

Equipment

Potomac Valley Swimming owns and maintains timing equipment. For PVS sponsored meets, PVS will deliver and pick up the equipment to the facility. Host clubs are expected to be able to properly set up the equipment. If assistance is needed, please contact equipment@pvswim.org well in advance of the meet.

Clubs may rent equipment for their meets. The available equipment and pricing is listed on the [Equipment Rental Form](#). Clubs must complete the [Equipment Rental Form](#) and submit it to equipment@pvswim.org for approval at least 2 weeks before the meet. Clubs must arrange for proper transport of the equipment to and from the storage facility located the former Tysons YWCA located at 8101 Wolf Trap Road, Vienna, VA. Rentals are not guaranteed and will only be distributed to clubs in good standing and if all previous rental invoices have been paid. Invoices for equipment rental will be sent out from the PVS accountant. Payment is due 10 days after the completion of the meet. Each rental comes with an inventory check list. Clubs are expected to return the equipment in the same condition as it was when it received. Any defective equipment should be noted on the inventory check sheet and marked with blue painters tape. At the conclusion of the meet, meet directors are requested to notify the equipment manager by email of any issues.

NOTE: PVS DOES NOT PROVIDE (OR RENT) the following items:

- Computer to run Meet Manager
- USB to serial cable (connects the CTS-6 to the computer running Meet Manager)
- Printer for computer running Meet Manager.

All Meet Hosts are expected to have their own computer (running the latest version of Hy-Tek Meet Manager, printer, and a Meet Box containing all the necessary supplies.

Suggested Meet Box Supplies:

Forms: pdf versions of these forms can be found under the [Officials Forms](#) on the PVS website. It is advised to download these forms onto a thumb drive for easy access.

- DQ slips. Can be ordered from SwimOutlet.com: (NOTE: For clubs hosting PVS-sponsored meet, the cost of the DQ slips is a reimbursable expense)
- Referee Reseed form
- Timer sign in
- Officials sign in.
- Relay take off slips
- Lap counter sheets

Other items:

- Power strip
- Extension cords
- Scissors and/or paper cutter to cut lane timer sheets
- Staplers and staples
- Pencil Sharpener (w/ extra batteries if needed)

- Clipboards (16-20 for timers and S & T)
- Pencils (for timers and officials)
- Pens
- Highlighters
- Blue painters tape (for posting results and marking nonfunctioning equipment)
- Paperclips
- Computer paper for printer
- Marshal vests. Marshal Requirements according to USA Swimming Rule 102.10.3: 2 per course for short course meets; 3 for long course meets. If there is a separate cool down pool, 2 additional marshals are required.