

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 by noon.
- Admin will process all site back-up files and reassign teams to venues (if necessary) over the weekend.
- Admin will then inform clubs within 72 hours 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.
- 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, one week before the start of the meet.
- Clubs not affected by a venue change may not modify their entries.
- This policy will go into effect on June 1, 2013