

## Conference Call Minutes

### Midwest Division

November 16, 2021 5:15 PM

Attending: Dan Sharadin, Commissioner; Miami University (Ohio), Olivia Branson; University of Notre Dame, Edie Eubelhor; Grand Valley State University, Emma Tiongson; Washington University in St. Louis, Milli Boker; University of Cincinnati, Bianca Crank

The schedule was determined to be the following:

February 12-13	University of Notre Dame
April 2-3	Washington University
April 9-10	Miami University*

\*If Miami is unable to host both days with enough pool time to accommodate the schedule, the championship will move to Notre Dame on April 23-24

*Note-Since the conference call Miami changed their date to April 2-3 and Washington agreed to host April 9-10.*

The Commissioner explained about the new hotel reservation policy. The old system of booking one property at a tournament site to try and meet every school's needs is outdated and a very inefficient means to earn free rooms from the hotels. The new process utilizes one account through Hotels.com, where teams can book the hotel of their choice and the league can earn more free rooms for officials, which will save league expenses. More information will be sent to teams about this policy later.

The Commissioner reminded teams about the forms they need to complete, including the Participation Agreement that must be submitted by the club supervisor before December 15th. All forms are located on the "Forms" tab of the website. He also emphasized the importance of the website. Teams may send stories about their clubs to help promote their programs.

Live streaming will still take place this spring and to make the broadcasts accurate, the league needs rosters that include the correct cap numbers. All teams will be required to turn in a roster and include emails for their athletes. This will also enable the league to reach out to the individual athletes with information about the stream that they can forward to their parents.

Lastly teams need to make sure their contact information is correct on the website and to share the leadership responsibilities between three roles: coaching, administration, and social/recruiting. By selecting a different person for each position teams prevent burnout, and it allows the league office to help individuals in specific areas. All club leadership must also complete the [Team Leader Orientation](#) program consisting of three short webinars.