



**Meet Approval Procedures
As described in the IES Policies & Procedures
Section 5.3.1 – 5.3.5**

5.3. Approvals

- .1 Approvals may be issued to USA Swimming member clubs, LSCs, non-member clubs, or organizations for meets conducted in accordance with USA Swimming technical rules.
- .2 A list of meet officials should be submitted to the IE Officials Chair for approval at least one week prior to the start of the event.
- .3 Application:

Application for approval must be submitted in accordance with Article 202.4 of USA Swimming

 - A. Requirements for Approval: Approval of competition may be issued, withheld, or withdrawn by IE in Accordance with Article 202.4 of USA Swimming Rules and Regulations. Approval is not granted until USA Swimming reviews the request and grants approval.
- .4 Conditions of Approval:

The assigned approval number must appear on the published entry information and final results.
- .5 Reports and Remittances
 - A. The financial statement, approval worksheet and approval fee balance shall be mailed to the IE Treasurer within ten (10) days of the conclusion of the competition. Failure to submit the financial statement, approval worksheet and approval fee balance within ten (10) days will result in an additional monetary penalty in the amount of 10% of the total owed.
 - B. A complete meet backup from the meet management software shall be furnished by the meet host to the IE Membership/Registration Chairman within one (1) day of the conclusion of the meet. Final results shall be available on the IE website.