

Zone 3 Board of Directors Meeting Minutes 1/19/21

Attendees

Kevin Twohey- WANV	Dea Ann Joslin- WA	Judy Wong- SFRP
Kian Tavakoli- NVST	Derek Hutchinson- MCSD	Jenny Vagt- UD
Sonya Shaffer- MCSD	Ericka Richards- PRNA	Tony Scott- SRN
Phil Grant- VJO, Officials	Jennifer Theim- VJO	Lillian Bautista- UN, DDE&I
Debbi Tucker- UN, Officials	Mike Nichols- HSC	Gabriel Cueva- Athlete Rep.
Andy Downs- UN, Sanctions	Lehla Irwin- SSS	
Asher Green- NVST	Mehrad Zarrehparvar- SRBY	

The meeting was called to order at 7:31 PM by Kevin Twohey.
The minutes from the November meeting were approved.

Reports of Officers

Officials- Phil Grant reported with much research, USA Swimming has suspended the use of the Dolphin Wireless Timing System in Semi-Automatic Time Mode. They found most clubs were using the system inappropriately. This will take effect on August 30, 2021. Also reported was the Pacific Swim Officials clinic is now going to be virtual. Get more details on the Pacific Swim website. The clinic will be on January 30, 2021. Phil also noted that Pacific wants to keep meets going. If there are teams that need assistance send information to Phil or Debbi.

Sanctions- Andy Downs said any teams with sanction requests are welcome. He will review and forward requests to Annie Stein. She can hold the requests until Bay Area restrictions are lifted. He said to make to get current forms from Pac Swim website if you do not have the new meet sheets.

Equipment- Kevin Twohey said the touch pads were ordered as well as 2 different types of edges. He has an edge diagram teams should check before using the pads.

Athlete Rep.- Gabriel Cueva reported the Athlete Executive Committee recently had a meeting. The policies and procedures manual was updated. They focused a lot on succession during the meeting. They said the next leadership summit was being planned.

Safe Sport- Debbi Tucker reported the committee is looking for an Athlete Rep. Education is the purpose of Safe Sport. She also reminded some clubs are hitting their 2-year mark for Safe Sport recognition. After 2 years teams are required to do a renewal.

Old Business

1. Phil Grant said 2 teams from our zone applied for our grant, and both were approved.
2. Kevin said the Zoom account for Zone 3 will cost \$120 for the year. If there are teams that are interested in a Zoom account there is availability.

New Business

1. The Zone 3 Board of Directors monthly meeting schedule is available on the Pac Swim website.

Adjournment was at 7:51 PM.

Next Zoom meeting is February 16, 2021

Respectfully submitted by Sonya Shaffer

Zone 3 Board of Directors Meeting Minutes 2/16/21

Attendees

Kevin Twohey- WANV	Ashley Britton- SRN	Lillian Bautisita- UN, DDE&I
Sonya Shaffer- MCSD	Andy Downs- UN, Sanctions	DeaAnn Joslin- WA
Phil Grant- VJO, Officials	Debbi Tucker- VJO, Officials	Jennifer Vagt- UD
Robert Chavez- WO	Ericka Richards- PRNA	Gabriel Cueva- Student Athlete Rep.
Jennifer Theim- VJO	Asher Green- NVST	

The meeting was called to order at 7:33 PM by Kevin Twohey.

The minutes from the January meeting were approved.

Correspondence and Announcements- Debbi Tucker relayed a message from Pac swim office to have our meeting minutes posted on the website.

Reports of Officers

Officials- Phil Grant reported on January 30 the first LSC wide virtual officials' clinic was held. There was a lot of work that went into putting the clinic together. 231 people participated in the event. Zone 3 had a good mix of new and returning officials. Approximately 60 people from Zone 3 attended. Phil also said in his report to get dates for any intrasquad meets to him if any teams want to host. He said when sending in paperwork for your meet, to make sure the meet announcement gets changed, the site safety plan is attached, the COVID-19 sanctioning application is signed by the meet director, and the registration check needs to be sent in 5 days prior to the meet. Lastly, he said to please note that the meet ref must post the meet report to get the times posted. The results are not put onto the database unless Pacific Swim receives all the information.

Sanctions- Andy Downs said to make sure you and your meet ref have a chat, and he said to make sure you and your meet ref chat with Andy about the meet. He said to remember there is a 2-week deadline to submit sanctioning paperwork to Annie Stein. Also remember to use the new meet sheet template.

Equipment- Kevin Twohey reported our touch pads are available for use.

Age Group- Jennifer Theim reported Far Westerns, 10 & Under Champs, and Spring J.O.'s is cancelled. She said summer is still on the table and the awards banquet is still on the table. She will keep us updated.

Athlete Rep- Gabe Cueva reported at their last meeting a few of the topics they reviewed the pen pal program and mental health information. They also talked about updates for their website section.

DDE&I- Lillian Bautista reported the committee has an auction going on the web page for items donated during the fundraiser.

New Business

DART has requested meet approval for an out of zone team. DART is requesting to have meets at Cunningham pool on Feb. 28 and March 28 if allowable as per the county and the state guidelines.

Jennifer Theim motioned to approve the request. Andy Downs seconded the motion. The group discussed the request. After no further discussion from the group, a vote was called by Kevin Twohey. All were in favor. The motion carried.

Meet Reports

VJO Intrasquad meet on Feb. 13- The meet lasted about 2.5 hours. There were a lot of officials shadowing at this meet. Everything ran smoothly.

Adjournment was at 8:04 PM.

Next Meeting is the bid meeting- March 17th, 2021 on ZOOM.

Respectfully submitted by Sonya Shaffer

Zone 3 Board of Directors Meeting Minutes **Actions highlighted in yellow**

Attendance:

- Andy Downs (UN) – Sanctions
- Asher Green (NVST) – Senior Chair
- Debi Tucker – officials
- Kian Tavakoli (NVST) – Vice Chair
- Lehla Irwin (SSS)
- Ashley Britton (SRN)
- Phil Grant – Officials
- Gabriel Cueva – Athlete Representative
- Tom Evers (TCA)
- Derek Hutchinson (MCSD)
- Kristine Gonzalez (UD)
- Dea Ann Joslin (WA)
- Erwin Wong (SFSL)
- Ericka Richards (PRNA)
- Jennifer Thiem (VJO)
- Mike Nichols (HSC)
- Tyler Long (TOC)
- Mehrad Zarrehparvar (SRBY)

1. Call to Order: **May 18, 2021 7:32pm**
2. Conflict of Interest Statement
3. Reading, correction, and correction of minutes
4. Correspondence/Announcements
 - a. Chair – no report
 - b. Vice-Chair – no report
 - c. Secretary – no report
 - d. Treasurer – OPEN – no report – **Committee to fill Treasurer position: Phil Grant, Tom Evers, Kian**
 - e. Officials – Pacific swimming reducing restrictions; based on capacity of your venue to have a cap on number of athletes for traditional CBA+; lots of meets already running dual/tri/quads; New Stroke/Turn officials from lots of teams – not fully certified until – 2 new meet referees (total of 9); 2 new admin officials; streamlined AO position from USA Swimming so AOs do not have to have been previous deck officials; recognition of officials traveling distances to help when running several meets on the same weekend; Please secure your own officials for meets you host to help staff meets.
 - f. Sanctions – Meets during covid have a different meet sheet format and have an absolute deadline to be sent to Pacific Swimming 2-weeks prior; Talk to Phil Grant if you are missing assigned officials; Please send meet sheet draft early; Please try to have a meet director separate from working staff at meets (such as head coaches)
 - g. Age Group – FastSwims and Pacific are hosting a summer virtual series in lieu of JO's. Submit times by June 18-Aug 1; looking at a sub for Western Zones as Pacific is not sending a team and Age Group is looking for a meet venue to help host in July.
 - h. Seniors – no report. Have not heard from Pacific Senior Chair
 - i. Equipment – Touchpad reservations confirmed for June 19; VJO May 22
 - j. Athlete – Leadership summit on October 16-17

5. Standing Committees
 - a. DEI – no report
 - b. Safe Sport – MAAP 2.0 coming from USA Swimming end of May and implementing September 1, 2021; electronic communication changing from 5am-9pm and must include another adult participant; locker room and changing room spaces shared with adults and athletes, designate spaces in locker room such as a specific stall for athlete use; adult participant personal care assistant (such as interpreter); individual training sessions must be observable by a parent;
6. Old Business
 - a. Approval of 2021-2022 Meet Schedule (attached)
 - i. Addition of Vallejo Senior Meet November 19, 20, 21; Mendocino meet change to November 20-21; VJO possibly turning back September 10-12 meet to be voted on next month.
 - ii. Motion to approve Zone 3 Meet Schedule to include changes (i) M/S/P
7. New Business – none
8. Meet Updates
 - a. TCA hosted successful P/F/Skins; WA successful dual with Humboldt; VJO/SSS successful pentathlon (3 hours); TOC successful first meet; WAVES successful intrasquad meet; thank you to all officials!
9. Upcoming meeting – June 15th

Draft Minutes prepared by Lehla Irwin (SSS)

Submitted by Sonya Shaffer (MCSD)

Zone 3 Board of Directors Meeting Minutes 6/15/21

Attendees

Kevin Twohey- WANV

Kian Tavakoli- NVST

Sonya Shaffer- MCSD

Phil Grant- VJO, Officials

Debbi Tucker- UN, Officials

Andy Downs- UN, Sanctions

Asher Green- NVST

Dea Ann Joslin- WA

Derek Hutchinson- MCSD

Robert Chavez- WO

Jennifer Theim- VJO

Lehla Irwin- SSS

Mehrad Zarrehparvar- SRBY

Erwin Wong- SFSL

Kristine Gonzalez- UD

Ashley Britton- SRN

Lillian Bautista- UN, DDE&I

Judy Wong- SFRP

Tom Evers- TCA

The meeting was called to order at 7:32 PM by Kevin Twohey.

The minutes from the May meeting were approved.

Reports of Officers

Officials- Phil Grant reported he has been getting a lot of requests for officials. He said it is now okay to have two timers per lane. For the teams that have automatic touch pads, they are encouraging people to use 2 timers, if not 3, timers. Even though June 15 is here, each venue will still have venue specific safety guidelines and requirements. Dr. Blackwell, liaison for Pacific Swimming, is currently working with CDPH. She is planning to give a presentation to our athlete committees about wearing masks. Phil then reported he recently did official clinics for several recreation teams, and he said many of the participants said they were interested in continuing year-round. Phil also noted outreach membership has been approved to move forward with charging \$5.00 for non athlete members instead of the \$74.00. Look on the website for the application. Phil ended his report by sharing the news that he has accepted appointment to the Pacific Swimming Board of Directors, and he will be replacing Mike Davis as the officials chair. In the next several weeks, he will begin to transition for his replacement for the next Zone 3 Co-Chair. Sarah Obbagy from the Santa Rosa Neptunes has been confirmed as his replacement.

Sanctions- Andy Downs reported he is seeing a lot of meets, a lot of meets stacked up on top of each other, they are having some staffing issues but are making them work. He is still waiting for meet sheets from Tom for his meet in July and Ukiah for their meet in July. He received Kevin's sheet for his meet. Reminder to everyone to get the meet sheets at least 2 weeks in advance or earlier and continue to use the COVID forms from the website through the end of July. The September template may be different. He will keep us updated.

Age Group- Jennifer Theim reported there will be no JO's or Far Westerns this year. There is a virtual championship meet at the Pacific Swimming level. All zones are encouraged to do their own championships.

Standing Committees

Disability, Diversity, Equity, & Inclusion- Lillian Bautista reported the U.S. paraplegic swimming is going to be offering a foundation one virtual clinic on Sunday June 27. The clinic is an introduction to paraplegic swimming for athletes, coaches, and parents. Lillian the reported that Veronica Hernandez is going to be reaching out to our San Francisco club coaches because the SF City Parks and Rec do not have their indoor pools open to youth or masters swim teams. We would like to be able to offer assistance to these teams that have not been in the water for 15-16 months.

Safe Sport- Debbi Tucker reported MAP 2.0 is now available on USA swimming's website. Please check out the updates. Kelley is supposed to be sending information out to clubs on how to access the link to the MAP training. Club representatives need to send the info for their club's Safe Sport rep to Debbi so she can forward them to Kelley. Debbi also reported they are looking to try to set up some Safe Sport information tables at meets now that restrictions seem to be loosening up. Please make sure all clubs have completed the Safe Sport recognition program. Any questions please ask Kelley. Also, don't forget there is mandatory reporting. All clubs are going to receive a small pop tent for minors to use as a changing space away from the locker room.

Special Committee

Treasurer Retention Committee- Tom Evers reported the group met to discuss options. They talked about a paid option and a volunteer option for the treasurer position. If the position were paid the amount would be minimal, approximately \$300.00. Zone 3 would donate or give a stipend to the club that the parent or coach belonged to. We have a month to move forward on this because Mary Ruddell is moving to a new position.

Old Business

1. VJO possibly turning back September 10-12 meet-
Kian Tavakoli motioned for VJO to formally turn back the September meet and only do the November meet proposed on the meet schedule. Andy Downs seconded the motion. All were in favor, and the motion carried. The September 10-12 meet for VJO will be removed from the schedule.

New Business

1. No new business

Meet Reports

TCA vs VJO LCM Dual Meet in Petaluma on June 5, 2021- Tom Evers reported they ran 6 lanes, the scoreboard, and both ends of the pool. The meet lasted about 4 hours. Andy Downs was the Meet Referee. Everyone had a lot of fun; it was a great meet.

Adjournment was at 8:05 PM.

Next Zoom meeting is July 20, 2021

Respectfully submitted by Sonya Shaffer

Zone 3 Board of Directors Meeting Minutes 7/20/21

Attendees

Kian Tavakoli- NVST	Lehla Irwin- SSS	Mike Nichols- HSC
Jennifer Theim- VJO	Judy Wong- Rays	Derek Hutchinson- MCSD
Sarah Obbagy- Officials	Gabriel Cueva- Athlete Rep	Ericka Richards- PRNA
Andy Downs- Sanctions	Ashley Britton- SRN	Dea Ann Joslin- WA
Phil Grant- Officials	Asher Green- NVST	Sonya Shaffer- MCSD
Lillian Bautista- DE&I	Victor Wales- TCA	Mehrad Zarrehparvar- SRBY
Kristine Gonzalez- UD	Debbi Tucker- Officials	

The meeting was called to order at 7:31 PM.

The minutes from the June meeting were approved.

Correspondence, Announcements- If you are taking the coaches advantage tutorial online please be aware you may need to screen shot and save your certification of completion. You may need to send the certificate into USA Swimming.

Reports of Officers

Officials- Phil Grant reported the request for officials has slowed down a bit as the 20-21 season is winding down. He has sent out the first round of assigned positions for the next Z3 season. Last week we had the Sectional meet hosted by Sierra Nevada, however it seemed like Pacific was hosting because of the amount of officials from Pacific. Great job for our officials for helping Sierra Nevada officials. Next week is Western Zones. We have many Pac Swim officials going to work in many of the key roles there as well. Phil announced this will be his last meeting as the officials co chair. Sarah Obbagy will be Phil's replacement.

Sanctions- Andy Downs said he just submitted half of REAL today, and the other half of REAL needs to be in by Thursday 7/22. Andy also reported in order to get your fall meets sanctioned, for now, use a modified version of the COVID meet sheet- at least leave all the COVID language. Pacific is still trying to figure out how to write the language for regular clerk of the course non deck seeded paperwork.

Athlete Representative- Gabe Cueva reported the athlete committees mission statement. They are focusing on developing new leaders, including others, and sharing knowledge to other swimmers in Pacific Swimming.

Diversity, Equity, and Inclusion- Lillian Bautista reported they had their meeting last month, and Veronica Hernandez has updated the meet entry application form. Lillian said she has been working with Language Line Solutions to translate the form in Chinese and Spanish. She also reported on Saturday Aug 14 from 9-2 there will be a western zone inclusion summit.

Safe Sport- Debbi Tucker reported MAP 2.0 has webinars on the USA Swimming website. She also said that for those of you still working on getting your recognition done, look on the tools page to see how to complete the process. Also on the tools page you can find how to give someone else from your club access to the safe sport portal.

New Business

1. Starting September 1, 2021 there will be a new procedure for submitting your meet fees to Pacific Swimming.
2. For some clubs, if you have employees, an Employer Retention Tax Credit may be available. Ask Mary or Cindy if you have questions.

Meet Updates

Andy Downs and Victor Wales: TCA, VJO, Alto, Aquabears, and Olympic Club
Indian Valley Campus Pool – 50 year run!

269 athletes, long course, fly over starts, 30 second intervals, regular whistles
On time or early finish

Robert Chavez: Willits Otters- 5 teams, ran well, lots of last minute stuff to get done

Kian Tavakoli: NVST and SSS had a dual meet. A little short on officials, but the meet went well.

Adjournment was at 7:57 PM

Respectfully submitted by Sonya Shaffer

Zone 3 Board of Directors Meeting Minutes 9/21/21

Attendees

Asher Green- NVST
Kevin Twohey- WAVS
Jennifer Theim- VJO
Sarah Obbagy- Officials
Andy Downs- Sanctions
Lillian Bautista- DE&I
Kristine Gonzalez- UD

Lehla Irwin- SSS
Ericka Richards- PRNA
Jonathan Hiett- WA
Gabriel Cueva- Athlete Rep
Ashley Britton- SRN
Tom Evers- TCA
Debbi Tucker- Officials

Derek Hutchinson- MCSD
Robert Chavez- WILL
Nathan Adrian- WA
Dea Ann Joslin- WA
Sonya Shaffer- MCSD

The meeting was called to order at 7:32 PM

Reports of Officers

Officials- Sarah Obbagy and Debbi Tucker reported on October 16th there will be an officials clinic. Sign ups are on the pacswim.org page. Debbi will be running an admin clinic with Mary Ruddell. The clinic is geared for returning to deck seeding and how to deal with timing issues.

Sanctions- Andy Downs reported we are sanctioned for St. Helena and Santa Rosa. He has the paperwork for Rohnert Park and Mendocino meets. Get meet sheets in as early as possible. You still need to use the COVID sanction application.

Age Group- Jennifer Theim reported the committee met about 3 weeks ago. They were able to set up the JO time standards for this winter. The times are posted online. This year because the time standards did not change very much there will be bonus events. Check the bonus event times as well. Jennifer also said ZAM may just be a one day meet now. The committee is looking for ideas and feedback.

Seniors- Asher Green said USA swimming has set some 2022 dates. Nationals are set for July 26-30, Futures weekend is July 27-30, Juniors will be August 1-5, Winter Juniors will be December 7-10, and the 2024 Olympic Trials will be June 22-29, 2024.

Athlete Representative- Gabe Cueva reported there will be a Pacific leadership summit on Oct 16 and 17. This year you can bring a buddy that your coach approves.

Safe Sport- Debbi Tucker said a Safe Sport pop-up is available to come to your meet if anyone is interested. Clubs will be contacted if they have not completed Safe Sport recognition.

New Business

1. PRNA has formally requested to move their meet up to October 23 and 24 because of the conflict with Halloween. A motion was made Andy Downs and was seconded by Lehla Irwin. Kevin Twohey called the question to the group. All were in favor. The motion carried.
2. SRN has formally requested to change their meet from an invitational to a c/b/a meet on the weekend of February 11-13. A motion was made by Ashley Britton and was seconded by Asher Green. Kevin Twohey called the question to the group. All were in favor. The motion carried.

3. Zone 3 website needs to be updated. Lehla Irwin volunteered to update the information.
4. TCA is going to be hosting the Z3 Champs. We need to put the Z3 Championship committee together. Members will be Kevin Twohey, Jennifer Theim, Lehla Irwin, Tom Evers, and Derek Hutchinson.

Meet Updates

Lehla Irwin: SSS held a Pacific Swim camp for the clubs with indoor pools that had been shutdown for a long time. It was a good meet. They did about 6 hours of camp on Saturday and they did a sprint pentathlon and variety of other events on Sunday.

Adjournment was at 8:03 PM

Respectfully submitted by Sonya Shaffer