

South Texas Swimming, Inc

Sanctioning and Approval Policies and Procedures

Revised 15 September 2007

Part One

General Considerations

- I. Sanctions and Approvals for swimming competition South Texas (South Texas Swimming, Inc. {STSI}) are granted under the provisions of Part Two, Articles 201 and 202 of the USA Swimming (USA-S) Rules and regulations. It is recommended that Applicants familiarize themselves with both Articles.
- II. Definitions and Explanations
 - A. Sanctioned Meet: Competition wherein ALL swimmers, coaches and officials are current members of USA-S and the meet is judged under USA-S Technical Rules by USA-S / LSC Certified Officials who are current members of USA-S.
 - B. Approved Meet: Competition wherein all swimmers may not be current members of USA-S, but the meet will still be judged under USA-S Technical Rules by USA-S / LSC Certified Officials who are current members of USA-S.
 - C. Closed Meet: Competition wherein all swimmers are members of the same Club or Team.
 1. Closed meets do not, under current (2007) USA-S Rules and Regulations, necessarily require either a Sanction or Approval.
 2. However, if the competition is neither Sanctioned nor Approved, times achieved may not be loaded into the USA-S SWIMS Database.
 - D. Observed Meet: Non-USA-S competition, typically high school or collegiate, where the technical rules differ from those of USA-S and special judging procedures by USA-S / LSC Certified Officials, who are current members of USA-S, are put in place in order for achieved times to be entered into the SWIMS Database.
 1. Athletes must be current members of USA-S and have conformed the USA-S Technical Rules for their times to be entered into the SWIMS Database.
 - E. Time Trials: Competition conducted solely for the purpose of achieving a time or times.
 1. If achieved times from such competition are to be entered into SWIMS, it must be either Sanctioned or Approved.
 2. If time trials are conducted as a part of a Sanctioned or Approved Meet, a second Sanction or Approval is NOT required IF the same Referee is assigned.
 - a. If a different Referee is assigned, a separate Sanction or Approval and the necessary fee ARE required.
 - F. Recon (SWIMS Database Reconciliation):
 1. Meet entry deadline must be at least ten (10) days prior to the first day of a meet.
 2. Athlete Registration must be received by the LSC's Executive Secretary prior to entering a meet.
 3. **IMPORTANT!** All entering athletes must be registered with the Executive Secretary prior to the meet entry deadline.

4. Late entering swimmers, if specified in the Meet Information as being allowed, must be prepared to prove to the Meet Director (or designee) they are currently registered with USA-S and are otherwise eligible to enter the meet.

a. The Meet Host is responsible for signing the meet entry form, verifying that all entered athletes are current members of USA-S.

b. **VERY IMPORTANT:** The Meet Host must electronically forward the meet entry file, in the proper HY-TEK Format, to the STSI Executive Secretary within the 24 hours following the meet entry deadline for the pre-meet Recon.

G. Digital Signatures In order to make the Sanction or Approval process simpler and faster, Meet Hosts are strongly encouraged to submit the necessary documents via e-mail.

1. Both the Checklist and the Application require signatures in order to be considered official, but written signatures are, of course, not possible when e-mail is utilized.

2. Therefore, Digital Signatures will be provided to Meet Hosts, which may be entered on the required documents as officially recognized substitutes for written signatures.

a. Digital Signatures are eight-character, alpha-numeric notations that are unique to each individual requiring one and are available on request from the Sanction Chair.

H. South Texas Age Group Swimming Championships Often referred to as "STAGS," this is the season culminating meet in STSI. It is normally held two weeks prior to the Texas Age Group Championships, or "TAGS."

III. Fees

A. Checks, money orders or purchase orders are to be made payable to: South Texas Swimming, Inc.

B. For Applications received by the Sanctions Chair 35 or more days prior to the start date of the meet in question, the Sanction / Approval fee in STSI is **\$25.00** per meet payable at the time the Application is submitted.

C. For Applications received by the Sanctions Chair less than 35 but more than 10 days prior to the start date of the meet in question, the Sanction / Approval fee in STSI is **\$50.00** per meet payable at the time the Application is submitted.

D. For Applications received by the Sanctions Chair less than 10 days and up to the actual start date of the meet in question, the Sanction / Approval fee in STSI is **\$100.00** per meet payable at the time the Application is submitted.

IV. Meet Entry Deadlines

A. Entry deadlines for any meet Sanctioned or Approved in STSI must be a minimum of ten (10) days prior to the scheduled start date of the meet in question.

1. This lead time is an imperative to allow the Executive Secretary to reconcile (Recon) entrants with the SWIMS Database.

2. **VERY IMPORTANT:** The Meet Host must electronically forward the meet entry file, in the proper HY-TEK Format, to the STSI Executive Secretary within the 24 hours following the meet entry deadline for the pre-meet Recon.

B. In those circumstances noted in Part One, III, D above (Applications received by the Sanctions Chair less than ten (10) days prior to a meet), special arrangements must be personally made between the Meet Host and the Executive Secretary to ensure that a proper Recon is accomplished prior to the commencement of competition.

C. **IMPORTANT EXCEPTION:** The entry deadline for STAGS will always be the Monday preceding the scheduled start date of the meet.

V. Meet Management

A. All meets Sanctioned or Approved in STSI must be managed with a current version of HY-TEK's™ Meet Manager or comparable software.

VI. Communications

A. The preferred mode of document submission (applications, checklists, meet informations, etc.) is via e-mail, which is faster than other modes and does not generate paperwork requiring storage.

B. Secondly, facsimile may be satisfactorily utilized.

C. "Snail mail" is specifically discouraged.

VII. Procedures

A. The acquisition of a Sanction or Approval is a two-step process, requiring a series of distinct actions: **1** – before a meet and **2**-, another set after a meet has been concluded.

Part Two

Actions Required Prior to a Meet

I. A Checklist is available on-line to assist Meet Hosts in the accurate and complete preparation of Sanction / Approval applications, which are also available on-line.

A. These forms are posted both as Self-Extractors (recommended) and as PDF documents.

B. The forms are revised and updated from time-to-time and Meets Hosts should therefore ensure they have downloaded and are utilizing the most recent versions.

II. Time Constraints

A. Under normal circumstances, Applications for Sanctions or Approvals, a related Checklist and a final draft of the Meet Information must be submitted in sufficient time to ensure the documents are in the hands of the Sanction Chair a minimum of 35 days prior to the start date of the meet in question.

1. This five week lead time is necessary to ensure there is adequate time to make any necessary adjustments and / or revisions to the Meet Information and still allow enough time for teams interested in participating to make their arrangements once the Meet Information has been posted on the STSI Web Site.

B. In addition, Meet Entry Deadlines must be established to ensure there is a minimum of ten (10) days between the entry deadline and the start date of the meet in question.

1. This lead time is necessary in order to ensure the Executive Secretary has adequate time to reconcile (Recon) the meet entries with the Registration (SWIMS) Database.

2. **VERY IMPORTANT:** The Meet Host must electronically forward the meet entry file, in the proper HY-TEK Format, to the STSI Executive Secretary within the 24 hours following the meet entry deadline for the pre-meet Recon.

C. Under other than normal circumstances, it is possible to shorten both the meet entry deadline and application / checklist lead times, but those circumstances impose a significant additional and often unnecessary workload on the STSI Executive Secretary.

1. In addition, shortened lead times might very well impose difficult or even impossible logistic constraints on teams who may wish to participate which may, under some circumstances, be viewed as being patently unfair.

- D. Regardless of the circumstances, Sanction or Approval Applications, Checklists and Meet Informations received by the Sanction chair within less than the normal lead time (35 days minimum) will be subject to significantly increased fees as specified in Part One, Section III, D and E of this document.

III. The Sanction / Approval Checklist, the Sanction / Approval Application and a final draft of the Meet Information for any given meet must be sent to one of the following addresses:

- A. E-mail (recommended and preferred): rgraham@satx.rr.com
- B. Facsimile (satisfactory) 1-888-524-6008
- C. "Snail mail" (not recommended) South Texas Swimming Sanctions
2030 Oak Mist
San Antonio, TX 78232-5473

IV: The Sanction / Approval fee must be "snail mailed" or electronically transferred to:

STSI Executive Secretary
Post Office Box #781383
San Antonio, TX 78278-1383

V. In addition to ensuring all items on the Checklist have been satisfactorily addressed, there are certain elements that must be included in all Meet Informations submitted for Sanctioning or Approval. Those elements are outline below and it is suggested that those in italics be used as "boilerplate."

- A. A statement regarding liability, to wit:

Liability:

•In granting a sanction for this meet, it is understood and agreed that USA Swimming, Inc., South Texas Swimming, Inc. (STSI), the (team or club), the (host, venue, facility, etc.), and all meet officials shall be free from any liabilities or claims for damage arising by reason(s) of injuries to anyone during the conduct of this meet.

- B. A statement specifically as to what, to whom and under what circumstances awards will be given in recognition of achievements.

- C. A statement regarding the requirement for all competitors, coaches, meet directors and officials to be currently registered with USA Swimming and what procedures will be in place when late and / or deck entries are permitted, to wit:

USA Swimming Registration:

- All swimmers, coaches, and officials participating in this competition must be currently registered with USA Swimming
- 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)** chose to enter time trials when offered, **2)** late enter when possible, or **3)** need to be entered because of clerical errors by the entering team or the meet host; will be required to present their USA Swimming ID Card or accomplish a USA Swimming Registration Form and pay the necessary fees prior to being allowed to compete
- Current National and LSC Regulations do not allow for exceptions to these policies.

- D. Specify by name, along with telephone numbers and e-mail addresses; the Entries Chair, the Meet Director, the Meet Referee, the Host Team's Head Coach and at least two additional USA-S / LSC Certified Officials.

1. The Head Coach, the Meet Director and all officials must be currently registered with USA-S.

- E. There must be a clear and unambiguous description and / or specification of the competition (format) and the venue to include, but not necessarily limited to the following:

- The name of the Host Club or Team.
- The precise location of the venue and provision of an accurate telephone number.
- The Order of Events
- The classification of the meet, if any
- Detailed specification of qualifying times, if any
- Entry restrictions (number of events, age, eligibility, etc.).
- The ‘age-up” date if applicable.
- Warm-up times and any applicable lane assignments.
- Session / meet starting times.
- Venue specifications including the timing / starting system and warm-up / cool-down facilities.
- Specification of time trials, if any

F. A statement regarding the management of competitors with special needs, to wit:

Special Needs:

- Please notify the (venue) (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.

G. A statement attesting to the fact that the meet will be managed by appropriate computer software, which must be specified.

H. The STSI Safety Guidelines and Warm-up Procedures must be attached to the Meet Information.

VI. Sanction and Approval Numbers

A. If an Application for a Sanction or Approval is approved, a sequential number will be assigned and communicated to the individual designated on the Application.

1. Sanction Numbers will normally be constructed in this way:

a. **ST-(year in which the meet is conducted)-##**

2. Approval Numbers will normally be constructed in this manner:

a. **ST-(year in which the meet is conducted)-##A**

3. Closed meet Sanction Numbers will normally be constructed in this manner:

ST-(year in which the meet is conducted)-##cm

B. The Sanction or Approval Number must be included in the Meet Information prior to it being published and / or posted.

Part Three

Actions Required After a Meet has Been Concluded

I. Required Reports, etc.

A. All required report submissions must be postmarked within seven (7) days of a meet's conclusion to avoid fines and penalties.

- B. A HY-TEK Meet Manager SwmmBkup (or comparable) File must be provided to the STSI Executive Secretary and the STSI Webmaster.
- C. A Meet Referee's Report must be provided to the STSI Executive Secretary and the Official's Chair.
 - 1. An appropriate form is available on-line in either PDF or as a Self Extractor. Electronic submissions (e-mail) are strongly encouraged.
- D. A Meet Summary Report (HY-TEK or comparable) must be provided to the STSI Executive Secretary.
- E. The Splash Fee check must be "snail mailed" or electronically transferred to the STSI Executive Secretary.
- F. If any meet session involving 12 and under athletes lasts beyond four (4) hours, a fine may be imposed, which must be submitted to the STSI Executive Secretary.
 - 1. STAGS, STSI Junior Olympics, All Stars (when held in STSI) and TAGS (when held in STSI) are exempt from this requirement.

II. Relevant postal address, telephone number and e-mail addresses:

<u>STSI Executive Secretary</u>	<u>STSI Sanctions Chair</u>	<u>STSI Official's Chair</u>
P. O. Box #781383	2030 Oak Mist	2030 Oak Mist
San Antonio, TX 78278-1383	San Antonio, TX 78232-5473	San Antonio, TX 78232-5473
Voice: 210-479-0881	Voice: 210-352-5363	Voice: 210-352-5363
FAX: 210-479-1157	FAX: 888-524-6008	FAX: 888-524-6008
Toll free <i>in Texas only</i> : 800-633-3417	E-mail: rgraham@satx.rr.com	E-mail: rgraham@satx.rr.com
E-mail: admin@stswim.org		

**Approved by the South Texas Swimming, Inc. Executive Board
September 15, 2007
Frank P. Swigon, General Chair**

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