



**Gulf Swimming, Inc.  
Gulf Swimming Board of Directors Meeting  
April 28, 2010**

Reminder Next **Board of Directors** Meeting  
Wednesday July 7, 2010 7:30 PM

Reminder Next **House of Delegates** Meeting  
Wednesday May 19, 2010 8:00 PM

Herb Schwab, General Chairman, called the Gulf Swimming Board of Directors meeting to order at 7:30 PM at the University of Houston Athletic Alumni Building, Room 2001.

The following board members were present:

Herb Schwab	Henry Clark	Tom Hasz	Clayton Cagle
Allison Beebe	Rick Tobin	Annette Leach	Chris Day
Rick Kehlenbach	Mark Taylor	Jessica Rodriguez	Tim Bauer
Robert Kelly	Seth Huston	Gilbert Legaspi	Ron Lusk
Greg Orphanides			

It was moved, seconded, and passed to approve the January 13, 2010 Board of Directors Meeting minutes as posted.

### **OFFICER REPORTS**

#### **GENERAL CHAIRMAN**

Herb Schwab

The executive committee approved the following:  
Approval of new club MARC, Shannon Clifton head coach  
The Gulf will pay the \$750 each for two Gulf Jr. National athletes to attend meet in Barcelona. Gulf will reimburse \$300 per swimmer for the Zone Select camp  
LEAP level 1 need to be completed by June 2011, it is almost complete.

In keeping with USAS Gulf has made the following changes to Club membership:

Rule 2.5 the club board of directors does not have to be registered with USAS, but it is recommended  
Rule 4. A. & B. Teams are not required to have officials registered

**ADMINISTRATIVE  
VICE CHAIRMAN**

Henry Clark

Most teams have sent in their proof of times. Some January and February proofs are not complete. Short course proof of times are due May 15, 2010. Henry will contact teams that still need to complete proofs and pay fines.

**SECRETARY**

Linda Brenneke

Not present, no report

**TREASURER**

Tom Hasz

Currently \$71,000 in the checking account. NCSA reimbursements checks are complete.

**SENIOR VICE  
CHAIRMAN**

Clayton Cagle

No report

**AGE GROUP  
VICE CHAIRMAN**

Allison Beebe

The Ladder of Success shirts have been ordered. Henry Clark was approved as the Gulf Swimming Head Coach for the Southern Zone Team. The Board is aware that Henry's son and daughter will be applying for the Zone Team and may qualify for the Zone Team. A motion was made seconded and passed for the Gulf Zone team swimmers' share to be \$450.

**TECHNICAL COMMITTEE  
CHAIRMAN**

Rick Tobin

One change to the SC schedule has been made, MAC & TWST meets have been changed to Jan 8-9.

**ATHLETE REGISTRATION  
COORDINATOR**

Annette Leach

There are currently 6017 swimmers registered with Gulf Swimming with 258 as outreach and 178 as individual seasonal. \$10,109.50 was reimbursed for 1961 events to outreach swimmers for 2009-10 short course season. \$299.00 has been reimbursed for 52 events for the 2010 LC season. There are 39 clubs registered.

**NON-ATHLETE REGISTRATION  
COORDINATOR**

Chris Day

611 registered as non athletes with 183 as officials, 226 other and 233 coaches. There are currently 16 coaches with expired certifications.

**OFFICIALS CHAIRMAN**

Rick Kehlenbach

Rick proposed changes to the Officials Certification Guidelines. Rick proposed adding a new certification level, Deck Referee, to allow Starters to progress in their careers. This level fills the gap between the Starter certification and the Meet Referee certification. This also allows officials, who are not yet Meet Referees, to be able to function as Deck Referees at championship meets in the Gulf and outside of the Gulf. A motion was made seconded and passed to accept Rick's proposals.

Rick also proposed changes to the National Official Training and Advancement policy. A motion was made seconded and passed to accept Rick's proposed changes. The changes are attached.

**SAFETY COORDINATOR**

Mark Taylor

Present, no report

**PAST GENERAL  
CHAIRMAN**

Jay Cookingham

Not present, no report

**ATHLETE REPRESENTATIVES**

Ashley Adams

Not present, no report

Jessica Rodriguez

Present, Jessica reported there was only 1 nomination for the Junior Athlete Representative, Natalie Nations from HSC. Natalie is elected as the Junior Athlete Representative, effective September 1, 2010.

**COACH REPRESENTATIVE**

Tim Bauer

The coaches meet once a month at DADS Club. Tim will post the May meeting date. Cullen Jones will be the Gulf Awards Banquet speaker and clinician.

**SANCTION COORDINATOR**

Linda Brenneke

Not present, no report

**NTV COORDINATOR**

Rick Kehlenbach

All meets are posted to date.

**ADAPTED SWIMMING  
COORDINATOR**

Gary Baker Not present, no report

**TOP 10 RECORDS  
COORDINATOR**

Rick Kehlenbach No report

**COMPUTER INFORMATION  
COORDINATOR**

Sharon Bourne Not present, no report

**MATERIAL AND EQUIPMENT  
COORDINATOR**

Gary Baker Not present, no report

**CLUB DEVELOPMENT  
LIAISON**

Chris Day No report

**PUBLICITY COORDINATOR**

Robert Kelly No report

**DIVERSITY COORDINATOR**

Gilbert Legaspi The Diversity Camp will be held Saturday May 1 at HCAP's Johnnie Means pool. There are 75 swimmers registered.

**OPEN WATER COORDINATOR**

Seth Huston No report

**CAMP COORDINATOR**

Mark Taylor No report

**NEW BUSINESS**

The Audit Committee met and reviewed the Gulf Swimming records and they are deemed accurate. Henry has sent the report to USAS.

Seth reported that the Rice meet has 500 swimmers, it was anticipated that this would be a small meet. The meet will not be utilizing chase starts. A motion was made seconded and passed to split the meet into 2 sessions. Seth will work with Rick Tobin and will notify the teams as to their session.

**ANNOUNCEMENTS**

A task force has been named to review the Non-athlete certification requirements and to educate the teams regarding the requirements. The Task force named Chris Day Chairman, Rick Tobin, Eddie Adams, Allison Beebe, Rick Kehlenbach, Jessica Rodriguez and Tom Hasz.

A motion was made seconded and passed to adjourn at 8:39 PM.

Respectfully Submitted,

*Linda Brenneke*

Linda Brenneke  
Board of Directors, Secretary  
Gulf Swimming, Inc.

GULF SWIMMING  
NON-ATHLETE REGISTRATION AND TEAM REQUIREMENTS  
2009-2010

1. Required Positions – Each Gulf Swimming member team ~~shall~~ should pay the registration fees for all required team positions.
2. Affiliated Officials – Each Gulf Swimming member team ~~shall~~ should pay the USA Swimming registration fee for all Officials affiliated with the team. For all Officials registered as part of the team and listed on the team registration form, Gulf Swimming will waive the LSC registration fee. (Affiliated Officials are Officials that have swimmers attached to that team.)
3. Unaffiliated Certified Officials and Gulf Swimming Board of Directors - Gulf Swimming shall pay the registration renewals for all unaffiliated certified Officials that actively support Gulf Swimming. Gulf Swimming shall also pay the renewal registrations of all unaffiliated non-athlete, non-coach members of the Gulf Swimming Board of Directors and Coordinators.
4. ~~Registration Requirements~~
  - A. ~~Non-Meet Host Teams – Each Gulf Swimming member team shall be required to have at least one active certified official or active trainee affiliated with the team. The name of the Official and/or trainee shall be listed on the team registration form. If the name is not listed on the registration form, the team shall be fined \$100.00. This fine must be paid by the registration deadline.~~
  - B. ~~Meet Host Teams – Each Gulf Swimming member team shall be required to have at least four active certified officials or active trainees affiliated with the team at the time that they bid on scheduled meets. If the required number of officials is not listed on the bid form, the team shall be fined \$100.00 for each official/trainee not listed. Such fines must be paid by the bid deadline.~~
54. Meet Requirements - Each Gulf Swimming member team that hosts a sanctioned meet, shall be required to have at least four officials/trainees working on deck for each session of the meet. If the required number of officials/trainees is not present, the host team shall be subject to a fine of \$100.00 for each official/trainee not present.
65. Exceptions - College teams are exempted from the registration requirements.
76. Enforcement - The above rules shall be enforced by the Administrative Vice-Chair, the Technical Planning Committee Chair, the Non-Athlete Registration Coordinator, and the Officials Committee Chair. The active status of certified officials and trainee officials shall be determined by the Officials Committee Chair.

GULF SWIMMING  
ADMINISTRATIVE RULES  
2009-2010

2-1.	Board of Directors Background Screen	2-6.	Gulf Minutes
2-2.	Board of Review Filing Fee	2-7.	Revision of Rules
2-3.	Bylaws	2-8.	Safety Marshals and Club Safety Coordinators
2-4.	Cancellation of Disbursements	2-9.	Southern Zone Team Eligibility
<del>2-5.</del>	<del>Club Members — Board of Directors</del>	2-10.	Team Registration

### 2-1. BOARD OF DIRECTORS BACKGROUND SCREENING

All elected members of the Gulf Swimming Board of Directors shall satisfactorily complete the background screening as required of the coach members of USA Swimming.

### 2-2. BOARD OF REVIEW FILING FEE

Every Protest, Request for a Rehearing, or Request for Formal Hearing following an Emergency Hearing filed to the Gulf Swimming Board of Review shall be accompanied by a \$100 nonrefundable filing fee payable to Gulf Swimming.

### 2-3. BYLAWS

All member teams of Gulf Swimming must maintain a copy of their bylaws on file (including modifications as they are made) with the Registration Coordinator.

### 2-4. CANCELLATION OF DISBURSEMENTS

All disbursements by check, payable to any Gulf Swimming member, or parent or guardian of a Gulf Swimming member, shall be cancelled and returned to the General Fund as a donation, if not cashed within ninety (90) days after the date of issue. This policy shall not apply to payments to non-members of Gulf Swimming.

### ~~2-5. CLUB MEMBERS — BOARD OF DIRECTORS~~

~~All members of the Boards of Directors, Members and/or Managers of LLC's, General Partners and owners of more than a 10% interest of club members of Gulf Swimming shall be members of USA Swimming. Further, persons in these positions of organizations, which own or control more than a 50% interest in an organization, which is a club member of Gulf Swimming, shall be members of USA Swimming.~~

### 2-6. GULF MINUTES

Minutes of the Gulf Swimming Board of Directors Meetings and the Gulf Swimming House of Delegates Meetings shall be posted on the Gulf Swimming web site.

### 2-7. REVISION OF RULES

Gulf Swimming Administrative and Technical Rules may be implemented and/or changed by the following procedure. A new rule or modification to an existing policy or rule shall be approved in one of two ways:

- (1) If initially presented at the Gulf Board of Directors Meeting immediately prior to the Gulf House of Delegates meeting, a simple majority vote of the Gulf House of Delegates is required to implement the new rule or changes.
- (2) If initially presented at the Gulf House of Delegates Meeting for adoption, a two-thirds majority vote of the Gulf House of Delegates is required to implement the new rule or changes.

### 2.8 SAFETY MARSHALS AND CLUB SAFETY COORDINATORS

All Safety Marshals and Club Safety Coordinators shall be current members of USA Swimming.

### 2-9. SOUTHERN ZONE TEAM ELIGIBILITY

No swimmer shall be eligible to compete as part of the Gulf Zone Team in the Southern Zone Championships, if they have ever participated in an individual event at a National Championships Meet, long course or short course, or if they have made the National Championships qualifying time for an individual event in the current year, long course or short course.

## **Gulf Swimming Officials Certification Guidelines**

### **Introduction**

Gulf Swimming strives to develop officials who are fair, competent, current in rulebook application and consistent in approach. The training program is designed to produce skilled officials who are capable of providing athletes with the best, most consistent and fairest possible level of observation. The program is aimed at certification of N1 officials with emphasis on quality assurance and portability outside of the Gulf LSC. National (N2 & N3) certification guidelines are posted on the USA Swimming website.

The following guidelines are for informational purposes only. Certification of N1 LSC officials is the responsibility of the Gulf Officials Committee Chairman who has final authority in specific certification standards.

### **Stroke & Turn Judge**

The trainee must first register as a non-athlete with USA Swimming through his/her affiliated Gulf Swimming team ([2010 Registration.pdf](#)). The affiliated team is asked to pay the registration fee.

The Gulf Officials Committee Chairman, Rick Kehlenbach (rkehlenbach@comcast.net) shall add the trainee's name to the Gulf Officials database after the trainee registers and works at a swim meet.

The Trainee shall download the swimming rules from the USA Swimming website and maintain a meet attendance log card that can be obtained from any meet referee. The current USA Swimming rulebook will be mailed to the registered trainee by USA Swimming.

### **Phase 1 training:**

The trainee should attend a meet properly dressed (white polo shirt, white sneakers, and navy slacks, skirt or shorts – no blue jeans), and report to the Meet Referee at least 1 hour prior to the start of the meet. While on deck, the trainee will be under the supervision of the Referee or his delegate. Whenever possible, the trainee will be assigned to a deck position to train directly with a certified official. As soon as possible, the trainee **must complete** the online **Stroke & Turn/Timer** certification test on the **USA Swimming** website (<http://www.usaswimming.org>). **The S&T trainee will not be**

**considered in Phase 1 training until the successful completion (80%) of test. When the test has been completed, the results will be automatically e-mailed to the trainee and to the Chairman.**

The trainee must work at meets totaling a minimum of five (5), four-hour sessions (20 hours) under the close observation of a certified official, and attend any mini-clinics held during the pre-meet briefings. During this initial phase of on-deck training, no disqualifications should be called. The trainee will maintain an attendance log of meet sessions worked. The Meet Referee will sign the attendance log at the end of each session and **upon request** will also provide the trainee with a verbal assessment of performance, along with a written evaluation of the trainee on the Meet Referee report. The Gulf Officials Committee Chairman will maintain a database of trainee meet attendance and performance evaluations obtained from the meet reports.

#### Phase 2 training:

After the first phase of training has been completed (including completion of the online **S&T / Timer** test), the trainee may be assigned to work on deck without a certified official and will be allowed to report disqualifications. The trainee will continue to maintain a log of sessions worked that is signed by the Meet Referee. **At any time, the trainee may contact the Officials Committee Chair for a performance evaluation.**

After a MINIMUM of six months of regular, continuous Phase 2 training (i.e., at least one multi-session meet per month), the trainee should contact the Gulf Officials Committee Chairman and request an evaluation for certification. The Chairman will then review the trainee's meet attendance and performance records and determine readiness for certification. Information used by the Chairman to assess readiness for certification may include the following:

- Overall length of time and experience on deck
- Current meet attendance status (active vs. inactive)
- Good work ethic – working steady at multiple sessions per meet
- A record of uninterrupted training without significant gaps
- Exposure to both Short Course and Long Course meet venues
- Work experience at a variety of meets (BB & Under through local Championship level meets)
- Working at meets other than your own club's hosted meets
- Positive assessment of skills and competencies from supervising meet referees
- Recommendations to certify from supervising meet referees
- Attendance at training clinics, pre-meet briefings, etc.
- Clear understanding of rules and their application at meets

The Gulf Officials Committee Chairman will provide the trainee with an assessment of readiness for certification. If the trainee is not ready to certify, the Chairman will provide a clear understanding of any skill gaps and/or training requirements that are needed to help the trainee attain certification. If the trainee is ready to certify and **has received recommendations from Meet Referees** then the Chairman will certify the trainee as a USA Swimming Stroke & Turn Official, and will mail an acceptance letter and a certification card. The candidate will also be sent a Gulf Swimming name badge and a Gulf Certified Officials pin.

The certification is maintained by (1) registering each year as a non-athlete with USA Swimming, (2) working a minimum of four multi-session meets per year, and (3) taking the re-certification test every two years. Any certified Stroke & Turn Official who allows his/her certification to expire will be reduced in rank to trainee until the re-certification requirements have been fulfilled.

### **Starter**

After a Stroke & Turn official has been certified, the newly certified S&T official may begin training as an apprentice starter. At any time after the candidate has begun training as a starter, the online **starter certification** test should be taken on the **USA Swimming website** (<http://www.usaswimming.org>). When the test has been completed, the score will be automatically e-mailed to the trainee and to the Chairman.

The candidate must train for a **MINIMUM** of twelve months or two complete consecutive seasons, and maintain a log of sessions worked as a starter, which is to be signed by the Meet Referee. The Meet Referee will provide the starter candidate with a verbal assessment of performance, along with a written evaluation on the Meet Referee report. The Gulf Officials Committee Chairman will maintain a database of the candidate's meet attendance and performance evaluations obtained from the meet reports. **At any time, the trainee may contact the Officials Committee Chair for a performance evaluation.**

After a **MINIMUM** of 12 months of regular, continuous starter training (i.e., at least one multi-session meet per month worked as a starter apprentice), the trainee may contact the Gulf Officials Committee Chairman and request an evaluation for certification, which will include an on-deck observation. Based on the observation and the trainee's meet attendance and performance records, the Chairman will then determine readiness for certification.

The Chairman will provide the starter apprentice with an assessment of readiness for certification. If the apprentice is not ready to certify, the Chairman will provide a clear understanding of any skill gaps and/or training requirements that are needed to help the apprentice attain certification. If the apprentice is ready to certify **and has received recommendations** from Meet Referees then the Chairman will certify the apprentice as a USA Swimming Starter, and will mail an acceptance letter and certification card to the Starter.

The certification is maintained by (1) registering each year as a non-athlete with USA Swimming, (2) working a minimum of four multi-sessions meets per year, and (3) by taking the Starter re-certification tests every two years. Any certified starter who allows his/her certification to expire will be reduced in rank to Stroke & Turn Official until the re-certification requirements have been fulfilled.

### **Deck Referee**

The Deck Referee candidate must be a certified Stroke & Turn judge and must have been a certified Starter for at least twelve months or two consecutive seasons in order to be considered for certification.

After certification as a Starter, the candidate may begin training as a deck referee. At any time after the candidate has begun training as a deck referee, the online referee certification tests should be taken on the USA Swimming website (<http://www.usaswimming.org>). When the tests have been completed, the scores will be automatically e-mailed to the trainee and to the Chairman. The following tests are required (Referee, Administrative Referee, Timing Judge, and Clerk of Course, and if necessary, the Starter and S&T/Timer re-certification tests).

The candidate must train for a MINIMUM of twelve months or two complete consecutive seasons, and maintain a log of sessions worked as a deck referee, which is to be signed by the Meet Referee. The Meet Referee will provide the candidate with a verbal assessment of performance, along with a written evaluation on the Meet Referee report. The Gulf Officials Committee Chairman will maintain a database of the candidate's meet attendance and performance evaluations obtained from the meet reports. **At any time, the trainee may contact the Officials Committee Chair for a performance evaluation.**

After a MINIMUM of 12 months of regular, continuous referee training (i.e., at least one multi-session meet per month worked as a deck referee apprentice), the candidate may contact the Gulf Officials Committee Chairman and request an evaluation for certification, which will include an on-deck observation. Based on the observation and the trainee's meet attendance and performance records, the Chairman will then determine readiness for certification.

The Chairman will provide the deck referee apprentice with an assessment of readiness for certification. If the apprentice is not ready to certify, the Chairman will provide a clear understanding of any skill gaps and/or training requirements that are needed to help the apprentice attain certification. If the apprentice is ready to certify **and has received recommendations** from Meet Referees then the Chairman will certify the apprentice as a USA Swimming Deck Referee, and will send an acceptance letter and the certification card.

The certification is maintained by (1) registering each year as a non-athlete with USA Swimming (2) working a minimum of six multi-session meets per year and (3) by taking the online referee re-certification test every two years. Any certified deck referee who allows his/her certification to expire will be reduced in rank to Stroke & Turn Official, and will not be permitted to serve as a deck referee until the recertification requirements have been fulfilled.

### **Meet Referee**

The Meet Referee candidate must have been a certified Deck Referee for at least eighteen months or three consecutive seasons in order to be considered for certification.

After certification as a Deck Referee, the candidate may begin training as an apprentice meet referee. At any time after the candidate has begun training as a meet referee, the online referee **re-certification** tests should be taken on the USA Swimming website (<http://www.usaswimming.org>). When the tests have been completed, the scores will be automatically e-mailed to the trainee and to the Chairman. The following tests are required (Referee, Administrative Referee, Timing Judge, and Clerk of Course, Starter, S&T/Timer re-certification tests).

The candidate must train for a MINIMUM of eighteen months or three complete consecutive seasons, and maintain a log of sessions worked as a deck referee, which is to be signed by the Meet Referee. The Meet Referee will provide the candidate with a

verbal assessment of performance, along with a written evaluation on the Meet Referee report. The Gulf Officials Committee Chairman will maintain a database of the candidate's meet attendance and performance evaluations obtained from the meet reports. **At any time, the trainee may contact the Officials Committee Chair for a performance evaluation.**

After a MINIMUM of 18 months of regular, continuous referee training (i.e., at least one multi-session meet per month worked as a referee apprentice), the candidate may contact the Gulf Officials Committee Chairman and request an evaluation for certification, which will include an on-deck observation. Based on the observation and the trainee's meet attendance and performance records, the Chairman will then determine readiness for certification. The Chairman will also contact the Officials Committee for an assessment of the candidate's degree of readiness.

The Chairman will provide the meet referee apprentice with an assessment of readiness for certification. If the apprentice is not ready to certify, the Chairman will provide a clear understanding of any skill gaps and/or training requirements that are needed to help the apprentice attain certification. If the apprentice is ready to certify, then the Chairman will certify the apprentice as a USA Swimming Referee with the concurrence of the Officials Committee, and will mail an acceptance letter and certification card to the new Referee.

The certification is maintained by (1) registering each year as a non-athlete with USA Swimming (2) working a minimum of six multi-session meets per year and (3) by taking the Referee re-certification test every two years. Any certified meet referee who allows his/her certification to expire will be reduced in rank to Stroke & Turn Official, and will not be permitted to serve as a meet referee until the recertification requirements have been fulfilled.

**March, 2010**

GULF SWIMMING  
**NATIONAL OFFICIAL TRAINING AND ADVANCEMENT**  
2009-2010

Gulf Swimming recognizes that its officials must be in tune with the latest thinking and procedures of USA Swimming, and this is best accomplished from a top-down basis, concentrating on the referees who are eligible to attend the USA Swimming National Officials Clinic. Additionally, in order to increase the number of Gulf Swimming Officials available to serve as National Evaluators, Gulf Swimming needs to advance as many of its own officials through the ranks of N2 and N3 status. Since N3 referee and starter status is best gained through working the deck of National Championship, Spring Championship, US Open and Junior National Championship meets, Gulf Swimming should promote its Officials' working at those meets.

**I. NATIONAL OFFICIALS CLINIC**

Up to two (2) ~~recently~~-certified Officials shall attend the USA Swimming National Official's Clinic annually. The Officials shall be selected by the Gulf Swimming Officials Committee Chair. Each Official may attend the clinic only once. The chosen candidate(s) shall be reimbursed for transportation and lodging costs up to their actual expenses, if any, and according to the stated Gulf per diem amount (Per Diem Policy, page 7-2), but only if all meals are not provided.

**II. NATIONAL MEETS**

Up to three (3) Officials per calendar year, pre-approved by the Gulf Swimming Officials Committee Chair, shall be reimbursed for transportation, ~~and lodging costs, and per diem up to their actual expenses~~ and according to the stated Gulf Swimming per diem (Per Diem Policy, page 7-2) amount. ~~An official shall be eligible for only one National meet per calendar year under this policy. Priority will be given to those officials who need to attend a National meet to satisfy the requirements of advancement to N3 Chief Judge, Starter or Referee certification. Those officials who have already attained N3 Chief Judge, Starter or Referee certification(s) will be eligible for full reimbursement for one National meet every three (3) calendar years.~~ The National meets eligible under this policy include USA Swimming National Championship, Spring Championship, US Open and Junior National Championship meets. Officials applying to work at these meets must advise the Gulf Swimming Officials Chair no later than sixty (60) days prior to the meet, in order to be considered for selection under this policy.

**III. OFFICIAL ADVANCEMENT**

It shall be Gulf Swimming's policy to provide as many advancement opportunities to its eligible active Officials as possible. As such, each club hosting a meet eligible for N2 and N3 advancement is expected to apply for approval of such and to provide a National Evaluator for the meet.