

Minutes of Fall 2017 Suburban Aquatic League Meeting (September 27, 2017)

Called to order at 7:41pm by League Chair, Roberta Lichter

Board members were introduced – see listing and contact information on website

If issues arise and teams need assistance – first go to division reps => then appropriate president => then league chair

Roberta provided her contact numbers. These numbers are to be used for your official position within the league only and are not to be used by CB (or any) parents for personal matters. Leave a message and Roberta will call you back.

Make sure your team's updated directory is on the league site - today (9/27) is due date – there is a fine for late directories; team reps were informed prior to the meeting started if their directory needed to be updated

Insurance certificates – also due at meeting but let Roberta know if your team has an issue - must be to Roberta for all teams prior to hosting any meets – make sure swim and dive is listed if you have diving- be sure to name SAL as additional insured - if your team's isn't in yet, get it to Roberta by end of October (also provide new certificates if expiring this month or throughout season)

Clearances – make sure you know what your school district requires (league does not specify requirements but all member teams must follow rules of your facility and the state); Coaches must also have clearances per state requirements

Spring 2017 meeting minutes – Council Rock motion to approved, North Penn seconded motion – all in favor - unanimous approval

Treasurer's Report:

- Financial information designated in league documents will be posted with minutes and was presented at the meeting – as required, information is as of 6/30/17 – two bank accounts: general \$10,561.02; charities \$5,943.12; treasurer also provided update since 6/30, stating that some items have been received and paid since then in the normal course of operations – if anyone would like details, contact treasurer and she will share copy of P&L and answer questions; P&L was available for review at the meeting and will be posted with minutes
- Bills – 2017-18 bills were distributed and are due October 15th from all teams. If new earlier due date is an issue let treasurer know.
- Springfield motioned to approve the financial report; TOPS seconded motion – all in favor - unanimous approval

Teams without diving or needing a diving coach:

- No diving –NAAC & PWAC, maybe PENN
- Teams need diving coach – PVAC

Invitationals – all sanction requests have been received for invitationals on the schedule; if your invitational information (flyer and TM events file) is not on league site get it to Andrew ASAP

SAL league champs –swimming will be on Sunday 2/4/2018; diving Sunday 2/11/2018 – likely will stay this way (two Sundays) going forward as this way we'll be able to more easily book LaSalle (if dive teams need place to practice that last week reach out – other teams will share)

Upper Dublin Last Chance dive meet 1/14/18 – this timing allows registrar time to get prepared for the seed meeting

Schedule is posted on league website – Council Rock motioned to approve the posted schedule, North Penn seconded the motion; all in favor - unanimous approval

Presidents – inquires to division reps then to president then chair; this is a winter sport – there will be weather issues – be understanding – most teams compete in school buildings so don't have control over open/closed – be considerate and work together if weather impacts a meet

Registrars –

- Releases – expectation of league is that if a release is requested the team receiving the request will respond within a couple of days even if not planning to release.
- Release emails to the registrars need to say the team releasing the athlete and the name of the athlete being released – don't need to say which team is requesting the release.
- Ask for prior year roster from SAL registrars and double check new people to be sure you don't miss any releases.
- Information for submitting roster is on website:
 - submit something by due date
 - submit additions whenever they occur
 - 10/9 initial roster due date
 - 10/11 for 1st invitational
 - 10/25 deadline to be rostered to participate in dual meet #1
 - 10-day rule - athlete must be rostered 10 days before meet participation
 - for additions and initial rosters
 - send boys only TM file to boys registrar (include male swimmers and divers)
 - send girls only TM file to girls registrar (include female swimmer and divers)
 - send divers only TM file to diving registrar (include female and male divers only)
 - Carefully roster with name you'll use every time – nickname/middle initial etc.
 - USA ID should only be included for currently rostered USA Swimming athletes (rostered through 2018); rosters due 10/9/17; meetings 10/2/17 (dive) and 10/9/17 (swim)
 - Divers need D and division code– divers are registered as swimmers but swimmers are not registered as divers. (division – group; diver – sub-group)
 - person who sends diving roster will get list back - if an athlete is not on that list – they're NOT registered – contact diving registrar and ask for help if someone is missing
 - When emailing additions, provide name, birth date, sex, team name and team code – note if athlete is a swimmer or a diver. Info provided must be exactly as it is in your database (must be same everywhere – be careful with nicknames and middle initials).

- Submitting results:
 - Submit results files on time
 - Reps should come to coach meeting to be sure they know requirements
 - Diving results submission info to be emailed out when set – come to coach meeting – be sure to read and follow directions carefully

Officials clinics – dates are posted on SAL website; if any more are scheduled they'll be posted; SAL officials certification is on a two year cycle: must attend clinic every other year; if you have current PIAA, YMCA, and/or USAS certification just submit that to Mike Dunn (do not have to attend a clinic)

Diving volunteer training clinic – try to have one per division – minimum of 2 parents from each club should attend – will learn to judge and work table. See details posted on SAL calendar as set.

- East CR
- Central - CB
- SW – LMAC
- NW – NPAC

Senior awards – application posted on site – see front page; applications due by 1/3/2018; \$500 girl & boy in each division for graduating senior; be sure to share with your team – some years there are divisions without any applicants

Division champs hosts:

East – swim CAC; dive ?

NW – boys TOPS maybe; girls NPAC; dive SOUD

SW – WCAC maybe one; dive RAC will ask

Central – swim UDAC; dive UDAC

League Champs will be at LaSalle – Sunday 2/4/18 for swimming and Sunday 2/11/18 for diving

Webmaster – lives in NY state and still volunteers for SAL; very responsive; don't reply to his emails unless he says to – reply to who email says in body of email (he's just sending the messages); directory must use template

Business Items –

- Insurance and non-profit status
 - New insurance policy – expanded coverage from last year; should have policy shortly – if need to see copy or want SAL to provide to school district contact Roberta
 - 501(c)3 – application approved by IRS, PA need to file taxes (due 11/30/17) then should be tax exempt in PA too; legal name Suburban Aquatic League, Inc; see information on website; contact Roberta with questions
 - Need rough number from each team how many kids per team for insurance - numbers provided by reps, Roberta recorded
- Committees (required by bylaws) – instead of looking for volunteers for the committees, assignments by team were made – all divisions represented and fairly sharing work

- Senior Award: Secretary (PENN), LMSD, CAC, TOPS, MAC, WCAC, PWAC, CBAC, CCA
- Hall of Fame: Boys Registrar, PR, SAC, CORE
- SAL Charities: Chair & Treasurer (PVAC), UDAC, NPAC, RAC
- Nominating: Chair & Division Reps (4), LMAC, CR, SWAC
- Audit & Finance: Chair & Treasurer (PVAC), DCAA, HHAA, UMAC, SOUD
- How to communicate with the league – team members should not communicate with league leadership directly – they should go to team leadership and if team needs help go to division reps then presidents then chair; rep can request meeting with executive board; not applicable to most people – but please understand – Roberta Lichter is the CB Aquatics manager and CB does not have anything to do with the league (other than having two teams in the league); today another parent of a team member emailed the superintendent of CB to complain about Roberta and SAL after emailing Roberta on Monday; also, in August inappropriate and factually inaccurate emails to teams within the league began again; league leadership thought this type of inappropriate behavior was over after last year so didn't pursue legal action but going forward will have to consider all options
 - Based on these issues CR presented a proposal – to update operating procedures to restrict this type of communication – rep group felt that such action requires thoughtful consideration from the group so discussion was tabled for a future meeting; league will also consider having a code of conduct that must be signed by all league participants (league secretary to prepare a draft for future meeting)

Meeting adjourned at 9:25pm