

METROPOLITAN SWIMMING, INC.
HOUSE OF DELEGATES MEETING
Saturday, September 15, 2007

1: CALL TO ORDER, WELCOME, and INTRODUCTIONS:

The House of Delegates meeting came to order at 8:22am at the White Plains, YWCA. The list of Clubs in attendance is at the Metro office. Mary Fleckenstein welcomed everyone present at the Fall House of Delegates meeting and reminded all to check in at the back table. Athletes were asked to go to their meeting in another room.

2: ACCEPTANCE/CORRECTIONS OF MINUTES:

Erik Hertenstein made a motion to accept the minutes of the May 16, 2007 House of Delegates meeting. The motion was seconded by Fred Fritch and accepted by all. Minutes were accepted as corrected.

3: GENERAL CHAIR: Mary Fleckenstein

- a) **Packets:** Written reports from committees and board members were included in the packets. Please read all of them as there is a lot of information included that will be needed for registration and for the upcoming season. Coaches will not be able to re-register if the background check does not come back clear.
- b) **Risk Management Report:** A Risk Management report is also included and also posted on the website. Please pay careful attention to Coaches Safety Training as it will be changing this fall.
- c) **Election in May 2008:** The following positions will be up for election in May: General Chair, Admin. Vice Chair, Senior Vice Chair, Finance Chair, Coaches Rep., Secretary. Anyone wanting to serve on the Metro Board should consider running for those positions.

4: TREASURER'S REPORT: Mary Ann Senecal

- a) The treasurer's report was not in the packets (it was supposed to be included).
- b) Basically, going from September 1, 2006 to August 31, 2007, we spent \$66,764 more than we took in. We have a balance however Mary Ann doesn't think that it's very good fiscal management to be that much in arrears for one year. The balance seems to be going down each year. Our major expenses were the stipends that were awarded. In May, after the budget was finished and approved, a vote was made to raise all the stipends, even though people had ample opportunities to put in the raises that they want before the Budget meeting. A better process needs to be implemented.
- c) The Treasurer's Report could not be approved as we did not have a written report available.

5: FINANCE CHAIR: Corinne Cody

- a) Bob Vializ made a motion to reopen discussion on the budget. Edgar Perez seconded the motion. All were in approval. **Motion carries.**
- b) Reopening the budget became necessary because we had already approved a budget with a deficit at the May meeting, and motions were made after the budget had already been approved. Because of this the budget deficit grew up to \$85,000 and this is really something that we can't live with.
- c) Budget report was available to all at the meeting. The top page is a summary. The budget we had approved in May had a deficit of \$41,000 which wasn't healthy, but that we probably could have lived with, and go around it. Corinne had forgotten to add the 2008 Stipend for the Olympic Trials; there was also a recommendation to increase the coaches' stipends. Motions made from the floor are very difficult because we can't quantify it on the spot. This was like a 75% increase and it added \$22,000 to the budget.
- d) Corinne made a motion that going forward, all requests for the Budget must be done in writing by a specific date during the budget period (forms will be available on the website),

and motions from the floor will not be accepted anymore. George Rhein seconded the motion. All were in favor. **Motion carries.**

e) Where is the money going to come from? Following is a list of recommendations made by Corinne:

- increase the club membership dues from \$150 to \$300 (+/- \$10,000);
- reinstate the 20% meet surcharge for the host team (+/- \$26,000);
- eliminate the Club Excellence Program (+/- \$20,000);
- short term fix for this year of reducing by half the stipend for this year Speedo Sectionals, which will be held in our backyard at Eisenhower Park;
- eliminate the stipends for relay only swimmers (+/- \$7,000);
- reducing the coaches stipends for Olympic Trials to \$500; reinstate the full surcharge of \$2 per swimmer for JO's, Silvers and Age Group Championship meets (+/- \$5,000);
- Increase sanction fees from \$25 per session to \$30 per session (+/- \$1,300). All this would bring us to a positive budget of about \$11,000.

A long discussion followed on how to reduce the budget deficit. The following members of Metro gave their views and opinions on the subject: Robbie Ortof, Glenn Papish, Erik Hertenstein, Fred Fritsch, Terri Wolin, Dave Ferris, Carle Fierro, Mary Ann Senecal, Dragos Coca, Bob Vializ, John Pisano, Bea Hartigan, George Rhein, Nancy Pope, Rich Finkelstein, Frank Woodward, Becky Townsend, and Bob Murphy. Some of the suggestions were:

- to increase the Metro portion of athletes' registrations from \$10 to \$15 as this would bring in \$35,000 more each year;
 - adding a "\$1 per swimmer" surcharge at all sanction meets;
 - keep the Club Excellence Program;
 - suggestion not to touch athletes and clubs registration fees this year as the forms are already printed, distributed and posted on the website;
 - suggestion to reinstate (or not to) the 20% meet surcharge for host teams;
 - suggestion to reinstate the 20% meet surcharge for host teams;
 - revert back to the 2006-07 budget, while also having a budget committee examine every item of last year's budget and present their findings to us in January, because too many things were just added without any thought of where the money was going to come from;
 - increase (or not increase) the clubs' registration fee;
 - follow the procedures and necessity to communicate the budget ideas from January to April and present the budget in May;
 - Eliminate the increase in coaches' stipend voted in May.
- f) Corinne thanked all those that gave their opinion and suggestions on ways to balance the budget. Corinne also made a comment about the stipends: coaches don't "earn" stipends. This is only a reimbursement for expenses incurred on trips to go to some meets; this is valid for swimmers stipends as well.
- g) Mary Ann Senecal made a motion that we revert to the 2006-07 budget (last year's budget) and that a budget committee meet in person and present the revised 2007-08 budget in January. Dave Ferris seconded the motion. Explanation: with this proposal, we would eliminate the budget that was voted in May, and instead we will operate on the 2006-07 budget, but with the addition of stipend for OT. Vote was called: one abstention; all other members were in favor. **Motion carries.**
- h) Mary thanked Corinne and all those that worked on the budget for the last 9 months! Corinne will be able to give updates on the budget more often and hopefully we will be able to include reports in the minutes. Mary asked the budget committee to pick some dates for their meeting. Those dates will be posted on the website.

6: ATHLETES REPRESENTATIVE: Chris Finnegan

Athletes held a meeting during the HOD meeting. Athletes did not like having the finals in the morning at Senior Mets this summer! They had fun at LC Zones but did not like the food! A few athletes are interested in joining some committees. Chris will give their names to the committees' chairs.

7: OLD BUSINESS:

- a) **Metro Policy and Procedures Manual** (not the "By-Laws and Policy Manual", which was written on the agenda by mistake). The Policy and Procedures Manual has been posted on the website for many months. It will be updated, corrected and finished by Bea Hartigan. It has been updated as of the May 2007 meeting. Bea explained the difference between the By-Laws and the Policy and Procedures Manual. Any update and/or change to the manual will be dated and highlighted. Bea's email address is Bea10K@yahoo.com

8: NEW BUSINESS:

- a) Becky Townsend (NBS) is working on her Graduate School thesis at Fordham University "Swimmers Interpretation of Motivational Climate". Teams interested in participating in her study should contact her.
- b) Greg Kincheloe of the NYAC made a motion to eliminate the three (3) Metro Meets requirement in order to swim at Senior Mets. Kevin Carolan seconded the motion. Discussion: swimmers have 51 weeks to swim in 3 Metro meets! Vote was called. All opposed. **Motion failed**. Greg Kincheloe then made a motion to change the requirement for Senior Mets to two (2) Metro meets. Mary Ann Senecal seconded the motion. Vote was called: Six (6) were for the motion; the rest opposed. **Motion failed**.
- c) Gil Smith, on behalf of Old Westbury Aquatics, made a bid to host the 2008 Short Course Junior Olympics. No other bids were received so the bid was awarded to Old Westbury.
- d) Rich Finkelstein announced that a renewal clinic for officials was going to be held September 26th at 7pm at the Flushing YMCA. There will also be a meet Directors Clinic.
- e) Nelson Gonzalez announced that there would be an officials' clinic on October 12th at Eisenhower Park.
- f) The McBurnie YMCA in Manhattan is looking for a coach.
- g) Nelson Gonzalez asked the House to remember Joe Farrell, husband, father, coach, official, friend and longtime member of Metropolitan Swimming. Joe passed away this summer.

A motion to adjourn the meeting at 10:20am was made by Fred Fritsch, seconded by Bob Vializ, and accepted by all.

House of Delegates Meetings 2007-2008:

- **Wednesday, January 9, 2008 – 7:00pm at the White Plains YWCA – LC 2008 Bid meeting**
- **Wednesday, May 14, 2008 - 7:00pm at the White Plains YWCA – SC 2008-09 Bid meeting & Elections.**

Metro Board Meeting (subject to change):

Tuesday, October 9, 2007 @7pm at the White Plains YWCA

Submitted by Monique G. Grayson
September 26, 2007

Reports (some of which were included in the teams' packets):

NTV Report – Monique Grayson/Mary Ann Senecal

All SC and LC meets from 2006-07 have been uploaded in SWIMS and the Holding Tank is empty.

Reminders:

- Meet Manager: When setting up the meet name, please follow this rule:
2007 MR AGUA Season Starter (or 2007 MR Asphalt Green Season Starter)
- Meet location should be the town/village of the meet, not the pool name:
Bronx, NY - not Lehman College
- Meet director must send a Registration Recon file to the Metro Office at least one week before the meet. In MM, go to File, Export, Entries for SWIMS Time Recon
- Swimmers must be registered in order to be allowed to swim in a meet
- Swimmers must be officially transferred in order to be entered in the meet under their new team name. They must swim Unattached (UN) for a period of 120 days after the last swim meet in which they represented the former club. Please check status with Barry at the Metro Office.
- Meet Directors or Coaches are asked to email a full Meet Manager BACKUP file of their meets as soon as possible after the end of the last session, and no later than the following day. The backup file must be emailed to Monique (Metro North Meets) or to Mary Ann (Metro South Meets). This is important as we must review all meets and upload them into the USA-Swimming SWIMS database.
- Meets will be posted on the Metro website after they have been uploaded in SWIMS.
- Do not lock the database!
- High School Championship Meets: Reminder that a request for Blanket Observation of each Section Championship meet must be submitted to either Mary Ann (Metro South) or Monique (Metro North) at least 10 days before the actual meet. Coaches: please try to submit your swimmers ID numbers to the High School Coaches, or meet director or computer operator of your Section.

Swim-a-thon Report - September 2007 - Richard Finkelstein

Anyone needing information about Swim-a-thons should go on the US swimming web site and click on "swim clubs" and then click on "what's available" to get information.

All swim-a-thons must be registered with Metro or you will not have insurance coverage for the event.

Reports for all swim-a-thons must be sent to US Swimming and to me.

The top individual money raiser in Metro in 2006 was Matthew Pei Krackleur, from the JCC in Manhattan \$2,050. Second was Marissa Johnston from Hauppauge, \$1,020.

RISK MANAGEMENT SEMINAR - MINNEAPOLIS, MN - AUGUST 17-19, 2007

Here is a recap of important items discussed at the Risk Management Seminar hosted by United States Swimming. Most of this information can be found on the USA Swimming Website. They can be located by clicking on Swim Clubs, then on the left side – click on Insurance and Risk Mgmt. There are many resources for you – Insurance Summary, Frequently asked question, Report of Occurrence, Optional Insurance. If you have any question, please call Risk Management to clarify.

Insurance

- Any activity outside of regular swim practice should get prior approval from insurance company.
- Check with Risk Management to see what is covered and not – list is online – or call to see if your event is covered.
- Try-outs are for a 30-day period – this does not include athletes previously registered with USA Swimming.
- College athletes home for summer or breaks must be registered, they do not have 30-day rule as they were previously registered.

- Insurance company recommends getting registration paperwork and money when a swimmer tries out.
- Registered masters' swimmers are ok to swim with during USA Swim practice with no additional registration.
- Insurance certificates are available to download online. There is a \$25 cost if you want insurance company to do for you.
- Report of occurrences – must be filled out for everything – cannot stress enough – these reports are used by the insurance company to make recommendations to facilities etc on safety, air quality. “When in doubt – Fill it out”!
- Chronic injuries should also be sent in – asthma, shoulders etc. If a swimmer has a chronic problem, it is recommended that a doctors note be received outlining the injury/disability and what the swimmer can and cannot do with regards to practice.
- If you are renting a car for your team, sign your name and add – “on behalf of...your club.”
- If you take a swimmer in your car – have parent sign a waiver.
- If you host a non-USA swim meet – all non-members must sign a waiver.
- Items not covered:
 - Diving Boards and any use of them
 - 15 passenger vans
- Clubs should have Director's & Officer Insurance – information and application online.
- Athletes **MUST** be in direct line of sight of coaches at all times – this includes dry land training.
- Coaches are not to have their non-swimming young children on deck during practice or a meet.
- Check website for travel waivers.
- USA Swim has limited out of country coverage – all claims must be filed in the USA – recommend getting additional coverage.
- Check contracts from facility look for clause that says, “sole negligence” If it is there – contact Risk Management to look at contract.
- Swim-a-thons must be registered. If you host any money for laps program and it is not registered with USA Swimming – you are not covered by insurance.
- Have Report of Occurrences on hand at practice and meets. Send to all 3 locations.

PERSONAL WEBSITES/CAMERA PHONES

Personal websites are a huge liability for athletes. It is recommended that each club speak with their athletes about personal web sites and the ramifications on information/pictures placed on them. Colleges (and employers) are looking at these web sites and dismissing athletes from their programs due to information and pictures placed on the web sites.

All clubs are advised to have their Meet Marshals pay close attention to camera phones in the locker rooms. Clubs are encouraged to address and educate swimmers on inappropriate use of camera phones.

MEET MARSHALS

- Meet Marshals are a vital part of running a meet.
- As of today – must be registered member – being discussed at convention to change.
- Must wear identifying clothing such as vest, shirt, hat
- Cannot be a coach – coaches cannot monitor facility – locker room, snack bar etc.
- Meet referee is in charge of Marshals – should give direction.
- # of Marshal depends on size of meet, facility.
- Officials can rotate as Marshals.

EMERGENCY INFO

Meet Director and Referee should announce to all coaches and officials where the facility AED is and where the Emergency Action Plan is located.

All facilities **MUST** have an Emergency Action Plan.

SAFETY TRAINING FOR SWIM COACHES - NEW!!!!!!!!!!

Beginning soon – coaches will once again be required to take the Safety Training for Swim Coaches course from the Red Cross. This will be when their current safety training section expires. Lifeguard certification will no longer be enough. (If you have a current cert that is good for 3 years – you will be good for 3 years – this applies to renewals!)

The Red Cross course has been updated to reflect coaching matters. The process will be as follows:

New registrants must take full course.

Renewals – There will be an online section on the USA Swimming website. Download material, take test. You will be notified by email that you passed. Take a copy of the email to a local WSI or lifeguard instructor, who will then test you on your water skills. (If you have lifeguard certification – that will be enough for your water skills component). Once you pass your water skills – take to Red Cross for certification in Safety Training.

Information will be available after Convention on the USA Swimming website.

COACHES CERTIFICATIONS

It is the responsibility of the individual coach to be sure that their certifications are current. **It is NOT the responsibility of the LSC to notify coaches on expired certifications.**
No certifications – no entry on decks – practice or meets!

SAFETY EDUCATION FOR CLUBS/LSC

It is recommended that clubs and LSC's have regularly scheduled training in safety. This can be a monthly safety tip, newsletter article, blurb on website, parent training, articles in meet announcements, warm-up procedure update.

CODES OF CONDUCT

All swimmers and coaches, when registering with USA Swimming, agree to the code of conduct. Everyone is encouraged to review it in the rulebook, paying close attention to alcohol and drug use.

Most LSC's have new registrants sign a paper copy of the code and keep it on file.

It should be announced at every meet that the USA Swimming Code of Conduct will be observed. It must be in every meet announcement that the Code of Conduct will be enforced.

DIVING – TEACHING VS PRACTICE

USA swimming is working on a diving certification process. This process will include a certification that coaches will send in to USA Swimming certifying that a swimmer has been taught to dive. The swimmers, who do not have the certification, cannot dive during a meet off a block.

Water depth must be announced at the coaches meeting and be put in the meet notice.

USA Swimming and insurance company will refer to diving as "head first entry" as not to confuse anyone with the sport of diving.

Respectfully submitted,

Mary Fleckenstein
August 25, 2007