

Instructions for USMS-Sanctioned Masters Meets

Florida LMSC (Local Masters Swimming Committee), www.floridalmssc.org

Email: FLsanctions@usms.org

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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/.

In the expectation of a well-run event, the Florida LMSC pays **the cost of the USMS event sanction or recognition fee** (\$50 for sanctioned meets, \$100 for recognized meets, \$100 for open water) and **a portion of the open water insurance fee** (half of the \$5.00 per participant insurance fee) for event hosts. Upon completion of a successful event, the LMSC will also **reimburse the event host** \$5.00 per entrant if an online entry system was used to take entries for a sanctioned (not recognized) event.

Contact the Florida LMSC Sanctions Chair at FLsanctions@usms.org for any questions not covered in this document.

Resources

[Florida LMSC website – Meet Directors page](#)

[USMS Event Management page](#) (“Running a Meet”)

[USMS Rule Book](#)

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Rules

A copy of the current USMS Rule Book is required to be available (either a hard copy or electronic copy) for the officials at a USMS-sanctioned meet. Below are links to the pertinent sections of the Rule Book. The meet director should read and be familiar with these rules.

Rule Book page: <https://www.usms.org/volunteer-central/us-masters-swimming-rule-book>

Part 1: [Swimming Rules](#)

Part 2: [Administrative Regulations of Competition](#)

Appendix B: [Information for Meet Directors and Officials](#)

Participant Membership Requirements

All entrants in a USMS-sanctioned meet **must be current members of U.S. Masters Swimming**. A USMS-sanctioned meet receives insurance coverage (Participant Accident and General Liability) provided that ALL participants are USMS members. A sanctioned meet that allows non-USMS members to participate may lose its insurance coverage. A meet director is required to verify the memberships of all entrants in one of two ways:

- By taking entries through an online system, such as [Club Assistant](#), that queries and verifies USMS memberships at the time of meet entry, or
- By manually verifying memberships using the online USMS Membership Lists lookup function (<https://www.usms.org/reg/members/>) or by viewing a copy of the entrant's current USMS membership card.

The Florida LMSC sanctions chair can provide more information about online entry for Masters meets. Unlike most USA Swimming meets, the swimmers in a Masters meet enter and pay for themselves (as opposed to a team's coach entering their swimmers into the meet).

Meet Information Sheet (and Entry Form for Paper Entries)

USMS has many requirements for information that must be included in the published meet information. **Use the [Florida Meet Entry Form template](#) to create the meet information sheet.** It's best to create it, and email the draft of the meet information, to the Florida LMSC sanctions chair before applying for the sanction.

Meet entrants are required to agree to the current USMS Liability Waiver during the meet entry process. An online entry vendor approved by USMS (such as Club Assistant) has the waiver built into the online entry process. For other online entry programs, or manual (paper) entries, the current USMS liability waiver must be signed by each entrant at the meet. The current liability waiver can be found on the [USMS Event Management page](#) ("Running a Meet").

Officials

Per USMS Article 103, the minimum officials at a USMS-sanctioned meet are a referee, a starter, and two stroke and turn judges. (The referee and starter may double as stroke and turn judges, but the Florida LMSC

does NOT recommend this.) The meet referee must be certified by a USMS-approved certifying body (either USMS, USA Swimming, NCAA, NFHS [high school], or YMCA). Only limited exceptions may be made; contact the Florida LMSC sanctions chair for details.

USMS maintains a list of USMS-certified officials on the [Officials page](#). Contact your local USA Swimming clubs to find officials certified by USA Swimming, or contact the Florida LSC for assistance.

A meet director **must have a meet referee lined up** before a sanction for the meet will be granted.

Facility - Pool Measurements

If the racing course has fixed (concrete) walls, results from a USMS-sanctioned meet can only count for USMS Top 10 rankings and records if the pool measurements are on file with USMS, or if the pool can be measured and the measurements submitted to the LMSC sanctions chair before applying for a meet sanction. If a pool has not been measured or has been measured but is not long enough to meet requirements, the meet may be sanctioned but a statement must be included in the meet information that times from the meet will not count toward USMS Top 10 rankings or records.

The current list of measured pools may be viewed at this link:

<http://www.usms.org/%7Erectabs/poollengthdb.xlsx>

There are additional requirements if the racing course contains a moveable bulkhead at one or both ends. If that is the case, the initial pool measurements must be on file with USMS. **Then, in addition**, 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.

If the pool was measured for USA Swimming but is not in the USMS measured pools list, but a copy of the previous measurements can be obtained (from the facility or from the USA Swimming LSC), please send those measurements to the Florida LMSC sanctions chair (FLsanctions@usms.org) for submission to USMS.

Applying for the Sanction

Before applying for the sanction, make sure to have:

- The meet name and date
- Verify that the pool is in the USMS measured pools list; have the pool name and address
- The meet information sheet (and entry form if a paper form will be used)
- The meet referee's name, email address, and phone
- The URL (web link) for the online meet entry system, if one will be used
- If possible, the name and email address of the person who will run the HyTek meet computer

Apply for the sanction at: <https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/pool-meet-management/sanction-application-process>

Timers

Meets that use automatic timing (a system with touchpads) must have a minimum of one human lane timer, with a stopwatch, per lane. Two lane timers are preferred, with both watch times recorded. This is because if the primary and secondary timing systems fail, a USMS record can still count if two manual watch times were recorded as the tertiary timing system. See Articles 102 and 103 in the Rule Book for more information.

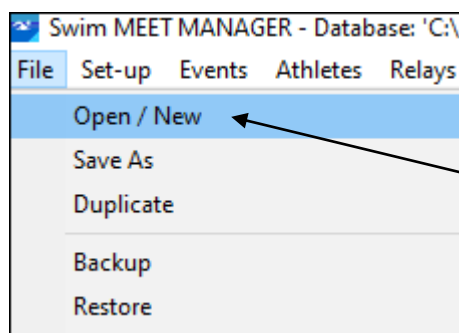
Insurance Coverage

In connection with **USMS-sanctioned events** and approved activities, USMS provides Participant Accident, General Liability, and Excess Liability coverage for the protection and benefit of its LMSCs, registered members, member clubs, club chapters, workout groups, member coaches, event hosts, employees, and volunteers.

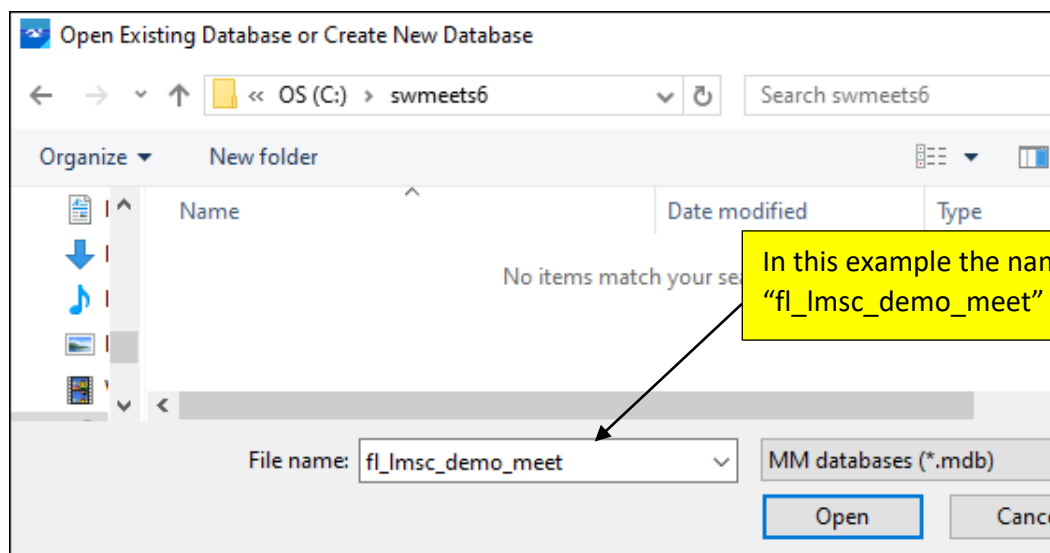
Information is available on the USMS [Insurance page](#) on the website. That page contains an [Incident Report Form](#), which must be completed and submitted to USMS for any injuries or accidents that occur at a sanctioned meet.

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. Select File, then select "Open/New"



In this example the name of the meet is "fl_lmsc_demo_meet"

Set up the meet in HyTek's Meet Manager per the illustration:

The screenshot shows the 'Meet Set-up' window in HyTek Meet Manager. The form is divided into several sections:

- Meet Information:** * Meet Name: 2019 Test Meet; * Facility Name: Big Swimming Pool; Address: (empty); * City: Tampa; * State / Province: FL; * Postal Code: 33445; * Country: USA; Sanction #: (empty); Start Date: 11/09/19; End Date: 11/10/19; Age-Up Date: 11/10/19 (circled in red); Entry Open Date: 08/14/19; Entry Deadline: 11/07/19.
- 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 (circled in red); Other; * Host LMSC: FL (circled in red).
- Class:** Age Group; Senior / Open; High School; College; YMCA; Masters (circled in red); Para Swimming.
- 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 (circled in red).
- DQ Codes:** Custom DQ Codes (dropdown).
- Time Adjustment Method:** FINA rules (circled in red); USA Swimming rules prior to 1 May 2016.

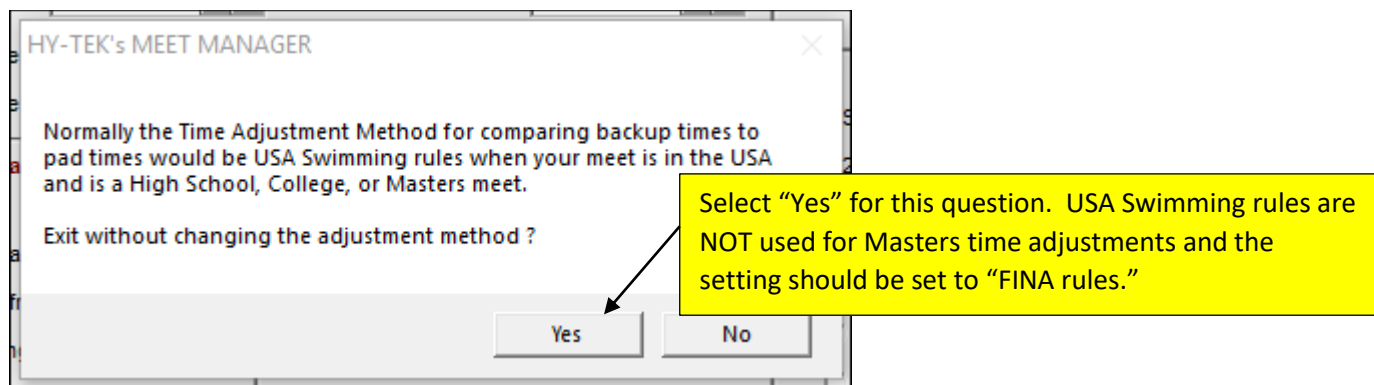
Buttons at the bottom: Age-Up Athletes, OK, Cancel, Re-Convert Entries.

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:



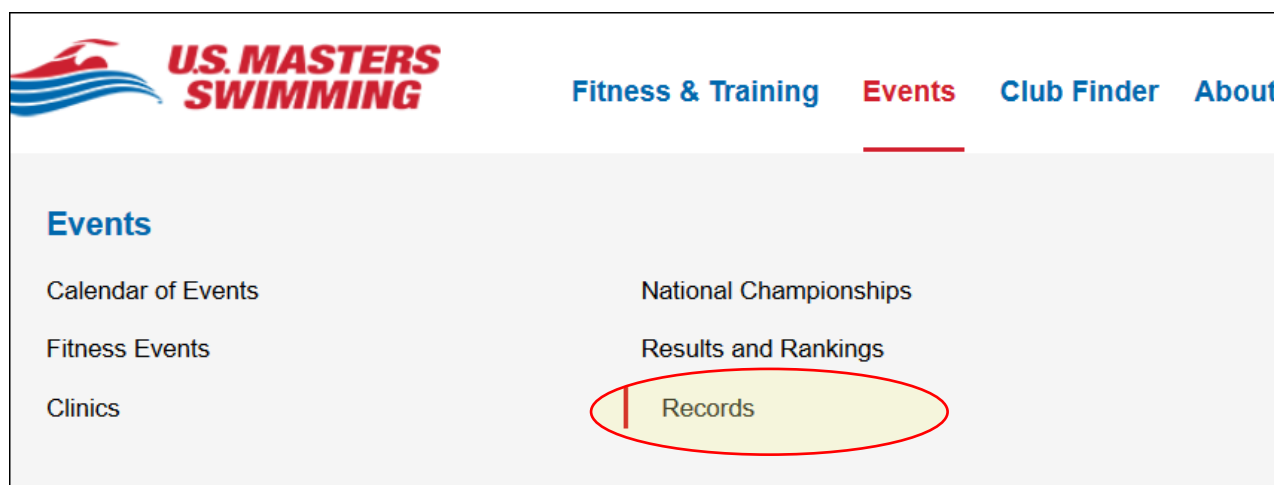
Importing National USMS Records into the HyTek Meet Manager Database

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">• By Age Group• By Event• By Swimmer	<ul style="list-style-type: none">• By Age Group• By Event• By Swimmer• By Club	<ul style="list-style-type: none">• 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. Follow the instructions to download the records files and then import them into your Meet Manager meet.

[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.

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
- **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. To avoid having to ship the documentation, it will usually be possible for the Top 10 Recorder to arrange for a swimmer attending the event to pick up the documents and deliver them to the Top 10 Recorder. Otherwise, the documents must be scanned and emailed, or shipped to the Top 10 Recorder. The Florida LMSC will store the documents for a minimum of two years.

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

Terms and Conditions

The failure of an Event Host to follow the above requirements may result in penalties assessed by the Florida LMSC for current or future meet sanction applications, including but not limited to a requirement for the Event Host to pay the USMS sanction fee, withholding of the online entry reimbursement, the assessment of a pre-event Performance Bond for future meets, or the denial of a future meet sanction.