



## New Jersey LMSC Guidelines for Meet Directors

(updated 2/8/12)

This document contains requirements, guidelines, considerations and suggestions that can be used as a checklist to help you through the clerical portion of the meet process and fulfill your responsibilities as a Meet Director. USMS, through the NJ LMSC, has an obligation to its swimmers to ensure a well-run and properly reported competition.

A deposit of \$100 will be refunded upon fulfilling your responsibilities in a timely manner as indicated in this document. Further sanctions may be denied to an organization failing to live up to its obligation to conduct such events in accordance with applicable USMS swimming rules and administrative regulations or as stated on the entry form.

This document is intended as an adjunct to, not a substitute for, the USMS Rule Book. You must be familiar with all parts of the Rule Book that pertain to the type of event you are hosting. In case of conflict between this document and the current USMS Rule Book, the Rule Book takes precedence.

*(Note: Names and e-mail addresses of NJ LMSC officers are listed on the last page. Forms and other resources noted in bold font in this document may also be found on the last page as well as on the **NJ LMSC Event Planning Page**. References herein of the form "USMS ♦..." refer to numbered articles found in the USMS Rule Book.)*

### **Before applying for a sanction**

#### **Jurisdiction:**

- Application for sanction/recognition of events within the jurisdiction of USMS shall be made to the LMSC within which the event is to be held, or in the case of open water sanctions, to the LMSC where the event originates. (See <http://www.usms.org/lmsc/>)
- The LMSC is responsible for trying to minimize or eliminate event scheduling conflicts and therefore the NJLMSC Executive Committee must approve the date of your event.
- Sanctions issued to one organization cannot be transferred to another. No sanction may be issued to any organization whose interest in sports and games is purely commercial, or where the event is to be promoted solely for the profit or the advertising value to be derived therefrom.

#### **Liability Insurance:**

- All competitors in sanctioned events must be USMS members or a member of a FINA-recognized national governing body for Masters swimming. This is necessary for liability and excess personal accident insurance coverage to be in force.
- For all competitions, only Risk Management Services, Inc. may issue the additional insured endorsements. You are responsible for processing these requests yourself directly over the Internet (<http://www.certificatesnow.com>). Instructions for this is in the pdf document in the next bullet (see p. 12 of that file)
- For additional information on insurance coverage, refer to the [USMS Insurance Certificate and Information](#) pdf file.

#### Facility:

- Pools used for competition must strictly comply with mandatory facilities standards, including pool length, in order for times to be accepted for USMS Top 10 and record consideration.
- A [Pool Length Certification Form](#) must be on file with USMS and NJ LMSC or attached with the Application for Sanction. The current USMS pool database may be viewed at: <http://www.usms.org/~rectabs/poollengthdb.xls>. If your pool is listed you can see any restrictions that might apply to your competition. (Note that this is an excel spreadsheet with *three* separate sheet tabs at the bottom – one for each course. SCY, LCM and SCM.)
- Sanctions may be issued for events contested in pools that do *not* meet minimum USMS facilities standards. In these cases, results cannot be considered for USMS Top Ten and records. Meet information for contests in such pools, including meet entry forms and heat sheets, must clearly state “Times achieved at this competition will not be submitted for USMS Top Ten or record consideration.”
- Warm-up/warm-down (USMS♦102.4) – If no separate facility is available, provisions for warm-up/warm-down *must* be made as follows:
  - In pools of five lanes or more, one lane shall be set aside for continuous warm-up/warm-down during the conduct of the meet.
  - In pools of fewer than five lanes, swimmers shall be allowed to swim to the other end of the pool at the end of each heat, and a warm-up/warm-down period shall be offered at least once during each half-hour of competition.

#### Event Entry form

- Refer to the [General Sanction Information](#) document for details pertaining to your meet entry form. You may not distribute forms until the official sanction is received. The sanction number that the sanction chair will issue must be shown on the final form.
- USMS rules allow Top 10 and record consideration only for events listed in USMS♦102.5. Other events listed on the entry form (like "choice" or "open" events, or non-conforming events such as 25s) are not eligible for Top 10 or Record consideration.

If such events are included, your entry form and your results must indicate that they are not official events and are not eligible for Top 10 or record consideration.

- However, USMS ♦102.10.1B does allow for combining two or more events of the same distance 200 yards or longer to fill heats. So, instead of using one event called “open” or “choice”, list each of the events you wish to combine consecutively on your entry form. Then indicate that these events will be combined to fill heats and instruct swimmers to enter only one of those events. If you do combine events like this, it will be important to have enough officials to cover the different events that might be combined in a heat, so check with your meet referee ahead of time. A sample for an entry form follows:

*Event #4-8 - 200 meters (choose only one, events will be combined to fill heats)*

*Free* \_\_\_\_\_

*Back* \_\_\_\_\_

*Breast* \_\_\_\_\_

*Butterfly* \_\_\_\_\_

*IM* \_\_\_\_\_

- A copy of the USMS registration card, or proof of registration acceptable to the LMSC, must accompany all entries. Some meet directors have found it helpful *not* to include blanks on the entry form for the swimmer to enter name, DOB, registration number, club, etc. but, instead, put a 2½” x 4” box and say “attach copy of your official current USMS registration card here”. They only give blanks for information that is not on the card. If you do this, your entry form should include the following link where USMS members can display and print a copy of their registration card:  
[https://www.clubassistant.com/club/usms\\_member\\_card\\_request.cfm](https://www.clubassistant.com/club/usms_member_card_request.cfm).

### **On-Line Sanction Application Process**

- Sanction (and recognition) requests for all events (pool and open water) are to be submitted online. The on-line application process is available here:  
<http://www.usms.org/comp/sanction/request.php>
- There is a tutorial to help you with this process here:  
[http://www.usms.org/admin/lmschb/gto\\_sanc\\_request\\_tutorial.pdf](http://www.usms.org/admin/lmschb/gto_sanc_request_tutorial.pdf)
- There is also a worksheet that you can use to help you identify all the information you will need in order to complete the on-line application:  
[http://www.usms.org/admin/lmschb/gto\\_sanc\\_event\\_request\\_worksheet.doc](http://www.usms.org/admin/lmschb/gto_sanc_event_request_worksheet.doc)
- This on-line process automatically adds your event to the **USMS Calendar of Events**

## After your USMS sanction (or recognition) has been issued

### Posting your meet info/entry

- Once you have your meet info/entry posted on your web site (if you have a web site), send the web link (URL), Name of the meet and date(s) of the meet to the NJ LMSC Secretary
- If you do not have a web site you can have it posted on the NJ LMSC website. In this case, send your PDF document, name of the meet and date(s) of the meet to the NJ LMSC Secretary along with a request to post your document directly on the NJ LMSC website.
- You'll also want to get your meet info onto the web calendars for the surrounding LMSCs. Contact each of the webmasters at:
  - Delaware Valley – <http://www.DVMasters.org/>
  - Metro – <http://www.metroswim.org/>
  - Connecticut - <http://connmasters.org/>
  - New England - <http://www.nelmsc.org/>
  - Potomac Valley - <http://www.pvmasters.org/>
  - Maryland - <http://www.mdusms.org/>
  - Or by looking them up at <http://www.usms.org/lmsc/lmscofficers.php>

### Before the meet

#### Entering swimmer data for USMS swimmers into HyTek Meet Manager:

- Incomplete, inaccurate or missing entry data (registration IDs, birthdates, ages, spellings, genders, affiliations, etc.) can result in your results being kicked back to you for correction/completion before you are eligible for a refund of your deposit. Here are some easy ways to avoid this:
  - Request from the NJ LMSC registrar, the latest “NJ registration database .RE1 file” and import it into Meet Manager (Files→Import→Registration File). This imports all the current official USMS data on everyone in the NJ LMSC so you do not have to manually enter any of this data for NJ LMSC swimmers (but see the **UNAT note** below). You can delete those who aren't entered in the meet but that's not necessary.
  - If some or all of your entries come from an online entry system you must verify that the swimmer data in Meet Manager matches the data on the swimmer's USMS registration card (but see the **UNAT note** below) and make corrections as needed.
  - For swimmers that you have to enter manually, the data must be entered into Meet Manager exactly as it appears on their USMS registration/ID card (regardless of how they wrote it on their entry form):

- Full name, including their middle initial if it appears on their card.
  - Birthdate (not age) and gender.
  - Both the LMSC and Club must be entered - Unattached swimmers must have their LMSC designated. For example, you must enter the swimmer's team as: UNAT-NJ, UNAT-DV, UNAT-PV, etc. (See the **UNAT note** below.)
  - The participant's full USMS registration ID number must be entered.
  - **UNAT note:** *A swimmer is allowed by the rules to un-attach from his club at any time without getting it officially changed on the USMS registration ID card. Therefore, if the swimmer's entry form indicates "UNAT" or "unattached" for club affiliation, this must be honored. In such a case enter "UNAT-xx" (where "xx" is the LMSC designator for the LMSC noted on the USMS card) into Meet Manager. Note that if the swimmer leaves the club blank on the entry form, you should enter the club abbreviation shown on the USMS card.*
- Relay members must all be registered on the same USMS club (i.e. UNATtached swimmers may not swim on relays and, for example, "Garden State Masters" swimmer may not swim on a "Berkeley Aquatic Masters" relay). To be official, mixed relays must consist of two men and two women from the same club. If you allow non-scoring or exhibition relays, they should *not* appear in the published official meet results or the Hytek meet file.
  - Full registration IDs for any registered swimmer in the national USMS database (late registering swimmers, people from outside NJ LMSC, etc), can be checked online at: [https://www.clubassistant.com/club/forgot\\_usms\\_number.cfm](https://www.clubassistant.com/club/forgot_usms_number.cfm). You need either the permanent portion of their ID or their name, gender and birth date in order to look up the full ID. Alternatively you can view a list of any LMSC's members, or a list of their members by club (both listings include full USMS IDs) by doing the following:
    1. Go to [www.usms.org/lmsc/](http://www.usms.org/lmsc/)
    2. Click on an LMSC
    3. In the middle of the page, click one of the links on the line that says: "List of currently registered members | clubs"
  - All swimmers who enter using a USMS One-Event Registration must be listed in the Hy-Tek file with "OEVT" as their registration ID.
  - Download the current USMS National Records (and FINA World Records if this is a meters meet) and load them into Meet Manager so that potential record-breaking times can be reported by Hytek. (Find links for these downloads on the [NJ LMSC Event Planning Page](#).)

**Other things you'll need to take care of before the meet:**

- Before participating, all swimmers are required to have signed the liability release. This is important to both USMS and the meet host.
- There must be at least two officials. The referee must be certified as a stroke and turn judge, starter, or referee by USA Swimming, YMCA, or any other USMS-approved certifying body (See USMS ♦103.1.1 and see [appendix B of the USMS rule book](#) for the complete list of approved certifying bodies). If you do not already have a ready supply of officials, check with the NJ LMSC Sanctions Chair *well* before your event.
- A copy of the current USMS Rule Book *must* be available at the meet for the use of officials:
  - A hard copy of the Rule Book is ideal.
  - The “mini” version is sufficient (many Meet Directors make a gift of such a copy to any official that doesn’t already have one).
  - A PDF version on a computer is sufficient, but you should *not* count on accessing it online when needed at the meet; download it ahead of time so it is always accessible offline.

Whichever version you use, it is required to be readily available at all times on deck (or on shore) for officials. If you do not have one, you may order a hard copy from the USMS National Office (<http://www.usms.org/rules/>) for a nominal fee, or download a PDF version from (from the same site).

- If your competition course has one or more moveable bulkheads:
  - It must have its length verified after each session (each day of the meet), even if the bulkhead has not been moved.
  - A **Pool Length Certification Form** for each session must be sent to NJ LMSC Records and Top Ten Chair and copies must be included with any USMS record application and with results sent to the NJ LMSC Records and Top Ten Chair.
  - The Meet Director must make arrangements ahead of time to have the correct equipment to get these measurements done according to the instructions accompanying the Pool Length Certification form – contact NJ LMSC Records and Top Ten Chair.
- Print out a supply of the official forms and information items needed for meet operation
  - **USMS Swimmer Registration Form** (if you have accepted, or will accept, entries from swimmers not currently registered with USMS)
  - **Guidelines for Warm-Up/Warm-Down** (see p.4)
  - **Pertinent USMS Rules Differences**
  - **USMS Split Notification Form**
  - **USMS & World Record Application Form**

- **USMS Report of Occurrence Form** (found in the [USMS Insurance Certificate and Information](#))
- **Pool Length Certification Form and Instructions** (if any course in your meet has a moveable bulkhead)

### **At/During the meet**

#### **Ensuring USMS membership, waiver and data accuracy for each entrant:**

- If you accept deck entries from swimmers not yet USMS registered:
  - Ideally, you'll have a computer with an internet connection at the meet in order for swimmers to immediately register with USMS online (so you don't have to research their registration numbers later).
  - If not, you'll need to collect paper registrations, verify that they are filled out correctly, collect proper payments, and forward all of this to the NJ LMSC Registrar immediately upon conclusion of the meet. Then stay in contact with the Registrar in order to get the registration IDs for these new swimmers.
  - Either way, you must add new registration IDs for swimmers that register at the meet into the Meet Manager database before your Hy-tek results file can be considered final and ready for USMS tabulation. IDs for recent registrants can be checked online at: [https://www.clubassistant.com/club/forgot\\_usms\\_number.cfm](https://www.clubassistant.com/club/forgot_usms_number.cfm).
  - All swimmers who enter using a USMS One-Event Registration must be listed in the Hy-Tek file with OEVT as their registration ID.
- For all entrants that did not provide a copy of their registration card with their entry, you must verify that the entrant is a USMS member, consistent with USMS ♦ 202.1.1F(4). This may include such methods as electronic verification of the USMS membership number or requiring participants to provide a copy of their USMS membership cards prior to participating on the day of the event.

#### **Officials at your meet:**

- Ask deck officials to carry/display/refer to only USMS Rule Books. Point out the explanations of rules differences between USMS rules and USAS, NCAA and High School rules in [Appendix B](#). Make officials aware if lanes adjacent to the competition lanes will be used for warm-ups.
- A copy of the current USMS Rule Book (a hard copy of the full book, a mini Rule Book or an offline PDF copy of the Rule Book) is required to be readily available at all times on deck (or on shore) for officials. (You should *not* count on accessing it online when needed at the meet – download it ahead of time so it is always accessible offline).
- Collect the name and certification status (certifying organization and position certified for)-of all officials. Retain this information with your meet paperwork.

### Timers at your meet:

- You should meet with your timing personnel and go over all timing provisions presented in USMS ♦ 103.11.
- For times swum in your meet to be official, you must ensure a proper number of timers and stopwatches are used at all times during your meet. See USMS ♦ 103.13.3 for complete details.

### Records and Top 10 consideration:

- Swimmers may submit written requests (using a [USMS Split Notification Form](#)) for relay lead-off splits or individual event splits to be considered for Top Ten or Records. The split notification forms must be completely filled out, approved and signed by the Meet Referee for each split time requested. (See USMS ♦ 103.13.1.B)
- Applications for world records from initial or lead-off splits will be considered if recorded with fully automatic timing, 3-button semi-automatic timing or 3 watches. Make arrangements for additional timers if necessary for world record attempts. (If you downloaded the current USMS National Records (and FINA World Records if this is a meters meet) and loaded them into Meet Manager, potential record-breaking times are flagged automatically in the results.)

### Safety and injuries

- To ensure the safety of all swimmers during the warm-up and warm-down period, please follow the [Guidelines for Warm-Up/Warm-Down](#) (found in the USMS Sanctions guideline document).
- It is imperative that all incidents involving injury (or possible injury), no matter how minor, be reported as soon as practicable using the USMS Report of Occurrence Form (found in the [USMS Insurance Certificate and Information](#) pdf file)

### Immediately at the end of each day of the meet (before people leave and stuff gets packed)

- If the pool has a movable bulkhead, the competition course(s) must be re-measured and recertified at the conclusion of each session (each day of the meet). (Use the [Pool Length Certification Form](#) which must be submitted with the rest of your results submission.)
- In Meet Manager, from the *Reports* menu run a *Meet Summary Report* (selecting *Records* in the lower part of the screen) to see if you have any potential record-breaking swims. This only works if you have already downloaded and loaded the current USMS National Records (and FINA World Records if this is a meters meet). Find links for these downloads on the [NJ LMSC Event Planning Page](#).
- If there were any potential records set during the meet:
  - Fill out [USMS & World Record Application Forms](#) and get them signed by the meet referee. (If you have current records loaded in Hytek Meet Manager can give you a

great head start on this by running a *Record/POP Forms* report from the *Reports* menu – you can print record application forms with much of the pertinent data pre-filled.)

- Also ask the athletes in question whether they have proof of age (copy of birth certificate or passport) on file with the USMS Records Administrator. If not, see if they can provide such proof of age on the spot (or in very short order) and make copies to submit with the record application.
- Even if you are not aware of any records set during the meet, there may be records set that you are not immediately aware of, so it is important that a printout directly from the timing system (as opposed to a Meet Manager printout) be kept for official time verification in case record applications need to be filed. If you do not use a printer with the timing system during the meet (e.g., if the data is fed directly to a computer running Meet Manager), such a printout should be made from the console at the conclusion of the meet, before data is deleted from your timing console.
- Collect all results, tapes, timing printouts, time cards, heat sheets, timers' heat sheets or swimmer lists, and other information used to compile results and records. These must be kept for a minimum of two years after the conclusion of the meet.

#### **Within 24 hrs of the end of the meet**

- Your preliminary meet results must be published in a PDF file suitable for posting on the web:
  - If your meet entry form includes events not listed in USMS♦102.5 (like "choice" or "open" events, or non-conforming events such as 25s), your publication results must include a note indicating that swims done in these events are not eligible for Top10 and records.
  - Send the link to your publication results to both the NJ LMSC Records and Top Ten Tabulator and the NJ LMSC Secretary.
  - If you do not have a place to post your publication results online you can have it posted at [www.njmasters.org](http://www.njmasters.org) by sending your PDF document to both the NJ LMSC Records and Top Ten Tabulator and the NJ LMSC Secretary along with a request to post them directly on the NJ LMSC website.
- The USMS web site also has a form for providing a link from the USMS web site to your meet results, wherever you post them (<http://www.usms.org/comp/addresults.php>).

#### **Soon after your meet (within 7 days)**

##### **HyTek Meet Manager file**

- If some or all of your entries come from an online entry system you must verify that the swimmer data in Meet Manager matches the data on the swimmer's USMS registration card. Make any required changes *before* submitting your results.

- If your meet entry form includes events not listed in USMS ♦102.5 (like "choice" or "open" events, or non-conforming events such as 25s), these events must be indicated as Time Trial events instead of Standard events in your Meet Manager event setup screen.
- You must send a complete HyTek Meet Manager meet backup (.zip) file to the NJ LMSC Records and Top Ten Tabulator who will upload the file to the USMS current times database. Your meet results will also be processed for USMS Event Rankings and Top 10 listings if the meet is eligible for Top 10 consideration.
- If any swimmers have requested, in writing, that relay leadoff splits or individual event splits be considered for Top Ten or Record purposes, the written requests must be submitted to the NJ LMSC Records and Top Ten Tabulator along with your main meet backup file.

### **USMS and World Records submission**

- It is the meet director's responsibility to complete and submit applications for any USMS or World Records to the USMS Records Administrator.
- Copies of all record applications submitted should also be sent to the NJ LMSC Records and Top Ten Tabulator.

### **Getting your results certified as "Final and Official"**

- The NJ LMSC Records and Top Ten Tabulator will review your meet backup file and meet data, supporting documentation and appropriate record applications to determine that they have been properly prepared and that the pool length has been documented.
- In order for the refundable portion of your sanction fee to be returned, the NJ LMSC Records and Top Ten Tabulator must certify your results, supporting documentation, pool length certification and verify that records applications have been submitted properly.

### **After your meet has been reviewed and certified**

- Meet document storage: You must arrange for all results, tapes, timing printouts, time cards, heat sheets, timers' heat sheets or swimmer lists, electronic files, official's information and other information used to compile results and records to be kept for a minimum of two years after the conclusion of the meet.
- If you have successfully navigated the meet process, attending to all the details, you are now eligible for a refund of the deposit portion of your Meet Sanction (or Recognition) Fee!

### **Contacts you may need during the meet process**

NJ LMSC Chair – Sue Kirk – [NJChair@usms.org](mailto:NJChair@usms.org)

NJ LMSC Registrar – Tom Brunson and Chris McGiffin – [NJRegistrar@usms.org](mailto:NJRegistrar@usms.org)

NJ LMSC Sanction Chair – Jennifer Bauman – [NJSanctions@usms.org](mailto:NJSanctions@usms.org)

NJ LMSC Secretary – Sue Kirk – [NJSecretary@usms.org](mailto:NJSecretary@usms.org)

NJ LMSC Records and Top Ten Tabulator – Ed Tsuzuki – [NJTopTen@usms.org](mailto:NJTopTen@usms.org)

USMS Records Administrator – Walt Reid – [USMSRecords@usms.org](mailto:USMSRecords@usms.org)

**Other resources you may find useful during the meet process**

USMS Rule Book (downloadable PDF version) – <http://www.usms.org/rules/>

Facilities with a **Pool Length Cert Form** on file: <http://www.usms.org/~rectabs/poollengthdb.xls>

Registration ID lookup – [https://www.clubassistant.com/club/forgot\\_usms\\_number.cfm](https://www.clubassistant.com/club/forgot_usms_number.cfm)

Registration ID lists by LMSC – <http://www.usms.org/lmsc/>

USMS National and FINA World Record downloads -

<http://www.usms.org/comp/usmsrecords.php>