

Sanctions/Recognitions

Revised Nov 17, 2024

General Information

USMS has an obligation to its swimmers to ensure well-run, properly reported competitions. To that end, sanctioning and recognizing events are a crucial LMSC function to ensure that event hosts follow the requirements of **article 108 and article 202** in the USMS rule book. The LMSC sanctions chair is responsible for all phases of the process, including early scheduling to avoid conflicts or overlaps and working with the Top 10 Recorder to ensure meet results are submitted in a timely manner. An LMSC that does not have a sanctions chair may coordinate with another LMSC for coverage of the sanction chair role.

The sanctions chair ensures that:

- Sanctioned or recognized meet plans follow applicable USMS rules;
- Meet announcements for sanctioned meets are complete and accurate;
- Sanctioned open water event plans follow USMS rules and safety plans are reviewed by the USMS Open Water Coordinator.

USMS Rule Book

A copy of the current USMS rule book is required to be available at the event. [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 online.](#)

Suggested Timeline for Sanctioning or Recognition

TIMING	EVENT HOST	SANCTION CHAIR
≥ 6 months	Determines event. Confirms venue. Submits date request to LMSC. Confirms meet referee.	Advisory Role
4 to 6 months	Drafts meet announcement.	Reviews meet announcement. Corrects and confirms as necessary. Answers event host's questions.
	Submits online USMS event application including upload of meet announcement (usually PDF).	Approves sanction request, which generates USMS sanction number and posts event to USMS calendar. Meet host or sanction chair can add sanction # to meet announcement and upload final version to USMS
After event	Submits meet results and, if applicable, pool measurement paperwork to LMSC Top 10 recorder. (Some LMSCs require pre-sanction	Reviews meet with Event Host: focus on successes and areas for improvement.

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	confirmation of pool measurements.) Submits the observer report form to LMSC Top 10 recorder (recognized meets only). Saves meet paperwork for 2 years (Some LMSCs have paperwork mailed to the Top 10 recorder)	
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Sanctioned, Recognized, and Dual-Sanctioned Events

Sanctioned Events

- Every competitor in a sanctioned event must be a member of USMS members or another World Aquatics (AQUA) recognized national governing body for Masters swimming (**article 202.1**).
- USMS members and meet hosts, staff and volunteers are covered by liability and excess personal accident insurance during a sanctioned event. For more information, see the [Insurance section](#) of the online USMS Guide to Local Operations.
- Times achieved at sanctioned events that comply with all mandatory swimming rules in Part 1 of the USMS rule book shall be considered for USMS national records, USMS Top 10 times, and (for SCM and LCM courses) AQUA Top 10 and world records (**article 202.1**).
- World records can only be set in AQUA or USMS sanctioned, timed finals meters competitions. If a USMS member is competing in a dual-sanctioned meters meet conducted in a preliminary and finals format, they may only compete in the preliminary session for their times to count for world records.

Recognized Events

- In recognized events, participants are not required to be USMS members, but only USMS members' times can be considered for USMS records and Top 10 rankings (**article 202.2**).
- Recognized events and their participants are not covered by USMS insurance.
- The conduct of a recognized event shall conform to relevant USMS swimming rules and administrative regulations. See **article 108.2.1 A** for a list of relevant rules.
- Times achieved by USMS members at recognized events may be considered for USMS national records and Top 10 times if a designated USMS observer is present and verifies in writing that the conduct of the competition conforms to the relevant USMS swimming rules and administrative regulations. Times achieved at recognized events are not eligible for AQUA Top 10 or world records (**article 108.2.1 B**). The required observer report can be found in Appendix B of the USMS rule book. USA Swimming meets are automatically recognized and do not require an observer.

World Aquatics Member Federation Meets: Times achieved at a meet sanctioned by an AQUA member federation shall be considered for USMS national records and Top 10 times without formal application for recognition if the USMS member registers for the with their USMS ID. It is the swimmer's responsibility to submit times achieved in the meet with complete documentation, including pool measurement forms if applicable, to the LMSC Top 10 recorder (**article 202.3**).

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Summary of Differences Between USMS-Sanctioned and USMS-Recognized Events	
USMS-Sanctioned Event (pool or open water)	USMS-Recognized Event (pool only)
All participants must be current USMS members 202.1	USMS membership not required
Participants are covered by USMS liability and participant accident insurance	No insurance coverage from USMS
Times swum by USMS members are eligible for: <ul style="list-style-type: none"> • USMS Top 10 rankings • USMS national records • AQUA Top 10 (SCM and LCM only) • AQUA world records (SCM and LCM timed finals or prelims times only) 	Times swum by USMS members may be eligible for: <ul style="list-style-type: none"> • USMS Top 10 rankings • USMS national records
No USMS observer required.	For times from non-USA Swimming or non-World Aquatics meets to be eligible for USMS records and Top 10 rankings, a designated onsite USMS observer must confirm in writing that the competition complied with relevant USMS rules cited in 108.2. See Appendix B for Observer's Form.

Automatic Recognition of USA Swimming Meets and other USA-S Considerations

- USA Swimming meets, both sanctioned and approved, are automatically considered to be recognized and need not apply for USMS recognition. The meet must comply with all relevant USMS rules, including pool measurement rules, for times to count for USMS purposes. It is the responsibility of the swimmer to submit their times from these USA Swimming meets, along with complete documentation, to the Top 10 recorder of the jurisdictional LMSC (**article 202.3**).
- Sanctions chairs are not allowed to approve recognitions for USA Swimming meets. If a USA Swimming meet wishes to allow adult participants who are not USA-S members, but are USMS members of USMS, the meet organizer must apply for dual sanction (not recognition) with USMS. USMS only provides insurance coverage to sanctioned (not recognized) meets. In a dual-sanctioned USA-S/USMS meet, the participants who compete as members of USA Swimming are covered by USA Swimming's insurance and the participants who compete as members of USMS are covered by USMS's insurance.

Dual-Sanctioned Events (USMS & USA Swimming)

- [Dual Sanctioning a USA Swimming Meet](#)
- [Official Rules Interpretation for dual sanctioned meets.](#)
- Dual-sanctioned events must obtain sanctions from both USMS and USA Swimming.
- Both sanctions must be issued to the USA Swimming host organization.

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- 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 agree that the meet shall be dual-sanctioned with USMS.
- Participants in the event must be members of one of the two organizations. Those that are members of both must select one organization with which to compete for the entire meet.
- Dual membership cannot be used to exceed the daily event limits imposed by either organization.
- Automatic recognition of times achieved by a USMS swimmer competing in the USA-S portion is still available.
- The host organization cannot be required to accept a participant from either USMS or USA Swimming that would otherwise be barred from participation by their respective organizations.
- A dual-sanctioned event must meet relevant USMS requirements for insurance coverage to be in effect, including that all USMS participants are current USMS members and that they sign the USMS waiver and release of liability form.
- There are three types of dual sanctioned meets: Combined, Parallel, and Interwoven. See Appendix B for an explanation of each type.
- USMS record and Top 10 submissions must comply with all USMS documentation requirements, including meet announcement and pool measurement information. The competition course's measurements must be in the USMS database of measured pools and a bulk-head course must be measured before and after each day's meet session per USMS rules. See 105.1.7 and the pool measurement links below.

Pools and Facilities

Before approving a sanction or recognition request, it is the LMSC sanction chair's responsibility to determine whether the pool appears in the USMS list of measured pools and meets the minimum length requirements. If the pool does not appear in the list of measured pools, the sanctions chair should mark the sanction or recognition request as **not meeting** USMS pool measurement requirements. If measurements are later obtained and approved for inclusion in the USMS list of measured pools, the approved online sanction (including meet announcement) or recognition can be updated to reflect that the pool now meets measurement requirements.

Competition Course Requirements

- All pools used in competition must comply with mandatory facilities standards (**article 106**), including pool length, for times to be accepted for USMS Top 10 and record consideration. A "Pool Length Certification Form" must be on file with USMS or submitted with the sanction or recognition application.
- The USMS list of measured pools by state and course can be found on the Sanction Chairs and Running a Meet pages.
- See "When to measure pools" on the Sanction Chairs page and the Running a Meet page.

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- Sanctions and recognitions may be issued for events contested in pools that do not meet minimum USMS facilities standards. In these cases, results **cannot** be considered for USMS Top 10 and records. Meet entry information for contests in such pools must clearly state “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.” (**articles 106.1.3 and 108.1.1A(2)(b)**)
- For events swum in a pool using a moveable bulkhead:
 - Before the meet begins, initial measurements of all lanes must be taken (if not on file with USMS), or of the two outside lanes and a center lane (if a full set of measurements is on file with USMS), and
 - The pool’s length must be verified for bulkhead placement after each session. “Pool Length Certification Forms” from each session must be submitted, after the meet, to the LMSC Top 10 Recorder. They should also be included with any USMS record applications (**article 105.1.7**)

Timing System Specifications: Sanction chairs should work with the meet host to ensure the meet host understands the types of each timing system and the benefits and requirements of each.

- There are three types of timing systems: Automatic, Semiautomatic and Manual. See **article 103.17.1** for detailed definitions.
- The primary, secondary, and tertiary timing systems determine if and how the times from a meet may be used for records and/or Top 10. See **article 103.17.2**
- See the table at **article 103.18.10** showing how times from automatic, semiautomatic, and manual timing systems can or cannot be used for records and Top 10 rankings.

Meet Announcement (for pool meets):

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 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 the [Sanction Chairs page](#) and the [Running a Meet page](#). This template contains all the necessary elements and uses color coding to differentiate between required and optional information.

- Meet hosts aren’t required to use the template but may find it helpful to ensure the meet announcement has all required elements.
- LMSC Standards require that meet announcements for sanctioned meets contain all required elements.
- The template includes all the verbatim language required in a meet announcement for a sanctioned meet. In the two instances (course description and timing system) where one of the four verbatim descriptions are required as applicable, the user should simply delete the inapplicable options.

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Required Verbatim Statements:

- **“Sanctioned by” statement:** The meet announcement must bear the statement “Sanctioned by (LMSC name) for USMS Inc.” in accordance with **article 108.1.1 A (1)**. Entry forms and programs may include this statement.
 - For Open Water events, entry forms, programs and results must include this statement. (**article 203.3.3B**).
- **Course Description:** The meet announcement shall include ONE of the following statements, per **article 108.1.1A(2)**:
 - (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.
- **Timing System Statement:** The meet announcement shall include a description of the timing system intended to be used at the meet and ONE of the following statements (article 108.1.1A(3)):
 - (e) Times from this competition will be eligible for world record, USMS record, and Top 10 consideration.
 - (f) Times from this competition will be eligible for USMS records and Top 10 consideration, but not for world records.
 - (g) Times from this competition will be eligible for USMS Top 10 consideration, but not for world or USMS records.
 - (h) Times from this competition will not be eligible for world record, USMS record, or Top 10 consideration.

Other Required (R) and Recommended Meet Announcement Elements

- If mandatory facilities standards (noted with [M] in the rule book) cannot be met, include a statement that events conducted in the facility are noncompliant and times will not count for USMS records and Top 10 (**106.1.3, 202.1.1E(5) (R)**)
- The starting time of the meet (**article 102.11.3) (R)**. See **article 102.11.4** for information about changing a program or postponement.
- The warm-up and warm-down space and procedures. For standard meets: **article 102.4.1**. For dual-sanctioned meets: **article 102.4.2. (R)**

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- The order of events and format. Any events labeled “choice” or “open” or labeled other than in 102.5.2 are not eligible for USMS official purposes. **(articles 102.5.1-2, 102.5.5, 102.5.7)**, also see “Meet Procedures”, below) **(R)**
- If the events are conducted in a format other than timed finals (yards meets only, not allowed in SCM or LCM meets), the process for seeding, contesting the event and determining the final places are included in the meet announcement **(article 102.5.5, 102.10.1A) (R)**
- If time trials are offered, the list of events and the format (yards meets only) **(article 102.5.6) (R)**
- The entry fee, entry deadline(s) and the entry procedure for individuals **(article 102.7, 102.11.3)**
- The entry fee, entry deadlines(s) and entry procedure for relays and relay only swimmers **(articles 102.9.4, 102.11.3)**
- The entry limit: Maximum 6 individual events per day for a sanctioned timed finals competition **(article 102.6.1)**. Maximum 3 individual events per day for a prelim/finals competition **(article 102.6.4)**. No limit for a recognized meet.
- The age determining date for the competition (yards: last day of meet) (meters: age as of Dec. 31) **(article 102.2)**
- The age groups for individuals (18-24, 25-29, 30-34, ... 5-year groups) **(article 102.3.1)** (see **article 102.3.3** for outside organization’s meets)
- The age groups for relays (yards: 18+, 25+, 35+...10-yr groups) (meters: 72-99, 100-119, 120-159...40-year groups) **(article 102.3.2-102.3.3)**
- The check-in and scratch procedures for individual and relay events **(article 102.8) (R)**
- The seeding method for all events **(article 102.10.1D) (R)**
- If applicable, a description of the scoring system **(articles 103.19.1 – 103.19.3)**
- If applicable, a description of any awards **(article 103.20)**
- If used, the criteria under which freestyle events over 200 meters will be swum 2 to a lane **(article 102.10.4A(1)(a)) (R)**
- If possible, the virtual and/or physical location of the meet programs and heat sheets before and during the meet **(article 102.10.1E)**
- If possible, the virtual and/or physical location of the results during and after the completion of the meet
- The location of the pool and other useful information such as parking provisions, driving directions, a description of the facility and racing course(s), information about any social events, information about nearby hotels and accommodations
- If applicable, any facility or LMSC restrictions on the use of cameras, video equipment and drones **(article 102.16)**
- If applicable, the sanctioning LMSC or the meet host may also impose further restrictions (on cameras, video equipment and drones) and shall include such information in the meet announcement **(article 102.16.3) (R)**

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Entry Form Requirements:

Proof of Membership: Each USMS member must provide their current USMS membership number (**article 202.1.1E(6)**) (R). However, at the discretion of the meet director (excepting national championship meets) a swimmer may enter “number pending, as long as proof of membership is presented before the swimmer participates in the event (**article 202.1.1.E(6)**).

USMS Waiver and Release of Liability Form: The entry form must contain the [language of the USMS waiver and release of liability form as stated in USMS policy](#). The release can be found in the [Running a Meet section](#) of the USMS online Guide to Local Operations and on the Sanction Chairs page. All swimmers, before participating, must sign the liability release (**article 202.1.1A(1), 204.1**) (R)

- For meets using Club Assistant for online entry, entrants are required to electronically sign the waiver form during the entry process.
- Additional information is available on the Sanction Chairs page: “Requirements for U.S. Masters Swimming Liability Release.”
- While in-person signing of the liability release on the day of the event is not required, sanctions chairs and event directors are free to include this requirement for extra assurance of compliance with the release requirement.
- All events offered at the meet shall be listed on the entry form at least one week prior to the entry deadline. The LMSC may establish a minimum period of time longer than one week for which the meet announcement/meet entry form must be available to all swimmers (**article 102.5.7**) (R)

Additional Considerations:

Sanctioning LMSC: Applications for sanction or recognition must be made to the LMSC within which the event is to be held, or in the case of open water sanctions, to the LMSC where the event originates (**articles 202.1.1 and 202.2.1**). Sanction and recognition applications must be submitted online.

Fees: Effective Jan. 1, 2025 pool and open water event sanction fees have been eliminated. USMS charges a \$100 recognition fee. Refer to the [Sanction Fee Grid](#) for more information. Your LMSC may charge a local fee (sanction and/or one-event), please contact your [LMSC Sanction Chair](#) about fees associated with hosting a meet.

Transferring a Sanction: After receiving a sanction application, the LMSC may transfer its sanctioning authority to another LMSC, provided both LMSCs and the applicant agree to the transfer in writing (**article 202.1.1 A**).

Use of “Olympic” and “Paralympic.” No sanction of any event shall be granted with the word “Olympic” or the word “Paralympic” or any derivative thereof used in any manner in connection with said event unless consent is obtained from the USOPC (**articles 202.1.1 and 202.2.1**).

Event Host Performance Considerations: The sanctions chair should be aware of the past performance of meet hosts and call particular attention to any prior deficiencies. An LMSC may use performance bonds as a means to encourage well-run events. Further sanctions and recognitions may be denied to an organization that fails to conduct events in accordance with the event announcement and applicable USMS swimming rules and administrative regulations.

Online Event Entry Requirements: Before approving a sanction for an event that will utilize online entry, the sanctions chair should verify the following:

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- The online entry system includes the language of the USMS waiver and release of liability form and an affirmative method for indicating acceptance of the liability release (e.g., "I accept" button). The liability release and acceptance should be designed in such a manner that it is clear to the entrant that he or she is accepting the terms of the liability release.
- The online entry system operates such that the entrant may not proceed to completion of the entry without affirmatively clicking acceptance of the USMS waiver and release of liability form.
- Records provide evidence of acceptance of the liability release will be maintained by the event director or sanctioning LMSC for at least the period of the personal injury or wrongful death statute of limitations, whichever is longer, for the state in which the event takes place. A minimum of ten years is recommended.
- The online entry system includes a method for determining, within reason, that the entrant is the person accepting the liability release.
- The event director or registration coordinator will verify that every entrant is a current member of USMS or another World Aquatics member federation for Masters swimming. This may include such methods as electronic verification of the USMS membership number or requiring participants to produce their USMS or AQUA member federation membership cards before the event.

Checklist for Sanctions Chairs:

This checklist covers some of the items described that should be reviewed or verified when reviewing a sanction or recognition request. See **article 102, 103, 105, 106, 108** and **article 202**.

POOL MEETS:

- Does the pool have an initial USMS measurement on file? If not, recommend that the pool be measured before the meet. (**article 105.1.7A-105.1.7B**)
- Does the competition pool meet the mandatory facilities standards? (**articles 106.1.3, 106.2-106.19**). If not, note in the meet announcement that the facility is noncompliant with mandatory standards and times will not count for USMS Top 10 rankings and records. (**articles 106.1.3, 202.1.1E(5)**)
- Is it a bulkhead competition course? If so, additional measurements will be required before and after each day's meet session. (**article 105.1.7C**)

SANCTION, RECOGNITION, OR DUAL SANCTIONED:

- Does the event host understand the difference between sanctioned vs recognized events? See Sanctioned, Recognized, or Dual Sanctioned above.
- For a recognized event, have arrangements been made for a designated USMS observer to be present to verify in writing that the conduct of the event conforms to the relevant USMS rules and regulations? (USA meets are exempt from the observer requirement.) One version of the observer report can be found in the USMS Rulebook Appendix B. (**article 108.2**)

ADDITIONAL ITEMS:

- Will the timing systems satisfy the requirements for world or USMS records and/or USMS Top 10 rankings? (**articles 103.18.5-103.18.7**)

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- Will the order of events be published at least one week prior to the entry deadline? This is required. **(article 102.5.7)**
- If online meet entry will be used, does the entry platform meet the requirements listed in the Online Entry Requirements section above?
- Is the event host aware that events labeled “Choice” or “Open,” where any stroke is allowed, are not eligible for Top Ten or USMS records and cannot be included in a Top Ten submission? This is true even if the swimmer gets permission from the meet director and has the stroke judge watch the event. For an event to be counted for Top Ten or records, it must be labeled as Free, Back, Breast, Fly or IM. Rule book article 102.5 includes a list of events that are eligible for Top 10.
- Is the meet director aware that all information used to compile results and records (including results, timing printouts or tapes, timecards, heat sheets, timer’s heat sheets or swimmer lists) must be kept a minimum of two years after the conclusion of the meet? This includes electronic entry data storage. Some LMSCs require that meet hosts mail all meet paperwork to the LMSC Top 10 recorder for safekeeping and to provide documentation to follow up on any irregularities in the meet results. **(Appendix B)**

Online Sanction Application Process

Sanction Chairs:

- See the [TUTORIAL for Sanction Chairs](#) on the Sanction Chair page.
- [Online Sanction/Recognition Application](#)

Event Directors: – the following are available on the Sanction Chairs page:

- [TUTORIAL for Event Directors](#)
- [Worksheet for Event Directors](#)
- [Submit an Update to an Event Already on the Calendar](#)

USMS Sanction Numbering System: Sanctioned and recognized events are assigned identification numbers. The numbering system is XXY- Z000, where XX is the LMSC numerical code, Y is the last digit of the current year, Z denotes the type of sanction (S, R, W), and 000 the consecutive numbering of discrete events:

- 560-W001 would be assigned to the first open water event sanctioned in the Alaska LMSC during 2020
- 170-S005 would be assigned to the fifth sanctioned pool meet in the Ohio LMSC during 2020
- 399-R002 would be assigned to the second recognized pool meet in the Hawaii LMSC during 2019

Send Specific Rule Book Articles and Official’s Briefing documents to Meet Director and Meet Referee as required by LMSC Standards

Background: The 2023 revisions to the [LMSC Standards](#) replaced the previously broad and somewhat vague LMSC Standards. The prior standards asked if an LMSC had policies and/or procedures in place to ensure that sanctioned events followed USMS rules. The revised standards require that the event

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director and referee both be sent and acknowledge receipt of certain rule book articles and documents posted on the USMS website. The head referee must also confirm that they intend to brief all other officials working the event.

Pool Meet Director: Send the meet director the [text of articles 102 and 103](#) and confirm receipt.

Pool Meet Referee: Send the meet referee the following:

- The [text of articles 101 and 103](#); confirm receipt and their intention to brief the other officials at the meet.
- The two briefing documents (listed below) on the USMS Officials Meet Operations page; confirm receipt and their intention to brief the other officials at the meet.
 - [USMS Officials Briefing Technical Rules](#)
 - [USMS Officials Briefing Differences with USA-S and Guidance on Officiating USMS Athletes](#)

Open Water Event Director and Referee: Send the event director and head referee of USMS sanctioned open water events the [text of articles 302 and 303](#); confirm receipt and the referee's intention to brief the other officials at the event.

Template Emails for Rule Book Articles: To assist sanction chairs with this task, [boilerplate email texts are available here](#) for both sending the information as attachments or as links.

Help the Meet Host Be Successful

- If the facility requires an insurance certificate, advise the meet host to [request it here](#).
- If the meet uses a bulkhead course, remind the host to measure the competition course before the meet and after each session.
- If swimmers not already in the meet are allowed to deck enter, remind the host to verify current USMS membership before allowing the swimmer to deck enter the meet.
- Remind the meet host to make a backup of the meet file right after the meet.
- Send links to forms for records, splits, etc.

Day of Meet Requirements

Required Personnel: The minimum required personnel at USMS-sanctioned Masters swimming meets or -recognized events shall include the following for each course (**article 103.2**):

- Officials
 - One referee – The referee may also serve as a stroke and turn judge but shall not serve as starter.
 - One starter—The starter may also serve as a stroke and turn judge.
 - Two stroke and turn judges—At least two people shall perform these duties during competition.
 - Note: USMS-sanctioned meets approved for observation of swims by USA Swimming require a minimum of four officials: one referee, one starter, and a minimum of two stroke and turn judges who are not serving in another capacity.

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- Timers—Timers may operate one watch and one button per lane. Operating two watches per lane is not allowed. (article 103.11.3) Two timers per lane if semiautomatic or manual timing is used. One timer per lane if automatic timing is used.
 - Primary System is Automatic Timing: One timer/watch per lane
 - If both the automatic and semiautomatic systems fail, two watch times are needed for a USMS record, one watch time for Top 10.
 - Primary System is Semiautomatic Timing: One timer/watch per lane
 - Times not eligible for World or USMS records
 - Primary System is Manual Timing: Two timers/watches per lane for Top 10 times
 - Times not eligible for World or USMS records
 - See **articles 103.18.5 thru 103.18.9** – including the table in **103.18.9**

Warm-up/Warm-Down:

- If no separate facility is available, provisions for warm-up/warm-down must be made as follows (**article 102.4**):
 - In pools of five lanes or more, one lane shall be set aside for continuous warm-up/warm-down during the conduct of the meet.
 - In pools of fewer than five lanes, swimmers shall be allowed to swim to the other end of the pool at the end of each heat, and a warm-up/warm-down period shall be offered at least once during each half-hour of competition.

Post-Meet Reporting Reminders:

Remind the event host to submit required reports and Meet Manager (or similar) results and/or backup files:

- Results Report:
 - Send to participants and/or post on LMSC website.
 - Results should be printed in publication order as specified in the rule book.
 - See Preparation of Meet Results in Appendix B.
 - In Meet Manager, select “Publication Order” on the Splits/Sort Order/Selected Teams tab.
 - Send the results file to the LMSC Top 10 recorder.
- If the pool was measured during the meet (bulkhead course), send pool measurement forms to the Top 10 recorder.
- Records submission forms: see [Running a Meet](#) for links to forms.
- If applicable, send a list of one-event (OEVT) entries to the USMS national office and/or appropriate LMSC contact. [Click here for more info and the OEVT entry reporting spreadsheet.](#)

Open Water Events

Open water events require a second level of approval. After the LMSC sanctions chair approves the sanction request, it is forwarded to the USMS Open Water Compliance Coordinator, who reviews and approves the event safety plan before assigning the event sanction number.

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Open Water sanction guidelines are found in **article 203** and in the Open Water Guide to Event Operations.

LMSC Information Packet

Each LMSC should develop a sanctions/recognitions packet or document to supply to requesting organizations, which should include guidelines for preparing the entry form and meet results, as well as links to the references listed below:

References

- [USMS Rule Book ordering information](#)
- [USMS Rule Book, Part 1: Swimming Rules](#)
- [USMS Rule Book, Part 2: Administrative Regulations of Competition](#)
- [USMS Rule Book, Appendix B: Information for Meet Directors and Officials](#)
- [Guide to Local Operations: Sanctions: Dual-Sanction Meets](#)
- [Template Meet Announcement](#)
- [USMS online sanction or recognition application](#)
- [Pool Length Form and Measurement Procedures](#)
- [List of Measured Pools by State](#)
- [Insurance Guidelines for Workouts and Sanctioned Events](#)
- [Incident Report Form \(Report of Occurrence\)](#)
- [USMS Participant Waiver and Release](#)
- [Guidelines for Warm-Up and Warm-Down](#)
- [Application for USMS and/or World Record](#)
- [Observer's Report](#)
- [USMS Officials Briefing Technical Rules](#)
- [USMS Officials Briefing Differences with USA-S and Guidance on Officiating USMS Athletes](#)
- [Template emails for sending rule book articles](#)