

Meet Director Checklist: Michigan Masters Swimming

Michigan Masters Sanction Chair: MISanctions@usms.org

BEFORE THE MEET:

- [] Confirm with Sanction Chair that your pool measurements have been approved by USMS.
- [] Develop a **MEET FLIER** which must include:
 - **Directions:** Directions to your facility including address.
 - **Default text:** The following statement must appear on your meet flyer (a smaller font size is OK)
"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 107.2.1. The primary timing system will be automated with sound device at the start and swimmer touching the pad at the finish with the time recorded on a scoreboard. Official times from this automated timing system will be submitted for USMS Records and USMS Top Ten times for all courses. For Short/Long Course Meters the time will be submitted to FINA."
 - **Maximum events:** 6 individual events per day (may be fewer at meet host's discretion).
 - **Sanction or recognition number:** Provided to you after meet flier approval from the Sanction Chair
 - **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 (non-profit organizations).
 - **EMAIL YOUR MEET FLIER** to the Sanction Chair for approval. MISanctions@usms.org
- [] After preparing the meet flier - apply for sanction or recognition through the USMS website [USMS SANCTION REQUEST](#).
- [] If you are using the Michigan LMSC-developed On-Line Registration, contact Patrick Weiss patrick.weiss@usms.org to establish an on-line entry deadline.
- [] Prepare a Hy-Tek Meet Manager file for the meet. Select "FINA Rules" as the Time Adjustment Method in Meet Set-Up. **DO NOT ENTER ATHLETES**, until you receive and import the (RE1 File) USMS membership file. *Details below.*
- [] Schedule a minimum of two officials certified by USMS, USA Swimming, or high school swimming.
- [] Arrange for a minimum of two hand timers per lane.

WEEK OF THE MEET:

- [] About a week before your meet, the Michigan LMSC Registrar (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](#).
- [] Process entries. On-line entries will be sent to you via email as an Excel file from Patrick Weiss (patrick.weiss@usms.org) promptly after the on-line entry deadline. Input the on-line, mail-in, and deck entries into Hy-Tek *after* importing the RE1 file.

- [] Contact with the Michigan LMSC Sanction Officer MISSanctions@usms.org to confirm that award ribbons will be available at your meet.
- [] Request the Emergency Action Plan for your facility from the facility manager, and share that information with key meet personnel.

JUST PRIOR TO THE MEET:

- [] Set up a swimmer check-in table / station with the meet's athlete roster. IF the On-Line registration is not used the provide copies of the USMS liability waiver: [USMS WAIVER](#) and writing utensils. There should be a volunteer charged with collecting waivers and member numbers from all USMS members. USMS swimmers must sign this waiver prior to entering the pool. These waivers should be turned in to the USMS sanction chair or designated observer upon closing of check-in.

DURING THE MEET:

- [] 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](#)

AFTER THE MEET:

- [] Provide the Hy-Tek Meet Manager backup file to the Sanctions Officer MISSanctions@usms.org who will post the results on the Michigan Masters website, and upload the results to the USMS results database.
- [] Sanction/Recognition fees:
 - 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 MI-LMSC Treasurer, that includes the total amount collected from on-line registration minus the MI-LMSC Sanction/Recognition fee of \$2.00 per swimmer.
 - If you accepted mail-in and/or deck entries, you must send sanction/recognition fee payment of \$2.00 per swimmer to the MI-LMSC Treasurer MITreasurer@usms.org within 90 days following the meet.
- [] Submit the MI-LMSC 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 MISSanctions@usms.org promptly following the meet.
- [] Keep all meet documents (e.g., electronic timing records, meet results, entry forms, waiver forms) for a period of two calendar years OR send to the Sanctions Officer for storage.

ADDITIONAL INFORMATION:

- Michigan LMSC 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](#).
- USMS Measured Pools – Current list: [CLICK HERE](#).
- **The Meet host:** Only USMS-member clubs, USMS-member workout groups, or MI-LMSC member state meet teams are eligible to host sanctioned meets. Meets hosted by a non-USMS entity may be eligible for recognized status.
- Meet Officials: Reference Appendix B of the USMS Rule Book. [USMS RULE BOOK](#)