

Financial reporting and requirements for PVS 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 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:
 - 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 before the start of the meet will result in an assessment against meet management fees due host of 5%.

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 no later than 10 business days following the conclusion of the meet. Included with the report should be
 - all meet entries,
 - listing of deck and/or time trial entries (when allowed),
 - listing of unattached swimmers and club to be billed if check not provided,
 - checks made to Potomac Valley Swimming,
 - cash retained,
 - late fees assessed to clubs for overdue entry submittals (*these fees are due to PVS*)
 - Hospitality and supporting receipts,
 - 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%.

- 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*

Meet Expenses

1. PVS will 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.
2. 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), and miscellaneous supplies up to \$200, bag tags, and announcer. Parking for officials and meet management will be negotiated with site facility management.
3. **Hospitality expenses**
 - a. PVS will reimburse host club up to \$285 per session (*supported by receipts*) for **non-championship** meets.
 - b. PVS will reimburse host club up to \$500 per session (*supported by receipts*) for **championship** meets.
 - c. Meet sessions 2 hours or less in length will be reimbursed up to \$200 (supported by receipts).
4. PVS will deliver to and pick-up from the meet site timing equipment and meet supplies.
5. Meet announcements will be prepared and distributed/posted by PVS.
6. Results will be distributed/posted by PVS.

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

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."

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."*

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 Cadillac Series
- USA Swimming Open Championships
- USA Swimming Phillips 66 National Championships
- FINA World Cup
- USA Swimming Grand Prix 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.

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 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.

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.

The Administrative Office may exempt from this requirement those Meet Directors who have demonstrated their knowledge of this material by their successful conduct of meets.

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.

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 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.