

**Minutes**  
**SD LSC House of Delegates Fall Meeting**  
**10:00 a.m. CDT - September 23, 2006**  
**Cedar Shores Resort – Chamberlain, SD**

Call to Order: The regular Fall Meeting of SDSI House of Delegates was called to order by Gen. Chairman, Scot Graff

1. Roll Call and Seating of Delegates: Secretary, Norm Bouwens  
There were 27 voters representing 18 Teams and the Board of Directors.  
See **attachment #1**. A list of all 37 persons present will be attached to the minutes.
2. Reading, Correction and adoption of previous Minutes:  
It was moved and seconded to approve the 4/22/06 Minutes of the Spring Meeting of House of Delegates as printed and distributed. Approved.
3. Approval of Agenda
  - a. Moved (Mueller), seconded to add item 5.h. "Officials Chair Report" under Reports of Standing Committees and Coordinators. Approved.
  - b. Moved (Baechler), seconded, to add under item #8 New Business: "Meet scholarships for swimmers." Approved.
4. Reports of Officers
  - a. General Chair – Scot Graff
    - Report on USA Swimming Convention & Central Zone Meeting – Sept 14-16, Dearborn, MI (**#4.a. attachment**)
    - USA Swimming will begin a background screening program for coaches and staff members. Details will be coming later.
    - USD Foundation handout re. Don & Betty McCulough Aquatics Scholarship Fund.
    - Appointment: Todd Knutson to the position of Administrative Vice-Chair to fill the vacancy on Board of Directors due to Janice Miller's resignation.
    - Moved (Delvo) seconded, "To approve the appointment of Todd Knutson to the Admin. Vice-Chair position until the Spring 2007 Meeting elections." Approved.
    - A Finance Vice-Chair will be elected at the Spring 2007 Meeting per Bylaws section 607.3.5.
    - Review Board vacancies will be addressed at the Spring 2007 Meeting election also.
    - The previous Nominating Committee was asked to continue for 2007. The members are: Kathy Antoine, Paula Gordon, Linda Margheim, Bill Stoddard and John Tridle.
    - The Board will inform the Nominating Committee on the positions

that will need to be filled.

b. Treasurer – David Margheim

- Treasurer's Report **(attachment #4.b.1)**
- \$6,000-\$7,000 in expenses still need to be paid. Some bills were received as recently as 9-22-06.
- Moved (Boddacker), seconded, to approve the report. Approved.
- Presentation and approval of the annual Budget **(attachment #4.b.2)** Moved, seconded, to approve the budget. Approved.

c. Secretary – Norm Bouwens

- SDSI Bylaws: Amendments approved at our Spring '06 meeting have been approved by USA Swimming's Rules and Regulations Committee. A letter from Committee Chairman, Bruce Stratton is attached to these minutes.
- Updates to the Policies & Procedures Manual will be posted on the SD Swimming website.
- Updates to the e-mail contact lists for LSC Officers and SD teams will be posted on the SD Swimming website.
- Moved (Bouwens), seconded, "To limit speeches in debate to two minutes." Approved.

d. Senior Vice Chair – Elyce Kastigar

- 2006 Central Zone Meet, Oklahoma City, OK - Paula Gordon **(attachment #4.d)**
- Swimmers' fees are credited against budgeted expenses for Zones meets. SD LSC's Finance Committee should seek corporate sponsors to help support this growing program. Treasurer, Dave Margheim will approach Art Russo. Todd Campbell will also encourage Mr. Russo's support.

e. Age Group Vice Chair – Lindsay Micko

- All Star Meet Application forms were distributed.
- Dec. 18, 2006 is the application deadline.
- All Star Coaches will be: Matt Haake – YST, Elyce Kastigar – ASC, Lindsay Micko – SFX

f. Athletes Representative – Dalonda Dalin

- Dalonda presented also for Morgan McLain who was unable to be present.
- Both reports expressed athletes' dislike for Prelim/Finals format for the State Championship Meet. This format does not allow for enough rest/recovery time. There are too many events per day.
- Having the State Short Course Championship at a meter pool may not be best for best athlete performance.

- Athletes would like to have Team SD chairs for Zone Meets.

## 5. Reports of Standing Committees and Coordinators

### a. OVC/Top 16 – Kelly Gorman

- Two SD Swimmers achieved National Top 16 Long Course times.

### b. Records – Kelly Gorman reported.

- Melody Pons who has been in charge of Records since Fall 2004 has resigned. The OVC/Top 16 and Records positions will again be combined.
- State Record Certificates were distributed. 29 SD records were broken.

### c. Membership/Registration – Carla Knutson (**attachment #5.c**)

- Attached report highlights: Check the expiration dates for your Coach's required certifications.
- Athlete registrations/renewals must be done electronically.
- Send a USA Swimming registration form for renewing athletes.
- Check one of the "ethnicity" boxes on the registration form.
- The registration form must be signed.
- Moved (Knutson), seconded and approved that the meet sanction template be amended as follows: (New text in "*italics*")

Deck Registration: On Deck USA Swimming registration will be permitted with appropriate documentation. *"Swimmers must come to the meet prepared to show verification of their membership or they will be deck registered before they can enter the water. The Meet Referee must verify the application and the host team will mail the registration and check to the SD Registrar along with a \$10.00 deck registration fee immediately following the swim meet. If a swimmer participates in a meet and is not registered, the swimmer's team will be assessed a \$100.00 fine for each day of competition."*

- Moved, seconded, approved (by 2/3 vote) "to move agenda item #6.a. so that it can be considered at this time."
- Moved (Knutson), seconded and approved that the Policies And Procedures Manual (Rule 1 – Membership/Registration) be amended to include the following fee schedule for late registration renewals: (New text in "*italics*")

*"Year-Round Teams: Registrations postmarked and received  
after November 1 = \$50.00 fee;  
after November 15 = \$100.00 fee;  
after December 1 = \$150.00 fee.*

*Seasonal Teams: Registrations postmarked and received  
after May 15 = \$50.00 fee;  
after June 1 = \$100.00 fee;  
after June 15 = \$150.00 fee.*

*No registrations will be processed until the fee is received."*

- SD Swimming membership statistics:

	2005	2006	CHANGE
CLUBS	23	23	0
ATHLETES	1491	1408	- 83
COACHES	58	57	- 1
OFFICIALS	95	80	- 15
OTHER NON-ATHLETES	69	83	- 14
TOTAL USA SWIMMING REGISTRATIONS	1736	1651	- 85

- Request to transfer LSC Membership:  
Moved (Hagerty), seconded (Delvo), "To allow the Black Hills Gold swim team to transfer to Wyoming LSC."
- Procedural requirements: 2/3 Vote approval by SD LSD; 2/3 vote approval by WYO LSC; approval by GOLD's parent group at their annual meeting in March; approval by USA Swimming.
- A ballot vote was taken. 25 votes were cast: 3 = Yes; 22 = No. The motion failed.

d. Summer Teams - Angie Utecht

- The eligibility requirements in the sanction for the summer teams' Championship Meet have been changed.
- The meet will now be called the Seasonal Teams Championship Meet.
- The Summer/Seasonal Teams will forgo having their own bylaws since important issues have been addressed in the meet invite.
- Will report any funding changes or requests at the Spring 2007 meeting.

e. Technical Planning – Kay McLain (Unable to be present)

- The proposed 2006-2007 SD Meet Schedule was previously distributed.
- Moved, seconded, "To postpone finalizing the Short Course Season Schedule until after (6.b. & 6.c.) the Novice and State Championship Meets rotation has been considered." Approved.

f. Sanctions – Lori Bork (Unable to attend) (**attachment #5.f**)

- Moved (Margheim), seconded, (Lori's recommendation 9.A.)  
"That Sanction requests be sent in 45 days prior to a meet beginning with the summer 2007 swim season. Exceptions to the 45-day rule for special or emergency circumstances." Approved as amended.
- Moved (Margheim), seconded, (Lori's recommendation 9.B.)  
"That the sanction fee be increased from \$20.00 to \$25.00. There will be no additional charge if time trials are held." Approved.

g. Website – John, Tridle, Scot Graff

- Bob Moore has volunteered to be webmaster for the SD Swimming

website. The address will remain sdswwimming.org. The annual hosting fee with the new carrier will be \$162.00 per year. Send information to be posted on the site to: bobmoore@sio.midco.net

h. Officials Chair Report – Edie Mueller (**attachment #5.h.**)

- Summary of recommendations:
  - 1) Since the current procedure for reporting Officials who qualify for reimbursement of USA Registration fees is unreliable, clubs should report to the Officials chair each fall those who qualify.
  - 2) To meet the desire for more Officials training and the need for more officials at Novice and Seasonal Championship meets, a training clinic will be planned in conjunction with the Fall LSC meeting.
  - 3) New minimum training recommendations for each type of official are in the Officials Chair report, #5.h.
  - 4) Plans will be made to have a USA Swimming "Swimposium" April 2007.

6. Unfinished Business

- a. Committee Report on "Registration deadlines and late fees." - Carla Knutson, Scot Graff [Considered earlier under **#5.c**]
- b. Report of Special Committee on "Adding Cities to State Meet Rotation." (Lori Bork, Kay McLain, Mike LaBelle, Jim Misiaszek, Dan Biersbach and Lindsay Micko)
- c. Special Committee on "Novice Meets: by bid or by rotating schedule" (Same members and report as above)
  - Dan Biersbach reported & presented the proposed Novice and Championship Meet Rotation Schedule. (**attachment 6.c.**)
  - Pierre is unable to host the 2006-07 SC Novice Meet.
  - Moved, seconded, "To open a meet for bids whenever a city cannot host a meet as scheduled in the rotation." Approved.
  - Mitchell and Sioux Falls Snowfox bid to host the Feb. 23-25, 2007 Sort Course Novice Meet.
  - A counted vote was taken. A majority voted to have the meet in Mitchell.
  - Discussion of the 2006-2007 Meet Schedule was resumed (postponed from 5.e. above).
  - Moved, seconded, "To adopt the schedule as amended." Approved. (**attachment 5.e.**)
  - Moved, seconded, "To accept the summer 2007 schedule as tentative." Approved.
  - Gen. Chair, Graff suggested that the required number of members be elected to the Technical Planning Committee, and that they consider working out the meet schedule further in advance.
- d. Special Committee to study "High altitude time adjustments." (Kelly

Gorman, Chr, Lindsie Micko, Kathy Antoine)

- Moved (Micko), seconded to adopt the committee's recommendation that "High altitude time conversions be accepted for qualifications but not for setting new records." Approved.
- e. Clarification of Athlete Travel Fund policy 5.4
  - Treasurer, Dave Margheim has developed an application for reimbursement form. He will distribute the form and offer policy clarification at the next LSC meeting.
- f. Proposal: Policy regarding Motions that affect LSC Policies  
**(attachment #6.f.)** – Hagerty Tabled at Spring '06 Meeting.
  - Text in bold Moved (Bouwens), seconded. Motion failed.
- g. Proposed revision of Officials' Policies and Procedures  
 Referred to Officials Committee – Edie Mueller, Chair  
**(attachment #6.g.)** – Hagerty
  - See Officials Committee Recommendations **(#5.h.)**
  - Moved (Knutson), seconded, "To approve proposed changes through section 3.4." Amended "To exclude bold addition to section 1.1.1." Approved as amended.
  - Moved, seconded, "The proposal to strike from section 4.2 the lined out text beginning, 'furthermore, officials should. . .'" Approved.
  - Moved (Mueller), seconded, "The proposed bold additions: 4.2.1 through 6.2.2." Motion failed.

The following items were postponed at the Spring '06 Meeting:

- c. Proposal for a paid part-time LSC Coordinator – Campbell
  - 30 of 58 LSC organizations have at least a part-time staff person.
  - Carla Knutson presented a LSC survey.
  - Moved, seconded, "To refer this to the Finance Committee: to study the feasibility of having a part time paid LSC Coordinator, and to determine possible job duties/job description. Approved.
- d. Proposal: Create a committee for SD coaching staff at larger meets like Sectionals and National meets - Campbell
  - Withdrawn. Teams were encouraged to deal with this on their own.
- e. Proposal: Require distribution of meet heat sheets in advance. – Margheim
  - Withdrawn.

## 7. NEW BUSINESS:

### **Proposed amendments to SDSI Handbook of Policies & Procedures**

- a. Proposed amendments to Rule 3: Central Zone – Kastigar/Micko
  - (Deletions are underlined, proposed additions in **bold**).
  - Moved, seconded. Approved

- 3.1 South Dakota Swimming, Inc. is a member of the Central Zone. which conducts a Central Zone Championship Meet each August. South Dakota Swimming, Inc. 's central zone activities shall be coordinated by a standing Zone Committee of 5 people, including at least 2 coaches and 2 parents.
- 3.2 Annual Meeting – The Central Zone's annual meeting is held in conjunction with the annual meeting of USA Swimming, generally in September of each year.
- 3.3 Dues – South Dakota Swimming, Inc. shall pay zone dues, currently \$100.00/year, to the Zone Secretary-Treasurer at least thirty (30) days prior to the annual meeting.
- 3.4 Rules – **SDSI will comply with** the governing rules for the Central Zone are contained in the Central Zone manual.
- 3.5 Zone Championship Meet
  - (1) Dates – The zone meet, a four-day meet, is held within the first two full weekends in August.
  - (1) Eligibility – Only current, USA Swimming, year-round athletes, 18-years and under, are eligible.
  - (2) Qualification and Selection
    - a. **SDSI will follow all Central Zone Policies in selection of Zone participants.**
    - b. In order to qualify to swim pool events, a swimmer must have swam a AAA time in yards or meters during the year. If South Dakota has non-qualifiers, AAA Time Standard is the automatic qualifier. IF SD LSC does not have enough AAA qualifiers, the zone coaching staff may select the fastest non-qualifiers to fill spots on the team.
    - c. In order to qualify to swim an open water event, a swimmer must have swim an A time in the longest freestyle event of their age group. (9-10 = 200 Freestyle; 11-12 = 400/500 Freestyle; 13-14 = 1500/1650 Freestyle and 15-18 = 1500/1650 Freestyle). Non-qualifiers WILL NOT BE SELECTED.  
**Open water swimmers must have an A time in the longest recognized freestyle event for their age group, or be a participant in an individual or relay pool event.**
  - (4) Travel Funds – South Dakota Swimming, Inc. shall budget money for the Central Zone Championships. The amount should include \$50 per session for each of 3-4 coaches selected by the LSC, a reasonable sum for coaches' travel and food, and a reasonable sum for zone caps and t-shirts. If possible, there should be some amount budgeted to defray travel and/or lodging expenses of athletes and chaperones.
- 3.6 Zone Committee
  - (1) Three (3) Five (5) LSC members shall serve on the committee. At least 1 coach and one parent of a swimmer likely to participate in the zone meet shall serve on the committee. A coach or parent member of each year's zone committee shall serve as an ex-officio advisor to the following year's committee.
    - **The Senior Vice-Chair (Committee Chair)**
    - **The previous Zone Head Coach**

- **The previous Zone Head Chaperone**
- **The Zone Head Coach selected for the coming year**
- **One appointed parent. (Two parents will be appointed if the Head Coach selected remains the same).**

- (2) **Application to be a coach at the Zone Meet must be submitted prior to the Long Course State Championship Meet.**
- (3) The Zone Committee **and Zone Coaches** shall be appointed by the General Chair, Senior Vice-Chair with the advice of the Age Group Vice-chair, and shall be announced at the Spring Meeting **Fall Meeting** of the LSC.
- (4) The Zone Committee's duty shall be to plan and coordinate (or assign responsibility for planning and coordinating) all aspects of zones, including travel, transportation, uniforms, training arrangements **and** budgeting assistance for the following year, etc. **The committee will present zones information including the above information at the Spring LSC Meeting preceding the Zone Meet.**

b. Due to time constraints it was moved and seconded to refer the remaining proposed amendments (Items c, d & e below): Rule 5 (Coaches Awards), Rule 7 (SD LSC Records) and Section 11 (All-Star Meet) to the Board of Directors for their report to the Spring 2007 House of Delegates LSC Meeting. Approved.

c. Proposed amendments to Rule 5: Coaches Awards – Micko  
(Deletions are underlined, additions in **bold**).

5.3 Coaches Award – Annual award given to the *Summer Teams coach and to the Year-Round coach* who has exemplified the qualities of competence, sportsmanship and dedication.

- (1) Eligibility - Any head or assistant coach who has actively coached a registered club within South Dakota Swimming, Inc territory during the current long-course or previous short-course season.
- (2) Nominations – Any member of South Dakota Swimming, Inc. may submit a nomination along with any supporting information to the General Chairman [by Aug. 15.] **July 15.**  
*Summer teams will nominate a “Coach of the Year” at their Summer Championship Meet and year-round teams will vote for a “Coach of the year at their Long Course Championship Meet (9/24/05).*
- (3) Selection Committee – The committee shall consist of the General Chair, the previous recipients and the senior athlete representative.
- (4) ~~[Deleted when above was adopted;~~ Presentation – The awards shall be announced and presented at the fall meeting of the South Dakota Swimming Inc.’s House of Delegates and again at the State Short-Course Championships].
- (5) **Presentation – The Awards will be presented at the SD Long Course Championships.**

d. Proposed amendments to Rule 7: SD LSC Records - Micko

7.1 To add an open records (fastest time ever by any age group



swimmer

7.2 Need to either put an asterisk by old relay record (from a dive at both ends) and add new records for those relays going from a push.

e. Proposed New Rule/Section 11: All-Star Meet – Micko

11.1 Coach Selection:

(1) The age Group Chair shall select the Head Coach by the Summer Long Course Meet.

(2) The Head Coach shall select assistant coaches by the Spring LSC meeting.

11.2 Selection of Swimmers:

(1) SDSI will follow all rules set forth in the sanction and invitation sent by the All-Star host. South Dakota will select 5 swimmers per event to best represent swimming in this LSC

8. Date of Next Meeting: Spring 2007 - April 21, 2007

8. Adjournment – The meeting was adjourned at 5:15 p.m.

Norm Bouwens, Secretary  
SD Swimming