

**USMS
COLONIES ZONE**

**BIG MEET
GUIDE**

SEPTEMBER 21, 1994

USMS COLONIES ZONE - BIG MEET GUIDE

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¥ **Bullet activities must be done**

Italics words are hints

I. ONCE THE MEET IS AWARDED

A. Whom Can I Call for Help?

Recent Zone Championships Meet Directors: Kathy Edenzon (1993 and 1994) 908-828-4679 , Gene Donner (1992) 716-652-9151 , Jerianne Donnelly (1991) 508-886-6631 , Kevin Fisher (1990) 617-536-8861

Your LMSC: Particularly those who have been involved in running larger meets.

Colonies Zone Championship Committee: Rob Copeland 908-828-4679, Jim Miller 804-320-3999, Stephanie Walsh 215-293-0527.

Colonies Zone Rep: Tom Lyndon 617-235-8587.

USMS Championship Committee Chairman: Sandi Rousseau 503-643-7565.

USMS Records and Tabulation Committee Chairman: Walt Reid (206-588-4879

USMS Rules Committee Chairman: Tom Boak 713-367-1052.

USMS Registrar: Bill Black 404-399-6731.

USMS President: Mel Goldstein 317-253-3652.

USMS Executive Secretary: Dorothy Donnelly 508-886-6631.

The swimmers at the meet, not to mention you and all the other swimmers in our Colonies Zone, want your meet to be a success. Don't hesitate to ask for help.

B. Organization

Form committees and delegate responsibility. You cannot do it all yourself.

- a. The meet must have a sanction and the sanction number must be on the entry form. Get the sanction through your LMSC as soon as possible.
- a. List all committees you will need for the meet. (Use prior years' reports to assist you).
- b. Develop a timetable for task completion.
- c. Make a budget.
- d. Contact key and reliable personnel to head committees.
 - ¥ Hold your first meeting. At this time, committee chairpersons should receive a copy of the budget , timetable ,and a detailed description of the duties of each committee.
 - ¥ Discussion should center on the duties and responsibilities of the individuals.
 - ¥ Subsequent meetings should be held as necessary (recommended: one per month) to evaluate committee progress, discuss problems, and support decisions made by committees.
 - ¥ Remember, you have delegated responsibility, but you are ultimately responsible.
 - ¥ It is advisable to have minutes taken (however informal) at these meetings to create "Action Items" for committee members.

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C. Timetable

12 - 9 months prior

1. Organize committees
2. Make outline and timetable
3. Prepare a tentative budget
4. Have first monthly meeting
5. Complete logo design
6. Survey local hotels and motels for best deals
7. Get a sanction
8. Get zone chairmen and editors' names and addresses from Zone Rep for mailings.
9. Written agreement with pool.
10. Make timeline to determine how long each session will be.
11. Get Certificate of Insurance if pool requires it.

9 months prior

1. Continue monthly meetings
2. Update committees
3. Begin keeping records of activities for reference and to help future meet directors
4. Complete rough draft of entry and meet information
5. Start ad solicitations
6. Get commitments from hotels/motels

8 - 6 months prior

1. Continue monthly meetings
2. Update committees
3. Order medals and other awards
4. Begin work on mementos and T-Shirts, etc.
5. Select site of social event
6. Determine maximum number of entries based on number of lanes, pool hours, staffing

5 months prior

1. Continue monthly meetings
2. Update committees
3. Prepare program outline
4. Push ad solicitations
5. Organize officials and volunteers. (Review certified officials requirements.)
6. Send meet entry form and meet information to Colonies Zone editors and LMSC chairs.

4 months prior

1. Continue monthly meetings
2. Update committees
3. Visit facility with committee

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4. Request free items to be given out to participants (goodie bags)
5. Approve final outline of program
6. Order T-Shirts and mementos, etc.
7. Begin media build-up
8. Complete plans for social event(s)
9. Continue to solicit ads

3 months prior

1. Continue monthly meetings
2. Update committees
3. Review food concession and hospitality for officials
4. Receive camera ready copy for ads

2 months prior

1. Begin twice-monthly meetings
2. Update committees
3. All officials assigned duties - all volunteers assigned duties
4. Process entries received
5. Continue media blitz
6. Review/confirm equipment arrangements: PA system, lane markers, backstroke flags, recall ropes, tables, chairs, etc.

1 month prior

1. Continue twice-monthly (or more frequent) meetings
2. Update committees
3. Entries close (or 3 weeks prior)

2 weeks prior

1. Complete processing all entries
2. Complete heat sheets
3. Send heat sheets to printer
4. Prepare seed cards for distance events and relays (see special section on relays)
5. Packets and goodie bags prepared/set up meet (two days prior)
6. Note: The activities that take place during the meet are discussed in the Committees section.
7. Return late entries and notify those who need to do something prior to the start of the meet.

Within 30 days after the meet

1. Mail results to individuals who have paid for them, to participating clubs, and to each LMSC.
2. Send financial report and meet report to the Zone Rep, per the sanction agreement.

The above is a "skeleton" timetable.

You may want to set up your timetable to be more visually motivating and inclusive. You may need to add action items that are specific to your meet. Keep in mind that many committees are dependent on each other and that if one committee doesn't complete its assignments, it may affect other committees. **The meet director must establish and maintain good communications with each committee and among committees on a frequent basis.**

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D. Sample Budget

Colonies Zone Championship

	1994	1993	1992	1991	1990
	Rutgers	Rutgers	Buffalo	Wesleyan	Harvard
	4/29-5/1	5/7-9	4/10-12	4/12-14	5/5-6
	(529)	(650)	(300+)	(560?)	(630)
Rates					
Meet and Event Entries	\$12/\$3				\$10/\$3
Relays	\$5/\$10				\$8
T shirts	\$15				\$10
Mail awards	\$5				
Party					\$7
Revenues					
Meet & Event Entries	\$13,860	\$16,022	\$8,896	\$15,329	\$16,533
Relays	1,470	1,655	430	945	1,556
T shirts	2,325	2,124	1,072	2,496	4,150
Mail awards	845				
Ads & Sponsors	900	1,175	1,100	(5)	
Results		1,000	320	612	
Vendor sales	2,400	500	650		
Party			479	428	1,674
Other	574	76	400	593	274
Revenues total	22,374	22,552	13,347	20,403	24,187
Expenditures					
Staff					
Officials	2,005		250		250
Timers			900		
EMTs	1,200				200
Timing operator	250	700			
Other staff	2,427		430		
Volunteers	1,440				
Facility/staff fees		6,250			
Staff total	7,322	6,950	1,580		450
Pool rental	1,500	1,000		4,900	
Timing system	150	1,800			600
Computer				1,351	
Medals	3,900	2,800	1,577	2,330	1,694
T shirts	(1) 1,337	1,820	1,450	1,690	2,295
Program	970	1,260	700	2,358	1,600
Heat sheets	393				
Results	256	240	300	250	
Postage	750	400	696		428
Officials' food/Hospitality	469	880	150	404	
Party			729	504	4,714
Swim caps					(7) 1,406
Other	200	798		1,079	1,937
Expenditures total	17,247	17,948	7,182	14,867	15,123
Net	(2) \$5,127	(3) \$4,604	(4) \$6,165	(6) \$5,536	(8) \$9,064

(1) 191 @ \$7

(2) To Rutgers to purchase a timing system and scoreboard

(3) To Rutgers to purchase a timing system and scoreboard (\$18,000)

(4) To the athletic association, who was responsible for computer services and volunteer timers

(5) Advertising revenue went directly to Connecticut Masters. It does not show above

(6) \$2,605 of the total to Wesleyan

(7) One cap given to each swimmer

(8) To Harvard, who provided most of the staffing and processed the entries and results

(No accounting firms have audited these statements and they do not conform to all standard accounting practices. Still, they show the dollar dimension of our big meets.)

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COMMITTEES

A. Advertising

- a. Set prices for ads and make price sheet.
- b. Set amount for individual event sponsors.
- c. Solicit ads from various swimming outlets and local business establishments.
- d. Collect camera-ready copy for program committee.
- e. Work with Program Committee to decide format of ad space so you can "sell" this to advertisers.
 - a. *Get your whole group behind you in selling ads. Everyone should participate. Keep reminding them of it.*
 - b. *Follow up with interested advertisers.*
 - c. *Communicate with program committee about deadlines, etc.*

B. Awards

- ¥ a. Determine # of places for which awards are to be given. May relate to number of lanes and should relate to scoring. Talk to past meet directors.
- ¥ b. Determine type of award
- ¥ c. Order awards
 - d. Purchase team awards for Women, Men & Combined and Age Group High Point Awards (or have them donated).
 - e. Count and inspect awards upon receipt
- ¥ f. Arrange for award distribution at meet
 - g. Have a 30 minute delay from the time of posting the results to the time of distributing the awards to permit time for protests.
- ¥ h. Mail awards to those who have paid for the service. You set the price and procedure. If the service is not available state it in the meet info.
 - i. Return unused medals to supplier (if agreed to in advance) or forward them to next year's Zone Championship (if agreed to in advance).
 - a. *Separate lists and tables for men's and women's award distribution at the meet*
 - b. *Record who has picked up awards, by having swimmers initial the sheet.*

C. Computer Services

Note: HyTek (xxx-xxx-xxxx) sells software that can do many of the computer functions for the meet.

- ¥ a. Seed meet per USMS Rules
- b. Provide for deck seeded events (relays and perhaps the longer events)
- c. Post results as soon after each event has finished as is possible so as to speed up the award distribution and to please the many who anxiously await their official times.

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- d. Print and mail out final results within 30 days of the end of the meet.
- ¥ e. Use the correct USMS format shown below for all final results.
- f. Don't forget "relay only" swimmers.
- g. Program Committee determines how heats, events, and records will appear in program.
- ¥ h. Use the correct USMS procedure for submitting national records to the National Top 10 Chairman.
 - a. *Before the meet (preferably the day before), run a simulation of entering the times and producing results. Use the touch pads and its electronic input.*
 - b. *A back-up, on-sight computer with software and computer files continually updated during the meet will be necessary if the primary computer breaks down.*
 - c. *When swimming "slow to fast", once the fastest person in an age group has swum, no one else in that age group may swim in a later heat is a good rule of thumb.*
 - d. *Timeline: This gives swimmers an idea of when their events will start. The timeline may be either a guideline (not binding on the meet director) or binding (meaning you guarantee each event will not start before the time shown. Guaranteeing will be a problem if the meet runs faster than the projected timeline. (Even if no public timeline, those running the meet need a timeline to know when the day will end and when other activities should be scheduled.) See Appendix C.*
 - e. *Having the computer and its staff not accessible to the swimmers and others may be beneficial.*

Procedures for formatting final results

- ¥ a. All women first; all men second,
- ¥ b. Within the women, list all of the youngest (19-25) age group first, followed by the older age groups (25-29, 30-34, etc.).
- ¥ c. Within each age group, list all of the Freestyle stroke events first and followed by Backstroke. Breaststroke, Butterfly, and Individual Medley events. Relays should be listed last..
- ¥ d. Within each stroke, list its events from shortest to longest.
- ¥ e. Identify all foreign (non-USMS registered) Masters swimmers with an "f", since their times will not be considered for national top ten or records.
- ¥ f. Format for each line in the results: swimmer's full name, age, and time.

Example

WOMEN 25-29

50 YARD FREESTYLE (Be sure to indicate yards or meters)

Mary Smith	CONN	26	:24.28
(f) Nancy Jones	AUST	29	:24.31 (f) = foreign
Sally Brown	DCM	25	:34.99

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On a separate sheet, report all relays. Use the official USMS relay cards, which provide for all the necessary information. List each swimmers' first and last name, age, and relay time for the four swimmers. This list is tabulated in the same sequence as individual events. Women first then men, then mixed, youngest to oldest; start with Freestyle, then Medley. All swimmers must be listed with the same names as on their USMS registration cards.

D. Finance

- a. Develop preliminary budget (with help from your committee chairs).
- b. Deposit all incoming moneys.
- c. Pay all bills.
- d. Monitor committees with budgets.
- e. Prepare final report within 30 days of the end of the meet.

Recent Zone meets' financial reports in Exhibit X

- a. *Make copies of all checks (in case of any questions) and attach to swimmers' entries.*
- b. *Be sure to have cash on hand at registration (change for final results payments).*
- c. *Open a separate account for the meet.*

E. Hotels, Motels, and Transportation (These can be separate committees)

- a. Contact all available hotels/motels in area.
- h. Select key hotel(s).
- c. Reserve blocks of rooms at set prices in writing for 30 (+/-) days prior to the meet and include this info with the meet info.
- d. If necessary, make arrangements for rooms for officials.
 - a. *Shuttle service (pool to hotel or social or airport) may be a big plus if not too costly. Include schedule with meet entry form.*
 - b. *Have maps and timetables available*
 - c. *Include info on rental cars sent out with meet info.*
 - d. *Be a tough negotiator with the hotels*

F. Social & Hospitality

- a. Determine if social is desired (nice but not required).
- b. Include plan type, cost, place, etc. in Meet Information packet.
- c. Have hospitality room for officials (no charge).
- d. Serve refreshments to officials during meet.
- e. *Provide rooms for coaches meeting and general meeting.*
- f. *Provide information about local restaurants, attractions, churches, etc. (directions, maps, baby-sitting services, etc.)*
 - a. *Have four groups with someone in charge of each group within this committee: 1) Social event, 2) feeding swimmers, 3) feeding officials and volunteers, and 4) local information.*

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- b. *Try to trade food for advertising, especially for your officials' room.*
- c. *Let a local club take the swimmers' concessions as a fundraising project.*
- d. *Be sure to have the right food (no junk) for swimmers.*

G. Safety

- ¥ a. Lifeguard on duty at all times during warm-up and competition
- Warm Up Procedure**
- ¥ b. Competitors enter the water feet first.
 - ¥ c. No diving during warm up except in sprint lanes.
 - d. One direction sprint lanes per course should be opened 20 minutes after the beginning of the pre-meet warm-up period if deemed necessary by the Meet Director. In the last 30 minutes of the pre-meet warm-up period per course, two lanes should be opened by the Meet Director as one direction sprint lanes in two, adjacent, outside lanes.
 - e. No hand paddles in competition pool.
 - f. The Meet Director or Marshals appointed by the Meet Director should be on deck to help monitor lanes during the warm-up period.
 - g. The suggested warm-up procedures at Zone Championships shall be described in information provided to each swimmer at the meet.
 - ¥ h. Warm-Up Requirements during the meet:
 - 1. Lane lines
 - 2. Backstroke flags
 - 3. Monitor or lifeguard
 - 4. No Diving signs or cones on non-sprint lanes
 - 5. Sprint lane (optional)
- ¥ **Warm-Down Procedure**
- (Warm up pool must have lifeguard, no diving, no paddles, no sprint lanes unless supervised.)
- ¥ **Injury Reporting**
- Use USMS form available in LMSC packet. Fill it out yourself. Immediately send one copy to the insurance carrier and one to USMS. Keep one for yourself.
- Safety Guidelines**
- ¥ a. A telephone and list of emergency telephone numbers will be available to meet attendees throughout the meet
 - ¥ b. A one page list of safety guidelines and emergency procedures should be given to a representative from each team.

H. Meet Information and Entries

Information

- a. Mail Meet information and entry forms at least 5 months before the meet-see timetable). (See Appendix A)
- b. Meet Director will approve the draft.

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- c *Put out preliminary flyer with "skeleton information with dates of meet, location, hotels, etc. (9-12 months ahead).*

ENTRIES

- a. Review each entry for correctness and make calls or send cards to clarify incorrect entries.
1. Check, entry form, and USMS card copy.
 2. Age on form is same as on USMS card.
 3. All info filled out on form.
 4. Doesn't exceed maximum number of events.
 4. Correct amount on check.
- ¥ b. Every entry must be accompanied by a copy of his or her USMS registration card. (Make sure this is stated in the entry information.)
- c. Send the entry forms to the computer input person.
- d. Send confirmation to entrant if a card or a SASE was enclosed.
- f. Individual deck entries are not permitted.
- ¥ g. One Event registrations are not permitted.
- a *Don't have too many people dealing with entries and make sure one person has dealt with (or at least seen) all problem entries.*
- b. *Handle as many problems as possible before the meet begins (by mail or phone).*
- c. *Check and double check any dates and times in your meet information.*
- d. *Make clear deadlines for relay and distance event check-ins, relay procedure, etc. Announce often about these items (especially if distance events are the first day).*
- e. *Make copies of all entries and have at registration desk arranged alphabetically in a binder.*
- f. *Call the local registrar about a problem before calling the National registrar.*

Sample flyer, booklet, entry form, entry checklist, registrar list distance events postcard, : Exhibit X

I. Relays

Relay procedure card: Exhibit X

- a. Distribute relay cards and the procedure to each team's relay representative before the meet.
- b. "Deck entered" relay cards should be turned in by a predetermined and publicized time either before the meet begins each day or at some time during the meet each day.
- c. Use zone relay cards
- d. Have a sub-committee for relays

J. Officials & Volunteers (can be two committees.)

See USMS rule book for officials requirements

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Officials' equipment and supplies

- ¥ a. Timers: heat sheet, watch, chair, clipboard, and pencil
- ¥ b. Stroke Judges: heat sheet, judging pad, pencil, and clipboard
- ¥ c. Starters - gun/blanks, megaphone, heat sheet, clipboard, pencil, chair, and walkie-talkies and/or head set.
- ¥ d. Office Help: paper, rubber bands, stapler/staples, pencils, summary sheets, paper clips, 3-hole punch, clipboard, large envelopes, scotch tape, masking tape, copy machine (absolutely necessary).

¥ **Meet Director's & Meet Referee's Checklist**

- a. Position assignments
- b. Credentials (Officials may wear accreditation ID on clothing.)
- c. Attire (as required - white is recommended)
- d. Rubber sole shoes
- e. Remind officials to report 30 minutes before meet starts.
- f. Make list of alternate officials available.
- g. Have plan for officials to have breaks/rotate with other officials
- h. If starting from both ends, define procedure and provide equipment (walkie-talkies?)
- a. *If necessary, pay housing for out of town officials and try to provide them with a ticket to the social.*
- b. *Be sure to recognize contributions of officials during meet.*

¥ **A Protest Committee of 3-5 members representing different teams at the meet.**

- a. This committee should be chosen from the entrants prior to the meet.
- b. The committee should meet prior to the start of the meet to decide how protests will be handled.
- c. Protest sheets should be available in the meet director's office throughout the meet
- d. Committee should meet each day before events start to review past problems and plan to avoid more.

¥ **Pool Equipment**

- a. Pads and timing system
- b. Scoreboard (one required at each course?)
- c. Lane ropes
- d. Backstroke flags
- e. Blocks
- f. Recall rope
- g. Lap counters

Suggested Positioning of Officials (see USMS rule book)

(Needed: a sketch to show these setups)

Short course

1. 4 Sided Course

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(A) Starter; (B) Deck Referee (stationed opposite starter, confirms false starts); (C) 4 Stroke/Turn Judges (who pick up stroke and turns on each side of pool depending on the requirements of the event). All six officials work as a team to cover the pool;. Rotation of positions is desirable. Total of six officials can cover all swimmers fairly and without "over officiating and the quality of officiating is high.

2. 3 Sided Course in 50 meter pool 2 courses

(A) Starter (also covers start and turns), (B) Deck Referee (stationed along side of starter to confirm false starts; stroke judge on the one side- picks up turns on his side of pool); (C) 2 or 3 stroke/turn judges (covers inside lanes and turn end turns.) A total of six officials can cover each course well. Quality of officiating will be high. Teams can rotate positions if desired. Each course is to have its own set of officials.

Any combination of the above courses

Each course is to be set up according to #1 or #2 above.

Long Course

1. 1 pool, 2 courses operating from each end alternately

(A) Starter (covers start end turns); (B) Deck Referee (stationed opposite starter; confirms false starts, covers start end turns) (C) 2 Stroke judges(walk stroke, one on each side);(D) 2 Turn Judges (stationed on each side of turn end, covering turn end turns). This arrangement has a total of six officials. Each course is to have its own set of officials; no overlapping is permitted; each course team to set its own rotation and assignments.

2. Separate Long Course Pools

The same six-official arrangement as in L.C. 1 above.

K. Publicity and Public Relations

- a. A PA announcer at the meet who talks about the races and the swimmers can add considerable color and excitement to the meet.
- b. Contact local newspapers and TV stations in advance to see how to work with them and how to report results.
- c. Prepare and distribute press releases
- c. Generate media interest through former greats, local talent, media race, etc.
- d. Be available to media during meet
- e. Develop meet logo (could be done by souvenir committee).
- f. Push PR with the media in the two weeks prior to and through the meet. Repeated contact pays off.

Differences between USMS rules and USS rules: Refer to your USMS rule book and become familiar with all of the stroke and turn rules.

L. Meet Program (if going to use one)

- a. Determine type of program, size, etc.
- b. Prepare mock-up.
- c. Check printers for estimates.

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- d. Collect information, pictures, ads, records etc.
- e. Get printout of all heats for meet.
- f. Paste-up program (mechanical)
- g. Have program printed.
- a. *Communicate often with printer; know what costs are up front and keep updated.*
- b. *Get copies of previous meet programs which are available from past Meet Directors.*
- c. *If a swimmer is in the printing business, you may get a better deal.*

M. Registration

- ¥ a. Meet check-in
- ¥ b. Long distance event check-in (500, 1000/1650, 400 IM)
- ¥ c. Relay check-in
- ¥ d. Problem table
- e. General information re: meet, area attractions, etc. (to be handled by Hospitality Committee).
- f. Social event ticket pick-up

Registration: "Suggested Plan"

At time of meet have a complete roster of swimmers . This list should be arranged in alphabetical order by age and sex. Next to each name list # of social tickets or giveaways to be handed out. Designate if there was a problem with entry. Registration packets should be given out to those swimmers who have no problems. Send those swimmers with problems to a special nearby table to straighten them out. Once problem has been corrected person in charge of that desk will then hand out registration packet. If anyone wishes to pick up a packet for another swimmer, have 8 1/2 x 11 " piece of paper at registration desk. Have person who picked up packet sign name and for whom (s)he has picked packet up. Then make a notation on roster list beside the name of that swimmer for whom the packet was picked up. Registration desk at the meet should handle no problems about wrong or missing events. Registration desk simply informs the swimmer where the problem desk is located. The registration table should be manned by four or five volunteers especially the afternoon prior to the first day of the meet and the morning of the first day of the meet. Registration tables should be in a large area where there is not a lot of congestion. Tables should be separated alphabetically to minimize traffic.

Relay Representative Check-in

It is suggested that an "R" be placed by the name of those swimmers who are designated relay representatives and any relay information should be given to this person at registration time. In relay representatives' packet, include instructions regarding where and when relay cards are to be turned in and where completed cards are to be turned in The relay table should be manned throughout the meet until all relays have been swum.

Sample floor plan: Exhibit X

N. Souvenirs and T Shirts

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- a. Develop a meet logo or copy layout. Order well in advance. T shirts will sell in roughly these proportions: 1 S, 3 M, 6 L, 6 XL. Plan on selling T shirts at the meet in addition to those ordered on the entry form. If too many on hand the last day of the meet, cut the price in half or more.
- b. Other items may sell if they have meet logo or other recognition.

O. Vendors

- a. Vendor agreements
- b. Vendor set-up
- c. Set price for vendors; may differ with quantity of merchandise offered and profit availability.
- d. Check on conflicts of sales between Souvenir Committee and Vendors.

P. Miscellaneous and Optional Services

- a. Security
- b. Parking and Traffic Control
- c. Flags
- d. Goodie bags
- e. Meet set-up - securing extra lane lines
- f. Meet photographer
- g. Meet letterhead
- h. National anthem for first day, at least

There are always jobs that "fall through the cracks" or don't belong to a particular committee. Do delegate these to other individuals, so you don't become overloaded and have to worry about them.

Q. Top Ten Results and Records

(See Appendix B)

- a. Send results to hosting LMSC Top Ten person for consideration for national listing.
- b. Process splits per USMS rule book procedure.
- c. Process potential national records per USMS rule book

R. Office Procedures

EVENT RESULTS TABULATION: Since the Championship Meet is computerized, recruit these persons:

¥ 2 Men's Scorers

¥ 2 Women's Scorers

¥ 1 High Point Scorer (haven't had this for a while)

¥ 1 Copy Machine Operator

¥ 2 Runners

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When heat is completed and timing tape is given to tabulation personnel, the following sequence of events should take place.

1. #1 Scorer has timing tape and a heat sheet and calls out: 1) age, 2) name, and 3) time.

#2 Scorer finds time card for swimmer and enters the time called out while #1 watches to see if time was transcribed correctly (or, when cards are not used, timers write on lane sheets).

2. When all times for heat have been recorded, that heat with the timing tape is handed to computer operator for processing.
3. When event is complete, computer operator will print final results for that event. The copy machine person makes one copy for posting. The posting time is put on that copy and the original.
4. A runner takes the one copy for posting and stops to tell the announcer it is posted.
5. 30 minutes later, if no protests have been lodged, a copy for the awards table and as many copies that are needed for the news media are made.
6. The original and tapes are filed.
7. A copy of tapes is posted along with results.

The office procedures shown above are merely suggested guidelines. Others are found under specific committee descriptions.

Best of luck in running a fast, fun, and exciting meet.

USMS COLONIES ZONE - BIG MEET GUIDE

‡ **Bullet activities must be done**

Italics words are hints

Appendix A:

Generic meet announcement/entry form for a big meet. (includes essential requirements and selected boilerplate. May be available on computer disk.)

Name of Meet:

Date(s):

Entries Due Date and whether the date is postmark or received:

Warm up and start times.

Name of pool and city

Sanctioned by LMSC for USMS, Inc.

Sanction number: ___ - ___

Timing: electronic or what Snack bar will be available (if offered)

Order of events numbered in the order that they are swum

Directions: Your directions are very important because they help determine the mood that the swimmers arrive in.

Pool description:

Rules: Your LMSC and USMS rules will govern. All events are timed finals. Swimmers must check in with the Clerk of Course for deck seeded events that they wish to swim. (Note: the entry form usually states the timing for check in.) After an event has been officially closed, swimmers may not check in. Swimmers must compete in their own age group. Age on (last day of meet) determines age for the meet. (Note: the entry should specify the number of events the swimmers may enter per day.) If your meet allows deck entries use the following statement. "Deck entries will close at ('1/2 hour before meet) for all events."

Longer Events: If there are any freestyle events longer than the 200, the entry states the seeding order and whether the swimmers might and under what conditions swim two to a lane.

Eligibility: Open to any current USMS registered swimmer or a foreign swimmer with a valid travel permit. A copy of the USMS registration application may be submitted with the consolidated entry card in place of a copy of the USMS card.

Affiliation: As stated on the USMS card.

Seeding State whether the meet is pre-seeded or deck seeded (and for which events). Include whether sexes are mixed or separate, ages are mixed or separate and the order (fast to slow, slow to fast, youngest to oldest or oldest to youngest) of heats. State on the entry form the events that are seeded differently from the others; e.g., All events will be deck seeded slowest to fastest, by entered time, ages and sexes combined. Check in is not required in order to be deck seeded, except that swimmers must check in to swim the 800 M. Freestyle.

Submitted Times: Best time, a reasonable estimate or a workout time. (Note: state whether "No Times" may be entered.)

Scoring: The entry form should explain the individual and relay scoring. List the relay & individual points for each place.

Relays: All relays will be deck entered. State relay fees and when they can be submitted.

Awards: State for which places you will be giving out awards (relay, individual & club). Also include a brief description of any special awards you are giving out.

Social Activities: Describe with time and cost

Questions: List the phone numbers of the Meet Director, and/or others.

Entry Fees: cost per each individual event and the meet surcharge per swimmer.

Deck entrants: Are they permitted and if they will pay anything additional.

Mail Entrees to: **Make Checks payable to:**

USMS Waiver and place to sign and date it.

SASE: You may suggest enclosing one to confirm entry.

USMS COLONIES ZONE - BIG MEET GUIDE

‡ **Bullet activities must be done**

Italics words are hints

Appendix B:

Top Ten times and records processing procedure:

(includes the current procedures.)

USMS COLONIES ZONE - BIG MEET GUIDE

¥ **Bullet activities must be done**

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Appendix C:

TIMELINE FOR THE 1990 ZONE 1 MASTER'S CHAMPIONSHIPS: HARVARD: MAY 5 ~ 6

Bentley is the actual heat times and the number of heats per event of the 279 entries in that meet. Harvard's projection uses the Bentley minutes per heat and applies Bentley's relative number of heats per each event to Harvard's projected 600 entries.

First Heats: Saturday @ 8:00 and Sunday @ 8:00

	Bentley - 1989			Harvard - 1990			Finish Time (8 lanes)	Finish Time (14 lanes)
	Minutes per heat	# of heats	Total Minutes (8 lanes)	Heats	Total Minutes (8 lanes)	Total Minutes (14 lanes)		
SATURDAY								
400 IM	6.33	6	37.98	12.9	81.68	46.67		
200 Medley Relay								
50 Fly	1.45	11	15.95	23.7	34.30	19.60		
200 Free	3.47	17	58.99	36.6	126.86	72.49		
200 Back	4.43	7	31.01	15.1	66.69	38.11		
200 Mix Free Relay								
100 Breast	3.00	10	30.00	21.5	64.52	36.67		
100 Fly	2.11	9	18.99	19.4	40.84	23.34		
50 Back	1.67	9	15.03	19.4	32.32	18.47		
400 Mix Medley Relay								
400 Medley Relay								
200 Free Relay								
100 IM	2.38	16	38.08	34.4	81.89	46.80		
500 Free	9.00	8	72.00	17.2	88.48	88.48		
Total Minutes			318.03		617.58	390.82		
Relays			40.00		75.00	75.00		
Total Minutes			358.03		692.58	465.82		
Saturday Total Hours			6.0		11.5	7.8	7:30 PM.	3:45 PM.
SUNDAY								
800 Mix Free Relay								
800 Free Relay								
200 IM	3.70	10	37.00	21.5	79.57	45.47		
200 Breast	4.43	7	31.01	15.1	66.69	38.11		
100 Back	2.67	9	24.03	19.4	51.68	29.53		
100 Free	2.21	19	41.99	4~9	90.30	51.60		
50 Breast	1.50	10	15.00	21.5	32.26	18.43		
200 Fly	4.60	5	23.00	10.8	49.46	28.26		
50 Free	1.50	16	24.00	34.4	51.61	29.49		
200 Mix Medley Relay								
400 Mix Free Relay								
400 Free Relay								
1000 Free	22.25	4	89.00	8.6	109.37	109.37		
1650 Free	28.33	3	84.99	6.5	104.44	104.44		
Total Minutes			370.02		635.38	454.71		
Relays			43.00		75.00	75.00		
Total Minutes			413.02		710.38	529.71		
Sunday Total Hours			6.9		11.8	8.8	8:45 PM.	4:45 PM.

Timeline prepared by Tom Lyndon (3/14/90)

note: Harvard actually had 630 swimmers entered and used 14 lanes only for the longer events.