

Board of Directors Meeting
June 16, 2026
Video Conference

- Attendance: Cherlynn Venit, Trish Buswell, Ellen Colket, Chris Schlegel, Cliff Gordon, Erika Livingston, Matt Cohen, Hanna Kovacs. Non-voting members: Matt Lear, Kim Bullers, Greg York.
- Call Meeting to Order – The meeting was called to order at 7:32 pm by Cherlynn Venit.
- Introductions/Roll Call to establish Quorum – There are a sufficient number of voting members to conduct to business.
- Consent Agenda: pull any for discussion? **Motion to accept the consent agenda, seconded and approved.**
- Additional Agenda Items & Approval of the Agenda - **Motion to approve the agenda, as presented, seconded and approved.**
- A tribute to Arvydus Barzdukas – Greg York gave a tribute to Arvydus Barzdukas, a long time PVS member, Official, Friend, Mentor and overall friend to swimming, who passed away at the age of 92. PVS and USA Swimming have benefited from knowing Arvydus.
- Ellen presented the news of a PVS/RMSC Official who as recently been diagnosed with a Brain Tumor. There has been a Go Fund Me account set up to help the family with finances. Our thoughts and prayers will be with him and his family.
 - **Motion for PVS to donate \$750 towards the GoFundMe for an Official in PVS, seconded and approved.**
 - **Motion for PVS to send flowers for the funeral of Arvydus Barzdukas up to \$250, seconded and approved.**
- Administrative Update
 - Senior VC – Cherlynn Venit, announced that Aaron Dean, PVS Senior Chair, has submitted his resignation. He will be moving out of the area. Aaron has committed to stay in touch through LC Open Champs. Cherylnn has talked to several about filling the second year of the Senior Chair term.
 - **Motion to appoint Matt Cohen as the PVS Senior Chair and shift the Coaches representative into position, seconded and approved.**
 - LC Champs Prep – AAC will be hosting the LC Open Champs. Karyn McCannon will be entry coordinator for the LC Open Champs for summer 2026. Thank you, Ellen and Trish for all your hard work to find a meet host.
 - Ellen reported: Awards have been ordered, Bag Tags have been ordered, Copier reserved, UMD contract review and parking is being set up. Henry will work with Evan on setting up the spectator fee payment process. We will need 3 laptops and 2 printers, with current software for the LC

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Champ meets. Cherlynn indicated the computers are ready. The podium backdrop and PVS runners will also be sent to UMD with the equipment. Each individual that will receive a hotel room are being reserved for by each individual. Barb took care of reserving hotel room for the evaluator.

- What is the plan/who is in charge for networking the computers?
Networking the computers are not needed for the LC Champs, a plan will be worked out before the 2027 SC Champs.
- They plan to use more automation/QR codes for scratches trying to make it easier.
- The AR will be in charge of scratch process.
 - What was the rough amount that PVS made in spectator fees from the SC Champs?
 - 14 & U: PVS portion: \$9516
 - Open Champs: PVS portion: \$8483
- LC Zones Prep Status – Zone Team manager, Jared Diallo, has prepared Key Dates and other information. It will be posted on the website and sent out in Flash Mail. T
 - Ellen reported that the contract are signed for hotel rooms and food (breakfast and dinner). This year 10 & U swimmers will be included at dinner. They have already talked to Arena regarding the suits and other apparel. Whatever is not from Arena, it will come from Sports Fair.
- Swimposium Date – The original proposed date falls on the same weekend as Rosh Hashanah. After considering other dates and locations, it is suggested we move the Swimposium to October 3-4 at UMD. Now that we have a date, Chris will also start planning the LC AG Champs Select Camp, so we can coordinate times and locations.
- Action Items/Motions
 - Financial Statement – Ellen reviewed the Financial Reports and P&L as of the end of May. Nothing is coming as a surprise. We do still have a number of big ticket items in the next couple months. Given the upcoming expenses, Ellen still expects of to be close to the predicted deficit of about \$90-100K.
 - **Motion to accept the Financial Statement and P&L as presented, seconded and approved.**
 - 2026-2027 Meet Schedule – The proposed 2026-2027 PVS/Club meet schedule was reviewed.
 - **Motion to accept the 2026-2027 PVS and Club Meet Schedule as endorsed by CCM, seconded and approved.**
 - Zones Coaches – **Motion to accept the 2026 LC AG Zone coaches as endorsed by CCM, Anise Foremen (Head coach), Jim Crampton (Assistant Head Coach),**

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Marye Carter, Augusta Wood, Mike MacDonald, Curtis Din, all as assistant coaches, Seconded and approved.

- Funding for Additional Attendees for Women in Governance – Several coaches applied for the Women in Governance Conference. PVS will be funding the chosen coach. There were two additional PVS representative who also applied and have been selected. Cherlynn asked if we also want to help provide funding from them as well. The request is for the \$75 registration fee and travel assistance for the conference Sept 23-26, in Denver, Colorado.
 - **Motion to provide the registration fee and lodging for the two coaches to added the Women in Governance conference in September held in Denver, seconded and approved.**
- Coaches' Educational Grant Request is being brought forward. The request for retroactive funding for a Women's Leadership Clinic in the fall of 2025. AS per the Grant, registration and travel expenses are allowed to be reimbursed.
 - Motion to approve a \$388.07 from a 2025 for a Women's Leadership Conference in Colorado in November 2025, which also included online classes, seconded and approved (5 to 4)
 - We need to do a better job of ensuring that coaches are aware of the available Grants.
- P&P Change Proposal –
 - At the recent Officials Committee Meeting, they had a discussion regarding hotel rooms and room rates for Championship meets. The general consensus is that it should be the responsibility of PVS to set the acceptable room rate and booking the block of rooms. Erika Livingston brought forward the change in wording for P&P.
 - **Motion to approve the P&P change to (P&P pg. 31), seconded and approved.**
 - There was a discussion as to who will be responsible for setting up the various hotel rooms for Officials and other meet management. There are still details to work out, but it is now more clear in P&P.
- Old Business
 - Executive Director Update – Trish is still working on the Executive Director job description. She has had some good discussions and idea from other board members, other LSCs and USA-S. She is still gathering information and report back to the Board.
 - This is a big position and should be done correctly to ensure that it is very clear as to what the responsibilities will be.
 - It has been recommended that updates are sent to HOD periodically.

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- Athlete Leadership Summit will start on Thursday, June 18. Athletes and Coaches are excited to attend. They will be setting up Zoom and in person meetings. They will start these meetings after Athlete and Coach Rep Elections end. The plan is to have the athletes and adults work together to review and implement their ideas.
- PVS Basket for Golden Goggles Auction – After a brief discussion, it was decided that PVS will not participate this year.
 - **Motion to provide a basket for Golden Goggles, seconded and defeated.**
- New Business
 - LSC Task Force Survey – Paris sent this out about a week ago. Cherlynn and Trish have been working on it. They will restart this process. Paris has suggested that each Board Member will complete the survey and send it. Board members have agreed to complete the survey and send to USA Swimming.
- Upcoming Meetings/Opportunities
 - [USA-S](#) webinars
 - PVS Committees: Officials – Sept. 8; DEI – ?; CCM – Oct. 7; SafeSport – ?; Gov – ?; Finance - ?, Open Water - ? – Meetings MUST be posted to website – send to me and Katie
 - Next Scheduled Board Meeting: Tuesday, July 21 on Zoom
- Adjournment: Motion to adjourn, seconded and approved.

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Board of Directors Meeting Agenda
June 16, 2026
Zoom @7:30 PM ([click to join the meeting](#))

Call Meeting to Order

- 1) Introductions/Roll Call to establish Quorum
- 2) Consent Agenda: pull any for discussion? (Cherlynn)
- 3) Additional Agenda Items & Approval of the Agenda (Cherlynn)
- 4) Administrative Update
 - a) Senior VC (Cherlynn)
 - b) LC Champs Prep (Chris, Trish/Ellen, Terri)
 - c) LC Zones Prep Status (Chris, Jared)
 - d) Swimposium Date (Cherlynn)
- 5) Action Items/Motions
 - a) Financial Statement (Ellen) – pulled from consent agenda
 - b) Budget vs Actual (Ellen) – pulled from consent agenda
 - c) 2026-2027 Meet Schedule (Terri)
 - d) Zones Coaches (Chris/Jared)
 - e) Funding for Additional Attendees for Women in Governance
 - f) Coaches' Educational Grant Request
 - g) P&P Change Proposal – Champs Meets (Erika)
- 6) Old Business
 - a) Executive Director Update (Trish)
 - b) Athlete Leadership Summit (Cherlynn)
 - c) PVS Basket for Golden Goggles Auction
- 7) New Business
 - a) LSC Task Force Survey (Cherlynn)
- 8) Upcoming Meetings/Opportunities
 - a) [USA-S](#) webinars
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- 9) Adjournment

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PVS General Chair Report

6-16-26

Miscellaneous

- Attended USA-S May and June Leaders Call
- Corresponded with individuals requesting equipment rental and coordinated equipment pick up
- Attended parts of the Select & 15% Initiative Camp
- Talked with Parents at 15% Initiative and All-PVS Camps about opportunities within the LSC for their athletes and themselves. Fielded questions from the parents.
- Prepared agenda for and led PVS HOD meeting ensuring all teams were contacted to provide delegates. Identified and invited At-Large delegates (coaches, officials and athletes).
- Managed nomination and selection process of the EZ-SZ Athletes Leadership Summit chaperones.
- Created individual google folders for each EZ-SZ Leadership Summit attendee to help in collecting forms, reports and receipts. Insured all paperwork and flight info forms were completed for the EZ-SZ Athlete Summit.
- Met with EZ-SZ Athlete Leadership Summit athletes, parents and chaperones to go over paperwork, travel plans, introductions to each other and cover expectations and reimbursement procedures.
- Forwarded athlete's interest along with their email and parents' contact info to committees for action
- Submitted PVS Women in Governance candidates to the Board for vote for the PVS representative. Notified designated representative and provided PVS designates name to USA Swimming. Also notified other candidates as to other options. Thanked all for their service to PVS and asked for their involvement in some PVS committees/working groups moving forward.
- Sent out nomination calls to HOD attendees for the 2025-2026 PVS Volunteer of the Year Award and PVS Lifetime Membership.
- Organized and coordinated equipment requests, pickups and drop-offs, as well as billing until hiring of the new equipment manager.
- Participated in Equipment manager interviews and hiring.
- Evaluated equipment storage locations including site visit with new equipment manager. Assisted equipment manager with moving of equipment (2 days) to new location.
- Prepared initial listing of needed tasks for equipment manager as part of a continuity book.
- Coordinated ordering of Arena gear for PVS Zones team with Jared and Arena Rep

- Attended the USA Swimming LSC Operational Risk Chair Information Session
- Participated in Annual Performance Review for the PVS Treasurer
- Attended PVS Competition Committee Meeting.
- Processed Open Water Grant Request ensuring all relevant documentation was provided.
- Informed EZ Meet host of the PVS management team and contact info for LC Zones
- Prepared initial listing of needed tasks for incoming Operations VC as part of a continuity book.
- Worked with Sr Coach Rep and LSC Services Manager to reopen nominations for Coaches Rep election.
- Coordinated billing of the YMCA Championship meet with the treasurer
- Created a list of interested athlete reps along with contact info and parent's contact info to create an athlete committee with the athlete reps and coaches' reps to work on special projects for the LSC, identified by the athletes in their Summit applications.
- Answered virtual mailbox questions and concerns.
- Met with the LSC Task Force (Paris Jacobs and Derek Paul) to learn about their tasking from USA Swimming. Received a survey from them in June that will be sent to all Board members.
- Attended the LSC Task Force Webinar
- Confirmed all PVS 2026-2027 pool contracts
- Secured potential date and location for Fall 2026 Swimposium
- Reviewed and commented on proposed Executive Director position
- Received and accepted the resignation of Aaron Dean as the Senior VC effective upon his departure from PVS.
- Identified potential replacement to complete the Senior VC term.

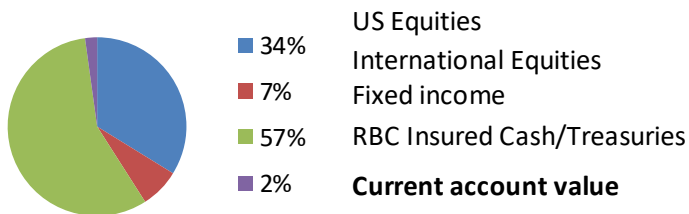


Potomac Valley Swimming Finance Report as of 31-May-2026

Financial Performance

Our investment portfolio, managed by RBC Wealth Management, continues to exceed our growth target, outperforming the MSCI All Country World Index and earning 3% or greater, year-to-date, net of fees. Our overall portfolio remains anchored in a long-term strategic allocation with a low risk profile.

As of 31 May 2026 ASSET ALLOCATION SUMMARY



CURRENT VALUE		% of Portfolio
\$	481,224	34%
\$	101,955	7%
\$	811,502	57%
\$	30,759	2%
\$	1,425,440	100%

Our General Operating Account (GOA), Restricted Operating Account (ROA) and Special Accounts continue to remain within the Wells Fargo Banking Institution.

2026 Budget Performance

We are eight months into the 2026 season. Compared to last season, PVS income, excluding unrealized gains, is up **\$37.4k which is 4.2%** greater than last year at this time. Expenses are also up in the amount of **\$31.8k** as compared to this time last year. On the income side, the overall increase is due to Meet Entry income up **10.3% YoY**, along with an increase in Other Income of \$15.3k due to inclusion of the newly approved Spectator Fees. Income areas that continue to decline are premium athlete and flex registrations, down **1.2%** and **6.7%**, respectively, year over year.

The increase reflected in expenses is primarily due to the increase in PVS meets driven by the increase in meet management fees, Hospitality allowances, increases in pool rental fees, and increase in swim camps offered.

Top of Mind & Action required for 2026 EOY Projections:

- We are currently reflecting a projected end of year net income surplus of \$256,723 as compared to a 2026 budgeted net income of <\$127,020>. We have 3 months until the season completes on 31-Aug-2026 to ensure all planned expenditures, per end of year projections, are incurred and flow through PVS' financials. Budget owners and Board members are requested to maintain this as a high priority.



Potomac Valley Swimming Finance Report as of 31-May-2026

ACTION REQUIRING ATTENTION

- ☐ Follow-up by budget owners to process expenses and reimbursement requests as quickly as feasible as we move closer to year-end (31-Aug-2026)

NOTEWORTHY ITEMS:

- 2027 Budget approved by HOD is now reflected in QuickBooks and ready for next season
- Launched Athlete Scholarship applications on 1-Jun via PVS website and PVS social media outlets
- Secured meet host for PVS LC Open meet and helped facilitate getting copier, bag tags, awards, and hospitality plans moving forward
- Finalized details for zones contract and conversations with Hotel; provided input for launch of Zones website; contracted buses and issued deposits
- Set up new Equipment Manager with employment forms and payroll processing

Respectfully submitted,

Ellen Colket
Vice Chair Finance

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 officials, 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.

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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.

For championship meets, PVS may designate a Championship Meet Operations Coordinator or other PVS-designated representative to assist the host club with planning and procurement of required meet equipment and services, including copier rental, network system support, hospitality support, and other meet-management functions necessary for successful operation of the meet.

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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

- ~~▪ 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

- For club sponsored meets, PVS charges the standard fee of \$0.55 per entry and credits the club up to \$100 paid to the host LSC, providing the splash fees generated are at least \$100.
- In the event the meet is a PVS sponsored meet, the \$100 paid would be an allowable meet expense.
- 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.
- Potomac Valley Swimming Host Clubs’ Fines for Failure to Comply with Critical PVS Meet Hosting Requirements

CLUB-SPONSORED MEETS

For club sponsored meets, PVS charges the standard fee of \$0.55 per entry and credits the club up to \$100 paid to the host LSC (receipt must be provided), providing the splash fees generated are at least \$100. In the event the meet is a PVS sponsored meet, the \$100 paid would be an allowable meet expense.

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@pvswwim.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

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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.

[The Championship Meet Operations Coordinator or other PVS-designated representative shall coordinate lodging arrangements and manage the officials' hotel room block for championship meets.](#)

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,

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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 12 & 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.

PVS shall be responsible for securing a hotel room block to support officials, including National Evaluators. PVS shall reimburse lodging expenses, supported by receipts, for the officials and Evaluators. Reimbursement shall not exceed the contracted room-block rate established by PVS.

Commented [EL1]: Should this hold for Club Sponsored OQM meets?

PVS-SPONSORED MEETS REQUIREMENT FOR CREDENTIALS -Requirement for Credentials

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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

AWARDS AT PVS MEETS

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PVS will not award ribbons for the PVS Open Meets.

FINANCIAL ARRANGEMENTS FOR SWIM MEETS

POTOMAC VALLEY-SPONSORED MEETS

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- Potomac Valley Swimming Host Clubs’ Fines for Failure to Comply with Critical PVS Meet Hosting Requirements

CLUB-SPONSORED MEETS

For club sponsored meets, PVS charges the standard fee of \$0.55 per entry and credits the club up to \$100 paid to the host LSC (receipt must be provided), providing the splash fees generated are at least \$100. In the event the meet is a PVS sponsored meet, the \$100 paid would be an allowable meet expense.

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@pvs swim.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

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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 12 & 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