***SWIM MEET SANCTION CHECKLIST***

*Updated and in effect 01/04/2021*

\_\_\_\_\_ Your club is currently registered with USA Swimming and your club’s registration period is valid through the meet dates.

\_\_\_\_\_ Your club has procured a USA Swimming Referee and Administrative Official who will work your meet and whose

registrations are valid through the meet dates.

\_\_\_\_\_ Prepare and submit your list of events selected from the recognized events found in the USA Swimming Rule Book Article 102.1.2 for all Age Group Meets and 102.2.1 for all Senior Meets.

\_\_\_\_\_ Any events not listed in the USA Rule Book must be approved by the Age Group Chair.

\_\_\_\_\_ Your club must have 2 Officials registered with your club who will be officiating at this meet.

\_\_\_\_\_ You must use the WYSI Meet Template in the order written to expedite the sanction process.

Do not change the wording. It is taken directly from the USA Rule Book. Insert ONLY the correct information pertaining to your facility and meet and DELETE that which does not pertain to your facility or meet. Below the required portion of the template you may list any information that pertains to your particular meet or facility such as: No Smoking, No Glass, Concessions available, sponsors, recommended hotels etc.

**\_\_\_\_ \_\_\_\_ Club check for the Sanction Fee must be postmarked 35 days prior to Invitationals or Open Meets and 14 days for Dual or Tri Meets. Mail the Fee to:** Jennifer Page, WYSI Sanction Chair, 5844 Indigo Drive Cheyenne, WY 82001

**\_\_\_\_ A copy of the complete meet announcement with event information must be emailed to WYSI** **Sanction Chair at** [wyoswimregister@gmail.com](mailto:wyoswimregister@gmail.com)  **at least 35 days prior to the meet if an Invitational or Open Meet and 14 days if a Tri or Dual Meet.**

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**\_\_\_\_ Meet information must also be emailed to the Officials Co-Chairs** George Mathes [mathes@trihydro.com](mailto:mathes@trihydro.com) and Eric Robinson [ERobinson75@outlook.com](mailto:ERobinson75@outlook.com) as well as the Meet Referee for your meet.

A SANCTION WILL NOT BE ISSUED IF ALL REQUIREMENTS ARE NOT SUBMITTED WITHIN THE TIME FRAME ESTABISHED.

\_\_\_\_ Each Host Club shall export the USA-S Registration “SD3 export file” from “Meet Manager” and send by email to the Registration Coordinator, [wyoswimregister@gmail.com](mailto:wyoswimregister@gmail.com) listing the meet registrants within forty-eight (48) hours following the meet entry deadline or three (3) days prior to the first day of the meet, whichever occurs first.

**\_\_\_\_**Within 24 hours of the entry deadline, each host club must send an email to Official’s Co-Chairs [mathes@trihydro.com](mailto:mathes@trihydro.com) and [ERobinson75@outlook.com](mailto:ERobinson75@outlook.com) the Meet Manager “Athlete Roster Report by Team” and the list of WSI officials who will be working at your meet and what WSI clubs they will be representing.