

# Running a Swim Meet

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Running a Masters Swim Meet requires a minimum number of chronological steps, depending on the size of the meet, choice of events offered, and the pool or club situation. The following outline will serve as an introduction to the general process necessary for planning, conducting, and completing a pool competition. Please adjust these components to fit your situation and objectives.

## **Four months Prior to the Event**

- Contact the LMSC's Sanction Chair for details, guidelines, and proper forms
- Acquire a current U.S. Masters Swimming Rule Book
- Determine availability of pool facility and schedule the meet date
- Submit a Sanction or Recognition application to the LMSC Print announcement
- Arrange for officials. Two are required, and more are encouraged, including a Referee, Starter, and Stroke and Turn Judge (at least one must be certified USMS approved)
- Order awards

## **One Month: Assign Committee Duties to volunteers and describe responsibilities**

- Entries - Receive entries, note correct payment, and review for completeness of information.
- Seeding - Place swimmers in heats by entry times, either slowest to fastest or vice versa.
- Program - Print swimmers' names as seeded, listing entry times, ages, and clubs. Give recognition and appreciation to meet directors, officials, and volunteers, print instructions for warm-ups and check-in, and list the event schedule.
- Publicity - Contact the media for pre-meet coverage and printing of results.
- Check-in Table - Check in pre-entered swimmers, process deck entrants according to meet announcement provisions, and collect money, copies of U. S. Masters Swimming cards and waivers not received. Advise the Seeding Committee of any scratches.
- Runners - Collect timing cards after each heat and give to Results Table.
- Results Table - For non-computerized meets, record times in duplicate and post result sheets. For computerized meets, run the system as directed. Asterisk any local or national records on Results and mark these cards or timing sheets for the Referee's signature. (See U. S. Masters Swimming Rule Book for documentation requirements).
- Timers - Time swimmers, take splits if requested and record split and/or initial final times.
- Announcer - Announce event and heat prior to each start, note names of swimmers in each lane, and make additional communications as requested by the director.
- Safety Marshals - Monitor warm-ups, warm-downs, and meet conduct.
- Relay Coordinator - Collect relay entries and seed relay events.
- Results - Check result sheets for accuracy and print results. Contact the LMSC Top 10 Recorder for the proper format.

## **Optional Duties depending on meet size**

- Refreshments/Social
- Relays/Team Scoring

- Merchandise Sales
- Hotel/Motel Arrangements
- Program Sponsors/Advertisers

### **Duplicate and have available on the day of meet**

- U.S. Masters Swimming Membership Application forms (for non-members)
- U.S. Masters Swimming waivers (signature required of each participant)
- Insurance and accident forms (available from LMSC Sanctions Chairman or Registrar)
- Application for National/World Record (see U.S. Masters Swimming Rule Book)
- Pool Measurement form - see U. S. Masters Swimming Rule Book
- Meet Evaluation form
- Records - see U.S. Masters Swimming Rule Book for U.S. Masters Swimming records
- Emergency safety procedures

### **Obtain Equipment and have Ready on the Day of the Meet**

- Clipboards, pencils, watches, electronic starting system or starter gun/horn, lap counters
- First aid supplies
- Electric timing system and/or authorized number of watches (see USMS Rule Book)
- Backstroke flags
- Recall rope
- P.A. system and megaphone (for Starter)
- Warm-up signs - for No Diving and One-Way Sprints
- Chairs at lanes for timers
- Tables and chairs for sign-in and scoring

Measure pool if movable bulkhead in use or first-time Masters meet (required for Long Course Meters and Short Course Meters pools used in Sanctioned and Recognized meets). See the U.S. Masters Swimming Rule Book for pool measurement form and instructions.

### **Post Emergency Safety Information**

- Location of emergency phone
- Phone number of hospital or rescue squad
- Emergency exits and gathering place
- Location of First Aid Kit and Safety equipment
- Pool address
- Names of people to notify in case of emergency/accident (Meet Director/Pool Administrator)

### **Post Meet Duties**

- Send press releases to newspapers
- Print the official results. Contact the LMSC Top Ten Recorder for correct format
- File meet documents