

# Nebraska Masters Swimming



## Meet Director's Handbook for Pool Events

Written by Anna Lea Matysek  
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Modified by the Nebraska LMSC Sanctions Chair  
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# Introduction

This handbook has been written for use by Meet Directors who are preparing to conduct a Masters Swim Meet in a pool. The purpose of this handbook is to help ensure that all Masters pool meets are uniformly conducted at the highest levels of safety and competition. The first section lists and describes, in chronological order, the steps that must be minimally taken in planning for, conducting, and completing a pool competition:

- Prior to Bidding for the Meet
- Preparing the Event Information Sheet
- Meet Sanction Requirements
- Prior to the Meet
- During the Meet
- After the Meet

Section 8 provides, in a checklist format, the steps needed as you prepare for your meet. You can use this checklist to keep track of your progress.

This handbook can be used by the experienced meet director as a checklist of all that needs be done to conduct a meet, or by the less experienced meet director as a step-by-step “cookbook.”

We have tried to make this handbook as comprehensive as possible. If you have any questions, there is additional information available in the “Meet Management” section on the USMS Web site at: [www.usms.org/admin/lmschb/](http://www.usms.org/admin/lmschb/). Additionally, Appendix A contains a list of Nebraska LMSC personnel who are also available to answer your questions.

## Section 1. An Overview

### Prior to Bidding for the Meet

#### 1. Scheduling the Meet

- a. Determine the availability of the facility to be used for the meet.
- b. Contact local high school, college and USA-S teams and officials to determine that the meet date(s) will not conflict with other swim meets in the area. Check USMS.org for potential conflicts.

#### 2. Pool Agreement

Work out a written agreement with the facility to be used for the meet that includes: rental cost, insurance issues, janitorial needs, timing system availability, locker room access, public address system, sun/rain protection availability, and snack bar availability, as applicable.

#### 3. Officials and Meet Personnel

Obtain a commitment from a Referee for the meet (see Hints for Recruiting Officials in Section 2); discuss the availability of supporting officials. Prepare a preliminary plan for recruiting volunteers to staff the meet, especially timers.

#### 4. Documentation

Read Section 1 of the USMS Rule Book. It will give you an idea of what is required at a swim meet. You can borrow a copy of the USMS Rule Book from the Nebraska LMSC Chairperson, or read it on-line at the USMS Web site (<http://www.usms.org/rules/>). A copy of the USMS Rule Book is **required** to be available at the meet site during the event. (All registered USMS clubs have a copy. A copy may also be obtained from the USMS National Office for \$10.)

## 5. Determine Timing Method

- a. Select timing method. Review USMS Rule 103.17 about timing system requirements.
  - i. Fully Automatic system with touch pads (requires at least one back-up button and one backup watch). One timer per lane is also needed.
  - ii. Manual requires at least two, but preferably three watches per lane at all times.
- b. Understand the cost and facility requirements of the timing system you choose for the meet.
- c. Decide how the timers will be recruited:
  - i. All timers from the host club.
  - ii. Paid or volunteer timers from local high school(s), USA-S clubs or other organizations.

## 6. Awards

Determine awards to be given (if any), the cost, and the deadline for ordering, so that the awards will be available at the meet.

## 7. Refreshments and/or Snack Bar

Determine the type of snack-bar arrangements that will be made.

## 8. Events and Seeding

Determine the events you plan to run and how you plan to seed them. Events may be swum separately or may be combined women and men. Since most meets offer deck entries, pre-seeding is discouraged.

## 9. Meet Schedule

Determine the schedule for the meet:

- a. Warm-up time.
- b. Meet start time.
- c. Determine the check-in times. The initial check-in time should be set early enough so there is sufficient time to do the seeding for the first few events. Note: deck entries can be closed earlier than the check-in time set for pre-entered events to allow for processing and seeding.

## 10. Budget

Develop a preliminary meet budget. Use the budget to determine how much you'll charge for entry fees.

## Meet Sanction/Recognition Requirements

Fill out a Sanction or Recognition application and send to the Nebraska LMSC Sanctions Chair along with a draft of the meet entry form and order of events. The Sanction and Recognition applications are available on the Nebraska Masters Swimming Web site at: <http://nebraskamastersswimming.org/>. Hard copies of these forms are also available from the Sanctions Chair via e-mail at: [NBSanctions@usms.org](mailto:NBSanctions@usms.org).

You can also complete a Sanction or Recognition application online. After you enter your meet information electronically, an e-mail notification is sent to the Sanctions Chair. If all sanction/recognition requirements have been met, the Sanctions Chair will issue a sanction/recognition number to you via e-mail. The online sanction application is available on the USMS Masters Swimming Web site at: <http://www.usms.org/comp/sanction/request.php>. (An online tutorial is available at: [http://www.usms.org/admin/lmschb/gto\\_sanc\\_request\\_tutorial.pdf](http://www.usms.org/admin/lmschb/gto_sanc_request_tutorial.pdf))

## Checklist for Meet Entry Form Information

**Title:** Name of meet, date of meet, and the wording "Sanctioned by the Nebraska LMSC for USMS, Inc., Sanction Number\_\_\_\_\_."

**Location:** Location of pool and directions to pool.

**Facility:** Size of pool, number of competition lanes and warm-up/cool-down lanes. Snack bar availability and hours of operation.

**Time:** The time warm-up starts and the time the meet starts.

**Check In:** The check-in time for both pre-entered swimmers and deck-entered swimmers.

**Fees:** Entry fees for the meet and the date due. Who checks are payable to and where to mail entries.

**Meet Procedure:** How the events will be seeded. (Slow to fast or fast to slow, men and women seeded)

together or separately.)

**Awards:** State the number of awards that will be given (if any) for both individuals and relays.

**Meet Director:** Name, e-mail, mailing address and phone number of the meet director.

**Events:** The events offered and the order of events. All special events, i.e., those not listed in the USMS Rule Book, must be marked with an asterisk (\*). Make sure to list the "course." (SCY, SCM, or LCM.)

(\***Note:** Sample entry forms are available from the Sanctions Chair upon request.)

## Section 2. Officials

Officials are to ensure "a level playing field" for all participants.

**The Referee** is the head official. He/she has full authority of all officials and shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet.

**The Starter** assumes full control of the swimmers until a fair start has been achieved.

**The Stroke and Turn Judges** ensure that the rules relating to the style of swimming designated for the event are being observed and the swimmers comply with the turning and finishing rules applicable to the stroke used.

### Officials Required

From the USMS Rule Book, the minimum personnel at USMS sanctioned Masters swimming meets or recognized events shall include the following (for any course):

#### 103.2.1 Officials

**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.

#### 103.3 CERTIFICATION OF OFFICIALS

The referee shall be certified as a stroke and turn judge, starter or referee by USA Swimming, USMS, YMCA or any other USMS-approved certifying body.

### Hints for Recruiting Officials

Canvas the host club for officials, and determine their specific skills: i.e. Referees, Starters, etc. Referees and Starters may also serve as stroke and turn judges, but a Referee may not be starting and refereeing at the same time, nor can a Starter be the referee while serving as a Starter.

Officials can also be recruited from members of your team. All of the officials do not have to be USA-S or YMCA certified officials. The recruit should be familiar with the Swimming Rules (Part One of the USMS Rule Book, published annually), and an experienced official should closely monitor the recruit.

Officials may be paid although most officials officiate out of love of the sport. You may wish to give them a gift (If you are selling T-shirts or sweat shirts for the meet, these are appropriate.) You should also be sure that parking is paid. You should also feed the officials lunch.

It is best if the host team furnish timers. However, the Head Timer may recruit additional timers from the crowd. Note also that three watches are needed for a time to be accepted as a record unless the timing system is totally automatic. Fully automatic timing requires only one hand held watch as backup.

## **Section 3. Guidelines for Entry Fees, Awards and Scoring**

### **Entry Fees and Awards**

The entry fee may be established in any of three ways:

1. It may be a single, flat charge for each swimmer to enter the meet and swim the maximum of five events per day. For example, the charge could be \$20.00 for swimmers who pre-enter the meet, and \$25.00 for swimmers who deck enter.
2. The entry fee may be for a range of events swum (i.e. 1-3 events \$15 and 4-7 \$20; the advantage of this system is that it makes collecting money at the desk much easier).
3. It may be a surcharge, to cover the overhead charges for the meet, plus an entry fee for each event swum. For example, the surcharge might be \$5.00 for each swimmer to cover the cost of the facility rental, timing system rental, computer system and any facility-required paid personnel, with an entry charge of \$2.00 for each event the swimmer enters. The surcharge will depend on the overhead associated with the meet, and the per-event charges are determined by the type of awards that are given.

Another option for awards is to eliminate the individual per-event awards, and instead give a meet participation award, such as a plastic cup with the name of the meet on it or a key chain.

The significant unknown variable in establishing the type and amount of entry fees is the number of swimmers that will participate, and participation is a goal in Masters Swimming. A single, flat entry fee for the entire meet, regardless of the number of events entered, may be easier to establish but it may have the effect of discouraging swimmers who might enter only one or two events, or new swimmers who might enter only one event. Remember, if you allow deck entries, they can increase the total meet size by one-third to two-thirds the number of pre-meet entries.

### **Scoring**

In smaller pool meets, scoring is done according to the number of competition lanes. See USMS Rule Book, Article 103.19, for recommendations.

## **Section 4. Pre-Entry Registration, Check-In and Deck Entry Guidelines**

### **Before The Meet**

If you are using Hy-Tek's Meet Manager software, contact the Nebraska LMSC Registrar for an RE1 file. This is a file that can be imported directly into a Meet Manager database. It contains the names, clubs, and birthdates of all swimmers registered in the Nebraska LMSC. By prepopulating your database with this file you will save a lot of data entry time and avoid a lot of data entry errors.

Plan your work force for the day of the meet. Assign some people to arrive early to set-up the check-in area. We suggest you assign at least two people to the pre-entry check-in, and at least two people to the deck entry area. You should also identify back-up workers to relieve individuals from your team who plan to swim in the meet.

Obtain a supply of entry forms, USMS registration forms, and pens for the deck-entry desk.

As entries are received:

1. Check the entry form for accuracy:

- a. Make certain all required information is filled in.
- b. Cross check the USMS registration number with the USMS card. Verify correct year.
- c. Verify that the name, age, gender and entry fee are all correct.
- d. Verify that the swimmer has not exceeded the maximum number of events allowed.
- e. **Verify that the entrant has signed the entry form.**

*Possible Problems and Solutions:* Set up a problem desk separate from the check in desk, if possible. The problem desk should solve all problems before checking in a swimmer. The ideal situation is to correct all the problems before the meet:

- USMS number not filled in: use registration roster to indicate number.
  - Questionable registration: flag swimmer's entry; if not validated by meet day have swimmer fill out either annual registration or a One Event application and pay the applicable fee. If found to be a duplicate annual registration, the fee will be returned.
  - USMS number indicated as pending: check with Registrar two days before meet.
  - Entry form not submitted: fill out except for signature, flag it as problem, and have swimmer sign it at check-in.
  - Incorrect fee enclosed: flag entry form, and collect correct amount at check-in.
2. File the consolidated forms separately, in alphabetic order, assuring that problem flags are visible.
3. Prepare a data base of swimmers showing their age, events they have entered, and any problems that need to be resolved.

## Day before the Meet

1. Call the people who will work at the check-in desk to remind them of their responsibilities.
2. Obtain a money box and change for deck entries. Be sure to have many small bills.
3. Make several copies of the meet database for the check-in desk.
4. Obtain a supply of entry forms and pens for the deck-entry desk.

## Day of the Meet

### Pre-Check-In

1. Set up the check-in desk(s): pre-entry and deck entry, if practical/possible.
2. The desks should be located in a highly visible and accessible location, as close to the entry of the pool as possible. Identify the desks with large visible signs.
3. Have a list of events, with check-in times, posted at each desk.
4. Bring all the consolidated entry forms, including the flagged entry forms, to the appropriate pre-entry check-in desk.
5. Provide the deck-entry desk with a supply of extra entry forms, pens/pencils, the cash box (with extra cash for change), and the Master list to verify USMS registration. It is very helpful to people working the deck-entry desk to have a pre-calculated table showing the cost of entering the meet.

### Check-In

#### For pre-entered swimmers:

1. Verify the events entered.
2. Ask if any events are being scratched.
3. Check for problem flag on database and pull consolidated entry form to correct the problem.
4. Highlight the database list to indicate who has checked in, and for which events.
5. For scratched events, identify the number on the list and advise the seeding desk so the card can be pulled.
6. Have unregistered swimmers complete either a USMS annual registration form or a "One Event" (OEVT) registration form, attach applicable fee, and give or send to the Registrar immediately after meet. (**\*Note:** "One Event" registration allows someone to swim in the meet with full USMS insurance coverage. It is a one-time only registration and does not entitle these swimmers to any additional benefits beyond the insurance coverage. "One Event" registered swimmers **cannot** participate in relays and their times will **not** count for Nebraska State, USMS National or World records, or for Top Ten consideration.)

**For deck entries:**

1. Verify the accuracy of the entry form.
2. Verify USMS Registration number from USMS and check that it is current. Register any swimmers not on list. (Either annual USMS registration, or One Event registration)
3. Verify entry fee.
4. Make certain entry form is signed.

**After The Meet**

1. Collect the money box.
2. Gather timer sheets, cards, automatic timing printouts, copy of heat sheet, backup (ZIP) file of Hy-Tek database.
3. Retain the meet entry forms for two years in the event of litigation.
4. Mail any new USMS registrations with the money due in a separate envelope to the Nebraska LMSC Registrar within two (2) days.
5. When the results are complete, mail one copy of the results and all the relay cards to the Nebraska LMSC Registrar. E-mail the results to the Nebraska LMSC Top Ten Recorder and Webmaster. The Webmaster needs a .PDF version, and the Top Ten Recorder needs a .PDF version and the Hy-Tek Meet Manager .ZIP files.
6. After the Webmaster posts the results on the Nebraska Masters Swimming web site, send an e-mail to all meet participants notifying them that the results have been posted at:  
<http://nebraskamastersswimming.org/>.

## **Section 5. Manual Seeding and Results Guidelines for Non-Computerized Meets**

**General**

A computer program can be used to do the seeding and print the results. However, most meets (with the exception of championships) allow deck entries. Since deck entries can double the amount of swimmers entered in a meet, it may be difficult to enter all the deck entries in the computer in the short time between check-in and the first event, unless a number of terminals are available and people entering the data can work in parallel.

In some meets, it may be easier to seed the events by hand. Unfortunately, the results of events that were hand seeded must be typed after the meet is over.

**Seeding**

Seeding a meet by hand can be accomplished as follows:

1. For each event, sort the entry cards by entry time, from the slowest (card on top), to the fastest (card on the bottom). Seed the men and women separately when they will swim separately.
2. Adjust the two slowest heats so that there are at least three swimmers in the first heat. Make this adjustment by taking the slower swimmers from the next to last heat, and adding them to the first heat until there are at least three swimmers in the first heat.
3. Number the heats, starting with the slowest heat at the top as heat number one.
4. Assign lane numbers to the swimmers as follows: swimmers are assigned lanes in pairs, with the fastest swimmers placed in the center of the heat. For an eight lane pool, the swimmers would be assigned lanes in the following order: (fastest) 4-5-3-6-2-7-1-8 (slowest). For a six-lane pool, the order would be 3-4-2-5-1-6. The order always starts with the fastest swimmer, and works down to the slowest swimmer.
5. Add the lane assignments to the heat sheets.
6. Copy the heat and lane assignments from the heat sheet to the entry cards. Since the cards have been arranged with the slowest swimmer on top, you can now work from the top of the heat sheet to the bottom.

## Results

The people at the results desk will need the following materials:

1. A box to hold cards and automatic timing papers. Runners will bring the cards and papers and put them in the box.
2. A list of applicable Nebraska, USMS National, and World records is located with the stopwatches.
3. Rulers, pencils, pens, paper clips, rubber bands, and tape.

Results are compiled using the following procedure:

1. The runner deposits the cards (and electronic timing papers) in the box.
2. Cards for one event are put into the compartmentalized box according to age group.
3. Each age group is arranged by time, with the fastest time first.
4. Write the swimmer's name, team, and time on the result sheet in descending order, by time.
5. Recheck for accuracy; it is preferable that one person does the results, and a second review them.
6. Check the record lists for any records that might have been set; mark the records on the cards and results sheets. Circle the time on the automatic timing sheets, and write the person's name and type of record on the timing sheets. Take the card of the record swim to the Meet Referee for their signature. If hand-held timers took the time, timers must initial the card as well.
7. If a copy machine is available, copy the result sheets. Post one copy in the designated 'Results' area. Take a second copy, and clip (or rubber band) together all the cards, automatic timing sheets, and seeded heat sheets for that event. ***The cards and automatic timing sheets must be saved.***

## Section 6. Safety Needs of Masters Meets

### Before The Meet

The Meet Director must know and understand the safety rules described in the USMS Rule Book. The Meet Director must name himself, or another person, as the Meet Safety Coordinator. This individual will be responsible, before and during the meet, to respond to questions concerning safety issues and emergencies. Meet directors must report **all** incidents (no matter how minor) using the USMS "Report of Occurrence" form at: [http://www.usms.org/admin/lmschb/gto\\_ins\\_general.pdf](http://www.usms.org/admin/lmschb/gto_ins_general.pdf).

It is recommended that an emergency telephone number at the meet site, telephone number to contact emergency services, a list of the safety/emergency personnel, and a list and location of rescue equipment available (first aid kit, life rings, shepherds crook, etc.) be posted in the pool area during the competition.

**A minimum of one marshal per pool must be provided to ensure the safety of the pre-meet warm-up.** The marshal does not have to be a carded official. The pool lifeguard must not act as a marshal.

### Meet Day

Kick boards, pull buoys, fins, and hand paddles are not allowed. Diving is permitted only in the lanes designated as "SPRINT." Marshals must strictly enforce these warm-up safety regulations. The meet announcer must announce periodically during the pre-meet warm-up that "Diving is permitted in the designated lanes only." See Appendix D for Warm-Up/Cool-Down procedures.

If a separate warm-up pool is available during competition, the same safety regulations must be enforced.

## Section 7. Registration and Documentation Requirements

### Registration Guidelines

For a sanctioned event, every participant **must** be registered with USMS. If a swimmer cannot produce a current registration card, check the registration roster for current registration. If current registration cannot be verified, the swimmer must complete either an annual USMS registration form or a One Event (OEVT) registration form and pay the applicable fee. (If the new annual application is found to be a duplicate, the application and the fee will be returned to the applicant.) No one under the age of 18 may participate.

Each participant must complete and sign the entry form. These forms should be kept for reference during the meet and for two years after the meet in case of litigation.

A week before the meet, obtain a copy of the current Nebraska registration roster from the Registrar. This can be used to verify the registration of those entrants of which you are unsure. If the swimmer is not on the list and has no card, the Registrar can verify registration by looking up the swimmer(s) in the USMS database.

### Top Ten/Records Guidelines

If stopwatches are the only timing equipment being used, try to have three timers on each lane. A time can be accepted as a USMS National or World record only if three watches are used. There must be a minimum of two watches per lane for the time to count for Top Ten consideration and Nebraska Masters Swimming State records, but the time will not be acceptable for a USMS National or World record.

The desk should then determine the official time and write it in opposite "Official Time" on the entry card or timer sheet. To determine the official time when three watches are used, the middle time is the official time. If two watches are used, the times are averaged and the thousandth dropped without rounding. An example: the two times on the card are 32.15 and 32.32. The true average is 32.235, but the official average is 32.23. This is a tedious task to do correctly, which is another reason to make every effort to get three timers per lane.

If automatic timing equipment is being used, you must provide a backup watch time (or more, depending on the type of equipment being used) as well as the buttons. Check with your timing equipment operator to assess the backup capabilities of the system. This will help you decide how many backup watches you may want as additional backup in case of equipment failure.

Keep all automatic timing system printouts. These should be clearly labeled as to Event and Heat number, and packaged with the timer sheets or cards to go to the Nebraska Registrar.

Be sure the Head Timer has an extra watch so a malfunctioning watch can be replaced.

Before the times are posted as results, the desk should also check for potential Records. World Records (Long Course and Short Course Meters only) will be found in the current USMS Rule Book. When a potential National or World Record is found, the timer sheet or card **MUST** be signed by the Referee, **AND** all of the timers in that lane, for it to be recognized. This signing should be done at or by the end of the event or meet to eliminate the mailing of the card back to the Meet Director and on to the Meet Referee at a later date. If automatic timing equipment is used, a printout must accompany the card for the Referee to sign. File the signed potential record with the rest of the event cards.

After the meet, collect the following items and send them to the Nebraska Registrar for storage:

- Heat sheet showing events in order, with swimmer heat and lane assignments
- Event results in event order
- Colorado timing sheets in event order

- Timers' lane sheets
- Event cards, in event order (if timing system was not used)
- Relay cards, if used
- Miscellaneous paperwork (DQ slips, scratches, etc.)
- New USMS registration forms
- Checks/cash for USMS registrations.

### **USMS Records (National and World)**

Fill out a Records Application ([http://www.usms.org/admin/lmschb/gto\\_rectab\\_record\\_application.pdf](http://www.usms.org/admin/lmschb/gto_rectab_record_application.pdf)) and attach a copy of the following items: event card (if used), Colorado timing sheet signed by the Referee, Referee's heat sheet, and timers' lane verification sheet. Send to the Nebraska Top Ten Recorder.

### **Electronic Reporting of Results**

You do not have to mail out meet results to participating clubs if you send/post them electronically. Send the results in .PDF format within 48 hours to the Nebraska Webmaster and Top Ten Recorder, who will post them on the Nebraska Masters Swimming and USMS Web sites. Additionally, send the .ZIP files from the Hy-Tek Meet Manager (or any other commercial Swim Meet Manager system) to the Top Ten Recorder (with splits, if available). Make sure that the swimmer's USMS registration number is entered into the meet management program. Use "applied for" (for annual registration) or "OEVT" (for one event registration) for swimmers who register at the meet.

## **Section 8. Meet Director's Checklist**

### **Prior To Bidding for the Meet**

- \_\_\_ 1. Arrange a scheduled date(s) on which your club may host the meet at the chosen facility.
- \_\_\_ 2. Obtain a commitment from a Head Referee; explore the possibility of supporting officials.
- \_\_\_ 3. Develop a preliminary plan for recruiting volunteers (especially timers).
- \_\_\_ 4. Obtain your club's copy of the USMS Rule Book.

### **Prior To Applying for the Sanction**

- \_\_\_ 1. Determine timing method to be used.
- \_\_\_ 2. Determine method for recruiting timers.
- \_\_\_ 3. Determine awards, if any (evaluate cost and ordering deadlines).
- \_\_\_ 4. Determine type of snack bar to be provided.
- \_\_\_ 5. Determine order of events.
- \_\_\_ 6. Determine check-in times and deck entry deadlines.
- \_\_\_ 7. Formulate meet budget; determine surcharge and event charges.
- \_\_\_ 8. Prepare meet entry form.
- \_\_\_ 9. Determine if pool needs to be measured (check with Sanctions Chair). If measurement is required, send completed pool length certification form to the Sanctions Chair. Form is available on the USMS Web site at: [http://www.usms.org/admin/lmschb/gto\\_rectab\\_pool\\_measurement.pdf](http://www.usms.org/admin/lmschb/gto_rectab_pool_measurement.pdf).

## Personnel

Meet Director:	
Meet Referee:	
Starter:	
Stroke/Turn Judge:	
Stroke/Turn Judge:	
Meet Check-In (Pre-entries):	
Meet Check-In (Deck Entries):	
Meet Check-In (USMS registrations):	
Timing System operator:	
Timing System operator:	
Head Timer:	
On-Deck Safety Marshal:	
On-Deck Safety Marshal:	
Relay Coordinator:	
Pool Measurement:	
Refreshments:	
Runner(s):	
Heat Sheets/Results:	
Financial Report:	

## Prior To Meet

- \_\_\_ 1. Apply for sanction number from the Sanctions Chair. Do not distribute/post entry forms without a sanction number.
- \_\_\_ 2. E-mail the approved entry form (in .pdf format, with sanction number) to the Webmaster to post on the Nebraska LMSC Web site.
- \_\_\_ 3. Meet with Head Referee; be certain you have adequate number of officials (30 days prior to meet).
- \_\_\_ 4. Complete arrangements for automatic timing; contact the host facility to obtain stopwatches, lap counters, clipboards, and safety signs (30 days prior to meet).
- \_\_\_ 5. Complete timers plan (21 days prior to meet).
- \_\_\_ 6. Send a USMS Rule Book (or link to web site) to each official (21 days prior to meet). Bring one copy of the USMS Rule Book to the meet. (LMSC Chair)
- \_\_\_ 7. Obtain registration roster from Nebraska Registrar (7 days prior to meet).
- \_\_\_ 8. Obtain blank entry forms, USMS registration forms, pencils/pens for check-in table.
- \_\_\_ 9. Designate Meet Safety Coordinator/Marshal to be on deck.
- \_\_\_ 10. Make relevant portions of this handbook available to key meet personnel: entry and check-in personnel, seeding and results personnel, head timer, and safety marshals.
- \_\_\_ 11. Identify a backup for each job in case of an emergency.

## Just Before and During the Meet

- \_\_\_ 1. Ensure Safety Personnel are on duty before beginning warm-up.
- \_\_\_ 2. Post warm-up lane designations and procedures prominently; announce warm-up procedures.
- \_\_\_ 3. Post heat sheets before/during the meet and results during/after the meet around the pool.
- \_\_\_ 4. Meet Director meet with officials to clarify differences between USMS and USA-S rules.
- \_\_\_ 5. Head timer and starter meet with and instruct timers (30 minutes before the meet starts). For a time to be accepted as a National or World record, it must be an automatic time or three hand held watch time. Even with automatic timing equipment, it is advisable to have three back-up watches in case the automatic system fails. Timers should verify that the swimmers in their lanes are the same swimmers listed on the heat sheet.
- \_\_\_ 6. Announce when events will be, or are closed, and when cards are ready to be picked up.
- \_\_\_ 7. Have referee and timers sign all cards of National and/or World record setting swims.

## After The Meet

- \_\_\_ 1. Gather all timer lane sheets, cards, and printouts from the automatic timing system. All of these should be saved, along with all of the signed meet entry forms, for at least two years. The Nebraska Registrar will store them.
- \_\_\_ 2. Clean and dry the lap counters. Check the stopwatches before returning them to the facility and notify them if any are not functioning.
- \_\_\_ 3. Send cards, printouts, and results to Registrar within two weeks.
- \_\_\_ 4. Within two days send any new registrations to the Registrar.
- \_\_\_ 5. Send results to participating clubs within two weeks, or electronically to the Webmaster and Top Ten Recorder within 48 hours.
- \_\_\_ 6. Send thank-you notes to Meet Referee, Starter and any other officials, as appropriate.
- \_\_\_ 7. Send meet Financial Statement to Treasurer.
- \_\_\_ 8. Return the USMS Rule Book to the LMSC Chairperson. (if applicable)

## Appendix A. Nebraska LMSC Officers

Chair	Erin Sullivan	NBChair@usms.org
Newsletter Editor	Sheila Wrobel	NBEditor@usms.org
Officials	Brinker Harding	NBOfficials@usms.org
Open Water/Postals (Long Distance)	Sue Nutty	NBOpenWater@usms.org
Registrar	Sue Nutty	NBRegistrar@usms.org
Sanctions	Dave Wells	NBSanctions@usms.org
Secretary	Sandra Stenglein	NBSecretary@usms.org
Top Ten, Records & Meet Results	Becky Mantonya	NBTopTen@usms.org
Treasurer	Lynn Ingraham	NBTreasurer@usms.org
Web Master	Dave Wells	NBWebmaster@usms.org

# Appendix B. Pool Meet Financial Statement

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Individual Swimmers: \_\_\_\_\_

## Revenue

Meet Entry Fees	
# of swimmers _____ x \$ _____ per swimmer (2-day)	\$
# of swimmers _____ x \$ _____ per swimmer (1-day)	\$
# of swimmers _____ x \$ _____ deck entry (2-day)	\$
# of swimmers _____ x \$ _____ deck entry (1-day)	\$
Sponsorships & Donations	\$
Other (specify)	\$
<b>Total Revenue</b>	<b>\$</b>

## Expenses

Pool Rental Fee	\$
Officials	
Meet Referee	\$
Starter	\$
Stroke/Turn	\$
Stroke/Turn	\$
Stroke/Turn	\$
Timing System Operator	\$
Timers	\$
Hospitality (food) for timers & officials	\$
Copies & Printing	\$
Postage	\$
Other (specify)	\$
Other (specify)	\$
Other (specify)	\$
<b>Total Expenses</b>	<b>\$</b>

**Net Profit (loss): \$ \_\_\_\_\_**

## Appendix C. Sample Meet Formats

### Format 1 — Two-Day Meet

Day 1	Day 2
1650 Free	50 Fly
1000 Free	200 IM
100 Fly	50 Back
50 Breast	Break
200 Medley Relay – Men, Women	200 Free Relay – Mixed
100 Back	100 Breast
400 IM	200 Back
Break	100 Free
50 Free	200 Fly
200 Breast	200 Free Relay – Men, Women
200 Free	500 Free
100 IM	
200 Medley Relay - Mixed	

Format 2 – One-day meet	Format 3 – One-day meet	Format 4 – One day (Pentathlon layout)
200 Free	200 IM	Relay
100 Fly	200 Free	400 IM
50 Back	Relay	500 (400) Free
100 Breast	200 Breast	100 Fly
200 IM	100 Back	50 Back
50 Free	50 Fly	200 Free
200 Back	400 IM	200 IM
Relay	50 Back	50 Fly
1000 (800) Free	100 Fly	200 Breast
200 Fly	100 Free	100 Free
100 IM	50 Breast	100 IM
200 Breast	Relay	Relay
100 Free	400 (500) Free	200 Back
50 Fly	200 Fly	100 Breast
100 Back	100 IM	50 Free
50 Breast	200 Back	200 Fly
Relay	50 Free	100 Back
500 (400) Free	100 Breast	50 Breast
	800 (1000) Free	Relay

## Appendix D. Guidelines for Warm-Up/Cool-Down

To ensure the safety of all swimmers during the warm-up and cool-down period, we ask that you read and practice the following suggestions:

### Competition Pool(s)

1. During the first 30 minutes of the warm-up period all lanes should be used for general swimming. After the first 30 minutes, one or more lanes may be designated as sprint lanes. In sprint lanes, swimmers swim in one direction only, down the center of the lane. A dive off the blocks or a backstroke start is permitted only in sprint lanes. Swimmers must leave the sprint lane when they reach the end of the pool.
2. All other lanes are for continuous swimming in a circle pattern, with swimmers staying as close to the right side of the lane as is practical. Swimmers should be considerate of others, by swimming in a speed-appropriate lane and allowing other swimmers space at the walls to turn. Lanes should be designated slow, medium, and fast. No dives, backstroke starts, or jumping entry is permitted in these lanes at any time during warm-ups. "No Diving" signs must be posted on the blocks for these lanes.
3. Swimmers must enter the pool feet first in a cautious manner. At no time during warm-up shall swimmers be permitted to enter any lane by jumping into the water from the sides or ends of the pool. Diving is permitted only from the blocks in the designated sprint lanes.
4. At the referee's discretion, swimmers may be disqualified from competition for diving into the pool during warm-up.
5. No hand paddles are allowed. Kickboards and pull buoys may be permitted.
6. Swimmers are requested to leave the pool when they have finished their warm-up to provide other swimmers an opportunity for adequate warm-up.
7. It is recommended that:
  - A. Marshals at each end of the pool monitor and enforce these safety guidelines.
  - B. An announcer facilitate the conduct of the warm-up.
  - C. A qualified lifeguard(s) be on duty throughout the warm-up period.

### Warm-Up/Cool-Down During Competition

1. The same safety regulations as stated above are enforced, except there need not be a sprint lane. However, if space permits, one sprint lane may be available and marked appropriately.
2. If there is no other warm-up/cool-down area available in pools of five lanes or more, one lane must be set aside for warm-up/cool-down during the conduct of the meet. If there is no other warm-up/cool-down area available in pools of four or fewer lanes, swimmers may swim to the other end of the pool at the end of each heat, and a warm-up/cool-down period must be offered at least once during each half-hour of competition (article 102.4.1).
3. Swimmers must enter the pool feet first in a cautious and controlled manner. Diving shall be permitted only in the designated lanes (article 102.4.2 of the USMS rule book).