**USMS Sanctions Form**

| Field Label | Description | Required / Optional | Include on Calendar Request, Sanction/Recogntion Requst/Both | Comments | 8/13/10 E2EEM Conf Call | On Calendar Request Form | On USMS Sanctions Form | Sanctions Survey |
|---|---|---|---|---|---|---|---|---|
| **Header** | | | | | | org/comp/eventfo | org/admin/lmschb | |
| Request Type | Select:<br>-Calendar Request Only<br>-Event Sanction/Recognition Request | R | 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 | X | | | |
| Your Name | Name of person submitting the request | R | B | May or may not be the same as the event host | X | X | X | X |
| Your EMail Address | email of person submitting the request | R | B | | X | X | X | X |
| Your Phone Number | Phone number of person submitting the request | R | B | | X | | | |
| Date Submitted | Display current date | R | B | Capture automatically - user does not enter | X | | X | |
| **Event Details** | | | | | | | | |
| Sanction Status | Available Statuses:<br>-Pending Approval<br>-Approved pending payment<br>-Approved<br>-Rejected<br>-Cancelled<br>-TBA Event | R | S/R | 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. | X | X | | |
| Title | Name of Event | R | B | | X | X | | |
| Event Type | Select:<br>-Pool<br>-Open Water<br>-Pool & Open Water | R | B | Select one from drop down | X | | | |
| Course Type | Select:<br>-SCY<br>-SCM<br>-LCM<br>-Other (fill in the blank) | R if presented | B | Present only if Pool (or Pool & Open Water is chosen); provide field to fill in if "other" is chosen | X | X | X | X |
| Event Distance(s) | Allow for multiple distances | R if presented | B | Present if "Open Water" is selected | | | | |
| Sanction Type Requested | Select:<br>-Sanctioned<br>-Recognized | R | S/R | Must choose one | X | X | | |
| Sanction Number | | O | S/R | 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. | X | X | | |
| Country | | R | B | Default to USA; but would primarily be for calendar requests only (all sanction/recognition requests would be for USA only) | X | X | | |
| LMSC | Select LMSC of event from drop-down | O | B | Not required on current calendar request form; Required on Sanction/Request form | X | X | | |

| Field | Description | Req | Type | Comment | | | | |
|---|---|---|---|---|---|---|---|---|
| National Championship? | Check box | O | B | | X | X | | |
| Postal Swim? | Check box | O | B | | X | X | | |
| Clinic? | Check box | O | B | | X | X | | |
| Fitness Event? | Check box | O | B | | X | | | |
| Exhibition? | Check box | O | B | | X | | | |
| Other? | Check box | O | B | | X | | | |
| Start Date | | R | B | | X | X | X | |
| End Date | | R | B | Have check box that says "Same as Start Date?" | X | X | | |
| Location | | N/A | N/A | Not needed as long as Venue is being specified | | X | X | |
| Body of Water | | N/A | N/A | Not needed as long as Venue is being specified | | X | | |
| Date Entries Close | | O | B | | | | | |
| Event Website | | O | B | | | X | | |
| Entry Form URL | | O | B | | | X | Copy of entry form to be attached | |
| Online Registration URL | | O | B | | | X | | |
| **Specify Meet Director** | Check box that allows requester to submit details (see fields below) | O | S/R | Allow check box to say "Same as requester" to pre-fill Name, Phone Number, e-mail | | X | Assuming "Requester" and "Contact" are same (may not be the case) | |
| Organization | | O | S/R | | | X | X | X |
| Name | | O | S/R | | | X | X | X |
| Title | | O | S/R | | | | X | X |
| Phone Number(s) | | O | S/R | | | X | X | X |
| EMail Address | | O | S/R | | | X | X | X |
| Address Line 1 | | O | S/R | | | X | X | X |
| Address Line 2 | | O | S/R | | | X | X | X |
| City | | O | S/R | | | X | | X |
| State | | O | S/R | | | X | | X |
| Zip Code | | O | S/R | | | X | | X |
| Country | | O | S/R | Default to USA | | X | | |
| **Specify Entry/Data Coordinator** | Check box that allows requester to submit details (see fields below) | O | S/R | Allow check box to say "Same as Meet Director" to pre-fill Name, Phone Number, e-mail | | | | |
| Name | | O | S/R | | | | | |
| e-mail | | O | S/R | | | | | |
| Phone Number | | O | S/R | | | | | |
| Specify Venue | Check box that allows requester to submit details (see fields below); can also look up venue in venue data base | O | B | Future - venue data base, should provide pool details and length certification. | | X | | |
| Name 1 | | O | B | | | X | | |
| Name 2 | | O | B | | | | | |
| Address Line 1 | | O | B | | | X | | |
| Address Line 2 | | O | B | | | X | | |
| City | | O | B | | | X | | |
| State | | O | B | | | X | | |
| Zip Code | | O | B | | | X | | |
| Country | | O | B | Default to USA | | X | | |
| Upload Photo | Allow user to browse for photo file and upload | O | B | | | X | | |
| Other venue Info | | O | B | This text could appear on the calendar as a short marketing blurb | | X | | |

| Field | Description | Col1 | Col2 | Notes | ColA | ColB | ColC | ColD |
|---|---|---|---|---|---|---|---|---|
| Sanction Fee Amount | Based on LMSC selected, sanction fee should be displayed | R | S/R | 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 | Display if Pool Event | | | | |
| Has the pool length been certified by USMS? | Yes/No | R | S/R | Display if Pool Event | | | | |
| Pool Length Certification Form | Select: -Is attached -Is on file in the LMSC (provide name and phone #) | R | S/R | Display if Pool Event | | | Select: is attached, is on file in the LMSC (provide name and phone #), is not certified | X |
| Signature of requester | | N/A | N/A | Not needed | | | X | |
| Name of LMSC Sanctions Chair | | R | S/R | Displayed based on LMSC selected | | | X | |
| Address of LMSC Sanctions Chair | | O | S/R | Not needed - routes automatically to LMSC Sanctions chair via e-mail notification; However display if LMSC requires forms to be physically mailed in | | | X | |
| Type of timing equipment | Select: -Manual -Automatic -Semi-Automatic | R | S/R | Display if Pool Event | X | | | X |
| If Semi-Automatic, # of buttons/lane | Enter # | R | S/R | Display if Semi-Automatic Timing is selected | X | | | |
| If Manual, # of watches/lane | Enter # | R | S/R | Display if Manual Timing is selected | X | | | |
| Health and Safety personnel secured for meet | | N/A | N/A | LMSC Specific | | | | X |
| Safety plan | | N/A | N/A | LMSC Specific | | | | X |
| Names of officials (minimum 2) and their certification | | O | S/R | Not required to collect info, but include information on officials requirements in "Rules and Regs" packet. | X | | | 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 | Comments are pertinent to the request and workflow process | X | X | | |