Policies and Procedures
Rules and Regulations

Potomac Valley Swimming

October 2026

POTOMAC VALLEY
SWIMMING

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ACKNOWLEDGEMENTS

Grateful acknowledgement is extended to Connecticut Swimming for sharing its Policy and Procedure Handbook, on which this handbook is modeled.

DISCLAIMER

All policies and procedures contained herein are designed to supplement and not contradict, either directly or indirectly, USA Swimming Rules and Regulations which are published annually by USA Swimming, the National Governing Body for competitive swimming in the United States. Copies of the Official Rulebook are available from USA Swimming, One Olympic Plaza, Colorado Springs, CO, 80909-5770. If any rule or procedure contained herein is found to be in conflict, either directly or indirectly, the below stated rule or procedure is null and void.

CHANGES TO POLICIES AND PROCEDURES

General

Changes to the policies and procedures proposed by Potomac Valley Swimming (PVS) divisions or committees must be approved by a Division Committee, or Division Chair, or Board of Directors, or House of Delegates and published in the meeting minutes.

Effective Date

Unless stated otherwise, changes to policies and procedures approved by a Division Committee, or Division Chair, or Board of Directors or House of Delegates will be effective immediately.

Emergency Changes

A PVS Division Committee, Division Chair, Executive Committee, Board of Directors, or the House of Delegates may enact emergency changes to these policies and procedures during the competitive year if mandated by USA Swimming or in order to comply with laws or regulations promulgated by State or Federal authorities and such changes are effective immediately.

COMMUNICATION

Website

PVS's website pvswim.org is its primary means of communication with its membership. This website serves to communicate information pertinent to PVS, and information regarding the Eastern Zone, USA Swimming, and generally the sport of swimming.

Email

PVS Club Contacts, Coaches, Parents and Officials receive emails from the PVS office regarding important announcements or deadlines. Members may opt out of receiving these emails. In addition, all important content is posted on pvswim.org.

ORGANIZATIONAL BACKGROUND

Organizational Information

Potomac Valley Swimming, Inc. (PVS) is incorporated under the laws of the State of Maryland as a non-stock corporation 501(c)(3). The objectives and primary purpose of PVS is the education, instruction, and training of individuals to develop and improve their capabilities in the sport of swimming. PVS promotes swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules and regulations, policies, and procedures of World Aquatics, USA Swimming, and PVS and its Certificate of Incorporation. The geographic territory of PVS is the District of Columbia, Montgomery and Prince George's counties in Maryland, and the counties of Fairfax and Arlington and the cities of Alexandria and Falls Church in Virginia. PVS has jurisdiction over the sport of swimming as delegated to it as a Local Swimming Committee (LSC) by USA Swimming to conduct swimming programs consistent with PVS's objectives and those of USA Swimming and to sanction, approve, observe, and oversee competitive swimming events within the territory, and to conduct competitive swimming events with the Territory, its Region, and its Zone.

Mission Statement

PVS supports and promotes excellence for all through competition, education, inclusion, and leadership in a safe, equitable environment.

Vision Statement

PVS aims to achieve excellence in and out of the pool as a diverse community grounded in a shared love of competitive swimming.

Board Members

Organizational Chart

GENERAL CHAIR: The General Chair shall oversee and have general charge of the management, business, operations, affairs and property of PVS, and general supervision over its officers and agents; shall call meetings when and where deemed necessary; shall preside at all meetings; and, except as otherwise provided in these Bylaws and with the advice and consent of the Board of Directors, shall appoint committee chairs and members for standing and special committees or coordinators as may be necessary to permit PVS to effectively, efficiently and economically conduct its affairs. The General Chair shall report to the Board of Directors all matters within the General Chair's knowledge that the Board of Directors should consider in the best interests of PVS.

ADMINISTRATIVE VICE CHAIR: The Administrative Vice Chair shall conduct meetings in the absence of the General Chair and, at the request of the General Chair or in the event of the disability of the General Chair, shall perform all of the duties of the General Chair, and when so acting shall have all of the powers of the General Chair. The Administrative Vice Chair shall chair, and have general charge of the business, affairs and property of the division that administers PVS business and affairs, and shall oversee the personnel committee, which is charged with hiring and dismissing all employed personnel of PVS. The Administrative Vice Chair shall aid in the development of policy and the coordination of the activities of the officers and committees within the division internally and with other divisions, and committees and coordinators as needed and required. The Administrative Division shall ensure the creation and maintenance of PVS' Policies and Procedures Manual. The Administrative Vice Chair shall be custodian of the records of PVS, and attest the execution of all duly authorized instruments. The Administrative Vice Chair shall cause to be kept copies of all minutes, official correspondence, meeting and other notices, and any other records of PVS in the LSC office, with the LSC Manager and personnel.

FINANCE VICE CHAIR: The Finance Vice Chair is the chief financial officer of PVS. The Finance Vice Chair shall have general charge of the affairs and property of the division that includes the Treasury function, the development and implementation of an investment program for PVS' working capital, funded reserves and endowment funds and the development and implementation of a marketing and fund-raising plan for PVS. The Finance Vice Chair shall prepare an annual budget for PVS' operations and present the budget for approval by the Board of Directors and the House of Delegates. In addition, the Finance Vice Chair shall cause to be conducted the audit or accounting review required pursuant to Section 7.4.2 and shall review, or shall cause the Audit Committee to review, the annual audit or review report and recommend acceptance and appropriate action, if any, with regard thereto by the Board of Directors and the House of Delegates. The Finance Vice Chair is responsible for the adequacy of PVS' system of internal financial and accounting controls. The Finance Vice Chair is ultimately responsible for PVS' compliance with Section 7.4.2. The Finance Vice Chair shall issue regular reports listing the current budget variances by line item, all expenditures and the current fund and account balances for the fiscal year to date, together with such other items as the General Chair or the Board of Directors may direct. The Finance Vice Chair shall:

- have charge of and supervision over and be responsible for the funds, moneys, securities and other financial instruments of PVS;
- cause the moneys, securities and other financial instruments of PVS to be deposited in the name and to the credit of PVS in such institutions as shall be designated in accordance with Section 6.12 or to be otherwise invested as the Board of Directors may direct;
- cause to be appropriately segregated and accounted for any endowment funds, scholarship or award funds and any similar special purpose funds or accounts;
- cause the funds of PVS to be disbursed by checks or drafts, automated debits or wire transfers upon the authorized depositories of PVS, and obtain and preserve proper vouchers for all moneys disbursed;
- cause to be kept in the safe keeping of the Treasurer or person authorized in writing by the Treasurer, correct books of account and other financial records of all its affairs and transactions and such duplicate books of account as the Board of Directors or the Finance Vice Chair shall determine;
- upon request and at reasonable hours cause such books or duplicates thereof to be exhibited to any member of the Board of Directors and upon application and at reasonable hours cause the quarterly financial reports and the annual audited financial statement to be exhibited to any member of PVS or USA Swimming;

- cause PVS to be in compliance with the requirements of Section 7.4.2;
- have the power to require from the officers, committee chairs, coordinators, staff or agents of PVS reports or statements giving such information as the Finance Vice Chair (Treasurer) may determine to be appropriate or helpful with respect to any and all financial transactions of PVS;
- make the books and records available and otherwise fully cooperate with those conducting the annual audit or review of PVS accounts and cause the preparation and timely filing of all required federal, state and local tax returns, and other financial and tax reports with the applicable government official, and forward a copy of the annual financial statement and audit or review reports and any federal tax return to the Administrative Vice Chair for posting to the PVS website. Additionally, submit these same documents electronically to USA Swimming's national headquarters in accordance with Article 8;
- in general, perform all the other duties incident to the corporate treasury.

OPERATIONS VICE CHAIR: The Operations Vice Chair is responsible for providing the equipment, technical training, and operational procedures required to support the competition program.

SENIOR VICE CHAIR: The Senior Vice Chair shall chair and have general charge of the affairs and property of the Division that develops and conducts the senior swimming program of PVS. The Senior Vice Chair will alternate with the age group vice chair every year to chair the quarterly Coaches Competition Committee meetings and bring forth the recommendations and voted upon items to the board.

AGE GROUP VICE CHAIR: The Age Group Vice Chair is responsible for developing and conducting the PVS Age Group Program. They will also alternate in chairing the Coaches Competition Committee meetings every other year and bring forth related recommendations or actions submitted to the Board.

COACH REPRESENTATIVES: The Coach Representatives shall serve as a liaison between the coaches who are members of PVS and the Board of Directors and House of Delegates. They will serve as the liaison to the Athlete Representatives and the Athletes Committee, and shall be responsible to see that the Athlete Representatives' elections are held in accordance with these Bylaws.

ATHLETE REPRESENTATIVES: The Athlete Representatives shall serve as the liaison between the athletes who are members of PVS and the Board of Directors and House of Delegates.

OFFICIALS' REPRESENTATIVE: The Officials' Representative shall serve as the liaison between the officials trained and certified within PVS and the Board of Directors and House of Delegates.

DIVERSITY, EQUITY, and INCLUSION CHAIR: The Diversity, Equity, and Inclusion Chair shall serve as the liaison between all members and the Board of Directors and House of Delegates on matters relating to diversity, equity, and inclusion as those terms are commonly understood within the USA Swimming

community. The Diversity, Equity, and Inclusion Chair shall also serve as Chair of the Diversity, Equity, and Inclusion Committee.

TREASURER: The Treasurer is the principal receiving and disbursing officer of Potomac Valley Swimming. Except as otherwise directed by the Board of Directors, the Treasurer shall receive all monies, incomes, fees and other receipts of PVS and pay all bills, salaries, expenses and other disbursements approved by the Board of Directors. The Treasurer shall publish monthly balance sheets and submit them to the Finance Vice Chair. The Treasurer is a non-voting member of the Board of Directors, and is a transactional position only, not advisory.

Bylaws

PVS Bylaws

Statement of Ethics and Conflict of Interest

Signature endorsement of the PVS Statement of Ethics and Conflict of Interest is required of individuals holding the following positions: All members of the PVS Board of Directors (including active ex officio members), all members of the PVS Administrative Review Board, all PVS employees and support contractors, and all key PVS Committee Chairs.

PVS DIVISIONS

As outlined in the PVS Bylaws, PVS consists of seven divisions:

Administrative Division
Finance Division
Operations Division
Senior Division
Age Group Division
Athletes Division
Coaches Division

Administrative Division

Establishing or Revising Policy and Procedure

Procedures are the way Potomac Valley Swimming has chosen to accomplish a given task. Policies are the way that it has been decided by the PVS Board of Directors or the House of Delegates that it is best to conduct the affairs of the corporation.

Proposals to establish or revise PVS policy or procedure may originate with any member of the Board of Directors, any PVS committee chairperson, any organizational representative of the House of Delegates, or any other USA Swimming member of PVS.

Proposals to establish or revise PVS policy or procedures must be made in writing. Proposals not arising directly from a meeting of the Board of Directors or House of Delegates should be forwarded to the PVS Administrative office by email prior to the monthly board meeting to be placed on the agenda for consideration.

The Board of Directors or House of Delegates may refer recommendations to an established committee for review and comment, establish an ad-hoc committee to further study or refine the proposal, or act upon the proposal as presented. Upon Adoption by the House of Delegates or the Board of Directors new or revised PVS policy or Procedures will be published as updates to the PVS Policies and Procedures Handbook.

USA Swimming Registration Requirements

The following are required to be members of USA Swimming:

- Athletes
- Coaches
- Meet Directors
- Officials
- Team Chaperones

First time registrants and those whose registrations have expired must register online through their USA swimming account. Athletes who are currently registered must re-register through their USA swimming accounts or with their team.

All coaches, deck officials, and team managers of traveling athletes must be USA Swimming members in order to represent their club or Potomac Valley Swimming on the deck.

USA Swimming rules require that "60 days must have elapsed" since the swimmer last competed for one USA Swimming team before the swimmer may compete as a member of another team. During this time, the athlete must compete as "Unattached." This sixty (60) day period may be waived in specific cases where an athlete’s previous club is no longer operating at the discretion of, and as determined by, the Registration and Membership Committee or their designee.

PVS registration fees for the upcoming year are determined as part of the budget passed at the annual House of Delegates meeting.

PVS will reimburse the annual USA-S and PVS registration fees of duly elected PVS Board members and PVS employees.

PVS will reimburse the annual USA-S registration (to the payee) for PVS Officials re-registering after their first year of USA Swimming membership upon meeting specific eligibility requirements listed below:

Eligibility for reimbursement:

- Officials must work at least 10 sessions during the previous calendar year (Jan-Dec) as a certified or apprentice official at PVS sanctioned meets, meets hosted by PVS clubs outside the LSC,OTS eligible Block Party meets, and/or the Black History Invitational. Observed and approved meets or meets sanctioned by other LSCs except as noted above do not count for reimbursement purposes.
- The reimbursement request form must be submitted by March 1 of the registration year and must include a receipt.

Process for Reimbursement:

- Individuals who have paid the fee themselves may apply for reimbursement using this link: Reimbursement Request Form for Individuals.
- Clubs who have paid their officials' fee using Bulk Renewal may apply for reimbursement using this link: Reimbursement Request Form for Clubs.

Athlete Membership

USA Swimming Flex Membership

Beginning with the 2019 registration year, PVS will offer the USA Swimming Flex Membership option. This reduced rate membership category allows an athlete to compete in up to two non-championship meets. The Flex Membership fee as well as administrative rules regarding Flex membership are set by USA Swimming. Flex members may upgrade to Premium Membership (year round, full privileges) at any time during the year by paying the difference between the flex membership and premium membership. Each individual PVS club can decide whether to offer the Flex Membership option to its members.

USA Swimming Seasonal Membership

Seasonal Membership registers an athlete with USA Swimming from April 5 through August 31. Seasonal memberships are offered at a reduced rate and allow the athlete to participate in all PVS meets during the designated months. Athletes may not compete as a USA Swimming athlete in another LSC or at higher level meets (Eastern Zone & Sectional Championships or USA Swimming National Meets) under the seasonal membership program. Seasonal memberships are not transferable to another LSC.

Open Water Registration

Individuals wishing to compete in an Open Water event but who do not wish to become a member of USA Swimming/PVS may apply/purchase a one-time registration. Open water registration allows the athlete to compete in a single open water event.

Club Membership

Clubs must renew their club membership annually through their team portal on the USA Swimming website and ensure their club is in good standing.

In order to encourage club participation at PVS meetings, PVS established a non-participation fee. This fee is assessed to non-college clubs that do not have representation at a minimum of 2 of the 3 Competition Committee Meetings (CCM) and the annual House of Delegates (HOD) meeting during the fiscal year (Fall, Winter, Spring CCM and Spring HOD). The fee will be billed to clubs not meeting the minimum participation requirements within 30 days following the HOD. No future registration for the club will be accepted until the fee is paid in full. Any club joining PVS after the start of the season, will be required to attend the remaining Competition Committee Meetings minus 1, plus the House of Delegates meeting.

Administrative Division Committees / Coordinators

Awards Coordinator - The Awards Coordinator is responsible for maintaining, developing, and promoting programs that educate and recognize the accomplishments of PVS athletes, such as the PVS Scholar Athlete Program, which annually issues certificates and awards scholarships with a monetary value.

Outstanding Athletes Committee - The Outstanding Athletes Committee reviews all athlete accomplishments and prepares the nominations for the PVS Outstanding Athlete Awards. Selections are determined through statistical analysis of each athlete's top four weighted events. The nominations are shared with the coaching community to ensure transparency in the selection process.

Records Coordinator - The Records Coordinator establishes procedures for reporting USA Swimming/PVS records and maintains the PVS open and resident records.

Scholar-Athlete Coordinator - The Scholar-Athlete Coordinator establishes application procedures, reviews and approves applications, and provides recognition to the qualified Scholar-Athletes of PVS.

Administrative Review Board

The Administrative Review Board shall have a minimum of five (5) members and a maximum of ten (10) members, with a sufficient number of Athlete Representatives to constitute at least 20% of the voting

membership. At least three members of the Administrative Review Board shall hear each case, with a sufficient number of Athlete Representatives to constitute at least twenty percent (20%) of its membership. No hearing shall proceed without the required athlete representation

The Administrative Review Board will hear complaints and appeals regarding administrative matters within PVS which do not rise to the level of Code of Conduct violations and are not appeals of sanction decisions. The Administrative Review Board shall have no jurisdiction to hear complaints regarding conduct that may violate the USA Swimming Code of Conduct or otherwise violate the policies, procedures, rules and regulations adopted by USA Swimming, or conduct that may bring USA Swimming, PVS or the sport of swimming into disrepute.

Diversity, Equity, and Inclusion Committee

The Diversity, Equity, and Inclusion Committee deals with matters relating to diversity, equity, and inclusion as those terms are commonly understood within the USA Swimming community. The Diversity, Equity, and Inclusion Committee will advise the Board of Directors and help devise strategies to:

- Increase participation of underrepresented groups;
- Support awareness initiatives and programming for athletes, coaches, and volunteers to educate them on age and gender inequity, racial inequity, sexual orientation discrimination, religious discrimination and other discriminations and/or inequities that underrepresented groups face.;
- Help to create an atmosphere for athletes, coaches, and volunteers to discuss inclusion in an open and trusting atmosphere;

The Diversity, Equity, and Inclusion Chair shall serve as Chair of the Diversity, Equity, and Inclusion Committee.

Governance Committee

The Governance Committee shall be comprised of a minimum of five (5) members and a maximum of eight (8) members, elected by the House of Delegates, with athlete members constituting at least 20% of the membership.

Technical Committee

The Technical Committee is tasked with:

- Reviewing meet announcements for accuracy and compliance with USA Swimming rules and PVS policies;
- Working with meet directors to ensure compliance with USA Swimming rules and PVS policies;

- Advising the Board of Directors regarding technical aspects of running swimming competitions.

The members of the Technical Committee are appointed by the General Chair with the approval of the Board of Directors.

Safe Sport Committee

The purpose of the PVS Safe Sport Committee is to ensure implementation of the USA Swimming's Safe Sport policies, guidelines, educational programs, reporting and adjudication procedures which are intended to help provide a safe, healthy and positive environment for all USA Swimming members. The Safe Sport Committee will:

- Coordinate and oversee the implementation of effective ongoing educational programs for all athlete members, their parents, coaches, volunteers and local clubs as provided by USA Swimming;
- Coordinate Safe Sport Recognition Program (SSRP) and Education within PVS
- Be the primary contact for the club members in PVS to share information about what USA Swimming and other LSCs are doing regarding Safe Sport policies and programs; and to collect, develop and disseminate information on LSC best practices;
- Serve as an information resource for clubs by, among other things, helping to identify and connect them with local educational partners and resources;
- Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to foster safe, healthy and positive environments for all its members; and
- Be available to work on special projects, educational programs and assignments as needed.

The members of the Safe Sport Committee shall be the Safe Sport Committee Chair, who shall serve as chair, and at least four additional members; at least one shall be a Coach Member, at least two shall be at large non- athlete members, and a sufficient number of athletes so as to constitute at least 20% of the voting membership of the committee.

Minor Athlete Abuse Prevention Policy (MAAPP)

Per the U.S. Center for Safe Sport, USA Swimming has adopted a Minor Athlete Abuse Prevention Policy (MAAPP). This Policy addresses risk areas that present opportunities for abuse to occur.

The Policy covers five (5) areas:

- One-on-One Interactions
- Travel: Local & Team

- Social Media & Electronic Communication
- Locker Rooms & Changing Areas
- Massages & Rubdowns

MAAPP will apply to all adults who interact with and have direct and frequent contact with minor athletes, including adult athletes. The language used in the policy is Applicable Adult. All Applicable Adults will be required to follow MAAPP.

All USA Swimming non-athlete members regularly complete Safe Sport training, known as Athlete Protection Training. Now, all adult athlete members will also be required to complete Athlete Protection Training. All adult members—athlete and non-athlete—will be required to complete the training annually.

All USA Swimming LSCs and member clubs are required to update their policies to reflect MAAPP. MAAPP is provided in full at www.usaswimming.org/.

Athlete Financial Aid and Outreach

Potomac Valley Swimming has established a Financial Aid program to ensure that every PVS athlete is afforded the opportunity to participate in USA Swimming and PVS programs for which they qualify regardless of their financial situation. The financial aid is limited to a waiver of fees for PVS Sponsored programs and/or reimbursement for costs incurred while participating in USA Swimming sponsored programs. Petitions for financial aid should specify the need, the program to which it will be applied, and should be forwarded to the PVS Administrative Office. Applications will be reviewed by the General Chair, the Finance Vice Chair, and the appropriate Competition Division (Age-Group or Senior) Chair for recommendation to the PVS Board of Directors. Recommendations will be made and acted upon without reference to the individual's identity.

Outreach Membership

Outreach membership offers qualified individuals the opportunity to become a USA Swimming year-round athlete member at a reduced fee. The USA Swimming fee for Outreach membership is reduced and the Potomac Valley LSC fee is totally waived. The goal of this program is to provide opportunities in swimming to economically disadvantaged youth in the United States. Outreach membership through Potomac Valley is available to individuals who receive Free [or Reduced] School Lunch.

It is PVS policy to develop a program to permit applications to be solicited so additional grants [similar to that made to the group Nadar Por Vida] are made under this program. This is to encourage member clubs and other individuals to apply for grants to support this type of activity in the future.

PVS will waive entry fees into PVS sponsored meets for athletes registered under the outreach program. Clubs will submit entry fees for Outreach swimmers' entries to the host club and then the PVS Finance Vice Chair will approve reimbursement requests. Requests for Outreach Athletes' entry fee credit must be submitted using the online form.

Camp Program

Potomac Valley Swimming supports the USA Swimming Camp Programs. Budgeted funds are used to offset the cost of the program to PVS athletes and to compensate the hosting club for supporting the event. USA Swimming provides materials, T-shirts, and compensation for the camp director and staff.

Participant fees are assessed to cover the difference between actual cost and allocated funds. Fees vary according to the cost of rooms, meals, transport, etc., but our goal is to keep the cost to the participant to the absolute minimum required. Rebates to the host club are paid upon receipt of financial reports and copies of any reports required by USA Swimming.

Uncompensated travel to/from USA Swimming Select Camp Programs will be reimbursed as follows:

- Athletes must meet PVS Travel Assistance requirements.
- Maximum reimbursement not to exceed $300.00.
- Athletes must present proof of participation (e.g., registration fee receipt) and proof of travel cost (e.g., receipt/ticket stubs).

Using "PVS Qualified Travel Assistance Form", athlete must prove he/she has met minimum travel assistance requirements, including meet/events swims, for 1 of the 2 previous seasons (i. e., either Short or Long Course)

Coach and Team Recognition

The dollar amount of each reward is based upon the amount of money allocated from the annual operating budget as approved by the BOD and HOD and allocated as follows:

AG Coach of Year: (1/6 share)
SR Coach of Year: (1/6 share)
Future Star Coach of Year: (1/15 share)
Rising Start Club: (1/5 share)
Six Educational Grants: (1/15 share) x 6 grants

Potomac Valley Swimming Coach of the Year (COY) and Rising Star Awards

Purpose: Potomac Valley Swimming recognizes its top Senior Coach, Age Group Coach, Future Champion Coach and Rising Star Club each year with an award nominated and voted on by its member coaches. A nominating panel will submit automatic nominees. All coach members in good standing may also submit nominations for consideration.

Process: The Coach and Team Award Nominating Panel will be composed of all coach members serving on the PVS Board of Director, as well as the Junior, Senior and at-large athlete reps.

- The COY Nominating Panel will select nominees for the Age Group and Senior Coach of the Year Awards, Future Champion Award, and the Rising Star Club based on meeting the criteria and rankings as outlined. All PVS coach members may submit names of fellow coaches for consideration by the panel by emailing the PVS Age Group Chair AgeGroupChair@pvswim.org or Senior Chair SeniorChair@pvswim.org. The Senior Chair will collect and share the nominees to the panel to verify eligibility of submissions.
- Self-nomination is not allowed.
- Members of the panel will recuse themselves from voting on any specific award if they or a coach from their club are among the nominees being considered.
- A call for nominations will be sent out from the LSC office via flashmail and posted on the PVS website the first week of August.
- Nominations are due no later than September 1.
- The COY Nominating Panel will generate the approved list of nominees to present to the coach members of PVS for voting.
- At the request of the Senior Coach Representative, the PVS Office will distribute the nominations to all PVS coaches via email by September 15th .
- Voting will take place online through a voting form from September 15 – September 30 or remain open for at least ten days.
- Each team will receive one vote for the Senior Coach of the Year, one vote for the Age Group Coach of the Year, one vote for the Future Champion Award and one vote for the Rising Star Club Award. If more than one vote is received, the last vote from the team's head coach will be used.
- Awards will be presented at the Fall PVS Competition Committee Meeting.

Requirements:

- Current coach member in good standing with USA Swimming and Potomac Valley Swimming for at least the previous one year of the year the award is presented.
- Nomination is based on the SC and LC seasons combined.

- Coaches may not be nominated if they received the same award the previous season.
- Teams in consideration for the Rising Star award must be in good standing with USA Swimming and Potomac Valley Swimming.

Age Group Coach of the Year

PVS will award the selected outstanding Age Group Coach of the Year with a stipend of 1/6 share of the PVS annual club and coach development budget to use for further coach development opportunities.

Criteria: Age Group Coach of the Year

- Three (3) Age Group coaches with the highest nationally ranked athletes in the 11-12 and 13- 14 age groups during the selection period will be automatic nominees. The nominee must be the athlete's primary coach. Ties will be decided by the next highest national ranking events by the top-ranking athlete coached by the nominee.
- Two (2) additional at-large nominees may be selected by the panel based on but not limited to the following criteria: nationally ranked athletes coached by the nominee, team rankings at PVS Age Group Championship meets, Sectional Meets, National or Junior National qualifiers coached by the nominee.
- All PVS coach members may submit names of fellow coaches for consideration by the panel by emailing the PVS Age Group Chair AgeGroupChair@pvswim.org or Senior Chair SeniorChair@pvswim.org.
- The Head Coach/ CEO/ Director of each team will be contacted to verify the direct coach that is to be nominated.

Senior Coach of the Year

The Coach selected as the PVS Senior Coach of the Year will receive an educational stipend of 1/6 share of the PVS Annual club and coach development budget to use for further coach development.

Criteria: Senior Coach of the Year

- Three (3) Senior coaches with the highest nationally ranked athletes in the senior swimming

category of USA Swimming during the selection period will be automatic nominees. The nominee must be the athlete's primary coach. Ties will be decided by the next highest national ranking event by the athlete coached by the nominee.

- Athletes connected to the coach must be training full-time with the coach during at least 6 months of the swimming year the award is being considered. If there are two coaches in consideration, the designated team head coach will determine the coach being nominated.
- Rankings of collegiate athletes will not be considered.
- Two (2) additional at-large nominees may be selected by the panel based on but not limited to the following criteria: age group 15-18 nationally ranked athletes coached by the nominee, team rankings at Sectional Meets, USA Swimming National Meets, or National/Junior National Olympic Trial qualifiers coached by the nominee.
- All PVS coach members may submit names of fellow coaches for consideration by the panel by emailing the PVS Age Group Chair AgeGroupChair@pvswim.org or Senior Chair SeniorChair@pvswim.org.
- The Head Coach/ CEO/ Director of the team will be contacted to verify the direct / primary coach that is to be nominated.

Future Champion Coach

The Future Champion Coach Award is awarded annually to a coach that has shown contributions to the sport of swimming outside of swimmer performance. The nominations should show involvement in PVS and other swimming organizations to support building the swimming community foundation through direct actions to support swimming. Nominations should focus on building the foundation of entry to the sport and retaining members in the sport through direct actions.

Criteria: Future Champion

- Three (3) PVS coaches will be nominated by the COY Nominating Panel based on the following criteria: Leadership and participation at the club, LSC, Zone, Sectional, and National level; participation in PVS camps, clinics, and events; Community Service involvement; Involvement in other swimming organizations (YMCA, Red Cross, Summer League, etc.); Length of Service; or other leadership projects and/or events worthy of recognition.
- All PVS coach members may submit names of fellow coaches for consideration by the panel by emailing the PVS Age Group Chair AgeGroupChair@pvswim.org or Senior Chair SeniorChair@pvswim.org.
- The Head Coach/ CEO/ Director of the team will be contacted to verify the direct / primary coach

that is to be nominated.

Rising Star Club

Recognizing the club that is moving up in terms of virtual club points, improvement in number of swimmers to Jr and Sr Nationals and IMX participation.

Criteria: Rising Star Club

- Three (3) PVS clubs will be nominated by the COY Nomination Panel based on improvement in the team's Virtual Club Championship rank or Club Excellence rank compared from the previous season (SCY and/or LCM)
- Nominations for the Rising Star Club are based on improvement of the club from the previous year.
- Teams may only be eligible once every two years.
- All PVS coach members may submit names of fellow teams for consideration by the panel by emailing the PVS Age Group Chair AgeGroupChair@pvswim.org or Senior Chair SeniorChair@pvswim.org.

Educational Grant

Potomac Valley Swimming has established a continuing education program for its coach members. Up to six $500 educational grants will be awarded each fiscal year. The Long Course Zone Team Head Coach and Assistant Head Coach will automatically be awarded a grant. The four additional $500.00 educational grants will be available for active, certified PVS coaches (who have applied) for the upcoming fiscal year. The eligibility criteria for these grants is established by the Competition Committee with the approval of the Board of Directors. The eligibility criteria are distributed annually with the application form.

Those selected may choose any educational coaches' program for which they are eligible. Other educational opportunities may be approved by the Board of Directors on a case-by-case basis. Those selected (except the Zone Team coaches) are ineligible the following year. Coaches accepting a grant must submit a report to the Competition Committee and an evaluation to the Board of Directors in addition to receipts turned in for reimbursement to PVS treasurer.

- Coaches will apply for an educational grant for themselves to further their coaching career and support the continued advancement of PVS and the coaches as leaders in USA Swimming.
- All applicants must be coaches in good standing with PVS and USA Swimming and have coached in Potomac Valley Swimming for at least the past 12 months prior to applying.
- Grants may not be granted in consecutive years.
- If there are more than four applicants, the Coach and Team Award Nominating Committee will rank the applicants based on the following criteria:
  - Years registered as a PVS Coach (more years = higher rank)
  - Full time coach vs. Part time coach (full time &; part time)
  - Prior Service Commitment to PVS; Coaching Career:
    - PVS Board Member: 5 points
    - PVS Committee Member: 3 points
    - PVS Zone/camp staff: 3 points
    - Participation at PVS Championship Meets: 2 points
    - Other swimming related lines of work (i.e. summer or high school coaching): 2 points
    - Completion of prior USA Swimming or ASCA related CE credits: 2 points
  - Applications will be accepted between March 1 – March 30 each year and selections will be determined no later than May 1. If by May 1 there are remaining grants unclaimed, additional applications will be granted on a first come first served basis if they meet the minimum requirements.
  - All grants will carry a 1-year deadline to use.

Athlete Recognition

Open and Resident Records

Potomac Valley Swimming shall maintain both resident and open records and may maintain meet records.

Resident - PVS Resident records are the best time achieved in an event by any swimmer who is registered with Potomac Valley on the date of the swim. A PVS resident record may be set using any time that is considered an Official Time for USA Swimming purposes. PVS swimmers that compete while representing a college or university in another LSC are eligible to establish PVS Resident records during that school's competition season. However, a swimmer previously registered with another LSC who registers with a Potomac Valley college or university team in accordance with USA Swimming rule 203.4 is not eligible to establish Potomac Valley Resident records until the completion of that school's

competition season; and then must have fulfilled the requirement of 120 days without having represented any other LSC in USA Swimming competition.

Open - PVS Open Records are the best time achieved in an event within all PVS sanctioned competitions. They may be set by any swimmer registered with USA Swimming or another World Aquatics member. They may not be set at approved meets or with swims approved for observation.

Meet Records - The Board will determine if meet records will be maintained for any PVS sponsored meets. Clubs may determine if they wish to maintain meet records for club sponsored meets. All record times and times of record are subject to current USA Swimming rules and regulations regarding record times.

Outstanding Athlete

This annual award is presented to the male and the female athletes in each age group who are nominated by their coaches as the outstanding athlete.

Awards to be made annually to single age groups from 9 to 18 and Open with the qualification period remaining the same Sept 1-Aug 31, the coach will have the option of one age group the athlete can apply for. The accomplishments presented on the application must have been achieved in the specific age group for which recognition is sought and achieved during the qualification period**.**

This award is based solely on the swimming achievements of the athletes from September 1 of one year through August 31 of the next.

Recipients of the outstanding athlete award may not be a currently enrolled college athlete unless that college athlete represented a PVS club during the year prior to representing a college team.

Outstanding Athlete oversight will consist of the current Age Group Chair and Senior Chair and PVS Administrative person. Awards will be for single age and athletes and athletes may be nominated and receive awards for more than one age.

· Single Age
· Top four swims (LC or SCY) power points

- Swimmers may only use a LC or SCY version of an event discipline and distance. For example, an individual may not use 200 LCM Breaststroke and 200 SCY breaststroke or 800 LCM freestyle and 1000 SCY Freestyle per nominated age.
- Using USA Swimming SWIMS Power Points
- USA Swimming > Times > Individual Times Search
  https://www.usaswimming.org/times/individual-times-search

Type in swimmer's name
Click on rank by 'points'
The top four swims in specific age category will be considered
The total points will be a sum of the following power points:
Swim 1 x .4
Swim 2 x .3
Swim 3 x .2
Swim 4 x .1

- May input multiple nominations for ages per swimmer, but only swims at the specific age will be considered. i.e. may not use times swum as a 14-year-old to consider for 13-year-old award or vice versa. ·
- The Online Form submission will calculate the weighted score and provide the results to PVS administrators. Input required by the nominator:

  o Athlete Name
  o Team
  o Gender
  o Age for the nomination
  o Event 1, Time 1, Points 1
  o Event 2, Time 2, Points 2
  o Event 3, Time 3, Points 3
  o Event 4, Time 4, Points 4
  o Nominator name & contact information
  o Submission validation & statement of accuracy.

The AG and SR chair along with the PVS administration will verify the results.

Distance Swimming Award

Awards shall be given annually to the fastest time (*event or intermediate split*) swum by a PVS swimmer in sanctioned competition in Women's 1000 Yard Freestyle, Men's 1650 Yard Freestyle, Women's 800 Meter Long Course Freestyle and Men's 1500 Meter Long Course Freestyle. It shall be based on performance for the period September 1-August 31. The awards shall be similar to and awarded at the same time as the Outstanding Athlete presentations are made. Recipients of the distance award may not be a currently enrolled college athlete unless that college athlete represented a PVS club during the year prior to representing a college team.

The Distance Award Program shall include a separate award for the age 18&U age category whenever the primary winner of the award is older.

Swimmer with Disability Award

PVS Criteria For Swimmer with a Disability Award

Criteria	Points
Each Top 3 Finish in a Can-Am Series Meet	0.5
Pan-American Record in a non-Paralympic event	3
American Record	3
US Paralympics National Team	4
US Paralympics Elite Team	5
World Record in a non-Paralympic event	5
Pan-Am Record in a Paralympic event	6
US Paralympics World Championships or Paralympic Team	6
Bronze Medal at World Championships or Paralympic Games	7
Silver Medal at World Championships or Paralympic Games	8
Gold Medal at World Championships or Paralympic Games	9
World Record in a Paralympic event	10

Notes:
1. Coach or swimmer must apply for the award
2. A single swim only earns the highest achievement accomplished with that result. (E.g., a World Record in a non-Paralympic event would obviously also be a Pan-American Record in a non-Paralympic event and would be awarded 5 points vice 8 points.)
3. If no swimmer earns any points, the award is not issued. If swimmers should tie with points, awards should be presented to both.

PVS will award 1 Male Disability Award & 1 Female Disability Award.

Open Water Outstanding Athlete Award

The purpose of the Open Water Outstanding Award is to provide recognition to the top Open Water Swimmer, to highlight Open Water Swimming in PVS and encourage more swimmers to participate in Open Water events in PVS.

The Open Water OA will be awarded to the top male and female swimmer in the following age groups: 10 & Under, 11-12, 13-14, 15 & Over. Due to the nature of Open Water swimming it is difficult to compare only times, so additional information, such as the level of meet, distance and place will be used to determine the awards.

The criteria for winners will be based on the following:

10 & U and 11-12: Participation in local events; then based on place and time, Participation in Eastern Zones; then based on place on time.

13-14: Participation in local events; then based on place and time, Participation in Eastern Zones; then based on place on time. Nationals Qualification, then based on event distance, place and time. Participation on the National Junior Team.

15 & Over: Participation in local events; then based on place and time, Participation in Eastern Zones; then based on place on time. Nationals Qualification, then based on event distance, place and time. Participation on the National Junior Team and/or National Team.

Scholar Athlete Award

The purpose of this award is to emphasize the importance of scholastic achievement through a program that recognizes the scholastic excellence of Potomac Valley swimmers.

This award is open to all USA Swimming/ PVS members in grades 9 to 12 who attain a 3.5, or higher, grade point average (GPA) at the conclusion of the current school year AND a 3.5, or higher, event standards average in a minimum of five events offered in the swimmer's age group. Times must be obtained at a USA Swimming or PVS sanctioned or approved short course or long course meet during the qualifying period.

To apply a student should submit an application, with a copy of his/her report card, at the conclusion of the school year. The Application for the Award shall include the following statement: “It is expected that the Athlete, and not his/her Parent(s), will complete the Application and submit the appropriate documentation. The Athlete hereby verifies that he/she has completed the Application for this Award.”

Home schooled athletes are considered for PVS Scholar Athlete Awards. Home-schooled athletes wishing to be considered for future PVS Scholar-Athlete Awards are encouraged to apply and that an ad-hoc committee of three, appointed by the General Chair is formed to evaluate their applications. It is desirable for the members of this committee to have experience in education so they can properly evaluate the equivalency of the academic work.

USA Swimming Convention Representation

The General Chair determines invited convention attendees based on designated voting delegates (General Chair, Administrative Vice Chair, Age Group Vice Chair, Senior Vice Chair, Senior Athlete Representative and Senior Coach Representative), At Large voting delegates, national committee members, and others at the discretion of the General Chair. Any attendees on this invited list are reimbursed for reasonable expenses for the convention.

NOTE:

Any PVS member who is an invited convention attendee must attend all PVS meetings called by the General Chair while at Convention, unless excused, and must fulfill their other obligations at Convention as designated by PVS.

PVS Representation at USA Swimming House of Delegate

The PVS non-coach, non-athlete delegate will be selected in the following priority order: General Chair, Admin Vice Chair, Finance Vice Chair, DEI Chair, Safe Sport Chair, Operations Vice Chair. If none of these individuals are eligible or available, the General Chair shall make the appointment with the advice and consent of the PVS BOD.

The PVS non-athlete coach delegates will be selected in the following priority order: General Chair, Admin Vice Chair, Senior Chair, Age Group Chair, Senior Coach Representative, Junior Coach Representative. If the required numbers are not eligible or available, the General Chair shall make appointments with the advice and consent of the PVS BOD.

If an individual is eligible for a vote by virtue of another position with USA Swimming, they will relinquish their PVS vote.

Reimbursement of Travel Expenses

USA Swimming annually schedules various workshops and seminars for LSC Officers and Coordinators.

USA Swimming usually funds some portion of the expenses for these events. To ensure that PVS enjoys representation at these events without expenses to the representative. PVS will reimburse reasonable uncompensated expenses.

To receive reimbursement for uncompensated expenses, participants need to submit a PVS Expense Form, listing the expenses incurred, to the Administrative Office. Lodging and meals are only reimbursed with receipts submitted. Receipts (ticket stubs) are required for airfare claims and must be attached to the completed form. Reimbursement requests must be submitted within 30 days of the completion of the trip/event. No expenses are paid in advance of the event/trip unless there are special circumstances which will need to be reviewed/approved by the General Chair. Late reimbursement requests will require an appeal to the Board for approval.

Website Policy

Mission: The goal of the PVS website is to provide timely, comprehensive, and accurate information that is available on a continuous basis. Its content shall be pertinent to Potomac Valley Swimming community (including its registered athletes, non-athletes and interested family members and friends.)

Governance: Within the general policies stated here, the Configuration Committee will provide supplemental guidance when needed to the Webmaster regarding the appropriateness of newly proposed content for the website for which a precedent has not been set. They shall also make recommendations regarding possible changes to the PVS website as a result of changing needs or interests of the PVS swimming community and as a result of changing technology.

The Configuration Committee's membership, at a minimum, will include the Administrative Vice Chair, the Webmaster, and a representative from the PVS Administrative Office. Additional personnel may be appointed by the Administrative Vice Chair. The Committee shall choose its Chair from its membership by election.

Content: The following are guidelines for the PVS webmaster to use in determining whether it is appropriate to post an item to the PVS website without prior consultation with the Configuration Committee:

- Meet results, including individual sessions as appropriate, once they are considered official as evidenced by the Meet Director releasing the file/information.
- Results of all PVS sanctioned, approved and observed meets may be posted when provided in electronic form to the webmaster. The webmaster may also post links to non-PVS meets likely to be of interest to the PVS swimming community. Priority of posting will be for PVS sanctioned meets.
- Meet results shall be maintained on the PVS website for at least 2 years.
- Psych sheets and/or expected session timelines for distance meets and distance events within other meets may be posted. Psych sheets for other events/meets may be posted when requested by the Competition Committee Chair, Age Group Chair, Senior Chair or Distance Coordinator.
- Meet announcements for all meets sanctioned by PVS may be posted to the PVS website to provide a single repository of upcoming meets. PVS competition schedule as approved by the Competition Committee, (as well as other meets sanctioned by PVS and block parties)
- Records Section will only be updated following confirmation by the Records Chair that a record has been set. However, unofficial record swims may be highlighted.
- Approved PVS forms following coordination with the LSC Services Manager.
- Newsletters, general correspondence, minutes, meeting agendas and similar items received from the PVS Administrative Office, BOD members, or committee chairs, whenever requested.

- PVS Policies and Procedures Manual, PVS By-Laws, the PVS Resource Lists, PVS organizational structure, Board and Committee chairs and members, etc.
- Links to websites of interest to PVS athletes.
- List of PVS member clubs and summary information about them.
- Information regarding swimming venues used by PVS and other meeting locations used for PVS purposes.
- Information about significant honors and accomplishments achieved by PVS athletes and non-athlete members.
- Special articles of interest to the PVS community so long as written from a PVS or non -club perspective.
- Information about club events that are likely to be of interest or significance to the PVS swimming community.
- Links to PVS club websites and other swimming related websites (in particular, other swimming related organizations located within PVS's boundaries) and other swimming sites likely to be of significant interest to the PVS swimming community.
- Summary listing of coaching vacancies within PVS upon request from PVS clubs.

Exceptions to these policies may be approved by the General Chair or the Administrative Vice Chair. They may seek the advice of the Configuration Committee in making such determinations.

VENUE SELECTION AND Assignment of Team Location for PVS Meets

The PVS Pool Rental Manager shall be appointed by the General Chair/Board annually. The Pool Rental Manager shall be responsible for securing Pool Rentals for the LSC.

The Operations Vice Chair is encouraged to consult with the Senior Chair, Age Group Chair and two Coaches representatives when considering changing venues and/or new rental opportunities become known.

The LSC Services Manager has the responsibility for team venue placement and rebalancing of entries for PVS sponsored meets.

Administrative Treaties

Maryland Swimming

When meets are held by Maryland Swimming in PVS territory (and vice versa), the sanction fee assessed by the LSC in which the meet is being held will be $100 when all the following conditions are met:

- The out-of-territory LSC or one of its member clubs must sponsor the meet.

- A minimum of eight percent (80%) of the athletes participating in the meet must be from the out-of-territory LSC.
- Responsibility for staffing of the meet is handled by officials from the out-of-territory LSC.
- Meet Announcement preparation is the responsibility of the out-of-territory LSC.
- Meet Announcement and results are posted on the out-of-territory LSC's website.
- Verification of athlete registrations (both pre and post meet) is performed by the out-of-territory LSC.
- The loading of times into SWIMS is performed by the out-of-territory LSC.
- Warm-up and safety procedures of the out-of-territory LSC are followed with Report of Occurrence reports, if any, submitted to both LSC's, in addition to USA Swimming and Risk Management Services, Inc.

Competition

Competition Committee

The Competition Committee is responsible for developing and coordinating an overall swimming program for all levels of swimming in the LSC, including Senior and Age Group programs. The members of the Competition Committee shall consist of the Senior Vice Chair, Age Group Vice Chair, the Coach Representatives, the Zone Technical Planning Representative, and all USA Swimming coach members of PVS Clubs, and a sufficient number of athletes so as to constitute at least 20% of the voting membership of the committee. Each member shall have voice, but only the elected Coach Representatives, two at--large coaches appointed by the General Chair, and one representative from each member club shall have voting privileges. The Senior Vice Chair or Age Group Vice Chair, whoever is senior in term, shall serve as the chair of this committee and shall report to the Board of Directors.

Athlete Travel Assistance

Through the PVS Operating Fund, Potomac Valley Swimming (PVS) provides financial assistance to PVS member clubs whose athletes participate in designated National level events. The PVS Board of Directors will determine the eligible events and the travel assistance, based upon recommendations from the Competition Committee. The dollar amount of travel assistance provided per athlete is based upon the amount of money allocated from the PVS Operating Fund in the annual operating budget.

An athlete may be granted assistance for both the USA Swimming Junior Championships and the USA Swimming National Championships in the same season one time only. After this one time "double-dip", an athlete is eligible for reimbursement for either the USA Swimming Junior Championship or the USA Swimming National Championship Meet. An athlete may receive up to four (4) travel shares in a

competition year (September 1 to August 31), one time only. After their one time "double-dip", an athlete may receive up to three (3) travel shares each competition year. Athletes participating in their fifth (5) or greater USA Swimming Junior Championship Meet will be eligible for one-half of the regular Junior-level reimbursement.

Athletes receiving travel assistance from USA Swimming - athletes attending a USA Swimming National Event - may not receive more than their actual expenses in travel assistance from USA Swimming and PVS combined.

In order to receive travel assistance from Potomac Valley Swimming (PVS), an athlete must meet certain minimum eligibility requirements:

- The athlete must be registered with PVS for at least six months prior to the meet and must represent PVS at the meet for which they are requesting assistance.
- An event where the athlete scratches the final, or is disqualified by the referee for misconduct, is considered incomplete.
- The athlete must have completed the required number of events, in the designated meets, as recommended by the PVS Competition Committee and approved by the PVS Board of Directors. This required number of events is set annually. Qualifying period for December national meets (for travel assistance) to be from April 1 through the entry deadline. The athlete must swim 4 events in PVS sanctioned competition with no requirement to swim an event in a PVS sanctioned meet for which the athlete is swimming in the national meet. Approved meets are not to be considered when reviewing athlete qualifications.
- Full time collegiate students who have been registered with PVS for two years prior to entering college are exempt from the participation requirement as long as they are representing PVS.

Completed PVS Requests for Travel Assistance are due not later than thirty (30) days after the competition or event for which travel assistance is being requested. The club must file this request within thirty (30) days of the conclusion of competition. The club is attesting that the athletes listed as "QUALIFIED" have satisfied all eligibility criteria. The club must also list those athletes that deserve an appeal in the "APPEAL" section of the form and provide supporting rationale. An Athlete's Certification form must be submitted for each athlete listed.

Requests for Travel Assistance from athletes that meet the stipulated travel assistance requirements will be submitted by the Senior Chair to the Finance Chair for reimbursement within ten days after the deadline. The Senior Chair will report the names of athletes awarded reimbursement at the next board meeting.

All appeals will be reviewed at the PVS Board of Directors meeting immediately following the due date. The Senior Chair will present the appeals at this time including their recommendations. Appeals will be

based upon the information that the Head Coach has provided, so please ensure that all relevant facts are provided. No further appeals will be entertained. The Board will vote on each appeal at that time.

Any member of Potomac Valley Swimming can contest the eligibility of an athlete listed in the QUALIFIED section of the request.

If the Club's submission is contested, the Club will have fourteen (14) days to provide supporting data. If the Club can (or does) not provide the supporting evidence for the contested request, the Club will be charged the Integrity Fine ($100 per occurrence). Any money issued by PVS for the contested request shall be returned. No further appeals of "QUALIFIED" athletes will be entertained. Requests received later than thirty (30) days following the meet will be returned without action.

The Board shall establish during each season's budget cycle, the maximum Athlete Travel (financial) assistance allowable for each eligible meet. If approved by the HOD, these are the amounts to be paid for each eligible competitor who applies for Travel Assistance.

Awarding PVS-Sponsored Meets

Upon approval of the PVS competition schedule, clubs are invited to host PVS-sponsored meets by submitting a bid before the specified deadline on the forms provided by PVS.

At the time of bid submission, each club may designate certain meets that they managed for PVS during the previous year as "priority meets." This designation will indicate the clubs strong desire to run these meets for the upcoming season. Unless extraordinary circumstances exist, clubs will be awarded these meets. Clubs are permitted to designate up to two (2) meets for the short course season, and one (1) meet for the long course season as "priority meets." All meets not designated as "priority meets" would be open for bidding.

PVS will award meets based upon the following considerations:

- "Priority meets" awarded to prior managing clubs that are in good standing.
- Past history in managing swim meets in compliance with PVS Policies and Procedures.
- Bids are then awarded in order to involve as many clubs as possible.
- The Senior Chair, Age Group Chair, and both Coach Representatives will review the bids. They will make a recommendation to the PVS Board of Directors.

Grants for PVS Club-hosted Open Water Events

The PVS Board of Directors offers an Open Water Competition grant program. Teams may apply for up to $4000 per event. The LSC supports up to three open water competitions a year within the fiscal year

(September – August). Each team follows the procedure established by the PVS BOD to apply for funding. Minimum requirement:

- The meet host must submit a grant request that includes a complete event operation and planning package.
- The meet host must supply a complete budget (projected income and expenses).
- The meet host must supply a post meet operations report supplied by PVS that includes all costs, sponsorship and income associated with the event as well as receipts for requested grant.

Entering Meets

Occasionally, athletes enter a meet based upon their performance at a "qualifying" meet that occurs after the entry deadline for the "championship" meet.

In these cases, the athlete must enter the "championship" meet through the "qualifying" meet director. They may enter only events for which they just qualified and they must use their new qualifying time to enter. No other entries are permitted.

Each club will be responsible for submitting an electronic entry file.

For late entries, every reasonable effort will be made to have these entries (entered directly) seeded correctly into the meet. However, if the meet program preparation has begun, these entries will be given to the meet director and will be handled in the same manner as late (deck) entries and may incur a late fee, as specified in the meet announcement.

The athlete will be added to the event in the deck computer as a deck entry and placed wherever they will fit without reseeding the event; a known absentee lane in an appropriate heat or an empty lane in the first heat. If no empty lanes are available, the first heat should be split to create an available spot.

Relay only swimmers for PVS sponsored meets are required to be submitted with an initial meet file with name and USA-S ID.

Entry Times

- Qualifying entry times for PVS meets (PVS and Club-Hosted) shall have been achieved not earlier than exactly two (2) years prior to the entry deadline for the meet. This applies to both long and short course meets.
- A swimmer who has achieved an Official Time recognized by USA Swimming during the two year qualification period may not enter that event at any meet where the swimmer's time is faster than

the meet's listed "No Faster Than (NFT)" time standard. This applies to both long course and short course time standards.

- A swimmer may request a waiver in order to compete in an event, or events, which they are excluded from as stated above. Said waiver request must be submitted in writing to the PVS Competition Committee Chairperson at least 90 days prior to the entry deadline for the meet in question. A response is due to the petitioner in writing at least 30 days prior to the entry deadline for the meet in question.
- All requests for waivers are to be decided by a majority vote of the following five (5) individuals: the PVS Age Group Chair, the PVS Senior Chair, the PVS Senior Coaches Representative and the two (2) PVS Athlete Representatives.
- Entry times for individual and relay events shall have been achieved within the two years prior to the meet entry deadline; however, the times need not be the best competitive times of the swimmers but can be any time they have swum equal to or under the event qualifying time.
- Swimmers entered in the 800/1000 and 1500/1650 freestyle do not need to enter their best times, but may enter themselves at their fastest time or at the time standard.
- A swimmer must enter with "no time" (NT) if they do not have a time in an event. Entries with "no time" are permissible when there is no qualification time or if the qualification times are "no faster than" limitations. "Coaches Times" may be used instead of NT only when the meet announcement specifies this. (4/14)
- Entry time for disability swimmers shall reflect times set forth in USA Swimming Parallel Time Standards

Entry Times and Criteria for PVS Distance Meets / Events (to include all PVS distance meets and distance events at PVS Open Meets):

Qualifying Provable Time for 13&O Swimmers:

- Minimum Time to enter 1000y/800m freestyle of 14:00 or a time of 6:30 or faster in the 500y/400m freestyle
- Minimum Time to enter the 1650y/1500m freestyle of 23:00 or a time of 14:00 or faster in the 1000y/800m freestyle

Coaches of 13&O athletes that can complete the event(s) faster than the qualifying times, but do not satisfy the entry rules above may petition the PVS Distance Coordinator.

Qualifying Provable Entry Times (12&U athletes only):

- A provable qualifying time as listed above or the athlete must meet the following stepping stone progression.
- To enter the 800m/1000y freestyle for the first time an athlete must have a provable time of 7:20 or faster in the 400m/500y event.

- To enter the 1500m/1650y free for the first time an athlete must have a provable time of 15:00 or faster in the 800m/1000y event.

There are no petitions allowed for 12&U athletes.

Nonconforming times will be seeded after conforming times. Nonconforming distances will be seeded after conforming distances.

Distance Coordinator has the authority to use their discretion, when provided with satisfactory evidence by a 13&O athlete's coach, to permit a swimmer to enter an event as well as to determine the appropriate seeding placement.

Awards at PVS Meets

In PVS-sponsored competition, awards will be given as determined by the Competition Committee in formulating the competition schedule and meet formats. The awards available for a specific competition will be announced in that event's meet announcement.

PVS will not award ribbons for the PVS Open Meets.

Financial Arrangements for Swim Meets

Potomac Valley-Sponsored Meets

PVS will provide or pay the following meet expenses for **non-championship meets**: pool rental, timing equipment, and supplies as follows – paper for copies of programs for coaches, officials and meet management personnel, miscellaneous disposable supplies up to $100 (receipts required), and no more than $125 for printer cartridges/toner (receipts required). If the Meet Director rents a copier for the purpose of reproducing and selling meet programs, the meet host will be responsible for 50% of the copier rental cost.

PVS will provide or pay for the following meet expenses for **championship meets**: pool rental, use of timing equipment, radios for officials, stop watches, awards, copier rental, paper, printers (PVS provided), laptops (PVS provided), miscellaneous supplies up to $200, bag tags, and announcer. Parking for officials and meet management will be negotiated with site facility management as needed. For **championship meets**, PVS shall be responsible for securing a hotel room block to support meet operations. The room block shall include accommodations for designated officials, designated hospitality staff, and the Meet Director. PVS shall reimburse lodging expenses, supported by receipts, for designated officials, for up to two (2) hotel rooms to support hospitality staff and one (1) hotel room for the Meet Director. Reimbursement shall not exceed the contracted room-block rate established by PVS.

Hospitality expenses
PVS will reimburse host clubs up to $405 per session (supported by receipts) for non-championship meets.
PVS will reimburse the host club up to $710 per session (supported by receipts) for championship meets.
Meet sessions 2 hours or less in length will be reimbursed up to $200 (supported by receipts).

Other Meet Management Duties
PVS will deliver to and pick-up from the meet site timing equipment and meet supplies.
Meet announcements will be prepared and distributed/posted by PVS.
Results will be distributed/posted by PVS.

Meet Management Fees
The club share of entry fees for providing meet management services at PVS sponsored meets shall be:

- PVS Open meets: host club will receive $2.25 per entry.
- PVS Distance Meets (800/1500 meters or 1000/1650 yards): host club will receive the greater of $2.50 per entry or $400.00 per session.
- PVS Championship meets: host club will receive $2.75 per entry.
- PVS Long Course non-championship meets: host club will receive $2.50 per entry.

Fees due PVS when a meet is held out-of-LSC

- Sanctioning of meets to be held out-of-LSC under the —"Sanction Fee Treaty" shall follow the same policy and procedure as meets run within PVS.

Club-Sponsored Meets

For club sponsored meets, PVS charges the standard fee of $0.55 per entry.

Sanctioning of meets to be held out-of-LSC under the "Sanction Fee Treaty" shall follow the same policy and procedure as meets run within PVS.

Host Club Fines for Failure to Comply with Critical PVS Meet Hosting Requirements

PVS clubs that host PVS-sponsored meets are required to complete certain tasks that are critical to the LSC's ability to collect all meet entry fees due from participating clubs. Failure of host clubs to comply with these requirements in a thorough, accurate, and timely manner significantly complicates and, in some cases, negates the ability to collect all meet entry fees due from clubs participating in the meets.

The consequence for not complying with these requirements will result in financial penalties for host clubs.

- Host clubs are required to forward to results@pvswim.org a final pre-meet Meet Manager Backup file for the meet prior to start of the meet. This file should contain all pre-meet entries into the meet. Theoretically, the only difference between this file and the post-meet file should be for deck and time trial entries when these types of entries are allowed in the meet. The pre-meet files and post-meet files for meets that do not allow deck or time trials entries should be exactly the same except for the correction of errors or absent athletes.

  Penalty for Failure to submit an accurate pre-meet entry file to PVS before the start of the meet: 5% of meet management fees due to the host.

- Host clubs are required to submit a complete and accurate meet financial report to the Finance Vice Chair at accounting@pvswim.org no later than 10 business days following the conclusion of the meet. Included with the report should be:
  - all meet entries,
  - listing of deck and/or time trial entries (when allowed),
  - listing of unattached swimmers and club; acquiring payment for these swimmers is the responsibility of the meet host,
  - checks made to Potomac Valley Swimming,
  - cash retained,
  - late fees assessed to clubs for overdue entry submittals (*these fees are due to PVS*)
  - Hospitality and supporting receipts,
  - listing of miscellaneous disposable supplies with supporting receipts, and other documents

  Failure to provide accurate and timely reports and supporting documents (e.g., receipts, checks, etc.) impacts processing of club billings and meet management fees.

  Penalty for failure to submit the Meet Director's report and information noted above no later than 10 business days following the conclusion of meet will result in an assessment against meet management fees due host of 5%. Delays greater than 60 days may result in denial of future meet hosting opportunities as well as other penalties to be decided by the PVS Board.

- Entry fees for deck entries and time trials are to be collected from the club or swimmer at the time of entry into an event or events at the meet.

  Penalty for failure to collect deck entry fees or time trial entry fees at time of entry into events will result in the following:

- PVS to bill the host club for these entries and/or
- Meet management fees will be withheld from the host for those deck and/or time trial entries that have not been collected.

- Entry fees from non-PVS teams participating in a meet and from PVS or non-PVS unattached athletes must be collected prior to conclusion of the meet. Failure to collect entry fees from non-PVS clubs and unattached athletes prior to the meet's conclusion will result in the following penalties:

  - PVS will bill the host club for these entries and/or
  - Meet management fees for these entries will not be paid to the host if entry fees have not been collected by the host prior to the conclusion of the meet.

Club-Hosted Meets

The "host" club or clubs will remit $0.55 per entry to PVS as a sanction or "splash" fee. All meet expenses, including printing, distribution of meet announcements and results, are the responsibility of meet HOST.

Meet announcement and results will be made available through the PVS website, if provided in the proper electronic format. Dual and tri-meet results will be made available through the PVS web site, if provided in the proper electronic format. Pool procurement and payment of any pool rental fees are the responsibility of the host. Club-hosted meets will be placed on the PVS schedule through a process defined by the Competition Committee and approved by the PVS Board of Directors.

Additionally, a copy of the meet results must be provided to the PVS Administrative Office within 48 hours of the conclusion of the meet. Results will be posted on the PVS website but must be submitted in the proper format for posting.

Entry fees for PVS sanctioned meets will be billed to the host club after the meet. Entry fees for out-of-LSC clubs and unattached athletes must be collected by the meet host prior to the start of the meet.

Invoice payments later than net 30, will be assessed a finance (late) charge which will be based on an annual interest rate and charged monthly (the late fee will be the interest rate or a flat fee of $25, whichever is the greater of the two). Interest will be charged at a rate of .027397 per day (10% per year).

The delinquent club will not be allowed to enter its athletes in any future PVS sanctioned meets until all outstanding entry fees, club dues, fines, and interest are paid in full. Additionally, delinquent clubs will be reported by the PVS Finance Vice Chair to USA Swimming as a club not in good standing.

A splash for all types of meets is defined as being one entry. An entry is counted regardless of subsequent scratches, DQs or "no swims." Splits and/or swim-offs are not counted as splashes.

Special Events

"Special Events" are defined as those events which are awarded to a host PVS club by a body higher in authority than Potomac Valley Swimming (Eastern Zone, USA Swimming, or World Aquatics). Awarding of these events often requires a bid or application process by the host club to the awarding authority.

“Special Events” include but are not limited to:

- Eastern Zone Championships (short or long course)
- Eastern Zone Sectional Championships (short or long course)
- Eastern Zone Open Water Championships
- U.S. Open Championships
- USA Swimming National/Junior National Championships
- USA Swimming Futures Series
- USA Swimming Pro Swim Series

In the event that the host club assumes all responsibility for hosting this meet (financial and meet management) there is no "splash fee" imposed by PVS.

Charitable Events

A waiver of sanction fee is permitted for club sponsored charity meets.

The LSC General Chair is authorized to waive sanction fees for cub meets meeting all the following conditions:

- Requests are limited to dual and tri meets.
- Requests must be made at least 7 days prior to the meet's start date.
- In addition to the information normally required for a dual or tri meet, request must also include name and employer identification number of the charity.

- Following the meet, the host club must provide PVS (as is required for all sanctioned meets) the Meet Manager Backup File. This will allow the splash fees, that would have otherwise been assessed, to be calculated and notated as charitable contributions.
- The host club must provide written acknowledgement from the charity of the amount donated. This donation should be no less than the total splash fees that would have otherwise been assessed in order for the waiver to be granted. In the event that a copy of the written acknowledgement is not submitted to PVS' General Chair and the LSC Services Manager within 60 days of the completion of the meet, splash fees will be due.

PVS equipment rental fees will be waived under the same conditions as waiver of sanction fees for charity meets.

Non-Sanctioned and Unapproved Events

Any USA Swimming/PVS member club that participates in competition where the athletes are representing their USA Swimming/PVS club without a USA Swimming/PVS sanction can lead to serious consequences for USA Swimming members. Per the USA Swimming Code of Conduct, members (coach, athlete, official, volunteer, etc.) may be denied membership, censured, placed on probation, suspended, fined, or expelled from USA Swimming for life if they violate the code or aid in violations. PVS member clubs participating in competitions without a USAS/PVS sanction, shall be fined the sum of five hundred ($500.00) dollars and no further applications for any PVS program shall be accepted from that club until the said fine has been paid. *Such fines will be deposited in the PVS Operating Fund with ½ of all fees going to the USA Swimming Foundation.* Any subsequent violation of this policy by a member club shall also result in a denial of future sanction/approval requests for a period of one year from the date of the violation and they will be reported to USA Swimming as a club not in good standing. Any PVS official who conducts, or participates in the conduct of, non-sanctioned USA Swimming competition shall be subject to suspension or revocation procedures. Conducting and/or participating in competitions without a USAS or PVS sanction invalidates the USA Swimming liability insurance and those participating in these events may be exposed to additional risks and liabilities. *(10/25)*

Sanction and Approval of Competition

PVS-Sponsored Meets

PVS will provide a competitive program for its member clubs and athletes through a series of meets sponsored by PVS. The PVS-sponsored meets will consist of a series of competitions designed to meet the needs of the swimmers in PVS. The PVS-sponsored competitive program will be supplemented by other competitions that are hosted by the member clubs of PVS. These PVS-sponsored meets will include:

- PVS Distance Meets
- PVS Open Meets
- PVS Championship Meets

The PVS Competition Committee will develop the PVS-sponsored schedule of competitions as follows:

- The schedule for the following season (September 1 to August 31) will be developed prior to and approved at the preceding Fall meeting.
- Bids for the upcoming seasons' meets will be taken prior to the subsequent winter meeting
- The terms, initials, or phrase "Potomac Valley Swimming", "PVS", or "PVS Championship" may only be used in connection with competition that is sponsored by PVS.

The PVS Board of Directors' sanction all PVS-sponsored competition upon approval of the PVS-sponsored schedule. It is also the policy of PVS to SANCTION competition within and among PVS/USA Swimming clubs, or to APPROVE championship level competition in which PVS swimmers are participating.

Club-Hosted Meets

Competition hosted by PVS clubs may be sanctioned provided that at least a draft meet announcement and completed "Application for Sanction of Competition" is presented to the PVS Administrative Office. The draft meet announcement must contain the following information:

- Proposed dates and start times of competition and meet venue.
- Type of competition, events to be swum, time standards.
- Type of timing system (automatic, semi-automatic, or manual) being used
- Entry procedures and entry fees.
- Program fees, types of awards, and any other pertinent information.
- Documentation (email, contract, etc.) detailing host club has secured listed venue for meet
- Meet director contact information (email and phone) must be provided.
- The name and contact information for a Meet Referee must be provided.
- The final version of a meet announcement must be submitted to the PVS Administrative Office no later than 30 days prior to the meet entry deadline. Exception: Dual and tri meet announcements are due no later than five (5) days prior to the meet entry deadline.
- Once a draft meet announcement has been submitted and approved, no substantive changes to either the draft or final meet announcement will be made. The Competition Division shall determine whether a substantive change has been made. Requests to make substantial changes to the previously sanctioned meet should be referred to the Age Group Chair and Senior Chair (as appropriate) for approval. They will also determine if the requested change is so material that it should be referred to the Board for formal action.

In order for a proposed meet to be placed on the PVS schedule it must comply with the following provisions:

- Only USA Swimming clubs can participate in the meet.

- All competing athletes must be registered with USA Swimming.
- The competition is conducted in accordance with the applicable rules and regulations of USA Swimming and PVS.
- A certified Meet Referee and a certified Administrative Official/Administrative Referee are present throughout the competition and will attest that it was conducted as specified above.

Timeline for adding Club-Sponsored meets to the PVS Schedule (04/12)

- Winter Competition Committee Meeting:
    - Club sponsored meets to be held from September 1 through August 31 of the following season may be presented by the date of meeting..
- Spring Competition Committee Meeting:
    - Club sponsored meets to be held from September 1 through August 31 of the following season must be presented by ?meeting.

All requests must be approved by the Competition Committee, and then sent to the Board as a recommendation for final approval. Meets will not be considered approved or added to the schedule until the Board of Directors approves them.

A Club Sponsored Meet can conflict with other meets. However, no meet can conflict with the following PVS meets:

- For PVS Open or Distance Meets, PVS will have the first right to secure pool space
- Any PVS Championship meet (both Short and Long Course)
- If a request for a sanction for Club Sponsored meet is received after the appropriate deadline, and there is already an approved sanction for another Club Sponsored meet, the Board may grant approval only if the requester demonstrates:
    - the requested meet will not be in direct competition and/or conflict with the existing meet, or the
    - the Meet Director for the existing meet concurs with the additional meet request.
    - In addition, all appropriate sanctioning requirements must be met.

Dual and tri meets between USA Swimming clubs and intra-squad meets of USA Swimming clubs will receive automatic sanction by the PVS Sanctioning Officer if all of the above criteria are met, the request is received by the PVS Administrative Office on the prescribed forms at least five (5) days before the meet, and the proposed meet does not conflict with any PVS scheduled meet for the equivalent age or level of ability. Results of these meets must be sent to PVS per the Meet Reporting Requirements.

Championship-Level Meets of Non-USA Swimming Organizations

Requests for Approval of championship-level meets by non-USA Swimming sponsored organizations must be filed at least thirty (30) days in advance of the scheduled competition on the forms provided by PVS and found under documents on the PVS website. They then must comply with conditions outlined in

the application. A meet announcement must be submitted with the application.

The PVS Administrative Office will provide applications. Completed applications shall be returned to the PVS Administrative Office. The Administrative Office will inform the applicant of approval or denial w/in ? period of submission. If approved, the Administrative office will assign an approval number and return the application to the requester. If Approval is not granted, the applicant will be notified and an explanation will be provided within x days of submission.

A sanction/approval fee of $100 or up to $0.75 per splash will be imposed for Approved meets, as decided by the PVS Board of Directors. There is no fee for Observed meets.

Sanction fees are not charged for swim offs or swimming finals of prelims & finals events. The PVS Board of Directors may deny the application when the requested meet conflicts with scheduled Potomac Valley competition. Procedure for sanctions with meets subject to VSI treaty. A single sanction will be issued by the LSC governing the territory in which the meet is held. Preliminary approval however is required of the sanctioning officer of the LSC originating the meet sanction request. The latter is to ensure PVS requirements are met for meets conducted in another LSC's territory.

It is important to note that verification of times for record or qualification purposes is contingent upon receipt of an official copy of the meet results by the Administrative Office and receipt and review of the Referee's affidavit.

High School Observed Meets:

When a High School meet is scheduled to occur in PVS'territory, Potomac Valley Swimming will normally agree to observe the meet where athletes from each school can achieve qualifying times as part of their high school championship season. Therefore, any of the High School championship meets will be observed. Normally these will be the State Championship meets in both Virginia and Maryland as well as District & Regional meets.

A similar approach will be applied to determining which private school championship meets will be considered for observation.

The meet must also satisfy the following requirements to be observed, which includes having a sufficient number of certified USA Swimming meet officials , having applied for the meet to be observed x days prior to the meet start, etc.

Verification of Athlete Registration

No deck registration of athletes is permitted at PVS sanctioned meets.

Deck entries at PVS sanctioned meets must be accompanied by proof of current USA Swimming registration.

Meet Reconciliation for any PVS sanctioned meet shall be conducted as follows:

- Meet Directors will submit to the PVS Administrative Office a meet entry file (a Meet Manager backup) no later than 9am on the Monday prior to the first day of the meet or no later than 9am on the day after entries are due, whichever is later.
- The PVS Administrative Office will run a pre-Meet Reconciliation on the submitted file and contact all clubs via email with a list of all athletes entered in the meet from their team who are not registered PVS athletes. These emails shall be sent by the close of business on the deadline days specified above. The teams must register all athletes before the start of the meet.
- The PVS Administrative Office will run a Meet Reconciliation after the meet has occurred and notify any club who allowed an unregistered athlete to swim.
- Instances of failure to register an athlete within the above timeframe will be reported to the Board of Directors for their action. At the sole discretion of the Board, a club failing to register an athlete as described herein may be subject to a $100 per athlete fine.

Verification of Entry Time

All meet entry times are subject to verification. Athletes not achieving the event qualifying time may be asked to prove their entry time to the meet director prior to the end of the meet. If they are unable to do so, the Club will incur a $100.00 penalty fee per occurrence, and no further entries nor applications for any Potomac Valley Swimming program will be accepted from that Club until the said fine has been paid. Official meet results from sanctioned or approved USA Swimming meets are the only acceptable proof of time. Fines will be deposited in the PVS Operating Fund.

Meet Session Rules for Sessions with 12 & Under Athletes

In compliance with the USA Swimming Rule regarding sessions with 12 & Under athletes, article 205.3.1F which states: “With the exception of championship meets, the program in all other age group competition shall be planned to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a preliminaries and finals meet.”

For any 12 & U session (Club or PVS sponsored meet) that is planned in excess of 4 hours and 15 minutes, a copy of the timeline (meet back up) will be sent to the Technical Committee so they can work with the meet host to bring the timeline under 4 hours; this information will be due to ? one week prior to the start of the meet.

Any timeline that is submitted for the Technical Committee's review and/or posted on the PVS website must conform to the following standards:

- For any 13&O or Open session, the minimum heat interval will be 15 seconds, with an additional 15 seconds for backstroke.
- For any 12&U session or any session where more than half of the events are 12&U events, the minimum heat interval will be 20 seconds, with an additional 15 seconds for backstroke.
- For any 8&U session, the minimum heat interval will be 35 seconds.
- Any session with "chase starts" will be submitted to the Technical Committee for determination of an appropriate heat interval.

The Technical Committee will have final say in all PVS or Club meets where the pre-meet timeline is in excess of 4 hours and 15 minutes.

Zone Team Management and Coaches

The Zone Team Coordinator has the option to travel to the meet location prior to the team arriving thereby providing him/her the opportunity to address various logistical matters prior to the team's arrival. PVS to pay one-half the double occupancy rate for hotel accommodations for up to 6 chaperones per trip. They will also be provided complimentary seating on the team buses, if extra seats are available. If seats are not available, chaperones would be reimbursed for automobile mileage at the then current IRSmileage rate for travel to and from the meet.

The number of chaperones supported would be one per each 25 athletes (or fraction thereof) participating on the team.

Long Course Zone Team Selection/Management and Coaching Selection

The purpose of the Long Course PVS Zone Team is to prepare PVS athletes to compete in a team environment at a national level meet.

Athlete Selection/Management

All PVS athletes that have achieved the qualifying times may apply for the LC Zone Team.

The Long Course Zone Team will be funded at the level approved by the PVS House of Delegates.

Athletes on the team will travel with the team, stay in the team hotel, be there for the duration of the meet, and be available for all relays throughout the meet.

Selection of Coaches

The PVS Age Group Chairperson, in concurrence with the PVS Senior Chairperson and the PVS Senior Coaches Rep, will appoint a Zone Team Manager no earlier than August 15th, of the prior season, **and the Board will approve at the immediate next BOD meeting**, for the following Summer's EZ AG Zone Championship Meet, to be approved by the PVS Board of Directors at a subsequent BOD Meeting.

The Competition Committee will select a staff of coaches. The staffing is as follows: one Zone Coordinator (appointed by the Age Group Chairperson), one Head Coach, one Assistant Head Coach, and five to seven assistant coaches, as needed, for the 13 -14 and 12 & Under athletes. A Team Assistant Manager may also be included in staffing, as needed. Staff selection will be based on the following criteria and procedures:

- The Competition Committee will approve job descriptions for each position and make them available to all coaching members of PVS so they fully understand the Zone Team coaching responsibilities.

- Coaches must submit resumes for the Head Coach and Assistant Head Coach to the designated individual prior to January 1. No floor nominations will be accepted. To be eligible, a coach must be a current coach member of USA Swimming in good standing.

- To be selected as the Head or Assistant Head, a nominee may have prior Zone Championship meet coaching experience.

- Elections will be held, first for the Head Coach and then the Assistant Head Coach no later than the Spring Competition Committee meeting. The method of selection of the assistant coaches (which will take place at the Spring Competition meeting) will be determined as follows:
    - The election will be held using one ballot per club. Ballots for the Assistant positions will be valid only if they contain votes for four positions.
    - If insufficient nominations are received, the Age Group Chair, Senior Chair and Senior Coaches Representative will select additional coaches and submit those names to the PVS Board for approval.
    - The coaching staff selected by the Competition Committee will be approved by the PVS Board.
    - If all seven coaches elected are of the same sex, the Head Coach (with the concurrence of the PVS Board) shall select an additional coach of the opposite gender.

Coordinator/ Zone Coaches Stipend

PVS Zone Coordinator is paid a stipend of $2,000.00

Zone Coaches are paid a stipend as follows for services as a PVS Short Course or Long Course Coach.

- Head Coach - $1,500.00
- Head Assistant Coach - $1,200.00
- Assistant Coach - $1,000.00

Deck Changing at PVS Meets

All forms of "deck changing" are banned from all PVS Sanctioned Meets. Swimmers found to be violating this policy are in violation of USA Swimming rules.

Marshals Requirements at all meets within PVS

PVS Meet Hosts will provide marshals for all meets in accordance with USA-S rule 102.10.3. The number of marshals shall be determined by the Meet Director based on the ability of the marshals to cover the facility, but shall be no fewer than the following:

- 2 marshals per course for short course meets, 3 marshals per course for long course meets
- If there is a separate warm up/cool down pool then 2 additional dedicated marshals shall be provided.

PVS Senior Championship Meets

The structure of PVS Senior Championship meets shall include the following:

- PVS SC Championships shall allow for a break prior to the start of the 1000 free/1650 free on Sunday for 15 minutes; the pool will be open for warm up and cool down with lanes 1 & 8 reserved for pace
- PVS SC and LC Senior Championships the 500/400 Freestyle will be swum as follows:
    - If there are seven or more heats, the four fastest heats of women (slow-to-fast) will be followed by the four fastest heats of men (slow-to-fast). The remaining heats will be swum fast-to-slow, alternating women and men after the relay events.
    - If there are six or fewer heats, the events will be swum all women (slow-to-fast) then all men (slow-to-fast).
- PVS will mirror the USA Swimming Scratch policy for the SC Senior Championships and make the scratch deadline on Thursday at 6:00 pm, then Friday and Saturday 30 minutes after the start of Finals.
- PVS LC Senior and Junior Championships will use the standard PVS scratch policies for prelims.

- Based on the meet size, the Senior Championship meet sessions should allow for a minimum of two hours between the finish of prelims and the start of finals warm up except on Sunday (or other dates with the distance events). The Senior Chair along with the meet director will determine the start times based on the anticipated meet size and may adjust if needed after entries are submitted in conjunction with the meet host and meet referee. The preferred starting times are:
    - Thursday - Timed Finals 4:30pm/Events 5:30pm
    - Prelims warm-up 7:00 am/ Events 8:30 am
    - Finals warm-up 3:30 pm/Events 5:00 pm

Team Assignments for PVS Open Meets

Teams are assigned locations for a meet based on the LSC Services Manager's best estimate of entry numbers. NO PVS TEAM IS GUARANTEED A LOCATION UNTIL ALL ENTRIES FOR ALL SITES ARE RECEIVED AND BALANCED. Meet entries are due 14 days prior to the start date of the meet. (This will be the Thursday prior to the current due date of Tuesday)

The due date for Meet Managers to submit meet back-up files to the LSC Service Manager will be the following day by noon.

The LSC Service Manager will process all site back-up files and reassign teams to venues (if necessary) within 2-4 days.

The LSC Service Manager will then inform clubs within 72 hours if they have been reassigned.

The LSC Service Manager will instruct the Club and Meet Director on how to handle any changes.

Any club that has been reassigned to a new venue, that causes the club to cross the river, will have the option to remove swimmers from the meet that are negatively impacted by the change in location. The Club will have until Wednesday at midnight to re-submit their team entry to Admin.

If more than 5 swimmers are removed from the meet, a new entry file must be sent to the Meet Director no later than Wednesday at midnight. No new entries will be accepted from this club, or any other club.

Final assignments and meet information will be posted by Friday, one week before the start of the meet.

Clubs not affected by a venue change may not modify their entries.

PVS Warm-Up Policy

PVS endorses two specific warm-up formats:

- Assigned warm-ups

- Open warm-ups

Assigned warm-ups

- Warm-ups where teams are assigned to specific lanes, for specified periods of time, in proportion to the number of their entries. The Assigned warm-up format is the preferred format and it will be used whenever the meet conditions permit.
- During ASSIGNED warm-ups, each team may conduct their own warm-up routine provided that a team certified USA Swimming coach is stationed at the starting block of each lane assigned to the team, and that coach assumes the duties of a Marshal in supervising the warm-up in that lane.

Open warm-ups

- Warm-ups where there are no team lane assignments but rather lanes are designated for a specific activity for a specified period of time.
- The appointed marshals shall supervise all warm-up periods. Coaches shall not permit their athletes to enter the pool until the marshals/officials have declared the pool open for warm-ups. No entry is permitted across lanes, from the poolside, or from the non-start end of the pool, under any circumstances.
- Marshals/officials shall clear the lane of all swimmers before opening the lane for sprinting. All sprint lanes are one-way only and the swimmers must exit at the opposite end of the pool.
- When separate warm-up facilities are in use, they must be controlled in the same manner as outlined above.
- During OPEN warm-ups, periods are divided equally between general and specific programs. The first half of the warm-up will be dedicated to general warm-up and the last half of the warm-up will be dedicated to specific warm-up. During the general warm-up, no pace work or sprinting will be permitted. During the specific warm-up, the outside lanes will be designated as pace lanes and lanes 2 & 7 of an eight-lane pool, 2 & 5 of a six-lane pool, etc. will be opened for sprinting in accordance with the procedures outlined above.
- The use of kickboards, hand paddles, and similar training devices, are not permitted in open warm-ups.

The meet director or referee may modify the schedule or lane assignments depending on the pool configuration, the number of swimmers, the availability of separate warm-up facilities, etc., as long as USA Swimming's and PVS' safety considerations and equitable treatment of all competitors is not compromised. All such changes must be announced and posted throughout the meet venue. Athletes who intentionally act in a manner that is unsafe to themselves or others will be disqualified from their next event.

Cameras On Deck

In compliance with USA Swimming Rules and Regulations, the use of audio or visual recording devices, including a cell phone is not permitted in the changing areas, rest rooms or locker rooms. In compliance

with PVS policy, the use of equipment capable of taking pictures and/or videos of athletes while they are on the blocks or exiting the pool (e.g. cell phones, cameras, etc.) is strictly prohibited. At PVS Sponsored Championship meets or Championship style meets, that are prelim/finals hosted within the PVS, pre-approved and credentialed media personnel would be permitted to take pictures and/or videos of athletes after they have entered the pool and before exiting the pool deck as long as they have completed Athlete Protection Training and successfully completed a background check.

PVS Finance Division

Investment Committee

The Audit Committee of at least three persons, at least one of whom shall not be a member of the Board of Directors, shall be appointed annually by the General Chair with the consent of the Board of Directors. The Audit Committee shall be authorized to, and it shall be its duty to, conduct the biennial audit and accounting review of the PVS books or to have such audit performed by an independent auditor, pursuant to Section 8.5. The Committee shall provide quarterly reports to the Board of Directors. Finance Vice Chair may not conduct the Audit, however, may be included in the selection of the 3rd party/audit firm. If the audit or accounting review is to be performed by an independent auditor, the Audit Committee shall (a) recommend an independent auditor to the Board of Directors, (b) review and negotiate the services to be performed by the auditor, (c) receive and review the audit and other reports submitted by the auditor and (d) submit the audit and other reports and make recommendations to the Board of Directors with regard there to.

Budget Formulation

The Potomac Valley Swimming budget is approved by the House of Delegates at the annual meeting in May. This budget is for the period which begins September 1 and ends August 31.

In January, the Finance Vice chair requests all budget/account owners to review their programs, confer with their committees, and prepare a statement of their needs for the next fiscal year. This is also the time that the House of Delegates representatives should provide any budget proposals they wish to make.

All proposals for the new budget must be submitted to the Finance Vice Chair by the February Board of Directors meeting in order to be considered. If a new program is being proposed, full documentation; including, a statement of why the program should be funded, a detailed breakdown of program cost, and the proposed method of funding, is required.

Any current program which requests a significant change in funding must present full documentation; including, a statement of why the program should be funded, a detailed breakdown of program cost, and the proposed method of funding, is required.

The Treasurer constructs the proposed annual budget for presentation to the Board of Directors based upon a review of actual operating expenses and program adjustments proposed by the Finance ViceChair, Board members, and House of Delegate representatives.

In April, the proposed budget is presented to the Board members for their review. Except for emergency items, no new proposals are accepted once the proposed budget is presented to the Board for their review.

At their April meeting, the Board of Directors formally adopts a recommended budget to be presented to the House of Delegates for approval at the annual May meeting.

The Board of Directors affirms its long-standing policy of maintaining a reserve operating fund equal to one year of operating expenses. The reserve operating fund is calculated net of dues payments to USA Swimming and shall not drop below a ratio of .65 or exceed a ratio of 1.00 of the annual operating expenses. *(05/17)*

Notes: The accrual method of accounting has been adopted for monthly and annual financial reports as well as budgets. The latter is effective for the 2008-2009 and all future budgets.

Delinquent invoices

PVS issued invoices are expected to be paid within 30 days. At the beginning of every month the PVS Treasurer will send a statement to all clubs with invoices outstanding 30 days or longer. At the bottom of the statement will appear notice that invoices 61 days or more past due are deemed delinquent and subject to a 10% surcharge.

After 60 days the invoice is deemed “delinquent.” The club then incurs a 10% surcharge on the outstanding amount and a separate invoice for the surcharge will be issued.

If the invoice has not been paid by 30 days following delinquency (or 90 days from date of original invoice issuance), then the club’s right to participate in PVS-sanctioned meets would be immediately suspended until all invoices outstanding 31 days or longer are paid. The Treasurer would notify the General Chair and the Vice-Chair for Finance of the 90-day violation. The General Chair would then notify the club contact of the suspension.

The Treasurer would also notify the Registrar of the club’s suspension so the Registrar could flag any suspended club’s swimmers signed up for a PVS-sanctioned meet as part of the normal premeet

administration. The Treasurer would also notify the General Chair, the Vice-Chair for Finance, and the Registrar once the indicated invoices have been paid.

Financial Separation of Duties

PVS' operating premise is that no one person is allowed complete control over a transaction and there is a separation of duties requiring at least two people's involvement in any processing which includes the review, approval and cash/check handling for each transaction. The process is as follows: account holder reviews invoice and approves/disapproves, if approved it is sent to Finance Vice Chair requesting payment, the Finance Vice Chair then sends to Treasurer and requests reimbursement/invoice payment, Treasurer then processes and issues check. Check signing authority is vested in persons at appropriate levels of PVS. These positions are: the General Chair, the Finance Vice Chair, and the Treasurer. All check signers are limited to signing checks for reimbursements and/or expenditures that have been approved by a secondary authority (someone other than themselves). Also, there is never an instance permitted for writing and signing a check to oneself.

PVS Investment Policy

Potomac Valley Swimming, Inc. (PVS) Investment Policy Statement (03/07)

This statement of investment policy has been adopted by the Board of Directors of Potomac Valley Swimming, Inc. to provide instructions regarding investments held by the Corporation. This policy statement assumes that PVS maintains a system of internal controls sufficient to safeguard assets against fraud and malfeasance and to monitor compliance with this policy. This policy may only be modified by formal action of the Board of Directors in response to changes in the business environment in which PVS operates and/or external economic conditions.

The following definitions identify the types of funds held by PVS:

General Operating Funds or Checking Account (GOA):

Funds in the GOA are checking account funds to cover cash needs for the next 10 days. All checks issued by PVS are issued from this account. As such, the balance in this account should not exceed short-term cash needs plus a $30,000 cash cushion.

Restricted Operating Funds or Money Market Deposit Accounts (ROA):

Funds in the ROA are unrestricted operating funds invested in one or more money market deposit accounts. All receipts of PVS shall be deposited to these accounts. These accounts are

used to fund the GOA account through electronic funds transfers. No checks are written against these accounts. Funds in these accounts are held to provide sufficient liquidity to meet current business cycle expenses. While the balance allowed to be maintained in these accounts is not specified in this policy, the Board of Directors should formally review the balances on a quarterly basis to insure (1) adequate liquidity to meet short term cash requirements and (2) insure that funds in excess of short term needs are invested in CDs or mutual funds.

Certificates of Deposit (CDs):

Funds invested in CDs are unrestricted operating funds invested in CDs of various maturities and maturity dates. Such funds shall normally attain a higher rate of return upon issuance than is then available from money market deposit accounts.

Mutual Funds:

Funds invested in mutual funds are unrestricted operating funds that are invested for a longer period of time in an attempt to attain a higher return then is available through CDs or money market deposit accounts.

Investment Objectives

1. *Liquidity:* Maintain sufficient liquidity to meet expected operating requirements and provide an appropriate reserve for unexpected needs.
2. *Preservation of Capital and Purchasing Power:* Invest funds prudently so as to ensure a high probability of preserving capital while balancing this objective with the need to protect against buying power erosion caused by inflation.
3. *Asset Performance:* Attain an annual return of 3% on portfolio assets. (5/19)

Investment Guidelines

1. General Operating Funds or Checking Accounts (GOA): Allowable investments include U.S. federally insured bank and savings and loan institutions. While it is permissible to maintain an average balance in excess of the federally insured maximum of $100,000 in a single institution, only funds needed to satisfy the immediate short-term 10-day cash requirements should be invested here.
2. Restricted Operating Funds or Money Market Deposit Accounts (ROA): Allowable investments include U.S. federally insured money market deposit accounts at federally insured bank and savings and loan institutions. While it is permissible to maintain an average daily balance in

excess of the federally insured maximum of $100,000 consideration should be given to spreading funds among several different institutions in order to minimize exposure to bank failure.

3. Certificates of Deposit (CDs): Allowable investments include U.S. federally insured certificates of deposit at federally insured bank and savings and loan institutions. The maximum initial deposit in any single CD is $100,000. While it is permissible to purchase multiple CDs at a single institution, consideration should be given to spreading funds among several different institutions in order to minimize risk of bank failure. CDs should be purchased in varying lengths to stagger maturities and maturity dates. In no event may a CDs term be greater than five years.

4. Mutual Funds: Allowable investments include mutual funds that invest in both U.S. and international equities, bonds and money market instruments. Funds invested in mutual funds should be viewed as long term investments (at least 5 - 10 years) intended to ensure real growth of capital to meet future needs. Mutual fund investments should utilize an asset allocation model that results in exposure to a broad spectrum of the overall equity market sectors and both U.S. Treasury and Corporate bond funds. No more than 30% of funds invested in mutual funds may be devoted to a single market sector. A practice of mirroring USA Swimming's investment portfolio allocation for similar investment objectives is an appropriate, but not required strategy.

Fund Allocation Guidelines

1. General Operating Funds or Checking Accounts (GOA): 10 days operating expenses plus $30,000.

2. Restricted Operating Funds or Money Market Deposit Accounts (ROA): Sufficient assets to meet the business cycle liquidity needs of PVS. It is periodically reviewed and determined by the Board of Directors.

3. Mutual Funds: May invest up to 25% of funds provided the needs of the GOA and ROA are fully satisfied.

4. Certificates of Deposit (CDs): All funds not invested elsewhere shall be invested in CDs of varying maturities. No single CD upon issuance may exceed $100,000 or five years in length.

Prohibited Activities

1. Loans to any PVS individual member or PVS club.

2. Opening of bank accounts or investing funds without Board of Director approval.

3. Granting credit or making loans to any party without approval of the Board of Directors.

4. Allowing access to more than 20% of PVS funds by a single individual.
5. Trading in individual equity or bond securities.
6. Credit card cash advances (this feature is deactivated).
7. Writing and signing a check to oneself.

PVS Operations Division

Disability Swimming Coordinator

The Disability Swimming Coordinator works with athletes, coaches, officials, meet hosts, and volunteers to facilitate and encourage disability swimming within the LSC. The Coordinator serves as a resource to assist clubs and Meet Directors in supporting accessibility, reasonable accommodations, and inclusive participation in PVS-sanctioned activities, consistent with USA Swimming and PVS policies.

Disability Provisions

Potomac Valley Swimming (PVS), in association with USA Swimming, is committed to provide an environment for swimmers with a disability to participate with clubs and to compete in PVS sanctioned meets

USA Swimming Standards

In compliance with USA Swimming Rules and Regulations, PVS desires to accommodate swimmers with a disability as defined by USA swimming. A disability is defined as a permanent physical or cognitive disability that substantially impacts one or more major life activities.

PVS Special Administrative Standards

PVS welcomes all swimmers with a disability who wish to participate in PVS sanctioned meets. Disabilities encompass the following major areas:

- Hearing impairment
- Visual impairment
- Cognitive disabilities such as intellectual disabilities, learning disabilities, or autism

- Physical disabilities such as amputations, cerebral palsy, dwarfism, spinal injury, or other mobility impairments

All PVS member clubs are encouraged to include swimmers with a disability and are encouraged to make common-sense adjustments to their venues to accommodate the needs of athletes with a disability. Accommodations during practices should be up to the discretion of the head coach. Examples of such accommodations are:

- Allowing helpers as needed for the disabled swimmer.
- Including the disabled swimmer in practices by the swimmer's ability rather than age.
- The coach of the practice group should have the same expectations of the swimmer with a disability as the other swimmers in that group with respect to effort, attendance, and other aspects of work ethic.
- The same principles of training/conditioning, biomechanics, and sport psychology apply to the swimmers with a disability as the other athletes. Most coaches are expert at modifying practices to accommodate individual needs such as with shoulder injuries.

Accommodations may be made to include swimmers with a disability in PVS sanctioned meets. This policy applies only to swimmers with permanent disabilities as defined above by USA Swimming as "a permanent physical or cognitive impairment that substantially limits one or more major life activities."

In the regular season meets, disabled swimmers need not have achieved the qualifying time standards. The meet director, working with the coach of the disabled swimmer to ensure that no undue focus is placed on the swimmer during the meet, shall have the authority to accommodate the swimmer without substantial negative impact on the meet timeline. Examples of such accommodations are:

- Allow the disabled swimmer to compete at a shorter distance, e.g. a 50 yard distance within a 100 yard event.
- Seed the disabled swimmer by time rather than age; e.g., a 13-year-old disabled swimmer could be seeded in the 11-12 age group of the same event.

In championship level meets, swimmers with a disability may enter with the permission of the Meet Director and Senior or Age Group Chair. Accommodations as described above (or others, as recommended by the Adapted Swimming Committee based upon the specific disability) may be made by the Meet Referee.

Places and awards for disabled swimmers can only be earned in the swimmer’s actual event and/or age group. At the discretion of the meet host special awards may be given to disabled swimmers.

The following statement shall be included on all meet announcements receiving a sanction from PVS

PVS and host clubs, along with Meet Directors and Meet Referees, are committed to the Inclusion Policy as adopted by the BOD. The swimmer or the swimmer's coach is responsible for notifying the Referee, prior to competition, of any swimmer with a disability and of the requested accommodations and/or modifications. It is preferable that this notice be provided on the Accommodations/Modifications form on USA Swimming website Accommodations Modification form

Athlete Conduct

Athletes participating in PVS-sanctioned competitions are expected to demonstrate respect, integrity, and sportsmanship in accordance with **USA Swimming's Code of Conduct** and the **PVS Code of Conduct**. PVS recognizes that all athletes, including athletes with disabilities, have the right to participate fully and fairly in competition.

Athletes are responsible for any damage they cause to facilities. Athletes should expect to be disciplined and will be required to pay for damages. PVS subscribes to the policy that there are no innocent bystanders. If you observe anyone engaged in mischievous or inappropriate behavior, your responsibility is to leave the scene immediately; if you are present, you are considered complicit.

The Meet Director, through the Referee, may have an offending athlete disqualified from events and/or barred from the facility. If the infraction is serious, it may be referred to the PVS Board of Directors for further action. Penalties in such cases may involve significant disciplinary measures, including suspension or expulsion from USA Swimming and/or endorsement of legal action.

Misconduct includes, but is not limited to:

- Violation of the safety guidelines outlined in the meet announcement
- Disrespectful behavior toward meet management personnel, officials, coaches, volunteers, or fellow athletes
- Stealing, destroying, vandalizing, or possessing the property of others
- Possession or use of alcoholic beverages, tobacco products, or illegal drugs

Athletes are also responsible for knowing and complying with **Potomac Valley Swimming safety policies** and **facility safety rules**. These rules exist for athlete protection. Athletes who disregard these rules or act in a manner that is injurious to themselves or others may be disqualified by the Referee from their next scheduled event or asked to leave the facility. Failure to leave immediately may result in removal for the remainder of the meet and referral to the PVS Board of Directors for further action.

Conduct of Time Trials

It is the policy of PVS to sanction time trials when they are:

- included in the meet announcement as an integral part of the meet, or

- when they are processed through the sanctioning process far enough in advance that any member club that desires to participate may have the opportunity to do so.

A minimum of two weeks advance notice to each club is required.

When conducted as part of the meet, time trials are held after finals and/ or between the preliminary and finals sessions (as indicated in the meet announcement).

Time trials are only for those athletes entered in the meet and are swum in the following order: those events contested that day, followed by those events remaining to be contested, followed by those events already contested. Athletes will be permitted one time trial per time trial session scheduled provided that this does not cause them to exceed the daily event participation limitations.

The fee for any or all events offered in a time trial will be set by the PVS BOD prior to each competition season. For PVS sponsored meets, half of the fee for time trials is deposited in the PVS Operating Fund.

Deck Entries

Any entry received after the entry deadline for a PVS-sponsored meet will be accepted only upon payment of a deck entry fee for each individual entry. For PVS sponsored meet these fees will be divided evenly between the club conducting the meet and the PVS Operating Fund. Otherwise, PVS is reimbursed at the rate for a club sponsored meet.

Meet directors have the discretion to not accept deck entries in the event the meet is over-subscribed or the deck entry will adversely affect the timeline. Meet directors are responsible for enforcing the deck entry fee and receiving payment before allowing an athlete to swim. Swimmers must provide proof of USA Swimming registration for the deck entry to be accepted. These deck entrants cannot place, score points (mini meets excepted), or cause an event to be re-seeded. No deck entries are accepted for distance or championship (scored) meets. An athlete already entered in the meet may not scratch an event in order to deck enter another.

For pre-seeded events, an athlete submitting a deck entry will be added to the event and placed in the computer as a deck entry. The athlete will be placed wherever possible without re-seeding the event (i.e., a known absentee lane in an appropriate heat or an empty lane in the first or second heat). New heats can be created for deck entries only if necessary and at the meet director's discretion. If the swimmer cannot be seeded into the event, the deck entry fee is refunded.

For events that require a positive check-in, an athlete submitting a deck entry will be seeded with a no time (NT) following the seeding of the positive check-in event.

No new heats will be created for deck entries. If no empty lanes are available and the swimmer cannot be seeded into the event, the deck entry fee is refunded.

Distance Coordinator

The Distance Coordinator is responsible for planning and conducting the PVS distance program, which includes the PVS Distance meets.

Emergency Hearing

As part of the formal review process, USA Swimming rules and PVS bylaws provide for emergency hearings to be conducted at a meet to address appeals of administrative decisions that impact that event.

The referee may appoint a meet jury of not fewer than three nor more than five disinterested persons - at least one of whom is a coach and one an athlete - to consider written appeals of time-critical administrative decisions made at the meet.

Decisions made at these emergency hearings are subject to formal review at the request of any of the interested parties. Therefore, decisions should be rendered in writing and forwarded to the Administrative office as soon after the meet as practical.

Rulings of the Referee regarding the technical judgment of deck officials are final and are not part of the Emergency Hearing process.

Equipment Coordinator

The PVS Equipment Coordinator is responsible for the maintenance, repair, and distribution of electronic timing equipment.

Fines for Clubs with Insufficient Certified Officials

Registration and Participation Requirements

Teams with 1-25 Swimmers	No Requirement
Teams with 26-50 Swimmers	1 Official
Teams with 51-75 Swimmers	2 Officials
Teams with 76-100 Swimmers	3 Officials
Per each additional 30 swimmers (or portion of 30)	1 official

Penalties

For each official that a team is short $200

An assessment of whether a club has the required number of officials to avoid a fine is to be made August 1 of each year by the Vice Chair-Finance working with the Registrar. The Vice-Chair Finance will then notify teams affected and the Treasurer will invoice them accordingly. For purposes of applying this test, only athletes with premium USA Swimming registrations shall be counted. Excluded from the computation are swimmers with "flex" or “seasonal” memberships, and those representing a school or its affiliated club who have participated in NCAA competition during the current year.

A club may request a $200 reduction in the fine for each volunteer who is not a certified official but who has completed the computer operator training program or the electronic timing system training program (including evaluation) during the year OR who has worked as a CO or TO at least 3 sessions per year.

Notes: At the 2007 Annual PVS House of Delegates meeting on May 23, 2007 the policy was modified to reflect the above fine determination and assessment as of May 1, 2008.

Inclement Weather

PVS will make every attempt to conduct activities as they are scheduled. However, if the scheduled facility decides to close, our activities are also canceled. For PVS sponsored events, if the facility remains open during inclement weather and there is some doubt that it is safe to conduct the scheduled activity, the Operations Chair in consultation with the appropriate Meet Director and the Competition Committee Chair, will decide whether to cancel, postpone, or delay the start of the event.

This information will be placed on the PVS website, the host club's answering machine or website (when possible), the facility's answering machine (when possible), sent via email, and otherwise disseminated as soon as possible.

For club sponsored events open to other PVS athletes, the Meet Director will make the decision whether to cancel, postpone or delay the start of the event. PVS (if notified) will assist in publicizing the decision via the PVS website.

Integrity of Entries

Any Club that enters an unregistered athlete, falsifies an entry in any way, or permits an unregistered coach to represent them in any PVS program, will be fined the sum of one-hundred dollars ($100.00) per occurrence and no further entries or applications for any PVS program will be accepted from that Club until the said fine has been paid. Any such fines will be deposited in the PVS Operating Fund.

Meet Announcement Generation

Meet announcements must follow the sanction process (see *Sanction and Approval of Competition*). Following a review, the club will be advised of approval or of necessary changes required to achieve approval.

All meet announcements **must include** the following:

• **Publication of Results**
Potomac Valley Swimming (PVS) publishes official meet results, excluding athlete birthdates, on its public website as part of its standard meet operations. Submission of meet entries signifies acknowledgment and consent to this practice. PVS is not responsible for the use or redistribution of publicly available meet results by third-party organizations or applications that compile swimming data for rankings, recruitment, or goal development purposes. (10/25)

• Wording requesting that each participating club send one table worker or official if it entered 25 or more splashes. (6/07)

• Identification of the **Referee Responsible for the Meet**. A certified Referee must be identified for club-hosted meets.

• Identification of the type of timing equipment being used, using one of the following statements:

a. Automatic timing (touch pads primary) will be used for this meet.
b. Semi-Automatic timing (buttons primary) will be used for this meet.
c. Manual timing (stopwatches only) will be used for this meet.

Meet Directors

All Meet Directors who conduct PVS sanctioned meets must be certified by Potomac Valley Swimming. Certification requires completion of a one-day clinic covering pre-meet preparation, meet operations, staffing, technical requirements, and post-meet reporting.

The PVS Administrative Office may grant exemptions to Meet Directors who have demonstrated proficiency through the successful conduct of prior sanctioned meets.

Meet Entry Fees

Meet entry fees for PVS meets will be due upon receipt of a PVS invoice for splashes upon completion of each meet. Any club that is delinquent in payment of invoices may be subject to a $100.00 penalty fee

and restricted from any further participation in PVS programs until the past-due entry fees and the penalty fees have been paid.

Meet Entry Procedures

Each club has its own procedures for processing and submitting meet entries to the meet director. These procedures must be outlined in the meet announcement. Athletes must enter PVS meets through their respective clubs. Only unattached athletes may enter individually.

There are several general principles that apply to all meet entries. The meet announcement will specify which entry form is to be used: PVS Master Entry Sheet, or computer generated file.

Clubs submitting entries for more than ten (10) athletes for a PVS-sponsored meet are required to submit an electronic entry file. Failure to do so will result in a $1.00 fee per swimmer entered.

Supporting documents (master entry sheet or computer reports by name and event) must be provided and may be provided via email. The computer-generated file provided is presumed to be correct. The supporting documents will be used if there are problems encountered working with the computer-generated file.

PVS Championship Meet Spectator Fee

A spectator fee of $5 per individual session or $20 for All-sessions may be charged to all non-athlete spectators at PVS Championship meets: PVS SC Open Championships, 14 & Under SC Championships, LC Open Championships, 14 & Under LC Championships. The fees collected will be split 50/50 between PVS and the host team at the conclusion of the meet. The host will report spectator fees collected on the Meet Director's report. PVS will reduce meet fees paid to the host by 50% of the spectator fees collected.

Meet Program Generation

The price of meet programs for PVS-sponsored meets shall not exceed $2.00 per session. However, for PVS Open meets, it shall not exceed $1.00 for an abbreviated Friday evening session and shall not exceed $2.00 for full sessions on Saturday and Sunday.

Clubs may elect to generate the meet program and retain the proceeds. In these cases, the club will pay the costs to cover the reproduction and distribution of results.

Heat sheets and programs for any PVS sponsored meet may contain no information other than event and heat specific information. This does not preclude including meet identifying information (Meet Name, Location, Date, Sanction Number, course length, etc.)

Heat sheets and programs for any PVS sponsored meet may contain advertisements solicited by the host club. If advertisements are included in PVS heat sheets/meet programs, PVS will NOT pay for program reproduction. Reimbursement of reproduction costs is only available for coaches and officials programs if NO advertising is included in those heat sheets.

Advertisements solicited for program/heat sheet publication must not contain content that may be reasonably considered offensive or threatening. Offensive material includes, but is not limited to, pornography, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, sex, age, national origin, or ancestry, physical or mental disability, veteran status, as well as any other category protected by federal, state or local laws. Advertisements of alcohol and tobacco products or businesses that expressly purvey said products are forbidden.

Clubs found in violation of this standard by PVS will be prohibited from hosting any PVS sponsored meet for the period of one (1) calendar year from the final date of the meet where said violation occurred.

Advertisements actively recruiting attached members of other attending clubs to the host club or denigrating other participating teams is strictly forbidden. No USA member club shall be allowed to place an advertisement in any meet program.

Meet Reporting Requirements

The meet director for all non-PVS sponsored meets conducted in PVS must submit the meet director's financial and entry reports on the provided prescribed forms, within ten (10) working days of the final day of competition to avoid the $50.00 late filing penalty.

For all PVS sanctioned meets (including observed and approved meets), the meet director shall provide the results in an approved electronic format to the PVS Webmaster, PVS Finance Vice Chair and the PVS Administrative Office no later than three (3) working days following the conclusion of the meet. The results will be provided as a Meet Manager Backup file sent to results@pvswim.org.

Minimum Number of Officials Expected at Meets.

Except at Distance meets, it is the expectation of the PVS Board of Directors that all PVS sanctioned meets be conducted with no less than 5 certified deck Officials (Referee, Administrative Referee or Administrative Referee, Starter, 2 Stroke & Turn Judges), as well as sufficient table workers and the required number of Timers, which depends upon the timing equipment being used.

Officials Committee

The Officials Committee is authorized and obligated to recruit, train, test, certify, evaluate, retest,

recertify, and supervise officials for PVS. The Officials Chair, appointed by the General Chair with the approval of the Board of Directors, shall chair the Officials Committee. The Officials Chair shall be a referee certified by PVS and each member of the Officials Committee shall be a certified official of PVS, other than the athlete members of the committee who shall comprise at least 20% of the voting membership of the committee.

- The term of office for the Officials Chair and Committee members shall be 2 years.
- Each person appointed as either the Officials Chair or Committee Member shall assume office the date of their appointment.
- The Officials Chair shall be limited to two (2) consecutive terms. Committee members shall not be subject to term limitations.

Officials Certification Program

The PVS Operations Division shall conduct a program to certify designated officiating positions that are needed to conduct PVS sanctioned or approved swim meets.

PVS will provide certification for: Referees, Administrative Officials, Chief Judges, Starters, and Stroke and Turn Judges.

The PVS Operations Division shall publish the requirements to become and remain an official in PVS. The standards required to become a PVS official are determined by the USA Swimming Board with recommendation from the National Officials Committee and Coaches Advisory Committee.

For those official positions for which USA Swimming has not created instructional clinics, the PVS Operations Division shall conduct at least twice a year the instructional clinics necessary to become or remain a certified official. That schedule shall be well publicized within the LSC, with clinics announced at least thirty days in advance of their occurrence. The division shall be responsible for obtaining appropriate training sites within the LSC and shall ensure the clinics are conducted by well qualified instructors. It is permissible for room rental fees to be incurred to conduct these clinics. If USA Swimming has created instructional clinics for a certified position, then those clinics must be used for certification or recertification.

Any individual may attend a PVS clinic; however, an individual may only serve as an apprentice at a meet if he/she has already met the prerequisite requirements to be eligible to attempt certification for that position. All prerequisite and certification requirements shall be published on the PVS website.

The PVS Officials Committee shall maintain a roster of all currently certified officials. This roster will be available on the PVS website, and will be updated on a regular basis. The committee also maintains, for

at least two years, a list of all individuals attending PVS hosted clinics for the purpose of obtaining certification.

Officials serving at PVS sanctioned or approved meet shall not receive monetary compensation for their services.

The meet referee or club officials chairperson of the club sponsoring or hosting a PVS sponsored or approved meet (or in the case of a multi-site meet, hosting or sponsoring a designated venue) shall be responsible for ensuring the meet has sufficient qualified officials available except that the PVS Officials Committee shall assume responsibility for the staffing of the two Senior Championship meets, the PVS 14 & Under Championship meet, and any other PVS sponsored meet in which participating officials may obtain USA Swimming National Certification.

PVS shall make every reasonable attempt to conduct at least two meets per year at which officials may seek to achieve national certification.

Officials Background Screening Reimbursement

All registered USA Swimming/ PVS officials are required to pass the USA Swimming Level 2 background screening. To be eligible for reimbursement of the background check fee, an official must work at least 6 sessions as a certified or apprentice official at PVS sanctioned meets, meets hosted by PVS Clubs outside the LSC, OTS Approved Block Parties, and/or Black History Invitational (as recorded in OTS) within a year of the background check. The reimbursement form is located in the Officials' section of the PVS website. (8-19-25)

- New officials or officials re-registering after a lapse in USA Swimming membership of at least one year must submit a request for reimbursement after completing the required 6 sessions and at least 15 days prior to the end of the fiscal year (which is August 31). If membership has lapsed more than a year, only the returning official reimbursement amount will be reimbursed.

- Returning officials must submit a request for reimbursement within 60 days of payment of background check and at least 15 days prior to the end of the fiscal year (which is August 31). If membership has lapsed for less than a year and the official is charged for a new background check, only the typical amount for a returning official will be reimbursed.

Officials Education Travel Reimbursement

The Officials National Meet Educational Stipend is intended to assist with an official's travel expenses to work national level competition. The Officials Committee Chair through the Operations Vice Chair shall recommend to the Board of Directors which meets shall be eligible for reimbursement during the following competitive year (September 1 to August 31). The meets may be recommended from amongst the following meets: World Aquatic Meets, USA Swimming National Meets, Eastern Zone Championship

Meets, and US Paralympics National Meets.

An official may receive up to three (3) travel stipends in each competition year, a maximum of two (2) for meets at or above the USA Swimming 18&Under Spring Cup (1 ½ stars) level. A third travel stipend request must be from an Eastern Zone sponsored meet (Eastern Zones, Eastern Zone Speedo Sectional Championships). Officials' reimbursement will be distributed subject to the rules below. When the yearly allocation is exhausted no additional allocations will be made for meets held in that competition year

In order to receive travel assistance from PVS, an official must meet certain minimum eligibility requirements:

- The official must be registered with PVS for at least six months prior to the meet and be registered with USA Swimming through PVS as an official during the time of the meet for which they are requesting assistance.
- The official must work a minimum of four sessions at the event for which they are requesting travel assistance.
- The official must have worked at least twelve sessions at a minimum of four PVS sanctioned meets during the 12 months immediately preceding the request for reimbursement. Approved and Observed meets are not valid for these purposes.
- The official must notify the PVS Officials Chair of the intent to request a reimbursement upon acceptance to officiate at the designated meet, and prior to the date of the meet.
- Meets held within the geographical boundaries of PVS are not eligible for reimbursement.
- Officials who are eligible for reimbursement for expenses by the host club/LSC/Zone/USA Swimming/etc. are not eligible to submit a request for reimbursement to PVS for that meet.
- Completed PVS requests for travel assistance are due not later than thirty (30) days after the competition for which travel assistance is being requested and must be submitted prior to the end of the Fiscal Year (August 31).
- The standard travel reimbursement formula for national/international meets:
    - Base Amount: $300 per meet
    - Plus: $100 per day of the meet
- Zone/sectional meets will continue a maximum of $500 per meet.
- To request a travel stipend, officials need to complete the PVS Officials' Travel Stipend Application and submit a PVS Expense Report, listing the expenses incurred, to the Officials' Chair. Receipts for all expenses listed on the report are required. If driving to a meet, the standard IRS mileage rate for cars should be used, and only mileage from originating point to and from the meet location will be reimbursed. Food expenses are eligible as part of the stipend up to a maximum of $70 per day (alcohol not included). The PVS Officials Committee Chair will certify that the Official is eligible and meets all requirements. The PVS Officials Committee Chair submits the names of those officials that meet all the eligibility requirements to the PVS Finance Vice Chair within ten days after the submission deadline for reimbursement. The Officials Committee Chair, through the Operations Vice Chair, will submit to the Board lists of any reimbursements approved since the last board meeting.
- The PVS Officials Committee Chair will notify any official not meeting the requirements. That official can then submit an appeal which will be heard by the PVS Board of Directors at the next meeting. The Board will vote on the appeal at that time.

Any PVS Official who has been invited to work at Olympic Trials will be awarded the same full share amount the Athletes are reimbursed. A recommendation from the Officials Committee Chair will also be requested from the Board to ensure the Official is in good standing with PVS.

Open Water Coordinator

The Open Water Coordinator serves as the LSC's primary contact with regard to open water swimming, and coordinates with the Officials Committee and Operations Vice Chair with regard to PVS sanctioned open water meets.

Operational Risk Coordinator

The Operational Risk Coordinator shall be responsible for coordinating safety enhancement and training opportunities as needed and for the dissemination of USA Swimming safety education information to all Group Members, athletes, coaches and officials of PVS. The Operational Risk Coordinator shall develop safety education programs and policies for PVS and make recommendations regarding the same, and the implementation thereof, to the Operations Vice Chair and the Board of Directors. The Operational Risk Coordinator shall make the reports to the Board of Directors.

Operational Risk Committee

The Operational Risk Committee is tasked with:

- Reducing the prospect of injury or loss to members of the LSC;
- Assisting members of the LSC in identification of errors, system failures, and other potentially dangerous activity;
- Providing assistance in developing plans to mitigate occurrences that disrupt LSC operations or events;
- Identifying trends that increase LSC operational risk.

The Operational Risk Chair shall serve as Chair of the Operational Risk Committee.

Positive Check-in

Positive check-in requires each swimmer to verify their presence and intent to swim each event they wish to swim. The swimmer is required to initial after their name on event sheets located on tables on the pool deck. After the check-in period is closed, each event is seeded and each swimmer will be assigned a heat and lane for their event.

Before the meet begins, alphabetical listings of all swimmers entered in each event in the session will be placed at an announced location on the deck. They will be placed in order of gender, age, and event. Prior to the announced event close time, each swimmer must initial beside their name to confirm that they will be swimming in the event(s) listed for them. Swimmers in more than one event should initial after their name for every event they intend to swim.

As an alternative, the meet director can elect to do positive check-in by team instead of event. Each team will receive a check-in sheet with all the swimmers and events for that session. The coaches will check-in/scratch their swimmers and return the check-in sheets to the computer operator by the deadline established. Only those swimmers who have been checked in will be seeded in that event. (04/13)

At the time stated in the meet announcement for the event or group of events, the positive check-in for those events will be closed. The sign-in sheets will be collected and the event will then be seeded by computer. Only those swimmers who have signed in will be seeded in that event. If a swimmer arrives late or forgets to sign in, they may not be allowed to swim in that event.

After the events have been seeded, heat and lane assignments will be posted near the starting end of the pool, and possibly at other strategic locations. At the appropriate time swimmers should report to their assigned lane. It is the swimmer's responsibility to check-in and get to their assigned lane.

Records Coordinator

The Records Coordinator maintains and monitors all LSC-level records and provides updates to the Webmaster in order to ensure that all records are available for LSC members to review and monitor.

Reimbursement of Lodging Expenses for Meet Referee at PVS October, November and January Open Meets

The execution of PVS Open Meets requires the Meet Referee to be at the meet site prior to the time warm-ups commence and to remain after the last swim occurs for every session of the meet. Therefore, it is appropriate that the lodging expenses of the Meet Referee are reimbursed by PVS when their home is not in close proximity to the meet site.

If the Meet Referee lives more than 40 minutes round trip travel time from the meet venue under normal driving conditions, the meet referee shall be reimbursed reasonable expenses for overnight lodging for no more than two nights for a three-day meet and one night for a two-day meet.

Reimbursement of Lodging Expenses for Meet Referee, Administrative Referee/Official, Head Starter, Team lead Chief Judge at PVS Championship Meets

The execution of PVS Championship Meets requires the Meet Referee, Administrative Referee/Official, Head Starter and Team Lead Chief Judge to be at the meet site prior to the time warm-ups commence and to remain after the last swim occurs for every session of the meet. Therefore, it is appropriate that the lodging expenses of the Meet Referee, Administrative Referee/Official, Head Starter and Team Lead Chief Judge are reimbursed by PVS when their home is not in close proximity to the meet site.

If the Meet Referee, Administrative Referee/Official, Head Starter and/or Team Lead Chief Judge live more than 40 minutes round trip travel time from the meet venue under normal driving conditions, these officials shall be reimbursed reasonable expenses for overnight lodging. Reimbursement will normally not be made for the night before competition commences or the night after it concludes, unless unusual circumstances would preclude the official coming from their home the morning competition commences or returning to their home the evening it concludes.

In the event adverse weather or other extraordinary conditions are anticipated, which might have a significant impact on expected travel times, the PVS Operations Vice Chair may waive the normal travel time requirement.

Dual occupancy of same gender officials is encouraged. Actual expenses will be reimbursed upon completion and submission of a PVS Expense Report, including original receipts to the PVS Finance Vice Chair.

This policy applies to Potomac Valley Swimming (PVS) Championship Meets, including but not limited to the following sanctioned events held annually in March (Short Course) and July (Long Course):

PVS Short Course Senior Championships

PVS Short Course 14 & Under Championships

PVS Long Course Open Championships

PVS Long Course 14 & Under Championships

Additional PVS Championship-level meets, if scheduled or restructured by the Competition Committee and approved by the PVS Board of Directors, shall also be governed by this policy.

Reimbursement of Travel and Lodging Expenses for National Evaluators at Officials Qualifying Meets

PVS will pay the travel expenses for National Evaluators invited by the Officials Committee for Officials Qualifying Meets. PVS will pay the lodging expenses for the Evaluators for PVS sponsored meets and Club hosted meets with Evaluators for OQM.

Requirement for Credentials

All USA Swimming/PVS registered coaches and officials who are required by USA Swimming and Potomac Valley Swimming to be registered USA Swimming members (all Officials, and Meet Directors) are required to have proof of their current USA Swimming membership credentials while participating in the conduct of USA Swimming/ PVS competition and be prepared to show that proof when asked by the Meet Director or Meet Referee. Any of the above individuals who do not abide by this policy will be asked to leave the area in which the competition is being conducted. Failure to do so will result in invocation of applicable USA Swimming or PVS penalties, and/or other disciplinary action by the PVS Board of Directors.

PVS may assess a $100 fine against a PVS club who conducts a PVS sanctioned meet using a Meet Director who is not registered with USA Swimming as a non-athlete at the time of the meet.

Scratches from Finals

PVS-sponsored Meets

Any athlete qualifying for an individual consolation or final race who fails to compete in the said final shall be barred from further competition for the remainder of the meet unless they indicate an intention to scratch by filing a PVS scratch form within thirty minutes of the announced results of the event or unless excused by the Referee. Athletes declaring an intention to scratch who do not confirm their intention within thirty (30) minutes following their last individual preliminary event will be seeded into the event. If the swimmer then fails to swim in finals they are barred from the rest of the meet. Athletes who are seeded into consolation or finals by virtue of scratches are not subject to penalty for failing to scratch but are encouraged to do so.

Club-sponsored Meets

Meet announcements for club-sponsored meets run in preliminary-finals format shall specify scratch procedures and penalties for violation of these procedures.

Use of PVS Electronic Equipment

PVS will rent timing equipment to PVS clubs, associate members and other local organizations with the following caveats:

- Meet boxes will not be provided.
- Computers and printers for computers will not be provided.
- The renting organization must pick-up and return the equipment to the PVS storage location.

Scheduled PVS competition always takes precedence over any request for use of Potomac Valley equipment. PVS clubs have next priority over other organizations.

It is required that organizations that request use of this equipment will:

- provide the knowledgeable manpower to install, operate, and remove the equipment
- provide reasonable care for the equipment while it is in their possession
- assume responsibility for loss or damage of the equipment

Organizations should request use of equipment as far in advance as is possible (but a minimum of three weeks) through the PVS Operations Chair using the Equipment Rental Order Form.

See the Equipment Rental Price List for details including rental terms and conditions.

Non-PVS entities that wish to rent PVS equipment must pre-pay for the rental before they pick up the equipment. All rental requests from both PVS and non-PVS organizations will be sent to the Operations Vice Chair. If equipment is available to fulfill the request, the Operations Vice Chair will forward the request to the Equipment Manager for action and to the Treasurer for billing and accounting.

The PVS Board of Directors can waive rental fees for clubs under the same conditions as a waiver is granted for Sanction Fees for a charitable event, when proceeds are being donated to charity, see Financial Arrangements for Swim Meets.

PVS supports the purchase of meet equipment by PVS clubs. A one-time grant of 50% of the purchase price and no more than $20,000 will be provided to cover meet equipment purchase costs. Upon applying for the grant, the club must present PVS with a copy of the payment receipt prior to receiving the funds.

FEE SCHEDULE

As of April 2024

USA Swimming Membership	
Athletes	
Flex (12 & Under ONLY eligible)	$30
Premium	$98
Seasonal	$47.50
Outreach	$5
Open Water (one-time)	$15
Non-Athletes	
Coach, Official, Other	$70
Administrator	$30
Clubs	
Registration	$100
Non-Participation Assessment	$300
PVS Associate Membership	$100
Integrity Fine	$100
Background Check Reimbursement for Officials (Initial Screen / Subsequent Year Screens)	$36/$18
Hospitality Allowance for PVS Sponsored Meets	
Non-Championship Meets (per session)	$405
Championship Meets (per session)	$710
Distance Meets (per day)	$365

CHANGE LOG

Date	Policy and Procedure	Details