

# Nanaimo White Rapids Swim Club

## Board of Directors Meeting MINUTES

### 27 May 2004

This meeting was brought to order at 7:04 pm by Mike Silverton (President). The following Directors were present: Jane Barron, Rick Heikkila, Alan Yates, Lana Fitzpatrick, Nancy McGuire Marise Wickman, Bernie Taekema, Steve Beerman and Kevin Bourgeois. Co-Head Coaches, Brian Nishi and Sheila Galloway, were also present for most of the meeting.

1. **Approval of the Agenda:** carried

2. **Approval of the Minutes:** carried

3. **Correspondence:** Three letters with donation cheques were received in the past month. The BOD thanks the following businesses for their donations and the families for working to obtain them: The **Conway's** for the \$200 from **Telus**, the **McGuire's** for the \$250 from the **Coastal Community Credit Union**, and the **Malone's** for the \$500 from the **Pulp and Paper Workers Union (Harmac)**.

#### 4. Reports

- a. **President's:** Mike reported that the meet packages are now out (see binder on the bulletin board for details, or the website). The program used to enter swimmers into the BCSSA database has some new problems this year with assignment of divisions. Mike has been in touch with the Regional Registrar and will find a solution soon. He also reported that there has been no news yet from Weyerhaeuser re: a possible grant for youth employment this summer.
- b. **Head Coaches':** Sheila reported that the new practice schedule for June is out and posted on the website. Coaches will award Workers of the Week starting next week. Parent meetings for practice groups have begun but attendance so far has been low. Sheila asked for some BOD support at these meetings. A sports therapist will be coming to speak to swimmers and parents in the near future, possibly on June 4<sup>th</sup>, and a nutritionist will be booked to speak in early July.

Sheila spoke at length about participation at swim meets last summer (about 50%) and how difficult it will be to achieve all the coaching goals this summer if meet participation remains low. She asked for support from the BOD and the following points were made:

- Participation at swim meets is part of the summer swimming experience; like other sports / activities, one practices, and then competes.
- Every returning swimmer should try to participate in one meet before the Nanaimo Meet.
- Every club member should try to participate in the Nanaimo Meet; the Nanaimo Meet Committee will come up with ways to make it easier for new swimmers to participate.
- Participation in a meet for only one of the two days is a good option.
- Our swim club TEAM needs a high participation rate at the Vancouver Island Regionals and B&C Regionals for the relay team events in particular where we can earn many points.
- **It is the goal of the NWRSC to win the Vancouver Island Regional Trophy for the 20<sup>th</sup> year in a row and to win the B & C Regional Trophy.**

Kevin and Lana will prepare a notice about meet participation, meet fees, deadlines, etc. ready for the Blue and White Time Trials.

- c. **Registration:** Lana reported that there are currently 222 swimmers registered with the club, and eight have withdrawn during the month of May. Jane commented that early registration and early cashing of cheques for registration and fundraising have created a positive cash flow, and a minimal number of NSF cheques. There was a discussion of a cut-off date for registration, but Mike suggested that the club continue to take on new members until the final athlete list is sent to the Regional Registrar in mid June.
- d. **Fundraising:** Nancy reported that all is going smoothly with fundraising events. The two car washes in May earned \$208 and \$250 respectively.
- e. **Awards:** no report
- f. **Pool Operations:** no report

- g. **Scholarships:** Mike (chairman of the Scholarship Committee) made a Motion that was seconded by Kevin and carried, with two abstentions by Rick Heikkila and Steve Beerman.

**“The NWRSC recognizes the following swimmers who are graduating from school in 2004 with scholarships of \$500 each: Simon Baldwin, Kimberly Beerman, Stephen Conway, David Heikkila, Erick Hammer Belanger, and James Saunders.”**

- h. **Meet Fees:** Kevin reported that a notice will go out this weekend regarding meet fees (see above). He spoke about ways to simplify the fee process and track costs.

A Motion was made by Marise, seconded by Alan and carried to accept the reports that were presented.

#### 5. Old Business

- a. **Employment issues:** Steve made a Motion to move the meeting into an “*in camera*” session. The coaches were not present for this part of the meeting. Bernie made a Motion to come out of the “*in camera*” session and nothing from that discussion was recorded in the Minutes.
- b. **Blue and White Time Trials:** Sheila reported that they have decided to use a spreadsheet rather than pink and blue cards to record times, but everything else at the Time Trials will be operated as in an official meet.
- c. **Swimmer Handbook:** Lana reported that the handbooks will be ready for the Time Trials and was given authorization to get the photocopying done at Staples.
- d. **Nanaimo Swim Meet:** Nancy has come forward to be the Meet Manager for 2004 and will be supported by those people with past experience. Lana has the Concession Co-ordinator package for the person(s) who agrees to take that on, and will pass a copy on to Nancy. Nancy asked BOD members to let her know soon as to their areas of participation.
- e. **Revision to Relay Policy #620:** Brian reviewed the latest version of the policy. The BOD thanked Brian and Sheila for their perseverance with this revision process. Rick made a Motion that was seconded by Bernie and carried.

**“The NWRSC accepts the revised Relay Policy #620 as presented this evening.”** (see below)

#### POLICY NUMBER 620 – RELAY TEAM FORMATION

1. Coaches are responsible for making up relay teams, not parents or swimmers.
2. Coaches will follow these general guidelines in the formation of relay teams for all swim meets prior to the Regional Championships:
  - a. Members of a relay team will be chosen within their age category.
  - b. There will be consideration taken by the coaching staff as to the fastest stroke combination within that age category as to determine the composition of each relay team.
  - c. A maximum participation of swimmers available for relays at each swim meet will be achieved by the coaching staff in their relay team selections.
  - d. Where there are insufficient swimmers of an age group to form a relay, additional swimmers can be chosen to move up from lower divisions. This selection will be chosen from the remaining swimmers not on relays of their own division.
  - e. The best time a swimmer has achieved during the current season prior to the immediate swim meet will be considered in determining placement on or removal from a relay team.
  - f. Disciplinary action taken by a Coach may over-ride these guidelines.
3. Relay teams for the Regional Championships and the Provincials Championships will be selected using the following guidelines:
  - a. Every effort will be made by the coaching staff to ensure that all swimmers participating at Regionals, and are available to swim on a relay, will be considered in the selection of teams.

- b. The best time a swimmer has achieved during the current season prior to Regionals will be considered in determining placement on or removal from a relay team.
- c. It is the goal of the Nanaimo White Rapids to qualify as many swimmers as possible to Provincials.
  - i. The coaching staff can move a swimmer up into a higher division if they feel it is necessary to qualifying a relay team in that division. This will only take place if:
    - a. The swimmer moving up is not impeding the qualification of a relay team in their own division. In this event the Head Coach will communicate to the swimmers and parents involved to notify and give reason of this change.
  - d. A relay team which qualifies for Provincials will swim with the same team members as swam at Regionals unless there is a change due to extenuating circumstances. These circumstances include injury, illness or an inability to attend. Changes will be posted as soon as possible and the swimmers directly involved will be notified by the Head Coach.
  - e. A Coach who wishes to digress from these guidelines must:
    - i. Present justification for a change to the Board of Directors or to the Coach Liaison committee, who will confer with the Board of Directors for approval.
    - ii. Explain the reasoning for the swimmers affected.
  - f. A deadline to post the Regional relay teams will be 4 days prior to the Regional Championship.

**f. Status of Steve Low:** A letter of resignation has been received from Steve Low, dated May 22, 2004. Steve will help out with the club on a volunteer basis as his time allows throughout the summer.

**g. Status of Special Needs swimmers:** Mike has contacted other bodies re: the status of these swimmers and will report back when he has news.

#### **6. New Business**

- a. **Coach Liaison Committee:** Two of the three parents that the coaches approached have agreed to sit on this committee. An update will be given at the next BOD meeting.

**7. Calendar of Events:** Lana read the BOD calendar and all is in order for the month of June.

**8. Upcoming Club Events:** Lana reminded the BOD of Tag Day this Sat. May 29<sup>th</sup> and the Blue & White Time Trials on Sun May 30<sup>th</sup>. Both events require much support from the BOD and the membership. Sign up for Tag Day has been slow. The meet season begins the following weekend with the Esquimalt F.A.S.T. Meet on June 4<sup>th</sup> and 5<sup>th</sup>.

**9. Adjournment and Date for next meeting:** The next BOD meeting will be held on **Thursday June 10<sup>th</sup> at 7pm** in the Office. A Motion was made by Lana, seconded by Rick and carried to adjourn the meeting at 9:25pm.

Respectfully submitted by  
Lana Fitzpatrick  
Secretary, NWRSC