

MISSOURI VALLEY SWIMMING INC.

HOUSE OF DELEGATES MEETING

October 1, 2011, Lawrence, KS

Members in attendance: AAAA, Patrick Norman; ANDR, Al Stephenson; BWST, Benjamin Westberg; CSC, Phil Garverick; COOL, Laurie Reaburn; FTLL, Lisa Brennan, Katie Jorgenson, Helen Lochow; HASC, Mike Ballard, Wendy Vernon; HYSC, Lyn Morris; JCAY, Sherryl Wittrock; KCAC, Ed Wojtowicz; KCB, Gardner Howland, Marjorie Sherard; KCSA, Scott Virden; KVS, LeeAnne Dunham; LA, Zach Devine, Tony Portela; MM, Ben Skutnik; MSA, Landra Bunge; MSC, Kyle Banman; NWSC, Graham Unruh; PEST, Amanda Cook; RR, Chisa Wilcoxon; SAC, Tim Schulte; TD, Tom Ringwelski; TSS, Lisa Beebe, Joyce Stewart; TST, Tom Kleiboeker, John Maynard; UN, Elizabeth Davis, Dulcy Sellon; WAR, Mike Meloy; WAS, Steve Buehne; WIN, Jon Vanderpool; WKSC, James Kuhlman; WSC, Todd Kramer

David Carpenter called the meeting to order at 12:00. He asked that everyone in attendance sign the roll call sheet as this would serve as the record of attendance at the meeting. All attendees were furnished with an agenda and reports prepared by the officers, committee chairs and coordinators. (See attachments). He asked the members attending if anyone wished to pull any consent agenda item for discussion. Item 4. Adoption of the LSC Vision and Mission statement as drafted and approved by the LSC coaches was pulled because no statements were available for discussion. David stated that item 5., the adoption of a MV By-law amendment establishing an LSC Athlete Protection Officer had been approved by the MV Board of Directors and that the coaches had approved the new Division 1 short course Championship meet format. Mike Ballard made the motion to accept the consent agenda items with the exception of Number 4. Phil Garverick seconded the motion. All members voted to accept the motion.

Reports of Officers, Chairs and Coordinators

Tom Kleiboeker announced that the Age Group Coach of the Year award had been won by Mike Ballard. Gardner Howland was awarded the Senior Coach of the Year award. Tom also announced that the meet bid packets would be available on line on November 1, 2011.

David Carpenter introduced John Maynard as the new MV Sanctions Chair. John started writing sanctions for the current short course season.

Dulcy Sellon announced that the Missouri Valley Office now has a new street address, 4105 West 6th Street, Suite A1, Lawrence, KS 66049. The email address, phone and fax number will remain the same.

Jolisa Buchner stated that MV's financial loss was less this year than last and that our fee increases had the LSC moving in the right direction.

There was no Unfinished Business

New Business

David Carpenter reported that members had expressed the desire to change the format of one of MV's annual meetings. The format would have a full day of activities on Saturday and the formal House of Delegates meeting on Sunday. Such a format would permit committee work on Saturday and finished proposals from Committees to the House of Delegates on Sunday. Such a format would also allow time for speakers and educational presentations. Social activities could also be added for Saturday evening. David suggested that a task force to develop this format be set up and work towards planning for this for the MV fall 2012 meeting..

Mike Meloy reported that a Community Center in Kansas City with access to a pool was interested in establishing a swim team and David suggested that he and Patrick Norman, the MV Age Group Chair, follow up on the Center's requests.

David asked for a motion to adjourn. Ben Westberg made the motion which was seconded by Amanda Cook. All voted in favor of adjournment at 1:10 pm.

Respectfully submitted,

Dulcy Sellon, MV Secretary

MEETING AGENDA
MISSOURI VALLEY SWIMMING, INC. BOARD OF DIRECTORS
Saturday, October 1, 2011 (8:30 AM)
Lawrence, Kansas

Roll Call

Approval of the meeting minutes of July 29, 2011.

Reports of Officers, Committee Chairs and Coordinators

General Chair	Records Chair
Admin Vice-Chair	Officials Chair-no report
Senior Vice-Chair	Safety Coordinator
Age Group Vice-Chair	Diversity/Outreach-no report
Registration Chair	Seasonal Leagues
Treasurer	Scheduling Chair
Coaches Representative	Electronic Timing
Athletes Representative	MVS Board of Review-no report
Sanctions Chair	Webmaster-no report

Unfinished Business

New Business

1.	Adoption of the budget for the 2012 Fiscal Year.
2.	Adoption of the proposed Bylaw Amendment establishing an Athlete Protection Officer for the LSC, and consent to the appointment of Steve Rosel as the Missouri Valley Athlete Protection Officer.
3.	Review and approval of Restated Bylaws.
4.	Review and Approve Consent Agenda Items for House of Delegates Meeting.

Resolutions and Orders

Adjournment

AGENDA
MISSOURI VALLEY SWIMMING, INC. HOUSE OF DELEGATES
Saturday, October 1, 2011, 12:00 PM
Lawrence Indoor Aquatics Center, Lawrence, Kansas

- I. Roll Call**
II. Consent Agenda Items:

Item Number	Description	Board of Directors Recommendation
1	Approval of the minutes from the House of Delegates Meeting of April 16, 2011, Topeka, Kansas, as posted on the Missouri Valley Swimming website.	Approve
2	Approval of reports of officers, committee chairs and coordinators a. General Chair b. Administrative Vice Chair (included in General Chair report) c. Senior Vice Chair d. Age Group Vice Chair e. Registration Chair f. Treasurer g. Scheduling Chair h. Coaches Representative i. Athlete Representative j. Sanction Chair k. Electronic Timing Equipment l. Safety Coordinator m. Officials Chair (no report) n. Outreach/Diversity Chair (no report) o. Seasonal League Chair p. Records Chair q. Board of Review (no report) r. Webmaster (no report)	Approve
3	Approval of 2012 Fiscal Year Budget	Approve
4	Adoption of the LSC Mission Statement and Vision Statement as drafted and approved by the LSC Coaches.	Approve
5	Adoption of an amendment to the Bylaws of the LSC establishing an LSC Athlete Protection Officer	Approve
6	Approve the Division I Short Course Championship format as proposed and approved by the LSC coaches	Approve

- III. Reports of Officers, Chairs and Coordinators**
(Supplemental information not included above)
IV. Unfinished Business

V. New Business

VI. Adjournment

Records Chair Report

October 1, 2011

Top 8:

The Long Course Top 8 currently posted is complete for the season as far as I am aware, but if there is a meet missing, it should be submitted ASAP.

Records:

Richard and I have streamlined the system to get MVS records updated shortly after they occur. Sometimes I don't find them right away however, so if you know your swimmer set one, feel free to email me a heads up.

General tips:

--I no longer need the actual file for meets competed in outside MV. If it is in SWIMS, I can download it directly and I periodically check to see if we have any top swims at other meets. If it looks like a meet is missing that is in SWIMS, just drop me an email and I will look it up. If it is not in SWIMS, it won't be in the Top 8.

--If you are entering a swimmer as unattached, please use the form "UN-" (use the "-"!!) for the entry. We have had a number of cases where a swimmer was entered something like UNTM-MV before they had been transferred to UN in SWIMS - this causes SWIMS to simply load their swim as with the team they are actually still registered at (the one they are transferring away from) and that messes up their 120 day re-attachment date. Using UN-TM-MV will cause them to go thru as UN. Also, transferring them to UN as soon as possible when they change teams takes care of the problem.

Dana Sheahen
Records Chair
Missouri Valley Swimming, Inc.

FY 2012 MVS BUDGET PROPOSAL

Category Description	FY 2011 <u>BUDGET AMT</u>	FY 2011 <u>ACTUAL</u>	<u>2012</u> <u>Budget</u>	Budget vs Actual <u>Difference</u>	Note
<u>INCOME</u>					
Interest Inc	\$350.00	\$193.52	\$350.00	\$156.48	
<u>Registration Fee</u>					
Full Season Athletes	\$23,140.00	\$28,787.50	\$31,500.00	\$2,712.50	
Full Year Clubs	\$2,205.00	\$2,640.00	\$3,840.00	\$1,200.00	
Non-Athlete Fees	\$3,700.00	\$2,771.50	\$3,750.00	\$978.50	
Seasonal Athlete	\$7,875.00	\$6,254.00	\$17,500.00	\$11,246.00	
Seasonal Clubs	\$735.00	\$680.00	\$800.00	\$120.00	
Transfer Athletes	\$300.00	\$525.00	\$400.00	(\$125.00)	
Total Reg Fees	\$37,955.00	\$41,658.00	\$57,790.00	\$16,132.00	1
<u>Retail Sales</u>					
Patches, Pins & Name Tags	\$50.00	\$0.00	\$50.00	\$50.00	
Referee and Officials Shirts	\$50.00	\$0.00	\$50.00	\$50.00	
Sanction Application Fee	\$700.00	\$910.00	\$700.00	(\$210.00)	
Sanction Fee	\$60,000.00	\$58,759.90	\$75,500.00	\$16,740.10	2
Timing System Rental	\$2,500.00	\$2,175.00	\$3,750.00	\$1,575.00	
Zone Meet Surcharges	\$3,750.00	\$6,260.00	\$4,000.00	(\$2,260.00)	
Total Income	\$105,005.00	\$109,762.90	\$141,840.00	\$32,077.10	
<u>EXPENSES</u>					
AG Coach of the Year Travel	\$300.00	\$0.00	\$300.00	\$300.00	
All-Star Meet	\$5,000.00	\$5,167.03	\$5,500.00	\$332.97	
Awards	\$1,000.00	\$27.23	\$500.00	\$472.77	
<u>Bank Charges (all types)</u>					
Bank Fees	\$400.00	\$93.25	\$400.00	\$306.75	
PayPal Fees	\$375.00	\$422.26	\$500.00	\$77.74	
Returned Check Charge	\$50.00	\$7.50	\$50.00	\$42.50	
Computer	\$750.00	\$824.18			
Computer Software	\$500.00	\$247.86			
Copier Service	\$500.00	\$582.97	\$600.00	\$17.03	
Copier Use Credit	(\$300.00)	(\$275.00)	(\$300.00)	(\$25.00)	
<u>Dues</u>					
Central Zone Dues	\$100.00	\$100.00	\$100.00	\$0.00	
Region VIII Dues	\$125.00	\$100.00	\$125.00	\$25.00	
<u>Fees</u>					
State Fees	\$100.00	\$80.00	\$100.00	\$20.00	
<u>Insurance</u>					
Off Eq and Timing Sys	\$400.00	\$272.00	\$400.00	\$128.00	
Worker's Comp	\$300.00	\$311.00	\$325.00	\$14.00	

<u>LSC Officers Expenses</u>	FY 2011 BUDGET AMT	FY 2011 ACTUAL	FY 2012 Budget	Budget vs Actual Difference	Note
Admin Vice Chair	\$350.00	\$0.00	\$250.00	\$250.00	
Athletes Rep	\$100.00	\$0.00	\$100.00	\$100.00	
Board Review	\$150.00	\$0.00	\$150.00	\$150.00	
Coaches Education	\$150.00	\$0.00	\$1,500.00	\$1,500.00	
General Chair	\$350.00	\$0.00	\$250.00	\$250.00	
National Official Clinic	\$500.00	\$0.00		\$0.00	3
Officials Committee	\$2,500.00	\$1,337.21	\$1,500.00	\$162.79	
Records Chair	\$300.00	\$0.00	\$200.00	\$200.00	
Registration Chair	\$750.00	\$172.62	\$500.00	\$327.38	
Safety Chair	\$800.00	\$119.40	\$300.00	\$180.60	
Treasurer	\$300.00	\$0.00	\$100.00	\$100.00	
Athlete Protection Chair			\$400.00	\$400.00	
<u>Meet & Award Enhancements</u>					
Award Enhancement Div I	\$1,750.00	\$1,750.00	\$1,750.00	\$0.00	
Award Enhancement Div II	\$2,750.00	\$2,200.00	\$2,750.00	\$550.00	
Meet Enhancement Division	\$1,000.00	\$500.00	\$1,000.00	\$500.00	
Meet Enhancement Division	\$1,500.00	\$250.00	\$1,500.00	\$1,250.00	
MVS Meetings	\$1,000.00	\$522.63	\$750.00	\$227.37	
National Disability Meeting	\$200.00	\$0.00	\$500.00	\$500.00	4
<u>Office Supplies and Utilities</u>					
Gas & Electric	\$900.00	\$632.73	\$150.00	(\$482.73)	5
Office Supplies	\$600.00	\$173.91	\$600.00	\$426.09	
Telephone	\$1,000.00	\$937.28	\$1,000.00	\$62.72	
Miscellaneous Expense			\$500.00	\$1,000.00	
Outreach/Diversity	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	
Postage	\$1,000.00	\$968.17	\$1,200.00	\$231.83	
Rent	\$3,900.00	\$3,225.00	\$3,625.00	\$400.00	
Salary	\$35,000.00	\$35,000.04	\$35,000.00	(\$0.04)	
Payroll Taxes		\$2,677.44	\$2,750.00	\$72.56	
Patches, Pins & Name Tags	\$125.00	\$0.00	\$125.00	\$125.00	
Scholarships	\$1,500.00	\$150.00	\$1,500.00	\$1,350.00	
Senior Travel	\$20,000.00	\$15,000.00	\$20,000.00	\$5,000.00	
Tax Preparation	\$450.00	\$314.00	\$450.00	\$136.00	
Timing System Expense	\$3,150.00	\$1,699.17	\$13,000.00	\$11,300.83	6
USA Convention	\$11,000.00	\$7,541.16	\$11,000.00	\$3,458.84	
USA Life Time Award Fund	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	
Web Site	\$5,000.00	\$4,863.52	\$5,000.00	\$136.48	
Zones Swim Meet	\$25,000.00	\$21,333.93	\$22,000.00	\$666.07	7
<u>TOTAL EXPENSES</u>	<u>\$134,675.00</u>	<u>\$109,328.49</u>	<u>\$142,000.00</u>	\$32,671.51	
<u>OVERALL TOTAL</u>	<u>(\$29,670.00)</u>	<u>\$434.41</u>	<u>(\$160.00)</u>	<u>(\$594.41)</u>	

Notes

1. Based on increase in registration fees and current year result
2. Based on 30% increase in meet entry fees and a similar impact on sanction fees received.
3. Assumes Officials Committee can function within amounts spent for current fiscal year
4. Additional monies for disability swimming initiatives
5. New office monthly rent includes utilities
6. Repair & replacement estimate
7. Considers current year expense.

Missouri Valley Timing Equipment Update and Management Proposal

1. Equipment Repair / Replacement
 - Sent in 9 pads for repair. Only 1 can be repaired. Purchased one 10-lane harness.
 - Storage upgraded in large trailer (courtesy Commercial Aquatics)
 - Broken and not repairable equipment thrown away
 - Moving toward one trailer stored at Commercial Aquatics, consider second trailer to be “stored” in Topeka. Goal would be for each trailer to be equipped with necessary components to run an 8-lane meet (one end). i.e., 10 pads, console, starting system, back-up buttons, harness
2. Establish and Clarify Roles (these can be the same or different individuals)
 - Equipment Managers – Responsible for managing repair and replacement of equipment and trailer. One per trailer.
 - Timing Equipment Coordinator – Responsible for schedule, certifying timing equipment operators and maintains list, coordinating repairs, equipment replacement, new equipment purchases, informs Treasurer who to invoice and amount, with Treasurer ensures fees are collected
 - Timing System Operators -- approved independent contractors that set-up/break-down and run equipment.
 - Commercial Aquatics – storage of a trailer, makes repairs as needed, ships and coordinates any repairs with Colorado Timing as necessary.
3. Proposed Process & Responsibilities
 - Host team
 - Reserves equipment with coordinator
 - Contact and hires timing system operator
 - Arranges for equipment transportation to and from meet location
 - Provides payment to MV Treasurer
 - Coordinator
 - Checks that all past rental fees paid and maintains schedule
 - Communicates total rental fee to team and Treasurer, so Treasurer can invoice the renting team.
 - Equipment Manager
 - Check out and in trailers.
 - Checks to ensure equipment is all returned and working. Documents anything missing or damaged and communicates to the Coordinator.
4. Proposed Fee Structure
 - Equipment
 - Trailer with all equipment: \$200/day (currently \$100 day)
 - Any individual item: \$25/item/day (e.g., starting system)
 - Operator
 - Fees to be negotiated between team and operator (current rate is \$100/day, should be no less than this)
 - Should be reimbursed for any related expenses (e.g., mileage)

MVS Senior Vice Chair Report October 1, 2011

Convention News:

Online Athlete Protection Education Now Available

All non-athlete members can now access USA Swimming's [online athlete protection](#) education program.

The curriculum, developed by Praesidium, the leading provider in the field of child protection, is available to members at no charge. All non-athlete members must complete the course by December 31, 2011 as a condition of membership.

"By working with Praesidium and our Athlete Protection Committee, we've created appropriate and actionable education that blends Praesidium's expertise in the field with USA Swimming's insight into the sport," said Susan Woessner, USA Swimming's Athlete Protection Officer. "Education on this important issue is the cornerstone of our efforts, and we are pleased to offer this tool to our coaches, officials and volunteers."

The education program, built from Praesidium's 25 years of field work and research, is customized specifically for the sport of swimming and for the organization and includes information on recognizing grooming, boundary violations and the effects of abuse in sports. The launch of the program is the first stage of USA Swimming's comprehensive education programming. Specialized curriculum will also be made available to USA Swimming's 300,000 athlete members and their parents at no cost, coming soon.

"Praesidium is excited about this next step towards athlete protection and appreciates USA Swimming's input and leadership in this important area for youth sports," said Britt Darwin-Looney, J.D., Praesidium's Director of Youth Development Services.

The program was introduced Thursday to USA Swimming's 600 local delegates at the annual convention in Jacksonville, Fla.. For more, visit www.usaswimming.org/protect.

At its annual meeting in September 2010, USA Swimming adopted Athlete Protection legislation requiring that all non-athlete members, including coaches and officials, complete the educational program as a condition of membership. The legislation was part of a session which also saw the approval of expanded background checking requirements, mandatory pre-employment screening rules and a mandatory reporting rule for all members. For more information, visit www.usaswimming.org/protect.

Deck Pass Goes Live on Web

Get your staff and your athletes signed up for Deck Pass. If you used the My USA Swimming page it automatically becomes Deck Pass. Athletes can start collecting patches immediately. Coaches can start awarding patches for your athletes. Start to explore Deck Pass today Log on or [create an account today!](#)

Dates for future Nationals & Junior Nationals

2012

OW Championships – Lake Miramar, FL, April 27-29
Olympic Trials – Omaha, June 25 – July 2
U.S. Open – Indianapolis, Aug 7-11
Speedo Long Course Juniors – Indianapolis, Aug 13-17
AT&T SC Nationals – Univ. of Texas, Nov 29 - Dec 1 (LC Invitational Dec 2)
Speedo SC Juniors – Univ. of Tennessee, Dec 6-8 (LC Invitational Dec 9)

2013

OW Championships – TBD
ConocoPhillips LC Nationals/World Champ Trials – Indianapolis, July 8-12
U.S. Open – Irvine, August 6-10
Speedo Long Course Juniors – Irvine, August 12-16
AT&T SC Nationals – Univ. of Tennessee, Dec 5-7 (LC Invitational Dec 8)
Speedo SC Juniors – TBD, Dec 12-14 (LC Invitational Dec 15)

2012 Senior Central Zone Championships in Lawrence!!

□ Senior: Lawrence Indoor Aquatic Center/Lawrence KS August 2-5, 2012

It is important that Missouri Valley support the Senior Zone Meet as it is now in our LSC. This will give our swimmers an additional opportunity to swim close to home at a decrease in cost.

2012 Missouri Grand Prix

- Time Standards will remain the same as 2011
- Meet Format similar to last year, Fri/Sat/Sun Prelims-Finals

2011 Central Section Region VIII Championships:

- Changes to meet information will include Open Warm Up Schedule as well as 25 Month Qualifying Period for Meet.
- Spring Meet/No Time Standards Changes
- Summer meet Time Standards have been adjusted and approved for July 2012 (See Below)
-

2012 Central Section Region VIII Summer Championships

Short Course	Long Course	Event	Long Course	Short Course
25.09	28.59	50 Free	25.69	22.49
54.39	1:01.79	100 Free	56.19	48.99
1:58.09	2:13.59	200 Free	2:03.49	1:48.09
5:15.49	4:40.99	400 Free	4:24.59	4:53.99
10:57.69	9:45.59	800 Free	9:15.99	10:15.29
18:22.99	18:49.79	1500 Free	17:44.39	17:13.59
1:01.59	1:10.49	100 Back	1:04.99	55.99
2:13.39	2:32.19	200 Back	2:21.59	2:01.69
1:10.69	1:20.79	100 Breast	1:13.99	1:03.59
2:33.29	2:54.19	200 Breast	2:42.79	2:20.29
1:00.59	1:08.09	100 Fly	1:01.59	54.29
2:15.19	2:32.99	200 Fly	2:20.89	2:03.99
2:13.89	2:31.99	200 IM	2:19.99	2:01.99
4:44.69	5:23.99	400 IM	5:00.99	4:24.89
3:46.79	4:16.99	400 Free Relay	3:56.99	3:26.39
8:12.99	9:19.99	800 Free Relay	8:39.99	7:33.99
4:09.39	4:46.99	400 Medley Relay	4:23.99	3:49.99

2010-2011 Travel Fund Budget							\$20,000.00	Budget
			Days	Estimated Shares	Share \$	Budgeted \$		
Short Course Nationals Total per club	Columbus, OH Name	12/2- 12/5/2010 Club	4	0	\$0.00	\$0.00		
						Balance	\$20,000.00	
			Days	Estimated Shares	Share \$	Budgeted \$		
Short Course Junior Nationals Total per club	Atlanta, GA Name	12/9- 12/12/2010 Club	4	16	\$350.00	\$5,600.00		
						Balance	\$14,400.00	
			Days	Estimated Shares	Share \$	Budgeted \$		
US Nationals Total per club	Palo Alto, CA Name	8/2-8/6/2011 Club	5	8.4	\$500.00	\$4,200.00		
						Balance	\$10,200.00	
			Days	Estimated Shares	Share \$	Budgeted \$		
Junior Nationals Total per club	Palo Alto, CA Name	8/8-8/12/2011 Club	5	13	\$400.00	\$5,200.00		
						Balance	\$5,000.00	

Respectfully Submitted,

Phil Garverick

Registration/Membership

USA Swimming established two new requirements this year to enhance athlete protection. The first of these is the Athlete Protection Training, APT, that all nonathletes must complete before they may reregister for 2012. A handout detailing how to take the training is available here. If questions arise while you are taking the training please call the office, 785-841-0999. Nonathletes must be in SWIMS before they will be able to take the training. So if you are registering as a new nonathlete, I will enter all your registration data in SWIMS but a nonathlete membership card will be generated for you only after the APT is complete. I will attempt to enter new nonathlete registrations as quickly as possible so that you can go to the APT training in a timely manner. Please remember that all nonathletes also have to complete background screening. So if you are a newly registering nonathlete complete both the background screen and the APT. Your laminated card will show the dates for both requirements' renewal.

The second new requirement is Pre-Employment screening. A hand out with the information for this is also available. Clubs are required to conduct pre-employment screening for individuals hired after August 31, 2011 who must have USA Swimming membership. On the 2012 club registration form there is now a box to be checked for pre-employment screening and a signature required. The box and signature indicate that the club will perform per-employment screening on hires who must have USA Swimming membership. I am now required to send USA Swimming a copy of the 2012 club registrations so they will know that clubs are doing the screening and have indicated a person responsible for seeing that it is done. At our meeting at the Convention, it was suggested that clubs should keep on file the documentation they use for the pre-employment screening .

Both new requirements plus the required background screening for all nonathletes is our sport's attempt to insure our athletes have a safe athletic environment.

Safety Chair Report

Ed Wojtowicz

10/01/11

Open Water Safety for LSCs- There were new rules passed by the USA Swimming Board of Directors on May 7, 2011 which relate to Open Water Competitions. These new USA Swimming Rules & Regulations, standardized sanction application, and safety plan requirements were effective immediately upon passing.

I have emailed to our M.V. Coaches the Open Water Sanction Application Checklist Guidebook, Application Checklist, and Application.

Safety Training For Swim Coaches, CPR, & First Aid Certifications- I am available to teach these classes at the Blue Valley Recreation Activity Center located in Overland Park, Kansas. In addition dependent on the location of teams I have traveled to a couple of different teams locations and have taught Safety Training classes. Teams just need to contact me for availability.

Age Group Chair Report

Fall Meeting October 1, 2011

Division 1 SC Meet New Format

- 3 days
- 11-12 swim 50s
- 9-10 swim 100s
- Topeka this year
- New Time Standards (adopted last the Spring)

L2 Championships

- Site Assignments (see separate page)
- 5 events per day
- Mo-Val Meet Only
- Meet info to hosts by October 15
- Order Awards from Angie Wiederholt at AngieWiederholt@hastyawards.com

SCY/LCM Division Time Standards

- Proposal for Spring Championship Meet Time Standards is as follows:

I propose we use the revised SCY Time Standards to find the converted LCM and SCM standards for the Spring Championship Meet.

- Proposal for Summer Championship Meet Time Standards is as follows:

I propose we use the current LCM Time Standards to find the converted SCY and SCM standards for the Summer Championship Meet. If the current format for the Summer Championship Meet is changed, reviewing the current time standards may be necessary.

- The result of these two proposals will yield separate Spring and Summer Championship Time Standards. The Division 2 Time Standards will be converted in the same manner to yield separate Spring and Summer Championship standards.
- Discussion

All-Stars Head Coach

- I have found an All-Star Head Coach
- Will work to get sign-ups posted on Mo-Val TeamUnify Site

Division 2 SC

- Site Assignment (see separate page)
- Meet Info to hosts by December
- Order Awards from Angie Wiederholt at AngieWiederholt@hastyawards.com

Age Group Chair Report

Fall Meeting October 1, 2011

L2 South - Wichita Aquashocks

Andover YMCA, Arkansas City Swim Club, Derby Swim Club, Emporia Swim Club, Hutchison YMCA Swim Club, Manhattan Marlins, McPherson HS, Newton Nitros, Parsons Dolphins Swim Club, Salina Aquatics Club, Western Kansas Swim Club, Wichita Aquashocks, Wichita Northwest YMCA Neptune, Wichita Swim Club

L2 West – Lawrence Aquahawks

Ad Astra Area Aquatics, Atchison YMCA Swim Club, Bonner Springs Swim Club, Community of Olathe Lightning, Ft. Leavenworth Lancers, Kansas City Aquatic Club, Kaw Valley Tortugas, Lawrence Aquahawks, Miami County Vipers, Northland United, Raytown Riptide, Tiger Sharks Swim Team, Topeka Swim Association, Pony Express Swim Club, Swim Academy Blue Wave

L2 East – Tsunami Swim Team

Adair Swim Club, Columbia Swim Club, Grand River YMCA, Heart Of America Swim Club, Kansas City Blazers, Missouri State Aquatics, Mid Missouri Aquatic Club, Springfield Aquatics, Team Dolphins, Tsunami Swim Team, Trident Swim Team, Warrensburg Piranhas

D2 South – Wichita Swim Club

Andover YMCA, Arkansas City Swim Club, Derby Swim Club, Emporia Swim Club, Hutchison YMCA Swim Club, Manhattan Marlins, McPherson HS, Newton Nitros, Parsons Dolphins Swim Club, Salina Aquatics Club, Western Kansas Aquashocks, Wichita Northwest YMCA Neptune, Wichita Swim Club

D2 West – Kansas City Blazers

Ad Astra Area Aquatics, Atchison YMCA Swim Club, Bonner Springs Swim Club, Community of Olathe Lightning, Ft. Leavenworth Lancers, Kansas City Aquatic Club, Kansas City Blazers, Kaw Valley Tortugas, Lawrence Aquahawks, Miami County Vipers, Raytown Riptide, Tiger Sharks Swim Team, Topeka Swim Association, Pony Express Swim Club, Swim Academy Blue Wave

D2 East – Tsunami Swim Team

Adair Swim Club, Columbia Swim Club, Grand River YMCA, Heart Of America Swim Club, Missouri State Aquatics, Mid Missouri Aquatic Club, Northland United, Springfield Aquatics, Team Dolphins, Tsunami Swim Team, Trident Swim Team, Warrensburg Piranhas

Age Group Chair Report

Fall Meeting October 1, 2011

Brooke Brittain

MVS Senior Rep

This is my second year as a Missouri Valley representative and during the second time around I had many opportunities that I didn't have last year. This year I could vote for athlete of the year, vote for delegate members and sit in on part of the House of Delegates rule changing meeting. Last year, while most of the rule changes took place among athlete safety, this year rules were questioned and up for change involving the officials and validity of times. I also went to an athlete protection meeting that showed frightening examples of coaches that have crossed that kosher, illegal line. As an athlete, many jumbled ideas were presented to us in hopes for our feedback. Ideas such as a "swimmers choice awards" were given and our input was taken. I am even apart of the USA Swimming Marketing Inside group that helps vote on decisions to put the awards into action. A new tool by USA Swimming called Deck Pass was introduced which is a computer program on the USA Swimming website that allows coaches to award their swimmers with "patches" or virtual awards. This could be motivating to younger kids as they could compete among their peers to see who could collect the most patches out of the 1500+ options. Last it allows you to track best times and set new goals. This trip is always such a fun time because it's neat to see all the work that goes in behind USA Swimming. Even though there were at least 1000 convention members, everyone was friendly and had the common bond of an aquatic sport. I will miss going on the trips so much and am always thankful that I had the opportunity to go and help change USA Swimming positively as well as bring an athlete's opinion.

ITEM 1 Safety Plan

701.2 RULES

- .1 All open water competitions shall be freestyle events.
- .2 The Host Committee shall include in the meet information the policy for abandonment and whether the race will be an "escorted" or "unescorted" swim.
- .3 The Host Committee shall develop a safety plan for the competition in compliance with all requirements included in the published application for sanction of an open water event.

Re-number remaining

No further change

ITEM 2 Meet Director

701.7 THE MEET DIRECTOR

- .1 Shall determine the course for an open water event.
- .2 Shall have the authority to withdraw the sanction on race day if adequate safety precautions are not in place and shall notify all race participants prior to the beginning of the race of the revocation should the race organizer proceed with the competition;
- .3 Shall have the authority to stop a race at any time should conditions change and safety become a concern.

ITEM 3 Safety Monitor

701.8 THE INDEPENDENT SAFETY MONITOR

- .1 Shall be approved by an open water sanction officer and shall be independent of the race organizing committee;
- .2 Shall be present at the race to assure the approved safety plan is implemented;
- .3 Shall assure that adequate safety precautions are in place to deal with race-day conditions;
- .4 Shall have the authority to withdraw the sanction on race day if adequate safety precautions are not in place and shall notify all race participants of the revocation prior to the beginning of the race should the race organizer proceed with the competition;
- .5 Shall have the authority to stop a race at any time should conditions change and safety become a concern.

Re-number remaining sections

ITEM 4 Referee

701.9 THE REFEREE

- .1 Shall ensure that all participants, coaches, and event support personnel are briefed about the course, safety procedures and any site-specific rules applying to the event;

- .2 Shall have the authority to withdraw the sanction on race day if adequate safety precautions are not in place and shall notify all race participants of the revocation prior to the beginning of the race should the race organizer proceed with the competition;
- .3 Shall have the authority to stop the race or to change the distance and/or race course due to safety concerns or unforeseen circumstances;

Re-number remaining items

ITEM 5 Water & Air Temperature

ARTICLE 702

VENUE STANDARDS

702.2 WATER/AIR TEMPERATURE - The race shall not commence if the following conditions are not satisfied:

- .1 The water temperature ~~should~~ shall not be less than ~~be a minimum of~~ 16°C (60.8° F).
- .2 For races of 5K and above, the water temperature shall not exceed 31° C (87.8° F).
- .3 The air temperature and water temperature when added together shall not be less than 30° C (118° F) nor greater than 63° C (177.4° F).

ITEM 6 Water Quality

702.3 WATER QUALITY

- .1 Local municipality water rules shall apply.
- .2 If water quality meets the standards of the local testing authority, the water quality will be deemed acceptable unless otherwise determined by the Safety Officer or Independent Safety Monitor.
- .3 If an exceptional event such as heavy rain or flooding affects the water quality, the Referee, the Meet Director, or the Independent Safety Monitor shall have the authority to postpone or cancel the race.

Re-number remaining sections



USA SWIMMING

Open Water Sanction Application Checklist Guidebook

Page 1 of 2

The following documents must be submitted with the application for sanctioning an open water swimming event and submitted 90 days prior to the events starting date. Completing the sanction application does not automatically grant you a sanction. This application will be reviewed and granted or denied within 10 days upon receipt of the application. Failure to include all aspects requested in the application will automatically cause the application to be denied.

- I. Open Water Sanction Application
- II. General Event Information
- III. Race Plan
- IV. Safety Plan
- V. Water Quality Certification
- VI. Emergency Plan
- VII. Contingency Plan



USA SWIMMING

Open Water Sanction Application Checklist Guidebook
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General Event Information

Should include the following (but not limited to):

- Name of Event
- Facility name and address
- Meet Director's Name, Phone & E-mail (if available)
- Length of Races
- Entry Procedures
- Entry Chair's Name, Address, Phone, E-mail
- Warm-Up Times (if applicable)
- Awards / Scoring (if applicable)
- Additional Facility information (restricted areas, costs associated with event location, etc)

Please ensure that all references are to USA Swimming and not USS or United States Swimming.

See Exhibit A for an example.

Race Plan

This plan should include a statement describing the event. This will help in preparing the basis for developing the other plans that support the event. Please include a Google Earth Map (or similar) of the course outline, with all points of interest (eg. buoy markers, placement of safety personnel and craft, start/finish, feeding stations, medical personnel location, direction of the course.)

See Exhibit B for an example.

Safety Plan

This plan is the Who/What/Where/When/How of safety. What organization is providing water safety? Are they full time safety personnel? Are they water rescued certified. How many will be in place and where will they be located? What number and kind of safety craft will be on hand? If you will be requesting less than the required minimum number of safety craft, you will need to specifically address why within this plan. An example of this applying would be when the course is small enough to view all the swimmers with less boats. The extra boats would simply be getting in each other's way and not efficient in providing safety. What kind of communication will be used for boat to boat and from boat to shore? Example: Radios will be the primary communication, if the radios break down cell phones will become the primary form of communication. What is the maximum number of athletes allowed on the course? What would safety changes would occur should you allow more than your maximum number? What will be done to deal with the various conditions (marine life, tides, currents, air temp, water temp etc.)?

Keep in mind:

- ✓ Flags must be used for all safety crafts regardless of if they have radios. This will be the emergency signal for all on the course.
- ✓ There must be 1 safety craft for every 20 swimmers. The official's boat cannot double as a safety craft.
- ✓ You must include within the plan how you will handle the following:
 - Identifying a distressed swimmer within 10 seconds.
 - Initiating a response within 20 seconds.
 - Rendering immediate resuscitation.

- Transporting victim to a medical facility.

A sanction will not be granted unless the applicant can verify a response time for rendering immediate first aid within one minute.

- ✓ -Each motorized safety craft must have a radio in order to communicate to the race officials and medical personnel on shore. Radios should include two channels dedicated to 1) race officials and 2) medical staff.
- ✓ There must be a plan to tag the swimmers going into the water and tagging the swimmers when they come out.
- ✓ A Technical Meeting must be held within 24 hours of the start of the race. A USA Swimming member representative must be present during this meeting for each athlete. If the athlete is not represented, the swimmer must not be allowed to enter the race. The Race Director may elect to provide a personal briefing which includes everything covered in the Technical Meeting. Additionally, a briefing will be conducted just prior to the start of the race. All swimmers MUST be present for this meeting or they will not be allowed to compete.
- ✓ If the event is a 5K or less, no feeding station is required. If the race is 5k to a 10K, one feeding station is required. If the event is 10k or more, and the event is unescorted, there must be a feeding station every 2k.
- ✓ It is highly recommended the big can buoys be used for major areas along the course. This will help with sighting and lessen the chance of a swimmer wondering off course.
- ✓ All participants must be observed at all times during the race. The Safety Plan should account for the number of athletes entered, the course layout, and the anticipated spreading of the athletes throughout the course.
- ✓ Safety Responders should be qualified individuals that would be able to render the initial and appropriate First Aid to an ailing athlete.
- ✓ For races 10K or less, it is not permitted to have personal escort crafts on the course. This can confuse the safety personnel and can jeopardize, rather than help the athletes.
- ✓ Jet Skis may not be used as safety crafts unless they are equipped with sleds in order to transport an athlete to shore. The use of Jet Skies may be used for other functions, just not safety.

See Exhibit C for an example.

Water Quality Certification

A water quality certificate of the body water where the race will take place ensuring the water is suitable for public use is required for a sanction to be granted. Whatever entity is responsible for testing waterways in the local area will be able to provide this information. Should the body of water used for the event not have a current certification on file and/or not currently tested, a independent test will need to be done for this application and with an additional test taken the week prior to the start of the event.

See Exhibit D for an example.

Emergency Plan

This plan will detail the emergency response procedures for a swimmer in distress. *Every vessel on the course is a potential first responder. The plan should include procedures for responding to the swimmer and the evacuation procedures in order to get the swimmer to shore for extensive medical treatment. The plan should include who will be on shore to immediately treat the athlete and how they will be transported to an emergency facility. The plan should include a procedure for a missing athlete. The plan should include procedures for abandoning the race, weather cancelation, etc. The plan should include signals or sirens which will indicate the immediate evacuation of the race course. The plan should include how the Race Director will ensure that all have been evacuated and accounted for.

See Exhibit E for an example.

Contingency Plan

Please attach a Contingency Plan. It is understood that no one can predict what will happen weeks from now however; this application is requesting a plan for "what if". What will the process be if things do not go as planned? This plan reduces the "doing it on the fly" attitude prevalent at many OW races. It can also help reduce making decisions that will help the race but hurt the athletes.

*Hypothetical examples that would be uniquely evaluated for a given venue /event:

1. Water temperature below / above the required temperature.
2. Water conditions change to an extreme situation.
3. Original Safety Plan called for four boats when only three are available-change course from 2k course to a 1k loop. Cannot provide enough boats-cancel the race.
4. Same issue for safety personnel as with boats.
5. Alternate locations for feeding stations.
6. Alternate locations for the start and finish areas.
7. Alternate plan for a buoy blow out.
8. Event plan valid for planned number of competitors +20% (example). What changes would be required if the overage exceeds that amount.

See Exhibit F for an example.

USA SWIMMING

Open Water Sanction Application Checklist Guidebook



Exhibit A

General Event Information

USA Swimming
2011 Open Water National Championships
Event Technical & Entry Information

Important Facts About the Competition

- The 2011 USA Open Water National Championships will serve as the Trials for the USA Swimming National Open Water Team. For complete USA Swimming National Team selection criteria, please refer to the National Team Selection Criteria located at usa-swimming.org.
- Registration for the Open Water National Championships will be available on-line from March 1, 2011 through May 30, 2011. There will be no late or on-site registration.
- All participants in the National Championships must be US Openwater Athlete members of USA Swimming and eligible to represent the U.S. in international competition.
- Swimmers and Coaches Responsibility: It shall be the swimmers' and coaches' responsibility to acquire their own swim caps and to be responsible for their own safety. Each participant is responsible for all information contained on these materials.
- Accommodations: Non-swimmers will be permitted to attend the competition. Accommodations will be arranged with advance notice.
- UNEP/WHO: Non-swimmers will be permitted to attend the competition. Accommodations will be arranged with advance notice.

Event Administration

Local Meet Director: Jay Thomas, USA Swimming Vice President, Program Operations
 USA Swimming National Events & Marketing Director: Dawn Brown, USA Swimming National Events & Marketing Director

2

Competition Entry Information

Location
The races will be conducted in the Atlantic Ocean on Fort Lauderdale Beach, with the pre-race staging at the Fort Lauderdale Aquatic Complex, 1001 SW 12th Street, Fort Lauderdale, FL 33304. The race start will be at the Fort Lauderdale Aquatic Complex. Changing rooms will also be located at the Fort Lauderdale Aquatic Complex.

Eligibility
Only US Openwater Athlete members of USA Swimming are eligible to compete in the 2011 USA Open Water National Championships. All participants must be US Openwater Athlete members of USA Swimming and eligible to represent the U.S. in international competition.

Entry Fees
100 National Championships
\$40.00 Individual
\$4 National Championships
\$40.00 Individual

Technical Meetings
All swimmers and coaches should arrive at Fort Lauderdale in time for the technical meeting for their event. Each participant is responsible for all information contained on these materials.

Race Course and Operations
The race course will consist of two (2) mile loops around a 2.2 mile course. A "beach" finish will be available for all events.

Pre-Race Meetings
Fort Lauderdale Beach, 1001 SW 12th Street, Fort Lauderdale, FL 33304

3

Qualifying Criteria and Entry Process

Qualifying Criteria
In order to compete in the USA Swimming 2011 Open Water Championships, a swimmer must have:

- Finished in the top 10 at a 2010-11 FINA World Cup Race, or
- Finished in the top 10 at the 2010 USA Swimming 5K or 10K National Championships, or
- Attended the 2010 USA Swimming Development Camp by invitation only, or
- Achieved the following cut times (standby times) between April 1, 2009 and the entry deadline:

Women 5K Race Qualifying Times	1000:00	1005:00	1010:00	1015:00
Men 5K Race Qualifying Times	17:30:00	17:35:00	17:40:00	17:45:00
Women 10K Race Qualifying Times	17:20:00	17:25:00	17:30:00	17:35:00
Men 10K Race Qualifying Times	16:10:00	16:15:00	16:20:00	16:25:00

Entering On-Line at usa-swimming.org
U.S. Team Athletes must attend Trials through USA Swimming's On-Line Meet Entry System (OMES). Entries will be accepted from March 1 until May 30, 2011 at 11:59 p.m. Mountain Time.

Foreign Entries
The 2011 USA Swimming Championships are not yet an international event.

4

USA Swimming Open Water Rules

Rules
2011 USA Swimming Rules and Regulations will govern this event. Please see Part Seven of the 2011 USA Swimming Rules & Regulations for complete information on Open Water Rules.

Selected Open Water Rules

- No swimmer shall be allowed to wear or use any device that may be an anti-friction speed, endurance, or buoyancy.
- A maximum of two (2) caps may be used.
- Wetsuits, flotation aids, and other aids, and anything used to temporarily mask, except a reasonable application of these items, are not allowed.

Team Events

- Team events will be conducted concurrently with individual events, with the results of the individual events used to compile the team ranking.
- The team event shall be conducted on a total time basis. Clubs may enter a number of three (3) or four-swimmer teams. Prior to the start of the competition, the team shall designate a captain, a coach, and a team manager, and the team (U.S. & C.) will be assigned to the team.
- Team and Club awards will be made from USA Swimming headquarters to the recipients after the event.

Doping Control

- The athletes in these competitions are subject to drug testing conducted by the United States Anti-Doping Agency (USADA) and FINA under the In-Competition Testing Program.

5

Event Logistics and Reimbursement

Parking
Parking is available adjacent to the race site on Fort Lauderdale Beach.

Weather Contingency
In the event of adverse conditions, the following alternatives will be used:

- 1. The race will be postponed to a later date.
- 2. The race will be rescheduled to a later date.
- 3. The race will be cancelled.

Headquarters Hotel
Fort Lauderdale Beach, 1001 SW 12th Street, Fort Lauderdale, FL 33304

Reimbursement Criteria
A. Athletes must be U.S. citizens and eligible to represent the United States in international competition.
B. For Open Water National Championships based on results from the current and previous years' Championships.
C. Local athletes who qualify via the rankings are eligible to receive funding.

Reimbursement Application Process
1. USA Swimming headquarters will compile a list of all participants eligible for reimbursement and the amount of funding.
2. Coaches who have athletes on the list will be contacted following the competition to identify the funds should be sent to the Club or Athlete.
3. For funding the competition, USA Swimming Athlete Services will be contacted to verify the appropriate address.
4. The list of participating clubs will be sent to the Team and Reimbursement Office for checks and balances.
5. Athletes may receive funding in one check only.

6

Doping Control

Testing
The athletes at this competition are subject to drug testing conducted by the United States Anti-Doping Agency (USADA) and FINA under the In-Competition Testing Program. The athletes are responsible for their own safety and for their own compliance with the rules of the competition. The athletes are responsible for their own safety and for their own compliance with the rules of the competition.

Supplements
The athletes are responsible for their own safety and for their own compliance with the rules of the competition. The athletes are responsible for their own safety and for their own compliance with the rules of the competition.

Doping Control also for athletes previously eligible for out-of-competition drug testing
Athletes who were previously eligible for out-of-competition drug testing are subject to drug testing conducted by the United States Anti-Doping Agency (USADA) and FINA under the In-Competition Testing Program.

7

Exhibit B

Race Plan

City of Fort Lauderdale and Fort Lauderdale Aquatics will serve as the hosts for the 2011 USA Swimming Open Water 5K/10K Championship and World Championship Team Trials. The races will be conducted on June 10, 2011 – Male and Female 10k and June 12, 2011 – Male and Female 5k. The races will be conducted in the Atlantic Ocean on Fort Lauderdale Beach. Pre-race staging and post-race recovery will be at the Fort Lauderdale Aquatic Complex, less than 200m from the start/finish area. Pre-race training available at the Fort Lauderdale Aquatic Complex. Doping control at the Fort Lauderdale Aquatic Complex. Water safety will be provided by the City of Fort Lauderdale Ocean Rescue - FLOR. Officiating by a select group of Nationally certified open water officials supplemented by Florida Gold Coast Swimming local officials.

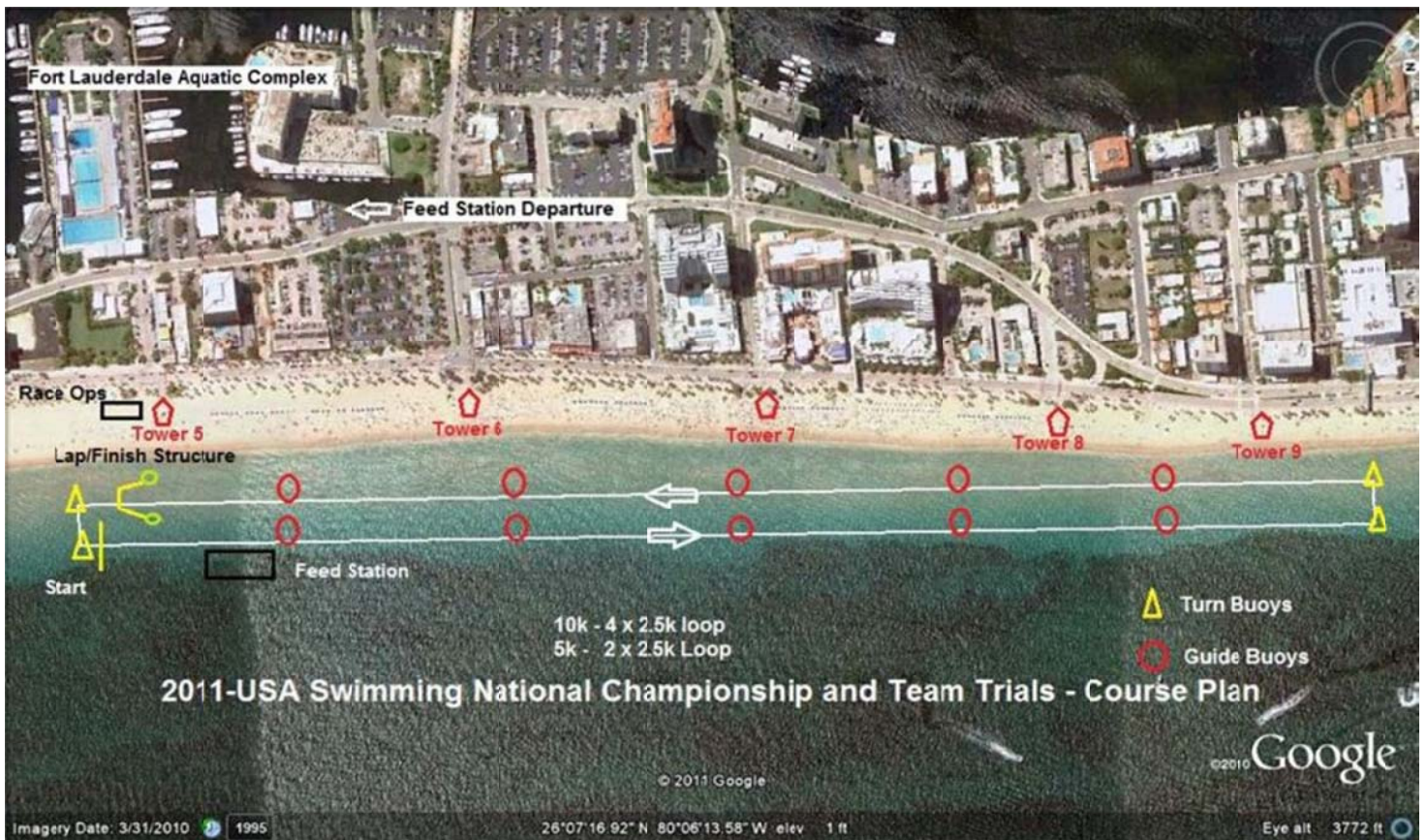


Exhibit C

Safety Plan

Safety Plan:

1. Emergency Services provided by Fort Lauderdale Ocean Rescue (FLOR). FLOR is a United States Lifesaving Association (USLA) certified agency.
2. On-Course - FLOR maintains designated EMT's at TWR's: #'s 5, 7, 9, 11.
3. FLOR employs AED's at each of these towers and on all four supervisory beach vehicles.
4. All FLOR Guard Towers and supervisory beach vehicles are equipped with Basic Life Support (BLS) gear.
5. Guards will be on-duty at 9:30am at all towers.
6. All Life Guard Towers, Supervisory vehicles and on-water safety personnel communicate via the City Police/Fire/Rescue radio network.
7. There are two ACLS Vehicle garages on the island. ACLS vehicles are dispatched as needed directly to the tower requesting emergency services. Estimated response time is 5 minutes to all tower locations.
8. There will be two Personal Watercraft on-course manned by FLOR personnel.
9. There will be two FLOR personnel on rescue boards on course.
10. There will be four FLOR personnel dispatched with the Referee vessels on course.
11. All Swimmers must remain within 50m from shore.
 - a. Race Operations will be manned by:
 - i. Race Director
 - ii. Administrative Referee
 - iii. FLOR Representative – with radio
12. The race is held within the Ft. Lauderdale public swimming area protected by Fort Lauderdale Ocean Rescue and within the boundary of the City Ordinance.
13. A paramedic vehicle manned by two EMT's will be on site during the race.

Communications Plan:

1. Primary - There will be two separate radio networks using two different frequency plans. The radios are not interchangeable. Communication across radio networks will be coordinated through Race Operations.
 - a. USA Swimming VHF radios:
 - i. Race Director
 - ii. Race Operations
 - iii. Race Referees
 - iv. Safety Officer
 - v. Course Officer
 - vi. Spare vessels
 - vii. Feed Station Referee
 - viii. Administrative Referee
 - ix. Turn Judges
 - b. Fort Lauderdale – Police/Fire-Rescue Radio Net
 - i. Race Operations
 - ii. Life Guard Towers
 - iii. FLOR Supervisors Vehicles
 - iv. On-Water Guards on PWC
 - v. Fort Lauderdale Fire Rescue
2. Secondary: Cellular Telephones will be used as a backup communications link. The following positions will be issued a phone number listing:
 - a. Race Director
 - b. Meet Referee

- c. Safety Officer
- d. Race Referees
- e. Course Officer
- vi. FLOR Chief

Exhibit D

Water Quality Certification

Exhibit E

Emergency Plan

Emergency Action Plan:

1. Swimmer in Distress:
 - a. FLOR will activate their water rescue protocols.
 - b. Swimmers withdrawing from the race must report to the nearest lifeguard tower for identification. Lifeguard will radio race-control with the competitor number and direct the swimmer to return to the start area.
 - c. A First Aid tent will be maintained on the beach in the Start/Finish area manned by the paramedics. While at the Fort Lauderdale Aquatic Complex, First Aid will be provided by Aquatics Complex personnel.
 - d. Swimmers needing emergency medical care will be administered to by FLOR or the paramedics at the finish.
 - e. Swimmers requiring evacuation via ambulance will be transported to Broward General Hospital – Level 1 Trauma Center – 4 miles from course center. Transit time @ 7-10 minutes.
2. Missing Swimmer
 - a. All swimmers will be issued a “Race Ticket” with their competitor number during the registration process. This “Ticket” will be collected as the swimmers enter the water.
 - b. All swimmers will be required to provide a personal cell phone contact and a coach/handler cell phone contact at registration.
 - c. All swimmers will be videotaped during the final inspection/accounting prior to the start.
 - d. If a swimmer is reported missing and last seen in the water: FLOR will activate their under-water search and recovery protocol. Concurrently, meet operations will attempt contact with the coach/handler and swimmer via cell phone. Meet Operations will also review the start list, withdrawal list, site race tickets, and view the pre-race video tape to confirm the swimmer actually started the race. All swimmers are reminded before the race start that they must report to the nearest lifeguard if they withdraw from the race. All swimmers who depart from the water will be identified by their race number.

Exhibit F

Contingency Plan

Parameters for Abandoning the Race:

1. Any one of the following individuals are empowered to independently order the race abandoned due to unsafe course or other conditions.
 - a. Meet Referee – Ron Van Poole
 - b. Safety Officer – Sid Cassidy
 - c. Water Safety Supervisor - FLOR Chief – Breck Ballew
2. If the race is to be abandoned, Race Control will relay via radio to all vessels to signal abandonment. Simultaneously, the FLOR Chief will signal via FLOR radio net to signal abandonment.
 - a. The abandonment signals will be:
 - i. From Officials Boats – 5 short blasts followed by one long blast.
 - ii. From the Lifeguards – 5 short blasts of the whistle followed by one long blast.
 - b. Swimmer actions are to:
 - i. Discontinue swimming
 - ii. Look for directions from the Officials or water safety personnel
 - iii. Once safe on the beach, proceed to the start/fish area and check-in.

Contingency Plan:

1. Due to venue restrictions (50m from shore), it is unlikely any change to the shape of the course will be possible.
2. If weather conditions require, the directions of swim (CW/CCW) and the location of the start/finish structure may be changed.
3. If the race is abandoned, it will be postponed until later the same day. If the race must be abandoned for the entire day, the race will be held the following day.

USA SWIMMING

Open Water Sanction Application Checklist



The following documents must be submitted with the application for sanctioning an open water swimming event and submitted 90 days prior to the events starting date. Completing the sanction application does not automatically grant you a sanction. This application will be reviewed and granted or denied within 10 days upon receipt of the application. Failure to include all aspects requested in the application will automatically cause the application to be denied.

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USA SWIMMING

Open Water Sanction Application

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BASIC INFORMATION					
Name of Host Club:					
Name of Event:					
Event Location:			Event Date		
City	State		LSC	Zone	
Length of Race(s):					
Age Groups Participating: (circle all that apply) 10&U 11&12 13&14 15-18 Open					

KEY PERSONNEL			
Meet Director(s):			
Cell Phone: () -	Home Phone: () -	E-mail:	
Meet Referee:	E-mail:		
Safety Referee:	E-mail:		
<i>If using multiple waves or separate gender races</i>			
Additional Referees:			
Assistant Referees:			

ADDITIONAL PERSONNEL	
Name of medical personnel on site :	Qualifications:
Open water experience of medical personnel:	
Additional medical personnel: (qualifications)	
Will medical personnel be located on the course? Yes No	
Safety experience level of first responders on the course: (eg. ARC Lifeguards, USLA, YMCA, ect.)	
Name of closest medical facility:	
Type of medical facility: (eg. urgent care, hospital)	
Distance to closest medical facility:	Approximate transport time:



USA SWIMMING

Open Water Sanction Application

Page 2 of 2

RACE DAY CONDITIONS	
Expected air temperature:	Expected water temperature:
Type of body of water: (circle one) Lake Ocean River Pond Other:	
Water type: (circle one) Salt water Fresh Water	Course: (circle one) Closed course Open course
<i>If open course, please indicate the entity used to control the traffic while swimmers are on the course.</i>	
Expected conditions for the athletes: (eg. marine life, tides, currents, underwater hazards)	

APT

Athlete Protection Training

Step by step instructions for taking the Athlete Protection Training

To complete the training go to www.usaswimming.org/protect or type protect into the search window on the USA Swimming home page.

You will input your first and last name and your birthday. Be sure to use your legal name. When the system finds you, click "This is me". The system will refresh, bring back information about you and you will need to click on "Athlete Protection Training Course". Click through this and the next page to Continue with Athlete Protection Training.

You will go to the Praesidium web site. It should pre-populate your name and USA ID number and a user login. The password box will be blank. To get your password, select your state. The password will then populate. **Write down your username and password.** Click the "Click here to Enroll" button.

Log in at the log in page using the user name and password you just wrote down. The next page will have the course on it – Establishing Healthy Coach Athlete Boundaries. This is the one you need....it's the same course for everyone!

The course takes about an hour to complete. You need to do it before December 31, 2011 in order to keep your membership current. You will need to take the course every two years and the due date for it will be printed on your nonathlete card. There is no charge for the course.

If you get knocked out of the site, if it asks for a registration code, or if it tells you your login is invalid, **do not go back to the USA Swimming site.** You will need your username and password. Open your internet browser and go to Praesidiuminc.com. Enter your login and password and click submit. Click on the course title, Establishing Health Coach Athlete Boundaries. The course will resume at the beginning of the last section where you left off.



Pre-Employment Screening Program Summary

General Information

At the 2010 USAS Convention the USA Swimming House of Delegates approved a series of rules regarding the Athlete Protection Program. One of these measures was Article 502.6.8 which requires clubs to comply with USA Swimming's Pre-Employment Screening program. The new requirement is effective August 31, 2011. This document is intended to explain the new program and provide clubs with the information related to the pre-employment screening requirement.

Purpose

Clubs are responsible for hiring and supervising their own coaches and staff, and managing their own volunteers. USA Swimming does not hire, supervise, or manage a club's employment relationship with its coaches, staff, or volunteers, as that is an independent responsibility of the club. The pre-employment screening program requires clubs to certify to USA Swimming that they have conducted certain pre-employment checks for covered individuals. Note that USA Swimming's Background Check Program is a criminal record search and is not a substitute for a club conducting appropriate pre-employment inquiries. Clubs should carefully check references and previous employers and verify information provided by the applicant using available screening resources.

Requirement

Under Article 502.6.8 of the USA Swimming rulebook, all clubs are required to comply with the *USA Swimming Pre-Employment Screening Procedures for New Employees* for all new employees, hired after August 31, 2011, who are required to be USA Swimming members under Article 305.4 and 502.6.3.

Required Pre-Employment Screening Procedures

This section describes the required components of the Pre-Employment Screening program. As a condition of membership in USA Swimming, member clubs are required to conduct the following pre-employment screens on their new employees who are required to be USA Swimming members by USA Swimming rules.

- 1) Past Employment Reference Checks or Verifications. Where there have been multiple employers, minimum of the 3 most recent employers.
- 2) Education Verification (highest held)
- 3) State Motor Vehicle Report Examination

The club should carefully review and evaluate the information gathered as part of making a final decision to offer employment to a candidate. The screening process should be completed before the employee is officially hired and begins employment.

Additional Recommended Screening Procedures

In addition to the three screening procedures outlined above, the program originally approved by the Board of Directors includes some additional recommended screening procedures. Implementation of the recommended pre-employment screening procedures is delayed until September 30, 2011 to give the USA Swimming Board of Directors a chance to review the entire program at the USAS Convention on September 13-17, 2011. Only the required screening procedures outlined in the previous section will be effective August 31, 2011.

Recommended Providers

USA Swimming has identified three nationally-recognized companies that can assist clubs with fulfilling the requirements of the Pre-Employment Screening program. These companies are accredited consumer reporting agencies that have agreed to provide the required services at preferred pricing for USA Swimming clubs. In addition to providing the required services, these companies are able to assist clubs with fulfilling mandated employer obligations related to the screening process.

The three providers recommended by USA Swimming are:

- Acxiom (Cleveland, OH)
- BackgroundChecks.com (Dallas, TX)
- Frasco Profiles (Burbank, CA)

Although recommended by USA Swimming, clubs are not required to use these vendors as there are several options available for implementing the Pre-Employment Screening Program.

- 1) Clubs can choose to work with any of the three recommended companies;
- 2) Clubs may also utilize another consumer reporting agency of their choice; or
- 3) Clubs can use a provider to gather some of the information and rely on their own resources for gathering other information. For example, a club might choose to contact employment references themselves while utilizing a vendor to verify education and obtain a motor vehicle report.

To learn more about each company and their services, please view the PDF promotional flyers and/or the links to each vendor's website as provided on the Pre-Employment Screening landing page on the USA Swimming website. The USA-S website landing page link is: www.usaswimming.org/preemploymentscreens.

The provider link will take clubs to the vendor website and a special landing page for the pre-employment screening program. The vendor's landing page provides all necessary information and access to required forms for clubs to create an account and initiate service with that vendor. Regardless of what provider the club uses, USA Swimming is not a party to the relationship and, therefore, cannot be responsible for the services provided.

Cost

The cost of the three required screening procedures – past employment reference checks, education verification, and state motor vehicle report examination – will include the provider's base fee for each service plus any additional fees charged by employment reference services, educational institutions, or states. The following chart provides an outline of the range of potential fees that clubs may pay for each candidate that is screened:

Employment References:	\$6.45 - \$6.95 provider fee plus \$0 - \$12.50 additional fee
Education Verification:	\$6.45 - \$6.95 provider fee plus \$0 - \$21.00 additional fee
Motor Vehicle Report:	\$1.95 - \$3.00 provider fee plus \$2.00 - \$15.00 state fee *

*Three states – Hawaii, Oklahoma, and Rhode Island –charge higher fees for motor vehicle reports. In these states, the total cost could be higher than the range provided above.

For example , a club that chooses to use a provider to do an education verification and a motor vehicle report could pay about \$8.45 in base fees plus up to another \$36.00 in additional fees. Specific cost information is available on the provider landing pages.

Key Program Details

- 1) The Pre-Employment Screening program requirement goes into effect on August 31, 2011. After that date, clubs must conduct the three required pre-employment screening procedures for all new employees who must be non-athlete members of USA Swimming.
- 2) Clubs are responsible for complying with applicable laws regarding obtaining an applicant's authorization to request information from various sources to evaluate their suitability for employment at the club. The recommended vendors will provide the necessary consent form.
- 3) In order to utilize screening services, clubs will establish an account with the screening provider of their choice. USA Swimming is not a party to these transactions.
- 4) Clubs are not required to use one of the recommended service providers.
- 5) Clubs are also not required to contract for services that they would rather perform themselves, but remain subject to applicable regulations governing certain data, such as motor vehicle reports.
- 6) The recommended companies will provide the required screening procedures 'a la carte.' Clubs can order the services of their choice from the vendor of their choice. The recommended companies also provide access to compliance information and federal- and state-mandated employer obligations.
- 7) As the employer, it the club's responsibility to evaluate the screening information and utilize that information to make a hiring decision that reflects the club's values and standards. USA Swimming does not mandate employment criteria, evaluate candidates or screening information under this program, or provide advice to clubs regarding their hiring decisions or supervision responsibilities.
- 8) In order to comply with the pre-employment screening program, a club representative must certify on the annual club membership application that the club is conducting pre-employment screening as required by Article 502.6.8 in the USA Swimming rulebook. Failure to certify and sign this section of the club application form will result in the club application being rejected.
- 9) As the employer, clubs may be subject to a variety of federal and state regulations governing the protection and maintenance of employee records. Clubs should consult human resource professionals to establish appropriate policies to safeguard employee records. Nothing in USA Swimming's program should be interpreted as a mandate or warranty in this area.
- 10) USA Swimming assumes no responsibility for a club's compliance with this rule or any applicable state, local, or federal duties relating to a club's status as an employer or supervisor of staff, coaches, or volunteers. Compliance with USA Swimming's Program is not a guaranty that a club's pre-employment screening is adequate or complete, and the obligation remains solely on clubs to screen, hire, supervise and manage its employees and volunteers, regardless of their additional status as USA Swimming members. USA Swimming is not responsible for the content of external internet sites.

For More Information

Please refer to the *Frequently Asked Questions* available on the USA Swimming website at www.usaswimming.org/preemploymentscreens.

If you have additional questions after reviewing the FAQ document, please contact preemploymentscreening@usaswimming.org.

Created 8/30/11



Frequently Asked Questions **Pre-Employment Screening Program**

1) Is pre-employment screening required for all coach members?

Yes. Effective August 31, 2011, clubs are required to conduct pre-employment screening on all newly-hired coaches. Existing USA Swimming coaches are subject to the pre-employment screening program when they seek employment at a different club.

2) Are other club employees subject to the pre-employment screening requirement?

Possibly. All club employees that are required to be non-athlete members of USA Swimming are subject to this screening requirement.

Article 305.4 of the USA Swimming rules requires that club employees who interact directly and frequently with athletes as a regular part of their duties must be non-athlete members. It is the responsibility of the club to self-determine which employees other than coaches interact directly and frequently with athletes as a regular part of their duties. Any new employee that the club determines must be a member of USA Swimming is subject to the pre-employment screening requirement.

3) What constitutes a past employment reference check?

A past employment reference check typically involves speaking to a former or current supervisor to gather information about the applicant's job performance, work ethic, personality and attitude. An attorney or local Chamber of Commerce, Better Business Bureau, or human resources organization, such as the Society for Human Resource Management (SHRM), can provide you with information about typical employer policies, practices, and obligations with regard to employment references. Information about reference checks is also available online, for example, through websites such as:

<http://www.bridgestar.org/Library/HiringToolkit/ReferenceCheck.aspx>

(Note: USA Swimming is not responsible for the content of external internet sites.)

4) Can clubs fulfill the pre-employment screening requirements in-house or must they utilize the services of an outside vendor?

Clubs are not required to use one of the recommended service providers. Clubs are also not required to contract for services that they would rather perform themselves. However, please note that federal regulations require employers to use a consumer reporting agency to acquire the state motor vehicle reports.

5) Does USA Swimming require that the club contact all previous employers?

Where there have been multiple employers, a minimum of the 3 most recent employers must be contacted.

6) What is the purpose of the education verification and the motor vehicle record examination requirements?

Education history is the most common falsified information on resumes and job applications.

A motor vehicle report examination is the best way to identify prospective employees with unsafe driving records. In some states, convictions for driving under the influence of alcohol or drugs cannot be found on the criminal court record and can only be revealed

with a motor vehicle record examination. Reported information typically includes state of issuance, issue and expiration date, license status, and any accident or violation history.

7) Are the staff members of a newly approved USA Swimming club subject to the additional screening requirements?

Whether the new club is a newly created entity or an existing program choosing to join USA Swimming, any new employee that the club determines must be a member of USA Swimming is subject to the pre-employment screening requirement.

8) What will clubs need to do to start working with a consumer reporting agency?

In order to utilize the services of a consumer reporting agency, clubs will need to establish an account and provide the paperwork required by state and federal regulations. It typically takes 2 days or less to accomplish the account set-up.

9) How will the required pre-employment screening information be reported by the consumer reporting agency to clubs?

Typically, the consumer reporting agency will send an electronic report or the club can go online to a secured webpage to retrieve the information.

10) Once ordered, how long will it take for clubs to receive screening reports?

Once a club submits the necessary information to request screening services for an applicant, the club will usually receive all parts of the report within 2-5 business days. Clubs should check with the consumer reporting agency they plan to work with to find out their specific policies and practices with regard to this information.

11) Will USA Swimming receive a copy of the screening information sent to the club?

No. As the employer, clubs will contract directly with the consumer reporting agencies to provide pre-employment screening services. USA Swimming is not a party to this transaction and will not receive the screening information provided to clubs.

12) How will USA Swimming monitor compliance with the pre-employment screening requirement?

In order to ensure compliance with the pre-employment screening program, a club representative must certify on the annual club membership application that the club is conducting pre-employment screening as required by Article 502.6.8 in the USA Swimming rulebook. Failure to certify and sign this section of the club application form will result in the club application being rejected.

13) Where do I go for more information?

Please refer to the *Program Summary* available on the USA Swimming website at www.usaswimming.org/preemploymentscreens.

If you have additional questions after reviewing the *Program Summary*, please contact preemploymentscreening@usaswimming.org.

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