

## SPMS Open Water Event Host Guidelines

### Purpose:

The purpose of this document is to provide a supplemental guide for open water event hosts 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](mailto: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](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](http://www.spma.net/bylaws/SPMS_Policies_Procedures_201107.pdf)

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

- SPMS Vice Chair and Meet Sanctioning Mark Moore
- SPMS Open Water Chair Rebekah Olsen
- SPMS Meet Coordinator/Quartermaster/Meet Awards Trisha Commons
- SPMS Officials Chair Robert Mitchell
- SPMS Registrar Dan Wegner
- SPMS Webmaster Dan Wegner

### Before Event

Meet Sanctioning – contact SPMS Vice Chair and Meet Sanctioning for meet sanction form

Promoting your event – send meet information to SPMS Newsletter Editor. The SPMS Newsletter Editor will review the information, make corrections and forward it to the SPMS Webmaster

One-Event Registration – decide if you will be offering one-event registration for non-USMS members \$15. <http://www.usms.org/admin/lmschb/content/oevt> - Contact SPMS Registrar for more information.

Online Registration – provide an online registration and paper registration solution

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.

## Day of Event

### Registration

Verify membership card for every event registration

### Registration Table

USMS new swimmer registration forms - <http://www.spma.net/regform.php>,  
<http://www.spma.net/registration/regform.pdf>

USMS one-event swimmer registration forms (if allowing one-event registrations)  
– contact SPMS Registrar

USMS swimmer transfer forms - - <http://www.spma.net/regform.php>,  
<http://www.spma.net/registration/spmaclubtransfer.pdf>

Current and upcoming meet forms – contact SPMS Meet

### Coordinator/Quartermaster/Meet Awards

Current SPMS newsletters - <http://www.spma.net/newsletter/current.pdf>

Officials – at least one Event Official must be at event

Swim - USMS swimmers that compete with a wetsuit are not eligible for placing, points or awards.

Awards – swimmers must receive an award for the top three in each age group and gender

Points – Points are awarded to the top 8 swimmers in each age group and for each gender as follows: 9-7-6-5-4-3-2-1

## SPMS LMSC Championship and Southwest Zone Championship

Bids will be accepted each year for an open water championship event.

Only one event can be designated as the championship event.

For LMSC Championship, event must use the words “SPMS LMSC Championship” in informational materials. Name may be abbreviated to “SPMS Champ” on ribbons.

For Zone Championship, event must use the words “Southwest Zone Championship” in informational materials. Name may be abbreviated to “SW Zone Champ” on ribbons.

Club awards must be provided to the top three clubs.

### **After Event**

Send Registrar all of the following paperwork

New Member registrations

One Event Registrations – <http://www.usms.org/admin/lmschb/content/oevt>

Member Transfer forms

Payments - Do not send cash

### **Results**

Send results file to SPMS Webmaster

Send results to USMS Open Water

<http://www.usms.org/admin/lmschb/>

[http://www.usms.org/admin/lmschb/ow\\_ev\\_results\\_info.pdf](http://www.usms.org/admin/lmschb/ow_ev_results_info.pdf)

[http://www.usms.org/admin/lmschb/ow\\_ev\\_results\\_template.xls](http://www.usms.org/admin/lmschb/ow_ev_results_template.xls)

[http://www.usms.org/admin/lmschb/ow\\_ev\\_results\\_sample.xls](http://www.usms.org/admin/lmschb/ow_ev_results_sample.xls)