



MEET GUIDELINES

PRE-MEET CHECKLIST

- Verify site availability.
- Request date on Niagara LMSC calendar with the Sanctions Chair.
- Complete the USMS On-Line Event Sanction Request Process:
<http://www.usms.org/comp/sanction/request.php>.
- Organize meet committee and designate responsibilities.
- Order awards (if needed).
- Accept entries. Check all entries for compliance with meet rules, e.g. no more than 5 events per day, copy of current USMS card. Notify entrants of incomplete or incorrect documentation or fees
- Enter meet information in Hy-Tek Meet Manager, seed (if pre-seeded) and print program. Use MM 5.0 or greater if using Club Assistant for online entries. If you do not have 5.0 or greater, contact the Sanction chair.
- Compile listing to be used at check-in of any incomplete entries indicating what must be supplied before swimmer is allowed to compete.
- Arrange for officials (referee, starter, 2 S/T) with Brooks Howard (jbh5cfp@gmail.com), arrange lifeguards, and pool personnel
- Arrange for timers and other volunteers (check-in, concessions, clerk-of-course, awards, runners, and announcer)
- Prior to meet check all equipment for availability and working condition. An AED in the pool area is highly recommended.
- Prepare appropriate signs to direct participants within the facility.

DAY OF THE MEET

- Check all pool equipment, e.g. lane lines, flags, blocks, etc. Have lap counters readily available.
- Check all swimmers to guarantee no ineligible entrants compete. Distribute meet program at check-in, notify participants of rules, facility layout, changes to the program if applicable, etc.
- If accepting deck entries you must have USMS registration forms (and one event registration forms if allowing them) available.
- Seed any deck seeded events and print, post and distribute heats to announcer, timers, and officials. Announce and post for swimmers.
- Be sure that both USMS and facility insurance forms are available and that first aid is available on site as well as posted emergency phone numbers.
- Hold timers meeting – a minimum of one timer per lane is required with automatic timing. Records shall require automatic timing, semiautomatic timing with three buttons or manual timing with three watches.
- Arrange for officials meeting prior to start to discuss conduct of meet, assign duties/jurisdictions, as well as to discuss any recent rule changes.
- Post LMSC records and provide announcer with copy for use throughout the meet.
- Supervise warm-up in accordance with USMS rules; at some point designate one-way start lanes, no diving.
- Do not change meet breaks as listed in the meet information.
- Post results as they are available, with splits.

POST-MEET CHECK LIST

- Prepare results according to Niagara LMSC P&P and submit within 14 days.
- Keep timers' sheets and timing system tapes for one year.