

# Instructions for Recognized Masters Meets

Florida LMSC (Local Masters Swimming Committee), [www.floridalmssc.org](http://www.floridalmssc.org)

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Email: [FLsanctions@usms.org](mailto:FLsanctions@usms.org)

A USMS-recognized meet is one in which the participants do not all have to be members of USMS (U.S. Masters Swimming), but the swim times for those who are members can be submitted for USMS Top 10 rankings and national records. The recognition is granted by the regional governing body, the Florida LMSC, on behalf of USMS. Meets that are granted a USMS recognition are required to follow certain USMS rules, which are outlined in Part 2, Article 202.2, of the USMS rule book. The USMS rule book may be viewed online at this link: [www.usms.org/rules/](http://www.usms.org/rules/).

This document explains how to collect the proper data during the meet to submit to the Florida LMSC after the meet is held.

## Designated Observer

The Florida LMSC will designate a USMS member to be the designated observer for the meet. The observer will observe how the meet is run to verify that it is run per USMS rules. The observer fills out and submits a report after the meet to the Florida LMSC Top 10 Recorder. The report can be found on Page 1 of this link: [http://www.floridalmssc.org/wp/wp-content/uploads/fl\\_lmssc\\_observer\\_report.pdf](http://www.floridalmssc.org/wp/wp-content/uploads/fl_lmssc_observer_report.pdf) and also at the end of this document.

## Sign-in sheet for USMS members

The Florida LMSC designated observer will bring copies of the sign-in sheet and ask the USMS members in attendance to sign in. These sheets are used to help identify the USMS members who participate in the meet. The designated observer will submit the sign-in sheets to the Florida LMSC Top 10 Recorder. The sign-in sheets can be found on Page 2 of this link: [http://www.floridalmssc.org/wp/wp-content/uploads/fl\\_lmssc\\_observer\\_report.pdf](http://www.floridalmssc.org/wp/wp-content/uploads/fl_lmssc_observer_report.pdf) and also at the end of this document.

## Pool Measurements

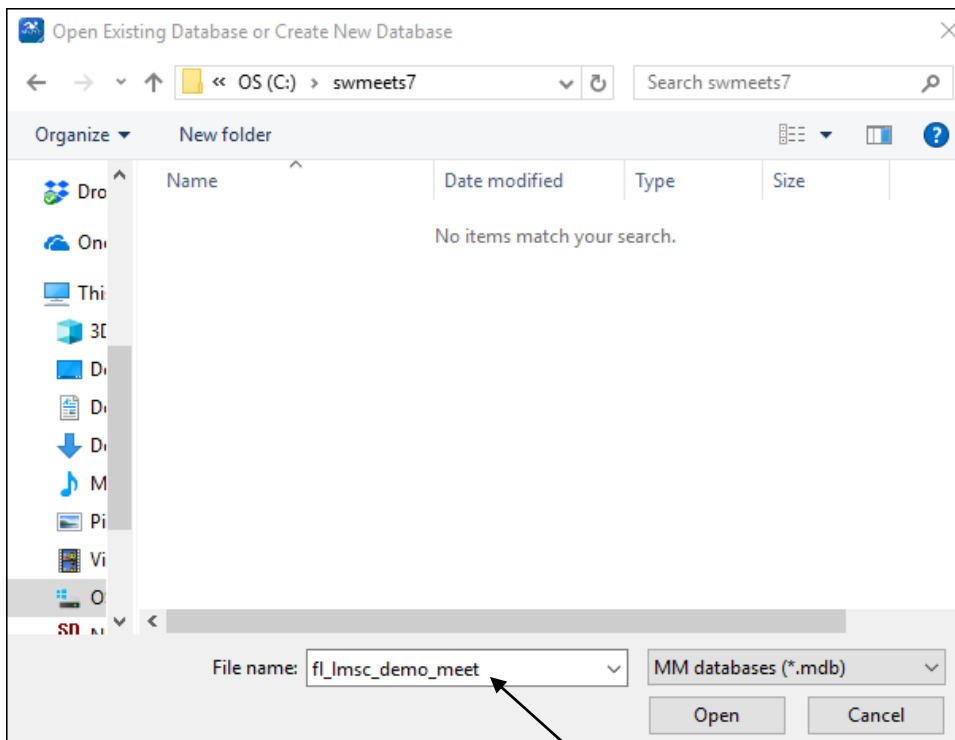
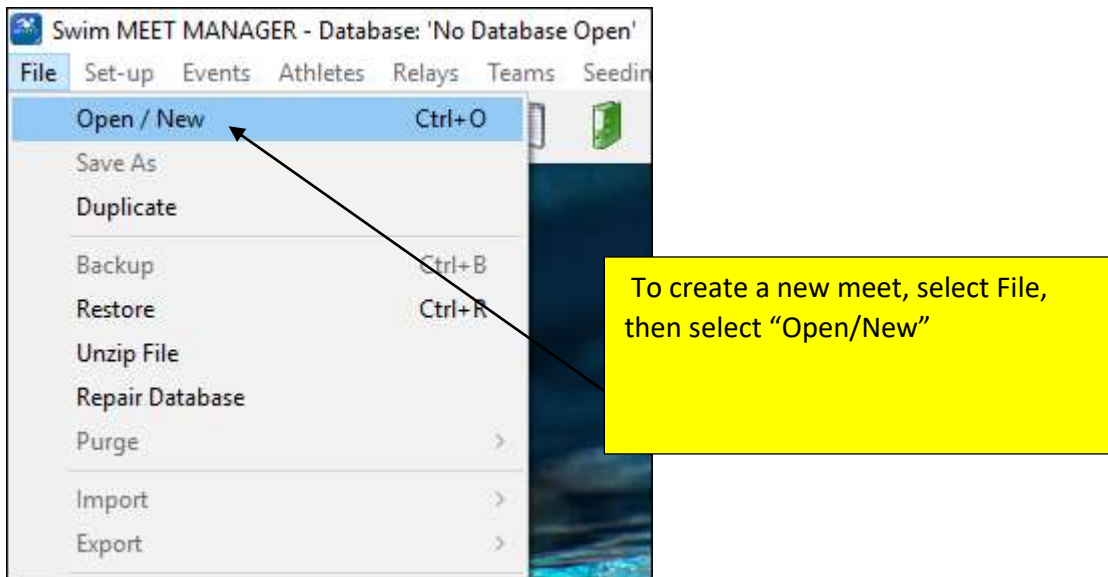
If the racing course has fixed (concrete) walls, a USMS recognition will only be granted if the pool measurements are on file with USMS. No measurements have to be done at the meet for a fixed-wall pool. The current list of measured pools may be viewed at this link: <http://www.usms.org/%7Erectabs/poollengthdb.xlsx>

**If the racing course contains a moveable bulkhead at one or both ends**, the course must be measured BEFORE the meet begins, and again at the conclusion of EACH session of the meet. See Articles 105.1.6 and 105.1.7 of the USMS rule book. Measurements must be done with either a steel surveyor's tape, or a laser measuring device, per the instructions on the pool measurement form. The form may be found at: [http://www.usms.org/admin/lmschb/gto\\_rectab\\_pool\\_measurement.pdf](http://www.usms.org/admin/lmschb/gto_rectab_pool_measurement.pdf).

## Setting up a Masters Meet in Hy-Tek's Meet Manager Software

There are several settings that you must choose when setting up a Masters meet in the Hy-Tek Meet Manager software. These settings ensure that the swimmer IDs follow the Masters format, and that the swimmer ages are calculated correctly.

To create a new meet, start at the main menu.



Set up the meet in Meet Manager per the illustration below:

**Meet Set-up**

\* Meet Name : Florida LMSC demo meet  
\* Facility Name : Florida Swim Center  
Address :  
Address :  
\* City : Sarasota  
\* State / Province : FL \* Postal Code : 34233  
\* Country : USA Sanction # :  
Start Date : 04/01/18 End Date : 04/02/18  
**Age-Up Date : 04/01/18**  
Entry Open Date : 02/09/18 Entry Deadline : 03/24/18

**Meet Type**  
 Standard  
- Divisions -  
 By Event  
 By Team  
 By Entry  
 Flighted  
 Time Standards  
 Div by Time Std

**Meet Style**  
 Standard  
 2 Team Dual  
 3+ Team Dbl Dual

**ID Format**  
 USAS - USA Swimming  
 SNZ - Swimming New Zealand  
 SSA - Swimming South Africa  
 AUS - Australian Swimming  
 BS - British Swimming  
 BCSSA - Canadian League  
 **USMS - US Masters**  
 Other  
**\* Host LMSC : FL**

**Class**  
 Age Group  
 Senior / Open  
 High School  
 College  
 YMCA  
 **Masters**  
 Disabled

**Timers Connected to this Computer**  
 One timer  Two timers  
Timer 1 Name : Pool 1  
Timer 2 Name : Pool 2

**\* Course**  
 LC Meters  
 SC Meters  
 **Yards**

**DQ Codes**  
USA-S DQ Codes Nov 2013

**Time Adjustment Method**  
 **FINA rules**  
 USA Swimming rules prior to 1 May 2016

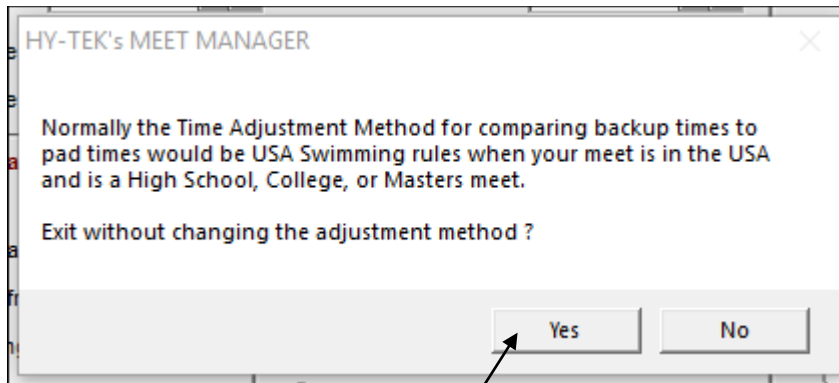
Base Country : USA  
Altitude in Feet :  
Default Touch Pads at both ends :

Age-Up Athletes OK Cancel Re-Convert Entries

Enter the correct **age-up date**:  
• December 31 for SCM or LCM  
• The last day of the meet for SCY

Time Adjustment Method  
MUST be set to "FINA rules"

When you click “OK” to save the meet setup, you may receive this message:



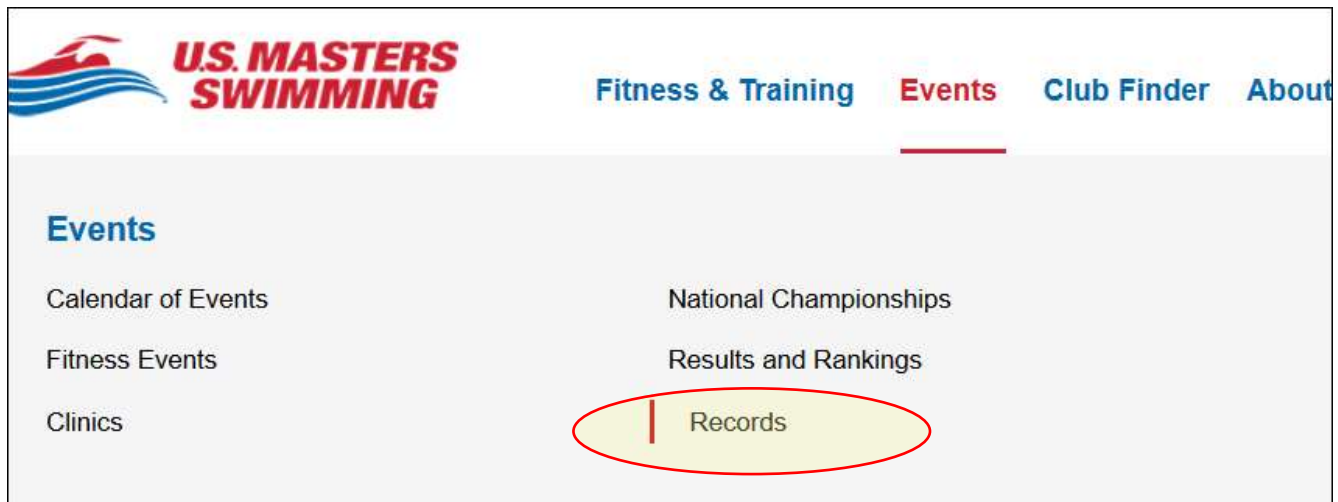
Select “Yes” for this question. USA Swimming rules are NOT used for Masters time adjustments and the setting should be set to “FINA rules.”

## Importing National USMS Records into the Meet Manager Database

Another responsibility of a meet host is to submit any potential national USMS records that are set during the meet. The Meet Manager software can flag potential national records if you have imported the current national records into the meet database.

To find the current national records file for importing, follow these steps.

- 1) Go to [usms.org](http://usms.org) and navigate to “Events & Results” >> then under the “Pool” category, select “Records”





### Individual Records

- By Age Group
- By Event
- By Swimmer

### Relay Records

- By Age Group
- By Event
- By Swimmer
- By Club

### Download Records

- View/Save to File
- Export to Hy-Tek Meet Manager

Under the "Download Records" heading, click on "Export to Hy-Tek Meet Manager"

On the resulting page, instructions for how to download and install the USMS national record file are displayed:

[Home](#) ► [Events & Results](#) ► [USMS National Records](#) ► [Export to Hy-Tek Meet Manager](#)

## USMS National Records

If you are running a meet using [Hy-Tek's Meet Manager](#), you can download the USMS National Records as of the latest published USMS Rule Book directly into Meet Manager so that record-breaking times are flagged automatically in the results. Just follow the steps below to import the records into Meet Manager:

1. [Download a zip file](#) containing the records for the course(s) you desire effective the date of your meet (or the current date if your meet has not been held yet).
2. Open the zip file and extract the files in the zip file to your local disk. If your version of Meet Manager is installed in the default install directory, we suggest extracting these files to the c:/Hy-Sport/SwMM3 or c:/Hy-Sport/SwMM4 directory, depending on the version of Meet Manager you have installed. Note that you will likely be prompted for confirmation to overwrite the existing files in that directory.
3. Open Meet Manager and open your meet file for the meet you will be running.
4. Open the Events Window (from the MM main menu bar) and click on Records.
5. If the lower rows of records (titled "Order, Tag Name, and Flag") have only one row filled in as "01, Edit Me", select this row and click Edit Tag. Change the Tag Name to NATL and the Flag to N (to have new national records flagged with an 'N' in your results).
6. Select the NATL records Tag Name and make sure the desired course is selected (SC Yards, SC Meters, or LC Meters) and click the Import button.
7. In the pop-up window, navigate to the directory where you extracted the files from the downloaded zip file. In the file list, you should see two files named INAT.course and RNAT.course, where course is the course type (SCY, SCM, or LCM).
8. Select the INAT.course file and click Open. The Individual records will be imported into your database. Repeat the import steps for the RNAT.course file to import the Relay records.

Please submit all record documentation along with a completed [Record Submission Form](#) for all swims that are flagged in your meet results as record-breaking swims.

Follow the instructions on the above page to download the records files and then import them into your Meet Manager meet.

## USMS Rules for Recognized Meets

USMS Rule Book: <http://www.usms.org/rules/>  
Part 1: <http://www.usms.org/rules/part1.pdf>  
Part 2: <http://www.usms.org/rules/part2.pdf>

See Article 202.2 in the USMS rule book. Conduct of a recognized meet shall conform to relevant USMS swimming rules and administrative regulations, including but not limited to the following:

- 1) Article 101 (Starts, Strokes and Relays) or Article 107 (Swimmers with a Disability)
- 2) Article 102.12.1 (Swimwear Restrictions)
- 3) Article 103.18.4 (Timing Resolution)
- 4) Articles 103.18.1, 103.18.3, 103.18.5 through 103.18.8, and 103.18.10 (Official Time)
- 5) Articles 105.1, 105.2.1, 105.2.2A, 105.3.2, 105.3.7A, and 105.3.9 (Records and Top 10 Times)
- 6) Articles 106.2.1, 106.2.3A, 106.3, 106.11.1, 106.11.2, and 106.14 (Minimum Standards for Facilities)
- 7) Relay leadoff splits that conform to Articles 103.18.1 and 105.2.2A will be considered for events listed in Article 102.5. USMS membership is not required for the other members of the relay team and the relay event itself need not conform to Article 102.5.

## Submitting National Record Documentation

If a potential national record is set at the meet, fill out the USMS record application and gather the appropriate paperwork:

**Filled-out application (signed by the meet referee):** Meet Manager contains an electronic version of this application, which may be used. The paper version can be found at this link:  
[http://www.usms.org/admin/lmschb/gto\\_rectab\\_record\\_application.pdf](http://www.usms.org/admin/lmschb/gto_rectab_record_application.pdf)

**Meet results:** You will be submitting the electronic meet results file to the Florida LMSC Top 10 recorder per instructions later in this document.

**Timing system printout:** Submit a copy of the printout for the potential record-breaking swim, showing the heat and lane.

**Heat sheet:** Showing that event's heat and lane assignments.

**Backup timer sheet or card:** Showing backup times for the potential-record swim.

## Submitting Meet Results Files and Documentation to the Florida LMSC Top 10 recorder

After the meet, submit the following to the Florida LMSC Top 10 Recorder. Electronic files are preferred.

- Full electronic backup file (Meet Manager backup; starts with Swmmxxx )
- Results export file from Meet Manager (starts with MeetResultsxxx)
- Pool measurement form (if course contained a bulkhead)
- National record applications, signed by meet referee, with:
  - Applicable timing system printouts
  - Applicable heat sheets showing lane assignments
  - Applicable backup timer sheets

Submit electronic results files or scanned documents to: [FLtopten@usms.org](mailto:FLtopten@usms.org)

Submit paper forms to:

Anna Lea Matysek  
Florida LMSC Top 10 Recorder  
3689 Aster Dr  
Sarasota, FL 34233

NOTE: All meet paperwork, including all timing system printouts and backup timer sheets or cards, must be retained for two years after the meet. If storage is an issue, you may send it to the above address for storage.





## Florida LMSC Observer Report

for meets issued a USMS recognition number by the Florida LMSC

Meet Name:	
Meet Date:	
Florida LMSC Observer Name:	
Observer's contact info (email, phone):	

As the Florida LMSC Observer for this meet, you are confirming that the competition conformed to the relevant USMS rules and administrative regulations, including but not limited to the Articles listed in USMS rule book **Article 202.2.1.E**. The USMS rule book may be accessed at <http://www.usms.org/rules/>. Be familiar with Part 1 and Part 2.

Things to observe include:

- A warm-up/warm-down lane was available during the meet (*Article 102.4.1*)
- The USMS Rule Book was accessible at the event, either on an electronic device or via paper copy. The electronic version is available at <http://www.usms.org/rules/>.
- USMS rules were followed for proper starts, swim strokes, and turns (Articles 101 & 107)
- At least two officials were on deck (*Articles 103.2 & 103.3*)
- If the primary timing system was manual (stopwatches), at least two watches per lane were used and recorded (*Articles 103.18.7 thru 103.18.10*)
- If the racing course contained a moveable bulkhead at one or both ends, the course was measured before the meet began and after the meet (*Articles 105.1.6 & 105.1.7*) per the instructions on the pool measurement form. The form may be found at: [http://www.usms.org/admin/lmschb/gto\\_rectab\\_pool\\_measurement.pdf](http://www.usms.org/admin/lmschb/gto_rectab_pool_measurement.pdf).

Please elaborate on any significant problems or issues with officials, the facility, the timing equipment, or other aspects of the meet (use another page if necessary):

**Observer's statement:** Per my observation, this swim meet followed all applicable USMS rules except as noted above.

**Observer's Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

SCAN AND EMAIL this form to the Florida Top 10 Recorder, [FLtopten@usms.org](mailto:FLtopten@usms.org)

or MAIL to:

Anna Lea Matysek, 3689 Aster Drive, Sarasota, FL 34233

## Florida LMSC Sign-In Sheet

for meets issued a USMS recognition number by the Florida LMSC



## ATTENTION: MASTERS SWIMMERS!

To help ensure that your times are properly recorded for the USMS meet results and Top 10 database, please sign in below.

Print name	Age	Birthdate	USMS Number	Do you wish for your USMS club affiliation to be Unattached at this meet for the USMS database?

Use multiple pages if necessary.  
 SCAN AND EMAIL this form to the Florida Top 10 Recorder, [FLtop10@usms.org](mailto:FLtop10@usms.org),  
 or mail to: Anna Lea Matysek, 3689 Aster Drive, Sarasota, FL 34233