

<b>Committee Name:</b>	Florida LMSC Annual Meeting	<b>Meeting #:</b>	#4 of 2018
<b>LMSC President:</b>	Bob Jennings	<b>Vice Chair:</b>	Jillian Wilkins
<b>Minutes recorded by:</b>	Cheryl Kupan, Secretary	<b>Date/time of meeting:</b>	October 13, 2018 5:55pm EST

**Motions Passed:**

- 1) Approved a motion by Cheryl Kupan to accept that last meeting's minutes.
- 2) Approved a motion by Scott Bay to elect the entire FL LMSC Board of Directors slate.
- 3) Approved a motion by Jim Matysek to stop charging the FL LMSC \$8 transfer fee for swimmers outside the FL LMSC.
- 4) Approved a motion by Scott Bay to keep the FL LMSC Open Water one event fee at \$22
- 5) Approved a motion by Scott Bay to accept the 2019 Budget.

**Motion(s) Not Passed:**

- 1) None.

**Number of Board & Committee members present:** 10

**Committee members present (list all, including chair and vice chair):** Scott Bay, Joan Campbell, Sheila Carpenter-van Dijk, Bob Jennings, Nancy Kryka, Cheryl Kupan, Anna Lea Matysek, Meredith Moore, Jillian Wilkins and Meegan Wilson

**Number of other FL LMSC members present:** 1

Jim Matysek

**MINUTES:**

- 1) **WELCOME & CALL TO ORDER** (Bob): The call was called to order at 5:55pm EST.
- 2) **APPROVAL OF LAST MEETING'S MINUTES:** (Bob)  
 Motion by Cheryl to approve the last conference call's minutes, 2<sup>nd</sup> by ???.  
 All voted in favor, none opposed. Motion passes. Meegan mentioned she never received the notes.
- 3) **CONVENTION SUMMARY:** (Bob)  
 Thank you to everyone who helped out with hospitality; we did a great job and overall think everyone was pleased.
- 4) **LMSC ELECTION** (Bob)  
 Are there any floor nominations for anyone wanting to run or anyone wanting to nominate someone for a board position? Seeing none, then I'll ask each Board member if they want to continue to be on the FL LMSC Board. All the current Board members present have agreed to serve again.
  - A. Jillian Wilkins has been nominated to replace Bob Jennings as the new Chair and accepted the nomination.
  - B. Bob Jennings steps down as Chair of the LMSC and has been nominated to be Vice Chair and accepted the nomination.
  - C. Motion by Scott Bay to elect the entire FL LMSC Board of Directors slate, 2<sup>nd</sup> by Cheryl Kupan.  
 All in Favor, none opposed. Motion passes.
  - D. Bob continued the custom of passing the gavel to the new Chair, Jillian Wilkins.

5) **CLUB REGISTRATION** (Meegan Wilson)

There's a new USMS system to register clubs. Regional clubs will not be listed on Club Finder. Only clubs with pool locations will be included in the club finder search program. Because FACT has a pool location, it registered as a regular club, but can still have workout groups. It is important that clubs appear in club finder so that individuals can find them.

Meredith: Another glitch with the new system was if you registered early for 2019, you couldn't change a 2018 registered swimmer to a new team for any remaining meets in 2018.

6) **TRANSFER FEE** (Anna Lea Matysek)

There's a FL LMSC \$8 transfer fee for swimmers outside the FL LMSC, which affects ~8-10 swimmers/year.

Motion by Jim Matysek to stop charging FL LMSC \$8 transfer fee for swimmers outside the FL LMSC. 2<sup>nd</sup> by Scott Bay. All in favor, None opposed. Motion passes.

7) **OPEN WATER FEE** (Anna Lea Matysek on behalf of David Miner who was not present)

At Convention, the HOD approved to raise the Open Water (OW hereafter) single event fee from \$15 to \$20. The FL LMSC charges \$7 on top of the USMS OW fee, raising our FL LMSC OW to \$27 per swimmer per event.

Motion by Scott Bay to keep the FL LMSC's current OW, one event fee at \$22, of which now \$2 goes to the FL LMSC. 2<sup>nd</sup> by Cheryl Kupan. All in favor, none opposed. Motion passes.

8) **BUDGET** (Nancy Kryka, FL LMSC Treasurer)

Motion by Scott Bay to accept the 2019 budget. 2<sup>nd</sup> by Anna Lea Matysek. All in favor, none opposed. Budget passes.

9) **SUBCOMMITTEE REPORTS**

**A. Newsletter report** (Shelia Carpenter-van Dijk)

Sheila will take submissions for the newsletter until Nov. 1<sup>st</sup>.

**B. Registrar report** (Meredith Moore)

Meredith read through her report. Note that Sarasota changed their club name to Sarasota Sharks as the club now runs the pool and not the YMCA

**C. Senior Games report** (Joannie Campbell)

Please refer to the attached report.

Bob: Joan has decided to step down as the Senior Games liaison – we thank you Joannie for all your work. If anyone knows someone who may want to take over for Joan, please have them contact Jillian.

10) **OLD BUSINESS** - None discussed

11) **NEW BUSINESS** – None discussed

Motion by Scott to adjourn, 2<sup>nd</sup> by Cheryl. All in favor, none opposed. Meeting adjourned at 6:27pm

ATTACHMENT(S):

- ✓ Awards report
- ✓ Finance report (revised)
- ✓ Newsletter report
- ✓ Registrar report
- ✓ Sanctions & Top 10 report
- ✓ Senior Games report

## **Florida LMSC Awards Report**

**Erin Condon, Awards Chair**

Summary:

My apologies that I cannot be at the meeting – I have to be at a family reunion this weekend. (I would much rather be swimming and meeting with you all!)

I am writing up the invitation for nominations for the awards for 2019. I would ask that it be included in the November newsletter (Shelia – deadline for publication?), and I will be asking Meredith to send it out periodically over email until the December 31 deadline.

I'm assuming that we will be holding our awards luncheon at the Clearwater Valentine's Meet, as usual. I will work with Cheryl to arrange the luncheon as we get closer to the date.

## **Florida LMSC Finance Report**

**Nancy Kryka, Florida LMSC Treasurer**

Summary:

Since our last call, there was an OEVT budget proposal, which is shown on page 4 of Finance report.

The proposal to discuss is the suggestion that we keep the 2019 OEVT total price of \$22.

That would be \$20 to USMS, \$2 to the Florida LMSC.

In 2018 the total price was \$22, \$15 to USMS and \$7 to the LMSC.

[Please refer to the attached report for full details].

## **Florida LMSC Newsletter Report**

**Sheila Carpenter-van Dijk, Newsletter Chair**

Summary:

Our next newsletter is due to be on line and in your inbox on November 1.

It will be late, so get your articles to me before November 11!

([sheilacv@verizon.net](mailto:sheilacv@verizon.net) OR [fishtail@usms.org](mailto:fishtail@usms.org))

**PLEASE send me your articles in WORD format (NOT PDF).**

**Pictures are encouraged.**

Thanks, Sheila Carpenter-van Dijk

## **Florida LMSC Registrar Report**

**Meredith Moore, Registrar**

Summary:

As of October 10, 2018, we have 2340 swimmers registered in the FL LMSC for 2018. (November 1, 2017 - October 10, 2018)

That represents about a 4% decrease over 2017's final October figure of 2434. USMS National Registrations are down about 6% in 2018.

[Please refer to the attached report for full details].

## **Florida LMSC Sanctions & Top 10 Report**

### **Anna Lea Matysek, Sanctions & Top 10 Chair**

#### Summary:

1) A list of all 2018 events, both pool and open water, that are sanctioned or recognized by the Florida LMSC is attached (see page 2).

2) A meet that has been issued an annual recognition was determined to have not met USMS timing requirements during its 2017 event, and the meet will not count for USMS Top 10 for the 2017-18 SCY season. This same event in 2016 was determined to have not met USMS pool measurement requirements and it did not count for USMS Top 10 for the 2016-17 season. The meet had already been issued a recognition for its upcoming 2018 meet (before the timing problems were found). After discussion among Bob Jennings, Joan Campbell, Meegan Wilson, and myself, Bob Jennings sent a letter to the meet organizer to inform them that the LMSC was rescinding its 2018 recognition for the event. More details will be provided during the conference call.

3) Because of issues that arose with the sanctioning of a new open water event in the LMSC, I wrote a document containing information and policies for event directors who are considering applying for a sanction for their event (see pages 3-5).

[Please refer to the attached report for full details].

## **Florida LMSC Senior Games Liaison**

### **Joan Campbell, Senior Games Liaison**

#### Summary:

As I stated in my last report, the Sanctions Chair, Anna Lea Matysek, is now more involved with the Recognized Senior Games since their registration and funding must go through her jurisdiction. It is my recommendation that this Liaison position be incorporated in the Sanctions Chair or take on a different role. Since I have held this position for the past 18 years I am offering my resignation to the new LMSC Chair – we need new blood and a new definition. This is an appointed position and Bob Jennings has informed me that he can find a replacement, perhaps heading in a different direction, among those in the Villages who are very involved with Senior Games.

The remaining local senior games are listed on the flasports.com web site. In order for a Florida resident to swim in the State Senior Games December 1<sup>st</sup> and 2<sup>nd</sup> they must qualify in a local senior games – recognized or otherwise. Qualification is placement in the top five of any event. The State meet will be the qualifying event for the Albuquerque National Senior Games next June. Many of us will be traveling to New Mexico for that – sounds fun.

FL LMSC Profit and Loss Statement	2019	2018	Nov YTD 2018	2018	2017	2016	2019
Income	Budget	Budget	Actuals	Actuals to Budget	Actuals	Actuals	Notes
Registration Fees to LMSC	\$23,890	\$23,202	\$17,381	-\$5,821	\$20,246	\$25,604	2450 ind@\$8 + 62 club@\$11 + 164 OEVT@\$22
Donations	\$250	\$0	\$357	\$357			
Sanction Fees paid to LMSC	\$2,000	\$0	\$2,245	\$2,245			
Interest	\$10	\$15	\$10	-\$5	\$12	\$12	
<b>Total Income</b>	<b>\$26,150</b>	<b>\$23,217</b>	<b>\$19,993</b>	<b>-\$3,224</b>	<b>\$20,258</b>	<b>\$25,616</b>	
<b>Expense</b>							
Meet expense	\$5,643	\$10,954	\$4,027	\$6,927	\$8,353	\$9,293	
Convention	\$10,180	\$8,600	\$4,448	\$4,152	\$8,025	\$7,063	6 vote+3 auto voting+1 auto voting chair
Registration Fees to USMS	\$4,312	\$0	\$2,535	-\$2,535			17 ind@\$43 + 7 club@\$43 + 164 OEVT@\$15
Conv Social	\$0	\$0	\$214	-\$214	\$0	\$0	
Pan Am Meet Exp	\$0	\$9,000	\$9,000	\$0	\$0	\$0	
ALTS	\$450	\$600	\$225	\$375	\$75	\$750	6 people
Awards Banquet	\$475	\$494	\$456	\$38	\$494	\$388	
Sanction Fees	\$4,065	\$2,100	\$4,760	-\$2,660	\$2,815	\$1,718	To Go: 5 pool meets. See Meet Expense
Registration Exp	\$1,340	\$1,340	\$1,265	\$75	\$1,259	\$885	727.50 2018 to IRS
Newsletter	\$0	\$0	\$0	\$0	\$0	\$13	
Web Site	\$12	\$12	\$0	\$12	\$12	\$18	
Gifts	\$600	\$900	\$0	\$900	\$505	\$245	
Fees	\$61	\$61	\$61	\$0	\$61	\$61	
Coach Cert	\$400	\$500	\$150	\$350	\$50	\$900	8 people
Office	\$51	\$51	\$13	\$38	\$63	\$518	
Travel	\$1,400	\$1,400	\$0	\$1,400	\$387	\$77	
USMS Clinics	\$0	\$0	\$0	\$0	\$0	\$345	
<b>Total Expense</b>	<b>\$28,989</b>	<b>\$36,012</b>	<b>\$27,154</b>	<b>\$8,858</b>	<b>\$22,099</b>	<b>\$22,274</b>	
<b>Profit/(Loss)</b>	<b>-\$2,839</b>	<b>-\$12,795</b>	<b>-\$7,161</b>	<b>\$5,634</b>	<b>-\$1,841</b>	<b>\$3,342</b>	
<b>FL LMSC Balance Sheet</b>	<b>Budget</b>	<b>Budget</b>	<b>Actuals</b>	<b>Varianc</b>	<b>Actuals</b>	<b>Actuals</b>	
Savings Account	\$24,320	\$27,159	\$39,971	\$12,812	\$39,954	\$39,941	
Checking	\$8,465	\$8,465	\$1,295	-\$7,170	\$8,465	\$10,318	
<b>Total Assets</b>	<b>\$32,785</b>	<b>\$35,624</b>	<b>\$41,266</b>	<b>\$5,642</b>	<b>\$48,419</b>	<b>\$50,259</b>	
<b>Liabilities and Net Assets</b>							
Liabilities	\$0	\$0	\$0	\$0	\$0	\$0	
Net Assets	\$32,785	\$35,624	\$41,266	\$5,642	\$48,419	\$50,259	
<b>Total Liabilities and Net</b>	<b>\$32,785</b>	<b>\$35,624</b>	<b>\$41,266</b>	<b>\$5,642</b>	<b>\$48,419</b>	<b>\$50,259</b>	

2018 FL LMSC Nov YTD Budget Statement

Statement of Revenue and Expense		Statement of Assets and Fund Balances	
<b>Revenue</b>		<b>Assets</b>	
Individual Registrations	\$13,944	Cash-Checking Account	\$1,295
Club Registrations	\$372	Cash-Savings Account	\$39,971
One Event Registrations	\$2,970	<b>Total Assets</b>	<b>\$41,266</b>
Transfers	\$95		
One Event converted to full	\$0		
Donations	\$357		
Sanction Fee	\$2,245		
Interest	\$10		
<b>Total Revenue</b>	<b>\$19,993</b>		
<b>Expense</b>		<b>Fund Balance</b>	
Individual Registrations to USMS	\$424	End of 2017	\$48,419
Club Registrations to USMS	\$86	Net Excess (Deficit)	-\$7,161
One Event Registrations to USMS	\$2,025	YTD 2018	\$41,266
Registration Expense	\$728		
Awards Banquet	\$456		
Meet Expense	\$13,027		
ALTS	\$225	2018 Individual	\$51
Sanction Fees paid to USMS	\$4,760	Club	\$54
Office Expenses		OEVT	\$22
Postage	\$515	Out of State Transfers	\$8
Copying	\$0	2019 Individual	\$53
Other	\$36	OEVT	\$22
Total Office	\$551	Transfers=\$0 Club	\$56
Newsletter	\$0	Registration Summary	
Website	\$0	Individual	\$13,520
Convention		Club	\$286
Hotel	\$873	One Event	\$945
Food	\$700	Transfers	\$95
Registration	\$1,440	OEVT Converted to full	\$0
Transportation	\$1,435	Donations	\$357
Social	\$214	Total Registration	\$15,203
Total Convention including Social	\$4,662	x-check	\$17,381
Gifts	\$0		
Fees	\$61		
Coach Certification	\$150	2018 MISC	0
Travel	\$0		
<b>Total Expenditures</b>	<b>\$27,154</b>	x-check	\$41,266
<b>Net Excess (Deficit) Revenue over Expense</b>	<b>-\$7,161</b>	<b>Fund Balance</b>	<b>\$41,266</b>

FL LMSC Convention 2019 Worksheet St Louis MO- Based on 2016 BUDGET for Atlanta							
			.30/mile car;650 miles	hotel 1/2 rate \$132 max 5 normal 4			6 voting are allotted, Optional to pay for travel and the remaining are
			Plane shuttle parking	\$30 tax, not all	Food = \$100	Total	Minimum Required
Type	Name	Convention	Travel				
FL Vote 1	Scott Bay	\$170.00	\$500.00	\$350.00	\$100.00	\$1,120	\$620
FL Vote 2	Meegan Wilson	\$170.00	\$500.00	\$350.00	\$100.00	\$1,120	\$620
FL Vote 3	Jillian Wilkins	\$170.00	\$500.00	\$350.00	\$100.00	\$1,120	\$620
FL Vote 4	Cheryl Kupan	\$170.00	\$500.00	\$350.00	\$100.00	\$1,120	\$620
FL Vote 5		\$170.00	\$500.00	\$350.00	\$100.00	\$1,120	\$620
FL Vote 6		\$170.00	\$500.00	\$350.00	\$100.00	\$1,120	\$620
Auto Voting 2	Laura Groselle	\$170.00	\$500.00	\$350.00	\$100.00	\$1,120	\$620
Auto Voting 1	Jack Groselle	\$170.00	\$500.00	\$350.00	\$100.00	\$1,120	\$0
Auto Voting 3	Joannie Campbel	\$170.00	\$500.00	\$350.00	\$100.00	\$1,120	\$0
Auto Voting Chair 1	Bob Jennings	USMS pays	USMS pays	USMS pays	\$100.00	\$100	\$100
Total						\$10,180	\$4,440

## Online Entry Fees Reimbursed by the Florida LMSC for Sanctioned Events

Meet Expense (Online Entry Fees)	Estimated # 2019 entrants	Proposed 2019 Budget (@ \$3/entrant)	# 2018 swimmers (est.)	Estimated 2018 cost	# 2017 swimmers	2017 Actual cost	# 2016 swimmers	2016 Actual cost
Valentine meet	192	\$ 576	192	\$ 700	196	?	183	\$ 737
St Pete SCY meet	114	\$ 342	114	\$ 400	138	?	153	\$ 463
Ocala Spring Meet	22	\$ 66	22	\$ 66	17	\$ -	13	\$ -
NTC Masters Spring Classic	0	\$ -	0	\$ -	45	\$ -	0	\$ -
Lido Key (OW)	200	\$ 600	164	\$ 2,013	177	\$ 2,133	158	\$ 1,892
Hurricane Man (OW)	250	\$ 750	195	\$ 833	305	\$ 1,220	332	\$ 1,350
Tropical Splash (OW)	225	\$ 675	148	\$ 591	256	\$ 750	311	\$ 1,089
Naples T2 meet	50	\$ 150	0	\$ -	0	\$ -	0	\$ -
Bumpy Jones meet	155	\$ 465	155	\$ 600	128	\$ 501	151	\$ 571
St Pete LCM meet	121	\$ 363	121	\$ 400	107	?	139	\$ 402
Pan Am Meet	0	\$ -	1709	?	0	\$ -	0	\$ -
Pan Am (OW)	0	\$ -	400	?	0	\$ -	0	\$ -
Ocala Fall Meet	22	\$ 66	22	\$ -	14	\$ -	18	\$ -
Dog Days/Tails End meet	60	\$ 180	60	\$ 200	0 (canc.)	\$ 119	78	\$ 250
Rowdy meet	350	\$ 1,050	350	\$ 1,950	302	\$ 1,373	347	\$ 1,940
Shark Tank meet	120	\$ 360	120	\$ 400	116	\$ 408	129	\$ 428
Swim DeSoto (OW)	0	\$ -	0	\$ -	0	\$ -	100	\$ 1,156
<b>Total</b>		<b>\$ 5,643</b>		<b>\$ 8,153</b>		<b>\$ 6,504</b>		<b>\$ 10,278</b>

OEVT Proposal	Total OEVT = \$27 & LMSC = \$7	Total OEVT = \$22 & LMSC = \$2	
FL LMSC Profit and Loss Statement	<b>2019</b>	<b>2019</b>	
<b>Income</b>	<b>Budget</b>	<b>Budget</b>	<b>Delta</b>
Registration Fees to LMSC	\$24,710	\$23,890	-\$820
<b>Expense</b>			
Registration Fees to USMS	\$4,312	\$4,312	\$0
<b>Profit/(Loss)</b>	-\$2,019	-\$2,839	-\$820
<b>Total Assets</b>	\$33,605	\$32,785	-\$820



**Florida LMSC**  
**Sanctions & Top 10 Report**  
**Anna Lea Matysek, August 5, 2018**

- 1) A list of all 2018 events, both pool and open water, that are sanctioned or recognized by the Florida LMSC is attached (see Page 2).
  
- 2) A meet that has been issued an annual recognition was determined to have not met USMS timing requirements during its 2017 event, and the meet will not count for USMS Top 10 for the 2017-18 SCY season. This same event in 2016 was determined to have not met USMS pool measurement requirements and it did not count for USMS Top 10 for the 2016-17 season. The meet had already been issued a recognition for its upcoming 2018 meet (before the timing problems were found). After discussion among Bob Jennings, Joan Campbell, Meegan Wilson, and myself, Bob Jennings sent a letter to the meet organizer to inform them that the LMSC was rescinding its 2018 recognition for the event. More details will be provided during the conference call.
  
- 3) Because of issues that arose with the sanctioning of a new open water event in the LMSC, I wrote a document containing information and policies for event directors who are considering applying for a sanction for their event. See Pages 3-5.

## Florida LMSC 2018 Events (updated 10/8/18)

2018 Meet Date	Meet Name	S/R	Course	Meet Location	Sanction or Recognition Number	Number of Participants
Feb 13-14	Annual Valentine Meet (Dixie Zone SCY Champs)	S	SCY	Clearwater	148-S001	192
Feb 17	Senior Games: Gulf Coast	R	SCY	Sarasota	148-R007	46
Mar 7	Senior Games: Capital City	R	SCY	Tallahassee	148-R009	23
Mar 10	Senior Games: Good Life Games	R	LCM	Clearwater	148-R001	72
Mar 24-25	St. Pete Masters SCY Champs	S	SCY	St. Petersburg	148-S002	114
Apr 7	Central Florida Marlins Masters Spring Splash	S	SCY	Ocala	148-S004	22
Apr 14	OW: Swim Around Lido Key	S	OW	Sarasota	148-W001	164
Apr 14	Tampa Swimming Masters Classic (Recognized)	R	SCY	Tampa	148-R010	44
Apr 25-26	Senior Games: The Villages	R	SCY	The Villages	148-R008	96
May 5	OW: Hurricane Man	S	OW	St. Petersburg	148-W003	195
May 13	OW: Tropical Splash	S	OW	Sarasota	148-W002	148
May 19	(POSTPONED): T2 Masters/Born to Swim LCM Spring Invitational and Paella Social	S	LCM	Naples	148-S007	
May 19	OW: Coquina Cup (Flagler Beach)	S	OW	Flagler Beach	148-W004	50
Jun 9-10	Bumpy Jones Classic	S	LCM	Sarasota	148-S006	155
Jul 7-8	St. Pete Masters LCM Champs	S	LCM	St. Petersburg	148-S008	121
Jul 28 - Aug 4	2018 Pan American Masters Championships	S	LCM	Orlando	148-S003	1,709
Aug 5	OW: 2018 Pan American Masters Championships	S	OW	Daytona Beach	148-W005	438
Aug 18	Dog Days of Summer	S	LCM	Clearwater	148-S011	39
Sep 15	Central Florida Marlins Masters Fall Splash	S	SCY	Ocala	148-S005	21
Oct 12-14	Rowdy Gaines Masters Classic X	S	SCM	Orlando	148-S009	291
Nov 3-4	Shark Tank Meet	S	SCM	Sarasota	148-S010	
Dec 1-2	Senior Games: Florida	R	SCY	Clearwater	148-R011	

## **Florida LMSC Sanction Guidelines and Policies (for prospective swim meet and open water race directors)**

Updated 7/14/18 by Anna Lea Matysek

### **Florida LMSC Contacts**

Sanctions Chair: Anna Lea Matysek, [kugrad@yahoo.com](mailto:kugrad@yahoo.com)

Open Water Chair: David Miner, [dminer02@gmail.com](mailto:dminer02@gmail.com)

Treasurer: Nancy Kryka, [nkryka@gmail.com](mailto:nkryka@gmail.com)

Registrar: Meredith Moore, [mamoo49@aol.com](mailto:mamoo49@aol.com)

Chair: Bob Jennings, [guman1953@yahoo.com](mailto:guman1953@yahoo.com)

### **Definition of a Sanctioned Event**

A sanctioned event is one that is run per all applicable USMS rules and guidelines as written in the USMS Rule Book (<https://www.usms.org/rules/>), and the USMS Guide to Operations (<https://www.usms.org/admin/lmschb/>). Sanctioned events receive insurance coverage (general liability and secondary participant accident coverage) from USMS.

All participants in a USMS-sanctioned event are required to be USMS members (either full USMS members, or One-Event members) or verified members of another country's Masters Swimming federation. USAT (USA Triathlon) members are not covered if they are not also USMS members. USA Swimming members are only allowed if the event is also sanctioned by USA Swimming. **IF ANY PARTICIPANT IN A SANCTIONED EVENT IS FOUND TO NOT BE A MEMBER AS DESCRIBED, THE USMS INSURANCE COVERAGE FOR THE ENTIRE EVENT MAY BE VOIDED.**

### **Requirements of a Sanctioned Event**

- Applicable sanction fees must be paid by the event host (Make check payable to: Florida LMSC)
- All USMS rules and guidelines must be followed
- All participants must be either USMS members, One-Event members, or current members of another country's Masters Swimming federation
- All post-event reporting must be completed

### **Sanction Fees**

USMS charges sanction fees for pool swim meets, and sanction fees plus an insurance surcharge for open water races. The Florida LMSC's policy is to pay the full sanction fee for pool swim meets, and to pay half of the sanction fee and insurance surcharge for open water races. The fees charged by USMS are as follows:

**USMS POOL SWIM MEET sanction fee:** \$50 (fully-paid by the Florida LMSC)

**USMS OPEN WATER RACE fees** (half is paid by the Florida LMSC, half is expected to be paid by the event host):

- Sanction fee: \$100
- Insurance surcharge: \$5 per participant (both USMS members and OEVT members, but only those who actually swam in the race), up to a maximum of \$900 (no additional charge for more than 180 participants)
- Total maximum potential fee for an OPEN WATER RACE: \$1,000 (\$500 paid by the Florida LMSC, \$500 paid by the event host)

Example of the sanction/insurance fee calculation for an OPEN WATER race that has 90 participants:

--- Sanction fee: \$100

--- Insurance surcharge:  $\$5 \times 90 = \$450$

---- TOTAL fee: \$550 (\$275 paid by Florida LMSC, \$275 paid by the event host)

OPEN WATER sanction fees are payable to the Florida LMSC treasurer after the event. If an open water event is canceled for some reason, then only the \$100 sanction fee is due (\$50 paid by the Florida LMSC and \$50 paid by the event host).

## Online Entry

Online Entry is STRONGLY ENCOURAGED for all events sanctioned by the Florida LMSC. USMS has a partner vendor, "Club Assistant," that has an online event entry system that accesses the USMS membership database for real-time verification of current USMS membership when a participant enters an event. Club Assistant is also approved to sell USMS One-Event memberships (currently \$22) to those participants who are not current USMS members.

The Florida LMSC's current policy is to reimburse an event host for the fees charged by Club Assistant for the online entry system. This policy was put into place to encourage event hosts to utilize online entry. (The fees vary slightly depending on the type and size of event, but are generally in the range of \$2 to \$3 per participant.) The host of a sanctioned event may submit the Club Assistant post-event accounting statement to the Florida LMSC treasurer for reimbursement.

USMS Membership Verification (if Club Assistant is not used): If extenuating circumstances require an alternative event entry system (other than Club Assistant) to be used, the entry system must be approved by the Florida LMSC sanctions chair before a sanction will be granted, and the event host will be required to manually verify that each entrant is a current USMS member. The Florida LMSC sanctions chair will provide more information and instructions.

## Post-Event Reporting

An event director is required to submit the information described below no more than one week after the event is held.

**POOL SWIM MEET:**

Meet results from a swim meet must be submitted in the following formats to the Florida LMSC Top 10 recorder:

- a) A PDF version of the meet results, printed in age-group order
- b) An electronic file format (.HY3 format if Hy-Tek's Meet Manager was used, or .SD3 format if another system was used)
- c) If Hy-Tek's Meet Manager was used, a full meet backup file is also required to be submitted

**OPEN WATER RACE:**

The following information must be submitted to the Florida LMSC sanctions chair, treasurer, and registrar:

- a) The total number of participants, broken down as follows:
  - Number of full USMS members
  - Number of USMS One-Event (OEVT) participants
  - Number of USA Swimming members (if event was dual-sanctioned with USA Swimming)
- b) A spreadsheet file of all One-Event (OEVT) participants that includes each participant's name, mailing address, phone, birthdate, and email address
- c) A check payable to the Florida LMSC for the OEVT memberships sold (currently \$22), mailed to the Florida LMSC Registrar

**Summary**

The above is only a brief summary of some of the procedural and fee requirements for sanctioned events in the Florida LMSC. More specific information, including templates for open water safety plans, detailed open water guidelines, etc., is available from the Florida LMSC sanctions chair.