

**Florida Gold Coast
Special Board of Directors Meeting #6
June 30, 2020 via Video Conferencing**

I. Call to Order- Jennifer Gibson called meeting to order 12:00pm

II. Roll Call/Excused Absences

Chair-	Jennifer Gibson- P
Vice-Chair-	Alf Aguirre-P
Senior. Vice-Chair-	Chris Anderson-P
Age Gr Vice-Chair-	Liz Kershaw-P
Coaches Rep	Gordon Andrews-P
Treasurer/Registration Chair-	Richard Cavanah-P
Secretary-	Lori Bosco-P
Officials Rep	Steven Goldman-P
Finance Vice-Chair	Kathleen Prindle-P
D.E.I Chair	Rosemarie Knoll-P
Op Risk/Safe Sport Chair	Michael Averett-P
Athlete Sr. Rep	Kyle Kasztner-P
Athlete Jr. Rep	Chloe Hernandez-P
Athlete Rep	Benji Carey-P
Athlete Rep	Madelene Finks-Ex
At-Large-(1yr)	Bruno Darzi-P
At-Large-(1yr)	Christi Wathen-P
At-Large-(1yr)	David Hammond-A
At-Large-(1yr)	Allan Golding-P
Chair Advisor	Jim McCombs-A

(Technical planning committee members: Vice-Chair –Alf Aguirre, Senior Chair- Chris Anderson, Age Gr Chair-Liz Kershaw, Coaches Rep.-Gordon Andrews, Officials Rep-Steven Goldman, Athlete Reps: Kyle Kasztner, and Chloe Hernandez)

(Executive Board: General Chair-Jennifer Gibson, Administrative Vice-Chair-Alf Aguirre, Senior Chair-Chris Anderson, Age Group Vice Chair-Liz Kershaw, Finance Vice Chair-Kathleen Prindle, Coaches Rep-Gordon Andrews and Two Athlete Reps- Kyle Kasztner and Chloe Hernandez)

III. Purpose of Special Board Meeting #6

This meeting has been called to allow the FGC BOD to continue its discussions to organize going forward into Summer Season LC with the ongoing disruption of the Coronavirus-COVID-19.

IV. Vote to Accept Board Meeting minutes from June 3, 2020 FGC Meeting

Motion: To approve meeting minutes June 3, 2020. Christi Wathen. **Second** .Dick Cavanah **Passed.** *No Opposed.*

V. Review/Status of Old & New Business Presented

A. General updates from USA Swimming with COVID-19

1. Updates from Strategy Team, USA- Swimming-how to handle sanctions for July.
2. Aquatic Coalition-Kathleen Prindle--representing leaders in different aspects of swimming. Four main points: Safety, mental, emotional health, and learning to swim. Can download on USA swimming website.
3. Volunteer Retirement Offer to Full USA Swimming Staff-had 10 employees opted out. New assignment-Jamie Lewis-in charge of Southern Zone.
4. Grant #2 Recipients (FGC Teams=6). 1st round recipients' are eligible, applications should be out shortly.
5. Head Coach Survey #2-just came out.
6. "Crawl/Walk/Run" Update information came out Friday, June 26th
 - a. PDF resource document attached.
7. Return to Competition-will cover in detail in Officials report.
8. Conducting LSC Governance talks monthly (from the cancelled May meetings in Chicago)
9. Ongoing learning opportunities-both Coaches & Athletes (ie Caleb Dressel tonight on ZOOM/ASCA/Coaches)
10. Changes to by-laws-all Board of Director members have to be Non-Athlete Members. Coach Owned clubs-have to have another person listed beside coach owner. (effective immediately)

VI. Review of New Business Presented at June 3, 2020 Board Meeting

A. FGC's Return to the Pool Efforts

B. FGC's Return to Competition Efforts

VII. Agenda (Discussion needed on each item)

A. Status of Summer Season 2020 & 2021/2022 Meet Calendar

1. Technical Planning to put forth new sanction process next meeting.

B. FGC Teams Back to the Pool-Jennifer

1. 2nd Town Hall-TBA-agenda will be using above items from USA-S
2. Current breakdown of teams back in the water: Palm Beach-7 out of 12 teams, Broward-14 out of 21 teams, Dade-13 out of 25 teams in water. (58% in the water, 13 of clubs not in water, dealing with schools)
3. Looking at July 6th for next steps of moving forward-for pools to open.
4. Update of Wellington & Pompano-Positive Tests- just effected certain swimmers in open water group. Wellington-back in the pool.
5. Coaches Support Committee-Gordon/Jennifer- Looking at Grant recipients on how to give back and any suggestions.
6. FGC has own account for ZOOM to be used for FGC business.

C. Dealing with the Positive COVID test in your program-Liz Kershaw

1. PDF example from Maryland-attached
All clubs should have a plan-Liz used information attained from CDC website, the Maryland information, 2 doctors and a nurse, and information from another facility who has a National parent organization as a template to create one for her team. CDC defines COVID exposure of being less than 6 feet for greater than 15 minutes.
2. Interesting to know: all covered by HIPPA. Contact tracing is encouraged but not required. For her team, if any athlete has an exposure, they are, asked to contact pool office who will contact training group to decide for themselves if they need to self –quarantine for 14 days or ask the individual to quarantine until receive a negative test or 14 days.
3. When do you know when to return back into society? CDC says-Have to have 2 negative tests more than 24 hours apart or no symptoms from last exposure for greater than 10 days. If any athlete or coach enters the facility with a high fever or any other symptoms for COVID-19 sent home.
4. New committee-COVID-19- Liz, Bruno, Jennifer and Kathleen.

D. FGC “Return to Competition-Steven, Kathy Fish & Allan Golding-athlete rep-is Benjamin Carey and Sarah Acevedo.

1. Introduce protocol for Virtual, Intrasquad & Dual Meets-meeting about minimizing officials on deck. Less officials=-more room for athletes/coaches. Do not need a sanction to run a meet for your club.

You do need officials to have a sanction. Different kinds of meet-have a minimum of 3 officials –see attached –Considerations for Meet Referees PDF, Meet Considerations Clarification PDF, Provisional Official Recommendations, Virtual Meet Recommendations PDF, and Virtual Meets PDF attached.

2. Provisional official-if your facility has a need- Contact Steve.
3. Virtual meets-(Kathy Fish)-should look at timing match and pool equipment match. Events?? No rule or guidance about which events are offered. Look at the time involved. When go into SWIMS-can only be used for our LSC.
4. When running a meet: Referee and Starter on opposite sides of the pool deck, limit one person to microphone-make sure it is cleaned properly. Officials should not share radios-need their own.

E. FGC Athlete Reps Project Update-Kyle/Chloe/Benjamin/Maddie

1. Updates to FGC Athlete Clubs Project-PDF attached.
2. Introducing FGC Athlete Committee for 2020-2021-25 swimmers on athlete committee. Will be moving forward and putting through proposals. have a southern zone workshop coming up in July. They will be having a ZOOM meeting to get together.

F. 2020 MSD Scholarship Committee Update-Hannah Molden-Mattin

1. Update? Will follow up at next meeting.

G. Needed Committees-Ongoing

1. Athletes In Action=Kathleen, Kyle, Chloe, Benji, Maddie
 2. Coach Support Network=Gordon, Jennifer, Chris, Christi, Mike, *Derek
 3. FGC Coach Mentoring Program 2020 Grant=Bruno, Gordon, Jennifer
 4. FGC Meet Committee=Liz, Allan, Bruno, Christi, Alf
 5. MSD Scholarship 2020 Committee=*Hannah Molden-Mattin, Dick, Chris, *Hailey Jerow (2019 recipient) or Coach=*Lou Mangianello, *MSD AD (or Rep)
 6. Relief Grant Committee=Kathleen, Dick, Liz, Bruno, Steven, Chloe, Kyle, *Kathy F.
 7. Technical Planning Committee=Alf, Chris, Liz, Allan, Gordon, Steven, Bruno, Kyle, Chloe
 8. Swimposium=Lori, Jennifer, Mike, Rosemarie, Athlete, *2019 Mentor Coaches (4)
 9. Website Upgrade/Upkeep=Dick, *Terrell Woods, Jim McCombs
- *=Denotes Non-Board Members

VIII. New Business by 11:40am-

1. Notes from Jennifer-
 - a. approached by Jane Grosser to preview the new LEAP program. Deadline is July 15-Jennifer and Dick to accomplish.

- b. look at LSC Delegates for convention-help with memorial list. Need name of individual, member type and photo.
- c. Tech suit restrictions-12 and Unders will not be in tech suits

IX. FGC B.O.D 2020 Meeting Schedule

A. Meeting Dates

1. Tues, July 14-FGC Board Meeting time-12pm-2pm
2. 2nd FGC Town Hall
3. Tuesday, July 28-FGC Board Meeting-12pm-2pm
4. Tuesday, August 11th, 18th, 25th=FGC BOD Meeting
3. Oct 24 & 25-FGC weekend (HOD and Swimposium)

X. Adjournment -2:15pm

Motion: To adjourn. Dick Cavanah. ***Second.*** Lori Bosco ***Passed.*** *No Opposed.*

CRAWL, WALK, RACE!

USA SWIMMING RETURN TO COMPETITION



The information provided in this document does not, and is not intended to, constitute legal advice. Instead, all information, content, and materials available in this document are for general informational purposes only. Each club should contact its attorney to obtain advice with respect to any legal matter. Each club should not act or refrain from acting on the basis of information in this document without first seeking legal advice from counsel in the relevant jurisdiction.

RETURN TO COMPETITION PLAN

Every club planning to host or attend competition must develop a Return to Competition plan. The plan must address the key considerations above and include the elements listed in the sections below.

Return to competition can only occur when and if your local authorities have deemed it safe to return to competition. USA Swimming in no way endorses conducting practice or competition in violation of any local, state, or federal guidelines. In creating a Return to Competition plan, clubs are encouraged to consider the following:

- When to return, including an ability to add restrictions (move backward in phases) if there are additional waves of infection in your area.
- What operating adjustments your organization will make in hosting and attending competitions.
- A communications plan for all stakeholders.
- A designation of a point person or team responsible for the Return to Competition plan.
- An ability to monitor the outcomes of what is happening as you return to competition so that you can make needed adjustments.

PUBLIC HEALTH

All plans must comply with facility, local, state, and federal public health requirements.

- If there is an ambiguity between recommended guidelines, the most stringent should apply or local counsel should be consulted to provide guidance to follow.
- Each club should have a COVID-19 liaison/committee responsible for staying up to date on community and state recommendations and any associated changes.
- Each club should have a point person responsible for the club's Return to Competition plan.
- Mandated capacity limits must be followed.
- Until further notice, eliminate or reduce use of low ventilated spaces as well as rooms that prevent social distancing, (e.g., locker rooms and small dryland rooms) to the extent feasible.
- Until further notice, ingress to facility must include health screening questions and should include temperature screening either at the facility or prior to arrival, no person shall be admitted with a temperature over 100.4 F or in accordance with CDC or local health department recommendations.



CRAWL, WALK, RACE!

USA SWIMMING RETURN TO COMPETITION

- Until further notice, athletes should arrive in their suits and depart in suits if possible. Locker rooms use should be minimized.
- Until further notice, coaches, officials, spectators (parents), should wear masks.
- All expectations for the aforementioned protocols should be communicated ahead of time in the meet announcement, event communication, and posted throughout the venue to ensure that all participants and observers are clearly aware of the requirements.

SAFE SPORT

- The [USA Swimming Code of Conduct](#) and the [SafeSport Code](#) for the U.S. Olympic and Paralympic Movements continue to apply in full.
- The Minor Athlete Abuse Prevention Policy (MAAPP) continues to apply in full.
- USA Swimming Safe Sport Best Practice Guidelines state that parents should be encouraged to appropriately support their child(ren)'s swimming experience and that all swimming practices should be open to observation by parents. This also applies to meet participation.

RESOURCE DOCUMENTS FOR BUILDING YOUR RETURN TO COMPETITION PLAN

National Council of Youth Sports Return to Play Considerations (Editable template to assist creating your return to competition plan)

- [USOPC Coronavirus Resources](#)
- [CDC Coronavirus Updates](#)
- [CDC – Consideration for Youth Sports](#)
- [CDC – Workplace Decision Tree](#)
- [CDC – Activities and Initiatives Supporting the President's Plan for Opening America Up Again](#)
- [NFHS Guidance for Opening Up High School Athletics and Activities](#)
- [USA Swimming Open Water Resource Page](#)

APPLYING FOR A MEET SANCTION

Applications for a meet sanction in July 2020, will be evaluated for the following:

1. All participating athletes and clubs must be registered within the sanctioning LSC*.
2. The meet must be pre-seeded, and no deck entries will be allowed.
3. A supplement document to the meet sanction request must include:
 - a. A statement of the local protocols and requirements;
 - b. The plan for spectator ingress and egress;
 - c. The planned number of individuals gathering in the spaces: pool, deck, spectator seating, etc.;
 - d. Safe Sport considerations to ensure parents have access to and/or the opportunity to observe their child; and
 - e. An attestation statement in which the meet host attests that the conduct of the meet will adhere to local jurisdictional guidelines. Suggested language::

In applying for this sanction(ed event), the Host, _____ (specifically named Club or other entity) agrees to comply and to enforce all health and safety mandates and guidelines of USA Swimming, _____ (LSC), the State of _____ and _____ (local jurisdiction).

4. Assumption of risk disclaimer language must be included in the meet information, announcements, and heat sheets. The following is assumption of risk disclaimer language posted by Disney prior to the reopening of Disney Springs. This language is provided as an example only. The meet host should provide its own language reviewed by local counsel:

"We have taken enhanced health and safety measures – for you, our other guests, and cast members. You must follow all posted instructions while visiting Walt Disney World Resort. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable. By visiting Walt Disney World Resort, you voluntarily assume all risks related to exposure to COVID-19."

5. The meet information, meet announcement and heat sheets must contain the following language:

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and individuals with underlying medical conditions are especially vulnerable.

USA Swimming, Inc., cannot prevent you (or your child(ren)) from becoming exposed to, contracting, or spreading COVID-19 while participating in USA Swimming sanctioned events. It is not possible to prevent against the presence of the disease. Therefore, if you choose to participate in a USA Swimming sanctioned event, you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

BY ATTENDING OR PARTICIPATING IN THIS COMPETITION, YOU VOLUNTARILY ASSUME ALL RISKS ASSOCIATED WITH EXPOSURE TO COVID-19 AND FOREVER RELEASE AND HOLD HARMLESS USA SWIMMING AND [THE LSC] AND EACH OF THEIR OFFICERS, DIRECTORS, AGENTS, EMPLOYEES OR OTHER REPRESENTATIVES FROM ANY LIABILITY OR CLAIMS INCLUDING FOR PERSONAL INJURIES, DEATH, DISEASE OR PROPERTY LOSSES, OR ANY OTHER LOSS, INCLUDING BUT NOT LIMITED TO CLAIMS OF NEGLIGENCE AND GIVE UP ANY CLAIMS YOU MAY HAVE TO SEEK DAMAGES, WHETHER KNOWN OR UNKNOWN, FORESEEN OR UNFORESEEN, IN CONNECTION WITH EXPOSURE, INFECTION, AND/OR SPREAD OF COVID-19 RELATED TO PARTICIPATION IN THIS COMPETITION.

*(*A club, geographically isolated within their LSC, may be granted the opportunity to compete in an adjacent LSC with permission from both the club's LSC and the adjacent LSC.)*

Maryland Swimming Inc.

Recommended COVID-19 Positive-Test Protocol



What forms need to be filled out?

- [USA Swimming Report of Occurrence](#)
 - When completing ROO use 'other' designation categories and insert - "no accident reported except notice of COVID-19 Positive Test result"
 - Additional details section, insert - "all personnel removed from site in accordance with local guidelines"
- [DHMH Pool Injury and Illness Report Form](#) (Complete after confirmed positive test result)
- [OSHA Form](#) (Complete if employee has confirmed positive test result)
- Any required facility forms

Who do we need to notify?

- Immediately notify the facility manager
- Once you send in the DHMH form, you have informed the MD Health Dept. (link listed above)
- USA Swimming, through the Report of Occurrence Form (ROO) (link listed above)
- Entire swim team (see sample letter below) It is imperative to maintain swimmer and family confidentiality

What steps do we take at the facility?

- *Close off areas used by a sick person and do not use the areas until after cleaning and disinfecting them*
- *Wait more than 24 hours before cleaning and disinfecting these areas. Ensure [safe and correct](#) use and storage of [EPA-approved List N disinfectants](#), including storing products securely away from children*
- Follow all facility procedures

What steps do we take with the team?

- All swimmers at the impacted facility will be out of the water for at least 24 hours, after a positive test has been reported, to accommodate facility cleaning and disinfection
- Swimmers in the group, in contact with the person who tested positive, should be out of practice for 14 days
- Coaches who actively coached or who were on deck with a person who tested positive, should be out of practice for 14 days
- Per earlier recommendations, anyone who has been in close contact with someone who has exhibited symptoms or tested positive should self-isolate for 14 days
- Have all team members follow the recommendations of their family physician or medical professional
- Maintain all Safe Sport standards with respect to proper supervision, etc.

Sample Letter to Team

To: All families

Date:

We have been notified that a person tested positive on (date) and is now self-isolating. We have notified the proper health, facility, and local, state and federal authorities.

Practice is cancelled until further notice. The coaches who had close contact will be self-isolating for 14 days from today. We are letting you know of this incident so you may contact your family physician and follow their advice. If you have questions about Covid-19 or your situation please talk with your doctor and look at the CDC website.

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

Sincerely,



// MEET CONSIDERATIONS



MEETS AND COMPETITION DURING COVID TIMES *Considerations for Meet Referees*

** Return to competition will be governed by all federal, state and local guidelines and restrictions. **

SANCTIONING

- Meets sanctioned after June 30, 2020, according to guidelines provided by the LSC. Times will count only for LSC purposes. No USA Swimming records possible.
- Type of meet – intra-squad, inter-squad (dual or other), virtual
- Non-sanctioned meets – other options limited only by club and venue

AUTHORITY

- Meet Referee has final authority over conduct of the meet if sanctioned. No officials needed if unsanctioned. Officials may participate to help with the educational value when requested.
- Determination of purpose for the meet is done by the host (fun, getting back in the water, baseline of recordable times...)
- Work cooperatively with the site management and assist with maintaining capacity restrictions

PRE-MEET

- Day before meet, know officials who are coming to check OTS for certifications, or ask officials to send Deck Pass screen shot.
- No officials meeting
 - Communicate positions and responsibilities electronically; report to position 10 minutes before session starts. Instruct officials to bring a mask, headset, and a writing utensil.
- Conduct coaches meeting electronically before arrival or send pertinent information the day before.

SOCIAL DISTANCING AND SAFETY PRECAUTIONS

- Use minimum number of officials (DR and SR who can be S&T; S&T; AO). If more S&T are necessary, position accordingly. Decide on which side of the blocks all timers will stand so officials can be in position and still maintain safe distances.
 - Be aware of any cap on number of people allowed on deck or in venue.
- Use one starter to keep microphone sanitized. Starter also provides accurate order of finish.
- If not on opposite sides of pool, DR and SR 6 feet apart.
- Officials should bring minimal belongings, no clipboards, and personal water bottle. Allow cinch bags or fanny packs to be worn for holding car keys, phone, and identification.
- Any on-deck training of S&T officials can be done from one lane away to keep distance.

TIMELINES

- Heats will move more slowly to allow swimmers and timers behind blocks. Adjust interval in MM accordingly.
- Suggest swimmers in completed heat stay in pool ala flyover starts. Next heat waits behind timer chairs. Short whistles prompt timers to return to chairs and heat goes behind blocks. Long whistle when heat is ready. Heat in water exits in front of timers after start. Instruct swimmers to not ask for times.

ADMIN

- No DQ slips. Use radios for Admin/DR to record, one or two-column heat sheets for Referee to record and turn later deliver safely to admin. Suggest using sheet protectors.
- If no AO, DR will need to check work periodically and review at end of session.
- If no electronic timing system, enter times in MM. Check order of finish.
 - How many events per page – may want to do just one per event
 - Determine how OOF information is to be requested and reported to Admin when necessary.
- Use a MM DQ report to notify coaches
- Results not available right away
- Other software that's available? Touch Pad, Meet Maestro, Swimmingly?

TIMERS

- One per lane; watch and button preferred.
- Could officials and/or coaches be timers to keep number of individuals to a minimum?
- Always go to left side of block to maintain distancing.
- Verbally only check swimmer's name. Do not approach.
- Briefing: Send instructions to Meet Director for electronic distribution.

WORKING WITH YOUR MEET DIRECTOR

- Flow of swimmers to and from blocks; bullpen personnel with heat sheets
- Timer recruitment and briefing done before day of meet.
- Minimal heat sheets; parents use Meet Mobile if possible or have no heat sheets.
- Will there be spectators?
- Will swimmers use locker rooms? Procedures must be clear and available day before meet.



// MEET CONSIDERATIONS



FROM: Clark Hammond, Chair, Rules & Regulations and Kathleen Scandary, Chair, National Officials Committee

RE: Clarification on minimum number of officials required for meets, including dual and intra-squad, and virtual

PURPOSE

Provide clarification on minimum number of officials and their duties at various meet types while adhering to the following rules; 102.10; 102.11; and 102.13. In particular, it is incumbent upon the Referee who has final authority over the conduct of the meet, to ensure that all swimmers shall have fair, equitable, and uniform conditions of judging (102.13.5).

After recently receiving inquiries regarding the absolute minimum number of officials to conduct a meet within the Rules, the following will outline the response for the individual meet structures.

INTRA-SQUAD AND DUAL MEETS - minimum number is three (3); 1 Referee, 1 Starter, 1 AO or a stroke and turn judge if the referee is also certified as an AO.

DUTIES

The Referee and Starter begin each race from positions on the deck opposite each other. The Starter walks to the start end while the Referee walks to the turn end, all the while observing the swimmers in the water.

IMPEDANCES TO THIS MINIMUM STANDARD

1. Pool designs that do not allow for walking the sides of the pool such as diving wells
2. Use of Referee and Starter as stroke and turn judges in this manner can be possible only for short course meets
3. Physical/safety risk to officials who must walk at a pace that allows them to be in position to effectively observe the strokes and turns of the competitors for each heat
4. Referee must also be trained as an AO in order to be used in this position which would also require the additional S&T official.
5. Number of lanes being observed should be no more than three (3) per turn judge in keeping with best practice (fair and equitable judging) guidelines.

ALL OTHER MEETS – minimum number is four (4); 1 referee, 1 Starter, 1 AO, and one stroke and turn judge

DUTIES

The Rules limit the roles of the Referee and AO (102.10.3), unless there are insufficient qualified officials available due to unusual circumstances beyond the control of the host team. The Starter may act in the capacity of a stroke and turn judge for the start end. One stroke and turn judge may be positioned at the turn end of the pool.

IMPEDANCES TO THIS MINIMUM STANDARD

1. These are 3-4-hour sessions for age-group meets which are quite different from dual or intra-squad meets.
2. Pool configurations must allow for the Starter to safely and promptly move into a position at the start end to provide fair and equitable judging.
3. Number of lanes being observed should be no more than three (3) per turn judge in keeping with best practice (fair and equitable judging) guidelines.
4. Should the Referee need to act in the capacity of AO, they must possess that certification as well.

VIRTUAL MEETS - minimum number is three (3); 1 Referee, 1 Starter, 1 AO or a stroke and turn judge if the referee is also certified as an AO. In the event where there are multiple teams, a single Lead AO/AR is necessary to merge results from all participating clubs before uploading into SWIMS database.

DUTIES

The Referee and Starter begin each race from positions on the deck opposite each other. The Starter walks to the start end while the Referee walks to the turn end, all the while observing the swimmers in the water. If there is an AO who has the qualifications and certification to merge data from more than one pool, then they may oversee the computer operator's work from each venue. Even when there is a lead AO/AR, each site must have its own AO who can manage the meet setup and entries and send verified results to the Lead AO.

IMPEDANCES TO THIS MINIMUM STANDARD

1. Pool designs that do not allow for walking the sides of the pool such as diving wells
2. Use of Referee and Starter as stroke and turn judges in this manner can be possible only for short course meets
3. Physical/safety risk to officials who must walk at a pace that allows them to be in position to effectively observe the strokes and turns of the competitors for each heat
4. Referee must also be trained as an AO in order to be used in this position which would then require the additional S&T official.
5. Number of lanes being observed should be no more than three (3) per turn judge in keeping with best practice (fair and equitable judging) guidelines.

It should be obvious that these minimums are not best practices. In order to have reasonable coverage and to provide a fair venue for all competitors, you should have no fewer than four (4) stroke and turn officials, a referee, a starter and an AO for a short course meet in a six-lane pool.

It is the role of the LSC, clubs, coaches, and officials to recruit, train and retain a sufficient number of officials in order to effectively officiate meets sanctioned by USA Swimming. As long as there are minimum national standards, LSCs should be allowed to fit to their own needs.



// MEET CONSIDERATIONS



USA SWIMMING PROVISIONAL S&T OFFICIAL RECOMMENDATIONS

Training recommendations provided below are to prepare stroke and turn provisional officials for intra-squad, dual, virtual dual and virtual invitational meets during a period of time established by USA Swimming. Provisional Official requirements are a temporary exception to LSC Certification requirements and allow these officials to work only applicable* meets during the period set by USA Swimming, state and local entities. Provisional officials would fulfill perceived needs for additional officials to staff local meets as pools reopen.

	Provisional Officials and Training	Provisional Certification Notes	LSC Officials and Training
Targeted group and Minimum Age Requirement	Coaches and 18&O athlete members or those swimmers who recently left the sport	Assistant coaches who may not be allowed on deck where total numbers are restricted	18 years
Active Officiating Time frame	Determined by Natl Officials Committee	Determined by Natl Officials Committee	Determined by LSC Officials Committee
*Applicable Meets	Restricted <ul style="list-style-type: none"> • Intra-squad • Dual Meets • Virtual Dual Meets • Virtual Invitationals 	Provisional Officials may not serve at any meets other than those listed nor beyond the Apprentice membership timeframe (see below).	No restrictions
USAS Registration <ul style="list-style-type: none"> • Membership would fall within the scope of APPRENTICE Registered coaches who become Provisional Officials will have an additional member category added.	Required <ul style="list-style-type: none"> • No Fee • 60 days from FIRST DAY on deck as an official May only be offered 1 time per official (no renewal option)	May elect to register for 2021 after June 1 and pay full registration fee if intent is to move to certified official. No renewal option in the same calendar year for Provisional official.	Required <ul style="list-style-type: none"> • Varies by LSC • Full fee annually • For 2021 may start registration June 1, 2020 2021 registration valid June, 1 2020 thru December 31, 2021
Background Check	No requirement under 60-day Apprentice membership	No requirement under 60-day Apprentice membership	Required <ul style="list-style-type: none"> • Level 2 • \$38 Valid for 2 years
Concussion Training	As above	As above	Required <ul style="list-style-type: none"> • NFHS or CDC course

USA SWIMMING PROVISIONAL S&T OFFICIAL RECOMMENDATIONS

			<ul style="list-style-type: none"> No fee <p>Approx. 30 minutes</p>
Athlete Protection Training (APT) – including Minor Athlete Abuse Prevention Policy (MAAPP)	As above	As above	<p>Required</p> <ul style="list-style-type: none"> Full course and testing No fee Approx. 1 hour
Officials’ Clinic	<p>Required</p> <ul style="list-style-type: none"> Online Provided by LSC Focus on Stroke and Turn and expectations Time varies 	<p>Based on attendees 60-90 minutes of instruction focused on Stroke and Turn and expectations. Stroke and Turn videos may be included or required separately.</p> <p>A follow-up clinic for Q&A and review of test questions is optional.</p>	<p>Required</p> <ul style="list-style-type: none"> Varies
Stroke & Turn Videos	Required	Videos may be viewed in advance of clinic or included with clinic.	Varies
Testing (5 events)	<p>Required</p> <ul style="list-style-type: none"> Abbreviated Test Focused only on Stroke and Turn 25 questions Approx. 30-40 min 	To be completed online.	<p>Required</p> <ul style="list-style-type: none"> Stroke and Turn/Timing Test 60 questions Approx. 1-1.5 hours
On Deck Instruction (Apprenticing)	<ul style="list-style-type: none"> 2-3 hours of mentored deck activity May occur during practices or during meet Upon completion, mentor must sign off indicating official is ready for deck or additional mentoring required 	<p>Deck mentoring to further educate these officials and ensure competent and qualified staff who consistently apply the rules of USA Swimming fairly and equitably at all competition levels.</p> <p>Sign-off should indicate a basic understanding of duties and competence.</p>	Varies
Annual Session requirements	None		Varies
Time to fulfill LSC requirements to become a Certified Official	Optional	Once beyond the provisional period, provisional officials may not officiate until LSC requirements are fulfilled	Varies

USA SWIMMING PROVISIONAL S&T OFFICIAL RECOMMENDATIONS

Transitional requirements to become a Certified Official	Optional	LSC will determine requirements for transition where Provisional and LSC training requirements differ	Varies
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USA SWIMMING PROVISIONAL S&T OFFICIAL RECOMMENDATIONS

Training recommendations provided below are to prepare stroke and turn provisional officials for intra-squad, dual, virtual dual and virtual invitational meets during a period of time established by USA Swimming. Provisional Official requirements are a temporary exception to LSC

Certification requirements and allow these officials to work only applicable* meets during the period set by USA Swimming, state and local entities. Provisional officials would fulfill perceived needs for additional officials to staff local meets as pools reopen.

	Provisional Officials and Training	Provisional Certification Notes	LSC Officials and Training
Targeted group and Minimum Age Requirement	Coaches and 18&O athlete members or those swimmers who recently left the sport	Assistant coaches who may not be allowed on deck where total numbers are restricted	18 years
Active Officiating Time frame	Determined by Natl Officials Committee	Determined by Natl Officials Committee	Determined by LSC Officials Committee
*Applicable Meets	Restricted <ul style="list-style-type: none"> Intra-squad Dual Meets Virtual Dual Meets Virtual Invitationals 	Provisional Officials may not serve at any meets other than those listed nor beyond the Apprentice membership timeframe (see below).	No restrictions
USAS Registration <ul style="list-style-type: none"> Membership would fall within the scope of APPRENTICE Registered coaches who become Provisional Officials will have an additional member category added.	Required <ul style="list-style-type: none"> No Fee 60 days from FIRST DAY on deck as an official May only be offered 1 time per official (no renewal option)	May elect to register for 2021 after June 1 and pay full registration fee if intent is to move to certified official. No renewal option in the same calendar year for Provisional official.	Required <ul style="list-style-type: none"> Varies by LSC Full fee annually For 2021 may start registration June 1, 2020 2021 registration valid June, 1 2020 thru December 31, 2021
Background Check	No requirement under 60-day Apprentice membership	No requirement under 60-day Apprentice membership	Required <ul style="list-style-type: none"> Level 2 \$38 Valid for 2 years
Concussion Training	As above	As above	Required <ul style="list-style-type: none"> NFHS or CDC course No fee Approx. 30 minutes
Athlete Protection Training (APT) – including Minor Athlete Abuse Prevention Policy (MAAPP)	As above	As above	Required <ul style="list-style-type: none"> Full course and testing No fee Approx. 1 hour

Officials' Clinic	Required <ul style="list-style-type: none"> • Online • Provided by LSC • Focus on Stroke and Turn and expectations • Time varies 	Based on attendees 60-90 minutes of instruction focused on Stroke and Turn and expectations. Stroke and Turn videos may be included or required separately. A follow-up clinic for Q&A and review of test questions is optional.	Required <ul style="list-style-type: none"> • Varies
Stroke & Turn Videos	Required	Videos may be viewed in advance of clinic or included with clinic.	Varies
Testing (5 events)	Required <ul style="list-style-type: none"> • Abbreviated Test • Focused only on Stroke and Turn • 25 questions • Approx. 30-40 min 	To be completed online.	Required <ul style="list-style-type: none"> • Stroke and Turn/Timing Test • 60 questions • Approx. 1-1.5 hours
On Deck Instruction (Apprenticing)	<ul style="list-style-type: none"> • 2-3 hours of mentored deck activity • May occur during practices or during meet • Upon completion, mentor must sign off indicating official is ready for deck or additional mentoring required 	Deck mentoring to further educate these officials and ensure competent and qualified staff who consistently apply the rules of USA Swimming fairly and equitably at all competition levels. Sign-off should indicate a basic understanding of duties and competence.	Varies
Annual Session requirements	None		Varies
Time to fulfill LSC requirements to become a Certified Official	Optional	Once beyond the provisional period, provisional officials may not officiate until LSC requirements are fulfilled	Varies
Transitional requirements to become a Certified Official	Optional	LSC will determine requirements for transition where Provisional and LSC training requirements differ	Varies



// VIRTUAL MEETS



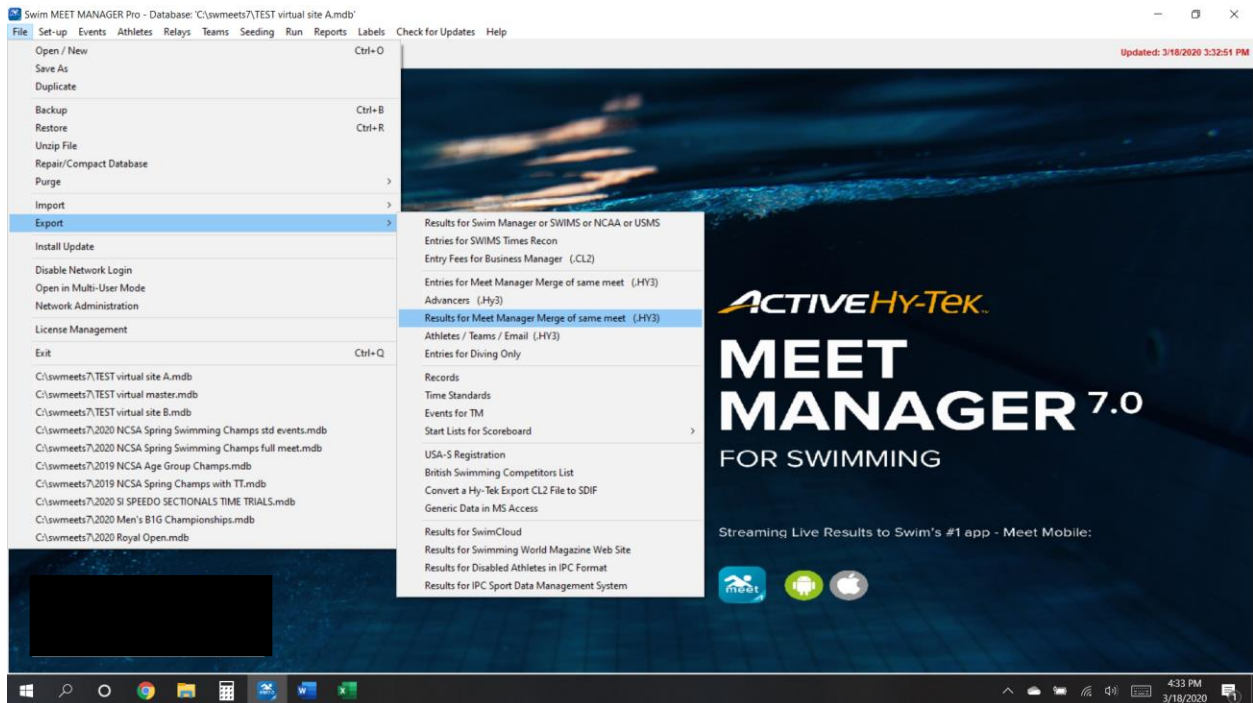
Virtual meets allow club teams to compete against each other but swim locally within their own LSC or different LSCs.

1. Competition must be held as a single meet but may have multiple sessions.
 - a. All venues shall complete their competition within a ten (10) day period.
 - b. The start and end date must be the same for all venues.
 - i. The age on the start date established for all venues shall determine the swimmer's age for the entire meet regardless of when a venue begins their sessions. For example, the start and end date for the virtual meet is June 19 and June 28, respectively. Venue A swims June 19 and June 20 with Venue B swimming June 27 and June 28. The swimmer's age for the meet regardless of the venue is as of June 19.
2. A team may swim a virtual meet as an intra-squad competition at different venues, or USA Swimming club teams may compete against each other.
3. If running the virtual meet **within the same LSC**
 - a. For multiple club team competitions, it is recommended that a host team be determined with their responsibilities to include, but not limited to:
 - i. Development of meet announcement
 - ii. Order of events
 - iii. Fee structure, if applicable
 - iv. Application for sanction
 - v. Pre-meet registration recon submission according to LSC policy
 - vi. The merging of the meet for scoring and awards, if applicable
 - vii. Submission of any fees according to LSC policy
 - viii. Submit file for uploading to SWIMS after merging and scoring/placing
 - ix. For OTS, identify administrators from each venue to enter official sessions
4. If running the virtual meet **in multiple LSCs**
 - a. Recommend that a host team be determined with their responsibilities to include, but not limited to:
 - i. Development of meet announcement
 - ii. Order of events
 - iii. Fee structure, if applicable
 - iv. The merging of the meet for scoring and awards, if applicable
 - v. Submit file for uploading to SWIMS after merging and scoring/placing
 - b. Each LSC venue would be responsible for, including but not limited to:
 - i. Application for sanction
 - ii. Fee structure, if applicable
 - iii. Pre-meet registration recon submission according to LSC policy
 - iv. Submission of any fees according to LSC policy
 - v. For OTS, identify administrators from each venue to enter official sessions
5. USA Swimming technical rules shall apply, to include Timing (102.24 in the USA Swimming Rulebook). Officials at each venue shall conform to 102.10 in the Rulebook.
 - a. Each venue **MUST** have an AO. It is suggested that there be a "lead" AO that performs the merge of the meet from all venues.
 - b. At venues where there are one to two teams, it is recommended that there be 3-6 officials.
 - c. At venues where there are more than two teams, it is recommended that there be 4-7 officials.
 - d. All venues should be comparably staffed with officials (there should be no extreme staffing difference between venues).
6. Swimmers may swim not more than three (3) events per day in a preliminaries and finals meet, or no more than six (6) events each day in a timed final meet, according to 102.2.2. and 3 in the Rulebook.
7. Meet Set-up Guidelines

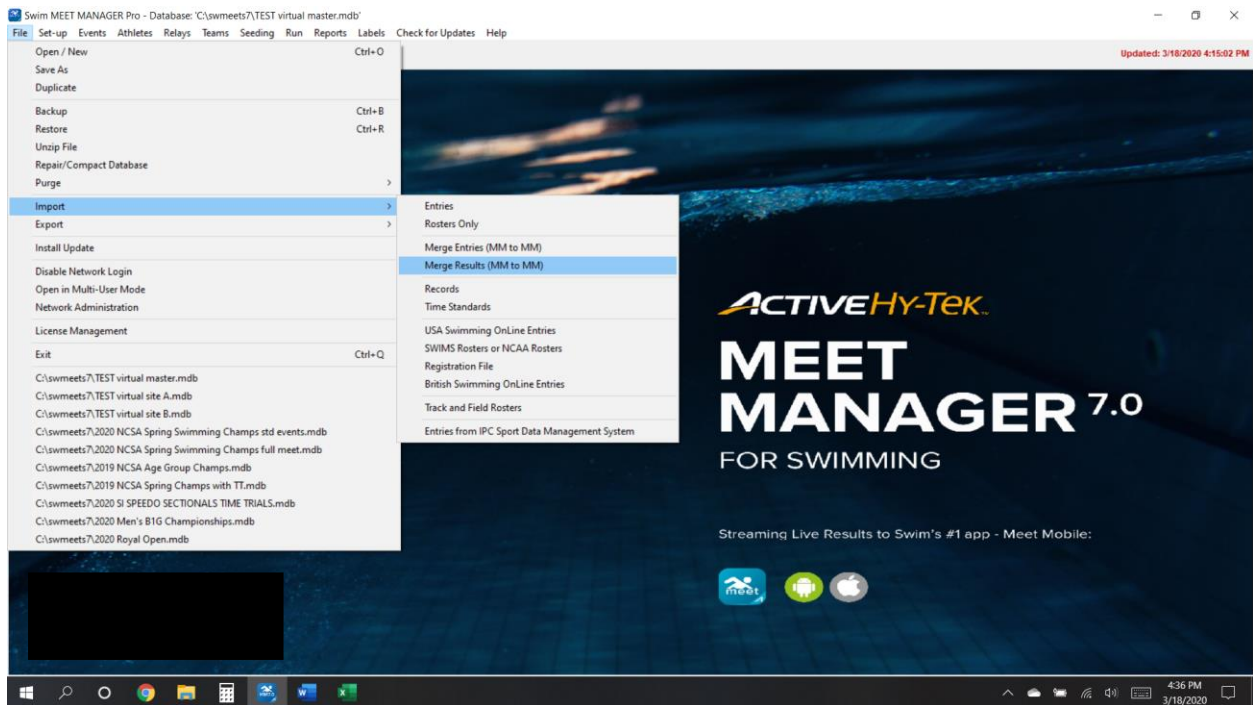
- a. Setup meets for all locations (meet names do not have to be the same for each venue but the start and end date **must** be the same); it is recommended that a meet set up is duplicated by one person and backups sent to each venue including just that venue's events
 - i. Number the events for master meet 1 to xx
 - ii. Number the events for venue
 1. For example, venue A, 101 to xxx; venue B, 201 to xxx; venue C, 301 to xxx, as applicable
 2. Master database must have each of the venue's events for the import; imports are completed based on event number which is why master database must include each venue's event numbers
 - iii. Use the same event info for age group, distance, and stroke for events you want to combine (recommend using the copy function)
 1. Event 1, 10U, 50 free
 2. Event 101, 10U, 50 free
 3. Event 201, 10U, 50 free

Event #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Preims	Finals	Assonment	Score	Multi-Age	Manual-Seed
1	Scored	Girls	10 & Under	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	F - Done	Boys	10 & Under	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	F - Done	Girls	11-12	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	F - Done	Boys	11-12	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	F - Done	Girls	10 & Under	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	F - Done	Boys	10 & Under	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
7	F - Done	Girls	11-12	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
8	F - Done	Boys	11-12	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
101	Unseeded	Girls	10 & Under	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
102	F - Done	Boys	10 & Under	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
103	Unseeded	Girls	11-12	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
104	Unseeded	Boys	11-12	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
105	F - Done	Girls	10 & Under	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
106	F - Done	Boys	10 & Under	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
107	Unseeded	Girls	11-12	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
108	Unseeded	Boys	11-12	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
201	Unseeded	Girls	10 & Under	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
202	F - Done	Boys	10 & Under	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
203	Unseeded	Girls	11-12	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
204	Unseeded	Boys	11-12	50	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
205	F - Done	Girls	10 & Under	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
206	F - Done	Boys	10 & Under	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
207	Unseeded	Girls	11-12	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No
208	Unseeded	Boys	11-12	100	Free	0.00	F	Timed finals	8	Standard	N/A	Slow to Fast	Standard	Yes	No	No

- b. Run meets at each venue as usual
- c. At the end of the meet export results from each venue (recommend only once at the end of the meet but, may do by session if desired),
 - i. Recommend that a backup be completed
 - ii. From main screen: File-Export-Results from Meet Manager Merge of same meet (.HY3)
 - iii. Send export file to the individual handling the import and merging results



- d. Import results from each venue to master
 - i. Imports are done on event number which is why master database must include each venue's event numbers
 - ii. From main screen: File-Import-Merge Results (MM to MM)
 - iii. Recommend that a backup be completed after each import



- e. Combine Events
 - i. Backup database before combining

- ii. From the Run screen, click Combine
 1. Source – from venues
 2. Target – master
 3. Select either radio button regarding the data from source
 - a. *Copy results to target event and delete results from source event OR Copy results to target event and leave source results unchanged*

If scoring, event will score automatically. Each venue will add heats to the event in the target event in the master database.

The screenshot displays the HY-TEK's MEET MANAGER software interface. At the top, the title bar reads "Run the Meet - Test Virtual Meet". The main menu includes "Events", "Athletes", "Relays", "Seeding", "Web", "Swim-Off", "Re-Score", "Combine", "Reports", "Labels", "Preferences", "Interfaces", "OW Module", "Meet Mobile", and "Help". The status bar indicates "Meet Mobile Disabled" and "HY-TEK's MEET MANAGER Licensed to: Pleasant Prairie Patriots".

The central area shows an "EVENT LIST - All Events - Yards - (Session not selected)". The list includes events such as "Girls 10 & Under 50 Yard Freestyle", "Boys 10 & Under 50 Yard Freestyle", "Girls 11-12 50 Yard Freestyle", "Boys 11-12 100 Yard Freestyle", "Girls 10 & Under 100 Yard Freestyle", "Boys 10 & Under 100 Yard Freestyle", "Girls 11-12 100 Yard Freestyle", "Boys 11-12 100 Yard Freestyle", "Girls 10 & Under 50 Yard Freestyle", "Boys 10 & Under 50 Yard Freestyle", "Girls 11-12 50 Yard Freestyle", "Boys 11-12 100 Yard Freestyle", "Girls 10 & Under 100 Yard Freestyle", "Boys 10 & Under 100 Yard Freestyle", "Girls 11-12 100 Yard Freestyle", "Boys 11-12 100 Yard Freestyle", "Girls 10 & Under 50 Yard Freestyle", "Boys 10 & Under 50 Yard Freestyle", "Girls 11-12 50 Yard Freestyle", "Boys 11-12 100 Yard Freestyle", "Girls 10 & Under 100 Yard Freestyle", "Boys 10 & Under 100 Yard Freestyle", "Girls 11-12 100 Yard Freestyle", "Boys 11-12 100 Yard Freestyle", "Girls 10 & Under 50 Yard Freestyle", "Boys 10 & Under 50 Yard Freestyle", "Girls 11-12 50 Yard Freestyle", "Boys 11-12 100 Yard Freestyle", "Girls 10 & Under 100 Yard Freestyle", "Boys 10 & Under 100 Yard Freestyle", "Girls 11-12 100 Yard Freestyle", "Boys 11-12 100 Yard Freestyle".

A "Combine Results" dialog box is open, showing "Source Event Number : 101" and "Target Event Number : 1". The "Method" section has two radio buttons: "Copy Results to Target Event and Delete Results from Source Event" (selected) and "Copy Results to Target Event and leave Source Results unchanged".

At the bottom, a table displays race results for "Heat 1 of 3 == Finals == Event 1 Girls 10 and Under 50 Yard Freestyle". The table has columns for Lane, Athlete Name, Age, Team, Seed Time, Finals Time, DG, Exh, DCode, Backup 1, Backup 2, Backup 3, HPL, PL, Pts, and AdjStat. Two athletes are listed: Smith, Abby (Age 10, Team 1-NC, Finals Time 36.78) and Ains, Emma (Age 6, Team 1-NC, Finals Time 36.55).

8. As noted above, Technical and Administrative Rules of Competition DO NOT change and must be followed by each venue. These include but are not limited to:
 - a. All USA Swimming technical, administrative, and membership rules continue to be in force for all sanctioned and approved meets
 - b. MAAPP policy remains in effect for all activities and interactions.
 - c. Number/type of required certified officials remains the same.
 - d. Timing system requirements remain the same.
 - e. Membership requirements remain the same

FGC Athlete Committee (June 2020-July 2021)

I am emailing you to let you know that we have officially elected and gathered all of our Club Reps! I also wanted to let you know that they will all be a part of the new athletes committee! The Athlete Reps and I are going to meet with them soon to give them a rundown of how things work on the board so they are prepared before they start serving on other committees where their vote matters. Since it is written in our bylaws that we are allowed to have an athletes committee this is just my announcement to you in case you want to let the board know at the meeting this Tuesday or update the website. I have put the list of names and their teams below. I have all of the contact information in case anyone needs to reach out to them for representation on a committee or anything else.

Let me know if you need anything else from me!

All the best,

Chloe Hernandez
305-587-0688

Congratulations to our new Athlete Committee members! Their term runs until July 1st of 2021

The members of the athlete committee:

Luc Ferrara	Pine Crest Swimming
Isabella Chambers	Pine Crest Swim Team
Evan Abril	Gulliver Raider Swim Club
Katherine Rogers	Gulliver Swim Club
Luna R Balzano	Eagle Aquatics
Luca Lesentier	Eagle Aquatics
Ariadne Villar	Hurricane Aquatics
Camille Schechter	Hurricane Aquatics
Angelo Martinez	Swim Fort Lauderdale
Rylie Barnhardt	Swim Fort Lauderdale
Kyrylo Romankiv	AJSC
Victoria Del Toro	Alper J Swim Club
Kate Kaplan	Cooper City Cyclones
Hailey Levine	Lake Lytal Lightning
Daniel Watson	Heritage Aquatic Team
Ryan Brander	Coral Springs Swim Club
Megan Murphy	ECAC
Paige Gelenski	Boca Raton Swim Team (BRST)

Let me know if you need anything else from me!

All the best,

Chloe Hernandez