

**SOUTHERN PACIFIC MASTERS SWIMMING**  
**INFORMATION FOR MEET HOSTS**  
**EVALUATION REQUIREMENTS and AGREEMENT FORM**

**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.

**The responsibilities are:**

USMS rules require that all pool must be certified using a laser or steel measuring tape. The pool certification must be on file with [topten@spma.net](mailto:topten@spma.net). If the host facility has a moveable bulkhead, the competition course(s) must be measured prior to 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 *meet referee* by USA-S. Additional officials 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 safety marshal vests, signs and instructions are provided by SPMS. 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. SPMS has watches available. If watches are needed, please request the number needed from the SPMS Swim Meet Services Coordinator at least three weeks prior to the meet. If only watches are used, at least two watches per lane are required. Three watches are required to certify USMS or World Records and as the host team, it is imperative to be prepared for this possibility.

**Financial Information**

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

\$25.00-\$30.00 per swimmer flat fee for online registration

\$25.00-\$30.00 per swimmer flat fee for paper/mailed entries per-event entry fee

\$35.00-\$40.00 per swimmer flat fee for deck entries

(relay fees are subject to the meet host discretion – they can range from \$2.00 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)

**Performance Bond --** A \$250.00 performance bond payable to SPMS with the sanction fee must be submitted upon approval of the awarding of the bid application.

# SPMS Pool Bid Application

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

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

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

Date(s)  
(1st choice) \_\_\_\_\_ or (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 \_\_\_\_\_

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.**

## I. SPMS Responsibilities

- a. SPMS will provide a laser for use in certifying pool length.
- b. SPMS will contact the Meet Host regarding the order of events for the entry form.
- c. The SPMS Sanction chair and SPMS newsletter editor will work with the Meet Host to produce the meet entry form.
- d. SPMS will include the meet entry information in the *SPMS Newsletter* if the meet host submits the necessary information prior to the newsletter deadline.
- e. SPMS will provide “No Diving” signs, Safety Marshal vests, and a copy of the current USMS Rule Book. If requested prior to the meet at no additional fee from the SPMS Swim Meet Services Coordinator, additional items such as stopwatches, lap counters, and clipboards are available to the host. SPMS will provide first, second, and third place awards for the host at a predetermined fee.
- g. SPMS Registrar will aid the meet host in verifying that swimmers are registered with USMS.
- h. SPMS Swim Meet Services Coordinator will submit a copy of the meet evaluation form to the meet host prior to and upon completion of the meet.
- i. The meet results will be posted on the SPMS website, [www.spmastersswim.org/](http://www.spmastersswim.org/), USMS web site, and entered into the USMS Results Database
- j. Record applications will be submitted within the time required by USMS, provided the meet host complies with Section V below.

**SPMS Swim Meet Services Coordinator** may provide, if requested by the host, may provide SPMS supplies at no additional fee to the host (except for awards which has a cost associated with them). Supplies include: laser, stopwatches, lap counters, clipboards, etc. Such items may be supplied to the meet host upon a written agreement to return such items in proper working manner.

In the event that sanction requirements are not in concordance with SPMS and USMS guidelines during a swim meet, the SPMS Swim Meet Services Coordinator will work with the meet host/director to make sure that such requirements are met in such a way that it does not interfere with the meet services coordinator other duties and responsibilities.

## II. Meet Host Responsibilities

Meet hosts shall provide the following:

- a. A completed USMS pool sanction application via the [USMS on line sanction request](#) and appropriate fee payable to SPMS.
- b. A completed **USMS Pool Length Certification Form** (if not already on file). If the 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 **Meet Referee**: The Meet Referee may also serve as a Stroke and Turn judge but shall not perform as a Starter. The Meet Referee must be USA-S certified as a Meet Referee.
- d. One **Starter**: The Starter may also serve as a Stroke and Turn judge.
- e. Two **Stroke and Turn Judges**: At least two people shall perform these duties during competition. The meet referee and starter may also be stroke and turn judges.
- f. **Lane timer sheets and relay cards.**
- 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.
- m. Accurate **results** and a backup copy of the meet database, or a sd3 or cl2 format data file of the results.
- n. **Awards** distribution.
- o. Entry form information to the Sanction Chair, [vicechair@spma.net](mailto:vicechair@spma.net), and the Newsletter Editor, [newsletter@spma.net](mailto:newsletter@spma.net), no later than the deadline provided by the Newsletter Editor.
- p. Verification that all entrants are registered with USMS or appropriate national governing body for foreign swimmers. SPMS Registrar will provide the supporting information.

### **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)**

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. Kickboards and pull buoys may be permitted.
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. SPMS recommends that you have:
  - a. Safety Marshals at the end of the pool to monitor and enforce these safety guidelines. (Article 103.15)
  - b. 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.
  - c. A qualified lifeguard on duty throughout the warm-up period.

## **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).

## **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 two areas:

### **Meet Evaluation Score**

- a. A failed score, below 70%, for the meet evaluation will result in a fine of \$125.00 (50% of the performance bond).
- b. A failed score for the meet evaluation within a calendar and/or preceding meet will result in a fine of \$250.00 (100% of the performance bond) and a one year suspension from hosting a future meet.

### **Results for Sanctioned or Recognized Meets**

- a. Failure to submit backup results within 3 business days and/or meet documentation within 10 business days will result in a fine of \$50.00 per day up to \$250.00.
- b. Failure to submit backup results and/or meet documentation within 30 calendar days will result in a one year suspension from hosting meets.

# 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, we will contact the SPMS Swim Meet Services Coordinator.

A Meet Host is responsible for contacting SPMS officers 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.