



**Board of Directors Meeting
May 16, 2023
Video Conference, 7:00 PM**

- Attendance – Voting Members: Tim Husson, Cherlynn Venit, Erik Collins, Aaron Dean, Trish Buswell, Jorge Zamora, Jessica Fry-Mack, JP Vanderloo, Evan Stiles, Greg York. Non-Voting members: Kelly Rowell, Kim Bullers
- Roll Call to establish Quorum – There are a sufficient number of voting members to conduct business.
- The meeting was called to order at 7:02 by Tim Husson.
- Mission Statement: **PVS supports and promotes excellence for all through competition, education, inclusion, and leadership in a safe, equitable environment.**
- Consent Agenda: Approval of Submitted Reports and [Minutes of March 21 Meeting](#)
 - General Chair
 - Age Group Vice-Chair
 - Official's Committee Chair
- Additional Agenda Items & Approval of the Agenda
- Review of Spring Workshop –
 - There were 10 PVS members who attended the USA-S Spring workshop. All attendees have submitted reports and they will be posted on the PVS Website for the membership to review.
 - Attendees were given an opportunity to present a summary of their report.
 - Tim Husson, General Chair
 - He attended a great program on Open Water and is hopeful that PVS will be able to bring OW back to PVS.
 - The Governance meeting gave a presentation on how to properly run a Board and committees.
 - The Safe Sport presentation focused on Meet 360 and various resources and how they are to be used in the meets.
 - JP Vanderloo, thanked the Board for allowing him to participate.
 - He attended a number of development session and has several ideas to bring back:
 - Collaboration with MD Swimming on a possible Swimposium.
 - A river clean-up of the Potomac River.
 - Cherlynn Venit reported;
 - It was a great opportunity to meet and connect with members of USA Swimming and other LSCs.
 - The Open Water presentation was great, and she plans to work with JP on getting Open Water events sanctioned in PVS.
 - The Governance meeting had good information regarding board orientation, sharing info with Google Drive, and how to ensure there are checks and balances within the LSC, Communication; active vs passive, social media – data analytics and scheduling.

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- Erik Collins reported that many of the meetings he attended focused on Athlete Mental Health and reinforced the commitment they are making to athletes' well-being.
 - There are a lot of resources for the athletes in the National Level and they are working to provide these resources to the clubs, to promote to age group athletes and to expand coaches' knowledge on athlete mental health.
- Aaron Dean noted that he was thankful to be able to attend. He enjoyed the opportunity to get to know members of the PVS Board better as well as meeting staff from USA Swimming and bouncing ideas off each other.
 - There were a number of great resources to bring back to our athletes and coaches.
- Greg York attended the Safe Sport meetings. There were four speakers focusing on Mental Health.
 - A big focus is athlete on athlete abuse.
 - They also discuss ways to retain Safe Sport certified teams and how to work on getting teams to recertify.
 - He learned that Virginia Swimming does not allow clubs to host meets if they are not Safe Sport Certified.
 - There was also a presentation on the importance of athletes getting enough sleep.
- Kelly Rowell – Official's Chair track covered a broad range of topics. USA-S is looking to develop some standards for certifications of Officials, this is in the very beginning stages. Officials recruiting is a big concern across all LSCs.
 - Some Officials Chairs were very new and have had minimal training. Many still look to PVS as a leading LSC and use resources from our website. PVS is very fortunate to have a great mentoring program.
- Eric Ramey – New Referee workshop – submitted a report.
- General Chair Updates: report submitted
 - Registration Status – According to SWIMS there are currently 12,740 athletes in PVS. This marks our largest year ever.
 - There is a new report in SWIMS, that gives stats over the past 5 years; including overall numbers for all the different age groups, male/female. USA Swimming is continuing to work on improvements to SWIMS.
 - Review of HOD - April 16 – Thank you to everyone that attended. 31 PVS clubs attended, 10 clubs did not attend.
 - The budget was passed, special thanks to JD for all his work on the budget.
 - Election results/new board members, who will take office September 1, 2023
 - Cherlynn Venit elected as General Chair
 - Aaron Dean elected as Senior Vice-Chair
 - Cliff Gordan elected as DEI Chair
 - There are a few vacancies that Cherlynn will be able to fill with the consent of the Board.
 - Finance Vice-Chair
 - Admin Vice-Chair

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- Coaches Representatives; Nicole Ericson (FISH) was elected as the Junior Coach Rep and Andrew Koons (YORK) will replace Aaron Dean, as the Senior Coach Rep.
- Officials Representative: Barb Ship was elected by the officials.
- Several Committees will also need new Chairpersons:
 - Technical Committee
 - Operational Risk
 - Open Water Coordinator
- Review of Eastern Zone Meeting - May 7 – There was a lot of great information shared.
 - There is a task force looking at the idea of changing the Spring Zone meet back to LSC team participation.
 - Eastern Zone P&P is in need of an update. There is a task force, led by two Athlete Members, to work on it.
 - Tim noted that he is finishing his term as Eastern Zone Non-Coach Director this year.
- USA Swimming HOD - Sept 23 will be a Zoom meeting. Tim will be in contact with the Board Members who can attend as delegates, as per P&P.
 - PVS is back in the top 5 largest LSCs. We will have 4 coach votes and 1 non-coach vote.
 - If you cannot attend, let Tim know and he will find a replacement.
- New club, returning club
 - The Silver Spring Y has renewed as a PVS Club after a few years away. They currently have approximately 45 swimmers.
 - Elite Aquatics is a new team in PVS. Rich Romero is the head coach.
- Finance Update – we will table the update until the June meeting.
 - A request was sent to the Board to waive the athlete surcharge for several swimmers who were entered into a couple of the PVS Championship meets, as relay alternates. These athletes did not compete in the meet yet were charged the athlete surcharge.
 - **Motion to waive the athlete surcharge for the alternate swimmers that did not actually swim in the PVS Championship meets, seconded and approved. 1 abstained.**
 - Erik Collins will work on drafting a policy change and will report back to the Board.
- PVS Summer Meets – Update
 - Meet Announcement and event files are all posted. Still waiting for the LC Open 2 meet announcement. One site is still in need of a Meet Referee.
- Zone Team Update –
 - Erik reported that the Zone Team Manager, Henry Tollefson, has stepped down and is unable to fulfill his responsibilities for this summer’s LC Age Group Zone meet. Erik thanked Henry for all his hard work, setting up the buses, hotels and apparel. PVS is now looking for a new Team Manager. If anyone is interested or knows someone, please let Erik know.
 - The hotel and buses are reserved, and the apparel choices have been made. The new Team manager will need to do the meet entries, place the apparel order and coordinate with the coaches while at the meet.

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- Zone Coaches will be voted on at the Spring Competition Committee Meeting, next week.
- Eastern Zone Athlete Leadership Retreat – Will be held in June in Maine.
 - There were 16 applicants. 15 athletes meet all the criteria including agreeing to serve on a PVS committee. Those 15 will attend.
 - Several coaches have voiced an interest in attending. PVS will send two coaches.
 - There was a brief discussion as to what the roles and responsibilities will be for the coaches.
 - Will there be a Stipend for the coaches who attend? PVS is paying all expenses including travel. PVS, MD, and VSI will be sharing a bus to travel there.
 - **Motion to provide a coach stipend of \$400 for the coaches attending the EZ Athlete Leadership Retreat, seconded and approved.**
- Competition Committee Meeting - May 23
 - Reminder. Zone coaches, discussion of various meet formats.
- VSI Surcharge, Aaron Dean reported that he met with members of USA Swimming to look into the surcharges that PVS and clubs pay when hosting a meet in VSI territory. Joel has been meeting with members of VSI to better understand the origins of their current policies. He will get back with his finding and upcoming plans for any possible changes to these fees.
- Board Manual - Job Descriptions & Required Tasks – More than a year ago, Tim sent out a document that includes a description of each board position and lists of specific duties. He will send out the document again and ask that all Board members review and update as needed. This is important to help when new board members are voted in.
- Next Scheduled Meeting: June 20, 2023
- The meeting was adjourned at 8:06 pm

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General Chair's Report May 2023 Board Meeting

PVS House of Delegates - Thanks to all that attended the in-person PVS House of Delegates on April 16. There were 18 clubs that had representatives in attendance. Thirteen additional clubs listened in to the proceedings by Zoom. Ten PVS clubs did not attend. College clubs are not required to attend.

[Election Results](#) are posted on the PVS website. Also posted are my [State of the LSC Presentation](#) and the [Approved 2023-2024 Budget](#).

USA Swimming Spring Workshop - Attending for PVS were me, Cherlynn Venit (Admin Vice Chair), Erik Collins (Age Group Vice Chair), Aaron Dean (Coaches Representative), Greg York (Safe Sport Chair), Kelly Rowell (Officials Chair), Eric Collins (New Referee), and our three Athlete Representatives. Lot of good information was exchanged. Each attendee is writing a summary report of the sessions they attended. Those reports will be posted on the PVS website.

Eastern Zone Spring Meeting - The Eastern Zone was held May 7, via Zoom. Draft minutes will be posted on the [EZ website](#). The bonus structure for Sectional meets was changed to guarantee a qualifier at least four events. A proposal was made to return the Spring Age Group Zone Meet to an all star format. A task force will study this issue.

I am also creating a task force to rewrite the Zone Policies & Procedures. If you'd like to be on that task force, please let me know.

I am finishing up my second term as Zone Director in September when a new Non-Coach Director is elected.

USA Swimming House of Delegates - The 2023 USA-S HOD will be September 23 with remote attendance. It was reported at the April USA-S Board Meeting, which I attended, that the percentage of coach delegates that actually voted last year was very low. This is disappointing since the coaches lobbied hard for increased representation on the restructured HOD. If you are a coach delegate, please exercise your vote, or let me know prior to the HOD so you can be replaced.

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In November 2021, the PVS Board created a policy on how our LSC delegates are selected. I've also been informed that since we were one of the five largest LSCs at the end of the 2021-2022 season, we get an additional coach delegate this year.

The PVS policy is as follows:

- USA Swimming rules state that each LSC is given 4 delegates; one non-coach/non athlete member and 3 coach members. Since we are one of the 5 largest, we get 4 coach members this year.
- The PVS non-coach, non-athlete delegate will be selected in the following priority order: General Chair, Admin Vice Chair, Finance Vice Chair, DEI Chair, Safe Sport Chair, Operations Vice Chair. If none of these individuals are eligible or available, the General Chair shall make the appointment with the advice and consent of the BOD.
- The PVS non athlete coach delegates will be selected in the following priority order: General Chair, Admin Vice Chair, Senior Chair, Age Group Chair, Senior Coach Representative, Junior Coach Representative. If the required members are not eligible or available, the General Chair shall make the appointment with the advice and consent of the PVS BOD.
- All athlete delegates are selected by the Zone Athlete Director.

SWIMS 3.0 - Online Meet Entry (OME) is now available and is being used for the EZ Super Sectional Meet, May 18-21. I am the Meet Referee for that meet and will report next month on how well it worked. Improvements are continuing to be made in the Officials Tracking System (OTS). Records and LSC Top Times have initial capability but are not yet ready for creating reports. The interface to the Education Module in SWIMS has been redone and will be launched this month. USA-S hopes that many of the problems encountered taking the required training courses will be fixed with this release.

LSC Leaders Call (May 11) - An email will go out to clubs next week with this information

- a. USA-S Safe Sport staff is working on a simple summary of the Meet 360 document to make it easier for meet hosts to understand their safe sport responsibilities as meet hosts. The complete Meet 360 document is available on the [USA-S website](#).

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- b. A Club Development webinar series is planned for this year. Topics are:
 - i. Grant Writing (May)
 - ii. Strategic Planning (July)
 - iii. Fostering Communities (September)
 - iv. Measuring Success as a Club (Dec)
- c. Coach Education Updates
 - i. A new Learning Management System (LMS) for SWIMS 3.0 is scheduled to be live on May 17.
 - ii. The requirement for current coaches to take Quality Coaching Framework (QCF) has been moved out to September 1, 2024
 - iii. A reminder that the Welcome to USA Swimming is only required for new coaches. It was also pointed out that this can be a good resource for families new to USA-S.
- d. Officials Certification Program (funded out of Keep Athletes First initiative) is still in study phase and ready to move to the development phase with a goal of having Stroke & Turn training by the first quarter of 2024.
- e. Coaches Leadership Summit is scheduled for Nov 17-19. It will be application based. Information and the application are available on the [USA-S website](#).
- f. USA-S is currently selling all session passes for the 2024 Olympic Team Trials in Indy. Three-day packages will go on sale June 15. Group Ticket sales will also begin in June.

Tim Husson
General Chair
GeneralChair@pvs swim.org

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Age Group Chair Report – May Board of Directors

Erik Collins

Several key things to report:

The annual Workshop hosted by USA Swimming in Denver was April 20-23. This was a busy four days put together by USA Swimming, with each LSC sending members out for lectures and interactive discussions on many different topics. I followed the "Coaches Track;" three particular things stood out to me:

- The Keynote Speaker was Matt Barany, head coach of the University of Richmond Spiders Women's Swimming & Diving team. He spoke about the significant effect that improved sleep had on his athletes: better overall health, better grades and subsequently, better performance in the pool. His talk was interesting, well thought out and backed up by quite a bit of data that he's compiled over a number of years. In general his presentation was well received, although there was talk throughout the weekend of just how practical his ideas are for busy college-aged student-athletes;
- A recurring theme during the weekend was the need to be more attentive to athletes' mental health & well being. Emily Kleuh, former USA National Teamer from University of Michigan, has been hired by USA Swimming specifically to help current National Teamers to navigate the ups & downs of elite level training & competition. She spoke about her work with the athletes at various training camps and competitions, the practical need for action plans in the event of panic attacks, the difference between "eustress" and "distress" (which is good stress, and bad stress, respectively), and a new mental health certification called "Mental Health First Aid," which is a 6 hour training consisting both of virtual & in-person segments that will help coaches respond & interact more thoroughly with their athletes in the event of a mental health event. One point that came up in the Q&A part of her presentation was that "people aren't happy all the time, which is natural." The need for athletes to develop resiliency is just as important as their training in the water, and that "self-regulation is a skill." Emily is passionate about this topic and her talk was well received;
- Beth Winkowski, Dana Skelton and Terry Jones from USA Swimming gave a presentation on "Dealing With Parents," which was excellent. Each former coach drew on their vast experience on deck and offered key points on how best to engage swim parents and promote the idea of long term athlete development (LTAD) as opposed to gaging success based on immediate results. It was an excellent presentation and coaches were appreciative of the ideas offered by Beth, Dana and Terry;
- lastly, Liz Kershaw, the Chair of the National Age Group Development Committee, asked if I'd be willing to help out with some projects the AGDC is currently working on. I sat in their ZOOM meeting last week and will do so through the ABM to contribute as needed.

I think the Workshop was an excellent opportunity to network with other coaches and Age Group chairs, exchange ideas and hear what's important to other LSC's across the country. I appreciated the opportunity to represent PVS at this event.

Here in Potomac Valley, the most pressing issue is the Coaching Staff for the LC AG Zone Team: we are still in need of coaches for the 2023 PVS LC Zone Team. The meet will be held at Collegiate School in

Richmond from August 2-5. The meet is Team Travel this year, so coaches need to be available from Tuesday, August 1 through the team's return late on Saturday, August 5. Also, we're in need of a Team Manager for the meet this Summer; we had a Team Manager in place, but he stepped down this week due to mounting responsibilities with his own team through the Summer months. The hotel and bus contracts for the trip are already in place, and a vendor for the apparel order has been retained. Going forward the Team Manager will still need to finalize the Athlete Application, submit the apparel order and handle the actual entries for the meet. If anybody is interested in either a coaching position or the Team Manager position, please contact the PVS Age Group Chairperson, Erik Collins, at erikcollins19@gmail.com

All coaches need to be voted on and approved at the Spring CCM, which is next week (May 23), so we're getting down to crunch time.



PVS Officials Committee Report
May 2023

PVS Officials Travel Reimbursement – Early Spring 2023

Meet Official	Reimbursed Amount	Maximum Reimbursement
EZ Sectional Championships (South)		\$500
Betsy Bajwa	\$ 500.00	
Steven Kaiser	\$ 500.00	
Mike McCarthy	\$ 500.00	
Jessica Moore	\$ 500.00	
Hope Oehler	\$ 500.00	
EZ Sectional Championships (North)		\$500
Kate Johnson	\$ 500.00	
EZ Age Group Championships		\$500
Joseph Johnson	\$ 500.00	
Scott Witkin	\$ 500.00	
TOTAL	\$ 4,000.00	
2022-2023 TOTAL TO DATE	\$ 7,317.67	

PVS Officials Registration Reimbursement – as of March 21, 2023

Officials Qualified for PVS to Reimburse 2023 Registration Fee	274
Officials Registered for 2023 Who Qualified for PVS to Reimburse 2023 Registration Fee	256
Officials Who Requested 2023 Registration Fee Reimbursement	173

PVS Officials as of May 10, 2023 **464**

PVS Officials – New Certifications since September 1, 2022

Newly Certified PVS Officials	102
Previously Certified PVS Officials Who Added a Certification	44



Certified PVS Officials In Good Standing By Club as of May 10, 2023

Club	Premium Athletes	Registered & Certified Officials	Officials Required by	Shortfall
AAC	598	19	20	-1
ANSC	0	0	0	0
APAC	12	0	0	0
ASA	277	23	9	14
ASTS	106	3	4	-1
AU	1	0	0	0
BWST	138	7	5	2
CSC	123	1	4	-3
DCPR	208	24	7	17
DRAG	64	7	2	5
EA23	12	1	0	1
ERSC	9	0	0	0
FAA	24	0	0	0
FAST	40	2	1	1
FISH	314	12	11	1
FXFX	215	12	7	5
GMU	0	0	0	0
GW	19	0	0	0
HACC	148	1	5	-4
HEAL	25	0	0	0
JFD	223	1	8	-7
LIFE	195	0	7	-7
MAC	100	1	3	-2
MACH	1186	38	40	-2
MAKO	394	26	13	13
MSSC	89	10	3	7
NCAP	1972	88	66	22
OCCS	496	29	17	12
PAC	212	15	7	8
PGPR	78	0	3	-3
PM	577	12	19	-7
RIPS	11	1	0	1
RMSC	1691	64	57	7
RWST	0	0	0	0
RY	107	8	4	4
SDS	403	10	14	-4
SSCT	17	0	0	0
STJS	171	3	6	-3
TANK	36	1	1	0
TIBU	100	3	3	0
TOLL	201	10	7	3
TRA	11	0	0	0
VLAC	70	1	2	-1
WEA	20	0	0	0
WSH	43	0	1	-1
YORK	779	15	26	-11
YSS	10	0	0	0
UN	15	16	0	16