

Policies and Procedures Rules and Regulations

Potomac Valley Swimming

May 2019



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ACKNOWLEDGEMENTS

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

DISCLAIMER

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

CHANGES TO POLICIES AND PROCEDURES

GENERAL

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

EFFECTIVE DATE

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

EMERGENCY CHANGES

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

COMMUNICATION

WEBSITE

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

EMAIL

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

ORGANIZATIONAL BACKGROUND

ORGANIZATIONAL INFORMATION

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

MISSION STATEMENT

PVS supports and promotes excellence for all through competition, education, innovation and leadership.

VISION STATEMENT

PVS: Leadership and excellence in and out of the pool.

BOARD MEMBERS

[Organizational Chart](#)

PVS Delegates to the USA Swimming House of Delegates: The PVS bylaws dictate which Board members and alternates may attend the USA Swimming House of Delegates. The PVS bylaws dictate which Board members shall have a delegate vote.

BYLAWS

[PVS Bylaws](#)

STATEMENT OF ETHICS AND CONFLICT OF INTEREST

Signature endorsement of the [PVS Statement of Ethics and Conflict of Interest](#) is required of individuals holding the following positions: All members of the PVS Board of Directors (including active ex officio members), all members of the PVS Board of Review, all PVS support contractors (currently Registrar, Administrative Assistant, Bookkeeper and Equipment Manager), and key PVS Committee Chairs (Awards Chair, Camps Coordinator, Officials Chair, Travel Support Coordinator, Safety Chair, Webmaster, and Zone Coordinator).

PVS DIVISIONS

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

Descriptions of these divisions are in the PVS Bylaws (Article 7)

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

ADMINISTRATIVE DIVISION

ESTABLISHING OR REVISING POLICY AND PROCEDURE

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

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

Proposals to establish or revise PVS policy or procedures must be made in writing. Proposals not arising directly from a meeting of the Board of Directors or House of Delegates should be forwarded to the PVS Administrative office 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 Policies and Procedures Handbook.

USA SWIMMING REGISTRATION REQUIREMENTS

The following are required to be members of USA Swimming:

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

First time registrants and those whose registrations have expired must 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 administrators are considered accepted for insurance purposes as of the 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 registration fees for the upcoming year are determined as part of the budget passed at the annual House of Delegates meeting.

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

PVS will pay the annual USA-S registration for PVS Officials re-registering after their first year of certification. In order to qualify for this benefit, the official must have worked at least ten sessions at PVS sanctioned meets during the previous calendar year. Observed and approved meets (with the exception of the Black History Invitational) cannot be used to count towards the minimum required sessions.

ATHLETE MEMBERSHIP

USA SWIMMING FLEX MEMBERSHIP

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

USA SWIMMING SEASONAL MEMBERSHIP

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

OPEN WATER REGISTRATION

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

CLUB MEMBERSHIP

Clubs must complete the USA Swimming Club Application form annually and submit to the PVS Registrar.

In order to encourage club participation at PVS meetings, PVS established a non-participation fee. This fee is assessed to clubs that do not have representation at a minimum of 2 of the 3 Competition Committee Meetings (CCM) and the annual House of Delegates (HOD) meeting during the fiscal year (Fall, Winter, Spring CCM and

Spring HOD). The fee will be billed to clubs not meeting the minimum participation requirements 30 days after the HOD. No future registration for the club will be accepted until the fee is in full.

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, 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

MINOR ATHLETE ABUSE PREVENTION POLICY (MAAPP)

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

The Policy covers five (5) areas:

- One-on-One Interactions
- Travel: Local & Team
- Social Media & Electronic Communication
- Locker Rooms & Changing Areas
- Massages & Rubdowns

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

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

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

ATHLETE SCHOLARSHIPS AND OUTREACH

Potomac Valley Swimming has established a scholarship program to ensure that every PVS athlete is afforded the opportunity to participate in USA Swimming and PVS programs for which they qualify regardless of their financial situation. Scholarships are 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

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

CAMP PROGRAM

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

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

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

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

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

COACHES CONTINUING EDUCATION

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. Coaches accepting a grant must submit a report to the Competition Committee and an evaluation to the Board of Directors.

RECOGNITION

OPEN AND RESIDENT RECORDS

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

Resident - PVS Resident records are the best time achieved in an event by any swimmer who is registered with Potomac Valley on the date of the swim. A PVS resident record may be set using any time that is considered an Official Time for USA Swimming purposes. PVS swimmers that compete while representing a college or university in another LSC are eligible to establish PVS Resident records during that school's competition season. However, a swimmer previously registered with another LSC who registers with a Potomac Valley college or university team in accordance with USA Swimming rule 203.4 is not eligible to establish Potomac Valley Resident records until the completion of that school's competition season; and then must have fulfilled the requirement of 120 days without having represented any other LSC in USA Swimming competition.

Open - PVS Open Records are the best time achieved in an event within all PVS sanctioned competitions. They may be set by any swimmer registered with USA Swimming or another 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.

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. Applications for the award will be due at least two weeks prior to the Competition Committee Meeting at which the selection will be made. Names and teams of the athletes will be removed from the nomination information sent to the coaches. Selection will be made by secret ballot at the Fall meeting of the Competition Committee.

OUTSTANDING 14&U COACH AND SENIOR COACH AWARD

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.

Future Champion Award – for the coach that works with the new swimmers and won’t have a way to win AG or SR Coach of the Year.

Rising Star Club – recognizing the club that is moving up in terms of virtual club points, number of swimmers to Jr and Sr nationals and IMX participation.

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.

SWIMMER WITH DISABILITY AWARD

PVS Criteria For Swimmer with a Disability Award

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

Notes:

1. Coach or swimmer must apply for the award
2. 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.

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

PVS Criteria For Swimmer with a Disability Award

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.

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 airport or transportation to and from the airport to the hotel will be a part of the reimbursement policy for Convention travel.

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

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.

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.

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.

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 must be attached to the completed form. Reimbursement requests must be submitted within 30 days of the completion of the trip/event. No

expenses are paid in advance of event/trip unless there are special circumstances which will need to be reviewed/approved by the General Chair. Late reimbursement requests will require an appeal to the Board for approval.

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 database of times by swimmer's name and by stroke and distance shall be maintained. The contents of the searchable databases 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.

VENUE SELECTION AND 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' 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.")

ADMINISTRATIVE TREATIES

VIRGINIA SWIMMING (VSI)

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 the following conditions are met:

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

- 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.
- 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 LSCs, 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 the following conditions are met:

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

COMPETITION DIVISION

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. The athlete must swim 4 events in PVS sanctioned competition with no requirement to swim an event in a PVS sanctioned meet for which the athlete is swimming in the national meet (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.)

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

All appeals will be reviewed at the PVS Board of Directors meeting immediately following the due date. The Senior Chairman, will present the appeals at this time including their recommendations. Appeals will be based upon the information that the Head Coach has provided, so please ensure that all relevant facts are provided. No further appeals will be entertained. The Board will vote on each appeal at that time.

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

If the Club's submission is contested, the Club will have fourteen (14) days to provide supporting data. If the Club can (or does) not provide the supporting evidence for the contested request, the Club will be charged the Integrity Fine (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.

AWARDING PVS-SPONSORED MEETS

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

At the time of bid submission, each club may designate certain meets that they managed for PVS during the previous year as "priority meets." This designation will indicate the clubs strong desire to run these meets for the upcoming season. Unless extraordinary circumstances exist, clubs will be awarded these meets. Clubs are permitted to designate up to two (2) meets for the 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.

ENTERING MEETS

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

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

Each club will be responsible for submitting a computer-generated entry (Hy-tek) file.

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

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.

ENTRY TIMES

- Qualifying entry times for PVS meets (PVS and Club-Hosted) shall have been achieved not earlier than exactly two (2) years prior to the entry deadline for the meet. This applies to both long and short course meets.
- A swimmer who has achieved an Official Time recognized by USA Swimming during the two year qualification period may not enter that event at any meet where the swimmer's time is faster than the meet's listed "No Faster Than (NFT)" time standard. This applies to both long course and short course time standards.
- A swimmer may request a waiver in order to compete in an event, or events, which they are excluded from as stated above. Said waiver request must be submitted in writing to the PVS Competition Committee Chairperson at least 90 days prior to the entry deadline for the meet in question. A response is due to the petitioner in writing at least 30 days prior to the entry deadline for the meet in question.
- All requests for waivers are to be decided by a majority vote of the following five (5) individuals: the PVS Age Group Chairperson, the PVS Senior Chairperson, the PVS Senior Coaches Representative and the two (2) PVS Athlete Representatives.
- Entry times for individual and relay events shall have been achieved within the two years prior to the meet entry deadline; however, the times need not be the best competitive times of the swimmers but can be any time they have swum equal to or under the event qualifying time.
- Swimmers entered in the 800/1000 and 1500/1650 freestyle do not need to enter their best times, but may enter themselves at their fastest time or at the time standard.
- A swimmer must enter with "no time" (NT) if they do not have a time in an event. Entries with "no time" are permissible when there is no qualification time or if the qualification times are "no faster than" limitations. "Coaches Times" may be used instead of NT only when the meet announcement specifies this. (4/14)

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

Swimmers with Provable Entry Times:

- Minimum Time to enter 800m / 1000y free = 14:00
- Minimum Time to enter the 1500m / 1650y free = 23:00 or a time of 14:00 in the 800m / 1000 y free

Swimmers without Provable Entry Times (12&U athletes only):

- To Enter the 800m / 1000y freestyle for the first time an Athlete must have first swum a 400m / 500y event and achieved a 400m / 500y 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 / 1000y time of 15:00.00 or faster. These swimmers will be entered into the 1500m / 1650y freestyle with their 800m / 1000y 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.

AWARDS AT PVS MEETS

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

PVS will not award ribbons for the PVS Open Meets.

FINANCIAL ARRANGEMENTS FOR SWIM MEETS

POTOMAC VALLEY-SPONSORED MEETS

PVS will 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, supported by receipts, will be reimbursed to the host club by PVS up to the amount specified in the Fee Schedule.

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.

CLUB-SPONSORED MEETS

Fees due PVS when a meet is held out-of-LSC. For club sponsored meets, PVS charges the standard fee of \$055 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.

HOST CLUB FINES FOR FAILURE TO COMPLY WITH CRITICAL PVS MEET HOSTING REQUIREMENTS

PVS clubs that host PVS-sponsored meets are required to complete certain tasks that are critical to the LSCs 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 results@pvsweb.org a final pre-meet Meet Manager Backup file for the meet prior to start of the meet. This file should contain all pre-meet entries into the meet. Theoretically, the only difference between this file and the post-meet file should be for deck and time trial entries 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 PVS before the start of the meet: 5% of meet management fee.

- Host clubs are required to submit a complete and accurate meet financial report to the PVS Finance Vice Chair within 10 days of the 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. Failure to provide accurate and timely reports 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 meet's 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.

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

Any PVS meet entry fees not received within 30 days after billing by PVS 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.

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

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
- USA Swimming Grand Prix Meets
- USA Swimming IM Xtreme Meet

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 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.

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

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 with ½ of all fees going to the USA Swimming Foundation.* Any subsequent violation of this policy by a member club shall also result in a denial of future sanction/approval requests for a period of one year from the date of the violation. Any PVS official who conducts, or participates in the conduct of, non-sanctioned USA Swimming competition shall be subject to suspension or revocation procedures. Conducting competition without sanction invalidates the athlete's USA Swimming accident insurance and the club's, officials', and coaches' liability coverage. (01/12)

SANCTION AND APPROVAL OF COMPETITION

PVS-SPONSORED MEETS

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

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

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

- The schedule for the 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.

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

CLUB-HOSTED MEETS

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

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

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

- Only USA Swimming clubs can participate in the meet.
- All competing athletes must be registered with USA Swimming.
- The competition is conducted in accordance with the applicable rules and regulations of USA Swimming and PVS.
- A USA Swimming certified referee and a certified Administrative Official are present at the competition

and will attest that it was conducted as specified above.

TIMELINE FOR ADDING CLUB-SPONSORED MEETS TO THE PVS SCHEDULE (04/12)

- Winter Competition Committee Meeting:
 - Club sponsored meets to be held from 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.

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

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

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

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

Dual and tri meets between USA Swimming clubs and intra-squad meets of 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 PVS per the Meet Reporting Requirements.

CHAMPIONSHIP-LEVEL MEETS OF NON-USA SWIMMING ORGANIZATIONS

Requests for Approval of championship-level meets by non-USA Swimming sponsored organizations must be filed at least thirty (30) days in advance of the scheduled competition on the forms provided by PVS and must comply with conditions outlined in the application. A meet announcement must be submitted with the application.

The PVS Administrative Office will provide applications. Completed applications shall be returned to the PVS

Administrative Office. The Administrative Office will inform the applicant, 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.

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

High School Observed Meets:

When a meet is scheduled to occur in its territory, Potomac Valley Swimming will normally agree to observe any meet that athletes from each school can achieve as part of their high school championship season. Therefore, any of the High Schools championship meets will be observed. Normally this will be the State Championship Meet in both Virginia and Maryland and their respective District & Regional meets.

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

The meet must also satisfy the 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, etc.

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 backup) 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.

VERIFICATION OF ENTRY TIME

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

MEET SESSION RULES FOR SESSIONS WITH 12 & UNDER ATHLETES

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

For any 12 & U session (Club or PVS sponsored meet) that is planned in excess of 4 hours and 15 minutes, a copy of the timeline (meet back up) be sent to the Tech Committee so they can work with the meet host to bring the timeline under 4 hours, this information will be due 1 week prior to the start of the meet.

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

- For any 13&O or Open session, the minimum heat interval will be 15 seconds, with an additional 15 seconds for backstroke.
- For any 12&U session or any session where more than half of the events are 12&U events, the minimum heat interval will be 20 seconds, with an additional 15 seconds for backstroke.
- For any 8&U session, the minimum heat interval will be 35 seconds.
- Any session with "chase starts" will be submitted to the Technical Committee for determination of an appropriate heat interval.
- The timeline will show all events as "seeded" unless a waiver is granted by the Technical Committee to include a "scratch rate" based on historical data.

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

ZONE TEAM MANAGEMENT AND CHAPERONES

Zone Management and Marketing Committee established.

The Zone Team Manager has the option to travel to the meet location prior to the team arriving thereby providing him/her the opportunity to address various logistical matters prior to the team's arrival.

PVS to pay one-half the double occupancy rate for hotel accommodations for up to 6 chaperones per trip. They will also be provided complimentary seating on the team 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.

SHORT COURSE ZONE TEAM ATHLETE AND COACHING SELECTION

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 Coach or Assistant Head Coach, 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

- 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. (10/12)
 - Relay lead-off split times do qualify for consideration (including those occurring later than the primary swim during meets occurring on the final weekend of the selection period) (04/12)
 - 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 3 fastest eligible swimmers for 12 & Under Swimmers, 2 fastest eligible swimmers for 13 -14 year old & 15 – 18 year old eligible swimmers in each event will be selected for the Team. (09/10)
 - Swimmers who have achieved the Maximum cut time in an event are not eligible to compete in the Zone meet per the Eastern Zone Manual.

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

LONG COURSE ZONE TEAM SELECTION/MANAGEMENT AND COACHING SELECTION

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

ATHLETE SELECTION/MANAGEMENT

PVS's Long course zone team should be selected and managed the same as short course zones.

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

The Long Course Zone 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, then 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:
 - 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.

COORDINATOR/ ZONE COACHES STIPEND

PVS Zone Coordinator is paid a stipend of \$1500.00

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

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

DECK CHANGING AT PVS MEETS

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

MARSHALLS REQUIREMENTS AT ALL MEETS WITHIN PVS

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

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

PVS SENIOR CHAMPIONSHIP MEETS

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

- PVS SC Championships shall allow for a break prior to the start of the 1000free/1650 free on Sunday for 15 minutes; the pool will be open for warm up and cool down with lanes 1 & 8 reserved for pace
- PVS SC and LC Senior Championships the 500/400 Freestyle will be swum as follows:
 - If there are seven or more heats, the four fastest heats of women (slow-to-fast) will be followed by the four fastest heats of men (slow-to-fast). The remaining heats will be swum fast-to-slow, alternating women and men after the relay events.

- If there are six or fewer heats, the events will be swum all women (slow-to-fast) then all men (slow-to-fast).
- PVS will mirror the USA Swimming Scratch policy for the SC Senior Championships and make the scratch deadline on Thursday at 6:00 pm, then Friday and Saturday 30 minutes after the start of Finals.
- PVS LC Senior and Junior Championships will use the standard PVS scratch policies for prelims.
- If the meet sessions for SC Senior Champs are less than 4 hours and 15 minutes after the entry deadline with 15 sec interval, then the warm ups will open at 7:00 am and the prelim session will start at 9:00 am. Finals warm up will begin at 4:30 pm with the meet starting at 6:00 pm. If the meet sessions are less than 5 hours, but more than 4 hours and 15 minutes with a 15 sec interval, then the warm ups will start at 6:30 and the prelim session will start at 8:30am.

TEAM ASSIGNMENTS FOR PVS OPEN MEETS

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

Due date for Meet Managers to submit meet back-up files to the PVS Administrator will be the following day by noon.

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

The PVS Administrator will then inform clubs within 72 hours if they have been reassigned.

The PVS Administrator will instruct the Club and Meet Director on how to handle any changes.

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

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

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

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

PVS WARM-UP POLICY

PVS endorses two specific warm-up formats:

- Assigned warm-ups
- Open warm-ups

ASSIGNED WARM-UPS

- Warm-ups where teams are assigned to specific lanes, for specified periods of time, in proportion to the

number of their entries. The Assigned warm-up format is the preferred format and it will be used whenever the meet conditions permit.

- During ASSIGNED warm-ups, each team may conduct their own warm-up routine provided that a team certified USA Swimming coach is stationed at the starting block of each lane assigned to the team, and that coach assumes the duties of a Marshal in supervising the warm-up in that lane.

OPEN WARM-UPS

- Warm-ups where there are no team lane assignments and lanes are designated for a specific activity for a specified period of time.
- The appointed marshals shall supervise all warm-up periods. Coaches shall not permit their athletes to enter the pool until the marshals have declared the pool open for warm-up. No entry is permitted across lanes, from the poolside, 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 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.

CAMERAS ON DECK

In compliance with USA Swimming Rules and Regulations, the use of audio or visual recording devices, including a cell phone is not permitted in the changing areas, rest rooms or locker rooms. As per PVS policy, the use of equipment capable of taking pictures (e.g. cell phones, cameras, etc) is banned from behind the starting blocks.

PVS FINANCE DIVISION

BUDGET FORMULATION

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

In January, the 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 .65 or exceed a ratio of 1.00 of the annual operating expenses. (05/17)

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

11/07- The PVS audit committee was established.

PVS INVESTMENT POLICY

POTOMAC VALLEY SWIMMING, INC. (PVS) INVESTMENT POLICY STATEMENT (03/07)

This statement of investment policy has been adopted by the Board of Directors of Potomac Valley Swimming, Inc. to provide instructions regarding investments held by the Corporation. This policy statement assumes that PVS maintains a system of internal controls sufficient to safeguard assets against fraud and malfeasance and to

monitor compliance with this policy. This policy may only be modified by formal action of the Board of Directors in response to changes in the business environment in which PVS operates and/or external economic conditions.

THE FOLLOWING DEFINITIONS IDENTIFY THE TYPES OF FUNDS HELD BY PVS:

General Operating Funds or Checking Account (GOA):

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

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

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

Certificates of Deposit (CDs):

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

Mutual Funds:

Funds invested in mutual funds are unrestricted operating funds that are invested for a longer period of time in an attempt to attain a higher return 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 ensure a high probability of preserving capital while balancing this objective with the need to protect against buying power erosion caused by inflation.
3. *Asset Performance:* Attain an annual return 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. CDs should be purchased in varying lengths to stagger maturities and maturity dates. In no event may a CDs term be greater than five years.
4. Mutual Funds: Allowable investments include mutual funds that invest in both U.S. and international equities, bonds and money market instruments. Funds invested in mutual funds should be viewed as long term investments (at least 5 - 10 years) intended to ensure real growth of capital to meet future needs. Mutual fund investments should utilize an asset allocation model that results in exposure to a broad spectrum of the overall equity market sectors and both U.S. Treasury and Corporate bond funds. No more than 30% of funds invested in mutual funds may be devoted to a single market sector. A practice of mirroring USA Swimming's investment portfolio allocation for similar investment objectives is an appropriate, but not required strategy.

FUND ALLOCATION GUIDELINES

1. General Operating Funds or Checking Accounts (GOA): 10 days operating expenses plus \$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.
6. Credit card cash advances are prohibited and this feature deactivated

PVS OPERATIONS DIVISION

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

USA SWIMMING STANDARDS

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.

PVS SPECIAL ADMINISTRATIVE STANDARDS

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

- Hearing impairment
- Visual impairment
- Cognitive disabilities such as mental retardation, severe learning disabilities, or autism
- Physical disabilities such as amputations, cerebral palsy, dwarfism, spinal injury, or other mobility impairments

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

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

Accommodations may be made to include swimmers with a disability in PVS sanctioned meets. This policy applies only to swimmers with permanent disabilities as defined above by USA Swimming.

In the regular season meets, disabled swimmers need not have achieved the qualifying time standards. The meet director, working with the coach of the disabled swimmer to ensure that no undue focus is placed on the swimmer

during the meet, shall have the authority to accommodate the swimmer without substantial negative impact on the meet timeline. Examples of such accommodations are:

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

In championship level meets, 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.

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

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

"PVS and host clubs along with 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."

ATHLETE CONDUCT

Athletes are responsible for any damage they cause to 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 an offending athlete disqualified from 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 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.

CONDUCT OF TIME TRIALS

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

- included in the meet announcement as an integral part of the meet, or
- when they are processed through the sanctioning process far enough in advance that any member club that desires to participate may have the opportunity to do so.

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

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

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

The fee for any or all events offered in a time trial will be set by the PVS BOD prior to each competition season. For PVS sponsored meets, half of the fee for time trials is deposited in the PVS Operating Fund. (04/13)

DECK ENTRIES

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

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

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

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

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

DIVE OVER STARTS

Dive Over Starts are endorsed subject to specific procedures being adopted (thereafter completed and published by the Officials Committee).

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.

FINES FOR CLUBS WITH INSUFFICIENT CERTIFIED OFFICIALS

REGISTRATION AND PARTICIPATION REQUIREMENTS

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

PENALTIES

For each official that a team is short \$200

For purposes of applying this test, only athletes with USA-S premium memberships shall be counted. 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.

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

INCLEMENT WEATHER

PVS will make every attempt to conduct activities as they are scheduled. However, if the scheduled facility decides to close, our activities are also canceled. For PVS sponsored events, if the facility remains open during inclement weather and there is some doubt that it is safe to conduct the scheduled activity, the Operations 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 website, 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 website.

INTEGRITY OF ENTRIES

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

MEET ANNOUNCEMENT GENERATION

Meet announcements must 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)

The meet announcement must identify "Referee Responsible for the Meet". This referee must be a PVS-certified Meet Referee.

The meet announcement must include the type of timing equipment being used. Please use the wording below:

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

MEET DIRECTORS

All Meet Directors who conduct a PVS sanctioned meet must be certified by PVS. This requires Meet Directors to participate 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.

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.

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 an electronic entry file. Failure to do so will result in a \$1.00 fee per swimmer entered.

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

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

MEET PROGRAM GENERATION

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

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

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

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

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

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

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

MEET REPORTING REQUIREMENTS

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

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

MINIMUM NUMBER OF OFFICIALS EXPECTED AT MEETS.

Except at Distance meets, it is the expectation of the PVS Board of Directors that all PVS sanctioned meets be conducted with no less than 4 certified deck Officials (Referee, Admin Referee, Starter, 2 Stroke & Turn Judges), as well as sufficient table workers and the required number of Timers, which depends upon the timing equipment being used.

OFFICIALS 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, Mee Referees, Administrative Officials, Chief Judges, 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 minimum 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.

Any individual may attend a PVS clinic; however, an individual may only serve as an apprentice at a meet if he/she has already met the requirements to be eligible to attempt certification for that position. The PVS Operations Division may designate certain championship meets at which apprentices 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.

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

The meet referee or club officials chairperson of the club sponsoring or hosting a PVS sponsored or approved meet (or in the case of a multi-site meet, hosting or sponsoring a designated venue) shall be responsible for ensuring the meet has sufficient qualified officials available except that the PVS Officials Committee shall assume responsibility for the staffing of the two Senior Championship meets, the 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

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, an official must be an actively working in the association. All certified officials and apprentice officials who work at least 6 sessions at PVS sanctioned meets (as recorded in OTS) in the 12 month period beginning 6 months prior to the date of background screening and extending to 6 months after the date of screening are 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

The Officials National Meet Educational Stipend is intended to assist with an official's travel expenses to work national level competition. The Officials Committee 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, Futures Championships, USA Swimming Pro Series meets, 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, only two of which can be for meets above the Futures level. Officials reimbursement will be distributed subject to the rules below. When the yearly allocation is exhausted no additional allocations will be made for meets held in that competition year.

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

- The official must be registered with PVS for at least six months prior to the meet and be registered with USA Swimming through PVS as an official during the time of the meet for which they are requesting assistance.
- The official must work a minimum of four sessions at the event for which they are requesting travel assistance.
- The official must have worked at least twelve sessions at a minimum of four PVS sanctioned meets during the 12 months immediately preceding the request for reimbursement. Approved and Observed meets are not valid for these purposes.
- The official must notify the PVS Officials Chair of the intent to request a reimbursement upon acceptance to officiate at the designated meet, and prior to the date of the meet.
- Meets held within the geographical boundaries of PVS are not eligible for reimbursement.
- Completed PVS requests for travel assistance are due not later than thirty (30) days after the competition for which travel assistance is being requested.
- To request a travel stipend, officials need to complete the PVS Officials' [Travel Stipend Application](#) and submit a [PVS Expense Report](#), listing the expenses incurred, to the Officials' Chair. Receipts for all expenses listed on report are required. If driving to meet, the standard IRS mileage rate for cars should be used. The PVS Officials Committee Chair who will certify that the Official is eligible and meets all requirements. The PVS Officials Committee Chair submits the names of those officials that meet all the eligibility requirements to the PVS Finance Vice Chair within ten days after the submission deadline for reimbursement. The Officials Committee Chair, through the Operations Vice Chair, will submit the report of those officials reimbursed to the PVS Board of Directors.
- The PVS Officials Committee Chair will notify any official not meeting the requirements. That official can then submit an appeal which will be heard by the PVS Board of Directors at the next meeting. The Board will vote on the appeal at that time.

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

POSITIVE CHECK-IN

Positive check-in requires each swimmer to verify their presence and intent to swim each event they wish to swim. The swimmer is required to initial after their name on event sheets located on tables on the pool deck (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.

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

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

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

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 commences 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 are 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.

REIMBURSEMENT OF TRAVEL AND LODGING EXPENSES FOR NATIONAL EVALUATORS AT OFFICIALS QUALIFYING MEETS

PVS will pay the travel expenses for National Evaluators invited by the Officials Committee for Officials Qualifying Meets. PVS will pay the lodging expenses for the Evaluators for PVS sponsored meets. The Host Club will pay the lodging expenses for the evaluators for club sponsored meets.

REQUIREMENT FOR CREDENTIALS

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

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

SCRATCHES FROM FINALS

PVS-SPONSORED MEETS

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

CLUB-SPONSORED MEETS

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

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)
 - 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.

STARTING DEVICES

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

USE OF PVS ELECTRONIC EQUIPMENT

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

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

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

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

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

Organizations should request use of equipment as far in advance as is possible through the PVS Operations Chair using the [Equipment Rental Order Form](#).

See the [Equipment Rental Price List](#) for details including rental terms and conditions.

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

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

PVS supports the purchase of timing equipment by PVS clubs. A one-time grant of up to \$5,000 will be provided to cover timing equipment purchase costs. Upon applying for the grant, the club must present PVS with a copy of the purchase order prior to receiving the funds.



FEE SCHEDULE

As of May 2019

USA Swimming Membership	
Athletes	
Flex	\$20
Premium	\$88
Seasonal	
Outreach	\$5
Open Water (one-time)	\$25
Non-Athletes	\$60
Clubs	
Registration	\$100
Non-Participation Assessment	\$300
PVS Associate Membership	\$100
Integrity Fine	\$100
Background Check Reimbursement for Officials	\$38
Hospitality Allowance for PVS Sponsored Meets	
Non-Championship Meets (per session)	\$285
Championship Meets (per session)	\$500
Distance Meets (per day)	\$250

