

# Florida Local Masters Swimming Committee (LMSC)

## Agreement for Hosts of Sanctioned and Recognized Events

[www.floridalmssc.org](http://www.floridalmssc.org)

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

The issuance of a sanction or recognition for a Masters swim meet or open water race in the Florida LMSC is contingent upon the meet host's agreement to the below policy. Agreement may be sent in the form of an email message to the Florida LMSC Sanctions Chair.

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 for event hosts. Upon completion of a successful event, the LMSC will also reimburse the event host \$3.00 per entrant if an online entry system was used to take entries for a sanctioned (not recognized) event.

### Before the event:

- The Event Host agrees to provide the name and contact information (email and phone) for the Meet Referee and the Admin Official (the person running the Hy-Tek computer at a meet or the timing system at an open water race).
- For swim meets, the Event Host agrees to set up the meet in Hy-Tek, to import the USMS national records, and to set the software to flag any new records per instructions from the Florida LMSC Sanctions Chair.

### During the event:

- The Event Host agrees to follow all USMS rules as specified on the Florida LMSC website (<https://floridalmssc.org>), the USMS website (<https://www.usms.org>), and the USMS rule book (<https://www.usms.org/volunteer-central/us-masters-swimming-rule-book>). The Florida LMSC Sanctions Chair ([FLsanctions@usms.org](mailto:FLsanctions@usms.org)) will provide guidance as necessary.

### After the event:

- The Event Host agrees to provide the following documentation to the Florida LMSC Top 10 Recorder per the below schedule. 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.

Please see the schedule on the next page for a list of items required to be sent to the Florida LMSC.

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, <b>or</b> picked up by a designated swimmer to be delivered to the LMSC Top 10 Recorder, <b>or</b> 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, <b>or</b> picked up by a designated swimmer to be delivered to the LMSC Top 10 Recorder, <b>or</b> shipped via mail)

The failure of an Event Host to follow the above requirements may result in penalties assessed by the 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.

I, the Event Host for the \_\_\_\_\_ event (name and date), agree to comply with the above Florida LMSC Agreement for Hosts of Sanctioned Events.

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

(NOTE: The above statement may be sent in an email reply to the Florida LMSC sanctions chair, [FLsanctions@usms.org](mailto:FLsanctions@usms.org), in lieu of signing this document)