

**Potomac Valley Swimming  
Board of Directors Meeting  
Tuesday, October 17, 2023  
Conference Call, 7:00 pm**

- Attendance – Voting members: Cherlynn Venit, Trish Buswell, Tom Ugast, Erik Collins, Aaron Dean, Greg York, Barb Ship, Cliff Gordan, Nicole Erikson, Andrew Koons. Non-voting members: Kelly Rowell, Tim Husson, Beth Winkowski, Bryce Bohmes.
- The meeting was called to order at 7:00 pm by General Chair Cherlynn Venit
- There are a sufficient number of voting members in attendance to conduct business.
- Consent Agenda – **Motion to accept the Consent Agenda as presented, seconded, and approved.**
- Additional Agenda Items and Approval of the Agenda- **Motion to approve the agenda as presented, seconded, and approved.**
  - Items to pull for discussion/vote
    - Official's Report
    - CCM item from Age Group Chair
- Administrative Updates
  - The PVS Office is still working on creating a current, working contact list for all clubs. This list will include Administrative contacts, Coaches, Official Chair's, Athlete Reps.
    - Nicole and Andrew will help contact clubs as needed.
  - P&P Clean up completed (June 2020-September 2023) – Cherlynn reported that she has reviewed all the meeting minutes from June 2020 through September 2023 and has added updates P&P. This updated version will be our starting point. All Board members are asked to review, comment and make changes and updates as needed.
    - Once the document is cleaned up (dates removed), the document will be uploaded to the PVS website.
  - Updated Bylaws – Trish reported that updates as required from the annual Business Meeting have been made.
    - Two major updates, that USA Swimming has required.
    - The By-laws will need to be sent to USA Swimming for approval prior to us posting them.
- Action Items/Motions
  - Open Water Coordinator –
    - **Motion to approve the appointment of Christine Haslem as the OW Coordinator, seconded and approved.**
      - Christine Haslem has been focused on setting up an Open Water meet at Lake Montclair in Manassas. She had done quite a bit of leg work to set up the event for May 2024.
  - Proposed Addition of Open Water Meet: May 19, 2024, at Lake Montclair, Manassas –
    - **Motion to add an PVS Open Water meet to the 2023-2024 PVS meet Schedule, on May 19 at Lake Montclair, seconded and approved.**
      - May 19 is the same weekend as Super Sectionals, which could cause a conflict and there may be less interest than desired.
      - There would be a one-day option for registration offered.

- There is money in the PVS budget for Open Water. We will go back to the host club to determine the best way to utilize the funds.
    - The consensus is that it would be great getting OW back on our schedule.
    - Who will sign the contracts? If PVS is going to get involved, then we need to know who is taking care of all contracts. It will need to be clear from the beginning. The big question is will PVS be financially responsible or just provide some seed money?
      - Christine will be asked to work this out with the host club and report back in November.
    - The Meet Referee is already confirmed. Part of the plan will be to have an Officials training prior to the May 19 event date. There is a National Level Open Water Team interested in doing a zoom meeting to help educate coaches and athletes on Open Water.
  - P&P Proposed Change: Officials Education Travel Reimbursement –
    - Barb Ship presented – The officials education travel reimbursement recommendation (see report).
      - In essence since meets come and go, the recommendation is to change the wording in P&P to name the meets in a more general way, to help avoid having to change the P&P each year. The meets may be recommended from the following: *SC and LC Eastern Zones, Sectional Championships, Future Championships, Trials Class Meets, USA Swimming National Championships, Open Water Championships and USA Swimming Disability Championships*. Then each year, we will specifically list the meets that are eligible.
    - **Motion to make the change regarding the Officials travel expenses to work national level meets as presented, seconded, and approved.**
    - The shares of reimbursement will remain the same.
  - P&P Proposed Change: Dive Over Starts – The Officials Committee recommends deleting the section of P&P that dates to 2006 when we first started using Dive Over Starts.
    - **Motion to remove the outdated wording in P&P regarding Dive Overs, seconded and approved.**
- CCM Action Items
  - **Motion to approve the dates for the PVS meet Schedule for 2024-2025, pending possible changes to the LC Championship meets after discussion regarding reformatting as endorsed by CCM, seconded, and approved.**
  - Athlete Travel: Aaron presented his recommendation for Travel Assistance for athletes at CCM. The initial proposal based the assistance on the duration of the meet. After a discussion at CCM Several clubs indicated they had already budgeted athlete travel for this year.
    - **Motion to approve the travel assistance as endorsed by CCM, \$1400 for Olympic Trials, \$700 for all other meets to include; Summer Championships and for 2024 summer the Jr National/US Open combo meet for \$800, seconded and approved.**
      - The total budgeted amount is \$70,000. The total is just above what was budgeted to accommodate Olympic Trials. With EZ LC Champs being self-travel, we will likely have additional funds available if needed.

- **Motion to approve the change of the 2024 Eastern Zone LC Age Group Championships to self-travel for the summer of 2024, as endorsed by CCM, seconded, and approved.**
  - Rational is with the meet being a full week later than in the past and many coaches and families will potentially be on vacation.
  - There will be some blocks of rooms reserved for the coaches and families at several hotels so families can pick their hotel. This will be easier to do than trying to secure a big block of room for a full team.
  - There has been significant research done to look for group blocks for hotel rooms.
- Recommendation and motion to approve the Officials Reimbursement for Travel Meets –
  - Barb presented a proposal. She presented the amounts for \$700 for National level meets and \$500 for Zone level. It was noted that \$25000 was spent in 2022-2023.
  - There are a couple new meets this year, to include the Club Excellence meet and a Paralympic Trials (there is usually one official very involved in the Paralympics – and they will receive 1/3 of the OT amount).
  - There have been 6 officials who were recommended for Olympic Trials this spring. Ellen Colket and Rich McMillan have already been named to the Official's Crew. Rich's expenses will be covered by USA Swimming since he will be a team lead Official. At most there will be 5 Officials to pay for to officiate at Olympic Trials. They will receive the same amount of assistance as the athletes (\$1400).
  - **Motion to approve the travel reimbursement for Officials, as recommended seconded and approved.**
  - It was noted that if there are any Officials who cannot afford to attend some of these national level meets, they can contact Barb Ship, the Officials Representative/Officials Chair to request assistance. There is a discretionary fund that can be used if needed.
- **Motion to approve the 2022-2023 PVS Outstanding Athlete Winners, seconded and approved.**
  - The list of winners was presented.
- Old Business
  - Position/Committee Responsibilities/Due Dates/Intermediate Goals & Due Dates – Cherlynn sent out a note after the September meeting and will send it out again after the October meeting, for BOD members to make a monthly goal and a few bullet statements as to what you will be working on. This will help with progress and to track what everyone is doing.
  - Brainstorming prioritization – Everything we did in the brainstorming session in September will be sent out in the next month.
  - Communications/Social Media Committee Cherlynn will reach out to some of the local colleges, coaches, young people to try to find an individual or two to help with the oversight of the social media and communications.
  - Governance Committee: LEAP update – Paris sent a report regarding LEAP. Board members need to go through the sections and pick the 5 things to be worked on. Board members are asked to give their recommendations and pick 5 items from each category to Cherlynn by the end of the week, so get back to Paris as soon as possible.
    - Beth Winkowski has encouraged the PVS board to pick the items that will challenge the LSC to learn and grow.
- New Business

- Email/Flash Mail for Committees – There is a General Chair letter that will be sent to clubs. It will include information from the annual business meeting, a request for volunteers, and committee members. Is there any committee still looking for athletes? There are still a couple that need to be placed. (give the athletes something to do).
  - Safe Sport has a couple athletes but could use a few more individuals on the committee.
  - DEI could take another athlete.
  - Open Water will be looking for committee members.
  - Operational Risk will be looking for committee members.
- Comments (Stop, Start, Continue)
  - Is there anything we should stop doing? Nothing was noted.
  - Anything we should start doing? Continue to strive to have reports turned in for Board review at least a week in advance.
- Upcoming Meetings
  - USA-S – there is a whole list of meetings on the USA Swimming website.
  - PVS Committees – meeting dates on the website.
- Mary Zellman, our previous bookkeeper passed away. Our condolences to her family.
- Next Scheduled Board Meeting, Tuesday, November 21
- Adjournment- motion to adjourn.

Current Policy and Procedure Manual:

### **DIVE OVER STARTS**

Dive Over Starts are endorsed subject to specific procedures published by the Officials Committee.

Recommendation from Officials Committee

Delete this section

Rationale

The Dive Over Starts policy dates back to 2006 when Dive Over Starts were instituted in PVS. There are no specific procedures linked on the website (although a document from 2006 can be found via a search of the PVS website). We have used Dive Over starts now for 17 years and they are standard operating procedure. The officials committee believes that there no longer exists a reason to have specific procedures.

**Travel Meet Reimbursements:**

<b>Last Name</b>	<b>First name</b>	<b>Meet Level</b>	<b>Meet</b>	<b>Dates</b>	<b>Maximum Amount</b>	<b>Amount Requested</b>	<b>Amount Approved</b>	<b>Qualified</b>
Jampole	Paul	National	Speedo Junior National Championships	July 31- August 5, 2023	700.00	700.00	700.00	Yes

**Recommendation for Official Reimbursement for Travel Meets (to be presented to the PVS Board annually)**

Note: We are recommending 3 additional national meets be added to the list of approved meets – 18 & Under Spring Cups, Club Excellence Challenge Series, and 2024 US Paralympic Team Trials. We recommend that the 18 & Under Spring Cups and Club Excellence Challenge Series be reimbursable up to \$600 and that the US Para Trials (3 days) be reimbursable at a per diem rate consistent with reimbursement for US Olympic Trials (9 days) – hence, at 1/3 the US Olympic Trials amount.

Officials are eligible to have 3 meets per year reimbursed as long as one of them is a Zone meet. Otherwise, the maximum is 2 meets.

Event	Event Type		Dates	Course	Location	Reimbursement Amount	Previously Approved	Newly Recommended
<b>November 2023</b>								
Toyota U.S. Open	USAS National Meet	★★★★★	11/29/2023 - 12/02/2023	LCM	Greensboro, NC	\$700	x	
<b>December 2023</b>								
Speedo Winter Junior Championships	USAS National Meet	★★★★☆	12/06/2023 - 12/09/2023	SCY	Multi-Site	\$700	x	
2023 U.S. Paralympics Swimming National Championships	Para National Meet	?	12/15/2023 - 12/17/2023	LCM	Orlando, FL	\$700	x	
<b>January 2024</b>								
TYR Pro Swim Series Knoxville	USAS National Meet	★★★★☆	01/10/2024 - 01/13/2024	LCM	Knoxville, TN	\$600	x	
<b>March 2024</b>								

TYR Pro Swim Series Westmont	USAS National Meet	★★★★★	03/06/2024 - 03/09/2024	LCM	Westmont, IL	\$600	x	
Speedo Sectionals- Indianapolis, IN	USAS National Meet	★★★★★	03/21/2024 - 03/24/2024	LCM	Indianapolis, IN	\$500	x	
2024 Speedo Sectionals (LC) - Region 1 (North)	Eastern Zone Meet	★★★★★	03/21/2024 - 03/24/2024	LCM	Buffalo, NY	\$500	x	
2024 Speedo Sectionals (LC) - Region 2 (South)	Eastern Zone Meet	★★★★★	03/21/2024 - 03/24/2024	LCM	TBD	\$500	x	
2024 Speedo Sectionals - Spring Short Course	Eastern Zone Meet	★★★★★	03/21/2024 - 03/24/2024	SCY	Christiansburg, VA	\$500	x	
2024 Short Course Age Group Championship	Eastern Zone Meet	★★★★★	03/21/2024 - 03/24/2024	SCY	Webster, NY	\$500	x	
<b>April 2024</b>								
TYR Pro Swim Series San Antonio	USAS National Meet	★★★★★	04/10/2024 - 04/13/2024	LCM	San Antonio, TX	\$600	x	
<b>May 2024</b>								
18 & Under Spring Cups	USAS National Meet	?	05/01/2024 - 05/05/2024	LCM	Multi-Site	\$600		x
Open Water National and Junior National Championships	USAS National Meet	?	05/03/2024 - 05/05/2024	Open Water	Sarasota, FL	\$700	x	
Club Excellence Challenge Series	USAS National Meet	★★★★★	05/15/2024 - 05/18/2024	LCM	Multi-Site	\$600		x
2024 Speedo Sectionals Long Course "Super Sectional"	Eastern Zone Meet	★★★★★	05/16/2024 - 05/19/2024	LCM	Richmond, VA	\$500	x	
<b>June 2024</b>								

2024 Zone Open Water Championship	Eastern Zone Meet	☆☆☆☆☆	06/15/2024 - 06/16/2024	Open Water	Mamora, NJ	\$500	x	
U.S. Olympic Team Trials	USAS National Meet	☆☆☆☆☆	06/15/2024 - 06/23/2024	LCM	Indianapolis, IN	TBD	x	
2024 U.S. Paralympic Team Trials	Para National Meet	?	06/27/2024 - 06/29/2024	LCM	Minneapolis, MN	TBD		x
<b>July 2024</b>								
Speedo Summer Championships	USAS National Meet	☆☆☆☆☆?	07/23/2024 - 07/27/2024	LCM	Irvine, CA	\$700	x	Senior and Junior combined
Futures Championships	USAS National Meet	☆☆☆☆☆	07/24/2024 - 07/28/2024	LCM	Multi-Site	\$600	x	
<b>August 2024</b>								
2024 Long Course Senior Zone Championship	Eastern Zone Meet	☆☆☆☆☆	08/01/2024 - 08/04/2024	LCM	Buffalo, NY	\$500	x	
2024 Long Course Age Group Championship	Eastern Zone Meet	☆☆☆☆☆	08/07/2024 - 08/10/2024	LCM	Hampton, VA	\$500	x	

## **From the Policy and Procedure Manual**

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 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: 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.

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.

### **Recommendation:**

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 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 and Sectional Meets, and US Paralympic Championships and Team Trials.

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.

**Rationale:**

USA Swimming offers various meets in various years. The language above is to simply matters by allowing reimbursement for any US Swimming National Meet as well as Eastern Zone meets. The hope is that we will not need to amend P&P each time a new national meet or zone championship meet is created.

## **PVS October Coaches Report**

*Andrew Koons and Nicole Erickson*

- We attended the following governing body meetings; even if we had attended before, it was the first time attending with the perspective of representing **all** coaches of PVS, not just our clubs:
  - USA Swimming House of Delegates
  - EZ Technical Committee and Fall Annual Meetings
  - PVS Competition Committee Meeting
- We are proposing the following reorganization/updates to the Coaches page on the website. We will get with the Webmaster (Tim?) to do so! Under “Coach Resources:”
  - USA Swimming health insurance (update contact) - Andrew just signed up so can answer any questions
  - Education - USA Swimming, ASCA (inc. list of certified coaches), etc. clinics and conference information
  - Job postings
  - USA Swimming/PVS requirements checklist
  - *Since it's open-ended, we can add any other categories/resources we hear that other PVS coaches are looking for*
- Andrew is working on a Coaches Newsletter to be sent out late November/early December once we get our Resource page streamlined.
- We'd like to make ourselves more available and accessible to PVS coaches on and off deck. Our emails are linked on the PVS page, but we are considering adding something like a virtual suggestion box and a way to let coaches know a few times when we'll be at meets and available to chat.