

2025-2026 WYSI SANCTION PROCEDURES

1. All swimming competitions and benefits, exhibitions, clinics and entertainment involving competitive swimming shall be sanctioned/approved except for those only hosted and attended by members of the same club (Intrasquad meets must be sanctioned if times are to be uploaded into SWIMS)..
2. The meet sanction fee is \$50. Event (activities outside a pool setting) sanctions will not require a sanction approval fee.
3. The Meet/Event Director shall submit an online Sanction Request with a copy of the draft Meet/Event Announcement on the WYSI Meet Template and the Meet Manager Backup file. Payment may be made by credit card at the time of submission or a check payable to WYSI may be sent no less than thirty (30) days prior to the first day of the meet for open and invitational meets and no less than fourteen (14) days prior for meets limited to three teams or less.
 - a Meet Announcement:
 - i Download the WYSI meet template from the website
 - ii Address all the items in red and highlighted in yellow
 - iii Do not delete anything in black unless the template instructs you to do so
 - iv Submit word document with the sanction request
 - b Meet Manager File
 - i Setup/Meet Setup - name the meet 2025 WY your club code name of the meet: i.e. 2025 WY PSC Winter Fiesta.
 - ii Setup/Meet Setup - Make sure the entry due date matches your meet announcement. Usually about 7 days before the meet. Backup should be sent to the office the Monday before the meet for reconciliation.
 - iii Setup/ Report Preferences/ Report Header – click the lower box to ensure the sanction number prints on all pdfs (USA Swimming Requirement). You do not need to fill in anything else on that page. Once the sanction number is in the Meet Setup page it will autofill.
 - iv Setup/Entry-Scoring Preferences/Entry-entry limits is correct.
 - v Setup/Surcharge Fee - \$8 participation fee. If you are charging a facility fee per athlete, it is added to the participation fee. If you use the facility fee box in MM it will just charge the team once.
 - vi Events – be sure your lanes, multiage (mixed events must click multiage if separating boys and girls event if NOT breaking out by age.
 - vii Sessions – make sure all events are in a session viii When planning the order of events, start with a 12 & under event if you are offering them and end with a 13 & over or Open event to help adhere to the [4-hour rule](#). If open events are listed in a separate session in a day from the 12 & under events, the open event cannot be multi-age for awards.
 - ix Upload the WYSI championship time standards for results.

x Submit the Meet Backup with the meet announcement and the sanction request.

4. Sanctions shall be issued only in accordance with the meet dates selection procedure in Section F of the WYSI Policies and Procedures.
5. Host clubs may establish a meet fee structure as they deem appropriate non-championship meets. All meet hosts must pay the \$8 WYSI participation fee per swimmer.