



POST SANCTION/APPROVAL INFORMATION

It is the responsibility of Meet Host to read the information below regarding Post Sanctioning procedures. These are reminders of some of the **NECESSARY** meet host obligations to Wisconsin Swimming and are part of the condition of the sanction. Any deviation from these procedures may invalidate the meet sanction.

Please contact the LSC staff if you have questions or for additional assistance.
meets@wisconsinswimming.org

CHANGES TO THE MEET INFORMATION

The Meet Host **MUST** notify the LSC (Sanction Manager) of any changes to the meet announcement after the sanction/approval number has been issued. A possible resanction may be needed. Changes made without approval from the LSC, are in direct violation of USA Swimming and Wisconsin Swimming Policies and may invalidate the condition of sanction for the meet.

MEET OPERATIONS PERSONNEL INFO

NEW - Helpful info/guidelines regarding the named Meet Director, Meet Referee & Admin Official

[MEET OPERATIONS INFO](#)

ATHLETE RECONCILIATIONS

An Athlete Recon must be submitted at LEAST seven (7) days prior to the start of your meet (**send a registration file from Meet Manager**). USAS Athletes must be in good standing by the start of the meet, which includes any needed APT certification. The LSC registration staff will provide a report for each attending team with needed action items.

COACH SIGN IN SHEETS

All coaches **MUST** sign in to be on deck at ANY meet. **A meet host representative must verify USAS certified coach credentials at SIGN IN at Sanctioned or Approved meets.**

- **Screenshots of membership cards CANNOT be accepted.**
- If a coach is unable to provide proof of membership or is not in good standing, he/she should not be allowed on deck. Allowing a coach on deck that does not have a valid membership may invalidate the sanction.
- Coaches who are not USAS certified, must still sign in at Approved meets.

[COACH SIGN IN SHEET](#)

UNLOCKED MEET BACK UP FILE

Unlocked Meet Backup file must be submitted to the LSC Staff within 48 hours of meet end date.

IMPORTANT Meet Results zip files should NOT be posted on public websites.

POST MEET REPORTING TO WISCONSIN SWIMMING

A [Meet Financial Report](#) and a [Meet Report](#) must be submitted within 7 days of the end of the meet. Required post meet documents/files can be uploaded with the Meet Report – see instructions online

MEET REFEREES

This meet has been added to OTS. Only the Meet Referee has access to add officials to this meet or you may assign someone to add staffing. If you cannot access OTS, please contact the Sanction Manager. Please be sure to verify **certification credentials** for all officials working the meet (*not just USAS registration*). If you need assistance checking credentials, please reach out to the [Officials Chair](#) or [Sanction Manager](#).

Below are links to forms and helpful information.

[Staffing Guideline](#) (see page 8)

[Officials sign in sheet](#)

[Meet Referee Report](#) **ONLINE FORM ONLY** Must be submitted within 10 days of meet end