

PNA MEET AGREEMENT AND RESPONSIBILITIES

General Information

- The Pacific Northwest Association of Masters Swimmers herein after referred to as PNA and you as Meet Host each have responsibilities that must be fulfilled to ensure a legal, safe, and successful meet. The enclosed sample contract lists those responsibilities.
- USMS rules require that all pool lengths must be certified using a steel tape or acceptable laser device. If your host facility has a moveable bulkhead, the competition course(s) must be measured before the meet and following each day's session.
- USMS rules stipulate that the meet referee must be certified as a referee, starter, or stroke and turn judge by USA-S, YMCA, USMS, or any other USMS approved certifying body. The Meet Referee should be identified on the meet bid and meet info/sanction forms.
- PNA policy requires safety marshals to monitor all warm-up periods during a Masters meet. The Meet Host is responsible for designating the safety marshals. The safety marshal vests, signs and instructions are provided by PNA.
- The meet sanction includes general liability coverage for your team and any USMS registered swimmers or volunteers assisting with your swim meet. Please note that only individuals who are registered with USMS may enter the swimming pool. Children of competitors, sponsors, or others cannot be allowed to enter the pool.
- If electronic timing is used, a minimum of one backup watch per lane is required. PNA has watches available. If you need watches, there is a sufficient supply in the PNA Meet Box.
- If watches only are used, at least two watches per lane are required. Three watches are required for a USMS or World Records. You should be prepared for this possibility as national and world records can be set at local meets.
- PNA requires that meet hosts use Club Assistant for meet entry.

Financial Information

- The PNA has authorized the following fee policy:
 - \$16.00 basic surcharge for a one-day meet if you are using electronic timing including the surcharge for Club Assistant on-line registration and processing fee.
 - \$20.00 surcharge for a multi-day meet if you are using electronic timing including the surcharge for Club Assistant on-line registration and processing fee.
 - \$1.00 per event entry fee. Senior (65 and older) and needs-based swimmers shall have the option to waive the \$1.00-per-event entry fee, paying just the surcharge.
 - Meet hosts may charge different (usually higher) fees. PNA BOD approval is required the first year a fee structure is used.
 - There shall be no charge for relays but *all* participants must have entered the meet and paid the meet surcharge.
- The PNA fee is \$1.75 per entrant, regardless of attendance. PNA will adjust this fee on a case-by-case basis to guarantee your host organization a \$6.00-per-swimmer per day profit minimum after typical meet expenses.

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Marketing

- PNA will advertise your meet on the Calendar page in *The WetSet* newsletter and on the website, www.SwimPNA.org.
- PNA allows you a one-time only, free 1/2-page ad in *The WetSet* to advertise your swim meet. You can also purchase additional advertising space at \$20 for a quarter page or \$40 for a half page.
- Consider your meet as a destination. The PNA has swimmers from Centralia to Bellingham and North Bend to the ocean. Think about local attractions to increase attendance of out-of-town swimmers. Look into motel and restaurant discounts or lining up host families.
- PNA has adopted a four meet rotation for order of events. The order and number of events can be varied, such as all distance, all sprints, a pentathlon, a high school order, or a Fred Wiggin Memorial meet (400 IM and distance events). Consult with PNA's Meets Sanction Chair for details and ideas.
- Additional events, such as 25- or 50-yard or meter novice-only events, special recognition for first-time Masters swimmers, and 400 or 800 free or 400 medley relays may be added. Time and cost will be your limiting factors.
- Your organization may bid for a "recurring meet date." This allows you to plan ahead for a meet in two successive years.

MEET HOST RESPONSIBILITIES

I. Pre Meet Essential Items

As hosts of a PNA Masters meet we will provide:

- a. A completed **USMS Pool Length Certification Form** (if not already on file). The certification form should be on file before the meet bid form is approved. If the competition course has a moveable bulkhead, the two outside lanes and a middle lane must be confirmed at the conclusion of each session.
- b. One **Referee**: The Referee may also serve as a Stroke and Turn judge but shall not perform as a Starter. The Meet Referee must be certified as a Referee, Starter, or Stroke and Turn judge by USA-S, YMCA, or any other USMS approved certifying body. Referees, Starters and S&Ts registered with PNS (age-group swimming in the Puget Sound area) are listed under the Officials tab on the PNS website: www.pns.org
- c. One **Starter**: The Starter may also serve as a Stroke and Turn judge.
- d. Two **Stroke and Turn Judges**: At least two people shall perform these duties during competition.
- e. **Lane timer sheets and relay cards**.
- f. Complete **heat sheets** showing meet seeding, to include name, club, age, entered time, heat number, and lane number. All heats are to be seeded by time only, combining genders and age groups. (For each event, all times are combined in a single rank order). All events in a meet must be seeded in the same order. PNA policy requires that all events be seeded slowest to fastest.
- g. **Warm-up/warm-down lanes** or area during competition.
- h. **Announcer**
- i. **Clerk of Course**
- j. **Safety Marshals**
- k. Lap counter cards for distance events
- l. **Posting** of heat sheets and results during the progress of the competition
- m. Accurate **results**
- n. **Awards** distribution and help with distribution of **new swimmer packets**.
- o. Entry form information to the Meets Sanctions Chair and the Newsletter Editor no later than the 10th of the 3rd month prior to the awarded meet date.
- p. Use of Club Assistant for on line registrations. Verification that all entrants are registered with USMS or appropriate national governing body for foreign swimmers-(automatic through Club Assistant for on line entries). PNA's Registrar will provide the supporting information, if necessary.
- q. Names of first time swimmers from meet entry form to New Swimmer Liaison for recognition purposes.

II. Timing Arrangements

Please refer to the USMS Rule Book for the rules that apply regarding timing: Articles 103.11 (Timers), 103.12 (Timing Equipment), 103.13 (Official Time), and 103.13.3 (timing requirements to establish records). A minimum of two timers per lane is required if manual watches are to be used.

If electronic timing is used, officials must note on the timing device printout when a malfunction occurs and secondary or back-up times are used.

The host agrees to the timing arrangements entered on the bid application form.

MEET HOST RESPONSIBILITIES

III. Additional Amenities

Will concessions be available at the meet (yes or no)? _____

Other (please specify): _____

IV. Meet Results

Upon completion of the meet, the host organization will turn over the following to the PNA Top Ten/Records/Results Recorder:

- a. LANE TIMER SHEETS and RELAY CARDS for all events
- b. All swimmers' ENTRY FORMS
- c. All TIMING TAPES, if the meet is electronically timed
- d. HEAT SHEET and/or corrected heat sheet (showing any re-seeding)
- e. HEAT SHEET for deck-seeded events (i.e., list of heat and lane assignments for deck-seeded events)
- f. HEAT SHEET for deck-entered events (i.e., list of heat and lane assignments for relays)
- g. Copy of MEET RESULTS and/or disk of meet results including:
Individual Events: Event name, age group, swimmer name, swimmer age, swimmer club, time
Relay Events: Event name, age group, club & team name, name, age, and gender (for mixed relays) for each of the four swimmers, time
- h. RECORD DOCUMENTATION for any new national or world records (card and/or timing tape and record application for each record)
- i. Name and certification level of the Meet Referee.
- j. Copy of the meet backup database if using Hy-tek Meet Manager.

V. Post-Meet Reports

- a. Upon completion of the meet, the host organization will turn over money received from awards sales in the awards box to the PNA Awards Chair.
- b. Upon completion of the meet, the host organization will coordinate with the Meets Sanction Chair to hand off the PNA Meet Box to the next host. Not applicable if PNA Meet Box isn't used.
- c. Within 21 days of the completion of the meet, the host organization will send the following to the PNA Treasurer:
 1. \$1.75 per swimmer LMSC surcharge
 2. Completed Meet Financial Report

PNA Meet Agreement & Responsibilities

PNA RESPONSIBILITIES

VI. PNA Pre-Meet Responsibilities

- a. PNA will provide a steel tape for use in certifying pool length.
- b. PNA will inform the Meet Host of the order of events for inclusion in the entry form if Meet Host is using the PNA Order of Events rotation.
- c. PNA Meets Sanction Chair will work with the Meet Host to produce the meet entry form.
- d. PNA will provide back up support for setting up and managing on line entries through Club Assistant.
- e. PNA will, if requested, assist in recruiting officials.
- f. PNA will print a 1/2-page ad in *The WetSet* if the meet host submits ad copy at least 60 days prior to the meet.
- g. PNA will provide No Diving signs, appropriate identification for Safety Marshals, watches (if needed by the host), and a copy of current USMS Rule Book.
- h. PNA will supply new swimmer packets “goody bags.”
- i. PNA will provide first, second and third place medals for the host team to sell.
- j. PNA Registrar will aid the Meet Host in verifying that local swimmers are registered with USMS. Currently registered swimmers are listed on the PNA website, www.SwimPNA.org.

PNA Post-Meet Responsibilities

- a. The meet results will be posted on the PNA website, www.swimpna.org.

PNA Meet Agreement & Responsibilities

Guidelines for Warm-Up/Warm-Down

To ensure the safety of all swimmers during warm-up and warm-down periods, we ask that you read and practice the following suggestions:

Competition Pool(s)

1. During the first 30 minutes of the warm-up period all lanes should be used for general swimming. After the first 30 minutes, one or more lanes may be designated as sprint lanes. In sprint lanes, swimmers swim in one direction only down the center of the lane. A dive off the blocks or a backstroke start is permitted only in the sprint lanes. Swimmers should leave the sprint lane when they reach the end of the pool.
2. All other lanes are for continuous swimming in a circle pattern, with swimmers staying as close to the right side of the lane as is practical. Swimmers should be considerate of others, by swimming in a speed-appropriate lane and allowing other swimmers space at the walls to turn. Lanes should be designated slow, medium, and fast. No dives, backstroke starts, or jumping entry is permitted in these lanes at any time during warm-ups. "No Diving" signs must be posted on the blocks for these lanes.
3. At no time during warm-up shall swimmers be permitted to enter any lane by jumping into the water from the sides or ends of the pool. Swimmers must enter the pool feet first in a cautious manner. Diving is permitted only from the blocks in the designated sprint lanes. (USMS Rule Book Article 102.4.2)
4. At the referee's discretion, swimmers may be disqualified from competition for diving into the pool during warm-up.
5. No hand paddles are allowed. Kickboards and pull buoys may be permitted.
6. Swimmers are requested to leave the pool when they have finished their warm-up to provide other swimmers an opportunity for adequate warm-up.
7. PNA recommends:
 - a. Safety Marshals at each end of the pool to monitor and enforce these safety guidelines. (Article 103.15)
 - b. An announcer facilitates the conduct of the warm-up.
 - c. A qualified lifeguard on duty throughout the warm-up period.

Warm-Up/Warm-Down During Competition

1. The same safety regulations as stated above are enforced, except there need not be a sprint lane. However, if space permits, one sprint lane may be available and marked appropriately.
2. If there is no other warm-up/warm-down area available in pools of five lanes or more, one lane must be set aside for warm-up/warm-down during the conduct of the meet. If there is no other warm-up/warm-down area available in pools of four or fewer lanes, swimmers may swim to the other end of the pool at the end of each heat, and a warm-up/warm-down period must be offered at least once during each half-hour of competition (Article 102.4.1).
3. Swimmers must enter the pool feet first in a cautious and controlled manner. Diving shall be permitted only in the designated lanes (Article 102.4.2). An adequate number of safety marshals should be available during competition.

PNA Meet Agreement & Responsibilities

SIGNED AGREEMENT

As host, we agree to conduct a PNA Masters meet in conformance with USMS Rules and Regulations.

As Meet Hosts we agree to fulfill all of the Meet Host Responsibilities listed in this contract. We also agree to follow all terms listed in our meet bid application. In the event that we identify problems that could lead to cancellation, we will contact the Meets Sanction Chair. The Meets Sanction Chair will be responsible for contacting any PNA officers regarding other options or cancellation, if necessary. We agree to seek alternate pools, and/or dates if circumstances require. We agree that after confirmation of a change or a cancellation by PNA Meets Sanction Chair, we will notify all entrants immediately as to changes and make arrangements to notify arriving swimmers of the changes by posting notices, etc. We agree that if we are unable to fulfill the meet contract that we will return funds to the entrants and notify entrants, at our expense.

Name: _____

Position: _____

Date: _____

Address: _____

Phone (evening/weekend): _____

Phone (weekdays): _____

Email: _____

Signature: Leave Blank - file will be sent back requesting e-signature

The PNA agrees to fulfill all of the PNA Responsibilities listed in this contract.

Name: _____

Position: _____

Date: _____

Signature: _____

This contract and/or the Meet Bid Application may be revised only by mutual consent of the Host Organization and the PNA. Such changes will be documented in writing and appended to this contract.