

Potomac Valley Swimming

Non-Board Positions

The following positions are filled by PVS volunteers and paid staff. A brief description of each position is provided below.

Program/Position	Volunteer/Paid	Description
Disability Swimming Coordinator	Volunteer	Works with the LSC Athletes, Coaches and Volunteers to encourage disability swimming within the LSC. They also encourage coaches and officials to consider working disability meets and events.
Treasurer	Paid	Reports to the Board of Directors through the General Chair and Finance Vice Chair. Responsible for all financial activities of the LSC, including the preparation of monthly financial statement
Distance Coordinator	Volunteer	responsible for planning and conducting the PVS distance program, which includes all PVS Distance Meets, short course and long course.
National Times Coordinator	Volunteer	Coordinates the uploading of all times into the USA SWIMS Database. Reviews meet results and correct errors prior to uploading them to SWIMS.
Officials Chair	Volunteer	Appointed by the General Chair, the Officials Chair leads the Officials Committee and conducts regular meetings with its members. Serves as the primary point of contact for non-Athlete Member Officials within PVS. In consultation with the Officials Committee, assigns Meet Referees and ensures that LSC Championship Meets are properly staffed with qualified officials. Also serves as the primary point of contact for securing National Evaluators for Officials Qualifying Meets (typically four per year).
Officials Certification Chair	Volunteer	Appointed by the Officials Chair, coordinates all Officials Certification and re-Certification at the LSC level. Works with the Registrar and Officials Chair to facilitate USS Registration and proper LSC level Certification. Ensures that all newly-certified PVS Officials receive a PVS name badge.
Open Water Coordinator	Volunteer	Serves as the LSC's primary contact regarding Open Water Swimming. Coordinates with the Officials Committee and Operations Vice Chair about PVS sanctioned Open Water Meets.
Awards Chair	Paid	Currently under the responsibility of the LSC Service Manager. The awards Coordinator is responsible for maintaining, developing, and promoting programs that educate and recognize the accomplishments of PVS athletes.
Camp Coordinator	Paid	Currently under the responsibility of the LSC Service Manager. The Camp/Clinic Coordinator is responsible for development, planning and conduct of the PVS camps program.

Records	Volunteer	Maintains and monitors all LSC level records and provides updates to the webmaster to ensure all records are available for LSC members to view.
Club Development Liaison	volunteer	Works with USA swimming and the member clubs to encourage best practices in order to facilitate the growth and development of PVS clubs. k
Technical Committee	Volunteer	Reviews and approves all meet announcements for meets within the PVS and hosted by PVS clubs. Works with the Sanctions and Approvals personnel too.
Sanctions & Approvals	Volunteer	Currently part of the LSC Manager duties and thus is currently a paid position. Works with the Technical Committee issuing sanctions and approvals for competitions within the PVS after verifying the met announcement comply with all USA swimming rules and PVS policies.
Scholar Athlete Coordinator	Volunteer	Administers the LSC Scholar-Athlete program, which recognizes PVS athletes currently attending high school and achieving excellence in both the classroom and the pool.
USA Swimming Membership	Paid	LSC Registrar, who handles all facets of the PVS athlete, coach, official and non-athlete and their registration with USA swimming.
Social Media Director	Paid	Creates, designs, posts all social media promoting PVS and the teams, athletes, coaches, swimmers, officials and volunteers that continue to make the PVS successful.
Webmaster	Paid	Works with the board, including all paid and non-paid volunteers and staff to maintain the LSC website.
Zone Team Manager	Paid	Manages the LSC's Eastern Zone Teams who compete on behalf of the LSC at the long course Zone. Duties include coordinating transportation, lodging, outfitting, coach selection, and supervision of the actual meet.
High School Meet Times Verification Officer	Volunteer	Ensures all meets put on for high schools are properly sanctioned, observed, and that times are submitted for the swimmers to use in USA swimming meets.
Governance Committee Chair	Volunteer	Oversee the Governance committee and ensure all nominations and elections of board positions are handled.
Operational Risk Committee	Volunteer	Ensures safety at swim meets and training by enforcing protocols, identifying hazards, mitigating risks, and managing incidents. They supervise warm-ups, maintain order, and ensure compliance with safety regulations