



ISI Sanctioning Policy and Practice

Mandatory Deadlines:

1. Applications for multi-team meets is 30 days prior to the first day of the proposed event.
2. Applications for dual, inter-squad or time trial events is 14 days prior to the first day of the proposed event.
3. Pre-meet recon submission is 5 business days prior to the event start.
4. Deadline for sanctioned or approved open or closed multi-team competitions shall be established by the Board of Directors.
5. Late applications, if accepted, may be subject to a late fee of \$100, and may require permission of other clubs scheduled to host meets on the requested days.

Steps in Sanctioning Process:

1. Create your meet packet, making sure it contains all the required statements for your type of meet (sanctioned/approved) under Illinois Swimming and USA Swimming Rules. These requirements are available on the Sanctions page of the Illinois Swimming website.
2. The application link on the sanctions page is the only acceptable application. You must provide the requested information (which is the same as the information on the old application form) and upload your meet packet.
3. Once the sanction is granted, you will receive an invoice for the appropriate fee. Please pay when due.

Meet Recon:

Hosts must submit a full, final meet backup containing all entries prior to the meet recon deadline, above.

Post-meet results:

Hosts must provide a full Meet Manager backup to the office after the meet. The office will review the financials and invoice the host for the appropriate meet fees. These fees should be paid by the due date on the invoice.