

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.

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• 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)

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- 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 2nd 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

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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.

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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

Total Revenue	\$684,090.00	\$4.76	\$5
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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		-
Total Expenses	\$699,012	\$24,886	\$24,886.48

Net Income / Loss	(\$14,922.00)	(\$24,881.72)	(\$24,881.72)
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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

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

2024 Registrations as of 10/27/2023	2023(6/1/18)
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)

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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)