Cole Kincart October 4th, 2020 Sr Representatives: Cole Kincart (GREAT) and Katie Timmer (SFST) Jr Reps: Matthew Sorbe (SFST) and Gena Jorgensen (ASC) Athlete Delegates: Anna Schmidt (ASC), Burke Lauseng (WASC), Grace Davis (SFST), Sydney Anel (SFST), Tarynn Ball (Gold)

Events in the last six months-

• Diversity Camp (June) o Athletes: Sydney Anel (SFST), Pierce Baumberger (Riptide), Naomi Pokela (SFST), Braden Rising Sun (ASC)

• T-shirt fundraiser

• SD Scholarship winners: Emma Polchow (WASC), Caleb Swanson (Riptide), Katie Pardy (SFST), Ainslee Hemmen (GREAT)

• Very active Instagram (challenges, games, activities)

• Successful athlete election! (lots of votes)

• Virtual Convention

Going Forwards –

• Finding ways to get swimmers involved on a state-wide level with COVID

• Active Instagram

• Planning with BOD and HOD and Team Rep athletes what this season looks like • Applying convention ideas to SD Swimming

• Solidified communication

• Spreading awareness for LSC governance

• Finding ways to get the word out about swimming to non-swimmers

**Operational Risk / Safety Chair Report**

**September 28, 2020**

**Chairperson:  Lisa Jorgenson, Aberdeen Swim Club**

**-All safety reports of occurrence should be submitted, and copies should be maintained by each team.**

It is important to remember that reports of occurrences are not compiled for any reason other than to see trends as to when and where accidents associated with the sport occur, and to ensure that, if applicable, those injured at a USA Swimming sanctioned activity have access to the excess accident medical insurance.

-You can reference the Risk Management & Safety Manual at any time with questions regarding subjects such as Meet Marshals, Emergency Action Plans, etc.

<https://www.usaswimming.org/docs/default-source/risk-management/safety-and-operational-risk/operational-risk-safety-manual.pdf>

-Report of Occurrence link:  <https://fs22.formsite.com/usaswimming/form18/index.html>

**-If a swimmer on your team tests positive for COVID-19, USA Swimming would like teams to use the Report of Occurrence (ROO) as noted below so they can notify the insurance carrier.**

 **CONTENT FROM REPORT OF OCCURRENCE FORM**:

Reference #

Status Complete

Accident Type 5 – advised of potential coronavirus contraction

Letter Sent No

Date Processed  /2020

First Name (legal) OK to use name as this is merely being used as a report to the insurer

Last Name (legal)  OK to use name as this is merely being used as a report to the insurer

Address

City

State

Zip Code

Contact Phone (include area code)

E-mail

Gender

Date of Birth (mm/dd/yyyy)

Age at Time of Accident

USA Swimming Member Yes

Membership Type Athlete

Is the injured athlete currently enrolled in Elite Athlete Health Insurance through the US Olympic Committee (N/A for non-athletes)?

No

LSC

Name of Club

USA Swimming ID  (if known)

Date of Accident 02/18/2020

Activity at Time of Injury Practice - Other

Where Accident Occurred:   notice of potential coronavirus

Source of Injury not known

Additional Details of Accident None

Facility Name

Address

City

State

Zip Code

Swim Club Responsible for the Pool

Pool Type

Body Part Injured N/A

Symptom N/A

Additional Details of Injury N/A

On-site Care Given All personnel removed from site in accordance with local guidelines

On-site Care Given All personnel removed from site in accordance with local guidelines

Type of Care Given on Site All personnel removed from site in accordance with local guidelines

Name of Person Giving Care N/A

Care Refused by Injured N/A

Parent / Guardian Notified Yes

Taken to Hospital / Clinic No

Activity / Meet Supervisor

Contact Phone

Name (submitted by)

Contact Phone

Email Address

**USA Swimming Coaches and Officials are required to complete the Concussion Protocol Training**

* Courses from the Center for Disease Control and Prevention (CDC) or the National Federation of State High School Associations (NFHS), as well as individual states’ required courses will satisfy the USA Swimming requirement.
* For USA Swimming membership, coaches and officials must successfully complete concussion and head injury education at least once.  Individual states may require annual or continuing education and coaches / officials must abide by the requirements of their home state or states in which they coach or officiate.
* This requirement is necessary to avoid personal liability for concussion / head strike incidents, ensuring our insurers will continue to provide liability insurance protection to USA Swimming, coaches, officials and clubs.

CDC Course can be accessed with the following link: <https://www.cdc.gov/headsup/youthsports/training/index.html>

The National Federation of State High School Associations course can be accessed through the following link: <https://nfhslearn.com/courses/61129/concussion-in-sports>

**All teams should:**

-Annually distribute the “Concussion Information Sheet” to athletes, parents, and guardians. This can be found at <https://www.usaswimming.org/docs/default-source/usas-convention/2017-usas-convention/concussion-info-sheet-for-parents-and-swimmers.pdf> Electronic distribution is acceptable.

-Annually distribute the “Concussion Information Sheet for Possible Concussion at the Pool” to Coaches and Officials. This can be found at <https://www.usaswimming.org/docs/default-source/usas-convention/2017-usas-convention/possible-concussion-at-the-pool-check-list-revision-03082016.pdf>. Electronic distribution is acceptable.

-Post the documents on the appropriate LSC/Club website.

-There is a form posted on USA Swimming’s website for membership to sign off on receipt of ‘Concussion Information Sheet’. The Risk Management Manual does not allude to the necessity of this, but I am waiting on clarification from Steve Levine at USA Swimming.

-Report all head strikes via the online Report of Occurrence. You can find the form and instructions at www.usaswimming.org/reportofoccurrence.

-A member athlete who suffers a concussion should be cleared to the pool (e.g., includes training and competition) by written communication from a qualified healthcare professional who is experienced in treating concussions. The Operational Risk Committee provides information on Concussions at usaswimming.org/riskmanagement, under safety/operational risk.

D&I Report

The DEI Zone committee met for the first time since June on September 16, 2020. A huge emphasis around the country is being placed on the ability of the D&I Chair having a voice and vote at the LSC level. Lamar DeCasseres from the Metro LSC was on the call as he is leading the charge to make sure that D&I chairs have a vote and voice.

A push to make this a NGB requirement has been delayed as they have asked Lamar to start at the grassroots level as opposed to making USA Swimming mandate this governance item. Lamar intends for this to be a vote at the USA Swimming Convention next year.

Lamar was very complimentary of both the South Dakota and Indiana LSCs as we are only 2 of 15 central zones LSCs that operate in this manner.

The DEI Zone committee will begin meeting again regularly on the first Thursday of each month moving forward.

“As the National Governing Body of the sport of swimming, we are steadfast in our commitment to identify and lead in reducing barriers, to create and creating opportunities for inclusion, and to increase fairness throughout our sport. We strive to have the demographics of our country be reflected in our membership.” – USA Swimming

In making the above public statement, USA Swimming has declared a commitment to change the face of our sport to a more inclusive and productive environment. In a letter to the USA Swimming Board of Directors and Senior Staff from a independently formed Diversity, Equity, and Inclusion (DEI) coalition, consisting of DEI Chairs, DEI Committee Members, Zone and National representatives, the following was stated:

“While financial commitments and outward proclamations are meaningful, we fear that they will simply be symbolic in nature without a thorough investigation of the structural aspects that lead to inequity in our sport. This work should be built on a foundation of transparency and accountability – that is, publicly declaring goals and timeframes for achievement so that we can help hold each other to these critical goals from the top of our organization to grassroots level. Our ultimate aim is for all identities to not only be tolerated but celebrated in our sport and provide a community where marginalized peoples are empowered to represent who they are while thriving in the sport.”

For us to move forward we need the help and commitment of each Local Swim Committee. As a Zone Council we are endorsing a legislative change to the USA Swimming LSC Bylaws Article 5 – Board of Directors (see attached). This proposal would make the Diversity, Equity, and Inclusion (DEI) Chair a mandatory position on the LSC Board of Directors with voting rights. It is time to put our words into action. By supporting the proposed LSC Board of Directors template change, as an organization we are affirming our beliefs in the importance of Diversity, Equity, and Inclusion. We encourage all of the LSC Boards to look at the legislation as the “first step” towards meeting future DEI initiatives.

Please note that due to the legislation being submitted after the deadline, it will require a 90% vote to pass. We ask for your full support in passing this legislation to validate the importance of Diversity, Equity, and Inclusion in our sport. Sincerely. USA Swimming Zone Council

Governance Committee

Report September 25, 2020 The Governance Committee is comprised of Joel Kincart, Anna Schmidt, Martin Schmidt (ex-officio), Bob Pelzer, Laura Kuecker. I have included the committee’s duties from the Bylaws.

The committee met on September 25 to set the committee agenda, review bylaws, and review Board positions that will be up for election this year.

 As we start convening, we will focus on two primary tasks:

1) Ensure the governing documents are current.

2) Secure nominations for board positions.

We have reviewed the bylaws and submitted changes to make sure they include the most recent proposals that were passed by the House of Delegates. We also submitted grammatical and formatting changes for the bylaws. They should be current as of this meeting.

 The following positions are designated for election in April 2021:

 • Term limited

o Sr Vice Chair – Brenda Hendricks

o Safety Chair – Lisa Jorgenson

o Tech Planning Chair - Kyle Margheim

• Available for re-election

o Admin Vice Chair – Barry Hein

o Treasurer – Robin Sorbe

o Membership/Registration – Misty Trewhella

o Sanctions Chair – Cassie Pietz

• The Coach’s Rep term expired and Kent Huckins was selected as the new Coach rep.

We will reach out to those up for re-nomination to gauge their interest. We will prepare an email that can be distributed to the House of Delegates list and the official’s email list with information about the positions. If you know of anyone that you think would be a great member of the Board of Directors, please let a member of the committee know.

The Governance Committee will also work with new members to assist with their board orientation after the elections.

The Governance Committee has broad responsibilities to assist the board. If there is anything we can do to help you with your position, please let any of us know.

GOVERNANCE COMMITTEE

A. CHAIR - The chair shall be elected annually by the Governance Committee from among its own members.

B. MEMBERS - The Governance Committee members shall be appointed by the General Chair with advice and consent of the Board of Directors. The Committee shall be comprised of 3 members with a sufficient number of athletes so as to constitute at least twenty percent (20%) of the voting membership of the Committee. Each member shall serve a three-year term, staggered so that one-third (1/3) of such members are appointed each year. No more than one-half (1/2) of the Governance Committee members shall be members of the SDSI Board of Directors at any given time. After completion of two consecutive terms, members are not eligible for re-appointment to the Governance Committee until after a lapse of two years. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the successive term limitation. In no case shall the General Chair serve on the Governance Committee.

C. QUORUM - When making nominations, a quorum for any meeting of the Governance Committee shall consist of a majority of its voting members. For all other meetings, a quorum shall consist of those members present and voting.

D. DUTIES

(1) To assist in periodic evaluation of the mission and vision statements and the Bylaws of SDSI; (2) To aid in the development of operating policies regarding conflict of interest (Board and staff), document retention, ethics, whistle-blower, procurement, contract review, grievance and other employment-related practices, etc.;

(3) To aid in the development of personnel practices procedure including job descriptions and annual review of staff;

(4) To ensure that the Board’s focus remains on the strategic plan;

(5) To aid in the development of expectations and processes for accountability of Board members;

(6) To develop criteria for the qualities and required characteristics of Board officers;

(7) To lead Board succession planning by assessing current and anticipated needs for Board composition and identifying and recruiting potential Board members;

(8) To nominate Board members, Administrative Review Board members, and other coordinator or chair positionsto be elected by the House of Delegates consistent with the matrix of skills, demographics, and talents needed;

(9) To publish the slate of candidates to the SDSI membership at least twenty (20) days prior to the election. Additional nominations may be made from the floor of the House of Delegates by voting members of the House of Delegates;

(10)To design and implement Board orientation and an ongoing program of Board education and development; and

(11)To lead periodic assessment of the Board’s performance (as a whole and of individual members) and make recommendations to enhance Board effectiveness.