

**Virginia Swimming, Inc.**  
**House of Delegates Meeting (In-person)**  
**Sunday, April 14, 2024 1:00 pm**

Collegiate School Aquatics Center Community Room  
5050 Ridgedale Pkwy  
Richmond, VA 23234

**Minutes**

**1) Call to Order**

- The meeting was called to order at 1:00 pm

**2) Adoption of 2023 April HoD Meeting Minutes**

- **Motion:** The motion to adopt the April 2023 HOD minutes were approved.

**3) Treasurer's Report**

- Will Murphy provided the treasurer's report as Bob Rustin was refereeing the Special Olympics meet.
- Endowment income goes to the athletes. \$70,050 was funded this year. There are two funds – athlete travel/expenses and scholarship.
- Deposits for Championship meets were not made until April. Expenses have been paid for the SC meets.
- **Motion:** The motion to adopted the treasurer's report was approved.

**4) Proposed 2024-25 Budget – Finance Chair (Will Murphy)**

- Highlights include (Revenue):
  - Tradition of Virginia Swimming is to budget conservatively and athlete centric.
  - Increase the registered athlete estimate to 7100 from 7000 athletes for the 2024 season.
  - Club dues and meet rebates – increase budget
  - Meet Sanctions – stays stable
  - LSC Championship Meet Revenues – increase budget
  - Two sectional meets – increase revenue
  - Zone team – 10% increase
  - Awards banquet and Clinics – remain neutral
  - Endowment income – projected to deposit \$80,000
  - 15 % increase in revenue for 2024-2025
- Highlights (Expenses)
  - Travel fund to meets – some increases; some neutral
  - Championship meet expenses – Zone meet expenses are projected to rise
  - Zone team expense – increase the amount budgeted to help subsidize the zone team expenses for families
  - Administrative expenses – Office staff – no change in salary adjustments; possible line item change to discuss in the future
  - Other administrative expenses – remain constant
  - Awards banquet – decrease amount in the next year
  - USA Swimming workshop – increase travel for in person meeting

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- Athlete workshop – travel expenses
- Outreach – increase from \$10,000 to \$25,000 for meet rebates.
- Diversity funds have not yet been disbursed for this year. Diversity \$5000; Outreach \$20,000
- Athlete scholarship – for 2023-2024 there was a tie so the amount spent was \$7500
- Expect to be \$14,000 in the budget in the black.
- Adam Kennedy asked if the Learn to Swim grants line item could be increased to \$18,000 (budgeted \$9,000) and requested that the process to access those funds needs be clearer.
  - **Motion:** The motion to increase the Learn to Swim line item from \$9,000 to \$18,000 passed.
- **Motion:** The motion to approve the 2024-2025 budget passed.

**4) Proposed Policy & Procedures - Rules & Reg. (Kevin Hogan)**

**Policy changes** – feedback from the BOD and then present to HOD.

- **20.1** – Amend the sanction and approval process to include the Safe Sport recognition end date.
  - i. **Motion** – recommended for HOD passed. – **APPROVED BY HOD**
- **31** - EZ Age Group Championship to include a simpler statement in the policies. The nuts and bolts are under procedures.
  - i. **Amended** – “athlete eligibility criteria” **Amendment approved**
  - ii. **Motion** – recommended for HOD passed. - **APPROVED as amended BY HOD**

**Officers and Committee Chairs/Coordinators Reports**

- **General Chair** – no report
- **Administrative Vice Chair**
  - Report online for the BOD meeting in March 2024
  - Meet sanctioning is stable; many dual sanctioned meets with PVS and MD
- **Finance Vice Chair** – no further report
- **Senior Vice Chair** – no report
- **Age Group Vice Chair – Mike Julian**
  - Discussed Summer Awards format at the Age Group Committee meeting held earlier today.
  - Also discussed updated time standards for the next quad.
- **Safe Sport Vice Chair**
  - 21 clubs are current in their SSRP recognition.
  - Teams hosting meets should complete the process 3-6 months prior to the meet.
  - Checklist for the SSRP process will be posted on the VSI website.

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- Teams who have a meet scheduled and sanctioned will have their sanctioned pulled if they have not completed SSRP.
  - **Diversity, Equity, & Inclusion Chair** – no report
  - **Athletes Chair**
    - Elected Jr Rep – Isabella Levin (757)
  - **Coaches Chair** – no report
  - **Governance Chair**
    - Committee chairs need to check the VSI website to see if the committee members listed are correct.
    - All committee meetings are open including Zoom meetings. Send the link to the office to be added to the website.
    - Committee meeting minutes need to be posted on the website.
  - **Officials Chair**
    - R9 is now in effect. Officials committee has worked very hard to update procedures for new officials.
    - Tuesday, April 16 – Referee meeting on R9
    - Wednesday, April 17 – Team Officials Chairs meeting on R9
    - Both meetings will be recorded.
  - **Open Water Chair**
    - Open Water Championship meet is June 29 at the Blacksburg Quarry.
    - Webpage will be updated.
    - Sunday, May 19 – Potomac Marlins Open Water meet has a clinic attached to it for officials.
    - Fitter and Faster clinic possible before the OW meet on June 29.
  - **Operational Risk Chair**
    - Clubs are doing a better job of reporting incidents at swim meets.
    - Concerns about concussion protocol adherence.
  - **Records Coordinator** – see directors report
  - **Rules & Legislation Coordinator** – no report
  - **Technical Planning Chair**
    - SC Age Group – HVA (hosted by TIDE)
    - SC Senior Champs – CSAC (hosted by SRVA)
    - LC Age Group Champs – Liberty (hosted by LY)
    - LC Senior Champs – CSAC (hosted by SRVA)
    - Summer Awards bids will be awarded at the June BOD meeting.
    - Committee members needed
- 5) Executive Director's Report**
- **Report attached**
  - Registration numbers – numbers are down slightly, but better than 2023.

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- Online registration continues in the fall. Team can choose to do bulk renewal for athletes and/or non athletes.
- Individual season athletes (150 day athletes) can upgrade to premium after expiration beginning September 1. Currently, if the individual season membership expires, athletes must register and pay the full premium amount.
- Registration fees will stay the same for 2024-2025.
- OME is working better. VSI does not use the payment option for LSC meets. If a team pays by check, there is no fee. If a team pays by credit card, then there is a credit card fee.
- Records are up to date. Seasonal top times are also up to date too.
- APT must be done under the athlete login to SWIMS not through the parent login.
- Competitive Spirit Awards names should be submitted to the business office for 2023 and 2024.

**6) New Business**

- Block Party call with USA Swimming on Wednesday, April 17
- Put together a task force to review the LTS grant and marketing of the grants.

**7) 2024 VSI Fall HoD Education weekend Sept. 14-15 – location TBD**

**8) Adjournment**

- The meeting was adjourned at 2:12pm.

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# Virginia Swimming Financial Summaries 2023-2024

4/2/2024

*** Revenue ***	Budget	February	March	YTD
USAS Registration	USAS collect			
VS Registration	133,600	8,354	3,251	\$106,571.76
Flex registration	7,000	740	390	\$8,490.00
USAS Club Dues	-			\$0.00
VS Club Dues	1,350			\$0.00
Meet Sanctions	4,900	420	310	\$1,870.00
Meet Rebates	181,000	28,017	23,004	\$118,929.50
Sales & Misc.	2,000			\$0.00
Championship Meet Revenue	150,000		20,246	\$20,245.50
Sectionals Meet Revenue	50,000			\$0.00
Zone Meet Revenue	50,000			\$0.00
LC Zones Team	28,900			\$0.00
Clinics and Swimposium Revenue	5,000			\$7,847.66
Zone Meeting Revenue				\$0.00
Awards Banquet	20,000			\$0.00
Interest - Checking	40	4.72	5	\$31.60
Interest - Reserve	300	3.81	0.74	\$42.45
Endowment Income	50,000	7,004	12,061	\$55,192.20

<b>Total Revenue</b>	<b>\$684,090.00</b>	<b>\$44,544.21</b>	<b>\$59,267.72</b>	<b>\$319,221</b>
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*** Expenses ***	Budget	February	March	YTD
USAS Registration				\$671
USAS Club Dues				\$0
				\$0
Travel - US Open	4,500			\$1,000
Travel - Winter Nationals/Paralympic/Other	18,000			\$11,600
Travel - Summer Nationals	10,000			\$800
Travel - Olympic Trials / World Team trials	15,000			\$0
Travel - National Youth Team	1,500			\$0
Travel - Discretionary	3,000			\$0
National Meet Travel - Coaches	9,000		500	\$900
				\$0
Senior Champ Meet Support				\$0
Va. Championship Meet Expenses	150,000		59,825	\$59,825
Zone Meet Expenses	50,000			\$0
Sectionals Meet Expenses	50,000		3,805	3,805
LC Zone Team Support	73,900			27,915
Champ Meet Awards	24,000	5,269		14,788
Staff Salaries	86,800	7,400	7,400	51,800
Payroll Taxes	7,812	608	571	4,063
Benefits	2,000			-
Webmaster				-
Web Upgrades	2,000			636
Administration Expenses	18,000	1,228	384	9,285
Supplies & Misc.	3,000	3,295	661	4,106
				-

<b>*** Expenses ***</b>	<b>Budget</b>	<b>February</b>	<b>March</b>	<b>YTD</b>
Awards Banquet	35,000			-
National Convention	18,000			948
Zone Meeting				-
				-
Equipment	1,500			-
Officials Workshops / Training /Travel	20,000	300	1,217	5,073
				-
USAS Workshops	6,000			3,126
VS Camps & Clinics	10,000			9,216
VS Workshops	2,000			6,249
				-
Diversity, Outreach Reimbursements	10,000	2,230	1,801	10,623
Diversity / Travel, Other				-
Make a Splash/Learn to Swim Grants	9,000			-
Safe Sport Programs	1,000			-
Coach Mentoring Program	2,000			-
Athlete Scholarships	6,000			-
Club Grants				-
Endowment Funding	50,000		70,050	70,050
<b>Total Expenses</b>	<b>\$699,012</b>	<b>\$20,330</b>	<b>\$146,214</b>	<b>\$296,477.29</b>
<b>Net Income / Loss</b>	<b>(\$14,922.00)</b>	<b>\$24,214.43</b>	<b>(\$86,946.68)</b>	<b>\$22,743.38</b>
Beginning Funds	\$413,386			\$413,386
Inflow (Outflow)	-\$14,922			\$22,743
Transfer to savings	\$300			\$42.45
Transfer to / From Savings	\$0			
Ending Funds	\$398,464			\$436,087
Endowment	\$365,509			\$454,096
BOD Restricted Funds	\$30,871			\$30,873
Virginia Swimming Savings	252,059			\$251,306
<b>Total Funds</b>	<b>\$1,046,903.81</b>			<b>\$1,172,362.49</b>

## Budget Plan

### 2024-2025 Season

#### \*\*\* Revenue \*\*\*

		2023-24 Actual through March 2024	
	22 / 23 Actual	23 / 24 Budget	24 /25 Budget

USAS Registration	-	-		
VS Registration	115,085	133,600	\$106,571.76	135,400
Flex Registration	7,040	7,000	\$8,490.00	7,000
USAS Club Dues	-	-	\$0.00	
VS Club Dues	1,380	1,350	\$0.00	1,440
Meet Sanctions	5,960	4,900	\$1,870.00	4,900
Meet Rebates	188,495	181,000	\$118,929.50	194,000
Sales & Misc.		2,000	\$0.00	2,000
LSC Championship Meet Revenue	158,031	150,000	\$20,245.50	160,000
Sectionals Meet Revenue	97,771	50,000	\$0.00	85,000
Zone Meet Revenue	72,726	50,000	\$0.00	65,000
LC Zones Team	70,328	61,400	\$0.00	70,000
Clinics and Swimposium Revenue	1,426	5,000	\$7,847.66	5,000
Zone Meeting Revenue			\$0.00	
Awards Banquet	13,058	20,000	\$0.00	20,000
Interest - Checking	49	40	\$31.60	40
Interest - Reserve	49	300	\$42.45	300
Income - Endowment	94,439	50,000	\$55,192.20	80,000

<b>Total Revenue</b>	<b>825,836</b>	<b>716,590</b>	<b>\$319,221</b>	<b>830,080</b>
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#### \*\*\* Expenses \*\*\*

USAS Registration	330		\$671	
USAS Club Dues	-		\$0	
<b>Travel</b>				
Travel - US Open		4,500	\$1,000	
Travel - Nationals September to April	17,900	18,000	\$11,600	20,000
Travel - Nationals May to August	15,350	10,000	\$800	10,500
Travel - Olympic Trials / World Team trial	-	15,000	\$0	12,000
Travel - National Youth Team	-	1,500	\$0	1,500
Travel - Discretionary		3,000	\$0	3,000
National Meet Travel - Coaches	5,000	9,000	\$900	10,000
<b>Meet Expenses</b>				
Senior Champ Meet Support			\$0	
Va. Championship Meet Expenses	140,280	150,000	\$59,825	150,000
Zone Meet Expenses	61,279	50,000	\$0	60,000
Sectionals Meet Expenses	88,337	50,000	3,805	80,000
LC Zone Team expense	93,159	50,000	27,915	60,000
Champ Meet Awards	24,823	24,000	14,788	24,000
<b>Administrative Office</b>				
Staff Salaries	83,000	86,832	51,800	86,800
Payroll Taxes	6,439	7,812	4,063	7,812
Benefits	-	2,000	-	2,000
Webmaster	-		-	
Web fees, Upgrades, security	-	2,000	636	2,000
Administration Expenses	16,665	18,000	9,285	18,000

Supplies & Misc.	2,403	3,000	4,106	3,000
Awards Banquet	2,597	35,000	-	20,000
Business Meeting plus Workshop	12,554	18,000	948	18,000
Zone Meeting	-	-	-	-
Equipment	231	1,500	-	1,500
Officials Workshops / Training /Travel	9,025	20,000	5,073	20,000
USAS Workshops	5,739	6,000	3,126	6,000
VS Camps & Clinics	340	10,000	9,216	10,000
VS Workshops	4,441	2,000	6,249	2,000
Diversity/Outreach Programs	8,831	10,000	10,623	25,000
Make a Splash/Learn to Swim Grants	6,000	9,000	-	18,000
Safe Sport Programs	-	1,000	-	1,000
Coach Mentoring Program	-	2,000	-	2,000
Athlete Scholarships	6,000	6,000	-	6,000
Club Grants	-	-	-	-
Transfer to Endowment	150,000	50,000	70,050	80,000
<b>Total Expenses</b>	<b>790,724</b>	<b>707,544</b>	<b>\$296,477.29</b>	<b>795,512</b>

Net Income / Loss

Beginning Funds

Inflow (Outflow)

Transfer to savings

Transfer to / From Savings

Ending Funds

Endowment

Virginia Swimming Savings

Total Funds



**Virginia Swimming, Inc.**  
**HoD Meeting**  
**April 14, 2024**  
**Executive Director Report**

<b>2024 Registrations as of 4/12/2024</b>	<b>2023</b>	<b>2019</b>
Premium: 5650	5451	6241
Flex: 783 (inc 231 upgrades)	798 (253)	795
Outreach: 70	45	56
Individual Season: 198 (inc 33 upgrades)	270 (89)	13
Total: 6691	6564	7105
Non-Athletes: 1060	1018	962
Clubs: 51	46	46

All of these numbers are from April of the given year. When comparing the numbers for Flex in prior to 2023, remember since that year Individual Season is the only lower cost option for athletes who are 13 to 18 years old. Due to the variable nature of registrations throughout the Quad, I included numbers from 2019 for comparison as it was also the third year after the Olympics.

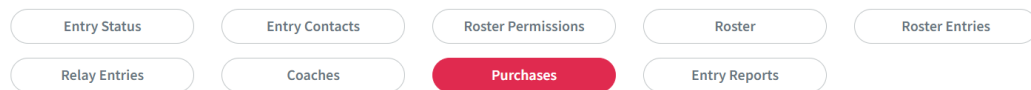
**Registration Updates:**

- Bulk renewal will be available again in 2025. In the coming months, teams will be given the opportunity to elect to renew returning athletes, non-athlete, or both en masse and pay USA-S directly for the registrations. The team can also elect to have parents independently renew the registrations for their children and pay USA-S directly. All new registrations will continue to follow the process initiated for the 2023 swim season: the parent creates a login and registers the child directly with USA-S.
- There will be a significant change and improvement for the athletes who register as Individual Season (membership that is valid for 150 days). Starting September 1, any athlete who registers as Individual Season will be able to upgrade to a full Premium membership at any time prior to August 31 of the registration year even after the initial 150 days have passed.
- Head coaches are now receiving an automatic notification when an athlete transfers to another team during the swim season. Currently only the head coach receives this notification so please be certain to pass the information along to staff members as needed.
- 2024-2025 Registration Fees: No change for the 2025 season!

Premium Athlete:	\$88	Non-Athlete (Coach, Official, Other)	\$78
Flex Athlete:	\$30		
Flex Athlete Upgrade:	\$58	Administrator:	\$40
Individual Season	\$53	Club on or before 12/1:	\$100
Individual Season Upgrade:	\$35	Club after 12/1:	\$150

**OME:** We have successfully used the platform for 7 meets now and most of our teams have learned how to submit entries. Improvements to the platform have been made during the past year and I continue to gather more experience in its capabilities as well as tips for submitting entries. For our LSC meets, we have elected to collect entry fees by check or through our Payment

Center on the website because the credit card fees are significantly less. OME is set up showing \$0 charges for splash and swimmer fees which has caused teams to question if their entries have been received. A report can be generated from the Team Entry Management window that shows the total entries that were submitted:



#### Previous Purchases Summary

LINE ITEM	LINE ITEM COST	QUANTITY	TOTAL COST
Cost Per Team	\$0.00	1	\$0.00
Cost Per Credential	\$0.00	4	\$0.00
Cost Per Individual Athlete	\$0.00	14	\$0.00
Cost Per Relay Only Swimmer	\$0.00	2	\$0.00
Cost Per Athlete Individual Event Entry	\$0.00	52	\$0.00
Cost Per Relay Event Entry	\$0.00	12	\$0.00

We then follow up with entry lists as well as an invoice to the club to confirm the amount due.

**High School Meets:** We had another successful high school season this year! In the December through February time frame, 44 meets, including District level meets, were observed across our LSC and times from those meets were loaded into SWIMS as well as TU. The times load easily into SWIMS 3.0 and TU will match times as well if the high school meet database includes all of the athlete's correct information (first name, middle initial, last name, and birthdate). (It also appears that not having the member ID in the high school database is better than having an incorrect one.) Hopefully, there will be an easier way to populate the times from high school meets in team management platforms next year.

**Records & Seasonal Top Times Lists:** You may have noticed that we are now able to generate these lists. The system is still very cumbersome in that we are unable to just pull a report that can be posted on the website. Manipulation of the data exported must be done to include the desired information in the reports. The good news is that the reports currently posted on the website are up to date as of this week. The All Time Top Times lists still need some work.

**Competitive Spirit Awards:** VSI encourages clubs to recognize athletes who exhibit exemplary leadership, character, and attitude on their teams. We provide each team with awards to present to a 12 & under girl and boy as well as a 13 & over girl and boy. I apologize that I dropped the ball on this last year. In the coming week I will send information to each club about submitting names for the 2024 athletes as well as those recipients identified last year. Please watch for this notification and submit the names so that I can order the plaques for these athletes.

#### Upcoming Events:

- April 16: Referee meeting at 7PM to discuss changes related to R-9. Zoom link on website calendar.
- April 17 – Team Chair Meeting at 7pm to discuss changes related to R-9. Zoom link on website calendar.
- April 18: Meet Safety Officer Workshop at 2PM. Zoom link on website calendar.
- June 20-23: EZ Athlete Summit at Bryn Mawr College
- September 14-15: Virginia Swimming Education Weekend