Potomac Valley Swimming
Administrative Chair Report- January 2013

Action Items-

1) Approval of New Club- YMCA-Reston- ***VOTE REQUIRED***
    a. This application has been approved by USA Swimming
2) Approval of Meet Fee restructuring for teams that are moved from one site of a PVS Open meet to another site. (See Attached Proposal)- ***VOTE REQUIRED***

Administrative Report-

The year-end closes out numbers for the 2013 registration are just shy of 10,000 athletes.

Over the last month the administrative division has worked with Senior Chair & Sanctioning officer to review the procedure and policy for entry fees once entries for an Open meet have been balanced.

Respectfully Submitted:
Paris Jacobs
PVS Administrative Vice- Chair

Policy for balancing entries for PVS Open Meets

- Meet entry due date will be 14 days prior to the start date of the meet. (this will be the Thursday prior to the current due date of Tuesday)
- Due date for Meet Managers to submit meet back-up files to Admin (Terri) will be the following day, Friday (13 days out)
- Admin will process all site back-up files and reassign teams to venues (if necessary) over the weekend.
- Admin will then inform clubs no later than Monday (11 days out) if they have been reassigned.
- The Admin will instruct the Club and Meet Director on how to handle any changes.
- Any club that has been reassigned to a new venue, that causes the club to cross the river, will have option to remove swimmers from the meet that are negatively impacted by the change in location. The Club will have until Wednesday at midnight to re-submit their team entry to Admin. (8 days out)
- If more than 5 swimmers are removed from the meet, a new entry file must be sent to the Meet Director no later than Wednesday at midnight. A $25 surcharge will be added to the final (new) entry fees. No new entries will be accepted from this club, or any other club.
- Final assignments and meet information will be posted by Friday (7 days out).
- Clubs not affected by a venue change may not modify their entries.
- This policy will go into effect on June 1, 2013