



Mission: Developing, Improving, and Supporting Competitive Swimming in the Inland Empire

Vision: Provide a safe and positive atmosphere for all swimmers of all abilities to achieve and sustain lifelong success

**Fall 2023 HOD Meeting
AGENDA
October 1, 2023 1:00 PM via Zoom**

Jeff Sutton called the meeting to order at 1:00 PM

Roll Call: Representation from 14 of 16 teams (no representation from Baker or Pendleton)

Block # 1 – Minutes

The minutes from the Spring 2023 HOD meeting were approved as presented

Block # 2 – Officer Reports

- General Chair Report: Jeff Sutton (<https://www.teamunify.com/team/wzielsc/page/ies-info/hod-meeting-minutes>)
- Admin Vice Chair: Carolyn Petersen (<https://www.teamunify.com/team/wzielsc/page/ies-info/hod-meeting-minutes>)
- Finance Vice Chair: Don Hougardy (No Report Sent In)
- Senior Chair: Sean Muncie (No Report Sent In)
- Age-Group Chair: Russell Whitaker (No Report Sent In)
- Coaches Report: Jade Sobek (No Report Sent In)
- Diversity, Equity and Inclusion: Raquel Janes (No Report Sent In)
- Safe Sport: April Walkley (<https://www.teamunify.com/team/wzielsc/page/ies-info/hod-meeting-minutes>)
- Athlete Representative Report: Codi Thomas, Jessie Snyder, Suzka Martin (<https://www.teamunify.com/team/wzielsc/page/ies-info/hod-meeting-minutes>)

The reports listed above were approved as presented

Pulled for Discussion:

- Safe Sport: April Walkley
 - IES Sanction Process: Sanctions go to the IES Sanctions chair (Noelle Grigsby) to the Safe Sport Chair (April Walkley) to verify that the club

requesting the sanction has met the 49-point SSRP requirement in order to sanction a meet.

- October 4: Register for a bullying prevention webinar provided by USA Swimming. Credit will be given for SSRP
- Use IES as an example LSC for the Western Zone and National level on regarding SafeSport support at all LSC hosted meets, whether it is getting help from the club SafeSport Chair, April, or a nearby SafeSport Representative. All IES clubs that host meets should be educated on Meet 360 and have a copy of the documentation on hand at the meet. IES teams hosting meets are encouraged to have a SafeSport table and pop-up changing tents. SafeSport literature can be purchased for \$50. Contact April for more details and/or to purchase the kit.
- April has made the following proposal to be voted on at Spring 2024 HOD:
 - Each host during warm-up and competition must provide meet marshals as defined in Section 102.18 meeting the following:
 - Short-course at least 2 (It is recommended to have 1 of each gender, and a plan shall be in place to allow locker room check-in pairs)
 - Long-course at least 4 (It is recommended to have 1 of each gender, and a plan shall be in place to allow locker room check-in pairs)
 - For meets in 2025 all meet hosts must be SSRP recognized to be granted a meet sanction. Clubs, not SSRP and registering for 2025 shall pay double the club registration fee.
- SafeSport concerns at practice or meets: See the USA Swimming website for the reporting tab. It has extensive information on how to go about reporting and who the report should be filed with (US Center for Safe Sport, USA Swimming, or Club level). The reporter may or may not hear back from these entities and won't hear back until the issue is resolved.

The SafeSport information above was approved as presented

Block #3 – Committee/Coordinator Reports

- Officials Committee: Keith Lambert (No Report Sent In)
- Operational Risk: Ben Galligan(No Report Sent In)
- Open Water: Jeff Walkley(<https://www.teamunify.com/team/wzielsc/page/ies-info/hod-meeting-minutes>)
- Sanctions: Noelle Grigsby(<https://www.teamunify.com/team/wzielsc/page/ies-info/hod-meeting-minutes>)

The reports listed above were approved as presented

Pulled for Discussion:

- Membership/Registration/Times: Jody Broyles
 - Registration: Jody did a deep dive into IES registration numbers going back 15 years. This was prompted by USA Swimming sharing at the September business meeting that membership is down by more than 30% this year. Jody's impression is that our LSC is not a part of that trend. Our non-athlete registrations have stayed consistent since 2019. Our strongest year was 2013. Our worst year was 2020 with COVID. Since then, we have grown and not reduced our numbers. There are a couple of areas of concern in our LSC. Pendleton and Yakima have not bounced back since COVID. The Spokane area is pretty stable since COVID. EAST has done a fantastic job coming out of COVID in growing their team. What are clubs doing well and where could they use help?
 - Observed Meets: historically have 5-6 observed meets during fall high school season and 3-4 observed meets during the winter season. This is about the same this year. We removed observation fees at the September BOD meeting.
 - Great marketing resource for clubs: <https://www.usaswimming.org/coaches-leaders/team-leaders/marketing-toolkit>

Old Business:

- **Update on IES Championships Meet Bid Process (Jeff Sutton) –**
 - See the Championship meet bid process document for more information: https://www.gomotionapp.com/wzielsc/UserFiles/Image/QuickUpload/ies-championship-meet-bid-process-approved-100123_096365.pdf
- **Safe Sport (April)**
 - HOD EDUCATION FOR CLUB PARENTS
I have a safe sport concern what do I do?
 - US Center for Safe Sport matters
 - USA- Swimming matters
 - Club/Coach/Team matters
 - I have made a report, know what happens?

This information was discussed in April's Safe Sport report (See above)

New Business:

- **Safe Sport Proposal (April)**
 - LSC Safe Sport Team support policy would assist and work with the host team to better utilize and support the requirements for LSC hosted meets (local club chair who doesn't have to travel far to support would be ideal) These ideas would be worked on in the several months prior to the meet.

1. Support and organize meet safe sport staff (4 marshals minimum, preferably 2 of each gender) Could be from designated support staff or host club.
2. MAAPP enforced and Emergency action plan supported by Meet 360 suggestions.
3. Review of Meet 360 and what is mandatory.
4. Sanction specific support for closed deck, locker rooms, cameras and photography signage and enforcement
5. Safe sport tabling and pop-up changing tents.
6. Meet briefings for coaches, officials, volunteer timers, and marshals.

This information was discussed in April's Safe Sport report (See above)

- **2024 Budget Approval (Don Hougardy)**
 - Operating/Checking Accounts reconciled as of the end of August 2023. There is a little over \$254,000 in the accounts
 - Investment accounts (last statements in June 2023). There is about \$207,500 in these accounts.
 - See next page for the budget

2024 Budget () - Draft

	2024	<i>Preview</i> 2025 Budget
Revenues:		
Meet Fees	\$ 120,000	\$ 122,000
LSC Championship Meets	55,000	55,000
Registration Fees	31,000	31,000
Sanction Fees and other	825	900
Total	206,825	208,900
Operating Expenses:		
Administration	45,500	47,303
Equipment Maintenance	1,200	1,284
USAS Annual Business Meeting	-	-
USA-S Seminars and Workshops	9,500	10,165
General Chair	1,750	1,873
Admin. Vice-Chair	150	161
Finance Vice-Chair	2,635	2,819
Safe Sport Chair	1,000	1,070
Officials Chair	1,900	2,033
Athlete Committee	600	642
Records Chair	800	856
Other	-	-
Subtotal	65,035	68,206
Operating Revenues (Expenses)	141,790	140,694
Program Expenses:		
College Scholarships	700	700
Senior	25,680	25,680
Age Group	70,000	70,000
LSC Championship Meets	38,750	41,463
DEI conference	2,500	-
Coaches	1,500	1,500
Other	-	-
Subtotal	139,130	139,343
Net Revenues (Expenses)	\$ 2,660	1,351
Transfer From / (To) Reserves	-	-
	\$ 2,660	\$ 1,351

- Motion to approve the 2024 budget: Motion made and passed. The 2024 budget is approved.
- **Set Date for Spring HOD**
 - April 21, 2024: in person/hybrid - Tentatively at Moses Lake High School

Respectfully Submitted
Noelle Grigsby, IES Secretary