



12655 SW Center St., Suite 330, Beaverton, OR, 97005 * (503) 747-3702

Mission Statement: To build and promote the sport of competitive swimming for the benefit of all swimmers to achieve their maximum potential.

DRAFT

House of Delegates Meeting
Sunday, October 1st, 2017, - 9:00am

General Chairman - Jody Braden

Meeting called to order at 9:05 am

Minutes of last meeting

Motion to pass minutes of last meeting. M/S/P

Treasurer's Report - David Galbraith

Oregon Swimming's financial position is strong with revenues supporting current years expenditures on behalf of the Oregon Swimming athletes. All transactions are consistent with acceptable practices. With the managing of our QUAD budget we are working to ensure this strong financial position continues. The Oregon Swimming balance sheet is very strong; however, some challenges do exist based on increasing expenses. Several small initiatives have been approved by the Board of Directors to begin in 2018 in an effort to achieve a LEAP 3 level certification for our LSC.

While the 2018 budget projects as a negative, revenue from Travel Fund Surcharges and Splash Fees, coupled with Registrations, continue to ensure most all expenditures are covered. While there is some work that will need to be done by the Board of Directors to address these projected shortfalls, there are ample reserve funds available to cover the 2018 budget projections.

Costs continue to rise in the areas of payroll and championship meet facilities expenses. And as projected last year, swim meet revenue growth appears it may have reached an apex due to capacity constraints. The current interest rate environment has improved with it the projections for the annual transfer of funds from the travel endowment is estimated to increase from \$38,000 to \$45,000 per year.

Question on who is in control of the travel endowment. OSI is in control of the travel endowment.

Motion for approval of the 2018 - 2021 Quad Budget Forecast. M/S/P.

Administrative Chair - Christopher Pfaffenroth

Senior Chair Report - Shelly Rawding

Due to the proposition put forth of restructuring the USA Swimming Board of Directors, many talks had discussion points on this topic. The biggest question put forth that had to be answered was on representation. People that were against it were worried about how their geographic area will be represented in the future by USA Swimming. After a lot of talk and the vote at House of Delegates, the measure when voted on passed by a fairly wide margin.

Oregon Swimming Inc:

State of Oregon excluding Malheur County; plus Clark, Cowlitz, Skamania, and western portion of Klickitat Counties of Washington State.

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At the coaches meeting, discussion was on insurance. If you are looking into healthcare insurance, you can go to www.usaswimming.org/insurance and that will take you to the marketplace where you might find better rates than searching on your own. Some people said they were much lower, others said they were about the same as other programs they checked out.

Also, George Block said the World Swimming Association has adopted their initial constitution. Membership is only \$5 per coach, and they would like everyone to join www.worldswimming.org

If you are interested in a National Committee Position, be sure to apply online by October 1st.
<https://fs22.formsite.com/usaswimming/form3/index.html>

From athletes mentoring - In working to ensure athletes have a bigger say on your team and in the LSC, it is important that you are intentional about athlete mentoring. Make them a 'toolbox' with documents in it for their terms, how voting in members happens, job description, how to run elections, how to run a meeting. You need to give athletes information and templates on how to do these things. Cannot assume they know how to do this already. Use camps, workshops, meetings.

Figure out the communication system that works. How do our athletes communicate with each other? What works? What doesn't? Don't assume everyone checks email – and there are so many social media outlets that not everyone uses the same one.

From coaches mentoring ideas – lots of great ideas presented. One great new idea - using round tables mentor led discussions (think of this as 'speed dating' for coaches) Between sessions at a swim meet, find a mentor to lead a quick discussion of one topic while everyone eats lunch. Quick coaches education. Can also use an incentive system from the LSC. Had the opportunity to talk to other LSC's that have had great success with using those mentorship dollars.

For LSC/club organization

Use resources such as DropBox to keep documents in for access by members.

Strategic planning is the Yellow Brick Road for staff

Sustainability – handbooks, etc...

Write down your 'legacy'. What do you always do, but it isn't written down anywhere? Write down the information so it gets passed down to new board members.

Organizational charts for your staff/board. Who reports to who and share this information so everyone knows how it works. What is your chain of command? Data/reports how frequently? Duties/responsibilities. Create a chart with board positions, start date, term, name, contact information. Also a flow chart of how the organization works.

Annual performance reviews – compare against job description and goals/objectives of projects. Conduct this professionally, with 2 or 3 person committee. Have employee evaluate themselves then use this as talking points. Take input from stakeholders.

Lots of discussion on what makes good communication, organization and other important business skills.

At Western Zone meeting elections were held for Non-Coach Zone Director. Dale Ammon

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Mission Statement: To build and promote the sport of competitive swimming for the benefit of all swimmers to achieve their maximum potential. from Colorado was elected, but there were three very qualified candidates this year (also Denna Culpepper from SN and Jim Patterson from CC). The Championship meet coordinator position was voted on and Cathy Vaughn from UT was elected. Also Debbie Baldwin (SDI) was voted in for Secretary/Treasurer.

They decided to allow the Age Group Zone meet to move to an earlier weekend if the host team wished to move it earlier. (I spoke against this move – I think it will be a big detriment to the meet if it starts moving around weekends) It can now be held within a three week range of weekends from the Wednesday before the last Saturday in July to the current weekend of the Wednesday before the 2nd Saturday in August.

Approved was a 'gate fee' charge for the Age Group Western Zone meet, so that will help with bringing in income to the meet from spectators.

Oregon Swimming bid on hosting the meet at Mt Hood Community College in 2019 and was awarded the bid. We last hosted this meet in 2008.

The LSC Development committee was pleased to introduce a way for LSC's to earn \$1000 – by hosting a Bright Ideas contest. Submissions from LSC's can be made now thru June 1st, with the winning 'Bright Idea' to earn that LSC the \$1000 grand prize. All submissions are encouraged to have a poster in the posterboard display in next year's Vendors Hall. Entry categories are Business, Volunteer, Club/Coach and Athlete. The LSC Development committee is encouraged by the early interest in this program, as before convention was over they had already received a submission in the contest.

The Athlete Leadership panel gave great ideas on Empowering and Engaging Athlete Leaders. 5 LSC's gave testimony on how they brought athletes into their LSC's and clubs. San Diego Imperial discussed the way they created a manual for their athlete leaders. Illinois discussed how they defined success by their athlete leaders and how that has improved their function. Michigan has used an athlete committee to lead the charge within their LSC, they have established a budget line item for their committee and use that money to develop athlete specific programming. Arizona's been working on creating athlete training/leadership which on their first year had 40 athletes come to learn what it meant to be an athlete representative. The athletes are also working on bringing back a rotating 4 Corners meet for the 4 Corners LSC's. And Gulf Swimming put together a weekend long camp for leaders through their LSC focused on developing leaders in the LSC and well as giving athletes the skills they need to be leaders outside of the sport.

At the House of Delegates meeting, all motions presented were passed.

The Oregon contingent did a great job gathering together and sharing the information from the talks they went to. We usually met for lunch, and one group dinner, with other times of meeting and discussing topics. I think we all came away energized and enthusiastic about this next year.

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Age Group Chair Report - Emily Melina

Tech Suit Update: USA Swimming hired a consultant to advise them on tech suit policies for age group athletes. OSI decided against having a formal policy and instead chose to simply recommend its athletes to not have 10&Unders wear technical suits. Having a policy put undue amount of work on our already busy Meet Referees. USAS will continue to look into this issue and OSI will follow any policies they may adopt in the future.

Coaches Report - George Sampson - pulled for discussion

OSCA will be rewriting the coach mentorship program and reapplying to USA Swimming.

Athletes Representatives - Lindsey Soule' and Angie Lindsay - pulled for discussion

Would like a representative from each team so that information is passed to teams better.

Convention was a good experience. One of the topics discussed was getting athletes involved in the LSC boards, which Oregon Swimming already has athlete members on the Board of Directors.

Introduction of the Area Representatives.

Time Standards - Alex Nikitin - pulled for discussion

Swimmers have gotten faster. 50 FR and 100 FR for 15&Over have become a little faster than Senior Zones (again). Asked delegates if we should keep changing the 15&Over Time Standards for Long Course. Question on Western Zone time standards which are not under the purview of Alex.

Motion to leave the standards alone for 15&Over Long Course as the 2017 Time Standards. M/S/P

Technical Planning - Ruth Stocks - no report

Scheduling Chair - Murilo Martins - pulled for discussion

Meet bidding went very well. Scheduling is based on calendar year (January 1st to December 31st) and encompasses three different seasons. Would like to change the scheduling to September 1st to August 31st. Second issue are with teams having meets on the same weekend that are close to each other. There is nothing in our standing rules/bylaws that provide guidelines. The Scheduling Chair acts as a mediator. Need to discuss if we have a rule (a team cannot apply for a meet on the same weekend/before and after within so many miles). Mark Burnett some meets have been going on 10, 20, 30, 40 years and are getting hurt by new meets. He likes the idea that new meets have to check with already scheduled meets the weekend before, of, and after.

Motion: Before new meets are added to the meet calendar, those hosts must contact meets that have already been scheduled on the weekend before, during, after. M/S/Declined.

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Discussion: Kim Phelps MVA clubs that are in more distant locations have enough trouble bringing in teams. John Wright Newport. Nehalem smaller teams would have to decide which meet could they could go to. Shelly Rex Watkins brought up that the treasurer report has indicated that we are capped out on non-championship meets. If there is demand for the meets then we need to be examining that. Russ Scovel finding a weekend that there are very few meets and there should be common sense when picking a weekend. We shouldn't have to ask around.
Vote to end discussion. M/S/P

There is a scheduling conflict HEAT, Mid-Willamette Valley, and LOSC meets and the next House of Delegates meeting on October 14th, 2018. OSI Mini Expo is two weeks after USA Swimming Convention unless USA Swimming Convention is later in September in which case the OSI Mini Expo is one week after Convention. To make it easier for teams the next Expo weekend will be October 5th-7th, 2018 one week after USA Swimming Convention.

November 11th (Veteran's Day) is Oregon Top 5.

Website/Records - Greg Bostrom

It's been a year since we adopted TeamUnify. USA Swimming doesn't track 8&under. Russ Scovel has offered a domain offsite for the 8&Unders. All the results for past meets are on USA Swimming but due to the use of cookies we can't link certain pages on USA Swimming to ours.

Occupational Risk Chair - Russ Scovel - pulled for discussion

Camp report - Bruto Fratus came in to do a talk with 32 swimmers attending. He ran the clinic the whole way through: mental preparation, nutrition, core/balance/technique in swimming. Started with a 20 min Safe Sport talk and ended with one-on-one races and drill sharing with the swimmers. Swimmers really enjoyed the one-on-one.

55 risk management incidents with 14 during competition during last year. 5 of the 55 were entering the water and a large portion were on dryland (slips, pulled muscles). Oregon has two laws dealing with concussions. The second law deals with OSI - swimmers 17&Under need to have a medical release before getting back in the water (and no longer exhibit signs or behaviors of a concussion). If at a meet, referees should not let swimmers back in to the water if they are exhibiting signs or behaviors of a concussion.

We have 18 CPR certifications expiring in the next few weeks. Looking to have a CPR class for those coaches at a meet in the next week.

Camp Coordinator - George Sampson

At the OSCA meeting yesterday, Terrence Cochran (Lacamas HeadHunters) was announced as the new Camp Coordinator. Since last night's meeting we would like to form a Task Force to examine the election process for OSCA awards. Thank you: Mark, Skip, George, Rex.

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Officials Committee Report - Julie Carpenter - pulled for discussion

Provided Officials Committee names. Almost 50 officials at the officials meeting yesterday. 5 officials have attended various National Meets with partial funding.

Rules updates:

There will be 3 new Olympic events (mixed Medley Relay, 800 FR Men, 1500 FR Women) and there is a rule change in the Medley/IM events: the freestyle: in the freestyle turn, the swimmer must return to the breast before any kick or stroke.

Updated the Policy and Procedure so that there are OSI recommendations for the number of officials that a team provides. There has been a big push on gaining more officials so that a requirement is not necessary, so the recommendation

Reminders:

Deck Changing - this is not allowed. We want to use the educational approach - coaches need to be involved.

DQ Slips - order online from USA Swimming and they will be delivered to you in 2-3 days. They ship through swimoutlet.com.

Deck Pass - acceptable form of credentials on deck.

Kinesio Tape - not permitted in USA Swimming.

Policy & Procedure regarding officials update:

-regarding open meet entries, add suggested standards for officials in Meet Information and OSI Policy & Procedure and update in the Sanctioning package.

-the AO must be named before the sanction will be granted.

-for invitational and open meets, teams hosting meets are encouraged to put the OSI suggested standard for number of officials in their meet informations as follows:

Priority for entries will be given to those teams committing to provide officials based on the OSI recommendations. With your entries, please provide the names of the officials committed to each session.

OSI Suggested standard:

0-5 Athletes entered - no requirements

6-20 athletes entered (per session) - 1 certified official

21 or more Athletes entered (per session) - 2 certified officials

Tie back suits - a competition suit with lacing or a tie back is deemed to have a fastening system and therefore prohibited. However, these suits may still be worn during warm-up or cool-down. There are some Jolyn suits that are legal.

Dive Certification - all clubs must ensure that all team members are certified and that coaches understand and comply with the certification process. Any athlete that is not dive certified must start in the water.

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Diversity, Disability, and Inclusion - Emily Melina - pulled for discussion

USA Swimming recommends not using free and reduced lunch as a standard for outreach membership as many subsidized lunch programs have changed over the years. Instead they recommend adjusting your LSC policy to something that ensures you're reaching the right outreach athletes.

OSI Outreach policy: Athletes with families eligible for Oregon Train (EBT/food stamps/SNAP for Washington members) will be eligible for USAS Outreach Membership for \$5. A copy of the card/paperwork proving card for the member will suffice as proof for registration. The Oregon Trail/Basic Food card program requires members to make no more than 185% of the poverty level (they are required to show tax returns and proof of income to DHS) so this prevents OSI from having to process sensitive information/documents.

2016 Household Income Guidelines (185% Federal Poverty Level)

Persons in Family	Monthly
1	\$1,860
2	\$2,504
3	\$3,149
4	\$3,793
5	\$4,437
6	\$5,082
7	\$5,726
8	\$6,371

Question on Outreach and what forms need to be sent in. In order to keep the burden off of the office and keep personal documents from being sent in, food stamps will be our guideline for Outreach. A copy or photocopy of the card will be the only requirement.

Office Manager Registration - Debbie Laderoute

USA Swimming has launched **LEARN** site for Athlete Protection Training. This is a new online education hub for all members of USA Swimming! LEARN stands for **L**eadership **E**ducation **A**nd **R**esource **N**etwork. USA Swimming LEARN provides multi-dimensional educational and resource opportunities for athletes, coaches, parents, and officials at all levels of swimming. The goal of LEARN is to provide a consistent and quality learning experience across multiple disciplines for all USA Swimming members in order to develop new skills and enhance their experience inside and out of the

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- must access from USA Swimming website portal
- need a total of 75 points
- everyone must take equivalent of Safe Sport 101 (50 points)
- choice of 2 other courses worth 25 points each (can take both)
- must put in your address to check out when you “purchase” the courses (\$0) but only the first time that you check out with LEARN
- will save spot based on log-in - can log-in from any location/device to get back to the same spot
- must complete the course evaluation to complete the course

New USA Swimming FLEX Membership possibility for 2018-19. This is a new membership option for those athletes competing in 2 meets or less a year (total cost \$20 - \$10 USA Swimming/\$10 OSI). No bridge option (if athlete attends 3rd meet they are required to pay full \$68 USA Swimming athlete membership. There is currently no system in place to track the number of meets that is not labor intensive.

Junior Coach Membership will be offered at the beginning of the 2018-19 registration year. New membership option for those clubs wishing to have Junior Coaches on deck. Would be available to 16-17 year olds (same requirements as regular coach membership except no background check required). Currently must pay both athlete and coach membership (this may change). Must be under the visual supervision of a certified coach.

Registrations:

	2016	2017
Athletes	5688	5822
Seasonal	538	523
Outreach	349	452
Non-Athlete	901	997
Total Memberships	9492	9811
Club	62	65
Seasonal Club	4	3
Club Total	66	68

Sanctions Chair - Reed Sloss

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Activity: 191 sanctions have been awarded both in 2016 and 2017 since the last delegates meeting [compared to 173 sanctions in 2015/2016]. This 191 number comes from 99 open/invitational/championship meets, 18 dual meets and 6 intrasquad meets. This compares to 89 regular, 11 dual and 7 intrasquad meets during the previous annual period. The 191 sanctions also included 10 time trials and 4 Approvals (same numbers as 2015/2016). Altogether, \$5,420 has been collected (or in the process of being collected) in sanction fees [compared to \$4990 collected in 2015/2016].

Updated Sanction Application Packet (coming soon): Following updates to the OSI Standing Rules / Policies and Procedures, the Sanctions and Approval application forms will have besides the Meet Referee assigned to run the meet, an additional line for identifying the certified Administrative Official. The meet document must also include the name and email address of the Administrative Official. Optional text may be included in the meet document at the discretion of the club hosting the meet:

Priority for entries may be given to those teams that commit to provide officials based on OSI

Suggested Standard:

- * 0 - 5 athletes entered in a session: no Need to provide officials*
- * 6 to 20 athletes entered in a session: 1 certified official per session*
- * 21 or more athletes entered in a session: 2 certified officials per session.*

Safe Sport - Jacki Allender

US Center for Safe Sport is an independent center that will look into reports to any Olympic sport. Athlete protection training has gone to a modular set up. Team culture needs to address any improper swimsuits.

NTV Chair - Jacki Allender

It is very important for high school coaches to put club swimmers' USA Swimming ID numbers into district meet information so that proof of time can be established.

All-Star Team: Team Manager - Debbie Laderoute, Head Coach - Jody Rash

For the most of the 11-12 girls the Oregon Zones travel trip was a first-time travel trip experience. The girls did a great job and helped each other, bonding quickly during the editing first day of travel. It was impressive the way they hydrated and nourished and prepared for the long trip and hot days of competition ahead. The first day of racing was for many of the girls a challenge after the long trip, but they stepped up, raced some long events, and through some ups and downs came out on top with many personal bests. Growing through each day many girls reached their pinnacle swims on the final days as we watched them grow individually, mentally, and as a team. After 3 days of racing it was fun to watch them get to cut loose at the water park and at Six Flags where they had some well-earned fun and a whole other kind of growing experience. - Coach Erin Fincher (11-12 Girls)

Zones was a great experience. Being able to coach these amazing young women and see the joy on their faces as they achieved new times was fantastic. They were very good about asking questions and gaining new perspectives. -Coach Sophia Stone-Holmbeck (13-14 Girls)

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The zone meet was quite the experience. Being able to work with such talented athletes was inspiring. The 11-12 boys represented Oregon in best way possible and demonstrated true team spirit. Everyone supported and encouraged each other and made friends with swimmers across the west. Definitely a trip I'll remember! - Coach Tristan Briggs (11-12 Boys)

Team Oregon did an outstanding job at the AG Western Zone Championships in Roseville, CA. We had many swimmers qualify for finals as well as many personal best times. For some of the swimmers this was their first week long travel meet and for most it was another opportunity to represent Team Oregon away from home. Regardless, everyone was exposed to challenges of a prelim-final travel meet and learned how to effectively take care of business. - Coach Patrick Beasley (13-14 Boys)

Team Oregon had a great meet competitively, with a total of 99 Top 16 finishes. Of those 99, 47 were Top 8, seven were Top 3, and we had one Even Winner: Owen Ngan placed 1st in the 13-14 400 IM with a 4:44.09. This great effort by our athletes allowed us to take 7th place overall, the only team in the Top 7 with no 10&Under athletes.

From start to finish, our athletes supported each other, cheered for each other, raced hard, and had FUN! :) The coaching staff of Erin Fincher, Sophia Stone-Holmbeck, Tristan Briggs, and Patrick Beasley did an amazing job connecting with their squads, keeping them focused and on-point to push through long, hot days, to still finish FAST.

Of course, the Zone Team would not have even left Oregon without the incredible efforts of their manager, Debbie Ladaroute, who - with the amazing assistance of team chaperones Lili Loo and Alicia Criscione - ensured that every member of the team arrived on time to the pool, ate well, slept well, and looked Oregon-Awesome in their Zone Team Gear! And of course ... Oregon had the BEST. SKIT. EVER. :D

What a tremendous honor and privilege to be a part of this fantastic group! "OR-OR!" -Coach Jody Rash (Head Coach)

New Business

Elections: No new nominations for the following:

President/General Chair: Shelly Rawding (HRST)

Vice President/Senior Chair: Emily Melina (LOSC)

Secretary: Julie Greenway (MHA)

Age Group Chair - 1 year: Shane Bennett (BEND)

Nominations needed for

Technical Planning Chair TPC:

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Heather Thomas (RACE)

Move to close.

Administrative Review Board:

Rex Watkins (AAA)

Alanya Otterstrom (CAT)

Rick Guenther (CAT)

Move to close.

Since there are no contested positions, motion to accept those nominated to the position. M/S/P.

Motion to destroy the ballots. M/S/P.

Oregon Swimming Awards:

Nominations for James J. Richardson.

Jon Frinch

Skip Runkle

Andrea Knutson

Nominations closed

Nominations for United Swimming Outstanding Service Award:

Julie Carpenter

Emily Melina

Jody Braden

Nominations closed (Joanne Wisniewski already on ballot).

Nominations for Jon Arlin Adapted Award:

Chris Moon/Shane Bennett

Motion to close the ballots. M/S/P.

If a swimmer from another team shows up on your pool deck for a tryout, please be professional and contact that team.

Legislation for HOD:

BL-1

Lowering the age of the Junior Representatives to 15 so that Representatives can step up into the next level of a representative and change the date that the Junior Representative is voted on by the Athlete Representatives in July for a term beginning in September.

Motion to approve the amendment. M/S/Adopted.

BL-2 Withdrawn by authors.

BL-3

Separates some of the treasurer duties so that a second party is doing the reconciliation for transparency. Need to have the bylaws amended so that this can occur.

M/S/Adopted.

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Discussion: Is this another paid position. Potentially in the future. Currently it is Paul Windrath, the previous treasurer, who has been granted this position temporarily by the Board of Directors.
Discussion closed.

PP-1

Added Open Water National meet to the travel fund. They would be reimbursed at the National rate. This is a clarification of language.

Amendment: line 122 (C.3.A) should read Olympic Trial/World Trial years.

Discussion closed.

Motion to approve as amended: M/S/Adopted.

PP-2 Withdrawn by authors.

PP-3

Increase the size of the Oregon Zone size from 48 to 60 swimmers. It is more cost effective to take 60 athletes.

Motion to adopt the proposal Option #2. M/S/Adopted.

Discussion: Heather Thomas: We dropped to 48 originally because that was the number we could consistently take. Proposal is that we can take up to 60.

Discussion closed.

PP-4 Withdrawn. A Task Force will be set up by the Coaches Representative to look at selection for the Zone meet and 10&Under Championship meet format. Coaches Representative, Age Group Representative, two athletes, two coaches at large with the Head Zone Coach and Zone Manager without a vote.

Motion to destroy ballots from OSCA meeting. M/S/P.

2018 Mini Expo Site Selection:

Newburg. Motion to approve Newburg as the site for the Mini Expo in 2018. M/S/P.

Old Business

LEAP - will be done with LEAP Level 3 by November 1, 2017.

Officials Proposal - covered above.

Announcements

Next Board Meeting - November 1, 2017 - 7:00pm, Zoom Meeting

Next House of Delegates Meeting - October 7, 2018 - 9:00AM, Newberg

Adjournment

House of Delegates adjourned at 11:11AM.

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