

**WISCONSIN MASTERS SWIMMING
GUIDELINES
FOR
HOSTING A MASTERS SWIM MEET**

Introduction

**In the last couple years there have been a couple of major changes impacting Masters swim meets that are sanctioned by USMS, and by extension,
Wisconsin Masters Swimming.**

The Wisconsin Masters Swim Committee wants to encourage that swim meets be held throughout the state. . .but only so far as it makes economic sense for the host group and the Wisconsin Masters Swimming organization. Within that caveat we will try to help any group that wants to host a meet.

Major Change #1 - Pool Certification

After a very large zone meet held in Tualatin Hills, Oregon where a number of national and a couple of world records were broken, someone decided to measure the pool. It was discovered that it was short. This was thought to be a world-class swimming venue hosting several large local and regional meets. As a result of the post-meet measurement *none* of those records were sustained.

This issue came to a head at the USMS Convention in 2002 held in Dallas. The House of Delegates voted to approve a recommendation from the Rules, Records, and Championship committees to measure pools where Masters meets were being held. Please refer to your current USMS Rule Book for guidance on this procedure. You can access this at the national website: www.usms.org and then select the Articles And Publications Tab followed by the Rule Book item You can download the "Pool Certification" form from "Appendix B: Information for Meet Directors and Officials. The current quick link to that appendix is <http://www.usms.org/rules/appb.pdf>. *You may want to measure your pool before you decide to proceed with hosting a Masters meet.*

Major Change #2 - Warm Up-Cool Down space

A few years before the pool measurement issue it became required that meets offer a continuous warm-up/cool-down area for swimmers. This can be a separate pool, a separate lane or an extended break in the meet. Our experience shows that it is better for the athlete to be able to access this

space continuously during the meet. So, if you have an 8-lane pool you can only allocate 7 for competition leaving one open for warm-up and cool-down.

How to Apply to Host a Meet

- 1. Measure the pool and fill out the Pool Certification form. The pool measurement form is to be filed with the LMSC Top Ten Recorder.**
- 2. Request an Application for Sanction or Recognition from the Sanction Officer of WMSC. This is a simple form that spells out where the meet will be held, the host organization, the meet director, contact numbers, etc. A copy of the Wisconsin Masters Sanction Policy will be mailed with the Sanction Application.**

What is the difference between a Sanctioned meet and a Recognized meet? A fully *sanctioned* meet means that all the swimmers are registered members of USMS. A *recognized* meet allows non-USMS registered swimmers to participate in the meet. However, these swimmers are ineligible for any records; and, while they may swim on a relay, the relay becomes ineligible for any record or Top Ten recognition. Then why would a meet host want to have a *Recognized* meet? Simple: to reach out to those swimmers who have thought about swimming Masters and competing, with the thought of converting those swimmers to USMS members, and growing the local Masters club or group.

- 3. Create a Meet Information page, following the guidelines in the Sanction Policy, and a Schedule of Events. There is no pre-scribed order of events, but you do need to offer at least one of the IM's and at least one distance of each stroke - e.g., 100, 200 or 400 IM; 50, 100, 200 of Butterfly, Backstroke, Breaststroke and Freestyle. Remember to keep your market in mind when you are preparing your Schedule of Events. Keep it somewhat balanced between strokes. Also remember you're not going to please everyone!**
- 4. Send the Application for Sanction or Recognition, along with the meet information and Schedule of Events to the Sanction Officer of WMSC, Eric Jernberg. Also included should be the sanction fee of \$25 made payable to WMSC.**
- 5. Because swimmers like to have a token of their swimming experience WMSC has ribbons available for the host organization. These will be provided in adequate quantity for a \$45 deposit. You will only be charged for those ribbons used at \$.37 each. The host club can also provide their own awards if desired.**
- 6. Another cost is the officials. Two officials are required. You should have a "stable" of qualified USA or USMS certified officials and starters who are versed in USMS rules and the differences between USA and USMS. The**

compensation for each official is \$60.00 for the first four hours and \$15.00 for each hour in excess of four hours. The minimum compensation is \$60.00 even if the meet runs less than four hours.

7. If you want to do a mailing to reach our total membership of over 500 swimmers you can pay \$100 to have your meet information included with our bimonthly newsletter. *Or*, you can purchase a set of labels to do your own mailing. A set of labels will cost \$25.

8. Besides cost, there is also income to the meet. The customary entry fee is \$3.00 each event entered through advance registration by mail. If you choose to allow deck entries, the customary deck entry fee is \$5.00 each event. In addition, to defray the pool rental cost, a per swimmer user facility fee may be charged to each swimmer. While the amount of the facility user fee is at the discretion of the meet host, it is recommended that the fee be in the range of \$7.00 to \$10.00 per swimmer

Summary:

- A. Measure pool and fill out Pool Certification Form.
- B. Sanction or Recognition Application Form
- C. Create meet information and Schedule of Events.
- D. Send the three above items to Sanction Officer along with a check made out to "WMSC" for \$25.00.
- E. Confirm the officials and facilities in writing.
- F. Other costs:
 - A. Inclusion in newsletter \$100.
 - B. Ribbons deposit \$45.
 - C. Set of ~labels \$25.
 - D. Meet Officials fees: see item 6 above.
 - E. Pool rental cost varies locally. - ?
 - F. Lifeguard (1 for each pool) is sometimes included in the cost of the pool rental. If not, the pay is generally what the lifeguard receives from the pool.

More Suggestions:

It is highly recommended that you employ electronic timing. The official time to establish a World and/or National record can be achieved only with an automatic timing system or three watches. USMS Top Ten times require two watches if electronic timing is not used.

In addition, it is recommended that a printout from the timing system be produced in case record applications need to be filed.

If your site does not have electronic timing on-site it *might* be possible to use the system that WMAC (Wisconsin Masters Aquatic Club) owns. It includes the timing console, pads and all connecting cables. It is stored in West Allis, and its use would depend on the availability of John Bauman because he comes with the system. The use of an electronic timing system gives the times swam at your meet greater credibility. It is now considered standard process in swimming and its use or non-use could affect your meet attendance. This timing system was purchased new in 2002 and is very reliable and consistent. Cost to use this system: we've made it available for free to those sites without a timing system. It's undecided if that policy will continue.

Meet Manager© software. If you don't have it on your computer, WMAC may be able to loan you a computer with the ***Meet Manager***© installed in it. This computer would interface with the electronic timing console to create instant results data. Cost? We haven't charged for this in the past but we may need to in the future. A lot of host groups, though, have the software.

Meet Results: In order for meet result times to be accepted for National Top Ten consideration the MEET RESULTS section of the Sanction Policy must be adhered to fully. Particularly the USMS registration number, correct full name as on the USMS membership card and age.

In addition, clubs listed on meet programs, heat sheets and results can only be Nationally registered clubs or registered workout groups (sub-clubs) of Wisconsin Masters Aquatic Club.

Once you have decided to host a meet and begin the planning process, it is important to confirm the facility and the key participants, officials and lifeguards, in writing, so there are no misunderstandings when the day of the meet arrives.

Any questions? Contact one of us:

John Bauman - 414-453-7336 wmacswim@sbcglobal.net
Eric Jernberg - 414-443-6460 jernberge@yahoo.com
Dick Pitman - 608-770-2307 dpitman@usms.org

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