



Virginia Swimming House of Delegates Handbook

v. August 30, 2023

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Mission, Vision, and Values of Virginia Swimming

Mission: Virginia Swimming creates opportunities that promote sportsmanship and develop excellence through competitive swimming

Vision: To develop self-confident athletes with a life-long passion for swimming and strong life skills

Values: Athlete focused, excellence, inclusion, integrity

In pursuit of its mission, Virginia Swimming:

- Provides opportunities for swimmers of all abilities to achieve to the highest level of their capability through effective, innovative, and inspired events and programs
- Supports and sustains excellence among all non-athlete members through education, encouragement, and recognition
- Embodies the highest standards of sportsmanship and, in recognition that swimming is but one part of our existence, promote those values that lead to success in all aspects of life

Overview of Virginia Swimming

Virginia Swimming, Inc. is the local governing body for competitive swimming in the Commonwealth of Virginia, except the counties of Arlington and Fairfax and the cities of Alexandria, Fairfax, and Falls Church. Also included in Virginia Swimming's geographical boundaries are the counties of Camden, Currituck, and Pasquotank, which are located in the state of North Carolina. The OBX team in Dare County, North Carolina is also included in Virginia Swimming. A member of USA Swimming, the national governing body for competitive swimming in the United States, Virginia Swimming is one of 59 Local Swimming Committees (LSCs) and one of 12 LSCs comprising the Eastern Zone. In accordance with the Amateur Sports Act, USA Swimming sets rules for meets, establishes safety procedures, sets criteria for achievement levels, administers USA's national swimming teams, and promotes competitive swimming through research, education, and marketing.

In accordance with the standards, rules, regulations, and policies and procedures of USA Swimming, World Aquatics (formerly the Federation Internationale de Natation Amateur [FINA]), and the Certificate of Incorporation of Virginia Swimming, Virginia Swimming has jurisdiction over the sport of competitive swimming and is responsible for the conduct and administration of swimming events within its geographic territory. In this capacity, Virginia Swimming formulates rules, establishes policies and procedures, conducts swimming meets and other programs, and disseminates information to the membership.

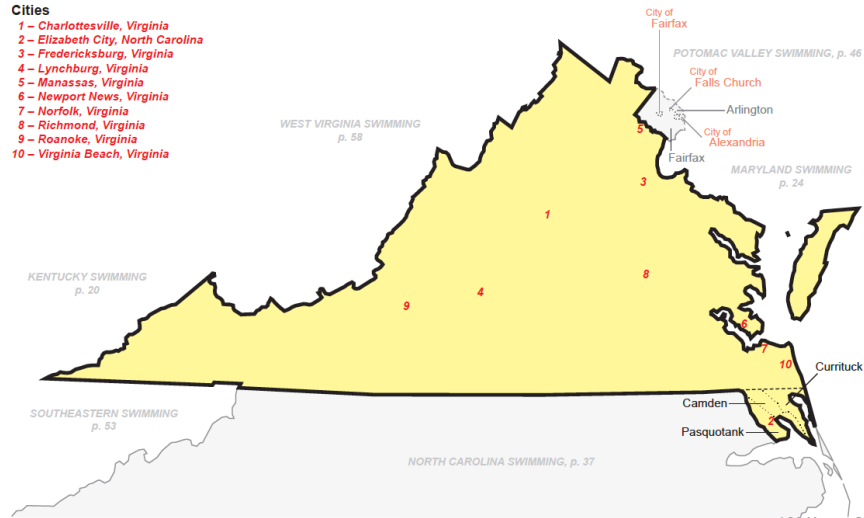
Virginia Swimming (VA)

Eastern Zone

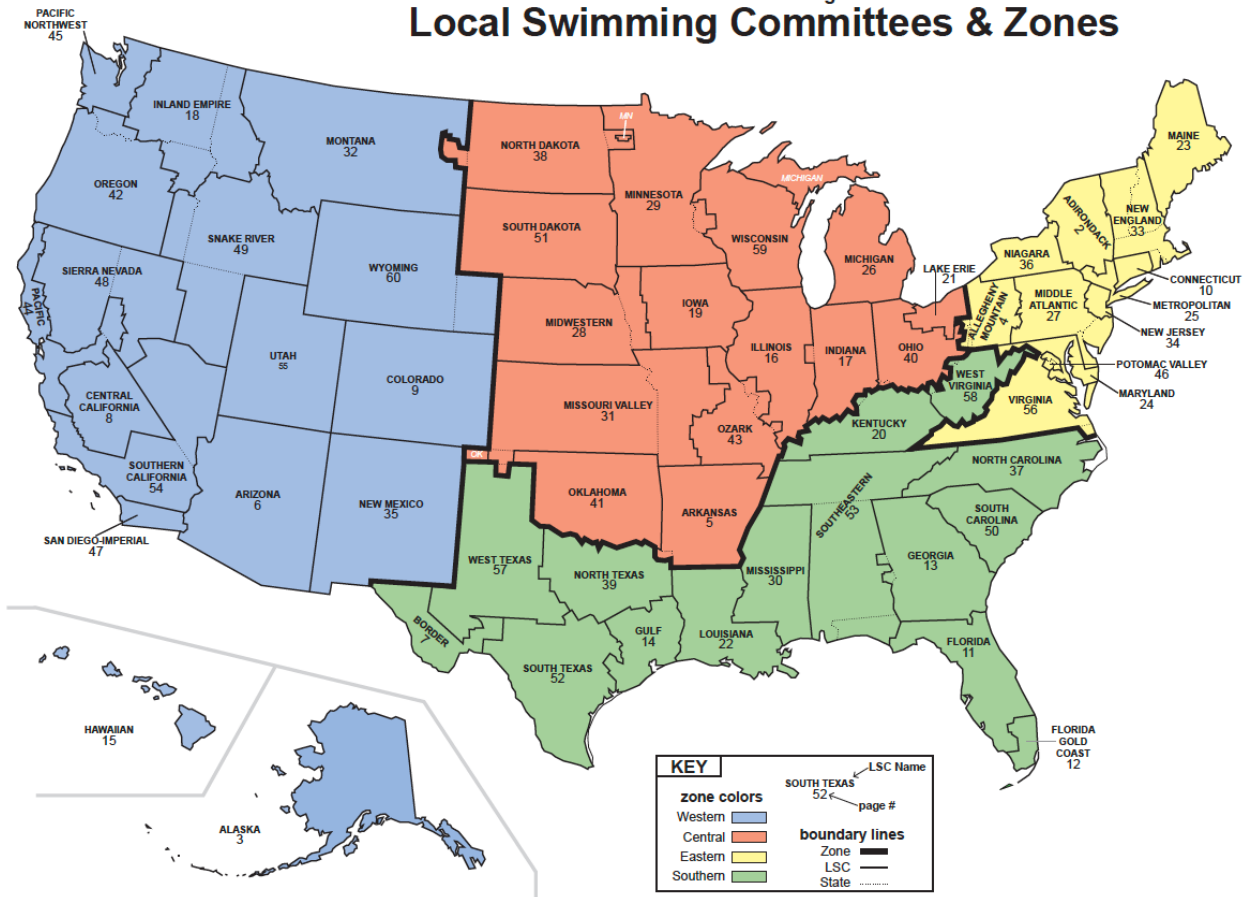
Commonwealth of Virginia, except Arlington and Fairfax counties and the cities of Alexandria, Fairfax and Falls Church; and including the counties of Pasquotank, Camden and Currituck in the State of North Carolina.

Cities

- 1 - Charlottesville, Virginia
- 2 - Elizabeth City, North Carolina
- 3 - Fredericksburg, Virginia
- 4 - Lynchburg, Virginia
- 5 - Manassas, Virginia
- 6 - Newport News, Virginia
- 7 - Norfolk, Virginia
- 8 - Richmond, Virginia
- 9 - Roanoke, Virginia
- 10 - Virginia Beach, Virginia



USA Swimming Local Swimming Committees & Zones



House of Delegates Composition

The Bylaws of Virginia Swimming specifies the membership of the House of Delegates, which consists of the following members:

- Group member representatives: 4 members, at least one of whom must be an athlete member, per club

Group members provide the direct representation of each club within Virginia Swimming. Broad participation by all member clubs in the governance of Virginia Swimming helps ensure that the decisions made by the House of Delegates reflects the needs of all its members. By participating in House of Delegates meetings, you give voice to the needs of your club and how these needs are incorporated into the offerings of Virginia Swimming.

The Virginia Swimming Bylaws require that the athlete members constitute a minimum of 20% of the voting membership of House of Delegates. The same requirement also applies to the Virginia Swimming Board of Directors and to each of the Virginia Swimming committees. When an athlete serves as a club representative, it provides him or her with an introduction to LSC governance and often serves as a steppingstone to serving on the Board of Directors or as a member of Virginia Swimming's many committees. Serving as a club representative is a great way for athlete members to become involved in making the important decisions that affect their sport.

- Board of Directors members: 19 members (currently at 18 due to one member serving in 2 positions)

The House of Delegates elects the following officer positions of the Board of Directors: General Chair, Administrative Vice-Chair, Finance Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Treasurer, and two At-Large Non-Athlete Board Members. Secretary is an additional officer position, but the position is filled by Virginia Swimming staff rather than elected. The board also includes two Athlete Representatives (elected by athletes), two Coach Representatives (elected by the coaches), the Safe Sport Chair, and the Diversity, Equity, and Inclusion Chair. The General Chair also appoints a sufficient number of At-Large Athlete Board Members so that athletes constitute a minimum of 20% of the board voting membership.

- Non-athlete at-large house members: up to 10 members are appointed by the General Chair
- Athlete at-large house members: a sufficient number of athletes are appointed by the General Chair to ensure that athlete members constitute at least 20% of the voting membership of the HOD
- Other members:
 - Chair and members of the Governance Committee
 - Chair of the Administrative Review Board
 - Chair of the Operational Risk Committee
 - Chairs of the operational committees specified in the *VSI Policies and Procedures*
 - Coordinators specified in the *VSI Policies and Procedures*

House of Delegates Duties and Powers

The House of Delegates has the following duties and powers:

- Elect the officers and non-athlete at-large Board of Directors members

Are you happy with the direction that Virginia Swimming is headed? Is its leadership taking the LSC where it needs to go? Are there potential leaders whose view align with your own? Whether you answer these questions 'yes' or 'no,' you have the ability to choose the direction in which Virginia Swimming heads by participating in the election of new board members.

- Elect the officers and members of the Administrative Review Board

The Administrative Review Board hears complaints and appeals regarding administrative matters within Virginia Swimming that do not rise to the level of Code of Conduct violations and are not appeals of sanction decision. Electing qualified individuals to these positions is instrumental in ensuring that the hearings and rendered decisions are fair and equitable.

- Review, modify, and adopt the annual budget recommend by the Board of Directors

Do you understand where Virginia Swimming gets its funding from and how it spends its money? Do you agree with how these resources are acquired and distributed? An important function of the House of Delegates is to review, modify, and adopt the annual budget. By making your views known, you can also influence the decisions being made by the Finance Committee, the Board of Directors, and the House of Delegates.

- Call regular and special meetings of the House of Delegates

Regular meetings are scheduled months in advance when the House of Delegates adopts the September to August calendar. Although extremely rare, the House of Delegates can call for a special meeting if a need arises.

- Ratify or prospectively modify or rescind policy and program established by the Board of Directors

Proposed changes to Virginia Swimming policies ordinarily originate from the Board of Directors, a committee, or a coordinator. Although these changes must be approved by the House of Delegates, they are almost always first reviewed by the Board of Directors, which then gives a recommendation as to approval or disapproval. Although unusual, policy changes can also be offered by any member of the House of Delegates. In such cases, it is recommended that the member consult with the Virginia Swimming Rules and Regulations Coordinator so that the proposed policy can be put in proper form and be distributed as required prior to the House of Delegates meeting.

Due to the infrequency with which the House of Delegates meets, the Board of Directors will sometimes need to make decisions on matters that would ordinarily fall to the House of Delegates during the intervening time period. In such cases, the House of Delegates does not give up its authority to make the final decision as it subsequently reviews these decisions and modifies or rescinds them as it sees fit.

- Establish joint administrative committees, or undertake joint activities with other sports organizations were deemed helpful or necessary

Do you have ideas whose pursuit or implementation don't fit neatly into Virginia Swimming's governance structure? Should Virginia Swimming be working with other organizations to promote youth sports? There may be ways to pursue new agendas if brought to the attention of the House of Delegates.

- Amend the bylaws of Virginia Swimming

To a very large degree, the bylaws of Virginia Swimming must conform to the model bylaws template developed by USA Swimming. For those sections that can be modified by Virginia Swimming, it is the House of Delegates that has the authority to make any changes.

- Remove from office any person not fulfilling his or her duties

This power has probably never been exercised, but it is there if needed.

House of Delegates Meetings

The *Virginia Swimming Bylaws* require the House of Delegates to hold an annual meeting in the spring (usually in April) and additional meetings as set by the House of Delegates. Recent practice has been to hold an annual fall meeting, usually in September.

A minimum of 20 days of advance notice to the House of Delegates is required prior to a House of Delegates meeting. Changes to the Virginia Swimming polices or bylaws also require a minimum of 20 days of advance notice. An agenda is distributed prior to each meeting. To save time, items that are unlikely to require discussion are placed on a consent agenda. A consent agenda is a packet of one or more items for collective approval without discussion. Any individual item can be "pulled" for individual consideration. *Robert's Rules of Order* govern the conduct of the meetings.

Each meeting is documented with meeting minutes, which are posted on the Virginia Swimming website at the following link: [HOD MEETING MINUTES](#)

Budget Process

The Finance Committee prepares a budget in March for the fiscal year that will begin on September 1. The budget proposal is then reviewed by the Board of Directors and presented to the House of Delegates for approval at the Spring House of Delegates meeting. Projected revenue is derived primarily from registration fees and meet rebate fees, while projected expenditures are estimated from expenditures from previous years and proposals for new programs or program modifications that are submitted to the Finance Committee.

At the end of each month, a financial report that tracks revenues and expenditures throughout the fiscal year is sent to the Board of Directors and posted on the VSI website through the following link: [FINANCE COMMITTEE REPORTS](#)

Governance Documents

Virginia Swimming, Inc. Bylaws — The bylaws are a legally binding document that outline how the Board of Directors and Virginia Swimming function. The bylaws must conform to a USA Swimming-approved template. Amendment requires 20 days of advance note and approval by a two-thirds vote of the House of Delegates. Any amendments approved by the House of Delegates subsequently require approval by USA Swimming. The current version of the bylaws can be found on the VSI website through the following link: [BYLAWS](#)

Policies and Procedures of Virginia Swimming, Inc. — The policies and procedures followed by Virginia Swimming are contained in a single document. The policies provide guidance on issues and practices that should not be detailed in the bylaws. Amending the policies requires 20 days of advance notice and approval by a majority vote of the HOD. The procedures provide details of how to implement the bylaws and policies. Amending the procedures requires 7 days of advance notice and approval by a majority vote of the BOD. The current version of the policies and procedures can be found on the VSI website through the following link: [POLICIES & PROCEDURES](#)

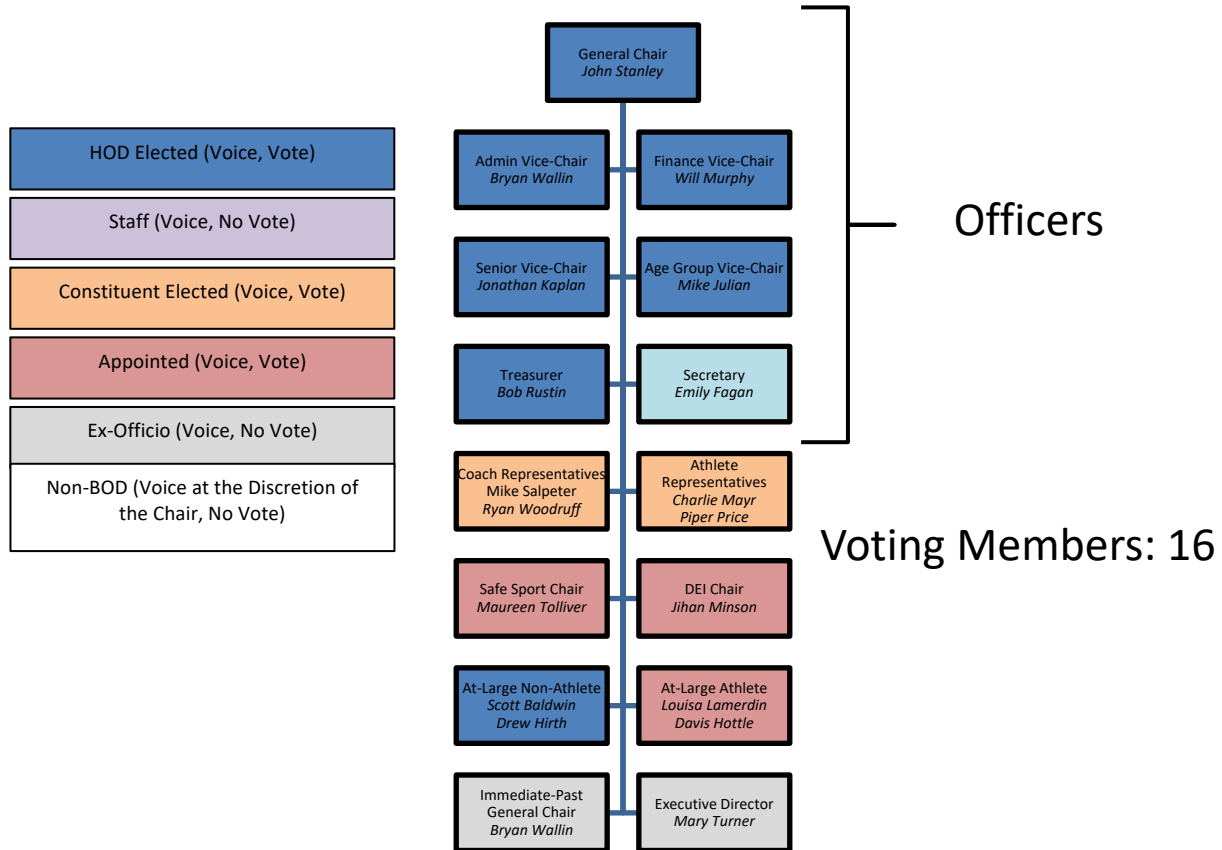
USA Swimming Rules and Regulations — The *Virginia Swimming Bylaws* and *Policies and Procedures of Virginia Swimming* sometimes make reference to particular sections of the *USA Swimming Rules and Regulations*. The current version of the *USA Swimming Rules and Regulations* can be found on the USA Swimming website at the following link: [USA-S R&R](#)

Strategic Plan

Virginia Swimming's most recent [strategic plan](#) was adopted February 7, 2022, and it covers 2022 - 2024. The overall purpose of the plan is to serve as a blueprint to guide Virginia Swimming during the current quad. The plan consists of the following components:

- A mission statement, vision statement, and core values
- A SWOT (**s**trengths, **w**eaknesses, **o**pportunities, and **t**hreats) analysis
- Nine broad strategic goals, each of which is supported by a series of objectives, strategies, milestones, resources needed, and responsible parties

Board of Directors Structure



As shown on the above diagram, the Board of Directors currently has 18 members in a total of 19 positions (the same individual currently serves as both the Administrative Vice-Chair and the Immediate-Past President). The General Chair, Administrative Vice-Chair, Finance Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Treasurer, and Secretary are officers. Each of these positions, with the exception of the Secretary, is elected by the House of Delegates and each of these positions has both voice and vote at Board of Directors meetings (the secretary has voice, but no vote). The coaches elect both a Senior and Junior Coach Representative to the board, with each representative having both voice and vote. Likewise, the athletes elect a Senior and Junior Athlete Representative to the board, with each representative having voice and vote. The Chair of the Safe Sport Committee and the Chair of the Diversity, Equity, and Inclusion Committee are also board members with voice and vote. Two At-Large Non-Athlete members are elected to the board, and the General Chair appoints 2 At-Large Non-Athlete members to the board. Each at-large member has both voice and vote. The Executive Director is also a board member with voice, but no vote. Finally, the Immediate-Past General Chair is a board member with voice, but no vote.

The Board of Directors oversees 7 divisions, each of which is responsible for one or more committees or coordinators. The Governance Committee reports directly to the board.

Administrative Division

- Diversity, Equity, and Inclusion Committee
- Hall of Fame Committee
- Officials Committee
- Open Water Committee
- Technical Planning Committee
- Rules/Legislation Coordinator
- National Times and Records Tabulation Coordinator
- Virginia Swimming Office

Age Group Division

- Age Group Committee
- Zone Team Coordinator

Senior Division

- Senior Committee

Finance Division

- Finance Committee

Athletes Division

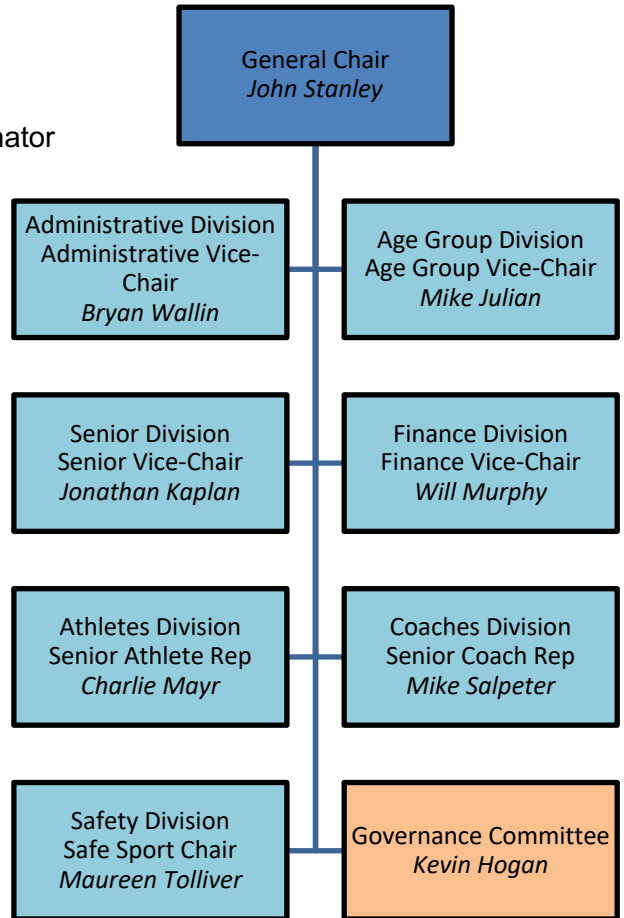
- Athletes Committee
- Scholarship Selection Committee

Coaches Division

- Coaches Committee

Safety Division

- Operational Risk Committee
- Safe Sport Committee



Board of Directors, Committee Chairs, Coordinators, and Staff Contact Information

BOARD OF DIRECTORS			
POSITION	NAME	Email	PHONE
GENERAL CHAIR	JOHN STANLEY	JFSTANLEY1@GMAIL.COM	(540) 354-9856
ADMINISTRATIVE VICE-CHAIR	BRYAN WALLIN	THEWALLIN5@COMCAST.NET	(804) 389-2438
AGE GROUP VICE-CHAIR	MIKE JULIAN	COACHMIKEJ@NOVASWIM.ORG	(804) 405-9625
SENIOR VICE-CHAIR	JONATHAN KAPLAN	JONATHAN.KAPLAN@SWIMRICHMOND.ORG	(864) 508-2961
FINANCE VICE-CHAIR	WILL MURPHY	WAMURPHYCRNA@GMAIL.COM	(804) 301-8529
SECRETARY	EMILY FAGAN	VASWIMREG@GMAIL.COM	(434) 295-1582
TREASURER	BOB RUSTIN	BRUSTIN55@GMAIL.COM	(804) 276-9220
SENIOR COACH REPRESENTATIVE	MIKE SALPETER	COACHMIKE@TIDESWIMMING.COM	(757) 375-4394
JUNIOR COACH REPRESENTATIVE	RYAN WOODRUFF	RYAN.D.WOODRUFF@GMAIL.COM	(919) 943-6420
SENIOR ATHLETE REPRESENTATIVE	CHARLIE MAYR	SRATHLETEREP@VIRGINIASWIMMING.ORG	-
JUNIOR ATHLETE REPRESENTATIVE	PIPER PRICE	JRATHLETEREP@VIRGINIASWIMMING.ORG	-
SAFE SPORT CHAIR	MAUREEN TOLLIVER	MTOLLIVER@GMAIL.COM	(540) 288-3180
DIVERSITY, EQUITY, AND INCLUSION CHAIR	JIHAN MINSON	COACHJIHANM@CGBDSWIM.ORG	(215) 828-1138
AT-LARGE ATHLETE MEMBER	LOUISA LAMERDIN	ATHLETEREP@VIRGINIASWIMMING.ORG	-
AT-LARGE ATHLETE MEMBER	DAVIS HOTTLE	ATHLETEREP@VIRGINIASWIMMING.ORG	-
AT-LARGE NON-ATHLETE MEMBER	SCOTT BALDWIN	EDBALDWI@VT.EDU	(540) 998-2327
AT-LARGE NON-ATHLETE MEMBER	DREW HIRTH	DREW.HIRTH@GMAIL.COM	(804) 380-1821
EXECUTIVE DIRECTOR	MARY TURNER	MYTURNER525@GMAIL.COM	(434) 352-5451

COMMITTEE CHAIRS			
COMMITTEE	NAME	Email	PHONE
AGE GROUP	MIKE JULIAN	COACHMIKEJ@NOVASWIM.ORG	(804) 405-9625
ATHLETES	CHARLIE MAYR	SRATHLETEREP@VIRGINIASWIMMING.ORG	-
COACHES	MIKE SALPETER	COACHMIKE@TIDESWIMMING.COM	(757) 375-4394
DIVERSITY, EQUITY, AND INCLUSION	JIHAN MINSON	COACHJIHANM@CGBDSWIM.ORG	(215) 828-1138
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GOVERNANCE	KEVIN HOGAN	HOGAN.KEVIN.T@GMAIL.COM	(434) 962-7529
HALL OF FAME	JESSICA SIMONS	JRSIMONS@COMCAST.NET	(434) 295-1582
OFFICIALS	MICHAEL SIZEMORE	MCSizemore@GMAIL.COM	(540) 834-8120
OPEN WATER	SCOTT BALDWIN	EDBALDWI@VT.EDU	(540) 998-2327
OPERATIONAL RISK	GORDON HAIR	GRHAIR919@AOL.COM	(434) 960-0849
SAFE SPORT	MAUREEN TOLLIVER	MTOLLIVER@GMAIL.COM	(540) 288-3180
SCHOLARSHIP SELECTION	CHARLIE MAYR	SRATHLETEREP@VIRGINIASWIMMING.ORG	-
SENIOR	JONATHAN KAPLAN	JONATHAN.KAPLAN@SWIMRICHMOND.ORG	(864) 508-2961
TECHNICAL PLANNING	ANTHONY PEDERSEN	COACHANTHONY@SWIMRAYS.ORG	(703) 919-5889

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RECORDS	JESSICA SIMONS	JRSIMONS@COMCAST.NET	(434) 295-1582
REGISTRATION / MEMBERSHIP	EMILY FAGAN	VASWIMREG@VIRGINIASWIMMING.ORG	(804) 514-8083
REGISTRATION / MEMBERSHIP	MARY TURNER	MYTURNER525@GMAIL.COM	(434-352-5451)
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ZONE TEAM MANAGER	MAUREEN TOLLIVER	MTOLLIVER@GMAIL.COM	(540) 288-3180

OFFICE STAFF			
POSITION	NAME	Email	PHONE
EXECUTIVE DIRECTOR	MARY TURNER	MYTURNER525@GMAIL.COM	(434) 352-5451
ADMINISTRATIVE ASSISTANT	EMILY FAGAN	VASWIMREG@GMAIL.COM	(434) 295-1582