

METROPOLITAN SWIMMING, INC.
HOUSE OF DELEGATES MEETING
Sunday, September 26, 2004

1: CALL TO ORDER, WELCOME, and INTRODUCTIONS:

The House of Delegates meeting came to order at 8:40am at the White Plains, YWCA.

The list of Clubs and Athletes Reps. in attendance is at the Metro office.

Mary Fleckenstein welcomed everyone present and introduced Eddie Lary as the new Age Group Chair. Representatives of the following new clubs introduced themselves: Madison Square Boys & Girls Club, East Hampton Hurricanes, Baruch Swim Team, and Central Queens YMYWHA.

2: ACCEPTANCE/CORRECTIONS OF MINUTES:

Corrections: #3: General Chair: Ira Klein (former Metro Swimmer **Coach**) will be the new E.Z. Liaison.

#9: Age Group Chair: Thanks to coaches: Erica Derlath **Gerlach** ... #20: New Business: A: Championship Meet Surcharges: Clubs will now include meet surcharges with their entry fee in one club **check** to the host team. Ray D'Annolfo made a motion to accept the minutes of the May 12, 2004 House of Delegates meeting. Eric Hertenstein seconded the motion. Minutes were accepted as corrected.

3: GENERAL CHAIR: Mary Fleckenstein

- a. Several members of Metro attended the 25th USAS Convention in Orlando, Florida: Ryan Emanuel, Mary Fleckenstein, Monique Grayson, Bea Hartigan, Anthony Mironov, Mary Ann Senecal, and Gil Smith. It was a worthwhile information gathering event. Mary gave an overview of the content of packets that were handed out to each club's representative at this meeting.
 - Spring Eastern Zone will be at GCIT in New Jersey. Swimmers that have swum in an individual event at Speedo Champions Series, Juniors, Nationals or Olympic Trials etc. will not be allowed to attend the Short Course Zones. This rule does not apply for long course.
 - Speedo Champions Series: two short course sectional meets in spring (both with same cuts and events) and one Super Sectional long course meet next summer in St. Mary's, Maryland, with updated times and new events (200 free and 200 medley relays) - New pool - make hotel reservations now - some dorm space will be available as well.
 - Meet Recon: a reminder that meet directors will need to send meet file to Barry prior to the meet for registration verification. Times Recon will also be done for meets with time standards.
 - Club Recognition Program - will be sent to all clubs soon - a draft copy is in the packets - there are 4 levels - and 4 sectionals at each level.
 - Background Check for coaches (and possibly officials and all other non-athletes members) will be implemented by USA-Swimming, most probably starting with the 2006 registrations.
 - Outreach was a big topic. We are looking for volunteers to develop an outreach program in Metro. Camps are available for Outreach but they don't get filled!
 - New Quadrennial Time Standards have been included in the packet. There have been many updates based on the times from the last 4 years. Next update in 2008.
 - Safety and Risk Management: make sure you fill out the incidents reports.
 - Age Group Workshops. Most LSC's agreed that retention of age group swimmers is important. We need to incorporate fun and more team components, shorter sessions, alternative meet formats. Most LSC's face the same problems. There will be an Age Group Chair's workshop next spring in Colorado Springs.
 - LSC Finance Management: meet workers and officials that are paid for their services will receive a 1099 if making more than \$600 per year.
 - Sports Science and Technology: many new programs are offered and being developed.
 - Website: tremendous amount of information is on the USA Swimming Website.
 - Eastern Zone is ordering new pins that each LSC will be able to purchase.
 - New Club Leadership program: Rochester, NY on October 2nd, and Cherry Hill, NJ, on October 14-15. New Clubs are recommended to attend one of those.

- b. The **Swimposium** that was originally scheduled for today has been postponed to the spring because USA-Swimming doesn't host it on Sundays. It will be an all-day affair for coaches, swimmers, parents, and non athletes.
- c. Each Chair will be asking for committee members. Please volunteer!
- d. JoAnn McCaffrey who has been our Safety Coordinator has resigned. She is now involved with Connecticut Swimming. We are looking for a new Safety Coordinator. Suggestions are welcomed.
- e. Three Metro Swimmers participated in the 2004 Olympic Games in Athens: Jenny Thompson (Badgers) represented the United States, Paola Duguet (Badgers) represented Columbia, and Jackie Pangilinan (Y-Middies) represented the Philippines.
- f. United States Swimming 2004 Outstanding Service Award sponsored by ConocoPhillips was given to Monique Grayson.

4: TREASURER'S REPORT: Mary Ann Senecal

- New format for financial report. Mary Ann went over the important items. The report was available at the meeting. September 1, 2003 to August 31, 2004: Overall balance is \$3,765.00. A motion to accept the report was made by Dave Ferris, seconded by John Pisano and accepted by all.
- Report from Convention: Overview of some of the meetings Mary Ann attended at Convention:
 - Novice to National: "How They Did It": importance for the athletes to set goals, and to readjust these goals periodically.
 - Camps: USA Swimming funds different types of camps: Regional Distance and Regional Select camps, LSC Catch the Spirit Camps, etc.
 - Growth, Development, and Retention of Age-Group Athletes: Developmental skills acquired progressively and sequentially – Coaches need to ensure activity/demands are appropriate.
 - Males in Swimming: a task force was appointed in November 2003 to research and develop an understanding of why males are not participating in sports in general and specifically in swimming. Recommendations: marketing swimming to boys and fathers through mediums like ESPN TV.

5: ADMINISTRATIVE VICE CHAIR: Bea Hartigan

- Report from Convention: Most important item is Background Check for Coaches. It is well overdue. Bea's complete report will be sent to Barry and included with the minutes.
- Highlights of report:
 - Officials meeting – meeting/workshop that went on for 2 hours – then Burning Issues for Officials (for example: swimmer that becomes ill/injured may be excused from appearing in an event if there is documentation of some kind, and then reinstated if he/she feels better, without penalty – responsibility in this case – try to get a note from a physician in attendance to cover yourself).
 - Safety – incident reports of occurrence MUST be filed out and sent to USA Swimming and to Safety Chair. Was the swimmer involved registered? Claim form will be sent to parents.
 - Adapted Records – Bea made a comment at that meeting that Martha McKee died more than a year ago and has not yet been replaced.
 - Officials – they are looking to have more officials who have achieved their National Level Certifications to also volunteer at regular meets or do mentoring, etc. to give back to their respective LSC's.
- New York Sharks and Team Rockland –are not allowed to vote at this meeting because of Metro Championship meet fees that have not been paid since last spring (Age Group Championships). Reminder: Teams must submit payment with the entries or at least submit a voucher. A meet host has the right to refuse entries without payment! (especially from teams that consistently are late to pay for their entries)
- Metro rule is that teams must give a specific time for warm-up and start for each session. Don't write "no sooner than..." this is not adequate! Be specific. At least 4 teams at the moment need to review their meet material because of this problem: NBS – MSC – AG – VAC.
- Hearing will be held by the Review Committee about Clubs that don't pay their meet fees on time. Bea reminded all that meet hosts don't have to accept teams that regularly don't pay for their meet entries.

6: FINANCE CHAIR: George Rhein

- At the May meeting, George presented the proposed budget for 2004-05. Anyone with ideas about the next budget is asked to email George in January to request funds for the 2005-06 budget.
- Money that was invested in the spring made about \$4000 as of June.

7: OFFICIALS CHAIR: Holger Fietkau & Chris Sawicz

- Chris mentioned that they had a meeting with the Metro area chairs – cooperation with coaches is appreciated – we need more officials!
- Dates and times for Recertification Clinics, Administration clinics and new officials' clinics will be posted on the Metro Website – there will be clinics at FLY, LIAC, AGUA, Suffolk, and Westchester.
- Officials Scholarship – there have been so many applicants that this year we will give 4 scholarships of \$500 each (instead of 2 for \$1000) – Information will be posted on the website.

8: SENIOR CHAIR: Dave Ferris

- In addition to the Metro Swimmers that participated in the 2004 Olympic Games in Athens, Julia Smit of TVSC was a finalist at Olympic Trials.
- At Nationals this summer, two Metro teams were in the Top 20 (Asphalt Green and Three Village)
- Dan De Marco from LIAC was a National Champion in both the 5 and 10K Open Water
- Asphalt Green won its first SuperSectional Championship (Speedo Champion Series in Buffalo).
- LIAC was Senior Mets Champions this past summer.
- This summer we will see the reinstatement of USA-Swimming long course Junior Nationals (this will be an Open 18-under Championship). Entry times are posted on the USA-Swimming website. Much faster than the cuts used by NCSA for the spring Junior Nationals (closer to US Open cuts). It will be held long course at Irvine NOVA, California. Dave believes that Bonus events will not be offered.
- Spring Speedo Champions Series 2005 – LIAC along with Nassau County bid on that meet. Dave is still waiting for a permit for it and this will influence the future for 2006.

9: AGE GROUP CHAIR: Eddie Lary (Mary Fleckenstein)

Since Eddie Lary has just taken over as Age Group Chair, Mary gave the report.

- Long Course Zones was very successful – We took second place overall. Congratulations to our swimmers and coaches for a job well done. Coaches were Ed Kropp, Erica Gerlach, Howard Hinds, George Rhein, Dragos Coca, Gil Smith and Edgar Perez. Chaperones did a fantastic job managing 137 swimmers. We are still working on uniform parts that are missing!
- The 11-12 girls 200 medley relay team of Jenna Birkmire, Alex Forrester, Britney Anderer and Melanie Gaffey bettered the NAG ALL STAR record and will receive certificates from USA-Swimming.
- Metro took 137 swimmers to Zones (all but 28 were 11 and older). There were about 30 swimmers that qualified in only one event! The issue of minimum number of events at long course Zones was brought up last September at the General meeting. Mary is asking the board to revisit that issue again in order to travel with a more manageable number of swimmers – huge responsibility and huge expenses. We filled 2 busses and 1 van – and many swimmers went with their parents. It would work better if we had a two events minimum per swimmer. Although the team was well behaved and no major problems occurred, it is requested that the board streamline the Zone team. Long discussion followed on that subject. **Suggestions about this should be emailed to Eddie Lary at elary@asphaltgreen.org.** We will have proposals ready for the January House of Delegates.
- Zone Quals and JO's will be different this year. JO's will be trials/finals meet at Eisenhower Park. We are encouraging all teams to participate in this meet. **Zone Qual. meet will be just as it is stated – for those swimmers who will definitely go to Zones if they qualify.** Swimmers that are just looking for Trials/Finals meet and have no intention, or are not eligible to go to Zones should go to JO's instead.
- Eddie Lary is very interested in revamping a camp program and would love any input from coaches. Eddie wants to run camps on a quadrennial basis. For example alternating boys, girls, younger swimmers, older swimmers. Connecticut and Massachusetts are interested in doing joint camps with Metro. Email Larry with ideas.

10: COACHES' REPRESENTATIVES: Gil Smith

- Convention Report: Gil was happy to attend and really believes that the money is being put to good use.
 - Communications Committee: USA-Swimming website has improved tremendously. Each club will be able to have a page with link to their clubs info or website, link to teams results, online test for officials are online, online meet registration, etc. USA-Swimming will mail each club the information about this program.
 - Splash Magazine: Jim Rusnack, USA-Swimming Staff Liaison and managing editor of Splash, talked about his plan for instituting more local-level coverage in the magazine by way of one-page personality features about coaches, athletes and volunteers from each Zone. Anyone with local-level story idea should contact him at splash@ususwimming.org or jrusnack@usaswimming.org
 - Presentation on Understanding Athletes Physical Growth and Development: Coaches need to know that individuals follow a predictable pattern of physical growth but the rate at which children and youth go through this varies by individual. Performances can be influenced by maturity. Gender differences in physical growth spurt contribute to the overall difference in the height and body shapes of females and males. (check it on USA-Swimming website)
 - Presentation on nutrition and supplements abuse.
 - Facilities Development Department: general service overview, renovations, upgrading, design and building. Contact John (Mac) McIlhargy or Mick and Sue Nelson.
- A Metro lanyard will be given to all coaches when they register. All coaches and non-athletes MUST wear their credentials at all meets to be allowed on deck. Meet directors MUST check everyone. Coaches must update their credentials and send the info to Barry as soon as it's completed so Barry can send them an updated coach's card!
- **2004 Metropolitan Age Group Coach of the Year: Charlie Lampasso of the Flushing YMCA.** Congratulations, Charlie

11: ATHLETES REPRESENTATIVE: Ryan Emanuel & Anthony Mironov

- Anthony Mironov gave a brief report of the Newcomers meeting he attended at Convention.
- Ryan and Anthony went to many of the Athletes meetings at Convention.
 - Ryan said that there were more workshops and group discussions than last year. It was great to hear what athletes from other LSC's had to say. Some of the interesting topics were "what do you want to change about USA Swimming" and "what does it take to be a Rep?" What are the credentials? In some LSC's the coaches vote to elect the reps. "How long can you stay a rep in your LSC?"
 - Spring and Summer Nationals: USS wants to reduce the number of athletes to about 900. Cuts will be faster and order of some events will be changed.
 - Long Course Junior Cuts are much faster than before.
 - Code of Conduct: they need more athletes on the committee ...but athletes must be at least 18 year old!
 - Recruiting is not allowed.
 - Athletes think that the background check of coaches (and officials) is a great idea.
 - Other topics: drugs and drug testing; supplements (not regulated) and blood doping.
- Athletes Meeting at HOD:
 - Athletes want to elect a "Metro Swimmer of the Year" every year. Award would be given at the Hall of Fame dinner each year. It would be given annually to a male and a female swimmer 14-under and a male and a female swimmer 15-over. Criteria for nomination need to be finalized – for example strictly performance driven, new JR cut to be considered, still in high school, swam at least three Metro meets that year. They would be nominated by a coach, and then the board would narrow down the list. Athletes need help from Age Group Committee to finalize the nomination forms.
 - Senior Mets need more pizzazz – Top finalist chooses music, Top 8 march to finals, etc.
 - More athletes want to be part of the Technical Planning Committee.
 - Do a newsletter "Athletes Quarterly" and post it on the website.

12: ZONE TEAM COORDINATOR: Barry Roffer

Barry was unable to attend the meeting. Mary went over info in Age Group Report. Eastern Zones Short Course will be at GCIT in New Jersey.

13: REGISTRATION COORDINATOR: Barry Roffer

Barry was unable to attend the meeting. Monique went over the requirements given out at Convention.

- All athletes registrations must be done on disk and emailed to the Metro office. Checks must be received for registrations to be official. Swimmers that were registered last year are OK until Dec. 31. New Swimmers can't swim in a meet until they are properly registered (and check is received).
- Starting in September, **Meet Directors must email an export file to the Metro Office to verify swimmers' registrations at least one week before each meet.** In Meet Manager, go to File/Export/Entries for SWIMS Times Recon. Pre-meet Registration Reconciliation is extremely important! After Barry receives file from meet director, he will verify the registrations and then send corrections back to meet director and to clubs involved. Meet director must then make the changes and corrections in meet manager before the meet, and coaches must also make corrections in their team database and/or register swimmers that are not registered.
- **Registrations are effective as soon as the money is received!** Unregistered swimmers that swim in a meet will be fined. Swimmers that were previously registered on another team (even 3 years ago) must fill out the transfer forms. Registration ID numbers stay with the athletes for their lifetime, so it is very important to have it correct right from the start. Coaches must correct their database since Clubs database affects National Times, Registration, History, Meet Recon, SWIMS, etc. It is easier to fix errors before the meet, rather than after the meet. That's why it is so important that all swimmers ID number be correct and that clubs use one single correct database for registrations and meets!
- **DO NOT ALLOW SWIMMERS IN A MEET WITHOUT REGISTRATION.**
- Coaches must pass the ASCA Test before they can register for their second year of coaching. It is available online (under coaches section).
- Make sure that all clubs database are identical! Coaches must have the same database as the person that does registration for the club.

How to Combine Registration database with coaches database:

- 1: make an export file of the roster from the team manager that the registration person uses (and make a printout so you know which one is the correct database)
- 2: import this roster into the coaches' team manager.
- 3: check for swimmers listed twice; click on the incorrect swimmer; click on the edit.
- 4: change the swimmer's last name, first name, initial and/or birth date to match the correct one.
- 5: click on OK. A warning will appear with the message that there are two the same and do you want to merge the two.
- 6: click yes and all data will be combined into one swimmer.

14: NATIONAL TIMES VERIFICATION/TOP 16: Monique Grayson/Mary Ann Senecal

- Report from Convention: Terry Randolph (Top 16 Coordinator) handed out the new proposed time standards for Top 16, which are very different than last year. They will be reviewed every year. They feel that there are too many swimmers making the cuts and this confuses parents when their kid finishes 121st in Top 16. They are looking to have about 25 swimmers only making the Top 16 standards.
- Relays considered for Top 16 will now be 15-18 instead of 15-16 and 17-18. Once again Terry asked to inform all the coaches and meet directors that **relay names (in order of swim) and ages MUST be in the results at every meet.** Relays without names/ages WILL be deleted, even if the relay achieved a national time!
- Requirements to achieve a Top 16 time is the same as to achieve an Age Group Record: no watch time! It MUST be achieved with use of electronic system.

- Everything in SWIMS is membership driven. Info MUST be the same as in Registration (team registration person and coaches must use the same database or errors occur. Make sure that all club's computers use same database). All swimmers MUST be registered before they swim in a meet, no exception!
- SWIMS will be used more and more for Times Recon before a meet, especially for meets with time standards. This way, we can see right away if a swimmer never did the time, or is too slow for a certain meet, or too fast for a meet! Converted times should not be used because they can't be proven.
- Reminder: High School swimming championships must be approved for observation prior to the meets. Meet director must fill out Form B and send it to either Mary Ann or Monique, at least 2 weeks before the meet. Swimmers that want their times to be entered in SWIMS must complete request forms prior to the meet. These forms must be handed in to the meet director at the beginning of warm-up so officials can be assigned to "observe" those swimmers.

15: TECHNICAL PLANNING: David Ellinghaus

- Meet notices should specify that all athletes must be registered with USA-Swimming by the **entry deadline**.
- Reminder to all clubs that awards must correspond to the number of lanes in the pool in which a meet is held – i.e. 6 lanes – top 6 places get awards (this applies to events for 12-under).
- Reminder that the host clubs don't have to pay the Metro 20% Surcharge for their own team entries – just for visiting clubs.
- There will be three (3) sets of standards for long course JO's (Y-L-S) so qualifying times can be verified (USA-Swimming database can't verify converted times).
- The Speedo Champions Series will have the Super Sectionals for Long Course again this year – Short Course Sectionals will have the same time standards.
- Long Course Junior Nationals time standards are much faster – closer to US Open standards.
- Zone Qualifier meet: We will revisit the cut-off times this season for 13-14 and 15-18 and slow them down a little bit. Only enter swimmers that **will actually go** to Eastern Zones if they qualify. We don't want athletes at ZQ if they have no intention to go to Zones.
- Swimmers that have never swum at the Speedo Champions Series (Sectionals) in an individual event may swim at SC Zones.
- If you have ideas please email David.

16: SAFETY COORDINATOR:

Mary announced that JoAnn McCaffrey had resigned. Thanks for your help over the years, JoAnn!

- A reminder again to fill out incident reports – they are very important for all injuries while your program is going on.
- A copy must be mailed to USA-Swimming, to the insurance company and to the Safety Chair (who should be appointed soon). Until then, you may send reports to Bea Hartigan
- Meet Marshals **must** be registered as non-athletes with USA-Swimming. They must be visible and be on deck throughout the meet. There should be at least 3 meet marshals at each session. Coaches and Meet Marshals must wear their registration cards during the meets. Meet Marshals must help the meet director to check credentials of all coaches, not just the head coach or the coach that picks up the scratch sheets at the desk!

17: HALL OF FAME: Len Galluzzi

- The Hall of Fame banquet will take place on the first Tuesday after Memorial Day.
- The 2004 Hall of Fame was very successful thanks to the St. Johns Alumni Association.
- There will be a few changes in the voting body in the future: all elected members of the HOF become electors; add one more athlete Rep.; increased the number of electors from masters from 2 to 4; add two at large members. This will make for a committee of about 40 people.
- Nomination forms are ready and are included in clubs' packets. All nominations must be in by November first.
- Looking to have a working committee of 5 to 7 people to set the policy, organize the elections and put together and publicize the dinner. Attendance would be mandatory at 2 to 4 meetings a year.

18: ADAPTED AQUATICS CHAIR: Corinne Cody

Corinne was unable to attend the meeting.

- Corinne wants to encourage athletes with disabilities to register. Coaches make sure that the "Disability Box" on Registration form is checked if needed.
- There is an opportunity for a coach and official to attend the championship meet in Minnesota next June 9-11. Please keep checking for the application on the web page.
- The classification of disabilities is on the website. Swimmers must have a permanent disability to be considered (even learning disability).

19: SWIM-A-THON: Rich Finkelstein

- Since USA Swimming owns the Swim-a-Thon® trademark, organizations must sign a contract agreeing to certain conditions regarding use of the term Swim-a-Thon®, how a Swim-a-Thon® is run, the collecting of donations, etc. Once a club completes the contract, USA Swimming supplies forms, promotional materials and all that is necessary for conducting a well-organized fund-raising event.
- Swim-a-Thon® is the **only** pledge for length swimming program recognized by USA Swimming and USA Swimming insurance. Swim-a-Thon® is a registered trademark owned by USA Swimming. Holding a Swim-a-Thon® without a contract would be a violation of this trademark. Any other type of swim for laps, lap-a-thon, etc. is also considered by the courts to be a violation of the registered Swim-a-Thon® trademark.
- Check USA-Swimming Website at Swim Clubs/USA-S Programs & Services/Swim A Thon

20: OPEN WATER COORDINATOR: Bea Hartigan

- It was a perfect day weather-wise for this year's Metro 5K Championships (Metro Swimming and Metro Masters). Good attendance. In the Age Group program there were a good number of swimmers but a low number of teams in attendance. We need to encourage more teams to compete. They do give first-third place awards (even though there is technically only one lane!) Next year, it will probably be 1-8th place awards in the Age Group events.
- The 10K Masters National Championship was held at the same time and they were very pleased with the organization of this event.
- We did not win either bid for the 2006 Masters 5K or 10K.

21: OLD BUSINESS:

- David Ellinghaus said that we are not happy in this association with the new rules for short course Eastern Zones. Please email David (dellinghaus@fasny.org) or Eddie Lary (elary@asphaltgreen.org) to let them know if you want to see some changes regarding the meet. This way we will be able to let the Eastern Zone know how Metro feels on this topic. It is not fair for the swimmers to have to choose between going to Sectionals or going to Zones. Athletes who have achieved sectional cuts and swam at the meet can no longer compete at short course Eastern Zone Meet.
- Sentori's Photos: They are back! They collect money for pictures at meet but they don't send you the pictures! Be aware of this.
- Harbor Seals continues to have problems with their pool and the Board of Education. It was suggested that they contact Ira Klein or John "Mac" McIlhargy or Sue & Mick Nelson.

22: NEW BUSINESS:

- A. Question: What is the process for a team to submit a meet if they failed to bid on it at the Bid Meeting? Mary mentioned that the team must submit it in writing and send it to the Board at the Metropolitan Office. The team must also mention why they were not in attendance at the Bid Meeting! Then it is passed out to the Board Members who then vote, case by case, to accept those meets or not. If you know that you will not be at a meeting, you can always submit your bids ahead of time.
- B. Jewish Athletes are encouraged to apply for the 17th Maccabi Games that will take place in Israel in the summer of 2005. Barry Roffer will be going as assistant coach. There are Open and Junior divisions.

For more information go to www.maccabiusa.com. The organization also runs regional meets, PanAm meets, etc.

- C. Congratulations to all Metro Scholastic All-American finalists. The 2005 Scholastic All American applications should be available on the USA-Swimming Website in November 2004. It is the parents or athletes responsibility to get the information, fill out the forms and submit them on time to USA-Swimming.
- D. Question: What is the difference between a regular meet and an Invitational? More and more Metro meets are labeled "Invitational" so the host can accept outside Metro Teams on the same basis as Metro Teams. Under the current Metro Rules, we must accept Metro teams first and then out of LSC team. An Invitational must be bid as such at the Bid Meeting. Also if a host club knows that the meet is full, they must let all the other teams know immediately so they can find another meet! Post it on your website or on the Metro Website.

A motion to adjourn the meeting at 11:50am was made by George Rhein, seconded by Holger Fietkau, and accepted by all.

<p style="text-align: center;">House of Delegates – Summer Meets Bid Meeting: Wednesday, January 12, 2005 (7:00pm) at the White Plains YWCA</p>
--

Next Board of Directors meeting: Tuesday, October 12, 2004 @ 6:30pm @ White Plains

Submitted by Monique G. Grayson
October 6, 2004