**Policy & Procedures Manual**

**Wisconsin Swimming, Inc.**

# Policy 1: Meet Sanctions/Approvals/Observed Swims/Meets

Effective Date: *October 25, 2022*

Last Revision Date: *October 25, 2022*

***Scope:*** *This policy provides direction to LSC Members for all elements relating to meet sanctions, meet approvals, and observed meets and swims.*

**R-1 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled**

* 1. **Issuance of Meet Sanctions/Approval**
		1. Each Local Swimming Committee (LSC) has been authorized by USA Swimming to issue the sanction or approval for all swimming competition and benefits, exhibitions, clinics and entertainment involving competitive swimming within its geographical boundaries, except that USA Swimming shall sanction national swimming competitions as defined by the President/CEO (or his/her designee).
		2. Meet Sanction: A permit issued by the LSC Sanction Manager to a USA Swimming member to conduct a meet in conformance with all USA Swimming and LSC Policies, in which all participants are current members of USA Swimming. The following clause will appear on all sanction application forms and on all forms upon which official sanctions are granted: “In granting this sanction, it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”
		3. Meet Approval: A permit issued by the LSC for meets conducted in conformance with USA Swimming technical rules and LSC Policies; in which both current USA members and non-members may compete. The following clause will appear on all approval application forms and on forms upon which official approvals are granted: “In granting this approval, it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”
		4. Sanctions or Approvals for swimming meets within the Wisconsin Swimming LSC geographical boundaries are issued by the LSC Sanction Manager. Approvals may be issued if they are in accordance with USA Swimming Rule 202.4. In accepting a sanction/approval, a meet sponsor agrees to abide by and enforce the definitions as set in 1.1.1 and/or 1.1.2. In a sanctioned or an approved meet, any disparity between USA Swimming Rules and LSC policy, the USA Swimming Rules prevail.

**HK-1 ACTION: Adopted Defeated Adopted/Amended Tabled Postponed Pulled**

* 1. **Sanction/Approval Fees**
		1. Fees are required for both approved and sanctioned swim meets involving four or more teams.

 A. A sanction/approval fee of fifty dollars ($50.00) per day of competition will be

 collected post competition by the Sanction Manager.

 B. The sanction/approval fee will be waived if no entry fees are charged.

 C. A two-thirds vote of the LSC House of Delegates can exempt a sanction/approval fee.

* 1. **Definitions of a Sanctioned Meet, Approved Meet, and Observed Swims/Meets**
		1. Definition of a Sanctioned Meet
1. Meet must be conducted under USA Swimming’s Technical and Administrative Rules.
2. All times achieved will be recognized by USA Swimming and will be entered into its SWIMS database.
3. All participants must be registered members of USA Swimming including the Meet Host, Meet Director, Coaches, Officials, Athletes, and participating Clubs.
4. Full insurance coverage is in effect (excess medical and general liability) for registered members of USA Swimming. General liability coverage is in effect for the Meet Host and Volunteers.
	* 1. Definition of an Approved Meet
5. Meet must be conducted under USA Swimming’s Technical Rules, including time resolution.
6. A request must be made to the LSC’s Sanctioning Manager in accordance with USA Swimming’s parameters for Approval.
7. All times achieved by USA Swimming registered athletes will be recognized by USA Swimming and entered into its SWIMS database.
8. No requirement exists for membership in USA Swimming to participate in the meet. If hosted by a USA Swimming member club/organization, full insurance coverage is provided for all registered members of USA Swimming. General liability coverage is provided for the hosting entity. If hosted by a non-USA Swimming member, full coverage for USA Swimming member coaches and athletes is provided.
	* 1. Definition of an Observed Swim/Meet
9. A Meet is conducted under other than USA Swimming’s Technical Rules.
10. A request must be made to the LSC’s Officials Chair AND to the LSC Records Chair within the parameters for Observation, i.e., compliant with the USA Swimming Times Policy Manual.
11. Only times of USA Swimming athlete members are eligible for entry into USA Swimming’s SWIMS database. These times must be achieved in swims observed by certified USA Swimming Officials who have been appointed and approved as Meet Observers by the LSC Officials Committee.
12. An Official of the Meet, who also is a certified USA Swimming Official, both may officiate the Meet and may serve as an Observer, if the meet/swims are approved for observation and if the Official is approved and appointed by the LSC Officials Committee.
13. No requirement exists for membership in USA Swimming to participate in the meet.
14. No medical or liability coverage exists for participants or host. Excess medical coverage is provided to the designated LSC NTV Observers ONLY while observing swims on the LSC’s behalf.
	1. **Obtaining a Sanction/Approval**
		1. To obtain a sanction, a Meet Host must send a copy of the proposed Meet Announcement to the LSC Sanction Manager a minimum of 30 days prior to the proposed meet start date. To obtain a sanction for a Championship Meet, a Meet Host must send a copy of the Meet Announcement to the LSC Sanction Manager, the Age Group Chair, and the Senior Chair. Any exceptions to the LSC and USA Swimming regulations must be brought to the attention of the Sanction Manager at the time the sanction is requested. Upon the approval of the 1.41.1 policy requirements, a sanction number will be issued. All sanctions for LSC Championship Meets must be requested sixty (60) days prior to the first day of the Meet to allow for the ordering of medals.
		2. To obtain an approval, a Meet Host must send a copy of the proposed Meet Announcement listing Meet details to the LSC Sanction Manager a minimum of 30 days prior to the proposed meet start date . USA Swimming’s Form (Meet Approval Request to Program Operations) also must accompany any request for an approved meet. Any exceptions to LSC and USA Swimming regulations by the Meet Host must be identified for the Sanction Manager at the time the approval is requested.
		3. A Meet Host accepting entry reservations for a sanctioned meet or an approved meet must submit the Meet Announcement to the Sanction Manager by August 1st for the Fall/Winter Season and by February 1st for the Spring/Summer Season. The Sanction Manager or designee shall review and approve or deny the sanction/approval request at least two (2) weeks prior to the Meet Reservation Date.
		4. To obtain an Open Water Sanction/Approval
15. Applicants for a sanction/approval of an open water competition shall complete the open water application approved by USA Swimming and available on its website, www.usaswimming.org.
16. Before an open water competition can be sanctioned/approved by the LSC, the LSC Sanction Manager shall submit the completed sanction/approval packet to USA Swimming for review and approval.
	1. **Sanctions of Time Trials, Dual Meets, Triangular Meets and Inter-squad Meets**
		1. A request for both approved and sanction time trials, dual and triangular meets, and inter-squad meets must be requested in writing directly to the Sanction Manager and must postmarked at least four (4) days prior to the date of competition. Single team competition results may not be used for NTVs.
	2. **Meet Profits and Losses**
		1. All profits and/or losses shall be the sole responsibility of the Meet Host.
	3. **Responsibilities of the Sanction Holder**
		1. Member clubs of the LSC, who obtain sanctions for any meets, are responsible for the actions of their officers, coaches, and agents, in conducting a meet within the Rules of USA Swimming, the LSC, and the sanction limitations specified by the Sanction Manager. A fine may be assessed on a sanction holder by the LSC for violation of the terms of the sanction. Moneys collected shall be deposited in the LSC General Fund.
	4. **Meet Director’s Responsibility for Records**
		1. The Meet Director has the responsibility to retain the original Meet Final Results for a minimum of 1 year, including the electronic timing print out (touch pad and back-up button information, if available) and the seed cards or equivalent.
	5. **Sanction/Approval Modifications**
		1. Neither the Meet Committee nor the Meet Referee has the authority to modify or waive the sanctioned or approved Meet Announcement. Changes are the sole prerogative of the Sanction Manager.
17. A minor exception/change: an event is identified in the Meet Announcement as a positive check-in event. There are two heats or fewer of swimmers entered in the event. The Meet Committee wants to simply seed the event without positive check-in. The Meet Host must notify all participating swimmers/coaches prior to the session start.
18. A major exception/change requiring Sanction Manager approval: changing heats to compete fastest to slowest, which requires notifying all participating swimmers/coaches prior to the session start.
19. Another major exception/change requiring Sanction Manager approval: capping or limiting one or more events to a maximum number of participants, when not so stated in the Meet Announcement. If the Sanction Manager requires or approves such limitations, the Meet Host must notify the swimmers eliminated from competition at least one (1) full day prior to the start of the affected session.
	* 1. The Meet Committee will resolve any discrepancies in the Meet Announcement that become apparent during the Meet.

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| Date of Revision | Policy Section(s) | Changes Made |
| January 28, 2003 | 1.6 | Amended Meet Final Results requirements to modify electronic distribution to LSC Officers and to eliminate Hy-Tek specific language for electronic distribution |
| April 23, 2003 | 1.4.2 | Amended Distance Rule to include additional distance events for 11-12 age group and clarify its application |
| April 26, 2005 | 1.4.2 | Housekeeping to correct paragraph numbering |
| June 27, 2006 | 1.4.11.4.2 | Add 1.4.1B to require Meet Information with Meet Bid for Meet accepting entry reservationsDelete Distance Rule |
| June 23, 2009 | 1.6 | Meet Final Results Requirements deleted in its entirely as now contained in 2.4 |
| October 26, 2010 | 1.1.1 & 1.1.21.4.1 | Separate issuing sanction from issuing approval and adding statement to hold harmless from damagesDistinguish between a sanction and an approval |
| April 24, 2012 | 1.31.4.4 | Defined Sanction Meet, Approved Meet, and Observed Meet/SwimsAdded Obtaining an Open Water Sanction/Approval |
| January 22, 2013 | 1.2.2 | Added language waiving sanction fee |
| April 23, 2013 | 1.9.11.9.2 | Amended to address sanction/approval modificationAmended to address meet committee rule |
| June 11, 2015 | 1.4.3 | Changed Fall/Winter Season to Spring/Summer Season for the Meet Announcement Feb. 1st submission |
| October 24, 2017 | 1.2.1 and 1.2.21.1, 1.2, 1.4, 1.5, 1.7, 1.9 | Increase sanction/approval fee to $30.00Consistently change all references of LSC Sanctioning Officer, Sanction Chair, Administrative Chairman, or Administrative Chair to be referred to either LSC Sanction Coordinator or simply Sanction Coordinator. |
| April 25, 2020 | 1.1Various1.4.1, 1.4.2 | Corrected section title to “Issuance”Sanction Coordinator changed to Sanction ManagerAdded 30 day requirement for sanction request |
| April 2, 2022 | 1.2 | Changes to sanction/approval fees |
| October 25, 2022 | New 1.1, and 1.141.2.1 | Clarified sanctioning and approval for all meets within the LSCSanction/approval fee increased to $50.00 |