

**Yellow highlight** = required in Meet Announcement if applicable to your meet; **Blue highlight** = strongly encouraged to have in meet announcement. You may remove any sections that don't apply to your meet.

See the [USMS Meet Announcement Glossary and Guidance](#) document for assistance on each of the fields below.

**Meet Name**

Meet Name – Line 2 (optional)

**Meet Date**

Hosted by Host

**Sanctioned by <LMSC> for USMS Inc. Sanction Number**

**NAME/LOCATION:** Name of facility, address

**COURSE DESCRIPTION:** Course description, required competition course statement. *See Glossary and Guidance document for copy/paste options*

**WARM-UP:** warmup time

**COMPETITION START TIME:** competition start time

**CONTINUOUS WARM-UP:** Warm-up and warm-down space description; procedures.

**TIMING SYSTEM:** Timing system description and specific timing system statement. *See Glossary and Guidance document for copy/paste options.*

**MEET DIRECTOR:** Name, email

**MEET REFEREE:** Name

**MEET REGISTRAR:** Name, email

**RULES & ELIGIBILITY:** 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. **(Modify text as needed)**

**OEVT:** How to enter meet with a One-Event registration and related rules. (IF APPLICABLE)

**AGE DETERMINATION DATE:** (for SCY - last day of meet, for SCM or LCM: December 31)

**AGE GROUPS FOR INDIVIDUAL EVENTS:** 18-24, 25-29, ...in 5-yr increments as high as needed.

**AGE GROUPS FOR RELAYS:** -Use appropriate text from the Guidance and Glossary document.

**ONLINE ENTRY URL:**

**ENTRY PROCEDURE:** Procedure for Individual entries (and Relay-Only swimmers if applicable)

Procedure for Relay Entries

**ENTRY DEADLINE(S) – INDIV & RELAY:** Date, time (if applicable – i.e. online entries)

**ENTRY LIMITS – INDIV & RELAY:**

**ENTRY FEE:** Individual and relay (if applicable)

**DAY OF MEET ENTRIES INFO:** (IF APPLICABLE)

**MAILED ENTRIES:** (IF APPLICABLE)

**FOR MEETS OTHER THAN TIMED FINALS: SCY only** (IF APPLICABLE - Prelim-Final meets are rare in USMS) – Describe rules for Prelims and Finals. Not allowed in SCM or LCM.

**ORDER OF EVENTS** (paste picture from Excel or similar for best results when inserting in this document)

**SEEDING METHOD**

**LOCATION OF HEAT SHEETS** – If known, physical and/or virtual location of heat sheets before and during meet

**LOCATION OF RESULTS** – If known, physical and/or virtual location of results during and after meet

**TIME TRIALS:** (IF APPLICABLE) List of events and format – SCY only, not allowed in SCM or LCM

**POSITIVE CHECK-IN AND SCRATCH INFO FOR INDIV AND RELAY EVENTS**

**SCORING SYSTEM**

**AWARDS**

**2 TO A LANE CRITERIA** (IF APPLICABLE)

**CONCESSIONS INFO** (IF APPLICABLE)

**RESTRICTIONS ON CAMERAS AND VIDEO**

**LMSC OR FACILITY RESTRICTIONS** (REQUIRED IF APPLICABLE)

**PARKING, SOCIAL EVENTS, LODGING AS NEEDED**