



**President's Report – Peter Guadagni
Board of Directors Winter Meeting (Sarasota, FL)
February 29 & March 1, 2020**

Let me start by thanking Patty Miller and all the past presidents for their support and counsel. The job of selecting committee chairs and appointing members to our many committees is one of the most challenging tasks for the president, particularly a new one. The input of the past presidents, current officers, our CEO, and his staff made this job manageable. I also want to thank all of you, my fellow board members, for your participation and engagement in our calls as I have tried to gain my footing as your leader.

In my candidate statement for president I promised to strengthen our support for local programs. We cannot do this if our national and local organizations operate independently. I am pleased that our winter Board meeting, with its theme of “Bridging the Gap Between National Strategies and Local Implementation”, will be focused on addressing these challenges. We are confronted with a wide diversity in the development of Masters swimming across the country and philosophical differences with some local leaders. Our objective as a Board is to find solutions that will enable USMS to reignite growth and continue to thrive. I look forward to working with you on this goal.

Another focus area has the Volunteer Task Force recommendations and additional steps we can take to optimize volunteers as resources. The Board approved most of the VTF proposals for further development. We need to act on these ideas or explicitly decide some should not be pursued. Fortunately, many of these proposals do not require legislative changes or other actions that might spark unneeded controversy and division. The Executive Committee has discussed several proposals that can be addressed by working with individual committees to change priorities. In the not too distant future, I hope to bring back a list of approved VTF proposals that we can consider closed. The Governance Committee has also been deliberating on some of the issues raised by the VTF proposals along with presenting BOD education topics.

I also serve as the EC liaison for several Board Committees. The Compensation and Benefits Committee has prepared and discussed material related to our CEO's compensation, as they do every winter. They have also been working through the transition from Ed Coates to new chair, Ericka Braun. The Swimming Saves Lives Foundation (Jay DeFinis, chair) and the ALTS Ad Hoc Committee (Carrie Stolar, chair) are appreciating the clear delineation of roles and responsibilities that resulted from the creation of the ALTS group. After last year's first auction, the SSLF is eagerly preparing for a second with a longer duration and expanded items. The new ALTS Committee preliminary priorities are aimed at boosting USMS programming capabilities in this area.

I look forward to a productive meeting in Sarasota!



**Vice President of Administration's Report – Chris Colburn
Board of Directors Winter Meeting (Sarasota, FL)
February 29 & March 1, 2020**

Vice President of Administration (Chris Colburn)

1. I have communicated individually with each of the committee chairs to get up to speed on the work of each committee; the committees' communication styles and frequency; and to understand how the committees interact both within the division and with other committees and parts of the organization.
2. I held a call in February with all division chairs and most vice chairs to discuss items of interest, requests from the Board and from me, and any requests from within the division on current work. As with my previous division, I plan to hold these calls quarterly to keep the lines of communication open. During that meeting we discussed the Committee Description template, and I asked the committees to begin to develop drafts in advance of the Winter Board Meeting, knowing that the exercise may take more time for some committees than others.
3. I have communicated with the National Office on the 50th Anniversary activities that will be taking place in and around Spring Nationals. On the Tuesday before Short Course Nationals (April 21), I will be in Amarillo TX, to meet with Bob Beach and John Spanuth, who are planning to tour the current Amarillo Aquatic Club facilities on the site where the first Nationals was held in 1970.

Championship Committee (Jim Clemmons, Chair)

1. Preparations well underway for 2020 USMS Championship Meets:
 1. 2020 Nationwide USMS Spring National Championship, San Antonio: pre-event site visit accomplished Dec 4, 2019, verified NQTs, established order of events (OOE), established preliminary timeline, completed testing online entry system, completed EAP, completed meet program details for publication, continuing to fine tune details.
 2. 2020 USMS Summer National Championship, Richmond: established OOE, established preliminary timeline, verified NQTs, working on meet information development and details for publication. Site visit scheduled for Thursday, May 14, 2020.
2. Communications ongoing with 2021 hosts regarding attendance at 2020 events, logo development, pre-meet advertising, inclusion on the four pre-event and one post event emails for the 2020 events.
3. Responded to bid packet inquiries/requests for 2022. Solicited to date by: Indy/IUPUI, spring; Texas A&M reps, spring; Federal Way/PNA, summer. Bidding resources sent to inquiring parties, worked with the National Office (NO) to update to 2020 versions prior to sending out. Working with NO to plan/implement reach out effort to seek additional bidders from qualified facilities.

4. Continuing work with National Office to evolve model for USMS support of national championships, (i.e. who does what), and continuing to work on committee/office relationship, understanding roles and responsibilities in general.
5. Continuing to work with other standing committees and re-considering the regional versus local clubs rule related to scoring, updating bidding resources, and documentation of timing requirements to make meet deadlines.
6. Committee communications have been primarily through forums with some email. National Office communications are taking place via email, USMS Dropbox, and Google docs.
7. Committee may (or may not) consider submitting rules change proposals keeping the June 10 submission deadline in mind.

Legislation Committee (Richard Garza, Chair)

1. The Committee had their initial meeting in February to introduce the members of committee and to lay out the committee's work for the year.
2. During its first meeting, the committee discussed questions that arose from some LMSCs regarding responsibilities surrounding securing observers for recognized meets.
3. Following the initial meeting, the Chair distributed a document to the committee outlining the year's work, communication methods, and meeting frequency.
4. Based on committee feedback, monthly meetings have been set for Sunday evenings. As of the writing of this report, the committee is in the process of determining their March meeting date. Additional discussions will be held online as needed throughout the year.
5. The Chair has engaged in ongoing discussions with the Chair of the Rules Committee to evaluate and brainstorm on a potential proposal to reorganize Part Two of the administrative regulations to better align the Rule Book along functional lines with respect to membership and sanctions for pool and open water events.

Membership Committee (Susan Ehringer, Chair)

1. The Chair has been in contact with the members of the Committee and has begun to set forth the Committee's work for the year, as well as going forward.
2. The Chair held a Peer-to-Peer call in January in cooperation with LMSC Development to present and discuss the volunteer role of the LMSC Membership Coordinator as it has evolved from the original Registrar position.
3. The Chair has begun to work with the committee to develop a draft Committee Description in line with the Committee Description template and the work they are planning.

Rules Committee (Charles Cockrell, Chair)

1. The committee held a winter organizational call on February 11. They are planning to follow the same pre-convention process as the last 2-3 years. The committee is discussing potential rules amendments in their winter call with a spring meeting to review significant proposals. The deadline for receipt of proposals from LMSCs, standing committees, or the Board of Directors is June 10. The committee will meet, review, and determine a recommendation on each submitted proposal in June and July to prepare a pre-convention packet by August 1.
2. The committee will work with USA Swimming Rules and Regulations Committee to draft some guidance for USMS members who routinely work out with USA Swimming clubs to ensure compliance with Minor Athlete Protection Policies (MAAP).
3. The committee plans to do a review of the transgender athlete policy in accordance with rule 102.5.3. This is a rapidly evolving area and the chair has been monitoring developments in other sports as well as evolving policies in the transgender community.
4. Rules and Legislation have discussed a potential proposal to re-organize Part Two of the administrative regulations which would align membership, pool sanctions, and open water sanctions with other parts of the Rule Book.
5. The committee will be publishing updated guidance on dual-sanction meets to address some recent questions from at least two LMSCs.
6. A proposal around verification of times for National Championships is under discussion.
7. The Chair is planning to attend the USA Swimming Rules and Regulations Committee meeting, scheduled for May 29-30 in Denver.



**Vice President of Programs' Report – Donn Livoni
Board of Directors Winter Meeting (Sarasota, FL)
February 29 & March 1, 2020**

Donn Livoni

The Programs division consists of three committees (Long Distance, Officials, and Open Water). The VP of Programs serves as an ex-officio member of these three committees. I am extremely fortunate to have worked with a committed group of committee chairs. All three of these committees work all year as they have a continuous work cycle preparing for pool meets and open water events and championships. For details of each committee's achievements, please refer to their reports.

Both the LDC and OWC chair and vice chair have been actively involved with the OWSTF.

Long Distance Committee (LDC)

Long Distance Committee Statement

Mission /Purpose: The Long Distance Committee (LDC) is dedicated to providing United States Masters Swimming (USMS) members with safe, competitive, and fun Open Water National Championship (OWNC) and ePostal National Championship events. There are a variety of open water courses in various bodies of water throughout the United States and the LDC works in partnership with event hosts to utilize those courses for national championship events. In addition to supporting Open Water National Championship events, the LDC works in partnership with hosts of remote pool long distance national championships (ePostal events) to give swimmers the opportunity to challenge themselves to try longer swims in their area, and to compete and compare their results against others on a national level. At the end of a calendar year the LDC awards Individual Men's and Women's All American status, Relay All American status, All Star status, and ePostal Award recognition. In addition to planning, hosting, collaborating, posting results, monitoring, and evaluating the eleven national championship events held each year, the LDC evaluates and proposes rules changes, collaborates with other committees and the National Office, and sets goals and benchmarks for the committee. Through the work done day to day, the LDC strives to bring high quality long distance national championship experiences to USMS members.

Measures of Success: There are five e-Postal events and six Open Water National Championship events yearly that the LDC recruits, retains and oversees. The measures of success include participation, the distribution of events throughout the country, and overall excellence in experience for the host and USMS members.

Partnerships: The liaisons from the LDC for each of the Long Distance National Championship events work with the National Office and the hosts to develop and approve the event information and entry, publicize the event by submitting links, photos and articles, and to post preliminary and final event results. Where possible, the LDC works with the host and the NO to hold clinics before an event to facilitate comfort and ability for members to participate and compete in open water venues.

Roles and Responsibilities: The LDC solicits and reviews bid proposals, then selects the sites for the long distance championship events.

The LDC works in a coordinating and advisory capacity with event hosts and makes recommendations to enhance the quality of long distance championship events.

The LDC maintains records and tabulates and selects the Long Distance Individual and Relay All-American and Long Distance All-Star Teams.

The LDC assures that the competitive rules in Part 3 of the USMS rules and regulations provide for fair and equitable competition in the best interests of all USMS members and that USMS members and hosts are informed of current rules, interpretations, and changes.

The LDC initiates, accepts, considers, and reports proposed amendments, with the committee's recommendations, and at the annual meeting of the House of Delegates, in accordance with the provisions of Part 6.

When necessary, the LDC interprets and renders opinions regarding any provision of the rules and regulations of USMS within the committee's jurisdiction as defined in article 601.1.

Organization/Membership: A passion for Open Water and Long Distance Swimming unites the members of the Long Distance Committee. Each committee member brings a unique skill set that includes technological competencies, interpersonal strengths, and experience as participants, event organizers, observers/and or evaluators of various open water and long distance swimming events to their individual and collective roles within the committee. Each LDC member has principal leadership responsibilities, as well as opportunities to support a number of different active working groups.

Committee Meetings: Committee members engage regularly in active eForum discussions, deliberations, and collective decision making towards LDC subcommittees, rules, and long distance national championships. These discussions via the forum and other online platforms also include a monthly conference call. We hold two committee meetings and present long distance committee rules and other awards during House of Delegates Meetings at the United States Masters Swimming/ United States Aquatic Sports annual convention.

Committee Members

Ali Hall, Chair; Phyllis Quinn, Vice Chair

Alana Aubin, Chuck Beatty, David Brancamp, Jim Davidson, Jenny Hodges, Laurie Hug, Sarah King, Stephen Rouch, Catherine Rust, Lorena Sims, Bob Singer, Robin Smith, Joanne Wainwright, Jill Wright; Ex-Officio: David Miner, Jay Eckert, Kim Elsbach (OWC); VP Donn Livoni

Introduction

Duties include: The Long Distance Committee shall oversee the rules and administration of open water and long distance events. The committee shall solicit and review bid proposals and select the sites for the long distance championship events. The committee shall work in a coordinating and advisory capacity with event hosts and make recommendations to enhance the quality of Long Distance championship events. The committee shall maintain records and select the Long Distance All-American and Long Distance All-Star Teams. The committee shall assure that the competitive rules in Part 3 of the USMS Rules and Regulations provide for fair and equitable competition in the best interests of all USMS members and that these members are informed of current rules, interpretations, and changes. The committee may initiate and shall accept, consider, and report proposed amendments, with the committee's recommendations, at the annual meeting of the House of Delegates, in accordance with the provisions of Part 6. When necessary, the committee shall interpret and render opinions regarding any provision of the rules and regulations of USMS within the committee's jurisdiction as defined in article 601.1

Progress and Key Projects Since 2019 Convention

Ongoing Collaborations:

*The LDC met December 15, 2019 and January 26, 2020. Following Convention and between meetings, LDC members and working groups actively share information and collaborate on the Forum.

* The LDC continues to work collaboratively with the Open Water Committee on rules-related matters.

* The Chair and Vice-Chair continue to participate in Open Water Task Force (OWTF) Strategies Conference Calls with the National Office staff. The committee receives updates as to the progress from these calls.

*The 2019 Convention Presentation workgroup shared their participation and recognition materials with the Open Water Committee, to pass along to interested LMSCs.

*The Communications work group coordinates efforts with the National Office.

*All Long Distance National Championship (LD NC) liaisons and back ups collaborate with the National Office for event coordination and publicity.

*The Results working group collaborates with the National Office for posting preliminary and final event results, as well as Records, All American and All Star individual and relay recognitions.

*The LDC passed a policy eliminating the LD NC bond requirement, and is revising forms and documents to reflect this change, to be consistent with the National Office removing this obligation from hosts.

Recognizing Excellence and Service, Long Distance National Championships:

*2019 All Star tabulations are completed and the LDC is currently selecting a recognition prize, in collaboration with the National Office.

*2019 ePostal Series and series “multiple-year-swimmers” tabulations have been completed, awards are being mailed

*The LDC has begun soliciting nominations for its annual award. This recognition will be awarded to a USMS registered individual or group who has made significant contributions to the success and promotion of USMS Long Distance National Championship events. These events include five e-Postals and six Open Water National Championship events. The deadline for nominations will be July 1.

Supporting and Enhancing Long Distance National Championship Events:

*The LDC is working to increase participation in LD NC events, consistent with recommendations coming from the Goals working group.

*Individual All Americans and relay All Americans and All Stars from 2019 have been finalized and uploaded to the USMS results pages.

*All 2020 Long Distance National Championships assigned liaisons and backups are working successfully with event hosts.

*The LDC agreed to recommend that hosts describe back up plans and personnel and is implementing this recommendation across events.

*An open water clinic will be held near the Lake Erie OWNC on July 17, registration is currently open for this.

*The 2020 USMS One Hour Postal LD NC, hosted by Tamalpais Masters is currently open for entries.

*The 2020 USMS Ultra-Marathon Distance OWNC (Newport, VT) is currently open for entries.

*The 2020 USMS Middle-Distance OWNC (Lake Erie, OH) is currently open for entries.

*The 2020 USMS Marathon Distance OWNC (Hague, NY) is currently open for entries.

* The 2022 LD NC Selection working group is recruiting qualified bids.

Continuous Quality Improvement:

*The LDC drafted a refreshed mission statement at our Vice President’s request.

*The LDC Goals working group is forming its slate of priorities and facilitators for 2020 and 2021.

*The Documents working group is updating LDC documents, championship packets and timelines.

*The 2020 Convention Presentation workgroup is preparing an offering for LDC Meeting Two. The workgroup will be making their summary available so that LMSCs and coaches can share in their communities.

*The Head to Tail working group is reviewing the entire flow of documents, steps and deliverables related to LD NC events, to identify improvement opportunities.

*The LD NC Host Tutorial working group is designing a presentation to inform and support host efforts.

The LDC maintains the following general “High-Level Timeline Items by Month.” These items remain on the monthly agenda, as well as a listing of future conference call dates, so that all LDC members remain consistently informed:

January:

New OWNC season registrations open

prepare bid letters and documents

initiate work on new goals

February:

send out bid letters and post documents

send out award nomination requests

begin to consider rules changes

March through May:

consider rules changes

begin recruiting bids

updates on LD NC events progress

June:

Prepare next year’s events

finalize rules proposals

finalize award nominations

finalize bid recruitment

thick of the competition season

July:

award working group meets

bid selection working group meets

August:

finalize all LDC details to prepare for convention

September:

Convention

October-December:

Request to post 2020 season details

Conclude remaining event details

Open registration for 2020 OWNCs that would like

Wrap-up year's business

Officials Committee (OC)

Officials Committee Statement

Mission/Purpose: The Officials Committee (OC) is responsible for training, education, and certification programs to ensure that the competitive program offered to USMS members is conducted with the highest standard of professional officiating and in full conformance with USMS rules and regulations.

Measures of Success:

1. The USMS Officials Certification program, a growing body of USMS officials certified in all required deck positions.
2. The support of National Championship meets through the OC Travel Stipend augmenting officials recruited by the Host with trained, experienced officials with extensive USMS experience.
3. Current website materials to support LMSC officials training and meets.

Partnerships: The OC works closely with the National Office (NO) in our certification program and National Championship meet support. Each new official is provided a Mini Rulebook, mailed by the NO, and an USMS Officials Certificate. An online listing of all USMS certified Officials is maintained by the NO for use by LMSCs, Meet Directors and Meet Referees. At Championship meets the NO arranges a block of hotel rooms reserved

for Officials and provides support materials for use at the meet (rule books, mini rule books, neck coolers, shade umbrellas, and all necessary supplies for the Administrative Referee).

Roles & Responsibilities:

1. Develop and maintain training resources and administer our USMS Officials Certification program.
2. Help recruit experienced USMS officials and provide on-deck mentoring for Championship meets.
3. Develop and maintain standardized USMS meet materials and briefing documents available on the USMS Officials website.

Organization / Membership: OC members need extensive experience as a deck official, preferably as Meet Referees and/or LMSC Officials Chairs. Our members need high level views and hands-on experience of training officials, organizing meets and staffing decks. Prefer significant USMS meet experience and being both an USMS athlete and official is a plus.

Committee Meetings: OC committee meets roughly every 6 weeks via conference call on weeknights plus ad-hoc meetings at Championship meets.

Mission of USMS:

To promote health, wellness, fitness and competition for adults through swimming

Vision of USMS:

USMS will be the premier resource for adult aquatic fitness in the United States and will make fitness through swimming available for as many adults as possible

- a. USMS Officials Certification program. Continued advocacy/development of USMS certified officials in all positions (Stroke & Turn, Starter, Referee). Unique test with USMS questions part of the certification process.
 - Supports our USMS competitions at all levels, especially the LMSC level with trained officials specifically educated on USMS rules and practices.
- b. Officials Training materials for LMSC Officials Chairs and individual officials.
 - Supports our USMS competitions at all levels, especially the LMSC level with trained officials specifically educated on USMS rules and practices.
- c. National Championship level meet support/recruitment of qualified USMS officials.
 - USMS National Championships need and benefit from leadership officials with experience and expertise at high-level USMS meets. Often not present in the local pool of volunteers available to work these meets. Training and recruitment into the USMS Officials Certification program a positive outcome.

d. USMS Officials website review and enhancement.

- Supports our USMS competitions at all levels, especially the LMSC level with trained officials specifically educated on USMS rules and practices.

Open Water Committee (OWC)

Open Water Committee Statement

Mission /Purpose: The mission of the Open Water Committee is to promote the sport of Open Water Swimming in the Masters swimming community and ensure its sustainability into the future.

Goals: The Committee seeks to enhance the quantity and quality of USMS OWS events by: (1) developing new USMS-sanctioned events; (2) sanctioning current OWS events with USMS; (3) providing OWS clubs and event directors guidance related to running USMS sanctioned open water practices, training events, and race events; (5) providing guidance on safety, an especially important aspect of this sport; (6) promoting OWS community connections among USMS members; (6) promoting awareness of healthy, clean open water ecosystems through education, water quality measurement activities, and best practice initiatives; (7) promoting USMS OWS Committee initiatives via a link off the USMS main page.

Roles and Responsibilities Necessary to Achieve our Goals: Specific responsibilities of the Open Water Committee include: (1) tasking a Water Conservation Subcommittee with promoting healthy water ecosystems where we conduct OWS; (2) reviewing Open Water Rules Proposals for the Long Distance Committee of USMS; (3) creating a small grants proposal for funding for new USMS OWS; (4) evaluating petitions for exceptions to Category 1 swimwear rules for open water competitions; (5) managing and monitoring the Open Water Swimming Forum on the USMS website; (6) selecting the winner of the annual Open Water Service Award for USMS; (7) maintaining an up-to-date Open Water Guide to Operations; (8) providing guidance documents, education opportunities, and best practices for Open Water Event Management, Safety, and Education; (9) creating a social media platform for OWS Masters Swimmers to connect; and (10) pursuing targeted projects (e.g., working with the Open Water Task Force created by the National Office) in any area related to promoting open water swimming.

Measures of Success: Both quantitative and qualitative measures are used to measure the success of the Open Water Committee in achieving its goals and thus attain our mission. Quantitative measures include increases in (1) the number of participants in USMS sanctioned open water events, (2) the number of USMS sanctioned open water competitions, (3) the number of USMS affiliated teams that identify as being involved in “open water” swimming according to “Club Finder”, (4) the number of USMS OWS participants connecting through social media; (5) the number of USMS groups – clubs or LMSCs engaging in water quality measurements; and (6) the number of educational, fundraising, or workshop initiatives conducted at USMS OWS events for swim participants and their supporters (i.e., family and friends on the beach). Two more quantitative measures are:

(7) the creation of a database of OWS events with a water conservation component associated with the event to use as a best practices and informational guidance document; (8) Appearance of an area devoted to OWS on the USMS main page. Qualitative measures include: (1) formal surveys of event directors – OW practice, training, and race events – on their satisfaction with safety promotion initiatives; (2) informal and formal surveys of participant satisfaction with open water events and related activities.

Partnerships: Several members of the National Office are Ex-Officio members of the Committee and participate in all scheduled meetings of the Committee. The Committee Chair and Vice Chair routinely consult with members of the National Office, especially the Open Water Compliance Coordinator, on all projects on which they are working.

Organization/Membership: Any USMS registered swimmer, with a passion for Open Water Swimming may be a valuable member of the Committee. In particular, the Committee welcomes individuals who have run open water swimming competitions or training events, and/or who have routinely competed in open water swimming events. The Committee should have between 10 and 15 members, who may serve on other USMS committees.

Committee Meetings: The Committee Meets, via phone or online, approximately once per month.

2020 Philosophy and Projects

During the 2020 calendar year, the Open Water Committee (OWC) will pursue 10 projects that fit the mission of the committee. The projects are listed below with descriptions that include (1) description of project and deliverables, (2) project leadership and members, and (3) current status.

These projects are owned, driven and managed by the OWC membership, rather than the OWC Chair. The philosophy of the Chair and Vice Chair is to support the committee membership in driving projects for which they have passion and energy. It is also the philosophy of the Chair and Vice Chair to cede ownership of any projects that are under the exclusive purview of the Open Water Task Force, other USMS Committees, or the National Office.

The projects reviewed below were approved as under the purview of the OWC by CEO Dawson Hughes in a conference call on January 15, 2020. Where appropriate, routine communication with the National Office about each project is being made.

Project Descriptions and Status

1. OW Event Start Up Fund

Description: Develop a plan for awarding small start-up funds (\$2-5K) for new OW competitions. The funding would come from the President's office. May be a test for 1 or 2 years. One thing we could do is waive fees for first run events.

Membership: Mark Johnston (project lead), Helen Naylor, Donna Anderson

Status: (1) Established 2020 goals: Support 5 events (New-To-The-World or USMS returning), touching 300 swimmers, with 25 NEW annual members, (2) Developing the criteria and application process, and (3) Creating the plan to promote the fund availability (LMSCs and personal contacts).

2. Connect OW clubs on Club Finder and create network of OW clubs

Description: Find a way to connect clubs that are OW clubs. And organize OW workouts and training. As of now, only 18 clubs listed on Clubfinder as OW clubs. Want to update that list and find ways to connect these clubs.

Membership: Will Reeves (project lead), Mark Johnston

Status: Looked at other ways to connect OW clubs in addition to Club Finder. Working with Garmin Connect to begin connecting Open Water swimmers and update results. May be able to use this in swim.com. Desire to create an USMS Open Water Facebook group. Also want to create monthly challenges for Open Water Swimming (like virtual swimming events that are done in the pool). Currently created a swim.com virtual club, called “usmsopenwater”

3. Revise Event Management Guidance Document

Description: Revise document started in 2019 to make it an outline or check list with timeline that things need to be done.

Membership: Karen LeFebre (project lead), Rory Grigull, Denise Brown

Status: Our project group accomplished direction as far as the sanctioning process chapter in the guidance document. The National Office was solicited for feedback. Currently working through specific comments from the National Office in preparation for a follow-up conference call with the National Office. The individuals on the project will then take on various parts of the guidance document to streamline.

4. Open Water Conservation/Fundraising Initiatives Guidance Document

Description: Develop a guidance document for event directors who want to include conservation, fundraising, clean-up, or volunteer activities in conjunction with open water swim events.

Membership: Kim Elsbach (project lead), Donna Anderson, Jenny Hodges, Bob Kolonkowski, Mark Johnston

Status: Collecting data and creating user-friendly documents on three types of initiatives: (1) Develop guide to becoming a “Swim Guide Affiliate” to monitor and test water quality in lakes and rivers, (2) Develop list of current volunteer/fundraising initiatives being done in conjunction with Open Water Swim events, (3) Develop a check list for starting a new fundraising initiative in conjunction with an Open Water Swim event.

5. Updated Safety Guidance Document for Open Water Events

Description: Update the safety guidance document starting in 2019 describing best practices for running safe OW events. Includes information on how to respond to crises (e.g., swimmer drownings).

Membership: Bob Kolonkowski (project lead), Denise Brown, Becky Cleavenger, Karen LeFebre, Peter Lee

Status: Working from power point created by Karen LeFebre to create safety guidance document. Also, working on a check list for how to react when crises occur (how to communicate with the public and media, what to anticipate, working with law enforcement, etc.). This might be a resource for race directors in the rare case that something bad happens. All this information may end up in the Open Water Guide to Operations, and any crisis guidance should be run by the Legal Council of USMS.

6. Sanctioning Rule Revision

Description: Make recommendation to Long Distance Committee about rule change that would remove statement that “USMS does not sanction events where the interest is purely commercial”

Membership: Bob Bruce (project lead)

Status: Handed this project off to the Legislation Committee because it involves more than Open Water, but also Pool and Championship Committee. **This project is closed.**

7. Guide to Operations Revision

Description: Update Open Water Guide to Operations

Membership: Bob Bruce (project lead), Helen Naylor, Becky Cleavenger, Marie Velucci

Status: Sent work completed in 2019 to project group and will develop plan for continued work on this in the coming months. Also, will include guidance on how to sanction dual USA Swimming and USMS events.

8. Open Water Service Award

Description: Manage the process for selecting our annual Open Water Service Award.

Membership: Jenny Hodges (project lead), Kim Elsbach, Becky Cleavenger

Status: Awaiting nominations due on July 1, 2020.

9. Monitor and Update OW Forum on USMS.org

Description: Monitor and update, on a weekly-basis, the OW Forum on USMS.org

Membership: Bob Bruce (project lead)

Status: On a weekly basis, monitor conversation and answer questions.

10. Oversee Cat 1 Swimwear Exceptions for OW Events

Description: Monitor and rule on petitions for exceptions to Cat 1 Swimwear rules for OW events (based on medical or religious grounds).

Membership: Bob Bruce (project lead)

Status: Have granted two exceptions to Cat 1 swimwear rules so far this year.

V. Plan for 2020 Annual Convention

A report on the status of each of the 10 projects will be given at the 2020 Annual Convention by the project lead (or designate).

- Each project lead will develop a 1 slide presentation for each project.



**Vice President of Community Service's Report - Chris Campbell
Board of Directors Winter Meeting (Sarasota, FL)
February 29 & March 1, 2020**

This is my first report to the USMS BOD as VP Community Services. I oversee four Standing Committees—Coaches, Diversity and Inclusion, Fitness Education, and Sports Medicine and Health. Each committee is addressed separately below, and a summary is provided at the end.

2020 Coaches Committee:

Chair—Kenny Brisbin. Vice Chair—Chris McPherson.

The scope of work, and near and long-term objectives are clearly defined. Well-established subcommittees have been staffed up and are beginning their activities per their schedules. In addition, the Committee Statement of Work is being developed. This is not anticipated to be an issue. Additional projects to be discussed for 2020 include developing a presentation/roundtable for Convention, more Peer to Peer support, and more significant involvement with other committees, in addition to improving current products and services to USMS. Post-2019 Convention telecons held 10/14/19, 11/11/19, 1/13/20, 2/10/20.

2020 Diversity and Inclusion Committee:

Chair—Sarah Welch. Vice Chair—Ally Sega.

Although Diversity and Inclusion has a several year history as a Task Force, establishment as a Standing Committee occurred at the beginning of 2019. Despite being relatively young as far as committees go, D&I has established themselves as well-organized, energetic group, with clearly defined objectives. A 3-Year Strategic Plan was presented at 2019 Convention. This is being tracked actively, and new initiatives are being developed, notably including a diversity and inclusion module for Level 1-2 Coaches Certification. It is planned to be presented as a webinar, in order to reach a larger segment of the USMS Community, coaches and otherwise. Once again, a significant presentation will be prepared for Convention. A Committee Statement of Work is in development. No issues are anticipated with this. Post-2019 Convention telecons held 11/6/19, 1/8/20, 2/5/20.

Fitness Education:

Chair—Mary Jurey. Vice Chair—Emily Cook.

This Committee is long standing, but it has suffered lately from a scope of work that is very broad and not defined well enough. Hence, it is not very clear what sort of products and services this Committee offers to the USMS Community, and subsequently an infrequency of Committee telecons. In order to address this, the Chair, Vice Chair and I had a conference call on 1/10/20, and the first full Committee telecon since 2019 Convention was held on 2/12/20. This Committee will now meet monthly, and a list of specific deliverables is being developed, as is their Committee Statement of Work. A Convention

presentation is being discussed, as is closer cooperation with the National Office in contribution to and marketing of fitness events designed to grow USMS membership.

Sports Medicine and Health:

Chair—Meg Carlson. Vice Chair—Christopher Rieder.

I had a call with the Chair on 2/16/20. The first Committee telecon since 2019 Convention will be in March. Products and services to USMS that need to be developed will be discussed at that time. Meetings are anticipated to be held bi-monthly. As with Fitness Education, this Committee's scope of work is overly broad and not as well-defined as it could be, resulting in infrequent meetings, and a lack of clarity and specificity of deliverables to USMS. This is expected to change as meetings/telecons become more regular.

Closing Notes:

Overseeing and providing guidance to these four committees is both rewarding and challenging at the same time. They accomplish great things already, and there is so much more that they can do. They reinforce each other's scopes of work. With this in mind, I have extended an offer to all members of my committees to sit in on my other committees. As they meet. There is potential for virtually unlimited synergy among them.

Submitted February 22, 2020.

Chris Campbell

USMS Vice President of Community Services



**Vice President of Local Operations' Report – Ed Coates
Board of Directors Winter Meeting (Sarasota, FL)
February 29 & March 1, 2020**

Vice President of Local Operations

In January, I held kickoff calls with the committee chair and vice-chair of each of my assigned committees. We discussed committee objectives, projects and resource needs for the year. We also discussed the concept of the committee statement and each committee is working on their committee statement. I was asked if there was anything the board wanted the committee to work on. I asked each committee to think how their activities could promote volunteer recognition.

Below is a summary objectives and projects discussed during the kickoff calls and any items of interest from committee meetings held to date.

History and Archives Committee (Frank “Skip” Thompson, Chair)

2-19-20 Chair and Vice Chairs finalized the Committee Statement and sent it to VP Ed Coates.

2-25-20 H&A will have their first Committee meeting to discuss 2020 activities.

2020 Projects:

- Data Entry of archived USMS Top Ten swimming performances that are not accessible online.
- Scanning and uploading Open Water and Long Distance National Championship results that are in inventory. More legible Pool National Championships will be scanned to the USMS website.
- USMS Records chronology project of older records progression including actual dates of the swim and not just the year of the swim.
- Project to Correct Erroneously Linked Permanent IDs. Locate and merge swimmers with multiple IDs, add Club and LMSC affiliations, correct misspellings/typos, add dates of birth and dates of death to swimmer’s profile where they are needed.
- Olympians who are USMS Members Project - Add and verify Olympians and Olympian event information to be added to the list on the USMS website.
- Swimmer Biographies/Stories to be added to the swimmer’s profile page. Update USMS Award Recipients where they are needed.
- New project for 2020 - Getting involved with local LMSC historical content and assisting LMSC's in recording, collecting, and preserving documents, stories, photos and other memorabilia to be made available to USMS members on LMSC and Club websites. A subcommittee of 4 members will be assigned to this project and provide LMSC's the necessary tools to capture their living history. The Pacific LMSC will be used as a guide since they have a start on this.

LMSC Development Committee (Lisa Brown, Chair)

Held its first meeting on January 21 and will have scheduled calls the 3rd Tuesday of odd number months, except for September which is convention.

2020 Projects and activities:

- Administer LMSC standards survey
- Conduct monthly Peer to Peer educational calls. 2nd Tuesday of each month.
- Start planning for 2021 LMSC leadership summit
- Help struggling LMSC get on track

Recognition and Awards Committee (Megan Lassen, Chair)

Held its first meeting on January 28.

2020 Goals & Initiatives

- Increase nominations for all awards
- Clarify MISHOF nomination process for contributor award
- Revise Club of the Year nomination process
- Launch newsletter to encourage volunteer recognition & support other strategic priorities of our committee
- Ensuring award winner bios are on the website
- Make sub-committee assignments for various awards (completed)

Records and Tabulation Committee (MJ Caswell, Chair)

2020 Projects and activities:

Update committee sections to the Guide to Operations

Update committee policies and bylaws



**Treasurer's Report – Teddy Decker
Board of Directors Winter Meeting (Sarasota, FL)
February 29 & March 1, 2020**

Audit Committee:

The June Audit Committee meeting has been scheduled for Friday, June 4th in Sarasota. The Audit Committee will review and discuss the draft financial statements, Board report, management representation letter, and Form 990 tax return. The Committee will summarize their comments on the various documents for further discussion with representatives from Kerkering, Barberio & Co. ("K&B") later in the meeting.

Investment Committee:

The Market Value of our USMS Portfolio for 2019 ended at \$3,428,981, with a gain of \$490,722 with a positive return of 16.15%. The Market Value of SSL for 2019 ended at \$237,762 with a gain of \$29,412 with a positive return of 14.51%.

The detailed performance by asset class is also included if you would like more details.

Finance Committee:

The Finance Committee is working to continue oversight and support of the financial activities of USMS. Specific projects include updating FOG to reflect the new budget process passed in 2019, assessing risks and oversight of a risk matrix, and review of formalized SSL policies. The detailed chair report is attached.

Treasurer and CFO:

CFO and Treasurer's projects for 2020:

- Update disaster recovery plan
- Create SSL operational policies
- Review USMS rules that restrict USMS business and how to best implement changes
- Formalize internal procedures for consistent business practices
- Implement new EFT payment program for routine vendors/contractors

Report to the BOD from Finance Committee on plans for 2020

The 2020 Finance Committee has 11 appointed members and 3 ex-officio members (USMS Treasurer, CFO and CEO). There are 10 returning members and one new member in 2020. We are fortunate to have a very broad range of financial expertise among our members, and collectively our committee has multiple decades of experience in leadership and national committee service in USMS.

Our role is to work with the executive finance team to prepare and present the annual budget, to consider budget requests, review periodic financial reports, and develop financial policies for approval of the BOD. (Ref: <https://www.usms.org/admin/committee.php?c=5>) In addition to regular business, in 2019 the FC worked on the development of a modernized budget process and timeline which was approved by the BOD and HOD and will be adopted for the first time in 2020 for the 2021 Budget. We also conducted a periodic review and update of the Financial Operating Guidelines (“FOG”).

Our 2020 program got underway at our first conference call of the year on February 11. Our planned activities in 2020 include:

- working with the executive and the Board to implement the new Budget process and timeline
- supporting the executive in developing a Risk Matrix to assist BOD and executive oversight of USMS risk management
- to further update of the FOG with the new Budget process
- assisting as required in completing financial policies for SSL

Respectfully submitted

Guy Davis

Vice Chair (and pro-tem Chair)



**Secretary's Report – Greg Danner
Board of Directors Winter Meeting (Sarasota, FL)
February 29 & March 1, 2020**

Minutes taken, approved, and posted to usms.org:

- Board of Directors Meeting: 9/11/2019
- House of Delegates (All Sessions): 9/12/2019-9/14/2019
- Board of Directors Meeting: 9/13/2019
- Board of Directors Meeting: 9/15/2019
- Executive Committee Conference Call: 10/7/2019
- Board of Directors Conference Call: 10/21/2019
- Executive Committee Conference Call: 11/4/2019
- Board of Directors Conference Call: 11/18/2019
- Executive Committee Conference Call: 12/2/2019
- Board of Directors Conference Call: 12/16/2019
- Executive Committee Conference Call: 1/6/2020
- Board of Directors Conference Call: 1/20/2020

Minutes taken, pending approval:

- Executive Committee Conference Call: 2/3/2020
- Board of Directors Conference Call: 2/17/2020

Minutes posted to usms.org:

- Championship Committee Conference Call: 7/15/2019
- Coaches Committee Conference Calls: 9/12/2019, 10/14/2019, 11/11/2019
- Diversity & Inclusion Committee Conference Call: 11/6/2019
- Long Distance Committee Conference Call: 12/15/2019