

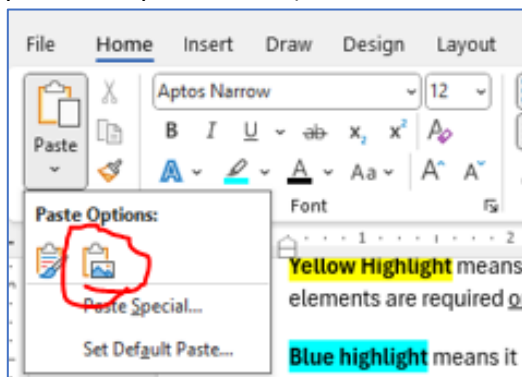
USMS Template Meet Announcement

What is the USMS Meet Announcement Template? This template includes all the required and recommended elements of a meet announcement according to the USMS rule book.

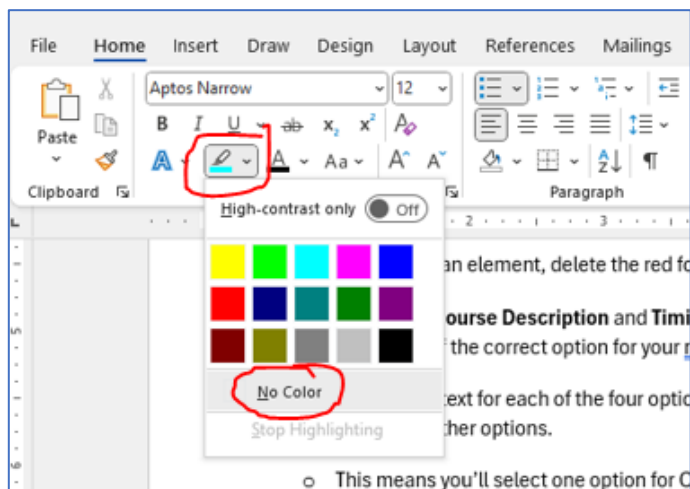
The purpose is to give meet hosts and sanction chairs an easy-to-use tool for creating a complete and accurate meet announcement for a USMS sanctioned meet.

How to use this template:

- The template uses shading and colored fonts to guide users in creating a meet announcement.
- **Yellow Highlight** means the element is required in the Meet Announcement. Some of the yellow highlighted elements are required only if applicable to your meet. These 'if applicable' elements are clearly labeled.
- **Blue highlight** means it is recommended to include the element in the meet announcement.
- **Red font** is informational text about what goes in a particular section. Most elements have flexibility in the actual text.
- USMS Rule citations are included where it seemed logical.
- After you complete an element, delete the red font instructions.
- For two elements, **Course Description** and **Timing System**, there are four possible options for each element and the exact text of the correct option for your meet must be used in the meet announcement.
 - The correct text for each of the four options is in the template. Select the correct one (for each) and delete the other options.
 - This means you'll select one option for Course Description, delete the other three options for Course Descriptions, then you'll select the correct option for Timing System, and then delete the other three options for Timing System.
 - Timing System also has a lead sentence: "The primary timing system will be _____" Fill in the blank with automatic, semi-automatic, or manual as appropriate. Then, go on to the second part of the Timing System element.
- For the **Order of Events**, it is usually easiest to create the order in another document or spreadsheet and paste it as a picture or as a table into the template. You can also insert a table in the template, but sometimes Word formatting changes in unpredictable ways when a table is inserted. Up to you! Reach out for help (see below) if necessary. (To paste as a picture: click the Paste dropdown menu, click on the paste as a picture icon). See SNIP below.



- For relay age-groups select the correct option based on the course of the meet, yards or meters. Delete the other option.
- You can leave the yellow and blue highlights in the meet announcement if you want. Up to you! If you want to remove them, Press Ctrl-A (this should select the entire document), select the highlight icon, and click 'No color'.



- You may add other elements like a logo, other meet information like a social, as necessary.
- By the time you are done the meet announcement will likely be 1 – 2 pages long. If you need to fit it on just one page you can decrease the size of the font. If you remove any non-required elements, make sure your meet attendees will still have the information they need.

If you have comments or questions – please email the LMSC Development Committee Chair:
lmsscdevelopment@usmastersswimming.org

Meet Name

Meet Date

Hosted by Host

Sanctioned by <LMSC> for USMS Inc. Sanction Number

NAME/LOCATION: Name of facility, address

COURSE DESCRIPTION: The meet announcement shall include ONE of the following statements for each course used for competition during the meet: (use ONE of the below– delete the others)

- 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.

NON-COMPLIANT COURSE STATEMENT: (If applicable – this is fairly unusual) If mandatory facilities standards ([M] from 106) cannot be met, include a statement that events conducted in the facility are noncompliant and times will not count for USMS records and Top 10 (106.1.3, 202.1.1E(5))

WARM-UP: warmup time

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

CONTINUOUS WARM-UP: 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)** Fill in the blank with “automatic”, “semi-automatic”, or “manual”. The primary timing system will be _____ timing.

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) (use ONE of the below– delete the others)

- 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.

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 and be currently registered members of U.S. Masters Swimming or another World Aquatics federation. Swimmers turning 18 during the meet may swim on the days they are 18 years old. Foreign registered swimmers must provide proof of current membership in their country's Masters Swimming governing body. (Modify text as needed)

Dual sanctioned meets with USA-S usually use USA-S technical rules. See Appendix B of the USMS Rule Book for information on rules governing dual sanctioned meets.

OEVT: Include info on entering via a [One Event Memberships \(OEVT\)](#) if offered for the meet.

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 **one** of the below based on the course of the meet – delete the other.

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.

ONLINE ENTRY URL:

ENTRY PROCEDURE: 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

Procedure for Relay Entries – pre-meet and/or at meet and how to do it

ENTRY DEADLINE(S) – INDIV & RELAY: List the entry deadline(s) for individual and relay events (if applicable: i.e. 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. There is a maximum of 3 individual events per day for a prelim/finals competition (102.6.4), and no limit for a recognized meet.

ENTRY FEE: Individual and relay (if applicable) 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](#).**

PRELIMS/FINALS MEET: SCY only (IF APPLICABLE - Prelim-Final meets are rare in USMS) – Describe rules for Prelims and Finals. Prelims/Finals meets are not allowed in SCM or LCM.

ORDER OF EVENTS Enter the 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). Tip for Word power users: Paste Order of Events as a picture from Excel, Word, or similar for best results when inserting in this document. You can also create a table, but sometimes that causes unpredictable formatting behavior).

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, 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 102.5.6

POSITIVE CHECK-IN AND SCRATCH INFO FOR INDIV AND RELAY EVENTS 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 APPLICABLE) 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) If applicable, any facility or LMSC restrictions on the use of cameras, video equipment and drones 102.16

LMSC OR FACILITY RESTRICTIONS ON CAMERAS AND VIDEO (REQUIRED IF APPLICABLE) the sanctioning LMSC or the meet host may also impose further restrictions (beyond 102.16) 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

[U.S. Masters Swimming Brand Logo Style Guide](#)