

VIRGINIA SWIMMING, INC.
HOUSE OF DELEGATES MEETING – MINUTES

Sunday, April 28th, 2019 at 1:00 pm
Richmond Country Club Henrico Virginia

Agenda

1. Call to Order at 12:02
2. Minutes from April 2018, House of Delegates meeting
Voted on and approved. No minutes from September, meeting cancelled due to weather.

Jack McCann won election for Junior Athlete Rep and is attending workshop in Colorado.

3. Treasurer's Report submitted
Motion to approve the Treasurers report – voted and approved.
 - Bill reviewed the 2019/2020 Budget. Projecting for 7000 athletes next year – includes 700 flex members. Fees were not raised to Virginia Swimming in this budget. No increase in splash fees for regular or championship meets. Budget includes proposal for travel meets based on tiered system. Budget stands as a motion. Seconded by Peter – voted and approved.Hope to announce members to Virginia Swimming Hall of Fame in fall. Bob Hurlinger has agreed to serve as Chair of selection committee for one year. Info will be on the website soon and sent out during the coming weeks.

4. Executive Director's Report submitted
Mary highlighted a couple items from her report:
 - Changes to Athlete Protection Training – expires after one year.
 - Concussion Training is not mandated in Virginia by state law. USA swimming suggests that coaches take a training course. If you take this training, send certification to Mary so she can update records in Swims.
 - VA Swim has signed an agreement with Bagtags and we will get a credit for using them as our supplier.
 - Flex Athlete registrations. Clubs are using Flex for their Learn to Swim program. These athletes will now be covered under USA Swim insurance requirements.
 - Now requiring Meet Director workshop once every 2 years. Thus will be held in September or April during HOD weekend.

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5. Proposed By-law, Policy and Procedure changes
 - a. New By-Law Template
 - b. Ratification of Policy Changes from September 2018
 - c. New Policies and Procedures

USA Swimming adopted new By-laws template, and we must have our bylaws converted by 2020. The current document is cumbersome and hard to find information. This template has allowed us to pull out unnecessary language and that language has been moved to policies and procedures. This has also allowed us to consolidate our board positions, which will streamline the Board of Directors.

Kevin reviewed the new proposed board structure (see attached) and reviewed the new committee structure including divisions and standing committees. Reviewed Governance Committee role.

Proposed legislation:

New bylaws offered as a proposal. Motion made to accept the new By-Law template as reviewed. Voted and approved.

Moving language from by-laws to policies and procedures. Standing committees versus operational committees, coordinators roles, changes to permanent Office. Kevin made motion for approval of this section. Voted and approved.

Next section part of policy section. Once again moving language into policies and procedures. Position descriptions of all positions, USA Swimming Convention Policy, Divisional organization, Description of Committees, Coordinators. Committees that remain in bylaws referred to as Standing Committees, and those moved to policies and procedures will be referred to as Operational Committees.

Mary offered an amendment – page 4 section 2.3 added language regarding VSI member who is Zone Director and/or Zone Athlete Representative member of National committee going to convention. This amendment was voted on and approved.

These policy additions offered as a motion – voted and approved.

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Proposed By-law, Policy and Procedure changes (continued)

Procedures section:

Order of Business for HOD, how elections will be handled, Order of Business for BOD meetings, Administrative division, Age Group Division, Senior Division, Finance Division, Athletes Division, Coach Division, Safety Division and Staff Responsibilities. Offered as a motion-seconded.

Mary offered an Amendment on page 13 - Change wording of SWIMS to National Database. This Amendment offered as a motion – voted and approved.

All of these procedures as amended are offered as a motion. Drew seconded – voted and approved.

“Housekeeping Proposal” – Kevin wants to come up with new method to outline policies as we are running out of letters to use. Wants to develop new lettering and numbering system. Voted and approved.

Policy Changes -

#3) illegal participation in meet (clarifies language-unattached versus team member, used for Meet registration files). Offered as a motion. Seconded by Stephanie. Mary explained why this change was important. Voted and approved

#7) Penalties and Fines. Delete language of first fine structure in favor of second fine structure. Language is redundant. Seconded by Bob Hurlinger. Voted and approved.

#5) Sanction and approval process – clean up and write structure of nthis section so it is consistent with present practices. Offered as a motion – seconded and approved.

Meet Results and Financial Reports – this section has been cleaned up. Offered as motion-voted and approved.

#13) punctuation change – voted and approved.

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Proposed By-law, Policy and Procedure changes (continued)

#7) Athletes who transfer into Virginia Swimming can not apply for reimbursement for travel during that year. Offered as a motion, seconded. Member asked that this change be voted down. Mary explained that she only knows of one occurrence. Discussion – extenuating circumstances clause can cover any instances. Voted and approved.

8) word change of Then to than - voted and approved.

#9) Privacy policy – new language required by LEAP. Seconded – voted and approved.

Coach Travel and Education Reimbursement. Has been split into 2 sections. This is required by Leap, and puts in writing what we have been doing. Seconded and approved.

Officials Travel Reimbursement – has been moved into Policies and Procedures. Was approved at BOD level-needs HOD to Ratify this amendment. Seconded and approved.

Procedures:

Practices for Air and Water quality – this section has been re-written. Amendment offered to read 1-3 weeks. Amendment Seconded – voted and approved.

Entire proposal is a motion. Seconded and approved.

Meet management procedures – language cleaned up. Amendment to change Meet Registration to 1-3 weeks prior to meet – both voted on and approved.

6. Election of Officers (See complete election results at end of document)

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Committee Reports:

Age Group:

Good meeting – discussed 3 main meets: AGC continue to look for ways to make this meet better. Regional Champs – discussed whether they are meeting the needs of the athletes. Some changes in District Champs meet – how do we handle 8 and under group. Swimmers who age up in between championship meets. In 2020, one AGC meet would be in Richmond at CAC, and one at Christiansburg.

Hoki Open Water meet is June 29th, 2019 - VA Swimming LSC Open water championship (in name only).

Senior:

Athlete reimbursement – looked over the tiered system. Update info on website, and make it easier to find. Senior committee will review list of meets eligible for reimbursement each year for the following swim year.

Will be looking at facilities/host clubs for LC SR Champs 2020. Want to review which location and host will be best for athletes. Will be looking at which meets will be eligible for reimbursement in future years.

Reviewed new format for Senior Champs Meet announcement. The feedback was mostly positive.

Do we need to realign 13-14 year olds? Age Group oversees Regional Meet, but does not represent these swimmers. New business item – limit number of events at senior champs. Did not explore this as it was new business, but would like to have discussion in the future.

Technical Planning Report

Proposed 2020 schedule available for review. AGC Short Course – Christiansburg hosted by Hoki, Long course will be at CSAS hosted by Seva. Jessica made motion to move Regional Champs to 4th weekend in February 27-28, 2020. Seconded, voted and approved. We will reassess regional alignments and this will be shared in June. Final schedule will be sent out once Senior committee has decided about Long Course Senior Champs.

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Athletes –

Jack McCann is new athlete representative. Used electronic voting and over 170 athletes registered. Our Athlete reps have been asked to come up with best practice guidelines for using social media, and for electronic voting. Suggested clubs make an instagram page for team.

Coaches:

Discussed five items:

1. Zones coach staffing
2. Coach of the year voting deadlines
3. 8 and under championship being moved
4. Spring Leadership summit in Colorado
5. Women's leadership summit information – need to get this info out to our clubs and get people signed up to participate. Mary is not receiving this information in the office and asked that the information be forwarded to her office.

Officials:

John Stansley spoke for Dan Deemers. Officials committee is encouraging all officials to take the concussion training class. Head Referees for LC Championship meets has been announced – George Hughes and John Squires.

Wanted to get feedback on the following:

1. Current policy states Meet Referee and Admin Referee hotel rooms are not covered if traveling with swimmers. One question – who would pay for it? Not a cost to the host team currently.
2. Adding language to policies and procedures with host team providing minimum staffing – team should provide dry-deck staff (or some portion of).

Disability – not here

Safe sport – nothing to report

Operational Risk:

Reporting up 10% this year. As meets have gotten larger we need a way to ensure facilities are better prepared to run a meet. We have a new program which includes new or revised forms that need to be completed before meets, and revised Walk Through Procedures.

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Records:

Plethora of new records set at Short Course Champs this year.

Equipment:

Michael discussed plans to get rid of old timing equipment. Interested teams should send email to webmaster. Equipment being sold as is. Plan to get rid of storage unit expense as soon as equipment is sold.

New Business: Election of officers:

5 positions are running unattested:

General Chair, Administrative Vice Chair, Senior Vice Chair, Finance Chair, and Treasurer. Bryan called for nominations from the floor for those positions. No further nominations. Motion to close nominations. Vote of affirmation on those positions- moved, voted and approved.

Age Group Vice Chair – Drew Hirth and Justin Racer running for this position. Drew made a short speech. Justin was not at meeting.

At Large Members – 2 positions

Running: Gordon Hair, Jessica Simons, Dave Henderson, Anthony Pederson, Chad Onken. Called for nominations from the floor. No nominations were made. Motion to close nominations– seconded and approved.

Administrative Review Board –

Art Anthony, George Howard, Terry Randolph are all running for this position.

Voting procedures were explained and ballots were passed out to those in attendance. Ballots were collected and tabulated.

Mary gave out two door prizes.

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Election Results:

Age Group Chair:

Drew Hirth was elected

Non-Athlete Member at large

Run off election was held - 3 candidates remained...Dave Henderson, Chad Onken and Anthony Pederson. Will need to vote for two candidates.

Non-Athlete Member at Large Results–

Dave Henderson and Chad Onken will be non-Athlete members at large.

Administrative Review Board Non-Athlete Candidates:

Three returning members: Art Anthony, George Homewood and Terry Randolph
Justin Racer and Anthony Pederson would like to be nominated from floor. Opened additional nominations from floor – no nominations were made and nominations were closed. Need to choose four Non-Athlete Members for Administrative Review Board.

New Administrative Review Board will include:

Art Anthony, George Homewood, Terry Randolph and Anthony Pederson

Athletes to admin review board: Brianna Romney and Sarah Gaston

Called for nominations from the floor for Athletes. No new nominations, and nominations were closed. Vote of Affirmation to approve these candidates.

Motion to dispose of ballots. Voted and approved.

7. Announcements

- Coach election will be handled electronically.
- Athlete clinic and awards is Sept 21, 22

8. Adjourned at 3:15pm