



Sanction Requirements

Meet Reminders

MEET INFO AND SANCTIONING:

- To ensure your meet is on the CSI calendar, submit your meet via Meet Bids due April 1st (Meet in 2023 bid due April 1st 2022). (If you do not submit for the scheduling meeting, your meet will be placed on the calendar when the sanction paperwork is approved by the sanctioning committee).
- Please refer to the Meet Sanction Requirements page and use the Meet Info Template in preparing your meet information. (USA Swimming sanctioning requirements change periodically).
- For 12 & under meets/sessions, remember the 4-hour rule.
- Send your sanction application form and meet information via sanction application CSI office **more than 45 days prior** to your meet. Fees, please see the Fee Sheet with the Sanction Application.
- Once you have a sanction number, update your meet info and send it, along with your meet template to the CSI office for posting on the website.
- MAKE SURE YOU UNDERSTAND ALL MAAPP RULES AND REGULATIONS and how they apply to your facility.

REGISTRATION CHECK

- This is mandatory for all teams hosting meets within four days of entry deadline.**
 - o To create the .sd3 export file needed for the Registration Check:
 - In MM under **FILE**, go to **EXPORT**, click on **USA-S Registration**.
 - It will say **Export Finished**, click on **OK**
 - Save .SD3 file save it and email it to the Sanctions Chair at csiswimoffice@swimcolorado.org
 - You will receive an emailed report back with the exceptions, copying the coaches/clubs with exceptions and letting them know they need to get their swimmers registered or correct their swimmers' information.

AT THE MEET:

- Host teams must check coach credentials for coaches to receive heat sheet/program. Only certified coaches are allowed to serve in the coach role at a meet.
- THIS statement must be in your meet program
 - o Colorado Swimming, Inc. does not support, recommend, endorse or take responsibility for the sale or marketing of any dietary supplements. It is the swimmers responsibility to know the contents of any food or drink he/she ingests. For more specific information on supplements please refer to the drug information on the USA Swimming website at www.usaswimming.org
- CSI Warm-up procedures must be posted in the pool area at the meet.
- Report of Occurrence for any accidents or injuries can be found at www.usaswimming.org/ROO.

POST MEET:

- Meet Back up (Meet Manager Backup file) needs to be sent to the Times Coordinator at times@swimcolorado.org
- Financial Report– All sanctioned meets must submit a Financial report per USA Swimming Rules within 45 days of the event per USA Swimming. [HERE IS THE LINK](#)
- \$1.10/event surcharge will be charged to your account when meet results have been processed for all meets including intrasquad meets (exception is League Sanctioned meets)

Failure to submit financial report – will affect future sanctions.