

Checklist for Arkansas Masters Swim Meet – 2023

We appreciate your interest in putting on a USMS Sanctioned Swim Meet. A USMS sanction ensures that USMS rules apply, all participants are covered by insurance, and times may be considered for records and Top 10 listings. (See the USMS general information on sanctioning for complete details.) These perks attract additional swimmers to participate. We hope this checklist is helpful for you to organize, run, and report on a fun and safe meet.

To support your efforts, Arkansas Masters is willing to provide the following:

- 1) This checklist of things to remember and personal support along the way
- 2) \$100 Grant (info at arkansasmasters.org) to help pay for the facility rental, USMS swag, drinks/snacks for volunteers, payment to officials, or other giveaways. You will collect meet entry fees to cover the rest and hopefully turn a profit.
- 3) Free use of ARKM's Meet Manager and Club Assistant software.
- 4) Advertising: postings on our Facebook page, inclusion in our newsletters and calendar, and an email to nearby coaches and athletes
- 5) Use of the USMS Banner

Below is an approximate timeline to follow. Refer to the current USMS rulebook to confirm detailed requirements.

Two months prior:

- Secure facility and date and time, ensuring lifeguards are scheduled. Either use a USMS Measured Pool or have it measured and send in the form. The database and the most recent form can be found by searching for USMS Certified Pools. Provide at least 1 hour for arrival and warm-ups before the meet begins.
- Decide on manual or automatic timing system, likely based on whether the facility has one they will let you use. If your pool does not have a timing system, the Arkansas LSC (club swimming) timing system can be used with a \$100 fee to the LSC. The meet host will have to coordinate the transportation, setup, and use with any knowledgeable resource. Additional fees may be required for the additional support (e.g. at the Jones Center, a fee to use the Aquahawks printers, paper and other expendables, stopwatches, etc. is \$100. A donation to the head coach for his help in setup is also suggested). For Central Arkansas, the contact is Keith McAfee with the Little Rock Dolphins. His email is coachkeith@dolphin-laser.com. For the Northwest Arkansas timing system, the contact is John Moseley at john@aquahawks.org. A manual timing system simply requires stop watches and paper to manually record times.
- Decide on a social activity (optional)
- Set up meet in Club Assistant. ARKM has an account already. Contact Carie at carie.obanion@gmail.com
- Create Event Entry doc for USMS site (order of events, meet director, etc.) and include the language of the liability release as stated in USMS policy (see USMS Guide to Local Operations, Sanctions section). If you are using Club Assistant, you will enter this data in the program.

- Sanction the meet online at www.usms.org/comp/sanction/request.php [Submit A New Event \(usms.org\)](#)
- If desired, apply for the \$100 Events grant from ARKM (info at arkansasmasters.org [Grants for events – Arkansas Masters Swimming](#))
- Familiarize yourself with Meet Manager (ARKM has a copy that clubs can use)
- The following information is required in your meet announcement/event entry document:
 - Sanctioned by Arkansas Masters for USMS Inc.
 - One of the statements found in Article 202.1 (3) of the USMS rule book, most likely “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 106.2.1.” or “The length of the competition course is in compliance and on file with USMS in accordance with articles 105.1.7 and 106.2.1, 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.”
 - Include a description of the timing systems intended to be used and one of the statements found in Article 202.1 (4) of the USMS rule book. Examples: if using automatic timing system in a meters pool: “Times from this competition will be eligible for world record, USMS record, and Top 10 consideration.” Or if using automatic timing system in a 25-yard pool with no bulkhead, “Times from this competition will be eligible for USMS records and Top 10 consideration, but not for world records.” Or if using manual timing: “Times from this competition will be eligible for USMS Top 10 consideration, but not for world or USMS records.”
 - Include a map and instructions on finding and entering the pool facility.
 - Date, time of warmups, time of meet start.
- Advertise: Post meet announcement on “Swim NWA” & “Arkansas Masters” Facebook pages, post flyers at the facility, email local tri groups, etc. Ask ARKM board to email USMS members and add to the calendar for the ARKM website and newsletter.
- Secure at least 2 officials. Reach out to the USMS Officials Chair (currently Kristen Caldwell) for a list of names. Officials may be willing to volunteer but most would appreciate a gift certificate of \$50-\$100, depending on the hours involved. Two officials will suffice, but to muddy the water, here’s what the rules say each sanctioned meet must have:
 - One referee who may also serve as a stroke and turn judge but cannot also be the starter. The referee must be certified by a USMS-approved certifying body.
 - One starter who may also serve as a stroke and turn judge. This person must be trained but does not have to be certified if they are under the direct supervision of a certified official.
 - At least two stroke and turn judges (one may be the referee and the other the starter)

One Month prior:

- Solicit volunteers (Signup Genius is a good tool for this; we recommend you avoid asking meet participants swimmers to be volunteers but their family members and club swimmers age 14+

are prime candidates). Note that the only REQUIRED MINIMUM PERSONNEL is 2 officials and one timer per lane if using an automatic timing system; 2 timers per lane if manual). All the other roles become more important the more swimmers you have at the meet, namely:

- 1 Meet Director (probably you) to chair the meet committee and be responsible for the overall operation of the meet
- 1 Administrative official for supervising the entry and registration process, Clerk of course, Timing equipment operator, processing of entries and scratches, seeding of heats, Determining and recording official times and disqualifications approved by the referee, determining final results, and publishing event results (this role can be filled by the meet director)
- 1 Clerk of course to oversee events, heats and lanes (this role can be filled by the meet director or administrative official)
- 1 Person at Registration table to take meet fees, and receive deck entries (if you choose to allow those) before the meet. This person could then shift to another role.
- Recall rope operator (optional - in case of a false start)
- 1 Timing equipment operator (if applicable)
- At least one timer per lane, but two if not using an automatic timing system and an additional timer per lane for USMS Top 10 purposes...the fast swimmers will want that. So if using a timing system, you still will want 2 timers per lane for top ten consideration as a back-up if the timing system fails.
- 1 Chief timer to provide instructions and have back-up watches
- Meet Marshal to maintain order in the swimming venue (optional – role can be filled by another volunteer)
- Announcer to announce event, number of heats, lane, name, and club of competitors and other announcements as requested by referee or meet management (optional)
- Meet photographer (optional)
- Setup crew (optional)
- Cleanup crew (optional)
- Order swag such as caps, t-shirts, ribbons/medals/trophies or other giveaways such as for those who are swimming in their first USMS meet (all swag is optional)
- Set up meet in Meet Manager
- Reserve location for social (if applicable)
- Make a packet for all One Event swimmers (<http://www.usms.org/admin/lmschb/content/oevt>)
- Arrange for equipment:
 - Electronic timing system (if applicable)
 - Tables for Registration and Meet Manager
 - Chairs (at least 2 per lane and 2 per table)
 - Stop watches (2 per lane + 2 extra)
 - Clip boards (one per lane)
 - Pencils (one per lane and table plus extras)
 - Microphone and speaker(s)

- Starter mechanism (preferably a loudspeaker start system with an electronic strobe signal)
- ARKM Banner
- Heat sheets and timer sheets

1-2 days prior:

- Double check with facility as applicable (such as building access, lifeguards, timing system, diving boards pulled up, starting blocks and backstroke flags installed in the correct direction)
- Double check with officials
- Double check with location of social (if applicable)
- Import Meet entries from Club Assistant into Meet Manager
- Print Meet program (heat sheets, one-sided if using manual timing system). 1 per lane (one column) 1 per official, 1 for reg. table, 2 sets for wall.
- Print DQ forms, split sheet forms, US record form, incident report form, One-event forms (for swimmers who are not USMS members)
- Email swimmers regarding parking, entering building, etc.

Day of:

- Set up: registration table, chairs for timers, stopwatches, lap counters, microphone, Starter system, banner, et cetera.
- Registration person to add in deck entries (if allowed), collect meet fees, handle one-event registrations, and liability forms.
- Referee to assign and instruct all officials
- Starter to test starting mechanism
- Chief timer to train timers 15 minutes before meet
- Take a meet photo
- Clean up

Afterwards:

- Enter results into Meet Manager
- Export Meet Manager files and a PDF file to share with other swimmers
- Post photos on webpage and FB
- Complete Excel file for One-Event entries, and email to Membership Coordinator
- Pay any fees to facility (for lifeguards or lane rental)
- Ensure \$100 grant was received from LMSC treasurer (if applicable)
- Send Meet Manager file (or meet results) to Top 10 recorder
- Update state records and post results to website
- Figure the meet's net proceeds from Stripe, forward to the Treasurer, who will then pay the meet director