

Gulf LMSC Meet Director's Report

U.S. Masters Swimming and the Gulf LMSC require information about USMS sanctioned meets prior to finalizing USMS meet results and uploading those results to the USMS official results database. Fill out all pages of this form and return it to the Gulf LMSC Top Ten Recorder along with the checklist of items on page 3. Further instructions, deadlines and contact info for the Gulf LSCM Top Ten Recorder, Webmaster and Registrar can be found on page 3.

Meet Name

Meet Pool Name

Pool City

State

Course

Meet Start Date (mm/dd/yyyy)

Meet End Date (mm/dd/yyyy)

Sanction / Approval Number

Meet Director Name

Phone (10-digit) Email

Asst (or Co-) Meet Director Name (if applicable)

Phone (10-digit) Email

USMS Designated Meet Observer (USMS Recognized meets only - *not required for USMS Sanctioned meets*): **Observer Name** **Phone (10-digit)** **Email**

Officials: Names, positions and certifying organizations:

Name:

Position: Referee

Certified by:

Name:

Position:

Certified by:

Name:

Position:

Certified by:

Name:

Position:

Certified by:

URL to meet info/entry:

URL to published results:

One-Event Registrants: Any one-event registrations (Meet Manager registration ID should be OEVT)?

Non-standard Events: Events not in USMS Rule Book Section 102, choice or open events

1. Events that are not from the defined list of pool events in section 102 of the USMS rule book?
2. Any "choice" or "open" events where swimmers may choose from two or more events?

If "Yes" for any of the above 3 questions, these events are not eligible for Top 10 or records. Please ensure those events are marked as Time Trial events (instead of Standard Events) in the Events area in Meet Manager before submitting your meet backup file.

Timing And Back-Up Timing: Primary and Secondary timing systems

Primary Timing: How were all individual and relay times measured?

Secondary Timing: How were all individual and relay time back-up times measured?

Pool Length Certification (PLC): USMS pool length certification

Link to list of USMS pool on file: <http://www.usms.org/~rectabs/poollengthdb.xls>

Link to PLC form: https://www.usms.org/admin/lmschb/gto_rectab_pool_measurement.pdf

1. Is an initial all-lanes PLC Form on file with USMS for this pool?
2. Is your pool certified as being proper length for Records and Top10 purposes?
3. How many touchpads did you have in each lane during the competition?
4. Does any course used in your meet have a moveable bulkhead?

If "Yes", a course used in your meet has a moveable bulkhead, ensure the pre-meet measurements of the course are included on the PLC Form. Ensure the course re-measurements after each session (each day) of competition are included on the PLC Form.

Split Requests: Individual or relay leadoff split requests

How many relay leadoff or individual event split requests were received?

For a split request to be considered for Top Ten or Record purposes, submit with the meet results a copy of the completely filled out USMS Split Notification Form, approved and signed by the Meet Referee.

Link to Split Notification Form:

https://www.usms.org/admin/lmschb/gto_rectab_split_request.pdf

Records Submission: USMS National and FINA World Records

Link to Meet Manager compatible downloads: USMS National Records (<https://www.usms.org/comp/recordsmm.php>) and FINA World Records (for meters meets, <http://archives.fina.org/database/main/records.php>)

How many potential records were reported?

For each potential record, a completed Application for USMS and/or World Record (<http://www.usms.org/admin/lmschb/recordapp.pdf>) and all required record documentation must be submitted to the USMS Records Administrator as indicated on that form AND a copy of that complete package included with your meet results.

Media retention: Ensure proper storage of results, tapes, timing printouts, time cards, heat sheets, timers' heat sheets, swimmer lists, electronic files and other media and information used to compile results and records for a minimum of two years. Acknowledge by checking this box:

Meet Results Submission Instructions

Deadlines:

- Meet results must be published within 24 hours of the end of the meet:
 - They must be fully formatted according to the instructions in USMS Rule Book Appendix B –Preparation of Meet Results.
 - The document must be posted in Acrobat PDF format.
- Your Meet Director's Meet Report, Meet Manager backup file, PLCs, copies of all split requests and copy of your original meet entry form for your meet must be emailed to the Gulf LMSC Top Ten Recorder within 48 hours of the last day of the meet.
- Material submitted will be reviewed within 7 days. Questions and any corrections that are necessary to the meet results will require posting a corrected PDF publication.
- The final, fully corrected results must be submitted no more than 25 days after the last day of the meet. Results are not final and official until your meet backup file and publication results have completed Top 10 processing.

What to submit - Submit all of the following:

- The Meet Director's report form, fully completed
- The Hy-Tek Meet Manager meet backup (zip) file
- Copy of published meet results in Acrobat PDF format
- Copy of all Split Request forms
- Copy of PLC Form completed with initial measurements (if pool has never been measured) or with pre-meet and end of each session (day) of the meet (for bulkhead pools)
- Copy of all USMS or World record submissions
- Copy of your meet entry form
- Copy of (or url link to) your most up-to-date published meet results

To email address kyra.wakefield@hotmail.com within 48 hours of the last day of the meet. Receipt will be confirmed. If you do not get a confirmation, call me.

Any questions should be directed to the Gulf LMSC Top Ten Recorder:

Kyra Wakefield
Gulf LMSC Top10/Records Recorder
kyra.wakefield@hotmail.com

* Contacts mentioned herein:

Gulf LMSC Registrar, Linda Viser – keenviser@gmail.com

Gulf LMSC Webmaster – Nicole Christensen - ncr@creativewaters.net

Gulf LMSC Top Ten Recorder – Kyra Wakefield – kyra.wakefield@hotmail.com