

Dual-Sanctioning a USA Swimming Meet

June 4, 2026

This document provides an overview of items to consider when dual-sanctioning a meet with USA Swimming. For more information, refer to:

- **Official Rules Interpretation** - [Dual-Sanctioned Meets](#)
- [USMS Rule Book](#)
- [Guide to Local Operations](#)
- [Guide to Local Operations: Meet Management section](#)

Direct any questions about this process to USMS Event Services, events@usmastersswimming.org

Before the Meet

Check pool measurements

Determine whether the pool is in the [USMS Measured Pools Database](#). Make sure that the pool is long enough to accommodate touch pads. (look at the right-most columns in the spreadsheet)

- If a pool being considered for a sanction is NOT on file with USMS, the [Pool Length Certification Form](#) should be submitted prior to the event being sanctioned.
- If the pool is in the USMS Measured Pools Database, and is a fixed-wall course, no additional pool measurements are required.
- If the pool is in the USMS Measured Pools Database, and is a BULKHEAD COURSE, then the measurement requirements at the meet are as follows:
 - **Proper bulkhead placement must be confirmed before the meet by course measurement of the two outside lanes and a middle lane** (instructions are on pool measurement form, referenced below).
 - **Bulkhead placement must be re-confirmed after each session of the meet** (instructions are on pool measurement form, referenced below).

Create the Meet Announcement and Entry Form

Meet Announcement

- Definition: The meet announcement contains all the meet information. Ideally, this is a PDF, accessible to entrants on the web, separate from the meet entry webpage. The meet entry webpage can link to the meet announcement pdf and vice versa.
- Requirement for Meet Announcement: Sanction applications from meet or event hosts shall be accompanied by the meet announcement. ([article 108.1.1](#))
- [Template Meet Announcement](#): LMSC Standards require that meet announcements for sanctioned meets contain all required elements. A template meet announcement is available on this webpage. This template contains all the necessary elements and uses color coding to differentiate between required and optional information.
- Mandatory Elements – Each item below is fully explained in the [Overview and General Sanction Information document](#) and Template Meet Announcement:
 - The “sanctioned by” or “recognized by” statement ([article 108.1.1A\(1\)](#))
 - Meet date(s), name of facility
 - The appropriate course statement (one statement from [article 108.1.1A\(2\)](#))
 - The appropriate timing system statement (one statement from [article 108.1.1A\(3\)\(a\)-\(d\)](#))
 - Entry deadline, order of events published at least 1 week prior to entry deadline ([article 102.5.7](#))
 - The entry limit ([article 102.6.1, 102.6.4](#))

- The competition start time ([article 102.11.3](#))
- Provision for continuous warm-up ([article 102.4.1, 102.4.2](#))
- Seeding method ([article 102.10.1D](#))
- REQUIRED IF APPLICABLE:
 - If mandatory facilities standards cannot be met, the noncompliant statement per [article 106.1.3, 202.1.1E\(5\)](#)
 - If meet is prelims/finals, describe rules ([article 102.5.5](#))
 - If there are positive check-in events, provide list and deadline(s) ([article 102.8](#))
 - If two to a lane seeding will be used for freestyle events over 200m, state criteria ([article 102.10.4A\(1\)\(a\)](#))
 - If there are facility restrictions on cameras and video beyond USMS rules, provide that info ([article 102.16.3](#))

If time trials are offered describe events and format ([article 102.5.6](#))

Apply for the sanction

Beginning in 2025, pool and open water event sanction fees have been eliminated. Refer to the [Sanction Fee Grid](#) for more information. Your LMSC may charge local fees (sanction and/or one-event), please contact your LMSC Sanction Chair about fees associated with hosting a meet.

Apply for a sanction from U.S. Masters Swimming because a sanctioned meet receives insurance coverage from USMS (general liability insurance and secondary participant accident coverage). Dual-sanctioned events must obtain sanctions from both USMS and USA Swimming. Both sanctions must be held by the USA Swimming host organization. It is recommended that the same person who applied for the USA Swimming sanction also apply for the USMS sanction. The USA Swimming meet director must be in agreement that the meet is to be dual-sanctioned with USMS.

[USMS Sanction Application Process](#)

[Event Sanction System Updates](#)

Request a Certificate of Insurance (if requested by the facility)

If the facility where the event is being held requires that a Certificate of Insurance be provided, [a certificate may be obtained from USMS](#).

At the meet

U.S. Masters Swimming Rule Book

A copy of the [USMS Rule Book](#) must be accessible at the meet. The Rule Book can be viewed online. If there are any discrepancies between the online version and the printed publication, the online version will take precedence.

[Ordering a Printed Version](#) - If you'd like to order a printed version of the rule book, please use the following link to order online:

Pool measurement form - [Pool Length Form and Measurement Procedures](#)

For bulkhead pools, the pool needs to be measured **BEFORE** the meet and **AFTER** each session in which USMS members swam to confirm the bulkhead placement. The instructions are on the form. After it is filled out, email the form to: TopTen@usmastersswimming.org and to the LMSC Top 10 recorder.

Record Application for USMS and/or World Record

- World Records are due within 30 days of the swim. USMS Records are due within 90 days of the end of the season of the swim. Records can only be set in freshwater pools. It is better to submit all record applications as soon as possible.
- Complete instructions can be found on the [Application for USMS and/or World Record](#) form.
 - If a USMS or world record is set, the meet referee needs to sign the Application for USMS and/or World Record form.
 - Send the completed information to the USMS National Top Ten Coordinator via email at TopTen@usmastersswimming.org.
- The record application will need a **printout from the timing system** for the heat in which the record is set. Sometimes meets don't have printers attached to their timing system, so it's important to make sure there is a way to do this.
- A **heat sheet showing the lane assignment** of the swimmer needs to be included.
- If the meet has Omega timing that publishes results on the web, in the past USMS has accepted the web published printout from the Omega timing.

Declaration of Intent form

In a dual sanctioned meet, swimmers who hold memberships in both USA Swimming and USMS must select only one organization to represent for the entire competition. A **Declaration of Intent** form may be used to document which organization the swimmer intends to represent. The swimmer should submit this form with their meet entry indicating that they are representing USA Swimming or USMS. If the swimmer wishes to change their representation, an updated form may be submitted prior to the USMS entry deadline.

[Declaration of Intent form](#)

The swimmer will need to print this form, fill it out, sign it, and give it to the meet director at the time of his entry. **The swimmer should ALSO** submit a copy of this form to the LMSC Top 10 Recorder (in the LMSC that granted the sanction).

If prior to the USMS entry deadline, a swimmer who originally entered the meet as a USA swimmer declares his intent to compete as a USMS swimmer, **the meet host should ensure that the swimmer's USMS registration ID and USMS team name is updated in the meet database** so that their USMS status is displayed correctly on the meet program and results.

After the meet

Submit Meet Results to USMS

- The meet director should email the electronic results export file of only the USMS swimmers to the sanctioning LMSC's Top 10 recorder, who will upload it into the USMS database.
- [Instructions for creating the proper type of export file](#) are on the **first page** of the "Exporting Meet Results" document found in the Meet Management section of the USMS Guide to Local Operations:
- Any **pool measurement forms, record applications with documentation** and (if appropriate) a copy of any **Declaration of Intent** forms must be turned in to the LMSC Top 10 recorder.