

**COMSA**  
**Executive Meeting - Minutes**  
**February 1, 2006**

**Those in Attendance:**

Heather Hagadorn (Chairperson), Bob Patten (Vice Chair), Marcia Anziano (Registrar), Kathy Garnier (Secretary), Susan Nolte (Treasurer), Mark Plummer (Top Ten), Chris Nolte (Awards), Ellen Campbell (Newsletter), Will Amos (Records), Pete Schwenker (Officials), and Paula Kelley (Dallas).

The meeting was called to order at 7:00 p.m. at Colorado Athletic Club-Inverness in Englewood, Colorado.

**Topics of Discussions:**

1. Nominations Committee: Heather Hagadorn:
  - a. Nominations Committee: It was discussed and agreed upon by the Board of Directors that a nominations committee would be formed on an informal basis. Due to the timeliness of the candidate roster needed, a preliminary list of nominees was discussed. The proposed list of nominees is as follows: Chairperson-Heather Hagadorn, Vice-Chairperson-Nicole Vanderpoel, Secretary-Kathy Garnier, Treasurer-Susan Nolte, and Registrar-Marcia Anziano. Additional nominations will be taken until the COMSA Annual Meeting to be held at the state meet on Saturday, April 8, 2006 at 8:30 am. This information will be posted on the website with contact information. Job description information can be found in the LMSC handbook at <http://www.usms.org.admin/lmschb/>.
2. 2006 State Meet Review: Bob Patten
  - a. The hosting hotel for the state meet this year is the Hampton Inn & Suites for \$65 per night. It is located in Glendale at 4150 E. Kentucky Ave., phone (303) 692-1800.
  - b. T-shirts for the sprint and brute squads and the meet shirt were discussed. Bob has the artwork from last year's shirts and will have a mock-up by mid-February for this year's shirts.
  - c. Awards: Trophies for 1<sup>st</sup>-6<sup>th</sup> place teams overall will again be awarded. Chris Nolte will locate and centralize the traveling trophies from large, medium and small team winners. Participation awards and age-group high-point awards are in the process of being procured. Marcia is working with her TYR contact for options.
  - d. Lt. Governor and COMSA Coach of the Year awards: Nominations are still being accepted for these awards. Please submit candidates to Chris Nolte. Chris will look to locate the current coach's plaque.
3. Newsletter: Ellen Campbell
  - a. The next newsletter due is the May-August issue covering the long course and open water season. Articles are due by April 1<sup>st</sup> with a mailing date of approximately May 1<sup>st</sup>.
  - b. Items for the next issue include:
    1. Open water swimming at Chatfield: dates, volunteer sign-up, policies
    2. Open water article on swimming tips and sample workouts
    3. Upcoming meets including Lowry (6/3) and DU (6/24-5)
    4. Long Course World Championships at Stanford Aug 2006
    5. Tips from the Registrar column
    6. Upcoming clinics
4. Records: Will Amos
  - a. COMSA state records have been posted on the website for all 3 courses. Coming soon to be posted are the relay records.

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- b. A draft of the proposal for COMSA State Record Recognition was reviewed. See below for full document. An item of note is that there will be two divisions in the relay record section: Open and Club.
  - c. It was suggested and agreed upon that Will write a condensed FAQ article for the newsletter.
5. Registrar: Marcia Anziano
- a. Current membership level at 1,186 members.
  - b. 2-week turnaround goal for processing registrations is being met.
  - c. Ability to use the registration database for bulk email distribution would be nice. Marcia would like to add a new option to the 2007 registration form, a checkbox option or an indicator for receiving emails.
6. Fitness: Marcia Anziano for Laura Smith
- a. The USMS Fitness Committee is sponsoring a virtual swim competition between the zones to race to the World Championships in Stanford. The distance goal is 1,500 miles and the first zone to log this distance wins. Marcia will send an email to Carrie Slover (Coaches Chair), Kathy Garnier (Team Rep contact), and Mel Dyck (Webmaster) to disseminate this information to the teams. Colorado is the largest LMSC in the Breadbasket zone. Pitch in and do your part and participate in this fun event.
  - b. The Check-Off Challenge has been extended to the end of February.
7. Secretary: Kathy Garnier
- a. Working on minutes from previous meetings.
  - b. Agenda for the 2006 General Meeting will be proposed and sent out before the meeting to be held at on April 8, 2006.
8. Top 10: Mark Plummer
- a. Submissions were properly processed and operated smoothly for this year. As a note, relay cards must include all four swimmers names.
  - b. Mark holds on file all COMSA pool measurement certificates. Mark will need to obtain proper measurements from the LC meet at DU as the bulkhead is movable.
  - c. Mark downloads the records from the USMS website and uses this information to identify any potential new records. If Will is interested in using this feature to help with state record updating, Mark can show him where it's at and how to use it.
9. Officials: Pete Schwenker
- a. Meet update:
    - 1. Boulder Pentathlon went well from an officiating point of view.
    - 2. DU Short and Sweet meet officials are scheduled.
    - 3. State meet is scheduled for 6 officials.
    - 4. Other meets (Loveland, Montrose) are using local resources.
10. Safety: Heather Hagadorn for Gary Reese
- a. Update to safety issues include:
    - 1. Purchase of 3 safety orange vest for the meet marshals to wear at the meets.
    - 2. Safety signs have been created and will be laminated and placed in meet box.
    - 3. A safety letter to be included in the meet package will be presented in the near future for review by the Board of Directors and Holden Bank, legal advisor.

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11. Treasurer: Susan Nolte

- a. Balances as of 1/30/06: Checking \$20,537.42 and Savings \$22,711.15. Total \$43,248.57.
- b. End of year financial statements will be submitted to the USMS National Office by April 2006.
- c. 1099's issued for 2005 payments including Bob Bruce.

12. Long Distance: Heather Hagadorn for Nicole Vanderpoel

- a. Thanks to all who helped set up and participated in the One-Hour Postal at DU on Jan. 15<sup>th</sup>. On-line submission will not be available this year as previously thought.
- b. 5K and 10K National Championships will take place from May through September. Nicole will set up a few dates for those who want to participate in both and include an article in the next newsletter.
- c. Wingshadow Horsetooth National 10K Championship update: pending is the approval from the National Long Distance Committee (NLDC) of the entry process. Wingshadow wishes to have registration available on-line only on Active.Com by March 1<sup>st</sup>.
  1. Subsequently, approval from the NLDC was received allowing Active.Com for on-line entries (with the inclusion of an on-line liability release and acceptance waiver) and paper entries must be allowed.

13. Webmaster: Heather Hagadorn for Mel Dyck

- a. Heather distributed a report written by Mel on the Status and Future of the Current Top Times Database as on 30 January 2006. Mel is the chairman of the Meet Results Database Committee, a subcommittee of Communications. This 3-page report provides an overview of the project and recommendations for future viability and success.

14. Bylaws: Heather Hagadorn

- a. Background: USMS has requested that all LMSCs update their Bylaws with a Grievance policy. Since several other items were either out of date or incorrect, the entire bylaws should be updated and voted on at the General Meeting, scheduled for April 8, 2006.
  1. Remove all references to USA Swimming (and related text), as they do not apply.
  2. Replace all occurrences of "By-Laws" with "Bylaws"
  3. Age of members: Changed from 19 to 18. Justification: Aligns with USMS.
  4. Board Term of Office – updated from 1 year to 2 years, elections every 2 years. Justification: it has generally been the case that Officers hold their position for 2 or more years.
  5. Inserted a Grievance Procedures section (Article VII), and moved the former Article VII to VIII, and VIII to IX. Updated the Section references appropriately. Justification: Grievance is required to be in the Bylaws by USMS
  6. Clarified Voting Members and Meeting designations.
  7. Standing Committees: Revised the list of standing versus Adhoc committees. Also made a reference to the USMS site for committee responsibilities (LMSC Handbook). Justification: this reflects reality and corrects statements that are no longer true. There is no longer a need to document the responsibilities of the committees as it is now described in the USMS LMSC Handbook.
    - a. Listed standing committees within Section 6.3 (Standing Committees) and removed reference to the committees in section 6.4 and in the Appendix.
  8. Removed "Audit" as a Standing Committee. Moved "Nominations Committee" from Standing to "Special". Justification: This more accurately reflects reality.

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9. Corrected general grammar issues (example: from “should any discrepancy arise” to “should any discrepancies arise”)
  10. Capitalized TEAM and CLUB throughout.
  11. Added to the definition of “TEAM”, “also known as workout group”.
  - b. It was MSA’d to approve the bylaws as changed.
  - c. The updated bylaws will be posted on the website for comment and vote for approval at the General Meeting on April 8, 2006.
15. Clinics: Marcia Anziano
- a. The stroke clinic held by Bob Bruce at DU on January 20th-22nd was very successful. Those surveyed said they would come again and the most valuable portion was the video and feedback segment. Revenue for the clinic was \$2120, costs \$2636, net cost to COMSA \$516 plus minor expenses from Bob Bruce.
  - b. Next clinic for late May or July with DU coach Jim Henry. Proposing 3 sessions of about 3.5 hours each on short axis, long axis, and starts/turns. Suggested enrollment of 24 participants with 4 coaches.
  - c. In general, would like to see 2 or 3 clinics per year, bringing in more coaches, and getting the word out.
16. Miscellaneous:
- a. Colorado Masters Swimming team swimwear orders deadline of 2/15 may be extended to 2/20. Marcia will have Carrie Slover send out a notice to all coaches.

Next meeting scheduled for April 8<sup>th</sup> at the University of Denver pool deck at 8:30 am. This will be the Annual COMSA General Meeting.

MSA to adjourn meeting at 8:40 pm.

Submitted by Kathy Garnier, Secretary

**Draft Proposal for COMSA State Record Recognition: submitted by Will Amos**

State Record swims will be recognized for the fastest time swum by a COMSA member in each age division, course, and gender. The COMSA Records Chairperson will be responsible for compiling State Records. The COMSA Records Chairperson and the COMSA Board will have the final say in the determination of COMSA State Records.

**Eligibility for State Records**

In order for a time to be eligible for recognition as a State Record, the time must be performed by a current COMSA member and must meet the eligibility requirements for USMS Top Ten Times. A performance need not actually be recognized as a USMS Top Ten, it only needs to meet the eligibility requirements for consideration for the USMS Top Ten list. The eligibility requirements for USMS Top Ten recognition are outlined in Article 105 of the USMS Rule Book.

**Notification**

It shall be the individual member’s responsibility to bring State Record Swims to the attention of the COMSA Records Chairperson. Personal contact, US Mail, and e-mail will all be considered acceptable means of contact.

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Verification

Any one of the following means of verification of time is acceptable:

- Official posted results for meets utilizing automatic timing.
- Properly completed application for COMSA State Record. A copy of the application for National Record or World Record will suffice.
- Inclusion of the time in the USMS Top Ten, or recognition of the time as a USMS Record or FINA World Record.

Recognition of Swims Prior to 2006

The COMSA Records Chairperson will review available archives of times achieved prior to January 1, 2006 to determine the existence of times eligible for consideration as COMSA State Records. Archives to be examined include but are not limited to old meet results, existing USMS National or FINA World Records, and archives of past USMS National Rankings or FINA World Rankings. Recognition of old times as COMSA State Records is at the sole discretion of the COMSA Records Chairperson and the COMSA Board.

Relay Records

State Relay Records are tracked in two divisions: Open and Club. This acknowledges the fact that when COMSA combines as a statewide team for Nationals and Worlds we are essentially fielding "All-Star" relays. These combined relays are only eligible for the Open division of the relay records. COMSA clubs may field relays at local and state meets that are eligible for both the Club and Open divisions. Please note that USMS top ten lists are a major source for these records, and the USMS database does not always list a club affiliation. Therefore, some records in the Open division may actually be Club records. If you are aware of a Club relay performance being listed under Colorado Masters Swimming or Rocky Mountain Masters, please bring it to the attention of the Records Chairperson.