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# REQUESTING A USMS SANCTION OR RECOGNITION FOR AN EVENT

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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 for your application request. If you have questions, please contact [events@usmastersswimming.org](mailto: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-a>



## 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 (OEVT)

LMSCs have the option to offer one-event registrations at events sanctioned by their own LMSC. A one-event registration provides liability insurance coverage to a participant in one "event" (open water race or pool meet). More details, instructions, and information are available on our [One Event Memberships page](#). Your LMSC may charge a local one event fee, please contact your LMSC Sanction Chair about fees 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](#)

[Sanction an Event Application](#)

Review the sanction application process information, and when you're ready to begin your request click "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.

*Blue Text Indicates A Required Item*

**Submit A New Event**Presented by 

Event Info Contact Info Venue Info Entry Info Review & Submit

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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.

Search for a Previous Event

**For Questions about USMS Sanctions:**  
E-mail: [events@usmastersswimming.org](mailto:events@usmastersswimming.org)    Clear Entire Request Go  
Call: 941-256-8767

*Blue Text Indicates A Required Item*

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**Event Info**

<b>Request Type:</b>	<span style="border: 1px solid gray; padding: 2px;">Sanction/Recognition</span> <span style="border: 1px solid gray; padding: 2px;">Sanction/Recognition</span>	<div style="border: 1px solid gray; background-color: #ffffcc; padding: 5px;"><b>Sanction/Recognition</b> submits the application for sanction or recognition by USMS. Later in this form, you'll specify whether it is a Sanction or a Recognition.  For questions about USMS sanctions or promoting your event please contact <a href="mailto:events@usmastersswimming.org">events@usmastersswimming.org</a> or call 941-256-8767.</div>
<b>Your Name:</b>	<span style="border: 1px solid gray; padding: 2px;">USMS Volunteer Services</span>	
<b>Your Email Address:</b>	<span style="border: 1px solid gray; padding: 2px;">volunteer@usms.org</span>	
<b>Confirm Email Address:</b>	<span style="border: 1px solid gray; padding: 2px;">volunteer@usms.org</span>	
<b>Your Phone Number:</b>	<span style="border: 1px solid gray; padding: 2px;">941-556-6275</span>	
<b>Host Organization:</b>	<span style="border: 1px solid gray; padding: 2px;">USMS</span>	
<hr/>		
<b>Postal/Virtual Meet?</b>	<span style="border: 1px solid gray; padding: 2px;">No</span>	
<b>Event Type:</b>	<span style="border: 1px solid gray; padding: 2px;">Competition</span>	
<b>Course Type:</b>	<span style="border: 1px solid gray; padding: 2px;">Short Course Yards</span>	

**Course Meets**  A listing of current pool certifications on file with the National Office can be found here.

**Length Requirements?:**  ▾

**Sanction Type:**  ▾

**Event Country:**

**Event LMSC:**

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**Event Start Date:**

**Event End Date:**

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**Event Title:**

**Series Title:**

**Description Of Event:**

[Advance To Contact Information](#)

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.

Click to advance when done

Event Info

Contact Info

Venue Info

Entry Info

Review & Submit

**For Questions about USMS Sanctions:**

E-mail: [events@usmastersswimming.org](mailto:events@usmastersswimming.org)

Call: 941-256-8767

Clear Entire Request ▼

Go

*Blue Text Indicates A Required Item*

**Event Director**

Director's Organization:

Director's Name:

Director's Email Address:

Confirm Email Address :

Director's Phone Number:

Director's Country:

Director's Address 1:

Director's Address 2:

Director's City:

Director's State:

Director's ZIP/Postal Code:

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.

Submit & Advance To Next Step

Click to advance when done

close

Advance Without Adding More Contact Info

Providing as much information as possible allows USMS and your local LMSC to better serve you, your event, and your workers **the best possible service and benefits**.

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

Display  
Information  
Publicly?



**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

Advance Without Adding More Contact Info

Click on "Add Contact Info" to add additional contacts as needed. If you do not wish to have any of the contacts' information displayed on the calendar of events, uncheck the "Display Information Publicly?" box.

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

[Event Info](#)
[Contact Info](#)
[Venue Info](#)
[Entry Info](#)
[Review & Submit](#)

**For Questions about USMS Sanctions:**  
 E-mail: [events@usmastersswimming.org](mailto:events@usmastersswimming.org)  
 Call: 941-256-8767

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**Please Search For An Existing Venue**

*Please search for an existing venue.  
 If after conducting a search you cannot find your venue,  
 at that point add your venue.*

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.

## USMS Venue Lookup

You may search by one field or any combination of fields

Venue Name:

Venue City:

State:

We are searching by state in this example, although you can search by "Venue Name" (or part of the name) as well.

# USMS Venue Lookup

close

You may search by one field or any combination of fields

Cancel Search

Venue Name:

Venue City:

State:

Find Your Venue!

Our venue is already in the database, so we will choose it

[Next 10]

Add Venue	Venue	Venue Picture
<a href="#">Choose This Venue</a>	<b>Lake Audubon</b> 2070 Twin Branches Road Reston, VA 20191 USA	
<a href="#">Choose This Venue</a>	<b>George Mason University</b> 4400 University Drive Fairfax, VA 22030 USA	
<a href="#">Choose This Venue</a>	<b>Freedom Aquatic &amp; Fitness Center</b> George Mason University – Prince William Campus 10900 University Boulevard	

Event Info

Contact Info

Venue Info

Entry Info

Review & Submit

**For Questions about USMS Sanctions:**

E-mail: [events@usmastersswimming.org](mailto:events@usmastersswimming.org)

Call: 941-256-8767

Clear Entire Request ▾

Go

**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

Confirm that this is the correct venue. You may skip to Page 14.

**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.

## Adding a New Venue

[Event Info](#) [Contact Info](#) [Venue Info](#) [Entry Info](#) [Review & Submit](#)

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**For Questions about USMS Sanctions:**  
E-mail: [events@usmastersswimming.org](mailto:events@usmastersswimming.org)  
Call: 941-256-8767

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**Add A New Venue**

*Blue Text Indicates A Required Item*

**Venue Name:**

---

**Venue Email Address**

**Confirm Email Address**

**Venue Phone Number:**

---

**Venue Country:**

**Venue Address 1:**

**Venue Address 2:**

**Venue City:**

**Venue State:**

**Venue ZIP/Postal Code:**

---

**Venue Website URL:**

The blue fields are required; all others are optional

Event Info

Contact Info

Venue Info

Entry Info

Review & Submit

**For Questions about USMS Sanctions:**

E-mail: [events@usmastersswimming.org](mailto:events@usmastersswimming.org)

Call: 941-256-8767

Clear Entire Request ▾

Go

**USMS Test Site**

Sarasota, FL 34236 USA

No Picture Found!

**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

Review the information and click to add the 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

Event Info
Contact Info
Venue Info
Entry Info
Review & Submit

**For Questions about USMS Sanctions:**  
 E-mail: [events@usmastersswimming.org](mailto:events@usmastersswimming.org)  
 Call: 941-256-8767

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*Blue Text Indicates A Required Item*

**Event Website URL:**

---

**Online Entries URL:**

**Display Entry Form Publicly?**  ▾

**Date Entries Close:**

---

**Last Year's Size:**  ▾ Participants

**This Year's Estimated Size:**  ▾ Participants

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**Comments To The Sanctions Chair:**

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 for your application request.**

If you have questions, please contact [events@usmastersswimming.org](mailto: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...

[Event Info](#) [Contact Info](#) [Venue Info](#) [Entry Info](#) [Review & Submit](#)

**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](#)

**Event Information**

[Edit Information](#)

Request Type: Sanction/Recognition

Your Name: USMS Volunteer Services

You will need to check the box acknowledging that you agree to run this event according to the USMS Sanction Requirements

## 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 for your application request.

If you have questions, please contact [events@usmastersswimming.org](mailto: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.

**\*\*\* Effective December 2021:** See the meet announcement (event details according to the link) and [COMPLETE THIS FORM](#) to submit supplemental documents (i.e., COC) for your application.

Entries shall not be accepted before the sanction has been issued. If you have questions, please contact [events@usmastersswimming.org](mailto: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

I Agree

I Do NOT Agree

Print This

After uploading your documents and reviewing the information, select an option to move forward.

Screen Shots of the [Submit Documents for USMS Sanction/Recognition Request Form](#)

### **Submit Documents for USMS Sanction/Recognition Request**

Please fill out the form to submit your supporting documents (open water safety plan, 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](mailto: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

 

\* 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)

Choose File No file chosen

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

Choose File No file chosen

DONE

  
  
**Drag and drop a file here.**  
**PDF DOC DOCX PNG JPG JPEG**  
You can also [upload a file from your computer](#)

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

Choose File No file chosen

\* 9. Upload a safety plan (open water)

Choose File No file chosen

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.

DONE



**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.

Event Info

Contact Info

Venue Info

Entry Info

Review & Submit

**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**

Once you are satisfied with the information provided, click on "Submit Final Information" and the request will be routed for approval.

Information

Edit 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 Evet

Series Title: *None Entered*

Description: *None Entered*

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.

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 for your application.**

**Event Submitted** Presented by **TYR**

**Your request has been officially submitted.**

**You will receive a confirmation in your email inbox shortly (please allow up to 15 minutes for it arrive), and you will receive notice when your request is reviewed.**

**Thank you!**

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

[Click here for a printer-friendly version of the form](#)

[Submit Another Request](#)

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.

You may click on "Submit Another Request" to submit an additional request or you may close the browser to exit the application.

If you have submitted your online application and [COMPLETED THIS FORM](#) to submit your required meet announcement and additional documents 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.