

# HOD Proposals October 7<sup>th</sup> 2012

## Proposal 1

### **Submitted by Lanni Jacobson**

I propose that all athlete members are not considered registered for Montana Swimming until the Montana Swimming Registrar receives the paperwork and registration fee from the club's registrar.

Rationale: Up to this point the athlete was considered registered if the Club registrar had received the paperwork and fee from the parent or guardian. This creates an issue if the club registrar does not forward the registration file or paperwork and fee to the Montana Swimming Registrar in a timely manner. In the past I have received registrations fees and paperwork for swimmers that have been swimming with their team for months. Sometimes I don't receive all the necessary documents and fees as late as the week of the state meet. When I receive documentation so late it makes it very difficult to get the swimmers registered for the state meet and their times verified.

Not registering a club's swimmers in a timely manner can also create an issue for the meet registrar and the Montana Swimming Registrar when there is a meet. If a swimmer for a club is not registered in the USA Swimming SWIMS database, they show up on an exception report that is processed before the swim meet. This report shows all unregistered swimmers. If a swimmer shows as unregistered the LSC registrar then has to notify each club of their unregistered swimmers and have that club verify whether or not they have the registration paperwork and fees for that swimmer. If the LSC registrar does not hear back from the club before the swim meet than the meet registrar is supposed to collect the fees and registration paperwork before that swimmer swims in the swim meet. If this proposal was adopted this would not eliminate this step but it should cut down the number of unregistered swimmers significantly. This would save time for all three parties involved, the meet registrar, the club registrar and the LSC registrar.

I understand that there will always be those stragglers that need to get registered, but if that number could be significantly reduced if the swimmer registrations were turned in within 2 weeks of when the swimmer starts swimming with the club it would make this process much easier and things would not get left to the last minute which can cause a headache. It also would solve the issue that is created after a swim meet is completed. Right now, if a club has not turned in the paperwork and fees for a swimmer and that swimmer attends a swim meet during the season, their times are left in the holding tank and the times coordinator for Montana Swimming has to spend extra time trying to clear that holding tank. It cannot be cleared until I receive the paperwork and fees and can register that swimmer.

## Proposal 2

### **Submitted by Ellen Parchen**

Attached is my proposal for revisions to the zones code of conduct. Some things I was not sure if they were policy or procedure, but seemed appropriate that parent and swimmer signed off on them in a contract form. ( considering all the shinanigans from this past trip.

**Proposal for changes to Montana Swimming Code of Conduct**

I, (athlete/staff member) \_\_\_\_\_, and (parent) \_\_\_\_\_ as a member of Montana Swimming understand and will comply with the following as approved by the Montana Swimming

Board of Directors:

1. to follow all directions given by coaches, chaperones, meet or pool officials.
2. The manner by which one behaves will present a positive image of Montana Swimming and will provide an atmosphere to meet the competitive performance, educational or training objectives for all. I recognize that my conduct is my responsibility, and failure to abide by appropriate conduct could lead to disciplinary action.
3. Proper respect, sportsmanship, and courtesy toward coaches, officials, administrators, competitors, trainers, educators, chaperones, and the public will be displayed at all times as representatives of Team Montana.
4. The possession or use of alcohol, tobacco products, or controlled substances by athletes is prohibited throughout the designated duration of the trip.
5. swimmers of the opposite gender are not to be in each others rooms, conversation, etc will take place in a common area as identified by the adult staff traveling with the team.
6. curfews will be established and adhered to during the trip, breaking of curfew could result in disciplinary action as listed below.
7. Attendance is required at all team functions which include, but are not limited to, meetings, practices, exhibitions, press conferences, and competitions unless otherwise excused or instructed by the head coach, the vice chairman, or designated person in charge.
8. Uniform requirements established for the trip will be followed at all times, as part of traveling with a team.
9. swimmers traveling with the team will not leave the team group for any reason without having prior permission by the coaching staff. This includes but is not limited to while at the hotel, pool venue, bus travel, or other team identified activities.
10. Additional guidelines may be established as needed to maintain the safety and well-being of the team members and will be adhered to during the trip, including but not limited to swimmers traveling separately with parents checking in and out with coaches or chaperones, under-aged swimmers traveling too and from venue on the bus, etc .

I, ( swimmer and parent) understand that failure to comply with the Montana Swimming Code of Conduct as set forth in this document or additions as necessary for the safety and well-being of the team members may result in disciplinary action which may include but is not limited to the following:

1. Swimmer removal from one of more events of the competition.
2. Dismissal from the team and return home at my own expense.
3. Disqualification from future Montana Swimming sponsored activities, ie: clinics, AAA camps or other MT sponsored meets.

I may appeal any disciplinary action in accordance with part four of the U.S. Swimming Rules and Regulations and Article 610 of the Montana Swimming Bylaws.

Signature: \_\_\_\_\_

(Athlete/Staff Member)

Signature: \_\_\_\_\_

(Parent or Legal Guardian if under 18)

Function/location:

Dates of function:

# Submitted by Jade Sobek, Bozeman Barracudas

## Proposal 3

1. Beginning the Fall of 2012, The Zones coach will be voted on and selected by the HOD at the fall meeting. Head and Assistant Coach of the Year will have the right of refusal to the positions prior to voting. Any Montana Coach registered to a MT team can submit an application to be the Head or Assistant Zones coach for Senior Zones, and/or Age Group Zones and is due to the General Chair by September 1<sup>st</sup> with Fall HOD proposals and voted on at the Fall HOD meeting. One Head and One Assistant coach for each squad will be selected at the fall HOD meeting. At the Spring meeting, based on data of number of swimmers qualified or expected to qualify in the LC season, an additional Assistant Coach(es) may be hired at the request of the Head Coach to conform to a ratio of 1 coach per 12-15 swimmers by an open nomination process. If there are not enough applications for the 4 positions, there will be an open nomination/acceptance vote at the fall HOD meeting. Verbal/written confirmation must be obtained prior to the vote for a coach to be considered should an open nomination process be needed. There will still be applications for Coach Chaperones. There will be no limit to the number of applications one coach can submit. Selection will take place in the following order, so that if a coach is selected for a position, they may remove their application for a following vote, or if they are not selected, they can be considered for any other position in which they have already submitted an application. Selection will go as follows:

- a. Head Coach of the Year will be asked first if they would like to take a position.
- b. Assistant coach of the year will be asked if they would like to take a position.

Any remaining positions will be voting on in the following order:

- c. Head Coach Senior Zones
- d. Head Coach Age Group Zones
- e. Assistant Coach Senior Zones
- f. Assistant Coach Age Group Zones
- g. Selection of Coach Chaperones will be the responsibility of the Head Coach for each squad.

Application will include the following information: Name, Club, Position(s) applying for (Head Senior Zones, Head Age Group Zones, Assistant Senior Zones Coach, Assistant Age Group Zones Coach), Signature of Applicant. Applications should be submitted via e-mail.

\*\*Please note: if passed, there will be an open nomination process to select Zones 2013 coaches at the 2012 Fall HOD meeting as the deadline will have passed to submit applications for the position. Any coach may be nominated with verbal or written consent to accept the position.

**Rational:** Currently Head/Assistant Coach of the Year is voted on with the ideal that they will serve as the Zone's coach. This recognition should not come with an obligation/responsibility, rather as recognition for a great program and contributions to bettering Montana Swimming. They will be

offered the position, but we need a way to fill the position if they choose to decline. It is also best to have someone with a desire to coach the Zones team and has the desire to commit to the yearlong process and commitment to the meet to apply rather than be obligated to the position. With the new zones meets format, we will need 2 head coaches and possibly more than one assistant coach per squad, yet there should only be one "Coach of Year" for Montana.

## Proposal 4

2. Zones coach payment should be increased to \$900 (Head Coach) and \$700 Assistant Coach for the time spent in preparation/at the meet. Also The on-site coordinator(s) will be fully compensated for travel (riding the bus) and hotel for their work with Team Montana. Any coordinator for gear (suits, clothing, etc) will be compensated \$100 for their time.

**Rational:** Coaches spend a lot of time preparing and working with our kids and deserve to be compensated better for it. As well coaches also serve as chaperones when not attending to coaching duties. The on-site coordinators also put in many hours prior to and at the meet, and should be compensated for their time and efforts.

## Proposal 5

3. Open Warm-up Procedure for all MT Swimming meets. If warm-ups for any session are open (no team lane assignments) Warm-up procedures should be listed in the meet contract and enforced as follows: All lanes must be 3 point/feet first entry and circle swimming for a minimum of 20 minutes. For the last 20 minutes of the warm-up session, one-way sprints/starts will be open in 2 designated lanes. Additional one-way sprint lanes may be opened at the discretion of the meet referee. A pace lane can be opened at the discretion of the meet referee after the initial 20 minute circle swim period.

**Rational:** For the safety of all swimmers in an open warm-up format, the host team should enforce a warm-up procedure. This will also help all coaches be aware of which lanes and time of when starts lanes will be opened up. By all teams following one procedure, any meet running an open warm-up format will run more efficiently and safely. The 3 point entry is being used and enforced at the higher level meets, and would be beneficial to create a safe habit of 3 point entry in Montana.

## Proposal 6

4. The HOD board of Directors will meet prior to the fall meeting to review all proposals. At the conclusion of their meeting, they will provide a statement of endorsement for all proposals that they feel are acceptable and should be passed to improve Montana Swimming. At the HOD meeting, proposals will be stated by number. If a discussion is desired by a voting member of Montana Swimming, the statement "Pull" shall be announced. "Pulled" proposals will be discussed on the floor and then voted on

individually. All endorsed proposals that do not receive a “pull” will be then voted on with one vote to pass or fail.

**Rational:** This will create more preparation by all Montana Swimming Members to know the proposals ahead of time. This process will also allow the MT Board of Directors to put together those proposals into one vote, keeping the fall meeting to a reasonable time frame, rather than voting on every single proposal. Every proposal will still need a vote, and all “pulled” proposals will be discussed prior to voting. This will also help to weed out those proposals that are poorly written, already have been made in the past, or do not make sense for Montana Swimming’s progress.

## Proposal 7

5. Formula for 50’s and 100’s for 8 and under State meet times should be 120% of the USA Swimming Motivational times for 10 and under “B” time for each category Yards, SC meters, LC meters. 25’s should be 55% of the corresponding 50 time of that stroke/course for the “B” standard .

**Rational:** Currently our 50 times for 8 and under hold to 120% of the 10 and under B time (no change is proposed on 50/100 times). When our 25’s are compared to the 10 and under 50 times, they range from 56%-72% of B times or 63%-80% of BB times. Creating a formula will guarantee that Montana Swimming continues to progress with the National level of time standards for even our 8 and under swimmers times are not recognized nationally. It helps create consistency in times compared to national standards that we hold all our other swimmers to. Based on last year’s SC state meet results and the new 2013-2016 National Motivational times the following # of swimmers would qualify: 25 back (30 girls, 19 boys) 25 BR (16 girls, 9 boys), 25 FL (22 girls, 7 boys), 25 Free (23 girls, 16 boys); meaning we would continue to have great participation in our 8 and under 25 yard swimmers.

## Proposal 8

6. A club/organization shall be fined the amount of \$300 for the sanctioning of meets or time trials that are changed or scheduled on the any day or days as a previously scheduled meet after HOD meeting for the upcoming season. For the short course season any meet or time trail added after Fall HOD meeting will be fined. Long course season any meet or time trial added after Spring HOD will be fined.

**Rational:** Meets that are added in later provide much confusion for coaches’ seasonal plans, team schedules and family travel arrangements. We are to support each other meets and respect the Montana Swimming schedule.

## Submitted by Curt Jacobson

### Proposal 9

We need approval of our Mission Statement that Jade reworked.

Montana Swimming is the state's governing body for the sport of swimming. We value the members of our swimming community and the volunteers who serve them. We are committed to excellence to the improvement and safety of our sport at all levels.

### Proposal 10

We need approval of our Vision Statement that Jade reworked.

To be the standard governing body for rural swimming by inspiring and enabling our members to overcome unique obstacles to achieve excellence in swimming and in life.

### Proposal 11

We need a conflict of interest that is signed by all our Montana Swimming board members and all our committee members. This is the proposed Conflict of interest Policy.

Montana Swimming, Inc.

#### STATEMENT OF PRINCIPLES

#### ON ETHICAL BEHAVIOR CONFLICT OF INTEREST

Those who choose to serve Montana Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real or perceived conflict of interest.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area, is disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Montana Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the mix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of potential conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following seven items reflect specific expectations by Montana Swimming of people signing this agreement. These items cannot and do not however completely define what is acceptable. They are intended rather as guidelines and not a precise road map to what is acceptable conduct. Each individual must find his or her own way within this guidance.

1. A good faith effort must be exercised by those signing this statement to conduct the business of Montana Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. Montana Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. All individuals who participate with Montana Swimming will disclose the nature and extent of an actual or potential conflict of interest when it occurs in the evaluation of an issue and will avoid evaluating or voting on the matter involved. This includes the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Montana Swimming resources for individual use.
3. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Montana Swimming.
4. Expenses incurred in the furtherance of Montana Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.
5. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Montana Swimming and with each other.
6. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Montana Swimming’s Statement of Principles on Ethical Behavior and Conflict of Interest, and I pledge my full support of the spirit and the letter of the requirements contained therein.

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Print Name

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Signature

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Date

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Montana Swimming Position

## Proposal 12

Athletes need to comprise of at least 20% of our board. We have 13 voting members on the board and two athlete reps. This does not represent 20%. To have 20% of our board we need to have 4 athlete reps or we have to eliminate one board voting position. When we figure one person from each club gets to vote then we need to have a total of 7 or more athlete reps. I have been allowing each club to bring one athlete rep that has a vote in the HOD meeting. I would like to formalize this with a by-law change to have our Senior Rep, Jr Rep and then one Athlete rep from each club to attend the meeting. If all the athlete reps showed up we would have about 37 % athlete representation.

I propose that Montana Swimming adds one athlete representative from each Montana Swimming club as a voting member of the House of Delegates. They must be 14 years of age or older.

## Proposal 13

I would like to propose we create a new Zones format, including but not limited to budget, travel policy and resources assigned to Senior and Age Group Zones. Due to the unknowns surrounding both of these meets, the details cannot be outlined until after the USA Swimming convention. This is really a place holder for what we need to do once we find out the details from Convention.

## Proposal 14

I move to approve the Policies and Procedures that we posted last spring.

## Proposal 15

I move to approve the Rules and Regulations that we proposed last spring.

## Proposal 16

I move to approve the new By-Laws that we proposed and just posed on the website.