

## Proposed Amendments to PVS Policies and Procedures with Notes

### Draft 1--January 2010

1. This list is based solely on actions described (motions passed) in BOD or HOD meetings of PVS between January 2004 and December 2009.
2. It does not include numerous items that impacted only one individual or group situation of that time. For example, coaches CCE awards, many, many travel reimbursement decisions for athletes going to national meets (including number of swims required to be eligible for reimbursement), other financial decisions of the moment, etc.
3. It does not include matters where the Board endorsed a concept but there was no proposal and vote shown in the minutes (or the motion failed).
4. It does not include obvious housekeeping changes or possible additional deletions/additions.
5. Any item below that is in quotes is exact wording for the item approved. Where quotes are missing it means I worded it as it appeared to be intended. The latter occurred where the item voted on was stated without precise language in a formal motion. Brackets [ ] indicate wording I added.
6. Anything shown as “Proposed \_\_\_\_\_” indicates it is in the redline version of the Policies and Procedures sent out with this document. “Proposed” means action was taken at a meeting AND it appears to be an item for which the Policies and Procedures should be updated now. Where a question of whether new or amended policy occurred “not proposed” or other wording is used.
7. New items in sections are not in alphabetical order—they have been added by date passed. Table of Contents to be updated fully when proposed changes are approved.

January 2004—None.

February 2004—[Note--Sanction policy change approved—see May 2004 HOD below].

March 2004—Proposed as an addition. (A-2)

“OUTREACH Membership

Outreach membership offers qualified individuals the opportunity to become a USA Swimming year-round athlete member at a reduced fee. The National fee for Outreach membership is reduced (currently set at \$5.00) and the Potomac Valley LSC fee is totally waived. The goal of this program is to provide opportunities in swimming to economically disadvantaged youth in the United States. Outreach membership thru Potomac Valley is available to individuals who receive Free [or Reduced] School Lunch.”

(“or Reduced” added based on request of the proponent at the meeting)

April 2004—Proposed changes.

1. Sanction fees for club sponsored meets reduced from \$.55 to \$.45 per entry.
2. \$5 PVS dues share for coaches and officials eliminated. (Officials Committee determines sessions worked for an official to get this benefit)

(these are budget items that went to HOD for approval in May 2004)

No Change. QT's for PVS Senior LCM @105% of Super-sectional appears to be for 2004 season only.

HOD Meeting May 2004—

1. No Change--Motion Passed that the BOD enforce the existing fines on clubs and meet directors for allowing unregistered athletes in a meet.

(enforcement statement-- not needed as an update)

2. Proposed Change—PVS to pay actual cost of PVS coach selected as its outstanding 14&U coach to travel to the annual ASCA Convention and receive the award there.
3. Proposed Change—Sanction policy.

"If a request for a sanction for Club Sponsored meet is received after the appropriate deadline, and there is already an approved sanction for another Club Sponsored meet, the Board may grant approval only if the requester demonstrates: 1) the requested meet will not be in direct competition with the existing meet, or the 2) the Meet Director for the existing meet concurs with the request. In addition, all appropriate sanctioning requirements must be met."

June 2004—

1. Proposed Change—(A-5) (Revised and Modified)

“USA Swimming Convention Representation and Funding Levels

PVS Board Members and non-voting Board Members who receive and exercise their vote at the USA-S House of Delegates will receive their Convention Registration Fee and three (3) "convention shares." They may have received their USA-S House of Delegates vote by virtue of their PVS office, their membership on a USA-S Committee, their receipt of a Presidential At-Large appointment, or by substituting for a PVS voting officer.

PVS Board Members and non-voting Board Members not having a vote at USA-S House of Delegates; and non-board members who hold seats on USA-S committees and receive and exercise their vote at the USA-S House of Delegates will receive their Convention Registration Fee and two (2) "convention shares."

PVS members having a seat on a USA-S committee, but no House of Delegates vote; and PVS members not on a USA-S committee, but having a House of Delegates vote will receive their Convention Registration Fee and one (1) "convention share."

PVS members who attend Convention and do not fit into one of the above categories will have their Convention Registration Fee paid by PVS,.

**NOTE:**

(1) Any PVS member who wishes to receive a “convention share” must attend all PVS meetings called by the General Chair while at Convention, unless excused; and must fulfill their other obligations at Convention as designated by PVS.

(2) In order to receive a “convention share”, anybody who was a PVS Board Member or non-voting Board Member during the prior year must have during that period attended at least five (5) regularly scheduled PVS Board Meetings and that year's annual PVS House of Delegates meeting.

(3) PVS will pay the lowest Convention Registration Fee available. PVS members will be responsible for any late registration surcharges.

(4) Requests for Convention Funding will be made to the Travel Chair in a manner decided upon by the Board of Directors when they annually set the amount of the “convention share”.

Discretionary funding in the amount of \$1500.00, is allocated to cover the PVS dinner and luncheon meeting, our contribution to the Eastern Zone reception, balance of double-room costs, and unanticipated or miscellaneous expenses associated with the convention. These monies are allocated to, and accounted for, by the Administrative Assistant.”

2. Proposed Change. Equipment rental schedule. Proposed fee schedule for the rental of PVS equipment for meets other than those sponsored by PVS adopted. It was decided to include radios as an additional item within Packages #1, #2, #3 and #4. If none of those packages are selected, there would be a rental charge of \$5.00/radio. These new rates would go into effect September 1, 2004.

July 2004—None

September 2004—

1. Proposed Change—PVS age group records mirror age group records maintained by USA Swimming. (A-8)
2. Proposed Change—“Distance Award Program be modified to include a separate award for the age 18&U age category whenever the primary winner of the award is older.” (A-6)
3. Proposed Change—To drop the \$1 transfer fee for intra-PVS athlete transfers. (A-12)

October 2004—

1. Proposed Change—(clarification of action taken at the Sept. 2004 meeting). Stipend of \$500 to be paid to the PVS Eastern Zone Coordinator to be considered policy.
2. No change as superseded --Equipment Reimbursement Policy. Reimbursement of equipment manager for services rendered—now covered through contractor agreement.
3. Proposed Change--Advertisement Policy for Meet Programs. (O-12)

“Heat sheets and programs for any PVS sponsored meet may contain advertisements solicited by the host club. If advertisements are included in PVS heat sheets/meet programs, PVS will NOT pay for program reproduction. Reimbursement of reproduction costs is only available for coaches and officials programs if NO advertising is included in those heat sheets.

Advertisements solicited for program/heat sheet publication must not contain content that may be reasonably considered offensive or threatening. Offensive material includes, but is not limited to, pornography, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, sex, age, national origin, or ancestry, physical or mental disability, veteran status, as well as any other category protected by federal, state or local laws. Advertisements of alcohol and tobacco products or businesses that expressly purvey said products are forbidden. Clubs found in violation of this standard by PVS will be prohibited from hosting any PVS sponsored meet for the period of one (1) calendar year from the final date of the meet where said violation occurred.

Advertisements actively recruiting attached members of other attending clubs to the host club or denigrating other participating teams is strictly forbidden. No USA member club shall be allowed to place an advertisement in any meet program.”

November 2004—None.

January 2005—

1. Proposed change—Outreach

To develop a program to permit applications to be solicited so additional grants [to that made to Nadar Por Vida] could be made under this program. This is to encourage member clubs and other individuals to apply for grants to support this type of activity in the future.

2. Proposed change—LC Zones

“PVS's Long course zone team should be selected and managed the same as short course zones. The only exception would be that the top 3 swimmers are selected to go and represent Potomac Valley in each event. (The third fastest swimmer must satisfy the QT established by the Zone for that event.) If the selected swimmers have achieved the qualifying times in other events, they may swim those as well. Finally, the long course zones team will be funded for the same amount as the short course zone team starting in 2006.”

(Accompanying notes: “the phrase “managed the same way as short course zones” was meant to include the concept that athletes on the team would travel with the team, stay in the team hotel, be there for the duration of the meet, and be available for all relays throughout the meet. It was also confirmed that this phrase would allow us to accept disabled swimmers onto the team on the same basis as we now do for SC Zones.”)

February 2005—No Meeting.

March 2005—None.

April 2005—A tweaking of the LC Zone policy was proposed but no action indicated in the minutes—see below.

Proposed change—PVS no longer to collect any registration fee for non-athlete category.

May 2005 Electronic Vote—approved the tweaking for the LC Zone team—

“All swimmers who make the QT for the meet would be part of the travel team.”

May 2005 HOD—

1. Proposed Change—Outreach; PVS to waive entry fees into PVS sponsored meets for athletes registered under the outreach program.
2. Proposed Change--List of voting eligible members to the annual HOD meeting be posted on the PVS website at least 48 hours before the meeting.

June 2005—None.

July 2005—None.

August, September 2005—No Meeting.

October 2005—Proposed Change—Officials not required to pay their USA Swimming registration fee starting for 2006, per April 2005 decision.

November 2005—No change, sense of the Board that the cost to a swimmer to participate on a PVS Zone team should be fixed and not vary significantly from year to year.

December 2005—Proposed Change—relay only swimmers for PVS sponsored meets required to be submitted with initial meet file with name and USA-S ID.

January 2006—

1. Proposed Change—records.

“Potomac Valley Swimming shall maintain both resident and open records and may maintain meet records.

**Resident** - PVS Resident records are the best time achieved in an event by any swimmer who is registered with Potomac Valley on the date of the swim .A PVS resident record may be set using any time that is considered an Official Time for USA Swimming purposes. PVS swimmers that compete while representing a college or university in another LSC are eligible to establish PVS Resident records during that school's competition season. However, a swimmer previously registered with another LSC who registers with a Potomac Valley college or university team in accordance with USA Swimming rule 203.4 is not eligible to establish Potomac Valley Resident records until the completion of that school's competition season; and then must have fulfilled the requirement of 120 days without having represented any other LSC in USA Swimming competition.

**Open** - PVS Open Records are the best time achieved in an event within all PVS sanctioned competitions. They may be set by any swimmer registered with USA Swimming or another FINA member. They may not be set at approved meets or with swims approved for observation.

**Meet Records** - The Board will determine if meet records will be maintained for any PVS sponsored meets (e.g., PVS Senior LC Championship Meet, PVS Age Group SC Championship Meet, etc.) Clubs may determine if they wish to maintain meet records for club sponsored meets. All record times and times of record are subject to current USA Swimming rules and regulations regarding record times. The following procedures are established for reporting record times using the PVS forms provided:

**PVS MEETS:** The Meet Director shall complete a PVS official meet entry card for any record time achieved. This card must be filled out completely and signed by the Referee and Electronic Timing Operator in the spaces provided for record certification on the reverse side of the card. This card should be sent to the appropriate PVS Records Chairperson as soon as possible.

**OUT-OF-TOWN MEETS:** Secure a duplicate timer card from the Meet Director, have it signed by the Referee and Electronic Timing Operator, and send it to the appropriate Records Chairperson as soon as possible. Either duplicate cards or an official copy of the meet results

are required for verification. No record times or TOP-16 nominations will be made without such verification.

**NOTE:** Relay record claims for all meets must list the first and last names of the four swimmers, their ages, and the order in which they swam.”

2. No Change (see parenthetical)—Zone team costs: PVS cap the cost to Zone swimmers at \$350 for SC and \$400 for LC starting in 2006, with an added proviso that an athlete’s contribution must always be at least 25% of the expected cost up to the cap. (However at the February Meeting the 25% provision was not applied when the PVS subsidy was decided.)

February 2006—None.

March 2006—

1. No change. A motion passed to limit BOD Minutes to reflect Board actions only but with the added provision that “Meeting Notes” also be prepared and posted. This has not been followed consistently and should be re-proposed if it is to be future policy.
2. Proposed change. Requirement that clubs submit entry fees for Outreach swimmers’ entries to the host club and then the PVS Treasurer approve reimbursement requests. The Controller is to develop the form. [Form is on Website.]
3. Proposed changes. Convention travel reimbursement policy. Travel reimbursement to be made based on actual cost rather than a stipend and the General Chair is to make annual recommendations to the Board regarding which attendees will be reimbursed and on what basis.

April 2006—None.

May 2006 HOD—None

June 2006—

1. Proposed Change—LC Zone assistant coaches. Two coaches to be selected at the 14& U LC Championship and two coaches at Senior Championship. If only four qualified coaches apply, then those four coaches would be accepted. Additionally, in the event that an overwhelming number of swimmers enter the meet, the Age Group Chair and the Coaches Representatives are granted the authority to appoint up to two additional coaches.
2. Proposed Change—Distance Meet Entries.

**“Entry Times and Criteria for PVS Distance Meets / Events.**

(To include all PVS distance meets and distance events at PVS Open Meets)

**Swimmers with Legal Entry Times:**

Minimum Time to enter 800m / 1000y free = 15:00.00

Minimum Time to enter the 1500m / 1650y free = 25:00.00

**Swimmers W/O Legal Entry Times**

To Enter the 800m / 1000y freestyle for the first time an Athlete must have first swum a 400m / 500y event and achieved a 400 meter / 500 yard time of 7:20.00 or faster. These swimmers will be entered into the 800m / 1,000y freestyle with their 400m / 500y time and will be seeded after all conforming 800m / 1000y times have been seeded. These athletes will continue to be seeded with their 400m / 500y times until they achieve a time under the minimum NST (No Slower Than) Entry Time.

To Enter the 1500m / 1650y free for the first time an Athlete must have first swum an 800m / 1000y event and achieved an 800m / 1,000y time of 15:00.00 or faster. These swimmers will be entered into the 1500m / 1650y freestyle with their 800m / 1,000y time and will be seeded after all conforming 1500m / 1650y times have been seeded. These athletes will continue to be seeded with their 800m / 1000y times until they achieve a time under the minimum NST (No Slower Than) Entry Time.”

3. Proposed Change—Outreach Athlete Meet Entry Fee Reimbursement Form. [On website.]
4. Proposed Change—Officials Requirement.

#### Proposal to Require Teams to Have a Minimum Number of Certified Officials

At its 2007 Annual PVS House of Delegates meeting on May 23, 2007 the policy was modified as below for fine determination and assessment as of May 1, 2008

#### Registration and Participation Requirements

Teams with 1 - 25 swimmers	No requirement
Teams with 26 - 50 swimmers	1 official
Teams with 51-75 swimmers	2 officials
Teams with 76 - 100 swimmers	3 officials
Per each additional 30 swimmers (or portion of 30)	1 official

#### Penalties

For each official that a team is short       \$200

For purposes of applying this test, registered USA-S athletes representing that school (or its affiliated USA-S Club) who have participated in NCAA competition during the current year shall be excluded from this computation for that school/affiliated Club.

*(Modification approved by the Board of Directors on June 12, 2007.)*

#### July 2006—

1. To be discussed possible change. Travel reimbursement policy change as shown in the minutes appears to be written to apply just to the current convention. (parking at outgoing airport and transportation to and from convention site airport.)
2. Proposed Change--Outreach reimbursement form included; not on PVS website yet.
3. Proposed Change—Permissible for room rental fees to be incurred to conduct officials clinics.



#### September 2006—

1. Proposed Change--Dive Over Starts. Endorsement subject to specific procedures being adopted (thereafter completed and published).

2. No Proposed Change—SC Zone Team Selection Criteria. (Appears to be year specific.)

“PVS SC Zone Team be selected based on the two fastest times (limited to those swimmers eligible to represent PVS on the Zone Team and who apply to be on the Team) The selection period would start September 1, 2006 and end for 15-18 athletes at the conclusion of PVS Senior Championships (March 11, 2007) and for 14/Under athletes, at the conclusion of PVS 14/U Age Group Junior Olympic Championships (March 4, 2007). Relay lead-off split times would qualify, including those occurring later in the final selection meet; however, times from time trials from any meet would not.

3. Proposed Change—Session hospitality reimbursement for PVS sponsored meets. Change to \$150 per session maximum.

#### October 2006—

1. Proposed change. Minimum number of officials. Except at Distance meets, it is the expectation of the PVS Board of Directors that all PVS sanctioned meets be conducted with **no less than 4** certified deck Officials (Referee, Starter, 2 Stroke & Turn Judges), as well as sufficient table workers and the required number of Timers, which depends upon the timing equipment being used.
2. Proposed change—modification to distance meet entry policy. Distance Coordinator has the authority to use their discretion, when provided with satisfactory evidence by an athlete's coach, to permit a swimmer to enter an event as well as to determine the appropriate seeding placement. [Language now used in meet announcements for PVS distance meets.]
3. No proposed change without more discussion. Refund of \$20 for completed officials sign-in sheets

#### November 2006—

1. Proposed Change—schedule for PVS sponsored competition.

“The schedule for PVS sponsored meets occurring during the April 1 – August 31 time period will be developed and presented at the Spring Competition Committee Meeting of the previous year.

The schedule for PVS sponsored meets occurring during the September 1 – March 31 time period will be developed and presented at the Fall Competition Committee Meeting of the previous year. “

2. Proposed Change—schedule for handling bids as to Club sponsored competition.

“Winter Competition Committee Meeting: Club sponsored meets to be held from April 1 through August 30 of the current year must be presented by this meeting. Club sponsored meets from September 1 through March 31 of the following year may be presented.

Spring Competition Committee Meeting: Club sponsored meets to be held from September 1 through December 31 of the current year must be presented by this meeting. Club sponsored meets from January 1 through March 31 of the following year may be presented.

Fall Competition Committee Meeting: Club sponsored meets to be held from January 1 to March 31 of the following calendar year must be presented by this meeting. Club sponsored meets from April 1 through August 31 of the following year may be presented”

#### December 2006—

1. Proposed Change—waiver of sanction fee with club sponsored charity meets. The Administrative Assistant is authorized to waive sanction fees for club meets meeting all the following conditions:

“Requests are limited to dual and tri meets. Request must be made at least 7 days prior to meet’s start date. In addition to the information normally required for a dual or tri meet, request must also include name and employer identification number of charity. Following the meet, host club must provide PVS (as is required for all sanctioned meets) the Meet Manager File Manager Backup File. This will allow the splash fees that would have otherwise been assessed to be calculated. Host club must provide written acknowledgement from charity of the amount donated. This donation should be **no less** than the total splash fees that would have otherwise been assessed in order for the waiver to be granted. In the event that a copy of the written acknowledgement is not received by PVS within 60 days of the completion of the meet, splash fees will be due and payable.”

2. Proposed Change—Treaty with VSI on sanctions.

“When meets are held by VSI in PVS territory (and vice versa), the sanction fee assessed by the LSC in which the meet is being held will be \$100 when all of the following conditions are met:

- The meet must be sponsored by the out-of-territory LSC or one of its member clubs.
- A minimum of eighty percent (80%) of the athletes participating in the meet must be from the out-of-territory LSC.
- Responsibility for staffing of the meet is handled by officials from the out-of-territory LSC.
- Meet Announcement preparation is the responsibility of the out-of-territory LSC.

- Meet Announcement and results are posted on the out-of-territory LSC's website..
  - Verification of athlete registrations (both pre and post meet) is performed by the out-of-territory LSC.
  - The loading of times into SWIMS is performed by the out-of-territory LSC.
  - Warm-up and safety procedures of the out-of-territory LSC are followed with Report of Occurrence reports, if any, submitted to both LSC's, in addition to USA Swimming and Risk Management Services, Inc.
  - The effective date will be January 1, 2007. “
3. Proposed Change—Chaperones Expenses—Zone Team:  
 “PVS to pay one-half the double occupancy rate for hotel accommodations for up to 6 chaperones per trip. They will also be provided complimentary seating on the team busses, if extra seats are available. If seats are not available, chaperones would be reimbursed for automobile mileage at the then current charity mileage rate for travel to and from the meet The number of chaperones supported would be one per each 25 athletes (or fraction thereof) participating on the team.”
4. Proposed Change—Zone Team Manager:  
 “The Zone Team Manager [has] the option to travel to the meet location prior to the team arriving thereby providing them the opportunity to address various logistical matters prior to the team’s arrival.”

January 2007—

1. Proposed Change—Treaty with Maryland LSC:

“When meets are held by Maryland Swimming in PVS territory (and vice versa), the sanction fee assessed by the LSC in which the meet is being held will be \$100 when all of the following conditions are met:

- The meet must be sponsored by the out-of-territory LSC or one of its member clubs.
- A minimum of eight percent (80%) of the athletes participating in the meet must be from the out-of-territory LSC.
- Responsibility for staffing of the meet is handled by officials from the out-of-territory LSC.
- Meet Announcement preparation is the responsibility of the out-of-territory LSC.
- Meet Announcement and results are posted on the out-of-territory LSC's website.
- Verification of athlete registrations (both pre and post meet) is performed by the out-of-territory LSC.
- The loading of times into SWIMS is performed by the out-of-territory LSC.
- Warm-up and safety procedures of the out-of-territory LSC are followed with Report of Occurrence reports, if any, submitted to both LSC's, in addition to USA Swimming and Risk Management Services, Inc.
- The effective date will be January 1, 2007.”

2. Proposed Change—Times eligible for SC Zone Team qualification. Relay lead-off intermediate splits and individual event intermediate splits achieved at only the PVS 14 & Under JO Championship and PVS Senior Championship meets are **not** permitted to be used as qualifying selection times for the PVS Eastern Zone Team. Also prohibited are all out-of-LSC meet times that are achieved by 14/Under athletes on the weekend of the PVS 14 & Under JO Championship and for 15-18 athletes on the weekend of the PVS Senior Championship.

3. Proposed Change—High School Observed Meets. “When a meet is scheduled to occur in its territory, Potomac Valley Swimming will normally agree to observe the Ultimate (last) and Penultimate (next to last) meet that athletes from each school can achieve as part of their high school championship season. Therefore, up to two levels of High Schools meets will be observed. Normally this will be the State Championship Meet in both Virginia and Maryland and their respective Regional meets. If a school participates in a district meet and has no Regional meet between that and the appropriate State Championship, the district meet may be considered for observation. A similar approach will be applied to determining which private school championship meets will be considered for observation.

The meet must also satisfy the other requirements to be observed which includes having sufficient USA Swimming certified officials present, having applied to have the meet be observed in a timely manner, payment of the observation fee to PVS, etc.

Note: In the case of Montgomery County schools since they are not participating in the State Championship Meet, their last two meets will be considered to be Metros and Counties.”

4. Proposed Change. Delinquent Payments/Fines—PVS sanctioned meet entry fees and club sponsored meet splash fees.

“Entry fees for PVS sanctioned meets are due to the meet’s host club before conclusion of the meet. Any entry fees paid after conclusion of the meet should be made payable to PVS and mailed to PVS’s business address. Any PVS meet entry fees not received within 30 days after conclusion of the meet will be assessed a \$100 fine. Additionally, interest will levied starting on the 31<sup>st</sup> day after conclusion of the meet. Interest will be charged at a rate of .027397 per day (10% per year). The delinquent club will not be allowed to enter any future PVS sanctioned meets until the outstanding entry fees, fine and interest are paid in full. Splash fees for club-sponsored meets are due to PVS within 30 days after conclusion of the meet. Any Splash Fee not received within 30 days after conclusion of the meet will be assessed a \$100 fine. Additionally, interest will levied starting on the 31<sup>st</sup> day after conclusion of the meet. Interest will be charged at a rate of .027397 per day (10% per year). The delinquent club will not be allowed to enter any future PVS sanctioned meets until the outstanding splash fee, fine and interest are paid in full.”

Effective 2/23/2007.

Clarifications made in April 2007: “It was confirmed that, in the event a club is being invoiced for separate reasons these should be viewed as multiple occurrences and the club would be subject to the \$100 fine for each occurrence. Additionally, in the event that the overdue amount is less than \$100, the imposed fine is double the overdue amount rather than \$100. In response to a request for clarification regarding the previously approved refund of \$20 per meet to PVS host clubs that submit Officials’ sign-in sheets for all sessions, the Board

confirmed that the refund would also apply in instances when all conditions had been met for a sanction fee waiver.”

February 2007--Proposed Change. Fees due PVS when a meet is held out-of-LSC. For club sponsored meets, PVS charges the standard fee of \$0.45 per entry and credits the club up to \$100 paid to the host LSC, providing the splash fees generated are at least \$100. In the event the meet is a PVS sponsored meet, the \$100 paid would be an allowable meet expense. Sanctioning of meets to be held out-of-LSC under the ‘Sanction Fee Treaty” shall follow the same policy and procedure as meets run within PVS.

March 2007—

1. Statement of Ethical Principles—proposed as a separate attached document.  
Signature endorsement of the statement are requested of individuals holding the following positions: all members of the PVS Board of Directors (including active *ex officio* members), all members of the PVS Board of Review, all PVS support contractors (currently Registrar, Administrative Assistant, Controller and Equipment Manager), and key PVS Committee Chairs (Awards Chair, Camps Coordinator, Officials Chair, Travel Support Coordinator, Safety Chair, Webmaster, and Zone Coordinator).
  
2. Proposed Change--Investment Policy:

## **Potomac Valley Swimming, Inc. (PVS) Investment Policy Statement**

**As Approved by the Board of Directors on 03/12/2007**

This statement of investment policy has been adopted by the Board of Directors of Potomac Valley Swimming, Inc. to provide instructions regarding investments held by the Corporation. This policy statement assumes that PVS maintains a system of internal controls sufficient to safeguard assets against fraud and malfeasance and to monitor compliance with this policy. This policy may only be modified by formal action of the Board of Directors in response to changes in the business environment in which PVS operates and/or external economic conditions.

The following definitions identify the types of funds held by PVS:

General Operating Funds or Checking Account (GOA): Funds in the GOA are checking account funds to cover cash needs for the next 10 days. All checks issued by PVS are issued from this account. As such, the balance in this account should not exceed short-term cash needs plus a \$10,000 cash cushion.

Restricted Operating Funds or Money Market Deposit Accounts (ROA): Funds in the ROA are unrestricted operating funds invested in one or more money market deposit

accounts. All receipts of PVS shall be deposited to these accounts. These accounts are used to fund the GOA account through electronic funds transfers. No checks are written against these accounts. Funds in these accounts are held to provide sufficient liquidity to meet current business cycle expenses. While the balance allowed to be maintained in these accounts is not specified in this policy, the Board of Directors should formally review the balances on a quarterly basis to insure (1) adequate liquidity to meet short term cash requirements and (2) insure that funds in excess of short term needs are invested in CD's or mutual funds.

Certificates of Deposit (CDs): Funds invested in CDs are unrestricted operating funds invested in CDs of various maturities and maturity dates. Such funds shall normally attain a higher rate of return upon issuance than is then available from money market deposit accounts.

Mutual Funds: Funds invested in mutual funds are unrestricted operating funds that are invested for a longer period of time in an attempt to attain a higher return than is available through CDs or money market deposit accounts.

## **Investment Objectives**

1. Liquidity: Maintain sufficient liquidity to meet expected operating requirements and provide an appropriate reserve for unexpected needs.
2. Preservation of Capital and Purchasing Power: Invest funds prudently so as to insure a high probability of preserving capital while balancing this objective with the need to protect against buying power erosion caused by inflation.
3. Asset Performance: Attain an annual return on assets that is at least equal to the general rate of inflation plus 1%. For purposes of this test, inflation is measured by the growth in the CPI-W index as published by the US Department of Commerce.

## **Investment Guidelines**

1. General Operating Funds or Checking Accounts (GOA): Allowable investments include U.S. federally insured bank and savings and loan institutions. While it is permissible to maintain an average balance in excess of the federally insured maximum of \$100,000 in a single institution, only funds needed to satisfy the immediate short-term 10-day cash requirements should be invested here.
2. Restricted Operating Funds or Money Market Deposit Accounts (ROA): Allowable investments include U.S. federally insured money market deposit accounts at federally insured bank and savings and loan institutions. While it is permissible to maintain an average daily balance in excess of the federally insured maximum of \$100,000 consideration should be given to spreading funds

among several different institutions in order to minimize exposure to bank failure.

3. Certificates of Deposit (CDs): Allowable investments include U.S. federally insured certificates of deposit at federally insured bank and savings and loan institutions. The maximum initial deposit in any single CD is \$100,000. While it is permissible to purchase multiple CDs at a single institution consideration should be given to spreading funds among several different institutions in order to minimize risk of bank failure. CD's should be purchased in varying lengths so as to stagger maturities and maturity dates. In no event may a CD's term be greater than five years.
4. Mutual Funds: Allowable investments include mutual funds that invest in both U.S. and international equities, bonds and money market instruments. Funds invested in mutual funds should be viewed as long term investments (at least 5 - 10 years) intended to ensure real growth of capital to meet future needs. Mutual fund investments should utilize an asset allocation model that results in exposure to a broad spectrum of the overall equity market sectors and both U.S. Treasury and Corporate bond funds. No more than 30% of funds invested in mutual funds may be devoted to a single market sector. A practice of mirroring USA Swimming's investment portfolio allocation for similar investment objectives is an appropriate, but not required strategy.

### **Fund Allocation Guidelines**

1. General Operating Funds or Checking Accounts (GOA): 10 days operating expenses plus \$10,000.
2. Restricted Operating Funds or Money Market Deposit Accounts (ROA): Sufficient assets to meet the business cycle liquidity needs of PVS. It is periodically reviewed and determined by the Board of Directors.
3. Mutual Funds: May invest up to 25% of funds provided the needs of the GOA and ROA are fully satisfied.
4. Certificates of Deposit (CDs): All funds not invested elsewhere shall be invested in CD's of varying maturities. No single CD upon issuance may exceed \$100,000 or five years in length.

### **Prohibited Activities**

1. Loans to any PVS individual member or PVS club.
2. Opening of bank accounts or investing funds without Board of Director approval.
3. Granting credit or making loans to any party without approval of the Board of Directors.

4. Allowing access to more than 20% of PVS funds by a single individual.
5. Trading in individual equity or bond securities.
3. Proposed change. Officials Travel Reimbursement Policy approved.
  - **Officials Education Travel Reimbursement**
    - **Potomac Valley Swimming (PVS)**
      - *As adopted by PVS Board of Directors*
        - *March 12, 2007*
  - 
  - The Officials National Meet Educational Stipend is intended to assist with an Official's travel expenses to work national level competition. The Officials Chairman through the Vice-Chairman for Operations 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, USA Swimming Junior National Championships, Trials Class Meets, USA Swimming National Championships, Open Water Championships, and USA Swimming Disability Championships.
  - 
  - Officials working a qualifying meet - may not receive more than their actual expenses in travel assistance from USA Swimming and PVS combined. The Officials Committee shall recommend annually to the Board of Directors both the maximum to be paid per meet for meets to be held in the following competition year as well as the total assistance that may be paid for meets held during the following competition year. An official may receive up to three (3) travel stipends in each competition year. Official's reimbursement will be distributed subject to the rules below. When the yearly allocation is exhausted no additional allocations will be made for meets held in that competition year.
  - In order to receive travel assistance from PVS, an official must meet certain minimum eligibility requirements:
    - The official must be registered with PVS for at least six months prior to the meet and be registered with USA Swimming through PVS as an official during the time of the meet for which they are requesting assistance.
    - The official must work a minimum of four sessions at the event for which they are requesting travel assistance.
    - The official must have worked at least two sessions each, in at least three PVS sanctioned meets during the 12 months immediately preceding the request for reimbursement.
    - The official must notify the PVS Officials Chair of the intent to request a reimbursement upon acceptance to officiate at the designated meet, and prior to the date of the meet.
    - Meets held within the geographical boundaries of PVS are not eligible for reimbursement.
    - Completed PVS requests for travel assistance are due not later than thirty (30) days after the competition for which travel assistance is being requested.



- Requests for the Stipend are to be addressed to the PVS Officials Chair who will certify that the Official is eligible and meets all requirements. The PVS Officials Chair will recommend to the PVS Board of Directors who should receive a stipend and the amount prior to or at the PVS Board of Directors meeting immediately following the due date. The PVS Board will review and if approved will authorize the PVS Treasurer to disburse funds identifying the person and amount.

April 2007—

1. Proposed Change—PVS equipment rental fees to be waived under the same conditions as waiver of sanction fees for charity meets.
2. Proposed Change—clarification of policy on fines and penalties for late payments—included with change in January 2007.

May 2007 HOD—Proposed Change (this was worded as for 2007 but appears to be a general policy statement). PVS travel reimbursement criteria for PVS athletes requires a minimum of 4 swims to include any swim at any PVS sanctioned meet.

June 2007—

1. Proposed change—college based clubs; penalty for insufficient officials.  
For purposes of applying this test, registered USA-S athletes representing that school (or its affiliated USA-S Club) who have participated in NCAA competition during the current year shall be excluded from this computation for that school/affiliated Club.
2. Proposed Change. Meet Announcements. That meet language be included in all meet announcements requesting that each participating club send one table worker or official if it entered 25 or more splashes.

July 2007—Proposed change. Controller authorized to enroll PVS in a credit alert program.

September 2007—Proposed change. Assignment/Re-assignment of responsibilities.

Approved the transfer of pool rental responsibility from Administrative Assistant to Executive Director, including the authority to exercise and sign rental contracts that are generally consistent with prior year's as regard to location and cost. The Executive Director was encouraged to consult with the Senior Chair, Age Group Chair and two Coaches representatives when considering changing venues and/or new rental opportunities become known.

- Reaffirmed the assignment of meet sanctioning responsibility to the Administrative Assistant to the extent allowed under PVS's Policy & Procedures.
- Assigned responsibility for team venue placement and rebalancing of entries for PVS sponsored Meets to the Administrative Assistant (In discussing this item it was recommended that wording be added to PVS Open meet announcements stating: "Entries, once submitted, are not refundable.")

October 2007—

1. Proposed Changes—formation of Committees.
  - a. Travel Assistance Committee consisting of General Chair, Senior Chair and Travel Assistance Coordinator established.
  - b. Zone Management and Marketing Committee established.
2. Proposed Change—Championship Meet Entry Times. [Based on change of USA Swimming rule not to require best time to be submitted.]

“Entry times for individual relay events shall have been achieved within the two years prior to the meet entry deadline; however, the times need not be the best competitive times of the swimmers but can be any time they have swum equal to or under the event qualifying time. Swimmers entered in the 800/1000 and 1500/1650 freestyle do not need to enter their best times, but may enter themselves at their fastest time or at the time standard.”
3. Proposed Change. No deck registration of athletes is permitted at PVS sanctioned meets.
4. Proposed Change. Deck entries at PVS sanctioned meets must be accompanied by proof of current USA Swimming registration.
5. Proposed Change. Seasonal athlete registration period is April 5 through August 31.
6. Proposed Change. Addition to current provision covering Invitational or Conference Championships, Colleges to be charged a flat \$100 (limited to dual meets) seasonal fee for meet observations.

November 2007—

1. Proposed change. Accrual method of accounting adopted for monthly and annual financial reports as well as budgets (latter effective for 2008-2009 and future budgets).
2. Proposed change. PVS Audit Committee established.
3. Proposed change. PVS Webmaster to establish an on-line registration process for coaches certification classes.
4. Proposed change. Disqualification explanatory information (as printed with the Hytek system results) to be included with meet results.

December 2007—Proposed change. Home schooled athletes considered for PVS scholar athlete awards. Home-schooled athletes wishing to be considered for future PVS Scholar-Athlete Awards are encouraged to apply and that an ad-hoc committee of three, appointed by the General Chair is formed to evaluate their applications. It is desirable for the members of this committee to have experience in education so they can properly evaluate the equivalency of the academic work.

January 2008—None.

February 2008—Meet Announcement must identify “Referee Responsible for the Meet.”

March 2008—None.

April 2008—Proposed change. Procedure for sanctions with meets subject to VSI treaty. A single sanction will be issued by the LSC governing the territory in which the meet is held. Preliminary approval however is required of the sanctioning officer of the LSC originating the meet sanction request. The latter is to ensure PVS (or VSI) requirements are met for meets conducted in the other territory.

May 2008 HOD—None.

June 2008—No items (no quorum); July 2008—None. No record.

September 2008 None.

October 2008--Proposed Change. Outreach Coordinator position established.

November 2008--None.

December 2008-- None.

January 2009—

1. Proposed Changes--Equipment Policy Changes:
  - a. As of February 1, 2009 PVS will no longer rent/supply meet boxes to Clubs sponsoring meets. PVS will continue to order and supply all DQ slips, reseed slips, deck entry forms, relay take off slips. PVS will also continue to support any club having transition problems.
  - b. PVS will stop renting laptops and printer for the laptop and will not be providing meet management software for any Club meets effective February 1, 2009.
  - c. The Executive Director is authorized to expend up to \$5000 to purchase a trailer of sufficient size, have it retro-fitted for transporting timing equipment.
2. Proposed change. Establish “PVS 18&U Age Group Championship” (renamed from B/BB Champs) with two daily sessions (13&O and 12&U) and top end cuts to be the 14&U JO Cuts and Jr Cuts for 15&O.
3. Proposed change. Change Outstanding Athlete Award categories as follows: Awards to be made annually to single age group from 9 to 18 and Open with the qualification period remaining the same Sept 1-Aug 31, the coach will have the option of one age group the athlete can apply for. The accomplishments presented in the application must have been achieved in the specific age group for which recognition is sought and achieved during the qualification period.

4. Proposed change. Travel Reimbursement. An event can only be used once to qualify for travel reimbursement.

February 2009—No change to items under Policy and procedure Amendments due to superseding events.

March 2009—None.

April 2009—None.

May 2009 HOD—None.

June 2009—

1. Proposed Change--Travel Assistance. Qualifying period for December national meets (for travel assistance) to be from April 1 through the entry deadline.
2. Proposed Change—Travel Assistance. Require 4 swims in PVS sanctioned competition with no requirement to swim an event in a PVS sanctioned meet for which the athlete is swimming in the national meet.

August 2009—None.

October 2009—

1. Proposed change. Fines on clubs hosting PVS meets for failure to meet requirements:

**Potomac Valley Swimming Host Clubs Fines for Failure to Comply with Critical PVS Meet Hosting Requirements Approve by PVS Board of Directors on October 12, 2009 1**

Background PVS clubs that host PVS meets are required to complete certain tasks that are critical to the LSC's ability to collect all meet entry fees due from participating clubs. Failure of host clubs to comply with these requirements in a thorough, accurate and timely manner significantly complicates and in some cases negates the ability to collect all meet entry fees due from clubs participating in the meets. As an incentive for host clubs to remedy this situation a series of fines will be levied against host clubs who fail to comply with these requirements.

Details

1. Host clubs are required to forward to the Executive Director at [jfertter@cox.net](mailto:jfertter@cox.net) a final pre-meet Meet Manager HyTek entry file for the meet **prior to start of the meet**. This file should contain all pre-meet entries into the meet. Theoretically, the only difference between this file and the post-meet file should be for deck and time trial entries where these types of entries are allowed in the meet. The pre-meet files and post-meet files for meets that do not allow deck or time trials entries should be exactly the same except for the correction of errors.

**Penalty for Failure to submit an accurate pre-meet entry file to the Executive Director/Controller before start of the meet: 5% of meet management fee.**

2. Host clubs are required to submit a complete and accurate meet financial report and send all meet entry checks received by the host club as of the date of the submission of the report to the Executive Director/Controller within 10 days of conclusion of the meet. The financial report should reflect all entries into the meet and should reconcile to the post-meet HyTek Meet Manager files. The report should clearly identify meet entry fees by club that are outstanding as of the date of submission of the meet financial report. Failure to provide accurate and timely

reports and entry fee checks makes it very difficult and time consuming to subsequently collect outstanding entry fees from participating clubs.

**Penalty for failure to submit reports and entry fee checks within 10 days of conclusion of meet: 5% of meet management fee.**

3. Entry fees for deck entries and time trials are supposed to be collected from the club or swimmer at the time of entry into an event or events at the meet. Clubs often do not collect the deck or time trial entry fee at the time of entry. This failure often results in less than complete collection of these fees since it is virtually impossible to collect these fees after the fact especially given that many deck and time trial entry fees are paid to the host club in cash.

**Penalty for failure to collect deck entry fees or time trial entry fees at time of entry into events: No payment of meet management fee for deck or time trial entries on which entry fees are not collected.**

4. Entry fees from non-PVS teams participating in a meet and from PVS or non-PVS unattached athletes must be collected prior to conclusion of the meet. Failure to collect these entry fees prior to the meet's conclusion makes it difficult and in the case of unattached athletes, impossible to collect these fees after the meets are concluded. **Penalty for failure to collect entry fees from non-PVS clubs and unattached athletes prior to conclusion of the meet: no payment of meet management fee to host club for Non-PVS club or unattached athlete entries for which the host club does not collect the entry fees prior to conclusion of the meet.**

2. Proposed change: Hospitality reimbursement. Increased to \$250 per session other than distance which is \$200 per session.

November 2009—Possible change—communication plan developed by Ward Foley tbd.

December 2009—No proposed change. Vision Statement Adopted. (set forth on website).