

Connecticut Swimming Program Development Meeting

Wednesday, September 28, 2011

7:30 pm

Location: High Plains Community Center, Orange, CT

AGENDA

Call to Order

Approval of Agenda

Approval of Minutes June 7, 2011

Committee Reports

Senior Committee

Age Group Committee

Technical Planning Committee

Old Business

- CSI SC Age Group Championship Meet Proposal (All)
- Zone Policy

New Business

- Review of Program Development goals
- 2012 LC Championship meet schedule (review of available dates, alternative venues and sectional dates; final confirmation of 2012 CSI championship dates)
- Coach Travel Assistance
- Swimmer of the Year
- LC Regional configuration

Announcements

OCT	NOV	JAN	FEB	MAY	JUNE
HOD Items	SC Champs	LC Standards	Review & Planning	SC Standards	Finalize SC Standards
SC Champs Prep	SC Meet Announcements	LC Zone Criteria	LC Championships	LC Meet Announcements	Schedule meeting dates for next year
	LC Champs Prep	LC Champs Prep		SC Zone Criteria	
				HOD Items	

DRAFT

**Connecticut Swimming
Program Development Meeting
Minutes of June 7, 2011
7:30 pm via Teleconference**

In Attendance: Jeff Gray (Chair), Peter Boucher, Chris Hug, Kaeley Steinnagel, King Lee, Bob Shearer, Lexi Koukos, Ty Seymour, John Spadafina, Kaz Takabayashi,
Absent: Mike Huffman, Cooper Kearns, Joanne Lindberg
Also in Attendance: Nan Cooper, Dan Mascolo, Jo Ann McCaffrey, Dave Reilly, Tak Takabayashi

Meeting called to order @ 7:35 PM

- Approval of Agenda: motion made, seconded, motion to approve the amended agenda. Revised Regional Championship Time Standards and Regional Championship order of events for LC 2011 were added to the agenda.
- Approval of Minutes May 10, 2011: motion made to approve second; motion approved.

Committee Reports:

Senior Committee

- March 1-4, 2012 dates at Wesleyan University are available for Senior Championships. Sectional championships are March 22-25, 2012.
- The Age Group Championship Proposal was passed by the Senior Committee, in a 3-1 vote.
- Bill Ball has resigned as Senior Committee Co-Chair.

Age Group Committee

- The Age Group Committee approved the SC 2012 Age Group Time Standards. The 15/18 standards will be dropped if the Age Group Championship proposal passes at PD.
- The Zone Team Policy was reviewed and revised.
- The committee selected 4 assistant coaches for the LC 2012 Zone meet. The committee will re-open applications for a 5th coach.

Technical Planning Committee

- Kaeley Steinnagel has nothing new to report.
- TP discussed and did not approve the Age Group Championship Proposal.

Old Business

- LC Regional Championship Time Standards: See attachment The 10/U Girls 400M Free and 15/18 Girls 1500 Free time standards are revised to the same standards as LC 2011. Motion made to approve second; motion approved.
- LC Regional Championship Order of Events: See attachment The attached order of events was reviewed, with minor revisions made. Motion made to approve revised order, second; motion approved.
- Adapted Swimming Committee Chair: Mark Kinne, GLAS, will be contacted about his availability and interest in the vacant Adapted Swimming Committee Chair position; if confirmed, he will be asked to assume this position.

New Business

- 2012 SC Championship Meet Schedule: The following schedule was created. Motion made to approve second; motion approved.
 - February 24-26, 2012 Regional Championships
 - March 1-4, 2012 Senior Championship at Wesleyan
 - March 15-18 Age Group Championship at Wesleyan
- Zone Team Policy (attached) as revised and updated by the Age Group Committee was reviewed. The Program Development committee asked for specific language regarding the challenge meeting. Full-year member athletes will be added as a LC eligibility criterion. It was suggested the document be better organized. The Age Group Committee will work on the above modifications and present to Program Development at the first fall 2011 meeting.
- 2012 SC Age Group Time Standards: (attached) Motion made, seconded, and approved. Joanne McCaffrey, Times Standards Chair, reported the time standard are anywhere from 30-36th time based on the 2011 SC meet psych sheets.
- The SC Age Group Championship Proposal was discussed. Chair Jeff Gray asked for observations and comments with the understanding that most in attendance have reviewed the proposal and have reviewed the feedback received from some CSI coaches. All agreed that better communication with the coach community is imperative. After much healthy discussion, it was determined that Program Development Committee was not ready to vote because:
 - Would like opportunity to re-communicate proposal to membership
 - Transition year with a new Age Group Chair beginning September 1, 2011.
 - Committees would like to craft a definition of “Age Group swimming” and “Senior swimming.”

Fall 2011 Agenda Items:

- Zone Policy
- SC Age Group Championship Proposal

Motion made, seconded and approved for meeting adjournment at 10 PM

Submitted by,
Nan Cooper, Administrator

Attachments:
Regional LC min time stds revised
Regional LC order of events
2012 SC Age Group Championship Time standards
Age Group Championship proposal

2012 Long Course Dates

June 25-July 2: Olympic Trials

July 7-10: Wesleyan available

July 14-17: Wesleyan available

July 21-24: Wesleyan available

Super Sectionals pending (was first week in August for 2011)

Zones Age Group Championship pending (was 2nd week in August for 2011)

Aug 7-11 US Open (in lieu of Nationals during an Olympic Year)

2012 Long Course Dates

June 25-July 2: Olympic Trials

July 7-10: Wesleyan available

July 14-17: Wesleyan available

July 21-24: Wesleyan available

Super Sectionals pending (was first week in August for 2011)

Zones Age Group Championship pending (was 2nd week in August for 2011)

Aug 7-11 US Open (in lieu of Nationals during an Olympic Year)

Connecticut Swimming Zone Team Policy

Approved _____

1. **Mission Statement**: Encourage the best athletes to participate in the highest age group meet in the Eastern Zone of USA Swimming.
2. **Selection Criteria**:
 - 2.1. **Short Course**: For each event, the swimmers achieving the **three** fastest times, (**two for 13/Overs**), statewide who have applied to compete at the Zone meet shall be selected, subject to the further criteria, as set forth below. If a selected swimmer is unable to participate, the swimmer with the next fastest time shall be selected. The following additional criteria/conditions apply:
 - 2.1.1. Times Recognized:
 - 2.1.1.1. Times must be achieved from September 1 through the Age Group Short Course Championship Meet of the season for which the Zone Team is being selected;
 - 2.1.1.2. Swimmers must have swum in four CSI-sanctioned regularly scheduled meets (including championship meets) from September 1 through and including the Age Group Short Course Championship Meet;**
 - 2.1.1.3. Swimmers must have a minimum of one “AA” time in the event they will be competing in. Once the team members have been selected based on this criterion, if there are unfilled events, the fastest available swimmers who are already team members may be entered in those events;
 - 2.1.1.4. Times must be from a USA Swimming sanctioned meet for purposes of qualifying for entry. Times from any dual meet, YMCA meet, or other meet with entry criteria restricting access to one Connecticut team or to a specified group of Connecticut teams may not be used to qualify, regardless of USA Swimming sanction;
 - 2.1.1.5. Times from Connecticut Swimming approved meets may be used for seed time improvement only. Such times must be officially reported in meet results. Proof of time must be obtained and submitted by the swimmer prior to the end of the Age Group Short Course Championship Meet;
 - 2.1.1.6. CSI Championship Meet times from the initial distance of an individual event or the lead-off leg of a relay may be used for seed time improvement only. Such times must be officially reported in the meet results. Proof of time must be obtained and submitted by the swimmer prior to the end of the Age Group Short Course Championship meet;
 - 2.1.1.7. Time trials and swim offs are not recognized as valid for Zone Team selection; and
 - 2.1.1.8. All times being used from non-CSI meets must be submitted to the CSI Office prior to the first day of the Age Group Short Course Championship

Meet. Times submitted later than that will NOT be recognized as selection times, but may be used for seed improvement.

2.1.2. Other Requirements for Selection:

2.1.2.1. Applications must be completed and submitted to the Zone Table by 6pm Sunday of the Age Group Short Course Championship meet;

2.1.2.2. All swimmers selected for and attending the Zone Meet must complete all required forms for acceptance: Code of conduct, medical release, proof of time sheet and acceptance, and must include fee payment by the **Monday after Age Groups concludes.**

2.1.2.3. In the event of a rules conflict, such that entry standards set by the Eastern Zone are more restrictive than those contained herein, the Eastern Zone rules shall take precedence. Otherwise, CSI rules shall apply.

2.1.2.4. Challenge meeting.

2.2. Long Course:

2.2.1. Times Recognized:

2.2.1.1. Team selection times must be within the qualifying standards set by the Eastern Zone Committee;

2.2.1.2. Swimmers must have swum in **two regularly scheduled** CSI-sanctioned meets (including championship meets from April 1 through and including the current Age Group Long Course Championship Meet;

2.2.1.3. Swimmers must achieve a minimum of two qualifying times in order to attend and compete on the CT LC Zone team.

2.2.1.4. Times must be achieved from the previous year's Long Course Eastern Zone Age Group Meet through the end of the current Age Group Long Course Championship Meet;

2.2.1.5. Once the team members have been selected based on this criterion, if there are unfilled events, the fastest available swimmers who are already team members may be entered in those events;

2.2.1.6. Times must be from a USA Swimming sanctioned meet or a Connecticut Swimming approved meet;

2.2.1.7. Times from the initial distance of an individual event or the lead-off leg of a relay may be used for selection. Such times must be officially reported in meet results; and

2.2.1.8. Time trials or swim offs are recognized as valid for Zone Team selection.

2.2.2. Other Requirements for Selection:

2.2.2.1. Applications must be completed and submitted to the Zone Table by 6pm Sunday of the Age Group Short Course Championship meet;

2.2.2.2. All swimmers selected for and attending the Zone Meet must complete all required forms for acceptance: Code of conduct, medical release, proof of

time sheet and acceptance, and must include fee payment by the **Monday after Age Groups concludes.**

2.2.2.3. In the event of a rules conflict, such that entry standards set by the Eastern Zone are more restrictive than those contained herein, the Eastern Zone rules shall take precedence. Otherwise, CSI rules shall apply

2.2.2.4. Challenge meeting.

3. **Selection of Coaches:**

3.1. Selection will be made by the Age Group Committee at least one month prior to each Zone Meet. The selection process will take into account, if possible: having a mixture of experienced Zone coaches, coaches new to Zones, coaches from different teams, from different parts of the state and gender diverse.

3.2. The deadline for applications shall be no less than two months prior to the Zone Meet.

3.3. **Active membership** in Connecticut Swimming is required.

3.4. Coaches must be properly credentialed at all material times, including at the time of application, consideration, selection and participation in the Zone Meet.

3.5. A maximum of five coaches will be selected for the Short Course Zone Meet and a maximum of six coaches will be selected for the Long Course Zone Meet. Subject to the foregoing, the number of coaches will be based upon the perceived needs of the meet, number of anticipated swimmers, and venue in the discretion of the Age Group Committee.

3.6. The Head Coach will be paid \$100/day of the meet and travel days.

3.7. Assistant Coaches will be paid \$80/day of the meet and travel days.

3.8. The duties of the Head Coach are set forth in Appendix A hereto.

4. **Coordinators:**

4.1. The coordinator(s) for the Zone Meet shall be identified and selected by the Chair of the Age Group Committee in his/her sole discretion. In the event there is more than one Coordinator, the Chair shall appoint one as Head Coordinator.

4.2. The duty of the coordinator(s) is set forth in Appendix B. The Head Coordinator has specific additional duties, as specified hereinafter.

5. **Apparel:**

5.1. **Swimmers:**

5.1.1. Swimmer apparel provided by CSI includes a minimum of a team suit (mandatory for all sessions, caps, t-shirts and team Speedo short.

5.1.2. Swimmers who do not have a CT Zone Team backpack must separately purchase one.

5.1.3. Swimmers may purchase a team warm-up suit at their option.

5.1.4. Swimmers will be provided with a black team suit. At their option, they may opt to wear an alternative solid black Championship suit.

5.2. Coaches and Coordinator(s):

- 5.2.1. For a first time coaches, CSI will provide a backpack and a warm-up jacket.
- 5.2.2. All coaches will receive a t-shirt and a collared shirt for each day of the meet. Collared shirts are expected to be worn at Finals.
- 5.2.3. Coaches may purchase, at their own expense, warm-up pants or shorts.

5.3. Chaperones:

- 5.3.1. CSI will provide each chaperone with a t-shirt for each day of the meet.
- 5.3.2. Chaperones may purchase, at their own expense, shorts, pants, jackets and/or backpack.

6. Travel Rules:

6.1. Short Course:

- 6.1.1. All athletes, coaches, coordinators and chaperones must travel with the team on the team bus(es) to and from the Zone Meet and to all sessions, except as noted below.
 - 6.1.1.1. The Head Coordinator, in consultation with the Head Coach, may allow, under extreme circumstances, a swimmer, coach or chaperone, to travel separately in his/her sole discretion. It is, however, expected that this discretion should be limited and exercised sparingly.
 - 6.1.1.2. All swimmers must stay until the conclusion of Saturday finals, except 10/U swimmers, who may leave after their session concludes on Saturday.
 - 6.1.1.3. The Head Coordinator must have received written permission from a parent/guardian before the team travels if they wish to take their swimmer home.
 - 6.1.1.4. Chaperones must travel with the team to the Zone Meet, but may go home with their family after the bus leaves to take the remaining athletes home. If the team stays Saturday night, Chaperones must stay Saturday night before going home.

6.2. Long Course:

- 6.2.1. 11/O swimmers travel with the team on the bus to the Zone Meet. The Head Coordinator, in consultation with the Head Coach, will decide if a swimmer may travel with parent/guardian to the Zone Meet.
- 6.2.2. 10/Us' must travel with their parent/guardian.
- 6.2.3. There is a central hotel for 10/Us' to stay together. Coordinators will set up hotel and making rooming lists for families.
- 6.2.4. CSI will plan a lunch/snack at the hotel for 12/Us' after their session to get awards and have the Coaches meet with the 12/U team.
- 6.2.5. Parents are responsible for their 10/U meals, transportation to the pool and back to the hotel.

6.3. Discipline:

6.3.1. The Discipline Enforcement Procedure set forth in Appendix C shall apply to the Zone Meet.

APPENDIX A
DUTIES OF HEAD COACH

The Head Coach of the Zone Team carries additional responsibilities that the other coaches do not. The Head Coaching duties include:

- Attend all Zone Team practices.
- Attend and speak to the Zone Team parents' at the parent meeting prior to the trip.
- Ride the bus with the team at all times.
- Stay for the duration of the Zone trip.
- Run a team meeting each night at dinner or appoint an assistant coach to do so
- Run a coaches' meeting at the conclusion of each days' events to:
 - Address any issues that arose during the day
 - Finalize (with assistant coaches' input) coaching assignments for the following day.
 - Finalize (with assistant coaches input) relays for following day. The Head Coach's decision is FINAL
- Enforce Zone Team rules and policies (example- appropriate team suit)
 - The Head Coach may not overrule Zone Team policies.
- Attend to any protests during the meet.
- Attend the Zone Team meeting at the pool with the Coordinators.
- Have in their possession a Zone Team book with all pertinent information related to the swimmers.

**If the Eastern Zone Meet consists of two venues the Head Coach will name a site head coach for the pool he/she will not be at.

Discipline Issues:

Except as set forth in the Disciplinary Enforcement Procedure, the following shall apply: The Head Coach will resolve, in his/her sole discretion, any discipline issues concerning matters directly related to competition. **The Head Coach, in consultation with the Head Coordinator will handle all other discipline issues.**

APPENDIX B
DUTIES OF COORDINATOR(S)

APPENDIX C

DISCIPLINE ENFORCEMENT PROCEDURES

The following procedure shall apply to any violation of an Honor Code or the USA Swimming Code of Conduct by an athlete that occurs during an Zone Team trip where the penalty is to be assessed during the trip.

1. The **Head Coach in consultation with the coaching staff and the Head Coordinator** may designate a Coach, assistant Coordinator and/or Chaperone to investigate the violation.
2. Upon completion of the investigation, the **Head Coach** shall decide whether to proceed with the complaint and, if so, what penalty to seek. If the **Head Coach** elects to seek a penalty, which includes the athlete being scratched from an event or sent home, the athlete should be notified of the penalty sought, provided a copy of these procedures and notified that he/she has a right to an expedited hearing pursuant to these procedures.
3. If, after such notification, the athlete elects to accept the penalty, the **Head Coach** shall enforce the penalty and no hearing shall be held. If the athlete requests a hearing, a hearing panel of three members shall be formed by the **Head Coach**. The panel shall include at least one athlete member and shall not include either the investigator or the **Head Coach**.
4. The **Head Coach** and/or the designated investigator, on behalf of USA Swimming, shall present the facts of the violation to the hearing panel. Both USA Swimming and the athlete shall have the opportunity to present any additional evidence considered relevant by the panel and may call witnesses. After hearing the relevant facts and testimony, the hearing panel shall determine if the athlete did in fact violate the Honor Code or Code of Conduct and, if so, shall assess the penalty deemed appropriate by the panel.
5. The decision of the hearing panel shall be provided to the **Head Coach** and the athlete. The **Head Coach** shall be responsible for enforcing the penalty.

This procedure shall also be followed in the case of an alleged violation of the Honor Code or the USA Swimming Code of Conduct by a USA Swimming member coach, trainer, manager, administrator or official that occurs during an Zone Team trip where the penalty is to be assessed during the trip. The hearing panel shall include an athlete.

CSI Championship Meet Proposal

Goals:

- Conduct fun, LSC level championship meets conducive to excellent swimming.
- Promote a sound and logical championship progression from Age Group to Senior swimming in CT.
- Prepare CT swimmers for Senior Level swimming beyond the LSC (Zones, Jr./Sr. Nationals, Olympic Trials, US Opens, College, etc.)
- Obtain long-term alignment with top ranking LSCs (defined by virtual club championship rank)

Connecticut Swimming Inc. has seen significant growth in athlete membership over the past 10+ years. This growth has been a great boost for the sport of swimming in CT. This growth however, presents challenges to conducting LSC level championship meets, in particular a single meet that can serve all levels (10/U, 11-12, 13-14, and 15/18 year olds) of swimming at the LSC, namely the current Age Group Championship Meet. The most recent SC Age Group Championship Meet was once again a great meet, but the crowding on the deck and in the stands and parking lots was at times bordering on unsafe and certainly an annoyance to spectators, athletes and coaches. The crowding and timeline issues that it brings take away from the true focus of the meet which should be fun and excellent swimming.

With this in mind as well as an overall desire to produce an age group program that educates and prepares swimmers for Senior Level swimming in CT and at Zone and National level meets, the following comprehensive proposal for the Championship Meets is being made:

Regional Championships: *Changes proposed by others yet to be implemented*

There does not seem to be much of a consensus that additional changes are needed at the Regional Championship Meet Level. Recent acceptance of time standards and the addition of a third location for LCM is an attempt to solve issues of overcrowding. These changes should be given 2 years before looking at them again.

Age Group Championships: *Comprehensive Changes*

1. Change the meet to a 14 and Under meet. With the following Sessions:
 - Thursday Night 14/U Distance Events
 - Fri, Sat, Sun Mornings 11/12 and 13/14 Preliminaries
 - Fri, Sat, Sun Afternoon 10/U Timed Finals
 - Fri, Sat, Sun Evenings 11/12 and 13/14 Finals
2. Prepare a plan to evaluate and adjust qualification times for 11/12 and 13/14 year olds (likely tightening progressively) to establish a balance between timeline, opportunities for

swimmers, and the desire for a highly competitive meet. These proposed changes are intended to do the following:

- Promote morning/evening pattern of championship meets earlier in the athlete's progression.
- Allow 11-12 year olds to receive adequate rest and nutrition between prelim and finals sessions, currently only 30 min-1 hour between the end of prelims and the start of Finals warm up.
- Allow 10/U to use the full 9 lane course with the addition of breaks, which could include medal ceremonies where the athletes are stepped up on the podium or blocks for their awards.
- Reduce overcrowding on the pool deck, in the parking lot and in the stands, especially during the transition from morning to afternoon session.
- Put CT in line with more successful LSCs (defined by virtual club championship rankings).
- Define Age Group Swimming in CT as 14/Under.
- Eliminate delays in producing the evening finals meet program, which would be finalized during the 10/U session.

Senior Championships: *Changes to times standards to accommodate a transition*

The recent adoption of the 4 s swimmer championship final format appeared to increase competition during prelims. This format or a modified version (if a new pool configuration is possible after Wesleyan upgrades) should be continued.

However, the following changes should be instituted at the Senior Championships in order to accommodate swimmers that will no longer be eligible to compete at Age Groups:

1. Change the 2012 SC Senior qualification times to the easier of either:
 - a. The current Senior qualification time; or
 - b. The current 15-18 Age Group qualification time
2. Prepare a plan to evaluate and adjust qualification times (likely tightening progressively) to establish a balance between timeline, opportunities for swimmers, and the desire for a highly competitive meet.

These proposed changes are intended to do the following:

- Allow swimmers that are currently making a transition from AG to Senior swimming the opportunity to improve with the Senior Championship time standards and not be alienated from an LSC level championship meet due to the changes proposed for AG Championships.

Summary

Elements of this proposal have been discussed previously dating to many years ago with varying levels of support. CSI is at a point now however, where we need to take a long term approach to the planning of the championship meets. We have been reactionary, but I feel it is now time to be proactive. This proposal is submitted with the intent of working toward a full quadrennial plan for CSI following the 2012 Olympics to align with USA Swimming and other successful LSCs.

It is my belief that if we implement this plan in the near future and continue with this format through 2016 we will increase the number of swimmers CSI has qualifying for Jr/Sr Nationals, US Opens and Olympic Trials. A shift in the conventional way of thinking is sometimes hard to accept. However, our membership has never been so high and we are coming up to an Olympic year when we can once again expect our numbers to grow.

Respectfully Submitted,
Dan Mascolo

**Connecticut Swimming
Program Development Division
Jeffrey L. Gray: Vice Chair**

Accomplishments for 2010-2011:

- Facilitated coordinated discussions throughout the year between Technical Planning, Age Group and Senior Committees focusing on initiatives to advance 2010 – 2011 goals.
- Reviewed and Approved Travel Policy: presented to BOD for approval; recommended to BOD that CSI cover cost of USA Registration and Background Checks for Zone Chaperones;
- Appointment of Time Standards Chair: Joanne McCaffrey.
- Appointment of Adapted Swimming Chair: Mark Kinne.
- Reviewed and approved 2011 Short Course Time Standards and Meet Announcements for Regional, Age Group and Senior Open Championships.
- Reviewed and approved 2011 Long Course Time Standards and Meet Announcements for Regional, Age Group and Senior Open Championships.
- Zone Team Policy and Procedure Review: Age Group Committee and Zone Coordinators charged with conducting a thorough review of the Zone Policy, including presentation of information, eligibility criteria, appeals process, and past policy revisions; updated policy and procedure statement to be brought back to PD for formal review and approval prior to 2011-12 short course season; AG Committee reviewed issues prior to 2011 long course season to ensure that present policy and eligibility criteria are clear and communicated; reviewed communication of policy and criteria and presentation on Zone page.
- Eastern Zone Diversity Select Camp: recommended to BOD the proposal to send up to four CSI representatives to this select camp, which was approved.
- Reviewed and approved 2012 Short Course Championship Meet Schedule.
- Reviewed and approved 2012 Short Course Championship Time Standards for Regionals, Age Groups and Senior Opens.

Goals for 2011-2012:

- To improve the Connecticut Swimming Championship season and create an atmosphere of excitement.
- To explore and review the progression of the championship season, with the objective of making it sequential (from lowest to highest level of championship meet).
- To encourage fast swimming through possible circuit of senior meets.
- To clarify the definition of Age Group Swimming in Connecticut.
- The creation of reasonable time lines for championship meets.
- Review and examine the finals opportunities for each level of competition.
- Review and Analysis of the 12 month swimming calendar, with a comprehensive focus on Short Course, Long Course and Open Water Swimming.

- Outreach and Diversity:
 - Determine on a percentage basis how many kids in CT fall into the diversity category as outlined by USA Swimming (African-Americans, Latinos, American Indian, etc.) Establish a benchmark.
 - Promote programs and/or events (Make a Splash, Diversity Camps, etc.) to encourage kids to learn to swim and become involved in the sport.
 - Identify and promote specific meets organized by USA Swimming or other LSCs specifically targeting kids falling in the diversity category. Promote the participation of our swimmers in these events.