. Bouchey, and information in the possession of Mr. Bill Case (former MIBOR Chair). Upon obtaining the remaining information, I plan on going through it all a second time. Once an understanding has been reached, I will begin the process of organizing a timeline and report to share with the remaining BOR members so that we can start handling the case.

Withdrawn Petition:

A petition filed on March 16th, was forwarded to me on April 10th. I was able to reach the Petitioner on April 30th, at which time they proceeded to withdraw the petition.

Active Petitions:

I am currently in possession of 0 (zero) petitions (excluding those part of the remanded case). However, please note the following:

- 1) The most recent minutes to mention active petitions was from the May 5, 2013 HoD meeting, which indicated there were 10 open petitions. At this time, I'm not sure how many of those 10 petitions were lumped into the remanded case, nor am I aware of the status of those 10 petitions.
- 2) Information is still being gathered from previous BOR Chairs.
- 3) Multiple petitions were lumped together in the remanded case.

Due to the MIBOR having experienced 4 chairs and many other issues over the last year, the unfortunate possibility does exist that some petitions have been misplaced or forgotten. I, along with the rest of the MIBOR, ask that anyone on the BOD who knows of someone that has filed a

petition and not gotten a response to contact the BOR. Please ask them to provide a copy of their petition, the name of who they filed it with, and if possible, the original email that contained their petition. We also ask that the BOD consider sending out an email to the LSC notifying them that the MIBOR would like to hear from anyone with an unresolved petition that has been filed after March 2013.

BOR Requests for the BOD

Educating the LSC:

The BOR would like the BOD to inform the LSC that the BOR exists and that we are available to protect all LSC members' rights. A suggestion of how to go about this would be that the LSC sends out information about the BOR (what it does, what rights members have, the process, etc.). Another suggestion would be for the BOD to include a copy of the USA Swimming Rules & Regulations (or just Part 3 & 4) on the website.

Hearing Petition Form:

I have created a Hearing Petition Form (attached) to help ease the petition and hearing process, and to educate the members of our LSC. I presented this form to the MIBOR at our meeting on May 2, 2014 and there was unanimous agreement that this form would be beneficial and educational to the members of our LSC.

Based on the remanded case, the withdrawn petition mentioned above, and from comments made regarding the BOR and its role, we feel that this form would provide a guiding hand in filing a petition. This form asks for all the necessary information needed to promptly start an investigation. The form also recommends that the Petitioner familiarize themselves with the BOR process before filing a petition. It is our hope that the Petitioner will follow the recommendation and thus become knowledgeable about their rights, and what things are not in the jurisdiction of the MIBOR.

The form is an editable Word Document so that the Petitioner can choose to save and electronically fill out a copy and send it in. The form, like current petitions, would not have to be mailed.

We ask that the BOD consider placing this form onto the Michigan Swimming website so all members may access it. Please note, that we in no way suggest that this be the only acceptable form of petition to the MIBOR, just that this form is the preferred way of filing a petition. We are also open to amending the form to address any concerns brought by the BOD.

MIBOR Email Address:

At our May 2nd BOR meeting, the idea of a MIBOR email address was brought up. The BOR all agreed that having a central location to send questions, petitions, etc. to the BOR would be beneficial to the LSC. The thought process behind it would be to prevent any future petitions from being misplaced, as all members (or just the elected position members) would have access to it.

We ask that the BOD/MI Swim Office consider creating such an email.

Bylaws effective January 1, 2015

Members of the BOR have asked me to bring up the question of what the MIBOR status will be once the new USA Swimming required Bylaws regarding the BOR take effect.

We are aware that USA Swimming will implement a Zone Board of Review starting on January 1st, 2015. What we are unaware of, or are unsure of, is what role does will the LSC (should it exist) have.

We ask the BOD members who went to the 2013 Convention clarify the new bylaws so that the members of the BOR, those interested in running for the BOR, and the LSC are aware of the changes. We also ask that the BOD indicate what its plans are for the BOR (adopting the new Article 610 or keeping the old Article 610).

Respectfully Submitted,
Joshua Wood
Acting Chair, Michigan Swimming, Inc. Board of Review

Revised April 2014

Michigan Swimming, Inc. Board of Review Hearing Petition Form

To request a hearing by the Michigan Swimming, Inc. Board of Review, please complete this form and submit it to the Chair of the Michigan Swimming, Inc. Board of Review¹.

Petitioner Information:

Name of Petitioner(s): _____

Club Name: _____

Club Code: _____

Address: _____

Telephone Number: _____

Email Address: _____

Petitioner's Counsel Information (Optional)ⁱⁱ:

Name of Counsel: _____

Address: _____

Telephone Number: _____

Email Address: _____

Respondent Information:

Name of Respondent(s): _____

Club Name: _____

Club Code: _____

Revised April 2014

Charge(s):

[In detail, please describe the action, inaction, or conduct that is believed to have been improper or incorrect, in accordance with the Code of Conduct of USA Swimming, Bylaws of Michigan Swimming, Inc., and/or Rules and Procedures of Michigan Swimming, Inc..]

Possible Penalties:

[Please describe the penalties sought after in relation to the charge(s) described above]

Hearing Preferences:

The Chair of the Board of Review *may* appoint someone to mediate the dispute to see if it can be resolved without a hearing. Would you be interested in undergoing a mediation process first?

Yes No

The hearing *may* be conducted through procedural documents and other written statements or through a formal hearing where the parties appear in person or by means of telephonic conference call with testimony, evidence, and witnesses. A formal hearing may be replaced by written statements if **all** parties agree. Would you be open to a hearing conducted entirely through written statements?

Yes No

Please send this completed form to the Chair of the Michigan Swimming, Inc. Board of Review

ⁱ Before filling out this form, it is recommended that the person filing the form has read the following:

- USA Swimming Rules and Regulations
 - Articles 304, 403, 404, 406, 408, and 412.4
- Michigan Swimming By-laws and Rules and Procedures

ⁱⁱ The Petitioner(s), the Respondent(s) and any other parties participating in the hearing have the right to be represented by counsel of their choice at their own expense.

CURRENT RULE AS 4/20/14

THE SANCTIONING/APPROVAL PROCESS

- A. After the meet contract has been returned to the Program Operations Vice-Chair and at least 60 days prior to the actual date of the awarded meet the Meet Host is required to submit to the MS Office Administrative Operations Coordinator a copy of a proposed meet announcement (originally authored by the Meet Host) (see Appendix 3 for the Meet Announcement Template). Failure to submit the Meet Announcement at least 60 days prior to the actual date of the meet may result in the loss of the awarded meet in the Meet Scheduling Committees' discretion.

PROPOSE RULE AS EFFECTIVE FOR ALL ON OR AFTER JANUARY 1, 2015

THE SANCTIONING/APPROVAL PROCESS

- B. After the meet contract has been returned to the Program Operations Vice-Chair and at least 60 days prior to the actual date of the awarded meet the Meet Host is required to submit to the MS Office Administrative Operations Coordinator a copy of a proposed meet announcement (originally authored by the Meet Host) (see Appendix 3 for the Meet Announcement Template). Failure to submit the Meet Announcement at least 60 days prior to the actual date of the meet, using the most current Meet Announcement Template, will result in an automatic fine of \$250 plus \$25 a day for each additional day the announcement is late. Receipt of the announcement will determined by by the time stamp on the email sent to the MS Office. This fine is automatic and may only be waived by the the Board of Directors. In addition, more then one late filing may result in the loss of the awarded-future meets inat the discretion of Meet Scheduling Committees' discretion Board of Directors.

Reason for the Change: Over the course of the past several seasons club requesting sanctions have failed to submit their announcements on a timely basis and have also failed to use the current template. When clubs chose to ignore the stated rules and procedures it causes a substantial burden on the MS Office. The proposed rule change should quickly bring this practice to a an end.

Submitted by Dan Meconis 4/23/14

Current Rule – April 2014

J. Proof of Individual Entry Times

1. **DEFINITION:** These are “proof of time” meets. This means that all submitted entry times must be proven/verified by a specific point in time or the entry will be scratched. If an entry time is not pre-proven/verified the swimmer will be scratched from the event and the MS Office will notify the club’s entry chair via the email address stated on the entry file of the rejected entry. Once the entry is rejected, no proof of time will be accepted and the swimmer is out of the event. Refunds will not be issued for failure to supply a proof of time.

2. **ACCEPTABLE MEETS USED FOR PROOF:** For State Meet qualifying proof of times, MS will accept all times from any USA Swimming Sanctioned, Observed or Approved Meet. MS will also accept all times from meets Sanctioned by National Governing Bodies to include College, High School, Masters, YMCA and foreign meets approved by FINA, that are run on approved meet management software and within the qualifying period.

3. **CONTENTS OF SWIMS DATABASE:** The SWIMS database maintained by USA Swimming contains results of all Sanctioned, Approved and Observed meets held in the USA and certain other International Meets. If the time is in SWIMS it may be viewed from the USA Swimming website by selecting **Times & Teams > Times Search > Individual Times Search** and running a search using the athlete name.

4. **PROVEN vs. UNPROVEN TIMES:** Times in the SWIMS database are proven times and do not require any further proof. If a time does not appear in OME, it is NOT a proven time. If the OME user chooses to enter a custom time by using the Override Times entry function to enter the meet with an unproven time they must send a proof of time to the MS Office (see paragraph #5 below for acceptable proof of time criteria).

5. **ACCEPTABLE PROOFS:** Proof of time must be in accordance with the type of time entered (LCM, SCY or SCM). Acceptable proofs include printed meet results which clearly identify the meet host, the location of the meet and the date the meet was held (swim date must be on or after January 1, (prior year)) as well as the name of the event and the names, clubs and times of other swimmers in the event. The preferred proof is a locked backup of the meet results using any electronic meet management software approved by USA Swimming, Inc. Results files exported from Team Manager will work but are NOT preferred. Computer printed award labels, time cards signed by a meet referee and similar items are not acceptable for proof purposes.

6. **MEET ENTRY REPORTS:** To simplify the process, coaches / entry chairs should also include a Meet Entry Report from Team Manager or Team Unify. This report will include the names and dates of the meets where the swimmers achieved the entry times for this meet. Times from relay leadoffs and splits from individual events which are being submitted as entry times should be noted on this form or in the accompanying e-mail. See the ‘help’ section in the software being used for instructions on creating the Meet Entry Report with its associated proof of time.

7. **TIMELINE:** Proofs should be mailed or e-mailed (not faxed) to the MS Office so that they will be received within 3 days after the initial entry deadline. It is preferred that clubs collect these and send them in one batch.

8. ENTRY EXTENSION PERIOD: The OME Override Times feature may not be used for entries during the entry extension. Times for all events entered during this period must be in SWIMS and are, therefore, pre-proven.

9. INDEPENDENT VERIFICATION OF PROOFS: Michigan Swimming reserves the right to independently verify all proofs of time

. Proposed Rule – April 2014

J. Proof of Individual Entry Times

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2. ACCEPTABLE MEETS USED FOR PROOF: For State Meet qualifying proof of times, MS will accept all times from any USA Swimming Sanctioned, Observed or Approved Meet. ~~MS will also accept all times from meets Sanctioned by National Governing Bodies to include College, High School, Masters, YMCA and foreign meets approved by FINA, that are run on approved meet management software and within the qualifying period.~~

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4. PROVEN vs. UNPROVEN TIMES: Times in the SWIMS database are proven times and do not require any further proof. If a time does not appear in OME, it is NOT a proven time. If the OME user chooses to enter a custom time by using the Override Times entry function to enter the meet with an unproven time ~~they must send a proof of time to the MS Office (see paragraph #5 below for acceptable proof of time criteria).~~ the athlete will be allowed to compete but will be subject to a \$50 fine if they swim slower than the cut time, not the time entered. The fine must be paid prior to the competing in their next scheduled event. Unpaid fines will be billed to the club the athlete represents and if unpaid after 60 days, until such time as the fine is paid, the club will be barred from competing in any Michigan Swimming sanctioned, approved or observed meet.

~~5 ACCEPTABLE PROOFS: Proof of time must be in accordance with the type of time entered (LCM, SCY or SCM). Acceptable proofs include printed meet results which clearly identify the meet host, the location of the meet and the date the meet was held (swim date must be on or after January 1, (prior year)) as well as the name of the event and the names, clubs and times of other swimmers in the event. The preferred proof is a locked backup of the meet results~~

~~using any electronic meet management software approved by USA Swimming, Inc. Results files exported from Team Manager will work but are NOT preferred. Computer printed award labels, time cards signed by a meet referee and similar items are not acceptable for proof purposes.~~

56. MEET ENTRY REPORTS: To simplify the process, coaches / entry chairs should also include a Meet Entry Report from Team Manager or Team Unify. This report will include the names and dates of the meets where the swimmers achieved the entry times for this meet. Times from relay leadoffs and splits from individual events which are being submitted as entry times should be noted on this form or in the accompanying e-mail. See the 'help' section in the software being used for instructions on creating the Meet Entry Report with its associated proof of time.

67. TIMELINE: Proofs should be mailed or e-mailed (not faxed) to the MS Office so that they will be received within 3 days after the initial entry deadline. It is preferred that clubs collect these and send them in one batch.

78. ENTRY EXTENSION PERIOD: The OME Override Times feature may not be used for entries during the entry extension. Times for all events entered during this period must be in SWIMS and are, therefore, pre-proven.

89. INDEPENDENT VERIFICATION OF PROOFS: Michigan Swimming reserves the right to independently verify all proofs of time.

Reasons for the change: Requiring that times be proved through OME will save a substantial amount of time that the Office spends verifying times. It may increase participation in sanctioned, approved and observed meets. It will encourage YNCA teams to have their times uploaded into swims. It will also encourage High School teams to apply for league meets to become observed meets.

Recommended effective date – January 1, 2015.

Dan Meconis
April 26, 2014

CURRENT POLICY AS OF 4/13/14

TRAVEL FUND POLICIES

A. Athletes

To qualify for travel expense reimbursement a swimmer must:

1. Have been a Michigan registered swimmer at the time of competing in a qualifying meet;
2. Have competed in at least three (3) Michigan Swimming sanctioned meets, which are open to all Michigan swimmers and have completed a minimum of three (3) individual events at each of these three meets. If a prelim/final meet any scratches from finals will not be counted as an individual event. Athletes are not eligible for Travel Fund Reimbursement if they are eligible to receive funding from USA Swimming, another LSC, and/or college/university.

Any swimmer, who believes they will be reasonably unable to satisfy the requirements which apply to the number of meets in which an athlete must compete, may file a request for waiver with the Michigan Swimming Board of Directors. The Board of Directors will review these requests on a case by case basis, their decision is final.

Qualifying Meets and their reimbursements are as follows:

Trials for USA Swimming National Teams	\$500
Major National and International swimming competitions for disability swimming	\$500
Major National/International swimming competitions not funded by USA Swimming	\$500
US Open Championship	\$350
Senior Nationals (short and long course)	\$350
Junior Nationals (short and long course)	\$300
Open Water National Championships	\$300
NCSA Junior Nationals	\$200
Relay Only – ½ the eligible amount at the above listed meets only	

(If the overall requests exceed the budgeted amount for the season, reimbursements will be prorated.)

If a swimmer competes in two meets which are held consecutively in the same vicinity, the swimmer may be reimbursed the full amount for one of the meets and no more than 50% for the second meet. An athlete may request not more than two reimbursements per season.

Swimmers having been registered with Michigan Swimming for four (4) years or more, either continuously or discontinuously, shall be eligible for 100% of the share; three (3) years for 75% of the share; two (2) years for 50% of the share; one (1) year for 25% of the share. The dollar value

of the share will be based on the current Michigan Swimming Inc. budget. It is up to the individual completing the form to list the number of years attached to Michigan Swimming. If this is not completed or is partially completed then the reimbursement will be based on the information provided on the form. Separate forms must be completed for each meet.

Reimbursements will be made at the end of each short and long course season. Applications must be postmarked by May 1st for the short course season and September 15th for the long course season. Any claim rejected due to the postmark rule must be available to Michigan Swimming and any Michigan Swimming Club with the postmarked envelope attached for proof of denial. All receipts or legible copies of receipts must be included. Athlete meal receipts must be annotated to show the athletes meal items.

The reimbursement form can be found on the Michigan Swimming website in the Forms area under the Athlete heading. The completed forms must be signed by the athlete and the parent / legal guardian or coach.

Clubs which provide receipts / reports for airfare, lodging, travel at the meet, and meals through club booked meets must contain the following: athlete's full name, meet name, dates, host city and state, itemized totals for each individual athlete's travel, lodging, transportation cost at the meet, if applicable, and meals.

The completed forms and all accompanying documentation should be mailed to the following:

Michigan Swimming Office
Attn: Finance, Vice-Chair
2900 Rodd St #1784
Midland, MI 48641-1784

The Travel Fund Coordinator will determine the number of shares that each swimmer has earned and will notify the Treasurer of dollar amounts to be paid by a date set by the Travel Fund Coordinator

The Treasurer will write travel reimbursement checks within 30 days of the deadline set by the Travel Fund Coordinator. Checks for high-school aged swimmers shall be made payable to the swimmer's parents or club to avoid conflict with Michigan High School Athletic Association rules.

PROPOSED NEW RULE EFFECTIVE SEPT 2014

TRAVEL FUND POLICIES

B. Athletes

To qualify for travel expense reimbursement a swimmer must:

1. Have been a Michigan registered swimmer at the time of competing in a qualifying meet;
2. Have competed in at least three (3) Michigan Swimming sanctioned meets, which are open to all Michigan swimmers who meet the meet qualifying times (excludes closed meets including but not limited to closed invitationals, dual and tri meets) and have completed a minimum of three (3) individual events at each of these three meets. If a prelim/final meet any scratches from finals will not be counted as an individual event. Athletes are not eligible for Travel Fund Reimbursement if they are eligible to receive funding from USA Swimming, another LSC, and/or college/university.

Any swimmer, who believes they will be reasonably unable to satisfy the requirements which apply to the number of meets in which an athlete must compete, may file a request for waiver with the Michigan Swimming Board of Directors. The Board of Directors will review these requests on a case by case basis, their decision is final.

Qualifying Meets and their reimbursements are as follows:

Olympic Trials for USA Swimming National Teams	\$500- \$600
Major National and International swimming competitions for disability swimming <u>(not otherwise funded)</u>	\$500
Major National/International swimming competitions not funded by USA Swimming	\$500
US Open Championship <u>(if more than 3 days)</u>	\$350 \$500
Senior Nationals <u>(short and long course)</u>	\$350 \$500
<u>Senior Nationals (short course)</u>	\$350
Junior Nationals <u>(short and long course)</u>	\$300 \$400
<u>Junior Nationals (short course)</u>	\$250
Open Water National Championships	\$300
NCSA Junior Nationals	\$200
Relay Only – ½ the eligible amount at the above listed meets only	

(If the overall requests exceed the budgeted amount for the season, reimbursements will be prorated.)

If a swimmer competes in two meets which are held consecutively in the same vicinity, the swimmer may be reimbursed the full amount for one of the meets and no more than 50% for the second meet. An athlete may request not more than two reimbursements per season.

Swimmers having been registered with Michigan Swimming for four (4) years or more, either continuously or discontinuously, shall be eligible for 100% of the share; three (3) years for 75% of the share; two (2) years for 50% of the share; one (1) year for 25% of the share. The dollar value of the share will be based on the current Michigan Swimming Inc. budget. It is up to the individual completing the form to list the number of years attached to Michigan Swimming. If this is not completed or is partially completed then the reimbursement will be based on the information provided on the form. Separate forms must be completed for each meet.

Reimbursements will be made at the end of each short and long course season. Applications must be postmarked by May 1st for the short course season and September 15th for the long course season. Any claim rejected due to the postmark rule must be available to Michigan Swimming and any Michigan Swimming Club with the postmarked envelope attached for proof of denial. All receipts or legible copies of receipts must be included. Athlete meal receipts must be annotated to show the athletes meal items.

The reimbursement form can be found on the Michigan Swimming website in the Forms area under the Athlete heading. The completed forms must be signed by the athlete and the parent / legal guardian or coach.

Clubs which provide receipts / reports for airfare, lodging, travel at the meet, and meals through club booked meets must contain the following: athlete's full name, meet name, dates, host city and state, itemized totals for each individual athlete's travel, lodging, transportation cost at the meet, if applicable, and meals.

The completed forms and all accompanying documentation should be mailed to the following:

Michigan Swimming Office
Attn: Finance, Vice-Chair
2900 Rodd St #1784
Midland, MI 48641-1784

The Travel Fund Coordinator will determine the number of shares that each swimmer has earned and will notify the Treasurer of dollar amounts to be paid by a date set by the Travel Fund Coordinator

The Treasurer will write travel reimbursement checks within 30 days of the deadline set by the Travel Fund Coordinator. Checks for high-school aged swimmers shall be made payable to the swimmer's parents or club to avoid conflict with Michigan High School Athletic Association rules.

Rational for the recommended changes: The reimbursements should be based on athlete achievement and the cost associated with attending the meet. The qualifying times for summer nationals are more difficult to achieve than the qualifying times for winter nationals. Additionally, the duration of the summer nationals, 6 days, versus winter nationals, 3 days is significant.

NCSA Junior Nationals has been excluded as a reimburseable meet as this is not a USA Swimming National meet. We do not include YMCA Nationals thus we should not include NCSA Junior Nationals.

3. Officials

To qualify for travel expense reimbursement an official must:

1. Have been a Michigan registered official at the time of the qualifying meet;
2. Have officiated in at least three (3) Michigan Swimming sanctioned meets within the last six months and have an average rating of three (3) or higher.

Qualifying Meets and their reimbursements are as follows:

~~Trials for USA Swimming National Teams~~ \$500
Major National and International swimming
competitions for disability swimming \$500-\$450
US Open Championship (6 day / 3 day) ~~\$350-\$450~~ / \$300
Senior Nationals (~~short and~~ long course / ~~short course~~)~~\$350-\$450~~ / \$300
Junior Nationals (~~short and~~ long course / ~~short course~~)~~\$300-\$450~~ / \$300
Open Water National Championships \$300

~~(If the overall requests exceed the budgeted amount, reimbursements will be prorated.)~~

An official may request only one (1) reimbursement per ~~season~~fiscal year, ~~long course and short course~~. Reimbursement will be made after the completion of the meet where the official has worked. Officials will need to complete the Official's Travel Stipend Form and provide copies of receipts.

Reimbursements will be made for actual expenses or the amount listed above, whichever is less.

The completed form and all accompanying documentation should be mailed or e-mailed to the following:

Michigan Swimming Office
Attn: Finance Vice-Chair
Official's Travel
2900 Rodd St #1784
Midland, MI 48641-1784

MISSwimFinance@yahoo.com

The Finance Vice-Chair along with the Officials' Chair will determine the amount to be reimbursed and will notify the Treasurer of the dollar amounts to be paid by a date set by the Finance Vice-Chair. The Treasurer will ensure reimbursement checks are processed within 30 days of the deadline set by the Finance Vice-Chair.

Rational: The purpose of the reimbursement is to encourage officials to experience officiating at a National Championship meet. For those who find the experience rewarding and want to continue officiating at that level the LSC will continue to supplement the cost of attending one such meet a year. Olympic trials has been excluded as that is not a meet that officials can apply to attend.

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**USA SWIMMING, INC
 REGISTRATION STATISTICS 2009 - YTD 2014
 FOR MICHIGAN LSC**

As of May 3, 2014

	2009	2010	2011	2012	2013	20-Apr 2013	2014 YTD
ATHLETE							
Athlete	7408	7259	8003	8023	9397	8652	8828
Athlete Season 1	169	97	84	0	243	30	0
Athlete Outreach	99	145	192	143	94	93	97
Athlete Individual Season	383	547	492	543	446	64	217
Athlete Single Meet	5	4	16	0	0	0	0
TOTAL:	8064	8052	8787	8709	10180	8839	9142
NON-ATHLETE							
Individual	447	484	468	481	548	506	564
Family 1	22	19	22	23	25	23	25
Family 2	22	19	22	23	25	23	25
Sports Medicine	0	0	0			0	0
Life	4	4	4	4	4	4	3
TOTAL:	495	526	516	531	602	556	617
CLUBS							
Club	79	83	84	84	87	87	84
Organization	0	0	0	0	0	0	0
TOTAL:	79	83	84	84	87	87	84

Other information:

A new club has been added: AquaSwimClub will be swimming out of Oxford HS. Head coach is Chris Sullivan.

Randy Julian, CZ Sports Consultant will be in Michigan from June 11 - 25. During that time he will conduct 1 or more (CLBMS sessions and visiting clubs within the LSC.

I would like to have a proposal passed to make it mandatory for all non-athletes to submit passport pics along with a copy of their driver's license to facilitate the issuing of the 2015 membership cards. Issuing of new memberships will begin September 1.

Jan Cartmill

Michigan Swimming / Permanent Office
JBCartmill@gmail.com

231-690-5847