

Louisiana Swimming, Inc.

Meet Sanction Application - Instructions

(DO NOT USE THESE INSTRUCTIONS FOR OBSERVED OR APPROVED SWIM MEETS – A SEPARATE APPLICATION FORM(S) IS LOCATED ON THE WEBSITE: WWW.LOUISIANASWIMMING.ORG)

BEFORE THE MEET

INSTRUCTIONS:

1. Request for swim meet sanctions must be received ***no less than 21 days*** prior to meet date. Sanction form and meet invitations can be emailed, however they will not be processed until the mailed check is received. This is to give our sanction committee time to review all meet documents (invitations, information, etc.) and check all registered officials.
2. Create, revise, or update your meet announcement/invitation with all required information as found later in this document and/or use the meet template form as listed on the Louisiana Swimming website.
3. Submit meet announcement/invitation and the completed meet sanction application to Warren Lind at Instrlind@gmail.com. It must be a word document or PDF file. **DO NOT SEND PHOTOS or JPEG files.** Once payment is received, Warren Lind will forward to the sanction committee all materials. Checks should be made payable to: Louisiana Swimming, Inc.
Payments should be mailed to: Warren Lind, 720 Green Acres Road, Metairie, LA 70003-2437.
4. As of January 1, 2024, the sanction fee for all swim meets is \$30 regardless of the number of days. If all necessary documents/payment are received less than 21 days prior to the start of the swim meet, the sanction fee will double to **\$60**, and if everything is received 10 days or less prior to the start of the swim meet, the sanction fee will triple to **\$90**.
5. Once approval is received from the sanction committee, Warren Lind will send out the sanction number via email to the person who applied for the sanction as well as to the other Sanction committee members: Chris Chelette (COAST) and Beau Caldwell (ES), who will then, in turn, update all meet information on the LSI website.
6. By no later than the **Wednesday** prior to the start of your meet, you are required to:
 - a) Send a backup file to laswimmingmeets@gmail.com for a registration check.
 - b) Confirm your Meet Director and Meet Referee with Chris Chelette along with confirmation that all necessary officials and meet marshals will be in place for the swim meet.
7. If you have a date change request, this must be presented to Beau Caldwell (beau.caldwell@oshsner.org) for approval. Should the change be approved, Beau will make the appropriate changes on the LSI website.

AFTER THE MEET

INSTRUCTIONS:

1. Within three (3) business days, send the results file and backup file to:
laswimmingmeets@gmail.com
(File label format needs to be: LAYearClubmeetnameSanction#)
 2. From Hy-Tek Meet Manager print out a copy of the "Team Entry Fee" report
 2. Fill out the "Meet Closeout Form" and scan/email this form along with the "Team Entry Fee" report to:
 - a) Warren Lind: lnstrlind@gmail.com
 - b) Chris Chelette: chrischelette@outlook.com
 3. If you experienced any problems with having the proper number of officials/marshals, let Chris know.
 4. Within 10 days of the completion of the swim meet, mail closeout fees to Warren Lind. Make the checks payable to Louisiana Swimming, Inc.
- Louisiana Swimming, Inc.
ATTN: Warren Lind, Treasurer
720 Green Acres Road
Metairie, LA 70003-2437**
5. If there are two meets in a row where fees are received late, then you will be placed on a probationary period where results will not be loaded until fees are received.
 6. Beau Caldwell will post the results on the website.

Meet Announcement Required Information

- A. statement about the nature of prizes to be awarded.
- B. A complete schedule of lanes and times for all warm-up procedures which must be adhered to by all participants.
- C. Information about water depth measured for a distance of 3 feet 3½ inches (1.0 meter) to 16 feet 5 inches (5.0 meters) from both end walls.
- D. The following statement: "Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement. "
- E. A statement that no swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302.
- F. A statement indicating whether on-deck registration will be permitted and under what conditions.
- G. One of the following two statements:
 - 1. The competition course has been certified in accordance with 104.2.2C (4). The copy of such certification is on file with USA Swimming; or
 - 2. The competition course has not been certified in accordance with 104.2.2C(4).
- H. The following statement: "Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms, or locker rooms."
- I. The following statement: "Except where venue facilities require otherwise, changing into or out of swimsuits other than in locker rooms or other designated areas is not appropriate and is strongly discouraged."
- J. The following statement: "Held under the sanction of USA Swimming and Louisiana Swimming, Inc."
- K. The following statement: "It is understood and agreed that USA Swimming and Louisiana Swimming, Inc. shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event."

At a sanctioned competitive event, USA Swimming athlete members must be under the supervision of a USA Swimming member coach during warm-up, competition, and warm-down. The Meet Director or Meet Referee shall assist the athlete in making arrangements for such supervision.

All meet directors, referees, starters, and stroke and turn judges, serving in an official capacity must be members of USA Swimming.

All coaches and officials **MUST** constantly display their current USA Swimming credential or be prepared to present their USA Swimming ID card as proof of their registration to the Meet Director or designee at any time. The meet referee reserves the right to ask for coach credential display and/or deny deck access if coach does not comply or card is no longer valid or current.

Eligibility:

No swimmer will be permitted to compete unless the swimmer is a member of USA Swimming as provided in Article 302.