Requesting a USMS Sanction or Recognition for an Event
(Includes: Adding a Non-Sanctioned Event to the USMS Calendar of Events)

The process for requesting a sanction or a recognition for an event begins the same way as it does to add an event to the USMS Calendar of Events. 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 entry form, should be submitted using this online process.

This tutorial will cover the following steps:

**Entering the Event Information**
- Sanction, Recognition, or Calendar Listing only
- Requestor’s contact info
- Event date and title

**Entering the Contact Information**
- Event Director
- Data Coordinator (optional)
- Head Referee (optional)
- Other (optional)

**Entering the Venue**
- Search for a venue in the database
- Add a new venue

**Entering the Meet Entry Information**
- Meet web site
- Upload the entry form
- Upload a safety plan (for open water events)
- Request info on marketing materials

**Reviewing your submission**

Uploading a revised entry form (optional)
Begin the process as follows:

From usms.org, move your mouse over the **Events & Results** tab, then select **Sanction an Event** from the pop-up.

In the following example, we are going to be requesting a sanction for an event.

**Someone can also enter a non-sanctioned event using the same forms. Just select “Calendar Request Only” (in the “Request Type” field on the next page) and the event will be posted in the calendar, but the LMSC Sanctions chair will not receive a sanction request.**

Note that a “Calendar Only” request still must be approved by the LMSC Sanctions chair, to avoid spam postings.
Instructions on how to use this form
Form Worksheet
General information on Pool sanctions/recognition
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.

Search for a Previous Event

For Questions about USMS Sanctions:
E-mail: events@usmastersswimming.org
Call: 941-256-8767

Blue Text Indicates A Required Item

Event Info

Request Type: Sanction/Recognition ▼
Sanction/Recognition
Sanction/Recognition

Your Name: Calendar Request Only

Your Email Address: events@usmastersswimming.org

Confirm Email Address: events@usmastersswimming.org

Your Phone Number: 941-256-8767

Host Organization: Sarasota Swim Team

Postal/Virtual Meet? No ▼

Event Type: Competition ▼

Course Type: Short Course Yards ▼
<table>
<thead>
<tr>
<th>Sanction Type:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Country:</td>
<td>USA</td>
</tr>
<tr>
<td>Event LMSC:</td>
<td></td>
</tr>
</tbody>
</table>

**Event Start Date:** 02/06/2018  
**Event End Date:** 02/06/2018

**Event Title:** 0218 Sarasota Puddle Jump  
**Series Title:**

**Description Of Event:**

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**AUSMS 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.

**Not Sanctioned or Recognized By USMS** allows your event to be displayed on the calendar, but it will not receive sanction or recognition status by USMS.

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*Click to submit when done*  
*Blue fields are required*
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.
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.

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.

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Call: 941-256-8767

Please Search For An Existing Venue

We have a database of venues.
Our venue is already in the database, so we will choose it.

We are searching by city and state in this example, although you can search by “Venue Name” (or part of the name) as well.
Adding a New Venue

Confirm that this is the correct venue. You may skip to Page 10.

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

Sarasota YMCA Selby Aquatic Center
8301 Potter Park Drive
Sarasota, FL 34238 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
For Questions about USMS Sanctions:
E-mail: events@usmastersswimming.org
Call: 941-256-8767

Search For An Existing Venue

Add A New Venue

Blue Text Indicates A Required Item

Venue Name: Prairie Village Swimming Pool

Venue Email Address
Confirm Email Address
Venue Phone Number: (913) 385-4650

Venue Country: USA
Venue Address 1: 7711 Delmar St,
Venue Address 2:
Venue City: Prairie Village
Venue State: Kansas (KS)
Venue ZIP/Postal Code: 66208

Venue Website URL: http://www.pvkansas.com/

Upload Photo: Choose File No file chosen

Add Your Venue And Advance To Next Step
For Questions about USMS Sanctions:
E-mail: events@usmastersswimming.org
Call: 941-256-8767

Prairie Village Swimming Pool
7711 Delmar St,
Prairie Village, KS 66208 USA
http://www.pvkansas.com/

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 an 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.

Please note that you will be able to upload a modified entry form if it should be updated at a later date (see instructions later in this document).

Acceptable file formats for the entry form are .doc, .docx, .pdf, .pages, .rtf, .txt, .wpd, and .wps.
You will need to check the box acknowledging that you agree to run this event according to the USMS Sanction Requirements.

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.

Submit Final Information

Event Information

Request Type: Sanction/Recognition

Your Name: USMS Event Services
Your Email Address: events@usmastersswimming.org
Your Phone Number: (941) 256-8767
Your Organization: Sarasota Swim Team

***Please be aware that your LMSC will be billed a $50 sanction fee after the event takes place. Your LMSC may choose to fully absorb this cost, or may contact you about sharing the cost.***

An event sanctioned by USMS, Inc., through one of its Local Masters Swimming Committees (LMSC), must meet all of the following criteria:

1. Conduct of the event must be in strict compliance with applicable swimming rules and administrative regulations of USMS, Inc. A current USMS rule book must be available at the event.

2. The referee shall be certified as a stroke and turn judge, starter, or referee by USA Swimming, YMCA, or any other USMS-approved certifying body. See Article 103 of the USMS rule book for certification requirements.

3. Any income derived from the event must be used for the general welfare of the promoting organization as a whole. A sanction may not be issued to any organization whose interest in sports and games is purely commercial, or where the event is to be promoted solely for the profit or the advertising value to be derived there from. (Article 202.1.1.E)

4. Entry forms and programs must bear the statement “Sanctioned by (LMSC name) for USMS, Inc.” Event entry forms and programs may include the statement “Sanction number ____” (Article 202.1.1.A)

5. Meet information shall include ONE of the following statements:
   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.
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).

Register A New Event

Your request has been officially submitted. You should have received a confirmation in your email inbox, and you will receive notice when your request is reviewed.

Thank you!

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.

At this point you are done and you may close your browser to exit the application.

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See next page for how to upload a revised entry form...
Uploading a Revised Entry Form (Optional)

After your event has been approved, you may find that you need to upload a revised entry form. From the USMS web site you can search the Calendar of Events, find your event, and submit the revised form.

From usms.org, move your mouse over the *Events & Results* tab, then select *Calendar of Events* from the pop-up menu.
We want to upload a new entry form for the Sarasota Puddle Jump. Click “View Details of the Event”

Event Directors Only:
Submit a change to this event’s listing
Request that this event be removed from the calendar

Click “Submit a change to this event’s listing”
In the “Entry Information” tab, select “Edit Information”

Upload the revised entry form. Click the “Browse” button if you need to search for the form on your computer’s hard drive.