

2012 SOUTHERN PACIFIC MASTERS SWIMMING INFORMATION FOR MEET HOSTS

General Information

- SPMS and Meet Hosts each have responsibilities that must be fulfilled to ensure a legal, safe, and successful meet.

The enclosed sample agreement lists these responsibilities:

- USMS rules require that all pool lengths must be certified using a laser or steel measuring tape. If your host facility has a moveable bulkhead, the competition course(s) must be measured following each day's session. In addition, it is recommended that bulkhead facilities be measured prior to competition. SPMS owns a laser for the use of meet directors.
- USMS rules stipulate that the meet referee must be certified as a referee, starter, or stroke and turn judge by USA-S, YMCA, or any other USMS-approved certifying body.
- SPMS policy requires that safety marshals monitor all warm-up periods during Masters meets. Meet Directors are responsible for designating the safety marshals. The safety marshal vests, signs, and instructions are provided by SPMS.
- The meet sanction includes general liability coverage for the meet host's club and any USMS-registered swimmers or volunteers assisting with a swim meet. Please note that only individuals who are registered with USMS may enter the swimming pool. Children of competitors, sponsors, or others cannot be allowed to enter the pool.
- If electronic timing is used at the meet, a minimum of one backup watch per lane is required. SPMS has watches available. If additional watches are needed, please request the number needed from the meet liaison at least three weeks before the meet.
- If only watches are being used at the meet, at least two watches per lane are required. Three watches are required to certify USMS or World Records. Meet hosts should be prepared for this possibility.

Financial Information

The recommended SPMS fee policy for a one-day meet is as follows:

- \$25.00 per swimmer flat fee for ONLINE REGISTRATION (preferred).
 - \$25.00 per swimmer flat fee for PAPER/MAILED ENTRIES per-event entry fee.
 - \$35.00 per swimmer flat fee for DECK ENTRIES.
- (Fees for relays are subject to the meet host's approval and can range from \$3.00 to \$10.00 per relay)

Marketing

- SPMS will advertise your meet on the Calendar page in the *SPMS* newsletter, on the website (www.SPMA.net), in emails to members, and also on the USMS website.
- Your organization may bid for a "recurring meet date." This allows you to plan ahead for a meet in two successive years.

2012 SPMS Pool Bid Application/Agreement

Our Organization _____ would like to bid for a Southern Pacific Masters Swimming meet at _____ (pool name and address).

Date(s) (1st choice) _____ or (2nd choice) _____

Competition Pool Description:

Length ____ 25 Yard ____ 25 Meter ____ 50 Meter ____ other (please specify) _____

Number of lanes for competition: ____ Width of lanes: _____

Pool depth - starting end: _____ Pool depth - turning end: _____

Warm-up area Description:

Number of lanes available: _____ or Dimensions of warm-up area: _____

Type of meet:

____ Regular Meet (normal SPMS rotation) _____ SPMS Championship

____ Special order of events (e.g., sprints only, relays only). Please specify: _____

Proposed Fees: ____ Standard ____ Other (please specify) _____

Proposed Special Awards (if any) _____

Type of electronic timing: (name of system): _____

Manual: number of watches per lane: _____ (1 per lane required; 2 per lane recommended, 3 per lane to certify record swims)

Proposed software for meet management: ____ Hy-Tek *Meet Manager* Other (specify) _____.

On Line Registration meet management ____ *Club Assistant* ____ Other (specify) _____

Signed _____ Name (please print) _____

Position _____

Address _____

Phone (evening/weekends): _____ (day) _____ e-mail _____

SPMS POOL MEET AGREEMENT

(to be signed after the meet has been awarded and assigned a date)

MEET HOST RESPONSIBILITIES

I. Essential Items

As hosts of an SPMS Masters meet you will provide:

- a. A completed USMS pool sanction application and appropriate fee payable to SPMA.
- b. A completed **USMS Pool Length Certification Form** (if not already on file). If the competition course has a moveable bulkhead, the two outside lanes and a middle lane must be confirmed at the conclusion of each session.
- c. An approved SPMS Administrative Referee shall be responsible to the referee for the supervision of the entry and registration process, Clerk of Course, timing equipment operator, and other administrative personnel.
- d. One **Referee**: The Referee may also serve as a Stroke and Turn judge but shall not perform as a Starter. The Meet Referee must be certified as a Referee, Starter, or Stroke and Turn judge by USA-S, YMCA, or any other USMS approved certifying body.
- e. One **Starter**: The Starter may also serve as a Stroke and Turn judge.
- f. Two **Stroke and Turn Judges**: At least two people shall perform these duties during competition. The meet referee and starter may also be stroke and turn judges.
- g. **Lane timer sheets** and **relay cards**.
- h. Complete **heat sheets** showing meet seeding, to include name, club, age, entered time, heat number, and lane number. All heats are to be seeded by time only; combining genders and age groups, except at Championship meets where events under 400 yds/meters may be seeded separately by gender. (For each event, all times are combined in a single rank order). All events in a meet must be seeded in the same order. SPMS policy requires that all events be seeded slowest to fastest.
- i. **Warm-up/warm-down lanes** or area during competition
- j. **Announcer**.
- k. **Clerk of Course**
- l. **Safety Marshals**
- m. **Posting** of heat sheets and results during the progress of the competition
- n. Accurate **results** and a backup copy of the Hy-tek database, or an sd3 or cl2 format data file of the results.
- o. **Awards** distribution
- p. Entry form information to the Sanction Chair and the Newsletter Editor no later than the deadline provided by the Newsletter Editor.
- q. Verification that all entrants are registered with USMS or appropriate national governing body for foreign swimmers. SPMS's Registrar will provide the supporting information.

SPMS Meet Coordinator if requested by the host may provide any of the following duties at no additional fee to the host. (lifeguard, deck marshal, clerk of course, and awards desk) Notification must be made prior to the meet so necessary arrangements can be scheduled.

II. Timing Arrangements

Please refer to the USMS Rule Book for the rules that apply regarding timing: Articles 103.11 (Timers), 103.12

(Timing Equipment), 103.13 (Official Time), and 103.13.3 (timing requirements to establish records). A minimum of two timers per lane is required if manual watches are to be used.

If electronic timing is used, officials must note on the timing device printout when a malfunction occurs and secondary or back-up times are used. The host agrees to the timing arrangements entered on the bid application form.

III. Meet Results

Within 14 days of the completion of the meet, the host organization will turn over the following to the SPMS Top Ten/Records/

Results Recorder:

- a. LANE TIMER SHEETS and RELAY CARDS for all events
- b. All swimmers' ENTRY FORMS
- c. All TIMING TAPES or printouts, if the meet is electronically timed
- d. HEAT SHEET as swum for all events.
- g. An electronic copy of the meet results. This may be in the form of the Hy-tek backup file or an sd3 or cl2 data file.
- i. Name and certification level of the Meet Referee.

IV. SPMS Pre-Meet Responsibilities

- a. SPMS will provide a laser for use in certifying pool length.
- b. SPMS will contact the Meet Host regarding the order of events for the entry form.
- c. The SPMS Sanction chair will work with the Meet Host to produce the meet entry form.
- d. SPMS will print a 1/2-page meet entry information in *the SPMA Newsletter* if the meet host submits the necessary information prior to the newsletter deadline.
- e. SPMS will provide No Diving signs, Safety Marshals vests, blank consolidated entry cards, and a copy of current USMS Rule Book. Additional items such as stop watches, lap counters, and clipboards are available to the host if requested prior to the meet at no additional fee.
- f. SPMS will provide first, second and third place awards for the host at a predetermined fee.
- g. SPMS Registrar will aid the Meet Host in verifying that swimmers are registered with USMS.

V. SPMS Post-Meet Responsibilities

- a. The meet results will be posted on the SPMS website, www.spma.net, and entered into the USMS Results Database
- b. Record applications will be submitted within the time required by USMS, provide the meet host complies with Section IV above.

VI. Guidelines for Warm-Up/Warm-Down

To ensure the safety of all swimmers during warm-up and warm-down periods, we ask that you read and practice the following suggestions:

Competition Pool(s)

1. During the first 30 minutes of the warm-up period all lanes should be used for general swimming. After the first 30 minutes, one or more lanes may be designated as sprint lanes. In sprint lanes, swimmers swim in one direction only down the center of the lane. A dive off the blocks or a backstroke start is permitted only in the sprint lanes. Swimmers should leave the sprint lane when they reach the end of the pool.
2. All other lanes are for continuous swimming in a circle pattern, with swimmers staying as close to the right side of the lane as is practical. Swimmers should be considerate of others, by swimming in a speed-appropriate lane and allowing other swimmers space at the walls to turn. Lanes should be designated slow, medium, and fast. No dives, backstroke starts, or jumping entry is permitted in these lanes at any time during warm-ups. "No Diving" signs must be posted on the blocks for these lanes.
3. At no time during warm-up shall swimmers be permitted to enter any lane by jumping into the water from the sides or ends of the pool. Swimmers must enter the pool feet first in a cautious manner. Diving is permitted only from the blocks in the designated sprint lanes. (USMS Rule Book Article 102.4.2)
4. At the referee's discretion, swimmers may be disqualified from competition for diving into the pool during warm-up.
5. No hand paddles are allowed. Kickboards and pull buoys may be permitted.
6. Swimmers are requested to leave the pool when they have finished their warm-up to provide other swimmers an opportunity for adequate warm-up.
7. SPMS recommends that you have:
 - a. Safety Marshals at the end of the pool to monitor and enforce these safety guidelines. (Article 103.15)
 - b. Announcer to facilitate the conduct of the warm-ups under the direction the meet official and announce lane assignments for each swimmer prior to the start of each race.
 - c. A qualified lifeguard on duty throughout the warm-up period.

VII. Warm-Up/Warm-Down during Competition

1. The same safety regulations as stated above are enforced, except there need not be a sprint lane. However, if space permits, one sprint lane may be available and marked appropriately.2. If there is no other warm-up/warm-down area available in pools of five lanes or more, one lane must be set aside for warm-up/warm-down during the conduct of the meet. If there is no other warm-up/warm down area available in pools of four or fewer lanes, swimmers may 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 (Article 102.4.1).
3. Swimmers must enter the pool feet first in a cautious and controlled manner. Diving shall be permitted only in the designated lanes (Article 102.4.2).

SPMS POOL MEET AGREEMENT

SIGNED AGREEMENT

As host, we agree to conduct a SPMS Masters meet in conformance with USMS Rules and Regulations.

As Meet Hosts we agree to fulfill all of the Meet Host Responsibilities listed in this contract. We also agree to follow all terms listed in our meet bid application. In the event that we identify problems that could lead to cancellation, we will contact the Meets Liaison.

The Meet Host will be responsible for contacting any SPMS officers regarding other options or cancellation, if necessary. We agree to seek alternate pools, and/or dates if circumstances require. We agree that after confirmation of a change or a cancellation we will notify all entrants immediately as to changes and make arrangements to notify arriving swimmers of the changes by posting notices, etc.

We agree that if we are unable to fulfill the meet agreement that we will return funds to the entrants and notify entrants, at our expense.

Host organization representative: _____

Signed _____ Date _____

Address _____

Phone/email _____

The SPMS agrees to fulfill all of the SPMS Responsibilities listed in this agreement.

SPMS Meet Operations Chair : _____

Signed _____ Date _____

This contract and/or the Meet Bid Application may be revised only by mutual consent of the Host Organization and SPMA.

Such changes will be documented in writing and appended to this agreement.