



# USA Swimming

## **APPLICATION FOR SANCTION**

Date: \_\_\_\_\_

I, \_\_\_\_\_, apply, on behalf of

\_\_\_\_\_, for a sanction

(NAME OF ORGANIZATION)

to hold swimming competitions, exhibitions, Swim-a-thons, or clinics at

\_\_\_\_\_ on \_\_\_\_\_, 20\_\_.

(LOCATION)

(DATES)

Our sanction fee of \$\_\_\_\_\_, a copy of the meet information and meet entry forms are enclosed.

Oregon Swimming Safety Guidelines and Warm-up Procedures must be enforced at all meets.

Meet Referee: \_\_\_\_\_

(MUST BE LISTED FOR ALL MEETS BEFORE SANCTION CAN BE GRANTED)

As a condition of obtaining such a sanction, I, and the above named organization, which I represent, agree to abide by and govern this event under the current rules and regulations of USA Swimming, and Oregon Swimming, Inc., and all other terms and conditions upon which this sanction may be granted. These terms specifically include all local rules and regulations and those set forth in Article 202 in the current edition of USA Swimming Rules and Regulations, specific reference to Article 202.2.6 thereof, which provides that:

**IN GRANTING THIS SANCTION IT IS UNDERSTOOD AND AGREED THAT THE CORPORATION SHALL BE FREE FROM ANY LIABILITIES OR CLAIMS FOR DAMAGES ARISING BY REASON OF INJURIES TO ANYONE DURING THE CONDUCT OF THE EVENT.**

Officials for this meet must be qualified persons as certified by Oregon Swimming, Inc., and a list of such officials shall be submitted one week prior to the event, if requested.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
CLUB PRESIDENT

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
CLUB REPRESENTATIVE

MAIL SANCTION TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

Email Address for Sanction notification: \_\_\_\_\_

Please send  Sanction Notification by email  Sanction packet by email (.7 Mb)  Sanction packet by post

Mail this application, sanction fees and meet information to: **Kathy Coddington, Sanctions Chair**  
**PO Box 2357**  
**Lebanon OR 97355**

DO NOT WRITE BELOW THIS LINE - FOR LSC USE ONLY

APPROVED / NOT APPROVED (CIRCLE ONE) SIGNED: \_\_\_\_\_

SANCTION NUMBER (S): \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

# OREGON SWIMMING, INC

## SANCTION INSTRUCTIONS

### BEFORE MEET:

90 DAYS: A sanctions application will be forwarded to the club address identified in the Oregon Swim Guide for completion in order to obtain a sanction. Prepare and sign sanction application, including the following in the application package:

- a. Sanction fee check (\$20.00 per meet day). Time Trials (\$25.00 per day)
- b. Complete Meet Information packet, including schedule of events (see standardized format attached). Meet Information sent in for sanction should include copies of all documents to be sent to each club invited.
- c. **This statement must appear on your Master Entry Form or Entry Summary sheet:**

I have read the meet information and attest that all swimmers entered hereon are registered with USA Swimming, Inc.

\_\_\_\_\_  
Coach/Team Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone No.

- d. Name of certified Meet Referee, if A, A/B, or A/B/C meet, OR name of certified meet Official who has oversight responsibilities if B, B/C, or C, or dual meet.
- e. Name of the meet director who is a current non-athletic member of USA Swimming.

60 DAYS: Forward the application package to: **Kathy Coddington, Sanctions Chair**  
**PO Box 2357**  
**Lebanon OR 97355**

45 DAYS: Following review of your application and meet information, sanction and other meet management forms will be sent to the Meet Director. Deficiencies and/or necessary changes will be noted. The Sanction packet will contain the following:

- a. USA Swimming, Inc. Official Sanction.
- b. Swim Meet Financial Report (to be completed and returned to the Sanctions Chair).
- c. USA Swimming, Report of Occurrence (accident report).
- d. Meet Director's information sheet.
- e. Meet Evaluation Form.
- f. Two mailing labels, (one to Sanctions Chair, one to Records Chair) for final results and an Unattached Swimmers Form. For OSI Championship meets, a third label will be included for the Time Standards Committee and one to OVC Chair.

30 DAYS: Send Meet Information packet to clubs **and** one (1) copy to your designated Meet Referee.

MEET NAME\*

**\*For USA Database Hytek must be in the format Year, Oregon, Club, Meet name**

MEET TYPE

DATE

**HELD UNDER THE SANCTION OF USA SWIMMING**

- Sanction No. 0-xxx  
Host/Sponsor: Oregon Sharks  
Location: Pool Name  
Street Address  
City  
Pool Phone Number
- Eligibility: Swimmers must be currently registered with USA Swimming. **NO ON DECK REGISTRATION SHALL BE PERMITTED.** Swimmers must be within the listed age brackets as of (the first day of the meet) [and must meet the time standards listed for each event they enter, if applicable]. Also any other meet eligibility statements necessary. i.e. if invitational, only swimmers of invited teams are eligible.
- Entry Deadline: Entries must be received by 5:00 pm, Monday, January 1, 2005.
- Entry Limit: Swimmers may enter a maximum of four events per day excluding relays. (This limit may be set by club to control the size of meet. Maximum allowable are 5 per day for timed finals; 3 per day for Prelims and Finals.) Add any special entry limits the host will impose. i.e. limited to 200 swimmers.
- Indicate late entry policy, if applicable.
- Entry Fees: \$3.00 Oregon Swimming surcharge per swimmer  
\$2.00 individual event fee  
\$8.00 relay entry fee
- Entry fees must accompany master entry form. Make checks payable to: Oregon Sharks
- Entry Address: John Doe, Entry Chairperson  
123 Oak St  
Somewhere, OR 98555
- Entries:
1. Submit YARD TIMES only for seeding. [Swimmers must meet time standards. No Time and substandard times will not be accepted.] if applicable.
  2. Submit entries on Hy-tek meet management software formatted diskette. Please include printout of Hy-tek entries.
  3. Complete the enclosed master entry forms using yard times for each event. Enter relay times on relay forms. Submit cards, **DO NOT** submit cards, as applicable.
- Check-In:(If Appl) All swimmers must check in 30 minutes prior to the start of their event. Swimmers must check in by 8:00 am for the first four events for each day.
- No Coach Present: For unattached swimmers, or swimmers whose coach is not attending the meet, it is the swimmers responsibility to arrange for a certified coach to be responsible for the swimmer. This must be done **BEFORE** the swimmer may enter the water for warm-ups or competition. Please see the Meet Director or the Meet Referee if assistance is needed, upon arrival at the meet.

**Facility:** Indoor, 25 yards x 50 meters, 10 lanes 7 1/2 feet per lane, Starting blocks at the deep end of the pool only (10 ft.) Shallow end is 3'6". Parking available, seating for 500 spectators. Snack bar will be open throughout the meet. Swim venue includes: Men's and Women's locker rooms with access onto the pool deck; Open pool deck areas available for swimmers, coaches and officials only. Facility is accessible to adaptive swimmers.

**Restrictions:** TOBACCO PRODUCTS OF ANY KIND, ALCOHOLIC BEVERAGES and GLASS CONTAINERS ARE NOT ALLOWED IN THE SWIMMING VENUE. NO SHAVING (if applicable).

**Times:** Warm-ups: 7:30 - 8:15 am  
 Timed Finals: 8:30 am

**Rules:** Current USA Swimming and Oregon Swimming Inc., rules will govern this meet.

**Safety:** Current Oregon Swimming Safety Guidelines and Warm-up Procedures will be in effect and strictly enforced. SEE ENCLOSURE.

**Bull Pen:(If appl)** A bullpen will be provided for all 8&UN swimmers. All other swimmers shall report directly to their assigned lanes.

**Awards:**

Individual:	1st - 10th	Ribbons
Relays:	1st - 3rd	Rosettes
Team Awards:	1st - 3rd	Trophies
High Point:	Girls/Boys, each age group	Trophies

**Scoring:(applicable only if team/high point awards are given)**

Individual:	11-9-8-7-6-5-4-3-2-1
Relay:	22-18-16-14-12-10-8-6-4-2
High point:	Specify what points count, especially for swimmers who might compete in various age groups, i.e. 8&U, 10&U, 12&U, etc.

**Meeting:** Coaches' meeting will be held 15 minutes prior to the start of the meet. Officials meeting will be held at 7:45 am (allow 30 minutes for the Officials meeting.)

**Meet Referee:** Jane Doe (503) 123-4567  
**Meet Director:** Mary Black, (503) 230-1111.

**Officials:** We always appreciate the help of certified officials from other clubs; if you will be attending this meet, please notify meet referee, phone number. An official's hospitality room will be provided.

**Timers:** Each team will be given timing assignments. Please designate a parent representative to report to the Head Timer 30 minutes prior to the start of meet.