



**FLORIDA SWIMMING BOARD OF DIRECTORS MEETING  
JO MEET  
ORLANDO, FLORIDA  
JULY, 19<sup>TH</sup> 2003**

**Minutes**

General Chairman Jim Kelly called the meeting to order at 2:30 p.m., after the conclusion of the preliminary session. Those in attendance were as follows: Connie Henshaw, Don Henshaw, Bill Vargo, Nancy Hennessy, Cashel Mack, Audrey Forbes, Rick Benner, Fred Lewis, Eva Gronke, Steve Altheimer, Helen Kelly, Jack Goltz, Mac Kennedy, Terry Maul, Steve Lochte, Vic Riggs, Mike Yearwood, Bob Anderson, Jeff Poppell, Steve Fenning, Jon Sakovich, Helen Ryan, Scott Kimmelman, Sherwood Watts, Jim Kelly, Melissa Hellerrik, Grant Nelson, Stuart Michelson, and Bob Griffith.

A motion was made to accept the minutes from the last meeting, seconded by Fred Lewis, motion carried.

**Report of Officers**

**General Chairman,** Jim Kelly reported World Championships start on Sunday coverage on ESPN. Sectional bid forms need to be turned in prior to the Convention in September. Jim stated that the nominating committee for upcoming elections in October will be Steve Lochte, Fred Lewis, Chuck Burgess, Julie Carusone, and Helen Ryan.

**Administrative Vice Chairman,** Bill Vargo-No Report

**Senior Vice Chairman,** Mac Kennedy suggested a May Senior Championship meet. It was mentioned at the Sectional meeting in Ft. Lauderdale to try to get all athletes at the same meets.

**Age Group Vice-Chairman,** Nancy Hennessy-No Report.

**Treasurer,** Stuart Michelson-Balance sheets were passed out. Stuart mentioned a concern about our tax status. He has found no record of taxes prior to last two years. He has filled out paperwork for new 501(c)(3) status.

## **Other Reports**

**Executive Director, Helen Kelly**-reported that Irene Hackett scholarship recipients will be announced at Senior Champs. The Florida Swimming meetings on November 8<sup>th</sup> and 9<sup>th</sup> are at the Radisson. The dues increase will start this Fall as follows: Seasonal \$27.50, Non-athlete \$50.00, Year Round \$50.00, and Non athlete Family \$85.00. There will be a \$1.00 increase for the next 10 years. The National Database is just about caught up. All clubs will be mailed a complete listing of athletes. Coaches need to be sure database entries match printout. The Club's database should match printout except for any errors such as birthdate etc. These need to be called in, or faxed to Helen. There was a question as to the "preferred name" spot on database. Helen responded that if a swimmer prefers for example, to be called Bobby, as opposed to Robert, this needs to go into the preferred name spot.

Registration figures are very close to last year. Numbers were passed out.

**Officials, Jack Goltz**- reported that there have been 2 or 3 complaints about officials. Please email him with complaints.

**Safety, Linda Cassidy**- No Report.

**Adapted Swimming, Apryle Nickson**-No Report.

**Technical Planning, Steve Lochte**- Presented 5 proposals/discussions:

- 1) To eliminate Camp Weekend in September, and move to a future date due to High School Season.
- 2) Go back to old system of proving times for championship meets (prior to meet). Helen would request email addresses attached to entry, so she can email with any times that would have to be proven at meet. FL Swimming office would send out a printout to each club with their qualifiers. Any out of the area meets would need to be turned in on disk following meet in order for swimmers to be in database with times. Swimmers would be entered at "actual" times.
- 3) A concern regarding Meet Marshals was presented. Primary job of Meet Marshals is safety on pool deck. This concern was turned over to Jack for discussion in the Officials meeting. Jack suggested that Meet Marshals should be exclusively Meet Marshals, and have no other job. In addition, he recommended that prior to the start of the meet, the host team, or Meet Director is responsible for Meet Marshals, and at the start of the meet, the responsibility is passed on to the Head Referee. Marshals are non-athlete members of USA Swimming, NOT just lifeguards. In order to be insured by USA Swimming, there needs to be 1 marshal per 150 swimmers.
- 4) Presented a request to discuss Senior Swimming in our LSC. We are much weaker than in previous years. Discussion of reasons: a) Loss of Junior nationals, b) Too many championship meets lead to "watered" down competition.
- 5) Discussed an effort to begin---in the Fall, to go at least 1 year in advance with our calendar. We will write a letter to the Sectional Committee with our desire to do this.

**Athlete's Representatives, Lindsey Largo & Julie Carusone**-No Report

## **Old Business**

**Zone Meet-** The coaching staff was announced. There are 42 athletes attending. Entries are done, but coaches are open to input from other coaches regarding their swimmers. Entry forms are available for the open water swim on August 3<sup>rd</sup>. The \$20 entry fee for the open water swim is included in the cost of the trip---not extra. Uniforms are three t-shirts, a cap, and shorts. The team will be leaving from Lake Highland Prep School on Tuesday. They are staying at the Doubletree in Ft. Lauderdale. They must leave the meet with a parent, or on the bus following the open water swim. Vehicles can be left at Lake Highland Prep if necessary. The team currently has no 17-18 girls. Don Henshaw requested that his swimmers be allowed to drive separately rather than make an extra 3 hour drive to Orlando when they are an hour and 45 minutes from Ft. Lauderdale. Discussion followed as coaching staff stressed importance of bus ride for team bonding. Terry Maul made a motion to allow the two Gulf Coast swimmers to drive separately. Motion was approved.

**Article 25: Event Surcharge-** New fees were passed out. Stuart Michelson mentioned that he had gone to Hytek website to see cost of Team Manager. He was concerned about smaller teams being able to afford the program. He found the program to be \$75. Opinion was that all teams should be able to afford this. It was recommended that the \$1.75 fee for individual events be changed to \$2.00. This motion was approved.  
Article 25 approved. See Attachment.

**Article 23, Meet Management-** States all teams must use Meet Manager to enter meets. Stuart commented under g) that the timeframe for HVY files should be changed to: 223.1 (g) you provide HVY file 60 days before meet, or with sanction, whichever period is shorter.  
Motion to change (g) approved.  
A Request regarding 223.5 to make HyTek back up file due 3 days as opposed to 2 days following meet.  
Motion to change 223.5 approved  
Article 23 approved with Amendments. See Attachment.

**Article 30, Awards-** Changes Awards Presentations from Fall to Annually and changes Media Award from a Mandatory to Optional Award.  
Article 30 approved. See Attachment

**Championship Bid Meet Application-** Included in handouts. Helen discussed form. Form was approved for use in bids.

**Florida Swimming Fall Banquet-** Helen stated that Fall Banquet has been canceled.

**New Business**

Discussed setting a weak night at the end of August to set date and location for Sectionals. GSC is waiting on answer from their facility regarding hosting meet, and CAT is working on a proposal from the City of Clearwater.

Fred proposed the following schedule for Spring and Summer Championship meets:

Spring JO's-March 11-14

Spring SR. Champs-March 18-20

- This is with the understanding that Sectionals will be in January, as discussed at the Sectional meeting.

Summer JO's –July 15-18

Summer Sectionals-21-25

Summer Sr. Champs either in May, or the weekend of Trials (July 7-14)

Jeff Poppell suggested running JO's and Senior Champs as one meet, possible in two facilities. Discussion followed as to options in March to do this, as well as to how our meet schedule plays a part in the decline in Senior swimming in our LSC.

Meeting adjourned at 4:00 p.m.

Respectfully submitted,  
Cashel Mack

# **Proposed Changes to the Florida Swimming Standing Rules & Regulations passed at the Board of Directors Meeting, July 19, 2003 – Orlando, Florida**

## **ARTICLE 25 EVENT SURCHARGE SCHEDULE (Changes effective on September 1, 2003.)**

- 225.1 Surcharge – Meet management will collect one surcharge for each individual event entry and for each relay event entry. Meet management will send these funds to the FS Office within fourteen (14) days after the meet. **Failure to comply with this rule will result in a \$100.00 fine. If the surcharges are not received within the next thirty (30) days there will be denial of a sanction for one (1) year, at the discretion of the BOD.**

- 225.2 Entry Fees and Surcharges – as indicated in the below, entry fees will not exceed the listed amounts. Surcharges will be collected and remitted as indicated. **Teams not using a Hy-Tek .cl2 file and Hy-Tek Meet Entries Report to enter a meet may be charged up to a \$50.00 Team Entry Fee in addition to the fees listed below:**

TYPE OF MEET	EVENT TYPE	TOTAL FEE	SURCHARGE
Timed Final Meet:			
	Individual	<b><u>\$2.00</u></b>	<b><u>\$.35</u></b>
	Relay	<b><u>\$4.00</u></b>	<b><u>\$ .00</u></b>
	Deck Entry*	<b><u>\$10.00</u></b>	<b><u>\$2.00</u></b>
Prelim & Final Meet:			
	Individual	<b><u>\$3.00</u></b>	<b><u>\$.75</u></b>
	Relay	<b><u>\$7.00</u></b>	<b><u>\$1.40</u></b>
	Deck Entry*	<b><u>\$15.00</u></b>	<b><u>\$3.00</u></b>
<b><u>Junior Olympics &amp; Senior Championships:</u></b>			
	<b><u>Individual</u></b>	<b><u>\$5.00</u></b>	<b><u>\$1.40</u></b>
	<b><u>Relay</u></b>	<b><u>\$10.00</u></b>	<b><u>\$2.00</u></b>

\* The ability to deck enter at a meet must be listed in the meet information letter to be permitted. A swimmer may not scratch an event in order to deck enter an event.

*NOTE: In meets that charge a flat entry fee the surcharge shall be 20% of the total entry fee (Pool usage fees are not considered as entry fees).*

- 225.3 Any prelim/final meet will be allowed to charge up to a \$7.50 facility charge per swimmer entered in a meet. Any timed final meet will be allowed to charge up to a \$5.00 facility charge per swimmer entered in a meet. **Junior Olympic and Senior Championship Meets will be allowed to charge up to a \$9.00 facility charge per swimmer entered in a meet.**
- 225.4 *No Change.*
- 225.5 *No Change.*
- 225.6 *No Change.*
- 225.7 *No Change*

**ARTICLE 23**  
**MEET MANAGEMENT**  
*(Changes effective on September 1, 2003.)*

- 223.1 All competitions, benefits, exhibitions, Swim-a-thons, clinics or entertainment where USA Swimming registered swimmers participate must be sanctioned.
- .1 No application for sanction will be accepted by the Sanctioning Chairman unless accompanied by the following:
- (a) Approved date of meet
  - (b) Sanction Fee
  - (c) Information Letter on disk in MS Word (.doc) or compatible format
  - (d) Warm-up Procedure on disk in MS Word (.doc) or compatible format
  - (e) Entry Forms on disk in MS Word (.doc) or compatible format
  - (f) Order of Events with qualifying times if a requirement for entry on disk in MS Word (.doc) or compatible format
  - (g) Hy-Tek .HVV File (Meet events for Team Manager). This file is required sixty (60) days prior to the first day of the meet or with the application for sanction which ever is closer to the meet start date.
    - (1) In all standard sized pools (recognized courses) a meet will not be sanctioned with events not recognized by either USA Swimming or FS unless so stated.
- .2 No approval will be given by the BOD unless complete copies of the information letter/HVV file, entry forms, warm-up procedures and order of events has been sent to the Florida Swimming Office on disk in appropriate format.

The Information Letter shall be in the "official" FS format, **as posted on the FS Website.**

- .1 Special meet rules and regulations or local situations must be fully explained in the information letter.
- .2 Official Meet Personnel
  - (a) All officials must be certified FS officials and a current member of USA Swimming.
  - (b) All Marshals and Meet Directors/Managers must be current members of USA Swimming.
- .3 The Master Entry Form listing coaches responsible for swimmers while at the meet.or Entry Forms must be included.
- (a) If using Entry forms, they must include the following:
  - (1) First and last name of entrant
  - (2) Affiliation of entrant
  - (3) Age of entrant
  - (4) USA Swimming registration number
  - (5) Statement to be signed by the individual who is completing proof of entry form as follows (this individual must be a current non-athlete member of United States Swimming):

*"By signature, I certify that all individuals on this entry form are registered members of United States Swimming and that they are eligible to compete in this meet."*
  - (6) Boxes on form for entry times.
  - (7) Master Entry Form listing coaches responsible for swimmers while at the meet.

.4 Receipt or postmark of entry can be required no earlier than ten (10) days prior to the first day of the meet.

223.3 *No Change.*

223.4 *No Change.*

223.5 A complete **Hy-Tek Back-up file** must be forwarded within **three (3) business days of the meet and other required items within** fourteen (14) days after the meet. **Failure to comply with this rule will result in a \$100.00 fine. If the Hy-Tek Back-up file and /or other required items are not received within the next thirty (30) days there will be denial of a sanction for one (1) year, at the discretion of the BOD.**

.1 The following items must be mailed to:

(a) FS Office (heat sheet, surcharges, hard copy of results and the Hy-Tek complete meet back-up).

(b) Such other individuals and clubs as the BOD may direct.

(c) **Teams may request a hard copy of the complete meet results be mailed to their club for a fee of \$10.00.**

.3 Complete results include:

(a) **Complete Hy-Tek Meet Back-up File**

(b) Meet director/manager's name and address

223.6 *No Change.*

223.7 *No Change*

223.8 *No Change*

223.9 *No Change*

223.10 *No Change*

## **ARTICLE 30**

### **AWARDS**

*(Changes effective September 1, 2003)*

230.1 Outstanding awards may be made **each swim year** to the following:

.1 Media Award for outstanding support of FS **may** be made annually.

(a) Recipient may be individual or firm, such as newspaper, radio or television.

(b) Nominations to be submitted to the BOD for balloting.

.2 Volunteer of the Year Award – Phillips 66

(a) Nominations to be submitted to the BOD for balloting.

203.2 *No Change*

203.3 *No Change*



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# Important!!! Please Read!!!

## Rule Changes for Entering Meets Using Hy-Tek

(Effective: January 1, 2004)

Changes to the Florida Swimming Standing Rules & Regulations were passed at the Florida Swimming Board of Directors Meeting, July 19, 2003. One of the most significant changes are as follows, effective on January 1, 2004. *(Please also read the additional Florida Swimming Rules & Regulation changes made to Article 23, 25, 30, effective September , 2003.)*

In order to enter a Florida Swimming meet beginning January 1, 2004, ALL member clubs will have to enter using Hy-Tek Team Manager. Meet Manager will also be needed to send the FS office a complete back-up file from the host clubs. I have included prices of the Hy-Tek programs. The Start Up package at \$74.25 is the only program teams must have to enter meets. I have listed some of the prices of additional upgrades to the Hy-Tek program, if your team is interested. If you have any questions, please contact the Florida Swimming Office. To purchase any of the programs contact Hy-Tek at 252-633-5111 or go to their web site ([www.hy-tek.com](http://www.hy-tek.com)).

### Team Manager/Workout Manager

	<u>Team Discount</u>
1. Team Manager II (Upgrade from WIN-TM or DOS)	\$69.00
2. Start UP	\$74.25
3. Ribbon Award/Improvement Labels Option	\$36.75
4. Record Match/Time Standards Option	\$36.75
5. Predict Results Option	\$36.75
6. Entry Cards/Labels Option	\$36.75
7. Graph Performance Option	\$36.75
8. Journal/Recruiting Option	\$36.75
9. Complete TM System (Includes Standard Options above)	\$221.25

### Meet Manager for Windows

1. Upgrade for current DOS-MM Customer	\$149.00
2. Meet Manager for Windows (Start-Up)	\$186.75
3. Ribbon Labels Option	\$74.25
4. Mailing/Registration Labels Option	\$36.75
5. Entry Cards/Labels Option	\$36.75
6. Complete System (Includes Standard Options above)	\$296.25

For additional options please contact Hy-Tek (252-633-5111).