

PVS Travel Assistance Policies and Procedures  
Board of Directors, Potomac Valley Swimming

As Senior Chair it is my responsibility to oversee the process of Travel Assistance to **clubs** for athletes participating in USA Swimming's Junior and Senior National Championships. Presently, athletes are eligible through their **clubs** if they have met the following criteria:

1. They are registered members of PVS for at least 6 months prior to the meet the club is seeking assistance for and must represent PVS at the meet for which they are requesting assistance.
2. The athlete must have completed the [required number of events](#), in the designated meets, as recommended by the PVS Competition Committee and approved by the Board of Directors. This currently 4.
3. Full time students living away from home who have been registered with Potomac Valley for two years prior to entering school are exempt from the participation requirement as long as they are representing Potomac Valley Swimming. Athletes residing in the area are expected to meet the specified participation requirements.
4. Requests for travel assistance are due not later than thirty days after the competition or event for which travel assistance is being requested.

Funds for Travel Assistance are allocated through the PVS budget with separate amounts for Jr Nationals and Sr Nationals. In addition there is a cap to be set aside per athlete, currently \$250 for Juniors and \$450 for Seniors. These funds are sent to the **clubs not athletes**.

All requests for assistance are sent in by coaches or club representatives, not athletes or parents. Presently, the forms(2) require the **club** to identify the athletes, their USA S ID #, the events (4) they swam in PVS (along with date, event and meet name), athlete signature, coach signature and date. The second form then requests; club name, athlete name, USA S ID#, meet name, events swum at the meet, head coach, head coach signature, and appeals for college athletes. Once a club submits the forms the information is verified and presented to the BOD. Much of this process has been in existence for a considerable period of time. It is time consuming and redundant.

Our travel coordinator is given a list of PVS participants in each of the meets eligible for travel assistance (Tim Husson, now, previously, John Hirschman). The process of verifying appropriate number of PVS swims would show all events swum during the qualifying period on an individual's time page on the USA S website. Since there are no athletes completing the forms their signatures are not necessary. Whomever the club has assigned to complete required forms should suffice as the signatory for the applications.

There have been repeated requests at the Competition Committee meeting for a simplified on line form. In speaking with the PVS Webmaster it is doable and I feel appropriate. A new form should only need the following for completion by a club:

1. Name(s) of athlete(s)
2. USA S ID #
3. Club requesting assistance
4. List of Appeals with explanation
5. Appropriate signature (since the concept will move us online this will become the person completing the form)

The person verifying will only need to continue what has been done in the past, except they will be cross checking the participation in the meet from the list they are presently receiving and observing whether the athlete has the appropriate number of swims rather than checking the list the coach has provided. They will continue to check for “double dipping” and to make the BOD and coach aware of the 5 time rule for Junior Nationals.

This has become a somewhat contentious issue. We should remember the purpose of the assistance is help clubs help athletes. Travel funds are derived from the registration fees, splash fees and entry fees of athletes. Our position should be to insure clubs get the assistance they deserve through making the process uncomplicated and efficient. Questions regarding assistance should be addressed prior to BOD meetings. As the individual charged with oversight of this process I will be working with Tim Husson to have our new form online prior to the conclusion of the Short Course National meets this December.