

Administrative Division Report  
House of Delegates Meeting  
Potomac Valley Swimming  
May 20<sup>th</sup>, 2014

Registration again this year has gone very smoothly. Recent years' data is attached. The athlete registrations have increase significantly this year, we now have over 11,000 registered swimmers in PVS. Non-athlete registrations have increased over the last year. Four (4) additional local USA Swimming clubs were formed and became PVS member clubs.

In the 2013 year, PVS moved two (2) Administrative positions from contractors to full time positions. Our Registrar & Administrative Assistant are now full time positions with in PVS. Both our Registrar & Administrator should be commended for all their hard work over this past year to assist in the reorganization of duties within PVS.

The Board of Directors voted in September 2013 to remove the position of Executive Director. The Administrative & Financial divisions have worked with the General Chair to complete a full review of all positions within Potomac Valley Swimming. John Ertter, our outgoing Executive Director, has agreed to assist the board with the transition. We thank John for his years of service as the Executive Director and we look forward to John continuing to work with PVS as the Controller.

The Board of Directors continues to look at ways to properly & safely address the growing number of members in our association. Our key focuses are meet participation numbers and warm up safety. This is an issue that the PVS BOD has reviewed regularly in the last year and will continue to review ways to handle the growing membership of PVS.

Bylaws have been updated with all items passed by the USA Swimming House of Delegates through their September 2013 meeting. The By-Laws document has been approved by USA Swimming.

A working document of the updated Policies and Procedures have been circulated. The posted document on the PVS site reflects all changes from May 2013- April 2014. In addition, Chairs were asked to address any changes that were needed with in their divisions to address current practices. This document continues to be a working document.

Minutes of meetings are current as posted on the PVS website.

Clubs have done an excellent job of recruiting new officials within PVS.

John Hirschmann as Records Chair continues to accurately maintain the LSC Records in a timely and organized manner.

Respectfully Submitted,

Paris Jacobs  
Administrative Division Vice-Chair