



Virginia LMSC Guide to Planning and Running a Masters Meet January, 2011

I. Create a budget

A. Expenses

1. Pool Rental is probably the biggest expense.
2. Timing Equipment. Does the pool have timing equipment, or do you need to rent timing equipment from VA Swimming?
3. Timers. Many meets pay an age group or high school team to provide timers.
4. Printing (entries, heat sheets). Some meets do not print heat sheets. They seed the meet after deck entries close, print 5-10 heat sheets, and post them around the pool.
5. Awards.
6. Refreshments for officials and workers.
7. Sanction Fee to LMSC.
8. Social and/or food for officials
9. Percent of Profit to the LMSC to be calculated after the meet when all expenses have been paid. If there is no profit, nothing will be due to the LMSC.

B. Income

1. Entry Fee per event.
2. Surcharge (pool rental/electronic timing).
3. Relays. Some small meets don't charge for relays to encourage participation.
4. Charge for Social.
5. Sponsorships for Meet Program/Heat Sheet.

II. Set a date and arrange use of a pool.

- A. These two go hand in hand. Most meet directors have a limited choice of weekends for a meet. Also important, however, is not conflicting with other nearby meets. Most swimmers will not enter a meet two weekends in a row.
- B. Talk to your pool manager about possible dates.
- C. Check with your local Sanction Chair; check the newsletter calendar; look online at adjacent LMSC schedules.
- D. Check with officials. Sometimes a big USA-S meet will make getting officials difficult.
- E. Verify that the length of the pool is the correct length. A sanction cannot be issued if the pool has not been certified. The sanction chair or Top 10 chair will know if the pool measurements are already on file. Instructions for measurement are on the pool length certification form.
- F. When you sign a contract with the pool, be sure you know what is included. Some pools have timing equipment. If the pool does not, you can rent the timing system from Virginia Swimming.

III. Prepare the meet entry.

A. The Sanction Chair will give you the necessary paperwork to be filled in to get a sanction. The form is also available at vaswim.org. Check other meet entries for local meets. Apply for the sanction two months before your event to allow time to get approval and the Sanction # and to submit a copy of the entry to the newsletter editor.

B. Decide if you want to use online entries as well as paper entries. Online entries are encouraged, generally increase participation, reduce errors and are a convenience for swimmers. The work of the meet director is reduced because you do not have to handle all of the checks for entry fees. Club Assistant (meets@clubassistant.com) can help you set this up.

C. Check with the LMSC Officials Chair about arranging for certified officials. The sanction form will ask for the name of the Referee. Sometimes that cannot be supplied right away, but start working on it. If you don't have a Referee and officials a month before the meet, contact the LMSC Officials Chair for assistance.

D. If you are using online entries, include this information on the entry.

E. Entry should include: Information for swimmer to keep for reference:

1. Date, Location, type of course (SCY, SCM, LCM). Any special requirements of the pool (permissible food/beverages, availability of lockers).
2. Name of the Meet Director and Referee (if possible).
3. Sanction # (will be issued when Sanction Chair approves the entry).
4. Directions to the pool.
5. Eligibility (how to register for USMS).
6. Order of events – this can be on the part mailed in only or on both parts.
7. Cost per entry, surcharge, etc. (Some meets charge a flat fee of all.)
8. Entry Deadline. Will there be deck entries?
9. Safety/Warm-up procedures.
10. Awards.
11. Hotel information. For two day meets, it is nice to reserve a block of rooms at a convenient hotel.

F. Information on entry for the Meet Director

1. Personal Information: age, phone, email, name (as it appears on the registration card), date of birth, address, USMS #, team, gender
2. USMS release with place for signature and date.
3. List of events entered with seed times.
4. List of charges/total cost.
5. Address of where to mail entry. Phone # for help from Meet Director.
6. Place to attach a copy of swimmer's registration card.

F. Online Entries. If you use online entries, the entry form will be posted online for swimmers to print for their reference. Meets should not use online entries only. There are swimmers who do not have access to computers.

IV. Publicize the Meet

A. Send the date to the Newsletter Editor as soon as possible (before the entry is ready) in order to get the meet listed in the earliest newsletter.

- B. Send entry to the Newsletter Editor and the Webmaster. The newsletter will include the entry twice, but it must be no more than 2 pages.
- C. Post entries at local pools. You can email a copy of the entry to pools or coaches.
- D. Leave some entries at local swim shops or triathlon shops.
- E. Submit the meet for inclusion in the USMS Calendar of Events.

V. Arrange for Workers

A. Officials

- 1. Referee. Recruit a qualified meet referee as early as possible. Provide the name to the LMSC Officials Chair. Contact the Officials Chair if you need help.
- 2. Starter
- 3. Stroke and Turn Judges. Work with your referee to determine how many are needed.

B. Timers

- 1. Two per lane. Each timer can operate a stop watch and a button. Some meet directors will arrange to make a donation to a USA-Swimming team or to a high school team to provide timers. If semi-automatic/manual timing is the primary timing system, then a third timer is necessary for a national or world record.
- 2. Head Timer. Makes sure all watches are started correctly for each race.
- 3. Timing system operator
- 4. Computer operator
- 5. Safety Marshal to supervise warm-up.
- 6. Other Workers (one person may be able to do more than one job)
 - a. One or two people at check-in. Check off swimmers as they arrive, give them a heat sheet. Take care of any problems with entry.
 - b. One person to take deck entries. Not all meets allow deck entries. If you do, there should be a master heat sheet indicating open lanes. When someone wants to deck enter, you can assign them the heat and lane immediately.
 - c. Awards. Someone to supervise the distribution of awards.
 - d. Runner. Someone to pick up lane time sheets and DQ cards and take them to the computer operator. Another person is needed to post results and give a copy to at awards table.

VI. Equipment

- A. Stop Watches for lane timers, head timer, and some for backup.
- B. Lap counters if you have longer events that allow counters.
- C. Starting system.
- D. Hy-Tek Meet Manager and computer. Hy-Tek is not required at this time, but it makes seeding and scoring the meet much easier.
- E. Clip boards/pencils for each lane.
- F. Have forms available for Split Requests, for Record applications, and for USMS membership.
- G. Current copies of the USMS Rule Book. Obtain rule books for meet director, referee, and deck officials from the LMSC.
- H. Labels (if you are going to print them for awards).

I. Current list of Virginia registrations. This can be obtained from the Registrar and is helpful in dealing with Deck Entries.

VII. One or Two Days before the Meet

- A. Seed Meet. It is good to wait until you have all entries.
- B. Print Heat Sheets. Figure number needed by number of entries, number of officials, one for recording Deck Entries, 10-15 for Deck Entries.
- C. If a bulkhead is used, its placement must be verified before the meet starts by measuring the outside lanes and one middle lane (details are in the pool length form).
- D. The easiest way to spot potential new records is to download the HyTek records file for national and world records and import then into the meet file. The record files for each course are available online from USMS and FINA; the Top 10/Records Chair can assist you with this task if necessary.

VII. During Warm-Up and After the Meet Starts

- A. Get deck entries to the computer operator to enter. Print new heat sheet for CTS operator, Referee, and Starter.
- B. Print lane/timer sheets.
- C. Have someone available to answer questions and help newer swimmers who have questions.
- D. Referee should brief other officials and assign areas of responsibility.
- E. Split requests for backstroke and relay leadoffs must be made prior to the swim.

VIII. After the Meet

- A. Meet Day.
 - 1. Get the referee to sign any record forms. World record applications are due within 60 days of the swim; national record applications are due within 90 days of the end of the season. You are strongly encouraged to fill out applications within 1-2 weeks of the meet. All of the other information on the swimmer(s) should be in the computer (date of birth, registration number); if you used the FINA/USMS records files, you can get Meet Manager to print out the necessary record forms with much of the information already filled in.
 - 2. Talk to the Referee about how to handle split requests. If they cannot be done right away, will the Referee allow the computer operator or meet director to authorize split times. If the timing system worked correctly throughout the meet, this should not be a problem.
 - 3. If a bulkhead was used, the pool length must be verified (outside lanes and one middle lane) and the pool length form filled out. This should be done after each session of a multi-day meet, not just after the last day.
- B. Next Day. Send any complete USMS membership forms to the Registrar promptly.
- C. Next day or two after the meet. Print official results, including split requests. Send a backup (zipped) copy of the official meet results to the Top Ten/Records Chair as an email attachment. Prompt posting of meet results on the website, as well as inclusion in the USMS Meet Results Database, is appreciated by participants; please send the meet results within two weeks of the meet. Also send all the pool measurement forms to the Top Ten/Records Chair.

D. Fill out the Meet Report to submit to the Sanctions Chair. The Meet Report is due within 30 days unless there is a problem. It is important for the Sanctions Chair to receive the Meet Report in a timely manner. The Sanctions Chair will work with the Meet Director and Officials Chair to be sure that all USMS and LMSC requirements have been met. No future meets can be sanctioned if a club does not submit a Meet Report.

E. Remind the Meet Referee to supply a post-meet report on officiating to the LMSC Officials Chair and send you a copy.