

USMS Sanctions Form					
Field Label	Description	Required / Optional	Include on Calendar Request, Sanction/Recognition Request/Both	Pool/Open Water/ Both	Comments
Header					
Request Type	Select: -Calendar Request Only -Event Sanction/Recognition Request	R	B	B	If Calendar Request only, do not present event sanction/recognition fields; However, requester may wish to request a sanction/recognition at a later date, for something that was only added to the calendar
Your Name	Name of person submitting the request	R	B	B	May or may not be the same as the event host
Your EMail Address	email of person submitting the request	R	B	B	Allow multiple e-mail addresses to be entered
Your Phone Number	Phone number of person submitting the request	R	B	B	
Date Submitted	Display current date	R	B	B	Capture automatically - user does not enter
Event Details					
Sanction Status	Available Statuses: -Pending Approval -Approved pending payment -Approved -Rejected -Cancelled -TBA Event	R	S/R	B	User does not select this. TBA Event=Holding a date on the calendar but not yet submitted for sanction; Visibility of TBA Events (on USMS Calendar) to be discussed.
Title	Name of Event	R	B	B	
Event Type	Select: -Pool -Open Water -Clinic	R	B	B	At least one must be selected, but allow multiple selections.
Course Type	Select: -SCY -SCM -LCM -Other (fill in the blank)	R if presented	B	P	Present only if Pool (or Pool & Open Water is chosen); provide field to fill in if "other" is chosen
Swim Characteristics	Enter information such as: -Race distance -Measuring method (km, m, miles, yds) -Distance category (<1mi, 1mi, >1 and <=3mi, etc. -Race Level (local, regional champs, national, etc.	R if presented	B	O	Present if "Open Water" is selected
Series?	Series participation (identify series)	O	B	N	
Sanction Type Requested	Select: -Sanctioned -Recognized	R	S/R	B	Must choose one - Open Water events only may be sanctioned.F3

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Sanction Number		O	S/R	B	To be filled in by LMSC Sanctions Chair - eventually, automatically numbered per Guide to Operations standard format; When sanction number is filled in, status automatically changes to "Approved"; Once rejected, sanction number field can not be filled in.
Country		R	B	B	Default to USA; but would primarily be for calendar requests only (all sanction/recognition requests would be for USA only)
LMSC	Select LMSC of event from drop-down	O	B	B	Not required on current calendar request form; Required on Sanction/Recognition form
National Championship?	Check box	O	B	B	If National Champs is handled in Open Water "Characteristics" this may be a Pool field only
Postal Swim?	Check box	O	B	B	
Fitness Event?	Check box	O	B	B	
Exhibition?	Check box	O	B	B	
Charitable Event?	Check box	O	B	B	
Other?	Check box	O	B	B	
Survey Questions	TBD	O	B	O	Open Water has indicated a desire to present survey questions
Start Date		R	B	B	
End Date		R	B	B	Have check box that says "Same as Start Date?"
Location		N/A	N/A	N/A	Not needed as long as Venue is being specified
Body of Water		N/A	N/A	N/A	Not needed as long as Venue is being specified
Date Entries Open		O	B	B	
Date Entries Close		O	B	B	
Event Website		O	B	B	
Entry Form URL		O	B	B	
Online Registration URL		O	B	B	
Specify Meet Director	Check box that allows requester to submit details (see fields below)	O	S/R	B	Allow check box to say "Same as requester" to pre-fill Name, Phone Number, e-mail
Organization		O	S/R	B	
Name		O	S/R	B	
Title		O	S/R	B	
Phone Number(s)		O	S/R	B	
E-Mail Address		O	S/R	B	
Address Line 1		O	S/R	B	
Address Line 2		O	S/R	B	
City		O	S/R	B	
State		O	S/R	B	
Zip Code		O	S/R	B	
Country		O	S/R	B	Default to USA
Specify Entry/Data Coordinator	Check box that allows requester to submit details (see fields below)	O	S/R	B	Allow check box to say "Same as Meet Director" to pre-fill Name, Phone Number, e-mail

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Name		O	S/R	B	
e-mail		O	S/R	B	
Phone Number		O	S/R	B	
Specify Venue	Check box that allows requester to submit details (see fields below); can also look up venue in venue data base	O	B	B	Future - venue data base, should provide pool details and length certification. May link to separate data base for open water venues.
Name 1		R	B	B	At least venue name must be provided
Name 2		O	B	B	
Address Line 1		O	B	B	
Address Line 2		O	B	B	
City		O	B	B	
State		O	B	B	
Zip Code		O	B	B	
Country		O	B	B	Default to USA
Upload Photo	Allow user to browse for photo file and upload	O	B	B	
Other venue Info		O	B	B	This text could appear on the calendar as a short marketing blurb
Sanction Fee Amount	Based on LMSC selected, sanction fee should be displayed	R	S/R	B	Need to discuss different approaches to sanction fee - pre meet, post meet, performance bond, etc.
Is the course being used a fixed length course?	Yes/No - Moveable bulkhead	R	S/R	P	Display if Pool Event
Has the pool length been certified by USMS?	Yes/No	R	S/R	P	Display if Pool Event
Pool Length Certification Form	Select: -Is attached -Is on file in the LMSC (provide name and phone #)	R	S/R	P	Display if Pool Event
Name of LMSC Approving Chair		R	S/R	B	Displayed based on LMSC selected - may ne different chairs for pool and open water events. Clinics should route to Sanctions Chair.
Address of LMSC Approving Chair		O	S/R	B	Not needed - routes automatically to LMSC Sanctions chair via e-mail notification; However display if LMSC requires forms to be physically mailed in
Type of pool timing equipment	Select: -Manual -Automatic -Semi-Automatic	R	S/R	P	Display if Pool Event
If Semi-Automatic, # of buttons/lane	Enter #	R	S/R	P	Display if Semi-Automatic Timing is selected
If Manual, # of watches/lane	Enter #	R	S/R	P	Display if Manual Timing is selected

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Type of open water timing equipment		R		O	
Health and Safety personnel secured for meet, Pool safety plan		N/A	N/A	N/A	LMSC Specific
Safety plan		R	N/A	O	Required for Open Water as document upload
Insurance coverage	Select one: -USMS Full Member -USMS OEVT -USA-Swimming -Other	R	S/R	B	If USA-Swimming is selected, provide USA-Swimming sanction and contact information)
Names of officials (minimum 2) and their certification		O	S/R	P	Not required to collect info, but include information on officials requirements in "Rules and Regs" packet.
Comments on Request	Special comments or information about the event; something distinguishable about the event. This field should be presented at the end of the form to allow the requester to add additional information not already provided.	O	B	B	Comments are pertinent to the request and workflow process
Contract/Letter of Agreement	Present clause with select box for "I agree"	R	S/R	B	