

Virginia Swimming, Inc.
Board of Directors Meeting
August 24, 2018
Executive Director Report

Year to Date Registrations: (2017 final numbers)

Athletes: 6797	(6671)	Non-Athletes: 1018	(987)
Outreach: 50	(44)	Clubs: 47	(49)
Seasonal: 167	(198)		
Total: 7014	(6913)		

Update on Projects in the Works:

- **2019 Diversity & Inclusion Camp:** It was announced at the recent Eastern Zone meeting that VSI will host the camp. The only location that is able to host the camp is Liberty University. As mentioned at the last meeting, I have submitted the paperwork to LU for the camp and anticipate an answer from them shortly. I will check back with my contact there prior to our next meeting if I have not gotten a final answer by then.
- **Meet Announcement Review:** On July 3rd, Emily, Jessica, John and I met to review procedures and begin the transition of this task to the office. We updated the Meet Announcement Template and the Meet Hosting Instructions (copy attached) which were subsequently sent to all club contacts, presidents, and head coaches. Emily and I now review the drafts submitted by the meet host and make corrections or recommendations. Once we have both reviewed it, we then return it to the meet host to revise. When the revised announcement is returned, we check it to see that all changes have been made and then send it on to Jessica and John for final approval and a sanction number. The final MA with sanction number is then returned to the meet host and sent to be posted on the website.

LC Zones: NOVA and Virginia Swimming hosted a very successful event earlier this month that included 946 athletes from across the Eastern Zone. While the numbers were lower this year than last, the meet was a good size and we did not need to utilize chase starts in any session to have reasonable timelines. Thank you to NOVA for doing an excellent job in hosting the meet!!

Flex Membership: In June and July, Emily and I visited with clubs in the Charlottesville and Tidewater areas to discuss the new Flex and Junior Coach membership categories. To date, meetings have been set up in all areas of the state except the Southwest and I plan to set up a meeting in that area in the next couple of weeks.

USAS Convention: The event this year will be held September 26-29, in Jacksonville, FL. Bryan Wallin, John Stanley, Steve Hennessy, Drew Hirth, Morgan Cordle, Sara Gaston, Maddy Wallin, Shelby Stanley, Terry Randolph, Peter Maloney, Maureen Tolliver, Gordon Hair, Jon Larsen, Emily Fagan, and I will be attending this year.

Swimposium and Athlete Clinic: This year's Swimposium will be held on Saturday, September 15th at the Hilton DoubleTree in Midlothian. It will include the usual component for Officials as well as a Meet Directors Workshop. This year's Athlete Clinic features Jason Lezak as the clinician and will be held at the NOVA Aquatics Center on September 15th from 2 pm to 6 pm. Once again we will be splitting the clinic into two sessions based on age.

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Limiting Swimmer Fee to \$2.50: Part of the budget that was approved at our April meeting capped the swimmer fee that a meet host can charge a \$2.50. In the past few years, some teams have increased this fee in exchange for free heat sheets. Three coaches have expressed concern about this because of the it will impact revenues for the meets that they host. There is also a desire to move away from paper heat sheet to an electronic version. One coach suggested allowing hosts to include an 'electronic heat sheet fee' of \$3 (electronic version only) or \$4 (paper copies available) in the meet cost as is done in at least one other LSC. To date, three teams have submitted meet announcements with swimmer fees that exceeded the allowed \$2.50, two of which have now been sanctioned. When I explained that to the host the changes that were enacted at the April meeting, they resubmitted their draft announcements with reduced swimmer fees but increased the splash fees \$.50 to \$1.00. These meet hosts are also providing access to electronic heat sheets.

2020 Eastern Zone Championship Meets: Bids for the 2020 meets will be accepted at the Eastern Zone meeting at Convention. Dates for the meets are as follows:

- Sectionals: March 26 – 29
- LC Zones: August 5 – 8

Action Items: Determine the Zone championship meets for which we want to submit bids.

1. Spring Sectionals: Because this is an Olympic year, there will two LC meets and one SC super-sectional meet.
2. LC Zones: CSAC is unavailable on the specified dates but Liberty University is.
3. LC Super-Sectional: Because of a rule change in 2017, it is now possible for a Super-Sectional meet to be held earlier in the summer than in the past few years. A meet in late May/early June could serve as a last chance qualifier for Olympic Trials

Awards Celebration in Fall, 2019: Because we voted to move this event from spring to fall, there are several items that need to be decided:

- Should House of Delegates be on a different weekend than the Athlete's Clinic and Awards Celebration?
- How will be handle:
 - LC All Star Team – I think this one is easy. We name the team at the end of the 2018 LC season but also recognize them (ask them to stand) at the event in Fall, 2019. But, do we want to present them with their 'gift' at this point?
 - Competitive Spirit Awards – most teams present this award at their end of season banquets in the spring. Do we want to still provide the awards in the spring?
 - Swimmer of the Year Awards – how are we going to handle the 2018 LC season?
 - Coach of the Year Awards

Action Items:

1. Decide if members of the 2018 LC All Star Team will be presented awards at this point or if they will receive them at the 2019 Awards Celebration.
2. Determine the date for the 2020 Athlete Clinic and Awards Celebration. (Convention in 2020 will be September 8 – 15).

Meet Hosting Administrative Requirements

Completion of the administrative tasks associated with hosting a swim meet are important for the following reasons:

- Updating the national database (SWIMS)
- Assuring proper athlete registration
- Recognition of athletes for Top Ten consideration
- VSI Zone Team consideration
- Improving the planning and coordination of current/future meets

Meet Announcement Submission, Pre-meet:

1. **At least two months prior to the start date of the meet**, email draft meet announcement as MS Word document to: VSI Office.
2. Include pre-meet expense spreadsheet with draft invitation. ([Meet Expenses Worksheet](#))
3. Complete revisions to draft as requested and forward revised meet announcement to: Meet Referee (for final review and comment) and VSI Office (for posting). Include MM setup File. (*at least 45 days prior to meet*)
4. Upon sanctioning by Admin. Vice Chair, final meet announcement with MM setup file will be sent by VSI Office to Webmaster for posting and returned to the host club.

Meet Announcement Posted, Pre-meet:

1. Acknowledge receipt of entries from a prospective participating team ***within 24 hours***. Do not confirm acceptance of entries until timelines are confirmed. ***Sessions for 12 & Under swimmers must conclude within four hours.***
2. ***Send session timelines and back up as soon as any session reaches four hours, but not later than 7:00 pm the day after the meet entry deadline.***

Submit timelines to the VSI office based on the following guidelines:

12 & Under sessions - 30 second intervals, 15 second backstroke
13 & Older sessions – 25 second intervals, 15 second backstroke

3. Once session timelines have been approved, notify teams of acceptance of entries. If entries cause the meet and/or sessions to be oversubscribed notify teams if some or all of their entries will not be accepted.

4. Upon close out of entries send registration report file (SD3 file) to the VSI Office for verification of registration of entered athletes. This file must be received no later than seven days prior to the first day of the meet.

Post-meet:

1. Send meet results out to the attending teams and the VSI Office.
2. Within 24 hours of the conclusion of the meet, send an “unlocked” version of the complete meet backup file to the Tech Planning Chair and the VSI Office for further distribution. Be certain to send a meet backup and not the meet results file.
(businessoffice@virginiawimming.org).
3. **Within 30 days** you must submit a financial report to the VSI Treasurer (treasurer@virginiawimming.org), VSI Office (businessoffice@virginiawimming.org) and Tech Planning Chair (techplanningchair@virginiawimming.org). This report is an MS Excel file that can be downloaded from the VSI website and must be forwarded via email. Fees must be submitted to the VSI Treasurer (see address below) **within 30 days**. Submissions beyond the deadlines may be subject to fines.

Bob Rustin
8208 Chainmaile Road
North Chesterfield, VA 23235

Fee Schedule from VSI Procedures:

MEET ENTRY FEES CHARGED BY HOST CLUB

TYPE OF MEET	SWIMMER FEE	INDIVIDUAL EVENT FEE	RELAY EVENT FEE
8 & YOUNGER MEET	\$2.50	not more than \$4.00	not more than \$14.00
AGE GROUP NON-CHAMPIONSHIP MEET	\$2.50	set by meet host	set by meet host
SENIOR NON-CHAMPIONSHIP MEET	\$2.50	set by meet host	set by meet host
DISTRICT & REGIONAL CHAMPIONSHIP MEET	\$2.50	set by VSI & meet host	set by VSI & meet host
AGE GROUP & SENIOR LSC CHAMPIONSHIP MEET	\$2.50	set by VSI & meet host	set by VSI & meet host

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	\$0.70
AGE GROUP NON-CHAMPIONSHIP MEET	\$0.00	\$0.80	\$1.60
SENIOR NON-CHAMPIONSHIP MEET	\$0.00	\$0.80	\$1.60
DISTRICT & REGIONAL CHAMPIONSHIP MEET	\$0.00	\$1.40	\$2.80
AGE GROUP & SENIOR LSC CHAMPIONSHIP MEET	\$0.00	\$1.40	\$2.80

On behalf of Virginia swimming we wish to express our appreciation for your efforts providing quality competition for our athletes.