



Mission Statement:

Colorado Swimming is dedicated to competitive excellence in our sport.  
We P.L.E.D.G.E to keep swimming fun.  
Performance\*\*\*Leadership\*\*\*Education\*\*\*Diversity\*\*\*Governance\*\*\*Excellence

Vision Statement:

Colorado Swimming aspires to enable our members to achieve excellence in the sport of swimming and in life.

**2017 Meet Sanction Packet**

**PLEASE READ CAREFULLY, and update your meet info accordingly!!!**

**Pre-Meet:**

1. Get your meet on the Colorado Swimming (CSI) calendar by attending the Scheduling meeting each April. If it is not on the calendar currently, your application will be reviewed by the Sanction Committee.
2. **MEET PERSONNEL**
  - a. All **meet directors**, referees, starters, & stroke & turn judges serving in an official capacity in a sanctioned event must be current members of CSI/USA.
  - b. All persons acting in any coaching capacity in a sanctioned event must be a current coach member of CSI/USA. If you have any questions on current membership, contact the CSI office.
3. Send your sanction application form, meet information and sanction fee to the CSI office **more than 60 days prior** to your meet. Fees, please see the Fee Sheet with the Sanction Application.
4. Once you have a sanction number, update your meet info and send it, along with your meet template to the CSI office for posting on the website.

**All of the following “wording” and information items must be included in your meet information (USA Swimming Rulebook: 202.3.4) before it is sent out to teams and posted to the website:**

1. “Held under the sanction of USA Swimming # “(insert your sanction number after the application has been approved)
2. “In granting this sanction it is understood and agreed that USA Swimming shall be free from any liabilities or claims or damages arising by reason of injuries to anyone during the conduct of the event.”
3. “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.”
4. Announcements of sanctioned events must state that no swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302. The announcements and entry blanks must state whether on-deck registration will be permitted and under what conditions. (see ELIGIBILITY section below)
5. **The meet announcement must include the statements:**
  - a. “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**
  - b. “The competition course has not been certified in accordance with 104.2.2C (4).”
  - c. The meet announcement shall include information about the water depth measured for a distance of 3 feet 3 ½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls.
  - d. “Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, or locker rooms.”
  - e. “Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is prohibited.”
  - f. “At a sanctioned competitive event, USA Swimming athlete members must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm-down. The Meet Director or Meet Referee may assist the swimmer in making arrangements for such supervision, but it is the swimmer’s responsibility to make such arrangements prior to the start of the meet.”
  - g. “No on deck photography from behind the starting platforms.”
2. Deck Changing is Prohibited.



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3. Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open ceiling locker rooms) any time athletes, coaches, officials and/or spectators are present.
  - a.
  - b. Under "Eligibility", your meet info should state the following:
    1. "Open to any swimmer with a 2016 or 2017 (2016 only after January 1, 2017) USA Swimming membership. Any swimmer that appears on the Colorado Swimming (CSI) exceptions report without registration must come to the meet prepared to show proof of current membership, or they will be deck registered before they can enter the water. The deck registration fee will include a surcharge plus the current registration fee."
    2. Or you can say "Open to all swimmers holding a 2016 or 2017 USA Swimming membership. Any swimmer that appears on the CSI exceptions report without registration must come to the meet prepared to show proof of current membership. **NO** deck registrations will be accepted."

Note: If you are taking deck (late) entries please state that: "All deck entries must present proof of current membership."

**INVITATIONAL or OPEN?** meets should be titled as either an Invitational (only specific teams are invited to participate in the meet) or as Open (anyone is welcome to enter the meet) in the meet information.

**REGISTRATION CHECK**

**This is mandatory for all teams hosting meets.**

After you have your entries in MM (Meet Manager), you must send a registration export file to the CSI office. This must be done **two days after your entry deadline**. Failure to do this may include penalties and loss of future sanctions.

To create the .sd3 export file needed for the Registration Check:

1. In MM under **FILE**, go to **EXPORT**, click on **USA-S Registration**.
2. It will say **Export Finished**, click on **OK**
3. Copy .SD3 file to a disk (or save it in a file) and then email it to the Sanctions Chair at [csiswimoffice@gmail.com](mailto:csiswimoffice@gmail.com)
- You will receive an emailed report back with the exceptions, copying the coaches/clubs with exceptions and letting them know they need to get their swimmers registered or correct their swimmers' information. Penalties may be assessed to clubs with unregistered swimmers and incorrect swimmer information.

**At the meet:**

1. If you accept any on-deck registrations, those must be overnighted to the CSI office.
- If a swimmer is deck registered, the host team must send the form and fee to the registration chair **by overnight mail** on the day the registration is taken. The meet will not be cleared, nor results posted until this is done. If for some reason the swimmer is already registered but can't prove it, we will refund the monies collected.

**FOUR-HOUR RULE**

When planning your meet, keep the Four-Hour Rule (USA Swimming Rules & Regulations 205.3 F) in mind. The entry chair should keep a log as the entries are received, date and time. They should be entered into the meet



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the way they are received, not by which team they come from. **The entry chair should also work closely with the meet referee before the meet, running a time line as the entries are received. If your meet has 8 & Unders and timers must move to the other end of the pool, please keep this in mind when doing your time lines.** The meet may fill before the entry deadline and teams should be notified immediately if their entries are not accepted. Please let the CSI office know if your meet is full, so it can be posted to the website.

#### **MEET PROGRAM**

This statement should appear in all meet programs: "Colorado Swimming, Inc. does not support, recommend, endorse or take responsibility for the sale or marketing of any dietary supplements. It is the swimmers responsibility to know the contents of any food or drink he/she ingests. For more specific information on supplements please refer to the drug information on the USA Swimming website at [www.usaswimming.org](http://www.usaswimming.org) ."

#### **CSI WARM-UP PROCEDURES**

Must be posted in the pool area at all sanctioned meets.

#### **REPORT OF OCCURRENCE**

For all accidents/injuries: USA Swimming has the Report of Occurrence form online:  
[www.usaswimming.org/ROO](http://www.usaswimming.org/ROO) .

#### **EVALUATION FORMS**

The forms are available on the Colorado Swimming website: [www.coloradoswimming.org](http://www.coloradoswimming.org) , under "Forms", then "Sanction/Meet Forms".

#### **Post-Meet:**

1. The .75/splash surcharge will be charged directly to your account based on the meet processing results from the times coordinator.
2. Send the MM Backup File to Linda Seckinger ([lseckinger@aol.com](mailto:lseckinger@aol.com))
3. Send the Meet Director Report and Financial Report to the Sanction Chair ([csiswimoffice@gmail.com](mailto:csiswimoffice@gmail.com))

#### **POST MEET EVALUATION FORM/FINANCIAL REPORT**

This form should be filled out by the Meet Director, along with the financial report. Forms should be returned to the sanction chairman.

#### **FINAL RESULTS**

All meet results (Meet Manager Backup ONLY) shall be e-mailed to the CSI Time Coordinator Linda Seckinger at [LSeckinger@aol.com](mailto:LSeckinger@aol.com)

#### **Post meet reminders:**

- The surcharge of \$.75 for each individual event will be charged directly to your account.
- Final results are received by the CSI Times Coordinator: [lseckinger@aol.com](mailto:lseckinger@aol.com)
- Meet Director report sent the Sanction Chair: [csiswimoffice@gmail.com](mailto:csiswimoffice@gmail.com)
- Financial report sent to the Sanction Chair: [csiswimoffice@gmail.com](mailto:csiswimoffice@gmail.com)