**Zone Champs Meet Bid Package - Rev 8-2022**

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**Bidding Process**

* Potential hosts must obtain a copy of this packet and familiarize themselves with it in its entirety.
* **A meet budget must be prepared**. See the sample financial planning sheet. Ask for financial reports from prior meets, if needed. Meet hosts need to expect that they will be responsible for all of the expenses of the meet but they also retain all of the revenue.
* The meet bid application must be submitted to the current South Central Zone chair at SouthCentral@usms.org no later than September 1st for the following years Champs meets (Short Course Yards and Long Course Meters). If enough quality bids are received, awarding two years of meets will be considered. If a Long Course Meters bid is not received as of September 1st, an extension will be granted to all LMSCs until Dec 1st, but if no bid is received by that time, then the meet may be skipped for the following year. As of 2012, the selection process will not follow a strict LMSC rotation; however, a varied LMSC rotation is desirable.
* Meet bids received will be forwarded to the South Central Zone LMSC chairs, vice chairs and any named delegates for consideration and selection.
* Meet bid must include:
	+ Meet Application
	+ Meet Budget (see financial report as a guide)
	+ Draft Meet Announcement (see sample announcement)
	+ Draft Order of Events

**Minimum Meet Requirements**

The FINAL APPROVED Zone Champs meet must be sanctioned and published on USMS.org and the South Central Zone website, including all final approved meet announcements and entry forms, a minimum of eight (8) weeks prior to the swim meet. Links to the meet information and registration site must be sent to the South Central Zone Chair at SouthCentral@usms.org .

* Meet will be open to all currently registered USMS or FINA members
* Hosts must be familiar with all USMS rules and regulations, particularly Articles 102, 103, 105 and 108, 203.3.3 and Apprendix B. There is also helpful information found at the USMS website, [www.usms.org](http://www.usms.org), under the Volunteers Section, please review the information found in the USMS Guide to Local Operations, Event Management pages. [Event Management | U.S. Masters Swimming (usms.org)](https://www.usms.org/volunteer-central/guide-to-local-operations/event-management)
* Facility must have adequate competition lanes, warm up/cool down lanes, swimmer/spectator space and locker rooms. An electronic timing system is required (Colorado, Daktronics or Omega). Preference will be given to indoor facilities when possible. The pool must have a pool length certification on file with USMS or it must obtain one prior to submitting the bid application.
* **Awards must be given out.** The type of award is not specified; however, awards must be given to at least the top three (3) individuals and relays in each age group and event and to the top three (3) teams. Host are encouraged to give out additional awards if the budget allows.
* **No individual deck (day of) entries are allowed ever.** Swimmers already entered in the swim meet cannot add additional events after the individual registration closes.
* **A meet program, free of charge, will be emailed out to all competitors no later than one day prior to the beginning of the swim meet.** The program shall contain:
	+ Psych sheets for the events requiring positive check in at the meet
	+ Seeded heats for all events not requiring positive check in
	+ Estimated timeline (session report) for the meet. This can include a disclaimer that it is an estimate only and does not include any relays because they will be entered at the swim meet.
* The meet will be scored. Scoring should be for the number of lanes that are being used for competition. See Section 103.9 in the USMS rule book for scoring recommendations.
* Paper copies of the meet program that are available to participants will be free of charge.
* Meet hosts must use Hy-Tek Meet Manager to run and operate the meet.
* Meet hosts must obtain the National records files from [www.USMS.org](http://www.USMS.org) and World records files (for meter meets only) files from [www.fina.org](http://www.fina.org) and the Champs meet record files from the Zone chair at SouthCentral@usms.org to be imported into the Hy-Tek Meet Manager database prior to the meet.

**Meet Planning and Timeline**

* **Six Months or More Out – Before Bid Application is sent in**
	+ Secure your dates and facility. Take the necessary steps to get on the calendar for the facility that you will be using but do not pay any upfront fees until your meet bid is approved. Make sure the facility has a pool length certificate on file with USMS or get one prior to turning in your bid. A USA Swimming pool length certification is not adequate. The pool length certificate must be approved by USMS.
	+ Create your Order of Events. Preference is given to meets that can have a Friday evening session to better accommodate the long distance events. Include times for warm ups and when the swim meet will start each day.
	+ Determine your registration fees and if you are having any early registration discounts or increases for late entries. Set up your dates for fee increases and also your final registration deadline. Try to go as late as possible – REMEMBER – there are no deck entries allowed and masters swimmers typically wait until the last minute to enter, so try to keep your entries open as late as possible. If you close registration too early, you may be cutting your numbers of swimmers and entry fees received.
	+ Secure your Referee and additional officials. Determine if the Referee or if the Meet Director is obtaining the remaining officials.
	+ Secure your Hy-Tek Meet Manager operator. This person is sometimes supplied by the facility and sometimes a non-facility volunteer. For USMS, this person DOES NOT need to be a certified official however a USAS certified Administrative Official can perform this role.
	+ Secure your timing equipment Console operators and timing equipment set up personnel. The facility may or may not mandate the use of their own facility staff for operating the timing system. Sometimes you will have to find experienced volunteers to fill these roles. DO NOT use someone who does not have extensive experience in running the timing equipment that will be used for the swim meet.
	+ Secure your sound equipment. The facility may have a PA and speakers. Check before assuming.
	+ Secure key volunteers (sometimes one person can perform more than one role). This can include (depending on your facility)
		- Clerk of Course
		- Hospitality
		- Awards
		- Head Timer
		- Announcer (make sure they have a voice that can be heard well over the PA)
		- Check-in/Information
		- Safety Marshall
* **Immediately After the Meet is Approved by the Zone**
	+ Create your meet logos. These will be used in your meet announcements, meet apparel, meet promotions, registration site etc. It is best to finalize this early and can be started before champs meets are chosen. If your meet is not chosen for a specific year, you could use the logo for future meets.
	+ Finalize your Meet Announcement making any revisions required by the Zone Committee. Check with the facility about any pool rules that may need to be included in the meet announcement. Make sure to describe the competition pool, warm up area and timing equipment to be used. Review 103.18.9 and 203.3.3 in the USMS rule book for meet announcement requirements.
	+ Design your T-Shirt. Do it now so that you can include it on your online registration portal so swimmers can pre-order it when signing up for the swim meet.
	+ Try to secure a few nearby hotels to get reduced block rates for swimmers. At a minimum, make a list of nearby hotels to make it easier for swimmers who must travel. Include this information in your Meet Announcement and on your online registration portal.
	+ Create your online registration site. This is typically done with Club Assistant. It will be in Build mode until after your sanction is approved. You can email Meets@ClubAssistant.com and send in your final Meet Announcement for them to start creating the registration site for you. Remember to include items like T-Shirts for sale.
	+ Apply for your USMS Sanction from the LMSC in which the pool is located. Remember that you can add additional links to your sanction page on USMS after the Sanction is approved. Reach out to your Sanctions Chair immediately after applying to let them know you have sent them a sanction for approval. If your Sanction Chair says that you need to make edits before approval, do so in a timely fashion.
	+ After your meet is sanctioned, finalize your online registration portal. Make sure to test it and verify that it works properly. Once you have it completed, make sure the status is changed to Completed so that you can receive entries.
	+ Send out the meet information for posting, including links to your registration page, to your LMSC website person, the South Central Zone Chair, facebook and any other social media that you have access to. PROMOTE, PROMOTE, PROMOTE!
	+ Start designing your awards and getting quotes. Hasty Awards or Hodges Badge Company are good companies to work with. Start early so you can look at ways to reduce your costs. Contact prior hosts to see what percentages they used for award orders (many swimmers do not pick up their awards so you do not want to order awards for everyone in every event). Find out what the deadlines are for ordering medals, ribbons and trophies. The dates might be different for each. You can also avoid having dates listed on the awards so that leftovers can reused for future events if there is an excess amount.
	+ Secure your timers – where are they coming from? Timers can come from the host club, volunteer organizations, a USA age group team affiliated with the Masters club or even the local sports association. You can create use Sign-Up Genius or another on-line platform to assist with sign ups.
* **Eight Weeks out from Swim Meet**
	+ Touch base with the facility to make sure that nothing has changed. Verify that the pool, air handling equipment, timing equipment, warm up/cool down space, locker rooms and parking are all ready to go and in good order. If the facility is supplying staff members, make sure that they have been secured for your dates.
	+ If you are doing custom awards, you will most likely need to order them now.
	+ Check your online entries and look for USMS registration errors. It is easier to fix them in advance. Keep doing this as you get closer to the meet.
	+ Organize a social, preferably on Saturday night, where swimmers who would like to mix and mingle can do so.
	+ Start planning what you will have for hospitality. If you are getting club members to cook or donate, make those arrangements now. Verify where you will have hospitality in the facility and check the room for power outlets. Check with the facility about any regulations concerning food service.
	+ Reach out to your Referee and Officials to make sure that they are ready to go.
	+ Reach out to all your key Volunteers to make sure that they are ready to go.
	+ If you are working on any goody bags or freebies to give to swimmers, finalize that now.
	+ Verify that you are getting your timers slots filled.
	+ If you have concessions and/or swim vendors, reach out to them and ensure they are ready to go and have the proper times for the event so that they are open and set up when and where you want them to be.
	+ Verify the first aid procedures at the facility.
	+ Verify your relay entry process. Online relays through Club Assistant can be done or they can all be taken at the meet. Relays are the only event that can be deck entered.
	+ Ensure that you have watches and clipboards for the timers. Will the facility provide them or will your club need to?
* **Week of the Swim Meet**
	+ Visit the facility and do a walk around check. Look for any safety issues that you want the facility to address. Check the pools, scoring rooms, hospitality etc to make sure all is in good order.
	+ Start emailing the swimmers registered for the meet. Club Assistant has an easy to use email feature where you can email all swimmers who signed up online.
	+ Send your officials and key volunteers the estimated timeline and verify they know when and where to show up.
	+ Email all of your lane timers to let them know when their shift is, where to park, where to go to once they arrive and ask them to respond to verify that they are still able to attend.
	+ As soon as entries close and you have verified that all registration errors are corrected, download the entry file and send it to the person running your Hy-Tek Meet Manager. Get them to import it and then send you an estimated timeline and psych sheet in pdf format.
	+ Send the pdf attachments to your swimmers and ask them for any scratches before your seeding deadline to avoid empty lanes.
	+ After seeding deadline, have your Hy-Tek Meet Manager operator seed the events that will be preseeded. Have them create a meet program with the seeded heats in the preseeded events and also include the distance non-seeded in psych format. Email this out to your swimmers along with an updated timeline (session report).
	+ Receive all your awards and verify that they are correct.
	+ Receive your t-shirts and if you did pre-orders, get them ready for distribution
	+ Verify that your hospitality is ready
	+ Verify that you have all needed office supplies such as paper, ink and awards labels.

**[Mandatory](#MeetProcedures) Meet Procedures (this can be added to depending on the host and facility)**

* + IF THE POOL IS A BULKHEAD POOL, make copies of the Pool Length Certification form from USMS and ensure that the pool is measured before and after each session.
	+ Hy-Tek Meet Manager must be used to run the swim meet. The Hy Tek Meet Manager operator running the program should be experience with all aspects of the software. The Hy-Tek Meet Manager operator needs to make sure that they have their software updated to the current version. **The Hy-Tek Meet Manager operator should show up at least 15 to 30 minutes before warm ups start to set up and be ready for relay deck entries.**
	+ A separate person will run the timing equipment console. This may be Daktronics, Colorado or Omega. This is typically owned by the facility and run by their staff but not always.
	+ The Hy-Tek Meet Manager operator and the timing equipment Console operator should, ideally, meet and connect the computer running Meet Manager and the timing console the day prior to the swim meet to make sure that all communications are working properly so that they can troubleshoot in advance if any issues arise. The printer connections should be tested.
	+ The Hy-Tek Meet Manager operator must import a current set of National and World records (meter meets only) and set flags in Meet Manager. National records are on the USMS site and world records are on fina.org.
	+ The Hy-Tek operator should set up a separate session to enter any events that have split requests. Start with event number 100, 101, etc. The words “Split Request” should be entered in the Note field when creating the events.
	+ Test the PA system and make sure the announcer has a print out of records, current meet program and deadlines to be announced.
	+ Have a clerk of course table for distance check in, on deck relay entries, official split requests and handling questions from swimmers regarding entries. Relay cards for Women, Men and Mixed need to be available for deck entry. All relay swimmers must be already entered in the swim meet. **The Clerk of Course person should be there at least 15 minutes before warm ups start.**
	+ No additions to a swimmer’s entries can be done. All swimmers must be entered into the meet prior to the entry deadline. Hosts can accept relay only swimmers for a reduced fee prior to the registration deadline. **SWIMMERS MAY ONLY SCRATCH INDIVIDUAL EVENTS AFTER THE REGISTRATION DEADLINE. THEY CANNOT ENTER NEW EVENTS OR CHANGE EVENTS.**
	+ Seeding will be listed in detail in the Meet Announcement. It can be fast to slow or slow to fast and may differ for sprint or distance events. Women and Men can be combined and separated for scoring in distance events to speed up the meet. It shall be clearly stated in the meet announcement which events are pre-seeded and which ones require positive check in.
	+ The positive check in times for all distance events shall be clearly communicated.
	+ Paper copies of the Meet Program (Heat Sheets) shall be available for free. It is best if a copier is available so that more can be printed if needed.
	+ Results must be posted at the meet and should be uploaded into Meet Mobile and SwimPhone. SwimPhone is a free service available through Club Assistant.
	+ A separate awards table should be set up for swimmers to pick up their awards. It is suggested that awards labels be printed by the Hy-Tek operator and posted as the meet progresses. This allows swimmers to pick up their own labels to take to the table to receive their award.
	+ A pre-meet meeting must be done with your Head Timer and lane timers to go over lane timing procedures and how to use the buttons. NEVER assume that your volunteer lane timers know what to do. If you have shifts, make sure your Head Timer is telling the new arrivals the same information.
	+ The Referee should have a meeting with all the officials to go over position and procedures.
	+ A current USMS rule book must be available (a hard copy is preferred).

**Post Meet Check List**

Results must be posted on-line immediately and sent to the LMSC and Zone website as soon as possible.

Send to the LMSC Top Ten Chair the following:

* + Meet Manager Back Up – this should include the Split Requests in a separate session
	+ Pool Length Certification form completed for each session (if using a bulkhead pool)
	+ Split request forms signed by the referee
	+ Pdf of meet results in Publication Order or the link to it

Send to the Zone Chair:

* + Meet Manager Back Up as above
	+ Pdf of meet results in Publication Order
	+ Post meet financial report (within 30 days)

Send to the USMS Top 10 Records Administrator at USMSRecords@usms.org and copy the LMSC Top Ten Chair:

* + Record applications for any National and World records along with supporting documentation – follow directions carefully. For more information, go to <http://www.usms.org/admin/lmschb/recordapp.pdf>
	+ Copy of timing console printout for each record broken
	+ Copy of heat sheet showing swimmer in the heat and lane they swam in
	+ Pool Length Certification form if using a bulkhead pool

**SOUTH CENTRAL ZONE CHAMPIONSHIP MEET APPLICATION**

**SUBMIT COMPLETED BID IN PDF FORMAT VIA EMAIL TO THE ZONE CHAIR**

EMAIL: SouthCentral@usms.org

ZONE WEBSITE: <https://usmssouthcentralzone.org/>

I have read and understand the attached Zone Championship Meet criteria and guidelins and I am able to meet these expectations for the meet listed below:

MEET DIRECTOR: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REFEREE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADMIN OFFICIAL (Hy-Tek Operator): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEET COURSE (SCY OR LCM)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPOSDE DATE(S) OF MEET: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FACILITY NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FACILITY ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Make sure to include the following with this application:

* + Meet Budget (use financial report as your guide)
	+ Draft Meet Announcement (see sample announcement)
	+ Draft Order of Events (see sample excel order of events)

MEET DIRECTOR'S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Resources**

* [Appendix B from the USMS Rule Book: Information for Meet Directors and Officials](https://usms-cdn.azureedge.net/-/media/usms/pdfs/volunteer%20central/rule%20book/app%20b.pdf?rev=e0d7631f811e4b05aa73197d66bc7244&hash=22E54C638385898082FB49A2BE9D9703" \t "_blank)
* [Part 1: Swimming Rules from the USMS Rule Book](https://usms-cdn.azureedge.net/-/media/usms/pdfs/volunteer%20central/rule%20book/part%201.pdf?rev=ee34dfbf5a1543dd9370b6b520595e3f&hash=81A2491865C4F011CB54E218F91DC147)
* [Part 2: Administrative Regulations of Competition from the USMS Rule Book](https://usms-cdn.azureedge.net/-/media/usms/pdfs/volunteer%20central/rule%20book/part%202.pdf?rev=4d18e703cc0f4568a43964608035f5c8&hash=E7D4928B299B287F7D2E210AA09985E0)
* [Guide To Local Operation on USMS.org: Pool Meet Management](https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/pool-meet-management)
* [USMS web page to download zip file of USMS records for both SCY and LCM swim meets to import and use in Hy-Tek Meet Manager](https://www.usms.org/comp/exportselecthytek.php)
* [Fina web page to download zip files both individual (IWRL) and relay (RWRL) records to import and use in Hy-Tek Meet Manager.](https://www.fina.org/masters/records) THIS IS ONLY DONE FOR METER SWIM MEETS.