

Montana Swimming Semi-Annual Meeting Agenda

October 7, 2012

9:10am Start Time

Jorgenson Inn Conference room, 1714 11th Ave, Helena

1. Roll Call- present: officers: Curt Jacobson, Jade Sobek, Kris Hall, Richard allen, Ellen Parchen, Larry Johnson, Abigail wheeler, Jenna Marsh, Lanni Jacobson, Merle Gunderson, John Heryla, Kirby Majerus/ Beierle, Susan Huckeby; Club reps: Chris Luterbach, Tami Peters, Lynn Schrader, Landon Smith, Sharon hardwick, Brandon Rannenbarger , Lisa Keyes, Patrick King, Ryan Mainard; At large voting Athletes: Paul Allen, Matt Joston, Keegan Whelan, Shelby Sechena, Emma Foster, Sydney Boveng, Hailey Jacobson, Amanda Kump.
Non-voting reps: Jason Smith, tony Popp, Jacob Byrne, Nicole Randall, Michelle Sobek, Craig Smith, Patty Kump
2. Review, correction, and adoption of the minutes of the May 2012 Meeting
 - a. Minutes were moved to pass as posted, passed unanimously
3. Report of Officers, Coordinators, and Committee Chairs: Questions and/or discussion (2 minutes each)
 - Kris Hall – zones moose antler spirit theme – it was a big hit
 - Jade Sobek- IMX emphasis rationale, one of the few things that move swimmers out of comfort zone, and leads to success in various areas of individual swimmers. Encourage all clubs to participate in this program, offers a well- rounded background for swimmers who may be moving on to college/ tryouts, etc. See the report for top 10, use of website portal through USA swimming to find stats(back to 2004) for tracking membership, retention, officials- allows for useful info and tracking statewide and nationally.
4. Old Business
 - a. What teams have started a scrip program?
Boze, Kalispell, Helena, billings, butte?,
 - b. TeamUnify Update:
9 teams on the Team Unify program, request that both Missoula Y and Billings Y at least try the program, even if you don't become a user. Other Y's around the country are on Team Unify and it is useful.
 - c. Zones Meet –
 - There will be a new format this year for zones 14 and under for age groups zones, and 15 and over, or a qual time for Senior zones.
 - it was a big topic at convention, we need to consider how that is going to work for next year
 - We are in need of another person to take on Luann's role,
 - suggested that one person does uniforms for both teams, but would need two different coordinators for each team traveling.
 - Kris is fine staying on as uniform coordinator, we will need two other parents to field the upcoming meets.
 - need to clarify what the onsite coordinator job descriptions are for each meet.
 - there are few changes to qual times for either age group or senior zones. Senior zones will be run at two different pools, which will require splits for prelims, but one heat for each in finals.

- age group zones, we have 160 non-qual swims that are available for swimmers to fill. This means that we can decide to bring swimmers without a cut, but that are close to, Montana HOD and coaches will come up with process.
- Older swimmers made it fun for younger swimmers, can we send a couple of older swimmer athlete reps to help with spirit and how to negotiate the zones meet.
- may stack the two meets at the same time for 2014– which might mean there is a reduced number of officials. Senior zones will be filled first, Age group might mean less officials on deck.
- possible officials stipend, details are still being worked out at the zones level, to encourage more officials to get to the meet.
- other teams allow 11 and over on the bus. 1st offense – whatever it is, they are sent home. That will change what the 14 and under coordinators position is for next year.
- on the bus you are with the team, families traveling separately were not allowed on the bus between times, a choice that families had to make in advance, and clarify what that process means.
- other clubs 1 coach/ 10 kids, 1 parent available for every 7 kids for age group zones.

d. Convention (**single** most important thing for each person attending)

1. Curt Jacobson- two big topics – Zones and Upper level meet with Montana, Snake River, Idaho, etc to increase competition level in the smaller LSC's
2. Jade Sobek- two workshops: risk management workshop – what is and is not covered with USA swimming. Better to ask questions then find out later. Accidental insurance – happy to cover, if other issues potentially not covered. Find out what is covered and not at your facility, who's job is it, and who is responsible. Some things are covered as long as USA swimming knows in advance and is on file. Simple process to get the coverage, if known in advance and on file.
 - a. Venue location needs to be stated in the insurance, can do online with USA swimming, call to get login and password. Can be renewed every year. Only covers those registered with USA swimming – swimmers, parents, coaches, etc.
 - b. This includes extra-curriculars for swim functions. Many facilities require proof of coverage for use.
 - c. Recommend filling out paperwork for any accident/incident for database info at USA swimming, whether there is a claim or not.
3. Larry Johnson- officials and FINA reps re: Breast stroke issue and resolve with new rules. Safe Sport requirement for each LSC to have a safe sport coordinator (athlete protection), our LSC needs to address fairly soon.
 - a. Were there ideas about how to address the breaststroke issue? FINA needs to address the matter first then trickle down.
4. Craig Smith – Safe Sport was addressed in almost every committee meeting, all USA swimming volunteers had to take an APT, which is now available for everyone. Club financials – lots of interesting things ie: annual reports, etc

- a. If safe sport rules are broken, the individual is not covered by insurance.
5. Lanni Jacobson- most everyone in the state needs to re-up their background checks before next year – check your exp date for jan 31 or april. Be sure to check the renewal box, if you are renewing for the lesser fee.
 - a. Coaches educ requirements are going to be split in two parts for ASCA level 1 test – won't be in place until January, more info on that as it arrives. Tests will also have a different presentation – online video prior to the test and a fee for each.
6. Susan Huckleby- report on line (MT website) in sections. On a number of committees, impressed by N-3 officials mentoring workshop.
7. Abigail Wheeler – how heats are going to work at Senior Zones with 2 pools, suggested that folks look for more open water meets.
8. Jenna Marsh – one of the booths “Swim across America” raises money for cancer, and awareness – would like all the athletes to consider doing this event before firecracker as a cooperative function. She and Hailey will put more information online for promotion.
9. Hailey Jacobson- Western zones swimmers said that communication is key – would like to start a Facebook page for all Montana LSC people – swimmers, parents, etc to share information (page was set up by the end of the meeting)
10. Convention questions – how are folks determined for who attends convention? Athletes if they are on committees, USA swimming pays your way to convention, participating. Pre-determined in the by-laws, but when there are gaps the chair asks for suggestions for who should attend. Voting members on committees go,
 - How many were paid for by MT swimming – all except athletes, and lanni
 - At large athletes can apply with USA swimming to get their way covered if they are selected. USA swimming needs to fill a certain number of positions for voting athletes – this year they covered 27. Certain LSC's need to have a specific number.
 - Convention – moves yearly, this coming year it is at Anaheim.
 - Gen chair, program development, coaches rep, vice chair,
 - In the past we have tried to support voting committee members getting to convention.
11. Dave Berkoff - absent
- e. License Plates – Richard Allen (update)- a number of hurdles needed to be overcome which lead to the newer design, we are through 4 of 5 signatures for the September 1st process, currently back at DMV for final process, so they can be sold as of January. Money will go directly into accounts as soon as they are available for sale.
- f. All Star Camp – Deidre Loyda- on permanent hold, 2013....., we need to get back on track with the rotational schedule of alternating athlete camp and coaches education.
 - Athletes feel like it is very important and worth having every year, it is a great boost for the athletes.
 - One of the issues for every year – was budget and expenses for drawing in the folks we want to bring in for the athletes

- Historically, athletes did not have to pay, and it was in one location. It has moved locations, and athletes started to pay for attendance.
- To have a AAA camp, people have to be invested in putting it on. The LSC needs to support and enable the folks in charge of putting on the camp to get the job done – coordination, planning, resources, etc has to be a team effort on the part of the LSC.
- Can athletes make a list of what was great about past camps, so we can then highlight most important elements to move toward a more functional budget.
- The highlight for athletes is the community aspect, the coming together as a group of athletes, rather than club swimmers.
- ++ Athletes put together a list of what made it great, and have submitted a list of ideas for the next AAA camp coordinator.
- We need to make the AAA camp process happen – athletes, coaches, and all feel it is important.

g. Other

5. New Business

- a. Budget – Larry Johnson- presented, notice 2012, 9 mo actual of membership is revenue minus what we have sent into to USA swimming, the (-) should not be alarming, changes through 12 months, \$20 of athlete membership goes to MT swimming,
 - Team unify # - we have revenue this year, that will not appear in future years, expenses will be below. No loss occurred, the difference was donated.
 - Convention – 2011 \$5000 was spent, more was budgeted for 2012 – proposed budget for next year again. This year everyone’s airline tickets were covered by donation, more travel expenses to be submitted for 2012, so that number will change.
 - Zones – coordinators brought the budget in under, proposal for next year \$19000, due to two different meets.
 - Misc expenses - \$4000 one-time expense of license plate set up, that amount will return as folks purchase the plates. \$25 of purchase price comes back to MT swimming.
 - Ideas proposed for metals for the LSC – Hasty awards have our medals stored, good for championship meets. The medal can be used for all different meets – personalize per meet with the ribbon. Huge price cut by getting medals cut in advance, ribbons can be ordered as we need them. Talk to Cindy Smith/ Tami Peters. Lots of thanks to Cindy for getting this done.
- b. State Meet for awards, what did Bozeman do for awards? Setup a committee to come up with a design if one has not been created.
- c. 2012 Proposals – see notes on proposals
- d. Quad or Tri LSC A meet in Missoula July 5-7, 2013, swimmer needs to have an A time, Montana, Alaska, IES and Snake River participants
- e. Set Long Course State Dates-
 - Bozeman bids for state – new blocks with fins ☺, new agreement with facility is rent fee – MT swimming will pay \$2500 for hosting
 - Seeing none – LC State championship meet will be at Bozeman
- f. Host for Long Course State
- g. Long Course Meet Schedule
- h. Elections – General Chair, Administrative Vice Chair, Senior Development Vice Chair, Treasurer, and Records Coordinator

General Chair – nominations: Curt Jacobson,
Administrative vice chair- nominations: Tony Popp,
Senior Development vice chair – nominations: Jade Sobek,
Treasurer – nominations: Craig Smith,
Records coordinator – nominations: John Heryla
Officials Chair – co- chairs: Susan Huckeby, Duane Luterbach

We need to nominate 2 more folks to Board of Review: Hailey Jacobson, Larry Johnson, Jenna Marsh, Tami Peters, Jake Byrne,

- Emma foster, Kirby Beierle, Brenden Smith are already on the Board

- Need to appoint Technical Chair to fill Kirk Ermels position. Send email to Curt if interested.

i. Budget (Finalize if changes because of proposals) – Larry Johnson

Proposal to change zones expense to \$21,000 to meet needs of the two meets, and increase coaches wages, a suggestion was made that the funds be split between the two meets possibly based on swimmer numbers for each. Feb 1st Zones coordinator and coaches will present budget to BOD.

Move to approve – all in favor, passed

j. Other

– need to be thinking about a Safe Sport representative to be voted on in May HOD. This person would be talking to USA swimming – put duties on website for review of interest.

- Deck Changing, as per USA swimming convention: statement needs to be in meet contracts, recommendation as per proposed by Merle:

- o Contract: “except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited”.
- o Also suggested to put in heat sheets and warm up page at our meets: “changing into or out of swimsuits will only be allowed in locker rooms or other designated areas. Deck changing is not appropriate and is prohibited on the deck.”

Move to approve, 2nd - passed unanimously

- Facebook page created, under Montana swimming LSC, for communication access to all Montana members

- o USA swimming will be presenting a model policy for social media resolution and bullying policy, LSC’s can add to the policy recommended. USA swimming will present that January 1st, clubs have 90 days to modify or add to LSC by laws.

6. Resolutions and orders

HOD Proposals October 7th 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.

- Susan – huge time issue for attaching swimmers to times, meet entries and exception reports, there are still times that have no swimmer attached to them, because they are not officially registered.
- Coaches should check RE1 file from lanni to confirm that indeed those are your swimmers.
- Discussion- some teams have a “bank” or credit so they can send forms to lanni and it is paid for automatically.
- Swimmer is not covered by insurance after their two week trial period, unless they are officially registered.
- This is an easy system to process, send the file to lanni, with a credit in the “bank” and she will let you know how much credit you still have, \$ can be sent in to reload the credit.
- Unregistered swimmers jeopardize the host team, with no proof of insurance.
- To swim in a meet swimmers have to be registered.
- Usa swimming covers those in a two week trial period, but not beyond.
- Recommend teams having a “bank” with Lanni, so that there are no delays in swimmers being in the pool, meets etc.
- What is the repercussion to club/swimmer that is not registered – the fine will be incurred as soon as that situation occurs. Club registrars have been covering for some swimmers, rather than getting information to Lanni.
- To have a non-registered swimming in lanes, meets, etc jeopardizes all swimmers in the water at the time for insurance issues, which include practices

Call the question. (question #1)

Motion approved as written quest #2 – passes w/20 , against 7

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 / chaperone 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 Team 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:

Discussion:

- clarification on # 3 for disqual
- Uniform requirements, need to address laundry issues in procedures
- Clarification on # 9 re: traveling with team and adult supervision before kids leave the team

Approve as amended – #3 motion passed 23 for, 5 against

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 Age Group 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 1st 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. Age group 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(if swum as team Montana)
- d. Head Coach Age Group Zones

- e. Assistant Coach Senior Zones (if swum as team Montana)
- 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/Age group 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.

Discussion –

- Do we not need to determine how we as MT swimming is going to Senior? Before determining order of coaching selection
- Head coach of the year will get asked first? For which position they would like to step into. Assistant coach would also be asked for their preference.
- Would then assistant coach take on as Age group head? We would like to leave the proposal open at this point
- Coaches could vote for other criteria
- Is there a ratio set by team Montana – there has not been in the past
- Head and Age group coaches are elected at long course state for the next year of zones, which gives the coach 3 months to decide yes or no as to taking on the position.
- Liked the rational, applications sent in for coaches that are interested for zones coaches
- History - used to elect head coach based on number of qualifying swimmers

Approve the proposal as amended

#4 motion passed 25 for/ 2 against

Proposal 4

2. Zones coach payment should be increased to \$100/ day (Head Coach) and \$75/day Assistant Coach for the time spent in preparation/at the meet. Also the on-site coordinator(s) will be fully compensated for travel/food (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.~~ Preparation will be changed to \$100 per travel day, + \$100 for entry/preparation day.

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.

Discussion:

- Modify based on # of days, since the meets will be in different locations and different lengths of meets
- Will that affect the amount the swimmers/ family pays to be in the meet. Yes some will also be based on what Mt Swimming contributes. Right now it is \$50/ day for both
- Friendly amendment for per diem change of \$\$
- Would that be reflected by a change if it is an LSC meet for senior zones, then it will only apply to age group.
- Friendly amendment :Preparation will be changed to \$100 per travel day, + \$100 for entry/preparation day
- This will also include \$ for the coordinator position that is not onsite.
- Thank you for zones coordinators, but it is a volunteer position, just as there are other volunteer positions in Montana Swimming. We need to be cautious about paying for our volunteers support.
- Hx – leave coordinator travel for both positions.

Move to approve as amended #5

Passes – 25 for, 1 against

Proposal 5

3. Open Warm-up Procedure for all sanctioned/approved 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.

Discussion –

- At age groups/ zones – was there not a disqual announcement re: not doing 3 pt entries meant you could be disqualified from events
- If meet hosts decide to assign lanes for meet warm-ups, this does not apply. If open warm ups, then we recommend this be enforced. If we continue to put in the language of all contracts, then coaches, swimmers and parents will become familiar with the procedure.
- If this passes, the general chair/ sanction, will make sure it is in the contracts. What if swimmers are not following procedure? Meet ref can remove swimmers as needed. Coaches also need to follow the procedure to maintain safety issues.
- Hope is that swimmers start to learn this entry in practice as well as meets. (*3 parts of your body has to be touching the wall prior to entry, and one hand still on the wall as you are entering feet first.*)

Move to approve as amended #6
Passes with 23 approval, 2 against

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 **it would follow a consent agenda**, all 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.

Discussion:

- An example – Exec directors will meet ahead of time, we would recommend to approve – go through the list and can pull the proposals as needed during the meeting for discussion.
- In the past – this meeting used to be a 2 day meeting, and the house did follow that process. This is a consent agenda format,
- This would mean we would need to move up our deadlines for proposals, so that the directors can meet ahead of time, and still allow clubs to discuss. The deadline would need to move ahead by 30 days.
- The BOD would still need to have proposals 20 days in advance of the meeting.
- So would that eliminate the athlete vote? No – there is still discussion.
- It will give the BOD a chance to keep the best for all of Montana Swimming in mind, this process would allow them more time to discuss and consider the proposals.
So deadline would move up to ?
- This is a grand idea, but will it work?
- I like the idea of the proposal, because it gets us away from “wordsmithing” and amending, so we could vote simply on the proposal
- As a member of USA swimming rules and regs procedure – one advantage is once it is submitted, it allows the board that group to check and see if it violates any current by laws or policies and procedures. The second advantage is cleaning up the “wordsmithing” without the permission of who submitted it, but not changing content. It also allows for some proposals that pass will mean a clarification of by laws.

Call the question #8

Passed with 14 for, 12 against

Vote on proposal #9 passed 18 for, 9 against

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.

Discussion:

- The 25's did not have a formula in the past.
- I think the younger kids should be involved, and increase the number of younger swimmers at state meets.
- It can be hard for young swimmers, then suddenly they do not qualify for a while as 9 and 10 yr olds.
- SC state - we have lots of swimmers in free and back, with less in breast and fly – this should not change the overall profile of who gets to state
- After Olympic years there tend to be big boosts, but then we lose swimmers before they get to 12 yo
- We need to work on retention in Montana swimming, and help our swimmers maintain goals as younger swimmers to achieve as older swimmers.
- As an aging up 9 yr old, it is difficult to stay motivated when you qualify for less swims.
- This proposal is just for state meet formats, when time standards change there is a short drop, but the next successive years we see building in the numbers and faster swimmers.
- Some swimmers will stay and wait out getting their cuts as 11 and 12s, others may not

Move to vote: # 10

Passes, 20 for, 7 against

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 trial 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.

Discussion

- Issue with time trial or inner squad meets – if the meet is on the other side of the state, and team is already not traveling, but the team wants to swim in a meet venue.
- Seems to cut flexibility, time trials are put together for attempting to help swimmers make cuts
- Can we amend it to a distance ruling?
- The issue is late planning double/triple up meets after the HOD meeting in which meets are decided on. To allow teams to plan ahead, based on the meet schedule set at HOD meeting for all teams and swimmers.
- No penalty if a meet is cancelled and another event is planned after the fact
- Some teams are controlled by facility of when to plan meets,
- Budget issues – why can we not have an inner squad meet when we choose to not go to a meet.
- Do we have other areas where we are "punitive" to teams – registration
- Can we exempt time trials or inner squad

Move for approval, and 2nd #11

Fails 14 against, 13 for

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 for the improvement and safety of our sport at all levels.

Discussion:

- Montana is not the entire state's governing body,

Motion to approve 2nd as amended

#12 passed 26 for, 1 against

Proposal 10

We need approval of our Vision Statement that Jade reworked.

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

Discussion:

Move to approve 2nd #14

25 approved, passed

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.

Print Name

Signature

Date

Montana Swimming Position

**Move to approve, 2nd
15, passed with 27 for**

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. We need to Add two additional athlete reps for the HOD to bring up to quota. They must be 14 years of age or older. Two athletes of these representatives, will be sent to convention by Montana Swimming with priority to "senior" athlete reps. These additional reps will be elected by the athletes at short course state. This first year we will be voting in 2 reps for a two year term, and 1 rep will be for a 1 yr term (senior position).

Discussion –

- great to have more athletes at this meetings, they then go back and are able to explain to their peers and are more invested in their sport
- at long course state, we will need to have athletes vote for 3, will need to alternate – so that we have 4 total, but will need to vote for 2 for a 2 yr term and 1 for a 1 yr term. Then we will follow in cycle after that.
- the two senior reps will get to go to convention, if both senior reps are on committee, we will budget for 2 athletes, so that we can send other athlete reps if they are not on committee.
- voting to bring in at short course state to bring our numbers up to par, meeting to vote needs to be set when all athletes can attend

**Move to approve, 2nd as amended
Passed with 25 for**

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.

Discussion:

- Age group – parents get kids to meets, and MT swimming sends coaches. Senior zones, runs as per past with coordinator, coaches, bus, and on site coordinator.
- Modify that Age group send 11-14 on bus, and 10 and unders with parents.
- If 10 and under were on bus – parent needed to be on bus, with same gender.
- Best part of zones is being on the bus
- Bus costs: break even costs - \$9300, required 33 riders
- Keep in mind we could send more athletes – even if not qualified, we have non-qual 160 swims to fill as an LSC, then we can set up the process of how to do that, and it would bring numbers of swimmers up
- Age group swimmers ride with parents, but have block rooms in hotel, and team process when onsite.
- If there are enough to provide a bus, great if not,
- Hotel rooms how does rooming happen with 11 – 14 yr olds
- Senior athlete mentors travel with team, for age groups – use of older swimmers with team events, and supervision onsite. 2 female and 2 male? Athletes application for mentors position, then coaches choose from applicants.
- What do parents think about 14 and unders meet process? Parents of kids those ages, want to go and be onsite. Parents also want the kids to be part of the team and have that experience.
- Budget – assign mentors to a certain number of athletes – USA swimming age protocol.
- At the age group meet there would have to be processes that include parents in team events/meals, etc, that will need to be designed.

- Swimmers should eat dinner with the team, and parents might join in, but the kids follow team protocol when on site.

Proposal: for Age Group Zones meet, MT Swimming will treat this meet as a Montana Swimming team event, which will be planned by the zones coordinator and coaches, and supported Montana Swimming. Proposed budget will be presented done by Feb 1st to the MT BOD, by the Age group zone coordinator and coaches **and athlete reps**, so that we can roll out the format and procedures at short course state.

Motion to accept 2nd

Passed 27 for #17

Amendment for approval – unanimous pass

Proposal: for Senior Zones meet, MT Swimming will treat this meet as a Montana Swimming team event, which will be planned by the zones coordinator and coaches, and supported Montana Swimming. Proposed budget will be presented done by Feb 1st to the MT BOD, by the Age group zone coordinator and coaches and athlete reps, so that we can roll out the format and procedures at short course state.

Discussion - we are agreeing that we want to do the senior meet as a Montana swimming event

- What was the sense from convention re: LSC teams or Team meet? Not sure yet
- If done as a team LSC meet, we have more swimmers for relays, etc swimmers from small teams would have team support
- More options if traveling as LSC team, can work with older kids in a more mature process.
- If we don't send a team Montana team, might mean some swimmers would be excluded
- Senior cuts potentially allow for more swimmers to make the break-even point for the bus.

Motion to approve, 2nd

In favor passes - unanimous

Proposal 14

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

Discussion:

- Rules and regs, errors in policies and procedures.
- We have to pass something, for the LEAP process. Done by Oct 17th or we lose LSC status.
- Pg 22- amend to “Senior development will”, rather than the “Coach representative....” Taken as a friendly amendment.
- Policies and procedures are what we had in existence prior to today? we are correcting and changing for adoption today.
- Membership duration – outreach athletes pay a different fee so there is no need to amend those pages.
- Pg 14

Call for a vote: approve as amended

19 – passed 24 for, 1 against

Proposal 15

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

In the interest of time– any corrections, or edits be submitted to the executive committee in writing, they will make the changes if appropriate. If not they will be brought to the next HOD meeting.

Vote to approve – 2nd

Passed 23 for, 3 against

Proposal 16

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

Discussion:

- There are a couple of changes to by laws based on new USA swimming names Senior development (jade's position) and age group development (Kris's position- program operations).
- Any by law changes need to be submitted to USA swimming for approval, which goes through channels of USA swimming committees.
- Does not include changes that have to be amended and adopted based on changes at convention

Motion - In the interest of time– any corrections, or edits be submitted to the executive committee in writing, they will make the changes if appropriate. If not they will be brought to the next HOD meeting.

2nd

#21 - passed with 26 for, no against

7. Adjournment –as 2:53 pm