

CONNECTICUT SWIMMING, INC.

Board of Directors

Wednesday, April 3, 2013 at 7:30 pm

[High Plains Community Center, Orange, CT](#)

AGENDA

Vision Statement: Connecticut Swimming...better life through swimming.

Mission Statement: Connecticut Swimming promotes the pursuit of excellence in swimming and in life through competition and education.

Call to Order/Roll Call

Approval of Agenda/Additions to Agenda

Announcements

Adoption of Minutes January 9, 2013 meeting

Old Business

- May 2013 House of Delegates update – Rick Lewis and Kaeley Steinnagel
- House of Delegates meet host requirement – Rick Lewis and Kaeley Steinnagel

New Business

- Nominating Committee – David Heller
- 2013-2014 Budget – Todd Gordon
- Safe Sport LSC Board of Directors position requirement by USA Swimming – Jeff Gray
- Approval of USA Swimming mandated bylaw changes (2013-2014) – Jeff Gray
- Hosting a Club Leadership and Business Seminar (3 new clubs) – Rick Lewis
- Forfeiture of USA Swimming Swimposium for 2013 – Rick Lewis
- Zone Coach Monetary Incentive – Jeff Scobee
- Connecticut General Assembly House Bill regarding safety and public school pools
- Attendance at Eastern Zone meeting – Rick Lewis
- Attendance at USA Swimming Safety Workshop (June 14-15) – Rick Lewis

Reports of Officers

General Chair Report – Rick Lewis

Administrative Vice-Chair – Jeff Gray

Treasurer – Lauren Bullock

Finance Vice-Chair – Todd Gordon

Age Group Committee Chair – Dave Reilly

Senior Committee Chair – Randy Erlenbach

Program Development Vice-Chair – Jeff Scobee

Program Operations Vice-Chair – Tak Takabayashi

Technical Planning Committee Chair – Kaeley Steinnagel

Coach Representatives – Matt Hurst/Mark Sedlak

Athlete Representatives – Kaz Takabayashi/Ty Seymour/Jordan Berger/Coral McNary

Coach-at-Large – George Bradner

Safety Committee Chair – Ed Heath

Officials Committee Chair – Ed Becker

Registration/Membership Coordinator – Judy Snow

DRAFT
CONNECTICUT SWIMMING, INC.
Board of Directors Meeting Minutes
Conducted by Teleconference
Wednesday, January 9, 2013
8:00 pm

Call to Order/Roll Call: General Chair, Rick Lewis called the meeting to order at 8:00 pm.

Present: George Bradner, Lauren Bullock, Ed Doernberger, Randy Erlenbach, Todd Gordon, Jeff Gray, Rick Lewis, Dave Reilly, Ty Seymour, Judy Snow, Kaeley Steinnagel, Kaz Takabayashi, Tak Takabayashi. Ed Becker joined meeting at 9:15 p.m.

Not present: Jordan Berger, Ed Heath, Matt Hurst, Coral McNary, Mark Sedlak, Jeff Scobee,

Also present: Nan Cooper and David Heller

Agenda: Motion made and passed to approve the agenda as drafted. No changes made to Agenda.

Minutes: Motion made and passed to approve the minutes from the December 5, 2012 Board of Directors Meeting as drafted.

Announcements: General Chair Lewis reminded all Board Members to renew their USA Swimming membership for 2013.

OLD BUSINESS

Nominating Committee: The following people were appointed to the 2013 CSI Nominating Committee: Omar Cruz, Todd Gordon, David Heller, Bob Scherer and Kaeley Steinnagel. Nominating Committee to develop slate of candidates for the upcoming elections to be held at the May House of Delegates meeting.

Safe Sport Update: Administrative Vice Chair Gray advised Board that CSI needs to consider appointment of Safe Sport Committee Chair or Safe Sport Coordinator. CSI Safe Sport program must be prepared to function starting on September 1, 2013. CSI may need to add language to CSI Code of Conduct pertaining to bullying and Safe Sport procedures and references. Board approved plan for Vice Chair Gray and CSI Administrator Cooper to select and appoint Safe Sport Coordinator prior to September 1, 2013.

New USA Swimming Legislation pertaining to Rules of Conduct for Bullying:

Administrative Vice Chair Gray announced that new Bullying Rules recently adopted by USA Swimming will be incorporated into CSI Bylaws.

Coach Committee Recommendations regarding Travel Costs to USA Swimming National Meets: Discussion tabled to April 2013 Board Meeting.

Planning for May 2013 House of Delegates Meeting: General Chair Lewis and Technical Planning Chair Steinnagel receiving constructive feedback from coaches and interested parties regarding planning ideas and suggested changes to format of annual House of Delegates Meeting. Significant feedback has been received that people would like to see changes and improvements to structure of annual House of Delegates Meeting. Rick and Kaeley will continue to solicit and obtain feedback regarding possible changes. Nan Cooper to attempt to recruit guest speaker for May HOD meeting. Rick and Kaeley to

generate summary report to BOD for distribution in February of 2013 regarding their recommendations and suggestions.

NEW BUSINESS

Secretary Appointment: Nancy Wargo has resigned from Board of Directors as Secretary of CT Swimming. General Chair Lewis announced appointment of David Heller to complete Nancy Wargo's term as Secretary.

REPORTS OF OFFICERS

General Chair Report – Rick Lewis – Yale University considering renovations of their pool facilities.

Administrative Vice Chair – Jeff Gray – Discussion conducted regarding recent investigation conducted and completed by Vice Chair Gray. Investigation did not result in the need to take any action by either CT Swimming or USA Swimming

Treasurer – Lauren Bullock – No financials problems to report.

Finance Vice Chair – Todd Gordon – Finance Chair currently formulating and building budget and will be releasing details of proposed budget shortly for next year. Chair is currently evaluating membership numbers and income sources.

Age Group Committee Chair – Dave Reilly - No report.

Senior Committee Chair – Randy Erlenbach – Senior Championship Meet Announcement has been revised and will be submitted for review shortly.

Program Development Vice-Chair – Jeff Scobee - No report.

Program Operations Vice-Chair – Tak Takabayashi – Long Course bidding underway. CSI Coaches and Athlete Clinic being proposed for April 27 & 28, 2013. Coaches Clinic planning to have Eddie Reese Head Coach of Longhorn Aquatics attend and present and Olympic swimmers to attend and participate in Athlete Clinic. Plan is to not allow any CSI meets to be conducted on those dates. Board agreed to block out dates of April 27 & 28 and to not allow any CSI meets from being conducted on those dates. CSI has budgeted funding for Clinic which is tentatively scheduled to be conducted at Southern CT State University pool.

Technical Planning Committee Chair – Kaeley Steinnagel - Committee meeting scheduled for second week of January 2013.

Coach Representatives – Matt Hurst & Mark Sedlak – No report.

Athlete Representatives – Kaz Takabayashi & Ty Seymour – Statement to be posted on CSI website regarding upcoming athlete representative elections in March, 2013. Elections will be held to elect 3 athlete representatives.

Coach at Large – George Bradner – No report.

Safety Committee Chair – Ed Heath – No report.

Officials Committee Chair – Ed Becker – Official registration and certification issues are confusing because of registration requirements and dates. A new rule which becomes effective on September 1, 2013 requires an Administrative referee for any sanctioned meet to take place. Officials Committee will meet in February to determine the qualifications for this position.

Registration/Membership Coordinator – Judy Snow - Judy announced that there are 5,381 athletes registered with CSI to date.

Meeting adjourned at 10:00 pm.

Respectfully submitted,
David M. Heller
Secretary

Revisions to the CSI Bylaws

Mandated by USA Swimming 2012 House of Delegates

The following are extracted pages from the CSI Bylaws. They contain changes USA Swimming requires regarding:

- LSC House of Delegates At-Large Athlete delegates
- LSC Board of Directors At-Large Athlete members
- LSC Safe Sport Coordinator position and duties
- Addition of Athlete members to each LSC standing committee (20%).
(Standing committees are committees whose members are defined by the Bylaws such as Program Development Committee, Coach Committee, TP Committee, Finance Committee, etc.)
- Addition of House of Delegate and Board of Director At-Large Athlete members to the Athlete Committee

After BOD approval, these revisions will be presented to the House of Delegates for approval.

ARTICLE 4
HOUSE OF DELEGATES

4.1 MEMBERS - The CSI House of Delegates shall consist of the Board Members designated in Section 5.1, the Group Member Representatives, the Athlete Representatives, the Coach Representatives, and the At-Large House Members.

.1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from its membership a Group Member Representative and one or more alternates for each. The appointment shall be in writing, addressed to the CSI Secretary, and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw one or more of its Group Member Representatives or one or more of its alternates and substitute new Group Member Representatives or new alternates by written notice, addressed to the CSI Secretary, and signed by the chief executive officer or secretary of the appointing Group Member.

.2 ATHLETE REPRESENTATIVES - Four (4) Athlete Representatives shall be elected, two each year for a two-year term, or until their respective successors are elected. At the time of election, the Athlete Representative must (1) be an Athlete Member in good standing; (2) be at least sixteen (16) years of age by the end of the calendar year of election or at least a sophomore in high school; (3) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by CSI

or another LSC; and (4) reside in the Territory or in the contiguous territory of another LSC and expect to reside therein throughout at least the first half of the term. Election of the Athlete Representatives shall be conducted annually. Balloting shall take place at a meeting called for that purpose by the Senior Athlete Representative or the Athletes Committee, or failing that, at a time and in a manner designated by the Board of Directors. The Athlete Representatives elected shall be determined by a majority of Athlete Members in good standing present and voting who are thirteen (13) years of age or older.

.3 COACH REPRESENTATIVES - Two Coach Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. The election of the Coach Representative shall be conducted during CSI's short course senior and age group swimming championships, by secret ballot following a solicitation of nominations by the Senior Coach Representative, the Coaches Committee or the Board of Directors, and determined by a majority of the Coach Members in good standing voting or, failing that, at a time and place and in a manner designated by the Board of Directors.

.4 NON ATHLETE AT-LARGE HOUSE MEMBERS - Up to ten (10) ~~at large non-athlete~~ members of the House of Delegates may be appointed as At-Large House Members by the General Chair with the advice and consent of the Board of Directors. ~~Additionally, a sufficient number of athlete members at large shall be elected to constitute at least 20% of the voting membership of the House of Delegates.~~ The At-Large House Members shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.

4.2 ELIGIBILITY - Only Individual Members in good standing shall be eligible to be elected or appointed members of, to be heard at, or to vote at the House of Delegates in any capacity. Members of the House of Delegates must maintain their status as Individual Members in good standing throughout their terms of office.

4.3 VOICE AND VOTING RIGHTS OF MEMBERS - The voice and voting rights of members of the House of Delegates and of Individual Members shall be as follows:

.1 GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, ATHLETE REPRESENTATIVES, COACH REPRESENTATIVES, AND AT-LARGE HOUSE MEMBERS - Each of the Group Member Representatives, Board Members, Athlete Representatives, Coach Representatives, and At-Large House Members shall have both voice and one vote each in meetings of the House of Delegates.

.2 AFFILIATED GROUP MEMBER REPRESENTATIVES - Group Member

ART

ICLE 5
BOARD OF DIRECTORS

5.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, coordinators, and CSI representatives, together with At-Large Members and those additional members designated in Sections 5.2 and 5.3:

- .1 General Chair
- .2 Administrative Vice-Chair
- .3 Program Development Vice-Chair
- .4 Program Operations Vice-Chair
- .5 Finance Vice-Chair
- .6 Secretary
- .7 Treasurer
- .8 The Coach Representatives
- .9 The Athlete Representatives
- .10 Senior Committee Chair
- .11 Age Group Committee Chair
- .12 Officials Committee Chair
- .13 Registration/Membership Coordinator
- .14 Safety Coordinator
- .15 Technical Planning Committee Chair
- .16 At-Large Board Members

5.2 AT-LARGE BOARD MEMBERS - The Board of Directors shall have one (1) or more At-Large Board Members, at least one of whom must be a Coach Member. The House of Delegates or the Board of Directors by resolution may reduce the number, but may not increase it to more than five (5). Any reduction in the number of At-Large Board Members shall not take effect until the incumbents' terms of office expire or become vacant. The House of Delegates or the Board of Directors by resolution may create other classes of At-Large Board Members, such as an At-Large Board Membership to be held by an attorney-at-law who shall serve as CSI's General Counsel. A sufficient number of athlete members shall be selected as At-Large Board Members to constitute at least twenty percent (20%) of the voting membership of the Board of Directors at any given time (taking into account the Athlete Representatives). The athlete At-Large Board Members shall meet the same requirements and be selected at the same time and place as the Athlete Representatives set forth in Section 4.1.2. All At-Large Board Members shall hold office from the date of their election (or appointment) through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are elected or appointed.

5.3 EX OFFICIO MEMBERS - The following persons shall serve as ex officio members of the Board of Directors during the time period in which they meet the

ARTICLE 7
DIVISIONS, COMMITTEES, AND COORDINATORS

7.1 DIVISION ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS - CSI comprises six divisions—Administrative, Program Development, Program Operations, Finance, Athletes, and Coaches—each chaired by a Vice-Chair, the Senior Athlete Representative, or the Senior Coach Representative, as the case may be, whose respective powers, duties, jurisdiction, and responsibilities are described in Section 6.7. Each division Chair oversees the various task areas and officers, standing committees, and coordinators listed below:

.1 ADMINISTRATIVE DIVISION, ADMINISTRATIVE VICE-CHAIR

- Awards Banquet
- Bylaws/Legislation/Rules
- Club Development
- Computer/Technology
- Elections
- Equipment
- Insurance
- Legal (General Counsel, if applicable)
- Marketing/Sponsorship
- Membership/Registration
- Personnel
- Public Relations
- Publications/Newsletter/Website
- Policies and Procedures Manual
- Records/Top 16 Tabulation
- Safe Sport Committee'Coordinator
- Secretary
- Swimguide/Parents Manual

.2 PROGRAM DEVELOPMENT DIVISION, PROGRAM DEVELOPMENT VICE-CHAIR

- Adapted Swimming
- Age Group Committee
- Camps
- Diversity
- Open Water Swimming
- Program Development Committee
- Senior Committee
- Technical Planning Committee
- Time Standards

- D Technical Planning Committee Chair - The Technical Planning Committee Chair shall chair, and have general charge of the business, affairs, and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by CSI, continuing review and development of the CSI philosophy, and advising other committees and divisions regarding the implementation of that philosophy in the context of CSI's swimming programs.
- E Athletes Committee Chair - The Senior Athlete Representative shall chair and have general charge of the business, affairs, and property of the Athletes Committee, which shall be responsible for the publication of an athletes' newsletter and shall undertake such other activities (1) delegated to it by the Board of Directors or the General Chair or (2) judged by the Committee as being in the best interests of the Athlete Members, CSI, USA Swimming, and the sport of swimming.
- F Coaches Committee Chair - The Senior Coach Representative shall chair and have general charge of the business, affairs, and property of the Coaches Committee, which shall undertake such activities (1) delegated to it by the Board of Directors or the General Chair or (2) judged by the committee as being in the best interests of the Coach Members, CSI, and the sport of swimming.
- G Meet Evaluation Coordinator - The Meet Evaluation Coordinator shall administer CSI's system of meet evaluation questionnaires and the evaluation of information contained in the questionnaires concerning the conduct of CSI's swimming meets and make recommendation to the Program Development Committee and the Board of Directors regarding improvements in the CSI swimming meet program.

H UCFE SPORT COORDINATOR - The Safe Sport

Coordinator shall be responsible for the implementation and coordination of, and serve as the ESI liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport Coordinator shall be a non-athlete member in good standing, and shall work with the USA Swimming Safe Sport staff and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within ESI. The Safe Sport Coordinator will:

1. Serve as the primary contact for ESI to coordinate and oversee the implementation of effective safe sport educational programs for

all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;

2. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
3. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;
4. Serve as an information resource for ESI clubs and membership, and will help to identify and connect them with local educational partners and resources;
5. Receive feedback and suggestions on the Safe Sport policies and programs from the ESI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
6. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.

7.3 MEMBERS AND EX OFFICIO MEMBERS OF STANDING COMMITTEES

Except as otherwise provided in these Bylaws or by the Board of Directors, members of each standing committee shall be appointed by the General Chair with the advice and consent of the respective division Vice-Chair and the Chair of the committee. Notwithstanding anything herein to the contrary, a sufficient number of athlete members shall be appointed to each committee to constitute at least twenty percent (20%) of the voting membership of such committee. The athlete committee members shall meet the same requirements as those of Athlete Representative set forth in Section 4.1.2. The division Vice-Chair shall be an ex officio member (with voice and vote) of each standing committee within the respective division. The ex officio members and other designated members of certain standing committees shall be as follows:

- .1 ATHLETES COMMITTEE - The Athletes Committee shall consist of the Athlete Representatives, the athlete At-Large Board Members and the athlete At-Large House Members and at least five (5) additional Athlete Members or Seasonal Athlete Members. The additional Members shall be appointed by the General Chair, after consultation with the Senior Athlete Representative, with the advice and consent of the Board of Directors and with consideration to the benefits of equal geographic representation and diversity in size and identity of Club Member affiliation, among other factors. The Senior Athlete Representative shall serve as committee chair.



General Assembly

Committee Bill No. 5113

January Session, 2013

LCO No. 4684

04684HB05113PS_

Referred to Committee on PUBLIC SAFETY AND SECURITY

Introduced by:

(PS)

AN ACT CONCERNING POOL SAFETY AT PUBLIC SCHOOLS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (NEW) (*Effective October 1, 2013*) (a) As used in this section, "school swimming pool" means an artificial basin constructed of concrete, steel, fiberglass or other relatively impervious material that is provided with a controlled water supply and is approved by a local or regional board of education for student aquatic activities, including, but not limited to, swimming recreation, instruction, practice and competition.

(b) No person shall act as a swimming coach, instructor or teacher at a school swimming pool unless such person (1) is certified as a lifeguard and water safety instructor by the American Red Cross, the Young Men's Christian Association or another nationally recognized organization that conducts aquatic training programs, (2) is certified in cardiopulmonary resuscitation, pursuant to section 19a-113a-1 of the regulations of Connecticut state agencies, as amended from time to time, and (3) has completed a course in first aid and on the use of an automatic external defibrillator offered by the American Red Cross, the American Heart Association, the Department of Public Health or any director of health, as certified by the agency or director of health offering the course.

(c) Whenever a school swimming pool is used by one or more students for aquatic activities, including, but not limited to, swimming recreation, instruction, lessons, practice or competition, there shall be at least one person present, in addition to any swimming coach, instructor, teacher or other person conducting or supervising such aquatic activities, whose primary responsibility is to monitor such school swimming pool for swimmers who are in distress. Such person shall (1) be certified as a lifeguard by the American Red Cross, the Young Men's Christian Association or another nationally recognized organization that conducts aquatic training programs, (2) be certified in cardiopulmonary resuscitation, pursuant to section 19a-113a-1 of the regulations of Connecticut state agencies, as amended from time to time, and (3) have completed a course in first aid and on the use of an automatic external defibrillator offered by the American Red Cross, the American Heart Association, the Department of Public Health or any director of health, as certified by the agency or director of health offering the course.

(d) Each local or regional board of education that allows student aquatic activities at a school swimming pool shall, not later than July 1, 2014, develop a pool safety plan that ensures compliance with this section and includes any other provisions deemed necessary and appropriate for ensuring the safety of students who use such school swimming pool for aquatic activities. Such pool safety plan shall be reviewed and updated as necessary prior to the commencement of each school year.

This act shall take effect as follows and shall amend the following sections:

Statement of Purpose:

To establish a uniform policy regarding school pool safety so as to reduce the loss of life or injury related to swimming at public schools.

[Proposed deletions are enclosed in brackets. Proposed additions are indicated by underline, except that when the entire text of a bill or resolution or a section of a bill or resolution is new, it is not underlined.]

Co-Sponsors: REP. DARGAN, 115th Dist.; REP. ROJAS, 9th Dist.
REP. NICASTRO, 79th Dist.

[H.B. 5113](#)



Connecticut Swimming

office@ctswim.org

SURCHARGE POLICY and MEET DIRECTOR'S REPORT SHORT COURSE and LONG COURSE

Approved by Program Development January 23, 2013. Effective September 1, 2013.

The only financial information that CSI requires from meet sponsors is that necessary to calculate the surcharge. Hosts must submit the Meet Director's report and pay surcharge within fourteen days of the last day of competition. Distance meets, as defined by CSI, are not subject to a surcharge, but Meet Director's report must be completed. Failure to submit the Meet Director's Report and Surcharge payment within 14 days will result in forfeiture of \$150 of the sanction deposit.

Meet surcharge is collected from visiting teams' individual event entry fees including scratched events and time trials. The short course meet surcharge is 25%. The long course meet surcharge is 15%. No surcharge is collected on relays or home team event entries.

If the meet is jointly hosted by two (or more) clubs, only one club will receive the benefit of the splash fee waiver.

Meet Directors Report must be completed online at <http://www.ctswim.org/CTNet/CFPaintForm.aspx?f=20>

Surcharge payment may be made by credit card (MC or VISA) or by check made payable to Connecticut Swimming and mailed to 28 Farms Village Rd, Wethersfield, CT 06109. Include sanction # on memo line.

Information needed for the Meet Directors Report:

Sanction Number: _____ Meet Sponsor: _____

Meet Name: _____ Date: _____ Location: _____

Name of Referee: _____

List the duration of each session in hours: _____

When doing the worksheet below, scratched events and time trials are included in the event count.

1. Total home team individual events (# of events multiplied by the entry fee) = \$ _____

2. Total other teams individual events (# of events multiplied by the entry fee) = \$ _____

3. Standard surcharge: 0.25 for SCY or 0.15 for LCM

4. Total surcharge due (0.25 or 0.15 multiplied by line 2) = \$ _____

No surcharge is collected on any relays or home team individual event entries.



Connecticut Swimming

860-657-1164
office@ctswim.org

SANCTION POLICY and FEE

Approved by Program Development January 23, 2013. Effective September 1, 2013.

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

Connecticut Swimming (CSI) imposes a \$300.00 Sanction Fee for each meet accepted, except Distance meets as defined by CSI. This fee is refundable according to the following schedule: \$150 refund if the meet announcement, event file, and session report arrive in the CSI office according to the schedule shown below. If the announcement, event file, and session report (all 3) are not received in accordance with the schedule, the \$150 is forfeited. The remaining \$150 will be refunded to the sponsoring team upon completion of the following (all 4) within 14 days of the meet. If not received in full, the \$150 is forfeited.

1. Submittal to participating clubs the electronic meet results. Paper results are to be mailed to clubs upon request. These results must be in the proper format as outlined on the Results Checklist.
2. Submittal to CSI office the meet database backup file (zipped) via email attachment. Meet database must be reasonably free of errors, such as but not limited to, accurate splits, relay names, USA IDs for athletes, etc.
3. Submittal of the online Meet Director Report.
4. Payment of surcharge payable to CT Swimming.

If a meet is canceled by the host club without the approval of Program Operations more than eight weeks prior to the scheduled date, the club will forfeit \$150 of the Sanction Fee. If a meet is canceled by the host club without the approval of Program Operations less than eight weeks prior to the scheduled date, the club will forfeit the entire \$300 Sanction Fee. **Teams which run meets shall not be eligible for relief from the \$300 Sanction Fee should the teams choose to cancel the meet due to poor subscription.**

Under no circumstances is a meet announcement, event file, or session report to be mailed or posted on a club's web site prior to approval from CSI Program Operations.

Schedule:

Meet announcement, event file, and session report are due to CSI office Sept n, 2013 for meets held October through December and November n, 2013 for meets held January through March. Meet results sent to participating clubs, meet database, Meet Director's Report, and surcharge payment are due to CSI office within 14 days of the conclusion of the meet.

Program Operations reserves the right to remove or deny future sanctions for unpaid fines, late submissions, and/or unpaid surcharge. Fines may be appealed in writing within 30 days to the CSI Administrative Vice-Chair.

**Officials Committee Report – CSI Board Meeting
April 3, 2013**

Committee:

E. Becker, M. Huffman , W. Repass, J. Scobee, E. Dorenberger, K. Lee, B. Wiederecht. M-P Graf, M. Smalec, N. Wargo, D.Rodney

Last Meeting: February 6, 2013, Orange, Conn.

1. Policing (or not) officials certifications was discussed, including the roles referees have to play. Possible penalties for using non-certified officials were considered but not recommended. Attestation policy like that for coaches was discussed and tabled to next meeting
2. Other Officials Committee members are willing to do more with OTS, such as monitoring officials@ctswim.org to update certifications. Two volunteers already Barbara (who does meet input now) and Nancy.
3. Bag tags: created for 2012 and 2013 have been very worthwhile and will be repeated for 2014 and 2015. (Need to be budgeted for Nov., 2013)
4. Officials National Qualifying Meet – Connecticut LCM Senior Championship this summer. Affirmed. Bill Repass will be meet referee. Getting/have gotten a few suggestions for evaluators.
5. Calling names of swimmers who do not step up – a practice fairly unique to Connecticut – was discussed. Committee was pretty divided on this, so, no vote taken this time. Resume further discussion at next meeting.
6. Accommodating athletes with disabilities was discussed. A recent Wilton meet demonstrated that the Referee has a great deal of latitude in changing rules for this purpose.
7. What to do about low performance officials: Training, mentoring, more discussion required.
8. Administrative Official: Discussed new “Administrative Official” and the committee’s position is reflected in the information below. Will be sent first week of April to officials, clubs, coaches, the Board, and put it on the ctswim.org website and the Officials Blog. Program Operations will need to consider whether clubs submitting bids need to provide the name of an Administrative Official in the bid process, like they do now for a Referee. People are already starting on achieving this certification. Committee committed to revisiting the requirements in the future. The requirements to attend a clinic and train for four sessions -- which were recommended by USA Swimming -- were not adopted.
9. Upcoming clinics: Choate in Wallingford: New (S&T) officials on April 15 and New Starter on April 20, a Saturday. East Lyme – April TBD
10. Boys High School Class and Open championships were observed in March.
11. Agenda items for next meeting: Adding Connecticut LSC Deck Referee and Chief Judge certifications. Also a modest change in CSI certifications to separate USA Swimming requirements (B/C, APT and Reg.) from the LSC Officials qualifications (tests, clinics, sessions worked).

Administrative Official

Starting September 1st, an “Administrative Official,” will be required at all meets sanctioned by Connecticut Swimming. This new position is mandated by USA Swimming and will join the positions already required on deck: Referee, Starter and Stroke & Turn Judges. Connecticut Swimming soon will begin certifying “Administrative Officials.”

The “Administrative Official” is one who works directly with the Meet Referee and supervises/directs the following positions on the “dry” side of the meet:

Entry and Registration Personnel

Clerk of Course

Timing System Operator

Scoring Personnel

Timing Judge

Meet Management Software (Hy-tek, Touchpad, etc.) Operator

The administrative official may serve in one (or more) of the above positions or may simply act in a supervisory capacity of those positions. Volunteers may fill the above positions provided there is an “Administrative Official” supervising all, or the “Administrative Official” is filling one (or more) of the positions and supervising the remaining ones. Rule mandating an Administrative Official is:

102.14 ADMINISTRATIVEOFFICIAL/REFEREE

.1 Shall be responsible to the Referee for the supervision of the following:

- A The entry and registration process
- B Clerk of Course
- C Timing Equipment Operator
- D Scoring personnel
- E Other administrative personnel

.2 Shall be responsible to the Referee for:

- A The accurate processing of entries and scratches.
- B Accurate seeding of preliminary, semi-final and final heats.
- C Determination and recording of official time.

(1) Receiving and reviewing the automatic and/or semi-automatic timing results from the Timing Equipment Operator and comparing primary timing results with the back-up timing results to determine their validity.

(2) Receiving the times recorded by the Head Lane Timers from the Chief Timer and the order of finish data from the Place Judges and using that data to the extent needed to determine the official time for each swimmer.

(3) Unless otherwise directed, notifying the Referee whenever a time obtained by the primary timing system cannot be used as the Official Time.

(4) Recording disqualifications approved by the Referee.

D Determination of the official results.

E Publication and posting of results and scores.

.3 Shall perform other duties assigned by the Referee.

The Connecticut Swimming Officials Committee has established the following requirements for certification as an Administrative Official.

- 1.) Join USA/Connecticut Swimming as a non-athlete member -- "Official" -- which includes passing the Level 2 Background Check and the online Athlete Protection Training course.
- 2.) Pass the online "Timer," "Timing Judge," "Clerk of Course" and "Administrative" tests. (80% is passing.)
- 3.) Be recommended to the Officials Chair by a Connecticut Swimming certified Referee.
- 4.) Be certified by the Connecticut Swimming Officials Chair.
- 5.) Connecticut Swimming certified Referees will automatically qualify as certified Administrative Officials.
- 6.) Yet to be determined if Administrative Officials need to be in officials uniform.

PD Report - submitted by Jeff Scobee - April 1, 2013

The January PD meeting saw a full agenda that generated great conversation on ways to improve CSI programs and participation. A number of motions were passed that impacted the championship season. The PD Committee will continue to monitor the effectiveness of these changes and modify if necessary.

The motions approved included:

- Approval of 2013 Senior LC Time Standards
- Approval of the 2013 Senior LC Championship Meet Announcement
- Revisions to the Age Group Zone Criteria registration policies & procedures
- Raising the refundable meet fees to encourage compliance with procedures and deadlines
- Dropped the stipulation that teams must hold an "Invitational" meet in order to bid on hosting a Regional Championship session

Additionally, a motion to approve the use of educational voucher awards as an incentive for Zone Coaches. The awards are to be used for educational purposes such as ASCA and Eastern States Clinics and are in addition to the existing per diems of \$100/\$80 for head coach and assistant coach, respectively:

Per Meet (SCY and LCM)

Head Zone Coach: \$1200

Each Asst. Zone Coach: \$600

These incentives will become part of the PD budget recommendations for the next budget cycle, however, the PD Committee would like to offer a motion to the BOD to make them effective starting with the 2013 SCY season. It is the Committees belief that the leverage of these incentives is a "win-win" for CT Swimming as it will incent more coaches to participate and the educational component will translate into higher quality coaching.

Motion: Approve the current year budget variance for the implementation (starting with SCY 2013) of the PD Committee authorization of zone coach educational voucher incentives.

Operations Report for BoD - April 3, 2013

2012-13 SC

- 5 Regional Championship Hosts
 - Feedbacks from meet evaluation indicated 5 hosts were "must have"

2013 LC

- 2 weekends of UConn were bid as with 3 weekends of Wesleyan U.
- CSI Coaches Clinic weekend was set up as blackout date.

2013-14 SC

- Per PD decision, qualifier is no longer required to host invitational format meet.
- TP to look into incentive for clubs to host 8/U and or longer stroke events.
- Bid information to go up early May, bid open mid May, close in late June.
- PD passed increase in sanction deposit to \$300 (from \$150) in order to promote on-time, error free documentation. See: Sanction Policy and Fee

2013 LC

- Bid process to move up in calendar than past few years to support club scheduling of LC season:
 - Information to go up on CSI webpage: early December
 - Bid open: early - mid December
 - Bid close: mid January
 - Meet announcement due mid February
 - Post schedule with announcement: early/mid March