

**Board of Directors Meeting  
November 21, 2023  
Zoom Business Meeting @7:00 PM**

- Attendance – Cherlynn Venit, Tom Ugast, Ellen Colket, Erik Collins, Trish Buswell, Nicole Erickson, Andrew Koons, Barb Ship. Non-voting members: Karyn McCannon, Kelly Rowell, Tim Husson, Kim Bullers, Kate Johnson, Christine Haslem, Bill Marlin, Beth Winkowski
- Call Meeting to Order – The meeting was called to order at 7:00 pm by General Chair Cherlynn Venit.
- Introductions/Roll Call to establish Quorum – There are a sufficient number of voting members to conduct business.
- [Consent Agenda](#): pull any for discussion
  - **Motion to approve the Consent Agenda as presented, second and approved.**
- Additional Agenda Items & Approval of the Agenda
  - **Motion to approve the agenda as presented, seconded and approved.**
- Administrative Update
  - Office - Coach/Official/Athlete designation per team – Clubs are reminded to send in all contact information to the office.
- Action Items/Motions
  - Administrative Review Board Athlete Rep approval –
    - Cherlynn met with Ward Foley regarding the Admin Review Board and had a discussion about the process for adding athletes.
      - **Motion to add Maddie Kim to the Admin Review Board, seconded and approved.**
  - Technology & Social Media Committee approval
    - Cherlynn has been working to establish a Technology and Social Media Committee. She currently has six individuals interested in being members of the committee; Eliza Jacobs, Jack Neill, Linda Tucker, Rebeca Fayed, Zachary Fayed (athlete) and Bob Walker. [*post meeting Harper Freeman and Nicole Zhang were also named to the committee*].
    - The first order of business will be to gain access to our social media, make sure all accounts are active and working, setting up general policies for posting and determine who will handle posting for PVS
      - **Motion to set the Technology & Social Media Committee with the initial six members with the addition of a second athlete by the end of the calendar year, seconded and approved.**

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- It is a requirement to have two athlete members. Goal to have a second athlete by the end of the calendar year. *[post meeting Harper Freeman and Nicole Zhang were also named to the committee].*
      - Cherlynn will reach out to the Athlete reps on the board to help find one.
- [PVS DEI Statement approval](#) – The current statement was from several years ago. Cliff Gordan created an updated statement.
  - **Motion to accept the PVS DEI Statement as presented, seconded and approved.**
  - This will now be posted on the PVS website.
- Additional Nov Open funding – PWCS site –
  - TOLL, a club from the Maryland side of the river hosted the November Open at PWCS in Manassas, which is a great distance from their home pool. In addition, the meet referee was also from the Maryland side of the LSC. Henry Tollefson has requested reimbursement for a hotel room for himself as the Meet Director and the Meet Referee.
    - **Motion that for the Oct, Nov and Jan Open Meets, allow for lodging for the MR that have to travel more than 40 minutes round trip, second and approved. No more than 2 nights for a three-day meet and 1 night for a two night meet.**
  - P&P states if a meet host will have any additional expenses, they need to be brought forward to the board prior to the event.
  - For Champ meets PVS will provide, if requested, a hotel for Meet Referee, Chief Judge and Admin Official, if their travel time is greater than 40 min round trip.
  - It was also discussed the need to have more meet hosts from the Virginia side of the LSC. We will continue to discuss and look for ways to entice more clubs to host PVS meets.
- Finding meet hosts – we are still looking for a meet host for the January Open and the LC Open meets.
- [P&P Proposed Changes](#)
  - Proposal #1: USA Swimming ID numbers are now automatically generated by USA Swimming. There is no need to have information on how to generate the numbers.
    - **Motion to delete the information on Registration number generation on page 7, seconded and approved.**
  - Proposal #2: Refers to the policy for Officials to request reimbursement for the Background Screening fees. Returning officials can request reimbursement after they have worked 6 sessions in the previous year

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from date of payment. New officials will have to work 6 sessions before they can make the request.

- **Motion to adopt proposal #2 as proposed, seconded and approved.**
- **All registered USA Swimming/PVS officials are required to pass the USA Swimming Level 2 background screening. To be eligible for reimbursement of the background check fee, an official must work at least 6 sessions as a certified or apprentice official at PVS sanctioned meets (as recorded in OTS) within a year of the background check. The reimbursement form is located in the Officials Section of the PVS website.**
  - This proposal has been reviewed by the Official's Committee and they endorse the recommendation.
- Proposal #3 – annual registration fee.
- PVS Used to pay returning Official's registration fee upon their registering. Now that individuals have to pay the registration fee themselves (or the club pays), we need an updated policy as to how to pay for the registration fees. Once the official worked 10 sessions, they could submit a request.
- If someone pays the 2024 fee at the end of 2023...if they have worked 10 sessions in the previous year (ex. 2023) then they can be reimbursed.
  - **Motion to accept Proposal #3 regarding annual registration fee reimbursement as presented, seconded and approved.**
  - **PVS will reimburse the annual USA-S registration to the payer for PVS Official's re-registering after their first year of USA-S membership. To qualify for this benefit, the official must have worked at least 10 sessions during the previous calendar year as a certified or apprentice official at PVS sanctioned meets and/or Black History Invitational. Other observed and approved meets cannot be used to count towards the minimum required sessions. The reimbursement request form is located in the Officials Section of the PVS website and should be submitted within 60 days of payment.**
  - The idea is to simplify the policy and make it easier to track and pay. Barb worked with Ellen Colket, Finance Chair and Kim Bullers, PVS Accountant on the update and the PVS Official's Committee endorses this change.
  - New Officials will have to pay their initial USA Swimming registration fee and will not be reimbursed in the first year.

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- Transfer Officials will have to fulfill the PVS requirements in order to be reimbursed.
- Proposal #4 – Meet Referee – There is a conflict in the language regarding the Meet Referee. The purpose of this proposal is to update the language to make it consistent. The wording should just be “Certified Meet Referee” removing “PVS” from page 31.
  - **Motion to accept proposal #4 as proposed, second and approved.**
  - This is for all meets in PVS, club or PVS hosted meets.
- Proposal #5 Open Water one day registration fee
  - **Motion to change the one day USA Swimming/PVS athlete registration fee from \$25 to \$15 seconded and approved.**
  - Cherlynn has reached out to others and cannot find where or why the fee was set at \$25. She also asked other LSC in our region and they are all in the \$10-15 range.
    - PM is hosting an OW meet in May. Because they are running it in Virginia Swimming territory it will be dual sanctioned. VSI charges \$13 for a one day registration. Changing the PVS one-day registration fee to \$15 will keep the fee in the same ballpark.
- Time Standards Jr/Sr Champs – They will be posted by December 1.
- Open Water 1 day registration fee & Open Water LSC/Team Financial Breakout:
  - The Potomac Marlins are planning an Open Water meet in May 2024, they plan to be the host team..
  - Ellen has sent a bunch of information from other LSC and has shared much of this with Christine Haslem and Bill Marlin from Potomac Marlins.
  - Cherlynn is looking for more details regarding the meet financials; Costs? Expectation? Fees? What support is needed by the club?
    - The Potomac Marlins have approached PVS for support because there is a line item in the budget for Open Water support.
    - Cherlynn is asking PM to provide the budget so the board can look at the numbers and see how best to offer some financial support.
    - Christine Haslem, PM Open Water Meet Director, is working on getting the budget complete.
    - The Board will continue to work with Christine and Bill on the fees and budget and then find a proposal to bring back to the board at the January meeting.
      - Marlins will handle the various contracts.
      - Christine has secured the Meet Referee and an Admin Official from Alabama.

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- Ideas for PVS support include hotel rooms for officials or help to pay for the Officials Training
  - Updated Meet Announcement Template - What has been updated?
    - There were 6 changes made in the template:
      - Inclusion policy for athletes with disabilities that are welcome to swim in all our meets.
      - The Black History meet announcement included a link for the accommodation form in the inclusion bullet point.
      - Meet host will ensure the required course dimensions. There is no option for certified or not anymore.
      - The other proposed changes are just grammatical.
  - NCAP/MACH use of PVS computers for Dec meets – Historically NCAP and MACH have used the PVS computers for their December Invite meets at University of Maryland, since the computers are networked and able to “talk”.
    - **Motion that PVS Clubs in good standing, may rent PVS owned computers for \$100 for the first day and \$50 each subsequent day per computer, club’s must provide their own MM license, seconded and approved.**
      - There was a discussion on the use of PVS computers for club meets.
      - Suggest it is priced per computer per day, similar to other rentals.
- Old Business
  - Conflict of Interest Forms Update – They have all been received, except for the athletes.
  - Open Water Swim (May 19 at Lake Montclair)
    - Christine has been working hard to get the OW meet information together. The meet will be hosted by Potomac Marlins. It is a lake swim and only electronic boats, or self-propelled crafts are permitted. It is a safe venue and should be great for first-time Open Water swimmers.
    - Christine shared her OW presentation to the board.
  - Division/Committee member listing updates and updates to meeting schedules
    - Most committee lists have been updated.
    - Make sure all meetings are on the list
  - Goals/Benchmarks for next month – Cherlynn will send this out again this month. Please fill it out. She has been pleased with how well this has been working.
- New Business
  - Meet Director Training – this was done last year and we are looking to do something similar again.
    - Our P&P requires that there is a MD training/certification for all MD.

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- Cherlynn will work on getting a training setup.
- Financial Portfolio Changes –
  - There was a finance committee meeting last week with the investment advisor. After the meeting it was determined that there will be some changes to the investments strategy we have been using the last couple years. The Finance Committee will continue to work with the Advisor.
  - Our investment advisory fee will be increasing.
  - The Finance Committee discussed the desire to set up an educational fund that can be used for athletes and coaches. They will set up a task force to make a plan, find tools to use for this fund and will report back. We need to use the investment funds and put it back in the LSC.
  - The committee which includes athletes will work on how to structure the educational fund similar to scholarships.
- Open Meet Venues –
  - We tend to use a lot of pools in Virginia, but do not seem to have enough VA clubs willing to host in recent years.
  - Nov Open was bigger than it has been in the past, due to some changes in club travel.
  - We have outgrown Providence as an Open Meet host. We need to start getting the pools for the 24-25 season. Dulles South seems to be a good facility.
  - It is time to start looking at other options for how we host PVS Open meets.
  - We still need hosts for January Open, LC Open 1 & 2 and then LC Age Group Champs.
  - Maybe look at PGS&LC as another site for January Open.
  - We also need to look at the fee we are paying VSI when a PVS club hosts a meet in a pool in their territory. Tom will be talking to members of USA Swimming regarding these fees.
- Equipment Status –
  - We have ordered 3 touch pads from Colorado. They are 3.5 months behind in sending equipment. They were ordered in August and we still have not received them.
- We have 3 Colorado units not functioning. There was one that had some issues at a recent meet, but now in the office it is working. That leaves us with only 2 working units.
- There is currently no information on how long it will take to get repairs and/or new equipment.
- We have 30 working touch pads but a number of them need new stickers. This “repair” is a factory fix.

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- We do a good job managing the repairs in house. But CTS has made it increasingly difficult to get additional repairs done.
- Shipping for touch pads back is about \$900. A new one is about \$1600.
- We do not have enough equipment to provide the VHSL the 3 sets they need.
- Tom and Karen will send Cherlynn a list for rented equipment (clubs, open meets, outside clubs/team/HS)
- There was a brief discussion on the status of equipment in the HS teams/meets.
- For the January Distance, PVS will need to provide The St. James a CTS printer, microphone and counters.
- Comments (Stop, Start, Continue)
  - After the USA-S Bod meeting on Saturday, the USA-S BOD tabled R9 recommendation and pulled it back to ask the writers to make a new recommendation. Waiting to see if the changes will be made on January 1 or not.
  - USA-S HOD passed it but the USA-S Board has final approval.
- Upcoming Meetings
  - There are a number of [USA-S](#) Webinars Available – please make sure these are made available to all. There will be more Safe Sport items coming out. There are some webinars for 10 & U, for coaches, etc. Please check it out.
  - LEAP was submitted.
  - PVS Committee meeting on the schedule: DEI – Dec 3; Officials - Jan. 9; Open Water – Nov 27, the other, SafeSport, Tech & SM, Governance and Finance will be scheduling. When providing meeting information, please include the location or the zoom information.
  - Next Scheduled Board Meeting: Tuesday, Jan 16 at Overlee (in-person)
- Adjournment
- Closed Session

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# Potomac Valley Swimming Operations Report 11/20/23

## November Open 2023

Here are the comments from our Meet directors regarding our 4 November Opens

### Fairland

The Friday Night Session was a little long with 32 heats of 500 Freestyle - we did a positive check-in and it saved us about two heats. The Friday Session was completed by 9:15 PM.

The Saturday Session was completed by 8:28 PM and the Sunday session was completed by 7:32 PM

All sessions were close to be on the timeline and there was NO run over into another sessions warm-ups.

After the Saturday Session the team areas were a bit messy littered with food/candy wrappers and water bottles - As the meet host I spent some time cleaning up the trash and I talked to the coaches on Sunday that I would like the team areas to be cleaned up after the last session. The team areas we clean at the end of Sundays sessions.

The Fairland facility was fine but by the end of Sundays session the air quality began to deteriorate.

#### From the Meet Ref:

"Asking the pool mgr to lower the water temperature to the lower side of the temp range would help drop the air temperature in the pool area for everyone.

Impressed with the coaches and swimmers- didn't have very many reseed.

Pads are old- many have covers that are waving in the lane. Starter cord was cut (maybe) during install and was only found because it had a low battery even when it looked like it was plugged in. If we hadn't had our (host team's) backup stuff, we'd probably been stopped dead in the water when the battery died."



## Dulles South

The meet ran very smoothly with 10 lanes being used in all sessions. Dulles South equipment was in good working condition. We had one medical emergency on Sunday afternoon. The athlete is recovering from their appendix being removed. We had about a 30 minute delay at the last session to make sure everything was taken care of. The air quality in the building was fine for the entire meet. Dulles South, although limited deck space is a good place for PVS to run Open Meets.

## Prince William

PWCS was pretty smooth. We had some relatively minor equipment issues: blocks wedge kept coming loose and got knocked off and injured a timer once. The starter has issues as well. Overall those issues did not delay the meet too much. Timelines were OK but it would be nice to have more diversity in terms of clubs attending. Before YORK got moved to our site, it was just us and several NCAP sites.

I know staffing was an issue, and if OCCS didn't send their own officials (the team did not attend), we would have had a hard time staffing.

This meet is about 75 minutes away for many of our families and coaches. So I paid for 6 coaches' hotels for 2 nights as well as our officials chair, Kelly Oipari, and Barb Ship. I know you mentioned PVS may reimburse for some of this and I will send you receipts. Even with that, I think we may break even on this one or maybe lose money. I know PVS does not reimburse for coaches travel expenses but this is basically a travel meet for us given the commute. I'll take a look at the financial report once I complete that to see how we did, but it's hard to justify continuing to host this one at PWCS. We originally took this one on since it was our first meet hosting experience, but now we host a couple others at Fairland closer to home.

## Providence

Location seemed ok for most of the teams traveling to us. It is a small facility with not a lot of deck space and not enough bathrooms for the parents/adults. It certainly does not have enough seating without the second set of bleachers. The rented room was helpful, but not very large; only adding room for ~30 swimmers. Parking was alright, but with the construction for the school next door going on, a lot of people were parking on the street (which is fine, but it extends out into the neighborhood and does have a long walk).

Good officiating team; meet ran smoothly and without issues. There was an equipment failure (CTS) that required replacement at the start of the meet but was mitigated by Carolyn having a spare with her which bought us time to get a PVS replacement Saturday morning instead of running around on Friday. Is it a possibility to include a backup CTS with equipment?

Timelines were within regulations but the 13&O was close to 4 hours, even with scratches in events 200m+. The younger sessions (9-10s and 11-12s) were nice and relatively short, but with warmups it turns into a very long day for officials.

### Comments from the Meet Referee

For the most part, the PVS equipment worked well at the November Open. We did have a problem with the CTS-6 timing console. The first strange thing I noticed was that we were not getting the "beep" when the pads were tested, but we did get the "beep" for the buttons. I didn't think much of that, other than it was odd.

When Carolyn tried to connect the Hy-Tek computer to the console, it wouldn't connect. Cables and serial port on the computer on the laptop were OK. Then, we couldn't get the console to recognize a USB printer. We tried two USB cables and two different printers, and even restarted the CTS-6. Neither the printer or serial interface worked after the restart.

We were able to borrow a CTS-6 from YORK to use until we got a replacement the next day. Also, one of the microphones in the equipment box had a tag on it that it was bad. The other microphone worked perfectly for the entire meet.

Getting the athlete numbers down by moving some of MACH did allow us to run the meet without an overcrowded deck. Have one (less than full size) continuous warmup lane is an issue at Providence, but the coaches and athletes worked to keep it from getting overcrowded (with some prompting from the marshals).

I understand that there has been some turnover of staff at Providence. But, at least one manager tried to prevent our adults (coaches, officials, timers, volunteers) from using the rest rooms upstairs. In at least one case, they were told to use the locker room. The issue is that there is only one family changing/bathroom on the lower level so use of the upstairs restrooms are a must. We've never encountered that problem before Providence and were able to talk them out of that stance.

Providence is not an ideal pool for the PVS November Open meet, but we made it work. BTW, the FISH and Curtis were good meet hosts.

**I believe we need a discussion on the appropriate venues for our meets and what our expectations for Meet hosts should be when they are traveling to host the meet for us.**

PVS equipment

Our equipment is aging fast, and we cannot get answers from Colorado on when our current order of pads will be delivered. Currently we have 2 working CTS systems. 3 have some issue and must be shipped back to Colorado for repairs. We have 30 working pads and are waiting for ship dates of 3 new pads. We have no answer on when these will be delivered. Currently we have let the High School know we may not be able to fulfill supplying 3 different pools with enough equipment for their Championship meets. We will keep everyone posted as we get more information from Colorado Timing Systems.

Tom Ugast  
Operations Chair

## Changes to the P&P

### Current P&P

#### 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

Proposal – eliminate this because it is outdated. USA Swimming Registration Numbers no longer follow a predictable pattern.

### Current Policy and Procedure Manual

All registered USA Swimming/ PVS officials are required to pass the USA Swimming Level 2 background screening in order to be certified as an official. To be eligible for reimbursement of this fee, an official must be 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.

Rationale for the proposed change: the current policy requires most officials to remember to request reimbursement after working the required sessions. Many officials forget. We wanted to make it easier for officials by allowing all returning officials to request reimbursement immediately upon making payment. Reimbursement will be based upon previously worked sessions. The only officials that will now have to wait until they have worked the required sessions are those that are newly registered officials.

### Proposed Policy

All registered USA Swimming/ PVS officials are required to pass the USA Swimming Level 2 background screening. To be eligible for reimbursement of the background check fee, an official must work at least 6 sessions as a certified or apprentice official at PVS sanctioned meets (as recorded in OTS) within a year of the background check. The reimbursement form is located in the Officials Section of the PVS website.

- New officials or officials reregistering after a lapse in USA Swimming membership of at least 1 year should submit request for reimbursement within 60 days of completing the required 6 sessions.
- Returning officials should submit request for reimbursement within 60 days of payment of background check. If membership has lapsed and the official is charged for a new background check, only the typical amount for a returning official will be reimbursed.

## Current Policy and Procedure Manual

PVS will reimburse 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. Once officials work 10 sessions, they will complete a form, which will be reviewed then sent to the Treasurer for reimbursement.

## Board meeting minutes November 15, 2022

However a change is recommended starting with the 2024 registration year. Officials will register themselves and then PVS will reimburse once they volunteer for 10 sessions in sanctioned meets. This will move the reimbursement timeline for many officials and spread the reimbursement work for the Treasurer.

Rationale for the proposed policy change: The proposed policy is how we have paid for Officials Registration for years, except that in the past, the registration was paid directly by PVS and was initiated by the Officials Chair based on sessions worked in the previous calendar year. A policy was proposed for 2024 registration fee but no procedure was established. That policy required the officials to request reimbursement after working the required sessions. The Officials Committee wanted to make a procedure easy for the officials with the hopes that most would take advantage of the offer. They do so much for PVS – it's the least we can do. After thoughtful consideration with the PVS Accountant and Finance Vice-Chair, we came up with a policy that allows the officials to request reimbursement immediately upon payment. If the official has worked the required sessions in the previous year, the reimbursement can be approved immediately. Thus, the official will not have to remember months down the road into 2024 to submit a request.

## Proposed Policy

PVS will reimburse the annual USA-S registration (to the payee) for PVS Officials reregistering after their first year of USA Swimming membership. To qualify for this benefit, the official must have worked at least 10 sessions during the previous calendar year as a certified or apprentice official at PVS sanctioned meets and/or the Black History Invitational. Other observed and approved meets cannot be used to count towards the minimum required sessions. Reimbursement request form is located in the Officials Section of the PVS website and should be submitted within 60 days of payment.

## Policy and Procedure Manual

p. 31

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 Administrative Office.

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.

p. 49

The meet announcement must identify "Referee Responsible for the Meet". A certified Meet Referee or Referee who has served as a Meet Referee at an LSC Championship or higher-level meet must be identified in the meet announcement for club-hosted meets.

Rationale for proposed change: Last year the PVS board approved on a temporary basis to allow non-PVS certified meet referees to be meet refs for club meets. The proposed change makes permanent this proposal and makes the two sections of the P&P consistent with each other.

Recommendation:

Delete the words: **PVS Certified** from p. 31 above and change the p. 49 wording to **A certified PVS Meet referee or referee who is either certified by another LSC or has served as a Meet referee at an LSC Championship or higher-level meet must be identified in the meet announcement for club-hosted meets.**

**Proposal #1:**

**Current P&P (p. 7)**

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

**Proposal** – eliminate this because it is outdated. USA Swimming Registration Numbers no longer follow a predictable pattern.



## Proposal #2:

### Current Policy and Procedure Manual (p. 53)

All registered USA Swimming/ PVS officials are required to pass the USA Swimming Level 2 background screening in order to be certified as an official. To be eligible for reimbursement of this fee, an official must be 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.

Rationale for the proposed change: the current policy requires most officials to remember to request reimbursement after working the required sessions. Many officials forget. We wanted to make it easier for officials by allowing all returning officials to request reimbursement immediately upon making payment. Reimbursement will be based upon previously worked sessions. The only officials that will now have to wait until they have worked the required sessions are those that are newly registered officials.

### Redlined Changes Proposed:

All registered USA Swimming/ PVS officials are required to pass the USA Swimming Level 2 background screening ~~in order to be certified as an official~~. To be eligible for reimbursement of ~~this~~ the background check fee, an official must ~~be actively working in the association~~. All ~~certified officials and apprentice officials who~~ work at least 6 sessions as a certified or apprentice official at PVS sanctioned meets (as recorded in OTS) ~~in the 12 month period beginning 6 months prior to the date~~ within a year of ~~the~~ background ~~check screening and~~ check 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~~ Forms-Officials section of the PVS website.

- New officials or officials reregistering after a lapse in USA Swimming membership of at least 1 year should submit request for reimbursement within 60 days of completing the required 6 sessions.
- Returning officials should submit request for reimbursement within 60 days of payment of background check. If membership has lapsed and the official is charged for a new background check, only the typical amount for a returning official will be reimbursed.

**Rationale for the proposed change:** the current policy requires most officials to remember to request reimbursement after working the required sessions. Many officials forget. We wanted

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to make it easier for officials by allowing all returning officials to request reimbursement immediately upon making payment. Reimbursement will be based upon previously worked sessions. The only officials that will now have to wait until they have worked the required sessions are those that are newly registered officials.

### **Final Proposed Policy**

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All registered USA Swimming/ PVS officials are required to pass the USA Swimming Level 2 background screening. To be eligible for reimbursement of the background check fee, an official must work at least 6 sessions as a certified or apprentice official at PVS sanctioned meets (as recorded in OTS) within a year of the background check. The reimbursement form is located in the Officials Section of the PVS website.

- New officials or officials reregistering after a lapse in USA Swimming membership of at least 1 year should submit request for reimbursement within 60 days of completing the required 6 sessions.
- Returning officials should submit request for reimbursement within 60 days of payment of background check. If membership has lapsed and the official is charged for a new background check, only the typical amount for a returning official will be reimbursed.

### Proposal #3:

#### Current Policy and Procedure Manual (p. 7)

PVS will reimburse 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. Once officials work 10 sessions, they will complete a form, which will be reviewed then sent to the Treasurer for reimbursement.

Board meeting minutes November 15, 2022

However a change is recommended starting with the 2024 registration year. Officials will register themselves and then PVS will reimburse once they volunteer for 10 sessions in sanctioned meets. This will move the reimbursement timeline for many officials and spread the reimbursement work for the Treasurer.

**Rationale for the proposed policy change:** The proposed policy is how we have paid for Officials Registration for years, except that in the past, the registration was paid directly by PVS and was initiated by the Officials Chair based on sessions worked in the previous calendar year. A policy was proposed for 2024 registration fee but no procedure was established. That policy required the officials to request reimbursement after working the required sessions. The Officials Committee wanted to make a procedure easy for the officials with the hopes that most would take advantage of the offer. They do so much for PVS – it's the least we can do. After thoughtful consideration with the PVS Accountant and Finance Vice-Chair, we came up with a policy that allows the officials to request reimbursement immediately upon payment. If the official has worked the required sessions in the previous year, the reimbursement can be approved immediately. Thus, the official will not have to remember months down the road into 2024 to submit a request.

#### Redlined Changes Proposed:

PVS will reimburse the annual USA-S registration (to the payer) for PVS Officials re-registering after their first year of ~~certification~~ USA-S membership. ~~In order to~~ To qualify for this benefit, the official must have worked at least ~~ten~~ 10 sessions during the previous calendar year as a certified or apprentice official at PVS sanctioned meets ~~during the previous calendar year. Observed and approved meets (with the exception of and/or the Black History Invitational).~~ Other observed and approved meets cannot be used to count towards the minimum required sessions. ~~Once officials work 10 sessions, they will complete a form, which will be reviewed then sent to the Treasurer for reimbursement.~~ Reimbursement request form is located in the Officials Section of the PVS website and should be submitted within 60 days of payment.

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**Final Proposed Policy**

PVS will reimburse the annual USA-S registration (to the payee) for PVS Officials reregistering after their first year of USA Swimming membership. To qualify for this benefit, the official must have worked at least 10 sessions during the previous calendar year as a certified or apprentice official at PVS sanctioned meets and/or the Black History Invitational. Other observed and approved meets cannot be used to count towards the minimum required sessions. Reimbursement request form is located in the Officials Section of the PVS website and should be submitted within 60 days of payment.

#### **Proposal #4:**

##### **Current Policy and Procedure Manual (p. 31)**

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 Administrative Office.

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.

##### **p. 49**

The meet announcement must identify "Referee Responsible for the Meet". A certified Meet Referee or Referee who has served as a Meet Referee at an LSC Championship or higher-level meet must be identified in the meet announcement for club-hosted meets.

**Rationale for proposed change:** Last year the PVS board approved on a temporary basis to allow non-PVS certified meet referees to be meet refs for club meets. The proposed change makes permanent this proposal and makes the two sections of the P&P consistent with each other.

##### **Recommendation:**

Delete the words: **PVS Certified** from p. 31 above and change the p. 49 wording to **A certified PVS Meet referee or referee who is either certified by another LSC or has served as a Meet**

referee at an LSC Championship or higher-level meet must be identified in the meet announcement for club-hosted meets.

**Redlined Changes Proposed:**

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**Proposal #5:**

**Current Policy and Procedure Manual (p. 60)**

**Rationale:** Change the Open Water (one-time) registration fee to \$15. No one can explain why the current amount listed in our P&P is there (including the prior Open Water coordinator of 20 years). Other LSCs charge substantially less. Last year VSI charged \$12 (\$10 to USA and \$2 for VSI). MA charges \$15 for their one-day registration fee. We should try to stay in line with the other LSCs in our region.

FEE SCHEDULE

As of June 2023

USA Swimming Membership

Athletes

Flex (12 & Under ONLY eligible) \$30

Premium \$98

Seasonal \$47.50

Outreach \$5

**Open Water (one-time) ~~\$25~~ \$15**

Non-Athletes

Coach, Official, Other \$70

Administrator \$30

Clubs

Registration \$100

Non-Participation Assessment \$300

PVS Associate Membership \$100

Integrity Fine \$100

Background Check Reimbursement for Officials

(Initial Screen / Subsequent Year Screens) \$36/\$18

Hospitality Allowance for PVS Sponsored Meets

Non-Championship Meets (per session) \$320

Championship Meets (per session) \$560

Distance Meets (per day) \$320