

Greater Richmond Aquatic League

Board of Directors Meeting

March 21, 2022 via Zoom

Next Board Meeting April 11, 2022 on Zoom

The Greater Richmond Aquatic League (GRAL) is an organization of swimmers, coaches, and parents whose aim is to promote and participate in the sport of summer swimming. GRAL provides an opportunity for young people to compete against others of similar ability in an atmosphere of fair play, good sportsmanship, and safety.

Meeting called to order at 7:02 pm

Roll Call:

- Present: Ashcreek, Atlee, Battlefield Green, Bell Creek, Burkwood, Canterbury, Chestnut Oaks, Church Run, Colonies, Federal Club, Fox Hall, Goochland, Hungary Creek, Kings Charter, Mechanicsville, Milestone, Old Church, Pebble Creek, Raintree, Rockville Dolphin Club, Tuckahoe Village West, Twin Hickory, Wemblyj
- Absent: Ashland, Dominion Club, Hanover, Wellesley, Wyndham

President Report: Kristin Brittle (Atlee) president@galva.com

- Meeting minutes for February 2022 meeting were accepted into the record with no objections. Motion made by TVW, seconded by Federal Club, approved unanimously.

Secretary Report: Julie Zubris secretary@galva.com

- Each team will need to submit proof of insurance (often called COI—certificate of insurance) directly to secretary by May 30th. It needs to have GRAL listed as an additional insured. If your current policy expires in April or May just wait and submit the new 2022 policy.

Treasurer Report: treasurer@galva.com

- We NEED a treasurer. Please, please find someone from your team who would be willing to step up.

- Kristen did her best with creating a budget for 2022. Shared screen and presented the budget to board.
- We have a beginning balance of \$29,000, which is a little higher than usual, to give us a cushion.
- Computer/Software is \$4,046 for 2022. Looking into 14 upgrades into Meet Manager so every meet has use of an upgraded system.
- The regular season sustains itself. However, Champs is running a very large deficit. If we don't make any changes, the league will lose \$11,000 on a two-day event that only serves 30% of league swimmers.
- Medals for Champs is \$13,000, which is very high because we are starting over from scratch and need to ensure we have enough. Usually, the cost should be around \$8,000.
- Umbrella insurance is also a new expense for Champs and is quoted as \$3,200.

VP of Officials Report: John Datovech (Ashland) officials@galva.com

- Christy has been working on getting the new training system ready to be rolled out. Training will begin in May.
- The officials list online does not change until training starts. If you have let Christy know that there are people that need to be inactivated, she has changed it, but it is not reflected on the posted list. If you have officials that need to be removed from the list, you can email Christy with those names.

Computer/Webmaster Report: Christy Evanko webmaster@galva.com and christy@galva.com

- The computer reps manuals are not finished yet, but Christy is working on them. There are two different manuals, Team Manager and Swim Manager.
- Meet Manager is the software that runs the meet. We have 14 meets a week (28 teams), hence why we need to upgrade 14 licenses. Meet manager needs information to run your meet (names and swimmer times). It only has times for the events being swum at one particular meet. That info can be imported from either Team Manager or Swim Manager. Team Manager knows all your swimmers, ages, times, events that have been swum, etc. It will not be getting an upgrade through the league. Swim Manager's advantage is that Christy can get into the system, and she builds the meets for each team. She will update the meets as well. In Team Manager the team must do those things themselves. For Swim Manager, the charge is 3.5% of each swimmer registration. They take payment for registration, take out their 3.5%, and then send teams a check. If you want the simplest system, Swim Manager is the best choice. But the league

does not require it and is not pushing the Swim Manager system; it is completely up to each team.

- Contact changes (board reps, parent reps, officials' coordinator, computer rep) for the website should be sent to Christy. Christy has made all the changes she has received thus far. There have been a few issues, so if the change doesn't happen, let her know.

VP of Equipment Report: Nathan Mondragon (Goochland) equipment@gralva.com

- Did an inventory of the parts we have available for starters. We have 2 power supplies, 6 stands, and 10 microphones. If your team needs something, email Nathan.

VP of Champs Report: Allison Unowitz (Tuckahoe Village West) champs@gralva.com

- 2022 champs will be held Saturday and Sunday, July 30 and 31, 2022. Saturday will be 12 and under and Sunday will be 13 and over.

Old Business

- Champs Umbrella Insurance: Quote we received was only for spectators, so we need to get some new quotes. We will plan to vote on this issue in April.

New Business

- Meet Manager Upgrades: Executive board recommends that we purchase all 14 upgrades at one time to ensure that there are no issues among the league. Motion from Federal Club to upgrade 14 meet manger licenses at a cost of \$4,046; second from Fox Hall. Motion passed unanimously.
 - The upgrade process: Christy will charge the cost to the GRAL credit card. Christy has two teams paired and each team's computer rep will receive an email on how to install it. It can be installed on as many computers as you need. Coach does not need a copy, it really is only the computer rep.
- Champs Budget: Executive board does not feel there is a way to avoid increasing entry fees. These fees have been in place since 2012. Currently the cost is \$3.75 per event and relays are \$15. Kristen wanted to raise the cost to \$5 and \$20, but discussion by exec board was to ease into it with multi-year increases. If we do \$4 and \$16 this year, then there will definitely have to be an increase next year.
 - Multiple teams stated that they agreed with \$5 and \$20; there was no feedback that teams would be unhappy with that big of a jump.
 - We cannot guarantee that rates wouldn't have to go up again next year because we do not have a Champs contract for 2023 and don't know what

the facility rental will cost. We do have options of facilities that we could possibly use instead of CCAC.

- Motion by Federal Club to raise individual Champs entries to \$5 per event and relays to \$20 per event for 2022; second by Atlee. Motion passed with no opposition; Burkwood abstained from voting because the rep feels she would need to take the issue back to her club first.
- Best Practices Presentation on Team Leaders: Kirsten Francis from Fox Hall and Kristen from Atlee
 - Fox Hall board positions: parent rep (two people), coaches liaison (recruitment, salary, etc.), meet director, volunteer director (every family has one night of clean up duty, assigning volunteer positions), computer rep, fundraising (corporate sponsorships plus individual events), champs coordinator, treasurer, officials coordinator, GRAL rep, HOA board rep, concessions, social committee
 - Involve others and empower them with a role.
 - All contributing parents attend swim team committee meetings and help with decision-making.
 - Being a 1-person show ends up hurting your team in the long-term.
 - If someone is an official, that is the only job that their family has to do for the year
- Best Practices Presentation on Volunteers: Anne Gail from Federal Club
 - Start early, open positions now so that people can get the positions they want.
 - Educate new families on what each position entails.
 - Each family has to work 6 half meets.
 - Can buy out volunteering for \$200.
 - Send a specific email before each meet to families who haven't signed up for their slots yet.
 - For cancelations the day of the meet, make sure the person signing in families knows what positions need to be filled and what families still need to fulfill volunteer requirements.
- Best Practices Presentation on Volunteers: Christy Evanko from Pebble Creek
 - Pebble Creek does not do a buy out system because then they wouldn't have enough volunteers.
 - Allow teenagers to volunteer. For timers, make sure they are old enough to be responsible (14 or 15).
 - Four shifts are required for home meet volunteering, or 5 shifts for away meets.
 - Specifically ask individual people to become an official instead of sending a blanket request. Teachers are good for the clerk position because they are used to wrangling children. Expect officials to still work 4 or 5 shifts so they get enough practice and are helping the team.
 - Know your families and know what is a good fit for them. For example, a single mom with littler kids would be good for table worker, but not timer.

- Reminder that changes to official requirements have been tabled until 2023. GRAL has had two strange years and we need to see how it goes with a regular year. This issue was discussed exhaustively by the exec board.
- Next month best practices presentation will be on the topic of meet prep and set-up.

Motion to adjourn by Church Run; seconded by Federal Club.

Adjourned 8:03 pm

Respectfully submitted by Julie Zubris, Secretary