

Michigan Masters

Swim Meet Organization and Meet Director Checklist:

For your convenience, many items and useful links - referenced in this checklist are available under the "Information/Swim Meet Resources" tab at www.michiganmasters.com.

PRE-MEET (Meet Director Responsibilities):

- ☐ Review the following materials:
 - Michigan Masters policies, Part 6 about Swim Meets. To review [CLICK HERE](#)
 - USMS Guide to Operations, sections about Meet Management, Officials, and Sanctions. To review [CLICK HERE](#).
 - USMS Rule Book, Article 103 about Meet Procedures. To review [CLICK HERE](#).
- ☐ Confirm that your pool measurements have been approved by USMS. To review [CLICK HERE](#).
- ☐ Develop a meet flyer which must include:
 - **Meet host:** List the name of the host or the hosting organization.
 - **Directions and Pool Description:** Directions to your facility and detailed pool description.
 - **Default text:** The meet announcement shall include ONE of the following statements for each course used for competition during the meet:
 - (a) The length of the competition course without a bulkhead is in compliance and on file with USMS in accordance with articles 105.1.7 and 106.2.1.
 - (b) The length of the competition course has been measured and is NOT in compliance with USMS articles 105.1.7 and 106.2.1: Times achieved in the meet will NOT be eligible for USMS Top 10 and records.
 - (c) The length of the competition course is not on file with USMS. Eligibility of times achieved in this meet will be contingent upon pool length measurement and approval with USMS; if bulkheads are present, their placement must also be confirmed by measurements at the meet (USMS articles 105.1.7 and 106.2.1).
 - (d) The length of the competition course is in compliance and on file with USMS in accordance with articles 105.1.7 and 106.2.1, but as a bulkhead course, is subject to length confirmation. Eligibility of times for USMS Top 10 and records will be contingent on verification of bulkhead placement.
 - **Type of Timing Used:** The meet announcement shall include a description of the timing systems intended to be used at the meet: The primary timing system will be _____ timing. Fill in the blank with "automatic", "semi-automatic", or "manual".
 - **Timing System Statement:** Describe what the times will count for:
 - (e) Times from this competition will be eligible for world record, USMS record, and Top 10 consideration.
 - (f) Times from this competition will be eligible for USMS records and Top 10 consideration, but not for world records.

- (g) Times from this competition will be eligible for USMS Top 10 consideration, but not for world or USMS records.
- (h) Times from this competition will not be eligible for world record, USMS record, or Top 10 consideration. The length of the competition course without a bulkhead is in compliance and on file with USMS in accordance with articles 105.1.7 and 106.2.1.

- **Warmup and Warm down:** Swimmers must enter feet first except when there are designated lanes set up for dives during the warmup time
- **Maximum events:** 6 individual events per day (may be fewer at meet host's discretion).
- **USMS Sanction or Recognition Number:** Provided to you after approval from Michigan Masters and USMS.
- **USMS Waiver:** Each participant must sign this waiver: [USMS WAIVER](#)
- **Meet Proceeds:** The meet flyer must clearly state the recipient(s) of meet proceeds and the programs/groups that will benefit.

- After preparing the meet flyer, apply for a USMS Sanction or Recognition through the USMS website [USMS SANCTION REQUEST](#).
 - If you are using the Michigan LMSC-developed On-Line Registration, contact Patrick Weiss MiSanctions@usms.org to establish an on-line entry deadline.
 - Schedule/Confirm Hy-Tek operator and/or Timing System operator for the meet
 - Schedule/Confirm Meet Announcer
 - Schedule/Confirm a minimum of two officials certified by USMS, USA Swimming, or high school swimming.
 - A. One referee—The referee may also serve as a stroke and turn judge but shall not serve as starter.
 - B. One starter — The starter may also serve as a stroke and turn judge.
 - C. Two stroke and turn judges — At least two people shall perform these duties during competition.
- Note: Starting in January, 2025 all sanctioned USMS Masters swim meets require one referee who is fully certified. All Meet Referees are required to be certified by a USMS-approved certifying body (USMS, USA-Swimming, NFHS**, NCAA**, YMCA).
- Schedule/Confirm for a minimum of two hand timers per lane.
 - Schedule/Confirm lap counters for each lane for the distance events.
 - Prepare a Hy-Tek Meet Manager file for the meet. You must select “FINA rules” as the Time Adjustment Method in Meet Set-Up.

A WEEK BEFORE THE MEET:

- A few days before your meet, the Michigan LMSC Membership Coordinator: (MiMembership@usms.org) will send an RE1 file via email. The RE1 file is used to import current swimmer data (USMS number, age, etc.,) into the Hy-Tek Meet Manager software before you input

entries so that you will not need to manually input all the swimmer data. To view RE1 Import tutorial: [CLICK HERE](#).

- ❑ Setup meet in Hy-Tek. All on-line entries will be sent to you via email as a “complete backup” file from the LMSC Sanctions Officer (MISSanctions@usms.org) promptly after the on-line entry deadline. This file will be complete and ready to go with all the entries and simply needs to be imported into Hy-Tek.
- ❑ Backup Files - As a backup in case they are needed, all the data files will also be sent including the .SD3 file containing all the meet entries and an Excel file showing the actual data entered by the swimmers when they registered.
- ❑ Confirm with the Michigan LMSC Sanction Officer (MISSanctions@usms.org) that award ribbons will be available at your meet.
- ❑ Printout several copies of the USMS “Split Request Forms” so they are available during the meet - [CLICK HERE](#).
- ❑ Confirm that there is an “Emergency Action Plan” in place for your facility from the pool manager, and share that information with key meet personnel if necessary.

AT THE MEET:

- ❑ Confirm hand timers for each lane (1 is required, 2 is preferred).
- ❑ Distance events: Confirm there are lap counters for each lane.
Ask for volunteers on deck if there is not.
- ❑ Confirm there is a dedicated and attentive lifeguard on deck.
- ❑ Initiate a safe process for Diving and Sprint lanes during warmup.
- ❑ Confirm that there are present at the meet:
Certified Referees, Starters, and Stroke & Turn Officials.
- ❑ Confirm heat sheets are posted in at least 2 locations.
- ❑ Confirm that results are posted.
- ❑ Be aware of meet flow and speed. If running too fast, ask the official or meet host to take a break or slow down and/or speed up.
- ❑ In case of an injury, prepare a USMS Incident Report ([INCIDENT REPORT FORM](#)).
- ❑ Prepare applications for USMS records and FINA World Records for eligible swims, including referee signature and required documentation. [USMS Record Application](#)
[FINA Masters World Record Application](#)
- ❑ Collect any USMS “Split Request Forms” and make sure they are completely filled out, and signed by a meet official. Give forms to the Michigan Masters Meet Observer or Sanctions Officer. - [USMS Split Request Form](#)

After the Meet:

- Gather and collect all of the meet paperwork (lane timing sheets, etc) and give to the Michigan Masters Meet Observer or Sanctions Officer.

- Provide a Hy-Tek Meet Manager a full meet “backup file” to the Sanctions Officer (MISSanctions@usms.org), and Webmaster (MITreasurer@usms.org) who will post the results on the Michigan Masters website on/or about the SAME DAY as the meet. After one week, and a review by the Sanctions Officer - the official meet results will be uploaded to the USMS database.
- If you used the Michigan LMSC-developed On-Line Registration System, you will receive a check in the mail shortly after the meet from the Michigan Masters Treasurer, (MITreasurer@usms.org) that includes the total amount collected from on-line registrations. Coordinate with the Treasurer mailing address, and check recipient.
- Submit the Michigan Masters Meet Report form ([Meet Report Form](#)) to the Sanctions Officer (MISSanctions@usms.org).
- Send USMS Record and FINA World Record applications and required documentation to the MI-LMSC Top Ten/Records Recorder Sanctions Officer (MISSanctions@usms.org), promptly following the meet.