

VIRGINIA SWIMMING, INC.  
HOUSE OF DELEGATES MEETING MINUTES  
Sunday, October 1st, 2017 at 1:00 pm

Agenda

1. Call to Order 1:10pm

2. Recognition of Exceptional Volunteers:

John Stanley, Morgan Cordle, Mike Salpeter, Sarah Gaston attended convention for the first time.

Bob Rustin and Gordon Hair were presented Lifetime memberships in recognition of their service to Virginia Swimming.

Since last meeting we hired an Executive Director – Mary Turner. We will now be looking for an Administrative Assistant to help Mary with this role.

3. Minutes from April 2017

Ashby presented the minutes from the House of Delegates meeting in April– Minutes were approved.

4. Treasurer's Report

Have closed the books on fiscal year. Ended the year with \$5000 deficit, which is less than projected deficit. This is posted on website for your review. Registration revenue is up due to swimmer registration numbers being up – over 6900 swimmers. Meet rebates were up over budget. Zone meet will end up with \$1800 profit. Budget will be over in travel areas – this is a good thing with many athletes going to high level meets. Sent coaches to Leadership and Diversity seminars – this area went over budget. Reserves have dropped over past two years. Steve made a motion to accept the budget. The budget was approved.

5. Age Group Season Highlights & Committee Report

NOVA won men's, women's, and combined scores at Age Group Champs. Virginia came in 5<sup>th</sup> at Zones meet. Age group Committee headed up by Drew had first meeting this morning. Drew wants to revamp committee and add more coaches. Discussion in committee about banning tech suits for 12 and under or 10 and under. This discussion began in Dallas. Will tackle qualifying times for AGC – look at times for 13/14 year olds that were faster than senior champs times. Goal to get meet set-up files out to teams earlier.

## 6. Senior Season Highlights & Committee Report

Constituted the committee today. Would like to add two reps from Southwest district. Added Jeff Kincaid to committee.

Change in venue for short course Senior Champs due to late opening of Liberty pool. Long Course Senior champs will be held at Liberty University. We are currently without a venue for Short Course Senior Champs – CSAC, and Jeff Rouse are the 2 options. STAT and RAYS are willing to host at JRSC. ***Steve to review costs to see which is better venue for Senior Champs.***

Steve announced the members of the committee include: Morgan Cordle, Jeff Kincaid, Peter Maloney, Jamie Greenwood, Sarah Gaston, Kara Morgan McHaney, Ted Sallade, Bob Herlinger.

The Senior Committee is reviewing meet announcement formats and will develop a template. They are also considering changing order of events from year to year (this will not affect current year). Currently event format is based on National Championship format. Committee will also be reviewing time standards. Steve wants to have revised announcements available for review November 1, 2017 including new time standards. Next step would be to present templates to Tech Planning for review in spring HOD meeting.

## 7. 2017 Long Course Zones Report

Maureen reviewed highlights for this year – VA finished in 5<sup>th</sup> place and New England won meet. Young athletes brought a lot of talent to meet. A couple new NCSA cuts at the meet. Had many new young coaches, had great spirit night for teams. Lower number of athletes than in the past.

Miscommunication caused few problems for parents during registration process– asking clubs to link to Zones team page to their team information. Application deadline has been moved down to 9:00pm EST on July 17<sup>th</sup>.

2018 venue for Zones has been secured. 2019 Zones will be in Virginia, but location not yet determined.

## 8. 2017-2018 Meet Schedule & Technical Planning Report

At committee meeting today– 2018 Summer Awards meet awarded to ODAC. For Short Course Regionals - Quest to remain in Southwest District and Poseidon moving to Northern District. Alignment for districts remains the same. Alignments for Summer Awards 2018 – alignments have been set and are posted on the website.

Tech planning committee:

Southwest - Ryan Woodruff, Amy Brehl; Central - Jamie Greenwood and Jessica Laird; Northern - Peter Maloney and Stephanie Suhling; Southeast- Karen Keenan and Richard Hunter

John Stanley and Terry Randolph are also on committee.

Adopted internal procedure for how to handle multiple bids for same facility and championship meets in certain facilities.

In February 2018 the dates for Senior champs and Age Group Champs will be finalized as well as educational weekend in September and April. Once those dates have been established, Jessica will ask office to send out this info to coaches and clubs. People can submit bids prior to the April meeting. People can have all locations in spring for planning purposes.

Prince William has agreed to be host for 12 and under District meet. Jessica thanked the team. Facility not set – PWCS Aquatic Center or WARF.

## 9. Other Committee and Officer Reports:

### a. Administration & Times

Times - nothing to report

Administration – Policies states that invitations must be received 60 days before the start of the meet. We have strayed from this policy. Meets already scheduled this Fall will not be penalized. January 1<sup>st</sup> will be new start date for this policy. Time trials or intra-squad meets will be dealt with separately. Trying to go back to adhering to policies.

### b. Membership/Registration

Mary reviewed her report.

Safe Sport has new platform- Now involves 2 courses. Must complete survey – one question at the end of the course. Do not ignore this survey - must complete this to finish course. Can no longer accept the Progress Report for the Safety Training Class. Mary advised taking screen shot of progress Certificate then hit button at bottom to CLOSE program. This will send email showing completion.

Mary explained some problems we have been having with Red Cross courses. If you are not hearing back from Red Cross, please let Mary know so she can help. CHROME should be used as the browser to take this course.

Eastern Zones Short Course Meet is now a team entered meet with qualifying times. Teams are encouraged to take swimmers.

All documents for registration can be completed online- please fill out online and return electronically to Mary if possible. May need to save on computer then exit browser and then re-open forms. Please do not embed forms in an email! If using cell phones to send info, please use a scanning App for forms instead.

#### Legislation updates:

Summer Sectional meets – now have more time to host this meet. Clubs may want to host this in our LSC.

Changes to governance in BOD was approved at Convention. Mary has link to more information on her report.

Flex Membership will be offered by USA Swimming in 2019. Our BOD will review this to see if it meets our needs before we offer this.

#### c. Athletes

Considering writing law to be sent to National Rules and Regulation Committee that would ban all tech suits for 10 and under groups. Believe athletes' perspective would be most helpful. Would like to set up an Athlete Leadership camp held in Richmond.

#### d. Coaches

Morgan Cordle reported - coaches should bring any issues to this committee. Delwyn Jones and Ryan Woodruff have expressed interest in joining this committee. They are also working to get two athletes on this committee.

#### e. Disability

Coach John Larsen from Fork Union and also Dalton Herendeen are joining this group. Want to get more swimmers involved in this area.

#### f. Diversity

Looking to bid on 2019 Zone diversity camp - have 5 potential facilities. Going to run diversity camp with Potomac Valley in April/May 2018- will be trail run for 2019 camp.

#### g. Safe Sport

Art reported that this past year they went on social media - have twitter account and Facebook page. Want to have educational opportunities available for clubs. Art will send out twitter handle.

#### h. Operational Risk

Gordon reported that they held a Safety meeting in June. Items we are working on: Training our meet marshalls on watching and protecting swimmers, and give them cards listing what they should be doing on deck at meets. USA Swimming

information on Hypoxic Training, Safe Starts and concussion training has all been posted on website.

i. Open Water

No open water meets here in Virginia this past summer. No one from our LSC went to Nationals for Open Water. Will be open water Zone meet in June here on James River. Top winner at Zone for 5k gets invitation to Nationals.

j. Equipment & Webmaster

Revised website has been up for one year. Committee heads should be sending info on to website for posting.

11.Unfinished Business – nothing to discuss.

12.New Business – nothing to report.

13. Announcements –

Olympic Trials will be in Omaha – June 21-28. Three events have been added at trials: 1500 women and 800/1600 men. Mixed relay will be added at games.

Motion to adjourn – 2:24pm

Team Represented at this meeting:

757, ACAC, BAC, BASS, CCA, CGBD, DC, DIG, ECAT, FUAC, HOKI, NOVA, PSDN, PWSC, RAYS, SEVA, TIDE, TSU, and WST.

Technical Planning Report  
September 25, 2017

On 9/20/17 a report was sent to all members of the Technical planning committee. All committee members have agreed to serve again for the 2018 year. Peter Maloney has agreed to join the committee as a representative of the Northern Region.

As requested by the Board of Directors at its' August meeting, a revised proposal for awarding meets bid by multiple clubs for the same Championship series meet in the same facility or in differing facilities was sent to all Committee members. It was supported by the majority of the Committee members, but may merit more discussion in our face to face meeting on October 1

The meet templates for regular season meets as well as the District and Reginal Championship meets are in the process of being reviewed and should be ready within the month. There are some necessary additions and there may be some forthcoming from the Safety Committee.

A bid has been received for the 12 and under District meet in the Northern Region. Thank you PWSC.

The proposed alignment for Summer Awards 2018 was also sent to the Committee. I am sure that further discussion will take place at our meeting. The SC District and Regional alignments for 2018 will remain the same. Once the alignments have been approved they will be posted to the VSI web site.

To date, all of the sanctioned bid meets through October have been posted to the VSI web site. There have been several Intrasquad and dual meets also sanctioned that do not appear there. There are still 6 October meets in the pipeline as of today.

Respectfully submitted,  
Jessica Simons

## Summary from VSI Safety Meeting 9/23/2017

In attendance: John Stanley, Jessica Simons, Maureen Tolliver, Gordon Hair, and Stephanie Suhling

To make our sport safer for our swimmers we felt that education and enforcement of our policies and procedures needs to happen.

### Education:

Share with teams and coaches the following handouts and put on website under Safety:

1. *Hypoxic Training Recommendations* –USA Swimming Operational Risk Committee
2. *Racing Start Safety Certification Protocol* with the addition of the use of backstroke starts. Each team should be tracking this information and a copy of the sheet should be sent with a swimmer who is attending a meet not accompanied by their team's coach.
3. *Concussion Information Sheet*. We recommend that teams educate their swimmers and parents and have them sign a form stating that they have received information on concussions provided to them by their team. Teams should be responsible for maintaining records.

Share with officials:

1. Requirement of racing start certification protocol for assigning unaccompanied swimmers at meets.
2. *Concussion Information Sheet*. We recommend every official read this information.

Include in meet session briefings that anytime a swimmer who is observed hitting their head during warm-ups/cool downs, competition or on a dry deck while attending a swim meet, that the meet referee be notified of the occurrence who will notify the coach. A Report of Occurrence should be filled out for each incident.

Share with Board and all teams hosting meets and put on website under Safety:

*Facilities Development Report by USA Swimming.*

### **Air and Water Quality**

Move Best Practices (Pg 26) in *VSI Policy and Procedures* into Procedures that need to be followed.

Begin to use facility meet committee as outlined in *Facilities Development Report* to make decisions at Championship meets when there is a problem with air and water quality when a meet is in progress.

If there is a problem with air or water quality, it is clearly stated in the meet report that is sent to VSI by the meet referee.

If athletes, coaches, officials, volunteers or spectators are affected by air or water quality, a Report of Occurrence will be submitted to USA Swimming.

#### Safety Marshals-

Enforce current policies and procedures. Educate teams and officials on utilizing safety marshals during meets.

Minimum of 2 marshals at every meet. If an additional pool is being utilized for warm-up/cool down during a meet, an additional marshal is required. This might need to be addressed in VSI procedures.

Marshals are required to meet with the meet referee 15 prior to the start of each session's warm-ups to get a briefing, appropriate marshal vest or shirt, and laminated Marshal guidelines.

Marshals are to observe the pools and routinely walk through the locker rooms to check for safety concerns. One Marshal must be at the start end of the pool at all times during warm-ups and competition. Report any safety concerns to meet referee.

We recommend that all Marshals shall be USAS non athlete members and locker rooms be checked in pairs.



## Diversity Report

Submitted by Peter Maloney

1. We are in the planning stage for a joint Diversity Camp with Potomac Valley Swimming, we hope to have fourteen athletes from both LSC'S and conduct an overnight camp I am checking on two pools in my area. We don't have a date at this time.
2. I am looking at five pools to host the 2019 Zone Diversity Camp
3. 1.UVA, 2.Liberty , 3. Mid-town Christopher Newport, 4. Stafford U.M.W 5. CSCA Richmond Uof R
4. We will get the Diversity & Inclusion committee to check on the facilities and dates
5. We will be getting a refund from Niagara swimming for the last Zone Camp since they came in under budget.
6. The zone D&I Chairs will resume their monthly meetings on Tuesday

# Virginia Swimming Financial Summaries, 2017 / 2018

10/9/2017 Corrected

| *** Revenue ***                | Budget         | September |
|--------------------------------|----------------|-----------|
| USAS Registration              | 452,400        |           |
| VS Registration                | 123,600        |           |
| USAS Club Dues                 | 3,640          |           |
| VS Club Dues                   | 1,960          |           |
| Meet Sanctions                 | 3,200          |           |
| Meet Rebates                   | 161,000        |           |
| Sales & Misc.                  | 2,500          |           |
| Championship Meet Revenue      | -              |           |
| Sectionals Meet Revenue        | 10,000         |           |
| Zone Meet Revenue              | 50,000         |           |
| LC Zones Team                  | 42,025         |           |
| Clinics and Swimposium Revenue | 3,500          |           |
| Zone Meeting Revenue           | -              |           |
| Awards Banquet                 | 25,000         |           |
| Interest - Checking            | 25             | 1.27      |
| Interest - Reserve             | 400            | 5.64      |
| <b>Total Revenue</b>           | <b>879,250</b> | <b>7</b>  |

| <b>*** Expenses ***</b>                     |         |       |
|---|---------|-------|
| USAS Registration                           | 452,400 | 168   |
| USAS Club Dues                              | 3,640   |       |
|   |         |       |
| Travel - US Open                            | 2,500   | 500   |
| Travel - Winter Nationals/Paralympic/Other  | 20,000  |       |
| Travel - Summer Nationals                   | 22,500  | 4,000 |
| Travel - Olympic Trials / World Team trials |         | 0     |
| Travel - National Youth Team                | 1,500   |       |
| Travel - Discretionary                      | 3,000   |       |
| National Meet Travel - Coaches              | 10,000  | 1,000 |
|   |         |       |
| Senior Champ Meet Support                   | 10,000  |       |
| Va. Championship Meet Expenses              | 5,000   |       |
| Zone Meet Expenses                          | 50,000  | 3,310 |
| Sectionals Meet Expenses                    | 10,000  |       |
| LC Zone Team Support                        | 84,025  | 2,927 |
| Champ Meet Awards                           | 30,000  |       |
|   |         |       |
| Executive Director                          | 50,000  | 3,938 |
| Administrative Assistant                    | 31,500  |       |
| Payroll Taxes                               | 7,335   | 301   |
| Benefits                                    |         |       |
| Webmaster                                   | 20,000  | 1,542 |
| Web Upgrades                                |         |       |

|  |          |        |
|--|----------|--------|
|  | 3,000    | 923    |
| Administration Expenses                | 14,000   | 1,645  |
| Supplies & Misc.                       | 3,000    | 179    |
|  |          |        |
| Awards Banquet                         | 40,000   |        |
| National Convention                    | 15,000   | 11,399 |
| Zone Meeting                           | 3,000    |        |
|  |          |        |
| Equipment                              | \$3,000  | 450    |
| Officials Workshops / Training /Travel | 20,000   |        |
|  |          |        |
| USAS Workshops                         | \$3,000  |        |
| VS Camps & Clinics                     | \$4,000  | 1,004  |
| VS Workshops                           | \$1,000  |        |
|  |          |        |
| Diversity, Outreach Reimbursements     | \$8,000  |        |
| Diversity / Travel, Other              |          |        |
| Make a Splash/Learn to Swim Grants     | \$10,000 |        |
| Safe Sport Programs                    | \$2,000  |        |
| Coach Mentoring Program                | \$0      |        |
| Grants / Development / Clubs           | \$10,000 |        |

|                       |                     |                    |
|-----------------------|---------------------|--------------------|
| <b>Total Expenses</b> | <b>\$952,400.00</b> | <b>\$33,285.65</b> |
|-----------------------|---------------------|--------------------|

|                          |                      |                      |
|--------------------------|----------------------|----------------------|
| <b>Net Income / Loss</b> | <b>(\$73,150.00)</b> | <b>(\$33,278.74)</b> |
|--------------------------|----------------------|----------------------|

|                            |               |               |
|----------------------------|---------------|---------------|
| Beginning Funds            | \$146,435.88  | \$146,435.88  |
| Inflow (Outflow)           | (\$73,150.00) | (\$33,278.74) |
| Transfer to savings        | (\$425.00)    | (\$5.64)      |
| Transfer to / From Savings |               |               |
| Ending Funds               | \$72,860.88   | \$113,151.50  |
|                            |               |               |

|                           |           |              |
|---------------------------|-----------|--------------|
| Virginia Swimming Savings | \$330,679 | \$330,684.73 |
|---------------------------|-----------|--------------|

|                    |                     |                     |
|--------------------|---------------------|---------------------|
| <b>Total Funds</b> | <b>\$403,539.97</b> | <b>\$443,836.23</b> |
|--------------------|---------------------|---------------------|