

Hosting A Meet: What you need to know from Sanction to Closeout

- 1) Fill out the Meet Sanction Form. Make sure the following information is included:
 - a) Meet Referee (Email and phone number need to be included)
 - b) Administrative Official
 - c) Starter

**The three positions above are positions that one person can serve as more than one position if they are qualified to do so.*
 - d) Meet Marshall
 - e) Meet Director (Email and phone number needs to be included)
 - f) Stroke and Turn Judges
- 2) As of January 1, 2024, Sanction Fees will be a one flat fee.
 - a) \$30 per meet regardless of the number of days.
- 3) Send Sanction Form, Meet Invitation, and payment to Warren Lind. Sanctions will not be issued without payments. Sanction Forms and Meet Invitations can be emailed, however they will not be processed until the mailed check is received. (Beginning January 1, 2024) Sanction forms must be received **21 days** prior to the start of the meet. If all necessary documents/payment are received less than 21 days prior to the start of the meet, the sanction fee will double, and if everything is received within **10 days** prior to the start of the meet, the sanction fee will triple. This is to give our sanction committee time to review all meet documents (invitations, information, etc.) and check all registered officials.
 - a) Meet Invitation Must contain Meet 360 Language per USA Swimming Safe Sport:
 - i) *Include the following statements in the meet information that is made available ahead of the meet, to all participating clubs, coaches, parents, and athletes either by distribution and/or online:
 - ii) The USA Swimming Safe Sport program is USA Swimming's comprehensive abuse prevention program dedicated to creating a healthy and positive environment free from abuse for all its members. Components of the program include, but are not limited to, providing education and training, enforcing policies (such as the Minor Athlete Abuse Prevention Policy), rules and best practice guidelines, promoting healthy boundaries and mandatory reporting of violations.
 - iii) The Minor Athlete Abuse Prevention Policy (www.usaswimming.org/maapp) prohibits Adult Participants (as defined) from having one-on-one interactions with minor athletes which are not within an observable and interruptible distance from another adult participant. Adult Participants are required to abide by this policy in full during this meet.
 - iv) Pursuant to USA Swimming Rules and Regulations and federal law, it is every member's responsibility to immediately (i.e., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where

specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 833-5US-SAFE (833-587-7233) or online at www.uscenterforsafesport.org/report-a-concern. Various state laws may also require reporting to law enforcement or to a designated child protection agency.

- v) For information on how to report other alleged violations, including without limitation, the USA Swimming Code of Conduct and the Minor Athlete Abuse Prevention Policy, please visit www.usaswimming.org/report.
 - vi) All athletes age 18 and older must complete Athlete Protection Training in order to be a USA Swimming registered member in good standing. Any athlete who turns 18 on or after [insert first date of the actual competition], who has not completed Athlete Protection Training by the first day of competition, will be prohibited from participating in the competition until 4 such time as all membership requirements are completed. Times achieved by an athlete who turns age 18 on or after [insert same date], who competes in this USA Swimming sanctioned event without completing this membership requirement, will NOT count for qualification or recognition. This includes participation as a member of a relay.
- 4) Once payment and forms with all necessary language and official positions properly filled out, have been received, Warren Lind will issue the sanction number via email.
 - 5) This Sanction Number will be sent 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 LSC 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 Louisiana Swimming for a Registration Check.
 - b) Report your Meet Director and Referee with Chris Chellette, and confirm necessary officials and meet marshalls will be in place for the meet.
 - 7) If you have a date change request, this must be presented to Beau Caldwell for approval.
 - a) Should he approve the change, he will make the appropriate changes on the LA Swimming website.
 - 8) After the Meet, you will need to:
 - a) Send the results file and backup file to Laswimmingmeets@gmail.com
 - b) Fill out the Meet Closeout Form and scan/email this to Warren Lind and Chris Chellette. If you had any problems with having the proper number of officials/marshall on deck, let Chris Chellette know.
 - c) Send Mail Closeout Fees to Warren Lind. These fees need to be received within **14 days** of the completion of the meet. 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.
 - d) Beau Caldwell will post all results on the website.