

USMS Sanctions Form - Phase 1, 2 and X		(Phase 2 to include additional messaging (reminders))			Yellow shading indicates change from previous		
Phase (1, 2, X)	Exists? (on current calendar form)	Field Label	Description	Required / Optional	Include on Calendar Request, Sanction/Recognition Request/Both	Pool/Open Water/ Both	Comments
Header							
1		Request Type	Select: -Calendar Request Only -Event Sanction/Recognition Request	R	B	B	Calendar and Event Sanction request will follow same general flow, however messaging may be different
1	X	Your Name	Name of person submitting the request	R	B	B	May or may not be the same as the event host
1	X	Your EMail Address	email of person submitting the request	R	B	B	Allow multiple e-mail addresses to be entered
1		Your Phone Number	Phone number of person submitting the request	R	B	B	
1	X	Date Submitted	Display current date	R	B	B	Capture automatically - user does not enter
Event Details							
1		Sanction Status	Available Statuses: -Initiated -Pending Approval -Approved -Rejected	R	S/R	B	User does not select this. -Initiated: Request submitted; will display on calendar as "Sanction Requested"; if calendar only request, will display on calendar as "Tentative" -Pending Approval: Messages notifying sanction request has been submitted sent out -Approved: LMSC Sanctions Chair has changed status to "Approved" and entered sanction number -Rejected: LMSC Sanctions Chair has changed status to "Rejected"
1	X	Title	Name of Event	R	B	B	
1	X	Participation Type	Select: -Live -Postal/Virtual	R	B	B	At least one must be selected, but allow multiple selections. Selecting multiple will require the generation of multiple "IDs" behind the scenes
1	X	Event Type	Select: -Competition -Clinic	R	B	B	At least one must be selected, but allow multiple selections. Selecting multiple will require the generation of multiple "IDs" behind the scenes (to be split out separate from "Participation Type")
1	X	Course Type	Select: -SCY -SCM -LCM -Open Water -Other pool type (fill in the blank)	R	B	P	At least one must be selected, but allow multiple selections. Selecting multiple will require the generation of multiple "IDs" behind the scenes -Other pool type: Pool could be 20 yards, 100 feet, etc.
X		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
X		Series?	Series participation (identify series)	O	B	N	

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1	X	Sanction Type Requested	Select: -Sanctioned by USMS -Recognized by USMS -Sanctioned by another FINA body -Not Sanctioned or Recognized	R	S/R	B	Must choose one - Open Water events only may be sanctioned.
1	X	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.
1	X	Country		R	B	B	Default to USA; but would primarily be for calendar requests only (all sanction/recognition requests would be for USA only)
1	X	LMSC	Select LMSC of event from drop-down	O	B	B	Not required on current calendar request form; Required on Sanction/Recognition form
1	X	Championship?	Select: -Not a championship (default) -Zone Championship -National Championship -International Championship	O	B	B	If National Champs is handled in Open Water "Characteristics" this may be a Pool field only
X		Postal Swim?	Check box	O	B	B	Covered under "Participation Type"
X		Fitness Event?	Check box	O	B	B	Remove?
X		Exhibition?	Check box	O	B	B	Remove?
X		Charitable Event?	Check box	O	B	B	Remove?
X		Other?	Check box	O	B	B	Remove?
X		Survey Questions	TBD	O	B	O	Open Water has indicated a desire to present survey questions
1	X	Start Date		R	B	B	
1	X	End Date		R	B	B	Have check box that says "Same as Start Date?"
1		Date is tentative	Check box	O	B	B	To hold date on calendar only; this will be indicated on calendar of events
1	X	Location		N/A	N/A	N/A	Not needed as long as Venue is being specified
1	X	Body of Water		N/A	N/A	N/A	Not needed as long as Venue is being specified
1		Date Entries Open		O	B	B	
1		Date Entries Close		O	B	B	
1	X	Event Website		O	B	B	
1	X	Entry Form URL		O	B	B	
1	X	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
1	X	Organization		O	S/R	B	
1	X	Name		O	S/R	B	
1		Title		O	S/R	B	
1	X	Phone Number(s)		O	S/R	B	
1	X	E-Mail Address		O	S/R	B	
1	X	Address Line 1		O	S/R	B	
1	X	Address Line 2		O	S/R	B	
1	X	City		O	S/R	B	

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1	X	State		O	S/R	B	
1	X	Zip Code		O	S/R	B	
1	X	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
?		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.
1	X	Name 1		R	B	B	At least venue name must be provided
1		Name 2		O	B	B	
1	X	Address Line 1		O	B	B	
1	X	Address Line 2		O	B	B	
1	X	City		O	B	B	
1	X	State		O	B	B	
1	X	Zip Code		O	B	B	
1	X	Country		O	B	B	Default to USA
1	X	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.
Footer/Closing							
1	X	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
X		Contract/Letter of Agreement	Present clause with select box for "I agree"	R	S/R	B	