



## Sanction Requirements and Considerations

**Title of the Meet:** This should start with the year and UT, then the Meet name. This format helps keep data entry into SWIMS uniform.

**Logo:** The meet template has the USI logo. You are welcome to use it, replace it with your team logo, or remove it completely.

**Meet Host:** Put the name of the team hosting the meet.

“Held under the sanction of USA Swimming” is a required statement. Do not remove it.

**Date(s) of Meet:** Enter dates of meet. Make sure they correspond with dates in both the sessions section and the event list.

**Sanction Number:** This number will be given by the LSC Sanction Chair once the USI Sanction Procedure has been followed and all needed materials received and approved. It is required before meet papers can be posted or sent to other teams.

**Indemnity Clause:** The current clause is listed in the online Meet Announcement template. It is required and should not be altered or removed.

**Location:** This is where the meet will take place. Include address and phone number. Driving directions to the pool could be included here. (A meet director should have the name of a responsible party representing the facility who will be present at the meet to handle equipment problems, policy enforcement etc. They should also review their procedures for injuries/emergencies, and their facility (deck) rules such as food on deck, parental access, public swimming access during the meet, areas off limits during the meet, deadlines for pool usage etc. Policies that affect the parents and swimmers may be included at the end of the meet papers.)

**Session Dates and Times:** Include the correct dates of the event, warm-up and meet start times. Consider the size of the meet. Do you need a full hour or more warm-up, or would 30 or 45 minutes be adequate? This should be discussed with the administrative official since it will affect their preparation for the meet.

**Facility:** Pool Specifications-List the course of the pool (SCY/SCM/LCM), number of lanes, timing system information etc. The Meet Announcement must specify whether or not the pool has been certified with USA Swimming and information about water depth using specific statements. See the Online Template for how to word these statements. Measurements are required at 1 meter and 5 meters from both ends of the pool.

**Meet Director:** Give name(s), phone numbers(s), and email address(s).

**Meet Referee:** Give name(s), phone numbers(s), and email address(s).

**Meet Starter:** Give name(s), phone numbers(s), and email address(s).

**Administrative Official/Referee:** Give name(s), phone numbers(s), and email address(s). (Only state championship meets require an Administrative Referee. All other USI sanctioned meets may use an Administrative Official.)

**Eligibility:** Who can enter the meet? Various meet types will dictate eligibility restrictions. For example, an intrasquad meet, by definition, will limit eligibility to members of one specific team. If the meet is an invitational, teams that are invited should be listed. If additional teams will be invited if the meet does not fill, a statement to that fact should be included. Consider unattached swimmers during High School and College seasons and word the meet papers to invite them if they will be allowed to swim. USA rules require an eligibility statement. It is included in the meet template and should not be removed.

**Deck Registration:** Registration is the act of sending in a registration form and payment for membership in USA Swimming. This is not to be confused with Deck Entry which is entry into a meet or meet events. Since USI does not accept deck registration this statement should be included. Please do not remove or change the wording.

**Entry Limits, Fees and Deadlines:** This is a vital part of the Meet Announcement and includes:

- Overall meet entry limits (total number of athletes that will be accepted—if applicable) Does this include the host team or are they in addition?
- Meet, daily and/or session individual and relay event limits. If you are doing relays consider: How many relay teams per event may a club enter, how many of these can score, do relays have Q times and how may Q times for 50 distances for non-free strokes be obtained.  
NOTE: USA-S rules state that no swimmer is allowed to compete in more than three individual events on a single day at the same site when preliminaries and finals are held. When a timed final format is used, a swimmer cannot compete in more than five individual events per day. In meets where a combination of prelims/finals and timed finals are held, a swimmer is limited to three individual events per day, unless entered exclusively in timed finals events on that day. The above imitations include time trials or other competitions held at the same site on the same day, even though separate sanctions have been issued.
- Specify if NT's and/or qualifying times apply
- Bonus events (if applicable)
- If specific events are limited by the number of swimmers accepted state it here. For example the 500 free may be limited to a specific number of heats. Consider doing positive check in for these events an opening them to deck entries if the heat is not filled.
- If the host team is allowed NT's or other exceptions
- Are Deck Entries allowed and under what conditions. Consider limiting Deck Entries to events with open lanes. Is there an extra charge for these entries?
- Costs (individual event, surcharges, relays, etc.) and payment information. Is there an extra fee for paper entries?
- Entry acceptance and deadline information. NOTE: The entry deadline must allow sufficient time for processing and problem-solving of meet entries so that a back-up of the meet database, which includes all entries can be submitted to the LSC Registration Chair at least 3 days prior to the meet start. Many teams also include a date/time that entries will begin being accepted. Consider do you want to accept late entries if the meet is not full? You could add the statement "Late entries may be accepted at the discretion of the meet director and assigned entry person until the meet is considered full."
- Contact information for person who will be processing the meet entries

Usually entries are submitted electronically using meet or team management software. If "hard copy" entries will also be accepted, a copy of the USI Official Entry form is found on the "Sanctions" page of the Utah Swimming website. It can either be referenced in the meet announcement or attached at the end.

It is also wise to include a copy of the following statement: Entries are not considered received until you receive official confirmation from the meet entry contact. If you do not receive email confirmation within 24 hours of the entry deadline, please contact the meet entry contact immediately."

The online template provides specific phrasing and ideas for this part of the Meet Announcement. It is highly recommended that you use the template when preparing the Meet Announcement.

The last part of this section is italicized on the meet template. This is a statement about legal entry times being required and stipulates that swimmers in the meet must be registered USA members. It spells out the penalties for non-compliance. It is required and should not be removed.

**Entry Rules:** This is the place to note whether or not times should be submitted in yards or meters and to state whether or not conversion of times is allowed. Seeding order should also be stated. NOTE: non-conforming times are those swam in different courses than the meet being held. Basically it is asking how you are going to seed the meet. Usually you start with the course you are using to swim the meet or "conforming times". Therefore, for a short course yards meet you would start with the Short Course Yards (SCY) time, then seed with the non-conforming times, either Long Course Meters (LCM) or Short Course Meters (SCM) followed by the other. No Times (NT) or bonus entries are then seeded last. There are several other options including converting all times to the course being swam, or allowing converted times.

Additionally, there should be a statement to the effect that Swimmers without a valid USA Swimming time in an event must be submitted as a "NT" in that event.

Required: Statement about mandatory scratch down if the meet exceeds 4 hours for 12 and under swimmers.

**Meet Format, Scheck-in and Scratches:** This section of the Meet Announcement includes:

- Meet format: Is the meet times finals or Prelim/Finals? Will the meet be seeded slowest to fastest or in some other order? Are there events which are exceptions to the type of seeding specified? (The default is slowest to fastest, so unless you are seeding differently that does not need to be stated.) Many meets run distance events fastest to slowest alternating girls and boys.
- Check-in requirements: Is it a negative or positive check-in? Are there events that are exceptions? (For example: Most meets run as a negative check-in except for distance events which often require a positive check-in.) If there is a positive check-in, what is the deadline and where will the check-in take place? Clarify what happens if a swimmer fails to check in. (Some examples: The swimmer will not be allowed to swim or score. The swimmer may be allowed to swim if there is an empty lane and it will not create an extra heat.)
- Special rules for any events. For instance: Do distance swimmers need to provide their own timers and counters. Are certain events timed finals in a prelim/finals meet? If so, when will they be swum?
- Scratch procedures and penalties: All USI scratch procedures are listed on the Utah Swimming website in Utah Swimming Rules and Regulations UT 1.8. If running a championship meet, use the USI Championship meet scratch procedure. When and where are scratches due?
- Include an explanation of no show penalties, if any
- If there are relays specify if/when initial/final relay forms are required (possibly state that if deadline is missed the relay teams will not be allowed to swim or score) may use the clause: "final relay declarations are required to be handed to the lane timer only if there are changes."
- Will Time Trials be offered?
- Consider adding: "Combined heats may be swum without an empty lane between them."

**Warm-up:** The USI warm-up procedure must be included in the Meet Announcement and it is already in the meet template. Please leave it as listed. USA-S rules also require a complete schedule of lanes and times for all warm-up procedures which should be distributed with the meet announcement. Please provide information on which lanes will be opened for dive starts and at what time during warm-ups. Also provide information on which lane(s) will be cleared for pace lane(s) under coach's supervision during warm-ups and when. NOTE: USA-S rules also require that warm-up schedule and procedures must also be posted throughout the pool area, announced periodically and on a regular basis, before and during a meet and that warm-ups are to be monitored jointly by the Meet Director and the Meet Referee or their special designees. Please ensure this happens.

**Dive Certification:** Required statement from USA-S rulebook. This is in the meet template and should not be removed or altered.

**Deck Changing:** Required statement from USA-S rulebook. This is in the meet template and should not be removed or altered.

**Recording Ban:** Required statement from USA-S rulebook. This is in the meet template and should not be removed or altered.

**Adaptive Swimming:** This is not a required statement, however it is highly suggested that it be included. Are there special instructions or invitations for disabled swimmers? They may be included here. You could also include the [Adaptive Swimming Information Sheet](#) found on the USI website or include the hyperlink. NOTE: Examples of accommodations--Swimmers with a disability may be deck-seeded at the meet in an age group with comparable times or may be permitted to swim a shorter distance within a longer race.

**Scoring:** Explain scoring procedure. Scoring is detailed in the USA-S rulebook. This is not required if the meet is not scored and may be removed.

**Awards:** Explain awards, participation prizes, etc. State how many places will be awarded and whether awards will be awarded by even (same for individual and relay?) and/or for individual/team high point, etc. If heat winners will receive awards that can also be stated here. NOTE: If events will be broken out for scoring or awards that needs to be clearly stated. Please remember that Open or Senior events cannot be broken into ages for scoring or awards.

**Results:** Detail how results will be distributed. Common ways include: Emailed to teams who submit entries via email and/or posted on team or LSC website. State that results will be distributed after the completion of the meet. NOTE: USA-Rule 102.27 (2015) specifies items that must be included in meet results. Most are automatically included in results reports of meet management software, but check to ensure that all needed items are included in the meet results reports before distributing. (For example: The sanction number needs to be included in the results but must be manually entered into the software for each meet.)

**Deck Access:** Put who is allowed to be on deck in this section. Do Officials and coaches need to wear their USA Swimming ID cards to be allowed on deck?

**Officials:** Will entrance fees for official's children be waived—does the meet host need to know the names of officials and their swimmers at the time meet entries are submitted? Is the number of officials limited? Do they need to sign up in advance to work the meet? When is the official's meeting? Is an application required? Any information specific to officials should be placed here.

**(Optional) Hospitality:** Will hospitality be offered to coaches, officials or other volunteers? This section could also contain information about concessions.

**(Optional) Timers/Volunteers:** Does the meet host need guest teams to provide a certain number of timers or other meet volunteers? When and where should they check in and when is the timer's meeting? How do they sign up? That information should be included here.

**(Optional) Parking:** Parking and other facility information and/or restrictions should be included here. Is there a specific place where meet participants should park or a place where they should not park? If other parts of the facility will be open during the meet, can meet participants use it? Are there conditions for use? These and other issues can be addressed here.

**(Optional) Vendors/Accommodations:** Vendors or accommodations that will be providing services for the meet may be listed here.

**(Optional) Web Site:** Where can the meet information, event files, etc. be found?

**Schedule of Events:** The schedule of events is the list of events that will be offered at the meet. It lists the names of the events in order and also the event numbers. The date and time of each session as well as warm-up and start times may be repeated. If events are to be swam mixed please note whether they are mixed gender, age, or both. For example an event may be swam mixed gender for 12 and under swimmers. If there are special conditions for swimming an event, such as providing timers or counters that may also be listed here. A reminder for swimmers to consider lack of time between events when registering (especially in longer distance events which are often combined) may be appropriate also. The session list on the template is an example of what is needed. This table may be used and modified, or you can remove it and put the list in another format.

NOTE: In planning any meet, careful consideration must be given to the demands to be made upon swimmers, coaches, officials and other meet volunteers. Long, tiresome meets, with too many events and/or entries are often not in the best interest of the swimmer. With the exception of championship meets, the meet schedule should be arranged to allow the events for swimmers 12 years and younger to be completed in four (4) hours or less for a timed finals session or in a total of eight (8) hours or less per day for a prelim/finals meet. Experienced coaches and referees can be most valuable resources in this phase of meet planning. A previously successful meet format (including the same or similar entry limitations) and common sense are also good guides. Consider running distance events as consolidated events without regard to the swimmer's ages or genders.