

One-Event Registration Waivers

October 27, 2020

For sanctioned events that allow online entry, one-event (OEVT) registrations may be sold and electronically signed online as part of the event entry process.

Event participants may enter an event and purchase a one-event registration at the same time during the online process. The online vendor or event director is required to verify USMS registration. If the participant's USMS membership cannot be verified, the participant is required to purchase a OEVT registration.

Goal: USMS would like to streamline the one-event entry process to make it as easy as possible for event directors, event participants, and LMSC membership coordinators.

Background: USMS allows OEVT registrations for some of its sanctioned events. A OEVT registration provides USMS insurance coverage to the participant and the event. The OEVT registration does not allow the participant to swim in legal relays, set national records, or be included in Top Ten listings.

The OEVT registration process used to be a paper process. The participant filled out a [OEVT paper form](#), which included the [standard USMS liability waiver](#), and paid a OEVT registration fee. The event director collected all of the OEVT forms and checks and forwarded them to the local LMSC membership coordinator. Either the event director or the LMSC membership coordinator entered all of the OEVT participants' personal information (name, address, date of birth, etc.) into an Excel spreadsheet. The spreadsheet was forwarded to the USMS National Office and was used to bill the LMSC for the appropriate unified OEVT fees (currently \$15.00 per participant).

Event participants also filled out an event entry form. This entry form also contained the [standard USMS liability waiver](#). The participant was required to sign the waiver.

An online signature on the event entry form waiver is also sufficient for our OEVT registration waiver. (The two waivers contain identical text.) In other words, an event participant may now sign one waiver, during the online event entry process, that covers both the event entry and the purchased OEVT registration.

Suggested Process

Situation A: Only online event entries

- Swimmer enters meet online
- Swimmer indicates that he is also purchasing a OEVT registration
- Swimmer electronically signs waiver
- Meet director downloads spreadsheet from online registration system
- Meet director sends spreadsheet to LMSC membership coordinator
- Meet director sends check for OEVT registrations to LMSC membership coordinator

Situation B: Both online and paper event entries

- Online entries:
 - Swimmer enters meet online
 - Swimmer indicates that they are also purchasing a OEVT registration
 - Swimmer electronically signs waiver
- Paper entries:
 - Swimmer enters meet on paper form
 - Swimmer fills out paper OEVT registration form
- Meet director downloads spreadsheet from online registration system
- Meet director manually adds paper OEVT registrations to spreadsheet
- Meet director sends spreadsheet to LMSC membership coordinator
- Meet director sends check for OEVT registrations to LMSC membership coordinator

Situation C: Only paper event entries

- Swimmer enters meet on paper form
- Swimmer fills out paper OEVT registration form
- Meet director manually creates spreadsheet from paper OEVT registrations
- Meet director sends spreadsheet to LMSC membership coordinator
- Meet director sends check for OEVT registrations to LMSC membership coordinator