

DRAFT
OREGON SWIMMING, INC HOUSE OF DELEGATES
Pacific University, Forest Grove, OR
SUNDAY, OCTOBER 3, 2010

The annual meeting was called to order at 9:11 a.m. By Skip Runkle General Chair. The list of those who signed in is available in the OSI office.

Bruce mentioned – a month ago we had a JR Pan Pac competitor from Corvallis – 1:58 in 200 back, best swim ever in Oregon Swimming History (his opinion). We all felt some pride in that – congrats to Jacob Pebley and Rick Guenther.

Minutes The minutes from the Sunday, October 4, 2009 meeting at Seaside were approved as submitted.

Treasurer (Gene Mielke)

2009 Budget report: Total income for 2009 was \$681,012. Total expenses for 2009 were \$628,929. This resulted in a net income for 2009 of \$52,043 and a year-end cash reserve of \$68,106.

2011 Budget: For the 2011 fiscal year Oregon Swimming, Inc. **is not** increasing fees. Registration increases are those scheduled by USA Swimming.

2010 Budget:Income: (line numbers refer to the 2010 income and expense budget). Through September 20, 2010 OSI has received \$357,616 (line 58), which is approximately 56.9% of the amount budgeted. The majority of our income is in the form of registration fees which arrive in the last quarter of the year. One area where our income was less than expected was championship meet entry fees, which due to reduced entries at the OSI LC 11 & Over (line10) and SC Seniors was \$5,429 lower than expected.

Expenses: Expenses through September 20, 2010 totaled \$383,685 (line 171) which was 61.7% of the budgeted amount. Total All Star Meets to date is \$12,572 (line 73) less than budgeted. Total camp expenditure to date is \$13,438 (line 79) lower than budgeted due to the fact that no altitude camp was held. Hy-Tek reimbursement to date is \$3,450 lower than budgeted (line 86) due to little request for reimbursement. Total expenditures for OSI meets are \$1,127 (line 140) under budget. Expenditures to date to USA Swimming for USA Swimming workshops and USAS Convention are \$6,399 less than budgeted. This is due to a reduced number of members going to Convention. This number will become more positive as reimbursement from several individuals who were not entitled to full payment has not been credited to the account.

Budget overall: Assuming we meet the budgeted amount on registration fees, OSI could improve its cash on hand by up to \$30,000. Our actual cash on hand as of August 31, 2010 was \$66,673.

OSI Travel Fund: (see Projected cash flow) As of August 31, 2010 the balance in the OSI travel fund was \$723,953, with a value increase of \$66,518 for the year to date. This increase is due to \$24,216 in the value of our securities, \$20,000 transferred from the OSI checking account, and \$22,302 in interest and dividends.

M/S/P Motion to accept the Treasurer's written Income and Expense Report and Cash Flow Sheet for January 1, 2010—September 30, 2010 as submitted.

Elections The Nominating Committee presented their report. Nominations were also called for from the floor.

Review committee: Tammy Smith(referee) and Jake Solas(athlete), Brett Nagle(athlete), Melinda Roy(official), Kevin Waller (athlete), Shelly Rodding (coach), Kathy Coddington(official), Mark Bennett (Coach), Renee Webb(electronic timing official)

Add to athlete rep: Vera Hutchison – FGST, Emma Dow – BRSC

Rick – Review Board chair brought up it is hard to have coaches on the committee as most of the things that come up often have to do with coaches and when cases come up there are often conflicts on interest. Suggested to go heavier non coach.

Discussion occurred on whether the positions for the Review Board where 1 or 2 years. Part of LEAP is scrutinizing our bi-

laws and acting in accordance with them. Our bylaws say 3 members one year and 2 members the next year, and 2 members as backup. Change from what we've been doing but not a change from bi-laws. (Jackie).

Skip will contact those elected to see if they are willing to serve more than 1 year. Suggestion to have 2 athletes in case one moves.

Nominating Committee nominations: Heather Thomas, Jeanine Serrano, Brandon Drawz, Kate Phifer, Bob McMillan, Gene Mielke,

M/S/P Motion to close nominations for OSI Board positions.

Board members elected for a two year term:

General Chair	Skip Runkel- 1 year
Administrative Chair	Rick Guenther
Age Group Chair	Tim Hamlet
Treasurer	Gene Mielke

Junior Athlete Representative: Vera Hutchinson

Review Committee members elected: Kathy Coddington, Tammy Smith, Shelly Rodding, Brett Nagle, Renee Webb, Jake Salaz

Nominating Committee members elected: Bob McMillan, Brandon Drawz, Kate Phifer, Gene Mielke

M/S/P Motion to close nominations for awards.

The winners of the James J. Richardson Award, the Jon Arlin Adapted Award and the USA Swimming Outstanding Service Award will be announced at the Top 5 Awards Ceremony.

M/S/P Motion to destroy the ballots.

REPORTS

Age Group (Tim Hamlet) More positive visit than last year. Part of online predator panel / discussion – was scary. In packet is flier with website. Remind kids about pictures, phone, address on facebook is not a good idea. Please talk with families about recruiting and present that to review committee not Tim.

Senior Report (Jack Ridley) Read Jessica's report. Brought up the new guidelines from USAS on athlete / coach protection plan will change socialability of sport. Can't be in situations with athletes alone – if you are a parent can't have athletes over to your house as friends. Negative connotations to coaches as if they are all sex offenders. Other sports may take up what we are doing with policies.

Took this job in Seaside cause noone else stepped up. He is retired. If there is anyone else that would like this position feel free – it is up for grabs.

Noone came up to him and voiced concerns except about altitude camps, sectionals being too big (concerns in the whole country) – tougher time standards. Concerned? Attend sectional meeting and voice them, don't just complain. Colorado and Arizona love coming out to Federal Way and Mt Hood – we just get to go there repeatedly – no carrot for the kids and coaches. Start talking to other sectional groups and have them host it so we can travel too.

PAC took some kids to the 5K champs at Long Beach. Great opportunity for kids without National cuts can go compete – keep pushing open water swimming – great opportunity for the kids and fun for the athletes. Cuts are about Sectional level. Perhaps in the future we can send an Oregon Contingent.

Senior Zone Champs – PAC took some kids, Clovis in August about 170 kids total. 3 finals – lots of second swims. Had some really good swims, a kid made JR's – look at this in your schedule, could be a good way for you to finish up your

season.

Altitude Training Camp: Submitted application – last 2 weekends in April – voted on in January – if not accepted we'll apply for Oct date. 10 girls, 10 boys, Colorado Springs – pick up flier with time standards. If we send a team have 2-3 coaches, recommends 1 female and 2 males.

When we have a swimmer at Nationals we are being asked to list all of their coaches that helped that athlete move up to be an elite athlete and recognize them, maintain the developmental coaches enthusiasm and include them in the recognition of these elite athletes.

Make sure we focus on the basics even at the elite levels. Our starts, turns, streamlines weren't as good at Pan Pacs. Junior team fell apart a bit.

Athlete Protection: Use common sense, no 1 on 1, do hugs in the open, this is taking away from what we are able to do. One or two people ruin it for everyone. Knee jerk reaction that we will have to live with.

Really pleased with Northwest representation at USA level. Bruce Stratton, Brandon Draws, Jeff Gudman, Skip Runkle, Jack Ridley – well represented – pleased to be apart of that.

MARK B asked if the size of Junior meets was brought up. How long prelims are taking. Ridley – Didn't hear anything about that at convention. Tim – Didn't hear anything about it either. Gene – serves on championship meet evaluation committee, it has come up, and has gone to senior committee. They have not acted on it. They are aware of concerns of coaches and athletes. Janine – asked about grand prix times moving to jr national bonus times. Rick Gunther said it's true.

Skip – Senior Sectional time standard person – works the formulas – 2011 time standards, 64th place thought would be slower because of no suits, but it was FASTER this year than last year.

Coaches Report (Rich Tobergte)

Thanks to Rick for all the info and helping organize yesterday and thanks to all speakers yesterday- did a fabulous job. Encourages all to attend. Coaches background screening: All new coaches between now and end of Dec need to do current background check. Do not initiate a renewal until new screening goes into place. All non athletes do not initiate a background check until Jan 1, 2011. All non athletes that have continued access to athletes should have a background check. For athlete safety. USAS wants to set precedent for everyone else. At USAS HoD passed some pretty stringent requirements and policies. It is going to change our sport and how we interact with our athletes. Use common sense and stay public. Current under 18 year old coaches can continue until the end of this year (2010). After that a USAS coach must be over 18 years old. They will no longer be able to be registered because they can't go through a background check. There will be a fee involved and a rolling update. OSCA matched OSI a donation \$500 to Bruce Ludwig donation to help with medical expenses. Online predator presentation was also seen – internet crime against children website. They can pinpoint where you are within 8 meters – the police and the sickos. Educate your kids – parent meetings, etc. IF a learn to swim program and under USAS the instructors MUST be over 18.

Athletes Representatives (Lauren, Jessica) Jessica's letter was read by Jack: Success, always will remember. Athletes were able to converse in Dallas and learn about other types of swimming. Categorized as speed swimming – learned about our LSC and others. Regulations and policies, traveling, competition and more. Voiced opinions. Privilege to vote and be heard and discuss. Came together to come up with new ways to protect athletes and coaches.

Scheduling/Championship Site Selection (Mark Maxwell)

Coby brought up: Swim Guide goes to print in a month – meets – additions – if there are meets the same weekend we need their approval.

M/S/P Motion to accept the 2010 Oregon Swimming Calendar as presented.

Time Standards (Alex Nikitin)

The time standards we received in packet are incorrect. Even without suits there are still faster times. 90% improvement in 15 and Over group, similar in younger groups. Revised time standards are in packet – labeled revised. Highlighted portions are the changed ones.

M/S/P Motion to accept the time standards as distributed.

Technical Planning (Greg Bostrom) 11 and Over legislation coming up – format change to help staff run meet.

USAS convention: Zone meet from Aug to end of June for Arizona and Colorado – Brandon Draws is in charge of looking at that.

Website (Robbert van Andel) Busy year. Keep results up to date and forms. Features have been put on hold until twins are a little older. Some of the new things: new reimbursement form and can use times data base now. Not too many people used it. We had a swimmer that didn't want their name showing up in result due to hiding from someone. Encourage people to make changes at meet if possible. If someone doesn't want to be listed in TIMES Database we can take them out. Results corrections happen a lot. Encourage coaches and parents to check at the meet and bring to meet director to change there as it's much harder to change after the fact. Moving email system to goggle – happening tonight. Office email, webmaster, etc, wait til tomorrow morning. Doing this because of people working multiple locations, accessible online and free. Most of this coming year is the look of website but that comes after the business side. Feedback – let Robbert know.

Safety Chair (Jeanine Serrano) Incident reports are sent to Oregon Swimming and from USAS gives her a readout. 2009 we had 1050 incident reports that came in. That's not that great a number. USAS wants you to report all those things. USAS gives her charts that break down where they are coming from. 73% were recorded at swim meets. 2 fold – 1 is that meet officials are good at reporting those incidents at swim meets. 2-Coaches are lax about reporting incidents, from shoulder issues, to knee issues, those should be reported even if chronic. Allows them to activate the insurance clause in case they want to apply for surgery and get reimbursement from USAS it needs to be recorded. Make sure coaches are reporting things that are happening at practice. A larger number would be fine as it appears there is underreporting at practices. For example if they are checked out by a Doctor or Physical Therapist report that. One report a season for chronic situations allows them to be reimbursed if needed in the future. Forms are available online.

Diving Cert requirements – make sure you are filing out forms that have been sent to forms. On team unify website. Be aware that there is a little liability involved in filling out form. Be aware of depth. Uncertified swimmers may not perform racing starts in less than 6feet of water in meets or practice. Be proactive and have them do the dive they are certified to do from sitting start to full racing start. Make sure that you actually see them do it and that it is a skill they can do. If they regress perhaps redo their certification.

Camp Coordinator (George Sampson) No report.

Officials Committee (Bob McMillan) Keep in mind that the changes we see from USAS are typically for the better to make it safer. USAS is really looking into safety of kids. Non athlete members have to do criminal background checks – new for officials. Hoping officials and coaches can be real positive and encouraging about policy and USAS. People could be fundamentally opposed to a background check, the fee (volunteers). Stay tuned for fee info. Remember that the real reason is for safety and well being of kids. Changing recert and cert of officials. USAS has an OTS and we started phase 1 of Bob's grand plan – using OTS. Flip the switch next year, and end of 2011, officials won't have to have paper logs anymore. They can use online system. Refer them back to area chairs for questions that come up. Coaches are the best people to recruit officials, thanks if you are doing this, if not please recruit. The less officials the harder it is. More fun with more people. Working on brochure to pass out to parents.

Disability (Gene Mielke)

Swimmers with a disability:

USA Swimming held a disability workshop in 2010. There were 23 of the 59 LSCs represented at the meeting. Six more LSCs contributed written material to the workshop. The LSCs identified approximately 300 swimmers with disabilities (not IPC classified). There were 53 athletes identified in the Western Zone and 8 in Oregon. We know there are more out there, but we need your help in identifying them.

Meets available to swimmers with disabilities:

Meets swum under IPC rules: There are the Paralympic and other world meets, four Can-Am series meets, and three USA regional meets which are run under IPS rules. This means that the swimmers must be classified and have exceptions noted

to be judged under the IPC rules.

Meets swum under USA Swimming Rules and Regulations: There is an annual little peoples meet. The Western Zone and all OSI sanctioned meets have inclusion policies, but few swimmers attend mostly out of a feeling that they are not wanted by other teams and coaches. The Western Zone policy allows for two athletes from each LSC to be included in each LSC's entries with the splashes not counting toward the maximum limit. For a few years after its inception we did have swimmers with disabilities at the zone meet; however, they have not been included in recent years. We need to encourage the LSCs to send swimmers with disabilities to the Western zone meet and also encourage swimmers with disabilities to enter all of OSI meets.

Coach/swimmer survey: A survey was conducted with coaches and swimmers attending the region GTAC meet in Ohio in May. The main concern of the coaches was an understanding the differences in rules between USA Swimming and IPC. The swimmers did not consider this a problem with a "just tell us what we can do attitude". The swimmers appeared to be much more adaptable to differing rules and/or conditions. Swimmers and coaches both reported a symbiosis between the able bodied and non able bodied athletes. Both groups pushed each other to excel. The greatest concern of the athletes was to be treated as part of the team and not be spotlighted. If they were slow, put them in the slow lane, but don't automatically put them in a lane by themselves. Most of all the swimmers wanted coaches to focus on their abilities (their special abilities) and not on their disabilities, that is what they can do not what they can't do. Where swimmers went through several coaches/teams the biggest reason given for leaving was the non-verbal communication (looks and gestures) that coaches gave that made them feel unwanted. This was also the reason many gave for not attending local meets. Where there is a coaching staff communication between the coaches is important if the swimmer's coach is not at the meet. Above all the athletes want to be challenged to excel. Challenge the swimmers. The head coach of the National team gives a "kick set" each week to all athletes. Even those without leg function figure out a way to make it down the pool.

Resources: There are still a number of the USA Swimming Disability Committee pamphlets for including swimmers with disabilities. They are targeted for swimmers, coaches, parents, and meet directors. If you would like some please let me know. The USA Swimming Disability Committee is working on WEB base information programs. How much can be done will depend on the funding available through USA Swimming. The committee is also working on a reference list of coaches and or swimmers that can be contacted to provide information.

Canada is ahead of us in disability services – labeling the swimmers with the classification codes that they are. Tim's kids saw that and got really into it, asking kids what that was. Still in the works here, would be a great move forward.

Office Manager/Registration (Coby van Andel) (get Coby's numbers report from 2010)2011 – new club, approved by USAS – northwest aquatics in Salem, Coach Geoff Tiffany, Roseburg is now Roseburg YMCA Swim Team, In packet are green club info forms. Get to Coby asap for swim guide. At convention registration stuff that came up is that athletes need to be registered for practice not just meets. Liability issues. Make sure kids are registered. If hosting a meet send a report for membership in timely manner, not Friday morning for Friday night. Need time to contact teams with unregistered swimmers. Top 5 – going back to Canby. 305 athletes posted on website. Sending out invites shortly. List of athletes to all clubs. Check website to make sure that athletes are listed and correct. List is by club. Click on top 5, and click on club. In packet is ballet about awards for fellow 66 and James Richardson and Jon Arland awards. Nominations: James Richardson – Al Smith; Bruce Ludwig; Bill Boyce
Jon Arland: Casandra Shaffer,

Sanctions Chair (Kathy Coddington) New legislation that meets need to list pool depth at both ends of pool, pool certification statement – get them in place and needs to be inserted in meet sanction packets, currently 4 pools that have been certified. Can measure and certify pool after the fact. 2008 203 sanctions issued. 209 190 sanctions. 134 for 2010 so far. Should be right around 200 sanctions this year as well. New – issue with meet information there will be an email sent to meet director and meet referee and meet referee will get a copy of the sanction. IF the meet ref hasn't received a sanction they can check with Kathy if it was sent in. Packets will be updated based on LEAP findings.

Mark- IS there a limit on what can be charged for facility charge? As long as \$3 goes to OSI, Kathy is not sure. No limit in place.

Rex – suggests a meet information template that they could fill in. Kathy has a template that is sent out.

Page 42 of swim guide – item 8 - \$3 surcharge and \$2 individual and \$8 relay. Facility fee is often on top of that. No reference to facility fee.

Awards Ceremony (Cheslah Barkdoll) no report

NTV Chair (Jacki Allender) In packet is an item that references request for observation for observed swims. Not a change part of LEAP procedure to put in writing and having it in writing. District meets that have been approved will be listed online for anyone to know. Officials are the limiting factors for District meets. Last year all but 2 were approved. We hope for 100% this year. Encourage parents to help out and be certified.

Records (Robbert van Andel) Over 80 records set this last year – surprising with tech suit ban. 13 relay records.

All-Star Team (Heather Thomas, Mgr; Shelly Rawding, Coach) Once of this years changes – food. In the past the food was horrible and not enough. This year instead we went to local restaurants, got discounts, sometimes almost free, Olive Garden went out of their way to discount. Kids loved the food – there was plenty. Saved money by not going with Zone provided food instead going with local establishments. If sending kids/coaches/chaperones to Zones, if they could send legal name not nicknames. Airports will no longer take any kind of nickname – must be exactly like ID. Jan 2011 Mt Hood is All Star meet location – looking for meet director. We host a dinner and snacks this year. Budget listed is in surplus for this year but the snacks we need to provide this year are not budgeted in.

Mark – recommends for Jan All Star trip from feedback from athletes with a late return on Sunday with a long drive home from Portland – pay attention to outlying areas and accommodate those kids and helpign them out by flying them into airports that make sense. Done before with altitude camps. Heather – not an issue this year with Mt Hood. Will look at in the future other options like chartering a plane; reducing budget in other ways; and using that to extend a courtesy to kids that are in outlying areas.

Shelly- Thanks to assistant coaches that went and teams that supported the team. Kids were great. She has a kid that made JR”S – and Nina Munch will be new Head Coach for Zones the next 2 years. 5 min slide show max at award banquet. Applying as assistant coach or chaperone with Nina (coach) or Heather (chaperone).

Diversity – Jeff Gudman Goal of USAS is to reach out to non white members. Primary means is through Make a Splash foundation – to reach out and prevent drowning in members of all ethnic backgrounds. Mt Hood has gone through it – Brandon Draws.

OLD BUSINESS

Travel Reimbursement Motion: International Teams – USAS teams, OSCA proposes to allow OSI athletes to apply OSI travel funds to Nationals OR International meets. Change book to add “national **or** international” meets Section II, b. Page 35 article 5, section 2 is not included. Limited language would go under ? Gene is willing to take care of proper wording.

M/S/P This passed

HOD Site/Bidding Guidelines (Rex Watkins, Rich Tobergte, Jacki Allender, Gene Mielke) Pacific University, Seaside, North Bend, - Seaside it is.

NEW BUSINESS(See Motions attachment)

2011 proposed budget- quad budget – see Gene's notes available in OSI office.. Line 154- changes 35,584(2011) , 36,651 (2012), line 169 2011 website 250, cash balance at end of both years would still be positive. Zone and All Stars looks like less is projected than actual amounts. Heather will send in update when she has actual figures. Fiscal year is same as calendar year. We budget for each team to request reimbursements for Hytek when a new version comes out. Outreach shouldn't be making money and changing from free and reduced lunch to food stamps. Outreach is paying \$10, sending \$5 to USAS. Change income to expense on outreach to be the same. Outreach registration is \$5 only.

Even though adopting a quad budget we will still bring it up every year.
M/S/P To accept quad budget.

Legislation for HoD(copy and paste from other document)

PROPOSED AMENDMENTS to 2010 OREGON SWIMMING POLICIES AND PROCEDURES

P-1 ACTION: Adopted

Proposed by: LEAP Committee

Purpose: To provide an Oregon Swimming, Inc. vision statement. A vision statement is a requirement for Level 1 in the LEAP program..

Proposal: **First page inside cover of Swim Guide and on Page 26 below the mission statement.**

Vision Statement: Inspire excellence in the sport of swimming and in life.

P-2 ACTION: Adopted

Proposed by: LEAP Committee

Purpose: To provide an Oregon Swimming, Inc. safety policy. A safety policy is a requirement for Level 1 of the LEAP program.

Proposal: **Policies and Procedures, Article IX, Section IX, b, 2, new item after f.** (page 57)

g. Safety Policy: USA swimming's reports of accident occurrences shall be filled out for all accidents by the host team. The form shall be sent to the Oregon Swimming, Inc. office, USA Swimming, and Risk Management Services. The host team shall keep a copy in their records. The Safety Chair or his/her designee shall compile an annual report of all occurrences and submit the report at the annual House of Delegates meeting.

P-3 ACTION: Adopted

Proposed By: Eugene Mielke, Treasurer

Purpose: To provide an Oregon Swimming, Inc. conflict of interest policy. As a corporation we are required to have one in place and have so certified on our income tax report. This is also a required element of the LEAP program. The USA Swimming has one in place and recommends that the conflict of interest statement read prior to each meeting.

Proposal: **Policies and Procedures, Article XII – Conflict of Interest Policy** [page 58 – current Article XII (Amendments) would be renumbered].

Article XII – Conflict of Interest Policy

Section I. Conflict of interest policy.

- a. In the event that any officer, or member of the Board of Directors, Executive Committee, or any other Committee has a financial interest in any contract or transaction involving the Corporation, such individual shall not participate in the Corporation’s evaluation or approval of such contract or transaction unless the material facts of the relationship or interest are disclosed or known to the other Directors or Committee members. If such disclosure is made, the contracts or transaction shall not be voided if the Board or Committee in good faith authorized the contracts or transaction by the affirmative vote of the majority of the disinterested Directors or Committee members, and the contract or transaction is fair to the Corporation at the time it is authorized.

Section II. Declaration of conflict of interest. (To be read at the beginning of each Board meeting).

- a. “Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addressed under the USA Swimming Conflict of Interest Policy?”
- b. “ If a Board member determines there to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and / or action is being taken, a declaration of a conflict of interest should be made at that time.”

P-4 ACTION: Adopted

Proposed by: Eugene Mielke

Purpose: To provide an Oregon Swimming, Inc. whistle blower policy. As a corporation we are required to have one in place and have so certified on our income tax report. This is also a required element of the LEAP program. While a number of people remember having one, no one can find it.

Proposal: **Policies and Procedures, Article XIII – Whistle Blower Policy** [page 58 – current Article XII (Amendments) would be renumbered].

Article XIII – Whistle Blower Policy

Section I. – Whistle Blowers Policy

- a. Oregon Swimming, Inc. forbids any form of retaliation against individuals for providing truthful information to a law enforcement official relating to actual or potential unlawful conduct.

P-5 ACTION: Adopted

Proposed by: Eugene A. Mielke

Purpose: To provide for an Oregon Swimming, Inc. document retention policy.

Proposal: **Policies and Procedures, Article XIV – Document Retention Policy** [page 58 – current Article XII (Amendments) would be renumbered].

Article XIV – Document Retention Policy

Section I. Document retention policy

- a. Oregon Swimming, Inc.'s General Chair shall be instructed to inform the staff and board members when document destruction (planned or otherwise) should be halted.
- b. The following records should be retained permanently:
 1. Audit records.
 2. Bank reconciliations.
 3. Checks (for important payments and purchases).
 4. Contracts (still in effect).
 5. Correspondence (legal and important matters).
 6. Deeds, mortgages, and bills of sale.

7. Depreciation schedules.
 8. Yearend financial statements.
 9. Insurance records, current accident reports, claims, policies, etc.
 10. Minute books, bylaws, and charter.
 11. Tax returns and worksheets.
 12. Trademark registrations and copyrights.
 13. Disciplinary activity.
 14. Board of Review proceedings.
 15. Potential Board of Review complaints.
 16. Records of volunteers (current) including dates of service and activities.
- c. The following documents should be retained for seven (7) years:
1. Accounts payable ledgers and schedules.
 2. Contracts, mortgages, notes, and leases (expired).
 3. Expense analysis/depreciation schedules.
 4. Invoices (to customers, from vendors).
 5. Payroll records and summaries.
 6. Personnel files (terminated employees)
 7. Timesheets.
 8. Withholding tax statements.
 9. Records of volunteers (inactive) including dates of service and activities.
- d. The following documents should be retained for three (3) years:
1. Bank statements.
 2. Employment applications.
 3. Insurance policies (expired).
 4. Internal audit reports.
- e. The following records should be retained for two (2) years:
1. Bank reconciliations.
 2. Correspondence (general).
 3. Correspondence (with customers and vendors).
 4. Duplicate deposit slips.

P-6 ACTION: Adopted

Proposed by: Jacki Allender, SWIMS Officer

Purpose: To clarify the procedure utilized for requesting observed swims in non-OSI sanctioned meets. This is **not** a change in policy, merely a statement of the policy that has been in effect for a number of years.

Proposal: **Policies and Procedures, Article II, Section II g, and new Section V** (Page 35).

Section II – Procedures (The rest of Section II remains unchanged.)

- g. A sanction and compliance with all relevant OSI procedures is required for acceptance of time for OSI Top 5, USA Swimming Top 10, all Records, and National Verifiable Times (NVT) for National qualifying times. ~~National Qualifying times from High School District and State Championship meets are subject to current interpretations of the USA Swimming National NVT officer.~~

Section V. – Request for observations.

- a. This procedure is used to request authorization for observation of swims at High School, Collegiate, Masters or other association season-culminating Championship meets.
1. The meet referee must complete a Form B request for Observation (available on the OSI web site). The completed form must be received by the NTV chair or designee a minimum of ten (10) days prior to the start of competition.
 2. The number of Association officials must meet the minimum requirements as provided in USA Swimming Rules & Regulations. In addition there must be a minimum of two (2) OSI/USA Swimming certified and registered officials (one at each end of the course) who will note compliance with USA Swimming Technical Rules.
 3. The meet referee (based on the number of swims that may be requested and available officials) will determine if the all individual swims will be observed, only requested swims, or only one session (i.e., finals only). This will be indicated on request form.
 4. Meet management should make an effort to encourage all teams to include USA Swimming ID numbers in the database.
 5. Meets that will observe by request (usually when there are fewer than 10 swims expected to make such request) shall make an effort to provide a USA Swimming ID number with such request.
 6. Medley relays that will be comprised of four (4) swimmers from the same club team must request observation prior to competition (even for meets where all individual swims are observed).
 7. The meet referee or designee will be responsible to collect and collate conforming/non conforming swims information from the officials.

8. The meet referee will (or direct meet management) to provide meet results to the NTV chair within 24 hours of meet completion. These results will need to be in the form of a Hy-Tek meet back-up.
9. The meet referee will communicate written (e-mail, MSWord, or excel) notice of compliance and any relay lead-off requests as well as relay results requested for entry to NTV chair within five (5) days of meet completion.
- b. Results will be entered into the SWIMS database as follows.
 1. For meets approved for observation of all individual swims
- a. Individual event results for swimmers registered for the current registration year will be entered to the best of our ability.
- b. Any relay results that were requested, as well as relay lead-off request will be entered.
 2. For meets approved for observation by request:
 - a. Requested observation of individual events, relays, and relay lead-off swims (including freestyle) for swimmers registered for the current registration year will be entered.
 3. For meets approved for observation of all individual swims, swimmers not registered at the time of swim may request their time be entered into SWIMS once registration is complete.
 4. Any questions from coaches and/or swimmers about times need to include the following information:
 - a. Swimmer name, school, which meet (district/state), and USA Swimming ID number.

<p>P-7 ACTION: Adopted Adopted/Amended</p>

Proposed by: Kathy Coddington, OSI Sanctions Chair

Purpose: To eliminate the current need for a signature on a paper document attested to by the coach or team entry officer to the fact that all swimmers entered in the meet are registered with OSI and/or USA Swimming. Further the legislation specifies the procedure for verification of entries by the OSI office and penalties for not complying with procedure.

Proposal: **Article IX, Section I, h, 1 – Athletes** (page 50).
 a. Unchanged
 b. Unchanged

- c. Unchanged
- d. Unchanged
- e. ~~Enforcement~~—The person signing the entry form will be required to verify that all athletes entered are members (in the appropriate category) of USA Swimming.
Certification of racing starts – The meet announcement shall include the following statement: “Any swimmer entered in the meet must be certified by a USA Swimming member coach as being proficient in performing racing starts or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement.” (Also to be put in the table on page 52).
- f. ~~Registration verification~~—The host team shall send a backup of Hy-Tek Meet Management database, or an export file of all entered athletes for teams not using Hy-Tek, to the OSI office as soon as all entries are entered for verification against the USA Swimming database.
- g. ~~Penalties~~—Per Article 302.4, USA Swimming Rules and Regulations, OSI may impose a fine up to \$100.00 per event against the person signing the entry form.

Article IX, Section III – Entry Procedures (page 52-53).

- a. Method of Entry ... (Unchanged)
- b. Entry Times
 - 1. Unchanged.
 - 2. ~~New swimmers~~ without times achieved in competition, shall enter as “NT”, (No Time). **Swimmers without times in competition** If a meet or an event has no qualifying time standards, a swimmer who has no official time for an event may enter that event with no submitted time (“NT”). Meet hosts may specify in the meet announcement that swimmers must submit estimated times if they have no official times.
- c. Entry Submissions
 - 1. Entry Fees ... (Unchanged)
 - 2. Late Entries ... (Unchanged)
 - 3. **Certification of Registration** - With submission of entries, the coach/ team representative attests that all swimmers entered are registered with USA Swimming. (This would also be in the body of the meet announcement under entries and the statement on the meet summary sheet would be eliminated.)
 - 3.4 Late Entries ... (unchanged).
 - 4.5 Entry Corrections ... (Unchanged)
- d. **Verification of Entries**
 - 1. Invitational or Open meets – Seven (7) days prior to the meet start date the host team is required to submit a back-up of the meet to the OSI office to verify all

- athletes are registered with USA Swimming.
2. Dual meets – Three (3) days prior to the meet start date the host team is required to submit a back-up of the meet to the OSI office to verify all athletes are registered with USA Swimming.
 3. Teams that have entered athletes, or athletes entering alone, that are not registered will be notified and have until 24 hours prior to the start of the meet to comply with the registration requirements. Athletes that are not registered 24 hours prior to the start of the meet will not be allowed to participate in the meet and no fees will be refunded.
 4. If the host team does not submit a back-up to the OSI office prior to the meet and unregistered athletes are on record as participating in the meet the host team shall be fined \$50 per offense and the offending club/athlete shall be fined \$100 per swim.

P-8 ACTION: Adopted

Proposed by: Greg Bostrom, Technical Planning Committee

Purpose: To implement a positive scratch rule for all Oregon Swimming, Inc. Long Course 11 & Over Championships. This legislation will move us in-line with procedures at sectional and national meets. It will reduce the time required to prepare and distribute the heat sheet and reduce the amount of paper utilized. It will not change the meet format. Swimmers who are not scratched and who do not wish to swim can be relieved of any penalty with the use of a “declared false start” prior to their event.

Proposal: **Article VIII, Section I, i, 5, e** (page 46)

- d. Coaches are responsible for providing a positive check in scratch for swimmers not desiring to compete for all deck seeded events by the stated deadlines.

P-9 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled

Proposed by: Oregon Swimming, Inc Board or Directors

Purpose: To provide for an Oregon Swimming, Inc. Athlete Protection Policy and Athlete Protection Guidelines. The following policy was adopted by the OSI Board in September and is based on the policy adopted by the Western Zone.

Proposal: **Policies and Procedures, Article XV – Athlete Protection** [page 58 – current Article XII (Amendments) would be renumbered].

Article XV – Athlete Protection

Section I – Athlete Protection Policy

- a. The following Oregon Swimming, Inc. policy is primarily for the protection of our youth members; however, they also serve to protect our adult members from accusations of abuse.
- a. All members of Oregon Swimming, Inc. are expected to conduct themselves in accordance with the USA Swimming Code of Conduct (Article 304).
 - a. The only acceptable physical contact between staff and an athlete is a handshake, high-five, fist bump, pat on the head, or side hug.
 - b. No rubdowns or massages unless by a licensed massage therapist or other certified professional and must be performed in the view of others.
 - c. Any and all One-on-One meetings with athletes must be held in the view of others.
 - d. Adults must respect the privacy of youth athletes in locker room or clothes changing situations.
- b. Cameras, imaging, and digital devices. Use of any device capable of recording or transmitting visual images in locker rooms, restrooms, or other changing type areas is prohibited.
- c. Complaints of abuse should be reported to at least two adults (those individuals should document and look into complaints as soon as possible). If a violation of the USA Swimming code of conduct is suspected, at least one of these adults must report it to USA Swimming.

Section II – Athlete Protection Guidelines

- a. The following Oregon Swimming, Inc. Guidelines are primarily for the protection of our youth members; however, they also serve to protect our adult members from accusations of abuse.
 1. All members of Oregon Swimming, Inc. are expected to conduct themselves in accordance with the USA Swimming Code of Conduct (Article 304).

2. The only acceptable physical contact between staff and an athlete is a handshake, high-five, fist bump, pat on the head, or side hug.
3. No rubdowns or massages unless by a licensed massage therapist or other certified professional and must be performed in the view of others.
4. Any and all One-on-One meetings with athletes must be held in the view of others.
5. Electronic communication between staff and swimmers is restricted to swimming related announcements (i.e. results, schedules, newsletters or other official team communication).
6. Adults must respect the privacy of athletes in locker room or clothes changing situations.
7. Cameras, imaging, and digital devices. Use any device capable of recording or transmitting visual images in locker rooms, restrooms, or other changing type areas is prohibited.
8. Travel code guidelines:
 - a. Team staff (coaches, managers, chaperones, et al) is not allowed in athlete rooms of the opposite gender unless accompanied by a same gender adult. An athlete's parent/guardian is excluded from this restriction.
 - b. Team staff should not have immediate access (i.e. keys) to all rooms.
 - c. All staff members must complete a criminal background check.
 - d. Staff that will be driving should provide a DMV report.
 - e. All staff members must complete a registered sex offender background check.
- b. Complaints of abuse should be reported to at least two adults (those individuals should document and look into complaints as soon as possible). If a violation of the USA Swimming code of conduct is suspected, at least one of these adults must report it to USA Swimming.

P-9a ACTION: Adopted/Amended – Strike section III, e. Tabled – to committee chaird by Gene, Jeanine, Jackie, Heather

Proposed by: Alternative to M9 – Includes the legislation language adopted at the 2010 USA Swimming House of Delegates and the USA Swimming best practices guidelines.

Purpose: To provide for an Oregon Swimming, Inc. Athlete Protection Policy and Athlete

Protection Guidelines.

Proposal: **Policies and Procedures, Article XV – Athlete Protection** [page 58 – current Article XII (Amendments) would be renumbered].

Article XV – Athlete Protection

Section I – Athlete Protection Policy

- a. The following Oregon Swimming, Inc. policy is primarily for the protection of our youth members; however, they also serve to protect our adult members from accusations of abuse.
 1. All members of Oregon Swimming, Inc. are expected to conduct themselves in accordance with the USA Swimming Code of Conduct (Article 304) and Athlete Protection (Article 305).
 - a. Inappropriate touching between an athlete and an adult non-athlete member of Participating Non-Member (as defined in USA Swimming Rules and Regulations 401.1) is prohibited, including, but not limited to, excessive touching, hugging, kissing, sexually oriented behavior, sexually stimulating or otherwise inappropriate games, and having a athlete sit on a non-family member adult’s lap.
 - b. Any rubdown or massage performed on an athlete by any adult member of Participating Non-Member, excluding the spouse, parent, guardian, sibling, or personal assistant of such athlete is prohibited unless such adult is a licensed massage therapist or other certified professional. Any rubdown or massage performed at a swim venue by a licensed professional must be conducted in open/public locations and must never be done with only the athlete and licensed massage therapist in the room. Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.
 - c. Employees and volunteers of Oregon Swimming who interact directly and frequently with athletes as a regular part of their duties and individuals with and ownership interest in a member club must be non-athlete members of USA Swimming and satisfactorily complete criminal background checks as required by USA Swimming. This does not apply to volunteers such as timers, marshals, computer operators, etc. who only have limited contact with athletes during a meet.
 - d. Any and all One-on-One meetings with athletes must be held in the view of others.

- e. Adults must respect the privacy of youth athletes in locker room or clothes changing situations.
- d. Cameras, imaging, and digital devices. Use of any device capable of recording or transmitting visual images in locker rooms, restrooms, or other changing type areas is prohibited.
- e. Complaints of abuse should be reported to at least two adults (those individuals should document and look into complaints as soon as possible). If a violation of the USA Swimming code of conduct is suspected, at least one of these adults must report it to USA Swimming.

Section II – Athlete Protection Guidelines

- a. The following Oregon Swimming, Inc. Guidelines are primarily for the protection of our youth members; however, they also serve to protect our adult members from accusations of abuse. The following Best Practice Guidelines are strongly recommended for all USA Swimming members.
 1. Parents should be encouraged to appropriately support their children’s swimming experience.
 2. All swimming practices should be open to observation by parents.
 3. Two-deep Leadership: One coach member and at least one other adult who is not in the water should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.
 4. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
 5. A coach may not host a minor athlete in his/her home, unless it is in a group setting with other adults present without the permission of the athlete’s parent or legal guardian.
 6. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
 7. Athletes should not ride in a coach’s vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.

8. During overnight team travel, if athletes are paired with other athletes they should be of the same gender and similar age. Chaperones and/or team managers would ideally stay in nearby rooms.
9. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a “buddy” club to associate with during the competition and when away from the venue.
10. Where a chaperone or team manager is included, the chaperone(s) or team manager(s) should be of the same gender as the athletes and written consent should be given by the athletes’ parents (or legal guardian).
11. Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.
12. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.
13. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
14. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
15. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.
16. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
17. Coaches should not engage in sexual intimacies with a former athlete for at least two years after the cessation or termination of professional services.

Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public’s use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after the two years following cessation or termination of the coach-athlete relationship

bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:

- a. The amount of time that has passed since the coach-athlete relationship terminated;
 - b. The circumstances of termination;
 - c. The athlete's personal history;
 - d. The athlete's current mental status;
 - e. The likelihood of adverse impact on the athlete and others; and
 - f. Any statements or actions made by the coach during the course of the athlete-coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.
 - g. Both the athlete and the coach must be 18 years of age or older.
- b. Complaints of abuse should be reported to at least two adults (those individuals should document and look into complaints as soon as possible). If a violation of the USA Swimming code of conduct is suspected, at least one of these adults must report it to USA Swimming.

Section III – Travel Policy (Amended to say Travel Guidelines)

- a. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete).
- b. Team staff (coaches, managers, chaperones, et al) is not allowed in athlete rooms of the opposite gender unless accompanied by a same gender adult. An athlete's parent/guardian is excluded from this restriction.
- c. Team staff should not have immediate access (i.e. keys) to all rooms.
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach.
- e. Team staff members must be members of USA Swimming and have successfully passed a USA Swimming criminal check.
- f. Team staff that will be driving should provide a DMV report.
- g. Team staff members must complete a registered sex offender background check.

Section IV. – Sexual misconduct reporting requirement.

- a. It is every member's responsibility to promptly report any incident regarding sexual misconduct by a member as described in USA Swimming Rules and

Regulations Article 304.3.5 to USA Swimming's Athlete Protection Officer. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific credible information has been received from a victim of knowledgeable third party.

- b. No member shall retaliate against any individual who has made a good faith report under USA Swimming Rules and Regulations Article 303.1.
- c. False reporting of sexual misconduct made in bad faith is prohibited.

P-10 ACTION: Adopted

Article VII, Section I, h (new). – Outreach membership (page 40).

- h. To _____ qualify for outreach membership registration fees in Oregon Swimming, a swimmer must be from a family that meets Oregon/Washington eligibility requirements for free and reduced lunch.

HK-1 ACTION: Adopted

Proposed by: Eugene A. Mielke

Purpose: Correct reference in Oregon Scratch rule.

Proposal: **Article IX, Section VIII, a, 3, a** (page 55)

- a. Any Swimmer qualifying for a C, B, or A (bonus and consolation final or) final race in as individual event who fails to compete in said final shall be barred from further competition for the remainder of the meet, except as noted in ~~paragraph E.~~ Article IX, Section, VIII, a, 4. A declared

HK-2 ACTION: Adopted

Proposed by: Eugene A. Mielke

Purpose: Change Oregon Swimming Policies and Procedures language to that used by USA Swimming.

Proposal: **Various locations.** Change “meet information”, “meet packet”, etc to “meet announcement”.

HK-3 ACTION: Adopted

Proposed by: Eugene A. Mielke

Purpose: Change Oregon Swimming Policies and Procedures citations of USA Swimming Rules and Regulations to reflect changes in the USA Swimming Rules and Regulations.

Proposal: **Various locations.** Change USA Swimming citations as needed.

P-7 Amendment to Motion- Accepted

Purpose: Additional changes to conducting a meet.

Proposal: **Article IX, Section VII - Post Meet Requirements** (page 54)

- a. Unchanged.
- b. Results shall be sent to the following places. ~~and in the following formats.~~
 1. ~~A hard copy or~~ An electronic copy for each club entered in the meet.

2. ~~A hard copy and an~~ An electronic copy for inclusion in the OSI Qualifiers database, SWIMS database, records chair, and website. ~~The electronic copy must be in Hy-Tek CommLink or SDIF format, preferably zipped and e-mailed to office@oregon-swimming.org.~~
3. ~~Hard or electronic copy to the appropriate records chair (long course or short course):~~
4. ~~HTML, plain text file, link to an external website or OSI website developer (optional):~~

<p>P-9a Amendment - Approved</p>

Purpose: As we must comply with USA Swimming policy the majority of P9 and P9a is not necessary, we do have to have our own travel policy.

Proposal: **Policies and Procedures, Article XV – Athlete Protection** (page 58)

Article XV – Athlete Protection Travel Policy

Section I – delete (Lines 415 – 459)

Section II – delete (Lines 461 – 555)

~~*Section III*~~ *Section I* – Travel Policy (line 557) Lines 558 – 573 unchanged.

Section IV – delete (Lines 575 – 586)

Anti Recruitment Policy

Mark – Anti recruitment policy is violated every year. Can't change parents and kids from talking to each other. As coaches we need to be professional and ethical about how we handle kids and parents changing teams. Coaches need to talk to coaches. Penalty for the coach found guilty has a penalty for meets not practices. Review it a little bit. More teeth in penalty. Talk with kids about talking with other kids. Family being recruited isn't going to rat out team recruiting them. Asking that coaches are ethical in how they approach this situation.

Skip: Review committee will objectively review and uphold policies. Review committee's in past with so many coaches on them have been reluctant in the past to 'convict'

Rex: Why are we assuming that a kid leaving the team was recruited and not because they are unsatisfied with something we are doing. Look at the situation honestly – perhaps the family isn't happy with the coaching or opportunities at their own program. It's a courtesy, not a policy issue.

Jack – There are hot beds of recruiting all around the state where all the coaches are doing a good job, and for whatever reason families are moving around. It is a courtesy between professionals.

Mark- Guidelines not a policy. Professional to contact other coach about situation. It's wrong not to.

Tim – It's uncomfortable but not as bad as it seems. Say either “go away” or “encourage them to communicate with current coach” or call the other coach. Very least you can do is educate your parents.

Bob- Question of parent asking for confidence. You can refuse to do things in confidence with families that ask for that.

Skip- called for committee with Mark, James, Bud, and Tim to come up with a policy recommendation for recruiting wording.

LEAP – Close to Level 1 – mandatory from USAS. Level 2 and 3 at convention were stated that for Level 2 there would be a monetary reimbursement to LSC's that complete Level 2. Completion of Level 3 there is a \$ amount to come back to LSC. LSC's that don't meet level 1 guidelines will lose ability to sanction meets. Going forward with Level 2. Involves issues with Coaches education, opportunities provided within LSC, club leadership and business schools, points given to teams and coaches that attend.

Club Portals – Interesting info about trends, stats, OSI has all passwords in office, can change info that is displayed on USAS website – can check to auto update from registration info, Level 2 recognition must fill out some info about demographics. Results file can be sent by athlete from OSI if requested.

Committee to Review Funding for support of Zone meet: New committee – Scott Kerr and Rick Gunther



Announcements Next Board Meeting at 7:00 p.m. on November 3, 2010 at Multnomah Athletic Club
Next Conference Call at 7:30 p.m. on December 1, 2010

M/S/P Motion to adjourn at 12:42pm

Respectfully submitted,

Gina Dhom, Recording Secretary