



North Texas Swimming

Minutes of the North Texas Swimming, Inc. Board of Directors Meeting January 31, 2011 Teleconference

Gloria Schuldt called the meeting to order at 8:33 pm.

1. Roll Call

Board members present:

Gloria Schuldt	General Chair, National Times Chair
Shannon Gillespy	Administrative Vice-Chair
Claire Brandt	Executive Committee Sr. Athlete Representative
Bill Christensen	Senior Vice Chair
Brian Danglemaier	Age Group Vice-Chair
Michael McDonald	Secretary
Traci Johnson	Treasurer
Sherry Gentry	Technical Planning Chair
Karen Rourke	Registration & Membership Chair, LSC Forms
Maggie Shook	Coaches Representative, Club Development Liason

2. Minutes

Minutes from the October 9, 2010, House of Delegates meeting are still in progress. Those from the November 21, 2010, meeting have been posted to the NTSI website.

3. Report of Executive Committee

No report

4. Reports of Officers

No reports

5. Reports of Committees

No reports

6. Unfinished Business

None

7. New Business

a. NTSI Team Travel Policy

Gloria indicated that, as of January 1, 2011, the North Texas LSC falls under the default team travel policy defined by USA Swimming. (Refer to Appendix A.) Each team in the LSC that does not have such a policy falls under this default. Section 1 outlines items that are required by all USA-S teams, including teams that currently have their own. Section 2 describes policies that are recommended but can be modified. There was discussion regarding changes to the USA-S default Policy that would be specific to the NT LSC.

Action: Board members will review Section 2 of the default USA-S Policy and send comments/edits to Gloria.

If there are modifications to the Policy that are specific to the NT LSC, those changes will be voted on at the next House of Delegates meeting.

Action: Gloria will ensure that the NT LSC Team Travel Policy is posted to the NTSI website.

If a team without a policy does not want to create their own, or if they do not want to make any changes to the recommended items, then the team falls under the NT LSC Policy.

Action: Maggie will notify each team that a travel policy is required, and that the team can use the NT LSC default or can modify Section 2 to create its own.

b. NTSI Code of Conduct

Gloria requested comments from Board members regarding the proposed NTSI Code of Conduct. (Refer to Appendix B.) As with the Team Travel Policy, there was discussion regarding changes.

Action: Board members will review the NTSI Code of Conduct and send further comments/edits to Gloria.

Action: Gloria will ensure that the NT Code of Conduct is posted to the NTSI website.

The final NTSI Code of Conduct will be voted on at the next House of Delegates meeting.

c. Technical Planning Committee

Sherry presented the minutes from the most recent TPC meeting. (Refer to Appendix C.) Some points of clarification regarding the minutes:

- The first item should read, “No North Texas meets will be scheduled in April or September....”
- Discussion is continuing within the TPC regarding changes to the B/C meets. Sherry will present a more detailed proposal at the spring HoD meeting.
- Bill explained that the division restructuring plan includes the idea of 3-4 teams that “float” from one division to another on (perhaps) a monthly basis to keep entry numbers consistent among divisions. More details will be presented at the spring HoD meeting.
- Shannon has already broken the upcoming B/C Champs meet into the sessions proposed by the TPC.
- The TPC recommended that a Spirit Award be given to one team at each championship meet (A/BB/BC) per season; however, the exact award is yet to be decided.

Action: Sherry will research what award will be given and its cost to the NT LSC, and will present the TPC’s proposal at the spring HoD meeting.

d. Zones Committee

Brian is currently reviewing the cost-per-swimmer for the Zones meet. Traci reaffirmed that the \$18K in the 2011 budget for this meet is the expense to the LSC. Any expenses beyond this are the responsibility of the swimmers attending the meet. Brian is awaiting final bids from travel agents and apparel vendors.

Brian is also still putting together parameters under which swimmers will be selected for the Zones team. The Zones Committee has not yet formally met to discuss the requirements. However, Brian anticipates the work to be finalized by the spring HoD meeting.

Action: Brian will meet with the members of the Zones Committee to update them on his progress and receive input regarding expenses for the meet and criteria for choosing the team.

e. Budget Update

Traci presented the NTSI (unadjusted) balance sheet for 2010. (Refer to Appendix D.) She noted that, although the fund balance for the Bill Nixon Memorial Scholarship is just over \$2800, the LSC has not yet created a plan for awarding the scholarship. The current amount has accumulated over 2 meets. Everyone agreed that the best case would be two awards per year, one to a female athlete and the other to a male athlete, starting this year at \$500 each.

Action: Executive Board members should email ideas to Gloria regarding criteria for selecting the athletes. Ideas should be as specific as possible (e.g., if selection is based on writing an essay, then name the essay topic). This should be done well before the spring HoD meeting.

f. P&P Update

The most recent version of the Policies & Procedures document, posted on the NTSI website, includes a cut-and-paste error that occurred following the changes that were approved by the House at the last two meetings. Section 3.3.2.2 was incorrectly added:

In entering any B competition, any swimmer with one or more cuts of the applicable times standard will be entitled up to two bonus swims.

Karen stated that “this should not have been applied to B/C meets since B swimmers who do not have a B time in an event would be scored in the C portion of the meet.” Liz will update the document to remove the section. Meet hosts who have already included this statement in their meet information can remove as a clerical correction; the Sanctions Chair is aware of the issue.

Gloria adjourned the meeting at 9:47 pm.

Respectfully submitted,

Mike McDonald
Secretary

Appendix A – NTSI Team Travel Policy

Section 1 - USA Swimming Required Policies.

These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a) Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b) Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c) Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d) When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)

Section 2 -

- a) During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b) Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c) During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & Over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & Under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d) When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e) To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f) A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian.
- g) Team or LSC officials will obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h) Team or LSC officials will carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i) Curfews shall be established by the team or LSC staff each day of the trip.
- j) Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- k) The directions & decisions of coaches/chaperones are final.
- l) Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- m) When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.

- n) The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club (LSC) leadership and the parent or legal guardian of any affected minor.

Appendix B – NTSI Code of Conduct

CODE OF CONDUCT FOR NORTH TEXAS SWIMMERS GOVERNING PARTICIPATION IN THE LSC PROGRAMS

PURPOSE

The purpose of this code is to promote the best possible individual, team, and program responsibility which supports the development of first class citizens at all times.

PART I – GENERAL CODE OF CONDUCT RULES

1. All participating team members will abide by this code of conduct.
2. All participants will wear designated team suits and T-shirts during all competition.
3. All athletes will participate in all designated championship meets they are qualified for.
4. Curfews, as a member of North Texas Swimming or USA Swimming sponsored event and at all related activities will be obeyed. Extension will only be granted by the Head Coach
5. Male and Female swimmers may not be in each other's room on any team trip unless supervised by designated Club official.
6. Use of alcoholic beverages is unacceptable at any time.
7. Use of drugs other than those prescribed by your physician is unacceptable at any time.
8. Smoking is unacceptable at any time.
9. Disrespectful, indiscreet or destructive behavior will not be tolerated. It is the responsibility of each swimmer to make every effort to avoid guilt by association with such activities at any time.
10. All participants and their parents have a responsibility to do their best to ensure that this Code of Conduct is adhered to and to help ensure the safety of these Program participants.

PART II- VIOLATION OF THE CODE OF CONDUCT RULES

1. **At the discretion of the Head Coach** any one or all of the following penalties will be applied:
2. Swimmer may be scratched from the meet.
3. Swimmer may be sent home immediately from practice or meet at his own expense and if there is extra expense it will be swimmer's responsibility.
4. Swimmer may be suspended from the team until the swimmer and parents have had a conference with the Head Coach and appropriate disciplinary actions have been implemented. This is automatic with violations of General Conduct Rules 5, 6, 7 and (or) 8.
5. Violation of General Conduct Rules 4,5,6,7,8,and (or) 9 on team trips will result in the swimmer being suspended from ALL LSC trips for the remainder of the swim year

I, hereby agree to abide by the rules of conduct as set forth in Part I above and acknowledge that, should I violate any provision in Part I, I will be subject to disciplinary action, as set forth in Part II, including suspension.

Appendix C – TPC Minutes

Meeting started at 1:15pm

In attendance: TP Committee Members - Bill Christensen, Maggie Shook, Sherry Gentry
Guest - Nate Saunders

Discussed:

No Meets will be scheduled in April or September so teams can train and do intrasquad meets.

Making BC meets more user friendly.

Having a Novice 10 & under sessions with 8 & under 25's, and 10 & under 50's. When they get 2- B times they can move out of the novice sessions. This will be effective in October of this year. If the 10 & unders want to swim longer events, they can enter them as long as they are within the daily limit.

Working on maintaining the divisions with a restructure to help the divisions become more equal. I sent that to you all yesterday.

BC Champs in March hosted by LAC will be huge. It was suggested that we contact Shannon and suggest the following to be considered:

break the sessions up into 10 & under and 11-12 session for both days and run in 2 pools.

For Future, break up the BC Champs Meets into 2 or 3 divisions.

Get the BB/B/C Meet numbers and time lines from the past weekend. Karen has already done this and I have already sent it to you all.

Nate has suggested and he and Bill will run numbers on doing more BB/B/C meets, keeping 4 divisions, but not on a regular basis. Also doing some A/BB meets too in 2 divisions.

We want to be pro-active for October 2012 (Olympic Year) knowing the increase in swimmers, to work the BC meets into 4 divisions. We need more officials so we don't have the issues we did this past weekend. We will watch scheduling meets on high school districts and regionals weekends.

Recommended Spirit Award at Champs Meets. Awards will be purchased by NT. This will be effective in July.

Next meeting will be Wednesday, Feb 16 at Cheddars in Irving at MacArthur and 635 at 1:00.

Meeting adjourned at 2:40

Thanks,
Sherry

Appendix D – NTSI Balance Sheet

**North Texas Swimming, Inc.
Balance Sheet
As of December 31, 2010**

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Checking - Wells Fargo	108,677.80
Savings - Wells Fargo	66,939.04
Wachovia Securities	<u>74,223.90</u>
Total Bank Accounts	\$ 249,840.74
Accounts Receivable	
Accounts Receivable	<u>11,234.22</u>
Total Accounts Receivable	\$ 11,234.22
Total Current Assets	\$ 261,074.96
Fixed Assets	
Machinery & Equipment	
Depreciation	1,505.00
Original Cost	-118,166.00
Total Machinery & Equipment	<u>164,923.74</u>
Total Fixed Assets	\$ 48,262.74
TOTAL ASSETS	\$ 309,337.70
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>24,098.08</u>
Total Accounts Payable	\$ 24,098.08
Credit Cards	
Wells Fargo - B Lang	157.50
Wells Fargo - G. Schuldt	0.00
Wells Fargo - J. Rieff	<u>0.00</u>
Total Credit Cards	\$ 157.50
Other Current Liabilities	
USA Swimming fees	<u>37,187.20</u>
Total Other Current Liabilities	\$ 37,187.20
Total Current Liabilities	\$ 61,442.78
Total Liabilities	\$ 61,442.78
Equity	
Fund Balance (Appropriated) - Bill Nixon Memorial Scholarship	2,807.95
Fund Balance - Unrestricted	282,141.78
Opening Balance Equity	0.00
Net Income	-37,054.81

Total Equity

\$ 247,894.92

TOTAL LIABILITIES AND EQUITY

\$ 309,337.70

Monday, Jan 31, 2011 05:39:19 PM GMT-6 - Accrual Basis

Appendix E – Actions

- Board members will review Section 2 of the default USA-S Policy and send comments/edits to Gloria.
- Gloria will ensure that the NT LSC Team Travel Policy is posted to the NTSI website.
- Maggie will notify each team that a travel policy is required, and that the team can use the NT LSC default or can modify Section 2 to create its own.
- Board members will review the NTSI Code of Conduct and send further comments/edits to Gloria.
- Gloria will ensure that the NT Code of Conduct is posted to the NTSI website.
- Sherry will research what [Spirit] award will be given and its cost to the NT LSC, and will present the TPC's proposal at the spring HoD meeting.
- Brian will meet with the members of the Zones Committee to update them on his progress and receive input regarding expenses for the meet and criteria for choosing the team.
- Executive Board members should email ideas to Gloria regarding criteria for selecting the athletes [who receive Bill Nixon Memorial Scholarships].