North Texas Swimming, Inc. Sanctioning Policies and Procedures

**Effective date: October 2, 2016**

# Introduction

* 1. Sanctions for swimming competitions in North Texas are granted under the provisions of Part Two, Articles 202 and 203 of the USA Swimming (USA-S) rules and regulations. It is recommended that applicants familiarize themselves with both references.
	2. The role of the Sanctions Chair in approving meets for competition is as follows:
		1. Verifies that the USA Swimming membership of the meet host will be current as of the meet’s inclusive dates and that the meet host will be eligible to sanction meets under USA Swimming and NTSI rules.
		2. Verifies that USA Swimming memberships and all required certifications of the meet’s officials, the

meet’s director, and the meet host’s head coach will be current as of the meet’s inclusive dates.

* + 1. Confirms that the meet host is not delinquent in submitting any required fees, fines, or reports for any previously hosted meets.
		2. Communicates with the people listed on the sanction application to confirm that they will work the meet in the positions for which they are listed.
		3. Verifies that the meet information includes the required information in accordance with USA Swimming and NTSI rules.
		4. Reviews the meet information and identifies any inconsistent or incorrect information or any other issues that might impact the conduct of the meet.

# Pre-Meet Considerations

* 1. **Types of Meets:** USA Swimming (USA-S) competitions are assigned to three general categories: sanctioned, approved, and observed. Most competitions are sanctioned. Meets can sometimes be classified further as being closed/invitational meets, bid meets, or time trials.
		1. **Sanctioned Meet:** A sanctioned meet is one in which all athletes must be current members of USA-S. In addition, all coaches, officials, and other key meet personnel, such as the meet director, must be current members of USA-S.
			+ The Sanctions Chair must approve the meet information and issue a sanction number in advance of the meet information being posted on the North Texas website and/or distributed to teams.
			+ The meet must be conducted under current USA-S rules and regulations for sanctioned meets (Articles 202.2 and 202.3). In addition, meets sanctioned by North Texas Swimming, Inc. (NTSI) must follow any relevant NTSI rules for pre-meet operations and post-meet procedures as defined in the current NTSI Policies and Procedures Manual.
			+ All times achieved at a sanctioned meet will be loaded into SWIMS, provided the meet was conducted in accordance with current USA-S and NTSI rules.
		2. **Approved Meet:** An approved meet is one in which the competition is conducted in accordance with USA-S technical rules, but does not require all athletes to be current members of USA-S. Approvals for competition (as opposed to sanctions) may no longer be issued to a USA Swimming member club unless it is for a closed competition or unless the specific competition has been approved in advance by the USA Swimming Program Operations Vice President or her/his designee. In the latter case, USA Swimming NTV Form F is required and may be obtained by contacting the NTV Chair.
		3. **Observed Meet:** An observed meet is usually a season-ending competition or an invitational that is held under the rules of an organization other than USA Swimming, such as UIL, USMS, or NCAA. When USA-S officials are present, times earned by swimmers registered with USA-S and meeting the technical rules of USA-S will be loaded into SWIMS. Meet directors who would like to have their meets approved for observation must fill out the appropriate form and then forward the form and meet information to the NTSI NTV Chair for approval.
		4. **Closed Meet/Invitational Meet:** A closed meet is a sanctioned meet at which all swimmers are members of the same club or team (or unattached to that same club or team), or an invitational meet at which only specifically invited teams, clubs, or athletes are invited to participate.
		5. **Bid (Championship) Meet:** A bid meet is a sanctioned, season-ending championship or designated qualifying meet in the same progression for which only certain swimmers will qualify as determined by a set of time standards, which may be revised from time-to-time.
		6. **Time Trials:** Competitions conducted solely for the purpose of achieving a time or times.
			+ The competition must be either sanctioned or approved for times to be loaded into SWIMS.
			+ If time trials are conducted as a part of another sanctioned or approved meet, a separate sanction or approval is not required if the same Meet Referee or the Meet Referee’s designee conducts the time trials session.
		7. **Open Water:** Please contact the Sanction Chair.
	2. **Timeline:** Hosts should plan their meets well ahead of its dates and submit them for sanctioning, approval, or observation at least 60 days ahead of the meet’s start date, when possible, to avoid penalty fees and also to ensure that the meet is posted in plenty of time for it to be well attended. Under most circumstances, meets are approved in less than 72 hours.
	3. **Applying to Host a Sanctioned Meet:** The hosting club must complete the sanction application, and submit it with the meet information to the Sanctions Chair for approval prior to posting the meet’s announcement or accepting any meet entries.
		1. *Step 1: Verify that your club is eligible to host a meet.*
			+ Clubs must not be delinquent in submitting any fees or fines, meet results, or any other required documentation or fees for any previously hosted competitions.

 o This rule applies to all locations of a club. If any club location has delinquent fees or items,

then no meets can be sanctioned using that club’s code, regardless of location.

* + - * All certifications for the head coach, as required by USA Swimming and NTSI rules, must be current as of the meet’s inclusive dates.
			* The meet director must be a current member of USA Swimming and have a current background check and APT as of the meet’s inclusive dates, and must have consented to working the meet and being listed on the sanction application.
				+ The meet director listed on the sanction application may not also be listed on another sanction application for a meet with overlapping/conflicting dates and times.
			* Five officials must be included, by name, on the sanction application as having committed to work the meet: a meet referee, an administrative official/referee, a starter and two additional officials who must be minimally certified as stroke & turn officials. The meet host must obtain the consent of these officials to list them on the sanction application. All five officials must be current members of USA Swimming and have a current Level II background check and APT as of the meet’s inclusive dates, and they must be certified for their positions by their corresponding LSCs.
				+ Officials who are Stroke & Turn Trainees cannot be listed on a sanction application.
				+ Officials who are Administrative Official Trainees cannot be listed on a sanction application as

the meet’s designated Administrative Official. However, if the official is fully certified in

another position (Stroke & Turn, Starter, Deck Referee, or Meet Referee), then the official may be listed as an official on a sanction application in one of the fully certified positions.

* + - * + The five officials listed on the sanction application may not also be listed on another sanction application for a meet with overlapping/conflicting dates and times.
1. *Step 2: Include the required sections in your meet information.* A meet template is available on the LSC Info page of the NTSI website for your convenience. The meet information **must** include the following sections, as they appear below, with yellow highlighting added to indicate information to be inserted by the meet host:
* **Liability:** IN GRANTING THIS SANCTION AND BY ANY PERSON’S PARTICIPATION IN THE MEET IT IS UNDERSTOOD AND AGREED THAT USA SWIMMING, INC., NORTH TEXAS SWIMMING, INC., ALL MEET OFFICIALS, XISD, (facility name) SHALL BE FREE FROM ANY AND ALL LIABILITIES OR ANY CLAIMS FOR ANY DAMAGES, EVEN IF SUCH LIABILITIES OR CLAIMS ARE DUE TO THE NEGLIGENCE OF SUCH ORGANIZATIONS, ARISING BY REASON OF INJURIES TO ANYONE DURING THE CONDUCT OF THE MEET.

Damage to a facility, when proved, will cause the offending swimmer, if unattached, or the offending swimmer’s. If attached, to be held accountable for repairs.

* **Sanction:** This meet has been sanctioned by North Texas Swimming and current USA Swimming rules and any relevant sections of the North Texas Policies & Procedures Manual will apply. All swimmers must be registered as athletes for 201# with USA Swimming by the meet start date.

North Texas Swimming does not allow on-deck USA Swimming registrations. Conduct of the sanctioned event shall conform in every respect to all technical and administrative rules of USA Swimming.

* **Deck Entries:** (Required. You can modify the content in this section for your meet. Specify whether deck entries will be accepted and any conditions for deck entries (such as only for open lanes, no new heats created, when deck entries open and close for each session, etc.), or specify that no deck entries will be accepted.)

(Indicate the deck entry fee if applicable, for individual and relay events)

Swimmers not previously entered in the meet must present their 201# USA Swimming ID card or Deck Pass to deck enter (or a coach may present the club’s official, watermarked roster from the USA Swimming club portal).

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* + **Water Depth:** The minimum water depth, measured in accordance with Article 103.2.3, is ## feet ## inches at the start end and the turn end is ## feet ## inches measured for a distance of

1.0 meter to 5.0 meters from both end walls.

* + **Course Certification:** *(Required. Include the appropriate statement and delete the other statement.)* The competition course has been certified in accordance with 104.2.2C(4). The copy of such certification is on file with USA Swimming. **OR** The competition course has not been certified in accordance with 104.2.2C(4).
	+ **Age up Date:** The age of the swimmer will be his/her age on (date).
	+ **Cell Phone Restrictions:** Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms. There are no exceptions to this policy. Violators are subject to disqualification from the meet, disbarment from the facility, and arrest.
	+ **Unaccompanied Swimmers:** Any swimmer entered in the meet must be certified by a USA swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer’s legal guardian to ensure compliance with this requirement.
	+ **Swimmer Photographs and Videos: (optional)** There may be one or more photographers and/or videographers on deck at this meet. In the event such personnel are present, parents or guardians of swimmers under the age of 18 who do not wish to have photos or videos of their athletes made are required to contact the Meet Director prior to the beginning of warm-ups. Photographers and videographers are strongly encouraged to stay out of the area immediately behind the starting blocks, but if present are specifically prohibited from making shots during the start phase of any race.
	+ **Deck Changing:** Deck changes are prohibited.
	+ **Swimmers with Disabilities:** Coaches and or swimmers are responsible for notifying the meet referee of any disability prior to the completion and for providing their own assistant or equipment. However, coaches/swimmers may contact the meet director at least 2 weeks in advance of the meet to reserve proper equipment.

In any meet sanctioned or approved by North Texas Swimming, Inc., which may include one or more swimmers with visual, hearing, mental, or physical disabilities; the judging of such competitors shall be in strict accordance with the current USA Swimming Rules and Regulations, i.e., Article 105. Coaches and/or athletes must notify the Meet Referee before the event begins if they are to be considered to be judged under Article 105.

* + A copy of the NTSI Safety Guidelines and Warm-up Procedures must be included in the meet information.
1. *Step 3: Include additional details in your meet information to describe your meet.*
	* The name of the hosting club or team
	* The name of the facility where the meet is being conducted, along with the facility’s physical address (including city, state, and zip code) and a phone number, if available
	* Information about the software being used to conduct the meet (usually this is Meet Manager) and the timing/starting system used to conduct the meet
	* The classification of the meet (unclassified, championship, closed, or with cuts)
	* The order of events
	* Entry restrictions for the meet (number of events per day, age requirements, other eligibility requirements, etc.)
	* The meet entry fee for individual and relay events, and a notation that the fee includes the NTSI splash fee of $1.25 per entry
	* The age up date, if applicable
	* A copy of the qualifying times for the meet, if applicable, and any penalties, if applicable, for failing to finish with a qualifying time
	* Acceptable sources for proof-of-time, if applicable
	* Warm-up times and any additional details about warm-up procedures, if applicable
	* Start times for each session
	* Detailed information about any awards being given
	* Detailed information about any time trials, if applicable, including fees, how to enter, deadlines for entry, etc.
	* If a closed meet, detailed information about the eligible athletes and/or clubs invited to the meet
	* Detailed information about scratch procedures, if applicable, and any related penalties
	* Detailed information for failure to compete, if applicable, and any related penalties
	* Detailed information for which events require positive check in and/or a requirement for athletes to provide their own counters and/or timers, if applicable
	* The name, phone number, and email address of the Meet Referee, the Administrative Official/Referee, the Starter, 2 Stroke & Turn officials, the Meet Director, the Head Safety Marshall, and Entries Chair
	* Indicate the meet's entry deadline by date (and time if applicable). All entries shall be received, not later than 6:00PM Central Time, on the second Thursday prior to the commencement of the meet. (8 days before meet).
	* Information about deck entries, including how to enter, fees, and a note indicating that swimmers not previously registered for the meet must present their USA Swimming registration card, Deck Pass or a coach may present the club’s official, watermarked roster from the USA Swimming club portal

**4.** *Step 4: Submit your completed sanction application and meet information—preferably by email—to the NTSI Sanctions Chair for approval.*

* 1. **Applying to Host an Approved Meet:** Approvals for competition (as opposed to sanctions) may no longer be issued to a USA Swimming member club unless it is for a closed competition or unless the specific competition has been approved in advance by the USA Swimming Program Operations Vice President or her/his designee. In the latter case, USA Swimming NTV Form F is required and may be obtained by contacting the Sanctions Chair.
		1. The process for applying to host an approved meet follows the same procedures described for hosting a sanctioned meet. Please follow the procedures outlined in Section C, above.
	2. **Applying to Host an Observed Meet:** An observed meet is usually a season-ending competition or an invitational that is held under the rules of an organization other than USA Swimming, such as a UIL, USMS, or NCAA. Meet directors who would like to have their meets approved for observation must fill out the appropriate form and then forward the form and meet information to the NTSI NTV Chair for approval.
		1. An observed meet must be approved in advance of the meet’s start date by the NTSI NTV Chair. The meet director is asked to submit the meet information and complete the correct NTSI form. Form A is used to request observation for a non-season culminating championship meet; Form B is used to request observation for a season culminating championship meet
	3. **Fees:** Hosting a sanctioned or approved meet requires payment of two separate fees: the sanction application fee and splash fees. In addition, hosting teams are subject to fines for rule, registration, and time violations. These fees are listed in the North Texas Policies & Procedures.

# Procedures Prior to a Meet

* 1. **Post Your Meet Information and Entry File:** After receiving a sanction number, send your meet information and the meet’s entry file to the North Texas Swimming webmaster for posting on the NTSI website. You can also post your meet on your team’s website.
		1. Closed meets conducted by a single team and invitationals are posted on the NTSI website with an indication that meet entry is restricted to one or more invited teams.
	2. **Changes to a Previously Sanctioned Meet:** After receiving a sanction number, meet hosts may not change a meet information document with prior approval of the Technical Planning Committee. Please submit the new meet information via email to the Sanctions Chair with a description of the changes you are making.
		1. Updated Hy-Tek entry files can be posted without approval by sending them directly to the NTSI webmaster.
	3. **Meet Entry Deadline and Recon of Entries:** In most cases, your meet’s entry deadline must be at least 8 days prior to the meet’s start date. The meet host must electronically forward the meet entry file, in the proper Hy-Tek or comparable format, to the NTSI Registration Chair within 24 hours of the meet entry deadline for the pre-meet recon. This process verifies that all athletes entered in the meet are registered with USA-S and eligible to compete. If any problems are identified, the meet host will need to work with the affected teams/athletes to correct these problems prior to the meet’s start date.
		1. If the hosting team is collecting entries through OME, it is not necessary to submit the entry file for recon as OME provides this function.
		2. When meets are sanctioned less than 15 days prior to the meet’s start date, the meet host must

make *prior* arrangements with the NTSI registration chair to ensure that the recon process will be handled prior to the competition.

* 1. **Meet Management Software:** All meets must be managed with the current version of Hy-Tek Meet Manager or comparable software.

# Procedures After a Meet’s Conclusion

* 1. All required reports must be submitted promptly after the meet’s conclusion to avoid fines and penalties, including, but not limited to, the hosting club being denied sanctions for future meets (see also Section II (C) (1)).
	2. Send the Hy-Tek Meet Manager backup file to the hosting team’s NTSI Registration Chair within 48 hours of the meet’s conclusion.
	3. Fines for unregistered swimmers or any other fines incurred before, during, or after the meet will be assessed by the NTSI Treasurer.

# USA Swimming Sanction Appeals Process

* 1. USA Swimming is pleased to announce the launch of the Zone Sanction Appeal Process, approved by the 2013 House of Delegates for implementation in January 2015.
	2. For the first time, there is an appeal procedure for a meet host who believes it should be granted the right to host a USA Swimming-sanctioned event. The opportunity now exists to appeal an LSC-denied sanction decision to a Zone Sanction Appeal Panel (ZSAP). While all meet hosts have the right to submit an appeal, every effort should be made to resolve the conflict at the LSC level before the meet host initiates an appeal.
	3. The [USA Swimming Sanction Appeal handbook and process](http://www.usaswimming.org/_Rainbow/Documents/8fa94c60-55ca-4a99-acb9-abf398c21f6f/Sanction%20Appeal%20Process%20Handbook-Final%201-12-15.pdf) outlines how the process works, the authority of the LSC and the Zone Sanction Appeal Panel, and the procedure for initiating an appeal. The Appeal process goes into effect immediately and is available for all sanction denials since January 1, 2015.