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**Virginia Swimming, Inc.
BOARD OF DIRECTORS MEETING
Sunday, January 3, 2010
Dominion Power Offices, Midlothian, VA**

MEETING MINUTES

The meeting was called to order at 1:12 p.m. Present were Mary Turner, Jessica Simons, Debby Martinich, Bob Rustin, Steve Hennessy, Walter Smith, David Strider, Brian Kupferer, Bill Geiszler, Morgan Latimer, Matt Hesser, George Massey, Terry Randolph, Lee Gibbs and Michael Downs.

The minutes of the October 3/4, 2009 BOD meetings stood as submitted. This was moved by Bill Geiszler, seconded by Jessica Simons and passed unanimously.

Treasurer's Report – See Attachment A, also available on VSI website. VSI is down 126 athletes when compared to this time last year. We budgeted for 6,100 athletes, and **may fall slightly under that number**. This is not bad considering that 2009 was an Olympic year.

The audit was done in November by Bob Rustin, Walter Smith and David Henderson, with nothing found to be out of line. It was noted that, as in prior years, there is an inconsistency between receipts for registration payments to VSI and disbursements to USA Swimming. The discrepancy appears to be limited to non-athlete registrations. Bill Geiszler is working on the problem.

The 990 tax return for the 2009 fiscal year was presented to the BOD and key points reviewed. Jessica Simons motioned to approve the 990 and for Bill Geiszler to submit it to the IRS. Lee Gibbs seconded the motion. The motion passed unanimously.

Reimbursement for SC Nationals/Juniors – Thirty one athletes traveled to Junior Nationals this year. Bill Geiszler motioned to approve travel reimbursements up to \$450 for each of these athletes. Jessica Simons seconded the motion and it passed unanimously. One athlete traveled to Federal Way for Nationals. Bill Geiszler moved to reimburse this athlete up to \$450 for travel expenses. Jessica Simons seconded the motion and it passed unanimously. The BOD approved up to \$450 travel reimbursement for each VSI athlete competing in either SC Nationals or Junior Nationals for this season. The BOD may consider adjusting travel reimbursements based on the location of these meets in future seasons.

DRAFT

Policy/Bylaws Changes – David Strider and Walter Smith are reviewing VSI's bylaws and are of the opinion that they are pretty much in line with USA Swimming's requirements. They will issue a report when their review is completed.

Bill Geiszler recommends that there be a policy regarding reimbursing athletes for attendance at only one of the Junior or Senior National meets. He will develop and send a proposed statement.

The Zones page on VSI's website needs to be changed to reflect the change in the number of athletes who qualify for the zones team. Michael Downs will ensure that the current policy is available on the website.

Eastern Zone Meeting – The Zones meeting will be held around May 8th in Florida. It is expected that the General Chair, Age Group Chair, and both Athlete Representatives will attend this meeting.

High School Swimming – We need to ensure that the required number of officials needed for observation of the High School Regional and State swim meets is met. Kevin **find a representative in the various regions of the state who will** get the observers organized or confirm that no observers are available as soon as possible.

HS meet director should contact either Terry Randolph or the District Chair to get the appropriate form. Michael Downs will post the "Request for Observation of High School Meet" form on VSI's website in Microsoft Word format to make it easier for people to complete and submit the form electronically. The Northern Virginia area is a particular concern. At this time, HS District meets will not be observed. The Private School League will also need officials, which is the Northern District's responsibility.

Diversity Summit Goals – Report attached. See Attachment B.

Bill Geiszler motioned that the VSI Board approve the following three goals as goals of the LSC and work toward completion of these goals this season:

- 1 – Develop a program to reimburse Outreach Athletes for meet entry fees;
- 2 – **Encourage all clubs to submit applications for any of** their eligible athletes to participate in National Diversity Select Camp;
- 3 – run Diversity Camps in at least three different localities within the LSC.

Much discussion followed. It was determined that our LSC needs to create an implementation plan and develop procedures for reimbursement. Bill Geiszler will work with Louise Limerick to develop a process/procedure for reimbursement. Mary Turner will send a letter to club contacts with information

DRAFT

about camps to encourage athlete participation and attach a copy of the camp registration form.

Jessica Simons seconded the motion and it passed unanimously.

Status Reports of Goals from Strategic Planning Workshop –

Club/Coach education program – See Attachment C, Club Development Report, and Attachment D, Maryland Plan, both submitted by Kevin Maloy. The board discussed and determined that VSI needs to determine what **goals we have** for our clubs first, then figure out what incentives will work best to encourage clubs to achieve those goals. Possible goals include increased attendance at House of Delegates meetings as well as increased participation by athletes and others on LSC committees.

Reports/Committee Requests:

Administration – See Attachment E

Membership/registration – See Attachment F

Age Group – See Attachment G

Of particular importance, SC Age Group Champs has been moved to the Freedom Center in Manassas, VA, and will be hosted by the Sharks Swim Team. 11-14 year old swimmers will swim in two pools in a morning session, while 10 and unders will swim in a later-morning/early afternoon session in one pool. This is required by the facility due to space limitations. It is noted that this will increase the number of officials required at this meet.

The Short Course Zones Team will now consist of the top three 12 and under swimmers in each event and the top two 13 older swimmers in each event. It is expected that this change will add about 10 swimmers to the zones team. Maureen Tolliver is the new Zones Team manager.

The Potomac Marlins is hosting an Age Group IMX meet the same weekend as VSI's Region Champs meets. VSI has informed PVS that we will not be able to provide many officials for their meet since most will be working at the various Region Championships.

Senior – Draft invitation has been provided for Short Course Senior Champs.

We still need a venue for Long Course Senior Champs. Cary, NC is not available as NC Senior Champs is being held the same weekend as VSI Senior Champs.

DRAFT

George attended the December Championship meet hosted by VSTP at the Warrenton Aquatics and Recreational Facility (WARF). It was a good meet, prelims and finals each day with no air quality issues. The only drawback is that there are not a lot of hotels in the area.

Claude Moore Recreation Center is also a good facility and VSI teams should consider hosting a meet there.

Technical Planning – See Attachment H - Technical Planning Report, and Review of Meet Management by LSC, which is available as a download on the VSI website.

Steve Hennessey will review research with the Meet Management Task Force and make recommendations for meet timeline management.

It was suggested that the evening finals format at SEVA Christmas Champs be reviewed to determine how to make it less crowded. Perhaps limiting the number of relays each team can enter per event would make it more bearable.

Athletes – Athlete representative election to be held at Senior Champs. David Strider will help facilitate this at Senior Champs. It was determined that there should be an athlete room provided at Senior Champs which shouldn't affect facility cost too much. The official's room can double as the athlete room if needed.

Coaches – See Attachment I

Championship Meets – Nothing to report

Officials – See Attachment J

Kevin Hogan motions that USA-S registration be made a requirement for all certified and training VSI officials. We further recommend that the requirement be put in place for the 2011 registration year (by doing so we do not impact on the 2010 budgets of clubs who pay the registration fee of their officials.) There are two potential mechanisms by which this requirement could be met.

- Amend the VSI Officials Handbook to reflect the requirement

- Amend the VSI Policies to reflect the requirement

We therefore ask the VSI BOD for its support of this requirement and guidance as to how we should proceed to implement the requirement for the 2011 registration year.

DRAFT

There was discussion as to how this requirement could best be implemented, and a consensus was reached that the VSI Officials Handbook would be the appropriate place for this requirement.

Motion was seconded by Lee Gibbs and passed unanimously.

Club Development – To facilitate better communication between the VSI BOD and member clubs, it was requested that an email list of club contacts and coaches be available via a secure section on the VSI website. Michael Downs will look into providing this.

Disability – Nothing to report

Diversity – Nothing to report

Safety – See Attachment K

Equipment – Nothing to report

Top 10/NTV – Terry Randolph reported that certificates are in and are in the process of being completed and mailed.

Records – Jessica Simons reported that updating records on the USA-S site is being done, but is a slow-going process. There are still clubs that have not provided out of state meet results to Jessica, but had swimmers who broke LSC records at those meets. We need to find a way to emphasize the importance of timely reporting of meet results to Jessica when VSI swimmers break LSC records in non-VSI meets.

Review – George Homewood will be attending a Review Seminar in January. A good topic to be brought up would be how to handle Code of Conduct violations at Zone competitions.

Policy/Legislation – Nothing to report

Webmaster – Nothing to report

Items from General Chair – See Attachment L

Future HOD and Board meeting dates – Next date is slated to be in March, possibly the Sunday of Senior Champs. Bob Rustin is looking into possibilities for holding an electronic meeting. A meeting the fourth weekend in April is planned at the Koger Center.

Other Business –

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Maureen Tolliver, Zone Manager provided the following update. Rooms, transportation, and equipment have been arranged for/ordered for the short course zones meet. A parent t-shirt will be offered this year, and parents will be able to place an order when they sign their swimmer up for the meet. Maureen has provided an amended zone participation and parent information letter to Mary Turner. Mary will e-mail the letter to BOD members who work most closely with the zone team for their review and comments.

Motion to adjourn made by Bill Geiszler and seconded by Terry Randolph. Motion passed unanimously. Meeting adjourned at 4:05 PM.

Respectfully submitted,
Debby Kramer Martinich
Secretary

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Attachment A – Treasurer's Report Financial Summary through December 31, 2009

*** Revenue ***	Budget	Year to Date
USAS Registration	\$319,240	\$253,403
VS Registration	\$84,340	\$67,360
USAS Club Dues	\$3,360	\$2,100
VS Club Dues	\$1,440	\$900
Meet Sanctions	\$1,400	\$840
Meet Rebates	\$87,100	\$28,702
Meet Swimmer Fees	\$53,370	\$17,479
Sales & Misc.	\$2,000	\$792
Championship Meet Revenue	\$0	\$58
SC Zones	\$36,000	\$0
LC Zones	\$65,000	\$0
Awards Banquet	\$7,000	\$6,628
Interest - Checking	\$100	\$5
Interest - Reserves	\$5,000	\$2,038
Total Revenue	\$665,350	\$380,305
*** Expenses ***		
USAS Registration	\$319,240	\$232,367
USAS Club Dues	\$3,360	\$0
Travel - World Champs Trials	\$4,500	\$4,050
Travel - Winter Nationals	\$12,600	\$0
Travel - Summer Nationals	\$20,250	\$19,800
Travel - Discretionary	\$2,100	\$1,139
SC Zones	\$58,000	\$26,726
LC Zones	\$98,000	\$3
Administrator	\$24,000	\$8,000
Payroll Taxes	\$1,920	\$612
Webmaster	\$15,900	\$5,300
Administration	\$16,000	\$5,458
Awards Banquet	\$12,000	\$11,496
Convention	\$15,000	\$8,146
Equipment	\$18,000	\$1,642
Officials Workshops & Training	\$8,500	\$4,190
Disability Officials Travel	\$1,800	\$450
Supplies & Misc.	\$5,000	\$530
USAS Workshops	\$3,000	\$1,878
VS Workshops	\$2,000	\$378
VS Camps & Clinics	\$3,000	\$2,500
Zone Meeting	\$2,500	\$0
Champ Meet Awards	\$25,000	\$1,460
Total Expenses	\$671,670	\$336,124
Net Income (Loss)	(\$6,320)	\$44,182

DRAFT

Checking:

Beginning Funds		\$63,621
Net Income (Loss)		\$44,182
Interest Transferred from (to) Reserves		(\$2,038)
Other Transfers from (to) Reserves		\$0
Ending Funds	\$63,621	\$105,765

VS Reserves	\$275,563	\$277,601
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Total Funds	\$339,184	\$383,366
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Attachment B – Diversity Summit 2009 Summary Submitted by Bill Gieszler

The 2009 Diversity Summit was held in Colorado Springs on Nov 12-14. Representatives of 45 LSCs attended the workshop, including 10 General Chairs. Three participants from Virginia Swimming attended. Peter Maloney, a member of the national Diversity Committee; Shaun Anderson, newly appointed to the USA Swimming staff; and Bill Geiszler, VS Treasurer.

The keynote speaker was Max Siegel, a NASCAR executive and a director of the USA Swimming Foundation, who gave a very inspirational talk. George Houston of the Center for Creative Leadership gave a very good talk about change and the challenges of managing in changing times.

The majority of the workshop involved presentations on various topics pertinent to USA Swimming and the LSCs, followed by breakout sessions with groups of 5-8 participants discussing projects and challenges in their respective LSCs. The breakout groups were cleverly selected by different means for each breakout session such that I was in breakout groups with about half of the participants by the end of the workshop. Among the things I learned from the breakout sessions was that many of the LSCs have a procedure for paying meet entry fees for their Outreach Athletes to compete in LSC meets.

The workings of the 'Make a Splash' initiative were described by Kim O'Shea of the USA-S staff. The project is called an initiative (rather than a program) because it is intended to have USA-S clubs or LSCs form partnerships with other organizations to provide the swimming instruction program (e.g., a YMCA or a Boys or Girls Club.)

On the final day, we were asked to list three goals for our LSC, to be accomplished by October 2010, aimed at increasing the diversity of the LSC membership. Peter, Shaun, and I submitted the following as goals for Virginia Swimming:

- (1) develop a program to reimburse Outreach Athletes for meet entry fees;
- (2) have all qualified clubs submit applications for all of their eligible athletes to participate in the National Diversity Select Camp;
- (3) run Diversity Camps in at least three different localities within the LSC.

We will be bringing these goals to the VS Board for consideration, modification if needed, and hopefully adoption.

DRAFT

Attachment C

Club Development Report January 3, 2010 Kevin Maloy

- **Communication**

- As stated in the coaches' report, we will have the ability to communicate with a larger group of coaches as opposed to just sending email to head coaches like we currently do. This will allow us to keep everyone in the loop as to what is going on and eliminate the "middle man" and not have to rely on anyone to forward our communication.
- We will also have the same ability for Club Presidents. A list can be produced once the club registrations are complete and allow us to communicate with at least club presidents. We might be able to expand this into club boards once we establish the communication with club presidents.

- **Others**

- I reported about the "Maryland Plan" (See Attachment D.) Creating an idea of our own can help us develop areas that we feel need to be stressed.

DRAFT

Attachment D

Maryland Report

Submitted by Kevin Maloy

In September, I had the opportunity to speak with Pat Kaplan, the registration and club development chair of Maryland Swimming. We were discussing an idea they have in place called their "Grant Program". Essentially what the program entails is a way to earn money and educational trips for their club by participating in a series of events. I have attached their 2009 program this email and I'm sure a copy will be available at the BoD meeting.

Everything about their program revolves around club recognition. They require their clubs to achieve their level one recognition to "play" as she called it. If you take a look, they offer rewards for achieving a higher recognition level, achieving a club excellence status and upping their VCC stats. Those are the areas they feel are important to the success of their LSC. If teams achieve those recognitions, they earn a certain amount of money. The spreadsheet attached shows how much teams have earned. In addition to earning money, they have an additional program where teams earn chances for coach education opportunities. They "raffle" off two chances to send an entire coaching staff to either the ASCA clinic or the Eastern States Clinic. The ways you can earn points are for things like sending an athlete to an open water competition, registering officials, and placing at their championship meets. Once again, areas they felt were important to their LSC.

Pat told me at first the program wasn't well received. The current items for recognition were not all on the original proposal. At first, coaches and teams laughed at this idea. "What is in it for them?" "Why would we want to do that when we could do it on our own?" Doesn't this sound familiar? They talked heavily with coaches and club presidents on what they wanted from the LSC and why it should be important. They included those ideas on their program. A few teams bit at first. The seal on the deal came when they presented the checks at Senior Champs. Presidents from the teams, who didn't participate, wanted to know why they weren't getting money and so started the competition. Now their program is very functional in which almost all clubs participate in. If you take a look at their website you can see the pictures very easily visible from their home page from their check ceremony. Some teams earned more than \$2,000 this past year.

I don't think we could pull off a program exactly to theirs especially with their financial costs for the program. Pat was given \$30,000 to start this program (She requested 10,000). I do feel that we need to start a program similar to this and I think this is a fantastic template. What they were able to accomplish and how they got teams to bite is incredible to me. I think we can be very successful with this in Virginia and be a trendsetter among other LSC's. I really believe that in the near future, club recognition will be a requirement

DRAFT

for clubs, at least new clubs. This is a way to get head of that game by basing our program around club recognition. Niagara is also beginning a similar program and a few other LSC's have ideas. I think being proactive would help us be more successful in what we want from a program as opposed to watching other LSC's start ones and us following suit because we had to keep up.

What we can do is set up a program that has similar incentives like monetary rewards in exchange for things that we feel are important to our LSC. Some ideas I've thought of in the past months were having someone attend HoD meetings and/or committee meetings (including athlete committee), placing athletes or coaches on zone team, registering officials, attending the swimposium, serving on the BoD, starting a diversity/outreach program, attending CLMBS or another USA-S clinic. We can include any facet of Virginia Swimming we feel is important. If you look at the requirements for club recognition, a lot of the areas I've listed come from requirements for club recognition levels.

I think that with the diverse background of our board and what each of us brings to the table, we could come up with a program that we are all confident in, a reward system and include what we feel is important to our LSC. In October, I heard a lot of talk about needing incentive to host meets and incentive for other things. This could be how to help with a lot of those issues among the other issues we have in the LSC. I think we should seriously consider making our own program, because it would help our LSC on many levels and give back to the clubs which in turn, helps the sport.

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Attachment E –

Administrative Vice Chair Report:

VSI Board Meeting

Submitted by David Strider

Jan. 3, 2010

Walter Smith and David Strider are reviewing the current **VSI Bylaws** and comparing them to the recommended USA Swimming Bylaws Templates for LSCs. The initial proposal for revision, to be considered first by the VSI Board, should be completed within the next few weeks.

To date, Steve Hennessy and David Strider have reviewed the general meet structure and fee structure for **44 USA-S sanctioned meets**. Two of these meets were cancelled, due to lower than expected entries for such meets. Steve also gets feedback from Kevin Hogan, our VSI Officials Chairperson, and from our Senior Coach and Age Group Coach Reps. Steve provides a detailed review and critique on the meet invitation, including projected time lines, to the host team.

To date, there have been **four (4) sanctioned dual –tri intrasquad meets**. There have been **three (3) approved YMCA meets**, There have been four (4) **approved meets with non-VSI teams**, who conducted meets with PVS teams, in Virginia. Three (3) were with CUBU, and one was with SNOW.

High School Swimming:

VSI has supported Virginia high school swimming by purchasing the rule Books for VHSL Swim / Dive programs, such that USA-S officials who would like to officiate for VHSL swim meets, as well, may just get the rule book (\$7) from one of our USA swim clinic clinicians

Safety: Steve Woolfolk has continued to publish the Safety Tip of the month. Such monthly topics have included:

- "Review before Practice: Reducing the Risk of Injury"
- "Teaching Racing Starts"
- "We Do Not Swim in Your Toilet- Please do not Pee in our Pool"
- "Meet Safety Procedures"
- " Proper Use of Sunscreen"

DRAFT

Attachment F

Registration Report Jan. 2, 2010

Athlete	5362	-765
Non-Athlete	707	-163
Clubs	40	- 7

Most clubs are down in registration numbers. There are some clubs who have not registered their athletes for 2010. But this would not account for the drop in registration.

There were 3 clubs not joined for 2010. These are CVA, SSC and UVAA. I have sent registration material to UVAA. 4 clubs have either not sent in their forms or have sent incomplete forms. This year USA Swimming is requiring clubs to furnish the facility that they use for practice.

Several clubs have not registered their officials, and there are still are coaches who are not registered for 2010. I don't have any answer to the problem of all this late registration. All have been notified several times. It would appear to me that Clubs still are not taking responsibility for their clubs.

Louise Limerick
Registration Chairman

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Attachment G

Age Group Chair Report January 2010

- Zones
 - Reminder that we will be bringing 3 12&Unders for each event for SC Zone Meet.
 - Spring Zones in Webster, NY
 - LC Zones in Rockville, MD
- SC Age Group Champs
 - Will be in Manassas. SHKS Hosting
 - Have to move 10&U to split session per Freedom Center.
 - Need to follow up on Parking Procedures with Freedom Center.
 - Still using split pool for 11-14 Session. Main reason to give pool time to rest between sessions. This will hopefully help with air quality as the meet progresses through the weekend.
 - Template should be ready within 2 weeks.
 - Next set of cuts to be presented at the spring meeting.
- LC Age Group Champs
 - Set to be hosted by HOKI at the new Christiansburg Pool.
- Camps
 - Age Group Committee is working towards hosting a camp this spring.
- Awards
 - SC awards have been ordered. Getting addresses to Hasty this week.
 - All meet directors should have their awards at least 1 week prior to meet.
 - Banners have been ordered through 2011
- Action Items- None

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Attachment H

Technical Planning Committee

1. The 2009-2010 calendar updates:

- VSI SC Age Group Champs will be at the Freedom Center hosted by Sharks Swim Team. The meet will be using dual courses as we have the last two years. However, the 10&Y swimmers will be in their own session at the behest of Freedom Center management to help control the number of participants and spectators in the facility.
- VSI SC Senior Champs has been moved to the March 4-7 weekend (first weekend of March) and the RAYS have agreed to host this championship meet at the UVA Aquatic and Fitness Center.

2. The templates for the meet announcements for district champs and region champs will be posted to the VSI website and sent to the host teams' point of contact this week.

3. Meet announcements for Age Group Champs and Senior Champs will be in the works these next two weeks. Our goal is to have them both released by mid-January.

4. Team assignments for summer awards will be posted to the VSI website by January 15th. The meet template will not be settled until the qualifying times for LC age group champs and LC senior champs are established.

5. The schedule template for 2010-2011 will be posted to the VSI website by February 1st. The requests for bids will be solicited at that time with a due date of March 21st. This is to facilitate approval and release of the 2010-2011 schedule at the April HOD meeting.

6. Attached is a review by LSC of the various means meets are being managed throughout USA Swimming.

- There are still some LSCs that do not have any specific instructions or means of enforcement of the 4-hour/8-hour timeline limitation.
- Some LSCs do not have specific instructions in their procedures manual but do have standard statement in their meet announcements. o Several LSCs have penalties associated with not keeping individual meet sessions within the prescribed limits. The size of the LSC does not seem to be a common denominator for those LSCs with specific instructions and procedures.

DRAFT

- o Those LSCs with very detailed information about meet set event set up and penalties are those LSCs with a history of meets that have gone well beyond the timeline limits.
 - o The use of “number of swimmers” and/or “number of splashes” is specifically identified as inappropriate and ineffective at successful management of the meet timeline.
 - o In all cases, when guidance or policy is provided the LSC holds the host team specifically responsible.
 - There does not seem to be a connection between targeted meets (by classification or age) or meet progression and meet timeline management. LSCs are viewing each as separate issues.
7. After reviewing each of the USA Swimming LSC websites and portals, the common theme for swim meet progression is 8&U Meets, Age Group Meets, and Senior Meets.
- The most common classification progression is B/C and BB+ with various definitions of each.
 - Age Group Meets and Senior Meets are often split into two classifications.
 - o An elite level with a qualifying standard
 - o A developmental level typically combined the Age Group meet and Senior meet participants.
8. LSC host Invitational, Open, and Closed meets.
- Definitions for each vary from LSC to LSC.
 - Regardless of how a meet is identified, the type of meets are hosted are as follows:
 - o Open to all USA registered athletes
 - o Open to only athletes within a specific LSC or geographic designation within the LSC
 - o Open to specifically invited teams.
9. Despite the meet management instructions designed to keep meet timelines within the USA-S limits, swim meets progression, meets targeting specific grouping of competitors, the open meet (meets for all swimmers) is the most popular.

DRAFT

- All corner meets have the most restrictions and guidance to keep the meet from being oversubscribed. They also seem to carry the stiffest penalties if mismanaged (too long).
- Specialized meets, i.e., distance meets, 8&U meets, etc. have reduced rebate fees or a specific LSC subsidy.

Steve Hennessy
Tech Planning Chair
Virginia Swimming

DRAFT

Attachment I

Coaches Report January 3, 2010 Kevin Maloy

- **Zones**

- Brian Kupferer will be the SC Head Coach
- Bridget has talked with many other coaches about zones. After confirmation the zones staff will be complete.

- **Others**

- Louise has informed me that once the new coach registrations come in, we can put together a list of all the coaches with their contact information. This will give the board the opportunity for much better communication between the coaches and the BoD.

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Attachment J

VSI Officials Committee Report 02 January 2010

- Officials Clinics: A large number of clinics were offered throughout the LSC at the beginning of the short course season.
- Officials Tracking System (OTS): OTS is a subset of the SWIMS database and has been developed to support the certification, evaluation, education, and work history of officials.
 - Beginning with the 2009 long course season the sessions worked by each official at a meet have been entered into the database.
 - Beginning with the short course season the certification history and status of each of our currently certified officials was entered into the database.
 - Beginning with 2010, (nearly) all certifications/re-certifications have been done through OTS. Certification cards are now issued through OTS and the previous certification cards are being discontinued in most cases.
 - As with any new system there have been some bumps in the road, but by and large the transition to using OTS has gone very well. The major problem that we have with OTS is that it cannot be used to track officials who are not registered members of USA-S. When the Officials Committee made the decision to begin using OTS in place of our Access database, we did so with the idea that we would not attempt to maintain parallel databases in the long term as it entails additional volunteer effort and it is prone to mistakes. Because we have some officials who are not registered members of USA-S, we have a continuing need though to maintain two databases. While we're making this work in the short term, it is not a long term solution. The best solution to this problem is to require that all of our officials be members of USA-S (please see next section).
- Officials Registration. USA-S Rules & Regulations require that all S&T officials, Chief Judges, Starters, and Referees be current members of USA-S. This same requirement does not hold for those officials working in the capacity as Timing Equipment Operators, Timing Judges, and Recorders. While we encourage the latter officials to register with USA-S it is not a requirement imposed by the rules. At our previous Officials Committee meeting we were unanimous in supporting a requirement of registration for all our officials.
 - Philosophically we believe that an individual should be a member of the organization that trains and certifies that individual. As we invest in and support that official, membership provides a reciprocal relationship.

DRAFT

- With the adoption of OTS as our officials database, we can only track individuals within the system if they are registered members of USA-S. Lack of membership requires that we maintain a separate database for this subset of officials. Maintaining two databases requires more work of our volunteers, is more prone to errors, and ultimately means that we do not have all the information in a single, consolidated database.

ACTION ITEM: The Officials Committee recommends that USA-S registration be made a requirement for all certified and training VSI officials. We further recommend that the requirement be put in place for the 2011 registration year (by doing so we do not impact on the 2010 budgets of clubs who pay the registration fee of their officials). There are two potential mechanisms by which this requirement could be met.

- Amend the VSI Officials Handbook to reflect the requirement.
- Amend the VSI Policies to reflect the requirement.

We therefore ask the VSI BOD for its support of this requirement and guidance as to how we should proceed to implement the requirement for the 2011 registration year.

- Officiating materials: We will be reviewing all of our training and reference material to make sure that it is current.
- Championship Season: We are gearing up for the championship season. We hope to produce a comprehensive “packet” that will incorporate much of what we’ve developed over the past 5-6 years
- Officials bling
 - New five year recognition pins were ordered and received (we have 5, 10, 15, 20, and 25 yr recognition pins).
 - An order has been placed for a new batch of VSI badge reels as we nearly depleted those we ordered last year as they were given out to all officials.
 - VSI labeled hang pens were ordered and are being distributed.
 - We are trying to set up a self-serve system for name badges as is being used in other LSCs. New officials will still be provided with their first badge; other officials would be able to order replacement badges on-line.

DRAFT

Attachment K

SAFETY COMMITTEE REPORT
January 3, 2010

In the last several months we have had monthly topics on Teaching Racing Starts, Being a Marshal your duties, and Don't Pee in our Pool not using the pool as a toilet. Anyone having a suggestion for a topic please contact Steve Woolfolk @ woolfolks@aol.com.

There have been several injury reports turned in this last year. They mostly were of the scratch and bruise type and were not serious. We still need to remember to write a report for any injury or illness that happens at practice, meets or any team activity.

The members of the safety committee are. Steve Woolfolk –chair, David Strider, Bob Hood, Rosie Schiavone, and Coach Scott Baldwin. We still need 3 more members and 1 athlete for the committee. If any one is interested please contact Safety committee chair.

If anyone has any suggestions or issues the safety committee needs to look in to please contact any of the committee members and we will look in to them.

Respectfully submitted
Steve Woolfolk
Safety committee chair

DRAFT

Attachment L

Items from the General Chair VSI Board Meeting January 3, 2010

- 1) I was contacted by Kim Baker, Aquatics Director at the new facility being built in Manassas Park. She informed me that the facility may be available to us for hosting meets and that a team from Potomac Valley has not been granted sole rights to the lane space available there. She has worked at Freedom Center in the past as well as at Claude Moore so she is familiar with the workings of VSI .
- 2) I have created an email group of the team presidents or contacts and have sent out two mass emails to them. The topics in these emails included an explanation of certification requirements/procedures, the use of coaching assistants, and swimmer racing start certification. I developed the list of emails from the team websites and had no emails returned so I believe I was able to reach each team with the information. I plan to continue to contact the teams in this way as the need arises.
- 3) Several individuals have contacted me concerning some issues with the Zone team. I will be working with the appropriate Board members to address some of these concerns in the near future.