

Creating a Meet Announcement

Before creating a meet announcement and entry form, the following items should be considered.

- Does the event host understand the difference between sanction vs recognized events and have they chosen the correct one?
- If the event is recognized, have arrangements been made for a designated USMS observer to be present to verify in writing that the conduct of the event conforms to the relevant USMS rules and regulations? (USA meets are exempt from the observer requirement.) One version of the observer report can be found in the USMS Rulebook Appendix B. (202.2)
- Does the competition pool meet the mandatory facilities standards? (106.1.3, 106.2-106.19)
- Does the pool have an initial USMS measurement on file? If not, the pool must be measured before the meet.
(105.1.7A-105.1.7B)
- Does the course contain a bulkhead? if so, additional measurements will be required before and after each session.
(105.1.7C)
- Will the order of events be published at least one week prior to the entry deadline? This is required.
(102.5.7)
- Will the timing systems used satisfy the requirements for world records, USMS records or Top 10 submissions? (103.18.5-103.18.7)
- Is the event host aware that events labeled as “Choice” or “Open,” where any stroke is allowed, are not eligible for Top Ten or USMS records and cannot be included in a Top Ten submission?
- Is the meet director aware that all information used to compile results and records (including results, timing printouts or tapes, time cards, heat sheets, timer’s heat sheets or swimmer lists) must be kept a minimum of two years after the conclusion of the meet? This includes electronic entry data storage.

Meet Announcement Checklist See USMS Rulebook articles 102 and 202.

This checklist covers items that are required (R) or recommended to be included in a meet announcement

- ___ the current USMS waiver and release of liability form (for sanctioned events) (202.1.1A) **(R)**
- ___ the “sanctioned by” or “recognized by” statement (202.1.1A(2)) **(R)**
- ___ the appropriate pool measurement statement provided in the rulebook listing whether or not the pool meets standards for official times to count (one statement from 201.1A(3) (a) – (d)) **(R)**
- ___ if the timing system requirements of 103.18.5-103.18.7 cannot be met, a statement that official times cannot be submitted for world records, USMS records, and/or Top 10. (103.18.9, 202.1.1A(4)) **(R)**
- ___ if mandatory facilities standards [M] cannot be met, a statement that events conducted in the facility are noncompliant and times will not count for USMS records and Top 10 (106.1.3, 202.1.1G(4)) **(R)**
- ___ each USMS member has provided their current USMS membership number (202.1.1G(5)) **(R)**
- ___ the starting time of the meet and entry deadline (see 102.11 for information about changing a program or postponement) **(R)**
- ___ the warm-up and warm-down space and procedures (standard meets: 102.4.1) dual-sanctioned meets: 102.4.2) **(R)**
- ___ the order of events and format (any events labeled “choice” or “open” are not eligible for USMS official purposes) (102.5.1-.2, 102.5.5, 102.5.7, Guide to Local Operations, Sanction/Recognition: Meet Procedures) **(R)**
- ___ if the events are conducted in a format other than timed finals (short course yards meets only), the process for seeding, contesting the event and determining the final places are included in the meet announcement (102.5.5, 102.10.1A) **(R)**
- ___ if time trials are offered, the list of events and the format (yards competitions only) (102.5.6) **(R)**
- ___ the entry fee, entry deadline(s) and the entry procedure for individuals (102.7, 102.11.3) **(R)**
- ___ the entry fee, entry deadlines(s) and entry procedure for relays and relay only swimmers (102.9.4, 102.11.3) **(R)**
- ___ the check-in and scratch procedures for individual and relay events (102.8) **(R)**
- ___ the seeding method for all events (102.10.1D) **(R)**
- ___ if used, the criteria under which freestyle events over 200 meters will be swum 2 to a lane (102.10.4A(1)(a)) **(R)**

- ___ the location of the pool and other useful information such as parking provisions, driving directions, a description of the facility and racing course(s), information about any social events, information about nearby hotels and accommodations, information about any facility rules, concessions and merchandise that might be sold
- ___ the entry limit (maximum 6 individual events per day for a sanctioned timed finals competition) (102.6.1), maximum 3 individual events per day for a prelim/finals competition (102.6.4) and no limit for a recognized meet)
- ___ if possible, the virtual and/or physical location of the meet programs and heat sheets before and during the meet (102.10.1E)
- ___ if possible, the virtual and/or physical location of the results during and after the completion of the meet
- ___ the age determining date for the competition (yards: last day of meet) (meters: age as of Dec. 31) (102.2)
- ___ the age groups for individuals (18-24, 25-29, 30-34, ... 5-year groups) (102.3.1) (see 102.3.3 for outside organization's meets)
- ___ the age groups for relays (yds: 18+, 25+, 35+...10-yr groups) (meters: 72-99, 100-119, 120-159...40-year groups) (102.3.2-102.3.3)
- ___ if applicable, any facility or LMSC restrictions on the use of cameras, video equipment and drones (102.16)
- ___ if applicable, a description of the scoring system (103.19.1 – 103.19.3))
- ___ if applicable, a description of any awards (103.20)

Information suggested to be collected on the entry form

- Name, address and phone number of the participant
- Email address of the participant
- Birthdate, age and the age determining date for the competition (yards: last day of meet) (meters: age as of Dec. 31) (102.2)
- USMS registration number (202.1.1G(5) **(R)** (required)
- USMS team affiliation
- the current USMS waiver and release of liability form (for sanctioned events) with date of signature (202.1.1A) **(R)**
- Emergency contact name and phone number
- Information about session start times and warm-up times
- Order of events with event numbers (including relays)
- Maximum entries allowed per session or day
- Any desired instructions concerning seed times and NT entries
- A method for participant to indicate the events and seed times for the events the participant wishes to enter

Meet entries shall not be accepted before the sanction has been issued. Paper forms shall not be distributed, online entry systems shall not be activated, and the event shall not be listed as sanctioned on the USMS Calendar of Events until the sanction has been issued (202.1.1B)