2023 Update: USMS Sanction Request System Update and Tutorial Reminder

Greetings LMSC Chairs, Vice Chairs, Sanctions Chairs, and Open Water Chairs,

Thank you for your patience and flexibility on the updates to the sanction review and approval process. As a reminder, last year a few changes were made to the process to improve security related to document uploads. The major change in this process is the COVID Addendum is **no longer required** to approve a sanction, effective immediately.

Here are the steps event directors will follow:

1. Event directors will submit the online sanction request form.
2. Event directors cannot upload documents through the sanction request form. Instead they should upload them through Survey Monkey (the link is provided on the sanction request form)*.

*Event directors **must** complete both the sanction request form and upload any required and related documents through Survey Monkey for the Sanctions Chair to review and approve the request.*

Here are the steps sanctions chairs will need to go through to approve the sanction:

1. Sanctions chairs will receive the traditional email alert that a request has been submitted and proceed to review as normal through the USMS Admin tools.
2. When a new sanction request is received, it is suggested to follow up with the requestor to make sure they uploaded their documents as this is a commonly missed step. Upon completion of the survey (by event director), USMS will upload the documents from the Survey Monkey form to LSMC-specific folders within a shared Dropbox folder. Sanctions chairs may access this folder to review documents at any time.
3. Do not approve a sanction until you are able to review the uploaded documents in your Dropbox folder. It may take one to three days before the documents are uploaded into Dropbox.
4. Once you have reviewed all the necessary information, you may approve the sanction.
5. Upon approval, USMS will link the approved documents to the public calendar listing on the Calendar of Events.

For documents that are edited after initially being submitted to Survey Monkey:

If there is an edited document (i.e. date change, event info change, sanction ID added, etc.), the event director or sanction chair may email the new documents directly to Event Services. This will avoid confusion around multiple Survey Monkey responses for the same event. USMS will replace the documents in the Dropbox folders.

Updated tutorials for both event directors and sanctions chairs can be found in the Guide to Local Operations.

Here is the LMSC link (save this link): See email for specific link

We appreciate your patience as we work to update the process of sanctioning events. Please direct any questions to Event Services.