

2020 U.S. Masters Swimming Annual Meeting — Virtual

Committee Name: Diversity and Inclusion	Session #: 1
Committee Chair: Sarah Welch	Vice Chair: Ally Sega
Minutes recorded by: Ally Sega	Date/time of meeting: Aug 30, 2020 07:56 PM

Actions Requiring Approval by the HOD:

1. None

Motions Passed:

1. None

Number of committee members present: 15	Absent: 2	Number of other delegates present: 33
Committee members present (list all, including chair and vice chair): Sarah Welch, Blair Bagley, Virgil Chancy, Jeff Commings, Donita Flecker, Janelle Munson-McGee, Tom Moore, Tim Murphy, Ally Sega, Leslie Scott, Diana Triana		
Ex Officio Members: Chris Campbell, Kathy Gallagher, Daniel Paulling, Jessica Riley		
Committee Members Absent: Kyle Jackson, Megan Johnston		

Minutes

The meeting was called to order at 7:57 EDT.

1. Welcome and Announcements: Sarah welcomed everyone and clarified that the committee would present the projects that we have been working on and will then ask for questions. She also reminded everyone that the meeting was being recorded. She requested that the meeting go over by about 15 minutes based on the amount of information we had and to allow for questions.
2. Approve Minutes for June: Virgil made a motion to approve. Diana seconded the motion. There were no questions or discussion. All approved. No opposed or absented.
3. Best Practices Review (Janelle Munson-McGee, Lead): Janelle explained that this year they focused on finding stories outside the Diversity and Inclusion Committee, in part by using the coach's interviews. There are 8 that are finished and 9 that are in process. They also worked on finalizing a process of finding a best practice, rewrite up the practice, review, rewrite, and receive approval from the source. One side project that has occurred is that it has been found that a resource for equipment that could be helpful for diverse swimmers to allow them to feel more included—for example—suit sizes or caps to fit hair types. Janelle requested that ideas for more best practices, be emailed to diversity@usmastersswimming.org. Sarah added that the National Office has added a Diversity and Inclusion page to the USMS.org website. Site link is: <https://www.usms.org/about-usms/diversity-and-inclusion> Best Practices are being added to that page along with Coach Interviews. Sarah thanked Daniel and others at the National office who helped put this together. Janelle wanted to stress that this is an ideas board and is not meant to fit all teams.
4. Coach Survey Update (Jeff): Jeff reminded people that a survey was sent out to clubs and coaches in 2017 and about 30% responded. Jeff urges everyone to fill out the new survey coming out soon, and urge other teams in your area to do the same. The survey provides the Committee with key information from coaches/clubs that help us identify clubs to profile in Best Practices and Coach Interviews. It also gives us demographic information about our membership. Since USMS is not such an NGB, we do not currently track member ethnicity or disability.
5. Coach Training and Webinar Update Next Steps (Diana and Tom): Diana reviewed the development of coach training beginning with the committee developing a curriculum for the coach's certification classes which was added to Coach Level 1 in mid-2019. At the 2019 Annual Meeting Coaches that had previously been certified requested that they would appreciate the information also. The challenge was creating a comprehensive curriculum to be presented in a webinar of about 60 minutes. On 7/23, Jeff Commings and Diana Triana of the D&I Committee presented a peer to peer training for coaches. The slides are available on the USMS website and there is a recording on the website. Find the links to these here: Webina Notes: <https://www.usms.org/admin/minutes/ptp-2020-7-23-1.pdf> and Recording: <https://www.usms.org/admin/minutes/P2PRec-2020-7-23-1.pdf> The next step will be for the Committee to offer more in depth and peer to peer discussions on focused diversity topics.

6. Review Progress and Accomplishments in 2020 Annual Strategic Plan (All): Sarah showed the strategic plan and highlighted the updates.
 - She described how USMS will begin to collect demographic information about its membership, particularly ethnicity, disability and possibly gender identity. The USMS IT system will add a function for members to voluntarily complete their 'profile' to include this demographic information. As a result of proposed changes to USMS EEO sections of the Rule Book, Gender Identity would be added as well. This feature is expected to be online in late 2020. The Committee will work with Membership Coordinators to explain the expanded 'profile' data base and why completing this information helps USMS overall.
 - The Coach Training curriculum will be adapted for promotion to LMSC Leadership.
 - Legislation regarding Gender Identity to be added to the EEO, thanks to a request from Charlie Cockrell.
 - USMS National Office with the support of the Diversity and Inclusion Committee drafted a Statement on Systematic Racism.
 - Diversity and Inclusion Chairs were created in LMSCs, including Connecticut and Minnesota. Virgil added that Southern Pacific has a Diversity, Inclusion, and Equity Chair also.
7. Work Group Systemic Racism and Injustice (Ally and Jeff): There was a request for follow up after the Statement on Systematic Racism. We are working on figuring out the correct forum and participant size for maximum participation.
8. Updates from Coaches Committee (Kathy Gallagher): Kenny Brisbin, Coaches Chair suggested adding a liaison from the Coaches Committee to the Diversity and Inclusion Committee. Kathy has taken on that role. Kathy attends both meetings and coordinates communication between meetings and on joint initiative such as the webinar for coaches. She had no new report for this meeting.
9. Chris Campbell-any items/issues for the committee: Chris thanked the team again and reminded how important the Committee is to USMS.
10. Other Comments and Announcements (all):
 - Susan Ehringer, Kentucky, asked to talk about putting gender and race into the registration process. Sarah agreed to attend the Membership Committee meeting later in the week.
 - Nadine Day asked why the demographic information was not being collected through the member registration. She recalled that this process had been approved by the BOD in 2017. Sarah agreed that it had been approved but that the data collection had been moved to 'member profiles' and not collected at the time of registration
 - Thaddeus Gamory, Florida Gold Coast, asked how he could become part of a group of systemic racism/diversity group. Sarah let Thaddeus know we would add him to the group we are putting together.
 - Tom reminded people that anyone can email diversity@usmastersswimming.org.
 - Michael Moore asked why there is legislation adding gender identity and how is it different from gender which is already part of our EEO provisions. Committee members offered clarification that while gender is assigned at birth, gender identify is the personal sense of one's own gender and internal to the individual.
 - Donita Flecker reminded people that tomorrow is the last day to sign up for the 400 pull challenge in support of Sebastopol Masters.

Tasks for the Upcoming Year

The Committee included the proposed Strategic Plan for 2019-21 to provide information about the coming year's initiatives. It is attached to this report.

The meeting was adjourned at 9:12

2020 Update to Diversity and Inclusion Strategic Plan 2019-2021 Discussion Draft

	2019	2020	2021	Notes/Update August 2020
I. Collect Data: USMS will enhance current data collection to better describe the demographics of our membership by providing a means for members to voluntarily update and maintain their member profiles				
A. USMS updated registration system will include the opportunity for members to add information to their profile to include their role (such as coach), type of participant (such as triathlete, meet swimmer, fitness swimmer, etc.) volunteer roles and training certifications and will include demographic data such as race/ethnicity, disability and para athlete designation and <i>gender identity</i> . All member profile information will be voluntary!	X		X	D&I to support the National Office in defining and describing demographic data, clarifying how info will be used, and supporting the voluntary collection of information. Timeline dependent on update of registration system in 2021
• Ethnic Profile: USMS will use CDC data sets (like USA-S) as when collecting demographic on race and ethnicity for the member profile system.			X	The policy decision to use CDC definitions was adopted by the BOD in 2017,
• Disability Profile: USMS' 'member profile' will allow members to describe their disability status such as classified/classifiable para swimmer, disabled but not classifiable, able bodied.		X	X	The Diversity and Inclusion Committee will suggest questions and wording for disability status in the member profile database in consultation with the National Office
• Gender Identity (new) USMS' 'member profile' will allow members to describe their gender identity			X	<i>D&I will work with the National allow members to add their gender identity to their profile.</i>

2020 Update to Diversity and Inclusion Strategic Plan 2019-2021 Discussion Draft

B. Update Coach Survey -the Committee will update the coach survey on diversity the Diversity Task Force completed in 2018. This survey asks coaches/clubs to identify member ethnicity, disability and helps D&I identify coaches and programs with diverse membership. Used to identify coaches for interview.		X		D&I developed the 2020 Coach Survey adding questions about participation from persons with disabilities. Survey questions are completed and ready to be sent out. Survey distribution is pending the management and scheduling of a number of surveys this year .
II. Organize Data and Develop Resources				
A. Using member profile data, the Committee will work with the National Office to prepare a bi-annual report of demographic data-including race/ethnicity, disability, and gender identity by geographic area (aka LMSC) and by member roles such as leadership, coaching and volunteering.		X		Draft report will occur after member profiles are updated.
B. Based on the member data, the Committee will determine where USMS has gaps in membership after comparing to other standard data such as CDC and USA-S.		X	TBD	
C. The Committee will prepare best practice for creating and supporting an inclusive environment within USMS.	X	X	X	In 2020, D&I Members completed additional best practices.
D. The Committee will profile successes for diversity and inclusion through interviews and stories.	X	X	X	In 2020, USMS created a link for Diversity and Inclusion on the USMS Website. Articles, interviews and news is now posted here. Swimmer Magazine and other publications feature diversity in Masters Swimming.
E. The Committee will work with USMS National Office to compile a searchable database for archived articles supporting diversity and inclusion.			X	The USMS website has links to related articles and will build this capacity into 2021

2020 Update to Diversity and Inclusion Strategic Plan 2019-2021 Discussion Draft

III. Share Data and Resources				
A. The Committee will create a Diversity and Inclusion Forum to be added to the Forums section of the USMS Website.				The creation of a forum is pending further review
B. The Committee will assist the National Office and the Coaches Committee with feedback and module development on the topic of diversity and inclusion for the Coach Services Training as curriculum evolves.	X	X	X	<p>2020 accomplishments in this area included:</p> <ul style="list-style-type: none"> ● Enhanced Coach D&I curriculum developed. ● Piloted curriculum among 20 coach leaders ● Presented D&I curriculum in a Coach Committee sponsored webinar. ● Offering more in-depth modules on specific D&I topics on an as needed basis after surveying coaches. <p>The D&I Coach Curriculum is available on the LMSC Development/Webinar page and the D&I page of the USMS website.</p> <p>https://www.usms.org/-/media/usms/pdfs/guide%20to%20operations%20-%20gt/diversity/ptp-2020-%207-23-1.pdf</p>
C. The Committee will develop profiles and interviews with Coaches whose programs provide a model for diversity and share this information through publications and the website..		X	X	<p>Coach interviews from 2019 are posted on the USMS website. https://www.usms.org/about-usms/diversity-and-inclusion/how-coaches-can-improve-their-clubs-diversity</p> <p>New coach interviews to be completed following the 2020 Coach Survey update.</p> <p>Articles continue to be developed and shared with the support of the NO..</p>
D. The Committee will collaborate with the Coaches Committee on initiatives common to both Committees.		X	X	Together the D&I Committee and Coaches Committee Chairs identified a Committee Liaison role with an individual from the Coaches Committee attending D&I meetings

2020 Update to Diversity and Inclusion Strategic Plan 2019-2021 Discussion Draft

				and sharing information and action steps with both committees.
A. The Committee will identify and share best practices among USMS coaches, LMSC's and members. The Committee will describe program initiatives to promote diversity and inclusion to post on the website and make accessible to the membership.		X		In 2020 D&I added to best practices which are now posted on the USMS Website. Committee members contacted programs in and outside USMS who are making a difference. See Link https://www.usms.org/about-usms/diversity-and-inclusion/how-clubs-can-improve-diversity-and-inclusivity
B. Develop and implement D&I Training for LMSC's		X		In 2020 D&I is adapting the Coach Training Curriculum for promotion to the LMSC's leadership.
C. USMS, with support from the Committee, will find organizations outside USMS to partner with that will potentially increase diversity.	X			D&I Committee members and other USMS members and leaders are following the 'Diversity In Aquatics' organization and participating in their many webinars on diversity and inclusion.
D. The Committee will work with USMS to create and share publications, articles, resources and marketing materials (video/brochure as examples) for use by coaches, programs and LMSC's	X	X		National Office completed the addition of a D&I link to the website and populated the site with: <ul style="list-style-type: none"> ● Coach Profiles/Interviews ● Best Practices ● News and articles about D&I, and Coach Curriculum on D&I Planned D&I video and other publications on hold in 2020 pending current priorities for USMS (and the world!)

2020 Update to Diversity and Inclusion Strategic Plan 2019-2021 Discussion Draft

IV. New 2020 Initiatives				
A. Review USMS Rulebook to identify and recommend changes and updates.		X	X	In 2020 D&I, with support from the Rules Chairs, identified the need for USMS to expand our EEO protections to include gender identity. Drafted legislation for 2020 Annual Meeting. Added this strategy to annual work program for 2021 on.
B. USMS Statement on Systemic Racism				Supported the National Office' drafting of the USMS statement with respect to Systemic Racism.
C. Support the creation of D&I role at the LMSC level;				Two LMSC's independently developed a D&I coordinator role (Connecticut and Minnesota) and are developing a description of the role to be shared with LMSC leaders.

2020 Coach Survey by Diversity and Inclusion Committee

1. Name of team
2. Name of respondent, including email address, and position on swim team
3. Location of swim team, including the team's LMSC
4. Approximate number of members on Masters team, with number of USMS members in parentheses
5. What is the approximate percentage of:
Males on your team?
Females on your team?

6. Please indicate the ethnicities of the swimmers on your team, with the approximate percentages of each ethnicity:

Caucasian
African-American (Black)
Asian
Pacific Islander
Hispanic
Native American

7. Please indicate the percentage of swimmers on your team that have a disability, and mention those disabilities in the box below. These include:

Physical disabilities such as paralysis, missing or shortened limbs, short stature, cerebral palsy
Blindness or deafness
Intellectual and neurological impairments, such as Down's syndrome and autism
Invisible illnesses such as connective tissue disorders, rheumatoid diseases, diabetes, chronic health issues, and mental health issues
Any physical or mental condition that limits everyday activities

8. What is the ethnicity of the head coach of your swim team?

Caucasian
African-American (Black)
Asian
Pacific Islander
Hispanic
Native American

9. If you have assistant coaches on your team, what are their ethnicities? Mark all that apply. If you have no assistant coaches, leave this question unanswered.

Caucasian
African-American (Black)
Asian
Pacific Islander
Hispanic
Native American

10. What is your greatest challenge related to creating and retaining diversity on your team?