

# Southern Pacific Masters Swimming Information for Meet Hosts and Agreement Forms

## **General Information**

The SPMS and Meet Host responsibilities are listed in this document. Each have responsibilities that must be fulfilled to ensure a legal, safe, and successful meet.

## **Responsibilities**

USMS rules require that all pools must be certified using a laser or steel measuring tape. The pool certification must be on file with [topten@spmasterswim.org](mailto:topten@spmasterswim.org) If the host facility has a moveable bulkhead, the competition course(s) must be measured prior to and after each day's session. SPMS owns a laser if the meet director requests the use.

USMS rules stipulate that the meet referee must be certified as a *referee* by USA-S. All officials shall be a member of USMS and shall be certified by USA-S or under the direct supervision of the meet referee if in training.

SPMS policy requires safety marshals to be present to monitor all warm-up periods during Masters meets. The meet director is responsible for designating the safety marshals. The meet hosts must give direction to and provide a vest to each safety marshal. The meet sanction includes general liability coverage for the host team and any USMS registered swimmers or volunteers assisting with the swim meet. Please note that only individuals who are registered with USMS may enter the swimming pool.

If electronic timing is used, a minimum of one backup watch per lane is required. If only watches are used, at least two watches per lane are required for ten ten and three watches are required to certify USMS or World Records.

## **Financial Information**

The recommended SPMS fee policy for a one day meet is as follows:

\$30.00 per swimmer flat fee for online registration

\$30.00 per swimmer flat fee for paper/mailed entries per-event entry fee

\$40.00 - \$50.00 per swimmer flat fee for deck entries

(relay fees are subject to the meet host discretion – they can range from \$5.00 to \$15.00 per relay)

The recommended SPMS fee policy for a Championship meet is as follows:

\$40.00-\$45.00 per swimmer flat fee for online registration

(relay fees are subject to the meet host discretion – they can range from \$5.00 to \$15.00 per relay)

**Sanction Fee** -- A nonrefundable sanction fee (\$50.00) is to be submitted to SPMS Treasurer from the receipt of the invoice within 30 days or the invoice due date. **The meet form and registration will not be posted on the SPMS website until the meet hosts provide to the sanction chair the name of the meet referee and admin referee.**

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## SPMS Pool Bid Application

*(All information must be completed)*

Our Organization \_\_\_\_\_  
would like to bid for a Southern Pacific Masters Swimming meet at

\_\_\_\_\_  
(pool name)

\_\_\_\_\_  
(address)

Date(s)  
(1st choice) \_\_\_\_\_ (2<sup>nd</sup> choice) \_\_\_\_\_

Competition Pool Description:

Length \_\_\_\_ 25 Yard \_\_\_\_ 25 Meter \_\_\_\_ 50 Meter \_\_\_\_ other (please specify) \_\_\_\_\_

Number of lanes for competition: \_\_\_\_ Width of lanes: \_\_\_\_\_

Pool depth - starting end: \_\_\_\_\_ Pool depth - turning end: \_\_\_\_\_

Warm-up area Description:

Number of lanes available: \_\_\_\_\_ or Dimensions of warm-up area: \_\_\_\_\_

Type of meet:

\_\_\_\_ Regular Meet (normal SPMS rotation) \_\_\_\_\_ SPMS Championship

\_\_\_\_ Special order of events (e.g., sprints only, relays only). Please specify: \_\_\_\_\_

Proposed Fees: \_\_\_\_ Standard \_\_\_\_ Other (please specify) \_\_\_\_\_

Proposed Special Awards (if any) \_\_\_\_\_

Type of electronic timing: (name of system): \_\_\_\_\_

Manual: number of watches per lane: \_\_\_\_\_ (1 required; 2 recommended, 3 to certify record swims)

Proposed software for meet management: \_\_\_\_\_.

Online Registration meet management \_\_\_\_\_.

Referee registered with USMS \_\_\_\_\_

Signed \_\_\_\_\_ Name (please print) \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Phone (evening/weekends): \_\_\_\_\_ (day) \_\_\_\_\_ e-mail \_\_\_\_\_

**In addition the *SPMS POOL MEET AGREEMENT* must be signed after the meet has been awarded and assigned a date along with the sanction fee. An invoice will be emailed to the meet host/directors by the SPMS Finance Officer. The sanction requirements must be met before meet registration is open on line. They are: payment of a nonrefundable sanction fee monies received by SPMS; completed pool bid application received by SPMS, and approval of the meet form.**

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## **I. SPMS**

- a. SPMS will work with the Meet Host regarding the order of events for the entry form.
- b. Upon approval of the meet form and sanction, which includes the fee and bond monies, the online entry registration and the pdf of the meet will be posted on the SPMS website.
- c. SPMS will include the meet entry information in the SPMS Newsletter if the meet host has complied with all sanctioning requirements and the meet form is approved two weeks prior to the Newsletter publication.
- d. SPMS Registrar will assist the meet host in verifying that swimmers are registered with USMS by sending the Re.1 file upon the close of online entries to the administrative referee.
- e. The meet results will be posted on the SPMS website , USMS website, and entered into the USMS Results Database
- f. Record applications will be submitted within the time required by USMS, provided the meet host complies with Section V below.

## **II. Meet Host Responsibilities**

Meet hosts must provide the following:

- a. A completed USMS pool sanction application via the [USMS on line sanction request](#) and appropriate fee payable to SPMS upon the receipt of the invoice.
- b. A completed **USMS Pool Length Certification Form** (if not already on file). Competition course has a moveable bulkhead, the two outside lanes and a middle lane must be confirmed prior to and at the conclusion of each session of the meet.
- c. One Referee: The Referee may also serve as a Stroke and Turn judge but shall not perform as a Starter simultaneously. The Referee must be USA-S certified as a Referee and a member of USMS.
- d. One Starter: The Starter may also serve as a Stroke and Turn judge. Starter shall be a member of USMS.
- e. Three Stroke and Turn Judges: At least three people shall perform these duties during competition. The referee and starter may also be a stroke and turn judges which will require one additional stroke and turn judge. All stroke and turn judges shall be members of USMS.
- f. Administrative referee shall have copies of USMS current rule book, USMS registration forms, deck entry cards with waiver, split requests, relay cards and report of occurrence forms.
- g. Complete heat sheets showing meet seeding which includes name, club, age, entered time, heat number, and lane number. All heats are seeded by time only; combining genders and age groups, except at Championship meets where events under 400 yds/meters may be seeded separately by gender. (For each event, all times are combined in a single rank order). All events in a meet must be seeded in the same order. SPMS policy requires that all events be seeded slowest to fastest.
- h. Warm-up/warm-down lanes before and during competition.
- i. Announcer.
- j. Clerk of Course.
- k. Safety Marshals.
- l. Posting of heat sheets and results during the progress of the competition.

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- m. Results and a backup copy of the meet database, or a sd3 or cl2 format data file of the results.
- n. Awards distribution if applicable.
- o. Entry Form information to the Sanction Chair, [vice\\_chair@spmastersswim.org](mailto:vice_chair@spmastersswim.org) and the Newsletter Editor, [newsletter@spmastersswim.org](mailto:newsletter@spmastersswim.org), no later than the deadline provided by the Newsletter Editor. Meet information shall include ONE of the following statements:
  1. The length of the competition course without a bulkhead is in compliance and on file with USMS in accordance with articles 105.1.7 and 107.2.1.
  2. The length of the competition course has been measured and is NOT in compliance with USMS articles 105.1.7 and 107.2.1: times achieved in the meet will NOT be eligible for USMS Top 10 and Records.
  3. The length of the competition course is not on file with USMS. Eligibility of times achieved in this meet will be contingent upon pool length measurement and approval with USMS; if bulkheads are present, their placement must also be confirmed by measurements at the meet. (USMS articles 105.1.7 and 107.2.1).
  4. The length of the competition course is in compliance and on file with USMS in accordance with articles 105.1.7 and 107.2.1, but as a bulkhead course, is subject to length confirmation. Eligibility of times for USMS Top 10 and Records will be contingent on verification of bulkhead placement.
- p. Verification that all entrants are registered with USMS or appropriate national governing body for foreign swimmers. SPMS Registrar will provide the supporting information with the RE1 file.

In the event that all sanction requirements are not in concordance with SPMS and USMS guidelines for meet hosts and administrative referees, then SPMS reserves the right to deny the meet sanction, revoke the sanction during competition or upon completion of competition. If the sanction approval is not completed prior to the first day of competition or is revoked during competition, it is the meet hosts responsibility to notify the swimmers prior to or during the competition that the sanction was not approved or has been revoked, and the times achieved at the meet will not count toward Top Ten, USMS or World Records. If the sanction is revoked after the competition and reviewed by SPMS, then SPMS will notify the participants that the sanction was revoked after the completion of competition and the times achieved will not count toward Top Ten, USMS or World Records.

### **III. Timing Arrangements**

Please refer to the USMS Rule Book that apply regarding timing: Articles 103.11 (Timers), 103.12 (Timing Equipment), 103.13 (Official Time), and 103.13.3 (timing requirements to establish records). A minimum of two timers per lane is required if manual watches are to be used. If electronic timing is used, officials must note on the timing device printout when a malfunction occurs and secondary or backup times are used. The meet host agrees to the timing arrangements entered on the bid application form.

### **IV. Guidelines for Warm-Up/Warm-Down**

To ensure the safety of all swimmers during warm-up and warm-down periods, we ask that you read and practice the following suggestions:

#### **Competition Pool(s)**

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1. During the first 30 minutes of the warm-up period all lanes should be used for general swimming. After the first 30 minutes, one or more lanes may be designated as sprint lanes. In sprint lanes, swimmers swim in one direction only down the center of the lane. A dive off the blocks or a backstroke start is permitted only in the sprint lanes. Swimmers should leave the sprint lane when they reach the end of the pool.
2. All other lanes are for continuous swimming in a circle pattern, with swimmers staying as close to the right side of the lane as is practical. Swimmers should be considerate of others, by swimming in a speed-appropriate lane and allowing other swimmers space at the walls to turn. Lanes should be designated slow, medium, and fast. No dives, backstroke starts, or jumping entry is permitted in these lanes at any time during warm-ups. "No Diving" signs must be posted on the blocks for these lanes.
3. At no time during warm-up shall swimmers be permitted to enter any lane by jumping into the water from the sides or ends of the pool. Swimmers must enter the pool feet first in a cautious manner. Diving is permitted only from the blocks in the designated sprint lanes. (USMS Rule Book Article 102.4.2)
4. At the referee's discretion, swimmers may be disqualified from competition for diving into the pool during warm-up.
5. No hand paddles are allowed.
6. Swimmers are requested to leave the pool when they have finished their warm-up to provide other swimmers an opportunity for adequate warm-up.
7. Safety Marshals at the end of the pool to monitor and enforce these safety guidelines during warm-up and throughout the duration of the meet (Article 103.15).
8. SPMS recommend that the meet hosts provide: a. announcer to facilitate the conduct of the warm-ups under the direction the meet official and announce lane assignments for each swimmer prior to the start of each race. b. a qualified lifeguard on duty during warm-up and throughout the duration of the meet.

## **Warm-Up/Warm-Down during Competition**

1. The same safety regulations as stated above are enforced, except there need not be a sprint lane. However, if space permits, one sprint lane may be available and marked appropriately.
2. If there is no other warm-up/warm-down area available in pools of five lanes or more, one lane must be set aside for warm-up/warm-down during the conduct of the meet. If there is no other warm-up/warm down area available in pools of four or fewer lanes, swimmers may swim to the other end of the pool at the end of each heat, and a warm-up/warm-down period must be offered at least once during each half-hour of competition (Article 102.4.1).
3. Swimmers must enter the pool feet first in a cautious and controlled manner. Diving shall be permitted only in the designated lanes (Article 102.4.2).

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## **V. Meet Results**

Within 3 business days of the completion of the meet, the meet host/administrative official must turn over the meet backup file(s) and within 10 days of the completion of the meet, the meet host and/or administrative official must mail the meet paper files to the SPMS Top Ten Recorder. The required meet documents can be found at [\(After Meet Docs\)](#)

## **VI. Penalties for Non-compliance of Meet Responsibilities**

The following penalties will apply to the meet host based on performance in the following areas:

### **Results**

- a. Failure to submit backup results within 3 business days and/or meet documentation within 10 business days will result in a bond requirement of \$250 in order to host any future meets.
- b. Failure to submit backup results and/or completed meet documentation within 30 calendar days will result in a penalty of \$50 a day up to \$500, as well as, the bond requirement of \$250 regarding future meets.
- c. Failure to submit backup results and/or meet documentation after reaching the maximum penalty of \$500, SPMS will consider banning the club from hosting future meets.

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## SPMS POOL MEET AGREEMENT

### SIGNED AGREEMENT

As host, we agree to conduct a SPMS meet in conformance with USMS Rules and Regulations.

As Meet Hosts we agree to fulfill all of the Meet Host Responsibilities listed in this contract. We also agree to follow all terms listed in our meet bid application. In the event that we identify problems that could lead to cancellation, contact [vicechair@spmasterswim.org](mailto:vicechair@spmasterswim.org)

A Meet Host is responsible for contacting [vicechair@spmasterswim.org](mailto:vicechair@spmasterswim.org) regarding other options or cancellation. We agree to seek alternate pools, and/or dates if circumstances require. We agree that after confirmation of a change or a cancellation we will notify all entrants immediately as to changes and make arrangements to notify arriving swimmers of the changes by posting notices, etc.

We agree that if we are unable to fulfill the meet agreement that we will return funds to the entrants and notify entrants, at our expense.

Host organization representative: \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone/email \_\_\_\_\_

SPMS agrees to fulfill all of the SPMS Responsibilities listed in this agreement.

SPMS Meet Operations Chair : \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

This contract and/or the Meet Bid Application may be revised only by mutual consent of the Host Organization and SPMS.

Such changes will be documented in writing and appended to this agreement.