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| **A close up of a sign  Description automatically generated** | Policies and Procedures |
| Subject: Meet and Event Sanctions | Document Number: 601Version Number: 4 | Effective Date: Pre-March 2014Last Revision: December 8, 2020 |

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# POLICY OVERVIEW

* 1. Sections two (2) and three (3) give general information applicable to the entire policy.
	2. Section four (4) through seven (7) outline policies, procedures, and fees related to meet and event sanctions, approvals and observed swims.
	3. Section eight (8) lists documents and forms applicable to this policy.
	4. Sections nine (9) and ten (10) outline administrative procedures and responsibility for ongoing policy implementation and dissemination.

# PURPOSE OF POLICY

* 1. To outline procedures and fees related to meet and event sanctioning and approval.
	2. To fulfill obligation to fill obligation to UTSI bylaws and to the Affiliation Agreement with USA Swimming.

# DEFINITIONS

* 1. **Affiliation Agreement:** Contractual agreement(s) between Utah Swimming and USA Swimming. Each has obligations to the other because of the agreement.
	2. **Approval, or Approved Meet Status**: Official permission, or approval to a non-USA Swimming member to host a meet where times obtained are recognized by USA Swimming. Rules and regulations regarding Approval are in the current USA Swimming rulebook. USA Swimming Approval of meets held in Utah are granted by Utah Swimming.
	3. **Blanket Observation**: A form of observing swims. USA Swimming or YMCA officials observe all swims where USA Swimming rules differ from the meet host organization, not just the swims of a few individuals who request them.
	4. **Bylaws:** The bylaws as adopted and amended from time to time by, and in effect for, UTSI.
	5. **Dual Meet:** Two registered teams, unattached affiliated swimmers
	6. **House of Delegates:** The House of Delegates of UTSI as established by the Bylaws.
	7. **Invitational Meet:** Multiple registered teams, unattached affiliated swimmers, and unattached registered swimmers as designated by the host team.
	8. **Intrasquad Meet:** One registered team, unattached affiliated swimmers
	9. **LSC:** Local Swim Committee, the regional governing body for USA Swimming. The LSC for the state of Utah is Utah Swimming.
	10. **Meet Director:** As defined by USA Swimming. Key points: This person is named in the meet announcement. They represent the meet host organization and seek a sanction from the LSC when preparing a meet.  This person also files a meet report with the LSC after the meet.
	11. **Meet Referee:** As defined by USA Swimming. Key points: This person may, or may not, be affiliated with the meet host organization. The referee files a meet report with the LSC Officials Chair after the meet.
	12. **Observed Swims**: Swims may be observed by assigned officials for conformance with USA Swimming technical rules in a meet conducted under other than USA Swimming rules. If USA Swimming rules and conditions are met, times from observed swims are recognized by USA Swimming. Rules and regulations regarding observed swims are in the current USA Swimming rulebook. Management of observed swims and times within the state of Utah is handled by Utah Swimming.
	13. **Open Meet:** Any registered teams and unattached registered swimmers
	14. **Return to Competition Plan (RTC):** Each club is required by USA Swimming to have and use this plan to return to competition. Begun in response to the COVID-19 pandemic in 2020. Elements of the plan are required by USA Swimming before hosting or attending competition. Individuals and clubs attending competition must know and adhere to the meet host RTC plan.
	15. **Return to Practice Plan (RTP)**: USA Swimming recommends that every club have this plan in place before returning to practice. Begun in response to the COVID-19 pandemic in 2020. Utah Swimming requires all clubs participating in competitions to have and use the USA Swimming recommended components of this plan.
	16. **Rules and Regulations:** Specific rules and procedures that govern the conduct of UTSI competitive swim meets.
	17. **Safe Deck Plan:** Designates where spectators may sit at swim meets. There is one for every venue where clubs hold practice or host meets. Current plans are available on the Utah Swimming website.
	18. **Sanction**: Official permission, or approval to a USA Swimming group member to host a meet. Times from meets sanctioned by USA Swimming are recognized by the organization. Rules and regulations regarding sanctioning are in the current USA Swimming rulebook. Sanctions for USA Swimming meets held in the state are granted by Utah Swimming.
	19. **Sporting Event:** Competitions, practices, tryouts, and activities sponsored by Utah Swimming or the member club.
	20. **Swimming Year:** September 1 through August 31.
	21. **Tri-Meet:** Three registered teams, unattached affiliated swimmers
	22. **USA Swimming:** USA Swimming, Inc., a Colorado nonprofit corporation which is the national governing body for the United States for the sport of swimming.
	23. **UTSI:** Utah Swimming, Inc. A Utah not-for-profit corporation.

# Procedure for Submitting Meets and Events for UTSI Sanctioning or Approval

* 1. Meet host submits proposed date(s) of meet or event to the UTSI Sanctions Coordinator.
	2. If the host is not a member club of Utah Swimming, the meet or event must be co-hosted by a Utah Swimming member club.
	3. UTSI Sanctions Coordinator enters the proposed meet/event on the UTSI website without a sanction number.
	4. Meet host sends meet announcement information to their meet referee for approval.
	5. Once approved by referee, meet announcement along with application, meet entry file, Return to Competition and Return to Practice Plans, and fee is sent to the UTSI Sanctions Coordinator for review.
	6. The UTSI Sanctions Coordinator issues a sanction number when approved and
		1. Sends back a WORD and PDF to Meet host
		2. Posts meet entry file and meet announcement to the website and updates meet with sanction number and applicable information.
		3. Emails meet announcement and entry file to teams as requested by the Meet Host.
	7. The LSC requests that all dual squad and intra-squad meets be calendared at least 30 days prior to the event. Further, the LSC requests:
		1. At Fall House of Delegates all proposed dates for invitational, open and Utah Swimming Championship Meets be submitted for the following short course season.

# Conditions of Sanction or Approval

* 1. All conditions of USA Swimming Article 202 (Sanctions and Approvals) located in the current rulebook must be met for a sanction or approval to be issued.
	2. All meets must follow USA Swimming Rules and Regulations and Utah Swimming Rules and Regulations.
	3. All participants must be verified members of USA Swimming. (Excepting approved meets.)
	4. A sanction cannot be transferred between teams or meets.
	5. Meet Announcement is not to be distributed before a sanction or approval number has been issued.
	6. An *Application for Sanction* or *Application for Approval* must be submitted along with a complete copy of the meet announcement, the appropriate sanction fee to the Sanctions Coordinator and an Event file.
	7. All meet information, sanction application and fees must be in the hands of the Sanctions Coordinator no later than seven (7) days before the first day of the meet. No meets will be sanctioned within 7 days prior to a meet.
	8. Sanction and Approval applications will not be accepted within seven (7) days of the first day of the meet.
	9. After all entries are put into the computer by the meet host and AT LEAST three days prior to the meet, a backup of the database must be sent to the LSC Registration Coordinator for a verification of all swimmers’ USA Swimming registration status.
	10. At the completion of the meet, a UTSI Meet Financial Report, Meet Manager Entry Fee Summary Report, Meet Manager Backup, and Splash Fees should be returned to the Sanction Coordinator ASAP but no later than 45 days after the date of the meet. In addition, an electronic copy of the meet results must be sent to the UTSI SWIMS Coordinator within 48 hours of the completion of the meet.
	11. No sanctions will be granted to teams who are not current with sanction fees.
	12. The Sanction, Approval, and Request for Observed Swims Application forms can be found on the Utah Swimming website.

# Procedure for Submitting Meets and for UTSI Observed Swim Status

* 1. Meet host submits meet information to the UTSI Sanctions Coordinator at least 10 days before the start of the meet.
	2. Meet information must also be given to the UTSI Officials Chair. The Chair must verify proper official coverage.
	3. All observed meets must be approved by the USA Swimming Program Operations Vice Chair Program and Events Committee Chair, or designee. (The UTSI Sanctions Coordinator is the initial point of contact for Utah Swimming.)
	4. The UTSI Sanctions Coordinator submits a list of meets approved for observation to USA Swimming. They publish a combined list of meets that can be entered into SWIMS.
	5. At high school invitationals and region championship meets, the meet host is responsible for collecting the fees. Then, submitting the fees and meet results to the UTSI SWIMS Coordinator. At the high school state championships, the UTSI SWIMS Coordinator collects the money and athlete information directly from individuals and/or clubs.

# Conditions of Observed Swims Status

* 1. All conditions of USA Swimming rulebook pertaining to observed swims must be met for Observed Swim status to be issued. (See Article 202: Sanctions and Approvals)
	2. All observed swims must follow USA Swimming Rules and Regulations and Utah Swimming Rules and Regulations. Utah Swimming requires four (4) USA Swimming certified officials who are not also officiating for the meet host organization.
	3. No Observed Swim status will be granted to organizations who are not current with fees.
	4. All who apply for Observed Swims must be verified members of USA Swimming.
	5. Observed swim status cannot be transferred between teams or meets.
	6. An *Application for Observed Swim* must be submitted along with a complete copy of the meet announcement, and the appropriate fee to the Sanctions Coordinator.
	7. All meet information and Observed Swim application must be in the hands of the Sanctions Coordinator no later than ten (10) days before the first day of the meet. No applications will be accepted within 10 days prior to a meet.
	8. The meet host is responsible to collect individual athlete Observed Swim applications and fees. The application must include the athlete’s name, high school team affiliation, USA Swimming club affiliation (may be unattached), athlete USA Swimming membership number, and phone number. Additionally, if the athlete is under age 18, it must include the name and phone number of a parent or guardian.
	9. Within 5 days of the conclusion of the meet, the meet host needs to:
		1. Send the Utah Swimming Sanctions Coordinator and Officials Chairperson a list of the USA Swimming certified officials who observed the meet.
		2. Send the Utah Swimming SWIMS Coordinator
			1. A backup of the final meet database
			2. A list of the disqualifications called by the observing officials
			3. The applications for each person who requested observation
			4. The observation fee for each person requesting observation
	10. The SWIMS Coordinator does the following to the meet database:
		1. Deletes all athletes who did not request observation
		2. Enters in disqualifications
		3. Changes athlete team affiliation from high school to USA Swimming affiliated club
		4. Enters athlete USA Swimming membership number
		5. Verifies athlete USA Swimming membership
		6. Imports results into SWIMS
	11. The Observed Swims Meet Host and Athlete Application forms can be found on the Utah Swimming website.

# Sanction, Approval, and Observed Swim Related Fee Schedule

* 1. $10.00 Dual or Intrasquad Meet Sanction Fee
	2. $15.00 Tri-meet or Time Trials Sanction Fee
	3. $50.00 Invitational or Open Sanction Fee
	4. $20.00 Late Fee. Any sanction applied for within 14 days of the event will incur a Late Fee in addition to the regular sanction fees.
	5. $10 Clerical Change Fee. Clerical changes made to the meet information after receiving a sanction # are subject to an administrative Clerical Change fee.
	6. $1.50 Individual Entry Splash Fee. Individual Entry Splash Fees are paid per each individual entry in the meet excluding scratches.
	7. $1.00 Relay Entry Splash Fee. Relay Entry Splash Fees are paid per each relay entry in the meet excluding scratches.
	8. $5.00 Observation Fee per swimmer per meet for Observed Swims. Fee is payable to the meet host. The meet host in turns pays Utah Swimming via the SWIMS Coordinator.
		1. If the meet has “blanket observation,” a USA Swimming athlete member may request the submission of legal times into SWIMS **after** the meet. The post-meet observation fee is $20.00 per swimmer per meet. The request and payment go directly to the Utah Swimming via the SWIMS Coordinator. NOTE: This option is only available if “blanket observation” was done.
	9. Meet fees for Virtual Meets will be assessed by the type of meet they would be if all the swimmers were in one swimming venue.
		1. For example, a virtual meet with one or two teams is charged an Intrasquad fee, a three-team meet is charged the Tri-meet fee, and so forth.
	10. Sanction fees are waived for Utah Swimming hosted meets and events.

# Meet Announcement Requirements

* 1. Meet Name
	2. Utah Swimming Sanction # and USA Swimming disclaimer
	3. Meet Host
	4. Meet Date, Time, Warm-up time
	5. Meet Format
	6. Location
	7. Course Description
	8. Timing System to be used
	9. Meet Director (Must be USA Swimming registered)
	10. Meet Referee (Must be USA Swimming registered and certified)
	11. Meet Starter (Must be USA Swimming registered and certified)
	12. Meet Administrative Official (Must be USA Swimming registered and certified)
	13. Rules in effect
	14. Notification of acceptance of deck entries and if time verification is in effect.
	15. Entry time standards
	16. Entry procedures and guidelines
	17. Entry fees and surcharges
	18. Utah warm-up and safety guidelines, specific time of opening of sprint lanes for dive starts and pace lanes
	19. Check-in and scratch procedure to be used
	20. Order of events listing
	21. If time trials are to be offered
	22. Awards
	23. Scoring, if used.
	24. Statement of Eligibility
	25. Any USA Swimming required statements (See Article 202 of USA Swimming rulebook and [www.usaswimming.org/maapp](http://www.usaswimming.org/maapp) for current requirements.)
	26. Any Utah Swimming required statement(s) from the Rules and Regulations or Policies and Procedures.

# RELATED DOCUMENTS AND FORMS

Available on the UTSI website “Sanctions” page. All forms are maintained by the Sanctions Coordinator unless otherwise noted.

## Answers to Frequently Asked Questions

(Available in other sections of the UTSI website)

## COVID-19 Return to Competition Plan (RTC) Template

(Available on Sanctions page. Maintained by the Safe Sport and Operational Risk Coordinator or Safety Committee)

## COVID-19 Return to Practice Plan (RTP) Template

(Available on Sanctions page. Maintained by the Safe Sport and Operational Risk Coordinator or Safety Committee)

## Meet 360

(Maintained by USA Swimming)

## Request for Accommodations for Swimmer with a Disability

## Return to Competition Plan Checklist

(Available on Sanctions page. Maintained by the Safe Sport and Operational Risk Coordinator or Safety Committee)

## Swim Meet Safe Deck Plans

(Maintained by the Safe Sport and Operational Risk Coordinator or Safety Committee)

## Uniform Meet Entry From

## Utah Swimming Rules and Regulations

(Maintained by the Governance Committee)

## UTSI Approval Application

## UTSI Event Sanction Checklist

(Provides a list of things a meet host must do to successfully complete the sanction process)

## UTSI Event Sanction Information Sheet

(Provides more detailed information about completing the meet announcement and what is needed.)

## UTSI Meet Announcement Template

(For meets and Time Trials)

## UTSI Meet Financial Report

## UTSI Observed Swims Application for Athletes

## UTSI Observed Swims Application for Meet Hosts

## UTSI Sanction Application

# NOTIFICATION AND ACKNOLWEDGEMENT

* 1. Upon hiring a new Sanctions Coordinator, the Administrative Vice Chair will ensure the new Sanctions Coordinator receives a copy of this policy and is made aware of responsibilities included therein.
	2. Applicable policy information will be included in all sanction, approval, and observed swims application forms and must be agreed to by meet host before granting sanction, approval, or observed meet status.
	3. Applicable policy information will be included in the Meet Sanction Template.
	4. Applicable policy information will be included in the Meet Financial Report form.
	5. Before the Fall UTSI House of Delegates meeting, the Sanction Coordinator will notify all clubs of the need to turn in Invitational and open meet dates for the upcoming swimming year by the House of Delegates meeting.
	6. Before the Fall UTSI House of Delegates meeting, the Sanction Coordinator will notify the Age Group and Senior Chair Board Members of the need to turn in the UTSI Championship Meet dates for the upcoming swim year, if not already collected.

# DISSEMINATION OF POLICY AND UPDATING

* 1. Policy will be posted on the UTSI website
	2. Applicable portions of the policy will be posted on the Sanctions page of the UTSI website.
	3. Applicable portions of the policy will be included in related forms and documents.
	4. When this policy or sanction related documents are changed, the Sanctions Coordinator will update materials on the website accordingly.
	5. At least annually in the spring, the Sanctions Coordinator will thoroughly review this policy along with all information presented and posted on the UTSI Sanctions page and update as needed. (Both online materials and policy, as needed with board approval.)
	6. At least annually, in the spring, the Sanctions Coordinator will also ensure that all forms and documents listed in Section 10 of this policy are current or updated as needed.
	7. After USA Swimming and Utah Swimming House of Delegates meetings, the Sanctions Coordinator will see if any changes were made that apply to Sanctions and update materials accordingly.

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|  CHANGE LOG |
| **Version** | **Date** | **Description of Change/Section(s)** | **Author or Editor** | **Authority** |
| 1 | Pre-2014 | Part of the 3/2014 Policies and Procedures Manual | Unknown | BOD |
| 2 | 11-12-2019 | Removal from 3/2014 P&P Manual and moved to new online P&P/Entire policy | Stan Crump & Cathy Vaughan | BOD |
| 3 | 7-14-2020 | Updated policy format and content to comply with current practice. | Carri Oviatt, Todd Etherington, & Cathy Vaughan | BOD |
| 4 | 9-8-2020 | Added information about Return to Competition and Return to Practice plans | Maureen Schiffman, Paul Larsen, Carri Oviatt, Tanner Nelson, Cathy Vaughan | BOD |
| 5 | 12-8-2020 | Added virtual meets into the fee schedule, waiving of fees when hosted by UTSI, and meets sanctioned within UTSI by a host from outside the LSC must co-hosted by a Utah Swimming member club. | Teri Rhodes, Carri Oviatt, Paul Larsen & Cathy Vaughan | BOD |