

South Texas Swimming, Inc. / Meet Sanction or Approval Checklist

Name of Meet:		Host Club:	Inclusive Dates:				
INSTRUCTIONS: Please review each item and "X" the appropriate YES or NO blocks at the right. Please take special notice of any applicable NOTATION in column at the far right and, if necessary, refer to the NOTES near the bottom of the page. Submitting a copy of the completed checklist with the Application for Sanction or Approval is <i>OPTIONAL</i> as long as you <i>DO</i> utilize it to ensure the completeness and accuracy of the Application. You should also print a copy or retain the file for your own records. Thank you for your cooperation!					YES	NO	NOTE
1	Does this meet conflict or compete in any way with a STSI "Bid Meet?"				5		
2	If this is a "Bid Meet," have the Meet Information and HYV File been reviewed and approved by the Technical Plans and Age Group Chairs?				1		
3	Is a Final Draft of the Meet Information included with the Application for Sanction or Approval?				1		
4	Is the proper Sanction or Approval Fee included with or other wise accounted for in the Application?				1		
5	Are names, addresses, and phones for the Meet Director, Meet Referee, and Host Head Coach noted in the Meet Information?				1		
6	Will there be a minimum of three <i>currently certified</i> Officials present to conduct the meet?				1		
7	Are the designated Officials, Meet Director, and Host Head Coach current members in good standing of USA Swimming?				1		
8	Can all or part of this meet be classified according to the National Motivational Time Standards?				1		
9	Is this Meet an STSI Championship or JO?				1		
10	Does the Meet Information include a liability / claims disclaimer and a statement concerning the judging of Special Needs athletes?				1		
11	Does the Meet Information clearly specify the nature and extent of any awards to be given?				1		
12	Does the Meet Information contain the required statement regarding Swimwear restrictions?				1		
13	Will non-USA Swimming registered athletes be allowed to participate in this meet?				2		
14	Will this meet be invitational or closed in nature and if so, is it clear which teams are involved?				1		
15	Will late and / or deck entries be accepted and if so are the requirements clearly stated?				1		
16	Does the Meet Information contain the STSI Safety Guidelines and Procedures (including lane assignments) for warm-ups?				1		
17	Does the Meet Information include the USA Swimming mandated statement regarding pool certification IAW 104.2C(4), effective 05/15/09?				1		
18	If any part of this meet will be Championship formatted, i. e., prelims and finals and if so, are the final's scratch rules clearly stated?				1		
19	Are there minimum and / or maximum time standards for ANY event(s) in this meet?				1		
20	Will this be a proof-of-time meet?				1		
21	If "YES" is checked in number 20 above, are the acceptable sources for proving times clearly stated in the Meet Information?				1		
22	Will this meet be conducted utilizing appropriate computer software, e. g., Hy-Tek Meet Manager?				1		
23	Is the amount of the Splash Fee clearly indicated in the Meet Information?				1		
24	Do the Meet Hosts understand that a meet financial statement must be prepared and made available?				1		
25	Do the Meet Hosts agree to provide the necessary Meet Manager Data to allow posting / publication of Final Results in National Age Group order and include a roster complete with USA Swimming ID Numbers?				1		
26	Do the Meet Hosts understand a fine of \$75.00 will be imposed if Final Results, Splash Fees and any other fines are not received by the Executive Secretary within seven (7) working days of the meet's conclusion?				3 4		
27	Will time trials be held in conjunction with this meet?				1		
28	If "YES" is checked in number 27, will the same Meet Referee OR her / his designee conduct them?				6		
29	If "YES" is checked in number 27, does the Meet Information clearly state times achieved will appear in the Final Results?				1		
30	Do the Meet Hosts have an outstanding debt for any previous Sanctions or Approvals?				5		
31	Are the Meet Hosts delinquent in submission of any Meet Results (disks and hard copies) to the Executive Secretary?				5		
32	Are the Meet Hosts delinquent in submission of any Meet Results (disks and hard copies) to the Top 16 Chair?				5		
33	Are the Meet Hosts delinquent in submission of Splash Fees and Reports for any meet to the Secretary?				5		
34	Are the Meet Hosts delinquent in submission of Referee's Reports for any meet to either the Secretary or the Official's Chair?				5		
35	Are the Meet Hosts delinquent in submission of fines from any previous delinquencies, failed proofs-of-time, etc?				5		
36	Is the Meet Host's USA Swimming Registration current and in proper order and verifiable via SWIMS?				1		
37	Are the CPR, First Aid and Safety Certifications of the Host's Head Coach current, in proper order and verifiable via SWIMS?				1		

Note 1. If the answer is NO — no Sanction or Approval can or will be issued).

Note 2. If the answer is YES, the meet must / will be "Approved" rather than Sanctioned

Note 3. The fine will be increased to \$150.00 if the Secretary does not receive all of the items within 30 days.

Note 4. No further sanctions will be issued to the applicant until all fines, fees, results, reports, etc., have been received in full.

Note 5. If the answer is YES — no Sanction or Approval can or will be issued.

Note 6. Time trials conducted by the same Meet Referee (OR designee) do not require a separate Sanction / Approval. They do, however, require separate Splash Fee Reports.