

South Central Zone Meet Director's Report

Fill out all pages of this form and return it to the South Central Zone Chair and Champs Committee Chair along with the checklist of items 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

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

Phone (10-digit) Email

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

Pool Length Certification (PLC): USMS pool length certification

Link to [Running a Meet page on USMS](#). Links to List of Measured Pools by State and to Pool Length Form and Measurement Procedures are found on this page. Download both of the forms.

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: South Central Zone Championship Meet Records

Make sure you have downloaded and imported the record file that corresponds to the course of your meet prior to the start of the meet. The HyTek importable records file can be found at (<https://usmssouthcentralzone.org/records>)

Did you import the Records file into Meet Manager?

DO NOT update the records in the Meet Manager Database! Send the post meet Meet Manager Back Up to the South Central Zone Chair, Championship Committee Chair and the Championship Records Coordinator without updating the records. See contacts on page 3.

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, <https://www.worldaquatics.com/masters/records>)

Did you import the USMS Records and World Aquatic records (meter meets) into Meet Manager before the meet?

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 (*console printout showing event, heat number, splits and backup; heat sheet showing swimmer's name, event number, heat number and lane assignment; PLC form if applicable*) 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.

Record forms can also be found in your HyTek database Reports>Record Forms and selecting the appropriate record file which will be in the drop down list if you imported the record file.

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 should be published and distributed to the swimmers within 24 hours of the end of the meet:
 - They must be fully formatted according to the instructions in USMS Rule Book [Appendix B Pg 127 - 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, copies of all USMS and World record applications for your meet must be emailed to the South Central Zone Chair and Champs Committee Chair 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 14 days to the Top 10 Chair in the LMSC where the sanction was recieved.

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

Any questions should be directed to the South Central Zone Champs Meet Chair:

Nicole Christensen
ncr@creativewaters.net
281-352-8434

South Central Zone Chair, Jacky Merianos - coachjackyswims@gmail.com
South Central Zone Champs Committee Chair, Nicole Christensen - ncr@creativewaters.net
South Central Zone Champs Meet Record Coordinator, Susan Ingraham - aquatex101@aol.com