

2009 METROPOLITAN LMSC SANCTIONED POOL 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 your facility to determine date and time 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.
- ** Check with Event Sanction Chairperson to determine whether or not a Pool Length Certification ("PLC") form 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 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.
- ** 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 yard, open water, clinic, fitness 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.
- ** 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 Five 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 Five 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 Five 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 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 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 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. 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 warmup procedures (reference Page Four of this document).
8. Check with Event Sanction Chairperson to determine whether or not a Pool Length Certification ("PLC") form 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. 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 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.
 - (b) To Event Sanction Chairperson via E-MAIL file attachment: HyTek Meet Manager Backup file.
 - (c) Include the first and last names of the officials who officiated at your meet with emailed results.
 - (d) To Event Sanction Chairperson via SNAIL MAIL: A COPY of any backup documentation submitted to the USMS National Top Ten & Records Tabulator substantiating potential USMS national and/or FINA world records established at event. Include a copy of the executed PLC performed at your pool.
10. Be aware of USMS national and FINA world age group records, which can be accessed through the USMS national website. For short course meter and long course meter records: The individual(s) who has set a record(s) must submit copy of birth certificate (one-time requirement); event director must submit Pool Length Certification Form, along with fully executed Application for USMS and/or World Record Form (see Appendix B of the current USMS Rule Book). For yard records: Application for USMS and/or World Record Form with results data is the only requirement.

REQUESTER'S SIGNATURE _____

PLEASE PRINT FULL NAME _____

DATE _____

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Page Four USMS Suggested Warm-up Procedures for Swim Meets

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

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.

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Page Five 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
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New York, NY 10027-6804
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Metropolitan LMSC Event Sanction Chair

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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 krzysztof0711@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
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Metropolitan LMSC Top Ten Tabulator

Richard Arluck
E-Mail rarluck@optonline.net

Metropolitan LMSC Insurance & Safety Chair

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

USMS National Records & Tabulation

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USMS, Inc. National Office

Download current USMS Rule Book from the USMS national website at www.usms.org, or purchase from the USMS national office by contacting:
Tracy Grilli, USMS National Office
P. O. Box 185
Londonderry, NH 03053-0185
Tel 1-800-550-7946
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