



North Texas Swimming

Final Minutes of the North Texas Swimming, Inc. House of Delegates Meeting November 21, 2010 Wyndham DFW Airport North, Irving, TX

Gloria Schuldt called the meeting to order at 1:09 pm.

1. Roll Call

Motion made to forego roll call. Seconded – passed.

Board members present:

Gloria Schuldt	General Chair, National Times Chair
Liz Kershaw	Admin Vice-Chair, Camp Coordinator
Brian Dangelmaier	Age Group Vice-Chair
Michael McDonald	Secretary
Hayden Henry	TPC Committee Jr. Athlete Rep
Maggie Shook	Coaches Representative, Club Development Liason
Ron Forrest	Program Development Chair
Sherry Gentry	TSA TAGS Committee Representative
Jane Maxvill	National Times Officer
Mike Gentry	Officials Chair
Ann Lang	Officials Coordinator, Equipment Coordinator
Suzanne Dangelmaier	Outreach Chair
Bob Lang	Equipment Chair
Nancy French	NTSI Webmaster and Member-at-Large

Team members present (* denotes athlete):

ATAC:	Chris MacCurdy
COPS:	Jim Smith
FA:	Daniel McDonough
FAST:	Philip Lakota
IS:	Anne Rice
MTRO:	Lisa Stults
NTN:	Heather Maher
RACE:	Neil Walker
TRS:	Patrick Henry

2. Minutes

Minutes from the October 9, 2010, House of Delegates (HoD) meeting are still in progress. The Board of Delegates has approved the use of a professional court reporter to transcribe the meeting. This should help the Secretary complete the meeting minutes soon. Total estimated cost is \$90.

Minutes for the October 30, 2010, Technical Planning Committee (TPC) meeting have been posted on the NTSI website.

Motion made to accept the October 2010 TPC meeting minutes without corrections. Seconded – passed.

3. Reports of Officers

a. General Chair

- i) NTSI has passed Level 1 of USA Swimming's LSC Evaluation and Achievement Program (LEAP)! The evaluation report (see Appendix A) lists several areas for improvement, including some necessary to pass Level 2:
 - vision statement
 - officials training

Highlights of exemplary areas include:

- sanctioning
- club registration
- use of website for meet results
- committee athlete representation

Gloria noted that only 14 of the 59 LSCs have completed Level 1 and only 3 LSCs at Level 2. Paperwork for the NT LSC to achieve Level 2 has already been started.

- ii) Several 2010 achievements were not acknowledged at the October meeting:
 - Shannon Gillespy – Glenn S. Hummer Award winner; Open Water Team Manager at Worlds in Rome; Team Manager for Paralympics in Quebec
 - Liz Kershaw – Team Manager at Worlds in Dubai
 - Caleb Veazy and Allison Arnold attended US Open Water National Camp
 - Steve Mateer – Junior Pan-Pac coach
 - Seth Stubblefield and Kyle McIntee – Junior Pan-Pac athletes
 - Andy Kershaw – Team Manager at Junior Pan-Pacs
 - Several officials at national meets during the second half of the year, including 7 attending Short Course Junior Nationals

b. Secretary

No report

c. Treasurer

No report

d. Admin Vice-Chair

No report

e. Senior Vice-Chair

No report

f. Age-Group Chair

No report

g. Coaches Representative

No report

4. Reports of Standing Committees

a. Registration & Membership

No report

b. Officials

Effective May 15, 2011, USA-S requires that all meets have an Admin Referee in attendance.

c. Safety

Incidence reports must be submitted to USA-S as soon as the meet concludes.

d. Technical Planning

Brent Mitchell has stepped down as Chair of the Technical Planning Committee (TPC). The Board has appointed Sherry Gentry to complete the remainder of his term (until next April).

The TPC is looking at changing the format of the LSC's championship meets. The upcoming two-division BB championships in February will be used as a test.

e. Athletes

No report

f. Finance

No report

g. Sanctions

All sanctions through the end of December 2010 are complete.

The new Policies & Procedures changes that impact sanctioning go into effect January 1, 2011. Specifically, exhibition swims are prohibited, but bonus swims are allowed. Any meet information that includes an allowance for exhibition swims will not be sanctioned.

5. Reports of Special Committees

a. Equipment

Bob noted that the repairs to Loos Natatorium are complete.

The LSC will be purchasing a laser measure that teams can use to verify that their pools are legal length. USA-S recommends that each pool used for sanctioned/approved meets be on file with USA-S regarding the pool length. (A professional engineer must certify the length.) Although a recommendation, USA-S is considering making this a requirement. Only two pools in the LSC are currently certified with USA-S: Loos and CISC Aquatic Center (Southlake).

The DISD has requested information on rental fees charged by area pools so that the ISD can re-evaluate the fee structure at Loos. Please send the rental fee information to Bob so that he can forward it to the ISD.

b. NTV

According to the latest USA-S legislation, the Sanction Committee cannot approve any meet in the LSC unless it is a YMCA meet. Any other meet requires approval from the Program Operations Vice President at USA-S.

Gloria reminded the House that requests for observed meets must be submitted to her no later than 10 days before the start of the meet. Meet hosts need to send the meet information, which should include the location and the names of at least four officials who will attend (referee and three others).

c. Records/Top 16

All records are up to date as of October 1, 2010. Records for the remaining 2010 meets will be updated by January 1, 2011.

d. Swim Camps

No report

e. Club Development

No report

f. Outreach

No report

g. Disability Swimming

No report

6. Unfinished Business

a. Policies & Procedures

Liz presented changes to the Policies & Procedures (P&P) document proposed by the P&P Change Committee. Refer to Appendix B for the proposed changes.

Motion made to add section 3.3.5. Seconded—failed.

Motion made to modify section 4.1.1. Seconded—passed.

Motion made to add section 4.1.5. Seconded—failed. Gloria noted that the Administrative Referee (required by USA-S at all meets effective 5/15/2011) is responsible for ensuring that the person running the timing system at that meet is qualified.

Motion made to table a vote on adding section 4.2.4 until the LSC defines “closed meet.” Seconded—passed.

Motion made to table a vote on modifying section 4.3 and to send the issue (LSC championship meet format) to the TPC. Seconded—passed.

Motion made to modify the first paragraph of section 5.2. Seconded—failed.

Motion made to add section 5.4, change 1. Seconded—failed.

Motion made to remove section 5.4, change 2. Seconded—passed. The fee is listed as \$25 in section 11.3.

Motion made to remove section 6.3. Seconded—failed. Because the House voted to keep late entries, a second motion was made to alter the section’s wording.

Motion made to modify section 6.3.B. Seconded—passed.

Motion made to amend section 8.1.5 to state, “Only the Meet Director or person authorized by the Meet Director may copy or use meet backup information.” Seconded—passed.

Motion made to add section 8.1.5 as amended. Seconded—passed.

Motion made to modify the first paragraph of section 8.2. Seconded—passed.

Motion made to table a vote on adding section 8.2.4 until the House discusses section 11.3. Seconded—passed.

Motion made to amend section 8.2.4 to state, “The Admin Vice Chair will verify the athlete count and surcharge fees as reported to the treasurer and confirm the appropriate deposit has been deposited.” Seconded—passed.

Motion made to add section 8.2.4 as amended. Seconded—passed.

Motion made to (identically) modify sections 10.2.2, 10.2.3, 10.2.4.A, and 10.2.4.B. Seconded—passed.

Motion made to amend section 11.1.2, paragraphs A and B, to state, “\$15.00.” Seconded—passed.

Motion made to modify section 11.1.2, paragraphs A and B, as amended. Seconded—passed. This new fee is effective 1/1/2011 per our calendar bid process.

Motion made to modify section 11.3.3. Seconded—passed. This new fee is effective 1/1/2011 per our calendar bid process.

Motion made to add sections 11.8 and 11.9. Seconded—passed.

7. New Business

a. Policies & Procedures

1) Closed meets

Dan McDonough proposed that the LSC allow closed meets. Gloria volunteered to contact Dan McAllen, the Rules and Regulations Chair at USA-S, for an accurate definition of “closed meet.”

Motion made to modify section 4.3, second paragraph, to state, “No team may receive a sanction for a meet that was not part of the annual calendar proposed by the Technical Planning Committee and adopted by the House of Delegates and is scheduled to run concurrently or during a portion of a House of Delegates awarded meet [with the exception of closed meets with dissimilar meet information and eligibility requirements, inter-squad, dual, meets, tri meets. These exceptions must be approved by the Technical Planning Committee and submitted by the meet host to sanctions 60 days prior to the first day of the meet.](#)” Seconded—passed.

2) Meet entries

In Jane Maxvill’s stead, Sherry Gentry proposed that the House change the due date for submission of entries to the meet host to 8 days prior to the start of the meet.

Motion made to modify section 6.2.1 to state, “All entries shall be received, not later than 6:00PM Central Time, on the second [Thursday](#) prior to the commencement of the meet.” Seconded—passed.

3) Meet sanctioning

Chris MacCurdy proposed a cleanup of the LSC requirements regarding meet sanctioning.

Motion made to remove the following sentence from the first paragraph of section 5.2, “[All meet information shall be posted 60 days in advance of the meet start date as defined in 11.4.](#)” Seconded—passed.

b. Board of Review Members

Motion made to accept the following individuals to the Board of Review:

- Suzanne Dangelmaier (Chair, coach rep)

- Paul Malouf (parent rep)
- Phil Lakota (officials rep)
- Paul Wallace (athlete rep)
- Anne Rice, Toni Kline (alternates)

Seconded—passed.

The Board of Review still needs a senior athlete representative (national-level or college-level swimmer). Contact Gloria for nominations.

c. TSA TAGS Committee Representative

Motion made to accept Jane Maxvill as the TSA TAGS Committee Representative for the NT LSC. Seconded—passed.

d. TSA All-Star Committee Representative

Motion made to accept Ron Forrest as the TSA All-Star Committee Representative for the NT LSC. Seconded—passed.

e. Nominating Committee Members

Motion made to accept the following individuals to the Nominating Committee:

- Liz Kershaw, Shannon Gillespy (Admin Vice-Chairs)
- Jason Johnson (officials rep)
- Anne Rice (parent rep)
- Hayden Henry (athlete rep)

Seconded—passed.

Gloria adjourned the meeting at 4:24 pm.

Respectfully submitted,

Mike McDonald
Secretary

Appendix A – NTSI LEAP Evaluation Report



LEAP – LEVEL 1 NORTH TEXAS SWIMMING EVALUATION TEAM REPORT



Date of Evaluation Conference Call: Monday, October 4, 2010
Evaluation Team Participants:

- Jane Grosser, LSC Development Committee Member
- Walter Smith, LSC Development Committee Member
- Shannon Gillespy, Southern Zone Director
- Richard Pockat, Outgoing Southern Zone Director
- Jay Thomas, Incoming Southern Zone Director

Absent: Sue Anderson, USA Swimming Programs & Services Director (in place of Southern Zone Consultant – evaluation notes sent and incorporated)

Moderator: Arlene McDonald, LSC Governance Consultant

The evaluation conference call for North Texas Swimming LEAP Level 1 took place at 4:00 PM Central time on Monday, October 4. Participants are listed above. The evaluation team reviewed and discussed the North Texas submissions under the four major categories of LEAP Level 1. Below are summary comments under each of these categories:

1. **Business and Organizational Success** – Every area in this category satisfied the LEAP Level 1 requirements. The following specific areas were divided into two categories: (a) Opportunities for Improvement (items that are not deficiencies for Level 1 approval but should be improved to bring the area to a higher level); and (b) Items of Excellence (exemplary submissions; could be used as models for other LSCs) :

A. Opportunities for Improvement

(Strongly recommended for revision; do not affect LEAP Level 1 approval)

- Vision Statement: The committee felt that the vision statement needs to be shorter; something that members can easily recite and use as an inspiration. The recommendation is to exclude the paragraphs that provide the detail on each core value. A vision statement should answer: "Where to we want to go/be? What is each of our individual pictures of the organization at its best?" The vision statement should be a clear, motivating message about what your organization wants the future to look like – the highest bar your organization will always strive for. It should be ambitious, challenging your board without overwhelming them
- Bylaws: The bylaws should be dated so that all revisions are documented.
- Annual Budget: The submitted budget was dated October 4, 2009, and labeled as a draft. The assumption is that it was approved. Please be sure to upload your most recent documents into LEAP.

- Rules and Regulations: Please include a table of contents in this document for easier reference. (The web site is very functional in this regard.)
- Swim Meet Sanctions: Please be aware that safety marshals no longer have to be members of USA Swimming.
- Reduced Price Membership: The reduced price membership policy was not uploaded into the portal; only the form to apply was found on the web site. Information about the actual policy regarding reduced price memberships needs to be included in the policies and procedures manual and be more readily accessible to members of North Texas Swimming.

C. Items of Excellence

(Exemplary submissions; could be used as models for other LSCs)

- Policies and Procedures: Outstanding document!
- Swim Meet Sanctions: The use of a fillable form is good.

2. **Volunteer Development** – All materials submitted under the Volunteer Development category are in compliance with LEAP Level 1 requirements. However, several areas were identified as Opportunities for Improvement (items that are not deficiencies for Level 1 approval but should be improved to bring the area to a higher level). Those areas are described below:

Opportunities for Improvement

(Strongly recommended for revision; do not affect LEAP Level 1 approval)

- Training of Officials: This information was available on the LSC web site, but was not uploaded into the portal. Please be sure to upload the exact information as directed on the LEAP instructions under each area.
- Mission and Vision Communicated: The mission and vision of North Texas Swimming could not be found on the LSC web site. This information should be “front and center” on the home page without having to search for it. It should also be used in headers or footers on all LSC official documents, stationery, etc.

3. **Club and Coach Development** –All areas listed under Club and Coach Development were in compliance with LEAP Level 1 requirements. The evaluation committee classified one item under Club and Coach Development as an Item of Excellence.

Item of Excellence

(Exemplary submission; could be used as a model for other LSCs)

- Club Registration: Good form!

4. **Athlete Development** – All materials submitted under the category of Athlete Development met LEAP Level 1 standards. Two items were recognized as Items of Excellence (exemplary submissions; could be used as a models for other LSCs)

Items of Excellence

(Exemplary submissions; could be used as a models for other LSCs)

- Meet Results: The use of web site links is good.
- Athlete Participation: There is good athlete representation on the LSC Board of Directors.

Evaluation Summary: Members of the evaluation team feel that North Texas Swimming should be congratulated for doing an excellent job in submitting its Level 1 documentation and were particularly complimentary of the items previously designated as *Items of Excellence*. Members also recognized the amount of work put into this project and commend North Texas Swimming for those efforts. In addition to the *Opportunities for Improvement* listed above, the evaluation team recommends that

North Texas Swimming do the following: (1) Devote space on the LSC web site to explain who North Texas swimming is and what it does; and (2) When submitting future materials for LEAP Level 2, the person entering the information needs to be sure that the documents that are uploaded or the explanations being entered into the text boxes are all in alignment with what is requested in the LEAP instructions. LEAP evaluators should not have to search elsewhere (LSC web site) materials. Instead, information uploaded on the portal should be all inclusive and provide exactly what is requested.

The North Texas LEAP evaluation team is pleased to award LEAP Level 1 status to North Texas Swimming at this time with the understanding that the LSC will act to implement the recommendations contained in this report. CONGRATULATIONS! Great job!

Please contact Arlene McDonald, USA Swimming LSC Governance Consultant, with questions.
Email: arlenemcd@aol.com Phone: 317-442-2166

Appendix B – Proposed Changes to P&P

3.3.5 Championship Meets

In order to enter a season culminating “Championship” meet at any time standard level, swimmers must have achieved the appropriate time (A and BB) standard for the event for that specific time standard championship (A and BB).

4.1.1 Have a representative in attendance at the annual Computer Operations Clinic, or ~~certified~~ approved computer operator. An approved computer operator is defined as: a person who can set up a meet database and score 85% or better on a written test. Approval will be for 2 years.

4.1.5 Personnel who will be running the timing system at NTSI scheduled meets must take and successfully complete the timing system operators’ clinic.

4.2.4 Closed meets may swim long course or short course.

5.2 Each sanction request for an invitational meet shall be electronically transmitted to the Sanction Coordinator ~~60 days prior to the first day of the meet. Failure to have the request electronically transmitted to the Sanction Coordinator 60 days prior to the first day of the meet shall subject the meet host to a penalty,~~ 75 days prior to the first day of the meet. . . The sanction chair shall acknowledge receipt of all sanction requests within 48 hours. If no changes to meet information are required the sanction will be provided within 7 days and the sanction chair will submit the meet information to the NTSI webmaster for posting. All meet information shall be posted 60 days in advance of the meet start date as defined in 11.4.

5.4 (change 1) An approved meet may not be run concurrently with an HOD awarded meet.

5.4 (change 2) ~~Approved Meet fee is \$50.00.~~

6.3 LATE ENTRIES:

~~–A If the meet host elects to accept late entries it must be stated in the meet information.~~

~~–B Athletes who wish to late enter must present their current registration card or facsimile and a current print out of their times from SWIMS.~~

OR

If keep late entries alter B to: A swimmer’ entry times for USA Swimming recognized events ~~must be provable in SWIMS~~ will be printed or online:

- a. Times from the following meets entered into SWIMS by the host LSC:
 - Sanctioned and approved LSC Meets.
 - YM/YWCA National Championships.
 - Other swims that have been authorized for observation.
- b. FOREIGN MEET:
 - For times from a foreign meet sanctioned by another FINA member to be

included in SWIMS, the meet must comply with the minimum standards for an official time from a USA Swimming meet according to Article 102.16.4 & .5 in the USA Swimming Rules and Regulations.

- c. Swimmers entering an event without a time will be entered with NT

8.1.5 Only Meet Director authorized persons may copy and use meet backup information.

8.2 A complete Financial Report accompanied by a printed copy of the ~~Meet Manager Team Entry Fee Report~~ Meet Summary Athlete Totals Report and payment of the Sanction Fees and Surcharges shall be postmarked to the Treasurer of NTSI, detailing the income and expenses of the meet, within 30 days of the last day of the meet.

8.2.4 The Admin Vice Chair will verify the number splashes and splash fees as reported to the treasurer and confirm the appropriate deposit has been deposited.

10.2.2 LSC travel needs to be booked a minimum of 21 days in advance to obtain the best rates. Exceptions must to be approved by the executive board of NTSI

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10.2.4.A LSC travel needs to be booked a minimum of 21 days in advance to obtain the best rates. Exceptions must to be approved by the executive board of NTSI.

10.2.4.B LSC travel needs to be booked a minimum of 21 days in advance to obtain the best rates. Exceptions must to be approved by the executive board of NTSI

SECTION XI LSC FINANCES AND FEES

11.1.2 A. Year Round Athlete ~~\$10.00~~ \$20.00

11.1.2 B. Seasonal Athlete ~~\$10.00~~ \$20.00

11.2.2 Non-Member Organizations-

All equipment excluding 10-line portable scoreboard

Is available at ~~\$500.00~~ \$750.00 per meet per system or any Part thereof.

Non-Member Organizations-

10-line portable scoreboard is available for local Rental at ~~\$500.00~~ \$750.00 per meet and for non-local rental at ~~\$850.00~~ \$1000.00 per meet.

11.3.2 Approved Meet Fee ~~\$25.00~~ \$50.00 is listed at \$50 in section 5.4

11.3.3 Splash Fee surcharge ~~\$0.45 per individual splash~~ \$5.00

11.8 BUDGETED EXPENSES:

Budgeted expenses must be within budget limits unless approved by the Executive Board.

11.9 PURCHASE ORDERS:

Purchase order requests must be submitted to the Treasurer, who will place the orders, with filled orders shipped to a member of the Executive Board or designated person. All purchases in excess of \$1000.00 must be submitted for Executive Board approval.

Appendix C – Motions

Motions Passed

- Motion made to forego roll call.
- Motion made to accept the October 2010 TPC meeting minutes without corrections.
- Motion made to modify section 4.1.1.
- Motion made to table a vote on adding section 4.2.4 until the LSC defines “closed meet.”
- Motion made to table a vote on modifying section 4.3 and to send the issue (LSC championship meet format) to the TPC.
- Motion made to remove section 5.4, change 2.
- Motion made to modify section 6.3.B.
- Motion made to amend section 8.1.5.
- Motion made to add section 8.1.5 as amended.
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- Motion made to amend section 8.2.4 as amended.
- Motion made to add section 8.2.4.
- Motion made to (identically) modify sections 10.2.2, 10.2.3, 10.2.4.A, and 10.2.4.B.
- Motion made to amend section 11.1.2, paragraphs A and B.
- Motion made to modify section 11.1.2, paragraphs A and B, as amended.
- Motion made to modify section 11.3.3.
- Motion made to add sections 11.8 and 11.9.
- Motion made to modify section 4.3, second paragraph.
- Motion made to modify section 6.2.1.
- Motion made to remove the last sentence from the first paragraph of section 5.2.
- Motion made to accept the slate of individuals to the Board of Review.
- Motion made to accept Jane Maxvill as the TSA TAGS Committee Representative for the NT LSC.
- Motion made to accept Ron Forrest as the TSA All-Star Committee Representative for the NT LSC.
- Motion made to accept the slate of individuals to the Nominating Committee.

Motions Failed

- Motion made to add section 3.3.5.
- Motion made to add section 4.1.5.
- Motion made to modify the first paragraph of section 5.2.
- Motion made to add section 5.4, change 1.
- Motion made to remove section 6.3.