

**USMS MEET ANNOUNCEMENT GLOSSARY AND GUIDANCE**  
and  
**COPY/PASTE RESOURCE FOR REQUIRED COURSE AND TIMING SYSTEM STATEMENTS**

**YELLOW HIGHLIGHT** = REQUIRED TO BE IN MEET ANNOUNCEMENT

**BLUE HIGHLIGHT** = STRONGLY ENCOURAGED TO BE IN MEET ANNOUNCEMENT

When 'If applicable' appears in the template announcement that item is needed only if it is applicable to the meet. If not, it may be deleted from the meet announcement.

**STARTING DOCUMENT IS:** *Template Meet Announcement with Guidance* (available for download in same location as this document on USMS.org)

The rule book links work best in Edge as they will take you to the proper page in each rule book section. Chrome and Firefox browsers will take you to page one of the rule book section. In that case, use Ctrl-F and search for the rule number to reduce your time scrolling.

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**MEET NAME** – Best to use the same meet name for meet announcement, USMS sanctioning process, Club Assistant entry page (or other online meet entry) and Meet Manager file.

**MEET NAME – Line 2** – optional

**Sanctioned by** <LMSC name> for USMS Inc. **USMS sanction number**. Use exact wording and punctuation in template. 108.1.1A(1)

**NAME/LOCATION:** Name of facility or pool and street address

**COURSE DESCRIPTION AND REQUIRED COURSE STATEMENT:** (one statement from 108.1.1A(2))

**COURSE STATEMENT** – Description of racing course: Indoor or outdoor/ # of lanes/ length

**REQUIRED COMPETITION COURSE STATEMENT:** The meet announcement shall include ONE of the following statements for each course used for competition during the meet: **(copy and paste ONE of the below into template)**

- The length of the competition course without a bulkhead is in compliance and on file with USMS in accordance with articles 105.1.7 and 106.2.1.
- The length of the competition course has been measured and is NOT in compliance with USMS articles 105.1.7 and 106.2.1: Times achieved in the meet will NOT be eligible for USMS Top 10 and records.
- The length of the competition course is not on file with USMS. Eligibility of times achieved in this meet will be contingent upon pool length measurement and approval with USMS; if bulkheads are present, their placement must also be confirmed by measurements at the meet (USMS articles 105.1.7 and 106.2.1).
- The length of the competition course is in compliance and on file with USMS in accordance with articles 105.1.7 and 106.2.1, but as a bulkhead course, is subject to length confirmation. Eligibility of times for USMS Top 10 and records will be contingent on verification of bulkhead placement.

**WARM-UP:** Note time that general warm-up starts

**COMPETITION START TIME:** Meet start time (See 102.11 for info on changing a program or postponement)

**CONTINUOUS WARM-UP AND WARM-DOWN SPACE:** Description, procedures of the area for warm-up and warm-down during the meet, aka continuous warm-up. See 102.4.1 for standard USMS meets, 102.4.2 for dual-sanctioned meets.

**TIMING SYSTEM:** Two parts:

**PART 1 - Type of system (Automatic, Semi-Automatic, or Manual) Format** to use: “The primary timing system will be “ \_\_\_\_\_ ” timing.” Fill in the blank with “automatic”, “semi-automatic”, or “manual”.

**PART 2 - Timing system statement** describing what the times will count for (one statement from 108.1.1A(3)(a)-(d), additional info: 103.18.5-103.18.9) **ONE of these statements must be copied and pasted into the meet announcement**

Timing Statement Options:

- Times from this competition will be eligible for world record, USMS record, and Top 10 consideration.
- Times from this competition will be eligible for USMS records and Top 10 consideration, but not for world records.
- Times from this competition will be eligible for USMS Top 10 consideration, but not for world or USMS records.
- Times from this competition will not be eligible for world record, USMS record, or Top 10 consideration.

EXAMPLES of both parts put together in the meet announcement:

**For an “automatic” primary timing system in a SCY meet, copy and paste this statement:**

- “The primary timing system will be automatic timing. Times from this competition will be eligible for USMS records and Top 10 consideration, but not for world records.”

**For an “automatic” primary timing system in a SCM or LCM meet, copy and paste this statement:**

- “The primary timing system will be automatic timing. Times from this competition will be eligible for world record, USMS record, and Top 10 consideration.”

**For a “semi-automatic” primary timing system in any course, copy and paste ONE statement:**

- “The primary timing system will be semiautomatic timing with three buttons. Times from this competition will be eligible for USMS Top 10 consideration, but not for world or USMS records.”
- “The primary timing system will be semiautomatic timing with two buttons. Times from this competition will be eligible for USMS Top 10 consideration, but not for world or USMS records.”
- “The primary timing system will be semiautomatic timing with one button. Times from this competition will not be eligible for world record, USMS record, or Top 10 consideration.”

**For a manual primary timing system in any course, copy and paste ONE statement:**

- “The primary timing system will be manual timing with two watches. Times can be submitted for USMS Top 10, but cannot be submitted for world records or USMS records.”
- “The primary timing system will be manual timing with one watch. Times from this competition will not be eligible for world record, USMS record, or Top 10 consideration.”

Definitions of automatic, semi-automatic, and manual timing systems are in article 103.17.1

**MEET DIRECTOR, MEET REFEREE, MEET REGISTRAR:** Names of all, email for at least meet director and registrar. Optional for meet referee. Phone numbers optional for all.

**RULES AND ELIGIBILITY:** For USMS sanctioned meets the language in the next paragraph can be used as is or modified as necessary.

“Current USMS rules will govern the meet. All participants must be age 18 or older as of the last day of the meet and be currently registered members of U.S. Masters Swimming. Foreign swimmers must provide proof of current membership in their country’s Master Swimming governing body.”

Dual sanctioned meets with USA-S often use USA-S technical rules. See Appendix B for information on rules governing dual sanctioned meets.

**ONE EVENT MEMBERSHIP** – Include info on entering via a [One Event Memberships](#) (OEVT) if offered for the meet.

**AGE DETERMINATION DATE:** List the age determination date for the competition (yards: last day of meet, meters: age as of December 31) (102.2)

**AGE GROUPS – INDIVIDUAL AND RELAY:** Relay age groups:

- SCY Meets: Relay age group is determined by the age of youngest relay member: 18+, 25+, 35+, 45+, and up in 10 year increments as high as needed.
- SCM and LCM Meets: Relay age group is determined by the aggregate age of the four relay team members: 72-99, 100-119, 120-159, 160-199, 200-239, and up in 40-year increments as high as necessary. Age of each team member is age as of December 31 of the current year.

**ENTRY URL:**

**ENTRY PROCEDURE AND ENTRY URL:** If using online entry (i.e. Club Assistant) include the entry URL. Note entry procedure for individual entrants and, if applicable, relay-only swimmers. 102.9.4

**ENTRY DEADLINE – INDIV & RELAY –** List the entry deadline(s) for individual and relay events (if applicable). If Relays are entered at the meet, explain process and deadlines. (Relays will be entered and deck seeded at the meet. Relay cards must be submitted to the clerk of course by the following deadline(s): .....”)

**ENTRY LIMITS – INDIV & RELAY –** Enter the entry limit maximum per day/per meet. The USMS max for sanctioned meets is 6 individual events per day for a timed finals competition (102.3.1) – but the meet host may choose a lower maximum, maximum of 3 individual events per day for a prelim/finals competition (102.6.4), and no limit for a recognized meet.

**ENTRY FEE** - Enter the entry fee(s). Entry fees can be a flat fee or a combination of meet surcharge and per event fee. Some meets also use a discounted entry fee for ‘early bird’ entries, and a higher fee after the early bird deadline. It is helpful to note how the charge will look on the entrant’s credit card statement. 102.7.2

**DAY OF MEET ENTRIES INFO (IF APPLICABLE)** – State if day of meet entries will be allowed. Some meets allow people already entered in the meet and not in the maximum number of events to deck enter events, some meets limit day of meet entries to open lanes only (no new heats are created). Some meets allow people who didn’t pre-enter the meet to enter on the day of the meet with proof of USMS membership.

**MAILED ENTRIES – (IF APPLICABLE)** Include information on how to mail entry via USPS if available for this competition. This is also known as a paper entry. **Paper entries MUST INCLUDE a signed USMS Waiver Liability Form.**

**CONDUCT OF MEET OTHER THAN TIMED FINALS: (i.e., prelims and finals): SCY only** (IF APPLICABLE, not common in USMS meets) Explain the process for seeding, contesting the event and determining the final places. 102.5.5, 102.1.1A)

**ORDER OF EVENTS** – List the order of events and format (any events labeled “choice” or “open” or labeled other than in 102.5.2 are not eligible for USMS official purposes) (102.5.1-2, 102.5.5, 102.5.7, Guide to Local Operations, Sanction/Recognition: Meet Procedures). A single relay event number may be designated W or M, W/M or W/M/X. (Meet Manager setting for a W/M/X in a single event number is explained at the end of this document.) It is usually easiest to create the order of events in Excel or Google sheets and paste as a picture into your Word document.

**SEEDING METHOD** - Slow to fast by time (w/o regard to age or gender) is most common for non-national championship USMS meets. Another possibility is by age-group and/or gender and then time. Note if a different seeding method is used for some events – i.e., distance. 102.10.1D

**LOCATION OF HEAT SHEETS:** If known, location of heat sheets before and during the meet.

**LOCATION OF RESULTS:** If known, location of results during and after the meet.

**TIME TRIALS:** (if offered, list of events and format – SCY only) 102.5.6

**POSITIVE CHECK-IN AND SCRATCH INFO FOR INDIV AND RELAY** – list which events require positive check-in and the deadline for each. Deadline can be a specific time or relative, as in “at the end of Event #6” (102.8)

**SCORING SYSTEM** - If applicable, a description of the scoring system 103.19.1 – 103.19.3, 103.20

**AWARDS** – If applicable, a description of any awards

**2 TO A LANE CRITERIA** - if used, the criteria under which freestyle events over 200 meters will be swum 2 to a lane 102.10.4A(1)(a)

**CONCESSIONS INFO (IF APPLICABLE)**

**RESTRICTIONS ON CAMERAS AND VIDEO** - If applicable, any facility or LMSC restrictions on the use of cameras, video equipment and drones 102.16

**LMSC OR FACILITY RESTRICTIONS (IF APPLICABLE)** - If applicable, the sanctioning LMSC or the meet host may also impose further restrictions and shall include such information in the meet announcement 102.16.3

**PARKING, SOCIAL EVENTS, LODGING AS NEEDED** – Add any other information useful to meet entrants.

**OTHER POSSIBLE ADDITIONS:**

Meet host logo

LMSC logo

[USMS logo](#) (link to USMS logo)

**OTHER USMS LINKS:**

[Rule Book homepage](#)

[Rule Book Part 1:](#) Swimming Rules

[Rule Book Part 2:](#) Administrative Regulations of competition

[Rule Book Part 3:](#) Open Water and Long Distance Swimming Rules

[Rule Book Appendix B:](#) Information for Meet Directors and Officials

[Officials Briefing #1](#)

[Officials Briefing #2](#)