



**OKLAHOMA
SWIMMING**

Oklahoma Swimming Mission Statement: *Oklahoma Swimming, as defined by USA-Swimming, is the Local Governing Body for the sport of swimming in Oklahoma. We administer competitive swimming in accordance with the guidelines set forth by USA-Swimming and the Ted Stevens Olympic & Amateur Sports Act. We provide programs and services for our members, supporters, affiliates and the interested public. We value our members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport.*

Oklahoma Swimming Vision Statement: *To inspire the members of Oklahoma Swimming to achieve excellence in our sport and in life.*

**OKLAHOMA SWIMMING, INC.
SPRING HOUSE OF DELEGATES MEETING AGENDA**

Meeting Begins: 11:00 AM

April 21, 2012

**Location: Holiday Inn & Suites- University West
715 South Country Club Road
Stillwater, OK 74074**

**Executive Comm. Meeting Room Kemmons Board Room (April 20, 2012
Friday)**

**Executive Comm. / Board of Directors Meeting Hall of Fame Ballroom
(April 21, 2012 Saturday)**

**Oklahoma Swimming House of Delegates Meeting Hall of Fame Ballroom
(April 21, 2012 Saturday)**

Hosted by: Oklahoma Swimming, Inc.

AGENDA- ORDER OF BUSINESS

Meeting Begins 11:00 AM

Roll Call: (Clubs present are)

Delegates/Athletes

- Bison Aquatic Club 1/0
- Chesapeake Swim Club 4/1

OKS Spring HoD 2012 Minutes Adopted Fall HoD 10/06/12

- Conoco Phillips Splash Club 4/1
- Extreme Aquatic Team 2/0
- Greater ADA Swim Club 1/0
- Jenks Trojan Swim Club 4/1
- Ponca Sailfish Swim Team 1/0
- SwimTulsa 1/0
- Sooner Swim Club 3/1
- Stillwater Y Shockers 3/1

Guests

- OCCC, Representative
- Jenks Aquatic Facility, Representative

Welcome:

General Chair Paul Thompson called the meeting to order at 11:08 a.m. Appreciation of everyone's attendance was expressed. Minutes from previous House of Delegates meeting October 9, 2011 were approved and adopted. Format for the meeting outlined. Lunch will be provided and wrap up will be by 3.

REPORTS OF OFFICERS: (As appropriate)

General Chairman – Paul Thompson

Dylan Lynn Memorial Fund

Interest has been expressed that interested members of the LSC may make a contribution in remembrance of Dylan Lynn. Donations are asked to be sent to OKS Treasurer. The LSC will match up to a thousand dollars and the goal is to achieve a Patrons Level membership in the USA Swimming Foundation Champion's Club level. Contribution by clubs must be provided by May 15th.

Admin Vice Chair- Ben Harlow

OKS Spring HoD 2012 Minutes Adopted Fall HoD 10/06/12

Report submitted in the meeting package.

Program Operations Vice Chair- Jeff Allen

Oklahoma Swimming and our clubs need to think outside the box and reach for the stars. We need to provide an environment of achievement for Oklahoma Swimming. A task force has been established to streamline meets. A more established order of events for age groups is being prepared. Oklahoma Swimming would like to emphasize keeping events for 12-Under within 4 hours. After entries have come in, make adjustments and be attentive to your schedule. Restrictions on relays and cutting events are opportunities to adjust. Individually hosted meets are more of a challenge in this situation than Age Group events.

Pre Event and Post Event Session reports need to go to General Chair, Age Group Program Development Chair and Senior Program Operations Chair. A report of the session lengths for age group sessions will be provided to the Board at the Fall HoD Meeting.

Coach Attestation Policy

A Coach Attestation form provided at the meet for coaches to sign if credentials are missing at an event. Within 72 hours after the event the coach must provide proof of the credentials. The form will be provided to the meet directors and uploaded to the Oklahoma Swimming website. Coaches that do not have the credentials provided within 72 hours will be fined.

Jr. Athlete Representative- Joey Roberts

We require 2 JR reps and 2 Sr reps for Oklahoma Swimming and prior to the voting process. All nominees should be made aware of requirements of this position. A representative committee will be established to identify attendees for events and backups.

Paul would like to congratulate Joey for his effort in learning more about Oklahoma Swimming and participating in the process. His initiative is very much appreciated.

REPORTS OF COMMITTEES AND COORDINATORS: (As appropriate)

Safety Chair – Allan Meier

Position Changes

Allan will be working as OKS Treasurer and due to bylaws; Safety Chair will need to be reappointed. (Prior to leaving the meeting it was confirmed that Allan may hold both the OKS Treasurer and OKS Safety Chair position at the same time.) Allen will be transitioning over with assistance from Debbie. Paul Thompson will assume the OKS Sanctioning Chair role at the beginning of the Short Course season meet sanctioning process. All meet sanctions should be directed to Paul for sanctioning at that time.

Also, the meet deposit fee has been increased and the sanctioning forms have been updated. Revised forms may be accessed on the OKS web site. During the transition to the new event deposit fees and sanctioning timeline for meet applications there will be considerable leeway during the short course season application period. Full enforcement will begin with the Long Course meet sanctioning period.

Membership / Registration Chair – Carole Lee

In registration records, we are not recording Outreach and swimmer demographic details. As you receive new registrations ensure you are capturing this information. In the New Year, ensure your current membership identify their diversity.

Carole will be attending Central Zone official's workshop in Chicago to learn how to capture diversity information. As information, as it is learned, will be dispersed to the clubs.

Representative of Oklahoma Swimming will be available at the OK State High School Championship meet to assist and insure that all observed swims will be promptly sent to the OKS Swim Chair for submission to Swims in time to meet the Spring Region VIII Sectional entry deadline. This process should close the documentation gap. If you are a club coach make sure the high school coach is aware of the process. Notification to the onsite OKS representative that specific club athletes are asking for observed swims is required.

A request was made to address the high school coaches at high school meets by a representative of Oklahoma Swimming.

OSSAA may need to be approached to have a desk at the event for Oklahoma Swimming. Kent will assist to facilitate this at the May 10th meeting.

Officials Chair – Gregg May

Information was provided in the meeting package. Oklahoma in comparison to other LSCs has hit a home run with the number of officials representing Oklahoma Swimming. Of the 18 officials, 5 sought and achieved and higher level. 15 officials now have a National Level Certification

Paul asked Steve Potter CZ Asst. Officials Chair for a report of the number of Oklahoma Swimming officials attending sectionals and expressed his appreciation of Steve and Greg's participation.

Zone and Sectional championships meets are now posted if you would like to participate.

Diversity Chair – Kathy Mendez

Diversity Select camp

Oklahoma Swimming won the bid to host the Diversity Select Camp Jun 7-10, 2012. We are putting together a template for the event, and will be considered the standard for future events. Main reason for diversity camp is to educate clubs and LSCs how to encourage diversity. In minorities, race and socio economic, drowning is an epidemic. USA Swimming is trying to provide solutions as are we taking on this pilot.

The template includes a 3-tier funding strategy.

1. Corporate
2. Team Sponsors
3. Individual Sponsors

Sponsorships outlines have been created by the LSC and if you have sponsored diversity your recognition will be placed on the Oklahoma Swimming website and at the diversity camp. A PowerPoint will be posted for the corporate sponsorships.

An activity we are proud to include in the diversity camp is dragon boat racing on the Oklahoma River.

To ensure our athlete's safety, we need assistance from 6-10 level II background check volunteers for an evening and morning shift at the hotel. If you are Level II and would like to assist, please contact me. (Camp Director Kathy Mendez) My information is provided in the handout.

Any funds left over have been identified to use for future outreach.

Central Zone Report: Zone Director Paul Thompson

Zone and Region VIII, congrats to Jenks for putting on a wonderful event. Outstanding job and support from the community. Everyone was pleased and wanted to come back.

R8 time standards are in the packet. The cuts for the summer are going to be the cuts for spring. Cuts will be getting faster. We are still looking at the size of the events and length. Having the ability to format to two 25 scy pools and having an event that has equal officiating and pool depths can minimize length of event. This will be a consideration in future site/host selection process.

Zone Site

Championship Meet Coordinator for the Senior Meet (Paul Thompson) recently completed a site visit to Laurence KS. It looks to be a good site for this event. We are really trying to push this event this year. This is only the 3rd year for this event. OKS encourages its member clubs to send qualified athletes to this meet.

CSRVIII Report- Chair Paul Thompson

Coaches meeting at convention to talk about things that will come up during the summer. Information about what the next quad will look like. Time standards for Spring and Summer meets 2013-2014 will be confirmed.

Funding for championship meets coming up in the discussion as well

Columbus IN 14-U Event.

Well established, great community. South of Indianapolis and OKS strongly encourages the attendance of qualified athletes.

Clarification at national, will establish whether water temperature will apply to open water events.

Top 16/ Records Chair – Carole Lee

Update to the website will be made to have records from short course to get top 16 to USA.

OKS Web Site – Bob Staab

Past EAT swim meet, no records have yet been posted. Make sure your team contact information stays updated.

LSC LEAP LEVEL 1 Summary-General Chair Paul Thompson

We are very close to submitting to USA swimming still a little bit of work to do.

2012 ConocoPhillips Outstanding Service Award OKS Recipient: Bette Binning

General Chair had the privilege to present the award last Wednesday to her family. Money was donated in her name through OKS at the USAS National Convention (September 2011).

Elections:

Many elections are coming up in the fall. Shawn Davenport is the nomination chair. We need to start thinking seriously about the position changes in the next year.

New Business:

Financial Update

Financial Results for (FY10) Oct 10 - Aug 11 distributed. 2-pages. First page is year to year comparison. Second page is the comparison to our budget. Overall, our income was down due in part to the dropping of the meet surcharge. It appears in single fiscal years, we spend more additional funds every other FY; however this is not the case. The strange fiscal years we operate under causes this skew. The 5-year averages the shows a proper accounting and smooth's out these bumps. Encumbered funds on each line are not utilized. These funds sit in the bank account. The clubs need to review and make presentations if you have a way these can be used.

Approved by all and passes, Adopted

Change of Fiscal Year

Due to tax purposes and enrollment the finance committee determined the change of the fiscal year to follow the calendar year. This change does cause the current fiscal year to have 16-months

instead of 12. 2012 fiscal year will be the first year to follow the calendar. The yearly budget once established will be distributed.

Every following year, a proper review of the fiscal year will occur during the spring meeting. At the Fall House of Delegates meeting, the financial committee will provide a budget to be adopted prior to the beginning of the next fiscal year.

Prior to this fiscal year, the software has been archaic. It was a custom designed system by a former treasurer. Instructions and descriptions were not distributed to the new treasurers. A transition was made this year to QuickBooks. The move to QuickBooks aligns with processes of many other LSCs. This consolidated many categories and allows us to provide an easy 2-page summary for distribution.

Debbie had manually input the data into QuickBooks from the older system to determine budgets. This back and forth ends with the change in the fiscal year.

Example of a budgetary issue caused by the old software, Equipment that is no longer owned by Oklahoma Swimming was still entered as an asset in the older program. We had to write off this equipment to have accurate records because it no longer existed.

As our treasurer, Debbie provided a lot of time and effort to make this transition. We would like to acknowledge this achievement. After this large effort, Debbie has elected to resign from the treasurer position. The Executive Committee accepted the General Chair's appointment of Allan Meier as OKS Treasurer. Debbie will be working closely with Allan during the transition. In the fall the position will be up for a vote. (Confirmation of the position to continue with Allan Meier as OKS Treasurer)

OKS appreciates the work of Debbie Hayes with the General Chair and the Board over the past several years. Thanks to John, Ben and Allan working as the OKS Finance Committee.

Club Leadership Workshop (Club Leadership Business Management School)

It has been close to 8 years since an event has been provided and is mandatory for new clubs Fall 2012 in Stillwater session Oct 5, Board will meet Friday in conjunction. Within a week, booking information will be available for rooms. HoD will follow on Saturday.

Swimposium

It has been also over 8 years since the last one. Spring 2013, it will be provided to enhance how to work around your athletes appropriately. Host hotel might be the Holiday Inn in Stillwater, but classrooms are still being identified around the area. If you can help to identify space and location it would be appreciated. Host and site to be confirmed at the Fall OKS HoD meeting. The

Swimposium is a workshop where USA Swimming assists the local LSC to bring in speakers to educate parents, coaches, volunteers and athletes. Very educational tool for parents and athletes. OKS works with USA to identify topics. Attendance is very important from the clubs.

Oklahoma Swimming Zone Team Head Coach:

Coaches provided the selection of Oklahoma Swimming head coach position for the 2012 OKS Zone team. Each club voted between 2 nominees. Kathy Mendez is now the Head Coach will be approached to provide assistants within 2 business days.

OKS in order to meet the requirements of USA-Swimming and the LSC Development Committee LEAP Level 1 Program will now include 2 Senior Athlete Representatives and 2 Junior Athlete Representatives on its Board of Directors membership roster.

Additional Business

Conoco Phillips Splash Club will become Phillips 66 Splash Club.

Adjourned: 1:13 PM