

# Ohio Swimming, Inc. Board of Directors Meeting

Conference Call – December 20, 2020 8:00 pm

Via Zoom Conference

## AGENDA

### In Attendance:

| <b>Voting BOD Members:</b>        |  | <b>Committee/Coordinators (Non-voting)</b> |  |
|-----------------------------------|--|--------------------------------------------|--|
| General Chair – Todd Billhimer    |  | Diversity/Inclusion – Terry Anchrum        |  |
| Admin Vice Chair - Anissa Kanzari |  | Disability – George Leatherman             |  |
| Senior Chair – Chris McKinney     |  | Technical Planning – Kyle Goodrich         |  |
| Age Group Chair – Kevin Rachal    |  | Asst. Coach Chair – Rich Morris            |  |
| Finance Vice Chair – Joe Waller   |  | Operational Risk – John Pristash           |  |
| Treasurer – David Lloyd           |  | Camps – Craig Schoenlein                   |  |
| Ath Rep – Sterling Ebel (Sr.)     |  | Open Water – Chip Carrigan                 |  |
| Ath Rep – Lauren Kinzeler (Fr.)   |  | Zone Team – Brent Peaden                   |  |
| Athlete At-Large (tbd)            |  | High School – (tbd)                        |  |
| Officials – Pam Birnbrich         |  | Office – Erin Schwab                       |  |
| Safe Sport – Lew Timberman        |  | Office – Kristi Princell                   |  |
| Coach Chair – Dan Cherok          |  | Gov. Comm. – Jerry Ferritto                |  |
| Secretary – Steve Connock         |  | Gov. Comm. – Mark Koors                    |  |
|                                   |  | Gov. Comm. – David Back                    |  |
|                                   |  | Gov. Comm. – Paul Sampson                  |  |
|                                   |  | Admin Review Board – John MacKay           |  |
|                                   |  | Sanctioning – Mark Johnson                 |  |

Guests: Kathy Fish, Susan Mechler

1. Approve Agenda.
2. David Arluck & Tyler Clary - Fitter and Faster.
3. Consent Agenda.
  - A. Adoption of November 2020 BOD Minutes
  - B. December Treasurer's Report
  - C. Committee Reports
    1. OSI Policy & Procedures Manual Vote
    2. Membership Services Report
4. Old Business
  - A. Operational Risk Report - John P
  - B. USA Swimming Facility Reopening - John P
5. New Business.
  - A. File Retention - Anissa/Erin
  - B. Quad Budget - Joe

## **Ohio Swimming, Inc. Board of Directors Meeting**

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6. Next BOD Meeting - January 19, 2020 @ **8:00PM**

7. Adjournment.

# Ohio Swimming, Inc. Board of Directors Meeting

Conference Call – November 17, 2020 8:00 pm

Via Zoom Conference

Unapproved Meeting Minutes

## In Attendance:

| Voting BOD Members:               |   | Committee/Coordinators (Non-voting) |   |
|-----------------------------------|---|-------------------------------------|---|
| General Chair – Todd Billhimer    | X | Diversity/Inclusion – Terry Anchrum | X |
| Admin Vice Chair - Anissa Kanzari | X | Disability – George Leatherman      |   |
| Senior Chair – Chris McKinney     | X | Technical Planning – Kyle Goodrich  |   |
| Age Group Chair – Kevin Rachal    |   | Asst. Coach Chair – Rich Morris     | X |
| Finance Vice Chair – Joe Waller   | X | Operational Risk – John Pristash    | X |
| Treasurer – David Lloyd           | X | Camps – Craig Schoenlein            | X |
| Ath Rep – Sterling Ebel (Sr.)     | X | Open Water – Chip Carrigan          | X |
| Ath Rep – Lauren Kinzeler (Fr.)   |   | Zone Team – Brent Peaden            |   |
| Athlete At-Large (tbd)            |   | High School – (tbd)                 |   |
| Officials – Pam Birnbrich         | X | Office – Erin Schwab                | X |
| Safe Sport – Lew Timberman        | X | Office – Kristi Princell            | X |
| Coach Chair – Dan Cherok          |   | Gov. Comm. – Jerry Ferritto         |   |
| Secretary – Steve Connock         | X | Gov. Comm. – Mark Koors             |   |
|                                   |   | Gov. Comm. – David Back             |   |
|                                   |   | Gov. Comm. – Paul Sampson           |   |
|                                   |   | Admin Review Board – John MacKay    |   |
|                                   |   | Sanctioning – Mark Johnson          | X |

1. November 2020 BOD Agenda: Motion was made & unanimously carried to Approve Agenda.

## 2. Consent Agenda

- A. October 2020 BOD Minutes: Motion was made & unanimously carried to **Approve October 2020 BOD Minutes.**
- B. November Treasurer's Report: David reported financial results from last 2 months is what we expect to see this time of year with negative inflows given time of year when we collect from clubs and remit money out to USA Swimming. Outflows are considerably less than last year and on track with budget. This year's deficit is expected but significantly less than last year's. Outstanding AR is high but not unusual this time of year; up versus last month due to current registrations. Very little is overdue; significantly less than during summer months at just under \$7k. Majority of the overdue is from one club that is currently on a payment plan. Balance Sheet & Reserves remain where they were last month at approximately \$37k. Please refer to David's Treasurer Report for details.
- C. General Chair Report: Todd deferred to items in his report to be discussed in Old Business agenda items.
- D. Committee Reports:
  - A. Membership Services Report: Erin reported membership tracking appears normal at this point; we are at 45% total membership compared to last year. New Membership is also being tracked as an area we can improve. We have processed 621 transfers with more to come. Erin commented everything looking good for this time of year. We are still awaiting some larger club registrations.

## 3. Old Business

## Ohio Swimming, Inc. Board of Directors Meeting

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Unapproved Meeting Minutes

- A. Athlete Leadership Zoom Meeting: Todd reported this effort combines our camps along with Chris M's initiative to run an Athlete Leadership Summit similar to the Annual USA-S Summit. All ages will be included with some topics geared towards our older athletes. Todd we are in the process of securing speakers (Fitter & Faster elite athletes, and Growing Leaders). Lew T will include a Safe Sport component. The date for this program is 12/20/20. Todd also pursuing a portion of this effort to include a BOD Retreat.
- B. COVID-19 Update: Todd conveyed our Governor's remarks last week that if COVID-19 don't decline we may see fitness centers, restaurants and bars and other types of facilities shut down. Todd is hopeful based up a letter from City of Mason & Ohio Parks fitness centers will remain open. Todd said OHSAA sent a survey last week to superintendents asking them if they want the upcoming winter season to delay, proceed as planned or cancel. Results are expected next week. Some colleges have chosen to compete as scheduled, some delayed the start while others have decided not to compete. Remains to be seen what High Schools decide.
- C. 18 and Under Championships: Todd thanked Erin, Pam and Officials that are helping with the organization and preplanning. Todd said the consensus among our local athletes is "excitement" for the opportunity to compete against swimmers from other teams. Additional Meet Information is forthcoming along with surveys to coaches to gain update athlete numbers to begin assigning teams by location. Hopefully the Governor will not introduce restrictions that may impact this event. USA-S is having an 18 and Under Championship Zoom Call on 11/24 for those involved on preplanning. More to follow.
- D. Swimmingly: Steve and Erin gave a Swimmingly update. The Winterfest Series which comprises the November Turkey Sprint Classic, December Deck the Halls Distance Challenge and January IMReady for 2021 monthly competitions are on the OSI website. Swimoutlet has opened our on-line team store for which OSI receives 10% of sales and Speedo is giving away a Winterfest Swim Cap with every purchase (while supplies last). We have 15-16 Swimmingly Teams. We have some teams already competing with others having to set up the Swimmingly kits which is a relatively quick process. There is a brief learning curve on getting used to using the Swimmingly App platform; teams can use by way of setting up a formal meet or have swimmers post times during their usual practice times. Given it's all virtual it's very flexible. We have 8 teams in the competition. A few teams are requesting to run their competition as a sanction meet which can be done by exporting results to Swimmingly. Participation is off to slower start due to some COVID-19 Team Restrictions at a few clubs with a few teams feeling a little "fear-of-the-unknown". We will assist teams in getting their Swimmingly kits set up at their pools and create Swimmingly interest with new teams. Swimmingly is way to reconnect with athletes while being a valuable way for teams unable to host traditional meets requiring timing equipment/admin expertise. Todd added he believes only good things can become of this in the future.

#### 4. Announcements:

- A. US Open: Todd asked for any US Open feedback as we had several officials on deck from BOD. Todd said getting in/out of the Indy venue was complicated due to COVID-19 restrictions. Terry added everything ran as expected in Indy. Terry also reported he heard good things from Jeff Raker in Richmond and from a contact in San Antonio. An overall Meet Referee for the 9 sites insuring similar processes was key to everything running well. Our LSC was also represented well with participating athletes as well. s
- B. Todd asked John P. if there's been any COVID-19 statistics reported by USA-S as a resulting of reporting. John said he will reach out to USA-S and generate a report based upon findings for next BOD. Erin asked if some may feel a reluctance to report COVID-19 occurrences?? While being done for tracking and not reporting, Todd commented some may still be reluctant to report though many are reporting.
- C. Lew raised a Safe Sport question requesting BOD input with respect to a new Safe Sport National program called "Coaching Boys Into Men (CBIM)". CBIM is not required, but is recommended. This program is designed to teach boys how to appropriately interact with girls of their peer group. CBIM is intended to be reviewed weekly (16 week program) with each week being a new topic. Upon reviewing CBIM materials and participating in the CBIM meeting, Lew explained the information starts off with "how to be a nice boy, but quickly escalates to sex education". Lew feels

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some of the content is explicit and , in his opinion, not appropriate for a Coach to discuss with their swimmers. Lew feels this would be appropriate for a parent to discuss with their child. Lew believes this program may have been designed for single-parent swimmers or swimmers that do not have that role fulfilled at home. Joe W asked who is designated to deliver the CBIM material; does it have to be a a group setting or via an individual like Safe Sport Training? Lew advised it does not have to be delivered by a coach, but rather can be delivered by others (counselor, child psychologist. etc) . Lew will send out CBIM material to BOD per Todd's request and BOD will further discuss at next BOD.

5. Next BOD Meeting - **Sunday** December 20, 2020 @ **8:00PM**. Day change to accommodate busy coaches schedules. We will alternate BOD months with Tuesdays & Sundays.
7. Adjournment: Motion was made and carried to Adjourn @ 8:35 PM



Treasurer's Report  
Ohio Swimming BOD December 2020 Meeting

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To: Ohio Swimming BOD  
From: David Lloyd  
Date: December 20, 2020  
Re: OSI Treasurer's Report

1. Financials as of and for three months ended November 30, 2020 (period 3)
  - a. Net Inflows of \$(10,811) compared to \$7,661 in the prior year primarily due to lower meet revenue in the current year
  - b. Outflows of \$44,147 compared to \$60,939. Current year expenses are primarily back office costs and Swimmingly.
  - c. Our deficit on a year-to-date basis is \$54,958 compared to \$53,279 in the prior year.
2. Other Matters
  - a. Outstanding A/R is \$86,274, down from \$139,583 last month, as a result of strong collections during the month. Amounts overdue past 90 days total \$6,712, down slightly from \$6,989 last month. We are down to only two clubs with past due balances >\$1,000. Neither of those clubs are currently in the water.
  - b. Balance Sheet and Reserves: Excess reserves remain approximately \$37,500.

Respectfully Submitted,

*David Lloyd*

OSI Treasurer

# Ohio Swimming

## Profit & Loss Prev Year Comparison

### September through November 2020

|                                           | Sep - Nov 20      | Sep - Nov 19      | \$ Change         | % Change        |
|-------------------------------------------|-------------------|-------------------|-------------------|-----------------|
| <b>Ordinary Income/Expense</b>            |                   |                   |                   |                 |
| <b>Income</b>                             |                   |                   |                   |                 |
| <b>Memberships/Dues(USA Swim)</b>         |                   |                   |                   |                 |
| 2019 Income Recieved in 2020              | 0.00              | 0.00              | 0.00              | 0.0%            |
| Club Membership Dues                      | 2,870.00          | 4,000.00          | -1,130.00         | -28.25%         |
| Club Membership Dues Expense              | -1,050.00         | -1,960.00         | 910.00            | 46.43%          |
| Flex Membership                           | 2,340.00          | 2,340.00          | 0.00              | 0.0%            |
| Flex Membership Expense                   | -2,000.00         | -1,350.00         | -650.00           | -48.15%         |
| Non Athlete                               | 14,839.00         | 25,178.00         | -10,339.00        | -41.06%         |
| Non Athlete Expense                       | -14,250.00        | -20,770.00        | 6,520.00          | 31.39%          |
| Outreach                                  | 60.00             | 190.00            | -130.00           | -68.42%         |
| Outreach Expense                          | -10.00            | -165.00           | 155.00            | 93.94%          |
| Premium Athlete                           | 95,155.00         | 243,117.50        | -147,962.50       | -60.86%         |
| Premium Athlete Expense                   | -123,646.00       | -289,974.00       | 166,328.00        | 57.36%          |
| Seasonal Swimmers                         | 608.00            | 1,661.00          | -1,053.00         | -63.4%          |
| Seasonal Swimmers Expense                 | -4,260.00         | -1,320.00         | -2,940.00         | -222.73%        |
| <b>Total Memberships/Dues(USA Swim)</b>   | <b>-29,344.00</b> | <b>-39,052.50</b> | <b>9,708.50</b>   | <b>24.86%</b>   |
| <b>Other Income</b>                       |                   |                   |                   |                 |
| Approved/Meet Obsvervation Fees           | 0.00              | 200.00            | -200.00           | -100.0%         |
| Interest Income(Ckg/Saving)               |                   |                   |                   |                 |
| Dividends                                 | 10.67             | 37.29             | -26.62            | -71.39%         |
| Total Interest Income(Ckg/Saving)         | 10.67             | 37.29             | -26.62            | -71.39%         |
| Misc.                                     | 400.00            | 1,200.00          | -800.00           | -66.67%         |
| <b>Total Other Income</b>                 | <b>410.67</b>     | <b>1,437.29</b>   | <b>-1,026.62</b>  | <b>-71.43%</b>  |
| <b>Sanctions &amp; Meet Revenue</b>       |                   |                   |                   |                 |
| Approval Surcharges                       | 881.00            | 0.00              | 881.00            | 100.0%          |
| Entry Fees                                | 4,915.00          | 14,969.00         | -10,054.00        | -67.17%         |
| Sanctions                                 | 0.00              | 1,835.00          | -1,835.00         | -100.0%         |
| Swimmers Surcharge                        | 12,326.50         | 28,472.00         | -16,145.50        | -56.71%         |
| <b>Total Sanctions &amp; Meet Revenue</b> | <b>18,122.50</b>  | <b>45,276.00</b>  | <b>-27,153.50</b> | <b>-59.97%</b>  |
| <b>Total Income</b>                       | <b>-10,810.83</b> | <b>7,660.79</b>   | <b>-18,471.62</b> | <b>-241.12%</b> |
| <b>Expense</b>                            |                   |                   |                   |                 |
| <b>Operations</b>                         |                   |                   |                   |                 |
| Athlete Representative                    | 1,000.00          | 0.00              | 1,000.00          | 100.0%          |
| Camps/Clinics Coordinator                 | 0.00              | 4,800.00          | -4,800.00         | -100.0%         |
| Coach Representatives                     |                   |                   |                   |                 |
| Coach Education/Training                  | 2,500.00          | 130.00            | 2,370.00          | 1,823.08%       |
| Coach of Yr Clinic, Scholorshp            | 0.00              | 750.00            | -750.00           | -100.0%         |
| Total Coach Representatives               | 2,500.00          | 880.00            | 1,620.00          | 184.09%         |
| Interest Expense                          | 0.00              | 552.47            | -552.47           | -100.0%         |
| <b>LSC Conventions/Clinics/Dues</b>       |                   |                   |                   |                 |
| House of Delegates Meeting                | 0.00              | 210.00            | -210.00           | -100.0%         |
| USAS Convention                           | 0.00              | 12,935.45         | -12,935.45        | -100.0%         |
| Workshops                                 | 1,500.00          | 2,822.84          | -1,322.84         | -46.86%         |

# Ohio Swimming

## Profit & Loss Prev Year Comparison

### September through November 2020

|                                    | Sep - Nov 20      | Sep - Nov 19      | \$ Change        | % Change      |
|------------------------------------|-------------------|-------------------|------------------|---------------|
| Total LSC Conventions/Clinics/Dues | 1,500.00          | 15,968.29         | -14,468.29       | -90.61%       |
| Officials Chair                    |                   |                   |                  |               |
| Background Check                   | 150.00            | 532.00            | -382.00          | -71.81%       |
| Background Check Renewals          | 306.00            | 288.00            | 18.00            | 6.25%         |
| Official Dues (\$6.00)             | 0.00              | -456.00           | 456.00           | 100.0%        |
| Officials Chair(Tshirts&Badges)    | 5.00              | 160.62            | -155.62          | -96.89%       |
| Officials Travel                   | 0.00              | 500.00            | -500.00          | -100.0%       |
| Wkshops,Meetings,Recog,Training    | 0.00              | 491.60            | -491.60          | -100.0%       |
| Total Officials Chair              | 461.00            | 1,516.22          | -1,055.22        | -69.6%        |
| Outreach/Diversity                 |                   |                   |                  |               |
| Diversity                          | 0.00              | 432.40            | -432.40          | -100.0%       |
| Outreach-Gear                      | 4,056.36          | 6,189.66          | -2,133.30        | -34.47%       |
| Total Outreach/Diversity           | 4,056.36          | 6,622.06          | -2,565.70        | -38.75%       |
| Permanent Office                   |                   |                   |                  |               |
| Bank Charges                       | 89.82             | 37.00             | 52.82            | 142.76%       |
| CC & Electronic Fees               | -68.50            | 199.78            | -268.28          | -134.29%      |
| Office Expense                     | 1,419.06          | 1,168.73          | 250.33           | 21.42%        |
| Payroll Expenses                   | 1,435.13          | 1,223.91          | 211.22           | 17.26%        |
| Payroll Wages                      | 17,058.48         | 17,058.48         | 0.00             | 0.0%          |
| Subcontractor Work                 | 0.00              | 2,150.00          | -2,150.00        | -100.0%       |
| Worker's Compensation              | 125.00            | 115.00            | 10.00            | 8.7%          |
| Total Permanent Office             | 20,058.99         | 21,952.90         | -1,893.91        | -8.63%        |
| Treasurer                          |                   |                   |                  |               |
| Audit                              | 6,590.00          | 6,115.00          | 475.00           | 7.77%         |
| Tax Prep                           | 0.00              | 0.00              | 0.00             | 0.0%          |
| Total Treasurer                    | 6,590.00          | 6,115.00          | 475.00           | 7.77%         |
| Total Operations                   | 36,166.35         | 58,406.94         | -22,240.59       | -38.08%       |
| Safe Sport Recognition Discount    | 520.00            | 0.00              | 520.00           | 100.0%        |
| Swimmer Support                    |                   |                   |                  |               |
| Awards                             |                   |                   |                  |               |
| Seniors                            | 0.00              | 1,428.40          | -1,428.40        | -100.0%       |
| Total Awards                       | 0.00              | 1,428.40          | -1,428.40        | -100.0%       |
| Senior Travel Fund                 |                   |                   |                  |               |
| Spring 2019 (pd 2020)              | 0.00              | 63.14             | -63.14           | -100.0%       |
| Total Senior Travel Fund           | 0.00              | 63.14             | -63.14           | -100.0%       |
| Swimmingly                         | 7,460.74          | 0.00              | 7,460.74         | 100.0%        |
| Zone Team                          |                   |                   |                  |               |
| Zone Team Expenses                 | 0.00              | 1,040.90          | -1,040.90        | -100.0%       |
| Total Zone Team                    | 0.00              | 1,040.90          | -1,040.90        | -100.0%       |
| Total Swimmer Support              | 7,460.74          | 2,532.44          | 4,928.30         | 194.61%       |
| Total Expense                      | 44,147.09         | 60,939.38         | -16,792.29       | -27.56%       |
| Net Ordinary Income                | -54,957.92        | -53,278.59        | -1,679.33        | -3.15%        |
| Net Income                         | <u>-54,957.92</u> | <u>-53,278.59</u> | <u>-1,679.33</u> | <u>-3.15%</u> |

# Ohio Swimming Balance Sheet

As of November 30, 2020

Nov 30, 20

## ASSETS

### Current Assets

#### Checking/Savings

##### Edward Jones

Olympic Trial Funds (Reserved) 28,000.00

Edward Jones - Other 345,882.40

Total Edward Jones 373,882.40

Edward Jones Money Market 2,924.03

FMB Checking 1,521.12

Total Checking/Savings 378,327.55

#### Accounts Receivable

Accounts Receivable 1,450.00

Total Accounts Receivable 1,450.00

Total Current Assets 379,777.55

**TOTAL ASSETS 379,777.55**

## LIABILITIES & EQUITY

### Liabilities

#### Current Liabilities

##### Other Current Liabilities

Payroll Liabilities 306.87

SBA Paycheck Protection Program 15,400.00

Total Other Current Liabilities 15,706.87

Total Current Liabilities 15,706.87

Total Liabilities 15,706.87

### Equity

Opening Bal Equity 220,316.78

Retained Earnings 198,711.82

Net Income -54,957.92

Total Equity 364,070.68

**TOTAL LIABILITIES & EQUITY 379,777.55**

## Membership Services Report December 20, 2020 BOD Meeting



### Membership Statistics Summary

Mid-season results are showing we are at 56% of the membership numbers vs 2020. 17% of the 2021 members are new memberships.

|              |              | 2021 | % vs 2020 | 2021 New  | 2020 |
|--------------|--------------|------|-----------|-----------|------|
| ATHLETES     | Premium      | 3457 | 55%       | 495 (14%) | 6264 |
|              | Flex         | 326  | 159%      | 149 (46%) | 205  |
|              | Outreach     | 20   | 41%       | 3 (15%)   | 49   |
|              | Seasonal     | 80   | 36%       | 24 (30%)  | 222  |
| NON-ATHLETES | Coaches      | 153  | 35%       | 40 (11%)  | 433  |
|              | Officials    | 156  | 49%       |           | 317  |
|              | Other        | 46   | 100%      |           | 46   |
| ATHLETES     | Holding Tank | 51   |           |           |      |
|              | Total        | 4238 | 56%       | 711 (17%) | 7516 |

### Registration/Membership Highlights:

- 664 transfers have been processed to date.

### LEAP Certification Progress

- OSI was a beta test LSC for the new LEAP certification program. The beta test will certify us for LEAP 1 for the next 4 years. The program was expanded and the requirements for LEAP 1 were more challenging than before. Deadline for submission was Dec 15. There were 3 modules: governance, Programming, Communication, each had 20 areas for response. Feedback received to date is that Ohio has passed Governance. Programming and Communication are currently still under review.

Respectfully Submitted,

Erin Schwab

Ohio Swimming, Inc.  
Board of Delegates Meeting  
Operational Risk Report  
December 20, 2020

At the November meeting, I was asked to inquire if USA-S is compiling any type of statistics or information on the COVID-19 pandemic that is available to clubs. I sent an e-mail to my contact at USA-S, Line Saole, asking the following:

- Is USA-S compiling any statistics on how many or the percentage of swimmers have tested positive?
- Are positive results more prevalent in smaller or larger clubs?
- Are certain parts of the country showing a higher percentage of swimmers testing positive?
- Are there any guidelines from USAS-S about addressing the pandemic?
- Any information on the questions above, and in USA-S's response, position, or thoughts on the COVID-19 pandemic would be greatly appreciated.

After being referred to a few different staff persons (seems like there is a lot of staff "shuffling" at USA-S, due to the pandemic!), I received the reply e-mail (below) from Steve Levine at USA-S:

*"Thank you for your question. USA Swimming is not conducting any tracking or tracing. The organization has provided re-opening guidelines (attached) that are designed to serve as a template to supplement local jurisdictional laws and requirements regarding safety and reporting. We are using the ROO (Report of Occurrence) portal on the web as a receptacle for clubs to submit incident notices as I had received multiple requests from clubs regarding what to do for notification of incidents. These are sent to the insurer and maintained as a notice only. No action is undertaken as the exposure is excluded under our insurance policy (Participant accident insurance)."*

I've included the reopening guidelines as a separate document, and have asked Steve to please keep me updated on any new developments relating to the current pandemic.

Respectively submitted:



John Pristash  
Operational Risk Coordinator  
[jpristash@bex.net](mailto:jpristash@bex.net)



## FACILITY RE-OPENING MESSAGING AND PLANNING

**T**he following is being provided to assist in the development of your 'Facility Use Plan', to be shared with local public health officials and facility operators. It is important to remember that all plans must comply with local, state and federal public health guidelines.

### MESSAGING

We believe swimming, like walking, hiking, running, and cycling, is a critical healthy activity within our communities. Swimming does not require direct contact between teammates or coaches and social distancing can be maintained throughout practice. As with all exercise and activity at this time, swimming must comply with standards for social distancing and safety within aquatic facilities. We know, with collaboration between USA Swimming coaches, public health officials, and facility operators we can create safe plans for using aquatic facilities to promote physical and mental health opportunities compliant with public health directives. The CDC has indicated that there is no evidence the disease spreads through treated water. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in the water.

### FACILITY, LOCAL, STATE, AND FEDERAL REQUIREMENTS

#### Recommendations:

- Each team/club should have a COVID-19 liaison responsible for staying up to date on community and state recommendations and any associated changes.

#### Plan building considerations:

1. What limits and phases has your state/municipality outlined for gatherings in the coming weeks/months?
  - a. Is the transmission rate in your region low to zero?

- b. Does your local health care system have capacity, or is it over-extended due to COVID-19 cases?
2. Who will make the decision about access to your facility?
  3. For a facility of your size, what is the capacity for that space within those guidelines?
  4. Have you reviewed/complied with the OSHA COVID-19 return to work guidelines? (attached)
  5. Have you reviewed/complied with the White House guidelines? (attached)

### MITIGATING HAZARDS

#### Recommendations:

- Eliminate use of low ventilated spaces and rooms that prevent social distancing, such as locker rooms and small dryland rooms.
- Increase water sanitation level - As example keep chlorine closer to 2.0 PPM
- Create visible markers on the floor to indicate appropriate spacing on the pool deck, entrances, etc.

#### Plan building considerations:

1. How will you manage/sanitize bathroom use?
2. What is your plan/checklist for cleaning and disinfecting surfaces?
3. How will you control access/egress of the facility?
4. How will you limit contact points in the facility (e.g., open doors, water bottles, equipment, etc.)?
5. What is your plan should a coach, athlete, etc. become sick?

### SAFE PRACTICES/ PPE

#### Recommendations:

- A coach or staff member should ask athletes, as they come into practice, if they feel ill in any way, specifically listing certain symptoms, and send home those athletes reporting feeling ill or experiencing symptoms.
  - o Symptoms include mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC.
- Athletes/coaches who begin to cough/sneeze for any reason, must move away from others until coughing/sneezing dissipates.
- Athletes should change clothes and shower at home.

#### Plan building considerations:

1. What is your staffing plan: coaching, lifeguards, a person to control flow of athletes in and out of the facility, and other programmatic considerations?
2. What will be the structure of your practice time, time between sessions, numbers of workouts per week for each group, dryland, etc.?
3. How will you maintain spacing in the pool during workouts?
  - a. Examples: staggered starts, opposite ends, numbers per lane, communication with athletes, stations, markers visible to athletes for start and stop points, (e.g., visible spacing marks on pool deck, on lane lines, etc.) coaches on both end of the pool?
4. What is your plan for staff/coaches protective measures?



## ***FACILITY RE-OPENING MESSAGING AND PLANNING***

positive for COVID-19 in the last 14 days.

- > Are a vulnerable individual and your state and region is in Phase One or Phase Two.
- > A vulnerable individual is a person with underlying conditions or considered to be at a higher risk demographic as outlined by jurisdictional, state or federal guidelines.

### **SWIMMING SAFELY**

#### **Recommendations:**

#### **PREPARING TO SWIM - Protect against infections:**

- Wash your hands with a disinfectant soap and water (for 20 seconds or longer) or use a hand sanitizer if soap and water are not readily available, before going to the pool.
- Do not share equipment.
- Bring a full water bottle to avoid touching a tap or water fountain handle.
- If you need to sneeze or cough, do so into a tissue or upper sleeve/arm area.
- Arrive as close as possible to when activity begins.
- Avoid touching gates, fences, benches, etc. if you can.
- Do not attend practice if you, or a member of your household does not feel well.

#### **WHEN SWIMMING**

- Follow directions for spacing and stay at least six feet apart from others.
- Do not make physical contact with others, such as shaking hands or giving a high five.
- Avoid touching your face.
- Avoid sharing food, drinks, or towels.
- Maintain appropriate social distancing from other athletes when taking a break.
- Wear your suit to and from practice.

#### **AFTER SWIMMING**

- Leave the facility as soon as reasonably possible after practice.
- Wash your hands thoroughly or use a hand sanitizer after leaving the pool.
- Do not use the locker room or changing area.
  - > Shower at home, wear your suit to and from practice
- No extra-curricular or social activity should take place.
  - > No congregation after swimming.

#### **EXPECTATIONS FOR TRAINING AND COMPETING**

##### **Recommendations:**

- Children should still be active for at least 60 minutes per day, even though they can't gather.
- As we return to action, we must consider injury and progressive return.
- At-home workouts must be simple, low impact and low risk. Return to the pool should build off of the at home dryland workouts.

- Must emphasize movement quality, not the quantity of exercise; proper movement is key.
- Coaches should use downtime to ensure all safety skills are up to date: complete sport safety, concussion training, etc.
- Social distancing will need to be accounted for in practice planning.
- Limit group sizes and staggered sessions.
- Most injuries occur early in the season, so do not rush deconditioned athletes back to full practice, or competition.
- Increase activities by 10% each week when we return.
- Focus should be on a healthy environment, quality experience, progressive training, and safety.
- No expectations for competing.

#### **FACILITY SAMPLE DIAGRAMS**

The following pages display programming model layouts that promote "social distancing".

Examples are set starting and ending places in pool and maintain spacing during rest intervals (assuming minimum eight-foot wide lanes).



## ***FACILITY RE-OPENING MESSAGING AND PLANNING***

- a. Personal Protective Equipment (PPE) such as masks
- b. Spacing
- c. Equipment to wear during cleaning
- 5. What is your plan for ensuring all standards for Safe Sport are maintained?
- 6. What is your plan for increasing air flow?
  - a. Open doors, outdoor pools, move dryland outside, increase air turnover rate

### **COMMUNICATION**

#### **Recommendations:**

- Athletes must see a physician and be cleared for training after being diagnosed or suspected to have COVID-19.
- Make it clear that there is no penalty for missing practice and that if an athlete, or any member of their family does not feel well, they should stay home.

#### **Plan building considerations:**

1. Have you approached other user groups about how to best work together to return to the facility?
2. What is your communication plan for parents?
  - a. Include practice health and safety expectations, drop-off and pick-up patterns, lane groupings by family instead of age-groups, etc.
3. Have you produced visual aids to explain to parents and athletes spacing protocols? (samples attached)

### **PROGRAMMATIC CONSIDERATIONS**

#### **Recommendations:**

- Be clear and consistent about expectations and enforce policies.
- Move dryland outside where possible.
- Utilize a staff member to help athletes move from one area of the facility to another.

#### **Plan building considerations:**

1. Have you created a financial model for different numbers of athletes allowed per/hour?
2. What is your plan for coaches with health vulnerabilities?
  - a. For example, keep them actively involved in your program by continuing remote dryland, zoom team meetings etc.
  - b. Anything that helps reduce load at pool, but keeps families engaged.
3. How will you model proper practice requirements?
  - a. As example, bring older swimmers back first, let them learn the system so they can serve to model behavior for younger athletes.

### **OTHER CONSIDERATIONS AND COMMUNICATION TO SHARE WITH STAFF, ATHLETES, PARENTS, ETC.:**

#### **Recommendations:**

- Risk factors for consideration to participate include autoimmune disease, diabetes, asthma, cardiovascular disease, etc.
- Athletes and families who travel during phase one and two will need to self-isolate for 14 days before returning to practice.
- Make sure that your state and region satisfy the Federal government's gating criteria (as outlined in the "Opening Up America Again" guidelines) and have entered Phase One of the Phased Comeback.
- States and regions with no evidence of a rebound and satisfy the gating criteria a second time may proceed to Phase Two of the Phased Comeback, in which all individuals, when in public recreation areas, should maximize physical distance from others.
- Be aware that although restrictions are eased when your state and region move from Phase One to Phase Two or Phase Three of the Phased Comeback, safety precautions must remain in place in accordance with state requirements relative to availability of vaccinations or effective treatment for the coronavirus.
- make sure to communicate with all staff, athletes, parents and participants that they should not swim if they or anyone with whom they reside:
  - > Are exhibiting any symptoms of the coronavirus: mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC.
  - > Have been in contact with someone who has tested

# Ohio Swimming, Inc. Board of Directors Meeting

Conference Call – December 20, 2020 8:00 pm

Via Zoom Conference

Approved Meeting Minutes

## In Attendance:

| Voting BOD Members:               |   | Committee/Coordinators (Non-voting) |   |
|-----------------------------------|---|-------------------------------------|---|
| General Chair – Todd Billhimer    | X | Diversity/Inclusion – Terry Anchrum |   |
| Admin Vice Chair - Anissa Kanzari | X | Disability – George Leatherman      | X |
| Senior Chair – Chris McKinney     | X | Technical Planning – Kyle Goodrich  |   |
| Age Group Chair – Kevin Rachal    |   | Asst. Coach Chair – Rich Morris     | X |
| Finance Vice Chair – Joe Waller   | X | Operational Risk – John Pristash    | X |
| Treasurer – David Lloyd           | X | Camps – Craig Schoenlein            | X |
| Ath Rep – Sterling Ebel (Sr.)     | X | Open Water – Chip Carrigan          | X |
| Ath Rep – Lauren Kinzeler (Fr.)   |   | Zone Team – Brent Peaden            |   |
| Athlete At-Large (tbd)            |   | High School – (tbd)                 |   |
| Officials – Pam Birnbrich         | X | Office – Erin Schwab                | X |
| Safe Sport – Lew Timberman        |   | Office – Kristi Princell            | X |
| Coach Chair – Dan Cherok          | X | Gov. Comm. – Jerry Ferritto         |   |
| Secretary – Steve Connock         | X | Gov. Comm. – Mark Koors             | X |
|                                   |   | Gov. Comm. – David Back             |   |
|                                   |   | Gov. Comm. – Paul Sampson           |   |
|                                   |   | Admin Review Board – John MacKay    | X |
|                                   |   | Sanctioning – Mark Johnson          | X |

- December 2020 BOD Agenda:** Motion was made & unanimously carried to Approve Agenda.
- Fitter and Faster (F&F):** Tyler Clary explained F&F can bring high level athletes to different North American regions adding F&F bridges the gap between Coach - Swimmer by bringing in notable elite athletes. Tyler said F&F will bring this type of high quality swimming/education to Ohio LSC Teams. Tyler referenced their 1/2 page, simple agreement with Indiana Swimming. The Indiana Agreement stipulates F&F writes an email the Indiana LSC sends out to its membership promoting upcoming F&F Camps. Emails are sent out 6 times per year in exchange for \$1500 paid upfront. This is a 2 year agreement with an automatic renewal clause. Both parties can mutually agree on more than 6 emails in a year for an additional fee of \$250. The LSC does not give access, nor provide member data to F&F. LSC emails on behalf of F&F. On a separate note; F&F can also conduct a clinic (any topic including diversity) on behalf of coaches in conjunction with a program.
- Consent Agenda:**
  - November 2020 BOD Minutes:** Motion was made & unanimously carried to Approve November 2020 BOD Minutes.
  - November Treasurer's Report:** David reported financial results from last 3 months (last quarter) so we have negative revenue inflow for the year due to amounts sent to USA-S for athlete & coaches registrations is in excess of what we have actually collected at this point. This is not unusual for this time of year. Lack of "Meet Fee" revenues is why it is lower this year as compared to previous years. Outflows are significantly lower than prior years (\$44K this year versus \$60.9k last year primarily due to office expenses & Swimmingly. Interestingly our deficit this year versus same

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time last year are almost identical. Outstanding AR's are down to \$86k versus \$100k. We are down to only 2 Clubs with balances; one of the 2 Clubs are on a payment plan and making payments. Balance Sheet is relatively consistent from last month. Year-end dividends will affect next month's Balance Sheet. Joe asked David will our actuals compare to the Budget be useful this year? David commented we will likely be slightly higher athlete registrations while lower in Meet Revenues and expenses substantially lower as compared to Budget. Please refer to David's Treasurer Report for details.

## C. Committee Reports:

1. **OSI Policy and Procedure Manual Vote:** Anissa & Erin updated the OSI Policy & Procedure Manual. Joe commented on the numerous revisions; asked for Anissa & Erin to remark on the top 3 significant changes. Erin commented that combining the 3 separate appendixes into 1 was a significant change. The Disability changes Susan M. discussed during an earlier BOD was placed into the OSI Policy and Procedure Manual. We also added our Collection Policy. Our Non-discrimination Policy (Chapter 14) was also added to OSI Policy (a LEAP Requirement). OSI Committee changes approved during the year were also added to the OSI Policy & Procedure Manual. Erin commented an update to our Travel Funding is needed for the OSI Policy (Joe said the Travel Budget is at 50% of the usual level). Returning to such meets as US Open, TYR Pro Series, Trials, Zones & Outreach need to be evaluated given current COVID-19 Restrictions and what will the future look like for these types of events involving travel. Anissa responded to a question regarding Time Standards confirming Time Standards have been removed from the OSI Policy Book so Time Standards changes can be posted (as necessary) directly to website versus having to go through the approval process to make changes to the OSI Policy and Procedure Manual. Discussion commenced regarding Dave's comment the OSI Policy book referenced no travel due to COVID-19. There is no definitive answer as changes to travel will likely continue to change as it's predicated on COVID-19 restrictions, protocols & changes. Our OSI Policy and Procedure Manual also reflect required changes per USA Swimming. Erin remarked that we need to create a File Retention Policy (required per LEAP; note Agenda New Business A. item below). John M commented we should inquire about a USA Swimming File Retention Policy we can "model" and follow. Joe added Indiana Swimming or other LSC will have a File Retention policy we can model. Erin will coordinate/create File Retention Policy with John M. **Motion was made & unanimously carried to Approve OSI Policy and Procedure Manual inclusive of all changes/revisions with adding a File Retention Policy.**

2. **Membership Services Report:** Erin responded to a question is the 56% membership level normal stating she's not concerned as many Clubs have not renewed yet. Athlete Membership are valid until 12/31/20 so we will likely experience a surge first of the year. Discussion took place stressing the importance of Membership and its direct impact on revenues and expenses. Some Clubs may be managing their cash flow from being out of the water during the past few months as well. Joe commented that our Official's numbering are behind pace as well. Pam commented many Officials are tied to their Clubs renewal adding Central is down given few less Clubs in that area. Pam added there are a few new teams bringing a few new Officials as well. Joe said he's a little concerned about Membership being down so only essential/critical expenses at this point.

## 4. Old Business:

- A. **Operational Risk and USA Swimming Facility Reopening:** John P. reviewed his findings as follow up to recent BOD Meeting concerning USA Swimming Policy on COVID-19 and Facility Reopening. Please refer to John's documents for details.

## Ohio Swimming, Inc. Board of Directors Meeting

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- B. **Fitter and Faster Partnership (F&FP):** Todd brought the Fitter and Faster proposed Partnership before the Board to further discuss. Todd highlighted points from Agenda 2. (above) and requested questions/ comments from the BOD. OSI “endorsement” of F&FP and the setting of a precedent for similar future requests was discussed. This opportunity helps to achieve our objective of bolstering our swim camp efforts. Todd will further qualify disclaimers such as OSI’s ability to edit/approve email copy and conditions to terminate agreement without penalty at anytime. Todd will coordinate additional information and agreement particulars with John M. and then send to the BOD for email action/vote. Todd will also reach out to Indiana Swimming for their feedback on their F&FP. Todd highlighted the benefits of securing sponsorships that contribute revenue to OSI versus us trying to raise revenues for such activities. Erin will pursue any opportunity with Breakout given our connection with Swimmingly and their connection with Breakout. OSI has partnered with Breakout on previous Symposiums. We’ll compare findings of Breakout with F&FP.

### 5. **New Business:**

- A. **Quad Budget:** Joe reviewed the need to update our Quad Budget for proper fiscal planning along with the fact that it is a LEAP requirement. Joe re-familiarized the BOD with 4 assumptions: fiscal year 2022 is most similar to year 2019 (pre-COVID), 3% Revenue increase year 22 to 23, 5% Revenue increase year 24 due to it being an Olympic year, with funding Olympic Travel out of Reserves. Discussion followed. 2021 being a year of return to “normalcy” will be key. Joe will conduct an “annual” Quad Budget review alongside the annual Budget process. Joe will review BOD’s comments with Finance Committee for more detail work and then propose to BOD for approval.

### 6. **Announcements:**

- A. **Leadership Summit:** Todd reviewed today’s Leadership Summit activities. Speakers were outstanding. Chris M. suggests we look at other date options as some athletes had family/travel plans for the holiday.
- B. **18 and Under Championships:** Todd has heard all positive feedback/comments from both sites (PCY & Miami). Thanks to all for their hard work !
- C. **March Championship Meet:** Todd said Technical Committee is working on the multi-venue format for March 2021 SC Championship Meet. Update to be given at next BOD Meeting.

### 7. **Next BOD Meeting:** - Tuesday January 19, 2021 @ 8:00PM.

### 8. **Adjournment:** Motion was made and carried to Adjourn @ 9:15 PM