



Policies and Procedures

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1. SANCTIONS – are required for all NJSI competitive swimming events.
 - a. Sanctions shall be awarded to NJSI group members of USA Swimming.
 - b. Sanctions may be awarded to group members from other LSCs of USA Swimming.
2. Competition Event Types
 - a. Sanction – A sanctioned meet requires clubs seeking sanction to have the following official's requirement, at a minimum:
 - i. One (1) person in each of the following positions:
 1. Referee
 2. Starter
 3. Administrative Official
 4. Stroke and Turn Official
 - ii. All officials must be currently registered and committed to officiate all sessions of the meet before a sanction is granted and prior to posting/distribution of the meet announcement.
 - b. Approved – An approved swim meet does need to be sanctioned by NJS and follow the following official's requirement, at a minimum:
 - i. One (1) person in each of the following positions:
 1. Referee
 2. Starter
 3. Administrative Official
 4. Stroke and Turn Official
 - ii. It is conducted under the technical rules of USA-S and comply with the NJS LSC requirements of an approved meet.
 - iii. Participants of an approved meet may include USA-S and non-USA-S athletes.
 - iv. All requests for Approved meets must be submitted to NJSI at least 60 days prior to the start of the meet.
 1. Once approved, the Meet Sanctioning Coordinator in conjunction with the Officials Chair will ensure that the SWIMS Time Module Policy and Guideline Manual is enforced.
 2. Upon conclusion of the meet, results should be submitted to the Administrative Office for inclusion in the SWIMS database.
 - c. Observed – A swim meet observed by the assigned USA Swimming Officials or YMCA Officials for conformance with USA-S technical rules in a meet conducted under other than USA-S rules.
 - i. Normally such observations are requested for meets conducted under NCAA or NFHS rules.
 - ii. YMCA teams planning to conduct a meet following USA-S rules should apply for the meet to be approved rather than observed.

- iii. Only season ending championship meets and other championship style meets are eligible for observations.
 - 1. Dual meets, tri-meets, state tournament elimination dual meets, etc – are not eligible for observation.
 - iv. All Observed meets must be conducted in accordance with USA-S Rule 202.7 in its entirety.
 - 1. The rules allow for officials who are dually certified as USA-S/YMCA officials and certified by the organization conducting the meet to serve in the roles of both meet official and observer.
 - a. Where the meet host is requesting blanket certification of all swims, it is strongly recommended that the observers not be involved in the conduct of the meet so they can devote their time to watching the swims.
 - v. Once approved, the Meet Sanctioning Coordinator in conjunction with the Officials Chair will ensure that the SWIMS Time Module Policy & Guideline Manuals is enforced.
 - vi. All meet entries must have the new SWIMS3.0 swimmers ID to have their times go into SWIMS.
 - 1. If the Administrative Office is asked to submit a time to SWIMS after the initial submission of the results because of a missing swimmer ID number, there is a \$10.00 per event/time to be entered manually.
3. Applications and Rush Fees – all application information regarding swim meets can be found on the NJSI Website.
- a. All applications for Sanction must be submitted through the NJS website by the date provided by the NJSI Board of Directors each season, but no later than two weeks from the start date of the meet (for a fee).
 - i. Fees for any meets submitted by deadline set by the BOD each season.
 - 1. \$150.00 per meet application.
 - ii. Deadlines –
 - 1. Sanctioned, Approved, or Observed Meets:
 - a. By the deadline set each season by the BOD or 60 days prior to the start of the meet.
 - iii. Rush Fees –
 - 1. Rush Fee for Sanctioned, Approved, or Observed Meets within 2-4 weeks from the start of the meet:
 - a. \$100.00 Per Meet Application
 - 2. No sanctioning will be approved within 2 weeks of the desired meet date.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number