

PVMSC Board Meeting Minutes
November 22, 1992

Attendees:

Ray DeFrees	- Northern Virginia Jewish Community Center
Tom Denes	- Chair/Ancient Mariners
David and Pat Diehl	- Terrapin Masters
Barbara Frid	- D.C. Masters
Jennifer Gittins	- Secretary/Fairfax County Masters
Lynn Hazlewood	- Sanctions/Reston Masters
Ralph Hitchens	- Upper Montgomery County YMCA
Drew Kimbrough	- D.C. Recreation and Parks
Joann Leilich	- Registrar/D.C. Masters
Debbie Morrin	- Terrapin Masters
Debbie Pitts	- National Capitol YMCA
Nancye Schap	- Treasurer/Upper Montgomery County YMCA
Dave Smith	- Newsletter/Arlington Ageless

1. Old Business

The previous Minutes were accepted as written.

2. Report of Officers

Treasurer - The budget was distributed and approved. To save charges, Nancye and Joann will look into changing the type of bank account that PVMSC uses. When we meet next August we will discuss fees, so we can make an informed decision about whether to raise them or not. The Chair would like to revisit the issue of how much PVMSC pays for its delegates to attend the annual USMS Convention. In a previous PVMSC meeting, we had set a \$1,500 cap for Convention expenses. This year we overspent that, and with next year's Convention being in Los Angeles, expenses will likely be higher.

3. Report of Committee Chairs

Newsletter - Joann will prepare a Convention write-up for the December newsletter (a write up did appear in the recent issue of SWIM). The newsletter will also include meet announcements for DCRP, Ancient Mariners, and Burke meets. Additionally, there will be a copy of the PVMSC 1992 Long Course Top Ten Listing, and a reference that the USMS 1992 National Top Ten is available from the USMS National Office, since it's no longer published in SWIM.

Registrar - During 1992, there were 1,059 registered USMS swimmers in PVMSC. We discussed notifying those 1991 USMS PVMSC swimmers who didn't re-register for 1992, but decided not to pursue it. The accidental \$10 overcharge of team dues is being refunded to those who paid it. Club reps and meet directors should be sure to have the USMS applicants sign their name on the registration form, especially when they deck enter for a meet. We will look into re-designing the form for next year.

Top 10 - Alfonso Allen had requested that someone replace him as Top Ten tabulator, and Dave Diehl volunteered the Terrapin Masters. Dave Diehl will prepare something for an upcoming newsletter thanking Alfonso for all his work on the Top 10 committee.

Sanctions - The 1993 meet schedule was distributed. For the Turkey Classic, we decided to waive the fines for the following infractions:

- Lane ropes should have a different color marker 15 feet out, at both ends of the rope.
- Pool should have lanes numbered right-to-left as the swimmers face the course.

There was no one designated to evaluate the D.C. Aquatics club meet. So that Lynn doesn't have to go to all the meets, we're designating more evaluators. Lynn will prepare a Meet Evaluation Form for their use. The following people have been assigned to evaluate the next few meets:

Dec. - Terrapin 1000/1500	- Lynn Hazlewood
Jan. - DCRP Short Course	- Tom Denes and Dave Diehl
Feb. - Burke Terrible Triple	- Debbie Pitts and Nancye Schap
Mar. - Ancient Mariners Short Course	- Dave and Pat Diehl

If your meet facility requires swimmers to sign a second waiver, that second waiver must only mention the facility. Any mention of USMS or any conflicting information will make the second waiver cancel out the first waiver.

Officials - We are considering the question of whether our LMSC wants to certify officials. Also, we should consider whether we want a written test to explore the differences between USS and USMS rules.

4. New Business

Turkey Classic Reimbursement Request - Because the order of events had been left off the Turkey Classic meet entry that appeared in the newsletter, the meet organizers had to mail new entry forms. PVMSC agreed to share half the cost of that mailing since we didn't catch their error during the sanctions process. To help avoid that situation in the future, Lynn has prepared an "Entry Form Check-list" (attached), and would appreciate any comments about it.

Timing of Newsletter to Allow Adequate Time to Enter Meets - Teams should send in their meet announcements early enough to be included in the newsletter.

Mailings of Newsletters to New Members - For people who join PVMSC, Joann sends out any remaining copies of the recent newsletter. We decided to leave that as is, rather than increase the number of copies we make.

What Do Bylaws Say About Achieving a Quorum - Tom Denes, and Dave and Pat Diehl will review our current Bylaws, and recommend any changes.

Letter to Insurance Provider - A copy of the regulations for swimmers and helpers at unsanctioned meets was distributed (attached).

Status of Fitness and Safety Coordinators - We may revisit this item later, but for now we are taking no action.

Representation by Board Members at All Meets - Discussed above under Sanctions.

Miscellaneous - Tom Denes will look through the past Minutes to find items to include in a "Policy Manual".

Attachments: Entry Form Check-list
 Letter to Insurance Provider

Submitted By: Jennifer Gittins

**POTOMAC VALLEY MASTERS SWIMMING COMMITTEE
ENTRY FORM CHECK-LIST**

Meet Name: Pentathlon/Terrible Triple, Sanction #103-002

Team Official: Steve Highley
7577 Cregger Ln., Manassas, VA 22111
703-368-5756

Team: Burke Masters

Below is the check-list which was used to evaluate your entry form. The information required for your entry form is divided into General Information (which the swimmer keeps) and Entry Form Contents (which the swimmer fills out and returns to you). Don't worry if some items appear in different sections on your entry form. This is only a suggestion and follows what most meets do. Please send corrected entry form to Sanctions Chairman **before** you mail it to the newsletter. If you have any questions, call Lynn Hazlewood at 703-860-5304.

General Information		
√	Name of Meet	
√	Proper Sanction Statement	Sanction #103-002
√	Date of Meet	
√	Beginning of Warm-Up	Fix hyphen in the word warm-up (you have warm_up)
√	Time of First Event	
√	Name of Sponsoring Team	
√	Meet Director(s) with Phone#	
√	Location of Meet	
√	Directions to Meet	
√	Parking Instructions	
√	Facility Specifications	Indicate number of warm-up lanes available
√	USMS Rules Statement	
√	Swimmer Eligibility	
√	USMS Card Required with Entry	Should emphasize the need for this under Eligibility statement
√	USMS Registrations @ Meet	
√	List of Events	
√	Entry Procedure	
√	Limits on Number of Events	
√	Seeding Procedures	
√	Fees	
√	Deadlines	
√	Awards	
√	Results Availability	
No	Lap Counters for Long Events	You need to indicate if these are available for the 500 free and if the swimmer needs to provide her/his own counter.

LAUX & GRANT

ATTORNEYS AT LAW

EIGHT MYRTLE AVENUE

P.O. BOX FIVE, WESTPORT, CONNECTICUT 06881

MICHAEL A. LAUX
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October 26, 1992

Mr. Thomas A. Denes
Chairman
Potomac Valley Masters Swimming
3945 Newdale #34
Chevy Chase, MD 20815

Dear Mr. Denes:

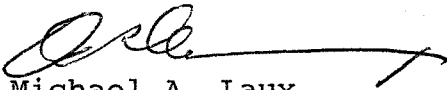
In response to your letter to Sandi Blumit dated October 5, 1992 wherein you copied me, please be advised as follows:

1. Unsanctioned and unapproved meets are completely covered under our USMS insurance policy under the category "organized practice", provided each and every participant is registered with USMS.

2. All swimmers, helpers and spectators participating in such an event are covered by USMS accident and liability insurance provided they are USMS registered. All swimmers must be USMS registered. Any helpers and spectators not registered with USMS are not covered by USMS accident insurance.

If you have any questions, please contact me.

Very truly yours,



Michael A. Laux

MAL:cmd
cc: Sandi Blumit