



**MEET DIRECTORS
HANDBOOK
2020**

**Pacific Masters Swimming Meet Directors Handbook
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Introduction

This handbook has been written for use by Meet Directors who are preparing to conduct a Pacific Masters Swimming Meet. The document is laid out as checklists showing the key tasks that should be performed at each step.

The appendices at the end of this handbook are meant to provide extra information.

We have tried to make this handbook as simple as possible with most of the detail contained in the appendices. If you would like additional assistance or have questions, please contact the Pacific Masters VP of Pool Meets, Sanctions Coordinator or administrator.

Checklist Summary for Experienced Meet Directors

Schedule (Step 1)

- Facility,
- Officials,
- Timing system & and computer operator,
- calendar request to scheduling coordinator

After Scheduling (Step 2)

- Pool length certification check,
- Facility agreement,
- Timing system and computer agreement,
- Referee,
- Volunteer plan,
- Timing system parameters (automatic, semiautomatic, manual),
- Read documentation (Rule Book, Meet Operations Handbook, etc.)

7 weeks Prior to Meet (Step 3)

- Timers,
- Event offering,
- Awards, if any,
- Snack bar/hospitality,
- Determine meet day schedule,
- Preliminary budget,
- Meet information sheet- Appendix E format,
- Contact Club Assistant,
- Send info sheet and URL to Meet Operations Coordinator

Sanctioning (Step 4)

- Created meet information sheet, entry URL, medical information form,
- Submit sanction application

Meet Preparation (Step 5)

- Meet information sheet and registration link are on Pacific Masters website,
- Entry system is open and will close appropriately,
- Meet announcement will be in the UPDATE,
- Work with Meet Referee to obtain officials,
- Volunteer sign up/plan,
- Enter mailed entries,
- Confirm facility, timing system and computer operators, food service vendors,
- Confirm hospitality plans,
- Contact Pacific Masters Equipment Coordinator for equipment

Meet Activities (Step 6)

3 days prior

- Online entries closed

- ___ Send SD3 file to computer operator,
- ___ Confirm computer operator has Pacific and USMS records,
- ___ If online check in, populate Swim Phone with entries

Day before

- ___ Verify check in desk,
- ___ Get check in sheets from computer operator,
- ___ Get consolidated entry forms,
- ___ Check pool temperature,
- ___ National Anthem plan

Day of the Meet

- ___ Deck entry – consolidated entry forms, cash box and change, method to verify USMS registration,
- ___ Relay deck entries – correct name, age, gender, team, date, USMS number of each swimmer,
- ___ Split request form – have on hand

Facility Set up:

- ___ Shade structures if necessary,
- ___ Check in desk,
- ___ Timer chairs,
- ___ Safety signs,
- ___ Heat and lane assignment and results posting areas

Warm Up:

- ___ Assign marshals, sprint lanes

Before the meet starts:

- ___ Post heat and lane assignments,
- ___ Distribute recorder/timer sheets,
- ___ Clear pool,
- ___ Volunteers in position,
- ___ National anthem (assuming it will be played),
- ___ Timer instruction by referee

During the meet:

- ___ Events are closed in timely manner if necessary,
- ___ Heats and lane assignments, results are posted,
- ___ Meet paperwork distributed to timers, referee, starter, Colorado operator,
- ___ Paperwork is picked up and returned to office

Conclusion of meet:

- ___ Collect money box,
- ___ Collect and organize meet paperwork,
- ___ Have referee sign record applications if any (USMS/World),
- ___ Pack up equipment,
- ___ Take down popups, chairs, tables

Post Meet Activities (Step 7)

- ___ Send electronic files to meetresults@pacificmasters.org (immediately),
- ___ Send meet paperwork to the Pacific Masters Administrator (within 2 weeks),
- ___ Send Financial statement to Meet Operations chair (meetops@pacificmasters.org) and Administrator (administrator@pacificmasters.org) (45 days), (helpful if the email aliases are there).
- ___ Check watches, safety signs and return to box before shipping. Check with Equipment chair ([email address](#)) as to where to ship

Step 1. Scheduling the Meet

Factors to consider when scheduling a meet (complete 3 months prior to meet):

- ___ Determine the availability of the facility to be used for the meet. If the facility has not been used for a meet before, validate it meets the pool length requirements.
- ___ Contact local USA SWIMMING teams and officials to determine the meet dates that will not conflict with major swim meets (Jr Olympics, Far Westerns, etc) in the area.
- ___ If using an outside vendor for timing system and computer operations, contact them to determine if they are available on the planned meet date. A list of acceptable operators is in Appendix B.
- ___ Contact the Pacific Masters Scheduling Coordinator (scheduling@pacificmasters.org) to find out how to submit a calendar request. The procedure may change depending on the time of the year. If possible, suggest a second choice date.
- ___ Submit calendar request.

Step 2: After the Meet is Scheduled

The following items should be complete shortly after the meet is scheduled (two months prior to meet)

___ Pool length certification. Determine if facility is in the USMS pool length certification database for the course being used (<https://www.usms.org/~rectabs/poollengthdb.xls>). If it is not, measure the pool and submit a pool length certification form (see Appendix A) the Pacific Masters Administrator (administrator@pacificmasters.org). If a bulkhead will be used note that the pool must be measure before and after competition. It is recommended the meet director validate a pool with a bulkhead has met previous measurement requirements.

___ Pool Agreement. Work out a written agreement with the facility to be used for the meet that includes: rental cost, insurance issues, janitorial needs, timing system availability, locker room access, public address system, sun/rain protection availability, and snack bar availability. If a bulkhead will be used, it is recommended the pool has met previous measurement requirements.

___ Timing System and Computer Operator Agreements. Obtain a written commitment from a timing system operator and HyTek MeetManager operator. A standard agreement is in Appendix C.

___ Referee. Obtain a commitment from an approved Referee for the meet. All USMS certified referees are approved to serve referees for Pacific Masters meets. The Pacific Masters Officials coordinator will have a list of USA SWIMMING officials who are approved to serve as meet referees. (see Hints for Recruiting Officials in Appendix G);

___ Meet Personnel Prepare a preliminary plan for recruiting volunteers to staff the meet, especially timers. See Appendix I for a listing of typical volunteer jobs

___ Determine Timing Method to be Used

- i. Fully Automatic System with touch pads (requires at least one back-up button and one back-up watch). One timer per lane needed. Two is recommended and expected for Championship meets.
- ii. Semi-Automatic (no touch pads) requires two buttons and at least one hand-held watch. Two timers per lane needed. Note that times achieved with a semi-automatic system are eligible for Top 10 but will not be eligible for Pacific, USMS, or World records.

___ Documentation. Read the Meet Operations Handbook (available on Pacific Masters website), Section 1 of the USMS Rule Book (available on the USMS website), and the Pool Meet Evaluation Form (Appendix D). These items will give you an idea of what is required at a swimming meet

The following items should be complete at least 7 weeks before the meet is scheduled.

___ Decide how the timers will be recruited:

- i. All timers from the host club.
- ii. Paid timers from local USA Swimming clubs or other organizations (e.g. Scouts, youth groups, clubs from other sports etc.).
- iii. To supplement the above, volunteers may be requested from Masters clubs participating in the meet. The meet sheet must state this request, and participating clubs must be notified at least five days in advance.

Step 3: Preparing the Meet Sheet and Entry System

- ___ Determine the events you plan to run and how you plan to seed them. **Events may be swum separately or may be combined women and men.** The seeding plan and whether the meet will be pre or deck seeded must be stated in the meet information sheet. The Meet Operations Committee and Scheduling Coordinator may have information that will be valuable to you in determining your events. Pacific Masters tries to ensure all events are offered during each season.
- ___ Determine awards to be given (if any), determine the cost, and the deadline for ordering so the awards will be available for the meet.
- ___ Determine if a snack bar will be available and the type. Check county health department for requirements on operating a snack bar. If a snack bar will not be offered, there should be a hospitality plan (snacks, meals, & drinks) for volunteers and officials. If a professional will be providing snack bar and hospitality service, make sure meet date is on their calendar.
- ___ Determine the schedule for the meet:
- i. Pre-meet warm-up time.
 - ii. Meet start time.
 - iii. Determine the check in times for early events, and all events beyond that. The initial check-in time should be set early enough so there is time to do the seeding for the first few events. Note: deck entries can be closed earlier than the check-in time set for pre-entered events to allow for processing and seeding. In deck-seeded meets, check-in time for the first four events shall be no earlier than 30 minutes before the scheduled time for the start of the meet for pre-entered swimmers.
- ___ Develop a preliminary budget for the meet. Use the budget to determine how much you will charge. Fees must not exceed the guidelines provided in the Meet Operations Handbook.
- ___ Using the above information, prepare the Meet Information Sheet following the format in Appendix E. Meet sheets that deviate from the standard format will be rejected.
- ___ Contact ClubAssistant or other acceptable online entry provider and set up account if one does not exist. Get directions on setting up online entry system. The meet entry URL should be inserted into the Meet Information Sheet.
- ___ The Meet Information Sheet and Meet Entry URL should be sent to the Meet Operations Coordinator for initial review.

Step 4: Sanctioning the Meet

Meets must be sanctioned at least 45 days before the meet date.

___ Prior to submitting a sanction application, you must have a complete meet information sheet, entry system URL, and completed medical information form. A blank medical information form can be found in Appendix MI.

___ Submit sanction application. Sanctions may be submitted on the USMS website:
<https://www.usms.org/comp/sanction/request.php> Fill in the form and follow the prompts.

Step 5: Preparing for Meet

The following tasks should be completed during the time period after the sanction has been approved up to the time the entries close:

- ___ Validate the meet information sheet and registration link are posted on the Pacific Masters website schedule page.
- ___ Validate the entry system is open and will close at the appropriate date and time.
- ___ Validate meet announcement will appear in the Update. If any supplemental information is desired, draft text and send it to update editors,
- ___ Work with the meet referee to ensure there is a full complement of needed officials. Decide upon appropriate gifts or honorariums.
- ___ Create volunteer sign up list and begin signing up volunteers.
- ___ If mailed entries are accepted, enter them into the entry system as they are received.
- ___ Check in with facility, timing system, HyTek computer, and food service operator to determine if there are any last minute issues that need to be addressed.
- ___ If a food service provider is not being used, create a plan to obtain necessary food and beverages for hospitality.
- ___ If awards or gifts are to be provided to participants, ensure they have been ordered for timely delivery.
- ___ Contact the Pacific Masters equipment coordinator to arrange for delivery of meet equipment. After receiving equipment, test watches to validate required number are in working condition.
- ___ Create plan to fill any unfilled volunteer positions and distribute schedule and job assignments to volunteers.

Step 6: Meet Activities

The following is a list of important tasks for running the meet. If deck entries are accepted, see process for deck entries below.

Two – Three Days before the Meet

- ___ Review online entries. Perform online entry post close process.
- ___ Validate you have received Computer Operators Guide from the Pacific Masters Administrator along with the most recent file of Pacific Masters records.
- ___ Send SD3 and Pacific Masters records files to HyTek operator. Have operator calculate preliminary timeline and send timeline to meet referee and key meet personnel.
- ___ HyTek operator should populate database with latest Pacific and USMS records.
- ___ Populate SwimPhone or other online check-in process, if online check-in is being used. Email direction to entrants.

Day before the Meet

- ___ Call the people who will work at the check-in desk to remind them of their responsibilities.
- ___ Print out copies of check-in sheets.
- ___ Obtain a supply of /consolidated forms and /relay cards, and pens, for the deck-entry desk.
- ___ Check pool temperature and ask pool operator to bring it into compliance (77 to 82 degrees Fahrenheit) if it is not.
- ___ Have plan for national anthem (live or pre-recorded music) if it will be offered.

Day of the Meet

Deck Entry Process

These tasks should be completed if accepting deck entries.

- ___ Obtain a money box and change for deck entries. Be sure to have many small bills.

For individual deck entries:

- ___ Print out a supply of consolidated entry forms.
- ___ Provide a device to access the internet and the Pacific Masters website to verify USMS registration (Club roster section of Pacific website). Paper USMS registrations are not allowed.
Non-members must complete online USMS registration process before entering the meet.
- ___ Provide a pre-calculated table showing the cost of entering the meet.
- ___ Verify the accuracy of the Consolidated Entry Form.
- ___ Verify USMS Registration number from USMS and check that it is current. The third digit of the number should reflect the current year, eg. For 2011 the third digit would be "1", for 2012 the third digit would be "2". Register any swimmers not on list.
- ___ Verify entry fee.
- ___ Make certain Consolidated Entry Form is signed.

For relay deck-entries:

- ___ Verify that all information is correct, full name, age, gender, team, and date. Verify each entrant is registered in the meet and is a USMS member. This is important for validating the relay swim, points, top ten listings, and Pacific Masters records.
- ___ Separate the relay and deck entry fees for bookkeeping ease at the end of the meet.

Facility Set Up

When possible, it is preferable to do the facility set up tasks the afternoon/evening before the event.

- ___ Set up the check-in desks: men's pre-entry, women's pre-entry, and deck entry. The desks should in a highly visible and accessible location, as close to the entry of the pool as possible. Identify the desks with large visible signs above tables. Check in sheets should be taped to the check in tables. Have a list of events, with check-in times, posted at each desk.
- ___ If necessary (recommended for all outdoor meets), set up shade structures for officials and timers.
- ___ Set up chairs for timers. Typically, 3 per lane even if only two timers are being used. Supply each lane clip board and pen or pencil.
- ___ Set up safety signs in competition and warm up pool.
- ___ Identify area(s) to post heat & lane assignments, and results.
- ___ Post copies of Medical Information sheet in areas easily viewed by participants. At the check in desk, with heat and lane assignments, or with results are possibilities. Copy of the Medical Information sheet should be given to the referee and announcer.

Check-In

It is a good practice to have an experienced check in person instruct the check in crew on check in and event close process.

As each swimmer checks in, check-in desk staff should:

- ___ Verify the events entered.
- ___ Ask if any events are being scratched.
- ___ Check for problem flag on database and pull consolidated entry form to correct the problem.
- ___ Instruct swimmer to circle events and initial next to name.

Other check in desk activities:

- ___ If SwimPhone is being used for check-in, transfer SwimPhone check in information to check in sheets. This does not happen automatically!
- ___ Half hour before the meet starts, close the first event or two.

Warm Up

- ___ Assign one or two marshals to ensure safety rules are being followed.
- ___ One or two pace clocks should be turned on and visible to swimmers in the competition pool during warm up.
- ___ Open up at least one sprint lane at least 15 minutes before the end of warm up

Before the first event starts

- ___ Post heat and lane assignments.
- ___ Distribute timers' sheets and referee material to referee/starter, timing system operator, and announcer.
- ___ Close competition pool for warm ups, reassign marshal to warm up pool or lane.
- ___ Make sure timers are in their assigned chairs.
- ___ Have announcer play national anthem.
- ___ Have referee/starter instruct timers
- ___ Check in with referee/starter, timing system operator, and HyTek computer operator on any last minute needs.

During the meet

The Meet Director or trusted designee should make sure meet paperwork continues to flow:

- ___ Events are closed on a timely basis and check in information is brought to HyTek operator.
- ___ Heat and lane assignments are posted.
- ___ Distribute timers' sheets and referee material to referee/starter, timing system operator, and announcer.
- ___ Timers sheets, referee, and timing system material picked up at the completion of each event.
- ___ Results are posted.

There should be a hospitality schedule for bringing drinks, snacks and lunches to timers and officials.

End of Meet

- ___ Collect the money box.
- ___ Collect and consolidate meet paperwork.
- ___ Have referee sign records applications, if any.
- ___ Pack up meet equipment.
- ___ Take down shade structures, put away chairs, clean up facility leaving it the way it was found.

Step 7: Post Meet Activities

- ___ Send meet paperwork and backup documentation, records, split notifications, and a paper copy of the results to Pacific Masters Registrar within two weeks.
- ___ Send electronic results file, backup HyTek database and HY3 file to meetresults@pacificmasters.org for posting within 24 hours of the last event.
- ___ Send Financial Statement to Meet Operations Chair within 45 days.
- ___ Check watches, clean plastic Safety Signs and return records to the stopwatch box before returning them to the Equipment Chair.

Differences for Pacific Masters Championship Meets

The following is a list of the rules that are unique to Pacific Masters Championship Meets; you should also read the sections in the Pacific Masters Guide to Operations that apply to Championship Meets.

1. The Event Bid Form and Application for Sanction is different.
2. Deck entries are not allowed.
3. Awards must go to at least eight places and scoring to twenty places in each event and each age group.
4. Automatic timing is required.
5. The meet schedule format should follow one used in previous years or approved be approved by the Pool Meet Committee.
6. Clubs may enter as many relay teams as they want but only two per age group may score points.
7. Relay events must be seeded by gender first and then by time.
8. The seeding and results process must be computerized.
9. All deck officials: Referee, Starter, and Stroke and Turn judges, must be certified by USMS, USA SWIMMING, YMCA or any other USMS approved certifying body.
10. For seeding two to a lane for the 800 and 1500 meters, see the USMS Rule Book.
11. Team awards at Pacific Masters Championships shall be given in at least two divisions with a maximum of nine total team awards. The Pacific Masters Pool Meet Committee shall be responsible for delineating the team divisions and number of awards, after entries have been received for each Pacific Masters Championship Meet.
12. Snack Bar must be available during meet hours, exceptions can be made during distance events.
13. Pacific Masters must approve any deviation from Pacific Masters rules at time of bid.

Appendix A: Useful Links

USMS Rule Book Part 1: [Swimming Rules](#)

Pacific Masters [Meet Operations Handbook](#)

USMS [Pool Length Certification Form](#)

USMS [Pool Length Certification Database](#)

Timing System Operators

Dave Cottam
dvc196@sbcglobal.net

Fast Lane Tek
Sergey Mariniuk
sergey@fastlanetek.com

Larry Rice
Contact info

HyTek Computer Operators

Jim Bahls
gym@jwbnet.com

Fast Lane Tek
Sergey Mariniuk
sergey@fastlanetek.com

Food Service Provider

Judy Chang
judy_chang@live.com

Event Apparel

Northwest Designs Ink
Contact Info

Appendix C: Standard Timing System and HyTek Operator Agreement

Meet Operations Agreement

_____ (Operator) agrees to provide the services and equipment listed below for a swim meet hosted by _____ (Host) at _____ (venue name) on _____ (event dates). Host agrees to pay the Operator a sum of _____ within two weeks of end of event providing services are completed in a satisfactory manner.

Services (check all that apply):

___ Timing system operations. Complete set of legible printed heat results must be provided at end of event.

___ HyTek computer operations. Paper copies of meet results must be provided at end of event. Electronic meet results in standard Pacific Masters format, HyTek event database backup, and HY3 file containing all meet events must be emailed to meetresults@pacificmasters.org within 24 hours of the conclusion of the meet.

Equipment (check all that apply):

___ Colorado Timing System with buttons

___ Finish pads for Colorado Timing System

___ Omega Timing System with buttons

___ Finish pads for Omega Timing System

___ Single line results board

___ Multi line results board

Meet Host

Operator

Signature

Signature

Print name

Print name

Date

Date

Appendix D: Pool Meet Evaluation Form
Pacific Masters Swimming*Pool Meet Evaluation Form**

NAME OF MEET _____	DATE(S) _____
NAME OF EVALUATOR _____	E-MAIL _____

Please complete Section 1 and return via email to PacMasters VP Pools and PacMasters Administrator. Feel free to make notes by items being scored and record section heading totals in spaces provided.

Section 1: On-Deck Meet Administration (Worth 78 Points)

Meet Operations: Score max: 4 points items #1-6, 2 points #7; maximum point total 27	Total:
---	---------------

- | | |
|---|-------------------|
| 1. Registration/check-in (visible, efficient; USMS/Pac Masters registration) | 4 - 3 - 2 - 1 - 0 |
| 2. Monitored warm-up-warm-down (2 identifiable marshals pre-meet, 1 during meet) | 4 - 3 - 2 - 1 - 0 |
| 3. Correct seeding, heat sheets, and relay cards available in a timely manner | 4 - 3 - 2 - 1 - 0 |
| 4. Meet progress/flow (no delays and efficient progress of events) | 4 - 3 - 2 - 1 - 0 |
| 5. Awards (quality, appropriateness and distribution of awards) | 4 - 3 - 2 - 1 - 0 |
| 6. Results (accurate and timely posting of results and records) | 4 - 3 - 2 - 1 - 0 |
| 7. Meet hosts helpful & responsible to swimmers' and officials' questions & needs | 3 - 2 - 1 - 0 |

Facility, Competitive Standards: Score maximum 2 pts. ea.; maximum point total 16.	Total:
---	---------------

- | | |
|---|-----------|
| 1. Lanes numbered correctly (R to L facing course, visible to competitors and officials) | 2 - 1 - 0 |
| 2. Water temperature (77-82 degrees) | 2 - 1 - 0 |
| 3. Backstroke flags correctly positioned (SC = 5 yds. LC and SCM = 5 meters) | 2 - 1 - 0 |
| 4. Pace clock(s) available for warm-ups | 2 - 1 - 0 |
| 5. Water depth & correct blocks (if minimum starting end depth 3.5' - < 4', block no more than 18" above water, depth 4' or greater, block 30" for SC or 20' - 29 1/2 " above water for LC) | 2 - 1 - 0 |
| Ladders/stairs do not protrude into competitive lanes | 2 - 1 - 0 |
| 6. Locker rooms, toilets, showers are clean, stocked and adequate for swimmers needs | 2 - 1 - 0 |
| 7. Electronic Touch Pads and Timing System | 2 - 0 |

Medical/Safety: Score max. 4 pts. ea. items #1-3; 3 pts. #4; maximum point total 16	Total:
--	---------------

- | | |
|--|-------------------|
| 1. Emergency Plan visible to participants; copies with announcer and Referee | 4 - 3 - 2 - 1 - 0 |
| 2. Emergency /Safety staff on deck and identifiable to all participants and spectators | 4 - 3 - 2 - 1 - 0 |
| 3. Emergency Equipment present and adequate for first aid emergency needs | 4 - 3 - 2 - 1 - 0 |
| 4. Snack bar with liquids and food available to participants and spectators | 4 - 3 - 2 - 1 - 0 |

Officials: Score 9 pts. max item #1, 6 pts. max. # 2, point total 19	Total:
---	---------------

- | | |
|---|---------------------------------------|
| 1. Give 2 pts. for each Referee, Starter & Stroke & Turn Judge & 1 pt. for Head Timer and for each additional S & T judge for a max of 9 pts. If 2 courses used, average scores. | 9 - 8 - 7 - 6 - 5 - 4 - 3 - 2 - 1 - 0 |
| 2. Full complement of timers per lane for all requirements of Records and Top Ten (3 for manual system 1-3 for automatic or semi-automatic systems, see USMS Rule Book 103.7 & 103.8) | 6 - 5 - 4 - 3 - 2 - 1 - 0 |
| 3. Announcer present and easily understood | 4 - 2 - 0 |

Section 1 Total Points _____

Section 2: Clerical Meet Administration (Worth 17 Points)

Appendix D: Pool Meet Evaluation Form
To be completed by PacMasters Meet Operations Chair only.

- | | |
|---|-------------------|
| 1. Pre-meet and bid commitments fulfilled. | 3 – 2 – 1 – 0 |
| 2. Acceptable Meet Results, cards and documentation, to Top Ten/Records Chairman within 2 weeks | 3 – 2 – 1 – 0 |
| 3. Electronic results available within 24 hours 5 pts., within 48 hours-4 pts., within 72 hours-3 pts., 96 hours – 2 pts., later 1 pt. (200.5G) | 5 – 4 – 3 – 2 – 1 |
| 4. Financial statement submitted within 3 weeks. (200.5H within 45 days) | 3 – 2 – 1 – 0 |
| 5. Meet Director accounted for all equipment and supplies (stop watches, safety signs, etc.) borrowed from PacMasters within 1 week. | 3 – 2 – 1 – 0 |

Section 2 Total Points _____

Comments: _____

Section 3: Extra Points (Worth Up to 5 Points)

At the discretion of the Evaluator, up to 5 additional points may be awarded for extra special effort or performance by the host team. For example, bonus points may be given for providing very special awards, for incorporating particularly novel ideas, or apply special modifications to the facility to enhance the enjoyment of the meet for Masters swimmers.

Section 3 Total Points _____

Comments: _____

BONUS CALCULATION

Maximum of \$250.00 may be awarded. Award is determined by evaluation points. Example: 100 points would earn \$250; 90-99 points would earn \$200; 80-89 points would earn \$150; 70-79 points would earn \$100.

Total Evaluation Points _____

Signature of Evaluator _____ **Date** _____

Note: In the event that any performances are not accepted for PacMasters, USMS or World Records as a result of errors or omissions on the part of the meet host, a future event shall not be awarded to said host until compliance with stated rules and policies can be assured. Said host will additionally be required to post double the normal performance bond for its next sanctioned event.

Appendix E: Meet Information Sheet Template

MEET NAME, line 1

MEET NAME or description, line 2

MEET DATE

Start time: *for each day*

Check in: *none, all, partial check in*

Same day entries or no same day entries

Sanctioned by the Pacific Masters for USMS, Inc. Sanction #

LOCATION: Include the name and address of the pool. Address should be tested in one or more mobile apps.

DIRECTIONS: A directions section is optional.

PARKING INSTRUCTIONS: Parking instructions are optional but should be included if location of parking is not obvious when arriving at location or if parking restrictions exist in neighborhood.

FACILITY: The course type (SCY, LCM, SCM), the number of lanes used during the meet, the number of lanes available for warmup during the meet. Include pool length and timing system statement from the **REQUIRED STATEMENTS** section on the last page of this document. Include the following sentence after the required timing system statement: "Pacific Masters requirements for records and Top 10 consideration are the same as those for USMS."

TIME: Include the day(s) of the week and the date. Include the times for both warmups and the meet start.

RULES & ELIGIBILITY: Current USMS rules will govern the meet. All participants must be age 18 or older as of the last day of the meet and be currently registered members of U.S. Masters Swimming. Foreign swimmers must provide proof of current membership in their country's Masters Swimming governing body.

ENTRY LIMITS: Include the maximum number of events per day that a participant may enter (current USMS rules allow a maximum of six individual events per day) and any other entry restrictions (some meets limit the number of entries for the distance events due to time constraints).

ONLINE ENTRIES: Include the website address (URL) for completing an online entry. Include the deadline date for entries and online entry fees. Include a statement about refunds being allowed or not allowed.

MAILED ENTRIES (if applicable): Provide URL to consolidated entry form

(<http://www.pacificmasters.org/sites/default/files/docs/entrycard.pdf>) Include the deadline date for mailed paper entry forms (either a postmark-by date or a received-by date) and mailed entry fees. Include a statement about refunds being allowed or not allowed.

DECK ENTRIES (if applicable): Include fees for deck entry and any other restrictions that may apply to deck entries. If deck entries are taken the following statement should be included in the meet sheet: **Pacific Masters requires all swimmers be registered with a valid USMS number before entering meet. Paper USMS registrations will not be accepted at the meet. Non-members can register online using a mobile device and will receive a USMS number at the end of the registration process.**

CHECK-IN: Include any requirements and/or procedures for check-in. For a meet where check in is required for all events the following language is suggested: *This meet will be deck seeded. Athletes must check-in. No event shall be closed more than 30 minutes before the scheduled start of the session. Close of check-in for all individual events shall be no more than 60 minutes before the estimated time of the start of the event. Athletes who do not check-in will not be seeded and will not be allowed to compete in that event.*

Appendix E: Meet Information Sheet Template

SEEDING: Indicate whether events will be swum slowest to fastest, or fastest to slowest. State whether “no time” (NT) entries are permissible.

SCRATCHES: Optional section to indicate if there is any penalty for scratches (this is almost never the case for a Masters meet)

RELAYS: If relays will be offered, explain how to enter them and whether there is a relay entry fee

SCORING: If the meet will be scored, describe the scoring process. For championship meets the following wording should be used: Individual events: 21-19-18-17-16-15-14-13-12-11-10-9-8-7-6-5-4-3-2-1 and double for relays for each age group. *NOTE* Only two relay teams per club may score per age group of a relay.

AWARDS: If the meet will offer awards, explain the award types and when they will be presented

PSYCH SHEET: If a psych sheet will be posted online prior to the meet, indicate where it can be viewed

HOSPITALITY: Provide information if there will be a concession stand or other available refreshments

MEET DIRECTOR: Provide the name and contact information (email, phone, etc.) for the meet director in case there are questions.

MEET REFEREE: List name of meet referee and, optionally, any other meet officials.

EVENTS: Provide listing of events.

HOTEL INFO: Optional section to indicate names of local hotels and whether preferential rate is available.

RESTRICTIONS: Optional section to include any site facility or event related restrictions.

Appendix E: Meet Information Sheet Template

REQUIRED STATEMENTS

Pool length and timing systems statements are required to be included in the facility description. See below for the options.

POOL LENGTH CERTIFICATION: ONE of the following statements must be included, depending on the type of pool and whether it has been measured and is on file in the USMS pool measurement database:

(a) 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 106.2.1.

(b) The length of the competition course has been measured and is NOT in compliance with USMS articles 105.1.7 and 106.2.1:

Times achieved in the meet will NOT be eligible for USMS Top 10 and records.

(c) The length of the competition course is not on file with USMS. Eligibility of times achieved in this meet will be contingent upon pool length measurement and approval with USMS; if bulkheads are present, their placement must also be confirmed by measurements at the meet (USMS articles 105.1.7 and 106.2.1).

(d) The length of the competition course is in compliance and on file with USMS in accordance with articles 105.1.7 and 106.2.1, but as a bulkhead course, is subject to length confirmation. Eligibility of times for USMS Top 10 and records will be contingent on verification of bulkhead placement.

TIMING SYSTEM: ONE of the following statements must be included from ONE category below, based on the type of timing system that will be used at the meet (“automatic,” meaning automatic start and touchpad finish; “semi-automatic,” meaning automatic start and manual hand-held watch finish; or “manual,” meaning hand-held watch for both start and finish):

For an “automatic” primary timing system in a SCY meet, select this statement:

(a) “The primary timing system will be automatic timing. Times may be submitted for USMS records and USMS Top 10 consideration.”

For an “automatic” primary timing system in a SCM or LCM meet, select this statement:

(a) “The primary timing system will be automatic timing. Times can be submitted for world records, USMS records, and USMS Top 10 consideration.”

For a “semi-automatic” primary timing system in a SCY meet, select ONE statement:

(a) “The primary timing system will be semiautomatic timing with three buttons. Times can be submitted for USMS Top 10 consideration, but cannot be submitted for USMS records.”

(b) “The primary timing system will be semiautomatic timing with two buttons. Times can be submitted for USMS Top 10 consideration, but cannot be submitted for USMS records.”

(c) “The primary timing system will be semiautomatic timing with one button. Times cannot be submitted for USMS records or USMS Top 10.”

For a “semi-automatic” primary timing system in a SCM or LCM meet, select ONE statement:

(a) “The primary timing system will be semiautomatic timing with three buttons. Times can be submitted for USMS Top 10 consideration, but cannot be submitted for world records or USMS records.”

(b) “The primary timing system will be semiautomatic timing with two buttons. Times can be submitted for USMS Top 10, but cannot be submitted for world records or USMS records.”

(c) “The primary timing system will be semiautomatic timing with one button. Times cannot be submitted for world records, USMS records, or USMS Top 10.”

For a manual primary timing system in any course, select ONE statement:

(a) “The primary timing system will be manual timing with three watches. Times can be submitted for USMS Top 10, but cannot be submitted for world records or USMS records.”

(b) “The primary timing system will be manual timing with two watches. Times can be submitted for USMS Top 10, but cannot be submitted for world records or USMS records.”

(c) “The primary timing system will be manual timing with one watch. Times cannot be submitted for world records, USMS records, or USMS Top 10.”

Medical Information for Sanctioned Events

Pacific Masters Swimming, Inc.

Facility: _____

Address: _____

Nearest Emergency Hospital: _____

Address: _____

Phone: _____

Distance from event site: _____

Ambulance on site throughout event? _____

Phone number to obtain emergency medical services: _____

Person responsible for coordination of safety at event: _____

Other emergency personnel available:

Name

Qualifications

_____	_____
_____	_____
_____	_____

Closest emergency phone: _____

Phone number of emergency phone: _____

Rescue Equipment at Event Site

Check all available:

- | | | | |
|---------------------|--------------------------|-------------------|--------------------------|
| Backboard: | <input type="checkbox"/> | Antiseptic spray: | <input type="checkbox"/> |
| Ring buoys: | <input type="checkbox"/> | Bandages: | <input type="checkbox"/> |
| Shepherd's crooks: | <input type="checkbox"/> | Blanket: | <input type="checkbox"/> |
| Rescue tubes: | <input type="checkbox"/> | Adhesive tape: | <input type="checkbox"/> |
| Cot: | <input type="checkbox"/> | First aid kit: | <input type="checkbox"/> |
| Latex gloves: | <input type="checkbox"/> | Pocket Mask: | <input type="checkbox"/> |
| Gauze pads: | <input type="checkbox"/> | Ace bandages: | <input type="checkbox"/> |
| AED (defibrillator) | <input type="checkbox"/> | | |

Safety at Masters Swim Meets

Before the Meet

The Meet Director must know and understand the safety rules for the facility and those described in this handbook and use this information to formulate the safety plan for the meet. The Meet Director must name himself, or another person, as the Meet Safety Coordinator. This individual will be responsible, before and during the meet, to respond to questions concerning safety issues and emergencies.

An emergency telephone number at the meet site, and telephone number to contact emergency services, a list of the safety/emergency personnel, and a list and location of the rescue equipment available (such as first aid kit, buoys, and shepherds crook) must be included in the sanction application. A copy of this information must be posted at the pool during the competition.

A minimum of two marshals per pool (one at each end) must be provided to insure the safety of the pre-meet warm-up. One marshal must remain on duty during the competition. The marshal does not have to be a carded official.

The Meet Director should ensure the facility complies with State or local regulations regarding lifeguards or other emergency staff required on the deck and brief personnel on Pacific Masters warm-up rules. The lifeguard must not act as a marshal.

Safety signs are provided by Pacific Masters for use during all sanctioned pool events. These safety signs designate warm-up lanes for seniors and any speed classifications. There are also signs designating one-way sprint lanes. The Meet Director should contact the Equipment Coordinator to arrange for the stopwatches and safety signs. After the meet, the Meet Director should dry the plastic sign holders before re-boxing them.

Meet Day

All safety signs must be posted so they are clearly visible to swimmers on the deck and in the water. The signs should be set up at both ends of the pool. Kick boards and pull buoys may be limited to specific lanes. Hand paddles are not allowed. Diving is permitted only in the lanes designated as "SPRINT." Marshals must strictly enforce these warm-up safety regulations.

The meet announcer must announce periodically during the pre-meet warm-up that "Diving is permitted in the designated lanes only."

If a separate warm-up pool is available during competition, the same safety regulations must be enforced. There must be no diving at any time in the warm-up pool unless there is a lane designated as "SPRINT." **A warm-up safety marshal must be on duty at all times** to enforce Pacific Masters safety rules.

During competition, there should be at least one warm-up lane for every 100 to 200 people entered in the meet. Another rule of thumb is that there should be one warm-up lane for every two to three competition lanes. If there is no other warm-up area available in pools of four or fewer lanes, swimmers are allowed to swim to the other end of the pool at the end of each heat, and a warm-up/warm-down period must be offered at least once during each half hour of competition.

Appendix G: Guide to Administering the Club Assistant Meet Entry System

TBD

Appendix H: Officials and Hints for Them

Officials are to ensure “a level playing field” for all participants. The deck officials are:

- *The Referee* is the head official. He has full authority of all officials and shall enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet.
- *The Starter* assumes full control of the swimmers until a fair start has been achieved.
- *The Stroke and Turn Judges* ensure that the rules relating to the style of Swimming designated for the event are being observed and the swimmers complies with the turning and finishing rules applicable to the stroke used.

Hints For Recruiting Officials

Canvas the host club for officials, and determine their specific skills: i.e. Referees, Starters, etc. Referees and Starters may also serve as stroke and turn judges, but a Referee may not be starting and refereeing at the same time, nor can a Starter be the referee while serving as a Starter.

If the host team is affiliated with a USA SWIMMING team, it may be to their advantage to ask for volunteers from that group to officiate or time.

Encourage interested USMS members to become certified by USMS. Any USMS member can become a certified USMS official by completing the specified test for the position and submitting the test results to the USMS Officials Committee Chair. Pacific Masters Officials Coordinator will also have a list of officials who are certified to work at the meet.

Officials can also be recruited from members of your team. Except for Pacific Masters Championships all the officials do not have to be certified officials from an approved certification body. The recruit should be familiar with the Swimming Rules (Part One of the USMS Rule Book, published annually), and an experienced official should closely monitor the recruit. USMS certification is encouraged.

In the our area served, USA SWIMMING officials are expected to wear a white shirt and navy blue pants, skirt or shorts. This is not a requirement for Masters meets but Officials who will also be Swimming should try to be easily recognized as officials.

It is recommended that swimmers who work as deck officials be returned their meet entry fees by the meet management.

Officials may be paid although most officials officiate out of love of the sport. You may wish to give them a gift (If you are selling T-shirts or sweat shirts for the meet, these are appropriate.) You should also be sure that parking is paid. You should also feed the officials lunch. Pacific Masters provides a \$100 a day stipend for officials at Championship meets.

It is best if the host team furnish timers. However, the Head Timer may recruit additional timers from the crowd. If the host team is small, the majority of meet workers will be busy on the check-in desk, seeding desk, awards table, and snack bar, so volunteers may be a necessity.. In a manual timing system, it is Pacific Masters policy that the meet host provide 3 timers per lane. Fully automatic timing requires only one hand held watch as backup for non-championship meets. Championship meets are expected to have 2 timers per lane for backup buttons and watches.

At the conclusion of the meet the referee should fill out the “Officials Evaluation” sheet and give it to the Meet director. The meet director sends one copy to the Officials Coordinator of Pacific Masters

Appendix I: Typical Meet Volunteer Positions and Their Job Descriptions

Officials – See appendix on officials

Set up crew – Sets up facility for meet including shade structures for timers and officials, chairs for timers, & table(s) for check in desk.

Hospitality – Delivers beverages, snacks, and lunches to volunteers on a regular schedule. May be responsible for acquiring beverages and/or food supplies.

Announcer – Someone comfortable with public speaking who announces key meet information: entry and check in deadlines, current heat and swimmers, etc. See appendix on announcer guidelines for further information.

Runners – Move meet paperwork from check in desk to computer operations, from computer operations to timers, deck officials, timing system operator & announcer before events, from timers, deck officials, & timing system operator to computer operations after events, post heat and lane assignments, and post results.

Marshalls – Responsible for maintaining safety during warm up and in warm up area during competition.

Check in Desk – Helps swimmers with check in process, takes entries & fees when deck entries are available, creates check down list when check in closes for an event.

Relay card crew – Receives and distributes relay entries. Maintains tab for teams at larger meets. May be combined with check in desk at non-championship meets.

Timers – Responsible for taking watch time and hitting button on finish for each swimmer. Two per lane plus one alternative,

Head timer – Starts two watches at beginning of each race. Monitors timers on his/her course to ensure they are paying attention and fulfilling responsibilities.

Take down/Cleanup crew – Takes down shade structures, puts away tables and chairs, returns facility to condition in which it was found.

Appendix J: Announcer Guidelines

Before The Meet

Test the public address system to make certain it can be heard throughout the pool area, in the locker rooms, and in any place where the swimmers will gather during the meet.

Be certain you know how to use the equipment; have someone in the pool area listen while you use the system. Most systems sound clearest if you speak at a conversational volume close to the microphone.

Place the announcer's table in a location where you can see the meet, and know when to withhold all announcements when the swimmers are preparing to start a race.

Plan breaks with someone who can do the announcing while you are relaxing. Someone should always be in the announcer's chair to receive messages and requests for announcements.

The announcer should understand the safety plan for the meet, so if an emergency arises, the correct announcements can be made quickly. The safety announcements to be made during the warm-up are described below.

Gather the following materials before the meet starts: paper weights; paper and pen; refreshments; tape, and paper clips; the Meet Information Sheet; a copy of the Pacific Masters, and USMS records; a list of the teams that are entered, so you can use the full name of the team, rather than the abbreviation; seedings of upcoming heats as they become available.

Arrange for protection from the elements.

Before The First Event

1. During the warm-up, announce repeatedly that diving is permitted only in the designated lane(s) and that swimmers must enter the pool feet first in a cautious manner during warm-ups.
2. Inform swimmers of the location of the check-in desk, and remind them to check-in.
3. Inform swimmers of the location of card pickup.
4. Assemble the timers when the Head Timer is ready to instruct them.

During The Meet

1. Make safety announcements as required.
2. Help keep the meet moving by announcing the status of the meet: "Event __ , Heat __ the men's/women's 100 yard freestyle, is now in the water. There are __ heats in this event. Heats __ and __ of this event should be behind the timers chairs. "
3. Announcing the names of the swimmers in the water during a race is customary; but it should not be done if it will delay the meet.
4. Inform people of event closings, and changes in the meet (such as the combining of heats).
5. Anticipate announcements that will need to be made so the meet is not delayed.
6. Announce record-breaking swims, and other exceptional performances.
7. When giving directions in the pool area, use guides that people can easily see; avoid references to compass directions.
8. *Avoid personal jokes and references.*

Closing the Meet

1. Announce results, awards, and congratulations.
2. Ask for help in cleaning up.
3. Thank everyone for his or her participation, especially the officials.

Appendix L: Instructions for Timers

A laminated copy of these instructions should be placed on every clipboard used by timers. Timers rotate in and out during the meet at random times. These instructions will help familiarize new timers with their responsibilities.

Duties of Timers

Timers are among the most important meet personnel. It is your responsibility to ensure each swimmer's performance is accurately represented by his/her time. Before the first event take a few moments to familiarize yourself with your watch. Make sure you know how to start, stop, and clear it. If you are confused by any of these operations, ask another lane timer or the head timer for assistance.

For each race, ask the name of the swimmer and validate it is the name on the timer sheet. If a swimmer is not present for his/her event, write NS in the spot where you would normally record the time. If the event is a relay, ask the relay team if the names and their order on the card accurately represent how the team will swim. If not, ask a member of the team to make appropriate corrections.

Pay close attention when swimmers mount the blocks. After the starter says, "Take your mark" watch the strobe and start your watch when it flashes. You should use the strobe flash rather than the starting sound to start your watch. If for some reason you miss the start, call the head timer and ask for a back-up watch.

Make sure you know the number of laps for each event. It is your responsibility to keep track of the number of laps swum. For longer races you may be provided a counting sheet. You should keep track yourself and not use the swimmers counter when they are present. As the swimmer is near completion the race, stand up and position yourself where you can see the swimmer touch the wall. When any part of the swimmer touches the wall or extends past it, stop your watch and push the timing system button. Record your time on the timer's sheet. If for some reason you did not get a time, DO NOT record the time from the scoreboard.

Get ready for the next race. Things can move quickly, particularly when short events are being swum.

Appendix M: Meet paperwork and Top 10 & records requirements

Retain the Consolidated Entry Forms for two years in the event of litigation.

Be sure the computer operator sends the full meet electronic results (pdf of results in gender, age group, event order, full database back and HY3 file) to meetresults @pacificmasters.org. Send the event results, timing sheets, referee's sheets, timers' sheets, one paper copy of results, and any record applications (completed, signed and with all backup material) to the Pacific Masters Swimming Office within two weeks. Do not send the Consolidated Entry forms. You keep those for your files.

Pacific Masters encourages the use of Hy Tek for computerizing its events. Hy Tek will flag records and print out record applications and many of the back up documents. See Section 7 for the necessary documentation.

Top Ten/Records Guidelines

A sanctioned meet assumes certain responsibilities on the part of the meet host. One of the primary responsibilities is to be sure that all the requirements are met for the times swum to be recognized as official and eligible for top ten and record consideration. These include the minimum standard of officials and timers, correct results and reporting, and signed, approved record applications and back up documents.

Hy-Tek will flag new records and generate record applications which must be approved and signed by the meet referee. These record applications must be accompanied by a copy of the event results, the referee's sheet for the event that shows the swimmer's heat and lane, the Colorado or Omega timing sheet for the swimmer's heat, and the lane timers' sheet for the event. Please indicate at the top of the application the type of record – World, USMS, or Pacific Masters. All records should be submitted together, separate from the event results. Any pages from the back up results that need to be included with the record application, should be copied, attached to the record application, and replaced in the results paper work. Get a CD from the computer operator with your meet's results, including the Colorado timing sheets, so that we have a backup In case we need it.

If automatic timing equipment is being used, you must provide a backup watch time (or more, depending on the type of equipment being used). Check with your timing equipment operator to assess the backup capabilities of the system. This will help you decide how many backup watches you may want as additional backup in case of equipment failure.

Keep all automatic timing systems printouts. These should be clearly labeled as to Event and Heat number, and packaged with the rest of the meet paperwork you'll mail to the Pacific Masters Office, within two weeks.

Be sure the Head Timer has several extra watches so any malfunctioning watches can be replaced. Pacific Masters has a full supply of stopwatches. The watches can be reserved at no cost by calling the Equipment Chair and making arrangements to get them and return them.

Split Notification Sheets

Keep all Split Notification Sheets in a separate folder and attach a copy of the Colorado timing sheet to each split Notification Sheet. Split times will be listed as separate categories in the electronic results.

Appendix M: Meet paperwork and Top 10 & records requirements

WHAT HAS BEEN UPDATED

Version: 200228 Released 02/28/2020

Changed Section Appendix D Bonus Calculation

Previous policy

BONUS CALCULATION

**Maximum of \$500.00 may be awarded. Award determined by evaluation score. Example:
92 points would earn reward of \$460.00. (.92 X \$500.00=\$460.00)**