# Frequently Asked Questions

**What is a sanction and why is it needed?**

To "sanction" something means to give authoritative permission or approval.   A USA Swimming swim meet, or other event, must be planned and conducted within the rules of USA Swimming and the Local Swim Committee (LSC.)   When an organization, usually a club, wants to host a swim meet, or other USA Swimming event, it is necessary to receive authorization. The process of receiving authorization is called sanctioning.   USA Swimming authorizes LSC's to sanction or approve USA Swimming meets and other events held within the LSC geographical boundaries.   Utah Swimming, Inc. (UTSI) is the LSC that administers USA Swimming within the state of Utah.   Benefits from sanctioning a meet include: 1) Times from sanctioned meets will be included in the USA Swimming national times database: SWIMS and 2) events are covered by USA Swimming insurance if rules and reporting procedures have been followed. Additionally, referees will not work a meet that is not sanctioned.

**Can the Meet Announcement (a.k.a. Meet Information) be distributed prior to receiving a sanction number from the UTSI Sanctions Coordinator?**

No.   But the proposed meet name, date and location may be shared.

**What is the sanction procedure?**

The UTSI sanction procedure is outlined step-by-step in the *UTSI Event Sanction Checklist*.

**Who obtains the sanction and files the LSC report after the meet?**

The Meet Director's responsibilities include but are not limited to procuring the awards; <u>obtaining a sanction</u>; preparing the facility; arranging for personnel, equipment (including appropriate timing equipment), and supplies necessary for meet operation; processing of entries, printing of programs; arranging for publicity and media coverage; preparing and distributing meet results and <u>filing the LSC report</u>.   (Emphasis added)

**Where does one get a Meet Director?**

The meet host appoints the meet director.   This person must be registered with USA Swimming.

**What types of meets may be hosted?**

The most common types of meets, a brief description of each, and the applicable sanction fee are listed on the *UTSI Event Sanction Application.*   For other questions regarding various types of meets or events, contact the current UTSI Sanctions Coordinator.   Contact information for this person is listed on the Utah Swimming website ([www.swimutah.com](www.swimutah.com)) under the UTSI Info tab.   Click on "Board of Directors".

**What Officials are required to hold a meet?**

You must have at least a meet referee, a starter, and an administrative official.   These officials, along with the meet director must be listed on the application and meet papers.   The number of other stroke and turn officials required is based on the type of meet being held.   Refer to the current USA rules and regulations for the current requirements.

**How are the Meet Referee(s), Starter(s), and Administrative Official(s) secured?**

These officials, along with Stroke and Turn Officials who will also be needed at the meet but not are not listed on the Meet Announcement, must be USA Swimming registered.   A list of currently registered officials and the position(s) they are certified to work are listed on the Utah Swimming website. (www.swimutah.com   Click on the "Officials" tab.) Officials should be contacted well in advance and invited to work the meet. Contact those qualified to work the needed position(s) and see who is available to help. All clubs should regularly encourage parents to train as officials. Swimmers need meets and meets need officials.   The vast majority of officials are trained and certified parent volunteers.   Clubs can give parents the encouragement and starting information they need to become officials.

**How is the Meet Announcement prepared?**

The Meet Announcement (a.k.a. Meet Information, Sanction Information, Meet Invitation, etc.) is prepared by the Meet Director and must be approved by the UTSI Sanctions Coordinator prior receiving a meet sanction number. After approval, the Sanctions Coordinator will attach a sanction number to the meet announcement and email it to the host contact listed on the sanction application. The sanction number must be put onto the Meet Announcement prior to distribution.   Because a lot of important parameters of the meet are established in the Meet Announcement, **the Meet Referee and Administrative Official should also review and accept it prior to submitting it to the Sanction Coordinator**.   It is important to carefully compile accurate information into the Meet Announcement.   Don't include anything you aren't sure can be delivered.   Once the meet is sanctioned by UTSI, the Meet Referee and all others are obligated to follow it.

USA Swimming mandates various items that must be included in the Meet Announcement.   Please refer to the current rulebook for specifics.   Meet Announcement Templates, including all mandated items, are available on the Utah Swimming website.   (www.swimutah.com Click on "Sanctions" tab.)   Please use these templates when preparing a Meet Announcement.   Simply download, rename and save the file.   Then insert the appropriate information for that particular meet into the designated spaces.   A more detailed review of each item on the meet template can be found in "Sanctions Requirements and Considerations" under the "Sanctions" tab.

**Can a Meet Announcement from a former meet be used?**

Not unless updated with all current meet information and needed clauses.   See above section on "Meet Announcement" for list of current Meet Announcement Requirements or compare older Meet Announcement with appropriate online template and update accordingly.   Be sure to change dates throughout the document, including the registration date under Eligibility.

**What needs to be submitted to the UTSI Sanctions Coordinator to receive a sanction number for a meet and how?**

- Meet Announcement document (Email OR Mail)
- Team Manager Event File (Email)
- Completed UTSI Event Sanction Application (Email OR Mail)
- Sanction fee and other fee(s) if applicable (Mail)

**What is a Team Manager Event File and how is it created?**

The Team Manager Event File is a digital file provided by the meet host and used by teams wishing to enter the meet. It contains the schedule of events, fee and other important meet information. Using the file greatly reduces the number of entry errors and greatly speeds up the entry process for entering teams. The file is created using Meet Manager software after the meet database file has been created. It is wise to ensure that event numbers, event order, entry limits, costs, session entry limits, time standards (if applicable) have all been set-up correctly in the database. Once the meet database file is complete, click "File/Back-up" and follow menus until file is created. Note where the program stored the back-up file on the computer so it can be found when needed.

**What is important to know when setting up the Meet Manager meet file?**

Because software changes regularly, details of how to set-up a meet in Meet Manager will not be included here. There are extensive help files in the program and a user's guide is available online to help with specifics.

The important principle to apply is this: The meet management software is the tool that ensures the information contained in the Meet Announcement is applied and followed. Therefore, it is vital that each and every point from the Meet Announcement that can be set-up in the software is. To set-up a meet in the software, one must have a copy of the Meet Announcement in hand (or on the computer.) It would be wise to check off each point in the Meet Announcement as it is set-up in the software to ensure that nothing is missed. If it is unknown how to set-up a certain point, search the help files, users guide or ask others who may know. (Examples of others who may know include other members of the club who have used the program, a mentor from another team who has used the program, the UTSI Sanctions Coordinator, etc.)

**Where do I find the UTSI Event Sanction Application?**

On the Utah Swimming website, on the "Sanctions" page

**Where do I find the current amount of the UTSI Sanction fee and other meet related fees?**

On the UTSI Event Sanction Application and on the UTSI Meet Financial Report.

**How do I get the event sanction number?**

Once needed items have been received by the UTSI Sanction Coordinator, the Coordinator will review everything to ensure accuracy and compliance with rules. If changes are required, the Meet Host Contact will be notified of needed changes. Once corrections have been made and all needed items approved, the UTSI Sanction Coordinator will insert the event sanction number and post the announcement to the UTSI website.

**Where do I insert the sanction number into the meet management software?**

USA-S rules state that the sanction number must be included in results. One easy way to fulfill this requirement is to insert the sanction number in the appropriate place so that it will automatically print on the appropriate reports. Search "sanction" or "sanction number" in your meet management software for exact instructions on how to do this.

NOTE: The meet program "must bear conspicuously the statement: 'Held under the sanction of USA Swimming.'" USA-S This statement may be added in the "Set-up", "Reports" section of Meet Manager.

**Does the meet host need to submit anything else prior to the start of the meet to be in compliance with the UTSI Sanction Procedure?**

Yes.   At least three days prior to the start of the meet, after all entries have been imported into the meet management software, a back-up file of the meet database must be sent to the UTSI Registration Coordinator. The Coordinator verifies the USA Swimming registration of all the swimmers entered into the meet. If a swimmer is not registered, the person submitting the meet database will be contacted by the Coordinator.   That person (the meet host entry person) must then contact the team/swimmer with the registration problem and let them know that they will need to correct the registration problem prior to the start of the meet or not compete.   All swimmers must be USA Swimming registered to participate in a sanctioned meet.   If there are qualifying time requirements the Registration Coordinator can also verify times against SWIMS.

**How can I avoid going over the 4-hour time limit?**

The entry person should enter teams sequentially in the order received (with the host team first).   Time intervals and breaks (20/30 second timeline, moves for timers etc.) and the timeline should be checked before entering the next team. The meet should be closed when the timeline necessitates.

**What are time (heat) intervals and how should I select them?**

Time/heat intervals are the time periods expected between the finish of one race and the beginning of the next.   The minimum heat interval allowed for planning a meet timeline is 20 seconds.   But it is best to consider the types of swimmers attending the meet. If it is a meet with qualifying times, 20 seconds is probably fine. If it includes swimmers with NTs, it should probably not be set up any faster than 25 seconds. If it is a developmental meet, choose at least 30 seconds.

**What records should the Host Team keep of entries?**

The meet director or assigned meet entry person should bring a hard copy of all entries and of any e-mails concerning corrections of entry problems to the meet.   They may be required for the referee's reference in the event of an entry question arising at the meet.   The entry papers should be filed with the meet papers at the end of the meet.

**Does anything need to be submitted to Utah Swimming once a meet is over?**

Yes, four things:

- *WITHIN 5 DAYS AFTER MEET:*   Email a Meet Manager back-up file of the finalized Meet Manager database to the UTSI SWIMS Coordinator and "cc" the Sanction Coordinator on the email.
- *WITHIN 45 DAYS AFTER THE MEET:*   Send complete UTSI Meet Financial Report, Meet Manager Entry Fee Summary Report, Meet Summary Report AND accompanying fees to UTSI Sanction Coordinator.   Make checks payable to Utah Swimming, Inc.

**Where can I find the contact information, including name and email address, of the current UTSI SWIMS Coordinator?**

On the UTSI Meet Financial Report.

**What is a "finalized" Meet Manager database?**

After the meet is over, the meet database, most usually done in Meet Manager software, should be "finalized." This means that all problems have been resolved so that all events read "Done" or "Scored." It is also good to include the watch times that were included on the lane timer sheets, the DQ codes and any other pertinent information that may be needed by someone reviewing the meet file later. Hopefully, the computer operator has been entering these items and resolving problems with the Administrative Official and Meet Referee as the meet happens so the database will be easy to finalize (or finish) at the end of the meet. Additionally, a finalized meet database will have all swimmers listed by correct USA Swimming registered name and number. This is necessary for the SWIMS database to "credit" the correct swimmer with the time(s) swum.

Search "back up file" in the meet software help for detailed instructions on how to create a back-up file.

**What can be done if meet awards have not been claimed by the end of the meet?**

Sometimes individuals or teams leave before awards are distributed. Post-meet distribution ideas include: giving unclaimed awards to a team representative at an upcoming meet, mailing or personally delivering awards to an individual or team, sending an email to those who have unclaimed awards inviting them to contact you if they are interested in receiving their award(s) and suggest a transfer plan. It is important that any changes to awards (for example: in the case of a tie) be completed in a timely manner and a good faith effort be made to completely distribute earned awards.

**What is a UTSI Meet Financial Report?**

USA Swimming requires the LSC to receive a financial statement setting forth all receipts and disbursements in connection with the sanctioned event within 45 days of the event. Utah Swimming has created a form on which this report is to be submitted. It is called the *UTSI Meet Financial Report* and it is available on the Utah Swimming website on the "Sanctions" page.

**Who completes the UTSI Meet Financial Report?**

The Meet Director

**Where can I find the information need to complete the UTSI Meet Financial Report?**

- Number of Participants and "Splashes": In Meet Manager software, select "Reports/Meet Summary." To ensure correct reporting, ensure correct settings are used.
    - Gender: Set to "Both
    - Filers/Teams: Set to "All Teams"
    - Session List: Set to "All Events"
    - Report Type: Set to "Summary Totals"
    - Format: Set to "By Athlete"
    - Options Box: Set correctly for your meet based on whether or not you included relays

    After ensuring the above settings, select "Create Report."
- The sanction fee is listed on the UTSI Event Sanction Application that was submitted at the beginning of the sanctioning process.

- For the income information pertaining to the meet, including entry fees and surcharges, also to create the "Meet Manager Entry Fee Summary Report" which must be submitted to Utah Swimming, do the following in Meet Manager:
    - Select "Reports/Teams"
    - Then select "Entry Fee Summary" tab
    - Then select "Create Report"
- Other expense and income information should be obtained from various people who were responsible for those aspects of the meet.   NOTE: Save receipts and vouchers relating to the sanctioned event. (USA-S rule)

**Is there a deadline when the UTSI Meet Financial Report and accompanying fees are due?**

Yes.   Within 45 days of the completion of the event.   There is a $50.00 fine if the report and splash fees are not submitted by this deadline.

**Who should sanction and meet fee checks be made out to?**

Utah Swimming, Inc. or UTSI

**What is the difference between a USA Swimming Sanctioned meet, a USA Swimming Approved meet and USA Swimming Observed Swims?**

See USA Swimming Rulebook Article 202:   Sanctions and Approvals, for detailed information.   Basically speaking, a sanctioned meet is offered by a USA Swimming member organization (most often a club) to USA Swimming registered athletes.   An approved meet is offered by a non-USA Swimming member club/organization or a member club/organization (under certain conditions) to both USA Swimming and non-USA Swimming athletes.   Approval for open competition meets must be specifically approved by the USA Swimming Program Operations Vice-President or his/her designee.   Hence, they are not often offered.   Observed Swims enable a USA Swimming registered swimmer to achieve official USA Swimming times in a season-culminating Championship meet that is not sanctioned by USA Swimming. Official times achieved as observed swims may be submitted for entry into the SWIMS database if all the conditions in the rulebook are met.

**Who can I contact if I have other questions about sanctioning an event?**

Contact the current UTSI Sanctions Coordinator.   Contact information for the current Sanctions Coordinator is available on the Utah Swimming website. (www.swimutah.com Click on the "UTSI Info" tab, then click on "Board of Directors")   There the current UTSI Sanctions Coordinator information will be listed.