USMS Sanctions Form - Phase 1, 2 and X			(Phase 2 to include additional messaging (reminders))		Yellow shading indicates change from previous			
USIVIS SANCTIONS FORM - Priase 1, 2 and X		Torri - Friase 1, 2 and X	(Phase 2 to include additional messaging (rem	(Phase 2 to include additional messaging (reminders))		luicates change i	Tom previous	
	Exists?				Include on			
					Calendar			
	(on				Request,			
	current				Sanction/Reco			
Phase (1,	calendar			Required /	gntion	Pool/Open		
2, X)	form)	Field Label	Description	Optional	Requst/Both	Water/ Both	Comments	
Header				•	•	-		
			Select:					
1 1			-Calendar Request Only				Calendar and Event Sanction request will follow same general flow,	
1		Request Type	-Event Sanction/Recognition Request	R	В	В	however messaging may be different	
1	Х	Your Name	Name of person submitting the request	R	В	В	May or may not be the same as the event host	
1	Х	Your EMail Address	email of person submitting the request	R	В	В	Allow multiple e-mail addresses to be entered	
			Phone number of person submitting the				,	
1		Your Phone Number	request	R	В	В		
1	Х	Date Submitted	Display current date	R	В	В	Capture automatically - user does not enter	
Event Detai						_		
							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"	
			Available Statuses:				-Pending Approval: Messages notifying sanction request has been	
			-Initiated				submitted sent out	
			-Pending Approval				-Approved: LMSC Sanctions Chair has changed status to "Approved" and	
		Canadia a Glad	-Approved	_	c /p		entered sanction number	
1	.,	Sanction Status	-Rejected	R	S/R	В	-Rejected: LMSC Sanctions Chair has changed status to "Rejected"	
1	Х	Title	Name of Event	R	В	В		
1 1			Select:					
			-Live				At least one must be selected, but allow multiple selections. Selecting	
1	Х	Participation Type	-Postal/Virtual	R	В	В	multiple will require the generation of multiple "IDs" behind the scenes	
			Select:				At least one must be selected, but allow multiple selections. Selecting	
			-Competition				multiple will require the generation of multiple "IDs" behind the scenes	
1	Х	Event Type	-Clinic	R	В	В	(to be split out separate from "Participation Type")	
			Select:					
			-SCY					
			-SCM					
			-LCM				At least one must be selected, but allow multiple selections. Selecting	
			-Open Water				multiple will require the generation of multiple "IDs" behind the scenes	
1	Х	Course Type	-Other pool type (fill in the blank)	R	В	Р	-Other pool type: Pool could be 20 yards, 100 feet, etc.	
			Enter information such as:					
1			-Race distance					
			-Measuring method (km, m, miles, yds)					
1			-Distance category (<1mi, 1mi, >1 and <=3mi,					
1			etc.					
1			-Race Level (local, regional champs, national,	R if				
Х		Swim Characteristics	etc.	presented	В	О	Present if "Open Water" is selected	
		Series?	Series participation (identify series)	0	В	N		

					In alread a sec		
					Include on		
	Exists?				Calendar		
	(on				Request,		
	current				Sanction/Reco		
Phase (1,	calendar			Required /	gntion	Pool/Open	
2, X)	form)	Field Label	Description	Optional	Requst/Both	Water/ Both	Comments
			Select:		,	,	
			-Sanctioned by USMS				
			-Recognized by USMS				
			-Sanctioned by another FINA body				
1	х	Sanction Type Requested	-Not Sanctioned or Recognized	R	S/R	В	Must choose one - Open Water events only may be sanctioned.
	^	Sanction Type Requested	-Not Salictioned of Recognized	N.	3/11	ь	Must choose one - Open water events only may be sanctioned.
							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
1	Х	Sanction Number		0	S/R	В	rejected, sanction number field can not be filled in.
							Default to USA; but would primarily be for calendar requests only (all
1	Х	Country		R	В	В	sanction/recognition requests would be for USA only)
							Not required on current calendar request form; Required on
1	Х	LMSC	Select LMSC of event from drop-down	0	В	В	Sanction/Recognition form
			Select:				
			-Not a championiship (default)				
			-Zone Championship				
			-National Champioinship				If National Champs is handled in Open Water "Characteristics" this may
1	Х	Championship?	-International Championship	О	В	В	be a Pool field only
X	Α.	Postal Swim?	Check box	0	В	В	Covered under "Participation Type"
Х					D		
		IFITNESS EVENT?	TCheck box	1 0	В	В	IRemove?
		Fitness Event? Exhibition?	Check box	0	B B		Remove?
Х		Exhibition?	Check box	0	В	В	Remove?
X		Exhibition? Charitable Event?	Check box	0	B B	B B	Remove?
X X X		Exhibition? Charitable Event? Other?	Check box Check box Check box	0 0 0	B B B	B B B	Remove? Remove?
X X X	V	Exhibition? Charitable Event? Other? Survey Questions	Check box	0 0 0	B B B	B B B	Remove?
X X X X	X	Exhibition? Charitable Event? Other? Survey Questions Start Date	Check box Check box Check box	O O O R	B B B B	B B B O B	Remove? Remove? Remove? Open Water has indicated a desire to present survey questions
X X X	X X	Exhibition? Charitable Event? Other? Survey Questions	Check box Check box Check box	0 0 0	B B B	B B B	Remove? Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?"
X X X X 1		Exhibition? Charitable Event? Other? Survey Questions Start Date End Date	Check box Check box TBD	O O O O R R	B B B B	B B O B B	Remove? Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of
X X X X 1 1	Х	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative	Check box Check box Check box	O O O O R R R	B B B B B	B B B O B B	Remove? Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events
X X X X 1 1	X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location	Check box Check box TBD	O O O O R R R N/A	B B B B B N/A	B B O B B N/A	Remove? Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified
X X X X 1 1 1	Х	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water	Check box Check box TBD	O O O O R R R N/A N/A	B B B B B N/A N/A	B B C B B B N/A N/A	Remove? Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events
X X X X 1 1 1 1 1	X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water Date Entries Open	Check box Check box TBD	O O O O R R R R O N/A N/A O O	B B B B B B N/A N/A B	B B B O B B B N/A N/A B	Remove? Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified
X X X X 1 1 1 1 1 1 1	X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water	Check box Check box TBD	O O O O R R R N/A N/A	B B B B B N/A N/A	B B C B B B N/A N/A	Remove? Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified
X X X X 1 1 1 1 1	X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water Date Entries Open	Check box Check box TBD	O O O O R R R R O N/A N/A O O	B B B B B B N/A N/A B	B B B O B B B N/A N/A B	Remove? Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified
X X X X 1 1 1 1 1 1 1	X X X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water Date Entries Open Date Entries Close	Check box Check box TBD	O O O O R R R R O N/A N/A O O O	B B B B B N/A N/A B B B	B B B O B B N/A N/A B B	Remove? Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified
X X X X 1 1 1 1 1 1 1 1	X X X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water Date Entries Open Date Entries Close Event Website	Check box Check box TBD	O O O O R R R R O N/A N/A O O O O	B B B B B B N/A N/A B B B	B B B O B B N/A N/A B B B	Remove? Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified
X X X X 1 1 1 1 1 1 1 1 1	X X X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water Date Entries Open Date Entries Close Event Website Entry Form URL	Check box Check box TBD	O O O O O O O O O O O O O O O O O O O	B B B B B N/A N/A B B B B B	B B B O B B N/A N/A B B B B B	Remove? Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified
X X X X 1 1 1 1 1 1 1 1 1 1	X X X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water Date Entries Open Date Entries Close Event Website Entry Form URL Online Registration URL	Check box Check box TBD Check box	O O O O O O O O O O O O O O O O O O O	B B B B B N/A N/A B B B B B	B B B O B B N/A N/A B B B B B	Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified Not needed as long as Venue is being specified
X X X X 1 1 1 1 1 1 1 1 1 1	X X X X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water Date Entries Open Date Entries Close Event Website Entry Form URL Online Registration URL	Check box Check box TBD Check box Check box TCHECK box Check box Check box	0 0 0 0 R R R 0 N/A N/A 0 0 0	B B B B B B B N/A N/A B B B B B B B B B B B B	B B B O B B N/A N/A B B B B B B B B B	Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified Not needed as long as Venue is being specified Allow check box to say "Same as requester" to pre-fill Name, Phone
X X X X 1 1 1 1 1 1 1 1 1 1 Specify Me	X X X X X X X X X X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water Date Entries Open Date Entries Close Event Website Entry Form URL Online Registration URL	Check box Check box TBD Check box Check box TCHECK box Check box Check box	O O O O O O O O O O O O O O O O O O O	B B B B B B N/A N/A N/A B B B B S/R S/R	B B B O B B B N/A N/A B B B B B B B B B	Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified Not needed as long as Venue is being specified Allow check box to say "Same as requester" to pre-fill Name, Phone
X X X X 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	X X X X X X et Director	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water Date Entries Open Date Entries Close Event Website Entry Form URL Online Registration URL Organization Name	Check box Check box TBD Check box Check box TCHECK box Check box Check box	O O O O O O O O O O O O O O O O O O O	B B B B B B N/A N/A N/A B B B B S/R S/R	B B B O B B N/A N/A B B B B B B B B B B B B B B B B	Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified Not needed as long as Venue is being specified Allow check box to say "Same as requester" to pre-fill Name, Phone
X X X X 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	X X X X X X X X X X X X X X X X X X X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water Date Entries Open Date Entries Close Event Website Entry Form URL Online Registration URL Organization Name Title	Check box Check box TBD Check box Check box TCHECK box Check box Check box	O O O O O O O O O O O O O O O O O O O	B B B B B B B N/A N/A N/A B B B B S/R S/R S/R	B B B O B B B N/A N/A B B B B B B B B B B B B B B B B B	Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified Not needed as long as Venue is being specified Allow check box to say "Same as requester" to pre-fill Name, Phone
X X X X 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	X X X X X X X X X X X X X X X X X X X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water Date Entries Open Date Entries Close Event Website Entry Form URL Online Registration URL Organization Name Title Phone Number(s)	Check box Check box TBD Check box Check box TCHECK box Check box Check box	O O O O O O O O O O O O O O O O O O O	B B B B B B B N/A N/A N/A B B B B S/R S/R S/R	B B B B B N/A N/A B B B B B B B B B B B B B B B B B B B	Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified Not needed as long as Venue is being specified Allow check box to say "Same as requester" to pre-fill Name, Phone
X X X X 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	X X X X X X Et Director X X X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water Date Entries Open Date Entries Close Event Website Entry Form URL Online Registration URL Organization Name Title Phone Number(s) EMAIL Survey August 19 Properties 1	Check box Check box TBD Check box Check box TCHECK box Check box Check box	O O O O O O O O O O O O O O O O O O O	B B B B B B B B N/A N/A N/A B B B B S/R S/R S/R S/R	B B B B B N/A N/A B B B B B B B B B B B B B B B B B B B	Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified Not needed as long as Venue is being specified Allow check box to say "Same as requester" to pre-fill Name, Phone
X X X X X 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	X X X X X X et Director X X X X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water Date Entries Open Date Entries Close Event Website Entry Form URL Online Registration URL Organization Name Title Phone Number(s) EMail Address Address Line 1	Check box Check box TBD Check box Check box TCHECK box Check box Check box	0 0 0 0 R R R 0 N/A N/A 0 0 0 0 0 0 0	B B B B B B B N/A N/A N/A B B B B S S/R S/R S/R S/R S/R	B B B B B N/A N/A B B B B B B B B B B B B B B B B B B B	Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified Not needed as long as Venue is being specified Allow check box to say "Same as requester" to pre-fill Name, Phone
X X X X 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	X X X X X X Et Director X X X	Exhibition? Charitable Event? Other? Survey Questions Start Date End Date Date is tentative Location Body of Water Date Entries Open Date Entries Close Event Website Entry Form URL Online Registration URL Organization Name Title Phone Number(s) EMAIL Survey August 19 Properties 1	Check box Check box TBD Check box Check box TCHECK box Check box Check box	O O O O O O O O O O O O O O O O O O O	B B B B B B B B N/A N/A N/A B B B B S/R S/R S/R S/R	B B B B B N/A N/A B B B B B B B B B B B B B B B B B B B	Remove? Remove? Open Water has indicated a desire to present survey questions Have check box that says "Same as Start Date?" To hold date on calendar only; this will be indicated on calendar of events Not needed as long as Venue is being specified Not needed as long as Venue is being specified Allow check box to say "Same as requester" to pre-fill Name, Phone

			I	П			T
					Include on		
	Exists?				Calendar		
	(on				Request,		
	current				Sanction/Reco		
Phase (1,	calendar			Required /	gntion	Pool/Open	
2, X)	form)	Field Label	Description	Optional	Requst/Both	Water/ Both	Comments
1	Х	State	·	0	S/R	В	
1	Х	Zip Code		0	S/R	В	
1	Х	Country		0	S/R	В	Default to USA
	2 A Country		Check box that allows requester to submit				Allow check box to say "Same as Meet Director" to pre-fill Name, Phone
Specify Ent	ry/Data Co	ordinator	details (see fields below)	0	S/R	В	Number, e-mail
?		Name		0	S/R	В	
?		e-mail		0	S/R	В	
?		Phone Number		0	S/R	В	
			Check box that allows requester to submit		,		
			details (see fields below); can also look up				Future - venue data base, should provide pool details and length
Specify Ver	nue		venue in venue data base	О	В	В	certification. May link to separate data base for open water venues.
1	Х	Name 1		R	В	В	At least venue name must be provided
1		Name 2		0	В	В	
1	Х	Address Line 1		0	В	В	
1	Х	Address Line 2		0	В	В	
1	X	City		0	В	В	
1	X	State		0	В	В	
1	X	Zip Code		0	В	В	
1	X	Country		0	В	В	Default to USA
		Country	Allow user to browse for photo file and		ь	В	Delault to OSA
1	Х	Upload Photo	upload	0	В	В	
		Opioda i noto	аргова		ь	В	
?		Other venue Info		0	В	В	This text could appear on the calendar as a short marketing blurb
-		Other venue inio	Based on LMSC selected, sanction fee should	U	В	ь	Need to discuss different approaches to sanction fee - pre meet, post
?		Sanction Fee Amount	be displayed	R	S/R	В	meet, performance bond, etc.
·		Is the course being used a fixed	be displayed	ĸ	3/K	В	meet, performance bond, etc.
2		•	Vas/Na - Nassaahla hullihaad	ь.	c/p	Р	Display if Dool Front
?		length course? Has the pool length been certified by	Yes/No - Moveable bulkhead	R	S/R	Р	Display if Pool Event
2			V - Al-		c /p	Р	Phylo March 1
?		USMS?	Yes/No	R	S/R	Р	Display if Pool Event
			Select:				
			-Is attached				
		Beatle and Contiferation From	-ls on file in the LMSC (provide name and		C/D		Phyloden March 5 and
?		Pool Length Certification Form	phone #)	R	S/R	Р	Display if Pool Event
							Divide addressed as IAMCC advantage at 1975
					C /D	_	Displayed based on LMSC selected - may ne different chairs for pool and
?		Name of LMSC Approving Chair		R	S/R	В	open water events. Clinics should route to Sanctions Chair.
							Not needed - routes automatically to LMSC Sanctions chair via e-mail
				_	- 1-	_	notification; However display if LMSC requires forms to be physically
?		Address of LMSC Approving Chair		0	S/R	В	mailed in
			Select:				
			-Manual				
			-Automatic				
?		Type of pool timing equipment	-Semi-Automatic	R	S/R	Р	Display if Pool Event
?		If Semi-Automatic, # of buttons/lane		R	S/R	Р	Display if Semi-Automatic Timing is selected
?		If Manual, # of watches/lane	Enter #	R	S/R	Р	Display if Manual Timing is selected

					Include on		
	Exists?				Calendar		
	(on				Request,		
	current				Sanction/Reco		
Phase (1,				Required /	gntion	Pool/Open	
2, X)	form)	Field Label	Description	Optional	Requst/Both	Water/ Both	Comments
		Type of open water timing		-		-	
?		equipment		R		0	
		Health and Safety personnel secured					
?		for meet, Pool safety plan		N/A	N/A	N/A	LMSC Specific
?		Safety plan		R	N/A	0	Required for Open Water as document upload
			Select one:				
			-USMS Full Member				
			-USMS OEVT				
			-USA-Swimming				If USA-Swimming is selected, provide USA-Swimming sanction and
?		Insurance coverage	-Other	R	S/R	В	contact information)
		Names of officials (minimum 2) and					Not required to collect info, but include information on officials
?	·	their certification		0	S/R	Р	requirements in "Rules and Regs" packet.
Footer/Clo	sing						
			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				
1	Х	Comments on Request	additional information not already provided.	0	В	В	Comments are pertinent to the request and workflow process
Х		Contract/Letter of Agreement	Present clause with select box for "I agree"	R	S/R	В	