

## WISCONSIN MASTERS SWIM COMMITTEE, INC.

### SANCTION REQUEST POLICY:

A Masters swim meet sanction will be issued in accordance with USMS Administrative Regulations of Competition, Article 202.

The Wisconsin LMSC recommends that the entry information page(s) be in the same format as per Example A with the sponsoring group filling in the blank lines with the information pertinent to its situation. However, the following sections must be the same as on Example A:

SANCTIONED BY:  
ELIGIBILITY:  
RULES:  
ENTRY FORM:

In addition, the section pertaining to WARM-UPS must conform to USMS Article 102.4 "If there is no other warm-up/warm-down area available in pools of five lanes or more, one lane shall 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 shall be allowed to swim to the other end of the pool at the end of each heat, and a warm-up/warm-down period shall be offered at least once during each half-hour of competition."

Warm-up example:

*(6 lane pool - no other warm-up/warm-down area available.)*

*Lane 1 will be a start and sprint lane with swimming in one direction only and exiting to the side or end. Lanes 2-5 will be for circle swimming only*  
- *NO DIVING STARTS from the blocks or the deck in lanes 2-5. Swimmers must enter the pool feet first in a cautious manner in lanes 2-5. Hand paddles, kickboards, fins, etc., may not be used at any time during the warm up period.*  
*Lane 6 will be used during the conduct of the meet for warm-up/ warm-down. No diving or socializing in this lane.*

The sentences underlined in the above example must be included on the meet information form.

Entry Limit: Maximum allowed is 5 individual events per day plus relays.

It is recommended that the Wisconsin Masters Universal Meet Entry Form be used (sample enclosed). The meet sponsors may use any format that suits their requirements but the LIABILITY RELEASE must be included exactly as on the enclosed samples.

### MEET RESULTS

Meet results must be submitted in the proper format within 14 days after the meet to the LMSC Top-Ten/Records Recorder and the Sanctions Chairman. The Official Sanction will include the addresses of the Top-Ten Recorder and the Sanctions Chairman.

Results for individual events and relays must include the USMS registration number, the full first and last name of the participant, as on their registration card, and age. Age is the age as of the last day of the meet for SCY and as of the last day of the calendar year in which the event is swum for SCM and LCM.

In the event that a participant registers with USMS on the day of the meet the LMSC Top Ten chair will contact the LMSC Registrar for the registration number.

If the Hy-Tek Meet Manager program is used to run the meet the athlete data must be entered as per the instructions in appendix A. The results should be produced using the Published Order format of the Reports/Results section of Hy-Tek not the Event Number or Session Order.

At conclusion of the meet a back-up copy of the Hy-Tek Meet Manager database used to run the meet must be sent to the LMSC Top Ten recorder. If using some other method of running the meet the results of each meet shall be published in the following order:

Individual events:

1. Print women's results first, then men's results.
2. Within each sex, print results by age group from youngest to oldest.
3. Within each age group, print the results in the following order: freestyle, backstroke, breaststroke, butterfly and individual medley.
4. Within each stroke, print events in order from shortest to longest.

Relay events:

1. Print women's relay results first, then men's relay results, then mixed relay results.
2. Within each sex, print results by age group from youngest to oldest and within each age group print in the following order: 200 freestyle relay, 200 medley relay, 400 freestyle relay, 400 medley relay, and 800 freestyle relay.

Results, tapes, timing printouts, time cards, etc., and other information used to compile results and records shall be kept for a minimum of one year after the conclusion of the meet.

REPORT OF OCCURRENCES: It is imperative that all incidents, no matter how minor, be reported as soon as practicable. The USMS Report of Occurrence should be used for all incidents.

Example A

MASTERS SWIM MEET  
(Where) \_\_\_\_\_  
(DATE) \_\_\_\_\_

SPONSORED BY \_\_\_\_\_

SANCTIONED BY: Wisconsin LMSC for USMS, Inc. Sanction No.\* \_\_\_\_\_  
\* (Sanction number will be issued by the LMSC sanctioning officer after approval of meet entry form and payment of appropriate fees.)

LOCATION: \_\_\_\_\_  
\_\_\_\_\_

FACILITIES: \_\_\_\_\_  
\_\_\_\_\_

Time: \_\_\_\_\_

ELIGIBILITY: Open to all Masters Swimmers 18 years old or older. All entrants must be a registered Masters Swimmer and The USMS number must be on the entry. Swimmers must submit a copy of their USMS registration card

RULES: Official Masters Rules will govern this meet. All events will be timed finals.

SEEDING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TIMING: \_\_\_\_\_

WARM-UPS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ENTRY FEE: \$\_\_\_\_\_/individual event, plus the \$\_\_\_ facility user fee for entries received up to one week prior to the meet. Deck entries for individual events will be accepted up to \_\_\_\_\_ AM/PM the day of the meet. The fee for deck entries shall be \$\_\_\_\_\_/event. Fees must accompany entries, checks payable to \_\_\_\_\_

ENTRY LIMIT: \_\_\_\_\_ (Per USMS rules a swimmer is limited to five individual events per day)

ENTRY DEADLINE: Entries must be in the meet directors hands no later than \_\_\_\_\_

ENTRY FORM: The official entry form must be used, one person per form. The LIABILITY RELEASE must be signed without any alterations.

Awards

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MEET DIRECTOR: (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City, State, Zip) \_\_\_\_\_

(Phone) \_\_\_\_\_  
(E-Mail) \_\_\_\_\_

SCHEDULE OF EVENTS

# WISCONSIN MASTERS SWIMMING UNIVERSAL MEET ENTRY FORM

Meet Date \_\_\_\_\_

Meet Location \_\_\_\_\_

If a copy of your current registration card is in the box to the right you do not have to complete the personal information below, except for the phone number and E-Mail address

Sec. 202.1.1 F (2) of the USMS rules requires you to submit a copy of your current registration card with each meet entry.

Please place your current membership card here and make copies to be used when entering swimming meets.

Each meet may have different fees, please be guided by the specifics on the meet information page.

NAME \_\_\_\_\_

MALE \_\_\_\_\_  
FEMALE \_\_\_\_\_ USMS NO \_\_\_\_\_

BIRTH DATE \_\_\_\_\_ AGE \_\_\_\_\_

TEAM \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

USMS rules limit a swimmer to no more than five individual events per day.

EVT #	EVENT	SEED TIME		EVT #	EVENT	SEED TIME
_____	_____	_____		_____	_____	_____
_____	_____	_____		_____	_____	_____
_____	_____	_____		_____	_____	_____
_____	_____	_____		_____	_____	_____
_____	_____	_____		_____	_____	_____
_____	_____	_____		_____	_____	_____

**FEES PER MEET INFORMATION PAGE:**

\_\_\_\_\_ EVENTS @ \$\_\_\_\_\_ ea. + pool surcharge \$\_\_\_\_\_ = \$\_\_\_\_\_

**LIABILITY RELEASE**

I, the undersigned participant, intending to be legally bound, hereby certify that I am physically fit and have not been otherwise informed by a physician. I acknowledge that I am aware of all of the risks inherent in Masters Swimming (training and competition) including possible permanent disability or death, and agree to assume all of those risks.

AS A CONDITION OF MY PARTICIPATION IN THE MASTERS SWIMMING PROGRAM OR ANY ACTIVITIES INCIDENT THERETO, I HEREBY WAIVE ANY AND ALL RIGHTS TO CLAIMS FOR LOSS OR DAMAGES, INCLUDING ALL CLAIMS FOR LOSS OR DAMAGES CAUSED BY THE NEGLIGENCE, ACTIVE OR PASSIVE, OF THE FOLLOWING: UNITED STATES MASTERS SWIMMING, INC., THE LOCAL MASTERS SWIMMING COMMITTEES, THE CLUBS, HOST FACILITIES, MEET SPONSORS, MEET COMMITTEES, OR ANY INDIVIDUALS OFFICIATING AT THE MEETS OR SUPERVISING SUCH ACTIVITIES. In addition, I agree to abide by and be governed by the rules of USMS.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **HY-TEK MEET MANAGER**

### **HOW TO ENTER SWIMMER DATA**

**NAMES:** Enter the swimmers names exactly as they appear on the USMS registration card, including the middle initial. Do not use nicknames or enter data in the 'Preferred Name' field. All names should be entered using both upper and lower case, not all upper case.

**BIRTH DATE:** Enter the birth date in the appropriate field, the program will calculate the age based on the birth date. Birth dates, except those prior to 1930, may be entered as, e.g., 060861 for 6/8/1961. For birth dates prior to 1930 enter as, e.g., 12101928 for 12/10/1928.

**REGISTRATION NUMBER:** Be sure to enter the registration number correctly, including the hyphen. The letters I, L, O and Q are not used, please use the numerical 1 and 0 (zero). The program will convert all the alpha characters in the registration number into upper case so you don't have to keep using the shift key.

**TEAMS:** Teams should be entered using the Teams section on the main menu prior to entering individual swimmer data. Wisconsin workout groups (sub-clubs) of WMAC should be included in the teams section. The LMSC registrar will e-mail a list of registered swimmers to the meet director and the list indicates the workout group each swimmer is registered with if applicable.

**GENDER:** Be sure that the gender, F or M, is entered. Meet Manager has been designed so that the meet events, in the Eligible Events section, do not appear on the Athlete Data Entry screen until the gender has been entered. Be sure to use the Tab key to advance to the Events section.

**EVENT DATA:** It is recommended that you enter the event number of the first event that the participant has entered in the Entries section and then select all the remaining events that the participant has chosen by clicking, thereby highlighting, each particular event on the Eligible Events menu. This will cause the program to create a list of events in the Entries section, to the left of the Eligible Events menu, in event number order. Then proceed to enter the seed times in the Entries section.

**SEED TIMES (ENTRY TIME):** Enter the seed times to the hundredths, e.g., for a submitted seed time of :35 type 3500 or for a 1:11.05 seed time type 11105. The program will automatically display the colon and the decimal point. A "no time" may be entered as NT. If a seed time is not entered the program will automatically enter NT.

**MOVING BETWEEN FIELDS:** Use either the Tab key or the mouse to move between data fields. Do not use the Enter key to move between fields.