

OREGON SWIMMING, INC. BOARD OF DIRECTORS
Regular Meeting
Multnomah Athletic Club, Portland, OR
Wednesday, September 1 , 2010

The meeting was called to order at 7:00 p.m. by Skip Runkle, Administrative Vice Chair. In attendance were: Lauren Allen, Jessica Bottelberghe, Jacki Allender, Greg Bostrom, Joe Dahl, Jeff Gudman, Marilyn Loitz, Judy L’Roy, Bob McMillan, Gene Mielke, Jack Ridley, Coby van Andel

It was announced that Bruce Ludwig, General Chair, has resigned due to a family situation. Skip Runkle will be the Acting General Chair until the House of Delegates in October at which time a General Chair will be elected to complete Bruce’s term. Skip recommended that we should have a coach as General Chair.

Concerns were expressed about the composition of our current Board of Review. It is “coach heavy” and since most disputes involve coaches it may not be as effective as it should be.

Minutes The minutes from the July 1, 2010 meeting were approved as amended.

Treasurer (Gene Mielke) Gene reviewed his reports. We are pretty well on track and our financial position is good at this time.

M/S/P Motion to accept the Statement of Income and Expense for the period ended August 25, 2010..

M/S/P Motion to approve the Proposed Budget for the 2010 – 2012 Quadrennium.

REPORTS (Skip Runkle)

Age Group Chair (Tim Hamlet) No report

Senior Chair (Jack Ridley) Senior Sectionals went very well as did the OSI 11 & Over Championship meet at Mt Hood. Jack took 10 swimmers to the WZ Senior Championship in Clovis where they swam well. He would like to see OSI support this meet. It was mentioned that coaches have been talking about 15-18 year olds eventually being dropped from the Zone Age Group meet and that our Sectional meets are getting quite large and some coaches would like to see it split up some, ie. dropping Colorado and Arizona.

Coaches Representative (Rich Tobergte) No report.

Athletes Representatives (Lauren Allen, Jessica Bottelberghe) No report.

Scheduling/Championship Site Selection (Mark Maxwell) No report.

Time Standards (Alex Nikitin) No report.

Technical Planning (Greg Bostrom) At the OSI 11 & Over Championships, the first day preliminaries lasted about 7.5 hours--all were pretty long sessions. The consensus of coaches is that the prelims were way too long. Greg recommends moving all relays into finals.

Website (Robbert van Andel) Jacob Pebley swam a national age group record at the Junior Pan Pacs. There were two new relay records set at the Bend Open. The 2010 results are being finalized so the the Top 5 list can be generated. The 2011 membership form will be on the website soon. Robbert has not received any comments about his proposal from the July meeting about what should and should not be on website so he presumes that is what we want to adopt.

Safety Chair (Jeanine Serrano) No report

Camp Coordinator (George Sampson) No report

Officials Committee (Bob McMillan) A year ago OSI started using OTS on the USA Swimming website to track our officials. The next step in that process is to update our officials recertification process. USA-S sets

minimum recertification requirements based on sessions; OSI has always used hours and Bob feels we may be a little deficient in required time. An Officials Recertification Committee chaired by Julie Carpenter has drawn up new recertification requirements to take effect in January 2011. They will convert our recertification requirements to sessions, implement the minimum standards required by USA-S plus some additional ones and do away with the old paper logs. Bob will move forward with these and they will be posted on the website. With the new guidelines, if someone doesn't meet their hours, they will have to take the full recertification test on line. The requirement for referees to attend a recertification clinic every other year was dropped because of the cost to attend clinics. The economy hasn't had any adverse effect on the number of OSI officials--Coby says we have more than before.

Disability (Gene Mielke) No report.

Diversity (Jeff Gudman) Forty copies of the "Make a Splash Brochure" will be available at the OSI House of Delegates meeting. Jeff is still trying to get pictures of all ethnic groups for our website.

Office Manager/Registration (Coby van Anandel) The 2010 registration year has been closed. Membership figures for the year are: Athletes—Regular 5,358, Seasonal 866, Outreach 309 for a total of 6533; Non-athletes—813 total which included 242 coaches and 466 officials; Clubs—Regular 64, Seasonal 5; Organizations—1. Overall registration was up this year over last year..

All officials will receive a renewal form in the mail. Coaches and athlete registration packets were either handed out at the 11 & Over meet or mailed to the clubs.

Sanctions Chair (Kathy Coddington) No report.

Awards Ceremony Due to no chair, Skip has been working on this and has several people working with him. We will probably be looking at going to Canby again as it is large enough and affordable.

NTV Chair (Jacki Allender)

M/S/P Motion to adopt the following request for observation. **Policies and Procedures, Article II, Section II g, and new Section V**

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.~~

h.—

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.

Records (Robbert van Andel) (See website report.)

All-Star Team (Shelly Rawding/Heather Thomas) It was announced that Shelley Rawding has resigned as the All Star/Zone teams head coach due to a conflict with Junior Nationals. She will be replaced at the coaches meeting. Coby reported that over 80 swimmers applied for 60 spots on the Zone team which was picked on Sunday evening after the OSI 11 & Over meet. Our team placed second this year.

OLD BUSINESS

Board of Review There has been one new complaint filed.

House of Delegates Site/Bidding Guidelines (Bruce, Gene, Jacki) Bruce has this on him computer. Gene will try to get it from him.

Records Retention

M/S/P Motion to adopt the following Document Retention Policy. **Policies and Procedures, Article XIV – Document Retention Policy** (Current Article XII Amendments would be renumbered).

- Section 1. 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 indefinitely: Tax returns, records of paid employees, disciplinary activity, Board of Review proceedings, Potential Board of Review complaints, and a List of volunteers including dates of service and activities.
 - c. The following documents should be retained for seven (7) years: Documents used to prepare income taxes, meet financial reports, cancelled checks, employee application forms including letters of recommendation and any other items pertaining to the application process, and bank statements

- d. The following documents should be retained for three (3) years: Records of volunteers (i.e. official's logs, etc.), bid requests for services and supplies.

LEAP (Jacki, Marilyn, Coby, Gene) Our LSC is scheduled to complete Level 1 of the LSC Evaluation and Achievement Program, which is a requirement of USA Swimming, in February 2011. At this time most of it has been submitted. The committee has several items of LEAP legislation to bring to the OSI House of Delegates meeting.

M/S/P Motion to approve the following Vision Statement which will appear in the OSI Swim Guide following the Mission Statement. **Vision Statement:** Inspire excellence in the sport of swimming and in life.

M/S/P Motion to adopt the following Safety Policy. **Policies and Procedures, Article IX, Section IX, b, 2, new item after f.**

- 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 their designee shall compile an annual report of all occurrences and submit the report at the annual House of Delegates meeting.

Sanctions (Kathy Coddington, Bob McMillan) In order to have entries sent in electronically, Kathy suggested that meet information contain the following statement, "With submission of entries, the coach/team representative attests that all swimmers entered are registered with USA Swimming." This would take care of the present signature requirement. Re the submission of entries, the following was suggested by Greg Bostrom, "Seven days prior to the start date the host team is required to submit a back-up copy of the meet to the OSI office to verify all athletes are registered with USA Swimming. Teams that have entered athletes 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. 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 athlete shall be fined \$100 per offense. Coby also mentioned that PN registers swimmers at the meet and the club gets the bill. Bob was asked to have Kathy write this up and get it to Gene for the legislation packet.

NEW BUSINESS

House of Delegates Meeting is at Pacific University in Forest Grove at 9:00 a.m. on October 3. Coby asked that the Nominations Committee get nominations in to her so ballots can be made.

M/S/P Motion to adopt the following Conflict of Interest Policy. **Policies and Procedures, Article XII – Conflict of Interest Policy** (Current Article XII Amendments would be renumbered).

- Section 1. 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 2. 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.”*

M/S/P Motion to adopt the following Whistle Blower Policy. **Policies and Procedures, Article XIII – Whistle Blower Policy** (Current Article XII Amendments would be renumbered).

Article XIII – Whistle Blower Policy

Section 1 – 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.

Convention Name changes for the voting delegates will be sent in. Jeff Gudman will be assigned the General Chair vote and Jacki the Admin Vice Chair vote.

M/S/P Motion to adjourn at 8:20 p.m.

The next Board Meeting will be November 3, 7:00 p.m. at the Multnomah Athletic Club in Portland.

Respectfully submitted,

Marilyn Loitz, Recording Secretary Pro Tem