

# 2010 METROPOLITAN LMSC SANCTIONED POOL EVENT

## Page One Pre-Event Planning & Advice

### Preliminary Planning

- \*\* Begin planning for your event a minimum of six months in advance. Contact your facility, municipality or organization decision-makers to confirm venue date and time availability. Last-minute applications can not necessarily be processed. Sanction approval priority will be given to event directors with a proven track record of well-organized safe events that have complied with USMS rules and LMSC guidelines, and to event directors who have exhibited a willingness to work together with our LMSC to coordinate events that complement our local calendar.
- \*\* Contact the Event Sanction Chairperson to discuss date(s) and other event-related details. Please note that the LMSC does not encourage and will not sanction multiple events of similar nature on the same date or weekend. Every effort will be made to schedule similar events 2-3 weeks apart to encourage greater participation and avoid participation dilution.
- \*\* Email preliminary event data and entry form in Microsoft Word format to the Event Sanction Chairperson for review.
- \*\* Download the current USMS Rule Book from the internet or purchase from the USMS national office for pre-event planning reference. Having a copy of the current USMS Rule Book at your event is a USMS requirement.
- \*\* Check with Event Sanction Chairperson to determine whether or not a Pool Length Certification ("PLC") is on file with the LMSC for your facility. If your event competition course is bordered by one or more moveable bulkheads, then a PLC must be performed both before and immediately after the conclusion of the final meet session or day to confirm bulkhead placement regardless of whether or not a PLC form is already on file.
- \*\* Upon approval of preliminary event information, once again e-mail FINAL event data and entry form with issued sanction number to the Event Sanction Chairperson. Simultaneously MAIL fully executed Sanction Application and Guideline Acknowledgment, \$25 sanction fee and \$200 refundable bond to Event Sanction Chairperson. Upon receipt of forms and payments, your event information will be posted on the Metro LMSC website.

### Event Promotion

- \*\* Submission of final, approved, LMSC-sanctioned event data in a timely manner will ensure that your event is posted on the LMSC website and also included in periodic LMSC email notices.
- \*\* Log on to the USMS national website, link to the "Calendar" section, go to the "Calendar Submission form," fill in all pertinent event data, and submit for inclusion in the USMS National Calendar of Events.
- \*\* Consider bringing copies of your event information to other local and regional events during the months leading up to your event for distribution to attending swimmers (secure advance approval from other event directors).

### Hy-Tek Meet Manager ("MM") Data Entry Guidelines and Info

- \*\* Hy-Tek MM data entry guidelines: Enter each swimmer's first and last name (NO middle initial) as it appears on current USMS registration card. Include every swimmer's current USMS registration number. Only enter CLUB ABBREVIATION (not fully spelled out club name or team/workout group affiliation) without LMSC affiliation suffix.
- \*\* Only currently registered USMS members 18 years of age or older may participate in sanctioned events. Age determining date for yard, open water, clinic and other events is DAY OF EVENT or, if the event is several days in duration, the LAST DAY OF EVENT. Age determining date for METER events is the swimmer's age as of December 31 of the current year.
- \*\* See Event Guideline Acknowledgment page for additional detailed information on proper results compilation and submission.
- \*\* Make sure your Hy-Tek MM computer operator receives a copy of all sanction information so proper data entry and results guidelines are followed.

### Miscellaneous Information

- \*\* A swimmer's USMS registration data (birthdate, club affiliation, current USMS registration number, etc.) can be confirmed online at [www.clubassistant.com/club/usms.cfm](http://www.clubassistant.com/club/usms.cfm). Direct any other USMS registration questions to the LMSC Registrar, Maria Anderson, via email at [metroreg@gmail.com](mailto:metroreg@gmail.com).
- \*\* For certified USA-Swimming officials who have been specifically trained to officiate USMS sanctioned events, contact the LMSC Officials Chairman, Holger Fietkau, by cell phone at 516-660-2003 or via email [HolgerFUSA@aol.com](mailto:HolgerFUSA@aol.com).
- \*\* Contact the Event Sanction Chairperson for experienced Hy-Tek MM computer operators or with any other questions.

**2010 METROPOLITAN LMSC SANCTIONED POOL EVENT**  
**Page Two Event Sanction Application**

Name of USMS or USA-S Club or Organization \_\_\_\_\_

hereby applies for a sanction to hold a (check one) swimming

\_\_\_\_\_ pool competition \_\_\_\_\_ clinic \_\_\_\_\_ other.

If other, please provide detail \_\_\_\_\_

\_\_\_\_\_

To be held on the following date(s) \_\_\_\_\_

at the following location \_\_\_\_\_

\_\_\_\_\_

and agrees that this event will be conducted in accordance with current U. S. Masters Swimming, Inc. rules and Metropolitan LMSC guidelines.

SIGNATURE OF REQUESTER \_\_\_\_\_

PRINT NAME OF REQUESTER \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

DAYTIME TELEPHONE \_\_\_\_\_

EVENING TELEPHONE \_\_\_\_\_

CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

REQUESTOR MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MAIL all of the following:

- fully executed Event Sanction Application & Event Guideline Acknowledgment
- \$25 sanction fee and \$200 refundable bond checks, each made payable to Metropolitan LMSC
- a copy of the final approved event information and entry form with issued sanction number

TO: Lisa Baumann, Metro Event Sanction Chair  
734 Franklin Avenue #383, Garden City, NY 11530

**2010 METROPOLITAN LMSC SANCTIONED POOL EVENT**  
**Page Three Event Guideline Acknowledgment**

Please review the following guidelines and indicate your understanding and acceptance of same by signing and dating form at bottom.

1. Initial contact with Event Sanction Chairperson to review date availability and discuss draft event details. No dissemination of event information is permitted prior to sanction review and approval.
2. Submission of timely request for sanction with appropriate forms and fees (\$25 sanction fee and \$200 refundable bond checks made payable to Metropolitan LMSC).
3. Heading and language of entry form must follow requirements indicated in the current USMS Rule Book. Liability release must be EXACTLY reproduced as printed in the current USMS Rule Book, including capitalization and punctuation. Entry form must require a legible copy of entrant's current USMS registration card for entry acceptance; no exceptions.
4. Hy-Tek Meet Manager ("MM") data entry of each swimmer's first and last name (excluding middle initial), date of birth, gender, club ABBREVIATION (not workout/team affiliation) with no LMSC affiliation indicated, and USMS registration number copied exactly from current USMS registration card. Swimmer club affiliation may not change from USMS registration data, unless swimmer declares UNATTACHED status prior to meet start date.
5. Have a copy of the current USMS Rule Book at your event.
6. Appropriate number of officials (minimum of two per competition course) present at your event. Insure that officials enforce USMS rules.
7. Follow and enforce USMS-mandated warm-up procedures. Warm-up guidelines are included in this sanction material.
8. Check with Event Sanction Chairperson to determine whether or not a Pool Length Certification ("PLC") is on file with the LMSC. If your facility competition course is bordered by one or more moveable bulkheads, then a PLC MUST be performed to confirm bulkhead placement both before and immediately after the conclusion of the final meet session or day (regardless of whether or not a PLC form is already on file).
9. Be aware of USMS national and FINA world age group records, which can be accessed through the USMS national website and imported into your Hy-Tek MM program from [www.usms.org/comp/usmsrecords.php](http://www.usms.org/comp/usmsrecords.php).
10. Submit results data within five (5) business days after conclusion of event in required format to Event Sanction Chairperson as follows:
  - (a) Via email: Complete results in Microsoft Word or HTML file format in PUBLICATION order (women first; men second; in ascending age group order; final times with both cumulative and subtracted splits). Disqualifications should be included; do NOT indicate NO SHOW swimmers. Make sure that only club abbreviations (not fully spelled out club names) without any LMSC affiliation are indicated. Do NOT include points scored or any unofficial events or unofficial relay results. USMS registration number for each swimmer should NOT be included in this WORD or HTML results file.
  - (b) Via email: Hy-Tek MM backup file with USMS registration numbers included for every swimmer. Do NOT include unofficial events or unofficial relay results.
  - (c) Via email: A list with complete results information for any and all swimmers who requested official split times.
  - (d) Via email: Include the first and last names of the officials who officiated at your sanctioned event.
  - (e) Via postal delivery: Executed PLC (if required), along with a legible copy of any backup documentation to substantiate potential USMS national and/or FINA world records. Record application documentation details are included in this sanction material.
11. All sanctioned event material must be retained for a minimum of two years.
12. To ensure accuracy, the event director should proofread all data entry and results before and after event. Event director is responsible for compliance with all USMS sanctioned event rules and LMSC guidelines, and should make sure that Hy-Tek MM computer operator is fully informed of data entry and results compilation submission guidelines.

REQUESTER SIGNATURE \_\_\_\_\_

PRINT FULL NAME \_\_\_\_\_

DATE \_\_\_\_\_

**2009 METROPOLITAN LMSC SANCTIONED POOL EVENT**  
**Page Four USMS Warm-up Procedures for Swim Meets**

To ensure the safety of all swimmers during the warm-up period, we ask that you read and enforce the following procedures.

**PRE-COMPETITION POOL WARM-UP**

1. The first 30 minutes of the warm-up period shall include all lanes for general swimming. After the first 30 minutes, two adjacent outside lanes shall be designated as one-way sprint lanes. Swimmers may swim in one direction only down the center of the lane. A dive off the blocks or a backstroke start is permitted in each of these lanes. Swimmers should immediately exit the sprint lane when they reach the end of the pool.
2. All other remaining lanes are for continuous swimming in a circle-swimming pattern, with swimmers staying as close to the right hand side of the lane as is practical. Lanes may be designated slow, medium and fast. No dives, backstroke starts or jumping entry shall be permitted in these lanes at any time during warm-up period. "No Diving" signs shall be posted on the blocks for these lanes, or some other device/method used to prohibit diving.
3. At no time during warm-ups shall swimmers be permitted to enter any lane by jumping into the water from the sides or any end of the pool. Swimmers must enter the pool feet first in a cautious controlled manner. Diving shall be permitted only from the blocks in designated sprint lane(s).
4. At the referees discretion, swimmers may be disqualified from competition for diving into the pool during warm-up.
5. No hand paddles shall be allowed during warmup; kickboards and pull buoys are permitted.
6. Swimmers are requested to leave the pool when they have finished their warm-up to provide other swimmers an opportunity for adequate warm-up time.
7. IT IS RECOMMENDED THAT:
  - (a) Marshals at each end of the pool monitor and enforce the above safety guidelines.
  - (b) An announcer facilitates the conduct of the warm-up.
  - (c) A qualified lifeguard is on duty throughout the warm-up period.

**WARM-UP AND COOL-DOWN DURING COMPETITION**

The same safety regulations shall be enforced with the exception that there need not be a sprint lane. However, if space permits, one sprint lane may be available and marked appropriately.

**ADDITIONAL WARM-UP SUGGESTIONS**

The following procedures are to be used if no separate warm-up/cool-down area is available adjacent to competition pool. In pools of five (5) or more lanes, one or more end lanes shall be set aside for warm-up and cool-down during the meet. In pools of four (4) or fewer lanes, a brief period shall be offered at least once each half hour of competition; at the end of each heat, time should be allowed for competitors to swim to the other end of the pool before the next heat is started.

**United States Masters Swimming  
Metropolitan Local Masters Swimming Committee**

**POOL LENGTH CERTIFICATION FORM**

1. Facility Name \_\_\_\_\_ LMSC \_\_\_\_\_

Facility Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. Measurement parameters (*circle answer*):

- a. Nominal pool length:                      25 yards      25 meters      50 meters
- b. Moveable bulkhead:                      Yes              No              Placement confirmation \_\_\_\_\_
- c. Measuring device (see below):              Steel tape      Laser              Other \_\_\_\_\_
- d. Number of touchpads per lane at time of measurement:
- None              One              Two

*(In some cases, two touchpads may be used, one at each end of the pool.)*

3. Measurements (minimum distances measured):

Distances measured in (*circle one*):      feet/inches      or      meters/centimeters

If these measurements are a confirmation of bulkhead placement, only the outer-most lanes and one center lane must be measured.

Lane 1 \_\_\_\_\_ Lane 2 \_\_\_\_\_ Lane 3 \_\_\_\_\_ Lane 4 \_\_\_\_\_

Lane 5 \_\_\_\_\_ Lane 6 \_\_\_\_\_ Lane 7 \_\_\_\_\_ Lane 8 \_\_\_\_\_

Lane 9 \_\_\_\_\_ Lane 10 \_\_\_\_\_ Lane 11 \_\_\_\_\_ Lane 12 \_\_\_\_\_

4. Measured by:

Submitted by:

Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# United States Masters Swimming

## Metropolitan Local Masters Swimming Committee

Maintaining Pool Length Certification Forms is the responsibility of both the Event Director and the Metropolitan LMSC. Completed forms should be sent to the LMSC Sanction Chairperson for record-keeping purposes and for subsequent distribution to the required individuals. Attach a copy of this form to USMS National and/or FINA World Record Applications if the form is not already on file with the USMS National Records and Tabulation Chairperson. If the event competition course is bordered by one or more bulkheads, a copy of this form must be included with meet results sent to the LMSC Sanction Chairperson to verify bulkhead placement.

### MEASUREMENT PROCEDURES:

- Note that existing pool length certification forms may be used that are on file with the facility, the LMSC, USA-Swimming or USMS, as long as all lanes have been measured, and as long as bulkhead placement confirmation is not required.
- A 25 meter pool measures 82 feet 0.25 inches. A 50 meter pool measures 164 feet 0.50 inches.
- Measurements must be conducted using a measuring device with the minimum measuring quality of a steel tape, at least  $\pm 0.005$  m ( $\pm 0.20$  inches or 0.016 feet), over the nominal distance. A laser measuring device may be used, but it must be as accurate as required for steel tapes.
- Tapes may not be combined to perform the measurements.
- Measurements may be reported in either the English system (feet/inches) or the metric system (meters/centimeters).
- For initial certification, one measurement must be conducted for each lane of competition. For bulkhead confirmation, only the outer-most lanes and one center lane must be measured.
- Inspect each end of the pool. If there are any protrusions in a lane from 0.8 meters below the surface to the top of the touch pad or wall or up to 0.3 meters above the surface whichever is higher, you must use the protrusion as the measurement point. Otherwise, measurements must be taken in the center of each lane at water level.
- Measurements may be conducted with or without touchpads in place. If no touchpads are in place at the time of measurement and will be used for competition, a correction of 1 cm. per lane per pad will be applied.
- Permanent courses need only be measured once unless structural changes (including resurfacing) have occurred since original measurement.
- For a pool with a moveable bulkhead, initial course measurement (of each lane) must be confirmed by a responsible person at the conclusion of the session. Only the outer-most lanes and a center lane must be measured thereafter for bulkhead placement confirmation.

Application for USMS and/or World Record

1. Course SCY SCM LCM 2. Distance 50-100-200-400-500-800-1000-1500-1650 3. Stroke free-back-breast-fly-IM-FR-MR
4. Official time mins: secs. hundredths 5. Date of swim (mm/dd/yyyy) and Hour (am/pm)

6a. Primary timing for this performance (check one below) Electronic Semi-automatic (three buttons) Three stopwatches 6b. Non-electronic times:

7. For individual events: Age group

Last name of swimmer First name of swimmer Gender Birth date (mm/dd/yy) Age USMS number

8. For relay events: Club name Age group (List names in order of competing)

Last name of swimmer First name of swimmer Gender Birthdate (mm/dd/yy) Age USMS number

9. Pool name City State Last day of meet Sanction or recognition # LMSC

10. Select one: USMS Sanctioned USMS Recognized USA-S Meet USMS/USA Dual Sanctioned

11. Is the swimmer's birth certificate (or passport) attached or on file with the USMS Records Administrator? Yes No

12. Is the pool length certification attached or on file with the USMS Records Administrator? Yes No

13. Have structural changes, including resurfacing, been made to the pool since the last pool length certification? Yes No

14. Is the racing course fixed by a moveable bulkhead? (If yes, course measurement must be confirmed at the conclusion of the session during which the record time was achieved.) Yes No

15. If the primary timing system is electronic, how many touchpads were in each lane? 1 2

16. REFEREE: I certify that the required number of personnel officiated during the above performance and were properly qualified officials, and the described performance complied with the rules of United States Masters Swimming. Name Date

Signature

17. Record application submitted by:

Name Phone ( )

Address

City State Zip

Email

18. USMS Records Administrator

Name Date

Signature

Instructions: Complete the above form in its entirety. (World records are due within 60 days of the swim.)

- Attach the printout showing event number, heat number, splits, backup from the electronic timing system and/or time card with the signatures of all three timers. Meet results are not a substitute for the timing system printout.
• Attach a copy of the heat sheet showing swimmer's name, event number, heat number, and lane number assignment.
• If a moveable bulkhead, attach a copy of the Pool Length Certification form showing the measurements from the session of the record swim.
• Swims done at recognized or USA-S meets do not qualify for world records.
• Swimmer's age is as of December 31 of the year of competition for LCM and SCM courses, and as of the last day of the meet for SCY courses.

Send all information to: Walt Reid, 11114 111th St. SW, Tacoma, WA 98498, USMSRecords@usms.org

**REPORT OF OCCURRENCE  
UNITED STATES MASTERS SWIMMING, INC.**

Injured Person's Name \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Club Affiliation \_\_\_\_\_  
Activity Taking Place at Time of Accident \_\_\_\_\_

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Place Where Accident Occurred \_\_\_\_\_  
(include City/St/Zip) \_\_\_\_\_  
Date of Accident \_\_\_\_\_ Day of Week \_\_\_\_\_ Hour \_\_\_\_\_  
Describe Accident \_\_\_\_\_  
\_\_\_\_\_

Person in Charge of the Activity \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City/St/Zip \_\_\_\_\_  
Probable Nature of the Injury \_\_\_\_\_  
Who Determined Nature of the Injury \_\_\_\_\_  
What was Done On-Site for Injured \_\_\_\_\_  
Where Taken for Treatment \_\_\_\_\_  
Who Provided Treatment (name) \_\_\_\_\_

Name and Address of Three Witnesses:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Additional Witnesses, List Names and Addresses on Reverse

Remarks \_\_\_\_\_

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Report Submitted By \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City/St/Zip \_\_\_\_\_

Please attach any additional accident reports (facility report, newspaper, witnesses' statements). Mail this report to:

**RISK MANAGEMENT SERVICES, INC.**

PO BOX 32712

PHOENIX, AZ 85064-2712

OR FAX TO 602-274-9138

E-MAIL [ktate@theriskpeople.com](mailto:ktate@theriskpeople.com)

*You must report all occurrences immediately. Thank you for your time and cooperation.*