



## Virginia Swimming Board of Directors Meeting

**Date:** April 10, 2016

**Time:** 8:30 am to 10:15 am and 1:00 pm to 2:00 pm

**Location:** Hilton Garden Inn, Glen Allen, VA

---

<b>Meeting called by:</b>	General Chair	<b>Type of meeting:</b>	VSI BoD Meeting
<b>Facilitator:</b>	Admin Vice-Chair	<b>Note taker:</b>	Secretary
<b>Attendees:</b>	Steve Hennessy, Art Anthony, Terry Randolph, Mary Turner, Bob Rustin, Drew Hirth, Jim Frye, Bill Geizsler, Jessica Simons, Gordon Hair, Jill Rhyne, Michael Braum, Ted Sallade, Peter Maloney, Kevin McHaney, Dave Henderson, Scott Baldwin, Bob Hurlinger, Maureen Tolliver, David Strider, Emily Erard, Alix Nielan		

Steve called the meeting to order at 8:35. Minutes will be reviewed during afternoon portion of meeting. Steve Phillips has stepped down as Club Development chair and as Head Coach for Gators.

### **Treasurer's Report** - Report submitted

- The report was approved as submitted; explained currently over budget due to paying deposits for Zones. There were no questions. Presentation was seconded by Bill, voted on and approved.

### **Minutes from previous board meeting**

Ashby presented the minutes during the second portion of the meeting. Small edits were made and the minutes were passed as edited.

### **Presentation of 2016-2017 Budget (and Finance Report)**

Bill reviewed Proposed Budget

- Budget proposal similar to last year. Anticipated revenue is up due to forecasted larger number of swimmers. There will be a \$2.00 increase on the USA Swimming Fee for this year.
- Expenses:
  - Included money for club development grants – this money has not been spent due to procedure not being in place until January.
  - Admin expenses are higher due to external audit.
  - Camps and Clinics budget – asked to increase to \$5000.00 since entire budgeted amount was used this year.
  - Athlete reimbursements was also increased by \$1000.00
- Deficit is approximately the same as last year.
- Explained small increases in some line items. Outreach amount also increased due to current spending.
- Presentation of budget is a motion. Seconded by Jessica, and approved.

Bill also discussed cost for zones competition will increase this year and should be just under \$800 per athlete due to location of the meet. Further notes in Age Group Report.

## **Presentation of 2016-2017 Calendar (and Tech Planning Report)**

- There were additions to what Jessica sent out this past week. *Jessica will send out updated schedule.*
- A team has bid for a meet on same weekend as Fall Swimposium (Sept 17-18, 2016). Jessica asked for feedback from Board. Steve explained previous discussion of Board to not hold meets on fall and spring Education/Leadership weekends but this action was not put in policies.
- Mary explained that BOD can act instead of HOD in order to set policy as long as it is voted on at next HOD Meeting.
- Motion was made by Terry to reserve two weekends a year for Leadership and Education events as planned by LSC, and not allow meets to be hosted on those weekends. Seconded by Peter. This was voted on and approved. *This Action by Board will be used as an interim policy to be voted on at HoD at meeting in fall 2016 to be permanently included because there was not 30 day notice.*

## **Administrative Division Reports**

VSI By-laws and Rules Report – Kevin not in attendance, report reviewed by Steve.

- Added Board Positions (Safety & Safe Sport) – will be changed to voting positions on the Board. Will still be appointed positions.
- Creation of the Coaches Association was explained by Kevin McHaney– see copy below for exact language. They envision committee much like Age Group and Senior; plan to include four coaches, representatives, and one athlete. The goal is to have one coach from each district. Current group will become a Coaches Association and will also led by coach reps; will likely hold meetings of the association at Age Group Champs and Senior Champs; Changes being brought about by USA Swimming. Steve brought this forth as a proposal. Seconded by Jessica. There was no discussion. Voted on and approved.

Officials – Report submitted.

Registration/Membership - Report Submitted

Mary asked for her report to be pulled up. Have 2 action items:

- In the past VSI has scheduled Coaches Clinic including Safety Training/CPR. VSI has paid expense for facility. We have had increasing participation each year. Peter made a motion for VSI to continue funding this expense. Terry seconded the motion. There was no discussion. Motion voted on and approved.
- What dates for the Coaches Clinic? Do we want these to be scheduled the same weekends as Swimposium (September 17-18) and Board Meeting (August 28<sup>th</sup>). There is no fee to coaches other than Red Cross cost. *Mary and Art to finalize those dates and publish.*
- Is there a way to ensure that satellite clubs get mailings from VA swimming, USA Swimming, and other clubs? Mary feels it should be up to LSC to make sure satellite clubs are included. Currently, some clubs do send these out in addition to posting on website. Terry asked how other meet information (warm-up schedules, etc) is disseminated? Information is available on the website concerning contact information for all satellite clubs.

**Tech Planning** – See Report and notes above regarding calendar.

**Finance** - Financial Summary Report Submitted.

**Safety** – Report/Request submitted.

- Clubs may request a deck shower as needed. Requests should be sent to Gordon Hair.

### **Age Group Division Reports**

- Cost for zones trip has been established - \$792.00 Age group committee wants VSI to subsidize trip cost so that the athlete would pay no more than \$350.00. Swimmer will still pay for uniform costs. Scott made a proposal, and Peter seconded the motion. Bill let everyone know this would add about \$20,00 to \$25,000 cost for year. Motion voted on and approved.

**Disability – Report Submitted.**

### **Zone Team Manager**

- Maureen joined Scott in the proposal above.

**Senior Division Reports: No Reports**

**Coach Division Report**

**Diversity & Inclusion – See Report**

**Athlete Division Report – No reports**

### **Unfinished (Old Business)**

- **Championship Meet Progression Task Force** . Task Force ran through District and Region Champs with not as much info from Age Group and Senior Champs. See report to get results from contacts made. Task force members spoke with officials, parents, etc. at several meets. Items that came up:
  1. Would like to follow NOVA's model of having separate championship for 8 and unders.
  2. Swimmers in all age groups 11/12-and 10 and under loved coming back to swim in finals. This happens now based on new meet format. Older swimmers wanted to have another chance to make a cut if they did not make it at district champs. Task force opinions idea is that you would need to add another meet.
  3. Regional champs are too big with 3 districts. Realign teams in each region so number of swimmers is more equitable at each meet. Coaches asked if 3 of swimmers could be lowered in distance events – according to task force, this will not be changed.
  4. SW Championship Meet was unfair - did not have championship feel.
  5. Parents complained about going to Christiansburg - thought this was too far.

Jim thanked everyone who worked on the task force. Reinforced that these were ideas that had been developed to improve the championship system.

Discussion comments:

- Coaches in attendance at BOD Meeting strongly disagreed that SW Championship meet was unfair.
- Several disagreed with 'SW meet didn't have Championship feel; Ideas provided by task

force to improve our championship season; Question – was there a feel that swimmers and parent want a ‘progression’? Answer was yes. Kevin said coaches like what is going on in their particular district or region but do feel that the A/BB athlete is somewhat left out and maybe want to add another meet. Steve explained that the BB+ swimmers have their chance at Regionals, but B/C swimmers may need another opportunity.

- Jessica reminded everyone that we used to have a BC awards meet – do we need to go back to this? Coaches wanted to separate older BC swimmers and put them with A/BB kids at Regional Champs. This response looking for extra chance came from younger kids in B/C group.
- Another comment – concern that we are trying to create something that ‘gives everyone a ribbon’. There are no proposals in the report.
- Steve gave recap of how current progression came about. Some new things have come up that we need to look into.
- Scott Baldwin – their team has created an inter-squad meet to alleviate this problem. Current system allows clubs to host these meets. NOVA has an 8 and under met that does very well. Do we need to require this as an LSC?
- Drew noted that each district should still be allowed to create meets that work for them and their teams– same formats may not work in all districts.
- This report provides a good starting point for the Age Group Committee to make changes as needed. *Steve asked Age Group Committee to review recommendations for discussion and examination. Jim said he would send electronic copy of task force report.*

2019 Diversity Camp - Still need ideas for venues. He will get info from camp held at University of Maryland last year; also reviewed recent decisions of localities to not travel to specific LSCs due to transgender laws that have been passed in specific states. Bids due at May Zone meeting 2017.

- Board Structure & Support Positions: Kevin and Steve have not gotten together – this item will be differed until next meeting.
- Eastern Zone Meeting (May 6-7) 5 people attending (Mary, Steve, Art, Emily, Peter).
- Remember to ask about increasing number of coaches for long course Zone meet. ***Kevin McHaney will send proposal for this to Steve.***

## **New Business:**

- Establishment of Coaches Committee – see above
- USA Swimming Leadership Workshop – Steve, Art and Peter are attending.
- Defining Athlete Reimbursement Parameters –

Every season requests come in for additional meets to be included for reimbursement. Need to decide intent of reimbursement – is it to support athletes to go to higher level competitions or to just to support athletes for any meet they choose? This will be discussed in Senior Committee. Senior Committee does have parameters to make decisions. This should be discussed in committee and we can revisit in afternoon.

- Request for Relief (RPST)

Club mailed in revised report showing a loss. Upon review they had not calculated fees correctly. Request for \$900 loss to be relieved. Kevin made a motion that we reimburse Regency Park for District meet in North District. Steve called for a vote, and the motion was passed.

Kevin brought up that meet fees at the district level should all have the same meet fees. Steve agreed that we could try to normalize the playing field for meet fees. Bob explained that facility fees are the biggest difference across the board. How do we approach this? Use variable for facility cost or just set an amount per event? *Steve asked Kevin McHaney to come up with a proposed suggestion on how to handle this.*

## **New business coming out of committee:**

- Athlete Reimbursement Policy  
There was a request to revisit Policy language. Committee determined that the current language remains. The Senior Committee approved one additional meet during Olympic year with USA Swimming National qualifying times as the standard for eligibility.
- Coach Travel Reimbursement- committee approved.
  1. To support VSI coach travel reimbursement to advanced competitions - USA Swimming sponsored National Championship events only to include Junior Nationals, Nationals, WCT, Olympic Trials, Disability Nationals/Trials, Pro Series events with National qualifying standards.
  2. The Coach must be a Member in good standing of VSI and USA Swimming.
  3. Club must be enrolled in Club Recognition program and be Level 1 or above. The club will be reimbursed, not the coach for tax purposes.
  4. Reimbursement amounts are as follows, and match athlete reimburseable amounts: \$500.00 per meet, and \$600.00 for Olympic Trials.
  5. Clubs may apply for this reimbursement for one coach per club, and only two events per year (3 during Olympic Trials Year).

***This must be voted on by the HOD, which requires 30 days written notice. This policy will be voted on during the September HOD Meeting.***

- New Language to VSI Policies and Procedures pertaining to Zone Selection Criteria

Propose new language to VSI Policies and Procedures pertaining to Zone Selection Criteria to provide every possible opportunity for our athletes to participate. The committee feels that the current language prohibits participation.

Current language:

Section S: Eastern Zone Competitions - Number 5 - Selection Process

C. (3) Lead off splits, intermediate splits from any race, and the time trials from the Short Course Senior Championship Meet will not be included for consideration.

Change to: All official verified times including Lead off splits, intermediate splits and Time Trials from Short Course Senior Championships will be considered for participation. Lead off splits, intermediate splits and time trials will not be considered as one of the two fastest times in the LSC.

Current Language:

D. (6) Lead off splits, intermediate splits from any race, and the time trials from the Short Course Age Group Championship Meet will not be included for consideration.

Change to: All official verified times including Lead off splits, intermediate splits and Time Trials from Short Course Age Group Championships will be considered for participation. Lead off splits, intermediate splits and time trials will not be considered as one of the two fastest times in the LSC.

Current Language:

J. Time trials and intermediate splits from any race will not be considered for consideration.

Change to: All official verified times including Lead off splits, intermediate splits and time trials will be considered for participation. Lead off splits, intermediate splits and time trials will not be considered as one of the two fastest times in the LSC.

Terry brought up that the intermediate split times would be a problem. Must be manually entered into SWIMS. Coaches should be proactive in making sure this time is recorder in a timely fashion.

Steve discussed that specific meet referees will not allow intermediate splits. Discussion ensued about Zones policy versus VSI policies. Ted put this forth as a proposal. Ted wants policy to be put into place now – asked for executive vote.

Kevin made motion to vote on this policy this year. Jim seconded this motion. Motion was made as an interim policy voted on, and the vote passed. ***This interim policy will come up for approval to Fall HOD meeting.***

- Looking for nominations for Diversity Inclusion awards. Peter wants to encourage more nominations for this award. ***Peter to forward this language to Mary.***

Drew made motion to adjourn, and Art seconded the motion. Meeting adjourned at 1:50pm.

Announcements:

- Upcoming Board Meetings:  
June 20<sup>th</sup> – 7:00pm - video conference  
August 28<sup>th</sup>– 2:00pm Face to face
- HOD Fall Meeting will be September 17-18 during Swimposium

Respectfully Submitted,

Ashby Marcey, Secretary

DRAFT

**Virginia Swimming  
Board of Directors Meeting**

**Date:** Monday, June 20, 2016

**Time:** 8:00

**Location:** Video-Conference Call

**Meeting Called By:** General Chair

**Note Taker:** Secretary

**Facilitator:** General Chair

**Attendees:** Steve Hennessy, Drew Hirth, Mary Turner, Art Anthony, Ashby Marcey, Jill Rhyne, Bill Geiszler, Jessica Simons, Maureen Tolliver, Ted Sallade, Bryan Wallin, Gordon Hair, David Strider

**During the conference call, a quorum was not present requiring all action items to be deferred. Discussions we held to help facilitate future discussion. The following items were discussed:**

**Intermediate Splits used for Zones Qualifications**

Going forward this year, teams should follow normal procedures (i.e. notifying referee prior to race for backstroke splits) except that request for intermediate splits for Zones need to be turned in at the end of each session during a meet. Administrative Referee should be notified.

In order to simplify the process of recognizing intermediate splits, a separate session should be created in the meet database to enter any requested splits.

**Zones Coach Compensation**

This item will be voted on by the group at next HOD Meeting, for consideration in the 2017 budget year.

**All Star Criterion**

Good discussion during conference call. The coaches deferred to the athletes opinion. Mary presented the suggested changes proposed by the Task Force.

Coaches requested additional data to assess the effect of various cut-off dates for identifying the team. Mary will gather that data and distribute as requested.

Deadline dates will be voted on during next BOD meeting.

**Competitive Spirit awards**

This will be continued until August Meeting.



**Assistance for disability swimmers**

We are asking for approval of the proposed policy modification to include disability swimmers. This is in the Consent Agenda Items report – Page 69.

**Reminders to all:**

Be thinking about fall meeting dates for 2017. They will most likely fall during the end of September.

Potential changes to legislation require a 30 day notice prior to September HOD meeting. Any items of this nature, will need to be submitted to Kevin Hogan and Steve for review by August 1, 2016.

**Proposed Club Development Grant Awards**

This item will be discussed at next meeting.

Respectfully Submitted,  
Secretary

DRAFT

## Va Swimming Financial Summary

Year 15 /16 Projected Financials

Draft, Year not Ended

8/27/2016

*** Revenue ***	Budget	July Actual	August	Year to Date
USAS Registration	\$402,300	\$2,142.00	\$2,544.00	\$392,211
VS Registration	\$92,400	\$453.00	\$571.40	\$91,370
USAS Club Dues	\$3,640	\$70.00		\$3,780
VS Club Dues	\$1,560	\$30.00		\$1,620
Meet Sanctions	\$2,500	\$120.00	\$280.00	\$2,860
Meet Rebates	\$165,000	\$10,230.70	\$23,409.30	\$158,643
Meet Swimmer Fees	\$0			\$0
Sales & Misc.	\$2,500	\$151.00		\$151
Championship Meet Revenue	\$0			\$0
Sectional Meet Revenue	\$10,000			\$19,101
Zone Meet Revenue	\$50,000			\$712
SC Zones Revenue	\$0			\$0
LC Zones Revenue	\$45,000		\$53,285.02	\$60,838
Clinics and Swimposium Revenue	\$3,500			\$1,609
Awards Banquet	\$25,000			\$29,749
Zone Meeting Revenue				0
Interest - Checking	\$10	\$0.96		\$25.64
Interest - Reserves	\$500	\$73.24	\$26.00	\$247.73

<b>Total Revenue</b>	<b>\$803,910</b>	<b>\$13,271</b>	<b>\$80,116</b>	<b>\$762,917</b>
----------------------	------------------	-----------------	-----------------	------------------

### \*\*\* Expenses \*\*\*

USAS Registration	\$402,300	\$4,850.00	\$2,112.00	\$395,071
USAS Club Dues	\$3,640			\$3,710
Travel - US Open	\$2,500		\$500.00	\$500
Travel - LC Nationals	\$25,000	\$500.00	\$3,222.44	\$7,222
Travel - SC Nationals	\$20,000			\$22,500
Travel - National Team Trials	\$12,000	\$11,834.02	\$600.00	\$12,434
Travel - National Youth Team	\$1,500			\$0
Travel - Discretionary	\$3,000			\$1,334
Senior Championships Support	\$15,000		\$7,500.00	\$15,000
Championship Meet Expenses	\$5,000	\$3,129.66	\$1,489.80	\$6,309
Sectional Meet Expenses	\$10,000	\$15,942.20		\$18,505
Zone Meet Expenses	\$50,000			\$33,691
SC Zones Expenses	\$0			\$0
LC Zones Expenses	\$85,500	\$59,909.84	\$10,980.96	\$148,981
Administrator	\$30,600	\$2,550.00	\$2,625.00	\$30,600
Payroll Taxes	\$2,750	\$195.08	\$200.81	\$2,417
Webmaster	\$18,504	\$1,542.00	\$1,542.00	\$18,379
Website Expenses	\$3,000			\$1,043
Administration Expenses	\$10,000	\$204.93	\$214.98	\$13,400
Awards Banquet	\$40,000			\$44,343
National Convention	\$14,000		\$3,139.40	\$20,843
Equipment	\$3,000			\$937
Officials Training & Travel	\$16,000		\$8,687.39	\$26,137
Supplies & Misc.	\$5,000	\$432.85	\$269.80	\$1,796
USAS Workshops	\$3,000			\$6,490
VS Workshops	\$1,000			\$2,000
VS Camps & Clinics	\$4,000			\$3,843
Diversity & Outreach Programs	\$6,000	\$204.50	\$551.00	\$5,592
Safe Sport Programs	\$1,000			\$0
Make A Splash Programs	\$10,000			\$8,242
Coach Mentoring Program	\$2,000			
Zone Meeting	\$3,000			\$2,553
Championship Meet Awards	\$30,000			\$24,022
Grants/Development/Clubs	\$50,000		\$5,000.00	\$5,000.00

<b>Total Expenses</b>	<b>\$888,294</b>	<b>\$101,295.08</b>	<b>\$43,635.58</b>	<b>\$882,893.82</b>
-----------------------	------------------	---------------------	--------------------	---------------------

<b>Net Income (Loss)</b>	<b>(\$84,384)</b>	<b>(\$88,024.18)</b>	<b>\$36,480.14</b>	<b>(\$119,976.74)</b>
--------------------------	-------------------	----------------------	--------------------	-----------------------

### Checking:

Beginning Funds	\$225,036.11
Net Income (Loss)	(\$119,977)
Interest Transferred from (to) Reserves	(\$247.73)
Other Transfers from (to) Reserves	\$0.00
Ending Funds	\$104,812
<b>VS Reserves</b>	<b>\$380,574</b>
<b>Total Funds</b>	<b>\$485,386</b>

## 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 Vice Chair (Finance Chair)
- .13 Officials Chair
- .14 Rules/Legislation Chair
- .15 Appointed Athlete Members
- .16 Safety Vice Chair (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

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, Safety 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.

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
- .8 Safety Vice Chair (Safety Committee Chair)
- .9 Finance Vice Chair (Finance Committee 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 Safety Vice Chair, the Finance Vice Chair, the Treasurer, the Technical Planning Chair, and the Members of the Administrative Review Board in odd-numbered years. Election requires a majority of the votes cast. If no candidate receives a majority of the votes on the first ballot, the leading candidates whose votes total a majority will advance to a second ballot. If no candidate receives a majority of the votes on the second ballot, additional ballots following the same procedure will be held until a candidate receives a majority vote.

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

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 SAFETY DIVISION VICE CHAIR: The Safety Vice Chair shall have general charge of the committees and coordinators involved with safety (Safe Sport Committee, Safety Committee, and Open Water Coordinator). The Safety 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 Safety Vice Chair shall serve as the Safety Committee Chair.
- .8 FINANCE VICE CHAIR: The Finance Vice Chair shall have general charge of the committees and coordinators involved with finance (Finance Committee, Treasurer, Insurance). The Finance 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 Finance Vice Chair shall serve as the Finance Committee Chair.
- .9 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.
- .8.10 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.
- .9.11 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.

## 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 ~~the remainder of the term of office 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 -

- .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 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

- .6 SAFETY DIVISION – Safety Division Vice Chair
  - Safe Sport Committee (Standing Committee)
  - Safety Committee (Standing Committee)
  - Open Water (Coordinator)

- .7 FINANCE Division (Finance Chair)
  - Finance Chair and Committee (Standing Committee)
  - Insurance
  - Treasurer

**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 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 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. In no case shall the General Chair serve on the Nominating Committee.

.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 Vice Chair (Finance Chair)
- .13 Officials Chair
- .14 Rules/Legislation Chair
- .15 Appointed Athlete Members
- .16 Safety Vice Chair (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~~ Executive Director.

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.

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 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, Safety Vice Chair, Finance 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
- .8 Safety Vice Chair (Safety Committee Chair)
- .9 Finance Vice Chair (Finance Committee 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 Safety Vice Chair, the Finance Vice Chair, the Treasurer, the Technical Planning Chair, and the Members of the Administrative Review Board in odd-numbered years. Election requires a majority of the votes cast. If no candidate receives a majority of the votes on the first ballot, the leading candidates whose votes total a majority will advance to a second ballot. If no candidate receives a majority of the votes on the second ballot, additional ballots following the same procedure will be held until a candidate receives a majority vote.

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, and the Treasurer, 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 SAFETY DIVISION VICE CHAIR: The Safety Vice Chair shall have general charge of the committees and coordinators involved with safety (Safe Sport Committee, Safety Committee, and Open Water Coordinator). The Safety 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 Safety Vice Chair shall serve as the Safety Committee Chair.
- .8 FINANCE VICE CHAIR: The Finance Vice Chair shall have general charge of the committees and coordinators involved with finance (Finance Committee, Treasurer, Insurance). The Finance 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 Finance Vice Chair shall serve as the Finance Committee Chair.
- .9 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.
- .8.10 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.
- .9.11 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~~.12 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 ~~the remainder of the term of office 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 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
  
- .6 SAFETY DIVISION – Safety Division Vice Chair
  - Safe Sport Committee (Standing Committee)
  - Safety Committee (Standing Committee)
  - Open Water (Coordinator)
  
- .7 FINANCE Division (Finance Chair)
  - Finance Chair and Committee (Standing Committee)
  - Insurance
  - Treasurer

## 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 Chair- The Safety 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 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 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 Chair – The Safe Sport 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 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 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. 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 604.1.3 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 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.

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 - 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 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, Administrative Review Board 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 board established under Article 610 hereof to handle administrative matters 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.

## **C. PERMANENT OFFICES**

1. Administrator - Handles all duties directed by the General Chair of VSI with the approval of the Board of Directors for functions not covered by an elected officer or volunteer position. This position shall be combined with the Membership/Registration Coordinator Ex-Officio Board of Directors position. The VSI House of Delegates will approve compensation through the budgetary process.
2. Webmaster – Handles all duties directed by the Administrative Vice Chair of VSI with the approval of the Board of Directors. The VSI House of Delegates will approve compensation through the budgetary process.

Here's my suggestion for a change:

## **C. PERMANENT OFFICES**

1. Office Staff - Handles all duties directed by the General Chair of VSI with the approval of the Board of Directors for **any** function not covered by an elected officer or volunteer position. **One member of the staff will be designated the Membership/Registration Coordinator and will be an Ex-Officio member of the Board of Directors.** The VSI House of Delegates will approve compensation through the budgetary process. **Members of the Staff will be:**
  - a. **Executive Director**
  - b. **Administrative Assistant**

Webmaster – Handles all duties directed by the Administrative Vice Chair of VSI with the approval of the Board of Directors. The VSI House of Delegates will approve compensation through the budgetary process.

# Policies and Procedures of Virginia Swimming, Inc.

## **Most Recent Approval Dates**

Polices: September 20, 2015

Procedures: September 20, 2015

<b>TABLE OF CONTENTS</b>	
<b>POLICIES</b> .....	<b>3</b>
A. APPLICABILITY.....	3
B. CHANGES .....	3
C. PERMANENT OFFICES.....	3
D. DOCUMENT RETENTION AND DESTRUCTION POLICY .....	3
E. BACKGROUND SCREENING.....	54
F. CONFLICT OF INTEREST .....	5
G. WHISTLEBLOWER POLICY .....	5
H. REGISTRATION PAYMENT POLICY.....	76
I. CREDENTIALS.....	7
J. CLASSIFICATIONS, TIME STANDARDS and ENTRIES .....	7
K. COMPETITIVE SUBDIVISIONS .....	9
L. SANCTION AND APPROVAL PROCESS .....	9
M. MEET MANAGEMENT POLICY .....	11
N. MEET SAFETY .....	11
O. MEET RESULTS AND FINANCIAL REPORTS .....	1244
P. RECORDS.....	12
Q. ENTRY FEES FOR OUTREACH ATHLETES .....	1342
R. TRAVEL FUND CRITERIA .....	1342
S. EASTERN ZONE COMPETITION .....	1413
T. ANTI-RECRUITING POLICY .....	1817
U. PRIVACY POLICY .....	18
V. OFFICIALS: GENERAL GUIDELINES FOR DISCIPLINE AND DE- CERTIFICATION .....	1948
<b>PROCEDURES</b> .....	<b>2423</b>
A. FEES AND SURCHARGES.....	2423
B. TOP 10 TIMES.....	2524
C. CHAMPIONSHIP MEET MANAGEMENT.....	2524
D. MEET SAFETY PROCEDURES.....	2625
E. VIRGINIA SWIMMING OUTREACH ATHLETE MEMBERSHIP .....	2928
F. ENTRY FEE REIMBURSEMENT PROGRAM FOR OUTREACH ATHLETES ....	3130
G. VIRGINIA SWIMMING OFFICIALS' OUTREACH MEMBERSHIP .....	3130
H. MEET MANAGEMENT PROCEDURES .....	3234
I. ANNUAL SWIMMER RECOGNITION .....	3635
<b>APPENDICES</b> .....	<b>3836</b>
A. APPENDIX A: CONFLICT OF INTEREST STATEMENT .....	3836

## POLICIES

### A. APPLICABILITY

1. These policies are binding on all Virginia Swimming, Inc. (VSI) registered athletes and clubs. Requests to deviate from these policies must be submitted in writing to the General Chair and approved by the Board of Directors, or as otherwise specified.
2. It is the responsibility of member clubs to inform their registered athletes of the contents of these policies. A copy of these policies and subsequent changes will be provided each member club.

### B. CHANGES

1. Changes/amendments to the Policies may be adopted by the House of Delegates provided that any proposed policy or amendment shall have been submitted in writing to the General Chair and Secretary at least 40 days in advance and to every member of the House of Delegates at least 30 days in advance of the meeting at which the proposal will be considered. Further, the Board may originate proposals and amendments for ratification by the House of Delegates.
2. Changes to the Procedures may be made by the Board of Directors upon 7 days notice to the Board. Votes may be obtained by electronic means.

### C. PERMANENT OFFICES

1. ~~Administrator~~ Office Staff - Handles all duties directed by the General Chair of VSI with the approval of the Board of Directors for any functions not covered by an elected officer or volunteer position. One member of the staff will be designated the Membership/Registration Coordinator and will be an Ex-Officio member of the Board of Directors. This position shall be combined with the Membership/Registration Coordinator Ex-Officio Board of Directors position. The VSI House of Delegates will approve compensation through the budgetary process. Members of the staff will include:
  - a. Executive Director
  - b. Administrative Assistant
2. Webmaster – Handles all duties directed by the Administrative Vice Chair of VSI with the approval of the Board of Directors. The VSI House of Delegates will approve compensation through the budgetary process.

### D. DOCUMENT RETENTION AND DESTRUCTION POLICY

VSI business records and documents must be maintained by the responsible individual and for a minimum amount of time as specified in the following table.

Type of Document	Responsible Individual	Minimum Requirement
Accounts payable ledgers and schedules	Treasurer	7 years
Administrative Review Board	Administrative Board of Review Chair	Permanently

Audit reports	Audit Committee Chair	Permanently
Bank Reconciliations	Treasurer	2 years
Bank statements	Treasurer	3 years
Bylaws and Policies and Procedures	Rules and Legislation Coordinator	Permanently
Checks (for important payments and purchases)	Treasurer	Permanently
Committee meeting minutes	Office Administrator	Permanently
Contracts, mortgages, notes and leases (expired)	Office Administrator	7 years
Contracts (still in effect)	Office Administrator	Permanently
Correspondence (general)	Office Administrator	2 years
Correspondence (legal and important matters)	Office Administrator	Permanently
Correspondence (with customers and vendors)	Office Administrator	2 years
Deeds, mortgages, and bills of sale	Office Administrator	Permanently
Depreciation Schedules	Treasurer	Permanently
Duplicate deposit slips	Treasurer	2 years
Employment applications	Office Administrator	3 years
Expense Analyses/expense distribution schedules	Treasurer	7 years
Year End Financial Statements	Treasurer	Permanently
Insurance Policies (expired)	Office Administrator	3 years
Insurance records, current accident reports, claims, policies, etc.	Office Administrator	Permanently
Internal audit reports	Audit Committee Chair	3 years
Inventories of products, materials, and supplies	Office Administrator	7 years
Invoices (to customers, from vendors)	Office Administrator	7 years
Meet fee rebate exceptions	Treasurer	7 years
Meet Results	Meet Director or designee	1 year
Minute books	Office Administrator	Permanently
Payroll records and summaries	Treasurer	7 years
Personnel files (terminated employees)	Office Administrator	7 years
Tax returns and worksheets	Treasurer	Permanently
Timesheets	Office Administrator	7 years
VSI Board of Review Records and Findings (Archival; replaced by Zone Board of Review in 2015)	Office Administrator	Permanently
Withholding tax statements	Treasurer	7 years

**E. BACKGROUND SCREENING**

1. Background screening shall be done through the current mechanism in place with USA Swimming.
2. All non-athlete candidates for office on the VSI Board of Directors shall have passed the background screening program.
3. All non-athlete members of the VSI Board of Directors must have a current background screening.
4. All VSI designated chaperones must have initiated the background screening process.
5. All background screening records shall be maintained by the VSI Administrator.

**F. CONFLICT OF INTEREST**

Upon election to the Virginia Swimming Inc. Board of Directors each member will sign the Conflict of Interest Statement (Appendix A) approved by the Virginia Swimming House of Delegates. Annually, each member will sign a document asserting that he/she has complied with the Statement during the past year.

Upon employment by VSI, the employee will sign the Conflict of Interest Statement (Appendix A) approved by the VSI House of Delegates. Annually, each employee will sign a document asserting that he/she has complied with the statement during the past year.

Any volunteer acting as an agent of VSI will sign the Conflict of Interest Statement (Appendix A) approved by the VSI House of Delegates. Annually, each agent will sign a document asserting that he/she has complied with the statement during the past year.

**G. WHISTLEBLOWER POLICY****1. General**

VSI's Conflict of Interest Statement (CoIS) requires that members of the VSI Board of Directors (BOD), employees, and agents observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of VSI must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws, regulations, VSI By-laws, and VSI Policies and Procedures.

**2. Reporting Responsibility**

It is the responsibility of all VSI BOD members, employees, and agents to comply with the CoIS and to report violations or suspected violations in accordance with this policy.

**3. No Retaliation**

No VSI BOD member, employee, or agent who in good faith reports a violation of the CoIS shall suffer harassment, retaliation, or adverse employment consequence. A VSI BOD member or agent who retaliates against someone who has reported a violation in good faith is subject to discipline by the Zone Board of Review. A VSI employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable VSI BOD members, employees and agents to raise serious concerns within the organization prior to seeking resolution outside the organization.

#### 4. Reporting Violations

In most cases, a BOD member's Division Head, an employee's supervisor, or an agent's VSI contact is in the best position to address an area of concern. If, however, the individual is not comfortable speaking with that individual or is not satisfied with the response, the individual is encouraged to speak with the General Chair, Admin Vice-Chair, Senior Chair, or Age Group Chair. VSI BOD members are required to report suspected violations of the USA Swimming Code of Conduct to the applicable Board of Review (Zone or National), which has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when the individual is not satisfied or uncomfortable with following VSI's Whistleblower Policy, individuals should directly contact the applicable Board of Review (Zone or National).

#### 5. Compliance Officer

The Chair of the VSI Finance Committee serves as the VSI Compliance Officer. The Compliance Office is responsible for investigating and resolving all reported complaints and allegations concerning violations of the CoIS and, at the Compliance Officer's discretion, shall advise the Finance Committee. The Compliance Officer has direct access to the Finance Committee and is required to report to the Finance Committee at least annually on compliance activity.

#### 6. Accounting and Auditing Matters

The VSI Finance Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the Finance Committee of any such complaint and work with the committee until the matter is resolved.

#### 7. Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the CoIS must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the CoIS. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and will be referred to the Zone Board of Review.

#### 8. Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

#### 9. Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.



## H. REGISTRATION PAYMENT POLICY

1. For teams that are in good financial standing with registration payments, registrations will be processed when received by the VSI Membership/Registration Coordinator. Payment of the applicable fees is expected within 15 days of the submission date.
2. Payment for registrations is due by the 15<sup>th</sup> of the following month (eg, payment for registrations made in October must be received by November 15<sup>th</sup>). At the beginning of each month, teams will be sent a statement of registration transactions showing the amount due that month. Teams failing to submit payment of the amount due prior to the 15<sup>th</sup> will be charged a 5% service fee. For each additional month that the payment is not received by the 15<sup>th</sup> of the month, an additional 5% service fee will be charged.
3. Teams failing to submit payment within 30 days of the original statement date will be deemed to be not in good financial standing regarding registration payments and no additional registrations will be processed until payment of the applicable fees has been received by the Membership/Registration Coordinator.
4. For teams that are not in good financial standing with registration payments, payment of all outstanding registration and service fees must be made by 15<sup>th</sup> of the month immediately following the month when the first service fee was assessed. If payment is not received by that date, all members of the team will be changed to unattached on the first Monday following the 15<sup>th</sup>.
5. Teams failing to submit payment within 60 days of the original statement will be automatically referred to the Administrative Review Board. VSI may also seek a legal judgment against the team.

## I. CREDENTIALS

At all meets, all coaches are required to have their coaching credentials available and produce them if requested. The date of expiration will be shown on the credentials. Credentials will only be issued by the Membership/Registration Coordinator. This will only occur after s/he has received documentation that all requirements for certification have been met. Coaches who are registered and in good standing but do not have their credentials with them at a particular meet will be issued temporary credentials by the Meet Director.

## J. CLASSIFICATIONS, TIME STANDARDS and ENTRIES

1. Unless otherwise announced by VSI, National Age Group motivational times will be used to determine swimmer classification. These will go into effect November 1 each year.
2. For each stroke and distance, the level of classification of the swimmer will be that of the highest level achieved whether in a 25 yard, 25 meter, or 50 meter course.
3. Relay Events: A swimmer may participate on a relay when his time in the stroke and distance of that leg of the relay is not faster than the time permitted in the individual event in the meet. If a swimmer betters the maximum entry time in the same meet, the swimmer may still compete in the relay.
4. Entry times must have been achieved in USA Swimming sanctioned or approved competitions, or observed swims. "Coaches Times" (CT's) or "No Times" (NT's) are

permitted whenever specified in the meet announcement. Entries using Coaches Times (CTs) or No Times (NTs) are not permitted at Age Group Champs, Senior Champs or for 14 & under swimmers participating at Regional Champs. Coaches Times may be no faster than a BB time.

5. If, after entering an event, a swimmer achieves a time that is faster than the meet permits, the swimmer shall not participate in that event. The swimmer/coach must notify the meet director who will allow the swimmer to select an alternate event or refund the entry fee.
6. Illegal Entries
  - a. Any of the following will be deemed an illegal entry:
    - (1) Entry does not conform to the qualifying time standard.
    - (2) Entry was not achieved in the time frame stated in the meet invitation.
    - (3) Swimmer competed in the incorrect age group or sex.
  - b. If an illegal entry is discovered after the entries have been sent in and prior to the competition, the host club shall contact the club or person responsible for the entry and have them take corrective action. If no action is taken, the entry will be scratched and the entry fee forfeited.
  - c. If a suspected illegal entry is discovered after the event is swum, the Meet Director, Meet Referee, or designated VSI officer may challenge the entry.
    - (1) Proof-of-Time: The burden of proof shall be borne by the challenged club or by the individual if unattached. The proof of time must include the name and date of the meet where time was achieved and a copy of the event results as it appears in the USA-S national database or the official meet database. The proof of time must be submitted within 7 days of being challenged.
    - (2) Restoration of Time: If, upon receiving documentation in the required timeframe, the entry is deemed to be legal, the event must be rescored and re-awarded. A corrected copy of the meet results must also be published.
7. Penalties and Fines
  - a. A fine of up to \$100 per event may be assessed for any of the following:
    - (1) Entries using fraudulent and/or non-verifiable entry times that are not in accordance with entry guidelines
    - (2) Illegal entries (see section above for definition)
    - (3) Swimmer not registered with USA-S prior to the first day of the meet
    - (4) Submitting a document that indicated a swimmer is properly registered with USA-S for a meet when, in fact, that swimmer is not properly registered.
    - (5) Entering a swimmer as attached to a club when, in fact, that swimmer is unattached. (Applies to VSI and non-VSI competition)
  - b. Any event in which a swimmer illegally participates shall be rescored and any corrections to the awards shall be made.

- c. If the swimmer is representing a club in competition, the fine will be levied on the club; if unattached, the fine will be levied on the swimmer.
- d. **Assessment of Penalties and Payment of Fines:** Meet officials will immediately report violations to the VSI Administrative Vice Chair or General Chair who will bring the issue to the VSI Board of Directors or Executive Committee. If appropriate, fines will then be assessed. Unless the swimmer was swimming unattached, all fines for the violations under this policy are imposed on the club the swimmer was representing in the competition. Fines are considered due and payable immediately upon receipt by the violating club. Fines levied by meet officials may be paid on the spot to the Meet Director who shall forward any payments received to the VSI Treasurer. In all other circumstances fines shall be remitted directly to the Treasurer. Fines not remitted within fourteen (14) days shall automatically be doubled. Should a fine remain unpaid after thirty (30) days, the swimmer and the club they were representing shall be notified by the General Chair and suspended from competition within the jurisdiction of VSI until such time as the fine is paid. The assessment of any fine or penalty may be appealed to the VSI Administrative Review Board within 30 business days of notification of the fine.

#### K. COMPETITIVE SUBDIVISIONS

To maximize competitive opportunities, reduce travel, and facilitate administration, clubs are assigned to competitive subdivisions for various meet classifications. For regularly scheduled meets conducted in accordance with current course schedules, the Board of Directors will determine the competitive subdivisions and the assignment of clubs. The Technical Planning Chair may approve variations in club or athlete attendance on a case-by-case basis for good cause shown after consultation with appropriate members of the Board of Directors.

#### L. SANCTION AND APPROVAL PROCESS

1. The purpose of the sanctioning and approval process is to ensure that swimming competition under the jurisdiction of the VSI local swimming committee (LSC) conforms to the rules, regulations, policies, and procedures of both VSI and USA Swimming. Sanctions and approvals are granted to a host team sponsoring approved competitions within the VSI LSC.
  - a. Sanction requests are for competition under the auspices of USA Swimming guidelines and all of the participants registered with USA Swimming.
  - b. Approval requests are for competition under the auspices of USA Swimming guidelines and some of the participants registered with USA Swimming
2. **VSI, through action of the VSI BOD, may reserve two weekends per year for leadership and educations events as planned by the LSC. Meets shall not be held on these weekends.**
- ~~2.3.~~ The host team for the meet will submit a request for sanction or approval to the Administrative Vice Chair along with a draft meet announcement, a check for the sanction fee, and meet expense worksheet (if required) 60 days prior to the scheduled date of competition. The minimum information required for a sanction/approval to be issued is a list of events, the date, time, and location of the meet, check for the sanction/approval fee, the name and contact information of the meet director, and the name and contact information of the referee for the meet. Sanction and approval request

**Comment [KTH1]:** A. Requires vote at Fall 2016 HOD

forms are available on the VSI website or may be obtained from the VSI Administrative Vice Chair or VSI Technical Planning Chair. At the option of the host team, and with the agreement of the Administrative Vice Chair, the sanction/approval fee may be paid after completion of the meet with the meet rebate fees and other fees remitted to VSI.

- 3.4. Draft meet announcements are also to be forwarded to the General Chair, Technical Planning Chair, Age Group Chair, Senior Chair, and Membership/Registration Coordinator. These should also arrive 60 days prior to the scheduled date of the meet. The meet director will coordinate directly with the Technical Planning Chair, and make all necessary corrections to the meet invitation. Once the Technical Planning Chair approves the meet invitation, a sanction number will be issued and the Meet Director will publish and distribute the invitation announcement. Distribution to all participating teams should be 45 days prior to the scheduled start date of the meet. Draft meet announcements received fewer than 60 days prior will be subject to the following penalties:
  - a. Received 1 to 7 days past the original due date: \$50 per day
  - b. Received 8 or more days past the original due date: \$100 per day
- 4.5. Teams from outside the VSI LSC are welcome to participate in designated meets held by VSI throughout the year. These teams must conform to the same eligibility and registration criteria as established for all VSI teams in the meet.
  - a. Additional requirements for visiting teams may be imposed to control the size of the meet and quality of competition. For example, visiting teams can be required to enter with an "AA" time standard while VSI teams may enter with an "A" time standard.
  - b. To further control entries, out of LSC entries may have a specified entry deadline that is distinct from the entry deadline for VSI teams. VSI teams who enter prior to the VSI entry deadline shall always be given priority for entry over out-of-LSC teams.
  - c. USA Swimming teams from outside the VSI LSC who wish to host sanctioned meets within the VSI LSC boundary must apply for a VSI Sanction under the procedures listed above and conform to all VSI rules, regulations, policies, and procedures. Furthermore, before approving a request for a sanction or approval, VSI may require out-of-LSC host teams to invite all, or a portion, of the registered VSI teams to these meet.
- 5.6. When meets are held by any team from another LSC or by another LSC within VSI borders (and vice versa), the fees assessed by the LSC in which the meet is being held will be as provided within any reciprocal agreement that exists between the LSCs involved. In the case where no reciprocal agreement exists, the fee structure shall be as if the meet were a regularly scheduled VSI meet. (All reciprocal agreements are appended to the Policies/Procedures.)
- 6.7. Sanction or approval requests may be denied if in the opinion of the Board of Directors the host team is unable to conduct and officiate the meet in accordance with standards prescribed by VSI and USA Swimming, including, but not limited to, adherence to VSI timelines and process, and adherence to the four hour rule for 12 & under swimmers.

A sanction/approval may also be denied if a meet unacceptably conflicts with the published VSI meet schedule. District, Region, Summer Awards, Age Group Championship, and Senior Championship meets are all on protected weekends.

A sanction/approval may also be denied for other reasons, including, but not limited to the following items: failure to submit results, financial reports and/or fees within the prescribed time; repeated issues with air quality; repeated issues with overcrowding and excessive timelines; an inability of the host team to provide sufficient officials and other volunteers; and any failure to provide a safe environment for the swimmers to compete.

Likewise, a sanction/approval may be revoked for all of or specific sessions of a meet if it is determined that it was not conducted in accordance with prescribed standards.

7.8. A host team will be notified via email within 10 days of any denial of a sanction or approval request. The denial of a sanction or approval will include the reasons for the denial and instructions for appeal to the Zone Sanction Appeal Panel (ZSAP). Any host team denied a sanction or approval may file an appeal with the Zone Sanction Appeal Panel within 5 days of receiving denial from VSI. A petitioner must file the appeal in writing via email with the two Zone Directors of the Eastern Zone. Documentation to be presented includes:

- a. Meet information (supplied by the petitioner)
- b. Reason for denial (supplied by VSI)
- c. Pertinent LSC rules, timelines, process (supplied by VSI)
- d. Reasons for appeal (supplied by the petitioner)

The Zone Sanction Appeal Panel is authorized to direct VSI to issue a meet sanction or approval in those instances where, in the ZSAP's judgment, the rules and policies have not been properly applied or when the ZSAP believes that competitive opportunities for athletes are being unfairly denied.

The Zone Sanction Appeal Panel's decision is final and there is no further appeal.

#### **M. MEET MANAGEMENT POLICY**

1. All Meet Management Procedures as outlined in the Virginia Swimming Procedures Manual must be followed.

#### **N. MEET SAFETY**

1. A minimum of two Meet Marshals will be present at all VSI sanctioned meets. They will be responsible to the Meet Referee(s) and the Meet Director and perform duties as outlined in USA Swimming Rules and Regulations. Marshals must meet all requirements as set forth by USA Swimming. The minimum age for Marshals will be 18 years of age. For facilities with a separate warm-up/warm-down area a minimum of three (3) shall be present and on duty at all times. One Marshal must remain in the warm-up/warm-down area.
2. All Meet Safety Procedures as outlined in the VSI Procedures Manual must be followed.

3. Photography will not be permitted behind the starting blocks. Individuals who violate of the above photography restrictions may be asked by the Meet Director to leave the pool venue.

#### **O. MEET RESULTS AND FINANCIAL REPORTS**

1. Meet Results: Host clubs are required to distribute accurate and complete meet results to all participating clubs and meet data backup to the VSI Administrative Office within (7) days of the close of the meet. The administrative office will distribute copies of the results to others within VSI on an as-needed basis. Failure to distribute within the allotted time will subject the host club to a fine of \$25.00 per day for each day late. Results are to be provided in the same format as originally provided by the participating team.
2. Financial Reports and Fees: Host Clubs are required to submit via email the meet financial report detailing all receipts and disbursements in connection with a sanctioned or approved meet. This report is due to the Treasurer and the Technical Planning Chair on the proper form within thirty (30) days of the close of a meet. Financial report forms are available on the VSI website. Failure to submit the report and fees within sixty (60) days of the close of the meet will subject the host club to a fine of \$100.00. For each additional thirty (30) day period that the report and fees have not been received, the host club will be subject to a fine of \$100.00. The Board of Directors may also impose additional penalties including withholding of sanctions for future meets for failure to submit the report and fees.

#### **P. RECORDS**

1. In order to be considered for VSI Age Group and Open records, a swimmer or relay team must be registered with USA Swimming and representing VSI when the time is achieved.
2. VSI records will include only those events or distances recognized by USA Swimming or VSI Swimming. VSI records represent the fastest time in each event by a VSI swimmer or relay and may be achieved in either age group or open competition.
  - a. Virginia Swimming shall establish and maintain age group and open records for both 25 yard and 50 meter courses for the 10 and under, 11-12, 13-14, 15-16, 17-18, and open age groups
  - b. Records must be achieved in accordance with Article 104 of the Technical Rules of USA Swimming and the policies and procedures of Virginia Swimming in effect at the time.
  - c. The fastest time swum by a VSI registered athlete or relay at the time of performance in any VSI or USA Swimming sanctioned, approved, or observed meet, or in an International event recognized by USA Swimming will be recognized as a record. The swim must appear in the SWIMS National Times Database.
  - d. A tie of an existing record shall be recognized as such in the Records list.
  - e. Any swim timed with semi automatic or automatic timing used as the primary timing system may establish a record.
3. Final results for any meet outside the boundaries of VSI must be submitted for record verification. It is the responsibility of the swimmer, or their representative, to submit the

proper documentation to verify a record performance. Forwarding a copy of the meet results (via mail or email) or notifying the Records Chair where the results can be found online will serve as acceptable documentation.

#### **Q. ENTRY FEES FOR OUTREACH ATHLETES**

To encourage the participation of Outreach Athletes in VSI meets, VSI will reimburse a club for meet entry fees paid by the club for the outreach athletes. If the athlete is unattached, reimbursement will be made to the athlete.

#### **R. TRAVEL FUND CRITERIA**

1. In the annual budget, VSI identifies certain national and international level meets for which participating VSI athletes are eligible for partial reimbursement of travel expenses
2. To be eligible for travel expense reimbursement, an athlete must:
  - a. Have achieved at least one qualifying time in an individual event that meets the current USA Swimming Winter Junior National Time standards.
  - b. As a VSI-registered swimmer, participate in an individual event in one of the following two categories:
    - (1) Any USA Swimming national championship-level competitions including USA Swimming National Championship, USA Swimming Junior National Championship, National Disability Championship, U.S. Open, or any Trial class meet.
    - (2) Championship level competition designated by the VSI Senior Committee that includes, but is not necessarily limited to, NCSA Junior Championships, USA Swimming Grand Prix series meets, and YMCA Nationals. Any meet not currently listed has to be pre-approved by the senior committee.
  - c. Must have swum an individual event in at least one (1) USA Swimming sanctioned meet as a VSI registered swimmer within the six-month period immediately prior to their reimbursable competition. (USA Swimming sanctioned meets, as defined under this Travel Fund Criteria, do not include individual team time trials, intra-squad meets, or any other type of meet that limits entries to only one swim club.)
3. College swimmers are eligible for travel reimbursement only if they were a VSI registered swimmer for the year prior to college and participated in at least one VSI sanctioned meet that occurred before March 1st of the year prior to attending college.
4. Requests for reimbursement must be submitted to the treasurer of VSI within 30 business days after the meet for full funding.
5. An athlete is eligible to receive a travel reimbursement for only one designated meet in a season (short course and long course), with the exception that in an Olympic year, an athlete may receive an additional travel reimbursement for participating in the USA Swimming Olympic Trials. An athlete who attends multiple meets in a season will be reimbursed for the meet which has the highest reimbursement rate.
6. Extenuating circumstances can be submitted in writing to the VSI Board of Directors for review and consideration for full or partial funding.

7. The amount of money available for reimbursement shall be determined by the VSI Board of Directors.

## S. **EASTERN ZONE COMPETITION**

The following is an excerpt from the Eastern Zone policy manual that outlines the procedures and rules that will be observed in order to participate in the Eastern Zone Championships:

1. Athletes who have competed in USA Nationals, USA Juniors, U. S. Open, or a trials class meet in an individual event are not eligible to enter this meet.
2. 13&O athletes who achieve the current USA Swimming Junior National qualifying standard prior to the entry deadline for the Eastern Zone championship meet, in any event, are ineligible to compete at the Eastern Zone championships in any individual or relay event.
3. Athletes 12 years of age or younger who have achieved USA National, USA Juniors, U.S. Open, or trials class qualifying times in an individual event but who have not competed in an individual event at these meets may enter that event in this meet.
4. Each swimmer is allowed to swim a maximum of 6 events in which he/she qualified. A swimmer is not allowed to compete in more than 3 events per day. Each swimmer must compete in the events for which he/she is qualified. The only exception to this policy exists when a swimmer qualifies in more than 6 events. In that instance, the Zone Team Head coach, at his/her discretion, will determine which events shall be dropped.
5. Selection process:
  - a. Athletes must submit an application to be considered for inclusion on the Zones Team by a predetermined date.
  - b. Information will be posted on Virginia Swimming's Website as to the top 10 eligible swimmers to compete in the Eastern Zone Competition.

*Information Pertaining to Both the Short Course (winter) and Long Course (summer) Zone Competitions*

- c. 15 and older swimmers
  - (1) The selection of the 15 and older zone team will take place at the Virginia Swimming Senior Championship Meet.
  - (2) The 2 fastest times achieved in SCY beginning 9/1 of the current year for short course zones, and beginning with the preceding long course zone meet for long course zones, will automatically qualify for Zone selection. Only times achieved in the course in which the Eastern Zone meet will be conducted will be accepted (i.e. SCY for winter zones, LCM for summer zones).
  - (3) ~~Lead-off splits, intermediate splits from any race, and the time trials from the Short Course Senior Championship Meet will not be included for consideration.~~ All official verified times including lead-off splits, intermediate splits, and time trials from Short Course Senior Championships will be considered for participation. Lead-off splits, intermediate splits, and time trials will not be considered as one of the two fastest times in the LSC.

**Comment [KTH2]:** B.Requires vote at Fall 2016 HOD meeting



- (4) All meet results, including out of state meets, must be submitted to the Records Chair in order to be considered for inclusion on the Zone list. These must be submitted by the Tuesday immediately preceding the VSI Senior Championship Meet.
  - (5) All meet results, including out of state meets either submitted or achieved after the Tuesday immediately preceding the Short Course VSI Senior Championship Meet will not be included for consideration.
  - (6) Corrections to the Zone list will not be accepted after the Tuesday immediately preceding the Short Course VSI Senior Championship Meet and will not be included for consideration.
- d. 9 to 14 year old swimmers
- (1) The selection of the 9 - 14 zone team will take place at the Virginia Swimming Age Group Championship Meet.
  - (2) The fastest 3 times for 9 to 12 year old swimmers achieved in SCY beginning 9/1 of the current year for short course zones will automatically qualify for Zone selection.
  - (3) The fastest 2 times for 13 to 14 year old swimmers achieved in SCY beginning 9/1 of the current year for short course zones will automatically qualify for Zone selection.
  - (4) The fastest 2 times beginning with the preceding long course zone meet for long course zones will automatically qualify for Zone selection.
  - (5) Only times achieved in the course in which the Eastern Zone meet will be conducted will be accepted (i.e. SCY for winter zones, LCM for summer zones).
  - (6) ~~Lead-off splits, intermediate splits from any race, and time trials from the Short Course Age Group Championships will not be included for consideration.~~ All official verified times including lead-off splits, intermediate splits, and time trials from Short Course Age Group Championships will be considered for participation. Lead-off splits, intermediate splits, and time trials will not be considered as one of the two fastest times in the LSC.
  - (7) All meet results, including out of state meets, must be submitted to the Records Chair in order to be considered for inclusion on the Zone list. These must be submitted by the Tuesday immediately preceding the VSI Age Group Championship Meet.
  - (8) All meet results, including out of state meets, either submitted or achieved after the Tuesday immediately preceding the Age Group Championship meet will not be included for consideration.
  - (9) Corrections to the Zone list will not be accepted after the Tuesday immediately preceding the VSI Age Group Championship meet and will not be included for consideration.
- e. Relays will be selected only from those swimmers entered in individual events.

*Information Pertaining to ONLY the Long Course Eastern Zone meet*

- f. This is not a select meet. This is a qualifying meet with predetermined time standards published annually.
  - g. Any swimmer who achieves 4 or more of these standards is eligible to attend this meet.
  - h. Relay lead off splits from the appropriate Championship level meet (Senior champs for 15 and older swimmers, Age Group Champs for 14 and younger swimmers) will count toward the number of events for which the swimmer qualifies, but will not be considered one of the two fastest times achieved in the LSC.
  - i. In the event that Senior Championships occurs after Age Group Championships, individual event results and relay lead off splits for 14 and younger swimmers may be used towards the number of events in which the swimmer qualifies.
  - j. ~~Time trials and intermediate splits from any race will not be included for consideration.~~ All official verified times including lead-off splits, intermediate splits, and time trials will be considered for participation. Lead-off splits, intermediate splits, and time trials will not be considered as one of the two fastest times in the LSC.
6. Transportation
    - a. All swimmers must agree to travel with the team to be considered in the selection process and must agree to remain with the team for the entire duration of the trip.
    - b. Swimmers may be released from the team after the completion of the entire competition, and prior to the return trip home. A Parent or legal guardian must complete and sign a release form. All swimmers that are being released must obtain permission from the zone team manager, or his/her designee, prior to leaving the competition site.
  7. Lodging and Meals
    - a. Swimmers will be required to dine and lodge with the team for the duration of the meet. This includes all designated rest times.
    - b. Rooming assignments, including the number of occupants per room, is at the sole discretion of the Team Manager. Special requests will not be accepted. Roommate requests will be considered but not guaranteed. Special dietary needs should be addressed at the appropriate registration.
  8. Cost
    - a. The cost per swimmer will be determined by the location, means of travel, length of meet, and the number of team members.
    - b. The approximate cost of the trip will be posted to Virginia Swimming's website as soon as it is available. That cost may be adjusted at the time of registration.
    - c. The VSI Board of Directors reserves the right to assess an additional fee should the actual costs of the team exceed projected revenues.
    - d. All fees must be paid in full at the time of registration. Only cash and checks made payable to "Virginia Swimming Inc." will be accepted.

- e. Fees once paid are not eligible for refund. The Board of Directors of Virginia Swimming may, at its discretion, determine otherwise.

#### 9. Uniforms

- a. Families will be provided with the appropriate ordering information (including costs and vendor) and will be required to place the order themselves. Uniforms will be shipped to their homes.
- b. The entire uniform is required.
- c. Team apparel should not be traded until the final session of the meet.
- d. Use of individual team apparel is discouraged.

#### 10. Chaperones

- a. Prospective chaperones will indicate their interest to the zone team manager at the appropriate level championship meet during zone registration.
- b. Chaperones are selected according to the following priorities:
  - (1) Medical - 1 per departure location.
  - (2) Officials - USA stroke and turn certified. Preference will be given to USA National certified officials.
  - (3) A balance of males and females are needed across the age groups and departure points.
  - (4) 10-12 chaperones plus the Team Manager are required.
  - (5) Previous Zone chaperone experience may also be taken into consideration.
- c. Cost
  - (1) The cost per chaperone will be determined by the location, means of travel, length of meet, and the number of team members.
  - (2) The approximate cost of the trip will be posted to Virginia Swimming's website as soon as it is available. That cost may be adjusted at the time of registration.
  - (3) All fees must be paid in full at the time of registration. Only cash and checks made payable to "Virginia Swimming Inc." will be accepted.
- d. All chaperones share in timing at the meet, unless they are working as officials.
- e. All chaperones must be members of USA Swimming. Registration may be done at the time of selection as a chaperone. The cost of this registration is the responsibility of the chaperone.
- f. All chaperones must have satisfactorily passed a background check through USA Swimming's approved vendor prior to departure for the zone trip. The cost of this check is the responsibility of the chaperone.

#### 11. Coaches

- a. Zone team coach selection and the verification of all zone coaching credentials is the responsibility of the VSI Coaches' Representative.

- b. 8 coaches are required including the Zone Team Head Coach.
- c. The Zone Team Manager must be notified of the selected Zone Team coaching staff no later than February 15 for winter zones, and July 1 for summer zones.

#### **T. ANTI-RECRUITING POLICY**

Virginia Swimming anti-recruiting policy is intended to provide additional guidelines to VSI members concerning USA Swimming rules as described in Article 304 Code of Conduct. Code of Conduct actions concerning recruiting are found in Article 304.3.17. VSI policy and restricted recruiting activities are described below.

Active recruiting is prohibited and is defined as the solicitation of a USA Swimming registered athlete, affiliated with a member organization, by another USA Swimming Club, with the intent of having said athlete leave his /her existing club to join the soliciting club.

1. This policy prohibits any USA Swimming registered club, coach or employee from direct contact with an athlete or an athlete's family from another USA Swimming member club in the Virginia LSC.
2. This policy does not prohibit an athlete or an athlete's parents from initiating contact with coaches, officials or other athletes of another club for the purpose of obtaining information about joining another member club. Once the athlete initiates such contact, the policy will not apply to any contact with an athlete of another member club.
3. This policy does not restrict USA Swimming registered clubs from conducting advertising, team try-outs or camps for the purpose of recruiting athletes.
4. This policy is not intended to restrict athletes or parents from discussing aspects of their respective clubs with athletes or parents from other clubs, or incidental contact that may occur with another team's coaches or officials. However, any contact that has been encouraged, promoted or facilitated by a USA Swimming member club, coach or employee with the intent of recruiting shall be in violation of the anti-recruiting policy and subject the member club and /or its coach or employee to the sanctions of this policy.
5. Any violation of this anti-recruiting policy shall be reported to the Zone Board of Review.

#### **U. PRIVACY POLICY**

VSI shall treat as private and not release, publish, sell, trade or otherwise distribute in any manner any information collected regarding members of VSI except for those items listed herein. The release of other information shall require written authorization of the member or, in the case of a minor athlete, the athlete's parent(s) or legal guardian(s).

Items which may be released without written authorization: 1) member's name; 2) member's age; 3) club affiliation; 4) time and place achieved in an event; 5) any award and/or honor achieved by the member; and 6) contact information for officers, coaches, or officials.

Such policy shall not be interpreted to prohibit the LSC from using the information held by VSI in furtherance of its exempt function. In no case shall VSI permit the use of member demographic information by third parties.

The Board of Directors shall be charged with developing policy and tools which allow Virginia Swimming, Inc. to effectively communicate information and protect privacy of member clubs and individuals.

## V. OFFICIALS: GENERAL GUIDELINES FOR DISCIPLINE AND DE-CERTIFICATION

### 1. CATEGORIES

In order to organize the possible matters and issues that could arise, three categories have been chosen which should cover all matters. The three categories are Professional Qualifications, Professional Misconduct and Code of Conduct.

#### a. PROFESSIONAL QUALIFICATIONS

This category relates to matters involving deficiencies in the professional qualifications of the official. It relates to the technical aspects of the field of officiating, such as a lack of knowledge of the rules, improper application of the rules, etc. An illustration of this category might be the following:

*Official A is a certified Stroke/Turn Official with two years of experience. He never makes a call, even when it is clearly "under his nose."*

#### **PRIMARY RESPONSIBILITY** - LSC Officials Chair

It is the responsibility of all officials to observe and evaluate the officials who are working for and with them. All deficiencies should be reported to the meet referee, who may address them at the time of the meet, if the meet referee feels that it would be best at that time. However, should it become apparent the official is deficient in the qualifications to serve in the position the official is certified for, then these deficiencies need to be reported to the LSC Officials Chair.

The Chair is primarily responsible for addressing the situation. It must be kept in mind that at this stage the approach needs to be remedial rather than punitive.

The first step for the Chair is to gather all of the facts. The Chair may conduct the investigation or may assign the role to another trusted official. It is important that all of the facts are discovered and they be documented to the extent they can be.

Additionally, when conducting the investigation, the following shall be determined concerning the official:

- knowledge of the rules,
- application of the rules,
- judgment on deck in applying the rules, and
- professionalism on and off the deck.

After the facts are obtained, the Chair should schedule a meeting with the official and review in depth the performance of the official. The official needs to be given the facts as gathered by the Chair and the full opportunity to state his or her side of the matter and to make a request for help, should the official choose to do so. At this stage, if the Chair believes it is in the best interest of the official, it is appropriate to

bring in other members of the Officials Committee or some third person who is a friend of the official to assist in the meeting. In the latter situation, the friend should be an official, because we are addressing professional qualifications. Furthermore, should the Chair believe it is inappropriate for him or her to meet with the official or address the issue, the Chair may assign the matter to another official.

The Chair has the following powers:

- to reassign the official to a lower position, where the official is qualified (i.e., Referee to Stroke and Turn Judge). The Chair should present the official with a program to be performed within a given time frame, providing the official the opportunity to regain his or her position. Although the program to be presented should be developed by the LSC, it is recommended that it include re-training, observation over a series of sessions and testing.
- to leave the official in his or her current position but establish a re-training program to correct any deficiencies. Again, any program proposed should include observation over a series of sessions and testing. In this situation, the Chair may decide to withhold any future assignments at the certified position until the official completes the program and is signed off by the training official(s).
- if the Chair is confronted with the situation where it is apparent the official does not comprehend and understand the rules and, in the opinion of the Chair, the official will not be able correct the situation, then the Chair has the power to recommend to the Officials Committee that the official be decertified as an official.

#### *SECONDARY RESPONSIBILITY – LSC Officials Committee*

At this stage the Officials Committee will enter the picture and make the final decision on de-certification. This step should include a hearing with the official, where the official has full opportunity to make his or her position with the Committee. (See **HEARINGS** below.)

A decision to de-certify the official should only be made as a last resort and on the recommendation of the LSC Official Chair. If there is no recommendation from the Chair then there will be no de-certification.

#### b. PROFESSIONAL MISCONDUCT

This category relates to matters involving misconduct in the performance of the official's professional duties that do not rise to the level of acts specifically covered by the Code of Conduct (Article 304.3 of the Rules and Regulations of USA Swimming). An illustration of this category might be the following:

Official B is a certified Referee of 4 years. At the last Age Group Championships he was berating fellow officials on deck, in front of the spectators for their slovenly appearance, lack of rule knowledge and their poor attitude. He then proceeded to offer his opinions regarding the LSC Executive Board, and how poorly he felt the business of the LSC was being run.

#### Duties – LSC Officials Chair

A complaint alleging misconduct on the part of an official needs to be in writing and filed with the LSC Officials Chair. The complaint must set out the facts and the misconduct alleged. It is then the duty of the Chair to conduct an investigation of the allegation and develop all of the facts. The Chair or someone chosen by the Chair may conduct this investigation. In choosing someone to conduct the investigation, the Chair needs to choose someone who is organized, thorough, honest and objective. The person should have no relationship with the situation or the official.

#### *PRIMARY RESPONSIBILITY* – LSC Officials Committee

Once the investigation is completed, the entire file is delivered to the Officials Committee. The Committee will then schedule a hearing. (See HEARINGS below.)

The Officials Committee has the following powers:

- to issue a **verbal warning**, however, the warning must be accompanied by conditions to be met to correct the problem and the possible consequences if they are not met (even though it is a verbal warning it should be documented in the notes of the Committee accompanying the hearing),
- to issue a **written reprimand**, but again the reprimand must be accompanied by the conditions to be met and possible consequences if they are not,
- to **reassign** and to establish a **re-training** program, such as is set forth above for the Chair and the decision must be documented in the notes of the hearing,
- to **suspend** the official, however, the suspension should be accompanied by conditions the official must complete during the suspension period, and
- to permanently **de-certify** the official. This should be for the most serious offenses and should be ordered only after all other remedial measures have been exhausted.

If the Official Chair is the investigating person then the Official Chair should not participate in the deliberations of the hearing. The Chair is the “prosecutor” in this role and should not sit as part of the jury. However, if the penalty is to be de-certification, then the Committee should consider this penalty only if the Official Chair has recommended it to the Committee.

#### c. CODE OF CONDUCT

This category involves all acts that fall under Article 304.3.1 through .19 of the Rules and Regulations of USA Swimming. An illustration might be the following:

*Official C is a certified Referee. At a meet last week the official falsely changed the time of the official's son to a better time in order for him to qualify for an upcoming meet.*

One of the primary issues the LSC Officials Chair must determine is whether the matter falls within the jurisdiction of the National Board of Review (Article 304.3.1 through .14) or the Zone Board of Review (304.3.15 through .19). All complaints received by the LSC Officials Chair should be delivered to the Executive Director of USA Swimming in Colorado Springs if it is within the jurisdiction of the National Board of Review or the LSC General Chair if it is within the jurisdiction of the LSC.

All complaints would then be processed under the established procedures of the LSC and USA Swimming.

## 2. HEARINGS

The time frame for conducting the hearing should be set by the LSC but should not exceed the time frames set out in the bylaws of the LSC. There should be a provision for an emergency hearing if the facts warrant.

The conduct of the hearing need not be as formal as a hearing before the Zone Board of Review but the proceedings need to be documented with written notes. The official should be given full opportunity to present his or her side of the issue with the approach being primarily remedial unless the facts dictate otherwise.

The vote of the Officials Committee may be by majority, however, if it is by majority, caution should be taken to make sure the quorum requirement for an official meeting of the Committee is such that a majority vote represents a substantial number of the members of the Committee. The final decision should be written and a copy given to the official. It need not be formal document and can be in a letter format.

The official shall have the right to appeal any decision imposing penalties on the official, including suspension or de-certification, to the Zone Board of Review and the opportunity to appeal should be made known to the official. All other decisions should not go beyond the Committee.

## 3. GENERAL

This program is intended to place the professional matters within the jurisdiction of the professionals, the peers of the official. However, if there are decisions made in this process, the official may have the right of appeal pursuant to the Rules and Regulations of USA Swimming and the Bylaws of the LSC.

It is possible that some matters could involve more than one category. If this situation arises, then one should select the category with the highest process, i.e., professional qualification and professional misconduct then process it under the professional misconduct category and if it is professional misconduct and code of conduct then process it under the code of conduct.

## W. COACH TRAVEL REIMBURSEMENT

1. The purpose of the coach travel reimbursement is to support VSI coach travel to advanced competitions: USA Swimming sponsored National Championship events only to include Junior Nationals, Nationals, World Championship Trials, Olympic Trials, Disability Nationals/Trials, and Pro Series events with national qualifying standards.
2. The coach must be a member in good standing of VSI and USA Swimming.
3. The club must be enrolled in the Club Recognition Program and be Level 1 or above. For tax purposes, the club, not the coach, will be reimbursed.
4. Reimbursement amounts are as follows, and match athlete reimburseable amounts: \$500.00 per meet, and \$600.00 for Olympic Trials.

**Comment [KTH3]:** C. Requires vote at Fall 2016 HOD

**Comment [KTH4]:** D.Include the US Open?

**Comment [KTH5]:** E.KTH suggested change: "The amount reimbursed shall match the amount the athletes are reimbursed for the same meet."



- 5. Clubs may apply for this reimbursement for one coach per club, and only two events per year (3 during an Olympic Trials year).

## PROCEDURES

### A. FEES AND SURCHARGES

1. For a team to participate in any VSI sanctioned meet, all entry fees must be paid prior to the beginning of the meet. Any swimmer whose team is barred from the meet because of non-payment of entry fees may pay his/her own fees and enter the meet as Unattached.
2. Sanctions and Approvals: \$20.00 for all non-championship meets.
3. Swimmer Fees: \$2.50 per swimmer entered in any capacity in any invitational, special invitational or championship meet.
4. Meet Fees for Championship and Non-championship Age-Group Meets, Senior and Senior Championships are shown in the following tables:

MEET ENTRY FEES CHARGED BY HOST CLUB			
TYPE OF MEET	SWIMMER FEE	INDIVIDUAL EVENT FEE	RELAY EVENT FEE
8 & YOUNGER MEET	\$2.50	\$4.00	\$14.00
AGE GROUP NON-CHAMPIONSHIP MEET	\$2.50	\$4.00	\$14.00
SENIOR NON-CHAMPIONSHIP MEET	\$2.50	\$4.50	\$15.00
DISTRICT & REGIONAL CHAMPIONSHIP MEET	\$2.50	\$4.50	\$15.00
AGE GROUP & SENIOR LSC CHAMPIONSHIP MEET	\$2.50	\$6.00	\$18.00

REBATE FEES PAID BY HOST CLUB TO VSI			
TYPE OF MEET	SWIMMER FEE	INDIVIDUAL EVENT FEE	RELAY EVENT FEE
8 & YOUNGER MEET	\$0.00	\$0.35	\$0.35
AGE GROUP NON-CHAMPIONSHIP MEET	\$0.00	\$0.65	\$0.65
SENIOR NON-CHAMPIONSHIP MEET	\$0.00	\$0.65	\$0.65
DISTRICT & REGIONAL CHAMPIONSHIP MEET	\$0.00	\$1.25	\$1.25
AGE GROUP & SENIOR LSC CHAMPIONSHIP MEET	\$0.00	\$1.25	\$1.25

5. Other Fees.
  - a. Championship meet entries received after the entry deadline will be accepted at a cost of \$10.00/event up until the first day before the start of the meet. Beginning the first day of the meet, the charge will be \$25.00/event. These fees will be in addition to regular meet entry fees. Swimmers added prior to the printing of the heat sheet will be seeded as stated in the invitation. Swimmers added after the printing of the heat sheet

will be seeded in the slowest heat in the appropriate empty lane. A new heat(s) will be added if necessary to accommodate these entries. The host team will retain fees received for these late entries.

- b. Closed Invitational Meets: Closed invitational meets involve only those teams invited by the host club. Subject to the final authority of the Board of Directors, entry fees for such meets may be approved by the Administrative Vice Chair with the concurrence of the General Chair at levels consistent with the current amount allowed for other meet categories. The fee level may take into account any special circumstances associated with the meet. A portion of the entry fee equal in amount to that imposed in statewide, regional, district, and area meets of similar classification shall be rebated to VSI.
6. The Board of Directors may adjust the amounts to be charged or rebated. They are also responsible for the oversight of contracts, services and payment of expenses to provide for an equitable distribution of the meet profits or to accommodate unusual circumstances. On an annual basis, the Board of Directors must approve waivers or reductions to the established meet rebate fees paid by a host club to VSI. The Treasurer shall be responsible for maintaining a listing of such exceptions.
7. Independent VSI satellite clubs pay the current club registration fee.

#### **B. TOP 10 TIMES**

1. All times from USA Swimming/Virginia Swimming Inc. sanctioned or approved meets shall be submitted automatically by the Top 10/NTV Chair or his/her delegate. This will include times for national age group records and Top 10.
2. The swimmer or team is responsible for reporting all times achieved in meets not sanctioned by VSI to the swimming office. A meet database is the preferred method.
3. High school or private school or college meets which require observation need prior arrangement with the Top 10/NTV Chair and results will be sent to him/her.
4. National Age Group records require a formal application to be submitted. Forms are available on the USA Swimming web site, or contact the Top 10/NTV Chair.

#### **C. CHAMPIONSHIP MEET MANAGEMENT**

1. The format of the Age Group Championship shall be materially similar to that used by the Eastern Region Zone meet. The format of the Senior Championship shall be similar to the Eastern Region II Sectional meet or the National Championship meet or a blend between the two.
2. The VSI Age Group Chair shall be designated as the Meet Director of the Age Group Championship meets. In the absence of the VSI Age Group Chair, he or she, with the approval of the General Chair, may designate a member of the LSC Age Group Committee to serve as Meet Director. A local coordinator may also be appointed.
3. The VSI Senior Chair shall be designated as the Meet Director of the Senior Championship meets. In the absence of the VSI Senior Chair, he or she, with the approval of the General Chair, may designate a member of the LSC Senior Committee to serve as Meet Director. A local coordinator may also be appointed.

4. Other championship meets in the series shall be conducted in number and format as determined by the Technical Planning Committee in consultation with the Age Group Chair and the Senior Chair provided, however, that all similar meets in the series shall be conducted as nearly identically as possible in terms of event order, whether timed finals or prelims and finals, etc. All championship meets in the series will utilize the overhead start (swimmer from previous heat remains in water for all forward starts) technique using pre-planned breaks to slow the session down if required.
5. OME fees will be estimated and used as a listed meet expense by the host club for Championship meets.
6. To the extent possible, results from championship meets shall be published for general Internet access as they occur or as soon thereafter as reasonable.
7. The VSI Officials Chair shall appoint the Meet Referee of the Age Group Championship and Senior Championship meets and, in conjunction with the Meet Referee, shall approve the assignment of all officials in the meet. The leadership team (Deck and Administrative Referees, Starters, Chief Judges, Administrative Coordinators) shall be assigned prior to the meet. A Local Official's Coordinator may also be appointed to assist with staffing the meet.
8. When the assigned Senior Champs and Age Group Champs Meet Referees and/or Administrative Referees live more than 50 miles from the meet venue, Virginia Swimming will cover their reasonable lodging expenses. Whenever feasible, individuals will share a room. If an official is in a room alone, an additional official may be assigned to share it. Lodging expenses will not be covered if the individual shares the room with family members. Lodging expenses will normally not be covered for the night before competition commences or the night the competition concludes, unless unusual circumstances prevail and approval is obtained from the Officials Chair. The lodging expenses will be charged to Virginia Swimming. In the event that the expenses are borne by the individual, the Meet Referee and/or Administrative Referee shall submit a completed Virginia Swimming Reimbursement Form to the LSC Officials Chair for approval no later than 30 days after completion of the meet for which reimbursement is requested.

#### **D. MEET SAFETY PROCEDURES**

The following procedures have been established to ensure safe meet conduct.

Safety is an important factor for our program. Anyone seeing an unsafe condition or activity around the meet venue should intervene or summon available meet and/or facility personnel to immediately stop it. The unsafe conduct should also be reported to the Meet Director and the Meet Referee.

These procedures **SHALL** be followed at all meets. The Referee has the authority to remove a swimmer/coach/club/parent from the meet for failure to comply with these safety procedures.

#### **GENERAL SAFETY GUIDELINES**

1. The Meet Director and Meet Referee are responsible for venue safety inspection (see Virginia Swimming Safety page for checklist) and resolution of issues prior to the beginning of the meet.
2. Hazards in locker rooms, on the deck, or in areas used by coaches, swimmers, spectators, or officials shall be removed or clearly marked.
3. Assignment of Marshals shall be the responsibility of the host club/Meet Director. A minimum of two Marshals must be present and on duty at all times. These Marshals shall be at least 18 years old. Lifeguards required by colleges and recreation centers may **NOT** be used in place of Marshals. Marshals shall wear distinctive, bright-colored, identifying shirts/vests (preferably, USA Swimming orange Marshal vests) at all times while on duty.
4. Some areas of the venue may be off limits for the swimmers, parents, and coaches. These areas shall be clearly marked, and such boundaries shall be enforced by the Marshals.
5. Where feasible the Announcer should announce periodic safety reminders throughout the meet (see Virginia Swimming Safety page for examples).
6. Running on the deck is not permitted during the meet or during warm-ups.
7. Horseplay is not permitted anywhere in the venue during the meet or during warm-ups.
8. Shaving is not permitted anywhere in the venue (including locker rooms). Swimmer noncompliance will result in dismissal from the meet.
9. **USE** of cameras or camera cell phones is prohibited in locker rooms.
10. Warm-up procedures shall be enforced for any breaks scheduled during the competition.
11. A swimmer, coach, or parent may be removed from the deck for interfering with a Marshal in the performance of his/her duties.
12. Any accident/incident, no matter how seemingly insignificant, that occurs at the meet must be reported to the LSC Safety Chair and to USA Swimming using the USA Swimming Report of Occurrence Online Form (see Virginia Swimming Safety page). The Meet Director/Meet Referee is responsible for completing and submitting the form.

#### **BEST PRACTICES FOR AIR AND WATER QUALITY**

1. Contract/Bid considerations. Host pools bidding on meets should provide what if any provisions they plan to make in preparation of hosting a meet. Examples: Filtration rate normal and meet day, air exchange rate normal and meet day, water test normal and meet day.
2. Complete USA Swimming Walk-Through Facility Form prior to meet.
3. Shower for all swimmers before entering water. This will be process of education, beginning with adding to meet announcement, signage, and providing education to swimmers, coaches, and parents.
4. Meet size and duration for venue. Examples: Number of swimmers (splashes), time line each session to include warm up and events, number of days for meet
5. Breaks for volunteers off deck.
6. Swimmer off deck seating.

**WARM-UP PROCEDURES (also applicable during all scheduled breaks in the competition)**

1. Warm-ups will not begin until the Marshals are on deck and present for duty.
2. A Marshal must be present and on duty at any separate warm-up/warm-down area that is designated for use before, during, or after competition.
3. Warm-up procedures and schedule of warm-up lanes and times for each team shall be posted throughout the venue. The announcer shall announce lane and time assignments, special venue rules, and any change in the procedures directed by the Meet Referee or Meet Director.
4. Coaches are responsible for the conduct of their swimmers. Coaches shall instruct their swimmers regarding safety guidelines and warm-up procedures as they apply to conduct at meets.
5. Coaches must be in the immediate vicinity of their swimmers at the start of warm-ups to supervise the entry of their swimmers into the pool. Coaches must maintain line-of-sight control and supervision of their swimmers at all times. Swimmers who are unsupervised will not be allowed to warm up, unless placed under the supervision of a coach by the Meet Referee/Meet Director.
6. All swimmers must start warm-ups from either the start end or the turn end of the pool. Entry into the pool from the sides is prohibited.
7. Entry during general warm-ups is feet first only. There will be **NO DIVING OR RACING STARTS** from the blocks or end of the pool during general warm-ups.
8. Each team may be assigned a lane(s) and a specified time for warm-up. Anytime during this warm-up period, the coach for assigned team may elect to convert the general warm-up lane to a sprint or to a pace lane. Prior to this, one-way swimming must be established with swimmers exiting at the far end of the pool. If there is more than one team sharing a lane, then such conversion to sprint / pace may only occur upon the agreement of all respective coaches covering the teams in this lane.
9. During the sprint period of warm-ups, a racing start will be permitted only for one-way swimming, where the swimmer exits at the far end of the pool. The sprint lanes must be cleared by the Marshals/Referee before they are opened for use. Swimmers must NOT cut across adjacent lanes to exit the pool at one of the sides.
10. During the sprint period of warm-ups, backstroke swimmers must be allowed to complete their start and to clear the area before any swimmer steps onto the block.
11. Use of training equipment, which may include but is not limited to kick boards, pull buoys, paddles, bungee cords, and snorkels, is prohibited during warm-ups. Snorkels may be allowed during warm-ups for sessions that involve only senior-level classified competition.
12. For facilities with a separate warm-up/warm-down area, there shall be no diving or racing starts in that area unless a lane has been specifically designated for one way racing starts.

13. To avoid over-crowding of warm-up lanes, the Meet Referee/Meet Director may restrict warm-ups to those swimmers participating in the session immediately following the warm-ups.

#### UNASSIGNED WARM-UPS

Depending upon the type of meet being conducted, the following warm-up format provides an alternative to specific warm-up times and lane assignments. Other formats that take into account the total number of swimmers and the available lane time are also acceptable, and may be assigned by the Meet Referee/Meet Director.

Time	Lanes							
	1	2	3	4	5	6	7	8
1 <sup>st</sup> 25-30 min	General	General	General	General	General	General	General	General
Last 25-30 min	Pace	Sprint	General	General	General	General	Sprint	Pace

If lanes 2 and 7 are overcrowded during the sprint phase of warm-ups, lane 3 and/or lane 6 can also be designated as a sprint lane.

For long course competition in which the 50 M Freestyle is starting from the “turn” end of the pool, lane 2 or lane 7 should be designated for one-way sprints from that end of the pool.

Sprint lanes should be marked as such. All warm-ups will start from the starting end of the pool (except as noted above for the 50 M Freestyle in long course competition).

#### E. VIRGINIA SWIMMING OUTREACH ATHLETE MEMBERSHIP

1. **Purpose of Outreach Membership:** Virginia Swimming offers Outreach Membership at a reduced membership fee to a swimmer who qualifies on the basis of financial need.
2. Outreach Membership Qualifications:
 

The yearly income guidelines used by the local school district to qualify students for the National School Lunch Program Free or Reduced Meals will be used to qualify a swimmer for Virginia Swimming / USA Swimming Outreach Membership. A swimmer does not have to participate in the actual lunch program in order to qualify for Outreach Membership. A copy of one of the following must be provided to show proof of need:

  - a. National Free or Reduced Meals Program verification form;
  - b. Medicaid card;
  - c. Food Stamp letter;
  - d. Current signed federal tax return showing the income guideline has been met;
  - e. Other documentation that is consistent with the Income Eligibility Guidelines for the National School Lunch Program.
3. Application Procedure:
  - a. The swimmer applies to a club for Outreach Membership.

- b. The club reviews documents to determine qualification for Outreach Membership.
- c. The club submits an Outreach Membership request to the VSI Membership/Registration Coordinator indicating the type of qualifying documentation it has received. If the club uses guidelines other than a – d listed above, an explanation of the process used needs to be sent to the Membership/Registration Coordinator and updated on an annual basis.
- d. The Membership/Registration Coordinator approves Outreach Membership or, if needed, requests to review the qualifying documentation.

An unattached swimmer who is not affiliated with a club should submit the qualifying documentation to the VSI Membership/Registration Coordinator.

4. Entry Fee Reimbursement Program for Outreach Athletes
  - a. **Purpose of Program:** To encourage the participation of Outreach Athletes in VSI sanctioned meets, VSI will reimburse a club for meet entry fees paid by the club for the outreach athletes. Only sanctioned meets for which VSI receives rebate fees are eligible for reimbursement to the team for outreach swimmer meet entry expenses.
  - b. Reimbursement Procedure:
    - (1) The Membership/Registration Coordinator will advise the Treasurer of the names and club affiliation of all VSI registered Outreach Athletes.
    - (2) VSI will send a letter to the Point of Contact for each club that registers an Outreach Athlete advising the club that it is eligible for reimbursement of meet entry fees paid for the athlete.
    - (3) The reimbursement will be paid for (a) the swimmer fee and (b) all individual event entry fees paid by the club for the athlete. For events where the entered athlete did not swim, 50% of the entry fee will be reimbursed.
    - (4) The club must file for the entry fee reimbursement within 60 days of the conclusion of the meet.
    - (5) The Treasurer will provide an Outreach Entry Fee Reimbursement Request on the Diversity page of the VSI website for use by clubs eligible for the reimbursement.
    - (6) For reimbursement, the club must provide (a) the athlete's name, (b) the date and location of the meet, and (c) the individual events for which entry fees were paid for the athlete.
    - (7) The Treasurer will confirm the entry information from the published meet results. If the athlete did not swim an entered event, the club must provide a copy of the club's entry information provided by the meet host.
    - (8) The reimbursement check will be made payable to the club and forwarded to the address provided on the reimbursement request.
    - (9) The athlete and the club have the right to appeal any decision regarding reimbursement to the VSI Administrative Review Board.



**F. ENTRY FEE REIMBURSEMENT PROGRAM FOR OUTREACH ATHLETES**

1. Purpose of program: To encourage the participation of Outreach Athletes in VSI sanctioned meets, VSI will reimburse a club for meet entry fees paid by the club for the Outreach Athletes. Sanctioned meets for which VSI receives rebate fees qualify for this reimbursement.
2. Reimbursement Procedure:
  - a. The Membership/Registration Coordinator will advise the Program Coordinator of the names and club affiliation of all VSI registered Outreach Athletes.
  - b. The Membership/Registration Coordinator will notify the Point of Contact for each club that registers an Outreach Athlete advising the club that it is eligible for reimbursement of meet entry fees paid for the athlete.
  - c. The reimbursement will be paid for all individual event entry fees paid by the club for the athlete. For events where the entered athlete did not swim, 50% of the entry fee will be reimbursed.
  - d. The club must file for the entry fee reimbursement within 60 days of the conclusion of the meet.
  - e. The Program Coordinator will provide Outreach Reimbursement information and forms on the Diversity page of the VSI website for use by clubs seeking reimbursement.
  - f. For reimbursement, the club must provide the following information for a meet:
    - an Individual Meet Summary sheet from Meet Manager (see Appendix on website) for each outreach athlete;
    - a completed Outreach Entry Fees Request Summary listing the names of the athletes, the number of events entered for each athlete, and the number of entered events in which the athlete did not swim.
  - g. The Program Coordinator will confirm the entry information from the published meet results and notify the Treasurer of the approved request.
  - h. The reimbursement check will be made payable to the club and forwarded to the address provided on the reimbursement request.
  - i. The athlete and the club have the right to appeal any decision regarding reimbursement to the VSI Administrative Review Board.

**G. VIRGINIA SWIMMING OFFICIALS' OUTREACH MEMBERSHIP**

1. Purpose of Officials' Outreach Non-Athlete Membership: To provide no-cost non-athlete memberships and reimburse/cover the costs of associated background checks for the parents/guardians of outreach swimmers who are certifying or recertifying as Virginia Swimming officials.
2. Outreach Membership Qualifications:
  - a. Parent or legal guardian of a swimmer qualifying for outreach membership.

- b. Training officials must pass any required tests and show evidence of progression towards certification.
  - c. When recertifying, meet the minimal requirements for recertification in at least one position.
3. Application Procedures:
- a. The parent or legal guardian applies to a club for outreach non-athlete membership.
  - b. The club determines that the individual qualifies for outreach non-athlete membership on the basis of being the parent or guardian of an outreach athlete.
  - c. The club submits an outreach non-athlete membership request to the VSI Membership/Registration Chair.
  - d. Upon request of the Membership/Registration Chair, the VSI Officials Chair will certify that the individual qualifies for outreach non-athlete membership on the basis of progression towards certification or meeting the recertification requirements
  - e. VSI will either reimburse the individual for the background check or make arrangements to pay for the background check

#### **H. MEET MANAGEMENT PROCEDURES**

The host club shall run the meet using meet management software that can produce an output file that is suitable for entry into the SWIMS and participating team databases.

Host Club will appoint a Meet Director who must be a registered member of USA Swimming.

##### **Step 1 – 60 days prior to the start of meet**

1. Determine who will process your meet entries (Meet Entry Person). That person must be computer literate, have (or have access to) a computer and printer and be familiar with the HYTEK Meet Manager program your team will be using.
2. Prepare the meet announcement with close consultation of the Meet Referee using the Virginia Swimming meet announcement template (as posted on the Virginia Swimming website). If in doubt examine a previous meet announcement or from another club hosting a similar meet. The following sections should be included:
  - a. Sanction
  - b. Location
  - c. Facility
  - d. Meet Director – phone number and email address
  - e. Eligibility – who may come
  - f. Disability Swimmers – entry instructions
  - g. Format – number of sessions, who will swim in each session
  - h. Warm-up - warm-up times and start times

- i. Entries - how many events per session, any special qualifications and when and to whom they should be sent.
  - j. Fees – any special fees, event fees, swimmer surcharge.
  - k. Awards – how events will be awarded, with or without separate age groups broken out.
  - l. Seeding – deck seeding instructions, positive check times
  - m. Penalties – penalties for non-registered swimmer and for fraudulent entry times.
  - n. Rules – USA Swimming Rules and Regulations.
  - o. Officials – Include name of Meet Referee and name and contact information for your Club Officials Chair.
  - p. Safety – warm-up safety procedures.
  - q. General – directions, parking, heat sheets and canteen provisions. Any other
  - r. Facility Rules – special facility rules and standard aquatic facility safety rules
  - s. Directions – List directions or list website source to find directions (optional)
  - t. Hotels – list hotel information for traveling teams (optional)
  - u. Order of events by session.
3. If you have any questions about organizing your meet or composing a meet announcement consult the Technical Planning Chair.
  4. Submit draft of the meet announcement via email to the Technical Planning Chair. Meet announcements for dual meets, time trials, and intra-squad meets will be reviewed by the Technical Planning Chair, who will then recommend approval to the Administrative Vice Chair once all requirements are met. All other meet announcements will be forwarded for review by individuals selected from the following groups (if possible, coaches, officials, and parents should all be represented):
    - a. Administrative Vice Chair or Representative
    - b. Officials Chair
    - c. Age Group Chair or Representative
    - d. Senior Chair or Representative
    - e. Membership/Registration Coordinator/Administrator
    - f. Senior Coach Representative
    - g. At-Large Representative (another person with considerable experience in meets and the problems involved)

All of the above individual would review the meet announcement and report within 3-5 days any needed changes and/or problems to the Technical Planning Chair. When the Technical Planning Chair gives the approval to the Administrative Vice Chair, the sanction shall be issued.

5. If you are going to request a meet fee structure other than what is provided in this manual you must submit a meet fee worksheet to the Administrative Vice Chair and Technical Planning Chair. A copy of this worksheet can be found on the VSI website. If you are uncertain how to do this consult the Technical Planning Chair.
6. When the Technical Planning Chair finalizes the meet announcement, the sanction number will be issued. Turnaround time for approval usually is 7-14 days. The announcement will be posted to the Virginia Swimming website.

**Step 2 –45 days prior to the first day of the meet**

1. Have your host Meet Entry Chair set up the meet on Meet Manager as specified in the meet announcement, events in correct sessions, events divided by age group if necessary, and any scoring set up if applicable. All correct fees and surcharge must be included in the meet event setup file. Use a 30 second interval between heats. Also you must include the meet sanction number. Upon completion the meet event setup file should be sent to the Technical Planning Chair for review and posting to the VSI website.
2. If you plan to use the VSI timing equipment, arrange with the VSI Equipment Coordinator for use of the system.
3. Arrange for the necessary certified officials. (The Club Officials Chair may do this. The meet referee should be consulted also.)
  - a. Referees – 1-2/session
  - b. Starters – 1-2/session
  - c. Stroke & Turn judges – 2 or more/session
  - d. Administrative table workers – 1 CTS operator, 1 Timing judge, 1 Recorder (if individuals have cross training in these areas it is very helpful. Also a 2nd Timing Judge is useful for 12 & Y sessions.)
  - e. Clerk of Course – 1/session (assistants as needed)
  - f. Head Timer – 1/session
  - g. Marshals, instructions for Marshals included on separate page)
  - h. Other helpers – Ribbon Writers, Lane Timers as needed
4. Plan for pool preparation – when and where the CTS will be set up, who will program it, the location of public address system, hospitality, snack bar, swim shop (if appropriate).
  - a. Consider how swimmers will be called to the blocks and decide if you need additional help for younger swimmers.
  - b. Also plan for needed supplies – DQ cards, watches (at least 1/lane plus 2 extra), bell, counters, pencils, paper, labels etc.
  - c. A computer for scoring and at least one printer, in addition to the one for the CTS, will be necessary.

**Step 3 – As entries for the meet arrive:**

1. Process the meet entries and enter them into MM as they are received. Do NOT wait until the entry deadline to begin entering the entry information into MM. Monitor the projected timeline for each session as entries are processed. (Note: as the timeline can be affected by seeding, you should confirm each session length only after doing a preliminary seed of the meet.)
2. Resolve problems with the clubs concerned. All entries must include official USA Swimming registration numbers and the LSC for each team should be listed.
3. Check all entries (email files, computer disks, and Master Entry Sheets (manual entry)) for accuracy in regard to time standards and age groups.
4. Hard copy of email and disk entries and fees must be received prior to start of the meet.
5. After all clubs are entered prepare the following reports: including in the meet header the meet date, course (25 yards, 25 meters, or 50 meters), and sanction number.
  - a. Registration report for Membership/Registration Coordinator. (List of swimmers and registration numbers). Look under File – Export- USS registration in Win-MM. Send to registration chair via email immediately following the close of entries.
  - a. Time lines for all sessions. (using 30 sec. interval between heats) If there are problems with the 4 hour rule or with sessions that are too short – CONSULT THE MEET REFEREE & TECHNICAL PLANING CHAIR IMMEDIATELY.
  - b. Meet Manager backup file copy of the seeded meet for the Technical Planning Chair. Send via email no later than ten (10) days prior to the first day of the meet or two (2) days after the close of meet entries, whichever date is earlier. This file will be used to confirm the length of all sessions.
  - c. Warm up schedule – remember that number of swimmers/team varies by session.
  - d. Psych sheet or Heat sheet (if pre-seeded meet). May be posted on a website if desired. Remember to print extra copies for coaches and officials.
  - e. Timer cards or Lane timer sheets.
  - f. Swimmer rosters (2) 1 for scoring table and 1 for Clerk of Course.
  - g. Information for coaches – team roster, list of team entries (individual and relay).
6. Bring your Meet Referee up to date (Meet Director or Host Officials' Chair). Tell the Meet Referee of the availability of other officials, number of swimmers, and session timeline reports.

**Step 4 – Meet day. Turn over technical control of meet to referee.**

1. Provide him with a heat sheet, a list of officials, and session length data.
2. Have marshals present before warm-up begins and announcer available early to call for coaches, officials, and timers.
3. Make sure meet supplies for head timer, referee, and clerk of course are available, including all necessary forms, DQ cards, relay take-off slips, bell and counters if required.
4. Remain readily available in case of questions or problems.

**Step 5 – At end of meet**

1. Provide teams with meet file upon request.
2. Arrange for return of any VSI equipment. Be sure to document any problems and malfunctioning equipment.

**Step 6 – After the meet**

1. Prepare the hard copy results for any team that has specially requested them. Email the results database (unlocked) to the VSI Administrator.
  - a. The results database (unlocked) should be sent to VSI Administrator by email as soon as possible.
  - b. Results must be sent out no more than 7 days after the meet. 1 or 2 days is preferable.
2. Prepare and mail financial report. This is due in 30 days. Send to the VSI treasurer, Administrative Vice Chair, and Technical Planning Chair.

**I. ANNUAL SWIMMER RECOGNITION**

~~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.~~

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

1. 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.
2. All Star Team: Members selected for this honor include
  - a. 12 & younger swimmers who have achieved a AAA time in two different events
  - b. 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.
3. 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

**Comment [KTH6]:** F.Adopted: 2/8/2016  
BOD

athletes will be recognized in single age groups. 15 & over athletes will be recognized in two age groups: 15/16 and 17/18.

**APPENDICES****A. APPENDIX A: CONFLICT OF INTEREST STATEMENT**

Those who choose to serve Virginia Swimming, whether as volunteers or paid professionals, are held to a high standard of conduct. Those who serve must do so without personal gain in order to avoid any institutional loss or embarrassment and to behave in such a way that the organization's trust and public confidence are enhanced. It is important to avoid any real or perceived conflict of interest.

While no set of guidelines can completely define acceptable behavior, the principles that guide behavior in this area are disclosure, non-participation in the decision making process where personal or family gain is a possibility, and a commitment to honor the confidentiality of organizational information. All conduct is founded on the individual's own sense of integrity. Any individual accepting the honor of serving Virginia Swimming must accept the burdens of public disclosure and public scrutiny.

In our complex society, the mix of volunteer work, business interests, governmental activity, and family relationships often creates potentially conflicting interests. What is required is disclosure of potential conflicting interests when they arise, and strict nonparticipation in any evaluation process relating to the matter in question.

The following seven items reflect specific expectations by VSI of people signing this agreement. These items cannot and do not however completely define what is acceptable. They are intended rather as guidelines to what is acceptable conduct. Each individual must find his or her own way within this guidance.

1. A good faith effort must be exercised by those signing this statement to conduct the business of Virginia Swimming in observance of both the spirit and letter of applicable federal and state laws.
2. Virginia Swimming properties, services, opportunities, authority and influence are not to be used for private benefit.
3. Members of the Virginia Swimming Board of Directors will disclose the nature and extent of an actual or potential conflict of interest when it involves the award of contracts, the purchase of goods and services, the award of contracts for professional services, and the allocation of Virginia Swimming resources for individual use. Reimbursement for reasonable and customary expenses associated with travel to meets, meetings and conferences on behalf of VSI does not constitute a conflict of interest
4. Gifts, cash, travel, hotel accommodations, entertainment, or favors are neither to be given (except with full approval of the Board of Directors) nor received, except those of nominal value exchanged in the normal course of business. Gifts and favors of more than one hundred dollars (\$100.00) value should not ordinarily be accepted. If circumstances render it awkward to refuse such a gift, the donor should be thanked and told the gift is being accepted on behalf of and will be delivered to Virginia Swimming.
5. Expenses incurred in the furtherance of Virginia Swimming business are to be reasonable, necessary and (if twenty-five dollars or more) substantiated.



6. All are expected to exhibit honesty, loyalty, candor and professional competence in their relationships with Virginia Swimming and with each other.
7. Each individual has the responsibility to maintain the confidentiality of the organization. This includes both proprietary and sensitive information.

**Should any individual(s) reasonably perceive that a conflict of interest exists or could exist, the situation shall be fully disclosed.**

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

I acknowledge receipt and understanding of Virginia Swimming’s Statement of Principles on Ethical Behavior and Conflict of Interest, and I pledge my full support of the spirit and the letter of the requirements contained therein.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Virginia Swimming Position

meet_name	swim_time	swim_date	distance	stroke_desc	club_code
2016 VA SC Age Group Champs	26.98	3/12/2016	50	Freestyle	PSDN
2016 VA SC Age Group Champs	27.47	3/13/2016	50	Freestyle	NOVA
2016 VA SC Age Group Champs	01:18.6	3/12/2016	100	Breaststroke	CYAC
2015 VA SEVA 12 & U Christmas	58.11	12/13/2015	100	Freestyle	UN
2015 NC TAC TITANS TYR Blizzar	29.58	12/12/2015	50	Butterfly	757
2016 GA GHSA 6A State Swim	56.95	2/5/2016	100	Butterfly	UN
2015 VA SEVA 12 & U Christmas	59.76	12/13/2015	100	Freestyle	TIDE
2016 VA SC Age Group Champs	27.37	3/13/2016	50	Freestyle	CYAC
2016 VA SC Age Group Champs	26.82	3/13/2016	50	Freestyle	GATR
2016 VA SC Age Group Champs	30.58	3/11/2016	50	Backstroke	SEVA
2015 VA SEVA 12 & U Christmas	25.79	12/12/2015	50	Freestyle	TIDE
2016 VA SC Age Group Champs	02:09.0	3/11/2016	200	Freestyle	CGBD
2016 VA SC Age Group Champs	35.39	3/11/2016	50	Breaststroke	NOVA
2016 VA SC Age Group Champs	34.77	3/11/2016	50	Breaststroke	WST
2016 VA SC Age Group Champs	31.78	3/11/2016	50	Backstroke	CGBD

full_name_computed	swimmer_age
Ackerly, Benjamin Clarkson	10
Belcher, Harry F	10
Burr, Jack R	10
Dinunzio, Robert Lawrence	10
Fields, Elijah Ryan	10
Hall, Aiden Michael	10
Mamaril, Colin Edward	10
Moore, Maxwell B	10
Murtaugh, Colin P	10
Potter, Matthew Lawrence	10
Quarles, Samuel Andrew	10
Rodgers, Ian Bryce	10
Steadman, Spencer J	10
Warnagiris, Paul Donald	10
Whetstine, Carter Rhodes	10

swim_date	full_desc	club_code	full_name_computed	swimmer_age
4/2/2016	Boys 10 & under 50 Freestyle S	PSDN	Ackerly, Benjamin Clarkson	10
3/11/2016	Boys 10 & under 50 Breaststro	NOVA	Belcher, Harry F	10
3/12/2016	Boys 10 & under 100 Breaststr	CYAC	Burr, Jack R	10
12/13/2015	Boys 10 & under 100 Freestyle	UN	Dinunzio, Robert Lawrence	10
12/12/2015	Boys 10 & under 50 Butterfly S	757	Fields, Elijah Ryan	10
2/5/2016	Boys 10 & under 100 Butterfly	UN	Hall, Aiden Michael	10
12/13/2015	Boys 10 & under 100 Freestyle	TIDE	Mamaril, Colin Edward	10
3/13/2016	Boys 10 & under 50 Freestyle S	CYAC	Moore, Maxwell B	10
4/2/2016	Boys 10 & under 50 Freestyle S	GATR	Murtaugh, Colin P	10
3/11/2016	Boys 10 & under 50 Backstroke	SEVA	Potter, Matthew Lawrence	10
12/12/2015	Boys 10 & under 50 Freestyle S	TIDE	Quarles, Samuel Andrew	10
3/11/2016	Boys 10 & under 200 Freestyle	CGBD	Rodgers, Ian Bryce	10
3/11/2016	Boys 10 & under 50 Breaststro	NOVA	Steadman, Spencer J	10
4/2/2016	Boys 10 & under 50 Freestyle S	WST	Warnagiris, Paul Donald	10
3/30/2016	Boys 10 & under 50 Backstroke	CGBD	Whetstine, Carter Rhodes	10

meet_nam	swim_time	swim_date	distance	stroke_des	club_code	full_name_computed	swimmer_a
2016 VA SC	31.5	#####	50	Backstroke	CYAC	Addison, Julia Irene	10
2015 VA 7t	36.45	#####	50	Breaststro	QSTS	Bridgman, Riley Leigh-ann	10
2016 VA SC	28.28	#####	50	Freestyle	CGBD	Buirski, Kallyn Sage	10
2015 VA SE	01:09.8	#####	100	Individual	NOVA	Chen, Gabrielle E	10
2016 VA SC	36.29	#####	50	Breaststro	GATR	Davis, Grey T	10
2016 MD A	28.43	2/6/2016	50	Freestyle	QSTS	Dodd, Allison Nicole	10
2016 VA SC	25.83	#####	50	Freestyle	TIDE	Duffy, Kayleigh Ann	10
2016 VA SC	27.52	#####	50	Freestyle	CCA	Eliason, Sarah K	10
2016 VA SC	01:18.7	#####	100	Breaststro	NOVA	Frank, Caroline A	10
2016 VA SC	28.12	#####	50	Freestyle	CCA	Lusk, Zoey M	10
2016 VA SC	30.9	#####	50	Backstroke	QSTS	Moore, Reily Lyn	10
2015 AM S	01:00.0	#####	100	Freestyle	GATR	Muzzy, Ava M	10
2016 VA SC	01:07.1	#####	100	Backstroke	STRM	Pfaff, Alison Julia	10

age

swim_date	full_desc	club_code	full_name_computed
#####	Girls 10 &	ι CYAC	Addison, Julia Irene
#####	Girls 10 &	ι QSTS	Bridgman, Riley Leigh-ann
#####	Girls 10 &	ι CGBD	Buirski, Kallyn Sage
4/1/2016	Girls 10 &	ι NOVA	Chen, Amelia C
#####	Girls 10 &	ι NOVA	Chen, Gabrielle E
#####	Girls 10 &	ι GATR	Davis, Grey T
2/7/2016	Girls 10 &	ι QSTS	Dodd, Allison Nicole
4/2/2016	Girls 10 &	ι TIDE	Duffy, Kayleigh Ann
#####	Girls 10 &	ι CCA	Eliason, Sarah K
#####	Girls 10 &	ι NOVA	Frank, Caroline A
#####	Girls 10 &	ι CCA	Lusk, Zoey M
#####	Girls 10 &	ι QSTS	Moore, Reily Lyn
#####	Girls 10 &	ι GATR	Muzzy, Ava M
#####	Girls 10 &	ι STRM	Pfaff, Alison Julia

meet_nam	swim_time	swim_date	distance	stroke_des	club_code	full_name_computed
2016 VA SC	01:57.1	#####	200	Freestyle	SEVA	Barad, Juanito Joseph
2016 VA CC	20:13.7	#####	1650	Freestyle	CGBD	Barrows Davenport, Nick William
2015 VA NC	11:34.0	#####	1000	Freestyle	NOVA	Boykin, Charles S
2016 VA SC	01:55.8	#####	200	Freestyle	CCA	Byrnes, Daniel A
2015 PV Nc	23.24	#####	50	Freestyle	NOVA	Camurdan, Atesh B
2016 VA SC	30.36	#####	50	Breaststroke	PSDN	Daughtry, Grayson Paul
2016 VA SC	31.68	#####	50	Breaststroke	PSDN	Deal, Logan T
2016 VA NC	19:32.2	1/8/2016	1650	Freestyle	QSTS	Dean, Ashton B
2016 NC SC	28.04	#####	50	Backstroke	CCA	Eliason, Andrew C
2016 VA SC	23.16	#####	50	Freestyle	TIDE	Heritage, Barrett Thomas
2015 VA OC	05:12.5	#####	500	Freestyle	NOVA	Lee-Bishop, Nikolas Z
2016 VA SC	28.22	#####	50	Backstroke	PSDN	Macomson, Marc Fielding
2016 VA SC	24.31	#####	50	Freestyle	NOVA	Mayr, Christian T
2016 VA SC	30.51	#####	50	Breaststroke	PSDN	McCann, Jack Cabell
2016 VA SC	24.79	#####	50	Freestyle	QSTS	Moudry, Aidan John
2016 VA SC	30.85	#####	50	Breaststroke	CGBD	Muench, Cooper Dat
2015 PV Sw	11:46.7	#####	1000	Freestyle	DIG	Palmer, Gabriel A
2016 VA HC	11:52.2	#####	1000	Freestyle	HOKI	Rockwell, Lewis James
2016 VA SC	26.39	#####	50	Butterfly	RAYS	Ross, William J
2016 VA SC	04:49.9	#####	400	Individual Medley	PSDN	Schoenwiesner, Benjamin S
2015 NC TF	01:00.2	#####	100	Butterfly		757 Sprigg, Jacob Marshall
2016 VA NC	19:50.3	1/8/2016	1650	Freestyle	QSTS	Stanley, Alexander Glenn
2016 VA SC	01:55.6	#####	200	Freestyle	QSTS	Thomas, Caleb Matthew
2016 VA SC	23.35	#####	50	Freestyle	GATR	Tutovani, Levani D
2016 VA SC	02:10.9	#####	200	Backstroke	CGBD	Whetstine, Clayton Corson





swim_date	full_desc	club_code	full_name_swimmer_age
#####	Boys 11-12 SEVA		Barad, Juar 12
#####	Boys 11-12 CGBD		Barrows Da 12
#####	Boys 11-12 NOVA		Boykin, Cha 12
#####	Boys 11-12 CCA		Byrnes, Dai 12
#####	Boys 11-12 NOVA		Camurdan, 12
#####	Boys 11-12 PSDN		Daughtry, C 12
#####	Boys 11-12 PSDN		Deal, Logar 12
1/8/2016	Boys 11-12 QSTS		Dean, Asht 12
#####	Boys 11-12 TIDE		Heritage, B 12
#####	Boys 11-12 TIDE		Hillery, Rya 12
#####	Boys 11-12 NOVA		Lee-Bishop 12
#####	Boys 11-12 PSDN		Macomson 11
#####	Boys 11-12 NOVA		Mayr, Chris 12
#####	Boys 11-12 PSDN		McCann, Ja 12
4/1/2016	Boys 11-12 QSTS		Moudry, Ai 12
#####	Boys 11-12 CGBD		Muench, Cr 12
#####	Boys 11-12 DIG		Palmer, Ga 12
#####	Boys 11-12 HOKI		Rockwell, L 12
#####	Boys 11-12 RAYS		Ross, Willia 12
#####	Boys 11-12	757	Sprigg, Jacc 12
1/8/2016	Boys 11-12 QSTS		Stanley, Ale 12
4/2/2016	Boys 11-12 QSTS		Thomas, Ca 12
#####	Boys 11-12 GATR		Tutovani, L 12
#####	Boys 11-12 CGBD		Whetstine, 12

meet_nam	swim_time	swim_date	distance	stroke_des	club_code	full_name_swimmer	age
2016 VA SC	27.93	#####	50	Backstroke	NOVA	Ahmed, Elli	12
2015 VA Sv	19:35.9	#####	1650	Freestyle	HOKI	Anderson, .	12
2015 VA SE	01:09.7	#####	100	Breaststroke	TIDE	Bucklew, Si	12
2016 VA SC	54.99	#####	100	Freestyle	CYAC	Burr, Kathr	12
2015 VA SE	24.75	#####	50	Freestyle	PSDN	Burton, Mc	12
2016 NC SC	28.11	#####	50	Backstroke	NOVA	Dixon, Zoe	11
2015 VA SE	54.78	#####	100	Freestyle	NOVA	Erickson, O	12
2015 VA CC	19:02.1	#####	1650	Freestyle	CCA	Everett, Ka	12
2016 VA SC	28.38	#####	50	Backstroke	NOVA	Ferguson, F	11
2015 PV Sp	32.08	#####	50	Breaststroke	BASS	Harlow, Ab	12
2016 VA SC	02:28.8	#####	200	Breaststroke	GATR	Harris, Suz	12
2015 VA Nc	19:28.3	#####	1650	Freestyle	CYAC	Huang, Ave	11
2015 AM S/	25.05	#####	50	Freestyle	GATR	John, Kemp	12
2015 NC T/	19:26.9	#####	1650	Freestyle	CGBD	Kimbel, Isa	12
2015 VA G/	01:58.4	#####	200	Freestyle	GATR	Kirtley, Mir	12
2016 VA OI	11:17.9	2/6/2016	1000	Freestyle	DIG	Knepper, S	12
2016 VA SC	02:11.3	#####	200	Backstroke	PSDN	Macholz, A	12
2016 VA SC	05:20.3	#####	500	Freestyle	RPST	Mueller, El	12
2016 VA SC	05:20.0	#####	500	Freestyle	NOVA	Peterson, S	12
2015 VA SE	25.09	#####	50	Freestyle	NOVA	Sheble, Car	12
2015 VA SE	25.12	#####	50	Freestyle	NOVA	Sheble, Gra	12
2015 VA SE	25.05	#####	50	Freestyle	TIDE	Tadder, Sar	12
2016 VA B/	27.46	2/7/2016	50	Butterfly	CYAC	Vanyo, Ath	12
2016 VA SC	31.97	#####	50	Breaststroke	NOVA	Young, Ann	12
2015 MA N	01:55.5	#####	200	Freestyle	WST	Young, Mai	12
2016 VA SC	55.16	#####	100	Freestyle	CCA	Zeidan, An	12

swim_date	full_desc	club_code	full_name_swimmer_age
#####	Girls 11-12 PSDN		Ackerly, Ma 12
#####	Girls 11-12 NOVA		Ahmed, Elli 12
#####	Girls 11-12 HOKI		Anderson, . 12
#####	Girls 11-12 TIDE		Bucklew, Si 12
#####	Girls 11-12 CYAC		Burr, Kathr 12
#####	Girls 11-12 PSDN		Burton, Mc 12
#####	Girls 11-12 NOVA		Dixon, Zoe 11
#####	Girls 11-12 NOVA		Erickson, O 12
#####	Girls 11-12 CCA		Everett, Ka 12
#####	Girls 11-12 NOVA		Ferguson, P 11
#####	Girls 11-12 BASS		Harlow, Ab 12
#####	Girls 11-12 GATR		Harris, Suzc 12
#####	Girls 11-12 CYAC		Huang, Ave 11
#####	Girls 11-12 GATR		John, Kemp 12
#####	Girls 11-12 CGBD		Kimbel, Isa 12
#####	Girls 11-12 GATR		Kirtley, Mir 12
2/6/2016	Girls 11-12 DIG		Knepper, Si 12
#####	Girls 11-12 PSDN		Macholz, A 12
#####	Girls 11-12 RPST		Mueller, El 11
#####	Girls 11-12 NOVA		Peterson, S 12
#####	Girls 11-12 NOVA		Sheble, Car 12
#####	Girls 11-12 NOVA		Sheble, Gra 12
#####	Girls 11-12 TIDE		Tadder, Sar 12
4/2/2016	Girls 11-12 WST		Warnagiris, 12
#####	Girls 11-12 NOVA		Young, Ann 12
#####	Girls 11-12 WST		Young, Mai 12
#####	Girls 11-12 CCA		Zeidan, Anç 12

meet_nam	swim_time	swim_date	distance	stroke_des	club_code	full_name_swimmer	age
2016 VA SC	09:52.1	#####	1000	Freestyle	PSDN	Amatruda,	14
2016 VA SC	52.52	#####	100	Backstroke	GATR	Bowers, Nc	14
2015 PV NC	53.85	#####	100	Backstroke	NOVA	Camurdan,	13
2015 VA O	09:53.7	#####	1000	Freestyle	NOVA	Dallavalle,	14
2016 VA SC	01:00.0	#####	100	Breaststro	TIDE	Demers, Ky	14
2016 VA SC	59.6	#####	100	Breaststro	TIDE	Ewing, Ken	13
2016 VA Ju	49.28	#####	100	Freestyle	PSDN	Farrar, Brei	14
2016 VA O	04:41.6	#####	500	Freestyle	UN	Gordon, Jo	14
2016 VA SC	09:36.1	#####	1000	Freestyle	NOVA	Hellams, Di	14
2015 PV NC	16:24.2	#####	1650	Freestyle	PSDN	Kerr, Adam	14
2016 VA SC	09:53.1	#####	1000	Freestyle	GATR	Lawson, Ni	14
2016 VA SC	01:57.8	#####	200	Butterfly	757	Long, Samu	14
2016 VA SC	16:41.3	#####	1650	Freestyle	PSDN	Marshall, G	14
2016 VA SC	22.57	#####	50	Freestyle	PSDN	Mills, Colby	14
2016 VA SC	22.32	#####	50	Freestyle	TIDE	Neff, Alexa	14
2016 VA SC	01:01.0	#####	100	Breaststro	PSDN	Nichols, Nc	13
2016 VA SC	01:45.3	#####	200	Freestyle	NOVA	Ripol, Dain	14
2016 VA SC	22.44	#####	50	Freestyle	TIDE	Ryan, Spen	14
2016 VA SC	01:57.0	#####	200	Backstroke	QSTS	Tarabocchi	13
2016 VA SC	21.24	#####	50	Freestyle	ECAT	Wilburn, Ca	14
2016 VA SC	22.04	#####	50	Freestyle	UN	Zachary, Ar	14

swim_date	full_desc	club_code	full_name_swimmer	age
	Boys 13-14 PSDN		Amatruda,	14
4/1/2016	Boys 13-14 GATR		Bowers, Nc	14
	Boys 13-14 NOVA		Dallavalle, i	14
	Boys 13-14 TIDE		Demers, Ky	14
	Boys 13-14 TIDE		Ewing, Ken	13
	Boys 13-14 PSDN		Farrar, Brei	14
	Boys 13-14 UN		Gordon, Jo	14
	Boys 13-14 NOVA		Hellams, Di	14
	Boys 13-14 PSDN		Kerr, Adam	14
	Boys 13-14 GATR		Lawson, Ni	14
	Boys 13-14	757	Long, Samu	14
4/1/2016	Boys 13-14 PSDN		Marshall, G	14
4/1/2016	Boys 13-14 PSDN		Mills, Colby	14
	Boys 13-14 TIDE		Neff, Alexa	14
	Boys 13-14 PSDN		Nichols, Nc	13
4/1/2016	Boys 13-14 NOVA		Ripol, Dain	14
	Boys 13-14 TIDE		Ryan, Spen	14
	Boys 13-14 QSTS		Tarabocchi	13
	Boys 13-14 ECAT		Wilburn, Ca	14
	Boys 13-14 UN		Zachary, Ar	14

meet_nam	swim_time	swim_date	distance	stroke_des	club_code	full_name_swimmer	age
2016 VA SC	01:03.3	#####	100	Breaststroke	TIDE	Barakey, La	13
2016 VA SC	02:20.9	3/5/2016	200	Breaststroke	NOVA	Bender, Sai	14
2016 VA SC	23.25	#####	50	Freestyle	GATR	Bray, Olivia	14
2016 VA SC	56.15	#####	100	Backstroke	UN	Cusano, As	14
2015 VA G/	23.43	#####	50	Freestyle	GATR	Hamilton, \	14
2016 VA SC	01:51.3	#####	200	Freestyle	757	Hurt, Colby	14
2015 AM S/	04:56.2	#####	500	Freestyle	GATR	Kirtley, Mir	13
2015 AM S/	23.35	#####	50	Freestyle	GATR	Kulp, Caroli	14
2015 PV NC	17:45.5	#####	1650	Freestyle	NOVA	Langenburğ	14
2016 VA SC	52.23	#####	100	Freestyle	757	Long, Sofia	14
2015 VA G/	02:02.6	#####	200	Backstroke	GATR	Muzzy, Emi	14
2016 VA SC	10:20.5	3/6/2016	1000	Freestyle	NOVA	Owen, Alex	14
2016 VA SC	10:27.6	#####	1000	Freestyle	NOVA	Pulley, Meğ	13
2016 PV IM	02:02.1	#####	200	Backstroke	TIDE	Raber, Shel	14
2016 VA SC	57.82	#####	100	Backstroke	DIG	Reardon, A	13
2016 VA SC	24.18	#####	50	Freestyle	SEVA	Romney, Bi	14
2016 VA SC	52.29	#####	100	Freestyle	NOVA	Sheble, Car	13
2016 VA SC	01:51.3	#####	200	Freestyle	NOVA	Sheble, Gra	13
2016 PV OE	05:03.4	#####	500	Freestyle	UN	Sizemore, I	14
2015 MD N	57.68	#####	100	Backstroke	CCA	Stanley, Sh	14
2015 NC T/	24.23	#####	50	Freestyle	TIDE	Venema, N	14
2015 PV NC	17:43.4	#####	1650	Freestyle	PSDN	Wallin, Jess	13

swim_date	full_desc	club_code	full_name_swimmer_age
#####	Girls 13-14 TIDE		Barakey, La 13
#####	Girls 13-14 NOVA		Bender, Sai 14
#####	Girls 13-14 GATR		Bray, Olivia 14
#####	Girls 13-14 UN		Cusano, As 14
#####	Girls 13-14 GATR		Hamilton, \ 14
#####	Girls 13-14	757	Hurt, Colby 14
4/2/2016	Girls 13-14 GATR		Kirtley, Mir 13
#####	Girls 13-14 GATR		Knisely, Bro 14
#####	Girls 13-14 GATR		Kulp, Caroli 14
#####	Girls 13-14 NOVA		Langenburg 14
#####	Girls 13-14	757	Long, Sofia 14
#####	Girls 13-14 GATR		Muzzy, Emi 14
3/6/2016	Girls 13-14 NOVA		Owen, Alex 14
#####	Girls 13-14 NOVA		Pulley, Meğ 13
#####	Girls 13-14 TIDE		Raber, Shel 14
#####	Girls 13-14 DIG		Reardon, A 13
#####	Girls 13-14 SEVA		Romney, Bi 14
#####	Girls 13-14 NOVA		Sheble, Car 13
#####	Girls 13-14 NOVA		Sheble, Gra 13
#####	Girls 13-14 RAYS		Sizemore, I 14
#####	Girls 13-14 CCA		Stanley, Sh 14
#####	Girls 13-14 TIDE		Venema, N 14
4/1/2016	Girls 13-14 PSDN		Wallin, Jess 13



meet_nam	swim_time	swim_date	distance	stroke_des	club_code	full_name_swimmer	age
2016 VA SC	09:35.2	3/6/2016	1000	Freestyle	TIDE	Bannon, Dæ	16
2016 VA SC	21.36	3/5/2016	50	Freestyle	QSTS	Beach, Clar	16
2015 Speec	01:47.8	#####	200	Backstroke	QSTS	Beach, Ethæ	16
2015 PV NC	20.39	#####	50	Freestyle	PSDN	Bollinger, C	16
2016 VA SC	21.18	3/5/2016	50	Freestyle	PSDN	Costin, Phil	16
2015 VA Oæ	09:39.8	#####	1000	Freestyle	OBX	Crook, Hun	16
2016 VA SC	09:41.1	3/6/2016	1000	Freestyle	NOVA	Dallavalle, ð	15
2015 PV NC	56.71	#####	100	Breaststroð	NOVA	Dixon, Davi	16
2015 NC TÆ	04:32.7	#####	500	Freestyle	QSTS	Doss, Breni	15
2015 PV NC	01:50.2	#####	200	Butterfly	RPST	Durocher, I	15
2015 PV NC	01:48.6	#####	200	Backstroke	RPST	Durocher, \	16
2016 VA SC	01:51.1	3/5/2016	200	Butterfly	RAYS	Eichberg, D	16
2015 VA GÆ	21.32	#####	50	Freestyle	GATR	Fonder, Khæ	16
2015 VA GÆ	58.24	#####	100	Breaststroð	TIDE	Fuhs, Eric V	16
2015 MD N	57.69	#####	100	Breaststroð	CCA	Hamilton, J	15
2015 PV NC	09:25.1	#####	1000	Freestyle	PSDN	Johnson, G	16
2015 Speec	45.85	#####	100	Freestyle	NOVA	Johnson, Ja	16
2016 PV Oæ	57.31	#####	100	Breaststroð	UN	Lacore, Pat	15
2015 Speec	20.75	#####	50	Freestyle	SEVA	Moore, Col	16
2015 VA GÆ	01:40.4	#####	200	Freestyle	GATR	Myburgh, k	16
2015 VA GÆ	04:29.8	#####	500	Freestyle	GATR	Reed, Greg	16
2015 AM Sæ	49.17	#####	100	Backstroke	GATR	Russo, Ang	16
2015 Speec	04:29.4	#####	500	Freestyle	QSTS	Strycker, M	16

swim_date	full_desc	club_code	full_name_swimmer	age
3/6/2016	Boys 15-16	TIDE	Bannon, Dæ	16
#####	Boys 15-16	QSTS	Beach, Clar	16
#####	Boys 15-16	QSTS	Beach, Ethæ	16
#####	Boys 15-16	PSDN	Bollinger, C	16
3/5/2016	Boys 15-16	PSDN	Costin, Phil	16
#####	Boys 15-16	OBX	Crook, Hun	16
3/3/2016	Boys 15-16	NOVA	Dallavalle, I	15
#####	Boys 15-16	NOVA	Dixon, Davi	16
#####	Boys 15-16	QSTS	Doss, Breni	15
#####	Boys 15-16	RPST	Durocher, I	15
#####	Boys 15-16	RPST	Durocher, \	16
#####	Boys 15-16	RAYS	Eichberg, D	16
#####	Boys 15-16	GATR	Fonder, Kh	16
#####	Boys 15-16	TIDE	Fuhs, Eric V	16
#####	Boys 15-16	CCA	Hamilton, J	15
#####	Boys 15-16	PSDN	Johnson, G	16
#####	Boys 15-16	NOVA	Johnson, Ja	16
#####	Boys 15-16	ODAC	Lacore, Pat	15
#####	Boys 15-16	SEVA	Moore, Col	16
#####	Boys 15-16	GATR	Myburgh, k	16
#####	Boys 15-16	GATR	Reed, Greg	16
#####	Boys 15-16	GATR	Russo, Ang	16
#####	Boys 15-16	QSTS	Strycker, M	16

meet_nam	swim_time	swim_date	distance	stroke_des	club_code	full_name_swimmer	age
2015 PV NC	01:04.5	#####	100	Breaststroke	NOVA	Atkins, May	15
2015 VA G/	01:03.8	#####	100	Breaststroke	TIDE	Berry, Mila	16
2015 PV NC	04:56.8	#####	500	Freestyle	NOVA	Bristow, Ca	15
2015 PV NC	04:58.6	#####	500	Freestyle	NOVA	Butler, Bail	16
2016 VA SC	02:23.0	3/5/2016	200	Breaststroke	NOVA	Cornett, M	15
2016 VA SC	01:49.7	3/4/2016	200	Freestyle	PSDN	Curry, Cam	16
2016 VA SC	54.37	3/5/2016	100	Backstroke	TIDE	Dickinson, I	16
2016 VA SC	04:52.3	3/5/2016	500	Freestyle	NOVA	Hadd, Mad	16
2016 VA Ju	02:21.9	#####	200	Breaststroke	NOVA	Harper, Jas	16
2016 VA SC	10:21.0	3/6/2016	1000	Freestyle	PSDN	Jones, Julia	16
2016 VA SC	51.71	3/6/2016	100	Freestyle	CGBD	Katzer, Dar	15
2016 VA SC	23.35	3/5/2016	50	Freestyle	757	Larson, Abi	16
2016 VA SC	02:00.4	3/6/2016	200	Backstroke	TIDE	Larusso, Ta	15
2015 VA O	10:13.9	#####	1000	Freestyle	NOVA	Meeker, La	15
2016 VA SC	01:50.4	3/4/2016	200	Freestyle	SEVA	Miller, Mor	15
2016 VA SC	23.77	3/5/2016	50	Freestyle	CGBD	Morello, M	16
2016 VA O	23.42	#####	50	Freestyle	UN	Muzzy, Emi	15
2016 VA SC	01:50.7	3/4/2016	200	Freestyle	NOVA	Provenzo, I	16
2016 VA SC	54.79	3/4/2016	100	Butterfly	PSDN	Sheffield, M	16
2016 VA SC	23.65	3/5/2016	50	Freestyle	TIDE	Venema, N	15
2016 VA SC	23.37	3/5/2016	50	Freestyle	757	Vereb, Joel	16
2016 VA O	55.86	#####	100	Butterfly	UN	Whaley, M	15
2016 PV Of	55.85	#####	100	Butterfly	UN	Whitlow, C	15
2015 MD N	17:19.6	#####	1650	Freestyle	CCA	Woldman,	16

swim_date	full_desc	club_code	full_name_swimmer_age
#####	Girls 15-16 NOVA		Atkins, May 15
#####	Girls 15-16 PSDN		Baker, Sonya 15
#####	Girls 15-16 TIDE		Berry, Mila 16
#####	Girls 15-16 NOVA		Bristow, Ca 15
#####	Girls 15-16 NOVA		Butler, Bail 16
#####	Girls 15-16 PSDN		Curry, Cam 16
3/5/2016	Girls 15-16 TIDE		Dickinson, 16
#####	Girls 15-16 NOVA		Hadd, Mad 16
#####	Girls 15-16 NOVA		Harper, Jas 16
3/6/2016	Girls 15-16 PSDN		Jones, Julia 16
3/4/2016	Girls 15-16 CGBD		Katzer, Dar 15
#####	Girls 15-16 GATR		Kulp, Carol 15
3/5/2016	Girls 15-16	757	Larson, Abi 16
#####	Girls 15-16 NOVA		Meeker, La 15
3/4/2016	Girls 15-16 SEVA		Miller, Mor 15
3/5/2016	Girls 15-16 CGBD		Morello, M 16
#####	Girls 15-16 UN		Muzzy, Emi 15
3/4/2016	Girls 15-16 NOVA		Provenzo, f 16
#####	Girls 15-16 PSDN		Sheffield, N 16
#####	Girls 15-16 CCA		Stanley, Sh 15
3/5/2016	Girls 15-16 TIDE		Venema, N 15
3/5/2016	Girls 15-16	757	Vereb, Joel 16
#####	Girls 15-16 UN		Whaley, M 15
#####	Girls 15-16 UN		Whitlow, C 15
#####	Girls 15-16 CCA		Woldman, 16

meet_nam	swim_time	swim_date	distance	stroke_des	club_code	full_name_swimmer	age
2016 VA O	55.18	1/9/2016	100	Breaststroke	UN	Arris, Danie	18
November	49.23	#####	100	Butterfly	UN	Benedict, B	18
2016 VA SC	20.65	3/5/2016	50	Freestyle	PSDN	Bollinger, C	17
2016 VA SC	09:17.8	3/6/2016	1000	Freestyle	NOVA	Cortright, J	18
November	15:50.0	#####	1650	Freestyle	UN	Craddock, I	18
2015 Speec	48.64	#####	100	Backstroke	NOVA	Cuthbert, S	17
2016 VA SC	49.2	3/5/2016	100	Backstroke	TIDE	Demers, Cc	18
2016 VA SC	49.97	3/4/2016	100	Butterfly	NOVA	Dixon, Davi	17
2016 CAA C	01:49.4	#####	200	Butterfly	UN	Gomez, Ma	18
2016 CAA C	04:25.1	#####	500	Freestyle	UN	Grimes, Eri	18
UT vs India	44.42	#####	100	Freestyle	UN	Haas, Franc	18
2015 PV NC	01:50.2	#####	200	Butterfly	NOVA	Hellams, Ra	18
2016 ACC M	20.25	#####	50	Freestyle	UN	Ho, Ian Y	18
2015 NC AF	20.77	#####	50	Freestyle	SMAC	James, Aar	17
2016 ACC M	01:38.5	#####	200	Freestyle	UN	Magnan, Sa	18
2016 VA SC	09:25.7	3/6/2016	1000	Freestyle	NOVA	McSorley, J	17
2016 VA SC	56.06	3/4/2016	100	Breaststroke	QSTS	Meffert, Ph	17
2015 PV RM	56.12	#####	100	Breaststroke	SEVA	Nebe, Kiliar	17
2016 VA SC	55.26	3/4/2016	100	Breaststroke	CGBD	Norton, Jar	17
2016 VA SC	01:45.7	3/6/2016	200	Backstroke	NOVA	O'Brien, Wi	18
2015 PV NC	20.71	#####	50	Freestyle	PSDN	Rich, Justin	18
2015 Speec	01:48.5	#####	200	Butterfly	NOVA	Riggs, Will I	17
TPSC Invita	01:37.8	#####	200	Freestyle	UN	Ryan, Austi	18
2015 Speec	01:39.3	#####	200	Freestyle	NOVA	Schubert, F	18
2016 VA SC	01:38.1	3/4/2016	200	Freestyle	NOVA	Schultz, Aa	18
2015 NC ST	45.29	#####	100	Freestyle	ODAC	Speri, Philip	17
2015 Speec	20.76	#####	50	Freestyle	SEVA	Spires, Jon	17
2016 VA SC	01:39.4	3/4/2016	200	Freestyle	NOVA	Swanson, C	18
2016 VA SC	01:50.0	3/6/2016	200	Backstroke	WFS	Switzer, Nic	17

swim_date	full_desc	club_code	full_name_swimmer_age
1/9/2016	Boys 17-18 UN		Arris, Danie 18
#####	Boys 17-18 UN		Benedict, B 18
#####	Boys 17-18 PSDN		Bollinger, C 17
#####	Boys 17-18 NOVA		Cortright, J 18
#####	Boys 17-18 UN		Craddock, I 18
#####	Boys 17-18 NOVA		Cuthbert, S 17
3/5/2016	Boys 17-18 TIDE		Demers, Cc 18
#####	Boys 17-18 RPST		Durocher, V 17
#####	Boys 17-18 UN		Fong, Zach 18
#####	Boys 17-18 UN		Gomez, Ma 18
#####	Boys 17-18 UN		Grimes, Eri 18
#####	Boys 17-18 UN		Haas, Franc 18
#####	Boys 17-18 UN		Ho, Ian Y 18
#####	Boys 17-18 UN		Magnan, Sc 18
3/4/2016	Boys 17-18 QSTS		Meffert, Ph 17
#####	Boys 17-18 SEVA		Nebe, Kilia 17
3/4/2016	Boys 17-18 CGBD		Norton, Jar 17
#####	Boys 17-18 NOVA		O'Brien, Wi 18
#####	Boys 17-18 PSDN		Rich, Justin 18
#####	Boys 17-18 NOVA		Riggs, Will 17
#####	Boys 17-18 UN		Ryan, Austi 18
#####	Boys 17-18 NOVA		Schubert, F 18
#####	Boys 17-18 NOVA		Schultz, Aa 18
#####	Boys 17-18 ODAC		Speri, Philip 17
3/4/2016	Boys 17-18 NOVA		Swanson, C 18
4/2/2016	Boys 17-18	757	Wright, Col 17

meet_nam	swim_time	swim_date	distance	stroke_des	club_code	full_name_swimmer	age
November	16:51.3	#####	1650	Freestyle	UN	Arnold, Jes	18
UGA Fall In	01:50.5	#####	200	Freestyle	UN	Baldwin, Pe	18
November	22.24	#####	50	Freestyle	UN	Banic, Mad	18
2016 VA O	04:51.7	#####	500	Freestyle	UN	Beattie, Jer	17
2016 VA SC	01:03.2	3/4/2016	100	Breaststro	TIDE	Berry, Mila	17
2016 VA SC	56.38	3/5/2016	100	Backstroke	PSDN	Burton, Me	17
2016 VA SC	10:10.1	3/6/2016	1000	Freestyle	NOVA	Butler, Bail	17
2015 Speec	23.06	#####	50	Freestyle	QSTS	Dambacher	17
Army/Navy	02:05.2	#####	200	Butterfly	UN	Deglau, Eliz	18
2015 PV NC	22.81	#####	50	Freestyle	PSDN	Fanz, Casey	17
2016 CCSA	55.14	#####	100	Butterfly	UN	Finnigan, A	18
2016 VA SC	01:50.3	3/4/2016	200	Freestyle	PSDN	Fisher, Oliv	17
UGA Fall In	04:51.7	#####	500	Freestyle	UN	Gvozdias, Je	18
2016 CCSA	01:03.7	#####	100	Breaststro	UN	Hodges, Ric	18
2016 VA SC	10:15.9	3/6/2016	1000	Freestyle	SMAC	Hunt, Nora	18
2015 Janis	01:03.2	#####	100	Breaststro	UN	Hynes, Susa	18
2015 PV NC	10:17.8	#####	1000	Freestyle	PSDN	Ladd, Haile	17
2016 PV Of	01:03.7	#####	100	Breaststro	UN	Macisaac, E	17
2016 CAA C	23.09	#####	50	Freestyle	UN	Miller, Ann	18
2016 ACC V	22.59	#####	50	Freestyle	UN	Moroney, F	18
2016 VA SC	02:17.8	3/5/2016	200	Breaststro	NOVA	Pierce, Jess	18
ECAC Charr	02:01.8	#####	200	Butterfly	UN	Politi, Rach	18
2016 ACC V	50.43	#####	100	Freestyle	UN	Schmidt, Ka	18
2016 CAA C	55.55	#####	100	Backstroke	UN	Sell, Mary I	18
2016 CAA C	04:51.9	#####	500	Freestyle	UN	Smith, Mor	18
ECAC Charr	02:13.5	#####	200	Breaststro	UN	Stranick, Sa	18
2015 Janis	02:00.7	#####	200	Backstroke	UN	Wanner, Ca	18
2016 CAA C	02:17.6	#####	200	Breaststro	UN	Williams, E	18

swim_date	full_desc	club_code	full_name_swimmer	age
#####	Girls 17-18	UN	Arnold, Jes	18
#####	Girls 17-18	UN	Baldwin, Pe	18
#####	Girls 17-18	UN	Banic, Mad	18
#####	Girls 17-18	UN	Beattie, Jer	17
3/4/2016	Girls 17-18	TIDE	Berry, Mila	17
3/5/2016	Girls 17-18	PSDN	Burton, Me	17
3/6/2016	Girls 17-18	NOVA	Butler, Bail	17
#####	Girls 17-18	QSTS	Dambacher	17
#####	Girls 17-18	UN	Deglau, Eliz	18
#####	Girls 17-18	PSDN	Fanz, Casey	17
#####	Girls 17-18	UN	Finnigan, A	18
3/4/2016	Girls 17-18	PSDN	Fisher, Oliv	17
#####	Girls 17-18	UN	Gvozdask, Je	18
#####	Girls 17-18	UN	Hodges, Ric	18
3/6/2016	Girls 17-18	SMAC	Hunt, Nora	18
#####	Girls 17-18	UN	Hynes, Susi	18
#####	Girls 17-18	PSDN	Ladd, Haile	17
#####	Girls 17-18	UN	Macisaac, E	17
#####	Girls 17-18	UN	Miller, Ann	18
#####	Girls 17-18	UN	Moroney, P	18
#####	Girls 17-18	NOVA	Pierce, Jess	18
#####	Girls 17-18	UN	Politi, Rach	18
#####	Girls 17-18	UN	Schmidt, Ka	18
#####	Girls 17-18	UN	Sell, Mary H	18
#####	Girls 17-18	UN	Smith, Mor	18
#####	Girls 17-18	UN	Stranick, Sa	18
#####	Girls 17-18	UN	Wanner, Ca	18
#####	Girls 17-18	UN	Williams, E	18



## **Club Development Grant Awards Committee Recommendation August 15, 2016**

### **Awards Committee Members:**

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

### **Recommendation to Executive Committee:**

Approve a grant of \$5,000 to TIDE to subsidize the hiring of a new coach for the two new Y locations where TIDE will begin offering their competitive swimming program.

### **Background to Recommendation:**

TIDE initially submitted an application for a Club Development Grant of \$28,200 on May 30, before the Club Development Awards Committee was in place. The committee was in place in July, and TIDE submitted a revised request for \$28,200 on July 25, deleting some summer programs and adding some fall-winter programs to their initial request. The committee members reviewed and discussed TIDE's application primarily via email communications.

One of TIDE's projects fit very well into the intended purpose of the Club Development Grants Program: 'to assist the club in growing its athlete membership'. TIDE has an opportunity to offer their competitive swimming program at two Y sites where TIDE does not currently have programs. The geographical location of the Y sites necessitates the hiring of a new coach, which TIDE has done. TIDE requested \$5,000 to subsidize the hiring of a new coach for their start-up program. The committee voted unanimously to recommend approval of the \$5,000 grant to TIDE.

The committee felt that the other projects in TIDE's request for \$28,200 could be good projects for the club (such as print and social media advertising) but were not as well aligned with the VS grant program as the project for which funding is recommended.

## **VSI Officials Chair Report August 2016**

### **2016 LC Championship Meets**

Since both meets were held the same weekend for the first time in recent memory there was concern about staffing. This wasn't an issue on the surface. As mentioned in the following reports from the Meet Referee's, there were 40 and 39 officials at SR and AG compared to 36 and 40 last year.

Seniors-(John Stanley)- 40 officials attended, 6 of which obtained a national evaluation. Air quality was satisfactory until Sunday afternoon, when AC units for front of building malfunctioned, creating negative air pressure and "wind tunnel" effect leading onto pool deck. By Sunday Finals air temperature was uncomfortable, but not unbearable.

For benefit of volunteer meet staff, Meet Invitation OR Sr. Committee needs to more clearly spell out or recommend a process for awards to swimmers (yes or no), as well as expected level of recognition to swimmers (Music at Finals, parade or lineup behind blocks, etc). There seems to be divergent views from coaches re: this general topic, with various coaches claiming to represent the consensus. Music was played for 10-15 seconds between B & A Final heats while swimmers exited the pool on Friday, but not on Saturday or Sunday. No music on Saturday was due to issues with audio equipment so issue was irrelevant. One coach noted that the meet was simply a Qualifier meet, and should exclude recognition of top swimmers. Would recommend if meet is to be treated as a qualifier, that awards ceremonies be removed, that scoring be turned off, that individual medals and ribbons be distributed to the teams at the end of the meet, and that High Points and Top Team trophies be eliminated from the meet (like Summer Awards).

There was not an overabundance of DQs – 56 total, of which 36 were DFS, penalty NS, Relay ET, & FS – equating to less than a 1% rate of DQs, more or less. Nor was there a visible pattern of DQ calls or officials making calls.

Age Groups- The number of officials was typical for this meet but what lacked was those in assigned positions and experienced dry deck workers in order to run chase starts. Seniors Champs was held the same weekend and had a good number of that could or would have assisted at this meet in those assigned positions. The issue regarding the start protocol was addressed at a coaches meeting Friday morning and the meet ran well. For consideration- the Age Group Committee may want to discuss bumping the finals start times up an hour and still consider running starts. When the apparent need to have more events in finals, it may be a way to get athletes out of the facility earlier- fed and in bed.

USA-S Championship Series Meets- 17 officials attended either Futures, Arena Pro Series, Junior Nationals, Nationals, US Open or Trials this year. VSI officials served as Administrative Referee and Assistant Admin at Winter Juniors, Meet Referee at EZ-North Sectional plus numerous assigned positions at other meets. Hopefully those experiences can be brought back to the LSC and used to educate and entice others to attend those higher level meets.

### **2017 LSC Championship Meets**

Meet Referee appointments will be discussed during the Officials Committee meeting September 11<sup>th</sup>.

### **Recruitment**

Currently we have 451 officials with 69 certified this past season compared to 2014-15 when we had 421 and 52. Of those 451, 231 worked 10 sessions or more which is down from last years number of 258. The training program we modified last year brought us in some higher numbers, especially in a year when the cycle should be down. Still some bugs we need to work out.

Current Clinics- NOVA- October 4<sup>th</sup>.

Officials Committee meeting will be held September 11<sup>th</sup>, 12:00 in Richmond

Respectfully Submitted,

*Bryan C. Wallin*  
Officials Chair  
Virginia Swimming

# **2016 Swimposium**

hosted by

**Virginia Swimming**

Saturday, September 17

Hilton Doubletree

1021 Koger Center Boulevard

Midlothian, VA

Registration will begin at 8:00am

Meeting will start at 9:00am

Lunch will be at 12:00pm

## **AGENDA ITEMS**

2015-2016 Review and Recognition

2016-2017 Policy and Procedure Changes

Referee's Clinic

---

Please complete the registration form below and do one of the following:

mail it with your check for \$30 made payable to Virginia Swimming to:  
*Virginia Swimming Inc.*  
*PO Box 1059*  
*Appomattox, VA 24522*

or submit credit card payment through the *Payment Center* at [www.virginiawimming.org](http://www.virginiawimming.org) and email the form to [businessoffice@virginiawimming.org](mailto:businessoffice@virginiawimming.org)

---

## Swimposium Registration

(form can be saved to your computer, completed online, saved again, and printed or attached to an email)

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

VSI Team \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Check enclosed

\_\_\_\_\_ Payment made by credit card

Questions?? Please call 434-352-5451 or email: [businessoffice@virginiawimming.org](mailto:businessoffice@virginiawimming.org)

***(This form can be saved to your computer, completed online, saved again, and attached to an email. If using a Mac, select 'Print' and then 'Save as PDF' before attaching.)***

---

**Registration / Office Administrator Report  
Board of Directors Meeting  
August 28, 2016**

- 2016 Registration Numbers as of 8/21/16:**

Athlete:	6254	Non-Athlete:	981
Athlete Outreach:	49		
Athlete Season 1:	130		
Athlete Single Meet	2	Clubs:	52
Total:	6435	Organizations:	1

- Awards Celebration Update:** Here is the breakdown of the numbers attending Kings Dominion this year:

All Star Team Members \$29	Competitive Spirit \$29	Coaches \$29	Season Pass, \$0	# of additional tickets for Banquet & Park \$48	# of additional tickets for the Park ONLY (will NOT attend Banquet) \$35
189	47	38	42	479	56

- The total number of ‘honorees’ attending was 316. (These are the ones for whom VSI paid the cost of the picnic.) One thing to note – there is no way to tell if the 42 with season passes were All Star or Comp. Spirit honorees. I doubt many were coaches. (That is also the category where I listed the six individuals for whom VSI paid the full amount.)
- As best I can tell, there were more honorees attending this year (272 last year) but fewer attending who paid for both the park and picnic (563 last year). The number who just came to the park was about the same.
- Number of All Star Team members invited: 464
- Number of Competitive Spirit Awardees invited: 97
- Cost to VSI for lunches of honorees: \$5855.48 (316 tickets @ \$18.53)

The Task Force met on June 14<sup>th</sup> to discuss plans for next year and presents the following recommendations for Board approval:

- Schedule next year’s Awards Celebration at Kings Dominion to be held on Saturday, April 29<sup>th</sup>.
- Change the method used for identifying members of the All Star Team to one based on top times of VSI athletes instead of national time standards. (Using a ‘top times’ method will allow the athletes to be measured against their peers instead of a national time standard. It will also make identifying team members a much simpler process.)
- Define All Star Team to be the top 5 per event per age group. The list will be compiled for long course as well as for short course. (The Task Force felt that 5% of our athlete population was appropriate to use as a designator for ‘All Star’. Using a Top 5 list and removing duplicates is approximately that number.)
- Use Age Group Champs and Senior Champs as the final meets in each season for qualifying for the All Star Team. (At the June meeting, additional data was requested to see the effect of using AGC or SRC

as the cut-off as opposed to the first weekend in April. A spreadsheet of short course data from SWIMS is attached and includes the names of the athletes in each age group and gender who are top 5 in at least one event. The names that are highlighted are changes: if a name is highlighted in the March spreadsheet, s/he was not in the top 5 in April. If a name is highlighted in the April spreadsheet, s/he was not on the original list in March. One additional note – in the names of the various tabs, M represents March and A represents April.)

- Instead of paying for the lunch for every All Star Team member and Competitive Spirit winner attending the picnic, allocate the same money to reduce the cost of every athlete who chooses to attend the picnic. (Using the numbers from this year, this could reduce the amount per ticket approximately \$7 to \$10 but I'll have to do a little more research to come up with a better estimate.)

The Task Force also has some thoughts that need further input from the Board and possibly the House of Delegates:

- Is April still the best time to have the Awards Celebration? It was decided to move it back to the spring so that graduating athletes could attend. Of the 85 All Star Team members in the 17/18 age group who received invitations, only 13 attended. Would it be better to sponsor a Virginia Swimming Day at Kings Dominion (with a speaker) in the spring and then an awards banquet type affair (with a speaker) in the fall?
- A concern was voiced this year that Competitive Spirit Awardees were not specifically recognized at the picnic. This was not done last year either and we were not informed of anyone raising the concern. (Last year I notified coaches that the athletes would not be called up to receive their awards but I forgot to do that this year.) The Task Force wants to continue providing the awards to the Competitive Spirit awards to the teams but is not certain of the best way to handle them. Some possibilities include:
  - Continue to deliver them to the teams at the Awards Celebration but take a minute at the picnic to ask them to stand. (If this is done, we would also do the same for All Star Team members. We really don't have enough time to list them all by name and attention would wane. An issue with asking them to stand is that this is a 'surprise' award for many teams. That is, the athlete doesn't know that he or she has received it and, therefore, doesn't know to stand.)
  - Create a booklet listing the Awardees as well as the All Star Team members. (This has the same 'surprise' award complication as mentioned above.)
  - Ship the awards to the teams that request them so that they can be presented at the team's awards event.

I am willing to contact the teams who request these awards to gather more information about how their individual team handles the award and if publishing the recipients names in a booklet for the Awards Celebration would be appropriate.

**Action Items:** Act on items proposed by Task Force. Discuss items requiring further input.

- **Convention:** I have booked our hotel rooms in Atlanta for this year's Convention. The meeting schedule can be found at [2016 Convention Schedule](#). Most of the meetings start on Wednesday but there are Diversity & Inclusion and Safe Sport workshops scheduled for Tuesday afternoon. Elections will be held at the HoD meeting on Saturday so it is important that all of our delegates are in attendance. If you intend to leave on Saturday, please plan your return flights no earlier than 4 pm.
- **Potential Changes to Seasonal Registration:** Because of competition from lower cost swimming programs which have resulted in a slight but continuing reduction in registrations over the past few years, USA Swimming is looking at its membership categories and how it might address this challenge. At its most recent meeting,

the USA Swimming Board of Directors were given information about some potential restructuring of the categories. While there were several proposals, those related to Seasonal registrations resulted in proposed legislation for consideration at this year's Convention. This legislation, if approved, would reduce the cost to the athlete significantly but also limit the amount that an LSC can charge as its portion of the fee. It is also proposed that the fee paid by an athlete for Seasonal registration can be credited toward the year-round registration fee. However this will require significant programming changes so it expected to be a future enhancement. As far as Virginia Swimming is concerned, if the legislation passes, we can expect the LSC portion of the registration fee to be significantly smaller than the \$9 we currently receive.

- **SC Zone Meet Task Force:** The Eastern Zone has created a task force to discuss and contemplate the future of the SC Zone meet. This the result of several LSCs indicating that they are reviewing their involvement with the meet as it relates to the cost of fielding a team as well as if the current format meets the needs and desires of their athletes. A representative from each LSC is serving on the task force. Steve is the representative from VSI and I am serving in an ex-officio status.
- **Fall HoD Meeting, Athlete Clinic, and Swimposium:** The Swimposium and Athlete Clinic are scheduled for Saturday, September 17<sup>th</sup> with the various committee meetings and the HoD on the 18<sup>th</sup>. At the present I have a meeting room reserved all day Saturday for the officials as well as lunch. On Sunday, I have one large room reserved for committee meetings followed by the Board and HoD meetings.

**Action Items:** Are there any additional meeting rooms needed on either day? What is the schedule of meetings on Sunday?

- **Registration Payments:** At this point there are four teams who have outstanding balances for 2016. Because August 31 is the end of the fiscal year, Steve and I decided it was prudent to contact the teams to request that payment be made by the end of this month. This varies from the current payment policy but it will make it easier to close the books if the money is received by then. The total amount outstanding is approximately \$600. Two of the four teams have already contacted me and I expect to have their payments before our meeting this Sunday.
- **New Club:** A new club has joined Virginia Swimming. TORP is located in Loudon County and will be practicing at Claude Moore Recreational Center. Their membership will become effective on September 1.



## **TECH PLANNING REPORT**

(August 2016)

1. The Technical Planning Committee is all but formed
  - We still need to find 2 representatives from the Central District. We have had no success in attracting volunteers
  - The regions and districts are ready to be introduced the House of Delegates
2. An updated meet schedule has been posted to the VSI Website
3. Two meet sanctions have been sanctioned for October and ready to be posted to the Meet webpage.

Jessica Simons  
Tech Planning Chair  
August 27, 2016

## **VSI Disability Swimmer Committee Report**

August 26, 2016 (DisabilityVSIreptAUG2016.doc)

Joseph Peppersack and Samantha Tubbs attended the Paralympic Trials in Charlottes, NC, at the end of June. Samantha Tubbs (Rappahanock Raiders) not only competed but received a first place Gold Medal in one of her events . Her coach is Delwyn Jones.. Joseph Peppersack (NOVA South / VACS ) finished in the top three in all seven of his events at Paralympic Trials.

Emilia Scovel has been swimming for her Summer competitive team, the Sideburn Run Sharks.

Sean Harrington continues to swim as an active aerobic exercise and he works at Chesapeake Regional Medical Center. Pat Donohue served as an official at the U.S. Paralympics Trials Meet in Charlotte, North Carolina from June 30<sup>th</sup> to July 2<sup>nd</sup>.

The Disability Committee has been attentive to strategies to minimize flash photography and other strobe lights during a swim meet, not only at starts but throughout the meet, for venues where a child with neurologic hypersensitivity to flashing lights is swimming . Marlis and George Hunter (parents) have been working with us on these issues.

The VSI Disability Committee has been working on a proposal for standardized, consistent reimbursement , within certain limits , for VSI disability swimmers competing at national level disability meets. The reimbursement principles would be very similar to those for the USA – VSI able -bodied swimmers. Such proposal will suggest that an athlete with a physical disability may be eligible to receive a travel reimbursement for up to two designated meets per year, with the exception that in an Olympic year, such disability athlete may receive an additional travel reimbursement for participating in the USA Parlympic Trials. A disability athlete who attends multiple meets in a swimming season will be reimbursed for the meet which has the highest reimbursement rate. .

Respectfully submitted,

David Strider (Chairperson – VSI Disability Comm.)



**August 27, 2016**

**Senior Chair Report**

Congratulations to VSI athletes who qualified for USA Teams.

**2016 USA Olympic Team:** Townley Haas (Nova) and Leah Smith (UVA)

**2016 USA Swimming Junior Pan Pacific Team:** Casey Fanz (Poseidon), Will Riggs (NOVA) and Charlie Swanson (NOVA)

**Senior Champs Long Course:**

Air quality issue on Sunday was due to a facility management issue. The HVAC system had a large door blow open and would not remain closed. The facility management would not travel to the site to fix the problem instead relied on a staff MOD who was not qualified. If VSI is to continue to utilize CSAC, which is the most expensive venue option, we must insist that qualified facility management is on site for the entire event.

Meet Invite Issue: Senior Committee voted to remove awards, athletes agreed and the chair (me) neglected to remove from one spot in the meet invite – this has been corrected. Music was played at the will of the meet referee – not in the meet invite. We will revisit the awards / music once again in committee. This has been an issue for many years and my goal is to finalize this issue at the upcoming meeting.

**Senior Championship Site Selection 2017**

- Due to a significant increase in CSAC facility rental for the upcoming seasons VSI must consider alternative venues. A terrific new facility is now available. Jeff Rouse Swim and Sports Center in Stafford County has spectator seating for 900 with warm up water available for long course competition. I have scheduled an appointment to tour the facility and meet with their director. Hopefully I will have good news to report.
- If we move our SC meet one week later UVA would be an option and we may be able to convince Scott and HOKIE to host at Christiansburg.

Senior Champs is not a big money generating enterprise for the host team and as a result VSI has had issues in the past with teams unwilling to host. Poseidon has done so however such an increase in rental cost changes the financial game.

Respectfully submitted,

Ted Sallade VSI Senior Chair

## Zone Team Manager Report

Hello All

- We have arrived safely home, but it wasn't without a few hiccups.
- Our Richmond bus broke down last night in Delaware. They were stuck on 95 three miles away from a scheduled restroom break.
- Our drivers managed to get the bus to our rest stop.
- We consolidated our Stafford and Newport News bus groups and used one of those buses to transport them home.
- We had a trip to the emergency room yesterday afternoon
  - Charlotte Scogna was playing putt putt golf with the rest of our 9-10s when one of the 9-10 girls was intimidated by a flying bee accidentally used her club to swat it away, hit Charlie in the head.
  - She was picked up by ambulance to be checked out at the nearby hospital. There was a small laceration that the physician glued and she was released.
  - No concussion. She went back to the meet, business as usual to celebrate and enjoy finals. Her mom was on the trip as a coach and was with her at the time of the incident.
- For future policies, I recommend that we ban cell phone use for athletes during competition.
- I will send a report for our next board meeting.
- Thank you for giving me the privilege to serve our athletes! They were very well behaved.

Zone Team Manager  
Maureen Tolliver  
August 7, 2016