



## BoD Minutes

May 11, 2022

This meeting began at 8:30pm via ZOOM

### BoD members present

Steve Potter (DAQ) – General Chair  
Lucas Ferreira (GA) – Admin Vice-Chair  
Rob Copeland (SCAT) – Finance Vice-Chair  
Joe DeCarlo (RAYS) – Treasurer  
Nancy Harmon (SCAT) – Secretary  
Hugh Convery (GA) – Senior Vice-Chair  
Mike O’Shaughnessy (GOLD) – Safe Sport Chair

Ed Saltzman (DYNA) – Officials Chair  
Tommy Jackson (CAD) – DEI Chair  
Brook Kubik (DCS) – Operational Risk Chair  
Kevin Sullivan (OAC) – Open Water Chair  
Elizabeth Isakson (GOLD) – Senior Athlete Rep  
Rachel Todebush (SPAC) – Junior Athlete Rep  
Grace Ann Byerly (TWS)- Junior Athlete at-large

### BoD members absent

Sydney Pepper (DYNA) – Age Group Vice-Chair  
Meredith Green (BAY) – Coaches Vice-Chair  
Jarrod Hunte (DCS) – Coaches Chair

Matthew Grant (VAST) – Tech Planning Chair  
Hannah Burke (GA) – Senior Athlete at-Large

### GASI Swimming staff present

John Pepper, Business Manager  
Veronica Burchill, Director of Social Media  
Lora Thompson, Membership Coordinator

### GASI Swimming staff absent

### Others present

Karl Krug (SPAC) Governance Chair  
Wes Hamborg (WRA)

### Call to order, approval of minutes

S. Potter called the meeting to order at 8:34pm. Mission and vision statement of Georgia Swimming (GASI) presented

**Motion:** R. Copeland to approve BoD minutes from April 9, 2022 (B. Kubik, second)  
**Discussion:** no discussion  
**Vote:** Unanimous approval  
**Resolution:** April 9, 2022, minutes approved

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## **Officer Reports**

**General Chair (S.Potter)** No report. Long Course season starts this weekend with the Atlanta Classic.

**Admin Vice-Chair (L. Ferreira)** Report submitted. Governance Committee has updated the Georgia Swimming Policy and Procedures manual.

**Discussion:** Two items from GA Policy Manual highlighted.

- Page 28, item 2.0, language changes are for housekeeping and clarification. There were random fees previously noted causing confusion. Policy has not changed; fees and surcharges are now clarified.
- Page 34, items 7.3 and 7.4, new policy overlaps with the current language. Text was left as is, knowing that there is a conflict. M. Grant (Tech Planning Chair) has been asked to clarify and bring updated language to BoD.

**Finance Committee (R. Copeland, J DeCarlo)** Finance meeting held. **Discussion:**

**Discussion:**

- The Finance Committee agrees with S. Potter's request for Advice and Consent for Treasurer position (see new business).
- R. Copeland stated the Finance Committee is in full support of the changes to the Treasurer Position. The committee supports the creation of a bookkeeper/comptroller, paid, outsourced or parttime staff.
- Closed books through March 31, 2022. April still open so that J. DeCarlo can work with new Treasurer, with the ultimate objective that that person will close May with his guidance.
- Received a request for an unbudgeted expense of \$1200.00 for Select camps (3-6 swimmers at \$200 per swimmer). This is an expense that was removed from the budget due to Covid. R. Copeland asked if there were any objections to return expense to budget, hearing none, the committee will add it back to the budget.
- GASI currently has no credit cards; this is beginning to be problematic. The committee will investigate obtaining a credit card, draft a policy, and bring to the BoD.
- National Travel Fund – committee will be working with Treasurer and Sanction Chair on how to split out the surcharge from the sanction fees and put revenues into a separate line item account. Travel reimbursement will come out of normal line item this year (as budgeted). Revenue will go into new travel fund account as its being collected. Note, this fund only applies to athletes, officials will continue to be funded through the normal budgeting process.
- Working on next year's Sanction fees considering the new Travel Fund. Working on registration fees considering the new online registration system. Will start looking at budgeting process in the next month or so and come up with what registration and sanction fees should be.
- R. Copeland thanked J. DeCarlo for his hard work and service to Georgia Swimming. It was greatly appreciated, and he will be missed.
- Next Finance Meeting will be held June 7, 2022, 7:30pm, in order to precede BoD June 8, 2022

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Senior Chair (H. Convery) report submitted.

## Discussion:

- H. Convery reported regarding the Travel Fund. The committee feels it is important to get a head start on placeholder numbers for the Finance Committee to consider. In investigating the numbers, based on the Financial Report and P&L submitted at the HoD, it looks like GASI is having a banner year. Additionally, the Senior Chair talked with several clubs concerning number of athletes eligible for this fund and he feels they (the Travel Committee) may have overestimated numbers. With an income estimate of \$700,000 (later amended to \$70,000-\$100,000, see discussion) he asked if any consideration might be given to reducing the charge of meets prior to the new budget if these numbers are correct? Also, since the new fund has a contingency for additional eligible coaches might there be a consideration of adopting this portion to apply to upcoming summer meets as well.
  - **Discussion:** J. DeCarlo (Treasurer) questioned the \$700,000 income amount. H. Convery replied that it looks like GASI will be making that much this year and the balance sheet will be in excess of \$1,000,000. J. DeCarlo responded that is not accurate. He went on to say that our budget, once we subtract registration fees deducted by USA Swimming is around \$300,000 per year. H. Convery reiterated that the balance sheet submitted to the HoD shows over a million. S. Potter stated that J. DeCarlo is correct. He affirmed that an enormous chunk of our money is a pass through that L. Thompson (Registrar) collects and J. DeCarlo (Treasurer) sends onto USA Swimming.
    - L. Ferreira stated we need to set a date where these details are to be sorted out. He felt we should not continue to push it on. S. Potter stated, this was not time or place to discuss, it could not be solved tonight. He invited anyone who was interested to the next Finance Committee, led by R. Copeland, where the matter will be discussed. June 7, 2022, 7:30pm.
  - **Discussion:** R. Copeland asked a question of Governance Committee. Does the BoD have the authority to transfer funds and put them into a separate account or is this something that needs to be taken to the HoD, as they have budget authority? Essentially, who has the authority to take unfunded money and put it in a second account? Per K. Krug (Governance Chair) governance will need to investigate this. K. Krug asked since we are working with just one account isn't this just a separate budgeted item? R. Copeland responded that currently it would be an "unbudgeted transfer". Additionally, R. Copeland had concerns that we would have to liquidate our investment account and pay capital gains. He feels we need to research what all this does to our reserves. S. Potter stepped in and noted this is not the forum for this discussion. We need to revisit what exactly was passed at the HoD. We have some things we need to resolve; we are not liquidating our reserves for travel funds. We would be bad custodians of the trust that has been put on us if we started to liquidate our reserves. He invited K. Krug (Governance), L. Thompson (Registrar) and anyone interested to the next Finance Committee to be led by R. Copeland, where the matter will be discussed. June 7, 2022, 7:30pm.
  - **Discussion:** K. Krug brought up the issue of seed money. It was not part of the final proposal but was part of the discussion. This was discussed with the Finance Committee

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with numbers thrown out (\$50,000; \$150,000; \$200,000) with nothing being finalized. J. Pepper added that monies that had been set aside for a second COVID relief package that were not used (\$125,000) was suggested as a source but the exact dollar amount was never decided.

- H. Convery reiterated that there are surpluses in the budget this year that were unexpected. He admitted that his original number may be inflated by an order of 10 (\$70,000 vs. \$700,000). He apologized for this. J. DeCarlo accepted this number. H. Convery went on to say that the funds expenditure expects to be about \$100,000 per year and they'd like to get ahead by a year. He stated that it was clearly stated in discussions that there would be seed money with funds out of this year's budget. He agreed that we need to get everyone on board and have a number by our next BoD meeting.
  - K. Krug noted that the reason for the fund is to get ahead is to prepare for a possible 2 wave Olympic Trails again in 2024.
  - K. Krug asked if we'd need to call a special HoD meeting to finalize this as it is a budget issue? S. Potter again noted that we need to do our homework and discuss this at the next Finance Committee meeting, June 7, 2022, 7:30pm.
- Fines, still crazy. Big thing that came out is that there is emphasis on the responsibility of all coaches to enter their athletes correctly. Exemptions given this past SC season will not apply this summer.

**Age Group Chair (S. Pepper)** no present, no report

**Diversity (T. Jackson)** Diversity Camp was a success. Still receiving feedback but very positive. 27 athletes accepted, 24 attended. Feedback, positive: enjoyed both the coaches and speaker. Concern: classroom and swim time too split up better to combine sessions. Still receiving feedback.

**Secretary (N. Harmon)** having problem with GA Swimming Secretary email, please use [nharmon@mindspring.com](mailto:nharmon@mindspring.com) until corrected.

**Registrar (L. Thompson)** Registration going swimmingly. Currently registering LC swimmers.

**Discussion:** USA Swimming is changing the way they collect fees once online registration starts. As they are directly collecting money LSC's have the option to opt in for their portion. USA Swimming will reimburse LSC portion for a 4% transaction fee (LSC portion only).

- J. DeCarlo suggested setting fees at \$18.75 (prior \$18.00) to cover transaction fee
  - Adding to fee may need to go to the HoD.
  - R. Copeland noted that GASI has 2 options
    - USA Swimming collect all and reimburse GASI for fee
    - Split payment: USA Swimming fee/GASI fee
  - L. Thompson stated she could handle either option
- R. Copeland and Finance Committee will review options and bring proposal to next BoD.

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**Business Manager (J. Pepper)** report submitted. Highlights from Denver Workshop:

**Discussion:**

- Legislation is coming from USAS, they are discussing getting rid of 120-day transfer rule, shortening it to 30 or even 90 days. J. Pepper and L. Thompson have discussed 30 days except for extenuating circumstances (i.e., safe sport violation) and perhaps, putting a hold on transfers 30 days before championships.
- Southern Zone is redoing their budget and specifically looking to increase it. Considering adding \$.025 for all athletes, coaches, officials to cover increase. J. Pepper suggested at the zone meeting that this be a higher amount and levied only on individuals who participate at the zone level (sectionals and above).
  - S. Potter noted that this is not the first time Southern Zone has tried to impose these fees. They have not succeeded in the past. For further information on this issue see attached zone budgets.
- LSC Leadership needs to look at social media policy. Another LSC was sued by parents for posting a picture of their child. S. Potter asked M. O'Shaughnessy (Safe Sport Chair) to research and develop a statement to put into Policy and Procedures manual.
  - It was noted that most teams have safeguards in place that parents sign when registering their athlete.
- Governance Gaps. Need to do a Gap Analysis of BoD and committees to establish what are we missing and what do we need to move forward?
- LEAP3 – September deadline fast approaching and need deliverables submitted. GASI will lose money from USA Swimming if deadline missed. S. Potter asked that these deliverables be addressed and submitted.

**Athletes (E. Isakson)** Athletes Summit held. Awesome weekend. Had a great showing, lots of fun. Marco, who is on the AEC, spoke about committees and getting involved. Athletes Committee is in the beginning stages of talking about creating a Mental Health Day.

**Officials (E. Saltzman)** LC Age Group and Senior State Meet Referees have been identified.

**Safe Sport (M. O'Shaughnessy)**

- Four clubs are coming up for renewal. Working on them with V. Burchill's assistance.
- Social Media Policy: most clubs have a policy. Will investigate and provide a policy to consider next BoD. S. Potter stated this policy should be vetted through Safe Sport and Operational Risk in order to present a policy that limits potential risk to the LSC as well as our athletes and members.

**Operational Risk (B. Kubik)**

- Working with Georgia Dept of Health on PH issues. Issue tends to be with teams not privately owned. Specifically, those teams using county or city owned facilities.
- Successful Open Water event, one occurrence, followed up, athlete is doing well.

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**Coaches Chair (J. Hunte)** not present, no report

**Technical Planning (M. Grant)** not present, TPC proposal attached with HoD updates.

**Open Water (Kevin Sullivan)** not present at reporting time, no report.

**Discussion:** K. Sullivan will be stepping down as chair of Open Water. Meredith Green will take position

**Governance (K. Krug)** Next big project is taking on the Board of Directors Manual.

## **Old Business**

AVC motion to post submissions for governing documents.

**Discussion:** S. Potter got this from AVC submission. L. Ferreria stated that posting of the document is not in need of a motion. S. Potter stated we will revisit if this comes back up.

R. Copeland is moving the Finance Committee for next month (June) to June 7, 2022 at 7:30pm. This is for the committee to meet prior to the June BoD meetings, June 8, 2022.

## **New Business**

S. Potter is seeking the BOD's advice and consent for the position of Treasurer to succeed Joe DeCarlo.

**Discussion:** K. Krug (Governance Chair) Governance Committee reviewed the 2 candidates that expressed interest in their survey for '22 Spring Slate of Candidates. Kevin Sullivan had both a finance and swimming background. He is endorsed by the Governance Committee for the position of Treasure.

S. Potter agreed with the committee and appointed Kevin Sullivan for the position of Treasurer. He sought advice and consent through discussion, seeing none, called for a vote.

**Vote:** (S. Potter) appoint Kevin Sullivan, Treasurer  
**Discussion:** None  
**Vote:** Unanimous approval  
**Resolution:** Kevin Sullivan (OAC) appointed Treasurer, 1<sup>st</sup> Term

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## **Announcements**

Next BoD meeting – Wednesday, June 8, 2022, 8:30pm

## **Adjournment**

**Motion:** (R. Copeland): to adjourn J. DeCarlo, seconded

Discussion: None

Vote: Unanimous approval

Resolution: meeting adjourned at 9:34pm

Respectfully submitted:

*Nancy Harmon*

GASI Secretary

May 17, 2022

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## Reports: as submitted

**Georgia Swimming – Finance Committee**  
**Tuesday May 10, 2021**  
**7:30 p.m. Eastern**

Members in attendance: Rob Copeland, Joe DeCarlo, Steve Potter. Guests: John Pepper, Karl Krug, Lucas Ferreira

**Mission** - Georgia Swimming will increase opportunity, recognition and growth in competitive swimming. We believe that swimming provides life-changing experiences for young people.

**Vision** - Strong clubs, successful athletes, supported by Georgia Swimming.

### Agenda

- I. Review agenda and conflict of interest –
  - a. No conflicts reported
- II. Treasurers report – Joe
- III. Discussion on governance changes to treasurer
  - a. Governance committee identified 2 candidates in searching for treasurer. Steve to request advise and consent of the board to appoint one new treasurer
  - b. Look for board guidance on Finance Committee exploring bringing on paid staff (1099) or outsource bookkeeping/controller functions and financial reporting
- IV. Status on where we are on reporting, currency of our books
  - a. Reporting is current through 3/31/2022. Joe to work with new treasurer on closing the books for April
- V. Treasurer transition, in addition to April closing. Joe to work with new treasurer and Finance committee on:
  - a. Signatures on accounts
  - b. Quickbooks
  - c. Reporting software
  - d. Audits (workman's comp and external)
  - e. IRS request for abatement on filing penalty
  - f. Automated payments (towel process)
- VI. Moves and approved unbudgeted expense request. Request for \$600-\$1,200 (3 to 6(est.) X \$200/swimmer) to be allocated to travel reimbursements for Select Camps. Request from Lucas Ferreira. Note, we did budget for select camps in prior years, pre-COVID.



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- VII. Updated signatories on Wells Fargo relationship
  - a. Joe to work with new treasurer to update signatories and evaluate moving accounts to another bank
- VIII. Discussed moving year end to August 3. No action taken.
  - a. We will work with auditors to determine pros and cons and tax ramifications
- IX. Discuss change payroll date from 1<sup>st</sup> to (3<sup>rd</sup> or 5<sup>th</sup>) of month
- X. Discuss GA-Swimming credit card. Finance Committee recommends proceeding with acquiring GA-Swimming credit cards for limited individuals and use.
  - a. The Finance Committee will draft policy to address who gets cards, credit limits, usage, accounting procedures and authorities
- XI. Athlete Travel fund
  - a. \$3 surcharge \$6 out of state surcharge to begin after Atlantic Classic. Treasurer needs to segregate into sanction fee revenue and Travel Fund revenue into separate line items.
  - b. Current structure of travel fund is to cover athlete and coach only. Officials to be funded through regular budget
  - c. Finance committee to work with treasurer to set up Revenue and Expense Travel Fund line items in Chart of Account
  - d. Committee to look at sanction fee for next year on light of travel fund
- XII. Other topics
  - a. Begin evaluation of 2022-23 registration fee in light of 4% USA-S Technology fee and anticipated expenses
- XIII. Executive Session (if need to discuss personnel, legal, tax or similar affairs)
  - a. None

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Minutes for Spring Senior Committee Meeting 5.3.22

Committee members in attendance:

Hugh Convery , Harvey Humphries, Jeff Hike, Karl Krug, Mike Wardwell, Will Foggin and someone on an iphone

1. Reviewed LC Sr State @ UGA hosted by ABSC July 22-24. **Note to JF to make sure qualifying period is designated in the event file.**
2. Reviewed HOD's passage of the Travel Fund. Established that there will be an application that coaches must fill out to request funding within 90 days of meet. requested update from treasurer for # of refunds sent out for December meets. Asked to propose to board that it establish the initial deposit for the fund, suggested \$700k. Also asked to propose to board that next year's budget reduce sanction fees back to 2%.  
  
*Note: given that we are implementing the travel fund surcharge may 20 I would like to ask board to consider reducing the fee by a middle amount then.*
3. Updated committee on fines from sc sr state and discuss revision of policy for proof of times (include no shows?) grace given to most for sc. **Responsibility now on coach to accurately enter for lc.**
4. Initiated discussion for SC Sr State Dec 2-4 . forwarding to wil
5. Upcoming Sr events (below) discussion about zone team and possibly removing 15-18 from the ag zone and supporting the sr zone.
6. New Business: developing a sr plan for the lsc (sr circuit, sr leagues, more opportunities for our top end swimmers to compete with each other, more comprehensive plan for 15-18 2<sup>nd</sup> tier and developmental swimmers) No discussion. Alternative meets to sr sectional next march were mentioned.
7. New bus: concern about current treasurer situation. Support the idea that we either hire a bookkeeper or make treasurer a funded position.
8. Next meeting june 7 830p

## Upcoming Events

May 5-8 National Diversity Camp @ Colorado Springs

May 14-15 Open Water Zones

June 18-July 3 World Champs @ Budapest, HUN

June 29-Jul 2 TYR Pro @ Mission Viejo, CA

July 14-17 Senior Sectional @ Cary, NC

July 22-24 Senior State Champs @ UGA

July 26-30 National Champs @ Irvine, CA

July 27-30 Futures Champs @ Cary, NC

Aug 1-5 Juniors @ Irvine, CA

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## National Travel Fund

### **Rationale:**

By establishing a separate fund for national travel reimbursement, funds to assist athletes attending USA Swimming's biggest meets are assured. Additionally, the annual LSC budget can be trimmed down significantly, allowing meet sanction fees to be reduced.

**Effective date:** Funds would start to be collected **May 24, 2022** on all sanctioned meets. (\$3.00 per swimmer per meet, \$6.00 for out of state swimmers per meet)

- Travel reimbursement will continue to come out of the LSC budget through the end of the fiscal year (August 31, 2022)
- For the 22-23 fiscal year, travel reimbursement will come out of this fund, provided the LSC grants seed money from the 21-22 surplus.

### **Preface:**

This legislation change was written based on the proposed new Policies and Procedures Manual being presented at this HOD, replacing the sections below with the new policy outlined on the next page. *In the current P&P, this proposal would amend section 9.3.1 through 9.3.6.*

#### 6.3.2 Travel Allowance for National Meets

- ~~Clubs may seek reimbursement on behalf of athlete members who have traveled to National meets. The LSC Treasurer shall reimburse the athlete's club for no more than two meets in a fiscal year. The Senior Chair will submit an annual request to the LSC Treasurer reimbursement amounts for each meet by August 1st of for inclusion in the LSC budget. Reimbursement amounts as well as a total monetary cap will be established at the LSC Fall budget approval.~~

#### 6.3.2.1 Athlete Eligibility

- ~~To receive a reimbursement, a swimmer must be registered with Georgia Swimming at the time of the meet. First-year swimmers in the LSC must swim in two Georgia LSC meets in order to be eligible for reimbursement. Petitions for an exception to this requirement may be made to the Board of Directors. Athletes who participate as Relay Only Swimmers are not eligible for LSC travel allowance.~~

#### 6.3.2.2 Coach Eligibility

- ~~Teams may request travel reimbursement for one coach per meet as allocated in the annual budget.~~

#### 6.3.2.3 Requirements

- ~~To obtain a travel allowance on behalf of a swimmer, a club must send a request for reimbursement to the LSC Treasurer, along with itemized receipts for expenses, and a copy of final Meet Results indicating/highlighting at least one individual event in which the swimmer competed. Requirements for a coach are the same, with results reflecting that a swimmer from~~

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his or her club participating in the meet. Requests must be received by the cutoff dates in order to receive reimbursement.

## **6.3.2 Georgia National Travel Fund**

In order to establish a fund to support athletes and coaches attending National level meets, the following fees will be charged per swimmer at all sanctioned meets.

- **\$3.00** surcharge for all Georgia Swimming athletes
- **\$6.00** surcharge for all out-of-state swimmers

### **6.3.2.0 Surcharge Collection:**

All money collected through this surcharge will be placed in a separate account controlled by the Georgia Travel Fund Committee. The committee will be composed of the Senior Chair, Age Group Chair, a Senior Athlete (selected by the Sr Committee) and the finance vice chair. The Senior Chair will also serve as the chair of this committee.

6.3.2.1 The Travel Fund Committee will present a report quarterly to the BoD. The report will include the following: total balance, amount spent, amount allotted to each eligible meet and amount collected.

6.3.2.2 The allocated amount per meet and maximum allowance per swimmer (including the number of meets allowed for reimbursement) for a fiscal year will be established by the Georgia Travel Fund committee and presented at the Fall HoD.

6.3.2.3 The following meets will be eligible for reimbursement:

- Futures Championships
- Winter Junior Nationals
- Winter Nationals
- US Open
- Summer Junior Nationals
- Summer Nationals
- Olympic Trials
- Can/Am Nationals
- Para Nationals
- Other National Team Selection Meets as determined by the Travel Fund Committee

### **6.3.3 Athlete Reimbursement Eligibility:**

6.3.3.1 All 19 and under athletes currently representing Georgia Swimming and not currently enrolled in a college program are eligible for travel reimbursement.

6.3.3.2 College swimmers that have represented Georgia Swimming for at **least 2 years** prior to enrolling into college will be eligible. This includes athletes attending college or a university out of state BUT representing a Georgia Swimming club at National Level meets.

6.3.3.3 College swimmers attending an in-state university without previously representing Georgia Swimming are eligible for reimbursement for one (1) meet every fiscal year. Swimmers must attend at least one (1) meet within the LSC to be eligible for reimbursement.

6.3.3.4 Sponsored athletes or National Team athletes are NOT eligible for reimbursement.

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## **6.3.4 Coaches Reimbursement Eligibility:**

Coaches from a Georgia Swimming club who are credentialed to be on deck in one of the aforementioned meets are eligible to be reimbursed. *See the specific meet information for the formula on coach's credentials.*

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## Proposal #1

The following is a new meet bidding procedure to be considered by the Tech Planning Committee:

### 1.0 Meet Bidding Procedure

The short course and long course meet schedules for the LSC are determined at the spring and fall House of Delegates meetings, respectively. Notification of the Technical Planning Chairperson prior to the LSC meeting about proposed meets allows for overall LSC meet planning.

- 1.1 To gain permission to host a USA SWIMMING meet, a club must submit a Bid Meet Application (BMA) to the Technical Planning Committee (TPC) Chairperson at least 10 days before the Technical Planning Committee Bidding Meeting.
- 1.2 The TPC Chairperson will propose a meet calendar at the Technical Planning Committee Bidding Meeting, in which the TPC will discuss and amend the proposed meet calendar and vote, up or down, to accept this calendar for presentation by the TPC Chairperson at the appropriate LSC HOD (Spring meeting for SCY or Fall meeting for LCM).
- 1.3 Clubs will have the opportunity at the Technical Planning Committee Bidding Meeting to modify their bid without a stated cause.
- 1.4 Additionally, there is a bid meet amendment period (prior to July 1 for the SCY and prior to January 1 for LCM) for changes to meet without a stated cause. Clubs must follow the amendment meet process (see 1.5) for changing any meet information after the bid meet amendment periods (prior to July 1 for the SCY and prior to January 1 for LCM) have ended.
- 1.5 Clubs must complete a Meet Amendment Form in which they indicate any change(s) and the cause for the change(s). This must be sent to the TPC Chairperson to be presented at the upcoming TPC meeting for approval.

### 2.0 Non-Bid Meet Procedure

To provide flexibility for clubs to provide opportunity for their swimmers, a club can use these procedures to propose meets after the Bid Meet Procedures (See 1.0) have closed.

- 2.1 To gain permission to host a USA SWIMMING meet after the bid meet process concludes, a club must submit a Non-Bid Meet Application (NBMA) to the TPC Chairperson to be approved or presented at the upcoming TPC meeting, based on the type of meet (See 2.2, 2.3, 2.4).
- 2.2 Clubs requesting a Sanction or Approval of a Non-Bid OPEN Meet (a meet available for all teams and not bid at the appropriate LSC Meeting) must submit a Non-Bid Meet Application (NBMA) to the TPC Chairperson to be presented at the next TPC meeting.
  - 2.2.1 The club must provide all meet information on the form, including cause for the inclusion of the meet into the calendar for the application to be considered.
  - 2.2.2 The TPC meeting must occur at least 45 days before first day of the proposed non-bid open meet.

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- 2.2.3 The TPC will determine if the meet fulfills a specific need or has just cause and if the meet interferes in any way with bid meets on those dates. If the committee determines no need or no cause or a conflict with other bid meets for those dates, request for sanction/approval will be denied.
  - 2.2.4 If the meet is approved by the TPC, the TPC Chairperson will update the calendar and send the NBMA to the Sanction Committee Chairperson to acknowledge that the meet can begin the Sanctioning process.
  - 2.2.5 Upon placement on the calendar, the meet is considered bid and amendments will need to follow Bid Meet Amendment process (See 1.5).
- 2.3 Clubs requesting a Sanction or Approval of a non-bid limited meet (a multi-team meet limited to specifically named teams prior to the sanction and not bid at the appropriate LSC Meeting) must submit a NBMA. to the TPC Chairperson to be presented at the next TPC meeting.
- 2.3.1 The club must provide all meet information on the form, including cause for the inclusion of the meet into the calendar for the application to be considered.
  - 2.3.2 The TPC meeting must occur at least 30 days before first day of the proposed non-bid limited meet.
  - 2.3.3 The TPC will determine if the meet fulfills a specific need or has just cause and if the meet interferes in any way with bid meets on those dates. If the committee determines no need or no cause or a conflict with other bid meets for those dates, request for sanction/approval will be denied.
  - 2.3.4 If the meet is approved by the TPC, the TPC Chairperson will update the calendar and send the NBMA to the Sanction Committee Chairperson to acknowledge that the meet can begin the Sanctioning process.
  - 2.3.5 Upon placement on the calendar, the meet is considered bid and amendments will need to follow Bid Meet Amendment process (See 1.5).
- 2.4 Clubs requesting a Sanction or Approval for a non-bid closed meet (inters quad on inter-group, e.g., YMCA, Bays Club and not bid at the appropriate LSC Meeting) or a non-bid dual meet (a meet between specially named teams prior to the sanction of the meet and not bid at the appropriate LSC Meeting) must submit a NBMA to the TPC Chairperson
- 2.4.1 The club must provide all meet information on the form, including cause for the inclusion of the meet into the calendar for the application to be considered.
  - 2.4.2 The application must be received no later than 14 days before the meet for approval.
  - ~~2.4.3 The TPC Chair will determine if the meet fulfills a specific need or has just cause and if the meet interferes in any way with bid meets on those dates. If the TPC Chair determines no need or no cause or a conflict with other bid meets for those dates, request for sanction/approval will be denied.~~
  - ~~2.4.4 If the meet is approved by the TPC Chair, 2.4.3 The TPC Chairperson will update the calendar and send the NBMA to the Sanction Committee Chairperson to acknowledge that the meet can begin the Sanctioning process.~~
  - 2.4.5 Upon placement on the calendar, the meet is considered bid and amendments will need to follow Bid Meet Amendment process (See 1.5).

Renumbering:

2.4.4 becomes 2.4.3. 2.4.4 becomes 2.4.4

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## Proposal #2

**4.4.4 A Divisional Committee will be established as a LSC Standing Committee charged with maintaining the mission of the division program in GA Swimming, overseeing the Divisional Championship meets, aligning divisions with the mission and promoting the divisions program within GA Swimming. The membership will be comprised of divisional reps, tech planning chair or designee, representatives from senior and age group committee and not less than 20% athlete representatives.**

Rationale: To re-envision and reinvest in the Divisional system, the LSC needs to provide a committee that will have the mandate and ability to align the purpose, meets and support for these meets. A standing committee has the longitudinal capacity to create, review and maintain the vision and standards for the divisions in the LSC.



## Business Manager Report

May 11, 2022

1. I have attached at the bottom of this report the write-up from the USA Swimming Zone Workshop. Please review
2. I am working to flip the website to the new formatting of Team Unify. I am currently in sandbox mode work to have this updated and posted by Friday.
3. I have emailed the following board members for items that are needed for Leap renewal. Rob, Karl, Kevin, Mike, and Matthew (As of 03.06.22, no information has been received) LEAP is due to USA Swimming by **September 30, 2022** This is not negotiable and failure to submit our Leap 3 requirements will result in loss of our check from USA Swimming and possible repercussions from USA Swimming.
  - a. Financial Oversight - The allocation of LSC finances reflects the priorities of the LSC and should be planned on a multi-year basis. The LSC has access to collective resources greater than those of most individual teams within the LSC. Resources should be allocated to support the success of athletes, coaches, and teams of the LSC and include a specific allocation to include DEI and Outreach participation in all LSC programming.
  - b. LSC Investment Policy - A plan for the use of LSC financial reserves to benefit the LSC athletes, coaches and teams should be in place in the LSC. The policy should be available to members and include who is managing the funds, as well as how funds are invested and spent.
  - c. Sponsorship/Fundraising - The LSC can partner with businesses and individuals to secure funding, equipment, or services which benefit the athletes, coaches, and teams of the LSC.
  - d. Governance Committee - The Governance Committee supports the BOD in three areas: Board Recruitment, Board Development, and BOD Documents. The Governance Committee does not make BOD decisions. The Governance Committee should reflect the diversity of the members and teams of the LSC. **How the LSC Governance Committee is fulfilling its responsibility in each of the following areas: board recruitment, board development, board documents**
  - e. Athlete Protection - To maintain a healthy environment for athlete participation, LSCs should provide training opportunities (virtual or in-person), recognition/incentives for teams, coaches, and parents to complete Athlete Protection Training (Safe Sport /APT/MAAPP/SSRP). **How the LSC is proactive in promoting Athlete Protection programming in the LSC.**
  - f. Safe Sport Recognition Program - A worthy goal for every LSC should be 100% of their teams to complete the Safe Sport Recognition Program (SSRP). LSCs can encourage

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teams to complete training by providing virtual access, issuing challenges and incentives to teams to complete the SSRP program. **How the LSC encourages teams of the LSC to complete/maintain SSRP. What percentage of teams in the LSC have completed SSRP training?**

- g. Tech Planning- The LSC should encourage and facilitate alternative competition formats (virtual, dual, inter-squad, etc.) as well as hosting sanctioned meets which reduce the financial and time commitment of families and the need to travel to competitions. **How the LSC promotes, facilitates, partners with teams, and/or removes barriers for alternative competition formats in the LSC.**

4. **I am working on Member Recognition for Leap. Here is what they are looking for.**

LSCs should recognize athletes, coaches, teams and volunteers for their accomplishments and service. **How does the LSC recognize each of the following members?**

- a. **Diversity Representation:** *% of swimmers from “under-represented” out of total # of swimmers? Encourages Diversity and Acceptance, Growth and tracking of #'s*

This is going to be tough as the numbers show currently that our numbers are being presented as the following.

American Indian & Alaska Native	25
Asian	45
Black or African American	9
Hispanic or Latino	170
Native Hawaiian & other Pacific Islander	8
No Response	7388
Some Other Race	17
White	209
Total	7871

As you can see the numbers are not what we need to have as the majority have chosen to “no respond” to the question on the registration form. With the new SWIMS 3.0 coming out, the parent will be filling out all information and not the coaches or clubs. Lora will have more in the coming weeks/months. With our current breakdown, seeking grants or funding asking for athlete diversity, we will not be able to apply or ask for anything.

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## 2022 Zone Workshop Legislation

### Day penalty

I would ask the LSC to reduce the 120 days to 30-45 days at HOD and have put in place a 30-days stop on all transfers between clubs unless of a club shutting their doors or in the case of extreme safe sport issues (i.e. bullying, out casting, or mental or physical abuse to the athlete) before a LSC or Zone championship meet (Senior, Age Group State, Sectionals or AG/Senior Zone Championships (Open Water/Pool)).. At the LSC level I would recommend that in the case of Safe Sport issues, that the Safe Sport Chair get involved and investigate the issues brought forth in the request of the transfer.

### Southern Zone Budget

I would ask that the delegates of Georgia Swimming lean to the opinion of allowing a swimmer surcharge to be placed in the entry fees for all meets in the Zone. The fee would be \$5.00 that will be collected at the zone level meet and sent to the Southern Zone Treasurer. The following meet are in the zone; AG and Sr Zones, AG Sectionals, Sr Sectionals, and Open Water (Sectionals fall into the meets of Eastern Sr Sectionals – Spring, AG Sectionals, Eastern Sr Summer Sectionals, and other Southern Sectionals in Sarasota, Coral Springs and Plantation and Gainesville Sectionals) By applying the \$5.00 surcharge per swimmer in these meets instead of the .25 charge to all registered member of the Southern Zone. These members are coaches, officials, and only the premium athletes. (Not included are Season1 and 2 swimmers, Flex Members, and outreach members)

I would not recommend the splash fee be applied at the meets and only the surcharge. By approving the surcharge, the whole LSC is not hit with the .25 fee and have more push back from clubs that do not take part in the Sectional Meets.

The current fee that each LSC pays every year is \$50.00 and the increase will go towards athlete grants and travel reimbursement of Zone BoD members and coaches.

### LSC Leadership

I would like to ask that we create a social media policy to protect the LSC and the members of the Board from being sued. Several LSC's have one in place as one LSC was sued for a swimmer's picture that was put on social media without the parents' consent. I would ask that we use the legal knowledge of Mike O'Shaughnessy along with help from anyone else that can add to the social media Policy. Something to the saying that by becoming a member of the LSC, you are allowing GAS to use all pictures for LSC promotion or advertising.

### Governance

Do a GAP Analysis of the board to seek what areas are missing and who we need to seek to help the board and LSC move forward.

### **Veronica Burchill**

#### **Director of Social Media May**

#### **2022 Report:**

- **Podcast update:**

- **No big updates with audience or analytics, but we are very excited for upcoming Episodes. 33 Subscribers and played 562 times**

- **As always, if there are any specific individuals that would like to be interviewed or nominated for an interview, please reach out to me.**

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- **Social Media posts:**

- New posts regarding upcoming events are in the works, as well as meets for each month will be coming up soon.

- **Communications:**

- **Teaching Tuesday:**

- If there are any specific topics that the board would like me to write about, please let me know. Always happy to get some input and ideas.

- **Marketing photos/videos:**

- John and I worked on gathering photos for another marketing campaign for swim lessons. Video to be released soon with a campaign.

## Social Media insights (28 days) Mar 4 - May 9, 2022

<u>Facebook</u>	<u>Instagram</u>
Likes 1,045 (23 new likes)	Followers 3,382 (up 109) (118 new followers)
Women 77%	Women 61.3%
Men 23%	Men 38.7%
Facebook Page Reached 8.1K (Up 278.3%)	Posted content reached 6.7K (Down 6.4%)
Facebook Page Visits 654 (up 23.9%)	Instagram Profile Visits 5.3K (Up 11.7%)

## Mailchimp Bi-Weekly Newsletter Report:(numbers show data from Mid March to May 2022) Our

current enrolled number is 943 subscribers.

Emails Opened 584 (Average)

Reached 393 (Total number of unique people who see the post)

## YouTube Channel

47 Subscribers (+6 gain)

## SwimOutlet Update

We have had 545 click throughs.

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## Athletes Committee

### USA Swimming Workshop in Denver

We arrived in Denver around 3pm and headed to the Marriott Tech Center. Once we arrived we checked in and got name tags, entered raffles, maps, schedule, etc. We then were welcomed with a Keynote speaker. This presentation showed us what it truly meant to be together again after 3 years, this presentation was not like your normal keynote. The speaker talked about community and relationships and how to build these things. When we arrived, there was a card placed in our name tags. This card had a deep/unusual question on it. Our first task was to get up and ask someone you did not know the question and they were to ask you their question. This was the first time I interacted with the other athletes at the workshop and led to meeting some of my friends throughout the whole workshop. We then got a break to have dinner and continued with the workshop. At our tables we had to share a brief summary of a story without sharing the whole story. This was to help get people to be comfortable with building relationships deeper than on a surface level. After the keynote speaker finished, we headed to the "garage sale" as they called it, where you could buy USA Swimming items for very cheap. We then attended the athlete social/dessert bar. At this event, there were awards given for teams who have been doing outstanding work in their LSC. Unfortunately, GA did not win any of these awards. Though, it did give me new ideas on things we can be doing in our LSC to make it better. It also gave me motivation to be collaborative and active with more athletes in our LSC and hear what they want from us.

On Friday, Will and I started the day off with a yoga class offered by the workshop. We then went to our first targeted learning session which was DEI 101: The Who, What, How -Helping Boards and communities understand diversity, equality, and inclusion. This session was presented by speaker Leland Brown III. We started talking about how deep talk is needed to build true productive connections which leads to getting things done. These connections need to happen throughout teams and the LSC to maximum potential. Starting with diversity, we were informed that diversity does not just come from race, everyone has diversity and to find these things out we need to be building these connections. Connecting to someone is being able to relate to them on a deeper level in which you learn people's needs and why's. Connecting and learning with athletes/coaches "why's" will help maximize GA swim potential. A way to do this could be asking someone what success looks like for them, then following up with asking what they need. One way I thought to do this would be at the GA state meets, get out of my comfort zone and go up to people and ask them what they need. This allows us to build connections through other athletes in our LSC and build this human centered conversation. We then talk about inclusion, where you take things one step further to find out what they need and then put it in action. Accept and listen. Next came equality, where to work with this we are supposed to provide and give opportunities to those who we know need it or ask for it. To provide, we need to reach out to the under represented to build a connection and see what their needs are. Then we are to see if this is happening anywhere else and if not we fix it. From this session, I thought this was the most informative and beneficial talk. I got some next steps that we in the LSC can use. Some takeaways I got from this DEI throughout would be to try to talk to a new Athlete or team everyday to build connections. This comes with needing to be constant and motivated. Another thing would be connecting with older swimmers who have graduated, asking them what they think our LSC needs or needed when they were in positions. Another thing which I think we should start doing as the athlete reps, is to build goals at the start of each term and stay true to them.

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Quick Recap: Connect, accept and provide. Connect: reach out and ask teams what they need. We need to accept what they say they need and truly listen. Then we need to provide opportunity to those underrepresented and see if the issue is happening anywhere else.

We then attended the Athlete session, with some leadership skills and a USADA presentation. USADA is the non-doping agency that provides testing of drugs or substances that are illegal in competition.

Anyone who is a part of USA swimming has the ability to be tested. Always be checking the global/DRO.com website to check if a medication/ dietary supplement you are taking is on a banned list. The leadership info was more about figuring out what we want to get done each year and what will get done. These things will only happen with frequent communication. They made the big point being that athletes' voices need to be heard and that they can propose ideas for legislation.

We then were able to have a Q and A with Harvard swimmer, Schuyler Bailer. In this conversation we heard ways to be more inclusive to everyone and how we as teammates can support others on our team.

The final session of the day was goal setting without our LSC member. We started out talking just to the athletes about goals we have for our LSC and projects we want to do. We had help from an AEC member who is planning to keep in contact over the next few months. We then were joined by John and we had him pick 2 of the 10 projects we had written down to get started. The first project we are looking to do is a college recruiting podcast to help high school juniors and seniors figure out the recruiting college. There is already going to be a podcast with a UGA coach, we are planning on asking if he would be able to also answer some questions on recruiting. We will post on social media, a place for athletes/parents to ask any questions they have on this topic. We then will have another follow up podcast with college swimmers from all ranges (D1-D3, NAIA, etc.). We again will have a place where people are able to ask any questions they have about this process. We will be in contact with Veronica, the other athlete reps and college swimmers to get this done in the next few months. We will also be in contact with our assigned AEC rep to help make sure we are following through with this process. The next goal/project we had which we will be pushing until later is a mental health day or have a speaker come talk to athletes about mental health. We thought this could be an in person event, to build the LSC community, and we could start with a yoga session. I got some information from another LSC on a person they were in contact with who helped them with their idea on this. This project is still in the works but is something I feel would get lots of representation and something athletes would like. Finally we ended the night with going to dinner with people from the Southeastern LSC, the Gulf LSC, and many others.

Saturday morning started bright and early at 5:30am for the swim practice at the local high school. We then attended the Legislative review session. In this presentation, many pieces of new legislation were discussed but the piece I found to be the most interesting was the 120-day rule presented by the AEC athletes. They proposed to change this 120 days to a smaller amount or get rid of it completely. The floor was open to discussion and many good points came up on what we should do. After this session GA reps felt we should make an instagram poll to get the opinions of the GA swimmers on what they think should happen. We also learned after talking with the register, they were interested in shortening the days to 20-30 and not allow change to happen 30 days before/after championship meets. They also want to try and get this in effect immediately or by September 1st.

We then had a Luncheon award ceremony presented by the USA Swimming foundation. Many awards were given out to outstanding people for their work. Missy Franklin and Roundy Gaines were there and gave quick speeches as well. After this we attended the AEC national committee meeting. Here we

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learned all the places where help is available to athletes if needed. We also learned new ways to get more people involved. This was a Q and A session and the floor was open to questions. I felt this session was very informative knowing that other LSC are also struggling with the same things GA LSC struggles with and they were able to find solutions to them. We then went out to dinner with our LSC just talking about what we thought of the new things proposed. We then went to the athlete social where many team bonding games and kahoots were played. Sadly, my team got last and we were all given potatoes as a prize. We then ended the night socializing with new friends and other LSC members.

I also just want to say thank you to everyone at GA swimming who made it possible for Will and I to attend. We both learned many new things and ways to implement these things back into our own LSC. I can't wait to get started on all these new projects and I am looking forward to the athlete summit coming up.

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## Disability Committee Report

May, 2022

Georgia connected athletes were once again well represented at the World Para Swimming World Series meet that was held last month in Indianapolis.

William Rankine, Owen McNear, McKenzie Coan, McClain Hermes and Gia Pergolini

All swam exceptionally well. Three of these athletes are going to Portugal in June as part of the World Championship Team – McKenzie Coan, Gia Pergolini and McClain Hermes. I will also be there as I've been appointed as a Deck Official.

Plans are still in the works to get "The Fred" back on the schedule. Hopefully I'll know more after the Worlds.

Glenda Orth  
Chair



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Georgia Policy and Procedures Manual (HoD updates)



GA Swimming  
Policy Manual.docx

Southern Zone Task Force Report



SZ Budget Task  
Force Report.docx

Southern Zone Budge



Budget  
Worksheet-Coach