

Potomac Valley Swimming

Non-Board Positions

August, 2017

The following Programs are filled by PVS Volunteers and Paid Staff. A description of each Position follows.

Program/Position	Volunteer/ Paid	Description
Adapted Swimming Coordinator	Volunteer	Works with the LSC's Athletes, Coaches and Volunteers to facilitate and encourage disability swimming within the LSC. Encourages Coaches and Officials to consider working Disability Meets and Events.
Awards Chair	Volunteer	The Awards Coordinator is responsible for maintaining, developing, and promoting programs that educate and recognize the accomplishments of PVS athletes.
Camps Coordinator	Volunteer	The Camps/Clinic Coordinator is responsible for the development, planning, and conduct of the PVS camp program.
Club Development Liaison	Volunteer	Works with USA Swimming and Member Clubs to encourage best practices in order to facilitate the growth and development of PVS Clubs.
Controller	Paid	Reports to the Board of Directors through the General Chair and Finance Vice Chair. Responsible for all Financial activities of the LSC, including managing funds, negotiation of pool rental agreements for LSC Meets, and preparation of monthly Financial Statements. A detailed Job Description has been submitted as part of LEAP 3 under Business and Organizational Success.
Distance Coordinator	Volunteer	The Distance Coordinator is responsible for planning and conducting the PVS distance program, which includes the January PVS Distance Meet.
Insurance	Paid	These duties are performed by the LSC Registrar. The Registrar also handles any and all Insurance inquiries from LSC Members.

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Meet Management	Volunteer	Typically handled by the Operations Vice Chair. Meet Management includes reviewing Meet Announcements, as well as coordinating with the PVS Equipment Manager (a paid position) to supply equipment at PVS Sponsored Meets.
National Times Coordinator	Volunteer	Coordinates the uploading of all Times into the USS SWIMS Database. Reviews Meet Results and corrects errors prior to uploading to SWIMS.
Officials Chair	Volunteer	Appointed by The General Chair, Chairs the Officials Committee. Conducts regular meetings with the Committee and acts as a primary point of contact with the non-Athlete Member Officials of PVS. In consultation with the Officials Committee, assigns Meet and Administrative Referees for LSC Championship Meets. Primary point of contact to secure National Evaluators for Officials Qualifying Meets (typically 4/year).
Officials Vice-Chair	Volunteer	Appointed by the Officials Chair, assists the Officials Chair in performing his/her duties as required.
Officials Certification Officer	Volunteer	Appointed by the Officials Chair, coordinates all Officials Certification and re-Certification at the LSC level. Works with the Registrar and Officials Chair to facilitate USS Registration and proper LSC level Certification. Issues PVS name badges to all newly-certified PVS Officials.
Officials Clinic Coordinators	Volunteer	Appointed by the Officials Chair, coordinates all LSC-level Officials Clinics. Typically Co-Chaired both by a Maryland and Virginia-based member of the Officials Committee. Assigns all Instructors for LSC-level Officials Clinics. Coordinates the schedule of Clinics and secures venues for the same.
Open Water Coordinator	Volunteer	Serves as the LSC's primary contact with regard to Open Water Swimming. Coordinates with the Officials Committee and Operations Vice Chair with regard to PVS sanctioned Open Water Meets.
Outreach Coordinator	Volunteer	Works with the Diversity Chair to facilitate outreach into the Minority Community and encourage participation from all areas of the PVS territory.

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Public Relations Liaison	Paid	These duties are performed by the LSC Administrator. In consultation with the Board of Directors, coordinates all Public Relations matters for the LSC.
Records	Volunteer	Maintains and monitors all LSC-level records and provides updates to the Webmaster in order to insure that all records are available for LSC members to review and monitor.
Rules Advisor	Volunteer	Works with the Officials Committee and USS to insure that PVS Officials are up-to-date on all Rules and Interpretations.
Safety Committee Chair	Volunteer	Monitors PVS compliance with USS Safety best practices. Reviews all Incident Reports that are filed in the LSC. Makes recommendations to the Board of Directors with regard to modifications to the Policies and Procedures of the LSC to insure that all USS guidelines are in place to insure Athlete, Coach and Volunteer safety at all PVS events.
Sanctions & Approvals	Volunteer	These duties are performed by the LSC Administrator. Issues sanctions and approvals for competitions within PVS after verifying that the meet announcement complies with all USA Swimming rules and PVS policies.
Scholar Athlete Coordinator	Volunteer	Administers the LSC's Scholar-Athlete Program, which recognizes PVS Athletes currently attending High School and achieving excellence in the Classroom as well as the Pool.
Top-10 Coordinator	Paid	Distributes the Top 10 certificates provided by USA Swimming.
Travel Support	Volunteer	Assists Athletes, Coaches and Officials who elect to participate in the LSC's Travel Reimbursement Program. Collects information from those wishing to receive reimbursement, coordinates approval by the Board and facilitates payment by the Controller.
USA-Swimming Memberships	Paid	These duties are performed by the LSC Registrar. The Registrar handles all facets of PVS Athlete, Coach, and Non-Athlete registration with USS.
Webmaster	Paid	Works with the Board, all Volunteers and all paid Staff to maintain the LSC's Web Site and all attendant information.

Program/Position	Volunteer/ Paid	Description
Zone Team Manager	Paid	Manages the LSC's Eastern Zone Teams who compete on behalf of the LSC at Zone Meets. Duties include coordinating transportation and lodging, outfitting, coach selection and supervision of the actual Meets.