

# Instructions for Data Documentation for Sanctioned Masters Meets

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

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

A USMS-sanctioned meet is one in which all of the participants must be currently-registered members of USMS (U.S. Masters Swimming). Times from a sanctioned meet can be submitted for USMS Top 10 rankings, national records, and FINA world records. The sanction is granted by the regional governing body, the Florida LMSC, on behalf of USMS. Meets that are granted a USMS sanction are required to follow USMS rules. 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.

## Pool Measurements

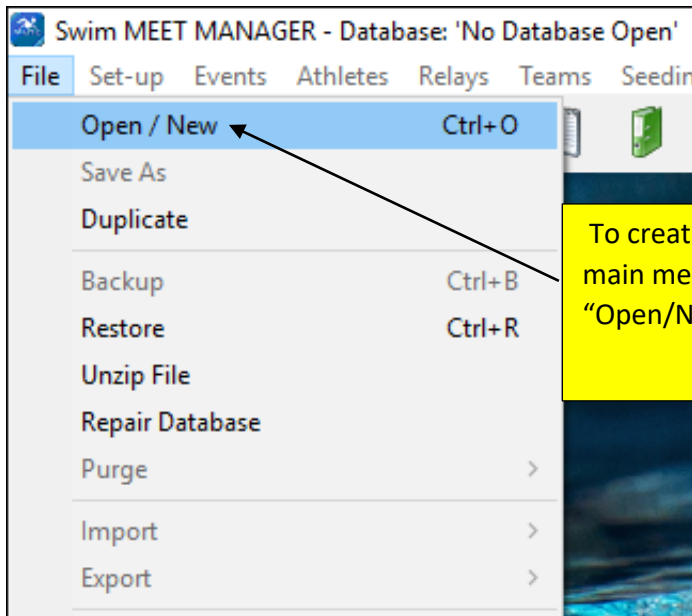
If the racing course has fixed (concrete) walls, a USMS sanction will only be granted if the pool measurements are on file with USMS. No measurements have to be done at the meet for a fixed-wall pool. The current list of measured pools may be viewed at this link: <http://www.usms.org/%7Erectabs/poollengthdb.xlsx>

**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).

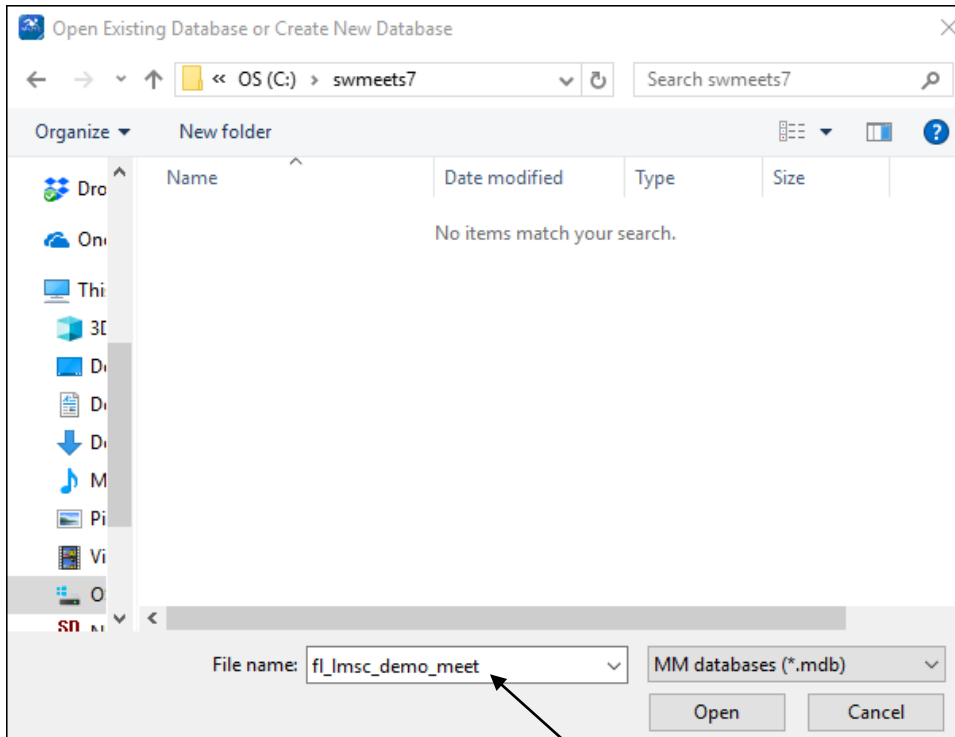
## Setting up a Masters Meet in Hy-Tek's Meet Manager Software

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.

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To create a new meet, start at the main menu. Select File, then select "Open/New"



In this example the name of the meet is "fl\_lmsc\_demo\_meet"

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

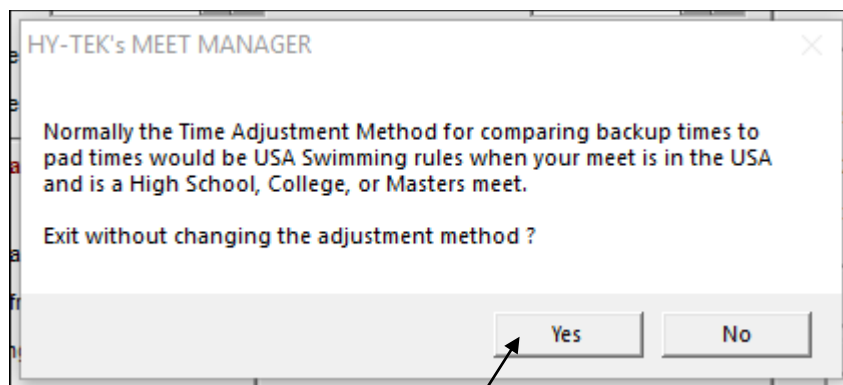
Base Country : USA  
Altitude in Feet :  
Default Touch Pads at both ends :

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."

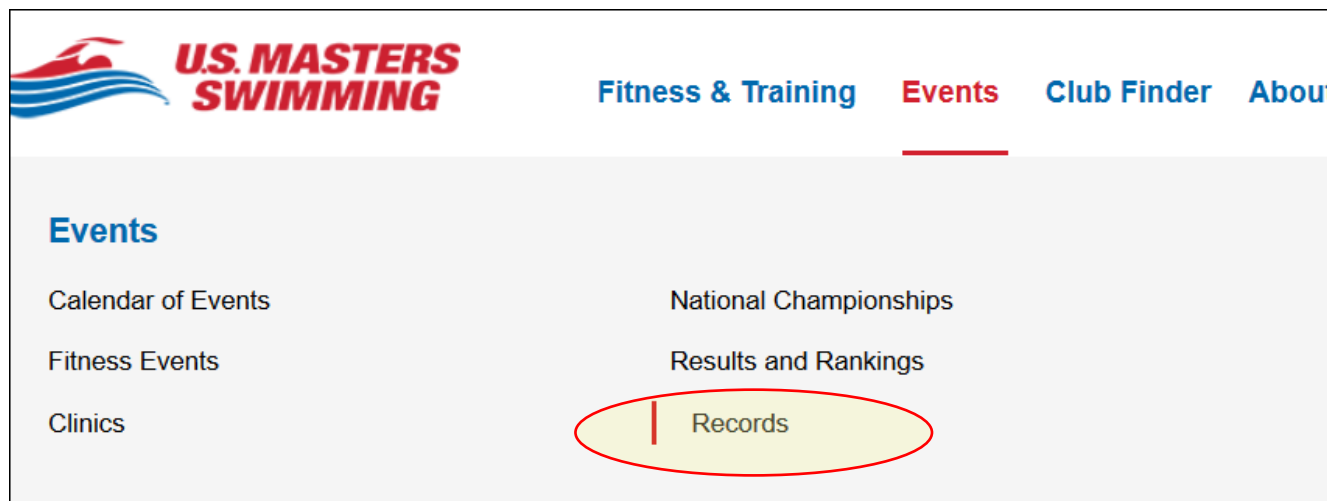
## Importing National USMS Records into the Meet Manager Database

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](https://www.usms.org) and navigate to "Events" >> "Records" then select "Pool USMS Records"

URL is: <https://www.usms.org/events/usms-records>





Click on "Pool USMS Records" (URL is: <https://www.usms.org/events/usms-records/pool-usms-records>)

Individual Records	Relay Records	Download Records
<ul style="list-style-type: none"><li>• By Age Group</li><li>• By Event</li><li>• By Swimmer</li></ul>	<ul style="list-style-type: none"><li>• By Age Group</li><li>• By Event</li><li>• By Swimmer</li><li>• By Club</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">View/Save to File</a></li><li>• <a href="#">Export to Hy-Tek Meet Manager</a></li></ul>

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

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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.

## Split Requests

### Butterfly, Breaststroke, and Freestyle Split Requests

- Swimmer fills out split request form
- Head Referee signs split request form by the end of the meet
- Computer operator enters it into Meet Manager as a separate event (usually with an Event Number greater than 100, NOT marked as a Time Trial)

### Backstroke Split Requests

- Swimmer fills out split request form
- Form must be GIVEN TO and SIGNED by the Head Referee BEFORE the start of the EVENT (this is because a legal backstroke split requires that the swimmer touch on his/her back)
- Computer operator enters it into Meet Manager as a separate event (usually with an Event Number greater than 100, NOT marked as a Time Trial)

## 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)
- **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. All documents will be retained for a minimum of two years.

Document	Time Frame
<ul style="list-style-type: none"> <li>• Heat Sheet showing lane assignments</li> <li>• Pool Measurement Form (if course contains a bulkhead)</li> <li>• Full Hy-Tek/Meet Manager backup file (starts with Swmmxxx)</li> <li>• Results Export file ( Hy-Tek/MM results for USMS upload; starts with MeetResultsxxx)</li> <li>• PDF results (2-column, Publication Order)</li> </ul>	Email within 48 hours of meet end to FLTopTen@usms.org
All National Record applications, SIGNED BY meet referee (printed from Hy-Tek/MM), with: <ul style="list-style-type: none"> <li>• Applicable timing system printouts</li> <li>• Applicable backup timer sheets</li> <li>• Relay card, if any</li> <li>• Applicable heat sheet showing lane assignments</li> </ul>	Within 10 days of meet end (may be scanned and emailed, OR picked up by a designated swimmer to be delivered to the LMSC Top 10 Recorder, OR shipped via mail)
Full meet paperwork, including: <ul style="list-style-type: none"> <li>• All timing system printouts or tapes, by event, attached to printed results</li> <li>• All timer recorder sheets</li> <li>• All relay cards (if any)</li> <li>• All DQ slips</li> <li>• All split request forms</li> </ul>	Within 10 days of meet end (may be scanned and emailed, OR picked up by a designated swimmer to be delivered to the LMSC Top 10 Recorder, OR shipped via mail)

### Submit paper documents to:

Anna Lea Matysek (email: FLTopTen@usms.org)

Florida LMSC Top 10 Recorder

3689 Aster Drive, Sarasota, FL 34233