

Potomac Valley Swimming
Board of Directors
January 21, 2025
Video Conference

- Attendance – Cherlynn Venit, Trish Buswell, Ellen Colket, Mary Massoumi, Nicole Erickson, Matt Cohen, Barb Ship, Cliff Gordan, Jim Crampton, Harper Freeman, Nicole Zhang, Zach Suarez.
 - Non-voting members: Kim Bullers, Tim Husson, Kate Johnson, Elizabeth Jester
- Call to Order – The Meeting was called to order at 7:00 pm by General Chair, Cherlynn Venit.
- Roll Call – There are a sufficient number of voting members in attendance to conduct business.
- Consent Agenda – Any items to pull for discussion.
 - **Motion to accept the Consent agenda as presented, seconded and approved.**
- Additional Agenda Items & Approval of the Agenda –
 - Reports added: Safe Sport, Senior Chair/CCM and 25-26 Club schedule, Athlete Travel Assistance P&P
 - **Motion to approve the agenda to include the additional items as presented, seconded and approved.**
- Thank you – To ASA, HACC and FFXF for hosting the January Open and TSAC for hosting the January Distance.
- Administrative update
 - MAAPP Updates – USA Swimming has updated the Minor Athlete Abuse Prevention Policy (MAAPP). The new policy has been sent to all teams and are asked to respond/acknowledge receipt of the new policy.
 - Some of the updated items include:
 - Athletes can be online and contacted until 10pm.
 - Updated information on lodging with families of other team members.
 - Photography in locker rooms for celebrations.
 - Recommended that when adults pass through the locker rooms they do it in pairs.
 - Pictures behind the blocks cannot be taken in compromising positions (starting and getting out of pool).
 - There is a Meet Marshal training on the USA Swimming network. If something happens at a meet and the marshal is called to the witness stand, they will be asked what training they have had. It is recommended that if you have parents that typically work as deck marshals, have them take the 20 min. training.

- SafeSport New Teams – 2 more PVS teams have become Safe Sport Compliant, FISH and NCAP. With the addition of these two teams, there are now 15 out of the 49 teams in PVS that are SS compliant. Several other teams have their minimum points and are waiting for the final approval. A couple more clubs are in the process of completing all the requirements. The Safe Sport Committee is looking to get banners for the clubs. The Committee is also in the process of creating a SS Orientation document for new committee members.
- Team Services Advisors vs LSC Performances Services –
 - LSC Performance Services is a new service by USA Swimming, Karin Omstead will be our representative. We will continue to work with Beth Winkowski as well. Both Karin and Beth will be available to come to PVS to meet with clubs and PVS Board.
- Parallel Tim Standards – Elizabeth Jester (co-chair of the PVS Disability Committee, a member of the Eastern Zone Disability Committee and the National Disability Sub-Committee).
 - The National Disability Sub-Committee reviewed the time standards of this new quad and have aligned their new time standards with USA Swimming Time Standards. There are three areas of disability, each with time standards.
 - The parallel times should be included with the upcoming PVS Championship meet announcements. These times will allow athletes with Disabilities to qualify for meets with these parallel times.
 - This also allows for athletes with disabilities to set goals...getting their A cut, their AA cut, etc.
 - At PVS Senior Champs, we will be using the AA times for the 15-16 age group as the time standard.
 - The national disability sub-committee has made a change to the Inclusion Policy in Meet Announcements. Elizabeth will work on the wording for the meet announcements and going forward all the PVS meet announcements will be updated.
 - We will need to increase the education to the coaches on the process.
- General Chair Open Zoom meeting for coaches (Jan. 29, 10-11am) – Cherlynn is planning to host a monthly Open Zoom meeting. The first one will be on Wednesday, January 29, from 10-11am. A reminder will be sent to all coaches with the link. This will be a way for coaches to communicate directly with the General Chair.

- Meet Director Training – There will be a Meet Director training scheduled in February. Additional information and dates will be sent out by email.
 - There have been 10 new Meet Directors in the last two years.
 - It is also recommended that Officials also participate in the training so they understand what the MD's responsibilities are.
- Finance Committee – Ellen Colket commented that the Finance/Investment Committee is looking for one athlete representative. Harper will reach out to the athletes and help find a new member for the committee.
- Action Items/Motions
 - Financial Reports/P&L Statements/Audit Documents – Ellen Colket reported.
 - We are now 4 months into the season 2024-2025 season. We have roughly 46% of the income budget in and have paid out about 25% of our annual expenses. It is normal to be on the low side of expenses at this time of the budget cycle, however, we need to start committing on the larger expense line items - e.g., LC Zones (hotels, buses, etc.), Health and Being initiative, DEI, Safe Sport, Swimposium, Strategic Planning Meeting, and anything that requires a deposit. We want to get this money committed. If we are moving forward with these events, we need to start planning and committing the funds.
 - We will start working on the end of season projections in February and begin the 2026 budget in March.
 - 37 of our 47 clubs have been given the \$500 credit, 26 have used the full amount of these credits.
 - Club registration fee credits of \$70 have been issued to 42 teams.
 - The biennial Accounting Review of PVS was completed in mid-December for the 2024 season. Kim Bullers did a terrific job compiling all the information for KWC, 3rd party CPA firm. No changes were recommended and PVS is in full compliance with GAAP. Form 990 has been completed and submitted to USA Swimming. In addition, we have renewed our equipment insurance policy.
 - We have begun a pilot program with Wells Fargo Bill Pay and will continue to test throughout the spring. This program is designed to help decrease our checks/stamps/envelopes and other expenses.
 - **Motion to accept the finance report as presented, seconded and approved.**

- P&L Statements – the profit and loss documentation was shared and reviewed.
 - There have been a few donations to PVS which have been documented.
 - Our income at this point is slightly down compared to this point last year, primarily due to the \$500 credit issued to each club.
 - The overall expenses are slightly higher.
 - We will be looking at the comparison on how the new Block Party program has affected our annual income. At this point of the season, it does not appear to be affecting our income significantly. Currently, we are running slightly higher in splash fees than last year, so we don't believe the Block Party program will have too much of a negative impact on PVS.
 - **Motion to accept the P&L as presented, seconded and approved.**
- P&P Update for Officials' Travel reimbursement – Barb submitted an appeal on behalf of a number of Officials. There change in the wording for the requirement from “should” to “shall” in November, which has caused a bit of confusion, as well as a little confusion on the dues paid. The website has now been updated, as has P&P, to avoid any further confusion. There are four Officials asking for registration fees and two for the Background fees to be reimbursed. Barb Ship has recommended that due to the confusion as we made these changes, we accept these appeals.
 - **Motion to approve these appeals for Officials Dues reimbursement, seconded and approved.**
- Barb also recommended adding one line to the policy regarding Officials expenses, “Food expenses are eligible for reimbursement up to a maximum of \$70 per day (alcohol not included)” to make it more clear.
 - **Motion to approve adding this line to P&P, seconded and approved.**
- November Open Hospitality request – One of the hosts from the November Open submitted a request for additional hospitality reimbursement due to an overage. The initial request was denied. The meet host has appealed this decision to the board and is asking for the additional funds be reimbursed to the club. Cherlynn shared the hospitality spending data across all four meets and explained the discrepancies. Upon reviewing the data, there was a brief discussion.
 - **Motion to approve the request for an additional \$258.98 in hospitality expenses from the PWCS site of the November Open in 2024, seconded and defeated.**

- OWS Officials' Funding Request – The Open Water Coordinator is asking for funds to bring in an Open Water Official and have expenses for travel paid.
 - **Motion to approve the funding for the Open Water Official travel (\$465 flight) for one Official, seconded and approved.**
 - These funds are being requested because there are not enough Officials in PVS that have the experience and certifications for Open Water.
 - Last year we did have one PVS Official attend OW Training. As we continue to grow the Open Water program, we will also need to continue to increase the number of OW certified Officials.
- MCSL request for PVS Sponsorship – MCSL requested for PVS to be a bronze level sponsor this year. We have been a sponsor for a number of years, at the rate of \$300, which gives us a full-page ad in their program and other marketing opportunities. There was also a request from other summer leagues.
 - If sponsor requests are inline with the past then we should continue to support the summer leagues.
- Old Business
 - Virginia Swimming Inc. fees Committee update – We sent a letter at the end of December to VSI and requested to go back to the previous treaty. VSI recommended to their HOD to reduce the sanction fee from \$100 to \$30, but their HOD needs to approve. They do not want to change the \$2.50 per athlete.
 - A letter from USA Swimming was received January 21, 2025, with a ruling that going forward any meet held within VSI territory, all fees and sanctioning will directly go through VSI. PVS is out of the process for these meets and will not collect any fees.
 - Cherlynn will reach out to the club's affected and let them know what is going on. Everything seems to be in the hands of VSI. The committee will need to meet again to decide on the next steps.
 - There are possible ways to continue to host PVS Open meets in VSI facilities, through There are some possible boundaries lines and/or shared facilities. If we can come to an agreement, then we can go to USA Swimming and say we agree. If PVS and VSI do not agree, then an appeal can be taken to USA Swimming for R&R to make a decision. This appeal would have to be submitted by mid-May.

- Since we have no control over these meets, then we do not have to approve them. We will need to decided if they are to continue to be posted on the PVS website
 - This new policy has the potential to have a major impact on our income and the sanctioning process.
 - PVS will continue to attempt to communicate with VSI and work to find an agreeable solution.
- PVS Advertising policy committee update –
 - Ellen had written a PVS Sponsorship and Advertising Policy which addresses the cost of posting ads/content outside our typical PVS events on the website. Ellen is working on a fee chart to advertise and/or sponsor on our website or meets and will issue by 5-Feb-2025.
- Goals/Benchmarks for next month – there are a lot of things going on, please keep Cherlynn apprised of any projects you are working on.
- New Business
 - PVS Open/Distance Meets – Trish reported:
 - After talking with a number of PVS members, she is suggesting a pilot program starting in the 2026-2027 season, for PVS not to host any Open or Distance meets and allow clubs to fill in the gaps.
 - Ellen would like to run the financials and see how a change like this to our meet schedule would affect our budget.
 - The purpose of the open meets is that these are to give all clubs the opportunity to swim during those three meets.
 - The PVS Open Meet structure is unique to our LSC. Most other LSCs only host Championship level meets and have clubs host all other meets.
 - It is important to ensure that all clubs, especially the smaller clubs continue to have the opportunity complete.
 - The idea is to have a “test” year...something to think about and discuss at a later date.
 - Governance – Election Slate- Elections coming up in May. The following positions will be on the ballot.
 - General Chair
 - Senior Chair
 - DEI
 - Finance

- Jr Athletes and At large
- Officials Rep
- Jr Coaches
- Several position on Governance
 - BoD members should start thinking about what they want their plan to be, if you are interested in running again or changing positions, reach out to the Governance Committee.
- Swimposium Date – Looking at April 5 at UMD. Cherlynn has a meeting at UMD, January 22, to discuss on room availability and costs. If you are interested in helping to plan the Swimposium, please let Cherlynn know.
- BOD Strategic Meeting – Looking to do another meeting this winter. Looking for an idea of dates. Any ideas? It could potentially be part of Swimposium.
- Athlete Travel – use the info from Ellen’s recommendation for P&P travel Assistance. The travel matrix is decided early in the season. Request to change the wording in P&P to comply with our actual procedures. Bottom of pg 27.
 - **Motion to approve the wording and change the sentence in P&P for Travel Assistance, seconded and approved.**
- **Motion to approve the Draft 2025-2026 club meet schedule to be posted on the PVS website, the schedule will be finalized after the Spring CCM and the following Board Meeting, the schedule was shared for reference, seconded and approved.**
- The CCM report was reviewed with the final decisions regarding the upcoming Championship meets.
 - **Motion to accept the Senior Chair report as presented, seconded and approved.**
- Upcoming Meetings/Opportunities – be sure to check the website for upcoming dates and times.
 - USA-S webinars
 - PVS Committees
 - Feedback from Nicole Erickson regarding the Jan. Open at Audrey Moore.
 - The water temperature at Audrey Moore was warm. In the future we should discuss with the facility regarding the water temperature.
 - Parents have been very demanding and “pushing their way” onto the deck, making it difficult for the Meet Marshals.
 - At many of the Fairfax County venues it is hard to control deck access, the spectators are essentially on the deck.
 - YBCC – new club in PVS.
 - Athletes’ meeting schedule for January 26 at 7:15. Try to do a committed athlete project on social media.

- Next Scheduled Board Meeting: Tuesday, February 18 on Zoom
- Adjournment

Consent Agenda

(BOD Meeting 1-21-25)

1. [Minutes of November 19, 2024 Meeting](#)
2. Committee Reports
 - a) [General Chair](#)
 - b) [Administrative Vice Chair](#)
 - c) Finance Vice Chair – pulled for review (see attached)
 - d) Senior Vice Chair – none
 - e) Age Group Vice Chair - none
 - f) Operations Vice Chair - none
 - g) Athletes Representatives - none
 - h) Coaches Representatives - none
 - i) [Officials Representative/Chair](#) – pulled part (see attached)
 - j) DEI Chair - none
 - k) SafeSport Chair - none
 - l) Other Reports - none

General Chair Report
1-21-25 BOD Meeting

PVS thanks ASA, HACC, and FXXF for hosting the January Open Meet and TSAC for hosting the January Distance Meet. Currently we have 19 teams with approximately 34 different meet directors that host all of the PVS and Club meets for 49 teams. We encourage all teams to consider hosting one of the PVS meets in the future. More information can be found in the Meet Director's Manual on the PVS website and we will also be offering a Meet Director's Training in February.

PVS continues to increase the number of SafeSport recognized teams. We congratulate Lifetime, Riptide, the FISH and NCAP on completing the process since the beginning of the season and encourage other teams to continue their journey.

USA Swimming will soon be changing CLBMS 201 to the Club Business Network & University Resource with webinars being held every other month. Please watch for additional information from Team Services. As a reminder, USA Swimming's Team Services representative, Beth Winkowski, is there to help our teams.

USA Swimming has developed a new LSC Performance Services that will now work with the LSCs. Karin Olmstead will be our representative and Beth will also be helping in that venture. LSC Performance Services will provide LSC Visits, LSC Workshops/Clinics, Board/Staff Development, and work to revamp LEAP as a forward-thinking, planning tool.

National Diversity Select Camp will be held May 1-4 at the Olympic/Paralympic Training Center. Applications for the camp are due Feb 9.

The technical chair, Kate Johnson, is looking for one to two volunteers to learn the meet announcement review and sanctioning process. Please let me know if you have any candidates.

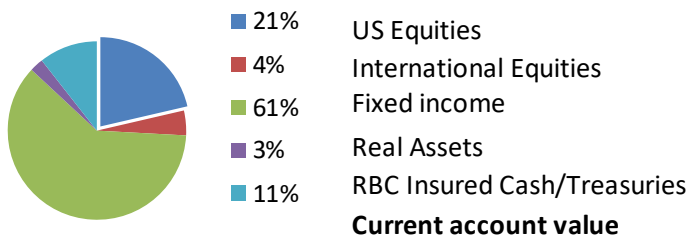


Potomac Valley Swimming Finance Report as of 31-Dec-2024

Financial Performance

Our investment portfolio managed by RBC Wealth Management continues to exceed our growth target, outperforming the MSCI All Country World Index and earning 3% or greater, net of fees.

As of 31 Dec 2024 ASSET ALLOCATION SUMMARY



CURRENT VALUE		% of Portfolio
\$	201,887	21%
\$	42,039	4%
\$	575,647	61%
\$	23,339	3%
\$	100,134	11%
\$	943,046	100%

Investment Objective - **Balanced Growth**

Risk Tolerance - **Low Risk**

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

2025 Budget Performance

The P&L provided reflects income & expenses as of 4 months into the 2025 season. Our income to-date is 46% of the budget and attributed to: registration income (93%), PVS Meet Entries (31%), and the remainder is related to splash fees, equipment rental, donations, dividends and interest, and an offset of PVS club credits. Our expenses are approximately 25% of the budget and primarily composed of PVS Meet expenses, Club Equipment Grants, Annual Business Meeting expenses, Salaries, Payroll Taxes, Equipment Storage, Audit, and Property Tax costs.

Top of Mind

- Need to determine if there are Expense category spends needed for the following items/areas:
 - **LC Zones:** hotel booking. Know Chris Schlegel has been looking into this.
 - **Health & Well Being initiative:** any initial program costs and/or reimbursements?
 - **DE&I Event:** anything requiring a deposit?
 - **Open Water:** plan for any events?
 - **LSC Strategy Meeting (mid-season) & Swimposium:** any pre-planning and/or meeting room/pool booking costs or reservations?
- 2025 end of season projections will be needed by early March. We will also launch the 2026 budget planning process at that same time.



Potomac Valley Swimming Finance Report as of 31-Dec-2024

Noteworthy items:

- a. The PVS club support program for the 2025 season was launched in early September and a \$500 goodwill credit was applied to 37 of the 47 PVS club accounts. 26 clubs have fully used their credits, with the remaining 11 having some or all of their credit to-go. A second credit for \$70 has been applied to 42 clubs - all in good standing - in early January 2025. This reimburses each club for their USAS registration. Additionally, PVS waived its fee LSC for each of the clubs' registration.
- b. KWC completed its accounting review of Potomac Valley Swimming's financials for the 2024 season on 12-Dec-2024. The work consisted of a review of PVS' financial position as of 31-Aug-2024, statement of activities, functional expenses and cash flows for the year, including an analytical assessment of PVS' financial data. KWC's conclusion stated no modifications to PVS' financials were needed in order for them to be in accordance with GAAP, Generally Accepted Accounting Principles in the U.S. Additionally, the Form 990 has been completed and has been submitted to the IRS in accordance with the 15-January deadline.
- c. The accounting review as well as PVS' Form 990 was provided to USA Swimming on 20-Dec-2024 as required and will be posted to the PVS website following this Board meeting.
- d. Our equipment insurance policy (Inland Marine) was renewed prior to year-end. Our equipment listing was updated to reflect our latest inventory to be insured. Also, note that these Insurance rates have increased 7% with the renewal.
- e. We began a pilot of Wells Fargo's bill pay service in early December 2024. The time from payment request to payout was approximately 12 days, however, we will continue to test several more transactions during the first few months of 2025 to determine the feasibility and effectiveness of bill pay for PVS. This has the potential for saving on the cost of purchasing checks, stamps, envelopes, and saving time if the pilot is successful.

Reminders:

- o We continue to request that all clubs utilize ACH payment of bills in lieu of writing checks to process payment to PVS. We currently have approximately 90%+ of clubs utilizing the ACH function and are striving to achieve 100%.

Respectfully submitted,

Ellen Colket
Vice Chair Finance
301-606-0807

PVS 2025 Profit Loss As of 31-Dec-2024
+ prior year comparison: 31-Dec-2023 Actuals

	2025 Budget	Actuals thru 31-Dec-2024	Actuals thru 31-Dec-2023
INCOME			
Registration - Athletes			
Athlete Registration Income		299,380	308,298
Flex to Prem Athlete Reg Income			
USA Swimming - Athlete Reg			
Flex Registration Income		9,170	7,380
USA Swimming - Flex Reg			
PVS Relief Funds to Clubs			
Seasonal Registration Income		750	(7.5)
USA Swimming - Seasonal Reg			
USAS 4% Technical Fee	(14,355)	(12,372)	(12,627)
Total Registration - Athletes	342,707	296,928	303,044
Registration - Non Athletes			
Non Athlete Regist Income			
USA Swimming - Non Athlete Reg			
Total Registration - Non Athletes			
Registration - Clubs			
Club Registration Income	1,410	-	1,200
USA Swimming - Club Regist			
Total Registration - Clubs	1,410	-	1,200
Registration Income for Next Year	(99,750)	(83,373)	(85,858)
Registration Income from Previous Year	95,000	101,707	94,601
Registration Income - Total	339,367	315,262	312,987
Total PVS Meet Entries	571,773	177,660	200,100
Splash Fees	135,450	59,367	56,714
Open Water Event	-	-	-
Sanction Fees	100	-	-
LC Zone Fees	83,251	-	-
Swimposium	-	-	-
Equipment Rental Income	7,655	106	1,720
Diversity Select Camp	-	-	-
Fines	529	51	321
Club Support Credits		(18,500)	
Misc Income + Donation + cc rewards + Athlete	3,096	2,300	500
Dividend Income	7,327	3,745	3,802
Interest Income	1,551	8,850	371
Cap Gain/Loss (Unrealized)	25,014	(15,384)	10,028
Cap Gain/Loss (Realized)	(25,014)	-	3,484
Total Income	1,149,670	533,457	590,027

PVS 2025 Profit Loss As of 31-Dec-2024
+ prior year comparison: 31-Dec-2023 Actuals

	2025 Budget	Actuals thru 31-Dec-2024	Actuals thru 31-Dec-2023
EXPENSE			
PVS Meets			
Meet Management Fees	195,540	66,133	38400
Pool Rent	373,349	86,936	80311
Hospitality	51,544	12,299	13848
VSI Surcharge	14,235	5,892	7298
Meet Support & Other Expenses	19,446	968	1736
Total PVS Meets	654,114	172,228	141,593
Officials Support			
Officials USA Registration	10,800	10,150	7,210
Background Screening	1,800	1,060	1,033
Officials Apparel/Supplies	5,100	830	220
Clinics	-	-	-
Officials Misc Expenses	1,000	1,770	
Evaluators	3,500	460	318
Officials Travel & Stipends			
LSC Championship Meets	7,225	497	-
Officials Travel & Stipends - Other	36,275	5,237	8,073
Total Officials Travel & Stipends	43,500	5,734	8,073
Total Officials Support	65,700	20,004	16,854
Equipment Operations			
Equipment Storage	14,550	4,600	4,600
Meet Equip Purchases	-	-	
Equip Suppl/Maint/Repairs	5,000	4	710
Equipment Property Tax	1,231	1,228	
Depreciation, Ins. & Donations	450	551	384
Total Equipment Operations	21,231	6,383	5,694
Lifetime & Staff registration	1,060	3,060	30
LC Zones	161,110	-	-
LC Zones Coaching	5,890	-	-
Athlete Travel Assistance *	63,800	22,400	14,700
Meetings/Conf/Seminars/Dues	27,100	14,321	183
Other PVS Programs			
Strategic Planning & Health & Well Being	14,000	-	-
Total Other PVS Programs			
Diversity, Equity, & Inclusion Program	13,000	-	-
Open Water Event	12,000	-	-
Safe Sport Program	2,000	-	-
Outreach Registration & Athlete Surchg	400	-	-

PVS 2025 Profit Loss As of 31-Dec-2024
+ prior year comparison: 31-Dec-2023 Actuals

	2025 Budget	Actuals thru 31-Dec-2024	Actuals thru 31-Dec-2023
Club & Coach Development	7,500	-	-
Equipment Grant	28,050	22,841	
Athlete Awards, Scholarships & Fundraisers	11,000	-	-
Swimposium	10,000	-	-
Computer Expenses & Equip	6,000	1,327	935
Office Supplies	750	70	242
Postage & Delivery	1,500	875	560
Home Office & PVS PO Box			
Advertising & Promotion	500	-	-
Bank Service Charges	-	-	-
Merchant Fees/QB & PP	4,000	277	432
Outside Contractor Services	8,000	2,438	3,150
Accounting - Audit/Review	14,000	13,900	3,800
Professional Services	500	-	-
Employee Salaries	116,000	36,592	53,333
Payroll Taxes			
Medicare Tax	1,987	530	773
Social Security Tax	6,793	2,269	3,307
Total Payroll Taxes	8,780	2,799	4,080
Payroll Expenses - QB	1,600	499	388
Penalty Expense	-	-	
Investment Advisory Fee - RBC	5,000	2,291	668
Interest Expense	-	-	-
Uncollectible accounts	-	-	-
Depreciation Expense -Office Eq	-	-	-
Total Expenses	1,264,585	322,305	246,642
Operating Surplus (Deficit)	(114,915)	211,152	343,385

Admin Vice Chair Report
1-21-25 BOD Meeting

In light of some of our issues lately and in talking with other PVS members, I think it is worth considering these topics with possible 10 min discussion time limits on each subject, at our upcoming meeting. We, as a board, need to continue to shake things up and try new ways to have/host meets. With block parties as an option (when used correctly) and more teams able to host meets and since these are so hard to find meet directors for, maybe it's time PVS gets out of the business of running meets EXCEPT for the championship meets.

Possible thoughts...

1. For the next competition year, 2026, eliminate PVS Opens and Distance meets and allow clubs to run meets instead. Make this a 1 year pilot program to see if works and ask for feedback from clubs, as easily as a google form to see where we are at half way through the pilot program. PVS would open up those weekends we usually use for the opens and also remind clubs to invite smaller clubs to attend, so everyone has a meet or two in Oct/Nov and then the same for January. Dropping the PVS Feb Qualifier two years ago or more has allowed many teams to host their own and fill the gap.
2. For the next competition year, do not rent pools unless a team/meet director commits to running the meet by the time the competition committee votes on the schedule for next year. And if it is possible work with Sarah at Fairfax County Rec to see if she can give us 6 months, and other places the same timeline so we have wiggle room while we try this out.
3. Continue as is - but possibly cancel meets if a meet host isn't identified by a particular date (possibly the date by which we could cancel the pool space).

Officials Report to the PVS Board, January 2025

Request for USA Swimming Dues reimbursements (needs to be pulled)

Late reimbursement requests:

These officials meet the reimbursement requirements but the request (per the new board policy implemented at the November meeting) was not submitted within 60 days of payment.

Some officials were confused and thought that USA Swimming dues request should not be made until after the calendar year. Also note that the reimbursement policy requiring that receipts be submitted within 60 days of payment was changed from “should” to “must” at the November Board meeting.

USA Swimming Dues

Official Bui Khoa submitted 11/29/24 for 2024 \$70 dues paid on 12/6/23.

Official Yousif Hassan submitted 12/11/24 for 2024 \$70 dues paid on 9/12/23.

Official Al Betts submitted 12/22/24 for 2025 \$70 dues paid 9/18/24.

Official Phingkiat Widjaja submitted 1/8/25 for 2025 \$70 dues paid 9/6/24.

USA Swimming Background Check fees

Official Phingkiat Widjaja submitted 1/8/25; fee paid 8/2/24. Entitled to \$19.08 reimbursement.

Official James Nickel submitted 1/15/25; fee paid 9/5/23. Entitled to \$18.00 reimbursement.

Given the confusion and the change in policy, I recommend that all these requests be approved.

Barb Ship, Officials Chair and Officials Representative to the Board

In light of some of our issues lately and in talking with other PVS members, I think it is worth considering these topics with possible 10 min discussion time limits on each subject, at our upcoming meeting. We, as a board, need to continue to shake things up and try new ways to have/host meets. With block parties as an option (when used correctly) and more teams able to host meets and since these are so hard to find meet directors for, maybe it's time PVS gets out of the business of running meets EXCEPT for the championship meets.

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3. Continue as is - but possibly cancel meets if a meet host isn't identified by a particular date (possibly the date by which we could cancel the pool space).

Meet Director Training- these are good thoughts that Barb has proposed. Even though I start and don't aspire to be a meet director, I do work with many and the more prepared the new meet directors are the easier it is for the meet to run smoothly. I would think all current meet directors that have been doing this for a while would point back to this training too.

The distance meet held at TSJ this past weekend is a good example of the continued training new meet directors still need. It is clear that because of the lack of knowledge of the meet director this past weekend regarding how to run a meet, some training is recommended. Here I see 2 possibilities:

1. Develop a mentoring program (similar to mentoring program we have for officials for each position) whereby someone who is new to running a meet or needs help works with a mentor and possibly has a revenue sharing agreement with that mentor. This could be as easy as sending an email to the current meet directors asking if we could have them mentor, it is a good way to give back.
2. Update and reinstitute Meet Director's Training program (<https://www.pvswim.org/meetdirectors/meetdirectors.html>) - get this back up and running!

What is in red below is what is proposed as an addition.

The Officials National Meet Educational Stipend is intended to assist with an official's travel expenses to work national level competition. The Officials Committee Chair through the Operations Vice Chair 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: USA Swimming National Meets, Eastern Zone Championship Meets, and US Paralympics National Meets.

An official may receive up to three (3) travel stipends in each competition year, a maximum of two (2) for meets at or above the USA Swimming 18&Under Spring Cup (1 ½ stars) level. A third travel stipend request must be from an Eastern Zone sponsored meet (Eastern Zones, Eastern Zone Speedo Sectional Championships). 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.
- Officials who are eligible for reimbursement for expenses by the host club/LSC/Zone/USA Swimming/etc. are not eligible to submit a request for reimbursement to PVS for that meet.
- 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 the report are

required. If driving to meet, the standard IRS mileage rate for cars should be used, and only mileage from originating point to and from the meet location will be reimbursed. **Food expenses are eligible for reimbursement up to a maximum of \$70 per day (alcohol not included).** The PVS Officials Committee Chair 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 to the Board lists of any reimbursements approved since the last board meeting.

- 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.

PVS Board Appeals (January 2025):

Appeal #1 – Additional Hospitality reimbursement request from November Open 2024:

Please see the emails below regarding an Appeal for Additional Funds for Hospitality for the November Open at PWCS. The request was discussed with the Finance Vice Chair who did not approve the additional amount. Attached is a spreadsheet detailing additional facts regarding the November Open # of teams, athletes and officials from each of the 4 sites as well as the hospitality budgets allowed per P&P and the requested reimbursements from each of the 4 sites.

Dulles South

Fairland

Franconia

PWCS

On Mon, Dec 2, 2024 at 12:13 PM Matthew Mast <coachmattmast@swimoccs.org> wrote:

Dear Cherlynn and Ellen,

I hope this email finds you well. I am writing regarding the financial reconciliation for the PVS November Open at PWCSAC that OCCS hosted. Thank you for your time and consideration of this request.

During the meet, we exceeded the hospitality reimbursement cap of \$1825 by \$258.98. This overage resulted from the combined structure of the 9-10 and 11-12 sessions, which brought more coaches and officials on deck simultaneously than originally planned. To ensure a positive experience for all involved, we needed to purchase additional food and supplies to adequately support everyone, especially our officials, whose willingness to continue serving PVS is essential for the success of our events.

I have already provided the relevant receipts to Kim Bullers. I kindly request that the PVS Board consider approving this additional reimbursement to reflect the unique needs of this meet’s structure. Please let me know if further details are needed or if there’s anything else I can provide to assist.

Thank you for your understanding and support, and I look forward to hearing from you.

Matthew Mast

Occoquan Swimming

C: 703-851-8466 | CoachMattMast@SwimOCCS.org

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On 12/02/2024 4:54 PM EST Cherlynn Venit - General Chair <generalchair@pvs swim.org> wrote:

Matthew,

Thank you for serving as the Meet Director for the November Open at PWCS. We fully understand the time and pre-planning that this role takes and appreciate your willingness to take it on. After discussing the additional request with the Finance VC, we are not approving the additional amount in fairness to all teams that host PVS Open and Championship meets. Last spring PVS substantially raised the per session budget for hospitality as well as almost doubling the meet management fees paid to the hosting team. As part of the meet hosting agreement, the amount reimbursed by PVS is clearly articulated as a specific dollar amount. While many teams have found the budget manageable, teams are welcome to provide additional funding from their meet management fees if they would like to provide a level of hospitality above what they feel they can provide with the reimbursement. As an LSC we are trying to share ideas/best practices and provide guidance to teams and new meet directors on potential ways to keep the higher level of service at lower costs by making minor modifications to the current menus being provided for hospitality. Please let me know if you are interested in discussing potential options. We look forward to seeing you on deck in the near future.

Cherlynn Venit

On Mon, Dec 2, 2024 at 5:06 PM Matthew Mast <coachmattmast@swimoccs.org> wrote:

Dear Cherlynn,

Thank you for your response and for recognizing the efforts involved in hosting the PVS November Open. I deeply appreciate the work you and the Board do to support meet hosts and officials across the LSC.

I would like to respectfully request that the matter of the additional hospitality reimbursement still be brought to a vote by the Board. While I understand the rationale for adhering to the established budget caps, the unique circumstances of this meet warrant further consideration.

As the host, we could have spoken against combining the 9-10 and 11-12 sessions. However, doing so would have impacted the swimmers, as they would have had less rest between events. Additionally, keeping the sessions separate would have extended the meet schedule, resulting in a significantly higher facility rental cost for PVS. Combining the sessions was done at PVS' request, and we prioritized the broader benefits to the swimmers and PVS over logistical simplicity.

For PVS to then deny reimbursement for hospitality (for which we would've been under budget had sessions stayed separate), despite the sessions being combined at PVS' request, is disheartening. The additional hospitality expenses directly supported officials and coaches who made the success of the meet possible under the adjusted format. Providing quality hospitality is essential to maintaining goodwill among officials, and decisions like this risk discouraging teams from hosting meets or diminishing the hospitality experience, which would ultimately harm the LSC.

I trust the Board to consider these factors fairly and hope this request can be presented for their input. Please let me know if there are any further details I can provide to support this discussion.

Thank you again for your understanding and your leadership in Potomac Valley Swimming.

Matt

PVS Safe Sport Report TUE JAN 21, 2025

PVS Safe Sport Recognized Clubs (SSRC) Congatulations to The FISH on becoming our newest PVS Safe Sport Recognized Clubs (SSRC).

**We now have 14 PVS Safe Sport Clubs as of January, 2025:
ASA, CSC, DCPR, DRAG, FISH, FXFX, LIFE, PAC, RIPS, SA, SDS, TOLL, TRA, YORK**

Thank you to Web Master Tim Husson for adding THE FISH logo to the pond of PVS Sport Sport Recognized Clubs on the PVS Safe Sport page.

FXFX and DCPR are working on their SSC renewal in advance of their current SSRC expiration.

12 PVS clubs are in “in progress” to varying degrees.

Seven clubs, ERSC, AAC, NCAP, ASTS, STJS, WSH, and OCCS, are well positioned to become SSRC.

- * Of those seven, five clubs, ERSC, AAC, ASTS, NCAP, and STJ, are “on the “starting block” with enough of the required 51/52 points to be SSRC but not in the required categories or are awaiting approval.
- * Another 2, WSH, and OCCS are “on deck” with close to enough of the required 51/52 points.
- * FXFX also has more than enough points but/and again, they are currently SSRC and in the renewal process
- * The committee has contacted each of the four new clubs offering to help them become a SSRC.

Safe Sport Committee December Meeting

We had a good DEC 22 committee meeting. Would like to *offer* SSRC banners with the SSRC dates on them to clubs that want one but only if they opt in so that we do not waste money producing banners they cannot use/hang/display anywhere. All current SSRC clubs have been requested to let the committee know whether or not they are interested in a SSRC banner.

- * Discussion on how to incentivize clubs to become SSRC.
- * We are creating an orientation document for Safe Sport Committee so that future members are more in the know from the start. Greg has agreed to write up a history of PVS Safe Sport and the athletes are going to write up what they wish they knew before our first meeting that they know now such as what is MAAPP, Meet 360., SSRC requirements, etc.
- * Spring Swimposium planning

Friendly Reminders or MAAPP 3.0 Noteworthy Changes

- **Electronic Communication 5:00 a.m. to 10:00 p.m. (formerly 9:00 p.m.)**
- Addition of Event Specific Locker Room Celebration - at least two adults present, everyone in locker room must be fully clothed. Also, when possible, parental consent.
- Added Definitions - added billeting i.e. lodging with the family of another team, added “or any electronic communication” to the definition of electronic communication, added to Massage:

“Manual Therapy, Therapeutic and Recovery modalities”, add wording to “Lodging” to include Airbnb and similar lodging

- Clarification on Exceptions
- Meetings with Licensed Mental Health Care Professionals, Health Care Providers
- Recommendation of parent training completion prior to parents providing consent

Recent and Upcoming Safe Sport Dates of Note

PVS Safe Sport Committee Meeting Dec 22, 2024

USA Swimming Safe Sport Training Zoom Meetings:

For Parents: February 19, 8 p.m ET and March 12 8 p.m. ET.

For Athletes: February 20, 8 p.m. ET and March 13 8 p.m. ET

For Coaches: none yet listed for February or March. There was one offered January 17.

We have had two PVS clubs ,FXFX and York, take advantage of this:

Members can also participate in trainings online at their own pace through the Education tab on their USA Swimming account. To learn more, including easy-to-follow steps, visit USA Swimming's Safe Sport training page [here](#).

Note: The U.S. Center for SafeSport ("The Center") will update SafeSport Trained Core and Refreshers 1, 2, and 3 in April 2025. Updates include making the Safe Sport Trained Core course 23 minutes shorter

Respectfully submitted,

Jim Crampton