



YMCA Sanctioned Swim Meet Requirements

A YMCA sanctioned meet is a celebration of the relationships, achievements, and sense of belonging facilitated through competitive swimming at the YMCA. It is part of the progression from local to regional to national competition, by which YMCA teams and swimmers become part of an expanded community that supports the development of all participants.

Purpose of a YMCA Meet Sanction

A YMCA sanction verifies that an invitational or championship meet operates under a standard set of rules, ensuring the integrity of the times achieved. These standards are also recognized by USA Swimming as sufficient to earn *USA Swimming Approved* meet status and enter YMCA meet results into the SWIMS database. *Please note: USA Swimming Approval is not automatic. Host teams must apply for USA Swimming approval and follow their Local Swim Committee's (LSC) procedures for doing so.*

Types of YMCA Meet Sanction

- A YMCA sanctioned championship meet satisfies one of the eligibility requirements for participation in YMCA National Championship Meets.
- A YMCA sanctioned invitational meet satisfies the requirements to earn *USA Swimming Approved* status and have the results be entered into the SWIMS database.

Submitting a Sanction Request

- Submit a sanction request by logging in to the YMCA Swimming and Diving website [registration portal](#) or, if your team is a SportsEngine Motion customer, through your team site. Once logged in, go to YMCA Admin -> Meet Sanctions.
- Deadline: **45 days prior** to the first day of the meet.
- **Meet information should not be posted and sent to attending teams until the sanction has been issued.**

Required Elements of YMCA Sanctioned Championship Meets

Once a sanction has been issued, the meet format and management may not be changed. The meet director and host YMCA (head coach and CEO/Executive Director) are responsible for ensuring that each element is achieved.

- ☐ The meet is a closed YMCA meet.
- ☐ The meet is an end-of-season meet for a given league or region or is a championship-style invitational that includes competitors from multiple regions and with a level of competition higher than that offered within their regions.
- ☐ The meet and all participants adhere to the [Rules That Govern YMCA Competitive Sports](#) and the [Swimming Addendum to the Rules That Govern](#).
- ☐ The meet is conducted in accordance with [USA Swimming Rules & Policies](#).
- ☐ The USA Swimming [Minor Athlete Abuse Prevention Policy](#) (MAAPP) is followed.
- ☐ The meet is conducted by a minimum of four certified officials. More are strongly recommended whenever possible, and the [Pool Staffing Guidelines](#) should be followed.
 - A minimum of two of the officials must be certified YMCA Swim Officials; USA Swimming certified Swim Officials may fill the other deck positions.
 - One of the YMCA certified officials must be a certified YMCA Level II Official and serve as the meet referee.
 - One of the officials must serve solely as the Administrative Official.
- ☐ All YMCA coaches must meet the following conditions:
 - Coaches are required to maintain current certifications in Basic Life Support (Professional Rescuer CPR), First Aid, Safety Training for Swim Coaches, Child/Athlete Protection

Training, and Principles of YMCA Competitive Swimming and Diving. These certifications are verified at the meet.

- Coaches must complete the online YMCA coach registration for the current season.
- Athletes must meet the following conditions:
 - Athletes aged 18 and older must have completed Child/Athlete Protection Training within the past 12 months. This is verified by the meet director upon entries being submitted.
 - Athletes aged 12 and under may not compete in Technical Suits, as defined in the [USA Swimming Rulebook](#) (found under the Top Resources section).
 - For a period of at least 90 days prior to the first day of the meet, athletes must have both:
 - been full privilege members of their YMCA and
 - represented only their YMCA in competition (with the exception of closed interscholastic and closed summer league competition).
- All participating teams have completed the YMCA Team Registration for the current season.
- All participating teams are competing under their YMCA's name and corresponding association number.
- The CEO or executive director of each participating YMCA has signed the declaration form acknowledging that all swimmers and coaches representing his/her YMCA satisfy the sanction meet requirements.
- The meet offers at least 75 percent of the individual events and 60 percent of the relay events offered in the YMCA National Championship Meet.
- The meet should preferably follow a Preliminaries/Finals format.
- The meet has entry standards, preferably based on times.
- Team scores are recorded.
- The use of audio or visual recording devices, including cell phones, is not permitted in changing areas, restrooms, locker rooms, or behind starting blocks.
- Deck changing is not permitted.
- Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, spectator areas, and open ceiling locker rooms) any time athletes, coaches, officials, and/or spectators are present.
- After the meet, results are sent to the Regional Representative and submitted to SwimCloud.

Required Elements of YMCA Sanctioned Invitational Meets

Once a sanction has been issued, the meet format and management may not be changed. The meet director and host YMCA (head coach and CEO/Executive Director) are responsible for ensuring that each element is achieved.

- The meet is a closed YMCA meet with three or more teams competing. Dual meets are not eligible for a YMCA sanction.
- The meet and all participants adhere to the [Rules That Govern YMCA Competitive Sports](#) and the [Swimming Addendum to the Rules That Govern](#).
- The meet is conducted in accordance with [USA Swimming Rules & Policies](#).
- The USA Swimming [Minor Athlete Abuse Prevention Policy](#) (MAAPP) is followed.
- The meet is conducted by a minimum of four certified officials. More are strongly recommended whenever possible, and the [Pool Staffing Guidelines](#) should be followed.
 - A minimum of two of the officials must be certified YMCA Swim Officials; USA Swimming certified Swim Officials may fill the other deck positions.
 - One of the YMCA certified officials must be a certified YMCA Level II Official and serve as the meet referee.
 - One of the officials must serve solely as the Administrative Official.
- All YMCA coaches must meet the following conditions:
 - Maintain current certifications in Basic Life Support (Professional Rescuer CPR), First Aid, Safety Training for Swim Coaches, Child/Athlete Protection Training and Principles of YMCA Competitive Swimming and Diving. These are verified at the meet.
 - Complete the online YMCA coach registration for the current season.
- Athletes must meet the following conditions:

- Athletes aged 18 and older must have completed Child/Athlete Protection Training within the past 12 months.
- Athletes aged 12 and under may not compete in Technical Suits, as defined in the [USA Swimming Rulebook](#) (found under the Top Resources section).
- For at least 30 days prior to the first day of the meet, athletes must have been full privilege members of the YMCA they represent.
- All participating teams have completed the YMCA Team Registration for the current season.
- All participating teams are competing under their YMCA's name and corresponding association number.
- The CEO or executive director of each participating YMCA has signed the declaration form acknowledging that all swimmers and coaches representing his/her YMCA satisfy the sanction meet requirements.
- The meet offers at least 50 percent of the individual events offered in the YMCA National Championship Meet.
- The use of audio or visual recording devices, including cell phones, is not permitted in changing areas, restrooms, locker rooms, or behind starting blocks.
- Deck changing is not permitted.
- Operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, spectator areas, and open ceiling locker rooms) any time athletes, coaches, officials, and/or spectators are present.
- After the meet, results are sent to the Regional Representative and submitted to SwimCloud.

Additional Elements for All Sanctioned Meets

YMCA sanctioned meets are encouraged to include the participation of swimmers with disabilities who have gone through the classification process as defined by [U.S. Paralympics Swimming](#). Qualifying time standards should be waived for classified swimmers who have met the other meet eligibility standards.

Some USA Swimming LSCs require the use of their own meet information template for a meet to receive USA Swimming approval. A YMCA meet may use the LSC template but must add each of the required YMCA sanctioned meet elements to receive a YMCA sanction.

Note: Please check any wording required by an LSC to be sure that USA Swimming requirements (such as membership or diving certification by a USA Swimming member coach) do not apply to YMCA participants.

Meet Director Responsibilities

Prior to the meet:

- Ensure the meet format and information satisfy all requirements for a YMCA sanction.
- Submit a YMCA sanction request and pay the sanction fee.
- Submit a request for USA Swimming approval to the LSC and pay the fee.
- Once you receive the YMCA sanction number, insert into the meet information.
- Send meet information and event files to all invited teams. This is done **ONLY** after the first three items are complete.
- Receive signed Declaration Forms from each participating team with entries. Scan these into one PDF and send it to the Regional Representative.
- Receive proof that each 18 and older athlete entered in the meet has completed Athlete Protection Training within the past 12 months. Consult with Regional Representative for assistance.
- Contact the Regional Representative with a list of entered teams. Receive a list of registered and approved teams and coaches. **ONLY** registered and approved teams and coaches may participate in a YMCA sanctioned meet. It is the responsibility of the meet director to contact teams and coaches before the meet and to ensure that this rule is observed at the meet.

During the Meet:

- Ensure that only registered and approved coaches are permitted on the pool deck at all times.
- Ensure that the meet is being conducted according to the sanction rules and that all safety requirements are being followed.

After the Meet:

- Send meet results files to the Regional Representative and submit them to SwimCloud.

Meet Committee Responsibilities

- Comprised of meet director, meet referee, Regional Representative (if present), regional officials' coordinator (if present), league/regional chair or representative (if it is a league or regional sponsored meet), and any others as designated by the YMCA, league, or region sponsoring the meet. At least one coach and one athlete should be included among these representatives. Members of the meet committee should not all be from the same YMCA.
- Assist the meet director in planning an efficient, positive, and supportive meet environment.
- Support the meet director in the execution of his or her responsibilities, including recruitment of meet volunteers.
- Address eligibility waiver requests and issues and other potential violations of sanction requirements.
- NOT part of Meet Committee responsibilities is adjudicating protests against the judgment decisions of starters, stroke, turn, place, and relay take-off judgements. These protests can ONLY be considered by the referee, and the referee's decision shall be final (USA Swimming Rule 102.23.1).

Meet Referee Responsibilities

The meet referee is responsible for the conduct of the competition, including instructing and assigning the other officials, ruling on all protests made against the judgment calls of the officials, modifying the rules for swimmers with disabilities, etc.

Note that all meets require a dedicated Administrative Official. YMCA Level II Officials have received training in the various duties of an Administrative Official, specifically regarding the resolution of timing differences, so any YMCA Level II Official can serve in that category, but not as both the Administrative Official and another deck position.

YMCA Sanctioned Championship Meet Declaration Form

(Return signed form to the meet director)

Participating YMCA: [YMCA_NAME]

YMCA Address: [YMCA_ADDRESS]

Meet Name: [MEET_NAME]

Meet Date(s): [MEET_START] - [MEET_END]

Meet Host: [MEET_HOST_ORGANIZATION]

Meet Location: [MEET_LOCATION]

We the undersigned attest to the following:

SWIMMERS - All swimmers representing the YMCA above are full privilege members of the YMCA and meet all eligibility requirements. All swimmers aged 18 and older have completed Child/Athlete Protection Training within the past 12 months.

COACHES - All coaches representing the YMCA above hold current certifications in Basic Life Support (Professional Rescuer CPR), First Aid, Safety Training for Swim Coaches, Child/Athlete Protection Training and Principles of YMCA Competitive Swimming and Diving and have completed the annual YMCA coach registration online.

INSURANCE - Our Association now has insurance coverage for representative(s) including participants, coaches, volunteers and leadership who will be in attendance at the [MEET_NAME] for the entire period of the meet. I hereby certify that YMCA has a minimum of \$1,000,000/\$2,000,000 in liability insurance that covers our participants, coaches, volunteers and leadership during their participation in the [MEET_NAME].

RELEASE - In consideration of your accepting this entry, I hereby, for myself, heirs, executor and administrators, waive and release any and all right and claim for damages I may have against the YMCA of the USA, [MEET_HOST_ORGANIZATION], their agents, representatives or assigns, and the [MEET_LOCATION] for any and all injuries which may be suffered by participants at the [MEET_NAME]. Furthermore, we understand that the YMCA of the USA and [MEET_HOST_ORGANIZATION] are not responsible for any intended or unintended consequences related to removing an athlete from competition for a head injury. This includes, but is not limited to, any financial reimbursement associated with such removal.

Name and Signature of Head Coach

Name and Signature of YMCA CEO, Exec. Director or Designee