

HOD Report  
Executive Secretary  
April 22, 2017

Executive Secretary:

- **Sanctions/Meet Schedules/Requests for Bids** – Spring meets are complete. Long Courses has been posted along with meets that have met the sanction requirements. Sanction committee will meet after the BOD Meeting to finalize the Short Course Schedule which will then be posted. Notices will be sent to all clubs hosting Short Course meets in early April reminding them of the May 15 due date for Sanction Application, Fees, and Forms. Notice will also be sent early April to request bids for Summer 2018 and Short Course 2018-2019.
- **MW Short Course Championship** – Bills were sent prior to the meet and all payments received. The two weeks between the qualifier meet and the championship meet worked very well for getting things done in a timely manner. The same schedule will be recommended for 2018 as the Sectional meet will be two weeks after State HS Meet – March 8-11, Columbia, MO.
- **Reimbursement Requests** – Clubs were all sent reminders and copies of request form for Sectional athlete reimbursement. The requests will be processed on a bi-weekly basis.
- **Outreach Reimbursement Requests** – Requests are processed bi-weekly. Most clubs are getting applications to the Office within the 21 day period after the meets.
- **Zone Meet:** Applications for the Zone meet will be posted mid-June and will again be done through GoogleForms with payment through PayPal. Head Coach applications were posted April 1.
- **Multi-Cultural Meet:** Application forms have been sent to all clubs via head coach and have been posted on the MW Website. Applications are being received and are due in the MW Office by May 1, 2017.
- **High School Season:** Times for all observed High School meets have been put in SWIMS, the MW TU database (accessible by clubs using TU) and MW's TM database (used for Top 8).
- **MW Top 8/MW Records:** Top 8 times for Short Course Season have been posted. Records for short course have been tracked and will be posted on the MW website in early April as the Short Course season has ended.
- **MW Time Standards:** Qualifying times for the 2018 Short Course season will be calculated in early April. Long Course times will be calculated at the end of Long Course Season.
- **FYI:** I will be out of the country from July 7 thru July 26 and will have minimal internet access. Arrangements have been made for recons of the meets to be done during that period as well as arrangements for times to be uploaded to SWIMS, the MW TU data and MW website. The LC Championship entries will be done by the host club. Fees will still be sent to the Office. I will be home in time to do the Zone entries.

**Recommendation: Zone Fees for 2017 be \$95.00 per athlete; \$65.00 for the optional backpack**

**Rationale: Increased costs for gear; use of PayPal for online payments; additional day (4-day format); increased stipends for coaches; last year income was under budget and expenses were over budget**