

Sanction & Results Best Practices

Session 11A Sat Sep 26th 1:00PM to 2:15PM

Overview of sanction requirements, results reporting and processing, and how the Interim Eligibility Policy and optional member event license affect competition categories and recognition eligibility.



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Presenters and Panel



Robin Smith
SP LMSC

Relay Session Coordinator,
LMSC Vice Chair and
Sanction Chair



Omar de Armas
SP LMSC

Chair USMS Officials
Committee



Chris McGiffin
NJ LMSC

Chair USMS Records &
Tabulations Committee



David Miner
NC LMSC

USMS Open Water
Coordinator



Dawson Hughes
Florida LMSC
CEO USMS



Jessica Reilly
NE LMSC
Senior Director, USMS
Business Operations



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Session Agenda

- ❑ Sanctions and LMSC Sanction Chair
- ❑ Pool Meet Officials and production of meet times and results
- ❑ LMSC Top Ten Recorder and processing of pool meet times
- ❑ Differences with Sanctions and Results for Open Water Events
- ❑ Interim Eligibility Policy and Event License
- ❑ USMS Sanction Request and Approval System
- ❑ Panel discussion and Q&A
- ❑ Next steps



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Sanctions Best Practices Pool Events

Robin Smith
Southern Pacific LMSC



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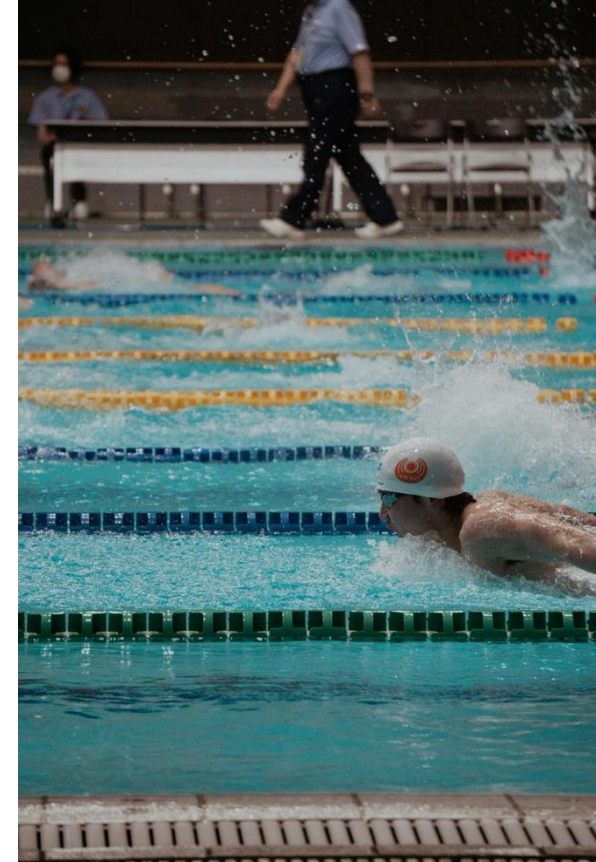
Agenda

- Why Sanction?
- Role of LMSC Sanction Chairs
- Best Practices
- References and Resources



Why Sanction our Events?

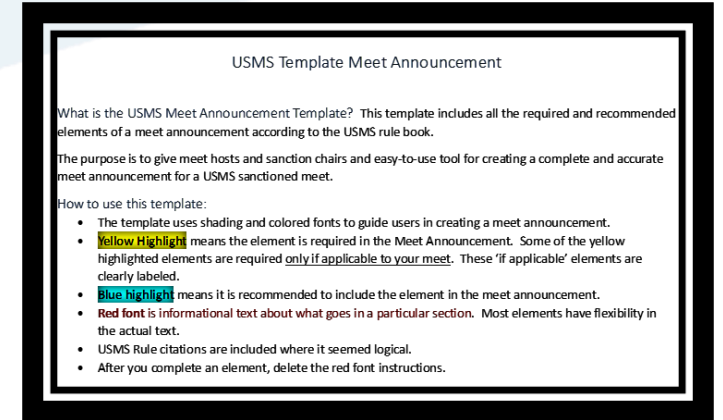
- Primary purpose is to provide a **SAFE** and **FAIR** event for all participants
- Safety
 - The #1 Priority in all events
 - Liability insurance coverage
- Fair Play
 - Standardized rules of competition
 - Provides a consistent framework



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Role of LMSC Sanction Chair

- Provide information and education
- Communicate with Event Host/Event Director
- Review the Event details in accordance with USMS rules and standards
 - Event Announcement
 - Event Registration Form
- **Approving the “roadmap” for the Event**
 - Is the Event Safe and Fair for all participants



Best Practices for Sanction Chairs



- Be familiar with the rules and requirements
- Communicate with Event Hosts/Event Directors early
 - **Certified Pool Measurements and Bulkhead?**
- Use a template for the Event Announcement
 - Start with USMS template if needed
- Does the Event Announcement contain required verbiage?

Pool Length Certification Form

Submit this form for either of the following conditions: a) the pool is not on the list of USMS Measured Pools or b) the pool has undergone renovation to any portion of the pool where starts and/or turns will take place.

Only this page needs to be submitted for your pool certification.

1. Facility (*See Note)

Pool Name _____
Address _____
City _____ State _____ Zip _____
LMSC _____

Course measured (check one)
☐ 25 Yards
☐ 25 Meters
☐ 50 Meters

Bulkhead (check one)
☐ Yes ☐ No

*Note: For facilities with multiple pools, please identify the specific pool being measured either by unique pool name within the facility or the pool location in relation to other pools within the entire facility.

2. Measurement parameters (check one)
a. Measuring device (see instructions): Steel tape ☐ Laser ☐ Other _____
b. Distances measured in (check one):
☐ feet with feet displayed as a decimal to 1/100 like 75.01 feet
☐ feet and inches with inches displayed as a fraction to 1/8 like 75ft 3/8 in. or 75' 3/8"
☐ meters with meters displayed as a decimal to 1/100 like 50.01m
☐ meters and centimeters with centimeters displayed separately as 50m 1cm.

3. Measurements Complete measurement of each lane for ALL lanes.

Best Practices for Sanction Chairs



- **For Pool Recognized Events**
 - Allows official times for USMS member participants
- **USMS Recognized Meet Observer Form**

Observer's Report for Recognized Meets Other Than USA-S or World Aquatics (formerly known as FINA) Meets

Meet Name: _____ Date(s): _____

☐ Short Course Yards ☐ Short Course Meters ☐ Long Course Meters

Observer Name: _____

Date Recognition Approved by LMSC or USMS Executive Committee: _____

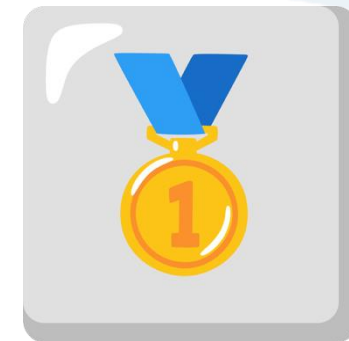
Facility Name: _____

Facility Location: _____

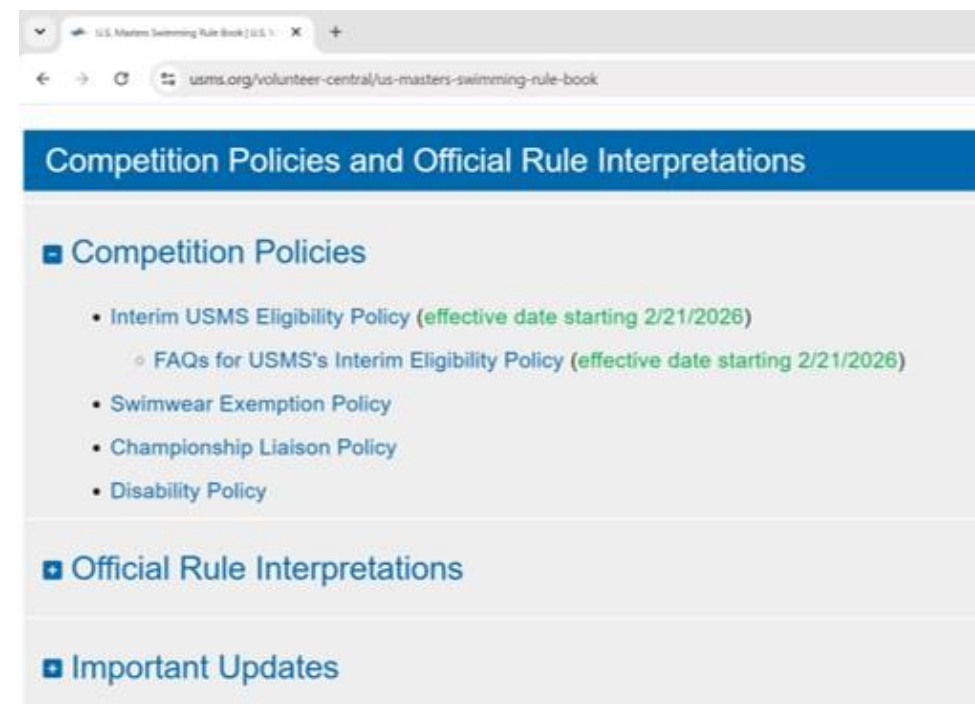
IF OK	DESCRIPTION	COMMENTS
☐	Pool dimensions, water depth, and platform, backstroke flags set properly (articles 106.2.1, 106.2.3A, 106.3, 106.11.1, 106.11.2, 106.12, 106.13.2, 106.14, and 106.16)	
☐	Pool is certified for course length by USMS (article 105.1.6)	
☐	For bulkheads, pool length is measured at the start of meet and after each session (laser or steel tape at surface) (articles 105.1.7A-C)	
☐	Swimwear complied with article 102.12.1	
☐	Official times are determined in accordance with articles 103.17.3 and 103.18.1-103.18.4	
☐	Timing system meets record requirements (primary is automatic with three, two, or one button(s) backup) (articles 103.18.5-103.18.8, 103.18.10)	
☐	Timing system meets Top 10 requirements (primary is automatic or two-button semiautomatic, all with backup, or primary of two valid watches) (articles 103.18.5-103.18.8, 103.18.10)	
☐	Initial requested splits have official time (no DQ for full distance, legal finish on split) (article 103.18.1)	



Best Practices for Sanction Chairs



- **For All Pool Sanctioned/Recognized Events**
 - Send **Rules and Officials Briefing** documents to Event Director, Head Referee, and Meet Admin/Admin Official prior to the meet.
 - Send links to **related Competition Policies** to Meet Director and Meet Referee



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Resources and References



- **USMS Rule Book (Including Competition Policies)**

<https://www.usms.org/volunteer-central/us-masters-swimming-rule-book>

- **LMSC Standards**

<https://www.usms.org/volunteer-central/lmscs/lmsc-standards>

- **USMS Guide to Local Operations (Including Forms and Templates)**

<https://www.usms.org/volunteer-central/guide-to-local-operations/lmsc-operations/sanction-chairs>



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Pool Officials - Production of Meet Times & Results

Omar de Armas
Southern Pacific LMSC



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Pool Officials

“Wet” and “Dry” Side



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ON-DECK LEADERSHIP

MEET REFEREE

Owens the running of the meet, wet side and dry

Enforces the USMS rulebook

Final decision on technical rules

First point of contact for competition inquiries

CHIEF JUDGE

Positions officials for clear observation of races

Watches for raised hands signaling an infraction

Vets each call before passing it to the Deck Referee

DECK REFEREE

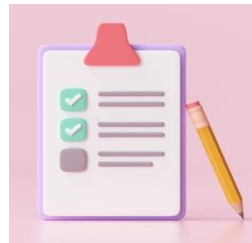
Owens the “Wet” side of competition while on duty

Signals swimmers to the blocks (long whistle) and the race start (short whistles)

Hands jurisdiction to the Starter with an outstretched arm

Arbiter of all DQs called by Stroke and Turn judges

Documents races and DQs for the Administrative Official



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STARTING AND STROKE JUDGING

STARTER

Takes the heat once the Deck Referee turns it over

Ensures a fair start for every swimmer

Calls “Take Your Marks,” then starts the race on the Set position

Reports any “false start” to the Deck Referee for confirmation

Records Order of Finish as timing backup

STROKE AND TURN JUDGES

Watch that strokes are executed per the rules

Raise a hand the moment an infraction is observed

Explain the infraction to the “Chief Judge” or Deck Referee

Benefit of the doubt goes to the swimmer — call only what is certain



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DRY-SIDE OPERATIONS

ADMINISTRATIVE OFFICIAL/REFEREE

Owens the “Dry” side of the competition

Sets up the meet in Meet Operations Software

Handles entries, check-in/scratches, and seeding by age and entry time

Oversees timing setup and verifies achieved times

Posts results and awards; forwards times to Top 10 and the USMS database



TIMING SYSTEM OPERATOR

Confirms timing equipment is set up and running correctly

Watches that the system starts on the Starter's signal

Validates touchpad results, finishes, and backup times

Reports discrepancies to the Administrative Official

Resets the system for the next race

Officials Certification Program

STATUS SINCE 2016

611

Active certified officials

351

Starters

182

Referees

24

Administrative officials

- Administrative Officials certification is new this year.
- Where USMS officials are few or absent, partners at USA Swimming, YMCA, NCAA, and high school programs help conduct meets.
- Note that the new sanction system requires the meet referee to be on the USMS list of USMS certified officials. If the name does not come up on the list, the field is left blank at this time.

CALL TO ACTION: Encourage your local USA officials to become certified USMS officials
REQUIREMENTS ARE EASY: Utilize USA Swimming certification and take a short USMS Supplemental Test



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LMSC Top Ten Recorder – Processing of Pool Meet Times

Chris McGiffin
New Jersey LMSC



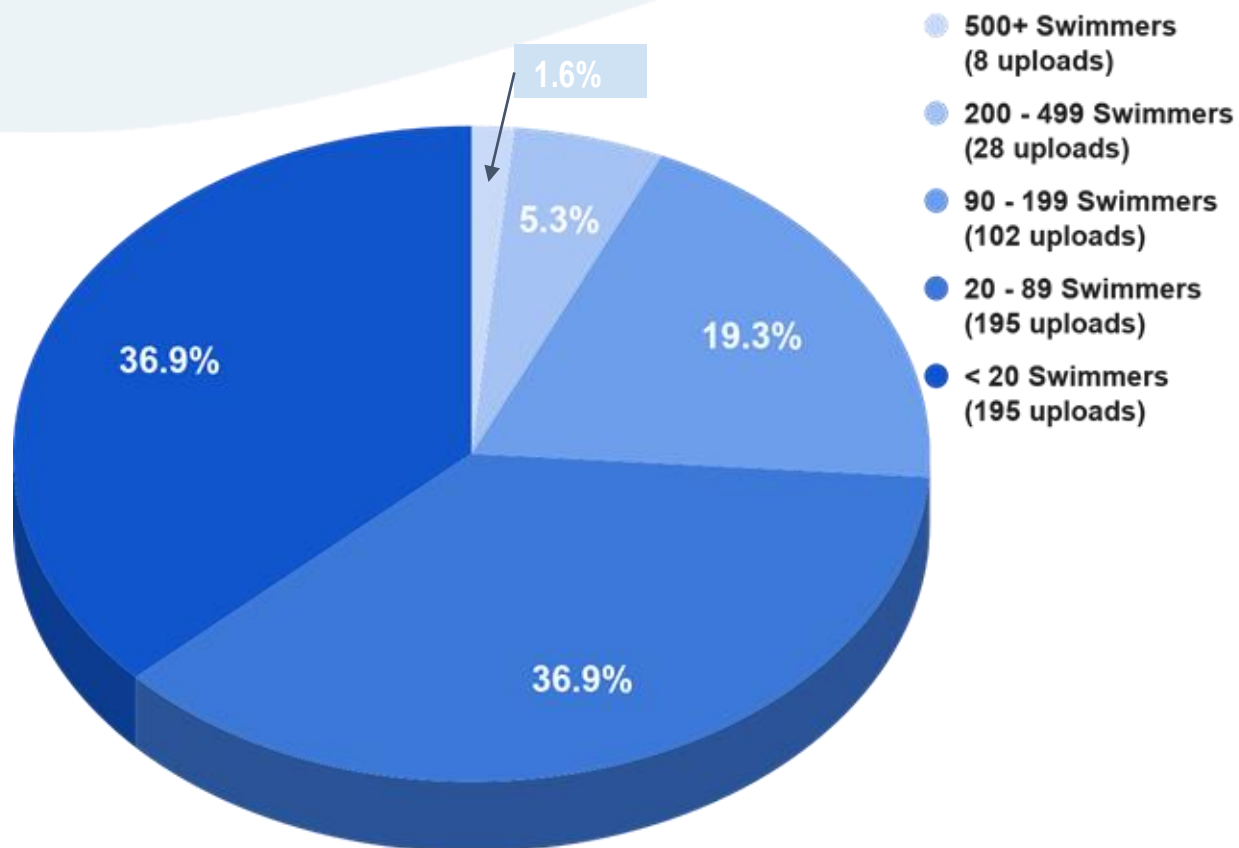
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Meet Results Processing Excellence



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2025 Meet Result Uploads



528 Total meet result uploads to USMS Event Results Database (ERDB)



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The Meet Results Journey



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Member Expectations

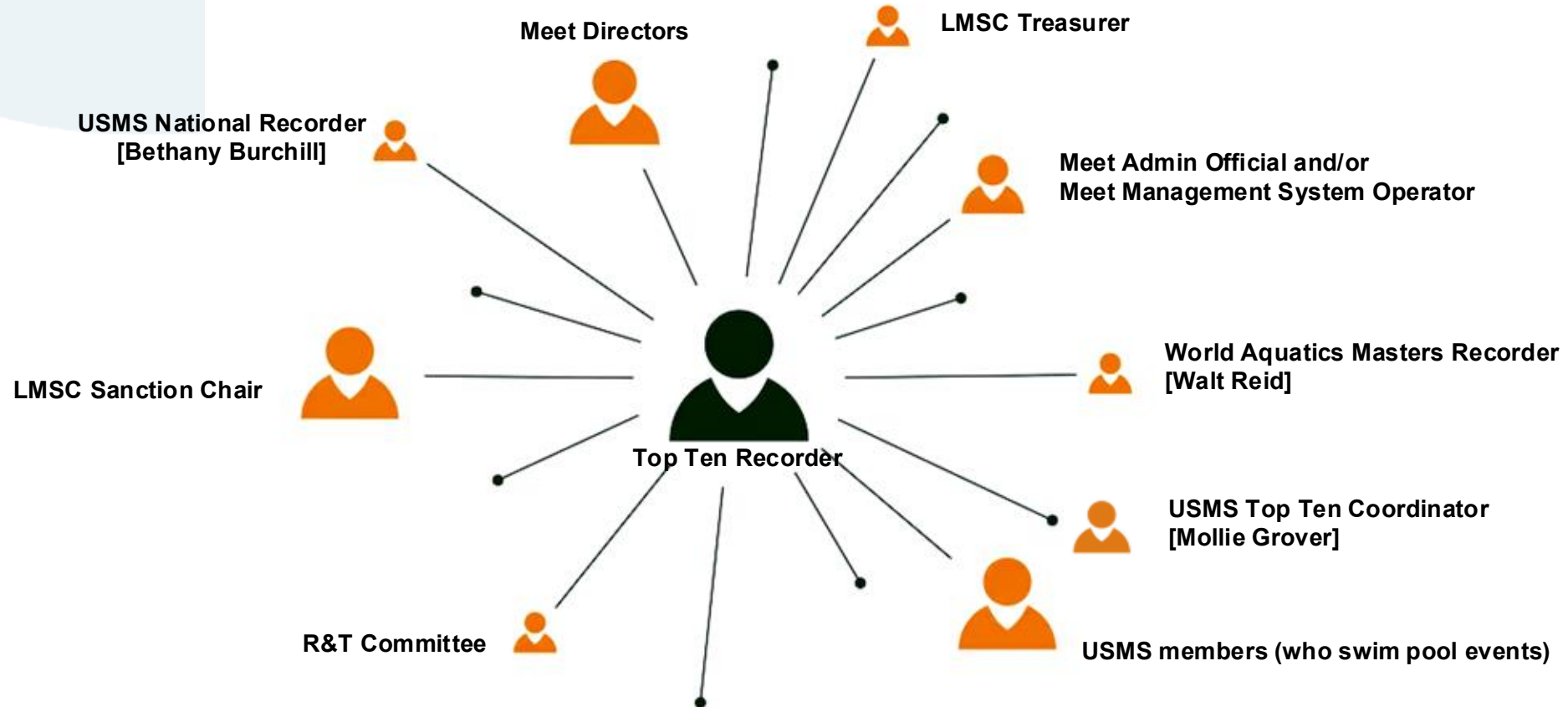
**Meet results should be accurate
and follow standard**

USMS Rules, Policies & Guidelines



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Meet Result Services Network



The People Inside Pool Meet Results & Recognition



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Top Ten Recorder Responsibilities #1

Work with the LMSC **Sanctions Chair** to ensure that **all event** records and tabulations **requirements** are **met**



Top Ten Recorder Responsibilities #2

Validate and **upload** meet **results** to the Meet Results database throughout the year **for** the **LMSC's** **Sanctioned and/or Recognized meets**



Top Ten Recorder Responsibilities #3

Validate and **upload** meet **results** to the Meet Results database throughout the year **for**
LMSC Member-submitted non-USMS meets



Top Ten Recorder Responsibilities #4

Compile and report individual and relay **Top Ten times** for each course (SCY, LCM, SCM) from all sanctioned and/or recognized events held **within** the **LMSC** by the **deadlines**



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Top Ten Recorder Responsibilities #5

Work with LMSC Meet Directors to ensure that appropriate **Record Applications** are **submitted** in a timely manner to the appropriate person



Meet Result Journey

Pre-Meet

Identify Meet Host & Meet Director

Complete Sanction Application

Host Meet Director Intro Meeting

Review Sanction Application

Identify Administrative Official

Approve Sanction Application

Complete Meet Announcement

Meet Registration Open

Verify Pool Length Certification

Meet Registration Closed

Sanctions Chair

Meet Director

Top Ten Recorder

Meet Day

Required Meet Personnel are accounted for

Required Timers are accounted for

Enable Automatic Splits

Meet heat sheets are published

Import records (USMS, AQUA) into Hytek

Split Notification forms received

If needed, complete Bulkhead Confirmation form

Thank your Officials, Timers, Volunteers and Swimmers!!

Meet Director

Meet Management System Operator

Meet Referee

Post-Meet

Meet Results file submitted to TTR

TTR uploads Meet Results file to ERDB

Split Notification forms shared with TTR

TTR reviews/verifies meet results

If needed, Bulkhead Confirmation form submitted

TTR processes Split requests

If needed, Observer's Report submitted

Record application(s) submitted

Top Ten Recorder

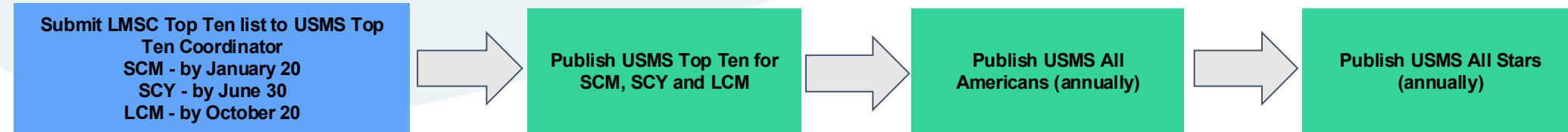
Meet Director

USMS Member



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Member Recognition Program Activities

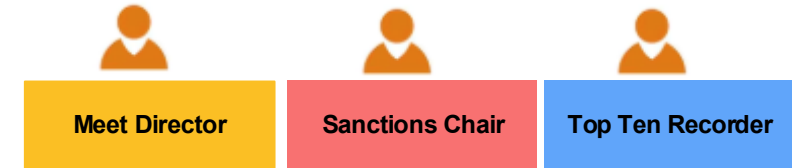


TTR Practice Excellence



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Connect Early with Meet Directors & Sanction Chairs



- **Connect**
 - Introductions help detect level of experience with USMS meets
 - Changes to Rule Book, Sanctions or Meet Result process
- **Confirm the basics:**
 - Understand responsibilities, prompt meet result processing (uploaded within 2wks)
 - How to apply for sanction
 - Pool length certification, **2027 bulkhead placement confirmation** requirements
 - Rule Book requirements for meet announcements
 - How Split Notification forms work
 - Handling National and World records
 - When an Observer's Report is required

Stay informed and build trust together

Consistent and Thorough Result Data Validation



Top Ten Recorder

Validation of Individual Swimmer data:

- Watch for member issues: wrong member number, incorrect name, OEVT
- Check for performance times that do not make sense
- Verify max events are not exceeded
- Examine swimmer splits for errors - was the lap count off?
- Foreign swimmers need to be members of a World Aquatic Federation

Validation of Relay data:

- Verify accuracy of age group, gender, club
- Check for performance times that do not make sense
- Examine swimmer splits for errors

Know the rules and regs and stay vigilant



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Consistent and Thorough Result Data Validation (cont'd)



Top Ten Recorder

Process Split Requests 🦶

- Split Notification forms provided to TTR
- Official automatic splits in meet announcement
- Meet Referee approves/confirms valid swim for split
- Examine swimmer meet summary data for reasonable performance

Swimmer-submitted Results

- USA meet result verifications for LMSC swimmer
- Foreign meet result verification for LMSC swimmer

Meet Document Retention: Results, tapes, timing printouts, time cards, heat sheets, timers' heat sheets or swimmer lists, electronic meet files, and other information used to compile results and records shall be kept for a minimum of two years after the conclusion of the meet.

TTR Reminder: Do NOT re-upload meet results after the Top Ten Deadline without speaking with USMS Top Ten Coordinator



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New TTR volunteer onboarding/transition



Top Ten Recorder

- LMSC Leaders: Plan your volunteer succession
- LMSC Leaders: Provide a mentor or buddy
- Confirm understanding the role and responsibilities
- Review meet result upload/verification process
- R&T Committee mentoring and support for new TTRs

A supported volunteer is a happy volunteer



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TTR & Tools Evolution

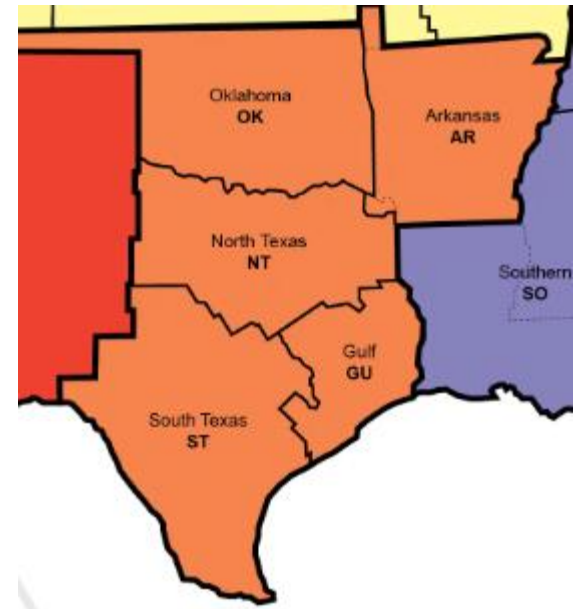


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Zone Level TTR Administration

South Central Zone Results Administration pilot (39 meet result uploads in 2025 for 3,583 Swimmers)

- **Linda Visser (Gulf)** covers Top Ten Recorder duties across Arkansas, Gulf, North Texas, Oklahoma, South Texas LMSCs
 - Meet and Swimmer result uploads, data validation
 - Top Ten tabulation for SCM, SCY, LCM
 - Record application reviews



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TTR Tool Improvement Requests

Improve Speed & Quality of Event Results Processing

- Automate more data verification steps
- Automate Top Ten Relay tabulation
- Generate more result view/filter options
- AI tools to detect data problems

Enable LMSC records, all-time performances using USMS Meet Results data

- USMS presentation or LMSC API options
- Digitize and upload older meet results



Resources and References

Top 10 Recorders (Getting started, Records, Meet Management)

<https://www.usms.org/volunteer-central/guide-to-local-operations/lmsc-operations/top-ten-recorders>

Running a Meet

<https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/pool-meet-management/running-a-meet>

ACTIVE Hy-Tek Software Tutorials

<https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/pool-meet-management/hy-tek-software-tutorials>

Event Results Database

<https://www.usms.org/events/event-results-database>



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Differences - Sanctions and Results for Open Water Events

David Miner
North Carolina LMSC



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USMS Open Water Event Sanctioning Overview

Why should I get a USMS sanction for my open water event?

- **Hosting an open water event requires many things, some of which are available and a part of getting a USMS sanction.**
 - **Insurance:** No matter where you want to host an open water event, insurance will be required. Municipalities, agencies, the race participants, volunteers, even the race director all need insurance coverage. USMS offers comprehensive insurance for open water events. And guess what...there is NO COST to the race director, club, LMSC, or company hosting the event.
 - **Nationwide Marketing:** Get your event in front of 60,000 swimmers across the U.S. Without participation, there is no event. Don't be a one-and-done event.

Open Water Guide to Event Operations

Creating and Running an Open Water Event

Starting a new open water event can seem like a daunting and overwhelming undertaking. If you've participated in an open water swim before, you've seen the amount of work that goes into having a safe, fun, and successful event.

Don't let all those tasks and concerns that you're thinking about right now deter you from starting a new event. They can all be managed and worked through by starting with and using an action item to-do list of tasks and then work through them one at a time.

The following lists of tasks are designed to walk you through the process from start to finish. Depending on your event, not all of these tasks may apply. The goal here is to help you get started and then follow the essential steps needed to host a great open water event.

Open Water Event Steps and Checklists

View a printable version [here](#).

▣ [Step 1: Selecting a Venue and Creating Preliminary Plans](#)

▣ [Step 2: Sanctioning, Course Map, and Safety Planning](#)

▣ [Step 3: Sponsors, Volunteers, Timing, and Running Your Event](#)

▣ [Step 4: Final Preparations](#)

▣ [Step 5: Race Day](#)

▣ [Step 6: Post-Race Tasks](#)

The ride will seem crazy, but enjoy it and the new friends that you make along the way!



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USMS Open Water Event Sanctioning Overview cont.

- **Registration made easy:** Use one of USMS's official online race registration partners and make registration a breeze. USMS waiver signing and membership verification are all handled when the participant registers for your event...something you don't have to worry about later. The two partners are:
 - **Run Signup:** <https://runsignup.blog/2022/03/28/u-s-masters-swimming-membership-support/>
 - **Club Assistant:** <https://www.clubassistant.com>
- **One-Event Registration Option:** Have participants who aren't USMS members (e.g. triathletes)? Not a problem. For just \$20 bucks, they can purchase a one-event membership and race in your event. This is all handled during the online registration process when you use Run Signup or Club Assistant.



USMS Open Water Event Sanctioning Overview cont.

- **Safety and Sanction Support:** Excellent safety is USMS's number one priority for any open water race. It should be yours too! If you have questions and need support in completing your Safety Plan Application and/or need help in getting through safety requirements and sanction requirements, the USMS Open Water Coordinator is here to help.
- **Sanction benefit details can be found here:**
<https://www.usms.org/events/usms-open-water-sanction-benefits>

USMS Open Water Sanction Benefits

Sanction Your Event Through USMS and Reach 60,000 Swimmers Across the U.S.

U.S. Masters Swimming is revitalizing and expanding the benefits available to open water event directors who sanction through us. Our national audience of nearly 60,000 members and marketing capabilities will help you grow your event, and our cost-effective insurance policy provides worry-free coverage.

Learn more about the benefits we offer below. If there's more we could offer, [please let us know](#).

SANCTION INFORMATION



Nationwide Marketing

U.S. Masters Swimming provides nationwide marketing support to reach nearly 60,000 USMS members and help grow your race. We'll run geotargeted ads on social media to promote your specific event. A personalized event preview will be listed on our [Calendar of Events](#). You'll have access to connect directly with members through the new USMS Community platform. USMS also promotes sanctioned events in our magazine, emails, and social media channels.



Registration

U.S. Masters Swimming has partnered with [Club Assistant](#) and [RunSignUp](#) to provide simple and effective registration platforms for USMS-sanctioned events. Both options instantly verify USMS membership and process one-event swimmer fees if applicable.



Sanction Support

Our dedicated open water coordinator will respond to your [sanction request](#) within two business days and help you finalize your safety plan application, course map, referee and safety director certifications, and event registration details and [provide best practices](#) and additional resources.



Safety and Insurance

Comprehensive insurance coverage is



Simple Cost Structure

We have a straightforward structure for



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USMS Open Water Event Sanctioning Overview cont.

What are the requirements for a USMS open water event sanction?

- **Completed USMS Safety Plan Application**
 - NOTE: on this application is a YES or NO question... "Dual Sanctioned with USA Swimming." Just by saying YES, doesn't automatically get you a USA-S sanction. You must complete all USA-S open water sanction requirements to get a USA-S open water sanction.
 - <https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/open-water-event-management>
- **Completed detailed course map**
 - This should include, course layout and swim direction, buoys, safety personnel, start and finish location, medical tent location, and anything else pertinent to your event.

Open Water Safety Plan Application

Event Information

General Information

Name of Host: → [Click here to enter host name.](#)

Name of Event: → [Click to enter event name.](#)

Event Location: → [Click to enter location.](#)

City: → [Click to enter city.](#) → State: 2 character → LMSC: LMSC/Abbr.

Event Dates: → [Start Date](#) through [End Date](#)

Length of Swim(s): → [Click here to enter text.](#)

Dual Sanctioned with USA-Swimming: → Yes or No

Key Event Personnel

Event Director: name. → Phone: 000-000-0000 → E-mail: [Click to enter e-mail address](#)

Referee: name. → Phone: 000-000-0000 → E-mail: [Click to enter e-mail address](#)

Certified Safety Director: name. → Phone: 000-000-0000 → E-mail: [Click to enter e-mail address](#)

Pre-Race Safety Meeting (required): all officials & safety personnel must attend

Tentative date: [Click here to enter a date.](#) → Time: [Enter time.](#)

Tentative agenda: [Click here to enter agenda.](#)

Pre-Race Swimmer Meeting (required): all officials & swimmers must attend to participate in race

Tentative date: [Click here to enter a date.](#) → Time: [Enter time.](#)

Tentative agenda: [Click here to enter agenda.](#)

Course & Event Conditions

The Course

Body of water: Choose one → Water type: Choose one → Water depth from: from to: to

Course: Choose an item.

If open course, indicate the agency used to control the traffic while swimmers are on the course.

Agency name: [Click here to enter agency.](#) How to contact during event: Phone # or radio channel

Expected water conditions for the swimmers: (marine life, tides, currents, underwater hazards): [Click here to enter text.](#)

USMS Open Water Event Sanctioning Overview cont.

- **A USMS certified open water safety director and certified open water referee**
 - <https://www.usms.org/volunteer-central/guide-to-local-operations/event-management/officials/training-and-certification/open-water-certification-programs>
- **Details about the event.**
 - Location, date, time, body of water, race distances, timing, rules, registration process, awards, food, etc.
- **Method for taking registrations, such as online registration**
 - **NOTE:** Run Signup and Club Assistant (online registration platforms) soon will be required by USMS (one or the other).



USMS Open Water Event Sanctioning Overview cont.

- **Completing the formal online sanction request**
 - <https://www.usms.org/events/event-central/event-dashboard>
 - Once your is submitted with all required documents and personnel, your LMSC Sanctions Chair and Open Water Chair (if you have one) will get notification. They will review and work with you on your event. Once they approve your sanction request, it goes to the USMS Open Water Coordinator for final review and approval.
- **Follow all USMS Open Water rules (Part 3) in the USMS Rule Book**
 - <https://www-usms-hhgdctfafngha6hr.z01.azurefd.net/-/media/usms/pdfs/volunteer%20central/rule%20book/part%203.pdf?rev=2043b52db4294d1b916dbb6f190fe9d&hash=B589666BC31112817AD74CCB40994C51>
- **For more information about sanctioning an open water event with USMS, see ARTICLE 203 in the USMS Rule Book**



Results for Open Water Events

- **For Local Open Water Events**
 - May have Stopwatch, Pace Clock, Timing Apps, Electronic Timing Chips
 - May have Spotters at finish line
 - Results posted
- **For Open Water National Championship Events**
 - USMS Long Distance Committee Liaisons will assist Event Director/Event Host with process for results



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Interim Eligibility Policy and Member Event License

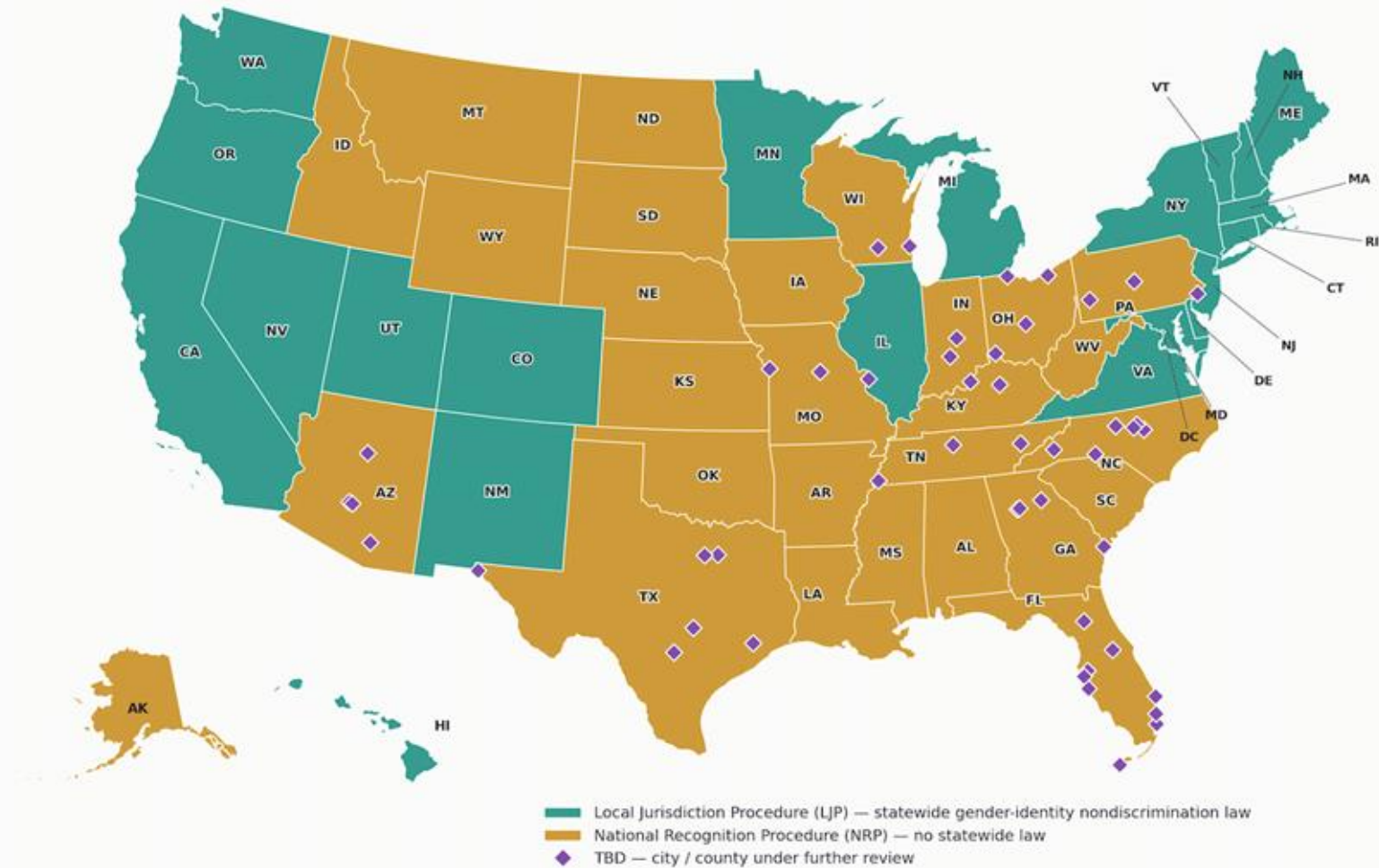
Dawson Hughes
Florida LMSC
CEO USMS



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USMS Interim Eligibility Policy — Recognition Procedure by State

Working draft for legal counsel review · September 2026 · Presumptions per Procedures Draft §3.8 — not final until confirmed by counsel

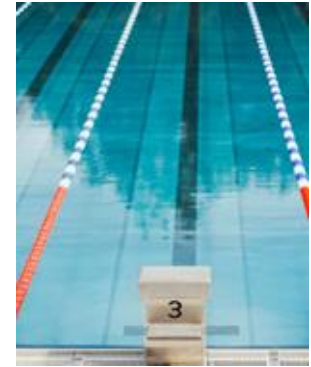


Source: USMS Interim Eligibility Policy — Procedures and Processes, Working Draft (Aug 2026), §3.8. Marker positions are approximate.



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Agenda and Links



- Interim Eligibility Policy
- National Competitive Recognition Programs
vs. Local Recognition Procedures
Opt-In Process
- <https://www.usms.org/volunteer-central/policy-and-governance/usms-policies/interim-eligibility-policy>
- <https://www.usms.org/volunteer-central/policy-and-governance/usms-policies/interim-eligibility-policy-faqs>
- Specific questions: eligibility@usmastersswimming.org

USMS Sanction and Approval System

Jessica Reilly
New England LMSC



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Event Sanction System

A faster, clearer, more user-friendly sanctioning experience for everyone involved.



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What's New for Sanctions Chairs

Review and approval now happens by email — no legacy portal login required.



Email aliases retired

Individual notification emails replace shared aliases, avoiding spam-filter issues.



Reminder emails

Chairs are automatically reminded if an event hasn't been reviewed yet.



No more ESTHER login

You no longer need to log in to the legacy ESTHER system to approve events.



Documents in the approval email

All event files are attached to the email — no searching through Dropbox.



Faster and with fewer steps

Sanctions chairs can now review, verify meet announcement compliance, and approve events entirely from their inbox.

What's New for Event Directors

The redesigned platform is built for speed, clarity, and mobile access.



Mobile-friendly design

A modern interface that works smoothly on phones, tablets, and desktop.



USMS My Account login required

All event directors sign in with their USMS My Account credentials.



Centralized dashboard

See all of your upcoming and past events in one place.



Secure document uploads

Files upload directly in the system — no more Survey Monkey.



Quicker Turnaround

Streamlined review workflows mean faster sanction approval times for event directors.

Three Ways to List Your Event



Sanction / Recognition

Fully approved USMS-sanctioned or recognized events.



Calendar Listing

Events pending full approval, shown on the calendar in the meantime.



Other

Non-sanctioned events that still want calendar visibility.



Event Documents Ready?



Ready to apply — meet announcement (pool) or safety plan application (open water) is done, and I have spoken with an LMSC rep about the event date.

Not yet ready — documentation is incomplete, so I will create a Calendar Listing now and apply for sanction/recognition once I have everything.

This confirmation step is now enforced before any sanction/recognition application can move forward.

Event-Type Requirements



Pool Events

- Location from the list of measured pools in our swim location database
- A course to validate that it is certified for times to count in the USMS Top 10 database
- Timing system to validate that times are eligible for World Record, USMS Records, or Top 10 times
- Meet Announcement
- Choose a USMS event registration partner



Open Water Events

- Add a USMS-certified referee
- Add a USMS-certified safety director
- Location from our swim locations database
- Safety Plan Application
- Course Map and Entry Form
- Choose a USMS event registration partner

Event Registration Partners

Only two providers currently offer the USMS membership verification API required for sanctioned events.



Club Assistant

Supported events:

Pool AND Open Water events

Provides real-time USMS membership verification through the event registration API.



RunSignUp

Supported events:

Open Water events ONLY

Provides real-time USMS membership verification through the event registration API.

Choosing an unsupported registration platform may delay or block sanction approval.

Why the Requirement & When It Applies

Future sanctioned events must use a preferred registration provider — the only platforms the interim policy covers.



Why It's Required

Legal basis:

Confirms swimmer eligibility and correct competition categories at the point of registration.

Also sets up accurate eligibility for recognition programs, which now vary by meet — LMSC, Nationals and World Aquatics.



Transition Period

Through Dec 2026:

Events already sanctioned or with planning underway may keep their current registration partner.

Other platforms may adopt the USMS API after a conversation with staff.

No action is required today — this is advance notice as you plan future USMS events.



USMS Measured Pools Database



Select from measured courses only — for sanctioned, recognized and calendar-listed pool events, directors choose a course from the USMS measured pool database.

Easily searchable — each listing shows the course types available and whether times can count for the results database.

Updated in real time — no guessing and no follow-up after the fact, which cuts sanction turnaround time.

Pool not listed? —Contact USMS at topten@usmastersswimming.org to have it added.

Find it: usms.org › Events › Event Central › USMS Measured Pools



Where to Get Help

Key sanctioning references for event directors — [usms.org](#) > Volunteer Central > Guide to Local Operations > Event Management.



Sanction Application Process

Step-by-step walkthrough of the pool meet sanction application, under Pool Meet Management.



Meet Announcement Template

Color-coded template covering every required element. Sanction applications must include the meet announcement (Art. 108.1.1).



Open Water Guide to Event Operations

End-to-end operations guidance for open water events, including the safety plan application.



Officials

Certified officials list, training and certification, and meet operations guides.



USMS Measured Pools Database

Modernized 5/18/2026. If a pool is not listed, submit the proper forms before the event is sanctioned or recognized.

Sanctions Chair Resources

Forms, tutorials, and reference material — usms.org > Volunteer Central > GTLO > LMSC Operations > Sanctions.



Sanctions Chairs Page

The hub for the role: system updates, tutorials, forms, and the LMSC Sanctions Chair role description.



Overview & General Sanction Information

The GTLO document covering how to ensure a well-run and properly reported sanctioned competition.



USMS Rule Book

Part 1 Swimming Rules, Part 2 Administrative Regulations, Part 3 Open Water, and Appendix A for meet directors and officials.



Running a Meet & Open Water Guide

Operational guides for pool and open water events, including the meet announcement template.



The Gatekeeper Role

The sanctions chair confirms meet plans follow USMS rules and that meet announcements are complete and accurate.

Open water safety plans and course maps are reviewed by the USMS Open Water Coordinator.

Contact Your LMSC

Use the USMS general contact form to reach your LMSC — choose the topic that matches your question.



General Information

Questions about your LMSC, its officers, meetings, or local policies.



Membership

Registration, renewals, and member record questions handled locally.



Events / Sanctions

Sanction and recognition requests, calendar listings, and event logistics.



Results / Records

Meet results submissions, Top 10 times, and LMSC record questions.

Find your LMSC and its contact form: usms.org › Volunteer Central › LMSCs › LMSC Map

USMS Contacts & Resources

Dedicated USMS service teams by department — reach the right group the first time.



Events

events@usmastersswimming.org

- Event Development Program
- Sanctions and Calendar of Events
- National Championships



Club & Coach

clubandcoach@usmastersswimming.org

- Register, renew, update club
- Club Development Program



Membership

membership@usmastersswimming.org

- Register, renew, update membership
- Insurance



Volunteer Services

(941) 256-8767 | volunteer@usmastersswimming.org — general help and LMSC officer role assistance.

**Thank you for helping keep USMS
events safe and well-run**





Wrap Up/ Q&A

Don't be afraid to ask. If you're
thinking it, someone else probably is
too!

Next Steps / **Take Action**

- ✓ What is your top takeaway from each presentation in this session?
- ✓ What is one thing that you can act on before the end of this year by December 31, 2026 in your LMSC?
- ✓ What is one thing that you would like to initiate in 2027 in your LMSC?





Thank You!

Slides, Resource Links, and Panelist
Bios will be posted on the USMS
website.

Panelist Bios



Robin Smith – Robin is the Vice Chair and Sanctions Chair for the Southern Pacific LMSC. As head of the Meet Operations Committee in Southern Pacific, she trains and mentors new Event Directors for Pool and Open Water Events. Robin works with all Southern Pacific Event Directors to ensure a quality, safe, and fair experience for everyone. She also communicates with the Southern California Swimming LSC to coordinate dual sanctioned pool and open water events.

As a veteran Sanctions Chair, she has been a resource for new and experienced sanctions chairs and coordinators in other LMSCs. And she has held additional volunteer roles in Southern Pacific over the past 15 years including Secretary, Open Water Chair, Fitness Education Chair, and Meet Operations.

Robin previously served on the USMS Board as Vice President of Programs and has been a member of multiple committees including Investment, Long Distance, and Fitness Education. Robin is a Level 3 USMS Certified Coach and a USMS Certified ALTS Instructor. She swims and coaches for Irvine Novaquatics Masters.



Panelist Bios



Omar de Armas – Omar is the current Chair of the USMS National Officials Committee. As the Chair of the Officials Committee, he leads the members to accomplish the core purpose of offering training and education opportunities for officials so that USMS competitive meets are officiated to the highest standards.

With 40+ years of experience as a meet official in Masters, USA Swimming, High School, YMCA and College he has mentored countless officials to provide the highest level of officiating ensuring the competitions are fair and provide the athletes with the overall best experiences.

Omar has served on the USMS Officials Committee for many years prior to becoming the Chair and has served on the LMSC Meet Operations committee. Omar has officiated many National Championships and served as the Meet Referee for 5 National Championship Meets.



Panelist Bios



Chris McGiffin – Chris started his USMS journey as a member in 1995. In 2004, Chris was elected as NJ LMSC Chair (5 years) and eventually was recruited to join the Legislation Committee in 2005 by Rob Copeland. Since then, Chris has served on multiple USMS committees (Marketing, LMSC Development, now Records & Tabulations) and in various positions on the USMS Board of Directors (At-Large Director, VP Programs) and extended his tenure in NJ, where he now serves as Vice Chair and Co-Membership Coordinator. Chris is a Level 3 USMS Coach and was the USMS Club Contact and Coach for Jersey Aquatic Center Masters in New Providence, NJ. He recently retired from a 30+ year career in software product management and is fortunate to spend more time now in the water.

Panelist Bios



David Miner

- USMS Open Water Coordinator for the past 8+ years
- USMS Level 3 Coach
- USMS Certified Open Water Safety Director
- USMS Certified Open Water Referee
- ASCA Level 3 Coach
- Former owner of Swim Without Limits, a business that ran open water swim events in two different states
- Former head coach of the Sarasota Sharks Masters
- Avid water enthusiast including paddling, open water swimming, scuba diving
- Avid hiker and adventurer



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Panelist Bios



Dawson Hughes has led U.S. Masters Swimming since March 2016, directing the USMS staff that supports the organization's members, clubs, coaches, volunteers, and LMSCs. During his tenure, USMS has launched College Club Swimming, acquired Grown-Up Swimming, and built a partnership with the USA Swimming Foundation to advance Adult Learn-to-Swim, where he also serves on the Board of Directors. Before USMS, he spent six years with the Orange Bowl Committee and nine seasons in ticketing and marketing leadership with the San Diego Padres and Kansas City Royals.



Panelist Bios



Jessica Reilly— Jessica is the USMS Senior Director, Business Operations and is involved with a variety of services and initiatives within USMS. She has dual responsibilities of implementing and managing our technology infrastructure and servicing and supporting our national and local volunteer efforts.

A Boston native, she attended Nichols College, where she played tennis and lacrosse and graduated with a bachelor of science in business administration with a specialization in sport management. She was inducted into the Nichols College Athletics Hall of Fame in 2016 as a dual sport athlete in women's lacrosse and women's tennis.

Before she arrived at USMS, her career in sports began working with Billie Jean King and World Team Tennis in New York City as an intern during her junior year of college. After graduation, she relocated to South Florida and worked with the NBA's Miami Heat, followed by six years with the Orange Bowl Committee, a nonprofit sports organization that promotes championship sporting events and multiple year-round activities, leading its service initiatives.

In her spare time, she enjoys an active lifestyle with her husband, Chris, and their two young children.

