

General Chair Report August 26, 2018

Written Chair Reports

To make more effective use of time during Board of Director meeting and during House of Delegate meetings, the Board of Directors has agreed to provide written reports. By using written reports, we can skip the report portion of our meetings and move directly to the business portion of the meeting. This should provide time for both the Board of Directors and the House of Delegates to focus on the future of SD Swimming.

Reports should be submitted to the Secretary, General Chair, and Admin Vice Chair ten (10) days prior to meetings. These reports will be made available to members seven (7) days prior to meetings. If you have questions regarding a report, please submit those directly to the Board member that prepared the report. The author can address the question(s) by rewriting a portion of the report if necessary as others may have similar questions. The goal is to not spend time on these items during the meeting.

Consent Agenda

At the last Board of Directors meeting, we started using a consent agenda to make our meetings more efficient. The purpose of a consent agenda is to quickly approve items that are routine or regular in nature. Items typically included in a consent agenda include: approval of the agenda, approval of meeting minutes, financial reports, and committee reports. The chair reports mentioned above will be included in the consent agenda. If any member of the Board of Directors or House of Delegates wants to discuss an item on the consent agenda, they need to notify the General Chair so that the item can be removed from the consent agenda. It can then be discussed separately. Pulling an item from the consent agenda should be for substantive discussion on a point, not to have a question answered. If you have a question regarding a report, you should contact the report author prior to the meeting so that they can update the report as others may have similar questions. The consent agenda can pass with only a motion so long as there is no objection. For more information please read:

<https://www.boardeffect.com/blog/what-is-a-consent-agenda-for-a-board-meeting/>

While financial reports can be approved as part of the consent agenda, the annual presentation of the budget occurs as a separate agenda item.

LEAP Certification and Training

In November 2014, the LSC achieved the LEAP Level 1 status from USA Swimming. This must be renewed every four years. LEAP Level 1 is designed to:

- Help LSC's self-evaluate.
- Assure that LSCs are in compliance with USA Swimming Rules and Regulations and the legal requirements of non-profit governance
- Ensure continuity in LSC governance even as leadership changes.

The renewal will occur prior to October 31, 2018.

On August 25, members of the Board of Directors met with Jane Grosser from USA Swimming in Pierre for a planning session. Part of this discussion included the LSC Mission Statement, Vision Statement and Core Values. Without reviewing the existing information, the Board of Directors drafted these statements. After drafting new statements, they were compared with the 2014 versions. After a

discussion, the 2018 revisions were accepted. I will present them for a formal vote of the Board of Directors at our October meeting. The changes are as follows:

	2014	2018
Mission	South Dakota Swimming provides leadership, support, and commitment to create opportunities for a life-long excellence through competitive swimming.	Providing swimmers opportunities to achieve success for a lifetime
Vision	South Dakota Swimming: Inspiring Excellence and Transforming Lives	Inspiring Excellence, Transforming Lives
Core Values	Leadership Support Commitment	Stewardship Integrity Commitment

Jane then led the group through the start of the process for becoming a LEAP Level 2 LSC. LEAP levels 2 and 3 are voluntary and are designed to recognize achievement for having certain programs and practices in place. These LEAP levels encourage LSC's to take on additional programming, services, and programs for coaches, athletes, and members. After a review of existing efforts and work on adding new programs and practices, the LSC Board of Directors has nearly completed the requirements for LEAP Level 2. We anticipate having this certified prior to October 31, 2018. Upon certification, the LSC will receive \$1000 from USA Swimming. If you have any questions, please let me know.

The Board of Directors is tentatively scheduled to continue the planning discussion on Saturday, April 6 in Chamberlain.

Certified Pools

During the LEAP Certification, the Board of Directors reviewed information on the pools in South Dakota that were certified with USA Swimming. You can find this list on page 41 at https://www.usaswimming.org/docs/default-source/clubsdocuments/facilities/pool-certifications/pool-certifications-new---web_8-5-2018.pdf. The certification of pools is not mandatory, but in the interest of fair competition is encouraged. If your pool is not certified and you are interested in the process, you can find it at: <https://www.usaswimming.org/docs/default-source/clubsdocuments/facilities/pool-certifications/usa-swimming-pool-certification-information-complete-2014-03.pdf?sfvrsn=4>



SOUTH DAKOTA SWIMMING

CRISIS COMMUNICATION PLAN

(updated 8/18)

1. Crisis Communication Team

- 1st Team –, General Chair (*Joel Kincart– 801-440-2922*), Administrative Vice-Chair (*Donna Bierschbach – 605-868-2266*), Safety Chair (*Lisa Jorgenson – 605-290-3819*), Safe Sport Chair (*Kirk Hall – 605-431-8699*)
- Situational – *Others may be included as individuals/specialists as appropriate for given situation. This may include other members of the Board of Directors, an attorney from the SDSI Membership, or site-specific volunteers.*

2. Stakeholders:

- Board of Directors – emails and phone numbers are in Information Officer's possession
- Clubs – contact emails and phone numbers available on website
- Coaches – contact emails and phone numbers available on website
- SDSI Membership – use SDSI web site
- Media/Public – contact media specific local media as needed

3. Process

- The General Chair or Administrative Vice Chair gathers and confirms all the information from relevant sources
 - a. Determine what happened, when and where
 - b. Determine who is affected
 - c. Identify cause
 - d. Determine reaction to incident and possible repercussions
 - e. Determine when there will be more information/update
- The General Chair or Administrative Vice Chair convenes Crisis Communication Team via conference call or by in-person meeting



- a. Team will be alerted by phone call to cell number, all of which are in possession of the General Chair and the Administrative Vice Chair.
 - b. Depending on situation, the crisis communication team will be expanded to include others as necessary. This will include a the meet director for incidents involving swim meets.
 - c. Crisis Center location – The Coach and Official hospitality area will be the onsite location for convening the crisis communication team for any events involving a swim meet.
- Team determines appropriate response to crisis and develops plan and timetable
 - a. Determine what needs to be done and when it needs to be done
 - b. Determine what to say, who will say it, to whom it will be said, when it will be said, and by what means it will be said, as well as determining whether to take a proactive or reactive approach
- The General Chair or Administrative Vice Chair informs appropriate stakeholders of situation and response
 - a. Description/background of situation and the response are communicated to stakeholders by established timetable
 - b. Stakeholders are given contact information for Information Officer as well as other contact information that may apply in the situation
- Spokesperson, under direction of General Chair, makes any necessary public statements to news media, direct meetings of membership, or others as appropriate
- Team monitors situation and reacts accordingly



2018 SDSI Board Members (elected/appointed at HOD on 8/25/18)

Position	Name	Cell Phone	Contact Information
General Chair	Joel Kincart (RCR)	801-440-2992	generalchair@sdswwimming.org
Admin Vice Chair	Donna Biersbach (WASC)	605-868-2266	adminvicechair@sdswwimming.org
Senior Vice Chair	Brenda Hendricks (GOLD)	605-645-5101	svrvicechair@sdswwimming.org
Age Group Vice Chair	Bonnie Biel (HPRW)	605-354-3939	agegroupvicechair@sdswwimming.org
Finance Vice Chair	Shelly Anderson (MAC)	605-659-5667	financevicechair@sdswwimming.org
Secretary	Kris Infield (SFST)	605-376-0074	secretary@sdswwimming.org
Treasurer	Robin Sorbe (BSC)	605-690-6106	treasurer@sdswwimming.org
Safety Chair	Lisa Jorgenson (ASC)	605-290-3819	safetycoordinator@sdswwimming.org
Technical Planning Chair	Kyle Margheim (SFST)	605-770-8494	techplanning@sdswwimming.org
Safe Sport Chair	Kirk Hall (GOLD)	605-431-8699	safesportchair@sdswwimming.org
Seasonal Members Chair	Rose Vogl (WST)		seasonalchair@sdswwimming.org
Officials Chair	Martin Schmidt (ASC)	605-228-0196	officialschair@sdswwimming.org
Membership/Reg. Coord.	Regan Luken (YST)	605-661-2619	registration@sdswwimming.org
Coaches Rep.	Chuck Baechler (WASC)	605-868-4582	coachesrep@sdswwimming.org
Sr. Athlete Rep	Carter Thormann (GOLD)		Carterthorman9@outlook.com
Sr. Athlete Rep	Jakob Studer (MAC)		JS3963@k12.sd.us
Athlete Rep	Thomas Bierschbach (WASC)		tb3574@k12.sd.us
Athlete Rep	Katie Pardy (SFST)		katiepardy@gmail.com

SD Swimming Board Calendar

February	Board Nominations
April	Board Elections Zone Coaches Board Orientation
June	Convention names
August	LEAP 2 Review
October	Budget Approval Convention Updates All Star Coaches
December	Strategic Plan Review