

CONNECTICUT SWIMMING, INC.
Board of Directors
Wednesday, December 15, 2010
Teleconference at 7:30 pm
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.

Announcements/Additions to Agenda

Approval of Agenda

Adoption of Minutes of November 22, 2010

Old Business

- Banquet revisions
- Athlete Representative election
- Coach's Online Forum
- Strategic Framework Document

New Business

- Interim office assistant proposal

Reports of Officers:

- General Chair Report – Chris Hug
- Administrative Vice-Chair – Rick Lewis
- Treasurer – Mary Westcott
- Finance Vice-Chair – Bonnie Strittmatter
- Age Group Committee Chair – King Lee
- Senior Committee Chair – Bill Ball/Bob Shearer
- Program Development Vice-Chair – Jeff Gray
- Program Operations Vice-Chair – Mike Huffman
- Technical Planning Committee Chair – Kaeley Steinnagel
- Coach Representatives – Dan Mascolo/John Spadafina
- Athlete Representatives – Cooper Kearns/Lexi Koukos
- Coach-at-Large –
- Safety Committee Chair – Peter Boucher
- Officials Committee Chair – Ed Becker
- Registration/Membership Coordinator – Judy Snow

Draft
Connecticut Swimming Inc.
Board of Directors
Minutes
November 22, 2010
Teleconference at 7:30 pm

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

Present: Bill Ball, Ed Becker, Peter Boucher, Hilary Berger, Ed Dornberger (joined late) Jeff Gray, Mike Huffman, Chris Hug, Lexi Koukos, King Lee, Rick Lewis, Dan Mascolo (joined late), Bob Shearer, Judy Snow (joined late), Kaeley Steinnagel , John Spadafina, Mary Westcott

Also Present: Nan Cooper (signed off before end of meeting)

Not Present: Bonnie Strittmatter

Meeting is called to order at 7:33 pm

Announcements/Additions to the Agenda: Thank you from Chris Hug for all the work and written reports. It is nice to see the progress that has been made. There are no additions to the agenda.

Approval of the Agenda: Approved.

Approval of the Minutes: A motion to accept the minutes of October 6, 2010 Board of Directors meeting was unanimously approved.

OLD BUSINESS

Nominating Committee Selection: Dan Mascolo, Ed Becker, and Dave Heller were selected at the October 6, 2010 Board meeting. Chris Hug suggests Tak Takabayashi and George Bradner. A motion was made and approved to appoint both Tak and George to this committee.

Athlete Representative Election: Dan Mascolo will work on this for the next meeting.

Coaches Online Forum: Motion is made and approved with one abstention (Dan Mascolo) to allocate \$200.00 for the Coaches Online Forum to be paid to Scott Hughes to develop the software for an online coach forum. Before the forum goes live, guidelines will be written and reviewed, and a test link will be set up so that the Board may test it. This also assumes that any compatibility issues with the server are resolved. Bob Shearer

suggests looking at CollegeSwimming.com forum for reference. The funds were allocated with the above stipulations.

Strategic Framework Document: Chris focused on 3 key areas from the “Connecticut Swimming Board Of Directors 2010 – 2015 Strategic Framework”: Club Excellence, Performance, and expansion of the Volunteer Base.

Club Excellence: Chris Hug reviewed the goals, objectives and action steps associated with this key area (as found on Page 2, Tasks E-1 – E-4 of the “Connecticut Swimming Board Of Directors 2010 – 2015 Strategic Framework”). He would like to further review this and develop a model policy of a Club and needs to clarify what this entails.

Performance: Chris reviewed the goals, objectives and action steps associated with this key area (as found on Page 3, Tasks P-1 – P-8). It was decided to take out “mentoring” from P-2 and to take out Task P-7 (establish a coach-to-coach program with another LSC). Covered the following points:

*Increase Communication between CSI and CIAC: Chris Hug wants to work with Rick Lewis on this and identify someone. Kaeley Steinnagel mentioned Mr. Murad as a possibility. A discussion took place about high school officiating and its relationship to USA Swimming officiating.

Expansion of Volunteer Base – Chris Hug and Ed Becker commented that is premature to discuss the issue of paying for officials’ background screening.

Bylaws: Chris Hug

A motion is made and unanimously approved for one at large board member to serve as “Counsel at Large” (Attorney at Law) and have this language re-incorporated into the Bylaws (line number 992).

A motion is made and unanimously approved to include Item 6.6.3 under “Terms of Office” back into the bylaws to promote cooperation between outgoing and incoming board members (Transition Period).

NEW BUSINESS

Corporate Sponsorships: Summary of lengthy discussion which concluded by encouraging corporate sponsorships but to be mindful of our current vendors, inappropriate vendors (energy drinks that include alcohol for example), and that we should develop guidelines and protocol and have someone assigned to receiving all requests to assess whether or not they meet our requirements for sponsorship. This is to be continued after the holidays.

Board and Committee Governance Tips- Ed Dornberger

1. Roberts Rules of Order govern procedural aspects of meetings which include writing minutes (suggests not recording discussions of members). Ed suggests that we do record discussions on certain topics to that there is a clear and accurate representation from the meeting to determine pros and cons of a situation. The

goal of meeting minutes is to come to the proper tone and tenure of the decision. Ed suggests that attributions of certain opinions be left out so no names are included.

2. Chris Hug represents CSI to the outside world and Chris needs to present that position once a board decision is made.

Reports of Officers

Officer's reports were submitted prior to meeting. Additions to these reports are noted below:

General Chair Report – Chris Hug- nothing added

Administrative Vice Chair – Rick Lewis – nothing added

Treasurer – Mary Wescott – nothing added.

Finance Chair – Bonnie Stittmatter – not present

Chris raised a discussion about whether CSI should raise the contribution amount to Wesleyan with surplus funds. Discussion about use of funds, donations to facilities and possible other ways to allocate funds took place.

Age Group Committee Chair – King Lee – nothing added at meeting

Senior Committee – Bill Ball/Bob Shearer: nothing added at meeting

Program Development Vice Chair – Jeff Grey – nothing added at meeting

Program Operations Vice Chair – Mike Huffman– nothing added at meeting

Technical Planning Committee Chair – Kaeley Steinnagel – came to board to seek feedback on proposal to omit Regional Championships from the Long Course Season. She will bring feedback from board to her committee for further discussion and report back on this proposal. A lively discussion took place about the pros and cons.

Coach Representatives – John Spadafina – initiated discussion about the viability and appropriateness of introducing a “Make A Splash” program at a community center where there is a rec program in place. There is concern specifically about CSI overstepping boundaries and how to cooperate and improve community based swim programs with CSI resources.

Athlete Representatives–Cooper Kearns/Lexi Koukos–nothing added at meeting

Safety Committee Chair – Peter Boucher nothing added at meeting

Officials Committee Chair – Ed Becker – nothing added at meeting

Registration /Membership Coordinator – Judy Snow – nothing added at meeting

Meeting Adjourned: 9:55pm

Respectfully submitted,

Hilary S. Berger, CSI Secretary

CONNECTICUT SWIMMING, INC.

Job Title: Administrative Assistant

Position Information: Interim, 10-15 hours per week until September 1, 2011

Salary Range: \$10-15 per hour

Open Period: December 20, 2010 to January 17, 2011

Job Summary: Provides administrative support to the Executive Administrator, the General Chair and the Administrative Vice-Chair. Works under the supervision of the Administrative Vice-Chair.

Duties and Responsibilities

Serves as the Administrative Assistant in the daily conduct of CSI's business by assisting the Executive Administrator.

- Oversees preparation and distribution of the CSI meet schedule, sanction fees, meet announcements and meet results; ensures timely closure of meet reports and financial obligations of CSI meet hosts.
- Provides assistance to CSI Sanctions Chairman (Program Operations) by issuing sanctions, maintaining sanction records and reports, authorizing refunds of sanction fees and such other activities as directed by the Program Operations Chair.
- Prepares meet information for publication on CSI's website.
- Assists in the maintenance of CSI Policy Manual and other CSI handbooks and guides;
- Responds to inquiries from Members as needed by the Executive Administrator.
- Such other tasks as may be directed by the Executive Administrator, General Chair and the Administrative Vice-Chair.

Job Requirements

- **Education and Experience:** Bachelor's degree or equivalent. Experience with Connecticut Swimming or USA Swimming as an athlete or non-athlete member required. A minimum of three years experience (paid or volunteer) in tasks similar to those of the position.
- **Knowledge and Technical Skills:** Familiarity with the structure of Connecticut Swimming and USA Swimming required. Computer literacy and proficiency. Knowledge of and the ability to use MS Office, meet management, and bookkeeping/accounting software.
- **Special Skills:** In addition to possessing excellent writing and speaking skills, the Administrative Assistant must possess the ability to communicate and effectively interact with coaches, athletes and non-athletes; and to facilitate the effective performance of CSI volunteers.
- **Favorable USA Swimming Background Check**

General Chair's Report
December 2010

I am pleased to report that:

1. **General Comments** – As I write this, I take delight in the fact that a number of our athletes are currently at the various national championships and hope I will have good news to report, such as a few more Olympic Trial cuts, by the time of the BOD meeting. As general chair, whenever I attend a meet, it is often an opportunity to receive unsolicited feedback from our Members. As of this date, I am generally greeted with smiles and acknowledgement that our BOD is pretty active and attending to the needs of our LSC. I suspect that will change from time to time, but it is good to hear. Knock on wood, but I have not gotten any complaints or angry parent/coach/official calls in a while. I don't want to jinx it, but it has been quiet on my end. It is the Holiday Season and I expect that December will not be as active a month as usual for our BOD volunteers - and that is fine. Finally, I would like to wish a happy Holiday Season to our entire BOD and thank you very much for your volunteer efforts in 2010. HAPPY NEW YEAR!!!
2. **Wesleyan** – Since November 13, 2010, I have been waiting for a proposal from Wesleyan. Late Friday December 10, I received a VM from Mary Bolich indicating she has assembled the “wish list” and wishes to speak with me early next week. I will provide an update as soon as it is available.
3. **Athlete Protection Policies** – On December 9, USA Swimming has issued its plan for implementation of the new background checks. A memo was forwarded to BOD members. I will add this item to the next BOD meeting to sniff out any LSC issues. I have asked Ed Becker to review the issue of whether the LSC should be financially assisting with the cost of the background screening for officials and I'll ask Ed to report his thoughts at the next BOD meeting. I'll move to add this to the agenda.
4. **CSI Employee** – On this month's BOD agenda, consideration will be given to the hiring of an additional part-time employee to assist Nan with some administrative chores.
5. **Website** – Last year, we allocated funds to purchase software to improve the ability to manage our website as well as expand its functionality. Nevertheless, to ensure we are heading in the right direction, when Team Unify approached us to demonstrate the services they provide, we agreed to listen. Nan and I participated in a web demonstration on Thursday December 9, 2010 by Team Unify for our LSC. It was impressive, but our current approach has more flexibility and more functionality. Team Unify is, however, terrific for Club management, but they have not dedicated separate resources to address specific LSC needs.
6. **Website Update** – The process is ongoing, but tied to item 3 above. There are just so many hours in a day.
7. **Marketing** – Last BOD meeting, I was commissioned with putting together a protocol. A draft protocol has been prepared and I will circulate it to Ed,

Hilary and Rick by early next week. On this point, I have researched many different LSC website and spoken with the marketing director at USA Swimming. As best I can tell, there are no written guidelines in the swimming community that I have located. I hope to have something firm before the January BOD meeting.

8. **Strategic Framework** – Last BOD meeting, assignments were given. No updates from anyone, including me, received as of this date. It's a busy season and we just had the last BOD meeting, so this may need to slide to another meeting. If all can attend to assignments given, let's try to advance the ball early next year.
9. **LEAP** – Our deadline is fast approaching, but other important issues have been pressing. Perhaps December will give us some breathing room.
10. **Bylaws** – The bylaws are being proofed and indexing completed. Formal publication expected soon.
11. **CIAC** – This is on my to-do list to reach out to CIAC. Kaeley has given me a contact, whom I need to call. In my court..
12. **UConn** – No update from me. I believe Mike Huffman was waiting on UConn to respond to him.
13. **Make A Splash** – No progress from last time, which provided: “Chance contact with superintendent of New London Schools has sparked interest in a potential venture in that community. Intending to follow-up in December.”

Officials Report
December 13, 2010

Committee Members:

Ed Becker, Mike Huffman, Bill Repass, King Lee, Monica Prangley, Marie-Pierre Graf, Barbara Wiederecht, Ed Doernberger,

No committee meeting since last report.

Events and Highlights:

1. Officials Clinic held at Brookfield YMCA on Dec. 8.
2. Draft communication prepared for officials regarding background checks being required of officials as of Feb. 15, 2011. Will be distributed to officials via email and ctswim.org week of Nov. 13. Communication below.

Respectfully submitted,

Ed Becker
Officials Chair

Important News for Officials

All details are not yet available, but below is important information about the new USA Swimming background check requirement for Officials and about extending your Officials certification beyond 12/31/2010.

On or about December 31, 2010, Officials who meet all the other requirements* will have their certification expiration dates extended to February 15, 2011, the deadline just set for having background checks completed. Officials will have to use the Officials Tracking System at usaswimming.org to print updated Officials Cards. Referees will always ask to see these cards at meets.

You will be able to apply online for your background check beginning January 10, 2011. Instructions for initiating the process are not yet available, but will be posted on ctswim.org and ussswimming.org when they are. It is suggested you apply for the background check two weeks, or more, in advance of the February 15 deadline, so it can be completed by then.

The cost of the initial background check will be \$37-\$40. The background check is valid for two years. Subsequent checks will be \$17-\$20.

Only the USA Swimming Level 2 background check is acceptable for officials. Background checks from other organizations or sources are not acceptable.

Your 2011 USA Swimming/Connecticut Swimming non-athlete Membership Card will be mailed to you after you successfully complete your background check.

You will need to print another Officials Card using OTS at usaswimming.org after you pass your background check. Extending your Officials certification date beyond February 15 will be a manual

process. Check OTS to see if your Officials expiration date has been extended a few days after your successful background check. If not, send an email to officials@ctswim.org.

***Other Certification Requirements**

You must update your Connecticut Swimming/USA Swimming registration for 2011 if you have not done so already. (\$58) You do this at ctswim.org. (Specifics below). Allow several business days for your registration update to appear on your OTS record. To avoid delay in the extension of your Officials certification, do this before yearend.

Officials certifications are not for any specific period of time. Much like USA Swimming Coaches, Officials are certified only as long as they meet the certification requirements. In addition to being a member of Connecticut Swimming/USA Swimming and passing the background check by the deadline,

You must have passed the appropriate online certification test within the last 24 months.

You must have attended an appropriate clinic within the last 24 months. (Referees must have attended a clinic in the last 12 months, but have until February 15 to meet this new annual requirement.)

Officials must have worked six sessions at USA/Connecticut Swimming sanctioned meets in the prior calendar year.

Your certification lapses anytime you do not meet these requirements.

Questions contact: Ed Becker, ebecker@optonline.net

To Register with USA Swimming/Connecticut Swimming at ctswim.org.

- a. Go to ctswim.org and select "Registration"
- b. Select "NON-ATHLETE REGISTRATION"
- c. In the first sentence, click "online"
- d. On the next page, at the bottom, click on "Click Here" to register and pay online
- e. Complete the application. Be sure to check "Official." Select "Submit"
- f. Select "Make a credit card payment"
- g. Choose "Membership and Registration"
- h. Select "Non-Athlete and Coach Registration" or "Non-Athlete FAMILY Membership"
- i. Complete the information and checkout.
- j. The individual membership fee is \$58. Officials are encouraged to contact their clubs about CSI/USA Swimming membership reimbursement
- k. Please allow three (3) business days for your membership renewal to be processed and posted on OTS at usaswimming.org.**

To Print your Officials Card Go to usaswimming.org and Sign In. Select "Member Services," then "Officials Tracking System" then "My Certification Card." Print your card.

Registration Report 12/11/2010

Current Registration

Coaches – 159

Officials – 172

Other – 33

There have been a number of bad files submitted this fall. Apparent unfamiliarity with Hytek issues or unfamiliarity with registration.... Whole rosters submitted when only 1 or 2 were being registered.

Large number of Year 1 coaches from 2010 are failing to have started or taken the Foundations of Coaching Test..... There are just 2 more weeks to keep them legal and on the deck.

When files are sent to the registrars... the checks should follow ASAP. Some of the checks are very overdue and swimmers will not be input until payment is received.!!

Athlete Registration Report 12/11/2010

Athlete Membership Statistics

LSC: CT

Year To Date

Age Group	Total Female	Total Male	Grand Total
8 & Under	523	335	858
9 Year Olds	354	208	562
10 Year Olds	343	237	580
11 Year Olds	348	218	566
12 Year Olds	342	222	564
13 Year Olds	283	158	441
14 Year Olds	191	148	339
15 Year Olds	156	139	295
16 Year Olds	112	130	242
17 Year Olds	89	104	193
18 Year Olds	8	9	17
19 and Over	14	9	23
Totals	2763	1917	4680