USMS [Year] South Central Zone [Short or Long] Course Championships
Hosted by [Name of Host]
[Dates]

Facility:

Insert image of pool

- **Name and Address including map link**

- Course type, indoor or outdoor, number of lanes, pool depth, warm up lanes

- Timing system type

- Link to facility

- Anything notable about facility that you might want to add

Pool Length: [Use one of the following]

[bulkhead course] The length of the competition course is in compliance and on file with USMS in accordance with articles 105.1.7 and 107.2.1, 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 bulkhead course] 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 107.2.1.

Head Ref: [Name and email address]

Meet Director: [Name, email address and phone number]

Dates: [Dates]

All USMS and FINA registered swimmers are Welcome!

Warm Up and Start Times:

- [Day   Warm up start time   Meet start time]

- [Day   Warm up start time   Meet start time]

- [Day   Warm up start time   Meet start time]

Rules: Current USMS [Short or Long] Course Rules will govern the conduct of the meet

Timing Equipment: The meet announcement shall include a description of the timing systems intended to be used at the meet and one of the following statements depending on the course:

1. (Long Course Meters) Times from this competition will be eligible for world record, USMS record, and Top 10 consideration.
2. (Short Course Yards) Times from this competition will be eligible for USMS records and Top 10 consideration, but not for world records.

Parking: Give detailed information about parking including maps if needed, fees if there are any and any areas off limits or facility parking rules.

Sanction: Sanctioned by [LMSC Name] for USMS, Inc. Sanction Number is [number]. Times achieved at the meet will be submitted to USMS and eligible for Top Ten and USMS and FINA National **[if Long Course ADD-and World records].**

Eligibility: Open to all currently registered USMS swimmers. Swimmers not currently registered with USMS will be given an opportunity to register with USMS while doing their online entry.

Age: Athlete age at the meet is determined by their age on [state date and remember that it is different for SC and LC]. Swimmers must be 18 by [state date].

Age Groups:

- **Individual:** 18-24,25-29,30-34,35-39,40-44,45-49,50-54,55-59,60-64,65-69,70-74,75-79, etc.

USE ONE OF THE FOLLOWING

Short Course

- **Relays:** 18+, 25+, 35+, 45+, 55+, 65+, 75+, 85+, 95
- **Note:** The age of the youngest relay team member shall determine the relay age group.

Long Course

- **Relays:** 76-99,100-119,120-159,160-199,200-239,240-279,280-319,320-359,360-399
- **Note:** the aggregate age of the four relay team members shall determine the age group.

Relay Entries: Put information about fees, online relay entries, deck entries and deadlines. Hosts are encouraged to allow people to sign up as relay only swimmers for a small fee prior to the individual registration deadline. Include any other pertinent relay information here.

Number of Events Allowed: Put in number of events – individual and relay – per day. USMS allows 6 ind events per day but it is not mandatory. Include information about time limits for any events such as the distance events.

Recommended: **IMPORTANT:** Swimmers are asked to voluntarily notify the Meet Director by email [insert email] of their intent to scratch any events by [time] on the [day] before the meet. Psych sheet will be posted no later than [day and time]. Final seeding of all pre-seeded events will occur after early scratch deadline passed.

Recommended: **No fines or penalties will be handing out for swimmers who no show/scratch at the meet**. No refunds given for no shows.

Entry Fee Deadlines:

State your entry fee deadline and also if you have price increases, include the day and time that they happen. Here is an example below:

Early, Regular, Late and Extra-Late fees depending on date entered. Fees will rise after each deadline passes.

- *$50 fee - EARLY BIRD SPECIAL! Enter by Friday May 17th at the beginning of the LC season*

- *$55 fee - Online and Paper Entries Deadline Friday June 28th 11:59 PM*

- *$60 fee - Online Deadline Friday July 5th 11:59 PM. Final Paper Entry Deadline.*

- *$70 fee - ONLINE ONLY - Deadline NOON on Tuesday July 16th. ALL INDIVIDUAL ENTRIES CLOSE.*

NO ENTRIES WILL BE ACCEPTED AFTER [insert date]. NO INDIVIDUAL DECK/DAY OF ENTRIES ALLOWED.

Seeding: State your seeding for the meet i.e. slowest to fastest or fastest to slowest. This can be different for the distance events if desired. State if age groups will be combined and if genders will be combined. State which events will be pre-seeded and which ones will require positive check in.

Scoring:
Individual and Relays through 8th place.
Individual: 9, 7, 6, 5, 4, 3, 2, 1   Relays: 18, 14, 12, 10, 8, 6, 4, 2

Awards: IMPORTANT – at a minimum, awards must be given to the top three in each age group and event and also to the top three teams. Hosts may give out additional awards as they desire and works into their budget. Below is a sample verbiage for the award section:

Individual events: Medals places 1st – 3rd
Relays: Medals places 1st – 3rd
Top three teams in Combined Scoring will receive trophies

Individual High Point per age group/gender will receive an award
Trophy to team with most points per swimmer

Social Media: Give links for any social media that you may have for this meet

Psych & Heat Sheets: Psych will be available online before the meet. Heat sheets will be available online before/during the meet and available for free pick up at the meet at the Clerk of Course area. Heat Sheets will also be posted on the walls around the venue.

Results: Results will be on Meet Mobile throughout the meet and on the [LMSC Name] Masters Swimming web site and www.USMS.org after the meet. Hard copy results will be posted continuously throughout the meet. Records will be submitted with proper paperwork and electronic files ASAP after the meet to all appropriate parties. The meet will be observed for USA Swimming times. Swimmers registered with USA Swimming must supply their USA Swimming credentials to the Meet Director and notify the Referee and Meet Director prior to the meet that they want their times in the SWIMS database..

Social: State if you are having a social

Hospitality: State whether there will be a hospitality and who is eligible for it.

Concessions: Give information about concessions including whether swimmers can bring their own food and drink into the natatorium

Swim Meet Apparel: State if there will be an official meet shirt, jacket etc and also if they can be pre-ordered, bought at the meet or both.

Swim Gear Vendor: State if there will be a vendor at the meet.

Questions?: Give name and contact details for person who can answer questions

Swim Meet Hotels: Give information about any hotels in the areas especially if you have arranged for a discount. Give any information they may need to make reservations.

Recommended: **Entry Due Date:** Create calendar with important dates and information

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 23	24	25	26	27	28 Regular entry $55 deadline	29
30	July 1	2	3	4	5 $60 online late entry deadline & <u>Final</u> <u>paper</u> <u>entry</u> <u>deadline</u>	6
7	8	9	10	11	12	13
14	15	16 $70 extra late online entries by Noon.	17 Psych Sheets Posted AM Early scratch notifications Due 5 PM.	18 Heat Sheets Posted – final seeding – after all early scratches entered	19 Zones 3 pm warm up 4 pm meet	20 Zones 9 am warm up 10 am meet
8 Zones 9 am warm up 10 am meet						