

**Naperville Park District Swim Conference**  
**September 8, 2008**  
**Minutes**

**7:30 Call to Order**

**Attendance:**

ASH:	Détente-Eriotes, Olson	NCH:	Giuliani
BRE:	Brinker	NV:	Zimmerman
BRO:	Collins, Knoll, Dale	RC:	Hipp
CB:	Wronski	RR:	Haviley, Martinez, Schoose, Sommers
COM:	Jacobs, Olsen	S:	Hill, Hutton, Phillips
CC:	Becker, Dionesotes	SP:	Spangler
F:	Piccininni, Stern	SR:	Pliml, Reed, M.
HW:	Ciha, L., Lamb, D.	SW:	Mordach, Rolbiecki
H	Weinewuth	TG:	Carletta, Tobiason
HE:	Tatara	WV:	Hunt, Jackson, Rooney, Tiscareno
MBI:	Metz, Wirth	WE :	--
MBII:	Silver	NPD:	Brad Wilson, Fred Gusel

**Secretary's Report: (Kate Linnen)**

Kate Linnen noted that Committee Chairs need to email Summary Reports to be included in the September minutes. Minutes will be posted at least a week prior to the meeting. It was noted that the next meeting will be October 20, with the a 7:00 orientation meeting for new PD Reps and the regular meeting at 7:30. Motion to approve minutes by Collins (Bro). Seconded by Mordach (SW). Motion carried.

**NOTE:** All Park District meetings will now be held in the Community Hall at the Rubin Community Center.

**Treasurer's Report: (Dianna Hill)**

Dianna Hill distributed a list of fines from Championship meets. She asked that fines be paid prior to the October meeting. She has not received a bill from Neuqua. She noted that printing costs were cut 50% by using the approved printer. Anyone needing reimbursement checks needs to submit paperwork to her as soon as possible.

**NPD Representative: (Brad Wilson).**

Brad introduced Fred Gusel, who will be the Naperville Park District liaison for the Swim Conference. Fred brings much aquatic experience; he has coached swimming and was the Bolingbrook Aquatics Manager. His email is: [fgusel@napervilleparks.org](mailto:fgusel@napervilleparks.org). His extension is 3540.

**Committee Reports:**

**Awards:** Colleen Wronski

Colleen noted that overall, things went well. She noted that extra championship rosettes and medals are stored at the Rubin center and includes a large surplus of awards—17 long boxes and 2 smaller boxes. Inventory is listed in attached report. The biggest issue during the championship meets was switching over from individual to relay events. The city meet could use two more workers throughout the day. The awards were inventoried at the end of City. She appreciated all the help from everyone who worked that day. It was also very helpful that all the bag tags were sorted by team and placed in the ribbons baskets for each team. In closing, she sated that we need to revisit how the amount of awards ordered is calculated. (See attached report.)

**Coaches:** Don Lamb

The Coaches Committee developed a new training program to replace the ASEP training program. All new coaches were required to attend a training session. Kate Toennis, NNHS coach, ran the sessions. Reaction has been favorable.

**Computer/Scoring:**

Carol Mordach noted that there were no formal training sessions this year as there were very few new computer people and few software updates. The committee members met with 10 teams either individually or in small group format. This seemed to work well. Carol thanked Gretchen for doing an excellent job at City.

Team Manager update: Dianna Hill noted that the 4.0 version of Team Manager will no longer be serviced by Hytek after April 15, 2009. Teams will need to upgrade to 5.0 for \$99. So they need to plan for that in their 2009 budgeting. Hytek also has 2 interesting products that are compatible with 5.0. (There are links on the Hytek website.) 1. TM Connect--allows teams to save their data for \$10/mo or \$60/yr. 2. TM.Net allows multiple users of Team Manager to access database and upload on server. This is 10/mo. but was just purchased by Active Corporation. She noted that teams need to be sure to save data and software Disks. She noted that auto seed worked well.

Regarding championship meet entries, Dianna Hill noted that it is important for coaches to be encouraged to read the entry instructions very carefully. There were over 200 emails regarding City entries back and forth. This may need to be dealt with next year.

**Dual Meets:** Glenn Rolbiecki

Glen noted that he is now using an Excel Templates vs. 1962 DOS program. He allowed teams more input this year but will limit this to teams being allowed to just pick 1 meet next year.

**Officials:** Pam Brinker

Pam felt that the officials training went smoothly. She ended up having 5 *extra* training sessions in order to get the required number of certified officials for the conference meets to run smoothly. It was the consensus that Reps need to make more effort to get officials to the scheduled sessions. It was suggested that perhaps a running list of teams and participants can be maintained and posted so that Reps know if their particular team has had enough officials attending. (See attached report.)

**Publicity:** Mary Tobiason

Sherry Carletta noted that the Sun coverage was great though local publications always have limited space for dual meet coverage. The Naperville Glancer article covering Park District swimming will be in the October issue. (See attached report.)

**Rules & By Laws:** Jose Martinez

Jose noted that there were 2 main changes made to the rules and bylaws, term ASEP was changed to Swim Conference Coaches Training and allowances were made for wireless timing systems. Details of these changes are noted in summary. (See attached report.)

**Strategic Planning:** No Report.**T-Shirts:** Kevin Koch

Based on the last two years of demand, the preorder quantity of 1,100 shirts went in and were purchased for a cost of \$4,389. The total sold through pre order was 658 shirts for \$7,874 and another 344 sold at meets for \$5,120 or a total of \$12,994.

The pre-sale accounted for 60% of the shirts ordered and 66% of the shirts sold. It was a very successful presale and can be improved upon in years to come by pushing harder at all the pools by the reps.

Several pools this year either did not order or did not get the presale information out at the beginning of the year as planned.

Heat sheet sales at the meets were \$2,232. Based on total costs, the sales of shirts and heat sheets netted approximately \$10,700 for the NPDSC. (See attached report.)

### **Classic Meet/City Meets:**

Classic: Derek Olsen noted that committee is recommending that in order to balance the workload of those who work on the Classic Committee; in the future the committee should be made up of 9 people - 1 Classic Coordinator, 4 Meet Directors, and 4 Assistant Meet Directors. The position of Classic Coordinator is being recommended because performing tasks including communicating with all PD Reps, setting up the sessions by teams, assigning volunteer responsibilities to each team for their Classic as well as practice schedules and lifeguard schedules, updating all paperwork to reflect changes including pages of each Classics's heat sheet page, etc. took up a considerable amount of time and adding Meet Director to the list of those duties was asking too much of one PD Rep. If one person acts as "Classic Coordinator," this insures all paperwork is updated properly and all communication is the same for all Classic meets. This person should schedule space for meetings, secure HS pools for practice times and walk throughs. Derek noted that there is a lot of "legacy knowledge" regarding facilities, etc., and it will be important to have a paper trail of this information as PD Reps retire and new ones step up. He also noted that the structure of Classic needs to be revisited regarding participation of 13-14 year olds. John Collins thanked the computer people who worked at Classic. He also noted that fewer Heat sheets were printed than last year with no problems. (See attached report.)

City: Dan Giuliani noted that in general, things went very well. New computer people worked well. He recommended that the number of workers for awards may need to be increased to 4, and that clean up workers should be added to Friday and Saturday sessions. He suggested that meet setup be pushed back to 4:00 with PD Reps taking a more responsibility for self-direction. Touch Pads can be removed during break between sessions by PD Reps. He also suggested that the number of coaches permitted on deck during the meet could be increased to 6.

He noted that clarity is needed around the rules relating to "age up" for relays. Considerable discussion ensued about relays, aging up and bringing swimmers from Classic to City to complete a relay. The intent is to complete a relay in order to allow a group of 3 kids to complete a relay so they can swim—not to score extra points.

Dan asked for a volunteer to step up to City Meet Director. He said he has files and Excel spread sheets for workers.

It was noted that some teams have had the same areas of responsibility for multiple years and it would be a good idea to vary these as some areas of responsibility require more effort than others. (See attached report.)

### **Old Business:**

Deb thanked Dan Giuliani for his work as City Meet Director. She the thanked all the Committee Chairs and asked that they put together materials in binder, etc. to pass on to new Committee Chairs. She noted that new people will need to step up as experienced people leave. It was suggested that a new website format be developed and that minutes posted sooner. Peet Dale volunteered to revamp the website and take over as Conference secretary.

## **New Business:**

Deb Tatara noted that September starts the new season. Next month, new Reps should plan to attend a 7:00 meeting at: Community Hall at the Rubin Community Center. Reps are 2-year terms. The following Slate of Officers for the 2009 season was nominated:

Pam Brinker for President

Lisa Becker for Vice President

Colleen Wronski for Treasurer

Peet Dale for Secretary/Website Administrator.

John Collins (BRO) moved for adjournment. Seconded by Pliml (SR). Motion carried.

**Next Meeting: Location Change: Community Hall at the Rubin Community Center, Monday, October 20, 2008, at 7:30 pm Orientation meeting for new PD Reps, 7:00 pm at [Community Hall at the Rubin Community Center](#).**

## Addendum #1

### Naperville Park District Swim Conference Awards Committee Final Report 2008 Season

We decided to order through Jenkins Trophies and Awards (Kathy Jenkins at 630-554-3064) for dual meet and championship meet awards. We did get quotes from several other vendors that include Hodges Badge Company (800-556-2440 or [jbrinker@hodgesbadge.com](mailto:jbrinker@hodgesbadge.com)) and Hasty Awards (800-448-7714 or [karenm@hastyawards.com](mailto:karenm@hastyawards.com)) and Soccer2000. We were able to keep our costs at the same level as 2007.

We distributed the ribbons at the mandatory coaches/park district rep meeting in May. It worked out well since every team has someone present to pick up their order.

The extra championship rosettes and medals are stored at the Rubin center. I contacted Jan Russ at the Naperville Park District office to schedule a meeting room to sort and distribute awards for the Classic and City Championship meets. Joe at the Rubin center is very helpful and his cell phone number is 630-408-0395.

There were several missed placed awards but everything has been sorted out. The biggest issue during the championship meets is switching over from individual to relay events. We spent some time retagging awards that were done improperly. The city meet could use two more workers throughout the day. The awards were inventoried at the end of city. I really appreciated all the help from everyone who worked that day. It was also very helpful that all the bag tags were sorted by team and placed in the ribbons baskets for each team.

We placed our order in February for the dual meet ribbons and all the championship rosettes and medals. Orders were due to the ribbon committee by the end of the first week of January.

There is a large surplus of awards in storage at the Rubin center. There are 17 long boxes and 2 smaller boxes in storage. I have listed on the attached sheet everything that is in inventory. There still seems to be too much left over at the end of the season. We need to revisit how the amount of awards ordered is calculated.

2008 Medal & Rosette Inventory:

Place	Need	Inventory	2008 Order	2009
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First - Blue	634	31	603
Second - Red	252	14	238
Third - White	252	21	231
Fourth - Yellow	252	36	216
Fifth - Green	252	54	198
Sixth - Purple	252	86	166
Seventh - Gray	252	110	142
Eighth - Maroon	252	101	151

Addendum #2  
Naperville Park District – Officials Committee  
2007-2008

Overall there were no significant problems. A strong recommendation is that Park District Reps emphasize the importance for the Officials to attend the clinics. Five extra clinics had to be organized due to swim teams not sending officials to the three assigned clinics.

There were no major problems with the officials at any meet. A review of the officials bylaws should be completed.

A manual will be developed and passed along from one year to another helping the committee have a smooth transition.

Addendum #3

Naperville Park District Swim Conference  
Publicity 2008

Everything went perfectly! The only changes we made this year were pursuing other avenues for media coverage like the Glancer and Triblocal. With limited space in the existing publications, I will continue to seek out other options. The Naperville Sun did a great job covering each team as often as possible

Mary Tobiason

Addendum #4

**Naperville Park District Swim Conference  
Rules and Bylaws Committee Report  
September 8, 2008**

**Committee Chair:** Jose Martinez

For the 2008 Swim Season, the following revisions to the “Bylaws” and “Rules, Policies and Procedures” of the Naperville Park District was approved at the May 12, 2008 Naperville Park District Meeting.

**Following are the approved changes to the BYLAWS OF THE NAPERVILLE PARK DISTRICT SWIM CONFERENCE:**

**Section 6. Coaches:** The head coach and the entire coaching staff of all teams are required to obtain and maintain certification in the Swim Conference Coaches Training Program. At all times during practice, warm ups and meets, there must be at least one coach from each

team with swimmer's present that has successfully completed a training course for both Cardio-Pulmonary Resuscitation (CPR) and First Aid.

**Following are the approved changes to the RULES, POLICIES AND PROCEDURES OF THE NAPERVILLE PARK DISTRICT SWIM CONFERENCE:**

**I. Responsibilities of Team Primary and Alternate Directors**

- S.** Directors are responsible for making sure that all their team's coaches and assistants are Swim Conference Coaches Training Program certified and that their team's coaches' Authorization for Youth Program Background Check forms have been submitted to the Naperville Park District.

**II. Preseason Coaching Policies**

- B.** Each Member team's coaching staff shall satisfy all of the requirements set forth in Sections 5, 6 and 7 of Article VII of the Bylaws, including but not limited to Swim Conference Coaches Training Program certification, CPR and first aid training and the completion and submission of Authorized for Youth Program Background Check forms.

**VII. Dual Meets**

- B. 4.** Timing Console and/or touch-pads are optional. When automatic timing equipment is being used, including but not limited to plungers, touch pads, and wireless timers, a backup system of at least one manual stop watch per lane is required.

- D. 3. a. vi.** Those using automated timing devices including but not limited to plungers, touch pads, and wireless timers are required to have a backup timer per lane using a stop watch in the event that the automated timing devices should fail.
- b. vi.** In the event the primary and all backup timing systems fail, the referee must determine the best way to rectify a failed system. Since conditions of the event cannot be duplicated, an event should only be re-swum as a last resort.
- vii.** If places can be determined but qualifying times are needed to advance to the next level of competition, and backup times are not available, the referee could authorize the event to be re-swum.

**X. Code of Ethics**

- A. 3.** Coaches' behavior shall be governed by the policies and principles established within the Swim Conference Coaches Training Program and the Swim Conference's Code of Ethics.

**Addendum #5**

Based on the last two years of demand, the preorder quantity of 1100 shirts went in and were purchased for a cost of \$4389. The total sold through pre order was 658 shirts for \$7874 and another 344 sold at meets for \$5120 or a total of \$12994.

The pre sale accounted for 60% of the shirts ordered and 66% of the shirts sold. I think that was a very successful presale and can be improved upon in years to come by pushing harder at all the pools by the reps. Several pools this year either did not order or did not get the presale information out at the beginning of the year as planned.

Heat sheet sales at the meets were \$2232. Based on total costs, the sales of shirts and heat sheets netted approximately \$10700 for the NPDSC.

As my girls are both "retiring" their fins this year, I will be here in spirit only. Whoever takes over this post can contact me next spring to obtain whatever little knowledge on this function I have left.

Thanks  
Kevin Koch  
South Pointe

Addendum #6

### **Classic 2008 Wrap-up:**

This season I took the roll of Classic Coordinator and organized all aspects for all 4 Classics. This work included communicating with all park reps, setting up the sessions by teams and assigning volunteer responsibilities to each team for their Classic. I assigned practice schedules and lifeguard schedules. I also updated all paperwork to reflect those changes including pages of each Classics's heat sheet page etc.

This year we also added Assistant Meet Directors to each meet. These assistant's made all name tags, produced all volunteer lists for each meet, printed and had heat sheets copied and helped the Meet Directors in any way they could during the meet.

To balance the workload of those who work on the Classic Committee it would be my recommendation in the future that the committee be made up of 9 people - 1 Classic Coordinator, 4 Meet Directors and 4 Assistant Meet Directors.

I propose you add this position of Classic Coordinator to the Classic committee because I found that performing these tasks took up a considerable amount of time and adding Meet Director to the list of duties was asking too much of one park rep. If you have one person who acts as "Classic Coordinator" this insures all paperwork is updated properly and all communication is the same for all Classic meets. This person should schedule space for meetings, secure HS pools for practice times and walk throughs.

In general the feedback from all 4 Classics was fairly positive.

We did have an issue w/ a fan who did not understand swim meet etiquette and he tried to reserve seats in the stands. There was a confrontation in the stands at NCAM. A simple announcement before the meet begins explaining that "there is no reserved seating" will rectify this problem.

At the same meet we had an issue with a parent who came on to the pool deck and exchanged words with Coach Raab from CCCC regarding his excessive whistling. We get complaints about his whistling every year from spectators but this confrontation should not have happened.

I would recommend the marshals who work in the halls outside the pool and who work on the pool deck especially during the meets where Coach Raab is present be much more vigilant about who gets on the deck. This is hard to monitor but we can not tolerate any verbal or physical violence and we need to make a concerted effort to insure all of our coaches are safe on our pool decks. The only parents on these pool decks should be volunteering - there is no other reason to be in that space during a swim meet.

We reduced our heat sheet copies for sale at all Classics to 110 from 225 in 2007. At NCAM and NCPM we had 8 and 12 left over. Based on this I would only print 100 heat sheets for the Classics at Central next year. For some unknown reason the sales results at NVHS were not as strong. I still think I would order 100 heat sheets to be sold at each Classic in 2009.

I would also like to acknowledge Bill Metz and John Collins who took up the challenge this year. They were first time Meet Directors this year who both ran successful meets. Meet Director is more of an

organizational task than anything else. If you have a good understanding of how a swim meet works the park district has tools that make the job of Meet Director a task almost anyone can perform with success.

Thanks to all of you who make these meets work!

Mary Moosemiller

Addendum #7

2008 Naperville City Swim Championship Report  
September 7, 2008  
Dan Giuliani – Meet Director

1. Entries. The specifics about entries will be handled via the computer committee. Generally things went well. New computer people, so there was some learning, but they worked together well.
2. Worker assignment. Add several workers for awards – suggestion was to go to 4 per session, although with 3 they were done in a timely fashion. Consider adding workers for clean-up on Friday and Saturday. Remind coordinators to follow instructions for workers. Lots of formats made compiling difficult. Recommend setting the final worker list the Sunday after the final meet and sending them out. Only make adjustments for large changes. Remind teams how important the estimates are.
3. Meet setup. Don't need to set up at 3 for the meet. Probably could go to 4 without a problem.
4. Meet packet needs to address when/where marshal/clerk of course need to report. Leads should handle this.
5. When using NVHS, we must get Sodexo permission to use the kitchen. Ask for the auxiliary gym as well as field house. It was crowded last time.
6. The meet went fairly well. Here are suggestions for next year:
  - a. Park reps at the scratch meeting.
  - b. Next year will be new Meet director. Remind park reps that they need to all step up and do something – not just wait for director to tell them what to do.
  - c. Take touch pads out at break between sessions.
  - d. Make sure any subs for aquatics director are knowledgeable of the timing system.
  - e. Consider allowing a 6<sup>th</sup> coach on deck. It seemed to be reasonable, might cut down on some of the griping.
  - f. Clarity needed around rules for “age up” – My suggestion is that for Champ meets, can't age up if you already have 4 or more in that age group (for relays)

NOTE: I did not have a disc to put all my files on for the next director. Call me and I will email them to whoever needs them. Dan Giuliani (630)357-5139, (219)545-1947 Cell.