

Arizona LMSC Meet Host Checklist



Checklist for hosting a meet (in roughly chronological order):

1. Check the [USMS calendar](#) and AZLMSC website to find an open date for an event. Sanctions will not be granted to two or more meets on the same weekend or meets on two consecutive weekends. Select a date that works for your club, the facility, and the LMSC.
2. Schedule and reserve your meet dates with the facility. (Many facilities will require a deposit.)
3. Submit the meet bid form to AZLMSC, along with a \$150 deposit.
4. Go to the [USMS.org](#) website to obtain your meet sanction or recognition.
5. Write up your meet flyer and meet information including the order of events and method for registration and fee payment.
6. Send the meet flyer information to the AZLMSC webmaster to post on the website.
7. Obtain your meet director. The meet director will ensure that the meet is run in compliance with the USMS rulebook.
8. Arrange for meet infrastructure (electronic timing system, warmup lanes, hospitality room, timer/officials chairs, tents, work tables, etc.)
9. Obtain administrative official to handle electronic entries, electronic timing system staffing and management, scoring, and meet results.
10. Schedule your meet referee.
11. Create a meet safety plan as appropriate.
12. Identify personnel to perform competitor interface as appropriate, including distribution of awards. (Additional options include check-in table, handing out t-shirts/participation perks/heat sheets, concessions, etc.)
13. Identify personnel to work hospitality (obtaining and distributing food, snacks, and drinks to officials and timers.)
14. Obtain watches and timers. At least one timer per lane is required if using a full electronic timing system. A minimum of two timers per lane are needed if not using a full electronic timing system.
15. Identify an announcer for the event.
16. Consider providing online psych sheets and heat sheets before and during the meet, as well as real-time results (SwimPhone, etc.)
17. Run the meet in accordance with [USMS rules](#).
18. Purchase and distribute awards for individuals, high-point winners in each age group, and small, medium, and large teams.
19. Optionally host a meet-related social event.
20. Verify validity of results, and send them to the AZLMSC within 10 days of the end of the meet. Consider distributing results in PDF format to all participants.
21. Submit Financial Report Form to AZLMSC within 14 days of the end of the meet along with any monies owed to the LMSC.

AZLMSC Responsibilities:

1. Provide medals for 1st through 3rd place for all events, all age groups and both male/female participants.
2. Help Host obtain extra watches or lap counters if necessary.
3. Assist the meet director in finding officials (responsibility of the Officials Chair).
4. Assign at least 3 independent swimmers and/or officials to complete evaluations after the meet.
5. Reimburse meet Host up to \$600 for Team awards and High Point awards, after the host presents the receipt to the LMSC treasurer.
6. If the Host completes all required financial tasks and the majority of meet reviews are positive, refund the \$150 deposit. If most reviews are negative, no refund is required.