

WYOMING SWIMMING, INC.
2005 HOUSE OF DELEGATES MEETING
PARKWAY PLAZA HOTEL
CASPER, WYOMING
November 7, 2005

MINUTES

Agenda items are listed (in **Bold**) with minutes, discussion, decision following.

I. Roll Call; Collection of Written Designation of Representatives of Group Members

The meeting was called to order by Bill Heiss at 8:45.

Chuck Schmitt conducted the roll call. The following club representatives were in attendance: Diane Nuttall, Big Horn Basin Blue Dolphins; Tim Wisdorf, Wyoming Waves; Karen Samuels, Cody Kountry Aquatic Team; Mark Miller, Cheyenne Swim Club, BJ Harris, Converse County Waves; Judy Crawford, Lander Swim Club; Jim Gabriel, Laramie Swim Club; Wendy Tarver, Jackson Hole Stingrays; Phil Rehard, Gillette Swim Team; Pat Cain, Rawlins Swim Team; Marie (Meeks) Castagna, United Southwest Aquatics; Padraic O'Dwyer, Rock Springs Swim Club; Jerry Rodriguez, Powell Swim Club; Liane Frieders Riverton Aquatic Team; Jeremy Byrne, Sheridan Swim Club; Jodi Jones, Casper Aquatic Swim Club. Other listed as alternatives for there team in attendance were Rick Robinson, Cheyenne Swim Club; Mark Crawford, Lander Swim Club; Teri Oursler, Powell Swim Club; Dianna Cooper, Riverton Swim Team.

Board Members and committee chairs in attendance included Ken Temple, Tom Hudson, David Schmitt, Bill Heiss, Lan Tien Chu, Cindy O'Dwyer, Dale Nuttall, Ellen Gashler, Mei Ratz, Chuck Schmitt, Rick Robinson, Teri Oursler, Rich Garman.

Motion was made by Chuck Schmitt and Seconded by Jody Jones to suspend handbook requirements and allow the emailed letters correspondence from clubs appointing club representatives to the HOD meeting. Motion passed.

II Reading, correction and adoption of minutes of previous meeting.

Moved by Mark Miller and seconded to accept the minutes as written.

Cindy stated that item 16 was incorrect (shown below). It should have been the Zone Committee that should review waiver requirements not a committee of the Age Group Chair, Senior Chair and Senior Athlete Rep. Cindy stated that she had emailed Chuck Schmitt with this correction last year. Chuck responded that Cindy was incorrect; the motion with the included review process was as written. Since I, (Chuck Schmitt) had made the motion I knew what I had stated as the motion, therefore I did not correct the minutes as requested in Cindy's email, the motion as written, was correct. Bill Heiss concurred the motion as written was

correct and that the review of waivers, for the zone meet, was to be conducted by the Senior Chair, Age Group Chair and Senior Rep. Chuck asked the Senior Chair and the Senior Athlete Rep if they had been contacted about wavier for this years zone meet, they had not.

Motion passed to accept minutes as written.

16. Motion from the floor. Chuck moved to put the swimmer requirements from the Zone Meet Application form under the requirements section under Part II G.2 of the Handbook. Also to have the same review process for these requirements as stated in 10 above. (shown below)

10B. It is proposed that Section II.H.3.c be changed as follows:

c. To be eligible for reimbursement the swimmer must have been registered with WSI for the full year prior to the elite meet and must have competed in at least four WSI sanctioned meets, including both winter and summer state championships in the twelve months prior to the meet for which reimbursement is sought; provided, however, the swimmer need not compete in a state championship if it ends less than one week prior to the start of the Sr. Sectional, Jr. National, or Sr. National meet in which the requesting swimmer is competing.

And the following be added as Section II.H.3.g.

g. Any of the foregoing requirements for reimbursement may be waived by a decision of a committee composed of the Senior Chair, the Age Group Chair and the Senior Athlete Representative. In the event of a conflict of interest of any member of this committee, the waiver shall be considered, and may be granted by, the Board of Directors. Athletes desiring an exemption must make their request in writing addressed to the General Chair. Written denial or approval from the Senior Chair will be furnished the requesting athlete.

III. Reports of Officers

A. General Chair

Bill stated that the Northern Plains All-star meet will be held again this coming year. The date and time will be March 25-26 in Dickenson ND.

The 2007 zone meet will be held in Farmington NM.

Bill discussed background checks for coaches. USA Swimming has not completed the national policy at this time. Bill discussed using agencies to perform the background checks and the problems associated.

Wyoming is behind in automation of USA registration process. A proposal will be presented later in this meeting to have registration done by Team Manager.

B. Admin. Vice Chair

No Report

C. Sr. Chair

No Report

D. Age Group Chair

No Report

E. Secretary

No Report

F. Treasurer

LT gave a report of National USA HOD meeting. Reviewed many of the subjects discussed and the meetings she attended.

G. Coach representative

No report

H. Athlete representative

David discussed the National USA convention including the HOD, athlete and panel discussions. Mei discussed the national convention. She thanked WSI for letting them go. Mei discussed the differences between LSCs for the elite swimmers and the new swimmers and how it compares to Wyoming.

I. Membership/registration coordinator

Ellen stated that she has forms available to pick up. Ellen has the new coaches' information. Ellen stated that the clubs need to get the club registration forms and club registration contact person to her as soon as possible.

Ellen stated that registration to date for 2006 is approximately 700.

Top 16 Coordinator

Rick stated he had copies of the winter state qualifying times. Rick reviewed the procedure for the development of state qualifying times.

IV. Presentation and Approval of the Annual Budget

LT reviewed last year's financial report. WSI has approximately \$133,000 in the bank. The financial reports are attached.

Approval of the budgets was tabled until later in the meeting under new business.

V. Presentation and approval of the annual audit pursuant to Section 608.5, when applicable

No Action

VI. Unfinished (old) business

No old business.

VII. Elections

A. Nominating Committee's Slate of Nominations

Bill presented the following slate of nominations from the nomination committee:

Chuck Schmitt –General Chair

Mike Baldacci –Admin Vice Chair

Jerry Rodriguez-Senior Chair

Secretary – Bill Heiss and Anna Anderson (Shared Position)

B. General chair

Bill reviewed the duties of the General Chair and reiterated the importance of attending both the Winter and Summer State Championship meets and the National HOD meeting. No other nominations were made from the floor. Moved and seconded for nomination to cease. Chuck made a small presentation on his background. Nomination approved by acclamation.

C. Administrative Vice Chair

Cindy nominated Dale Nutall, seconded by Terry. It was moved for nominations to cease. Mike and Dale both made presentations on their background. Mike Baldacci was elected by ballot.

D. Senior Chair

Phil Rehard was nominated from the floor. It was moved nominations cease. Phil and Jerry both made presentations on their backgrounds. Jerry Rodriguez was elected by ballot.

E. Secretary

The nominating committee recommended two people to share the position, Anna Anderson and Bill Heiss. The question was asked if the position would have one or two votes at the board and HOD meeting. One vote. Nomination approved by acclamation.

F. Board of Review

Bill asked for names for board of review. We will need to fill 3 positions. Tim Wisdorf Tom Hudson, Jim Gabriel and Jodi Jones volunteered or were nominated. Tim, Tom and Jim were elected by ballot.

G. Nominating committee

Bill asked for volunteers. Bill Heiss, Cindy O'Dwyer and Matt Wood volunteered. Nominations approved by acclamation.

VIII. New business

1. At the priority meet allocation meeting this summer, those attending voted to allow swimmers to qualify for the Winter State Championships the weekend prior to the championships, subject to the following limitations. This should be adopted by this HOD. Should this apply only to the winter championships?

ONLY swimmers with first time qualifying times, for a given event, will be able to use times to qualify for the Winter State Championship Meet. **No times will be allowed to be updated and/or improved for swimmers who have previously swum a qualifying time.** Qualifying swims and times shall be Faxed/Emailed the following day after the meet but no later than the Monday prior to the State Meet. Monday by 12:00 PM (noon).

Board recommended this for both winter and summer.

Motioned passed.

2. It is proposed that WSI amend its rule, as shown below, to limit the time for state meet financial information to be submitted for payment.

II.D. 4. Meet Results

- a. Within fourteen (14) days following the conclusion of each meet, including the WSI Championships, a copy of the final results shall be mailed by the host club, through U.S. mail or by e-mail, to:
 1. The Top 16 and Records Chairs

2. The Age Group or Chairman.
 3. Each competing team.
- b. Published meet results must contain the following:
1. The title of the meet, the location including the type and length of pool, the date, the team scores (if kept).
 2. The first and last names and the team for all swimmers in each event.
 3. All preliminary and final times except in the case of a disqualified swimmer. Only the note of the disqualification (DQ) is made in the results.
 4. If there is a swim off to determine an entry in either the consolation or championship finals, times of the swim off should be listed at the bottom of the event.
 5. The names and ages of all relay swimmers.
- c. A financial report and payment of required fees shall be mailed by the host club to the Age Group Chair within fourteen (14) days following the conclusion of the meet. A club will be fined ~~\$25.00~~ \$100 if the financial report and payment are not timely provided to the Age Group Chair. Upon receipt of a completed financial report and payment for entry fees, the WSI treasurer shall pay the host club for the A Championships \$1,000 and the host club for the B Championships \$500.
- d. Within fourteen (14) days after the conclusion of the meet, a copy of the final results are to be sent to the Age Group Chair and the Top 16/Records Chairman. A copy of the meet referee's report is to be sent to the Official's Chair. A club will be fined \$25.00 if hard copy results of the meet and disk or e-mail, containing a back up file in meet manager format, are not timely provided to the Age Group Chair and Top 16/Records Chairman. An additional \$25 fine shall be assessed against the host club for each 30 day period following the first deadline and prior to the actual submission.

The Board recommended this be passed.

Moved to amend the motion by Jeanne Shears to amend the fine from \$25 to \$50 for no submitting financial report and payment. Motion withdrawn.

Moved to amend the motion by Mark Miller to amend the fine from \$25 to \$100 fine.

Amendment passed

Motion passed as amended.

3. Filing fee for Board of Review complaints. Upon filing of a complaint with the Board of Review, the board is required to incur a number of costs, including photocopying and mailing of certified mail. The following bylaw authorizes the Board of Directors or HOD to impose a schedule of fees for filing matter with the board of review.

610.4.6 FILING FEES - The Board of Directors or the House of Delegates may impose a schedule of generally applicable fees to be collected at the time a Protest, Request for a Rehearing or Request for Formal Hearing following an Emergency Hearing is filed with the Board of Review. If, on its own initiative or upon written request, the Board of Review determines it to be in the interest of justice and the sport of swimming, the filing fee may be waived on a case-by-case basis.

It is proposed that the Board adopt a ~~\$200~~ \$50 fee for filing a complaint with the Board of Review, which may waive the fee, in whole or in part.

Board discussed why this is needed. Cindy had mentioned in the Board meeting that free conference calls are now available. Board recommended \$50 instead of \$200.

Discussion held to reduce the amount to \$25 or \$50.

Motion passed with the filing fee of \$50.

4. System for streamlining registration check for meets. Those at the priority meet selection meeting at the summer championships approved having meet event files downloadable from the website. It is proposed that the following section, modified as shown, be made into a new Section VII., to be placed in the rule book after the Section on Sanctions and the sanction checklists.

VII. PRE AND POST MEET/EVENT REQUIREMENTS:

A.B Pre-meet. Each host team is required to send by electronic mail, to the registration chairman (currently Ellen Gashler), an SD1 export file from Meet Manager listing the meet registrants, AT LEAST THREE DAYS PRIOR to the event.

~~B-A~~ Pre-meet. **For all priority and championship meets** at least **14** days prior to the entry due date, each host team shall forward to the Wyoming Swimming office a Hytech meet event file for posting on the Wyoming Swimming website.

C. Post-Meet. A completed Financial Statement must be mailed within fourteen (14) days following conclusion of the meet with correct payment of participation fees (club checks only) to: Cindy O'Dwyer, Age Group Chair, 1615 Wyoming Drive, Rock Springs, WY 82935. Participation fees are \$3.50 per swimmer for single day meets and \$4.00 per swimmer for multiple day meets.

D. Post-Meet. A complete set of final results which include (date of meet, length of pool, i.e., yard, short course, long course), number of swimmers participating and a list of possible records must be mailed by U.S. Mail or electronic mail to the following individuals:

(Cindy O'Dwyer)
Age Group Chair
1615 Wyoming Dr.
Rock Springs, WY
82935

(Rick Robinson)
Top 16/Records Chair
5308 Liberty Street
Cheyenne, WY 82001

(Ellen Gashler)
Registration Chair
6224 Pawnee Avenue
Cheyenne, WY 82009

E. A referee's report must be mailed to the Officials Chair within ten (10) days following conclusion of the meet.

The Board had recommended requiring the State Meet have downloadable files on the WEB and recommends requiring this for all meets by September 2006. It was moved to amend part B the above to priority meet and championship meet 14 days prior to the meet. It was moved to move paragraph B. to paragraph A. and paragraph A. to B. Amendments passed.

Terry suggested that the file be sent to Rich at Wyoming Swimming Office.

Motion passed as amended.

Bill will look into the Hy-Tek for price and discounts.

5. It has been proposed that we post on the website each month a list of those coaches who are currently certified. If such a proposal is adopted, it is proposed to change the meet sanction form to remove coaches' certification copies.

Board recommended this be incorporated.

Ellen mentioned that the file could be generated. Ellen mentioned that she is having problems with the program in that it will not allow teams to re-sanction until coaches credentials are current.

Moved and seconded.

Motion passed.

6. It has been proposed that WSI use (require?) registration by each club using Team Manager. Most LSC's use this procedure. Using this, each team would export its Hy-Tek Team Manager file and email it to the Registration Chair for reconciliation. This may make listing swimmers on website unnecessary. This also reduces the number of errors—often caused when a coach or club maintains a Team Manager file different from the registration data provided to the Registration Chair.

Board recommended that this be required by September 2006.

Motion passed.

7. Event order for state championships. The events and event order for the winter LSC Championships are set out in our rule book. The events but not the event order for the summer championships are not specified in the rulebook. It has been proposed to use the event order as used in the 2005 summer championships be adopted into the rule book.

This is in existence and it will be incorporated into the bylaws. No action required by the HOD.

8. WSI registration. Our bylaws provide that members of WSI shall pay an annual fee, consisting of the USA Swimming fee plus a fee established by WSI. Our rulebook does not set out the WSI fee. It is proposed that the following provision be incorporated in the WSI rulebook, incorporating the current fee schedule:

Each Athlete registering with WSI shall pay, in addition to the USA registration fee, a WSI registration fee of \$5.

Each WSI club registrar is authorized to accept registration payments on behalf of WSI, provided that the club registrar shall forward to the Registration Chair the registration information and WSI registration fee **postmarked** within **14** days following receipt by the club registrar. Failure of a club registrar to forward to the Registration Chair the registration information and payment **within the required time may result in a \$25 fine per swimmer**, but shall not affect the validity of the particular registration.

The effective date for WSI registration shall be the date when the club registrar has received a properly completed and signed registration form and payment of the USA and WSI registration fees.

The board recommended approving this procedure and 14 days following receipt of application be used as the time line requirement. Board also recommended the following addition, failure to register within the required time may result in a \$25 fine per swimmer, but will not change the validity of that (those) registrations.

Motion passed.

9. The coach representative is chosen at the winter LSC Championships by the coaches present and voting. However, many clubs have numerous coaches. The following proposed rule change limits each club to one vote for the coach representative.

Board does not recommend this for approval.

Motion failed.

604.1. COACH REPRESENTATIVES - One Coach Representative shall be elected, in even numbered years for a two-year term, or until a successor is elected. The election of the Coach Representative shall be conducted during WSI's short course age group swimming championship, at a meeting timely called by the Coach Representative and the General Chair, and determined by a majority of the Coach Members in good standing present and voting or, failing that, at a time and place and in a manner designated by the Board of Directors; provided, however, that each club member shall be entitled to have only one coach vote for the coach representative.

10. With the change in procedures this year for selecting priority meet dates, the rules for selecting the LSC Championship location and host need to be revised. One rule states that the championship meet dates will be “finalized” at the House of Delegates, while another rule states that winter state dates will be set by the board. A third rule says that the host club will be determined by a vote of the House of Delegates. Our new priority meet allocation rule provides for allocation of meet dates at the summer championships, necessitating establishment of the championship dates, if possible, prior to the HOD meeting. Rule III. B. currently provides:

1. The championship meet dates will be finalized at the **Summer** House of Delegates meeting each year.
2. The Winter Championships will normally be held the weekend following the Wyoming High School Boys State Swimming & Diving Championship (unless that is Easter weekend, in which case the meet will be the next weekend). Dates for winter state will be set by the board as soon as possible after the dates have been set for Sr. Sectionals.

While Rule III.D. provides

3. D. Host Club

The host club and location shall be determined each year by vote at the Summer House of Delegates meeting . Bids to host the Winter and Summer State championships shall be submitted to the age group chair at least 14 days prior to the Summer HOD meeting. Absentee ballot may be submitted to the Age Group Chair for those clubs not attending.

This action would result in two HOD meetings per year. The summer meeting would be used for selection of priority meets, winter and summer state championship meets, hosts for the championship meets and their location.

Absentee votes will be allowed for those teams not attending the Summer HOD meeting. Signed votes would be required for teams not sending a representatives.

Proposal to host the winter or summer state championship meets should be posted 14 days prior to the summer HOD meeting allowing teams adequate times to submit absentee votes.

The board recommends approving this proposal as amended.

Motion passed.

11. Officials, especially referees, are becoming scarce. In order to encourage teams to train and provide officials, it has been proposed that every team hosting a meet must provide [from its team](#) at least two of the officials for its meet. (90% approval required). [Effective September 2006.](#)

The board recommends approving this proposal as amended

Motion fails.

12. 15/16 and [senior](#) 17 & O age groupings. It has been proposed for summer and winter championships to separate the 15/16 and 17 & Over age groups for individual events and keep them combined in a senior 15 & Over category for relays.

At the Board meeting Cindy recommended making the relays 15/16 relay and senior relays. Recommend by the board with rewording.

Tom clarified motion that this proposal was for winter state only due to lack of summer participants.

Motion passed

13. Team awards (p. 24). Our rules presently provide

III.R.3. Team awards will be presented to the top three (3) teams in each division. Those team competing in the championship meet shall be divided into three (3) equal divisions (I,

II, and III) based on each team's number of splashes with Division I being the team with the most number of splashes. A team shall be assessed one (1) splash for each swimmer entered in an individual event and two (2) splashes for each relay team entered. If the teams cannot be divided into equal sized divisions, the largest number of teams shall be in Divisions III and II.

Is the division into three groups needed? Wyoming Swimming currently spends about \$1,000 per year for team award banners. It has been proposed that instead of banners, WSI provide the clubs with other prizes, maybe more useful (special kick boards?).

Board proposes that we develop a permanent award to be place at some location i.e. the Gillette Aquatic Facility. One first place award for each division. For the spirit award- the Board recommends keeping the spirit award and making it a traveling award, i.e. Wyoming Cow Bell. The Board noted that the Eric Hansen Award needs criteria. A Volunteer for committee needed to develop this criteria.

Rich made the comment that the banners given every year to the top three teams in each division cost over \$1000.

Discussion was held on awards, teams awards etc. Jody amended the proposal to do away with awards at championship meet. Amendment failed.

Motion failed.

Discussion was held after the motion failed whether the team awards need to be the banner or not. It was decided that the board can make the decision on the type of award to purchase for the team awards.

14. Review of high point awards policy for non-championship meets.

Bill made comments that the policy is working. (See attachment 1)

Much discussion was held on this topic. Terri read comments from Mike Jennings. Numerous people talked both pro and con on the issue.

Motion to allow high point award at sanctioned meets.

Motion passes.

15. We need to encourage more volunteers in our organization. The best way to do this is not clear. It has been proposed that directors may apply for travel reimbursement to HOD.

Comment in the Board meeting was that clubs should be funding.

Motion made to allow directors of WSI swimming to (may) apply \$100 per official meeting.

Motioned passed.

16. Invitational meets, priority meets. It has been proposed that priority meets must be open meets and not invitational.

The board recommends approving this proposal.

Motioned passed

17. State meet

A. Split A/B?

Two different weekends? Multiple locations?

B events after A session at state championships?

B. Two days?

Board recommended to keep 3 day meet.

Moved to keep the meet 3 days with A and B sessions split but held the same day.

Motion passed.

C. Officials. Offer travel allowance?

No action taken.

17. It was proposed at the summer championships that the last chance meet be awarded on some sort of rotation. Given the rule passed in 1., this meet would be held the weekend before the championship meet.

Motion withdrawn.

VIII. Tabled Items

1. 2005-2006 Budget.

LT reviewed last years financial expenses and income. LT stated with the proposal in the agenda that a projected deficit of \$9000 would be incurred..

It was proposed to accept last years income and expenses as a proposed budget with the exception of a net zone costs of \$15,000 and a net all star costs of \$5,000.

It was moved and seconded to accept the proposed budget.

Motion passed

Submitted By

Chuck Schmitt
Secretary

Attachment 1 – Treasurers Report