



**Minutes  
Board of Directors**

**Sunday, September 11, 2022**

<b>Board Members in Attendance:</b> Denise Shively, Irene Hawes, Ashley Johnson, Chris Leahy, Jocilyn Sayler (Zoom), Stacey Chapman, Jennifer Jarboe (Zoom), Claire Barton (Athlete At-Large), Emmanuella Tchakmakjian (AEC President), Morgan Fuller Kolsrud (AAC Athlete Representative) (Zoom), Mariya Koroleva (AAC alternate; non-voting), Natalia Vega (General Athlete Representative)	
<b>Staff Members in Attendance:</b> Adam Andrasko	
<b>Others:</b>	
<b>Excused:</b> Kimberly Kohut (non-voting; Secretary), Kerhyl Gannt, Jennell Lynch, Joanne Pasternack, Lauren Gardner (General Athlete Representative),	
<b>Called to Order At:</b> 9:00 AM EDT	BY: Denise Shively. A quorum was declared.

<b>Topic</b>	Approval of Minutes from 7.27.22	<b>Presented by</b>	Denise Shively
<b>Discussion</b>	<p><b>Motion:</b> Irene Hawes motioned to approve the minutes from the Board of Directors meeting on July 27, 2022 with corrections.</p> <p><b>Seconded by:</b> Chris Leahy</p> <p><b>Motion approved with 1 abstention</b></p>		

<b>Topic</b>	Athlete Report	<b>Presented by</b>	Emmanuella Tchakmakjian & Morgan Fuller Kolsrud
<b>Discussion</b>	No report submitted		

<b>Topic</b>	Treasurer's Report	<b>Presented by</b>	Jennifer Jarboe
<b>Discussion</b>	No report submitted		

<b>Topic</b>	VP Competitive Operations	<b>Presented by</b>	Chris Leahy
<b>Discussion</b>	No Report Submitted		

<b>Topic</b>	VP Diversity, Equality, and Inclusion	<b>Presented by</b>	Ashley Johnson
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<b>Discussion</b>	<p>No report submitted</p> <ul style="list-style-type: none"> <li>• Transgender Policy Discussion <ul style="list-style-type: none"> <li>- Looking at whether we need separate categories or whether we need to inform membership that currently “athlete” does not necessarily mean “female” and our events are open to all</li> <li>- A task force (Ashley, Stacey, and Claire) will continue to work on the policy</li> </ul> </li> </ul>
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<b>Topic</b>	VP Marketing and Member Development	<b>Presented by</b>	Jocilyn Saylor
<b>Discussion</b>	<p>No report submitted</p> <p><b>Motion:</b> Chris Leahy motioned to approve Appendix W.</p> <p><b>Seconded by:</b> Natalia Vega</p> <p><b>Motion approved.</b></p> <p><b>Vote: Yes-8 No-0 Abstain-0</b></p>		


<b>Topic</b>	VP Olympic International	<b>Presented by</b>	Irene Hawes
<b>Discussion</b>	No report submitted		

<b>Topic</b>	President’s Report/CEO Report	<b>Presented by</b>	Denise Shively/Adam Andrasko
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Convention Recap/Important Topic Discussion <ul style="list-style-type: none"> <li>- Discussion of some lessons learned including that the BOD members may request discussion during the BOG meeting by moving to the other side of the table and asking that items be pulled instead of waiting for them to come to BOD</li> <li>- Committee chairs should be appointed within the next month or so, try to recruit athletes within the new structure by the end of October/beginning of November</li> </ul> </li> <li>• Op Plan Update <ul style="list-style-type: none"> <li>- Adam shared progress</li> </ul> </li> <li>• Financials Update and Timeline for 2023 draft <ul style="list-style-type: none"> <li>- Adam shared an update</li> </ul> </li> <li>• Follow-up and progress being made on compiling talking points, crisis plan, and media training</li> <li>• Additional business</li> </ul>		

	<p><b>Motion:</b> At 10:57 a.m., Irene Hawes motioned to hold an executive session to discuss personnel.</p> <p><b>Seconded by:</b> Jocilyn Saylor</p> <p><b>Motion approved.</b></p> <p><b><i>**A confidential Executive Session was held to discuss personnel**</i></b></p> <p><b>Motion/Seconded by:</b> At 11:34 a.m., it was motioned and seconded to end the executive session</p> <p><b>Motion approved.</b></p> <p style="text-align: center;">-</p>

<b>Adjournment at 11:40 AM EDT</b>		
<b>Moved to adjourn by:</b> Mariya Koroleva	<b>Seconded by:</b> Emma Tchakmakjian	<b>Motion Approved</b> <b>unanimously</b>

Respectfully Submitted (via viewing recording of Board of Directors meeting),

  
 Kimberly A. Kohut  
 Secretary

Attachments: Appendix W

## APPENDIX W

### COACHES CERTIFICATION POLICY

~~Effective January 1, 2017~~ **Coach Certification Requirements:** Any coach participating or serving in a coaching capacity, with a desire to be permitted on the pool deck, must have obtained a minimum of the following requirements:

1. CCP Level 1 – Required for all artistic swimming coaches, excluding Skills Specialists as defined in Appendix C.12, to be on deck at any land or water training or sanctioned competition.
2. CCP Levels 1 and 2 – Required for all coaches to be on deck at any Regional or Zone Championship or National Championship (including the U.S. Collegiate Championship and the U.S. Masters Championship), unless the coach was certified at CCP Level 1 less than one year prior to the relevant Regional or Zone or National Championship.
3. CCP Levels 1, 2 and 3 – Required for all coaches to be on deck at any Zone or National Championship, unless the coach was certified at CCP Level 1 less than one year prior to the relevant National Championship.
4. Properly submitted safety credentials (Current CPR/First Aid).
5. National Center for Safety Initiatives (“NCSI”) Background Check (parental consent required for minors under 18 years of age).
6. Current SafeSport training – Required for all coaches to be on deck at any ~~sanctioned competition, time.~~

**1.02 Testing Policies:** In order to obtain the specified levels, the following procedures are required. Candidates who fail written tests must retest. Each certification is good for four (4) years. Certification expires on December 31<sup>st</sup>, four (4) years from the completion of the test.

**A. CCP Level 1 Requirements:**

1. Minimum: ~~16~~ 15 years of age.
2. Fees: Training Course and Test fees are set by and payable to USAAS.
3. Membership: USAAS Youth or Adult Instructor, Youth or Adult Professional, Youth or Adult Competitive Athlete, Youth or Adult Athlete or Youth or Adult Life Membership required.
4. Training Materials: ~~USAAS Rulebook in addition to~~ Online course materials.
5. Current CPR, First Aid Certification, NCSI Background Check (parental consent required for minors under 18 years of age) and SafeSport training.

**B. CCP Level 2 Requirements:**

1. Minimum: 16 years of age.
2. Fees: Level 2A Training Course and Test fees are set by and payable to an outside source USAAS. Level 2B Training Course and Test fees are set by and payable to USAAS.
3. Membership: USAAS Youth or Adult Professional or Youth or Adult Life Membership required.
4. Training Materials: ~~USAAS Rulebook in addition to~~ Online course materials.
5. Current CPR, First Aid Certification, NCSI Background Check (parental consent required for minors under 18 years of age) and SafeSport training.
6. Current CCP Level 1.

**1.04 Maintenance of Specific Rating:** To maintain the CCP certification, the coach must complete at least:

- One (1) CCP course (current level or higher per requirements); or
- Attend a Coaches College every four (4) years; or
- Any other requirement approved by the USAAS Education Director.

This includes any “grandfathered” coaches. ~~If the coach fails to complete this, the certification will become invalid and the coach will have one (1) year to complete the requirements and maintain their level.~~ If the coach fails to complete their renewal by ~~this date~~ December 31<sup>st</sup> of the posted year their certification will lapse. If that occurs, and the individual wishes to be an active coach again, they will need to start from the beginning with Level 1.

A. All coaches must be current in NCSI Background Check (parental consent required for minors under 18 years of age) ~~and SafeSport training.~~

B. SafeSport training.

C. All coaches must be current in CPR and First Aid Certification.

#### **Rationale:**

**Coach Certification Requirements.** The changes to the Level 1 Coach Certification requirements for CCP Level 1 is requested as it is important for all levels of coaches to go through training. At this time if you have a new coach or coach-athlete working with athletes, they may not have learned the correct techniques or safety issues that may arise during their training.

**1.02** Changing required age for CCP Level 1 to 15 years old to align with Level 1 Judge Certification.

**1.04** after completion of a CCP course, a coach is now current for 4 years, for example if they completed the course in 2017 with a posted expiration of 2021, they are then given a grace period of 1 year to renew. We are asking that the 4-year certification is a hard deadline with no grace period allowed.

The rest of the changes are clarifications or with wording.