

## New England Masters

Mini-Meet Director

Responsibilities and Checklist

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### PRE-MEET

- Contact Mini Meet Coordinator ([mindy.williams@simmons.edu](mailto:mindy.williams@simmons.edu)) to choose a date and time (most mini meets require between 3-4 hours). Include 45-60 minutes for warm-up. You will work closely with the Mini Meet Coordinator throughout the process of setting up the meet, running the meet and fulfilling the post-meet requirements.
- Decide if you'd like your meet to be Sanctioned or Recognized. Apply for your USMS Sanction/Recognition number by filling out the online sanction request form at USMS.org: <http://www.USMS.org/comp/sanction/request.php>

Include in your request:

- Date and Time of proposed mini meet
- Name and address of pool
- Pool description (i.e. yards, meters, short-course, long-course, # of lanes)
- Contact information
- Copy of your proposed entry/registration form (including Order of Events)

Once approved, a Sanction or Recognition # will be assigned. *For an explanation of each type of meet, refer to the Sanctions Section of the LMSC Handbook at [www.usms.org](http://www.usms.org), click on the administration tab; LMSC handbook; Sanctions.*

Contact NE LMSC Sanctions Chair (Mindy Williams: [mindy.williams@simmons.edu](mailto:mindy.williams@simmons.edu)) if you have not received a USMS Recognition or Sanction number within 10 days of your submission.

Please include in your entry form:

- Sanction/Recognition # (Your first draft for the sanction application can simply state: "Pending" – once your number is issued, you can edit your form for publication).
- Waiver for each swimmer to sign
- List of events (and a space for seed times)
- Cost of meet entry fee (and each individual event)
- Facility name
- Directions to the pool
- Contact information for meet director/coordinator
- *Sanctioned meets require swimmers to provide their USMS# on entry form*

- Contact NE LMSC Officials Chair (Bill Ewan: [bill.ewan.w1vh@gmail.com](mailto:bill.ewan.w1vh@gmail.com)) to hire meet officials (unless you have made alternative arrangements or have officials that are volunteering).  
*\*Referee must be certified; starter does not have to be certified but must be knowledgeable regarding starting procedures). All meet directors and officials should have a copy of the rules of competition – found at [www.usms.org/rules](http://www.usms.org/rules). A copy can be downloaded onto a computer, or a hard copy can be purchased from the USMS National Office (A check made out to USMS for \$9.00 for the full rule book, or \$3.00 for the mini rule book should be sent to:*

USMS National Office  
 PO Box 185  
 Londonderry, NH 03054

Please schedule officials to arrive 30 minutes prior to the meet start. The officials should run the sprint lane(s) 15 minutes prior to the end of warm-up.

- Post your event details on the NEM website calendar by contacting the webmaster at: [indiffer3nce@gmail.com](mailto:indiffer3nce@gmail.com). Include a copy of your registration form, along with contact details, and venue details.

## MEET DAY

- If you are not using an electronic timing system, you must have 3 timers with stopwatches for each lane. Please refer to the Rule Book (p.21-22) on the USMS website ([www.usms.org/rules](http://www.usms.org/rules)) for more information.
- If your facility does not have a separate warm-up/cool-down area, you must keep one lane of the competition pool available for warm-up/cool-down during the course of the meet.
- Provide lap counters if there is a distance freestyle event. Swimmers are responsible for providing their own person to count laps (however, this is optional).
- Set up a table/person working the timing system
- Post *Order of Events* signs throughout your pool area (*\*you are required to follow the order of events, including breaks, that was published on your original registration materials.*)
- Have a table for deck entries/person to take money in.
- During registration, have a separate area nearby for swimmers who need to register for USMS (for sanctioned events).
- Keep copies of the Application for USMS and/or World Record forms on hand during the meet. NE LMSC Sanctions Chair (Mindy Williams: [mindy.williams@simmons.edu](mailto:mindy.williams@simmons.edu)) can provide

these forms. Please read through additional responsibilities in the Records and Tabulations section of the LMSC Handbook (found at: [www.usms.org/admin/lmschb/lmsc\\_hb\\_rectab.pdf](http://www.usms.org/admin/lmschb/lmsc_hb_rectab.pdf))  
*\*Swimmers are ultimately responsible for letting the meet director, officials, etc. know if they are swimming for a national and/or world record.*

- Pools with bulkheads must be measured with a tape measure or laser device before and after the meet. Pool Measurement Certification form and instructions can also be found in the Records and Tabulations section of the LMSC Handbook.
- If the facility has not hosted a masters meet in the past, complete the Pool Measurement Certification form and submit to Laszlo Eger ([laszloeger@hotmail.com](mailto:laszloeger@hotmail.com)). This form will be sent to you along with your USMS recognition or sanction number.
- You will need a runner to post heat sheets and collect times from the timers

#### **POST-MEET**

- Submit results in proper format to NE-LMSC Top Ten Coordinator (listed below)
  - SCM – Jason Eaddy: [jason-nem@elys.com](mailto:jason-nem@elys.com)
  - SCY – Laszlo Eger: [laszloeger@hotmail.com](mailto:laszloeger@hotmail.com)
  - LCM – Laszlo Eger: [laszloeger@hotmail.com](mailto:laszloeger@hotmail.com)

GOOD LUCK!