

Potomac Valley Swimming
Host Clubs Fines for Failure to Comply with Critical PVS Meet Hosting Requirements
Approve by PVS Board of Directors on October 12, 2009

Background

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. As an incentive for host clubs to remedy this situation a series of fines will be levied against host clubs who fail to comply with these requirements.

Details

1. Host clubs are required to forward to the Executive Director at jfertter@cox.net 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 into the meet. Theoretically, the only difference between this file and the post-meet file should be for deck and time trial entries where these types of entries are allowed in the meet. The pre-meet files and post-meet files for meets that do not allow deck or time trials entries should be exactly the same except for the correction of errors.
Penalty for Failure to submit an accurate pre-meet entry file to the Executive Director/Controller before start of the meet: 5% of meet management fee.
2. Host clubs are required to submit a complete and accurate meet financial report and send all meet entry checks received by the host club as of the date of the submission of the report to the Executive Director/Controller within 10 days of conclusion of the meet. The financial report should reflect all entries into the meet and should reconcile to the post-meet HyTek Meet Manager files. The report should clearly identify meet entry fees by club that are outstanding as of the date of submission of the meet financial report. Failure to provide accurate and timely reports and entry fee checks makes it very difficult and time consuming to subsequently collect outstanding entry fees from participating clubs.
Penalty for failure to submit reports and entry fee checks within 10 days of conclusion of meet: 5% of meet management fee.
3. Entry fees for deck entries and time trials are supposed to be collected from the club or swimmer at the time of entry into an event or events at the meet. Clubs often do not collect the deck or time trial entry fee at the time of entry. This failure often results in less than complete collection of these fees since it is virtually impossible to collect these fees after the fact especially given that many deck and time trial entry fees are paid to the host club in cash.
Penalty for failure to collect deck entry fees or time trial entry fees at time of entry into events: No payment of meet management fee for deck or time trial entries on which entry fees are not collected.
4. 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 makes it difficult and in the case of unattached athletes, impossible to collect these fees after the meets are concluded. **Penalty for failure to collect entry fees from non-PVS clubs and unattached athletes prior to conclusion of the meet: no payment of meet management fee to host club for Non-PVS club or unattached athlete entries for which the host club does not collect the entry fees prior to conclusion of the meet.**