

2009 METROPOLITAN LMSC SANCTIONED OPEN WATER EVENT

Page One Pre-Event Planning & Advice

Item 1 - Preliminary Planning

- ** Begin planning for your event a minimum of six to nine months in advance. Last-minute applications can not necessarily be approved or sanctioned.
- ** Contact the Event Sanction Chairperson to discuss date(s) with a consideration for local, regional and national calendar of events, type of event, competition course, order of events, and other event-related details. Please note that the LMSC does not encourage or support the sanctioning of multiple local events of similar nature on the same date or weekend. Discouraging or denying sanctioning of events held on the same date or weekend is an intentional effort to avoid participation dilution.
- ** Contact potential race venue and municipal decision-makers to ascertain date, time and venue availability.
- ** Obtain the current USMS Rule Book from the internet or purchase from the USMS national office for pre-event planning reference and because having a copy of the current USMS Rule Book at your event is a USMS requirement.
- ** E-Mail preliminary event data and entry form in Microsoft Word format to the Event Sanction Chairperson for review and discussion.
- ** Upon approval of preliminary event information, once again e-mail final revised event data and entry form with 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 mail receipt of forms and payments, your event information will be posted on the Metro LMSC website.

Item 2 - Event Promotion

- ** Submission of final, approved, LMSC-sanctioned event data IN A TIMELY MANNER will ensure that your event is posted on the Metropolitan LMSC website and, possibly, also included in periodic LMSC mailings.
- ** Log on to the USMS national website, link to "Calendar" section, scroll down page to "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 local event directors to do this).

Item 3 - Miscellaneous Rules and Questions

- ** Only currently registered USMS members 18 years of age or older may participate in sanctioned events.
- ** Age determining date for open water and long-distance events is EVENT DATE or, if the event is several days in duration, the LAST DAY of event.
- ** USMS Long-Distance Open Water Swimming Manuals contain important reference material that you should become familiar with. Make note of detailed information on safety precautions and proper supervision measures.
- ** Check with the Event Sanction Chairperson at any time if you have questions and to make sure you are following USMS rules. Refer to Page Four of this document for contact information and resources.

Item 4 - HyTek Meet Manager ("MM") Data Entry and Notes

- ** HyTek MM data entry guidelines: No middle initials; first and last name as they appear on current USMS registration card; input every swimmer's current USMS registration number; only enter CLUB ABBREVIATIONS (not team or workout group affiliation or fully spelled out club name).
- ** If you do not have an experienced HyTek MM expert on your staff to enter data, operate system at event or process/submit results, refer to Page Four of this document for resources.

Item 5 - USMS Registration and Officials

- ** Direct USMS registration questions to the LMSC Registrar. Contact the Officials Chairperson to secure officials for your event (see Page Four for contact list).

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Page Two Event Sanction Application

Name of USMS or USA-S Club or Organization _____

hereby applies for a sanction to hold an open water swimming event, to be held on the following date(s)

at the following location _____

and agrees that this event will be conducted in accordance with current United States Masters Swimming, Inc. rules and regulations.

SIGNATURE OF REQUESTER _____

PRINT NAME OF REQUESTER _____

DATE SUBMITTED _____

DAYTIME TELEPHONE _____

EVENING TELEPHONE _____

CELL PHONE _____

FAX NUMBER _____

EMAIL ADDRESS _____

MAILING ADDRESS _____

OF REQUESTOR OR _____

CLUB/ORGANIZATION _____

MAIL all of the following:

- fully executed Open Water Event Sanction Application & Event Guideline Acknowledgment
- \$25 sanction fee and \$200 refundable bond made payable to Metropolitan LMSC
- finalized event information and entry form with sanction number indicated

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

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Page Three Event Guideline Acknowledgment

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

1. Initial contact with Event Sanction Chairperson to review date availability and discuss draft event details.
2. Submission of timely request for sanction with appropriate forms and fees (\$25 sanction fee and \$200 refundable bond payable via check or money order 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. Entry form must request copy of entrant's current USMS registration card.
4. Hy-Tek Meet Manager data entry of swimmer name EXCLUDING MIDDLE INITIAL, date of birth, gender, club ABBREVIATION, and USMS registration number copied exactly from current USMS registration card.
5. Have a copy of the current USMS Rule Book at your event.
6. At least ONE official present at your event, preferably an official who specializes in and has experience officiating at open water swim events. Insure that official(s) enforce USMS rules.
7. Submit results data within five (5) business days after conclusion of event in USMS-required format according to guidelines detailed in Appendix B of the current USMS Rule Book and as follows:
 - (a) To Event Sanction Chairperson via E-MAIL file attachment: Complete results in Microsoft Word file format showing both OVERALL results finish and AGE GROUP results (women first; men second; in ascending age group order). Do NOT include NO SHOW swimmers' names in results.
 - (b) Provide Event Sanction Chairperson with the first and last name of the official(s) at your event.

REQUESTER'S SIGNATURE _____

PLEASE PRINT FULL NAME _____

DATE _____

2009 METROPOLITAN LMSC SANCTIONED OPEN WATER EVENT
Page Four Contact Information

Metropolitan LMSC Chairperson

Lisa K. Baumann
734 Franklin Avenue #383
Garden City, NY 11530-4525
Swim Office Tel 516-294-7946
Swim Office Fax 516-294-7947
E-Mail aquafitinc@aol.com

Metropolitan LMSC Vice Chairman

Conrad Johnson
468 Riverside Drive, Apt. 54
New York, NY 10027-6804
Cell 917-446-0595
E-Mail cjswim007@earthlink.net

Metropolitan LMSC Event Sanction Chair

Lisa K. Baumann
734 Franklin Avenue #383
Garden City, NY 11530-4525
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E-Mail aquafitinc@aol.com

Metropolitan LMSC Officials Co-Chairmen

Holger Fietkau
Cell Phone 516-660-1578
E-Mail HOLGERFUSA@aol.com
Kris Sawicz
Work Tel 718-383-2548
E-Mail krzysztofs0711@aol.com

**Contact the following for experienced
HyTek Meet Manager computer operators**

Mary Fleckenstein
Phone 631-476-0673
E-Mail mjfleck333@hotmail.com
Monique Grayson
Phone 914-941-4464
E-Mail mggrayson@aol.com

Metropolitan LMSC Registrar

Maria Anderson
201 Chestnut Street
Port Jefferson, NY 11777
E-Mail metroreg@gmail.com

Metropolitan LMSC Insurance & Safety Chair

Colleen A. Driscoll
E-Mail insswim@aol.com

USMS National Records & Tabulation

Mary Beth Windrath
2612 Eunice Avenue
Red Wing, MN 55066
Phone 651-388-8524
E-Mail MBWSWIMS@redwing.net
E-Mail TopTen@usms.org

USMS, Inc. National Office

*Download current USMS Rule Book from USMS
national website or purchase (\$8.00 each) from
USMS National Office by contacting the following:*

Tracy Grilli, USMS National Office
P. O. Box 185
Londonderry, NH 03053-0185
Tel 1-800-550-7946
E-Mail usms@usms.org

Event Director Checklist

- Sanction applications and payments
- Current USMS Rule Book
- Race venue and municipal permits and approvals
- Hy-Tek Meet Manager Software and Operator
- Officials, Timers, Course Supervisors/Judges
- Boaters, kayakers, lifeguards, additional escorts
- Required venue standards/equipment (open water buoy markers, additional navigational aids, safety and first aid personnel/support, etc.)