

## PVS SANCTIONING PROCESS

Potomac Valley Swimming provides a competitive program for its member clubs and athletes through a series of meets sponsored by PVS. In addition, PVS permits its member clubs to sponsor and host "Club Meets" to add competitive opportunities to their calendar. In order for the results to be entered in to the USA Swimming's SWIMS database all meets must be approved by PVS Board of Directors and sanctioned by USA Swimming through the PVS Sanctioning Officer. Sanctions are regulated by USA Swimming in Article 202.

### PVS sponsored Meets:

The schedule for PVS hosted meets for the Short Course Season from September 1-March 31 will be assigned dates and added to the PVS schedule through a vote at the Fall Competition Committee Meeting the previous year, then approved by the Board of Directors at their subsequent Board Meeting.

- PVS clubs may submit bids to host the PVS sponsored meets for September 1-March 31 prior to the Winter Competition Committee Meeting. The Executive Competition Committee will make recommendations and present them to the Board for a vote. All clubs will be notified after Board approval.

The schedule for PVS hosted meets for the Long Course Season from April 1-August 31 will be assigned dates and added to the PVS schedule through a vote at the Spring Competition Committee meeting the previous year, then approved by the Board of Directors at their subsequent Board Meeting.

- PVS clubs may submit bids to host the PVS sponsored meets for April 1-August 31 prior to the Fall Competition Committee Meeting. The Executive Competition Committee will make recommendations and present them to the Board for a vote. All clubs will be notified after Board approval.

### Club Sponsored Meets:

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
- All competing athletes must be registered with USA Swimming
- The competition is conducted in accordance with the applicable rules and regulations of USA Swimming and PVS.
- A designated USA-S referee is present at the competition and attests that it was conducted as specified above.

A club must submit a sanction request form and a draft meet announcement at least 7 days prior to the Competition Committee Meeting according to the following schedule:

#### Fall Competition Committee Meeting

- Final opportunity to request meets for January 1-March 31 of the following calendar year.
- First opportunity to request meets for April 1-August 31 of the following calendar year.

#### Winter Competition Committee Meeting

- Final opportunity to request meets for April 1-August 31 of the following calendar year.
- First opportunity to request meets for September 1-December 31 of the following calendar year.

#### Spring Competition Committee Meeting

- Final opportunity to request meets for September 1-December 31 of the following calendar year.
- First opportunity to request meets for January 1-March 31 of the following calendar year.

Draft Meet Announcements must include the following information:

- Proposed dates and start times of competition and meet venue
- Type of competition, events to be swum, time standards
- Entry procedures and entry fees
- Documentation (email, contract, etc) detailing host club has secured listed venue for the meet
- Meet Director and Meet Referee contact information

The final version of the Meet Announcement must be submitted to the PVS Administrator no later than 30 days prior to the meet entry deadline (Exception: Dual and Tri meet announcements are due not later than five days prior to the meet entry deadline). Once the draft announcement has been submitted and approved, no substantive changes to either the draft or final meet announcement will be permitted. Requests to make substantial changes must be submitted to the Executive Competition Committee for approval.

Sanction numbers will issued and assigned to the meet once the final draft of the meet announcement is submitted and approved by the PVS Administrator. A sanction number will not be issued until all required elements are included. The meet host is responsible for ensuring all elements are included. See full listing of required elements (this will be a link and we can add it as an appendix).