

Virginia Swimming Board of Directors Meeting

Sunday, August 29, 2021
10:30 am

NOVA of Virginia Aquatics-Regency 100 Nova Way Henrico Va. 23229

MINUTES

Call to Order

Bryan Wallin

The meeting was called to order at 1:00 pm

Consent Agenda

- Approval of the minutes from June, 2021. Emily Fagan
- 2020-2021 End July Financial Summary
- Officials Committee Report
- Senior Committee Report
- Committee Chairs 2021-2023 and Governance Committee Recommendations to the BOD
- Proposed Legislation VSI Procedures

The consent agenda was approved.

Treasurers Report

Bob Rustin

- VSI has had over \$1,000,000 in revenue and also in expenses this year.
- Highlights of financial reports:
 - Roughly \$46,000 below budget in meet rebates
 - Endowment income over \$80,000
 - Because registrations were down this year, actual amount paid to USA Swimming was \$22,000 less than budgeted
 - Reimbursement for travel to national meets approximate \$46,000 below budget since many winter meets were cancelled and three national level meets were held in VSI. Expect summer meets and Trials will each be about half of budgeted amount
 - Convention and Zone meeting expenses were \$0 because meetings were virtual.
 - LSC Championship meets were area where largest amount of unbudgeted funds was spent.
 - Preliminary numbers indicate finishing year with a net profit of \$62,000. Per VSI Policies, half of the amount will be transferred to the Endowment Fund.
 - Re-engaged same accounting firm used last year (Harris, Harding & Johnston) to handle required accounting review and file 990 for 2021.
- Report was approved.

General Chair's Report

Bryan Wallin & John Stanley

- Requirement for all adult employees and Board members of clubs to be registered members of USA Swimming has been delayed to January 1, 2022
- Raised the question of having all USA-S national level meets listed on the meet schedule page on the website. Decided that all USA meets where country divided will be added to our schedule with a link to appropriated pages on the USA Swimming website
- National Travel Reimbursement Policy – mentioned that questions had been raised as to why meets held inside the LSC were not included for reimbursement. Bill and Mary mentioned that the reimbursement was originally designed to assist with travel expenses to meets outside the LSC so that costs were similar to meets hosted within the LSC. Will turn this discussion over to the Senior Committee for its consideration.

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- Committees: Email will be sent to committee chairs (outgoing from Bryan, incoming from John). Email will include
 - Vision for the committee
 - Description of committee responsibilities from Bylaws.
 - Requested Committee Chairs to submit names of proposed members for approval at the next Board meeting as well as schedule for meetings and what resources are needed for committee.
 - Want to post minutes of meetings on the website. TP, Sr, and AG will be attended by staff who will take minutes if desired.
 - Put Jan. 2nd on calendar for Strategic Planning session.
 - Question – Are committees to be totally re-constituted? Answer – we hope to move to a model where the committees do the “heavy lifting” and provide guidance to the Board that is charged with planning strategically for the LSC. It is up to committee chairs as to recommend committee members, but it is good to have mix of experience and new.
 - Board Meeting schedule – suggested having more frequent meetings focused on a single topic such as budget planning, strategic planning, programmatic planning, etc. Will talk further about this along with potential dates at next meeting.

Administrative Vice Chair's Report

John Stanley & Bryan Wallin

- Reviewed the number of meets already sanctioned for 2022.

Senior Vice-Chair Report

Steve Hennessy

- No additional Items

Age Group Vice-Chair Report

Drew Hirth

- Great to be back to almost normal for LC Age Group Champs.

Finance Vice-Chair Report

Bill Geiszler

Safe Sport Vice-Chair Report

Maureen Tolliver

- 50% of VSI clubs achieved Safe Sport Recognized Club (SSRC) status prior to July deadline for USA Swimming incentive. VSI one of 7 LSCs to achieve this and will receive \$2000 along with in-kind money to purchase Safe Sport materials.
- Additional clubs are still working to complete requirements to attain recognition. Due to issues with LEARN platform teams are having difficulty doing so. Current VSI incentive to clubs for becoming SSRC expires in two days (August 31st)
- Proposal – extend incentive for those teams who have started SSRC process until September 30th. Seconded and approved.
- Due to confusion with requirements for MAAPP 2.0, will resend the flyer Maureen developed MAAPP 2.0 again.
- A Safe Sport component will be included in upcoming LSC Select Camp on September 26th. Some in-kind incentive money will be used for swag.

Diversity, Equity, and Inclusion- Chair Report

Jihan Minson

- Committee working to build athlete involvement
- Eastern Zone will host a camp in spring 2022 and she will send info about it as soon as it is released

Governance Committee Report

Kevin Hogan

- Reviewed proposed policy changes and rationale for each

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- Section 3.4 Webmaster – recommended deletion
- Sections 16.7E and 19.2C (Fines and Penalties) – recommended deletion
- Section 18 Sanction and Approval Process– recommended proposed changed
- Section 23 Records – recommended deletion of “observed” as a type of meet in which a record can be achieved. After discussion, decision was made to have Age Group, Senior, and Athlete Committees review the policy and provide suggestions for revisions.

Athlete Committee’s Report

Jack McCann

- No report

Coach Committee’s Report

Mike Salpeter

- No report

Executive Director’s Report

Mary Turner

- Report attached
- Highlighted registration numbers for year as compared to 2020 and 2019. Reported that currently have 3 applications for new clubs and 2 clubs that didn’t renew last year have submitted 2022 applications
- SRVA/CSAC has provided notification that they cannot host 2022 EZ LC Age Group Championships as previously awarded. The only VSI facility that is available that meets the specific needs of the meet is the Liberty University Natatorium. Mary will contact the EZ leadership to let them know of this development. They will need to make a decision as to whether to allow the meet to be moved to the Natatorium or to find another host. In the interest of all, the decision will need to be made NLT than the EZ meeting currently scheduled for September 19th.
- Motion made, seconded, and approved to submit the following bids for Eastern Zone meets
 - SRVA to host 2022 LC Super Sectional Meet May 12-16 at CSAC
 - HOKI to host 2023 SC Region 2 Sectional Meet March 23-25 at CAC
 - SRVA to host 2023 LC Super Sectional Meet May 11 – 14 at CSAC
- Three clubs expressed interest in serving as meet host for the 2023 LC Age Group Zone Meet: NOVA at NOVA-Regency, CGBD at Hampton Aquaplex, and SRVA at CSAC. After discussion of ability to have firm commitment from each potential host by the deadline for submitting bids, a motion was made, seconded and approved to submit a bid for SRVA to host 2023 LC Age Group Championship Meet August 2 – 5 at CSAC.
- Reminder that LSC must complete LEAP evaluation by September 30th. Will be contacting members of Board for input and assistance in their particular areas.

Closed Session 2:15 – 2:20

Old Business

- Athlete endowment-impact on PVS: Ongoing. Bryan mentioned that PVS has asked us to reconsider our processes as they don’t think it’s an equitable cut as compared with VSI athletes. A final decision by the Board will be discussed during the budgeting process for 2022-2023.

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- Task Force- VSI Competition Schedule: Anthony Pedersen reported that the TF is waiting until new committees are constituted. He gave a brief description of what is currently being proposed by the group: looking at flipping schedule where Feb is an open month, then Sr Champs and Age Group champs are followed by season-culminating meets for those who did not achieve cuts for those meets.

New Business

- VSI LC Zones Report: Maureen Tolliver reported that Zones was an exceptional meet, very dedicated group of outstanding athletes, managed to make it very spirited meet despite fact not team travel. Great coaching staff. Pre-meet very different with some hurdles but made it through. Outstanding meet overall.
- VSI Bids for 2013 EZ Meets: See info in Executive Director's Report

Bryan expressed his thanks to everyone for all of their work during the years he served as General Chair, especially this year. He greatly appreciated everyone's hard work.

Upcoming Meetings

- BoD- September 18
- HoD- September 19

Adjourn at 2:30 pm

Members attending: Bryan Wallin, John Stanley, Drew Hirth, Bill Geiszler, Bob Rustin, Jihan Minson, Dave Henderson, Chad Onken, Maureen Tolliver

Additional Attendees: Kevin Hogan, Allison Dodd, MC Banks, Brian Cann, Anthony Pedersen, Scott Baldwin

Virginia Swimming Board of Directors Meeting

Monday June 7, 2021

7:30 pm

ZOOM Conference

Minutes

Call to Order

Bryan Wallin

The meeting was called to order at 7:31 pm.

Consent Agenda

- Approval of the minutes from April 2021.
- 2020-2021 End May Financial Summary
- DEI Committee Report
- Senior Committee Report
- Officials Committee Report

Emily Fagan

The consent agenda was approved.

• Treasurer's Report

Bob Rustin

- More income on the revenue side due to the sectional meet.
- Bob Moving \$30,000 to the endowment fund this month (\$15,000 to each fund).
- The endowment fund is received about 10% return right now.
- John asked about rebates. All championship rebates have been received. We are \$95,000 down from budget. Some may be made up in June-July. The number of meets was up, but the number of splashes is down. There are still five meets with rebates still outstanding from April and four meets from May.
- LC meets are not at normal capacity right now.
- Bill projects that the VSI budget will breakeven for the year.
- Travel reimbursements for short course are under budget.

• General Chair's Report

Bryan Wallin

- On June 30, there is a virtual USA Swimming House of Delegates to handle the proposed legislation. Delegates who attended convention in September need to attend the meeting.
- Next year, there will be an expanded in person Zone workshop.
- Bookmark the USA Swimming calendar to sync to your calendar.
- September 23-25 – Colorado Springs HOD meeting. Invitations will be sent out to those who need to attend in person.
- The VSI Committee Survey that went out to the BOD is still open. Bryan will compile a summary to share with the board.
 - Changes are requested from a few committees. Bryan noted that the committee responses requested that the Age Group and Senior committees address the needs of the athletes for the entire season rather than focus on Championship season only.

• Administrative Vice Chair's Report

John Stanley

- No report

• Senior Vice-Chair Report

Steve Hennessey

- Report submitted.

• Age Group Vice-Chair Report

Drew Hirth

- Addressed qualification procedures for the 2021 Zones team at the June AG meeting.
- Reviewed the Summer Awards templates to go to the host teams.
- Age Group Champs meet invitation will be finished this week.

• Finance Vice-Chair Report

Bill Geiszler

- Maureen and Bill worked together to determine the Zone team costs.

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- The expenses for coaches and entry fees for swimmers will be around \$16,000. Since VSI will not pay for rooms for the athletes (family travel meet for 2021), the Finance committee proposes that VSI pay for the uniforms for the teams. The athletes will pay \$100 to reserve their spot on the team. The remaining cost would be covered by VSI for uniforms. Bob suggested paying for team meals. Parent education will be important as this year is a “one off.”
- **Safe Sport Vice-Chair Report** Maureen Tolliver
 - The first \$1500 incentive check was received from USA Swimming.
 - The next deadline is due on June 15. There are two teams who have submitted their information but are not yet approved. Once approved, VSI should receive the next incentive for \$3500.
 - Maureen requested the business office send an email to the teams who have not completed to encourage those in the process to continue their work and really encourage remaining teams to start the process. The LSC \$500 incentive expires at the end of August.
 - Safe sport recognition is a two-year recognition. Some clubs will need to work on getting renewed.
 - Mary reported that two teams may complete club applications by June 15.
- **Diversity, Equity, and Inclusion- Chair** Jihan Minson
 - Report attached
- **Governance Committee Report** Kevin Hogan
 - Governance plans to update the descriptions in the Policies and Procedures to reflect the true nature of the committee.
 - The Governance Committee encourages some committees to meet more often so there can be discussion for the committee focus.
 - Governance suggests that a BOD orientation be planned for the incoming Board. Mary has material for the orientation.
 - One of the duties of the committee is to evaluate the Mission and Vision statements.
 - Strategic plan is needed as this is the BOD's focus.
 - Schedule a meeting of the Governance committee to review the duties and make decisions of things that need to be done.
- **Athlete Committee's Report** Jack McCann
 - Allison Dodd reported that she has been on the task force meetings for the championship meet progression.
- **Coach Committee's Report** Mike Salpeter
 - Email was sent recruiting coaches for Zones and about coach nominations for the Junior Rep position.
 - Task force for the championship meet progression has been meeting.
- **Executive Director's Report** Mary Turner
 - Registrations are down 4.1% for the year.
 - Summer leagues and Olympics will hopefully drive more registration.
 - Leap 1 is needs to be done by September. Once Leap I is done, move to Leap 2 and maybe onto Leap 3. The difference between Leap 2 and 3 is benefits for full time employees.
 - Select Camp grant of \$5000 was given to VSI. VSI will have to supply \$3000. An 11-14-year-old IMX select camp is scheduled for late September or early October. Top 8 IMX for single age group per gender for a total of 64 athletes. Arrangements had been made with St. Catherine's for the original camp plan in April 2020. The Camps committee prefers to spend the money on the athletes, not focus on a fancy facility. The letter of agreement included extra stipulations not in the application. These stipulations are a DEI and Safe sport component must be included and to not rely too heavily on training. Plan to bring in an athlete to speak to the camp.

Old Business

- Athlete endowment-impact on PVS – discussed in Treasurer's report

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- Policy 18-Sanction and Approval Process Work Group- protected weekends during championship season-moves into new phase VSI Competition Schedule.

New Business

- **Task Force- VSI Competition Schedule**
 - Coaches received a survey prior to the first meeting to identify the general sentiments across the LSC.
 - The sentiments were that what is currently in place is not necessarily meeting the needs of the athletes in the LSC. District Champs meets are viewed as qualifier meets rather than culminating meets.
 - Possible scenarios:
 - A/BB/B/C option – committee did not want to do it.
 - Use February for qualifier meets that teams can run on their own. Senior and AG Champs with a true culminating meet coming after the championship meet.
 - Move the regional meet to after Senior champs which also resolves the conflict with the high school season.
 - Proposes that the recommendation go through the Senior and Age Group committees with final approval by the BOD rather than part of the Senior Committee.
 - The changes would go into place in the 2022-2023 season and give it 2-3 years before changes are made.
 - Mary has notes for the meetings.
 - The next task force meeting is Tuesday, June 22.
- VSI Committee Review/Survey – see above
- VSI Zone Team Expenses – see discussion about expenses in the Finance Committee Report
 - The Zone team application will launch later this week once Maureen confirms with Metro Swim Shop about the uniform ordering.
- Mary asked about whether the BOD meeting in August and the HOD meetings will be face to face or virtual. The HOD for board members would be in person with a virtual option for delegates. Bryan would like the August BOD meeting to be face to face.
- John reported that the new logo issue with the USA Swimming shield is still not completely resolved. The current thinking is that VSI needs to use the version of the logo that does not include the USA Swimming shield.

Adjourn

The meeting was adjourned at 8:41 pm

In attendance: Bill Geiszler, Bob Rustin, Mike Salpeter, Morgan Cordle, Bryan Wallin, Kevin Hogan, John Stanley, Maureen Tolliver, Drew Hirth, Chad Onken, Allison Dodd, Emily Fagan, Mary Turner

Upcoming Meetings

- BoD- August 29
- BoD- September 18
- HoD- September 19

Virginia Swimming Financial Summaries 2020-2021

8/3/2021

*** Revenue ***	Budget	June	July	YTD
USAS Registration	467,600	6,344	6,334	432,820
VS Registration	112,050	1,178	1,046	103,061
Flex registration	10,000	460	790	10,750
USAS Club Dues	3,500			2,800
VS Club Dues	1,900			1,798
Meet Sanctions	3,200	120	40	2,490
Meet Rebates	191,000	8,225	26,442	133,347
Sales & Misc.	2,000	1,500	2,000	5,562
Championship Meet Revenue	30,000		66,523	137,808
Sectionals Meet Revenue	10,000	1,380	5,000	72,610
Zone Meet Revenue	50,000			-
LC Zones Team	28,900			-
Clinics and Swimposium Revenue	5,500			1,860
Zone Meeting Revenue				-
Awards Banquet	25,000			-
Interest - Checking	25	3	3	29
Interest - Reserve	800	1	1	17
Endowment Income	50,000	5,755	11,306	72,769

Total Revenue	\$991,475	\$24,965.92	\$119,483.90	\$977,722.39
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*** Expenses ***				
USAS Registration	467,600	5,610	4,238	441,361
USAS Club Dues	3,500			2,800
				0
Travel - US Open	2,500			0
Travel - Winter Nationals/Paralympic/Other	22,500	200		7,100
Travel - Summer Nationals	13,500	500		500
Travel - Olympic Trials / World Team trials	15,000	3,600	3,000	6,600
Travel - National Youth Team	1,500			0
Travel - Discretionary	3,000			0

National Meet Travel - Coaches	12,600	1,768		2,268
				0
Senior Champ Meet Support	10,000			0
Va. Championship Meet Expenses	30,000		830	89,939
Zone Meet Expenses	50,000			0
Sectionals Meet Expenses	10,000	13,591		65,091
LC Zone Team Support	70,900	1,263	41	1,304
Champ Meet Awards	22,000	2,336	2,500	16,796
				-
Staff Salaries	71,000	6,617	6,617	72,784
Payroll Taxes	6,350	506	506	5,705
Benefits	2,400			-
Webmaster	20,000			-
Web Upgrades	3,000			959
Administration Expenses	14,000	209	643	11,942
Supplies & Misc.	3,000	97	18	676
				-
Awards Banquet	40,000			859
National Convention	18,000			-
Zone Meeting	3,000			-
				-
Equipment	1,000			162
Officials Workshops / Training /Travel	20,000	729	754	6,348
				-
USAS Workshops	6,000			-
VS Camps & Clinics	6,000			1,063
VS Workshops	1,000			-
				-
Diversity, Outreach Reimbursements	10,000	322	96	3,093
Diversity / Travel, Other				-
Make a Splash/Learn to Swim Grants	6,000			6,000
Safe Sport Programs	2,000	1,000		3,500
Coach Mentoring Program	2,000			-
Athlete Scholarships	6,000		6,000	6,000
Club Grants				-
Endowment Funding	50,000	30,000		50,000

Total Expenses	\$1,025,350	\$68,348.13	\$25,243.14	\$802,850.08
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Net Income / Loss	(\$33,875.00)	(\$43,382.21)	\$94,240.76	\$174,872.31
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Beginning Funds	\$238,491			\$238,491
Inflow (Outflow)	-\$33,875			\$174,872
Transfer to savings	\$800			\$17
Transfer to / From Savings	\$0			
Ending Funds	\$204,616			\$413,346
Endowment	\$40,000			\$100,561
BOD Restricted Funds	\$30,859			\$30,864
Virginia Swimming Savings	\$253,542			\$253,559

Total Funds	\$529,016.82			\$798,329.29
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Virginia Swimming Senior Committee Report

1. Current working groups.

- **VSI Senior Circuit Concept:** Attached is a recommended concept for a VSI Senior Circuit. It provides basic outlines and guidance on how to proceed with the circuit. If the concept is adopted by the committee, we would pass it along to the Tech Planning Committee for input and recommendations. Ultimately this would be passed to the VSI BoD for approval.
- **Future Senior Champs Planning (Virginia Commonwealth Classic Initiative):** Attached is a report from the WG. The report lays out the proposed championship format meet and the parameters for the meet. The report further explains the delays and identifies the remaining open items needed to be resolved before a final proposal can be presented for consideration.
- **Camps & Clinics Working Group:** The report lays out the challenge and the improved awareness of the need for camps, clinics, and the development of Virginia Swimming select teams. It proposes working closely with the Age Group Committee to create broader reach across Virginia Swimming for all swimmers (age group & senior).

2. Overview of Working Group Effectiveness:

- The committee appointed 10 working groups working on concept changes for senior swimming and also in response to situational needs.
- 7 of those working groups provided direction and process improvement for senior swimming and/or leadership for the LSC in other areas.
- All committee members agreed the continuation of the WG process would be a strong positive. The WG group process provided strong ownership by the committee, provided leadership opportunity for committee members, and increased opportunity for voice in our processes.

3. Post Summer Senior Champs review:

- The impression of the execution of the summer senior champs was largely positive. Good on-deck adjustments were made in response to unforeseen situations, i.e., splitting of warm-up/swim-down breaks after events by gender due to the number of athletes in the session.
- The committee felt the 4-day format helped spread out events and offered additional competitive opportunities. Athletes were especially in favor of the 4-day format.
- We will need to review if having bonus events are appropriate for summer senior champs. If so, should 400 IM, 400/500 Free, 800/1000 Free, and 1500/1650 Free be excluded from a choice as a bonus event.
- Determine if the C & D final will continue to be limited to only 18&U swimmers or return to only the D final for 18&U swimmers.
- Ensure the parameters of specific warm-ups are included with general warm-up session (length of specific warm-ups, pace-lanes, one-way start lanes, etc.). Additionally, all warm-ups are conducted with athletes swimming only in counter-clockwise direction.
- Air quality was a concern as the meet continued. The facility responded to concerns quickly; however, once air quality becomes a provide it is hard to improve as the meet continues. Taking steps to reduce air quality problems is best handled pre-emptively.
- While developing opportunities for our developing senior swimmers, we must be sure not to hamper opportunities for high-level senior swimmers.
- The meet host provided a snapshot of the meet highlighting the timeline for each event and the number of competitors.
 - ✓ While developing the 2021-2024 Quad QTs, we included the the number of competitors for each year of the previous quad.
 - ✓ The snapshot will provide an excellent comparison for this year against past years as we start to move forward from pandemic management measures.

4. **Development of Distance Competition Opportunities**

- 2021-2024 Quad VSI Senior Champs Qualifying Times working group strongly recommended not advancing the times from the previous quad since we did not have the same level of representation for these events (800/1000 Free and 1500/1650 Free and to a lesser extent 400 IM and 400/500 Free) as all other events.
- The working group recommended creating more opportunities for distance swimmers since our seasonal meets often have to curtail the number of swimmers for those events.
- The committee believe a senior circuit if adopted with help for senior swimmers due to the nature of the meet. More alternative must be developed and explored as a joint initiative with the senior, age group, and technical planning committees.
- Advancing will provide further development through opportunity. This will allow for advancing qualifying times without concern of discouraging those swimmers who are often limited to one or no opportunities during in-season meets.

5. **Next committee meeting:** 1:30 PM, on Thursday, Sep 2nd

Steve Hennessy
VSI Senior Chair
August 26, 2021

VIRGINIA SWIMMING SENIOR CIRCUIT CONCEPT

1. Highly recommend we establish a VSI Senior Circuit

- Solid responses from two surveys and cold calls.
- 88 percent indicate support for a VSI Senior Circuit

2. Target participation

- All qualified swimmers seeking senior level competition experience
- Primarily reserved for VSI team; however, meet hosts would be permitted to invite out-of-LSC teams

3. Qualifying times for eligible participation in VSI Senior Circuit

- Recommend 15-16 "A" time in at least two of the following qualifying disciplines: Freestyle, Backstroke, Breaststroke, Butterfly, Medley, and Distance Freestyle (800/1000 Free and 1500/1650 Free)
- Important to make the qualifying standards progression from year to year. A suggested target would be two VSI Senior Champs qualifying times as indicated above.
- A comparison of potential QTs are listed below:

10% of SRC QT	5% of SRC QT	15-16 "A" Time	Events	15-16 "A" Time	5% of SRC QT	10% of SRC QT
:27.82	:26.03	:27.19	50 Free	:24.39	:23.51	:25.07
1:00.27	:55.74	:58.99	100 Free	:53.49	:50.91	:54.44
2:10.89	2:00.74	2:08.09	200 Free	1:56.99	1:51.60	1:59.45
5:51.11	5:24.23	5:43.39	500 Free	5:17.69	5:01.76	5:25.48
12:23.26	11:10.94	11:50.79	1000 Free	11:02.59	10:29.46	11:30.79
21:03.89	18:42.86	19:47.29	1650 Free	18:30.39	17:34.19	19:20.60
1:07.09	1:02.25	1:03.99	100 Back	:58.39	:57.21	1:01.15
2:25.52	2:15.33	2:19.69	200 Back	2:06.89	2:04.52	2:13.31
1:17.54	1:11.60	1:13.59	100 Breast	1:05.59	1:04.56	1:09.73
2:50.05	2:36.86	2:39.49	200 Breast	2:24.19	2:21.74	2:33.44
1:06.21	1:01.41	1:03.99	100 Fly	:57.89	:55.85	:59.83
2:32.01	2:18.69	2:21.69	200 Fly	2:09.69	2:07.25	2:14.85
2:27.94	2:17.22	2:22.99	200 IM	2:10.09	2:05.36	2:14.96
5:16.79	4:52.31	5:04.99	400 IM	4:40.29	4:27.84	4:52.59

4. Meet Format:

- 2-day format to keep from extending the meet weekend to 2.5 days or longer.
- 2-session on Saturday; 2-session on Sunday (distance mid-morning; remaining events immediately following)
- Order of events can be based on our two order of events for senior champs or something the host would prefer.

5. Meet size and frequency

- The first meet should be offered late September or early October and should target district competition. Gives all senior level swimmers a first competitive swim to establish a starting point for the season.
- Second meets should be late October or early November and should target region level competition. Gives all senior level swimmers a second competitive swim measuring progress and prepares for potential travel meet experience.
- Third meets should be early to mid January and target LSC wide competition. It provides all senior level swimmers a final chance to compete in non-HS Swimming events. Provides the most varied range of competitors prior to senior champs in early March

6. VSI Senior Circuit membership responsibilities:

- A commitment by teams to compete in at least two of the meets offered.
- Bring those qualified swimmers who have demonstrated a level of dedication consistent with swimmers with goals and aspirations to compete nationally.

7. Importance of a VSI Senior Circuit

- Provides solid competition with swimmers with like interest, goals, and effort.
- Ultimately will elevates swimming for VSI senior swimmers as the circuit develops and becomes more selective
- Potentially creates more interest for out-of-LSC teams to come to Virginia for select competition
- Creates more opportunity to swim all events, including distance events without the concerns of restricted heats due to timeline requirements in age group based meets.
- Order of events and number of sessions will make the circuit meets challenging. This will better prepare swimmers for senior level championship meets with similar demands.
- Circuit meets with a limited target for participation will provide more space for proper warm-up and swim downs. The meet regimen will illustrate the need for proper preparation to be successful at meets.

FUTURE SENIOR CHAMPS PLANNING WORKING GROUP (VIRGINIA COMMONWEALTH CLASSIC MEET) UPDATE

1. Our working group looked at the future of senior champs and the idea of creating a “championship” meet for our LSC in November/December.
 - We finally came up with the idea of the Virginia Commonwealth Classic.
 - This is a meaningful championship meet for senior swimmers and a means to select athletes to participate in a VSI Select Camp.
2. Unfortunately, our working group stalled and eventually came to a screeching halt. With that being said, we definitely want to continue our work.
 - Several coaches are interested in having a meet like this.
 - There is potential to have a few new coaches join our working group to help us finalize our vision.
3. We look forward to helping make this come to fruition.
4. Details are below. Highlighted areas are ideas that we got “stuck” on.

Virginia Commonwealth Classic Meet

Date:	Weekend BEFORE Thanksgiving – date may be adjusted based on USA Swimming/VSI Calendar
Qualifying Times:	Senior Champs cuts (with LC version of cuts 2% slower?) – <u>times don’t expire!!</u>
Meet Format:	3 day meet, prelims and finals, no 1650, mixed gender relays, meet is scored, prelims <u>MUST</u> be run in two courses, athletes can swim 3 events per day (9 total), we would offer time trials after evening finals (they count against your 3 events per day total)
Costs/Revenue:	Meet Host – 50% of revenue, Virginia Commonwealth Team – 50% of revenue We would ask VSI for additional funding (up to “x”) if this isn’t enough Standard meet entry fees apply (individual and relay)
Order of Events:	Opposite format of Senior Champs that season (If Senior Champs is Format A, Commonwealth Classic is Format B & vice versa)
Prelims:	13-18 age groups, everyone swims against everyone in the morning
Finals:	2 heats of finals in each age group, 13-14, 15-16, 17-18

19 and older athletes:	At this time we aren't ready to finalize a decision if they are included (senior committee input?) all options are open/available (timed finals, swim or no swim)
Mixed Relays:	At the beginning of finals (Friday – 200 medley relay, Saturday – 200 free relay)
Scoring:	Top 16 for each event (standard scoring)
High Point:	One male and one female from each age group
Awards:	Top 8 get medals
Team Scores:	Banner for winner, plaques for top 5
<u>Commonwealth Select Team:</u>	
Team Selection:	Athletes that have qualified for Zone Select or National Select Camp are ineligible • 13-14 boys: 6 • 13-14 girls: 6 • 15-16 boys: 6 • 15-16 girls: 6 • 17-18 boys: 6 • 17-18 girls: 6 • Athletes are invited based on highest FINA points total (3 highest events)
Camp:	Location to be determined, want it to be special (local vs. travel) – Covid-19?, cost
Camp Director:	Do we have a VSI rep to oversee the organization of this camp?
Camp Coaching Staff:	Determined by an application process (1 Head Coach, 5 assistant coaches)
Focus of the Camp:	Elite level training/racing, building camaraderie within the LSC, leadership skill development, various USA Swimming educational opportunities, etc.
Dates of camp:	Mid/late April, site TBD

CAMPS & CLINIC UPDATE

1. The task force group would like to continue this working committee into the new season.
2. The momentum generated from the IMX camp soon approaching will lend much-continued awareness and motivation for others to join & continue participation.
3. Received feedback on how and where the group may get more traction is under the coach's representation (along with VSI)
4. Recommend joining Age Group Committee efforts to spread awareness, create buy-in, and tie goals and objectives to the annual Zone Selection of coaches and athletes.
5. Partnering with the Age Group Committee will give Camps & Clinics renewed legs and fit into a yet to be determined vision/mission statement of its own in hopes of finding a rhythm of importance among the coaches, parents, and athletes we serve.

2021 LONG COURSE SENIOR CHAMPS SNAPSHOT

Participants				Events						
<u>Age</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>EVENT</u>	<u>Entries</u>	<u>LC Seed</u>	<u>SC seed</u>	<u>Bonus</u>	<u>P Heats</u>	<u>P Time</u>
12	0	1	1	1 W 200 IM	118	62	38	18	15	43min
13	1	3	4	2 M 200 IM	106	64	23	19	14	37min
14	1	14	15	3 W 100 Fr	114	68	26	20	15	20min
15	50	60	110	4 M 100 Fr	115	71	21	23	15	19min
16	67	67	134	5 W 100 Br	96	71	17	8	12	20min
17	69	68	137	6 M 100 Br	92	59	21	12	12	18min
18	42	38	80	7 W 800 Fr Rel	21				8	28min
<u>19+</u>	<u>18</u>	<u>22</u>	<u>40</u>	8 M 800 Fr Rel	18				3	25min
TOTAL	248	273	521	9 W 800 Fr	69	35	34	0	3-1	1h 22min
Entries				10 M 1500 Fr	56	25	31	0	6-1	1h 49min
<u>By Age</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>	11 W 200 Fr Rel	27				2-2	4min
12	0	2	2	12 M 200 Fr Rel	23				1-2	2min
13	4	2	6	13 W 200 Fr	125	54	49	22	16	41min
14	0	34	34	14 M 200 Fr	122	60	37	25	16	38min
15	243	307	550	15 W 100 Fly	121	75	20	26	16	23min
16	375	349	724	16 M 100 Fly	116	55	33	28	15	20min
17	346	343	689	17 W 400 IM	65	36	29	0	9	51min
18	200	173	373	18 M 400 IM	74	43	31	0	10	52min
<u>19+</u>	<u>123</u>	<u>132</u>	<u>255</u>	19 W 400 Med Rel	25				2-2	12min
TOTAL	1291	1342	2633	20 M 400 Med Rel	22				1-2	5min
Sessions				21 W 200 Fly	85	49	32	4	11	31min
<u>Day</u>	<u>Session</u>	<u>Length</u>	<u>Breaks</u>	22 M 200 Fly	79	51	21	7	10	26min
Thursday	Prelims	4h 0min	3 x 10min	23 W 100 Bk	104	50	29	25	13	32min
	Distance	3h 11min		24 M 100 Bk	89	55	16	18	12	29min
	Finals	1h 49min	3 x 10min	25 W 400 Fr	75	35	40	0	10	49min
Friday	Prelims	4h 38min	3 x 10min	26 M 400 Fr	84	43	41	0	11	52min
	Finals	2h 10min	1x5, 1x10	27 W 400 Fr Rel	28				2-2	11min
Saturday	Prelims	4h 15min	2 x 10min	28 M 400 Fr Rel	24				1-2	5min
	Finals	1h 52min	1 x 10min	29 W 200 Bk	84	52	28	4	10	42min
Sunday	Prelims	3h 16min	1 x 10min	30 M 200 Bk	76	52	13	11	10	36min
	Distance	3h 53min		31 W 50 Fr	127	73	21	33	16	13min
	Finals	1h 55min	1 x 10min	32 M 50 Fr	117	76	18	23	15	11min
				33 W 200 Br	99	64	32	3	13	42min
				34 M 200 Br	83	56	21	6	11	32min
				35 W 200 Med Rel	30				2-2	7min
				36 M 200 Med Rel	23				1-2	3min
				37 W 1500 Fr	59	35	24	0	7	2h 17min
				<u>38 M 800 Fr</u>	<u>82</u>	<u>48</u>	<u>34</u>	<u>0</u>	<u>10</u>	<u>1h 36min</u>
				TOTAL WOMEN	1341	759	419	163		
				TOTAL MEN	1291	758	361	172		
				TOTAL COMBINED	2632	1517	780	335		
				PERCENT OF TOTAL		58%	30%	13%		



VSI LSC Officials Committee ZOOM Meeting -Minutes

Agenda

August 17, 2021 @ 7:00 PM

1. New Athlete reps

- Bryan request funneled to Mary?
- Bryan was not on the call, but I will follow-up.

2. Georg turning over to database coordinator position to Ralph.

- Georg wants to meet with Ralph one more day to finalize some things
- Have asked Kelly Warnagiris to join committee and take over Ralph's at-large spot.
- Kelly accepted, however, could not be on the call because of another meeting.

3. Comments from LC Championship Meet Referees

- LC Seniors – Bob
 - Good meet and team, Bob thought it went very well
 - Coaches were happy we could hold the meet.
 - Last minute change of venue due to booking at Lynchburg
 - Only two issues that were resolved.
 - System 7 when it lost a race, affected athletes were offered a re-swim
 - 1st break on Thursday loaded up the pool as the warm down pool was not available. From then on, open warm-up/cool down at scheduled breaks was split between men and women.
 - From AR side, should have timers write Dolphin the times down.
- LC AGC – Ralph
 - Ralph had a great meet and team, very happy
 - Growing pains with CTS-7 when switching from dual to single course
 - Delays became minimal as meet progressed
 - Chase starts definitely saved time.

4. Evaluator group

- Looking for more, especially those that can conduct N2 evaluations, provides different views and talent to help develop our officials.



VSI LSC Officials Committee ZOOM Meeting -Minutes

Agenda

August 17, 2021 @ 7:00 PM

- See attached sheet, we have around 50 Officials with N3 for S&T. Please review and provide recommendations on who we should add to the evaluator pool. Also please reach out to them and ensure they are willing to serve as evaluators.
- The intent is to build a pool of evaluators so there are more folks available for Championship meets.

5. Status of current training

- DRs – Jeff Ward (CGBD), Jack Granger (ECAT), Keith Davis (CA-Y), Leanne Overton (VSTP), Chris Jaeger (PSDN), Louis Callabero (PWSC), Erica Devito-LaFalce (GATR), John Rockwell (HOKI) are all under way.
- Zoom Clinics are posted through December on VSI, sent out to Team Chairs and sent to Head Coaches/Team admins.
- If you plan to do in-person clinics, please send info to Emily to post. DC's can create a Google Sign up sheet for in-person clinics. If no one signs up, then no need to have the clinic.
- Training survey – 21 out of 115 responded so far. All positive comments, feel free to review
- In a previous meeting we talked about designating some trainers/clinicians, do you have any capable/interested candidates who would be interested in this opportunity and share the load?

6. OTS & RTO Excel workbooks on website?

- Tried to post, however the website will not allow us to post files with Macros

7. Swimposium?

- Requested hybrid format (in person/on-line) – Mary finding a location that can handle video conferencing
- No lunch for in-person
- **Suggested Topics**
 - Service Awards
 - Official's chairs and recruiting
 - I. Send out prior presentation and have Team Chairs from SRVA, TIDE and NOVA add/change



VSI LSC Officials Committee ZOOM Meeting -Minutes

Agenda

August 17, 2021 @ 7:00 PM

- 2. Looking to assist all team chairs with recruiting and sharing of info
 - Referee/Starter & False Starts – Kevin
 - 1. Provide clarity on when a false start and recall occurs.
 - Schematics of a Championship Meets -
 - 1. Question was posed as to why we have different jurisdiction and protocols at meets
 - 2. Also discuss backstroke ledge protocol
 - Advancement and what to expect
 - 1. This will cover both LSC and National Certifications
 - Open Forum for Q&A

Invited: Dan Demers, Beth Arnold, Bob Rustin, Michael Sizemore, Ralph Jones, Genny Kimbel, John Squires, Scott Farrar, Georg Fuhs, Will Murphy, Kelly Warnagaris, George Zolovick, Bryan Wallin

Attended: Dan Demers, Bob Rustin, Michael Sizemore, Ralph Jones, Genny Kimbel, Scott Farrar, Kevin Hogan

Virginia Swimming, Inc.
BoD Meeting
August 29, 2021
Executive Director Report

Final 2021 Registrations	2020:
Athletes: 5887	6191
Flex: 857	781
Outreach: 87	65
Seasonal: 58	0
Total: 6889	7037
Non-Athletes: 984	973
Clubs: 40	46

Athlete registrations for 2021 are down 2.1% as compared with 2020. One thing to remember is that the registration year started on June 1 so there are three months in which registrations overlapped this year. That said, only 382 athlete registrations were processed between June 1 and Aug. 31 last year. Our 2019 athlete registrations totaled 7489, our highest number ever. 2021 was 8% lower than that number. All in all, I believe we fared better than most LSCs in the country!

Additional Membership Requirement for Clubs: Earlier this month clubs were informed that all adult employees (anyone for whom the club generated a W-2) are required to be members of USA Swimming. This is a directive that came from the Center for Safe Sport. Clubs were informed about the requirement and have been working to comply with the requirement. When clubs register for 2022, they will be required to list the names of their adult, non-coach employees in addition to the members of their board of directors if a board run team. As Emily and I process the club renewals, we are expected to check the membership status of each of these individuals and notify the club of any who are not in compliance.

APT Issues: The Center for Safe Sport has changed how they provide the APT courses to USA Swimming and all the data has not yet been migrated. This seems to be causing issues in several areas affecting those trying to take a Refresher course as well as records being updated correctly for those who have completed a course. USA Swimming's vendor is currently working with the Center's provider and hope to have the issues resolved by the end of the week. Recommendation – tell anyone who takes the course to save a copy of the course completion certificate just in case. This can be sent to HQ and used as verification if the course does not automatically update in the system. Please have individuals who experience difficulty contact Emily or me so that we are aware and can provide assistance.

LSC Select Camp: Emily has been working diligently on the details for the camp this month and plans are coming together. The camp will be held on Sunday, September 26th at NOVA Aquatics Center – Regency. As previously reported, targeted camp attendees are selected based on their LC IMX scores for this summer. Invitations were sent Tuesday morning to the top eight 11 to 14 year old athletes per single age group per gender for a total of 64 campers. The deadline for accepting the invitation is September 1st and we will fill any open spots with the next eligible athlete to ensure that 64 athletes attend. The schedule for the day will include in-water training as well as

classroom sessions on DEI, Safe Sport, and Nutrition. The deadline for submitting an application to serve on the camp coaching staff is Monday, August 30th.

Zoom Licenses: If enough teams and LSCs sign up again this year, USA Swimming will continue to offer the license at a reduced rate. While the cost will be \$240 annually which is higher than last year, it is still much cheaper than the price an individual team or LSC would pay for the same services. Teams that did not use the service last year can add it this year, if desired. I will contact teams to determine the number that are interested in continuing to use the service and submit that information to HQ.

2022 Zone Meets:

- VSI and HOKI will host the SC South Region Sectional meet on March 23 – 26 at CAC.
- VSI was also awarded the EZ LC Age Group Championship Meet to be hosted August 3 – 6 at CSAC. Since that time, CSAC has notified me that they will not be able to serve as host because Masters' Nationals will now be held at the facility around those dates after being cancelled in 2020 and we need to let the members of the Zone know that this is our only option. Given the reservations put forth at the EZ meeting at the 2021 Convention with regards to hosting a meet at Liberty, it is entirely possible that the Zone will choose to withdraw its approval of our bid to host the meet.
- SRVA wants to submit a bid for 2022 LC Super Sectional in May. No bid for the meet has been submitted prior to now.

Action Item: Approve request to submit a bid to host the 2022 LC Super Sectional in May at CSAC.

2023 Zone Meets: Bid requests to host the Zone meets in 2023 must be submitted by September 12th.

- LC Age Group Champs: SRVA and NOVA would like to be considered as potential hosts. August 2-5
- LC Super Sectional (May): SRVA wants to host the meet. May 11-14
- SC South Region SC Sectional (March): HOKI wants to host the meet. March 23-26

Action Item: Identify what bids to submit for 2023 Zone meets.

2022 Registrations: An email with instructions for 2022 registrations was sent to teams in early July and we are already receiving registrations. We must wait to process these registrations until September 1st so we are maintaining a file of them until that date. The new forms are already available on the website. (<https://www.teamunify.com/team/va/page/registration/registration-forms>).

Announcements:

- We are making arrangements for the House of Delegates meeting and Swimposium to be hybrid events. The meetings will be held at CSAC – Swimposium on Saturday, September 18th and HoD on Sunday, September 19th.
- All Star Team: The lists for short course and long course will soon be posted on the website ([teamunify.com/team/va/page/athletes/recognitions](https://www.teamunify.com/team/va/page/athletes/recognitions)). Gifts for the team members will be distributed in the coming weeks.

August 27, 2021

From: General Chair Elect

To: VSI Board of Directors

The following Board and Committee Chairperson nominations for the upcoming tenure have been made and BoD approval sought:

Board

Safe Sport – Maureen Tolliver

Diversity, Equity & Inclusion – Jihan Minson

At-Large Athlete Rep. – Radomyr Couture

Committee

Operational Risk Management – Gordon Hair

Zone Team Coordinator – Maureen Tolliver

Officials – Dan Demers

Technical Planning – Steve Hennessy

Governance – Chad Onken, Maddie Wallin (athlete), Allison Dodd (athlete)

Records Coordinator – Jessica Simons

Hall of Fame – Jessica Simons

Rules & Legislation – Kevin Hogan

Disability – pending

Open Water – pending

Virginia Swimming
Diversity, Equity and Inclusion Committee Report

Committee Meetings held on June 28th and August 3rd, 2021

Committee Members: Jessica Simon, Owen Geddes, Danyelle Travis, Pat Donohue, Jihan Minson, Gordon Hair, Amy Brehl, and Peter Maloney

Welcome new members Emmaual Elias, Camille Adams, Genny Kimbel

Owen Geddes discussed building athlete membership on this committee. This will be a focus as summer winds down.

Action Item: Owen Geddes will reach out to athlete chairs in late August/early September.

Action Item: Committee members will let Owen Geddes know of any athletes interested in joining the committee.

Amy Brehl discussed summer league in the Christiansburg/Blacksburg area. Summer league numbers remained consistent which will hopefully mean more kids are considering year round swimming. Middle school swimming will be starting soon.

After the summer league season, swimmers donate their summer league suits. The suits are then cleaned and used as donations to the local community.

Danyelle Travis discussed summer league in the Hampton Roads area. Summer league numbers were good even with COVID concerns and many swimmers are interested in developmental year round programs.

Gordon Hair discussed the Charlottesville/Waynesboro area. Swim for Life gave City of Hope a bus to get kids from underrepresented areas to swim lessons. Marlin Splash club in Waynesboro is putting on Friday swim-in movie nights to bring minority children to the pool and hopefully build the developmental team.

All 5th grade kids in Charlottesville receive swim lessons through the partnership school system. All 2nd grade children in Waynesboro receive lessons through the partnership with the school system.

The committee discussed free versus discounted lessons. If you are trying to get the families to buy into the program reduced rates seem to be the way to go. If the parents have “skin the game” they are more committed to getting their swimmers to lessons.

The committee plans to take an all star team to the EZ Diversity camp which will be held in 2022. EZ DEI is requesting bids for this camp. The Virginia contingent would be selected by essays. Swimmers are also able to go on their own.

The committee discussed possibly putting in a bid for the 2022 EZ DEI diversity clinic.

Action Item: Jihan Minson will update the committee after the next EZ DEI call. The committee will make decisions via email if bids need to be submitted before the next VA DEI meeting.

The committee talked about starting too high. To build DEI, swim lessons are a great place to start. Maybe consider bringing senior athletes into local schools. Kids need to see role models. Consider how to make programming more accessible for a diverse community. Gordon Hair talked about shifting the mission to fit the community.

Next DEI Committee Meeting:

Tuesday, September 28th at 8:00 PM

Respectfully submitted,

A handwritten signature in cursive script that reads "Jihan Minson".

Jihan Minson, *Committee Chair*

Proposed Legislation Changes for VSI Procedures at the VSI BOD Meeting on August 29, 2021

Release date: August 22, 2021

The following paragraphs summarize the proposed changes to the VSI Policies and Procedures. **New language is in blue; ~~deleted language is in red and struck through~~.** Please see the attached document for the exact changes.

Procedure 33.2 (pg 38): Per section 7.4.3.B of the VSI bylaws, the members of the Governance Committee are appointed by the General Chair with the advice and consent of the Board of Directors. Eliminating the struck-through language will harmonize the procedure section with the bylaw section.

Procedure 35.1.E (pg 40): The Diversity Committee should have been eliminated when the Diversity, Equity, and Inclusion (DEI) Committee was created.

Procedure 45.2 (pg 47): Change the sanction and approval fee from \$20.00 to \$30.00 to harmonize the language with the currently approved budget.

Procedure 45.5.B (pg 48): The portion of the paragraph related to setting individual event and relay event fees has been deleted as they are now set by the host (see section 45.4). Language related to rebate fees has been retained for clarity.

Proposed Legislation Changes to the *Policies and Procedures of VSI* for Consideration at the VSI BOD and HOD Meetings on September 19, 2021.

Release date: August 30, 2021

The proposed changes to the *Policies and Procedures of VSI* are below. New language is in blue; ~~deleted language is in red and struck through~~; moved language is in green.

ITEM #1. Remove the Webmaster as a separate permanent office within VSI (delete section 3.4) and incorporate the position responsibilities into the VSI staff responsibilities (add procedure section 42.3)

~~3.4 Webmaster — Handles all duties directed by the Administrative Vice Chair of VSI with the approval of the Board of Directors. The VSI House of Delegates will approve compensation through the budgetary process.~~

42.3 Webmaster: The staff shall maintain the content of the VSI Website.

ITEM #2. Harmonize the fee structure across different sections of the policies: Delete policy section 16.7.E and 19.2.C to eliminate the doubling of fines if not remitted within 14 days.

17.6 Penalties and Fines

- C. Fines are considered due and payable immediately upon receipt of notification, even if the assessment of the fine is appealed to the VSI Administrative Review Board.
- D. Fines are to be submitted to the VSI Business Office.
- ~~E. Fines not remitted within fourteen (14) days after notification shall be automatically doubled.~~
- F. Should a fine remain unpaid after thirty (30) days, the athlete (if the fine was imposed on the athlete) or the club (if the fine was imposed on the club) shall be notified of their suspension from competition in VSI-sanctioned meets until such time as the fine is paid.
- G. The assessment of any fine or penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the fine.

19.2 If the meet host fails to submit the meet registration file as required in the VSI Procedures to the VSI Business Office or if it fails to notify participating teams or unattached athletes of corrections that are need for entries, a fine of \$100 will be assessed.

- A. Fines are considered due and payable immediately upon receipt of notification, even if the assessment of the fine is appealed to the VSI Administrative Review Board.
- B. Fines are to be submitted to the VSI Business Office.
- ~~C. Fines not remitted within fourteen (14) days after notification shall be automatically doubled.~~
- D. Should a fine remain unpaid after thirty (30) days, the host club shall be notified of their suspension from competition in VSI-sanctioned meets until such time as the fine is paid.

- E. The assessment of any fine or penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the fine.

ITEM #3. Update sanction and approval process to clarify the process, reflect current practice, and to clarify when penalties apply. Move policy section 18.5 prior to section 18.8. Simplify policy section 18.6 to reflect current practice. Modify policy section 18.7 to indicate that penalties for late receipt of draft meet announcements does not apply to meet types specified in policy section 18.4. Renumber sections.

~~18.5 After a meet has been sanctioned or approved and posted to the VSI website, no fee, format, or other changes in the meet program (as defined in the USA Swimming Rules & Regulations) may be made without the expressed consent of the Administrative Vice Chair. If a team discovers that changes are needed, the team must notify the Administrative Vice Chair who may consult with the Age Group Chair, Senior Chair, or additional Board members in order to determine if the proposed changes will be allowed. In the event that the proposed changes are approved, a new meet announcement shall be submitted within five (5) days along with a re-sanctioning fee of \$250. Failure to notify the Administrative Vice Chair of such changes or follow the final decision regarding any changes could result in the denial or suspension of future meet sanctions.~~

~~18.6~~^{18.5} The host team for the meet will submit a request for sanction or approval to the VSI Business Office along with a draft meet announcement and meet expense worksheet (if required) at least two months prior to the scheduled date of competition. The minimum information required for a sanction/approval to be issued is a list of events, the date, time, and location of the meet, ~~check for the sanction/approval fee~~, the name and contact information of the meet director, and the name and contact information of the referee for the meet. ~~Sanction and approval request forms are available on the VSI website or may be obtained from the VSI Administrative Vice Chair or VSI Technical Planning Chair.~~ Payment of the sanction/approval fee must be submitted with the meet rebate fees and other fees remitted to VSI after completion of the meet.

~~18.7~~^{18.6} The meet director will coordinate directly with the VSI Business Office and make all necessary corrections to the meet invitation. Once the VSI Business Office has vetted the meet invitation, it will be forwarded to the Administrative Vice Chair for final reviewing and issuance of a sanction number. Once sanctioned, the Meet Director will publish and distribute the invitation announcement. Distribution to all participating teams should be 45 days prior to the scheduled start date of the meet. ~~Except for meets as specified in Section 18.4, D~~ draft meet announcements received fewer than two months prior to the scheduled date of competition will be subject to the following penalties:

- A. Received 1 to 7 days past the original due date: \$50 per day.
- B. Received 8 or more days past the original due date: \$50 per day for the first 7 days and \$100 per day thereafter.
- C. Should the penalty remain unpaid after thirty (30) days, the club shall be notified of their suspension from competition in VSI-sanctioned meets until such time as the penalty is paid.
- D. The assessment of the penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the penalty. On-time payment of the penalty is required even if the assessment of the penalty is appealed to the VSI Administrative Review Board.

18.7 After a meet has been sanctioned or approved and posted to the VSI website, no fee, format, or other changes in the meet program (as defined in the USA Swimming Rules & Regulations) may be made without the expressed consent of the Administrative Vice Chair. If a team discovers that changes are needed, the team must notify the Administrative Vice Chair who may consult with the Age Group Chair, Senior Chair, or additional Board members in order to determine if the proposed

changes will be allowed. In the event that the proposed changes are approved, a new meet announcement shall be submitted within five (5) days along with a re-sanctioning fee of \$250. Failure to notify the Administrative Vice Chair of such changes or follow the final decision regarding any changes could result in the denial or suspension of future meet sanctions.

ITEM #4. Housekeeping. Policy section 22.4 is being moved to section 22.3.D to structure the section in the same manner as other sections on fines.

22.2 Payment of Fines:

- A. Fines are considered due and payable immediately upon receipt of notification, even if the assessment of the fine is appealed to the VSI Administrative Review Board.
- B. Fines are to be submitted to the VSI Business Office.
- C. Should a fine remain unpaid after thirty (30) days, the club shall be notified of their suspension from competition in VSI-sanctioned meets until such time as the fine is paid.
- D. The assessment of any fine or penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the fine.

22.3 ~~The assessment of any fine or penalty may be appealed to the VSI Administrative Review Board within thirty (30) business days of notification of the fine.~~

ITEM #5. Times swum in observed high school meets have not been considered for record purposes for at least 10 years, consistent with the expressed desire of the athlete representatives. Removing "observed meets" from policy section 22.3.C will codify this practice.

23.3 VSI records will include only those events or distances recognized by USA Swimming or VSI Swimming. VSI records represent the fastest time in each event by a VSI swimmer or relay and may be achieved in either age group or open competition.

- C. The fastest time swum by a VSI registered athlete or relay at the time of performance in any VSI or USA Swimming sanctioned, ~~or approved, or observed~~ meet, or in an International event recognized by USA Swimming will be recognized as a record. The swim must appear in the SWIMS National Times Database.

ITEM #6. Eliminate "observed meets" in procedure section 46.1 to harmonize the VSI Top 10 times with the records policy (section 22).

46.1 Any time swum by a VSI-registered athlete at a sanctioned, ~~or approved, or observed~~ meet is eligible for consideration as a VSI Top 10 Time. Only those events and distances recognized by USA Swimming will be included.

ITEM #7. Eliminate Equipment Coordinator position as specified in procedure section 35.2.B. VSI no longer has equipment that requires the care of a dedicated equipment coordinator.

~~35.2.B Equipment Coordinator~~

- ~~(1) Appointment — The coordinator shall be appointed as specified in Policy section 5.4.A.~~
- ~~(2) Duties — The Equipment Coordinator is responsible for storage, maintenance, transportation, and the setup and breakdown of CTS timing equipment including touch pads, buttons, cables, timing system, and Meet Manager computers. Maintenance of equipment includes all firmware and software upgrades for timing and Meet Manager computers. The coordinator also provides an annual Equipment Report and provides the Finance Committee with any proposals for repairs and/or replacement of any broken equipment.~~

ITEM #8. Renumber procedure section 35.2.C to 35.2.B and change (2) to indicate that the National Times and Records Tabulation Coordinator can use a designee to maintain the LSC records.

35.2.~~C~~^B National Times and Records Tabulation Coordinator

- (2) Duties – The coordinator is responsible for the input of all times from sanctioned, approved, and observed meets within the LSC into the national database and will assist the LSC in making certain that USA Swimming rules regarding timing are carried out. The coordinator ~~or designee~~ will maintain current records of the LSC using times verified through the national database. At least once a month the coordinator ~~or designee~~ will also create Top Times lists from the national database.