

# 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

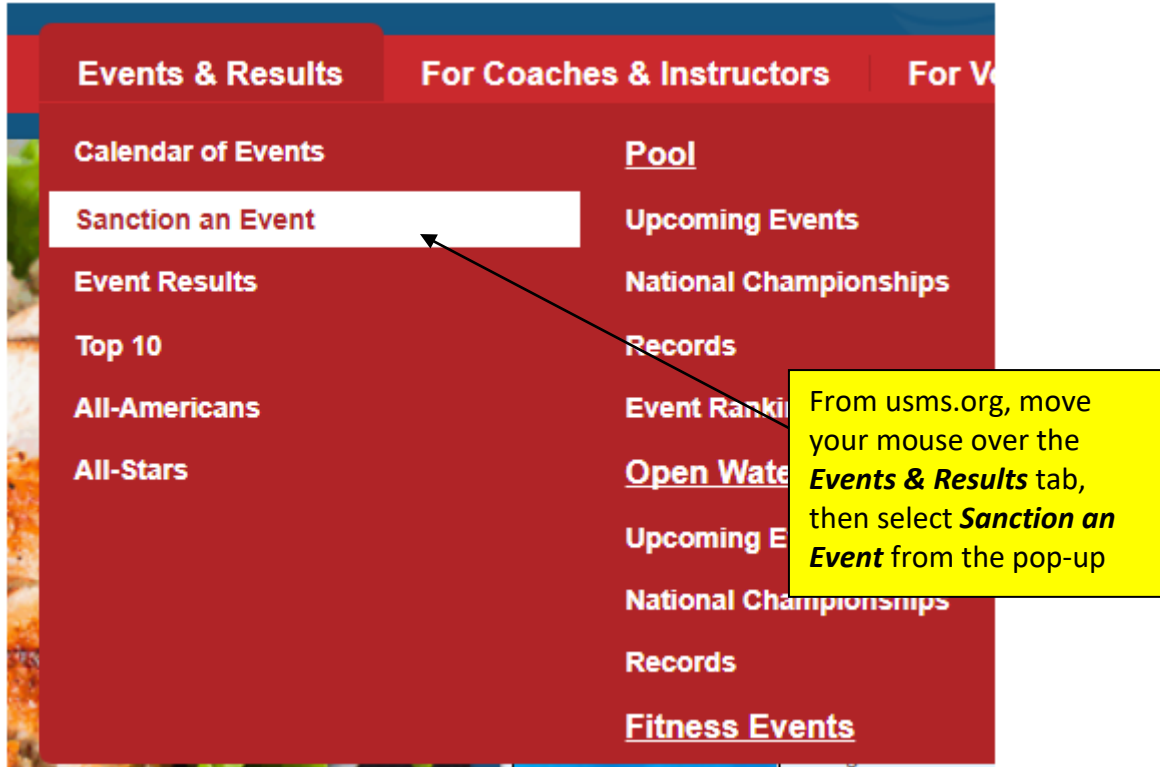
## **Entering the Meet Entry Information**

- 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:



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.

# Submit A New Event

- Event Info**
- Contact Info
- Venue Info
- Entry Info
- Review & Submit

- [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.

[Search for a Previous Event](#)

### For Questions about USMS Sanctions:

E-mail: [events@usmastersswimming.org](mailto:events@usmastersswimming.org)  
Call: 941-256-8767

[Clear Entire Request](#) [Go](#)

*Blue Text Indicates A Required Item*

### Event Info

Request Type:	<input type="text" value="Sanction/Recognition"/>	<div style="border: 1px solid black; padding: 5px;"><p><b>Sanction/Recognition</b> submits the application for sanction or recognition by USMS. Later in this form, you'll specify whether it is a Sanction or a Recognition.</p><p><b>Calendar Only</b> allows your event to be displayed on the calendar, but it will not receive sanction or recognition status by USMS. This can be changed at a later date.</p><p><b>If this event is to be sanctioned but the date is still tentative,</b> select Calendar Only (USMS Sanction/Recognition can only be granted for events with firm dates).</p></div>
Your Name:	<input type="text" value="Calendar Request Only"/>	
Your Email Address:	<input type="text" value="events@usmastersswimming.org"/>	
Confirm Email Address:	<input type="text" value="events@usmastersswimming.org"/>	
Your Phone Number:	<input type="text" value="941-256-8767"/>	
Host Organization:	<input type="text" value="Sarasota Swim Team"/>	
Postal/Virtual Meet?	<input type="text" value="No"/>	
Event Type:	<input type="text" value="Competition"/>	
Course Type:	<input type="text" value="Short Course Yards"/>	

Sanction Type:

Event Country: USA

Event LMSC:

Event Start Date: 02/06/2018

Event End Date: 02/06/2018

Event Title: 0218 Sarasota Puddle Jump

Series Title:

Description Of Event:

[Advance To Contact Information](#)

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.

**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.

Blue fields are required

Click to submit when done

**For Questions about USMS Sanctions:**

E-mail: [events@usmastersswimming.org](mailto:events@usmastersswimming.org)

Clear Entire Request ▼

Go

Call: 941-256-8767

*Blue Text Indicates A Required Item*

**Event Director**

Director's Organization:

**Director's Name:**

Director's Email Address:

Confirm Email Address:

Director's Phone Number:

Director's Country:

Director's Address 1:

Director's Address 2:

Director's City:

Director's State:

Director's ZIP/Postal Code:

Submit & Advance To Next Step

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.

**Advance Without Adding More Contact Info**

Providing as much information as possible allows USMS and your local LMSC to provide you with the best possible service and benefits.

Would you like to provide contact information for the following position?

Display Information Publicly?

**Event Director** [Edit](#)

**Data Coordinator** [Add Contact Info](#) [Same As Event Director](#)

**Head Referee** [Add Contact Info](#) [Same As Event Director](#)

**Other Contact** [Add Contact Info](#) [Same As Event Director](#)

**Advance Without Adding More Contact Info**

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.

[Event Info](#)
[Contact Info](#)
[Venue Info](#)
[Entry Info](#)
[Review & Submit](#)

**For Questions about USMS Sanctions:**

E-mail: [events@usmastersswimming.org](mailto:events@usmastersswimming.org)

Call: 941-256-8767

Clear Entire Request ▼

[Go](#)

**Please Search For An Existing Venue**

[Search For Your Venue](#)

*Please search for an existing venue.  
If after conducting a search you cannot find your venue at that point add your venue.*

[Add A New Venue](#)

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.

### USMS Venue Lookup

You may search by one field or any combination of fields

[Cancel Search](#)

Venue Name:

Venue City:

State:

[Find Your Venue!](#)

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

### USMS Venue Lookup

You may search by one field or any combination of fields

[Cancel Search](#)




Venue Name:

Venue City:

State:

[Find Your Venue!](#)

Our venue is already in the database, so we will choose it

Add Venue	Venue	Venue Picture
<a href="#">Choose This Venue</a>	<b>Sarasota YMCA Selby Aquatic Center</b> 8301 Potter Park Drive Sarasota, FL 34238 USA	
<a href="#">Choose This Venue</a>	<b>Siesta Key Public Beach - on the Gulf of Mexico</b> 909 Beach Road Sarasota, FL 34242 USA	
<a href="#">Choose This Venue</a>	<b>Arlington Park Aquatic Complex</b> 2650 Waldemere St Sarasota, FL 34239 USA	

**For Questions about USMS Sanctions:**E-mail: [events@usmastersswimming.org](mailto:events@usmastersswimming.org)

Call: 941-256-8767

Clear Entire Request ▾

[Go](#)

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](#)

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

**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](#)

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

**Adding a New Venue**



[Event Info](#)[Contact Info](#)[Venue Info](#)[Entry Info](#)[Review & Submit](#)

For Questions about USMS Sanctions:

E-mail: [events@usmastersswimming.org](mailto:events@usmastersswimming.org)

Call: 941-256-8767

### Add A New Venue

*Blue Text Indicates A Required Item*

**Venue Name:**

Venue Email Address

Confirm Email Address

Venue Phone Number:

The blue fields are required; all others are optional

**Venue Country:**

Venue Address 1:

Venue Address 2:

**Venue City:**

**Venue State:**

**Venue ZIP/Postal Code:**

Venue Website URL:

Upload Photo:  No file chosen

[Event Info](#)

[Contact Info](#)

[Venue Info](#)

[Entry Info](#)

[Review & Submit](#)

**For Questions about USMS Sanctions:**

E-mail: [events@usmastersswimming.org](mailto:events@usmastersswimming.org)

Call: 941-256-8767

Clear Entire Request ▾

[Go](#)

**Prairie Village Swimming Pool**

7711 Delmar St,

Prairie Village, KS 66208 USA

<http://www.pvkansas.com/>

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](#)

Review the information and click to add the 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](mailto:events@usmastersswimming.org)

Call: 941-256-8767

Clear Entire Request

*Blue Text Indicates A Required Item*

Event Website URL:

Online Entries URL:

Upload An Entry Form:  Fitness Events.docx

Display Entry Form Publicly?

Date Entries Close:

Upload A Safety Plan:  No file chosen

Other Document  
(Entries Plan, Event Itinerary, etc):  No file chosen

Last Year's Size:  Participating

This Year's Estimated Size:  Participating

Comments To The Sanctions Chair:

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.

**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](#)

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

**Submit Final Information**

**Event Information** [Edit 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

[I Agree](#) [I Do NOT Agree](#) [Print This](#)

**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** [Edit 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

**Postal?** No

**Event Type:** Competition

**Course Type:** Short Course Yards

**Pool Measured:** Yes

**Sanction Type:** Sanctioned by USMS

**Event Country:** United States Of America

**Event LMSC:** Florida

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

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

**Event Title:** 0218 Sarasota Puddle Jump

**Series Title:** None Entered

**Description:** None Entered

▶ **Contact Information**

▶ **Venue Information**

▶ **Entry Information**

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).

The screenshot shows a web page with a blue border. At the top, it says "Register A New Event". Below that, a large bold message reads: "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." Underneath is "Thank you!". There are two yellow callout boxes. The left one points to a blue link with a printer icon: "Click here for a printer-friendly version of the form". The right one points to a blue button labeled "Submit Another Request".

**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.

[Click here for a printer-friendly version of the form](#)

[Submit Another Request](#)

You may click on "Submit Another Request" to submit an additional request or you may close the browser to exit the application.

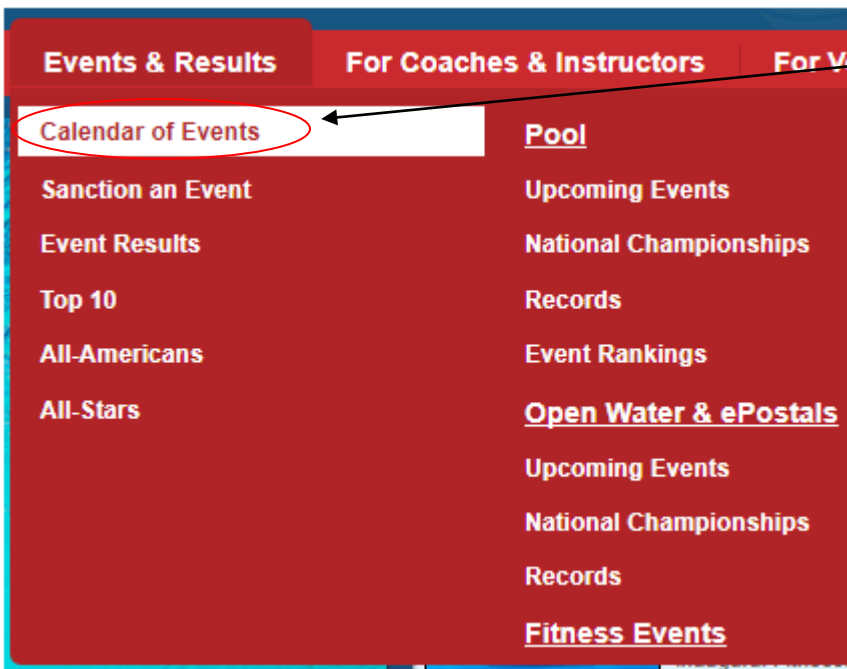
At this point you are done and you may close your browser to exit the application.

=====

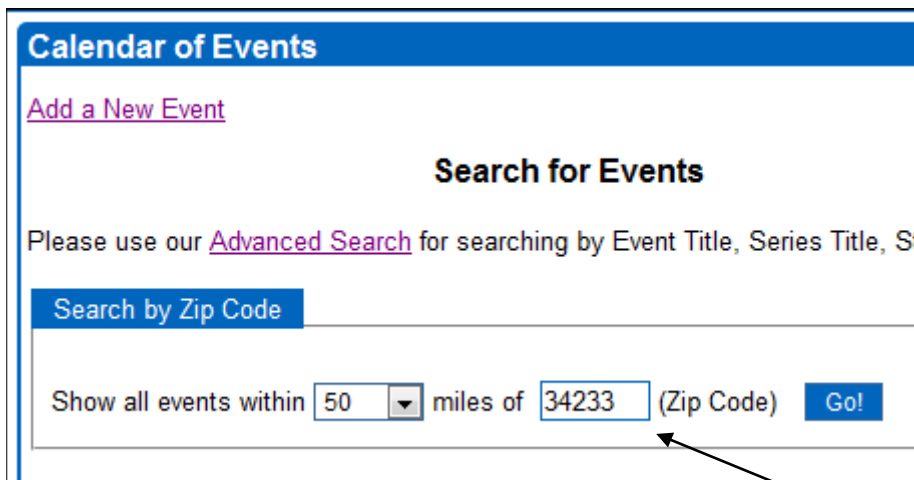
**See next page for how to upload a revised entry form...**

## 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



The image shows a screenshot of the 'Calendar of Events' search page. The page has a blue header with the text 'Calendar of Events'. Below the header, there is a link 'Add a New Event'. The main heading is 'Search for Events'. Below this, there is a text prompt: 'Please use our [Advanced Search](#) for searching by Event Title, Series Title, St'. There is a blue button labeled 'Search by Zip Code'. Below this, there is a search form with the text 'Show all events within' followed by a dropdown menu showing '50', 'miles of' followed by a text input field containing '34233', '(Zip Code)', and a blue 'Go!' button. A black arrow points from a yellow callout box to the '34233' input field.

Search for the event

## Calendar of Events


[Add a New Event](#)

### Events


Sorting Events By Starting Date

Sort Instead By [Distance From Your Location](#) || [Ending Date](#)

[Advanced Search](#)

 *Denotes That An Event Is Sanctioned By USMS*

 **Feb 15 - 18, 2012 - Short Course Yards**  
Fun Meet  
Sarasota, FL 34239  
3.38 Miles From Zip Code 34233  
  
[View Details Of The Event](#)

 **Mar 3, 2012 - Short Course Yards**  
**2012 Sarasota Puddle Jump**  
Sarasota, FL 34238  
2.57 Miles From Zip Code 34233  
  
[View Details Of The Event](#)

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"



## Edit Existing Meet

Please click "Edit Information" in the section that you would like to edit. Changes that you submit will be reviewed, and upon approval, will be displayed on the Calendar of Events.

**No changes are officially made until this page is submitted**

[Finalize Submission Changes](#)

▶ [Event Information](#)

▶ [Contact Information](#)

▶ [Venue Information](#)

▼ [Entry Information](#)

In the "Entry Information" tab, select "Edit Information"

[Edit Information](#)

Event Website: [www.usms.org](http://www.usms.org)

Link To Paper Entries: *None Entered*

Link To Online Entries: [www.usms.org](http://www.usms.org)

Date Entries Close: *None Entered*

Last Year's Est. Attendance: 0 - 49 People

This Year's Est. Attendance: 50 - 99 People

Interested In Marketing Materials: Yes

Entry Form: [View Entry Form](#)

Display Entry Form Publicly: Yes

Online Entries URL:

Upload An Entry Form:

[View Previously Uploaded Entry Form](#) [Remove](#)

Display Entry Form Publicly?

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