

How to run a Masters swim meet

Summary:

Running a meet requires the following:

- Pool time and necessary timing equipment
- Timers and officials
- Hospitality for timers, officials, and key volunteers
- Meet sanction (order of events, date(s), time(s))
- Process to collect entries and fees
- Release of psych sheet and heat sheet
- Running the competition
- Release of results
- Awards if applicable
- Submission of results to top 10 recorder

LMSC Championship meet differences from what is notated below:

- LMSC board needs to approve the awards. Medals for 1st – 3rd, high point age group award, and team awards.
- The official's committee will staff the meet with officials, both wet and dry.
- The LMSC may have already reserved a pool and dates.
- Automatic timing must be used, starting blocks must be available for all starts and relay exchanges.
- Financial reporting to the LMSC

Who performs these items:

- **Meet Director**
 - Arranges pool, determines events
 - Works with sanction chair for sanction
 - Prepares meet announcement
 - Adds meet announcement to Club Assistant
 - Recruits volunteers for Meet Referee, Hospitality, Timer Director, Clerk of Course, Awards, T-Shirts, and any other required volunteer positions
 - Works with Club Assistant to collect entries and fees
 - Provides entry file to referee
 - Provides financial statement to the LMSC and host club
- **Meet Referee**
 - Responsible for running the meet, supervises all volunteers during competition
 - Recruits officials
- **Hospitality Director**
 - Ensures hospitality is available for timers, officials, and other meet volunteers
 - Ensures these are distributed to volunteers throughout the meet
- **Timer Director**
 - Recruits and organizes timers including a head timer
 - Identifies a runner to collect timing sheets for release to the admin table after each event.
- **Clerk of Course**
 - Source of split request forms and relay cards
 - General 'answer person' for the meet
 - Where is stuff

- Keeps most questions away from the admin official.
- Questions about a specific time result or DQ or missing entry needs to go the meet referee
- **Awards and T-Shirt Director**
 - Orders awards for the meet and ensures they are on site the day of the meet.
 - Orders T-Shirts for the meet and ensures they are on site the day of the meet.
 - Processes awards, affixing awards label to the award and releasing to swimmer/coach.
 - Distributes T-Shirts

Meet Host Outline

1. Identify meet director (MD)
2. Identify pool and dates – check with Sanctions Chair to see if there are any date conflicts, make them aware of your plans to host a meet. Do this while you're incubating the idea but haven't committed to the meet. The Sanctions Chair is a tremendous resource.
 - a. Pool minimum requirements
 - i. Separate warm up/down pool/lanes
 - ii. Certification for course length on file with USMS
 1. If the pool uses movable bulkheads for the course selected, measurement of the pool is required prior to each session (add link to form).
 - iii. Timing system – minimum is 2 watches per lane.
 1. Meets run with watches only are eligible for top 10 but not records.
 - b. Pool recommendation minimum requirements (in addition to the pool minimum requirements).
 - i. Start end starting blocks. If LCM helpful to have blocks at both ends so timers don't need to move for the 50s.
 - ii. Automatic and semi-automatic timing equipment (may be rented from AZ Swimming).
 1. Starting mechanism including microphone and a spare
 2. Touchpads and buttons (and spares)
 3. Timing computer (e.g. Colorado, Daktronics) with dedicated printer.
 - iii. Deck space for athletes
 - iv. Hospitality area for officials (preferably air conditioned)
 - v. Should the facility not provide life guards, a safety plan is highly recommended.
 - vi. Identify need for tents (shade for timers and administrative official) and tables. Athletes shall provide their own tents.
3. Meet director must be able to coordinate or do:
 - a. Determine what events will be offered and provide an outline meet announcement with key items:
 - i. Entry open and close date
 - ii. Order of events
 - b. Ensure all USMS rules are followed
 - i. Responsibility begins with the meet director but flows down to all who help run the meet.
 - c. Recruit officials. Minimum is a referee and a starter. You will also need an admin official to process the results in Meet Manager. If automatic timing system is used you will also need a timing computer operator. Recommended minimum is a referee, starter, 2 stroke/turn judges, and an admin official. You may work with the official's committee chair(s) to line this up.
 - d. Provide timers, watches, clipboards, pencils (and sharpeners)

- i. Rules require minimum of 1 timer per lane. If the meet is run on watches only, you must have 2 timers per lane and records cannot be set but times are eligible for top 10. Preference is to have 2 timers with watches on each lane.
 - ii. One clipboard per competition lane with a pencil per competition lane.
 - iii. Stop watches (2) for the head timer.
 - iv. Spare pencils, watches, and batteries for the watches
 - e. Provide a runner to collect paperwork from timers and officials for the admin table.
 - f. Provide or arrange for a laptop with Meet Manager installed and printer for laptop. Paper and Avery 5960 labels (if awards are given) for the meet. Include extension cord and power strip.
 - i. Recommended supplies:
 - 1. Laptop with Meet Manager and dedicated printer.
 - 2. USB to serial interface to communicate with the timing computer.
 - 3. Stapler and staples, paper clips, staple remover, scissors.
 - 4. Plastic bin with pendaflex folders pre-numbered for events (paperwork is filed here).
 - 5. Paper – 3 reams of 8.5x11 paper and sufficient Avery 5960 labels for awards (if no awards, no need for the labels).
 - 6. Duct tape to use in posting results, heat sheets.
 - 7. Rocks to keep paper from blowing around.
 - 8. Paper ‘in’ basket for paperwork not processed.
 - 9. Paper trimmer cutter which can cut through 10 pages of paper.
 - 10. Extension cord and power strip
 - g. Host hospitality for timers and officials
 - i. Coolers and ice for water and other beverages.
 - ii. Fruit, breads (bagels, donuts), sandwiches depending upon length of meet.
 - h. Awards processing if provided (order/receive prior to the meet and process at the meet).
 - i. Affix award label provided by the admin official to the award.
 - ii. Distribute to swimmers/coaches
 - i. If T-shirts are to be provided, order and distribute at the meet.
 - j. Provide an announcer (will work under the direction of the meet referee)
 - k. A Clerk of Course (C of C) is recommended for larger meets. The C of C would have heat sheets, split request forms, relay cards, and be the swim meet answer person for general questions (where are the heat sheets posted, where are the locker rooms, when are warm ups, etc.).
 - i. If the C of C is used they MUST provide any split requests for backstroke events or relays to the meet referee prior to the event. The referee needs to ensure there is a legal finish for the intermediate backstroke finish, and for relays to ensure the timing pads are not conflicted with swimmers in the water.
 - l. Recommend that an anticipated budget for the meet be created (provide a sample meet budget as an appendix).
- 4. Once you have committed to the meet:
 - a. Finalize pool contract
 - b. Do all of the items in item #3 above and identify the individuals responsible for key roles:
 - i. Meet Director
 - ii. Meet Referee
 - iii. Hospitality coordinator
 - iv. Timer coordinator
 - c. Writeup a meet announcement

- d. Obtain Contact Information for the Treasurer or the person who will collect the funds from Club Assistant (via Stripe).
 - e. Contact Anna Lea at Club Assistant (AnnaLea@clubassistant.com), tell her what you're doing and include the meet announcement – She'll make it look pretty and create a webpage and link.
 - f. At the same time, you contact Anna Lea, contact Liz Hobbs (coachlizhobbs@gmail.com) to give her a heads up.
 - g. When Anna Lea gives you the go ahead, she will send a link to the event announcement. Run through the processes she sends you to test the webpage – review carefully, everything.
 - h. Go to USMS.org, scroll to the bottom and find “Pool and Open Water Events”. From this menu, select “Sanction an Event”.
 - i. Go to the bottom of this page and select “Sanction an Event Application”. You can't miss it, it's in a red box.
 - ii. On the next page select; “+Add a New Event”
 - iii. Select “+Sanction/Recognition”
 - iv. Fill-in the requested information, select “Save & Submit”
 - i. Fill out the form. You'll need the announcement link that Anna Lea sent to you.
 - j. Email Liz Hobbs and let her know that a sanction request is on its way. Include a docx copy of the announcement in your email.
 - k. Be patient. Keep your fingers crossed. Contact Liz again, as needed.
 - l. When USMS approves the sanction, you will receive an email with the approval and the sanction number. Contact Anna Lea with the Sanction number so she can finalize the announcement. Have her set the meet to "Complete" status so that people can register.
 - m. Share meet announcement with AZ LMSC webmaster for publication on AZ LMSC website/Facebook.
5. If the facility requires a Certificate of Insurance:
- a. Go to USMS.org, scroll to the bottom and find “Club Central”. From this menu select “Insurance”.
 - b. Select “OBTAIN A CERTIFICATE OF INSURANCE”. You can't miss it, it is in a blue box near the top of the page.
 - c. Fill in the requested information.
6. After entries close:
- a. Provide entry file to the Official's Committee for processing. Club Assistant will provide the file (or you pull the file from their website).
 - b. Login to your Club Assistant account and download the file required for Meet Manager
 - i. If you need an account, have Anna Lea set it up.
 - ii. Create and download an “SD3” file by:
 - 1. Swim Competitions > Upcoming
 - 2. Using the Quick Links tab to the right, select “Export Entries”. This will take you to the “Individual Events – Entries” page.
 - 3. Scroll to bottom and select “All Dates”. This will take you to a new page.
 - 4. Find and select the “Submit” button.
 - 5. Select “Download File”.
 - c. Either MD or Meet Referee (MR) will load the entries to the meet (Meet Manager). Reports out of Meet Manager should be ‘owned’ by either the MD or the MR.
 - d. Review the entries for obvious errors.
 - e. Create a Psych Sheet through Meet Manager so swimmers can make changes if necessary.

- i. Assuming entries are loaded in Meet Manager, go to Reports, Psych Sheets, select the entire meet, select two column format (recommended), create report, print to PDF.
 - f. MD loads Psych Sheet into SwimPhone using same SD3 file.
 - i. Club Assistant > SwimPhone > File Uploads > File Name Choose File (Same SD3) > Upload File
 - g. Use Meet Manager to create a PDF of the Psych Sheet
 - h. Using Club Assistant, MD emails a PDF version of the Psych Sheet to all the registrants
 - i. Wait a day or two in case any registrants point out any errors
 - ii. Make any changes in Meet Manager
 - i. After sufficient time has passed for people to make changes but before people travel for the meet, send out the Heat Sheet
 - j. Load Heat Sheets into SwimPhone
 - i. In short: Club Assistant > SwimPhone > File Uploads > File Name Choose File > Upload File
 - ii. Export from Hy-Tek MM the "Entries for Meet Manager Merge of Same Meet", choosing "Include Heats & Lanes" from the options.
 - iii. In your SwimPhone Meet Administrator menu box, click on "File Uploads".
 - iv. Click the button "Choose File" to browse your computer to find the entries file that you exported from Hy-Tek MM. Choose the file and click "Upload File" on SwimPhone.
 - v. Click on the SwimPhone "Events" page to review the Heat Sheets.
 - k. Prepare for hospitality for officials, timers, and other volunteers.
 - l. Identify individuals responsible for award and t-shirt distribution.
7. Day prior to the meet (recommend this be done by the admin official or MR):
 - a. Once this process there are no changes to the meet (entries, athletes, whatever) unless explicitly approved by the referee.
 - b. Print/cut timers sheets and put on clip boards with a pencil
 - c. Print heat sheets for posting, clerk of course (if applicable), Meet Director, and announcer
 - d. Print official's paperwork (typically a one page per event report for the referee and starter) and put on clip boards.
 - e. If automatic timing is used, print heat sheet for the timing computer operator.
 - f. Ensure stop watches are functioning and there are spares and batteries.
 - g. Ensure, as applicable, split forms and relay cards are available.
8. Day of meet:
 - a. Set up and test as necessary timing equipment and starter.
 - b. Plan for timers meeting 20 minutes prior to meet start (typically this will be run by the starter).
 - c. MR runs the meet, admin official processes results, results are posted.
9. After the meet:
 - a. Submit results to all swimmers for their review – this helps fix any processing errors prior to formal submission to USMS).
 - i. MD sends PDF of meets results from Meet Manager to all entrants through Club Assistant.
 - ii. MD obtains hy3 file from Meet Manager and loads into SwimPhone.
 - b. Provide meet results and scan of all completed split requests to the top 10 recorder.
 - i. Recommend that splits be added as separate non scoring events into Meet Manager. This should be done by the admin official/MR.

- c. The MD and MR should debrief and identify what went well and what could be improved upon.
- d. Decide to do it again!

Meet administration roles:

- **Meet Director.** Their responsibilities include:
 - Making LMSC aware of meet plans. This ensures support and publicity.
 - Pool reservation/rental meeting minimum requirements as noted above.
 - Meet Announcement
 - Key items are covered in the sanction request, but items of note are:
 - Order of events
 - Location and map
 - Date(s), warm-up times and availability, meet start times
 - Template available at [USMS](#)
 - Sanction request
 - Club Assistant point person (entries, entry fees)
 - Publicity on USMS Events webpage
 - Entry start date, entry close date
 - Collection of \$ funneled to host club/entity
 - Assigns and Coordinates all leads, such as the Directors of Hospitality, T-Shirts, Timers, Officials, and Awards and the Clerk of Course
 - Obtains and coordinates hotel room blocks, if applicable
 - Advertises and obtains publicity as deemed necessary
 - Obtains and administers sponsors as deemed necessary
 - Provides entry file to meet referee
 - Once entries are closed, file sent to meet referee
 - Provides financial statement to the AZ LMSC board showing revenues and expenses after the meet.
- **Hospitality director**
 - Procures refreshments and snacks (lunch if all day meet) prior to and during the meet for:
 - Officials
 - Timers
 - Other key volunteers
- **Timers director**
 - Responsible for organizing/recruiting timers
 - Plan on 2 timers per lane and a head timer
 - Recruit a runner to collect timer sheets from timers and deliver to the Administrative Official after each event.
 - Timer sheets to be put in order for the admin official.
- **Clerk of course**
 - Split requests
 - Relay cards
 - Answer general questions:
 - Where are results posted
 - Where is the heat sheet posted
 - Where are awards distributed
 - The Clerk of Course keeps questions away from the administration table. Questions related specifically to a time are to be referred to the administrative official.

- **Officials**
 - The officials committee will coordinate staffing of the championship meets:
 - Meet referee (wet side)
 - Deck referees
 - Starters
 - Stroke and turn judges
 - Relay take off judges
 - Administrative Official/Referee (dry side)
 - Load current records to the meet (facilitates record processing).
 - Timing computer operator (Colorado, Daktronics, etc)
 - Printer attached and print outs required as backing for times – top 10 impacts, national and world records.
 - Meet Manager Hy-Tek operator
 - Preparation and release of results
- **Awards and t-shirt director**
 - Order awards for the meet
 - Championship meets typically award medals 1-3 and high point awards
 - Championship meet awards need to be approved by the LMSC
 - Order t-shirts for the meet
 - Distribute t-shirts and awards at the meet
 - Award labels will be provided by the Administrative Official
 - Awards for champ meets are directed by the AZ LMSC board. Awards are optional for non-championship meets
- **After the meet:**
 - The meet referee and meet director coordinate the release of results to the AZ LMSC top 10 recorder.
 - Release results to swimmers for review
 - Allow 2 days for review of any questions to ensure results are correct.
 - Prepare results for the Top 10 Recorder
 - Extract is done via Hy-Tek Meet Manager
 - Any split requests are processed and preferably added to the meet, but paper shall be scanned and provided to the top 10 recorder.
 - National and World Record paperwork to be submitted to the USMS top 10 recorder.
 - Update swim phone with results
 - The meet director provides financial statement to the AZ LMSC board showing revenues and expenses after the meet.
 - Submit pdf of results with splits to all entrants (emails from Club Assistant) along with any other pertinent information.

USMS recommended timing:

Suggested Timeline for Sanctioning or Recognition

TIMING	EVENT HOST	SANCTION CHAIR
≥ 6 months	Determines event. Confirms venue. Submits date request to LMSC. Confirms meet referee.	Advisory Role
4 to 6 months	Drafts meet announcement.	Reviews meet announcement. Corrects and confirms as necessary. Answers event host's questions.
	Submits online USMS event application including upload of meet announcement (usually PDF).	Approves sanction request, which generates USMS sanction number and posts event to USMS calendar. Meet host or sanction chair can add sanction # to meet announcement and upload final version to USMS
After event	Submits meet results and, if applicable, pool measurement paperwork to LMSC Top 10 recorder. (Some LMSCs require pre-sanction	Reviews meet with Event Host: focus on successes and areas for improvement.
	confirmation of pool measurements.) Submits the observer report form to LMSC Top 10 recorder (recognized meets only). Saves meet paperwork for 2 years (Some LMSCs have paperwork mailed to the Top 10 recorder)	