

2010 METROPOLITAN LMSC SANCTIONED OPEN WATER EVENT

Page One Pre-Event Planning & Advice

Preliminary Planning

- ** Begin planning for your event a minimum of six months in advance. Contact your facility, municipality or organization decision-makers to confirm venue date and time availability. Last-minute applications can not necessarily be processed. Sanction approval priority will be given to event directors with a proven track record of well-organized safe events that have complied with USMS rules and LMSC guidelines, and to event directors who have exhibited a willingness to work together with our LMSC to coordinate events that complement our local calendar.
- ** Initially contact the Event Sanction Chairperson to discuss date(s) and other event-related details. Please note that the LMSC does not encourage and will not sanction multiple events of similar nature on the same date or weekend. Every effort will be made to schedule similar events 2-3 weeks apart to encourage greater participation and avoid participation dilution.
- ** Email preliminary event data and entry form in MS Word format to the Event Sanction Chairperson for review and discussion.
- ** Download the current USMS Rule Book from the internet or purchase from the USMS national office for pre-event planning reference. Having a copy of the current USMS Rule Book at your event is a USMS requirement.
- ** Upon approval of preliminary event information, once again e-mail FINAL event data and entry form with issued sanction number to the Event Sanction Chairperson. Simultaneously MAIL fully executed Sanction Application and Guideline Acknowledgment, \$25 sanction fee and \$200 refundable bond to Event Sanction Chairperson. Sanction applications will not be accepted without applicable payment. Sanction fees and/or performance bonds from previous years may not be carried forward or applied to current event. Upon receipt of forms and payments, your event information will be posted on the Metro LMSC website.

Event Promotion

- ** Submission of final, approved, LMSC-sanctioned event data in a timely manner will ensure that your event is posted on the LMSC website and also included in periodic LMSC email notices.
- ** Log on to the USMS national website, link to the "Calendar" section, go to the "Calendar Submission form," fill in all pertinent event data, and submit for inclusion in the USMS National Calendar of Events.
- ** Consider bringing copies of your event information to other local and regional events during the months leading up to your event for distribution to attending swimmers (secure advance approval from other event directors).

Event Data Entry Guidelines and Info

- ** Enter each swimmer's first and last name (NO middle initial) as it appears on current USMS registration card. Include every swimmer's current USMS registration number. Only enter CLUB ABBREVIATION (not fully spelled out club name or team/workout group affiliation) without LMSC affiliation suffix.
- ** Only currently registered USMS members 18 years of age or older may participate in sanctioned events. Age determining date for open water events is DAY OF EVENT or, if the event is several days in duration, the LAST DAY OF EVENT.
- ** See Event Guideline Acknowledgment page for additional detailed information on proper results compilation and submission.
- ** Make sure your computer operator receives a copy of all sanction information so proper data entry and results guidelines are followed.

Miscellaneous Information

- ** A swimmer's USMS registration data (birthdate, club affiliation, current USMS registration number, etc.) can be confirmed online at www.clubassistant.com/club/usms.cfm. Please note that OEVT (one event registration) is NOT offered in the Metro LMSC. Direct any other USMS registration questions to the LMSC Registrar.
- ** For certified USA-Swimming officials who have been specifically trained to officiate USMS sanctioned events, contact the LMSC Officials Chairman, Holger Fietkau, by cell phone at 516-660-2003 or via email HolgerFUSA@aol.com.
- ** Contact Event Sanction Chair Lisa Baumann and Open Water Chair Cristian Vergara with any other questions.

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Page Two Event Sanction Application

Name of USMS or USA-S Club or Organization _____

hereby applies for a sanction to hold an open water swimming event to be held on the following date(s)

at the following location _____

and agrees that this event will be conducted in accordance with current U. S. Masters Swimming, Inc. rules and Metropolitan LMSC guidelines.

SIGNATURE OF REQUESTER _____

PRINT NAME OF REQUESTER _____

DATE SUBMITTED _____

DAYTIME TELEPHONE _____

EVENING TELEPHONE _____

CELL PHONE _____

EMAIL ADDRESS _____

MAILING ADDRESS _____

OF REQUESTOR _____

OR ORGANIZATION _____

MAIL all of the following:

- fully executed Event Sanction Application & Event Guideline Acknowledgment
- \$25 sanction fee and \$200 refundable bond checks, each made payable to Metropolitan LMSC
- a copy of the final approved event information and entry form with issued sanction number

TO: Lisa Baumann, Metro Event Sanction Chair
734 Franklin Avenue #383, Garden City, NY 11530

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Page Three Event Guideline Acknowledgment

Please review the following guidelines and indicate your understanding and acceptance of same by signing and dating form at bottom.

1. Initial contact with Event Sanction Chairperson to review date availability and discuss draft event details. No dissemination of event information, date, location or otherwise is permitted prior to sanction review and approval.
2. Submission of timely request for sanction with appropriate forms and fees (\$25 sanction fee and \$200 refundable bond checks made payable to Metropolitan LMSC). Sanction fees or performance bonds from previous years may not be carried forward or applied to current event.
3. Heading and language of entry form must follow requirements indicated in the current USMS Rule Book. Liability release must be EXACTLY reproduced as printed in the current USMS Rule Book, including capitalization and punctuation. Entry form must require a legible copy of entrant's current USMS registration card for entry acceptance; no exceptions.
4. Data entry of each swimmer's first and last name (excluding middle initial), date of birth, gender, club ABBREVIATION (not workout/team affiliation) with no LMSC affiliation indicated, and USMS registration number copied exactly from current USMS registration card. Swimmer club affiliation may not change from USMS registration data, unless swimmer declares UNATTACHED status in writing prior to event start date.
5. Have a copy of the current USMS Rule Book at your event.
6. At least ONE USA-Swimming certified official present at event, preferably one who specializes in and has experience officiating open water events. Insure that official(s) enforce USMS rules and LMSC guidelines.
7. Submit results data within five (5) business days after conclusion of event in required format to Event Sanction Chairperson via email in Microsoft WORD format as follows:
 - (a) Overall results showing order of finish strictly by time regardless of age or gender.
 - (b) Age group results showing finish in publication order (women first; men second; in ascending age group order).
 - (c) Disqualifications should be included; do not indicate NO SHOW swimmers.
 - (d) Make sure that only club abbreviations (not fully spelled out club names) without any LMSC affiliation or place of residence indicated. Do not include points scored or any unofficial event results.
 - (e) USMS registration number for each swimmer should NOT be included in this MS WORD results file.
8. Submit a separate list of participating swimmers with each participant's USMS registration number, date of birth and club affiliation within five (5) business days after conclusion of event to the Event Sanction Chairperson via email in MS WORD file format. This list should NOT include results data and is strictly for USMS registration confirmation purposes.
9. All sanctioned event material must be retained for a minimum of two years.
10. To ensure accuracy, the event director should proofread all data entry and results before and after event. Event director is responsible for compliance with all USMS sanctioned event rules and LMSC guidelines, and should make sure that the event computer operator is fully informed of data entry and results compilation submission guidelines.

REQUESTER SIGNATURE _____

PRINT FULL NAME _____

DATE _____

**REPORT OF OCCURRENCE
UNITED STATES MASTERS SWIMMING, INC.**

Injured Person's Name _____ Age _____
Address _____ Phone _____
City/State/Zip _____
Club Affiliation _____
Activity Taking Place at Time of Accident _____

Place Where Accident Occurred _____
(include City/St/Zip) _____
Date of Accident _____ Day of Week _____ Hour _____
Describe Accident _____

Person in Charge of the Activity _____
Address _____ Phone _____
City/St/Zip _____
Probable Nature of the Injury _____
Who Determined Nature of the Injury _____
What was Done On-Site for Injured _____
Where Taken for Treatment _____
Who Provided Treatment (name) _____

Name and Address of Three Witnesses:

1. _____
2. _____
3. _____

Additional Witnesses, List Names and Addresses on Reverse

Remarks _____

Report Submitted By _____ Date _____
Address _____ Phone _____
City/St/Zip _____

Please attach any additional accident reports (facility report, newspaper, witnesses' statements). Mail this report to:

RISK MANAGEMENT SERVICES, INC.

PO BOX 32712

PHOENIX, AZ 85064-2712

OR FAX TO 602-274-9138

E-MAIL ktate@theriskpeople.com

You must report all occurrences immediately. Thank you for your time and cooperation.