

WISCONSIN SWIMMING, INC.

Policy 1

Title: Meet Sanctions/Approvals/Observed Swims/Meets

Effective Date: May 1, 1997

Revision Dates: January 28, 2003, 1.6
April 23, 2003, 1.4.2
April 26, 2005, 1.4.2
June 27, 2006, 1.3.1 and 1.4.2
June 23, 2009, 1.6
October 20, 2010, 1.1.1 and 1.1.2
April 24, 2012, 1.3 and 1.4.4

Scope: This policy provides direction to LSC members for all elements relating to Meet Sanctions, Meet Approvals, and Observed Meets and Swims.

1.1 Issuance of Meet Sanctions/Approval

- 1.1.1 Meet Sanction: A permit issued by the LSC Sanctioning Officer to a USA Swimming member to conduct a meet in conformance with all USA Swimming and LSC Policies, in which all participants are current members of USA Swimming. The following clause will appear on all sanction application forms and on all forms upon which official sanctions are granted: “In granting this sanction, it is understood and agreed that USA Swimming shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”
- 1.1.2 Meet Approval: A permit issued by the LSC for meets conducted in conformance with USA Swimming technical rules and LSC Policies; in which both current USA members and non-members may compete. The following clause will appear on all approval application forms and on forms upon which official approvals are granted: “In granting this approval it is understood and agreed that USA Swimming shall be free and held harmless from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.”
- 1.1.3 Sanctions for swimming meets are issued by the LSC Sanctioning Officer to current member clubs of the LSC, Wisconsin Swimming, Inc. Approvals may be issued if they are in accordance with USA Swimming Rule 202.4. In accepting a sanction/approval, a meet sponsor agrees to abide by and enforce the definitions as set in 1.1.1 and/or 1.1.2. In a sanctioned or an approved meet, any disparity between USA Swimming Rules and LSC policy, the USA Swimming Rules prevail.

1.2 Sanction/Approval Fees

- 1.2.1 Fees are required for both approved and sanctioned swim meets involving four or more teams.
 - A. A sanction/approval fee of twenty dollars (\$20.00) must accompany each Meet Bid submitted to the Sanctioning Officer. A swim meet involving four (4) or

more teams shall pay the designated fee. The sanction fee will be waived if no entry fees are charged.

- B. A two-thirds vote of the LSC House of Delegates can exempt a sanction/approval fee.

1.3 Definitions of a Sanctioned Meet, Approved Meet, and Observed Swims/Meet

1.3.1 Definition of a Sanctioned Meet

- A. Meet must be conducted under USA Swimming's Technical and Administrative Rules.
- B. All times achieved will be recognized by USA Swimming and will be entered into its SWIMS database.
- C. All participants must be registered members of USA Swimming including the Meet Host, Meet Director, Coaches, Officials, Athletes, and participating Clubs.
- D. Full insurance coverage is in effect (excess medical and general liability) for registered members of USA Swimming. General liability coverage is in effect for the Meet Host and Volunteers.

1.3.2 Definition of an Approved Meet

- A. Meet must be conducted under USA Swimming's Technical Rules, including time resolution.
- B. A request must be made to the LSC's Sanctioning Chair in accord with USA Swimming's parameters for Approval.
- C. All times achieved by USA Swimming registered athletes will be recognized by USA Swimming and entered into its SWIMS database.
- D. No requirement exists for membership in USA Swimming to participate in the meet. If hosted by a USA Swimming member club/organization, full insurance coverage is provided for all registered members of USA Swimming. General liability coverage is provided for the hosting entity. If hosted by a non-USA Swimming member, full coverage for USA Swimming member coaches and athletes is provided.

1.3.3 Definition of an Observed Swim/Meet

- A. Meet is conducted under other than USA Swimming's Technical Rules.
- B. A request must be made to the LSC's Officials Chair AND to the LSC Records Chair within the parameters for Observation, i.e., compliant with the USA Swimming Times Policy Manual.
- C. Only times of USA Swimming athlete members are eligible for entry into USA Swimming's SWIMS database. These times must be achieved in swims observed by certified USA Swimming Officials who have been appointed and approved as Meet Observers by the LSC Officials Committee.
- D. An Official of the Meet, who also is a certified USA Swimming Official, both may officiate the Meet and may serve as an Observer, if the meet/swims are approved for observation and if the Official is approved and appointed by the LSC Officials Committee.

- E. No requirement exists for membership in USA Swimming for participation in the meet.
- F. No medical or liability coverage exists for participants or host. Excess medical coverage is provided to the designated LSC NTV Observers ONLY while observing swims on the LSC's behalf.

1.4 Obtaining a Sanction/Approval

- 1.4.1 To obtain a sanction, a Meet Host must send a copy of the proposed Meet Announcement to the LSC Sanctioning Officer; and for LSC Championship Meets, also to the Age Group Chair and the Senior Chair. Any exceptions to the LSC and USA Swimming regulations must be brought to the attention of the Sanctioning Officer at the time the sanction is requested. After the Meet Announcement is approved by the Sanctioning Officer, and for LSC Championship Meets, by the Age Group Chair and the Senior Chair, a sanction number will be issued. All sanctions for LSC Championship Meets must be requested sixty (60) days prior to the first day of the Meet to allow for the ordering of medals.
- 1.4.2 To obtain an approval, a Meet Host must send a copy of the proposed Meet Announcement listing Meet details to the LSC Sanctioning Officer. USA Swimming's Form (Meet Approval Request to Program Operations) also must accompany any request for an approved meet. Any exceptions to LSC and USA Swimming regulations by the Meet Host must be identified for the Sanctioning Officer at the time the approval is requested.
- 1.4.3 A Meet Host accepting entry reservations for a sanctioned meet or an approved meet must submit the Meet Announcement to the Sanctioning Officer by August 1st for the Fall/Winter Season and by February 1st for the Spring/Summer Season. The Sanctioning Officer or designee shall review and approve or deny the sanction/approval request at least two (2) weeks prior to the Meet Reservation Date.
- 1.4.4 To obtain an Open Water Sanction/Approval
 - A. Applicants for a sanction/approval of an open water competition shall complete the open water application approved by USA Swimming and available on its website, www.usaswimming.org.
 - B. Before an open water competition can be sanctioned/approved by the LSC, the LSC Sanctioning Officer shall submit the completed sanction/approval packet to USA Swimming for review and approval.

1.5 Sanctions of Time Trials, Dual Meets, Triangular Meets and Intrasquad Meets

- 1.5.1 A request for both approved and sanctioned time trials, dual and triangular meets, and inter-squad meets must be requested in writing directly to the Sanctioning Officer and must postmarked at least four (4) days prior to the date of competition. Single team competition results may not be used for NTVs.

1.6 Meet Profits and Losses

1.6.1 All profits and/or losses shall be the sole responsibility of the Meet Host.

1.7 Responsibilities of the Sanction Holder

1.7.1 Member clubs of the LSC who obtain sanctions for any meets are responsible for the actions of their officers, coaches, and agents, in conducting a meet within the Rules of USA Swimming, the LSC, and the sanction limitations specified by the Sanctioning Officer. A fine may be assessed on a sanction holder by the Sanctioning Official for violation of the terms of the sanction. Moneys collected shall be deposited in the LSC General Fund.

1.8 Meet Director's Responsibility for Records

1.8.1 The Meet Director has the responsibility to retain for ninety (90) days the original Meet Final Results including the electronic timing print out (touch pad and back-up button information, if available) and the seed cards or equivalent.

1.9 Sanction Modifications

1.9.1 The Meet Committee and Meet Officials shall not have the authority to modify or waive the sanctioned Meet Announcement. This is the sole prerogative of the Sanctioning Officer.

Reasons for Changes:

January 28, 2003	1.6	Amended Meet Final Results requirements to modify electronic distribution to LSC Officers and to eliminate Hy-Tek specific language for electronic distribution
April 23, 2003	1.4.2	Amended Distance Rule to include additional distance events for 11-12 age group and clarify its application
April 26, 2005	1.4.2	Housekeeping to correct paragraph numbering
June 27, 2006	1.4.1	Add 1.4.1B to require Meet Information with Meet Bid for Meet accepting entry reservations
	1.4.2	Delete Distance Rule
June 23, 2009	1.6	Meet Final Results Requirements deleted in its entirety as now contained in 2.4
October 26, 2010	1.1.1 and 1.1.2	Separate issuing sanction from issuing approval and adding statement to hold harmless from damages
	1.4.1	Distinguish between a sanction and an approval
April 24, 2012	1.3	Defined Sanctioned Meet, Approved Meet, and Observed Meet/Swims
	1.4.4	Added Obtaining an Open Water Sanction/Approval