



Virginia Swimming Board of Directors Meeting

Date: Sunday, January 3, 2016

Time: 12:00 pm

Location: Doubletree by Hilton, Midlothian, Virginia

Meeting called by:	General Chair	Type of meeting:	VSI BoD Meeting
Facilitator:	Admin Vice-Chair	Note taker:	Secretary
Attendees:	Michael Braum, Jill Rhyne, Bob Rustin, Bill Geiszler, Terry Randolph, Kevin McHaney, Drew Hirth, Ted Sallade, Art Anthony, Sonny Grissom, Steve Hennessy, Mary Turner, Emily Erard, Bryan Wallin, Jessica Simons, Gordon Hair, Matthew Hopkins, Thomas Durocher, Alix Neilan, Jacqueline Barklund, Jim Frye, David Strider		

Steve called the meeting to order at 2:05pm. Welcomed everyone and thanked them for their time. Maureen Tolliver recognized for her work as Team Manager for Duel in the Pool.

Minutes from previous board meeting

Ashby presented the minutes from the last meeting including edits from Steve Hennessy.

Motion was made and seconded to approve the minutes. Minutes were approved as submitted.

Treasurer's Report - Report submitted

- Bob submitted the treasurer's report. We are slightly over budget due to convention travel costs.
- Motion was made and seconded to approve the report. Motion passed.

Consent Agenda

Steve asked the group if anyone would anyone like items removed from the consent agenda? No one wanted to remove anything. Steve presented a motion to accept the Consent Agenda as presented. Terry seconded this motion. The motion passed to move forward with Consent Agenda. Mission statement has been simplified. Steve read the new mission statement and vision statement along with core values.

1. Virginia Swimming Strategic Plan - Steve Hennessy
 - Three page document which spells out our goals. Steve passed this out for people to share.
 - Need to determine how to prioritize items. This will become a working document. There were no questions about the strategic goals worksheet.
2. Club Development Grant Application and Review Procedure - Bill Geiszler
 - Bill asked to review one portion of club development proposal form the Consent Agenda. Bill thought the Executive Committee would be the ones to approve grant proposals.
3. Funding for Deck Showers - Gordon Hair
4. Increase Zone Team Coaching Staff from 8 to 9 - Kevin McHaney (withdrawn)
 - Jessica read rule stating they will only credential up to 8 coaches and one team manager. ***This will now be presented as a proposal at Eastern Zones Spring Meeting.*** This item will be withdrawn from Consent Agenda. Move to unfinished business to make proposal to Eastern Zones committee.

Administrative Division Reports

- Administration - Jim Frye – Report submitted
- Rules - Kevin Hogan – Report submitted
- Registration/Membership - Mary Turner – Report submitted
- Finance - Bill Geiszler – Report submitted
- Club Development - Steve Phillips – Report Submitted
- Safe Sport - Art Anthony – Report Submitted

Age Group Division Reports

Disability – Report submitted

Senior Division Reports

- Report submitted

Coach Division Report

- Coaches - Kevin McHaney – Report submitted
- Diversity & Inclusion - Peter Maloney – Report submitted
- Camps & Clinics - Jeff Kincaid – Report submitted

Athlete Division Report

- No reporting

Unfinished (Old Business)

1. Delinquent Fees Update

- Mary has assessed a couple service fees – minor amounts. Everything has been going fine with that.
- Mary asked if there could be a lower limit of \$10.00. Any money owed less than \$10.00 would be invoiced on next invoice. Terry made motion to only send invoices for amounts over \$10.00 in registration fees. Motion seconded by Bill. Voted on and approved.
- Mary discussed a team that failed to make proper payments. Thought this team was leaving VA Swim. The team came back as an organization. They will be considered an organization without the benefits of membership.
 - Terry asked why this team wanted to be an organizational member. Steve and Mary did not feel it was prudent to keep chasing these fees around. The organization will not have voting rights at HOD.
 - Kevin McHaney proposed that until such time as fees owed by a team are paid, this team's membership in VSI is not in good standing. This item may be brought to Kevin Hogan to determine if we need to create a procedure.

2. Awards at Senior Champs

- Emily made a proposal to get rid of awards in middle of meet. Second by Jim Frye. Terry reminded everyone that at all higher level meets, awards will take place throughout the meet. Proposal was passed.

3. Coach Travel Reimbursement - Many questions came up from the floor:

⇒ Is reimbursement per coach or per team?

- ⇒ How do teams qualify is it just for certain smaller teams?
- ⇒ Clubs should be reimbursed instead of individuals?
- ⇒ What meets would this be applied to?
- ⇒ Should limits be set for amount of reimbursement?

- ***A task force will be formed to continue to study this program and get more information.*** Leave this as unfinished business. Emily, Art, Ted and Bob plus another athlete to be on task force.

- Do task forces fall under the same rules of % of athletes – ***Steve to look into this question and get back to group.***

4. Update on Eastern Zone Age Group Champs – Scott not here. Remains open item.

5. Update on Annual Awards Gift for Attendees

- Emily Erard announced that group is considering golf towels. Still looking into other items.

6. Report on 2015 Annual Awards Event Documents

- Mary Turner has received what she needed from Lisa Liston. She has requested a financial report from Bob Rustin. Bob never received detail report on expenses from last year.

- ***Mary would like a banquet expense sheet that breaks down all of the costs for different items. Bob to look for bills for separate items. Bob to look back for receipts.***

- The Banquet Task Force is concerned that the amount budgeted for event may not be enough. VSI should pick up the cost of the lunch for the all-state team and the competitive spirit award winners. Looking into a different gift this year-not size specific.

- We discussed what was done in the past - Should we continue to do the booklet or have picture of athlete for signatures? This year we will use PayPal – teams expected to handle all of this. This year the All Star Team will include short and long course. Group consensus was that there should be a program for the event, and a listing of all-star athletes will be on the website. Also a picture for autographs.

- Mary presented a proposal from the Task Force to change the current wording in Section L Annual Swimmer Recognition. The proposal is attached. Because no advance notice was given on this proposed change, seven days must pass before a vote can be taken. ***Mary will send out new language and ask for a vote by email. Mary asked coaches to make changes as necessary.***

7. ***Contact Teams about the need for Athlete Reps***

- ***Emily has started drafting an email to send out – this remains an open item for Steve and Emily. Mary to get list of updated emails before this is sent out.***

8. Update by Bryan Wallin on new interpretation of turns during Medley events

- Steve asked if there has been any feedback on turn changes. Bryan stated that he had not seen any extra attention on this item. Bryan feels everyone has adjusted or it may not be a real issue.

This topic can be closed.

New Business:

1. Championship Meet Progression Task Force is being formed to assess the way we have meets structured.
 - It will review both short course and long course to determine if our current structure is this the best way to conduct this process. Members of the Task Force will be talking to people from all of the different regions in VSI.
 - ***Jim Frye is forming a task force to review progression of championship meets. Jim wants them to report what they like about it and what we don't like about it. Will report back to Jim by March 15th. This will start January 31st and end March 15th. Task force will include coaches, parents, and athletes.***
2. Bid for 2017 Zone Diversity Camp - this is actually for 2019 Zone camp.
 - Peter Maloney wants to pursue VSI support on hosting the diversity camp in Virginia. Also is seeking recommendations on where this should be held. Suggestions included Charlottesville YMCA, and the new pool in Stafford. VSI would support trying to get this bid. ***Steve will ask Kevin about the 2017 camp – should we bid on that?***
3. ADHD Accommodations - Do we need to make any accommodations during meets?
 - Kevin Hogan sent email, which listed examples of when we may need an accommodation. The group discussed this topic and agreed that an accommodation for a swimmer during a meet needs to be requested by coach.
4. New USA Swimming Legislation
 - Safe Sport Coordinator needs to be a board member. Should be an elected position. A question came up - Should this be term limited? Parameters will need to be built in and By-laws will have to be changed.
 - ***Steve would like to come up with Safety division and this person would be a vice-chair.*** Both positions should be elected but may not be term limited. Discussion with Terry about current positions. Safety Chair does not have to be elected.
 - We need to construct the bi-laws so that Safety chair and Safe sport chair be elected positions. Admin vice chair for Safety would be term limited.
 - Safety division – safety vice chair will be elected.
 - Safe sport is vice chair and is term limited. Safety person would be appointed.
 - ***Steve to go back to Kevin and share comments with him. Ask him to come up with suggested proposal on how to structure this.***
 - Safety committee and Coaches committee need to have athletes. ***Kevin McHaney will write up a proposal for this.*** Need athlete representation on Officials committee as well.
 - Gordon shared that USA swimming has published statement on concussions. Asked that all coaches be sent the link to a Frontline video about concussions.
 - Gordon sees that in the near future there may be communication that needs to go out to

VSI swimmers regarding concussions.

- o *Gordon will work with Kevin to come up with communication for VA Swimming to use*

5. Need to set HOD meeting dates. *Mary will look into other options for meeting space.*
The date is April 10th and committee meetings will be held in morning.

HOD Fall Meeting – September 17-18 = Swimposium

- Upcoming Board Meetings:
- February 8th 8:30pm– video
- April 10th – Face to face
- June 20th – 7:00pm - video conference
- August 28th– 2:00pm Face to face

Announcements:

1. Sectionals – there are no upper time limits. Times on website are times than qualifying times cannot be slower than.
2. Terry asked that for High School swimming, please tell the clubs that all names for relays be included into files in meet manager.

The meeting was adjourned by Steve at 4:25.

Respectfully Submitted,

Ashby Marcey, Secretary

Annual Swimmer Recognition Procedure Proposal

L. ANNUAL SWIMMER RECOGNITION (Current)

The following swimmers will be recognized in the awards program: state champions, state relay champions, VSI Zone Team members, USA-S Junior and National Championship qualifiers, new state record holders, national Top 10 times, and graduating seniors. Additionally, the following swimmers will be recognized and receive an award: all state award winners and swimmers of the year.

All state award winners will be swimmers 12 and younger who have achieved “AAA” times in two different events since the last awards event and swimmers 13 and older who have achieved “AAAA” times in two different events since the last awards event. Corresponding events in different courses will not be considered as two different events (e.g., the 400 meter freestyle and the 500 yard freestyle will not be considered two different events).

Swimmers of the year are determined by the Age Group and Senior Committees.

L. ANNUAL SWIMMER RECOGNITION (proposed change)

Virginia Swimming will recognize the following athletes at its annual awards celebration:

- *Competitive Spirit Award: This award is designed to recognize athletes for attitude, character and leadership within a team. Virginia Swimming will provide awards for each team to present to a 12 & U girl and boy as well as 13 & O girl and boy.*
- *All State Team: Members selected for this honor include*
 - *12 & younger swimmers who have achieved a AAA time in two different events*
 - *13 & over swimmers who have achieved a AAAA time in two different events*

Corresponding events in different courses will not be considered two different events (e.g. 400 m freestyle and 500 y freestyle will be considered the same event).

Times must have been achieved since the last awards banquet or celebration.

- *Swimmer of the Year Award: This award is for an outstanding swimmers is the specified age groups as determined by the Age Group and Senior Committees. 14 & younger athletes will be recognized in single age groups. 15 & over athletes will be recognized in two age groups: 15/16 and 17/18.*



Virginia Swimming Board of Directors Meeting

Date: February 8, 2016

Time: 8:30pm

Location: Video Conference Call

Meeting called by:	General Chair	Type of meeting:	VSI BoD Meeting
Facilitator:	Admin Vice-Chair	Note taker:	Secretary
Attendees:	Steve Hennessy, Drew Hirth, Mary Turner, Ashby Marcey, Kevin McHaney, Bryan Wallin, Terry Randolph, Jill Rhyne, Jaqueline Barklund, Jessica Simmons, David Strider, Michael Braum, Alix Nielan, Art Anthony, Matthew Hopkins, Peter Maloney, Kevin McHaney		

Steve called the meeting to order at 8:43pm.

Treasurer's Report - Report submitted to group by email

- Bob submitted the treasurer's report.
- The report submitted serves as a proposal, seconded by Bryan Whalin and passed.

Unfinished (Old Business)

1. Athlete Recognition Procedures
 - Mary reviewed the proposal that was sent out to board members with meeting minutes on 2/7/2016. No one had any changes or questions about proposal. David Strider seconded the motion and the motion passed. See approved proposal at end of minutes.
2. Delinquent Fees Update/Recovery of Fees
 - One team did not meet the 1/15/2016 deadline for payment. Check was lost in the mail. They immediately sent another check for the amount. Mary has now received payment for all funds due. They have asked us to waive the late fee. Mary recommends waiving the fee based on the information that she has. A vote was taken and approved to waive the late fee.
 - Another team had check that did not arrive on time. This team agreed to pay the small late fee.
3. Championship Meet Progression Task Force
 - Jim was not able to participate in call. Drew told the group that he had asked Diane Cayce for feedback, and he has asked Terry as well. Jim is also trying to get athletes to participate. Mary asked Alix to send suggestions to Jim.
4. Bid for 2017 Zone Diversity Camp
 - Peter feels we should try to bid on 2019 camp. Two other teams have already bid on 2017 camp. Whoever hosts will have to provide housing for teams, officials, parents, etc. Peter says you must have long course access. Peter suggested the Freedom Center, which has housing behind the facility. Buffalo and Metro want to put in bids to host camps. ***Peter to investigate housing option at George Mason.*** Mary suggested Hargrave. Peter thought you could take a bus to and from the venue.
 - Steve said that Tide just put in a 50 meter pool. This remains open item until we submit our bid. Jessica to speak with person at UVA. ***Steve will contact Freedom Center. Peter to get***

details about hosting Zones Diversity Camp to Steve and Jessica so that we can look into this further.

5. Board Structure & New Board Positions

- Should Safety Chair be a board position? Safe Sport Chair must be a board position due to legislation passed at Convention this past fall. The Safety Chair becoming a board member would have to be voted on. ***We need to find out from Kevin what is required and then we can make a proposal on this issue.***
- Steve asked if we have a safety division, do we have a vice chair as an elected position. This position would require term limits.
- Once we get the answers we know how to proceed. ***Mary suggested we formalize this by coming up with job descriptions. Steve will continue to work on this.***

New Business:

1. Who will attend the Zones Meeting – May 6-7, 2016

- Steve and Mary will be attending the meeting. Steve asked if anyone would like to attend the meeting. Drew was asked to attend the meeting to represent coaches. ***Drew to confirm based on his meet schedule. Need to find out which athletes will attend. Alix will text Emily to see what her plans are for this meeting. Steve will ask Scott if he wants to go.***
- ***Everyone should firm up what they can do and shoot Steve an email. He will give this information to Mary.***
- Mary reminded everyone that we would have 5 votes, and one of them must be an athlete. Without an athlete, the LSC has only 4 votes.

Announcements:

- Mary announced that there is a Club Leadership Business School scheduled for March 29th. Location to be determined. There are 4 teams that need to go through this. All clubs are invited to attend. Mary will send invitations.
- Upcoming Board Meetings:
 - April 10th – Face to face
 - June 20th – 7:00pm - video conference
 - August 28th– 2:00pm Face to face
 - HOD Fall Meeting will be September 17-18 during Swimposium

Motion to adjourn was made and meeting was The meeting was adjourned by Steve at 9:30pm

Respectfully Submitted,

Ashby Marcey, Secretary

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Va Swimming Financial Summary

Year 15 /16 End March

4/8/2016

*** Revenue ***	Budget	Feb Actual	March Actual	Year to Date
USAS Registration	\$402,300	\$15,194.00		\$363,279
VS Registration	\$92,400	\$3,444.70		\$84,901
USAS Club Dues	\$3,640	\$560.00		\$3,710
VS Club Dues	\$1,560	\$240.00		\$1,590
Meet Sanctions	\$2,500	\$400.00	\$380.00	\$2,330
Meet Rebates	\$165,000	\$15,931.30	\$16,645.80	\$92,021
Meet Swimmer Fees	\$0			\$0
Sales & Misc.	\$2,500			\$0
Championship Meet Revenue	\$0			\$0
Sectional Meet Revenue	\$10,000			\$0
Zone Meet Revenue	\$50,000			\$712
SC Zones Revenue	\$0			\$0
LC Zones Revenue	\$45,000			\$7,553
Clinics and Swimposium Revenue	\$3,500			\$1,549
Awards Banquet	\$25,000			\$0
Zone Meeting Revenue				0
Interest - Checking	\$10	\$1.99	\$1.73	\$17.73
Interest - Reserves	\$500	\$51.83	\$7.92	\$117.31
Total Revenue	\$803,910	\$35,824	\$17,035	\$557,779

*** Expenses ***				
USAS Registration	\$402,300	\$20,938.00	\$9,018.00	\$374,082
USAS Club Dues	\$3,640	\$350.00	\$70.00	\$3,640
Travel - US Open	\$2,500			\$0
Travel - LC Nationals	\$25,000			\$2,500
Travel - SC Nationals	\$20,000	\$500.00	\$500.00	\$12,000
Travel - National Team Trials	\$12,000			\$0
Travel - National Youth Team	\$1,500			\$0
Travel - Discretionary	\$3,000			\$909
Senior Championships Support	\$15,000			\$0
Championship Meet Expenses	\$5,000		\$1,689.58	\$1,690
Sectional Meet Expenses	\$10,000		\$1,181.61	\$1,182
Zone Meet Expenses	\$50,000			\$33,691
SC Zones Expenses	\$0			\$0
LC Zones Expenses	\$85,500	\$35,000.00		\$42,689
Administrator	\$30,600	\$2,550.00	\$2,550.00	\$17,775
Payroll Taxes	\$2,750	\$221.59	\$217.70	\$1,435
Webmaster	\$18,504	\$1,542.00	\$1,542.00	\$10,669
Website Expenses	\$3,000			\$1,043
Administration Expenses	\$10,000	\$239.19	\$243.85	\$8,000
Awards Banquet	\$40,000		\$780.83	\$781
National Convention	\$14,000			\$17,703
Equipment	\$3,000		\$36.86	\$487
Officials Training & Travel	\$16,000	\$1,420.39	\$4,225.19	\$16,053
Supplies & Misc.	\$5,000	\$59.37	\$131.25	\$701
USAS Workshops	\$3,000			\$6,028
VS Workshops	\$1,000			\$2,000
VS Camps & Clinics	\$4,000	\$200.00		\$3,843
Diversity & Outreach Programs	\$6,000	\$101.50	\$986.25	\$3,641
Safe Sport Programs	\$1,000			\$0
Make A Splash Programs	\$10,000			\$5,742
Coach Mentoring Program	\$2,000			
Zone Meeting	\$3,000			\$0
Championship Meet Awards	\$30,000	\$8,507.38	\$4,187.25	\$16,550
Grants/Development/Clubs	\$50,000			
Total Expenses	\$888,294	\$71,629.42	\$27,360.37	\$584,834.64
Net Income (Loss)	(\$84,384)	(\$35,805.60)	(\$10,324.92)	(\$27,056)

Checking:

Beginning Funds	\$225,036.11
Net Income (Loss)	(\$27,056)
Interest Transferred from (to) Reserves	(\$117.31)
Other Transfers from (to) Reserves	\$0.00
Ending Funds	\$197,863
VS Reserves	\$380,444
Total Funds	\$578,307

VIRGINIA SWIMMING PROPOSED BUDGET

	REVENUES AND EXPENSES	2013-14 BUDGET	2014-15 BUDGET	2015-16 BUDGET	PROPOSED 2016-17 BUDGET	NOTES
	REVENUES					
1	USAS REGISTRATION	\$370,000	\$387,400	\$402,300	\$428,400	
2	VS REGISTRATION	\$96,880	\$98,190	\$92,400	\$95,200	
3	USAS CLUB DUES	\$3,500	\$3,850	\$3,640	\$3,640	
4	VS CLUB DUES	\$1,500	\$1,650	\$1,560	\$1,560	
5	MEET SANCTIONS	\$1,600	\$2,000	\$2,500	\$2,700	
6	MEET REBATES	\$100,100	\$109,820	\$165,000	\$165,000	
7	MEET SWIMMER FEES	\$59,200	\$60,060	\$0	\$0	
8	SALES & MISC	\$2,000	\$2,500	\$2,500	\$2,500	
9	CHAMPIONSHIP MEET REVENUE		\$0	\$0	\$0	
10	SECTIONAL MEET REVENUE		\$50,000	\$10,000	\$10,000	
11	ZONE MEET REVENUE	\$0	\$50,000	\$50,000	\$50,000	
12	SC ZONES REVENUE	\$25,500	\$0	\$0	\$0	
13	LC ZONES REVENUE	\$38,900	\$45,150	\$45,000	\$42,025	
14	SWIMPOSIUM REVENUE		\$0	\$3,500	\$3,500	
15	AWARDS BANQUET	\$4,500	\$9,000	\$25,000	\$25,000	
16	INTEREST-CHECKING	\$10	\$10	\$10	\$25	
17	INTEREST-RESERVE	\$500	\$500	\$500	\$400	
18	TOTAL INCOME	\$704,190	\$820,130	\$803,910	\$829,950	
	EXPENSES					
19	USAS REGISTRATION	\$370,000	\$387,400	\$402,300	\$428,400	
20	USAS CLUB DUES	\$3,500	\$3,850	\$3,640	\$3,640	
21	TRAVEL - US OPEN	\$5,000	\$2,500	\$2,500	\$2,500	
22	TRAVEL - SUMMER NATIONALS	\$25,000	\$25,000	\$25,000	\$25,000	
23	TRAVEL - WINTER NATIONALS	\$10,000	\$10,000	\$20,000	\$20,000	
24	TRAVEL - OLYMPIC/TEAM TRIALS			\$0	\$0	
25	TRAVEL - NATIONAL YOUTH TEAM	\$1,500	\$1,500	\$1,500	\$1,500	
26	TRAVEL - DISCRETIONARY	\$3,000	\$3,000	\$3,000	\$3,000	
27	SENIOR CHAMPIONSHIPS SUPPORT	\$10,000	\$10,000	\$15,000	\$15,000	
28	CHAMPIONSHIP MEET EXPENSES		\$3,000	\$5,000	\$5,000	
29	SECTIONAL MEET EXPENSES	\$0	\$50,000	\$10,000	\$10,000	
30	ZONE MEET EXPENSES	\$0	\$50,000	\$50,000	\$50,000	
31	SC ZONES EXPENSES	\$52,500	\$0	\$0	\$0	
32	LC ZONES EXPENSES	\$71,900	\$85,650	\$85,500	\$82,525	
33	ADMINISTRATOR SALARY	\$27,000	\$29,700	\$30,600	\$31,500	
34	PAYROLL TAXES	\$2,450	\$2,700	\$2,750	\$2,835	
35	WEBMASTER	\$25,000	\$25,000	\$18,504	\$20,000	
36	WEBSITE IMPROVEMENT	\$3,000	\$3,000	\$3,000	\$3,000	
37	ADMINISTRATION EXPENSES	\$12,000	\$10,000	\$10,000	\$14,000	**
38	AWARDS BANQUET	\$11,500	\$35,500	\$40,000	\$40,000	
39	CONVENTION	\$12,000	\$12,000	\$14,000	\$15,000	
40	EQUIPMENT	\$3,000	\$3,000	\$3,000	\$3,000	
41	OFFICIALS TRAINING & TRAVEL	\$14,000	\$14,000	\$16,000	\$18,000	
42	SUPPLIES & MISC	\$3,000	\$5,000	\$5,000	\$3,000	
43	USAS WORKSHOPS	\$3,000	\$3,000	\$3,000	\$3,000	
44	VS WORKSHOPS	\$1,000	\$1,000	\$1,000	\$1,000	
45	VS CAMPS/CLINICS	\$4,000	\$4,000	\$4,000	\$4,000	
46	OUTREACH/DIVERSITY PROGRAMS	\$6,000	\$6,000	\$6,000	\$7,000	
47	SAFE SPORT PROGRAMS	\$5,000	\$2,500	\$1,000	\$1,000	
48	MAKE A SPLASH PROGRAMS	\$5,000	\$6,000	\$10,000	\$10,000	
49	COACH MENTORING PROGRAM		\$2,000	\$2,000	\$0	
50	ZONE MEETING	\$3,000	\$3,000	\$3,000	\$3,000	
51	CHAMPIONSHIP MEET AWARDS	\$28,000	\$30,000	\$30,000	\$30,000	
52	CLUB DEVELOPMENT GRANTS			\$50,000	\$50,000	
53	TOTAL EXPENSES	\$720,350	\$829,300	\$876,294	\$905,900	
54	INCOME LESS EXPENSES	(\$16,160)	(\$9,170)	(\$72,384)	(\$75,950)	

2016-17 BUDGET INPUTS

Item	Number	USA-S Fee	VS Fee
Registration Estimates:			
athletes	6800	\$56.00	\$14.00
individuals	850	\$56.00	\$0.00
clubs	52	\$70.00	\$30.00
Athlete Travel Reimbursements:			
US Open	5		\$500.00
Winter Nationals (Sr & Jr)	40		\$500.00
Summer Nationals (Sr & Jr)	50		\$500.00
Olympic or National Team Trials	0		\$600.00
National Youth Team	2		\$750.00
VSI Support for Events:			
Awards Banquets			\$15,000.00
SC Zone Team			\$0.00
LC Zone Team			\$40,500.00
Senior Championship Meets			\$15,000.00

BUDGET GROUPINGS 2015-16

REVENUES AND EXPENSES	BUDGETED	SUBTOTAL	% OF TOTAL	CATEGORY
OPERATING REVENUES:				
1 USAS REGISTRATION				
2 VS REGISTRATION				
3 USAS CLUB DUES				
4 VS CLUB DUES				REGISTRATION
5 MEET SANCTIONS				
6 MEET REBATES				
7 MEET SWIMMER FEES				MEETS
8 SALES & MISC				
16 INTEREST-CHECKING				
17 INTEREST-RESERVE				OTHER
<hr/>				
18 TOTAL NET INCOME				
<hr/>				
OPERATING EXPENSES:				
ATHLETE PROGRAM EXPENSES				
21 TRAVEL - US OPEN				
22 TRAVEL - SUMMER NATIONALS				
23 TRAVEL - WINTER NATIONALS				
24 TRAVEL - OLYMPIC/TEAM TRIALS				
25 TRAVEL - NATIONAL YOUTH TEAM				
27 SENIOR CHAMPIONSHIPS SUPPORT				
29 SECTIONAL MEET EXPENSES				
10 SECTIONAL MEET REVENUE				
30 ZONE MEET EXPENSES				
11 ZONE MEET REVENUE				
31 SC ZONES EXPENSES				
12 SC ZONES REVENUE				
32 LC ZONES EXPENSES				
13 LC ZONES REVENUE				
38 AWARDS BANQUET EXPENSES				
15 AWARDS BANQUET REVENUE				
40 EQUIPMENT				
45 VS CAMPS/CLINICS				
46 OUTREACH/DIVERSITY PROGRAMS				
47 SAFE SPORT PROGRAMS				
48 MAKE A SPLASH PROGRAMS				
51 CHAMPIONSHIP MEET AWARDS				ATHLETES
ADMINISTRATION EXPENSES				
33 ADMINISTRATOR SALARY				
34 PAYROLL TAXES				
35 WEBMASTER				
36 WEBSITE IMPROVEMENT				
37 ADMINISTRATION EXPENSES				
42 SUPPLIES & MISC				ADMINISTRATION
VOLUNTEERS TRAINING & TRAVEL				
26 TRAVEL - DISCRETIONARY				
28 CHAMPIONSHIP MEET EXPENSES				
9 CHAMPIONSHIP MEET REVENUE				
39 CONVENTION				
41 OFFICIALS TRAINING & TRAVEL				
14 SWIMPOSIUM REVENUE				
43 USAS WORKSHOPS				
44 VS WORKSHOPS				
49 COACH MENTORING PROGRAM				
50 ZONE MEETING				VOLUNTEERS
<hr/>				
52 TOTAL NET EXPENSES				
<hr/>				
51 CLUB DEVELOPMENT GRANTS				
<hr/>				
53 INCOME LESS EXPENSES & GRANTS				
<hr/>				
TARGET RESERVES FOR FY 2015-16				\$0
(125% of Total Net Expenses)				

24		Thanksgiving		
29-12/4		Winter Natinals - Atlanta Georgia		
DECEMBER				
		Winter Nationals - Atlanta Georgia		
2-4	Open	ECAT Winter Classic - FT. Eustis		3/31/2016
2-4	Open	VSTP Ice Breaker P/F WARF		3/31/2016
3	Closed	ODAC 8 & Under Super circuit meet - GBSC		4/8/2016
2-4	Open	NOVA B/C - NAC		4/8/2016
7-10		Junior Natinals - Columbus Ohio		
25		Christmas		
JANUARY				
6-8	Open	NOVA BB/B/C - NAC		4/8/2016
7	Closed	ODAC 8 & Under Super Circuit #4 - GBSC		4/8/2016
28-29	SE	ODAC Age Group Meet (9-14) - ODU		4/8/2016
28-29	Open	TAC A/BB/B/C - ODU		4/8/2016

FEBRUARY					
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10-11	Closed	ODAC 8 & Under Super Circuit Championship - GBSC			4/8/2016
11-12	Closed	Central 8 & Under District Champoinship - NAC			4/8/2016
17-19	Closed	Central Districts Championships - NAC			4/8/2016
24-26	Northern	RAYS Region Champs - Embrey Hill			4/4/2016
24-26	BR-SW	CCA District /Region Champs - Christiansburg			310/16

MARCH					
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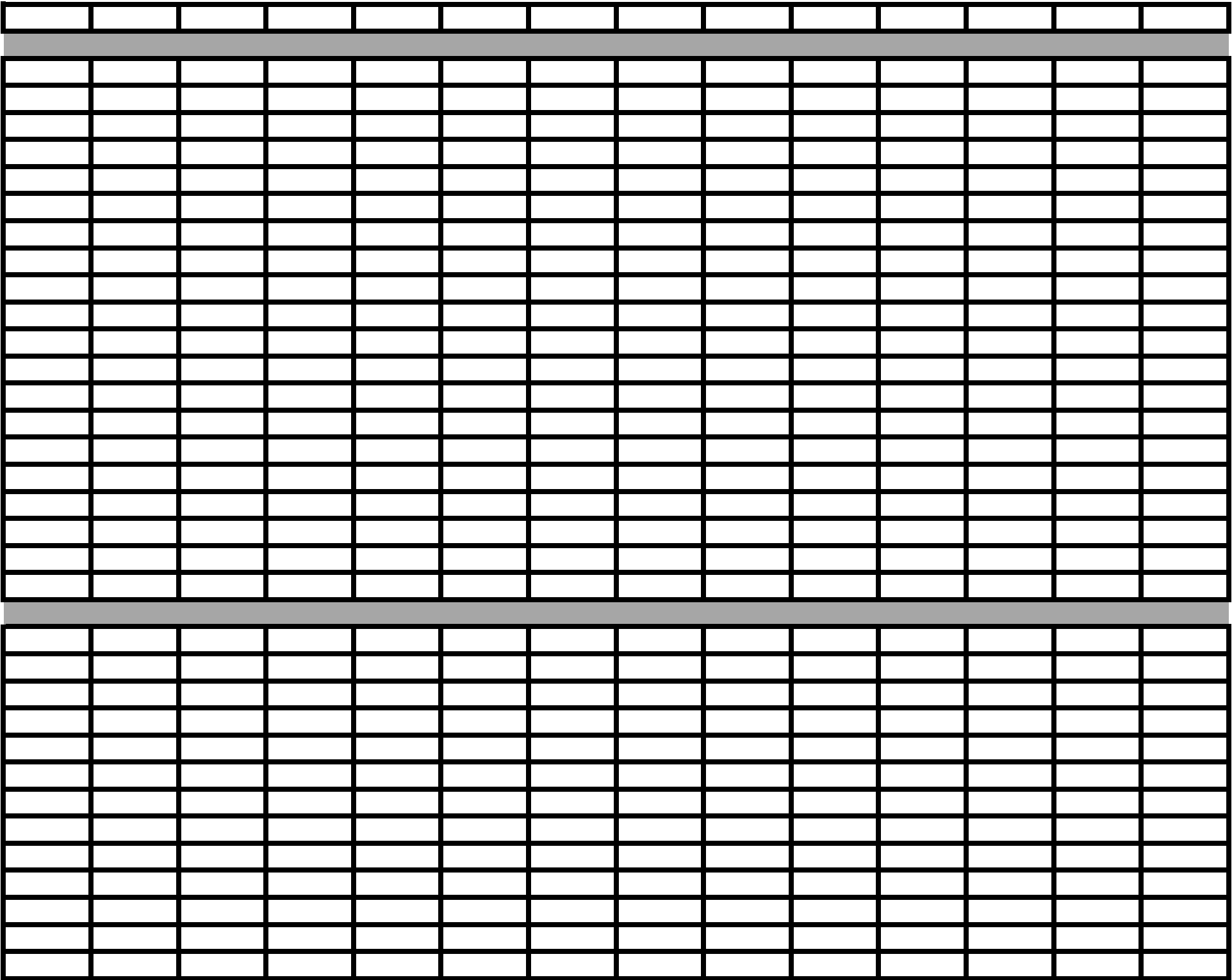
14-18		NCSA Juniors Orlando Florida			

29-30

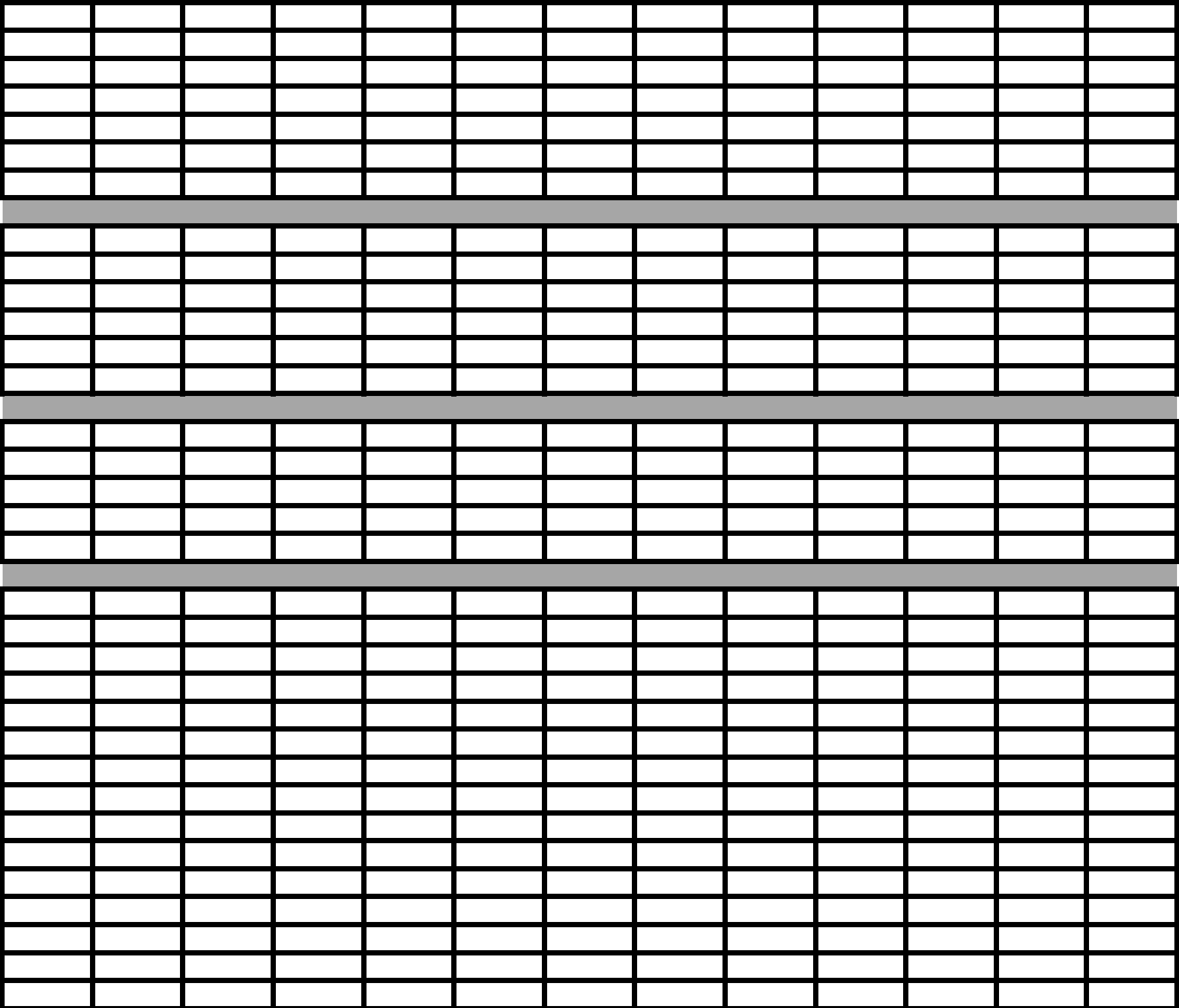
House of Delegates

MAY

JUNE







Rules/Legislation Coordinator Report

April 7, 2016

The VSI by-laws have been updated to reflect mandatory changes from USA Swimming.

Respectfully submitted,

Kevin T. Hogan

Rules/Legislation Coordinator

**AMENDED AND RESTATED BYLAWS
OF
VIRGINIA SWIMMING, INC.**

ARTICLE 601

NAME, OBJECTIVES, TERRITORY AND JURISDICTION

- 601.1 NAME - The name of the corporation shall be **Virginia Swimming, Inc.** ("VSI").
- 601.2 OBJECTIVES - The objectives and primary purpose of the VSI shall be the education, instruction and training of individuals to develop and improve their capabilities in the sport of swimming. VSI shall promote swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules, regulations, policies and procedures of FINA, USA Swimming, and VSI and its Articles of Incorporation and these Bylaws.
- 601.3 GEOGRAPHIC TERRITORY - The geographic Territory of VSI is the Commonwealth of Virginia, except the Counties of Arlington and Fairfax and Cities of Alexandria and Fall Church; and in the State of North Carolina, the Counties of Camden, Currituck, and Pasquotank as well as the team OBX in Dare County, subject to any future change which may be set forth in Article 603 of the Rules and Regulations of USA Swimming. The Territory may be subdivided for administrative or competitive purposes. Such subdivisions may be defined by individual assignment of Club Members or by drawing geographic boundaries.
- 601.4 JURISDICTION - VSI shall have jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee by USA Swimming to conduct swimming programs consistent with VSI's objectives and those of USA Swimming and to sanction, approve, observe and oversee competitive swimming events within the Territory and to conduct competitive swimming events within the Territory, its Region and its Zone (as those terms are defined in the Rules and Regulations of USA Swimming). VSI shall discharge faithfully its duties and obligations as a Local Swimming Committee of USA Swimming in accordance with these Bylaws, the USA Swimming Rules and Regulations and all applicable policies and procedures.

ARTICLE 602

MEMBERSHIP

- 602.1 MEMBERS - The membership of VSI shall consist of the following:
- .1 GROUP MEMBERS - Group Members are organizations operating in the Territory which have, upon application, been granted membership in USA Swimming and VSI and paid the fees established by USA Swimming and VSI pursuant to Article 603. An organization may be denied membership by the Membership/Registration Administrator or the Board of Directors for failure to satisfy the criteria for membership or for any reason for which a Group Membership could be terminated. Any denial of

membership may be appealed to the Zone Board of Review. An organization's status as a Group Member is subject to its continued satisfaction of the criteria for membership and compliance with its responsibilities under these Bylaws, the USA Swimming Rules and Regulations, the rules, regulations, policies, procedures and codes of conduct and ethics of VSI and USA Swimming and may be terminated by a decision of the Zone Board of Review or the National Board of Review. Except for Affiliated Group Members, Group Members in good standing shall be entitled to participate in the program of swimming conducted by VSI, and competitions sanctioned or approved by USA Swimming, in accordance with Section 609.2.

- A. Club Members - A Club Member is an organization which is in good standing as a Group Member of VSI and USA Swimming, has athletes and coaches and participates in the sport of swimming. All athletes and coaches of the organization must be Individual Members in good standing of VSI and USA Swimming.
- B. Affiliated Group Members - An Affiliated Group member is an organization which supports the sport of swimming and the objectives and programs of VSI and USA Swimming, which is in good standing as a Group Member of VSI and VSI and USA Swimming, but which does not have athletes or coaches who are all individual members of VSI or USA Swimming.
- C. Seasonal Club Members - A Seasonal Club Member is an organization which has joined VSI and USA Swimming for one or two periods not longer than 150 days each in a registration year and is in good standing as a Group Member of VSI and USA Swimming. All Seasonal Club Member coaches must be Coach Members in good standing of VSI and USA Swimming. All athlete members of seasonal clubs must be Seasonal Athlete or Athlete Members in good standing of VSI and USA Swimming.

- .2 INDIVIDUAL MEMBERS - Individual Members are individuals involved in the sport of swimming in the Territory who have, upon registration, been granted membership in USA Swimming and VSI and paid the dues established by USA Swimming and VSI pursuant to Article 603. [Except for Life members, an individual who wishes to register as an unattached member of VSI and is not affiliated with any Club member of VSI must reside within the Territory of VSI.](#) An individual may be denied membership by the Membership/Registration Coordinator or by the Board of Directors for failure to satisfy the criteria for membership or for any reason for which an Individual Membership could be terminated. Any denial of membership may be appealed to the Zone Board of Review. An individual's status as an Individual Member is subject to the Individual Member's continued satisfaction of the criteria for membership and compliance with the individual's responsibilities under these Bylaws, the USA Swimming Rules and Regulations, the rules, regulations, policies,

procedures and codes of conduct and ethics of VSI and USA Swimming and may be terminated by a decision of the Zone Board of Review or the National Board of Review. Except for Affiliated Individual Members and Life Members, Individual Members in good standing shall be entitled to participate in the program of swimming conducted by VSI, and competitions sanctioned or approved by USA Swimming, in accordance with Section 609.1.

- A. Athlete Members - An Athlete Member is an individual who participates or competes in the sport of swimming and is in good standing as an Individual Member of VSI and USA Swimming.
 - B. Coach Members - A Coach Member is an individual, whether or not affiliated with a Group Member, who has satisfactorily completed all safety and other training required by VSI and/or USA Swimming and who is in good standing as an Individual Member of VSI and USA Swimming. Any individual desiring to act in any coaching capacity at any competition sanctioned by USA Swimming must be a Coach Member in good standing of VSI and USA Swimming.
 - C. Active Individual Members - An Active Individual Member is an individual other than a Coach Member or an Athlete Member who is a trainer, manager, official, meet director, marshal, Board Member, At-Large House Member, officer, coordinator or committee chair or committee member of VSI or a Group Member Representative or alternate and any other individual desiring to participate in the sport of swimming and who is in good standing as an Individual Member of USA Swimming and VSI.
 - D. Seasonal Athlete Members - A Seasonal Athlete Member is an individual who participates or competes in the sport of swimming and has joined for one or two periods of time not longer than 150 days each in a registration year and is in good standing as an Individual Member of VSI and USA Swimming.
 - E. Affiliated Individual Members- An Affiliated Individual Member is an individual interested in the objectives and programs of VSI who resides, formerly resided, or formerly participated in the sport of swimming in the Territory and who is in good standing as an Individual Member of VSI and USA Swimming.
 - F. Life Members – A Life Member is an individual who is a life member of USA Swimming and who resides, formerly resided, or participated in the sport of swimming in the Territory and who is in good standing as a member of VSI and USA Swimming.
- .3 MEMBERSHIP A PRIVILEGE NOT A RIGHT - Membership in VSI and USA Swimming is a privilege and shall not be interpreted as a right. Membership (including Life Membership) may be terminated by the Zone Board of Review or the National Board of Review for any violation of a

member's responsibilities under Section 602.2, for any of the reasons set forth in Article 404.1.3 of the USA Swimming Rules and Regulations or for any other reason determined by the Zone Board of Review or National Board of Review to be in the best interests of the sport of swimming, USA Swimming or VSI.

602.2 MEMBERS' RESPONSIBILITIES

- .1 COMPLIANCE - Each Group and Individual Member shall abide by the codes of conduct and ethics, policies, procedures, rules and regulations adopted by USA Swimming and VSI, including its obligations and responsibilities set forth in these Bylaws. Each Group and Individual Member shall not take or allow to be taken, any action, or conspire with or instigate any other person to take or allow to be taken, any action which could bring the sport of swimming, VSI or USA Swimming into disrepute. By applying for and accepting membership in VSI and USA Swimming, each Individual Member agrees to so abide and represents, except to the extent disclosed to VSI and USA Swimming, that he or she has never been convicted of a crime involving sexual misconduct, child abuse, violation of a law specifically designed to protect minors, or similar offenses, or to have been found by a [Zone](#) Board of Review or the National Board of Review to have committed actions which would be the basis for a conviction and that she or he has never acted in a manner which might bring into disrepute VSI, USA Swimming or the sport of swimming.
- .2 RESPONSIBILITY FOR INFRACTIONS - A Group Member may be held responsible for infractions of the policies, procedures, rules, regulations or codes of conduct or ethics adopted by USA Swimming or VSI, including its responsibilities as set forth in these Bylaws. Infractions of a Group Member include those committed or allowed to happen by its members, representatives, officials or coaches or by athletes who are competing as representatives of the Group Member or who are competing with the Group Member as unattached swimmers. Also included are infractions committed or allowed to happen by a person instigated by the Group Member or with whom the Group Member through any of those individuals conspired. Any Individual Member may be held responsible for any infractions committed or that were allowed to happen by the Individual Member. Also included are infractions committed or allowed to happen by a person instigated by the Individual Member or with whom the Individual Member conspired.

ARTICLE 603
DUES AND FEES

- 603.1 CLUB MEMBERS - Every Club Member and Seasonal Club Member shall pay an annual or seasonal fee, respectively, consisting of a national club fee established by USA Swimming and a local club fee established by VSI, together with any other charges, fees, etc. as may be established by VSI.
- 603.2 AFFILIATED GROUP MEMBERS - The Board of Directors shall establish the annual membership fees and any other charges, fees, etc. for Affiliated Group Members.
- 603.3 ATHLETES - Each Athlete Member and Seasonal Athlete Member shall pay an annual or seasonal fee, respectively, consisting of a national fee established by USA Swimming and a local fee established by VSI.
- 603.4 COACHES - Each Coach Member shall pay an annual fee consisting of a national fee established by USA Swimming and a local fee established by VSI, together with any other charges, fees, etc. as may be established by VSI.
- 603.5 ACTIVE INDIVIDUAL MEMBERS - Each Active Individual Member shall pay an annual fee consisting of a national fee established by USA Swimming and a local fee established by VSI, together with any other charges, fees, etc. as may be established by VSI.
- 603.6 AFFILIATED INDIVIDUAL MEMBERS - the Board of Directors shall establish the annual membership fees and any other charges / fees etc. for Affiliated Individual Members.
- 603.7 LIFE MEMBERS - The Board of Directors shall establish the annual or other membership fees, if any, and any other charges, etc. for Life Members.
- 603.8 SANCTION, APPROVAL AND OTHER FEES
- .1 SANCTION AND APPROVAL FEES - The Board of Directors shall establish reasonable fees, procedures, and documentation required of an applicant for a sanction or approval for, or observation of, a swimming competition to be conducted within the Territory.
 - .2 SERVICE CHARGES - In addition to, or in place of, a sanction or approval fee, the Board of Directors may establish a reasonable service charge consistent with the nature of the event. For example, the service charge may be a flat amount, an amount related to the number of events swum, the number of individual swims, the number of athletes entered, the cost of equipment and pool time provided, a percentage of receipts or profits or a combination of one or more of these or other bases.
 - .3 PAYMENT - Each applicant for a sanction, approval or observation shall submit with its application the fees and any service charges specified by VSI. If any of the sanction or approval fees or service charges are due at

a time following the submission for sanction or approval, the applicant shall promptly pay those fees or service charges to VSI when due in accordance with VSI's fee schedule.

603.9 FAILURE TO PAY

- .1 GROUP, COACH AND ACTIVE INDIVIDUAL MEMBER OBLIGATIONS - The failure of a Group Member, Coach Member or Active Individual Member to pay dues, fees, service charges, fines or penalties imposed by VSI or USA Swimming, within the time prescribed, as evidenced by a final decision of (i) a court of law, and/or (ii) the Zone Board of Review or the National Board of Review, shall preclude the delinquent member from (a) participating in events sanctioned or approved by USA Swimming, (b) participating in any capacity in the affairs of USA Swimming, VSI or any other LSC or (c) serving as a Group Member Representative, coach, manager, official, trainer or in any other capacity with any Club Member or Seasonal Club Member or with any group member of any other LSC until the debt is satisfied.
- .2 ATHLETE MEMBER OBLIGATIONS - The failure of an Athlete Member or Seasonal Athlete Member to satisfy any financial obligations to USA Swimming, VSI or their former LSCs, within the time prescribed, as evidenced by a final decision of (i) a court of law, and/or (ii) the Zone Board of Review or the National Board of Review, shall preclude the delinquent member from (a) competing in any competition sanctioned by USA Swimming, (b) obtaining a reportable time achieved in events swum at any USA Swimming sanctioned, approved or observed meet, (c) participating in any capacity in the affairs of USA Swimming, VSI or any other LSC or (d) practicing, exercising or otherwise participating in the activities of any Group Member or any group member of any other LSC until the debt is satisfied.
- .3 CLUB/INDIVIDUAL OBLIGATIONS - If a Club Member or a Seasonal Club Member has secured: (i) a final court judgment against an Individual Member for non-payment of financial obligations owed to the Club Member, and (ii) a final decision of the Zone Board of Review or the National Board of Review suspending such Individual Member's membership rights as set forth below, then until the court judgment is satisfied, the Individual Member shall not (a) compete in any competition sanctioned by USA Swimming, (b) obtain a reportable time in events swum at any USA Swimming approved or observed meet, (c) participate in any capacity in the affairs of USA Swimming, VSI or any other LSC or (d) practice, exercise or otherwise participate in the activities of any Group Member or any group member of any other LSC.
- .4 INDIVIDUAL/CLUB OBLIGATIONS - If an Individual Member has secured a final decision of (i) a court of law, and/or (ii) the Zone Board of Review or the National Board of Review against a Club Member for non-payment of financial obligations (such as a refund of training fees) to the Individual

Member, then until the decision or judgment is satisfied, the delinquent or offending Club Member shall be precluded from (a) participating in events sanctioned or approved by USA Swimming and (b) participating in any capacity in the affairs of USA Swimming, VSI or any other LSC, including being represented in the House of Delegates by its Group Member Representative.

- .5 CONTINUED FAILURE TO PAY; TERMINATION OF MEMBERSHIP - Continued failure to pay, within a reasonable period of time after a final decision of a court of law, the Zone Board of Review or the National Board of Review, as determined by the Zone Board of Review or the National Board of Review shall be cause for termination of membership.

ARTICLE 604

HOUSE OF DELEGATES

604.1 MEMBERS - The House of Delegates of VSI shall consist of the Group Member Representatives, the Athlete Representatives, the Coach Representatives, the Board Members designated in Section 605.1, and the At-Large House Members.

- .1 GROUP MEMBER REPRESENTATIVES - Each Group Member in good standing shall appoint from its membership four (4) Group Member Representatives and four (4) alternates. At least one of the Group Member Representatives shall be an Athlete Member at least fourteen (14) years of age. Only another Athlete Member meeting the same qualifications may serve as an alternate for the Group Member Athlete Representative. The appointment shall be in writing, addressed to the Secretary of VSI and duly certified by the chief executive officer or secretary of the appointing Group Member. The appointing Group Member may withdraw one or more of its Group Member Representatives or one or more of its alternates and substitute new Group Member Representatives or new alternates by written notice, addressed to the Secretary of VSI and signed by the chief executive officer or secretary of the appointing Group Member.
- .2 AT-LARGE HOUSE MEMBERS - Up to ten (10) at-large members of the House of Delegates may be appointed by the General Chair with the advice and consent of the Board of Directors. Additionally, a sufficient number of athlete members-at-large shall be appointed by the General Chair (with the advice and consent of the elected Athlete Representatives) to constitute at least 20% of the voting membership of the House of Delegates. The At-Large House Members shall hold office from the date of appointment through the conclusion of the annual meeting of the House of Delegates following such appointment or until their successors are appointed to the House of Delegates.

.3 ATHLETE REPRESENTATIVES - Two (2) Athlete Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. At the time of election, an Athlete Representative must (a) be an Athlete Member or a Seasonal Athlete Member in good standing; (b) be at least sixteen (16) years of age or at least a sophomore in high school; (c) be currently competing, or have competed during the three (3) immediately preceding years, in the program of swimming conducted by VSI or another LSC; and (d) have his or her place of permanent residence in the Territory and expect to reside therein throughout at least the first half of the term (other than periods of enrollment in an institution of higher education). The election of Athlete Representatives shall be conducted annually during VSI's short course senior swimming championship, or other regularly scheduled meet designated by the Board of Directors. The balloting shall take place at a meeting called for that purpose by the Athletes Committee, or failing that, at a time and in a manner designated by the Board of Directors. The Athlete Representatives elected shall be determined by a majority of the Athlete Members in good standing present and voting who are thirteen (13) years of age or older.

.4 COACH REPRESENTATIVES - Two (2) Coach Representatives shall be elected, one each year for a two-year term, or until their respective successors are elected. The election of the Coach Representative shall be conducted annually within 2 weeks of the annual spring meeting of the House of Delegates. Nominations are accepted by the current Senior Coach Representative until the House of Delegates spring meeting. After the meeting, nominations are published and forwarded via email to all coaches by the VSI office, with votes returned via email to the VSI Office. The election shall be determined by a majority of the ballots cast by Coach Members in good standing.

In the event of a resignation, a request for nominations will be solicited from all coach members. Nominations will be due within 10 days. The nominations will then be published and forwarded via email to all coaches by the VSI office, with votes returned within 5 days to the VSI office.

604.2 ELIGIBILITY - Only Individual Members in good standing shall be eligible to be elected or appointed members of, to be heard at or to vote at the House of Delegates in any capacity. Members of the House of Delegates must maintain their status as Individual Members in good standing throughout their terms of office.

604.3 VOICE AND VOTING RIGHTS OF MEMBERS - The voice and voting rights of members of the House of Delegates and of Individual Members shall be as follows:

.1 GROUP MEMBER REPRESENTATIVES, BOARD MEMBERS, ATHLETE REPRESENTATIVES, COACH REPRESENTATIVES AND AT-LARGE HOUSE MEMBERS - Each of the Group Member Representatives, the Board Members, the Athlete

Representatives, the Coach Representatives and the At-Large House Members shall have both voice and one vote each in meetings of the House of Delegates.

- .2 AFFILIATED GROUP MEMBER REPRESENTATIVES: Group Member representatives of Affiliated Group Members, unless entitled to vote under another provision of these Bylaws, shall have voice but no vote in meetings of the House of Delegates and its committees.
- .3 INDIVIDUAL MEMBERS - Individual Members who are not members of the House of Delegates may attend open meetings of the House of Delegates and its committees and be heard in the discretion of the presiding officer. Unless entitled to vote under another provision of these Bylaws, Individual Members who are not members of the House of Delegates shall have no vote in meetings of the House of Delegates.

604.4 DUTIES AND POWERS - The House of Delegates shall oversee the management of the affairs of VSI and the establishment of policies, procedures and programs. In addition to the duties and powers prescribed in the USA Swimming Rules and Regulations or elsewhere in these Bylaws, the House of Delegates shall:

- .1 Elect the officers and the committee chairs listed in Section 606.1 in accordance with Sections 606.2 through 606.5;
- .2 Elect alternates to the USA Swimming House of Delegates in accordance with Section 606.7.10;
- .3 Elect members to the Nominating Committee;
- .4 Elect members of the Administrative Review Board in accordance with Section 610.2;
- .5 Review, modify and adopt the annual budget of VSI recommended by the Board of Directors;
- .6 Ratify or prospectively modify or rescind policy and program established by the Board of Directors, except any action or authorization by the Board of Directors with respect to contracts or upon which any person may have relied shall not be modified or rescinded;
- .7 Establish joint administrative committees, or undertake joint activities with sports organizations, where deemed helpful or necessary by VSI.
- .8 Establish by the VSI Policies and Procedures Manual, one or more committees of its members. The committees shall have the powers and duties specified in the VSI Policies and Procedures Manual, which may include delegation of one or more powers and duties of the House of Delegates, other than the powers to amend these Bylaws or remove Board Members and other elected officers.

- .9 Amend the Bylaws of VSI in accordance with Section 611.3;
- .10 Remove from office any Board Members, Administrative Review Board members, or committee chairs, members, or coordinators who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the Zone Board of Review for any of the reasons set forth in Article 404.1.3 of the USA Swimming Rules and Regulations. However, no Board Member, **Administrative Review Board** ~~of Review~~-member or elected committee chair or coordinator may be removed except upon not less than thirty (30) days' written notice by the Secretary or other officer designated by the House of Delegates specifying the alleged deficiency in the performance of member responsibilities or specific official duties or other reason. All notices and proceedings under this section shall be prepared, served and processed utilizing the procedures for a formal hearing pursuant to Article 406 of the USA Swimming Rules and Regulations to the extent applicable. Should the Board Member, **Administrative Review Board** ~~of Review~~-member or elected committee chair or coordinator contest the alleged deficiency or other reason alleged in the notice, the House of Delegates shall hold a hearing at which the defendant shall have the same rights as if the hearing were to be conducted by the Zone Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.

604.5 ANNUAL AND REGULAR MEETINGS - The annual meeting of the House of Delegates of VSI shall be held in the months of April or May of each year. At least once during each year regular meetings of the House of Delegates shall be held, normally in October or in accordance with a schedule adopted by the House of Delegates or the Board of Directors.

604.6 SPECIAL MEETINGS - Special meetings of the House of Delegates may be called by the Board of Directors or the General Chair. Should the Board of Directors or the General Chair fail to call the annual or scheduled regular meetings or should a special meeting be appropriate or helpful, a meeting of the House of Delegates may be called by a petition signed by members of the House of Delegates . Such meetings shall be called within three (3) weeks of receipt of the petition with proper notice of the meeting being given.

604.7 MEETING LOCATION AND TIME - All meetings of the House of Delegates shall take place at a site within the Territory. The House of Delegates or the Board of Directors shall determine the location and time of all meetings of the House of Delegates.

604.8 NOMINATING COMMITTEE

- .1 MEMBERS OF NOMINATING COMMITTEE; ELECTION - The Nominating Committee shall comprise not fewer than five (5) Individual Members. The Nominating Committee members shall be elected biennially by the House of Delegates and will serve until their successors are elected. If the House

of Delegates does not act in a timely fashion the Board of Directors shall elect a Nominating Committee to serve until their successors are elected. A number greater than five (5) may be designated from time to time by either the House of Delegates or the Board of Directors. Each Nominating Committee member shall be a member of the House of Delegates and no more than two (two-fifths if there are more than five (5) members of the Nominating Committee) shall be Board Members or Executive Committee members. Section 606.3 shall apply to members of the Nominating Committee but service as the immediate past General Chair shall not be counted for that purpose. If any member of the Nominating Committee resigns or otherwise becomes unable to participate in its affairs, the General Chair, with the advice and consent of the Board of Directors, shall appoint a successor to serve until the next meeting of the House of Delegates.

.2 CHAIR ELECTED BY NOMINATING COMMITTEE - The Chair of the Nominating Committee shall be elected biennially by a majority vote of the members of the Nominating Committee present at a meeting called promptly after the members are elected or appointed.

.3 DUTIES OF NOMINATING COMMITTEE - The Nominating Committee shall prepare a slate of candidates to be elected at the next annual meeting. The slate shall include candidates for the following positions:

1. Officers or committee chairs as specified in Section 606.1
2. Members of the Administrative Review Board as specified in Section 610.

The Nominating Committee may in its discretion nominate a slate of one person for each position to be filled or may nominate more than one candidate for one or more of the positions.

.4 PUBLICATION OF NOMINATIONS - Nominations by the Nominating Committee shall be published by distributing a slate of candidates together with the positions for which they have been nominated to each member of the House of Delegates and to each Group Member not less than twenty (20) calendar days prior to the election. This notice may be combined with the notice of the meeting pursuant to Section 604.14.1 where convenient. See Section 616.1.5 for the methods which may be used for the distribution.

.5 ADDITIONAL NOMINATIONS - Additional nominations may be made from the floor of the House of Delegates by any member of the House of Delegates eligible to vote.

.6 MEETINGS AND NOTICES - Meetings of the Nominating Committee shall take place at a site within the Territory when called by the Chair or any three members of the Committee with a minimum of six (6) days' notice required. Pertinent provisions of Sections 607.5 through 607.10 and

Section 616.1.5 also shall apply to the Nominating Committee's meetings and notices.

- .7 QUORUM - A quorum for any meeting of the Nominating Committee shall consist of not fewer than four (4) members. The committee shall act by a majority vote of its members voting in any meeting at which a quorum is present.

604.9 MEETINGS OPEN; EXECUTIVE SESSIONS -

- .1 HOUSE OF DELEGATES - House of Delegates meetings shall be open to all members of VSI and USA Swimming. Issues pertaining to personnel, disciplinary action, legal, tax or similar affairs of VSI shall be deliberated and decided in a closed executive session which only House of Delegates members may attend. By a majority vote on a motion of a question of privilege, the House of Delegates may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any member of the House.
- .2 HOUSE OF DELEGATES COMMITTEES - All meetings and deliberations of the Nominating Committee shall be conducted in executive (closed) session. Meetings of all other committees established by the House of Delegates shall be open to all members of VSI and USA Swimming unless otherwise provided by the House of Delegates resolution creating the committee or by a vote of the committee as provided by the rules of the Parliamentary Authority.

604.10 QUORUM - A quorum of the House of Delegates shall consist of those members present and voting.

604.11 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the House of Delegates shall be determined by a majority vote. See also Section 611.3 regarding amendment of these Bylaws.

604.12 PROXY VOTE - Voting by proxy in any meeting of the House of Delegates shall not be permitted.

604.13 MAIL VOTE - Any action which may be taken at any regular or special meeting of the House of Delegates, except elections, removals of Board Members, elected committee chairs or coordinators and amendments of these Bylaws, may be taken without a meeting. If an action is taken without a meeting, the Secretary, by First Class Mail, postage prepaid, shall distribute a written ballot to every member of the House of Delegates entitled to vote on the matter. The Ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provided a reasonable time (but in no event less than the period specified in Section 604.15.1) within which to return the ballot to the Secretary. Action by written ballot shall be valid only when the number of votes cast in favor of the proposed

action within the time period specified constitutes a majority of the votes entitled to be cast.

604.14 ORDER OF BUSINESS - At all meetings of the House of Delegates the following shall be included in the order of business to the extent applicable. The order in which the various subjects are taken up may be varied.

Roll Call

Reading, correction and adoption of minutes of previous meeting

Presentation and approval of the annual budget

Presentation and approval of the annual audit pursuant to Section 608.5, when applicable

Unfinished (old) business

Elections

New business

Reports of officers

Reports of committees and coordinators

Resolutions and orders

Adjournment

604.15 NOTICES

- .1 TIME - Not less than twenty (20) days' written notice shall be given to each member of the House of Delegates and each Group Member for any annual, regular or special meeting of the House of Delegates, and not less than thirty (30) days' written notice shall be given to each member of the House of Delegates of any proposed amendment of the Bylaws or Policies. Not less than forty (40) days' written notice shall be given to the General Chair and Secretary of proposed Bylaws and Policy amendments that do not originate from the Board of Directors. The General Chair shall submit any proposals received to the Board of Directors for review, and the Secretary shall give thirty (30) days' written notice to each member of the House of Delegates. See Section 616.1.5 for the various permitted forms of notice.
- .2 INFORMATION - The notice of a meeting shall contain the time, date and site. For special meetings of the House of Delegates, the expected purpose (which may be general) of the meeting shall be stated. If an expected purpose is the amendment of the Bylaws, a copy of the proposed amendment shall be included in the notice. Failure to have included in the notice any germane amendments subsequently adopted

by the House of Delegates at the noticed meeting shall not be the basis for any claim that the amendments as so adopted are invalid.

ARTICLE 605

BOARD OF DIRECTORS

605.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, coordinators and representatives of VSI, together with those additional members designated in Sections 605.2 and 605.3:

- .1 General Chair
- .2 Administrative Vice Chair
- .3 Senior Vice Chair
- .4 Age Group Vice Chair
- .5 Secretary
- .6 Treasurer
- .7 Coach Representatives (2)
- .8 Athlete Representatives (2)
- .9 Technical Planning Chair
- .10 At-Large Board Members
- .11 Ex-Officio Board Members
- .12 Finance Chair
- .13 Officials Chair
- .14 Rules/Legislation Chair
- .15 Appointed Athlete Members
- .16 Safety Chair
- .17 Safe Sport Chair

605.2 APPOINTED BOARD MEMBERS –

- .1 Athlete At-Large Members - With the advice of the Athlete Representatives and consent of the Board of Directors, the General Chair shall appoint as Athlete At-Large Members a sufficient Athlete Members to the Board such that athlete representation on the Board comprises no less than twenty percent (20%) of the voting membership.
- .2 Non-Athlete At-Large Members: The General Chair with the advice and consent of the Board of Directors may appoint up to five (5) additional non-athlete members. Diversity, Disability, and Times/Recognition

Coordinators shall be among those appointed as Non-Athlete At-Large Board members.

605.3 EX-OFFICIO MEMBERS – The following person(s) should be an ex-officio member(s) of the Board of Directors during the time period in which they meet the defined status:

- .1 The Immediate Past General Chair of VSI, if the Individual Member is in good standing.
- .2 Members of the USA Swimming Board of Directors who are Individual Members in good standing of VSI.
- .3 USA Swimming Committee Chairs who are Individual Members in good standing of VSI.
- .4 The VSI Membership/Registration Coordinator.

605.4 LIMITATIONS -

- .1 No more than three (3) members or coaches of any Club Member or Affiliated Group member should serve on the Board of Directors at any time. This limitation should be applied separately as to athlete members and to other individual members.
- .2 Notwithstanding anything in these Bylaws to the contrary, no employee of the LSC may serve as a voting member of the Board of Directors.
[effective 1-1-2016]

605.5 VOICE AND VOTING RIGHTS OF BOARD MEMBERS - The voice and voting rights of Board Members and Individual Members shall be as follows:

- .1 BOARD MEMBERS - Each Board Member, other than ex-officio members (See Section 605.3) shall have both voice and vote in meetings of the Board of Directors and its committees.
- .2 NON-VOTING BOARD MEMBERS: - Unless entitled to vote under another provision of these Bylaws, the ex-officio members shall have voice but no vote in meetings of the Board of Directors and its committees.
- .3 INDIVIDUAL MEMBERS - Individual Members who are not Board Members may attend open meetings of the Board of Directors and its committees and be heard in the discretion of the presiding officer. Unless entitled to vote under another provision of these Bylaws, Individual Members who are not Board Members shall have no vote in meetings of the Board of Directors or its committees.

605.6 DUTIES AND POWERS - The Board of Directors shall act for VSI and the House of Delegates during the intervals between meetings of the House of Delegates, subject to the exercise by the House of Delegates of its powers of ratification

or prospective modification or rescission, except that it shall not remove a Board Member, an Administrative Review Board ~~of Review~~ member or other person elected by the House of Delegates or amend these Bylaws. In addition to the powers and duties prescribed in the USA Swimming Rules and Regulations or elsewhere in these Bylaws, the Board of Directors shall have the power and it shall be its duty to:

- .1 Establish and direct policies, procedures and programs for VSI;
- .2 Oversee the conduct by the officers and staff of VSI of the day-to-day management of the affairs of VSI;
- .3 Confirm the appointment of additional Athlete Members and At-Large Board Members.
- .4 Provide advice and consent to appointments proposed by the General Chair that require advice and consent under these Bylaws or the VSI Policies and Procedures Manual;
- .5 Cause the preparation and presentation to the House of Delegates of the annual budget of VSI and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
- .6 Receive presentation of the annual audit report pursuant to Section 608.5 and make a recommendation to the House of Delegates concerning the approval or disapproval thereof;
- .7 Call regular or special meetings of the Board of Directors or the House of Delegates;
- .8 Admit eligible prospective Group Members and Affiliated Individual Members;
- .9 Retain such independent contractors and employ such persons as the Board shall determine are necessary or appropriate to conduct the affairs of VSI;
- .10 Appoint other officers, agents, committees or coordinators, to hold office for the terms specified. These appointees shall have the authority and perform the duties as provided in these Bylaws, the VSI Policies and Procedures Manual or as may be provided in the resolutions appointing them, including any powers of the Board of Directors as may be specified, except as may be inconsistent with any other provision of these Bylaws. To the extent not provided elsewhere in these Bylaws, the Board of Directors may delegate to any officer, agent, committee or coordinator the power to appoint any such subordinate officers, agents, committees or coordinators and to prescribe their respective terms of office, authorities and duties; and
- .11 Remove from office any officers, Administrative Review Board members, committee chairs, committee members or coordinators of VSI who were

not elected by the House of Delegates and who have failed to attend to their official duties or member responsibilities or have done so improperly, or who would be subject to penalty by the Zone Board of Review for any of the reasons set forth in Article 404.1.3 of the USA Swimming Rules and Regulations. No officer, At-Large Board member, Administrative Review Board member, or committee chair or coordinator may be removed without receiving the thirty (30) days' written notice specifying the alleged deficiency in the performance of the member's responsibilities under these Bylaws, the member's official duties or other reasons. All notices and proceedings under this section shall be prepared, served and processed utilizing the procedures for a formal hearing pursuant to Article 406 of the USA Swimming Rules and Regulations, to the extent applicable. Should the officer, At-Large Board member, Administrative Review Board member, committee chair, committee member or coordinator contest the alleged deficiency or other reason set forth in the notice, the Board of Directors shall hold a hearing at which the member shall have the same procedural rights as if the hearing were to be conducted by the Zone Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.

605.7 EXECUTIVE COMMITTEE -

- .1 AUTHORITY AND POWER - The Executive Committee shall have the authority and power to act for the Board of Directors and the House of Delegates and VSI between meetings of the Board and the House of Delegates.
- .2 MEMBERS - The members of the Executive Committee shall be the General Chair, who shall act as chair, Administrative Vice Chair, Senior Vice Chair, Age Group Vice Chair, Secretary, Treasurer, both Athlete Representatives, and the Senior Coach Representative.
- .3 MEETINGS AND NOTICE - Meetings of the Executive Committee shall be held at any time or place within the Territory when called by the General Chair or any three (3) members of the Committee with a minimum of three (3) days' notice required. Pertinent provisions of Sections 607.5 through 607.10 and Section 616.15 shall apply to the Executive Committee meetings and notices.
- .4 QUORUM - A quorum of the Executive Committee shall consist of five (5) members of the Committee.
- .5 REPORT OF ACTION TO BOARD OF DIRECTORS - At the next regular or special meeting of the Board of Directors the Executive Committee shall make a report of its activities since the last Board of Director's meeting for ratification or prospective modification or rescission, provided, however, that any action of the Executive Committee upon which a third party may have relied (*e.g.*, by signing, or authorizing the signing of a contract) may not be modified or rescinded by the Board of Directors or the House of Delegates.

- 605.8 MEETINGS OPEN; EXECUTIVE (CLOSED) SESSIONS - Board of Directors and Executive Committee meetings shall be open to all members of VSI and USA Swimming. Matters relating to personnel, disciplinary action, legal, taxation or similar affairs shall be deliberated and decided in a closed executive session which only Board Members or Executive Committee members, respectively, are entitled to attend. By a majority vote on a motion of a question of privilege the Board of Directors or the Executive Committee may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any Board of Directors member or the Executive Committee.
- 605.9 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of the Board of Directors or the Executive Committee may participate in meetings of the Board of Directors or the Executive Committee through conference telephone or similar equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.
- 605.10 REGULAR MEETINGS - Regular meetings of the Board of Directors shall be held in accordance with a schedule adopted by the Board of Directors.
- 605.11 SPECIAL MEETINGS - Special meetings of the Board of Directors may be called by the General Chair. Should the Board of Directors or the General Chair fail to call regular meetings or should a special meeting be appropriate or helpful, a meeting of the Board of Directors shall be called at the written request of any three (3) Board Members.
- 605.12 QUORUM - A quorum of the Board of Directors shall consist of a majority of the voting members.
- 605.13 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before the Board of Directors shall be determined by a majority vote. A motion, order, or other proposal the effect of which is to override policy or program established by the House of Delegates, shall be determined by a two-thirds vote after at least fourteen (14) days' notice.
- 605.14 PROXY VOTE - Voting by proxy in any meeting of the Board of Directors or the Executive Committee shall not be permitted.
- 605.15 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of the Board of Directors or the Executive Committee may be taken without a meeting if all the Board Members or Executive Committee entitled to vote consent to the action in writing and the written consents are filed with the records of the respective meetings. These consents shall be treated for all purposes as votes taken at a meeting.
- 605.16 MAIL VOTE - Any action which may be taken at any regular or special meeting of the Board of Directors, except elections, advice and consent to the General Chair's appointments, or removals of officers, committee chairs

and members, may be taken without a meeting. If an action is to be taken without a meeting, the Secretary, by first class mail, postage prepaid, shall distribute a written ballot to every Board Member entitled to vote on the matter. The ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval, and provide a reasonable time (but in no event less than the period specified in Section 605.13), within which to return the ballot to the Secretary. Action by written ballot shall be valid only when the number of votes cast in favor of the proposed action within the time period specified constitutes a majority of the votes entitled to be cast.

605.17 NOTICES -

- .1 TIME - Not less than six (6) days' notice shall be given to each Board Member for any annual, regular or special meeting of the Board of Directors. Separate notices need not be given for regular meetings that are designated in these Bylaws or otherwise scheduled and noticed well in advance. (See Section 616.1.5 for the various permitted forms of notice and the consequences thereof.)
- .2 INFORMATION - The notice of a meeting shall contain the time, date and site and in the case of special meetings, the expected purpose, which may be general.

605.18 ORDER OF BUSINESS - At all meetings of the Board of Directors the following shall be included in the order of business to the extent applicable. The order in which subjects are taken up may be varied.

Roll Call

Reading, correction and adoption of minutes

Report of Executive Committee

Reports of officers

Reports of committees and coordinators

Presentation of the annual budget and adoption of recommendation to the House of Delegates

Presentation of the annual audit report pursuant to Section 608.5 and adoption of its recommendation to the House of Delegates

Advice and Consent to Appointments

Unfinished (old) business

New business

Approval of applications for Group Membership

Elections

Resolutions and orders

Adjournment

ARTICLE 606

OFFICERS

606.1 ELECTED OFFICERS AND COMMITTEE CHAIRS: The officers, committee chairs and coordinators who shall be elected by the House of Delegates are:

- .1 General Chair
- .2 Administrative Vice Chair
- .3 Senior Vice Chair
- .4 Age Group Vice Chair
- .5 Secretary
- .6 Treasurer
- .7 Technical Planning Chair

606.2 ELECTIONS - The House of Delegates, at its annual meeting, shall elect the General Chair, the Administrative Vice Chair, the Secretary, the Senior-Vice Chair, the Age Group Vice Chair, the Treasurer, the Technical Planning Chair, and the Members of the Administrative Review Board in odd-numbered years.

606.3 ELIGIBILITY - Only Individual Members in good standing shall be eligible to hold office and must maintain their eligibility throughout their term of office.

606.4 DOUBLE VOTE PROHIBITED - An Individual Member entitled to vote in the House of Delegates by virtue of holding a position in VSI may not also vote as a Group Member Representative in the House of Delegates.

606.5 OFFICES COMBINED OR SPLIT -

- .1 OFFICE HELD BY TWO PERSONS: Any office other than General Chair, Finance Vice Chair, and Treasurer, may be held jointly by two individual members. This may be accomplished by the Nominating Committee nominating two individual members to serve as co-officers or by the House of Delegates electing two at the time of the election. In the case of Administrative Vice Chair, the House of Delegates at the time of the election shall designate one to be the successor to the General Chair, if no such designation is made, then the person with the longer tenure in such office shall serve as the successor.
- .2 OFFICES COMBINED: Any office other than General Chair may be combined with any other office. This may be accomplished by the Nominating Committee nominating a single Individual Member to serve

simultaneously as two officers or by the House of Delegates so electing at the time of the election.

606.6 TERMS OF OFFICE -

- .1 TERM OF OFFICE - The terms of office of all elected members of the Board of Directors shall be two years.
- .2 COMMENCEMENT OF TERM - Each person elected to a position shall assume office on September 1 and shall serve until a successor takes office.
- .3 CONSECUTIVE TERMS LIMITATION - Except for the Secretary, Technical Planning Chair, the Treasurer, and the Membership/Registration Coordinator, no Individual Member who has been elected by the House of Delegates and served four successive years shall be eligible for re-election to the same position until a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of this successive terms limitation.

606.7 DUTIES AND POWERS - The duties and powers of the officers and other Board Members shall be to attend and participate in all meetings of the House of Delegates and the Board of Directors and as follows:

- .1 GENERAL CHAIR: The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of VSI, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit VSI to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of VSI.
- .2 SECRETARY: The Secretary, or a delegate, shall be responsible for keeping a record of all meetings of the House of Delegates and Board of Directors, conducting official correspondence, issuing meeting and other notices and making such reports to USA Swimming as are required by Article 608 of these Bylaws and shall perform the other duties incidental to the office of Secretary. The Secretary or staff of VSI's permanent office shall be custodian of the records and seal of VSI, and attest the execution of all duly authorized instruments. The Secretary shall cause to be kept at VSI's permanent office copies of all minutes, official correspondence, meeting and other notices, and any other records of VSI. The Secretary's custody of the minute books and other records shall be as a fiduciary for VSI and shall end when the Secretary leaves office and shall pass them on to the successor Secretary.

.3 TREASURER: The Treasurer shall be the principal receiving and disbursing officer of VSI. Except as otherwise directed by the Finance Chair and Finance Committee, or the Board of Directors, the Treasurer shall receive all moneys, incomes, fees and other receipts of VSI and pay all bills, salaries, expenses and other disbursements approved by an authorized officer, committee chair, coordinator, the Budget and Finance Committee, the Board of Directors or the House of Delegates, or required to be paid pursuant to Section 610.3.12. When authorized by the Board of Directors, income and expenses may be received and paid by a division, officer, committee or coordinator, provided that the division, officer, committee or coordinator promptly submits to the Treasurer an itemized report, duly attested by the division, officer, committee chair or coordinator and either within the approved budget of such division, officer, committee or coordinator, or authorized by the Board of Directors or the House of Delegates. The Treasurer shall be a member of the Budget and Finance Committee but may not be its chair. The Treasurer shall issue a monthly report listing the current budget variances by line item, all receipts, all expenditures and the current fund and account balances for the month and the preceding month and for the fiscal year to date, together with such other items as the Budget and Finance Committee, the General Chair or the Board of Directors may direct. The Treasurer shall also provide current monthly bank account statements to the General Chair. The Treasurer shall:

- A. have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of VSI;
- B. cause the moneys, securities and other financial instruments of VSI to be deposited in the name and to the credit of VSI in such institutions as shall be designated in accordance with Section 606.10 or to be otherwise invested as the Budget and Finance Committee or the Board of Directors may direct;
- C. cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- D. cause the funds of VSI to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of VSI, and obtain and preserve proper vouchers for all moneys disbursed;
- E. cause to be kept at VSI's permanent office correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors, the Budget and Finance Committee or the Treasurer shall determine. The Treasurer's custody of the books and records shall be as a fiduciary for VSI and custody and fiduciary state shall end when the Treasurer leaves office and passes them on to the successor Treasurer;

- F. upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the monthly financial reports and the annual audited financial statement to be exhibited to any member of VSI or USA Swimming;
 - G. cause VSI to be in compliance with the requirements of Section 608.4;
 - H. have the power to require from the officers, committee chair, coordinators, or agents of VSI reports or statements giving such information as the Treasurer may determine to be appropriate or helpful with respect to any and all financial transactions of VSI;
 - I. make the books and records available and otherwise fully cooperate with those conducting the annual audit of accounts of VSI and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit report and any federal tax return to the Secretary for submission to the Board of Directors and USA Swimming national headquarters in accordance with Sections 608.2 and 608.3;
 - J. have the power to appoint one or more assistant treasurers and delegate to them one or more of the Treasury functions, or parts thereof, and in general, perform all the other duties incident to the corporate treasury function.
- .4 ADMINISTRATIVE VICE CHAIR: The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers VSI business and affairs. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, committees and coordinators. The Administrative Division shall be responsible for the creation and maintenance of VSI's Policies and Procedures Manual. The Administrative Vice Chair shall be responsible to see that the Coach Representative elections are held in accordance with these Bylaws.
- .5 SENIOR VICE CHAIR: The Senior Vice Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the senior swimming program of VSI including meet management for all senior swimming meets sponsored by VSI. The Senior Vice Chair will serve as the liaison to the Athlete Representatives

and the Athletes Committee, and shall be responsible to see that the Athlete Representatives' elections are held in accordance with these Bylaws.

- .6 AGE GROUP VICE CHAIR: The Age Group Vice Chair shall chair and have general charge of the affairs and property of the Division or Committee that develops and conducts the age group swimming program of VSI including meet management for all age group swimming meets sponsored by VSI.
- .7 ATHLETE REPRESENTATIVES: The Athlete Representatives shall serve as the liaison between the athletes who are members of VSI and the Board of Directors and House of Delegates. The Senior Athlete Representative shall chair the Athletes Committee.
- .8 COACH REPRESENTATIVE: The Coach Representative shall serve as a liaison between the coaches who are members of VSI and the Board of Directors and House of Delegates. The Senior Coach Representative shall chair the Coaches Committee.
- .9 AT-LARGE BOARD MEMBERS: In addition to their inherent powers and duties as members of the Board of Directors, the At-Large Board Members shall have such powers and duties as may be delegated to them by the VSI Policies and Procedures Manual, the General Chair, the Board of Directors, or the House of Delegates.
- .10 VSI DELEGATES TO USA SWIMMING HOUSE OF DELEGATES -
 - A. Officer and Representative Delegates - It shall be the duty and privilege of the General Chair, the Administrative Vice Chair, the Age Group Vice Chair, the Senior Vice Chair, the Senior Athlete Representative and the Coach Representative to attend the USA Swimming annual meeting as representatives of VSI and voting delegates to the USA Swimming House of Delegates.
 - B. Officer Delegate Alternates - If any of the officer delegates is unable to attend, their elected alternates, if any, shall attend in their places. In the event that there are no elected alternates or the elected alternates are unable to attend, then the General Chair, with the advice and consent of the Board of Directors, shall appoint alternates who shall attend the USA Swimming annual convention as delegates representing VSI.
 - C. Athlete Representative Alternates - If the Senior Athlete Representative is unable to attend the USA Swimming annual convention, the Junior Athlete Representative shall attend in his or her place. If the Junior Athlete Representative is unable to attend, the Athlete At-Large Board Member next most senior in term of office shall attend in his or her place. If seniority cannot be established or there remains no additional athlete representatives

or alternates able to attend, then the General Chair, with the advice and consent of Athlete Representatives and the Board of Directors, shall designate one or more Athlete Members to attend as representative(s) of VSI.

- D. Coach Representative Alternates - If the Coach Representative is unable to attend the USA Swimming annual meeting, then the other Coach Representative shall attend, and if neither the Coach Representative or the alternate is able to attend, then the General Chair, with the advice and consent of the Board of Directors, shall designate a Coach Member to attend as a representative of VSI.

606.8 RESIGNATIONS - Any officer may resign by orally advising the General Chair or by submitting a written resignation to the Board of Directors specifying an effective date of the resignation. In the absence of a specified effective date, any such resignation shall take effect upon the appointment or election of a successor.

606.9 VACANCIES AND INCAPACITIES -

- .1 OFFICE OF GENERAL CHAIR - In the event of a vacancy in the office of General Chair, or of the General Chair's temporary or permanent incapacity, the Administrative Vice Chair shall become the Acting General Chair until an election can be held at the next meeting of the House of Delegates to fill the remaining term, if any, of the former General Chair, or until the General Chair ceases to suffer from any temporary incapacity. While serving as Acting General Chair, the Administrative Vice Chair shall vacate the office of Administrative Vice Chair, except in the case of the General Chair's temporary incapacity. If the General Chair is to be absent from the Territory, the General Chair may, but is not obligated to, designate the Administrative Vice Chair as Acting General Chair for the duration of the absence.
- .2 OFFICES OF ATHLETE OR COACH REPRESENTATIVES - In the event of a vacancy in the office of Athlete Representative or Coach Representative, or of the permanent incapacity of a person holding the office of Athlete Representative or Coach Representative, the General Chair may appoint, with the advice and consent of the Board of Directors and the Athletes Committee or Coaches Committee, respectively, an Athlete Member or a Coach Member, as the case may be, to serve the remainder of the term of office or until the Athlete Members or the Coach Members, as the case may be, shall elect a successor.
- .3 OTHER OFFICES - In the event of a vacancy in, or permanent incapacity of the person holding, any office other than General Chair, Athlete Representative, or Coach Representative, the General Chair shall appoint a successor, with the advice and consent of the Board of Directors, to serve until the next regularly scheduled meeting of the House of Delegates. In the event of a temporary incapacity, the General Chair may

designate, with the advice and consent of the Board of Directors, an Individual Member to act for the incapacitated officer for the duration of the incapacity.

- .4 DETERMINATION OF VACANCY OR INCAPACITY - The determination of when an office becomes vacant or an officer becomes incapacitated shall be within the discretion of the Board of Directors or the House of Delegates or in the case of an Athlete Representative or Coach Representative, the advice and consent of the Athletes Committee or the Coaches Committee, respectively. The determination as to when the General Chair is temporarily incapacitated shall be made, where the circumstances permit, by the General Chair and otherwise shall be within the discretion of the Board of Directors, subject to any subsequent action by the House of Delegates.

606.10 OFFICERS' POWERS GENERALLY -

- .1 AUTHORITY TO EXECUTE CONTRACTS, ETC. - The General Chair, Administrative Vice Chair, and Treasurer each may sign and execute in the name of VSI deeds, mortgages, bonds, contracts, agreements or other instruments duly authorized by the VSI Policies and Procedures Manual, the Board of Directors or the House of Delegates, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent, expressly requires two or more signatures or is required by law to be otherwise executed. Additional signing authority may be provided by standing resolutions of the Board of Directors or the House of Delegates.
- .2 ADDITIONAL POWERS AND DUTIES - Each officer shall have other powers and perform other duties as may be prescribed in VSI's Policies and Procedures Manual or by the House of Delegates, the Board of Directors, the General Chair, the respective division Vice Chair, the delegating officer or these Bylaws. The division Vice Chairs shall have the additional duties and powers set forth in Section 607.1 and 607.5.
- .3 DELEGATION - Officers of VSI may delegate any portion of their powers or duties to another Individual Member or to a committee composed of Individual Members. In addition, the authority to sign checks, drafts, orders of withdrawal or wire transfers shall not be delegated other than by the Board of Directors. A delegation of powers or duties shall not relieve the delegating officer of the ultimate responsibility to see that these duties and obligations are properly executed or fulfilled.
- .4 ASSISTANT AND DEPUTY OFFICERS - The House of Delegates or the Board of Directors may by resolution or VSI's Policies and Procedures Manual create the office of Deputy to one or more of the elected officials. The resolution or Policy/Procedure of VSI will define the method of election or appointment and will delineate the duties and powers of the

respective deputies, which may include the power to act for the officer when she/he is out of the Territory or temporarily incapacitated.

606.11 DEPOSITORIES AND BANKING AUTHORITY

- .1 DEPOSITORIES, ETC. - All receipts, income, charges and fees of VSI shall be deposited to its credit in the banks, trust companies, other depositories or custodians, investment companies or investment management companies as the Board of Directors may select, or as may be selected by the Finance Committee or any officer or officers or agent or agents authorized to do so by the Board of Directors. Endorsements for deposit to the credit of VSI in any of its duly authorized depositories shall be made in the manner determined by the Finance Committee or the Board of Directors. All funds of VSI not otherwise employed shall be maintained in the banks, trust companies, other depositories or custodians, investment companies or investment management companies designated by the Finance Committee, the Board of Directors or any officer or officers or agent or agents authorized to do so by the Board of Directors.
- .2 SIGNATURE AUTHORITY - All checks, drafts or other orders for the payment or transfer of money, and all notes or other evidences of indebtedness issued in the name of VSI shall be signed by the General Chair, the Treasurer or other officer or officers or agent or agents of VSI, and in the manner, as shall be determined by the Budget and Finance Committee or the Board of Directors.

ARTICLE 607

DIVISIONS, COMMITTEES AND COORDINATORS

607.1 DIVISIONAL ORGANIZATION AND JURISDICTIONS, STANDING COMMITTEES AND COORDINATORS - The divisions of VSI shall each be chaired by a Vice Chair, the Senior Athletes Representative, or the Coaches Representative, whose respective powers, duties, jurisdiction and responsibilities are described in Section 606.6. Under each division Vice Chair there are officers, committees, coordinators and direct responsibilities as follows:

- .1 ADMINISTRATIVE DIVISION - Administrative Vice Chair
 - Awards Banquet (Coordinator)
 - Rules/Legislation (Coordinator)
 - Administrative Review Board
 - Equipment Coordinator
 - Nominating Committee and Elections
 - Finance Chair and Committee (Standing Committee)
 - Insurance
 - Meet Sanctions

Membership/Registration
Officials Committee (Standing Committee)
Personnel Committee (Standing Committee)
Public Relations/Publications/Newsletter
Policies and Procedures Manual
Safe Sport ~~Coordinator~~ Committee (Standing Committee)
Safety Committee (Standing Committee)
Secretary
Special Events
Swim-a-thon
National Times Coordinator
Treasurer
Webmaster

- .2 AGE GROUP DIVISION - Age Group Vice Chair
Disability Swimming (Coordinator)
Age Group Committee (Standing Committee)
Age Group Program
Age Group Time Standards

Camps/Clinics
Meet Management for VSI Sponsored Age Group Meets
Zone Team Manager

- .3 SENIOR DIVISION - Senior Vice Chair
Awards
Camps/Clinics
Meet Management for VSI Sponsored Senior Meets
Open Water (Coordinator)
Diversity (Coordinator)
Senior Committee (Standing Committee)
Senior Program

- .4 ATHLETES DIVISION - Senior Athlete Representative
Athlete Representatives
Athletes Committee (Standing Committee)

- .5 COACHES DIVISION – Senior Coach Representative
All Star Team Members
Camps/Clinics
Coaches Committee (Standing Committee)
Coach Representative and alternate

Zone Team Coaching Staff

607.2 NON-OFFICER CHAIRS AND THEIR COMMITTEES; COORDINATORS

- .1 ELECTED, EX-OFFICIO AND APPOINTED NON-OFFICER CHAIRS AND COORDINATORS -
 - A. Elected Chairs and Coordinators - As provided in Section 606.1, certain non-officer committee chairs and coordinators shall be elected by the House of Delegates. Their eligibility, terms of office, etc. shall be provided in Sections 606.3 through 606.9. The elected Chairs and Coordinators are:
 - (1) Technical Planning Chair
 - B. Ex-officio Chair - Pursuant to Section 607.3, certain other committee chairs are designated ex-officio by virtue of an office currently held.
 - C. Appointed Chairs and Coordinators - The chairs of all other standing committees and all other coordinators shall be appointed by the General Chair with the advice and consent of the Board of Directors and the respective division Vice Chair. The appointed standing committee chair or coordinator shall assume office upon appointment or the date designated by the General Chair, and shall serve until sixty (60) days after the next election of a General Chair or until a successor is appointed and assumes office.
- .2 DUTIES AND POWERS OF NON-OFFICER CHAIRS AND COORDINATORS -
 - A. MEMBERSHIP/REGISTRATION COORDINATOR - The Membership/Registration Coordinator is authorized and obligated to conduct the registration of Group and Individual members and supervise the transmission of registration information to USA Swimming and assist in the preparation of the reports as required by Section 608.6, together with such additional reports as may be requested by USA Swimming, the VSI Board of Directors, the Administrative Vice Chair, or the Finance Committee Chair.
 - B. Technical Planning Chair - The Technical Planning Chair shall chair, and have general charge of the business, affairs and property of the Technical Planning Committee, which is responsible for long-range planning regarding the swimming programs conducted by VSI, the continuing review and development of the VSI philosophy and for advising other committees and divisions regarding the implementation of that philosophy in the context of VSI's swimming programs.
 - C. Officials Chair - The Officials Chair shall chair the Officials Committee which is responsible for recruiting, training, certifying, and supervising officials for VSI. The Officials Chair shall be a

referee certified by VSI and each member of the Officials Committee shall be a certified official of VSI.

- D. Safety ~~Coordinator~~Chair- The Safety ~~Coordinator~~Chair shall be responsible for coordinating safety enhancement and training opportunities as needed, and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches, and officials of VSI. The Safety ~~Coordinator~~Chair shall develop safety education programs and policies for VSI and make recommendations regarding same, and the implementation thereof, to the Senior Chair, Administrative Vice Chair, and the Board of Directors. The Safety ~~Coordinator~~Chair shall make the reports required pursuant to Section 608.7.
- E. Athletes Committee Chair – The Senior Athlete Representative shall chair and have general charge of the business, affairs, and property of the Athletes Committee, which shall be responsible for the publication of an athletes’ newsletter and shall undertake such other activities delegated to it by the Board of Directors or the General Chair.
- F. Coaches Committee Chair - The Senior Coach Representative shall chair and have general charge of the business, affairs, and property of the Coaches’ committee, which shall undertake such activities delegated to it by the Board of Directors or the General Chair.
- G. Safe Sport ~~Coordinator~~Chair - The Safe Sport ~~Coordinator~~Chair shall be responsible for the implementation and coordination of, and serve as the VSI liaison for, the Safe Sport Program established by USA Swimming. The Safe Sport ~~Coordinator~~Chair shall be a non-athlete member in good standing, and shall work with the USA Swimming Safe Sport staff, and the USA Swimming Safe Sport Committee to implement pertinent aspects of the national Safe Sport Program within VSI. The Safe Sport ~~Coordinator~~Chair will:
 1. Serve as the primary contact for VSI to coordinate and oversee the implementation of effective safe sport educational programs for all athlete members, their parents, coaches, volunteers and clubs, as provided by USA Swimming;
 2. Be trained regarding the complaint reporting structure and refer all reports of a violation of the Athlete Protection policies directly to the local club, the General Chair, the USA Swimming Safe Sport staff, and/or other appropriate authority;
 3. Participate in workshops as provided by USA Swimming, collect and share information about what USA Swimming and other

LSCs are doing to promote safe sport policies, and disseminate information on LSC best practices;

4. Serve as an information resource for VSI clubs and membership, and will help to identify and connect them with local educational partners and resources;
5. Receive feedback and suggestions on the Safe Sport policies and programs from the VSI clubs and membership, and provide feedback to the USA Swimming Safe Sport Committee and Safe Sport staff; and
6. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members.

607.3 MEMBERS AND EX-OFFICIO MEMBERS OF COMMITTEES - Except as otherwise provided in these Bylaws or by the Board of Directors, members of each standing or other committee shall be appointed by the General Chair with the advice and consent of the respective division Vice Chair and the chair of the committee. ~~Notwithstanding anything herein to the contrary, a sufficient number of athlete members shall be appointed to each committee (standing or otherwise; Coaches Committee exempted) to constitute at least twenty percent (20%) of the voting membership of such committee.~~ Athlete members of each committee shall be appointed by the General Chair with the advice of the Senior Athlete Representative. Athlete membership is required on all committees. Athlete membership shall amount to at least twenty percent (20%) of the voting membership of the committee. The athlete committee members shall meet the same requirements as those of Athlete Representative set forth in Section 604.1.23 and in Section 605.2. The division Vice Chair shall be an ex-officio member (with voice and vote) of each committee within the respective division. The ex-officio members and other designated members of certain standing committees shall be as follows:

- .1 ATHLETES COMMITTEE - the Athletes Committee shall consist of the Senior Athlete Representative who shall serve as chair, the Junior Athlete Representative, and the Group Member Athlete Representatives appointed by each Group Member pursuant to Section 604.1.1.
- .2 FINANCE COMMITTEE - The members of the Finance Committee shall be the Treasurer, the Administrative Vice Chair, a Coach Member, and other members appointed by the General Chair with the advice and consent of the Board of Directors, together with a sufficient number of Athlete Members to constitute at least twenty percent (20%) of the voting membership of the committee (appointed by the Treasurer, with the advice of the Athlete Representatives).

- .3 COACHES COMMITTEE - The members of the Coaches Committee shall consist of the Coach Representatives and such additional Coach Members as may be determined by the Coach Representatives, and a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. ~~The members of the Coaches Committee shall consist of all the VSI coach members.~~The Senior Coach Representative shall chair the committee.
- .4 OFFICIALS - The members of the Officials and Rules Committee shall be the Officials Chair and at least five (5) other members, one of whom shall be the Junior Athlete Representative. There shall be a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Other than the Athlete Members, each member of this committee shall be a certified official of VSI.
- .5 PERSONNEL COMMITTEE - The members of the Personnel Committee shall be the General Chair, who shall serve as chair, the Administrative Vice Chair, the Chair of the Finance Committee, and the Senior Athlete Representative.
- .6 SAFETY COMMITTEE - The members of the Safety Committee shall be the Safety Chair and at least at least five (5) additional members, of which at least one shall be an VSI certified official, at least one shall be a Coach Member, and at least one shall be an Athlete Member. A sufficient number of Athlete Members to constitute at least twenty percent (20%) of the voting membership of the committee will be appointed by the Safety Chair, with the advice of the Athlete Representatives.
- .7 TECHNICAL PLANNING COMMITTEE - The members of the Technical Planning Committee shall be the Technical Planning Chair, at least six (6) additional members of whom at least 50% (fifty percent) shall be Coach Members, and a sufficient number of Athlete Members to constitute at least twenty percent (20%) of the voting membership of the committee. The General Chair with the advice and consent of the Board of Directors will appoint any additional members representing administrative subdivisions.
- .8 SAFE SPORT COMMITTEE - The members of the Safe Sport Committee shall be the Safe Sport Committee Chair, who shall serve as chair, at least one Coach member, at least two at-large non-athlete members, and a sufficient number of athletes so as to constitute at least twenty (20%) of the voting membership of the Committee.

~~The~~ Except as otherwise provided in this Section 607.3, the General Chair or the respective division Vice Chair may appoint the specified additional members and any other members deemed appropriate or necessary for any of the foregoing standing committees except the Athletes, Coaches, and the Personnel Committees. Committee members appointed pursuant to the preceding sentence shall hold their appointments at the pleasure of the appointing officer or successor.

607.4 DUTIES AND POWERS OF STANDING COMMITTEES AND COORDINATORS -

- .1 ATHLETES COMMITTEE – The Athletes Committee shall serve as the primary forum for identifying and bringing issues of Athlete Member interest and concern to the Board of Directors and House of Delegates for discussion and action. The Athletes Committee is obligated to provide athlete education and to assist in ensuring effective participation in elections of the Athlete Representatives. The Athletes Committee is authorized to conduct such events and activities with and on behalf of the athletes in VSI as the committee may determine necessary or appropriate
- .2 FINANCE COMMITTEE - The Finance Committee is authorized and obligated to consult with the officers, committee chairs and coordinators and prepare and present a proposed budget for consideration and approval by the Board of Directors and the House of Delegates. The officers, committee chairs and coordinators shall provide promptly such financial information (current and projected) and budget proposals as the Finance Committee may request. The proposed budget may contain alternatives. The Finance Committee, exclusive of the Treasurer, is authorized to, and it shall be its duty to, conduct the annual audit of the books of VSI pursuant to Section 608.5 and present the results thereof to the Board of Directors and the House of Delegates.

The Finance Committee is also authorized and obligated to develop, establish where so authorized or recommend to the Board of Directors and supervise the execution of policy regarding the investment of VSI's working capital, funded reserves and endowment funds, within the guidelines, if any, established by the Board of Directors or the House of Delegates. The Finance Committee shall also regularly review VSI's equipment needs (both operational and office) and the various methods available to finance the acquisition of any needed equipment, make a determination of the best financing method for VSI and make recommendations to the Board of Directors.

- .3 OFFICIALS COMMITTEE - The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest, recertify and supervise officials for VSI and such other activities as may be necessary or helpful in maintaining a roster of qualified, well-trained and experienced officials of the highest caliber. The Officials Committee is also authorized and obligated to issue interpretations of the competitive rules for use by officials, coaches and athletes at meets conducted within the territory of VSI. Such interpretations will be issued after consultation with the USA Swimming Rules and Regulations Chair and USA Swimming Officials Chair, as appropriate.
- .4 PERSONNEL COMMITTEE - The Personnel Committee is authorized and obligated to negotiate and set wages, compensation, and other terms of employment of VSI's staff (whether employees or independent contractors) within established budgetary guidelines and policies and to review and approve the scope of duties delegated to staff.
- .5 SAFETY COMMITTEE - The Safety Committee shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of VSI. The Safety Committee shall develop safety education programs and policy for VSI and make recommendations regarding those programs and policies and their implementation to the applicable division Vice Chairs and the Board of Directors. When approved by the Board of Directors, the Safety Committee shall be responsible for the coordination of their implementation by the Club Members. The Safety Chair with the assistance of the Committee members shall prepare and transmit the reports required pursuant to Section 608.7.
- .6 TECHNICAL PLANNING COMMITTEE - The Technical Planning Committee shall be responsible for long-range planning for the swimming programs conducted by VSI and for advice regarding the technical aspects of those programs and of the sport of swimming generally. For each upcoming season, the Technical Planning Committee shall devise a proposed meet schedule in consultation with the Age Group Committee and the Senior Committee. After approval by the Board of Directors, the Committee shall publish the proposed schedule and seek bids from Club Members to host meets. After reviewing the bids received, the Committee shall make recommendations to the Board of Directors and House of Delegates for the adoption of a firm schedule and award of hosting rights to Club Members. The Technical Planning Chair shall coordinate the evaluation,

revision and approval of meet announcements in consultation with the Age Group Vice Chair and Senior Vice Chair and other appropriate VSI officers, chairs and coordinators and shall make recommendations regarding the issuance of sanctions for these meets by the Administrative Vice Chair.

607.5 DUTIES AND POWERS OF CHAIRS AND COORDINATORS GENERALLY - The duties and powers of the General Chair, the division Vice Chairs, committees or subcommittees (in addition to those provided elsewhere in these Bylaws) and, when applicable, coordinators shall be as follows:

- .1 Preside at all meetings of the respective division, committee or subcommittee;
- .2 See that all duties and responsibilities of the coordinator or the respective division, committee or sub-committee in his charge are properly and promptly carried out;
- .3 Appoint such committees or sub-committees as may be necessary to fulfill the duties and responsibilities of the coordinator or division or committee, respectively;
- .4 Communicate with the respective division, coordinator, committee or subcommittee members to keep them fully informed;
- .5 Keep the General Chair, the respective division Vice Chair or committee chair and the Secretary informed of the respective coordinator, division, committee or subcommittee actions and recommendations;
- .6 Appoint a member as secretary of the division, committee or subcommittee charged with taking minutes of each meeting and forward reports or minutes of all meetings to the Secretary;
- .7 Refer to the Board of Directors any recommendation for action which would establish or change policies or programs for VSI, except as otherwise provided in these Bylaws or by the Board of Directors; and
- .8 Perform the other specific duties listed in VSI's Policies and Procedures Manual or as may be delegated by the General Chair, the respective division Vice Chair or committee chair, the Board of Directors or the House of Delegates.

607.6 DUTIES AND POWERS OF COMMITTEES AND COORDINATORS GENERALLY - Except as otherwise provided in these Bylaws, the duties and powers of the standing committees and coordinators shall be prescribed by VSI's Policies and Procedures Manual, the House of Delegates, the Board of Directors, the General Chair or the respective division Vice Chair. Except as otherwise provided in the Bylaws, the duties and powers of any other committees and subcommittees shall be prescribed by VSI's Policies and Procedures Manual, the House of Delegates, the Board of Directors or the

officer, coordinator or chair pursuant to whose powers such committee or subcommittee was created.

607.7 REGULAR AND SPECIAL MEETINGS - Regular and special meetings of divisions, committees or sub-committees of VSI shall be held as determined by the respective Vice Chairs or committee or sub-committee chair. In addition, meetings may be called where applicable by the division Vice Chair, committee chair or coordinator pursuant to whose authority a committee or sub-committee was established.

607.8 MEETINGS OPEN; EXECUTIVE (CLOSED) SESSIONS - Meetings of divisions, committees and sub-committees shall be open to all members of VSI and USA Swimming. Matters relating to personnel, disciplinary action, legal, taxation and similar affairs shall be deliberated and decided in a closed executive session which only the respective members are entitled to attend. By a majority vote on a motion of a question of privilege a division, committee or sub-committee may decide to go into executive session on any matter deserving of confidential treatment or of personal concern to any member of the division, committee or sub-committee.

607.9 VOICE AND VOTING RIGHTS OF DIVISION, COMMITTEE AND SUB-COMMITTEE MEMBERS - The voice and voting rights of Board Members and Individual Members shall be as follows:

- .1 MEMBERS - Each division, committee and sub-committee member shall have both voice and vote in the respective meetings.
- .2 NON-VOTING COMMITTEE OR SUB-COMMITTEE MEMBERS - Unless entitled to vote under another provision of these Bylaws, the General Chair shall have voice but no vote in meetings of divisions, committees and sub-committees.
- .3 INDIVIDUAL MEMBERS - Individual Members who are not members of the division, committee or sub-committee may attend open meetings of the division, committee or sub-committee and be heard in the discretion of the presiding officer. Unless entitled to vote under another provision of these Bylaws, Individual Members shall have no vote in those meetings.

607.10 ACTION BY WRITTEN CONSENT - Any action required or permitted to be taken at any meeting of a division, committee, or subcommittee may be taken without a meeting if all the division, committee, or sub-committee members entitled to vote consent to the action in writing and the written consents are filed with the records of the meetings. These consents shall be treated for all purposes as a vote taken at the meeting.

607.11 PARTICIPATION THROUGH COMMUNICATIONS EQUIPMENT - Members of any division, committee or sub-committee may participate in a meeting of the division, committee or sub-committee through conference telephone or similar equipment by means of which all persons participating in the meeting can hear

each other at the same time. Participation by such means shall constitute presence in person at a meeting.

607.12 QUORUM - Except as otherwise provided in these Bylaws or in the resolution or other action establishing a committee or subcommittee, a quorum of any committee or subcommittee shall consist of those members present of the committee or subcommittee.

607.13 VOTING - Except as otherwise provided in these Bylaws or the Parliamentary Authority, all motions, orders and other propositions coming before a division, committee or subcommittee shall be determined by a majority vote.

607.14 PROXY VOTE - Voting by proxy in any meeting of a division, committee or sub-committee of VSI shall not be permitted.

607.15 NOTICES -

.1 TIME - Except as otherwise provided in these Bylaws or the resolution or other action establishing a committee or sub-committee, not less than forty-eight (48) hours' notice in the case of notice given by telephone, and six (6) days' notice in all other cases, shall be given for any meeting of a division, committee or sub-committee of VSI. Separate notices need not be given for regular meetings that are scheduled well in advance. (See Section 616.1.5 for the various forms of notice.)

.2 INFORMATION - The notice of a meeting shall contain the time, date and site.

607.16 ORDER OF BUSINESS - At all meetings conducted under the authority of this Article, the following shall be included in the order of business to the extent applicable; the order in which subjects are taken up may be varied:

Roll Call

Reading, correction and adoption of minutes

Reports of coordinators, committees and subcommittees

Unfinished (old) business

New business

Resolutions and orders

Adjournment

607.17 RESIGNATIONS - Any committee or subcommittee chair or member or coordinator may resign by orally advising the General Chair or by submitting a written resignation to the Board of Directors specifying an effective date of the resignation. If such date is not specified, the resignation shall take effect upon the appointment of a successor.

607.18 VACANCIES - The determination of when the position of an appointed committee or subcommittee chair, committee member or a coordinator becomes vacant or the person becomes incapacitated, if not made by the person, shall be within the discretion of the Board of Directors. (See Section 606.8 for provisions applicable to elected committee chair and coordinators.) In the event of a vacancy or permanent incapacity the General Chair, with the advice and consent of the Board of Directors and the respective division Vice Chair, shall appoint a successor to serve until the conclusion of the incumbent's term. A temporary incapacity may be left unfilled at the discretion of the General Chair or an appointment may be made for the duration of the temporary incapacity.

607.19 DELEGATION - With the consent of the Board of Directors or the respective division Vice Chair, a committee or subcommittee Chair / coordinator may delegate a portion of their powers or duties to another officer of VSI, or to another committee, subcommittee, or coordinator, or with the consent of the VSI Board of Directors or the Personnel Committee, to the paid staff at VSI.

607.20 APPLICATION TO EXECUTIVE AND NOMINATING COMMITTEES AND **THE ADMINISTRATIVE REVIEW BOARD** ~~OF REVIEW~~ - Sections 607.5 through 607.16 shall apply to the Executive Committee, the Nominating Committee and any other committee of the Board of Directors or the House of Delegates, unless otherwise provided in these Bylaws, in the resolution creating the committee or in the VSI Policies and Procedures Manual. These provisions shall also apply to **Administrative Review Board** ~~of Review~~ meetings, but shall not apply to its hearings or deliberations.

ARTICLE 608

ANNUAL AUDIT, REPORTS AND REMITTANCES

608.1 MINUTES - The Secretary shall, within thirty (30) days after each meeting of the Board of Directors and the House of Delegates, transmit a copy of the minutes of the meeting to the respective members and to USA Swimming national headquarters.

608.2 FINANCIAL AND FEDERAL TAX REPORTS - The Treasurer shall forward to USA Swimming national headquarters a copy of the annual closing Balance Sheet and Statement of Income and Expense for the preceding fiscal year following completion of the audit of the accounts and internal financial controls and procedures of VSI and the report thereon prepared in accordance with Section 608.5, within fifteen (15) days of receipt of the audit report and shall advise USA Swimming national headquarters within thirty (30) days following acceptance by the House of Delegates. Copies of any corresponding federal income tax return required to be filed by VSI under the IRS Code shall be included with the annual audit report sent to USA Swimming national headquarters.

- 608.3 STATE AND LOCAL REPORTS AND FILINGS - The Treasurer shall cause to be made all reports and non-tax filings and shall requisition from the Treasurer checks with which to pay any applicable fees required by its state of incorporation and by any other state or municipality in which it operates.
- 608.4 PUBLIC AVAILABILITY OF CERTAIN INFORMATION - VSI shall cause to be made available at a reasonable location and time determined by VSI to anyone requesting to see a copy of VSI's federal income tax and information returns for each of the last three years, and a copy of the materials submitted by USA Swimming to include VSI in USA Swimming's group exemption ruling as required pursuant to IRS Code section 6104 and any similar requirements of applicable state or local laws.
- 608.5 ANNUAL AUDIT - An annual audit of the accounts, books and records of VSI shall be completed no later than the end of the third month following the end of its fiscal year. The audit, or review, shall be conducted by an independent auditor who shall be a certified public accountant or by the Audit Committee. The audit shall cover any federal, state or local income tax return that VSI is required to file under the IRS Code or applicable provisions of state or local law, rules or regulations, the balance sheet, the statement of income and expenses, check register and bank statements and other records as is deemed appropriate. If the audit, or review, is conducted by the Audit Committee or the Finance Committee, the committee shall issue a report signed by all of its members and stating that the financial records and reports of VSI have been reviewed and fairly present the financial condition of VSI as of the date of the balance sheet and for the fiscal period of the statement of income and expenses and the report is true and correct to the best of the Committee's knowledge, information and belief. If the audit, or review, is conducted by an independent auditor, the report shall be in accord with generally accepted auditing practices applicable to the audit or review, as the case may be.
- 608.6 MEMBERSHIP AND REGISTRATION REPORTS - The Membership/Registration Coordinator shall forward in a timely manner all required reports to the Executive Director of USA Swimming. This report shall be accompanied by a remittance of the appropriate membership and registration fees due to USA Swimming. The Membership/Registration Administrator shall make periodic summary reports to the General Chair, the Administrative Vice Chair, the Board of Directors and the House of Delegates.
- 608.7 SAFETY REPORTS -
- .1 INCIDENT/OCCURRENCE REPORTS - An occurrence report providing all of the information requested by applicable USA Swimming form should be completed at the time of the occurrence by the meet director, officer, coach or club officer with copies to USA Swimming national headquarters, the Safety Committee Chair and the Administrative Vice Chair and the VSI office.

- .2 REPORTS OF INJURIES - The Safety Chair shall present a report concerning swimming-related injuries within the Territory at each House of Delegates and Board of Directors meeting.
- A. House of Delegates Reports - The report to the House of Delegates shall be written and shall provide in summary form the pertinent information including whether the injured party is a member of VSI and USA Swimming, the location of the occurrence and a brief description of the incident, the resulting injury and the emergency-care steps taken, together with any recommendation for action by VSI and its members to reduce the likelihood of a re-occurrence and the status of that recommendation. The written report shall include a review of the pertinent statistical information provided by USA Swimming national headquarters. A copy of each House of Delegates report shall also be sent to the USA Swimming national headquarters.
- B. Board of Directors Reports - The regular report to the Board of Directors may be a summary addressing primarily any recommendation for action by VSI and its members.
- .3 SAFETY EDUCATION - The Safety Chair shall be responsible for disseminating safety information flowing from USA Swimming Headquarters and, with the assistance of the Committee members, exploring safety education opportunities and developing a safety education program tailored to VSI and its members and Territory.

608.8 MAILING ADDRESS - VSI shall notify in writing USA Swimming national headquarters of any change in its regular mailing address within fourteen (14) days of the change.

608.9 REPORTS GENERALLY - VSI shall make all reports and remittances to USA Swimming as specified in the USA Swimming Rules and Regulations or by the USA Swimming Board of Directors or USA Swimming House of Delegates, in such a manner and on such written forms as may be requested by USA Swimming national headquarters. The General Chair, the Membership/Registration Coordinator Chair, the Secretary, and the Treasurer shall be collectively responsible for seeing that all required reports and remittances are made.

ARTICLE 609

MEMBERS' BILL OF RIGHTS

609.1 INDIVIDUAL MEMBERS' BILL OF RIGHTS - VSI, in furtherance of Article 301 of the USA Swimming Rules and Regulations, shall respect and protect the right of every Individual Member who is eligible under VSI, USA Swimming and FINA rules and regulations to participate in any competition as an athlete,

coach, trainer, manager, meet director or other official, so long as the competition is conducted in compliance with VSI, USA Swimming and FINA requirements. Before any Individual Member is denied the right to participate in a competition, the individual shall have the right to request and have a hearing before, and a determination of, the Zone Board of Review or the National Board of Review. If the Individual Member is permitted to participate subject to a protest, a hearing and determination may take place after the competition is concluded.

609.2 CLUB MEMBERS' BILL OF RIGHTS - VSI shall respect and protect the right of every Club Member which is eligible under VSI, USA Swimming and FINA rules and regulations to participate in any competition through its athletes, coaches, trainers, managers, meet directors and other officials, so long as the competition is conducted in compliance with VSI, USA Swimming and FINA requirements. Before any Club Member is denied the right to participate in a competition, the Club Member shall have the right to request and have a hearing before, and a determination of, the Zone Board of Review or the National Board of Review. If the Club Member is permitted to participate subject to a protest, a hearing and determination may take place after the competition is concluded.

ARTICLE 610

ADMINISTRATIVE REVIEW BOARD

610.1 INTRODUCTION - USA Swimming was organized as the National Governing Body for the sport of swimming under the Amateur Sports Act of 1978, as amended by the Ted Stevens Olympic and Amateur Sports Act of 1998, both federal laws. These laws require USA Swimming to establish and maintain provisions for the swift and equitable resolution of all disputes involving any of its members. This Article, together with Section 602.2 and Part Four of the USA Swimming Rules and Regulations, are intended to provide a mechanism for resolving in an orderly and fair way all manner and kinds of disputes that may arise among its members in connection with the sport of swimming. Accordingly, VSI has established the Administrative Review Board to hear complaints and appeals regarding administrative matters within the LSC which do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions. The Administrative Review Board shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming, or conduct that may bring USA Swimming, VSI or the sport of swimming into disrepute. This Article, together with Part Four of the USA Swimming Rules and Regulations, is intended to provide a fair hearing before a group of independent and impartial people. This Article and Part Four of the Rules shall be construed accordingly.

610.2 ADMINISTRATIVE REVIEW BOARD ORGANIZATION -

- .1 Establishment - The Administrative Review Board of VSI shall be independent and impartial.
- .2 Members - The Administrative Review Board shall have at least six (6) regular members, at least two (2) of whom shall be athlete members. At least three members of the Administrative Review Board shall hear each case, with a sufficient number of athlete members to constitute at least twenty percent (20%) of its membership. No hearing shall proceed without the required athlete representation. The House of Delegates may increase the number of regular or alternate members by resolution but subsequent to the adoption of these Bylaws may only decrease the number of regular or alternate members upon the expiration of the term of office of any incumbent members.
- .3 Election; Term of Office; Eligibility -
 - A. Election - The House of Delegates shall biennially elect regular and alternate members of the Administrative Review Board. The regular members of the Administrative Review Board shall also serve as the nominees from VSI to the Zone Board of Review, except to the extent a lesser or greater number is required by the Zone. If not all of the Administrative Review Board members may be nominated by VSI to the Zone Board of Review, the Chair (as defined in Section 610.2.4 below) shall designate which members shall be so nominated. If nominees in addition to the regular members of the Administrative Review Board are required by the Zone, such additional individuals shall come from the alternate members of the Administrative Review Board, as designated by the Chair, and if still additional nominees are required by the Zone, as appointed by the General Chair.
 - B. Term of Office - The term of office shall be two (2) years. Each member and alternate member shall assume office upon election and shall serve until a successor takes office.
 - C. Eligibility - Each regular and alternate member of the Administrative Review Board shall be an Individual Member of VSI and USA Swimming. In no case shall elected members of the Board of Directors serve on the Administrative Review Board.
- .4 Chair Elected by Board; Other Officers - The Chair of the Administrative Review Board (the "Chair") who must be a regular member, shall be elected biennially by a majority vote of the regular members of the Administrative Review Board. The Chair shall biennially appoint a Vice Chair and a Secretary of the Administrative Review Board, each of whom must be regular members.

- .5 Meetings - The Administrative Review Board shall meet for administrative purposes as necessary, to elect the Chair, to adopt rules and procedures and to conduct other business as may be helpful or necessary to achieve the purposes of the Administrative Review Board and efficiently exercise its duties and powers. Other meetings may be called by the Chair or any two regular members. When meeting for administrative purposes, those provisions of Article 607 that are specified in Section 607.20 shall apply to the Administrative Review Board.
- .6 Participation Through Communications Equipment - Members of the Administrative Review Board may participate in a meeting or hearing of the Administrative Review Board, and any hearing may be conducted, in whole or in part, through conference telephone or similar equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by these means shall constitute presence in person at such a meeting or hearing.
- .7 Quorum - A quorum for any administrative meeting of the Administrative Review Board shall be fifty percent (50%) of its regular members.
- .8 Resignations - Any regular or alternate member of the Administrative Review Board may resign by orally advising the Chair or by submitting a written resignation to the Chair, the General Chair or the Board of Directors specifying an effective date of the resignation. In the absence of a specified effective date, any such resignation shall take effect upon the appointment or election of a successor.
- .9 Incapacities and Vacancies - Determination of Vacancy or Incapacity - In the event of a vacancy in the office of the Chair, or other members of the Administrative Review Board, the LSC shall have in place reasonable written and published rules consistent with the laws of the state of incorporation of the LSC to determine when such membership on the Administrative Review Board becomes vacant or a Chair or member becomes incapacitated. The determination as to when the Chair is temporarily incapacitated shall be made, where the circumstances permit, by the Chair and otherwise shall be within the discretion of the Administrative Review Board, subject to any subsequent action of the Board of Directors.
- .10 Substitutions for Member - In the event that a regular member of the Administrative Review Board is unable or unwilling to promptly act for any reason, recuses herself or himself or is disqualified in any particular circumstance, the Chair (or, if the person so unable or unwilling to act or recused or disqualified is the Chair, the Vice Chair; or failing that, the General Chair) shall appoint the alternate member or, if the alternate member is not available, a disinterested Individual Member to act in the regular member's place and stead in respect of that circumstance.

- .11 Legal Advice - Where appropriate or helpful, the Chair may consult the USA Swimming General Counsel, the Chair of the USA Swimming Rules or Officials Committees or of the Bylaws Subcommittee or an attorney (who need not be a member of VSI, USA Swimming or the Administrative Review Board) retained by the Administrative Review Board or the Chair regarding any issue raised by a proceeding.

610.3 GENERAL -

.1 Administrative Powers - The Administrative Review Board shall have the powers and the duty to:

- A. administer and conduct the affairs and achieve the purposes of the Administrative Review Board,
 - B. establish policies, procedures and guidelines,
 - C. elect the Chair,
 - D. call regular or special meetings of the Administrative Review Board,
 - E. retain attorneys, agents and independent contractors and employ those persons which the Administrative Review Board may determine are appropriate, necessary or helpful in the administration and conduct of its affairs, and
 - F. take such action as may otherwise be appropriate, necessary or helpful in the administration and conduct of its affairs, the achievement of its purposes and the efficient exercise of its duties and powers.
- .2 Rule Making Powers - The Administrative Review Board shall have the power and the duty to promulgate reasonable rules and procedures consistent with the corporation laws of the LSC with respect to any matter within its jurisdiction or appropriate, necessary or helpful in the administration and conduct of its affairs. Such rules and procedures shall have the same force and effect as if they had been adopted as part of these Bylaws.
- .3 Exercise of Powers and Decisions - Except for authority and power granted to the Chair, the exercise of the authority and powers of the Administrative Review Board and the decision of matters which are the subject of a hearing shall be decided by a majority vote of the Administrative Review Board. The views of any dissenters shall be included in the record of the proceeding if requested by the dissenters. The exercise of the Administrative Review Board's authority and power shall lie solely in its discretion and the interests of justice and the sport of swimming.

- .4 Timeliness of Petition - The Administrative Review Board need not exercise its jurisdiction with respect to a complaint the subject matter of which occurred, or concerns or is founded on events which occurred, more than ninety (90) days prior to the date the complaint is received. A determination not to exercise its jurisdiction as a result of the untimeliness of a complaint may be made by the Chair alone and may be the subject of a request for rehearing and, thereafter, appeal to the Zone Board of Review pursuant to Part Four of the USA Swimming Rules and Regulations.

ARTICLE 611

ORGANIZATION, AMENDMENT OF BYLAWS AND DISSOLUTION

- 611.1 NON-PROFIT AND CHARITABLE PURPOSES - As stated in Section 601.2, VSI is organized exclusively for charitable and educational purposes and for the purpose of fostering national or international amateur sports competition within the meaning of section 501(c)(3) of the IRS Code. Notwithstanding any other provision of these Bylaws, VSI shall not, except to an insubstantial degree, (1) engage in any activities or exercise any powers that are not in furtherance of the purposes and objectives of VSI or (2) engage in any activities not permitted to be carried on by: (A) a corporation exempt from federal income tax under such section 501(c)(3) of the IRS Code or (B) a corporation to which contributions, gifts and bequests are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code.
- 611.2 DEDICATION OF ASSETS, ETC. - The revenues, properties and assets of VSI are irrevocably dedicated to the purposes set forth in Sections 601.2 and 611.1 of these Bylaws. No part of the net earnings, properties or assets of VSI shall inure to the benefit of any private person or any member, officer or director of VSI.
- 611.3 AMENDMENTS - Any provision of these Bylaws not mandated by USA Swimming may be amended at any meeting of the House of Delegates by a two-thirds (2/3rds) vote of the members present and voting. Amendments so approved shall not take effect until reviewed and approved by the USA Swimming Rules and Regulations Committee. These Bylaws shall be deemed amended ninety (90) days after the conclusion of any annual meeting of USA Swimming at which the corresponding provisions of Part Six of the USA Swimming Rules and Regulations are amended (or such later effective date established in the amending USA Swimming legislation) to the extent that such amendment affects a provision required to be included herein or is itself required to be included herein, unless VSI shall have requested permission of the USA Swimming Rules and Regulations Committee not to have such amendment take effect with respect to these Bylaws.
- 611.4 DISSOLUTION - VSI may be dissolved only upon a two-thirds majority vote of all the voting members of the House of Delegates. Upon dissolution, the net assets of VSI shall not inure to the benefit of any private individual,

unincorporated organization or corporation, including any member, officer or director of VSI, but shall be distributed to USA Swimming to be used exclusively for educational or charitable purposes. If USA Swimming is not then in existence, or is not then a corporation which is exempt under section 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are deductible under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, the net assets of VSI shall be distributed to a corporation or other organization meeting those criteria and designated by the House of Delegates at the time of dissolution, to be used exclusively for educational or charitable purposes.

ARTICLE 612

INDEMNIFICATION

- 612.1 INDEMNITY - VSI shall indemnify, protect and defend, in the manner and to the full extent permitted by law, any Indemnified Person in respect of any threatened, pending or completed action, suit or proceeding, whether or not by or in the right of VSI, and whether civil, criminal, administrative, investigative or otherwise, by reason of the fact that the Indemnified Person bears or bore one or more of the relationships to VSI specified in Section 612.3 and was acting or failing to act in one or more of those capacities or reasonably believed that to be the case. Where specifically required by law, this indemnification shall be made only as authorized in the specific case upon a determination, in the manner provided by law, that indemnification of the Indemnified Person is proper in the circumstances. VSI may, to the full extent permitted by law, purchase and maintain insurance on behalf of any Indemnified Person against any liability that could be asserted against the Indemnified Person.
- 612.2 EXCLUSION - The indemnification provided by this Article 612, shall not apply to any Indemnified Party whose otherwise indemnified conduct is finally determined to have been in bad faith, self-dealing, gross negligence, wanton and willful disregard of applicable laws, rules and regulations, of the USA Swimming Rules and Regulations, of the USA Swimming Code of Conduct or these Bylaws or who is convicted of a crime (including felony, misdemeanor and lesser crimes) involving sexual misconduct, child abuse, violation of a law specifically designed to protect minors or similar offenses, or who is found by the Zone Board of Review or the National Board of Review to have committed actions which would be the basis for a conviction and, in each case, the otherwise indemnifiable conduct (or failure to act) was, or was directly related to, the predicate acts of the conviction or finding.
- 612.3 INDEMNIFIED PERSONS - As used in this Article 612, "Indemnified Person" shall mean any person who is or was a Board Member, Board of Review Chair, Vice Chair, Presiding Officer or member, Group Member Representative, officer, official, coach, committee chair or member, coordinator, volunteer,

employee or agent of VSI, or is or was serving at the direct request of VSI as a director, officer, Group Member Representative, meet director, official, coach, committee chair or member, coordinator, volunteer, employee or agent of another person or entity involved with the sport of swimming.

612.4 EXTENT OF INDEMNITY - To the full extent permitted by law, the indemnification provided in this Article shall include expenses (including attorneys' fees, disbursements and expenses), judgments, fines, penalties and amounts paid in settlement, and, except as limited by applicable laws, these expenses shall be paid by VSI in advance of the final disposition of such action, suit or proceeding. If doubt exists as to the applicability of an exclusion to VSI's obligation to indemnify, VSI may require an undertaking from the Indemnified Person obliging him to repay such sums if it is subsequently determined that an exclusion is applicable. In the case of any person engaged in the sport of swimming for compensation or other gain, if VSI determines that there is reasonable doubt as to such person's ability to make any repayment, VSI shall not be obligated to make any payments in advance of the final determination. This indemnification shall not be deemed to limit the right of VSI to indemnify any other person for any such expenses to the full extent permitted by law, nor shall it be deemed exclusive of any other rights to which any Indemnified Person may be entitled under any agreement, vote of members or disinterested directors or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office.

612.5 SUCCESSORS, ETC. - The indemnification provided by this Article shall continue as to an Indemnified Person who has died or been determined to be legally incompetent and shall apply for the benefit of the successors, guardians, conservators, heirs, executors, administrators and trustees of the Indemnified Person.

ARTICLE 613

PARLIAMENTARY AUTHORITY

613.1 ROBERT'S RULES - The rules in the then current edition of Robert's Rules of Order Newly Revised shall govern VSI and any of its constituent or component parts, committees, etc., in the conduct of meetings in all cases to which they apply and in which they are not inconsistent with these Bylaws and any special rules of order VSI, the House of Delegates, the Board of Directors or its divisions, committees, etc., may adopt or as set forth in the next paragraph.

613.2 VOICE AND VOTE - Where in these Bylaws an Individual Member is described as having voice but not the right to vote, that Individual Member may participate in debate and ask pertinent questions in the discretion of the presiding officer, but may not make or second motions, orders or other proposals.

ARTICLE 614

PERMANENT OFFICE AND STAFF

- 614.1 OFFICE – VSI should maintain an office in the Territory for the storage and maintenance of the books and records and equipment of VSI and for other purposes as may be determined by the House of Delegates or the Board of Directors in accordance with these Bylaws.
- 614.2 STAFF – VSI shall retain paid staff at the VSI Office as the Board of Directors may determine to be appropriate or necessary. The staff shall be under the general supervision of the General Chair and the Administrative Vice Chair. With respect to the delegated functions of the officers, committee chairs, and coordinators, the staff shall be responsible to the respective officer, committee chair, or coordinator. The powers and duties of the paid staff shall be established in VSI's Policies and Procedures Manual or by resolution of the Board of Directors or by delegation approved by the Personnel Committee.
- 614.3 APPROPRIATIONS – The Finance Committee shall include in its proposed budget a line item for the cost of VSI's office, inclusive of the compensation and benefits costs of the paid staff. Once appropriated by the House of Delegates, the Personnel Committee shall be responsible, together with the General Chair, for the administration of these funds. The compensation of the staff shall, to the extent possible, be treated as confidential.

ARTICLE 615

MISCELLANEOUS

- 615.1 EFFECT OF STATE LAW CHANGES (SEVERABILITY) - If any portion of these Bylaws shall be determined by a final judicial decision to be, or as a result of a change in the law of the Commonwealth of Virginia become, illegal, invalid or unenforceable, the remainder of these Bylaws shall continue in full force and effect.
- 615.2 FISCAL YEAR - The fiscal year of VSI shall end on August 31st of each year.
- 615.3 TAX STATUS; INTERPRETATION OF BYLAWS - It is intended that VSI shall have and continue to have the status of an organization which is exempt from federal income taxation under section 501(c)(3) of the IRS Code and to which contributions, bequests and gifts are deductible for federal income, estate and gift tax purposes under sections 170(c)(2), 2055(a)(2) and 2522(a)(2) of the IRS Code, respectively. Similarly, it is intended that VSI shall have that or similar status under the applicable state and local laws as will exempt it from taxation to the maximum extent possible to the extent not contrary to applicable federal requirements. These Bylaws shall be interpreted accordingly.

ARTICLE 616

DEFINITIONS, CONVENTIONS AND RULES OF INTERPRETATION

616.1 CONVENTIONS AND RULES OF INTERPRETATION -

- .1 **TERMS GENERALLY** - Whenever the context may require, any pronoun or official title shall include the corresponding masculine, feminine and neuter forms. The words "include", "includes" and "including" shall be deemed to be followed by the phrase "without limitation". The singular shall include the plural and the plural shall include the singular as the context may require. Where the context permits, the term "or" shall be interpreted as though it were "and/or". Captions have been used for convenience only and shall not be used in interpreting the Bylaws.
- .2 **CAPITALIZED TITLES** - Capitalized titles, such as Secretary or Treasurer, when appearing alone shall refer to VSI positions and not to USA Swimming or another organization.
- .3 **PRINCIPAL RULE OF INTERPRETATION** - The principal substantive rule of interpretation applicable to these Bylaws is set forth in Section 615.3.
- .4 **RULE OF INTERPRETATION APPLICABLE TO ARTICLE 610** - Article 610 shall be interpreted generously in order to achieve the intent expressed in Section 610.1.
- .5 **NOTICE DEEMED GIVEN; WRITINGS DEEMED DELIVERED; LAST KNOWN ADDRESS** -
 - A. **Notice by Mail** - Notice given and other writings delivered by first class mail, postage prepaid, and addressed to the last address shown on the records of VSI shall be deemed given or delivered upon the postmark date for all purposes under these Bylaws.
 - B. **Notice by Fax or Email** - Notice given and writings delivered by facsimile or electronic mail shall be deemed given or delivered upon oral, telephonic, electronic or written confirmation of recipient for all purposes under these Bylaws.
 - C. **Notice by Telephone** - Notice given by telephone shall be deemed given only when actually transmitted to the person entitled thereto for all purposes under these Bylaws. (Thus, for example, a message left on an answering machine or similar equipment or with a person other than the intended recipient shall not be notice given prior to the actual receipt by the intended recipient.)
 - D. **Last Known Address** - For all purposes under these Bylaws, the last known address of a member of VSI shall be the address given in the latest application for registration or membership in VSI and USA Swimming filed with the Membership/Registration Administrator; or

the address given in a written notice of change of residence filed with that Administrator. In all other cases the records maintained by the Secretary of VSI shall be used to ascertain the last known address.

- .6 TIME PERIOD CONVENTION - In computing time periods established by these Bylaws, the initial time period (days or hours) shall not be included but the last period shall be included.
- .7 WAIVER OF NOTICE CONVENTION - Untimely or insufficient notice for any meeting held under the authority of these Bylaws shall be considered to have been waived if a member attends or participates in the meeting to which such notice referred or to which notice was lacking without, at the earliest opportunity, raising an objection of untimely or insufficient notice having been given for such meeting. If the member is a Group Member Representative, then the relevant Group Member shall be treated as having waived the untimely or insufficient notice to the same extent.

616.2 DEFINITIONS - When used in these Bylaws, the following terms shall have the meanings indicated in this Section, and the definitions of such terms are equally applicable both to the singular and plural forms thereof. Where a cross reference to another Section of the Bylaws appears within a definition, the definition is qualified by the more complete definition found in that Section. Additional definition applicable solely to Article 610 is set forth in Section 610.2. For an additional definition applicable solely to Article 612, see Section 612.3:

- .1 "Active Individual Member" shall mean an individual other than a Coach Member, or an Athlete Member or a Seasonal Athlete Member who is a trainer, manager, official, meet director, marshal, Board Member, At-Large House Member, officer or committee chair or member, coordinator, or a Group Member Representative or alternate and any other individual actively participating in the affairs of VSI or the sport of swimming and who is in good standing as an Individual Member of VSI and USA Swimming.
- .2 "Administrative Review Board" shall mean the ~~review~~ board established under Article 610 hereof to handle ~~for~~ administrative matters ~~created under Article 610~~ of the LSC.
- .3 "Affiliated Group Member" shall mean any organization which supports the sport of swimming and the objectives and programs of VSI and USA Swimming, but which does not have athlete members and coach members, which is in good standing as a group member of VSI and USA Swimming, and which is neither a club member or a seasonal member.
- .4 "Affiliated Group Member Representative" shall mean the individual appointed to represent an Affiliated Group Member in House of Delegates.

- .5 "Affiliated Individual Member" shall mean any individual interested in the objectives and programs of VSI, who resides, formerly resided, or participated in the sport of swimming in the territory, who is in good standing as a member of VSI and USA Swimming and who is not an active individual, coach, or athlete member.
- .6 "Article" shall mean the principal subdivisions of these Bylaws.
- .7 "Articles of Incorporation" shall mean the document relating to this corporation which is filed with the Secretary of State of the Commonwealth of Virginia.
- .8 "At-Large Board Member" shall mean those athlete and non-athlete Board Members designated as such.
- .9 "At-Large House Member" shall mean the Individual Members appointed by the General Chair, or elected, to be At-Large Members of the House of Delegates.
- .10 "Athlete Member" shall mean any individual Athlete Member who competes or has competed during any part of the three (3) immediately preceding years in the sport of swimming and is in good standing as an Individual Member of VSI and USA Swimming.
- .11 "Athlete Representative" shall mean the Athlete Member elected to represent athletes in the House of Delegates and on the Board of Directors.
- .12 "Board Member" shall mean a member of the Board of Directors including the At-Large Board Members.
- .13 "Board of Directors" shall mean the Board of Directors of VSI.
- .14 "Business Day" shall mean a calendar day which is not a Saturday, a Sunday or a legal federal or state holiday anywhere within the Territory.
- .15 "Bylaws" shall mean these bylaws as adopted by, and in effect for, VSI, as amended from time to time.
- .16 "Club" or "club" shall mean an organization that has athletes and coaches engaged in the sport of swimming.
- .17 "Club Member" shall mean any club or other organization which is in good standing as a Group Member of VSI and USA Swimming and has athletes and coaches and participates in the sport of swimming. All athletes and coaches of the club or organization must be Individual Members in good standing with VSI and USA Swimming.
- .18 "Club Member Representative" shall mean the individual appointed to represent a Club Member in the House of Delegates.

- .19 "Coach Member" shall mean any individual, whether or not affiliated with a Group Member, who has satisfactorily completed all safety and other training required by VSI and/or USA Swimming and who is in good standing as a member of VSI and USA Swimming.
- .20 "Coach Representatives" shall mean the Coach Members elected to represent the coaches in the House of Delegates and the Board of Directors.
- .21 "Consent" shall mean a majority of those present and eligible to vote.
- .22 "Executive Committee" shall mean the committee of the Board of Directors which may act for the Board of Directors between meetings.
- .23 "FINA" shall mean the Federation Internationale de Natation, the international governing body for the sport of swimming.
- .24 "Group Members" shall mean Club Members and Affiliated Group Members
- .25 "Group Member Representative" shall mean the individual appointed to represent a Group Member in the House of Delegates.
- .26 "House of Delegates" shall mean the House of Delegates of VSI as established by Article 604 of these Bylaws.
- .27 "Immediate Past General Chair" shall mean the individual who is the immediate past General Chair of VSI, except when that person became immediate past General Chair by virtue of the House of Delegates taking action pursuant to Section 605.5.11, the Board of Directors taking action pursuant to Section 604.4.6 or the House of Delegates failing to reelect that person to another term sought by that person. The Immediate Past General Chair shall serve for the duration of the successor General Chair's term. If the office of Immediate Past General Chair becomes vacant for any reason, including the exception set forth in the initial sentence of this definition, it shall not be filled by appointment or election, but shall remain vacant until another individual becomes Immediate Past General Chair.
- .28 "Individual Members" shall mean Athlete Members, Coach Members and Active Individual Members, and shall also include Life Members and Affiliated Individual Members.
- .29 "IRS Code" shall mean the United States Internal Revenue Code of 1986, as amended from time to time, or the corresponding provision of any future United States internal revenue law, and shall, when appropriate, also include a reference to the Treasury Regulations issued thereunder.
- .30 "Life Member" shall mean any individual who is a life member of USA Swimming and VSI, and who resides, formerly resided, or participated in

the sport of swimming in the Territory and who is in good standing as a member of VSI and USA Swimming.

- .31 "Local Swimming Committee" or "LSC" shall have the meaning ascribed thereto in the USA Swimming Rules and Regulations. VSI is a Local Swimming Committee.
- .32 "Member" shall mean a Group Member or an Individual Member.
- .33 "National Board of Review" shall mean the National Board of Review of USA Swimming established pursuant to Part Four of the USA Swimming Rules and Regulations. Where the context requires, a reference to the National Board of Review shall include a reference to the USA Swimming Board of Directors when that body is acting upon an appeal from the National Board of Review.
- .34 "Nominating Committee" shall mean the committee of the House of Delegates charged with nominating candidates for elective offices of VSI.
- .35 "Policies and Procedures Manual" shall mean the policies and procedures manual of VSI, as amended, adopted by the Board of Directors or the House of Delegates. If VSI does not have a Policies and Procedure Manual, then the reference shall mean the relevant meeting minutes, orders, and resolutions of VSI.
- .36 "Parliamentary Authority" shall mean the authority and any special rules of order designated in Article 613.
- .37 "Seasonal Athlete Member" shall mean any individual who participates or competes in the sport of swimming and has joined for certain periods of time not longer than 150 days each in a calendar year and is in good standing as a Seasonal Athlete Member of VSI and USA Swimming.
- .38 "Seasonal Club Member" shall mean any organization that has joined VSI and USA Swimming for certain periods of time, not exceeding 150 days each in a calendar year, and is in good standing as a seasonal club member of VSI and USA Swimming.
- .39 "Section" shall mean the subdivisions of the Articles of these Bylaws.
- .40 "Senior Athlete Representative" shall mean the Athlete Representative senior in term of office or, in cases where there are more than two Athlete Representatives, the Athlete Representative designated in accordance with Section 604.1.3.
- .41 "Senior Coach Representative" shall mean the coach representative senior in term of office.
- .42 "Standing Committee" shall mean a committee of VSI listed in Sections 607.1, 607.2, or 607.3.

- .43 "Territory" shall mean the geographic territory over which VSI has jurisdiction as a Local Swimming Committee.
- .44 "USA Swimming" shall mean USA Swimming, Inc., a Colorado not-for-profit corporation which is the national governing body for the United States for the sport of swimming.
- .45 "USA Swimming Board of Directors" shall mean the Board of Directors of USA Swimming.
- .46 "USA Swimming House of Delegates" shall mean the House of Delegates of USA Swimming.
- .47 "USA Swimming Rules and Regulations" shall mean the published rules and regulations, as adopted and amended by USA Swimming.
- .48 "USA Swimming Rules and Regulations Committee" shall mean the Rules and Regulations Committee of USA Swimming created pursuant to Part Five of the USA Swimming Rules and Regulations.
- .49 "VSI" shall mean the Virginia not-for-profit corporation to which these Bylaws pertain.
- .50 "VSI Office" shall mean the permanent office of VSI maintained in accordance with Article 614.
- .51 "Zone Board of Review" shall mean the Zone Board of Review of the Zone in which VSI is located, which Zone Board of Review is established pursuant to Part Four of the USA Swimming Rules and Regulations. Where the context requires, a reference to the Zone Board of Review shall include a reference to the National Board of Review when that body is acting upon an appeal from the Zone Board of Review.

VSI Officials Chair Report April 2016

2016 SC Championship Meets- Attendance

Seniors- 36 Officials

Age Groups- 47 Officials

Sectinals- 18 Officials 16 in Richmond, 2 in Buffalo

2016 LSC SC Championship Meet Reports

Seniors(Michael Sizemore)Equipment – Used wiring above deck rather than installed wiring. CTS had to be replaced once, I believe. Replaced a pad or two and a relay pad or two was misfiring but all in all response time to issues was quick and minimal impact to sessions. Air Quality – Reasonable but I got congested after three days of it.

Facility – Good Hospitality – Better this time than Panera day in and day out. Kudos to the Mexican chicken for Sunday lunch. Meet Announcement – Needs a lot of work. Probably need a meeting to discuss issues encountered by meet referee and admin referee. Safety – Three incident reports filed online, facility staff handled incidents appropriately. Number of officials – a couple of lightly staffed sessions but good overall. Atmosphere – All seemed pleasant with the exception of one coach who got upset over a call. Host Club Meet Prep – Well done. Host Club Meet Staffing – Well covered.

Age Groups(Dan Demers)- This meet is traditionally scheduled on the weekend of daylight savings. After the meet invite was approved it was decided between the MD, MR and TP chair that we should modify the push back the Sunday warm-ups by 1/2 hour, starting at 0800 versus 0830. This is should be noted and changed accordingly in the meet invite.

For the Sunday 1650 recommend modifying as follows: Competition will begin 10 minutes after the published timeline or approximately 12:00 PM, whichever is later. The deep pool finished at 1140 and some coaches were asking if the 1650's were starting at 1150. I told them I could not, because the deep end finished 10 minutes ahead of the published time line. There may be some swimmers expecting it to start at 1200 as stated in the meet invite.

Under seeding, there exists a contradiction of times for positive check-in between the second bullet and 4th bullet. One states 9:30 AM, the other states 6:00 PM on Friday. It was discussed in the coaches meeting that positive check-in will be the night before for weekend events, which is the traditional protocol.

Another suggestion is to seed all of the relays. I've worked Admin and MR for this meet and I can count on my one- hand the number of scratches we received.

Other considerations for the MR's that will follow me:

- Make sure all dry deck positions are manned with AO's. They will need to understand how to bring in the dolphin watches and produce swim-offs.
- The scratch table should be manned with a Hokie volunteer and runner. Preferably with a dry-deck official and knowledgeable about scratches. Our scratch table was set up in the leisure pool which help with crowd control. The runner can bring new results out to the table and bring in the closed events. If swim-offs are needed after scratches they can run the sheets down to the applicable DR and get them set up.
- Bulkhead crowd control for prelims and finals – Suggest that a notice be sent to all coaches that they are the only personnel allowed on the bulkheads between the flags. If they need to talk to their swimmers they can do that on deck or outside of the flags
- Suggest running the relays (200's) like they are run in the Senior champ format.
- Or on Saturday, consider adding a 10-15 minute break between the end of the relays before the 500's. May have swimmers doing both and they may be in the first heat of the 500's.
- Consider changing the penalty for a no-show, failure to compete or delay of meet at finals. Currently the rules ban the swimmer for any future swims (AGC action item)
- (Admin Ref) Positive check-in should be listed by team only. It makes it much easier for the coaches to check- in their swimmers
- (Admin Ref) If relays are still positive check-in, list the times by fastest to slowest. This allows the coaches to see if they are a Top-8 seed swimming in finals.
- (Admin Ref) Leave the swimmer names off the relay cards, let the coaches fill them in and have the timers verify names. Much easier to enter into MM.
- (Admin Ref) Create a team list with a coach cell phone number. That way Admin can send the coaches a text if one of their swimmers scratch-in. This worked great and we did not have any empty lanes in finals, except one which the swimmer failed to compete.
- CAC has established no-photo zones in the stands behind the blocks of the deep end. They state this is due to the interpretation by VSI. This should be revisited and clarified as this is very difficult to control.

- We had several ETO calls during relays. Maybe we have designated lanes, later in warm-ups, for teams to practice exchanges.
- On Sunday night the timeline is 1.5 hours and we had several 10 & U competing in the 50 Freestyle and the 100 Butterfly. The events were slated to start with 9 minutes apart. My suggestion would be to adding a 5-10 minute break between 96 and 97 and announce all of the records that have been broken at the meet to give the swimmers a chance to rest.
- Remind coaches that once OME is closed, they cannot enter a swimmer without notifying the MR and AR. We had one relay team disqualified for placing a swimmer on a relay that was not in the meet
- Suggest MR send the MD an email highlighting any points that need to be discussed in a normal coaches meeting. Scott Baldwin sent out an email to the coaches that also covered just about everything that I would cover in a coaches meeting. All I had to do was introduce myself, announce the meet jury, provide them an overview of the weekend's protocol and take any of their questions. There is not much time for a normal coaches meeting because warm-ups end at 8:25 and the meet starts at 8:30 AM.
- At the coaches meeting, I also let the coaches know that if they had a late scratch (mostly on Sunday) after the event closed I would accept it. This ensures there are no empty lanes in finals, something no one wants to see. We have time to notify the coach of the alternate and provide a second swim for another swimmer.
- Set up a coach to come and talk to the officials at every briefing. They can discuss the challenges of swimming, how they teach using any disqualifications and the importance of fair and equitable swimming for our sport. I had CYAC (Pat Batemen), NOVA (Drew Hirth), Hokie (Scott Baldwin) speak to us.

TIMING ADJUSTMENT RULE CHANGE Effective May 1, 2016

A message to our MR/AR/AO's should be to reiterate that extremely important administrative skills remain:

1. Determining that a primary time is invalid – sometimes that is easy (missing) other times it takes more investigation.
2. Determining what backup time is appropriate to assign the swimmer as the official time given all of the available information.

3. Making the judgment on what the official time should be when things aren't necessarily clear. 4. System failures will be calculated in the same manner as always.

Essentially – the backup time adjustment was simply a math exercise. It was a part of the art of the admin process, but it was not where the skill really lies in that process.

Rule 102.24.4.D and E – page 40 of the rule book changes how timing adjustments are handled:

Lane Malfunction – back-up times for that lane shall be calculated according to 102.24.4B which and integrated with the accurate primary times in establishing the official time and determining results.

Entire Heat Malfunction – when, because of an early or late start or other equipment or operator malfunction, the time of the automatic or semi-automatic primary timing system is equally incorrect for all lanes in a heat, but the order of finish and thus the absolute difference of time between the swimmers is accurate, the time of the primary system shall be adjusted by calculating the average difference between the primary times and the valid back-up times and adding, or subtracting when appropriate, that difference to the primary times of each lane in that heat. (See Appendix on page 44)

Due to the above change of timing adjustments, please confirm the following are in place for your meet management software.

Hy-tek has issued an update to MM6.0 which now puts the selection of the use of timing system differential in the set up screen. Currently, the choices are (1) FINA rules or (2) USA Swimming rules prior to May 1st. After May 1st, Hy-tek plans to change this to read (1) FINA/USA Swimming rules or (2) other rules. Those using an older version of MM should go into the Run menu and click on Preferences/Backup times and (with meets that start on May 1st or later) put a dot next to the option: Do not use average differential between pads and backups to adjust times (FINA). Please be aware that the default when opening Meet Setup in Hy-tek is (2) USA rules prior to May 1st so this must be changed to (1) FINA rules.

Recognition and Recruitment

The Officials Committee went thought the list of officials that worked many sessions/meets last year and will recognizing recently certified officials that were active last year along with dry deck workers and wet deck workers. These presentations will be done at the Awards Banquet.

Currently we have 44 new officials since the beginning of this season and 432 total.

Respectfully Submitted,

Bryan C. Wallin
Officials Chair
Virginia Swimming

Registration / Office Administrator Report
Board of Directors Meeting
April 10, 2016

- **2015 Registration Numbers as of 4/2/16:**

Athlete:	6140	Non-Athlete:	889
Athlete Outreach:	48		
Athlete Season 1:	8	Clubs:	51
Total:	6196	Organizations:	1

- **Club Leadership Business Management 201:** Twenty-one individuals representing 10 teams attended the course presented by Peter Clark on March 29th.
- **Swimposium/Fall HoD Meeting:** The Swimposium will be held on Saturday, September 17th followed by the House of Delegates meeting on Sunday at the Richmond Midlothian Doubletree. We are currently making arrangements for an Athlete Clinic on the 17th as well.
- **Coach Certification Clinics:** During that past two years, we have offered Safety Training and CPR/AED clinics for coaches on Saturday of the Fall HoD weekend as well as another one in August. Also, USA Swimming strongly encourages LSCs to sponsor such clinics.
Discussion Item: Do we want to sponsor the certification clinic again this year? If so, how many and when?
- **Awards Celebration at Kings Dominion:** Things are on track for the picnic with Aaron Peirsol as the speaker. Gifts have been ordered for the members of the All Star Team as well as plaques for the Competitive Spirit Award winners identified by their teams. The All Star Team this year includes athletes from the 2015 long course season as well as this year's short course season. It was first published the week after Age Group Champs and updated yesterday. The list includes 584 qualifiers. Any 18 and younger athlete who achieved the required number of qualifying times during either the 2015 long course season or the 2016 short course season is included on the list including those who may have transferred or may not be registered for the current year. However, only those athletes who are currently registered members of the LSC and not college students received invitations to the awards celebration and will receive a gift. The Task Force has scheduled a meeting for Sunday, April 10th, at 10 am to discuss future plans.
- **Satellite Clubs:** It has been mentioned to me that satellite clubs are not always receiving information from USA Swimming, VSI, and host clubs. I will check with HQ on their practices for satellites. For the VSI side of things, I include satellite head coaches and contacts whenever I send something out to all teams. Satellite clubs pay the same annual registration fee (\$100) as does the main club and all of this money is retained by Virginia Swimming. Because of this, I believe the clubs are entitled to the same services.
Discussion Item: I would like some input on ways that we can ensure our satellite programs are receiving the information that they need.

From: [Peter Maloney](#)
To: [Mary Turner](#); [Steve Hennessy](#); [Kevin McHaney](#); [Jessica Simons](#); [Edward Baldwin](#); [Bob A. Rustin](#); [Bill Geiszler](#); [Ted Sallade](#); [Gordon R. Hair](#)
Subject: Fw: EZ Diversity Chair Meeting - Tuesday, April 5th
Date: Tuesday, April 05, 2016 4:41:47 PM
Attachments: [2017 Eastern Zone Summit Budget Projections by Niagara Swimming.xlsx](#)
[EZ Diversity Swim Summit Bid Application from Niagara Swimming.docx](#)
[Check the box letter.docx](#)
[Reimbursement letter.docx](#)

Budget for the camp in Buffalo

----- Forwarded Message -----

From: Eastern Zone Diversity and Inclusion <ezdiversityandinclusion@gmail.com>
To: Peter Maloney <swimcoachpeter@yahoo.com>; deuelstephens@deependaquatics.com; G. Nadine Johnson <najohnjes@gmail.com>; swit1650@verizon.net; John Smith <sealscoach@sealsswimming.org>; Merari Chollette <meraripvs@gmail.com>; Dana Holder <danaholder49@gmail.com>; dlaudati@mandelljcc.org; maswimdiversity@yahoo.com; coachyear@aol.com; Cherita Gentilucci <office@maswim.org>; nadine_jesionek@harvardpilgrim.org; Carolyn Manor <carolynjmanor@gmail.com>; Matt Vogel <coastalmaineaquatics@gmail.com>
Cc: Ed Dellert <edellert@jgators.org>; Manuel Banks <mbanks@usaswimming.org>; ezdiversity-inclusion@googlegroups.com
Sent: Thursday, March 24, 2016 10:25 PM
Subject: EZ Diversity Chair Meeting - Tuesday, April 5th

Hi All,

Happy Thursday. Just a reminder that we will have our next conference call on **Tuesday, April 5 8:30 pm EST**. This call is for us to discuss the proposal by Niagara Swimming to host our 2017 EZ Diversity Select Camp and Summit as well as what we would like to discuss during the May 7th meeting.

Attached are the following items:

- Agenda
- 2017 Diversity Camp Proposal by Niagara Swimming (attached)
- Letter templates by Niagara Swimming for checking the box and gaining demographic statistics (Sent by Mike S.)
- Information about the May 7th EZ Meeting (link on agenda and [here](#)).

Other important reminders

- USA Swimming Women's Coaches Conference - April 8-10
- USA Swimming Leadership Conference April 22-24
- National Diversity Swim Camp May 5-8
- Diversity in Aquatics Convention - July 25-28th ([link](#))

To join the conference call:

Dial: [\(641\) 715 -3655](tel:6417153655)
Access Code: 381320#
Looking forward to the call!

Miriam Lynch
Eastern Zone Diversity and Inclusion Coordinator
email: ezdiversityandinclusion@gmail.com
phone: 703-409-9962 (cell)



[Make a Splash letter.docx](#)



[D&I Select Camp letter.docx](#)



[EasternZoneDiversityAgenda_2016_April_Agenda.docx](#)



2017 Eastern Zone Diversity and Inclusion
Select Camp
Application

Application Deadline: February 2016

**Questions or concerns regarding this application may be directed
to:**

Eastern Zone Diversity and Inclusion Coordinator
Email: ezdiversityandinclusion@gmail.com

Bids to host this camp will be reviewed by the EZ Diversity Advisory Committee from March 2016 – April 2016.

Voting will take place via e-vote April 2016 in time for the EZ Meeting held in Fort Lauderdale, FL



**2015 Eastern Zone Select Diversity and Inclusion Camp
Host Application**



Purpose:

Celebrate the opportunities for diversity in swimming in the Eastern Zone through inspiration of athletes, coaches and volunteers. Create local ambassadors and leaders to grow our sport.

Goals:

Empower athletes from ethnically under represented populations and their coaches to:

- Demonstrate the viability of multicultural success in swimming within their local LSC
- Achieve performance excellence throughout the sport
- Introduce the benefits and value of participating in the sport of swimming
- Develop positive leaders and role models that others from multicultural backgrounds can emulate
- Connect, network and promote the virtues of the sport of swimming through a comprehensive strategy involving the athletes, coaches and LSC Diversity Chairs in their own local LSCs and throughout the Eastern Zone.

Attendees:

Approximately 30-35 athletes (15+ boys / 15+ girls) ages 13-16 years olds (male and female from each zone) along with Coaches and LSC Diversity Chairs are invited to attend.

Number Of Attendees:

2 athletes from each LSC in the Central Zone
1 coach from each LSC
1 Diversity Coordinator from each LSC

Athlete Age:

13-16 years of age at the time of the camp (9-10th grades)

Qualifications:

Athletes must have qualified in at least one individual event in their local LSC championship meet in either SCY or LC seasons. In the event that there are no qualifying swimmers, the LSC can elect to send two athletes of its choice.

Selection:

Each LSC will select the two athletes they wish to represent that LSC using the application attached. The LSC will then select one coach from a diverse cultural group or a coach of a diverse cultural team based on their own LSC evaluation.

Coaches And Diversity Chairs:

The coach and Diversity Chair track will include observing in water workouts, classroom sessions with guest speakers and strategic planning sessions and goal setting with their LSC specific athletes

Camp Schedule:

The camp program will include a combination of pool training, motivational and education sessions, networking and strategic planning sessions for members of each LSC, and team building activities.

Dates:

It is proposed that athletes will arrive Thursday late afternoon/ evening and depart Sunday morning.

Host Information

LSC: NIAGARA

CONTACT PERSON /COORDINATOR: (Should be the same person submitting this application)

NAME: MIKE SWITALSKI

EMAIL: COACHMIKE@BUFFALORACERS.ORG

Daytime Phone: (716) 359-4729 Evening Phone: SAME

Cell Phone: SAME

Submitted Dates for Camp: 6/22/17 – 6/25/15

Pool Location(s)

Facility Name: UNIVERSITY AT BUFFALO ALUMNI ARENA NATATORIUM

Facility Address: 86 ALUMNI

City: AMHERST State: NY Zip Code: 14260

No of lanes: 8 Length: 50 Indoor Outdoor: _____

Classroom available at pool facility: No: ____ Yes Number of rooms available: 3

Facility Name:

Facility Address: _____

City: _____ State: _____ Zip Code: _____

No of lanes: _____ Length: _____ Indoor: _____ Outdoor: _____

Classroom available at pool facility: No: ____ Yes ____ Number of rooms available: ____

Seminar Location(s)

Facility Name ALUMNI ARENA

Facility Address: 86 ALUMNI

City: AMHERST State: NY Zip Code: 14260

Number of classrooms: 3

Types of audio/visual equipment available in each room please supply numbers below:

LCD Projectors: Computers: Internet access: Yes No: _____

Other Features?

Facility Name _____

Facility Address: _____

City: _____ State: _____ Zip Code: _____

Number of classrooms: _____

Types of audio/visual equipment available in each room please supply information below:

LCD Projectors: _____ Computers: _____ Internet access: Yes _____ No: _____

Other Features?

Lodging Location

Name UNIVERSITY AT BUFFALO

Address: _____

City: AMHERST State: NY Zip Code: 14260

Number of athletes per room 2 Number of adults per room: 2

Common gathering area available: Yes X No _____

Meal availability at location: Yes X No _____

Funding:

Each LSC will fund two athletes, a coach and their Diversity Chair to the camp. Funding will need to include their transportation to and from the camp, USA Swimming will fund \$4000.00 for the camp host which will be a receipt driven report filed to USA Swimming for the amount. Host LSC will pay upfront cost with funding coming from other LSCs for participants.

Funding required from each LSC per attendee: \$300

Funding will need to include their transportation to and from the camp lodging and meals, detailed below.

Approximate Estimated Detailed Costs:

Airport Transportation: Will be provided at no cost to participant: Yes _____ No: X

Will be provided at a cost of \$ _____ per participant

Pool: \$5400 Seminar Room: \$900 Lodging Per Room: \$195

Local transportation provided to/from practice or special camp activities (if necessary):

Number / size of vans or buses / cost: 4/ 15 PASSENGER VANS/\$2000

Overall Snacks / Drinks \$1000

Overall Admin / Supply Cost \$4000

Other Estimated costs per individual:

Breakfast Meals: Day 1\$9.50 Day 2\$9.50 Day 3\$9.50 Totals\$28.50

Lunch Meals: Day 1\$11.40 Day 2\$11.40 Day 3\$11.40 Totals\$34.20

Dinner Meals: Day 1\$13.80 Day 2\$13.80 Day 3\$13.80 Totals\$41.40

USA-S Staff: Requests for staff from the Club Development and Sports Performance division can be requested.

X Yes we will be requesting USA Swimming to send a Sports Performance consultant

X Yes we will be requesting USA Swimming to send a Club Development consultant

ON AN ADDITIONAL PAGE ATTACHED TO THIS APPLICATION PLEASE DESCRIBE THE FOLLOWING:

- GUEST SPEAKERS AND IF POSSIBLE THEIR BIOS
- SOCIAL ACTIVITY PLANNED WHEN, WHERE, WHAT
- SCHEDULE OF THE CAMP INCLUDING POOL SCHEDULE

The USA Swimming Regional Zone Diversity Summit brings LSC General Chairs, Diversity Chairs, coaches, and volunteers together for LSC planning workshops to hear from guest speakers and hold strategic planning sessions that will impact and increase the diversity of swimming at both the LSC and team level. The goal is for attendees to:

- Gain an understanding of the role an LSC diversity chair plays in growing USA Swimming's membership at the local level.
- Learn what other LSC's are doing via breakout sessions.
- Understand why diversity and inclusion is important to the growth of swimming.
- Gain an understanding of different cultures.
- Come away with a clear and concise diversity and inclusion plan for their LSC and/or team.

The Niagara Swimming Diversity and Inclusion Committee will coordinate with Manny Banks, USA Swimming Diversity and Inclusion Specialist to develop an appropriate schedule of speakers/experiences for swimmers, coaches and Diversity and Inclusion Chairs. Potential topics and speakers for the summit and camp are:

Coaches

Schedule:

Marketing to Multicultural Populations presented by Telesco Creative Group
Socioeconomic challenges and Health Disparities in Low-income families presented by Dr. Henry Taylor
Sports Injuries- UB Sports Medicine
Buffalo City Swim Racers Presented by Mike Switalski
USA Swimming D & I Strategic Plan-Manny Banks
Developing a Multicultural Friendly Club Environment- Peter Clark
The technique of Swimming-Dr. Dave Pendergast
Safe Sport- Gender Sensitivity
Best Practices in clubs and LSC's

D & I Chair

Schedule:

Marketing to Multicultural Populations presented by Telesco Creative Group
Socioeconomic challenges and Health Disparities in Low-income families presented by Dr. Henry Taylor
USA Swimming D&I Strategic Plan- Manny Banks, Diversity and Inclusion Consultant, USA Swimming
Buffalo City Swim Racers Presented by Mike Switalski
USA Swimming D&I Strategic Plan- Manny Banks, Diversity and Inclusion Consultant, USA Swimming
Developing a Multicultural Friendly Club Environment-Peter Clark
Safe Sport-Gender Sensitivity
Best practices in clubs and LSC's

Athlete

Schedule:

Sports Nutrition presented by Mary Clausen Williams, Biggest Loser
Tour Niagara Falls
College Search- UB Compliance and Admissions
Sports Injuries- UB Sports Medicine
Scuba Diving Lesson- Phoenix Scuba and Water Sports
The National Team Experience- Maritza Correia McClendon
Mentorship/Community Service opportunity-Buffalo City Swim Racers
What's Your Motivation-Peter Clark
Carry the Torch for Diversity and Inclusion- Manny Banks

Group skits as teambuilding exercise
Lasertron Laser Tag- 4 blocks from campus
6 2-hour practice sessions at Alumni Arena Pool- 50 Meters

Potential Speakers:

Henry Louis Taylor, Jr., Founding Director

Dr. Henry Louis Taylor, Jr. is an internationally recognized scholar for his work on distressed urban neighborhood and social isolation among people of color. His research focuses on a historical and contemporary analysis of distressed urban neighborhoods, social isolation and race and class issues among people of color, especially African Americans and Latinos. Within this framework, Taylor's research also focuses on these issues in Cuba, the Caribbean Islands and Latin America. Lastly, Taylor is concerned with the redevelopment of shrinking cities and metropolitan cities, with a focus on social, economic and racial justice.

Dr. Taylor coordinates the Neighborhood Planning and Community Development Specialization and teaches courses in central city revitalization, urban management, and race, class and gender and the city. Taylor also coordinates the Center for Urban Studies' Urban Internship Program, which creates opportunities for graduate and undergraduate students to become involved in neighborhood redevelopment initiatives and in research projects.

Dr. Taylor is a member of the Steering Committee of the Anchor Institutions Task Force, a national organization that develops and disseminates knowledge to help create and advance democratic, mutually beneficial anchor institution-community partnerships. Also, he is a member of the Board of Overseers of The Nelson A. Rockefeller Institute of Government of the State University of New York. Taylor has serviced on the governing boards of the Urban Affairs Association and the Urban History Association. He is on the Board of the Editors of Universities and Community Schools, published by Netter Center for Community Partnerships at the University of Pennsylvania, and was the planning coordinator for the Buffalo Municipal Housing Authority's Perry Choice Neighborhood Initiative and the founder of the Perry Choice Neighborhood History Project. He created the Cyberhood (theycyberhood.net) on behalf of the Urban Affairs Association.

Susannah Boutet

Susannah Boutet came to Buffalo City Swim Racers in 2012, through the advertising agency, Telesco Creative Group, where she assisted BCSR in their branding, marketing and fundraising campaigns. Her professional expertise includes advertising, client and production management. As Buffalo City Swim Racers grew, Susannah's role evolved from "a friend in the marketing business" to Board of Directors, Vice President. Previously, she was on the Board of Directors for Meals on Wheels for Western New York, in addition to being on the Buffalo Yacht Club Communications and Membership committees.

Dr. David Pendergast

David R. Pendergast, Ed.D., professor of physiology and biophysics and adjunct professor of mechanical and aerospace engineering at the University at Buffalo, has been appointed director of the Center for

Research and Education in Special Environments (CRESE) in the UB School of Medicine and Biomedical Sciences.

Pendergast, who has been the center's associate director since 1991, studies a broad range of human adaptations to exercise on land, in water and in outer space. Internationally known in the field of exercise and environmental physiology, he currently is working with the U.S. Navy to improve performance in extreme environments. This work includes developing a system to protect divers in extreme temperatures, as well as locomotor and respiratory muscle training. He also is conducting research with colleagues on exercise metabolism, muscle diseases and improving the performance of competitive swimmers through training and drag-reducing swimsuits.

Dr, John J. Leddy

John J. Leddy partnered with his UB colleague Barry Willer to develop an exercise-based test that helps doctors understand when it's safe for an athlete to return to play following a concussion.

Patients treated at Leddy's concussion management clinic include players from the National Football League (NFL) and National Hockey League (NHL).

A clinical associate professor of orthopaedics in UB's School of Medicine and Biomedical Sciences, Leddy is principal investigator of a grant from NFL Charities that focuses on developing a scientific assessment to determine when athletes can return to the field.

Maritza Correia McClendon

Correia became an Olympic swimmer for the United States, when she qualified for the U.S. Olympic Team in 2004. She became the first Puerto Rican of African descent to be a member of the U.S. Olympic swimming team. She also became the first black American swimmer to set an American and world swimming record.

In 2001, Correia won a gold medal in the 800m freestyle and two bronze medals in the medley and 400m freestyle relay as a member of the U.S. Team at the 2001 World Championship celebrated in Japan.

In 2002, Correia became the national champion in both the 50y and 100y freestyle and was a member of two winning relay teams at the NCAA Championships celebrated in Austin, Texas. She set the NCAA, American and U.S. Open records with a time of 21.69 in the 50 y freestyle, surpassing Amy Van Dyken's mark of 21.77 set in 1994. She earned seven All-American certificates and she was awarded the Commissioner's Cup as the high point scorer in the SEC Championships.

In 2003, Correia earned a gold medal swimming on prelim 400 m free relay at the World Championships. In 2004, she won a gold medal swimming prelims at the 400 m free relay at the Short Course World Championships and earned an Olympic silver medal swimming prelims of the 400m free relay at the 2004 Olympic Games celebrated in Athens, Greece.

Marty Keating

Marty Keating has been the Head Coach of the PACK Swim Team since its inception and is one of PACK's founders. Since 1973, he has been a coach of the Pittsford High School Boys and Girls Swim Teams and is one of the most experienced, knowledgeable, and well-known swim coaches in the area.

He has been associated with swimming for many years, having swum competitively in high school and college. He is a member of the American Swim Coaches Association (ASCA), National Interscholastic Swim Coaches Association and NYS Swim Coaches Association. He is a Level 4 rated coach under the ASCA rating and is a USS Coach, named the Niagara District Coach of the Year in 1987 and 1999.

In 2003, Coach Keating was honored by the Rochester Press-Radio Club as the Galyan's High School Coach of the Year and was also inducted into the Frontier Field Walk of Fame.

Coach Keating received the Jack Palvino Award at the WHAM Sportswomen of the Year Awards Luncheon on April 26, 2004, in recognition of his hard work and dedication to the sport of women's swimming over the past 31 years. He's the Award's 12th recipient and the first high school coach to be so honored. The Jack Palvino Award is presented annually for outstanding support and contributions to local women's sports.

Finance:

For a complete breakdown of estimated expenses please see attached spreadsheet. As 2017 prices are locked in, the final cost for various items may change from the estimated cost. Total cost per swimmer based on estimated expenses and after financial contribution from USA Swimming, the Eastern Zone and Niagara Swimming allows the final cost per swimmer for each LSC to match the 2015 expense of \$300.00. The contribution of Niagara Swimming, as host LSC, will be determined at the 2016 Fall House of Delegates meeting. The recommendation from the Niagara LSC Board of Directors is a contribution of \$5000.00. The contribution line of \$13,500.00 (\$5000 from USAS, \$5000 from EZ, \$3500 from PVS) is based on 2015 contributions. The \$15,000.00 contribution line is based on \$5000.00 from each.

**NIAGARA SWIMMING BUDGET PROJECTION
2017 EASTERN ZONE DIVERSITY SUMMIT AND CAMP**

EXPENSE	COST PER EXPENSE	NUMBER	TOTAL COST	40 PEOPLE	50 PEOPLE	60 PEOPLE	70 PEOPLE
Nightly housing	\$ 27.00	3	\$ 81.00	\$ 3,240.00	\$ 4,050.00	\$ 4,860.00	\$ 5,670.00
Linen cost	\$ 16.50	1	\$ 16.50	\$ 660.00	\$ 825.00	\$ 990.00	\$ 1,155.00
Breakfast	\$ 9.50	3	\$ 28.50	\$ 1,140.00	\$ 1,425.00	\$ 1,710.00	\$ 1,995.00
Lunch	\$ 11.40	3	\$ 34.20	\$ 1,368.00	\$ 1,710.00	\$ 2,052.00	\$ 2,394.00
Dinner	\$ 13.80	3	\$ 41.40	\$ 1,656.00	\$ 2,070.00	\$ 2,484.00	\$ 2,898.00
Pool cost/ 2hr session	\$ 900.00	6	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00
Classroom cost/ day	\$ 100.00	8	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
University Fee	\$ 750.00	1	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
Niagara Falls Discovery Pass	\$ 38.00	1	\$ 38.00	\$ 1,520.00	\$ 1,900.00	\$ 2,280.00	\$ 2,660.00
Scuba lesson	\$ 50.00	1	\$ 50.00	\$ 2,000.00	\$ 2,500.00	\$ 3,000.00	\$ 3,500.00
Practice Snacks	\$ 500.00	1	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Dormitory Snacks	\$ 500.00	1	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Van Transportation	\$ 500.00	4	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Gas	\$ 100.00	4	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
Bus to Niagara Falls	\$ 250.00	2	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Camp Supplies	\$ 300.00	4	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Miscellaneous	\$ 200.00	1	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Other materials	\$ 200.00	1	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Coach Stipends	\$ 200.00	5	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Coach Gear	\$ 100.00	5	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
TOTAL COST				\$ 25,534.00	\$ 28,430.00	\$ 31,326.00	\$ 34,222.00
TOTAL COST PER PERSON				\$ 638.35	\$ 568.60	\$ 522.10	\$ 488.89
AFTER USAS, EZ AND NI CONTRIBUTION TOTALLING \$13,500				\$ 300.85	\$ 298.60	\$ 297.10	\$ 296.03
AFTER USAS, EZ AND NI CONTRIBUTION TOTALLING \$15,000				\$ 263.35	\$ 268.60	\$ 272.10	\$ 274.60

11/16/15

To Club Presidents/ Registrars:

The Niagara Swimming Diversity and Inclusion Committee has started tracking clubs providing opportunities to diverse and/or outreach populations. The opportunities include providing information to outreach members on how to apply for Swimsuit/Meet Fee Reimbursements through Niagara Swimming. A growing focus on diversity and inclusion is becoming more evident as USA Swimming places a greater emphasis on clubs doing their part to not just “Build the Base” but make the “Base” more diverse. USA Swimming Executive Director Chuck Wielgus has set one of the generational goals for USA Swimming to become more paralleled with United States Census data. As we move forward with this goal, it is important to realize that every club must do their part to make this goal become a reality.

To make the financial burden more manageable for the families of our outreach swimmers. Niagara Swimming has a Swimsuit/Meet Fee Reimbursement Program. Currently, clubs can apply for swimsuit/meet fee reimbursement up to a total of \$100.00 on behalf of an outreach athlete. Swimsuit reimbursement is \$20 for a male suit, \$30 for a female suit. Suit reimbursement is good for one suit per year. The meet fee reimbursement is good for the remaining balance of \$100 per outreach swimmer.

For a family to be declared eligible for the reimbursement program, they must submit the appropriate paperwork for outreach membership. Please go to the Niagara Swimming website, select Swim Guide followed by Diversity and Inclusion to find the Outreach Membership Form. While the committee recognizes that checking the ethnicity box cannot be mandated, we recommend that your club strongly encourages its membership to “check the box”. Without checking the box, opportunities for your club or swimmers might be missed. If you have submitted registrations for members that have not checked the box, it is not too late to edit those registrations and send an updated file to the Niagara Swimming Registrar.

Again, helping USA Swimming create an accurate picture of its diverse make-up is critical. As clubs continue to submit 2016 registrations, we are recognizing more responsible reporting of ethnicity and outreach. We need to continue this effort in the coming years to make Mr. Wielgus’ goal a reality.

As the committee identifies those clubs that have outreach and/or diverse members, we will be reaching out to those organizations to assist them in augmenting their services. If you have any questions about Diversity and Inclusion or the programs mentioned in this letter, please contact me at 716-359-4729 or the committee at diversity@niagaraswim.org.

Respectfully submitted,

Michael F. Switalski
Niagara Swimming Diversity and Inclusion Chair

Dear Niagara Swim Team Registrar:

The Niagara Swimming Diversity and Inclusion Committee is writing to ask you for your help in the effort of USA Swimming to identify the composition of our sport. In 2014, 53% of Niagara swim team members did not report their ethnicity to USA Swimming. We are below the national average of 55.2%, but the response is still poor. Improving the ethnicity box response is something USA Swimming's National Diversity and Inclusion Committee has established as one of its goals. As USA Swimming moves forward in identifying ways to "Build the Base", it is important to know who we are and what trends are happening, in order to determine what direction we should go.

In 2014, Niagara experienced a 3.2% decrease in membership but outreach membership improved by 7.1%. Nationally, membership declined by .2% but outreach membership improved by 12.6%. The outreach membership trend has been documented for several years. The outreach membership opportunity has proven to be a way to help USA Swimming's continuing effort to the Build the Base. The importance of checking the ethnicity box for outreach memberships is important to identify if this program has been successful in not just attracting low-income families to the sport but to see if the program has attracted non-Caucasian members.

Niagara Swimming needs to do its part. As your team's registrar, the Niagara Diversity and Inclusion committee is asking you to follow these three simple steps:

1. Please stress the importance of checking the ethnicity box to all your families. While it is not something that can be mandated, the importance of checking the box helps USA Swimming identify the population it serves, develop marketing strategies, educate families, and create programming.
2. When you receive an athlete registration please see if the person has checked the ethnicity box. If they have not, ask if they would be willing to do so. The majority probably did not realize they overlooked it and will check it.
3. As you electronically register athletes, make sure that you go to the second page of the Hy-tek registration form and check the ethnicity box to match what your families have submitted. Many registrars only go to the second page to select renewal, but it is important to complete all the athlete information including the ethnicity box on the second page.

USA Swimming needs to develop a clear understanding of who makes up our sport regardless if is by ethnicity, income, etc. The only way to create this understanding is to collect the most complete data possible. Please help Niagara become one of the leaders in providing complete membership information to USA Swimming.

Thank you,

Michael F. Switalski
Chairperson, Niagara Swimming Diversity and Inclusion Committee

From: [Peter Maloney](#)
To: [Mary Turner](#); [Steve Hennessy](#); [Jessica Simons](#); [Kevin McHaney](#); [Edward Baldwin](#); [Ted Sallade](#); [Bob A. Rustin](#); [Bill Gelszler](#); [Kevin Hogan](#); [Emily Erard](#)
Subject: Fw: North Carolina
Date: Thursday, April 07, 2016 5:17:34 PM

----- Forwarded Message -----

From: Manny Banks <mbanks@usaswimming.org>
To: Manny Banks <mbanks@usaswimming.org>
Cc: "okswim@hotmail.com" <okswim@hotmail.com>
Sent: Thursday, April 7, 2016 4:36 PM
Subject: North Carolina

Diversity & Inclusion Committee Members,

Normally, I would not email all of you information about a swim team deciding not to attend a swim meet but this situation is different. It just came to my attention that the DC Wave Swim Team (the DC Park and Recreation swim team) will not be attending this year's Black Heritage Swim Meet (BHSM). The swim meet is held in Cary, NC. On April 1, Washington Mayor Muriel Bowser signed an order that bans city employees from official travel to North Carolina. This ban was issued as a response to the bill that was signed by NC Governor Pat McCrory that requires transgender people to use public restroom facilities that correspond with their gender at birth.

According to her twitter page Mayor Bowser and her team are reviewing the Mississippi legislation and will have an announcement soon. Connecticut Governor Dannel P. Malloy has already banned state funded travel to Mississippi and North Carolina.

I have reached out to the BHSM host to find out if other teams are backing out of the swim meet.

http://www.nbcwashington.com/news/local/DC-Mayor-Bans-City-Workers-From-Travel-to-North-Carolina-374271341.html?_osource=SocialFlowFB_DCBrand

Manuel

Manuel Banks III
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[USA Swimming's Diversity & Inclusion Page](#)

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From: [Coach Andy](#)
To: coachsteve2423@gmail.com
Subject: District Meet
Date: Friday, April 08, 2016 1:26:35 PM

Steve,

I am writing, at Jim Frye's suggestion, to see if there is any help that VSI could be to our team in helping us to recuperate some of our loss that we experienced as we hosted the North Districts meet this past February. We wanted to put on a great meet for the kids, as we did last year, and wanted to keep meet fees within the suggested range. Last year we were able to make a small profit, but honestly would have been happy to break even this year. Without QDD attending our meet, it contributed to our smaller numbers, along with our entry fees as well as trying to provide the officials with good hospitality food. We suffered a loss of \$3,710.36 this year.

Please let us know if there is anything that could be done to help us reduce our loss this year.

Thank you for your consideration,

Andy Baciocco

Head Coach / Owner

Regency Park Swim Team

Fredericksburg, VA 22407

540-846-3580

www.swimrpst.org