

Hosting your own Master's Swim Meet in 10 Easy Steps. Here's how...



Planning the Meet

1. Contact the Minnesota Master's Swimming Board Chair* to collaborate and **Choose a date** for your event. Determine Location, Order of Events, and Time Line for warm-up and meet start. Board Chair will help you create a meet information sheet documenting these items.
Provide Order of Events to MN Masters Meet Management Chair* as soon as possible in the planning process.
2. **Request a sanction** through USMS
 - Go to USMS.org / Go to COMPETITION / Go to REQUEST A SANCTION
 - Fill out online request form (including upload of meet information sheet) and submit
 - MN Masters Sanction Chair* will issue a sanction number (or contact you with any questions)
After the sanction is approved, your event will be added to the Minnesota Masters Swimming events calendar and publicized in the MN Masters Swimming email blasts (including links to the registration site once that is set up)
3. **Determine if you want Minnesota Masters Swimming to be responsible for meet financials.**
(If the meet is run by Your Club, you will absorb the loss if the meet doesn't make a profit, but get to keep all the profit if there is any. If the meet is run by Minnesota Masters Swimming, MN Masters will pay you \$100 for hosting, will absorb the loss if the meet doesn't make money, and will give your club 50% of the profit if the meet does make money)

| Run By Your Club: | Run By Minnesota Masters Swimming: |
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| <i>Getting Ready for the Meet</i> | |
| 4. <u>Setup your registration site.</u> Note that you must verify that all participants are USMS registered. (You can do this by using Club Assistant as your registration site or by checking registrations later. Meet Management Chair* will provide Meet Manager file with listing of current athletes, clubs & workout groups) | 4. MN Masters Swimming will setup registration site via Club Assistant with fee structure to allow 'early-bird', 'pre-register' and deck entry fees. After pre-registration closes, MN Masters Swimming will provide a Meet Manager backup file with all preregistered athletes, clubs & workout groups. |
| 5. <u>Secure two registered officials</u> (if you would like Master's Board support to find officials contact Official's Chair*). | 5. MN Masters Swimming will schedule two registered Officials and pay them \$100 each for officiating the meet. |
| <i>Meet Day</i> | |
| 6. <u>Measure pool length</u> per USMS requirements, contact Sanction Chair*. | 6. MN Masters Swimming will Measure Pool Length per USMS requirements. |
| 7. MN Masters Swimming has a meet box with USMS registration forms for those who might register at the event, other USMS paperwork, a USMS rule book, etc (contact Board Chair*). You must <u>Provide volunteers at the meet</u> to run the registration table, the pool timing system, and the Meet Manager computer (contact Meet Management Chair* for help if desired) | |
| 8. <u>Provide Timers</u> for each lane. | 8. MN Masters Swimming will schedule a swim team booster club to provide swimmers as timers and pay them \$400 for timing the meet. |
| 9. <u>Have fun</u> and hopefully make some money ! | 9. <u>Have fun</u> and make a little money (and hopefully a lot of money) ! |
| <i>After the Meet</i> | |
| 10. <u>Send meet results to Top Times/Recorder*</u> , within 3 days of event completion. | |

Note: Sanction Chair may set up deadlines for certain components of this process.

* Link to Board Contacts: <http://www.minnesotamasters.com/contact.html>