

**Present :**

Sally O'Brien            President  
Olenka McKee           Meet Coordinator  
Marion Wyatt            Director  
Hillary Richardson      Director  
Michael Heath-Eves      Vice President  
Jim Talbot                Director

**Committees, Representatives and Staff :**

Brian Croker             Registrar  
Jacqueline Odlum        Recording Sec  
Chris Smith               MSC President/Officials  
Claus Koch                Insurance

**Regrets:** Lesley Mason-Ward; Steve Goodwin; Craig Zimmerman

**Guests:** Cindy Bertelink – Etobicoke            Geoff Camp - Etobicoke

**01. Call to order** at 11:38 a.m. with Sally O'Brien presiding.

**02. Motion:** To adopt the agenda

Moved by: Marion Wyatt; seconded by: Olenka McKee  
Carried

**03. Motion:** To approve the minutes of Board meeting of September 23, 2006

Moved by: Michael Heath-Eves; seconded by: Olenka McKee  
Carried

**04. Motion:** To approve the minutes of the Board meeting of October 21, 2006

Moved by: Olenka McKee; seconded by: Marion Wyatt  
Carried

**Business Arising from the Minutes:**

1. Provincials – the Referee is going to run clinics for the officials in Sudbury. The name has to be changed to "2007 Provincial Championship". Corrections must be done quickly to the bid in order to sanction the meet and post it on the MSO website.
2. Database – Sally reviewed the letter from BC regarding the database and how their concerns seem similar to ours. Michael has looked at Swim Direct for registration; it is Windows based and talks to Hy-Tek, Team Manager, Meet Manager and MYMSC. At the moment PEI, Newfoundland, Nova Scotia and Ontario are the only provinces not using it. The cost is not known but it would require a one-time manual switchover of data. The club registrar is responsible for inputting names – in mymsc swimmers can register themselves although the registrar has to confirm that they are "paid". Michael is going to research the cost and requested that if anyone on the board has any more details to e-mail him.
3. Officials expenditure is for training with a budget approximately \$20,000-30,000 per year. 20% of the meets are Masters meets and 80% are kids.

**Motion:** To charge \$5 per swimmer per Provincial Championship and to charge \$1 per swimmer for all of the sanctioned events for the support of officials' training payable to OSOA starting September 1, 2007.

Moved by: Marion Wyatt; seconded by: Olenka McKee  
Amended to read "\$2 per swimmer"

Carried

4. Regarding the one day insurance we need to find out how many people not in MSO want to do the open water swim. The cost of a one-day package is prohibitive. Olenka will ask Sue Weir and Bryan Finlay to let us know how many people have asked to participate. Claus reported that the court case referred to in previous minutes is going ahead at the end of January.
5. It was suggested that the stipend for Pat Niblett and Lesley should be included under the competition budget.
6. Get Out There Magazine request is to be ignored.
7. Dates for MSO board meetings in 2007:

January 27	Brockville
March 3	Teleconference
April 28	Aurora
June 23	Teleconference
September 8	Stratford
October??	Teleconference
November 24	AGM London

### Board Reports:

#### President's report – Sally O'Brien

Thank you for showing confidence in me.

I only hope I can live up to it.

I have received one name, Cindy Bertelink, as a possibility of a new director on the board. She has been approached by Steve Goodwin and she has been invited to the meeting.

It is imperative that we get a full board soon so we may have to twist some arms ourselves and not leave it up to others. We cannot have more than 2 from the same team on the board.

We received a copy of a letter, which I am attaching, from the VP of Masters Swimming British Columbia pointing out the same issues we have in dealing with the database and registration on line. There are responses throughout the letter in bold.

We have a lot to deal with at this meeting so I hope you have come prepared to be quick and to the point

#### Vice President – Michael Heath-Eves

##### AGM

**AGM 2006** The AGM was held at the University of Ottawa , Monpetit Hall, October 21, 2006. The Swim Camp, which preceded the AGM was well attended with 27 swimmers participating. The cost to run the Camp and AGM exclusive of travel costs but including food was \$1250, well within budget guidelines.

In the writer's opinion the AGM was not well attended. 10 clubs were represented but the number of members was a disappointment. Several things possibly contributed to this. The Meeting was not well advertised to the member clubs. The distance from Central and Western Ontario Regions where the majority of swimmers reside may have been another factor.

It is recommended that preparation for future AGMs commence in mid summer with announcements sent out at least six weeks in advance of the date. Further it is recommended that a phone committee be activated several weeks before the event to contact key members at the clubs to generate more interest in the AGM.

##### COP

There will be a face to face meeting of the Council of Provinces (COP) in Montreal, December 9 and 10. The primary purpose of the meeting will be to discuss how this

body, which advises MSC on matters the Provinces wish to see implemented can be as effective as was originally intended. This will be a key meeting. A demonstration of the Swim Direct Software Program used in Quebec will also be made.

#### **Swim Direct Registration Software -**

Seven out of ten Provincial Swim Organizations use the Swim Direct program to register and track results of their swimmers. MSO does not use this program relying on an Access based program. It has been suggested that MSO commence to use Swim Direct to bring it into alignment with the majority of Swim organizations.

There are several advantages for switching to Swim Direct:

Swim Direct data can be uploaded to Hytech programs (Team Manager and Meet Manager) to run swim meets; Swim Direct Data can be downloaded to the new **My MSC** data base.

Disadvantages seem to be minimal:

Swim Direct runs on a Windows and Explorer platform and will not run on the Netscape and MAC platform.

Cost is not known at present but does not seem to be significant.

Downloading MSO's current Data Base to Swim Direct may present a problem in that it may have to be downloaded manually.

It is recommended that this issue be discussed at this meeting.

Housekeeping Issue:

It has been noticed that MSC reimburses its Directors for kilometers driven to and from meetings at a rate of \$0.44/km. MSO reimburses at a rate of \$0.25/km. MSO should consider an increase in its rate. For discussion.

**Motion:** To follow the MSC car mileage (second tier of the CCRA rate) effective November 25<sup>th</sup>, 2006.

Moved by: Michael Heath-Eves; seconded by: Jim Talbot  
Carried

#### **Reports from Workgroup Leaders**

##### **Treasurer – Lesley Mason-Ward**

I met with the auditors on Nov 17 (as planned) together with Chris Cupidio. It was decided that the 2004-5 "Draft" will be revised according to the audit plan now to be adopted to ensure that one year can be compared with the next.

This involves coding the various items so that a similar code can be used yearly (as in the usual General Ledger).

Armando Valeri is hoping to get the paperwork to me (via e-mail) this week, and I will re-vamp the 2005-6 years accounts according to our agreement.

As far as this year (2006-7) goes, we have been getting deposits from Brian, and have issued cheques for itemized expenditures. Our payments outstanding include only the expenses of the current meeting, and the amount owed to Technosport for the AGM clinic (Michael H-E knows how much this is!!) Would you please ask that Board members give itemized expense sheets to Michael, and I will issue cheques forthwith.

Currently we have \$16,298.67 in the Bank of Nova Scotia (our current account) and \$38,355.23 in our ING (savings) account - a total of \$44,653.90 - so we are solvent!!

(The insurance for this year, \$10,988, has already been paid, as has our first installment to MSC - \$8510 so the big ticket items are out of the way)

### **Competition – Olenka McKee**

Olenka will be placing an order through Jade Trophies for medals and ribbons to ensure there is enough in the MSO inventory to cover the Provincials.

### **Leadership – Hillary Richardson**

The surveys are ready – well, ok there are a couple of minor errors but they are being corrected as I write! If you haven't already had a chance to do so, please have a look:

MSO Swimmer Profile Survey <http://www.surveymonkey.com/s.asp?u=421282634849>

MSO Coaches Survey <http://www.surveymonkey.com/s.asp?u=637262642290>

#### **COSTS:**

\$66.63 for three months x 2 surveys = \$133.34  
postage (see below)  
photocopies (see draft letter)

#### **DISTRIBUTION:**

Link from MSO website to survey sites from January to March 2007;

Letter (see draft below) sent to each club contact/head coach with explanation and request for support within their club;

Hard copy sent to each club contact/head coach to be photocopied for any of his/her swimmers not online;

Hard copies mailed to all unattached swimmers.

#### **DISCUSSION:**

Duration of surveys on line

suggest only two months for swimmer survey (Jan and Feb) as most will either do it right away or not at all – gives us more time for analysis before end of comp. season

wonder about starting coach /club contact survey LATER as one of the questions asks how many swimmers responded to the swimmer survey... Craig, do you think we need this question? I think that from the responses we will be able to figure this out for ourselves. If so, then both can be posted simultaneously...

The surveys should be mailed back to Hillary's club address.

#### **DRAFT LETTER:**

Dear Head Coach or Club Contact,

As announced at the AGM this past October, MSO is launching two surveys in January 2007, one for coaches / club contacts and one for swimmers. The purpose of the surveys is to follow up on feedback received from coaches that there is a need for education that is specific to Masters swimmers. The goal of the surveys is to create a catalogue of existing resources and identify where development is wanted / needed. Once this is complete, MSO intends to facilitate the pooling (no pun intended) of leadership resources from clubs across the province.

The surveys are very user-friendly and take only a few minutes to complete. Each and every completed survey is important. As your club's direct link to MSO, we ask that you assist us in getting the greatest number of swimmer and coach responses as possible. Some ways you can do this include ensuring that all members of your club:

understand the intent and goal of the surveys;

know how to access the survey online OR receive a hard copy to be returned to you.

The surveys can be accessed directly from the MSO Website: \_\_\_\_\_ simply by....

Also included here are hard copies of each survey in the event that you have some coaches or athletes who may not use computers. Again, we are looking for as many responses as possible and every voice counts. Please make as many copies as necessary to ensure that each and every swimmer or coach connected to your club has an opportunity to respond. Photocopy expenses may be sent to MSO simply by mailing a receipt and explanation to... Please limit copies only to those who do not have access to a computer. Please collect all surveys yourself from these individuals and send them in to us in one mailing.

Thank you in advance for your support and cooperation. We look forward to getting back to you with the results and a plan of action for enhanced leadership for Masters swimmers!

Sincerely,

Hillary Richardson,  
Masters Swimming Ontario,  
Director of Leadership.

### **Health and Lifestyle – Jim Talbot**

Nothing to report

### **Communication – Marion Wyatt**

Marion would like to put together a newsletter to club contacts which can be posted at the pool for swimmers – one page. She would send it to board members first.

### **Staff Reports**

#### **Website Committee Report**

Submitted by: Craig Zimmerman, Webmaster

#### **Registrar Report - Brian Croker**

November 25<sup>th</sup>, 2006 for 2007 Season

Clubs	56
Mail memberships	1
Total swimmers	964
Club swimmers	949

Unattached Swimmers 19

8 OSG Members, Beth Whittall, Ted Roach, Geoff Camp,  
Michael Stroud, Brian Croker, Pat Niblett  
Bryan Finlay, Chris Smith

New clubs this year: OCM Ottawa Centre Masters  
SLAP St. Laurent Ageless Power Swimmers

Lost clubs this year: Brockville Independent Masters merger  
Barrie Trojans (pool costs)

Season 2006 + 2007 swimmers - 3436

### **Reports from External Reps**

#### **Swim Ontario – Steve Goodwin**

No report.

#### **Chris Smith – MSC and Officials**

I do not have a formal report but I would raise a few items that may be of interest to the Board.

Dave Roza of Ottawa is now the President of OSOA, as of our AGM in September. The OSOA continues to take a leadership position in refining the training material for officials for Ontario, and across Canada. Horst Tietze, our past president, continues to play a significant role on the OSOA Board and in many other areas of Officiating.

Alastair Currie of Central, Kathleen Milne of Eastern and Jeff Kafka of Western's names are "unofficially" on the list of officials being considered by the FINA Bureau as FINA Masters Officials. There were no Masters Swimming Rule changes coming out of the recent FINA Masters Congress, there has been discussion on "re-formatting" FINA rule books. I understand there may also be some minor Masters rule changes and clarifications proposed for Canada. I will report later when more is known on these issues.

There were over 300 participants at the recent Central Region Clinic, an attendance record. I did recognize a number of our members there, most of whom are also parents of age group swimmers. We have had some requests from Masters Clubs for clinics, particularly Level I and Strokes and Turns. If Clubs are interested in holding such clinics they should contact their regional OSOA representative (Board of Directors) or myself. Info at;  
<http://www.swimontario.com/external/index.php?area=OSOA>

OSOA is clearly interested in and supportive of Frank Coy's proposal on financial support for officials which I note you have on the agenda under other business, I would be happy to comment during the discussion.

On a related matter, I would draw the Board's attention to the attached proposal from OSOA which has been approved in principal by Swim Ontario to encourage all clubs (age group) hosting meets to increase the number of mid level officials. Stats Canada and others are pointing out that the age of volunteering is declining. We have to work harder to get volunteer officials from among the parents of our age group clubs.

We have a somewhat similar situation with Masters, those of us who compete depend on someone providing officials at our meets. Where do they come from? Should there be some obligation on our part to contribute by participating as officials at Masters and even age group meets? The OSOA proposal is probably not appropriate as it stands for Masters clubs, however it raises an important issue and I would be interested in the Board's view on it.

Re the above, I would comment on the Etobicoke Meet on November 12th which I attended. It wasn't a very good meet, for me, after two days of sitting in meetings my legs cramped badly and I only managed 1 1/4 events. The officiating on the other hand was excellent. There were three or four qualified timers in each lane, I recognized about 80% were Masters. There were at least a dozen Level 5 Officials, it ran extremely smoothly. I have attended many meets across the country over the last few years, I have seen very few including provincials and nationals where the officiating was at this standard. I appreciate that the situation at Etobicoke is in part because of the facility and certain individuals, however I do believe the relationship and mutual support between MSO and OSOA that has developed over the last several years has also played a major part. This relationship is very valuable to our Masters and to Ontario swimming in general. We should do everything possible to protect and nurture it.

Wearing my other hat, I am hopeful that some of these ideas may spread to other jurisdictions across Canada. This is a very busy week for us with the Big Splash and the Bell Grand Prix on at Etobicoke, several medal winning Olympians and World record holders will make for some very fast swims. See you on the 25th.

#### **OFFICIALS PROPOSAL TO MAKE CLUBS SELF-SUFFICIENT**

The following proposal by OSOA is intended to address the shortage of officials at the club level, encouraging clubs to promote officials moving up the ladder, improving their ability to host and/or assist at meets. As we all know, better officiating means better and more efficient meets.

It is suggested that a phased approach over three years be implemented, depending on the size of the club.

#### **Clubs greater than 70 families would be required to have at least the following trained officials:**

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Three Level 2	Three Level 2	Three Level 2
	Two Level 3	Two Level 3
		Two Level 4

#### **Clubs with 35 to 69 families would be required to have at least the following trained officials:**

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Two Level 2	Two Level 2	Three Level 2
	One Level 3	One Level 3
		One Level 4

**Clubs with 20 to 34 families would be required to have at least the following trained officials:**

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
One Level 2	Two Level 2	Two Level 2
		One Level 3

**Clubs with less than 20 families are exempt but are encouraged to have at least the following trained officials:**

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
One Level 2	One Level 2	Two Level 2

**Exemptions and clarifications**

1. Does not apply to development or regional meets.
2. Any club not meeting the sanction requirement and wishing to host a meet must submit an officials' development plan to the regional officials' chairs for approval. Approved plan must be shown to be implemented, or further sanction requests will not be allowed.
3. Should a club lose an official necessary to meet the sanction requirement during a season, an unattached equivalent official can be substituted as long as a recovery plan is submitted to the regional officials chairs.
4. The family count only includes active "competitive" families.
5. Year 1 is the season beginning September 1<sup>st</sup> 2007
6. Clubs with less than 20 families are exempt, but are encouraged to participate and promote the training of officials moving up the ladder.

**OSOA proposes that these attainable requirements be adopted as the minimum requirements to obtain a Sanction.**

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**Motion:** To accept the reports as presented  
Moved by: Marion Wyatt, seconded by: Jim Talbot  
Carried

**New Business**

**Motion:** To investigate various approaches to increasing attendance and involvement at the AGM. This could include \$ incentives, improved communication and more.  
Moved by: Hillary Richardson; seconded by: Marion Wyatt  
It was suggested board members give this some thought and it has been tabled to the next meeting.

**Other Business**

1. Storage – tabled
2. Getting more directors on the Board; Sally has contacted some clubs. She will approach Milton, Brantford, Brock, Guelph and Ancaster

Motion to adjourn at 3:06 p.m. by Marion Wyatt.