

Oregon Swimming, Inc.
House of Delegates Annual Meeting
 George Fox University, Newberg, OR

September 29, 2019

Attendees	A sign- in roll count was taken, kept on file at the Oregon Swimming Office.	
TOPIC	DISCUSSION/ RECOMMENDATION	ACTION/ FOLLOW UP
1.0~ Call to Order		
The meeting was called to order at approximately 9:00 am by General Chair Shelly Rawding, who welcomed the attendees.		
2.0~ General Chair- Shelly Rawding & Treasurer's Report- Paul Windrath		
Minutes	The minutes of the last meeting from October 7, 2018 at Newberg High School were accepted as amended, with some spelling corrections. A correction was made in the last meeting minutes regarding the change for splash fees vs. surcharges in hosting meets. It was clarified that surcharges are able to be changed/ increased, not the splash fees.	
General Chair Report	<p>Shelly Rawding, General Chair highlighted her report previously submitted via email to OSI members. Some events were highlighted:</p> <ul style="list-style-type: none"> • Sanctioned first open water swim in approximately 8 years at Foster Lake. • Held the Oregon Select Age Group Camp with Jacob Pebley in Corvallis. • Hosted the very successful 2019 Western Zone Age Group meet at MHCC. • Have our Senior All Star Camp scheduled in Coronado, CA in October. • Hosted a USA Swimming Regional Coach Clinic in April. <p>Shelly also mentioned that we plan to locate a venue soon for the Top 5 awards.</p> <p>We had several successful athletes in 2019- Kaitlyn Dobler from TDPS represented Team USA as a medalist at the World Junior Championships, Caspar Corbeau from THSC represented the Netherlands as a medalist at the LEN European Junior Championships. We had many swimmers from 9 different teams achieved multiple new individual and relay OSI age group and open records this year- congratulations to swimmers from BEND, CRST, HEAT, LOSC, PAC, SSS, TDPS, THSC and TTSC. Additionally, Jacki Allender from CAT was named to the position of Administrative Referee for Olympic Trials in Omaha, NE in 2020.</p> <p>Oregon coaches were active at the National level assisting at Camps and on Committees this past year:</p> <ul style="list-style-type: none"> • 2019 Deaf USA Swimming World Championship Head Coach – Brad Robbins • 2018 Girls National Select Camp Head Manager – Heather Thomas • 2018 Boys National Select Camp Assistant Coaches – Emily Melina and Brad Robbins • Diversity, Equity and Inclusion Committee – Emily Melina • LSC Development Committee – Shelly Rawding • Operational Risk – George Sampson <p>Marilyn Loitz will continue to assist USA Swimming by being on the Credentials Committee this year. Oregon passed LEAP Level 2 and was presented with a \$2,500 check at the USA Convention.</p> <p>We will vote today on the new required Bylaws from USA Swimming, along with the Articles of Incorporation Revisions.</p>	

Treasurer's Report	<p>Paul Windrath, OSI Treasurer gave a quick summary to his published 2019 HOD Financial Report. Our assets are in good shape, and market improvements have helped. Jeff Gudman has done a good job with investments. The auto pay feature has improved cash flow with meet fees and the budget is pretty much on track.</p> <p>2019 is forecasted to be about \$14K in the black due to several factors such as financial success of the Western Zone Championship hosted by OSI, as well as lower expenses for All-stars, Zones and National Travel and administrative expenses.</p> <p>The 2020 budget is forecasted to be at a loss of about \$34K with expense factors such as OSI office relocation, however there are revenue increases for both championship fees and a sanction revenue increase to \$30.00 a day. This loss is not a huge issue however, and we will not be increasing membership fees this year, or splash fees at championships.</p> <p>The 2020 budget was approved by the delegates.</p>
3.0~ Administrative Chair- Chris Pfaffenroth	
Chris Pfaffenroth, OSI Administrative Chair introduced the various Chairs to give their reports.	
Senior Chair Report	<p>Emily Melina, Senior Chair overviewed her written report. We had Head Coach Tim Larkin (MAC) for the Senior All Star Camp with assistant coaches Shelly Rawding (HRST) and Jill Black (TEAM). It was a strong and competitive group of 24 swimmers. The camp will now be moved to fall this year and return to Coronado, CA.</p> <p>We have had 10 Oregon athletes qualify this far for US 2020 Olympic Trials.</p> <p>From the USA Swimming Convention- the Futures meet will be in Irvine, CA from July 30th thru August 2nd.</p> <p>There will be combined Junior Nationals/ US Open in the summer of 2020 in Indianapolis, IN, featuring two different time standards. Relay only swimmers will not be allowed and no foreign swimmers- they do not anticipate more than about 1200 swimmers total. This should give those swimmers that are over 18 more opportunities i.e. that might not get a second swim at Trials. Questions were raised about how this meet would be conducted- more to come on this.</p> <p>A question was asked as to whether or not there would be other juniors meet next summer. Emily said that this would not happen- a true junior national meet in winter is the focus.</p>
Age Group Chair	Shane Bennett, Age Group Chair is stepping down, and was not present to give a report.
Coaches OSCA Report	Jody Braden, OSCA President spoke about highlights from the OSCA meeting; we had great experience with coaches mentorship program this year and the coaches roundtable education sessions at meets in Oregon were successful. We have developed and streamlined some additional awards for OSI athletes.
Athlete Rep.'s	OSI Athletes Representatives Quinn Brown and Fallon DeWitt gave their USA Swimming Convention report. One idea proposed was to have their own leadership summit, and much of the focus was on safe sport. They encourage all teams to have active participation from athlete rep's i.e. 20% on club boards.
Time Standards	Jon Hiett, Time Standards Chair was not present, a report was published and handed out. Discussion was held -Greg Bostrom (CAT) and Debbie Laderoute (OSI Office manager) said that some standards need to be redone. Greg said that in the past we had two formulas for 15 & Over swimmers. Mark Bernett (BEND) made a motion to leave the 15 & Over standards the same as last year. The motion passed. Mark Maxwell (BDST) said that in the past we had time standards available to download into Hytek. Chris Pfaffenroth will ask John to do that.

Technical Planning	<p>Heather Thomas, TPC Chair, shared her report, which was also submitted previously. This year's champs' season was well attended with minimal issues. Winter Champs will remain the same with some minor changes; we will swap some events to streamline breaks.</p> <p>Zone teams encountered some issues with the technical suit rules. Lack of information and implementation issues for officials with the suit rules created a hostile environment; the current rule is hard to enforce. It is recommended by TPC that we remove the rule and wait for the USA swimming version to be brought forward for more clarity. For meets at state champ levels and above the 12 & Under technical suit rules do not apply.</p> <p>Heather finished by saying that she feels the TPC should return to a TPC committee function rather than be assigned to a single individual. The head of the committee could still be the representative at the USA Convention.</p>
Scheduling Chair	<p>Murilo Martins (MSC), Scheduling Chair reported that our scheduling process is going well, we are ahead a year and half at this time.</p>
Website/ Records	<p>Greg Bostrom (CAT), Website/ Records Chair said that we have made some reformatting changes/ updates to our Team Unify website, however some information did not carry over. If teams need results from last year, he can send them to coaches. On the teams list now the contact listed will be the head coaches. A suggestion was made to pull out coaching job opportunities into another link or an extra tab, and not under the coaches tab.</p>
Operations Risk Chair	<p>Russ Scovel, Operational Risk Chair reported on current issues with a slide presentation. We do have coverage for volunteers at meets, after their primary insurance. Most of the injuries within the last year reported were at warmups but some were due to other circumstances away from the pool. We had 23 incidents to date this last year. We can ask a medical professional to attend a sanctioned meet, they will get a small stipend (\$35.00) and be added to our USA policy. Concerns were brought up about a past event with no coverage. Russ emphasized that reporting needs to be submitted for sanctioned events; there is a form on the OSI website under Governance and Forms.</p> <p>Safety Training was held yesterday in Newberg - 9 coaches took the water training, with 5 staying to complete the CPR/ AED training. A team is no longer registered if the coach is not certified. An email to remind coaches about upcoming expirations will arrive 30-60 days ahead.</p> <p>There are two Deck Pass versions now, and concussion training does carry over for USA certification from the NFHS site. If someone is not coaching anymore, please let Debbie Laderoute know.</p> <p>There is a required USADA Coaching Advantage tutorial due - to be viewed by coaches by January 1, 2020. It will cover anti-doping policies and coach's role in the clean sport process. This is found on the USA Swimming Club's portal. Background checks will now be required annually, including coaches, officials and those individuals that have regular contact with swimmers.</p> <p>There are also tools and resources available from USA swimming for risk presentations and safety information on the USA Swimming website.</p>
Camps	<p>Camp Coordinator Denise Croucher was not here; no report.</p>
Officials Committee	<p>Julie Carpenter reported for the Officials Committee; she presented slides as well. We had 60 officials here yesterday for workshops, and she listed area official chairs. We had discussion previously about moving awards for officials away from the Top 5 ceremony. Several officials were recognized for over 20 years – Norm and Fran Hart, Tom Ishi, Jacki Allender and Mark Rienets. Championships meets went well; several Oregon officials will be attending Jr. Nationals West in Federal Way. National Evaluators in 2019 were Amy Hoppenwrath for Sectionals, Pat Lunsford for AGWZ. Jacki Allender was selected to be the Admin Ref. at Olympic Trials.</p> <p style="text-align: right;">(see next page)</p>

<p>Officials Committee Contd.</p>	<p>Julie also reported on some reminders and updates, such as double checking to make sure meet entries are accepted by the host team. For championship meets you do get an email back. Read and follow meet information for items such as time standards and late entries. An event that occurred this year where a relay was added at Champs was discussed; how the error happened and steps that were taken at the meet.</p> <p>For backstroke ledges- the swimmer is required to have at least one toe per foot on the wall. Also brought up was dive certifications, if the swimmers are not certified then they must start in the water. For block rules the protocols for relays with adjustable blocks was explained. The number of required officials at sanctioned meets was explained and how many you have at the start of the meet determines if the times will count.</p> <p>For the new USA Swimming MAAPP Athlete Protection policy- athletes over 18 must take a course before they compete in a meet- they get a notice 30 days beforehand.</p> <p>Volunteer timers at swim meets they must sign off on the MAAPP policy, which is printable. This led to discussion about ways to implement this at meets i.e. the head timer can be tasked to have timers sign it. Lanyards for timers that have signed off on the policy is another idea. Julie added that the USA Center for Safe Sports says that teams can come up with their own plan.</p> <p>There is also a requirement that everyone involved in the team, including parents, have to sign off on this policy annually. Every team should also have a safety coordinator. This is still a work in progress as OSI implements this USA Swimming policy.</p> <p>Another topic related to this MAAPP policy is bathroom protocols for meets i.e. for locker rooms (for athlete use only) and that other bathrooms have signage for adults and coaches. One can leave doors open and have monitors. This can create hardship for pools/ facilities that have limited bathrooms.</p> <p>For meet sanctions now OSI will require the application and fee payment to be electronic. New language regarding MAAPP rules should be added to the meet information. The rules remain regarding deck changing, which is prohibited. Swim goggles with a smart display are also prohibited.</p> <p>For the tech suit issue, Julie reiterated that the officials will come to coaches to enforce the rule. The way it is written at this time it is an educational process.</p> <p>For open water swims – we had the Foster Lake competition. Due to both masters and OSI swimmers participating it was a dual sanctioned meet. We need more advertising ahead for volunteers and publicity for these events.</p>
<p>Diversion & Inclusion</p>	<p>Jim Bove, Diversity & Inclusion Chair reported on their camp, which was very successful. It was held in May at the Olympic Training Center. These camps include pool training, motivational and education sessions. Selection for the 48 athletes was based on times swam at USA Swimming sanctioned events.</p>
<p>Disability</p>	<p>Shane Bennett, Age Group Chair was not here, no report.</p>
<p>Office Manager, Registrar</p>	<p>Debbie Laderoute, OSI Office Manager went over her submitted report. Out of 6106 year-round registered athletes 400 were flex; seasonal athletes were down by about 100 from the previous year. We have 311 coaches and 618 registered officials.</p> <p>This fall we will register all non- athletes through electronic payment; swimmers can be registered at the OSI website and will be paid for through ACH withdrawal.</p>
<p>Sanctions Chair</p>	<p>Reed Sloss, Sanctions Chair was not present, but submitted a written report. Debbie Laderoute went over the new processes for going to a paperless system for sanction applications and payment. The new sanction process document for applying online will be available by the end of November. (see next page)</p>

Sanctions Chair Contd.	<p>Discussion was held about teams that are run under a different model and cannot do the ACH; some comments were made that it could be seen as a penalty for those teams. Paul Windrath, OSI Treasurer, said that a team might be able to work around limitations with Quick books. Paul said that he and Debbie are working on an alternative method for Team Unify vs. Quick books. The OSI Office will be moving to a new and more central location in May 2020 as their lease will be expiring.</p> <p>Debbie added that at the USA Convention there was discussion about raising club fees, no definitive decision yet (last year USA Swimming was in the red). Flex registration did not affect our LSC as numbers are up, and we are good financially.</p>
Safe Sport & NTV Chair Reports	<p>Jackie Allender, Safe Sport & NTV Chair spoke about her printed report. She asked if all teams have a Safe Sport Coordinator- not many do at this time- it is not yet mandatory from USA Swimming, but may be down the road. She delineated minor, adult athlete and non-athlete requirements in her report. Coaches, officials and non-athlete members will now need to take Athlete Protection Training annually. A quick tip is that teams can do online training as a group; to get credit one must take roll and then submit it to USA Swimming (link was provided in her report). Send the name of your team Safe Sport Coordinator to Jacki. For NTV Chair, Jacki said that it is important to get the correct USA Swimming ID numbers into the team database; then they will be there for District and OSAA State meets.</p>
Allstar Team / Zone Report	<p>Danny Weinberg, Head Allstars/ Zone Coach submitted a report. Western Zones this year was held in Gresham, Oregon. Sixty OSI athletes participated, Oregon finished 6th in the meet just behind Sierra Nevada Swimming and in front of PNS. Included in the report was team highlights and placements for both swimmers and relays.</p> <p>For meet logistics it ran smoothly, although there was a last-minute crunch for volunteers. It was still challenging for staff despite being here in Oregon. Next year Inland Empire will host this meet in Gresham. Our team stayed at the Comfort Inn – it supported the team’s needs and was close by, and we would use it again. Debbie Laderoute was the Team Manager.</p>
4.0~ New Business	
Board Elections	<p>Openings for the OSI Board of Directors were brought forward for nominations and votes. The position of TPC Chair was brought up, and what the position entails, and whether we need to fill it or not. Shelly Rawding, General Chair said that if we need to work on a job description it should be done in a different venue. Heather Thomas, TPC Chair, explained the duties in preparing meet format changes for state meets etc.</p> <p>Shelly explained that for participation in Board meetings now, they are done on the Zoom platform (virtual meetings) which can increase diversity and participation without travel time and expense. Nominations were announced:</p> <ul style="list-style-type: none"> • Secretary- Lissa Parker (LCSC) • Age Group Chair (1-year term) - Victor Brazil (CSW) and John Hiatt (THSC) • General Chair-Shelly Rawding (HRST) • VP, Senior Chair- Emily Melina (LOSC) • TPC- Dan Gipe (UN- Officials Training Coordinator) • Nominating Committee- Jim Knaup (LSC), Rex Watkins (AAA), Fallon De Witt (PAC), Kate Galloway (WSC), Siouxa Tokman (SA) • James J. Richardson Award- Jacki Allender (CAT), Skip Runkle (MHA), Rhona Soule (CAT) • USA Swimming Service Award- Dan Gipe (UN), Emily Melina (LOSC), Debbie Laderoute (OSI Office) • Jon Arlin Adaptive Swimming Award- Dennis Baker (MHA), Mark Rienets (UN) <p>Rex Watkins (AAA) said that it would be good to have some background of the nominees for the service awards and their work: anecdotes about the candidates and their years of service was shared from their sponsors.</p>

<p>Legislation</p> <p>Bylaws Proposal</p>	<p>A required update to the Oregon Swimming Bylaws was brought forward. These bylaws revisions follow a template from USA Swimming. These bylaws were submitted to the body ahead of the meeting.</p> <p>Concerns for making these changes and the rationale for adopting them was brought up by members. Shelly Rawding, General Chair explained that they are more up to date, are in line with USA Swimming policy, and shorter and more streamlined.</p> <p>Rex Watkins (AAA) brought up the wording of line #51, under the section Members Responsibilities, 2. Responsibility for Infractions:</p> <p style="padding-left: 40px;">“ A Group Member or Individual Member, as defined in USA Swimming Corporate Bylaws, may be held responsible for infractions of the policies, procedures, rules, regulations or codes of conduct or ethics adopted by USA Swimming or OR, including its responsibilities as set forth in these Bylaws”.</p> <p>Rex Watkins made a motion to change the wording in this section from may to shall, as he feels it is a stronger statement. Further discussion ensued; and a vote was taken. 33 voted to change it to shall, 18 voted against (42 votes for the motion to pass were needed) so it failed. The wording will stand as written in line 51.</p> <hr/> <p>Line 394 regarding, under section Terms of Office, 2. Commencement of Term:</p> <p style="padding-left: 40px;">“Each person elected or appointed to a position shall assume office upon election or appointment and shall serve until a successor is chosen”.</p> <p>Rex Watkins (AAA) said that commencement of the term should be January 1st of the following year. Marilyn Loitz (USA Credentials Cte. Member) said that we need to find a way to fill vacancies when people leave these positions. Rick Guenther (CAT) made a motion to change the wording:</p> <p style="padding-left: 40px;">“Each person elected or appointed shall assume to a position shall assume office on January 1st upon election and/ or immediately upon appointment and shall serve until a successor is chosen.”</p> <p>This motion passed.</p> <hr/> <p>Mark Maxwell (DBST) brought up lines 507 through 511, under section Standing Committees and Coordinators, 1. Athletes Committee, C. Duties. and whether or not the athletes committee should have “general charge” of the business and affairs of the athletes of OR as stated. This led to discussion back and forth. Some felt that the athletes have a voice, however they would have to act within OSI parameters. Jacki Allender (CAT) made a motion to strike the “general charge” in line 507 and change it to “aid in”. The new verbiage would appear as:</p> <p style="padding-left: 40px;">“The Athletes Committee shall aid in the business and affairs of the Athletes of OR, etc.</p> <p>This motion passed.</p> <hr/> <p>A comment was made that in the body of these bylaws any non- athlete should have a hyphen added (at this time it is worded non athlete). This also passed.</p> <p><i>With these changes a motion was made to approve with the noted changes and send it to USA Swimming for final approval.</i></p>
<p>Oregon Articles</p>	<p>Shelly Rawding, OSI General Chair, reported that our attorney has suggested that we amend our Oregon Articles of Incorporation. We need to have a minimum of 3 officers to a maximum of 35. Our current Articles state that we have 5 members. Allowing a wider range will give us flexibility, and variation in numbers from year to year as they may change.</p> <p>A vote was taken, and this was approved.</p>

Tech Suits	<p>Concerns about the OSI Tech Suit rules/ legislation was addressed. This was also discussed at the OSCA meeting on Saturday evening, 9-28-19.</p> <p>These tech suits are restricted and not allowed for 12 & Under swimmers, however an exception was now added for Allstar, Zones, Senior Sectional and Futures meets, after recommendation from the OSCA meeting last night.</p> <p>Concerns have also been raised as to who is responsible for implementing this rule, and whether it falls to the coaches or officials at meets (the OSI policy went into effect on April 1, 2019). It is an education issue, and coaches need to educate their swimmers. After extended discussion several line items were removed in the details listed for the current tech suit rules. Some of the details of the policy were pared down to:</p> <ul style="list-style-type: none"> •a suit does NOT need to be included in this list in order to be considered a “Tech Suit” under Oregon Swimming rules, and thus restricted for 12 & Under swimmers as described on the Oregon Swimming Oregon Bylaws. • Coaches need to educate their teams. • We are defining a “Tech” suit as: “any suit with bonded seams, Kinetic tape, or meshed seams”. • The list of suits that will NOT be permitted will be updated as needed. <p>Changes were approved. The next Age Group Chair will be responsible for updating the suit lists. Jacki Allender (CAT) will update the verbiage for the complete OSI Tech Suit Rule.</p>
Policies & Procedures	<p>A motion was made to add a section to the OSI Policies and Procedures for new teams to include a search of the Secretary of State for registered names that may be in conflict, and not allow adoption of any new team names that may be registered anywhere in the state. Discussion ensued about how and where names could be used such as in including counties. We will have to find a place as to where to place this in the Policies and Procedures. This passed.</p>
Elections	<p>Shelly Rawding, General Chair announced that Victor Brazil (CSW) will be the new Age Group Chair, and Lissa Parker (LCSC) the next OSI Board Secretary.</p>
2020 Mini Expo	<p>The 2020 Mini Expo site selection was brought up - availability, costs and location were considered. Sites nominated were Albany, Cottage Grove, Lincoln City and Newberg. After voting Lincoln City was chose for the mini expo in 2020.</p>
Top 5 Cte.	<p>Debbie Laderoute announced that she needs about 5 people to help her work on the Top 5 Committee. Please contact her.</p> <p>A motion was also made to destroy the awards ballots- the recipients will be announced at Top 5 Awards.</p>
5.0~ Old Business	
Next Board Meeting will be on November 6, 2019 at 7:30 PM on the Zoom platform.	
Next House of Delegates meeting will be on October 4, 2020 in Lincoln City, location TBA.	
6.0 ~ Executive Session	
No separate discussion was held.	
Adjournment: There being no further business, the meeting was adjourned.	