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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.
5. **Reviewing your submission**
6. **Submitting updates once request has been approved**

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 an 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 (OEVMT)**
- LMSCs have the option to offer one-event registrations at events sanctioned by their own LMSC. A one-event insurance coverage to a participant in one “event” (open water race or pool meet). More details, instruct our One Event Memberships page. Your LMSC may charge a local one event fee, please contact your 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”
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**

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

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*Blue Text Indicates A Required Item*
<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>
<tr>
<td>Event Title:</td>
<td>USMS Splash Event</td>
</tr>
<tr>
<td>Series Title:</td>
<td></td>
</tr>
<tr>
<td>Description of Event:</td>
<td></td>
</tr>
</tbody>
</table>

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.
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.

Click to advance when done.
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.
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

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

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

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

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 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

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

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.

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, meet announcement, entry form, etc.) for your sanction request. Documents will be shared with the appropriate LMSC 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)

Select “Choose File” to upload your document

9. Upload a safety plan (open water)

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

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 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.

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**Event Submitted**

Your request has been officially submitted. You will receive a confirmation in your email inbox shortly (please allow up to 15 minutes for it to 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]

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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.

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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.