## GMSC Meet Director’s Report updated 3/19/2015

*Read the GMSC Meet Results Submission Instructions before filling out this form. Ideally, your version of Word will allow you to fill out this form electronically (you must enable editing), in which case you should submit it by email. Alternatively, you can print it, fill it out by hand, scan it and email the scan file. As a last resort, you can snail-mail the filled-out form.*

**Name of the meet:** Click here to enter text.

**Meet Location:** Name of pool or open water venue: Click here to enter text.

City and state: Click here to enter text. **Course**(SCY, SCM, LCM)**:** Click here to enter text.

**Start Date of the meet** *(mm/dd/yyyy):* Click here to enter text. **End Date:**  Click here to enter text.

**Sanction/Approval Number:** Click here to enter text.

**Official USMS/GMSC Designated Meet Observer** (USMS Recognized meets only – *not* required for USMS Sanctioned meets)**:**

Name: Click here to enter text. Phone: Click here to enter text. *(10-digit)*

Email: Click here to enter text.

**Asst (or Co-) Meet Director (if applicable):**

Name: Click here to enter text.

Phone: Click here to enter text. *(10-digit)*

Email address: Click here to enter text.

**Meet Director:**

Name: Click here to enter text.

Phone: Click here to enter text. *(10-digit)*

Email: Click here to enter text.

**Officials:** Names, positions and certifying organizations: (USMS approves USA Swimming, USMS through its LMSCs, YMCA, Federation of High School Swimming Officials, and the College Swimming Officials Association as certifying organizations.)

Name: Click here to enter text.  **Position: Referee**

Certified by: Click here to enter text.

Name: Click here to enter text. Position:Click here to enter text.

Certified by: Click here to enter text.

Name: Click here to enter text. Position:Click here to enter text.

Certified by: Click here to enter text.

Name: Click here to enter text. Position:Click here to enter text.

Certified by: Click here to enter text.

If you had more than 4 officials, submit their information on a separate sheet.

**One-Event Registrants:** Are all such swimmers listed in the Hy-Tek file with OEVT as their registration ID? ****

**Non-standard Events:** Did your meet include any of the following:

1. Events that are not from the defined list of pool events in section 102 of the USMS rule book? ****
2. Any “choice” or “open” events where swimmers may choose from two or more events? ****
3. Any open water events? ****

If yes for any of the above 3 questions, these events are not eligible for Top 10 or records. You must mark them as Time Trial events (instead of Standard Events) in the Events area in Meet Manager before submitting your meet backup file.

**Timing:** How were all individual and relay times measured:

  

**Pool Length Certification (PLC):** Is an initial all-lanes PLC Form on file with USMS for this pool? [(you can check this in this excel spreadsheet)](http://www.usms.org/~rectabs/poollengthdb.xls)  ****

Is your pool certified as being proper length for Records and Top10 purposes? 

How many touchpads did you have in each lane during the competition? 

Does any course used in your meet have a moveable bulkhead? 

If yes:

Was the course measured prior to the meet and have you included with your results a PLC Form for this pre-meet measurement? 

Was the course re-measured immediately after each session (each day) of competition and have you included with your results a PLC Form for each session? 

**Split Requests:** How many relay leadoff or individual event split requests were received? Click here to enter text.

For a split request to be considered for Top Ten or Record purposes, a copy of the completely filled out USMS Split Notification Form, approved and signed by the Meet Referee must be submitted with your results.

**Records Submission** (only times swum in pools certified for proper length and measured by automatic equipment, 3- button semi-automatic equipment, or 3 watches can be considered for USMS or World records)**:**

Did you download the current [USMS National Records](http://www.usms.org/comp/recordsmm.php) and [FINA World Records](http://www.fina.org/H2O/index.php?option=com_wrapper&view=wrapper&Itemid=637) (if a meters meet) and load them into Meet Manager so that potential record-breaking times are flagged automatically in the results?  ****

How many potential records were reported? Click here to enter text.

For each potential record, a completed Application for USMS and/or World Record (<http://www.usms.org/admin/lmschb/recordapp.pdf>) and all required record documentation must be submitted to the USMS Records Administrator as indicated on that form AND a copy of that complete package must be submitted with your meet results.

**Media retention:** Have you made arrangements to store results, tapes, timing printouts, time cards, heat sheets, timers’ heat sheets, swim­mer lists, electronic files and other media and information used to compile results and records for a minimum of two years? ****

**URL to meet info/entry:** Click here to enter text.

**URL to published results:** Click here to enter text.

## Meet Results Submission Instructions

Results from all meets sanctioned by GMSC must be submitted in HyTek Meet Manager Meet Backup (.zip) file format for Top 10 processing. Results are not final and official, and thus not eligible for USMS Top 10 consideration, until all steps of the results submission process have been completed and approved by the GMSC Meet Results Coordinator, Emmett Hines.

The following items are the most common things that delay Top 10 processing:

* Incomplete, inaccurate or missing entry data – registration IDs, birthdates, ages, spellings, nicknames, genders, affiliations etc. – can result in your results being kicked back to you for correction/completion before processing can continue. Here are some easy ways to avoid this:
  + Get, from GMSC registrar\* the latest and greatest .RE1 file and import it into Meet Manager (Files🡪Import🡪Registration File). This brings all the current official USMS data on everyone in GMSC - so you do not have to manually enter any of this data for GMSC swimmers (*but see UNAT note below*).
  + For swimmers you have to enter manually, make sure you only use data found on the swimmers USMS registration/ID card when keying the swimmer’s entry into Meet Manager (*but see UNAT note below)*. (Hint – some meet directors have found it helpful NOT to include blanks for the swimmer to enter name, DOB, reg number, club, etc on the entry form but, instead, put a box and say “paste copy of your official current USMS registration card here”. The only data they give blanks for is stuff that is not on the card. No card? No entry.)
  + Late registrations, or people from out of GMSC, can be checked online at:  
    <https://www.clubassistant.com/club/forgot_usms_number.cfm>. You do NOT have to enter the permanent ID! Only the name, gender and birth date.

***UNAT note:*** *A swimmer is allowed by the rules to un-attach from his club at any time without getting it officially changed on the USMS registration card. Therefore, if the swimmer’s entry form indicates “UNAT” or “unattached” for club affiliation, this must be honored. In such a case DO NOT enter the team shown on the USMS card but, instead, enter “UCxx” (where “xx” is the LMSC designator number for the LMSC noted on the USMS card) into Hytek.*

* Incomplete or missing data on the attached Meet Director’s Report.
* Failure to submit any required pool measurement forms with your results (pertains only to pools that do not have an official Pool Length Certification form on file with Gulf MSC and pools with bulkheads).

**Deadlines:**

* Your preliminary meet results must be published on the web within 24 hours of the end of the meet:
  + They must be fully formatted according to the instructions in “Preparation of Meet Results for Publication” found on the Meet Director’s page: <http://www.gulfmastersswimming.org/w/GMS/meet_director.cfm>.
  + This set of results must be clearly marked as “PRELIMINARY – pending review”
  + The document must be posted in Acrobat PDF format (which the HyTek software can produce).
  + Send a copy of your publication results to the GMSC Meet Results Coordinator\*.
* Your Meet Director’s Meet Report, Meet Manager backup file, PLCs, copies of all split requests and copy of your original meet entry form for your meet must be emailed to the GMSC Meet Results Coordinator within 7 days of the end of the meet.
* Response to any corrections, questions etc. should come within 72 hours (there may be several rounds of this).
* If corrections are necessary in your results you will likely be required to post a corrected PDF publication file.
* The final, fully corrected (to our satisfaction) results must be submitted no more than 25 days after the end of the meet. Results are not final and official until your meet backup file and publication results have been reviewed by the GMSC Meet Results Coordinator (and if eligible, made it through Top 10 processing). Only once your results submission has been certified correct and final may the results be posted as “official” or “final”.

**What to submit** - Once you have your ducks in a row, submit the following:

* The Meet Director’s report form, filled out in its entirely
* The Hy-Tek Meet Manager meet backup (zip) file
* Copy of all Split Request forms
* Copy of PLC Form for the pre-meet measurement (required for bulkhead pools only)
* Copy of PLC Form from the end of each session (day) of the meet (required for bulkhead pools only)
* Copy of all USMS or World record submissions
* Copy of your meet entry form
* Copy of (or url link to) your most up-to-date publication results

to *both* of my email addresses: [emmett@usms.org](mailto:emmett@usms.org) & [emmetthines@gmail.com](mailto:emmetthines@gmail.com) within 7 days of the end of the meet (but sooner is better). Receipt will be confirmed as soon as I see it. If you do not get a confirmation within 48 hours, call me.

**Any questions should be directed to the GMSC Meet Results Coordinator:**

Emmett Hines

GMSC Meet Results Coordinator

GMSC Top10/Records Recorder

[emmett@usms.org](mailto:emmett@usms.org)

[emmetthines@gmail.com](mailto:emmetthines@gmail.com)

4361 Graduate Circle

Houston, TX 77004

713-748-7946

**\* Contacts mentioned herein:**

**GMSC registrar, Scott Campbell –** [**SCampbell@usms.org**](mailto:SCampbell@usms.org)

**GMSC Webmaster – Sheila Baskett –** [sheila1135@comcast.net](mailto:sheila1135@comcast.net)

**GMSC Meet Results Coordinator – Emmett Hines –** [emmett@usms.org](mailto:emmett@usms.org)