



**ILLINOIS SWIMMING, INC.
BOARD OF DIRECTORS MEETING**

Wednesday, July 8, 2015 @ 7:00pm

Location: ISI Office, Des Plaines IL

For those who cannot attend in person:

Conference Call 1-800-977-8002 (call in number) 356158# (participant code)

Agenda

1. Roll Call and Quorum

2. Adoption of June 2015 BOD Meeting Minutes

3. Consent Agenda

(This Consent Agenda groups the routine, informational and self-explanatory not-controversial items together for approval. All items on the Consent Agenda will be enacted with one motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention.)

a. Reports from Staff

- Executive Director

b. Reports of Officers

- General Chair
 - Executive Committee
 - Audit Committee
 - Budget Committee
 - Personnel Committee
- Administrative Vice Chair
 - Rules & Regulations Committee
- Senior Vice Chair
 - Senior Committee
- Age Group Vice Chair
 - Age Group Committee
- Program Operations Vice Chair
- Treasurer
 - Finance Committee
- Coaches Representative
 - Coaches Committee
- Athlete Representative
 - Athletes Committee

c. Reports of Non-Officers, Committee Chairs and Coordinators

- Membership/Registration Coordinator
- Officials Committee Chair
- Safety Coordinator
- Safe Sport Committee Chair
- Diversity and Inclusion Chair
- Open Water Chair

d. Reports of Ex-Officio Members



4. Items from Consent Agenda Pulled for Discussion
5. Action Items from Reports
6. Unfinished (Old) Business
 - a. Membership Trend Assessment
7. New Business
 - a. 2016 Budget Proposal
 - b. Junior Athlete Representatives Election
8. Upcoming Meeting Schedule
 - a. BOD Meetings
 - September 9, 2015
 - October 11, 2015
 - November 11, 2015
 - e. HOD Annual Meeting
 - October 11, 2015
9. Adjournment



ILLINOIS SWIMMING, INC.
BOARD OF DIRECTORS MEETING
 Wednesday, June 10, 2015 @ 7:15pm
 Location: ISI Office, Des Plaines IL

MINUTES

1. Roll Call and Quorum

Steve Mitchell, Kim Mozdzierz, Blake Mock, Jeff Arce, Nancy Brooks, Melissa Healey, Nancy Reese, Judy Busse, Brett Cumberland, Carlos Ceja, Michael Lawrence, Jayne Spittler, Bob Welch, Pam Lowenthal, Peter Kozura, Matt Harrington

2. Adoption of BOD Meeting Minutes

- a. April 2015 **MOTION: to approve the April 2015 Minutes as presented. PASSED**
- b. May 2015 **MOTION: to approve the May 2015 Minutes as corrected. PASSED**

3. Consent Agenda

- a. Reports from Staff
 - Executive Director Report Submitted
- b. Reports of Officers
 - General Chair Report Submitted
 - Executive Committee
 - Audit Committee
 - Budget Committee
 - Personnel Committee
 - Administrative Vice Chair Report Submitted - Pulled
 - Rules & Regulations Committee
 - Senior Vice Chair No Report
 - Senior Committee
 - Age Group Vice Chair Report Submitted
 - Age Group Committee
 - Program Operations Vice Chair Report Submitted
 - Treasurer Report Submitted - Pulled
 - Finance Committee
 - Coaches Representative Report Submitted
 - Coaches Committee
 - Athlete Representative No Report
 - Athletes Committee
- c. Reports of Non---Officers, Committee Chairs and Coordinators
 - Membership/Registration Coordinator Report Submitted
 - Officials Committee Chair Report Submitted
 - Safety Coordinator No Report
 - Safe Sport Committee Chair No Report
 - Diversity and Inclusion Chair No Report
 - Open Water Chair No Report
- d. Reports of Ex---Officio Members
 - Michael Lawrence Report Submitted

MOTION: To Accept the non-pulled reports from the Consent Agenda. PASSED.



4. Items from Consent Agenda Pulled for Discussion

- **Administrative Vice Chair** – Kim Mozdzierz

Policy & Procedure manual update:

KM asked for assistance in clarifying the description and award of various Awards

MOTION: That the ISI Award Recipient archives be placed on the ISI website rather than within the PP manual. PASSED

KM asked the BOD to review the Policy & Procedure Manual for content accuracy. Draft will be sent to the BOD within the week and changes/corrections to KM by 1 July 2015.

Upcoming: Email blast to the membership for proposed additions to the PP Manual

MOTION To approve the Administrative Vice Chair report as submitted . PASSED

- **Treasurer Report** – Nancy Brooks

SM - pulled the report to offer NB an opportunity to explain the adjustments in the reporting practices going forward. NB met with Pete, Pam & Paul regarding the accounting practices. The office has done a great job of tracking revenue in and expenses out. Monthly reports with P&L and a reconciliation of the AEF, and estimated YTD earnings; add a Quarterly balance sheet. Plans to work with Paul to prepare an accurate YTD forecast report to include expense relative to the budget. Offered her plan for reporting the budget status going forward.

KM – How will these reports work in our cycle with reports to the HOD? NB – We will get the reports prepared that are necessary for transparency for the HOD.

ML – Club support/Other – the HOD put a cap on the expense line item. PL – The money for the camp was placed in the Club Support line item .. it has since been relocated.

- ML – Membership/Budget Related question - What is the plan/forecast for the decrease in membership relative to the budget? SM- We are forecasting about 1000 less. Trying to understand why we lost the 1000 may be important moving into the next budget cycle. Last year we were at 20,000 registered athletes – this year we will be 1000 fewer. Did they transition / graduate out? .. did we loose them at the lower end ... It would probably be good to have an analysis / conversation on that topic. PL- Pools down JS – The USA Swimming Dashboard may be helpful in that analysis. SM/PL – not sure that we will be able to get that kind of detail. PK – History by age group may be a good starting point. PL- Yearly membership report would be available to create an historical perspective

MOTION: To approve the Treasurer Report as Presented. PASSED.

5. Action Items from Reports

- a. Advice and Consent to General Chair USAS HOD Delegate Appointments

Mike Laurich will not be attending – recommendation is to replace Mike with Kate Chronic.

MOTION: to accept the Appointment – PASSED

Size of our LSC allows for three additional At-Large votes and SM proposes that

Blake Mock, Pete Kozura and Jayne Spittler receive the At-Large votes.

MOTION : To accept the recommendation and award the At-Large USAS votes to Blake Mock, Pete Kozura and Jayne Spittler. Discussion. PASSED.

ML – Do not think that it is appropriate for staff to receive the at-large vote. It is a volunteer organization and the vote should be given to a volunteer, rather than a staff member. SM – that is in conflict with our policy .. as it states that the ED should receive a convention vote.

6. Unfinished (Old) Business

- a. Website (Team Unify) Implementation Update

Jeff / Pam – We are filling in the areas with content.

- b. 2015 USAS Convention

SM has received responses from virtually all potential attendees. Everyone else has indicated their status and arrival/departure intentions – there are 21 members planning to attend.

- Budget – based on the 21 members, the anticipated budget would be approximately \$24,000 in total expenses. We are very close to the budgeted amount and SM would recommend that the BOD fully support all
SM Recommends capping the airfare reimbursement at \$250 as that item has the potential to have the greatest impact the budget.



MOTION: To fully fund all of the members planning to attend the convention accept with a cap of \$250 for travel. PASSED

ML – Is that airfare only? What if someone were to drive? Would the travel amount be the same? SM – the cap will apply to travel, whether driving or flying.

ML is attendance at the HOD required? SM - For voting delegates – Yes, they must attend both sessions. Those leaving on Friday are not voting delegates.

ML – Do we really need a Meeting/Suite room at \$1000? SM – offers a central location to meet, discuss and socialize. JS – Conflicts with central zone meetings? Zone meetings on Thursday and Friday do not conflict with any other meetings.

- ISI Sponsored Attendee List – Report included

7. New Business

a. **Central Zone Bylaws and P&P Update** – SM – Zone information included so that all are informed of the proposed bylaws.

b. **Senior Camp Trip** – SM – We have become aware that there are some challenges in the planning a preparation of the camp that could jeopardize the trip for the 20 confirmed athletes planning to attend the camp

PL – We do not have a coaching Staff or a team manager in place; Meet entries have not been submitted as yet. We are working with Andrew and Kathy Rigali for possible remedies. At this point there are no firm plans with the exception of the hotel reservations and the airline reservations.

SM – This is a very unfortunate situation that may result in a cancelling of the trip. At this late date, it might be challenging-to-impossible for athletes planning on attending the trip to get into other local meets (should the trip be cancelled).

KM – Southwest can generally hold any monies as credit for one year.

PL – Contacted Bob Kizer to verify that athletes would be able to get into the meet at this late date. Bob confirmed that they would be able to enter the meet. The meet format has changed as the aquatic/natorium construction is not complete. The meet has changed from a prelim-final format to an outdoor timed-final meet.

SM – My sense is that if we do not have details confirmed by this Friday, the trip should be cancelled.

ML – Friday may be too late .. the sooner the better.

JB – What is the programming status? – food planning? – outfitting? – logistics/ground transportation? It could be very difficult to secure all of the outstanding items within 24 hours. SM – All still need to be secured. We could cancel it now.

ML – we have to make contact with the coaches of these athletes right away. These athletes are in the middle of a training plan and this trip was/ is a large and important part of that training plan. They need to know ASAP if there is a major change on the horizon. SM – Asked Pam to contact the coaches of the athletes participating and let them know that the logistics are not in place and that we are in need of coaches to attend ... by Friday.

NR – checked the meet schedules of the teams with athletes scheduled to be on the trip as well as all other teams to see what their meet schedules showed and whether they might be available as a possible staff member.

8. Upcoming Meeting Schedule

a. BOD Meetings

- July 8, 2015
- September 9, 2015
- October 11, 2015
- November 11, 2015

e. HOD Annual Meeting

- October 11, 2015

9. Adjournment

Respectfully Submitted,
Judy Busse, Secretary





1400 E Touhy Avenue
Suite 410
Des Plaines, IL 60018
847.824.1596

To: Board of Directors
Fr: Pete Kozura
Re: Report for July 8, 2015

Summer Championship Meet preparations. Revised copy and sponsor ads for Heat Sheet Booklets. All medals have been received. Walk through scheduled for Univ of Chicago venue Tuesday, July 7.

Central Zones preparations.

USAS preparations. Hotel rooms secured.

2016 budget preparation continues. Budget Comm conference call on Tuesday, July 7.

Financial recaps received from all winter Championship Meet hosts.

Would like to set up meeting with Finance Committee members and Bernstein representative to discuss Athlete Endowment Fund. Please let me know availability.

Hotel room blocks set for 2016 Winter Champ Meets.

Attended USA Swimming Foundation Make a Splash events on Friday, June 12. Luncheon and press conference at Pioneer Court.

Working with USA Swimming Marketing Dept for the SwimJitsu event – July 18-19.

Staff annual reviews to be completed prior to the beginning of Summer Championship Meets.

Recap of Quad Business Plan (attached-new updates in green).



ILLINOIS SWIMMING 2016 BUSINESS PLAN

The mission of Illinois Swimming is to GOVERN in a fiscally responsible manner in accordance with USA Swimming and Illinois Swimming by-laws and rules and regulations; to SUPPORT the growth and development of our membership through educational initiatives, financial assistance and program development at all levels; PROMOTE the sport, athletes and membership to achieve excellence in swimming.

The VISION of Illinois Swimming is to inspire excellence through innovation and leadership.

The MISSION of Illinois Swimming is to offer our members programs which promotes swimming and achieves excellence through education, innovation and committed leadership.

INTRODUCTION

Four years ago the Board of Directors had extensive discussions about a Strategic Plan for Illinois Swimming moving forward into the next quadrennial. Along with that plan, a Business Plan was also created as a roadmap for our organization. The Strategic Plan and Business Plan were both intended to make Illinois Swimming an even more successful organization, with a commitment to providing our membership the necessary programs, services and other resources to achieve excellence. I am submitting this next quadrennial business plan to further the objectives of the previous plans. This plan expands upon our commitment to excellence and achievement. In addition to this commitment, this plan works towards promoting an organizational culture in which we are always striving to improve, to find solutions to problems which we encounter, explore new opportunities, to not be afraid to act upon these new opportunities, acknowledge and appreciate our past, and be determined to reach even greater heights in this next quadrennial.

With a membership of approximately 18,000 athletes, Illinois Swimming is one of the largest Local Swim Committees within our National Governing Body – USA Swimming. With the real possibility that our organization could grow to 20,000 members within this quadrennial, we must address issues that in the past were not as immediate. Programming, retention, Championship Meet formats, creation of other “on-schedule” meets so as to accommodate all of our athletes’ needs and facilities are just some of the issues that will need to be addressed within this next quadrennial. These are all issues that will need to have continual appraisal, evaluation, creativity and the confidence to explore ideas that might otherwise not be undertaken. While membership growth is always looked upon with great positive favorability, we must also make sure that we are able to accommodate this growth and provide the necessary resources to retain these athletes within our sport and provide for their success and personal growth.

As a not-for-profit membership organization, one of our prime responsibilities as stated in our mission statement is to govern in a fiscally responsible manner. As in the past we will work diligently to manage our finances carefully and to protect the financial interests of our membership. With new revenue sources our financial picture has improved and these revenue sources have had positive economic impacts for our organization.

This plan has been designed to be a “living document” in that as issues and events occur which might not have been addressed initially, we will be able to react to them in the best interests of our membership. As always, our members’ ideas, thoughts and comments are welcome and appreciated.

Respectfully submitted,

Peter N. Kozura
Executive Director
Pete.kozura@ilswim.org

USA SWIMMING CORE OBJECTIVES & DIRECTIONAL PRIORITIES

For more than a decade, USA Swimming has aligned its business strategy to the three core objectives of BUILD, PROMOTE & ACHIEVE. For the 2016 Quad Business Plan, USA-S reaffirms its' commitment to these objectives and they remain the directional beacons for their ongoing efforts. USA-S has also identified three key directional priorities for each objective, with the intent of providing an even tighter focus as we develop and implement strategies and programs. Below is an overview of their core objectives and key directional priorities for the coming quad.

BUILD the Base -

USA-S seeks to expand its membership and strengthen the sport at the grassroots level in order to engage as many people as possible in the sport of swimming. The directional priorities for the 2016 quad are:

1. Stronger LSC's
2. Stronger Clubs
3. Grow Membership

PROMOTE the Sport -

USA-S seeks to promote awareness of the sport and its organization to inspire participation in swimming and raise financial support to benefit the overall mission of USA Swimming and the USA Swimming Foundation. The directional priorities for the 2016 quad are:

1. Promote the sport of swimming
2. Promote the governing body of USA Swimming
3. Grow Revenue

ACHIEVE Sustained Competitive Success -

USA-S seeks to continue the rich tradition of performance success at the Olympic Games and other high-level international competitions. The directional priorities for the 2016 quad are:

1. Success in Rio and beyond
2. Serve and Support the Athletes
3. Serve and Support Coaches

USA SWIMMING CULTURAL VALUES

The organizational and business culture of USA Swimming is founded upon a strong value system. This value system is the cornerstone for the attitude and work ethic to which we are all committed. In short, USA Swimming will continue to:

1. Embrace the responsibilities of leadership and strive for excellence in everything it does.
2. Act with integrity and openness.
3. Be service-oriented with their members, business partners and each other.
4. Engage in disciplined planning, but not be afraid to act intuitively to confront challenges and seize opportunities.
5. Identify clear priorities and allocate time and resources accordingly.
6. Hold themselves and each other accountable to the highest standards of performance results and professionalism.
7. Exhibit an entrepreneurial spirit, enthusiasm for growth, and a “positive” can do attitude.
8. Encourage environments in which members are safe.
9. Promote the importance of diversity and inclusion.
10. Strive to learn and improve, always be open to questions, and maintain a willingness to change.

As a Local Swim Committee of USA Swimming, Illinois Swimming is committed to maintaining the above listed values as guidelines for its staff, Board of Directors and membership. In addition, Illinois Swimming will continue to:

1. Make decisions and work with the overriding priority of doing what is in the best interests of our membership as a whole.
2. Make sound and responsible fiscal decisions.

KEY PRIORITIES FOR 2013-2016

BUILD.....*Increase Membership.....*RETAIN

Objective: Increase membership during the next quadrennial: 12-15%.

Basis: 2012 Total 17,504; 12-15% increase through the Quad period would total 19,604 – 20,129.

In the 2009-2012 quadrennial USA Swimming athlete membership showed the following increases/decreases: 2009: 11.3%; 2010: 0.3%; 2011: 1.5%; 2012: 3.3;

For the same period Illinois Swimming showed the following increases/decreases: 2009: 8.6%; 2010: (1.8%); 2011: (0.5%); 2012: 3%;

Thus, reaching our objective - in 2016 Illinois Swimming would have 19,776 – 20,306 members.

We closed the 2012 year with 17,504 registered athletes. With a 14.3% membership increase in 2013 we reached our objective range with 20,022 athletes. Projecting forward using increase/decrease percentage averages 2014 should keep us in the 20,000 range (19,717); 2015 should see a shortfall of approx 1% and 2016 should bounce back up by 2.7%. Thus in 2016 forecast membership to be 20,334.

2014 Membership totals closed with 19,717, a decrease of 305 athletes or (1.5%).

2015 Membership totals are 18,487 as of June 22, 2015. Projecting forward with four year averages for July and Aug total membership for the 2015 membership year would be 18,750, a decrease of approx. 1,000 from 2014 or 4.9%.

Strategies:

- Assist clubs with improving retention rates for first, second and third year participants. This will be done in conjunction with the USA Swimming program.

Working in conjunction with the SwimToday program that is to launch early May. Additional factors to consider would be expanding championship meet opportunities via additional Regional Meets as well as Meet program changes that Age Group Committee is deliberating. Retention rates are in line with USA Swimming rates. The one area which stands out is the 12 and under rate of 57.8%. Granted there are many factors for this rate to be at that level, however getting athletes to stay in the sport beyond that age increases the retention substantially. Suggest that Age Group Committee along with Meet Task Force look at the possibility of encouraging age specific “fun” meets with events such as relays, coed relays, distance relays, etc. so as to lessen the competitive edge at those early years and focus more on the enjoyment of the sport.

Age Group Committee has added Regional Meets as well as relay events to the Regional Meet format. While it may be too early to evaluate the impact on a metric scale, these changes have been received positively from many coaches and athletes. The SwimToday program has not had much influence on an LSC level thus far.

- Develop partnerships to assist transitions from club learn to swim programs to club competition teams.
SwimToday program and Make a Splash programs. This is the natural occurrence for clubs-I add that we look at a possible ad campaign geared towards non-USA/ISI club swim programs encouraging those participants to join a club once they have completed their learn to swim programs.
New program initiative from USA Swimming - SwimJitsu may be more impactful as it is geared towards learn to swim participants.
- Expand diversity and inclusion efforts and programming.
Ongoing, will see increase in meets, clinics, camps with Carlos being appointed Disability and Inclusion Chair.
Multi-Cultural Meet held mid-June in Indianapolis with approx. 60 Illinois Swimming participants.
- Communicate the benefits of USA Swimming and Illinois Swimming by creating a welcome packet for new clubs.
Ongoing, priority program item for staff. Would like to launch this program this fall with the 2015 registration period. Would also suggest that we send USA Benefits materials to all clubs when we send charter and athlete registration materials.
Has not been instituted. Deferring to 2016 Registration period.
- Encourage clubs that have learn to swim programs to become "Make a Splash" local partners.
Utilization of USA Foundation promotional and educational items. Will collaborate with Foundation to help distribute this information to clubs.
Ongoing involvement with USA Swimming Foundation, distributing Make a Splash info to clubs and other promotional materials.
- Further support Illinois Swimming involvement and support of the USA Swimming Foundation.
While we are not supporting directly with monetary support we have included ads in Champ Meet Heat Sheets for Foundation and Safe Sport as well as ISI website presence with banner ad link-to.
Continue to provide ads in heat sheet booklets. Involvement with most recent Make a Splash stop in Chicago June 12.
- Challenge and encourage clubs to expand volunteer participation primarily as non-athlete member officials.
Officials Comm has worked hard to provide additional clinics for first time officials and officials that were interested in "moving up the ladder". During the 2013-2014 membership period over 300 officials attended the 13 clinics that were held. Suggest that Officials Committee look into creation of grant program similar to Coaches Grant program for clubs that do not have officials to provide a non-athlete member of that Officials clinic expenses and membership expenses.
Officials Committee continues to provide opportunities through their clinic programs. Six clinics provided during the 2015 Spring sessions, 128 clinic attendees.

PROMOTE.....SUPPORT.....ACHIEVE

Objective: Promote and bring awareness to Illinois Swimming, our athletes, clubs and the sport of swimming. Support our clubs and athletes in their pursuit of performance excellence.

Strategies:

- Provide a safe environment for all of our athletes to train and compete.
Safe Sport Committee Chair and Committee in place and working in conjunction with USA Safe Sport.
Illinois Swimming Safe Sport program continues to be very aggressive in terms of providing and distributing information to athletes, coaches, officials and parents. Safe Sport poster contest instituted for summer 2015 implementation.
- Expand efforts to promote and bring awareness of Illinois Swimming and its' member clubs and athletes by optimizing and creating public relations opportunities through our public relations liaisons.
Ongoing and will continue to get more awareness for our athletes and clubs as we move into final two years of Quad. Excellent and longtime relationship with Phil Hersh from Tribune will be instrumental as well move forward. Working closely with P.R. liaisons to develop story lines as we move towards 2016 Trials and Games.
Will be particularly important and a major priority as we move towards the Trials and Rio Games. Will create P.R. plan for 2016 early Fall, will also include plans for contest, open to entire membership, for Trials Suite tickets.
- Continued support of age group and senior clinics, camps and other programs that will help put our athletes in the best possible position for National level performance success leading to the 2016 Olympic Trials and Games.
Age Group camps taking place in May. Clinic last fall with Ryan Lochte and Conor Dwyer. Will work with Sr Chair and Committee to create Senior camp/clinics program. Additional possibilities include working with Fitter and Faster Tour (ISI partner) to create specific opportunities within our LSC.
Ongoing relationship with Fitter and Faster Tour has produced more clinics with ISI clubs. Most recently with PAC weekend of June 20, 21 with Kara Lynn Joyce and Matt Biondi. Relationship with F & F helped to secure Kara Lynn Joyce as featured speaker at our Spring Athlete Banquet. Grand Prix Camp continues to draw positive feedback from participating coaches and athletes. Will coordinate with Senior Chair regarding Trials participant clinic in early spring 2016 which was very successful in the past.
- Focus our attention to providing more pathways for more athletes to acquire experiences that will lead them to sustain higher levels of competitive swimming and performance success in the future.
Ongoing, continue to work with Age Group Chair, Committee, Senior Chair, Committee and Meet Task Force. Club support program continues and will be addressed for possible meet changes by Senior Committee as well as camp programs for Age Group and Senior athletes.
Again, ongoing. Club Support continues to be a large budget expenditure. Performance Task Force from BOD retreat has not begun, hopefully it begins to take shape soon.

- Work towards the creation of an Open Water competition schedule.
 Defer to Open Water Chair and Committee. Growing interest in Open Water needs to be addressed and programs provided.
 New Open Water Chair moving in a positive direction. Promoting other Open Water opportunities to membership.
- Encourage Meet Host Clubs to develop meet formats that would provide competitive opportunities for a broader range of athlete performance levels.
 Defer to Meet Task Force for input along with Program Operations Vice Chair, Age Group Chair and Senior Chair.
 Same as above
- Better recognition of our athlete's accomplishments - be it at the Olympic level all the way to the Age Group level.
 Implementation of "Welcome to the Podium" program for first time Senior participants has been well received; Annual Athlete Recognition Banquet has been well attended the past few years and we have been able to bring in prominent speakers (Frank Bush, Tyler McGill, Matt Grevers, Christine Magnuson) to this event; "Movin On" medals distributed at Regionals for first time Senior qualifiers; Better communication of swimmer accomplishments to ISI office from clubs and coaches regarding records and subsequent posting of such on website and social media.
 Above initiatives continue. New website access for division heads makes it easier for them to post achievements within their respective areas of responsibilities.
- Provide educational opportunities for coaches to learn from their peers.
 Defer to Coaches Rep. Mentoring program providing coaches opportunity to visit/observe other coaches/clubs workouts etc. has been well received. Awaiting word from USA Swimming about additional Coach Mentor program administered and partially funded through USA (Illinois Swimming and Indiana Swimming). Mentor program update – approved and implementation to begin early Fall.
 Defer to Coaches rep for programming initiatives to address this issue.
- Attract and retain corporate partners.
 Ongoing, Wintrust Financial and Fitter and Faster Tours added this year. Discussions with additional new partners for 2015 begun and positive. Sponsor agreements are in place for 2015 and 2016 with the following partners: Speedo, Wintrust, Athletico, Sports Authority (verbal), The Swim Team Store, Northwest Designs totaling \$72K - \$75K.
 Addition of Discover Student Loans and other advertising relationships has brought sponsorship to approx. \$95 for 2015 budget. Working on 2016 renewals as well as new partners.
- Encourage business to business cross promotions between our corporate partners.
 Strong cross promotion link with Speedo and The Swim Team Store. Working towards creation of other opportunities.
 Continued efforts.
- Create more collaborative links and partnerships with like-minded organizations such as the YMCA, Boys and Girls Clubs, Chicago Park District and Masters Swimming.
 Ongoing and working to further these links. Have met over the years with representatives of each of these groups and collaborate via phone and electronically as well when needed.
 Will prioritize for 2016.

- Mobilize the local and regional aquatic industry to support participation growth and to help facilitate new or renovated facilities for competitive events.
Ongoing issue for our organization as a whole. In communication with Stu Isaak (consultant) and Mike Mintenko (Myrtha Pools) regarding any new facility developments. ISI has hosted Build a Pool workshops for its members in the past and while the format of these workshops has changed to Regional format we continue to encourage any potential pool projects to connect with USA Facilities and Development. Strongly favor the new Build a Pool grant program being proposed for the 2015 budget.
Although the Build a Pool grant was not implemented by any of our clubs we continue to be a useful resource and link to USA Swimming Facilities and Development – case in point-providing information as needed to the proposed Libertyville HS project.

GOVERN:

Objective: To be fiscally responsible and provide transparency and communication to the membership of ongoing activities within the Board of Directors.

Strategies:

- Establish a clearer succession plan for future Board of Directors and Committee members
Have garnered more interest from coaches to becoming involved on the committee levels via forms available at past three HOD meetings as well as one on one discussions with potential coaches, officials, club administrators who have expressed interest in becoming involved with organization. We (the Board and staff) need to create and continue a culture which expresses a willingness to include members into leadership roles rather than closing doors to them.
Ongoing
- Provide members minutes of Board and House of Delegates meetings in a timely manner.
Working with Secretary and General Chair to institute protocol. Would like to be able to distribute minutes from meetings within a week to ten days of such meetings.
Ongoing
- Provide members minutes/recaps of all organizational committee meetings.
Ongoing, need to improve. Need to work with Committee Chairs to establish procedures whereby staff liaison provides and distributes minutes/notes recapping these minutes and submits to posting on website within a week of said meeting.
Ongoing
- Provide financial support for coaches and clubs to help support more athletes towards higher levels of competitive swimming and ultimately to the National level.
Senior Chair and Committee to provide club support program revision for 2015 budget and beyond.
Support programs continue.



A Local Swim Committee of USA Swimming

Board Of Directors Report

General Chair

July 8, 2015

General Information and Updates:

1. Attended USA Swimming Foundation luncheon on June 12th in conjunction with Chicago Make-A-Splash event.
2. Executive Committee – no report
3. Audit Committee – no report
4. Budget Committee
 - Conference call held on July 7 to review updated FY2016 budget projections
5. Personnel Committee – no report

Action Items: none

Respectfully submitted,

Stephen Mitchell

Kimberly Mozdierz Frank

ISI BOD AVC Report

July 8, 2015

Administrative Vice Chair

Policy and Procedure Manual update:

- Work on the updated policy and procedure manual is nearing completion. Extraneous, guidelines and procedures have been incorporated into relevant sections. I have submitted updated draft to the Board for their review and approval. Pending approval the document will be updated with date and posted to ISI website.
- Potential Additional Policy and Procedure to be considered for incorporation:
 1. Minimal Operating Expense Reserve Policy - deferred for new Treasurer input
 2. Administrative Review Board - policy and procedures to be determined (subject to recommendation of ARB and submission and approval of BOD)
 3. Tabled for proposal at 2015 Fall HOD proposal for audio attendance 2.4.1
- Support Needed: I would like to incorporate practice of dating P&P and assignment of version numbering. Does any legacy board member know what number should be assigned?

Rules and Regulations:

- Submitted draft correspondence to staff with request of email notice to members and posting on website
- Support needed: Email blast to members that they may submit proposed changes beginning in June.

Administrative Review Board: no update

Upcoming Priorities:

1. Solicitation for Fall HOD Rules and Regulation changes/deletion/adds in June

2. Organize rule changes
3. Schedule first meeting for R&R committee for August



Age Group Report

Age Group Report

July 9, 2015

Committee Members- Jacob Ayers, Jacob Weber, Mirko Markov, Mike Kavanaugh, Teresa Fish, Alessio DeRossi, Kate Chronic, Tony Gallagher and Jeff Arce (Chair)

1. Age Group Champs
 - a. Summer Hosted by SCST and BSC July 23-26, 2015 @ Rec Plex
 - i. Packet Posted
 - ii. All files posted and set
2. Regionals
 - a. Summer July 17-19, 2015
 - i. Packets Posted
 - ii. All files posted and set
 - iii. Working on Assignments for SC 2015-16
3. Camps
 - a. Grand Prix Camp
 - i. Great event
 - ii. Very positive feedback from Jon Cabel
 1. He suggested getting a list of former Illinois Swimmers who are swimming at the meet next year and seeing if they would be willing to talk to the kids.
 2. Jon and Kathy to continue to help with the event. Kathy event manager, Jon to assist with pool time.
 - b. 13-14 Camp
 - i. Have to have backup in the future
 - ii. Planning for 2016 non OTC camp
 1. Talk to other LSC about doing a combine camp with another LSC
 2. Facility in camp with travel, explore Florida and Colorado
 - a. Talk to C. Grevers as she is taking a group out in the next couple of weeks.
 - c. Possible future camps
 - i. Training sessions
 1. Camp 2-3 times annually
 2. Create standard and host locally UIC or somewhere local
 - ii. Social event
 1. Not in the water
 2. LSC social event on its own or tied to event (retention idea)
 3. Team building event
 - iii. 10 and Under swim with stars (clinic half day)
 1. Senior athlete led with coach guidance



Age Group Report

2. Teach a skill
3. Q & A Session



Illinois Swimming
June 2015
Treasurer's Report

A. Financial Statements

Profit & Loss Statement Highlights/Noteworthy Items:

- Meet financials are trending as expected, other than meet attendance numbers, which are slightly lower than previous participation numbers
- 5900 - Revenue Miscellaneous: recognized \$5000 from USA Swimming for LEAP3
- 6501, 6503, 6830: recorded expenses for Multi-Cultural Meet, Central Zone Open Water Meet, and Athlete Banquet. Corresponding revenue for Multi-Cultural Meet and Central Zone Open Water Meet will be recognized in July report.
- 6910 – Coaches Meetings: includes expenses for Illinois portion of Coach Mentoring Project co-sponsored with Indiana Swimming
- Year-to-date Net Income is approximately \$113,000, which is \$31K over the projected year-to-date budget. To some extent, this is attributable to forecasting underlying the YTD Budget. YTD Revenue is \$66K under YTD Budget (Athlete Registration revenue is \$56K under YTD Budget, meet entry and surcharge revenue are under budget; sponsorships are \$6K over projected budget). YTD Expense is \$14K under YTD Budget.

Balance Sheet Highlights/Noteworthy Items:

- Assets totaled \$968,740 as of June 30, 2015. On a year over year basis, assets decreased by \$13K, or 1.3%. As you will see below, the Athlete Endowment Fund decreased by \$9K in the past month, due to market conditions.
- Reserves: Based upon ISI's current cash position of \$330K, ISI has adequate cash reserves to cover approximately 12 months of budgeted general and administrative expenses.

B. Athlete Endowment Fund Report:

June 30 15	May 31 15	%Change	June 30 14	%Change
\$630,460	\$639,649	-1.4%	\$662,565	-4.9%

Change in value due to market forces.

Illinois Swimming
Balance Sheet
 As of June 30, 2015

	<u>Jun 30, 15</u>	<u>May 31, 15</u>	<u>% Change</u>	<u>Jun 30, 14</u>	<u>% Change</u>
ASSETS					
Current Assets					
Checking/Savings					
1010 · Checking Account - Wintrust	46,747.14	46,195.37	1.2%	0.00	100.0%
1020 · Money Market - Wintrust	86,025.59	86,025.59	0.0%	0.00	100.0%
1040 · Checking-Fifth Third Bank	0.00	0.00	0.0%	28,540.03	-100.0%
1045 · Money Market - Fifth Third	0.00	0.00	0.0%	10,439.61	-100.0%
1070 · CD-JP Morgan	197,249.83	197,245.72	0.0%	262,260.00	-24.8%
Total Checking/Savings	330,022.56	329,466.68	0.2%	301,239.64	9.6%
Accounts Receivable					
1200 · Accounts Receivable	625.00	1,250.00	-50.0%	2,625.00	-76.2%
Total Accounts Receivable	625.00	1,250.00	-50.0%	2,625.00	-76.2%
Other Current Assets					
1300 · Investments-Athlete Fund	630,460.00	639,649.00	-1.4%	662,565.00	-4.9%
1400 · Prepaid Expenses	705.80	2,000.00	-64.7%	6,859.00	-89.7%
Total Other Current Assets	631,165.80	641,649.00	-1.6%	669,424.00	-5.7%
Total Current Assets	961,813.36	972,365.68	-1.1%	973,288.64	-1.2%
Fixed Assets					
1500 · Computer Equipment	25,820.97	25,820.97	0.0%	24,968.70	3.4%
1510 · Office Furniture	14,180.65	14,180.65	0.0%	14,180.65	0.0%
1600 · Accumulated Depreciation	-36,260.07	-36,260.07	0.0%	-33,713.07	-7.6%
Total Fixed Assets	3,741.55	3,741.55	0.0%	5,436.28	-31.2%
Other Assets					
1800 · Deposits	3,184.00	3,184.00	0.0%	3,184.00	0.0%
Total Other Assets	3,184.00	3,184.00	0.0%	3,184.00	0.0%
TOTAL ASSETS	<u>968,738.91</u>	<u>979,291.23</u>	<u>-1.1%</u>	<u>981,908.92</u>	<u>-1.3%</u>
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Other Current Liabilities					
2200 · Due to 403B plan-employee	-1,147.85	26.80	-4,383.0%	0.00	-100.0%
2210 · Due to 403B plan-employer	-1,036.20	-26.80	-3,766.4%	0.00	-100.0%
2300 · Deferred Revenue	0.00	0.00	0.0%	17,325.00	-100.0%
2500 · Club Overpayments	10,511.08	10,511.08	0.0%	15,766.62	-33.3%
Total Other Current Liabilities	8,327.03	10,511.08	-20.8%	33,091.62	-74.8%
Total Current Liabilities	8,327.03	10,511.08	-20.8%	33,091.62	-74.8%
Total Liabilities	8,327.03	10,511.08	-20.8%	33,091.62	-74.8%
Equity					
4000 · Net Assets-Unrestricted	237,055.85	237,055.85	0.0%	266,577.14	-11.1%
4100 · Net Assets-Athlete Assistance	619,265.00	619,265.00	0.0%	577,033.00	7.3%
Net Income	104,091.03	112,459.30	-7.4%	105,207.16	-1.1%
Total Equity	960,411.88	968,780.15	-0.9%	948,817.30	1.2%
TOTAL LIABILITIES & EQUITY	<u>968,738.91</u>	<u>979,291.23</u>	<u>-1.1%</u>	<u>981,908.92</u>	<u>-1.3%</u>

Illinois Swimming Profit & Loss Budget Performance

June 2015

	Jun 15	Budget	Sep '14 - Jun 15	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
5000 - Revenue-Athlete Registration	30,043.00	25,570.00	1,164,773.50	1,221,190.00	1,240,000.00
5010 - Revenue-NonAthlete Registration	2,294.00	2,160.00	107,544.00	108,560.00	110,000.00
5020 - Revenue-Transfers	370.00	230.00	5,396.00	4,620.00	5,000.00
5030 - Revenue-Club Registration	0.00	0.00	24,000.00	23,800.00	23,800.00
5050 - Revenue- Outreach Athl Regist	45.00	45.00	1,940.00	2,470.00	2,500.00
5100 - Revenue-Swimmer Surcharge	10,228.00	13,938.00	76,430.00	94,514.00	110,000.00
5110 - Revenue-Sanctions	1,025.00	975.00	35,400.00	29,875.00	31,500.00
5111 - Revenues - Diversity	0.00	0.00	0.00	0.00	0.00
5120 - Revenue - Zones	0.00	0.00	3,666.72	0.00	8,000.00
5130 - Open Water Entries	0.00	0.00	0.00	0.00	0.00
5140 - Revenue-Open Water Entries	0.00	2,000.00	0.00	2,000.00	2,000.00
5160 - Grants for Outreach Entry Prog	15.00	15.00	650.00	590.00	600.00
5210 - Revenue-Officials Clinics	30.00	90.00	6,476.00	10,170.00	10,500.00
5300 - Revenue-% Meet Fees	14,853.52	20,568.02	110,785.46	122,999.62	155,000.00
5310 - Championship-Senior Meet Entry	0.00	0.00	17,483.80	25,692.53	42,000.00
5315 - Championship-Age Group Entry	0.00	0.00	116,438.90	110,843.00	204,000.00
5400 - Revenue-Athlete Recogn.Banquet	4,165.00	0.00	4,165.00	0.00	0.00
5730 - Age Grp Jr Elite Camps	4,200.00	0.00	4,200.00	0.00	0.00
5740 - Sponsorships	3,045.06	3,760.68	87,178.65	81,033.37	90,000.00
5900 - Revenue-Miscellaneous	5,000.00	0.00	6,029.40	0.00	6,000.00
9000 - Interest Income	0.00	2.79	12.94	191.68	200.00
Total Income	75,313.58	69,354.49	1,772,570.37	1,838,549.20	2,041,100.00
Cost of Goods Sold					
6000 - Athlete Registration	24,388.00	21,300.00	966,368.00	1,024,900.00	1,040,000.00
6010 - Non Athlete Registration	2,080.00	1,700.00	91,988.00	91,008.00	92,258.00
6030 - Club Registration	0.00	0.00	8,540.00	8,330.00	8,330.00
6050 - Outreach Athlete Registration	35.00	30.00	1,365.00	1,215.00	1,250.00
6070 - Lifetime Memberships	0.00	0.00	1,000.00	0.00	0.00
6301 - Chmp Meet Expense Webcasting	0.00	0.00	0.00	0.00	0.00
6302 - Champ Meet Expense	223.97	194.58	21,255.08	14,665.30	32,000.00
6350 - Club Support National Meet	0.00	0.00	0.00	89,500.00	155,000.00
6351 - Club Support-Senior Nat SCY	0.00	0.00	3,500.00	0.00	0.00
6352 - Club Support-Jr Nat SCY	0.00	0.00	2,400.00	0.00	0.00
6353 - Club Support-NCSA-SCY	0.00	0.00	36,750.00	0.00	0.00
6357 - Club Support-Prep Money	0.00	0.00	5,700.00	0.00	0.00
6350 - Club Support National Meet - Other	0.00	0.00	0.00	89,500.00	155,000.00
Total 6350 - Club Support National Meet	0.00	0.00	48,350.00	89,500.00	155,000.00
6400 - Officials Clinic	1,111.70	0.00	6,928.06	4,000.00	4,000.00
6410 - Officials National Meets	0.00	0.00	1,500.00	0.00	0.00
6420 - Officials Supplies	5.95	0.00	663.05	2,000.00	4,000.00
6440 - Officials Meet Certification	0.00	0.00	348.19	1,400.00	2,800.00
6490 - Officials - Misc	0.00	0.00	0.00	6,000.00	8,000.00
6497 - Program Operations - Open Water	0.00	0.00	0.00	0.00	0.00
6498 - Program Operations - Disability	0.00	0.00	3,200.00	0.00	0.00
6499 - Program Operations - Diversity	0.00	0.00	0.00	0.00	0.00
6500 - Zones Stipend	178.00	0.00	178.00	0.00	4,000.00
6501 - Open Water	2,904.50	10,000.00	3,433.01	10,000.00	10,000.00
6502 - Program Ops Build a Pool Grant	0.00	0.00	0.00	2,500.00	2,500.00
6503 - Disability and Inclusion	5,895.91	9,000.00	6,716.71	10,000.00	12,000.00
6504 - Safe Sport	0.00	0.00	2,699.53	3,500.00	6,000.00
6510 - Zones	0.00	6,000.00	-354.35	12,000.00	25,000.00
6610 - Stipends-Senior Champs	0.00	0.00	11,000.00	8,250.00	16,500.00
6700 - Age Group Camps	0.00	0.00	0.00	0.00	0.00
6702 - Age Group	0.00	0.00	0.00	0.00	0.00
6711 - Senior Nat LC Training Program	0.00	0.00	0.00	3,000.00	3,000.00
6720 - Senior Elite Meet	0.00	0.00	11,172.75	0.00	0.00
6730 - Junior Elite Camp	2,471.10	0.00	25,972.77	38,000.00	38,000.00
6731 - Sr Champs Enhancement	0.00	0.00	0.00	0.00	0.00
6750 - Championship-Senior Meet Exp.	0.00	0.00	16,425.00	25,061.75	39,060.00
6760 - Championship-Age Group Meet Exp	0.00	0.00	116,284.00	102,610.00	189,720.00
6820 - Awards	4,792.67	7,640.74	28,646.81	21,701.41	27,000.00
6830 - Athlete Awards Banquet Expenses	3,671.09	0.00	8,336.14	0.00	0.00
6900 - Coaches Education	0.00	0.00	1,650.00	3,000.00	3,000.00
6910 - Coaches Meetings	2,294.82	0.00	1,905.53	4,500.00	9,000.00
6940 - Sponsorship Expenses	0.00	0.00	1,760.00	1,750.00	1,750.00
6950 - Public Relations	0.00	0.00	5,350.00	7,500.00	10,000.00
Total COGS	50,052.71	55,865.32	1,392,681.28	1,496,391.46	1,744,168.00
Gross Profit	25,260.87	13,489.17	379,889.09	342,157.74	296,932.00

Illinois Swimming Profit & Loss Budget Performance

June 2015

	Jun 15	Budget	Sep '14 - Jun 15	YTD Budget	Annual Budget
Expense					
7000 · Office Salaries	13,748.08	13,619.08	144,345.84	152,263.84	180,000.00
7010 · Payroll Taxes	1,063.48	1,118.53	11,535.62	13,742.56	16,000.00
7015 · Retirement Contribution	1,009.39	1,000.00	10,040.30	10,000.00	12,000.00
7040 · Employee Health Insurance	1,823.04	2,005.08	25,762.06	23,989.84	28,000.00
7070 · Professional Development	0.00	0.00	284.00	500.00	500.00
7100 · BOD Discretionary Fund	0.00	0.00	200.00	1,200.00	1,200.00
7200 · Rent Paid	1,760.06	1,955.00	16,320.72	18,244.00	22,154.00
7300 · Utilities	82.70	125.00	772.58	1,250.00	1,500.00
7400 · Telephone	277.07	453.92	2,810.02	2,919.54	3,715.00
7510 · Office Supplies	493.77	1,099.22	10,901.60	8,975.37	10,000.00
7520 · Postage	780.97	269.89	3,582.14	3,689.50	5,000.00
7540 · Printing	0.00	0.00	4,610.00	2,000.00	2,000.00
7550 · Copier expense	0.00	0.00	0.00	0.00	400.00
7610 · Web Site Expense	962.55	0.00	5,148.97	10,970.00	11,000.00
7620 · Payroll Processing Fee	101.75	101.75	1,252.75	1,185.25	1,400.00
7640 · Safety	0.00	0.00	0.00	0.00	0.00
7650 · Board Review	0.00	0.00	0.00	500.00	500.00
7700 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00
7820 · Professional Fee Accounting	0.00	0.00	8,951.00	7,495.00	7,495.00
7850 · Ancillary Accounting Fees	0.00	0.00	2,106.25	2,500.00	2,500.00
7900 · Legal Expenses	0.00	0.00	0.00	0.00	0.00
8000 · Insurance	0.00	0.00	1,589.00	1,900.00	1,900.00
8250 · Dues and Subscriptions	0.00	235.00	180.00	300.00	300.00
8500 · Conventions-meetings	2,000.00	4,573.15	31,353.87	35,000.00	35,000.00
8550 · Entertainment	134.26	270.78	2,642.94	2,114.90	3,000.00
8560 · Travel	0.00	0.00	175.61	0.00	0.00
8800 · Miscellaneous	0.00	0.00	-13.00	0.00	0.00
8820 · Bank Charge	207.13	120.00	2,444.90	960.00	1,200.00
Total Expense	24,444.25	26,946.40	286,997.17	301,699.80	346,764.00
Net Ordinary Income	816.62	-13,457.23	92,891.92	40,457.94	-49,832.00
Other Income/Expense					
Other Income					
9010 · Investment Income	0.00	0.00	12,508.00	0.00	0.00
9020 · Unrealized gain(loss)investment	0.00	4,166.66	12,950.24	41,666.68	50,000.00
9510 · Investment Expenses	0.00	0.00	-5,074.24	0.00	0.00
Total Other Income	0.00	4,166.66	20,384.00	41,666.68	50,000.00
Net Other Income	0.00	4,166.66	20,384.00	41,666.68	50,000.00
Net Income	816.62	-9,290.57	113,275.92	82,124.62	168.00



Coaches Representative Report
BOD July 8, 2015

Coaches Committee members: Chair, Nancy Reese (COHO), Glenn Brown (ACAD), **Rob Emary (BSC)**, Steve Frye (DDST), Tom Rieman (HWSA), Athlete Member, Erin Oliphant (GA)

- With Melissa Healy taking on the role of Safety Chair for Illinois Swimming, Rob Emary has agreed to take her place on the Coaches Committee.
- Due to his full-time day job, Tom Rieman was unable to commit to serving on the Performance Task Force. Therefore, Rob Emary has agreed to serve as the representative from the Coaches Committee to work with other reps from the Age Group and Senior Committees on finding ways we can improve swimmer performance in Illinois. Rob has a lot of great ideas on how we can help swimmers and coaches achieve at the highest level.
- We are planning a committee conference call this week.

Respectfully submitted,
Nancy Reese
Illinois Swimming Coaches Representative
nancy@teamcoho.org

The **vision** of Illinois Swimming is to inspire excellence through innovation and leadership.

The **mission** of Illinois Swimming is to offer our members programs which promotes swimming and achieves excellence through education, innovation and committed leadership.

Monthly Comparison

JUNE	2014	2015
Athletes	426	469
Outreach	6	7
Non-Athletes	34	40
Clubs	0	0

Athlete Breakdown Totals as of July 2, 2015

AgeGroup	Male	Female	TotalCount
8 & Under	1191	913	2104
9 Year Olds	1040	776	1816
10 Year Olds	1351	938	2289
11 Year Olds	1455	967	2422
12 Year Olds	1337	975	2312
13 Year Olds	1201	919	2120
14 Year Olds	977	723	1700
15 Year Olds	753	555	1308
16 Year Olds	572	484	1056
17 Year Olds	412	457	869
18 Year Olds	218	333	551
19 and Over	153	147	300

Total Athletes as of 7/2/2015**18847**

Year To Date	2014	2015*
Athletes	19415	18566
Outreach	268	281
Non-Athletes	1781	1777
Clubs	119	122

*Calculated on 7/2/2015



OFFICIALS COMMITTEE REPORT

Date: July 7, 2015

1. General Update – Focus on the championship meets later this month. Official counts for meets are light as expected but efforts are continuing to sign up officials for five regionals and champs meets.
2. Championship Meets
 - Regional meet referee/meet director call scheduled for next Monday. Meet referees are as follows:
 - Jack Yetter - Rock Island
 - Diane Ramoska - Mundelein
 - Joe Schroeder- SBD/DSC (Decatur)
 - Tom McGowan - LYONS
 - Blake Mock - Swift/GTAC
 - OQM applications submitted and awaiting USA response
3. Officials Clinics
 - Five clinics now confirmed:
 - Mundelein - September 13 (Sunday)
 - Naperville - September 20 (Sunday)
 - Niles - September 26 (Saturday)
 - Peoria - September 27 (Sunday)
 - Elmhurst - October 11 (Sunday)
 - One additional clinic pending, likely to be held early January
4. LSC Officials Chair Conference
 - Officials workshop scheduled in Dallas, October 23-24
 - ISI will send a delegate to be determined next week
5. Committee Members
 - Core officials committee roles have been filled
 - Two Area Representative vacancies remain open but candidates have been identified and new area reps expected to be appointed by next week
6. Next Meeting: Tuesday, July 14th



July 8, 2015

Safety Chair Report

I recently attended the USA Swimming Safety Chairs Workshop in Denver Colorado.

Topics that were covered included: Hypoxic Blackout, Coaching Credentials, Deck Control, Risk Management, Backstroke ledges/start legislation, and concussion management.

Hypoxic Blackout-Presented by Bobbi Houghton.

Key Points:

- Can occur anytime, more often after hard workouts
- Can result from hyperventilation
- Can happen to any swimmer, even the best swimmers
- See attached article from Potomac Valley Website.
- Bob Bowman Video on USA Swimming Site. Show at HOD?

Coaching Credentials/Deck Control-Presented by Jenn Ridge, Jeff Chu, and Lynne Shine

Key Points:

- Deck Pass is working to let coaches know when they are expired or close to expiring. Exploring options to make it even more effective. Many coaches are still on deck with expired credentials.
- How do we as an LSC make sure only credentialed coaches are on deck at meets? Some clubs do this well, many do not check. How can we make this more efficient? Who should be checking credentials? Meet director? Meet ref?
- YMCA and ARC have teamed up and now you can get STSC by going to a local Y and seeing a Lifeguarding instructor.
- Warmups at meets. How can we control these better? Possible meet marshal certification (Arizona Swimming uses this). Roles of meet marshals. Shouldn't be handing our heat winners, running bull pens, etc.
- How do we as an LSC do at controlling our decks? Indoor vs outdoor?

- Non athlete members recommended age is 18 years and up.
- Parents should NOT be in locker rooms. Meet Marshals should be walking through periodically to make sure there isn't anything happening that shouldn't be.
- Make sure your facility has a functional and well stocked first aid kit!!

Risk Management-Presented by: Sandi Blumit and John Kline

- Updated Report of occurrence form on USA Swimming site and Illinois Swimming Site.
- Clubs should continue to send in ROO for any injury sustained while at practice and/or meets. Also a copy should be sent to LSC Safety Chair.
- Many ROO for dryland-specifically using PLYO boxes. Be careful when using this equipment!
- Clubs who hire trainers to facilitate dryland must have a USA Non-Athlete member at the dryland as well. Otherwise Trainer needs to be a Non-Athlete member.
- In 2014 there were 41 ROO of in water collision. 34 occurred during meet warmup. How can we make this safer?
- Clubs are responsible for certifying that kids can dive. This includes older swimmers who transfer to a new club and new swimmers to the team.

Backstroke Ledges/Start Legislation presented by Mary Jo Swalley and Jen Ridge

- Legislation will be presented at USAS regarding depth rules for ledges. The proposed legislation will state that ledges can't be used in water less than 4 ft. Reason: Backstroke ledges lead to deeper and longer backstroke starts.
- Certification and progression for teaching backstroke starts is coming.
- Minimum teaching depth for ALL racing starts is 6 feet.

Concussion Management presented by Dr. Danny Mistry

- Concussions account for 10% of injuries (not just in swimming)
- Typically takes 5-7 days to recover from all symptoms, however depending on severity could take weeks, months
- Concussions are an illness, not just an injury
- Amount of symptoms will determine recovery time
- If you suspect a concussion swimmer is OUT for that day and can't get in until cleared by a doctor. Symptoms can show up even 2-3 days later.
- USA swimming concussion management info. Needs to be on website and sent to all clubs.

Conclusion:

As an LSC what can we do better? Safety page on the website is a start. I'd like to put information on there to promote awareness, and disseminate information.

Hyperventilation-Induced Blackout

April 2014

Shallow Water Blackout (SWB) vs. Hyperventilation-Induced Blackout (HIB)....



There has been a great deal of confusion and mixed messages pertaining to Shallow Water Blackout, prolonged breath holding, and blackout induced by hyperventilation and prolonged breath holding. For the purpose of clarification, we will be using the term Hyperventilation-Induced Blackout (HIB) to describe the incidence of blackout induced by hyperventilation and prolonged breath holding.

The confusion is that the term "shallow water blackout" (SWB) has been used to describe any case of unexplained loss of consciousness. In reality, SWB is actually a problem experienced by breath-hold divers traveling vertically through a substantial depth range. Descending through the water column compresses the gas in the lungs, driving more gas into the blood, which increases the amount of oxygen available to be consumed. As the breath-hold diver ascends through the water column the blood oxygen level falls much faster than it would without the vertical excursion. And, since the relative pressure change is greatest in the shallowest water, it is normal for blackout to occur in the final state or just after surfacing.

Extended Breath-Holding....

The Aquatics Community needs to accept the fact that breath-holding is part of all aquatic activities. But, we need to urge caution on the part of swimmers (competitive and recreational), coaches, first responders, lifeguards, residential pool owners, parents, and aquatic facility managers and operators, that extended breath-holding, preceded by excessive hyperventilation (ventilating the lungs in excess of metabolic need) is safe if it is limited to the equivalent of no more than two full ventilatory exchanges (two full inhalation/exhalation cycles). Limited hyperventilation will increase breath-hold time without delaying the urge to breathe (driven by carbon dioxide levels in the blood).

Supervision....

We need to encourage supervisors (coaches, lifeguards, facility operators) to carefully scan the surface, as well as under the surface, as many HIB victims may float motionless at the surface, or may submerge, dependent upon several variables. And, that the victim floating at the surface may appear to be moving due to water movement, splashing, etc.

Risk Management....

Prolonged breath-holding does not necessarily need to be banned. But, we need to stress the importance of safeguarding participants while they are engaged in this type of activity. But, if the facility is unable to safeguard the swimmer while he/she is engaged in this activity, then that activity should be prohibited. This is a basic tenant of Risk Management in that we REMOVE or WARN of the HAZARD, and we either SAFEGUARD or PROHIBIT the RISK.

Emergency Resuscitation Protocols....

The proper response to a hyperventilation-induced blackout incident is to rescue the victim from the water and to immediately obtain a patent airway using either a head-tilt or a jaw-thrust maneuver.

Assess the victim's breathing, and if the victim is in respiratory arrest, then immediate positive pressure ventilation should be provided.

Check the pulse, and if the victim is in cardiac arrest, then immediate CPR should be administered, and an AED should be obtained and attached. If the victim has a shockable rhythm, as assessed by the AED, then a shock should be administered, and CPR continued if the victim remains in cardiac and respiratory arrest.

It should be noted that if the HIB victim is removed from the water and is assessed to be in cardiac arrest, it is typically due to the fact that the victim's distress went unrecognized for up to several minutes - long enough for the onset of cardiac arrest.

Oxygen Administration....

Drowning is a hypoxic event, regardless of the cause. Positive pressure ventilation should be administered via mouth-to-mouth, mouth-to-nose, or mouth-to-mask. Lifeguards and other First Responders should be trained in the use of a Bag-Valve-Mask (BVM) Resuscitator which, if used correctly, will provide 21% oxygen concentration to the patient with each ventilation, versus 16% as administered via mouth-to-mouth, mouth-to-nose, or mouth-to-mask.

Lifeguards and other First Responders should also be trained and equipped with oxygen administration equipment (oxygen tank and regulator). The oxygen administration equipment should be attached to the BVM resuscitator, with the oxygen flowing at 15 lpm, which therefore provides 100% oxygen concentration during the administration of positive pressure ventilation.

Compression-Only CPR....

It should be noted that CPR includes the administration of chest compressions in combination with rescue breathing (positive pressure ventilation). The American Heart Association is advocating compression-only CPR for victims of sudden cardiac arrest (SCI) and CPR courses are being conducted throughout the U.S. teaching the lay public how to perform compression-only CPR. However, this procedure is only designed for the SCI patient whose lungs, blood and brain are already oxygenated prior to the onset of the cardiac arrest.

To the contrary, a drowning victim, regardless of the cause, unless the victim suffered an SCI in the water, his/her cardiac arrest onset would have occurred as a result of the victim's respiratory arrest, and the victim is therefore hypoxic. Compression-only CPR is ineffective for the drowning victim and full CPR (positive pressure ventilation in combination with chest compressions), AED use, and oxygen administration is required to provide the victim with the best chance for a successful outcome.

We are encouraging the following reminder:

If DRY - COMPRESSIONS apply.
If WET - give BREATHS and PRESS

Credit & Additional Information....

Thanks are extended to the NDPA and to Neal W. Pollock, Ph.D., Research Director for Divers Alert Network (www.diversalertnetwork.org) and to the National Drowning Prevention Alliance (www.ndpa.org).

For more information, go to "Loss of Consciousness in Breath-Holding Swimmers", published on the National Drowning Prevention Alliance website at <http://ndpa.org/loss-of-consciousness-in-breath-holding-swimmers/>

USA Swimming Operational Risk Committee Consensus Statement on Concussions

1.0 Purpose

The operational risk committee is responsible for providing a proactive environment regarding assessment of risks, and developing guidelines and educational requirements. USA Swimming and its members are aware of the growing concern regarding concussion management. The purpose of this document is to implement guidelines for member clubs (Clubs), Local Swimming Committees (LSCs) and meet hosts (Hosts). USA Swimming is providing a sample document which may be modified to meet your state requirements.

2.0 Guidelines

All athletes, coaches, officials and parents should receive fact sheets on concussions from their Club, LSC and/or Hosts. Any athlete suspected of sustaining a concussion should be removed immediately and should not return until evaluated and cleared by a licensed health care professional, trained and experienced in evaluating and management of concussions, acting within scope of practice. Compliance with all state and local laws dealing with concussion is the responsibility of the Club and/or LSC. A sample fact sheet is attached to this Policy. Electronic communication of the fact sheet (email blast) is permitted.

3.0 Application of the Guidelines

Clubs, LSCs, and Hosts are responsible for compliance with state laws regarding concussion management and education. Each state may have specific regulations that impact USA Swimming member clubs, coaches, officials, and/or sanctioned events. Some examples: Many states require coaches and officials to take courses on recognizing the symptoms of concussions and head injuries. Other states require sharing of fact sheets on concussions with coaching staff, officials, athletes and parents. A few states, such as California, may require organizations using school district facilities provide a statement of compliance with the policies for the management of concussion and head injuries required of the school districts by state laws. All of these guidelines are designed to protect an athlete, who is suspected of sustaining a concussion or head injury during an event, from returning to practice or competition until they are evaluated and cleared by a licensed health care professional trained in the evaluation and management of concussions, acting within the scope of his or her practice. Most states, the National Federation of State High School Associations, and the CDC have educational resources that can be utilized. Concussion fact sheets must be shared with coaches, athletes, officials and parents.

4.0 Objectives

The primary goal of the Guidelines is to reduce the risk of harm to athletes and to educate coaches, parents, officials, clubs, LSCs, and hosts on the importance of concussion management. To the extent that health care professionals are involved in USA Swimming sanctioned events, they should review the Guidelines and the Consensus statement on concussion in sport developed at the 4th International Conference on Concussion in Sport held in Zurich, November 2012, or similar educational material.

5.0 What is a Concussion?

The Centers for Disease Control and Prevention (CDC) define concussion as “a type of traumatic brain injury (TBI) caused by a bump, blow, or jolt to the head that can change the way your brain normally works.” Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. The Zurich Conference on Concussion in Sport also states that concussion typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, symptoms and signs may evolve over a number of minutes to hours or in some cases may be even more prolonged.

6.0 Signs and Symptoms of Concussions:

Athletes do not have to be “knocked out” to have a concussion. In fact, less than 1 out of 10 concussions result in loss of consciousness. Concussion symptoms can develop right away or up to 48 hours after the injury. Ignoring signs or symptoms can put an athlete’s health at risk!

Signs Observed by Coaches, Officials, Parents or Guardians

- Appears dazed, stunned or confused
- Unsure about event, location, or name of meet
- Forgets an instruction or assignment
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior or personality changes – irritability, sadness, nervousness, emotional
- Can’t recall events before or after incident

Symptoms Reported by Athlete

- Any headache or “pressure” in head - how badly it hurts does not matter
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light and/or noise
- Feeling sluggish, hazy, foggy or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”
- Trouble falling asleep

- Sleeping more or less than usual

7.0 Administration

- Most states have passed legislation to establish laws and policies for concussion management and education to effectively prevent and diagnosis the condition.
- Each Club, LSC, and Host is responsible to identify and be in compliance with the state and local laws including educational and insurance requirements for the management and treatment of concussions.
- All coaches, officials, athletes, and parents should be familiar with the concussion information sheet for swimmers and the Guidelines.
- LSC Officials Chairs are responsible for distributing the Guidelines to “Unattached” Officials.
- USA Swimming provides members an excess accident medical insurance policy through Mutual of Omaha. This policy is excess to a member’s personal medical insurance coverage while participating in an USA Swimming sanctioned, sponsored, or approved event, including practice. The policy becomes primary if the member has no medical insurance coverage with a \$100 deductible. The coverage is outlined on the USA Swimming website under member resources/programs and services/insurance and risk management. If your state has a specific insurance requirement, USA Swimming Risk Management should be notified and contacted immediately so the appropriate certificates of insurance (COIs) can be issued.

8.0 Reference Material

Centers for Disease Control and Prevention

www.cdc.gov/Concussion

Zurich Concussion Conference (2012)

Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012 - <http://bjsm.bmj.com/content/47/5/250.full>

California Assembly Bill 25

School districts that permit athletic competition by nonprofit organizations require an athlete who is suspected of sustaining a concussion or head injury during the meet or practice to be immediately removed from the activity for the remainder of the day. The athlete cannot return until he or she is evaluated by, and receives written clearance from, a licensed health care provider, trained in the management of concussions, acting within the scope of his or her practice.

ODH Violence and Injury Prevention Program

www.healthyohioprogram.org/concussion

National Federation of State High School Associations

www.nfhs.org – Index concussions and see “A parent’s guide to concussion in sports”.



Safe Sport Chair Report Illinois Swimming BOD Report July 8, 2015



To: Illinois Swimming House of Delegates
From: Ryan Counihan
Date: July 8, 2015
Re: Report to the BOD

Safe Sport Mission Statement: USA Swimming is committed to safeguarding the wellbeing of all of its Members, with the welfare of its athlete members as the top priority.

Safe Sport Committee: Jon Cable, Carolyn Grevers, Monique Borzick, Makayla Varga (athlete)

- Poster board contest "**Mean Stinks**". We had many posters turned in and two of them outstanding. Owen Greybill was the winning poster that will be the featured design of the Illinois Swimming Summer Age Group Championship Safe Sport Bag Tag. Congrats to Owen Greybill
- We hope to be having a raffle at the Summer Age Group State meet for the parents that showed proof they took the parent training. We will send out an e-mail closer to Age Group State with more information.

USA Swimming's Safe Sport Launches Online Anti-Bullying Training

Free program includes resources for teams to adopt anti-bullying safety plans

COLORADO SPRINGS, Colo. – USA Swimming and its [Safe Sport](#) program are committed to fostering a fun, healthy, and safe environment for all of its members. To help increase awareness and reduce the risk of abuse, Safe Sport has launched a new online course to help parents and coaches identify and address bullying behaviors.

The online program is free for USA Swimming non-athlete members. It can be accessed at www.usaswimming.org/SafeSport. Lessons include:

- How to define bullying
- Why bullying is a problem
- What the different types of bullying are
- How bullying happens
- How to prevent an athlete from being bullied
- How to manage conflict between the individuals involved



Safe Sport Chair Report Illinois Swimming BOD Report July 8, 2015



Bullying behaviors lead to a negative team environment if not handled properly and quickly. Unfortunately, they can be alarmingly normal in youth sports settings.

“We have learned that education is arguably the most effective tool in athlete protection, including in bullying prevention,” said **Susan Woessner**, USA Swimming Director of Safe Sport. “We are committed to fostering a fun, healthy, and safe environment for all of our members. Part of the education process is to help our 400,000 members identify potential bullying, report questionable behavior and, most importantly, prevent it from happening in the first place.”

Accompanying the anti-bullying training is access to resources for swim teams to prevent or address bullying – including a model anti-bullying plan, a peer-to-peer safety plan, and a scenario guide to assist coaches with recognizing bullying behaviors.

- USA Swimming Safe Sport needs your help! Safe Sport is hosting our quarterly webinar on Wednesday, August 12 at noon eastern time. The topic of the webinar will be “How to Host a Parent Meeting.” We’d like to coach our clubs to kick their seasons off to a positive start by creating community around a great parent meeting! This is where you come in!

We are looking for clubs who do a GREAT job at this and a coach or coaching staff who would be interested and excited to share their approach on the webinar. We’d ask for a 30-35 minute presentation with about 10 minutes for questions. Safe Sport Staff will work with the coach to plan and present the webinar and we’ll be happy to provide any support needed.

If you have a name, please let Maggie Vail mvail@usaswimming.org know and we’ll follow up directly with the coach/club.



Safe Sport Chair Report
Illinois Swimming BOD Report July 8, 2015





Diversity/Disability Report

Diversity

Recap of the 2015 Central Zone Multi-Cultural/Diversity Meet. The meet was hosted by Brownsburg Swim Club in Indiana. Team Illinois sent 47 swimmers. The turnout was a little smaller than expected. I am certain it was due to the extended school year for Chicago Public Schools. As they had a week to go and finals were the following week for high schoolers. Team Illinois placed 3rd overall behind Oklahoma and Indiana.

Our coaching Staff was:

- Karin Brown – Blue Devil Swim Club (Gurnee)
- Andrew Parro – 6 Point Aquatics (Chicago)
- Hillary Browning – Jr. Blue Tides (Joliet)
- Ashleigh Thomas – Lemont Park District (Lemont)

Our team manager (Monica Stabile - CWAC) had to drop out at the last minute due to a serious illness in the family. But the team still to carry on. Full results can be found on the diversity page of the Illinois Swimming website.

We are looking forward to our next big event which is the 2016 Diversity Camp which will be held in Omaha Nebraska.



INTERNATIONAL RELATIONS COMMITTEE

Members: Michael Lawrence, (Chair), Brandon Drawz, Gregory Eggert,, Michael Klueh, Dr. Jim Miller, Dale Neuburger, Bill Rose, Bruce Stratton, Ron Van Pool, Jim Wood, Carol Zaleski, Bob Bowman, Fernando Canales, Sid Cassidy, John Leonard, Teri McKeever, Aaron Peirsol, Bill Schalz, Gregg Troy, Peter Vanderkaay, Bill Wadley, Tim Bauer, Garrett Weber-Gale, Emily Hanson, Chip Peterson

The Committee next meets on 2 October 2015 in Kansas City. Following is a summary of recent activities:

The Rules Committee is "overwhelmingly supportive" of proposed legislation related to new Doping Control rules. I am working with Rules Committee leadership to refine language and clarify procedures for enforcement. The 2015 Legislative Proposals will be available in 2 weeks.

Preparations are ongoing for the upcoming UANA Congress (Toronto, 13 July 2015) and FINA Extraordinary Congress (Kazan, 23 July 2015).

Other activities:

SPEEDO SECTIONAL CHAMPIONSHIPS

The University of Minnesota will be the host of the Summer 2015 meet, 15-18 July 2015. A request for waiver of certain rules related to time standards was made and I am confident that this will be granted.

Future meets: 10-13 March 2016 (Pleasant Prairie, WI—long course), 21-24 July 2016 (Brown Deer, WI), 9 - 12 March 2017 (University of Iowa), 19-22 July 2017 (University of Minnesota).



CLUB EXCELLENCE REVIEW TASK FORCE

The Task Force (Michael Lawrence – Chair, Rick Shiperd, Dave Berkhoff, Kathleen Prindle-Klein) presented recommendations for a new program on 3 June 2015. A joint Task Force/Sr Development Committee meeting will be held in Chicago prior to USAS.

A final report will be on the Sr Development Committee agenda at USAS.

APA (ATHLETE PARTNERSHIP PROGRAM) REVIEW

A Task Force has been named to review the current APA and make appropriate recommendations. We met *via* conference all in ; additional work is necessary through the summer with final recommendations made in October.

Updates to this report may be made prior to upcoming ISI meetings.

**Ex Officio Athlete Report- Van Donkersgoed (vdonkersgoed@u.northwestern.edu;
952-288-9458**

Board of Directors:

1. Swimjitsu in Chicago—planning to attend this event.
2. Continued work on Reliable Hearsay Taskforce.
3. LSC/Zone governance taskforce will meet in late August in Colorado Springs. We will interview the firms that responded to the RFP and award the contract for the study at this meeting.

Rules and Regulations Committee:

1. Legislation should be available to everyone soon.
2. I am happy to discuss any items with members of BOD.

Athletes Executive Committee:

1. Zone Bylaws
 - a. Legislation is being proposed by the AEC to clarify that 20% of the voting membership of each Zone must be athletes.
2. USAS Convention
 - a. We're hard at work putting together the programming for the athlete track of convention. Please let me know if you have any questions, particularly the newbie athlete representatives going to convention.

IL Swim BOD:

1. In light of recent conversation regarding how IL Swimming provides funding support to ISI members attending convention, I have drafted a policy for the consideration of the board. I am not familiar with the procedures for submitting legislation in IL, and I am not certain as an Ex-Officio member that I am able to submit legislation, but I offer the following policy as something to consider for future years.

Illinois Swimming Convention Support Policy—Draft

Illinois Swimming seeks to maximize effective participation and influence at the annual meeting of the USA Swimming House of Delegates, fully engage our members in USA Swimming, and provide educational opportunities within our LSC. To effectively meet these goals, this policy outlines the ISI financial support structure for the USAS Convention. Individuals filling the following positions shall be fully funded* representatives to the Convention:

1. *All delegates listed in Article 507.1.3 (Administrative Chair, Senior Chair, Age Group Chair, Senior Athlete Representative, Coach Representative, and General Chair) and 507.1.7 of the USA Swimming Code and the Executive Director of Illinois Swimming;*
2. *All delegates appointed, designated or elected by the ISI House of Delegates;*
3. *All other voting members of the USA Swimming House of Delegates listed in 507.1.1 (Voting members of the USA Swimming Board of Directors, Olympic International Operation Committee members, Age Group Development committee members, Rules and Regulations committee members, Registration/Membership committee members, Credentials/Elections committee members, Senior Development*

committee members, and past USA Swimming Presidents) and 507.1.5 (Delegates to technical committees of FINA and UANA) excluding athletes;

4. *All USA Swimming Committee members (ISI members) whose committee meets at the Convention (excluding athletes);*
5. *The Immediate Past Chair of ISI (if active);*
6. *All USA Swimming committee Chairpersons (if active).*

*“Full Funding” means travel and lodging costs, registration fees, per diem, and any other costs of attendance agreed upon in advance by the Board of Directors or House of Delegates. All members of the ISI Delegation shall be supported equally and no discrimination on any basis shall be permitted. Additional costs may be reimbursed by ISI as approved by the Board of Directors or House of Delegates.

All members of the delegation are required to attend and participate in all sessions of the Central Zone and House of Delegates unless otherwise excused by the General Chair of his/her designee.