



MEET OPERATIONS HANDBOOK

2003

PACIFIC MASTERS SWIMMING MEET OPERATIONS HANDBOOK

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Pacific Masters Swimming

MEET OPERATIONS HANDBOOK

200 Swimming Meets

200.1 Classes of Competition (From Article 102 of USMS Rules)

- A. Pacific Masters Swimming (Pac Masters) competitions are open to ages 19 years and up as determined by article 102.2 of the USMS Rule Book.
- B. For short course yards, a swimmer's age on the last day of a meet determines the age group in which the swimmer will compete for the entire meet.
- C. For short course meters and long course meters, a swimmer's age on December 31 of the year of competition determines the age group in which the swimmer will compete for the entire meet.
- D. Individual competition open age group classes are as follows: 19-24, 25-29, 30-34, ... , 90-94, . . .(five year age groups as high as is necessary).
- E. Relay competition classes as follows. *Short course yards relays* (youngest member of relay determines the age group): 19+, 25+,35+, 45+, 55+, 65+, 75+, and 85+ (ten-year age groups as high as is necessary). *Short course meters and long course meters relays* (total age of relay): 76-99, 100-119, 120-159, 160-199, 200-239, 240-279, 280-319. . .(forty-year increments as high as necessary).

200.2 Scheduling of Meets

- A. Approval of schedule
 1. All Masters events will be considered for approval for scheduling by Pac Masters on recommendation from the Scheduling Committee.
 2. The Meet Operations Chair and Scheduling Chair and the Pac Masters Committee must approve any changes in event format, fees, awards, or date(s).
- B. Scheduling Objectives
 1. The objective is to schedule a series of swimming meets to be held every two weeks during the spring, summer, and fall and every three weeks during the winter.
 2. There should be a diversity of meets, including half day and one-day pool meets with limited and varied events, particularly middle and longer distances.
 3. Over the season, there should be several opportunities to swim each event.
- C. Meet Bid Procedures
 1. All bids received on the proper form and in a timely manner will be referred to the Pac Masters Scheduling Committee for

consideration and negotiation, if necessary. The Calendar Request Form is shown in Appendix N of the Meet Directors Handbook.

2. Recommendations for the Championship Events (Pool and Open water) and for January and early February meets will be made by the Pac Masters Scheduling Committee at the August meeting, when a final decision will be made by Pac Masters.
 3. Bids for non championship events will be accepted at the September Pac Masters meeting.
 4. Late additions to, and changes in already approved event schedules must be approved by the Pac Masters Committee after Meet Operations and Scheduling Committee approvals.
- D. Evaluation of Bids
1. Pac Masters teams must submit a completed Calendar Request Form to the scheduling chairman for the proposed meet dates. The criteria used to evaluate bids are as follows:
 - a. Capability and "track" record of club in holding efficient and well-run events.
 - b. Types of events proposed and date of meet.
 2. Preference will be given first to long-standing meets that are on a particular weekend. Next preference will be given to SCY meets from January to mid-May, to LCM meets from mid-May to July, Open Water from August to September, and SCM meets from October to December.

200.3 Sanctions for Meets

- A. All Pac Masters scheduled swimming events must be sanctioned or recognized. Closed competition and dual meets shall not be sanctioned.
- B. Sanction applications are included in the bid packet (see 200.2 C).
- C. The Pac Masters Committee has the discretion to deny a sanction to any group. Pac Masters clubs in good standing have a priority in the scheduling of events and granting of sanctions. Sanctions to groups other than Pacific Masters Swimming Clubs in good standing may be granted using the following priorities and guidelines:
 1. Not for profit swimming organizations may be granted sanctions and shall provide the same bond as Pac Masters clubs.
 2. Not profit, not swimming related organizations may be granted sanctions and shall provide a bond of 1.5 times the

amount for Pac Masters clubs. Prior experience, or other documentation, that shows the ability and willingness to run events under USMS and Pac Masters rules shall be required.

3. For profit organizations may not be granted sanctions.

- D. A performance bond of \$150 (\$250 for championship meets) must be posted at least 7 days before the meet to the Meet Operations Chairman. The amount of money returned will be based on the results of the evaluation:

Points Earned	% of Bond Returned
100+	100% + \$50
96-99	100% + \$25
92-95	100%
67-91	# of points = % returned
66 or less	0

Regardless of the evaluation score received for any meet, a minimum 50% forfeiture of the performance bond shall result if any performances are not accepted for Pac Masters, USMS, or World records as a result of errors or omissions on the part of the meet sponsor. In addition, such an occurrence will require that the offending club post double the normal performance bond for their next sanctioned open meet.

- E. In case a scheduled meet must be canceled, meet management must notify the Meet Operations Chairman and seek approval of Pac Masters; and each Pac Masters Club and each pre-entered swimmer must be notified.

200.4 Meet Entry Information

A. General

1. The entry information will be sent to all registered Pac Masters swimmers if Meet Directors submit the entry sheet to the Newsletter Editor by the announced deadline. Otherwise, it is recommended at least two (2) copies of the information sheet should be sent to all clubs no later than thirty (30) days prior to the closing date for entries.
2. The closing date for entries shall be no earlier than 10 days preceding the first day of the meet. Special provisions for late entries are permitted, provided that this information is on the announcement sheet.

B. Event Selection

1. The meet director or host coach and club may select the events with the approval of the Scheduling Chair and Pac Masters Committee. Consideration should be given to the frequency with which various events have been performed in other meets.
2. All events must conform to the current list in the USMS Rules. Exceptions may be made by application to and approval from

Pac Masters with recommendation of its Meet Operations Chairman.

3. Once bid has been accepted there may be no change in the events, or the order of events, either in the meet announcement or the meet program, except with the approval of the Meet Operations Chairman.
4. Event Schedules for Championship Meets are specified in Appendix M of the Meet Directors Handbook.
5. Special events at a sanctioned meet may only include registered Masters swimmers.

C. Meet Information Sheets

1. Meet Directors may distribute additional meet information subject to the following constraints:
 - a. Copies of meet information sheets for Masters meets must be sent to the Meet Operations Chair for approval prior to distribution to clubs and swimmers.
 - b. The following information must be included on the Meet Information Sheet (an example is given in Appendix J of the Meet Directors Handbook):

- The statement, Sanctioned by Pacific Masters Swimming, Inc. for USMS, Inc. Sanction number: _____
- 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 (*).
- In the case of short course meters or long course meters events, the information sheet must state clearly that appropriate meter times shall be submitted for seeding purposes.
- Name and phone number of the meet director.
- Name of Referee. It is optional to include the name of the Starter.
- The entry fees for the meet and the date due.
- The statement "A photocopy of your current USMS registration card must accompany your entry."
- Directions to the pool.
- List of inexpensive housing and eating accommodations. (Optional.)

D. Meet Entries

1. Entry Fees

- a. The maximum individual entry fee for any non-championship Pac Masters meet (including the surcharge and event charges) shall be \$25 for prepaid entries and \$50 for deck entries. The maximum relay entry fee at any Pac Masters meet shall be \$4.

- b. Championship meets may charge up to \$35.00.
 - c. Pac Masters may grant a higher fee upon petition, which should accompany the sanction request.
 - d. There are no refunds on entry fees.
2. Individual Entries for All Meets
Swimmers are limited to five (5) events per day, plus relays. In relay only meets, the swimmer is limited to five events only. At championship meets, swimmers are limited to seven individual events for the meet.
3. Individual Entries for Card Meets
- a. Each swimmer must fill out an official Pac Masters Consolidated Entry Form for each meet entered. This form is used to summarize the number of events entered in a single swim meet. A copy of the swimmer's USMS Registration Card must be attached to the consolidated entry form.
 - b. To enter a Pac Masters meet, each swimmer must fill out an official Pac Masters Individual Entry Card for each event entered. (Pink cards must be used by women and blue cards by men.) Relay entries must be made on a yellow Relay Cards. The swimmer should enter his best time or a reasonable estimate thereof. Entry cards must be completely filled out as follows:
 - USMS Registration number
 - First and last name of swimmer (as it appears on the USMS registration card).
 - Age of Swimmer as of the last day of the meet.
 - Name of club.
 - Date of meet.
 - Age group of swimmer
 - Name of event

The above items are the ultimate responsibility of the swimmer.
4. Individual Entries for Cardless Meets
- a. Only a Pac Masters approved Consolidated Entry Form is acceptable.
 - b. All information must be filled out completely and the waiver signed.
 - c. A copy of the swimmer's current registration card must be attached to the consolidated entry form.
5. Relay Entries
- a. An entry card for each team entered by a club may be submitted without a seed time. Full first and last names of relay members, their ages, and seeding times must be submitted at the meet upon call by the meet

management. Relays are deck-seeded.

- b. In Pac Masters Championship meets and Relay only meets, relays are to seeded first by age group and then by time.
6. Alternate forms of entry for meets must be approved by the Meet Operation Chairman.

200.5 Meet Conduct and Procedures

A. General

1. All sanctioned Masters meets shall be conducted under current Code of Regulations and Rules of Competitions United States Masters Swimming. The technical rules for swimming are the same as U.S.S. with exception listed in Appendix S of the Meet Directors Handbook.
2. All Masters events will be performed as timed finals, except that short course yards events may be conducted on a timed final or other basis, such as trials/finals, with the approval of the Pacific Masters Swim Committee.
3. USMS rules may be modified by the referee for consideration of handicapped swimmers.
4. The meet referee shall be the final authority for conduct of the competition.
5. The Meet Committee as defined in 103.5 of the USMS Rule Book shall serve as the Protest Committee.

B. Seeding

1. Individual events are to be seeded using the following guidelines:
 - a. Events are deck seeded. Application for a pre-seeded meet may be made to the Meet Operations Chairman
 - b. Men and women may be seeded separately or together in the same heat by entered time. This information must be in the meet sheet.
 - c. Seeding may be done by time without regard to age group or by time by age group.
 - d. Heats may be seeded slowest to fastest, or vice versa.
 - e. Meet Directors may swim two persons per lane in the 500 yard (400 m), 1000 yard (800 m), and 1650 yard (1500 m) freestyle when the meet announcement indicates the option. Such heats will be seeded following guidelines in the USMS rulebook (USMS Rule 102.10.4).
2. Relay events are to be seeded using the following guidelines:
 - a. Meet Directors are encouraged to seed relays of the same age group in adjacent lanes.

- b. In Pac Masters Championships meets and Relay only meets, relays are to be seeded firsts by age group and then by time
- C. Check In and Deck Entries
1. Consolidated Entry Forms should be filed alphabetically and kept at the scorer or recorder's desk as a ready reference in case of dispute over an entry. These forms can also be used at some meets as check-in forms. These forms are also the release from liability for insurance purposes and must be kept for a minimum of two years.
 2. For card meets, entry cards must be completely filled out and are to be used as timers' cards and distributed to the competitors by the Clerk of Course. Correct club name abbreviations should be used .
 3. In deck-seeded meets, the check-in time for the first four (4) events shall be no earlier than 30 minutes before the scheduled time for the start of the meet for pre-entered swimmers. Checkin time for subsequent events shall be no earlier than one hour before the estimated start of the first heat of the event, or as designated by the meet information sheet.
 4. The club hosting the meet will include details about deck entries on its meet information sheet. Entry fees for deck entries may be up to double the prepaid entry fee up to the maximum permitted in the Pac Masters rules.
 5. All swimmers should be encouraged to scratch any events they do not intend to swim before the event is seeded.
 6. There is no penalty for any swimmer or relay team not reporting for or competing in an event.
 7. The club hosting the meet shall charge a \$3 look-up fee to look up a registration number. The host keeps the look-up fee.
- D. Warm-up Guidelines
1. Hand paddles are *not* allowed to be worn in the pool during the warm-up period.
 2. USMS Warm-up guidelines shall be adhered to (section 102.4 of USMS Rule Book). At least one (1) lane will be designated as a "sprint" lane.
 3. For pools of 5 lanes or less see U.S.M.S. Article 102.4
 4. Warm up areas must be monitored at all times competitors are allowed in the pool.
 5. Non U.S.M.S. registered swimmers including children shall not be allowed in designated warm up areas.
- E. Timers Stopwatches and Safety Signs and Records
1. All timers cards should contain times from all watches used. When automatic timing is not used, three (3) watch times must be submitted for consideration as World and USMS National Records, and two (2) watch times must be submitted for consideration as World and National Top Ten Times. Times and places recorded by automatic timing and placing equipment should have appropriate back-up timing systems.
 2. Timers may be solicited for any Pac Masters meet. The responsibility for providing timers in any meet is with the host club. At a Pac Masters championship meet, the system for soliciting timers (if the host is not providing them) must be stated in the meet information sheet.
 3. A set of stop watches is available from Pac Masters under the following conditions:
 - a. The host team must arrange to pick up the watches for its meet, unless the current custodian of the watches is able to bring them to the meet.
 - b. To get the watches, write or call the Watch Custodian.
 - c. The care and safety of the watches is the responsibility of the host team. If watches are damaged or lost, the host team must pay for the repair or replacement of the watches.
 - d. Lost or damaged watches are charged to the host at replacement value determined by Pac Masters.
 4. Safety signs for pool venue are mandatory and must be used. Please see section 7 of the Meet Directors Handbook.
 5. A set of Pac Masters and National records is included with the Pac Masters stopwatches. They should be returned to the stopwatch box after the meet.
- F. Public Address System
1. A public address unit or "bull horn" must be provided for the starter, and a public address unit placed in such a way that it can be heard clearly in the designated swimmers' rest area.
- G. Results for Meets Using Cards
1. All timers' cards and two copies of the results are to be sent as indicated below within fourteen (14) days after the meet to the Records chairman.
 - a. Cards must first be sorted by age group, then by the event within the age group, and arranged from fastest to slowest (1st place to last place).
 - b. Cards with record breaking times must be signed by the Referee and initialed by all timers.
 - c. The first and last names and the age of each relay member must be listed on each relay card submitted.

2. If cards are not sent and postmarked within 14 days of the last day of the meet the evaluation form will reflect this deficiency.
3. The meet results must be posted on the Pac Masters Web site within 48 hours after the meet or one (1) copy of the meet results is to be sent to each participating club within 14 days after the meet. Meet results must be typed according to the following guidelines.
 - a. All woman's events precede men's events.
 - b. For each sex, all 19-24 results come first and are followed by all 25-29 results, all 30-34 results, etc.
 - c. Within each age group, all freestyle results come first, followed by backstroke results, breaststroke results, butterfly results, and IM results.
 - d. Within each stroke, results are reported in ascending order by distance 50-100-200 etc.
 - e. Relay results are reported after all individual results, in the order: women, men, mixed (youngest to oldest). Within these three categories, results of freestyle relays shall be listed first, then medley relays.
 - f. A list of participating clubs and associated club abbreviations should also be included.
 - g. Electronic reporting of meet results is encouraged. ASCII format is preferred.
- H. Results for Cardless Meets
The same rules apply as for meets with cards, except that the Pac Masters registration number of each swimmer must be printed on the results sheets.
- I. Event Financial Statement
 1. A copy of the "Pac Masters Event Financial Statement" form is shown in Appendix D of the Meet Directors Handbook. Completed financial statements are to be sent within 45 days following the event to the Meet Operations Chairman.
 2. Upon completion of performance bond requirements, all or a portion of the bond will be refunded by the Pac Masters Treasurer to the host club.
- J. Officials Expense Reimbursement
 1. Pacific Masters Swimming shall reimburse each deck official that drives 40 or more miles one way for fuel mileage (at the standard IRS non-profit mileage rate) for the trip and to and from the competition facility.
 2. The Deck official desiring reimbursement shall return a Pac Masters Officials' Reimbursement form, signed by the head referee, to the Treasurer.

200.6 Meet Director Responsibilities and Timetable

- A. Pac Masters expects each Event Director to fulfill the responsibilities found in Section 8 the Meet Directors Handbook
 1. The "Certification of Pool Length Application" should be on file with Pacific Swimming and/or Pacific Masters Swimming for all meets (a copy of the pool length certification form is in Appendix B of the USMS Rule Book and available from the Pac Masters Office).

201 Pac Masters Championship Meets

201.1 Facilities

- A. Pool
 1. If one course is being used, a minimum of 8 lanes must be available for racing, with additional warm-up lanes continuously available. If two courses are being used, there must be a minimum of 6 lanes per course. Exemptions may be granted by Pac Masters, especially for long course meets.
 2. If it is planned to swim 2 to a lane, the width of the lanes should be at least 7 feet.
 3. A buffer lane should be used in those pools having racing and warm-ups in the same pool.
 4. The depth of the pool for racing should not be less than 4 feet at its shallowest point, especially at the starting end. (See USMS Article 107.2.3)
 5. When two courses are used and they are not equivalent there shall be equal access to the most desirable lanes for men and women.
 6. Continuous flow-thru lane lines shall be used. There shall be markings on the lane lines at fifteen meters from each end (see USMS 107.12).
 7. Backstroke flags shall be used and set at official distances from the ends of the pool. See section 107.13 of USMS Rule Book.
 8. Starting platforms shall be used and shall be plainly numbered to officials and spectators (see USMS Article 107.11.5).
 9. Water temperature shall be between 78 and 80 degrees.
 10. Seating capacity shall be adequate for competitors and spectators.
 11. An automatic timing system is required.
 12. Adequate plans for sheltering competitors (at the pool) should be made.
 13. The public address system should be loud enough and clear enough to be heard easily throughout areas where competitors are likely to assemble. It is recommended to have it heard in the pool area, locker rooms, and snack bar area.

- 14 During pre-meet warm-ups, at least 2 lanes shall be designated sprint lanes and these shall be plainly marked and announced. No use of hand paddles is permitted during warm-ups either before or during the meet. Pac Masters Safety signs should be used as a guide during warm ups for men and women.

B. Dressing Facilities

1. Adequate dressing facilities for men and women should be provided.
2. Adequate showers with hot water should be available in each dressing room.
3. An adequate number of toilets should be available both in the dressing area and the immediate pool area.

C. Ample parking should be available within easy walking distance to the pool.

D. Snack Bar

1. A snack bar must be made available, supplying liquids and nourishment appropriate for competitive athletes during all hours of competition.
2. The facility should have sufficient space and adequate electrical outlets for a snack bar.

201.2 .Officials

- A. Referee(s), starter(s), and stroke and turn judges must be USS, YMCA or other USMS approved certifying body certified officials. There must be a minimum of four deck officials on deck at all times for each course. (Referee, starter and two stroke and turn judges).
- B. Thought and preparation should be given to the staffing of desk workers, clerks of course, scorers, etc. These should be adequate in number and not the responsibility of those swimmers attending the meet.
- C. Officials -must be provided refreshments and lunch.
- D. The Meet Director shall be named on the bid.
- E. Officials Expense Reimbursement
 1. Pacific Masters Swimming shall reimburse each deck official that drives 40 or more miles one way for fuel mileage (at the standard IRS non-profit mileage rate) for the trip and to and from the competition facility and
 2. Up to \$75.00 per night for public accommodations at one-half of the lodging's double-occupancy room rate as shown on the receipt.
 3. Deck officials who travel 150 or more miles from their personal residence to the meet site and work all three days of the meet shall be reimbursed for three night's lodging to begin the night before the first day of competition.
 4. The Deck official desiring reimbursement shall return a Pac Masters Officials'

Reimbursement form, signed by the head referee, to the Treasurer.

201.3. Awards and Scoring

A. Awards

1. Individual and relay awards shall be awarded to the same number of places as scoring.
2. A High Point Award for each age group may be awarded.
3. Team awards at Pac Masters Championships pool meets shall be given in at least two divisions with a maximum of nine total team awards. The Pac Masters Meet Operations Committee shall be responsible for delineating the team divisions and number of awards after entries have been received for each Pac Masters Championship meet.
4. Where labels are printed, Pac Masters encourages the printing of a label for each participant in each event.

B. Scoring

1. Scoring for championship meets shall be as follows:
8-lane course 9-7-6-5-4-3-2-1
9-lane course 10-8-7-6-5-4-3-2-1
10-lane course 11-9-8-7-6-5-4-3-2-1
2. For scoring purposes, Pac Masters Championships will be assumed to be held in at least an eight-lane course, even if held in a course with less than eight lanes.
3. If there are more lanes in either the men's events or the women's events, scoring will be based upon the course with the most lanes.
4. Individual point values shall be double for relays. Clubs may enter any number of relay teams per age group per relay event but only two of the teams may score.

201.4. Calendar/Format

A. Calendar

1. The Short Course Pac Masters Championships shall be held no earlier than 6 weeks prior to the Short Course Nationals, and preferably in the month of April.
2. The Long Course Pac Masters Championships shall be held no earlier than 6 weeks prior to the Long Course Nationals, and preferably in the month of July.

B. Championship Meet Format

1. A three-day meet is desirable. When it is not feasible to have the meet on three successive days, it may be run on successive weekends.
2. If run on successive weekends, the long event(s) should be run on the first weekend.

3. Event formats for both long and short course Championships are found in Appendix M of the Meet Directors Handbook.
4. Only one half of the relays will be contested each year at both short and long course championships (see Appendix M of the Meet Directors Handbook for the years that relays will be contested).

201.5. Championship Meet Entries

- A. Swimmers are limited to 7 (seven) events over the three-day meet, excluding relays.
- B. Total individual entry fees for Pac Masters Championship pool events may not exceed \$35.
- C. Deck Entries shall not be permitted except for relays.
- D. The postmarked deadline for entries shall be no earlier than 14 days preceding the first day of the meet.

201.6. Programs

- A. A program including names, club affiliations and submitted times of all entrants in each and every event shall be posted and made available to each swimmer at a nominal charge.

201.7. Meet Operations

- A. In addition to the Health and Safety measures prescribed in Administrative Handbook and on the Meet Sanction Form, it is advised that:
 1. A local hospital, paramedics, or an ambulance company should be informed of the meet, its dates, and exact location.

2. A first aid kit should be available at the announcer's desk at all times.
3. Emergency notices shall be prominently posted.

- B. Timers may be solicited for Championship meets. The host club must have a timing plan approved by the Pac Masters Committee prior to sanction. The approved timing plan must be stated on the meet sheet.
- C. Specific check in times for events should be listed on the entry form. Those missing check in may swim in an empty lane if available, at the discretion of the meet referee.

201.8. Socials

Teams should be encouraged to have socials to enhance the unique atmosphere of Masters competition. Videotaping of meets is also encouraged.

201.9. Overnight Accommodations

There should be adequate motel space within a reasonable distance from the pool available for interested competitors. A list of accommodations (with phone numbers and price ranges) should be available for interested swimmers.

201.10. Protests

Protests shall be made in writing and shall be handled following the procedures outlined in Section 102.16 of the USMS Rulebook.

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