South Texas Swimming, Inc.

Sanctioning Policies and Procedures

**Effective date: April 14, 2015 (updated 2/13/18)**

**I. Introduction**

**A.** Sanctions for swimming competitions in South Texas (South Texas Swimming, Inc., or STSI) 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.

**B.** 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 STSI 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.
3. Confirms that the meet host is not delinquent in submitting any required fees, fines, or reports for any previously hosted meets.
4. 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.
5. Verifies that the meet information includes the required information in accordance with USA Swimming and STSI rules.
6. Reviews the meet information and identifies any inconsistent or incorrect information or any other issues that might impact the conduct of the meet.
7. Submits the meet information and entry file to the South Texas Swimming webmaster for posting.

**II. Pre-Meet Considerations**

**A. 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 meets, 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 STSI 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 South Texas Swimming, Inc. (STSI) must follow any relevant STSI rules for pre-meet operations and post-meet procedures as defined in the current [STSI Policies and Procedures](http://www.stswim.org/SubTabGeneric.jsp?team=szstxlsc&_stabid_=110946) 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 STSI rules.

1. **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](http://www.stswim.org/SubTabGeneric.jsp?team=szstxlsc&_stabid_=111030).
2. **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 STSI [NTV Chair](http://www.stswim.org/SubTabGeneric.jsp?team=szstxlsc&_stabid_=111030) for approval.
3. **Closed Meet:** A closed meet is a sanctioned meet at which all swimmers are members of the same club (or unattached to that same club).
4. **Invitational Meet**: An invitational meet is a sanctioned meet at which only specifically invited 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.

* Meets in this category (both long and short course) include, but are not necessarily limited to, the following: South Texas Swimming “B” Championship, South Texas Swimming “BB” Championship, South Texas Swimming “STAGS” Championship, South Texas “Junior STAGS” Championship, and TAGS.
* Prospective hosts must “bid” on these meets at the STSI House of Delegates meeting (or their respective association’s meeting) and the award is determined by a vote of the membership. Bid meets must use the championship meet information template, which is prepared by the Technical Committee. Prior to sanctioning a bid meet, the meet host must send the meet information to the [Technical Chair](mailto:TechnicalChair@stswim.org) for review. By STSI rule, bid meets must be sanctioned and posted on the STSI website prior to November 15 (short course season) and April 15 (long course season).
* After dates for bid meets have been determined and approved by the House of Delegates or other association, no “conflicting” meet will be sanctioned or approved during the 10-day period from the Monday prior to the bid meet to the Wednesday following the bid meet. A *conflicting meet* is defined as having no time standards or time standards identical to those of a bid meet on the same dates or within the specified 10-day “conflicting meet” window of time before and after the bid meet’s dates. Any meet held during the 10-day “conflicting meet” window must be a proof-of-time meet and athletes with time standards in events that conflict with the bid meet’s time standards, or NT entries, cannot participate in those events at the conflicting meet.



1. **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.

1. **Open Water:** Please contact the [Sanctions Chair](mailto:stasanctions@anayamedical.com).

**B. Timeline:** Hosts should plan their meets well ahead of its dates and submit them for sanctioning, approval, or observation at least 35 days ahead of the meet’s start date, when possible, to avoid increased sanctioning 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 24 hours.

**C. Applying to Host a Sanctioned Meet:** The hosting club must complete the sanction application, available from the [Sanctions](http://www.stswim.org/SubTabGeneric.jsp?team=szstxlsc&_stabid_=111034) page of the STSI website, 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. The sanction fee is added to the hosting club’s South Texas Swimming account.

1. *Step 1: Verify that your club is eligible to host a meet, and that the meet’s dates do not conflict with a bid meet.*

* Clubs must attend the annual STSI House of Delegates meeting to sanction meets for the upcoming year. A list of clubs denied sanctions under this provision is available on the [Sanctions](http://www.stswim.org/SubTabGeneric.jsp?team=szstxlsc&_stabid_=111034) page of the STSI website.
* Clubs must not be delinquent in submitting any fees or fines, meet results, meet referee’s reports, or any other required documentation or fees for any previously hosted competitions.
  + 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 STSI 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 Level I 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.
* Four officials must be included, by name, on the sanction application as having committed to work the meet: a meet referee, an administrative official/referee, 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 four 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 four officials listed on the sanction application may not also be listed on another sanction application for a meet with overlapping/conflicting dates and times.
* The meet’s time standards must not conflict with any bid meet hosted by STSI on the same date(s). Bid meets are listed on the [Planning Calendar](http://www.stswim.org/SubTabGeneric.jsp?team=szstxlsc&_stabid_=107414) page on the STSI website.

1. *Step 2: Include the required sections in your meet information.* A meet template is available on the [Sanctions](http://www.stswim.org/SubTabGeneric.jsp?team=szstxlsc&_stabid_=111034) page of the STSI 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 it is understood and agreed that USA Swimming, Inc., South Texas Swimming, Inc. (STSI), the (insert your club), the (insert the host, venue, facility, etc.), and all meet officials shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. Damage to the facility, when proved, will cause the offending swimmer, if unattached, or the offending swimmer's club, if attached, to be held accountable for repairs.
* **Sanction:** Held under the sanction of USA Swimming. This meet has been sanctioned by South Texas Swimming and current USA Swimming rules and any relevant sections of the South Texas Policies & Procedures Manual will apply. All swimmers must be registered as athletes for 201# with USA Swimming by the meet start date. Athletes who register with USA Swimming after the meet entry deadline may deck enter the meet only if they can present their 201# USA Swimming registration card or proof of membership using the USA Swimming Deck Pass app (or a coach may present the club’s official, watermarked roster from the USA Swimming club portal). South 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.
* **USA Swimming Registration:** All swimmers, coaches, and officials participating in this competition must be currently (201#) registered with USA Swimming. No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302. All should also be prepared to present their USA Swimming ID Card as proof of their registration to the Meet Director or designee at any time. Swimmers who 1) late enter when possible; 2) need to be late-entered because of clerical errors by the entering team or the Meet Host; or 3) are not entered in this meet and choose to enter time trials, if offered, will be required to present their USA Swimming ID card or proof of membership using the USA Swimming Deck Pass app (or a coach may present the club’s official, watermarked roster from the USA Swimming club portal). Current national and LSC regulations do not allow for exceptions to these policies.
* **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:** 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.
* **Special Needs:** Please notify (insert name of contact and phone number) in advance of this event with the name and age of any member on your team who needs assistance to enter the building. The facility staff will make reasonable accommodations for swimmers coaches, or spectators who wish to enter and use our facility. In any meet sanctioned or approved by South 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. A disability is defined as a PERMANENT physical or mental impairment that substantially limits one or more major life activities. 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 STSI Safety Guidelines and Warm-up Procedures must be included in the meet information. A copy of this policy is available on the [Sanctions](http://www.stswim.org/SubTabGeneric.jsp?team=szstxlsc&_stabid_=111034) page of the STSI website.
* The meet information must include the sanction number, which will be in the format STA-[two-digit year]-[sanction number] (such as STA-16-01). For closed meets, the sanction number includes “cm” after the sanction number (such as STA-16-01cm). For time trials sanctioned separately from the meet with which they are held, the sanction number includes “tt” after the sanction number (such as STA-16-01tt).

1. *Step 3: Include additional details in your meet information to describe your meet.*

* The name of the hosting club
* 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, invitational, 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 STSI 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 or invitational 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, Meet Director, and Entries Chair
* The meet entry deadline, which must be at least 11 days prior to the meet’s start date, along with any additional information, such as when, how, and in what format entries will be accepted and any information about capping the number of entries or athletes, if applicable
  + *Note:* Meet hosts using the USA Swimming Online Meet Entry (OME) system may set the meet entry deadline with a minimum of four days prior to the meet’s start date.
* 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 or proof of membership using the USA Swimming Deck Pass app, or a coach may present the club’s official, watermarked roster from the USA Swimming club portal
  + *Note:* If your meet is posted less than 45 days prior to the meet’s start date, you must accept deck entries at the meet.

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

* After receiving approval and your sanction number, submit your final meet information and the entry file to the Sanctions Chair for posting.

**D. 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. The approval fee is added to the hosting club’s South Texas Swimming account.

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.

**E. 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 STSI NTV Chair for approval.

1. An observed meet must be approved in advance of the meet’s start date by the STSI NTV Chair. The meet director is asked to submit the meet information and complete the correct STSI 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. Both forms, plus the contact information for the NTV Chair, are available on the [Observed Meets](http://www.stswim.org/SubTabGeneric.jsp?team=szstxlsc&_stabid_=111030) page of the STSI website.
2. There is no application fee for an observed meet. In addition, swims at an observed meet are not subject to STSI splash fees.

**F. 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.

1. **Sanction Application Fee:** The sanction application fee is added to the hosting club’s South Texas Swimming account. (As of May, 2015, there is no need to mail payment for sanction fees to the South Texas Swimming office.)

* For meets received by the Sanctions Chair 35 or more days in advance of the meet’s start date, the sanction fee is $25.
* For meets received by the Sanctions Chair 11 to 34 days prior to the meet’s start date, the sanction fee is $50.
* For meets received by the Sanctions Chair zero to 10 days prior to the meet’s start date, the sanction fee is $100.

1. **Splash Fees:** After a meet’s conclusion, and if the meet is subject to STSI splash fees, the meet host is charged splash fees of $1.25 per splash. As of September 1, 2015, it is no longer necessary for the meet host to submit a Meet Summary Report or splash report to STSI. The splash fees amount is added to the hosting club’s South Texas Swimming account by the Regional SWIMS User when the meet is loaded into SWIMS. (As of May, 2015, there is no need to mail payment for splash fees to the South Texas Swimming office.)
2. **Fines:** Any fines incurred during the meet, such as violations of the four-hour rule or for allowing unregistered swimmers to compete, will be added to the hosting club’s South Texas Swimming account by the Regional SWIMS User.

* The four-hour rule applies to non-championship meets at which swimmers ages 12 & under are competing. Please see the [South Texas Policies and Procedures](http://www.stswim.org/SubTabGeneric.jsp?team=szstxlsc&_stabid_=110946) manual for more information about the four-hour rule.
* Fines for unregistered swimmers and other penalties such as failure to swim are assessed by the Regional SWIMS user.

**III. Procedures Prior to a Meet**

**A. Finalize Your Meet Information and Entry File:** After receiving a sanction number, update your meet information with the changes requested by the Sanctions Chair, including the sanction number issued, and send your meet information and the meet’s entry file to the [Sanctions Chair](mailto:stasanctions@anayamedical.com) for posting on the STSI website. You can also post your meet on your team’s website.

**B. Changes to a Previously Sanctioned Meet:** After receiving a sanction number, meet hosts may not change a meet information document without prior approval of the Sanctions Chair. Please submit the new meet information via email to the [Sanctions Chair](mailto:stasanctions@anayamedical.com) 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 STSI webmaster.

**C. Meet Entry Deadline and Recon of Entries:** In most cases, your meet’s entry deadline must be at least 11 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 Regional SWIMS User 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. In addition, the host may set the meet entry deadline to be a minimum of four days prior to the meet’s start date, if desired.
2. For a championship meet (such as the STAGS or the BB and B Championships, Sectionals, or TAGS), there might be a second entry deadline for teams entering athletes achieving a qualifying time after the first entry deadline.
3. When meets are sanctioned less than 11 days prior to the meet’s start date, the meet host must make *prior* arrangements with the Regional SWIMS User to ensure that the recon process will be handled prior to the competition.

**D. Meet Management Software:** All meets must be managed with a currently supported version of Hy-Tek Meet Manager or comparable software.

**IV. Procedures After a Meet’s Conclusion**

**A.** 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)).

**B.** Send the Hy-Tek Meet Manager backup file to the hosting team’s Regional SWIMS User within 72 hours of the meet’s conclusion.

**C.** The Meet Referee must send his or her report to the Regional SWIMS User and the Officials Chair within three days of the meet’s conclusion. (You can obtain the information required in the report from the [Officials](http://www.stswim.org/TabGeneric.jsp?_tabid_=99565&team=szstxlsc) page of the STSI website. There is no form required; an email with the requested information is sufficient.)

**D.** Any Reports of Occurrence (accidents) at the meet must be submitted as soon as possible using the online [Report of Occurrence](https://adobeformscentral.com/?f=9Ejcgxd**o*YtNanuatM0w) form available on the USA Swimming website. The Report of Occurrence is submitted any time there is an accident or injury during such USA Swimming activities as sanctioned or approved swim meets, swimming practices, contracted Swim-a-Thons, or approved social events. If you have any questions, please contact the [STSI Safety Chair](https://www.teamunify.com/SubTabGeneric.jsp?team=szstxlsc&_stabid_=111043). *Important:* When submitting a Report of Occurrence, please send the report via email to the [STSI Safety Chair](https://www.teamunify.com/SubTabGeneric.jsp?team=szstxlsc&_stabid_=111043) as this form is not automatically sent to the Safety Chair when submitted to USA Swimming.

**E.** Fines for unregistered swimmers, failure to swim, four-hour rule violations, or any other fines incurred before, during, or after the meet will be added to the hosting club’s South Texas Swimming account by the Regional SWIMS User.

**F.** Per USA Swimming Rule 202.4.10, the organization hosting the meet shall file a financial statement setting forth all receipts and disbursements in connection with the sanctioned event and submit it to the [Sanctions Chair](mailto:stasanctions@anayamedical.com) within 45 days after the event. The LSC may at any time require the organization to furnish, within 15 days after written request, all receipts and vouchers relating to the sanctioned event. No sanction to hold any athletic event of any kind shall thereafter be issued to an organization who has failed or refused to file with the [Sanctions Chair](mailto:stasanctions@anayamedical.com) any statement or affidavit required under any subdivision of Section 202 of the USA Swimming rule book, until the statement or affidavit is filed, or until such time as the LSC may determine.

**V. USA Swimming Sanction Appeals Process**

**A.** 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.

**B.** 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.

**C.** 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.

**VI. Contact Information as of 9/30/2017: Please contact the correct individual listed below with any questions.**

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| ***For questions about sanctions or sanctioning a swim meet, and for submitting a meet for sanctioning or posting:***  Lorna Anaya STSI Sanctions Chair 870-814-2890 [stasanctions@anayamedical.com](mailto:stasanctions@anayamedical.com) | ***For questions about swimmer registrations:***  Mindy Donofrio STSI Executive Secretary P.O. Box 781383 San Antonio, TX 78278-1383 210-479-0881  [admin@stswim.org](mailto:admin@stswim.org) | ***For questions about officials or officiating, and for sending the Meet Referee report after a meet’s conclusion:***  Charles Yang STSI Officials Chair 512-992-6200 [hellaheat@yahoo.com](mailto:hellaheat@yahoo.com) |
| ***For questions about meet recons or loading meets into SWIMS, and for sending meet recon files and Meet Manager meet results:***  **Regional SWIMS Users:** *San Antonio Area Teams:*  Angella Woodard [waveswim@sbcglobal.net](mailto:waveswim@sbcglobal.net)  *Corpus and Valley Teams:*  Didi Byerly [DidiByerly@aol.com](mailto:DidiByerly@aol.com)  *Austin and North Teams:* Jessica Evans [JessicaEvans@utexas.edu](mailto:JessicaEvans@utexas.edu) | ***For questions about the South Texas Swimming website:***  Mindy Lewis STSI Webmaster [mindy.355@gmail.com](mailto:mindy.355@gmail.com) |  |

Prepared by Lorna Anaya (Sanctions Chair) and Jessica Evans (Technical Chair), South Texas Swimming, Inc. [4/1/15]

Approved by the South Texas Swimming, Inc. Board of Directors [4/14/15]