



# **Meet Operations Handbook**

# **2019**

**This handbook contains Pacific Masters policies pertaining to pool meets.**

# PACIFIC MASTERS SWIMMING MEET OPERATIONS HANDBOOK

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## Pacific Masters Swimming

### MEET OPERATIONS HANDBOOK

#### **200 Swimming Meets**

##### 200.1 Swimming Competition

Unless otherwise noted, Pacific Masters Swimming rules for competition are as noted in the current edition of the USMS Rule Book. In case of a conflict between this Handbook and the USMS Rule Book, the more stringent requirements shall prevail.

##### 200.2 Scheduling of Meets

###### A. Approval of schedule

1. All events will be considered for approval for scheduling by the Pacific Masters Committee on recommendation from the Scheduling Coordinator, VP of Pool Operations or Pacific Masters Chair.
2. The Pacific Masters VP of Pool Meets must approve any changes in event format, fees, awards, or date(s).

###### B. Scheduling Objectives

1. The objective is to provide as many pool meet competition opportunities for Pacific Masters members as possible. It is preferable to space competitive opportunities (local & national pool and open water) evenly throughout the season and year.
2. Over the season, there should be several opportunities to swim each event.

###### C. Meet Bid Procedures

1. Bids for the following year may be submitted in online form in late summer or early fall. Subsequent bids should be submitted to the Scheduling Coordinator on a Calendar Request Form found in Appendix N of the Meet Directors Handbook.
2. Recommendations for the Championship Events and for all meets for which bids have been submitted will be made by the Pacific Masters Scheduling Coordinator at the Pacific Masters regular October meeting.
4. Late additions to, and changes in already approved event schedules must be approved by the Pacific Masters Committee after Pool Meet Committee approvals.
5. The VP of Pool Meets may waive these requirements at his/her discretion with the concurrence of the Executive Committee.

###### D. Evaluation of Bids

1. Prospective Pacific Masters meet hosts must submit a bid in the online form or on a Calendar Request Form to the Scheduling Coordinator 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 Pacific Masters scheduled swimming meets must be sanctioned. Closed competition and dual meets shall not be sanctioned.
- B. Meet hosts should submit a sanction application on the USMS website after the event has been scheduled and at least 45 days before it is conducted.
- C. The Pacific Masters Committee has the discretion to deny a sanction to any group. Pacific 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 Pacific Masters clubs.
  2. Non-swimming related organizations may be granted sanctions and shall provide a bond of 2 times the amount for Pacific Masters clubs. Prior experience, or other documentation, that shows the ability and willingness to run events under USMS and Pacific Masters rules shall be required.
  3. For profit organizations may not be granted sanctions
- D. A performance bond of \$250 is required of Pacific Masters clubs and \$500 for non-Pacific Masters organizations/individuals who have never hosted a Pacific Masters event. The bond must be posted prior to the sanction approval and should be sent to the Pacific Masters Administrator. Organizations which have hosted at least 1 Pacific Masters event

meeting minimum standards are not required to post a bond. The amount of money returned (if any) and bonus will be based on the results of the evaluation:

Points Earned	% of Bond Returned
≥ 92	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 Pacific 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 host post a normal performance bond for their next sanctioned open meet even if such bonds have been previously waived. An additional bonus may be paid as indicated on the meet evaluation sheet.

- E. In case a scheduled meet must be canceled, meet management must notify the VP of Pool Meets and Pacific Masters Administrator. All pre-entered swimmers must be notified. Notice of the cancellation will be posted on the Pacific Masters website and, if timing allows, referenced in the Pacific Masters e-newsletter.

#### 200.4 Meet Entry Information

##### A. General

1. Meet information and entry links will be posted on the Pacific Masters website immediately following sanction approval. The event will be mentioned in Pacific Masters emailed newsletters according to emailed newsletter policies.
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 meet information sheet.
3. Online entry may not be opened until the sanction has been issued.

##### B. Event Selection

1. The meet host may select the events offered at the meet. Consideration should be given to the frequency with which various events have been performed in other meets. Additional bonus potential may be available for meets offering infrequently scheduled events
2. All events must conform to the current list in the USMS Rules. Exceptions may be made by application to and approval from Pacific Masters Pool Meet Committee.

3. Once the sanction has been issued there shall 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 VP of Pool Meets.
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 currently registered USMS members.

##### C. Meet Information Sheets

1. Meet Directors may distribute additional meet information subject to the following constraints:
  - a. The meet information sheet must be submitted on USMS online sanction application. The meet information sheet is the source for all meet specific rules and procedures. It is good practice to send it to the Meet Sanctions Coordinator prior to submitting it to the online application. All information on the meet sheet must be duplicated in its entirety in any online entry system..
  - 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 number can be left blank and will be filled in by the Sanctions Coordinator after the sanction has been approved.
    - 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 email address of the meet director.
    - Name of Referee. It is optional to include the name of the Starter or other officials.
    - The entry fees for the meet and the date due.

- A pool measurement statement.
  - A timing system statement
  - The statement "A photocopy of your current USMS registration card must accompany your entry" for any paper entry forms
  - Address of the pool acceptable to internet mapping applications and any additional directions that may be necessary to direct participants to facility when the address is not specific to the aquatic facility.
  - List of inexpensive housing and eating accommodations. (Optional.)
2. For postal events, the Meet Information must specify when results, awards, T-shirts, etc. will be mailed. This is typically 2 months after the entry deadline.

#### D. Meet Entries

##### 1. Entry Fees

- a. The maximum individual entry fee for any non-championship Pacific Masters meet (including the surcharge and event charges) shall be (1) \$40 for prepaid entries and \$60 for deck/late entries or (2) \$45 for prepaid entries and \$70 for deck/late entries if the host is using an approved Pacific Masters Meet Management Services vendor. Pacific Masters will pay the approved Meet Management Services vendor and invoice each meet host for (1) the cost of the service or (2) \$4 per swimmer, whichever is less.
- b. Championship meets may charge up to \$50 or \$55 if the host is using an approved Pacific Masters Meet Management Services vendor. Pacific Masters will pay the approved Meet Management Services vendor and invoice each meet host for (1) the cost of the service or (2) \$4 per swimmer, whichever is less.
- c. An additional fee may be charged for the convenience of online entries.
- d. The maximum relay entry fee at any Pacific Masters meet shall be \$10.
- e. Pacific Masters may grant a higher fee upon petition, which should accompany the sanction request.
- f. There are no refunds on entry fees.
- g. In case of cancellation for factors beyond the meet host's control, the meet host is encouraged to donate a portion of profits to a charitable cause.

##### 2. Individual Entries

Swimmers are limited to six (6) events per day, plus relays. In relay only meets, the

swimmer is limited to six (6) events only. At championship meets, swimmers are limited to seven individual events for the meet with a maximum of six (6) individual events per day.

- a. Only a Pacific Masters approved Consolidated Entry Form or an online entry approved by the Meet Director is acceptable.
  - b. All information must be filled out completely and the waiver signed. For online entries, the swimmer must check a box agreeing to the terms of the Release from Liability waiver. The swimmer should enter his best time or a reasonable estimate thereof. For championship meets, "No Time" entries are not allowed.
  - c. If a Consolidated Entry Form is used, a copy of the swimmer's current registration card must be attached.
- ##### 3. Relay Entries
- a. A yellow relay 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 Pacific Masters Championship meets and Relay only meets, relays may be seeded either by gender, age group and then time (preferred) or by time only.
- ##### 4. Alternate forms of entry for meets must be approved by the Pool Meet Committee

#### 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 (i.e. current USMS Rule Book). The technical rules for swimming are the same as USA Swimming with exceptions listed in Appendix M of the USA Swimming Rule Book.
2. All Masters events will be performed as timed finals.
3. USMS rules may be modified by the referee for consideration of handicapped swimmers subject to the modifications approved by the USMS Rule Book or the USMS Rules Committee..
4. The meet referee shall be the final authority for conduct of the competition.

5. The Meet Committee as defined in 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 Sanction Coordinator by specifying it in the meet information sheet.
    - b. Men and women may be seeded separately or together in the same heat by entered time. This information must be in the meet information sheet.
    - c. Seeding may be done by time without regard to age group or by time by age group. All entries must include an entry time. No Time (NT) entries may be assigned an estimated time. If a swimmer enters an event with a time significantly different than the swimmer's historical times without prior consultation with and getting the approval of the meet director, the meet director may change the entered time to a realistic estimate.
    - 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 .
  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 Pacific Masters Championships meets and Relay only meets, relays may be seeded either by age group and then time (preferred) or by time only.
- C. Check In and Deck Entries
1. Consolidated Entry Forms should be filed alphabetically and kept at the entry desk or computer operator'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. 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. Check-in 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.
3. 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 Pacific Masters rules.
  4. All swimmers should be encouraged to scratch any events they do not intend to swim before the event is seeded.
  5. There is no penalty for any swimmer or relay team not reporting for or competing in an event.
- D. Warm-up Guidelines
1. Hand paddles, fins, blue tooth earbuds and other gear except kick boards are *not* allowed to be used in the pool during the warm-up period or in any warm up areas during the event.
  2. Warm-up guidelines specified in the USMS Rule Book shall be used.
  3. At least one (1) lane will be designated as a "sprint" lane for a minimum of 15 minutes
  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
1. All timers sheets (or relay cards) should contain times from all watches used. Times and places recorded by automatic timing and placing equipment should have appropriate back-up timing systems.
  2. Timers may be solicited for any Pacific Masters meet. The responsibility for providing timers at any non-championship meet is with the host (unless the host is Pacific Masters). At a Pacific Masters championship meets or meets hosted by Pacific Masters, the system for soliciting timers (if the host is not providing them) must be stated in the meet information sheet. If clubs are assigned timing responsibilities for championship meets or Pacific Masters hosted meets, there shall be appropriate compensation to the clubs providing timers
  3. A set of stop watches is available from Pacific Masters under the following conditions:
    - a. The host team must provide an address to which the watches and

- other meet equipment can be securely delivered.
- b. To get the watches, email or call the Pacific Masters Equipment Coordinator.
- 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 Pacific Masters.
- 4. Safety signs for pool venue are mandatory and must be used. They are available from the Equipment Coordinator and can be shipped with the watches. Please see section 7 of the Meet Directors Handbook.
- F. Public Address System
  - 1. A public address unit placed in such a way that it can be heard clearly in the designated swimmers' rest area.
- G. Results
  - 1. The following material shall be sent within fourteen (14) days after the meet to the Pacific Masters Administrator:
    - a. Two copies of the printed results.
    - b. All lane timers' sheets and timing system sheets (e.g. Colorado or Omega printouts) for every event.
    - c. Completed Pacific Masters record application signed by the Referee for each Pacific Masters record broken..
    - d. Completed FINA and USMS record application signed by the Referee for each FINA and USMS record broken along with extra copies of relevant timing system sheets, timers sheets and meet results.
    - e. The first and last names and the age of each relay member must be listed on each relay card submitted.
  - 2. The meet results must be done according to the following guidelines.
    - a. All woman's events precede men's events.
    - b. For each gender, all 18-24 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.
- 3. A copy of the results in pdf format in the order specified above, the HY3 file from the meet and a backup copy of the meet database must be sent to [postmeet@pacificmasters.org](mailto:postmeet@pacificmasters.org) within 48 hours of the end of the meet.
- 4. If results are not sent and postmarked within 14 days of the last day of the meet the evaluation form will reflect this deficiency and may result in a charge against the performance bond and/or reduction in bonus.
- H. Event Financial Statement
  - 1. A copy of the "Pacific 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 Pacific Masters Administrator. Estimates may be used for any line items for which an invoice has not been received. Estimates should be noted and an amended financial statement should be submitted after all invoices have been received.
  - 2. Upon completion of the meet evaluation, all or a portion of the bond will be refunded and any applicable bonuses will be paid by the Pacific Masters to the host club.
- I. 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) and for bridge tolls for the trip and to and from the competition facility.
  - 2. The Deck official desiring reimbursement shall return a Pacific Masters Officials' Reimbursement form, signed or electronically approved by the head referee, to the Pacific Masters Administrator.

#### 200.6 Meet Director Responsibilities and Timetable

- A. Pacific Masters expects each Meet 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 USMS for all meets (a copy of the pool length certification form is an appendix of the USMS Rule Book and available from the Pacific Masters Office). The current list of pools on file with USMS can be found at

## 201 Pacific 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 Pacific 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. Pool depth, lane markings, backstroke flags, deck markings, starting platforms, and all other aspects of the facility must be consistent with mandatory facility standards as stated in the current USMS Rule Book.
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. Water temperature should be between 77 and 82 degrees.
7. Seating capacity should be adequate for competitors and spectators.
8. An automatic timing system is required.
9. 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.
10. During pre-meet warm-ups, at least 2 lanes for short course yards competitions and 1 lane for short and long course meters competitions shall be designated sprint lanes for a minimum of 20 minutes and these shall be plainly marked and announced. Pacific 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 most of the competition. The snack bar service may be discontinued during end of the day distance 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 USMS-approved certifying body certified officials. There must be a minimum of three deck officials on deck at all times for each course for non-freestyle events . (Referee, starter and a stroke and turn judges). The referee and/or starter will also serve as stroke and turn officials when necessary to meet USMS requirements.
- B. Thought and preparation should be given to the staffing of runners, head timers, relay take-off judges, etc. These should be adequate in number and not the responsibility of those swimmers attending the meet. Pacific Masters expects there to be two timers per competition lane.
- C. Officials must be provided refreshments and lunch.
- D. The Meet Referee shall be named on the meet information sheet.
- E. Officials Expense Reimbursement
  1. Pacific Masters Swimming shall reimburse each deck official that drives 20 or more miles one way for fuel mileage (at the standard IRS non-profit mileage rate) and for bridge tolls for the trip and to and from the competition facility and
  2. Deck officials who travel 40 or more miles one way and work at least at least 2 consecutive days are eligible to be reimbursed for up to three night's lodging to begin the night before the first day of competition. Officials receiving this reimbursement may only swim in a limited number of events. Accommodations must be approved in advance by the Chair of Pacific Masters or VP of Pool Meets.
  4. The deck official desiring reimbursement shall return a Pacific Masters Officials' Reimbursement form, signed by the head referee, to the Pacific Masters Administrator.
  4. Pacific Masters will pay a \$100 a day stipend to certified officials working a Pacific Masters meet. The Meet Referee will have discretion to alter the amount



based on the percent of the day the official works..

### 201.3. Awards and Scoring

#### A. Awards

1. Individual and relay awards shall be available for the first 8 places.
2. A High Point Award for each age group may be awarded.
3. Team awards at Pacific Masters Championships pool meets shall be given in at least two divisions with a maximum of nine total team awards. The Pacific Masters VP of Pool Meets or his/her designee shall be responsible for delineating the team divisions and number of awards after entries have been received for each Pacific Masters Championship meet.
4. Where labels are printed, Pacific Masters encourages the printing of a label for each participant in each event.

#### B. Scoring

1. Scoring for championship meets shall be as follows: 21-19-18-17-16-15-14-13-12-11-10-9-8-7-6-5-4-3-2-1
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 Yards Pacific Masters Championships should be held no earlier than 6 weeks prior to the Short Course Nationals, and preferably in the month of April.
2. The Long Course Pacific Masters Championships should 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. For a three-day meet, the distance day may be on the first or last day of the meet (for example, Friday or Monday).

### 201.5. Championship Meet Entries

- A. Swimmers are limited to seven (7) events over the three-day meet, excluding relays with a maximum of six (6) events per day.
- B. Total individual entry fees for Pacific Masters Championship pool events may not exceed \$50 or \$55 if the host is using an approved Pacific Masters Meet Management Services vendor. Pacific Masters will pay the approved Meet Management Services vendor and invoice each meet host for (1) the cost of the service or (2) \$4 per swimmer, whichever is less.
- 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. An electronic program available on the Pacific Masters website or through an online service is an acceptable substitute for a paper program providing it is available at no cost.

### 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 Pacific Masters Pool Meet Committee prior to sanction. The approved timing plan must be stated on the meet sheet. Clubs required to provide timing services must receive appropriate compensation for their efforts
- C. Specific check in times for events should be listed on the entry form.

### 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 the USMS Rulebook.