

**Present :**

Sally O'Brien            President  
Marion Wyatt           Director  
Cindy Bertelink        Director  
Lesley Mason-Ward    Treasurer  
Michael Heath-Eves    Vice President

**Committees, Representatives and Staff :**

Brian Croker            Registrar  
Jacqueline Odlum      Recording Sec  
Chris Smith            MSC/OSOA  
Steve Goodwin        SO  
Craig Zimmerman      Webmaster

**Regrets:** Jim Talbot, Sean Warburton, Hillary Richardson, Olenka McKee

**Guests:** Geoff Camp, Claus Koch

**01. Call to order**

The meeting was called to order at 11:30 a.m. with Sally O'Brien presiding as chair.

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

Moved by: Cindy Bertelink seconded by: Michael Heath-Eves  
Carried

**03. Motion:** To approve the minutes of Board meeting of June 16<sup>th</sup>, 2007.

Moved by: Lesley Mason-Ward, seconded by: Cindy Bertelink  
Carried

**Business Arising**

1. Hillary's reports from the survey will be summarized for the AGM. One of her team members is willing to continue with the project but does not wish to be on the Board.
2. Officials going to Perth

**04. Motion:** That MSO offer a gift of \$1,000 for the Ontario FINA Masters official to travel to Perth in April 2008 for the FINA World Masters Championships.

Moved by: Lesley, seconded by: Marion Wyatt  
Amendment to change the amount to \$500 – Michael Heath-Eves, seconded by Marion.  
This motion was withdrawn.

**05. Motion:** That MSO contribute \$1,000 for Ontario FINA Master Officials going to FINA Masters World Championships in 2008.

Moved by: Lesley, seconded by: Marion  
Carried

**06. Motion:** To budget \$500 per year to support FINA Master Officials going to FINA World Masters Championships.

Moved by: Marion, seconded by: Cindy  
Carried

3. Out of country swim camp – Claus Koch is organizing the swim camp on Margarita Island from January 2-9, 2008. He would like a note on the website advising there is still space available and for anyone interested to contact him via phone or hotmail. Cost is approximately \$1,315 (\$1,430 single) and these rates are good until the end of September. There are 4 volunteer coaches going and they hope to run a sanctioned time trial at the end of the camp.
4. Swim Direct – it appears that SNC feels this does not meet swimmers needs and a bigger organization is needed. Lindsay Patten has come up with a specification which Chris will distribute to be reviewed prior to our next meeting. **Tabled**

5. Newsletter - Rather than sending the newsletter via e-mail to the club contact people, Marion will send the link reminding them to read the newsletter. Brian will assist in keeping this list up to date. Marion requested that content for the next newsletter be sent to her now so she can get it out prior to the AGM.
6. Insurance – Claus described the insurance coverage which is in place for accident liability. Executives of clubs are covered (Lloyds is the carrier). There are rules regarding visitors signing in when working out with clubs and this information will be put on the website. Claus is working with Craig on the wording. This will also include which activities are covered e.g. weight training but not high risk activities.

## President's report

Lindsay Patten and Frank Coy will not be attending our meeting as MSC has issues to discuss before they attempt to put the provinces on line.

Grant Jeffrey is to be the nominations chair at the AGM. He is not online so any nominations received by board members please forward to me and I will make sure he gets them. If you contact a club in regards to nominating someone please let me know as Grant and I don't want to harass the clubs, although we may have to campaign some to get the nominations.

Those whose terms are up are Sally O'Brien, Michael Heath Eves, Hillary Richardson and Jim Talbot. Sally and Michael are putting in their nominations whereas Hillary and Jim are not. Sean Warburton was appointed and needs to put in a nomination form.

Sally advised the Board she has sent a sympathy card to Jack Galvin's family.

**06. Motion:** To appoint Grant Jeffrey as Nominations Chairperson.

Moved by: Marion; seconded by: Michael

Carried

## Vice President's report

### 1. COP

COP Members have been invited to attend a meeting of Masters Swim Canada (MSC) October 18 – 20, 2007 in Ottawa. As I live in Ottawa I have been asked to attend portions of these meetings especially with respect to registration systems. A report will be filed.

### 2. Swim Direct Registration

- The project to source a new registration program for MSO is still ongoing. Efforts to obtain a proposal from Swim Direct or Swim Ontario during 2007, complete with costs where unsuccessful. The MSO Board will review alternative programs in the future. In the meantime it is business as usual. At this time we will run with the current registration program until a change makes sense.

### 3. Insurance

- During 2006 – 2007 Claus Koch has continued to advise the Board on insurance matters. Often an insurance question comes to a Board member from a club and it is Claus to whom we turn for advice and even ask to respond directly to the club. I have seen several e-mails of thanks through the year for these clarifications. I would like to take this opportunity to thank Claus for his valued input on this important subject.

#### 4. Meet Sanctioning

Olenka McKee, in her absence from this meeting has asked me to speak on some issues for clarification. These are:

- Does MSO need to comment on meet fees?
- What does MSO charge for officials at Open Water Swims (OWS)? \$2.00 or \$5.00?
- Listing of swim meets on MSO web site. What's New or Meet Schedule?
- No reason for MSO to continue to record meet results as they are being recorded by MSC. Should MSO members be encouraged to view results at the MSC site?
- Records – splits?

#### Reports from Workgroup Leaders

##### Treasurer – Lesley Mason Ward

The 2006-7 year has been disappointing. Revenues from swimmers and clubs have been down from expectations, and expenses have grown. Despite questionable coverage, and despite all the efforts of Claus Koch to elucidate the fine print, we are paying \$10,944 for insurance - \$880 more than in the previous year. Until our relationship with Swim Ontario is clarified we have continued the established practice by remitting to them over \$6300. The benefit to MSO of this generosity is unknown...A token grant of \$1000 to the Officials has not been forthcoming this year, but a policy has been put into place for part of the entry fee for swimming meets to be forwarded to the officials – a move in the right direction.

Due to the strenuous efforts of Geoff Camp we did finally manage to get financial results of the year 2004-2005 to the auditors, but their efforts to disentangle our affairs and to establish new accounting guidelines has cost us \$4452. They already have done work on the 2005-2006 year, and we have been able to work within these guidelines for the 2005-2006 financial year. Hopefully, the audit fees will now be considerably reduced.

On a positive note, although interest rates have been very low, the transfer of money from a current account into a savings account has now increased our revenue from interest considerably. Also on a positive note, the Board has seen fit to look ahead in the purchase of awards and medals. Considerable savings have been made through the use of teleconferencing rather than face-to-face meetings, and it is proving advantageous to use the internet rather than snail mail.

We are currently poised on a balance beam but any increase in expenditures will prove untenable unless there is a corresponding increase in the dues charged to our swimmers.

When measured against the costs of other sports (especially golf) the \$25 assessment is incredibly modest. I would urge fellow swimmers to recognize the value of our sport and to agree to a fee increase .

Lesley advised that the insurance cost is \$11,019. We are facing a budget deficit this year and next year. The fee is broken down \$10 to MSC, \$2 to SO and the balance is for our budget.

MASTERS SWIMMING ONTARIO						
WORKING BUDGET 20			2006-7	2007	2007-8	
			PROJECT	ACTUAL	PROJECT	
<b>REVENUES</b>						
Swimmers			80,000	76,955		77,000
Clubs			4,300			
Unattached swimmers			\$0			
Mailing members			\$0			
Interest Income			\$1,200	1,702		1800
Awards (sales of medals for Championship)			\$2,000	3,730		3800
Total Revenue			<b>\$87,000</b>	82,387		<b>82,600</b>
<b>EXPENSES</b>						
<b>1.Affiliation Fees</b>						
a)MSC			\$32,000	32,750		35,000
b)SwimOntario			\$6,400	6,680		6200
c)OSOA			\$1,000			1000
Total fees			39,400	39,430		42,000
<b>2.Insurance</b>						
Total Premium			\$10,100	10,988		11,000
<b>3.Finance</b>						
a)Audit expenses			\$2,000	4,452		2500
b)Bank charges			\$200	177		200
Total finance			2,200	4,629		2700
<b>4. Board Meeting Expenses</b>						
a)Directors' travel			\$7,000	8,008		8500
b)Venue			\$1,000	135		500
c)Teleconference			\$5,000	945		2000
d)Presidents Banquet			\$700	655		800
c)Recording Secretary			\$900	750		1200
Total Board expenses			14,600	10,493		13,000
<b>5.Annual General Meeting</b>						
a)Directors' travel			\$1,700	772		2000
b)Recording Secretary			\$500	150		200
c)Clinic			\$500	1,250		1500
d)Supplies			\$300	110		100
e)Copying				20		
f)Postage				273		300
Total AGM expenses			3,000	2,575		4,100

<b>6.Registrar</b>							
a)Salary			\$6,000		6000		6000
b)Phone			\$500		957		1500
c)Internet			\$850				500
d)Supplies			\$500		130		150
e)Copying			\$200				100
f)Postage			\$1,000		785		950
g)Club refunds			\$500		565		500
Total Registrar budget			9,550		8,437		9,700
<b>7. Communications</b>							
a)Web Master			\$1,500		1,500		1500
b)Web Communications			\$550		527		600
Total Communications budget			2,050		2,027		2100
<b>8.Competition</b>							
a)Medals/Ribbons			\$4,000		4,075		4000
b)Records Keeper			\$500		944		1000
Statistician			\$500				
Total Competition			5,000		5,069		5,000
<b>9. Health and Lifestyle</b>							
Marketing			\$500				500
Total Lifestyle expenses			\$500				500
<b>10.Leadership</b>							
a)Survey Expenses			\$500		211		200
b)Special Awards (egOSG)			\$300		670		800
Total Leadership expenses			\$800		881		1000
<b>TOTAL EXPENSES</b>			\$87,100		84,495		91,300

**07. Motion:** To recommend to the membership at the AGM that our membership fees be increased in September 2008 from \$25 to \$30 per swimmer, based on budgetary requirements.  
Moved by: Lesley, seconded by: Marion

Carried

### **Competition – Olenka McKee**

With reference to the points raised through Michael:

- Regarding meet fees, we can only recommend that clubs not charge a very high fee in case it deters swimmers.
- MSO charges \$2.00 for regular swims and \$5.00 for championships – the wording of the original motion will be reviewed. **Tabled**
- Craig advises that as soon as a meet is sanctioned, he posts it on the What's New section of the website.
- Splits can only be claimed as records if the swimmer declares beforehand that s/he is going for a record and has the requisite number of timers.

### **RECORDS – PAT NIBLETT**

Pat and Lindsay have been working on the Ontario records to make sure they match. Pat says in this age of electronics records can be tricky as they are not always sure that the times are good – light touch typo etc Christian and Pat pick up the unreasonable ones

With this in mind Pat would like to see

SPLITS – even though these can be picked up on the electronic time the preference would be 'official' splits . Splits requested by the swimmer and approved by the referee so there is back-up

times provided . Record application should be submitted with the time. Sometimes the split is a record when the final time is not.

LEAD SWIMMER –Remind meet managers that the lead swimmer in a relay is an official time and can be a record, again record application should be filled out

**I have attached reminder letter to go to meet managers - see attached  
THIS LETTER will change depending on decision re: statistician**

### **MEET MANAGERS and REFEREES MSO SEASON 2007 – 2008**

**One of the goals set by the MSO board for the coming season is to educate masters swimmers in the warm-up protocol approved in March 2005. In order to achieve this goal you are asked to ensure that the Safety Officer is familiar with these procedures and will implement them at all sanctioned meets.**

### **MSO Safety Procedures**

**REVISED- MARCH 2005.**

#### **GENERAL WARMUP:**

1. During warm-ups, no swimmer shall enter the pool by a dive or a jump from any area of the deck or starting block. Swimmers shall enter the pool FEET FIRST in a cautious manner, with at least one hand in contact with the pool deck or gutter.
2. Meet Management shall ensure that barriers are placed on the starting blocks during the general warm-up.

3. All lanes shall be used for general warm-up with circle swimming only, as shown below. One outside lane shall be designated for slow swimmers.

4. The use of hand paddles, swim fins, pull buoys & flutter boards during warm-up shall be prohibited.

During warm-ups, swimmers in adjacent lanes must circulate in opposite directions to minimize risk of injuries along the lane ropes.

- **CLOCKWISE** - lanes shall be designated as: 2, 4, 6, 8
- **COUNTER-CLOCKWISE** - lanes shall be designated as: 1, 3, 5, 7

**SPECIFIC WARMUP:**

1. This portion of the warm-up shall begin 20 minutes prior to clearing the pool.
2. One outside lane and the adjacent lane or the two outside lanes may be designated as sprint lanes. Diving shall be from the normal starting end of the pool. During this time only one way swimming is allowed in these lanes. Upon completing one length the swimmer shall leave the lane.

**THE WARMUP PROCEDURE SHALL BE STRICTLY MONITORED**

**Any swimmer who flagrantly disobeys these rules may be disqualified from the competition at the discretion of the referee.**



**MASTERS SWIMMING ONTARIO**

**MSO Meet Report Form September 2006**  
**All sanctioned meets require this form to be completed.**

Name of Meet:  
Dates and Times:  
Host Club:

\_\_\_\_\_  
**Meet officials:** List those officials who volunteered their time and talents.

**Referee** \_\_\_\_\_ **Starter** \_\_\_\_\_  
**Chief Timer:** \_\_\_\_\_ **Stroke and Turn:** \_\_\_\_\_

**Results Recorded/Computer Operator:** \_\_\_\_\_

**Statistics :**  
No. of Clubs \_\_\_\_\_ Total # Swimmers \_\_\_\_\_ No. of Females \_\_\_\_\_ No. of Males \_\_\_\_\_  
Total # of Swims \_\_\_\_\_ No. of Deck Entries \_\_\_\_\_

**RECORDS** # Ontario \_\_\_\_\_ # Canadian \_\_\_\_\_ # World \_\_\_\_\_

**SAFETY PROCEDURES**

Slow lane offered yes \_\_\_\_\_ no \_\_\_\_\_ **Safety officer:** \_\_\_\_\_  
**Level of compliance to Circle swimming during warm-up - 1 2 3 4 5**

poor                      excellent

Please submit on a separate page

Any issue MSO should be made aware of OR Recommendations for future years

To assist other clubs MSO would like to obtain the following information on the cost of running a swim meet  
Please submit pool rental cost and what is included Are lifeguards and electronic timing extra Is there a set up and take down charge? Cleanup charge?

Meet Manager (Print name) \_\_\_\_\_

SIGNED

DATE

Within 15 days after your meet, please mail or email this completed form to

Olenka McKee, MSO Meet Coordinator, 157 Hartley St, Brockville, ON, K6V 3N4

OR email to: [mso.san@sympatico.ca](mailto:mso.san@sympatico.ca)

#### STATISTICAN REPORT - LESLEY

Now that Lindsay Patten has so efficiently set up a file to record results from SCM and LCM Meets, the only results not accounted for are those from SCY - and, since the only regular SCY meet is the annual Alderwood meet, and the occasional results from meets in the US and elsewhere there is no reason for Ontario to continue to keep a duplicate of what is available on the MSC database.

This database has also features not available from our older record-keeping software, so MSO members are encouraged to examine the new record-keeping facility.

As I now seem to be out of a job, I tender my resignation as Statistician!

Lesley resigned as Statistician as she no longer has to compile meet results. It was agreed that we would continue to record the yards meets.

#### Leadership

The main project has been the swimmer and coach surveys. These have been completed and are currently being sorted with the goal of providing each club with a feedback summary. In addition, we hope to create a list of leadership resources from across the province and hopefully putting together a draft schedule of coaching clinics beginning January 2008.

Chris Smith pointed out that Nigel Kemp is looking at coaching for adults – we might want to wrap this with what Hillary is doing..

#### Health and Lifestyle

No Report

#### Communication – Marion Wyatt

I plan to send a newsletter prior to the AGM and am requesting Board members and department present their contributions in time to have the news letter on the web site two weeks prior to the AGM

I feel the web site is the best place as each club continues the have difficulty either opening it or the emails are returned.

I will need an up to date club contact list for 2007-2008

## Staff Reports

(a) Registration, Brian Croker –

### REGISTRAR REPORT

**As of August 31, 2007**

Unaudited

Clubs	85
Mail memberships	6
Total swimmers	3073
Club swimmers	3029
Unattached Swimmers	44

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

**New clubs- Elliot Lake,  
U of T- Mississauga,  
St. Laurent Ageless Power Swimmers,  
Ottawa Center Masters**

**Old return clubs- Norfolk Hammerheads**

**Renamed club- Fitness Institute now Toronto Athletic Club**

(b) Web Master, Craig Zimmerman –.Craig advised he is keeping the website up to date and has been putting sanctioned meets in the What's New section. He is going to do some housekeeping to see what can be archived or deleted. He will also try to make it more user friendly.

## Reports from External Reps

(a) Officials/MSC, Chris Smith –

RE: The Ontario Swimming Officials Association

OSOA is an association of all swimming officials in Ontario and are responsible for the training of all officials and the compliance of all swimming rules at all swim meets, including Masters and Open Water Swims, in Ontario. OSOA has had a close working relationship with MSO for a number of years, has participated in the running several of our Provincials and the 2005 Nationals. Masters now contribute a significant amount to officials training. Since the Provincial Government has been reducing funding to swimming and now provides no funding for the officials, this support from Masters has been greatly appreciated. This was formalized this year by the MSO Board and all those entering meets or OWS competitions in Ontario, starting this month, will have included in the fee, \$2 for regular meets and \$5 for Provincial Championships for OSOA. OSOA may still involve itself in the management of meets and share in the surplus.

OSOA has been the lead agency in Canada in producing the clinics and exams for training and qualifying officials. These have developed in recent years into sophisticated power point presentations which are now used in several provinces across Canada. OSOA, with Etobicoke Swim, is now producing video training tools which carry the training to a new level and can be easily used by officials in remote areas. The first of these will be ready in January.

OSOA has recognized that the clinics did not cover appropriately the differences between age group/elite swim meets, and Masters, and have been working on this over the summer and expect to have these up and running by January, 2008.

There are minor variations in the stroke rules, the start, also some significant differences in Meet Management between the two.

OSOA has recognized that there is inadequate information and process in the training and qualifying of officials for Open Water Swims, which is growing in popularity in part because of its inclusion in the 2010 Olympics. I have been asked to meet this month with officials from USA Swimming and US Masters Swimming to discuss their training and qualifying processes with a view to incorporating them into our training and qualifying of OWS officials in Ontario. The US has again offered to assist us when ever they can.

OSOA has had an interest in our MSC Rule Book as this is what they require to run our meets. MSC has produced a rule book since 1992 however the swim component only refers to the exceptions to standard swim rules that apply to Masters and refers the official to the SNC Rule Book. This is extremely awkward for an official on deck at a meet and they have requested for some time that the MSC Rule Book be a complete Rule Book. FINA changed some rules related to all swimmers in September 2005, they also announced that they were going to change the Masters Rules to make it stand alone rules, for the same reasons that concern the OSOA Board, which included bringing the rule numbering system into compliance with each other. MSC's latest Rule Book was published in 2003. MSC decided that they would hold off on the publishing of a new Rule Book in 2005, when FINA changed some swimming rules, until FINA had completed their review and approval of the FINA Masters Rules. This was completed in October 2006 and a committee set up by the MSC Competition Committee to draft a 2007 version of the MSC Rule Book. This work is on hold.

OSOA has encouraged MSC to complete and publish a current, complete MSC Rule Book and have offered to pay for the printing. Again this past weekend they passed a motion "that the OSOA Board recognizes the benefits of having a stand alone complete rule book for use at Masters meets in Ontario."

There had been confusion in Ontario previously as some meet packages referred to "MSO Rules". Since MSO has not published a rule book for some years and since in all other jurisdictions the national body sets rules which are complied with across the country, OSOA asked MSO to refer to MSC Rules in all instances. MSO has agreed to do this. OSOA recognizes that recent changes to MSO sanctioning processes are excellent, simple and easy to understand. They congratulate MSO on this. Confidentially, they don't feel the same way about the Swim Ontario sanctioning system.

For the second time, OSOA is contributing towards the expenses of an Ontario FINA Masters Official going to the FINA Masters World Championships in Perth, Australia, April, 2008. This is Helen Raittinen of Timmins, who has officiated at many Ontario Masters meets. OSOA supported three such officials who went to Stanford in 2006. For the first time MSC was allowed to have some say in the selection by FINA of the FINA Masters Officials and Alastair Curry and Jeff Kafka were appointed to FINA Masters list #8. Alastair has been involved in many Masters competitions in the Toronto area and Jeff has officiated many times at Bright's Grove and St. Mary's. He is now a FINA Masters Official in OWS.

Eunice Fowler and Helen are on FINA list #7. Both Eunice and Alastair are on the Board of OSOA. The national governing body for officials is the National Officials Committee (NOC) and Philip Clark of Winnipeg is retiring next month as its chair, so SNC must appoint a replacement. The NOC unanimously recommended that Eunice be the next chair. Horst Teitze, the Past President of OSOA, has been nominated for the Ken Filippelli Award, Canadian officials' highest award for service. Dave Roza of Ottawa is now the OSOA President and continues the great leadership provided by Horst. I was honoured at the Ontario Swimming Hall of Fame banquet, being placed on the Golden Roll of Honour for over thirty years of service to officiating in Ontario. I enjoy the work, it is also always nice when someone says thanks!

Chris also mentioned that there is now a Masters component in the Officials clinics. He also talked about an upcoming meet in aid of the Swimming Hall of Fame and the John Grootveld Memorial Fund. They are looking for sponsors for each event; the cost would be \$100 and he suggested MSO sponsor an

event and then a representative of MSO would present the medals to the winners of that event. Date is November 23-25. **This was tabled for e-mail discussion by the Board.**

- (b) Swim Ontario, Steve Goodwin – all swimmers are using a 9 digit number coming through SNC. Andy Moss is discussing with Steve setting up a link to myswimming.ca Steve pointed out that a large number of younger swimmers are coming into Masters and they expect more. We must encourage them to join the Board and to bring their ideas forward. We are all swimmers together and have to try to get along.

**.08 Motion:** To accept the reports as presented.

Moved by: Michael; seconded by: Marion

Carried

### **New Business**

1. Nominations – Brian to make up a list of club contact phone numbers and distribute so that Board members can start calling for nominations. Let Sally know who has been called so Grant Jeffrey does not duplicate.
2. MSC – there is an opening on the MSC Board. If you know of any candidates let Frank Coy know.
3. Trillium Award – it was agreed that as this was a club award, the club should continue to come up with a winner
4. SO fees – these monies go into general revenue. The money is used for training officials, striving to keep Toronto pools open, training coaches etc.

**Next meeting:** Will be the AGM on November 11<sup>th</sup>, 2007 at 2:00 p.m. at the Etobicoke Olympium after the swim meet.

**Motion:** To adjourn the meeting at 3:38 p.m.

Moved by. Sally O'Brien