

Meet Director Checklist: Michigan Local Masters Swimming Committee (MI-LMSC)

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

PRE-MEET:

- [] Review the following materials:
 - 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](#).
- [] Confirm that your pool measurements have been approved by USMS. To review [CLICK HERE](#).
- [] Develop a meet flyer which must include:
 - **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.
 - **Directions:** Directions to your facility, including a GPS-searchable address.
 - **Default text:** The following statement must appear on your meet flyer (smaller font size 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 approval from MI-LMSC 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 and safety plan, apply for sanction or recognition through the USMS website [USMS SANCTION REQUEST](#).
- [] If you are using the Michigan LMSC-developed On-Line Registration, contact LMSC Sanction Chair, Patrick Weiss MISanctions@usms.org to establish an on-line entry deadline.
- [] Prepare a Hy-Tek Meet Manager file for the meet. You must select “FINA rules” as the Time Adjustment Method in Meet Set-Up.
- [] Schedule a minimum of two officials certified by USMS, USA Swimming, or high school swimming. Reference Appendix B of the USMS Rule Book. [USMS RULE BOOK](#)
- [] Arrange for a minimum of two hand timers per lane.

WEEK OF THE MEET:

- [] About a week before your meet, the Michigan LMSC Membership Coordinator Barb Church: (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 (MISSanctions@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 Patrick Weiss (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.

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 Patrick Weiss (MISSanctions@usms.org), who will post the results on the Michigan Masters website, and upload the results to the USMS results 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 MI-LMSC Treasurer, (MITreasurer@usms.org) that includes the total amount collected from on-line registration. As of January 1, 2025 USMS will no longer charge a sanction fee (previously \$2.00 per swimmer).
- [] Submit the MI-LMSC Meet Report form ([Meet Report Form](#)) to the Sanctions Officer Patrick Weiss (MISSanctions@usms.org).
- [] Send USMS Record and FINA World Record applications and required documentation to the MI-LMSC Top Ten/Records Recorder Sanctions Officer Patrick Weiss (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.