



# UNION AMERICANA DE NATACION

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Dr. Julio Maglione, URU  
\* Dr. Manuel de Jesús, PUR

\* Honorary Life President

## Introduction

The purpose of this contract is to ensure UANA Pan American Championships are conducted in the best interest of those who participate; the competitors, volunteers, host committee, UANA, spectators, sponsors and the media. A well-run and safe event should move quickly, assure official times, and be enjoyable to all participants. To this end, UANA has set forth in this contract the terms necessary for the proper conduct of the event and how UANA can best be a resource in operation and promotion of the championship.

Please read this contract and Schedule A carefully. Your signature on this contract is evidence of your understanding of an agreement to these contract terms.

## Agreement of the Parties

The undersigned Host Organization (“Host”) agrees to conduct the UANA Pan American Masters Championships according to the terms of this contract and the current UANA and FINA Masters Technical rules for all disciplines contested. In exchange for Host completing the agreed upon terms, UANA shall pay to Host fees as set forth in the schedule herein.

## Dates of Event:

## Pool:

## Host Organization(s):

## Host Authorized Responsible Signatories:

### UANA Masters Technical Chairman:

Mel Goldstein  
5735 Carrollton Ave,  
Indianapolis, Indiana 46220 USA  
Phone: 317-253-8289 (day & evening), E-mail: [goldsteinmel@sbcglobal.net](mailto:goldsteinmel@sbcglobal.net)

## PROPERTY OF UANA

The Event remains the property of UANA, but will be organized with the sole financial responsibility of The \_\_\_\_\_ Federation





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## MANAGEMENT COMMITTEE

The UANA Masters Technical Swimming Committee is the management committee of the Event and has exclusive rights to decide in all matters related to the conduct of the Event

### Terms of UANA Obligations

- 1.0 UANA MASTERS TECHNICAL COMMITTEE LIAISON: UANA shall provide a UANA Masters Technical Committee Event Liaison to be available to the Host for the Event as a helpful support person to smoothly plan the championship, operate the championship, guide and problem solve during the event itself, and assist with post-event wrap up. The Meet Liaison shall be \_\_\_\_\_.
- 2.0 PRE-EVENT SITE VISIT: The Event Liaison shall make a site visit no later than two months prior to the Event.
- 3.0 MEDICAL: The UANA Masters Technical Committee shall review Host's provisions for acceptable medical coverage during competition and the day prior to competition. The Medical plan also must be submitted to Dr. James Miller, FINA Sports Medicine Committee
- 4.0 FINANCIAL: UANA shall pay Host monies according to the terms of this event contract. UANA shall pay the amount due to the Host within 60 days following receipt of the meet report prepared by the Host.
- 4.5 EVENT LIAISON: UANA shall pay for the Event Liaison reasonable and necessary expenses, including transportation, room, and meals for the pre-meet site visit and meet.
- 5.0 PROTEST COMMITTEE: UANA Masters Technical Committee present plus UANA Executive Members present.
- 6.0 EVALUATION COMMITTEE: The UANA Masters Technical Committee will provide a committee to evaluate compliance of the Host with terms of this contract.
- 7.0 PROMOTION: UANA will promote the Event through its website
- 7.5 EVENT LOGO: The Host shall develop and present an Event logo to the UANA Masters Technical Committee.
- 8.0 PROCESSING ENTRIES. The Host shall receive and process all entries. All registration entries and payment shall be on-line. The Host shall use an on-line entry and payment system provided by Club Assistant in a format that is approved in advance by the UANA Masters Technical Committee.





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9.0 ENTRY FEES. All entry fees shall be payable to the Host. Sports will not be cancelled unless there are no entries.

## Terms of Host's Obligations

10.0 HOST ORGANIZING COMMITTEE– Host organizing committee shall consist of :

Event Director (In charge of overall Event Operations)

Each Discipline Chairperson: Swimming, Synchronized Swimming, Diving, Open Water, and Water Polo

Complete contact information for all positions must be included in the bid proposal. (Name, mailing address, telephone number and email address)

**The host shall perform all of the specifications set forth in 11.0 through 54.0**

## Facilities

11.0 FACILITIES: Pool Specifications, diving boards, starting blocks, elevated seating for judges per the Current FINA Handbook and addendums that govern Masters disciplines.

12.0 WATER TEMPERATURE: Current FINA Handbook and Addendums

13.0 SHADE: There shall be adequate shade and inclement weather protection provided for outdoor pools.

14.0 DECK PREPARATION: Deck equipment shall be removed to allow free passage and unobstructed view for competitors and officials along all sides of the course.

15.0 PUBLIC ADDRESS SYSTEM: The public address system shall be audible in the pool area and seating areas, and will include English, and Spanish or Portuguese.

16.0 AUTOMATIC TIMING: Automatic timing equipment and electronic read out boards shall be provided for all courses used during competition. For two courses where possible, the electronic read out boards shall have the capability to display times for all lanes simultaneously. Event and heat numbers for all courses where possible shall be displayed at all times during the competition in locations easily visible to the participants. Electronic scoring shall be provided for all disciplines contested in the championship where possible.



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17.0 SOUND SYSTEM: to include a microphone. At least one on deck and one under water speaker. A back-up sound system needs to be available.

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18.0 LOCKER ROOM FACILITIES: An appropriate amount and accessible number of locker rooms, toilets, and hot shower facilities shall be available as presented in the meet bid.

19.0 WARM-UP FACILITY: A warm up facility shall be available in the competition pool beginning two (2) days or a minimum of one (1) day before the start of competition for each discipline.

Synchronized Swimming practice time: (1) to include music time for each club, (2) to include at least one hour prior to competition each day and continuing throughout the day.

20.0 WARM-UP PROCEDURE: Warm-ups shall be conducted according to the "Safety Guidelines and Warm-Up Procedures for FINA Masters Technical Rules" and applies to all aquatic disciplines.

21.0 CONCESSIONS: Throughout the entire championship, there shall be a food concession available supplying liquids and nourishment appropriate for competitive athletes.

## Medical

22.0 MEDICAL: There shall be appropriate medical equipment and ACLS (Advanced Cardiopulmonary Life Support) licensed personnel qualified to use the medical equipment at the meet site while competitors are using the facilities, including the days of competition and the day prior to the meet. This must include an appropriate medical transport vehicle on site.

**NOTE: COMPETITION AND WARM-UPS SHALL NOT BE ALLOWED TO PROCEED IF THIS REQUIREMENT IS NOT FULFILLED.** Medical facilities must also be clearly marked and accessible.

23.0 COORDINATOR: The meet Host shall appoint a Local Medical Coordinator. The Local Medical Coordinator shall work with the UANA Masters Technical Committee, member Dr James Miller to formulate a medical and emergency plan for the meet.

24.0 COMMUNICATION: Wi-Fi capability at the event facility, meeting locations and hotel assigned to the UANA Masters Technical Committee.





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## Officials

25.0 OFFICIALS: The Host shall appoint Federation, Regional, and or Continental Certified Officials for all disciplines contested in the championships. The list of officials for each discipline shall be approved by the UANA Masters Technical Committee. UANA Certified Officials shall be invited to officiate at their own cost.

UANA does not follow the FINA Age Retirement guideline.

26.0 RULES: The Championship shall be conducted according to the current FINA Handbook and Addendums

## Timers

27.0 TIMERS: There shall be a minimum of two timers per lane for each course, each using a back-up button and a stopwatch. There shall be extra watches started for each race by the chief timer or an alternate timer. Synchronized Swimming is to have 3 timers

## Registration

28.0 REGISTRATION: Event registration for contestants to report to upon arrival at the event venue, shall be available during hours of pool operation including warm-ups and competition.

## Heat Sheets

29.0 HEAT SHEETS: Listing the name, age, club, seed time, and heat and lane assignments shall be made available to ALL swimmers at the time of registration. The heat sheet shall include the proper format for all disciplines contested.

Water Polo, Diving, and Synchronized Swimming: draws to be done according to FINA Handbook. Printed draws to include club name and country

## Awards

30.0 AWARDS: Appropriate Awards will be provided by the event host as defined in the current FINA Handbook and Addendums and they shall be distributed in a timely and appropriate manner. The Host shall purchase all awards. Awards not picked up at the meet may, at the discretion of the Host, be mailed and shall be postmarked within two weeks after the meet ends. Additional awards ordered by the Host shall be postmarked within two weeks





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after receipt by the Host.

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## Results

31.0 MEET RESULTS: Results shall be posted at the pool in a timely and appropriate manner. Printouts of splits/results shall be made available to swimmers at the meet. All results shall be available on line.

## Meet Administration & Miscellaneous Services

32.0 COMPUTERIZATION: Host shall be required to use FINA approved software for meet seeding, results, and associated lists and labels. The Host shall be responsible for the equipment, personnel, and supplies required.

Synchronized Swimming, Water Polo, Diving, and Open Water – scoring program must be acceptable to the UANA Masters Technical Committee. The Host shall be responsible for the equipment, personnel, and supplies required.

33.0 MEET START: Competition shall begin at the scheduled time each day.

34.0 MEETINGS: Arrangements shall be made for: (1) a general meeting prior to the start of competition, and (2) a pre-meet officials and medical orientation meeting.

35.0 PRE-MEET INFORMATION: The Host shall fulfill all representations made during bidding and listed in pre-meet information, unless the Host and UANA Masters Technical Committee mutually agree upon changes. Such representations are terms and conditions of this contract as set forth in Schedule B.

36.0 ANNOUNCER: Host shall provide an announcer who is familiar with Masters competition throughout the championship meet. Announcements must also include English and Spanish or Portuguese.

37.0 UANA MASTERS TECHNICAL COMMITTEE CHAIRMAN:  
Hotel Room (single occupancy). This expense will be for a four star hotel (\*\*\*\*) accommodations. Meal expenses not to exceed \$50 per day. Local transportation will be provided for the duration of the UANA Pan American Masters Championships.





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38.0 UANA MASTERS TECHNICAL SWIMMING COMMITTEE MEMBERS:  
Room (single occupancy) for all members of the UANA Masters Technical Swimming Committee. This expense will be for a four star hotel (\*\*\*\*). Meal expenses not to exceed \$50 per day. Local transportation will be provided for their entire stay. These expenses to not exceed 60% of the duration of the UANA Pan American Masters Championships.

39.0 TRAVEL: Travel of the Masters Technical Swimming Committee members will be paid 50% by UANA, and 50% by the Host.

40.0 EVENT MERCHANDISE: Host may sell, or allow a vendor to sell, and Host may keep revenue from event merchandise such as t-shirts, hats and other apparel, and will be permitted to use the UANA logo.

41.0 FOOD AND BEVERAGE: Host may sell, or allow a vendor to sell, and Host may keep revenue from food and beverage concessions.

42.0 MEET INFORMATION PACKET: Host shall prepare a meet information packet that shall include the meet information and entry form. Host shall submit the meet information in draft form in their first language to the UANA Masters Technical Committee Chairman by July 31<sup>st</sup> of the year prior to the meet. The meet information shall include all information designated by UANA Masters Technical Committee and any additional information desired by the Host, subject to UANA Masters Technical Committee approval. Entry forms must be approved by UANA Masters Technical Committee. This information shall be published on the official UANA and Federations websites. UANA Technical Committee must approve before publication.

43.0 LIABILITY RELEASE : To be included in the Meet Information packet. The UANA suggested template shown Schedule A in the addendums may be adapted by the host.

44.0 WEBSITE INFORMATION: All official information related to the meet (all entry information that is published on the UANA Website on the Official Swimming Federations website. The Host will use the domain name of \_\_\_\_\_ provided by UANA Masters Technical Committee.

45.0 RECORD VERIFICATION: The Host shall submit appropriate national and/or world record verification(s) in accordance with Regional, National, and FINA governing bodies. All documentation used to compile results and records shall be kept by the Host for a minimum of one year after the conclusion of the meet.

46.0 ENTRANT FEE: The Host shall be entitled to receive all individual and team entry fees. All fees and meet surcharge fees will be established by the Host with the approval of UANA





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47.0 PUBLISHED FINAL RESULTS: Final meet results to be published in the appropriate format stated in the current FINA Handbook.

48.0 BUDGET: Provide a tentative budget for the event. UANA Masters Technical Committee will provide a budget template with line items.

49.0 TRANSPORTATION: Provide a shuttle from at least (4) hotels for a fee. Officials to be provided transportation for no fee.

50.0 SECURITY: Pictures on Nametags; Provide security for Pool Deck and Locker Rooms.

51.0 INSURANCE: The Host shall provide basic insurance for all participating athletes.

52.0 FINAL REPORT: A written evaluation shall be submitted to the chairman of the UANA Masters Technical Committee within 60 days of the end of competition. This report shall include: (1) a complete and detailed financial report, (2) copies of meet information, entry forms, heat sheets, draws and final results, and (3) committee reports, including a summary of activities and suggestions for improvement.

53.0 VISAS: The Host shall use its best efforts to obtain from its government a guarantee that visas will be given to all competitors and officials from any UANA Member Countries attending the Event and shall submit the guarantee to the UANA Secretary/Treasurer not less than six (6) months prior to the commencement of the Event.

## Fulfillment or Breach of Terms

54.0 FEE SCHEDULE: The Host shall pay \$20 per athlete entered in the meet to UANA. This payment must be made 30 days in advance of the meet. However, the Host shall receive from UANA \$5.00 per meet entrant upon compliance with the terms set forth in the Meet Contract.

These monies shall be paid within 60 days of receipt of the final meet report. An evaluation of Host fulfilling the requirements of this contract shall be made during and after the meet by the UANA Masters Technical Committee. Potential earnings per entrant of up to \$3.00 for compliance with the terms of the contact by the Host shall be calculated on a percentage basis as follows:





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## POTENTIAL EARNINGS PER ENTRANT

Pool Facilities *	10%
Medical Coverage *	20%
Officials	15%
Timers	15%
Registration	15%
Heat Sheets	5%
Awards	2%
Meet Results	2%
Published Final Results	4%
Meet Administration & Miscellaneous Services	12%
<b>Total</b>	<b>100%</b>

Liability: If there is a failure to comply in any area that creates a liability risk for UANA, then the full percentage amount of potential earnings for these two areas shall be deducted.

**Check to Host Payable To:** \_\_\_\_\_  
**Agreed:** \_\_\_\_\_

Meet Director	Date	Phone
_____		
Authorized Responsible Person	Date	
Phone		
Representing: _____		
Host Organization		
_____		
Authorized Responsible Person	Date	
Phone		
Representing: _____		
Host Organization		
_____		
Authorized Responsible Person	Date	
Phone		
_____		
UANA Masters Technical Committee Chair	Date	Phone
_____		





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## Schedule A Insurance Template

### Pan-American Masters Championship Liability Release

Swimmer's Name (print): \_\_\_\_\_ Cell  
phone: \_\_\_\_\_

Local Accommodations (hotel, room #, etc.): \_\_\_\_\_

Emergency Contact (name and phone number): \_\_\_\_\_

Please **initial** next to the following statements indicating that you agree to these requirements and consequences:

\_\_\_\_\_ I agree NOT to bring any form of GLASS container into the \_\_\_\_ Name and address of Facility \_\_\_\_\_, the spectator areas, locker rooms, or onto the pool deck because, if the glass breaks, the Pan-American Championships may be delayed. Swimmers are expected to inform their family and friends about this requirement.

\_\_\_\_\_ I hereby agree to follow FINA regarding warm-up/warm-down procedures. It states "Swimmers must enter the pool feet first in a cautious and controlled manner. Diving shall be permitted only in the designated lanes." My failure to observe this rule may result in a penalty, i.e. removal from the swimming venue.

\_\_\_\_\_ "I, the undersigned participant, intending to be legally bound, hereby certify that I am physically fit and have not been otherwise informed by a physician. I acknowledge that I am aware of all the risks inherent in Masters Swimming (training and competition), including possible permanent disability or death, and agree to assume all of those risks. AS A CONDITION OF MY PARTICIPATION IN THE MASTERS SWIMMING PROGRAM OR ANY ACTIVITIES INCIDENT THERETO, I HEREBY WAIVE ANY AND ALL RIGHTS TO CLAIMS FOR LOSS OR DAMAGES, INCLUDING ALL CLAIMS FOR LOSS OR DAMAGES CAUSED BY THE NEGLIGENCE, ACTIVE OR PASSIVE, OF THE FOLLOWING: UNITED STATES MASTERS SWIMMING, INC., THE LOCAL MASTERS SWIMMING COMMITTEES, THE CLUBS, HOST FACILITIES, MEET SPONSORS, MEET COMMITTEES, OR ANY INDIVIDUALS OFFICIATING AT THE MEETS OR SUPERVISING SUCH ACTIVITIES. In addition, I agree to abide by and be governed by the rules of USMS."

\_\_\_\_\_ Use of Image/Likeness: I grant permission to \_\_\_\_ Federation Name \_\_\_\_ and its affiliates to use my likeness and/or image in photographs, video, motion pictures, recordings, or any other record for legitimate purpose.

***This form must be completed prior to registering for the meet. Present this to the registration table to receive your goody bag and other materials.***

Swimmer's Signature:

Date:





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## Schedule B Host Requirements for Approved Meet Management

### Equipment Requirements

**UANA Masters Technical Committee approved software.** This software must work with any Windows based peer-to-peer network with a standard Fast Ethernet card in each computer.

**Main Computer.** This PC needs to be 500 MHz or faster with 128 MB of RAM. The Administrative Referee and the Operator use it. After check-in closes for each event, the operator will:

- 1 Do scratches
- 2 QC and check the totals
- 3 Seed the event
- 4 Get approval from the Admin Ref for the seeding and resolve any problems or "combining" opportunities.
- 5 Print the Lane/Timer sheets
- 6 Print the two versions of the Heat Sheets—one in Heat/Lane order and the other in Name order so the swimmers can easily find what heat and lane they are in.

The Meet Manager Operator will print the following reports after each event has been completed:

- 1 Double column report with results/places/points.
- 2 Results Report with splits - there should a place for swimmers to be able to go and look up their splits - maybe one for Men and one for Women.
- 3 Award labels—printed after the results have been posted for 30 minutes.
- 4 An World Records for each record ready for the referee to sign.

**Laser Printer.** You will need a pretty fast laser printer (at least 10-15 ppm) connected to the Main Computer. Do not use ink jet printers.

**Awards Computer.** You need a separate computer on the LAN for printing award labels in the





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award distribution area. You can offer Individual Meet Summary Reports for sale on that computer.

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**Internet Line.** You will need at least a dial up line and preferably broadband line to connect the main computer to the Internet so we can upload real-time results to the UANA web site.

**Pads for UANA Pan American Championships:** We recommend pads at both ends of the pool. This allows you to get 50 splits for relays and records. Two pads are required for Chase Starts and for running two-per-lane in the distance events. Please note that running two-per-lane, you will not get splits or records for splits.

**Scoreboard.** If there is one scoreboard, connect it to the main computer; if there are two, connect the second one to one of the other computers.

**Backup Buttons.** Two backup buttons are required. Three are recommended.

**Copy Machine.** A fast copy machine (with a backup) is critical.

#### **Personnel Requirements**

**Meet Entries.** One or more operators familiar with Meet Manager for: (1) Doing positive check in of each swimmer. (2) Entering relay entries into Meet Manager. (3) Printing Labels for awards.

**Runners.** You will need runners to: (1) Post heat sheets. (2) Pick up lane timing results after each event. (3) Pick up the relay cards after each heat so we can add or edit the 4 relay swimmer names. Please note that a team does not have to declare who is swimming the event until the event starts so there is a lot of keying to be done from those relay cards in order to print results right after the event completes. (4) Post individual and relay results, split times, and team scores.

#### **Supply Requirements**

**Card Stock.** Blue, pink and yellow card stock is needed for the relay cards; You need to make sure the laser printers can handle the thickness of that stock. You need to run this test way before the meet starts.

**Label Stock.** You will need 1 inch Avery or Staple label stock - 2 x 10 (20 to a page) or 3 x 10 (30 to a page) - probably 2-3 boxes.





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## SCHEDULE C Changes to Contract

No additional changes agreed to at this time.





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