

Board of Directors Meeting Agenda
July 21, 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
- 5) Action Items/Motions
 - a) Financial Statement (Ellen) – pulled from consent agenda
 - b) Budget vs Actual (Ellen) – pulled from consent agenda
 - c) P&P Change Proposal – Officials’ Reimbursement & Block parties (Erika)
- 6) Old Business
 - a) Executive Director Update (Trish)
- 7) New Business
 - a) LSC Task Force Overview and Discussion (Paris)
- 8) Upcoming Meetings/Opportunities
 - a) [USA-S](#) webinars
 - b) PVS Committees: Officials – Sept. 8; DEI – ?; CCM – ?; SafeSport – ?; Gov – ?; Finance -
?, Open Water - ? – Meetings MUST be posted to website – send to me and Katie
 - c) Next Scheduled Board Meeting: Tuesday, August 18 on Zoom
- 9) Adjournment

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 of Directors Meeting
July 21, 2026
Zoom @7:30 PM

- Call Meeting to Order – The meeting was called to order at 7:30 pm, by General Chair Cherlynn Venit.
- Attendance – Voting attendees: Cherlynn Venit, Trish Buswell, Ellen Colket, Chris Schlegel, Jim Crampton, Cliff Gordon, Ericka Livingston, Jared Diallo, Matt Cohen, Hanna Kovacs. Non-voting attendees: Paris Jacobs, Kim Bullers, Tim Husson, Connor Minear, Stephen Clendenin and Derek Paul (USA Swimming).
- Introductions/Roll Call to establish Quorum – There are a sufficient number of voting attendees to conduct business.
- Consent Agenda: pull any for discussion – financials have been pulled.
 - **Motion to approve the Consent Agenda, seconded and approved.**
- Additional Agenda Items & Approval of the Agenda
 - **Motion to approve the agenda as presented, seconded and approved.**
 - **Motion to move the LSC Task Force Overview prior to Action Items.**
- Administrative Update
 - We are still preparing for the Annual USA Swimming Summit in September. If you are planning to attend, please send Cherlynn a note so she can get items ordered and all plans finalized.
 - Zone Meets bids for the 2028 Zones are due by early September and will be awarded at the Zone meeting at the Summit.
 - Matt Murray, co-owner of the Alexandria site of NCAP passed away in mid-July. The celebration of life will be in November. Our thoughts are with Matt's family.
- Action Items/Motions
 - Financial Statement – Ellen shared the financial statement. Second quarter was a strong quarter. Our portfolio remains a low risk portfolio. The investment committee will be meeting soon.
 - Budget performance – when comparing June 2026 to 2025, our income is up 4.5%, and expenses are up about \$25K (small percentage). Meet entry income is up from last year and will increase in July with all the LSC Champs entries. Premium athlete registration is down about 1.3%, but flex is just under 8% year over year.
 - Expenses are up due to Meet Fee (MM fees, facility costs and camps)
 - If you are an account owner, please make sure you are keeping track of expenses, reimbursement, or expense reports. Please make sure you do this quickly, as the fiscal year ends Aug. 31, 2026.

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- Athlete Scholarship update: There were 63 applications for the 11 spots. All the student-athletes who applied are incredible! They have a rubric and will pick the 11 recipients.
- Special Thanks to AAC and TOLL, both clubs did a great job hosting the LC Championship meets.
- Zones is coming together, and we are excited to see our athletes compete!
- Budget vs Actual – Ellen reviewed the P&L
 - Income: sitting at \$1.29M, last year at this time we were at \$956K.
 - Expenses are overall up by about 25K, but there are places that we are behind from where we were last year. One primary area we are down in expenses is in travel assistance.
 - There are other areas where we have spent more than by this time last year. Camp/Swimposium expenses are up from last year. Zones are projected at about \$155K, but none of that has been paid out yet. Most of the funds will be spent in August; we do expect changes by the end of August.
 - **Motion to accept the Financial Report and P&L as presented, seconded and approved.**
- P&P Change Proposal – Officials’ Reimbursement & Block parties –
 - In practice, the Officials have been given credit for sessions worked at Block Party meets to receive reimbursement; however, Block Parties are not currently listed as acceptable in P&P.
 - **Motion to approve the changes to the P&P in three sections to include Officials in Block Party meets, seconded and approved. (See attached).**
- Summit Financial requests – There are three additional requests to attend the USA Swimming Summit: Harper Freeman (PVS athlete and EZ Athlete Rep), Elizabeth Jester (part of a presentation for Disability National Committee), and Tim Husson (EZ Championship Coordinator). Funding is being requested for these three individuals to assist them financially for attending the USAS Summit in Denver in September.
 - These individuals have been told by the Zone for these individuals to ask their LSCs.
 - It is felt all three deserve some support.
 - **Motion to cover the cost of lodging fee for Elizabeth and Tim, and the equivalent amount for Harper to travel, not to exceed the lodging cost, seconded and approved.**
 - Offering lodging to stay consistent with other policies regarding travel assistance to various USA Swimming meetings.

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- Old Business
 - Executive Director Update – The job description and job listing were sent out for board review. Nearly 5 months of time was spent creating this job description, including talks with 10 other LSCs and feedback from several board members.
 - All Board Members will be given one more opportunity to review and send comments to Trish and Cherlynn by July 27 at noon. They will review and tweak, revise. Then the updated and final documents will be sent out for an E-vote.
 - There is new software, Swimtopia and Swim Maestro that will be competing with Hy-Tek, so the Executive Director will need to be comfortable with these programs and ready to learn as necessary.
 - We will have to send more information to HOD before we can hire an Executive Director. HOD does not have to approve the wording, but HOD will have the opportunity to review and comment so they can approve the budget adjustment to add in the Executive Director Salary.
- New Business
 - LSC Task Force Overview and Discussion – We were joined by Paris Jacobs and Derek Paul from USA Swimming.
 - In January, USA Swimming put together an LSC Task Force and asked to reimagine what USA Swimming would look like if we were starting in 2026. The task force has been meeting with all LSCs, taking notes, and then gave their first presentation to USA Swimming in April. The task force meets on a weekly basis.
 - They have been meeting with all the LSCs to define the pain points throughout all LSCs in the country. They have been working on this and have met with 40 of the 58 LSCs. They have talked with various members and LSC. What makes them unique/special, what are pain points, and made a second presentation in early July. Some of the primary pain point they find that nearly all LSCs have in common are:
 - Access to facilities/water
 - Sanction
 - Borders
 - 3 key things the task force feel are vital: that decisions and policies need to be in the best interest of athletes, best interest of club/coach, and best interest in the sustainability of the club.
 - This is an ongoing conversation and the task force is looking for two way communication.
 - During the second presentation to the Board in July – there are a few areas that the Board is gravitating to that they will have a hand in.
 - Facilities are a consistent pain point that most LSCs have discussed. Facilities are outside the scope of the charters, and

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have historically been ignored by USA S, so maybe there are resources to help LSCs and facilities.

- Identifying who our customer is...as a task force, while athletes are a vital part of USA Swimming, the club is the primary customer. How do we make sure the clubs are supported so they can be successful?
- Identify where there are unnecessary burdens, administratively, and help to find solutions and set up a system so LSC can focus more on clubs and athletes and less on the administrative part of the LSC. Financials are all important, but if there is a way to reduce these admin burdens and stay sport focused.
- There will not be a cookie-cutter answer to all 58 LSCs. There are unique answers and issues for each LSC.
- Access to competition at local level and ease of competition at that level. – both need to be ensured. A Sense of community is also vital to the sport as a whole.
- This is the largest “listening” campaign in the sport's history. Trying to balance communication, feedback, listening, and transparency. It is refreshing that the USA Swimming BOD is listening. They are also working to rebuild their trust.
 - Facilities: last 4 years at Summit this has been brought up – LSC wants to hear something back, something that can be used.
- Would like to see more about: Changing landscape of volunteers and how to handle this. It is very different than it was years ago. More people working full time and it has become harder and harder to get volunteers at all levels.
 - The task force has heard this a lot. One thing we see if there are people willing to volunteer, but it is the amount of time being asked to volunteer.
 - Oftentimes, Board Position succession planning is not always done properly, making it more difficult for new Board Members.
- Access to competition – thinking out of the box; small meets, such as block party – that can be run in pools that can't handle the larger meets. Maybe we need to create more exposure for Block Party meets.
- Please reach out to Paris or Derek (dpaul@usaswimming.org) if you have more questions or comments. – two way communication. The task force is still in the information gathering phase.
 - Thank you all for being on the PVS Board! Your time and efforts are appreciated and recognized.
- Upcoming Meetings/Opportunities

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- [USA-S](#) webinars
- PVS Committees: Officials – Sept. 8; DEI – ?; CCM – ?; SafeSport – ?; Gov – ?; Finance - ?, Open Water - ? – Meetings MUST be posted to website – send to me and Katie
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PVS General Chair Report

7-21-26

Miscellaneous

- Provided EZ-SZ Athlete Leadership Summit participants with google folders to load receipts, reimbursement request forms and trip reports in. Tracked and approved submissions of 6 out of 8 reimbursement requests. Sent emails and follow up phone calls to families of remaining athletes to remind families of reimbursement deadlines.
- Met with current and incoming athlete reps to talk about responsibilities in their jobs and gather ideas from them for next year. Athletes suggested an athlete townhall meeting the week of August 10th to get ideas from as many PVS athletes as possible and to increase the list of athlete reps from each team. Currently waiting on an agenda and finalized date and time to start advertising the Zoom townhall meeting.
- Contacted Hy-Tek to purchase PVS license of Meet Manager for use during the PVS Championship meets (2026 LC and 2027 SC seasons).
- Supported LC Age Group Champs by coordinating required equipment with the equipment manager and by finding podium backdrop and bringing podium caps from equipment storage location. All brought Zones caps from equipment storage location.
- Processed Zone's Financial Aid Applications.
- Finalized Executive Director Position Description with Admin VC. Explored benefit options related to medical expenses and discussed feasibility of implementation of QESHRA with treasurer.
- Gathered specific details about USA-S Summit programming and determined proper invitations and PVS strategic planning meeting schedule for the Summit in Denver in September. Distributed invitations and directions for summit registration and submissions to PVS.
- Distributed LSC task force questionnaire to Board members for completion.

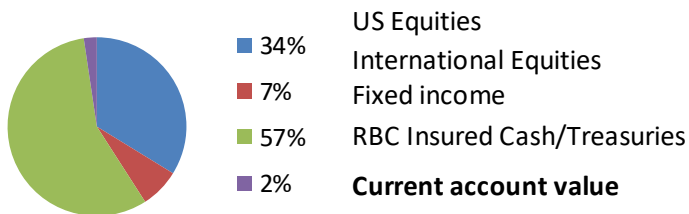


Potomac Valley Swimming Finance Report as of 30-Jun-2026

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 30 Jun 2026 ASSET ALLOCATION SUMMARY



CURRENT VALUE		% of Portfolio
\$	482,949	34%
\$	102,643	7%
\$	810,894	57%
\$	33,962	2%
\$	1,430,448	100%

Investment Objective - **Balanced Growth**

Risk Tolerance - **Low Risk**

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 ten months into the 2026 season. Compared to last season, PVS income, excluding unrealized gains, is up **\$40.6k which is 4.4%** greater than last year at this time. Expenses are also up in the amount of **\$25k** as compared to this time last year. On the **income** side, the overall increase is due to Meet Entry income up **7.8% YoY**, along with an increase in Other Income of \$15.3k due to inclusion of Spectator Fees. Income areas that continue to decline are premium athlete and flex registrations, down **1.3%** and **7.8%**, 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 \$231,680 as compared to a 2026 budgeted net income of <\$127,020>. We have 2 months until the season completes on 31-Aug-2026 to ensure all planned expenditures, per end of year projections,



Potomac Valley Swimming Finance Report as of 30-Jun-2026

are incurred and flow through PVS' financials. Budget owners and Board members are requested to maintain this as a high priority.

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:

- Sixty-three PVS Athletes submitted applications for a PVS Athlete Scholarship. Applications closed on 1-Jul and reviews and final selection for 11 recipients of Athlete Scholarships will be completed on 22-Jul.
- Supported meet host for PVS LC Open meet and helped facilitate getting copier, bag tags, awards, and hospitality plans.
- Continue to support final details for zones, including managing the lodging, meals, and bus contracts as well as down payments for each.

Respectfully submitted,

Ellen Colket
Vice Chair Finance

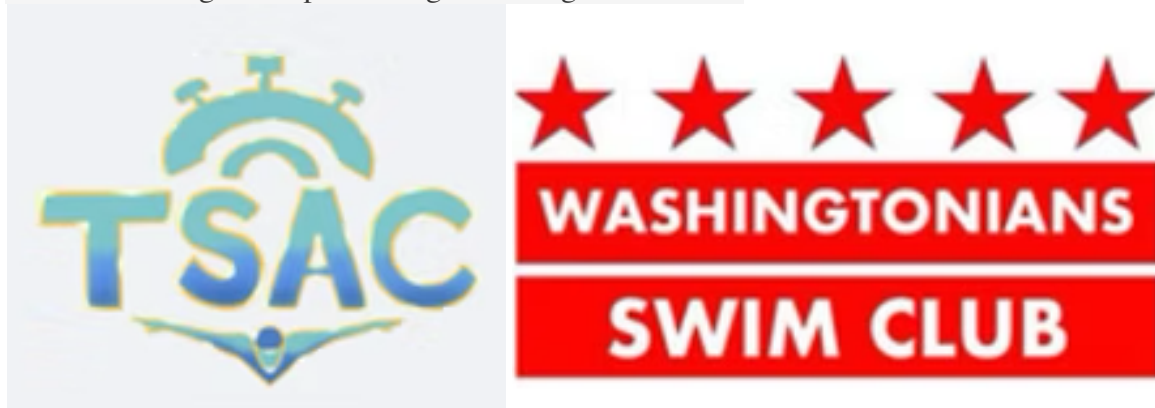
First Name	Last Name	Meet Level	Meet	Dates	Maximum Amount	Requested Amount	Approved	Qualified	Notes
Jessica	Moore	National	Speedo Winter Junior East	12/10-13/25	700	700	700	Yes	Board 1/26
Thomas	Oliver	National	Speedo Winter Juniors	12/10-13/25	700	700	700	Yes	Board 1/26
Christina	Oliver	National	Speedo Winter Juniors	12/10-13/25	700	700	700	Yes	Board 1/26
Alice	Livingston	National	Speedo Winter Juniors West	12/10-13/25	700	700	700	Yes	Board 1/26
Barbara	Ship	National	Toyota US Open	12/3-6/25	700	700	700	Yes	Board 1/26
Ellen	Colket	National	Toyota US Open	12/3-6/25	700	700	700	Yes	Board 1/26
Matthew	James	National	Toyota US Open	12/3-6/25	700	700	700	Yes	Board 1/26
Paul	Jampole	National	Toyota US Open	12/3-6/25	700	700	700	Yes	Board 1/26
John	Kovacs	National	Speedo Winter Juniors West	12/10-13/25	700	700	700	Yes	Board 1/26
Rich	McMillen	International	World Cup Aquatics Carmel	10/10-12/25	700	700	700	Yes	Board 11/25
Paul	Jampole	International	World Cup Aquatics Carmel	10/10-12/25	700	700	700	Yes	Board 11/25
Tom	Allison	International	World Cup Aquatics Carmel	10/10-12/25	700	700	700	Yes	Board 11/25
Ellen	Colket	International	World Cup Aquatics Westmont	10/17-19/25	700	700	700	Yes	Board 11/25
Somiranjan	Ghosh	National	Tyr Pro Series Austin TX	1/14-17/26	700	700	700	Yes	Board 2/26
Ellen	Colket	National	Tyr Pro Series Austin TX	1/14-17/26	700	699.39	699.39	Yes	Board 2/26
Dave	Dinardo	National	Tyr Pro Series Austin TX	1/14-17/26	700	700	700	Yes	Board 3/26
Brooke	Fulham	National	Tyr Pro Series Austin TX	1/14-17/26	700	700	700	Yes	Board 3/26
Betsy	Bawja	National	Tyr Pro Series Westmont IL	3/4-7/26	700	700	700	Yes	Board 3/26
Tim	Husson	National	Tyr Pro Series Westmont IL	3/4-7/26	700	700	700	Yes	Board 3/26
Tim	Husson	Sectional	EZ SC Age Group Champs, Buffalo, NY	4/1-4/26	500	500	500	Yes	Board 4/26
Josh	Bruley	Sectional	EZ SC Age Group Champs, Buffalo, NY	4/1-4/26	500	500	500	Yes	Board 4/26
Adam	Sproule	Sectional	EZ SC Age Group Champs, Buffalo, NY	4/1-4/26	500	500	500	Yes	Board 4/26
Elizabeth	Jester	Sectional	EZ SC Age Group Champs, Buffalo, NY	4/1-4/26	500	500	500	Yes	Board 7/26
Linda	Tucker	Sectional	LC Sectionals, Buffalo	3/26-29/26	500	500	500	Yes	Board 4/26
William	Pritchard	Sectional	South SC Sectionals, St Marys MD	3/26-29/26	500	500	500	Yes	Board 4/26
Somiranjan	Ghosh	Sectional	South SC Sectionals, St Marys MD	3/26-29/26	500	307.4	307.4	Yes	Board 4/26
Mike	Baird	Sectional	South SC Sectionals, St Marys MD	3/26-29/26	500	327.25	327.25	Yes	Board 4/26
Kathleen	Simmons	Sectional	South SC Sectionals, St Marys MD	3/26-29/26	500	500	500	Yes	Board 4/26
Chris	Bajwa	Sectional	South SC Sectionals, St Marys MD	3/26-29/26	500	500	500	Yes	Board 4/26
Fred	Jauss	Sectional	South SC Sectionals, St Marys MD	3/26-29/26	500	500	500	Yes	Board 4/26
Jason	Cahill	Sectional	South SC Sectionals, St Marys MD	3/26-29/26	500	500	500	Yes	Board 4/26
Tatiana	Ignatenko	Sectional	South SC Sectionals, St Marys MD	3/26-29/26	500	500	500	Yes	Board 4/26
Vishal	Sinha	Sectional	South SC Sectionals, St Marys MD	3/26-29/26	500	500	500	Yes	Board 7/26
Jessica	Moore	Sectional	Speedo SC Sectionals, Ithaca, NY	3/26-29/26	500	500	500	Yes	Board 4/26
Elizabeth	Jester	National Para	US Para National Championships	6/12-14/26	600	600	600	Yes	Board 7/26
Todd	Eschler	Sectional	Supersectionals	5/14-17/26	500	500	500	Yes	Board 7/26
Rebecca	Fayed	Sectional	Supersectionals	5/14-17/26	500	500	500	Yes	Board 7/26
Ramy	Fayed	Sectional	Supersectionals	5/14-17/26	500	500	500	Yes	Board 7/26
John	Rees	Sectional	Supersectionals	5/14-17/26	500	500	500	Yes	Board 7/26
Meghan	Scott	Sectional	Supersectionals	5/14-17/26	500	363.17	363.17	Yes	Board 7/26
Evan	Thayer	Sectional	Supersectionals	5/14-17/26	500	306.8	306.8	Yes	Board 7/26
Barb	Ship	Sectional	Supersectionals	5/14-17/26	500	500	500	Yes	Board 7/26
Frances	Friedman	Sectional	Supersectionals	5/14-17/26	500	500	500	Yes	Board 7/26
John	Kovacs	Sectional	Supersectionals	5/14-17/26	500	451.28	451.28	Yes	Board 7/26
Qizhi	Kuang	Sectional	Supersectionals	5/14-17/26	500	500	500	Yes	Board 7/26
John	Avelis	Sectional	Supersectionals	5/14-17/26	500	500	500	Yes	Board 7/26
Tom	Oliver	Sectional	Supersectionals	5/14-17/26	500	500	500	Yes	Board 7/26
Kelly	Young	Sectional	Supersectionals	5/14-17/26	500	500	500	Yes	Board 7/26
Tom	Donley	Sectional	Supersectionals	5/14-17/26	500	408.7	408.7	Yes	Board 7/26
Matt	Colsia	Sectional	Supersectionals	5/14-17/26	500	500	500	Yes	Board 7/26
Jessica	Colsia	Sectional	Supersectionals	5/14-17/26	500	449.84	449.84	Yes	Board 7/26
Edward	Kuang	National	Tyr Pro Series Sacramento CA	5/20-23/26	700	700	700	Yes	Board 7/26
John	Kovacs	National	Tyr Pro Series Sacramento CA	5/20-23/36	700	700	700	Yes	Board 7/26
Rich	McMillen	National	Tyr Pro Series Sacramento CA	5/20-23/36	700	700	700	Yes	Board 7/26
Jessica	Moore	National	Tyr Pro Series Indy IN	6/17-20/26	700	700	700	Yes	Board 7/26
Linda	Tucker	National	Tyr Pro Series Indy IN	6/17-20/26	700	700	700	Yes	Board 7/26
Paul	Jampole	National	Tyr Pro Series Indy IN	6/17-20/26	700	700	700	Yes	Board 7/26

**PVS Safe Sport Board Report
For July 21, 2026**

For the 2026-2027 year, the following 24 of the 48 PVS clubs will receive the one-time per club \$500.00 PVS account credit for USA Swimming Safe Sport Recognized Programs (SSRP):

ASA, ACST, BWST, DCPR, DRAG, ENSA, FISH, HYDRA, FXFX, LIFE, MAKO, NCAP, OCCS, PAC, QOSA, RIP, RMSC, SA, SDS, TOLL, TRA, TSAC, WASH, YORK

Congratulations to **TSAC - Top Speed Aquatic Club, Head Coach David Miller** and **WASH - The Washingtonian Swim Club, Head Coach Mike Macdonald** on becoming the newest USA Swimming Safe Sport Recognized Programs in PVS!



Upcoming Safe Sport Zom Training

Parents Wed., July 22 at 8:00 p.m. EST | [REGISTER](#)

Parents Wed., Aug. 26 at 8:00 p.m. EST | [REGISTER](#)

Parents Wed., Sept. 16 at 8:00 p.m. EST | [REGISTER](#)

Athletes Ages 13-17 Thur., July 23 at 8:00 p.m. EST | [REGISTER](#)

Athletes Ages 13-17 Thur., Aug. 27 at 8:00 p.m. EST | [REGISTER](#)

Athletes Ages 13-17 Thur., Sept. 17 at 8:00 p.m. EST | [REGISTER](#)

PVS Safe Sport Committee,

Jim Crampton, Jamie Deluca, Tim Husson, Johnny Lei, Harper Rushton, Greg York

Respectfully submitted,

Jim Crampton
PVS Safe Sport Chair

The P&P needs to be updated in 3 places. Please see below. Current language is in black and what's in red is proposed:

For reimbursement for USA Swimming dues (p 7 of the P&P).

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 Parties hosted by PVS clubs, 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.

Background checks (p 60 of the P&P):

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 eligible Block Parties hosted by PVS clubs and/or Black History Invitational (as recorded in OTS) within a year of the background check.

Educational Travel (p. 61 P&P):

The official must have worked at least twelve sessions at a minimum of four PVS sanctioned meets, meets hosted by PVS Clubs outside the LSC, OTS eligible Block Parties hosted by PVS clubs and/or Black History Invitational (as recorded in OTS) during the 12 months immediately preceding the request for reimbursement. Approved and Observed meets are not valid for these purposes.

Executive Director

Potomac Valley Swimming (PVS)

Position Summary

The Executive Director is the chief administrative and operational employee of Potomac Valley Swimming (PVS). Reporting to the General Chair and working under the direction of the Board of Directors, the Executive Director implements Board-approved policies, oversees day-to-day operations, coordinates staff and contractors, and supports the work of PVS volunteers. The position is remote, as PVS does not maintain a permanent office, and requires significant evening, weekend, and travel commitments.

Organizational Relationships

Reports to the General Chair and Board of Directors. Works collaboratively with elected officers, committee chairs, member clubs, coaches, officials, athletes, volunteers, the LSC Services Manager, Treasurer, Registrar, Webmaster, Social Media Coordinator, Equipment Manager, and USA Swimming.

Primary Responsibilities

- Coordinate daily operations and administrative systems.
- Implement Board policies and strategic initiatives.
- Maintain compliance with USA Swimming, Safe Sport, MAAPP, and PVS governance requirements.
- Serve as the primary administrative resource for member clubs and stakeholders.
- Maintain organizational records and corporate documents.
- Support athlete, non-athlete, and club registration processes with the LSC Manager/Registrar.
- Coordinate annual meet scheduling, sanctions, bids, and competition calendars.
- Lead planning for championship meets, House of Delegates, camps, clinics, Swimposiums, leadership programs, and Board events.
- Coordinate all PVS travel including Eastern Zone teams, USA Swimming Summit, Convention, camps, and Board-approved travel, including hotels, transportation, apparel, registrations, and logistics.
- Coordinate administrative financial processes with the Treasurer including invoices, reimbursements, budget tracking, reconciliations, audits, and vendor payments.
- Supervise and coordinate the work of the LSC Services Manager and contracted Webmaster, Social Media Coordinator, and Equipment Manager.
- Oversee communications, website coordination, newsletters, email, and stakeholder inquiries.
- Assist with sponsorships, fundraising, partnerships, and revenue development.
- Prepare Board reports, agendas, presentations, action-item tracking, and strategic planning support.

Qualifications

Bachelor's degree or equivalent experience preferred. Five or more years of experience in nonprofit, sports administration, event management, or membership organizations preferred. Competitive swimming/USA Swimming experience strongly preferred. Strong organizational, communication, project management, financial coordination, and technology skills including Microsoft Office, Google Workspace, Team Unify, SWIMS, Hy-Tek, Constant Contact and possibly Swimtopia and Meet Maestro.

Work Environment & Compensation

This is a full-time exempt remote position. The applicant should reside in the DMV. PVS currently has no permanent office; the Executive Director works from a home office. Evening, weekend, and travel is expected as needed. Salary: \$75,000–\$90,000, commensurate with experience. PVS does not currently provide employer-sponsored medical, dental, vision, or retirement benefits; however, a QSEHRA is available.

Required Attendance

Board meetings, House of Delegates, PVS Championship Meets, camps, Eastern Zone Meetings, USA Swimming Summit, workshops, and other meetings as directed.

Performance Evaluation

Annual evaluation based on operational effectiveness, event execution, stakeholder service, financial administration, communication, strategic initiative implementation, and Board support. Initial 90-day review included.

Application Process

Submit a cover letter, resume, and two professional references to Trish Buswell Admin@pvswim.org. Applications accepted until filled.

Executive Director

Potomac Valley Swimming (PVS)

Position Summary

Potomac Valley Swimming (PVS), one of the largest Local Swimming Committees within USA Swimming, seeks a full-time Executive Director to serve as its chief administrative and operational employee. Reporting to the General Chair and operating under the direction of the Board of Directors, the Executive Director implements Board-approved policies, coordinates daily operations, supports volunteers and committees, supervises staff and contractors, and ensures the efficient delivery of PVS programs and services. The Executive Director does not establish organizational policy but is responsible for executing the policies, priorities, and strategic direction established by the Board.

About Potomac Valley Swimming

PVS serves athletes, coaches, officials, clubs and families throughout the Potomac Valley region by providing safe, high-quality competitive swimming opportunities, athlete development, education, governance and championship competition while supporting the mission of USA Swimming.

Organizational Relationships

Reports to the General Chair. Works closely with the Board of Directors, committee chairs, Treasurer, LSC Services Manager, Registrar, coaches, officials, athletes, clubs, volunteers, USA Swimming and contractors including the Webmaster, Social Media Coordinator and Equipment Manager.

Primary Responsibilities

Executive Leadership & Administration

- Coordinate day-to-day operations and administrative systems.
- Implement Board policies and strategic initiatives.
- Maintain compliance with USA Swimming, Safe Sport, MAAPP and PVS governance.
- Maintain organizational records, bylaws, policies and historical documents.

Membership & Administrative Services

- Support athlete, non-athlete and club registrations with the LSC Services Manager/Registrar.
- Respond to stakeholder inquiries and provide outstanding customer service.

Board & Governance Support

- Ensure LSC Services Manager and board members have the prepare agendas, reports and presentations ready each month for board meetings.
- Attend Board, House of Delegates and committee meetings.
- Track action items and support strategic planning.

Competition Administration

- Oversee the volunteers and LSC services manager that coordinates annual meet schedules.
- Oversee the volunteers that handle sanction applications and meet bids.
- Coordinate with clubs, facilities and officials as needed.

Event & Program Management

- Coordinate Short Course and Long Course Championships, camps, clinics, Swimposiums, leadership programs and educational events.
- Manage timelines, budgets, awards, vendors, contracts, logistics and volunteers.

Travel & Delegation Management

- Coordinate Eastern Zone teams, USA Swimming Summit delegations, Convention, camps and Board-approved travel.
- Arrange transportation, lodging, registrations, apparel, meals, credentials and communications.

Financial Administration

- Work with the Treasurer on invoices, reimbursements, vendor payments, reconciliations, audits, budgets and reporting while recognizing the Treasurer retains fiduciary responsibility.

Communications & Technology

- Work with those employees and contractors that handle our website updates, email communications and social media.
- Utilize TeamUnify, SWIMS, HyTek, Google Workspace and Microsoft Office, and possibly Swimtopia and Meet Maestro.

Staff & Contractor Coordination

- Coordinate work of the LSC Services Manager and contractors and ensure continuity of operations.

Revenue Development

- Assist with sponsorships, fundraising, advertising and community partnerships.

- Manage the Marketing, Branding and Sponsorship of the LSC.

Qualifications

Five or more years of progressively responsible leadership in nonprofit management, sports administration, event management or membership organizations preferred. Experience with competitive swimming and USA Swimming strongly preferred. Demonstrated organizational, communication, financial coordination and project management skills.

Work Environment

Remote position. PVS does not maintain a permanent office. Evening and weekend work is expected. Frequent travel throughout the LSC and occasional national travel required.

Compensation & Benefits

Salary \$75,000-\$90,000 depending on qualifications. Two weeks paid vacation. PVS currently does not offer employer-sponsored medical, dental, vision or retirement benefits. However, QSEHRA is available if needed.

<https://www.investopedia.com/terms/h/hra.asp>

Qualified Small Employer Health Reimbursement Arrangement (QSEHRA)

A [Qualified Small Employer Health Reimbursement Arrangement \(QSEHRA\)](#) is a [health coverage](#) subsidy plan for employees working for businesses that employ fewer than 50 full-time workers. Also known as a small business HRA, a QSEHRA can be [used to offset health insurance coverage](#) or repay medical expenses that would be otherwise uncovered.⁶

The yearly limits are set by the [Internal Revenue Service \(IRS\)](#). In 2023, companies with a QSEHRA can reimburse up to \$5,850 for individuals and \$11,800 for families.⁷ In 2024, the limits change to \$6,150 per individual and \$12,450 per family.⁸

The reimbursed money is [tax free](#) for the employees and [tax deductible](#) for the employers.⁶

Required Attendance

Board Meetings; House of Delegates; Championship Meets; Camps; Eastern Zone Meetings; USA Swimming Summit; leadership workshops; and other events assigned by the General Chair and Board.

Performance Evaluation

Performance will be evaluated annually based on operational leadership, service to members, event execution, communication, financial administration, strategic initiative implementation and Board support. A formal 90-day introductory review will also be conducted.

Application

Submit a cover letter, resume and two professional references to Trish Buswell, Admin@pvswim.org.