



Promoting Excellence by Providing Resources to Support and Empower the North Carolina Swimming Community

MEETING MINUTES

Board of Directors Meeting

Wednesday, November 11, 2015, 8:30 PM

Teleconference

1. Call to Order – Dave Olack
 - Meeting called to order at 8:33 PM
2. Roll Call – Lisa Olack
 - Attendance: Dave Olack, Trish Martin, Jay Dodson, Kathy McKee, Carl Labonge, Lisa Olack, Jon Fox, Jon Jolley, Claire DeSelm, Kevin Thornton, Suzanne Heath, Todd Webber, Rodney Sellars, Paul Silver, Chad Onken
 - Guests: Bill Martin, Wayne Shulby, Dwight Dickerman, Ronnie Roach
3. Reading, correction and adoption of minutes – Lisa Olack
 - **MOTION: Approve October 11, 2015, minutes - PASSED**
4. Officer Reports
 - a) General Chair – Dave Olack
 - i) Dave thanked Bill Martin, Wayne Shulby, and Trish Martin for taking the initiative to get tasks to completion for LEAP 3 status
 - b) Treasurer - Jon Fox
 - i) See reports as presented
5. Committee Reports
 - a) Club Development – Trish Martin
 - i) See report as presented
 - b) Registration – Suzanne Heath
 - i) Club statistics 9/1/15 through 11/3/15: athletes 7003, coaches 263, officials 175, total 7480
 - ii) Last year had 11,434 in membership
 - iii) Holding tank was growing; email went out to get it resolved and dropped by half; Barb is allowing swimmers to swim without full payment for one meet; if entered in a 2nd meet without payment, no swim will be allowed until payment is received
 - iv) Relays still coming through without names; AOs and meet refs need to be more proactive on this front

(1) ACTION ITEM: Todd Webber to address with officials

c) Officials – Todd Webber

- i) Presented an amendment to the Officials Travel Reimbursement Policy

(1) MOTION: To approve the officials travel reimbursement policy – PASSED

- ii) Presented an amendment to the Admin Official Policy

(1) MOTION: To approve the admin official policy – PASSED

(2) ACTION ITEM: Officials committee will revise the other certification programs to reflect the same wording regarding the recertification clinics

d) Safe Sport/Safety – JP Merchant

- i) Accident report attached

e) Meet Management – Lisa Olack

- i) Presented new meet announcement template with updates from convention-see website for updated version

(1) ACTION ITEM: Lisa Olack to email Bill Martin new template for posting

6. Unfinished (old) business

a) Retreat Follow-up

- i) Action Item: Rodney Sellars – Parent incentive task force

(1) Nothing done on this as yet

b) Coach's Mentoring Program

- i) Action Item: Sarah Holman, Jay Dodson, Kevin Thornton – Update

(1) No report

(2) ACTION ITEM: Dave Olack to contact Sarah; grant proposals due to USA Swimming December 1, 2015

c) Athlete participation – Lisa Olack

- i) Contacted Van Donkersgoed from USA Swimming athlete committee for guidance on how to engage our athletes; examples of a club charter and athlete liaison letter used in Minnesota were forwarded and discussed

ii) ACTION ITEM: Suzanne Heath to talk with Barb Frith regarding changing the charter for 2017 since 2016 are about complete but tracking back to teams to name an athlete

iii) ACTION ITEM: Jay Dodson and Claire DeSelm to come up with ideas on how to engage athletes at future HOD meetings

d) Convention trip reports from attendees – Dave Olack

- i) Dave asked for reports to be submitted by those who have them outstanding

e) Retreat date and location

- i) Per the Doodle poll, January 2-3, 2016, 4 votes; June 4-5, 2016, 11 votes however, still uncertain that the June date will work. Any ideas are to be submitted to Dave Olack for a decision to be made.

f) LEAP – Wayne Shulby

- i) NCS Award/Recognition Policy

(1) MOTION: To accept the NCS Award/Recognition Policy as presented: PASSED

- ii) As of November 8, 2015, out of our goal of 73 points, we have 58 compliant and 39 entered

- iii) Need more coach/athlete involvement; any other categories where people can help, contact Wayne

g) Website Update – Ronnie Roach

- i) New site (swimnc.com) is up and running and mobile responsive; anyone accessing the old address will be redirected to the new one; links have been updated; Facebook application allows for all posts to be pushed to the Facebook page; Instagram is setup with an athlete account with athletes posting; looking to get an application that allows articles such as job postings and the newsletter to go to larger groups for visibility; reversing the order of the meet page so that most current appears first; under upcoming events would like to include camps;

ads can be placed in the header or on the right side of the page so that we may recognize those businesses that support NCS

7. New business

- a) Governance committee task force – Dave Olack/Wayne Shulby
 - i) Dave formed a task force to look at a governance committee for the LSC; goal is to have any legislation that would need to be approved in place by the spring HOD. Wayne Shulby was appointed to chair the task force and identify his task force members.
- b) 2016 schedule of events – Bill Martin
 - i) See report as presented
- c) Diversity Camp-Rodney Sellars
 - i) Diversity camp to be held in Charlotte, late summer; details will be out in January

8. Schedule

- a) Next meeting Wednesday, January 13, 2016, 8:30 PM

9. Adjournment

- o Meeting adjourned at 9:45 PM

10. References/Attachments

- a) Balance Sheet
- b) Income Statement
- c) NCS Club Development report
- d) NCS 2016 Schedule of Events
- e) Admin Official Certification revision
- f) Officials Travel Reimbursement revision
- g) NCS Award/Recognition Policy
- h) Athlete Liaison Letter Example
- i) Club Charter Example
- j) Accident Report
- k) Meet Announcement Template

Respectfully Submitted,

Lisa Olack
NCS Secretary

North Carolina Swimming Balance Sheet

November 6, 2015

Bank of America

	<u>11/6/2015</u>	<u>9/30/2015</u>	<u>9/30/2014</u>	<u>9/30/2013</u>	<u>9/30/2012</u>
Main	\$388,220.02	\$239,881.08	\$220,640.52	\$146,995.25	\$221,897.51
Travel Fund	\$207,120.88	\$199,375.70	\$154,939.04	\$111,785.10	\$75,921.50
Petty Cash	\$3,137.18	\$3,137.18	\$1,401.53	\$977.76	\$2,471.76
CD (Liquid)	\$100,235.70	\$100,232.41	\$100,184.22	\$100,074.63	
CD	\$50,103.04	\$50,101.39	<u>\$50,073.55</u>	<u>\$50,019.02</u>	<u>\$20,896.25</u>
TOTAL	\$748,816.82	\$592,727.76	\$527,238.86	\$409,851.76	\$321,187.02

Wells Fargo

\$1,155,129.50	\$1,103,675.49	\$1,115,924.10	\$1,020,179.29	\$945,216.67
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North Carolina Swimming
Profit & Loss Statement

November 6, 2015

<u>Account</u>	<u>Name</u>	<u>2016 Actual</u>	<u>2016 Budget</u>	<u>2015 Actual</u>	<u>2015 Budget</u>	<u>2014 Actual</u>	<u>2014 Budget</u>	<u>2013 Actual</u>	<u>2013 Budget</u>
301	Banquet		\$2,614.00	\$3,680.24	\$2,576.00	\$4,040.60	\$2,538.00	\$3,022.51	\$2,500.00
305	Camps	\$4,420.00	\$13,180.00	\$21,400.00	\$12,985.00	\$22,271.23	\$12,793.00	\$22,950.00	\$19,500.00
317	Entry Fees	\$5,132.81	\$81,007.00	\$105,798.20	\$79,419.00	\$100,543.66	\$77,862.00	\$88,315.27	\$76,335.00
325	Endowment		\$10,150.00		\$10,000.00		\$11,692.00		\$8,000.00
340	Select Camp		\$21,017.00	\$18,560.00	\$19,000.00	\$23,590.00	\$19,041.00	\$17,600.00	\$18,760.00
353	Zone Team		\$21,959.00	\$39,825.00	\$21,635.00	\$24,000.00	\$21,315.00	\$22,800.00	\$21,000.00
370	Registration	\$461,338.00	\$657,696.00	\$701,258.96	\$632,400.00	\$582,681.40	\$593,426.00	\$578,035.50	\$559,414.00
375	Sanction Fees		\$1,778.00	\$4,348.61	\$1,751.00	\$1,591.00	\$1,726.00	\$1,432.61	\$1,700.00
395	Miscellaneous*		\$5,075.00		\$5,000.00		\$4,000.00	\$8,348.44	\$1,000.00
	TOTAL INCOME	\$470,890.81	\$814,476.00	\$894,871.01	\$784,766.00	\$758,717.89	\$744,393.00	\$742,504.33	\$708,209.00
401	Banquet	\$8,273.73	\$15,500.00	\$13,366.77	\$12,500.00	\$4,515.42	\$12,500.00	\$7,910.96	\$12,500.00
405	Camps	\$7,187.66	\$26,000.00	\$31,294.63	\$19,500.00	\$27,998.75	\$24,431.00	\$29,937.34	\$21,000.00
410	Web Page		\$3,000.00	\$2,775.70	\$1,000.00	\$357.40	\$1,000.00		\$1,000.00
415	Coaches' Education	\$934.35	\$3,500.00	\$500.00	\$3,500.00		\$3,500.00	\$2,470.00	\$3,500.00
425	Contingency*		\$15,000.00	\$12,968.18	\$7,500.00	\$10,598.72	\$7,500.00	\$8,417.53	\$7,500.00
430	Convention/LSC Meetings	\$12,234.09	\$25,500.00	\$17,357.23	\$20,500.00	\$25,483.38	\$20,500.00	\$17,166.12	\$20,500.00
438	Office Expenses	\$437.73	\$2,500.00	\$4,229.91	\$2,000.00	\$3,549.50	\$1,500.00	\$7,438.17	\$5,000.00
444	Officials' Expenses	\$726.85	\$12,000.00	\$9,038.94	\$13,500.00	\$6,813.83	\$12,000.00	\$8,026.60	\$11,400.00
449	Select Camp		\$25,600.00	\$22,643.45	\$19,000.00	\$24,052.89	\$18,600.00	\$17,409.08	\$18,600.00
453	Zones		\$44,000.00	\$72,900.73	\$42,000.00	\$61,508.82	\$39,000.00	\$44,425.80	\$39,000.00
460	Club Support		\$13,500.00	\$13,167.25	\$13,500.00	\$11,334.00	\$13,500.00	\$9,267.28	\$13,500.00
470	USA Swimming Registration	\$275,775.00	\$528,836.00	\$587,153.00	\$530,000.00	\$465,228.00	\$498,716.00	\$507,138.00	\$470,133.00
473	Registration/Administration	\$9,185.50	\$80,675.00	\$65,985.84	\$76,833.00	\$61,531.51	\$74,235.00	\$67,495.24	\$71,724.00
495	Miscellaneous		\$1,500.00	\$3,348.46	\$5,000.00	\$5,000.00	\$5,000.00	\$43.00	\$1,500.00
	Team Incentives	\$7,118.00	\$10,000.00	\$4,814.00	\$10,000.00		\$10,000.00		\$10,000.00
	Diversity Workshops	\$900.00	\$3,050.00		\$1,550.00		\$1,550.00		\$1,550.00
	Training		\$360.00		\$360.00		\$360.00		\$360.00
	Safety		\$500.00	\$1,225.96	\$1,300.00		\$500.00	\$837.39	\$500.00
	TOTAL EXPENSES	\$322,772.91	\$811,021.00	\$862,770.05	\$779,543.00	\$707,972.22	\$744,392.00	\$727,982.51	\$709,267.00
	Travel Fund								
389	Travel (Meet Income)	\$7,740.00		\$111,788.00	\$102,624.00	\$128,397.91	\$100,612.00	\$102,610.06	\$98,639.00
489	Travel (Athlete Funding)			\$80,054.91	\$85,000.00	\$63,256.00	\$72,500.00	\$58,556.00	\$62,500.00



To: NCS Board of Directors and Club Development Committee
cc: Wayne Shulby, Bill Martin
From: Trish Martin
Date: October 23, 2015
Subj: 2015 Club Development Program Report

Results: Fifteen teams-- 63% of the twenty-four eligible clubs or 23% of the total sixty-seven NCS clubs-- participated in the 2015 NCS Club Development Program earning a total of \$7,118 in incentives. Ten teams maxed out at the \$500 level.

Carolina Aquatic Team	\$500.00
Greensboro Community YMCA	\$500.00
Hickory Foundation YMCA Seahorse Swim Team	\$482.00
High Point Swim Club	\$483.00
Marlins of Raleigh	\$500.00
New Wave Swim team	\$500.00
North Carolina Aquatic Club	\$500.00
Raleigh Swimming Association	\$500.00
Stingray Aquatics Team	\$418.00
Swim GSA	\$500.00
SWIMMAC	\$500.00
YBAC Hurricanes	\$295.00
YMCA of the Triangle Area	\$500.00
YMCA of Western NC	\$500.00
WOW	\$440.00

Review: The second wave of the NCS Club Development Program was launched in late June 2015 after undergoing slight adjustments by the Club Development Committee to add/tweak line items related to Safe Sport, meets attended, and community involvement. An analysis of the first year program indicated that at least one of the six teams participating answered every question so no questions were deleted in the 2015 program. This year, two questions were unanswered by any team: 1) Number of swimmers qualifying for an Arena Pro Series meet for the first time and 2) Number of coaches participating in the NCS Coach Mentoring program for the first time.

The 2015 program was announced via NCS email to the coach email list and included directions and [links to the required Google docs form](#). Email reminders were issued in August and again in October when the deadline was extended at HOD to October 16 .



Recommendations:

- Raise the payout per point to \$2 from \$1 and the total cap to \$750 from \$500 to improve payouts and encourage more participation.
- Keep the same qualifying period (Sep 1- Aug 31) but do not make the applications due until the week after HOD each year. That gives us one more chance to remind coaches face to face at HOD. This year's deadline extension generated 5 new team applications.
- The program should be launched earlier. Get the program into the coaches' hands during AG and SR SC Champs. That increases awareness of the program and permits more time for reminders (May, July, and September.) Plus it gives coaches time to collect data and take part in more point-scoring activities.
- Create flyers to distribute at Champs meets in addition to emails and announcements on the NCS website and social media.
- Review the questions to confirm that all are in line with LSC and USA Swimming objectives and, in total, make sense for both large and small teams.
- Clarify the directions based on a few questions raised this year.

Issues: Only twenty-four NCS teams are currently eligible for the program by virtue of the requirement that they have at least Level 1 Club Recognition.

- How do we get the other nine teams that are currently eligible to participate next year?
- How do we get the forty-seven other NCS teams developed to Level 1 and so they can get in the game?

Respectfully submitted,

Trish Martin

OFFICIALS – ADMINISTRATIVE OFFICIAL CERTIFICATION PROGRAM

Purpose:

Establish the requirements and guidelines for becoming and recertifying as a North Carolina Swimming Administrative Official. This policy and the requirements are maintained by the North Carolina Swimming Official's Committee.

Requirements to become Administrative Official:

- **Prerequisite**
 - Be at least 18 years of age
 - Register with USA Swimming as a non-athlete member within 60 days of your clinic date. (USA membership is a requirement to officiate on deck)
 - Complete a Level II background check within 60 days of your clinic date.
 - Complete the Athlete Protection Training Course within 60 days of your clinic date.
- **Education**
 - Attend a North Carolina Swimming administrative official clinic. Current scheduled clinics are posted on the North Carolina Swimming website.
 - It is highly recommended that the apprentice also attend a Meet Manager clinic.
 - Satisfactorily complete the USA Swimming Administrative Official certification test (not the Re-certification) with a score of 80% or better, prior to completing the apprenticeship.
- **Training**
 - ALL CERTIFICATIONS MUST BE COMPLETED WITHIN 12 MONTHS OF THE CLINIC DATE.
 - Work a minimum of 4 sessions with a mentor assigned by the Meet Referee; the mentor must be a referee or a current administrative official with a minimum one year of experience (at least 6 sessions worked).
 - After each session, the meet referee and/or mentor shall conduct a review of the session with the apprentice and discuss the ratings and/or comments provided on the On Deck Apprenticeship Record (attached).
 - Each session must be documented on the On Deck Apprenticeship Record and signed by the mentor and meet referee.
 - After all 4 sessions in the apprenticeship are completed; the apprentice will email a copy of their On Deck Apprenticeship Record(s) to trainingcoordinator@ncswim.org.
 - Once the NCS Training coordinator verifies that the apprentice has met all requirements satisfactorily, including the reviews, he/she will enter the official into OTS as a certified administrative official. The NCS certification card will be available at www.usaswimming.org.
 - The NCS Training coordinator will notify the apprentice that he/she has completed the apprenticeship and is certified and will order a name badge for the new official.

OFFICIALS – ADMINISTRATIVE OFFICIAL CERTIFICATION PROGRAM

OFFICIALS – ADMINISTRATIVE OFFICIAL CERTIFICATION PROGRAM

Recertification Requirements:

To recertify as a North Carolina Swimming Administrative Official, the official must complete the following:

- **Annually (calendar year)**
 - Officiate at a minimum of 6 sessions at USA sanctioned or approved meets.
 - Sessions completed during a calendar year as an apprentice will count towards the minimum requirement of sessions for that year.
 - For officials who are also a stroke and turn and/or starter, 1 of your 6 sessions must be at this level.
 - Renew their USA Swimming registration as a non-athlete member.
 - Maintain a current Level II background check
 - Maintain current athlete protection education requirements
- **Tri-annually (every 3 years)**
 - Along with the annual requirements, satisfactorily complete the USA Swimming Administrative Official re-certification tests with a score of 80% or better.
 - Apprentices completing their initial certification test in a testing year will be exempt from taking the re-certification test in that year
 - As an option for recertification, The Officials Committee may offer recertification clinics in lieu of on line testing as an option.

OFFICIALS TRAVEL REIMBURSEMENT APPLICATION

Purpose:

The purpose of this policy is to establish the requirements and guidelines for NCS officials seeking reimbursement for travel expenses while participating as an official at an USA Swimming National Meet(s). This policy and the requirements are maintained by the North Carolina Swimming Official's committee

Criteria:

The NCS Officials Chair or designee will allocate funding from a predetermined travel budget for any NCS official participating at an USA Swimming National meet according to the following guidelines:

- The total amount budgeted for NCS officials travel fund will be determined by the NCS Officials chair or designee and is subject to the overall approval of the NCS officials budget, by the NCS House of Delegates
- Total amount of reimbursement to an individual will be determined by the NCS Officials chair or designee, and shall not exceed the equivalent amount of funding for an athlete according to the NCS travel fund rules and policies.
- An individual must satisfy the requirements and guidelines set forth within the NCS officials travel fund policy.
- An individual may receive multiple reimbursements, but no more than two (2) reimbursements and the total funding may not exceed the amount equivalent to the higher of the two USA Swimming National meets, during each NCS budget year (Olympic Trials are exempt). Officials may receive reimbursement for Olympic Trials in addition to the above limit.
- Reimbursement is not guaranteed.
- When all available travel funds are exhausted, no further reimbursements will be distributed.
- Priority for allocation of funds will be in accordance with the guidelines set forth within this policy
- The NCS Officials chair or designee shall determine the allocation of funds for any priority not listed in this policy, or for any NCS Officials committee budget surplus or for how available funds will be distributed if available funds do not fully cover all individuals requested reimbursements.

Funding Priority:

- 1st** Travel to a national championship meet is needed to attain an N3 certification level for which a final N3 evaluation has been successfully completed.
- 2nd** First time attendees to a national championship meet for any individual that holds N3 stroke and turn and at least one other N2 position.
- 3rd** Individuals who are working in an assigned position that is not reimbursed by USA Swimming.
- 4th** Individuals who have worked the highest number of sessions at NC sanctioned meets in the past 12 months.
- 5th** Discretion of the NCS Officials chair or designee as to the best method of allocating available NCS officials travel funds.

OFFICIALS TRAVEL REIMBURSEMENT APPLICATION

Requirements/Guidelines:

- Individuals requesting reimbursement must have been accepted to officiate at one of the USA swimming national championship meets and must have committed to working all sessions.
- An individual must submit a NCS reimbursement form.
- All reimbursements will be paid directly to the NCS official upon acceptance of the NCS reimbursement form and receipts sent to the NCS Treasurer at treasurer@ncswim.org
- Individuals must submit to the NCS officials chair or designee a summary of their experience at the USA Swimming National meet including any new ideas that would benefit officials within NCS.
- Each person receiving funding agrees to working as a mentor/evaluator at least once in the following year at a designated OQM meet in NC.

USA Swimming National Meet Allocations:

Up to and not to exceed equivalent funding for athletes per NCS Rule 212.5.1 items A – E and G.

This includes Olympic Trials, Long Course Nationals & Junior Nationals, US Open Championships, Short Course Nationals & Junior Nationals, and Open Water Nationals

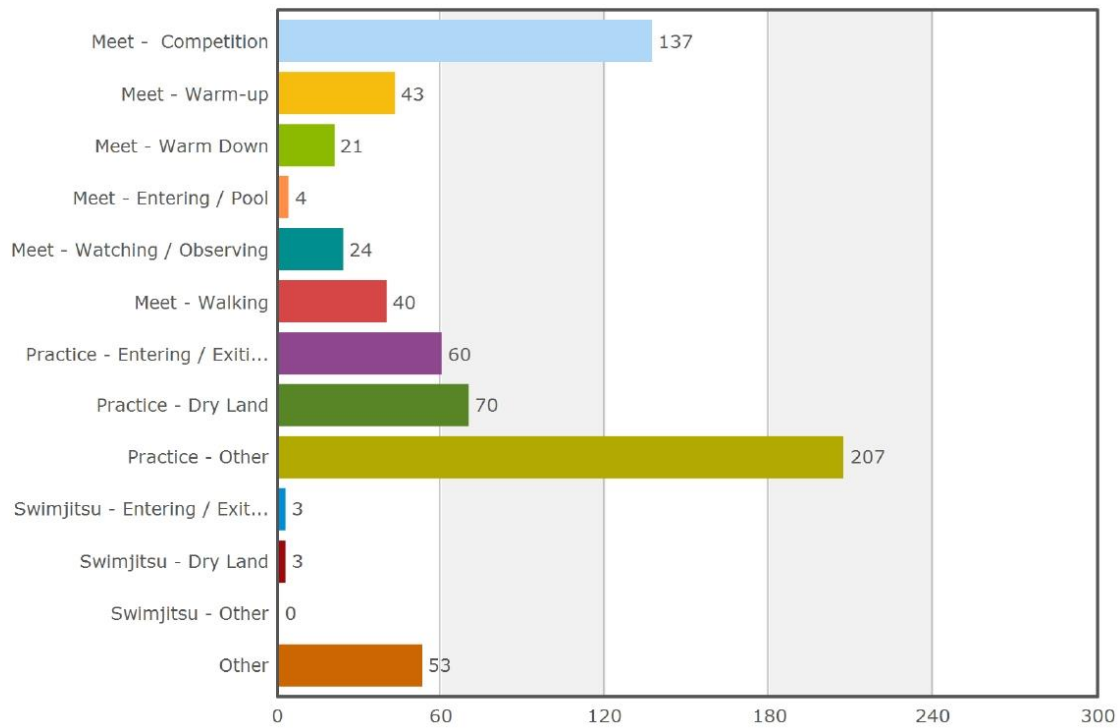
NOTE: All reimbursements amounts are subject to change without notice and are the equivalent of, and shall not to exceed the amounts of funding for an athlete according to the NCS travel fund rules and policies.

Gender	LSC	Activity at Time of Injury	Where Accident Occurred	Accident Description	Description of Injury
Male	NC - North Carolina Swimming	Practice - Other	Water - Turn End	Injured party performed a flip turn during practice, hitting his right heel on the gutter. Heel was cut deeply enough to require professional attention. Parent was immediately notified of injury & encouraged to seek further medical attention.	Injured party received a deep cut to his right heel from hitting the gutter doing a flip turn during practice. After he exited the pool, injury was disinfected, pressure was applied to the wound, a butterfly bandage was applied, heel was wrapped and taped. His parent was notified & encouraged to seek medical attention. A follow up call was made on 10/21/15 at 8am. It was learned that injured party was initially taken to Urgent Care, but informed that he needed to visit an ER. He was referred to Carolinas Healthcare System Waxhaw. He received 7 stitches & can not swim until the stitches are removed (10-14 days).
Female	NC - North Carolina Swimming	Practice - Dry Land	Outside Venue	Athlete fell over a curb while running during dryland	Her lower lip was cut and swollen. Several teeth were chipped or loose.
Female	NC - North Carolina Swimming	Practice - Dry Land	Outside Venue	The group was running for dry land and athlete fell down. She scraped her face, her hands and her knee.	The spot on her forehead was swollen.
Female	NC - North Carolina Swimming	Practice - Other	Other Middle of the lane / pool	Swimmer hit hands with another swimmer and one of her fingers was injured.	Swimmer's finger was swollen and hurt.
Female	NC - North Carolina Swimming	Practice - Other	Deck	Swimmer was walking on deck and ran into raised area where holes for blocks are located. Blocks were not installed at the time.	Swimmer cut the second toe of her right foot, near the cuticle, on a raised area where blocks insert into the pool deck. Pressure was applied to the wound, her foot was elevated, and a bandage applied. Her dad was contacted immediately. A follow up call was made to her mother the following day (10/9/15). According to the mother, the father (who is a medical doctor) re- bandaged the wound. Injured party did not receive medical attention at a hospital or clinic. Mother states injured party does not have swim practice for the next 3 days.
Female	NC - North Carolina Swimming	Practice - Other	Water - Lane Lines	Swimmer was dolphin kicking underwater on her side, accidentally crossed under the lane line, came up in the next lane and collided with another swimmer.	Swimmer initially said she was fine, then complained of a headache about 30 minutes later.
Female	NC - North Carolina Swimming	Practice - Other	Deck	The athlete was walking on the perimeter of the pool deck to the gym to get her mesh bag and stepped on a foreign body (a piece of metal). The metal pierced her heel.	

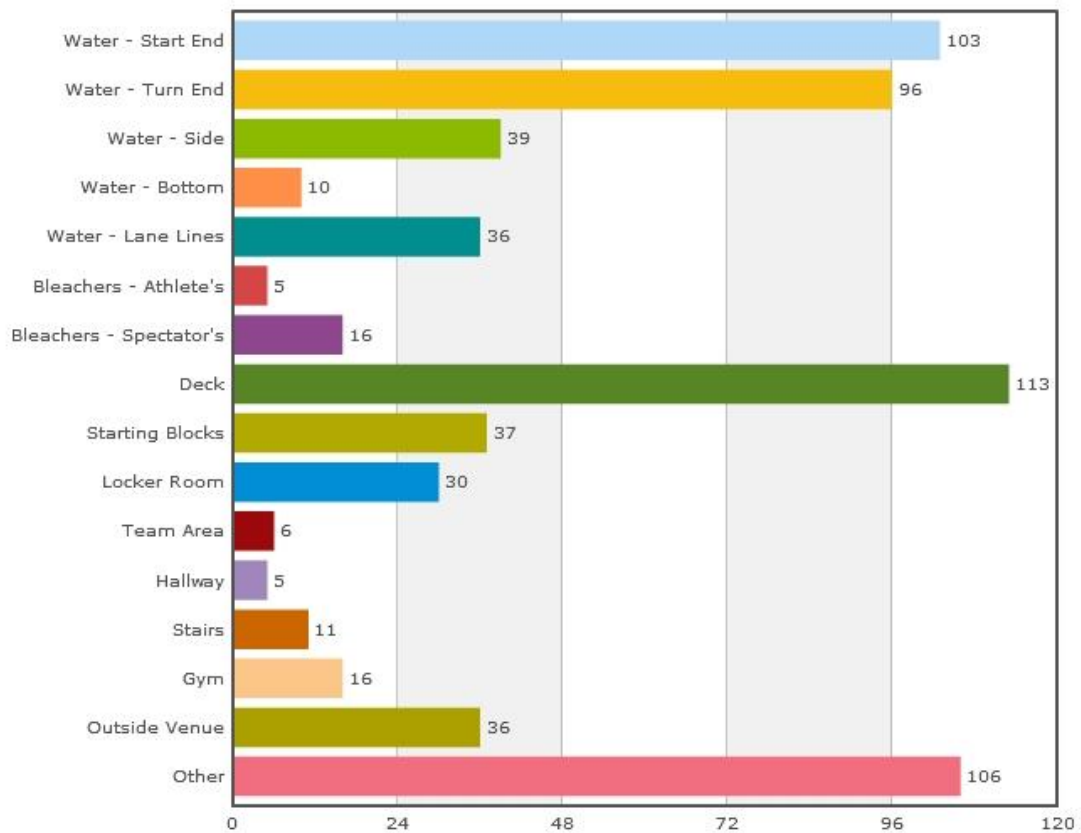
Gender	LSC	Activity at Time of Injury	Where Accident Occurred	Accident Description	Description of Injury
Male	NC - North Carolina Swimming	Practice - Other	Water - Lane Lines	Jammed finger into lane line and broke his hand.	Jammed finger into lane line and broke his hand.
Female	NC - North Carolina Swimming	Meet - Competition	Water - Start End	Swimmer's forehead made contact with the bottom of the pool on dive-in of 100 meter butterfly (lane 10).	Swimmer's forehead made contact with the bottom of the pool during dive entry. Light contusion with minimal swelling. Swimmer was examined by EMT on site with no issues. Swimmer stated she was "okay". Swimmer competed in additional events and in a follow up discussion stated "feeling good"
Male	NC - North Carolina Swimming	Practice - Other	Other In water - choices above were not applicable	Athlete was accidentally elbowed by a fellow swimmer. Athlete was seen by a doctor and has a perforated ear drum.	
Male	ND - North Dakota Swimming	Meet - Watching / Observing	Other Restroom	was exiting the mens restroom and got his right ring finger caught in the hinge end of the door as it closed. He is an athlete, but was not competing at this state meet. Pinched the tip of his finger and crushed nail bed.	
Female	NE - New England Swimming	Meet - Watching / Observing	Stairs	As athlete was walking down steps to pool deck the athlete slipped approx. halfway down the 6 tread concrete stairwell, feet flying upwards and landing on her back then sliding down the last 2 steps. She then was helped up by a coach and walked with assistance to a office where she sat in a chair then allowed to lay prone on a dry-land mat with a ice pack on site of back pain. I did not witness the slip and fall, a off rotation official informed me of the incident. As a trained paramedic I then assessed the athlete. The athlete was complaining of mid back pain around the T1-2 area, no bruising noted, +pain on palpation, + range of motion in all extremities and with good sensation. Mother was present and stated she was going to take her to the hospital. After initial examination I suggested we call for an ambulance to take her to the hospital as a precaution, mother agrees. Pool lifeguards then activated their emergency plan and 911 was called. I stayed with the athlete until the ambulance arrived. athlete was transported to the proper point of entry. The following day the athlete with her mother returned to the meet to support her team and reported back to me that everything was fine. After the incident I addressed my concerns that the athlete was moved prior to EMS evaluation and that my notification was delayed.	minor scrape on lower back from concrete steps

USA Swimming 3rd Quarter 2015 Accident Summary

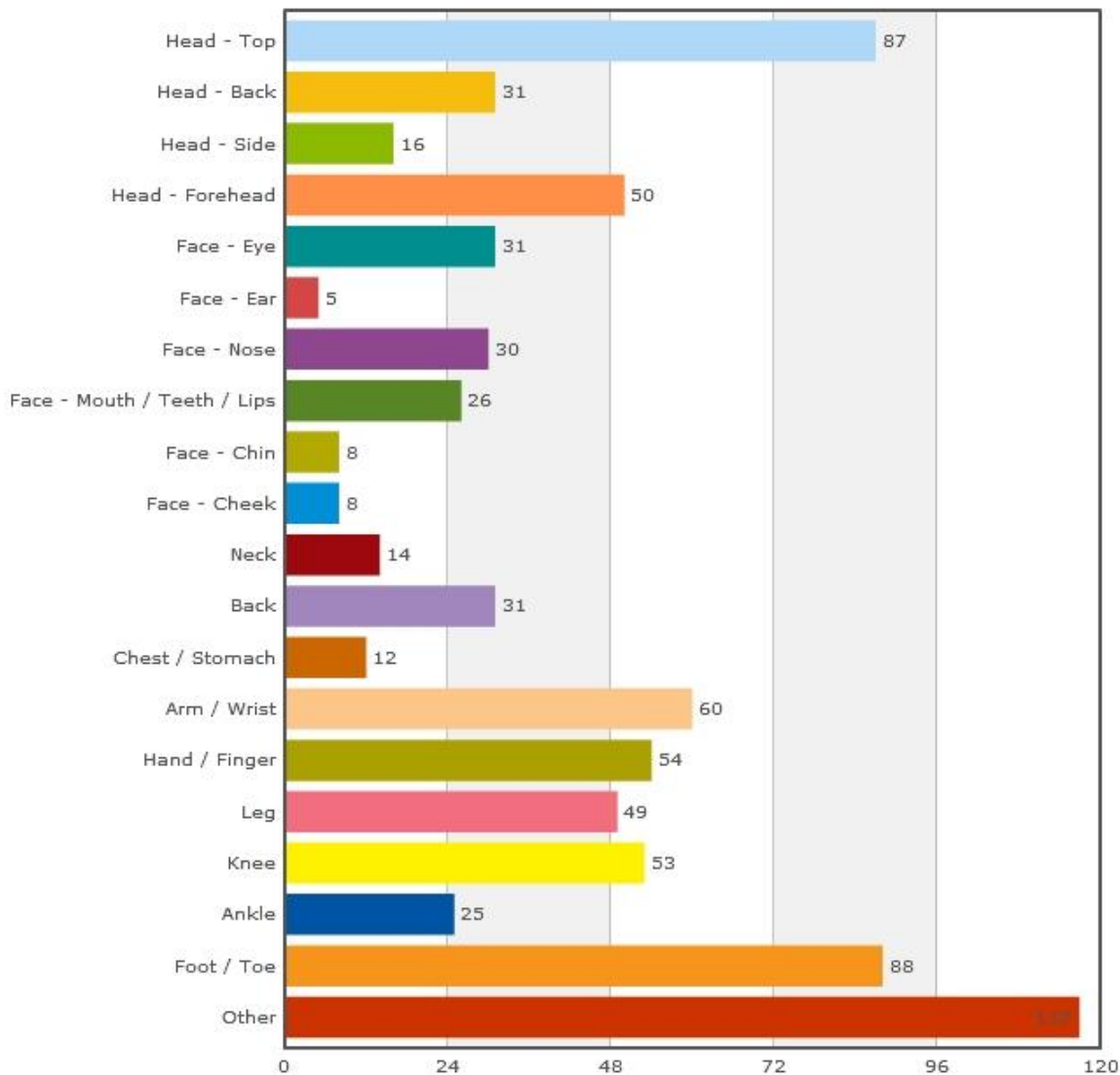
WHEN ACCIDENTS HAPPEN



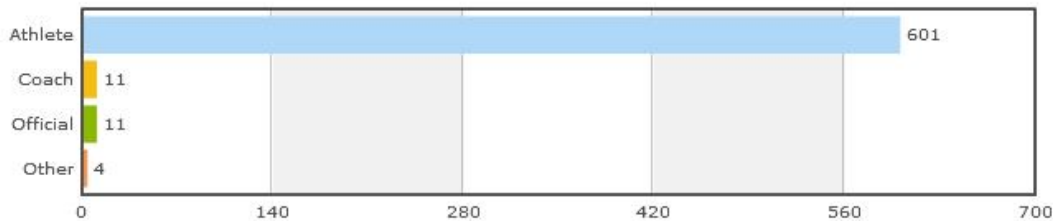
WHERE ACCIDENTS HAPPEN



AFFECTED BODY PART



MEMBER/NON-MEMBER TYPE





MINNESOTA
SWIMMING

2016 CLUB MEMBERSHIP APPLICATION

USA Swimming ~ Minnesota Swimming

Club Application Directions for Completion and Submission: (Note that Apple/Mac's do work well with format)
Download this form to your desktop or a folder. Do NOT change or un-restrict the formatting. Put your cursor on the request form and click. It should go to the first item to be completed (or start by clicking on one of the boxes at the top). Continue to tab through the form to complete all the requested information. Do not hit enter! (Tab or Click on a field only.) Key "X" in boxes. Save your information. Do NOT put this form in .pdf.
Email the form as a WORD attachment (original format) to Minnesota Swimming. (cshapley@mns swim.org)

Check One: ☐ New Membership ☐ Renewal Membership ☐ Club Update Only
Membership Type Check One: ☐ Regular Membership ☐ Seasonal Membership ☐ Organizational Membership
("Club" is defined as a group with athletes and coaches. Insurance Certificates will be issued.) (Organization is defined as a group without athletes & coaches. No insurance certificate will be issued.)

Club Setting Check One: ☐ Rural ☐ Suburban ☐ Urban

*Regular membership is for one calendar year expiring on 12/31.
Seasonal membership is for a specified 5 month period as designated yearly.*

- If any positions on your club application change during the membership year, please contact MSI.
- Please keep all addresses/phone numbers and email addresses current. Contact MSI with changes.

Every position on this form must be completed & all fields for that position are required.

Club Name:

Club Code (1-4 Character Club Abbreviation):

Name of Owner/Business/Legal Entity if Different from Club Name (i.e., Legal names/DBA's):

1. 2.
3. 4.

Website Search City/State #1: Website Search City/State #2:

Club Website: http://

Nearest Major City: First Year as a USA Swimming Club:

Disclaimer: Information on this application may be used on the usaswimming.org & SwimToday.org Club Search Websites (Find-A-Club Contact), and the Minnesota Swimming Website (Club Contact & Head Coach)
This would include designated phone number and email address.

CLUB MARKETING CONTACT/REPRESENTATIVE:

Person who will receive USA-S & MSI mailings/emails & will be responsible for distributing information to club leadership.

[All information required]

Name: **Email:**

Club Position: Choose from Drop-Down Menu: [click here](#)

Address: **City:** **State:** **Zip:**

**** Enter phone numbers and Check preferred contact phone to be published on website.**

☐ **Home Phone:** ☐ **Business:** ☐ **Mobile:**

FIND-A-CLUB CONTACT: *To register as a club, a Find-a-Club Contact must be listed.*

Information will appear on the Find-A-Club page of USA Swimming's Website. *[All information required]*

Name:

Phone:

Email:

HEAD COACH: Coach of Record - *Must be a USA-S registered "Coach" member in year applying for membership with all requirements current.* (Clubs must have at least (1) registered coach of record to apply for Membership.)

Name: Coach Date of Birth [Required]: (mm/dd/yyyy):

Address: City: State: Zip:

**** List one or more. Then check preferred contact phone to be published on website.**

☐ Home Phone: ☐ Business: ☐ Mobile:

Fax (if applicable): Email:

CLUB REGISTRAR: This individual is the ONLY person authorized & responsible to handle & process all registrations in the club and send them to Minnesota Swimming with proper forms, files and fees in a manner prescribed by MSI policy.

NOTE: If multiple sites/teams swim under **one club code**, all membership questions & issues for this club code will be directed to this person. This person is responsible for communicating to their sites & back to Minnesota Swimming.

[All Information Required]

Name:

Address: City: State: Zip:

[Complete one or more] Home Phone: Business: Mobile:

Email:

CLUB TREASURER: *[All Information Required]*

Name: Email:

Address: City: State: Zip:

[Complete one or more] Home Phone: Business: Mobile:

CLUB PRESIDENT: *[All Information Required]*

Name:

Address: City: State: Zip:

[Complete one or more] Home Phone: Business: Mobile:

Email:

SAFE SPORT COORDINATOR: *Required Club Position (NEW)*

The Safe Sport Coordinator will act as a contact for current and future club members. This person will facilitate education and communication of safe sport goals, information, and resources (including contacts for referral and further assistance.)
[All Information required]

Name: Email:

Phone: ☐ Home ☐ Business ☐ Mobile

CLUB ENTRIES COORDINATOR: *This person receives/obtains swim meet entry information and enters club athletes into swim meets.*

[All Information Required]

Name: Email:

Phone: ☐ Home ☐ Business ☐ Mobile

ATHLETE LIAISON: *Required Club Position [All Information required]*

This person serves as the Liaison between their club athletes and the Minnesota Swimming Athlete Committee. Athlete Club Liaisons are eligible to apply for the athlete Committee or be chosen to vote at the House of Delegates.

Athlete Contact Information is preferred. (Minimum preferred age is 15.)

[Note: An agreement form will be sent to athlete & parents.]

Name: Date of Birth (MM/DD/YYYY):

The athlete liaison must be a current athlete member.

Phone: ☐ Home ☐ Mobile Email:

SAFETY COORDINATOR: *Responsible for coordinating all Safety/Risk Management matters within the club, including knowledge of facilities, establishing/updating club's Emergency Action Plan and educating club members.*

[All Information Required]

Name: Email:

Phone: ☐ Home ☐ Business ☐ Mobile

MINNESOTA SWIMMING DELEGATE: *Required Club Position. Voting Delegate to MSI House of Delegates. Non-Athlete Membership required to vote. Also serves as Club Representative to Minnesota Swimming Board Meetings.*

[All Information Required]

Name: Email:

Phone: ☐ Home ☐ Business ☐ Mobile

ALTERNATE DELEGATE: *Serves as voting delegate in absence of Delegate. NA membership required to vote.*

[All Information Required]

Name: Email:

Phone: ☐ Home ☐ Business ☐ Mobile

FACILITIES USED BY YOUR CLUB – LIST ALL FACILITIES

To register as a club, a facility must be listed. If additional space is needed to list facilities, Use the "Facility Use Addendum" on the MSI website and email along with this application.

*If the facility is no longer in use by the club, list the facility name and the word "**Delete**" Note: Full addresses are required.*

FACILITY NAME:

ADDRESS:

CITY:

STATE:

ZIP:

POOLS AT THIS FACILITY: (Choose pool length/lanes from drop down menus)

<u>Pool 1:</u> Choose <u>Length:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters <u>Width:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
Choose <u># of Lanes:</u> 0	<input type="checkbox"/> L-shaped pool
<u>Pool 2:</u> Choose <u>Length:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters <u>Width:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
Choose <u># of Lanes:</u> 0	<input type="checkbox"/> L-shaped pool

FACILITY NAME:

ADDRESS:

CITY:

STATE:

ZIP:

POOLS AT THIS FACILITY: (Choose pool length/lanes from drop down menus)

<u>Pool 1:</u> Choose <u>Length:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters <u>Width:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
Choose <u># of Lanes:</u> 0	<input type="checkbox"/> L-shaped pool
<u>Pool 2:</u> Choose <u>Length:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters <u>Width:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
Choose <u># of Lanes:</u> 0	<input type="checkbox"/> L-shaped pool

FACILITY NAME:

ADDRESS:

CITY:

STATE:

ZIP:

POOLS AT THIS FACILITY: (Choose pool length/lanes from drop down menus)

<u>Pool 1:</u> Choose <u>Length:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters <u>Width:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
Choose <u># of Lanes:</u> 0	<input type="checkbox"/> L-shaped pool
<u>Pool 2:</u> Choose <u>Length:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters <u>Width:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
Choose <u># of Lanes:</u> 0	<input type="checkbox"/> L-shaped pool

FACILITY NAME:

ADDRESS:

CITY:

STATE:

ZIP:

POOLS AT THIS FACILITY: (Choose pool length/lanes from drop down menus)

<u>Pool 1:</u> Choose <u>Length:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters <u>Width:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
Choose <u># of Lanes:</u> 0	<input type="checkbox"/> L-shaped pool
<u>Pool 2:</u> Choose <u>Length:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters <u>Width:</u> 25 <input type="checkbox"/> Yards <input type="checkbox"/> Meters	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
Choose <u># of Lanes:</u> 0	<input type="checkbox"/> L-shaped pool

PRIMARY ORGANIZATIONAL AFFILIATION, WHO OWNS THE CLUB, CLUB TAX LISTING

(To register as a club, a selection must be made for Primary Organizational Affiliation, Who Owns the Club and Club Tax Listing.)

Required **Choose one only per Category**
(click on the option)

PRIMARY ORGANIZATIONAL AFFILIATION

(Note the club's **primary** relationship/affiliation with any one of the following organizations.)

- ☐ Not Applicable
- ☐ Boys & Girls Club
- ☐ College/University
- ☐ Country Club
- ☐ Health & Fitness Club
- ☐ Hospital
- ☐ Jewish Community Center
- ☐ Park & Recreation Department
- ☐ Private School
- ☐ Public School/District
- ☐ Summer Club or Home Owner's Association
- ☐ YMCA ☐ YWCA
- ☐ Other

WHO OWNS THE CLUB

- ☐ Coach Owned
- ☐ Boys & Girls Club
- ☐ College/University
- ☐ Country Club
- ☐ Health & Fitness Club
- ☐ Hospital
- ☐ Jewish Community Center
- ☐ Non-Profit Corporation (Parent Board)
- ☐ Park & Recreation Department
- ☐ Private School
- ☐ Public School/District
- ☐ Summer club or Home Owner's Association
- ☐ YMCA
- ☐ YWCA
- ☐ Other

CLUB TAX LISTING

(List the club's main tax listing; not the parent's or booster organization if it is a separate entity.)

- ☐ Sole Proprietor
- ☐ Partnership
- ☐ LLC
- ☐ Sub-S Corporation
- ☐ Other For-Profit Corporation
- ☐ 501(c)3 Non-Profit Corporation
- ☐ Other 501(c) Non-Profit
- ☐ Other Non-Profit Corporation
- ☐ Does Not Apply

Minnesota Swimming Use Only (Initial Year Application)

Date Application received:

Date Application approved:

Fee paid by club: \$00

Check #

Date Check Received:

Additional Fee Due: \$00

Date Additional Fee Paid:

Check #:

Minnesota Swimming Use Only (Club Up-Date)

Date Up-date received:

Date Up-Date Approved/Accepted:



MINNESOTA
SWIMMING

Club Membership Assistant Coaches

If additional assistant coaches are affiliated with your club, please use the single Assistant Coach Addendum page on the MSI website for additional pages. Email to MSI with your application.

FULL CLUB NAME:

CLUB CODE:

All fields (Name/Phone/Email) are required for each coach.

ASSISTANT COACH: (Must be current USA-S COACH member for coaching privileges on deck at practice & meets.)

Name:

Phone: ☐ Home ☐ Business ☐ Mobile

Email :

ASSISTANT COACH: (Must be current USA-S COACH member for coaching privileges on deck at practice & meets.)

Name:

Phone: ☐ Home ☐ Business ☐ Mobile

Email:

ASSISTANT COACH: (Must be current USA-S COACH member for coaching privileges on deck at practice & meets.)

Name:

Phone: ☐ Home ☐ Business ☐ Mobile

Email:

ASSISTANT COACH: (Must be current USA-S COACH member for coaching privileges on deck at practice & meets.)

Name:

Phone: ☐ Home ☐ Business ☐ Mobile

Email:

ASSISTANT COACH: (Must be current USA-S COACH member for coaching privileges on deck at practice & meets.)

Name:

Phone: ☐ Home ☐ Business ☐ Mobile

Email:

This email is being distributed on behalf of The Minnesota Swimming Athlete Executive Committee and from Lauren Harris, Senior Athlete Representative and Athlete Committee Chair.

Hello MSI head coaches and club presidents,

Each year, clubs in the Minnesota Swimming LSC are required to name an athlete liaison when they renew their club membership. This position is to be held by an active athlete on their club team. Athlete liaisons serve as intermediaries between their clubs and the Minnesota Swimming Athlete Committee. It is recommended that the athlete be fifteen years of age or older. The liaison and a parent will be required to sign a dual agreement after being appointed by their club. The athlete liaison signs to agree to the expectations of being an athlete liaison, and the parent signs to agree or opt out of the publication and use of the athlete's name and e-mail. The athlete should be interested in ultimately serving in a leadership role, such as an Athlete Committee member or an elected athlete representative and be interested in making a difference in Minnesota Swimming! If an athlete under the age of 15 portrays these qualities, they can be named as the athlete liaison for their club. We encourage athlete liaisons interested in an active role in Minnesota Swimming to apply to be a member of the athlete committee. Athlete Liaison expectations are the following:

1. To check e-mail regularly in order to receive information from their assigned athlete committee representative.
2. To inform the athletes on their club team of the decisions made by the Athlete Committee and the Minnesota Swimming Board of Directors, as communicated by their athlete committee representative. Athlete Liaisons serve as intermediaries between the Athlete Committee and the athletes on their team.
3. Encouraged to attend the annual Minnesota Swimming House of Delegates meeting, Board Meetings, and any other major Athlete Committee sponsored events.
4. To have a goal of ultimately serving in a leadership role, such as an Athlete Committee member or an elected athlete representative and be interested in making a difference in Minnesota Swimming.

The club athlete liaison position is vital, as club liaisons ensure each and every club has an athlete voice in the Minnesota Swimming governance process.

Club Renewals for 2016 will begin after September 1, 2015. Thank you for helping select an interested athlete from your club and for helping our athletes have a voice in Minnesota Swimming!

Please contact Lauren Harris, Minnesota Swimming Senior Athlete Representative at laurenharris233@gmail.com, with any questions or concerns.

NCS AWARD/RECOGNITION POLICY

Purpose: The purpose of this policy is to establish the criteria for NCS Award/Recognition program(s) for LSC member's commitment of inspiring excellence with service and support to the North Carolina Community.

Phillip 66 Award

- Committee to consist of past NCS Phillips 66 winners.
- Award committee chair to collect nominations and initiate discussion
- Committee to consider any NC Swimming member serving as a volunteer to the LSC
- Criteria to consider should include length / quality of service on BOD, committees, as official, or meet support for LSC championships
- The committee to vote on recipient prior to USA Swimming deadline

Jack Lynch Award

- This award is not given annually and should be given in recognition of special service to North Carolina Swimming
- Award committee chair to convene a committee to consider recipients when appropriate
- Committee to consider any NC Swimming member serving as a volunteer to the LSC
- Criteria to consider should include length / quality of service on BOD, committees, past Phillips 66 recipients, as official, or meet support for LSC championships
- The committee to vote on recipient prior to NCS awards banquet

Life Membership

- Committee to consist of past Life Members provided by North Carolina Swimming
- Award committee chair to initiate discussion
- Committee to consider any NC Swimming member serving as a volunteer to the LSC
- Criteria to consider should include length / quality of service on BOD, committees, as official, or meet support for LSC championships
- Lifetime Membership recipients should be expected to continue to provide service to the LSC
- The committee to vote on Life memberships prior to USAS convention deadline
- A maximum of three membership can be awarded annually.

Other

- T.B.D.

2016 NORTH CAROLINA SWIMMING SCHEDULE OF EVENTS

2016 IMX CAMP	GAC	JAN 23-24
2016 SENIOR CHAMPS - SC	TAC	FEB 19-21
2016 AGE GROUP CHAMPS - SC	TAC	FEB 26-28
2016 SENIOR SECTIONALS	NASHVILLE	MARCH 3-6
2016 AGE GROUP SECTIONALS	ATLANTA	MARCH 10-13
2016 ARENA PRO SERIES	MESA, AZ	APRIL 14-16
2016 CAROLINA CROWN MEET	GAC	APRIL 23
2016 NCS SWIMPOSIUM	GAC	APRIL 23
2016 NCS SELECT CAMP	GAC	APRIL 23-24
2016 NCS SPRING HOD	GAC	APRIL 24
2016 ARENA PRO SERIES	MCAC	MAY 12-15
2016 ARENA PRO SERIES	SANTA CLARA	JUNE 3-5
2016 ARENA PRO SERIES	INDIANAPOLIS	JUNE 3-5
2016 SOUTHERN ZONE OW MEET	FT MYERS, FL	JUNE 3-5
2016 OLYMPIC TRIALS	OMAHA	JUNE 26- JULY 3
2016 SENIOR SECTIONALS	GAC	JULY 14-17
2016 AGE GROUP CHAMPS – LC	TAC	JULY 14-17
2016 SENIOR CHAMPS – LC	TBD	JULY 21-24
2016 AGE GROUP ZONE MEET	TAC	AUG 2-6
2016 SENIOR ZONE MEET	TUPELO	AUG 2-6
2016 US OPEN	MINNEAPOLIS	AUG 2-6
2016 FUTURES MEET		AUG 4-7
2016 OLYMPIC GAMES	RIO DE JANEIRO	AUG 6-13
2016 SPEEDO JUNIOR NATIONALS	MINNEAPOLIS	AUG 8-12
2016 JR PAN PAC CHAMPS	KIHEI, HI	AUG 24-28
2016 USAS CONVENTION	ATLANTA	SEPT 18-25
2016 NCS AWARDS BANQUET	MOORESVILLE	OCT 1
2016 NCS FALL HOD	MOORESVILLE	OCT 1-2