

## Monique Grayson - Report – USA-Swimming Convention

**Wednesday, September 15, 2004:**

1: The Early Show for New Delegates: this was an informal workshop offered by the Education Committee. It was designed for the first-time delegates, but it also offered tips and information for everyone. The meeting started with a fun test to get everyone more relaxed.

Mary Jo Swalley (Vice President) talked about the new background check and gave information on everyone's role at convention.

Mike Saltzstein spoke about program operations.

Chuck Wielgus (Executive Director of USA Swimming) spoke about maintaining the momentum achieved with the Olympics – Build, Promote, and Achieve. He mentioned that NBC will give full coverage of the Olympic Trials in 2008.

Ron Van Pool (President of USA Swimming) talked about the purpose of the convention.

Terri Hermes (Education Committee) gave information about the types of meetings (open, closed, business, workshops).

Margaret Donofrio gave an overview of dress code for the socials and banquet.

Don Hart (Chair Rules and Regulations) went over the parliamentary procedures for the House of Delegates meeting and explained the voting process.

2: Top 16 & National Times Verification Workshop. (SWIMS program)

Suzanne Heath (NTV Coordinator) welcomed all in attendance.

Terry Randolph (Top 16 Coordinator) gave the new proposed time standards for Top 16, which are very different than last year. They will be reviewed every year. They feel that there are too many kids making the cuts and this confuses parents when their kid finishes 121<sup>st</sup> in Top 16. They are looking to have about 25 swimmers making the Top 16 standards. She announced that relays would now be 15-18 instead of 15-16 and 17-18. Once again Terry asked to inform all the coaches and meet directors that relay names (in order of swim) and ages MUST be in the results at every meet. Relays without names/ages WILL be deleted, even if the relay achieves a national time! Requirements to achieve a Top 16 time is the same as to achieve an Age Group Record: no watch time! It MUST be achieved with use of electronic system. Everything in SWIMS is membership driven. Info MUST be the same as in Registration (team registration person and coaches must use the same database or errors occur. Make sure that all club's computers use same database). All swimmers MUST be registered before they swim in a meet, no exception!

### **How to Combine Registration database with coaches database:**

- 1: make an export file of the roster from the team manager that the registration person uses (and make a printout so you know which one is the correct database)
- 2: import this roster into the coaches' team manager.
- 3: check for swimmers listed twice; click on the incorrect swimmer; click on the edit.
- 4: change the swimmer's last name, first name, initial and/or birth date to match the correct one.
- 5: click on OK. A warning will appear with the message that there are two the same and do you want to merge the two.
- 6: click yes and all data will be combined into one swimmer.

Larry Herr (USA Staff) talked about the SWIMS program. 138 enhancements were already made and 75 are on the To Do list. SWIMS will be used more and more for Times Recon before a meet, especially for meets with time standards. This way, we can see right away if a swimmer never did the time, or is too

slow for a certain meet, or too fast for a meet! Converted times should not be used because they can't be proven.

We were reminded that High School swimming championships must be approved for observation prior to the meets. Swimmers that want their times to be entered in SWIMS must complete request forms prior to the meet.

### 3: Registration I – Accepting Electronic Registration from Clubs.

Pam Lowenthal (Illinois) talked about ways to get clubs to understand what to do. She explained the importance of SWIMS, and wants people to know what USA-Swimming has done. There were 59 databases and it all went into one to create SWIMS. Registration ID numbers stay with the athletes for their lifetime, so it's important to have it correct right from the start. Consistency in data is above all important. The Clubs database affects National Times, Registration, History, Meet Recon, SWIMS, etc. She gave us a diagram of Reconciliation and explained the reasons for it. Pre-meet Registration Reconciliation is so important! It is easier to fix errors before the meet, rather than after the meet. That's why it is so important that all swimmers ID number be correct and that clubs use one single correct database for registration and meets!

Registrations are effective when the money is received! Swimmers MUST be registered prior entering meets. Unregistered swimmers that swim in a meet must be fined. Swimmers that were registered on another team (even 3 years ago) must fill out the transfer forms.

### 4: Registration II – Meet Recon.

Open forum on registration and meet recon. Pam went over the importance of reconciliation. Meet directors must send file to LSC registrar at least a week before the meet. Registrar then sends corrections to meet director and to clubs involved. Meet director must then make the changes and corrections before the meet. DO NOT ALLOW SWIMMERS IN A MEET WITHOUT REGISTRATION,

### 5: Safety/Risk Management Workshop.

Wayne Mitchell ran this workshop about basic aquatic safety and about hazard recognition, accident prevention and rescue. He talked about the goals to educate child care givers, community planners and designers, recreation leaders and personnel, and pediatric & medical program developers. He talked about the importance of assessment, prevention, education, hidden hazards, special environments, supervision.

## **Thursday, September 16, 2004:**

### 1: Eastern Zone Meeting:

Athletes that swim an event at Speedo Champions Series (Sectionals) can't swim that event at Spring Zone Meet. Introduction of the three candidates applying for the Eastern Zone Director (Ed Dellert, Ellen Johnston and Sharon Power). Reports were made from each committee.

2005 Eastern Zone Spring Meet will take place at GCIT in New Jersey (Middle Atlantic) March 31-April 2, 2005.

Speedo Champions Series: addition of 200 medley and 200 free relays. Time standards – Bonus events – 3 heats of finals.

### 2: Sports Medicine/Sports Science Committee:

Scott Rodeo, MD led the committee meeting.

Network task force on Asthma met in Colorado to discuss the issue of asthma with some coaches.

Network task force on Dietary Supplements will meet in April 2005.

The Science and Technology Research Grants program has been launched. Applications are due to USA-Swimming by October 1<sup>st</sup>. There are internships available for the Grand Prix meets.

Report on trips (Junior Team to Australia and Olympic Games in Athens).

Australia: upper respiratory infections/sinusitis/jet lag/diarrhea/gastroenteritis

Athens (and OT): shoulder problems/jet lag/fatigue/type 1 diabetes/cardiac condition

Challenge with doping control scheduling of blood testing and urine testing

We viewed a presentation on the athletes before and during the Games: life in the village, medical facilities, etc.

### 3: Registration Forum – Open discussion

Pam Lowenthal led the forum.

LSC's problems with cooperation from other LSC's registrars. We are global and must work together.

Make sure clubs cleanup their database once told of errors. Be specific about explaining errors to clubs.

Importance of relationship between registration and NTV.

### 4: LSC Age Group Chairs Workshop

“What if kids pressured us like we pressure them” videos from Canadian Hockey League. Can USA-Swimming do something like that for our parents!

Participants were divided in groups for a first workshop: We went over many topics: How many people does each LSC have in their Age Group Committee? Issues between High School and USA-Swimming: frustration between HS and USA-S. We went over ideas from each LSC to improve Age Group programs. Does your LSC have “job description” and gives info to new Age Group Chair? Parents Education (Swimposium). Suggestion: have seasoned parents educate the newer parents.

Long discussion on meet format. What to do to make it more **fun** for the swimmers. There were discussions about swimmer retention, especially boys 11-12 and 13-14, about camps, about age up rule (a killer for some kids).

There will be an Age Group conference in Colorado Springs in late April or Early May.

### 5: USAS Insurance Welcome Reception.

## **Friday, September 17, 2004:**

### 1: Tricks, Tips, & Traps – Club & LSC Financial Management

Club organization: Profit vs. Not-For-Profit.

Requirements for Not-for-Profit Status – must apply for IRS recognition under 501-C-3

Filing requirements for not-for-profit status.

Fundraising and marketing, advertising.

Employee vs. Independent contractor

Information Reporting: contributions/donations, paid officials (1099 if receive more than \$600, investment policies.

Internal control (segregation of duties; require 2 signatures on checks; require monthly financial reporting; require annual audit/review of financial statements and/or transactions.

Rising interest rates and bond returns: don't underestimate the impact of rising interest rates on the performance of bonds or bonds funds. Look at previous periods of rising interest rates and its impact on any investment you own or are considering.

### 2: Best Practices for LSC Web Masters: Ed Dellert & John Lorimer

Question about privacy when posting USS ID# online – do not give more info than what they need.

Presentation by Tom from Hy-Tek about Team Manager Online: what is it and how does it work. (\$60 per year for a club - \$500 per year for an LSC). TM online gives the ability to upload information about swimmers right from TM directly to the web. From their home computers, swimmers, parents, and officials can then view Team Rankings, any swimmer's Best Times (with splits), meet entries for

upcoming meets, current Team Records, etc. Check out Online Demo at [www.sports-tek.com/tmonline](http://www.sports-tek.com/tmonline) and pick the "A demo for TMO" Swim Team.

Presentation from John Lorimer (Colorado Swimming) about quick hits and tips: we need to be faster, timelier and give more info on the website. We went over the list of things that were recommended last year at Convention.

This year's subjects cover privacy, electronic registration, top 10 list, recognition (all or not at all), coaching jobs postings, map quest links to facilities, Time standards, news blurbs, survey for the athletes, communication between host club/LSC/USA-Swimming (use links), remote update, clubs webpage from USA-Swimming.

Afternoon session of Advanced Website Development for LSC Webmasters was too advanced and too technical for my knowledge!

### 3: Eastern Zone Meeting:

Technical Planning (relays, time standards)

Schedule Zone Swimming 2005-2006 – Super Sectional July 2005 at St. Mary's College in Maryland.

Bids for 2006: Niagara (summer LC Zones Aug 9-12) – Super Sectional (July 20-23)

Spring 2006: We need to have bids before May meeting: North (March 9-12, 2006), South (March 16-19, 2006), EZ (March 30-April 1, 2006)

Elections: Eastern Zone Director: Ed Dellert; Age Group Planning (non-coach): Patric Close Mills

Adapted: Disability Championships in Minnesota June 9-11 which will include a novice (junior 11-18) division. This will be followed by a Disability camp for 14 athletes and 14 coaches.

Reports from National Committees: Age Group, Communications, Information, Education, Open Water, Club Development, Registration, Outreach, Rules, etc.

New Business: eastern Zone Swimming proposal for a pin

Eastern Zone Service Award goes to Gregg Eggert.

### 4: House of Delegates

Memorial Presentation

Presidents Report (Ron Van Pool)

Presentation to Life Members

Presentation to Past Board Members

Awards

### **Saturday, September 18, 2004:**

#### House of Delegates:

Membership Report (Pam Cook), Credentials/Elections Report (Fred Siegrist), Rules & Regulations (Don Hart), Elections, State of the Sport Report (Chuck Wielgus) + Video, US Sports Insurance Company (Paul Sigfussen), 2005 Budget (Bruce Stratton), Vice Presidents' Report Requiring Action, Old Business, Adjournment.

Resolution of the House of Delegates of USA-Swimming: Resolved that the House of Delegates endorses a requirement of background checks and therefore, the Board of Directors is directed to develop and distribute a program for background checks with the goal that the program will be brought to the 2005 House of Delegates Meeting for approval.

#### Aquatic Awards Banquet

Monique Grayson

September 25, 2004