



North Texas Swimming

Final Minutes of the North Texas Swimming, Inc. House of Delegates Meeting November 23, 2008 D/FW Marriott Hotel, Irving, TX

John Rieff called the meeting to order at 10:18 am.

1. Roll Call

Motion made to forego roll call. Seconded – passed.

Board members present:

John Rieff	General Chair, Records Chair, Top 16 Tabulator
Gloria Schuldt	Administrative Vice-Chair, TSA Texas Information Committee Representative, National Times Chair
Ron Forrest	Senior Vice-Chair, Program Development Chair
Brian Dangelmaier	Age-Group Vice-Chair
Robert Edwards	Treasurer
Shannon Gillespy	Technical Planning Chair
Maggie Shook	Club Development Liaison
Sherry Gentry	TSA TAGS Committee Representative
Mike Eubanks	Sanction Chair
Matt Franks	Disability Swimming Chair
Jeanne Manikowski	Finance Chair
Bob Lang	Equipment Chair
Ann Lang	Equipment Coordinator, Officials Coordinator
Karen Rourke	Registration & Membership Chair, LSC Forms
Nancy French	NTS Webmaster and Member-at-Large
Mike McDonald	Secretary

Team delegates present:

ATAC:	Chris MacCurdy, Sherry Gentry
CAT:	
CLAS:	
COPS:	
COR:	Maggie Shook
DM:	
FA:	

FAST: Nancy French
HEAT:
IS:
LAC: Shannon Gillespy
LSCC:
MAC:
MARS: Brian Dangelmaier
MTRO: Ginger Brennecke, Lisa Stults, Mark Morrison, Jana Morrison, Deanne Morrison (Athlete), Mike McDonald
NTN:
ROCK:
SMU:
SNAP:
SWAT:
TCU:
TRS: Pat Henry
TXNS:
WEST:
WW2:

2. Agenda

John Rieff set the agenda as follows:

- ? Athlete reimbursement
- ? Budget
- ? Elections
- ? Proposed Policies & Procedures change
- ? New Business

3. Minutes

Mike McDonald indicated that minutes from the previous House of Delegates (HoD) meeting are incomplete but will be available for review at a future HoD meeting.

4. Athlete Reimbursement

Gloria Schuldt presented an initial long-term proposal for reimbursing North Texas Swimming (NTSI) athletes who participate in national-level meets, such as the National Championships and the U.S. Open. In an email sent earlier regarding this reimbursement, Gloria stated the following:

From: Gloria Schuldt
To: ...
Sent: Saturday, November 01, 2008 9:27 PM
Subject: Athlete Reimbursement

Well the first pass of the Athlete reimbursement plan is attempted.

Basically using federal guidelines for per diem, hotel for double occupancy, and 21 day advanced airfare, I have come up with a formula and rewording of our policies and procedures.

I know it will be difficult for some to understand, but please call me and I will attempt an explanation.

There is a percentage based upon the minimum and maximum totals on the spreadsheet. Based upon the current LSC funding, we can adjust the value we will pay per swimmer. Currently I have the LSC paying between 80%-90% of the costs. We can lower or raise this as we see fit. But the formula works.

Based upon the numbers of swimmers for last year, our outlay would be approximately \$40,000. Of course the Olympics do skew the numbers for the year.

I am attaching both the changes suggested to the P & P, and the spreadsheet.

Again this is a first attempt, but I believe this is what the coaches have requested.

Appendix A has the spreadsheet, slightly edited, that was attached to the email. The spreadsheet shows numbers that the NT LSC can afford for the next year, based on its current budget. However, Gloria noted that, in general, the percentage outlay could change for a particular year based on that year's budget. For example, in years when the LSC does not host TAGS, revenue will be less and thus the reimbursement percentage might drop to 70%. Currently, there is no formula to determine the percentage, so the figure must be voted on by the HoD at the annual meeting.

Additionally, Gloria collected athlete reimbursement information from 42 of the 59 LSCs. Approximately 26 of the 42 have a self-funding account that generates interest from which the LSCs pay their athletes; the account principal is not touched. The reimbursements range from 25% to 100% of covered expenses. For LSCs that are the size of North Texas, the reimbursements average 50-60%. Gloria suggested that NT might want to explore a similar funding mechanism.

Ron Forrest presented a report from the Finance Committee regarding athlete reimbursement for the coming year. Rather than percentages, the Committee determined specific dollar amounts for this year based on data from previous years. Specifically in the past year, the LSC had the following number of athletes represented at national-level meets:

- ? 8 athletes at U.S. Nationals in Dec 2007
- ? 13 athletes at U.S. Olympic Trials in July 2008
- ? 5 athletes at U.S. Open in August 2008
- ? 27 athletes at U.S. Junior Nationals in August 2008

Based on these numbers and an approximate cost per person at each meet in the coming year, the Committee estimates the NT LSC outlay at approximately \$40,000, which matches the number that Gloria stated in her email.

After much discussion, the following three actions were raised with respect to athlete reimbursement:

- ? Develop a funding formula that considers factors such as eligibility.

- ? Create a perpetual funding mechanism, similar to an endowment, from which reimbursement can be pulled.
- ? Update the NT Policies & Procedures to document how reimbursement will be done over the long-term. For reference or as a starting point, Gloria proposed the changes shown in Appendix B.

John Rieff recommended that the Senior Vice-Chair and Admin Vice-Chair develop a task force to work on these actions.

5. Budget

Jeanne Manikowski presented the NTSI budget for 2009, shown in Appendix C. The proposed budget uses final numbers from 2007, because budget numbers from 2008, in general, were not yet available; however, 2008 figures for registration and TAGS were used. Amounts for Zones were zeroed out, based on an earlier suggestion that NT not send a team to that meet in 2009, due to TAGS currently being scheduled for the same weekend. Gloria Schuldt supplied the figures for athlete reimbursement.

Several amendments to the budget were proposed:

- ? Gloria noted that the license cost for Hy-Tek's Meet Manager software should be doubled to \$340, because The Active Network, which owns Hy-Tek, now requires one license for the Windows XP version and a separate license for the Windows Vista version.
- ? Brian recommended the following changes, in case TAGS is moved to a different weekend from Zones and NT then sends a team to that meet:
 - o To Revenues, add \$20,000 for Zones and \$5,000 for All Stars
 - o To Expenditures, add \$25,000 to cover expenses for Zones

Motion made to approve the proposed budget with amendments. Seconded – passed.

Jeanne also presented a report by the Audit Committee. The Committee completed its audit of the financial records from 2007 and sent its final report to USA Swimming. John noted that USA Swimming is pushing for each LSC to complete quarterly audits, and therefore, from 2009, NTSI will begin implementing quarterly audits.

6. Elections

Representing the Nominating Committee, Matt Franks submitted the following slate of nominations:

- ? General Chair: John Rieff
- ? Admin Vice-Chair: Gloria Schuldt
- ? Treasurer: Robert Edwards
- ? Senior Vice-Chair: Maggie Shook
- ? TAGS Committee Rep: Sherry Gentry
- ? TIF Committee Rep: Matt Franks
- ? All-Stars Committee Rep: Jason Walter

From the floor, Ron Forrest nominated Mook Rhodenbaugh for Senior Vice-Chair.

Motion made to close all nominations. Seconded – passed.

A vote was taken for Senior Vice-Chair. Maggie Shook won on votes.

Motion made to accept by acclamation the remainder of the slate. Seconded – passed.

7. Proposed Policies & Procedures Change

Bob Lang proposed a change to the Policies & Procedures document regarding the use of certified timing system operators during meets and as a requirement for meet sanctioning. Appendix D shows the proposed change, which is a reworded version of the change that was presented at the October 2008 HoD meeting; the earlier version was not seconded and so did not reach a vote.

Ron Forrest suggested that a grandfather clause be added to allow teams with existing volunteers who are skilled at operating the team's timing system to bypass the certification process. Chris MacCurdy raised an objection that the requirement for the operator to be an "actual participant in the meet" is too restrictive. What happens if the team's operator cannot be at the meet due to, for example, a family emergency? Mike Eubanks recommended a mentoring program, similar to that for officials, where an experienced operator would observe a less-experienced one.

Based on this discussion, an action was raised for Bob to rewrite the proposal to address the issues of a grandfather clause and implementation and enforcement of the certification program.

Motion made to table a change to the Policies & Procedure in this area until a new version of the proposal is presented at the next HoD meeting. Seconded – passed.

8. New Business – Swimsuits

Ron Forrest asked that all coaches be aware of an article published by SwimNews.com on November 23, 2008, which reported that USA Swimming has asked FINA for an international ban on full-body swimsuits. The proposal calls for the following:

- ? An international ban on bodysuit through restriction of fabric cover to above the knee and shoulder straps
- ? A one-suit rule (no wearing of two suits in one race)
- ? Approved suits be available to all for at least 12 months before an Olympic Games

Note that the proposed ban covers athletes of all ages, so this might affect what coaches want their athletes to wear this year, given that body suits might be banned next year.

Gloria Schuldt brought up a related point that the NT LSC must determine its swimsuit policy in light of regulations already agreed upon by USA Swimming and the Texas Swimming Association (TSA). In summary, USA Swimming will require, from May 15, 2009, that “swimsuits worn for all 12 & under age group defined competition shall not cover the neck, extend past the shoulder, nor past the knee.” The TSA has adopted this restriction for its meets, such as TAGS, so that 14 & under athletes are impacted.

Motion – Adopt the 14&U TAGS swimsuit requirement, effective January 1, 2009. Seconded.

After further discussion, the original motion was amended.

Motion – Effective January 1, 2009, 14&U athletes will adopt the TAGS swimsuit requirement for age-group defined events at NTSI-sanctioned meets.

As amended, motion passed by 90% vote.

Based on these motions, an action was raised for Gloria Schuldt, Nancy French, and Sherry Gentry to construct a paragraph describing the NTSI swimsuit policy to post to the North Texas Swimming website. Meet hosts should include the policy in their meet information prior to submitting a bid for sanctioning.

John Rieff adjourned the meeting at 12:15 pm.

Respectfully submitted,

Mike McDonald
Secretary

Appendix A – Proposed Athlete Reimbursement for 2009

Athlete Reimbursement for National Meets from 11/1/08 to 10/31/09														
Meets	Dates	Total Nights	Location	Lodging	Add Tax	Double	M & I	Daily Total	Airfare	%	Min Total	Net Min Total	Max Total	Net Max Total
2008 SC National Champs	12/4/08-12/6/08	4	Atlanta, GA	141	162.15	81.08	48	130.08	188	80	498	39852	807	64584
2008 SC Junior National Champs	12/11/08-12/13/08	4	Austin, TX	114	131.10	65.55	54	119.55	159	80	452	38188	745	59816
2009 National Champs	7/7/09-7/11/09	6	Indianapolis, IN	94	108.04	54.52	44	98.52	439	90	880	61204	1118	100631
2009 U.S. Open	8/4/09-8/8/09	6	Federal Way, WA	158	185.38	92.89	64	156.89	437	85	814	89222	1505	127937
2009 Junior Champs	8/10/09-8/14/09	6	Federal Way, WA	158	185.38	92.89	64	156.89	437	80	814	65150	1505	120411
NOTES:														
Min Total is three days, two nights for swimming one event. Counts one day before first event and one day after.														
Max Total is for swimming on the first and last day. Counts one day before first event and one day after.														
Swimmer will only be reimbursed for one day before 1st event to one day after last event based upon lodging nights.														
Example: If a swimmer swims on day 2 and day 4, the reimbursement will be for 5 days, 4 nights.														
% - percentage of funding can be changed per year depending upon amount of funds available.														

Appendix B – Proposed P&P Changes for Athlete Reimbursement

SECTION X TRAVEL FUNDS

10.1 TRAVEL REIMBURSEMENTS:

.1 Athlete: The LSC shall subsidize athletes for travel to the National Championship Meets as identified in Article 207 of the USA Swimming Rules and Regulations in amounts to be determined annually by the NTSI House of Delegates. North Texas Swimming hopes to fund 65% to 90% of uniform expenses, that is, expenses based on advanced purchased airline tickets, standard double occupancy hotel rooms and a set per diem for meals, etc.

- A. Athletes will be reimbursed up to two meets with a maximum total reimbursement of \$1000.00.
- B. The amount of reimbursement for shall be determined using the Per Diem Policy (as stated below).
- C. The per diem will be based upon the number of nights from one day prior to the swimmer's first event until the day after the swimmer's last event.

.2 Per Diem Policy: North Texas swimming will use the United States Government Per Diem Rates published in Publication 1542 for travel reimbursement. Publication 1542 has two components: Lodging, and Meals and Incidentals (M & I). These figures, combined with Airfare, will give the total maximum reimbursement amount. This policy is designed to provide a uniform and defensible reimbursement to all.

The per diem rates will be taken straight out of Publication 1542, which gives the maximum per diem rate that can be used without treating part of the per diem allowance as wages for taxable purposes. This Publication gives different lodging and M & I rates, depending on the location, and takes into account the cost of living differences in various parts of the country.

This policy has three parts:

- A. The Government Publication 1542 per diem rates is used for all North Texas Swimming reimbursable trips.
- B. The standard advance purchase airfare (minimum 3 week advance purchase) amount is used for all North Texas Swimming reimbursable trips.
- C. The Meals & Incidentals component is used for all travel, where the lodging is paid by USA Swimming or North Texas, and meals are not provided.

The finance committee in conjunction with the athlete committee shall annually submit the funds and distribution of those funds for these meets to the NTSI House of Delegates at the annual meeting for approval. North Texas Swimming hopes to fund 65% to 90% of uniform expenses, that is, expenses based on advanced purchased airline tickets, standard double occupancy hotel rooms and a set per diem for meals, etc.

10.2 ATHLETE TRAVEL FUND: All applications for travel funds shall be submitted to the NTSI Treasurer for meets designated in section 207 of USA Swimming Rules and Regulations. The deadline for applications for reimbursement are May 15 for meets held between January 1 and April 30, September 15 for meets held between May 1 and August 30 and January 30 of the following year for meets held between September 1 and December 30. Application form is available from the NTSI website. To qualify for NTSI travel funds, a swimmer shall:

- .1 .A Compete in a lifetime minimum of ten NTSI sanctioned open invitational meets or Texas Senior Circuit meets or a combination of these meets.

OR

.B Compete in a minimum of three events at two NTSI sanctioned open invitational meets or two Texas Senior Circuit meets, or a combination, during that short course season for short course funds, or during that long course season for long course funds.

AND

.2 .A Compete in an individual event as designated in 10.2.

OR

.B Compete in a relay at a National Championships meet, having also met the qualifying criteria for the last Junior Championship meet in an individual event,

AND

.3 Have been a NTSI registered swimmer at the time of the competition specified in Section 10.2.1 and 10.2.2, above.

Appendix C – Proposed NTSI Budget for 2009

	2007 Year to Date Actual	2009 Budget
REVENUES		
Fines	2,131.00	1,500.00
Forms	170.50	200.00
Interest	4,138.33	4,200.00
Miscellaneous Income	23.92	0.00
Recognition Banquet	0.00	2,000.00
Rental Income	7,000.00	7,000.00
Sanctions	550.00	900.00
Splash Fees	34,244.55	36,000.00
Swimposium	0.00	1,200.00
TAGS	0.00	41,500.00
USA Registrations	278,671.00	292,250.00
Zones	16,120.00	0.00
TOTAL REVENUES	343,049.30	386,750.00
EXPENDITURES		
All Star Meet	20,392.72	9,000.00
Bank Charge	85.00	0.00
Coaches Clinics	0.00	500.00
Coaches Rep - Awards	0.00	150.00
Contract Labor	10,120.00	10,000.00
Donations to Charity	0.00	0.00
Elite Camp	0.00	1,000.00
Equipment - Insurance	788.51	800.00
Equipment Expense	496.80	500.00
Equipment Expense - General	93.08	105.00
Equipment Maintenance	3,703.28	3,500.00
Forms Expense	0.00	500.00
Hy-Tec Software	0.00	170.00
Legal & Professional	755.00	800.00
LSC Travel	2,073.51	2,100.00
Meetings	908.89	1,000.00
Membership	0.00	0.00
Miscellaneous	284.69	250.00
National	15,725.00	40,000.00
National Convention	9,659.56	10,500.00
Non-Athlete Family1	1,860.00	0.00
Non-Athlete Family2	1,860.00	0.00
Officials Expense	2,026.50	2,200.00
Postage	770.97	1,000.00
Recognition Banquet	0.00	7,500.00
Southern Zone Membership	50.00	50.00
Supplies	286.22	500.00
Swim Camps	0.00	1,000.00
Swimposium	0.00	3,500.00
TAGS Supplies	-78.00	32,000.00
Telephone	2,003.14	2,100.00
Training & Supplies	319.10	500.00
TSA Convention	799.32	800.00
TSA Dues	40.00	40.00

USA Registration - Athlete	200,322.00	225,000.00
USA Registration - Club	1,400.00	1,680.00
USA Registration - Non-Athlete	14,146.00	14,850.00
USA Registration - Outreach	40.00	225.00
USA Registration - Seasonal	3,473.00	4,800.00
USA Registration - Sports Med	50.00	50.00
USA Swimming Registration	0.00	0.00
Website Expense	500.00	500.00
Zones	40,098.00	0.00
TOTAL EXPENDITURES	335,052.29	379,170.00
CHANGE IN FUND BALANCE	7,997.01	7,580.00

Appendix D – Proposed P&P Change Regarding Timing System Operators

Propose Addition to Section IV – Meet Scheduling and Awarding
Paragraph 4.1 – Meet Bids

Purpose of Addition: To ensure that we can provide our swimmers with “official times” as required by USA Swimming. In many meets these past two years, the lack of knowledge, ability and experience of timing system operators has seriously and negatively impacted our ability to provide official times and to provide results in a timely manner.

The following is to be added to Paragraph 4.1 – Meet Bids

E) Have team volunteer(s) in attendance at the annual North Texas Swimming Certified Timing System Operators clinic; these volunteer(s) must complete the clinic and be certified. All teams that bid must have Certified Timing System Operator(s) equal in number to the number of courses (pools) being used at the meet being bid. These Operator(s) must be actual participants in the meet, not just Operators in name only in order to meet requirements for bidding meets. A team without Certified Operator(s) may bid a meet only if the team guarantees to provide Certified Operator(s) for the meet from the available pool of North Texas Swimming Certified Timing System Operators. Or, if the meet falls after the next schedule clinic, the team guarantees that team volunteers will attend, be certified and will work the meet being bid. Certified Timing System Operators must be listed on the teams sanction application.

Appendix E – Passed Motions and New Actions

Passed Motions

- ? **Motion** made to forego roll call.
- ? **Motion** made to approve the proposed budget with amendments.
- ? **Motion** made to close all nominations.
- ? **Motion** made to accept by acclamation the remainder of the slate.
- ? **Motion** made to table a change to the Policies & Procedure in this area (use of certified timing system operators) until a new version of the proposal is presented at the next HoD meeting.
- ? **Motion** – Effective January 1, 2009, 14&U athletes will adopt the TAGS swimsuit requirement for age-group defined events at NTSI-sanctioned meets.

New Actions

- ? The following three actions were raised with respect to athlete reimbursement:
 - o Develop a funding formula that considers factors such as eligibility.
 - o Create a perpetual funding mechanism, similar to an endowment, from which reimbursement can be pulled.
 - o Update the NT Policies & Procedures to document how reimbursement will be done over the long-term.
- These actions will be worked by a task force created by the Senior Vice-Chair and Admin Vice-Chair.
- ? An action was raised for Bob Lang to rewrite his proposal for a Policies & Procedures change, regarding the use of certified timing system operators, to address the issues of a grandfather clause and implementation and enforcement of a certification program.
 - ? An action was raised for Gloria Schuldt, Nancy French, and Sherry Gentry to construct a paragraph describing the NTSI swimsuit policy to post to the North Texas Swimming website.