



House of Delegates  
April 25, 2004  
Jamestown High School

General Chair Gerry Pfau called the meeting to order at 12:30PM. Introductions were made and roll call was taken. Board members present were Gerry Pfau, Julie Lefever, Julli Nissen, Keith Maetzold, Nancy Haunz, Ione Sautner, Terry Ziegelmann, Jerry Hahn, Jeff Steele, Andy Wolf, and Dylan Nitzkorski. Absent was Scott Barry. Club representatives absent were: Bismarck, Breckenridge-Wahpeton, Fargo, Minot, NDST and Thief River Falls. Additional items of business were added to the agenda.

A correction was made to the minutes of November 9, 2003. The minutes should have read swimmers will be returned the \$50.00 surety amount plus an additional \$18.00 not \$48.00. Nancy Haunz made a motion to approve the minutes as corrected. Julie Lefever seconded. The motion was approved.

**Treasurer's Report:**

Keith Maetzold distributed and reviewed two financial reports. The reports are now set up in Quickbooks so will look different than in the past. The budget was developed out of Quickbooks so there are a few line items that don't quite match up. Going forward the budget will match up. The report ending March 31, 2004 is the official report for approval. The April 24, 2004 report represents the activity since March 31, 2004. Jerry Hahn made a motion to approve the financials as presented. Nancy Haunz seconded the motion. The motion was approved.

Gerry thanked Keith for getting the information transferred over to Quickbooks.

**General Chair Report & Report of Correspondence:** Gerry reported that an audit committee did an audit of the 2002-2003 fiscal year. The audit committee consists of the Treasurer, Administrative Vice Chair and the Coaches representative. It was a successful audit.

Gerry participated in a conference call with other General Chairs from the Central Zone. Gerry reviewed items that were discussed.

Other LSC's are having problems with high school swimming and USA Swimming. There are legislative battles going on in various states.

The Minnesota representative was not present as he was attending an emergency meeting regarding an audit pertaining to one of their Minnesota clubs. The state determined that any entry fees were taxable. The club was fined extensively for not taxing entry/admission fees. This varies per state. Gerry noted that if anyone knows if North Dakota has rules similar to this, please contact him.

USA Swimming will be launching a new website in the next few weeks. It will allow everyone to review times and registrations. It will be very important that all swimmer information is correct in the SWIMS program. This will be helpful for swimmers going on to national competition and easier access to verify their times.

There was discussion regarding meet back up file and the security of it. Gerry suggested that we no longer post the meet back up. Julie Lefever still will need the backup.

Michigan and Lake Erie pays for their officials. They never have a shortage of officials.

Randy Julian from USA Swimming will be in ND June 17-25. Gerry sent emails to all coaches and club presidents. Clubs should contact him if they are interested in him visiting your club. His email address is [rjulian@usa-swimming.com](mailto:rjulian@usa-swimming.com). He will be attending the Mandan meet.

The deadline for new rules and regulations for USA Swimming is May 15, 2004. If anyone has submissions for this, they should send them to the Rules and Regulations Committee Chair Don Hart. This information is available on USA Swimming website.

Gerry has information on anyone interested in appointing Presidential at Large for the USA Swimming House of Delegates.

Gerry has a copy of the new Central Zone Policy Manual. It is also available on the website.

Gerry has Olympic Trials and World Championship meet and ticket information. This will also be available on the website.

### **Board Member Reports:**

**Administrative Vice Chair-Officials:** The actual registered officials for state and national will be posted on the website. Julie Lefever distributed one handout regarding statistics for the 2002-2003 Short Course Season, and 2003 Long Course Season, 2003-2004 Short Course Season. 2002-2003 season information was left on the form to show clubs in violation.

There were no teams in violation for 2003 Long Course Season.

There are a substantial number of teams in violation for the 2003-2004 season. 5 teams will receive fines for not having enough officials on deck. **Julie Lefever made a motion to amend the policy under Miscellaneous Meet Requirements: Meet Officials #8. The motion was to add that the \$50.00 fine would exclude the State Meet.** Nancy Haunz seconded. This motion was approved.

Clubs expressed concerns about the accuracy of the reporting of officials that have worked at the meets. Julie indicates that she pulls the numbers directly from the meet results and compares them to the number of officials that were at that meet.

Julie also expressed her concerns with the clubs not making attempts to help support the teams that are hosting meets. Decks were scarce for number of officials for the swimmers.

The number of apprenticeships column is somewhat misleading because some of the apprenticeships are people that already had a stroke and turn or starter apprenticeship and are moving up and have to apprentice for the next level.

Julie noted that she did not send out special requests for officials for this state meet. She reminds club Official's chairs to contact their club officials to work the meet. To help alleviate the problem, coaches are asked to list the officials that will be attending the meet with their entries. A clarification was also made that officials do not need an invitation to officiate at the state meet. The only person that needs an invitation is the meet referee, the starter and deck referee.

Clubs are encouraged to continue to review the policy manual (listed on the web) and to continue to recruit for officials. A number of starters and referees will be retiring so clubs are asked to encourage stroke and turn officials to move up the ladder and train for starter and referee.

Julie shared information regarding a Referee/Officials Chair Workshop to be held in Dallas over Memorial Day. She is looking for someone who might be interested in attending.

**Sr. Vice Chair:** Terry Zieglemann shared a handout regarding the upcoming Central Zone Championships to be held August 5-8 in Topeka, Kansas. He encouraged clubs to share this handout with parents and athletes. He noted it will be listed on the website also. Terry will have a table set up at the State Long Course Meet to get qualified swimmers registered. Anyone with questions can contact Terry.

Gerry thanked Terry for his continued work on the Zone trip and for his contribution to NDLS.

**Age Group Vice Chair:** Scott Barry was unable to attend this meeting as he was attending a USA Swimming Sports Taskforce meeting on Asthma.

2004 Long Course Meet Information- There was no report on this.

Time Standards: The time standards were not updated yet.

Meet managers are again reminded to get the right meet name in. It should be the year, LSC, meet name and whether it is an age group meet. It is a requirement due to SWIMS.

Coaches are also reminded to get the names matched up. Registration chair will run a Meet Recon file after on line registration is completed and it will be sent out to all coaches. Coaches should reconcile the list with their team manager database.

Club Registration chairs need to send the information to Nancy Haunz as often as they possibly can, at least once a month. Nancy also indicated that there is a box on the bottom of the form that says if they have been registered before. If they have been registered ever before, that box should be checked. Nancy can bring up past registered swimmers. If the name doesn't come up then she knows there is an error.

Records: There were 25 overall and 30 state records. Top 16 Awards were distributed.

Sanctions: There was discussion about withholding sanctions if clubs are not up to date on fines owed to the NDLSA. **Julli Nissen made a motion that if a club owes the NDLSA outstanding fees from the prior season, the sanction will be held until the fees are paid. Julie Lefever seconded the motion.** The intent is to not allow a club a sanction if money is owed to the NDLSA. The motion was approved.

**Registration Chair:** Nancy indicated she was in the process of moving and her computer is down temporarily. Nancy distributed a copy of her new address. All correspondence should be sent to this address as her position runs through October. Her address is:  
NANCY HAUNZ  
8020 Burnt Creek Rd.  
Bismarck, ND 58503

Nancy also sent a form around for any club needing any registration forms. Please indicate how many yearly or seasonal forms you need. She will mail forms out to the clubs.

Nancy noted she had to get an extension for new forms because the forms must have the name of the new Registration Chair on it.

If a swimmer was registered as season 1, they need to register as annual or season 2 before they can swim. Season 1 and Season 2 will only cover a total of 300 days. Nancy reminded coaches and registration chairs to make sure that any swimmer that is planning to go to Zones must have a yearly membership. Season 1 and Season 2 memberships do not cover a full year. This is a Central Zone policy that you must have an annual membership.

Nancy also reminded clubs to refer to the policy manual regarding the rate increase. Fees will go up \$1.00 in 2005. The form will also have the updated fees on it.

**Technical Chair:** Ione Sautner reminded that if you have a new coach this summer make sure that they get their registration form in and their education requirements to Ione. If you have any questions on what classes will work, it is posted on the website but you may contact Ione also. Ione also indicated she would be sending out a letter to each of the clubs to let them know if their clubs are needing to update their requirements. Coaches information was sent out to each clubs LSC representative last Fall.

Only people that are allowed on deck as a coach are those with a coaching card. An athlete may assist with the coaching but must only be allowed on deck when the coach is also on deck.

**Safety Chair:** Jerry Hahn indicated that there was one reportable accident or injury at the state meet. No other reports. The year-end report had six reported accidents. Jerry will be attending the Safety Committee Meeting in Atlanta.

**Secretary:** Julli distributed a Club Directory Information sheet, along with each club's current directory page to the clubs that were present. Please review the page for any errors or changes that need to be made. Julli will be updating the directory as soon as possible following this meeting. Changes can be mailed to Julli Nissen at 1828 14<sup>th</sup> St. SW, Minot, ND 58701. Julli also indicated that all correspondence goes out via email. When she sends emails out, she also requests a return receipt to verify that recipients are receiving the emails. She received responses back from all the addresses the information was sent to for this meeting. If she didn't get a response back from someone, a hard copy was mailed to that individual club. As clubs have changes throughout the year, please send them to Julli and she will update as they occur.

**Coaches Representative:** Jeff Steele is the new coaches representative. Jeff shared information from coaches around the state. There was discussion regarding the warm up procedure used throughout the year than what is used at the state meet. Some coaches would like to see that same format be used throughout the year at state and regular meets. Jeff will work with the coaches around the state to come up with an official policy for warm ups and will bring back to the next meeting.

There was discussion regarding state meet entries being due at a later date than Sunday evening. The meet manager needs the time to get the information ready to send to the Age Group Chair to double check the times. It was also noted that the first deadline for sending the entries in is mainly for the club hosting the state meet to get a count on the number of swimmers who will be attending, in order to get participation awards. No changes will be made to the deadline.

There was discussion regarding errors in entries of swimmers. There have been some incidences that athletes were not entered in all seven events for the state meet. Changes are not allowed at the state meet. Clubs should have a system within their clubs in order to verify what events were sent in for the state meet. Parents, coaches and the athlete must verify before it is sent. Other ideas regarding messed up entries, was to possibly allow coaches to have the option of courtesy entries for missed entries. Coaches didn't feel this would be a feasible option as it would put them in a situation of having to choose one athlete over another. Another idea was to fine a club a set amount of money in order to correct that entry. This was not considered as a solution. It was noted that Zones would not allow individuals to have late entries if an athlete is missing events.

It was suggested that the meet managers send an email back to the coach verifying what was entered for that specific meet. Coaches could then verify if swimmers were entered in all events and contact the meet manager if mistakes are made.

It was also noted that some time exceptions have been made for coaches in the past, that have to enter kids following that last meet in Fargo, if they have requested an extension in advance.

There was discussion regarding possibly having a high point trophy at the state meet. It was suggested to bring this to the athlete meeting in the fall for discussion. Athletes will also be asked to discuss the possibility of a girl's team champion and boy's team champion.

The small team banner is missing. If anyone knows where this banner is please contact Gerry Pfau.

Coach of the year ballot was discussed. **Jeff made a motion that on Friday of the state meet, each team will list one coach that they would like put on the coach of the year ballot. The meet committee and a coach from each club would vote on Saturday. The top two vote getters will be voted on in a second round on Sunday.** Julli Nissen seconded the motion. The motion was approved. The host team would generate the ballot.

**Athlete Representatives:** Andy noted that Dylan Nitzkowski was voted in as the Junior Representative. Andy discussed the votes held at the State Meet. He indicated that the athletes voted against having championship meets with in the water push off starts. The athletes also voted for always having the state meet championships held in the UND pool. It was noted that the schedule is currently set through 2007. In the fall of 2005 this issue will be readdressed.

The Swimposium will still be scheduled. The spring of 2005 will be a tentative date.

#### **Meet Reports:**

2004 Western Dakota Consolation Meet: There were 115 swimmers. It was a successful meet. Gerry encourages the east to consider hosting a consolation meet or encourage their swimmers to attend this meet.

2004 Short Course State Meet: There were 409 swimmers. 30 State and 25 overall records were achieved. Mandan sectioned off an area that only allowed the coaches and swimmers. The coaches and athletes felt this worked well. It was also noted that the Clerk of Course alleviated movement along the back wall by the starting blocks.

2004 Long Course Schedule: The schedule was reviewed and changes were made.

2004-2005 Short Course Season: The schedule was reviewed and changes were made.

2005 Long Course Season: The schedule was reviewed and changes were made.

Mandan noted that their swimming pool is available to be rented out for any meet if clubs are interested.

Delegates to USA Swimming Convention: The convention will be held September 14-19, 2004. Gerry noted that we would like to send up to 5 individuals. Preferably we should send at least three. There is some carryover money available to be used. Scott will be attending and anyone else interested should contact Gerry.

Selection of LSC Conoco Phillips Outstanding Service Award: Nominations were taken for this award. Terry Zieglemann, Nancy Haunz, Julie Lefever, Scott Barry and Bill Siders were nominated. Andy made a motion to close the nominations. Julli Nissen seconded the motion. The motion was approved. A ballot was distributed. **Julie Lefever was nominated for the award.** Gerry will complete the form.

Reauthorization right to expend LSC Funds in interim: Nancy Haunz made a motion to reauthorize the right to expend LSC funds in the interim. Julie Lefever seconded the motion. The motion was approved.

Election of Officers: The nominating committee presented names for nomination of Administrative Vice Chair/Officials Chair, Secretary, Registration Chair, and Senior Vice Chair. Dylan made a motion to seize nominations. Jeff seconded the motion. The motion was approved. Jon Schlenker made a motion to cast a unanimous ballot. Julli Nissen seconded the motion. The motion was approved to cast a unanimous ballot. The elections of officers are as follows:

Administrative Vice Chair/Officials Chair: Dan Cerkoney  
Secretary: Marilyn Stumpf  
Registration Chair: Amy Schmidt  
Senior Vice Chair: Mark Vanlishout

Election of Board of Review: The nominating committee for the board of review was Richard Lefever, Kim Wangler, and Bill Borchert. Nancy Haunz and Sara Hills were nominated for the regular members. Julli Nissen and Rod Bachmeier were nominated for the alternate members. Jon Schlenker made a motion to close the nominations. Ione seconded the motion. The motion was approved. Ione Sautner made a motion to cast a unanimous ballot. Jeff seconded the motion. Nominations were ceased. The election of board of review is as follows:

Two regular members: Nancy Haunz and Sara Hills  
Two alternate members: Julli Nissen and Rod Bachmeier

Old Business:

Web site updates: Julie requests that clubs send a full meet backup to her after a meet is completed. She would also like the meet information and meet set up file before the meet so other clubs from other states are able to access information about our meet information. Julie Lefever reminds that she is able to take any format for web information.

By law changes: Gerry is still having trouble getting the bylaw changes that were submitted approved.

Dual Meet with SD: We still have not been successful at getting this meet set up with South Dakota. Gerry has not been getting any response from the South Dakota LSC.

Meet Manager Training: Gerry noted that if there is still interest in some training to contact him. There are requirements that meet managers need to know so they should read through the rules and regulations or get trained.

Julie Lefever reminded that last fall she sent out to all club Officials Chairs the Hytek manual for meet manager and team manager.

Scholarship Committee: The committee did not meet. The committee is to come back next spring with a revised proposal. It was suggested that the entries could be a certain percentage of the club enrollment.

#### **New Business:**

Pool Depth and Short Course State Meet locations: Clubs are reminded that the pool depth will be changing. Any pool less than 4 feet will not be allowed to have on deck starts. This will disallow deck starts for a number of pools.

**Registration Payments: The LSC is receiving checks for registration directly from the parents. This causes a problem with collecting on NSF checks and puts our LSC at risk. Keith Maetzold made a motion that all club athlete registration fees must be paid by the club directly. No individual checks will be accepted with the exception of unattached registrations. Nancy Haunz seconded the motion. There was some discussion if this would apply to all checks or just athlete's registrations. It would only apply to athlete registrations. Nancy Haunz seconded the motion. The motion was approved.**

Amy Schmidt from RRVY distributed information on their upcoming June meet. It is a different format. She also distributed handouts for blocks of rooms for Long Course and Short Course state meets. She encourages clubs to reserve their rooms soon for the upcoming state meets. There are a number of other activities scheduled for the same weekend and will make it difficult to reserve rooms.

There was discussion regarding the length of the meeting. Suggestions were made to combine the meetings. It was noted that the only way this could be done is if the bylaws were changed. Gerry welcomed anyone interested in doing so. Other reminders were made that the morning session is strictly for board of directors and that floor discussion should be kept to a minimum.

Fall 2004 meeting date and location: The fall meeting is scheduled for October 31, 2004 in Fargo.

Spring 2005 meeting date and location (swimposium): April 23-24 and April 30-May 1, were two tentative dates that were scheduled for the spring 2005 LSC meeting. The LSC meeting and the swimposium would be scheduled in conjunction with each other. This date will be firmed up when the swimposium is scheduled. Mandan will be hosting the swimposium and would welcome any suggestions, ideas or volunteers. You may email those ideas and suggestions to [mandanmarlins@aol.com](mailto:mandanmarlins@aol.com).

The meeting was adjourned at 3:55PM