USMS Sanctions and Best Practices for Event Hosts
Jeopardy Game: Questions and Answers

FACILITY

200: What is the first thing you need to do when planning your event?
Secure a facility - if you cannot secure a host facility, there is no point in moving forward.

400: True or False: I am hosting a swim meet at the facility my USMS club practices out of. Because our USMS club is covered by USMS Insurance, our swim meet is automatically covered by USMS insurance.
FALSE - your meet must be approved and sanctioned by USMS.

600: In order to host a USMS sanctioned swim meet, the pool must first be certified by USMS. How do you get a pool certified by USMS (HINT: what form do you fill out?)
You must fill out and submit a Pool Length Certification Form. This form can be located on the "Running a Meet" page on USMS.

800: You only have access to one pool for your event. What do you do for swimmers during the swim meet so they can warm up and cool down?
Set aside at least one lane of the competition pool for warmup/cool down in a pool with 5 lanes or more. For pools with only 4 lanes, allow swimmers to swim to the other end after their race and add in warm-up breaks every 30 minutes.

1000: If you want your swimmers to be able to break USMS and World Aquatic Records, what must your facility have access to?
An automatic primary and semiautomatic secondary timing system.

KEY PLAYERS

200: After the meet director, what is the next most important role you must fill when planning your meet?
Head referee - You cannot run a sanctioned masters meet without a certified Head Referee.

400: True or False: a meet/event director must be certified to run a swim meet and/or open water swim
FALSE - Officials and Safety Directors must be certified, but not event directors.

600: What are the three different roles an official can be certified in?
Head Referee, Starter, Stroke and Turn Judge.

_800:_ What volunteer really helps keep swimmers informed and organized throughout an event?
Announcer - It is important to find someone with a voice that carries and that is knowledgeable about swimming so that they can help you to keep your event streamlined and your swimmers aware of deadlines and other information.

_1000:_ Who is responsible for processing entries and scratches, seeding the heats, determining the official time and determining the official results?
The Administrative Official who is also the one usually running the HyTek Meet Manager computer.

SANCTION/MEET ANNOUNCEMENT

_200:_ What is a sanction?
A USMS sanction is approval from the National office that your event adheres to all of USMS's rule and safety requirements. Getting a sanction ensures that your event is adequately insured.

_400:_ Who reviews and approves my sanction request?
Your LMSC'S Sanctions Chair - All sanction requests are to be submitted via the USMS Website: USMS > Sanction an Event>Sanction an Event Application. It is your Sanctions Chair who reviews, communicates with you and approves all requests.

_600:_ What information do I need to prepare before submitting a sanction request?
A meet/event announcement with order of events and registration page.

_800:_ Open water swim events are required to submit an additional item to be considered for a sanction. What is it?
A Safety Plan - further information on developing a safety plan can be found on the Open Water Event Management page on USMS' Website.

_1000:_ Is your registration page (Club Assistant, Run Signup, etc.) Your official meet announcement?
No - Your registration page may include your meet announcement, but it is not your "official" announcement. Your official meet announcement is usually a pdf document that can be uploaded to the USMS website during the process of applying for a sanction.

EVENT MARKETING AND COMMUNICATION

_200:_ What is the most important thing to do once your sanction is approved?
Promote your event - send out emails to your LMSC board and Zone. Post on your LMSC website, Club website and social media. If you have run events before, send out emails to those who have entered one of your previous events.

400: True or False: I can market my event before my sanction has been approved
TRUE - You may send out save the dates and communication about your upcoming event

prior to receiving a sanction. However, you MUST make it clear your sanction is currently pending.

600:   What information should be communicated to participants the week leading up to your event? *(Name at least 3 things)*

1. *Arrival/warmup details*
2. *Event timeline*
3. *Psych sheet/heat sheet (if this is something that is populated ahead of time)*
4. *Details on how to Scratch*
5. *Positive check-in details*

800: Your swimmers arrive at the meet to a pool they have never been to before. What can you do to let them know where things are?
Post highly visible signage above head level so everyone can see it.

1000:   What is the objective of your pre-event communications?
To make sure everyone is properly prepared for your event - participants, volunteers and staff. The more you communicate beforehand, the more confident your attendees will be coming into your event. Additionally, the more you share beforehand, the less questions you will be asked on the day of your event.

EVENT DAY

200: **True or False**: One of the best things an event director can do to get their day started right is to arrive early to the venue.
True - It's better to have too much time than not enough.

400:   What has a time deadline that swimmers must adhere to that you have to have out for them before warm ups [HINT: If a swimmer doesn't do this, they will be scratched from their event].
Positive check-in sheets.

600:   Your administrative official has arrived and your computer with meet manager has been booted up. What essential task do you want to do next?
Make sure your timing equipment and meet manager computer are talking to one other and to their printers.

800:   What is the most popular software used for running swim meets?
HyTek Meet Manager - you can use it for all USMS meets including ones with manual timing systems.

1000:   You have a swimmer signed up for the 1500. They have requested you take their times/splits for the 200, 400 & 800 while swimming it. What do you do?
Have them fill out the USMS Split Notification Request form. Swimmers must complete

before swimming their race. Meet Director and Administrative Official must make sure times are entered into the database as separate events.

POST MEET TASKS

200: What is the one thing swimmers want the most after a competition is over?
The results! Make sure they are in publication order and show all splits - cumulative and subtractive. Swimmers like information!

400: What is something that you have to check for in your database after the meet is completed?
Records! Import the USMS National and World Aquatics Masters records into Meet Manager before the meet and run the Reports>Record Form in HyTek Meet Manager.

600: It's time to submit your meet results to USMS. Who do you submit them to?
Your LMSC'S Top 10 Chair - They will review your results and submit them to the National Office. If you need assistance uploading your results, they will assist you!

800: If your pool has bulkheads, what must be done at the end of each session for multi-session meets and also at the end of the meet?
Measure your pool and put the information on the pool length certification form.

1000: How long do you need to keep all of your results, console print outs, heat sheets, lane timer sheets, electronic files and other media?
Two years.

If you have any additional questions that were not covered in our presentation, we welcome you to reach out to us directly:

Nicole Christensen
ncr@creativewaters.net

Jacky Merianos
coachjackyswims@gmail.com