Call to Order: The meeting was called to order at 12:13 p.m. by Admin. Vice-Chair, Bill Stoddard in the absence of Gen. Chair, Doug Ladenburger. V-Chair, Stoddard asked Secretary Bouwens to serve as Parliamentarian for the meeting; and asked delegates to limit their discussion in debate to 5 minutes or less.

1. Roll Call and Seating of Delegates: Secretary, Norm Bouwens
The following voting members were present:

**Board of Directors:** (10)
- Bill Stoddard – SEAL, Admin. Vice-Chair
- Zach Devine – RCR, Senior Vice-Chair
- Dave Honner – SFX, Finance Vice-Chair
- Norm Bouwens – SEAL, Secretary
- Treasurer – ASC, Sara Hogg
- Alex McLain – PST, Athlete Rep.
- Deb Finnesand – AA, Safety Coordinator
- Todd Campbell – ASC, Technical Planning Chair

**Club Delegates:** (11)
- Tina Andrew – AA, Aberdeen Aquaholics
- Elyce Kastigar – ASC Aberdeen Swim Club
- Trisha Burke – CST Chamberlain
- John Tridle – DL76 Deadwood
- Troy Rommen – GOLD Spearfish
- Rita Baszler – HPRW Huron
- Tehra Scott – MAC Mitchell
- Kay McLain – PST Pierre
- Chad Thomsen – SFX Sioux Falls Snowfox
- Donn Bierschbach – WASC Watertown
- Jim Kensley – YST Yankton

**At-Large Athlete Delegates:** (4)
- Andrea Budahl – MAC Mitchell
- Raeann Schlenker – PST Pierre
- Dane Washenburger – SFX Sioux Falls
- Jacob Bierschbach – WASC Watertown

Total Voting Delegates Present = 25

The following non-voters were also present: (6)
- Sherry Miller – SFX, Membership/Registration Coordinator
- Denise Hibbard – SFX, Sanctions Coordinator - Appointed
- Chuck Baechler – MAC, Nominating Committee
- Paula Gordon – SFX, Nominating Committee
- Edie Mueller – SFX, Officials Committee & Board of Review
- Alan Miller – MAC Club Member
2. Reading, Correction and Adoption of Previous Minutes:
   A. Moved (Campbell), Seconded (Honner) to approve the Spring HOD Meeting Minutes of 4-19-09 as printed. Approved. (Attachment #2.A.)
   B. Moved (DeVine), Seconded (Rommen) to approve the Minutes of Board of Directors Meeting of 8-23-09 as printed. Approved. (Attachment #2.B.)

3. Approval of Agenda
   A. Moved (Tridle), Seconded (Honner) to add the following items to the Agenda:
      (1) Report e-mailed from Age-Group Chair, Kent Huckins (#4.D.)
      (2) Amendment to SD Warm-Up Procedures - Tech Planning Report (#4.K.3.)
      (3) Amendment to Rule 2 - Sanction Fees - Treasurer’s Report #(3)
           (see handout)
   B. Agenda approved as amended.

4. Reports of Officers
   A. General Chair Report – Doug Ladenburger (Attachment #4.A.)
      (1) V-Chair, Stoddard summarized the Gen. Chair’s report
      (2) Item #5 in the report re: the location of Seasonal Champ. Meets was referred to the Seasonal Teams Rep., Paige Canterbury for discussion with and recommendations from the Seasonal Teams.
      (3) Moved (Bouwens), Seconded (Kensley) to accept the report. Approved
   B. Administrative Division: Vice-Chair – Bill Stoddard:
      Proposed amendment to SD Policies & Procedures – RULE 10 B/C Championship Meets (Attachment #4.B.)
      R.1 (10.1) Clarifies sponsorship and financial arrangements Moved (Campbell), Second (Honner). Approved.
      R.2 (10.6) Order of Events will be the same as at the State Championship Meets Moved (Campbell), Second (Thomsen). Approved.
      R.3 (10.8) 7 Individual Events limit rather than 9 due to inclusion of relays and anticipated growth of this meet.
Moved (Bouwens), Second (Tridle). Approved.

R.4  (10.12) Provision for a reasonable Facility Fee swimmer surcharge.  We currently have no guidelines. USAS rules say LSCs set fees.
        Moved (Baechler), Second (Tridle)
        Amended (Honner), Second (Campbell) to base Individual event fees on the average Individual event splash fee charged at SD meets leading up to the B/C Championship meet (excluding the highest and lowest fees) rounded to the nearest dollar or half-dollar.
        Approved as amended.

R.5  (10.11) Change entry method and deadline to: Entries must be submitted by e-mail by 6 p.m. on the Monday prior to the meet. Strike: “and must be postmarked 10 days prior to the meet.”
        Moved (Bouwens), Second (Campbell). Approved.

R.6  (10.13 & 10.14) Scoring, Team Points and Percentage trophy award as at St. Championship meets.
        Moved, (Thomsen), Second (K. McLain)  Approved.

R. 7  (10.14(3) Relays will be included in events. Awards will be Rosettes for 1st-3rd place; ribbons for 4th -8th place.
        Moved (Hogg), Second. Approved.

R.8  (10.14(4) If there are no SDQ Times in an event, the 1st place swimmer receives a Pass to the State Champ. Meet for that event. This will eliminate the need for some Time Trials.
        Moved (Thomsen), Second (Canterbury))
        Amended (Honner), Second (Thomsen) to award a Pass to 1st & 2nd Place.
        Approved as amended.

R.9  (10.16(1) Beginning in 2010, have only one B/C Championship meet rather than East and West river meets each season. Include Rapid City in the rotation for Long Course Meets.
        Moved (Baechler), Second (Bouwens). Approved.

R.10 (10.16(2) Hold the Short Course B/C Championship meet in Pierre, SD annually. This is the most central and fair location for all Clubs in the event of bad winter weather driving conditions. Some consideration
/compensation may be in order if Watertown is unable to ever be included in the Championship Meet rotation.

Moved (Thomsen), Second (Rommen) Moved to Table (Devine), Second (Finnesand) the question of the location of future B/C Meets until the discussion of State Championship Meets (6.A. on Agenda). Approved.

C. Senior Division: Vice-Chair – Zach Devine
(1) Coach Zach yielded the floor to Chuck Baechler who was the 2009 Zone Meet Head Coach for his report. (Attachment #4.C. 1)
(2) Future Zone Meets will be split by age group and Sr. swimmers will be entered individually rather than as Team SD. Chuck and other coaches support maintaining the Team approach for SD.
(3) Moved (Tridle), Second (Baechler) to table the Zone Meet questions until the next meeting. Approved.

D. Age Group Division: Vice-Chair – Kent Huckins
Kent was our Delegate at the USA Swimming Convention and unable to be present but e-mailed the attached report. (Attachment #4.D.)

E. Finance Division: Vice-Chair – Dave Honner
(1) A Review of SDSI financial records was conducted at the LC Championship Meet in Aberdeen. Dave thanked those who participated.
(2) An annual Audit/Review will be conducted at the Feb, 2010 meet in Pierre.

F. Treasurer’s Report – Sara Hogg (Handout at Meeting)
(1) Financial reports and the proposed budget were summarized by Treas. Hogg.
(2) Moved (Campbell), Second (Tridle) to approve the budget. Approved.
(3) Moved (Honner), Seconded (Bouwens), to add the proposed “Athlete Travel Reimbursement Request Form” to SD Policies & Procedures as EXHIBIT #12. Approved. (Attachment #4.F.2)
(4) Moved (Hogg), Seconded, Approved: to amend Policy RULE 2 on Sanctions by adding to section 2.2(3) Sanction Fee as follows

(c) There will be no additional charge for obtaining a separate time trial sanction
for B/C Championship Meets and Championship Meets.

d) The $25 sanction fee for State Run Championship Meets is the responsibility of the LSC and will be recorded internally on the books and records of the LSC. No separate check is required to be sent to the Sanctions Coordinator with the sanction application.

G. Secretary – Norm Bouwens

(1) Urged Officeholders to check & correct their ph. numbers and e-mail address on the SDSI Officeholders Contact list.

(2) Urged Delegates and other Club reps. to provide correct e-mail address to be posted on the SD Swimming website.

(3) Awards announced at State Championship Meet:

a. SDSI $500 College Scholarships were awarded to Jim McLain (PST) and Max Pruner (SFX).


c. The Ernie Gunderson Award was not given since there were no nominees.

d. Spirit Award: Aberdeen Swim Club

(4) Athlete Representatives Elected:

a. Board of Directors – Alex McLain (PST)

b. At-Large House of Delegates

- Raeann Schlenker (PST)
- Andrea Budahl (MAC)
- Dane Washenberger (SFX)
- Jacob Bierschbach (WASC)
- Sam Dunkle (BSC)

(5) Amendments to SD Policies & Procedures:

a. Moved (Bouwens), Second (Kastigar) to Update/Amend RULE 1 to reflect the $1.00 increase in USA Swimming’s registration fees for 2010. Approved.

b. Moved (Bouwens), Second, (Honner) to amend EXHIBIT 10 Seasonal Clubs Championship Meet Invitation to make it consistent with EXHIBIT 4 - Meet Invitation Template by adding the following sections: Approved

Course: The competition course has / has not been certified in accordance with 104.2.2C(4).
The copy of such certification is on file with USA Swimming.

Swimwear Restrictions:
Swimwear at worn at SD meets must conform to SD Policy Rules and USA Swimming Rules & Regulations (Art. 102.9.1 and subsequent revisions thereof), its interpretation and provision for exemptions based on a swimmer’s religious beliefs or medical condition.

H. Coaches Division: Chair - Wendy Ahrendsen (No Report)
   (1) V-C Stoddard recommended a 9-30-09 deadline for submitting All Star meet Coaching applications

I. Athletes Division: BOD Athlete Representatives – Zach Johnson, Emily Campbell, Alex McLain (Oral Report)

J. Seasonal Members Representative – Paige Canterbury
   (1) Representatives from the Summer Teams will be meeting at the last meet of their season. Paige will bring input to the next LSC HOD meeting.

K. Technical Planning Chair – Todd Campbell (Attachment #4.K.)
   (1) Moved (Thomsen), Seconded (Finnesand) to approve the 2009-2010 SC Meet Schedule and the updates/additions to the tentative 2010 LC & 2010-2011 SC schedules. Approved as amended below.
   (2) Moved to amend (Kay McLain), Second (Alex McLain), to hold the Feb. 26-28, 2010 B/C Championship Meet in Pierre, with Watertown as the alternate location. Approved.

L. Safety Coordinator – Deb Finnesand
   (1) Emphasized USAS requirements for teaching racing starts and Certification of Athletes to do racing starts
   (2) Emphasized USAS rules requiring certified Coaches to do instruction; clarified requirements for dry-land instructors.
   (3) Urged using and submitting injury reports.

5. Reports of Committees and Coordinators:

A. Membership/Registration Coordinator – Sherry Miller
   (1) Current SD Swimming Membership statistics
      a. There was a big increase in Athlete Members in 2009 bringing the total to 1,526.
      b. Coaches are urged to distribute the USA Swimming membership cards to their athletes. Athletes may be
(2) 2010 Membership Registration fees will be:
- Non-Athlete & Year-Round Athlete = $51
- Seasonal Athlete = $31
- Family Membership = $95
- Lifetime Membership = $1005
- Year Round Club = $90
- Seasonal Club = $70

2010 Registration forms will be posted on the SDSI website.

B. Officials Committee Chair – Troy Rommen
   (1) A USA Swimming “Swimposium” is being planned for spring 2010 possibly in Pierre.
   (2) One Officials’ representative will be attending the USAS-sponsored Officials Clinic in San Antonio, TX.

C. Board of Review Committee Chair – Dave Mortimer (No Report)

D. Records/Top 16 Coordinator – Tina Andrew will send/post an updated Records and Top 16 times Report.

E. Nominating Committee – Paula Gordon, Chair
   (1) Paula presented the following names of nominees for election/re-election to the Board of Review: Rick Gordon, Jon Arneson, Jay Beagle, Todd Campbell, Troy Rommen.

F. Sanctions Coordinator – Denise Hibbard (Attachment #5.F.)
   (1) Moved (Bierscbach), Seconded, to amend the Deadline section (of RULE 2 on Sanctions) by adding:
      (c) A $100.00 fine will be imposed if the sanction application and fee is not received 30 days prior to the meet.

6. Unfinished Business:
   A. Revision of SD State Championship Meets - Special Committee Report, Todd Campbell, Chair
      (1) Proposed Order of Events for State Meets was reviewed.
         (Attachment #6.A(1)
            a. Moved (Kastigar), Second (Baechler) to amend by adding 5-Minute breaks after each event. Approved
      (2) Proposed Requirements/Policies for State Championship Meets
Changes from those adopted 4-19-09 are underlined and in red. These will be formatted for inclusion in SD Policy RULE 9 and EXHIBIT 13 (Attachment #6.A.2)

(3) Proposed State Championship Meet Invite Template was reviewed. This will be edited to become Policy EXHIBIT 14 and the basis for a B/C Championship Invite Template. (Attachment #6.A.3)

(4) Moved, Seconded, to approve the 3 proposed documents as amended/corrected. Approved.

(5) Moved (Campbell), Second (Baechler), to make Aberdeen the permanent location for the Long Course Championship Meet; and to remove Aberdeen from the rotation for the Short Course Champ. Meet.
   a. Moved (Bouwens), Second (Tridle), to Table the question of locations for future B/C and Championship Meets until the next meeting. Approved.

7. Election – Board of Review (Terms are 2 years – No Term Limit)
   A. Moved (Rommen), Second (Hogg) to elect/re-elect the nominees and those nominated from the floor. Approved.
      (1) Elected:
         Rick Gordon (New) From Floor: Kay McLain (PST)
         Jon Arneson (2nd) Jon Sommervold (SFX)
         Jay Beagle (2nd term) Athletes: Andrea Budahl (MAC)
         Todd Campbell (2nd term) Sam Dunkle (BSC)
         Troy Rommen (2nd term) Ryan Hibbard (SFX)
      (2) Current BOR members whose terms expire fall of 2010: Amy Dunkle (BSC), Edie Mueller (SFX), Haley Gordon (SFX - Athlete)

8. New Business:
   A. Chuck Baechler presented information on the Native American Championship meet (Attachment #8.A) The HOD took no action.

9. Moved (Campbell), Second (Tridle), to have the spring 2010 LSC House of Delegates Meeting on Saturday, April 17. Approved

10. The meeting was adjourned by Vice-Chair, Stoddard at 5:35 p.m.
- Norm Bouwens, Secretary
Roll Call: The Board of Directors of SD Swimming Inc., met via conference call on January 24, 2010. The following Board members were participating:
- General Chair – Doug Ladenburger
- Administrative Vice-Chair – Bill Stoddard
- Secretary – Norm Bouwens
- Treasurer – Sara Hogg
- Coaches Representative – Wendy Ahrendsen
- Athlete Representative – Emily Campbell
- Technical Planning Chair – Todd Campbell

Call to Order: A quorum was declared present. General Chair, Doug Ladenburger called the meeting to order at 5:35 p.m.

1. Violation of USAS Rules & Regulations:
   A. One or more SD clubs may be in violation of the USAS rule requiring certified coaches to conduct swim practices.
   B. Todd Campbell has received a response from USA Swimming which clarifies the rule requirements. He will send this to the Chair and Secretary for inclusion on the agenda at the spring HOD meeting.

2. SD LSC Positions:
   A. Officers and Committee Chairs to be elected at the Spring HOD meeting:
      All would be eligible for re-election. The Chair urged members to submit names of potential nominees to the Nominating Committee.
      1) General Chair (Doug Ladenburger)
      2) Age Group Vice-Chair (Kent Huckins)
      3) Officials Committee Chair (Troy Romen)
      4) Secretary (Norm Bouwens)
      5) Senior Vice-Chair (vacant since Zach Devine left SD)
      6) Top 16/Records Coordinator (Tina Andrew)
      7) Sanctions Coordinator - Appointed
         (Denise Hibbard desires not to be re-appointed).

   A. "The Senior Vice-Chair serves as a liaison to the Athlete Representatives." (607.7.5)
   B. Since this position is vacant, the Chair will seek to inform Athlete Reps.
      Administrative Vice-Chair, Stoddard agreed to assist.

4. Central Zone Meet(s): How do we want to address Coach Selection in light of split meet format?
2010 Central Zone Meets
There will be two 14 and Under meets and one Senior meet (15 & Over) in August 2010. The 14 and Under meets will be entered by LSC. The Senior meet will be a club-entered meet.

14 & U: Lincoln, NE Pool August 6-8, 2010; Open Water August 9, 2010
14 & U: Pleasant Prairie, WI August 6-8, 2010
Senior: Bismarck, ND August 5-8, 2010

A. Bill Stoddard recommended sending 2 LSC Coaches to each meet, and to consider a 3rd for the 14 & U Meet in Lincoln if the number of swimmers warrants.

5. Board of Review: Members need to elect a Chair.
   A. Gen. Chair, Doug will facilitate this requirement and asked for contact information for newly elected BOR members.

6. ND LSC General Chair, Jay Nimens asked about SD LSC interest in the following:
   A. Forming an association with the ND LSC. Doing so would allow our two organizations to combine athletes in regional events. Mentioned that other LSC’s have done this to include Montana for a single team for the state.
   1) Todd Campbell expressed interest in attending a ND LSC meeting to learn more on this
   B. Re-establishing an All Star meet for ND, SD, MT, WY and CO
   1) Discussion pointed out that such an All Star Meet would require keep our swimmers in training for an additional month after the SD State Championship Meet.
   C. Attracting teams from Western MN to the ND (and SD) LSC’s
      1) The topic was discussed and some expressed their support, but no action was taken.

7. Central Zone General Chairs Meeting (1-6-10): (See attachments)
   A. Chairman Ladenburger summarized the attached.
   B. The Central Zone mandates will require financial planning and additional funding.

8. LEAP (LSC Evaluation and Achievement Program): (See attached)
   A. All LSC’s will be required to complete this program. SD must have this completed by 4-30-12 but can complete it earlier. Others who have done so are willing to provide help upon request.
   B. Note: The USAS motion establishing the LEAP program (September 2009) states in part:

   “An LSC that fails to submit or has uncorrected deficiencies shall be referred to the Board of directors and shall be subject to the same penalty structure as financial non-compliance.”

9. Conoco-Phillips Outstanding Service Award
   A. Coach Rep., Wendy Ahrendsen will distribute information on this award to the LSC/HOD.
10. Revised B/C Championship and State Championship Meet Invite Templates
   A. The Meet Templates were reviewed and amended as follows:
      1) Eliminate the provision for Deck Registration from the B/C Template.
      2) Delete “Errors and omissions may be corrected at the discretion of the meet
         referee.” and add it to the section SEED COMMITTEE (i.e. Meet Referee, Meet
         Director & a Coach).
      3) Delete the “count up” requirement and make the Championship Inivte section
         on TIMING mirror that of the B/C Invite.
   B. It was moved (Sara Hogg) and seconded (Wendy Ahrendsen) to approve the
      State Championship Meet Invite and the Templates as amended. (See Attached).
   C. Todd Campbell will send a copy of all three possible orders of events in .doc
      file format.

11. The meeting was adjourned at 6:46 p.m.

- Norm Bouwens, Secretary
2010 Spring HOD Meeting
General Chair Report

1. March 26, 2010 – receive question asking why time trial results can be used to establish a National Record but are not allowed within our bylaws to be used for State Records.

2. March 22, 2010 – request for Central Zone Coach Applications

3. March 17, 2010 – notified that Yankton will be unable to host the 2010 Summer State Championship meet.

4. March 1, 2010 – copied on email from Chuck Baechler to the SDSI coaches detailing the unfortunate event with the Mitchell pool and requesting consideration for Mitchell to host the 2010 Summer State Championship meet. No formal request submitted to the Board of Directors.

5. February 4, 2010 – receive a call from Randy Julian to discuss potential violations to Article 502.4.3 of the 2009 USA Swimming rulebook.

   During this call, Randy also informed me that he will be scheduling a visit to SD beginning on June 8 or 9 for a 12 to 14 day trip. Randy has requested a copy of the summer meet schedule and will travel across the state meeting with as many clubs and attending as many meets as is possible.

6. January 25, 2010 – questions/concerns raised regarding the structure of the Snowfox meet to include the 4-hour rule.

7. January 24, 2010 – SDSI Board of Director’s meeting.


10. January 6, 2010 – Central Zone General Chair meeting.

11. December 20, 2009 – receive request from Elyce Kastigar that Policy 11.3 be modified to its prior format as the “A time” requirement passed at the Spring 2009 HOD meeting was too restrictive and limited the number of eligible athletes for this meet. This request was approved by the BOD.
12. December 17, 2009 – notified by Deb Finnesand that one or more teams are in violation of USAS rules regarding coach certification. Feedback from Randy Julian that these clubs, the LSC and USAS could be at great risk because of this.

13. December 14, 2009 – receive LEAP completion schedule

14. November 9, 2009 – receive email from Paige Canterbury that the seasonal teams met to discuss the potential of hosting the Seasonal Championship at an alternative location and voted unanimously to hold this meet in Huron for at least the next three years.

15. November 6, 2009 – receive notice from Zach Devine that he and his family will be moving to Lawrence. As of April, 2010 I have not received the names of any individuals willing to fill this position.

16. October 19, 2009 – All Star Coach selection is communicated to the HOD.

17. October 12, 2009 – SDSI legal issue is finally resolved and closed.

18. September 20, 2009 – receive feedback from several parents that the Athlete Representatives have not been adequately prepared, engaged or recognized during the HOD meeting. This topic was discussed by the BOD and it was decided that the Senior Vice Chair would work with the athlete reps to address this issue.
RULE 7
SOUTH DAKOTA LSC RECORDS

7.1 Age Groups – Records shall be kept for recognized list of events according to USA Swimming Article 102.1.2 for each of the following age groups: 8 & Under, 10 & Under, 11-12, 13-14, 15-16, 17-18. SD LSC Age Group Records shall be kept in accordance with USA Swimming Article 104.

7.2 Types

(1) Overall records shall be kept for long-course meters, short-course meters and short-course yards. The records shall be the fastest times swum by an athlete member of South Dakota Swimming, Inc. within or without the South Dakota Swimming, Inc.’s territory in a sanctioned or approved competition.

(1) State meet records shall be kept for long-course meters, short-course meters and short-course yards. The records shall be the fastest times swum by an athlete member of South Dakota Swimming, Inc. at the South Dakota Swimming, Inc.’s Long-Course and Short-Course Championships.

7.3 Timing Systems – Any overall records or state meet records established must have been timed according to 102.16.

7.3 Timing Systems – Except as hereinafter provided, any overall or state meet state meet records established after 1993 must have been timed by an automatic timing system, or a semi-automatic system if the automatic system fails. Records for 8 & Unders in 25-yard races may be set using a manual system consisting of three (3) watches.

7.4 Record submission – Records are updated and uploaded to SD Swimming on a weekly basis. In the event that an achieved record or top 16 time is not reflected accurately within 30 days of achieved swim, coach needs to contact Records/Top 16 Chair in order to investigate and correct records accordingly.

7.4 Record submission – Record applications should be submitted to the Records/OVC Chairman on a form prescribed by the Chairman within 30 days of receipt of the official results including the claimed record. It is the responsibility of the athlete or the athlete’s representative to submit applications of overall state records. It is the responsibility of the meet director of the Long-Course and Short-Course Championship Meets to submit applications of state meet records.
8.1 The Meet Marshall and Meet Referee (or their special designees) [per 202.2.9] shall monitor and enforce warm-up procedures.

8.2 No team or unattached swimmer may warm-up unless supervised by a USA Swimming member-coach. Coaches and supervisors shall remain at the starting end of the pool and shall maintain verbal and visual contact with their swimmers throughout warm-ups.

8.3 Warm-ups shall be divided into a general warm-up period and a specific warm-up period. At the LSC Long Course and Short Course Championship Meets, the latter period may include a period for relay take-off practice.

8.4 Every reasonable effort shall be made to equalize the number of swimmers per lane during warm-ups. Meet planners will strive for a limit of no more than 20 swimmers per lane for Short Course meets and no more than 25 swimmers per lane for Long Course meets.

8.5 **General Warm-ups:**
   1. There will be no diving. Any swimmer who dives in during general warm ups will be scratched automatically from his/her first individual event of the session.
   2. All lanes shall be used only for circle swimming. There shall be no sprint work or pace work.
   3. General warm-ups should last a minimum of 30 minutes, unless the Meet Referee determines that a shorter period is necessary due to time and/or space constraints. (Bouwens proposal)

8.6 **Specific Warm-ups:**
   1. There will be no diving in the two outside lanes. Again, any swimmer who dives in one of the outside lanes during specifics will be scratched from his/her first individual event of the session. The outside lanes shall be used for circle swimming or for pace work.
   2. Diving and backstroke starts will be allowed from the starting end of the all lanes except the outside lanes of the pool. In the case of backstroke starts, no swimmer shall be on the starting block until the backstroker has completed his/her start. Swimmers in the inside lanes shall complete one length and walk back to the starting end.
   3. Specific warm-ups shall last a minimum of 15 minutes, unless the Meet Referee determines that a shorter period is necessary due to time and/or space constraints. Relay take-offs – During the LSC Championship Meets, the Referee may permit a 5-minute relay take-off practice period, during which the take-off lanes shall be clearly designated and shall be used for nothing other than relay take-off practice at the starting end of the pool. Coaches shall insure that there are no swimmers in the lane other than those involved in the particular relay take-off practice. (Bouwens proposal)

8.7 **Mid-Meet Warm-ups/Cool-downs:** (Baechler proposal) (R. Miller)
   1. Swimmers must be supervised by a USA Swimming member Coach.
   2. There will be no diving. (R. Miller)
(3) Circle swimming only. (R. Miller)
(4) Coaches will determine which of their swimmers may participate in these sessions, regardless of age group.

EXHIBIT #8: Warm ups - Rev. 9-20-09 (4-17-10)
RULE 2
SANCTIONS

2.1 Meet Planning – (4/17/10)

(1) Meets should be planned to comply with USAS Rules and terminate within a maximum period of 8 hours of competitive events (102.1) or 4 hours for swimmers 12 years and younger (205.3F).
   (a) Exclusions -
       • The 4-hour limit does not apply to championship meets
       • The time limits do not include warm-ups
       • The time limits do not include delays due to equipment breakdown, weather, emergencies, facility problems or other things beyond the control of those running the meet.
   (b) Planning Steps – To comply with Rules 102.1 and 205.3F:
       • Consider using fly-over starts for all events
       • Consider limiting the maximum number of events per swimmer
       • Consider limiting the number of swimmers
       • Consider eliminating some events
       • Consider combining boys and girls events
       • Consider adding a session or day to the meet

(2) Change of Program – SD Meets must comply with USAS Rule 102.8. Once the meet sanctioned and the announcement is distributed changes shall not be made to the order of events, entry provisions or starting times.

(3) Meet Set-Up/Seeding Suggestions for Hy-Tek Meet Manager:
   (a) Enter Events allowing for
       • 30 seconds between heats
       • 20 seconds between heats if fly-over starts are used
       • an additional 15 seconds for backstroke events
       • up to 2 minutes between events which require timers to go to other end of the pool
   (b) Import swimmers’ entries in the order they are received.
   (c) Run a timeline after all entries are in. If the timeline exceeds the 4 or 8 hour limit:
       (d) Delete entries (beginning with the team’s entries received last) until the timeline indicates that the meet would end within the allotted time.

(4) The host club must notify the Coaches of teams, and unattached swimmers attending if their entries were not accepted in order to comply with the USAS Rules (102.1 or 205.3F).

(5) The host club will refund all fees for entries not accepted.
(6) The host club will send a copy of heat sheets showing the timeline to the Sanction Coordinator and Coaches of swimmers attending to verify that the planned meet complies with USAS Rules 102.1 and 205.3F.

(7) The Host club will refund fees for events or swims that were completed if the Meet Referee stopped the meet to comply with the time limit Rules (102.1 or 205.3F).

2.2 General requirements – Sanctions for events within the Territory of South Dakota Swimming, Inc. shall be sanctioned in accordance with USA Swimming Article 202.

2.3 Pre-Meet Requirements -

(1) Officials List
   (a) An applicant for a meet sanction shall submit the complete meet information, warm-up schedules and procedures required under USA Swimming Article 202.2.8 and 202.2.9 and shall also provide a list of the persons expected to serve as meet directors, referee, marshal, starter and head stroke and turn judge.
   (b) An applicant for a time trial not being held in conjunction with a separately sanctioned meet shall submit a list of the persons expected to serve as referee, starter and head stroke and turn judge.

(2) Deadline
   (a) Sanction applications for time trials not being held in conjunction with a separately sanctioned meet must be mailed to South Dakota Swimming, Inc. Sanction Coordinator at least five (5) days prior to the intended date of the time trial.
   (b) Sanction applications and fees for all other events, including time trials being held in conjunction with a separately sanctioned meet, must be mailed to the South Dakota Swimming, Inc. Sanction Coordinator at least 45 days prior to the start of the event. (9/23/06)
   (c) A $100.00 Fine will be imposed if the sanction application and fee is not received 30 days prior to the meet. (9/20/09)
   (d) No meet invitation shall be mailed to invitees until a sanction number has been obtained.

(3) Sanction Fee (9/23/06) (9/20/09)
   (a) All events with entry fees - $25.00
   (b) There will be no additional charge if time trials are held at a meet.
(c) There will be no additional charge for obtaining a separate time trial sanction for B/C Championship Meets and Championship Meets.

(d) The $25 sanction fee for State Run Championship Meets is the responsibility of the LSC and will be recorded internally on the books and records of the LSC. No separate check is required to be sent to the Sanctions Coordinator with the sanction application.

(4) Pre-Meet Reconciliation Report - So that athletes’ USA Swimming membership can be verified, the host team must e-mail a pre-meet reconciliation report to the Membership/Registration Coordinator no later than the Monday before the meet begins. (5/06/07)

2.4 Post-Meet Requirements -

(1) On Deck Registrations - Any on-deck USA Swimming registrations and $10.00 deck registration fees must be mailed by the host team to the Membership/Registration Coordinator immediately after the meet. (5/06/07)

(2) Post-Meet Reconciliation Report – The host team must e-mail the post-meet reconciliation report to the Membership/Registration Coordinator within one week following the meet or a $50.00 fine will be imposed. The team will not be allowed to host another meet until the fine is paid to the LSC. (5/06/07)

(a). False Registration – Per USA Swimming Rule 302.4, SDSI may impose a fine of $100.00 per athlete against a member club submitting a meet entry which indicates a swimmer is registered with USA Swimming when that swimmer or the listed club is not properly registered. (4/26/08)

(b). A host Member Club may also be held responsible for rule infractions per SDSI Bylaw Article 602.2.2. (4/26/08)

(3) Results – The host organization shall submit a copy of results to the Top 16/Records Coordinator within 5 days of the conclusion of the meet.

(4) Head Tax - The host team shall send the SD Head Tax ($3.00 per swimmer) and the Head Tax Report to the LSC Treasurer within 14 days of the conclusion of the meet. (10-13-07)

(5) Swim Meet Financial Summary - USA Swimming Rule 202.2.10 requires all teams to which a sanction has been granted, to send to the LSC Treasurer, within 45 days after the event, a financial statement setting forth all receipts and disbursements in connection with the sanctioned event. In addition, no sanction shall be issued thereafter to a team who has failed to file the LSC this financial statement until such time as the statement is filed. (10-13-07)
Forms – The following attached forms are also found on the “Forms page” of the SDSI website: sdswimming.org. A Meet Sanction Application form is attached as Exhibit #2. A Sanction Checklist is attached as Exhibit #3. A Meet Invitation Template is attached as Exhibit #4. A Head Tax Report form is attached as Exhibit #5. A Swim Meet Financial Summary form is attached as Exhibit #6.
South Dakota Swim Meet Schedule SC 2009-2010 through LC 2011

**LONG COURSE SCHEDULE:** MAY 2010 – AUGUST 2010  (Final: Revised & approved 4-17-10)

(Changes/corrections/additions as of 4-21 are shown in red text).

| May 14 – 16 | Brookings - Indoor “Mile & More” (15) Cancelled |
| May 21 – 23 | Rapid City Cancelled |
| May 28 – 30 | Open |

| June 4 – 5 | Milbank |
| June 11 – 12 | Chamberlain & Watertown (Sat. 12th Only) |
| June 18 – 20 | Aberdeen |
| June 25 – 27 | Huron Invitational/Yankton |

| July 2 – 4 | Rapid City/Mitchell |
| July 9 – 11 | Sioux Falls |
| July 16 – 18 | Brookings, Webster (16-17) |
| July 23 – 24 | B/C Championship Sioux Falls |
| July 30 – Aug 1 | State Championship – Yankton (Mitchell) |

August 6 - 8 | Seasonal Championship – Huron /Zone Meet – Bismarck, ND (for 15 & Over) | Lincoln, NE (for 14 & Under) |

**SHORT COURSE SCHEDULE:** OCTOBER 2010 – MARCH 2011 (Tentative)

| Oct 1 – 3 | Open |
| Oct 8 – 10 | Open |
| Oct 15 – 16 | Sioux Falls Inter-squad (16) |
| Oct 22 – 24 | Watertown (22nd) Rapid City (23rd) |
| Oct 29 – 31 | Aberdeen Intra-squad (30) |

| Nov 5 – 7 | Mitchell Rapid City (5-6) Cancelled |
| Nov 12 – 14 | Pierre (13-14)/Yankton (13-14) |
| Nov 19 – 21 | Spearfish (19) (20th) / Brookings (20-21) |
| Nov 26 – 28 | Open |

| Dec 3 – 5 | Sioux Falls – Watertown (4th) |
| Dec 10 – 12 | Watertown (11) – Sioux Falls (10-12) |
| Dec 17 – 19 | Open |

| Jan 7 – 9, 2011 | Aberdeen (8-9)/Yankton (7-8) |
| Jan 14 – 16 | All-Star Meet |
| Jan 21 – 23 | Rapid City/Sioux Falls |
| Jan 28 – 30 | Watertown (29-30)/Spearfish (29-30) |

| Feb 4 – 6 | Mitchell |
| Feb 11 – 13 | Open Pierre (12-13) |
| Feb 18 – 20 | Yankton |
| Feb 25 – 27 | SD B/C Championship Sioux Falls |
| Mar 4 – 6 | SD State Championship Pierre |
LONG COURSE SCHEDULE: MAY – AUGUST 2011 (Tentative)

May 13 – 15
May 20 – 22
May 28 – 30

June 3 – 5
June 10 – 12
June 17 – 19
June 24 – 26

July 1 – 3
July 8 – 10
July 15 – 17
July 22 – 24
July 29 – 31

Aug 5 – 7
Aug 12 – 14
Aug 19 – 21
Aug 26 – 2

General:
Sioux Falls: Inter-squad (21st)
Milbank (3-4)
Watertown
Aberdeen
Yankton / Huron

Rapid City / Mitchell
Sioux Falls
Brookings
B/C Championship - Brookings
State Championship – Sioux Falls
Seasonal Teams Championship - Huron

Technical Planning Report

The format for the B/C and Championship meets where both very successful this winter. The meet in Pierre was well attended with numerous best times. I want to thank everyone, especially Bill for all the input. After being state ran for 2 seasons, we had a lot better participation from each team filling the timing and other jobs pertaining to a state meet.

I do have one recommendation that concerns the split meet format. We need to combine the 11-12 boys and girls and run them both with the younger group. This will give us a more balanced timeline and we could eliminate the 5 minute break for the younger swimmers. I would like to hear from the older swimmers on the 5 minute break after each event for boys and girls.

The last thing that we need to tackle is the meet rotation for both the B/C and Championship meets. The goal for this should be the fall LSC meeting. At both the state meets this summer, we should have a listening session where we can gather information from swimmers and families. I will do research on how some of the surrounding LSC’s handle there rotation.

The North Dakota LSC has there meeting on May 8 in Jamestown and I plan on attending. I want to get more information on creating an association and the idea of a All-Star meet in Bismarck.

Todd Campbell
Technical Planning
Report on SWIMS Times Module and Sanction Chairs Workshop
Tina Andrew, March 12-14 2010.

Thanks to SD Swimming leadership for allowing me to attend this workshop held in Austin Texas. Below is a detailed report of topics covered and how it applies to us here in South Dakota. It was beneficial for me as Top 16/Records Chair to meet Suzanne Heath, USA Swimming’s National Times Chair, Larry Herr, Performance Database Director, Susan Woessner, National Team Athlete and Coaches Assistance Coordinator, and Isabelle Fraser, NAG Records Chair. Agenda were as follows: Friday afternoon – Registration and welcome reception. Saturday Suzanne Heath started out on:

1. Definition of approved and observed meets

   In order for times from USA Swimming member athletes participating in YMCA competitions to be acceptable for data entry into SWIMS, the following procedures are required:
   
   a. The YMCA club submits Request for Approval to LSC Sanction Chair (who then submits this request to USA Swimming)
   
   b. YMCA Officials Chair confirms USA membership status of observing USA Swimming Officials;
   
   c. Teams entering should ensure that only swimmers who are members of USA Swimming with actual USA Swimming ID numbers and proper names are entered. SWIMS reads age from athlete ID and does not look for age group event names so there are no anticipated issues with any differences in age-up rules. SWIMS do not recognize 25 yard events, 8&U age groups, mixed or non standard format relays. SWIMS chair receives post meet back up that is properly prepared to be uploaded in SWIMS by SWIMS Chair.

SAMPLE INFO ON APPROVED MEET STATUS: Due to recent rule changes to Article 202.4 in the USA Swimming rule book which became effective January 1st, 2010, the following is an interpretation of the new rule:

   a. YMCA affiliated teams can continue to host approved meets or closed competition in their capacity as a YMCY affiliated team
   
   b. Meet approvals can continue to be used for non member clubs or organizations for competition under USA Swimming Rules (i.e. State Games)
   
   c. For a club (either USA Club or YMCA club) to host an approved OPEN competition rather than a sanctioned meet, the request for approval must be authorized by the LSC Sanctioning Chair and then sent to USA Swimming (Form F) with an explanation of why the meet should be approved (i.e. beginning of the swim year when a team wants to encourage summer league kids to join USA Swimming or when a team has swim
school and wants the kids to join USA-Swimming so they want to host a
“REAL” meet.)

**AT NO TIME CAN A MEET BE APPROVED WHEN THE AUTHORIZATION IS BEING USED AS A MEMBERSHIP DODGE.**

Form F (which will be posted on LSC web site), needs to be completed and sent to LSC Sanctioning Chair who will then forward to USA Swimming after approving the submitted meet information. The following statement must appear on tall applications for approval:

**In granting this approval it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the**

2. Followed by Bob Matlack, Hytek technical support.
   Bob briefly introduced himself and answered questions for 5-10 minutes after showing step by step navigation through very basic features of Meet Manager.
3. Larry Herr recapped report functions on top times, swimmer list, records, meet stats, meet qualifiers, times recon and exports of roster of times in SWIMS (Bob explained how to load these reports in Team Manager).
   a. All Time Top 100 project recently finished. It is a work in progress and USA Swimming request that if any errors are spotted, for users to notify him directly. SWIMS database allows us to run various reports like top times, swimmer lists, records (since 2001), list of meet qualifiers (comes in handy for All Star or Zone meets) to get an overview of qualifiers, total athletes, or to review whether qualifying times for certain meets needs to be adjusted. Data is pulled out of national database. Weekly over 7 million results are uploaded nationwide, SWIMS (Times Person) is asked to review data carefully before uploading to ensure results are accurate. Relays are normally left out unless specifically requested to be uploaded due to glitches in system with lead of times. You can generate top 16 reports from SWIMS database.
4. After lunch Susan Woessner briefly talked about OME followed by a
   a. USA Swimming encourages LSC’s to utilize free Online Meet Entry System (especially for meets were times needs to be verified). More and more LSC’s are using OME for state meet championships entry. OME allows meet HOST to:
      i. Set up a meet according to their specs including pricing, events, age groups, time standards, and more.
      ii. Validate athlete USAS membership
      iii. Prove entry times
      iv. Process and monitor payment,
      v. And produce various reports about the meet.
OME allows a COACH to:

- Browse meets available for entry
- Enter your team in meets around the country
- Select proven times for your athletes
- Validate athlete USAS membership
- Process payment before meet check-in

Setting up meet through OME requires host to create an account at [www.usaswimming.org/createaccount.com](http://www.usaswimming.org/createaccount.com). There is no charge for creating an account and does not require the user to be a USA Swimming member. OME page is found in Events and Swim Club section of USA swimming Website. Click on “Get Started” on the left hand menu and the set up wizard will take you through the step-by-step process to set up your meet. Can complete in multiple sitting – can save as you move from step to step.

OME is a FREE member service. There is no charge to use the system. If credit card function is used, USA Swimming charges 4% for credit card transaction fee. USA Swimming makes no profit from transaction fee percentage. To avoid credit card charge, a meet host can opt to allow users to indicate they will pay by check/cash outside the system. OME is directly linked to SWIMS, USA Swimming’s membership and times database. Roster of athletes registered to a team will be displayed when coach starts entry process. OME is compatible with team management software. Reports available are as follows: Swimmer counts, payment summary, check off lists, unattached swimmers, unregistered swimmers, foreign swimmers, deck passes etc. OME also offers the ability to generate an email list of all entered coaches, psych sheet, ability to offer other items for purchase, and add instructions to your meet on each entry page.

OME cuts out at least a dozen steps. Simply set up meet in OME, Meet Entry Period and then Export File. Prior meet hosts needed to create events file, post and distribute events file, receive entry files from teams via email, receive checks, load each entry file in to meet mgmt software, compile email addresses to contact list, confirm receipt of entry via email, confirm receipt of payment, send entry file to LSC for times recon, receive and process entry change request, track additional fees owed from entry change request, send entry file to LSC for registration recon, flag entries from delinquent teams, send post psych sheet for coaches review, follow up with delinquent teams to collect entry fees.

5. Round Table discussion on LSC Best Practices.

Larger LSC’s have paid officer handling registrations, sanctions and top 16/chair as full time position. Most LSC’s utilize Hytek software to generate reports. Fees are commonly charged if unregistered athletes are entered in a meet. LSC’s attempt to get results posted to SWIMS by Tuesday after meet if not on the same day. More and more are utilizing new functions available through Club Portal on USA Swimming website. Some LSC’s will not sanction any meets at in non certified pools.
6. Claudia Multer spoke briefly on YMCA Meet Management

7. Followed by Larry Herr and John Burbridge on E-lessons.
   a. USA Swimming acquired Adobe Connect Pro software to use for web conferences and online meetings. Adobe Connect Pro requires Adobe Flash Player, a web browser, broadband internet connection. Most computers already have Adobe Flash Player and therefore most participants won’t need to install anything. Presenter has ability to share their computer screen with participants via internet in order to demonstrate a new SWIMS feature to participants sitting in their home or local office. It includes the ability to record the conference or meeting for on demand playback at a later time. This is useful to cut down traveling expenses as well as provide ability to review past meeting or a missed meeting.
   b. Meeting participants will receive an invitation in form of an email; invitation includes a link to test your connection. Audio conference details include the conference telephone number and a participant code. Simply call the number and enter the code. Just click the link to enter meeting.

8. Larry Herr closed by recapping My USA Web Resources and LSC Portals.
   a. Step by step guidance on how to create a web account on USA Swimming website. USA Swimming wants LSC’s and coaches to educate parents and athletes on availability of this amazing tool. Once an account is created, athletes have access to member portions of USA Swimming site, member discounts to online store and most of all personalized information relevant to athletes and coaches.
   b. CLUB PORTAL: Each club is automatically assigned a free club portal. You will be able to post basic information about your club such as general contact information, including link to your current club website announcements, practice schedules, upcoming meets, meet results (derived directly out of SWIMS database), facilities. People will be able to access your club portal by
      i. Using club search feature
      ii. Or going directly to your new club address
         http://www.usaswimming.org/(2 letter LSC Code)/Club Code.club. The Club Portal Home Page allows you to show both your current website AND the Club Portal. It provides simple, easy to find contact information for your club. If you do not have a team website, the Club Portal can serve as your website! If you already have a website, you may NOT find it useful to maintain or utilize the advanced features of the Club Portal. When you are ready to
set up your club portal, USA Swimming will provide Head Coach or administrator (only person authorized to add or change info should have access to this password). This should be delegated to a detail oriented person. Info about your club is drawn from USA Swimming’s SWIMS database. If there is any incorrect info, contact your LSC registration chair person. You can change data in your team’s club portal. Click on Club Administration Login, enter password and click on Edit Club Portal. USA Swimming is collecting comprehensive data about all USA Swimming clubs on an annual basis in order to better service our members and to study characteristics common to successful clubs. Members regularly ask for info that USA Swimming cannot provide and they need our help. Common questions regularly received are

1. What are the common characteristics of successful clubs, how big are they, how much pool time do they have, what are the training patterns of different groups, what access to technology do they have, what is the typical training time of successful senior swimmers?
2. What are pool rental costs?
3. How many clubs are coach owned? Or parent governed?
4. What is the impact of high school swimming in different parts of the country?
5. What facilities are our clubs using? Long course vs short course, how deep, how old. Facilities Task Force charged USA Swimming with compiling and inventory of pools – this will help establish that inventory).

IN ORDER TO LIST AND MAP YOUR FACILITY IN YOUR CLUB PORTAL AND OR THE CLUB SEARCH FEATURE, YOU MUST COMPLETE THE FACILITIES INFORMATION IN THE CLUB PROFILE. THE FACILITIES INFORMATION IS FOUND ON THE TEAM OPERATIONS TAB IN THE CLUB PROFILE. IT TAKES SOME TIME TO COMPLETE ENTIRE CLUB PROFILE AND YOU CAN SAVE IT AND GO BACK TO IT. IF YOUR CLUB HAS SATELLITE SITES, SWIMS DATABASE CLUB PORTAL FEATURE ALLOWS CLUBS TO DESIGNATE PARTICULAR SITES OF THEIR PROGRAM AS SATELLITE CLUBS. THIS WILL ALLOW YOU TO ENTER ACCURATE INFO ABOUT EACH OF YOUR SITES.

2. LSC PORTAL: AN AMAZING TOOL GIVING US ACCESS TO IMMEDIATE MEET RESULTS, RECORDS AND ABILITY TO OBTAIN REPORTS THAT WILL SIMPLIFY ENTRY OF BEST TEAM FOR ALL STAR AND ZONE TEAMS WITH DATA PULLED DIRECTLY OUT OF SWIMS. I AM IN THE PROCESS OF IMPORTING CURRENT RECORD SETS TO SD LSC PORTAL AND WILL NOTIFY ALL WHEN IT IS READY.
There are 3 tabs under LSC Portal. HOME links you to SD Swimming’s website. MEET RESULTS is where you can enter meet filter criteria for SD only or all meets where ANY SD registered athletes competed. Especially handy tool for Top 16 Chair to see which meets SD Swimmers attended in order to obtain meet results to upload in top 16 reports.

3. Programs, Services & Materials Available at USA Swimming: USA Swimming Website under “clubs” tab has a wealth of information and should be explored by all.

9. Sunday morning’s recap session was a general question and answer session plus brief discussion on what is in works to assist clubs to get pools certified. USA Swimming will be releasing guideline/memo drawn up by engineers in order to guide LSC’s on economical alternatives to getting pools certified. Discussion on official times it was clarified that for instance in a mile race, 1000 split can be taken and entered as an official time as long as race was completed and timed according to rules. 3 manual times do count for National Age Group Records. Pool certification is not needed for verification of national age group records, only world and US Open records require pool certification. USA Swimming would like to see all competition pools become certified in near future. USA Swimming would like feedback, requests and comments. Big Idea campaign started to get input on what can be done to better serve our swimming committee.

All in all, I was impressed by this organization and by the dedicated individuals involved in running USA Swimming.

Submitted by Tina Andrew, Records/Top 16 Chair
MEET ROTATION FOR B/C AND CHAMPIONSHIP MEETS

SUMMER LONG COURSE CHAMPIONSHIP MEET

ABERDEEN

SUMMER LONG COURSE B/C CHAMPIONSHIP MEET

2010  SIOUX FALLS
2011  BROOKINGS
2012  MITCHELL
2013  YANKTON
2014  REPEAT ABOVE CITIES

WINTER SHORT COURSE CHAMPIONSHIP MEET

2011  PIERRE
2012  RAPID CITY
2013  REPEAT ABOVE CITIES

WINTER SHORT COURSE B/C CHAMPIONSHIP MEET

2011  WATERTOWN
2012  SIOUX FALLS
2013  MITCHELL/HURON
2014  SPEARFISH
2015  YANKTON
2016  BROOKINGS
2017  REPEAT ABOVE CITIES

ANY TEAM THAT BUILDS A NEW POOL WOULD GO TO TOP OF LIST IN THE CORRESPONDING SEASON (25 YARD/METER WINTER AND 50 METER SUMMER). WHenever a city can’t host a meet as scheduled, the meet is then open for bid.