

**Potomac Valley Swimming
Board of Director's Meeting
Overlee Community Center
Arlington, VA
October 15, 2018; 7:00 pm**

- Attendance – Tom Ugast, Tim Husson, Ellen Colket, Dave DiNardo, Kurt Thiel, Jack Neill, Rich McMillen, Andrew Gemmell (athlete), Blair Piddington, Mark Faherty, Erik Collins, Evan Stiles, , Mike O'Shaughnessy . Remote attendees: Lauren Eldridge (athlete), Jessica Mack, Rob Green, Carolyn Kotarski
- Call to Order – The meeting was called to order by General Chair Tom Ugast at 7:00 pm
- There are a sufficient number of voting members in attendance to conduct business.
- Approval of the Minutes – **Motion to approve the meeting minutes from the July BOD meeting, seconded and approved.**
- Report of Officers – The following list of officers have submitted reports; Any to pull?
 - **Motion to accept the reports as submitted by the officers, seconded and approved.**
 - [Administrative Vice Chair](#)
 - [Operations Vice Chair](#)
 - [Finance Vice Chair , 2017-2018 End-of-Year Budget Report , 2018-2018 Budget Report](#)
 - [Strategic Planning Chair](#)
 - [Diversity & Inclusion Chair](#)
 - [Safe Sport Chair](#)
 - [Officials Representative \(Parents Initiative\)](#)
 - [Senior Vice Chair](#)
 - Travel Reimbursement will be pulled
- New Business
 - Important issues from USAS Convention – Tim Husson and Ellen Colket submitted reports/notes
 - Ban on Tech suits for 12 & U – Goes into effect on September 1, 2020.
 - After some discussion, the consensus of the Board is to follow USA Swimming and waiting until Sept. 1, 2020 before PVS enforces the ban. The Coach's Reps, AG & SR Chairs will be reaching out to coaches in the LSC to get their thoughts and to make sure they all understand the new rule and the reason behind it. Once USA Swimming issues an official statement and their promotional material, we will begin sending it out to the clubs and families in PVS.
 - Alcohol Sponsorship –
 - Tom sat on the task force USA S set up looking into whether alcohol companies could a meet sponsor. This came from a club in California, in the Napa Valley area, where a winery wanted to help a team by being a sponsor. At the time it was not permitted based upon the current rules. The task force made up of coaches from around the country met about 4 times over the past year to discuss.
 - The rule will now be changed in the Rule Book to allow alcohol companies to be a sponsor of swim meets/clubs.

- It was noted that at meets such as Olympic Trials and Nationals they serve alcohol.
 - Disaster Relief –
 - USA Swimming Staff will now have the authority to change/modify the transfer rules for the areas hit by disasters (like the pan handle of Florida, most recently). This way swimmers from those areas can continue to swim and not have to worry about the 120 day rule for attachment.
- Requirement for # Officials for 18-19 season –
 - Over the summer the Board voted issue warnings, instead of fines, to club who didn't have enough officials, as per the requirements set forth by P&P.
 - Tim commented that he has not yet seen an uptick in clinic attendance, however it does appear that at the October Open meets it there were more officials at each site than in previous years.
- Club Assessment for Attendance at CCM & HOD –
 - This fall's Competition Committee Meeting hosted the largest number of clubs that anyone can remember.
 - Hopefully this trend will continue.
- Coaches Certifications – Tim Husson, Admin Vice-Chair reported that in PVS we have been strict about the Coach certification enforcement at meets on and off the past few years and that this is something that we all need to be more concerned about and better at enforcing at swim meets. Coaches and club registrars will need to be on the front lines ensuring the coaches on their clubs are up to date on their certifications.
 - It was noted that it is more difficult for coaches than officials since many of the coach certifications expire at different times throughout the year. However, with the use of Deck Pass and because USA Swimming sends out reminder emails to coaches when they are 30 days from having a certification expire, there should be no excuses to not be up to date.
 - At most facilities, there are multiple ways in and out of the facility, which makes checking for certs at the door more difficult for meet managers and/or volunteers; However, Tim feels that the Meet Referee and/or Meet Directors should be walking the deck and checking on credentials.
 - Tim will plan to send a list of coaches and their certification expiration dates to Meet Directors once a week. To help Meet Directors with this process.
 - It was Tom's opinion that if we are to hold to the strictest letter of the law and remove coaches with an expired certification from the deck at a meet, we are potentially hurting the athletes. We all know it is important to ensure that we have clean and safe decks, so it will be important for all clubs and coaches to stay on top of their certifications and keep current.
- Safe Sport initiatives for this Season – Safe Sport Chair, Mike O'Shaunnasey was asked to layout his top three priorities for the 2018-2019 season.
 - Number 1 Goal: Ensure that everyone (swimmers, coaches, parents and Officials) in PVS to know what Safe Sport is and what the basic rules are.
 - The first committee meeting was recently held and was a success. He is currently focused on trying to get each club to have a Safe Sport Representative (can be coach or parent) and an athlete's representative from the team to help spread the word about Safe Sport. Currently

roughly 50% of the clubs have identified a representative for their club. It appears it is the smaller clubs where it is lacking.

- Number 2 Goal: Familiarize all clubs with the new Safe Sport Club recognition program. It is like the LEAP program for the LSCs, but for the club level. It will also become a part of LEAP in the very near future. Once each individual club fulfills the requirements they will “certify the club” and give the club a tag to put on their club’s website. Mike feels that this will be an important selling points for clubs.
- Number 3 Goal: Get the word out! Mike wants to focus on the use of technology to help communicate about Safe Sport. He feels that is the best way to get the kids to understand. At USAS, they talked about using social media, he will look into adding a Safe Sport Instagram page and then have the athletes on the committee maintain the page. He will try to make this fun for the clubs.
 - He noted that Safe Sport Monday has been put on pause. There is an independent consultant working with USA S and all Safe Sport programs, while they are consulting the weekly/monthly blasts have been halted.
 - Reminder that our job is to educate the athletes and families about Safe Sport, the policies and what to do if there is an incident. It is ultimately up to the police/FBI etc. to do an investigation if allegations are brought up. All we can really do is make clubs, parents, swimmers aware that they can go talk to someone. This is especially important for the athletes, they need to know there is a safe person to talk to. Which is one reason it is felt that an athlete rep on the club could be an important position for each club to have.
 - There will continue to be opportunities for athletes to attend workshops which will give athletes exposure to more information and ways to get involved. Information will be sent out in Flash Mail when available.
- D&I Initiatives for this season – Diversity and Inclusion Chair, Rob Green, was asked to layout his top 3 goals for the 2018-2019 season.
 - Number 1 Goal: Rob wants to Establish the D&I committee. He noted that he currently has 10 coaches interested. They have their first call on Wednesday, October 17. And about 15 on the committee in total.
 - Number 2 Goal: He plans to use the D&I Committee to help identify groups we are not currently service, for example; the LGBTQ community. Rob feels we need to start the discussion and now before there are any issues.
 - Number 3 Goal: Rob wants to focus on getting the D&I Grant program up and running. Several Committee Members have expressed some great idea on how to get information out regarding the Grant Program. He is really excited about the committee thus far.
- Financial Report –
 - Treasurer’s report was sent out
 - Looks like we will end up with a surplus with about \$51,000. We had projected that \$24,000 surplus.
 - The primary reason stated was the smaller than projected Zone Team size.
 - There was discussion as to why we felt the Zone team was smaller this past year.

- Splash numbers: It is hard to project the number of splashes per year. We tend to make a consultative guess. In this case we ended up with a surplus large than expected.
 - Flex Membership; We are expecting additional changes this year with the new FLEX membership. We will need to think about how we need to make changes in the future.
- Audit process: There will be a full Audit this year. Ellen sent it out to bid to accounting firms. The first was out of the ballpark, the second seemed ideal company; however, we will have a split way of recording this past year. So, in the end she felt it was better to go with the same company as in previous years since they are familiar with our previous way of accounting and then can look at the new more efficient way. She was able to talk them down about 20% in fees. way.
 - She has the Form 990 to complete and we will be charged \$600 for the review.
- We have a 71% reserve ratio and a XX deficit projected; based upon an additional summer championship pool rental and the change in membership with the addition of the FLEX Membership option.
 - It was noted that GMU is not interested in hosting a summer LC championship meet. Fairland has indicated that they are interested in hosting the PVS LC 12 & U meet but will need to get final approval from higher up in the county. For now, we will plan on using Fairland.
- If anyone on the Board has an expense over \$100, please let Tom or Ellen know so they can give you a credit card number. We receive benefits for charges over \$100.
- Financial Objectives:
 - Have quad budget in place by the end of the first quarter; now through 2022. Will work with each person on the board. Remember the budget is a moving target, we are using it as a road map.
 - She plans to set up an event calendar for payments & invoices
 - Invoicing the payments – Ellen is working to make this process more efficient.
- Competition Committee Report – Mark Faherty, Senior Chair reported on the Competition Committee Meeting.
 - This past week we had great attendance – 29 teams were reported in attendance. Thank you to everyone who attended.
 - Vote on – the Competition Committee endorsed the following policies and are bringing them to the Board for final approval.
 - Travel reimbursement criteria – **Motion to approve the Athlete Travel Reimbursement Criteria, to swim at least 4 events in at least one PVS sanctioned meet between September 1 and August 31, as endorsed by CCM, seconded and approved.**
 - There was a brief discussion regarding the requirements and what the clubs must turn in for the stipend.
 - PVS Meet Schedule – **Motion to approve the PVS Meet Schedule for the 2019-2020 season as endorsed by CCM, seconded and approved**

October Open	October 18-20
November Open	November 8-10
January Distance	January 4-5
January Open	January 18-19
February Distance	February 9
18 & U Qualifier	February 21-23
Junior Champs	March 5-8
Senior Champs	March 5-8
14 & U JOs	March 12-15
AG/SR 1	June 21.
LC Distance	June 13-14
AG/SR 2	June 28.
LC AG Champs	July 9-12
LC Senior Champs	July 9-12
LC Junior Champs	July 16-19

- Machine Meet proposal has been withdrawn. They will be rethinking their plan.
- Changes in dates/format of Championships in the spring – At CCM there was a discussion and proposal endorsed on changing the date/format of the Spring PVS Champ meets to a Friday through Monday to better align with the UMD spring break. However, it was discovered that neither the Sr/Jr Champs nor 14 & U JO Champ meet will coincide with their spring break.
 - **The motion proposed was defeated by the board.**
- New Meet Names – Mark, Senior Chair, proposed the following names changes for the “new LC” Championship meets starting the summer of 2019
 - Age Group Champs – PVS LC 12 & Under Championships
 - Senior Champs – PVS LC Open Championships
 - Junior Champs – PVS LC 13 & Over Championships
 - **Motion to approve the names of the Championship meets as presented and endorsed by CCM, seconded and approved.**
- Bonus Standards for Senior Champs Bonus Swims at PVS LC Senior (Open) Championships; Mark proposed to change the format to allow for Bonus swims instead of using Bonus qualifying times.
 - Bonus entries are permitted if a swimmer has at least one event qualifying time. A swimmer with one (1) qualifying time may enter up to three (3) bonus swims; two (2) qualifying times, a swimmer may enter up to two (2) bonus swims; three (3) qualifying times, up to one (1) swim may be entered; and swimmers with four (4) or more qualifying times receives NO bonus swims. ALL bonus swims must be in events that are 400 meters or less in distance, as endorsed by Competition Committee
 - Amendment; motion to include a bonus time standard to ensure the integrity of competition is upheld, as endorsed by Competition Committee

- **Motion to approve the Bonus qualification, as outlined above and endorsed by CCM, Seconded and approved.**
 - Previously a time standard, but not a regulation on the number of swims.
 - Many feel that a soft bonus standard is unnecessary, feels that coaches would do the right thing.
 - Officials – want to keep it simple.
 - Pulled item from Mark’s report – appeals for travel
 - Brendan Hamlet – Mark noted to disregard Brendan as an appeal.
 - There are 4 to be voted appeals to be considered for the \$600 reimbursement/stipend.
 - This is standard procedures for athletes from our association. They are swimming with their college during the school year which is why they do not meet the requirement (at least 4 swims in at least one meet within the season), but then swim in the summer for their PVS club and are asking for the travel reimbursement. (this has been done in the past for other clubs have done this in the past, this year it happens that they are all NCAP). All four represented NCAP/PVS when they participated in Summer Nationals (not their college team or college club team).
 - **Motion to approve the reimbursement for these 4 swimmers who appealed, seconded and approved**
 - There were a few questions that the board will consider going forward:
 - Ensure they are not receiving funding from their universities
 - Possibly ask them to do something for the LSC.
 - Ensure that all of them sign a code of conduct.
 - October Open Recap –
 - Lee District – new meet director. He was “green” but willing to learn. There was an issue with the set up of the touch pads. Some confusion with positive check in. They changed it every session. Over 70 officials were in attendance and overall the meet went reasonably well.
 - Fairland – no report submitted.
 - Freedom – Ellen Colket, the meet referee, indicated she felt the meet ran well. They had over 79 officials and 25% were apprentice and/or being evaluated. 6100 splashes, some technology issues, but they ultimately did well.
 - Scholar Athletes: Dave DiNardo reported that he has received over 300 applications for scholar athletes.
 - In the past we have kept the deadline open. Would like to turn it off and have the board backing to not accept any more after tomorrow. Suggest, any late go to appeal.
 - He noted that he was shocked by the number of emails from the parents. Feels that it should be the athlete’s responsibility to ask the questions and submit the information.
 - Easier to manage with it all on line now.
 - Will post the final list by November 1.
- Old Business –

- Second Sport Swimming waiver request for Meeting requirement - Kristy Kellogg, the head coach for SSS requested a waiver for the \$300 penalty. She will go to HOD, but doesn't want to attend CCM, she only has 17 swimmers, that swim once per week and will not compete in any meets. All swimmers will be registered as FLEX. If any of her swimmers decide to compete, she will have them transfer to another established club.
- **Motion to honor her request for a waiver, seconded and approved.**
 - There was a request to insist that a representative must attend HOD and to put this requirement in writing.
 - **Amendment to add that SSS must send a representative to HOD in the spring, seconded and approved.**
- Tom Ugast laid out a few plans/ideas he had for the next year.
 - Create a committee on Clean Sport – so we can better educate our athletes on substance which are on the banned list and help to teach them what they can and cannot take.
 - Governance committee – plan to work with Tim and Ellen and establish a Governance Committee. One of the primary responsibilities will be to help get new people involved and finding replacements for current board members.
 - Tim noted that this will be a requirement in the future, so we are getting ahead of the game.
 - Athlete Involvement - We need to work on getting athletes more involved – Andrew Gemmell indicated he is willing to help. He will contact several other LSCs in the area to see what they did/do to get the athletes involved.
 - We will all work on getting job description for the various committee.
- Dave DiNardo is working on the Strategic Planning Committee. He has already identified a number of people to be on the committee. They will look at SC Championship meets; are we serving the population we need to (for example finals on Sundays).
- Meet Director's class – Tim indicated that he and Paris Jacobs will be working setting up these meetings.
- P&P – Tim is currently working on getting P&P up to date. In addition, he will be working on the By-Laws and making them complaint based upon the new requirements from USA-S.
- Dave DiNardo will be looking to complete the new requirements to get us Leap 2 compliant.
- As a reminder; Expense reports from USAS Convention are due by October 29
- Adjournment – **Motion to adjourn, seconded and approved.**
- The November BoD meeting is scheduled for Monday, November 19 at Overlee.