REQUESTING A USMS SANCTION OR RECOGNITION FOR AN EVENT

Online Application Request Process
Contents

Contents ........................................................................................................................................................ 2

Requesting a USMS Sanction or Recognition for an Event ................................................................. 3

  Adding a New Venue .......................................................................................................................... 12

USMS Sanction Requirements ............................................................................................................ 15

Uploading required and supplemental documents (Effective Dec. 2021) .................................... 16

  Screen Shots of the Submit Documents for USMS Sanction/Recognition Request Form ............ 17

Submit Revisions .................................................................................................................................. 23
Requesting a USMS Sanction or Recognition for an Event

During the process you will indicate that you want to request a sanction or a recognition, and your request will automatically be routed to the appropriate LMSC Sanctions Chair.

Any sanction or recognition fees, if charged by an LMSC, will still have to be submitted separately and you will receive instructions at the end of the submission process. But all event-related information, including documents such as a meet announcement (event details, order of events, accompanied by the entry form), should be submitted as outlined in this online process.

This tutorial will cover the following steps:

1. **Entering the Event Information**
   - Sanction or Recognition
   - Requestor’s contact info
   - Event date and title

2. **Entering the Contact Information**
   - Event Director
   - Data Coordinator (optional)
   - Head Referee (optional)
   - Other (optional)

3. **Entering the Venue**
   - Search for a venue in the database
   - Add a new venue

4. **Entering the Meet Entry Information**
   - Meet web site
   - Online entries website
   - **Effective December 2021:** COMPLETE THIS FORM to submit the required meet announcement and any supplemental documents (i.e., COVID-19 addendum, safety plan, etc.), for your application request. If you have questions, please contact events@usmastersswimming.org.

5. **Reviewing your submission**

6. **Submitting updates once request has been approved**
Begin the process as follows: https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/pool-meet-management/sanction-application-process

In the large footer of usms.org, select “Sanction an Event” under Pool and Open Water Events.

Sanction Application Process

General Sanction Information
• We have written an Overview and General Sanction Information document for LMSC sanctions chairs that contains good information to ensure a well-run and properly reported competition takes place as sanctioning and recognizing events are a crucial function of USMS.
• Dual-Sanctioning a USA Swimming Meet
  • Official Rules Interpretation - Dual-Sanctioned Meets

COVID-19 Event Resources
• We started implementing a phased approach to return to competition as of November 1, 2020. We understand not all LMSCs will be able to begin holding events due to state, local, and facility restrictions; however, we want those who do conduct events to plan with USMS guidelines and recommendations in place. Visit the COVID-19 Event Resources page COVID-19 Event Resources page for guidance and recommendations for hosting a USMS-sanctioned event during these unprecedented times.

Sanction Fees
• Refer to the Sanction Fee Grid for more information. In addition, your LMSC may charge a local sanction and/or one-event fees. Please contact your LMSC Sanction Chair about fees associated with hosting a meet.
  • Sanction Fee Memo with FAQ
  • Sanction Fee Rebate Program

One Event Memberships (OEV'T)
LMSCs have the option to offer one-event registrations at events sanctioned by their own LMSC. A one-event registration will extend one LMSC membership insurance coverage to a participant in one “event” (open water race or pool meet). More details, including our One Event Memberships page. Your LMSC may charge a local one event fee, please contact your LMSC associated with hosting a meet.

Online Sanction Application
• Tutorial for Event Directors
• Worksheet for Event Directors
• Submit an Update to an Event Already on the Calendar

Review the sanction application process information, and when you’re ready to begin your request click “Sanction an Event Application”

Sanction an Event Application
In the following example, we are going to be requesting a sanction for an event.

Someone can also enter an event that is USMS recognized or sanctioned by another FINA organizing body using the same forms. Just select your preference in the “Sanction Type” field and the event will be reviewed appropriately.

Note that requests must be approved by the LMSC Sanctions chair, to avoid spam postings.

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Submit A New Event

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Instructions on how to use this form
Form Worksheet
General information on Pool sanctions/recognitions
Open Water Sanction Guidelines
Open Water Safety Guidelines

If you are entering an annual meet, we can auto fill the information for you. Please click the "Search for a Previous Event" button.

For Questions about USMS Sanctions:
E-mail: events@usmastersswimming.org
Call: 941-256-8767

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Event info

Request Type: Sanction/Recognition
Your Name: USMS Volunteer Services
Your Email Address: volunteer@usms.org
Confirm Email Address: volunteer@usms.org
Your Phone Number: 941-556-0275
Host Organization: USMS

Postal/Virtual Meet? No
Event Type: Competition
Course Type: Short Course Yards

Blue Text Indicates A Required Item
A USMS **Sanction** requires that every participant is a USMS member.

**Recognition** allows for some participants to not be a USMS member, but still allows for a USMS member's results to count as an official time.

**Sanctioned by Another FINA Governing Body** allows your event to be displayed on the calendar, but it will not receive sanction or recognition status by USMS.

<table>
<thead>
<tr>
<th>Course Meets Length Requirements?</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanction Type</td>
<td>Sanctioned by USMS</td>
</tr>
<tr>
<td>Event Country</td>
<td>Sanctioned by USMS</td>
</tr>
<tr>
<td>Event LMSC</td>
<td>Sanctioned by Another FINA Governing Body Recognized by USMS</td>
</tr>
<tr>
<td>Event Start Date</td>
<td>12/18/2021</td>
</tr>
<tr>
<td>Event End Date</td>
<td>12/19/2021</td>
</tr>
</tbody>
</table>

**Event Title:** USMS Splash Event

**Series Title:**

**Description Of Event:**

[Click to advance when done]
Enter the meet director’s contact information. Please provide at least an email address or phone number to ensure that this person may be contacted. You may enter additional contacts, such as the data coordinator or head referee on the next screen.
Providing as much information as possible allows USMS and your local LMSC to provide your event, and your workers the **best possible service and benefit**.

Would you like to provide contact information for the following positions?

- **Event Director**
  - Edit
- **Data Coordinator**
  - Add Contact Info
  - Same As Event Director
- **Head Referee**
  - Add Contact Info
  - Same As Event Director
- **Other Contact**
  - Add Contact Info
  - Same As Event Director

Once you have completed adding your contacts, you may advance to the next step.

If you do not want to add more contacts, click to advance when done.
We have a database of venues. First search the database to see whether your venue is already there. If it is not, you can add it to the database. You will need to know the name and full address (including zip code) of the facility to add a venue to the database.

We are searching by state in this example, although you can search by “Venue Name” (or part of the name) as well.
Our venue is already in the database, so we will choose it.
For Questions about USMS Sanctions:
E-mail: events@usmastersswimming.org
Call: 941-256-8767

George Mason University
4400 University Drive
Fairfax, VA 22030 USA

Is this the venue where your event will be?

YES, Advance To Next Step

NO, Search For a Different Venue

Can't find your venue?
If you can't find your venue using the search tool, please submit information about your venue.

Add Your Venue

If your venue is not in the database, you will need to add it. Click the “Add Your Venue” button.

Confirm that this is the correct venue. You may skip to Page 14.
Adding a New Venue

The blue fields are required; all others are optional.
For Questions about USMS Sanctions:
E-mail: events@usmastersswimming.org
Call: 941-256-8767

USMS Test Site
Sarasota, FL 34236 USA

Is this the venue where your event will be?

YES.

Add Your Venue And Advance To Next Step

Or.

Edit This Information

Or.

Search Again

Can’t find your venue?
If you can’t find your venue using the search tool, please submit information about your venue.

Add Your Venue

Review the information and click to add the venue
Enter as much information about the event as possible.

You are required to upload a meet announcement (event details accompanied by the entry form even if your event will not be taking paper entries). This allows the Sanctions chair to review the entry information (such as order of events) before granting the sanction.

*** Effective December 2021: COMPLETE THIS FORM to submit the required meet announcement and any supplemental documents (i.e., COVID-19 addendum, safety plan, etc.), for your application request.

If you have questions, please contact events@usmastersswimming.org.***

This information is included in the acknowledgment section, which can be seen on the next page. You will not be able to submit your application without agreeing to run this event according to the USMS Sanction Requirements. Continue to next page...
USMS Sanction Requirements

View the full requirement displays:

- **SANCTION REQUIREMENTS**
- **RECOGNITION REQUIREMENTS**
- **OPEN WATER SANCTION REQUIREMENTS**
Uploading required and supplemental documents (Effective Dec. 2021)

*** Effective December 2021: COMPLETE THIS FORM to submit the required meet announcement and any supplemental documents (i.e., COVID-19 addendum, safety plan, etc.), for your application request.

If you have questions, please contact events@usmastersswimming.org.***

Click the blue “COMPLETE THIS FORM” link to be taken to a series of steps to upload your required Documents.

**Note:** the "document upload step" is done on the SurveyMonkey platform. Once you click the link, a separate browser window or tab will open for the document upload steps. (See next page for screen shots)

Once you upload your document(s), go back to the original window or tab to complete the submission process.

Entries shall not be accepted before the sanction has been issued. If you have questions, please contact events@usmastersswimming.org.***

Please be aware that your LMSC will be billed a $50 sanction fee after the event takes place. Your LMSC may choose to fully absorb this cost, or may contact you about sharing the cost.

An event sanctioned by USMS, Inc., through one of its Local Masters Swimming Committees (LMSC), must meet all of the following criteria:

1. Conduct of the event must be in strict compliance with applicable swimming rules and administrative regulations of USMS, Inc. A current USMS rule book must be available at the event.

2. Entries shall not be accepted before the sanction has been issued. Paper forms shall not be distributed, online entry systems shall not be activated, and the event...

After uploading your documents and reviewing the information, select an option to move forward.
Submit Documents for USMS Sanction/Recognition Request

Please fill out the form to submit your supporting documents (open water safety plan, COVID-19 addendum, meet announcement, entry form, etc.) for your sanction request. Documents will be shared with the appropriate LSMC Sanctions Chair who will review the request.

These documents are required to approve your request and must be reviewed by the Sanctions Chair prior to entries opening for your event.

If you have questions, please contact events@usmastersswimming.org.

* 1. First name of requestor

* 2. Last name of requestor

* 3. Email of requestor
4. Is this a new request or an update to an existing request?

- New
- Existing

5. Event title (exactly as entered on the sanction form)

6. Start date of event

   Date / Time

   Date

   MM/DD/YYYY

7. LMSC
8. Upload a meet announcement (event details accompanied by the entry form)

Choose File

No file chosen

Select “Choose File” to upload your document

9. Upload a safety plan (open water or indoor event, COVID-19 safety addendum)

Choose File

No file chosen

10. Upload other document (entries plan, event itinerary, etc.)

Choose File

No file chosen

DONE
* 8. Upload a meet announcement (event details accompanied by the entry form)

Replace File  
✓ 2020 Masters Swim Camp Islamorada.docx  
Remove File

* 9. Upload a safety plan (open water or if pool event, COVID-19 safety addendum)

Replace File  
✓ 2020 Masters Swim Camp Islamorada.docx  
Remove File

10. Upload other document (entries plan, event itinerary, etc.)

Choose File  
No file chosen

After uploading your documents and reviewing the information, select “DONE” to complete and submit.

Thank you for taking this survey.

Want to create your own surveys?

Gather opinions from customers, employees, prospects, and more.
Use your insights to make better, data-driven decisions.
Once you are satisfied with the information provided, click on “Submit Final Information” and the request will be routed for approval.

This is where you can review everything you just entered. Click on the different headings to review the information you entered within that page. You can “Edit Information” from each section if needed.

Your information has not yet been submitted. Please review the information below and submit via the "Submit Final Information" button.

☐ You'll be given a printer-friendly format after submitting the form

☑ I agree to run this event according to the USMS Sanction Requirements

Submit Final Information

Request Type: Sanction/Recognition

Your Name: USMS Volunteer Services
Your Email Address: volunteer@usms.org
Your Phone Number: (941) 556-6275
Your Organization: USMS

Postal: No
Event Type: Competition
Course Type: Short Course Yards
Pool Measured: Yes
Sanction Type: Sanctioned by USMS
Event Country: United States Of America
Event LMSC: Virginia

Event Start Date: 12/18/2021
Event End Date: 12/19/2021

Event Title: USMS Splash Event
Series Title: None Entered
Description: None Entered

Contact Information

Venue Information

Entry Information
Your request has been submitted to your LMSC Sanctions chair. The Sanctions chair will contact you to provide details on any further LMSC requirements (such as a sanction fee).

Reminder: COMPLETE THIS FORM to submit your required meet announcement and additional documents (i.e., COVID-19 addendum, safety plan, etc.) for your application.

You may request a printer-friendly form for your records. You may use this printer-friendly form to accompany any fees required by your LMSC.

If you have submitted your online application and COMPLETED THIS FORM to submit your required meet announcement and additional documents (i.e., COVID-19 addendum, safety plan, etc.) for your application, at this point you are done and you may close your browser to exit the application.

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Submit Revisions
After your event has been approved, you may find that you need to update information. Please contact the USMS Event Services team to further assist.