



**ZONE  
DIRECTORS'  
COUNCIL**

## **Zone Directors' Council Meeting**

***September 10, 2023 - Notes***

**8:00 ET/5:00 PT via Zoom**

*"Serving as a connecting link in the USA Swimming Community to build awareness and trust through shared communication and education."*

**Present:** Zach Toothman (Co-Chair), Tim Husson (Co-Chair), Jack Swanson, Keith Moore, Bob Staab, Jackson Fouras, Terry Jones, TJ Walsh, Megan Braman, Gavin Formon, Melissa Hellverik-Bing, Pam Lowenthal, Ellery Parish, Bruno Darzi, Savannah Gurley

**Absent:** Joel Shinofield, Nicole Caruso, Dana Skelton, Beth Winkowski, Jay Chambers, Mitch Gold, Jane Grosser, Nate Chessey, Jerry Adams, Ryan Gibbons, Mike Dilli, Simran Jayasinghe

**Guests:** Kathleen Prindle (BoD), Susan Mechler, Rayleen Soderstrom, Brent Runkle, Patrick Hunter

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The meeting was called to order at 8:03 ET by Zach Toothman and the agenda was approved as submitted.

### **1. Introductions**

Zach Toothman and Tim Husson introduced themselves and introduced the Zone Directors' Council structure, their purpose, and some of their goals.

### **2. Ongoing Business**

#### **a) Zone P&P Updates**

All four zones were given a soft deadline of September 30th for finishing their Policy and Procedures, with a hard deadline of January 1st, 2024. The Western Zone will be voting to approve their Policy and Procedures on September 23rd, 2023. The Central Zone already has Policy and Procedures in place and is currently reviewing their policy for lack of clarity, which should be completed by the end of October. The Southern Zone is working to fill in gaps of their Policy and Procedure and will not meet the soft deadline, but should be finished by the hard deadline of January 1, 2024. The Eastern Zone is meeting this week to go over the final draft of their Policy and Procedures.

#### **b) ZDC Onboarding Task Force**

Four Zone Directors will be terming out in October and a Task Force will be meeting to formulate an onboarding process for those who will be taking over. Zach Toothman, Pam Lowenthal, Ryan Gibbons, Keith Moore, Tim Husson, and Lauren Hurt will all be a part of this task force and plan to have a document ready by the end of October or early November for onboarding.

### **c) ZDC/CAC ABM House of Delegates Project Update**

A list of the non-registered voting delegates for House of Delegates was sent to the Council and the Zone Directors should remind their delegates to register by September 15th. They have until 72 hours before HoD to change their delegates, however the new delegate must already be registered.

## **2. New Business**

### **a) ZDC Junior Officials Proposal and Next Steps**

The Junior Officials working group met throughout the summer to craft the Junior Official Proposal and it was presented to the ZDC. This proposal is meant to provide the opportunity to increase the number of officials, as well as the number of developmental meets, and will be similar to the Junior Coach category. This proposal will be presented to the Board of Directors at the Annual Business Meeting. There was some discussion on if these officials would be allowed to work at LSC Championship meets as they would be close in age to the 13-14 athletes. The Junior Officials would only work 12 and under sessions and the next working group will focus on best practices and implementation.

### **b) Fall Zone Business Meetings**

The Eastern Zone will be meeting on October 1st, holding elections for non-Coach Director and Age Group Chair, and will be voting on Zone meet schedules and hosts. The Central Zone will be meeting on October 29th, and hosting no elections as these have been moved to the spring. They will also be going over Policy Manual updates and changes, as well as discussing some air quality issues at meets this summer. The Southern Zone will be meeting on September 17th to elect a new Coach Director and Senior Chair, as well as to bid on sites and discuss their upcoming Athlete Summit. The Western Zone will be meeting on September 24th to elect a non-Coach Director, vote on their Policy Manual, and do site selection for Zone Championship Meets.

### **c) ZARC Athlete Summit Manual**

Zach Toothman, Annie Kramer, and Savannah Gurley worked together to create a ZARC Athlete Summit Manual to be stored on Zone Websites. This is to provide structure and guidance for Zone Athletes when hosting their Athlete Summits, as the goal is to have all four zones hosting a Summit in 2024. The first draft was shared to the group and is aimed for an October distribution.

## **3. Staff Updates**

Terry Jones mentioned the General Chairs in-service which will be held at the Annual Business Meeting.

#### **4. Zone Updates**

There was some discussion on the recent air quality issues at the Central Zone meet over the summer and the topic of getting more bids for site selection. All four zones agreed this was an issue they were having on getting a variety of bids and at the next ZDC meeting each zone will bring three main things they need from the council to determine the best plan of action moving forward.

#### **5. Adjournment**

The meeting was adjourned by Zach Toothman at 9:00 ET.