



Midwestern Officers

Stefanie Martinez

General Chair

Steve Kidder

Admi Vice Chair

David Nelson

Senior Chair

Paige Skidmore

Age Group Chair

Toby Rees

Treasurer

Betsy Purcell

Finance Chair

Aidan Cho

Safe Sport Chair

Jeff Steiner

DEI Chair

Sam Bach

Coach Representative

Addisyn Storms

Senior Athlete

Arnav Gupta

Junior Athlete

Greta Olberding

At Large Athlete

Jack French

Delegate At Large

Amber Bargstadt

Delegate At Large

Kathy Lydiatt

Governance Chair

Lori Howard

Operational Risk

Erica Storms

Technical Chair

Leslie Mayo

Registration Chair

Dan Brailita

Officials Chair

Betsy Purcell

Past General Chair

Betty Kooy

Executive Secretary

Mission Statement: Midwestern Swimming strives to maximize opportunities for the growth and success of all current and future swimmers through competitive swimming.

Board of Directors Meeting

Tuesday, November 19, 2024 – 8:30 PM

Zoom Meeting

Meeting Agenda

1. Welcome and Roll Call (by log in – voting participants must have video on)
2. Declaration of Conflict of Interest Statement
Is any member aware of any conflict of interest (that is, of a personal interest or direct or indirect pecuniary interest) in any matter being considered by this meeting which should now be reported or disclosed or addressed under the Midwestern Swimming Conflict of interest policy? If a Board member determines there to be a conflict of interest at any point during the course of the meeting when a specific subject is being discussed and/or action is being taken, a declaration of a conflict of interest should be made at that time.
3. Review and Approve October 15, 2024 Meeting Minutes
4. Consent Agenda
 - Executive Secretary Report
 - Registration Report
 - Financial Reports
 - Notes from Sanction Committee 10/20/24 and 11/10/24
 - Governance Committee Report; Updated Age Gp and Senior Job Descriptions
 - ABM/Workshop written report S Kidder
5. Old Business
 - Strategic Plan Committee
 - Board orientation and manual update
 - ABM/Workshop travel funding – P & P 4.9.1
6. New Business
 - Award Policy – 10.3.4 (No changes needed)
 - Unpaid Transfer Fee Penalty -4.10.6 update
 - Changes to regular meetings of BOD
 - Ad Hoc committee for Governance
7. Announcements
8. Adjournment

Join Zoom Meeting

<https://zoom.us/j/96814282919?pwd=2TWl2ygiJ4zg3BallaRrpE1FowP0mG.1>

Meeting ID: 968 1428 2919

Passcode: 759901

One tap mobile

+13126266799,,96814282919#,,,,*759901# US (Chicago)

+13092053325,,96814282919#,,,,*759901# US



MINUTES Draft

DATE: 10/15/2024

TIME: 8:30 p.m.

LOCATION Zoom Conference Call

Call to Order

- Midwestern Board of Directors
- Board Meeting
 - Called to order 8:31pm – Stefanie Martinez; noted quorum present
 - Purpose of Meeting: Regular BOD Meeting
 - Reminder to be visible to vote
- Roll Call by Zoom sign-in
 - BOD Attendees: Stefanie Martinez, Steve Kidder, David Nelson, Paige Skidmore , Toby Rees, Betsy Purcell, Aidan Cho, Jeff Steiner, Addisyn Storms, Jack French, Betty Kooy (ex officio)
 - HOD Committee Chairs/Coordinators Present: Starre Haney, Erica Storms, Leslie Mayo
 - BOD Absent: Sam Bach, Arnav Gupta, Amber Bargstadt
 - HOD Committee Chairs/Coordinators Absent: Lori Howard, Dan Brailita
 - Guests: Bill Haney, Olivia French, Rosie Kirianov, Pat Rowan, Jimmy Parmenter, Kathy Lydiatt, Charles Jones, Kim Berndt, Kim Schmidt
- Declaration of Conflict of Interest Statement: Stated in published agenda; no declarations.

Approval of Previous Minutes

- No corrections to minutes.
- Motion to Accept September Minutes – Dave Nelson; Seconded-Aidan Cho; Approved

Consent Agenda

- Documents
 - Executive Secretary Report
 - Financial Reports
 - Sanction Committee Meeting Notes 09/22/24
 - Governance Committee Meeting Minutes
 - ABM/Workshop written reports (addition to sent documents noted; posted on website w/addition)
- Motion to Accept Consent Agenda Items –Steve Kidder; Seconded;-Betsy Purcell; Approved

Athlete Presentation from ABM

- Presentation by Olivia French (Prepared PowerPoint not able to be shown)
 - Olivia French and Greta Olberding attended the Denver workshop and ABM
 - Greta unable to attend BOD meeting
 - Both girls thank MW for the opportunity
 - Items emphasized were USADA, DEI, use of Instagram and social media, Athlete Empowerment
 - Suggested MW apparel for parents attending MW travel meets
 - Stefanie met with Aidan, Greta, Olivia, Addisyn to plan for athletes to move forward

Old Business

- Governance Committee – Starre Haney

- o Update of Bylaw changes mandated by USA Swimming
 - Most were corrections of pronouns from he/she to they/them
 - FINA to World Aquatics
 - No vote needed for updates; Betty will send to BOD
 - Will be filed with USA Swimming
- o Update of BOD/Committee Chair job descriptions.
 - Admin Vice Chair was done in spring along with updated General Chair qualifications
 - Senior Chair and Age Group Chair were presented in the BOD meeting documents
 - Some corrections needed
 - Mostly updating to reflect what positions have been doing
 - Paige S: if responsible for Athlete web page she will need access
 - Board of Directors – 2 two-year terms possible with two (2) year lapse before same position
 - Starre did go through both positions noting any changes/updates
 - Need for BOD to approve the updates
 - Motion to approve the updated documents – Betsy Purcell; Seconded- Steve Kidder; Approved.

New Business

- Stefanie requested information from Committee chairs as to who is on their committees
 - o No updates received
 - o Stefanie will reach out again to see who is serving
 - o Noted committees should meet quarterly
- Board Orientation
 - o Need date, location, time
 - o Erica noted room at Millard South could be available
 - o Zoom meeting possible but Stefanie would rather it be in person
 - o Stefanie will work with Erica to see what might be possible

Action Items to be voted on

- Date and location of HOD meetings for Fall 2024 and Spring 2025
 - o Desire to attach to a meet to generate more attendance
 - LSS information too late for 20 day notice
 - HLA – would be too chaotic with their meet
 - 20 day deadline missed for SCSC meet
 - o Needs include video; for elections those voting must be visible; technology at Fremont didn't work as planned
 - o Plan to set November 17 as date for Fall meeting (concenses)
 - Stefanie will try to find a location with adequate technology
 - (later mentioned that Awards may be included with this meeting – would need facility)
 - o Spring meeting
 - Fremont possible if same GOAL meet held again
 - GOAL meet weekend of May 2-4? SO has requested that weekend; no request yet from GOAL
 - Stefanie will work with Paige and Jay for and April weekend for meet and HOD
 - Jeff noted UNO ability to Zoom if meets are held on same weekend
 - Credit Union at 130th and Pacific has room with technology available too
- Approval of Slate of Athlete appointments
 - o Stefanie noted those she has appointed and the committees that still needing athletes.
 - BOD At Large – Greta Olberding (NYA)

- HOD Athlete Rep – Olivia French (BSC)
 - HOD Athletes at Large: Matt Brailita (GOAL), Mallory Ferguson (ACE), Elliot Vech (FAST)
 - Admin Review Board: Carter Brady (HLA)
 - Officials Committee: Carter Brady (HLA)
 - Finance Committee: Bennett Bacon (HUSK)
 - Committees needing athletes: Governance, Sanction, Finance (1 more), Operational Risk, Officials (1 more), Safe Sport, DEI
- o Request for consent for appointments. No opposition to appointments
- Approval for travel reimbursement for two (2) athletes who attended the ABM and Workshop
 - o Email vote was requested; not enough votes in the affirmative were received to pay
 - o Motion made to reimburse Olivia French and Greta Olberding for travel expenses to Denver for ABM and Workshop by Betsy Purcell; Seconded by Steve Kidder. Approved with one (1) abstention
- Proposal to amend MW Policies and Procedures 8.1.6.2
 - o 8.1.6.2 Status of meet management: The host club must be registered prior to sanctioning and posting of any meet. Sanctions will be issued upon submission, contingent on the approval of the sanctioning committee. The following individuals MUST be non-athlete members of USA Swimming, with certifications in good standing by the meet entry deadline and current through the end date of the meet: Meet Director, designated Referee, and designated Admin Official. All certifications for Referee and Admin Official must be current through the end date of the meet. Sanction will not be issued and meet will not be posted if all registration and certification requirements are not met. (01/16/18) Sanction may be revoked on the meet entry deadline date if required personnel certifications are not all current and in good standing through the end date of the meet. If the required personnel are not in good standing or their certifications are not current, the Sanction may be revoked on the meet entry deadline date.
 - o Noted several iterations of the changes; approved by Sanction Committee
 - o Reason for changes – meets getting posted too late and volunteers have to update their certifications earlier than required by expiration dates
 - o Leslie voiced concerns regarding issues with BG (can take longer) and APT (dependent on Safe Sport Center); the entry deadline may be problematic if people wait until the last minute
 - o Motion to accept the policy change as written – Toby Rees; Seconded-David Nelson; Approved. Policy to be effective immediately (10/16/2024)
- Proposal to change MW Policies and Procedures 4.9
 - o 4.9 USA Swimming Annual Business Meeting and/or Workshop Funding:
~~The following BOD positions may be funded to attend the annual business meeting or workshop(s):~~
 Each year, USA Swimming holds an annual business meeting and/or workshop and permits a certain number of representatives from each LSC to attend who serve a specific role. If the representative of that role is unable to attend, another LSC leader may attend in their place. Midwestern Swimming may send up to the maximum number of LSC leaders, coaches and athletes to the annual meeting and/or workshop and expenses, including airfare, gas, mileage, hotel and meals, shall be reimbursed. To properly plan and keep travel and hotel accommodations at a minimum, within 30 days from the date that USA swimming announces the dates and LSC representative roles for the annual meeting and/or workshop, the respective leaders shall report to the General Chair and/or Executive Secretary their intent to attend or their proposed replacement.
 - ~~4.9.1 General Chair~~
 - ~~Administrative Vice Chair~~
 - ~~Senior Chair~~
 - ~~Age Group Chair~~
 - ~~Coach Representative~~
 - ~~Senior Athlete Representative~~

~~Executive Secretary~~

~~Members serving on national standing committees~~

- o Wording from Stefanie after consultation with Bernie Dickman (USA Swimming)
Plans for ABM and Workshops going forward seem to be to combine in one meeting
To include those invited, up to the maximum allowed for each LSC by USA Swimming (has been 7)
- o A late proposal – consensus to send back to Governance and bring up again next meeting

Announcements and Information -

- LEAP was filed; a few corrections were needed; Stefanie will work on those
- Zoom ownership – owned by MW with Betsy as primary; Stefanie and Betsy will work on getting it working for all
- Toby noted that bill.com right of approval has been transferred to her and she has been able to OK bills
- Next BOD Meeting – Tuesday, November 19, 2024; 8:30 p.m.

Adjournment

- Motion to adjourn 9:35 p.m.– Steve Kidder; Seconded – Dave Nelson; Passed.
- Submitted by: Betty Kooy, Secretary



- **Sanctions/Meet Schedules–**

MW 2024-2025 Short Course – The schedule of requests for the 2024-2025 Short Course season is posted. As clubs register for 2025, documents are filed, and sanction committee approves, January – March meets will be posted. Clubs hosting January meets must be registered by December 1, 2024.

MW 2025 Summer Meets – A request for bids for Summer 2025 and Short Course 2025-2026 was sent to ALL MW clubs. Weekend dates for the year along with holidays and meets already requested were included in the email. Those requests were due June 1, 2024. We have most of the summer requests and some of the 2025-2026 short course requests. The received requests have been sent to the sanction committee. Bids for the Long Course 12 & Under and 13 & Over Championship meets are needed.

- **All Star Meet** – The All Star meet will be held January 11-12, 2025 in Des Moines, IA. MW coaches are now voting on Head Coach. There is a need to set the cost for the athletes for this meet. Application will then be posted. This meet will be a family travel meet.
- **Athlete Reimbursement and Outreach Reimbursement** – To date MW has sent \$10,150 for 2023-2024 Winter Juniors, Westmont TYR Pro, Summer Nationals, Futures, and Columbia Sectionals. (Last date for filing for Long Course was September 30.) \$646.88 has been sent for Outreach reimbursement. GoogleForms for both Athlete Reimbursement and Outreach Reimbursement are posted and distributed to clubs. Going forward we will be tracking reimbursements for 2024-2025 (September 1, 2024 through August 31, 2025) for both Athlete reimbursement and Outreach reimbursement.
- **High School Swimming** – Iowa girls completed their season as of November 16. MW will acknowledge times for any MW swimmers in the IA observed meets. Nebraska's HS season will start Monday, November 18. High School meets that are scheduled to be observed are the Conference meets and the State meet. Forms requesting observation will be required for all HS meets with names of at least 2 USA officials who will be 'observing'. Invitationals wanting observation must file a request with the MW office and MW Times chair. A minimum of two (2) USA certified observers must be present and officiating in the appropriate observation positions in order for the times from the HS meets to be used. The forms have been sent to those who hosted observed meets last year. In order for times to be used athletes must be currently registered with MW and USA Swimming. Last HS season 13 meets were observed.

MW Swimming - Monthly Registrations Summary

	ATHLETES						NON-ATHLETES							TOTAL		
	Premium - Renew	Premium - New	Upgrade	Flex - Renew	Flex - New	Outreach	Other	Coach	Official	Admin	BOGO	Club Reg	Cancel	ATHLETES	Total Registrations	Notes:
September 2024	392	223	1	17	51	10	3	23	15	6	2	5	-1	694	745	Cancellation of New PA parent error
October 2024	104	49	5	12	16	8	6	27	14	14	0	2	-4	194	257	Cancels = Reg errors
November 2024																
December 2024																
January 2025																
February 2025																
March 2025																
April 2025																
May 2025																
June 2025																
July 2025																
August 2025																
2025 Reg TOTALS	496	272	6	29	67	18	9	50	29	20	2	7		888	1002	

Additional Registration Information to note

**Athlete Late Registration \$30 Fines from meet entries:
2 invoiced - 1 paid & 1 unpaid (2nd notice sent)**

**Athlete Club Transfers as of November 1st:
87 swimmers invoiced club transfer fees
9 invoices unpaid (2 on third notice, 3 on second notice)**

Reminders:

Teams need to begin reminding parents to renew their swimmers for 2025.

A large number of MW athletes have not yet renewed

Swimmers competing for high school teams MUST be registered/ renewed with USA Swimming PRIOR to Observed High School meet times to count in SWIMS.

USA Swimming Members/Clubs/OMR - Member Requirement Alerts:

2023 Members can now one-button renew

Includes APT 30/60 day alert for 17 year olds

Includes APT 18 Year old Birthday alert for head coach/ club admin

Includes Background check alert during one's expiring month

Includes 30 day alert for all other member requirements

Apprentice in Good Standing has been updated (cards will now show as being in Good Standing through the first 60 days)

SRP Athlete Education measure now includes the Kids course (Ages 5-12) in the calculation

LSC Transaction Summary Report - MW



Season	Category	Registration Type	Transaction Type	LSC Fee		USA Swimming Fee	
2025 (9/1/2024 - 8/31/2025)	Club Registration	Year-Round Club	Renew	7	\$1,260.00	7	\$490.00
	Member Registration	Administrator	New	8	\$40.00	8	\$240.00
			Renew	12	\$60.00	12	\$360.00
		Apprentice Official	New	2	\$0.00	2	\$0.00
		Coach	New	4	\$40.00	4	\$280.00
			Renew	43	\$400.00	43	\$2,800.00
		Flex Athlete	Cancel	-1	(\$10.00)	-1	(\$20.00)
			New	68	\$680.00	68	\$1,360.00
			Renew	29	\$290.00	29	\$580.00
		Junior Coach	New	2	\$20.00	2	\$140.00
		Official	New	4	\$30.00	4	\$210.00
			Renew	23	\$190.00	23	\$1,330.00
		Other	Cancel	-1	(\$10.00)	-1	(\$70.00)
			New	5	\$50.00	5	\$350.00
			Renew	5	\$40.00	5	\$280.00
		Outreach Athlete	New	5	\$0.00	5	\$25.00
			Renew	13	\$0.00	13	\$65.00
		Premium Athlete	Cancel	-3	(\$30.00)	-3	(\$210.00)
			New	274	\$2,740.00	274	\$19,180.00
			Renew	496	\$4,960.00	496	\$34,510.00
			Upgrade	6	\$0.00	6	\$300.00
		Provisional Coach	New	1	\$10.00	1	\$70.00
Total				1,002	\$10,760.00	1,002	\$62,270.00

Midwestern Swimming, Inc.

Balance Sheet

As of November 14, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
102 Wells Fargo	98,466.63
122 Savings Wells Fargo	65,320.29
124 CD FNBO	118,456.40
129 PayPal Account	0.00
Bill.com Money Out Clearing	0.00
Total Bank Accounts	\$282,243.32
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Payroll Refunds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$282,243.32
Fixed Assets	
181 Depreciation	0.00
Total Fixed Assets	\$0.00
TOTAL ASSETS	\$282,243.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
204 Credit Card - Kooy, Betty	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
2001 Acct Pay	0.00
201 Prepaid USS Registrations	0.00
2100 Payroll Liabilities	0.00
211 Accrued PR Taxes	1,356.99
301 Payroll Tax	0.00
Direct Deposit Payable	0.00
Total Other Current Liabilities	\$1,356.99
Total Current Liabilities	\$1,356.99
Total Liabilities	\$1,356.99

Midwestern Swimming, Inc.

Balance Sheet

As of November 14, 2024

	TOTAL
Equity	
3000 Opening Bal Equity	0.00
3900 Retained Earnings	287,226.81
Net Income	-6,340.48
Total Equity	\$280,886.33
TOTAL LIABILITIES AND EQUITY	\$282,243.32

Midwestern Swimming, Inc.
Profit and Loss
January 1 - November 14, 2024

	<u>Total</u>
Income	
420 Interest Income	15.02
421 All Star Meet	8,556.55
423 Zone Meet	5,928.86
425 Officials Income	510.00
431 MWS LSC Long Course	29,400.00
432 MWS LSC Short Course	39,780.00
441 MWS Sanction Fee	3,427.00
442 MWS Splash Fee	38,996.50
442.1 Splash Fee - SC Championships	4,589.00
442.3 Splash Fee - Squad/Dual/Single Session	4,714.00
Total 442 MWS Splash Fee	\$ 48,299.50
443 MWS Fines	250.00
451 USS Athlete Membership	
451.1 Athlete-Premium	15,355.20
451.2 Athlete-Seasonal	388.80
451.3 Athlete-Flex	1,708.80
451.31 Athlete- Upgrade	316.80
451.4 Athlete-Transfer	2,140.00
451.5 Athlete-Outreach	125.00
451.6 LateRegFee	50.00
Total 451 USS Athlete Membership	\$ 20,084.60
452 USS Nonathlete Members	
452.1 Non-Athlete Coach	1,622.40
452.2 Non-Athlete Official	580.80
452.3 Non-Athlete Administrator	192.00
452.4 Other	232.32
Total 452 USS Nonathlete Members	\$ 2,627.52
453 USS Club Memberships	3,909.60
495 Miscellaneous Income	160.80
Total Income	\$ 162,949.45
Gross Profit	\$ 162,949.45
Expenses	
521 All Star Meet Exp	15,252.44
523 Zone Meet Exp	18,909.50
526 Diversity Support	
526.1 Outreach Meet Support	507.31
Total 526 Diversity Support	\$ 507.31
531 MWS LSC LongCourse	30,128.59
532 MWS LSC ShortCourse	39,748.00
541 Athlete Reimbursement	

541.1 Sectional & Open Water	5,050.00
541.2 TYR Pro/Futures	2,200.00
541.3 Nat, Jr Nat, Open, Int Trials	2,500.00
Total 541 Athlete Reimbursement	\$ 9,750.00
554 Club Rebates	2,625.00
555 Athlete - Zone Dues	543.00
565 Equipment	25.00
566 Insurance	365.00
568 Service Charge	64.09
569 Returned Checks	20.00
571 Administration	
571.1 Admin - HBE Monthly	10,505.69
571.2 Admin-Intuit	1,551.00
Total 571 Administration	\$ 12,056.69
572 Office Supplies	98.39
573 Admin Internet-Google/Constant Contact	798.99
574 Admin Office Internet	599.94
575 Admin Postage	317.08
576 Admin Travel/Training	
576.1 Admin Travel-Mileage Reimburse	311.55
Total 576 Admin Travel/Training	\$ 311.55
576.2 Travel-Meals	34.28
577 National Workshop/Bus Mtg	
577.2 Travel & Hotel	4,142.39
577.3 Meals & Incidentals	914.75
Total 577 National Workshop/Bus Mtg	\$ 5,057.14
578 Officials Expense	
578.2 Meet Costs-Shirts/NameTags	2,186.27
578.3 Officials Reimbursement	2,401.30
578.4 Champ Ref/Admin Lodging	839.36
Total 578 Officials Expense	\$ 5,426.93
581 Exec Secretary - Wage	23,362.50
582 Payroll Taxes	1,787.24
589 LSC Awards Banquet	
589.2 Awards	1,360.89
Total 589 LSC Awards Banquet	\$ 1,360.89
595 Miscellaneous Expense	135.80
596 BOD Meeting Expenses	4.58
Total Expenses	\$ 169,289.93
Net Operating Income	-\$ 6,340.48
Net Income	-\$ 6,340.48

Midwestern Swimming, Inc.
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
January - December 2024

	Actual	Budget	Total over Budget	% of Budget
Income				
415 Donations		0.00	0.00	
420 Interest Income	15.02	25.00	-9.98	60.08%
421 All Star Meet	8,556.55	7,920.00	636.55	108.04%
423 Zone Meet	5,928.86	5,625.00	303.86	105.40%
425 Officials Income	510.00		510.00	
431 MWS LSC Long Course	29,400.00	32,000.00	-2,600.00	91.88%
432 MWS LSC Short Course	39,780.00	42,000.00	-2,220.00	94.71%
441 MWS Sanction Fee	3,427.00	3,000.00	427.00	114.23%
442 MWS Splash Fee	38,996.50	80,000.00	-41,003.50	48.75%
442.1 Splash Fee - SC Championships	4,589.00		4,589.00	
442.3 Splash Fee - Squad/Dual/Single Session	4,714.00		4,714.00	
Total 442 MWS Splash Fee	\$ 48,299.50	\$ 80,000.00	-\$ 31,700.50	60.37%
443 MWS Fines	250.00		250.00	
451 USS Athlete Membership		22,080.00	-22,080.00	0.00%
451.1 Athlete-Premium	15,355.20		15,355.20	
451.2 Athlete-Seasonal	388.80		388.80	
451.3 Athlete-Flex	1,708.80		1,708.80	
451.31 Athlete- Upgrade	316.80		316.80	
451.4 Athlete-Transfer	2,140.00		2,140.00	
451.5 Athlete-Outreach	125.00		125.00	
451.6 LateRegFee	50.00		50.00	
Total 451 USS Athlete Membership	\$ 20,084.60	\$ 22,080.00	-\$ 1,995.40	90.96%
452 USS Nonathlete Members		3,360.00	-3,360.00	0.00%
452.1 Non-Athlete Coach	1,622.40		1,622.40	
452.2 Non-Athlete Official	580.80		580.80	
452.3 Non-Athlete Adminstrator	192.00		192.00	
452.4 Other	232.32		232.32	
Total 452 USS Nonathlete Members	\$ 2,627.52	\$ 3,360.00	-\$ 732.48	78.20%
453 USS Club Memberships	3,909.60	5,040.00	-1,130.40	77.57%
489 LSC Awards Banquet Income		2,500.00	-2,500.00	0.00%
490 Coaches Clinic Income		2,500.00	-2,500.00	0.00%
495 Miscellaneous Income	160.80		160.80	
Total Income	\$ 162,949.45	\$ 206,050.00	-\$ 43,100.55	79.08%
Gross Profit	\$ 162,949.45	\$ 206,050.00	-\$ 43,100.55	79.08%
Expenses				
521 All Star Meet Exp	15,252.44	16,000.00	-747.56	95.33%
523 Zone Meet Exp	18,909.50	15,000.00	3,909.50	126.06%
523.1 Zone Open Water		2,000.00	-2,000.00	0.00%
Total 523 Zone Meet Exp	\$ 18,909.50	\$ 17,000.00	\$ 1,909.50	111.23%
524 Other Age Group Expense			0.00	
524.1 MWS Swimposium		3,000.00	-3,000.00	0.00%
Total 524 Other Age Group Expense	\$ 0.00	\$ 3,000.00	-\$ 3,000.00	0.00%
526 Diversity Support		13,000.00	-13,000.00	0.00%
526.1 Outreach Meet Support	507.31		507.31	
Total 526 Diversity Support	\$ 507.31	\$ 13,000.00	-\$ 12,492.69	3.90%
527 Safe Sport		2,500.00	-2,500.00	0.00%
528 Athlete Leadership Committee		250.00	-250.00	0.00%
531 MWS LSC LongCourse	30,128.59	31,800.00	-1,671.41	94.74%
532 MWS LSC ShortCourse	39,748.00	37,000.00	2,748.00	107.43%
541 Athlete Reimbursement		26,000.00	-26,000.00	0.00%

541.1 Sectional & Open Water	5,050.00			5,050.00	
541.2 TYR Pro/Futures	2,200.00			2,200.00	
541.3 Nat, Jr Nat, Open, Int Trials	2,500.00			2,500.00	
Total 541 Athlete Reimbursement	\$ 9,750.00	\$ 26,000.00	-\$ 16,250.00		37.50%
554 Club Rebates	2,625.00	1,500.00		1,125.00	175.00%
555 Athlete - Zone Dues	543.00			543.00	
565 Equipment	25.00			25.00	
566 Insurance	365.00	350.00		15.00	104.29%
568 Service Charge	64.09	100.00		-35.91	64.09%
569 Returned Checks	20.00			20.00	
571 Administration		12,000.00		-12,000.00	0.00%
571.1 Admin - HBE Monthly	10,505.69			10,505.69	
571.2 Admin-Intuit	1,551.00			1,551.00	
Total 571 Administration	\$ 12,056.69	\$ 12,000.00	\$ 56.69		100.47%
572 Office Supplies	98.39	500.00		-401.61	19.68%
573 Admin Internet-Google/Constant Contact	798.99	1,000.00		-201.01	79.90%
574 Admin Office Internet	599.94	1,200.00		-600.06	50.00%
575 Admin Postage	317.08	100.00		217.08	317.08%
576 Admin Travel/Training				0.00	
576.1 Admin Travel-Mileage Reimburse	311.55	700.00		-388.45	44.51%
Total 576 Admin Travel/Training	\$ 311.55	\$ 700.00	-\$ 388.45		44.51%
576.2 Travel-Meals	34.28			34.28	
577 National Workshop/Bus Mtg		10,000.00		-10,000.00	0.00%
577.2 Travel & Hotel	4,142.39			4,142.39	
577.3 Meals & Incidentals	914.75			914.75	
Total 577 National Workshop/Bus Mtg	\$ 5,057.14	\$ 10,000.00	-\$ 4,942.86		50.57%
578 Officials Expense		7,000.00		-7,000.00	0.00%
578.2 Meet Costs-Shirts/NameTags	2,186.27			2,186.27	
578.3 Officials Reimbursement	2,401.30			2,401.30	
578.4 Champ Ref/Admin Lodging	839.36			839.36	
Total 578 Officials Expense	\$ 5,426.93	\$ 7,000.00	-\$ 1,573.07		77.53%
579 USA Swim Conference Expenses		500.00		-500.00	0.00%
580 Exec Sec Support Wages		28,035.00		-28,035.00	0.00%
581 Exec Secretary - Wage	25,698.75			25,698.75	
582 Payroll Taxes	1,965.95			1,965.95	
589 LSC Awards Banquet		5,500.00		-5,500.00	0.00%
589.2 Awards	1,360.89			1,360.89	
Total 589 LSC Awards Banquet	\$ 1,360.89	\$ 5,500.00	-\$ 4,139.11		24.74%
590 Coaches Clinic		5,000.00		-5,000.00	0.00%
592 Social Media/Advertising		1,200.00		-1,200.00	0.00%
595 Miscellaneous Expense	135.80	500.00		-364.20	27.16%
596 BOD Meeting Expenses	4.58	250.00		-245.42	1.83%
Total Expenses	\$ 171,804.89	\$ 221,985.00	-\$ 50,180.11		77.39%
Net Operating Income	-\$ 8,855.44	-\$ 15,935.00	\$ 7,079.56		55.57%
Net Income	-\$ 8,855.44	-\$ 15,935.00	\$ 7,079.56		55.57%



DATE: 10/20/24

TIME: 6:00 p.m.

LOCATION Zoom Meeting

Call to Order

- Midwestern Sanction Committee
- Meeting Purpose
 - Y Meets
 - Other meets
- Attendees: Stefanie Martinez, David Nelson, Jimmy Parmenter, Paige Skidmore, Pat Rowan, Kim Berndt, Betty Kooy (ex officio)

Meets

- Discussion of approval for Y Meets
 - 3 Y meets requesting approval (Hastings, Columbus, Lincoln)
 - Jimmy Parmenter fees the current fee for approval is too low (\$25.00)
 - Other LSCs charging more for approval plus a 'splash' fee
 - Approval only for championship meets for Ys?
 - Y teams are asking for USA officials
 - Approved meets need USA officials
 - \$25.00 fee needs to be raised
 - Perhaps sliding into greater fee
 - David Nelson recommended \$100.00 approval fee
 - To begin in January 2025 – with those with applications already in grandfathered to \$25.00
 - Recommended annual evaluation
 - Collect numbers
 - Consensus to recommend \$100.00 approval fee
 - Stefanie will put together the recommendation and send to Governance committee
 - Will need BOD vote to approve
 - Consensus to approve the Fall meets (Hastings, Columbus, Lincoln)
- Discussion of new NAG times for 50s of stroke for 13-14
 - Betty had provided numbers that would have been cut at last year's championship meets by use of the new NAG times
 - Question of whether to implement for summer
 - Clubs need to make money but perhaps qual times would be a greater incentive to include the 50s of stroke in meets
 - Committee will study the issue
- **Next meeting – November 10, 7:00 p.m.**
 - Betty will put together preliminary meet information for both 12 & U and 13 & O champs for next meeting

Adjournment

- 7:20 p.m.
Submitted by: Betty Kooy, Executive Secretary



DATE: 11/10/24

TIME: 7:00 p.m.

LOCATION Zoom Meeting

Call to Order

- Midwestern Sanction Committee
- Meeting Purpose
 - Winter Meets
 - Recommended formats (shorter meets, awards)
- Attendees: Stefanie Martinez, David Nelson, Paige Skidmore, Jimmy Parmenter, Pat Rowan, Kim Berndt, Betty Kooy (ex officio)

Meets

- Request from HG for approval of December Y meet
 - HG Y meet approval request – granted
- Discussion of several winter meets
 - SCSC Dual – sanction on hold
 - Discussion sidetracked with issue of Masters swimmers in a MW sanctioned meet
 - Issue of APT requirement; adults in events with younger swimmers
 - Stefanie will contact the host regarding the issue
 - BT King and Queen meet – sanction on hold
 - Will allow 2 events (1000 and 1650)
 - Began discussion of other winter meets
 - Inconsistency with number of events
 - Need to increase fees, allow fewer events, make meets shorter
 - Kids need a great experience
 - Have a discussion Item on HOD agenda for input
 - Would need P & P changes for any fee changes
 - Timelines are hard to predict – winter meets fewer swimmers (HS season)
 - Put in more relays
 - Suggestion moving forward to request 3 hour time limit for sessions
 - Sanctions put on hold until after HOD meeting
 - Too late to change in middle of short course season?
 - Jimmy will make some fee change recommendations
- **Next meeting – No date set**

Adjournment

- 9:00 p.m.
Submitted by: Betty Kooy, Executive Secretary

Governance Committee Report November 2024 HOD

The Governance Committee is working on completing a position description for the MWS Executive Secretary. This is part of the succession planning work for the LSC. In the future we will also be looking at the other BOD and HOD position descriptions for updating as needed.

Board positions for the 2025 election cycle are as follows:

At Large Board Position- currently held by Amber Bargstadt (eligible for reelection)

Treasurer- currently held by Toby Rees (eligible for reelection)

Age Group Chair- currently held by Paige Skidmore (eligible for reelection)

Op Risk Chair- currently held by Lori Howard (not eligible for reelection)

Technical Planning- currently held by Erica Storm (not eligible for reelection)

Officials Chair- currently held by Dan Brailita (eligible for reelection)

Registration- membership – appointed- currently held by Leslie Mayo

Safe Sport- appointed- currently held by Aiden Cho

Administrative Board of Review members-currently held by Eric Rees, Kim Schmidt, Mike Nobiling, Kim Berndt, and Bill Haney

Jr Athlete Rep (Athlete election to be held in March)

Age Group Vice Chair Job Description

Position Specifications:

- Supported by the MWS bylaws and guidelines set by USA Swimming for the position of LSC Age Group Vice Chair
- Two (2) year term, elected in odd years, limited to two (2) consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the MWS House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership

Job Summary:

- The Age Group Vice Chair shall chair and have charge of the affairs and property of the division that develops and conducts the age group swimming program of MWS

Duties and Responsibilities:

- Attend and participate in all BOD meetings and HOD meetings unless excused by the General Chairman
- Chair and have charge of the business and affairs and property of the Age Group Division
- Aid in development of policy and coordination of the activities of the officers and committees within the division
- Chair of Age Group Program Development Committee holding at least quarterly meetings
- Direct responsibility for the following
 - Annual MWS IMX and Age Group Awards
 - Camps/Clinics
 - Open Water
 - Program Development
 - Maintain MWS Age Group web page on the MWS site
 - Technical Planning-work with Technical Planning Committee to plan Age Group Champs
 - Time Standards- work with Technical Committee
 - All Star and Zone Teams- selection of coaches and athletes, planning for meet participation
- Meet Evaluation- Age Group Championship Meets- participate in evaluation development, distribution, and review
- Member of following committees
 - Executive Committee
 - Sanction Committee

Duties as assigned by the General Chair and USA Swimming

Senior Vice Chair Job Description

Position Specifications:

- Supported by the MWS and guidelines set by USA Swimming for the position of LSC Senior Vice Chair
- Two (2) year term, elected in even years, limited to two (2) consecutive terms; re-election to same position requires a lapse of two years
- Voting Member of the MWS House of Delegates and Board of Directors

Position Requirements:

- USA Swimming Membership
- Midwestern Swimming Membership

Job Summary:

- The Senior Vice Chair shall chair and have charge of the affairs and property of the division that develops and conducts the senior swimming program, including development of long-range plans for swimming programs

Duties and Responsibilities:

- Attend and participate in all MWS BOD meetings and HOD meetings unless excused by the General Chair
- Chair and have charge of the business and affairs and property of the Senior Division
- Aid in development of policy and coordination of the activities of the officers and committees within the division
- Serve as liaison to Athlete Representatives and Athletes Committee
- Maintain the MWS Senior web page of the MWS web site
- Ensure that Athlete Representatives elections are held in accordance with the bylaws
- Attend and participate in USA Swimming Annual Business meetings and others as requested by USA Swimming or MWS
- Monitor participation in national and sectional meets for reimbursement purposes
- Scholastic Award selection working in conjunction with the General Chair
- Direct responsibility for the following
 - Awards (with Age Group & General Chair)
 - Camps/Clinics

Meet Evaluation- participate in evaluation development, distribution, and review

- Meet Management- serve as a resource for meet directors
- Meet Sanctions- attend and participate in sanctions committee meetings
- Member of following committees
 - Executive Committee
 - Sanction Committee
 - Athlete Representative Slate Selection Committee

Duties as assigned by the General Chair or USA Swimming

2024 Officials Workshop

Roll of Officials Committee

· Recruit

1. Coaches may rely on officials, however most experienced officials are no longer connected to parents of younger swimmers: either they have no swimmer or are senior athletes. Coaches have more contact with parents.
2. Clubs may not have a designated Team Official to help recruit
3. Invite interested parents to attend an informational meeting during USA Swimming, College, High School, or Recreation meets.
4. Give officiating overview at the parents' meetings at the club.
5. Encourage the teams to reward their officials by paying the official's USA Swimming registration.
6. Establish a liaison between the teams and the Officials Committee.
7. Parents who are persistently questioning calls recruit them to join you.
8. Announce during timer's briefing.
9. Announce at coaches meetings.
10. Have announcer make the announcements during meets.
11. Hand out fliers to parents at meets and swim practice.

· Train

1. Each new apprentice should be assigned a mentor to guide them thru the steps to become certified.
2. Complete the Foundations of Officiating and Stroke & Turn Certification courses.
3. Complete a Level 2 Background Check
4. Complete Athlete Protection Training
5. Complete on-deck sessions shadowing a certified official

· **Retain**

1. Get to know your fellow officials.
2. Let them know how you feel about them.
3. Let them know that they are making a difference
4. Treat ALL officials equal and with respect.
5. Be sensitive to their needs and other responsibilities.
6. Be flexible and accommodating.
7. Be patience and allow time for an official to develop.
8. Provide opportunities for your officials to advance.
9. Pay attention to the workload of your officials
10. Initiate and maintain good communication
11. Seek feedback periodically.
12. Breakdown barriers - work the line sometimes.
13. Consider holding social functions for officials – Holiday parties; coaches/officials socials.
14. Pay attention to hospitality and meeting the needs of officials during meets.
15. Use incentives such as service award pins, etc.
16. Overcome the tendencies toward “cliques” and work on making all your officials feel welcome.
17. Continuous Training opportunities.
18. Praise a good job.
19. Thank you cards, pins, etc.
20. Follow through with problems – Call them and talk it through

Block Party

What is a pilot? Pilot programs are vital testing grounds that allow organizations to evaluate the potential effectiveness of new initiatives or solutions. The Block Party pilot program is a USA Swimming Board of Directors approved initiative designed to help clubs with membership growth and retention.

What is a Block Party meet? Easy to run, easy to sanction, short, family-friendly, one-day meet. Ideally the meet lasts less than two hours, no limit on the number of teams, focusing on a short timeline- and FUN.

Why do we need Block Party meets? Athletes stay in the sport when they compete- we have a declining number of sanctioned meets and a high percentage of athletes that are not competing in USA Swimming meets. The best way to grow is to retain current members.

We also need a way to onboard families to competition, and those events need to be comparable to other sport's "first competitions"- short, nearby, and easy to be a part of the process.

What is the goal of the pilot? To increase the number of teams offering meets, increase the overall number of meets available to families, increase the percentage of athletes participating in meets, and build best practices for growing USA Swimming opportunities through competition. Also- to help athletes and families move through the stages of Learn-to-Swim to Learn-to-Compete to Love-to-Compete. A sub-goal of Block Party is to attract and recruit more USA Swimming Officials.

Who sanctions Block Party meets? The meets are directly sanctioned by USA Swimming. Pilot clubs can access the sanction tool through their SWIMS account. The meet recon tool and results upload for these meets is also accessible in their SWIMS Club Portal.

Who can participate in Block Party meets? Block Party meets are hosted by USA Swimming clubs and USA Swimming members in good standing may participate. Only USA Swimming members are eligible to participate.

Can Flex and Seasonal USA Swimming members participate in Block Party meets? Yes, and Block Party meets are exempt from the two meet Flex limit.

How long is the Block Party pilot and how many teams are involved? Phase 1 of the pilot is from April 2024 to September 2024 and will include approximately 30-60 teams in 15 LSCs. Phase 2 of the pilot will start October 1, 2024, and conclude September 2025, and will include approximately 10% of USA Swimming Clubs. The number of participating clubs will continue to expand as we move through the pilot period.

How were teams selected for the pilot? Consideration was/is given to the following:

- Team size and location
- Engagement and willingness to try a new approach.
- Ability and desire to share resources and results of their efforts.

- Willingness to contribute to the greater good of USA Swimming
- Desire to improve on-boarding of their learn to swim (LTS), pre-competitive, or new members.

Who is USA Swimming working with to implement the pilot? Reimagine Sports Co LLC is working in direct partnership with USA Swimming Staff to provide support, build best practices, assist in assessing the efficacy of the pilot, and onboard teams and LSCs to the opportunity provided by the program.

Reimagine Sports is owned and operated by John Bradley and Julie Bachman. The team working on the pilot includes John, Julie, and Pam Lowenthal.

Why not limit Block Party meets to new members? We want these meets to promote a team atmosphere for both the athletes and the families - new parents can meet other parents on the team, learn volunteer roles in a low-pressure environment, kids can see older kids and get inspired, and older athletes can mentor younger teammates.

Who can officiate Block Party meets? Preferably USA Swimming Officials but knowing that some teams have challenges getting enough officials, USA Swimming Non-Athlete members in good standing (Current APT and Background Check) who are certified by NFHS, Summer League Swimming, NCAA, YMCA, or current USA Swimming Coach may officiate. The requirements for the number of officials are the same as 102.10.4 for Dual, Developmental, and Intrasquad meets.

Why do you allow non-USA Swimming Officials to officiate the meets? Our goal is to increase the number of meets available, which may exceed the current capacity of our officiating pool. A sub-goal of Block Party meets is to attract and recruit more USA Swimming Officials to increase competitive opportunities.

Do Block Party Sessions Count in OTS? Yes, only if USA Swimming Officials are used to meet the requirements of 102.10.4. During the sanction process, the team will need to input the name of the referee for the meet to receive an OTS-eligible designation.

Do the times count? The times are loaded into SWIMS, but they are not eligible for OME selection, from a USA Swimming 5-Star Meet (Speedo Sectionals and above) standpoint these times will not be eligible, nor will they be eligible for NAG records. If an LSC wishes to use the times for LSC championship meet qualification and uses OME for their championship meets, they may use the existing override function.

How much does a Block Party sanction cost? \$175. The money will be used to cover costs associated with the technology, contract with support and program development from Reimagine Sports, and create grants for Clubs/LSCs around growth and retention utilizing Block Party meets and other methods.

What happens to regular meets? The goal is to create new meets/new market, not cannibalize existing two and three-day meets. With increasing pool rent, and fewer sanctioned meets, we have fewer athletes competing and lower retention rates. An increase in swimmers and providing a path from Learn- to-Compete, to Love-to-Compete, will mean more eligible swimmers to participate in traditional meets. More athletes in USA Swimming benefits clubs, the LSC, and USA Swimming.

Developing LSC Mentors

Mentors are crucial at every level

- Share the workload
- Raise the bar
- Succession planning
- Development opportunities for all officials

What makes a good Mentor?

- Combination of ability to demonstrate expertise and the ability to teach the skills to others
- Technically skilled
- Experienced
- Continuous learner
- Positive and approachable
- Strong, adaptable communicator
- Committed to the sport
- Highly engaged

Recruiting Mentors

- Invite • Explain the role
- Empower and encourage
- Recognize and reward

Training Mentors

- Share experiences
- Resources on the National Certification and Evaluation page
- Offer mentor training webinars and workshops
- Put new mentors in contact with more experienced mentors

Creating a Mentoring Culture in your LSC

- Set a tone of continuous improvement for everyone
- Creates the sense of team

Developing N2 Mentors

- A path for LSC mentors
- Prepare and direct best candidates

Disability Swimming**Legislation passed 9/23**

- Article 105 Guidelines for Officiating Swimmers with a Disability in USA Swimming Meets. Further defines Responsibilities (Swimmer, Coach & Referee)
- Guidelines for proper Officiating
- Define Accommodations vs. Modifications
- To assure the Swimmer with a Disability has a true PARALLEL experience competing!

Communicating Modifications and Accommodations

- Article 105 is applied when a swimmer's permanent disability does not allow them to conform to the technical rules and the Referee has granted a predetermined modification to the rule.
- In communication with the officiating crew a referee may:

- 1) Instruct them to observe and report ANY violation of the rules and vet the call against the approved modification and apply Art 105 to overturn the call.
- 2) Share the specific modification(s) and instruct them to observe and report any violation except the approved modification(s).

OTS and OQMs

OTS The OFFICIALS TRACKING SYSTEM

(OTS) is the portion of the SWIMS database dedicated to USA Swimming Officials' retention of meet related information.

OQM An OFFICIALS QUALIFYING MEET

(OQM) provides an opportunity to understand, develop, and practice officiating skills used on national decks under the guidance of experienced mentors.

Preparation - Operation Resources

- OTS
- Documents
- Phone a friend ET Mentors
- Level of Meet LSC Support
- Financial • Coordinator Application
- Timeline
- Approval letters
- Evaluators
- Evaluations

RESOURCES

- Number of officials at meet
- Teams DR/SR/CJ/AR
- Sessions
- Number of evaluations

MENTOR TYPES & IDENTIFICATION

N2 vs N3 qualifications Officials History

- LSC Champs • Zones • Sectionals National Certifications
- At least Futures attendance in 5 years before meet
- Other high-level meets (Jrs, Pro, Trials class, etc.)
- Experience translates to understanding meet operations for OQMs
- Also use OTS to identify Meet Refs
- Meet History
- National Certification

• Key difference between N2 and N3 meet

- is team development • educational opportunities
- Staffing
- What teams can the meet support
- DR/SR/CJ and AR teams

- Typically how many officials attend
- What opportunities are going to be available

Official Qualifying Meet Considerations Prior to Application Qualifying Meets for National Officials Certification (OQMs) OQMs provide opportunities for evaluation of USA Swimming officials for N2 and N3 Certification and Recertification. Meets must meet the requirements contained in the Meet Requirements section of this document to be considered for approval as an OQM. These meets may include Region, Zone, Sectional, and LSC Championship meets. USA Swimming National, US Open, Pro Series, Junior National, and Futures meets are automatically approved and do not require an application. Evaluator Considerations and Requirements (Evaluator Appointment Guidelines) N2 Evaluators

- Are chosen by the LSC Officials Chair
- Must have current N3 Stroke & Turn Certification
- Must possess a current N2 certification in the positions they are named to evaluate: Chief Judge (CJ), Starter (SR), Deck Referee (DR), Administrative Referee (AR) and/or Administrative Official (AO)
- An N2 AO may perform an N2 AR evaluation if granted permission by the LSC OC
- May only give advancing and recertification evaluations at the N2 level
- Has attended a Futures meet (2 Star and above) within the last five years N3 Stroke & Turn

Evaluators

- Are chosen by the LSC Officials Chair
- Possess a current N3 Stroke & Turn certification N3 National Evaluators
- Are experienced officials authorized by the National Officials Committee (NOC) o The list of “Approved N3 Evaluators” is maintained by the NOC for the respective positions on the USA Swimming website
- May provide evaluations for N2 advancement and recertification
- May only provide evaluations for which they are approved by the NOC for N3 initial and/or N3 final
- N3 initial evaluators are also permitted to complete recertification evaluations Additional

Considerations

- Provision of approved National Evaluators is the responsibility of the meet host or LSC
- Recommendations may be solicited from the USA Swimming NOC
- It is recommended that National Evaluators not officiate during meets unless only a few candidates are being evaluated. Also, it is recommended that National Evaluators limit themselves to eight (8) advancement evaluations per OQM. Chief Judges may be tasked with Revised Oct. 2022 evaluating the Stroke and Turn team or other members of the Chief Judge team as a part of their duties
- All N3 National Evaluators on the national list will be aware of current national officiating procedures, and available for clinics, briefings, presentations, clarification of issues, and mentoring related to the art of USA Swimming officiating
- N2 and N3 advancement and recertification evaluations can only be given at approved OQMs
- Meet Referees or designee are responsible for compiling those requesting mentoring and forwarding the requests to the Evaluators, no later than 14 days in advance of the meet
- Evaluators are responsible for the final vetting of those requesting mentorship in advance of the meet for all required components and communicating with the Meet Referee regarding those not eligible
- Official Tracking System (OTS)
- Sessions and positions worked by all officials at the meet must be entered into OTS by the Meet Referee, their designee, or the Evaluator
- Evaluators must complete the on-line OTS evaluation form for each evaluated Official using the evaluation templates
- If no evaluations are made, the Meet Referee shall ensure all evaluators mark all evaluations as complete Online Application Considerations and Requirements Review by LSC Leadership and

Evaluator Prior to submission of the OQM online application, all National Evaluators for the meet must review the application and meet the announcement for any discrepancies or concerns. Create an account, complete the form, opt to save for future submission, and save to desktop to share with required reviewers. Questions and issues should be resolved with the Meet Referee, LSC Officials Chair, and Evaluators. LSC Officials Chair Responsible Party The LSC Officials Chair is responsible for the submission of the application and all communication. The online form shall be submitted a minimum of 30 days prior to the meet start date. The application should be submitted on the OQM Online form and must include the final meet announcement or link. A notice of "Receipt of Application" will be sent to the applicant's email address as soon as it is submitted. Meet Referee The Meet Referee must be a current N2 or N3 Referee. If the Meet Referee does not meet this requirement, a National Evaluator must be present for all sessions being evaluated. OQM Level LSCs have the opportunity to request the level of permitted evaluations, N2 positions only, N2 plus N3 Stroke and Turn, or N3. There are multiple considerations including National Evaluator availability, the number of sessions, the age of athletes, and the level of competition. A rubric exploring the basic requirements for each official position at a meet is available at the end of this document. Revised Oct. 2022 For non-LSC Championship meets this meet must be open to officials from outside of the LSC for assignment and/or evaluation. The OQM Sub-committee will determine the highest level (N2/N3) and positions each evaluator is available to complete. It is incumbent on the Meet Referee and LSC Chair to determine which positions each evaluator is to complete and what level. For example, an N3 evaluator for Deck Referee may be present at the meet and show in the published grid. However, if the meet has only been approved for N2 advancement no N3 Deck Referee evaluations may be performed. The National Officials Committee OQM sub-committee will make the final determination as to the meet's OQM viability and level of evaluations permitted. Meet Requirements An OQM must meet the following minimum requirements.

- The meet must follow USA rules
- The meet must be sanctioned¹
- The Meet Referee agrees to run the meet using deck protocols approaching that expected at National Championship meets²
- The National Scratch rule will be used (LSC modifications are permitted as noted in the meet rubric)
- A fully automatic timing system will be used
- A broad range of senior events in most evaluation sessions (some sessions may be age group, 13-14, sessions). LSC Age Group Championships may be exempted from the "senior" event requirement
- The meet is expected to attract and include swimmers capable of achieving qualifying times for Futures and above Venue and Pool Description Meets operated in multiple venues and pools are eligible for consideration for all approved sessions provided officials and assigned teams are divided equally between sites and the agreed-upon National Championship protocols are followed. Required Sessions For an OQM there must be a minimum of 2 days and 4 sessions meeting requirements for official observation. Not all sessions may be counted toward the minimum. The count is dependent on age group, level of competition, and events offered. The following are eligible for OQM consideration
- Prelims and Finals except as noted in bullets below
- Timed Finals Sessions that include 13 & over 400IM and/or Relays The following sessions are not eligible for OQM consideration. 1 Sanction is defined as a permit issued by an LSC to a USA Swimming group member to conduct a meet in conformance with all USA Swimming rules in which all swimmers are athlete members of USA Swimming, except as provided in Article 202.5.1 2 For the purpose of this document, USA National Championship meets include Nationals, US Open, Pro Series, and Junior Nationals. Revised Oct. 2022
- Timed Finals Sessions that exclusively include 1650Y/1500M, 1000Y/800M, or 500Y/400M Freestyle³
- Sessions that are exclusively for athletes aged 12 & under (see Zone exemption above)

• Time Trial sessions Evaluated Positions LSCs may request the level of evaluations to be available based on Evaluator availability. If an Evaluator determines that the meet does not fulfill the requirements for the position at the requested level, an evaluation should not be given. Below are the minimum requirements for requesting a meet and evaluations of a particular position. These are not all-inclusive. The professional documents and evaluation templates should be consulted for additional information Select evaluation level for the meet based on the level of opportunities that can be fulfilled. Recertifications will be included on the final grid.

• N2 must include opportunities for education, discussion, mentoring, and introduction of concepts
• N3 must include everything for N2 so officials may show proficiency, plus additional opportunities
Position N2 N3 Minimum Deck Official Staffing Requirements If multiple venues or pools, officials must be equally divided for equity. The assigned team should also be balanced by site/pool.

- Meet Referee
- Admin Referee
- Deck Referee
- Starter
- 2 Chief Judges on a dedicated team (may include a Team Lead CJ) *
- Preferred Stroke officials
- Preferred 1 start/turn official per 2 lanes *A minimum of 2 CJs per pool if multiple pools are used.
- Meet Referee
- Admin Referee
- Asst Admin Referee
- 2 Deck Referees
- 2 Starters
- Team Lead Chief Judge
- 2 additional Chief Judges on a dedicated team*
- Stroke officials • Preferred 1 start/turn official per 2 lanes *A minimum of 2 CJs per pool if multiple pools are used. N3 meets should have no fewer than 3 CJ's including a team lead. Stroke Briefing Provided all officials attend, a minimum of one stroke briefing must precede the meet and be observed by National Evaluator. Additional briefings may be conducted prior to sessions as deemed necessary by the Meet Referee or designee. Stroke and Turn
- Demonstration of deck protocols and jurisdiction defined during Officials Briefing
- Rotation through Stroke and Turn positions,
- Possible rotation through relief and/or reserve 3All USA National Championship meets including Futures are exempt from this requirement. Revised Oct. 2022
- Discussion and/or demonstration of lead-lag
- Possible mentoring of new officials
- Use of lead/lag where feasible
- Discussion of FINA protocols Chief Judge
- Interacting with CJ team for building team skills
- Dedicated pre- and post-session meetings with the CJ team
- Engaging in stroke briefing including jurisdiction, protocol, and assignments
- Communication with the assigned team during meet operations
- Introduction to paperwork, clearing relays, and DFS and NS procedures
- Introduction of radio use and radio protocols
- Team Lead has pre-meet interaction with Meet Referee
- Pre-meet CJ planning meetings
- Delivering stroke briefing, jurisdiction, protocol, and assignments
- Demonstration of deck personnel management and mentoring skills
- Defined preparation duties for sessions, i.e., gathering of needed equipment

- Use of radios and radio protocol Starter
- Demonstrating familiarity with equipment and learning how to check equipment
- Interacting with Deck Referee
- Understanding of false start scenarios
- Development of appropriate commands
- Introduction to and/or discussion of backstroke ledge starts
- Cadence refinement
- Delivery of Timers Briefing
- Working with multiple Deck Referees and Starters in rotation
- Extending observation skills
- Backstroke ledge starts if the equipment is available
- Invigilating warm-up session(s)
- Possible mentoring of new officials Deck Referee
- Understanding the role of Deck Referee versus Meet Referee
- Communication and interaction with assigned team
- Developing observation skills
- Implementation of whistle protocols and pacing as defined for meet
- Understanding of meet jurisdiction and protocol
- Working with multiple Deck Referees and Starters in rotation
- Extending observation skills
- Refinement of conflict resolution with deck personnel and/or coaches
- Invigilating
- Radio use and protocol
- Possible mentoring of new officials Revised Oct. 2022
- Introduction to NS and DFS procedures
- Interaction with coaches
- Introduction of radio use and radio protocols Admin Referee
- Understanding the role of Admin Referee versus Meet Referee
- Communication and interaction with assigned team
- Understanding of championship protocol outlined in meet announcement and rule book
- Use of National Scratch rule (may use LSC modifications)
- Discussion of the use of scratch procedures for prelims and finals
- Developing a process of tracking all pertinent paperwork
- Introduction to NS and DFS procedures
- Understanding of timing rules and process for corrections
- Interaction with coaches for positive check-in, scratches, and other related questions
- Introduction to and discussion of Meet Manager software and timing equipment.
- Introduction of radio use and radio protocols
- Pre-meet interactions with Meet Referee to discuss meet operations
- Pre-meet responsibilities for the development of psych sheets, heat sheets, timelines
- Keen understanding of proofs
- Possible unique seeding and flighting situations
- Use of scratch procedures for prelims and finals; not a preseeded session
- Use of penalties for preliminary and/or positive check-in events and finals
- LSC variations are permissible. Some examples of NS penalties: o NS in prelims and/or positive checked-in events is positive checkin for subsequent day's events to be seeded, or removed from the swimmer's next event as a penalty swim. o NS in finals out of the next day's events or meet
- Anticipating potential issues
- Management and mentoring of an administrative team

- Radio use and protocol Admin Official
- Understanding the role of Admin Official versus Admin Referee
- Follows guidelines set by Admin Referee
- Similar opportunity as Admin Referee with emphasis on the flow of paperwork and timing corrections.

- Past meets history
- Past evaluations
- Level of competition
- Educational opportunities for teams

RESOURCES

- OQM working group
 - Understand scope of needs for meet
- Mentor Working Group
 - May have newer mentors leads
- National Mentors
 - Understand roles and goal

LSC Needs

Officials Progression

- What type of evaluations do your officials need
- Development
- Are you planning a cycle
- Stagnation or growth

LSC Support

Finances

- Club OQM
- LSC or Zone level meet

LSC Coordinator Coordinator

- Reduces mentor workload - Not 100%
- Vets in advance of OQM
- Helps LSC officials understand educational requirements

OQM APPLICATION

Timeline

- Planning
- Meet Announcement
- Application
- N3 mentor if applicable
- TLCJ or CJ that can evaluate ST
- Other key roles if personnel is available
- Distribution of Evaluations

Assigning Evaluations Assigning Evaluations in OTS

- Meet Referee

- Assistant in meet
- LSC Officials Chair
- Evaluators CANNOT assign the evaluations in OTS
- Mistakes in the position evaluated or level (N2/N3 versus a recert) need to be corrected before entering the evaluation
- MR, Asst. or LSC OC must do this

Post Meet

- Mentors only have 21 days to input and edit
- LSC OC and MR – run reports

Recertification

(Re-)Certification Dates

- LSC Certifications are 3 Year cycle
- set to expire as follows:
 - 1/1/YY – 6/30/YY
 - 12/31/YY+2
 - 7/1/YY-12/31/YY
 - 12/31/YY+3

Recertification Chart

Position	Stroke and Turn	Admin	Chief Judge	Starter	Referee
Stroke and Turn	x				
Admin		x			
Chief Judge	x		x		
Starter	x			x	
Referee	x	x	(x) If cert.	x	x