

# 2009 MINNESOTA SWIMMING CALENDAR

## **JANUARY**

- All swimmers, coaches, officials, safety officers, and clubs must be re-registered for 2009 - Registrations must be in the office prior to January 1<sup>st</sup> for continuous membership.
- Submit MSI's IRS Return and annual filing fee for Charitable Trust to the Minnesota Attorney General's Office prior to January 15<sup>th</sup>.

### **JANUARY 20** - Board of Director's Meeting – 7:30 PM (Eisenhower Community Center 213B)

- PhillipsConoco Award Recipient Vote by Board of Directors
- Preliminary 2009-2010 Meet schedule presentation (Meet Scheduling Committee Chair/Age Group Vice-Chair)
- Order of Events Committee Appointment by Gen Chair [Technical Planning Chair is Committee Chair]

## **FEBRUARY**

- ASCA Simpson Coach Award Committee to send/email information to coaches regarding nominations for the Senior, Age Group, and Developmental Coach Awards/Simpson Awards

### **FEBRUARY 17** - Board of Director's Meeting – 7:30 PM (Eisenhower Community Center 215E Main)

- 2009-2010 Swim meet schedule final approval (Meet Scheduling Comm. Chair/AG V-Chr)
- Order of Events Committee status report: 2009-2010 Winter Orders/2010 Summer Orders (Committee Chair/Technical Planning Chair)

## **MARCH**

- March 1 – Nominations for 2009-2010 Board or Committee chair positions due to the Nomination Committee for their possible endorsement. (Additionally, any member may put their name into nomination on the floor at the House of Delegates Meeting.)
- March 1 - Budget and Line Item Requests for the 2010 Fiscal Year, along with rationale, must be submitted to the Finance Chair by March 1<sup>st</sup> deadline for consideration.
- March 1 – Nominations for Simpson Coach Award recipients due to ASCA Minnesota Award Committee.
- March 6-8 Coaches vote for Developmental Coach/Simpson Award at Age Group State Meet.
- March 20 – Nominations for BOD due to office by Nomination Committee
- March 13 – Slate of candidates/positions for MSI Board positions must be received by the Swim Office from the Nomination committee

### **MARCH** - NO BOARD OF DIRECTORS MEETING

## **APRIL**

- April 1 - 2009-2010 winter & 2010 summer orders of events submitted to office (Tech. Planning Chr)
- Week of March 30th – House of Delegates Email sent to BOD, clubs/delegates  
Official notice of meeting and the slate of candidates MUST BE RECEIVED by each member of the House of Delegates and each group member not less than 20 days prior to the House of Delegates. This is now officially done by email notification. Information will also be posted on the website.
- April 6 (Monday) – Final Deadline for Meet Bids – Due to MSI office.
- April 15 - National Travel Reimbursement Forms Due to Senior Chair
- April 17 – Board Members and Committee Chairs written Reports to the House of Delegates due to the MSI office.

### **April 25 - ANNUAL HOUSE OF DELEGATES MEETING & Annual 2009-2010 Meet Bid Meeting** (Eisenhower Community Center – Cafeteria)

\*\* Each Chartered Club has one vote at this meeting through their Club-designated Member Rep/Delegate as listed on the club current club charter, or update, on file at the MSI office. \*\*

***Each club is expected to send at least one representative to this meeting.***

10:00 AM – House of Delegates Meeting (9:30 Registration and coffee)

#### April Board of Directors Calendar Items [No April Board Meeting]

- Head 2009 Zone Team coach – approval/appointment (Age Group Vice-Chair)
- Winter Team tiering announced (Age Group Vice-Chair)
- Winter/Spring Nationals swim meet report (Senior Vice-Chair)
- State Meet Evaluations (Senior Vice Chair/Age Group Vice-Chair/Official's Chair)
- Summer Season Concerns Discussion, if any.

#### Basic House of Delegates Agenda Items

- Affirmation of actions taken by the Board of Directors in 2009
- Board of Directors and Committee Reports Presented
- 2010 Budget Approval (Finance Vice-Chair)
- Election of Vacant Board of Directors and other Elected Positions (Nominations Committee Chair)
- Nominations Committee – organizational meeting following HOD – Committee elects Chair
- Board of Review – organizational meeting of the 2009-2010 Board of Review to elect the Board of Review Committee Chair following House of Delegates Meeting
- **House of Delegates Annual Swim Meet Bid Meeting for 2009-2010.** At the House of Delegates meeting each club delegate has a vote, including the bids.

## **MAY**

- May 1 – Revised Meet Director’s Manual (semi-annual) on website in .pdf format. Spring-Summer Orders of Events and revised meet templates on website. (Sanction Coordinator)
- Sanction packets will be distributed to teams receiving a meet bid by email on or before May 15, 2009.
- May 1 – Age Group Chair develops Winter 2009-2010 and summer 2010 meet schedules and sends them to the office and the webmaster.
- Week of May 4<sup>th</sup> – Email Letter of Intent to attend USAS Convention to convention delegates (office)
- May 15 - Zone Team Managers submit proposed 2009 Zone Team Budget to Age Group Chair for recommendations.
- May 15 – Final Due Date for publication of Winter & Summer Club Zone Designations. (Age Grp V-Chr)
- May 30 - National Travel Reimbursement checks should be in mail to clubs with complete early or on time requests. (Office)

### **MAY 19** - **Board of Director’s Meeting – 7:30 PM** (Eisenhower Community Center 213B)

- Initial Meeting of 2009-2010 Board of Directors
- Nominations Committee Chair announced [if change]
- Board of Review Chair for 2009-2010 announced.

## **JUNE**

- June 1 – Convention Delegates must confirm with general chair their intent to attend the USAS Convention.
- June 1 - 2009 Zone Team Assistant Coaches Finalized (Age Group Chair)

### **JUNE 16** - **Board of Director’s Meeting – 7:30 PM** (Hopkins N Junior High Classroom 210)

- Convention attendee confirmation (General Chair)
- Zone Team Budget Presentation to Board of Directors for approval (Age Group Chair)
- Board Approval of 2009 Zone Team Coaching Staff (Age Group Chair)

## **JULY**

- *[NOTE: Only done in Olympic Year: Time Standard Committee Appointments [minimally: Technical Planning Chair, Senior Vice-Chair, Age Group Vice-Chair, \*1 coach, \*1 athlete] \*may be non-BOD (Gen Chair)]*
- Policy Manual/Revisions complete and on the Minnesota Swimming Website (Admin. Vice Chair)

### **JULY 14** [**note: 2<sup>nd</sup> Tue**] - **Board of Director’s Meeting – 7:30 PM** (Hopkins N Junior High Classroom 210)

- 2010 Zone Team manager - Approval/Appointment (Age Group Vice-Chair)

## **AUGUST**

- *August - [Olympic Year only: New Minnesota Time Standards should be complete for approval at Sept board meeting. Distributed & posted with the September Agenda. (Technical Chair) Standards valid during the entire 4 year quadrenium.]*
- August 1-3 Coaches vote for Age Group and Senior Coach of the year/Simpson Award recipients.
- Revised Meet Director's Manual (semi-annual) on website in .pdf format by August 1<sup>st</sup>.  
Fall-Winter Orders of Events & revised meet templates on website (Sanction Coordinator)
- August – Letters and applications sent to all Coaches & Non-Athletes with 2010 Registration information (Office)
- Late August – Email 2010 registration letter/changes/updates to club registrars to prepare clubs for the 2010 registration year. (Registration Coordinator)
- August 31 - Close out 2009 registration/ compile year-end statistics, reports, etc. (Registration Coord.)
- August 31 - End of fiscal year financial reports run & sent to Finance Vice-Chair (Office)
- August 7-9, 2009 - Central Zone Meet – Grand Forks, ND

## **AUGUST - NO BOARD OF DIRECTOR'S MEETING**

## **SEPTEMBER**

- September 15-20, 2009 - USAS Convention, Chicago, IL (Convention Delegates)
- September 30th -National travel reimbursement forms due to Senior Vice-Chair

## **SEPTEMBER 22** – Board of Director's Meeting – 7:30 PM (Eisenhower Community Center 213B)

- Meet Scheduling Committee named (minimum - one board member, one non-Board coach, one non-board athlete, one non-board parent...Chair TBD by Committee) **Announcement of date, time & location of initial meeting for interested parties** (Age Group Vice Chair)
- *[Olympic Year only: New Minnesota Time Standards complete Approval by Board of Directors (Technical Chair/Time Standards Committee Chair) Effective Date: October 1st Standards valid during the entire 4 year quadrenium.]*
- Central Zone Meet/Team Report (Age Group Vice-Chair)
- Summer Team Tiering Announced (Age Group Vice-Chair)
- Summer Nationals Meet Report (Senior Vice-Chair)
- 2009 Year End Membership Statistics Presented (Registration/Membership Coordinator)
- Winter Season Concerns Discussed, if any.
- State Meet Evaluation (Senior Vice-Chair/Age Group Vice-Chair/Official's Chair)

## **OCTOBER**

- October 30th - National travel reimbursement checks mailed to clubs who have complete & correct requests approved by the Senior Chair by the "on-time" date & received by the MSI office prior to Oct. 15th.
- **October 31 – Deadline for 2010 Regular Club Membership Renewals (date by which all required materials & fees must be approved in the MSI Office for the \$100 club fee). Fee increases begin after this date.**

## [OCTOBER 20 – Board of Director’s Meeting – 7:30 PM \(Eisenhower Community Center 213B\)](#)

- Post-Convention Reports by Delegates

## **NOVEMBER**

- Finalize Minnesota Swimming 2010 Calendar (General Chair/Office)
- Submit Meeting Room Requests to Building Facilities Director (Office)
- November 30 – Nominations for PhillipsConoco Outstanding Service Award due to General Chair

## [NOVEMBER 17 - Board of Director’s Meeting – 7:30 PM \(Eisenhower Community Center 213B\)](#)

- Annual 2010 MSI Calendar Approval (General Chair)

## **DECEMBER**

- December 31 – All 2010 Athlete, non-athlete & coach renewal memberships are due in the MSI office.
- December 31 – Final deadline for 2010 Club Membership Renewals due and approved in the MSI Office or club will no longer be a member. (exception: seasonal only clubs or new clubs)  
Renewal clubs submitted or approved after Jan 1<sup>st</sup> - \$500 fee.
- File Non-profit Corporation Annual Registration prior to December 31st

## [DECEMBER - NO BOARD OF DIRECTOR’S MEETING](#)

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- MSI Board of Director’s Meetings are *generally* held on the **third Tuesday of the Month or as here noted or change posted on the website.** [No meetings in March, August, & December.] Boards of Director’s Meetings are open to all members’ voice. Voting is done by the Board of Directors except for the House of Delegates and Bid Meeting, where all clubs have one vote. Additional Closed Board of Directors Meetings or Work Sessions may be held according to guidelines in the MSI Bylaws.
  - Agenda items for Board of Directors Meeting **Deadline:** Second Monday of the month by 10:00 AM in the MSI office. **Any Proposed legislative items requiring approval at a Board Meeting are to be clearly written on a legislative form (see website) and emailed to the office prior to the deadline. Agenda items and new legislation will not be approved at board meetings without having first been distributed to board members and the general membership.**
  - Minutes will be published on the website and distributed by email to MSI Board Members and Club Contacts within one week prior to the next Board Meeting. Any other pertinent club information will be included or posted on the website. The club contact is responsible to forward, in a timely manner, all information received to their club board members and coaches.

**NOTE:** CLUB CONTACT IS THE COMMUNICATIONS LIAISON  
BETWEEN THE CLUB AND MINNESOTA SWIMMING