

KENTUCKY SWIMMING SANCTION APPLICATION PROCEDURE

Sanctioning must be requested 45 days before the first day of the meet.

Sanctioning will be initiated through SWIMS.

The person requesting the sanction must be an **ADMIN** for your club in **SWIMS**.

If you do not know how to add a member as an admin, email me. kyswim@kylsc.org

What you need before you start the process.

1. MEET STAFF

- **Meet Director:** Must be a USAS member in good standing.
- **Meet Referee:** Must be a certified referee in good standing
- **Meet Contact:** Can be the same person as the meet director, meet referee, entry chair, or AO.

2. MEET INFORMATION/PACKET in pdf, doc, or docx

[KYLSC meet announcement template](#)

[REQUEST A MEET SANCTION](#)

You are NOT setting up an OME meet. DO NOT go through the Competition Tab.

FOLLOW INSTRUCTIONS BELOW.

1. Go to usaswimming.org.
2. Log in to your USAS account.
3. Click on '**CLUB**' from the top right navigation options and select '**MY CLUB**' from the dropdown – do not use the Competition link.
4. On the 'View/Edit Club' page, click the gray '**ADMINISTRATIVE**' tab
5. Click '**MEETS**'
6. From the '**REPORT PERIOD**' dropdown menu, select the correct year.
7. Click the blue '**REQUEST MEET SANCTION**' button
8. Click on the red '**UPLOAD FILE**' to load your MEET ANNOUNCEMENT
9. Select '**MEET CLASSIFICATION**' (see types below)
10. Fill out all other required fields (leave sanction number field blank)
11. Click '**CONTINUE**'



Meet Sanction Request - Meet Info

Meet Announcement (Optional)

UPLOAD FILE (*.pdf), (*.doc), or (*.docx)

Uploaded File Name:

9. MEET CLASSIFICATION

Click on **SANCTIONED** and choose type of meet

Invitational, Dual Meet, Time Trials, Intra Squad or Open

Year for Meet Name	LSC for Meet Name	Meet Name* (Do not include Year or LSC)
	KY	<input type="text"/>
		Meet Name is required
Start Date*	End Date*	Meet Classification*
Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>	<input type="text"/>
Start Date is required	End Date is required	Meet Classification is required
Facility*	Meet Course(s)*	Meet Management Software*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Facility is required	Must pick at least one Course	Meet Management Software is required
CONTINUE	BACK	

1

Profile Team Management **Administrative** Registration

Groups Facilities **Meets** Audit

Meet Sanction Request - Sessions

ADD SESSION ←

SESSION NUMBER	SESSION TYPE	SESSION DATE	
2	TimedFinal	11/20/2024	

CONTINUE **BACK**

2

Profile Team Management **Administrative** Registration

Groups Facilities **Meets** Audit

Meet Sanction Request - Add Session

Session Number* Session Type* Session Date*

SAVE **BACK**

Click on Meet Type

- Prelim
- Swim Off
- Final
- Semi Final
- Quarter Final
- Timed Final
- Time Trial

3

Profile Team Management **Administrative** Registration

Groups Facilities **Meets** Audit

Meet Sanction Request - Staff

Meet Director Member Id* Meet Referee Member Id* Meet Contact Member Id*

SUBMIT **BACK**

Member ID Lookup

NAME	LSC/CLUB	SELECT
No Results - Person Not Found		
First Name*		
Last Name*		
LSC		

SEARCH **CANCEL**