

## U.S. Masters Swimming Open Water National Championship Event Guidelines

1. Open Water National Championship must follow Open Water and Long Distance Swimming Rules as found in the U.S. Masters Swimming Rule Book in addition to safety objectives, sanctioning requirements, insurance information, and event protocols. The websites and PowerPoint Presentations listed below provide guidelines and helpful information for Open Water National Championship Events.

- [Open Water Central](#)
- [U.S. Masters Swimming Rule Book](#)
- [Open Water to Open Water National Championship Presentation](#)
- [Navigating Open Water and Virtual National Championships](#)

2. It is the responsibility of Event Liaison and Back up Liaison to read the Open Water National Championship contract and to make sure that the Event Host conducts the Open Water National Championship event in accordance with the event contract.
3. Event Liaison and Back up Liaison should regularly review and provide friendly reminders to the Event Host about all deliverables indicated on the LDC timeline. Make sure the Event Host has a copy of the timeline, follows the timeline, and that as tasks in the timeline are completed, those dates are noted on the timeline.
4. Event Liaison and Back up Liaison should be prepared to diligently monitor incoming emails regarding the event and timely respond to all emails concerning “your event” throughout the entire course of the event and in particular during the critical times of the event.
5. Event Liaison, Back up Liaison and Event Host need to save all emails pertaining to the Open Water National Championship event.
6. **Emails:** If as Event Liaison, you get questions that you can’t answer, please send those questions to LDC Chair or Vice Chair. Make sure that you do not simply forward the message that you get in response to the question on to the Event Host. Either cut and paste the information or paraphrase the information in your message to the Event Host. There are often comments, questions, and/or information that are meant to be directed to and only seen by the LDC members. It’s best to cc the LDC Chair and Vice Chair in your reply to the host.

### 7. **Event Documents:**

**A. Contract.** As Event Liaison, once the contract has been sent:

1. Make contact with the Event Host by phone or e-mail.
2. Give the Event Host your contact information.
3. Send timeline.
4. Send championship packet of forms (awards order and evaluation form). Inquire about plans for sufficient volunteers for handling results, awards, etc. and offer your help for advice.

**B. Entry form:** Standardized entry forms (SEF) for individual entries (and relay entries, if pertinent) to be sent from the Event Host to the Event Liaison and Back up Liaison include the draft entry form, sanction, and final entry form.

Draft entry form: to be sent to the National Office, Event Liaison and Back up Liaison in Word format (*not* pdf) for review before sanction is applied. Emphasize that the logo, event name and merchandize must be fully approved by the National Office.

Sanction: applied for *after* draft entry approved

Final entry form: send to the USMS National Office to get posted on website. The

email is [events@usmastersswimming.org](mailto:events@usmastersswimming.org).

**C. Club Assistant tutorial:** Set up with the Event Host. The Event Liaison and Back up Liaison should review the event information and test the entry system and all links once the sanction number is awarded and prior to opening the event. This ensures that all items are in place and working under sanction.

**D. Awards order:** If using custom awards, the design must be approved by the National Office and LDC. The form for ordering the awards from the National Office is included in the Championship Packet. Payment along with any unused awards is sent to the National Office.

**E. Surcharge:** A \$8/entrant for only those entrants in the National Championship swim. Surcharge monies are sent to the National Office.

**F. Preliminary results:** The Event Host will send the results to the Long Distance Committee for processing and posting. (excluding all OEVT swimmers). The host shall provide a list of the OEVT swimmers to the LDC. If available, host should provide swimmers name, date of birth, USMS number, Club affiliation. The Long Distance Committee will format the results, obtain needed information of swimmers, determine All Americans and check for records.

## **8. Open Water Events:**

1. Results: OWNC events with chips: check for backup timing system.
2. Bring a current copy of the USMS rule book to the event.
3. Attend safety briefing and make yourself available to the Event Host for any issues that may arise.
4. Please make sure all Event Hosts send results and reports to you (and the chair). Make sure they use the Championship Packet we give them to report results and financials.
5. Consult on sponsor information. Make sure banners are sent to correct Event Host—not the one immediately after, but the next one after that.

**NOTE: IT IS THE GOAL FOR EVERY CHAMPIONSHIP EVENT TO BE SMOOTHLY AND SAFELY CONCLUDED.**

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