Hawaiian Swimming
Board of Directors Meeting Minutes
June 20, 2015
Veteran's Memorial Aquatic Center
Present:

Kenny Chew, General Chairman
Alexa Heiss, Secretary
Lynne Nakamura, Treasurer
Gwenn Tomiyoshi, Registration Coordinator
Dean Schmaltz, Administrative Vice-Chairman
Reid Yamamoto, Senior Vice-Chairman
Malcolm Cooper, Age Group Vice-Chairman
Larry Oshiro, Coaches' Rep Sr.
Mike Osborne, Big Island At-Large Representative
Dustin Fukuda, Club Diversity
Jon Hayashida, Coaches Representative
Ken Suenaga, Safety Chair
Maia Petrides, Junior Representative
Rebecca Walton, Sr. Representative
Victoria Zukeran, Junior Representative
Joe Glenn,
Dain Kane, Maui At Large Representative
Davie Coleman, Finance Vice-Chair

Call To Order: Meeting was called to order by LSC General Chairman at 12:12 p.m.

A. Approval of BOD Minutes of February 8, 2015

Action Taken*: Reviewed and approved unanimously with one correction the HOD Minutes of April 12, 2015.*

B. Treasurer's Report

Western Zones

- The Treasurer stated that a head coach and chaperones for the upcoming Western Zone Championships should be finalized. This will move us towards getting Team Hawaii together.

C. Registrar's Report

Registration numbers through 6/20/2015

- The following registration numbers were reported for 2015:

(6/20/2014 numbers are in parentheses.)

Year-Round Athletes: 3119 (3080)
Athlete Season 1: 66
Outreach: 62 (49)
Athletes Total: 3247 (3129)

Individual Non-Athletes: 364 (322)
Family 1: 31 (27)
Family 2: 31 (27)
Lifetime: 1 (1)
Non-Athlete Total: 427 (377)

Clubs: 33 (30)
Organization: 2 (2)
Total Clubs & Organizations: 35 (32)

- All clubs have now registered.
- A Season 1 athlete was clarified. These are swimmers that register and compete from 5/1 - 8/31.
- A request was made for the Treasurer to report last year's numbers with the current number in the Registrar's report each meeting. Although these numbers have been given in the minutes after the meeting it would be helpful to have the figures during the meeting.

D. Reports

1. Club Athlete and Special Events Chair

- Western Zone Team Hawaii applications are in.
- Still waiting on near qualifier applications. A total of 21 applications have been received. There are enough participants to enter relays for all division expect the 11-12 boys. 6 swimmers are needed to enter all relays. If there are not enough boys that have qualified and signed up, Team Hawaii will select swimmers to fill the relay spots. Near qualifiers have until States to make their zone times. Relay swimmers will be selected based on what stroke is needed to complete the relays.

Action Needed:
Malcolm will create a list of possible candidates to fill the 11-12 boys spots for Team Hawaii. Dustin will contact the candidates' coaches and/or team delegates to offer them the spots. If the coaches and team delegates do not respond, Dustin may contact the parents by obtaining contact info from the registrar.

- Caution was advised to be clear on deadlines and criteria for near qualifiers and relay swimmers to avoid possible conflict.
- The transportation and condos have been arranged. Planning is still needed to arrange air travel, equipment and meals. Dustin is working with Jon on the airfare. Hawaiian airlines is the preferred provider as they give group rates.

  Action needed
  Dustin needs to give a list of swimmers and which island they reside on to Jon.
- The applications for coaches and chaperones are done. 3 coaches and 6 chaperones are planned. The preferences for these positions need to be presented to the committee.

2. Athlete Representatives

a.) Junior Athlete Representative Elections

- The 2 junior athlete representative positions will be up for election, as the current Junior Reps move into the Senior Rep positions. Elections will be held during the upcoming LCM Age Group State Championship Meet. Athlete Representatives will be collecting names for nominations. The due date for nominations will be the Keo Nakama Invitational. The athlete Representatives will make ballots. A write-in space will be included for additional nominations on the ballots.

b.) Senior Recognition at State Championships

- Rebecca is working on compiling bios of all senior swimmers to recognize them at State Championships. The deadline to submit bios will be the Keo Nakama Invitational. She will email the delegates so that information can be given to the senior swimmers on their respective clubs.

3. Administrative Vice Chair

a.) Policies & Procedures/ Rules & Regulations

- Dean spoke with people from USA swimming to discuss standardizing our Policies and Procedures and Rules and Regulations documents to match what other prominent LSCs are doing. They will be providing model LSC documents for us to review and see how our documents differ. Dean is setting up a committee to review the documents. The goal is to have a number of documents to review by August.
- The zone procedures in will be reviewed first i.e., procedure wording on how the zone coaches are selected. Wording can be included for Senior Zone Team Hawaii like "Should there be enough interest..."
- Oceania selection procedures will be another item reviewed for inclusion into Policies and Procedures.

b.) Proposed Policy and Procedure Addition- Annual Budget Timeline

- Proposed language to add a timeline to provide the Annual Budget was presented for inclusion into the Policies and Procedure Document.

  The proposed Annual Budget for the next fiscal year shall be prepared and presented at the Board of Directors' meeting prior to the fall House of Delegates' meeting with the anticipation of approval at the fall House of Delegates' meeting.

  Action Taken: Motion made to add above proposed language. Motion moved and seconded. Motion approved unanimously.

c.) Equipment Shed

- Thank you to Dean for the LSC equipment storage shed at VMAC. Everything will be stored in the shed. Concern was expressed over storing computer equipment in the shed. A suggestion was given to raise items off the floor. An announcement can be sent to the AO's that their items are in there.

4. Finance Chair

a.) Google Documents

- Need to get with Dean to get Google Docs approved.

b.) Name

- The name change to "Hawaiian Swimming LSC" has been completed. The name should be changed in the By-Laws and on the bank accounts. Dean will incorporate the By-Laws change with the name. A new IRS letter is needed showing the new name. There should be only one name.

5. Age Group Vice Chair

a.) Meet Notices

- Meet notices have been posted through August for the outer islands. Oahu needs to work on some meet notices. The Jr. Age Group Championships and August Invitational need to be posted.

b.) Live Results

- There will be live results available on Meet Mobile for the Senior Championships. The LSC has wi-fi of 1gb for $20/month with T-mobile. We have gotten a range extender. This should work at States, as well as on Maui and Hawaii Island.

c.) HHSAA Championship Meet

- The High School Championships will be held the third week of February. Malcolm will update the schedule to accommodate this meet. The dates will be 2/19/16 and 2/20/16.

d.) Chase Starts

- Chase Starts were tested on Maui and worked well. They will be considered for 2017. Chase start can only be done at Long Course meets, provided there are enough officials. There was a suggestion to try this at regular meets and at Age Group Championships in July to shorten sessions.

e.) Starters

- There are 2 starters currently in use. One is owned by the LSC, one is owned by VMAC. It is time to purchase another. The wires have to be separated when its used.

f.) Records

- Maui had 3 new Hawaiian Swimming records last week. They need to be added.

g.) Water Cannons

- The water cannons are set up and running now. Current water temperature at the beginning of Senior Championships was 84-85 degrees because they hadn't been running leading up to the start. If they are set up and running during practices, and as often as possible this summer, the temperature should lower. Running them at night is best. They will be on throughout Senior Championships.

h.) Safety Occurrence Form

- There is a new form available from USA Swimming to report safety occurrences. The form should be filled out by someone in authority i.e.,

coaches, officials, or safety marshals. The link to the form is up on the Hawaiian Swimming website.

i.) Warm-Up Procedures

- The warm-down procedures need to be clarified. Current wording in meet notices state coaches need to be on deck during warm-up/warm-downs, directly supervising swimmers, but coaches are unable to watch races and coach their swimmers if they are supervising the warm-down area.
- Someone should be watching the pool to be sure there is no one in trouble during warm-ups and warm-downs. A suggestion was made to have the lifeguard watch the warm-down pool. Insurance may not cover occurrences the same if persons other than coaches are watching the pool.
- Announcers are frustrated at having to give warm-down procedure reminders.
- Dean will investigate this issue from the USA insurance aspect and then see what needs to be done locally. Sometimes venue rules may supersede USA Swimming rules.
- It was noted that some of the rules from USA Swimming are violated frequently i.e., no diving into 4ft depth unless you've been trained and diving must be taught in a 6ft / 9ft depth.
- Meet marshals need a formal training procedure so they know what is expected in that role. The meet referee should be training the meet marshal.

6. Senior Chair

a.) Senior Zone Team Hawaii

- A letter from the Senior Chair was presented requesting not to have a Senior Zone Team Hawaii this year due to lack of interest. Only 2 applications were received. A request was made to add the senior zone meet to the list of meets eligible for travel reimbursement from the LSC for this year. No objections were raised.

b.) Senior Meets Venue

- Reid and Dean are working to secure the UH pool for the senior meet scheduled for October 2/3 and Senior Championships scheduled for November. The November meet is planned to be a long course meet and be FINA approved so foreigner's times will count. If meets are held at UH, the software site license must be renewed.
- A request was made to have Senior Championships on Maui if UH is not available. Concern was raised that the club with the most entries previously

stated they would not participate if the meet was held off island. It is too late to consider this option for November.

g.) Meet set-up

- Suggestion made to move the official's table to the warm down pool and do starts from the other end for Senior Championships at VMAC. This set-up might allow better visualization of the warm down pool and would be easier for swimmers to warm down between back to back events. This set up is possible however, longer cables for the scoreboard are needed. Concern was raised that touch pads are not secure on that end.

7. Times/Swims- not present

a.) Times

- All meet times have been inputted through the Rainbow Invitational.
- If anyone has a concern about a time from a particular swim, they should contact the meet referee and/or Peggy. Although Peggy would make the change, she would not do so without the meet AO's approval. Records are saved for one year.

8. Coaches Representatives

a.) Job Postings

- A coaching position is available on Kauai and the team asked if the Hawaiian Swimming website has a job posting section. Would we be interested in starting one? This would require someone to update the information. We could have the posts expire automatically in 30 days. We can look to see if other LSCs have this.

9. Official's Representative

a.) Officials Meeting

- 22 referees and soon to be referees were present at an officials' meeting. A recent public disagreement on deck was discussed. The outcome of the meeting was positive, with people better understanding what the issues are.
- Next to running the meet, the primary responsibility of officials during meet should be training. Training of new officials is important and should try to be carried on regardless of meet circumstances. If refusing to train at meets, officials need to inform Sandy, Dave and Dean why it wasn't done.

- Stroke cases were presented as well. The trainees did exercises with strokes and were presented cases where they could discuss what they would do in that situation and in situations where there is not always one right answer.
- Now more officials are ready to move to the observation stage. It has been difficult to move people from clinic to observation, and then from observation to certification in the past. More opportunities are needed.

d.) Thank you

- A thank you was received from Mokihana for Val attending his meet.

10. Big Island Representative - present, no report

11. Maui Representative

a.) County Collaboration

- MAGSA is experiencing challenges working with Maui county on planning for the upcoming WZ meet. This is thought to be due to a change of leadership. New leadership is not supportive. The facility use will not be exclusive. There will be a large wedding party using the facilities on Friday and Saturday. They didn't follow through with approving use of an air-conditioned room. The county is attempting to charge permit fees of thousands of dollars to sell caps and t-shirts at the meet.

E. Old Business-none

F. New Business

1.)Technical Chair Appointment

Action Taken: Motion made to approve the nomination of Joe Glenn as the Technical Chair. Motion seconded, then approved unanimously.

2.) Senior Zone Travel Reimbursement

- **Discussion:** Concern was raised whether this would change the budgeted amount for travel reimbursement? No, this is not a monetary decision. Only adding it as an eligible meet. Does this decision require a vote? Yes, the Board approved the previous list of eligible meets, therefore changes to the list requires Board approval.

  Action Taken: ***Motion made to add the Senior Zone Meet to the list of meets eligible for travel reimbursement from the LSC for this year. Motion seconded, then approved unanimously after discussion.***

3.) Officials' Uniform Quota

- The cost to purchase shirts for all officials has ran over budget. The budgeted amount was $2,000 and actual cost will be $5500. Does this expense require Board approval? The Board has already authorized the purchase of the items, the allocated amount was expected to be different from the actual cost. This item has been under budget for several years and was due to have a bigger expense. The cost running over the projected amount does not need to be approved by the Board. Kenny can authorize this.

4.) Leadership Summit

- A Leadership Summit is on the calendar for October 10 & 11, 2015. Possible venues are Punahou or Chaminade. All head coaches, club presidents and board members are invited to attend. The summit is in the planning stages. Two full days are planned. The goal is to have 60 people attend. Possible conflicts are the Swimming Hall of Fame Induction, Ironman weekend and fall break. 2 teams haven't completed CLDs and should attend.

Announcements:

1. Officials Quota

- A template for tracking the number of officials was presented. This will be used to determine if any teams are below the quota. The definitions and requirements have been updated. The officials' quota is 1 official per each 20 competitive club athletes, as inputted in Team Manager. The form will be filled in and distributed to see if there are issues. Persons doing meet direction and training as officials will count towards the quota. Athlete number less than ten will round down and more than 10 will round up the number of officials needed. Fines will be assessed to clubs that are short officials $250 per each official short of their quota. The Board should expect some opposition as the new fines are imposed.
- Exceptions could be granted for military officials transferring in or out of the LSC. UH could be exempted. Teams competing in less than 5 meets per year could be exempted i.e., North Shore Aquatics. Concern was raised that certain clubs the refuse to provide officials would take advantage of the exemptions.

2. Not In Good Standing Consequences

- Clubs not paying fines/meeting quotas, and also not complying with the hosting requirement, would be deemed Not In Good Standing. The club could not enter meets or register in this LSC unless they are in compliance. Swimmers would still be allowed to compete as unattached athletes. The Meet Director can assign unattached athletes to a coach.
- Teams Not In Good Standing could still register in another LSC, however they would be unable to enter Age Group or Jr. Age Group State Championship Meets.

Action Taken: Motion for adjournment. Motion passed unanimously. Meeting adjourned at 1:53pm.

Next Meetings

8/30/15 BOD meeting at Chaminade University

Respectfully submitted, Alexa Heiss, Secretary

DRAFT