

Date

To: Club Representative

From: Brian Johnson, IWMSC Sanctions Chair  
285 Pintail Lane  
Moscow, ID 83843  
(208) 883-4949  
[briandeb@roadrunner.com](mailto:briandeb@roadrunner.com)  
[johnsonb@uidaho.edu](mailto:johnsonb@uidaho.edu)

Subj: Hosting of IWMSC Event

Thanks for your commitment to hosting a Masters swimming event within the Inland NW LMSC (IWMSC). Please review the enclosed information carefully. This package includes the Meet Contract and Application for Sanction, Guidelines for Clerk of Course, and a Host Team Reimbursement Form. Complete and return one copy of the Application for Sanction form to me within two weeks to ensure your event is scheduled and advertised appropriately. You are advised to keep a copy for your reference.

If this is the first time an IWMSC event has been hosted at your pool, please contact me to complete a Pool Length Certification Form. Otherwise, there will already be such a form on file with IWMSC.

You should carefully review Part One of the USMS Rule Book for information on the conduct of Masters swim meets and/or Part Three for information regarding the conduct of open water events. Each club should have a USMS rule book and the rules are available online at [www.usms.org/rules](http://www.usms.org/rules). Also refer to Section 4.0 Rules for Conduct of IWMSC Meets in the "IWMSC Standing Rules and Policies" document posted at [www.inlandnwmasters.org/leadership/policies.html](http://www.inlandnwmasters.org/leadership/policies.html).

Be aware also of the importance of filing a "report of occurrence" document with USMS, in the event of an accident or injury during the conduct of your event. This report is found at [http://www.usms.org/admin/lmschb/gto\\_ins\\_report\\_of\\_occurrence.pdf](http://www.usms.org/admin/lmschb/gto_ins_report_of_occurrence.pdf) and will provide USMS the necessary documentation of the accident in support of any insurance claims which may emerge.

In the meantime, please contact me with any questions or concerns, especially if this is your first time hosting a swim meet. The IWMSC has many resources available to help you run a smooth event.

I look forward to receiving your completed Application for Sanction.

Sincerely,

Brian Johnson

## IWMSC MEET CONTRACT AND APPLICATION FOR SANCTION

In order to be granted a sanction and to assure USMS insurance coverage for IWMSC meets, each sponsoring team must sign and return this contract to the IWMSC Sanctions Chair.

The sponsoring team agrees to pay a Sanction Fee of \$8 (\$10 for the IWMSC Championship meet) per entrant to IWMSC, payable to the IWMSC treasurer within 10 days following the sanctioned event. Host teams are encouraged to establish entry fees adequate to cover this Sanction Fee as well as other anticipated costs for hosting the event (e.g, pool fees, food, etc.). Use the Sanction Payment Form, which follows, to submit the Sanction Fees following your event.

The sponsoring team shall provide the following personnel to oversee the conduct of the meet (see para MS2.2 at <http://www.usms.org/rules/appb.pdf> for details):

- Two Lane Timers per lane plus one head/backup timer
- Meet Announcer
- Qualified Starter
- Meet Referee with full authority over all meet officials
- Two Stroke and Turn Judges. The Referee and Starter may serve as Stroke and Turn Judges. The Referee must be certified by a USMS approved certifying body.
- Clerk of the Course and assistants to oversee check-in, deck seeding, and computer operations
- Safety Coordinator who shall be available for the duration of the meet. This individual is responsible for establishing an emergency medical response plan to be implemented in case of emergency or injury of a meet participant.

The conduct of the meet shall be in strict compliance with applicable administrative and technical rules, as outlined in the USMS Rulebook, the IWMSC Standing Rules and Policies, and also with the Guidelines for Clerk of Course, attached.

\_\_\_\_\_ hereby applies for Sanction to host an IWMSC  
*(Name of Team)*

swimming competition to be held at \_\_\_\_\_ on

\_\_\_\_\_. *(Location)* *(Date)*

I agree that the above will be conducted in accordance with the applicable USMS Rules and Standards and the above-defined meet criteria.

\_\_\_\_\_ *(Signature of Host Team Representative)*

\_\_\_\_\_ *(Date)*

## **Sanction Payment Form**

Payment of sanction fees to the Inland NW Local Masters Swimming Committee (IWMSC) should be made within 10 days following the last day of the meet/event. Fees will be paid in accordance with the following:

**Number of Swimmers Entered \_\_\_\_\_ x \$8.00 = \$ \_\_\_\_\_**

*For IW Championship Meets only*

**Number of Swimmers Entered \_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_**

### **Send**

- 1) this form**
- 2) a printout (or PDF) of the swimmers registered for the event, and**
- 3) a check made payable to IWMSC for the amount indicated to**

Alan Kirpes  
IWMSC Treasurer  
1528 Apollo Place  
Wenatchee, WA 98801

[Alan.Kirpes@farm-credit.com](mailto:Alan.Kirpes@farm-credit.com)

## Guidelines for Clerk of Course

1. Ensure heat sheet(s) are posted in public areas once all events are seeded.
2. A key role for the Clerk of Course is to ensure all swimmers are properly registered to take part in the meet. Prepare these prior to the meet:
  - a. A check-in list identifying meet entrants, proper payment (or not) of meet fees, confirmation of entrants' registration with USMS or other FINA recognized body and events the swimmer has entered.
  - b. A list of all Inland NW Masters swimmers registered in the current year. An up-to-the-minute list is available at [www.inlandnwmasters.org/clubs-workout-groups](http://www.inlandnwmasters.org/clubs-workout-groups) using the "Complete Member List" link at the bottom.
  - c. Extra copies of the IWMSC/USMS registration form for the current year.
  - d. Extra copies of the meet entry form.
3. The following guidelines apply for each swimmer checking in at the meet:
  - Swimmer pre-registered for meet
    - a. Find the swimmer's name on the pre-entries check-in sheet. Give the swimmer their preseeded event cards and ask if everything is correct. If the swimmer disagrees with any information (event or seed time) on their cards, check the card against the swimmer's mailed entry form. If the information on the card does not match the entry form, notify those responsible for deck seeding and computer operations immediately. Allow the swimmer to properly enter any and all events identified on their entry form. No events may be added or changed.
    - b. Ask the swimmer if he/she intends to swim all entered events. If not, notify those deck seeding so that a deck entry may fill their space in a heat.
    - c. Collect any money due to IWMSC. Accept money only in the form of checks or money orders payable to IWMSC.
    - d. Pay any monies owed to a swimmer.
    - e. Confirm swimmer's registration number is noted on their registration form.
    - f. Confirm swimmer is properly registered with USMS or other FINA recognized body. Confirmation sources include IWMSC registrar\*, USMS, or viewing a copy of or the swimmer's current registration card.
    - g. For swimmers not confirmed as registered Masters through one of the above sources, have swimmer complete IWMSC registration form and pay applicable registration fees.

- Swimmer wishing to deck enter
  - a. Collect deck entry fee for the meet. Accept only checks or money orders payable to IWMSC.
  - b. Have swimmer complete a meet registration form, including events to be swum and registration number.
  - c. All deck entrants must sign the liability statement on the registration form.
  - d. Check each form for completeness prior to accepting.
  - e. Confirm swimmer is properly registered with USMS or other FINA recognized body. Confirmation sources include IWMSC registrar\*, USMS, or viewing a copy of or the swimmer's current registration card.
  - f. For swimmers not confirmed as registered Masters through one of the above sources, have swimmer complete IWMSC registration form and pay applicable registration fees, preferably using a separate check. (Better to return a duplicate membership registration than to have an unregistered swimmer participate.)
  - g. Provide information to deck entry and computer personnel for seeding.
  
- 4. Additionally, the Clerk of Course must:
  - a. Send or hand any newly completed IWMSC/USMS registration forms and fees to the IWMSC registrar\*.
  - b. Prior to transferring any cash or income to the IWMSC treasurer\* or appointed representative, reconcile all monies received during the meet using the Host Team Reimbursement Form.
  
- 5. Any money that doesn't balance/reconcile with the number of deck entries, registrations, or other monies collected at the meet will be deducted from the host team's meet revenues.

\*Current registrar and treasurer are listed at [www.inlandnwmasters.org/leadership](http://www.inlandnwmasters.org/leadership) along with their contact information for sending forms and/or monies.

**Excess Expense Reimbursement Request**

*If your meet expenses exceed your Host Team Revenues, you may request reimbursement from the IWMSC Board by completing and submitting the following information for consideration:*

Club/Team: \_\_\_\_\_ Dates of Meet: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Gross Event Revenues Received:** \_\_\_\_\_ (A)

Expenses incurred:

Sanction Fees \_\_\_\_\_

Payment to certified starter \_\_\_\_\_

Pool rental \_\_\_\_\_

Lifeguard salaries \_\_\_\_\_

Ribbons/awards \_\_\_\_\_

Rental of PA system \_\_\_\_\_

Food (up to \$25.00) \_\_\_\_\_

Other expenses (please explain):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Expenses:** \_\_\_\_\_ (B)

**Shortfall:** \_\_\_\_\_ (= B – A)

**Reimbursement Requested:** \_\_\_\_\_ (not to exceed Shortfall)

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**If approved by the Inland NW Board of Managers, indicate to whom the check should be made payable and sent.**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_  
Signature of Host Team Representative / Date

*Submit to:* Alan Kirpes, IWMSC Treasurer, 1528 Apollo Pl., Wenatchee, WA 98801