

SPMS Meet Administrator Guidelines

Purpose:

The purpose of this document is to provide a supplemental guide for meet administrators that takes information from multiple resources and provides it in a single document. If you have any suggestions for this document, please send them to SPMS Registrar Dan Wegner registrar@spma.net.

This guideline does not supersede any of the following documents:

- USMS Rule Book - <http://www.usms.org/rules/>
- USMS Policy Manual - <http://www.usms.org/admin/lmschb/>,
<http://www.usms.org/admin/lmschb/policymanual.pdf>
- SPMS Bylaws - <http://www.spma.net/bylaws.php>,
http://www.spma.net/bylaws/SPMS_ByLaws_201108.pdf
- SPMS Policies and Procedures - <http://www.spma.net/bylaws.php>,
http://www.spma.net/bylaws/SPMS_Policies_Procedures_201107.pdf
- SPMS Post Meet Procedure List - Robert Mitchell

Committee Resources - <http://www.spma.net/directors.php>

- SPMS Vice Chair and Meet Sanctioning Mark Moore
- SPMS Officials Chair Robert Mitchell
- SPMS Registrar Dan Wegner
- SPMS Webmaster Dan Wegner
- SPMS Top Ten Recorder Mary Beth
- SPMS Meet Coordinator/Quartermaster/Meet Awards Trisha Commons

Before Meet

Request RE1 file – contact SPMS Registrar for RE1 file. This can be done at any time, but it is best to do it as close to the event date so that any last minute registrations are included in RE1 file.

Request Meet Entries File - contact meet host for meet entries file(s). This must be done after online registrations close. This can also be done prior to registrations closing to estimate timelines.

Request Meet Registration Exceptions file - contact meet host for any exceptions. This can be done at any time, but it is best to do it as close to the event date so that any last minute registration changes are included in the file.

Pool Measurement Forms – be sure the pool has a valid “all lanes” measurement on file with one of: SPMS Vice Chair, SPMS Top Ten Recorder, USMS or USA Swimming.

Sanctioning

USA Swimming meet double sanctioned for USMS (run under USA Swimming rules)

Contact the SPMS sanction officer (Mark Moore) for a USMS sanction.

All USMS swimmers must sign a release form (from USMS) prior to competition in a double sanctioned meet run under USA Swimming rules.

Contact Mary Beth Windrath at SPMS (Top 10 recorder) for special details, WR and USMS records.

If the meet was conducted under USA Swimming rules, then you retain the paperwork as per USA Swimming requirements, but must scan and email or snail mail results to USMS as Mary Beth specifies. You must also include the completed release forms that the Masters swimmers filled out prior to competition.

USMS meet double sanctioned for USA Swimming (run under USMS rules)

Contact Southern California Swimming at 1-805-682-0135 or

office@socalswim.org

USA Swimming does not require a release form from USMS prior to competition in a double sanctioned meet run under USMS rules.

Results requirements

Send HTML and SDIF (or *.cl2) files to the SCS tabulator, Judi Divan, at divanj@cox.net

Also send meet program marked with USA Swimming DQ's by the USA-swimming certified referee.

Release forms required by USMS in order for a Master's swimmer to compete in USA Swimming meets

http://www.usms.org/admin/lmschb/gto_sanctions_declaration_of_intent.pdf

Each Masters swimmer must complete the form prior to competition in the meet.

Copies of these forms must be provided to the meet director and forwarded by the meet administrator after the meet to the SPMS Top 10 recorder, Mary Beth Windrath

Entries

Registration check against the USMS membership database

Contact the SPMS Registrar and you will be provided with an RE1 file.

Club Assistant registrations are pre-verified (except for those in the exception report)

Club Assistant exception report

Contact Karin@ClubAssistant.com for a password. Log in. Download file.

Mixed relay definition for USMS

A mixed relay for a Masters meet is 2 men + 2 women

Meet Set-Up

Age-up date determination for a meet

SCY – Age of the date of the last day of the meet

SCM/LCM – Age as of December 31st

Age group determination for a relay for different courses

SCY – 18+, 25+, 35+, 45+, 55+, 65+, 75+, 85+ etc.

SCM/LCM – 72-99, 100-119, 120-159, 160-199, 200-239, 240-279, 280-319, 320-359, 360-399, etc.

Past Records

USMS records

The USMS National Records for individuals and relays are available at:

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

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

These are in Hy-tek format and can be directly imported into the meet records.

FINA records

The FINA individual and relay Masters World records are available at:

http://www.fina.org/H2O/index.php?option=com_wrapper&view=wrapper&Itemid=226

These are in Hy-tek format and can be directly imported into the meet records.

Day of Meet

Swim Meet Entry Forms

The SPMS Meet Coordinator/Quartermaster/Meet Awards should bring the following forms:

Yellow entry cards – SPMS Consolidated Entry Card

http://www.spma.net/consolidated_entry_card.pdf

USMS Membership Registration Forms

<https://www.clubassistant.com/club/USMS.cfm?l=33>

USMS Club Transfer forms

<http://www.spma.net/registration/spmaclubtransfer.pdf>

USMS relay form

http://www.usms.org/admin/lmschb/gto_rectab_relay_card.pdf

The USMS Meet Results Database is located at the following:

<http://www.usms.org/comp/meets/>

USMS Swimmer Membership Registration

A swimmer can register online for USMS Membership at the following location:

<https://www.clubassistant.com/club/USMS.cfm?l=33>

USMS paper registration forms

Although online registration is preferred, a swimmer can print a copy of the registration form at:

<http://www.spma.net/registration/regform.pdf>

If registration is completed at the meet, the meet administrator should mail the registration form and fee to the SPMS registrar at the conclusion of the meet.

USMS Club Transfer forms

The club transfer form is available at:

<http://www.spma.net/registration/spmaclubtransfer.pdf>

If a swimmer changes affiliation at the meet, the meet administrator should mail this completed form and the fee to the SPMS registrar.

USMS registration verification or retrieve a copy of their card

Swimmers can look up their USMS registration number at

https://www.clubassistant.com/club/forgot_usms_number.cfm

Swimmers can get a copy of their USMS Membership card at

https://www.clubassistant.com/club/usms_member_card_request.cfm

Less Common Swim Meet Forms

Leadoffs and splits form for during the meet:

http://www.usms.org/admin/lmschb/gto_rectab_split_request.pdf

WR/USMS record request form

http://www.usms.org/admin/lmschb/gto_rectab_record_application.pdf

Contact Mary Beth Windrath at SPMS (Top 10 recorder)

USMS Report of Occurrence form to report an injury during a meet

The report of occurrence form is available at:

https://www.clubassistant.com/club/usms_member_card_request.cfm

The meet administrator must mail, fax or email the form immediately as listed on the bottom of the form, and should retain a copy of the form.

Registration Exceptions - Any swimmers listed on the meet registration exceptions must show a membership card or have their registration information changed back to the USMS official registration information. Note: Swimmers may "Unattach" at any time.

Pool Measurement forms – if the pool has a bulkhead for the course(s), it will need to be measured both before and after the session(s), otherwise times will be valid for neither Top Ten nor Records.

International Swimmers – must show membership card or affiliation document

To set up (in Hy-tek) requested splits and leadoffs for USMS swims

In Hy-tek, create a separate session called "Requested Splits".

Create events for the "Requested Split" session (often numbered 100, 101, etc. or 200, 201, etc.) in the normal manner, except, under "Stroke", you want to add Note: Split (or Split Request).

Event type should be Standard (vs. Time Trial or Swimoff)

During the Run of the meet, the splits can sometimes be pulled in from the original race or else manually entered.

After Meet

Registration / Registrar

Send SPMS Registrar everything regarding registration including new registrations, transfers, payments and any registration issues that came up at the meet. Do not send cash.

Results for Website

Send SPMS Webmaster meet results files (PDF/Word/HTML) for posting on the website.

Results for Top Ten Recorder

Send SPMS Top Ten Recorder the Meet Manager Backup file or SD3 file.

Meet Referee name

Admin Referee name

Record information emailed (Recorder lets ref know what swims are records):

Timing system printouts

Timer sheets showing watch times

If a bulkhead was used, include the pool measurement form(s)

After record information has been emailed and confirmed, mail all hard copy documentation, excluding registration info, but including all else from the meet via trackable shipping.

The SPMS post meet procedure list is available from SPMS Meet Operations Chair Robert Mitchell