

MONTANA SWIMMING

October 6, 2019

Dear Members of Montana Swimming:

Attached are the minutes of the Montana Swimming executive board conference call held September 23, 2019, as amended and approved by the House of Delegates today.. The items amended involved changing unanimous approval to approval on the recommendations.

The Montana Swimming spring House of Delegates meeting will be Friday May 15, 2020, in Bozeman.

Respectfully submitted,

Susan Huckleby
Secretary, Montana Swimming
shuckleby@msn.com
Big Sky. Big Dreams. Big Success!

**Montana Swimming Executive Board
Conference Call Meeting Minutes
September 23, 2019**

The Montana Swimming executive board met via Skype conference call on September 23, 2019. The meeting was called to order at 8:00 pm by Montana Swimming General Chair Matt Yovich.

Attendance:

Roll call was taken. Those in attendance included Matt Yovich, general chair; Jay Friend, administrative vice chair, Craig Smith, treasurer; Susan Hucceby, secretary; Mike Turner, program development co-vice chair; Sean Marshall, technical planning chair; Lon Huckert, officials chair; Isabella Seagrave, senior athlete representative; Hannah Jourdonnais, senior athlete representative; O'Shay Birdinground, junior athlete representative; and Bremer Deaton, junior athlete representative.

A quorum was present and the meeting proceeded.

Meeting agenda:

The meeting agenda included discussing the proposals to be voted on at the fall HOD meeting and the new required by-laws.

Review of proposals: The order listed is the same as the updated proposals posted after this meeting to reduce confusion. Proposals that were amended are shown with the new amended language. The rationales provided were eliminated in the minutes for brevity but can be reviewed in the posted proposals online and sent out to officers and clubs.

Proposals: (Proposal wording is in bold type.)

(1) Permanently Fund and Authorize the Reach Out Grant Program. Submitted by Susan Hucceby

Recommendation: Approval by the Executive Committee

Proposal: The MTS Rules & Regulations and Policy & Procedures will be modified to authorize and fund the current Reach Out Grant Program permanently. This proposal will extend the program authorized and funded for a two-year period at the October 2017 HOD meeting. As previously authorized, the program has for the past two years awarded the budgeted \$5,000 per year in twice-a-year grant awards based on team applications evaluated by the Reach Out Grant Program committee.

Effective: Immediately



(2) Concussion Training Requirements. Submitted by Susan Hucceby

Recommendation: Approval by the Executive Committee

Proposal: Revise MTS Policy & Procedure and Rules & Regulation documents, as appropriate, to require annual approved concussion training for all MTS registered non-

athlete member coaches and officials per USA Swimming requirements and the Montana Dylan Steigers Expanded Youth Concussion Act.

Acceptable concussion training courses currently include the NFHS and CDC courses or others as approved by USA Swimming or the State of Montana.

Montana Swimming officials and coaches who also coach and/or officiate sports with the Montana High School Association (MHSA) are currently required to complete the NFHS concussion course after June 1 of each year.

Clubs will keep copies of the concussion course certificates on file for club members. Members of Montana Swimming not attached to a club also must keep their certificates on file. Coaches and officials must submit to the Montana Swimming registrar a copy of their first current concussion course completion certificate to comply with current USA Swimming rules. Coaches and officials may submit a copy of his/her/their concussion course certificate to the Montana Swimming registrar in subsequent years as well.

Clubs will provide concussion information to educate families about concussions, the nature and effect of brain injuries, the effects of continuing to play/participate in sports with a concussion, and how to access the NFHS or CDC concussion training courses to athletes and their families. Montana Swimming will post concussion information on the LSC website.

Effective: Immediately

Executive Board Comment: One member expressed concern if clubs would be up to speed to track the concussion certificate paperwork. Another comment was made that this needs to be approved to be current with state law.

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(3) Assign Social Media Management Duties to Coach Representative.

Submitted by Sean Marshall

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|------------------------------------------------------------|
| Recommendation: Approval by the Executive Board as amended |
|------------------------------------------------------------|

**Proposal: Revise MTS By Laws, Policy & Procedure and Rules & Regulation documents, as appropriate, to add social media account management to the duties of the MTS Coach Representative.**

**The Montana Swimming Athlete Representatives will manage the LSC athlete social media accounts.**

Executive Board Comment: The athlete representatives asked that the MT Swimming Athlete Representatives have control over the athlete social media accounts. The board agreed. The proposal was amended as shown.

Effective immediately

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(4) Clarify Championship Meet Finals Session Start Times.

Submitted by Lanni Jacobson and Matt Yovich

Recommendation: Approval by the Executive Board

Proposal: The MTS Rules & Regulations and Policy & Procedures will be modified to clarify the language regarding the start time of finals sessions for MTS Short Course and Long Course Championship Meets. This proposal will modify the language of a proposal passed at the 2017 Fall HOD Meeting. The proposal passed in 2017 stated, "For all future Montana State Championship Meets, the finals session warm-up shall start no earlier than 4:00pm with a meet start time of 5pm." This proposal will revise the language to state, "For all Montana Swimming Short Course and Long Course Championship Meets, the finals session warm-up shall start no earlier than 4:00 pm with a meet start time of no earlier than 5:00 pm."

Effective: Immediately

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(5) Modify Deadline for 2020 Short Course State Meet Submitted by Susan Huckleby

Recommendation: Approval by the Executive Board

**Proposal: The MTS Rules & Regulations and Policy & Procedures will be modified to allow submittal and acceptance of entries for new qualifying swims from the 2020 MHSA State Swim meet. Entries submitted to the Meet Registrar shall be accepted if received no later than 10:00 pm MDT on February 16, 2020, and subsequently verified by the Registrar. Qualifying entry times from the MHSA State Swim meet do not need to be submitted in OME, but should be emailed to the meet registrar.**

Effective: Immediately but only for the 2020 MTS Short Course State Championship.

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(6 a) Modify Entry Deadline Requirements for MTS Championship Meets.
Submitted by Sean Marshall

Recommendation: Approval by the Executive Board as amended

Proposal: Revise Section 5.4.4 of the MTS Policy & Procedures document as follows; Entry Deadline: All Short Course and Long Course Championship late qualifying meet entries must be received no later than 11:59PM (MDT or MST), on the Sunday prior to the first day of the championship meet. Additionally, revise MTS Policy & Procedures documents to delete Section 5.4.5.

Effective: Immediately

Executive Board Comment: The decision was made to split the proposal into two sections (6a and 6b) and update the wording. The current deadline for late qualifying new swims is 11:59 pm on Saturday. Late fees apply to these entries.

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(6b) OME Opening Date for MT Swim SC and LC State Meet Entries. Submitted by Sean Marshall

Recommendation: Approval by the Executive Board as amended

**Proposal: The Montana Swimming Short Course State and Montana Swimming Long Course State Online Meet Entry (OME) platform shall be open for entries no less than 3 weeks prior to the initial entry deadline for each state championship meet.**

Effective: Immediately.

Executive Board Comment: The decision was made to split the proposal into two sections (6a and 6b) and update the wording.

Concerns were expressed that OME has in the past not been open early enough for teams to have adequate time to prepare entries.

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(7) Modify Championship Meet Financial Bid Requirements Submitted by Sean Marshall

Recommendation: Approval by the Executive Board as amended
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Proposal: Revise MTS Policy & Procedure and Rules & Regulation documents, as appropriate, to remove the existing maximum bid stipulation and reimburse successful host bidders based on the full documented rental costs to operate the meet. Bidders will be required to itemize the rental expenses and estimated costs in their bids and will need to submit proof of actual costs for those items with their meet financial form in order to receive the bid reimbursement. Allowable reimbursable rental costs include pool rent (inclusive of facility and staff costs), networking equipment, Port-a-Johns, and other reasonable items as itemized in each bid.

Effective: For bids received for the 2020 MT Swimming Long Course State Championships.

Executive Board discussion: Concern was expressed that the proposal seemed very open ended as to what teams could submit for expenses in a bid to host the championship meets which could impact Montana Swimming financially. Teams submitting a bid to host the meet must list all estimated expenses. To receive payment from Montana Swimming, the host team must submit receipts for actual expenses. Teams will not be reimbursed for expenses above the bid amount. Past meet hosts remarked they usually broke even or lost some money hosting the meet under the current system. Allowing teams to submit a higher bid may encourage more teams to bid for the meets. This also covers expenses for teams if proposal 9 is passed.

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(8) Increase Swimmer Surcharge for MTS Championship Meets Submitted by Sean Marshall

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| Recommendation: No recommendation - see note below |
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**Proposal: Revise MTS Policy & Procedure and Rules & Regulation documents, as appropriate, to raise swimmer surcharge for the Montana Championship meets from \$18 to \$25.**

Rationale: This proposal provides additional financial resources to MTS to support the revised Championship Meet bid reimbursement of Proposal 7.

Effective: Immediately.

(Note -- MT Swim passed a proposal last year that the HOD sets all the championship meet fees at the Fall HOD meeting)

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(9) Restructure the Format of MTS Championship Meets Submitted by Sean Marshall

Recommendation: Approval as amended

Proposal: Revise MTS Policy & Procedure and Rules & Regulation documents, as appropriate, to restructure the format of the Montana State Championships from 3 full days to 3.5 days to add a Thursday evening Distance Session and reorder other events. Changes would include:

- **Moving the 800/1000 Free to Thursday PM**
- **Switch the 200 Free with the 50 Free. The 50 Free would be on Friday and the 200 Free on Saturday.**
- **Move the 400 Free to midday on Friday**
- **Move the 400 IM to midday on Saturday**

Effective: For bids received for the 2020 MT Swimming Long Course State Championships.

(See attachments -- 2020 LC State proposed event list and 2021 SC State proposed event list)

Discussion: Proposal 8 covers the additional expenses for the host club on adding an extra half day of pool rental. The restructure of the events for our Montana State Championships in Short Course & Long Course will allow the timeline and our meet volunteers to have adequate space and breaks, but more importantly these changes will afford our Montana swimmers a much more competitive advantage in that the 800/1000 distance event has 2 days separation from the 1500/1650 event and for those swimmers who are strong 400 IM'ers they don't have to race it at 8am in the morning with no chance of a second swim as it is a Timed Final.

Concerns expressed by executive board: Additional costs to meet host, possible lack of volunteers to staff the meet Thursday; and possible lack of officials for Thursday. Friday already sees fewer officials than any other day of the meet as parents are working that day. Added costs for pool rental for Thursday can be offset if the meet surcharge is adjusted to \$25 per individual and proposal 7 passes. Officials with swimmers in these distance events should be available to help officiate the 800/1000 free on Thursday and other days of the meet.

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(10) Add Diversity and Inclusion Chair to the Board of Directors Submitted by Susan Huckleby

Recommendation: No recommendation

Action: Pass; Fail; Pass as Amended; Tabled; Withdrawn; Pull

**Proposal: The MTS By-Laws will be modified to include the Diversity and Inclusion Chair as an appointed position to the MT Swimming Board of Directors with voice but no vote. The D&I Chair shall be appointed by the General Chair for a two-year term.**

Effective: Immediately

Executive board discussion: While the board had no concerns adding the D&I chair, it may be better to add the D&I chair and other appointed chairs in the policy and procedure manual rather than the by-laws.

Note: The National D&I Committee changed its name to the National Diversity, Equity and Inclusion Committee (DEI). This change should also be implemented by Montana Swimming.

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(11) Required Modifications to MTS Bylaws Submitted by Jay Friend and Matt Yovich

Recommendation: Withdrawn - will be dealt with as a regular item on the HOD meeting agenda. Action: Pass; Fail; Pass as Amended; Tabled; Withdrawn; Pull

Proposal: Revise Bylaws as required by USA Swimming.

Rationale: USA Swimming has required substantive changes to LSC By Laws. These changes will require other significant changes to MTS Rules & Regulations, and Policies & Procedures as well as other governance protocols. A redline of the changes will be presented.

Effective: Immediately for the Bylaws. Changes to other governing documents will be made over time.

Executive board decision to withdraw this proposal is based on discussing the new required by-laws changes and voting upon during the regular business of the fall HOD meeting.

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End of proposals.

By-law Revisions: USA Swimming requires all LSC to update their by-laws using the new by-law template. Jay and Matt have been working on the update. Several elected board positions have been eliminated. Some positions may be added to the policy and procedure manual as appointed positions. Board position descriptions are no longer included in the bylaws and will need to be added to the policy d procedure manual. Both the policy and procedure manual and the rules and regulations manual will be updated over time after the by-laws are approved.

Article 1.3. MTSI may be divided into regions as listed in the MTSI Policies and Procedures.

Article 2.1.2 and throughout the by-laws: The Zone Board of Review was eliminated through legislation passed at the the 2019 USA Swimming convention in September. These references should be removed from the bylaws.

Article 3.1, 3.2.1, 3.2.2 and 3.2.4 - selected House of Delegates rather than Board of Directors in optional choices

Article 4.1.1 - clarification -- each club will now only have one adult non-member vote in the HOD.

Article 4.1.4 - strike the word or listed in front of the other struck portions of the sentence.

Article 4.6 - The annual meeting of the HOD will be held in the fall. Regular meetings may be held in accordance with a schedule adopted by the HOD. (Clarification -- the spring HOD meeting is considered a regular meeting of the HOD.)

Article 5.1.11 -- 4 at large athlete members.

Article 5.2 - HOD may specify 6 adult at large positions elected by the HOD at the fall meeting. Athlete at large members will be appointed by the Board of Directors based on recommendations from the athletes.

Article 5.3 - The immediate past General Chair is an ex-officio member of the Board of Directors.

Article 5.4 - No more than 3 members of any group member may serve on the board of directors. This limitation applies separately to athlete and non-athlete members.

Article 5.6.9 -- include coordinators.

Article 6.1 -- officers -- may name the Senior Vice Chair and the Age Group Vice Chair as the Program Operations Chair and program Development Chair.

Article 6.2.1 - select provision 1 -- elect 4 athlete representatives -- two senior athlete representatives and two junior athlete representatives.

Article 6.2.2 - select provision A - coach representative selection in even years.

Article 6.2.3.B - Use example (1) - elect the Officials Chair by the officials.

Article 6.2.3.C - appointed committee chairs/coordinators -- list here/ DEI Chair could be listed here.

Article 6.6.1 - Term of office of all members of the Board of Directors is 2 years.

Discussion -- Article 6.6.3 - when will term limits begin, what officers will be elected this year and next year?

Article 6.11.3 -- Board of Directors (in line listed as select one)

Article 7.2.1 - Chairs and coordinators who are not members of the Board of Directors by the HOD, committee or division - none listed

Article 7.4.3 B - Select option 2 members, 2 year terms, staggered, elected. Combine duties of governance and nominating committees. Delete other options listed.

Article 7.5.B - include both senior and junior athlete representatives on the executive board.

Article 7.5.4 and 7.5.5 - select Secretary.

Article 10.3 - include Administrative Review Board member

Article 12.2 - fiscal year ends on last day of December.

Article 13.2 - Administrative Review Board shall have at least 5 members. The HOD may increase or the number of regular members by resolution to the Bylaws but only decrease the number of regular members upon expiration of term of office of incumbent members (delete alternate).

Article 13.2.3.B - un-italicize "and alternate".

Article 13.2.8 - un-italicize "or alternate"



Article 14.2.2 - Select "Articles", add Montana Secretary of State

Article 14.2.8 - enlarge type to match document

Article 14.2.11 - un-italicize this line.

Article 14.2.20 -- add Montana

Article 14.2.21 - eliminate this section as the Zone Board of Review was eliminated.

Adjournment: There being no further business the meeting adjourned at 10:35 pm.

Respectfully submitted,

Susan Huckeby  
Secretary, Montana Swimming

Action Items:

- Jay - will update by-laws and send to Susan to be posted and distributed.
- Susan -- will update the proposals as discussed and re-order. Susan will send out and post the updated proposals and executive committee minutes.
- Susan will research the past meeting minutes and determine positions to be elected this fall and coordinate that with the new by-law updates regarding officer elections.

**2019 Montana Swimming Proposals Submitted for the Fall HOD Meeting**

**Proposal Summary**

**LSC Operations and Management:** Block 1: Action: Pass; Fail; Pass as Amended; Tabled; Withdrawn

| Number | Description                                                   | Author        | Recommendation      | Pulled |
|--------|---------------------------------------------------------------|---------------|---------------------|--------|
| 1      | Permanently Fund and Authorize the Reach Out Grant Program    | Susan Huckeby | Approval            |        |
| 2      | Concussion Training Requirements                              | Susan Huckeby | Approval            |        |
| 3      | Assign Social Media Management Duties to Coach Representative | Susan Huckeby | Approval as amended |        |

**Championship Meets:** Block 2 Actions: Pass; Fail; Pass as Amended; Tabled; Withdrawn

| Number | Description                                                                                                                                                            | Author                       | Recommendation                                | Pulled |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------------------|--------|
| 4      | Clarify Championship Meet Finals Session Start Times                                                                                                                   | Lanni Jacobsen & Matt Yovich | Approval                                      |        |
| 5      | Modify Entry Deadline for 2020 Short Course State Meet                                                                                                                 | Susan Huckeby                | Approval                                      |        |
| 6a     | Modify Entry Deadline Requirements for MTS Championship Meets                                                                                                          | Sean Marshall                | Approval as amended                           |        |
| 6b     | OME Opening Date for MT Swim SC and LC State Meet Entries                                                                                                              | Sean Marshall                | Approval as amended                           |        |
| 7      | Modify Championship Meet Financial Bid Requirements                                                                                                                    | Sean Marshall                | Approval as amended                           |        |
| 8      | Increase Swimmer Surcharge for MTS Championship Meets (Note -- MT Swim passed proposal last year that the HOD sets the championship meet fees at the Fall HOD meeting) | Sean Marshall                | No recommendation (Note - HOD action on fees) |        |
| 9      | Restructure the Format of MTS Championship Meets                                                                                                                       | Sean Marshall                | Approval as amended                           |        |

**LSC By-Law Updates:** Block 3 Actions: Pass; Fail; Pass as Amended; Tabled; Withdrawn

| Number | Description                                                 | Author        | Recommendation    | Pulled |
|--------|-------------------------------------------------------------|---------------|-------------------|--------|
| 10     | Add Diversity and Inclusion Chair to the Board of Directors | Susan Huckeby | No Recommendation |        |
| 11     | Required Modification to MTS By-Laws                        | Jay Friend    | Approval          |        |

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|--|--|--------------------|--|--|
|  |  | and Matt<br>Yovich |  |  |
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