

Florida LMSC

Meet Entry Form Template

Use this Word template to create your swim meet entry form and information sheet.

NOTE: Meets that are taking ONLY online entry do not need to create the “entry form” page. All that needs to be created is the meet information sheet.

Send comments or questions to:

Florida LMSC Sanctions Chair

FLsanctions@usms.org

Updated January, 2024

MEET NAME, line 1
MEET NAME or description, line 2
Sanctioned by the Florida LMSC for USMS, Inc.

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

FACILITY: Include the name and address of the pool, the course type (SCY, LCM, SCM), the number of lanes used during the meet, the number of lanes available for warmup during the meet.

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 timer-stopped at the 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:

“The primary timing system will be automatic timing. Times from this competition will be eligible for USMS record and USMS Top 10 consideration.”

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

“The primary timing system will be automatic timing. Times from this competition will be eligible for world record, USMS record, 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 from this competition will be eligible for USMS Top 10 consideration, but not for USMS records.”
- (b) “The primary timing system will be semiautomatic timing with two buttons. Times from this competition will be eligible for USMS Top 10 consideration, but not for USMS records.”
- (c) “The primary timing system will be semiautomatic timing with one button. Times from this competition will not be eligible for USMS records or USMS Top 10 consideration.”

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 from this competition will be eligible for USMS Top 10 consideration, but not for world or USMS records.”
- (b) “The primary timing system will be semiautomatic timing with two buttons. Times from this competition will be eligible for USMS Top 10 consideration, but not for world or USMS records.”
- (c) “The primary timing system will be semiautomatic timing with one button. Times from this competition will not be eligible for world record, USMS record, or USMS Top 10 consideration.”

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 from this competition will be eligible for USMS Top 10 consideration, but not for world or USMS records.”
- (b) “The primary timing system will be manual timing with two watches. Times from this competition will be eligible for USMS Top 10 consideration, but not for world or USMS records.”

(c) “The primary timing system will be manual timing with one watch. Times from this competition will not be eligible for world record, USMS record, or USMS Top 10 consideration.”

ELIGIBILITY: Current USMS rules will govern the meet. All participants must be age 18 or older, 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.

AGE-DETERMINING DATE: ONE of the following statements must be included:

(a) For a meet held in a short-course yards (SCY) pool: “The swimmer’s age group is determined by their age on the last day of the meet.”

(b) For a meet held in a short-course meters (SCM) or long-course meters (LCM) pool: “The swimmer’s age group is determined by their age as of December 31 of the year of competition.”

ONLINE ENTRIES: Include the website address (URL) for completing an online entry. Include the deadline date for entries.

PAPER ENTRIES (if applicable): Include the deadline date for mailed paper entry forms (either a postmark-by date or a received-by date)

ENTRY FEES: Include prices and instructions for mailed checks (if applicable). Include a statement about refunds being allowed or not allowed.

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).

CHECK-IN: Include any requirements for check-in for longer events

SEEDING: Indicate whether events will be swum slowest to fastest, or fastest to slowest, or a specified combination if different events will be seeded differently. State whether “no time” (NT) entries are permissible.

SPLIT REQUESTS: Split requests may be requested in writing by the swimmer per USMS rules noted on the USMS split notification form. Times will be taken from the automatic (primary) timing system where available and will only be taken from backup (minimum of two stopwatch) times if the swimmer made arrangements for watch split times to be recorded. Split request forms must be submitted to the Meet Referee by the end of the meet, except for backstroke split request which must be submitted PRIOR to the swim. [NOTE: If the meet is going to record all relay leadoff splits, include this text: “Automatic split recording (USMS Rule 103.18.2 A & B) will be performed by the officials for relay leadoff splits, provided the split time is available from the automatic (primary) timing system.”]

SCRATCHES: Indicate if there is any penalty for scratches (this is almost never the case for a Masters meet)

RELAYS: If relays will be offered, indicate whether they can be Men’s, Women’s, Mixed (two men plus two women), or whether all three variations will be allowed. Explain how to enter them (usually on deck at the meet) and whether there is a relay entry fee.

SCORING: If the meet will be scored, describe the scoring process

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

PSYCH SHEET or HEAT SHEET: If a psych sheet or heat 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. If you have the name of the meet referee and meet admin (HyTek operator), include those, too.



PARTICIPANT WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

For and in consideration of United States Masters Swimming, Inc. ("USMS") allowing me, the undersigned, to participate in any USMS sanctioned or approved activity, including swimming camps, clinics, and exhibitions; learn-to-swim programs; swimming tryouts; fitness and training programs (including dryland training); swim practices and workouts (for both pool and open water); pool meets; open water competitions; local, regional, and national competitions and championships (both pool and open water); and/or related activities ("Event" or "Events"); I, for myself, and on behalf of my spouse, children, heirs and next of kin, and any legal and personal representatives, executors, administrators, successors, and assigns, hereby agree to and make the following contractual representations pursuant to this Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement (the "Agreement");

1. I hereby certify and represent that (i) I am in good health and in proper physical condition to participate in the Events; and (ii) I have not been advised of any medical conditions that would impair my ability to safely participate in the Events. I agree that it is my sole responsibility to determine whether I am sufficiently fit and healthy enough to participate in the Events.
2. I acknowledge the inherent risks associated with the sport of swimming. I understand that my participation involves risks and dangers, which include, without limitation, the potential for serious bodily injury, sickness and disease, permanent disability, paralysis and death (from drowning or other causes); loss of or damage to personal property and equipment; exposure to extreme conditions and circumstances; accidents involving other participants, event staff, volunteers or spectators; contact or collision with natural or manmade objects; dangers arising from adverse weather conditions; imperfect water conditions; water and surface hazards; facility issues; equipment failure; inadequate safety measures; participants of varying skill levels; situations beyond the immediate control of the Event organizers; and other undefined, not readily foreseeable and presently unknown risks and dangers ("Risks"). I understand that these Risks may be caused in whole or in part by my own actions or inactions, the actions or inactions of others participating in the Events, or the negligent acts or omissions of the Released Parties defined below, and I hereby expressly assume all such Risks and responsibility for any damages, liabilities, losses or expenses that I incur as a result of my participation in any Events.
3. I agree to be familiar with and to abide by the Rules and Regulations, including the [Code of Conduct](#) and any safety regulations established by USMS. I accept sole responsibility for my own conduct and actions while participating in the Events.
4. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19, or other viral or bacterial infection, while participating in any of the Events, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I agree that if I have a fever, cough, feel short of breath, have any other symptoms, have knowingly been exposed to a communicable disease such as COVID-19 I agree not to participate in USMS activities for a minimum of 10 days from the date the symptoms started, until the symptoms have subsided or I have been cleared by a doctor. If I test positive for COVID-19 within 10 days following participation in a USMS activity, I will notify the USMS event director, coach or club administrator immediately.
5. I hereby Release, Waive and Covenant Not to Sue, and further agree to Indemnify, Defend and Hold Harmless the following parties: USMS, its members, clubs, workout groups, event hosts, employees, and volunteers (including, but not limited to, event directors, coaches, officials, judges, timers, safety marshals, lifeguards, and support boat owners and operators); the USMS Swimming Saves Lives Foundation; USMS Local Masters Swimming Committees (LMSCs); the Event organizers and promoters, sponsors and advertisers; pool facility, lake and property owners or operators hosting the Events; law enforcement agencies and other public entities providing support for the Events; and each of their respective parent, subsidiary and affiliated companies, officers, directors, partners, shareholders, members, agents, employees, and volunteers (individually and collectively, the "Released Parties"), with respect to any liability, claim(s), demand(s), cause(s) of action, damage(s), loss or expense (including court costs and reasonable attorneys' fees) of any kind or nature ("Liability") which may arise out of, result from, or relate in any way to my participation in the Events, including claims for Liability caused in whole or in part by the negligent acts or omissions of the Released Parties.
6. I further agree that if, despite this Agreement, I, or anyone on my behalf, makes a claim for Liability against any of the Released Parties, I will indemnify, defend and hold harmless each of the Released Parties from any such Liabilities which any may be incurred as the result of such claim.

I hereby warrant that I am of legal age and competent to enter into this Agreement, that I have read this Agreement carefully, understand its terms and conditions, acknowledge that I will be giving up substantial legal rights by signing it (including the rights of my spouse, children, heirs and next of kin, and any legal and personal representatives, executors, administrators, successors, and assigns), acknowledge that I have signed this Agreement without any inducement, assurance, or guarantee, and intend for my signature to serve as confirmation of my complete and unconditional acceptance of the terms, conditions and provisions of this Agreement. This Agreement represents the complete understanding between the parties regarding these issues and no oral representations, statements, or inducements have been made apart from this Agreement. If any provision of this Agreement is held to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any remaining provisions.

Last Name	First Name	MI	Sex (circle) M F	Date of Birth (mm/dd/yyyy)
Street Address, City, State, Zip				
Signature of Participant			Date Signed	