



**UNITED STATES
MASTERS SWIMMING**

**POSTAL
NATIONAL
CHAMPIONSHIP
GUIDELINES**

December 2011

Prepared by the Long Distance Committee

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Introduction

These guidelines apply to each of the postal national championship events: the One Hour (OHP), 5K & 10K, and 3000 & 6000 postal events. These guidelines will help event hosts who have not hosted a postal swim event and give a few ideas to those who have. These guidelines are intended for use *after* a Postal National Championship event host has been selected by the Long Distance Committee. Instructions for bidding on a postal national championship event can be found on the USMS website. ¹

The USMS Long Distance Committee (LDC) appoints a liaison to support the host. This liaison also serves as the point of contact with other USMS entities.

Applicable Rules

Event hosts must become familiar with all applicable articles of Part 3: Open Water and Long Distance Swimming Rules of the current USMS rule book. ²

Definitions

Postal Event: A swimming competition conducted in multiple pool locations with results compiled in a central location. There are five (5) Postal National Championship events each year: the One Hour, the 5K & 10K (held simultaneously), and the 3000-yard & 6000-yard (held simultaneously).

Team: Women, men, or mixed relay team.

Club: Member organization registered by USMS.

Host: The Host Organization that agrees to conduct a USMS Long Distance National Championship event according to the terms of the USMS Long Distance Postal National Championship contract and the current USMS rules for Long Distance Swimming.

Event Director: The individual representative of the Host who signed the contract and serves as the main contact between the LDC and the Host.

Liaison: A person (or persons) appointed by the LDC to work with the Host; the primary point of contact with the LDC and USMS.

1 <http://www.usms.org/longdist/bidinfo.pdf>

2 www.usms.org/rules/part3.pdf

Club Assistant

The Host is required to use the online entry services and reporting services provided by Club Assistant to its full extent. This also includes entering information into the Club Assistant event management system from participants who have used paper entry forms, as participants are permitted to register for the event on paper even if online entry is available.³

If necessary, the LDC liaison will set up a conference call with a Club Assistant representative to introduce the Host to the tools available for managing the event.

Postal Timeline

The table in Attachment A outlines the responsibilities and due dates for each Postal National Championship event. Some work is required months before the event, but the majority of work occurs when the event starts and peaks after the entry deadline. The more that the Host prepares early, the easier the results will come together in a timely fashion. Completion before due dates will help later. Information pertaining to the timeline elements is provided in the subsections below.

1.1 Championship Contract

The purpose of the USMS Championship Contract (Contract) is to ensure that a USMS Postal National Championship event is conducted properly. A well-run postal event should be enjoyable for the participants and provide official results and awards in an accurate and timely manner. To this end, the LDC has included the necessary terms for the proper conduct of the event in the Contract.

1.2 Championship Packet

The Championship Packet includes report forms for the awards order, results, All-American listings, USMS records, finances, and the LDC evaluation, as well as the standardized

3 http://www.usms.org/admin/lmschb/gto_sanc_general.pdf

entry form⁴. The LDC liaison will send this packet by email to the Event Director. If requested, the liaison will also review the contents of the packet with the Event Director.

1.3 Creating the Entry Form

The Host must use the standardized entry form contained in the Championship Packet as the basis for creating the draft entry form. After the Host has created the draft entry, the Host must send the completed form to the LDC liaison and Chair for review. After review, the liaison and Chair will return the entry form to the Host, who will request a sanction for the event from the LMSC sanctioning officer. Once the sanction is obtained and the entry form is completed, it must be returned to the LDC liaison for approval and distribution. The LDC liaison will submit the final entry form with sanction number to USMS for publication on the USMS website. The OHP will have additional information published in the official magazine for USMS. Links and announcements will be published in the official USMS email subscriptions.

1.4 Awards

For the OHP, awards must be given through 10th place for individuals in each age group and 6th place for relays. For all other Postal National Championship events, individual awards must be given through 6th place and 3rd place for relays.

If a Host chooses to use the standard USMS Long Distance medals, the Host must use the awards order form in the Championship Packet. The Host may choose to order awards elsewhere, but the design of these awards must be approved by the LDC Chair before the start of the event. USMS National Championship patches must be used and are ordered from USMS using the awards order form, which describes how and where to order and pay for awards and how to return unused awards. The LDC strongly recommends that the Host count the awards upon receipt. The Host should perform an award count immediately after preliminary results are available and order more awards than necessary based on preliminary results to accommodate inaccuracies in the awards processing. Unused awards may be returned with the final payment.

4 <http://www.usms.org/longdist/champsforms.xls>

1.5 Performance Bond

The Host must submit to Tracy Grilli, PO Box 185, Londonderry, NH 03053-0185 a \$200 check made payable to *USMS* as a performance bond. USMS will return the bond, or a portion thereof based on the event evaluation at conclusion of all details.

1.6 USMS Surcharge

The USMS surcharge is \$1.00 per individual entrant for each event entered (the 5K & 10K, and the 3000 & 6000 are four separate events.). The surcharge does not apply to relays because each relay entrant must also be an individual entrant. This surcharge must be submitted to USMS by sending a check payable to USMS to Tracy Grilli, PO Box 185, Londonderry, NH 03053-0185.

1.7 Postal Results

When all discrepancies and errors have been corrected, the Host must provide preliminary results to the LDC liaison for review, using the results reports from the Club Assistant event management program and put into the results forms in the Championship Packet. After review, the LDC liaison will send the preliminary results to the USMS website where they will be posted for two weeks. At the time of posting, the Host must send an email to all swimmers who provided an email address, which states that preliminary results are available on the website for review, the deadline for reporting errors to the event Host, and for any change in mailing address after submittal of entries. The host and the liaison should also check the results to ensure that the reported swims match the swimmer's capabilities, paying particular attention to the top 10 finishers in each age group. Once the LDC has approved the results, final results will be posted on the website, and the host may distribute official results, awards and souvenirs to the swimmers.

The Host must submit both preliminary and final results in the format provided on the forms in the Championship Packet. The Host must submit, the following reports for each event:

- Individual results: This report is organized by gender (women first) and age group (youngest to oldest). It includes age group place, name, age, club, USMS number, official time/distance, quality points (for 5K, 10K, 3000 & 6000 only), and national

record indicator (if a record is broken) for every swimmer. All swimmers must be included, even though the form only lists 10 places. For the OHP, women's and men's results are reported on separate forms due to the size of the event. For the other postals, results for each event must be submitted on separate results forms (e.g., 5k results will be a separate report from the 10k results).

- Relay results: This report is organized by relay category (women, men, & mixed, in order) and age group (youngest to oldest). It includes age group place, club name & designation (A, B, etc.), official time/distance, names, ages, & official time/distance for each member of the team, and national record indicator (if a record is broken) for every relay team. For the OHP, each relay type must be reported on a separate form due to the size of the event.
- Club results: This report includes the total combined points, women's points, and men's points, in order, for each club. For the OHP only, the LDC Chair will work with the Event Director to determine the club divisions (very large down to small). The 5K, 10K, 3000 and 6000 events are not yet large enough to support dividing into divisions.

Quality points are defined as the age group record (in seconds) divided by a participant's time in seconds, multiplied by 1000. Club points are calculated as the total of the quality points scored by all participants for the club. There are no quality points for relays in any Postal National Championship events, and there are no quality points for individuals in the OHP.

1.8 Postal Evaluation

The Host should review this form, found in the Championship Packet, to understand the expectations of the event. The main input for scoring and evaluation is meeting the milestones with accurate data, as provided by the deadlines in the timeline. A passing evaluation ensures the return of the entire performance bond.

1.9 All-American/Records

The Host must report first place USMS finishers and record breakers/setters in each age group, for both individual swims and relays, using the Excel forms provided in the

Championship Packet. International participants who are not USMS members must not be included in this tabulation, as only USMS members can be All Americans and record holders.

1.10 Awards to Participants

The Event Host is responsible for distributing all individual & relay awards to the individual swimmers at cost to the Event Host. Distributing relay awards to a club's Relay Contact Person is not permitted, unless the Relay Contact Person specifically requests or "opts-in" to receive and distribute the individual and/or relay awards at distribution cost to the Relay Contact Person.

1.11 Financial Report

The financial report is also part of the Championship Packet. The sole purpose of this report is to provide information for planning and budgeting future postal events.

Eligibility

Swimmers must be members of USMS or the equivalent FINA organization for non-U.S. swimmers on the day of their swim.

The 3000 & 6000 and 5K & 10K postal events each consist of two swims (3000 and 6000 and 5K and 10K, respectively). A participant who wishes to enter both swims in these events must swim both events separately. However, a participant may request to use a split time to establish a national record⁵.

The age of a participant is determined by the date that the participant actually swims a postal event. Participants who age up between the start date and the end date of an event are allowed to swim an event twice and may submit two entries, one for each age group. These participants may also swim and enter in one same-gender relay and one mixed-gender relay in each age group⁶.

Same-gender relays must consist of three participants. Mixed-gender relays must consist of four participants, including two of each gender.

5 For more information refer to rule book sections 308.1.6 and 308.1.7

6 Rule book section 307.2.3.G

Foreign swimmers who are members of a FINA organization and not USMS members may compete in postal events, but cannot hold USMS national records or be considered for All-American or All Star calculations. The Host must place an asterisk by their names in the results so they can be easily identified. One Event (OEVT) entrants are not permitted.

Merchandise

The Host may offer souvenir T-shirts and/or caps. For the postal events that consist of two swims, only one T-shirt and/or cap should be offered. The design must include the name and year of the event (e.g., 2011 5K & 10K Postal Swim National Championships) and the USMS logo or name spelled in full. The USMS logo can be found on the USMS Website⁷. If required by the contract, the events must also include the USMS Sponsor logo, merchandise, or other details as stated in the contract.

The LDC recommends that the Host use a professional designer to develop the art work on the T-shirt. The designer should be able to recommend color combinations that work and also provide a budget estimate. The artwork for the shirt design should be available to be used in event promotion. The Host should then verify the design with the printer and agree on price. The designer may be able to direct you to a printer. The LDC also recommends that the Host provide a website link on the paper entry form and a picture on the merchandise page of the online entry form showing the T-shirt design. Historically, about 20% of the participants order T-shirts. If the event has a large number of participants, then a large number of shirts will need to be printed. This may take over a week.

Typically, caps will take longer than T-shirts to print. Therefore, find a vendor and get the art work ahead of time.

Entry Processing Guidelines

1.12 Introduction

Since the introduction of online entries, the number and percentage of online entries has increased steadily, a trend expected to continue because mailing split sheets is no longer required. Swimmers must submit their split sheets, either by mail or a scanned version by email

⁷ <http://www.usms.org/logos/>
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for individual national record swims. The timeline is tight after the entry deadline, so the LDC strongly recommends that the Host process all entries as they arrive. This will allow ample time for follow-up with participants when there are entry questions.

1.13 Verification of Entries

For the 3000 & 6000 and 5K & 10K postal events, participants who intend to enter both swims must complete both distances and enter both events (i.e., separate entries for the 5K and the 10K). The Host must verify that split times in the 6000 or 10K swims are not used for 3000 or 5K entries.

The Club Assistant event management software automatically checks for completion and gross errors; this software usually does not accept incomplete entries or entries with large errors. The Host must enter paper entries into the Club Assistant online entry form, thus insuring that these entries will be included in the reports.

Using the online entry system usually eliminates erroneous entry of name, age, and USMS number information, even when the Host enters this information from paper entry forms. Relay information, including total distance/time, is also calculated when entering information from paper relay entries. Entry problems must be resolved immediately to avoid delaying the preliminary results reports.

For paper entries, the most common element missing is the copy of the USMS card. This is particularly true for the OHP, as this event occurs early in the year when many swimmers may not be registered yet. If this is the case, the entry cannot be accepted because the swimmer must be registered on the day of the swim. The Host can determine registration by requesting a copy of the swimmer's registration card for the current year from the swimmer or by verifying the swimmer's USMS registration date and number online on the Club Assistant website located under USMS Information.

The USMS registration card is useful for double checking the demographic information. The name entered for the event must be exactly the same as on the USMS registration card to be compatible with other USMS events and record keeping. The first two digits are the number of the LMSC, the third digit is for the current year, and the fourth alpha-numeric is a random

assignment. For example, the number 051X-4MXXX is for a member from Connecticut Masters for 2011. The five digit alpha-numeric following the dash in the USMS number is the swimmer's permanent ID. If there is doubt about registration data, contact the USMS database administrator⁸. In all cases, Club Assistant will validate eligibility and accuracy of USMS numbers when manually entering data into the system.

The Host must carefully verify the information on the entries. At a minimum, this must include:

- For paper registrations, the correct age on the day of the swim. Do not rely on the age listed on the USMS registration card, as it is the age at the time of registration.
- For paper registrations in the OHP, that the distance is tallied correctly. Occasionally, the timer will mark the last 50 swum and will inadvertently add 50 to the total, or the timer may round up to the nearest 50 instead of rounding down to the nearest 5 yards. Ask for the split sheet when there is doubt based on splits provided in an online entry.
- The consistency of split times. Errors such as the ones above may result into an unrealistically fast time for the last segment.
- For the OHP and the 3000 and 6000, the Host must use the multiplier,.1.0936 (dictated by the rules), to convert times from meters or yards. Be aware that swimmers may attempt to convert their distances using a wide variety of alternate calculations Club Assistant provides accurate conversions and should be used in all situations.
- Same-gender relays are comprised of three swimmers, and mixed relays are comprised of four swimmers, including two of each gender.
- In questionable cases, compare performances with previous postal events, or verify times against times swam in other recent pool events (e.g. 1650yd) and compare with other swimmers (e.g., there is a typical ratio between a 6000Y and a 1650yd).

The Host has the discretion to request additional information to verify a swimmer's entry. If an entry still appears to contain erroneous information after such a request, the Host may refuse to accept the entry, and may disqualify the entrant. In such a case, the Host must notify the LDC liaison about a questionable entry before a participant is notified or disqualified. The

8 Can be contacted at Registrar@USMS.org
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Host must maintain a log of all emails, calls, and other communication with participants requesting information about entries. Any changes to the entry, including the split sheet, must be logged so that the adjustment can be traced if questions arise. When in doubt about the validity of an entry, contact the LDC liaison promptly.

1.14 Refusal of Late Entries

The Host MUST only accept entries that are received before the entry deadline. Accepting late entries is unfair to the other participants. The only exception to this rule is a late entry caused by late delivery by the postal service. The Host must return all late entries with the reason that the entry is rejected, and should encourage the swimmer to enter before the deadline next time. The online entry system does not allow entries after the deadline.

Result Processing Guidelines

1.15 Individual and Relay Results

Using the Club Assistant event management tools, the Host can generate the individual and relay results reports. These reports resemble the result reports included in the Championship Packet.

Individual and relay results for the OHP are ordered from highest to lowest yardage in each age/gender category. The individual and relay results for the 3000 & 6000 and 5K & 10K postal events are ordered from fastest to slowest time for each age/gender category. If individuals or relays tie, the next individual or relay takes the place two places (or more) down (e.g., if two swimmers tie for third, the next swimmer is fifth. If four swimmers tie for second, the next swimmer is sixth).

The Host must check to see if any individuals or relays have set new records. Compare current swims to past performances using the records table on the USMS website. Mark the record column of the results report, and report these individual records on the All-American form. If two swimmers tie, breaking the same record, they are both listed as a record holder in the results. If two swimmers break the same record, the one with the fastest time/farthest

distance is listed as the new record holder, but anyone who breaks a record must be recognized in the results. This also applies to relay records.

The first USMS individual and relay finishers in each age group are also reported to the LDC Chair on the All-American forms. Send a complete copy of the entry form for each record swim to the LDC Chair.

Results should be submitted to the LD liaison and must be in an Excel spreadsheet and follow the standardized format. The liaison should review and approve all information before sending it to the Chair

For paper results the LDC suggests printing on both sides of the paper in a small font to lower printing costs. Send paper results only to entrants who specifically request them.

1.16 Club Results

Club results for the OHP are categorized based on the number of participants for each club. There have been extra large, large, medium and small team categories. For example, clubs could be categorized as follows:

- Very large clubs – more than 100 participants
- Large clubs – 50 to 99 participants
- Medium clubs – 20 to 49 participants
- Small clubs – less than 20 participants

These categories must be decided together by the Event Director and the LDC Chair. The club results for the OHP are determined by summing the distance in yards of all individual participants of each club. Relays are not included in this calculation. No such classification is made for the other postal events as the number of participants is significantly less.

The calculation of the club results for each swim of the 5K &10K and 3000 & 6000 yard events is usually based on quality points. Quality points are defined as the age group record (in seconds) divided by a participant's time in seconds, multiplied by 1000. Club points are calculated as the total of the quality points scored by all participants for the club. There are no

quality points for relays. Club total points are calculated as the total of the quality points scored by each participant for the club.

The club results report includes the club name, number of participants for the club, and the total distance. Club totals for women and men are shown as well. International clubs are marked with an asterisk.

Processing Awards and Merchandise

Award and merchandise processing includes:

- Ordering and receiving awards
- Ordering and receiving merchandise
- Preparing envelopes to send awards and merchandise
- Filling envelopes with awards and merchandise
- Sending awards and merchandise to participants

The Host should perform these activities as soon as the preliminary results are available.

1.17 Ordering Awards

USMS provides, at a reasonable cost, gold, silver, and bronze medals for individual and relay swims to be awarded for 1st through 3rd places, and smaller bronze medals for places 4th through 10th places. A Host may opt to use its own awards, but the design must be approved by the LDC Chair, well before the event. USMS Long Distance National Championship patches must be awarded for each first place except that a swimmer can only be awarded one championship patch for each event (3000, 6000, 5K and 10K are four events). Thus, if a swimmer has a first place in a 5K individual swim, a 5K relay, and a 10K individual swim, then the swimmer gets two championship patches, one for the 5K and one for the 10K).

There are different ways to determine how many awards need to be ordered. The ideal approach would be to create an awards report similar to the merchandise report provided by Club Assistant. This not only would provide an awards count by participant, but also the total count that could then be used to fill out the awards order form and fill the envelopes. At this time, such

a report is not available from Club Assistant. The LDC, therefore, recommends that the Host create such a report, using the method described below. Merchandise information can also be included as well.

Step1 – Set up Awards and Merchandise Reports

Start with the individual result reports, which are separate for each swim (e.g., one for 5K and one for 10K) and thus will be modified into two separate spreadsheets. Retain the columns for Distance, Gender, Age Group, Place, First Name, Last Name, Club, and Age. Add columns for patch, 1st place, 2nd place, 3rd place, small bronze, T-shirt, and caps. The resulting report can be printed in landscape showing all columns of the spreadsheet.

Step2 – Enter Awards and Merchandise information

This step is best performed by two persons. Open an Awards and Merchandise Report as created in step 1 (e.g., for the 5K) on a computer. If you have two computers, open the Relay Results Report on another computer. Starting at the top of the Relay Results Report, going relay by relay, person 2 reads the name, age and place information to person 1, who enters award information in the Awards and Merchandise Report for the event. In the first go-around through the women's and men's relays, there will be only "1"s in the spreadsheet.

When going through the mixed relays, some of the "1"s may have to be changed to "2"s. Now person 1 can go through the individual results (first eight columns of the report) and update the awards and merchandise information in the spreadsheet on the screen by including the individual results). This may result in a few more "2"s and a few "3"s. Note that there can only be "1"s in the patch column. The process is similar when there is only one computer available. In this case, person 2 will read the information from a printed version of the relay results. Step 2 can now be repeated for the second event (in this example the 10K). It is tempting to add the 5K and 10K Awards and Merchandise Reports together but this makes things more complicated without adding much benefit. By simple column additions in the spreadsheet the total number of awards can now be determined. The merchandise information can now be entered by reading information from the Merchandise Report.

Some participants may have indicated on their entry that they elect not to receive any awards. Indicate this in the reports, and consider this when ordering awards. The LDC recommends that the Host order several more awards than necessary based on the count, as there

may be mistakes in filling envelopes, participants may not receive what they expected, or an envelope may be undelivered.

The LDC recommends that the Host includes a one page letter in each envelope, congratulating the participant and encouraging participation in future postal events.

1.18 Ordering Merchandise

Club Assistant's event management system generates a merchandise report that provides all of the necessary count and size information. This report shows what each participant has ordered as well as total counts.

Sometimes a participant who swims both events in the 3000 & 6000 and in the 5K & 10K will order merchandise for each one of the two events assuming that the merchandise will be different. When this happens, the LDC recommends that the Host verify a participant's intent as soon as the entry is received.

The Host should order merchandise as soon as possible, as merchandise orders may get delayed. The Host should also verify the design of the art work with the merchandise vendor(s) well ahead so that any problems can be resolved early.

1.19 Preparing Envelopes

Before buying envelopes, inquire at your local post office to find whether it is economical to send awards using priority mail envelopes. For shipping just one medal, it is probably less expensive to use regular envelopes, but for sending multiple awards the sturdy priority mail or flat rate envelopes might be better. For shipments that include a T-shirt, a Tyvek envelope is probably the best solution.

After acquiring envelopes, print the address labels using a tool provided by Club Assistant. You will not need all labels, as awards and/or merchandise will not have to be mailed to all participants. Remember also print enough return address labels. Label the envelopes before awards and merchandise are available. Make sure that labels stick, using tape if necessary to secure labels.

Experience strongly recommends keeping the envelopes in the same order as in the individual results report until mailing. Several plastic storage boxes will be handy for this. Keep envelopes for international separate for easier handling and mailing.

1.20 Filling envelopes

Start by putting the different awards in boxes, preferably using a different color for each box. The Host may consider sticking small labels on each award indicating the swim and place before filling the envelopes. Make labels for individual and relay placement for each event (thus, for a 5K & 10K event, you would need four different labels). Print enough “congratulation letters” and paper results, if necessary. These can be printed at a local print store for a reasonable fee.

Now you are ready to put awards and merchandise in the envelopes. Experience recommends that letters be put into the envelopes at the same time. This can best be done by three persons:

- Person 1 reads the awards that a participant will receive from the Awards and Merchandise Reports.
- Person 2 gathers the awards needed from the boxes and labels the awards.
- Person 3 puts the awards and merchandise in the envelopes.

If the option is provided for the participants to request a hard copy of the results, this must also be done when filling envelopes.

T-shirts can now be put into the Tyvek envelopes.

For events with a large number of entries, such as the OHP, it is worth considering doubling the assembly line, i.e., one for women and one for men. In this case, experience recommends putting the teams in separate rooms or even in separate locations to maintain concentration. A Host may want to consider adding the position of auditor to verify the content of each envelope before it is sealed.

Finally, the envelope must be sealed once it is filled. Envelopes may not seal properly because the contents are not flat, therefore, use tape if necessary.

1.21 Mailing envelopes

Inquire at the local post office for the preferred way to mail the envelopes to the participants. Some post offices may want you to just drop off boxes with envelopes without postage and wait for the total postage to be paid; others may want you to sort the mail into different weight categories. Some may even invite you in the “back room” to help with the process.

1.22 Other communication with participants

There will be swimmers who have not ordered merchandise, have declined awards, or have not qualified for awards. In these cases, the LDC recommends that the Host send all participants with email addresses a “thank you” message that congratulates them on their participation, encourages them to participate in future postal events, asks them to promote participation in postal events among their team mates, and provides them a link to the posted results on the USMS web site.

Club Awards

Once club results are calculated, the Host may order the club awards. These must match the description of these awards on the entry form. The rules specify that Clubs must receive awards, through third place in each category (Combined, Women, and Men) for each Club size division. Club awards may not be required for all events in the near future, so please check with your liaison.

Miscellaneous

The LDC requires the host to keep general entry and any logged information for three years.

Send a complete copy of the entry form as well as the split sheet for each national record to the LDC Chair.

ATTACHMENT A

Postal Timeline

In the table below, LDC responsibilities and due dates are in *Italic*.

USMS Postal Swims		One Hour	5K & 10K	3000 & 6000
Event period		January 1-31	May 15-September 15	September 15-November 15
<i>Contract and Postal Championship package to host</i>	<i>Due</i>	<i>July 7</i>	<i>November 7</i>	<i>February 7</i>
Signed contract (prior to event) to LDC Chair	Due	August 1	December 1	February 1
Draft entry form to LDC liaison	Due	July 15	January 1	April 1
<i>Draft entry form with review comments to host</i>	<i>Due</i>	<i>July 22</i>	<i>January 15</i>	<i>April 15</i>
Sanctioned final entry form to LDC liaison	Due	August 1	February 1	May 1
<i>Entry form to USMS for publication in Swimmer and on web site</i>	<i>Due</i>	<i>August 1</i>	<i>N/A</i>	<i>N/A</i>
<i>Event setup and online entry ready for testing</i>	<i>Due</i>	<i>October 1</i>	<i>March 15</i>	<i>June 15</i>
<i>Club Assistant Tutorial Arranged by LDC Liaison</i>	<i>Due</i>	<i>December 1</i>	<i>April 15</i>	<i>August 15</i>
Current event records to Club Assistant	Due	December 27	May 10	September 10
\$200 Performance bond to USMS (Tracy Grilli)	Due	December 31	September 5	November 5
Entry deadline		February 10	September 25	November 25
USMS surcharge (\$1/swimmer) to USMS (Tracy Grilli)	Due	March 2	October 15	December 15
Awards order	Due	February 27	October 12	December 12
<i>Awards to host</i>	<i>Due</i>	<i>March 6</i>	<i>October 19</i>	<i>December 19</i>
Preliminary results to LDC liaison	Due	March 12	October 25	December 25
<i>LDC liaison to provide preliminary results to USMS for posting on website</i>	<i>Due</i>	<i>March 12</i>	<i>October 25</i>	<i>December 25</i>
<i>Preliminary results review comments to host</i>	<i>Due</i>	<i>March 26</i>	<i>November 8</i>	<i>January 8</i>
Final results to LDC liaison	Due	April 2	November 15	January 15
All American/Records to LDC liaison	Due	April 7	November 20	January 20
Unused awards returned with payment	Due	April 12	November 25	January 25
Awards and merchandise to swimmers	Due	April 12	November 25	January 25
Financial Report to LDC liaison	Due	May 2	December 15	February 14
<i>Evaluation report to host</i>	<i>Due</i>	<i>May 16</i>	<i>December 29</i>	<i>February 28</i>
<i>Performance bond remittance to host</i>	<i>Due</i>	<i>May 30</i>	<i>January 13</i>	<i>March 14</i>

All Timeline Dates are subject to slight change, based on how various dates fall on a weekly calendar (holidays, Sundays, etc.). The timeline is also subject to negotiation between the Host, Liaison and Chair.