

# Southern Pacific Masters Swimming

## Meet Administrative Referee Guidelines

### **Purpose:**

The purpose of this document is to provide a supplemental guide for administrative referees in order to take information from multiple resources and provides it in a single document. The administrative referees are to have all the paper forms available upon request which are located on page 2 in this document.

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.spmasterswim.org/w/SPMS/bylaws/>

[http://www.spmasterswim.org/c/8B6A80C/file/documents/SPMS\\_Bylaws\\_20140821.pdf](http://www.spmasterswim.org/c/8B6A80C/file/documents/SPMS_Bylaws_20140821.pdf)

SPMS Policies and Procedures -<http://www.spmasterswim.org/w/SPMS/bylaws/>,

[http://www.spmasterswim.org/c/8B6A80C/file/documents/SPMS\\_Policies\\_Procedures\\_20140515.pdf](http://www.spmasterswim.org/c/8B6A80C/file/documents/SPMS_Policies_Procedures_20140515.pdf)

Committee Resources -<http://www.spmasterswim.org/w/SPMS/officers/>

- SPMS Vice Chair, Meet Operations/Meet Sanctioning - [vicechair@spmasterswim.org](mailto:vicechair@spmasterswim.org)
- SPMS Officials Chair - [officials@spmasterswim.org](mailto:officials@spmasterswim.org)
- SPMS Registrar - [registrar@spmasterswim.org](mailto:registrar@spmasterswim.org)
- SPMS Webmaster - [webmaster@spmasterswim.org](mailto:webmaster@spmasterswim.org)
- SPMS Top Ten Recorder - [topten@spmasterswim.org](mailto:topten@spmasterswim.org)

### **Double Sanctioning**

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

Contact the SPMS sanction officer (see above) for a USMS/USA sanction.

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

Release forms required by USMS in order for a Masters swimmer to compete in USA Swimming meets [http://www.usms.org/admin/lmschb/gto\\_sanctions\\_declaration\\_of\\_intent.pdf](http://www.usms.org/admin/lmschb/gto_sanctions_declaration_of_intent.pdf)

Contact [topten@spmasterswim.org](mailto:topten@spmasterswim.org) for special details, World and USMS records.

If the meet was conducted under USA Swimming rules, then administrative official will retain the paperwork as per USA Swimming requirements, and no penalties will apply for the performance bond. See *Administrative Referee After Meet Docs*.

(Also the *Completed Release Form* that the Masters swimmers filled out prior to competition should be included)

In addition, the meet program marked with USA Swimming DQs marked by the USA-swimming certified referee should be sent to [topten@spmasterswim.org](mailto:topten@spmasterswim.org)

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### **USMS Swimmer Membership Registration/Transfers**

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

<http://www.usms.org/reg/>

#### ***USMS Paper Registration Forms***

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

<http://www.spmasterswim.org/c/8B6A80C/file/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. Swimmers can get a copy of their USMS Membership card at:

<http://www.usms.org/reg/getcard.php>

Registration exceptions - Swimmers whose names are included on the meet registration exceptions list 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.

**International Swimmers – must show membership card or affiliation document to the administrative official.**

#### ***USMS Club Transfer Forms***

The club transfer form is available at:

<http://www.spmasterswim.org/c/8B6A80C/file/Registration/regform.pdf>

If a swimmer changes affiliation at a meet, the meet administrator should mail this completed form and the fee to the SPMS Registrar. Swimmers can look up their USMS registration number at: [https://www.clubassistant.com/club/forgot\\_usms\\_number.cfm](https://www.clubassistant.com/club/forgot_usms_number.cfm)

### **Additional Administrative Forms**

#### ***SPMS Consolidated Entry Card***

[http://www.spmasterswim.org/c/8B6A80C/file/meets/consolidated\\_entry\\_card.pdf](http://www.spmasterswim.org/c/8B6A80C/file/meets/consolidated_entry_card.pdf)

#### ***USMS Relay Forms***

[http://www.usms.org/admin/lmschb/gto\\_rectab\\_relay\\_card.pdf](http://www.usms.org/admin/lmschb/gto_rectab_relay_card.pdf)

#### ***Leadoff/Split Request Forms***

[http://www.usms.org/admin/lmschb/gto\\_rectab\\_split\\_request.pdf](http://www.usms.org/admin/lmschb/gto_rectab_split_request.pdf)

#### ***Worlds/USMS Record Request Forms***

[http://www.usms.org/admin/lmschb/gto\\_rectab\\_record\\_application.pdf](http://www.usms.org/admin/lmschb/gto_rectab_record_application.pdf)

#### ***Pool Measurement Forms:***

[http://www.usms.org/admin/lmschb/gto\\_rectab\\_pool\\_measurement.pdf](http://www.usms.org/admin/lmschb/gto_rectab_pool_measurement.pdf)

#### ***USMS Report of Occurrence Forms***

[http://www.usms.org/admin/lmschb/gto\\_ins\\_report\\_of\\_occurrence.pdf](http://www.usms.org/admin/lmschb/gto_ins_report_of_occurrence.pdf)

(The administrative referee must mail, fax or email the completed form as soon as possible according to the instructions on the bottom of the form, and should retain a copy of the form).

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### **Before the Meet (Set-Up)**

Age-up date determination for a meet

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

SCM/LCM – Age as of December 31

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.

Mixed relay definition for USMS

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

Scoring Championship Meets

Individual Events: 9, 7, 6, 5, 4, 3, 2, 1

Relay Events: 18, 14, 12, 10, 8, 6, 4, 2 (twice the points as individual events)

Registrar must send Re.1 file 2 business days prior to the meet. The administrative referee should contact [registrar@spmasterswim.org](mailto:registrar@spmasterswim.org) if they do not receive the Re.1 file.

Meet Entries File - administrative referee should contact the meet host for meet entries file(s) after online registration closes.

Meet Registration Exceptions file - administrative referee should contact [registrar@spmasterswim.org](mailto:registrar@spmasterswim.org) for any exceptions, and the individual swimmer regarding club affiliations, clubs and birthdates.

Pool Measurement Forms – the referee must validate that the “all lanes” measurement is on file with the SPMS Top Ten Recorder. Email [topten@spmasterswim.org](mailto:topten@spmasterswim.org) to validate.

### ***USMS Records***

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

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

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

These are in Hy-Tek format and must be directly imported into the meet records.

### ***FINA Records***

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

[http://www.fina.org/H2O/index.php?option=com\\_wrapper&view=wrapper&Itemid=226](http://www.fina.org/H2O/index.php?option=com_wrapper&view=wrapper&Itemid=226)

These are in Hy-Tek format and must be imported into the meet records.

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### **Day of Meet**

Correct all name exceptions in the USMS Membership comparison before the start of the meet.

To set up requested splits and lead-offs for USMS swims:

Create events for the **Requested Splits** (numbered 100, 101, etc. or 200, 201, etc.) in the normal manner, except, under “Stroke”, administrative referee will want to add Note: Split (or Split Request). Event type should be **Standard** (vs. Time Trial or Swim off). During the **Run** of the meet, the splits are entered manually.

### **After Meet**

#### **Information required from Administrative Referee by email**

Administrative Official’s name and contact information

Meet Referee’s name and contact information

Meet Officials’ name and contact information

Meet Director’s name and contact information

Copy of new registration/transfer forms

Meet Manager Backup or SD3 file

Heat sheets (seeding) report

Timing system printouts

#### **Information required from Administrative Referee by postal mail**

Timer sheets showing watch times

Printout of results per age group

If a bulkhead was used, the pool measurement form(s) before and after each day of competition must be included. (can be scanned and emailed) [Pool Measurement Form](#).

If an adjustment of time is indicated, then create the report when the adjustment is done and attached to the timing system print out.

If a record(s) was set, administrative referee must include the record application(s) printed from meet software completed with the referee’s signature, including a copy of attached corresponding timer sheet(s), and timing system(s) printout(s). Can be scanned and emailed, but include paper copy that must be mailed with meet files.

**No handwritten application will be accepted.**

Mail all hard copies and documentation, but including all aforementioned from the meet via tractable shipping.

Contact [top10ten@spmasterswim.org](mailto:top10ten@spmasterswim.org) for mailing address or for any questions/problems.

#### **Registration / Registrar**

The Administrative Referee will scan and email all registration information to the SPMS

Registrar, [registrar@spmasterswim.org](mailto:registrar@spmasterswim.org) and the top ten recorder, [top10ten@spmasterswim.org](mailto:top10ten@spmasterswim.org) which includes new registration and transfers. Hard copies and payments need to be mailed to registrar directly.