

## Hosting a sanctioned USMS meet

The Southeastern LMSC encourages clubs to host official, USMS-sanctioned meets! Meets give Masters swimmers the chance to compete and realize goals—prompting (we all hope) more sustained interest in swimming. Plus, they promote fellowship among swimmers from across and beyond the region! And they can help boost interest in your own club, as meets can be highly visible, public affairs.

Your LMSC wants to help support you as you plan your meet and, when certain specific requirements are met, will even pay the national sanction fee and offer a financial subvention to help you offset meet management costs (see

[https://www.clubassistant.com/c/5129A5D/file/Subvention%20guidelines%203\\_12\\_17.pdf](https://www.clubassistant.com/c/5129A5D/file/Subvention%20guidelines%203_12_17.pdf)).

More details on distinguishing sanctioned and recognized events, and on dual-sanctioned events (USMS and USA-Swimming) can be found at [http://www.usms.org/admin/lmschb/gto\\_sanc\\_general.pdf](http://www.usms.org/admin/lmschb/gto_sanc_general.pdf).

A timeline:

### **3+ months out:**

Approach your facility manager, your club's coach, and other club leaders about hosting. Things to consider:

- The facility itself. What kind of meet can you host—yards, short course meters, long course meters? Do you have confirmation that the pool is the right length? Is there a movable bulkhead? How many lanes can you use (while still having at least one warm-up lane)? Do you have backstroke flags, starting blocks, a timing system, PA system? Are locker rooms available? USMS guidelines for the facility: <http://www.usms.org/rules/part1.pdf> (see Article 106).
- Possible dates for the meet. What conflicts might there be—what other events are going on? While we often think of LCM as “summer” and SCM as “fall,” and SCY as “year round,” there are no restrictions on when a LCM, SCM, or SCY meet can be offered (though there are parameters for what constitutes a season for determining Top 10 and other records). See the USMS info on courses and records: <http://www.usms.org/rules/part1.pdf> (see Article 105).
- Costs and expectations for using the pool for a meet. Are there fees for renting the facility, for hiring lifeguards or other support staff? Do you have to keep some lanes open for recreational swimmers? Will you have to pay for any other services (running the timing system, for example)? If you have to pay—how will you? What sort of entry fees will that mean for swimmers?
- Do you have the people power to run a meet? For a pool with six lanes, you likely need 20+ volunteers just to cover officials, timers, the timing system, and runners (not to mention hospitality and awards, as appropriate).

### 3 months out:

- Line up your management team. This should include the meet director (assumed to be you in this scenario, but doesn't have to be), the facility manager, "administrative official" to manage entries and other data, someone to get officials, someone to get deck volunteers, someone to manage hospitality and/or a social, someone to advertise the meet, and someone to take care of awards. Perhaps some people can do more than one task—but *no one should do it all alone!* Review the meet procedures at <http://www.usms.org/rules/part1.pdf>, Article 103, to understand different roles.
- With your management team: Confirm the date(s) for your meet. In doing so, you might check the USMS calendar of events ([http://www.usms.org/comp/event\\_search.php?utm\\_campaign=top\\_nav&utm\\_medium=events\\_and\\_results](http://www.usms.org/comp/event_search.php?utm_campaign=top_nav&utm_medium=events_and_results)) and be especially attentive to any competitions that are within 3 weeks AND 3 hours' drive of your proposed date. You will want to be mindful of any national or regional competitions too. Contact the LMSC Sanctions Chair at [SESanctions@USMS.org](mailto:SESanctions@USMS.org) to make sure there aren't other events going on that you might not be aware of.
- Decide what events to run and whether your meet will be a one-day or multi-day meet. The USMS site has a list of all recognized events (see <http://www.usms.org/rules/part1.pdf>, Article 102.5.2). There's no prescribed order of events; look at information about other meets to get a sense of the possibilities. You can offer novelty events (e.g., 25s of the strokes, or a 100 IM in a LCM pool) but they do count as individual events (even if not eligible for Top 10 consideration), and USMS has rules (section 102.6) about how many events a swimmer can enter. Additionally, decide if you will allow "one-event swimmers" (OEVT) (<http://www.usms.org/rules/part2.pdf>, Article 201.1.3.B); these are non-USMS swimmers who are trying out a USMS meet. **For full info on one-event swimmers, see the very end of this document. Note that failing to submit the right documents for OEVT will disqualify you from receiving your subvention.**
- Decide if you're going to have awards or other incentives, whether you'll have a social or not.
- Decide the fees for swimmers!
- Decide if you will use online entries, pen-and-paper entries, or both.
  - Online entries: Many organizations use ClubAssistant.com because it helps meet directors in organizing the meet. The platform merges nicely with USMS data (the system can check eligibility, swimmers can pull their times, swimmers can fill out an on-line waiver). It's user-friendly. Once swimmers pay, their money is in, whether they show up or not. People can register at the very last minute. (And they will! Most entries will come in during the last week!) But ClubAssistant.com does have fees.
  - Pen-and-paper entries: Very few meets offer pen-and-paper entries *only*. An advantage of having such is not paying fees to ClubAssistant.com. Some people don't want to send credit card information through ClubAssistant, which is the only way to pay.
- Prepare your sanctioning request. Recommendation: look at entry forms prepared for several other USMS meets. The Sanctions Chair can help with this and prefers to review meet information and entry information before you submit your sanction request. Entry forms from other meets will have the necessary information for you to draft your meet proposal. Pay attention to information about measuring the pool (<http://www.usms.org/rules/part1.pdf>,

Article 105.1.7), the order of events (with breaks noted), scheduling the sessions, individual entry limits and fees, relay entries and fees . . . well, pay attention to everything! You will want to prepare a paper version (PDF version) to upload when you complete the online sanctioning request, as some prefer seeing information in paper format. Suggestion: set a due date for entries about three days before the meet—you'll be glad you did (and people can email if they want to enter later than that—how you handle is up to you).

- Assuming you are using ClubAssistant, fill out their “new meet” information form. Follow the directions on the site. You can cut-and-paste a fair bit from the document you created in the step above. You'll be able to fill in everything but the USMS sanctioning number. You can get a link to your meet entry form—needed for the next step.
- Go to USMS and complete the sanctioning request at <http://www.usms.org/comp/sanction/request.php>. It will take some time to do this process—be patient. Note you can upload a picture of your facility and the PDF you prepared above. If you are using ClubAssistant, you add the link to the event. (That's why you did the ClubAssistant form first.) Within a few minutes you'll get a programmed acknowledgement; within a few days, you'll get a sanctions number. **Sanction required for LMSC subvention.**
  - Some helpful notes about the first page, which has a few questions that may not be obvious to a first-time meet director:
    - “Course meets length requirements.” In virtually all cases, check “Yes.” Details:
      - There is a link on the form where you can check to see if measurements for your pool are on record with USMS. If your pool is listed and the report indicates that your pool does meet length requirements, simply click on “Yes.”
      - If your pool is registered with USMS as having met length requirements and has fixed walls (rather than moveable bulkheads), then you are done and do not need to read the rest of this section.
      - If your pool is registered with USMS as having met length requirements but has moveable bulkheads, you also click “Yes,” but during the meet itself you need to measure the pool before the first session and after each session, using the Pool Length Certification Form. That form and the procedure for measuring and reporting measurements are laid out in Appendix B of the USMS Rule Book, Information for Meet Directors and Officials, <http://www.usms.org/rules/appb.pdf>).
      - If your pool is not yet registered with USMS, you register it by completing the Pool Length Certification Form. If your pool has fixed walls, you do this once and you are done for future years, unless there is construction that would affect measurements. If your pool has moveable bulkheads, the measurements must be done before competition and after each session.
    - “Event type.” In almost all cases, click on “Competition.” Alternative is “Clinic.”
    - “Sanction type”: Sanctioned by USMS.
    - “Event LMSC”: Southeastern
- Once you get your sanctions number, go back to ClubAssistant and add it to your meet; then your meet should be ready and you can make it live.

- Now that you are live on the USMS site and live on your entry form, send the meet information to the Registrar for Southeastern LMSC ([SERegistrar@USMS.org](mailto:SERegistrar@USMS.org)) and to the Dixie Zone website director ([rdbrewer@gmail.com](mailto:rdbrewer@gmail.com)) for inclusion on that site. **Required for LMSC subvention, at least 45 days before the meet.**

### Two months out:

- Advertise the meet! Send info to the LMSC newsletter ([SEWebmaster@usms.org](mailto:SEWebmaster@usms.org)); the LMSC will be able to help with contact information for some teams; use Facebook and other platforms; post flyers at the local facility and other pools; email your friends, your neighbors, and your friends' neighbors.
- Don't be discouraged if you don't get any entries until very close to the meet—again, most entries will come in during the last week!
- Order any awards; secure a site for the social.

### Six weeks out:

- With your management team, again review the meet procedures at <http://www.usms.org/rules/part1.pdf>, section 103.
- Get officials lined up. The USMS site has a list of required officials for a meet.
- As necessary, confirm rental of timing system (or hiring of people to run the timing system).
- Plan hospitality for the meet and finalize the plan for the social.

### Four weeks out:

- Get deck volunteers lined up (timers, runners, announcer) as well as data volunteers (if you have volunteers coming in to run the timing console and computer). **Here's a good working list [LINK]**. Where to get volunteers? Family and friends, of course, and also check the local age-group team or high school or college team: there's something great about young folks helping at a meet for older swimmers, when it's so often the reverse!
- With the facility manager, take a close look at the pool, deck, and facilities: is there anything that will need to be addressed or purchased for the meet to run?

### Two weeks out:

- Confirm awards are available and sufficient; confirm plans for the social (like who needs to bring what, where); prepare a map to the social, if necessary.
- Confirm with administrative official (data manager) that they can access ClubAssistant and download entries (you should have a few at that point).
- Confirm officials; confirm volunteers. Have a back-up plan for when someone cancels at the last minute.
- With the facility manager, take another close look at the pool, deck, and facilities: is there anything that will need to be addressed for the meet to run? Are necessary support personnel hired? (Lifeguards, someone at the front desk, etc.) Is the timing system ready to be used? Do you have stopwatches with batteries? Does the PA system work?

- Prepare flyers to post on deck about warm-ups, relay entries, or other meet information.
- NOTE: Use the LMSC “Meet Evaluation” [LINK] to help you prepare for the meet.

### One week out:

- Don’t panic. Most entries will come in this week.
- With the facility manager, take another close look at the pool, deck, and facilities: is there anything that will need to be addressed for the meet to run? Who will set up touchpads, chairs for timers, etc.? Does a diving board have to be hinged out of the way? What’s the emergency action plan (for foul weather, for medical emergencies)?
- 3 days out: you may well have closed entries at this point. Confirm things with administrative official (data manager).
- Send an email to participants thanking them for attending and giving any last-minute information. (Where to park? Where to go once in the facility? Does the facility have any funky rules? Will they need to provide someone to count if in a distance event? Will there be snacks or swag for sale? Etc., etc.) You might provide a psych sheet and rough time line, courtesy of your data manager (who may also be able to generate such information on the ClubAssistant page). ClubAssistant also has an e-mail function you can use.
- With meet director and data manager: how many heat sheets to run; who will generate them? Are there clipboards, stopwatches, and pencils for timers? Print relay cards and official split notification forms (see <http://www.usms.org/rules/appb.pdf>).
- With management team: confirm when people need to arrive on the day of the meet. Review again the meet procedures at <http://www.usms.org/rules/part1.pdf>, section 103. And who’s bringing coffee?

### The Day of the Meet!

- Arrive early, be prepared to stay late.
- Post information flyers (info on warm-up procedures, relay entries, etc.)
- Equipment in place (blocks, flags, pads, etc.)? Officials ready? Timers present? Other volunteers ready to announce, run errands, manage awards and hospitality, etc.?
- Run the meet! Solve problems as they arise!
- Complete the LMSC “Meet Evaluation” [LINK] over the course of the meet.
- Be sure clean-up is covered . . . and then head to the social!

### In the days immediately after the meet (and note the steps required for the subvention):

- ASAP, prepare results as per USMS guidelines (<http://www.usms.org/content/submitmeet>).
- Post results online through ClubAssistant or some other site so that swimmers can review and identify any problems that can be rectified.
- Once any problems in results have been addressed, submit to the following to the LMSC recorder at [SETopTen@usms.org](mailto:SETopTen@usms.org):
  - Results of meet. **Required for LMSC subvention, within 14 days.**

- Most meet directors use Hy-Tek's Meet Manager. In Hy-Tek, create a meet results file using the menu item "File > Export > Results for Swim Manager or SWIMS or NCAA or USMS". This will create a zip file on your PC. Attach either the .hy3 (preferred; required for prelims/finals meets) or .cl2 file.
  - For more detailed directions and a flow chart, see [http://www.usms.org/admin/lmschb/gto\\_export\\_results.pdf](http://www.usms.org/admin/lmschb/gto_export_results.pdf).
    - Any official spilt requests (see <http://www.usms.org/rules/appb.pdf>).
    - Pool measurement certification form (see <http://www.usms.org/rules/appb.pdf>).
  - **Required for LMSC subvention, within 14 days.**
    - Submit any One-event Registration requirements to the Registrar.
    - De-tox with your meet management team. What went well? What can be improved?
  - Submit the LMSC "Meet Evaluation" to WHOM? [LINK]
  - Send results to all participants via email. Thank them for attending—and encourage them to swim at your next meet!
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- QUESTION: Does the meet director have to send a check to Registrar for one-event entries? If so, this process needs to be described.

## One-event Registration swimmers (OEVT)

"One-event swimmers" are non-USMS swimmers who are trying out USMS just for this one meet. The designation is a bit of a misnomer, as they are really "one meet swimmers" (since they can swim multiple individual events at this one meet, even if the meet takes more than one day). For the official info, see <http://www.usms.org/rules/part2.pdf>, Article 201.1.3.B. (The term also applies to those non-USMS swimmers who want enter a single open water competition.) **You must follow the appropriate information listed below under "Submissions to Registrar" to be eligible for any subvention.**

One-event registration is strictly for USMS insurance coverage for the event. One-event participants are not eligible for Event Rankings, Top 10, USMS records, or other honors (either individual or relay) achieved in that event. Per Article 301.3.1 of the USMS Rule Book, one-event registrations are not allowed for postal events. A one-event member may not represent any club and must be listed as "OEVT" for his club designation on the heat sheet and in the results. One-event participants may not swim in legal relays.

Each one-event participant in our LMSC pays a one-time fee of \$20, which is on top of the regular meet entry fee. One-event entries can be done by paper-and-pen (in advance or at the meet itself) or online as part of the regular registration process through ClubAssistant.com; one-event swimmers have to select "I would like to become a one-event member," and the registration process collects their \$20 plus regular meet entry fees.

For meet directors, the process for reporting OEVT swimmers--and handling payment--is detailed under Situations A,B & C in this link: [One-event registration waivers](#). There are some additional steps to follow if you decide to accept paper OEVT registrations:

- a) Each individual swimmer needs to complete the **paper registration** form; use the one from the Southeastern LMSC website rather than the one on the USMS website. It is already set up for our requirements.
- b) You must send the original copies of the **signed** OEVT forms (both pages) by snail mail.

You must send the “[One-Event Spreadsheet](#)” listed under Documents in this link: <http://www.usms.org/admin/lmschb/content/oevt>. (This is not the individual registration form but your summary of registrations.) It must be filled out in full for every OEVT registration.