

Central California Swimming
Officer & Committee Reports

House of Delegates

July 11, 2007

CENTRAL CALIFORNIA SWIMMING
HOUSE OF DELEGATES MEETING
May 9, 2007

1. General Chairperson Rick Klatt called the meeting to order at 7:57 pm at the Tulare Senior Center.

2. In attendance:

Rick Klatt, General Chairperson	John McGough, CLOV Representative
Jim Patterson, Reg/Mem Chr/Webmaster	Dan Kline, Sanctions Chairperson
John Julian, Past General Chairperson	John Kinney, USA Swimming AARP
Luanne Aakhus, Disability/Safety Chair	Nick Nolan, TNT Representative

3. Secretary not present. Dan Kline to take minutes for meeting. Minutes of March 14, 2007 meeting were recommended for adoption and approved.

4. Executive/Nominating Committee. No report.

5. Treasurer's Report. Myron Smith not present, but his written report had been submitted. There was a technical accounting question, but since the Treasurer was not present, the question was held in abeyance. Jim Patterson moved that the report be accepted. The motion was seconded and approved.

6. General Chairman's Report and Agenda. The BSC May meet had a time standard problem that allowed for a number of non-conforming swims. The meet host provided an event file without time standards and this is not a file checked by either the Sanction Chair or Webmaster prior to posting on the website. Although the standards were in the meet sheet, the interpretation of the standards into the on-line meet entry system did not reflect the intent of the meet. Sanction Chair and Registration Chair are to co-develop a standard meet sheet boilerplate so all meet rules flow uniformly.

7. Age Group Vice Chairperson's Report. Dowain Wright, not in attendance, submitted his report and proposed via his report that Outstanding Swimmer Awards be changed such that points only be accumulated for USA Swimming recommended events for each age group. Motion and second (Klatt/McGough) to amend such that the swimmer awards are accumulated and awarded by "swim year" vs. calendar year.

Also, changes submitted to Age Group Travel Policy, discussion and amended proposal to now read:

B.2. The coaching staff will be selected by the head coach who is appointed by the Age Group Vice Chair. Coach selection will attempt to result in a balanced representation of coaches from CCS teams.

D.4. The coaching staff will be selected by the head coach. Coach selection will attempt to result in a balanced representation of coaches from CCS teams.

8. Sanction Chairman's Report. Dan Kline submitted the current sanction report. Motion by Dan to eliminated the penalty to BSC for the Day After Meet which was added late to the schedule with HOD consensus. Motion seconded and approved. Mention of the need to amend the sanctioned Summer Sectionals to allow entries of times achieved between the deadline and Sunday, July 15th.
9. Property and Travel Fund. Spencer Harris submitted a report which was circulated for review.
\$6400 YTD approved for National travel
\$3200 YTD approved for Long Beach Grand Prix and Spring Sectionals
\$9600 YTD total approved of the \$16,800 annual budget.
10. Membership Chairperson's Report. No membership report.
Website Chairperson's Report. Jim Patterson submitted an LSC portal overview conceptual design. Move to accept, seconded (Klatt/Aakhus) and passed.
11. Admin Vice Chairperson's Report. No report.
12. Scheduling Chairperson's Report. Not present, no report.
13. Awards Chairperson's Report. Not present, no report.
14. Senior Vice Chairperson's Report. Not present, no report.
15. Coaches' Representative Report. Not present, no report.
16. Athlete's Representative Report. Not present, no report.
17. Officials Chairperson's Report. Not present, no report.
18. Adaptive Swimming Chairperson's Report. No report.
19. Technical Planning Report. Not present, no report.
20. Safety Chairperson. Luanne Aakhus noted that we need a safety checklist in the sanction packets mailed to each Meet Director. To be submitted by Luanne to Dan Kline and included ASAP with Meet sanctions.
21. Records/Top 16 Chairperson's Report. Not present, no report.
22. Club Development Chairperson. Not present, no report.
23. Meeting adjourned at 9:10 pm.

Respectfully submitted,

Dan Kline and Leslie Holbrook



1 Olympic Plaza
Colorado Springs, CO
80909-5770

o 719.866.4578
f 719.866.4669

usaswimming.org

DATE: July 10, 2007
TO: LSC General Chairs
LSC Permanent Offices
FROM: Carol Burch, Director, Member Services
SUBJ: Risk Management Seminar

USA Swimming will host the first ever Risk Management Seminar the weekend of August 17 -19 at the Embassy Suites Minneapolis Airport Hotel, 7901 34th Avenue South in Bloomington, MN. This workshop will address in depth USA Swimming's insurance coverage for the membership as well as optional coverages available for LSCs and clubs to purchase. There will be ample opportunity to address specific insurance concerns and situations and discussion of what we've learned from the Report of Occurrence forms. In the area of safety, discussions will include changes to Safety Training for Swim Coaches, the role of the Marshal at USA Swimming meets; facility issues and Best Practices for Improving Safety Awareness at the LSC and club Level. The meeting will begin on Friday night and conclude on Saturday night.

Each Local Swimming Committee is invited to send one representative from the LSC. The LSC is asked to provide transportation to the meeting and USA Swimming will provide housing (two persons per room, two double beds) for the nights of August 17 and 18, meals and per diem for meals that are not provided as a group and all informational materials for the meeting. If you prefer to have your own room you may do so by paying the difference of the room charge of \$62.50 for each night. Payment for a single room (credit card or check made payable to USA Swimming) must be submitted with the enclosed reservation form.

Please plan to arrive at the hotel the afternoon on August 17. The hotel is near the airport and does offer complimentary transportation to and from the airport to the hotel. The meeting will begin on Friday evening and there will also be a dinner reception. You can depart as early as you want on Sunday morning, August 19.

Please complete and return the reservation form no later than Friday, July 20. Unused hotel rooms will be released on July 23 and housing cannot be guaranteed after that date.

If you have questions about the meeting please contact me at cburch@usaswimming.org or 719/866-4578.

Below is a link to the Embassy Suites Minneapolis Airport Hotel website. Do not call the hotel directly to book your room; USA Swimming will coordinate all housing for this workshop and all rooms will be put on USA Swimming's master account.

Embassy Suites Minneapolis Airport Hotel:
<http://www.embassysuites.com/en/es/hotels/index.jhtml?ctyhocn=MSPAPES>

RISK MANAGEMENT WORKSHOP
Minneapolis, Minnesota
August 18-19, 2007

FRIDAY, AUGUST 18

- 6:00 - 7:00pm** **Welcome and Introductions**
Overview of the Workshop
Request for additional discussion topics
- 7:00 - 9:00pm** **Dinner/Reception**

SATURDAY, AUGUST 19

- 8:00 - 10:15am** **USA Swimming's Insurance for LSCs and Clubs** *Sandi Blumit*
What does USA Swimming provide?
Do I need additional coverages?
D & O Coverage for the Club
Automobile Liability Coverage
Workers Comp for the Club
Health Insurance for My Coaches
Equipment Owned by the Club or LSC
Audience Questions/Open Discussion
- 10:15 - 10:30am** **Break**
- 10:30 - 11:00am** **Small Group Discussions**
Cell Phones in Locker Rooms
Role of the Marshal
Lightening, Over Chlorination, Safety Awareness Day Activities
- 11:00 - 11:30am** **Reports from Small Group Discussions**
- 11:30am - 12:00pm** **Changes to Safety Training for Swim Coaches**
Sue Anderson & Allan Meier
- 12:00 - 1:00pm** **Lunch**
- 1:00 - 1:30pm** **Report of Occurrence Forms - What They Tell Us** *Sandi Blumit*
- 1:30 - 2:15pm** **The Counselman Study and What It Means** *John Peterson*
Audience Q&A
- 2:15 - 3:00pm** **Small Group Discussions**
How To Improve Safety Awareness in Your LSC and clubs
Roles of the LSC Safety Chair and Club Safety Chair
Available resources for Safety Chairs
- 3:00 - 3:15pm** **Break**
- 3:15 - 3:30pm** **Reports from Small Group Discussions**

3:30 - 4:00pm

What should a safe deck look like?

Bob Pearson & Adolph Kiefer

4:00 - 5:00pm

Burning Issues - Additional Topics Not Covered

5:00pm

Adjourn

6:00 - 8:30pm

Dinner

USA Swimming - Risk Management Seminar Reservation Form

August 17-19, 2007
Embassy Suites Minneapolis Airport Hotel

- I, or my representative, will attend the Risk Management Seminar
- I will not be able to attend the Risk Management Seminar

Name: _____ LSC: _____

Daytime Telephone: _____ Email: _____

Housing:

- I **will** require housing at the Embassy Suites Minneapolis Airport Hotel. I understand this will be provided at no cost for the nights of August 17th and 18th and will be two persons per room, 2 double beds. (Check-in date: Friday, August 17; Check-out date: Sunday, August 19.

Roommate Preference (if known): _____

- I prefer to have a single room. Enclosed is a check made payable to USA Swimming in the amount of \$125.00 (\$62.50 per night); or charge \$125.00 to my credit card:

_____ Visa _____ Mastercard _____ American Express

Card number: _____ Exp. Date: _____

Name as it appears on card: _____

- I **will not** require housing at the Embassy Suites Minneapolis Airport Hotel.

Arrival/Departure Flight Information:

Arrival: _____
 Date Airline/Flight # Arrival Time

Departure: _____
 Date Airline/Flight # Departure Time

~~~~~  
**Form MUST be returned by July 20, 2007 to:**

**Cathy Durance**  
USA Swimming  
1 Olympic Plaza  
Colorado Springs, CO 80909-5770  
[cdurance@usaswimming.org](mailto:cdurance@usaswimming.org)  
Fax: 719.866.4050

July 11, 2007  
Disability Report  
Retrieved from USA Website

A Reminder:

**USA Swimming Incentive Program for Inclusion of Swimmers with a Disability.**

Meet hosts are encouraged to devise creative and effective means of fostering inclusion of swimmers with a disability into their meets. This program has been approved by the USA Swimming Board of Directors through the end of the current Quad calendar (December, 2008.) Meet hosts are eligible for awards of \$40.00 for each swimmer with a disability competing in the meet. For reimbursement, each meet host must send in an application at the conclusion of a USA Swimming Sanctioned Meet, filled out and signed by the Meet Referee and then submitted to USA Swimming. Meet hosts are also encouraged to submit creative and effective formats that foster inclusion of swimmers with a disability. All submissions are eligible for a \$1,000 award from the Disability Committee if chosen as the most creative

Contact Randy Julian at USA Swimming if you have additional questions.

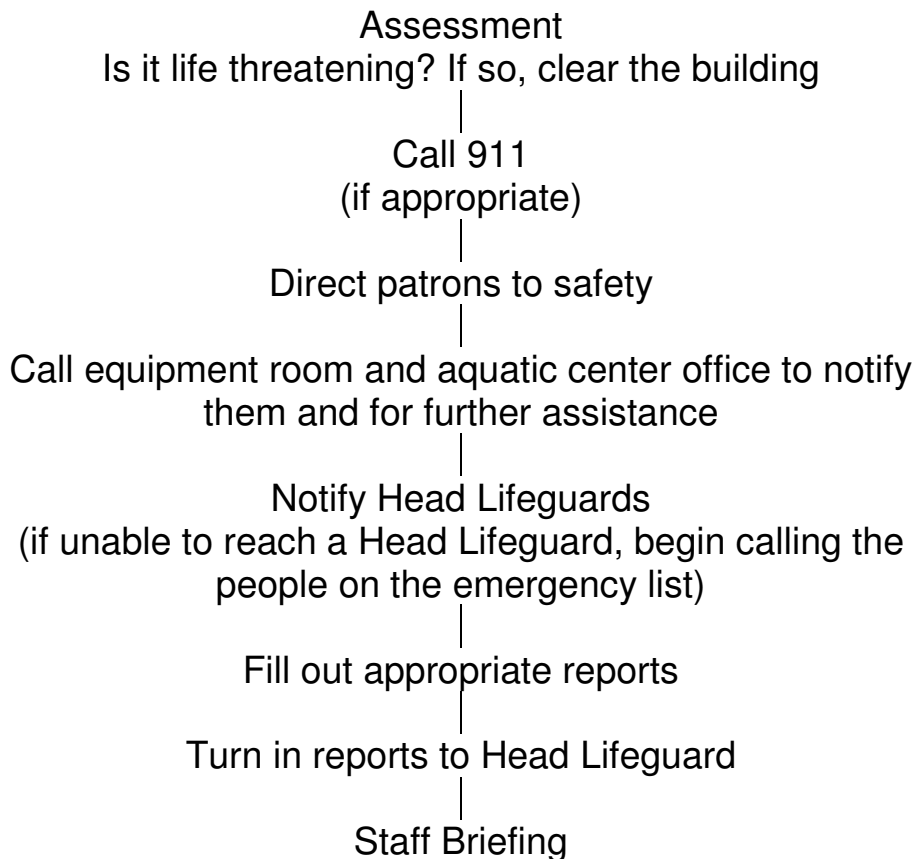
Respectively submitted by  
Luanne Aakhus  
Disability Chair



Safety Chair Report  
July 11, 2007  
Submitted by Luanne Aakhus

As per USA Swimming all clubs need to develop a Safety Action Plan for each of their facilities. This should include facilities that you don't normally train in but use for swim meets. These are examples of a safety plans.

## **FACILITY EMERGENCY**



# **WEATHER EMERGENCY**

Lifeguard is alerted

3 whistles – Clear the pool/building

Direct patrons to wet tunnel (southwest corner of building) If necessary, use dry tunnel

Call equipment room and aquatic center office to notify them and for further assistance

Notify Head Lifeguards  
(if unable to reach a Head Lifeguard, begin calling the people on the emergency list)

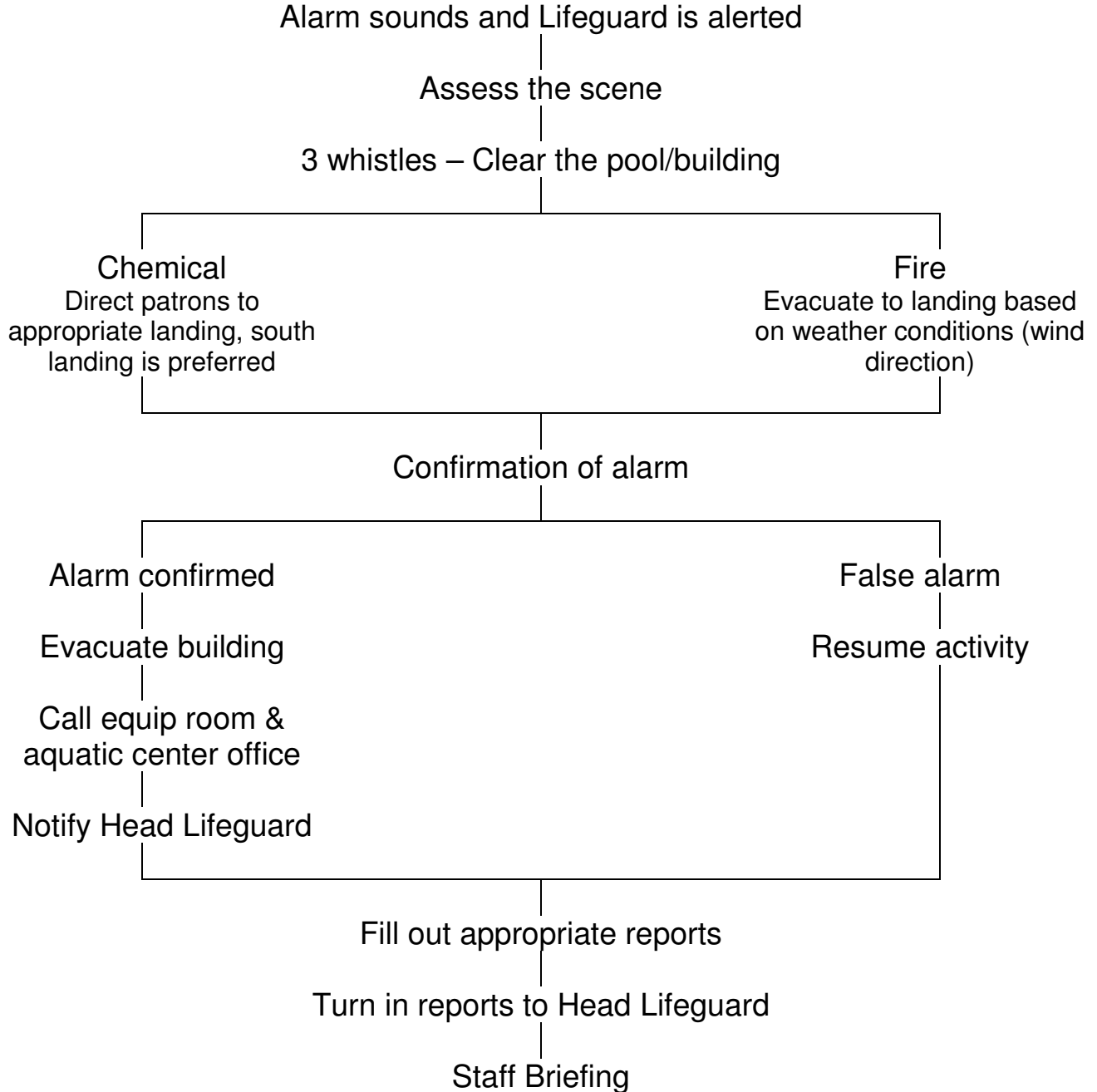
Maintain crowd control and monitor situation on radio

Fill out appropriate reports

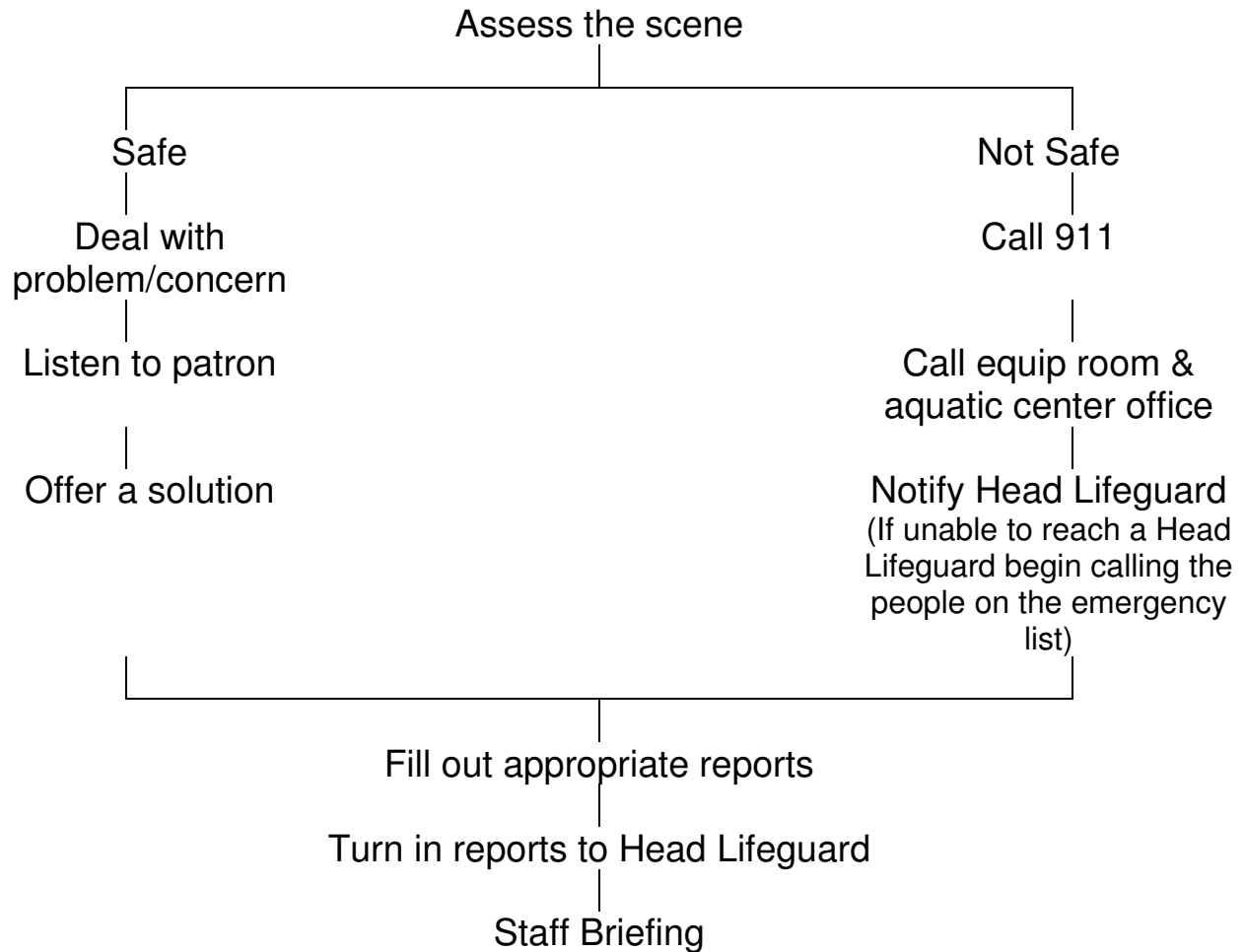
Turn in reports to Head Lifeguard

Staff Briefing

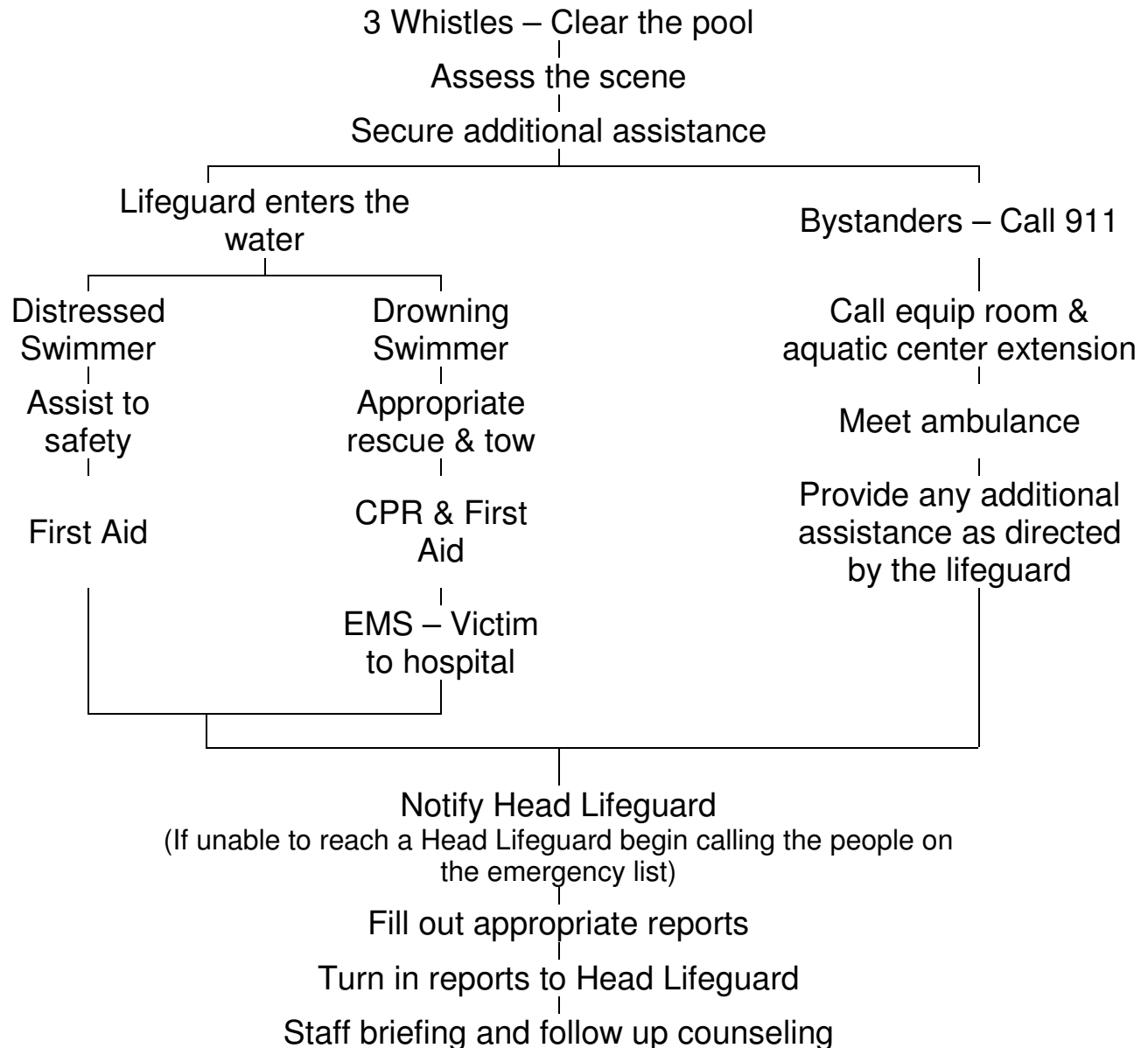
# FIRE & CHEMICAL EMERGENCY



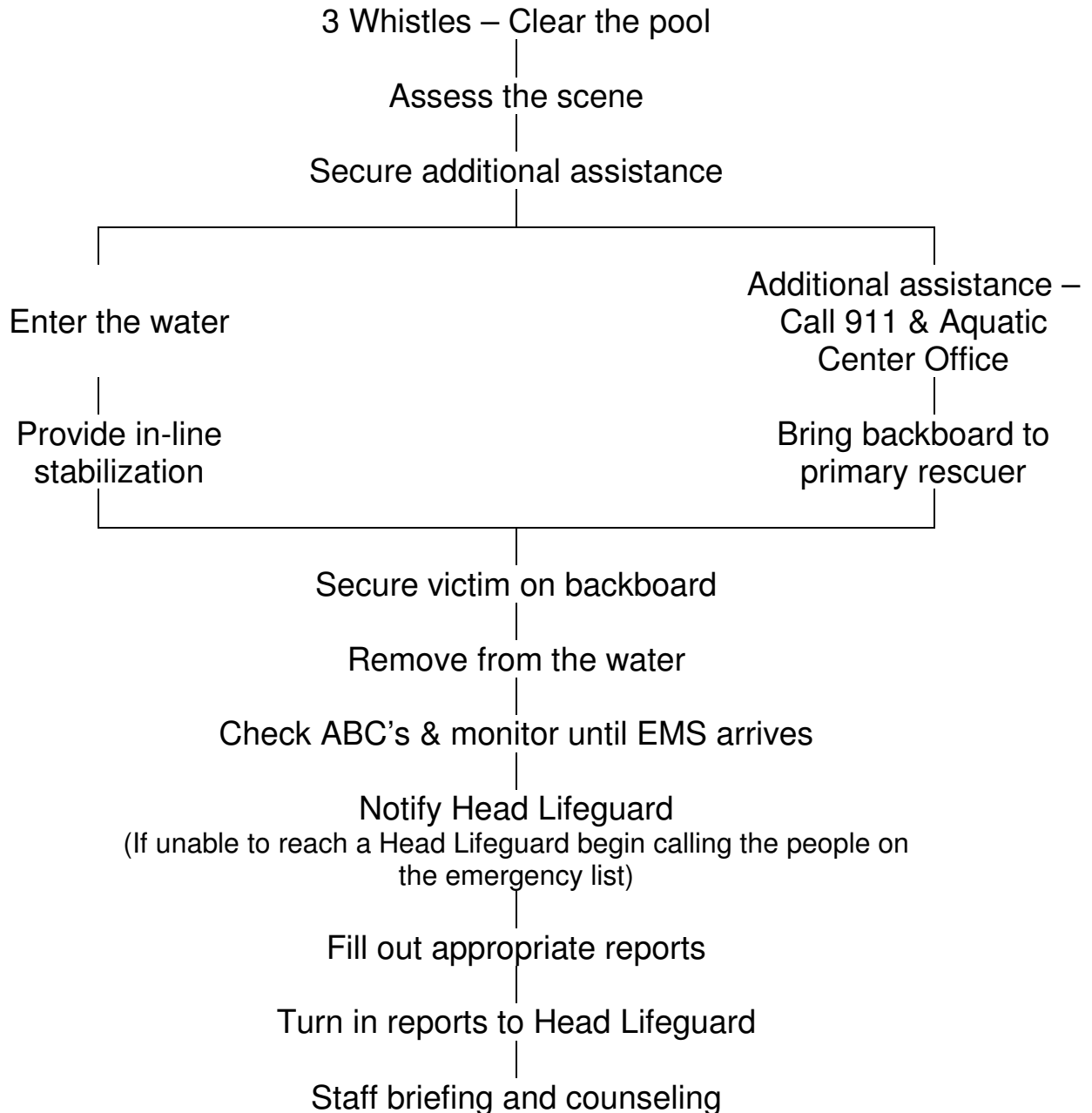
# EMERGENCY INCIDENT



# DROWNING EMERGENCY



# SPINAL MANAGEMENT



# **911 CALL EXAMPLE**

The following is a sample of the message that is hung beside each emergency phone. This sign provides directions to the appropriate emergency entrances. It also allows untrained persons provide the appropriate information to the 911 operator.

**THIS PHONE IS**

## **FOR EMERGENCY USE ONLY**

1. DIAL "911".
2. Read the following message:

"AN AQUATIC EMERGENCY EXISTS AT THE UNIVERSITY  
AQUATIC CENTER, 1910 UNIVERSITY AVE SE. PLEASE  
COME  
AT ONCE TO THE AQUATIC CENTER'S NORTHEAST DOOR  
ON  
YOUR RIGHT AS YOU ENTER FROM UNIVERSITY AVE. IF  
POSSIBLE, SOMEONE WILL MEET YOU THERE AND  
DIRECT  
YOU TO THE POOL."

"THERE HAS APPARENTLY BEEN A \_\_\_\_\_ INJURY."

3. REMAIN ON THE PHONE WITH THE DISPATCHER  
UNTIL EMERGENCY PERSONNEL ARRIVE ON THE SCENE.

## **DO NOT HANG UP**

**PLEASE COMPLETE THE NECESSARY PAPERWORK AND NOTIFY THE  
AQUATIC DIRECTOR IMMEDIATELY AFTER THE EMERGENCY.**

## 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

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Date(s) \_\_\_\_\_

Meet

Marshall \_\_\_\_\_

Print Name

Signature

Meet

Referee \_\_\_\_\_

Print Name

Signature



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**MEMORANDUM**

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**TO:** CENTRAL CALIFORNIA SWIMMING HOUSE OF DELEGATES  
**FROM:** SPENCER HARRIS  
**SUBJECT:** NATIONAL TRAVEL FUND & PROPERTY REPORTS  
**DATE:** MEETING DATE 07/11/07

**NATIONAL TRAVEL**

*Championship Funds*

YTD approvals for Championship Funds total \$6,400 for Sectionals, NCSA Juniors and Seniors. Remaining on the Championship funding calendar for '07 are Summer Sectionals in San Jose, Summer Juniors and Seniors in Indianapolis and SC Nationals in Atlanta.

*National Development*

2007 Development Fund approvals total \$5,600 for participants at the Long Beach Grand Prix, Spring Sectionals, Speedo Grand Challenge, Swim Meet of Champions and Janet Evans Invite. Additional \$600 request for LB Grand Prix reimbursement pending receipt and approval of waiver request from Clovis coach (outside 45-day request window).

*Combined YTD Results National Travel Fund*

|               |          |
|---------------|----------|
| Total Budget  | \$16,800 |
| YTD Approvals | \$12,000 |
| % of Budget   | 71.4 %   |

**CCS PROPERTY & EQUIPMENT**

\$225 revenue year-to-date from CCS timing system: IWV Beat the Cold Meet, BSC Pentathlon Meet, Shafter HS League Championship Meet and 3-Rec meets in Bakersfield & Shafter during June & July.

Respectfully submitted,

*Spencer Harris, Travel Fund & Property Chair*

| 2007 CCS National Travel Fund Summary                                                                                      |                 |                 |                     |                 |                 |                  |
|----------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------|-----------------|-----------------|------------------|
|                                                                                                                            | 2007<br>Budget  | 2007<br>YTD     | 2007<br>% of Budget | 2006<br>Actual  | 2005<br>Actual  | 2004<br>Actual   |
| <b><u>Championship Travel</u></b>                                                                                          |                 |                 |                     |                 |                 |                  |
| <i>Spring Sectionals<br/>Mission Viejo, CA</i>                                                                             | \$1,800         | \$1,400         | 77.8%               | \$1,800         | \$1,600         | \$900            |
| <i>NCSA Spring Juniors<br/>Orlando, FL</i>                                                                                 | \$1,200         | \$4,000         | 333.3%              | \$1,200         | \$800           |                  |
| <i>Spring Championships<br/>East Meadow, NY</i>                                                                            | \$1,200         | \$1,000         | 83.3%               | \$1,200         | \$1,500         | \$3,750          |
| <i>Summer Sectionals<br/>San Jose, CA</i>                                                                                  | \$1,800         | \$0             | 0.0%                | \$100           | \$650           |                  |
| <i>Summer Championships<br/>Indianapolis, IN</i>                                                                           | \$2,100         | \$0             | 0.0%                | \$2,100         | \$1,950         | \$5,400 *        |
| <i>USAS Juniors<br/>Indianapolis, IN</i>                                                                                   | \$1,400         | \$0             | 0.0%                | \$1,400         | \$1,000         |                  |
| <i>Short Course Nationals<br/>Atlanta, GA</i>                                                                              | \$2,000         | \$0             | 0.0%                | \$2,000         | \$400           |                  |
| <b>Total Championship Funds</b>                                                                                            | <b>\$11,500</b> | <b>\$6,400</b>  | <b>55.7%</b>        | <b>\$9,800</b>  | <b>\$7,900</b>  | <b>\$10,050</b>  |
| <b><u>National Development Travel</u></b>                                                                                  |                 |                 |                     |                 |                 |                  |
| <b>Total Development Funds</b>                                                                                             | <b>\$5,300</b>  | <b>\$5,600</b>  | <b>105.7%</b>       | <b>\$9,300</b>  | <b>\$7,700</b>  | <b>\$6400 **</b> |
| <b>Total National Travel Funds</b>                                                                                         | <b>\$16,800</b> | <b>\$12,000</b> | <b>71.4%</b>        | <b>\$19,100</b> | <b>\$15,600</b> | <b>\$16,450</b>  |
| <p>Half funding cutoff March 31 of current year<br/> * Includes 2004 Olympic Trials<br/> ** Includes 2004 NCSA Juniors</p> |                 |                 |                     |                 |                 |                  |

