

Dual-Sanctioning a USA Swimming Meet

April 25, 2017

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 Operations, Meet Management section, for more information.

USMS Rule Book: <http://www.usms.org/rules/>

Guide to Operations: <http://www.usms.org/admin/lmschb/>

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

Before the meet

Determine who will pay the USMS sanction fee

The 2017 USMS sanction fee is \$50.00. The fee is billed to the LMSC that grants the sanction. The LMSC may choose to pay the sanction fee out of LMSC funds, or it may choose to require the meet host to pay the \$50.00 fee before granting the sanction.

Check pool measurements

Determine whether 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):

<http://www.usms.org/%7Erectabs/poollengthdb.xlsx>

- 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 entry form and information

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 (sign if on paper form), the USMS participant liability waiver 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 entry information 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 entry information 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.

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), 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 aware that the meet is also being sanctioned by USMS.

The online sanction request form is here:

<http://www.usms.org/comp/sanction/request.php>

Instructions for how to fill out the online sanction request form are here:

http://www.usms.org/admin/lmschb/gto_sanc_request_tutorial.pdf

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.

Instructions for how to request a Certificate of Insurance:

http://www.usms.org/admin/lmschb/gto_ins_online_certificate.pdf

Online Certificate of Insurance request form:

<http://portal.esixglobal.com/request/default.aspx?auth=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 at this page: <http://www.usms.org/rules/>

Hard copies of the rule book may be purchased from the USMS national office. Instructions are on the above page.

Pool measurement form

http://www.usms.org/admin/lmschb/gto_rectab_pool_measurement.pdf

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, either scan and email the form or snail-mail it (if it's snail-mailed, keep a copy just in case it is lost in the mail).

If it is emailed, it should be sent to: TopTen@usms.org and to the local LMSC Top 10 recorder.

If it is snail-mailed, mail to:

Anna Lea Matysek, U.S. Masters Swimming Membership Director
655 N. Tamiami Trail, Sarasota, FL 34236

Application for Record form

http://www.usms.org/admin/lmschb/gto_rectab_record_application.pdf

- If a national or world record is set, the meet referee needs to sign this form. Instructions are on the form for where it should be sent (to Mary Beth Windrath).
- 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

The Declaration of Intent form is **ONLY** used if a swimmer enters the meet under his USA Swimming membership number, but wants his times to count for FINA world record and FINA Top 10 consideration. (This is a rare situation that usually only occurs in a high-level USA Swimming meet, such as the Arena Pro series, where all entrants must be USA Swimming members.)

http://www.usms.org/admin/lmschb/gto_sanctions_declaration_of_intent.pdf

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

After the meet

Submit Meet Results to USMS

After the meet, the meet director should email the Hy-Tek electronic results export file to Anna Lea Matysek at: MeetResults@usms.org. Include a list of the Masters swimmers' names. Anna Lea will strip out the USA swimmers from the file and then send it to the appropriate LMSC 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 Operations:

http://www.usms.org/admin/lmschb/gto_export_results.pdf