

	<b>POLICY &amp; PROCEDURE</b>	<b>POLICY NUMBER:</b> 201C
	<b>Subject:</b>  <b>ADMINISTRATION – SANCTIONS, APPROVALS, OBSERVATIONS, MEET REPORTS</b>	<b>EFFECTIVE DATE:</b> <b>5/01/2012</b>  Approved: 04/21/2012

## Meets

All swimming events held in Arizona, whether competitive meets, camps, or exhibitions, held by registered clubs (Group Members) must be sanctioned or approved by Arizona Swimming.

### 1. Sanctioned Meets

- a. All organizations and athletes participating in a sanctioned meet must be members in good standing of USA Swimming. (see section 3 et seq regarding approved meets and section 4 et seq regarding observed meets)
- b. **Sanction Fees**
  - 1) \$50.00 for all camps and meets with 2 or more teams.
  - 2) \$35.00 for single team (“inters-quad meets”).
- c. **Application for Sanction**
  - 1) Application for sanction shall be made by providing the appropriate application form, the form being available on the web, together with the Meet Information Packet (“Flyer”) to the Sanction chairman.
  - 2) Application for sanction, together with other information provided in 1.c.1 above, should be received by the Sanctions Chairman according to the following schedule:
    - a) Scheduled Meets - 30 days following the scheduled bid meeting.
    - b) Intersquad Meets - 15 days prior to the calendared meet date.
Sanctions may be subject to denial if date requirements are not met.
  - 3) Sanction fees are to be included with the Meet Report. Sanction, approve and observation fees are included on the Annual Statement of Fees, posted to the web.
- d. **Required Sanction / Approved Meet Information for Flyer:**
  - 1) Flyers must include any and all statements required by USA Swimming in Article 202 et seq, including but not limited to, liability waiver, depth of pool, certification as to length of pool, prohibition against recording devices and any other statement required by USA Swimming.

- e. **Penalties.** Failure to run a meet on the published Arizona Swimming Calendar shall result in a \$200 fine unless waived by the Board of Directors.

## **2. Delivery of Meet Reports, Results and Awards**

### **A. Meet Report**

Forms must be completed and sent to the Arizona Swimming office along with payment of the appropriate surcharges and fees, within 21 days after the meet. Meet Report may be completed manually and sent to the Office of Arizona Swimming or electronically through the AzSIOn-Line Portal on the AzSI Website.

1. The Meet Report, as required by USA Swimming, provides certain information regarding the financial outcome of the meet as well as certain information necessary to calculate the amount owed AzSI for, among other things, athlete surcharges, equipment rental and time trial revenue.
2. Failure to submit the required reports and fees within 21 days will be prima fascia evidence of failure to follow required procedure and grounds for automatic denying of future sanctions as well as monetary penalties described below.

### **B. Delivery of Results and Awards**

It is always the intent of every meet to deliver the meet results and awards at the conclusion of the meet. That is however sometimes not possible because of many factors ranging from host issues such as equipment problems to team issues – they have already left the venue. Notwithstanding any of those reasons it is the responsibility of the host club to deliver the results and awards.

1. Results of Meet.
  - A. Meet results may be delivered on paper or electronically. Acceptable methods of delivery of results include but are not limited to, printing on paper, email, electronically distribute (ie: thumb drive) or instructions for download from host team's web site. Such results must be delivered to all teams entered within 14 days of the close of competition.
2. Awards
  - A. Meet awards as specified in the meet flyers should be made available by the completion of the last day of competition. If meet awards are not available they must be mailed, or other arrangements must be made for delivery within 14 days of the last day of competition. Teams are responsible for providing an appropriate address where to mail the awards or where and how they should be delivered.
  - B. Teams may choose in advance of the first day of the meet not to pick-up their awards after the completion of the last day of

competition. If a team chooses this option they must provide \$10 to help cover the postage and provide an address where to mail the awards. This advance notice should be provided by e-mail to the meet director. Payment must be made by the completion of the first full day of competition.

If Club does not arrange for and pay the \$10 mailing fee or pick up their awards at a meet, a fine will be assessed of \$50 by LSC. The host club will be reimbursed for the mailing of the awards up to the amount of the assessed fine.

- C. The host team shall arrange for delivery or mailing of awards specified in the meet flyer within 14 days of competition if the awards are not available at the completion of the competition.

**C. Failure to file Meet Report and Pay AzSI:**

Failure to file Meet Report and pay amounts due the AzSI or failure to complete delivery mailings of results or awards as specified in a. & b. above shall result in the following penalties:

1. Failure to file meet report and pay amounts due within the 21 days after the last day of competition shall result in a \$100.00 penalty payable to Arizona Swimming, Inc.
  2. Failure to complete delivery / mailing within 45 days after the last day of competition shall result in an additional penalty of \$100, for a total of \$200;
  3. Failure to complete delivery / mailing within 60 days shall result in an additional penalty of \$100; starting with day 61 a \$10 a day penalty shall be charged. Any and all penalties must be paid prior to next sanctioned event or the sanction may be denied or revoked as appropriate.
  4. All penalties shall be paid to Arizona Swimming.
- D. All sanctions granted must comply with the Sanction provision of the Administrative Regulations for Competition of USA Swimming Rules and Regulations. (Currently section 202 of USA Rule Book).
  - E. Meet results (whether on paper or electronic) may include the following information: (Meet results may be distributed with split times, if available.)
    1. Meet name, date, location, and the pool length (25Y, 25M, or 50M) must appear on every page and the pages must be numbered.
    2. Any scores, team or individual, if kept.
    3. For each individual event, the order of finish in preliminaries, finals and swim-offs, when applicable, listing the athlete's first and last name, age, club affiliation and official time; disqualified athletes shall be listed and indicated "DQ", with no times listed. Time Trial results shall be provided in the above format, when applicable.

4. For relays, in addition to the order of finish, affiliation, official time, the athletes' first and last names, ages, the order in which they swam, and if available, lead-off athlete's time, shall be included.

**Note:** Names may be abbreviated within the limitations of the printing format or the computer program.

### 3. Approved Meets

- a. An approved meet is a designated meet conducted by organizations other than USA Swimming members from which USA swimming athletes may use their times as USA Swimming qualifying times. See rules regarding observed swims at approved meets below.
- b. Approval of competition conducted by organizations other than USA Swimming member clubs and LSCs may be issued, withheld, or withdrawn by Arizona Swimming in accordance with the regulations listed in the USA Swimming Rules and Regulations.
- c. Complete official results of an approved meet must be furnished to the Arizona Sanction Chairman together with other required individuals.
- d. All Approvals granted must comply with the Requirement for Approval provision of the Administrative Regulations for Competition of USA Swimming Rules and Regulations. Currently section 202.
- e. Approved meet fees are the same as for sanctioned meets. See above

### 4. Observed Meet

- a. An observed meet is a designated meet conducted by an organization other than USA Swimming member teams from which USA Swimming Athletes may use their times as USA Swimming qualifying Times.
  - a. Observed meets are severely limited. Examples of meets that will be approved for observed status are season culminating meets in a High School Season. Season ending recreational league meets will not qualify.
  - b. Observed meets require approval from designate of USA Swimming Program Operations. Such approval must be requested by the LSC from USAS at least 10 days prior to competition. Forms for requesting observation are available from USA Swimming.
  - c. Observed meets require sufficient number of USA certified officials be present to observe stroke and make note of any violations of stroke which would result in a disqualification under USA Swimming Rules and Regulations. Such will be treated as disqualifications for purposes of that event.

- b. All Approvals granted must comply with the Requirement for Approval provision of the Administrative Regulations for Competition of USA Swimming Rules and Regulations. Currently section 202.

**5. Joint Bids:**

- a. When two or more Member Club’s jointly submit a bid and subsequently an Application for Sanction, the Application for Sanction shall be to the Member Club which is to be designated as the administrative club for any and all meet administration and financial matters related to the meet. It shall be the responsibility of that Member Club named on the sanction to perform all such meet administration and financial matters as it is was solely their meet.

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**Updates**

<u>Date</u>	<u>By whom</u>	<u>Abstract of Change</u>	<u>Sections</u>	<u>Control #</u>
04/09/2011	HOD	Add Joint Bids	5. A	
04/21/2012	HOD	Delivery of Awards	2.B.2b	
07/18/2012	BOD	scrivener changes	various	12-003