

# Virginia Swimming Board of Directors Meeting

Wednesday, July 1, 2020 @ 7:00 pm  
ZOOM Conference

## MINUTES

Call to Order Bryan Wallin

The meeting was called to order at 7:00 pm.

Approval of the Minutes from June 22 Emily Fagan

The minutes from the June 22 meeting were approved.

General Chair's Report Bryan Wallin

- Notification of USA swimming COVID-19 Relief Grants Round 2 came out on July 1.
- USA Swimming's LSC Sanctioning requirements were released today.
- Return to Competition Plan came out from USA Swimming also was released at the end of last week.
- LSC Governance meeting
  - Times from sanctioned meets in July will be uploaded to SWIMS but can only be used for LSC purposes, not as qualifiers for USA Swimming meets, camps, etc. Times from unsanctioned meets can be uploaded as well but will be maintained in a separate area and will also be available for club use.
  - New membership requirements for individuals serving on club Boards of Directors were introduced. There were many questions asked about the new plan.
  - Brendan Hansen is the new Eastern Zone Coordinator. Jay Chambers (Central), Jamie Lewis (Southern), Juan Caraveo (Western) are the other zone coordinators.

Administrative Vice Chair's Report John Stanley

- No report

Senior Vice-Chair Report Steve Hennessy

- The working group for Region Champs has a firm recommendation to take to the senior committee. The recommendation is for four districts and a three-and-a-half-day meet format.
- The Virginia Classic Meet working group firmed up their thoughts on the meet format and the revenue split for select camp.
- The Senior Committee had good responses on the Senior Circuit. There were variations on qualifying time opinions, but Steve believes a common denominator can be found. Ten other teams will be contacted to get additional feedback on the circuit.

Age Group Vice-Chair Report Drew Hirth

- The committee is interested to hear what the Senior Region Champs working group decides. The Age Group will continue the work and report back to the working group go come up with a consensus.
- Return to Competition task force meeting was good.

Finance Vice-Chair Report Bill Geiszler

- No report

Safe Sport Vice-Chair Report Maureen Tolliver

- Educational materials were released that will replace Safe Sport Mondays.
- Meet 360 is coming out soon.
- No new teams achieved Safe Sport recognition since the last board meeting.

Athlete Committee's Report Madison Wallin

- No report

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Coach Committee's Report

- No report

Mike Salpeter/Morgan Cordle

Executive Director's Report

Mary Turner

- **BOD Registrations for Clubs**
  - Schools, YMCAs, Booster clubs etc. do not need to register their members with USA Swimming. If the club has a group that directly oversees operation of the club, then those individuals need to be registered.
  - VSI will need to create a plan for checking on the registrations. There is nothing in place for enforcement. All recently approved Safe Sport recognized clubs that are "parent owned" had to register their BODs.
  - Mary asked about the insurance status of clubs who had not yet registered their BODs. Risk management requested that the insurance provider cover as clubs are working towards registration, but nothing is final. New BOD members should be registered as soon as possible.
- **Awards Banquet:** Mary recommends that VSI cancel the event at Kings Dominion. Mike asked if we could make the event virtual. The board approved the motion to cancel the in-person awards banquet event at Kings Dominion.
- **Athlete Clinic:** An athlete has been confirmed for the clinic. A clinic could potentially be held but we could make it a virtual presentation. Mike proposes that we create a subcommittee to discuss holding the banquet and athlete clinic in some form. He does not want to wipe out the season altogether. Fitter and Faster is holding in person clinics.
- **Meet Rebates:** Bob suggested that we not collect rebate fees for the remainder of the 2020 season. The motion to suspend the collection of rebate fees for any meets held through August 31 passed.
- **Webinar Feature in Zoom:** The cost of the feature is \$42 per month. The board agreed to continue to pay for the feature so more can be involved in our meetings.

## Old Business

- **Return to Competition Task Force** John Stanley
  - There is a meeting scheduled next week, but it may not need to take place.

## New Business

- **VSI Logo** Maureen Tolliver
  - USA Swimming offers complimentary logo design. They will provide the fonts, colors, formatting for all platforms. They will provide options for us to consider. The motion for USA Swimming to propose a new logo design passed.
- **Return to Competition Checklist** (see attached checklist)
  - The checklist includes information from the Virginia Department of Health and USA Swimming's Return to Competition plan with facility guidelines and information about meet announcements. Pre-seeding of meets and no deck entries is required by USA Swimming. There was discussion about whether to include relays. It was agreed that no relays would be allowed. The facility guidelines section comes primarily from the Phase Three Virginia guidelines. Disclaimers need to be in a heat sheet.
- **Recommended Protocol for Covid-19 Positive** (see attached plan)
  - Other LSCs have created similar documents. The document will go to clubs to use when there is a positive case in a facility.
  - The motion to approve both the Return to Competition Checklist and Recommended Protocol for COVID-19 Positive were approved.

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- **Intrasquad Template for Meets**

- All items in yellow are things that teams can change.
- New required statements are included in the template. An assumption of risk statement has also been approved by our counsel.
- New statements have been added concerning:
  - How athletes will get to the blocks.
  - Limited use of locker rooms. Athletes arrive in suits.
  - Answer health questions prior to entry of facility.
  - Coaches, officials and spectators must wear masks.
  - How timing will be handled.
- Shower statement has been removed because it creates a congregation point. This meet announcement is only to be used during COVID-19 and the shower statement will remain in the regular meet announcement templates.

Adjourn

The meeting was adjourned at 8:20 pm.

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

## Future Meeting Dates

- Bryan will send out something after July 9.



## RETURN TO COMPETITION CHECKLIST

### Facility Considerations/Guidelines:

- Mandatory capacity limits must be followed
  - [Current guidelines for Virginia](#)
  - Information for Swimming Pools and Recreational Sports can be found on pages 20-23.
  - Post Virginia Department of Health required [signage](#).
- Use of locker rooms and dryland areas (low ventilated spaces) should be eliminated or controlled.
  - Athletes should arrive and depart in their suits.
  - Deck changing is still prohibited.
- All individuals entering the facility or participating in the meet must answer screening questions which should include temperature screening (either at the facility or prior to arrival). Current CDC or local health department guidelines must be followed.
- All coaches, officials, and spectators must wear masks. Competition must be open to an athlete's parent/guardian.
- Provide indicators of correct spacing distances.
- If athletes are remaining in the facility between events,
  - They may sit on their own towel or seat on the deck, no sharing!
  - They must wear masks once they return to their seat on the deck after swimming an event.
  - Athletes must not share items and must leave their masks at their "spot" when going to swim their next event.

### Meet Announcement Requirements:

- In order to ensure enough time for procedures and requirements to be reviewed, draft meet announcements must be submitted to the office no later than:
  - 14 days prior to the first day of the meet for intra-squad and virtual meets;
  - 21 days prior to the first day of the meet for other types of meets (dual, etc.)
- In developing the meet announcement and schedule, ensure that the amount of time between the end of one session and the beginning of another session is adequate to allow for proper cleaning/disinfecting.
- Only Virginia Swimming athletes will be allowed to enter the meet unless prior approval is given by VSI and the visiting team's LSC.
- A supplemental document must be submitted with the draft meet announcement that includes:
  - A statement of local protocols and requirements;
  - The plan for athlete, coach, official, and spectator ingress and egress;
  - The planned number of individuals gathering in the spaces: pool, deck, spectator seating, etc. (Athletes, coaches, officials, meet workers and spectators must be included in this number.)
  - The following statement: *In applying for this sanction, (Team) agrees to comply and to enforce all health and safety mandates and guidelines of USA Swimming, Virginia Swimming, the Commonwealth of Virginia, and (local jurisdiction).*
- The meet must be pre-seeded and no deck entries will be allowed.
- No relay events will be allowed.
- A meet backup needs to be submitted to the business office no later than seven days prior to the first day of the meet to monitor athlete numbers per session.



## RECOMMENDED PROTOCOL FOR COVID-19 POSITIVE TEST

### **What forms need to be filled out?**

- [USA Swimming Report of Occurrence](#)
  - When completing the ROO, use 'other' as the designation category and insert "No accident reported. Notice of COVID-19 positive test result."
  - In the additional details section insert "All personnel removed from the site in accordance with local guidelines."
- [OSHA Form](#) (Complete if individual with positive test result is an employee.)

### **Who needs to be notified?**

- Immediately notify the facility manager.
- USA Swimming (handled through Report of Occurrence (ROO) listed above.)
- Entire swim team. Remember that it is imperative to maintain swimmer and family confidentiality. A sample letter is included at the end of this document.

### **What steps need to be taken at the facility:**

- Close off all areas used by the sick person and do not use them until after they have been cleaned and disinfected.
- Wait at least 24 hours before cleaning and disinfecting the affected areas. If 24 hours is not feasible, wait as long as possible. Follow [guidelines from the CDC website](#) to ensure thorough and safe cleaning is completed, including storing products away from children.
- Follow all facility procedures.

### **What steps do we take with the team?**

- Anyone who has been in close contact with someone who has exhibited symptoms or tested positive should also self-isolate for 14 days.
- After a positive test has been reported, all swimmers at the affected facility will be out of the water for at least 24 hours.
- If the individual who tested positive is showing symptoms, anyone (coaches or swimmers in the group) who came in [close contact](#) with the individual should be out of practice for 14 days.
- If the individual who tested positive is asymptomatic, anyone who came in [close contact](#) with the individual should self-monitor for symptoms.
- Have all team members follow the recommendations of their family physician or medical professional.
- Maintain all Safe Sport standards with respect to proper supervision, etc.

## SAMPLE LETTER TO PARENTS/GUARDIANS

**To:** All Families

**Date:**

We have been notified that a person at *(facility)* tested positive for COVID-19 on *(date)* and is now self-isolating. We have notified all required local, state, and federal agencies.

Practice is cancelled at *(facility)* until so that proper cleaning and disinfecting can be done. The coaches who had close contact with the individual who tested positive will be self-isolating for the required number of days. We are informing you of this incident in order that you may contact your family physician for further advice. If you have questions about COVID-19 or your situation, please talk with your doctor and review additional information available at the [CDC website](#).

The team is here to support everyone during this challenging time.

Sincerely,