

## Meet Administrative Official Guidelines

### **Purpose:**

The purpose of this document is to provide a supplemental guide for meet administrators that takes information from multiple resources and provides it in a single document.

Below are supportive documents:

USMS Rule Book - <http://www.usms.org/rules/>

USMS Policy Manual - <http://www.usms.org/admin/lmschb/>,  
<http://www.usms.org/admin/lmschb/policymanual.pdf>

SPMS Bylaws - <http://www.spma.net/bylaws.php>,  
[http://www.spma.net/bylaws/SPMS\\_ByLaws\\_201108.pdf](http://www.spma.net/bylaws/SPMS_ByLaws_201108.pdf)

SPMS Policies and Procedures - <http://www.spma.net/bylaws.php>,  
[http://www.spma.net/bylaws/SPMS\\_Policies\\_Procedures\\_201107.pdf](http://www.spma.net/bylaws/SPMS_Policies_Procedures_201107.pdf)

Committee Resources - <http://www.spma.net/directors.php>

- SPMS Vice Chair, Meet Operations and Meet Sanctioning Mark Moore
- SPMS Officials Chair, Alina deArmas
- SPMS Registrar, Dan Wegner
- SPMS Webmaster, Dan Wegner
- SPMS Top Ten Recorder, Kim Thornton
- SPMS Swim Meet Services Coordinator, Trisha Commons

### **Double Sanctioning**

USA Swimming meet double sanctioned for USMS (run under USA Swimming rules)

Contact the SPMS sanction officer (Mark Moore) for a USMS/USA sanction.

All USMS swimmers must sign a release form (from USMS) prior to competition in a double sanctioned meet run under USA Swimming rules.

Release forms required by USMS in order for a Masters swimmer to compete in USA Swimming meets [http://www.usms.org/admin/lmschb/gto\\_sanctions\\_declaration\\_of\\_intent.pdf](http://www.usms.org/admin/lmschb/gto_sanctions_declaration_of_intent.pdf)

Contact [topten@spma.net](mailto:topten@spma.net) for special details, World and USMS records.

If the meet was conducted under USA Swimming rules, then administrative official will retain the paperwork as per USA Swimming requirements - see *Administrative Official After Meet Docs*.

(Also the *Completed Release Form* that the Masters swimmers filled out prior to competition should be included)

In addition, the meet program marked with USA Swimming DQs marked by the USA-swimming

certified referee should be sent to [topten@spma.net](mailto:topten@spma.net)

## **USMS Swimmer Membership Registration/Transfers**

A swimmer can register online for USMS Membership at the following location:

<https://www.clubassistant.com/club/USMS.cfm?l=33>

### ***USMS Paper Registration Forms***

Although online registration is preferred, a swimmer can print a copy of the registration form at:

<http://www.spma.net/registration/regform.pdf>

If registration is completed at the meet, the meet administrator should mail the registration form and fee to the SPMS registrar at the conclusion of the meet.

Swimmers can get a copy of their USMS Membership card at:

[https://www.clubassistant.com/club/usms\\_member\\_card\\_request.cfm](https://www.clubassistant.com/club/usms_member_card_request.cfm)

Registration exceptions - Swimmers whose names are included on the meet registration exceptions list must show a membership card or have their registration information changed back to the USMS official registration information. Note: Swimmers may “Unattach” at any time.

**International Swimmers – must show membership card or affiliation document to the administrative official.**

### ***USMS Club Transfer Forms***

The club transfer form is available at:

<http://www.spma.net/registration/spmaclubtransfer.pdf>

If a swimmer changes affiliation at a meet, the meet administrator should mail this completed form and the fee to the SPMS Registrar. Swimmers can look up their USMS registration number at:

[https://www.clubassistant.com/club/forgot\\_usms\\_number.cfm](https://www.clubassistant.com/club/forgot_usms_number.cfm)

## **Additional Administrative Forms**

### ***SPMS Consolidated Entry Card***

[http://www.spma.net/consolidated\\_entry\\_card.pdf](http://www.spma.net/consolidated_entry_card.pdf)

***USMS Relay Forms***

[http://www.usms.org/admin/lmschb/gto\\_rectab\\_relay\\_card.pdf](http://www.usms.org/admin/lmschb/gto_rectab_relay_card.pdf)

***Leadoff/Split Request Forms***

[http://www.usms.org/admin/lmschb/gto\\_rectab\\_split\\_request.pdf](http://www.usms.org/admin/lmschb/gto_rectab_split_request.pdf)

***Worlds/USMS Record Request Forms***

[http://www.usms.org/admin/lmschb/gto\\_rectab\\_record\\_application.pdf](http://www.usms.org/admin/lmschb/gto_rectab_record_application.pdf)

***Pool Measurement Forms:***

[http://www.usms.org/admin/lmschb/gto\\_rectab\\_pool\\_measurement.pdf](http://www.usms.org/admin/lmschb/gto_rectab_pool_measurement.pdf)

***USMS Report of Occurrence Forms***

[https://www.clubassistant.com/club/usms\\_member\\_card\\_request.cfm](https://www.clubassistant.com/club/usms_member_card_request.cfm)

(The meet administrator must mail, fax or email the completed form as soon as possible according to the instructions on the bottom of the form, and should retain a copy of the form).

**Before the Meet (Set-Up)**

Age-up date determination for a meet

SCY – Age on the date of the last day of the meet

SCM/LCM – Age as of December 31

Age group determination for a relay for different courses

SCY – 18+, 25+, 35+, 45+, 55+, 65+, 75+, 85,+ etc.

SCM/LCM – 72-99, 100-119, 120-159, 160-199, 200-239, 240-279, 280-319, 320-359, 360-399, etc.

Mixed relay definition for USMS

A mixed relay for a Masters meet is 2 men + 2 women

Scoring Championship Meets

Individual Events: 9, 7, 6, 5, 4, 3, 2, 1

Relay Events: 18, 14, 12, 10, 8, 6, 4, 2 (twice the points as individual events)

Registrar will send RE1 file – administrative official should contact [registrar@spma.net](mailto:registrar@spma.net) if they do not receive the RE1 file.

Meet Entries File - administrative official should contact the meet host for meet entries file(s) after online registration closes.

Meet Registration Exceptions file - administrative official should contact [registrar@spma.net](mailto:registrar@spma.net) for any exceptions. This can be done at any time, but it is best to do it as close to the event date so that any last minute registration changes are included in the file.

Pool Measurement Forms – administrative official should make sure the pool has a valid “all lanes” measurement on file with the SPMS Top Ten Recorder.

### ***USMS Records***

The USMS National Records for individuals and relays are available online at:

<http://www.usms.org/comp/usmsrecords.php>

<http://www.usms.org/comp/recordsmm.php>

These are in Hy-Tek format and must be directly imported into the meet records.

### ***FINA Records***

The FINA individual and relay Masters World records are available at the following link:

[http://www.fina.org/H2O/index.php?option=com\\_wrapper&view=wrapper&Itemid=226](http://www.fina.org/H2O/index.php?option=com_wrapper&view=wrapper&Itemid=226)

These are in Hy-Tek format and must be imported into the meet records.

## **Day of Meet**

To set up requested splits and leadoffs for USMS swims:

Create events for the ***Requested Splits*** (numbered 100, 101, etc. or 200, 201, etc.) in the normal manner, except, under “Stroke”, administrative official will want to add Note: Split (or Split Request). Event type should be Standard (vs. Time Trial or Swimoff). During the ***Run*** of the meet, the splits are entered manually.

## **After Meet**

**Information required from Administrative Official to be provided to SPMS Top Ten Recorder**

Administrative Official’s name and contact information

Meet Referee’s name and contact information

Meet Director's name and contact information

Meet Manager Backup or SD3 file

Seeding report

Timing system printouts

Timer sheets showing watch times

Printout of results per age group

If a bulkhead was used, the pool measurement form(s) before and after each day of competition must be included. (can be scanned and emailed) [Pool Measurement Form](#)

If a record(s) was set, administrative official must include the record application(s) completed with the referee's signature, with a copy of attached corresponding timer sheet(s), and timing system(s) printout(s). (can be scanned and emailed).

Mail all hard copies and documentation, *excluding registration information*, but including all aforementioned from the meet via tractable shipping.

Contact [topten@spma.net](mailto:topten@spma.net) for mailing address and any questions/problems that may occur.

### **Registration / Registrar**

The Administrative Official should send all registration information to the SPMS Registrar which includes new registrations, transfers, payments and any registration issues that came up at the meet. **Do not send cash.**

The SPMS post-meet procedure list is available from the SPMS Meet Operations Chair.