

Rules/Legislation Coordinator Report

February 9, 2015

- VSI By-Laws Updates
 - The VSI by-laws have been updated to reflect the changes required by 2013 and 2014 legislation passed by the USA-S HOD. The updated bylaws were sent on January 19, 2015 to Jay Thomas, Chair of the USA-S Rules and Regulations Committee, for approval. Approval remains pending.
 - Safety Chair/Coordinator as a required BOD position. I queried Jay Thomas on this question and his answer is still pending.
 - Requirement for at-large members of the BOD to be elected. Section 604.1.2 exempts us from this requirement.
- VSI By-Law Amendment Proposal
 - The addition of optional language to create an Administrative Review Board (ARB) was briefly discussed at our last BOD meeting and tabled to allow further study and review. The purpose of the ARB is to handle matters that do not rise to the level of a Code of Conduct violation [section 610].

A question arose as to whether or not a decision of the ARB is appealable. As written, it is not.

RECOMMENDED ACTION: I recommend that the BOD endorse the creation of an ARB and that this recommendation be brought to the VSI HOD. I further recommend that the VSI Policies and Procedures be amended as necessary so that any fines and fees imposed by the VSI General Chair or BOD be appealable to the ARB. This takes the BOD out of the position of being the “appeals court” for its own decisions.
- VSI By-Law Amendment “Placeholder”
 - Bylaw 605.3.2 prohibits LSC employees from serving as voting members of the BOD and becomes effective January 1, 2016. Presently, Mary Turner serves as both the LSC Administrator (VSI employee) and as Registration Chair (voting member of the BOD).

PENDING ACTION: Steve Hennessy plans to discuss this at the upcoming BOD meeting with the hopes of going forward with a plan of action. Depending upon what is decided, this may require the approval of a bylaw amendment by the HOD (eg. eliminate the Registration Chair position, make the position non-voting, make the position appointed rather than elected).
- VSI Policies and Procedures
 - Housekeeping
 - References to “Chairman” and “Chairperson” should be changed throughout to correspond to usage in the VSI by-laws.
 - Reference to the “LSC BOR,” “VSI BOR,” and in some cases the “applicable BOR” should be changed to the “Eastern Zone BOR.”
 - Consistent use of “Chair” vs. “chair,” “Vice Chair” vs. “vice-chair,” etc.

RECOMMENDED ACTION: Write implementing language for the next BOD and HOD meetings.

- Policy Amendment Proposal #1

O. MEET RESULTS AND FINANCIAL REPORTS

1. Meet Results: Host clubs are required to distribute accurate and complete meet results to all participating clubs and meet data backup to the VSI Administrative Office within (7) days of the close of the meet. The administrative office will distribute copies of the results to others within VSI on an as-needed basis. Failure to distribute within the allotted time will subject the host club to a fine of \$25.00 per day for each day late. Results are to be provided in the same format as originally provided by the participating team.
2. Financial Reports and Fees: Host Clubs are required to submit via email the meet financial report detailing all receipts and disbursements in connection with a sanctioned or approved meet. This report is due to the Treasurer and the Technical Planning Chair~~man~~ on the proper form within thirty (30) days of the close of a meet. Financial report forms are available on the VSI website. Failure to submit the report ~~and fees~~ within sixty (60) days of the close of the meet will subject the host club to a fine of \$100.00. For each additional thirty (30) day period that the report ~~and fees~~ ~~has~~~~have~~ not been received, the host club will be subject to a fine of \$100.00. The Board of Directors may also impose additional penalties including withholding of sanctions for future meets for failure to submit the report and fees.

RECOMMENDED ACTION: Recommend approval to the HOD.

- Policy Amendment “Placeholder”
 - Background: The Eastern Zone has established a “Zone Sanction Appeal Process.” As part of this process, VSI is obligated to fulfill the following five requirements (a cursory review of how VSI meets each of these criteria is given in parentheses following each requirement).
 - 1. Establish submission deadlines for sanction and approval applications and publish such deadlines along with relevant instructions and forms.
(Policy sections L.2-3 appear to satisfy this requirement).
 - 2. Establish and publish policies regarding applications submitted as well as relevant fees and penalties.
(Policy section L.2-6 and Procedures section A.2 appear to satisfy most of these requirements. It appears that we need language regarding penalties.)
 - 3. Establish and publish policies regarding applications submitted after the published deadlines citing relevant fees and penalties.
(Although there are published penalties for the meet announcement being late, there is no corresponding policy or penalty regarding late sanction requests.)
 - 4. Establish a written policy that the LSC must provide written notification within 10 days to the applicant citing the reason for the

denial and instruction for appeal.

(There is no such policy.)

- 5. Update the LSC Procedure Manual as needed to reflect deadlines and instructions

(Yes!)

RECOMMENDED ACTION: Terry Randolph and Lisa Liston should review the current sanctioning and approval practices against the requirements specified in the VSI Policies and Procedures manual and in the Zone Sanction Appeal Process. Following the review, amendments should be proposed as needed to ensure that practice and policy (both VSI and Eastern Zone) conform. Kevin Hogan can assist in crafting the amendments for presentation at the next VSI HOD meeting.

Respectfully submitted,

Kevin T. Hogan
Rules/Legislation Coordinator

VSI Officials Chair Report February 2015

Committee Meeting-January 7, 2015

Attending: Bryan Wallin, John Stanley, Bob Rustin, Tommy Lovell, Will Murphy, Dan Demers, Georg Fuhs, Laura Razzolini, Michael Sizemore and David Bihl

Review of Post Meet Reports

The same situations that were presented during the Officials Chair report in January. The Post Meet Referee Report has been modified so that the first page deals only with the conduct of the meet. That page in all of the reports that have been submitted are being forwarded to the Technical Planning Chair and the Admin Vice Chair.

Clinics-Training

Each District is trying to have another clinic before SC season is completed. We have had 42 official complete their training so far this season. We've also had 16 officials obtain new certifications. QSTS has done a nice job this SC season with 4 new officials from a team that doesn't host meets.

Dan Demers and Laura Razzolini are going to work on blending the Timing Judge and Recorder into one training card and replacing them with the Administrative Official position. Also, we are planning to remove the Timing Judge certification as a pre-requisite to becoming Deck Referee. Instead make it a session during the Referee training where they become familiar with the position, much like the administrative part that must be completed. Then once the AO position mentioned above is in place, require anyone from that point forward who wants to be a Meet Referee be certified as a Deck Referee and Administrative Official. This is still in the planning changes.

Georg Fuhs has the new officials tracking spreadsheet online, in the training cards section of the website. He developed the spreadsheet as a way to track people through their training, and as long as the information has been passed on to him, it's a good system. Some referee's aren't as consistent in submitting their meet reports which has a section to include those who have completed their training. When SC championships season is done, we will follow up with those who haven't finished their training.

Referee Training

Beth Jones, Ken Romney and George Zolovick have all completed their Deck Referee training. Connie Pryor is waiting for the administrative portion to complete hers. The Officials Committee recommended for Deck Referee training; Gerri Cole, Judy Kay Schroer, Scott Greiner, Art Zachery and Ben Harper. All accepted.

SC Championships

An email was sent out to all of the officials regarding Districts, Regionals, Seniors, Age Group and Sectionals. Links were provided for signing up for AG's and Senior's but there was a problem the first week with the application. This has been fixed and is working fine now.

Respectfully submitted,
Bryan C. Wallin
Officials Chair
Virginia Swimming

Registration / Office Administrator Report
Board of Directors Meeting
Feb. 15, 2015

- **2015 Registration Numbers as of 2/9/15:**

| | | | |
|-------------------|------|--------------|-----|
| Athlete: | 6060 | Non-Athlete: | 801 |
| Athlete Outreach: | 28 | | |
| Total: | 6088 | Clubs: | 48 |

- **Eastern Zone Spring Meeting:** Six rooms have been reserved for Virginia Swimming attendees.
- **Travel Reimbursement:** The information sheet and reimbursement request form were updated and posted to the website.
- **Elections:** At the end of this report is the Volunteer Interest Survey for you to indicate your interest in continuing to serve the athletes of Virginia Swimming. Please let return this to me as soon as possible. I have already contacted the other members of the Nominating Committee in order to begin the nomination/election process.
- **Swimposium:** It has been decided to offer the usual Officials and Athlete clinics at the 2015 Swimposium and add clinics for Club Leadership and Coaches. Potential topics were sent out to representatives for this group with a deadline of Jan. 18th but no one has responded with suggestions as of today.
- **National Registration Committee:**
 - At its meetings held Jan. 30 – 31, committee members endorsed the idea of no longer printing non-athlete cards for Officials because all of the pertinent membership information is currently included on each official's certification card. This proposal has been sent to the Official's Committee for feedback.
 - Online Member Registration (OMR) is continuing to move forward with a hopeful implementation date of 9/1/15. In this process, teams will use their selected team management software to check registration files against information in SWIMS before sending the file to the LSC registrar for processing. The idea is that errors will be caught and corrected at the team level without requiring intervention by the LSC registrar. Software vendors will be responsible for training the teams in this new process.
- **Conflict of Interest Form:** I still need forms from Steve, Terry, Scott, Bob, Emily, Caroline, Matt, and Peter. If I have missed your form, please accept my apology. Once again I have included the form so please print the last page, sign it, and return it to be my fax (434-352-0203), email, or snail mail. It does require an actual signature, not a typed one.
- **LEAP 3:** I have attached the LEAP 3 document for your perusal.



Virginia Swimming Volunteer Interest Survey



Elections for the VSI Board of Directors will be held at the House of Delegates meeting on April 26th and the Nominating Committee is seeking volunteers who are interested in serving the swimming community. The offices elected by the HOD include:

| | |
|---------------------------|--------------------------|
| General Chair | Senior Chair |
| Administrative Vice Chair | Age Group Chair |
| Secretary | Technical Planning Chair |
| Treasurer | Registration Coordinator |

The HOD also elects the members of the Board of Review and the Nominating Committee. Information pertaining to the responsibilities of each of these offices can be found on the [Board of Directors](#) page and in the [VSI Bylaws](#) on the VSI Website.

There are also many committees that serve as an integral part of the operations of Virginia Swimming. Members of these committees are appointed by the VSI Board of Directors. The VSI Committees include:

| | | |
|--------------------|-----------|-------------------|
| Age Group | Coaches | Safety |
| Technical Planning | Officials | Championship Meet |
| Senior | Athletes | Finance |

Please consider serving the athletes of Virginia Swimming by volunteering for one of these areas and complete the following form:

Name: _____ Club: _____

Address: _____

Phone: _____ Email: _____

Interested in running for the office of _____

Interested in serving on _____ Committee

Please complete the form and send it to:

| | | |
|----------------------|----|--|
| Virginia Swimming | or | businessoffice@virginiasswimming.org |
| PO Box 1059 | or | Fax: 434-352-0203 |
| Appomattox, VA 24522 | | |

****This form is fillable and can be completed, saved, and then attached to an email.**

CONFLICT OF INTEREST STATEMENT

Those who choose to serve Virginia Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real or perceived conflict of interest.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area are disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Virginia Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the mix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of potential conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following seven items reflect specific expectations by VSI of people signing this agreement. These items cannot and do not however completely define what is acceptable. They are intended rather as guidelines to what is acceptable conduct. Each individual must find his or her own way within this guidance.

1. A good faith effort must be exercised by those signing this statement to conduct the business of Virginia Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. Virginia Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. Members of the Virginia Swimming Board of Directors will disclose the nature and extent of an actual or potential conflict of interest when it involves the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Virginia Swimming resources for individual use. Reimbursement for reasonable and customary expenses associated with travel to meets, meetings and conferences on behalf of VSI does not constitute a conflict of interest
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Virginia Swimming.
5. Expenses incurred in the furtherance of Virginia Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.
6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Virginia Swimming and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

Should any individual(s) reasonably perceive that a conflict of interest exists or could exist, the situation shall be fully disclosed.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I acknowledge receipt and understanding of Virginia Swimming's Statement of Principles on Ethical Behavior and Conflict of Interest, and I pledge my full support of the spirit and the letter of the requirements contained therein.

Print Name

Signature

Date

Virginia Swimming Position

TECH PLANNING REPORT

Two things – one, I may need to alert teams to talk to their facilities and get meets ironed out for next year early (like now) to avoid running into any conflicts with other LSCs who want to use pools in our jurisdiction.

Two – with the implementation of the sanction appeal process to a Zone Sanction Appeal Panel, are there any updates we need to make to our Policy and Procedures Manual:

LSC requirements:

- 1) Establish submission deadlines for sanction and approval applications and publish such deadlines along with relevant instructions and forms.
- 2) Establish and publish policies regarding applications submitted as well as relevant fees and penalties.
- 3) Establish and publish policies regarding applications submitted after the published deadlines citing relevant fees and penalties.
- 4) Establish a written policy that the LSC must provide written notification within 10 days to the applicant citing the reason for the denial and instruction for appeal.
- 5) Update the LSC P & P Manual as needed to reflect deadlines and instructions.

Otherwise I think all is well with meets getting sanctioned, posted, etc.

Lisa Liston

Tech Planning Chair

Email: LisaListon@aol.com

February 9, 2015

Finance Committee Report

1. The Finance Committee met last Sunday to conduct an audit of the 2013-14 fiscal year.
 - During the review, the committee asked if a list of convention attendees could be published on the website prior to the convention together with the reason for the individual's attendance.
 - Committee felt that coaches would like to know who will be attending what sessions at the convention for VS. The request to the General Chair and LSC Administrator
2. For the audit, there were some small differences between the treasurer's Quicken data and the published Excel summary.
 - The Treasurer has since resolved and explained the differences to us
 - Expect to have the Financial Summary statement for USAS signed by next week.

Bill Geiszler
Finance Chair
Email: wageiszler@verizon.net
January 29, 2015

Club Development Report

1. Nothing new to report.
2. Turned in a Coaching Mentoring Application for renewal and am just waiting on a response.

Steven Phillips
Club Development Coordinator
Email: swimVAST@gmail.com
February 10, 2015

SAFE SPORT REPORT

1. Very little to report from Safe Sport.
2. I am trying to obtain latest on-line course completion data from the administrator, Praesidium. My contact information has changed for them and I am establishing a new contact.
3. I am mulling over the possibility of enlisting the assistance of Safe Sport Committee members in parceling out mentoring responsibilities.
 - If the committee would agree, I would assign a group of teams to a committee member.
 - They would establish a liaison with the club Safe Sport Coordinator in encouraging participation in the USA Swimming on-line courses.
 - Perhaps with more minds involved, some innovative ideas could be developed that would be applicable to all the clubs.
 - My only reservations are that response from the committee and/or the Club SSCs has been minimal, at best.
 - Even responses to emails that I have sent on Safe Sport matters have been limited to one or two persons. I'm still thinking about it.

Jerry Hayes
Safe Sport Coordinator
Email: jrrhayes@gmail.com
February 4, 2015

WEB MASTER REPORT

1. We continue to maintain the current state of the VSI website. With over 200 folder and nearly 1000 different pages on the site from the past 10 years, we are constantly finding new and interesting facets of the site as well as multiple links for the same page on 3 and 4 different pages.
2. With the amount of time we are spending on maintaining and posting incoming requests (about 40 hours a week), we are finding it hard to find time to reduce the complexity of the current backend html code and/or develop new pages with updates software and design techniques
3. We would like to review with the VSI website Representative the expected SLA (service level agreement) for uploading information provided by VSI board member and in what format that information should be provided.
4. We are still experiencing issue with emails messages not being delivered and receiving error messages when forwarding emails.
 - I have open a couple tickets with the hosting company, and that have replied that out current email “forwarding” protocol to individual users personal email accounts is the cause of the errors.
 - From what I can tell reading the error messages is this is limited to just a few accounts that do a lot of heavy emails at different times of the month.
 - In an attempt to reduce the errors, I have moved the business office and registration chair to IMAP/SMTP protocol and it “seems” to have eliminated the problem for that email account.
5. I am still trying to contact someone in the tech support team to dig more into the problem, but the only response I get from them is with email and trouble tickets.
6. Continued support and input from board members and officials is always welcome and help us identify broken links and incorrect information.

Michael Braum/Jill Rhyne

LSC Webmaster

Email: webmaster@virginiaswimming.org

February 9, 2015

VSI Disabilities Committee Report

1. Joseph Peppersack is planning to participate in the 2015 Can Am Para-Swimming Championships in Toronto, Canada, in March, 2015.
2. Sean Harrington swam at Cary, North Carolina for the Dec 12-14, 2014 meet
3. Samantha Tubbs attended the 2014 Speedo Can Am Para-Swimming Championships in Edmonton, Canada during the weekend of Dec 5-7, 2014
4. Samantha will also be attending the 2015 Can Am Para Swimming Championships in Toronto, Canada, in March 2015.
5. We have had an inquiry from the parent of an 8 year old girl with left hemiplegia and cerebral palsy, who is currently swimming on an able-bodied USA Swim Team in Northern Virginia.
6. The VSI Disabilities Committee has provided the parent with a comprehensive list of resources to assist in expanding his daughter's opportunities for able-bodied and for disabilities swimming.

David Strider

Disability Swimming Chair

Email: davidstrider9876@yahoo.com

February 12, 2015

Zone Team Report

- Lodging and meal contracts are secured
- Transportation estimates have been provided
- Transportation and lodging contracts have been forwarded to the finance committee and treasurer to establish the trip fee.
- The on-line team application is being updated, estimated deployment date will be determined in conjunction with the webmaster. Intended to be no later than May 1.
- Speedo Contract and how it effects Zone Team members- below are actual costs and discounts that Metro Swim shop has provided based on the contract provided by Speedo.

If you were NOT to sign a Speedo agreement, your Speedo Zone Team discounts would be 25% off our team pricing on Speedo Backpacks, suits and warm-ups.

At current pricing, this would translate to the following discounts:

**Speedo Streamline Jacket \$10.50
Speedo Streamline Pant \$8.50
Speedo Teamster Backpack 35L Large \$12.23**

**We also would have offered a 25% discount on any elite Speedo suits.
Ex.- Fastskin II Recordbreaker Female \$31.87 Male Jammer \$28.12**

These are discounts that you enjoyed last summer for the 2014 Long Course Eastern Zone Meet. You did not use a Speedo short or Speedo Custom Caps. We did not place a Speedo logo on the non-Speedo tee shirts or hooded sweatshirts.

If you were to sign the Speedo agreement you would be receiving the following discounts.

20% on Warm-ups and bags

**Speedo Streamline Jacket \$8.40
Speedo Streamline Pant \$6.80
Speedo Teamster Backpack 35L Large \$9.79**

An increased discount of 40% would be offered to anyone interested in purchasing any elite Speedo racing suits.

Ex.- Fastskin II Recordbreaker Female \$51.00 Male Jammer \$45.00

Coaches Outfitting

You would be receiving \$1500.00 in the form of Speedo coaches outfitting, valued at our team pricing). *We typically spend \$2,500.00 on coaches outfitting.*

You would be receiving two free Speedo Coaches shirts per coach for each contract year, not including the custom embroidery. *This would be applied to the coaches outfitting (approx. \$560.00 of merchandise)*

Our cost for these shirts are \$31.00 and does not include embroidery expect \$10.00 per shirt for embroidery. (\$180.00)

Our current team coaches' shirts are the same price and include embroidery.

Zone team coaches may purchase Speedo regular priced merchandise at 20% off, under the Speedo Instructor Discount Program.

Requirements

Using Speedo logoed caps as custom team caps. These would add about \$0.30 cents per cap over and above the generic latex caps that the team normally purchases. *Last year caps were \$2.65 each, this additional expense brings it to \$2.95 per cap. We have an intentional inventory of caps from last year.*

Speedo does offer Zipper Hoods in navy blue, but not in youth. *We would have to discontinue the hoodie from our offerings because it would conflict with Speedo, or have a generic hoodie logoed to be compliant. This also applies to our team shorts, (SPEEDO does not offer youth-to adult size shorts) and team towel would also require SPEEDO custom embroidery.*

Maureen Tolliver

Zone Team Manager

Email: mtolliver@gmail.com

February 10, 2015

Senior Committee Report

1. Athlete Representative Election underway with the candidate application on line -- thank you Mary.
2. Senior Champs--preparations all green with Scott's preparations -- they always run excellent competitions -- awards, plaques and banners all set -- OME up and running - thank you Terry
3. Graduating Senior requests have been sent to teams and coaches -- thank you Mary.

Ted Sallade

Senior Vice Chair

Email: tedpsdn@poseidonswimming.com

February 9, 2015

Open Water Report

1. Open Water has nothing to report.
2. Just wanted to make sure the request for equipment I asked to purchase in August was approved. I do not see it in the minutes from that meeting.

Stephanie Suhling
Open Water Coordinator
Email: ssuhling@yahoo.com
February 9, 2015

DIVERSITY REPORT

1. 2015 National Diversity Camp (Applications deadline Monday, Feb 9th)
2. 2015 Eastern Zone Diversity Meeting after Zone Meeting May 9th.
3. 2015 Eastern Zone Camp and Summit- University of Maryland, College Park (June 25-28)
4. Virginia swimming to sponsor two swimmers Diversity Coordinator and Summit attendee Cost \$300 per, two years ago we sponsored four swimmers I would like for us to sponsor four swimmers again if possible.
5. Application to go out in April.

Peter Maloney
Diversity & Camps Coordinator
Email: swimcoachpeter@yahoo.com
February 9, 2015

ANNUAL AWARDS TASK FORCE UPDATE

Mary and Jessica have been looking at their ability to pull names of All State swimmers in order to send invites. **Goal is to have info on sign up available no later than the first week of March.**

Two questions we need answered:

*One – the All State Award goes to swimmers 13 & over who have achieved “AAAA” times in two different events. Do we want 15-16 year old swimmers to use 15-16 time standards and 17-18 swimmers to use 17-18 time standards? Or do we want 17-18 year old swimmers to also use 15-16 standards?

*Two - If the Speedo contract is not approved, will the board financially support getting a speaker for the banquet this year? The swimmers had emphasized this as a part of the format they would like to retain when we move from fall to spring awards banquet.

| | |
|-------------------------------|---------------------|
| Amanda Beard \$3,500-\$5,000 | plus travel for all |
| Tyler Clary \$5-6,000 | |
| Kristy Kowal \$5,000 | |
| Brooke Bennett \$5,000 | |
| Rebecca Soni \$7,500 | |
| Ricky Berens \$7,500-10,000 | |
| Cullen Jones \$10,000 | |
| Mark Spitz \$10,000 | |
| Dara Torres \$10,000-\$15,000 | |

Lisa Liston
Annual Awards Task Force
LisaListon@aol.com
February 9, 2015