

Central California Swimming
Officer & Committee Reports

House of Delegates

May 10, 2006

Central California Swimming
House of Delegates
May 10, 2006
8:00 – 10:00 p.m.

AGENDA

1. Sign in
2. Call to order
3. Approval of previous meeting's minutes
4. General Chair (quick update on Western Zones)
5. Treasurer's Report
6. Age Group Vice Chair
7. Sanction Chair
8. Travel Fund and Prop. Management Chair (report on CCS website)
9. Membership/Registration Chair (report on CCS website)
10. Website Committee (report on CCS website)
11. Administrative Vice Chair
12. Scheduling Chair
13. Senior Vice Chair (report on CCS website)
14. Coaches' Representative
15. Athletes' Representative
16. Officials Chair (report on CCS website)
17. Adapted Swimming Chair
18. Technical Planning Chair
19. Safety Chair (report on CCS website)
20. Records/Top 16 Chair
21. Awards Chair
22. Club Development Chair
23. Old Business
24. New Business
25. Adjournment

CENTRAL CALIFORNIA SWIMMING
HOUSE OF DELEGATES MEETING
MARCH 14, 2006

1. General Chairperson Rick Klatt called the meeting to order at 8:03 pm at the Tulare Senior Center.

2. In attendance:

Rick Klatt, General Chairperson
Jim Patterson, Reg/Mem Chr/Webmaster
Dowain Wright, Age Group Chairperson
Luanne Aakhus, Disability/Safety Chair
Val Kalmikovs, Coach Representative
Ruben Arroyo, TNT Representative

Myron Smith, Treasurer
Spencer Harris, Travel Chairperson
Renee Patterson, Officials Chairperson
Kacy Ota, Athlete Representative
Skye Flocco, FDST Representative
Leslie Holbrook, Secretary

3. Minutes of January 11, 2006 meeting were recommended for adoption by Renee Patterson. Motion seconded by Jim Patterson. Adoption of minutes approved.

4. Treasurer's Report. Turnover from former Treasurer, Sean James, not totally complete as there were a few problems that were being worked out. Differing versions of Quicken and procedural problems with the bank (Wells Fargo) would be resolved shortly. Myron Smith anticipated that the turnover would be complete in about two weeks so that he could get caught up on bill paying and he would be able to give a better financial report.

There was a discussion of problems with Wells Fargo about getting all the signature cards for the new officers for CCS accepted by the bank. The bank was insisting on all signators being physically present at the same branch and time although they were spread from Bakersfield to Merced and also wanted documentation of CCS elections and officers by having minutes signed by all attendees. Jim Patterson was investigating if changing banks would help make turnover easier.

Jim Patterson also suggested that CCS should not post its financial reports on the website. Rick Klatt expressed his opinion that it was not a problem as there were no account numbers associated with the information and that the Treasurer's Report was the most important information on the website.

5. Age Group Chairperson's Report. Dowain Wright gave a very positive report on the All Star meet in San Diego. The meet was very close although San Diego had much more depth. The meet came in well under budget as well. Rick Klatt commented that it was a great trip and good on money.

6. Sanction Coordinator's Report. Jeff Schwalb (who was not present) has indicated that sanction requests and approvals are mostly on time and requested that if there any questions to email him. Rick Klatt indicated that some clubs were concerned that fact sheets were being changed by Jeff without the club being given a list of recommended changes and being asked to agree to them.

Rick suggested it was a time issue and asked whether due to Jeff's workload, we ought to consider adding another person to help with the Sanctions job. Renee Patterson said that BSC had submitted all of their sanction requests for the year in November and now they needed changing so that method of requesting sanctions early was not necessarily the answer to getting approval promptly. Renee is reviewing each request for officials input and getting them to Jeff in a week. Dave Pickford needs also to see the sanction requests before approval.

7. Membership Chairperson's Report. Jim Patterson raised the issue of slow pays from Clubs—most problems have been resolved and were due to club personnel turnover. Current CCS invoices are 15 day pay and he suggested a 21 day pay instead with late pays going to the Board of Review. There was some discussion whether monies owed to CCS could be withheld from Club revenues from the CCS online entry system. Kacy Ota expressed the view that that procedure would be appropriate if the club and Treasurer were advised of it. Rick Klatt advised that one step at a time on the issue of slow club pays would be advisable. Jim says the current policy is the bill is due within 15 days from the date of the invoice, but that it usually goes to a P.O. box and he has been trying to mail them directly to the Treasurer or email them as a pdf to each club's treasurer although some of the club treasurers do not seem to "do" email. USA Swimming closes out at the first of the month and CCS pays at the end of the month. Jim Patterson moved that CCS invoicing be changed from 15 to 21 day invoicing. Spencer Harris seconded the motion. Approved. Twenty-one day invoicing policy now effective. (That is for membership. Officials invoicing is 30 day, and Spencer Harris tells Myron Smith when to invoice on CCS equipment.)

Jim Patterson reported that online registration for swim meets is currently collecting more entry fees than the clubs themselves are. Also, since Jim gets a backup copy of each meet, the Meet Director's Financial Report is not really necessary except perhaps in the case of entries who scratch—the clubs get that money. Since CCS already has the entry money, should CCS subtract overdue monies owed to CCS from the meet entries? There were questions raised about bookkeeping issues by Rick Klatt and Spencer Harris, but Myron Smith stated that Quicken can track the subtractions from the revenue. Rick Klatt stated that no motion was needed on invoices that were 60 days past due, but any between 21-60 days would need a motion. Rick Klatt moved to allow Jim Patterson to deduct monies owed to CCS from online entry revenues for invoices over 21 days. Myron Smith seconded the motion. Approved.

Jim Patterson reported that clubs have requested relief from having to control USA Swimming registration internally and report it to CCS. Clubs would like to have online registration with CCS directly instead of through a club person—training club personnel to deal with electronic registration is an issue. Rick Klatt stated that he wants to know what Dolphins are registered. Clubs with multiple sites have more to deal with, but it seems to be more of a problem with the smaller clubs. It was suggested it could be handled on a club by club basis. Spencer Harris stated that currently the clubs knew who was registered and there might be insurance liability to CCS since there was a 3 day gap of coverage for those never previously registered. Jim Patterson suggested he might be able to set up team accounts which gave clubs confirmation of registration by email. Renee Patterson stated that current experience showed that there would be problems with direct registration for swimming families as the online officials test showed that very basic mistakes in entry were possible. Rick Klatt stated that the choice should be left up to the team. Jim Patterson will come back with an overview at the next meeting as to how this would work.

8. Travel Fund Report. Spencer Harris reviewed his written report. Rick Klatt referred an email to Spencer Harris and the Travel Committee regarding Tristin Baxter for the USA Swimming Zone Select Camp. Committee members are Kacy Ota, Rick Klatt, Tom Milich and Keith Moore. Email responses indicated that the Committee supported Tristin's attendance at the camp and recommended that she be reimbursed for costs in a way that her NCAA eligibility not be compromised. Spencer Harris stated that Tristin's only cost would be travel as USA Swimming would cover the rest. Fresno to Salt Lake City 30 day advance coach airfares ran in the \$363-403 range so that a \$500 allowance for travel would be reasonable. The Travel Committee will formulate a CCS policy for USA sponsored camps for future attendees in CCS. Dowain Wright raised the issue of swimmers who do not meet national time standards such as those 12-13 year olds selected to attend the Zone Select Camps. The CCS National Travel Fund rule is that those funds are for those who have made the national time standards. Spencer Harris said these camps are taking the place of individual camps LSCs used to sponsor and the regional select camps and distance select camps, some of which had/had not funding. Rick Klatt stated that time standards were the only quality control in travel funding. The Travel Committee wanted to fund Tristin and would formulate a policy for future CCS swimmers. Rick Klatt moved that Tristin Baxter be allowed up to \$500 for travel to the Zone Select Camp based on a 30 day prior to travel ticket prices. Val Kalmikovs seconded the motion. There was a discussion of ticket price fluctuation based on time of purchase. The reimbursement basis was left at 30 days prior to travel. Val Kalmikovs asked if a CCS coach were to attend these camps, would they be reimbursed. Spencer Harris and Rick Klatt stated that coaches get full reimbursement.
9. Webmaster's Report. Jim Patterson reported that online entries will be used for zones. BSC's use of the online entry system for JO's was very successful—there was a 0% discrepancy report on entries. Online and registration entries are in synch. There is a vast improvement in the quality of data.
10. Short Course JO's discussion. There are currently 190 entries—160 from the online system. Rick Klatt noted that last year there were 100-150 more athletes at these JO's. So why are there so few entries this year. Dowain Wright didn't think that the All Star Meet drew away swimmers. There were only 19 boys in this year's 11-12 JO age group and 20 boys in the 10 & Unders. Dowain Wright noted that a lot of new swimmers are not able to make JO times.
11. Administrative Vice Chairperson's Report. Not in attendance.
12. Scheduling Chairperson's Report. Not in attendance.
13. Senior Vice Chairperson's Report. Not in attendance.
14. All Star Meet Discussion. Rick Klatt noted that CCS did a great job although weather was lousy. Val Kalmikovs felt that CCS should make All Star participation a big deal that it be seen as a privilege like in San Diego—that CCS didn't have enough participants. Rick Klatt suggested requiring a deposit so that swimmers wouldn't commit and then back out of the trip. Also, CCS needs to figure what will motivate swimmers. Rick Klatt mentioned that Mark Schubert has

been named the US National Team Coach/Director which may signal a move towards centralized training of elite swimmers nationally as happened in Australia and Canada and a move away from a decentralized club system.

15. Officials Chairperson Report. Renee Patterson reported two CCS officials (whom she had already chosen) were to attend the National Team training camp over Memorial Day weekend in Colorado Springs.
16. Adaptive Swimming Chairperson Report. Luanne Aakhus announced there is now a sports camp for disabled kids and non-disabled at Emory University in Atlanta, June 11-17. The camp cost is \$365 and the only requirement is a 100 time. Michael Phelps and Lenny Krazelberg would be there.
17. Technical Planning Chairperson's Report. Not in attendance.
18. Safety Coordinator's Report. Myron Smith had compiled a list of safety priorities which Luanne Aakhus presented. It was recommended that clubs be more proactive in safety by supervising athletes, and making sure that equipment was used as designed. Also, Luanne talked about the guidebook covering what observers should look for, custody in travel issues etc. Luanne also had a Safety Marshal's Checklist which covered legal issues, documentation required, best practices, checking the First Aid station and that the Safety Marshal has to sign. This would be used at JO's. Rick Klatt suggested that the list be included in the Sanction Chairman's packet to Meet Directors. Attached to these minutes are the Safety Coordinator's Report and the Safety Marshal Checklist.
19. Records. No report.
20. Top 16. No report.
21. Awards. No report.
22. Club Development. No report.
23. Old Business. None.
24. New Business. Dowain Wright nominated Jim Patterson to be Registration Chairperson by April or no later than May. Jim Patterson's volunteering was approved.
25. Spencer Harris brought up the question of modernizing CCS terminology regarding officer titles. Rick Klatt moved that CCS "chairman" titles be renamed "chairperson". Luanne Aakhus seconded. Approved.
26. Motion to adjourn approved. Meeting adjourned at 9:30 pm.
27. It should be noted that General Chairperson conducted an email poll of CCS officers in April 2006 to request funding for Justin Carter for a Zone Select Camp equal to Tristin Baxter's

approved allowance at the March 14, 2006 meeting. All members were in agreement that Justin should be equally supported. There was some discussion as to whether the monies should come out of CCS National Travel Fund which is based on a swimmer meeting national time standards to be eligible. However, since Justin and Tristin were both selected, there was some feeling that CCS Age Group Funds (there is no Age Group Travel Fund) should cover the cost. The resolution was that CCS supported Justin & Tristin and it was more a question of bookkeeping as far as CCS was concerned as to which account should cover it. Funds were approved and CCS awaits the Travel Committee's suggested policy to cover these Zone Select Camp expenses for CCS selectees in the future.

MEMORANDUM

TO: CENTRAL CALIFORNIA SWIMMING HOUSE OF DELEGATES
FROM: SPENCER HARRIS
SUBJECT: TRAVEL FUND & PROPERTY REPORTS FOR 05/10/06 MEETING
DATE: 05/04/06
CC: JIM PATTERSON (CCS WEBSITE)

NATIONAL TRAVEL

Championship Funds

YTD approvals for Championship Funds total \$4200 for Spring Sectionals, Juniors and Nationals.

National Development

2006 Development Fund approvals total \$1500 for participants at the Inkmann Q-meet and Spring Sectional meet.

Combined YTD Results National Travel Fund

| | |
|---------------|----------|
| Total Budget | \$20,000 |
| YTD Approvals | \$5,700 |
| % of Budget | 29 % |

Travel Committee

Review of proposed policy amendment to fund USAS Camp participants.
Present waiver request for CCS Olympic medalist.

CCS PROPERTY & EQUIPMENT

- \$150 revenue year-to-date from CCS timing system:
 - ✓ \$50 from TNT A/B/C MEET
 - ✓ \$75 from BSC for JO MEET
 - ✓ \$25 from Shafter HS for League Championship

Respectfully submitted,

Spencer Harris, Travel Fund Chair

Membership/Registration Report

5/10/06

Year To Date Registration Statistics (thru 4/30 both years)

| | 2006 | 2005 | % |
|----------------------------|--------------|--------------|------------|
| Year Round Athletes | 1,329 | 1,448 | 92% |
| Seasonal Athletes | 59 | 20 | 295% |
| Coaches | 47 | 52 | 90% |
| Non-coach Non-athlete | 88 | 86 | 102% |
| Total Registrations | 1,523 | 1,616 | 94% |

2006 Registration Notes

- o As Membership Coordinator, I get a large number of communications from clubs, usually about procedures as club boards change. I have become very concerned about the status of a number of our clubs. I don't know if the LSC should be concerned, and if it should, what it can do about it.
- o In the last 2 years, we've lost 3 clubs, ACB, Sunnyside Sharks, VAST.
- o Currently, I'm concerned about 4 or 5 others:
 - TVA – Since Todd Kalb move to Southern California, the board has been in some disarray. Athlete membership is down 33% (although I only have year end stats for 2005 and we still have the summer to go). I've seen a number of athlete transfers away from the club to both BSC and RTA. Conversations with individuals on deck, both inside and outside the club, confirm problems.
 - KSC – Have not had a registration from them since last fall. They only have 12 registered swimmers.
 - HSC – Indications are that they have effectively merged with TNT. Athletes are transferring. The club name is being maintained for local advertising purposes for their September meet.
 - MAT – 2 changes in the board in the last year. Very much in disarray. Things may be settling down, but not sure. Head coach in jeopardy for job. Head coach (also an athlete) and son have been swimming unattached, and I've had inquiries about transferring to another club. Son is high school age, so unattached status may be due to that.
 - IWV – Nothing concrete here, just a feeling. No registrations recently, but this isn't atypical for the club. Membership is down 20%. They've had pool problems. They are losing their head coach. Concerns expressed by long standing members.
- o The LSC's overall numbers are down. Membership usually peaks the year after the Olympics, and then declines over the next three years. But the LSC has already lost half of what it gained in 2005.

Respectfully submitted,
Jim Patterson
Membership/Registration Coordinator

Website Report

5/10/2006

2006 Website Notes

- ◆ Officials Information Portal added to website. Details provided in Officials Report.
- ◆ April's Top 5 list has been published.

Proposed Guidebook Change

- ◆ To bring the Meet Directors' Reports and Check List into compliance with current practices.
- ◆ The text of the changes is included immediately following this report.

Respectfully submitted,
Jim Patterson

MEET DIRECTORS' REPORTS AND CHECK LIST

These guidelines are intended to aid the Meet Director in filing all financial and records reports resulting from competition held under a CCS SANCTION. All personnel involved in conducting the swim competition should read these guidelines. The reports and time limits outlined below have been incorporated as part of your sanction and must be completed as stated.

A. RECORDS CHAIRMAN'S REPORTS:

~~The following records reports~~Electronic meet results must be filed with the Records Chairman ~~no later than thirty (30) days after the last day of competition and no later than September 15~~on diskette or via email within seventy-two (72) hours of the completion of the meet. Meet results must be in an SDIF (.sd3) file that is compliant with the current USA Swimming SDIF file specifications.

- ~~1. One (1) complete set (hard copy) of meet results. Included in this must be complete USA Swimming registration numbers, the age of each swimmer and the club he/she represents. If results do not include the registration number, then a list of registration numbers of all swimmers must be sent with the meet results. The meet results and registration list may be forwarded in a word processing document (MS Word (.doc) or Rich Text Format (.rtf)).~~
- ~~2. Electronic meet results on diskette or via email. Meet results must be in an SDIF (.sd3) file which is compliant with the current USA Swimming SDIF file specifications.~~

~~B. TREASURER'S REPORT:~~

~~The following reports must be filed with the CCS Treasurer not later than thirty (30) days after the last day of your swim meet.~~

- ~~1. One (1) completed copy of financial report with a copy of your sanction.~~
- ~~2. Complete payment of all monies due to CCS for travel fund and/or material or services rendered. (i.e., watches, sale of hand books, etc.)~~

CB. REGISTRATION CHAIRMAN'S PROCEDURES:

1. Four (4) to five (5) days prior to the commencement of the meet:
 - a. Forward to the Registration Chairman, via email, an electronic file, either of meet entries or of meet registrations, in an SDIF (.sd3) file format for verification of registration.
 - b. The Registration Chairman will process the electronic file and return a Rich Text Format (.rtf) file of Registration Exceptions and an MSWord document with instructions on how to handle the registration exceptions.
 - c. Make corrections as indicated in the two documents returned in step "b" above.
 - d. If there are unregistered swimmers indicated in the Registration Exceptions, instruct your Clerk of Course to collect membership registration and fees prior to checking the identified unregistered swimmer in to compete. Any swimmer who cannot be registered prior to competition, SHALL NOT be allowed to compete.
2. Within seventy-two (72) hours of the completion of competition:
 - a. Forward to the Registration Chairman any registrations and fees collected by the Clerk of Course in accordance with the procedure outlined in step 1.d. above.
 - b. Forward to the Registration Chairman, via email, an electronic file of the meet results in an SDIF (.sd3) file format.

DC. CCS WEBMASTER INFORMATION:

1. The following information must be filed with the Webmaster via email with within seventy-two (72) hours of receiving a Sanction:
 - a. An electronic copy of the sanctioned Meet Sheet. The text of the Meet Sheet should be in an MS Word format. The event list of the Meet Sheet may be in an MS Excel format.
 - b. ~~If the meet is to be processed on Hy-Tek's Meet Manager, a~~An electronic copy of the "Export Events to Team Manager" file generated from Hy-Tek's Meet Manager for posting to the schedule with the Meet Sheet and for setting up the meet in the CCS Online Meet Entries System.
2. ~~The following information must be filed via email w~~Within forty-eight (48) hours of the completion of competition a zipped "backup" of the final Hy-Tek Meet Manager database must be filed with the Webmaster.:
 - a. ~~One (1) complete set of meet results in a flat or raw HTML format. Results should be presented in Publication Order (by gender, by age group, by stroke, by distance). If splits are available, they should be included as cumulative. Relay swimmers should be included if possible.~~
 - b. ~~An electronic file of the meet results in an SDIF (.sd3) file format.~~
 - c. ~~If the meet was processed on Hy-Tek's Meet Manager, a zipped "backup" of the Meet Manager database.~~

D. FINANCIAL REPORTING PROCEDURES:

1. Within two (2) weeks of receipt of the final Hy-Tek Meet Manager database, the Webmaster will complete a financial meet reconciliation outlining the fees owed by the club from the meet entries and the fees collected by CCS for the meet from the CCS Online Meet Entries System. The Webmaster will forward an electronic copy of the reconciliation to both the meet host and the CCS Treasurer.
2. If the financial meet reconciliation shows that there are net proceeds due CCS from the meet host, the meet host will forward those net proceeds to the CCS Treasurer within twenty-one (21) days of receipt of the reconciliation report.
3. If the financial meet reconciliation shows that there are net proceeds due the meet host from CCS, the CCS Treasurer will forward those net proceeds to the meet host within twenty-one (21) days of receipt of the reconciliation report.

E. TIMING SYSTEMS

1. All sanction CCS competition will be conducted using an automatic or semi-automatic timing system.
 - a. Automatic – A timing system that is started by an electric impulse generated by a starting device or a transducer capable of detecting a gun report and stopped at the finish by the swimmer touching the touch pad.
 - b. Semi-Automatic – A timing system that is started by an electric impulse generated by a starting device or a transducer capable of detecting a gun report and stopped by buttons pushed by timers at the finish touch of the swimmer
2. Rental of CCS starting system and CCS semi-automatic Colorado Timing System is \$25.00 per day with a \$50.00 minimum. Rental of CCS watches is \$10.00 per day. Rental of CCS starting system is \$10.00 per day if rented separately.

3. Arrangements for the rental of CCS starting system, timing system and/or watches should be made through the CCS Property Coordinator at least 2 weeks prior to the beginning of competition.
4. Availability of all CCS equipment is on a first come first serve basis, with priority given to CCS member clubs.
5. The meet host shall be responsible for repair and/or replacement of damaged, lost or stolen CCS owned equipment, considering normal wear and tear on equipment. Host club may appeal for relief to the House of Delegates for any loss or damage incurred.
6. The Property Coordinator will forward all equipment rental billing information to the CCS Treasurer who will cause an invoice to be generated and forward to the renting party.
7. The renting party will have twenty-one (21) days from date of invoice to remit the invoice amount to the CCS Treasurer.

EE. ADDITIONAL REMINDERS

- ~~1. Keep track of your expenditures as you set up the meet, estimates can be used for items billed later than the thirty (30) day limit.~~
- ~~2. Do not estimate number of entries, these totals must be accurate and match totals on swimmer list.~~
- ~~3. Rental of horn and Colorado Timing System is \$25.00 per day with a \$50.00 minimum. Rental of watches \$10.00 per day. Rental of starting system \$10.00 per day if rented separately.~~
- ~~4. Payment should be based on the completion of the Club Financial Report.~~
5. Make all checks payable to Central California Swimming.
- ~~6. Meet results and list of all deck officials must be mailed or delivered to each participating team within the thirty (30) day limit.~~
- ~~7. A copy of your "factsanctioned meet sheet" must be reproduced in the meet program.~~
- ~~8. All sanctioned meets must be conducted by officials certified by Central California Swimming and current members of USA Swimming. Specifically all meet directors, referees, meet marshals, starters, and stroke and turn judges working at your meet must be members of USA Swimming.~~
9. Every meet site shall have a proper first aid kit, and inform the Meet Referee and all meet marshals as to its location.
- ~~10. The host club shall have a trained electronic timing system operator if the CCS equipment is used or pay \$10.00 per hour to have such a person available.~~
- ~~11. The host club shall be responsible for repair and/or replacement of damaged, lost or stolen CCS owned equipment, considering normal wear and tear on equipment. Host club may appeal for relief to the House of Delegates for any loss or damage incurred.~~

Senior Chairman's Report
May 10, 2006

Spring Championships

- There was a total of 42 swimmers from 6 Central California Swimming clubs participating at the 2006 short course Gold Sectional Championships in Mission Viejo on the weekend of March 9-10-11-12, 2006
- The following swimmers participated at the National Club Swimming Association Junior National Championships in Orlando, FL on March 21-25, 2006. Over 1100 swimmers attending
 - Corri Payne Bakersfield Swim Club
 - Jon Kraetsch Bakersfield Swim Club
 - Michael Schwartz Bakersfield Swim Club
- At the USA Swimming Spring Championships held in Federal Way, WA on March 28-April 1, 2006 the following swimmers participated:
 - Jeff Daniels Clovis Swim Club
 - Josh Daniels Clovis Swim Club
 - Kohlton Norys Tule Nation Tritons
- A note regarding the Winter 2007 Gold Sectional Championships:
 - The 2007 Speedo Gold Sectional Championship will be held February 28 (1000 yd freestyle) through March 4, 2007, at the Belmont Plaza Olympic Pool in Long Beach. The meet will be hosted by the Mission Viejo Nadadores. The Sectional Committee agreed to a special \$10 surcharge per swimmer for the meet based on the fact that the meet had previously been awarded to Mission Viejo to be held at its own outdoor facility.
 - The current sectional time standards will be retained. Swimmers will be limited to 6 individual events at the meet.

Respectively Submitted,

Keith Moore

Officials Committee Report

5/10/2006

2006 Notes

◆ **Online Officials Information Portal**

- Created an Officials Information Portal on the CCS Website.
- Designed to track each official's:
 - Training progressions
 - Meets worked (by session and position on deck)
 - Clinics attended
 - All levels of certifications
 - Tests taken
- Meet Referees' Reporting
 - Who worked what sessions and in what positions
 - Who trained, what training session, and who was the trainer
 - Club athlete participation
- Reporting
 - Club Officials Penalty Report
 - List of registered officials (for Meet Referees pre-meet information)
- Future Plans
 - Open to all CCS Officials
 - Sign up for meets and request assignments
 - Sign up for clinics
 - Additional reporting (to be determined)

◆ **Officials**

- Currently have 60 registered officials (some are relatively inactive though)
- Currently have 5 trainees

◆ **Club Officials Requirements (from January 1 thru May 7)**

- \$925 assessed penalties
- \$325 collected (\$175 by club check, \$150 by other means)
- \$300 past due over 50 days, \$300 billed May 8
- With the exception of 1 club, clubs are very slow to pay.

Proposal

◆ **To allow meet hosts the option of specifying a time certain by which swimmers must have checked in.**

- This would be accomplished by allowing clubs to select meet sheet wording as follows:

Swimmers in the first 4 events must check in at least ½ hour prior to the scheduled start of the meet. Swimmers in subsequent events must check in 1 hour prior to the estimated start of their event.

OR

Swimmers in the first 4 events must check in at least ½ hour prior to the scheduled start of the meet. Swimmers in subsequent events must check in 1 hour prior to the estimated start of their event, but no later than <<insert a specific time>>.

Respectfully submitted,
Renee Patterson

Central California Swimming

Swimming in the Heart of California



SafetyBook

TABLE OF CONTENTS

INTRODUCTION

The Central California Swimming (CCS) SafetyBook is designed to be a quick reference guide of policies, ideas, and checklists for CCS Swim Clubs. It is by no means an answer to all safety related issues and should not be used as such. This book contains numerous excerpts from USA Swimming's Safety/Loss Control Manual and should be used in conjunction with that manual.

CLUB SAFETY COORDINATOR

Club Safety Coordinator Job Description as defined in SECTION 2a in the USA Swimming Safety/Loss Control Manual:

Each USA Swimming Club shall appoint an Active Individual Member to be a Club Safety Coordinator. The Club Safety Coordinator shall be responsible for disseminating safety education information received from USA Swimming and the LSC to the Club's athletes, coaches and other members and shall make recommendations to the Club concerning safety policy and its implementation. The Club Safety Coordinator shall make contact with the LSC Safety Chair and make reports requested by the LSC Safety Chair.

The Club Safety Coordinator should report to the Club's Head Coach and Parent Board. A safety plan specific for each facility and phase of the program should be developed. In addition to reviewing the club's safety plan, the Club Safety Coordinator needs to be involved in pool inspections, identifying dangerous conditions and implementing processes to correct, educating parents for the role of swim meet Safety Officer or Marshall.

The Club Safety Coordinator needs to be involved or aware of every accident involving any of the club's facilities or members. The Coordinator shall work with the coaches, parents, board and meet management staff to promote the importance of the Report of Occurrence and ensure its timely completion.

LSC SAFETY CHAIR

LSC Safety Chair Job Description as defined in SECTION 3a in the USA Swimming Safety/Loss Control Manual:

It is the LSC Safety Chair's responsibility to promote safety throughout the LSC swimming community and to promote safety as a part of the LSC philosophy.

Chairs a committee that develops safety education programs for the LSC and makes recommendations to the LSC Board of Directors

Liaison between USA Swimming/LSC and club safety chairs

Responsible for providing reports of injuries within the LSC at each LSC Board and House of Delegates meeting as requested

Provides input and periodically reviews LSC warm-up guidelines

Responsible for arranging and/or conducting water safety training as needed in the LSC
Communicates regularly with Club Safety Chairmen

Contact USA Swimming, with knowledge of the General Chairman, unless otherwise agreed to, with safety questions and concerns.

Disseminates safety information and required forms to all member clubs, coaches and officials of the LSC

Provide information for compliance with USA Swimming National rules and LSC rules
Is committed to safety by periodically refining and reviewing the LSC Safety programs and club level programs

Reviews completed Report of Occurrence Forms, making suggestions on how to prevent re-occurrence

Promotes safety as a topic to be discussed at coaches' and officials' pre-meet meetings

Prepares and distributes facility checklists, safety checklists and emergency action plans to be used by clubs

Section 3b The Role of the LSC Safety Chair:

The key player in this effort is, by necessity, the LSC Safety Chair. According to the USA Swimming Rules and Regulations, "The Safety Education Chair shall be responsible for coordinating water safety training opportunities as needed in the LSC. He/she shall be responsible for the dissemination of USA Swimming safety education information to all member clubs, coaches and officials. He/she shall chair a committee which develops safety education programs for the LSC and makes recommendations for the implementation of these programs to the Board of Directors."

The LSC Safety Chair is the "point man" in the communication network between the national organization and the grassroots efforts. This individual contacts the National Headquarters with safety questions and concerns, relays policy decision to the LSC's safety program. A strong leader in this position spells success for the LSC's overall safety program.

MEET SAFETY MARSHAL ROLES AND RESPONSIBILITIES

Responsibilities and Requirements:

Appointed Safety Marshals must be members of USA Swimming.

The position of Safety Marshal is to be preformed by individuals age 18 or older. Safety Marshals shall engage in no other duties while serving as Safety Marshal. Meet Directors, officials, or other assigned personnel are not permitted to serve as Safety Marshal.

During warm-ups the Safety Marshal is required to be on deck prior to and during the entire warm-up session. Shall enforce warm-up procedures and maintain order in the swimming venue in accordance with the LSC Safety Guidelines and Warm-up procedures. The Safety Marshal shall have the authority to remove from the deck for the remainder of the warm-up session, any swimmer or coach who is in violation of safety guidelines or warm-up procedures.

Pre-Meet Roles:

Post several area maps showing locations and phone numbers of nearest hospital or emergency clinic. This SHALL be posted at the main entrance to natatorium and at least one other appropriate location with a couple of copies available at the first aid station.

Post several copies during the swim meet of a map showing the location of the:

- First Aid Station
- Spinal Backboard
- Blankets/Towels
- Rescue Implements

Perform a detailed walk through of the meet facilities to identify potential hazard areas (such as slip areas, head bangers, trip hazards...). Take corrective action for all identified hazard areas.

Review safety checklist with meet referee.

During the Swim Meet:

Shall enforce warm-up procedures and maintain order in the swimming venue in accordance with the LSC Safety Guidelines and Warm-up procedures. Including any separate warm-up/warm down area used during the meet.

The Safety Marshal should be clearly visible by wearing a fluorescent vest prior to and during the meet.

Ensure the First Aid Station is identified and accessible throughout the meet.

Approximately every 2 hours walk through all areas of the meet to identify potential hazards (horseplay, slippery floors, etc...)

Upon being advised by any person (parent, swimmer, coach, etc.) of a safety hazard, the Safety Marshal shall investigate and take any immediate action to correct the hazard.

Each accident requires that a Report of Occurrence form be completed.

Post Meet:

- Complete and return report of occurrence forms to USA Swimming, Risk Management Services, Inc., and the LSC Safety Chairman.
- Report any hazards too be corrected by facility personnel to facility management.

SAFETY PREPERATION AND PROCEDURES FOR MEET DIRECTORS AND SAFETY MARSHALS

Preparation:

Contact the facility Manager and set up a meeting to discuss:

1. Local Emergency numbers: Police, Fire and EMS.
2. Support of the facility staff such as Lifeguards, Security and Janitorial.
3. Location of the Emergency Exits
4. Evacuation Procedures for the Facility. There should be evacuation routes to a secure location outside the facility and an evacuation route to a secure location inside the facility.
5. Facility Emergency Plan, how it works and how the meet staff will be integrated into the plan.
6. Location of the First Aid Treatment Area and location of all emergency equipment such as fire suppression, AED and first aid.
7. Determine the location emergency personnel will enter the facility.

In the Event of an Emergency:

Allow the facility staff to do their job and follow what the facility manager advised you to do.

Seek the assistance of swim coaches and officials.

Make sure all coaches and officials are aware of the emergency exits.

Know how long it would take Emergency Personnel to arrive at your facility.

Remain calm and keep control of the situation as best you can.

Crowd Control:

Always keep calm, listen attentively, and ask the person to sit down.

If someone is causing a disruption or you think they will have the potential to, escort them to an area away from everyone else to discuss the issue in private.

Do not grab a disgruntled person

Keep established rules in mind

Answer all questions carefully and make sure your answers are consistent with the established rules.

If someone becomes violent GET AWAY FROM THE SITUATION and call the police.

Give the person options that are consistent with the established rules in solving the situation.

If someone has a problem with a particular rule explain how to properly get the issue resolved.

Remember, you are not a POLICE OFFICER.

Never use inappropriate language or raising your voice.

Remember, some people will not agree with your decision or remedy.

Allow the person to express their opinion in a private area of the facility

Never be in the room with the person by yourself.

Parking Areas:

Check to see if the facility requires you to staff for parking attendants.

Make sure all personnel that are working in the Parking Area are wearing fluorescent vests.

Use safety cones or other types of equipment to block off areas where vehicles should not pass or park.

Have a flashlight or something that will draw attention to the Parking Attendants with each Attendant.

Have multiple Parking Attendants working the same area.

Remind Parking Attendants to STAY ALERT.

WARM UP GUIDELINES**General Guidelines:**

1. Marshals shall have the authority through the Meet Director.
 - The shall be one Chief Marshall
 - There shall be one Marshall assigned to supervise the deck in each warm-up course made available during pre-meet warm-up directly prior to competition.
 - There shall be one Marshall assigned to each starting block opened for printing in warm-up courses.
 - During those times when other warm-up courses are open, there shall be one Marshall or one lifeguard supervising that warm-up.
2. Coaches SHALL stand at the starting end of the pool when verbally starting swimmers on sprint or pace work.
3. Coaches MUST maintain verbal and visual contact with their swimmers throughout the warm-up period.
4. Starting blocks should be covered in such a way as to safely prevent swimmers from mounting blocks that are not to be used.
5. The announcer will announce any changes that are necessary. Changes in the warm-up procedure may be made in the interest of the safety of the swimmer.

General Warm-up Period:

1. The first thirty (30) minutes shall be allocated for general warm-up in all lanes.
2. There will be NO DIVING allowed during general warm-up.
3. Swimmers wishing to use equipment shall use the outside lanes.

Specific Warm-up Period:

1. The last 15-40 minutes shall be allocated for specific warm-up in designated lanes.
2. Lanes shall be designated as sprint, pace and general:
 - a. Eight lane pools – pace work in lanes 1 & 8, sprint in lanes 2 & 7, general in lanes 3, 4, 5, and 6.
 - b. Seven lane pools- pace work in lanes 1 & 7, sprint in lanes 2 & 6, general in lanes 3, 4, & 5.

- c. Six lane pool – pace work in lanes 1 & 6, sprints in lanes 2 & 5, general in lanes 3 & 4.

Limited Warm-up Period:

1. Meets being held at a short course pool with six to eight lanes should consider limited warm-up periods. Meet size should be taken into consideration.
2. Warm-up by age groups: 13 and up – general warm-up period 7:00-7:30; specific warm-up period 7:30-7:55. 12 and under – general warm-up period 8:00-8:30; specific warm-up period 8:30-8:45.
3. Warm-up determined by travel distance: teams within forty-five minute travel time – general warm-up period 7:00-7:30; specific warm-up period 7:30-7:50. Teams with travel time greater than forty-five minutes – general warm-up period 7:55-8:25; specific warm-up period 8:25-8:45.

Additional Considerations:

1. The announcer should announce lane changes and/or warm-up changes as per general and specific. The announcer can serve as the reminder of procedure.
2. Coaches are reminded that the responsibility for supervision of their swimmer(s) is the same at the meet as when on deck at practice.
3. Marshals have authority through the meet referee and director over the warm-up. A swimmer and/or coach may be removed from the deck for interfering with this authority.

Safety Marshall Checklist

Circle completed Items

Prior to Meet

- Cover all diving blocks (apply caution tape to discourage any use of blocks prior to allowance by the deck official)
- Cover/remove/apply caution tape and signs prohibiting any use of diving boards
- Remove or apply caution tape to pool covers; post "Keep Off" signs on rolls
- Post signs to identify areas secured for athletes only
- Post signs to identify spectator areas
- Meet with Meet Director to identify areas allowed for canopy/chair setups
- Ensure pathways for easy access to all exits, Main pathways and first aid station

Day of Meet

Prior to the Start of Competition

- Arrive 15 minutes prior to the beginning of warm-ups
- Wear Identifying Vest and whistle
- Check First aid station for accessibility, equipment, report of occurrence forms, map identifying nearest emergency facilities
- Wear Communication Headset

First Aid Station

- ✓ Well stocked First Aid Kit
- ✓ Water
- ✓ Towels
- ✓ Treatment for minor burns
- ✓ Spinal Immobilization equipment
- ✓ Report of Occurrence Forms

- Post "No Smoking" Signs
- Post "No Dogs/animals/pets" Signs
- Post "non glass containers only" signs
- Check and post emergency exits from facility
- Check for any loose cable and wires in traffic area, secure
- Check Water Temperature
- Meet with Meet Referee
 - ✓ Review conduct procedures regarding any non compliance by athlete or spectator
 - ✓ Walk the facility and identify any possible hazards of the facility and apply remedy
 - ✓ Review evacuation plan

Have announcer announce the following:

- Warm-up guidelines
- Location of First aid Station
- Identification of Safety Marshall and their authority to ensure the safety of all participants (due to any violations of the safety guidelines)
- Announce and identify Spectator areas
- Announce and identify Athlete only areas

Responsibilities during Competition

- Supervise Warm-up/Warm Down pool
 - ✓ Feet first entry at all times
 - ✓ Must be competing athletes only
 - ✓ Must maintain swimming only
 - ✓ Maintain "walking only" on deck at all times
- Safety walk through every two hours (include check of restrooms)
- Enforce prohibition of shaving on deck or locker rooms

Cold weather Checklist

- Note position of propane heaters
- Caution any use too close to flammable structures
- Check adequate ventilation
- Caution anyone observed to be too close to heater
- Check that heaters are not blocking any designated pathways or overused pathways

Warm Weather Checklist

- Have extra water and Gatorade in the first aid station
- Stock sunburn relief products
- Stock sun block
- Have announcer continually remind everyone to keep hydrated
- Use misters around covered areas provided for staff, volunteers and waiting athletes

Name of Meet / Host

Date(s) _____

Meet

Marshall _____

Print Name

Signature

Meet

Referee _____

Print Name

Signature