

CONNECTICUT SWIMMING, INC.

Board of Directors

Wednesday, April 23, 2014, 7:30 pm
Beckerman Athletic Center, 225 Skiff St., Hamden, CT 06517

AGENDA

Vision Statement: Connecticut Swimming...better life through swimming.

Mission Statement: Connecticut Swimming promotes the pursuit of excellence in swimming and in life through competition and education.

Call to Order/Roll Call

Approval of Agenda/Additions to Agenda

Announcements

Adoption of Minutes January 8, 2014 meeting

Old Business

Proposal to Reduce Surcharge (Jeff Scobee)

New Business

- Athlete Representative appointment to bring athlete member total to 5 (Rick Lewis)
- 2014-2015 proposed budget (Todd Gordon)
- Slate of Board and Board of Review nominees (David Heller)
- Wesleyan University pool occupancy mandate (Jeff Scobee/Jim Robison)
- House of Delegates preparation (Rick Lewis)
- Bylaws concerning Athlete Representative election (Rick Lewis/Jeff Gray)
- USA Swimming coach mentoring program (Rick Lewis)
- Eastern Zone meeting in Ft. Lauderdale (Rick Lewis)
- Dry land instructors: Level 1 vs Level 2 background check (Rick Lewis)
- Eastern Zone Championship meet bid package (Rick Lewis)
- Officials Mileage Reimbursement (Nancy Wargo)

Reports of Officers

General Chair Report – Rick Lewis

Administrative Vice-Chair – Jeff Gray

Treasurer – Susan Lecza

Finance Vice-Chair – Todd Gordon

Age Group Committee Chair – Dave Reilly

Senior Committee Chair – Randy Erlenbach

Program Development Vice-Chair – Jeff Scobee

Program Operations Vice-Chair – Jim Robison

Technical Planning Committee Chair – Henk Jansen

Coach Representatives – Matt Hurst/Mark Sedlak

Athlete Representatives – Josh Furth/Coral McNary/Garrett Mazziotti/Maddy Snow

Coach-at-Large – Kaeley Steinnagel

Safety Committee Chair – Ed Heath

Officials Committee Chair – Nancy Wargo

Registration/Membership Coordinator – Judy Snow



Nan Cooper <office@ctswim.org>

Wesleyan University Freeman Athletic Center Natatorium capacities

Mullen, Kate <kmullen@wesleyan.edu>

Thu, Apr 3, 2014 at 5:39 PM

To: Nan Cooper <office@ctswim.org>

Nan,

As we have been discussing, there are now occupancy numbers posted for both the deck and bleacher areas in the natatorium at the Freeman Athletic Center. This will impact the size and scope of all swim meets held in our facilities. Below is specific information that must be adhered to by any user group entering into a contract with Wesleyan University:

1. The capacity for the bleacher section is **287**. User groups will be required to maintain this number throughout the length of meet using a visual such as bracelets or lanyards provided and monitored by the client.
2. The capacity for the pool deck is **256**. This deck capacity is for the total number of people and Wesleyan owned/rented furniture only - No loose furniture brought in by participants, deck personnel or spectators is allowed.
3. The path leading from the bleacher section to the exits in the Cross Street lobby of the Freeman Athletic Center needs to be kept clear of furniture.
4. The viewing area into the natatorium from the FAC Lobby must be clear of furniture.
5. One table (for registration) set-up in front of one of the glass cases located in the area outside of the natatorium is acceptable. Vendors and other activities needing furniture need to be out of the path of egress will no longer be allowed to set-up in the area outside of the natatorium.
6. The front lobby of the Freeman Athletic Center must be clear of outside furniture brought in by participants and spectators for any swim meets held before June 30, 2014.

***When available, Wesleyan University will offer a section of the hockey rink as a "bull pen area" for swim meets with appropriate cleaning charges for that area.

Please feel free to email me back with any questions or comments. We value our relationship with CT Swim and I am confident we can work together to provide safe and successful events.

Thank you,

Kate

--

Kate Mullen

Head Coach

Women's Basketball

Associate Athletics Director

Wesleyan University

Office 860 685-2888

<http://www.wesleyan.edu/athletics/wbasketball/>

Wesleyan's new meet hosting policy, as of April 3, 2014, effective for May-June 2014 meets:

1. No more than 256 occupants on the pool deck at any given time.
2. No more than 289 spectators in the spectator stands at any given time.
3. No furniture (chairs) allowed on deck.
4. No furniture allowed in the spectator area or behind the area.
5. No furniture allowed in front of the glass viewing area in the upstairs lobby.
6. Pool rental is \$1500 per sessions, defined as 5.5 hours (warm-up and competition), or, \$3000 per day, hours being 7:00 A.M. to 6:00 P.M.

Due to Wesleyan's policy, the following CT Swimming policy is now in effect for teams hosting meets at Wesleyan in the 2014 Long Course Season:

1. Meet hosts will adhere to the 256 on deck occupancy request from Wesleyan. As this figure includes volunteers, coaches, and swimmers, hosts will not accept more than 210 swimmers into any session. With an anticipated 10% scratch rate, this provides room for approximately 190 swimmers plus 66 volunteer workers and coaches.
2. Stated differently, sessions are full when your swimmer count reaches 210. Session limits are not defined by your entry time line (example: 4 hours).
3. Meet hosts will comply with the Wesleyan's "no furniture" policies.
4. Meet hosts will implement action assuring that no more than 289 spectators are in the stands at any given time.
5. Hosts will need to verify compliance with the above requirements with Program Operations, including submitting full entry lists by session.

Due to the timing of Wesleyan policy announcement, and CT Swimming's response policy, the following options are available to teams hosting meets at Wesleyan this season; all options having a Monday, April 7, Noon deadline:

1. Teams may opt out of their commitment to host a Wesleyan meet.
2. Teams may re format their meet structure to assure Wesleyan's new occupancy and furniture policy is being met.
3. Teams may choose to leave their meet plan as is, fully aware that they are limited to accepting a maximum of 210 swimmers per session as well as adhering to the spectator limitations and furniture policies.

CT Swimming suggests the following change in format, for the purpose of maximizing competition opportunity for as many swimmers as possible, as well as potentially increasing meet revenue for the host team. Note well: "Swimmer fee" suggestion is for Wesleyan hosted meets held May-June 2014 only.

1. Go to a 3 session format on Saturday and Sunday, such as a 10/Under, an 11/12, and a 13/Over session, accepting absolutely no more than 210 swimmers for any session. A session with a swimmer count of 190 swimmers after scratches needs a one tier warm-up and averages out to a 2:45 – 3:00 competition. Three 3.5 hour sessions fit into the 7:00 A.M. to 6:00 P.M. window.
2. Consider going to swimmer fee instead of an entry fee. An example of this would be to charge \$25 per session per swimmer (session having a max of 4 events/swimmer) instead of \$X.00 per event. As deck space is now the premium instead of time line, this would discourage the swimmer count being comprised of some swimmers entered only in 1 or 2 events per session.

activities of any Group Member or any group member of any other LSC.

- .4 INDIVIDUAL/CLUB OBLIGATIONS - If an Individual Member has secured a final decision of (i) a court of law, and/or (ii) the CSI Board of Review or the National Board of Review against a Club Member for non-payment of financial obligations (such as a refund of training fees) to the Individual Member, then, until the court judgment is satisfied, the delinquent or offending Club Member shall be precluded from (1) participating in events sanctioned or approved by USA Swimming and (2) participating in any capacity in the affairs of USA Swimming, CSI, or any other LSC, including being represented in the House of Delegates by its Group Member Representative.
- .5 CONTINUED FAILURE TO PAY; TERMINATION OF MEMBERSHIP - Continued failure to pay, within a reasonable period of time after a final decision of a court of law, the CSI Board of Review or the National Board of Review, as determined by the CSI Board of Review or the National Board of Review, shall be cause for termination of membership.

ARTICLE 4 HOUSE OF DELEGATES

- 4.1 MEMBERS - The CSI House of Delegates shall consist of the Board Members designated in Section 5.1, the Group Member Representatives, the Athlete Representatives, the Coach Representatives, and the At-Large House Members.
 - .1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from its membership a Group Member Representative and one or more alternates for each. The appointment shall be in writing, addressed to the CSI Secretary, and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw one or more of its Group Member Representatives or one or more of its alternates and substitute new Group Member Representatives or new alternates by written notice, addressed to the CSI Secretary, and signed by the chief executive officer or secretary of the appointing Group Member.
 - .2 ATHLETE REPRESENTATIVES - Four (4) Athlete Representatives shall be elected, two each year for a two-year term, or until their respective successors are elected. At the time of election, the Athlete Representative must (1) be an Athlete Member in good standing; (2) be at least sixteen (16) years of age by the end of the calendar year of election or at least a sophomore in high school; (3) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by CSI

or another LSC; and (4) reside in the Territory or in the contiguous territory of another LSC and expect to reside therein throughout at least the first half of the term. Election of the Athlete Representatives shall be conducted annually. Balloting shall take place at a meeting called for that purpose by the Senior Athlete Representative or the Athletes Committee, or failing that, at a time and in a manner designated by the Board of Directors. The Athlete Representatives elected shall be determined by a majority of Athlete Members in good standing present and voting who are thirteen (13) years of age or older.

.3 COACH REPRESENTATIVES - Two Coach Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. The election of the Coach Representative shall be conducted during CSI's short course senior and age group swimming championships, by secret ballot following a solicitation of nominations by the Senior Coach Representative, the Coaches Committee or the Board of Directors, and determined by a majority of the Coach Members in good standing voting or, failing that, at a time and place and in a manner designated by the Board of Directors.

.4 AT-LARGE HOUSE MEMBERS - Up to ten (10) at-large members of the House of Delegates may be appointed by the General Chair with the advice and consent of the Board of Directors. Additionally, a sufficient number of athlete members-at-large shall be elected to constitute at least 20% of the voting membership of the House of Delegates. The At-Large House Members shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.

4.2 ELIGIBILITY - Only Individual Members in good standing shall be eligible to be elected or appointed members of, to be heard at, or to vote at the House of Delegates in any capacity. Members of the House of Delegates must maintain their status as Individual Members in good standing throughout their terms of office.

4.3 VOICE AND VOTING RIGHTS OF MEMBERS - The voice and voting rights of members of the House of Delegates and of Individual Members shall be as follows:

.1 GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, ATHLETE REPRESENTATIVES, COACH REPRESENTATIVES, AND AT-LARGE HOUSE MEMBERS - Each of the Group Member Representatives, Board Members, Athlete Representatives, Coach Representatives, and At-Large House Members shall have both voice and one vote each in meetings of the House of Delegates.

.2 AFFILIATED GROUP MEMBER REPRESENTATIVES - Group Member Representatives of Affiliated Group Members, unless entitled to vote under

Eligibility (CSI Bylaws)

- The Athlete Representative must be an Athlete Member in good standing;
- be at least sixteen (16) years of age by the end of the calendar year of election or at least a sophomore in high school at the time of the election;
- be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by CSI;
- reside in the Territory or in the contiguous territory of another LSC and expect to reside therein throughout at least the first half of the term.

Athlete Election Procedures (Approved at CSI Board of Directors Meeting February 17, 2011.)

Pursuant to Article 4.1.2 of the Bylaws of Connecticut Swimming, Inc. (CSI), the Board of Directors hereby approves the following [Athlete Election Procedures](#) to elect the Athlete Representatives:

- Elections shall be held at the Short Course CSI Senior Championships (Seniors) and the Short Course CSI Age Group Championships (Age Groups).
- All Athlete Members, in good standing with CSI, who have attained the age of thirteen years (13) may vote one (1) time at either Seniors or Age Groups. A record of who has voted shall be maintained by the Senior Athlete Representative. (It is contemplated that once the swimmer's vote is made, their name will be crossed off a master list and cannot vote again.)
- A parent volunteer assigned by the applicable meet director or his/her designee (not affiliated with the club of any of the nominees) will monitor the election box until it is closed on the final day the later of Seniors or Age Groups.
- It shall be the responsibility of the Senior Athlete Representative to ensure adequate announcement of the election and election process before and during the election process.
- The Senior Athlete Representative shall be responsible for counting the votes in conjunction with the Senior Coaches Representatives following the final session of Seniors or Age Groups.
- Results of the Athlete Election shall be posted on the CSI website after notification to the individuals elected.
- In the event the Senior Athlete Representative is a nominee for election, an independent person selected by the General Chair shall serve in the role of Senior Athlete Representative hereunder.



LSC Coach Mentoring Grant Program (Pilot)

Purpose: Create a coach mentoring program for club coaches in the LSCs.

Many successful coaches talk about how they were mentored earlier in their career. This program is intended to create a practical and affordable means to connect younger inexperienced coaches with a veteran coach to aid in the development and education of the coach.

Funding: \$40,000 for the pilot program in 2014

This program is to be jointly funded between USA Swimming and an LSC. The LSC can apply for a grant of up to \$4,000. The LSC must support the program with a matching amount equal to a minimum of 50% of the money requested from USA Swimming. (Example: if requesting \$4,000 from USA Swimming the LSC must match with a minimum amount of \$2,000). Preference will be given to LSCs that support the program with an even matching amount. Depending on the number of LSCs that apply, USA Swimming may attempt to spread the funding available to more LSCs.

Preference is given to disbursing the grant from USA Swimming to the LSC in one payment at the end of the year upon timely submittal of the appropriate paperwork. However, an LSC may request 50% of the grant money be disbursed to the LSC at the beginning of the program. LSCs will be required to submit an accounting of any expenses that they paid out to coaches/clubs prior to receiving the final payment from USA Swimming.

Time Line:

- | | |
|-------------|---|
| April 18 | Grant proposals from LSC are due to the USA Swimming office
(mtruex@usaswimming.org) |
| May 9 | Announcement of pilot LSC's selected |
| December 19 | Report due to USA Swimming office on the pilot (what worked and what didn't) |
| December 23 | Final reimbursement request due to USA Swimming accounting department |

Each LSC shall come up with their own criteria of how the program is to be administered.

Some suggestions for an LSC to consider in administration of the program:

1. A minimum visit of ½ day with a maximum of 3 days (2 nights)
2. An LSC may want to partner with an adjoining LSC to run the program

3. Each LSC is to come up with their own list of mentor coaches. Possible suggestions might be finding coaches who are good at:
 - a. Working with novice, entry-level athletes
 - b. Good dryland program
 - c. Running a learn-to-swim program
 - d. Writing workouts for senior level athletes
 - e. Season planning
 - f. Managing a satellite program
 - g. Coaching advanced age group athletes
 - h. Recruiting new swimmers
 - i. Running the business side of the club
 - j. Moving athletes from Sectionals to Junior Nationals
 - k. Technical skills (teaching specific swimming skills)
 - l. How to become a good head age group coach
 - m. Developing a progressive age group program
 - n. How to make age group practices exciting and fun
 - o. How to help a swimmer with college recruiting
4. Reimbursement to the mentored coach will include actual expenses incurred such as mileage (LSC to determine rate) or transportation, hotel, food or per diem. Mentored coach is to submit the original receipts for reimbursement to the LSC. A meal(s) for the mentor coach could also be submitted if the mentor coach and mentored coach dined together. The LSC may want to impose a limit to how much could be submitted for a meal.
5. Upon completion of the visit, the mentored coach is to submit a report to the LSC outlining what they learned from the visit.
6. The mentor coach is also to complete a short survey.
7. The LSC may establish a small honorarium for the mentor coach. Suggestions might be an actual honorarium or a gift card/restaurant card.
8. To activate the program a coach would fill out a visit request form within the LSC and submit to the appropriate person (could be the coach's rep, permanent office, senior chair, etc...).
9. Upon approval the mentoree would then make the arrangements with the mentor coach for the visit.
10. Coaches that are eligible for USA Swimming's National Junior Team visit program would be ineligible to participate as a mentoree.

Additional items for an LSC to consider when designing the program:

- Set up or describe what is required of the mentor coaches
- Frequently asked questions
- Some type of follow up documentation
- How the goals of the program are communicated?
- Encourage ongoing communication between mentor and mentoree
- Is there some type of contribution from the mentored coach's club?
- Does there need to be some type of sign-off from the mentoring and mentored club?

Please submit your detailed grant proposal by Friday, April 18th to MJ Truex @ mtruex@usaswimming.org

Include two copies of your proposal:

- The full proposal
- A second copy with any reference(s) to the LSC removed (to be used by the review committee)
- Make sure that your full proposal includes all contact information

Assuming that the pilot is successful, the intention is for this program to be expanded for 2015.



Nan Cooper <office@ctswim.org>

Eastern Zone Meeting: Meeting Registration & Hotel Reservations Information

Greggert@aol.com <Greggert@aol.com>

Thu, Feb 20, 2014 at 3:04 PM

To: paris@machineaquatics.com, edellert@swimfitnessnj.com, bootsswim@smartneighborhood.net, pclark@usaswimming.org, mary.fleckenstein@metroswimming.org, Faucettjm@aol.com, scott.wilshire@amswim.org, lewisshark@aol.com, mandufam@fairpoint.net, john.mcdonough1@us.army.mil, john.mcilhargy@metroswimming.org, admingpac@gmail.com, grant.raymond@comcast.net, tr1stan@juno.com, jlb6@cornell.edu, coach_bill@verizon.net, cgbdswwimming@cox.net, budr@optonline.net, sheehanjj@optonline.net, jim-wood-bac@juno.com, BreenGT@aol.com, marcia@ishof.org, bwigo@ishof.org

Dear General Chairs & Eastern Zone LSC Permanent Offices

re: 2014 Eastern Zone Spring Meeting -- Hosted by Metropolitan Swimming, Inc.

The Annual Spring Meeting of the Eastern Zone is scheduled to return to Fort Lauderdale. Please be sure to mark your calendars for Saturday, May 10, 2014. In the past our Eastern Zone Spring meetings have started at 9:00 AM and have usually concluded sometime between Noon and 1:00 PM.

Our Spring Eastern Zone meeting will be held in the auditorium of the International Swimming Hall of Fame. A buffet lunch will be served in the ISHOF auditorium following the meeting. Tours of the ISHOF Museum will be available after lunch.

We have reserved a block of rooms at the Courtyard by Marriott Fort Lauderdale Beach hotel located across the street from ISHOF at the preferred group rate of \$155.00 plus 11% tax. Regular rates at the hotel are from \$195 to \$229 during this season. Parking at the hotel is \$17 daily and \$29 for an overnight stay. A taxi is only about \$25 (not per person) to & from the Fort Lauderdale International Airport.

Our special rate will be available for arrival as early as May 7th and for departure as late as May 12th. Again this year each registered delegate will receive a breakfast buffet coupon which can be used Saturday morning in the Blue Water Restaurant located on the first floor of the Courtyard by Marriott Hotel. Coffee, water and Wifi Internet access will be available at the ISHOF Auditorium.

There is no increase in the registration fee for the 2014 Spring Eastern Zone meeting:

Registration for LSC Delegates 1, 2 and 3 will be \$125.00 each

Delegates 4 and above from your LSC will only be \$75.00 each.

A few notes about LSC registration for the 2014 Spring Eastern Zone meeting:

The discounted rate is available to registration forms received on or before May 2, 2014.

A registration fee of \$125.00 is due for each delegate registered after this date.

Refunds for cancellation may be requested on or before May 2nd for a full refund. Cancellations after May 2nd can be transferred to another LSC; all arrangements are made between the LSC's as refunds will not be an option for cancellations after May 2nd.

Checks must be postmarked and mailed on or before May 2, 2014 payable to ISHOF

Mail LSC check to Gregory Eggert, ISHOF, One Hall of Fame Drive, Ft Lauderdale, FL 33316

Our Official Registration Document is available at this link:

<https://uana.wufoo.com/build/2014-eastern-zone-meeting/>

It is intended that the registration form be submitted only once when all LSC delegates are confirmed.

Please mail your LSC's check to ISHOF for registration fees on the same day that you submit your registration document online. You may certainly use the same link to submit additional registrations if that is necessary. It is helpful to mail a copy of your registration confirmation document with your payment.

TO MAKE A HOTEL RESERVATION - Call Courtyard Reservations Toll Free 888-321-2211

1. Mention that you are booking at the Courtyard by Marriott Fort Lauderdale Beach.
2. Tell the agent that you are with our GROUP: EASTERN ZONE and refer to Rate Code: **Eastern Zone**
3. Provide your date of arrival and your date of departure.
4. Request either a KING or a DOUBLE (two queen beds)
5. You will be asked to provide your credit card to book rooms at our group rate of \$155.00 plus tax.
6. Be sure to provide your email address so that you can receive a confirmation of your reservation.
7. Double check your confirmation for rate, arrival & departure dates and bed type!

GUARANTEED RATES & AVAILABILITY: Our arrangement with the Courtyard by Marriott Fort Lauderdale Beach is to guarantee room rates and availability for reservations booked through Friday, April 26, 2014. Our EASTERN ZONE BLOCK OF ROOMS is protected only through that date. It may be necessary for the reservation agent to call the hotel directly in order to EXPAND THE BLOCK if our reservations exceed the ROOM BLOCK. This can usually be done only during weekday business hours, so please be patient and understanding if the registration agent advises you that this is necessary.

EARLY ARRIVAL OR LATE DEPARTURE: We have arranged that our preferred group rate of \$155.00 rate is available for arrival as early as May 7th or for departure as late as Monday, May 12th. If you plan to arrive as early as May 7th or plan to stay through Monday at those rates, PLEASE BE SURE that you are making those reservations during business hours. If you expect to arrive earlier than the 7th or stay later than the 12th please contact Gregory Eggert (greggert@aol.com). It may be necessary for the reservations agent to call the Sales staff at the hotel to confirm availability and rates. Please do not call the hotel directly.

CANCELLATION POLICY: You have provided your credit card to GUARANTEE your hotel reservation. All hotel reservations can be canceled by 6 PM two days prior to your arrival date without penalty.

QUESTIONS, COMMENTS & ISSUES WITH HOTEL RESERVATIONS: Please do not hesitate to contact Gregory Eggert if you have any questions or if you encounter any problems booking hotel rooms at the Courtyard by Marriott Fort Lauderdale Beach, please email: greggert@aol.com or call 908-432-0005.

If you would like to add items to the meeting agenda, please email our Eastern Zone Directors:

Paris Jacobs: paris@machineaquatics.com

Ed Dellert: edellert@swimfitnessnj.com

The Zone Director's have scheduled a General Chair's meeting for 6:00 PM and a Technical Planning Meeting at 7:30 PM on Friday, May 9th. In 2013 the Technical Planning Committee meeting was held on the first floor (outside the Bluewater Restaurant) at the Courtyard Hotel on Friday evening. Please assume that both meetings on May 9th will be held in the same location unless we inform you of an alternate venue.

From: CSI Registrars

To: CSI Board of Directors

Proposal to require Level 2 background checks for dry land Instructors

USA Swimming requires coaches and officials to undergo Level 2 background checks because they interact directly and have supervision over athletes.

Current USA Swimming rules allow dry land Instructors to register with USA Swimming as "other." This membership category requires a Level 1 background check only, which is less comprehensive than Level 2.

CSI clubs may hire dry land instructors to work with athletes on site and/or off site.

USA Swimming (per Liz Hoendervoogt, USA Swimming Safe Sport Coordinator) permits the LSC or club to determine background check requirement for a dry land instructor.

Because dry land coaching involves direct interaction with athletes and instruction may take place off site and without club supervision, the CSI registrars propose CSI require dry land instructors to pass Level 2 background checks.

Eastern Zone Age Group Championship Bid Information

A. General bid information

- Bids for the Zone meet are to be made two years before the meets are to be held during Eastern Zone meeting at the annual USAS Convention.
- Bids are to be made by the host LSC and the meet will be awarded to the LSC.
- Event fees are fixed in the Zone Meet regulations. If there are additional fees to be charged then these must be listed in the bid.
- Zone meet dates: Short Course is to conclude before the first Sunday in April; Long Course is to conclude on Saturday between the 9th and 15th of August.
- Bids are due to Zone Championship Chair no later than 30 days before the start of the annual USAS Convention.
- Once the bid is awarded the meet information is due to the Eastern Zone Technical Chair for review no less than 90 days before the start of the meet. The meet information must include the event file and Officials' application and information.
- A contract and \$500 deposit is due 90 days after the bid is awarded to the host LSC.

B. Information about the bid

- Name of LSC is bidding the meet.
- What facility will be used to host the meet?
- What experience does the facility have hosting major meets?
- Who are the key personnel and what is their experience with large meets? Meet director, volunteer coordinator, etc.

C. Facility Information

- Facility description from EZ Policy Manual:
 1. 8 lane course, Short Course 2, 25 yard courses at the same location; Long Course 2, 50 meter courses in close proximity to one another
 2. Automatic timing, Scoreboard, with separate display for each lane preferred
 3. Warm-up/warm-down on site
 4. Refer to Article 103 of the USA Swimming rulebook for a complete listing of the facility description
- Describe the facility being bid and how it will be configured for the meet being bid.
- What is the seating capacity for athletes/ coaches/managers? What is the seating capacity for spectators?
- What is the parking capacity at the meet site?

D. Hotel Information

- Name the hotels, the number of rooms available for the meet, distance from the meet site and the amenities for each hotel (dining, transportation, etc.)
- Name restaurants, with addresses and distance to the meet site.

D. Volunteers and Officials

- How will the volunteer jobs be staffed?
- How will the officials for the meet be secured?

E. Misc.

- What are the plans for hospitality for officials, coaches and volunteers?
- Are there any major activities scheduled in the area - a 50 mile radius around the meet site for the same dates

**Connecticut Swimming
Proposal for Officials Travel Reimbursement**

Officials mileage reimbursement for: (retro coverage since start of this year)

Submitted by Nancy Wargo, Officials Chair

April 23, 2014 Board of Directors

- Officials Chair (OC) conducting Connecticut Swimming (CSI) officials business throughout the state
- Officials Committee Members (OCM) & Volunteers requested/assigned by the OC (that do not make a living in swimming or are reimbursed by their teams) to:
 - Instruct/conduct Clinics
 - Assess/inspect a Meet (their child is not in) for the betterment of others in our LSC
 - Meet Referee a CSI championship (if not in home town area)
 - Be on the assigned core officials team of a CSI championship (lead AO/AR, lead CJ, lead starter, lead deck ref) (if not in home town area)
- It would not be for:
 - Meeting attendance (a requirement of any committee voluntarily accepted by taking the position)
 - Regular CSI or USAS meet attendance
 - Observing meet whether USA, Y, HS, College, etc

Expenses covered:

- Rate: standard government non-profit rate per mile
- Parking fees (i.e., meters, lots, etc)
- Tolls

Process:

- Be assigned by OC or have approval of OC in advance
- Submit a standard CSI expense report
 - Signed by OC and then past on to CSI finance
 - All receipts attached