

MEET GUIDELINES *for* **SWIM SERIES MEETS** *sanctioned by the* **MARYLAND LOCAL MASTERS SWIMMING** **COMMITTEE**

MARYLAND LMSC of UNITED STATES MASTERS SWIMMING
MEET GUIDELINES
MD LMSC Meet Guidelines v2.0 July 28, 2010,
Revised: August 23, 2016

This document outlines the process for planning and executing a masters swimming competition sanctioned by the Maryland Local Masters Swimming Committee. These processes and protocols are the “standards” by which the Maryland Association hopes to achieve with each sanctioned meet. This document does not address the selection of venues for swim series meets nor the bid/approval process. However, the ability for a host team to implement these processes and protocols will be a factor in those decisions. (See: Policy: Meet Host Selection)

CHANGE LOG:

DATE VERSION AUTHOR REASON FOR CHANGE

1/25/09 1.1 M. Oliphant Updated to reflect new online entry procedures
5/14/09 1.2 M. Oliphant Updated to reflect experience with 2008-
2009 Carol Chidester Swim Series meets
7/25/2010 2.0 M. Oliphant Updated to reflect experience with 2009-
2010 Carol Chidester Swim Series meets
7/25/2010 2.0 L. Hogan Appendix A: M. Oliphant added Liz
Hogan’s detailed procedure for creating the CL2 results file.
8/23/2016 R. Vaillancourt Updated to reflect current policy

I. Host Team Responsibilities -- CHECKLIST

- a) Identify a race director who will be responsible for coordinating all aspects of meet planning and operations.
- b) Setup online meet entry system (if available) and coordinate online entry process with Swim Series Chair.
- c) Create Meet Manager meet file, download online entries, seed the meet, and distribute meet programs via email to all race participants the evening before the meet.
 - Events of distance 400 or greater will usually be deck seeded. In that case, do not pre-seed these events and instead generate a “psych” sheet for those events in Meet Manager and distribute along with the Meet Program.
 - Note that swimmer email addresses are considered non-public, sensitive information. Always “bcc” (blind carbon copy) the email addresses when sending emails to multiple swimmers so as not to inadvertently reveal their addresses.
- d) Create meet-specific entry form with event listing, cutoff times for registration; if applicable, post-meet social details. Usually, this form is created on Club Assistant.

- A minimum of four (4) weeks prior to meet: Ensure link to form is placed on <http://md.usms.org>. Ensure Swim Series Chair emails to the yahoo email list for the Maryland LMSC membership and have placed on the MDLMSC web site.
- e) Secure at least 2 computers for meet registration and meet operations. Printer also required, and copier recommended. Bring one new ream of paper for printer.
- f) Set up timing system, and test as soon as the facility is available before the scheduled meet.
- g) Recruit timing system operator and HyTek Meet Manager operator.
- h) Recruit pre-meet entry operators (# dependent upon expected meet size). Standard is 2 operators and 2 computers.
- i) Recruit timers.
 - i. Get College/USA team to time: OR
 - ii. Recruit timers from host team family, friends or spectators
 - iii. Timers should be trained and ready to time by start of meet
 - iv. 2 timers per lane required. When electronic timing is used, only one timer per lane is required.
- j) Recruit volunteers for Registration table. Complete all responsibilities related to registration (see below).
- k) Complete all computer and meet operations responsibilities (see below).
- l) Ensure Swim Series Chair recruits officials per USMS requirements.
- m) Plan and execute post-meet social event (optional). Give event details to Swim Series Meet Director at least 2 weeks prior to meet date.
- n) Resolve any post-meet disputes or results challenges. Publish preliminary results report the evening of the meet (if possible). Publish final reports and database files (see below).
- o) Following the meet, do an audit/QC of meet results from reports.
 - i. Publish preliminary meet results report to race participants and the Maryland administrative list *the evening of the meet – or no later than the following morning*.
 - ii. The published results should include the meet results in publication format, the team entries/relays, and the meet program – all merged into one file and in PDF format. The Race Director must calculate preliminary Club Scores and manually insert at the end of the report (immediately following the scores calculated by Meet Manager). The Club Score methodology is posted on the Maryland website <http://mdusms.org>
 - Note: Visit <http://mdusms.org> and look at Meet Results, 2010, Swim Series Meet #4 results from AOSC as a model. The only thing missing from those results is the insertion of the Club Scoring, which would be inserted on page 13 after the Hy-Tek calculated standings.
 - iii. Preliminary results should be posted the evening of the meet (standard) or no later than the next day.
 - iv. Athletes who registered online but did not compete shall be removed from the database so as not to skew Quality Team Scoring results. The Race Director is responsible for examining the meet results and identifying no-show athletes.
 - v. Instruct race participants that they have a specific time period to review the preliminary report and challenge the results. Instruct participants to submit all questions and challenges to the Race Director.
 - vi. After final reports and databases are created (No later than 1 week following the meet), send final reports and databases to the Swim Series Meet Director.

o The Race Director must calculate final Club Scores and manually insert at the end of the report (immediately following the scores calculated by Meet Manager). Include the following text immediately preceding the Club Score results:

Club Scores: Club scoring is based on the average points per swimmer scored by each club and will be tabulated as follows: divide each club's total individual and relay points by the number of swimmers who participated in the meet for each club. A club must have at least four swimmers entered in the meet to be eligible for a score. Further details can be found at <http://mdusms.org> under "Results".

vii. Create final meet results file (in CL2 format from Hy-Tek Meet Manager).

- o Update Top 10 times database (email cl2 file to Maryland Top 10 coordinator, Sanctions Chair, and copy Swim Series Meet Director);
- o Submit to USMS results database (email cl2 file to MeetResults@usms.org) and copy Swim Series Meet Director.

II. Association Responsibilities (Responsibility of Swim Series Meet Director - SSMD)

a) Work with Race Director in advance to ensure complete understanding of responsibilities. Act as liaison for MD LMSC with the Race Director to help ensure smooth execution of meet.

b) Supply the following:

- o Watches
- o Clipboards
- o USMS Rule Book

p) Setup online meet entry system with Club Assistant

o Support Race Director in download of online entries from Club Assistant, download of email address file for registered swimmers.

q) When final databases and reports are received from Race Director,

- o Post to <http://mdusms.org> website.
- o Post Club Scores to website.

The following sections are more detailed race-day instructions for executing the primary responsibilities listed above.

III. Registration (Responsibility of Race Director)

a) Ensure registration volunteers arrive 30 minutes before WARM-UP.

b) Setup tables and signs for registration activities. Ensure large-size signs with large-size print are posted to direct swimmer traffic and cut-down on registration confusion.

c) Table 1: Coordinator table for general questions and/or to direct participants to proper line below. Provide the following blank forms:

i. USMS Registration forms for new swimmers (renewals are not permitted)

ii. Meet Entry forms for deck entries. There is a fee for deck entry. Swimmer MUST provide valid copy of USMS registration card for deck entry. It's the only way to verify that the swimmer is currently registered – and the detailed data is necessary for manual entry into Hy-Tek.

iii. For new MD registrations:

- Swimmer pays fee and affixes to registration form.

- Check that the fee is the correct amount. Check USMS Registration form and Meet Entry card for completeness and instruct athlete to go to Table 2.
- iv. Give completed registration form(s) to Maryland LMSC Registrar or other board member.
- d) Table 2: (requires computer) Deck-entry process for current Maryland USMS-registered athletes and for new athletes who have submitted paperwork and payment to Table 1:
 - i. Verify current registration on USMS card.
 - ii. Check Meet Entry form for completeness.
 - iii. If online entry was used and the meet has been pre-seeded: While athlete is waiting, manually seed swimmer in an open heat and lane. If no available heat has an open lane, create a NEW heat at the END of the existing heats. Place swimmer in a lane.
 - **NOTE: do NOT** reseed any event in Meet Manager. With online entry, heat sheets are sent out in advance and lane assignments are locked in. Deck entries must be manually seeded into an open lane only.
 - iv. Write all heat/lane assignments on Meet Entry card and hand back to swimmer.
 - v. If MDLMSC swimmer is less than 65 years of age, collect the deck entry fee. For non MDLMSC members collect the appropriate out of LMSC deck entry fee. Give fees collected to Maryland LMSC Treasurer or other board member. (Note: does not apply to NEW Maryland registrations – only for existing Maryland swimmers who are deck entering and less than 65 years of age).

IV. **Computer Operations Responsibilities** (Responsibility of Race Director)

- a) Timing system and Meet Manager operator volunteers should plan to test and verify system operability PRIOR to the warm-up time for the meet.
 - i. Meet start time must be no later than 15 minutes later than the published start time. If system problems are not resolved within 15 minutes, the Race Director shall switch to manual stopwatch mode and start the meet immediately.
 - b) Activate computers. Load registration databases and Hy-Tek “shell” files on each computer. With the use of online entry, one main computer should be sufficient to handle both deck entries and relays.
 - c) Before meet, print out 1 copy of meet program. Audit/QC the meet program and make any necessary adjustments. Reprint meet program if necessary. When program is final, print out 1 copy of timers sheets and 1 copy of meet program for copying. 7 total copies of the Meet Program are required:
 - i. Posted on the walls in 3 locations of the swimming area
 - ii. One copy given to each of the 2 officials
 - iii. One copy to the electronic timing operator
 - iv. One copy given to the Hy-Tek Meet Manager operator
- NOTE: if meet has online meet entry and meet was pre-seeded, then only the officials need the updated heat sheets. Timer sheets will be pre-printed with online entries only. Any deck entries will not be listed on heat sheets or on timer sheets. Instead, these swimmers will tell the timer that they are a deck entry, and the timer will manually record their information on their timer sheet.

V. Meet Operations (Responsibility of Race Director)

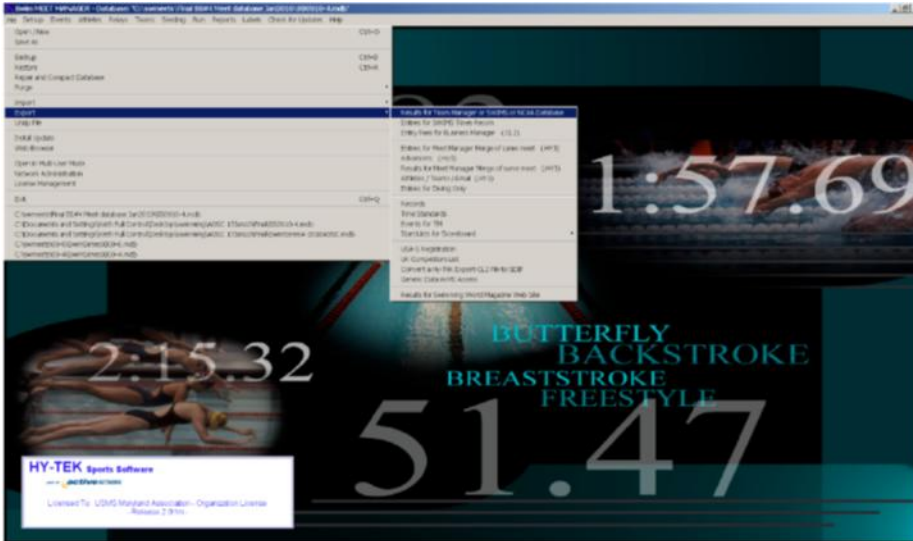
- a) Open registration at least 30 minutes prior to warm-up.
- b) Positive “check-in” shall not be required for events except for distances of 400 or greater. (Note: swimmers who enter online sign the liability waiver online and so do not need to check-in at the registration table.)
- c) Enforce cut-off times:
 - i. At warm-up start: MD NEW registrations are CLOSED.
 - ii. At warm-up start: DECK-ENTRIES ARE CLOSED. Late entries will be manually seeded as time allows and may be charged a late fee.
 - iii. 30 minutes after warm-ups start: RELAY ENTRIES ARE CLOSED. The Race Director has discretion to set different cutoff times for relays based on the placement of relays in the event list.
 - iv. Every effort shall be made to start the meet at the advertised start time. If system problems cause a delay, a 15 minute grace period shall be allowed. If, however, after 15 minutes the problems persist, the Race Director shall switch to manual stopwatch mode and start the meet immediately.
- c) Resolve conflicts during meet operations.
- d) If there is a pre-determined end time for the meet, and the anticipated meet end time is later due to a large number of entries, unanticipated delays, or other reasons, the Race Director shall call a meeting to determine the appropriate course of action. The Race Director, the highest ranking officer of the Maryland LMSC board of directors, and the Swim Series Meet Director shall review the situation and determine which event(s) will be eliminated from the schedule in order to end the meet by the designated time.
- e) Collect timer sheets, official DQ slips, completed registration lists, computer operations forms and relay cards. Retain to help resolve questions or challenges of preliminary results.
- f) At conclusion of the meet, score the meet in Hy-Tek and perform audit/QC of results in Hy-Tek Meet Manager. Generate 3 reports: Meet Results (2-column format with scores); Meet Program; and Team Rosters. Create a single PDF file with all 3 reports and email to Swim Series Meet Director the evening of the meet. See details in Section I above.
- g) Perform database backup of meet in Hy-Tek Meet Manager, and save file to USB drive. Take home with you for backup purposes.
- h) Answer questions and resolve challenges to preliminary results. Re-score meet where needed (following changes); delete swimmers who were “No Shows” so as not to negatively impact the Club Scoring. Generate final report that reflects all resolutions. See details in Section I above.
- i) Retain all forms and files for a minimum of TWO YEARS from date of meet (USMS Rule Book Appendix B Preparation for meet results).

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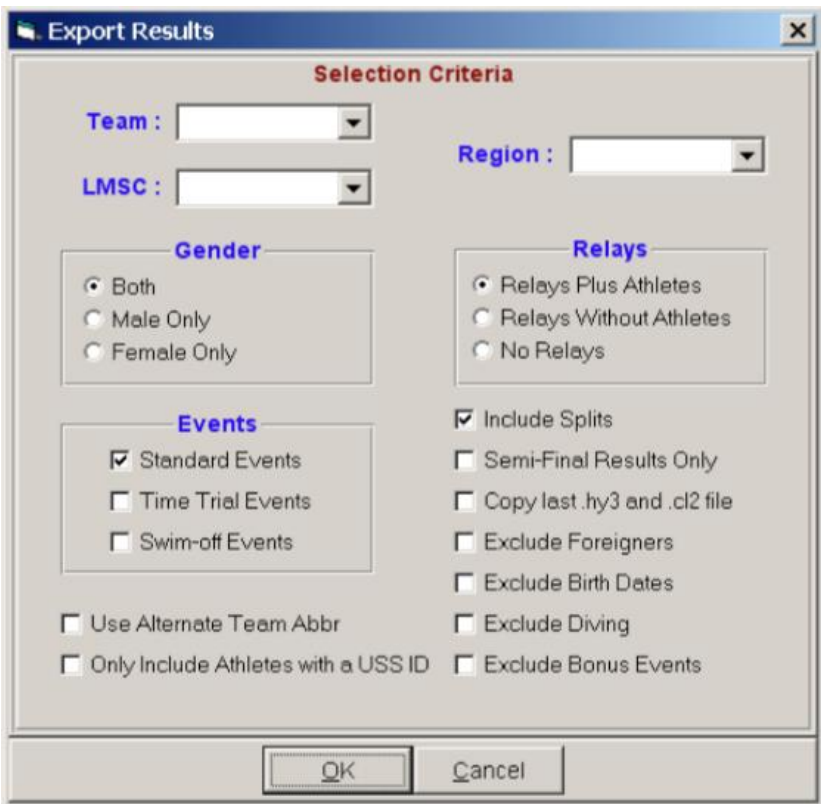
APPENDIX A

Instructions for creating a Meet Results file in CL2 format from Meet Manager.

Open meet manager and select – File-Export-Results for Team Manager ...etc.



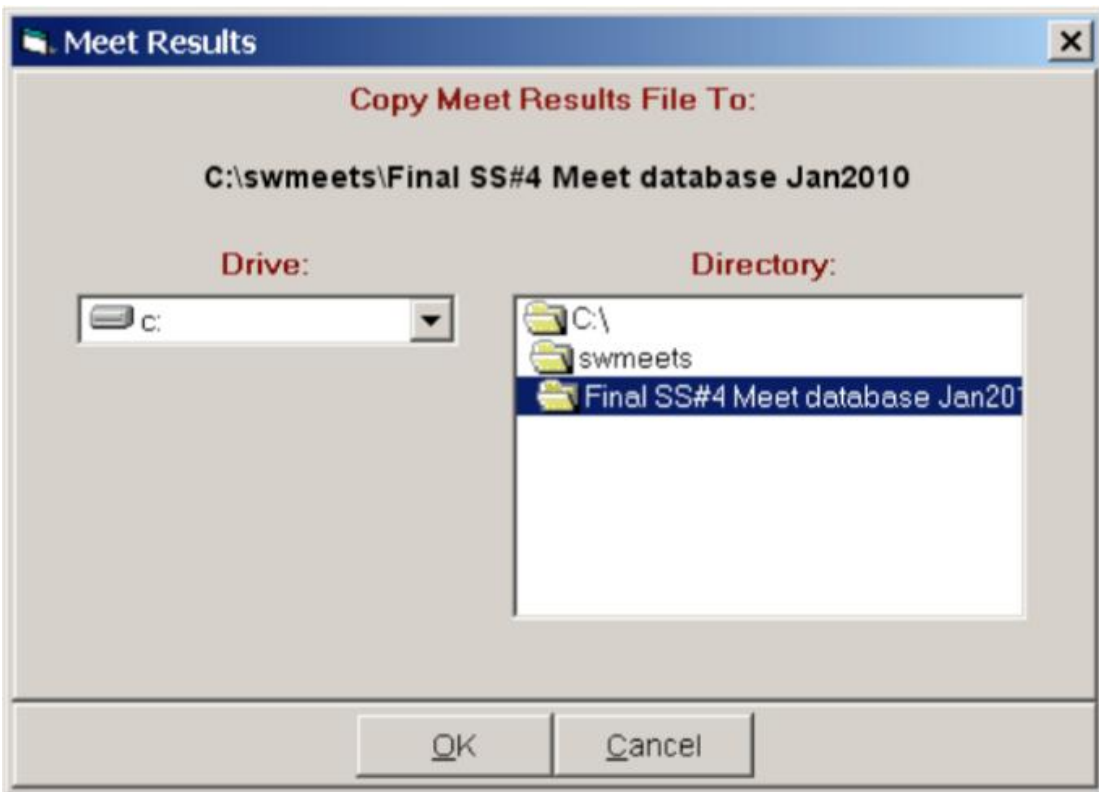
Select the results to be exported (do not fill in the LMSC as MD as it does not work)



Select OK and then it is process the following



Select OK



This produces a zipped file with both a .cl2 and a .hy3 file within the zipped file.