



Virginia Swimming Board of Directors Meeting

Date: September 18, 2016

Time: 11:30am

Location: Doubletree Hotel, Richmond, VA

Meeting called by:	General Chair	Type of meeting:	VSI BoD Meeting
Facilitator:	Admin Vice-Chair	Note taker:	Secretary
Attendees:	Steve Hennessy, Art Anthony, Terry Randolph, Mary Turner, Bob Rustin, Drew Hirth, Bill Geizler, Jessica Simons, Gordon Hair, Jill Rhyne, Ted Sallade, Peter Maloney, David Strider, Alix Nielan, Bryan Wallin, Ashby Marcey, Kevin Hogan, Kevin McHaney, Maureen Tolliver, Grace Edwards, Stephanie Suhling, Sandra Jones.		

Steve called the meeting to order at 11:45am.

Minutes from previous board meeting

Ashby presented the minutes. Peter seconded the motion. Small edits were made and the minutes were passed as edited.

Treasurer's Report

Bob Rustin sent out end of year report, which shows net loss of just over \$122,000. Bob had reviewed this report during last board meeting. We had planned to overspend this money. The biggest expense was the zones meet, and we also overspent in Athlete Travel Reimbursements. There has been some debate as to how much should be held in reserve. Motion to accept the treasurer's report made, seconded and passed.

Maureen Tolliver was called forward by Steve and given gift thanking her for her work on the zones team each year.

Women in Leadership Conference – Report submitted by Sandra Jones, attached.

Two representatives from our LSC attended the conference – Sandra Jones and Karen Sundahl.

Sandra thanked VA Swimming for sending them to the summit. Sandra gave the group a short presentation on what was covered at the summit. They discussed club culture, and drew from military ideals. Coaches should know your mission and know your goals, then be clear to everyone in presenting the culture of your club. Gave ideas of how to incorporate swimmers into this process.

Women are behind in the role of swim coach, and there are more women coaching in other sports.

Administrative Division Reports:

- Rules – no report submitted.
- Registration/Membership – report submitted, attached. Mary wanted to cover several topics:
 - New pool at Liberty University. Expected entry date in August of 2017. Mary has been given a contact name if we want to explore this as a site to host diversity camp in 2019.
 - Mary will discuss information for Athlete cards from USA Swimming at HOD meeting later today.
 - Poseidon wants VA swimming to put in a bid for LC Zones 2018. They will also be taking bids for Sectionals 2018 – March 28-April 1, 2018.
 - *We need to decide if we want to bid that meet.*
 - Need to decide date of Swimposium for next year. Convention is week of Sept 11, 2017. Recommended Swimposium/HOD weekend be held 9/30-10/1, 2017. We need to reserve

space and let USA Swimming know these dates. Jessica made a motion to hold Swimposium during recommended dates. Terry seconded the motion. The motion passed.

- Technical Planning – Report submitted, attached.
- Finance
- Club Development
- Safety
- Safe Sport
- National Times Verification
- Records
- Equipment & Webmaster

Age Group Division reports:

- Age Group
- Disability – report submitted, attached.
- Zone Team Manager

Senior Division Reports

- Senior – Report submitted, attached.
- Senior Champs proposed to move a week earlier.

Senior committee wants to adopt this change. Tech planning chose not to make a recommendation. Kevin McHaney made a proposal to move Senior Champs one week earlier. Drew seconded this motion. This was voted on and approved.

Coach Division Report

- Coaches – Report submitted, attached.
- Diversity and Inclusion – article submitted for review, attached.
- Camps and Clinics

Athlete Division Report

- Alix introduced Grace Edwards as Junior Athlete Representative. We need to add two athlete at large members: Alix nominated Lexi Osleger, Kara Morgan McHaney and Matthew Whalen. Steve to contact Austin to see if he still wants to remain on board. If he does we could have 4 athlete members, as more representation is better. Bill made proposal to accept all three athlete at large members. Proposal was seconded and approved.

Unfinished (old Business)

Nothing discussed

New Business:

- Steve pointed out that Peter had shared an article, which pertained to our Outreach program. The article that many more children are utilizing the free lunch program. The Outreach guidelines state that athletes must be eligible to receive these benefits, not that they actually use them. Need to make sure our clubs know that there may no longer be a letter stating that child is receiving free lunch. In this case, club needs to request another form of documentation. Clubs decide if an athlete is eligible based on information turned in to the club. Must remember that confidentiality is most important.

4 ways to qualify for VA Swimming Outreach Program:

- reduced/free lunch
- food stamps
- Medicaid
- Other

- Eastern Zone short Course AGC format. Considering new format for short course zones. A task force has been assembled to review format. Should they maintain all start format or should it be just for teams that participate? Should it be different age groups? LSC or team meet? Steve wants to be able to accurately reflect the thoughts of our LSC. Mary is the facilitator for this task force. Report does not mention zones, so everyone needs to know that this is a Zone issue, not our LSC.
- The recommendation is to go to qualifying times meet instead of all-star format, which is the current format. Reason for task force is there are currently 3 LSC who do not participate, and two other teams weighing this. Proposed changes would be for 2018. Task force did not make a recommendation on if this should be a team or LSC meet. Need to answer questions first and get input from LSCs. Should it be 14 and under only or include 15-18 year olds? Consensus was one LSC said yes only 14 and under. Other clubs feel this was not a deal-breaker. No recommendation on change for this issue from task force.

Steve needs answers to the following questions from this group:

1. Should it remain All-star format or be changed to qualifying times meet?
2. Should this be team meet or LSC meet?
3. Do we want this to be for 10 and under and 15-18 or keep it to 14 and under?
Someone asked if it becomes a team meet will it be a reimbursable meet?

What would VA want this meet to be to entice us to return? Going to stick to these questions only to make best use of our time. Discussion ensued on these topics. Coaches feel the current all-star meet format is not meeting our needs. The questions were answered in the following manner:

- ✓ We would like to use qualifying times for this meet.
- ✓ Group voted and was in favor of going as an LSC team.
- ✓ The group decided we are fine with either limited age group or all ages program for the meet.

Steve will report these answers to the task force from our LSC.

- Ted received proposal from coach, which is a more liberal reimbursement plan in which the money would go to the club. The senior committee declined this proposal. This will not go

forward to the HOD.

Announcements:

- Bill Geizsler announced that he had received reimbursement request from a club for eight meets. This request was submitted past the 60-day deadline. Bill made a motion to pay the request. Peter seconded the motion. The motion was voted on and carried.
- Mary presented that clubs had neglected to make small payment. Check was mailed from Florida. As soon as they found out she had not received it, they sent new check. They did get service fee applied. Motion to waive service charge. Voted and approved.
- Steve reported that we need someone to fill the Club Development and Camps Coordinator position. *Steve asked the group to forward any names for consideration to him.*
- Terry Randolph reminded all of the coaches that there are recognition programs – top ten times. Swimmers and parents should look at this report. For older swimmers, you can be a member of the Scholastic All American team. Requires meeting time standards and maintaining a certain GPA.
- Going to be observing HS meets just as they did last year. Will be observing Regional and Championship meets. Will also observe the same for private schools. *Coaches should please remind swimmers that they should be entered with their full names.*
- Ted asked what other LSCs do to encourage LSC participation among clubs. Mary will ask about this at convention.

Bill Geizsler made motion to adjourn BOD Meeting. Motion was seconded, voted and approved. Meeting was adjourned.

Respectfully Submitted,

Ashby Marcey, Secretary

REPORTS:

Registration / Office Administrator Report House of Delegates & Board of Directors Meetings August 28, 2016

- **2016 Registration Numbers as of 8/21/16:**
 - Athlete: 6273
 - Athlete Outreach: 49
 - Athlete Season 1: 130
 - Athlete Single Meet 2 Clubs: 52 Total: 6454 Organizations: 1
- **Awards Celebration Update:** The 2017 event is scheduled for April 29th and will again be held at Kings Dominion. Several recommendations made by the Task Force have been approved by the Board of Directors:
 - The All Star Team will now be based on top times in the LSC at the end of Age Group Champs and Senior Champs for each season. Swimmers who place in the top five in any event in their respective age group (10 & U, 11-12, 13-14, 15-16, 17-18) will be named to the team. The list for each course will be compiled at the end of Age Group Champs for 14 & younger athletes and at the end of Senior Champs for 15 & over athletes.
- Instead of paying for lunch for the All Star Team members and Competitive Spirit winners attending the picnic, Virginia Swimming will subsidize the cost of the picnic lunch for every athlete attending the Celebration.
 - **Potential Changes to Seasonal Registration:** Because of competition from lower cost swimming programs which have resulted in a slight but continuing reduction in registrations over the past few years, USA Swimming is looking at its membership categories and how it might address this challenge. At its most recent meeting, the USA Swimming Board of Directors was given information about some potential restructuring of the categories. While there were several proposals, those related to Seasonal registrations resulted in proposed legislation for consideration at this year's Convention. This legislation, if approved, would reduce the cost to the athlete significantly and also limit the amount that an LSC can charge as its portion of the fee. It is also proposed that the fee paid by an athlete for Seasonal registration can be credited toward the year-round registration fee. However this will require significant programming changes so it is expected to be a future enhancement.
 - **SC Zone Meet Task Force:** The Eastern Zone has created a task force to discuss and contemplate the future of the SC Zone meet. This is the result of several LSCs indicating that they are reviewing their involvement with the meet as it relates to the cost of fielding a team as well as if the current format meets the needs and desires of their athletes. A representative from each LSC is serving on the task force. Steve is the representative from VSI and I am serving in an ex-officio status.
 - **New Club:** A new club has joined Virginia Swimming. TORP is located in Loudon County and will be practicing at Claude Moore Recreational Center. Their membership will become effective on September 1.
 - **Membership Cards:**
 - Athletes-USA Swimming has decided to move away from the physical membership packets that have been mailed to athletes the past few years. Instead, it will now offer an online card that will provide the athlete with easy accessibility through Deck Pass. Instructions for accessing the card will be posted on the Virginia Swimming website and will be emailed to each athlete.
- Officials-I will not mail cards to Officials this year because the certification card that is available through OTS shows all of the membership requirements. I greatly appreciate the flexibility demonstrated by everyone in accepting this change last year!!
 - Non-Athlete: 981
- Coaches – I will continue to mail membership cards this year. However, USA Swimming has decided to move to only digital cards for coaches in 2018. So, if you have not done so already, get friendly with Deck Pass and

using it to display your credentials. If currently proposed legislation passes next week, every LSC will be expected to accept Deck Pass as a verification of membership requirements.

- **Outreach Membership:** Please remember to submit the Outreach Application with the file that includes any athlete who has been identified as meeting the requirements for Outreach. It is not necessary to send me any additional documentation. If an athlete was registered as Outreach in 2016, please wait to renew his/her membership until after the team has determined if s/he is eligible again this year. Outreach is valid until the athlete is renewed so if you send the athlete's registration without the required form, his/her status will change to year-round.
- **Background Checks:** Remember, most of us will need to renew our BG checks this year. Please be certain to initiate the renewal at the beginning of the month that your check expires so there is no lapse in your membership.

DRAFT

Va Swimming Financial Summary

Year 15 /16 End August and Fiscal Year Financials

9/7/2016

*** Revenue ***	Budget	July Actual	August	Year to Date
USAS Registration	\$402,300	\$2,142.00	\$4,644.00	\$394,311
VS Registration	\$92,400	\$453.00	\$1,085.94	\$91,884
USAS Club Dues	\$3,640	\$70.00		\$3,780
VS Club Dues	\$1,560	\$30.00		\$1,620
Meet Sanctions	\$2,500	\$120.00	\$280.00	\$2,860
Meet Rebates	\$165,000	\$10,230.70	\$23,409.30	\$158,793
Meet Swimmer Fees	\$0			\$0
Sales & Misc.	\$2,500	\$151.00		\$151
Championship Meet Revenue	\$0			\$0
Sectional Meet Revenue	\$10,000			\$19,101
Zone Meet Revenue	\$50,000			\$712
SC Zones Revenue	\$0			\$0
LC Zones Revenue	\$45,000		\$52,961.02	\$60,514
Clinics and Swimposium Revenue	\$3,500			\$1,609
Awards Banquet	\$25,000			\$29,749
Zone Meeting Revenue				0
Interest - Checking	\$10	\$0.96	\$0.99	\$26.63
Interest - Reserves	\$500	\$73.24	\$33.92	\$255.65
Total Revenue	\$803,910	\$13,271	\$82,415	\$765,367

*** Expenses ***

USAS Registration	\$402,300	\$4,850.00	\$2,112.00	\$395,071
USAS Club Dues	\$3,640			\$3,710
Travel - US Open	\$2,500		\$500.00	\$500
Travel - LC Nationals	\$25,000	\$500.00	\$6,222.44	\$10,222
Travel - SC Nationals	\$20,000			\$22,500
Travel - National Team Trials	\$12,000	\$11,834.02	\$1,800.00	\$13,634
Travel - National Youth Team	\$1,500			\$0
Travel - Discretionary	\$3,000			\$1,334
Senior Championships Support	\$15,000		\$7,500.00	\$15,000
Championship Meet Expenses	\$5,000	\$3,129.66	\$1,489.80	\$6,309
Sectional Meet Expenses	\$10,000	\$15,942.20		\$18,505
Zone Meet Expenses	\$50,000			\$33,691
SC Zones Expenses	\$0			\$0
LC Zones Expenses	\$85,500	\$59,909.84	\$10,980.96	\$148,981
Administrator	\$30,600	\$2,550.00	\$2,625.00	\$30,600
Payroll Taxes	\$2,750	\$195.08	\$200.81	\$2,417
Webmaster	\$18,504	\$1,542.00	\$1,542.00	\$18,379
Website Expenses	\$3,000			\$1,043
Administration Expenses	\$10,000	\$204.93	\$275.79	\$13,461
Awards Banquet	\$40,000			\$44,343
National Convention	\$14,000		\$3,139.40	\$20,843
Equipment	\$3,000			\$937
Officials Training & Travel	\$16,000		\$8,742.23	\$26,192
Supplies & Misc.	\$5,000	\$432.85	\$345.07	\$1,871
USAS Workshops	\$3,000			\$6,490
VS Workshops	\$1,000			\$2,000
VS Camps & Clinics	\$4,000			\$3,843
Diversity & Outreach Programs	\$6,000	\$204.50	\$1,285.00	\$6,326
Safe Sport Programs	\$1,000			\$0
Make A Splash Programs	\$10,000			\$8,242
Coach Mentoring Program	\$2,000			
Zone Meeting	\$3,000			\$2,553
Championship Meet Awards	\$30,000			\$24,022
Grants/Development/Clubs	\$50,000		\$5,000.00	\$5,000.00
Total Expenses	\$888,294	\$101,295.08	\$53,760.50	\$888,018.74

Net Income (Loss)	(\$84,384)	(\$88,024.18)	\$28,654.67	(\$122,652.21)
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Checking:

Beginning Funds

Net Income (Loss)

Interest Transferred from (to) Reserves Other Transfers from (to) Reserves Ending Funds

VS Reserves Total Funds

\$224,536.00 (\$122,652) (\$255.65)

\$0.00 \$101,628

\$380,582 \$482,210

September 4,5 USA Swimming Leadership conference

Cathy Wright-Eger-past woman's coach of Purdue swimming John r wooden leadership institute

Certified professional behavioral analyst

Title 9 deputy

Developing a championship culture: what is a coach's role?

Cathy referred to the military to learn about developing culture

Her military culture experience was black and white: either you are with us or against us.

Military Leadership was crystal clear with: Knowing your mission

Knowing your goals

Be clear with your message

Culture –at the start of the season we all must be a piece of that culture

Create guidelines to support culture- be very clear with your culture: everyone knows the mission, goals-

To be a good leader –you must also be a good follower- know how to do both.

What is the coaches' role in developing culture and what is the team's role. How do we merge this together? 2 steps forward to each other (coaches, athletes, parents staff)

Your team culture: emerging leaders (coaches) must model team culture. Hold kids accountable (make them part of creating/cultivating the culture with your influence/ picking the tight ones to speak up.) have clear communication of expectations and standards. Be clear with swimmers, coaches and parents.

How to involve the swimmers to help create your culture- Team roles

- Ask them, what type of culture do you want to help create your success.
- Swimmers can make a list- list the expectations, list what will not be tolerated
- Ask the question behind the question: don't always tell /ask
- Coaches can plant seeds w swim leaders-
- Be clever with your messages – use outside support.
- Use team building activities that help to create your culture.
- Use images to represent your culture (bracelet, triangle of words, laminate and punch onto a speedo back, vision board (have kids create it), t-shirt,
- Start somethings new this year: ICE kick board Award- Intensity, Concentration and Effort. (Scaled 1-5, self-critique). Each week a swimmer earns the award and kicks w a special ICE board.

2

- Create a leadership council- swim leaders decide as a small group how to handle issues. Team captains don't like to squeal –(remember tolerant millennial).
- As a team they can create standards and create consequences for breach of rules. Swimmers will self-police. Stop: we don't drink on our team as it is a team rule. Leadership council – counsels others to stay in line.

Activities- for promoting core values and owning their culture

1. Select a core value Pick a song

Name the group representing the value

1. Create a play list of songs that have a message – each swimmers message is announced when the song is highlighted.
2. Have athletes look at long mission statements and pick 3 things out of it and make a statement (this can help redefine your too long statements)
3. Have athletes come up with a quote of the day- select one daily and write it on the board before practice
4. Select one word that represents you- write it on a brick – build your base
5. Build your pyramid of success- give them 5 slots for the bottom and build up to the last slot (like John wooden pyramid if success)
6. Bigs –match teammates as big bro or sis
7. Role playing – to help w team issues
8. American swimming warrior – create a game of this w drylands
9. Community- miss a practice –bring in a can good-. Do a stroke clinic food drive- everyone brings in 15.00 /food
10. Taking care of the ball- caring for each other
11. Pledge it- for every team record broken – what will you pledge –and as a team what can you put this pledge towards
12. Senior speeches at the banquet – about their team what they are taking with them from this experience. – what are they grateful for
13. Parents run social activities-

What Drives winning: most important quality that created a winning team was the ability to effectively manage people (positive). Millennials must have a say in this as a buy in on their part – creates their accountability. Be clever with this. Yes strategy is important and acquired talent with hard work pays off but the number 1 key to success is managing of people.

Clear Communication:

1. Give feedback and for yourself, embrace criticism.
2. NEVER ignore negative behavior-
3. Not sure how to react: State that . “Not sure , but doesn’t seem or feel right.”

Successful program: Leaders are proactive not reactive. Take the time upfront to establish ground rules, culture. Be a business woman – ask for what you want and need with data to support. As a leader, Do performance Evals to help your coaches/swimmers grow. Ask for performance Evals. You can find Evals on USA swimming webpage

8 Things that destroy college teams (relate this to younger swimmers)

1. Too much partying (not just drinking-late nites/texting?)
2. When you think you can act like a normal student- athletes are not normal students
3. Eating like a normal student
4. Chasing sex (chasing peer acceptance for a ms aged)
5. Doing nothing right but complaining about results
6. Living in the past
7. Difficult time accepting new things/ideas
8. No more spoon feeding- your driving the bus

Coach Leaders:

1. All coaches should think like CEOs of their parent group and swimmer groups; teach people how to treat you. Put in place rules for boundaries/ protocols (24 hr rule, email first, 815pm I'm done, no email/ computer on Sunday's)
Send them: article- why I stopped recruiting this child

2. Have the hard conversations – take into account the personality type (See Style Analysis) .
Teach athletes how to talk with parents and represent what they say objectively as possible.
3. Teach athletes how to respond to something they are caught off guard yet they know is wrong: If someone says something or does something that catches by surprise (an odd color joke/sexual statement) and you don't know how to respond: say this” I don't know how to respond to that but it just doesn't feel/sound right to me”

4

Coach Leaders (cont.)

4. Addressing Team concerns: Concerns should be communicated in a clearly understood order-moving up the ladder. At Purdue:

- Athlete to coach (teach swimmers how to communicate w adult- develop healthy adult relationships,/we are safe)
- Athlete coach ,coach parent (2 coaches in room to make sure nothing is twisted)
- Athlete /coach/ parent / CEO or AD
- Don't complain with out bringing a solution to the table
- Remember to Model the behavior we are looking for in your athletes.

We are working in an environment w 4 different generations- remember you adapt to your leader. How do we work together?

- Take 2 steps forward to understanding them. Ask them to take 2 steps forward as well.
- Show you care –small meetings and yes /during practice time! Other ways to show you care:
 1. favorite quote , list what you are grateful for, circle of support(someone having a hard practice- pull them out –put them in the center and say positive stuff to them)
 2. List of things that went well: take a moment to credit the work you do with your staff.
Examples from conference:
 3. ICE AWARD, msprep,mstraining visiting all groups, creating a velocity group 2x week , creating an endurance group 2xweek, start up teams in multicultural areas, interfacing with other group coaches for ideas or needs

Coaching millennials (todays swimmers) and their approach to things: millennials are very tolerant (think advances in acceptance of diversity). Their tolerance is both good (non judgmental) yet can also be detrimental in certain situations (nonchalant with being late). We must teach them to know when to be tolerant and when to take a stand against things that are detrimental that can effect personal excellence or infiltrate **team culture.**

Millennials: their first wave of resources for information is no longer teachers/coaches. They are getting information from their parents, peers and Internet (Google). These are 3 unclear sources of information- each source can give different info:not crystal clear with messages.may be hearing and receiving mixed messages

5

Stress and Gratitude cant fill the same space: Find your gratitude under stress:

Common List of things that stress Coaches

- Lack of support from superiors (head coaches, lead coaches, board of directors)
- Managing 15 hour days without ability to recharge
- Not being heard
- Poison families
- Working with all kinds of people and constantly trying to adapt
- School life interfering w club culture /life
- **Parents:** the demands/ conflicts with group placements, unrealistic expectations,

helicopter parents not giving children space to fail- all were issues that surfaced. Parents were a common theme.

- **Parents are a consistent stress across the board for all coaches. As a coach leader, you must also teach your parents. Go back to your culture:** teach our parents team culture. 1. Be Proactive – teach them what is acceptable /not acceptable ahead of time.
2. Define your boundaries. Protect your health and culture.
3. Parents should model their sportsmanship behavior the way they want their children to exhibit with sport.
4. Disparaging the team in any social media or platform =immediate dismissal from team.

Woman as Leaders in our Sport: Women tend to be behind in swimming as far as head coaches.

Think like a CEO of you life, Think like a CEO of your group, Think like a CEO of your swimmers. Self Care- Give your self time for yourself to recharge.

Remember: it is impossible to grateful and stressed at the same time. When you begin to feel stressed- create a gratuity list. What are you grateful for.

Part of the cause of woman behind. Society and the brainwashing from an early age: Watched:

1. MisRepresentation- how woman are valued for looks/sex in the media and the message it gives to young girls.
2. The Mask You Live In: How boys are devalued when they show emotion (“be a man”) and how it effects them. Not everyone is mr. macho- but this is the role that is promoted.

Styles Analysis of personalities when working with others and the intake of situations and auto reactions. Also, it helps to QBQ- Question before the Question to figure out how something is interpreted.

DISC

6

Control Problems Anger

Taken adv of

talk

people

Optimism

social recognition

accommodate follow rules Pace/plan/need time procedure non emotion fear security criticism

Senior Swimmers and Issues:

Drinking and Consent: Tea or No Tea Video

Are we preparing our seniors before they go to school about Consent, Drinking.

Consent for sex can ONLY be given if person is sober. If a person is drunk, consent is non acceptable.

What is a good vs. bad (drunk) hook up. Make sure they talk through everything for consent. Most sexual assaults fall under the friend category. May have involved alcohol (no consent allowed).

1st 6 weeks of school- a lot happens. First time away from helicopter parents.

Think: you could be walking down the street half naked, drunk and out of your mind...NO one has the right to sexually assault you despite any bad judgement or ‘signals’ you may give off.

Safe Sport Training: Sexual Assaults, Bullying Q /A

Sandra Jones Tide Swimming

Additional Input (Karen Sundahl)

Sandra and I spoke again about some of the articles so I thought that I would share the other couple that I noted:

1. A Nation of Wimps - Psychology Today
2. 8 things that destroy college athletes - Ian Warner
3. Why I stopped recruiting this athlete - Becky Carlson

As Sandra stated, it was a great clinic and we really appreciated the opportunity to participate.

Karen Sundahl

Old Dominion Aquatic Club

DRAFT

TECH PLANNING REPORT

1. The tech planning committee has been populated and is on the new web site. 4 meets have been sanctioned so far as well as 1 approved and 2 team Intrasquad meets.
2. The tech planning committee will discuss and decide on a recommendation to the BOD and the HOD for winter as well as summer regional assignments. There has been a development or two that preclude definite assignments that need a bit of discussion.

Jessica Simons

Tech Planning Chair September 15, 2016

VSI Disability Committee Report Sept 14, 2016

Joseph Peppersack and Samantha Tubbs attended Paralympic Trials in Charlotte, N.C. at the end of June. Samantha Tubbs (Rappahannock Raiders) not only competed but she earned a first place gold medal the top three in all seven of his events in the Paralympic Trials.

This summer Joseph has been working at the local YMCA teaching children of all skill levels how to swim. He gets back in the pool on Sept. 12th to start training himself. He is making plans now for his disability swimming schedule and which meets he will be able to attend.

Emilia Scovel finished the summer swimming for the Sideburn Run Sharks in Fairfax. She is currently swimming with a private coach and hopes to join the Riptide Swim Team in Prince William County for the 2016-2017 season.

Benjamin Hunter achieved his first A times this year and he even earned one AA time. He achieved his A times in the 100 Free, the 100 Fly, and in the 400 Free and he reached his AA time in the 50 Fly. Benjamin also achieved long course Age Group cuts in the 400 Free and the 50 Fly and he earned a trip to the Age Group Champs this summer. Benjamin also showed 100% or greater decreases in all the long course events he swam this summer.

Sean Harrington is still working at the materials management division at Chesapeake Regional Medical Center. Sean continues to swim up to four times per week at the Great Bridge YMCA during his workouts. He has acquired a great tan from his swimming workouts in the outdoor pool.

The VSI Disability Committee has been working on a proposal for standardized, consistent swimmer reimbursement, within certain limits, for disability swimmers competing at national level disability meets. The reimbursement principles would closely resemble those for the USA-VSI able bodied swimmers. Such a proposal would suggest that an athlete with a physical disability may be eligible to receive a travel reimbursement for up to two designated meets per year, with the exception that in an Olympic year, the same athlete may receive an additional travel reimbursement for participating in the USA Paralympic Trials.

Pat Donohue has been one of our lead VSI disability officials and she has, along with several other VSI officials, participated at national level disability swim meets during the last year.

Respectfully submitted - David V. Strider (Chair – VSI Disability Swimmer Committee).

Senior Chair Report 1.

2017 Senior Championship Venue

Attached venue info for the new Jeff Rouse Center in Stafford. Dates are available if the Senior Committee votes to reserve for 2017 events.

CSAC in Richmond is not available for scheduled July 2017 Long Course date. CSAC costs are significantly higher and have gone up 17% for the upcoming year.

It is nice to have options.

2. Coach/ Athlete travel reimbursement proposal

Senior Committee will be reviewing a proposal to significantly increase opportunity for reimbursement.

I will report discussion at the BOD meeting.

3. Scott Thacker SMAC will be attending the convention in my stead as he begins a year mentoring as my successor.

- I am thankful Scott is willing to serve.
- He is engaged and certainly provides a new prospective for our "experienced" members.

Ted Sallade

Senior Vice Chair September 16, 2016

VSI Coaches Committee Meeting 9:30 AM 09/18/16

1. **Coaches Committee Restructuring** - Sr. & Jr. Coaches Reps are in the process of adding 2 coaches and 1 athlete to our committee (it will initially be a committee of 5). We will work within this group to communicate with our Coaches Association (that consists of all VSI Coaches) to represent them appropriately to the Board of Directors. When is the best time to get participation and support for our Coaches Association??? Sr. Champs and Age Group meets?
2. **Zones Coaches** -We are again recommending that have 9 Zones Coaches on staff instead of the current 8. This will allow us to have 1 coach for each group, as well as a Head Coach that can be focused exclusively on that role.
3. **Zones Coaches Compensation** -The Coaches Committee is recommending that our assistant coaches be compensated \$500 each (currently \$300), and the Head Coach \$800 (currently \$600). This will more accurately represent the time and involvement we expect from our coaching staff.
4. **Sandra Jones and Karen Sundahl** will present a short synopsis/report from an Outstanding Women's Coaches Conference they recently attended on behalf of our group.
5. **Review and endorse** any items form Age Group Committee and Senior Committee as appropriate
6. **Benefits for Coaches** - It is time for us to investigate any options that might be out there to provide benefits (medical, retirement ,etc....) for our coaches. Too many coaches dedicate their careers to our sport, but "retire" to nothing, or get in a financial crisis because of health issues... Do we want to put together a committee to investigate? I will contact people at the USA Convention next week to see what have been done in our Zone and beyond as well....

Please read the article to see what is happening in states around the country regarding free or reduced school lunches, and why we need to look at alternate methods of qualifying people for grants/scholarships.

Peter

Why kids who aren't poor are now getting free school lunches

By [Valerie Strauss](#) May 11, 2015 (Ted S. Warren/AP)

It used to be that students from families with low incomes qualified for lunches that were either free or available at a reduced price. That's still true — but now, new federal rules allow kids who aren't poor at many schools to get the same thing.

The change in the rules means not only that more kids will get to eat free- and reduced-price lunch but that what had been broadly used for years as a proxy for poverty rates among schoolchildren will no longer be useful for that purpose. Policymakers and researchers will have to find another measure of poverty. As [the Hechinger Report notes](#) in this story:

Education researchers often look at whether an instructional technique works as well with low-income students as it does high-income students, for example. Without reliable poverty figures for each school, that kind of analysis will be inaccurate. Many programs, including billions in federal Title I dollars for disadvantaged students, are tied to lunch statistics. Philanthropic grants are given out this way, too. States and districts are scrambling to figure out how to allocate budget funds among schools without the precise school-lunch figures. New York City was so concerned about putting its federal dollars in jeopardy that it didn't participate in free lunch for all this year. (Only children who are poor enough receive it).

Under the federal Free and Reduced-Price Lunch Program, which was established in 1946 during the presidency of Harry Truman, students [whose families earned no more](#) than 85 percent above the federal poverty line and below that amount could qualify. The percentage of students who qualified has been going up over the years, with some 38 percent in 2001-02 to at least 50 percent by 2011-12. That is different from the official poverty rate of children under 18, which rose to 23 percent in 2013.

Answer Sheet newsletter

Education questions and answers, in your inbox weekly.

New rules that went into effect this year allow for something called the “[Community Eligibility Provision](#),” which allows schools and districts to provide free breakfast and lunch to all students if at least 40 percent of them would have qualified by the old rules. [Updated guidance released in April from the U.S. Agriculture Department](#), which administers the nutrition program, said that participating schools no longer have to require families to complete individual applications. (It was these applications that researchers and policy-makers had used to get data they found useful.) The guidance says:

First rolled out in pilot states beginning in School Year (SY) 2011-2012, CEP became available for nationwide implementation this school year. As a result, in SY 2014-2015, approximately 14,000 schools in more than 2,000 local educational agencies (LEAs) serving more than 6.4 million children elected to participate in CEP for its ability to both reduce administrative burden and increase access to school meals for children in low income communities. While Food and Nutrition Service (FNS) is encouraged by the significant response, we know more children can benefit from CEP.

Why is the federal government doing this? As noted above, it will reduce paperwork for families and schools, but it will also help reduce the stigma that some children feel about eating in a government-funded program at school. You can read [more about the program here](#). The ultimate cost of the program is unclear because nobody yet knows how many students will participate.

States with the highest percentages of students who qualified for free- and reduced-price lunch in 2012 included Mississippi, at 71.5 percent; New Mexico, at 68.5 percent; and Louisiana, at 67.1 percent.

DRAFT

Report from SC Age Group Champs Task Force

This Task Force was formed at the Spring meeting to determine if the current all-star format meets the needs our athletes or if it is time to move to a different format. Each LSC named a representative to serve on the Task Force along with Marci Callan, host of the meet for many years, and Mary Turner who will serve as facilitator. A survey was sent to each representative in July and the results of the survey were compiled and distributed to the Task Force.

The members of the Task Force participated in a video conference on Tuesday, September 13th to discuss the results. The discussion during the meeting seemed to center around the following three questions.

1. Should the meet maintain its current All Star format or should it be changed to a format using qualifying times?
2. Should the meet continue to include 10 & U, 11-12, 13-14, and 15-18 age groups or should it become a 14 & younger meet?
3. Should the meet remain a meet where in which LSCs enter the athletes or should it become team meet such as the Senior Zone meet?

It is the recommendation of the Task Force that the format of the meet be changed to one using qualifying times.

On the question of the age groups that should be included in the meet, the group was split between those who felt that it should be a 14 & younger meet and those who felt that it should include the 15-18 age group. However, most felt that including the 15-18 age group would not be a deterrent to their LSC participating in the meet.

Before making a recommendation as to whether the meet should be 'LSC entered' as it is now or 'Team entered' as in the Senior Zone meet, the Task Force felt other decisions need to be made first. For example, further consideration needs to be given as to whether all entries must meet the qualifying time or if a certain number of athletes may be entered by each LSC. Each LSC will also need to consider the ramifications of proposed changes to determine which type of meet best meets their budget and the desires and needs of their clubs.

The Task Force set a target date of 2018 for implementation of the changes to the SC Age Group Championship Meet.

Task Force Members participating in conference call: Rick Lewis, George Breen, Mary Ellen Tynan, Carol Healy, Adam Zackowski, Kip Hein, Mark Faherty, Steve Hennessy, Marci Callan, Mary Turner

Va Swimming Financial Summary

Year 16 /17 End December Financials

1/10/2017

*** Revenue ***	Budget	November	December	Year to Date
USAS Registration	\$428,400	\$28,081.00	\$39,413.00	\$336,927
VS Registration	\$95,200	\$4,964.80	\$7,928.50	\$77,874
USAS Club Dues	\$3,640	\$280.00	\$560.00	\$2,590
VS Club Dues	\$1,560	\$120.00	\$240.00	\$1,110
Meet Sanctions	\$2,700	\$100.00	\$1,060.00	\$1,320
Meet Rebates	\$165,000	\$7,163.65	\$15,453.40	\$44,227
Meet Swimmer Fees	\$0			\$0
Sales & Misc.	\$2,500			\$0
Championship Meet Revenue	\$0			\$500
Sectional Meet Revenue	\$10,000		\$5,000.00	\$5,000
Zone Meet Revenue	\$50,000			\$0
SC Zones Revenue	\$0			\$0
LC Zones Revenue	\$42,025		\$17,072.82	\$18,101
Clinics and Swimposium Revenue	\$3,500			\$3,679
Awards Banquet	\$25,000			\$0
Zone Meeting Revenue				0
Interest - Checking	\$25	\$1.76	\$1.73	\$5.72
Interest - Reserves	\$400	\$5.62	\$5.81	\$25.25

Total Revenue	\$829,950	\$40,717	\$86,735	\$491,359
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*** Expenses ***

USAS Registration	\$428,400	\$56,819.00	\$30,087.00	\$324,847
USAS Club Dues	\$3,640	\$980.00	\$210.00	\$1,960
Travel - US Open	\$2,500			\$0
Travel - LC Nationals	\$25,000			\$3,500
Travel - SC Nationals	\$20,000		\$6,000.00	\$6,000
Travel - National Team Trials	\$0			\$0
Travel - National Youth Team	\$1,500			\$0
Travel - Discretionary	\$3,000			\$1,782
National Travel - Coaches			\$500.00	\$500
Senior Championships Support	\$15,000		\$1,977.15	\$1,977
Championship Meet Expenses	\$5,000			\$0
Sectional Meet Expenses	\$10,000			\$0
Zone Meet Expenses	\$50,000			\$0
SC Zones Expenses	\$0			\$0
LC Zones Expenses	\$82,525		\$8,061.90	\$8,688
Administrator	\$31,500	\$2,625.00	\$2,625.00	\$10,500
Payroll Taxes	\$2,835	\$200.82	\$200.81	\$803
Webmaster	\$20,000	\$1,542.00	\$1,542.00	\$6,168
Website Expenses	\$3,000			\$540
Administration Expenses	\$14,000	\$214.33	\$156.17	\$3,751
Awards Banquet	\$40,000			\$0
National Convention	\$15,000	(\$28.76)	\$776.20	\$13,459
Equipment	\$3,000	\$44.65		\$495
Officials Training & Travel	\$18,000	\$1,119.25	\$1,541.12	\$4,955
Supplies & Misc.	\$3,000	\$127.40		\$1,153
USAS Workshops	\$3,000			\$2,051
VS Workshops	\$1,000			\$0
VS Camps & Clinics	\$4,000			\$1,277
Diversity & Outreach Programs	\$7,000	\$625.50	\$817.00	\$2,975
Safe Sport Programs	\$1,000			\$0
Make A Splash Programs	\$10,000			\$6,000
Coach Mentoring Program	\$0			
Zone Meeting	\$3,000			\$0
Championship Meet Awards	\$30,000			\$0
Grants/Development/Clubs	\$50,000			

Total Expenses	\$905,900	\$64,269.19	\$54,494.35	\$403,382.89
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Net Income (Loss)	(\$75,950)	(\$23,552.36)	\$32,240.91	\$87,976.16
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Checking:

Beginning Funds	\$101,628.00
Net Income (Loss)	\$87,976
Interest Transferred from (to) Reserves	(\$25.25)
Other Transfers from (to) Reserves	\$50,000.00
Ending Funds	\$239,579
VS Reserves	\$330,607
Total Funds	\$570,186

Club Development Grant Awards Committee Recommendation January 31, 2017

Awards Committee Members:

Voting Members - Kevin McHaney, Will Murphy, Karen Sizemore
Abstained - Bob Rustin
Committee Coordinator – Bill Geiszler

Recommendation to Executive Committee:

Approve a grant of \$5,000 to Poseidon Swimming to assist in funding their 'Lite' program, a bridge program to transition children into competitive swimming.

Background to Recommendation:

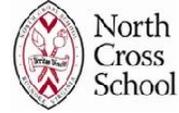
Poseidon has had difficulties in trying to grow its membership at the Collegiate School Aquatic Center (CSAC) because of its geographic location and because PSDN cannot offer swim lessons at that facility. To ease the cost to prospective new swimmers, Poseidon has begun a 'Lite' program with reduced fees and reduced practice hours. They offer the Lite program at CSAC and at a second site, the Midlothian Athletic Club (MAC). The use of the MAC site has both cost and geographic location advantages for PSDN. MAC has a summer league program and has a number of other summer league teams within a short driving distance. Poseidon currently has 91 swimmers enrolled in the Lite program.

The Awards Committee members voted 3-0 to recommend the grant of \$5,000 to Poseidon to assist in funding the Lite program.



CCA Marlins Swim Team

Owned and operated by North Cross School since 1991



1-11-2017

Dear Virginia Swimming Board of Directors,

I would like to formally ask that the 5% late fee be waived for the Carter Center Aquatics (CCA) that was assessed on our registration payment due December 15th, 2016. We had submitted the check request the prior week and the as is school policy the checks were to be written on Monday (which was Dec 12th). The school found out that their accounts had been hacked and money was spent both on credit cards and through electronic withdrawals from banking accounts. Therefore all accounts were frozen and new accounts had to be created. This process caused a delay in the check writing and thus led CCA to being assessed the 5% late fee.

I did alert our registration coordinator, Mary Turner via email on Dec. 14th of the situation (email excerpt below):

Hey Mary,

I found out the check request for our Registration fees was held up due to the schools accounts and cc's being hacked (see email below)

It was cut today and may not get out until tomorrow. I hope this will not make CCA get a penalty for being late.

Thank-you for your understanding.

----- Forwarded message -----

From: Karen List

Date: Mon Dec 12, 2016 at 10:19 AM

Subject: Re: CC use

To: Greg Lake

Cc: Eric Lawrence

All Staff,

We had over \$30k in fraudulent charges on our credit cards along with some fraudulent electronic checks made through our checking accounts. So all cards were killed and all bank accounts are frozen.

So sorry. I'm meeting with the bank folks today at 11. We will have to open new accounts so there may be delay in any processing of checks and use of credit cards until a this is switched over and new cards are issued.

Thank-you for your time and reflection on looking into our request.

Sincerely,

Greg Lake
Head Coach - CCA Marlins



JOB DESCRIPTION

- POSITION:** EXECUTIVE DIRECTOR
- REPORTS TO:** Board of Directors and under the supervision of the General Chair and Administrative Vice Chair
- VISION OF VSI:** Moving Forward, Swimming Fast!
- MISSION OF VSI:** Creating opportunity and promoting sportsmanship in the pursuit of personal excellence
- VALUES OF VSI:** Honesty, Inclusion, Athlete-centric

EXECUTIVE DIRECTOR ROLE:

The Executive Director will ardently provide leadership and direction to Virginia Swimming (VSI) to enhancing and optimizing athlete performance, coach effectiveness, volunteer development, and club development. The Executive Director will be committed to implementing strategies as developed by the BoD that successfully achieve swimming performance in support of VSI's vision and mission and in alignment with USA Swimming. The Executive Director will focus on programming that demonstrate continuous improvement of overall VSI swimming performance objectives. In this role, the Executive Director will also advance best practices, efficiently utilize resources, effectively communicate, practice good non-profit governance, and enthusiastically promote the sport of swimming.

EXECUTIVE DIRECTOR RESPONSIBILITIES:

The Executive Director will facilitate the development and implementation of programs, services, and activities in the following key areas of responsibility:

Athlete Performance:

1. Enhance the development and competitive success of VSI athletes by enabling educational and programming opportunities that improve athlete performance
2. Assist the Age Group, Senior, Safety, Coach, Athlete, Diversity & Inclusion, and Camps & Clinic Committees to collaboratively support:
 - Implementation of Quad athlete performance plans and goals
 - Creation of skill-appropriate athlete training programs /camps
 - Increasing athlete achievements in all age groups and at all levels of competition with VSI and beyond VSI

- Monitoring athlete results and statistics, comparing to established performance objectives
- Developing and implementing programs that recognize top performing athletes

Coach Effectiveness:

1. Enhance the development and professional success of VSI coaches by enabling educational and programming opportunities that improve coaching skills and supports professional growth
2. Assist the Coaches Committee to collaboratively support:
 - Enhancing athlete training and improve athlete performance
 - Creating coach and staff development programs/clinics
 - Providing coaches with team performance evaluation tools
 - Developing and implementing programs that recognize top performing coaches

Club Development:

1. Enhance the development and operating success of VSI clubs by enabling educational and programming opportunities that improve club organizational effectiveness and build the base
2. Assist clubs with strategic planning, operational efficiency, parent education, and volunteer involvement
3. Establish a process for sharing club best practices ideas throughout VSI
4. Identify and support new pool facility or existing pool facility improvement opportunities, assisting clubs in participating in these initiatives, and connecting these projects with USA Swimming Facilities Department
5. Develop guidelines for recognizing top performing clubs

Event Facilitator:

1. Coordinate VSI Championship Meets
2. Coordinate VSI Athlete Recognition Event
3. Assist committees and task forces in coordinating meetings and communication
4. Assist in coordinating USA Swimming-sponsored programs and activities
5. Attend all major VSI events

Board of Directors and Committee Liaison:

1. Assist with the development and implementation of VSI Strategic, Quad, and annual performance plans
2. Provide organization continuity and conduct orientation on performance goals and objectives during transition of new BoD members
3. Attend and actively participate in all BoD and HoD meetings. Also attend committee meetings when feasible:
 - Report measurable performance outcomes
 - Routinely communicate ongoing activities
 - Assist committees in executing and monitoring all programs to ensure progress and facilitate communication

4. Support business management activities as directed by the BoD, including but not limited to, financial reporting and controls, documentation maintenance, and website updates
5. Supervise LSC Administrative Assistant staff position

Ambassador for VSI and the Sport of Swimming:

1. Represent and promote VSI identity and performance goals internally to membership and externally to sponsors, media, at-large civic community, and other organizations
2. Develop and implement public relations programs and communication campaigns to publicize VSI programs and athlete achievements
3. Serve as VSI liaison to cultivate relationship with VSHL, university/college programs, YMCA, pool facilities, etc.
4. Align opportunities to participate in and/or support USA Swimming and Eastern Zone performance programs and services
5. Evaluate shared services opportunities with other LSCs
6. Assist with identifying sponsorship opportunities and supporting presentations/engagements with these organizations

General Characteristics:

1. Maintain necessary levels of certification with USA Swimming
2. Extend hospitality to all guests and members of VSI and USA Swimming
3. Demonstrate openness to ideas, input, and direction from the BoD and HoD.
4. Work in a collaborative manner with elected and non-elected volunteer board members, other staff, committees, task forces, and volunteers to plan and implement performance goals and objectives of VSI
5. Serve as a model for building consensus within the organization
6. Follow the policies, practices, and procedures of VSI and USA Swimming
7. Communicate in a timely and effective manner, using appropriate methods
8. Remain current on the use of technology to advance the sport

EXECUTIVE DIRECTOR REQUIREMENTS AND QUALIFICATIONS:

1. USA Swimming non-athlete member in good standing or successful registration prior to employment is required (including required applicable background check approval and athlete protection training). VSI will also comply with all current requirements and recommendations of the *USA Swimming Pre-Employment Screening Program for New Employees*.
2. Bachelor's Degree required. Master's Degree or equivalent non-profit leadership and/or business leadership experience preferred.
3. Knowledge of USA Swimming and competitive swimming required.
 - A minimum of seven years' experience coaching USA Swimming/YMCA team, officiating USA Swimming events, or LSC governance at the BoD level required.
 - Proven development of athlete to achieve national level performance, attainment of national level certification, or key USA Swimming leadership position at the LSC level higher is preferred.
4. Demonstrates a personal commitment to advancing the sport of swimming

5. A disciplined and goal-oriented self-starter with a high level of initiative expected. Proven strong planning, organizational, and time management skills to work efficiently and independently. Capable of understanding the business needs and governance oversight of a non-profit USA Swimming organization
6. Demonstrates exceptional verbal and written skills to effectively communicate with athletes, coaches, volunteers, staff, and other members.
 - Recognized ability to develop positive professional relationships within an organization and with external contacts
 - Works well in a collaborative team environment
7. Computer skills required including proficiency in Microsoft Word, Excel, PowerPoint, and electronic mail. Utilization of Team Manager, Meet Manager, TeamUnify, accounting software, and social media preferred
8. Ability to travel locally, regionally, and nationally, as necessary. Willing to work evenings and weekends when the needs dictate the Executive Director's presence
9. Professional and Personal references required.

EXECUTIVE DIRECTOR COMPENSATION:

Compensation will be in a range commensurate with experience and record of successful achievement. Benefits package to include health insurance stipend, matching retirement contribution plan, and paid vacation.

APPLICATION:

Interested candidates should direct their resume to the VSI General Chair at generalchair@virginiaswimming.org.



JOB DESCRIPTION

- POSITION:** LSC ADMINISTRATIVE ASSISTANT
- REPORTS TO:** Executive Director and under the supervision of the Executive Director
- VISION OF VSI:** Moving Forward, Swimming Fast!
- MISSION OF VSI:** Creating opportunity and promoting sportsmanship in the pursuit of personal excellence
- VALUES OF VSI:** Honesty, Inclusion, Athlete-centric

LSC ADMINISTRATIVE ASSISTANT ROLE:

The LSC Administrative Assistant will support the Executive Director in the execution of the duties of this office by supporting the administrative needs of the BoD. The LSC Administrative Assistant will be committed to providing all the support necessary to assist the Executive Director in implementing strategies that successfully achieve swimming performance in support of VSI's vision and mission and in alignment with USA Swimming. In this role, the LSC Administrative Assistant will also efficiently utilize resources, effectively communicate, practice good non-profit organizational support, and eagerly upkeep the sport of swimming.

LSC ADMINISTRATIVE ASSISTANT RESPONSIBILITIES:

The LSC Administrative Assistant will facilitate and support programs, services, and activities in the following key areas of responsibility:

Meetings:

1. Arrange locations for meetings (board meetings, annual HoD meetings, assist with committee meetings, and others as needed)
2. Prepare and distribute agendas and other relevant materials
3. Arrange refreshments if needed

Finances:

1. Record and deposit all checks
2. Report all registration transactions and deposit information to the VSI Treasurer for reconciliation

Registration:

1. Prepare and forward registration materials and instructions to the teams about registrations
2. Maintain all registration records including coach certifications and athlete transfer forms
3. Print registration cards and forward non-athlete registration cards to individuals, as needed
4. Prepare email lists of current registered coaches for the VSI Coach Rep, as requested
5. Process "New Club" materials
6. Process "Meet Recon" files for teams hosting meets and help untangle registration snags
7. Update "Find a Pool" information
8. Advise new clubs of procedures and prepare welcome packets
9. Schedule Registration workshop once a year
10. Answer questions

Calendar:

1. Ex-officio member of Tech Planning Committee
2. Receive bids and proof read submissions under the director of the Tech Planning Chair, prepare letters accepting (or denying) bids
3. Prepare calendar for the VSI Webmaster

Meet Management:

1. Ex-officio Tech Planning Committee member. Attend, take minutes, and prepare reports.
2. Responsible for the refinement, implementation and oversight of a meet director certification process including, but not limited to, workshops, organized mentoring program, continuing education requirements and re-certification procedures.
 - Conduct on-site Meet Director training sessions multiple times throughout the year in different areas of the LSC.
 - Conduct the annual (or more if necessary) Meet Director meeting.
3. Work with Admin Vice Chair and Tech Planning Chair to sanction (or approve) meets (calendar and otherwise).
4. Maintain records of host teams and required meet fee worksheets, financial reports, and self-evaluations. Track pre and post meet reporting and submission requirements
5. Process all meet announcements and meet results and upload into the SWIMS database and send to webmaster for posting on the VSI website.
 - Update the rules and regulations for competition when necessary.
 - Update and maintain the VSI meet announcement templates
6. Coordinate pre- and post-meet requirements as needed with, but not limited to, the VSI Admin Chair, Treasurer, Officials Chair, and Tech Planning Chair
 - Through periodic audit at meets, ensure that sanction requirements are followed by clubs hosting meets.

- Audit matters of compliance including meet timelines and rule violations in conjunction with the Technical Planning Committee
7. Prepare meet announcements for end of season meets in conjunction with Age Group and Senior Chairs and the hosting team Meet Director.
 - Attendance at Championship meets is expected to address issues that may arise outside the purview of the meet referee and meet director.
 - Ensure compliance with LSC policies and procedures
 - Responsible for ordering awards for distribution for end of season meets

All Star Team:

1. Create and update list
2. Make arrangements for awards celebration to include obtaining athlete speaker and facility
3. Prepare information and reservation forms and send to teams
4. Accept reservations and send tickets to teams
5. Order gifts for All Star Team members
6. Prepare program
7. Arrange tables
8. Check-in at the door (with help as needed)

General Characteristics:

1. Assist with preparing “news” for the VSI Website and send to webmaster for posting
2. Assist the Zone Team Manager/Coordinator
3. Organize senior ceremony at VSI spring senior championships
4. Schedule and coordinate clinics at least once a year for all committees
5. Schedule as needed club leadership and business management school seminars
6. Attend USA Swimming registration and office meetings as needed
7. Other duties as assigned by the Executive Director

LSC ADMINISTRATIVE ASSISTANT REQUIREMENTS AND QUALIFICATIONS:

1. USA Swimming non-athlete member in good standing or successful registration prior to employment is required (including required applicable background check approval and athlete protection training). VSI will also comply with all current requirements and recommendations of the *USA Swimming Pre-Employment Screening Program for New Employees*.
2. Bachelor's Degree or equivalent career experience preferred.
3. A minimum of three years' experience coaching USA Swimming/YMCA team, officiating USA Swimming events, or USA Swimming team administration desired.
4. Demonstrates a personal commitment to advancing the sport of swimming
5. A disciplined and goal-oriented self-starter with a high level of initiative expected. Proven planning, organizational, and time management skills to work efficiently and independently. Capable of understanding the business needs and governance oversight of a non-profit USA Swimming organization
6. Demonstrates solid verbal and written skills to effectively communicate with athletes, coaches, volunteers, staff, and other members.

7. Computer skills required including proficiency in Microsoft Word, Excel, PowerPoint, and electronic mail. Utilization of Team Manager, Meet Manager, TeamUnify, accounting software, and social media preferred
8. Ability to travel locally, regionally, and nationally, as necessary. Willing to work evenings and weekends when the needs dictate the LSC Administrative Assistant's presence
9. Professional and Personal references required.

LSC ADMINISTRATIVE ASSISTANT COMPENSATION:

Compensation will be in a range commensurate with experience and record of successful achievement. Benefits package to include health insurance stipend, matching retirement contribution plan, and paid vacation.

APPLICATION:

Interested candidates should direct their resume to the VSI Executive Director at execdirector@virginiaswimming.org.

Tide Swimming
Status Report to the Virginia Swimming Board
January 21, 2017

Tide Swimming's year over year growth was approximately 46%. The growth was largely fueled by the two new locations that were opened in Chesapeake: the YMCA Greenbrier and the YMCA Great Bridge.

Our total membership is approximately 400 (we continue to add swimmers throughout the year). Of the 400, 76 are from our two Chesapeake locations. The generous grant we received from Virginia Swimming helps tremendously to offset the cost of our new coach we hired, Hayley Edwards. Coach Hayley is doing a tremendous job and continues to add swimmers.

Along with the growth, our Tide Swimming Athlete Outreach grew 500%. Last year we had zero of these athletes and now we have 5. As you are likely aware, Athlete Outreach is a USA and Virginia Swimming grant program that waives most of the USA Swimming registration fee (\$5 instead of \$70) and covers individual event meet entry fees. Swimmers qualify based on income with Medicaid eligibility, SNAP, or federal free / reduced lunch being the qualifying metrics. Two of the five came from our Chesapeake locations.

Furthermore, Tide Swimming, leveraging the YMCA's Open Doors Scholarship program, grew our number of swimmers on scholarship by 367%. The YMCA does not turn anyone away based on an inability to afford. If someone wants to be a member they can submit their income tax information to their Open Doors Scholarship Committee and the YMCA will award a % discount off their member fees. Several years ago the Tide Swimming Board of Directors decided to "piggy back" on this program by offering those Y members the same % discount on their Tide dues. We went from 3 Open Doors/Tide Swimming grant supported athletes last year to 14 this year. Six, or nearly half, of our grant supported swimmers train at our Chesapeake locations.

We are certainly pleased with the growth and excited to expose more young people to the great sport of swimming. The amount of growth we experienced this year was beyond our expectations and has certainly stressed our administration and management. We run very lean and you can imagine the questions asked and time required to properly integrate new families to the sport of year round swimming! We do our best and remain thankful to our Executive Director, Jennie Carder (who fields all of these calls), our existing families and our coaches who consistently give above and beyond their job descriptions and service hour requirements.

Many thanks to the Virginia Swimming grant committee to supporting us and we hope to continue to earn your support in the future. We have the potential

for more growth leveraging our Y partnership by politely asking for more lanes; we sometimes run waiting lists. Grant monies that we can use to offset payroll and the uptick in scholarship are greatly appreciated and financially meaningful.

Thank you for your support.

VSI BOARD MEETING, FEB. 5, 2017

ADMINISTRATIVE VICE CHAIR

- Sanctioning for the 2016-17 SC season is mostly complete, with the last of the Championship meets (AGs) completed this week. Have received several sanctioning requests for the LC season.
- During the process of sanctioning, more than 70% of the submissions requested permitted meet fees greater than the standard rates established for both standard and championship meets. There is some confusion re: the calculation of permissible "profitability". Am in the process of better defining the procedures to provide greater transparency to host teams. Part of this process will include publishing a revised meet expense form to include parameters for the calculation of permissible fees.
- Also during the sanctioning this season, and in coordination with the Tech Planning Chair, I encountered numerous meets whose 12&Under sessions exceeded the four-hour rule, requiring adjustment to the entries. Meet Directors were mostly cooperative with the changes, albeit disappointed.
- As a result of both the non-standard meet fees requests and the >4 hour sessions in the 2016-17 SC season, I would like to seek further input throughout the LSC re: possible changes/adjustments to our policies through the creation of a small task force, consisting of both coaches and non-athlete volunteers, and individuals from each of the districts. It would be my opinion that results would be available for discussion at the Fall 2017 HoD and Committee Meetings.

Rules/Legislation Coordinator Report

February 3, 2017

There are no pending changes to the *VSI Policies and Procedures*. The most recent approval date for both the policies and the procedures is September 18, 2016.

There are no pending changes to the *Amended and Restated Bylaws of Virginia Swimming, Inc.* The amendments approved at the September 20, 2016, HOD meeting were approved by USA Swimming. Subsequent to that approval, the USA Swimming HOD approved additional mandatory changes to the bylaws. These changes were incorporated into the VSI bylaws and approved by USA Swimming. The most recent approval date is September 30, 2016.

There are no outstanding items requiring action.

Respectfully submitted,

Kevin T. Hogan
Rules/Legislation Coordinator

Registration / Office Administrator Report
Board of Directors Meeting
February 5, 2017

- **2017 Registration Numbers as of 1/31/17** (numbers on 1/31/2016):

Athlete:	6405	(5941)	Non-Athlete:	865	(715)
Athlete Outreach:	42	(48)			
Athlete Season 1:	0				
Athlete Single Meet	0		Clubs:	45	(50)
Total:	6447	(5989)	Organizations:	0	(1)

Clubs that did not renew include HA, RPST, and VYAC. Also, only one of our college teams has renewed.

- **Coach Certification Deadline:** Several years ago the Board directed me to set a deadline for accepting safety certification (CPR/AED and Safety Training) updates prior to a meet. Currently I accept updates through Wednesday for most meets. The deadline moves back to Tuesday if the first session of the meet is on Thursday. The deadline is the same for all meets on a weekend. I now have another situation – what about accepting a coach registration? Should that follow the same deadline?

Action Item: Should the deadline for accepting safety certification updates prior to a meet also apply to coach registrations?

- **Awards Celebration Update:** The 2017 event is scheduled for April 29th and will again be held at Kings Dominion. I am currently working with Breakout Swim Clinics to secure a speaker.
- **Donation:** A donation in memory of Jim Frye was sent to Virginia Swimming. Steve and I decided that applying the amount to the Outreach line item in the budget would be the appropriate place to honor Jim’s interest in taking care of the athletes.
- **Eastern Zone SC Zone Meet Task Force:** The Eastern Zone voted to change the SC Age Group Championship meet to a qualifying times format. The Task Force will continue to work on developing the entry guidelines and submit a proposal for consideration at the EZ meeting in May.
- **2017 Swimposium:** The Swimposium is scheduled for September 30 - October 1 and will be held at the Hilton Garden Inn where we have held our past two spring meetings.
 - Ron van Pool is confirmed as the speaker for the Officials track.
 - I have submitted the names of potential speakers given to me by Kevin McHaney for the Coaches sessions.
 - I am also working with Breakout Swim Clinics to provide the athlete for the swim clinic. PSDN has again agreed to asking us with manning the clinic.
 - A while back I asked if folks wanted us to host a SwimJitsu event instead of or along with the athlete clinic. The consensus was to hold the clinic but investigate adding the SwimJitsu event in addition on the following day. I have attached a document giving the cost breakdown for just the equipment. We would also have to rent the facility.

Action/Discussion Items: What other sessions do we want to offer? One for parents? One for club leaders? Do we want to host a SwimJitsu event?

- **Update on Liberty University Facility:** Last week I met with the Athletic External Event Coordinator, Ernest Carter, to discuss the facility and the university’s interest in hosting events. The facility is expected to open in November of this year but Ernest mentioned that he is not certain if they will want to host meets next spring.

He did express an interest in hosting Virginia Swimming championship meets as well as meets at the Zone and National level. I have also contacted Ryan Benjamin who is the individual in charge of the summer camps held at LU to get information about potentially hosting the 2019 Eastern Zone Diversity Select Camp at LU. He indicated that they are not scheduling events for the pool facility yet but sent me the application that we need to submit if we want to hold the camp there.

Action/Discussion Item: Where do we go from here concerning a bid to host the 2019 Diversity Camp?

- **Eastern Zone Workshop:** The workshop will be on May 5-6 in Atlantic City, NJ. There will be sessions for General Chairs, Registrars, Times, Safe Sport Chairs, Officials (Mentors), and Athletes. USA Swimming will pay for lodging and meals but the LSC will be responsible for travel expenses. Information and reservation forms will be sent out very soon.

Action Item: Identify those who will represent VSI at the workshop.

- **Coach Certification Clinics:** For the past two or three years we have hosted two certification clinics for coaches, one in August and another in September. VSI has covered the cost of renting the facility for this. Art Anthony has graciously provided the training at little to no cost to the individuals other than the normal cost of the course. We need to decide if we want to continue to offer the clinics so that I can secure the facility.

Action Item: Decide if VSI will host the coach certification clinics as we have in the past.

- **USA Swimming Update:**
 - Chuck Wielgus has submitted his resignation effective August 31st. A CEO search task force has been appointed.
 - The financial reports for 2016 are almost complete and it appears that income was approximately \$300,000 above the budgeted amount.
 - The new website is expected to go live sometime before the end of February.
 - The Online Data Validation (formerly known as Online Member Registration) is gaining momentum and will be the topic of one of the sessions at the Eastern Zone Workshop which will be held in conjunction with the EZ Spring meeting. I am one of three individuals serving on a task force to assist with testing the prototype in the next few months.
 - The proposed legislation involving changes to the fee structure and membership categories was removed from consideration at Convention. There is nothing new to report on that topic at this point but I have become aware of challenges that some teams in other LSCs are facing due to competition of lower cost competitive swimming programs in their areas. The EZ Directors are planning a conference call with LSC Coach Reps to determine if this is a concern for them and suggestions as to ways that the challenge can be addressed.

Technical Planning Report

January 31, 2017

The Technical Planning committee denied an approval requested for the same weekend as the Southwest District 8 and under meet. All meets in the Championship progression have been sanctioned as of today, except for Short Course Age Group Champs. I am sure that that meet will be sanctioned by the weekend.

Technical Planning will present a policy/procedure concerning how to award championship meets when more than one team bids for the same meet. This will be ready by the April meeting. The schedule for the 2017-2018 season will also be presented for approval.

I would like to discuss the timeline for submitting meet invitations as host teams either do not know the procedure or are ignoring it. I would also like to discuss, or put on a future agenda, how to reformat the templates on the web site and if that is a good idea for meets other than the championship progression. This needs input from the admin vice chair, the age group committee and the senior committee.

Respectfully Submitted,

Jessica Simons

VSI Disability Committee Report Jan. 28, 2017

Emilia Scovel is spending the winter working with a stroke and conditioning coach at her neighborhood indoor pool. She will join the Dominion Valley Sharks this summer, and she plans to start therapeutic horseback riding at Sprout Therapeutic Riding in March, 2017.

Sean Harrington is still working at Chesapeake Regional Medical Center in the Materials Management Dept., and he is swimming 3 to 4 days per week, doing his own workouts that are 4,000 to 4,500 yards per workout.

Joseph Pepper sack has been swimming with his year round team, Nova South. He is making plans now for his para swimming meets that he will attend this year. Joseph has added weightlifting to his daily workouts. He continues to teach younger children at the local YMCA. Joseph did take a break at the end of November and through December, as he was ill. Joseph was in the hospital for 4 days at the end of November, with three infections, that included pneumonia and an infection of his residual limb. Joseph is now back in the water and he is setting new goals for himself. Last Monday, Jan. 16th, he dropped 11 second off his previous time in the mile.

Samantha Tubbs has broken three (3) Paralympic American records in the last three months. She is now living and training full time at the Olympic Training Course in Colorado Springs. Samantha Tubbs is part of the USA Resident Team.

David Strider will attempt to attend a "Disability Awareness Class:" on March 4th in New Jersey, at Rutgers University

Respectfully submitted,

David Strider, Chair

VSI Disability Committee

2017 SwimJitsu Cost Summary

Deposit (required within three weeks of signed contract) - \$2,500

- The deposit ensures that we can cover the cost of shipping and staff travel even if the event falls through. The deposit money is taken into account for final revenue reconciliation.
- The deposit is the only up-front money needed for the event. The Partnership costs below are not owed ahead of the event – they are simply taken into account in post-event reconciliation.

Revenue Examples – SwimJitsu

Partnership Cost to run a SwimJitsu event - \$12,500

- All revenue that exceeds \$12,500 will be retained by the club
- Any revenue shortfalls will be owed to USA Swimming by the club

A "Sellout" (most we can accommodate on the course) is 480 per day (4 waves of 120 people)

Charging \$30/participant

Breakeven point = 417 participants

Sellout = \$2,490 profit to the club (minus online registration and credit cards fees)

Charging \$35/participant

Breakeven point = 357 participants

Sellout = \$4,370 profit to the club (minus online registration and credit card fees)

Revenue Examples – SwimJitsu Lite

Partnership Cos to run a SwimJitsu Lite event - \$6,000

- All revenue that exceeds \$6,000 will be retained by the club
- Any revenue shortfalls will be owed to USA Swimming by the club

A sellout is still 480 participants

Charging \$20/participant

Breakeven point = 300 participants

Sellout = \$3,600 profit to the club (minus online registration and credit card fees)

Charging \$25/ participant

Breakeven point = 240 participants

Sellout = \$6,000 profit to the club (minus online registration and credit card fees)

