

# Potomac Valley Swimming Policy & Procedures Manual

Approved by the PVS BOD- March 2011  
A working document- Last Amended April 2011  
All amended policies within the last 12 months (May 2010-May 2011)  
Are reflected in **RED**.

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## PVS Administrative Division

### A-1. Statement of Ethics Principle- Form/ Applications (Permanent, Annual & Temporary)

Statement of Ethical Principles—proposed as a separate attached document.

Signature endorsement of the statement are requested of individuals holding the following positions:

All members of the PVS Board of Directors (including active *ex officio* members), all members of the PVS Board of Review, all PVS support contractors (currently Registrar, Administrative Assistant, Controller and Equipment Manager), and key PVS Committee Chairs (Awards Chair, Camps Coordinator, Officials Chair, Travel Support Coordinator, Safety Chair, Webmaster, and Zone Coordinator).

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### A-2. Associate Membership

Potomac Valley Swimming offers Associate Membership to encourage and support the endeavors of other swimming organizations in the National Capital Area. These memberships are available to those organizations that share our love of the sport and our concern for the well-being of its athletes.

For an annual membership fee of \$100.00, an Associate organization is entitled to the following:

- Use of our electronic timing equipment (in accordance with prevailing policy)
- Presentations on the operation of our electronic systems
- Participation in our officials training programs
- Use of our technical and motivational reference materials
- Organizational listing on our website and in any publication listing PVS's membership

In addition, the appointed liaison person of the organization will be provided:

- Representation in the Potomac Valley House of Delegates

- Membership mailings of Potomac Valley Swimming

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### A-3. Athlete Scholarships and Outreach (3/04)

Potomac Valley Swimming has established a scholarship program to assure 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. Scholarships will be 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 scholarships should specify the need, the program to which the scholarship will be applied, and should be forwarded to the PVS Administrative Office. Applications will be reviewed by the General Chairman, the Finance Division Chairman, and the appropriate Competition Division (Age-Group or Senior) Chairman for recommendation to the PVS Board of Directors. Recommendations will be made and acted upon without reference to the individual's identity.

- Outreach Membership (3/04)
  - Outreach membership offers qualified individuals the opportunity to become a USA Swimming year-round athlete member at a reduced fee. The National fee for Outreach membership is reduced (currently set at \$5.00) 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 thru 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 to waive entry fees into PVS sponsored meets for athletes registered under the outreach program (5/05)  
Requirement that clubs submit entry fees for Outreach swimmers  entries to the host club and then the PVS Treasurer approve reimbursement requests. This form is located on the PVS website under the FORMS heading.

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### A-4. 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 monies. 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 report and copies of any reports required by USA Swimming.

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

- Maximum reimbursement not to exceed \$300.00
- Athlete must present proof of participation (ex. registration fee receipt) and proof of travel cost (e. g., receipt/ticket stubs).
- Using "PVS Qualified Travel Assistance Form", athlete must prove meeting minimum travel assistance requirements, including meet/events swims, for 1 of the 2 previous seasons (i. e., either Short or Long Course)

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### A-5. Coaches Continuing Education Program

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 Short Course Zone Team Head Coach and Assistant Head Coach will automatically be awarded a grant. Each year at the PVS Senior LC Championships a drawing is held among active, certified, PVS coaches (who have applied) to award four \$500.00 educational grants 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 USA Swimming sponsored 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. The only obligation in accepting a grant is a report to the Competition Committee and an evaluation to the Board of Directors.

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## A-6. USA Swimming Convention Representation

### USA Swimming Convention Representation and Funding Levels

- PVS Board Members and non-voting Board Members who receive and exercise their vote at the USA-S House of Delegates will receive their Convention Registration Fee and three (3) "convention shares." They may have received their USA-S House of Delegates vote by virtue of their PVS office, their membership on a USA-S Committee, their receipt of a Presidential At-Large appointment, or by substituting for a PVS voting officer.
- PVS Board Members and non-voting Board Members not having a vote at USA-S House of Delegates; and non-board members who hold seats on USA-S committees and receive and exercise their vote at the USA-S House of Delegates will receive their Convention Registration Fee and two (2) "convention shares."
- PVS members having a seat on a USA-S committee, but no House of Delegates vote; and PVS members not on a USA-S committee, but having a House of Delegates vote will receive their Convention Registration Fee and one (1) "convention share."
- PVS members who attend Convention and do not fit into one of the above categories will have their Convention Registration Fee paid by PVS,.

#### **NOTE:**

*(1) Any PVS member who wishes to receive a "convention share" 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.*

*(2) In order to receive a "convention share", anybody who was a PVS Board Member or non-voting Board Member during the prior year must have during that period attended at least five (5) regularly scheduled PVS Board Meetings and that year's annual PVS House of Delegates meeting.*

*(3) PVS will pay the lowest Convention Registration Fee available. PVS members will be responsible for any late registration surcharges.*

*(4) Requests for Convention Funding will be made to the Travel Chair in a manner decided upon by the Board of Directors when they annually set the amount of the "convention share".*

*(5) Parking at the departing air-port –or- transportation to an from the airport to the hotel will be apart of the reimbursement policy for Convention travel. (07/06)*

*(6) On nights where delegates/ representatives attend PVS or USAS Banquets, PVS will not reimburse for dinner expenses. (07/06)*

*Discretionary funding in the amount of \$1500.00, is allocated to cover the PVS dinner and luncheon meeting, our contribution to the Eastern Zone reception, balance of double-room costs, and unanticipated or miscellaneous expenses associated with the convention. These monies are allocated to, and accounted for, by the Controller. (6/05)*

*Travel reimbursement to be made based on actual cost rather than a stipend and the General Chair is to make annual recommendations to the Board regarding which attendees will be reimbursed and on what basis. (3/06)*

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## A-7. 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.

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." (9/04)

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## A-8. Establishing or Revising Policy or 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 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 promulgated as updates to the PVS Policy and Procedures manual.

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## A-9. 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 FINA 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 (e.g., PVS Senior LC Championship Meet, PVS Age Group SC Championship Meet, etc.) 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. The following procedures are established for reporting record times using the PVS forms provided:

**PVS MEETS:** The Meet Director shall complete a PVS official meet entry card for any record time achieved. This card must be filled out completely and signed by the Referee and Electronic Timing Operator in the spaces provided for record certification on the reverse side of the card. This card should be sent to the appropriate PVS Records Chairperson as soon as possible.

**OUT-OF-TOWN MEETS:** Secure a duplicate timer card from the Meet Director, have it signed by the Referee and Electronic Timing Operator, and send it to the appropriate Records Chairperson as soon as possible. Either duplicate cards or an official copy of the meet results are required for verification. No record times or TOP-16 nominations will be made without such verification.

**NOTE:** Relay record claims for all meets must list the first and last names of the four swimmers, their ages, and the order in which they swam. (1/06)

## A-10. Outstanding 14&U Coach & Senior Coach Award (01/11)

PVS to pay actual cost of PVS coach selected as its outstanding 14&U coach to travel to the annual ASCA Convention and receive the award there.

The Coach selected as the PVS Senior Coach of the Year would receive an educational stipend similar, but not to exceed, the fees for the 14 & Under Coach attending the ASCA Convention. (01/11)

## A-11. Outstanding Athlete

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

Awards to be made annually to single age group 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 in the application must have been achieved in the specific age group for which recognition is sought and achieved during the qualification period. (1/09)

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

Criteria for consideration are:

- National/World Ranking
- Olympic Trials
- USA Swimming National Team Member
- USA Swimming Records Established
- PVS Records Established
- Long Course Nationals
- Long Course Juniors
- Short Course Juniors
- Zone Team Member

Nominations for this award may be submitted by a PVS Coach member or other PVS member. Selection is made by secret ballot at the Fall meeting of the Competition Committee.

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## A-12. 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 and to ensure that PVS enjoys representation at these events without expenses to the representative, form.

PVS will cover any uncompensated expenses as follows:

Item	Rate	Maximum
Lodging	\$45.00	\$90.00 Event
Meals	\$30.00/ day	\$60.00 Event
Fees	COST	Paid in advance
Airfare	COST	Prevailing 14 day discount

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 on a per diem basis; therefore, receipts are not required. Receipts (ticket stubs) are required for airfare claims and should be attached to the completed form.

### A-13. PVS Swimmer with Disability Award

PVS Criteria For Swimmer with a Disability Award (10/06)

<b>Criteria</b>	<b>Points</b>
Qualify for Can-Am Series Meets	<b>1</b>
Each Top 3 Finish in a Can-Am Series Meet	<b>0.5</b>
Pan-American Record in a non-Paralympic event	<b>3</b>
American Record	<b>3</b>
US Paralympics National Team	<b>4</b>
US Paralympics Elite Team	<b>5</b>
World Record in a non-Paralympic event	<b>5</b>
Pan-Am Record in a Paralympic event	<b>6</b>
US Paralympics World Championships or Paralympic Team	<b>6</b>
Bronze Medal at World Championships or Paralympic Games	<b>7</b>
Silver Medal at World Championships or Paralympic Games	<b>8</b>
Gold Medal at World Championships or Paralympic Games	<b>9</b>
World Record in a Paralympic event	<b>10</b>

#### *Notes:*

1. Coach or swimmer must apply for the award
2. Swimmer need not attend any Can-Am Series meet, merely qualify for any of the meets. A maximum of 1 point awarded in this category.
3. 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.)
4. If no swimmer earns any points, the award is not issued. If swimmers should tie with points, awards should be presented to both.

The nomination form for the PVS Disability Award in located on the PVS website.

### A-14. 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.

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.

(12/07)

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## A-15. USA Swimming Registration Requirements

The following are required to be members of USA Swimming:

- Athletes
- Coaches
- Meet Directors
- Referees
- Starters
- Stroke & Turn Judges

First time registrants and those whose registrations have expired, must fill out a USA Swimming application form. These forms are available from member clubs, coaches, and the Potomac Valley Registrar. Athletes who are currently registered must re-register through their team, or through the Potomac Valley Registrar if they are unattached.

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 "120 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."

No registrations will be accepted without payment. Any deviation from this will be at the sole discretion of the Vice Chairman of Finance.

Registrations received by the PVS office or administrator are considered accepted for insurance purposes as of date of the electronic or postal delivery, provided payment is made in accordance with PVS policy. However, no further processing of the registration application will occur until funds are received.

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

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## A-16. USA Swimming Seasonal Memberships

Potomac Valley Swimming has established a seasonal membership program which registers the athlete with USA Swimming from April 5 through August 31st. 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 Championships or USA Swimming National Meets) under the seasonal membership program. Seasonal memberships are not transferable to another LSC.

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## A-17 Open Water Registration (10/10)

Potomac Valley Swimming has established a singular (one time) registration for Open Water competition. Individuals wishing to compete in an Open Water event but does not wish to become a member of USA Swimming/ PVS may apply/ purchase a one time registration. (10/10)

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## A-18 Webpage Policy

Mission: The goal of the PVS Homepage is to provide timely, comprehensive, and accurate information via a website 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 Division Chairman, Communications Committee Chair, the Webmaster, and a representative from the PVS Administrative Office. Additional personnel may be appointed by the Administrative Division Chair. The Committee shall choose its chairman 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 disk.
- 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.
- Searchable data base of times by swimmer's name and by stroke and distance shall be maintained. The contents of the searchable data base shall be limited to times from sanctioned meets conducted within PVS's boundaries and swims by PVS swimmers in other USA Swimming and FINA sanctioned events.
- Meet results shall be maintained on the PVS website 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 Division Chair, Age Group Chair, Senior Chair or Distance Coordinator.
- Meet announcements for meets sanctioned by PVS, except dual and tri meets .
- PVS competition schedule as approved by the Competition Committee, (as well as other meets sanctioned by PVS).
- Records Section will only be updated following confirmation by the Records Chairman that a record has been set. However, unofficial record swims may be highlighted.
- Approved PVS forms following coordination with the Administrative Office.
- Newsletters (e.g. PVVoices), 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 (including driving instructions) about 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 Chairman or the Administrative Division Chairman. They may seek the advice of the Configuration Committee in making such determinations.

PVS Webmaster to establish an on-line registration process for coaches certification classes (11/07)  
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A-19. Venue Selection & Assignment of Team Location for PVS Meets

Administrative Notes on assignment, re-assignment of responsibilities:

Approved the transfer of pool rental responsibility from Administrative Assistant to Executive Director, including the authority to exercise and sign rental contracts that are generally consistent with prior years as regard to location and cost.

The Executive Director was 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.

- Reaffirmed the assignment of meet sanctioning responsibility to the Administrative Assistant to the extent allowed under PVS's Policy & Procedures.
- Assigned responsibility for team venue placement and rebalancing of entries for PVS sponsored Meets to the Administrative Assistant (In discussing this item it was recommended that wording be added to PVS Open meet announcements stating: "Entries, once submitted, are not refundable.")

### **Appendix--Administrative Treaties**

Virginia Swimming---

- "When meets are held by VSI 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 of the following conditions are met:
- The meet must be sponsored by the out-of-territory LSC or one of its member clubs.
- A minimum of eighty 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.
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- 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.
- The effective date will be January 1, 2007. (12/06)

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 of the following conditions are met:
- The meet must be sponsored by the out-of-territory LSC or one of its member clubs.
- 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.

## **PVS Competition Division**

### **C-1. 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.
- The athlete must have swum the event for which they are requesting travel assistance in a PVS meet during the appropriate season. 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... Requires 4 swims 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 (6/09). *Approved meets are not to be considered when reviewing athlete qualifications (10/10)*
- 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 Head Coach must file this request within thirty (30) days of the conclusion of competition. The Head Coach is attesting that the athletes listed as "QUALIFIED" have satisfied all eligibility criteria. The Head Coach must also list those athletes that deserve an appeal in the "APPEAL" section of the form, and provide supporting rationale. (A "MEET/EVENT CERTIFICATION" form must be attached for each athlete listed.)

At the PVS Board of Directors meeting immediately following the due date, all requests will be reviewed. An eligibility sub-committee consisting of the General Chairman, the OVC coordinator, and the Senior Chairman, will consider appeals at this time. Their recommendations will be made to the Board of Directors. 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.

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 \$100.00 integrity fine (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 prior to each meet the maximum financial assistance that may be paid for each meet. If approved requests exceed this amount, the amounts to be paid shall be reduced proportionally.

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## C-2. Awards (meet)

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.

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### C-3. Awarding 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 winter season, and one (1) meet for the summer 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.
- Past history in managing swim meets.
- Bids are then awarded in order to involve as many clubs as possible.
- The Senior Chairman, Age Group Chairman, and both Coach Representatives will review the bids. They will make a recommendation to the PVS Board of Directors.

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: 1) the requested meet will not be in direct competition with the existing meet, or the 2) the Meet Director for the existing meet concurs with the request. In addition, all appropriate sanctioning requirements must be met.(5/04)

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### C-4. Entering One Meet from Another

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 a completed master entry sheet or computer-generated entry (Hy-tek) and all entry fees to the "qualifying" meet director at the conclusion of the last session of the "qualifying" meet. The "qualifying" meet director will submit these entries to the "championship" meet director within 24 hours.

Every reasonable effort will be made to have these entries (entered directly) seeded correctly into the "championship" meet. However, if the "championship" meet program preparation has begun, these entries will be given to the "championship" meet director and will be handled in the same manner as late (deck) entries.

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.

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### C-5. Entry Times

Entry times for individual events shall be achieved during the following qualification period -

1. 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.

2. 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.
3. 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.
4. All requests for waivers are to be decided by a majority vote of the following five (5) individuals: the PVS Age Group Chairperson, the PVS Senior Chairperson, the PVS Senior Coaches Representative and the two (2) PVS Athlete Representatives.
5. Entry times for individual 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.

"Entry Times and Criteria for PVS Distance Meets / Events. (To include all PVS distance meets and distance events at PVS Open Meets)

Swimmers with Legal Entry Times:

- Minimum Time to enter 800m / 1000y free = 15:00.00
- Minimum Time to enter the 1500m / 1650y free = 25:00.00
- Swimmers W/O Legal Entry Times 8 To Enter the 800m / 1000y freestyle for the first time an Athlete must have first swum a 400m / 500y event and achieved a 400 meter / 500 yard time of 7:20.00 or faster. These swimmers will be entered into the 800m / 1,000y freestyle with their 400m / 500y time and will be seeded after all conforming 800m / 1000y times have been seeded. These athletes will continue to be seeded with their 400m / 500y times until they achieve a time under the minimum NST (No Slower Than) Entry Time.
- To Enter the 1500m / 1650y free for the first time an Athlete must have first swum an 800m / 1000y event and achieved an 800m / 1,000y time of 15:00.00 or faster. These swimmers will be entered into the 1500m / 1650y freestyle with their 800m / 1,000y time and will be seeded after all conforming 1500m / 1650y times have been seeded. These athletes will continue to be seeded with their 800m / 1000y times until they achieve a time under the minimum NST (No Slower Than) Entry Time." (6/06)
- Distance Coordinator has the authority to use their discretion, when provided with satisfactory evidence by an athlete's coach, to permit a swimmer to enter an event as well as to determine the appropriate seeding placement. (10/06)

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## C-6. Financial Arrangements for Swim Meets

### Potomac Valley-Sponsored Meets

PVS will pay all meet expenses; pool rental, timing equipment, awards, and supplies. PVS will deliver to and pick-up from the meet site timing equipment and meet supplies. Meet announcements will be prepared and distributed by PVS. Results will be distributed by PVS. Hospitality expenses of \$150.00 (supported by receipts) per session will be reimbursed by PVS to the hosting club. (09/06)

The club share of entry fees for providing meet management services at PVS sponsored meets shall be \$1.15 if the meet entry fee is \$3.50 or less and \$1.50 if the meet entry fee is greater than \$3.50.

### For PVS-sponsored "Distance Meets" (800/1500 meters or 1000/1650 yards)

The host club will be reimbursed no less than \$250.00 per day.

Fees due PVS when a meet is held out-of-LSC. For club sponsored meets, PVS charges the standard fee of \$0.45 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. (2/07)

### **Potomac Valley Swimming Host Clubs Fines for Failure to Comply with Critical PVS Meet Hosting Requirements (10/09)**

Background PVS clubs that host PVS 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. As an incentive for host clubs to remedy this situation a series of fines will be levied against host clubs who fail to comply with these requirements.

- Host clubs are required to forward to the Executive Director at [jfertter@cox.net](mailto:jfertter@cox.net) a final pre-meet Meet Manager HyTek entry 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 where 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.

#### **Penalty for Failure to submit an accurate pre-meet entry file to the Executive Director/Controller before start of the meet: 5% of meet management fee.**

- Host clubs are required to submit a complete and accurate meet financial report and send all meet entry checks received by the host club as of the date of the submission of the report to the Executive Director/Controller within 10 days of conclusion of the meet. The financial report should reflect all entries into the meet and should reconcile to the post-meet HyTek Meet Manager files. The report should clearly identify meet entry fees by club that are outstanding as of the date of submission of the meet financial report. Failure to provide accurate and timely reports and entry fee checks makes it very difficult and time consuming to subsequently collect outstanding entry fees from participating clubs.

#### **Penalty for failure to submit reports and entry fee checks within 10 days of conclusion of meet: 5% of meet management fee.**

- Entry fees for deck entries and time trials are supposed to be collected from the club or swimmer at the time of entry into an event or events at the meet. Clubs often do not collect the deck or time trial entry fee at the time of entry. This failure often results in less than complete collection of these fees since it is virtually impossible to collect these fees after the fact especially given that many deck and time trial entry fees are paid to the host club in cash.

#### **Penalty for failure to collect deck entry fees or time trial entry fees at time of entry into events: No payment of meet management fee for deck or time trial entries on which entry fees are not 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 these entry fees prior to the meets conclusion makes it difficult and in the case of unattached athletes, impossible to collect these fees after the meets are concluded.

#### **Penalty for failure to collect entry fees from non-PVS clubs and unattached athletes prior to conclusion of the meet: no payment of meet management fee to host club for Non-PVS club or unattached athlete entries for which the host club does not collect the entry fees prior to conclusion of the meet.(10/09)**

### **Club-Hosted Meets**

The "host" club or clubs will remit \$0.45 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 web site, if provided in the proper electronic format. (For dual and tri-meets, 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.

The HOST may set meet entry fees, program and souvenir prices, but these fees are subject to the approval of the PVS Board of Directors in the "sanction approval process."

All PVS Meet Director Reports must be submitted to the PVS Administrative Office as required. Additionally, a copy of the meet results must be provided to the PVS Administrative Office. Results will be posted on the PVS website, but must be submitted in the proper format for posting.

Entry fees for PVS sanctioned meets are due to the meet host club before conclusion of the meet. Any entry fees paid after conclusion of the meet should be made payable to PVS and mailed to the PVS business address.

Any PVS meet entry fees not received within 30 days after conclusion of the meet will be assessed a \$100 fine.

Additionally, interest will levied starting on the 31st day after conclusion of the meet. Interest will be charged at a rate of .027397 per day (10% per year).

***The delinquent club will not be allowed to enter any future PVS sanctioned meets until the outstanding entry fees, fine and interest are paid in full.***

Splash fees for club-sponsored meets are due to PVS within 30 days after conclusion of the meet.

Any Splash Fee not received within 30 days after conclusion of the meet will be assessed a \$100 fine. Additionally, interest will levied starting on the 31st day after conclusion of the meet. Interest will be charged at a rate of .027397 per day (10% per year).

***The delinquent club will not be allowed to enter any future PVS sanctioned meets until the outstanding splash fee, fine and interest are paid in full.”(1/07)***

A splash for all types of meets is defined as being one entry. An entry is counted regardless of subsequent scratches, DQ's or "no swims."

### **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 FINA). 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)
- USA Swimming Cadillac Series
- USA Swimming Open Championships
- USA Swimming Phillips 66 National Championships
- FINA World Cup

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 with club sponsored charity meets.

The Administrative Assistant is authorized to waive sanction fees for club meets meeting all the following conditions: "Requests are limited to dual and tri meets. Request must be made at least 7 days prior to 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 charity. Following the meet, host club must provide PVS (as is required for all sanctioned meets) the Meet Manager File Manager Backup File. This will allow the splash fees that would have otherwise been assessed to be calculated. Host club must provide written acknowledgement from 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 received by PVS within 60 days of the completion of the meet, splash fees will be due (12/06)

PVS equipment rental fees to be waived under the same conditions as waiver of sanction fees for charity meets (4/07)

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## C-7. Non-sanctioned Competition

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 or approval 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. 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. Any PVS official who conducts, or participates in the conduct of, non-sanctioned USA Swimming competition shall be subject to the specify suspension or revocation procedures. Please also note, that conducting competition without sanction invalidates the athlete's USA Swimming accident insurance and the club's, officials', and coaches' liability coverage.

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## C-8. Sanction and Approval of Competition

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 Championships Meets

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

- The schedule for the Long Course Season (May 1 to August 31) will be developed prior to, and approved at the preceding fall meeting. The schedule for the Short Course season (September 1 to April 30) will be developed prior to and approved at the preceding winter meeting.
- The schedule for PVS sponsored meets occurring during the April 1 – August 31 time period will be developed and presented at the Spring Competition Committee Meeting of the previous year.
- The schedule for PVS sponsored meets occurring during the September 1 – March 31 time period will be developed and presented at the Fall Competition Committee Meeting of the previous year (modified 11/06)
- Bids for these seasons' meets will be taken prior to the subsequent meeting (winter and spring respectively)
- 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.

All PVS-sponsored competition is sanctioned upon approval of the PVS-sponsored schedule by the PVS Board of Directors. 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.

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 Competition Committee as follows: 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 .
- 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 (address and phone). or available must also 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.  
(11/06)

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 designated PVS referee is present at the competition and attests that it was conducted as specified above.

#### **Timeline for Sanctioning a Meet**

- "Winter Competition Committee Meeting:  
Club sponsored meets to be held from April 1 through August 30 of the current year must be presented by this meeting. Club sponsored meets from September 1 through March 31 of the following year may be presented.
- Spring Competition Committee Meeting:  
Club sponsored meets to be held from September 1 through December 31 of the current year must be presented by this meeting. Club sponsored meets from January 1 through March 31 of the following year may be presented.
- Fall Competition Committee Meeting:  
Club sponsored meets to be held from January 1 to March 31 of the following calendar year must be presented by this meeting. Club sponsored meets from April 1 through August 31 of the following year may be presented" (modified 11/06)

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

- Any PVS Open or Distance Meet
- 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:
  - 1) the requested meet will not be in direct competition with the existing meet, or the
  - 2) the Meet Director for the existing meet concurs with the request. In addition, all appropriate sanctioning requirements must be met." (5/04)

Relay only swimmers for PVS sponsored meets required to be submitted with initial meet file with name and USA-S ID  
(12/05)

Dual and tri meets between USA Swimming clubs will receive automatic sanction by the PVS Administrative Assistant if all of the above criteria are met, the request is received by the PVS Administrative Office on the prescribed forms at least seven (7) 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 the PVS Administrative Office within ten (10) working days of the last day of the meet.

Requests for Approval of championship-level meets by non-USA Swimming sponsoring organizations must be filed at least thirty (30) days in advance of the scheduled competition on the forms provided by PVS, and 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. Following a review and acceptance of the application by the Competition Committee Chairman, the Administrative Office will inform the applicant, affix 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.

A sanction/approval fee of \$100 or up to \$0.75 per splash will be imposed, as decided by the PVS Board of Directors.

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 (or VSI) requirements are met for meets conducted in the other territory.(4/08)

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.

#### **College Dual Meets:**

Colleges to be charged a flat \$100 (limited to dual meets) seasonal fee for meet observations. (10/07)

#### **High School Meets:**

High School Observed Meets.

When a meet is scheduled to occur in its territory, Potomac Valley Swimming will normally agree to observe the Ultimate (last) and Penultimate (next to last) meet that athletes from each school can achieve as part of their high school championship season. Therefore, up to two levels of High Schools meets will be observed. Normally this will be the State Championship Meet in both Virginia and Maryland and their respective Regional meets. If a school participates in a district meet and has no Regional meet between that and the appropriate State Championship, the district meet may be considered for observation.

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

The meet must also satisfy the other requirements to be observed which includes having sufficient USA Swimming certified officials present, having applied to have the meet be observed in a timely manner, payment of the observation fee to PVS, etc.

*Note: In the case of Montgomery County schools since they are not participating in the State Championship Meet, their last two meets will be considered to be Metros and Counties." (1/07)*

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### **C-9. Verification of Athlete Registration**

No deck registration of athletes is permitted at PVS sanctioned meets. (10/07)

Deck entries at PVS sanctioned meets must be accompanied by proof of current USA Swimming registration(10/07)

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 DOS version file or a commlink file of entries) at or before 9am on the fifth day following the meet entry deadline. In the case of non-PVS sponsored meets, this file shall be provided by 9am on the 6th day before the meet.
- The PVS Administrative Office will run Meet Reconciliation on the above submitted file and contact all clubs via email and provide to each club the names of all athletes entered in the meet by their team who are not registered PVS athletes. These emails shall be sent at or before noon on the third day after receiving the file.
- The team shall then register all athletes described above on or before 9am on the second day following the email notification.
- The PVS Administrative Office will notify the Meet Director between 9am and noon of the second day after sending the email notification(s) of any athlete(s) who remain unregistered.
- The Meet Director shall then remove the athlete(s) from the meet. The athlete(s) will be ineligible to participate in said meet and will remain ineligible for participation in PVS sanctioned meets until they are registered.
- The PVS Administrative Office will run Meet Reconciliation after the meet has occurred and notify any club who swam an unregistered athlete. The club will then have 14 days to register the athlete.
- 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.
- The Administrative Division may adjust the timelines provided above and provide specifications with regard to the file type required to permit the athlete registration reconciliation.

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## C-10. 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.

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## C-11. Verification of Swum Times (OVC's)

An Official Verification Card (OVC) is a three-copy form used to certify a national qualifying time made by an athlete and issued by a verification official of the area in which the meet was held. As a rule, the verification official of one area (LSC) may not issue an OVC for a time swum in another area (LSC).

OVC's are not automatically issued. They must be requested by the athlete or by his or her representative.

Requests for OVC's should be made at the completion of the event, requests made after the meet may incur a handling charge of up to \$2.00.

OVC's are issued for times which qualify for USA Swimming Junior, National or Trial level meets either as individual events, for individual times that may be used for an aggregate relay ("Relay Only"), or for times made by a relay team.

All times entered for USA Swimming Junior, National, or Trial level meets must be proved by an OVC, unless the entry time was swum at the immediately preceding National meet. OVC's may not be used for purposes other than entering National meets.

In order for an OVC to be issued, the time must be swum in a PVS sanctioned, observed, or approved meet..

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## C-12 Zone Team Management and Chaperones

Zone Management and Marketing Committee established (10/07)

The Zone Team Manager [has] the option to travel to the meet location prior to the team arriving thereby providing them the opportunity to address various logistical matters prior to the team's arrival. (12/06)

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 busses, if extra seats are available. If seats are not available, chaperones would be reimbursed for automobile mileage at the then current charity mileage 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 (12/06)

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## C-13. Short Course Zone Team Athlete and Coaching Selection

### **Purpose**

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

### **Selection of Coaches**

- The Competition Committee will select a staff of six coaches. A Head Coach, an Assistant Head Coach, two assistants for the 13 & Over athletes, and two assistants for the 12 & Under athletes. Staff selection will be based on the following criteria and procedures:
- Competition Committee will make job descriptions for each position available to all coaching members of PVS

so that 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 September 15. No floor nominations will be accepted. To be eligible, a coach must be a current coach member of USA Swimming.
- To be selected as the Head or Assistant Head, a nominee must have prior Zone Championship Meet coaching experience.
- At the Fall Competition Committee meeting, the election will be held, first for the Head Coach, then the Assistant Head Coach. The method of selection of the four assistant coaches (which will take place at the Winter Competition meeting) will also be determined.,
- 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 Chairman, Senior Chairman 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 six 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 sex.
- The coaching staff will begin immediately to prepare for the Short Course Championship Meet. Selection of Athletes

### **Selection of Athletes**

- The competition Committee will determine the annual criteria at its Fall meeting. Only athletes who have applied for the Zone Team will be eligible for selection.
- Times rules/eligible for SC Zone Team qualification-
  - Times from time trials will not be considered for the short course meet. (01/07)
  - Relay lead-off intermediate splits and individual event intermediate splits achieved at only the PVS 14 & Under JO Championship and PVS Senior Championship meets are **not** permitted to be used as qualifying selection times for the PVS Eastern Zone Team (1/07)
  - Also prohibited are all out-of-LSC meet times that are achieved by 14/Under athletes on the weekend of the PVS 14 & Under JO Championship and for 15-18 athletes on the weekend of the PVS Senior Championship
- Annual selection criteria is currently:
  - The 2 fastest eligible swimmers in each event will be selected for the Team.
  - Swimmers who have achieved the Maximum cut time in an event are not eligible to compete in the Zone meet.
  -

The Zone Coordinator will develop methods to assemble selected coaches and athletes for team meetings, motivation and practice prior to the meet.

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## **C-14. Long Course Zone Team Selection/Management and Coaching Selection**

### **Purpose**

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**

PVS's Long course zone team should be selected and managed the same as short course zones. The only exception would be that the top 3 swimmers are selected to go and represent Potomac Valley in each event. (The third fastest swimmer must satisfy the QT established by the Zone for that event.) All swimmers who make the QT for the meet would be part of the travel team (5/05)

If the selected swimmers have achieved the qualifying times in other events, they may swim those as well.

The long course zones team will be funded for the same amount as the short course zone team starting in 2006.

*Notes: the phrase "managed the same way as short course zones" was meant to include the concept that athletes on*

the team would 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. It was also confirmed that this phrase would allow us to accept disabled swimmers onto the team on the same basis as we now do for SC Zones. (1/05)

### **Selection of Coaches**

The Competition Committee will select a staff of six coaches. A Head Coach, an Assistant Head Coach, two assistants for the 13 & Over athletes, and two assistants for the 12 & Under athletes.

Staff selection will be based on the following criteria and procedures:

- Competition Committee will make job descriptions for each position available to all coaching members of PVS so that 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.
- To be selected as the Head or Assistant Head, a nominee must have prior Zone Championship Meet coaching experience.
- At the Winter Competition Committee meeting, the election will be held, first for the Head Coach, than the Assistant Head Coach. The method of selection of the four assistant coaches (which will take place at the Spring Competition meeting) will be determined as follows:
  - Two coaches to be selected at the 14& U LC Championship and two coaches at Senior Championship. If only four qualified coaches apply, then those four coaches would be accepted. Additionally, in the event that an overwhelming number of swimmers enter the meet, the Age Group Chair and the Coaches Representatives are granted the authority to appoint up to two additional coaches. (6/06)
- 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 Chairman, Senior Chairman 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 six 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 sex.
- Two coaches to be selected at the 14& U LC Championship and two coaches at Senior Championship. If only four qualified coaches apply, then those four coaches would be accepted. Additionally, in the event that an overwhelming number of swimmers enter the meet, the Age Group Chair and the Coaches Representatives are granted the authority to appoint up to two additional coaches.

### **C- 15. Coordinator/ Zone Coaches Stipend**

PVS Zone Coordinator is paid a stipend of \$1500.00 (12/06)

Zone Coaches are paid a stipend as follows for services as a PVS Short Course or Long Course Coach. (12/06)

- Head Coach- \$700.00
- Head Assistant Coach- \$450.00
- Assistant Coach- \$350.00

### **C-16. Deck Changing at PVS Meets**

- All forms of “deck changing” are banned from all PVS Sanctioned Meets. Swimmers found to be in violating this policy could be found in violation of USA Swimming Sportsmanship Rules and subject to removal from the remainder of the competition. (10/10)

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# PVS Finance Division

## F-1. 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 and ends August 31.

In January, the Division chairpersons are asked 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 club House of Delegates representatives should provide any budget proposals they wish to make.

All proposals for the new budget must be submitted to the Treasurer by the February Board of Director's 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 Division chairman, Board members, and Club 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.

**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 .75 or exceed a ratio of 1.25 of the annual operating expenses. (04/11)**

*Notes: The accrual method of accounting has been adopted for monthly and annual financial reports as well as budgets. The later is effective for the 2008-2099 and all future budgets.*

*07/07- The PVS Controller is authorized to enroll PVS in a credit program.*

*11/07- The PVS audit committee was established.*

## F-2 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 \$10,000 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 14 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 CD's 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 than 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 insure 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 on assets that is at least equal to the general rate of inflation plus 1%. For purposes of this test, inflation is measured by the growth in the CPI-W index as published by the US Department of Commerce.

#### **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. CD's should be purchased in varying lengths so as to stagger maturities and maturity dates. In no event may a CD's 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 \$10,000.
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 CD's 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.

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# PVS Operations Division

## O-1. Adaptive Provisions

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

### Inclusion Guidelines

- 1) USA Swimming Standards
  - a) In compliance with USA Swimming Rules and Regulations, PVS desires to accommodate disabled swimmers. A disability is defined as a permanent physical or mental impairment that limits one or more major life activities.
- 2) PVS Special Administrative Standards
  - a) PVS welcomes all swimmers with a disability who wish to participate in PVS sanctioned meets.
  - b) Disabilities encompass the following major areas:
    - i) Hearing impairment
    - ii) Visual impairment
    - iii) Cognitive disabilities such as mental retardation, severe learning disabilities, or autism
    - iv) Physical disabilities such as amputations, cerebral palsy, dwarfism, spinal injury, or other mobility impairments
- 3) 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.
- 4) Accommodations during practices should be up to the discretion of the head coach. Examples of such accommodations are:
  - a) Allowing helpers as needed for the disabled swimmer.
  - b) Including the disabled swimmer in practices by the swimmer's ability rather than age.
  - c) 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.
  - d) 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.
- 5) Inclusion of swimmers with a disability in PVS sanctioned meets. This policy applies only to swimmers with permanent disabilities as defined above by USA Swimming.
  - a. 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 time line. Examples of such accommodations are:
    - a. Allow the disabled swimmer to compete at a shorter distance, e.g. a 50 yard distance within a 100 yard event.
    - b. 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.
    - c. In championship level meets, disabled swimmers may enter with the permission of the Meet Director and Senior or Age Group Chairman. 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.
    - d. Places and awards for disabled swimmers can only be earned in the swimmers 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 their Meet Directors are committed to the Inclusion Policy as adopted by the BOD. Athletes with a disability are welcomed and are asked to provide advance notice of desired accommodations to the Meet Director. The athlete (or the athlete's coach) is also responsible for notifying the session referee of any disability prior to the competition."

## O-2. Athlete Conduct

Athletes are responsible for any damage they cause to the facilities. They should expect to be disciplined and will be required to pay for damages. PVS subscribes to the policy that there are no innocent by-standers. If you observe

anyone engaged in mischievous behavior, your responsibility is to leave the scene immediately; if you are present, you are guilty. The Meet director, through the Referee, may have you disqualified from your events and barred from the facility. If the infraction is serious, it may be referred to the Review Committee for further action. Penalties in such cases may involve drastic measures, including expulsion from USA Swimming or endorsement of legal action

Misconduct includes; but is not necessarily limited to:

- violation of the safety guidelines outlined in the meet announcement
- disrespect to meet management personnel, officials, 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's and the facility's safety rules. These rules are for your protection and athletes who disregard them or act in any way that is injurious to themselves or others will be disqualified by the Referee from their next scheduled event, or be asked to leave. If they do not leave immediately, they will be barred from the remainder of the meet and will be referred to the Review Committee for further action.

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### O-3. 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 is \$10.00 per athlete per event. For PVS sponsored meets, \$5 of the fees for time trials are deposited in the PVS Operating Fund. Otherwise, PVS is reimbursed at the rate for a club sponsored meet. No time trial results are acceptable for qualification or records purposes unless the time trial is sanctioned.

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### O-4. Deck Entries

Any entry received after the entry deadline for a PVS-sponsored meet will be accepted only upon payment of a \$10.00 fee for each individual entry. For PVS sponsored meet these fees will be divided between the club conducting the meet (\$5.00) 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 oversubscribed or the deck entry will adversely affect the time line. Meet directors are responsible for enforcing the deck entry fee and receiving payment before allowing an athlete to swim. 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 can not swim, 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 can not swim the deck entry fee is refunded.

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## O-5. Dive Over Starts

### Dive Over Starts

Endorsed subject to specific procedures being adopted (thereafter completed and published by the Officials Committee). (9/06)

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## O-6. Emergency Hearing

As part of the formal review process, USA Swimming rules and PVS bylaws provide for emergency hearing 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.

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## O-7. Fines on Clubs for 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

For purposes of applying this test, registered USA-S athletes representing that school (or its affiliated USA-S Club) who have participated in NCAA competition during the current year shall be excluded from this computation for that school/affiliated Club. (06/07)

*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.*

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## O-8. Inclement Weather

PVS will make every attempt to conduct activities as they are scheduled. However, if the facility we are scheduled to use 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 Chairman in consultation with the appropriate Meet Director and the Competition Committee Chairman, will decide whether to cancel, postpone, or delay the start of the event.

This information will be placed on the PVS Administrative Office answering machine, the PVS web site, the host club's answering machine (when possible), the facility's answering machine (when possible) 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 web site.

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## O-9. 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.

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## O-10. Meet Announcement Generation

Meet announcements must be approved by the PVS Board of Directors. If a club authors the meet announcement, it must be submitted to the Competition Chairman and follow the sanction process (see Sanction and Approval of Competition).

Following a review, the club will be advised of the approval, or necessary changes to achieve approval. Wording must be included in all meet announcements requesting that each participating club send one table worker or official if it entered 25 or more splashes. (6/07)

Meet Announcement must identify "Referee Responsible for the Meet. (2/08)

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## O-11 Meet Directors

All Meet Directors who conduct a PVS sanctioned meet must be certified by PVS. This requires Meet Directors to participated in a one-day clinic. The clinic will address responsibilities prior, during and subsequent to the meet. Approval, staffing, responsibilities, technical requirements and post-meet reporting requirements will be included.

The Administrative Office may exempt from this requirement those Meet Directors who have demonstrated their knowledge of this material by their successful conduct of meets.

For multi-site PVS meets, Meet Directors of host clubs are required to submit a complete Hy-Tek Meet Manager file to the Operations Chairman by 10AM on the Friday following when entries are due.

The Administrative Assistant/ Sanctioning officer will advise the host clubs of any necessary reassignments by 10AM on the following Monday.

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## O-12 Meet Entry Fees

Meet entry fees are due with the meet entries. Any club that has not remitted the Club entry fees to the Meet director by the conclusion of the meet will be assessed a one hundred dollar (\$100.00) late fee and no further participation in PVS programs will be accepted until the past-due entry fees and the penalty fee have been paid.

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## O-13 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 entry cards, PVS Master Entry Sheet, or computer generated file. Each club is required to submit a PVS Entry Summary Sheet that provides a summation of all the entries for that club.

Clubs submitting entries for more than ten (10) athletes for a PVS-sponsored meet are required to submit a Hy-tek generated commlink 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 via email is acceptable. 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.

### USA Swimming Registration numbers

This number is always fourteen (14) characters and consists of the following:

Athlete birth data in form of mmddyy

Followed by first three (3) letters of the athlete's first name

Followed by middle initial of athlete. Use an asterisk (\*) if no middle initial exists.

Followed by first (4) letters of the athlete's last name.

Use an asterisk (\*) whenever there are insufficient letters for the first or last name

*Example: 010101johksmith*

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## O-14 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 a fee 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. (10/04)

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## O-15. Meet Reporting Requirements

The meet director for all 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, the meet director shall provide the results in an approved electronic format to the PVS Webmaster or PVS Administrative Office no later than five (5) working days following conclusion of the meet. The PVS Administrative shall be responsible for advising what are acceptable software (and versions) that may be used in conjunction with PVS sanctioned meets. Such information shall be made available on the PVS website.

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## O-16. Officials Meet Session Sign- In Sheets

PVS will refund \$20.00 to any PVS Meet Host club who submits all officials sign in sheets for all sessions. These forms should be submitted to the Strategic Planning Chair & Controller. (10/06)

## O-17. 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 4** certified deck Officials (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.

## O-18. 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, Starters, Stroke and Turn Judges, Timing System (CTS) operators, and Meet Results (Hy-Tek) operators. If considered necessary, the PVS Operations Division may designate other positions as requiring certification.

The PVS Operations Division shall establish and publish the requirements to become and remain an official in PVS. The minimum standards required to become a PVS official shall at least meet the standards established by the USA Swimming Officials Committee, for those positions where there are national standards.

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. (7/06)

Any individual may attend a PVS clinic; however, they may only serve as a trainee at a meet if they have already met the requirements to be eligible to attempt certification for that position. The PVS Operations Division may designate certain championship meets at which trainees shall not serve.

The PVS Operations Division shall provide all attendees at such clinics appropriate written training material. A copy of the material shall also be available to LSC Associate Members without cost.

The PVS Officials Committee shall maintain a roster of all currently certified officials. The committee will provide this roster to all club officials chairpersons 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.

Certified PVS officials shall be awarded a patch or pin and a card providing evidence of certifications they hold and their certification expiration date.

Officials serving at PVS sanctioned or approved meet shall not receive monetary compensation for their services. The 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 Junior Olympic meet, and any other 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.

### **PVS Officials Background Screening Reimbursement- (01/11)**

- All registered USA Swimming/ PVS officials are required to pass the USA Swimming Level 2 background screening in order to be approved as an official. To be eligible for reimbursement of this fee (\$39.00) you must be an actively working official in the association. For new officials with the association, once you have completed 6 sessions at a PVS Sanctioned meet you become eligible for reimbursement. Request for reimbursement must be submitted to PVS within 6 weeks of becoming eligible for reimbursement. The reimbursement form is located in the forms section of the PVS website.

### **Officials Education Travel Reimbursement (03/07)**

- Potomac Valley Swimming (PVS)
- *As adopted by PVS Board of Directors*
- The Officials National Meet Educational Stipend is intended to assist with an Officials travel expenses to work national level competition. The Officials Chairman through the Vice-Chairman for Operations 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: Short & Long Course Eastern Zones, Sectional Championships, USA Swimming Junior National Championships, Trials Class Meets, USA Swimming National Championships, Open Water Championships, and USA Swimming Disability Championships.
- Officials working a qualifying meet - may not receive more than their actual expenses in travel assistance from USA Swimming and PVS combined. The Officials Committee shall recommend annually to the Board of Directors both the maximum to be paid per meet for meets to be held in the following competition year as well as the total assistance that may be paid for meets held during the following competition year. An official may receive up to three (3) travel stipends in each competition year. 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 two sessions each, in at least three PVS sanctioned meets during the 12 months immediately preceding the request for reimbursement.
- 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.
- Completed PVS requests for travel assistance are due not later than thirty (30) days after the competition for which travel assistance is being requested.
- Requests for the Stipend are to be addressed to the PVS Officials Chair who will certify that the Official is eligible and meets all requirements. The PVS Officials Chair will recommend to the PVS Board of Directors who should receive a stipend and the amount prior to or at the PVS Board of Directors meeting immediately following the due date. The PVS Board will review and if approved will authorize the PVS Treasurer to disburse funds identifying the person and amount.

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 (generally near the scratch table). After the check-in 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.

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 will 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.

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## O-20. Reimbursement of Lodging Expenses for Meet and Administrative Referees at National Certification Meets

There is a need for the Meet Referee and Administrative Referee to be at the meet site prior to time warm-ups commence and to remain after the last swim occurs. Therefore, it is appropriate, in cases where National Certification is provided for meet officials or the PVS Officials Committee assumes responsibility for staffing the meet, that the lodging expenses of the Meet and/or Administrative Referees be reimbursed when their home is not in close proximity to the meet site.

In the event that the Meet and/or Administrative Referee 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. Additional reimbursement may be authorized if Meet Referee and Administrative Referee are not of the same sex or only one the two officials requires lodging. In the event adverse weather or other extraordinary conditions are anticipated, which might have a significant impact on expected travel times, the PVS Operations Chairman may waive the above normal travel time requirement. Actual expenses, up to a limit of \$50.00 per day, to each individual will be reimbursed upon presentation of original receipts to the PVS administrative offices.

This shall be the responsibility of PVS for PVS sponsored meets and of the club for club sponsored meets.

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## O-21. Requirement for Credentials

All USA Swimming/ PVS registered coaches and officials who are required by USA Swimming to be registered USA Swimming members (Referees, Starters, Stroke & Turn Judge, and Meet directors) are required to wear their current USA Swimming membership credentials while participating in the conduct of USA Swimming/ PVS competition. 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.

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## O-22. Scratches from Finals

### For 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 rescind 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

### For 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.

## O-23. Suspension or Revocation of Official's Certification

Potomac Valley Swimming may suspend or revoke an official's certification only in accordance with the following procedures:

A PVS meet director, certified USA Swimming official, USA Swimming member coach, or USA Swimming member athlete must file a written complaint pertaining to a PVS official's performance or ability to perform. The complaint must be based upon the complainant's first-hand knowledge of the matter and must be filed with the PVS General Chairman within 15 days from to date of the alleged incident.

Upon receipt of the complaint, the General Chairman may, with the Board of Director's concurrence, suspend the official's certification while the matter is under investigation and review if he finds that it would be in the best interests of PVS.

If a suspension is warranted, the General Chairman will notify USA Swimming National Headquarters of his intention to impose the suspension under the provisions of USA Swimming Rules and Regulation regarding Hearing and Appeals (Article 401).

At the same time the General Chairman must advise the official in writing of this action and of the official's right to an expedited hearing (one within 10-15 days) as well as the procedure to appeal this decision in accordance with Appendix 6A of the USA Swimming Rules and Regulations and PVS By-laws.

The General Chairman may refer the complaint to the PVS Officials Committee for recommendation to be issued within 45 days from the date the referral is received by the Officials Committee Chairman.

The Officials committee may recommend: to take no additional action, to issue a formal reprimand, to require the official to receive retraining or additional training, to suspend the official for a definite or indefinite period, to revoke the official's appropriate certification(s), or some other similar action.

Upon receipt of the Official's Committee recommendation, the General Chairman shall act upon the recommendation with the concurrence of the Board of Directors. The General Chairman or the Board may modify or rescind the action recommended by the Officials Committee.

The official may appeal any action, including temporary suspension, to the PVS Board of Review as provided in the PVS By-laws

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## O-24. Starting Devices

Electronic starting devices shall be used for all competition whenever they are available.

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## O-25. Use of PVS Electronic Equipment

*Notes: An overall Equipment policy was adopted 01/09*

PVS Equipment Manager (for a fee) must deliver and pick-up full sets of PVS electronic timing equipment.

- As of February 1, 2009 PVS will no longer rent/supply meet boxes to Clubs sponsoring meets.
- PVS will continue to order and supply all DQ slips, reseed slips, deck entry forms, relay take off slips.
- PVS will also continue to support any club having transition problems.

PVS will stop renting laptops and printer for the laptop and will not be providing meet management software for any Club meets effective February 1, 2009.

The Executive Director is authorized to expend up to \$5000 to purchase a trailer of sufficient size, have it retro-fitted for transporting timing equipment.

Potomac Valley Swimming will make its electronic timing and starting systems available to members or associate members.

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 through either the PVS Operations Chairman or the PVS Equipment Manager.

The PVS Equipment Manager is required (for a fee) to provide delivery and pick-up whenever PVS equipment is used. The PVS Equipment Manager offers optional services (for a fee) covering equipment set-up and, breakdown.

When two or more organizations request to use PVS equipment for the same or conflicting time, the following factors will be considered: the qualifications of the equipment operator -- organizations using PVS certified equipment operators will be given preference, the past history of the organization in caring for the equipment, reciprocity agreements established by the Board of Directors, the number of PVS swimmers entered in the competition, and the date of the request.

The PVS Board of Directors shall authorize a fee schedule for use of this equipment. These fees are used to maintain the equipment.

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 C-6. (04/07)

Scheduled PVS competition always takes precedence over any request for use of Potomac Valley equipment.

### **Rental Rates**

Proposed fee schedule for the rental of PVS equipment for meets other than those sponsored by PVS adopted. [Separate on Website] - [LINK](#)

It was decided to include radios as an additional item within Packages #1, #2, #3 and #4. If none of those packages are selected, there would be a rental charge of \$5.00/radio.

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## O-26 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.

### **Open warm-ups**

- Warm-ups where there are no team lane assignments and lanes are designated for a specific activity for a specified period of time.
  - All warm-up periods shall be supervised by the appointed marshals. Coaches shall not permit their athletes to enter the pool until the marshals have declared the pool open for warm-up. No entry is permitted across lanes, from the pool side, or from the non-start end of the pool, under any circumstances.
  - Marshals shall clear the lane of all swimmers before opening the lane for sprinting. All sprint lanes are one-way only and the swimmer 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 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.
  - During OPEN warm-ups, periods are divided equally between general and specific programs. The first half of the of 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 and PVS safety considerations and equitable treatment of all entered athletes is not compromised. All such changes must be announced and posted throughout the meet venue. Athletes who act in a manner that is injurious to themselves or others will be disqualified from their next event.