

# PVS Meet Directors Clinic

September 2022





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**SWIMMING**

**Tim Husson**

[tim.husson@gmail.com](mailto:tim.husson@gmail.com)

**Karyn McCannon**

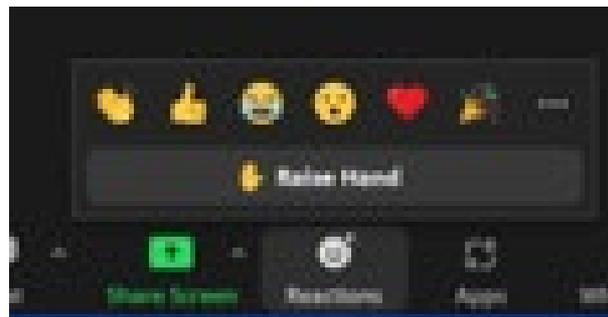
[karyn.mccannon@gmail.com](mailto:karyn.mccannon@gmail.com)



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**Questions can be submitted:**

Through the Chat Window  
or  
Raise your Hand





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# Meet Director Certification

- All Meet Directors who conduct a PVS sanctioned meet must be certified by PVS. This requires Meet Directors to participate in a one-day clinic. The clinic will address responsibilities prior to, during and after the meet. Approval, staffing, responsibilities, technical requirements and post-meet reporting requirements will be included.



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# Meet Director

**102.9 MEET DIRECTOR** — Shall be appointed by the meet host. The Meet Director's responsibilities include, but are not limited to: procuring the awards; obtaining a sanction; preparing the facility; arranging for personnel, equipment (including appropriate timing equipment as specified in 102.24), and supplies necessary for meet operation; processing of entries; printing of programs; arranging for publicity and media coverage; preparing and distributing meet results and filing the LSC report.

## 202.5.5

- .5 All referees, starters, administrative officials, chief judges and stroke and turn judges, serving in an official capacity in a sanctioned event, must be non-athlete members of USA Swimming or members of other FINA-member organizations. All meet directors for meets sanctioned by USA Swimming must be members of USA Swimming. Except for coaches accompanying athletes participating under the provisions of 202.9 or USA Swimming's "open border" policy, all persons acting in any coaching capacity in a sanctioned event must be coach members of USA Swimming.

**Meet Directors must be non-athlete members (inc. current BGC and APT)**



# Meet Director

PVS WILL NOT issue a meet sanction if the Meet Director and Meet Referee are not in good standing



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# Topics

- Meet Directors Handbook
- PVS-Sponsored Meets
- Sanction Request
- Meet Announcement
- Pre-Meet Recon
- MAAPP
- Volunteers
  - Marshals
  - Timers
- Equipment for Meets
- Meet Operations
- Admin Officials
- Post-Meet Recon
- Times for SWIMS
- Meet Financials



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# Meet Directors Handbook

[http://www.pvswim.org/  
meetdirectors/meetdirec  
tors.html](http://www.pvswim.org/meetdirectors/meetdirectors.html)

Meet Directors Handbook	
PVS Contacts	This handbook is a collection of resources for PVS Meet Directors. It provides guidance for running a meet from concept, meet announcement, entries, running the meet, and post-meet. Send comments to the <a href="#">PVS Administrator</a> .
PVS Forms	
PVS Clubs	
Registration	<a href="#">Cover Page</a>
Meetings	<a href="#">Preface</a>
Minutes	<a href="#">Types of Meets in Potomac Valley Swimming</a>
<b>Documents</b>	<a href="#">PVS Sanctioning Process</a>
Newsletters	<a href="#">Application for Sanction Form</a>
Safety	<a href="#">Meet Announcement Production</a>
Links	<a href="#">Required Elements for PVS Meet Announcements</a>
	<a href="#">Meet Announcement Template - Times Finals Meet</a>
	<a href="#">PVS Distance Qualifying Policy</a>
	<a href="#">Meet Financial Responsibilities</a>
	<a href="#">Attachment A - Fees</a>
	<a href="#">Meet Directors Financial Report</a>
	<a href="#">Pre and Post Meet Registration Recon</a>
	<a href="#">Pre Meet Procedures</a>
	<a href="#">Equipment</a> <small>(updated 1/12/13)</small>
	<a href="#">Timers at PVS Meets: Minimum Requirements &amp; Guidelines</a> <small>(updated 5/3/2016)</small>
	<a href="#">Meet Referee and Officials</a>
	<a href="#">Guidelines for Meet Referees</a>
	<a href="#">Three Types of Referees</a>
	<a href="#">Post Meet Procedures</a>



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# PVS-Sponsored Meets

- Upon approval of the PVS competition schedule, clubs are invited to host PVS-sponsored meets by submitting a bid before the specified deadline on the forms provided by PVS.
- At the time of bid submission, each club may designate certain meets that they managed for PVS during the previous year as "priority meets." This designation will indicate the clubs strong desire to run these meets for the upcoming season. Unless extraordinary circumstances exist, clubs will be awarded these meets. Clubs are permitted to designate up to two (2) meets for the winter season, and one (1) meet for the summer season as "priority meets." All meets not designated as "priority meets" would be open for bidding.
- PVS will award meets based upon the following considerations:
  - "Priority meets" awarded to prior managing clubs.
  - Past history in managing swim meets.
  - Bids are then awarded in order to involve as many clubs as possible.
- The Senior Chairman, Age Group Chairman, and both Coach Representatives will review the bids. They will make a recommendation to the PVS Board of Directors.



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# PVS-Sponsored Meets

- PVS
  - Determines Meet Schedule
  - Schedules and Pays for Pool
  - Produces Meet Announcement
  - Provides and Delivers Equipment (e.g., harnesses, touchpads, buttons, counters)
  - Pays Meet Expenses (e.g., pool rental, hospitality, meet supplies)
  - Invoices for Meet Entry Fees
- Host Club
  - Provides the Computer and Meet Manager License
  - Sets Up Equipment
  - Provides Timing System Interface Cable\*
  - Provides Meet Box Supplies (e.g., stopwatches, clipboards, pencils)
  - Identifies a Meet Referee\*

*\*non-championship meets*



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# Club-Sponsored Meets

- Approved at Competition Committee Meeting
  - Fall (September)
    - The PVS sponsored meet schedule for the following competition year is approved
  - Winter (January)
    - First chance to present club sponsored meets to be held from September 1 of the current year through August 31 of the following year.
  - Spring (May)
    - Last chance to present club sponsored meets to be held from September 1 of the current year through August 31 of the following year.
- Tri, Dual, and Intrasquad Meets do not need to be on the schedule but need to be submitted for sanction at least five days prior to the meet entry deadline.



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# Club-Sponsored Meets

- 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, tri and intrasquad meet announcements are due no later than five (5) days prior to the meet entry deadline.
- Required elements for Meet Announcements:  
[http://www.pvswim.org/meetdirectors/Meet\\_Announcement\\_Requirements.pdf](http://www.pvswim.org/meetdirectors/Meet_Announcement_Requirements.pdf)
- Once a meet announcement has been submitted and approved by the Technical Committee, 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.
- **Because all meet/session information is now going to be loaded into SWIMS 3.0, all changes to sessions MUST BE reported to the PVS Technical Committee**



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# Meet Referee

- The Meet Referee is your partner
- After you've identified your Meet Referee
  - Have them review the meet announcement before sending it to PVS
- During the entry process
  - Keep them informed of the meet size, projected timelines, etc.
- After entries are processed
  - Review timelines, positive check-in schedules, etc.
  - Review equipment and supplies needed for the meet



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# Pre-Meet Tasks

- Pre-Meet
  - Entries
  - Equipment Request
  - Pre-Meet Recon
  - Volunteers



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# Entries

- Acknowledge all entries back to the clubs that submitted them
  - An Entry Report from Meet Manager confirming their entries is the best way
  - Report any exceptions that occurred during the entry import process



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# Equipment

- PVS will provide the equipment and delivery for PVS-sponsored meets. Meet hosts should have someone experienced in the equipment set-up.
- Equipment requests for club-sponsored meets should be submitted well in advance (30 days or more). The club is responsible for pickup and return of equipment.
- For either type meet, the host may be charged for missing or damaged equipment. Treat it like you own it.
- **For all meets using PVS equipment, fill out the Equipment Rental Post-Meet Report:**  
<https://forms.gle/xgG1qRwib8P8aiFx6>



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# Pre-Meet Recon

- A Meet Manager backup file for pre-meet registration recon must be submitted in time for corrections to be made prior to the meet (9 am on the Monday prior to the meet – **may be changed to Thursday one week prior to the meet (at least 7 days) due to SWIMS 3.0**).
- The pre-meet recon identifies:
  - unregistered athletes
  - errors in name, ID or club
  - athletes that need to convert from Flex to Premium before the meet.
  - adult athletes that need to complete Athlete Protection Training prior to the meet.
- It is recommended that a second pre-meet recon be run prior to the meet and unregistered athletes removed from the meet.



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# Minor Athlete Abuse Prevention Policy (MAAPP)

<https://www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy>



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# MAAPP

The U.S. Center for SafeSport (“the Center”), the separate, independent, organization that oversees all sexual misconduct reports in the Olympic and Paralympic Movement created the Minor Athlete Abuse Prevention Policies to set a baseline for acceptable safety standards that limit one-on-one interactions between adults and minor athletes.



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# MAAPP

- The MAAPP applies to all Applicable Adults.
  - All non-athlete members
  - All participating non-members
    - Timers
    - Marshals
    - Other meet volunteers
- All athlete members 18 and older must complete Athlete Protection Training in order to maintain membership. **There is no longer a 30-day grace period after the athlete's 18<sup>th</sup> birthday.**



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# MAAPP

## Officials and timers briefing:

- This meet is conducted according to current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy.
- Make sure all interactions with athletes are observable and interruptible.
- Deck changing is prohibited. Report instances of deck changing to the meet referee/meet director.
- [IF ONLY ONE LOCKER ROOM/RESTROOM] Make sure you are not alone with an athlete in the locker room, including to use the restroom. Be proactive and tell the meet director immediately if this happens, even when it occurred through no fault of your own. Separate times have been delegated for your use.
- [IF MULTIPLE FACILITIES] There is a separate locker room/restroom for athletes and all other adults. Make sure that you are only using the facility marked for you.



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# MAAPP

## Coaches briefing:

- This meet is conducted according to current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy.
- Make sure all interactions with athletes are observable and interruptible, including any meetings you have in between races or sessions.
- Deck changing is prohibited. Make sure you tell all your athletes this. If they are seen deck changing you can expect that someone will come and remind them or you as their coach of this expectation.
- Remind your athletes of appropriate behavior in the locker room. Be sure to include that the use of any devices that record or take photos are prohibited in the locker room and changing areas.
- [IF ONLY ONE LOCKER ROOM/RESTROOM] Make sure you are not alone with an athlete in the locker room, including to use the restroom. Be proactive and tell the meet director immediately if this happens, even when no fault of your own. Separate times have been delegated for your use.
- [IF MULTIPLE FACILITIES] There is a separate locker room/restroom for athletes and all other adults. Make sure that you are only using the facility marked for you.
- As a reminder, coaches are not allowed to massage any athlete, even if you are a licensed massage therapist. This includes all massages, rubdowns, stretching, physical manipulation, injury rehabilitation, and the use of electronic or instrument assisted modalities such as stim treatment, dry needling, and cupping.



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# Volunteers

- Timers

USA Swimming Rules & Regulations 102.24

[http://www.pvswim.org/official/training/2012-06\\_Timers\\_Requirements.pdf](http://www.pvswim.org/official/training/2012-06_Timers_Requirements.pdf)

- Marshals

Marshals are required at all meets per PVS Policies & Procedures

- Other Volunteers



# Timers - Recommendations

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Timing System	Timers/Lane	Comments
Automatic (touchpads primary)	2	1 timer operates a stopwatch and a button; the other operates a button and handles the clipboard
Semi-Automatic (buttons primary)	2	1 timer operates a stopwatch and a button; the other operates a button and handles the clipboard
Manual (stopwatches only)	3	Each timer operates a stopwatch; one also handles the clipboard.



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# Timers

- Consider having a few “relief timers” so the timers can get breaks
- A good Head Timer is invaluable. Depending on the meet and the pool layout, having two Head Timers is sometimes necessary
- Even with semi-automatic or automatic timing, 3 timers/lane is a good idea for mini meets. One timer is dedicated to the clipboard



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# Timers

- Timers should be arranged before the meet.
- If you are going to assign timer requirements to participating clubs:
  - Do it fairly
  - If possible, do it by site for the large clubs
  - Follow through with teams that aren't meeting their requirements
- “We need timers” announcements at the meet is not an effective strategy



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# Marshals

- PVS Meet Hosts will provide marshals for all meets in accordance with USA-S rule 102.10.3. The number of marshals shall be determined by the Meet Director based on the ability of the marshals to cover the facility, but shall be no fewer than the following:
  - 2 marshals per course for short course meets, 3 marshals per course for long course meets
- If there is a separate warm up/cool down pool then 2 additional dedicated marshals shall be provided.
- **Pending USA-S legislation would require at least one marshal of each gender.**



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# Marshals

- Encourage the marshals to view the marshal training materials (link on next page) prior to the meet.
- If possible, have a Head Marshal to brief and deploy the other marshals. The Head Marshal would also be available to help with any issues that come up.
- Consider moving the marshals around to different positions during the meet. It helps keep them engaged.



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# Marshals

## Meet Marshal Training

[https://www.pvswim.org/meetdirectors/2022\\_Meet\\_Marshal\\_Training.pdf](https://www.pvswim.org/meetdirectors/2022_Meet_Marshal_Training.pdf)





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# Marshals

## Marshal's Guidelines

- **Arrive 15 to 30 minutes prior to warm-up**

(or another designated time) to:

- meet with the Meet Referee,  get identifying attire,
- get your assignment.

- **Locate the first aid station including:**

- First Aid kit, spinal backboard, rescue implements, AED (Automated External Defibrillator) and
- the Emergency Action Plan (EAP).
  - EAP should list important phone numbers, protocol for getting help, name or position of the person on deck who is responsible for activating the EAP.
  - If there isn't one, discuss with the Meet Referee.
- Determine where YOU fit into the EAP.

- **To help provide a safe environment:**

- Enforce the warm-up and warm-down rules -
  - No diving - feet first entry - except in one way sprint lanes (controlled warm-up only).
  - No Backstroke starts except in a controlled one way sprint lane. (They are dives.)
  - No socializing in warm-up/warm-down lanes. Swimming only.
- Remind swimmers that running, horse play, whipping towels, etc. are dangerous and must be stopped.
- Remind all that glass is not allowed on deck or in the locker rooms. (continued over)



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## Marshal's Guidelines (continued)

- **Report any unsafe areas on the deck to the Meet Referee including:**

- loose wires,  slippery areas,  loose blocks,
- too many swimmers in a lane, and
- any other things you consider dangerous.

- **Periodically walk through** hallways, seeding area, etc., and, with another adult of your gender, your gender locker rooms. Arrange for "two adult" walk-throughs of the other gender locker rooms. Stop any shaving - Inform Meet Referee and Meet Management.

- **Blood on the deck or a bleeding swimmer?**

- Immediately notify the Referee and first aid staff.
- Help cordon off the bloody area until it is properly cleaned.

- **Monitor the warm down area throughout the meet.**

- **Unauthorized people on Deck? In the venue? Watch for inappropriate camera use in locker rooms & in or around the venue. Immediately Inform the Meet Manager or Meet Referee.**

- **Pay attention to the meet.**

- Do not leave the area without the approval of the meet referee.

- **Remember: Safety is the Primary Concern. Be firm! But not a Tyrant.**





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# Meet Operations

- Verify Coaches' Credentials
  - USA Swimming App
- **Make sure Volunteers are not on USA-S or USOPC Suspended or Ineligible lists (pending USA-S legislation)**
- Deck Entries
  - Requires proof of registration
- Positive Check-In
  - By Team vs By Event
- Scratch vs Delete
  - What is the difference?
- 15 Meter Mark – marked on the pool deck
- Administrative Official/Referee
- Report of Occurrence



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# Required Quality Control System

- If passed by the USA Swimming HOD at the meeting on September 24, 2022
- [Required Qualify Control System Components](#)
- [USA-S Webinar Recording](#)
- [USA-S Webinar Slides](#)
- [Meet 360 Document](#)



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# Required Quality Control System

- **Required language for meet announcements**
  - “A quality control system has been implemented to ensure that individuals who are ineligible for participation are unable to participate in this competition. This includes, without limitation, individuals listed on the U.S. Center for SafeSport’s Centralized Disciplinary Database, USA Swimming’s List of Individuals Permanently Suspended or Ineligible for Membership, USA Swimming’s List of Individuals Suspended or Ineligible – Specific Date, and all adult members (defined by the SafeSport Code for the Olympic and Paralympic Movement as 18 years and over) of USA Swimming who have not completed athlete protection education as required by the U.S. Center for SafeSport”.



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# Required Quality Control System

- **Requirement for validate volunteers**
  - Make sure that volunteers are not listed on the U.S. Center for SafeSport’s Centralized Disciplinary Database, USA Swimming’s List of Individuals Permanently Suspended or Ineligible for Membership, USA Swimming’s List of Individuals Suspended or Ineligible – Specific Date.
  - Any individual volunteers that are not signed up in advance need to be validated against these lists after the meet.
  - Those listed on the banned or ineligible lists must not be allowed on deck.
  - If you find out after the meet, report to the US Center for Safe Sport



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# Verify Coaches' Credentials

- Coaches' Registration and Certifications need to be current for them to be on deck.
- They must show their status (USA Swimming App in SWIMS 3.0).
- TIP: Make each coach get his/her own heat sheet. Ask him/her to show his/her status to receive heat sheet.
- ALTERNATIVE: Have coaches check in and issue wrist bands for verified coaches



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# Deck Entries

- Must verify that the swimmer is registered.
- Unregistered swimmers competing in a PVS meet are subject to a \$100 fine.
- For PVS-sponsored meets where deck entries are allowed, you must collect the fee at the meet and provide financial accounting to PVS.



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# Positive Check-In

- Check-In by Event
  - Easier for Admin Official to process
  - Harder for coaches and swimmers
- Check-In by Team
  - Easier for coaches and swimmers
  - Harder for Admin to Process
  - Need to make sure they are all returned
  - If multi-site teams (e.g. RMSC, NCAP) printing them by site makes a big difference
- Each method works better for different meets



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# Check-In by Event

Potomac Valley Swimming - For Office Use Only License

HY-TEK's MEET MANAGER 4.0 - 4/7/2013 Page 1

**2013 PV 15th Annual Spring Championships - 3/22/2013 to 3/24/2013**

## Check-in Report

Session 1 Friday night - Day of Meet: 1 - Starts at 05:30 PM

9-10 Event List - Girls

Event 1 Girls 9-12 500 Free Finals - 10 Entries

1	Name	Age	Team
_____	Baroldi, Giulia	9	JFD-PV
_____	Byars, Kelly	10	BWST-PV
_____	Grigg, Kyla M	10	FISH-PV
_____	Heilbrun, Emme Cate C	9	FISH-PV
_____	Powell, IvyLynn C	10	NCAP-PV
_____	Ren, Emily	9	FISH-PV
_____	Schultz, Kyra M	10	NCAP-PV
_____	Silva, Ava J	9	TIBU-PV
_____	Smith, Haley M	10	FISH-PV
_____	Wong, Melinda J	9	NCAP-PV



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# Check-In by Team

Potomac Valley Swimming - For Office Use Only License

HY-TEK's MEET MANAGER 4.0 - 4/7/2013

**2013 PV 15th Annual Spring Championships - 3/22/2013 to 3/24/2013**

## Check-in Report

Session 2 Saturday morning 11-12 year olds - Day of Meet: 2 - Starts at 07:50 AM

11-12 Event List - Girls - BW ST

Event 25 Girls 11-12 50 Back Finals - 4 Entries

Event 29 Girls 11-12 100 Fly Finals - 4 Entries

Event 35 Girls 11-12 50 Breast Finals - 4 Entries

Event 39 Girls 11-12 100 Free Finals - 4 Entries

Event 45 Girls 11-12 100 IM Finals - 3 Entries

Name	Age	Team	25	29	35	39	45
Dinh, Trang	12	BWST-PV		---		---	
Gordon, Alexandra J	11	BWST-PV	---				---
Herbstritt, Katie E	12	BWST-PV		---			
Holstein, Regan	11	BWST-PV			---		---
Hricik, Madison N	11	BWST-PV	---		---		---
Korotovskikh, Dana	11	BWST-PV			---		
Myers, Kristen	12	BWST-PV	---	---			
Smithers, Natalie R	11	BWST-PV		---	---	---	
Vannell, Lauren S	11	BWST-PV	---			---	
Winklosky, Katie E	11	BWST-PV				---	



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# Scratch vs Delete

- If you delete an entry, it is the same as if they never entered. They won't be charged for that entry.
- Scratch means they entered (and owe the club or PVS for that entry) but aren't swimming.
- Once the entry process is completed, deleting an entry is very rare.



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# Rule Change – 15 Meter Mark

## 103.16.2 (effective May 1, 2019)

Dividers shall consist of contiguous floats having a minimum diameter of 5 centimeters (2 inches) to a maximum diameter of 15 centimeters (6 inches). The color of the floats extending from the walls the distance of 5 meters for long course and short course meters and 15 feet for short course yards shall be distinct from the rest of the floats. Distinctive colored floats, or markers extending around the full circumference of the floats, shall be placed at 15-meters (49 feet 2-1/2 inches) from each end wall in both short course and long course pools. **A fixed mark shall be placed on any wall or the deck adjacent to an outside lane to correctly align the 15-meter buoys for judging underwater starts/turn distances. The mark on the wall or deck will be considered the default marking for officiating purposes.** Additionally, in long course pools, a distinctive warning line or lane markers may be placed at a distance of 13 meters from each end wall. Damaged or broken floats shall be removed and/or replaced, to the extent possible.



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# Administrative Official

- All Sanctioned Meets and Approved Meets are required to have a certified Administrative Official. The meet referee will ensure this. The AO can not simultaneously serve as a wet side official
- Provides consistency to the “dry side” operation of the meets
- Improves the accuracy of times in the SWIMS database



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# Report of Occurrence

- The Report of Occurrence shall be submitted by the coach, official or someone affiliated with the club/facility any time there is an accident or injury during any USA Swimming activities such as Sanctioned or Approved swim meets, swimming practices, contracted Swim-a-Thons or approved social events.
- <https://www.usaswimming.org/ROO>
- Who submits the form? It could be the Meet Director, an Official, or even the facility. Figure that out in advance.
- Most facilities have their own form. The USA Swimming form still needs to be submitted.



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# Post-Meet

- Send the **MM Backup File** to [results@pvswim.org](mailto:results@pvswim.org).
  - Admin Office for Post-Meet Recon
  - Times Officer to load Times to SWIMS
  - Finance Officer for Financial Recon
  - Webmaster to post Results

**We DO NOT want or need a Meet Results File!**



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# **Financial reporting requirements for PVS Championship & non-Championship meets**



# POTOMAC VALLEY SWIMMING Potomac Valley Sponsored Meets

## PVS Meet Hosting Requirements

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. The consequence for not complying with these requirements will result in financial penalties for host clubs.

These requirements are as follows:

1. Host clubs are required to forward to the Vice Chair of Finance/Treasurer at [accounting@pvs swim.org](mailto:accounting@pvs swim.org) 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 in the meet. The only difference between the pre and post-meet files should be due to:
  - a. deck and time trial entries when these types of entries are allowed in the meet

**Penalty** for Failure to submit an accurate pre-meet entry file to the Vice Chair of Finance/Treasurer at [accounting@pvs swim.org](mailto:accounting@pvs swim.org) before the start of the meet will result in an assessment against meet management fees due host of 5%.



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# Potomac Valley Sponsored Meets

## cont. PVS Meet Hosting Requirements

2. Meet Director's Financial Report - Host clubs are required to submit a complete and accurate meet financial report to the Vice Chair of Finance/Treasurer at [accounting@pvs swim.org](mailto:accounting@pvs swim.org) no later than 10 business days following the conclusion of the meet. Included with the report should be:
  - a. all meet entries,
  - b. listing of deck and/or time trial entries (when allowed),
  - c. listing of unattached swimmers and club to be billed if check not provided,
  - d. checks made to Potomac Valley Swimming,
  - e. cash retained,
  - f. late fees assessed to clubs for overdue entry submittals (*these fees are due to PVS*)
  - g. Hospitality and supporting receipts,
  - h. listing of miscellaneous disposable supplies with supporting receipts, and other documents

Failure to provide accurate and timely reports and supporting documents (e.g., receipts, checks, etc.) impacts processing of club billings and meet management fees.

**Penalty** for failure to submit the Meet Director's report and information noted above no later than 10 business days following the conclusion of meet will result in an assessment against meet management fees due host of 5%.



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# Potomac Valley Sponsored Meets

## cont. PVS Meet Hosting Requirements

Entry fees for deck entries and time trials are to be collected from the club or swimmer at the time of entry into an event or events at the meet. ***Failure to collect deck entry and/or time trial entry fees at time of entry into events*** will result in:

- *billing by PVS to the host club for these entries and/or*
- *no payment of meet management fees to host for those deck and/or time trial entries for which entry fees have not been collected*

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*** will result in:

- *billing by PVS to the host club for these entries and/or*
- *no payment of meet management fees to host for those deck and/or time trial entries for which entry fees have not been collected*



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# Potomac Valley Sponsored Meets

## Meet Expenses

- a. PVS will provide or pay the following **meet expenses for non-championship meets**: pool rental, timing equipment, awards, and supplies as follows – paper for copies of programs for coaches, officials and meet management personnel, miscellaneous disposable supplies up to \$100 (receipts required), and no more than \$125 for printer cartridges/toner (receipts required). If Meet Director rents a copier for the purpose of reproducing and selling meet programs, the meet host will be responsible for 50% of the copier rental cost.
- b. PVS will provide or pay for the following **meet expenses for championship meets**: pool rental, timing equipment, awards, copier rental, paper, printers (PVS provided), laptops (PVS provided), miscellaneous supplies up to \$200, bag tags, and announcer. Parking for officials and meet management will be negotiated with site facility management.
- c. **Hospitality expenses**
  - i. PVS will reimburse host club up to \$285 per session (*supported by receipts*) for **non-championship** meets.
  - ii. PVS will reimburse host club up to \$500 per session (*supported by receipts*) for **championship** meets.
  - iii. Meet sessions 2 hours or less in length will be reimbursed up to \$200 (supported by receipts).
- d. PVS will deliver to and pick-up from the meet site timing equipment and meet supplies.
- e. Meet announcements will be prepared and distributed/posted by PVS.
- f. Results will be distributed/posted by PVS.



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# Potomac Valley-Sponsored Meets

## Meet Management Fees

The club share of entry fees for providing meet management services at PVS sponsored meets shall be:

- PVS Open meets host club will receive \$1.15 per entry.
- PVS Distance Meets (800/1500 meters or 1000/1650 yards) host club will receive the greater of \$1.50 per entry or \$400.00 per session.
- PVS Championship meets host club will receive \$1.50 per entry.
- PVS Long Course non-championship meets, host club will receive \$1.50 per entry.

## 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.
- Potomac Valley Swimming Host Clubs’ Fines for Failure to Comply with Critical PVS Meet Hosting Requirements



# POTOMAC VALLEY SWIMMING Potomac Valley Club Hosted Meets

## Club Hosted Meets

The "host" club or clubs will be billed \$0.55 per entry by PVS as a "splash" fee. All meet expenses, including printing, distribution of meet announcements and results, are the responsibility of the meet HOST.

Meet announcement and results will be made available through the PVS website, if provided in the proper electronic format. (Dual and tri-meet results will be made available through the PVS website, if provided in the proper electronic format.) Pool procurement and payment of any pool rental fees are the responsibility of the HOST. Club hosted meets will be placed on the PVS schedule through a process defined by the Competition Committee and approved by the PVS Board of Directors.

The HOST may set meet entry fees, program, and souvenir prices, however, these fees are subject to the approval of the PVS Board of Directors in the "sanction approval process."



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# Potomac Valley Club Hosted Meets

## cont. **Club Hosted Meets**

All PVS Meet Director Reports must be submitted to the PVS Administrative Office as required. Additionally, a copy of the meet results must be provided to the PVS Administrative Office. Results will be posted on the PVS website and must be submitted in the proper format for posting.

Splash fees for club-hosted meets are due to PVS 30 days from receipt of invoice. Splash fees not received within 30 days following receipt of invoice will be assessed a \$100 fine.

The delinquent club will not be allowed to enter any future PVS sanctioned meets until the outstanding splash fees are paid in full.

*A **splash** for all types of meets is defined as being one entry. An entry is counted regardless of subsequent scratches, DQ's or "no swims."*



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# Potomac Valley – Special Events

## Special Events

"Special Events" are defined as those events, which are awarded to a host PVS club by a body higher in authority than Potomac Valley Swimming (Eastern Zone, USA Swimming, or FINA). Awarding of these events often requires a bid or application process by the host club to the awarding authority.

"Special Events" include but are not limited to:

- Eastern Zone Championships (short or long course)
- Eastern Zone Sectional Championships (short or long course)
- USA Swimming Open Championships
- USA Swimming Phillips 66 National Championships
- USA Swimming Speedo Junior National Championships
- FINA World Cup
- USA Swimming Pro Series Meets
- USA Swimming IMXtreme Meet

In the event that the host club assumes all responsibility for hosting this meet (financial and meet management) there is no "splash fee" imposed by PVS.



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# Potomac Valley Charitable Events

## Charitable Events

A waiver of splash and other fees will be issued with club sponsored charity meets. The Administrative Assistant is authorized to waive these 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, the request must also include the 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 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.

PVS equipment rental fees to be waived under the same conditions as waiver of splash fees for charity meets.



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# Potomac Valley- Meet Directors

## Meet Directors certification requirements

All Meet Directors who conduct a PVS sanctioned meet must be certified by PVS. This requires Meet Directors to participate in a one-day clinic. The clinic will address responsibilities prior to, during and subsequent to the meet. Approval, staffing, responsibilities, technical requirements and post-meet reporting requirements will be included.

For multi-site PVS meets, Meet Directors of host clubs are required to submit a complete Hy-Tek Meet Manager file to the PVS Administrative Assistant by 10AM on the Friday following when entries are due. The Administrative Assistant/ Sanctioning officer will advise the host clubs of any necessary reassignments by 10AM on the following Monday.



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# Potomac Valley Meet Reporting

## Meet Reporting Requirements

The meet director for all meets conducted in PVS must submit the meet director's financial and entry reports on the provided prescribed forms, within ten (10) business days of the final day of competition to avoid a 5% assessment against meet management fees for championship meets.

For all PVS sanctioned meets (including observed and approved meets), the meet director shall provide the results file in an approved electronic format to the PVS Webmaster and PVS Administrative Office (via [results@pvswim.org](mailto:results@pvswim.org)) no later than three (3) working days following the conclusion of the meet. The results are to be provided as a Meet Manager Backup file.

*Any questions regarding these materials, please contact PVS Vice Chair Finance/Treasurer – JD Foster ([finance@pvswim.org](mailto:finance@pvswim.org))*



# Open Forum

