

Potomac Valley Swimming  
Executive Director / Controller Report  
October 15 2012

Prepared: 7/17/2012

Proposals

1. Proposal to provide Sea Devils Swimming with a PVS Equipment Purchase Subsidy of \$3,512.50.  
On September 12, 2012 SDS purchased a set of buttons only CTS timing equipment as detailed on the attached invoice from CTS. The total cost of the purchase including shipping was \$7,025.00 as evidenced on the attached invoice. In accordance with the PVS program, SDS is due a subsidy of \$3,512.50 to be paid through a waiver of future splash fees due from SDS on meets they conduct.
2. Proposal to retain Carrie Tupper as the PVS Equipment Manager. Carrie Tupper, the Associate Aquatics director at the University of Maryland has agreed to serve as the PVS Equipment Manager effective on October 1, 2012. Carrie will serve in this position as a paid independent contractor.

Primarily Controller

1. Completed and distributed the year end 2012-2013 financial statements. PVS realized a budget surplus of \$1,858 for the year. The PVS reserve surplus for the year was 66% which is 9 percentage points under the minimum target range of 75% to 125% of cash operating expenses.
2. Completed and distributed the September 2012 financial statements.
3. Paid all approved travel stipends to clubs with athletes who competed in the 2012 Olympic Trials.
4. Invoiced and pursued collection from numerous clubs that owe entry fees to PVS for the 2012-2013 LC season meets.
5. Completed the accounting for the summer LC Zone team that attended the meet in Richmond Virginia. The net PVS subsidy for the meet team was \$64,327 or \$37,327 over budget. The budget deficit was caused by extremely high lodging and catering cost incurred at the Richmond Marriott hotel where the team stayed during the meet.
6. The 2012-2013 external audit is underway.
7. Work has begun on the 2012-2013 Form 990 tax return.
8. A new invoicing system is now in place for billing 2013 registrations. The system is maintained by the PVS Registrar. The Controller will be monitoring collections and sending notices out to clubs that are late paying their invoices.

Primarily Executive Director

1. Provided the financial section for the new Meet Director Handbook which is being assembled by the PVS Administrator.
2. With help from the General Chair, moved all PVS timing equipment from the storage locker in Alexandria Virginia to a new storage location at the Eppley Recreation Center at the University of Maryland. The old storage locker is now empty. PVS's contract for the old storage locker will terminate at the end of October 2012.
3. Developed proposed new policies, procedures and pricing for PVS timing equipment rentals.
4. Attended the PVS Swimposium held on September 30, 2012 at Washington-Lee High School. The total PVS subsidy for the event is expected to be approximately \$11,200 or \$6,900 under budget.
5. Attended the 2012 Aquatic Sports Convention in Greensboro North Carolina.
6. Participated in Board meeting conference calls.

Respectfully submitted  
John F Ertter

**Potomac Valley Swimming  
Equipment Rental Request Order Form**

Renting Club/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Meet Name: \_\_\_\_\_ Meet Dates \_\_\_\_\_

Meet Location: \_\_\_\_\_

Date of Equipment Pickup: \_\_\_\_\_ Approximate Time of Pickup: \_\_\_\_\_

Date of Equipment Return: \_\_\_\_\_ Approximate Time of Return: \_\_\_\_\_

**Order Details**

**Equipment Packages (Please indicate Number of Packages in Order)**

- |  |  |
|--|--|
| ____ Full Short Course Setup with 78" Pads (8 Lanes) | ____ Short Course Setup Buttons Only (8 Lanes) |
| ____ Full Short Course Setup with 60" Pads (8 Lanes) | ____ Long Course Setup Buttons Only (8 Lanes)  |
| ____ Full Long Course Setup with 78" Pads (8 Lanes)  | ____ 8 Line Daktronics Scoreboard              |
| ____ Full Long Course Setup with 60" Pads (8 Lanes)  |  |

**Other Equipment/Special Requests (Please Provide Details if requesting non-package (a-la-cart) equipment)**

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**Instructions**

1. Please use this form to request rental of PVS meet timing equipment. Complete the form and send to the PVS Executive Director/Controller by email at [execdir@pvswim.org](mailto:execdir@pvswim.org) or by snail mail to PVS, PO Box 3729, McLean, Va. 22103-3729 as soon as the dates of the desired rental are known but at least 3 weeks prior to the rental dates.
2. Upon review and approval of your rental request you will receive a confirming email along with an estimated invoice.
3. Please refer to the equipment rental price list that can be found on the PVS website for information regarding pricing and the applicable Terms & Conditions of PVS equipment rentals.
4. Please review carefully the terms and conditions that apply to this rental. By placing this order you are agreeing to abide by these terms and conditions and you are assuming responsibility for care and protection of the equipment from the time you pick it up and return it.

**Potomac Valley Swimming  
Equipment Rental Price List**

As of 10/1/2012

Description	Rental Rates	
	First Day	Additional Days
<b>Full Short Course Setup with Pads for 8 Lane Pool</b> <ul style="list-style-type: none"> <li>• 1 CTS-6 or CTS-5 timing console</li> <li>• printer for CTS with CTS-to-printer cable</li> <li>• 1 Infinity Starter with tripod, charger, external speaker with 100 ft. cable, 2 microphones</li> <li>• 10 78" or 60" touch pads with standard pad brackets</li> <li>• 1 ten lane prime &amp; backup harness set</li> <li>• 1 mini-scoreboard with 100 ft. cable</li> <li>• 24 buttons</li> <li>• 6 radios, headsets &amp; charger</li> <li>• 1 CTS tester</li> <li>• 1 starter to timing console cable</li> <li>• 8 lap counters</li> </ul>	<b>\$300</b>	<b>\$150</b>
<b>Full Long Course Setup with Pads for 8 Lane Pool</b> <ul style="list-style-type: none"> <li>• 1 CTS-6 or CTS-5 timing console</li> <li>• printer for CTS with CTS-to-printer cable</li> <li>• 2 Infinity Starters with tripods, 2 chargers, 2 external speakers with 100 ft. cables, 3 microphones</li> <li>• 20 78" or 60" touch pads with standard pad brackets</li> <li>• 2 ten lane prime &amp; backup harness sets with 1 50 meter harness extension</li> <li>• 1 mini-scoreboard with 100 ft. cable</li> <li>• 24 buttons</li> <li>• 6 radios, headsets &amp; charger</li> <li>• 1 CTS tester</li> <li>• 2 starter to timing console cables</li> <li>• 8 lap counters</li> </ul>	<b>\$400</b>	<b>\$200</b>
<b>Short Course or Long Course Setup Buttons Only for 8 lane Pool</b> <ul style="list-style-type: none"> <li>• 1 CTS-6 or CTS-5 timing console</li> <li>• printer for CTS with CTS-to-printer cable</li> <li>• 1 Infinity Starter with tripod, charger, external speaker with 100 ft. cable, 2 microphones</li> <li>• 1 ten lane prime &amp; backup harness set</li> <li>• 1 mini-scoreboard with 100 ft. cable</li> <li>• 24 buttons</li> <li>• 6 radios, headsets &amp; charger</li> <li>• 1 CTS tester</li> <li>• 1 starter to timing console cable</li> <li>• 8 lap counters</li> </ul>	<b>\$200</b>	<b>\$100</b>
<b>10 Touchpads with pad brackets (78" or 60" pads)</b>	<b>100</b>	<b>75</b>
<b>6 radios, 6 headsets, 1 charger</b>	<b>\$30</b>	<b>\$15</b>
<b>1 Timing Console (CTS-6 or CTS-5)</b>	<b>\$80</b>	<b>\$60</b>
<b>1 Infinity starter with tripod, 1 charger, 2 microphones</b>	<b>\$50</b>	<b>\$35</b>
<b>1 External speaker with 100 ft. cable</b>	<b>\$25</b>	<b>\$10</b>
<b>1 Mini Scoreboard with 100 ft. cable</b>	<b>\$70</b>	<b>\$35</b>
<b>20 buttons</b>	<b>\$30</b>	<b>\$20</b>
<b>8 lap counters</b>	<b>\$10</b>	<b>\$5</b>
<b>Daktronics 8 line scoreboard system (requires special approval to rent)</b>	<b>\$200</b>	<b>\$150</b>

## Potomac Valley Swimming Equipment Rental Price List

As of 10/1/2012

### Terms & Conditions

- Equipment rentals may be requested by completing the PVS Equipment Rental Request Order Form and emailing or mailing the form to the PVS Executive Director/Controller at [execdir@pvswim.org](mailto:execdir@pvswim.org) at least 3 weeks prior to the dates of the desired rental.
- Equipment may be picked up the day prior to start of the meet. Equipment is due back the day after the meet. Equipment returned late will be assessed additional rental charges at full addition day rental rates. Equipment can be picked up and delivered back to the University of Maryland, Eppley Recreation Center, College Park, Md. Between the hours of 9:00 AM and 4:00 PM Monday through Friday. Access to the equipment will be provided by Ms. Carrie Tupper who is the Associate Aquatics Director at the University of Maryland and the PVS Equipment Manager. Individuals picking up equipment should drive to the lower parking lot behind the Eppley Center. The equipment can be loaded into a vehicle at the double doors in the back of the building on the pool level. This is the same set of doors that athletes use to enter the building when PVS conducts a meet at the Eppley Center.
- PVS does not deliver or pick-up equipment for Club Sponsored Meets. The sponsoring club is responsible for all transportation of equipment.
- Equipment is expected to be returned in the same condition as when it was picked up. All equipment should be returned thoroughly dry. All cables and buttons should be neatly rolled up. Equipment returned wet or not properly rolled up will be assessed an additional \$100 cleaning charge which will be added to your bill.
- If any equipment is returned damaged or equipment is missing, the renting club is responsible for the cost of repairs or replacement at current day replacement prices. A bill for damages or missing equipment will be rendered to the renting club.
- PVS does not guarantee flawless performance of the equipment. Renting entities are expected to be able to properly setup and takedown equipment including interfacing PVS equipment with club owned meet computers and printers. While equipment will be checked out for proper operation before a rental, it is strongly suggested that renting entities setup and checkout equipment operation the day before a meet starts. PVS does not provide any troubleshooting services to resolve equipment problems while it is out on a rental.
- PVS does not rent meet computers, printers except printers for timing console hookup or meet boxes. Clubs are expected to use their own computers, stop watches and meet supplies for a meet.
- PVS equipment is generally available for rent to PVS member organizations. Equipment rentals however may be denied if the renting club has financial obligations to PVS that have not been satisfied or if a club has shown disregard for care of PVS equipment during prior rentals.
- Rental rates are subject to change at the discretion of the PVS Board of Directors.

PVS rents equipment as a service to PVS clubs. The rental rates are intended to recover a portion of the significant cost associated with offering a rental program. In addition to the cost of equipment, PVS must pay for a storage facility, employ an equipment manager to care for and maintain the equipment, pay for insurance and administer the program. While PVS plans to continue providing this service for the foreseeable future, clubs are encouraged to purchase their own sets of equipment and take advantage of the PVS equipment purchase subsidy program. Under this program, PVS clubs can buy a set of equipment and PVS will pay for up to 50% of its cost.

**Potomac Valley Swimming**

Office of Registrar  
PO Box 3729  
McLean, VA 22103  
U.S.A  
Phone: 202-549-5750  
Fax: 703-448-9891

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**INVOICE**

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**INVOICE# PVREG -18****Bill To :****YORK - York Swim Club**

DATE	TERMS	DUE DATE	Invoice #
19 Sep 2012	Due On Receipt	19 Sep 2012	

Item	Description	Qty	Fee	Amount
Athlete	2013 Athlete Registration BATCH 2013-New A-K and New L-Cocker	88.00	76.00	6,688.00
Athlete	2013 Athlete Registration BATCH 2013-New M-Z-Levine-80	80.00	76.00	6,080.00
Athlete	2013 Athlete Registration BATCH 2013-New-burk-...jone-7	7.00	76.00	532.00

Sub Total: 13,300.00

**Total:** \$ 13,300.00

Payment made: (-) 13,300.00

**Balance Due:** \$ 0.00