

# Dual-Sanctioning a USA Swimming Meet

April 20, 2020

This document provides an overview of items to consider when dual-sanctioning a meet with USA Swimming. Please refer to the USMS rule book and the USMS Guide to Local Operations, Meet Management section, for more information.

[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](mailto:events@usmastersswimming.org)

## Before the meet

### Determine who will pay the USMS sanction fee

Please be aware that your LMSC will be billed a sanction fee after the event takes place. Your LMSC may choose to fully absorb this cost or may contact you about sharing or paying the cost. 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.

### Check pool measurements

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

- If the pool is not on the USMS list, then USMS must receive valid pool measurements before the times can count for USMS Top 10 and national records. The sanction may be granted before the measurements are received, but the meet must be marked in the USMS database as “pool does not meet requirements” until valid measurements are received.
- If the pool is on the USMS list, and is a fixed-wall course, no additional pool measurements are required.
- If the pool is on the USMS list, 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

The event host should be aware that the following items are required in the entry process for sanctioned USMS meets:

- Each USMS member must be presented with, and agree to (or sign, if on paper form), the [USMS participant liability waiver and release](#) as part of the entry process

- Each USMS member should provide their current USMS membership number, and the event host should verify that they are currently registered with USMS
- The meet announcement must include this statement (from Article 202.1.1.A.2 of the USMS rule book): “Sanctioned by (LMSC name) for USMS Inc.”
- The meet announcement must include one of these statements regarding the pool measurements - check Article 202.1.1.A.3 for the most-current wording:
  - a) The length of the competition course without a bulkhead is in compliance and on file with USMS in accordance with articles 105.1.7 and 106.2.1.
  - b) The length of the competition course has been measured and is NOT in compliance with USMS articles 105.1.7 and 106.2.1: Times achieved in the meet will NOT be eligible for USMS Top 10 and records.
  - c) The length of the competition course is not on file with USMS. Eligibility of times achieved in this meet will be contingent upon pool length measurement and approval with USMS; if bulkheads are present, their placement must also be confirmed by measurements at the meet (USMS articles 105.1.7 and 106.2.1).
  - d) The length of the competition course is in compliance and on file with USMS in accordance with articles 105.1.7 and 106.2.1, but as a bulkhead course, is subject to length confirmation. Eligibility of times for USMS Top 10 and records will be contingent on verification of bulkhead placement.
- If it is not possible to provide timing systems that will satisfy the requirements for world records, USMS records, or Top 10 submission (articles 103.18.5-103.18.7), the meet announcement must include a statement informing swimmers that times cannot be accepted for records or Top 10. (Article 202.1.1 (4))
- The order of events must be published in the meet announcement at least one week prior to the USMS entry deadline. (Article 102.5.7). Therefore, the sanction must be issued at least one week prior to the entry deadline.

### **Apply for the sanction**

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.

[The online sanction request form](#)

[Instructions for how to fill out the online sanction request form](#)

### **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. Printed versions of the official publication can be purchased from the National Office. Contact the National Office at 941-256-8767 or via email to order.

[USMS Rule Book](#)

### 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](mailto:TopTen@usmastersswimming.org) and to the local LMSC Top 10 recorder. ([Current list of LMSC Top Ten Recorders](#))

### Application for Record form

[Application for USMS and/or World Record](#)

- If a national or world record is set, **the meet referee** needs to sign the [Application for USMS and/or World Record](#) form. Complete instructions are on the form. Send the completed information to the USMS National Swims Coordinator via email at [USMSRecords@usmastersswimming.org](mailto:USMSRecords@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.
- **NOTE** that world record applications must be submitted within **60 days of the swim**. USMS national record applications must be submitted within 90 days after the end of that swim season. It is better to submit all record applications as soon as possible.

## 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 number 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

- After the meet, the meet director should email the electronic results export file of only the USMS swimmers to the sanctioning LMSC's Top Ten recorder, who will upload it into the USMS database. ([Current list of LMSC Top Ten Recorders](#)).

[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 Ten Chairman.