	North Dakota Swimming	Policies and Procedures
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5.3 - SANCTION APPLICATION

A. Review SANCTION/APPROVAL APPLICATION CHECKLIST (see ndswimming.org)


B. APPLICATION FEES

- (1) Time trials, Duals, or other non-competitive activities - \$90 (includes refundable deposit of \$80).
 - a. Billing is completed monthly by the Treasurer, but submission date for sanction must be completed 12 weeks prior to the scheduled meet date.
- (2) All other Sanctioned/Approved competitions - \$100 (includes refundable deposit of \$80). Two or more sanctions under one meet contract for one period of time (i.e. meet and time trials) conducted in the same weekend, shall require only one refundable deposit.
- (3) LSC meet fees are waived for any meet/organization hosting a Zone or higher-level meet.
- (4) A \$50.00/week fine will be assessed to clubs for sanction applications that are not in to the Age Group Vice Chair, for all schedule meets, by 12 weeks prior to the start of the scheduled meets.
- (5) Any clubs having outstanding late fees from a prior season will not be issued a new sanction until all fees are paid.
- (6) Sanctions received less than 4 weeks prior to the start of the scheduled meets will not be allowed unless there are extenuation circumstances as determined by the Age Group Chair.
- (7) If any meet is cancelled within 8 weeks of the event, the sanction fee may not be refunded.
- (8) If another team picks up a cancelled meet slot, and it is inside of the 8-week window, they may not be charged a late penalty since they are picking up a spot cancelled by another team. If at the 6-week point, a team that has a meet scheduled and has not paid their fee, the weekend will be opened between 6 and 4 weeks to allow another team to pick up the date without fine.
- (9) Refunds will be made upon final review that SANCTION/APPROVAL/OBSERVED MEET APPLICATION CHECKLIST have been met, within timelines, and first deducted from sanctioned meet splash fees with final amount to be billed or refunded from the Treasurer.

C. APPLICATION INFO REQUIRED

- (1) Completed Application for Sanction, Approval, or Observation (see ndswimming.org).
- (2) Submit a copy of meet information which follows the ND LSC meet template (see ndswimming.org)
 - a. It is the responsibility of the host team meet manager to distribute the meet information to invited teams.

Document Revision Log					
Version	Date	Description of Change/Sections	Author or Editor	Authority	Control Number
01	04-26-2020	Restructure of P&P/entire document	B.Haglund	BoD	NDS-0001
02	10-24-2021	Addition of 5.3.B(1)a and 5.3.B(9)	B.Haglund	HoD	NDS-0002

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b. Must include all information required in Sanction Application Checklist (see ndswimming.org).

c. Must electronically submit a TM file (HyTek) of events as part of the sanction.

(3) Payment for fees outlined in 5.3.B.

(4) All information must be submitted to the ND LSC Age Group Vice Chair

D. INSURANCE COVERAGE – all clubs must keep in mind that all team events must be sanctioned in order to be covered by the USA Swimming Insurance.

E. All pools in ND LSC used for any sanctioned meets must be measured by a licensed engineer/surveyor and submitted to the ND LSC Safety Coordinator. (See Measurement Certification of Permanent Racing Course – USA Swimming Rulebook Article 103). If a pool is modified, a new form must be completed.

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