

**Potomac Valley Swimming**  
**Board of Directors**  
**August 17, 2020**  
**Video Conference**

- The meeting was called to order at 7:02 PM by the General Chair, Tim Husson. A quorum of the board is present.
- Attendance – Tim Husson, Ellen Colket, Jack Neill, Blair Piddington, Evan Stiles, Carolyn Kotarski, Jessica Mack-Fry, Rob Green, Molly Kennedy, Meghan Thiel, Jorge Zamora, Dave DiNardo, Mike O’Shaughnessy
  - Non-voting attendees: Mark Faherty, Kurt Thiel, Angie Davis, Bob Walker, Kim Bueller, Erik Collins, Reid Owen, Sumie Emory
- Additional Agenda Items and Approval of the Agenda – **The agenda was presented and accepted.**
- Approval of Minutes from the July 20 Meeting – **The minutes were approved by acclamation.**
- Mission Statement – **PVS Supports and promotes excellence for all through competition, education, innovation and leadership**
  - Tonight we will be focusing on communication. USA Swimming (USA-S) is sending lots of information in a steady stream. Tim will continue to send weekly updates to the Board, clubs, and coaches
- Approval of Submitted Reports – **Motion to approve the reports as submitted, seconded and approved.**
  - General Chair
  - Finance Chair
  - Admin Chair
  - Operations Chair
  - Safe Sport Chair
  - Athlete Representative
- General Chair Announcements
  - The Eastern Zone Chairs met last weekend. They all expressed concerns over the bleak outlook for the upcoming season. Once the outdoor pools start closing, it will become increasingly more difficult to find pool time.
  - The Eastern Zone Fall meeting will be held on September 19. Tim will send out more information as it becomes available. It will be a video meeting, and all are welcome to attend.
  - PVS received a very generous donation from Lynne Gerlach, MSSC. She donated 10 touch pads and caddy to PVS. Thank you, Lynne and MSSC!
  - USA Swimming Convention will be held virtually Sept 24-26. There is a webpage on the USAS website with the schedule. Everyone is invited to attend the virtual meetings. The Board Meeting will be Friday and House of Delegates will be on Saturday 9/26. However, to participate in HOD you must be registered. Registration is free. Tim previously sent out the link but will send again. There are other committee meetings on the schedule which anyone can attend.
  - Tonight, is the last official meeting for Jack Neill, Blair Piddington, Dave DiNardo, Jessica Fry. Thank you for your service and remember you are always welcome to attend – all

Board meetings are open. We also want to welcome Bob Walker, Erik Collins and Reid Owen to the Board.

- Athlete Updates – Molly reported that the Athlete Committee has had two meetings this summer.
  - Athlete Committees – About 20 athletes are interested and they are breaking into sub-committees: Monthly newsletter, Safe Sport, DEI, Back to Competition Task Force. If there are any other athletes interested, please have them contact Molly.
  - Elections for the Junior Athlete Rep will begin on 8/27/20. There are 11 athletes who put their name forward to be the Junior Athlete Reps.
  - There are currently about 160 athletes that are registered to vote – Molly and Sam have been working hard to get our athletes involved. There were 19 athletes in attendance at the HOD meeting in July.
- House of Delegate Recap – Thanks to everyone’s support during HOD. The Governance Committee did a good job with the voting. Overall, the HOD meeting was a great success.
- Status of Swimming in Local Jurisdictions –
  - The status of the 6 local jurisdictions seem to change on a daily basis. Each jurisdiction has its own set of rules.
  - Currently we are trying to work on/with Montgomery Co (Maryland). They are still only allowing 1 swimmer per lane. There is a meeting tomorrow (8/18) with the County Council. There will be 4 Coaches in attendance (Bob Walker, Tom Ugast, Rob and Kristin Washburn). Mark Eldridge and Dave Greene will also be in attendance, representing the City of Rockville and Montgomery County Recreation Department. The goal is to have them to allow 4 swimmers per lane.
  - DC has closed all pools and there is no opening date in sight.
  - These are not unique situations. Many other LSCs in the Eastern Zone are reporting similar issues. Since many clubs in the EZ use High School pools, and most schools are currently closed (distance learning) many clubs are concerned they will not be allowed to get into facilities.
  - It has been reported that Arlington is not going to allow any rentals. This will not affect AAC but could have a negative impact on other PVS clubs.
  - Has anyone explored or offered to DCPR to get them in the water somewhere other than in DC? Unfortunately, space is limited everywhere and hard to find time/space.
    - Rob commented that several summer teams reached out, but the bigger issue is that their program is “suspended” so no DCPR coach is allowed to “coach” in person.
  - Return to Competition Task Force Update – The Task Force has been very busy. Several documents have been sent out over the last few week. Angie Davis reported:
    - They submitted a report as to how they feel will be the best guidelines going forward. Now looking to come up with more specific steps to take.
    - The health and safety will remain the number one priority for all athletes, coaches, officials, staff and spectators.
    - A primary concern has been how to be fair, equitable and consistent.
    - They have established a Meet Check list (a draft for MD to look at for Intra-squad/dual meets) –These are things to think about; setting up deck, working with the facility, team areas, warm ups, operations behind blocks, timers, officials. They also provided links to several documents on the USA Swimming website. These should help provide a good starting point.

- Guidelines for Officials- working on ensuring the minimum staffing requirements are met, how they will proceed as meets start to get a bigger and in person. Virtual meets and Intra-squad meets should be the same.
    - We expect an update from USA-S on Wed 9/19. There will possibly still be some geographical restrictions to keep people from “traveling” to meets
  - Action items -
    - PVS Sanction policy for September –
      - **Motion for PVS to allow sanctioning of meets that are conducted and meet all safety requirement starting Sept 1, 2020, seconded and approved. (2 opposed).**
        - The athletes and coaches were all asked to express their feelings on meet sanctioning, and whether or not it will be fair and equitable to all clubs.
          - Molly (athlete) – she really wants to get back to competition but feels conflicted knowing that there are a number of athletes still not in the water. She thinks that sanctioning intra-squad meets would be great.
          - Rob Green (DCPR) – As a coach, Rob Green from DCPR was the first asked to express his thoughts. Currently his is one of the PVS clubs that is still not allowed in the water. He spoke very eloquently and indicated he is in favor of allowing PVS to start sanctioning intra-squad meet for other clubs. He feels it is an important step to get the LSC moving in the right direction and getting back to some normalcy. He is concerned about the mental health of all the swimmers in PVS and believes that having some competition to look forward to will be a great asset to them.
          - All other coaches in attendance all thanked Rob for his words and support and it is felt that starting to move forward in “baby-steps” is the right approach.
          - We should have enough guidelines from USA Swimming and what the task force has come up with .
          - Other board members in attendance were also asked to express their thoughts. There are a lot of conflicting feelings. One of the biggest hurdles will be what the facilities will allow. The Tech Committee is ready to help with meet announcements as needed.
          - Another concern is that the smaller clubs will struggle more to find competition opportunities. However, many feel that PVS clubs are generous by nature and are hopeful that the larger clubs will continue to reach out to smaller clubs the best they can.
          - Meets will be a challenge for all clubs, but most felt it was important to at least provide the opportunity, if we never take the first step, it will just take longer to get back to normal
    - P&P Update – Competition Committee
      - See proposal set forth by Tim

- There was a discussion on this proposal and the general consensus was that the board needed more time to make a decision, so everyone has time to read and digest the information.
    - **Motion to table the Competition Committee P&P proposal until September, seconded and approve. (all in favor and one opposed).**
      - Please be sure to review prior to the next board meeting.
  - Competition Plan Review Task Force – Ellen submitted a request to establish a task force to perform a meet analysis. This team would address the meets being scheduled, how to recruit meet hosts, how to recruit clubs and athletes’ to participate in meet, and assess the financial structure for these meets. It was suggested that we form a task force to review how we are currently scheduling and hosting PVS meets.
    - **Action:** Tim Husson said he would take this action and discuss with Evan and Erik and have them establish a task force including coaches to address: Propose 2 phases: 1. Competition based task force. Evan and Erik will put together a task force to see what other coaches want. 2. Then how will we pay for all this? Splash fees? Entry fees? Etc. We are not looking at our normal competition schedule for at least the next 6 months, possibly a year, so we have the time right now to look at this.
  - Website Review Task Force -
    - Ellen previously submitted a request that Team Unify be considered as the platform for our website. She has suggested we establish a task force to move to Team Unify as our website going forward. It was also suggested we look at website as a whole and consider other platforms all together. Finance Reports has stats and detail on Team Unify and how it is being used across the US by 51 out of the 59 LSC’s.
    - We need to have a sustainable option so that we can transition smoothly from administration to administration as board members terms end. With a website like Team Unify, multiple people can have access so we are not relying on any one particular individual and/or personnel to manage the website.
      - We need a robust, viable option for our LSC.
      - Team Unify has no annual fee, a minimal set-up fee which is currently being discounted, unlimited support and a dedicated team to transfer LSC data from current platform to Team Unify.
      - Team Unify also has a robust communication option, which may give us the option to move away from Constant Contact. This will need to be explored further.
    - **Action:** Tim Husson said he would take this action and discuss with Bob Walker, the week of August 24 and move a task force forward quickly.
- Discussions Items.
  - Sept 26-27 – Kurt reported that the plans for the Open Water swim September 26-27 at National Harbor are still moving forward. As a reminder, there is an opportunity to non PVS members to acquire a one-day membership for the OW event. It is planned be PVS sanctioned through USA Swimming
    - Once there is an approved meet announcement we will post it.
    - Contingent on Prince George’s County continuing to agree: 50 people per “wave”. Each group of 50 will be told what time to show up to participate.
    - The sanctioning package is not submitted yet to USA Swimming.

- The PVS Registrar will be looking into the one- day OW registration process and communicate to Kurt and the board.
- Jack Neill commented as he leaves the board –he thanked the board for allowing him to serve PVS as the Administrative Chair and hopes the board will look at the areas in his report as ways to improve and move forward.
- Dave DiNardo commented as he leaves the board – he thanked the board for his time on the board as Strategic Planning Chair. He feels PVS is in good hands with the newly elected Governance Committee.
- Governance Committee will be responsible for:
  - Board orientation (at October meeting)
  - P&P and ensuring continuous updates as needed.
  - Nominations and elections
- Next Meeting: September 21 via Zoom.
- The meeting was adjourned at 8:43 PM



## **General Chair's Report**

### **August 2020 Board Meeting**

Thanks to all members who attended our Virtual House of Delegates. I am particularly pleased that 19 athletes attended and participated in the HOD.

Congratulations to the Board members and committee members elected at HOD:

Bob Walker – Administrative Vice Chair

Erik Collins – Age Group Vice Chair

Carolyn Kotarski – Operations Vice Chair

Mike O'Shaughnessy – Safe Sport Chair

Reid Owen – Junior Coaches Representative (previously elected by the coaches)

Governance Committee (two year terms) – Caroline DeLuca, Morgan Henderson-Kunz, Greg York

Governance Committee (one year terms) – Manga Dalizu, Paris Jacobs, Alexandra LaDuca

Administrative Review Board - Jim Crampton, Aaron Dean, Ward Foley, Elizabeth Jester, Bill Marlin,  
Samantha Pluskaitis, Tom Ugast, Cherlynn Vennit, Josephina Wang, Pieere Zeineddin

I've been helping the Senior Athlete Representative, Molly Kennedy manage the Junior Athlete Representative election. Eleven PVS athletes put forth their names in nomination for the position. Voting will be held on 27-28 Aug using ElectionBuddy. So far, more than 150 PVS athletes have registered to vote in the election. This response to the election shows that PVS athletes are engaged and want to support Potomac Valley Swimming.

USA Swimming is making plans for the 2020 Virtual Convention on 24-26 Sep. They are posting information on the [convention website](#). Any member can [register](#) for the convention and attend any of the [sessions and open committee meetings](#) to be held prior to the convention. There is no cost to register for the convention and you do not have to be a voting delegate to attend.

The LSC voting delegates to the convention are:

General Chair – Tim Husson

Administrative Vice Chair – Bob Walker

Senior Vice Chair – Evan Stiles

Age Group Vice Chair – Erik Collins

Senior Athlete Representative – Molly Kennedy

Senior Coaches Representative – Meghan Thiel

#### **PVS Mission Statement**

PVS Supports and promotes excellence for all through competition, education, innovation and leadership

#### **PVS Vision Statement**

PVS: Leadership and excellence in and out of the pool



## **General Chair's Report**

### **August 2020 Board Meeting**

PVS will also have some at large votes for the convention. USA Swimming should be notifying those individuals within the next week.

You have until Oct 4 to [apply for a national committee position](#). Also, prior to the convention, please review the [proposed legislation](#). If you have any questions about the legislation or issues you want me to raise with the Rules & Regulations Committee prior to the House of Delegates, please let me know.

USA Swimming will have their annual memorial presentation to recognize those members who have died in the past year. If a member of your team (athlete, coach, or official) has died since last convention, please let me know so they can be added to the memorial presentation.

Here are a few other items of note from the meeting on Aug 13 of General Chairs and Admin Vice Chairs with USA Swimming staff and Board members.

USA Swimming and the USA Swimming Foundation awarded Phase 2 grants of more than \$1.5M to 627 clubs. With the Phase 1 grants and the support provided by individual LSCs, USA Swimming and the LSCs have provided approximately \$9M in direct financial support to clubs during the pandemic.

USA Swimming is working with partner organizations to directly poll swimming facilities in the US concerning their status. This is in addition to another round of polls to clubs about their current access to pools for practice.

The updated National Team list will be announced in the next week. The updated Junior National Team will be announced in early September.

Coaches and athletes are reminded that the [12&U tech suit ban](#) (rule 102.8.1F) goes into effect 1 Sep. More information (a FAQ) and lists of legal and illegal suits are being prepared and will be posted on the USA-S website.

The USA Swimming [Virtual Meet Simulator](#) has been launched. It is a work in progress and being continually refined/updated. A Time Search capability for [non-sanctioned meet results](#) is scheduled to be launched on the USA-S website next week. USA Swimming is planning a national virtual meet swim series to be held in September. No details of this series are available at this time.

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## **General Chair's Report**

### **August 2020 Board Meeting**

USA Swimming has extended CPR and STSC (in-water) certifications until 31 Dec 2020. If coaches are able to complete these certifications, they are urged to do so.

Clubs are reminded that updated USA Swimming corporate bylaws require:

- a) All club board members must be registered as USA Swimming non-athlete members
- b) Coach-owned clubs that have a single coach must have at least one other adult registered as a non-athlete member

Zoom licenses that USA-S clubs and LSCs got from USA Swimming during this pandemic are extended until at least 31 Oct. USA Swimming is trying to work a deal with Zoom for highly discounted licenses for clubs and LSCs. Payment to USA-S will be through the LSC. Details will be provided when they become available, but it appears the cost will be \$120/year for an Enterprise license.

The USA Swimming Board Chair told me that the policy on sanctioning meets in September will be announced on or about Wednesday, August 19. USA Swimming is working on alternative plans for the November Pro Series Meets (Richmond & Irvine), the USA Open and Winter Juniors if they cannot be held as currently planned. As information is released by USA Swimming, I will pass it on.

The PVS Return to Competition Task force has been meeting weekly and will soon be releasing some documents they are developing. Among, them are a COVID-19 meet announcement template, officiating meets during the current COVID-19 state, and a checklist for meet directors. I want to thank those individuals on the task force for all the hard work they have been putting into this effort.

Stay safe! Stay healthy! And, wear your mask!

Tim Husson  
General Chair  
[GeneralChair@pvs swim.org](mailto:GeneralChair@pvs swim.org)

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# Administrative Vice Chair Report

August, 2020

I'd like to thank the Board for allowing me the opportunity to serve as Admin Vice Chair for the past year, and for all the support and assistance I've been afforded throughout my time on the BOD. In times when nearly everyone is busy looking-out for themselves, it's a privilege to work with people whose first instinct is to do what's best for our members.

As I leave the Board, there are a few things that I hope the organization will explore and consider. Yes, we're navigating the uncharted waters of a dangerous virus, but it will eventually be behind us and Potomac Valley Swimming needs to be proactive and ready for the post-pandemic future:

- Are we overlooking Outreach Membership? Outreach membership offers qualified individuals the opportunity to become a USA Swimming year-round athlete member at a reduced fee. USA Swimming says "The goal of offering outreach membership is to provide opportunities in swimming to economically disadvantaged youth in the United States." Nationally 3.25% of members hold outreach membership; in Potomac Valley the figure is 0.2%. Can we justify that number? Are we neglecting a need in our community? Will the pandemic alter the demographics and economics of the DMV? Should we be doing more in this area, and if so, what should we be doing?
- The number of splashes at our Open meets (October Open, November Open, etc.) has fluctuated significantly in recent years. Additionally, we've had increased difficulty finding clubs willing to host these meets. Obviously, COVID-19 will change the look of these meets, at least in the near future. But how will the pandemic (and its economic fallout) affect the demand for Open meets? What can we do to make it more attractive to host these meets?
- The pandemic has shown (at least to me) that we need to reach-out to other youth sports associations, and work together for our shared goals. We need to be building relationships with organizations that administer youth baseball, softball, football, soccer, and other activities. These groups are not our rivals, they're our allies. All of us are in the business of developing young people through athletic training and competition. We all have similar missions and visions. Nearly all of us use public facilities. We have so many things in common, and our voices are louder when we are united. Now is a great time to build these relationships.
- The majority of LSCs across the country are using a version of TeamUnify for their websites; several have switched to this format within recent months. PVS

should explore the pluses and minuses of making such a switch. One advantage is that it makes it easier for several people to make changes to the content on the website, rather than waiting for one or two web managers to make all updates. TeamUnify also has options to incorporate content from [usaswimming.org](http://usaswimming.org) automatically. This is not a criticism of our current website procedures. But it behooves us to explore why so many other LSCs are going this route.

- Several weeks ago Matt Lupton, USA Swimming's Senior Creative Director, offered to assist LSCs by looking at their current logos and making suggestions for potential improvements. The goal is to help create LSC logos that align with the USA Swimming brand (colors, fonts, other visual elements) while maintaining the integrity and personality of the LSC. I believe PVS should take him up on this offer. This doesn't mean that we should junk the current logo, but we'd be foolish not to take advantage of this free service, and to let creative talent show us some possibilities.

By all accounts, Paul Revere was renowned for being one of the premiere silversmiths of his time. But nearly 250 years later he is remembered chiefly for his volunteer work. That's the power of volunteerism. That spirit is what drives PVS, most especially this Board. Thanks again for allowing me to be a small part of it.

Respectfully submitted,  
Jack Neill  
Administrative Vice Chair

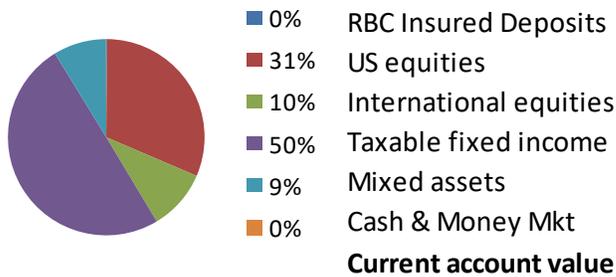


## Potomac Valley Swimming Finance Report as of 31-Jul-2020

### Financial Performance

Our investment portfolio with RBC Wealth Management is managed in accordance with our balanced growth objective coupled with a low risk profile and continues to ensure overall steady growth. The following provides a summary level view of the allocation and performance of our assets as well as YOY comparative results vs this time in 2019.

### As of 31 Jul 2020 ASSET ALLOCATION SUMMARY



CURRENT VALUE	% of Portfolio	YOY Δ
\$ 493	0%	
\$ 115,518	31%	
\$ 36,775	10%	
\$ 183,851	50%	
\$ 32,116	9%	
\$ 115	0%	
<b>\$ 368,868</b>	<b>100%</b>	<b>9%</b>

Investment Objective - **Balanced Growth**  
Risk Tolerance - **Low Risk**

Our General Operating Account (GOA), Restricted Operating Account (ROA) and Special Accounts remain within the Wells Fargo Banking Institution.

### Budget Performance and Projection

Our 2019-2020 budget is projected to end the fiscal year in August with a surplus of \$33,500 vs. a budgeted deficit of \$29,620. The final surplus figure is contingent on forgiveness of the PPP loan as well as budget items subject to external influences including capital gains/losses and variable expenses. The revised operating surplus is the result of COVID-19's impact and cessation of all meets as well as most activities and events. These changes have resulted in a projected reserve of 159%.

Our 2020-2021 budget was approved by the HOD in July with a net income deficit of \$175,535 and a reserve ratio of 81%.



## Potomac Valley Swimming Finance Report as of 31-Jul-2020

### Reserve Rate

The 2020 reserve rate is an anomaly, forecasted to be 159%, 59% above the max of our target reserve range as a result of the pandemic's disruption to both planned revenue and expenses. The 2021 budget is proposed to have a reserve rate of 81%. We continue to review the budget details and recommend ways to thoughtfully manage our expenses as well as our reserves which are in place to sustain financial operations in the unanticipated event of significant unbudgeted increases in operating expenses or a reduction in operating revenues, such as what we experienced this current season.

### Audit, Taxes & Receivables

- The cost of an accounting audit is included in the 2020 - 2021 budget.
- Business Property taxes have been paid for PVS equipment residing in Fairfax County ~\$1,700/season. Recent donated equipment will be added to the PVS equipment inventory listing which will be submitted to the Department of Tax Administration on 1-Jan. The additional equipment will incur taxes.
- A huge **thank you** to all Club Owners and Head Coaches for your quick responses and for addressing payment of outstanding receivables prior to end of season.

### Short term look forward .....

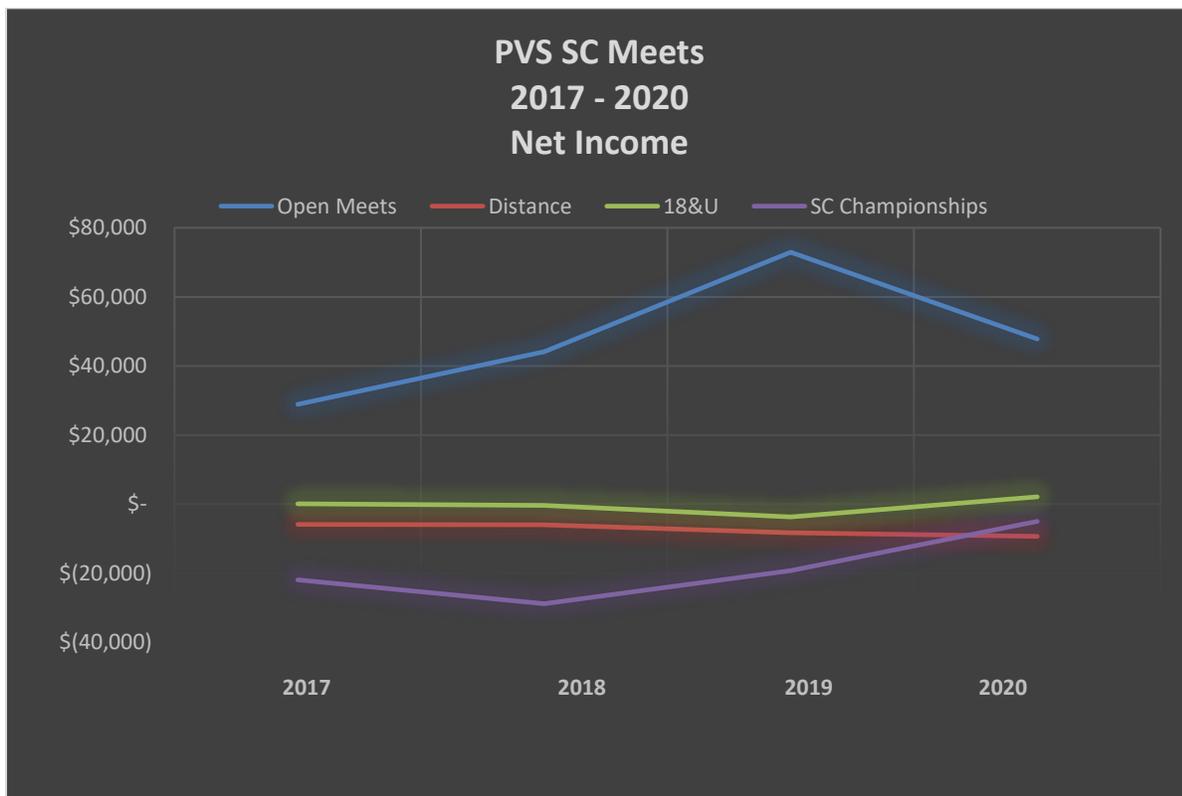
- **PPP Loan Forgiveness Application** – PVS is expecting Wells Fargo to post the loan forgiveness application once they receive potential legislative changes and guidance from the Small Business Administration (SBA), per their 14-August communication.
- **PVS Grant Follow-up** – relief recipients (clubs) to submit receipts to Ellen Colket for grant expenditures no later than 15-Sep-2020. We will issue 1099's to all grant recipients prior to year-end.
- **Audit Preparation** – audit preparation has begun. Meeting will be scheduled with the Finance Committee in mid-September to discuss the auditor selection and process. Audit will be for period 1-Sep-2019 thru 31-Aug-2020.
- **Intuit ACH Fees** – Working with Intuit to negotiate options available for reducing business fees which have increased from \$1 to \$3 per transaction.
- **Meet Analysis Task Force** – Information was provided to the Board earlier this year regarding the year over year reduction in splashes and revenue for Open & Distance meets as well as reduction in splashes for the Championship meets. I revisited this in June and provided the graphics below (*see bottom of this section*), recommending a Task Force be assembled to explore the drivers & cause for the reductions and what



## Potomac Valley Swimming Finance Report as of 31-Jul-2020

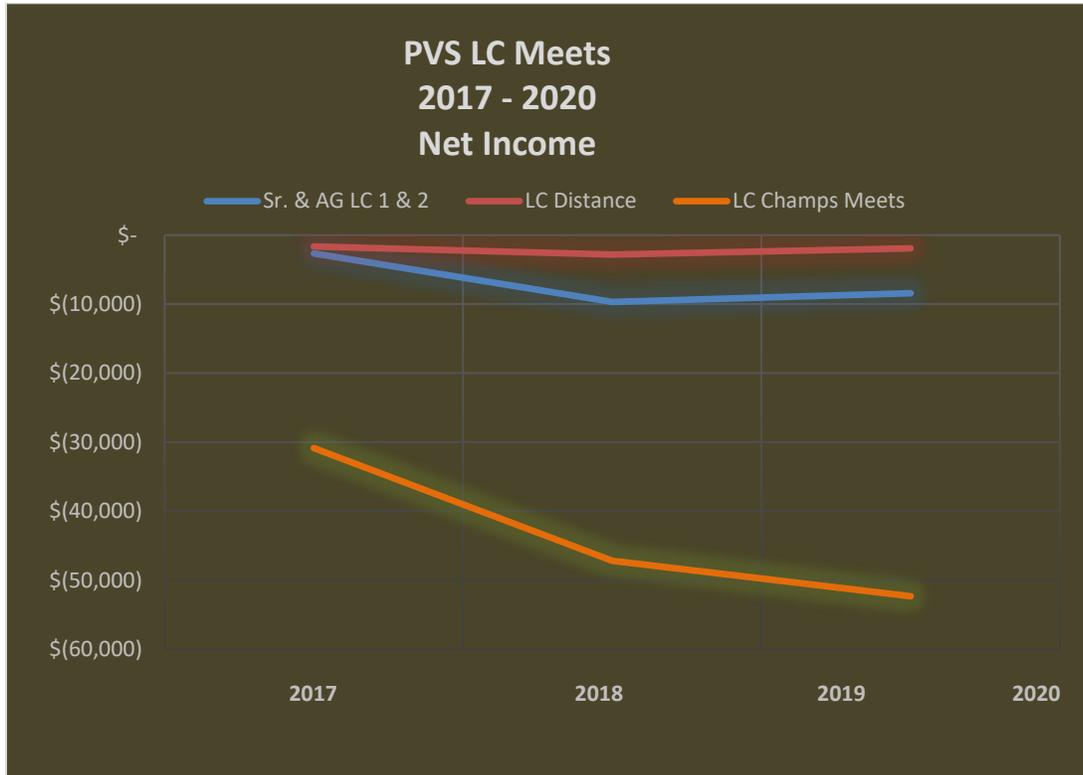
options are available, including reframing how we structure, price, recruit hosts, and other aspects of how we conduct meets, especially given this challenging period. Note: SC Championship fees increased this season as a result of the \$2/splash fee increase approved at the 2019-2020 HOD meeting. I am advocating for this much needed effort and am happy to co-lead.

- **SportsEngine/Team Unify (TU)** – I sent an email in mid-May suggesting we put together a PVS Task Force to evaluate the possibility of migrating to Team Unify. Several LSC's around the country have transitioned to this platform and there are many positives to Team Unify, including that some changes coming from USA Swimming will be easier to implement/roll out having this platform. I am advocating for this task force and am happy to co-lead.





## Potomac Valley Swimming Finance Report as of 31-Jul-2020



Respectfully submitted,

Ellen Colket  
Vice Chair Finance  
Potomac Valley Swimming  
15-Aug-2020

## Operations Division Report PVS August 2020 Board Meeting

### EQUIPMENT

1. Lynne Gerlach has graciously donated 10 touchpads and a touchpad caddy (all in excellent condition) to PVS. This a generous gift and is greatly appreciated.
2. An inventory of all PVS equipment is being conducted.

Carolyn Kotarski  
Operations Vice Chair

Many members of PVS have been alerted to recent news of an arrest of a non-member individual within our LSC. We have coordinated with the Virginia Swimming LSC, Eastern Zone Safe Sport, and PVS executive leadership to ensure all members of our LSC are protected and supported. The individual at issue is not a USA Swimming member, but we have nevertheless reached out to relevant entities to make ourselves available to help any affected members.

Several teams continue to work towards Safe Sport recognition. Our committee is available to assist with this process.

Given the pressures and stress of the current environment, we have seen an upswing in disputes. We have worked with teams and individuals to address all issues, and have coordinated with DEI to address relevant issues.

Of note, we have observed several instances of individuals making public statements against certain PVS members. While it is important to address all safe sport concerns and feel heard, it is not advisable to make public statements that could harm professional or personal reputations. Especially when such statements are unconfirmed or inaccurate.

As always, please reach out to PVS Safe Sport to let us know of any issues requiring guidance or assistance.

Best regards,  
Mike O'Shaughnessy  
PVS Safe Sport Chair

August Athlete Report – submitted by Molly Kennedy

Here's everything we covered today:

### **Marco Greico: Getting Involved at the National Level of USA Swimming**

- Big Idea Questions:
  - What does it mean to be an athlete rep?
  - Why do you want to be one?
- Start at the base (LSC) and move your way up!
  - Base: LSC Committees, Athlete Reps, Task Forces, etc.
  - Middle: Zone rep, other zone committees
  - Top: National Committees!!
- Networking is key! → Build a strong relationship with your general chair, athlete reps (that's Sam and I, you guys are doing a great job with this one), and board members
- Important information to have on your application: positions on LSC based committees and task forces, show that you are moving up in the ranks, always take an opportunity when it is presented to you.
- Don't get discouraged about not getting your first choice national committee, never give up! Apply again the next year
- Applications due 4 October 2020

### **Committee Discussion:**

- Election Subcommittee: doing great :) We have 11 candidates and the link to register to vote is on the insta.
- Return to Competition Subcommittee: we went through a lot of great stuff here, you guys are AMAZING!! Here's a run down:
  - Limit meet sessions - less people = more physical distance
  - Smaller meet sessions - separate by event, gender, etc?
  - Problems with just sanctioning high school meet: certain events not offered, those meets are more relaxed (more about placing high rather than getting a best time), what about homeschooled athletes and athletes in lower grades
  - How are we going to warm down after events (general consensus is that we MUST warm down, it's not really worth having a meet where we can't) - close down pool every two-ish events to allow swimming (how would we distance/sanitize)
  - Perhaps we time the return to a "normal" competition with the opening up of schools? - how long would this take? Are we willing to wait?
  - Would it be possible to rent out entire facilities and keep practice groups/teams together in separate rooms from each other - like harvest moon!
  - Is it possible to just sanction inter-squad meets before we try to get bigger meets?
  - **I'll put together a rough draft survey form to send out to the athletes instagram to you all soon, feel free to weigh in at any time with**

**suggestions. Do we want to do one big survey, individual surveys on insta, or both?**

- Do we want to continue to sign letters to try and get D.C. in the water, help lobby Montgomery County? If so, would anybody work on drafting one?
- Newsletter Subcommittee: I'll be sending out a deadline for this to make it easier for everyone to understand what the monthly goals are! We can discuss it at our next meeting but it would be great to launch our first Athletes Newsletter by October. Does that seem doable? It gives us over a month to pull it together.
  - Dryland Section: fun at-home workouts that everyone can do (helpful for athletes not yet in the pool)
  - Nutrition Section: easy to make and healthy recipes for athletes to make that up our snacking game to the next level (can't wait to see what everyone comes up with; I have a broccoli salad recipe I can write up!)
  - Flashback Section: we highlight some fantastic past swims to get people excited about getting back into competition (maybe even make this a "this day in history" type thing; thanks Jacob!)

Ideas for next Month:

- In person social distancing picnic!!! (Yay! This will be a mask-on and outdoor event)
- Central Location: Great Falls
- Time: we'll be back in school so let's aim for a weekend, would Saturday or Sunday work best? I'll be in touch with dates as well!
- This will serve as a get-to-know-you type event, it is not at all required and we will not be making any committee decisions
- I'll be sending out information regarding our next meeting shortly!

Thank you so much to everyone who showed up to the meeting today! Let me know if I missed anything in these notes! Always feel free to reach out with questions/comments/concerns!

Best Fishes,

Molly 🐠

## Proposed Change to Policies & Procedures

August 17, 2020

**Purpose:** Define the athlete membership of the Competition Committee

**Current P&P:** The Competition Committee is responsible for developing and coordinating an overall swimming program for all levels of swimming in the LSC, including Senior and Age Group programs. The members of the Competition Committee shall consist of the Senior Vice Chair, Age Group Vice Chair, the Coach Representatives, the Zone Technical Planning Representative, and all USA Swimming coach members of PVS Clubs, and a sufficient number athletes so as to constitute at least 20% of the voting membership of the committee. Each member shall have voice, but only the elected Coach Representatives, two at-large coaches appointed by the General Chair, and one representative from each member club shall have voting privileges. The Senior Vice Chair or Age Group Vice Chair, whoever is senior in term, shall serve as the chair of this committee and shall report to the Board of Directors.

**Discussion:** The current policy does not define how many athletes, other than the vague “at least 20%” nor who they are. The proposal is to give the athletes a greater role in the Competition Committee.

**Proposed Change:** The Competition Committee is responsible for developing and coordinating an overall swimming program for all levels of swimming in the LSC, including Senior and Age Group programs. The members of the Competition Committee shall consist of the Senior Vice Chair, Age Group Vice Chair, the Coach Representatives, the Zone Technical Planning Representative, and all USA Swimming coach members of PVS Clubs, and a sufficient number athletes so as to constitute at least 20% of the voting membership of the committee. Each member shall have voice, but only **the Senior Vice Chair, the Age Group Vice Chair, the two elected Coach Representatives, ~~two at-large coaches appointed by the General Chair, and~~ one non-athlete representative from each member club, and one athlete representative** from each member club shall have voting privileges. The Senior Vice Chair or Age Group Vice Chair, whoever is senior in term, shall serve as the chair of this committee and shall report to the Board of Directors.

Tim Husson  
General Chair

## TeamUnify (SportsEngine) Information

Zones & # of LSC's	# of LSC's using TeamUnify	% of Total	# of LSC's using Other Platform	% of Total
Central – 15 LSC's	15	100%	0	0%
Eastern – 12 LSC's	9	75%	3	25%
Southern – 15 LSC's	14	93%	1	7%
Western – 17 LSC's	13	76%	4	24%
<b>TOTAL LSC's - 59</b>	<b>51</b>	<b>86%</b>	<b>8</b>	<b>14%</b>

### Information to consider:

- TeamUnify (TU) has no annual fees for LSC's and provides free website templates that are customizable as well as a free mobile app.
- \$295 fee to set up and transfer existing PVS website/information to TU website (**COVID -19 discount from \$495 to \$295 for August & September implementations**).
- Sustainable option that facilitates transition/change in LSC personnel, offers unlimited support and training by TU, and eliminates reliance on any one individual.
- Easy-to-use [website management](#) system with point-and-click simplicity.
- Does not require someone who can code and has an easy user interface. Easy to update and offers split permissions for updating of various pages (e.g., Officials' page, Clubs/Coaches page, etc.).
- Robust communications suite with integrated email & text messaging (**may reduce or eliminate need/\$'s for Constant Contact**).
- Utilizes existing forms to link to PayPal.
- Due to the close working relationship between TU and USA Swimming, implementation of USAS' online membership will be easier for TU sites versus LSC's using an alternate provider's platform.
- TeamUnify dedicates an onboarding rep to help migrate current website content over to the new site, including historical documents, links, general information, etc.