



**Board of Directors Meeting  
November 15, 2022  
Zoom, 7:00 PM**

- Attendance: Tim Husson, Cherlynn Venit, Tom Ugast, Evan Stiles, Erik Collins, Greg York, Jessica Fry-Mack, Aaron Dean, Trish Buswell, Jorge Zamora, JP Vanderloo, Andrew Char. Non-voting attendees; Kelly Rowell, Paris Jacobs, Kim Bullers, Beth Winkowski
- Roll Call to establish Quorum – There are a sufficient number of voting members present to conduct business.
- Mission Statement – **PVS supports and promotes excellence for all through competition, education, inclusion, and leadership in a safe, equitable environment.**
- Vision Statement: **PVS aims to achieve excellence in and out of the pool as a diverse community grounded in a shared love of competitive swimming.**
- Consent Agenda: Approval of Submitted Reports and Minutes of the October 18 Meeting – **Minutes and reports were approved as submitted**
  - General Chair Report
  - Operations Report
- Additional Agenda Items & Approval of the Agenda - **Agenda approved as submitted.**
- Athletes Update
  - JP Vanderloo reported he and the other Athlete Reps worked on the Leadership retreat application. There will be more details coming in January.
- New Business
  - Qualifying times for March championship meets –
    - **Spring Age Group Champs:** Erik reported that he plans to have the Qualifying Times for the Spring Age Group Championships established and posted prior to the December Invitational Meets.
      - The 2021 spring meet will be used as a starting point to establish the qualifying times. Feedback indicates that the 2021 meet had reasonable timelines. We will look to have a full meet, without stressing the timelines.
    - **Junior/Senior Champs:** Evan reported that he will be working with Aaron Dean on establishing the qualifying times for the Spring Junior and Senior Champ meets and plan to have them published in early December.
      - They will be looking at the 2021 and 2019 meet data as a starting point. He wants to keep the timelines reasonable but does not want to make the cuts too tough.
      - Evan welcomes feedback. If anyone has any thoughts, please let him know.
        - There are two primary issues; Qualifying times to get into the meet and getting enough kids to come back to finals.
  - Officials' registration reimbursement for 2024 registration year – SWIMS requires Officials to pay upfront, so the current registration reimbursement policy needs to be updated. See report.

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## POTOMAC VALLEY SWIMMING

- Prior to the 2022-2023 season, PVS paid for the registration fee for the Officials that had worked 10 sessions during the prior season. For the 2023 registration season, we will continue to reimburse Officials based upon their past performance. However a change is recommended starting with the 2024 registration year. Officials will register themselves and then PVS will reimburse once they volunteer for 10 sessions in sanctioned meets. This will move the reimbursement timeline for many officials and spread the reimbursement work for the Treasurer.
  - It was noted that we currently have a good pipeline of new officials and this change in reimbursement is not expected to be a hindrance.
  - **Motion to accept the proposed update to P&P for Officials Registration reimbursement beginning with 2024 registration season, seconded and approved.**
    - Once officials work 10 sessions, they will complete a form, which will be reviewed then sent to the Treasurer for reimbursement.
    - Because USA Swimming changed how they are doing registrations, we are being forced to also make this change that will hopefully incentivize officials to want to work the required sessions in order to be reimbursed.
- Old Business
  - Updated Bylaws – USA Swimming’s new legislation required a change to the LSC Bylaws. Using the template supplied by USA Swimming, the PVS Bylaws were updated and submitted. They have been approved and are now posted on the website.
- Discussion Items
  - Registration Status – The Registrar sent an email to clubs with instructions for previously registered athletes and coaches to begin to register for the 2023 season. As coaches begin to reregister it is important that coaches do not create new records, otherwise their membership and certifications will not match. Clubs need to be proactive by instructing their coaches and families how this new registration process and payment work.
    - Coaches are being required to show their registration record to be allowed on deck. The Registrar has requested that coaches not wait until the day before or day of the meet to email where with questions/problems, so that she can better assist.
    - Beth Winkowski, from USA Swimming reported that at National Level meets, they will accept paper certificates for the coaches who have copies of their certifications that are not currently linked. They will take screenshots and photos to document the certifications that go with the coach registration records.
      - All Coaches are encouraged to screenshot as many of the certificates as they can, in the event something gets lost. SWIMS is still having issues and “talking” to the US Center for Safe Sport is a common known problem. If coaches can show their certifications, they will be accepted and allowed on deck.
    - It is ultimately the club’s responsibility to ensure their coaches are in good standing. If it is discovered that a coach has falsified their certifications and therefore not properly registered, the club will be held responsible.

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- It is the Meet Director's responsibility to make sure the coach's credentials are properly checked when they attend a meet. There should be consistency from meet to meet, while still trying to enforce and follow the rules.
- The Operations Chair will work on establishing recommended procedures to send out before the January Open.
- November Open review
  - The General Chair's report said the Nov Open was roughly the same size in 2021, but smaller than 2019.
  - PWSC: the timelines were good, only Friday night was a little long. Coaches enjoyed the meet and the facility
  - Fairland: The facility's air quality was poor due to a broken fan, reducing the air circulation. The meet went well, and the timelines were reasonable.
  - Dulles South: This was the first time DS was used for an Open meet. It was reported that the meet went well and had good timelines.
    - The two-hour timelines for the 9-10 and 11-12 sessions were ideal. The smaller teams are still struggling to get timers, but all other clubs did good with getting timers filled prior to the meet.
  - Providence: The deck temperature was very warm and unpleasant. All the Fairfax Co facilities are over 30 years old. Without bleachers, it is hard to control the crowd and keep the parents and swimmers separated. Maybe we can find a different facility for the November Open for next year.
    - Operations will create a task force to review all the facilities to see where we should and should not run meets in the future.
  - Officials for the Opens –It was noted that trying to get officials was hard for some of the facilities based upon club placement. Is there a way to see a list of the Officials by team and by site, the larger teams with multiple sites?
    - At this time, SWIMS do not produce these types of reports. However the clubs can possibly help with this information.
  - We need to look not only at the number of officials on each club, but also active in PVS. This is definitely an issue, and we will have to continue to look at this. We do rely on unattached officials and officials from clubs who were not attending the meets/or site.
    - The best way to get more officials is to have a Club Officials Chair who is actively recruiting new officials.
- Equipment Replacement – The Operations Report included some questions about our equipment going forward, so we can decide on the direction we want to go with equipment replacement policies. At this time, we maintain 6 sets of 10 pads that we use for PVS meets and rent to clubs. Previously, PVS supplied the equipment for nearly all sites of the Open Meets. Now, most facilities have their own timing equipment that is part of the facility rental. We do not currently have money in the budget to refurbish pads. We need to think how we want to proceed in the future; How much equipment should we have available? How often will we replace/repair equipment, etc.?

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- It was noted that the Virginia High Schools will be using buttons and watches for their District meets this year. But will continue to use touch pads for Regionals and States.
- LEAP – PVS is scheduled to renew LEAP in 2023. The Governance Committee will be taking the lead on this and will be relying on various board members to help with the needed information. Our submission is due April 30, 2023.. SWIMS will likely not yet be ready for submissions. They will be using Google Docs for the uploading of our submission.
  - The next Governance Committee meeting is scheduled for December 13 and LEAP will be their primary agenda item, so each member will have assigned tasks to complete LEAP.
- Committees – If you are the Chair of a PVS Committee, you must have athletes on your committee. If you need athletes, the Senior Athlete Representative can assist in finding them for you. Let Tim know the time and place of your committee meetings, they must be open to all and published on the website.
- Budget preparation – In January, we will start preparing for next year’s budget. If you have a program you want to get started or make changes to, submit your ideas to JD, so it can be added to the budget.
- Beth Winkowski, from USA Swimming, will be attending the NCAP Invitational this December. She is looking forward to meeting everyone in person. She is aware that SWIMS has been an issue and will do her best to answer questions and assist the best she can.
- Board Orientation
  - Goals for the 2022-2023 season:
    - General Chair, Tim Husson – Is looking to see more registrations from underserved populations, not just outreach, but minority populations. He is pleased to see that our outreach registrations are up from last year.
    - Admin Chair, Cherlynn Venit – Would like to help and work with smaller teams by sharing information regarding the Outreach Program and other information regarding PVS. She would also like to help work with Officials on how they can progress through the system and advance.
    - Operations Chair, Tom Ugast – Plans to focus on equipment and what the BOD wants to do with equipment and how to work with clubs on renting or purchasing equipment.
    - Senior Chair, Evan Stiles – Wants to continue to work on a mental health program for the athletes. Last year we put money in the budget, this year he plans to focus on getting the program in place.
    - Age Group Chair, Erik Collins – Plans to work with coaches and build consensus for a separate 10&U Championship meet.
    - DEI Chair, Jessica Fry-Mack – Loves the idea of working on increasing the Outreach Program in PVS, increasing the opportunities, possibly setting up a camp and will work to communicate information to families and clubs. She has been participating in the Women in Swimming Leadership program and wants to work with other women in PVS, helping them to be more involved in the Governance side of PVS.

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- Safe Sport Chair, Greg York – His primary goal is to reestablish a committee, then work to find the clubs that have not renewed and get them back on track and work with the smaller clubs to help them with the Safe Sport Recognition process.
  - It was noted that the Safe Sport Recognition program is now available on SWIMS.
- Senior Coach Rep, Trish Buswell – Set a goal to meet as many coaches as she can. She has been making an effort to talk to coaches when on deck at meets. She will work with Aaron on a smooth election for the next Junior Coach Rep, this spring.
- Junior Coach Rep, Aaron Dean – Is excited to learn more about how the Board works and getting more involved with the various committees, communicating with the coaches and learning how he can better serve the coaches and PVS membership.
- Officials Rep, Jorge Zamora – will work to better serve the Officials and how we can help get more involved. He will also work on getting documentation in place for the next Officials Representative.
- Eastern one Athlete Leadership Retreat - Jessica reported that she and the athlete representatives met and have completed the application for the Athlete Leadership Retreat. They used the document from Maine as a guide to create an application that will be put in a Google Doc. They plan to require all camp participants to commit to serving on a PVS committee. They will work on getting a final decision regarding the cost and travel and the application published in time for the January meeting for the Board to review.
- Next Scheduled Meeting: January 17, 2023
- The meeting was adjourned at 8:55 pm.

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## General Chair's Report November 2022 Board Meeting

**PVS November Open** - The size of the 2022 November Open (13,962 splashes) is very close to the size of the 2021 November Open (14,122 splashes) but about 12% smaller than the 2019 November Open as you can see below:

	<u>2022</u>	<u>2021</u>	<u>2019</u>
<b>Fairland</b>	3,688	4,068	4,742
<b>Providence</b>	3,221	3,429	3,030
<b>PWCS</b>	3,585	3,326	3,155
<b>St. James</b>		3,299	4,960
<b>Dulles South</b>	3,468		

**USA Swimming Scholastic All American Team** - Fifty PVS athletes were named to the [Scholastic All America Team](#) which recognizes achievement both in the water and in the classroom.

**USA Swimming 2023 Club Excellence Program** - Four PVS clubs were [recognized by this program](#) for excellence in developing age group swimmers. Congratulations to NCAP (Gold), AAC & RMSC (Silver), and MACH (Bronze).

**DEI 201** - I attended the USA Swimming DEI 201 webinar on November 10. They presented a lot of resources that can be used by clubs and LSCs to further diversity, equity, and inclusion. A copy of the webinar and links to these resources will be available on the [USA Swimming website](#).

### Updates from the General Chair -

The following updates were sent to all PVS Clubs on November 10 following the USA Swimming monthly LSC Leaders Zoom meeting.

**SWIMS 3.0** - There are still significant (in my opinion) problems with the system. USA Swimming is both working on the known problems and adding additional functionality. Some of the features listed as "coming soon" include: OME, Club Recognition Program, IMX and Virtual Club Championship reports, LSC Records, and

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Top Times Reports. They did roll out the Safe Sport Recognition Program this week. They will also soon have a tool where you can check your Club Excellence status at any time.

**Safe Sport** - USA Swimming pulled the Meet 360 Quality Control System legislation prior to the HOD solely due to member feedback. So, keep sharing your opinions. USA Swimming is working with the US Center for Safe Sport on a workable Quality Control System.

As mentioned above, the Safe Sport Recognition Program is available to club administrators in SWIMS 3.0. It is supposed to make the process easier, but I have no access to it, so I can't confirm that. Those clubs that have not completed it, and those clubs that did not renew it when it expired are encouraged to look at it again. I'd like to see PVS as one of the leading LSCs in SSRP recognized clubs as we were a year and a half ago. Training for athletes under 12 years old will be available soon. Information about the new Safe Sport Club Recognition application, including instruction documents and an instructional video is available on the [USA Swimming website](#).

**Regional Coaches Clinic** - There is a clinic scheduled for University of Maryland - Baltimore County on June 9-11, 2023. Further information is not yet available. There will be four other clinics at locations around the US in 2023.

**Webinar for 10&U Coaches** - The next webinar in this series is next week, with sessions available either Tuesday, Nov 15 or Wednesday, Nov 16. Information and registration links are available on the [USA Swimming website](#). Please invite all of your 10&U coaches to attend.

**Adult and Youth Learn to Swim Grants** - Applications for these grants are due December 15. Information, including grant guidelines, FAQs, webinar recordings about the grants, and applications are available on the USA Swimming website.

**Coach Registration/Certification** - In order for your club to be in good standing and fully compliant with the USA Swimming insurance regulations, all your coaches must be current. Please have them check it regularly and especially when they will be attending a meet. I really dislike having to send a coach home because they

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**General Chair's Report**  
**November 2022 Board Meeting**

can't be on deck due to not being in good standing. Some certs need to be sent to the [PVS Registrar](#) to be updated in SWIMS (e.g. Concussion training, CPR and Safety Training for Swim Coaches). Others are supposed to automatically be recorded after completion (e.g. BGC, APT, CAT).

Stay safe! Stay healthy! I hope to see you at a PVS meet soon!

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

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## Potomac Valley Swimming Operations Report

November 11, 2022  
PVS Board Meeting  
Operations Report

### Rentals

- Rentals for High school season and master's swim have started to come in
- 1 PVS club meet on the schedule

### Inventory

- Discussion of replacement pads needs to happen at the Board Level before net fiscal year. 12 pads need to be replaced to maintain our current inventory of 6 sets of 10 pads.

### Equipment Replacement

- Currently, we have 49 long touchpads in our inventory, including the new ones
- Over 50% of these are more than 5 years old, with the average lifespan (according to Colorado Timing) of 4 to 7 years
- Touchpads over 8 years old are not eligible for refurbishment (11 out of 49 fall into this category)
- Equipment does a great job rehabbing our touchpads, but once the front has a tear in it, it cannot be repaired by PVS and needs to be sent back. We just removed 12 touchpads from our inventory that needed frontal repairs but were all over 8 years old and could not be sent back to CTS
- Each touchpad costs between \$350 and \$450 to refurbish, plus the cost of the freight shipping. New touchpads are currently pricing at \$1335, and certified refurbished pads are only occasionally available for purchase
- A cost analysis can be done between the benefits we provide to PVS, and the swimming community around us versus the cost to maintain the equipment we have.
  - o Karyn and Kim have talked about some numbers- a report can be made if the Board is interested for November.
- The Equipment Manager would like to see the program continue- but we will need a long term plan to replace our touchpads in an orderly fashion in the coming years to maintain our inventory as it stands. This will cost more than the current available Operations Budget, hence the Board discussion.

We would expect to have to replace one set of harnesses this year (prime and backup) and additional backup buttons are always needed every year (they cannot be reliably soldered once broken). Radios and batteries were also recently replaced due to age.

**Officials Committee**

Nothing to report currently for discussion.

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**POTOMAC VALLEY**  
**SWIMMING**

### **Proposed Update to PVS Policies & Procedures**

Current PVS Policy for PVS paying the USA Swimming registration fees returning officials registration:

PVS will reimburse Officials the 2023 USA Swimming Registration fee for returning Officials who officiate a minimum of 10 sessions at PVS sanctioned meets in the 2022 calendar year. Once registered and paid, the Official will submit a reimbursement request to the Official's Chair, who will review, confirm the number of sessions, and request the reimbursement for the 2023 USA Swimming registration from the PVS treasurer.

Proposed policy update, beginning with the 2024 USA Swimming Registration year:

PVS will reimburse returning Officials the USA Swimming Registration fee after they officiate a minimum of 10 sessions PVS sanctioned meets (observed and approved meets are not included, with the exception of Black History Invitational) in the corresponding calendar year. After registering with USA Swimming and officiating a minimum of 10 sessions at PVS sanctioned meets in the corresponding calendar year (beginning January 1 of the USA Swimming registration year), the Official will submit a reimbursement request to the Official's Chair, who will review, confirm the number of sessions, and request the reimbursement for the USA Swimming registration from the PVS treasurer.