

# Virginia Swimming Board of Directors Meeting

Monday, January 8, 2024 – 7:30 pm  
Via Zoom

## MINUTES

### Call to Order

John Stanley

- The meeting was called to order at 7:32 pm.

### Consent Agenda

- BoD minutes from November 26, 2023
- Budget v. Actual report end December 2023
  - **Motion:** The motion to adopt the consent agenda was approved.

### Treasurer's Report

Bob Rustin

- **Report attached**
- The 990 is due on January 15.

### Division/Committee Reports

#### • **General Chair Report**

John Stanley

- No report

#### • **Administrative Vice-Chair Report**

Bryan Wallin

- **Sanction Report:** Meet sanctions to date are at 68. The meet types are almost identical to 2023. The average cost per event has gone up .08 per meet. There have been 22 dual sanction meets with VA and PV/MD. District meet announcements are coming in to be sanctioned.
- **Officials:** National standardization for officials has been postponed. It was supposed to be done by January 31.
- **Open Water:** No report
- **Rules & Legislation:** No report
- **Technical Planning:** No report
- **Hall of Fame:** No report

#### • **Senior Vice-Chair Report**

Jonathan Kaplan

- David King (CA-Y) has joined the committee as an athlete rep.
- The committee worked on the order of events for Senior Champs. The OOE alternates every other year.
- The meet invitation is almost ready to go. The fee structure is the last piece of information needed. The 400 IM and 500 Free will be flighted. Mary hopes to send it for sanctioning by January 12.

#### • **Age Group Vice-Chair Report**

Mike Julian

##### • **Age Group Committee**

- The committee approved the district champs format.
- Age Group Champs meet announcement really does not change. The major decision is whether to use OME.

##### • **Zones Coordinator**

- Bids for outfitting and transportation will be solicited this month.

#### • **Finance Vice-Chair Report**

Will Murphy

- Planning for the 2025 budget.

#### • **Safe Sport Vice-Chair Report**

Maureen Tolliver

- **Operational Risk**

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- **Safe Sport** – ECAT and LY are now Safe Sport recognized. There are 18 teams fully recognized. Additional teams have submitted and have received feedback that needs to be addressed. All teams hosting meets are either Safe Sport recognized or have submitted their packet.
- **DEI Chair Report** Jihan Minson
  - Jihan has had call recently about handling younger disabled swimmers at meets.
  - The committee is still awaiting the Eastern Zone DEI meeting.
  - ADHD does not fall under Para-Swimming; however, a meet referee can make an accommodation.
  - There will be a meeting regarding Outreach by the end of January.
  - Jonathan Kaplan suggested bringing Jim Ellis to Virginia to talk to coaches, officials and parents. He is from the Philadelphia area.
- **Athlete Committee's Report** Charlie Mayr/Louisa Lamerdin
  - Louisa reported about the athlete scholarship.
  - The athlete scholarship has been updated to give four scholarships at \$1500 each. The deadline is January 31. The information is available on the website and it has been shared on social media.
- **Coach Committee's Report** Michael Salpeter/Ryan Woodruff
  - No report.
  - John asked Ryan to remind coaches about the Athlete Scholarship.
- **Executive Director's Report** Mary Turner
  - **Report attached.**
  - Swimmer of the Year gifts will be ordered this week.
  - Requests for Observation for high school regional meets are coming in. Dual meets cannot be observed per USA Swimming.
  - Registration numbers are listed in the report.
  - SWIMS continues to present some challenges, but we work through the issues.
  - Clubs will be billed this week for the VSI portion of club dues.
- **Governance Committee** Kevin Hogan
  - No report

## Old Business

- **Outreach Support Club Dues**
  - Discussed at our November meeting.
  - There will be a meeting by the end of January to discuss the program.
  - VSI would match club funds currently rebated to members up to \$500 to help out the clubs who are using outreach memberships.
  - The initiative needs to be budgeted in the Spring if it moves forward.
  - Jonathan expressed interest in the program. Jihan, Mary, Jonathan and John will meet to discuss and come up with a proposal at the next meeting.
  - Hope to bring it to the Board in February.
  - Scott Baldwin suggested that we have a goal to give out a certain amount of money each year rather than waiting for clubs to approach us. He said we should challenge every club to find outreach families to help out.
  - Beth Winkowski said USA Swimming has a marketing program that may be able to help.
  - Bob offered that 8 teams are requesting outreach reimbursement.

# Virginia Swimming Board of Directors Meeting

Monday, January 8, 2024 – 7:30 pm  
Via Zoom

**New Business** - none

## Adjournment

The meeting was adjourned at 8:22pm.

Meeting Attendance January 8, 2024			
Role	Name	Role	Name
General Chair	John Stanley ✓	Coach Representative	Mike Salpeter
Admin Vice Chair	Bryan Wallin ✓	Coach Representative	Ryan Woodruff ✓
Finance Chair	Will Murphy ✓	Athlete Representative	Piper Price ✓
Senior Chair	Jonathan Kaplan ✓	Athlete Representative	Charlie Mayr
Age Group Chair	Mike Julian ✓	At Large Athlete Rep	Louisa Lamerdin ✓
Safe Sport Chair	Maureen Tolliver ✓	At Large Athlete Rep	Davis Hottle
DEI Chair	Jihan Minson ✓	At Large Non-Athlete Rep	Drew Hirth ✓
Secretary	Emily Fagan ✓	At Large Non-Athlete Rep	Scott Baldwin ✓
Treasurer	Bob Rustin ✓	Executive Director	Mary Turner ✓

**Also In attendance:** Kelly Warnagiris, Beth Winkowski (USA Swimming)

# Virginia Swimming Financial Summaries 2023-2024

1/5/2024

*** Revenue ***	Budget	November	December	YTD
USAS Registration	USAS collect			
VS Registration	133,600	9,019	22,489	\$65,011.04
Flex registration	7,000	2,440	990	\$6,580.00
USAS Club Dues	-			\$0.00
VS Club Dues	1,350			\$0.00
Meet Sanctions	4,900	360	150	\$840.00
Meet Rebates	181,000	24,724	6,978	\$48,011.60
Sales & Misc.	2,000			\$0.00
Championship Meet Revenue	150,000			\$0.00
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	7,848		\$7,847.66
Zone Meeting Revenue				\$0.00
Awards Banquet	20,000			\$0.00
Interest - Checking	40	4.35	4.66	\$17.27
Interest - Reserve	300	30.49	0.74	\$37.16
Endowment Income	50,000	12,881.00	1744.6	\$18,703.00

<b>Total Revenue</b>	<b>\$684,090.00</b>	<b>\$57,305.66</b>	<b>\$32,357.12</b>	<b>\$147,048</b>
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*** Expenses ***				
USAS Registration				671
USAS Club Dues				-
				-
Travel - US Open	4,500		500	500
Travel - Winter Nationals/Paralympic/Other	18,000		9,200	9,200
Travel - Summer Nationals	10,000			800
Travel - Olympic Trials / World Team trials	15,000			-
Travel - National Youth Team	1,500			-
Travel - Discretionary	3,000			-

National Meet Travel - Coaches	9,000		400	400
				-
Senior Champ Meet Support				-
Va. Championship Meet Expenses	150,000			-
Zone Meet Expenses	50,000			-
Sectionals Meet Expenses	50,000			-
LC Zone Team Support	73,900		500	27,915
Champ Meet Awards	24,000		4,512	4,512
Staff Salaries	86,800	7,400	7,400	29,600
Payroll Taxes	7,812	566	566	2,264
Benefits	2,000			-
Webmaster				-
Web Upgrades	2,000	636		636
Administration Expenses	18,000	1,937	3,206	5,544
Supplies & Misc.	3,000			151
				-
Awards Banquet	35,000			-
National Convention	18,000			948
Zone Meeting				-
				-
Equipment	1,500			-
Officials Workshops / Training /Travel	20,000	583	1,017	1,855
				-
USAS Workshops	6,000	1,462		3,126
VS Camps & Clinics	10,000			9,216
VS Workshops	2,000			6,249
				-
Diversity, Outreach Reimbursements	10,000	1,718	1,411	4,481
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				0
Endowment Funding	50,000			-

<b>Total Expenses</b>	<b>\$699,012</b>	<b>\$14,303</b>	<b>\$28,711</b>	<b>\$108,066.91</b>
<b>Net Income / Loss</b>	<b>(\$14,922.00)</b>	<b>\$43,003.01</b>	<b>\$3,645.64</b>	<b>\$38,980.82</b>
Beginning Funds	\$413,386			\$413,386
Inflow (Outflow)	-\$14,922			\$38,981
Transfer to savings	\$300			\$37.16
Transfer to / From Savings	\$0			
Ending Funds	\$398,464			\$452,330
Endowment	\$365,509			\$365,509
BOD Restricted Funds	\$30,871			\$30,871
Virginia Swimming Savings	252,059			\$252,096
<b>Total Funds</b>	<b>\$1,046,903.81</b>			<b>\$1,100,806.63</b>

**Virginia Swimming, Inc.**  
**BoD Meeting**  
**January 8, 2024**  
**Executive Director Report**

**2024 Registrations as of 1/5/2024**

Athletes: 5226  
Flex: 648 (inc. 50 upgrades)  
Outreach: 68  
Ind. Season: 165 (inc. 16 upgrades)  
Total: 6107  
Non-Athletes: 885  
Administrators: 60  
Clubs: 43

**2023 Registrations as of 1/5/2024**

Athletes: 5028  
Flex: 663 (inc. approx. 70 upgrades)  
Outreach: 37  
Ind. Season: 268 (inc. approx. 35 upgrades)  
Total: 5996  
Non-Athletes: 825  
Administrators: 48  
Clubs: 44

**Registration Summary:** As you can see, our athlete registrations are about 100 higher than last year at this point. It's still too early to draw any inferences from this but some teams have indicated that their numbers are higher than last year.

**Records:** Jessica and I are working together on updating records. I anticipate that we will be able to post updated lists for SC by the end of the week.

**Swimmer of the Year Gifts:** We will be providing towels to members of the 2023 SC & LC All Star Team. Once Emily and I doublecheck numbers we will place the order with delivery of the towels expected by the end of the month.

**Athlete Scholarship:** The submission deadline is January 31<sup>st</sup> so applications and accompanying documents are beginning to be submitted. This year four scholarships at \$1500 each will be awarded. After consultation with our athlete reps this change was made so that additional athletes could be recognized for their leadership within the LSC or on their teams. We will be following the same process as in previous years. Emily and I will prepare the applications for review and provide the rubric for evaluation to the committee members. We will then compile the results of their evaluations and identify the recipients who will be announced at Senior Champs just prior to finals on Friday night.

**Graduating Senior Recognition:** We will soon be contacting clubs to send us the names of their graduating seniors. As in the past, this recognition will be done at Senior Champs just prior to finals on Saturday night. We plan to follow the same procedures that we have for the past two years – create a slide show from group pictures submitted by the clubs as well as recognize the athletes by club as a group instead of announcing each athlete individually.

**High School Season:** We will be observing district, regional, and state championship meets again this year and I have received observation requests for 19 high school invitational or end of season championship meets at this point. Thus far loading the meets into SWIMS seems to be less time consuming than in the past with missing birthdates being the main error that causes a record to be flagged. Information was sent to our clubs as well as the hosts of the observed meets specifying

the athlete's information that needs to be included in the entry file. Some clubs and meet hosts are doing a better job of that than others.

**USA Swimming HOD Working Group:** I continue to serve on this working group that is reviewing the size and composition of the House of Delegates so please share your opinions with me. Additionally, send me any questions that you may have. If I don't know the answer I will try to get them



# Virginia Swimming Board of Directors Meeting

Sunday, November 26, 2023 – 7:00 pm  
Via Zoom

## MINUTES

### Call to Order

John Stanley

- The meeting was called to order at 7:00 pm.

### Consent Agenda

- BoD minutes from October 30, 2023
- - **Motion:** The motion to adopt the consent agenda was approved.

### Treasurer's Report

Bob Rustin

- No report submitted prior to the meeting, but End of October version received on 11-28-23 is attached.

### Division/Committee Reports

- **General Chair Report** John Stanley
  - Technical Planning Chair – Drew Hirth has expressed a willingness to take on the role. Drew can hold both the at large and the Tech Planning chair if he chooses.
  - **Motion:** The motion to approve Drew Hirth as Tech Planning chair passed.
  - Committee chairs should continue to add members to committees.
  - Bryan and John represented VA at the Mighty Mids workshop in Colorado Springs in November.
- **Administrative Vice-Chair Report** Bryan Wallin
  - **Sanction Report:** No report. Championship meet announcements will be worked on soon.
  - **Officials:** Standardization of officiating credentials is still in limbo across the country. Waiting on word from USA Swimming.
  - **Open Water:** No report
  - **Rules & Legislation:** No report
  - **Technical Planning:** Drew Hirth elected as new Tech Planning chair.
  - **Hall of Fame:** No report
- **Senior Vice-Chair Report** Jonathan Kaplan
  - December 13 is the next meeting and Senior Champs will be a priority.
  - Looking for new members for the committee.
- **Age Group Vice-Chair Report** Mike Julian
  - **Age Group Committee**
    - District Champs meet announcements are a priority.
    - RAYS coach (Jimmy Rodriguez) will join the committee as a Northern District rep on the AG committee.
      - The BOD accepted this committee member recommendation.
  - **Zones Coordinator** Maureen Tolliver
    - No report
  - **Finance Vice-Chair Report** Will Murphy
    - Nikki Deal will join the Finance Committee as the Central District Rep. She is a financial analyst with Amerprise and an active parent with HNVR.
      - The BOD accepted this committee member recommendation.

# Virginia Swimming Board of Directors Meeting

Sunday, November 26, 2023 – 7:00 pm  
Via Zoom

- **Safe Sport Vice-Chair Report** Maureen Tolliver
  - **Operational Risk**
  - **Safe Sport** – Annual Safe Sport Zoom conference occurred recently with other LSCs. On the call, Maureen learned from the Center for Safe Sport’s lead council that a significant overall is underway that will be a change for all NGBs but will not happen during the Olympic season.
  - Virginia continues to get more clubs Safe Sport recognized. All teams hosting meets in December have applied or have been approved. There is only one team in Virginia who is not working on the recognition, but who is hosting a meet.
- **DEI Chair Report** Jihan Minson
  - DEI quarterly meeting this week. They have not had a meeting yet on the Disability side, but there has been an uptick in requests for disability.
  - No discussion yet about the camp yet. VA is interested in hosting the DEI camp.
- **Athlete Committee’s Report** Charlie Mayr
  - Athletes who wish to serve on committees will be sent to committees’ chairs.
- **Coach Committee’s Report** Michael Salpeter/Ryan Woodruff
  - Waiting on feedback from the USA Swimming Leadership Summit. Virginia had two people attend.
  - The Coach committee has become a vetting committee of topics for Age Group and Senior Committees. The last Coach meeting discussed Summer Awards. Most present liked the prelims/finals format of Summer Awards.
  - Matt Barany webinar was discussed at the last Coach meeting, but not much traction was received. Virginia Swimming will not offer the sleep webinar to coaches given a lack of interest.
- **Executive Director’s Report** Mary Turner
  - Membership numbers are in line with where they were last year. Conclusions cannot be drawn this time of year. Larger clubs feel like their numbers are up. It is notable that there is a larger number of outreach athletes (60 so far).
  - Announcements have gone out from USA Swimming reminding folks to register. Virginia will not send out additional reminders to individuals. Some clubs have done their bulk renewals.
  - High school observed meet requests have been coming in. SWIMS matches times on ID. IDs need to be correct in the observed meets. Our coaches need to work hard to get the IDs into the databases if possible. If not, a full legal name and birth date will help. In observed meets, only the times of registered athletes will be loaded. The athlete must be a valid member at the time of the swim.
- **Governance Committee** Kevin Hogan
  - **Report attached.**
  - The committee recommends to the BOD that the BOD charge committees with specific actionable items and include a delivery date.
  - Develop a board meeting attendance policy to get full participation at board meetings.
  - Reviewed committees and presented the VSI Committees and Coordinator’s handbook. The VSI committee composition and Committees best practices document is attached to the Gov Committee report.
  - Minutes from committee meetings need to be posted on the website.
  - Committee composition appears to be complying. Send Emily updates to committee members, minutes and upcoming meeting dates to post on the website.
  - No committee page for Hall of Fame and Scholarship Selection.

# Virginia Swimming Board of Directors Meeting

Sunday, November 26, 2023 – 7:00 pm  
Via Zoom

## Old Business

- **Outreach Support Club Dues**
  - Came out of the Annual Business Meeting.
  - VSI would match club funds currently rebated to members up to \$500 to help out the clubs who are using outreach memberships.
  - Needs to be budgeted in the Spring.
  - Jonathan expressed interest in the program. Jihan, Mary, Jonathan and John will meet to discuss and come up with a proposal at the next meeting.
- **Coaches Webinar** - withdrawn

## New Business

- **Maryland sanctioning fee**
  - At the October meeting, there was an animated discussion about changing the sanction fee to out of state clubs using facilities within the Virginia Swimming borders. Virginia Swimming currently has an agreement with Potomac Valley to charge \$100 per meet sanction.
  - There is no similar agreement with Maryland.
  - John proposes that Maryland's sanction fees be \$30, but no change to the \$2.50 per swimmer fee.
  - Bryan seconded the proposal.
  - Mary has not received any sanction fees yet from the Maryland teams.
  - **Motion:** The motion to reduce the sanction fee to \$30 which is what is currently charged to our teams. The policy will be retroactive until October 1.

## Adjournment

The meeting was adjourned at 7:53pm.

<b>Meeting Attendance November 26, 2023</b>			
<b>Role</b>	<b>Name</b>	<b>Role</b>	<b>Name</b>
General Chair	John Stanley ✓	Coach Representative	Mike Salpeter ✓
Admin Vice Chair	Bryan Wallin ✓	Coach Representative	Ryan Woodruff ✓
Finance Chair	Will Murphy ✓	Athlete Representative	Piper Price ✓
Senior Chair	Jonathan Kaplan ✓	Athlete Representative	Charlie Mayr ✓
Age Group Chair	Mike Julian ✓	At Large Athlete Rep	Louisa Lamerdin ✓
Safe Sport Chair	Maureen Tolliver ✓	At Large Athlete Rep	Davis Hottle
DEI Chair	Jihan Minson ✓	At Large Non-Athlete Rep	Drew Hirth
Secretary	Emily Fagan ✓	At Large Non-Athlete Rep	Scott Baldwin ✓
Treasurer	Bob Rustin	Executive Director	Mary Turner ✓

**Also In attendance:** Kevin Hogan (Governance Chair), Kelly Warnagiris

# Virginia Swimming Financial Summaries 2023-2024

10/25/2023

*** Revenue ***	Budget	September	October	YTD
USAS Registration	USAS collect			
VS Registration	133,600		33,504	\$33,503.76
Flex registration	7,000		3,150	\$3,150.00
USAS Club Dues	-			\$0.00
VS Club Dues	1,350			\$0.00
Meet Sanctions	4,900		330	\$330.00
Meet Rebates	181,000		16,310	\$16,309.60
Sales & Misc.	2,000			\$0.00
Championship Meet Revenue	150,000			\$0.00
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			\$0.00
Zone Meeting Revenue				\$0.00
Awards Banquet	20,000			\$0.00
Interest - Checking	40	4.04	4.22	\$8.26
Interest - Reserve	300	0.72	0.74	\$1.46
Endowment Income	50,000		4,077.40	\$4,077.40

<b>Total Revenue</b>	<b>\$684,090.00</b>	<b>\$4.76</b>	<b>\$57,375.72</b>	<b>\$57,380</b>
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*** Expenses ***				
USAS Registration		671		671
USAS Club Dues				-
				-
Travel - US Open	4,500			-
Travel - Winter Nationals/Paralympic/Other	18,000			-
Travel - Summer Nationals	10,000	800		800
Travel - Olympic Trials / World Team trials	15,000			-
Travel - National Youth Team	1,500			-

Travel - Discretionary	3,000			-
National Meet Travel - Coaches	9,000			-
				-
Senior Champ Meet Support				-
Va. Championship Meet Expenses	150,000			-
Zone Meet Expenses	50,000			-
Sectionals Meet Expenses	50,000			-
LC Zone Team Support	73,900	941	26,473.51	27,415
Champ Meet Awards	24,000			-
Staff Salaries	86,800	7,400	7,400	14,800
Payroll Taxes	7,812	566	566.09	1,132
Benefits	2,000			-
Webmaster				-
Web Upgrades	2,000			-
Administration Expenses	18,000	211	189.17	400
Supplies & Misc.	3,000	101	50.00	151
				-
Awards Banquet	35,000			-
National Convention	18,000	876	71.19	948
Zone Meeting				-
				-
Equipment	1,500			-
Officials Workshops / Training /Travel	20,000	255		255
				-
USAS Workshops	6,000		1,663.84	1,664
VS Camps & Clinics	10,000	6,816	2,400.00	9,216
VS Workshops	2,000	6,249		6,249
				-
Diversity, Outreach Reimbursements	10,000		1,352.50	1,353
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				0

Endowment Funding	50,000			-
<b>Total Expenses</b>	<b>\$699,012</b>	<b>\$24,886</b>	<b>\$40,166</b>	<b>\$65,052.78</b>
<b>Net Income / Loss</b>	<b>(\$14,922.00)</b>	<b>(\$24,881.72)</b>	<b>\$17,209.42</b>	<b>(\$7,672.30)</b>
Beginning Funds	<b>\$413,386</b>			<b>\$413,386</b>
Inflow (Outflow)	<b>-\$14,922</b>			<b>-\$7,672</b>
Transfer to savings	<b>\$300</b>			<b>\$1.46</b>
Transfer to / From Savings	<b>\$0</b>			
Ending Funds	<b>\$398,464</b>			<b>\$405,712</b>
Endowment	<b>\$365,509</b>			<b>\$365,509</b>
BOD Restricted Funds	<b>\$30,871</b>			<b>\$30,871</b>
Virginia Swimming Savings	<b>252,059</b>			<b>\$252,061</b>
<b>Total Funds</b>	<b>\$1,046,903.81</b>			<b>\$1,054,153.51</b>

# Governance Committee Report

November 20, 2023

At its last two meetings, the Governance Committee discussed governance items related to the Board of Directors and the VSI committees. The outcome of these discussions was as follows:

## Recommendations for the Board of Directors

- Charge committees with specific actionable items and include a delivery date
  - Using this approach with the VSI Strategic Plan would help ensure that specific items are prioritized and acted on
- Develop a board meeting attendance policy to ensure full participation of the board members

## Developed “VSI Committee Best Practices” (see attached)

- The development of these best practices was driven by:
  - Dated membership or membership not in compliance with VSI Bylaws or Policies and Procedures as reflected on the committee pages of the VSI committees (it is acknowledged that the information displayed may not be current, but if not, it should be made current)
  - Lack of advance notice of committee meetings to VSI membership as a whole (all committee meetings are open)
  - No or dated meeting minutes (at least those that are posted)
- The guidelines cover (1) committee composition; (2) committee chair responsibilities; (3) pre-meeting responsibilities; (4) meeting responsibilities; and (5) post-meeting responsibilities
- The following items were sent to all committee chairs on November 2, 2023
  - VSI Committee Best Practices (see attached)
  - VSI Committee Composition (see attached)
  - [VSI Committees and Coordinators Handbook](#)
- The Governance Committee recommends that the Administrative Vice-Chairs work with their respective committee chairs to ensure that all of our committees are following best practices

# VSI Committee Best Practice Guidelines

November 1, 2023

To help improve the functioning of VSI committees, the VSI Governance Committee developed the following list of committee best practices.

- Committee composition
  - Follows the guidelines in the bylaws and P&P (The Virginia Swimming Bylaws and Policies and Procedures specify the required committee composition, but do not set a maximum size; however, a committee in excess of 12-15 individuals is likely too big for effective interactions [NOTE: The Athletes Committee is an exception to this practice as the committee is required to have an athlete representative from each Group Member.])
  - Approved by General Chair and Respective Division Chair
  - Current membership listed on the committee webpage
  - Committees may request that clubs establish a point of contact to facilitate 2-way communications between the committee and the club (eg, The Officials Committee urges all clubs to have a Club Officials Chair, but the Club Officials chairs are not members of the Officials Committee)
- Committee chair responsibilities
  - Ensure that all committee responsibilities and duties are carried out
  - Review the VSI Strategic Plan to identify items that fall within the committee's purview and act on those items
  - Appoint sub-committees, working groups, or task forces as necessary; such groups should be led by a committee member (use of such groups can be an excellent way in which to involve more members in the work of the committees and to develop the background knowledge of future committee members)
  - Communicate with the General Chair, respective Division Chair, and staff to keep them fully informed of committee activities and decisions
  - Communicate with the Chairs of other committees to keep them informed of actions being taken or are being contemplated that will have an impact on those committees
  - Conduct meetings with sufficient frequency, but no less than annually, so as to fulfill the responsibilities of the committee
  - Develop a committee member attendance policy to encourage participation; monitor committee attendance, counsel those who do not actively participate, and consider replacing those who do not participate
- Pre-Meeting
  - Meeting notices (date, time, physical meeting location, Zoom link) should be posted on VSI website at least 2 weeks in advance so as to maximize participation by committee members and to give notice to all interested parties



- Agendas along with any materials needed for review should be used and posted to the VSI website (the more complex or detailed the material, the earlier the material should be provided)
- Meeting
  - Presided over by the committee chair
  - Meeting minutes are taken
  - All members should fully participate
  - Conduct meetings in open session unless an executive session is necessary to handle matters that require confidential treatment
  - During meetings, non-committee member attendees may be recognized at the discretion of the chair
- Post-meeting
  - Minutes are forwarded to the General Chair, respective division chair, and VSI Office for web posting and distribution to the Board of Directors
  - Refer to the Board of Directors any recommendation for action that would establish or change policies or programs for Virginia Swimming

## Virginia Swimming Committee Composition as Specified by the VSI Bylaws and the VSI Policies and Procedures

Division	Committee	Type	Chair	Members
Administrative	DEI	Operational	Appointed by the General Chair with advice and consent of the Board of Directors	Appointed and serve as specified in Policy section 5.3.B (see below) with the following additions. The committee shall include at least one Coach Member and at least two non-athlete members.
Administrative	Hall of Fame	Operational	Appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair	Appointed and serve as specified in Policy section 5.3.B (see below).
Administrative	Officials	Operational	Appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair	Appointed and serve as specified in Policy section 5.3.B (see below) with the following additions. The Officials Committee shall also include a Coach Member and the Junior Athlete Representative. Other than the Coach Members and Athlete Members, each member of the committee shall be a certified official of VSI.
Administrative	Open Water	Operational	Appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair	Appointed and serve as specified in Policy section 5.3.B (see below).
Administrative	Technical Planning	Operational	Appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair	Appointed and serve as specified in Policy section 5.3.B (see below) with the following additions. In addition to the committee chair, at least six additional members of whom at least fifty percent shall be Coach Members. Additional members representing administrative subdivisions shall be appointed.
Age Group	Age Group	Operational	Appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair	Appointed and serve as specified in Policy section 5.3.B (see below).
Athletes	Athletes	Standing	Senior Athlete Representative or his/her designee	The Athlete Representatives, the Athlete At-Large Board of Directors members, the Athlete At-Large House of Delegates members, and the Group Member Athlete Representatives appointed by each Group Member.

<b>Division</b>	<b>Committee</b>	<b>Type</b>	<b>Chair</b>	<b>Members</b>
Athletes	Scholarship Selection	Operational	Senior Athlete Representative	Appointed and serve as specified in Policy section 5.3.B (see below) with the following additions. Members of the Scholarship Selection Committee shall also include the Junior Athlete Representative and three additional athletes, such that each VSI district is represented by at least one athlete representative.
Coaches	Coaches	Operational	Appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair	Consist of the Coach Representatives and such additional Coach Members as may be determined by the Coach Representatives, and a sufficient number of athletes so as to constitute at least twenty percent of the voting membership of the Committee.
Finance	Finance	Standing	Finance Vice-Chair	The Finance Vice-Chair, the Treasurer, the Administrative Vice-Chair, a Coach Member and other members appointed by the General Chair with the advice and consent of the Board of directors, and a sufficient number of athletes so as to constitute at least twenty percent of the voting membership of the Committee. The Executive Director shall serve as an ex officio member of the committee.
Safety	Operational Risk	Standing	Appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair	Comprised of the Operational Risk Committee Chair, at least five additional members with a sufficient number of athletes so as to constitute at least twenty percent of the voting membership of the Committee. At least one member of the Committee shall be a VSI Coach member and at least one member of the Committee shall be a VSI certified official. Non-athlete members shall be included from each of the VSI districts as defined in the VSI Policies and Procedures.
Safety	Safe Sport	Operational	Appointed by the General Chair with advice and consent of the Board of Directors	Appointed and serve as specified in Policy section 5.3.B (see below) with the following additions. The committee shall include at least one Coach Member and at least two non-athlete members.

Division	Committee	Type	Chair	Members
Senior	Senior	Operational	Appointed by the General Chair with the advice and consent of the Board of Directors and the respective division chair	Appointed and serve as specified in Policy section 5.3.B (see below).
***	Governance	Standing	Elected annually by the Governance Committee from among its own members	Appointed by the General Chair with advice and consent of the Board of Directors. The Committee shall be comprised of nine members with a sufficient number of athletes so as to constitute at least twenty percent of the voting membership of the Committee. Each member shall serve a three-year term, staggered so that one-third of such members are appointed each year. No more than one-half of the Governance Committee members shall be members of the VSI Board of Directors at any given time. After completion of two consecutive terms, members are not eligible for reappointment to the Governance Committee until after a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the successive term limitation. In no case shall the General Chair serve on the Governance Committee.

**VSI Policy 5.3.B** -- The committee chair shall be considered a committee member. All operational committees must include at least one non-athlete member from each VSI district and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the committee. Non-athlete members shall be appointed by the committee chair with the advice and consent of the General Chair and respective division chair. Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative. The athlete committee members shall meet the same requirements as those of Athlete Representative set forth in Article 6.2.1 of the VSI Bylaws. The committee members shall assume office on September 1 following the election of the General Chair, or upon appointment if appointed after that date, and shall serve until the date of August 31 following the next election of the General Chair. The division chair shall be an ex officio member, with voice and vote, of each operational committee within the respective division. The term of office must be specified.

**VSI Policy 5.19** -- LIMITATIONS ON COMMITTEE MEMBERSHIP – With the exception of membership on a committee as an ex officio member, which shall not count, no individual may simultaneously serve on more than a total of two operational and standing committees.

# Virginia Swimming Board of Directors Meeting

Monday, October 30, 2023 – 8:00 pm  
Via Zoom

## MINUTES

### Call to Order

John Stanley

- The meeting was called to order at 8:01pm.

### Consent Agenda

- BoD minutes from August 27, 2023
- Executive Director's Report
- End September 2023 Fin. Report
  - **Motion:** The motion to adopt the consent agenda was approved.

### Board Member Orientation

- Kevin Hogan provided a board orientation to the group at the start of the meeting.
- The BOD Orientation presentation can be found on the BOD page of the Virginia Swimming website. BOD members should review the Bylaws, Policies and Procedures, etc on the website.
- Committee chairs should reach out to committee members and hold regular meetings. New members should be included.

### Treasurer's Report

Bob Rustin

- **Report attached.**
- Audit is underway with a projected December 2023 completion.

### Division/Committee Reports

- **General Chair Report**

John Stanley

  - **2023-24 BoD appointments**
    - Open Water – Scott Baldwin
    - Tech Planning – Anthony Pedersen has resigned from Tech Planning chair. John plans to announce the new Tech Planning chair at the November 2023 BOD meeting.
    - Safe Sport/Zones – Maureen Tolliver
    - Operational Risk – Gordon Hair
    - Rules and Legislation – Kevin Hogan
    - Officials – Michael Sizemore
    - Need to get committee members and must include athletes. Committees should be put together and present reports to the board on November 26.
  - **Swimposium and Annual Business Meeting Review**
    - Great Swimposium in September. Plan continue with the Education weekend format for 2024 in Richmond.
    - ABM – In 2024, the Denver workshop will take place on September 26-28 also in Denver.

# Virginia Swimming Board of Directors Meeting

Monday, October 30, 2023 – 8:00 pm  
Via Zoom

## • Administrative Vice-Chair Repo

Bryan Wallin

### ▪ Sanction Report:

- 46 total meets
- Intrasquad – 6
- Open – 25
- 8 & Under – 1
- Invitational – 11
- Standard base – 4
- Prelims/Finals – 6
- Distance – 1
- 12 & Under – 7

### Dual Sanction Meets

PVS – 10  
MD – 9  
  
Approved Meets – 3  
IMX – 1  
Re-Sanctioned - 0

- **Officials:** Michael Sizemore has hit the ground running. Dan is still listed as Officials Chair on the USA Swimming website. Mary will look into changing it.
- **Open Water:** Scott reported that he has acquired an aluminum truss system to revamp the finish line at the quarry. The truss will be somewhat portable. He is also working on three meets (Northern VA – Lake Montclair – May 2024)
- **Rules & Legislation:** Kevin’s report from the Disability/Disorders “Best Practices” discussion under Old Business
- **Technical Planning:** Looking for a replacement
- **Hall of Fame:** Jessica Simons will have nominations at the April 2024 HOD meeting.

## Senior Vice-Chair Report

Jonathan Kaplan

- **Report attached.**
- Highlights from the October 19:
  - Mike Salpeter will become an Ex-Officio. Will add a coach rep from the north and more athlete members.
  - Athlete recognition deep dive conducted at the meeting.
  - Discussion about Summer Awards. Coach committee will have a meeting on November 1 to discuss further.

## • Age Group Vice-Chair Report

Mike Julian

### ○ Age Group Committee

- Mike reported that he has reached out the committee members to see if any pressing issues.
- Summer Awards discussion at the Coach Committee meeting on November 1 will hopefully generate further clarification about the future format of the meet.

### ○ Zones Coordinator

Maureen Tolliver

- The 2023 invoices from Swim and Tri have been paid.
- Hotel for 2024 Zones has been contracted.

## • Finance Vice-Chair Report

Will Murphy

- Will Murphy has reached out to previous committee members. There will be a new committee member from the Central District to be announced in November.

## • Safe Sport Vice-Chair Report

Maureen Tolliver

### • Operational Risk

### • Safe Sport – Report attached

- Safe Sport Leap component was submitted on October 18
- Safe Sport Recognition Program status: 54 teams registered in the LSC; 16 club teams are recognized, of those 16, 1 expires on Oct 31, hoping to submit for renewal by the end of the month (ECAT)

# Virginia Swimming Board of Directors Meeting

Monday, October 30, 2023 – 8:00 pm  
Via Zoom

- The following teams on the meet calendar for 23-24 received reminder email letters with tutorials on how to become recognized Oct. 18 with follow up phone calls to remind them that SSRP is required to host a meet. These teams plan on hosting in 23-24.
  1. 757 submitted application 10-25 23, hosting Dec1-3
  2. BASS Hosting May 4-5
  3. LY Hosting Jan 5-7
  4. ODAC Hosting Dec 1-3
  5. STAT Hosting May 3-4
  6. STRM
  7. VSTP Hosting Dec 1-3
  8. WAC Hosting Jan 20-21
  9. WST
- College teams interested in hosting a meet can achieve the SSRP components required by having the athletes take the training for Safe Sport for Adult Athletes. The parent education for college teams will be waived and the team will need to make up the point in another area.
- **DEI Chair Report** Jihan Minson
  - No report
- **Athlete Committee's Report** Charlie Mayr
  - Davis reported that athlete involvement in committees. Charlie has the list.
  - SAA list came out. Virginia Swimming is #5 in the country with 49 athletes. NOVA is 2<sup>nd</sup> club in the U.S. with 22 athletes achieving SAA recognition.
- **Coach Committee's Report** Michael Salpeter/Ryan Woodruff
  - Significant overlap between the Coach Committee and Senior Committee
  - Coach Committee meeting on November 1 to discuss Summer Awards format
- **Governance Committee** Kevin Hogan
- **Executive Director's Report** Mary Turner
  - **Report attached.**
  - Meet Director Workshops and Meet Safety Officer workshops in September and October. We will reach out to clubs who still need to attend the workshops.
  - LEAP has been submitted.

## Old Business

- **Disorders/Disabilities "Best Practices" Adoption** – Kevin Hogan
  - **Proposal attached**
  - Originally proposed by Gordon Hair after significant Reports of Occurrences involving two athletes at the 2023 LC Senior Champs meet.
  - The proposal is not a requirement, but rather language that defines the conditions. It also puts the responsibility on the athlete and coach to notify the meet referee of any life threatening disabilities and request accommodations. Accommodations cannot be forced on an athlete.
  - The facility must also be notified of any safety issues so they can prepare.
  - It was suggested that a new section be added to the meet announcement – "Swimmers with Serious Medical Conditions" with three statements included in this section.
  - Kevin said it was discussed, but they chose not to put a specific time frame on the policy, although early notice is encouraged.
  - Maureen asked to have a USA Swimming recognized personal assistant need to be with the athlete. Mary said the personal assistant may need to be a USA Swimming

# Virginia Swimming Board of Directors Meeting

Monday, October 30, 2023 – 8:00 pm  
Via Zoom

member. Mary suggested that we approve the policy as written and add something about personal assistants at a future date.

- Scott offered that the personal assistant would be on the pool deck and thus should go through the USA Swimming MAAPP guidelines.
- **Motion:** Bryan called the question with Jonathan seconding it.
- **Motion:** The motion to approve this Disorder/Disability “Best Practices” policy passed as presented.
- **2023-2024 BOD Meeting Schedule (includes adjusted times per meeting discussion)**
  - October 30 – 8pm (Virtual)
  - November 26 – 7:00 pm (Virtual)
  - January 8 – 7:30pm (Virtual)
  - February 12 – 7:30pm (Virtual)
  - March 18 – 7:30pm (Virtual)
  - April 13 – HOD (In Person)
  - June 9 – 7:00 pm (Virtual)
  - August 25 - Live

## New Business

- **PVS sanction fee adjustment**
  - Proposal is to lower the PVA sanction fee from \$100 to \$30 to conform with VSI standard. The per athlete fee of \$2.50 would continue. This will bring us in line with what we do with our own swimmers already.
  - **Motion:** The motion did not receive a second.
- **Summer League Clinic Support**
  - Trial funding of \$200 to a club to have one of their coaches to hold a summer league clinic with an allocation of \$4000 total (\$1000 per district)
  - Drew made this suggestion at the last strategic planning meeting.
  - Virginia Swimming will provide swag to give out to the clinic attendees.
  - Formal proposal may come at the November meeting.
- **Outreach Support Club Dues**
  - LSC match for clubs that reduce individual training fees for outreach athletes – starting with \$5000 for a trial run.
  - This will be discussed at a later meeting and needs to be budgeted into next year’s budget.
- **Coaches Webinar**
  - Matt Barany webinar on December 17 on performance optimization specific to sleep.
  - The coaches would benefit the most from this information so they can incorporate best practices into their coaching.
  - Virginia Swimming would cover the cost for those who are interested in attending.
  - Ryan will bring it to coaches meeting and get back to John.

## Adjournment

The meeting was adjourned at 10:16pm.



# Virginia Swimming Board of Directors Meeting

Monday, October 30, 2023 – 8:00 pm  
Via Zoom

Meeting Attendance October 30, 2023			
Role	Name	Role	Name
General Chair	John Stanley ✓	Coach Representative	Mike Salpeter
Admin Vice Chair	Bryan Wallin ✓	Coach Representative	Ryan Woodruff ✓
Finance Chair	Will Murphy ✓	Athlete Representative	Piper Price
Senior Chair	Jonathan Kaplan ✓	Athlete Representative	Charlie Mayr
Age Group Chair	Mike Julian ✓	At Large Athlete Rep	Louisa Lamerdin
Safe Sport Chair	Maureen Tolliver ✓	At Large Athlete Rep	Davis Hottle ✓
DEI Chair	Jihan Minson	At Large Non-Athlete Rep	Drew Hirth ✓
Secretary	Emily Fagan ✓	At Large Non-Athlete Rep	Scott Baldwin ✓
Treasurer	Bob Rustin ✓	Executive Director	Mary Turner ✓

**Also In attendance:** Kevin Hogan (Governance Chair), Kelly Warnagiris, Beth Winkowski (USA Swimming)



# Virginia Swimming Financial Summaries 2023-2024

10/25/2023

*** Revenue ***	Budget	September	YTD
USAS Registration	USAS collect		
VS Registration	133,600		\$0.00
Flex registration	7,000		\$0.00
USAS Club Dues	-		
VS Club Dues	1,350		\$0.00
Meet Sanctions	4,900		\$0.00
Meet Rebates	181,000		\$0.00
Sales & Misc.	2,000		\$0.00
Championship Meet Revenue	150,000		\$0.00
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		\$0.00
Zone Meeting Revenue			\$0.00
Awards Banquet	20,000		\$0.00
Interest - Checking	40	4.04	\$4.04
Interest - Reserve	300	0.72	\$0.72
Endowment Income	50,000		\$0.00

<b>Total Revenue</b>	<b>\$684,090.00</b>	<b>\$4.76</b>	<b>\$5</b>
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*** Expenses ***			
USAS Registration		671	671
USAS Club Dues			-
			-
Travel - US Open	4,500		-

Travel - Winter Nationals/Paralympic/Other	18,000		-
Travel - Summer Nationals	10,000	800	800
Travel - Olympic Trials / World Team trials	15,000		-
Travel - National Youth Team	1,500		-
Travel - Discretionary	3,000		-
National Meet Travel - Coaches	9,000		-
			-
Senior Champ Meet Support			-
Va. Championship Meet Expenses	150,000		-
Zone Meet Expenses	50,000		-
Sectionals Meet Expenses	50,000		-
LC Zone Team Support	73,900	941	941
Champ Meet Awards	24,000		-
			-
Staff Salaries	86,800	7,400	7,400
Payroll Taxes	7,812	566	566
Benefits	2,000		-
Webmaster			-
Web Upgrades	2,000		-
Administration Expenses	18,000	211	211
Supplies & Misc.	3,000	101	101
			-
Awards Banquet	35,000		-
National Convention	18,000	876	876
Zone Meeting			-
			-
Equipment	1,500		-
Officials Workshops / Training /Travel	20,000	255	255
			-
USAS Workshops	6,000		-
VS Camps & Clinics	10,000	6,816	6,816
VS Workshops	2,000	6,249	6,249
			-

Diversity, Outreach Reimbursements	10,000		-
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		-
<b>Total Expenses</b>	<b>\$699,012</b>	<b>\$24,886</b>	<b>\$24,886.48</b>

<b>Net Income / Loss</b>	<b>(\$14,922.00)</b>	<b>(\$24,881.72)</b>	<b>(\$24,881.72)</b>
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Beginning Funds	\$413,386		\$413,386
Inflow (Outflow)	-\$14,922		-\$24,882
Transfer to savings	\$300		\$0.72
Transfer to / From Savings	\$0		
Ending Funds	\$398,464		\$388,504
Endowment	\$365,509		\$365,509
BOD Restricted Funds	\$30,871		\$30,871
Virginia Swimming Savings	252,059		\$252,059

<b>Total Funds</b>	<b>\$1,046,903.81</b>		<b>\$1,036,943.37</b>
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**Virginia Swimming, Inc.**  
**BoD Meeting**  
**October 30, 2023**  
**Executive Director Report**

<b>2024 Registrations as of 10/27/2023</b>	<b>2023(6/1/18)</b>
Premium: 2291	2866
Flex: 430 (inc. 9 upgrades)	483
Outreach: 55	15
Individual Season: 191 (inc. 12 upgrades)	123
Total: 2967	7014
Non-Athletes: 306	132
Clubs: 18	0

**New Clubs:** Two new clubs have joined in 2024. Eastern Shore YMCA (ESY) was just approved this week. The coach and several athletes from this program have registered and competed unattached during the past several years and are excited to now be able to compete as a team at our meets. Norfolk Silver Dolphins was a registered team from 2002 through 2008. The team continued to train and compete during short course season with other local area non-USA Swimming member teams in the intervening years, but those competitive opportunities ceased to exist following Covid. Because they are a program that only competes during the fall and winter months, they chose to register as a seasonal club and will be eligible for meets through February. Both of these clubs will be in the included in the Southeast District.

**Bulk Renewal:** As previously reported, teams were given the opportunity to renew athlete and/or non-athlete registrations for the 2024 season. Seventeen of our teams elected to take advantage of this opportunity:

- Two teams – athletes only
- Six teams – non-athletes only
- Nine teams – both athletes and non-athletes

At this point no comparisons between 2023 and 2024 numbers should be made due to the different registration methods available each year. Generally speaking, only one of our large teams that elected to use bulk renewal for athletes has registered its athletes.

**Top Times and Records Update:** The reporting capabilities of SWIMS have improved dramatically which has allowed us to list 2023 Seasonal Top Times on the website. We are also now able to update the All Time Top Times and will be working through that process in the coming weeks. Reporting through SWIMS is still a work in progress so a fair amount of data massaging is required to personalize them to include only the data that we want. The Records feature is now being finalized so we should soon be able to generate an up to date list from SWIMS.

**2024 LC Eastern Zone Age Group Champs:** The meet will be held at the Hampton Aquaplex August 7-10. WAC has expressed an interest in serving as the local meet coordinator. I will schedule a meeting with WAC and HVAC leadership in the coming weeks to discuss plans for the meet.

**2025 Eastern Zone Meets:** Virginia Swimming was awarded bids for the following meets:

- March 27-30: EZ Spring SC Sectional at Christiansburg Aquatic Center
- May 15-18L: EZ LC Super Sectional at Collegiate School Aquatic Center
- August 6-9: LC EZ Age Group Champs at Collegiate School Aquatic Center

**High School Swimming:** That season is upon us! I have already received two requests for observation and will soon be reaching out to last year's meet hosts with instructions and updates.



## **Senior Committee Report- October 2023**

1. First meeting with Jonathan Kaplan as Senior Vice Chair
  - a. Committee Re-Composition Underway
    - i. Departing members: Anthony Pederson
    - ii. Agreement by committee for Mike Salpeter to become an ex-officio voice on committee as Coaches' Committee Rep but not a voting member.
    - iii. Committee will be adding at least one more coach member (from the North District) and 2 more athlete members from remaining unrepresented Districts to provide more balanced representation
2. Athlete Recognition Deep Dive
  - a. Confirmation of procedures in place for recognizing athletes
  - b. Discussion of ideas from our athlete members to determine the best way to provide prompt recognition of athletes at the LSC level
3. Potential Use for USA Swimming Network
  - a. Committee will do research on what the network entails and will determine if there is a need to promote further withing the LSC
4. Discussion of Feedback from Summer Awards 2023
  - a. Great discussion that led to an agreement by the committee to create a subcommittee with members from Senior and Age Group Committee to determine our needs as an LSC moving forward.
  - b. Prior to this committee, however, the Coaches' Committee will meet to determine the direction and goals of said subcommittee
5. 2024 Short Course Senior Champs Order of Events
  - a. Based on previous decisions of the Senior Committee, Short Course Senior Champs is looking to revert back to the alternate order of events (the 2021 order of events) for the 2024 season as well as alternating order of events from season to season
    - i. The 2021 order of events will be emailed out to the committee to be confirmed at the next meeting



## **Safe Sport Report October 30th**

Safe Sport Leap component was submitted on October 18

Safe Sport Recognition Program status

54 teams registered in the LSC

16 club teams are recognized, of those 16, 1 expires on Oct 31, hoping to submit for renewal by the end of the month (ECAT)

The following teams on the meet calendar for 23-24 received reminder email letters with tutorials on how to become recognized Oct. 18 with follow up phone calls to remind them that SSRP is required to host a meet. These teams plan on hosting in 23-24.

1. 757 submitted application 10-25 23, hosting Dec1-3
2. BASS Hosting May 4-5
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4. ODAC Hosting Dec 1-3
5. STAT Hosting May 3-4
6. STRM
7. VSTP Hosting Dec 1-3
8. WAC Hosting Jan 20-21
9. WST

College teams interested in hosting a meet can achieve the SSRP components required by having the athletes take the training for Safe Sport for Adult Athletes. The parent education for college teams will be waived and the team will need to make up the point in another area.

# Medical Conditions Procedure Proposal v.20231010a

This procedure has been developed in response to the call from the VSI Operational Risk Committee to have a policy/procedure to deal with swimmers diagnosed with POTS while participating in competition. The overall structure of the proposal and much of its language have been copied from the recently amended Guidelines for Officiating Swimmers with a Disability in USA Swimming Meets (Section 105.1, USA Swimming Rules and Regulations).

Section 1 uses language that is not limited to swimmers with POTS, but that is generalized to a broader set of medical conditions. The policy applies to swimmers who have a medical condition that could prove life-threatening while swimming and does not apply to non-life-threatening conditions including injuries that limit range of motion.

Section 2a makes the swimmer/coach responsible for notifying the Meet Referee of such a condition and any proposed accommodations. As with disabilities, notification is not required; however, if given, it is encouraged, but not required, to be early notification.

Section 2b details the Meet Referee's responsibilities.

Section 3 provides examples of accommodations. None of these accommodations are mandatory and they cannot be imposed on the swimmer if the swimmer/coach does not want them.

Section 4 provides required language to be included in Meet Announcements.

Section 5 indicates that decisions made at one meet are not binding on any other meet.

Summary: Under this procedure, it is the responsibility of the swimmer and the swimmer's parents and coach to make the decision about whether a swimmer can participate safely or not. It does not require a letter from the swimmer's health care provider. Accommodations can be proposed and accepted or not by the Meet Referee. Under this policy, a swimmer would not be required to switch lanes, although a Meet Referee could educate the swimmer/coach as to why it might be beneficial to do so. It is ultimately the responsibility of the swimmer/parent/coach to determine if the swimmer is safe to participate in competition, with or without any approved accommodations.

## Amend section 50 of the VSI Policies and Procedures with the following:

### 50.4 Guidelines for Officiating Swimmers with a Serious Medical Condition that Could Prove Life-Threatening While Swimming

1. This section applies only to swimmers with diagnosed medical conditions that could prove life-threatening while swimming. Non-exclusive examples of such medical conditions include cataplexy, narcolepsy, postural orthostatic tachycardia syndrome (POTS), and seizure disorders including epilepsy. This section does not apply to medical conditions that are not life-threatening while swimming including injuries that limit range of motion.
2. Responsibilities
  - a. Swimmer/Coach—The swimmer (or the swimmer's coach) is responsible for notifying the Meet Referee, prior to the competition, of the medical condition that

is potentially life-threatening while swimming and of any requested accommodations. Early notice (eg, concurrent with the meet entry) is encouraged to allow timely notification of the facility contact person and to allow any needed planning or logistical support (eg, additional staffing of lifeguards). The swimmer/coach shall provide a Personal Assistant(s) if required.

- b. Meet Referee—The Meet Referee’s responsibilities include:
  - i. Determining if the requested accommodations are appropriate and can be met.
  - ii. Instructing the Deck Referee as to how the accommodations will be made for the swimmer.
  - iii. Notifying facility contact person as soon as possible so that facility personnel are aware of the swimmer’s condition and how it might lead to a life-threatening situation so that they can plan accordingly.
3. Accommodations are considerations which allow the swimmer a safe environment in which to compete and to receive aid if needed. Accommodations that the Meet Referee may approve for the swimmer include, but are not limited to, the following:
  - a. Reassignment of lanes within a heat (eg, exchanging lanes 1 and 4).
  - b. Allowing the swimmer to have a Personal Assistant(s).
  - c. Assuring proximity wheelchair access following the event.
4. Meet Announcement Language
  - a. Category Header: SWIMMERS WITH SERIOUS MEDICAL CONDITIONS
  - b. Required Language:
    - i. The swimmer (or the swimmer’s coach) is responsible for notifying the Meet Referee, prior to the competition, of the medical condition that is potentially life-threatening while swimming and of any requested accommodations. Early notice (eg, concurrent with the meet entry) is encouraged to allow for any needed planning or logistical support.
    - ii. This provision does not apply to medical conditions that are not life-threatening while swimming including injuries that limit range of motion.
    - iii. The swimmer/coach shall provide a Personal Assistant(s) as needed.
5. Decisions made by the Meet Referee and/or facility staff are applicable to that meet only and are not binding on decisions made at future competitions.

## **Proposed 2023-24 VSI BoD meeting schedule**

Oct. 30, 8:00pm (Monday) – VIRTUAL

Nov. 26, 7:30pm (Sunday) – VIRTUAL

Jan. 08, 8:00pm (Monday) – VIRTUAL

Feb. 12, 8:00pm (Monday) VIRTUAL

March 18, 8:00pm– VIRTUAL

April 13 (HoD) – LIVE (Richmond)

June 9, 7:30pm (Sunday) – VIRTUAL

Aug. 25 (Sunday) – LIVE (Richmond)