

# Virginia Swimming Board of Directors Meeting

Sunday February 2, 2020  
11:00 am

Hyatt Place-Arboretum 201 Arboretum Pl, Richmond, VA 23236.

## AGENDA

Call to Order	Bryan Wallin
Consent Agenda	
<ul style="list-style-type: none"><li>• Minutes from September Board Meeting</li><li>• Action Items from Executive Directors Report</li></ul>	Emily Fagen
Executive Directors Report	Mary Turner
<ul style="list-style-type: none"><li>○ Action Items<ul style="list-style-type: none"><li>▪ Approve itinerary for Swimposium</li><li>▪ Decide about strategic planning session</li><li>▪ Approve distribution Competitive Spirt Awards at April HoD</li><li>▪ Approve adding a disclaimer to athlete voter registration</li></ul></li></ul>	
Finance Division Reports	
<ul style="list-style-type: none"><li>• Finance Committee</li><li>• Treasurer Report</li></ul>	Bill Geiszler Bob Rustin
Administrative Division Reports	
<ul style="list-style-type: none"><li>• Officials Committee</li><li>• Technical Planning Committee</li><li>• Open Water Committee</li><li>• Disability Committee</li><li>• Diversity Committee</li><li>• Rules and Regulations Coordinator</li><li>• Equipment Coordinator</li><li>• National Times and Records Coordinator</li></ul>	Dan Demers Jessica Simons Stephanie Suhling David Strider Peter Maloney Kevin Hogan Michael Braum Terry Randolph
Age Group Division Reports	
<ul style="list-style-type: none"><li>• Age Group Committee</li><li>• Zone Team Coordinator</li></ul>	Drew Hirth Maureen Tolliver
Senior Division Reports	
<ul style="list-style-type: none"><li>• Senior Committee</li></ul>	Steve Hennessy
Safety Division Reports	
<ul style="list-style-type: none"><li>• Safety Committee</li><li>• Safe Sport Committee</li></ul>	Gordon Hair Maureen Tolliver
Athlete Committee Reports	Madison Wallin
Coaches Committee Reports	Mike Salpeter

# Virginia Swimming Board of Directors Meeting

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## Old Business

- LSC Select Camp Task Force

## New Business

- Webmaster
- Endowment Policy & Procedure Recommendation
- LSC Meet Schedule
- Set Reserved dates for 2020/2021
- Limitations on hosting several meets same weekend
- Concussion- Return to Play Policy
- Governance Committee

## Adjourn

## Future Meeting Dates

- April 25, 2020 FF-HoD
- June 14, 2020 CC
- August 30, 2020 CC



## Virginia Swimming Financial Summaries 2019-2020

1/22/2020

*** Revenue ***	Budget	November	December	YTD
USAS Registration	499,100	19,981	49,851	358,110
VS Registration	127,350	3,557	12,247	91,983
Flex registration	6,000	520	1,590	7,520
USAS Club Dues	3,500	210	700	2,590
VS Club Dues	1,900	90	500	1,310
Meet Sanctions	3,200	200	160	1,040
Meet Rebates	199,500	22,330	16,643	58,775
Sales & Misc.	2,500	323	100	1,141
Championship Meet Revenue	30,000			62
Sectionals Meet Revenue	10,000			-
Zone Meet Revenue	50,000			7,798
LC Zones Team	42,025			-
Clinics and Swimposium Revenue	3,500			5,046
Zone Meeting Revenue				-
Awards Banquet	25,000			20,291
Interest - Checking	25	2.37	2.54	9
Interest - Reserve	400	5.23	5.41	21

<b>Total Revenue</b>	<b>\$1,004,000</b>	<b>\$47,218.53</b>	<b>\$81,799.08</b>	<b>\$555,696.80</b>
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*** Expenses ***				
USAS Registration	499,100	58,789	34,097	341,832
USAS Club Dues	3,500	490	700	2,240
				-
Travel - US Open	2,500			-
Travel - Winter Nationals/Paralympic/Other	22,500			-
Travel - Summer Nationals	13,500		9,400	12,150
Travel - Olympic Trials / World Team trials	15,000			-
Travel - National Youth Team	1,500			-
Travel - Discretionary	3,000			-
National Meet Travel - Coaches	8,000		500	1,500
				-
Senior Champ Meet Support	10,000			-
Va. Championship Meet Expenses	30,000			-
Zone Meet Expenses	50,000			-
Sectionals Meet Expenses	10,000			-
LC Zone Team Support	84,025			-
Champ Meet Awards	25,000			650
				-
Staff Salaries	68,750	5,888	5,888	23,552
Payroll Taxes	6,350	450	450	1,802
Benefits	2,400			-
Webmaster	21,000	1,542	1,542	6,168
Web Upgrades	3,000			923
Administration Expenses	14,000	581	100	4,746
Supplies & Misc.	3,000		18	670
				-
Awards Banquet	40,000	209		27,349
National Convention	16,000			11,648
Zone Meeting	3,000			-
				-
Equipment	3,000			450
Officials Workshops / Training /Travel	20,000	1,989	1,459	9,435
				-
USAS Workshops	6,000	278	60	2,296
VS Camps & Clinics	4,000	5,500		5,981
VS Workshops	1,000			-
				-
Diversity, Outreach Reimbursements	10,000	580	765	1,488
Diversity / Travel, Other				-
Make a Splash/Learn to Swim Grants	6,000			-
Safe Sport Programs	2,000			-
Coach Mentoring Program	2,000			-
Athlete Scholarships	6,000			-
				-

<b>Total Expenses</b>	<b>\$1,015,125</b>	<b>\$76,295.46</b>	<b>\$54,979.69</b>	<b>\$454,878.50</b>
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<b>Net Income / Loss</b>	<b>(\$11,125.00)</b>	<b>(\$29,076.93)</b>	<b>\$26,819.39</b>	<b>\$100,818.30</b>
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Beginning Funds	\$207,477			\$207,477
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Inflow (Outflow)	<b>-\$11,125</b>			<b>\$100,818</b>
Transfer to savings	<b>\$400</b>			<b>\$21</b>
Transfer to / From Savings	<b>\$0</b>			<b>\$0</b>
Ending Funds	<b>\$196,352</b>			<b>\$308,295</b>
Virginia Swimming Savings	<b>\$323,542</b>			<b>\$323,163</b>
<b>Total Funds</b>	<b>\$519,893.85</b>			<b>\$631,458.43</b>

# Virginia Swimming Board of Directors Meeting

Monday November 25, 2019  
8:00 pm  
Conference Call

## MINUTES

### Call to Order

Bryan Wallin

Meeting called to order at 8:01 pm

### Consent Agenda

- Minutes from September Board Meeting
  - Motion to accept minutes passed.

Emily Fagan

### Safety Division Reports

- Safety Committee
- Safe Sport Committee
  - Two recognized clubs as Safe Sport programs – RAYS & NOVA.
  - VSI is now ranked 6<sup>th</sup> in the country along with other LSCs.
  - Eight more teams have started the recognition program. Completing the program will help down the road if there is a Safe Sport issue. Maureen thinks within the next two years it will be a required component.
  - Maureen and Gordon are working on a one-page safe sport briefing to be used at meets by the referee, meet marshals and meet directors. They hope to roll it out by the beginning of the year and have the briefing implemented by completely in 2020.
  - Any questions about a Safe Sport issue in the LSC need to be directed to the crisis management spokesperson, Kevin McHaney. Members of the BOD should not comment publicly especially on social media. The Crisis Management Plan was developed as part of Leap 2. Mary will send out the Crisis Management Plan to members of the BOD.

Gordon Hair

Maureen Tolliver

### Athlete Division Report

- Athlete Committee
  - T-shirt design contest details are forthcoming. The committee is working with SRVA to create.
- Scholarship Committee
  - One person has submitted a scholarship to date. The deadline for the scholarship is January 31.

Madison Wallin

### Executive Directors Report

Mary Turner

- See report.
- Facilities available for championship meets in 2021 goes out in February around the time we ask for bids.

### Finance Division Reports

- Finance Committee
- Treasurer Report
  - Bob sent out the treasurer's report. October was a heavy cashflow month. November has been quieter.

Bill Geiszler

Bob Rustin

### Administrative Division Reports

# Virginia Swimming Board of Directors Meeting

Monday November 25, 2019

8:00 pm

Conference Call

- Officials Committee Dan Demers
- Technical Planning Committee Jessica Simons
- Open Water Committee Stephanie Suhling
- Disability Committee David Strider
  - Report submitted
- Diversity Committee Peter Maloney
  - Report submitted for the Black History meet
- Rules and Regulations Coordinator Kevin Hogan
- Equipment Coordinator Michael Braum
  - Report submitted
- National Times and Records Coordinator Terry Randolph
- Hall of Fame Committee Bob Herlinger
  - All Hall of Fame recipients have been notified. Mary has not heard back from Wanda Smith and Jeff Rouse. The committee will decide on the type of award to give. Three recipients have sent photographs and one sent additional information to be included. Bill has agreed to write the bios.

## Age Group Division Reports

- Age Group Committee Drew Hirth
  - District Champs meet announcements have been edited and updated. The templates will be sent from the office. Regional champs meet announcements have been reviewed. The committee is reviewing the Age Group Champs meet announcement.
- Zone Team Coordinator Maureen Tolliver

## Senior Division Reports

- Senior Committee Steve Hennessy
  - Mary reports that the Senior Champs meet announcement close to being finalized. It will go out next week sometime.

## Coaches Committee Reports

Mike Salpeter

- A few coaches reached out following an article about mental health in the coaching profession. Morgan and Mike will address the article and present to coaches in the LSC.

## Old Business

- Endowment Task Force
  - The Endowment Task Force convened several times via teleconference and once in person in Charlottesville. They were given a short presentation at the in-person meeting from the Charlottesville Community Fund.
  - The task force has proposed using a community fund to serve as nonprofit grant management. The endowment management fund allows nonprofits to pool their funds and be managed by the investment fund for a small fee. The fee is approximately 1 ¼ %. The cost to get in is less than creating traditional endowment. You can be active with as little as \$10,000.

There are two proposals for the board.

- **Proposal 1:** An athlete scholarship program that will be funded through the endowment. People will donate money to be applied to scholarships. VSI will need to supplement the fund initially. John estimates that \$200,000 – 250,000 is needed to support the endowment for the scholarship fund. The management company will send the funds directly to the schools not

# Virginia Swimming Board of Directors Meeting

Monday November 25, 2019

8:00 pm

Conference Call

the recipients as well as take care of the NCAA compliance and IRS requirements. The parameters to manage the scholarship and selection of recipients are already set up through VSI. The fund would manage the financial end of the program. It would be charitable donation. By doing this through a community fund, the program is set up and locked through the fund. There would be a reasonable assurance that the money would be spent on the purpose of what it is intended.

- **Proposal 2:** An endowment fund set up through a community group by creating an agency endowment. VSI would fund certain aspects of our own operations. VSI would use the fund as a vehicle for financial management. It is restricted in that any money given to the fund can only be used for its intended purpose. The managers would distribute an amount of money back to VSI (no more than 4% plus the fee of 1%.) The return on the fund is between 5-10%. The funds would be directed towards direct athlete activities like camps and/or clinics, travel reimbursement, recognition activities, and Zones participation.
- The full report is attached to the agenda.
- Splash fees could be an ongoing revenue source for the fund (.20 per splash to the fund.) \$25,000-35,000 per year could be raised from splash fees. Estate planning and donations would also be welcome to fund it.
- Bob Rustin commented he is comfortable with the structure of the community fund with the return on the investment. The community fund also does the paperwork for the NCAA and IRS. As we are currently incorporated, we cannot actively solicit for people to give us money. We would need to change our nonprofit corporate structure with the State Corporation Commission before we could solicit and accept funds. The rules on the SCC website indicate the change could be made within a couple of months. We currently have \$100,000 in CDs earning 2% interest that will come due in the next 7 months. Bob suggests that VSI consider using the CDs as an initial funding round for the community fund.
- The next step is to work with Kevin Hogan to create a language ready proposal for the spring. The funding sources would go into the VSI policies and procedures. This could be part of the investment policy. The House of Delegates would vote on the investment policy
- The endowment committee will create a proposal to present in February.
- VSI Equipment status
  - A list was given in the Equipment Report submitted by Michael Braum. A motion to disperse the excess equipment was approved by the board.
- LSC Select Camp Task Force
  - A meeting is at 10:00 am on November 27 to discuss.
- Black History Meet Proposal
  - Peter Maloney created a proposal to attend the meet as an LSC on the even years and teams would represent their teams on the odd years. A report is attached to the agenda. A motion to approve the proposal was passed.

## New Business

- Webmaster

# Virginia Swimming Board of Directors Meeting

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8:00 pm

## Conference Call

- The contract for the webmaster/website will expire in August of 2020. Contractually, we are obligated to put the website out for bid by June 1, 2020. In an effort to look at all options, John Stanley has reached out to Team Unify to get a feel for what they can provide for the LSC versus what we currently have or another alternative. There will be more to report in February. We need to notify the current webmaster of the board's intentions by June 1.
- John proposes that we increase the pay for the webmaster through the contract expiration. There is already money budgeted for a pay increase for the webmaster position. A motion to increase the salary of the webmaster was approved.
- Policy and Procedures
  - Kevin added the Hall of Fame and Scholarship committee to the P & P and some housekeeping items were addressed. A motion to accept the changes was approved.
- A Governance Committee needs to be appointed. The Governance Committee will act as the Nominating Committee.
- Mary was contacted by the Woodberry Forest coach informing that the school will host a swim camp this summer. He would like to publicize the camp on the VSI website. In keeping with current practices, the board decided to not publicize it on the VSI website.
- Mary sent out a concussion management training and coach advantage training reminder earlier this month to coaches and will send out a reminder about concussion management to officials.
- Mary asked about the number of officials needed at meets with chase starts. The officials committee was going to review it. Bob Rustin offered there has been no official action, but it is fundamentally understood that you must have two referees and two starters in order to run chase starts.
- Mary wanted to know if guidelines have been created for the clinics that VSI sends coaches, so we are fair and equitable when offering the opportunity to coaches. The coach committee tries to alternate between regions and coaches to make it fair. The coach committee is open to any suggestions especially if the dates are known in advance so they can try to vary the opportunities across the state. Nothing formal has been created, but if coaches are interested in a specific opportunity, they should reach out to the coach committee.
- Omega staff has been at Liberty to run the timing equipment. John and Mary have discussed asking the staff to be at Liberty for Senior Champs and Zones to run the timing equipment. There would be a cost associated with having the person on site (around \$1000 per meet.) Virginia Swimming would absorb the cost. Mary will confirm the amount. The board supports using Omega to run the timing equipment at VSI Senior Champs and Eastern Zones.

## Adjourn

The meeting was adjourned at 9:33 pm.

In attendance: Bryan Wallin, Maureen Tolliver, Bob Rustin, Morgan Cordle, John Stanley, Mary Turner, Emily Fagan, Drew Hirth, Jenni Ryniewicz, Maddie Wallin, Chad Onken, Mike Salpeter, Dave Henderson, Kevin Hogan.



**Virginia Swimming, Inc.**  
**Board of Director's Meeting**  
**February 2, 2020**  
**Executive Director Report**

**Year to Date Registrations (as of 1/29/20)**

Athletes: 6034 (inc. 123 upgrades)

Flex: 727

Outreach: 63 (24 new)

Non-Athletes: 936

Clubs: 45

**2019 Registrations as of 1/30/19**

Athletes: 6105 (inc. 36 upgrades)

Flex: 588

Outreach: 43

Non-Athletes: 905

Clubs: 43

**Athlete Scholarship:** The application deadline for the scholarship is January 31. To date we have received information from 23 candidates and are currently working on redacting identifying data from the applications so that they can be evaluated impartially by the scholarship committee.

**LSC Camp:** The members of the task force met on November 20<sup>th</sup>. The objective of the camp is to bring the best all-around athletes in the LSC together for educational and training opportunities which would assist the athletes in achieving to the next level. Potential topics for group sessions include an overview of the hierarchy of swimming – LSC to Zone – USA Swimming and goal setting as well as nutrition and training. Sixty-four athletes, ages 11 to 14, will be invited to attend based on IMX scores: top eight per gender per single age group.

While it is our desire to host the camp over a weekend in the future, we felt it best to start with a single day camp this year with the goal of expanding it in later years.

**Swimposium:** Our 2020 Swimposium will be sponsored by USA Swimming which will cover the travel and lodging cost of the speakers/clinicians listed below. We are planning the usual athlete clinic and session for officials with Jim Holcomb confirmed as our presenter. Earlier we approved hosting a clinic for parents and Jane Grosser is confirmed as the presenter. We have planned an Athlete Leadership Summit and have been approved for a \$2000 grant from USA Swimming to also assist with those expenses. I suggest inviting a member (maybe 2) of the Athlete Executive Committee (AEC) to come and help with the Leadership Summit as well as asking Liz Hahn (USA-S Safe Sport staff) to come for Safe Sport presentations to various groups including parents and maybe a session on Safe Sport Clubs. USA Swimming would also cover her expenses. So, here what is confirmed or what I am recommending:

- Official's Session – Jim Holcomb
- Athlete Clinic – Olympian TBD (\$3500 funded by USA-S)
- Parent's Clinic – Jane Grosser
- Athlete Leadership Summit – AEC member TBD

- Safe Sport Sessions – Liz Hahn

When Bryan and I met with Cathy Durance and Jane at Convention, they suggested that we could schedule another Strategic Planning session for the Board on Friday afternoon/evening. The last one that we held was in October 2015.

**Action Items:**

1. Approve the above line up of presenters or suggest other topics.
2. Decide if we would like to hold a strategic planning session on the Friday afternoon/evening prior to the Swimposium.

**Competitive Spirit Awards:** I would like to propose that we provide the Competitive Spirit Awards to teams in the spring. Quite a few of our clubs present the awards to their recipients at the team awards banquets in the spring. We can handle the process much like we have in past years and distribute the awards to the teams at the April HoD meeting.

**Action Item:** Approve distributing Competitive Spirit Awards at the April HoD meeting instead of at the time of the Awards Celebration.

**2020 Awards Celebration:** Because of the number of events that are planned for the Swimposium weekend, Emily and I believe that it will be best to move the Awards Celebration to another weekend in September. We recommend September 19<sup>th</sup> but will be discussing it with the athletes and have a final recommendation at the April meeting.

**Junior Athlete Representative Election:** This year we will again be handling the election electronically. Athletes will be required to register to vote again as we feel this is the best way to ensure the integrity of the election. (Not making any political statement here. . . 😊) I believe everything will be ready to be launched by the end of next week – the voter registration application as well as the ‘nomination’ form. Athletes can register to vote through March 22<sup>nd</sup> with voting taking place March 25<sup>th</sup> – April 8<sup>th</sup>. Athletes wishing to be included on the ballot will need to submit their bio forms by March 15<sup>th</sup>.

- A side note – in order to increase participation on the Athletes Committee as well as other committees, our Athlete Reps often ask for contact information of athletes. Unfortunately, the information that I have in SWIMS is for their parents. However, the voter registration form includes the athlete’s email address but to date that information has only been used for voting purposes. A disclaimer could be added to the voter registration form stating that the email address may be utilized for official Virginia Swimming business.

**Action Item:** Approve adding disclaimer to athlete voter registration form that would allow athlete email addresses to be used for official Virginia Swimming business.

**2020 Eastern Zone Meets Hosted by VSI:** Planning is underway for the three EZ meets that will be held in VSI during the remainder of this year. Plans are well underway for the SC Sectional meet to be held in Christiansburg at the end of March with initial steps for the

additional meets. Bob Menck will be the Meet Referee for the SC meet but I have not been notified who will be appointed to serve in that capacity for the two other meets.

## VIRGINIA OFFICIALS COMMITTEE ZOOM MEETING

December 17, 2019

1. In attendance – Georg Fuhs, Scott Farrar, George Zolovick, Beth Arnold, Michael Sizemore, Bob Rustin, Ralph Jones, Genny Kimbel, John Squires and Dan Demers
2. USA Swimming 12&U Tech Suit Restrictions FAQs - I did not receive any feedback or additional questions, so I replied that the FAQs listed covered any of our concerns.
3. USA Swimming WE ARRE MENTORS Workshop for N3i and N3 Final Evaluators. I will shoot at note to Kevin Hogan to see if he can attend.
4. Meet feedback so far this year – Probably the biggest hurdle was the 1<sup>st</sup> weekend of December. We had five meets within 2 hours of each other. Plus, USA Swimming holds their National Meets the same weekend. Running 5 P/F meets dries up the available administrative and wet deck personnel. Most of these meets had one referee that was also the MR. This is asking a lot for less senior Deck Referees, especially those with three sessions per day. Our recommendation is for the VSI Board to discuss imposing limitations on hosting several meets within a couple of hours from each other on the same weekend.
5. How is training going so far and is there any feedback? Despite our best attempt to educate our new officials with the apprenticeship registration, we are running into problems. New Officials are getting confused thinking this form is their yearly registration. Since the effective date is when they take their clinic, most expire in November and they are not registered for December meets. Two suggestions have been offered:
  - They register as non-athletes and pay the yearly fee. Those clubs that pay for their official's registration should reimburse when they complete their training, so they are not on the hook if the official decides it is not for them. This would have to be communicated to all the clubs so they can develop that policy.
  - Request the 60-day registration becomes a 90 or 120-day registration from USA Swimming. Additionally, an automated email is sent to the new official one-month prior to expiring notifying them that their apprenticeship is expiring, and they need to register as a non-athlete.

We are going to add the required test, APT, Concussion and registration with date fields on their respective training cards as well. This will be effective by next spring. We trust that our officials are reasonable folks and will not fudge the numbers. This will help for instances where pools are located in areas with terrible cell phone reception. If you are the only DR, running all of the sessions, it is very difficult to check everyone's credentials as they are walking the door, set up the deck, give a stroke briefing and assignments. Plus eat and stay hydrated, not to mention get off your feet for five minutes and rest.

VIRGINIA OFFICIALS COMMITTEE ZOOM MEETING

December 17, 2019

6. Items for the Newsletter – APT expirations, concussion training, false start scenarios, working sessions start to finish and some other info from USA Swimming.
7. N3 Evaluators for VSI hosted meets:
  - March 26-29, 2020- Speedo Super Sectional Spring SC- Christiansburg, VA - **Kim and Michael Downs**
  - May 28-31, 2020- Speedo Super Sectionals LC- Collegiate School Aquatic Center, Richmond, VA – **Ron Van Pool**
  - August 5-8, 2020- LC Age Group Championship- Liberty University, Lynchburg, VA – **Barbara Chambers**
8. Recommended # of Officials required for meets housing chase starts:
  - Ideally 12 S&T, 2 DRs, 2 Starters, 2 TEOs, 2 AOs – If we are notifying swimmers of a disqualified swim, we will need additional CJ's at a minimum of 3.
9. Recommended # of Officials required for two pools
  - Per pool 6 S&T, 1 DR, 1 Starter, 1 TEO and 1 AOs
10. DR training:
  - Ben Ackerly has finished
  - Shelly Sykes – card is finished, needs to finish the tests
  - Anne Marie Juhlian – worked P/F at a recent HOKI meet, should be close to finishing
  - Kelly Warnagaris -card is finished, working on the tests
  - Ralph Ingraham – in progress
11. MRs for upcoming championship meets both club and VSI sponsored:

We like to get younger DRs in the pipeline training so if we can suggest some folks to the teams that would help keep the pipeline full. The challenge we face is that some of these meets fall on the same weekend as HS Championship meets, which can deplete our options.

VIRGINIA OFFICIALS COMMITTEE ZOOM MEETING

December 17, 2019

Last year this was the line-up:

Dates	District	Meet	Host Club 2019	2019 MR	OQM	Evaluators
2/9-2/10	C	District 8 & Y	NOVA	Anne Van Lenten		
	SE	District 8 & Y	ODAC			
2/9-2/10	SW	District 8 & Y	LY	John Stanley		
2/15-2/17	C	District 9-12	NOVA	Glenn West		
2/15-2/17	SE	District 12 & Y	SEVA	Ken Romney		
2/15-2/17	N	District 12 & Y	PWSC	Tony Martinich		
2/22-2/24	SW/BR	District 9-12/Region 13 & O	LY	Steve Woolfolk		
2/22-2/24	N	Region 13 & O	RAYS	Peter O'Hara		
2/22-2/24	SE	Region 13 & O	CGBD	Art Zachary		
2/28-3/3	LSC	SC Senior Champs	PSDN-Hanover	Genny Kimbel	N2/N3 S&T	
3/7-3/10	LSC	SC AG Champs	HOKI	Ralph Jones	N2/N3 S&T	
3/28-3/31	EZ S	Sectionals	HOKI	Jack Neil		Pat Lundsford
5/28-5/31	EZ	Super Sectionals (LC)	SRVA			
7/12-7/14	LSC 2 SE	Summer Awards	TIDE	Ken Romney		
7/12-7-14	LSC1 N	Summer Awards	RAYS	Michael Sizemore		
7/12-7/14	LSC3 SW	Summer Awards	HOKI	George Zolovick		
7/26-7/29	LSC	LC Senior Champs	LY	Georg Fuhs	N2/N3 S&T	
7/26-7/29	LSC	LC AG Champs	HOKI	John Squires	N2/N3 S&T	
7/26-7/29	EZ	LC AG Champs	LY	Ken Galica		Paul Memont

VIRGINIA OFFICIALS COMMITTEE ZOOM MEETING

December 17, 2019

These are the meets for this year:

Dates	Host Club 2020	2019 MR	OQM	Evaluators
2/7-2/8	NOVA			
2/7-2/8	ODAC			
2/14-2/16	NOVA			
2/14-2/16	CCA			
2/14-2/16	SEVA			
2/14-2/16	PWSC			
2/28-3/1	LY			
2/28-3/1	RAYS			
2/28-3/1	CGBD			
3/5-3/8	SRVA-CSAC	Georg Fuhs	N2/N3 S&T	
3/12-3/15	HOKI	John Squires	N2/N3 S&T	
3/26-3/29	HOKI	Bob Menck	N3	Downs/Downs
5/28-5/31	SRVA-CSAC		N3	Ron Van Pool
7/10-7/12	TIDE	Art Zachary		
7/10-7/12	RAYS			
7/10-7/12	HOKI			
7/16-7/19	LY-Liberty	Ralph Jones	N2/N3 S&T	
7/23-7/26	SEVA-CSAC	Ken Romney	N2/N3 S&T	
8-5/8/8	LY-Liberty		N3	Barbara Chambers

Please let me know if you have any suggestions for the meets without MRs and we will see if we'll suggest them to the host clubs.

VIRGINIA OFFICIALS COMMITTEE ZOOM MEETING

December 17, 2019

12. Officials SWAG for District Chairs– John Squires is putting the packages together and will include patches, pens, pins, whistle lanyards, relay take off slip and plastic patch covers. The last two will be sent as they come in.
13. Official Apparel – BSN is our provider and the orders are not fulfilled until the order period is closed. Scott will renew the link every six weeks and have it open for periods when new officials are looking for an extra shirt or other items.
14. Concussions at meets – We all agree that the MR will not allow any swimmer to compete if the suffered a concussion. The coach will be notified of head bumps and it then up to the parent and coach to decide whether they can compete or sent for medical care. In the case of team travel, the chaperones should be granted medical authority to bring a swimmer that does not have parent at a meet who has signs of a concussion to a medical facility. A signed Return to Play from a licensed doctor with applicable training in that field is required for return to play. We strongly suggest VSI not take on the responsibility of allowing return to play without a medical release form signed by a license doctor.
15. Recertifications – Now is a good time to start on the recertification process in OTS. For all positions, VSI Officials handbook requires a minimum of 8 sessions worked at USA Swimming sanctioned/approved/observed meets or USMS sanctioned/recognized meets within the calendar year. Recertification requirements are based on the highest position for which recertification is sought. Unless requested otherwise by the official, Referees will automatically be recertified at Starter, Stroke & Turn Judge, while Starters will automatically be recertified at Chief Judge and Stroke & Turn. Administrative Officials will automatically recertify at recorder and timing equipment operator at the LSC level, provided they have met the 8-session requirement, either in one position or combination. As District Chairs, I offer you some latitude and trust your judgement. If some folks have been deployed and are/short session, they may, not necessarily required, to retake the recertification, or full test for each position to remain certified. You will have to decide which is the best course, based on the circumstances. I'll take care of the Deck Referee's recertifications.
16. New DQ Slips are circulating within the LSC and we need to create a new file for uploading into Meet Manager to match. I'll ask Michael Downs for the file and see what we can do. Once completed it will be posted on the website for everyone to download and upload into Meet Manager.
17. We are looking for one or more athlete to join the LSC Officials Committee. If you know of someone who is interested, please let me know.
18. If I left anything out, please let me know and I will add accordingly.



VIRGINIA OFFICIALS COMMITTEE ZOOM MEETING

December 17, 2019

Thanks for all you do for our Sport!

Sincerely,  
Dan

## VSI Policies Amendment

### ■ Endowment Policy:

- VSI shall create and maintain an athlete scholarship endowment fund, administered by a not-for-profit community fund residing in the borders of VSI's geographical territory.
  - Eligible recipients shall be selected per the Athlete Scholarship Program established and operated by the VSI BOD & Committees
  - Annual awards from the Fund shall be issued directly to an undergraduate program, for the benefit of the award recipient(s).
  - Total Awards in a given year shall not exceed 4% of the net balance of the endowment fund
  - Funding for the scholarship endowment shall include:
    - A percentage of VSI annual budget surpluses shall be forwarded to VSI endowment(s)
    - Incremental Splash fee and swimmer fee increases
    - Sanctioning charges for Out-of-LSC meets held in VSI territory
    - A percentage of collected fines and sanctioning fees
    - Contributions from friends of the LSC
    - LSC annual budget
      - In the event of budgetary emergencies, contributions that are derived directly from the VSI budget can be "drawn back" at the direction of the VSI BOD. The "Drawback" cannot exceed the principal amount contributed previously by VSI and cannot include funds from the sources listed above.
    - Other sources identified by the VSI BOD
- VSI shall create and maintain an agency endowment fund, administered by a not-for-profit community fund residing in the borders of VSI's geographical territory.
  - Annual Proceeds from the endowment shall be used to the direct benefit of VSI athletes, to include support for the athlete travel fund, subsidies for athlete camps and clinics, underwriting of the annual awards celebration, and other activities identified by the BOD that directly benefit the VSI athlete membership.
  - Annual proceeds from the endowment and distributed to VSI shall not exceed 4% of the net balance of the agency endowment fund.
  - Funding for the agency endowment shall include:
    - A percentage of VSI annual budget surpluses shall be forwarded to VSI endowment(s)
    - Incremental Splash fee and swimmer fee increases
    - Sanctioning charges for Out-of-LSC meets held in VSI territory
    - A percentage of collected fines and sanctioning fees
    - Contributions from friends of the LSC
    - LSC annual budget
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direction of the VSI BOD. The “Drawback” cannot exceed the principal amount contributed previously by VSI and cannot include funding from the sources listed above.

- Other sources identified by the VSI BOD

### **VSI Procedures Amendments**

- Endowment Support: Funding support for VSI endowments shall be accrued from the following:
  - In support of the VSI endowment(s), splash fees for sanctioned VSI meets shall be increased \$.20, and the incremental revenues directed to the VSI endowment funds (athletic scholarship & general agency endowment funds)
  - No less than 50% of annual budget surpluses from the VSI Operations budget shall be directed to support of the VSI endowments
  - 100% of all fines and sanctioning fees collected by VSI in a fiscal year shall be directed to the support of the endowments.
  - Sanctioning fees for out-of-LSC hosts utilizing aquatic facilities located within the VSI geographical territory shall include a \$1/swimmer fee and a .20/splash fee

**THE FOLLOWING BRIEFING IS MEANT TO REVIEW MEASURES  
TO ENSURE SAFE MEET and SAFESPORT CONDUCT**

1. The Meet Referee/Meet Director are responsible for venue safety inspection and resolution of issue prior to the beginning of the meet.

2. Marshal review 15 minutes before warm ups. Must have two Marshals for Competition pool one Start end and one turn end. Must have a third if venue has separate warm up area. these Marshals total focus is Swimmer safety. Additional Marshals added as needed for venue safety. Hand out Marshal guidelines for each Marshal.

3. Review concussion management policies and procedures. Officials recognize possibility of concussion, deliver swimmer to Referee/Meet director to take swimmer to Coach/parent for evaluation and complete incident report. Question/possibility of a concussion. Remove swimmer from Meet and require Physician letter to explain return to play plans.

4. Review SafeSport MAAPP for meets, to include

- Proper signage for designated Athlete rest and locker rooms, Spectator and Applicable Adult restrooms
- Camera use is prohibited behind the blocks and locker and changing rooms
- Deck Changing is Prohibited

When interacting with athletes-

- Maintain open and observable and interruptible environments, for conversations, massages and rubdowns
- Only licensed professionals may perform a massage on a minor athlete and adult must be present

### Meet Marshal's Guidelines



- **Arrive 15 minutes prior to warm-up to:**
  - Sign in and meet with the Meet Referee
  - Get assignment and any identifying attire
  - Pick up radio and receive assigned radio channel
- **Locate the first aid station and identify who is responsible for providing first aid at the meet:**
  - First Aid kit, spinal backboard, rescue equipment, AED (Automated External Defibrillator)
  - The Emergency Action Plan (EAP) including phone numbers, protocol for getting help, and person on deck who is responsible for activating the EAP. (If there isn't one, discuss with the Meet Referee.)
- **Be in assigned position at the start of the meet warm-up. Provide a safe warm-up/down environment:**
  - No forward or backstroke starts except in controlled one way sprint lanes at the designated time. At all other times feet first entry using the same end of the pool.
  - No training equipment use.
  - No congregating in lanes. Circle swimming only.
  - Report too many swimmers in a lane to Meet Referee.
  - Monitor warm-up/down area throughout the meet.

(continued over)

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### Meet Marshal's Guidelines (continued)



- **Monitor all meet areas:**
  - Marshals must always be monitoring the warm-down pool
  - Periodically walk through halls, lobbies, spectator areas and other parts of the facility where swimmers may be present.
  - Respectfully request to see credentials from any adult on deck. Report any suspicious or resistant adults to the Meet Referee.
- **Monitor locker rooms and changing areas:**
  - Check with Meet Director regarding any special instructions or facility policies.
  - Confirm placement of signs stating who may and may not utilize the locker rooms.
  - Familiarize yourself with the location of non-swimmer restrooms if applicable.
  - Collaborate with other marshals/pool staff to conduct two-adult periodic walk-throughs of same-gender locker rooms. Document each walk-through as specified by Meet Director.
  - Check for use of prohibited recording devices including cell phones.
  - Check for unauthorized adults. Encourage swimmers not to congregate.
- **Report unsafe areas to Meet Referee:**
  - Electrical hazards, fall hazards like slippery decks, ropes, hoses, cords, use of glass on deck, blood on deck, or anything you consider to be dangerous.
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