**CHSSL Meeting – May 23, 2018, Chapel Hill Country Club**

Present:  
SVGC: Lisa Maiorana

H3AC: Tiki Gwynne

FARM-Y: Julie Jennings, Anna Lorenz

TEST: Millie Barritt, Amie Hess, Celeste Cantrell

CHCCR: Kristen Carmouche, Bratton Holmes, Stacey Lange

HSP: Celine Stinnett, Jerri Morris, Kristin Jones

BC: Kelly Kirk, Tori Hinde

HRST: Julie Spearman

Minutes taken by Anna Lorenz (FARM-Y)

Prior to the meeting, new standardized timer sheets were distributed to each team.

**1. Review and Approve April Minutes**

Kristen Carmouche opened the meeting at 7:40 pm. It was moved by Tiki Gwynne, seconded by Bratton Holmes, and passed unanimously, that the April minutes be approved.

**2. Welcome and Introductions**

Coaches from each team were present. They introduced themselves and a coaches’ contact list was passed around to facilitate communication and camaraderie across the League. Coaches were encouraged to review the mission statement and bylaws as found on the League website.

**3. Swimmer Exceptions**

Each club is allowed two exceptions. The following requests were made and approved:

H3AC: Amanda Jones

TEST: None

HRST: None

SV: Grace O’Hara\*

HSP: None

CHCCR: Jordan Feinstein, Eric Ward

FARM: None

BC: Thomas Bretzman

\*There was a discussion of whether a swimmer who is neither a club member nor an employee of the club/team is an eligible exception. Because the exception rule exists to allow non-member employees to participate, a non-member who is not employed as a coach or lifeguard may not be eligible to swim for the team. The team making the request was asked to explore membership possibilities for the swimmer with the club.

**4. Club Updates**

A document “CHSSL Best Practices Dual Meets” was distributed. It is accessible on the League website under the Meeting Minutes tab.

Recommendations for best practices were divided into three areas:

1. Suggested roster of volunteer positions

Question: Should Heat Winner Ribbons be distributed to all ages? Current best practice is to award HW Ribbons to 10 & Under events, but will be revised to state that the Host team decides. Some teams award candy instead of ribbons. All teams are asked to use discretion and err on the side of recognizing swimmers of all ages as needed.

1. Home/Away Team Responsibilities

Teams were reminded to reach out to each other (preferably initiated by the Home team) two days before a meet with useful information and updates.

1. Hydroxphere

All are encouraged to view webinars.

There are many recent improvements to Hydroxphere, including:

* option to copy previous meet’s line-up
* improved procedure for entering and sorting heats
* display eligible events for each swimmer and assign with a tap
* all times will convert to yards
* possible for anyone to print ribbons as soon as the results are published
* possible to re-merge heat sheets when meets are suspended due to weather

It is important that arm numbers be written in the standard format (see best practices document) to minimize errors.

Discussion: Should the deadline to merge heat sheets be Monday/Thursday at midnight or Tuesday/Friday at noon (the current practice)? There are advantages either way. Since those are the “final” deadlines, doing it sooner is always preferred.

**Bylaws: It was noted that the current bylaws permit a maximum of 2 official relay teams per event. It was moved by Bratton Holmes and unanimously passed that the bylaws be amended to permit each team to enter up to 4 (or 5 in 10-lane pools) official relay lanes per event.**

**5. Mock Meet Dates**

HSP: May 24

H3AC, CHCCR, FARMY: May 30

TEST: May 31

SVGC: June 2

HRST: June 4

BC: June 6

**6. Champs Update**

2018 Champs will be held at Koury Natatorium on July 20-21, hosted by TEST.

Two Stroke & Turn clinics have been offered with approx. 30 total attendees. Attendees provided contact information and will receive follow-up communication including training videos and a reminder to review the bylaws. A master list of first-year apprentices was created to facilitate and confirm that mentoring has occurred. S & T officials are asked to attend mock meets if possible. It was suggested that coaches would benefit from attending training if they have not already. A list of clinic attendees will be distributed to each club. Champs officials must have officiated at least one dual meet during the season.

Champs Organizers

* Champs director and Heat Sheet coordinator: Millie Barritt
* Assistant director: Teresa Kilgallen
* T-Shirt Coordinator: Alex Davis
* Volunteer Coordinators: Kelley Slebos and Michelle Shoaf

Heat Sheets

* All were reminded that with the exception of heat sheet ads, promotions (e.g. banners, flyers, demonstrations) by outside groups during Champs were strictly forbidden, in accordance with UNC campus policy.
* Deadline for discounted ad space is June 27. Final deadline TBA and order form will be distributed by TEST organizers. Each team should try to sell ads.
* Free/discounted ad space is at the discretion of the Heat Sheet coordinator.

Discussion: event donors may receive free/discounted ad space. There was strong support for offering free ad space to local nonprofits whose missions support children’s participation in swimming.

Requests for Stroke & Turn and Lifeguard shifts will be due 6/29.

The importance of having enough water at Champs was discussed. Explore possibility of water stations as a way to maximize water availability without wasteful plastic bottles.

The meeting adjourned at 9 p.m.

Next meeting: Monday, July 16: Heat Sheet meeting at CHTC, 6 p.m.