

TERMS OF HOST'S OBLIGATIONS

1. MEET DIRECTOR, OFFICIALS AND TIMERS: Host shall provide the following according to the current *United States Masters Swimming Code of Regulations and Rules of Competition* handbook. Except for the meet referee and timers, an individual may act in more than one capacity.

Meet Director: Overall administrative responsibility for conducting the meet, including meet set-up and take-down. Must have a current *United States Masters Swimming Code of Regulations and Rules of Competition* handbook (will be provided by OMS if requested).

Meet Referee: (a certified official) Full authority over all officials. Shall enforce all applicable rules.

Starter: Responsible for the starting of each race.

Judges (Stroke and Turn): Minimum of two for each end for pools less than six lanes. If swimming six or more lanes, you are required to add more officials.

Electronic Timing Operator(s): If using electronic timing, host must secure competent operators for this equipment and have equipment in good working order.

Lane Timers: Meets may be automatically or manually timed. If using young people as watch timers, please set minimum age of 12 years.

Automatic: At least one timer (**two timers preferred**) per lane to simultaneously operate the back-up button and a manual watch. Please see that they are instructed in proper timing procedures and use responsible individuals.

Manual: Three timers per lane for all races in the meet. Minimum age should be 12.

NOTE: *Host is required to have timers "recruited" ahead of time for meets. Calling for volunteers from spectators via PA system is not acceptable.*

Head Timer: Responsible for overseeing lane timers. Shall time each race and may substitute for a lane timer only in the event of failure of a watch or its operator.
2. SAFETY MARSHALS: Minimum of two. Responsible for maintaining safety during warm-ups. **Must wear provided marshals' vests and be in position at both ends of the pool before warm-ups start.** Two marshals, posted at each end of the pool, are needed during the meet if a multiple lane separate warm-up pool is used. Post "No Diving" signs on blocks and cones (or similar device).
3. LIFEGUARD(S): Required during warm-ups and during the entire meet. A lifeguard may serve as a safety marshal only during competition when one warm-up/cool-down lane is used.
4. AWARDS/SOUVENIRS: OMS provides ribbons offered free to swimmers winning them. At championship meets, additional awards may be provided. Please have a person available to hand them out. Host is to keep OMS souvenirs, caps, shirts, etc. at concessions, registration, or with another designated worker to sell and collect money for items purchased. The money and updated inventory shall be given to an OMS representative at the end of the meet.
5. REGISTRATION, PROBLEM DESK, CLERK OF COURSE: Have a **registration table** to check in all swimmers and give them **free** heat sheets as they arrive. This table can also function as Clerk of Course to check in deck-seeded distance events and relays. You must also have a person assigned to receive "problem notification forms" (i.e. for incorrect finish times, etc.). Swimmers are not to go to the Hy-Tek operator with problems. Please protect this person from being interrupted.
6. ANNOUNCER: Must be on duty for warm-ups and throughout the meet.
7. HY-TEK LICENCE AND "ON DECK" RESULTS COMPUTER OPERATOR: Interfaces computer with timing system and produces results; must be familiar with Hy-Tek Windows Meet Manager. The Meet Host is required to own the Hy-Tek licence for the Meet Manager software used to run the meet. The meet host is responsible for obtaining a Hy-Tek operator. Most age group teams have trained people. OMS will attempt to help you obtain an operator if your team does not have one. Additional money is awarded for this position (see fee schedule). You must

have your operator identified by the meet entry deadline.

8. **RUNNER:** Posts results, makes sure OMS computer operator has deck seeded information, serves as communication link between computer operator and Clerk of Course / Problem Desk, timers and officials.
9. **OFFICIALS' HOSPITALITY:** Please provide food and drinks for your officials and timers. Reimbursement, up to \$100 for a 1-day meet and \$200 for a 2-day meet, and \$250 for a 3-day meet, is provided by OMS. To obtain reimbursement, Host must submit expense receipts to the OMS Treasurer.

Officials' Travel: If you have an official traveling to your meet over 50 miles distance one way, it is recommended that you pay the standard federal gas mileage rate to that official. OMS can be asked to help with the mileage, if needed.

10. **HEAT SHEETS, RESULTS, AWARDS:**

Heat Sheets: Host shall duplicate the provided heat sheet for distribution at the meet. Host shall provide heat sheets for each official, one per lane for timers, and a **free** copy to each entrant in the meet.

Results: All timers' sheets, relay cards, and computer results are turned over to the OMS Data Manager or appointed representative.

Awards: Host team may provide, at their expense, awards at meets other than Zone and Association Championship Meets.

11. **LATE ENTRIES:**

Late entries are unacceptable unless they are due to US Post Office or OMS error. Refer problems to OMS Data Manager, Gary Whitman at all5reds@comcast.net.

12. **FACILITY:**

Warm-up/Warm-down: If no separate warm-up facility is available, host shall designate one lane for continuous warm-up/warm-down. If possible, double lane lines between the warm-up/warm-down and competition areas are desirable. The outside lane, furthest from the starter should be used for continuous warm-up/warm-down.

Pool Temperature: Pools used for Association and Zone Championships should be maintained between 78 and 82 degrees. Try to cool your pool for local meets too.

USMS Incident Report Form

This form should be completed by a Club Official, Coach or Meet Director at the time of an accident, injury or other incident occurring during a USMS-Sanctioned Meet. The form and instructions for completion and delivery are available from the USMS Website at the following link:

http://www.usms.org/admin/lmschb/gto_ins_report_of_occurrence.pdf

FULFILLMENT OR BREACH OF TERMS:

FEE SCHEDULE: Host shall receive from OMS a base amount for a one-day, two-day, or three-day meet as outlined below. In addition, OMS shall pay Host \$10.00 per meet entrant by fulfilling the requirements as stated in this contract and providing a Hy-Tek results operator. Potential earnings are as follows:

	ONE DAY	TWO DAYS	THREE DAYS
BASE PAYMENT	\$500	\$700	\$900
AMOUNT PER ENTERED SWIMMER	\$10	\$10	\$10

Example: Two day meet with 100 swimmers calculates as \$700 + \$1000 (100 swimmers x \$10 each) = \$1700

HY-TEK COMPUTER OPERATOR: If OMS provides this person, a fee of \$1 per swimmer shall be deducted from Host's reimbursement. OMS shall reimburse this person at the rate of \$1 per swimmer + \$25 for a two-day meet and \$50 for a three-day meet.

HOST FAILURE TO COMPLY: In the event that Host fails to meet its obligations set forth in this contract, i.e. timers, safety marshals, officials, awards, etc., OMS may withhold partial payment of monies for the deficiencies.

Pool Measurement Forms for Pools with Moveable Bulkheads: Any reimbursement owed to the Meet Host shall be withheld until all necessary pool measurement documentation has been received by the OMS Vice Chair.

OMS's FAILURE TO COMPLY: In the event that OMS fails to meet its obligations set forth in this contract, OMS shall pay Host, in addition to any monies earned under this meet contract, \$50.00 as the sole damages for breach of contract or a percentage of \$50.00 for partial breach of contract.

AGREED:

HOST/CONTACT PERSON	DATE	PHONE
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REPRESENTING _____	HOST ORGANIZATION / TEAM
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UPON ACCEPTANCE OF YOUR BID, YOU WILL RECEIVE THIS PAGE COPIED WITH OMS SIGNATURE BELOW

OMS VICE CHAIR - SANCTIONS	DATE	PHONE
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NOTE: By signing this contract, you are making a commitment to host a meet. Should a problem arise affecting your ability to host the meet, you must contact the OMS Vice Chair in a timely manner before canceling. OMS may be able to assist you in finding a solution.