

## Sanction Chair Report

In the summer of 2019, we sanctioned 20 total meets in South Dakota including a meet hosted by Wyoming. We are working on creating invite templates for state A and state B meets so that there are fewer errors and so that these meet invites can get out to teams sooner.

As the sanction chair, I would like to see the sanction go paperless. I get copies of sanction applications and invites through email and through the mail. This is a lot of paper that I simply do not have space to store or file. I upload every approved invite to my sanction google drive and organize them by season so that I have access to them at home or on the road. This process worked well for me over the summer. I also started using a Google sheet document to keep track of each sanction when it was received, approved, paid etc. This helps me ensure that all meet sanctions are on time and paid for. I would like to continue with my Google sheet and replace the paper sanction application (not the invite) with a google form. It would contain all the same pertinent information that I need to approve an application, it would prevent people from leaving any part of it blank, and it would include a place for an electronic signature which is pretty commonplace today. It would also be something that I could easily update should something change. This would save teams on postage as most sanction packets sent to me require additional postage. The only thing that would still be mailed to me is the \$25 sanction fee check. I should have a live version of it to show at the LSC HOD Meeting.

I would like to remind all teams that all sanctions from this point forward need to be using the most updated sanction invite template (it should have "Revised 10/2018" in the footer on each page). This is the only way that I can get through sanctions in a timely manner.

My goals for this winter are to respond to all applications within a week of receiving the complete sanction-invite, application (hopefully as a google form), AND check. Once I have all three, I will check invites and applications and try to get them back to teams as soon as possible. November will be a challenging month leading into December as state oral interp is being hosted in Yankton and I am in charge of it. Early sanction applications for meets in December and January are much appreciated.