

Meet Announcement Production

A draft meet announcement is due to the Administrator in order to submit a bid/request for the club meet to be added to the PVS schedule, included in a draft meet announcement; date, locations, meet referee, type of meet and general structure of the events. Once the meet has been approved no substantial changes may be made without approval from Executive Competition Committee (Sr. Chair, AG Chair and both Coaches Reps), requests for changes should be made to the Administrator, who will request approval from the CC.

The final meet announcement must be sent to the Administrator for final approval prior to posting on the PVS website. Posting should take place at least 30 days prior to the first day of the meet. All meet announcements must contain specific information required by PVS and/or USA Swimming.

List of required elements: See full description of the requirements in Appendix XX (include link for on line).

- Name and contact information for Meet Director, Meet Referee and Club Official's Chair
- Facility information: address, phone number, number of lanes, depth of pool at starting and turning ends
- Course certification – A statement indicating whether or not the pool length has been certified by USA Swimming.
- Rules
 - Audio/Visual rules
 - Deck changing rule
 - Diving certification rule
 - 4-hour rule for 12 & U sessions
- Type of timing equipment being used and whether or not touch pads are being used
- Liability Notice

The PVS Administrator and the Technical Committee Chair will review all meet announcements prior to posting on the PVS web site. Host clubs are responsible for making all corrections to their own meet announcements. The sooner a meet announcement is sent in for review the soon it can be posted on the website.