



U.S. Masters Swimming

Event Hosting: How To...

March 29, 2022 Webinar

LMSC Development
Education for LMSC Volunteers



LMSC Update Facilitators

Tom Moore swims with Minnesota Masters Swimming in the Minnesota LMSC. Tom currently serves on the USMS Diversity & Inclusion committee as well as the USMS LMSC Development committee.

Linda Chapman swims with Puget Sound Masters in the Pacific Northwest LMSC. Linda currently serves on the USMS LMSC Development committee as well as serving as Chair of the Pacific Northwest LMSC.

Panelists

Bob Bruce swims with in Bend, Oregon. He currently serves on the Long Distance Committee, and also serves as the Open Water chair for the Oregon LMSC. He is the recipient of the Ransom J Arthur award for 2021.

David Miner swims and coaches with Sarasota Sharks Masters. He servers as the Open Water Coordinator and is an ex officio member of the Long Distance Committee.

Welcome Everyone!



- The webinar will begin in a few minutes; please stand by as everyone gets connected
- All attendees will be muted throughout the presentation and un-muted for the Q&A segment
- You can submit questions to the moderator via the Q&A 'Chat' window



LMSC Development Facilitators

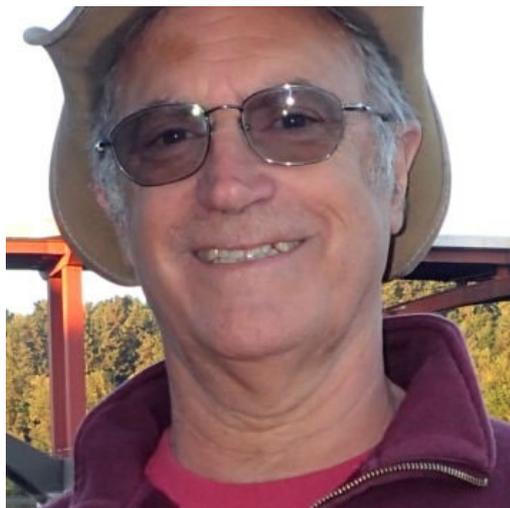


Tom Moore
&
Linda Chapman



Panelists

Bob Bruce



David Miner



Agenda



- Roles & Responsibilities - Tom
- Sanctions Process – David
- Open Water Event Hosting – Bob
- Pool Meet Event Hosting – Linda
- Meet Manager Tips & Tricks – Linda
- Q&A / Discussion
- Resource Links

Roles & Responsibilities



- Event Host
 - Meet Director, Open Water Event Host, Long Distance Event Host

- LMSC Volunteers
 - Sanctions Coordinator
 - Safety Coordinator
 - Officials Coordinator
 - Top10 Recorder
 - LMSC Records

Sanctions Process



- David Miner

Open Water Event Hosting



- Bob Bruce

Pool Meet Event Hosting



- Linda Chapman

LMSC Policies That Can Help Sanction Chairs

- Require meet hosts reserve meet dates at least 6 months in advance of meet
- Require meets be submitted for sanctioning at least 2 months (or similar) before meet entry deadline
- Require usage of LMSC template for meet information/sanction document
 - Template should have all required elements of a pool meet sanction, customize as needed.

Meet Process Flow: Sanction Chair and Top 10 Chair

Options

Sanction Chair

Pre-meet: work with host: confirm pool in USMS database, officials, meet info incl events, warm-up provisions, athlete eligibility, timing system, bulkhead ?, entry process, LMSC Waiver. Optional: LMSC approval of fees, safety plan (if req), deck entry?, deck entry process, etc.

Meet Host

Pool measured before meet. Swim Meet happens. Pool measured at end of meet. Meet Manager backup created. Meet paperwork for records completed, documentation attached.

Meet Host

MM backup emailed to Sanctions Chair. Meet results audited, issues ironed out

Top10 / Records

MM backup emailed to Records/Top 10 Chair. Meet results audited, issues ironed out.

Top10 / Records

Results submitted to Top 10 database, records forms and documentation sent to appropriate person.

Sanction or TT or Webmaster

Results in report format (publication order) posted on LMSC website. Results link posted on USMS website.

Example of Template Meet Info

▲ Snohomish Aquatics Masters Meet Sunday, November 3, 2019

Warm-up: 8 AM - Meet starts at 9 AM to NLT 1 PM
Sanctioned by PNA for USMS Inc. 369-S007

LOCATION: Snohomish Aquatic Center 516 Maple Ave,
Snohomish, WA 98290 (360) 568-8030

FACILITY: Competition 25 yard, 10 lanes. Temp 79-81°F.
Continuous warmup in the extra lanes not being used for
competition. Electronic timing. The number of lanes used
for competition will range from 6 to 8, depending on size
of meet. At least one lane will be available for continuous
warm-up. 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. 7' – 12.5'
deep.

TIMING SYSTEM: The primary timing system will be
automatic timing. Times may be submitted for USMS records
and USMS Top 10 consideration.

MEET DIRECTOR: Rob Serviss –
robert.serviss@snohomishaquatic.com

MEET REFEREE: Dave Baer - dlbaer53@gmail.com

CONCESSIONS: Available.

RULES: Current USMS rules will govern the meet.

ELIGIBILITY: Open to all 2019 USMS or foreign registered
swimmers 18 and above as of 11/3/2019. Age groups based
on the swimmer's age as of 11/3/2019

ENTRIES:

- Individual entries and Relay-Only Swimmers:**
Swimmers may enter up to 6 individual events.
Entries must be submitted online by 11:59 PM
(Pacific) Sunday, October 27th, 2019 OR postmarked
by Wednesday, October 23rd, 2019

DECK ENTRIES: Only in OPEN LANES and available only to
swimmers already entered in the meet, and who are entered
in less than the entry limit of 6 individual events.

SEEDING: All events slow to fast, age groups and sexes mixed.
Pre-seeding except for 500 Free.

CHECK-IN: Positive check-in required for the 500 Free. Check
in for the 500 Free by the conclusion of event #5. Swimmers
missing the check-in deadline may be scratched from the
event.

RELAYS:

- At the Meet: Deck-enter relays may be entered at
the meet. Mixed relays require two men and two
women.
 - Deck entries due by 8:30 AM for Event #1,
Mixed Medley Relay.
 - Deck entries due by end of event #5 for
Event #9, Mixed Free Relay.
 - No charge for relays.

AWARDS: Available for purchase at meet.

ENTRY FEES: \$16 surcharge PLUS \$3 per individual event. No
charge for relays. PNA Swimmers who need financial
assistance for entry fees may request same from the [PNA
Wiggin Fund](#). Your credit card will be charged by
'ClubAssistant.com Events' for this swim meet.

ORDER OF EVENTS

1	Mixed 200 Med Rly	8	Mixed 100 free
2	Mixed 200 Free	9	Mixed 200 Fr Rly
3	Mixed 50 Back	10	Mixed 100 Back
4	Mixed 200 IM	11	Mixed 50 Fly
5	Mixed 50 Free	12	Mixed 100 Breas
---10 minute BREAK ----		13	Mixed 100 IM
6	Mixed 100 Fly	---10 minute BREAK ----	
7	Mixed 50 Breast	14	Mixed 500 Free
500 Free limited to 32 entrants			

ONLINE ENTRIES: Enter online at:

https://www.clubassistant.com/club/meet_information.cfm?c=1534&smid=12268

Your credit card will be charged
by 'ClubAssistant.com Events' for this swim meet.

PAPER ENTRIES: Use the [PNA Generic Entry Form](#) available
on the PNA Website or in [The WetSet](#). Make checks
payable to Snohomish Aquatic Center, and mail to:
Snohomish Aquatic Center c/o – Rob Serviss 516 Maple
Ave, Snohomish, WA 98290

DIRECTIONS:

North- I-5S, [Take](#) exit 194 for US-2 E toward Wenatchee,
Continue onto US-2 E, Take the 88th St SE exit, Turn right
onto 88th St SE, Continue onto 92nd St SE, take a right
onto Maple Ave.

South – I-5N, [Take](#) exit 194 for US-2 E toward Wenatchee,
Continue onto US-2 E, Take the 88th St SE exit, Turn right
onto 88th St SE, Continue onto 92nd St SE, take a right onto
Maple Ave

ENTRY QUESTIONS: Rob Serviss -
robert.serviss@snohomishaquatic.com

LODGING: Snohomish Inn, 323 2nd St, Snohomish, WA
98290 Phone: (360) 568-2208



Meet Manager – Prudent Practices

- Use 'Save As' to make a copy of a meet file for a new meet. DO NOT change the file name (.mdb) in your file list.
- On the opening Set Up screen – lower right corner – select FINA rules.
- Seeding: most meets seed by time only. Select this on Seeding Preferences. MM usually defaults to 'age-group and time'. This is usually used only at Nationals and similar.

Meet Manager – Prudent Practices

- Add the Sanction number to the Report Header in Report Preferences (Sanction # is required to be on all reports)
- When printing full meet results select 'Publication Order' to print in the USMS prescribed order
- Do not re-seed an event after publishing heat sheets. The seeding could come out different if there are two or more entrants entered with NT in an event. NTs are seeded randomly within each event. i.e. if five people are entered with NT in the 100 Free they will randomly be assigned to the slowest 5 lanes in the slowest heat.

Meet Manager – Prudent Practices

- When adding relay teams make sure to click the down arrow to select the age group. MM doesn't prompt you, so you have to remember to do it on your own.

But if you forget:...

- After adding relays, run the Exception Report: 'Check Relay Ages' to get a list of relays with either an incorrect age group or gender. Fix and re-run.

Meet Manager – How Do I...?

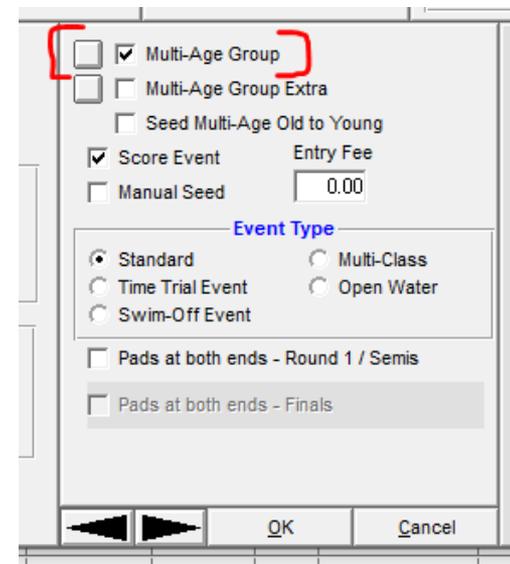
- **Print deck seeded events as a Psych sheet and pre-seeded events in heats?**
- On the Sessions screen, right side, Rpt H/P column: Input a P (for psych) for any event that is deck seeded. Print Heat Sheets

SESSION SCHEDULE - (Double Click Evt # to Delete)				
Evt #	Rpt H/P	P/S/F	Event Name	Order
1	P	F	Mixed 400 Freestyle	1
2	H	F	Women 200 IM	2
3	H	F	Men 200 IM	3
4	H	F	Women 200 Freestyle Relay	4

- At the meet, after seeding the deck seeded event, select 'Meet Program' (prints heat sheets), click the 'Ignore Psych' box on the first tab under Format. This tells MM to ignore the P in the Session set up.

Meet Manager – How Do I...?

- **Seed W/M/X Relays all in one event, but scored and reported separately?**
- On the Event screen use 'X' to indicate Mixed.
- While still on the Event screen, move to the center bottom box and click 'Multi-Age Group'. You'll get an alert that Masters meets have pre-set age groups and can't be edited. That's fine. Click OK.
- After the event is run and you click List or Score, MM will sort by age-group and gender even though the event is coded as 'X' in MM.
- The way to show this on the meet info/sanction document is Event #1 W/M/X 200 Free Relay. This allows every gender of relay to swim in a single 'event' – i.e. combined heats.



The screenshot shows the 'Multi-Age Group' settings in the Meet Manager software. The 'Multi-Age Group' checkbox is checked and highlighted with a red box. Other options include 'Multi-Age Group Extra', 'Seed Multi-Age Old to Young', 'Score Event', 'Manual Seed', and 'Event Type' (Standard, Multi-Class, Time Trial Event, Open Water, Swim-Off Event). There are also options for 'Pads at both ends'.

Meet Manager – How Do I...?



- **Model a meet with a new event order to estimate the session lengths and/or timeline?**
- Sometimes you need to change the events or format of a meet and you need an estimate of the impact of the changes on the timeline.
- If you have an old meet with at least the minimum number of expected entrants AND the old meet ran all of the events in your new meet...
- Use 'Save As' to save the meet to a new name – i.e. New Meet Model.
- Go to File: Purge: Events Results and Seeding.
- Make all your changes: rearrange sessions, delete events, change number of lanes.
- Reseed the meet and run a timeline
- If you expect a much smaller meet. On the athlete screen randomly delete as many swimmers as necessary to downsize your meet, reseed, run timeline as above.

Q&A / Discussion

Questions for the panelists?

Resources

- Guide to Local Operations: Event Management
 - <https://www.usms.org/volunteer-central/guide-to-local-operations/event-management>
 - Pool Meets
 - Sanction Application Process
 - Running a Pool Meet
 - Active Hy-Tek Software Tutorials
 - Open Water Events
 - Guide to Event Operations
 - Sanctioning
 - Safety & Referees
 - Rules
 - Championships
 - Long Distance Administration
 - Records
 - Open Water National Championships
 - ePostal National Championships
 - Championship Forms
 - Swimwear Exemptions

Resources



- Guide to Local Operations: Event Management
 - <https://www.usms.org/volunteer-central/guide-to-local-operations/event-management>
 - Insurance
 - Officials
 - Records
 - Marketing
 - One-Events (OEVTS)