



North Texas Swimming

Final Minutes of the North Texas Swimming Inc. House of Delegates Meeting September 23, 2012

**Minutes of the North Texas Swimming, Inc House of Delegates Meeting
September 23, 2012
University of Texas at Arlington
Lone Star Theater
500 W. Nedderman Arlington, TX 76019**

The meeting was called to order at 1:00pm by Shannon Gillespy and Liz Kershaw

1. Roll Call

Board members present:

Liz Kershaw	Admin Vice-Chair
Shannon Gillespy	Admin Vice-Chair
Traci Johnson	Treasurer
Jason Walter	Senior Vice-Chair
Maggie Shook	Coaches Representative
Karen Rourke	Registration/Membership
Mike Gentry	Officials
Jay Brandt	Safety
Sherry Gentry	Technical Planning
Bill Christiansen	Technical Planning
Steve Plamondon	Finance
Lisa Stults	Sanctions
Jane Maxvill	TSA
Ron Forest	All Star
John Rieff	Records/Top 16
Tom Applegate	Swim Camps

Maggie Shook	Club Development
Suzanne Dangelmaier	Outreach
Matt Franks	Disability Swimming
Sean Sell	Secretary

Teams Present (with present delegate count)

ATAC - 2	CAT - 1	COPS - 4
COR - 3	DM - 2	DAC - 1
ESP - 1	FAST - 2	FA - 2
IS - 2	LAC - 5	MAC - 3
MARS - 3	MTRO - 4	NTN - 3
RACE - 3	SDST - 1	SNAP - 1
	TRS - 1	

2. Minutes

Motion to accept the minutes from the April 14, 2012 HOD meeting.

Seconded and passed.

Motion to accept the minutes from the July 11, 2012 BOD meeting

Seconded and passed.

Motion to accept the minutes from the September 1 2012 TPC meeting.

Seconded and passed.

3. Reports of Officers

a. **General Chair** – *Shannon Gillespy / Liz Kershaw*

Review of General Chair Notes - Update of USA rules

202.3 - Conditions of Sanctions - As an LSC we must decide if we want to disallow deck changing and specify wording in sanction.

Motion put in meet sanctions to prohibit deck changing at any meet.

Seconded

Discussion - Deck changing is viewed by many as an accident waiting to happen. Deck changing either needs to be prohibited, or meet hosts must maintain an appropriate area for changing. The practical challenge to the sanction is the difficulty in enforcement. No responsible parties are prepared to enforce the rules. The point was raised if this new sanction needs to be included in meet information with listed consequences. Enforcement is similar to camera phones. If you see deck changing happening, it would be against the rules.

The discussion returned to specific wording of the sanction. The wording should remain the same, but change the last word to prohibited and include both the meet host club and the LSC. Meet Host can have stricter rules than LSC, but it cannot negate LSC rules. Jane Maxvill posed a question of enforcement and

consistency. Who will enforce this, and will it be consistent across different meets. The general consensus is that, like most rule infractions, the Meet Referee will enforce the consequences.

Motion pulled

From a liability standpoint, caution must be observed when changing anything USAS puts out because that would venture outside of the blanket of protection from USAS Legal.

Motion to accept the sanction as is and incorporate it into the policies and procedures. Seconded

Discussion - Lisa Stults inquired if the new rule would be in the USAS rule book? If it is, it is not required to put it into policy and procedures. The recommendation and further consensus is that it would be smart to put into our policies and procedures.

Vote - Motion passes.

Athlete Protection - Changes in the Code of Conduct - Bullying and Physical Abuse

Clubs shall establish their own action plans for implementing USAS anti-bullying policy. USAS will provide a model plan as an example which will serve as the default plan for clubs that fail to establish their own plan. This policy shall include social media and needs to be agreed upon annually by athletes, coaches, parents, and other non athletes.

Basically all clubs must have an anti-bullying process within the club.

USAS will come out with the model plan as an example (not currently available). Clubs will have 90 days after the model plan is available to create their own policies, or they will default to the USAS policy

Safe Sport passes key legislation to bring this policy to USAS, and also requires LSCs to elect a Safe Sport Coordinator. This person will be responsible for implementing and coordination of the Safe Sport Programs at the LSC level and will be the liaison between the LSC and USAS Safe Sport Officer.

Call for Election - Safe Sport Coordinator -

Jay Brandt nominated - Accepts nomination (current Safety Chair)

No other nominations -

Consensus is that Safe Sport Coordinator position is closely tied to the Safety Chairman position, and prefers someone with a legal background.

Motion to close nominations, seconded
Jay Brandt is elected Safe Sport Coordinator

Safe Sport Committee Volunteers
Neil Manning - Athlete
Clark Wilson - Coach
Jeff Jones - Coach
Phil Lacoda - Non Athlete

Updates from Committees

1. National Time Verification - No longer recording 25s in SWIMS effective Oct 1, 2012.
2. LEAP - NT will undergo LEAP for next quad starting in Q114. Need a committee together in the end of 2013.
3. SWIMS - HS and College meets must be on Forms A and B 30 days before being observed. Put in USAS ID numbers on TM. Meet Referee will send in.
4. Membership and Registration - Background check renewals are coming up. Use the link on USAS website for a discount
5. 1st Yr Coaching Certifications Changing - Starting Jan 1, 2013, Foundations of Coaching changing to two phases. Basically the information is unchanged. Must be in the membership database first to be allowed access to the test. Test will mimic Athlete Protection Testing watching information online then taking test.

b. **Secretary** – *Sean Sell*

Introduction of Sean Sell as new Secretary. No report to file.

c. **Treasurer** – *Traci Johnson*

Appendix A is the Balance Sheet presented through August 2012. Currently, we do have more than a year operating expense on hand. Discussed the discrepancy between the USAS and the Financial workshop in how much cash to hold. USAS rules require a minimum 1 year cash on hand to cover all expenses of the LSC without running any meets. Financial workshop suggests only holding 6 months cash. While we always want to spend money efficiently, we do have some room for expenditures for the LSC if anyone has idea. Call for suggestions throughout the teams' leadership groups for possible ideas (coaches workshops, etc.) on expenditures that would benefit the LSC.

d. **Admin. Vice-Chair** – *Shannon Gillespy/Liz Kershaw*

Shannon Gillespy - Great spirit camp in spring with open water camp. Recommend possibly doing open water camp and spirit camp every other year. Developing an open water champion - would relieve some of the Zone problems with hot weather and hot water. Having that we could opt out of having the open water be part of the Zone meet. Not saying we need a vote, just want everyone to know that its coming. Currently developing criteria and budget to send 8 kids to an LSC Championship.

Liz Kershaw - Liz discussed the sports performance consultants web clinics put on by Russell Mark on Wednesdays. In a recent clinic, Russell Mark finds biomechanics for swimmers are the same when they are young as when they are mature. Age Group coaching foundations has a lasting impact mechanically on swimmers. Also, trends in fly pull, Mark notes up to 6 different pull patterns. The keyhole pattern is out the window, so is breast, back start. In summation, look at the physiology of your kid and do what works. Free shows trends that breathing patterns are emerging.

Dave Thomas put on a Women in Coaching seminar: We can learn from dialogue with each others. Really good event.

e. **Senior Vice-Chair** – *Jason Walter*

All meets have been added to the schedule except Sectionals Feb 28 - Mar 3, 2013 at TAMU and the Woodlands July 30 - Aug 3. In the Senior Development meeting, a Grand Prix meet was added to the schedule in Orlando. Long Coarse time standards will remain unchanged, and possibly adjust after next year's meet. The Senior Zone Meet will be in Plantation, Florida July 29 - Aug 2, 2013, and in Cary, North Carolina the following year. Biggest thing for Age Group development was how clubs will handle 2012 Olympic bump, with a focus on education and communication with parents about swimming as a whole.

f. **Age Group Vice-Chair** – *Nate Sanders*

Nate Saunders has tendered his resignation as Age Group Vice Chair, and it has been accepted by the board. Report given by Brian Dangelmaier.

Zone meet in Rockwall was very successful. Feedback was very positive. Everyone involved (athletes, coaches, officials, volunteers, RACE) did a great job. Meet committee taking feedback into account to make improvements. Southern Senior Zone Meet in Plantation, Florida also went very well. Good opportunity for kids to final that wouldn't normally final at Sectionals. Some kids made Juniors cuts.

Workshops - Age Group workshops discussed best practices. The number of males in swimming is still considered low. There is still a need to understand how to motivate males into swimming. They also discussed prescription medication and

how they impact practice. Efforts are being made to better understand how to handle the kids, and communicate with the parents. Other topics of discussion were the phases of development of young males, distance swimming versus sprint swimming, and the decision of permanent office versus a virtual office.

Election of new Age Group Chair

Age Group Chair is primarily responsible for Zones (Head Coach) and All Star Meets (logistics). Discussion ensued regarding the actual responsibilities of the AG Chair (whether the AG Chair was the Zones Head Coach, All Stars involvement, if the AG Chair must be present at Zones). Responsibilities determined as outlined above.

Nominations -

Tom Applegate - respectfully declined.

Sherry Gentry

Chris Rowe

Jeff Jones - If elected, would require a change in P&P, or resignation of Shannon or Jason from EB

Nominees Comments:

Chris - in the spirit of getting new blood on the Executive Board, I would provide a new set of eyes, happy to take on the responsibility and have done a lot of work with sales people.

Sherry - lot of experience at Zones, knows how to run. Would like to make the team look more like a team.

Jeff - Worked on Zone team last 5 years. Would like to put together a better team and give more advanced notice to athletes and teams.

Nominees leave room for discussion

Ballots passed out - Votes tallied - **Chris Rowe Elected**

Motion to destroy ballots, seconded

Vote - Motion passes - ballots destroyed

g. **Coach Representative** – *Maggie Shook*

Sports Science - Got to USAS website for good information about nutrition. The main focus from nutrition was no supplements, hydration (particularly after 90 minutes of activity). Recommend more active stretching rather than static stretching. From the Coaches meeting, a big take away from the Olympics from the National team was the cohesiveness of the group (Call Me Maybe video). Greg Hanson was great, said everything the coaches didn't say. Team stepped up and kept things very light. From the discussions, they recommend that you don't

always put athletes in best conditions at meets. you never know what you are going to get even at the Olympics. Finally, Age Group and Senior Coach of the year nominations have been passed out Please return by October 1, have voting and announce at next HOD Meeting.

4. Report of Standing Committees

a. Registration/Membership – Karen Rourke

Karen reminds everyone that you must do pre-employment screening before you hire anyone for your club. USAS website has information on what you need to check. When your registering your club, you are saying that your team complies. Anyone working with the swimmers must be registered. In regards to background checks and social media, use common sense.

New background checks are beginning to expire. Check your USAS card for your expiration, or go into your club portal.

If your credentials expire, expired is expired. No grace period No arguments. If your credentials expire, you have no insurance. If head coaches credentials expire, the club no longer exists. Head coaches must be registered. the only one that can head coach is someone that is over 18 and meets requirements.

Finally, P&P require if you are going to bid a meet that you must have someone attend the meet director training. Class is being offered in Southlake next week on Sept 29, 2012. Team Unify coming up with meet manager software. Right now it is not the accepted format. Meet Mgr expires on Oct 4th

2012 Registrations - 5680 Athletes 434 Non Athletes

2013 Registrations (to date) - 865 Athletes 36 Non Athletes

b. Officials – Mike Gentry

Five new meet referees have been certified since last HOD meeting. We also have another individual that has been a referee in the past that would like to re-certify. We have 119 registered officials. 20 or so are not fully certified yet, but will be soon. Last week we had a stroke and turn clinic at RACE with 22 parents. Next weekend, LAC hosting clinic at FMCC. We are growing and encouraging professionalism and consistency. Mike is hosting a clinic at the Marriott DFW North going over professionalism and consistency. Liz requesting a Starters clinic be offered soon.

c. Safety – Jay Brandt

There will be a Safety Director meeting connected to the November A meet. If you are holding a meet before this meeting, a reminder that Report of Occurrence is now online. Meet directors go to Safety on NTS website and fill out the form online. Please forward confirmations to Jay. Also, Safety monitors must be 18.

d. Technical Planning – Sherry Gentry/ Bill Christiansen

Held over to end of reports

Bill reviewed the proposals of the TPC for bidding meets for the following year. Each proposal item was quickly introduced, and items needing further discussion were pulled from the overall proposal for further discussion. See Appendix B for the original proposal list. See Appendix C for the list of proposals pulled for further discussion. See Appendix D for the updated proposal list

Motion to approval the updated proposal list. Seconded.

Motion Passes.

Discussion:

3) If you bid an Open Meet at the Bid Meeting, then the meet can be added to the calendar. If you do not turn in your Open Meet bid at that time, then your Open Meet must be approved 1st through TP, then by Lisa at least 60 days prior to the meet date.

Questions and comments directed around two issues. First, should the meet be approved by TPC or by Sanctions. Second, should the deadline be moved from 60 days.

Motion to strike 1 meet per weekend from P&P. Seconded

Discussion:

Clarification of the motion. Change motion to determine Open weekends (blank on calendar), Division defined TPC Meet weekend, and Closed weekends (0 LSC Meet weekend).

Motion to strike 1 meet per weekend from P&P and to define meet weekends as (blank on calendar), Division defined TPC Meet weekend, and Closed weekends (0 LSC Meet weekend). Seconded.

Vote - Motion passes

Motion to have Open Meets follow current bid P&P. Seconded

Discussion:

Clarification on motion. Break into deadline and approvals.

Motion amended to have Open Meets follow current bid deadline of 60 days as stated in P&P. Seconded.

Vote - Motion Passes

Motion to have Open Meets follow current bid deadline of 60 days and submit to Sanctions. Seconded.

Vote - Motion Passes

Motion to take the number of athletes off Open Meets and leave it up to the Meet host provided they can get a session in under USAS guidelines of 4 hours. Seconded.

Vote - Motion Passes

Motion to have a set order of events for meets. Seconded

Vote - Motion Passes

Motion to do away with bonus swims, and return to 3 or more A or BB time and you can swim any event. Seconded.

Discussion:

Stating that the swimmer must have 3 A times does not require the swimmer to sign up for those events. This makes it very difficult on meet administration in that they must manually verify the swimmer has 3 A times. Problem is more evident with distance swimmers when all distances are not offered in a meet.

Friendly Amendment - if you do not enter 3 events, the team submitting the entries must prove all times. If they do not, entry fees for the affected swimmer are lost and does not swim. Amendment accepted.

The idea was introduced to do away with any extra swims and just allow swimmers to swim what they have qualified for. There are plenty of open meets to allow swimmers to achieve the times. This will increase the number of meets that swimmers will have to attend. This rule really only impacts the November A meet.

Pulled - The motion is pulled.

Motion to remove “TP committee voted to do away with Bonus swims, we are back to the original way of 3 or more A/ or BB times and you can swim any event. The athlete must be entered in all three events, or prove time” from proposed bidding rules. Seconded.

Vote - Motion Passes

Discussion:

Summer Championship meets will be combined into North Texas Championship Meet held in two locations but will be scored together as a virtual meet. Jane voiced concerns over not separating the meets. The meets have been run together for the last two summers, and the schedule makes it difficult to find officials.

Timed finals vs. a prelim/finals format was also discussed, and the timed finals requirement was dropped. Team awards were also dropped.

Motion to raise the event fees by \$0.50 for regular entries. Seconded.

Discussion:

It was recommended to raise entry fees. NT is not in line with LSC's, and the idea is to help encourage more team to bid meets. Shannon voiced a concern to not raise rates too high in the current economic situation.

Vote - Motion Passes

Motion to accept bid calendar as is to open for all host to bid the meets as is with closed and open weekends. Seconded.

Discussion:

Friendly Amendment - High School District meet weekends be open and open for High School Regional weekends for Sunday only. Accepted.

See Appendix E for final list.

Vote - Motion Passes

Motion to amend any Policies and Procedures that are potentially affected by the calendar that we may have missed inadvertently so we are not in conflict with ourselves. Seconded.

Vote - Motion Passes

e. **Athletes** – *Claire Brandt*

Report not filed - Athlete not present

f. **Finance** – *Steve Plamondon*

The audit for 2011 is complete, and everything is in order (Appendix F). One recommendation from the audit is to prepare line item budgets prior to all All Stars and Zones meets so Traci knows what invoices to expect. The plan is to submit the audit to USAS.

The 2013 Budget was sent out to several people of LSC BOD for review (Appendix G). It includes the budget and actuals for 2012. The LSC is on track for 2012 income of \$6000. Appears income and expenses are well aligned. There is a slight increase for USAS convention in Anaheim. There are also several increases for equipment expenditures that were approved but not spent this year, so

they are rolled into the budget next year. Two line items to discuss are bluetooth stopwatches and replacement touch pads. Both have not been approved.

All Star meet costs budgeted for 2012 have been transferred to 2013 (-\$4500). Zones budget for 2013 is (-\$363 per athlete) for 54 athletes, which is roughly a 20K expenditure.. There is a line item in the budget for Team Unify in case we elect to go that direction.

The point was brought up that the budget for Zones may not be correct. Chris agreed that the budget should be revisited in the spring HOD meeting. Questions concerning the equipment were also discussed. Some of the equipment expenditures are hold overs from previous years, while others are for items the LSC may or may not need. The discussion was tabled until the next meeting when the equipment chair will be present.

g. **Sanctions** – *Lisa Stults*

Lisa has received 55 meet sanction requests so far this year. Four meets in November are passed the 60 day (3 teams have contacted Lisa). If you are going to be late, please contact Lisa and let her know why. The checklist will be updated online.

5. Reports of Special Committees

a. **Equipment** – *Bob Lang*

No report filed - nothing new to report.

b. **TSA** – *Jane Maxvill*

Jane asked Liz to cover the TSA meeting in Austin during TAGS. Defer report to report filed by Phil.

TSA Meeting was held in El Paso. There are a list of new changes coming from TSA. For TAGS, The \$40 Annual Team Membership Fee has been changed to \$25 Membership Fee attached to Short Coarse TAGS Team entries and \$25 Membership Fee attached to Long Coarse TAGS Team Entries. Also, results of morning relays will be posted in the finals heat sheets. In addition, meet info will state swimmers will not be allowed to save seats on deck.

TAGS will be awarded to a host team for more than 1 year in a row. Archive results will be back on the website. There will now be 5 designs of medal design for host team to choose from for awards.

Bill Nixon award for TAGS needs to be better defined. There is some question as to when the award will be included in the meet (NT TAGS only?). BOD voted on a Coach of the Year award - will be better defined in the future.

All Stars will be in April. There is a need for more description of the camps so swimmers can get into correct camps. The location for the camps will start rotating through the LSCs. The team hosting All Stars must be the administrator of the camps.

TSC announced committee chairs for All Stars and TAGS. All members agreed to extend for another term. The next meeting - Sept 27, 2013 in San Antonio

c. **All Star** – *Ron Forest*

Also covered by Phil's TSA report (see TSA above). Ron added that TSC is looking at revamping the qualifications for All Stars. The goal is to try address issues where the scoring may not be fair (kids that don't swim LC or SC). IMX scoring was mentioned, but TSA wants a system that will work universally.

d. **NTV** – *Gloria Schuldt*

No report

e. **Records/Top 16** – *John Rieff*

One record was broken. All records are up to date.

f. **Swim Camps** – *Tom Applegate*

Camp was awesome. USAS was very supportive. Costs were very low. Good time had by all. This year is open water.

g. **Club Development** – *Maggie Shook*

No report to file at this time

h. **Outreach** – *Suzanne Dangelmaier*

Board of Review Workshop

Make a Splash - Outreach for swimming. Highly recommended. Step by step what to do to set up program Another tool to bring swimmers to your team. Covered by insurance under USA Swimming for events only, but not swim lessons. USA Swimming Foundation is the umbrella financial arm for MAS. Living Social - Increase foot traffic to your club/lesson programs. Similar to Groupon, lots of publicity for club but not a lot of money made. Released at end of July, so increased foot traffic, but bad timing since it was done at the end of July.

The LSC Leadership Workshop reviewed some best practices. First, the BOD needs to be rejuvenated. Its good to have new faces on the BOD so don't have long term regimes in place. Second, LSC should not be stockpiling money. The LSC should not have more than 6 month reserve. If we do, we need to start figuring out how to spend. (Treasury workshop says to hold one year in reserve). We should ask what does the LSC spend your money on? Could it possibly pay entry fees for low income outreach kids or for registration? Next, we discussed Rules and Regulations, wet side, is controlled by HOD (i.e. swim meets, age group competition, senior competition, Championships, special teams and events). Regarding this, we need to see if participation requirements of teams for Zone

meet was put up for HOD approval. Dry side includes financials, membership, office and staff, functioning of the Board, volunteers and coaches, and athlete protection. BOD can meet and manage without HOD approval.

- i. **Disability Swimming** – *Matt Franks*
No report filed - not present

6. Unfinished Business

- a. **Scholarship Fund** - Question was posed where we stand on the scholarship fund. Shannon is the chair of that committee. She is working with the counselors at her school to understand possible selection criteria. She will be getting with the committee and report back by Dec 1, 2012. Goal is to have it set up so we can award the scholarship in the Spring of 2013

7. New Business

- a. New Legislation - Tabled until next meeting
- b. TAGS committee member - Tabled until next meeting
- c. All Star committee member - Tabled until next meeting
- d. Budget - Tabled until next meeting

8. Resolutions and orders - Tabled until next meeting

9. Adjournment

Motion to adjourn meeting. Seconded.

Vote - Motion passes.

Meeting adjourned at 4:58pm

Appendix A -

North Texas Swimming, Inc.
Statement of Activities
January - August, 2011

	Total
Income	
Meet Surcharges	41,017.06
Rents - Equipment	3,825.00
Sanction Fees	625.00
Swim Camps & Clinics	692.00
TNT - All Star Meet	17.00
TNT - Zones team	15,360.00
USA Registration Fees	<u>12,585.12</u>
Total Income	\$74,121.18
Gross Profit	\$74,121.18
Expenses	
Bank Charges	93.24
Contract Labor	150.00
Convention - USAS	2,088.90
Insurance	904.00
Meet Expense - TAGS (deleted)	290.00
Meetings Exp	529.07
Office Expenses	240.91
Officials Expense	667.50
Postage	375.88
Repair & Maintenance	7,306.96
Supplies	1,461.00
Swim Camps Exp	463.27
Taxes & Licenses	45.55
Telephone & Internet	1,064.71
TNT Zones Team Exp	35,008.60
Training & Supplies	288.27
Travel - Athlete Reimbursmt	14,055.35
Travel - LSC Officers	1,472.00
Website	<u>500.00</u>
Total Expenses	\$67,005.21
Net Operating Income	\$7,115.97
Other Income	
Interest Income	33.76
Total Other Income	\$33.76
Net Other Income	\$33.76
Net Income	\$7,149.73

Appendix B - TPC Meet Bidding Original Proposals

Open Meets:

- 1) Decided to remove the word Open on the calendar and leave the weekends blank.
- 2) Open Meets were discussed and explained. Open Meets must follow guidelines and parameters set by TP.
- 3) If you bid an Open Meet at the Bid Meeting, then the meet can be added to the calendar. If you do not turn in your Open Meet bid at that time, then your Open Meet must be approved 1st through TP, then by Lisa at least 60 days prior to the meet date.
- 4) No more than 3 Open Meets can be held per weekend, unless it is a mini dual meet and gets approval from TP.
- 5) Open Meets must follow all guidelines for number of swimmers per type of venue. If host team would like to host more swimmers than allowed, then they must get TP approval and explain how they can handle the extra numbers in a safe manner.
- 6) TP Committee voted to approve the calendar as it is now effective Sept 1.
- 7) TP committee recommends the list of events be used for all TPC meets. Order of events at regular meets can be determined by host, order of events must be followed as recommended by TP for Champs meets. Teams wanting to omit any events must get approval through TP.
- 8) TP committee voted to do away with Bonus swims, we are back to the original way of 3 or more A/ or BB times and you can swim any event. The athlete must be entered in all three events, or prove time
- 9) TP committee voted to change Novice meets back to 8 & under especially with all of the new swimmers for the coming year.
- 10) There will still be a B/C Champs meet in July. The July A and BB meets will be a combined A/BB invite with 2 divisions.
- 11) TP committee decided to have a summer North Texas Championship Meet held in 2 locations (based on BB divisions), must have BB time or better to enter event, timed finals, virtual meet scored as 1 meet. Team awards will be similar to TAGS with Team Flags awarded. The teams will be divided into small teams of 200 or less and larger teams of 201 or more to determine scoring.
- 12) It was recommended that NT raise rates per event from \$3.25 to \$5.50 across board each. Apparently we have the lowest fee per event. This would put us in line with other LSC's. This is still in discussion, no decision was made

The bids for the 2013 calendar year are due on Wednesday, October 10th at 8:00pm. The bid meeting will be held on Sunday, October 28th at 2:00pm at Southlake Pool's new classroom.

Appendix C - TPC Meet Bidding Pulled Proposal List for further discussion

- 3) If you bid an Open Meet at the Bid Meeting, then the meet can be added to the calendar. If you do not turn in your Open Meet bid at that time, then your Open Meet must be approved 1st through TP, then by Lisa at least 60 days prior to the meet date.
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Appendix D - TPC Meet Bidding Updated Proposal List - Approved by vote

- 1) Decided to remove the word Open on the calendar and leave the weekends blank.
- 2) Open Meets were discussed and explained. Open Meets must follow guidelines and parameters set by TP.
- 6) TP Committee voted to approve the calendar as it is now effective Sept 1.
- 9) TP committee voted to change Novice meets back to 8 & under especially with all of the new swimmers for the coming year.
- 10) There will still be a B/C Champs meet in July. The July A and BB meets will be a combined A/BB invite with 2 divisions.

Appendix E - TPC Meet Bidding Final Proposal List - Approved by vote

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Appendix F and G Attached

September 23, 2012
North Texas Swimming
Audit Committee Report
Period: January 1, 2011 – December 31, 2011

Summary

On September 19, 2012, the North Texas Swimming Audit Committee performed an audit of the North Texas Swimming financial records for the year January 1, 2011 through December 31, 2011, and found no significant issues to report.

Audit Process

The NT LSC Audit Committee members in attendance during the audit included:

Steve Plamondon	Finance Chair
Liz Kershaw	Admin Vice-Chair
Maggie Shook	Senior Coach Rep

The following process was followed for the audit:

1. **Accounting Accuracy:** We determined that the financial transactions in the bank statements and credit card statements appeared to be recorded in Quickbooks correctly by confirming the Quickbook monthly account reconciliation beginning and ending balances and the monthly Bank and Credit Card statement beginning and ending balances were equivalent.
2. **Revenues Audit:** We confirmed that the expected revenues for budgeted items were included in the financial records, and that the amounts were consistent with what was budgeted by each line item. The major sources of income included: Equipment Rental Fees, Meet Surcharges and Sanction Fees, USA Swimming Registrations and All-Star/Zones Athlete Income.
3. **Expenditures Audit:** We confirmed that all of the expenditures that were recorded in Quickbooks related to budgeted items, that the expenses incurred were in-line with expectations for each budgeted item, and that the expenditures appeared to be issued to appropriate recipients.

Committee Recommendations

The manner and organization in which the NT LSC financial records were made available to the audit committee (i.e. Quickbooks Online and file folders for each budget category) were extremely helpful in making the audit process run smoothly. We recommend a continuation of the manner in which records are being kept without exception.

Questions and Answers between the Audit Committee and the NT LSC Treasurer

Question: We noticed inconsistencies with how teams were submitting their meet financial reports. Some of the teams included their sanction fees with their financial report, and others did not. Please explain the reason for the difference.

Answer: Some teams prefer to pay their sanction fee separate from their financial report. Each team has discretion on how they pay the sanction fee, and the system accounts for both processes. Our current process seems to be working fine. I do not see a need to change the process at this time.

Question: Is there anything you know that is outstanding from 2011 (i.e. income or expenses)?

Answer: No, none.


Question: Do you have any recommendations for NT LSC accounting improvements?

Answer: We need to do a better job of creating line item budgets for the major expenditures, such as AllStars and Zones. I need to know in advance what payments to expect before invoices are submitted for vendor payment. For AllStars and Zones, the person responsible should submit a list of selected vendors and expected payments in advance to the NT LSC President, Finance Chair and Treasurer.

Respectfully Submitted:


Steve Plamondon
NT LSC Finance Chair


Liz Kershaw
NT LSC Admin Vice-Chair


Maggie Shook
NT LSC Senior Coach Rep

NORTH TEXAS SWIMMING - 2013 PROPOSED BUDGET

	2012 (Jan-Dec) Approved Budget	2012 (Jan-Aug) Actual to Date	2013 (Jan-Dec) Proposed Budget	Comments / Basis for 2013 Budget
REVENUES				
1 All-Star Meet	0.00	0.00	0.00	30 swimmers @ \$150/athlete net cost to LSC - budgeted as expense only
2 Chargebacks	0.00	0.00	0.00	
3 Donations	0.00	0.00	0.00	
4 Equipment Rental Income	4,000.00	5,940.00	6,000.00	Using two year trend as basis
5 Fines	0.00	0.00	0.00	
6 Forms	0.00	0.00	0.00	
7 Interest	0.00	40.88	0.00	
8 Meet Surcharges (Splash Fees)	60,000.00	40,548.50	62,000.00	Using multi-year trend as basis
9 Miscellaneous Income	0.00	712.85	0.00	
10 Recognition Banquet	0.00	0.00	0.00	
11 Sanction Fees	1,200.00	1,023.05	1,200.00	Using multi-year trend as basis
12 Swim Camp	1,000.00	0.00	1,000.00	Using multi-year trend as basis - budget as \$0 net income to expense
13 Swimposium	0.00	0.00	0.00	
14 TAGS	0.00	0.00	0.00	
15 USA Registrations	87,000.00	16,051.00	87,000.00	Estimating 5800 @ \$15 per registration
16 Zones - Athletes Income	12,420.00	11,530.00	12,420.00	Estimating 54 athletes @ \$230.00 per athlete (July/August)
17 Zones - Meet Hosting Income	17,000.00	39,788.00	0.00	Will not be hosting zones in 2013 (\$39,788-\$25,112.65=\$14,685.35 Net Income in 2012)
TOTAL REVENUES	182,620.00	115,612.28	169,620.00	
EXPENDITURES				
18 Bank Charge	100.00	-20.00	100.00	Using multi-year trend as basis
19 Coaches Clinics	0.00	0.00	0.00	
20 Coaches Rep - Awards	200.00	0.00	200.00	Using multi-year trend as basis
21 Contract Labor	23,000.00	0.00	23,000.00	Using multi-year trend as basis
22 Convention - TSA	1,500.00	292.40	1,500.00	\$500 / trip x 3 trips
23 Convention - USAS	5,000.00	3,241.82	12,000.00	\$1000 / trip x 12 trips (Anaheim)
24 Dues & Subscriptions	0.00	50.00	0.00	
25 Donations to Charity	0.00	0.00	0.00	
26 Elite Camp	0.00	0.00	0.00	
27 Equipment - Depreciation	0.00	0.00	0.00	
28 Equipment - Insurance	1,000.00	932.00	1,000.00	Using multi-year trend as basis
29 Equipment Expense	19,330.00	0.00	21,178.00	\$14,000 for scoreboard trailer (carry-over - pending approval), \$3471 for blue tooth stopwatches (pending approval), \$3,705 for replacement touchpads (pending approval)
30 Equipment Expense - General	0.00	0.00	0.00	
31 Equipment Maintenance	4,000.00	882.79	4,000.00	Using multi-year trend as basis
32 Forms Expense	0.00	0.00	0.00	
33 Hy-Tec Software	0.00	0.00	0.00	
34 Interest Expense	0.00	40.88	0.00	
35 Legal & Professional	0.00	0.00	0.00	
36 Meals and Entertainment	0.00	0.00	0.00	
37 Meet Expense - All Star Meet	4,500.00	0.00	4,500.00	30 swimmers @ \$150/athlete net cost to LSC
38 Meet Expense - TAGS Expenses	0.00	0.00	0.00	
39 Meet Expense - Zones Athletes	32,022.00	21,655.18	32,022.00	54 athletes @ \$363.00/athlete net cost to LSC in addition to \$230 of income
40 Meet Expense - Zone Hosting	5,000.00	25,112.85	0.00	Will not be hosting zones in 2013 (\$39,788-\$25,112.65=\$14,685.35 Net Income in 2012)
41 Meetings Exp	2,000.00	276.95	2,000.00	Using multi-year trend as basis
42 Membership	0.00	0.00	0.00	
43 Miscellaneous Exp	0.00	484.99	0.00	
44 National - Seniors	0.00	0.00	0.00	
45 National - Juniors	0.00	0.00	0.00	
46 National Convention	0.00	0.00	0.00	
47 Non-Athlete Family1	0.00	0.00	0.00	
48 Non-Athlete Family2	0.00	0.00	0.00	
49 Office Expense	500.00	488.24	800.00	Using multi-year trend as basis
50 Officials Expense (Badges, Recert, etc.)	600.00	152.00	1,500.00	Using multi-year trend as basis. Includes budget for recert clinic / meeting.
51 Other program expense (adjustment)	0.00	0.00	0.00	
52 Permits and Licenses	0.00	0.00	0.00	
53 Postage	400.00	388.25	600.00	Using multi-year trend as basis
54 Recognition Banquet	0.00	0.00	0.00	

NORTH TEXAS SWIMMING - 2013 PROPOSED BUDGET

	2012 (Jan-Dec) Approved Budget	2012 (Jan-Aug) Actual to Date	2013 (Jan-Dec) Proposed Budget	Comments / Basis for 2013 Budget
55 Rent - Equipment	0.00	0.00	0.00	
56 Southern Zone Membership	0.00	0.00	0.00	
57 Swim Camps Exp	1,000.00	0.00	1,000.00	Using multi-year trend as basis - budget as \$0 net income to expense
58 Swimposium	0.00	0.00	0.00	
59 Taxes & Licenses	0.00	377.13	0.00	
60 Telephone	1,500.00	0.00	1,500.00	Using multi-year trend as basis (did not use conf call number this year)
61 Training & Supplies	3,500.00	810.17	3,500.00	Using multi-year trend as basis
62 Travel - Athlete Reimbursement	60,000.00	27,185.18	60,000.00	Using multi-year trend as basis
63 Travel - LSC Officers	1,800.00	1,073.90	1,500.00	Using multi-year trend as basis
64 USA Registration - Athlete	0.00	0.00	0.00	
65 USA Registration - Club	0.00	0.00	0.00	
66 USA Registration - Non-Athlete	0.00	0.00	0.00	
67 USA Registration - Outreach	0.00	0.00	0.00	
68 USA Registration - Seasonal	0.00	0.00	0.00	
69 USA Registration - Sports Med	0.00	0.00	0.00	
70 USA Swimming Registration	0.00	0.00	0.00	
71 Website Expense	1,700.00	250.00	1,700.00	Going to TeamUnity @ \$100/mo + \$500 Startup
72 Olympic Trials	0.00	0.00	0.00	
TOTAL EXPENDITURES	168,352.00	83,652.63	163,598.00	
CHANGE IN FUND BALANCE	24,288.00	31,959.75	6,022.00	