

Arizona LMSC Swim Meet Contract



I. Introduction

This contract delineates the responsibilities of the Arizona Local Masters Swim Committee (AZLMSC) and the organization serving as the Host for the specific swim meet (Host). The goal is to ensure the meet complies with US Masters Swimming (USMS) and AZLMSC rules, and that it runs safely, quickly, and is enjoyable for participants. Award of this contract assumes that all information in the Bid Form remains accurate, except as specified in Section III.

Meet Name: _____ Meet Date: _____

Meet Location _____

II. Responsibilities

II A. Host Responsibilities

The following elements must be provided by the Host. If the implementation of these elements is covered by provisions of the [USMS rule book](#), compliance with those rules is mandatory. (NOTE: If requested by the Host, AZLMSC *may* be able to assist in locating officials or timing system operators, but the obligation belongs to the Host.)

- Successful conduct of the swim meet identified in Section I of this document, in compliance with all contract provisions.
- Certified USMS and/or USA Swimming officials.
- Timers for each competition lane. Timers must be committed and trained before the meet, not recruited from meet participants or spectators.
- Trained operators for the electronic timing system and results management software (e.g. Colorado console, Hy-Tek Meet Manager, etc.)
- Hospitality (food/beverages, restroom facilities, etc.) for timers, officials, and timing system operators.
- A meet announcer.
- Fully functional lap counters for each competition lane in distance freestyle events 400 meters or longer.
- A platform for meet entries (e.g., ClubAssistant, etc.) including entry fee collection, and an electronic file of relevant meet information for online access.
- An AZLMSC surcharge for each swimmer entered (\$8 for each individual event participants, \$2 for each relay-only participant).
- For State Championship meets, a USMS sanction.
- For State Championship meets, purchase and distribution of High Point Awards for each age group, as well as Team Awards for Small, Medium, and Large Team categories. (AZLMSC high point and team award reimbursement is provided according to the limits specified in paragraph II.B.)
- Distribution of individual awards for at least 1st through 3rd place for each event. (AZLMSC will provide new or recycled medals for championship meets as specified in paragraph II.B.)
- A deposit of \$150 submitted with this signed contract. If the majority of the AZLMSC meet evaluations are positive, this deposit shall be returned to the Host. If the majority of evaluations are negative, the LMSC will retain the full deposit.
- Meet results with splits (if collected) submitted to AZLMSC within 10 days of the end of the meet.
- A completed AZLMSC Meet Host Financial Report form submitted to AZLMSC within 14 days of the end of the meet, along with any monies owed to AZLMSC (such as the swimmer surcharges collected). (A sample financial report is included in Appendix A to this contract.)

II B. AZLMSC Responsibilities

AZLMSC will provide the following:

- Links to meet information posted on the AZLMSC website.
- If requested, support in finding meet officials, qualified timing system operators, and stopwatches.
- New or recycled medals (1st through 3rd place) for all State Championship meets. The LMSC may, but is not obligated to, provide individual awards or a percentage of cost reimbursement for non-championship meets at the discretion of the AZLMSC.
- Meet results posted on the AZLMSC website (within 5 days after they've been provided to AZLMSC by the host.)
- Reimbursement of team award and high-point award costs up to \$600.
- Optional reimbursement of additional meet expenses on meets where the Host lost money, based on assessment of the completed Meet Host Financial Report form and as authorized by the AZLMSC Board.
- At least 3 completed meet evaluation forms filled out by volunteer meet attendees selected by the AZLMSC Board.
- Refund of the \$150 deposit if the majority of meet evaluation forms are positive as assessed by the AZLMSC Board.

III. Amendments to Bid Form

The following information amends the information contained on the bid form submitted for the subject meet.

IV. Identification of Signatory Parties

IV A. Host Organization

Host Organization: _____

Host Organization Authorized Representative (printed) Name: _____

Host Representative organizational role: _____

Host Rep phone: _____ Host Rep email: _____

If reimbursement applies, AZLMSC makes checks payable to: _____

IV B. Arizona Local Masters Swim Committee (AZLMSC)

AZLMSC Representative (printed) Name: _____

AZLMSC office held: _____

ALMSC Rep phone: _____ AZLMSC Rep email: _____

V. Signatures

Signatures on this contract constitute evidence of each party's understanding of and commitment to all contract terms contained in this document and referenced entities.

Host Organization Representative signature: _____

AZLMSC Representative signature: _____