

**Potomac Valley Swimming
Board of Directors Meeting
November 16, 2020
Held via Zoom Teleconference**

- Attendance – Voting members: Tim Husson, Bob Walker, Ellen Colket, Carolyn Kotarski, Erik Collins, Reid Owen, Jorge Zamora, Evan Stiles, Mike O’Shaughnessy, Rob Green, Sophie Elliott
 - Non-voting members – Grey York, Kurt Thiel, Rich McMillen, Kim Bullers, Morgon Henderson-Kunz, Sumie Emory.
- Call to Order – The meeting was called to order at 7:00 pm by General Chair, Tim Husson.
- Establish a Quorum – There were a sufficient number of voting board members in attendance to conduct business
- Mission Statement – **PVS Supports and promotes excellence for all through competition, education, innovation and leadership – this month is about emphasizing leadership**
 - PVS is one of the leading LSCs in percentage of clubs with Safe Sport Recognition!
 - PVS is also a leader in the efforts to make the DEI Chair a mandatory voting board member for all LSCs. PVS has had the DEI as a voting board member for quite some time.
- Approval of Submitted Reports and Minutes from October 19 Meeting. Motion to approve the October 19 meeting minutes and submitted reports, seconded and approved.
 - General Chair Report
 - Finance Report & Budget Report
 - Admin Report (Website Task Force)
 - Operations Report
 - Safe Sport Chair
 - Diversity Equity & Inclusion (DEI) Chair
- Additional Agenda Items & Approval of the Agenda
 - Add: website update
- Athletes Update – Sophie Elliott reported;
 - In October the Athletes released their first “Athletes November”. They received a lot of positive feedback.
 - Earlier this week, they started to look at ways to get more athletes involved and in PVS committees. They played “This or That” game and were pleased with the interest. They are working on a sub-committee to work with athletes who want to get more involved.
- Return to Competition Update –Tim Husson reported
 - Nearly all local jurisdiction, including PVS, has had policies and mandates updated/changed in the last week. It is still a little early to determine exactly how these changes will affect swimming.

- o In general, our clubs have been doing a good job with masks, social distancing and entering/exiting at meets. We are seeing positives and negatives coming out at the various meets so far this season. Live streaming has received very positive reviews from clubs and families. The smaller sessions have had both positive and negative effects. We need to focus on the quality instead of quantity at the meets.
- o A negative, for the smaller teams in particular, is the financial burden this is putting on the smaller clubs. It is expensive to set up and host meets. While there are quite a few positives, the negative financial impact is becoming a hardship.
- o It is still a little too soon to make any decisions or have a clear path to what competitions will look like in 2021.
- o In talking with the coaches, the 8 & Under/younger swimmers have been the least represented in competitions.
- o The protocols are being updated and created for each facility. As of this time only Virginia facilities have been used. Maryland is not yet permitting any rentals for meets.

§ Evan indicated he does not believe there will be any pools available in Arlington to be used for meets, but he will inquire.

- o Tim has been trying to meet with PG county to work on getting facilities available for meets.
- o Since PVS did not sign the contracts in FCPA for this season, the county has released some pool time for bid. There are some time windows in FCPA in 2021, that PVS or individual clubs can rent.

§ The first weekend in January at Lee District is still available at this time. Historically the January Distance is held that weekend. Does PVS want to try to host the Distance meet, since the numbers are low and at that meet it is easier to keep social distancing. The coaches all commented that it would be good to have some distance opportunities. This would be a full two days of time, where we have the entire pool

- Ellen will contact FCPA and work on getting a contract.
- Terri will work on finding a meet host.
- The Technical Committee will work on the meet announcement, once a contract is secured and a host is found

§ It is probably not reasonable to try to host the other PVS meets in January & February

- PVS 18 & U Winter Championships –
 - o The meet will be held December 3-6 at Claude Moore.
 - o We can have a max of 111 swimmers per session.
 - o Initial entries are due 5pm on 11/17, at that time we will have an idea of what size the meet will look like.
 - o Prelims will be split between boys and girls, then finals in evening and a 4 day format

§ Thanks to Evan and Erik for putting in all the work on the schedule and format, the Tech Committee for the meet announcement and many others who helped make this meet happen.

§ There were several housekeeping questions regarding the financials for the meet that were discussed.

o There was a question regarding the coach limitations at the meet? The Information can be found in the supplemental Covid plan. Tim believes that there should be room for about 30 coaches on deck.

- Discussion Items

- o Website Task Force – Report submitted by Bob Walker

- § Bob Walker was tasked with looking into whether or not we should change the PVS website/platform. Tim Husson is the current webmaster and editor of the one we currently use. Bob has met with and talked with other clubs and LSC's as to what they use and their opinions. A majority of the clubs and LSCs he talked to use Team Unify.

- § After all the research, Bob's recommendation if we make the change to Team Unify, then Tim should take the lead in moving all our information to a new site.

- § It is felt that there should be several individuals who have access to post on the website. To continue to use the current site, we would also need someone with the expertise in design and communication.

- Tim was commended for the great job he does with posting the sheer amount of information and efficiency that he does so.

- § The PVS website has a huge amount of historical information, it will likely take quite a bit of time to transfer that amount of information.

- o **Motion to switch the PVS website platform to Team Unify, with Tim Husson to take the ownership/lead to make it happen, seconded and approved. (2 opposed, 1 abstained)**

- § **Ellen wants to make an amendment; Motion for Tim, as the website lead to choose a transition team of at least one additional person, seconded and approved. (1 opposed)**

- Mighty Mega Workshop – Erik Collins and Evan Stiles both attended the virtual conference set up by USA Swimming. USA S has split the LSC into three groups based upon population and PVS is part of the "Mega" LSC's.

- o Erik commented that the Agenda was daunting and it was a long day, but in the end it was well worth it.

- § One of his biggest take-aways was the discussion on Coach Collaboration.

- § One of the speakers presented Stats and Figures that can be found in the club portals.

- Using G-Suite (Google Drive & Shared Editing of Documents)

- § Going forward all documents that the General Chair is responsible for will be in the General Chair folder. There ultimately should be a folder for each position/division.

§ In October, the PVS Board minutes were put in the shared folder so everyone had access to edit. Following this procedure, everyone will have the access to put in their own edits, comments, and/or questions. Google then keeps an audit trail of all comments/edits.

- Terri will send out a link to the shared document for board members to review, edit and make suggestions. In the end, there will only be one document.

§ Tim feels this will make PVS more efficient in the long run.

- Athlete Travel - PVS had 38 athletes attend the US Open meets; 36 in Richmond, 1 in Huntsville and 1 in Des Moines. Evan said he has already received two travel reimbursements requests from families, not clubs.
 - o Applications will be sent back to the coaches for them to complete and resubmit. All travel reimbursement applications must come from the clubs, not the families
- Evan committed that he has been approached by several coaches asking about getting 19 & over swimmers in the 18 & Under Champ meets
 - o USA Swimming gave the LSC the ability to set up the meet as they want and in PVS we decided to only include 18 & Under swimmers.
- Next Scheduled Meeting – December 14th
- The meeting was adjourned at 8:24 PM



General Chair's Report

November 2020 Board Meeting

Return to Competition

As COVID-19 cases increase in the DMV area and around the country, local jurisdictions are imposing new restrictions or rolling back previously allowed activities. As the new restrictions take effect, PVS clubs will have to adapt to them for their practices and competitions.

There have been 23 competitions already this season in PVS. Another six meets have been sanctioned and more are in the process. The Technical Committee has been working very hard to get all these meets sanctioned, many of them at the last minute. In addition to making sure the meets include all the sanctioning elements required by USA Swimming (USA-S) rules and PVS Policies, they now have to make sure that the meets adhere to the additional COVID-19 guidelines put in place by USA-S. Due to their efforts and hard work making sure all clubs hosting meets have done all the planning to put the safety protocols in place, we have been able to have safe and smooth running meets.

There were 14 meets held in PVS in October having a total of approximately 11,000 individual splashes. In comparison, in October 2019 there were approximately 36,000 individual splashes.

PVS 18&U Winter Championships

PVS was able to secure Claude Moore Recreation Center to host a 4-day prelims/finals meet on Dec 3-6 to be part of the USA-S Virtual 18&U Winter Championships. Senior Chair Evan Stiles and Age Group Chair Erik Collins developed the 4-day meet format. SNOW Swimming, with Angie Davis as Meet Director, agreed to host the meet for PVS. Jack Neill agreed to be the Meet Referee. We also developed procedures for contactless positive check-in for the distance events and for scratching from finals. The Technical Committee wrote the meet announcement and supplemental COVID document and the meet was sanctioned on November 4th. Entries are due November 17th. I want to thank all those involved in putting this plan together in such a short period of time.

PVS Mission Statement

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

PVS Vision Statement

PVS: Leadership and excellence in and out of the pool



General Chair's Report

November 2020 Board Meeting

Toyota US Open

Thirty eight PVS athletes competed in the Toyota US Open in Richmond (36), Des Moines (1) and Hentsville (1). The virtual meet held at nine locations around the country was a success and provided the first high-level USA Swimming competition in over nine months.

Governance Committee

The newly-elected Governance Committee held their kick-off meeting and elected Morgon Henderson-Kuhn as their chair. They will be developing their agenda for the year, but one of their first tasks will be to update the PVS Bylaws to conform to the required changes passed by the USA Swimming House of Delegates in September.

Safe Sport Recognition Program

In late October, York Swim Club became the 24th PVS club to achieve USA Swimming Safe Sport Recognition. PVS now has half of our non-college clubs as Safe Sport Recognized. Congratulations to all of those clubs. My hope is that the other half of PVS clubs have the goal of achieving this recognition during the current season. As of the end of October, PVS ranked third of all LSCs in the percentage of clubs Safe Sport Recognized and fifth in the number of clubs Safe Sport Recognized.

PVS Scholar Athlete Program

The PVS Scholar Athlete list for the 2019-2020 season has been posted to the PVS website. The list includes 343 PVS athletes. Congratulations to all of them for their achievements in the pool and in the classroom.

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

Tim Husson

General Chair

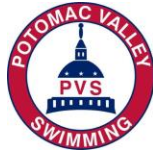
GeneralChair@pvs swim.org

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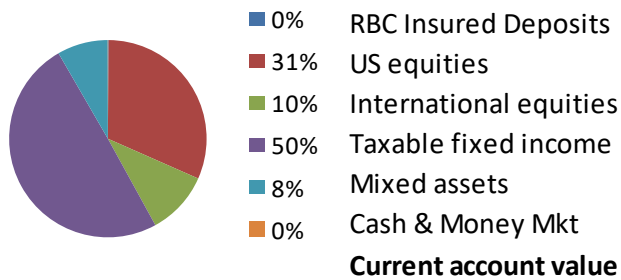


Potomac Valley Swimming Finance Report as of 31-Oct-2020

Financial Performance

Our investment portfolio continues to exceed our annual investment goal while maintaining a low risk profile coupled with a balanced growth objective. The following provides a summary level view of the allocation and performance of our assets as well as YOY comparative results vs 31-Oct-2019.

As of 31 Oct 2020 ASSET ALLOCATION SUMMARY



CURRENT VALUE	% of Portfolio	YOY growth
\$ 435	0%	
\$ 117,584	31%	
\$ 38,819	10%	
\$ 185,363	50%	
\$ 31,001	8%	
\$ 108	0%	
\$ 373,310	100%	13%

Investment Objective - **Balanced Growth**

Risk Tolerance - **Low Risk**

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

Budget Performance

We are two months into our 2020-2021 season and there are strong indications that both income and expenses will be less than budgeted given the reduced number of athlete and non-athlete membership registrations as well as fewer number of meets at the club as well as national levels. Presently, our memberships are down as compared to last year – approximately a 45% reduction in athlete registrations and 50% in non-athletes. All budget categories continue to be monitored for potential reductions as well as opportunities to mitigate variable expenses.



Potomac Valley Swimming Finance Report as of 31-Oct-2020

Audit

- The external audit of PVS' 2019-2020 PVS season was launched this month and meetings were held with the auditor (KWC). All requested documents and information have been provided to KWC and the audit will be complete prior to 20-Dec-2020. The work will include a final report as well as preparation and filing of the 990 with the IRS.

PPP & PVS Grant Status

- **PPP Loan Forgiveness Application** – The U.S. Treasury and the U.S. Small Business Administration (SBA) recently announced a streamlined Paycheck Protection Program (PPP) forgiveness application for loans of \$50,000 or less. Wells Fargo is working to add the new loan forgiveness form to their platform and once available, we will complete the SBA 3508/3508EZ form.
- **Intuit ACH Fees** – We are continuing a dialogue with Intuit regarding options for reducing business fees which have increased from \$1 to \$3 per transaction.

Respectfully submitted,

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



PVS 2020 - 2021
Actuals as of 31-Oct-2020

	2020-2021 Budget	Oct '20	Oct '19
Income			
Registration - Athletes			
Athlete Registration Income	782,000	\$ 377,568	788,220
Flex to Prem Athlete Reg Income	20,520	\$ 184	370
USA Swimming - Athlete Reg	-529,730	-262,592	-540,206
Flex Registration Income	24,600	28,160	24,580
USA Swimming - Flex Reg	-12,300	-14,080	-12,250
Seasonal Registration Income	380	0	0
USA Swimming - Seasonal Reg	-300	0	0
Total Registration - Athletes	285,170	129,240	260,714
Registration - Non Athletes	0		
Non Athlete Regist Income	56,580	13,760	26,846
USA Swimming - Non Athlete Reg	-56,580	-13,760	-26,660
Total Registration - Non Athletes	0	0	186
Registration - Clubs	0		
Club Registration Income	5,000	1,900	200
USA Swimming - Club Regist	-3,500	-1,330	-70
Total Registration - Clubs	1,500	570	130
Associate Club Reg Fee	0	0	0
PVS Meet Entries	0		
PVS Meet Entry Income	277,970	0	81,220
Outreach PVS Entry Refund	-100	0	0
Total PVS Meet Entries	277,870	0	81,220
Splash Fees	57,080	5,377	19,243
Open Water Event	5,000	0	0
Sanction Fees	0	0	0
LC Zone Fees	91,370	0	0
Equipment Rental Income	7,650	1,091	1,760
Diversity Select Camp	0	0	0
Fines	500	0	0
Miscellaneous Income	6,300	0	2,500
Dividend Income	6,000	778	966
Interest Income	900	10	94
Cap Gain/Loss (Unrealized)	0	-11,269	3,160
Cap Gain/Loss (Realized)	0	0	0
Total Income	739,340	125,797	369,973



PVS 2020 - 2021
Actuals as of 31-Oct-2020

	2020-2021 Budget	Oct '20	Oct '19
Expense	0		
PVS Meets	0		
Meet Management Fees	56,870	0	18,988
Pool Rent	263,080	0	33,680
Hospitality	32,580	0	5,210
Meet Support & Other Expenses	29,990	0	1,133
Total PVS Meets	382,520	0	59,011
Open Water Event	14,000	0	0
Officials Support	0		
Officials USA Registration	20,992	0	12,216
Background Screening	2,800	928	285
Officials Apparel/Supplies	3,200	0	2,765
Clinics	200	0	0
Officials Misc Expenses	500	0	0
Evaluators	3,250	0	0
Officials Travel & Stipends			
LSC Championship Meets	2,250	0	0
Officials Travel & Stipends - Other	44,600	0	0
Total Officials Travel & Stipends	46,850	0	0
Total Officials Support	77,792	928	15,266
Equipment Operations	0		
Equipment Storage	12,000	2,000	800
Meet Equip Purchases	5,000	0	2,233
Equip Suppl/Maint/Repairs	3,000	0	333
Equipment Property Tax	0	0	-
Depreciation & Ins - Meet Equip	1,000	251	674
Total Equipment Operations	21,000	2,251	4,040
Lifetime & Registrar USA Registrar	1,128	1,064	0
LC Zones	104,550	0	0
LC Zones Coaching	6,990	0	0
Athlete Travel Assistance	109,600	0	0
Meetings/Conf/Seminars	4,000	0	21,867
Other PVS Programs	0		
Governance & Strategic Planning	500	0	0
Total Other PVS Programs	500	0	0
Diversity, Equity, & Inclusion Program	13,000	0	0
Safe Sport Program	2,800	0	1,207
Outreach Registration	200	0	60
Club & Coach Development	2,500	0	0
Athlete Awards & Grants	1,000	0	0
Equipment Grant	0	0	0



PVS 2020 - 2021
Actuals as of 31-Oct-2020

	2020-2021 Budget	Oct '20	Oct '19
Computer Expenses & Equip	4,500	366	315
Office Supplies	300	0	0
Postage & Delivery	250	0	0
Home Office Expenses	2,000	535	533
Advertising & Promotion	750	0	0
Bank Service Charges	50	0	0
Merchant Fees/QB & PP	2,800	179	164
Outside Contractor Services	7,500	1,200	1,638
Accounting - Audit/Review	12,250	0	0
Professional Services	750	0	6,666
Employee Salaries	130,000	21,640	14,891
Payroll Taxes	0		
Medicare Tax	1,885	314	216
Social Security Tax	8,060	1,342	923
Total Payroll Taxes	9,945	1,656	1,139
Payroll Expenses - QB	500	26	28
Penalty Expense	0	0	0
Investment Advisory Fee - RBC	1,700	664	459
Interest Expense	0	0	0
Uncollectible accounts	0	0	0
Depreciation Expense -Office Eq	0	0	0
Total Expenses	913,747	30,509	127,284
	-174,407	95,288	242,689
Operating Surplus (Deficit)	(174,407)	95,288	242,689



PVS 2020 - 2021
Actuals as of 30-Sep-2020

	2020-2021 Budget	Sep '20	Sep '19
Income			
Registration - Athletes			
Athlete Registration Income	782,000	\$ 51,520	497,880
Flex to Prem Athlete Reg Income	20,520	\$ -	0
USA Swimming - Athlete Reg	-529,730	-35,840	-338,396
Flex Registration Income	24,600	15,720	17,620
USA Swimming - Flex Reg	-12,300	-7,850	-8,800
Seasonal Registration Income	380	0	0
USA Swimming - Seasonal Reg	-300	0	0
Total Registration - Athletes	285,170	23,550	168,304
Registration - Non Athletes	0		
Non Athlete Regist Income	56,580	10,304	16,244
USA Swimming - Non Athlete Reg	-56,580	-10,304	-14,136
Total Registration - Non Athletes	0	0	2,108
Registration - Clubs	0		
Club Registration Income	5,000	1,600	200
USA Swimming - Club Regist	-3,500	-1,120	-70
Total Registration - Clubs	1,500	480	130
Associate Club Reg Fee	0	0	0
PVS Meet Entries	0		
PVS Meet Entry Income	277,970	0	0
Outreach PVS Entry Refund	-100	0	0
Total PVS Meet Entries	277,870	0	0
Splash Fees	57,080	0	0
Open Water Event	5,000	0	0
Sanction Fees	0	0	0
LC Zone Fees	91,370	0	0
Equipment Rental Income	7,650	0	0
Diversity Select Camp	0	0	0
Fines	500	0	0
Miscellaneous Income	6,300	0	2,500
Dividend Income	6,000	563	632
Interest Income	900	5	47
Cap Gain/Loss (Unrealized)	0	-7,912	-149
Cap Gain/Loss (Realized)	0	0	0
Total Income	739,340	16,686	173,572



PVS 2020 - 2021
Actuals as of 30-Sep-2020

	2020-2021 Budget	Sep '20	Sep '19
Expense	0		
PVS Meets	0		
Meet Management Fees	56,870	0	0
Pool Rent	263,080	0	0
Hospitality	32,580	0	0
Meet Support & Other Expenses	29,990	0	0
Total PVS Meets	382,520	0	0
Open Water Event	14,000	0	0
Officials Support	0		
Officials USA Registration	20,992	0	0
Lifetime & Registrar USA Regist	1,128	1,064	0
Background Screening	2,800	326	179
Officials Apparel/Supplies	3,200	0	2,765
Clinics	200	0	0
Officials Misc Expenses	500	0	0
Evaluators	3,250	0	0
Officials Travel & Stipends	0		
LSC Championship Meets	2,250	0	0
Officials Travel & Stipends - Other	44,600	0	0
Total Officials Travel & Stipends	46,850	0	0
Total Officials Support	78,920	1,390	2,944
Equipment Operations	0		
Equipment Storage	12,000	1,000	400
Meet Equip Purchases	5,000	0	2,233
Equip Suppl/Maint/Repairs	3,000	0	181
Equipment Property Tax	0	0	-
Depreciation & Ins - Meet Equip	1,000	126	337
Total Equipment Operations	21,000	1,126	3,151
LC Zones	104,550	0	0
LC Zones Coaching	6,990	0	0
Athlete Travel Assistance	109,600	0	0
Meetings/Conf/Seminars	4,000	0	20,884
Other PVS Programs	0		
Governance & Strategic Planning	500	0	0
Total Other PVS Programs	500	0	0
Diversity, Equity, & Inclusion Program	13,000	0	0
Safe Sport Program	2,800	0	0
Outreach Registration	200	0	30
Club & Coach Development	2,500	0	0
Athlete Awards & Grants	1,000	0	0
Equipment Grant	0	0	0



PVS 2020 - 2021
Actuals as of 30-Sep-2020

	2020-2021 Budget	Sep '20	Sep '19
Computer Expenses & Equip	4,500	183	157
Office Supplies	300	0	0
Postage & Delivery	250	0	0
Home Office Expenses	2,000	450	92
Advertising & Promotion	750	0	0
Bank Service Charges	50	0	0
Merchant Fees/QB & PP	2,800	51	70
Outside Contractor Services	7,500	600	600
Accounting - Audit/Review	12,250	0	0
Professional Services	750	0	3,333
Employee Salaries	130,000	10,820	7,404
Payroll Taxes	0		
Medicare Tax	1,885	157	107
Social Security Tax	8,060	671	459
Total Payroll Taxes	9,945	828	566
Payroll Expenses - QB	500	13	14
Penalty Expense	0	0	0
Investment Advisory Fee - RBC	1,700	0	0
Interest Expense	0	0	0
Uncollectible accounts	0	0	0
Depreciation Expense -Office Eq	0	0	0
Total Expenses	914,875	15,461	39,245
	-175,535	1,225	134,327
Operating Surplus (Deficit)	(175,535)	1,225	134,327

PVS Website:

Task: Look into PVS Website

Options:

1. Keep Existing PVS Website Platform
2. Move to New Website Platform

Some questions that were considered:

1. Who maintains website?
2. Cost for creating/maintaining website?
3. Who decides what is on website?
4. How often does it get updated?
5. Why change the website?
6. What is the website used for?
7. Can the website be mobile?

Sampling Size: 62 athletes (42 female 20 male...I do not have the age-breakdown)

Athletes:

1. How often do you log onto the PVS website?
Top 3 answers:
Multiple times a week (during high school season)
Once a month
Once a week
2. How often do you log onto the PVS website on your phone?
Top 3 answers:
Rarely
Once a month
Once a week
3. What information do you look for on the PVS website?
Top 3 answers:
High School Results
Meet Information/Meet Results
Front page information (Graduating Seniors/Scholastic All American/Zone Team)
4. Where do you go to find your swimming information?
Top 3 answers:
Deck Pass
USA Swimming
PVS/Reach for the Wall
5. What do you want more of on the PVS website?
Top 3 answers:
Pictures/Videos
Swimmer Blogs
High School Dual Meet Results

Sampling Size: 47 coaches (32 male 15 female)

Coaches:

1. How often do you log onto the PVS website?
Top 3 answers:
Multiple times a week/daily
Once a week
Once a month
2. How often do you log onto the PVS website on your phone?
Top 3 answers:
Rarely
Once a month
Once a week
3. What information do you look for on the PVS website?
Top 3 answers:
Meet Information/Meet Results
Front page information (Graduating Seniors/Scholastic All American/Zone Team)
BoD/Competition Meeting Info
4. Where do you go to find your swimming information?
Top 3 answers:
PVS Website
USA Swimming Website/Swim Swam
Deck Pass/Reach for the Wall/You Tube/Commit Swimming

PVS Website: <http://pvswim.org/>

Created by John Hirschman (1996) Maintained currently by Tim Husson
updated with a redesign (2005)
updated with a mobile redesign (2015)

RMSC Website: <http://rmscswimming.com/>

Created by John Smink
Maintained by Jim Garner/Christa Krunkel

NCAP Website: <https://www.teamunify.com/team/pvn/cs/page/home>

Created by Team Unify
Maintained by Tom Uhgast/NCAP Coaches/Team Unify

Reach for the Wall Website: <https://reachforthewall.org/>

Created by Washington Post
Maintained by Rich House and others

Option 1 (Keeping the PVS website)

1. Tim Husson will need to have a training day to teach others how to use the website in the event he is no longer with PVS? I spoke to Tim Husson briefly about this and he is open for discussion as he is the most knowledgeable about our website?
2. Should we have BoD members be responsible for maintaining their specific areas, which would require specific training.

Option 2 (Switching the PVS Website)

1. A platform that is sustainable, providing some sort of training, easy to update, accessible from multiple platforms, supports transition of members. I talked to Tim Husson about this and the recommendation would be for him to work directly with Team Unify to create a new website (as he is the most knowledgeable of all the information on our current website and to insure all the information is transferred)

Cost:

\$495/(\$295 until Dec 1)

No annual fees for LSC's

Free website templates

Free mobile app

Examples of some of the LSC's that use Team Unify:

Minnesota: <https://www.teamunify.com/team/czmnlsc/page/home>

Maryland: <https://www.teamunify.com/team/md/page/home>

Virginia: <https://www.teamunify.com/team/va/page/home>

Middle Atlantic: <https://www.teamunify.com/team/ezmaslsc/page/home>

Metro: <https://www.teamunify.com/team/mrlsc/page/home>

Motion to PVS: "Motion to switch PVS website platform to Team Unify"

We believe that Team Unify would be a great option:

1. LSC's are switching their websites to Team Unify as a majority of clubs have started Team Unify as their choice. Lots of familiarity with Team Unify.
2. Team Unify provides On-Line Help, adequate training and no additional software is required.
3. As we switch to USA on-line registration, it potentially will be an easier for Team Unify Sites.

4. Tim Husson would be accessible for a smooth transition of all the information from the PVS website to the Team Unify website
5. Try and keep "pvswim.org" as our address
6. Billing of PVS clubs becomes an option
7. Team Unify has a mobile platform

Operations Division Report

PVS November 2020 Board Meeting

TECHNICAL

- Thirty (30) meet announcements have been submitted for review and subsequently submitted for sanction since the end of August 2020. Eighteen (18) of those have been submitted since the last board meeting (10/19/2020). The Technical Committee has been very busy. They are committed to efficient and thorough review of all submitted documents to ensure compliance with the current USA Swimming rules and the additional COVID-19 restrictions. The latter has been challenging because the protocols for each facility are varied.

EQUIPMENT

- Many clubs are taking advantage of the PVS equipment to facilitate social distancing requirements for their meets. Automatic timing (touchpads primary) is the best way to do this. Equipment has been rented for 12 meets thus far.
- A new equipment meet box was purchased.

Carolyn Kotarski
Operations Vice Chair

Diversity, Equity, and Inclusion Committee Chair Report November 16, 2020

- **LSC Support of Proposal to Amend USA Swimming Rules Specific to Voting Board Members**
 - Proposed amendment for consideration (see attached) designating the DEI chair/coordinator a member of an LSC's Board of Directors.
 - Proposal was developed by Lamar DeCasseres - DEI Coordinator from Metro.
 - Currently 10/12 LSCs in the Eastern Zone have the DEI Chair/Coordinator as voting board member, which leads all Zones.
 - The Zone Council has adopted his proposal (attached) and is asking for the support of each LSC at the next USA Swimming HOD meeting in 2021 to pass this amendment.
 - Asking for PVS voting members to support this amendment at HOD next year.

USA Swimming Zone Directors' Council



“As the National Governing Body of the sport of swimming, we are steadfast in our commitment to identify and lead in reducing barriers, to create and creating opportunities for inclusion, and to increase fairness throughout our sport. We strive to have the demographics of our country be reflected in our membership.” – USA Swimming

In making the above public statement, USA Swimming has declared a commitment to change the face of our sport to a more inclusive and productive environment. In a letter to the USA Swimming Board of Directors and Senior Staff from a independently formed Diversity, Equity, and Inclusion (DEI) coalition, consisting of DEI Chairs, DEI Committee Members, Zone and National representatives, the following was stated:

“While financial commitments and outward proclamations are meaningful, we fear that they will simply be symbolic in nature without a thorough investigation of the structural aspects that lead to inequity in our sport. This work should be built on a foundation of transparency and accountability – that is, publicly declaring goals and timeframes for achievement so that we can help hold each other to these critical goals from the top of our organization to grassroots level. Our ultimate aim is for all identities to not only be tolerated but celebrated in our sport and provide a community where marginalized peoples are empowered to represent who they are while thriving in the sport.”

For us to move forward we need the help and commitment of each Local Swim Committee. As a Zone Council we are endorsing a legislative change to the USA Swimming LSC Bylaws Article 5 – Board of Directors (see attached). This proposal would make the Diversity, Equity, and Inclusion (DEI) Chair a mandatory position on the LSC Board of Directors with voting rights.

It is time to put our words into action. By supporting the proposed LSC Board of Directors template change, as an organization we are affirming our beliefs in the importance of Diversity, Equity, and Inclusion. We encourage all of the LSC Boards to look at the legislation as the “first step” towards meeting future DEI initiatives.

Please note that due to the legislation being submitted after the deadline, it will require a 90% vote to pass. We ask for your full support in passing this legislation to validate the importance of Diversity, Equity, and Inclusion in our sport.

Sincerely,

USA Swimming Zone Council

Rationale: I submit that this proposed change is necessary for the Diversity, Equity, and Inclusion Chair to be effective in his/her duties within USA Swimming and each individual LSC's as well. Diversity, Equity, and Inclusion has grown to become extremely critical to assisting USA Swimming in its commitment to "Increasing multicultural, ethnic, and socioeconomic diversity at all levels of the sport to achieve and foster an inclusive swimming environment."

The Diversity, Equity and Inclusion Chair position is enormously important within the individual Local Swimming Committees as this person is responsible for many significant tasks. These tasks include, but are not limited to:

- 1) Promoting, developing and improving competitive swimming through education, support and opportunities for participation to a diverse swimming community.
- 2) Developing and administering programs which are aimed at encouraging existing swim clubs and related organizations to expand opportunities to provide a competitive swimming experience to those individuals currently lacking such opportunities.
- 3) Identifying opportunities that will reduce gender disparities amongst the coaching and leadership ranks.

I submit that the need for the DEI chair to become a **mandatory** voting board member is paramount, to ensure that the DEI Chair and the members he or she represents not only have a voice but a vote at all local swimming committee board meetings. In closing, I submit if USA Swimming is extremely serious in finding ways to implement change as was referred to in the written letter to its members on June 12th, 2020, passing this proposal will certainly speak volumes and correct a wrong.

PROPOSED AMENDMENTS TO RULES AND REGULATIONS

R-	ACTION:	Adopted	Defeated	Adopted/Amended	Tabled	Postponed	Pulled
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- Location:** REQUIRED LSC BYLAWS TEMPLATE
- Proposed by:** Committee name or individual permitted by 502.1.4 A or Article 6 of the Corporate Bylaws to submit proposals.
- Purpose:** To add DEI chair as a designated member of the LSC Board of Directors. This will enable the DEI position to be more effective in assisting LSC's to develop, implement and incorporate the plans and procedures to achieve its Diversity, Equity and Inclusion goals.
- Recommendation:** *The Rules and Regulations Committee recommends _____.*
- Effective Date:** Immediately

ARTICLE 5 BOARD OF DIRECTORS

5.1 MEMBERS - The Board of Directors shall consist of the following officers, committee chairs, *coordinators* and representatives of XXSI, together with those additional members designated in Sections 5.2 and 5.3:¹⁰

- .1 General Chair
- .2 Administrative Vice-Chair
- .3 Finance Vice-Chair
- .4 Coach Representative
- .5 Athlete Representatives (2)
- .6 Secretary
- .7 Treasurer
- .8 Senior Vice-Chair
- .9 Age Group Vice-Chair
- .10 Safe Sport *Chair/Coordinator*
- .11 At-Large Athlete Board Members [as needed]
- .12 Diversity Equity And Inclusion (DEI) *Chair /Coordinator*

¹⁰ *Each LSC may add to this list other positions in accordance with its needs, but may not remove any of the listed positions. Typical positions on many Boards include: Officials Chair, Registration/Membership Coordinator, Technical Planning Chair, ~~Diversity Chair~~, Disability Chair, Operational Risk Chair/Coordinator, and Non-Athletes At-Large.*

6.2 OTHER DIRECTORS

(insert the DEI Chair/Coordinator into the proper section, as appropriate for your LSC)

.3 COMMITTEE CHAIRS/COORDINATORS/AT-LARGE BOARD MEMBERS ¹

- A. *The following committee chairs/coordinators/at-large Board members shall be elected by the House of Delegates: [List as appropriate]*
- B. *The following committee chairs /coordinators/ at-large Board members shall be elected as follows: [List as appropriate]*

EXAMPLES:

- (1) The Officials Chair shall be elected by the Officials Committee in accordance with XXSI Policies and Procedures.*
 - (2) At-Large Board members shall be elected by the regions they represent in accordance with the rules of each region or the XXSI Policies and Procedures.*
 - (3) The Athlete At-Large Board members shall be elected by the athletes at the same time as the Athlete Representatives.*
- C. *The following committee chairs/coordinators/ at-large Board members shall be appointed by the General Chair with advice and consent of the Board of Directors: [List as appropriate]*

¹ *An LSC may choose the methods of selection for all non-officer Board positions. The Athlete & Coach Representatives must be selected in accordance with provisions A or B. Any single-person position, other than General Chair, that has been listed as a chair should be changed to “coordinator”.*

PVS November Safe Sport

This month, we are able to report that additional teams have obtained Safe Sport Certified Club recognition (and 5 more are underway). This brings our total to 24 recognized clubs. We are now ranked 3rd in the country for percentage of clubs recognized (48%). This is good news, and demonstrates that teams are still thinking about Safe Sport, even during Covid times. I am currently working on getting Safe Sport Recognized Club banners for clubs, so they can display them at their pools or during meets. I also encourage anyone working on gaining recognition to reach out. I am happy to help navigate the process.

It is important for teams to appreciate that clubs are now more likely to engage in smaller group sessions, and electronic communication, since in-person discussions are becoming more difficult. As a result, we must be as vigilant as ever to ensure that all MAAPP protocols are enforced. USA Swimming continues to hold zoom safe sport meetings. I will continue to send out information to teams, and encourage their participation.

We have not received any reports of incidents over the past month. I am pleased that things seem to be going well, but I encourage anyone that requires assistance to come forward for support if needed. Our committee remains here for everyone.

I hope you are all staying safe and healthy,
Mike O'Shaughnessy