



South Texas Swimming, Inc.

Sanctioning Policies and Procedures

Last update: 4/6/24

This document describes the policies and procedures for applying for and managing South Texas Swimming sanctioned, observed, and approved meets. Contact information for the Sanctions Chair, NTV Chair, SWIMS Users, and Officials Chair appears on the last page of this document.

I. Introduction

- A. Sanctions for swimming competitions in South Texas (South Texas Swimming, Inc., or STXSTX) are granted under the provisions of Part Two, Articles 202 and 203 of the USA Swimming (USAS) rules and regulations. It is recommended that applicants familiarize themselves with both references.
- B. The role of the [Sanctions Chair](#) in sanctioning meets for competition is as follows:
 1. Verifies that the USA Swimming membership of the meet host will be current as of the meet's inclusive dates and that the meet host will be eligible to sanction meets under USA Swimming and STX rules.
 2. Verifies that the USA Swimming memberships and all required certifications of the meet's officials, the meet's director, and the meet host's head coach will be current as of the meet's inclusive dates.
 3. Confirms that the meet host is currently certified as a [Safe Sport](#) club and is not delinquent in submitting any required fees, fines, or reports. The Safe Sport status of STX clubs is posted [here](#).
 4. Communicates with the people listed on the sanction application to inform them that they have been listed on the meet sanction in the positions for which they are listed.
 5. Verifies that the meet information includes the required information in accordance with current USA Swimming and STX rules as of the meet date(s).
 6. Reviews the meet information and identifies any inconsistent or incorrect information or any other issues that might impact the conduct of the meet.
 7. Posts the meet information and entry file on the South Texas Swimming website.

II. Pre-Meet Considerations

- A. **Types of Meets:** USA Swimming (USAS) competitions are assigned to three general categories: sanctioned, approved, and observed. Most competitions are sanctioned and are further classified as being intra-squad (closed) meets, invitational meets, LSC Championship meets, dual meets, or open (unclassified) meets.
 1. **Sanctioned Meet:** A sanctioned meet is one in which all athletes must be current members of USAS. In addition, all coaches, officials, and other key meet personnel, such as the Meet Director, must be current members of USAS in good standing as of the meet's inclusive dates.
 - The [Sanctions Chair](#) must approve the meet information and issue a sanction number in advance of the meet information being posted on the STX website and/or distributed to teams.
 - The meet must be conducted under current USAS rules and regulations for sanctioned meets (Articles 202.4 and 202.5). In addition, meets sanctioned by STX must follow any relevant STX rules for pre-meet operations and post-meet procedures as defined herein and in the current [STX Policies and Procedures](#) manual.
 - All times achieved at a sanctioned meet will be loaded into SWIMS, provided the meet was conducted in accordance with current USAS and STX rules for meet operations and registrations of all participants.

2. **Approved Meet:** An approved meet is one in which the competition is conducted in accordance with USAS technical rules, but does not require all athletes to be current members of USAS (Article 202.6). Approvals for competition (as opposed to sanctions) may no longer be issued to a USA Swimming member club unless it is for a closed competition or unless the specific competition has been approved in advance by the USA Swimming Program Operations Vice President or her/his designee. In the latter case, USA Swimming NTV Form F is required and may be obtained by contacting the STX [NTV Chair](#).
3. **Observed Meet:** An observed meet is usually a season-ending competition or an invitational that is held under the rules of an organization other than USA Swimming, such as UIL (high school meets) or USMS (U.S. Masters Swimming). For times to be loaded to SWIMS, the [NTV Chair](#) must receive and approve the meet for observation (Article 202.8) prior to the start of the meet. In addition, the correct number of fully certified USAS officials and the host organization's officials must be present, and all procedures for the host organization and USAS observed meets must be followed. When the meet has been approved for observation, the times earned by USAS members in good standing as of the meet date(s) and who have the correct USAS athlete information (first and last name as it appears in SWIMS, middle initial, date of birth, and USAS ID) included in the meet database will be loaded into SWIMS when the swims conform to the technical rules for USAS. Meet Directors who would like to have their meets approved for observation must fill out the appropriate form and then forward the form and meet information to the STX [NTV Chair](#) for approval prior to the start of the meet.
4. **Intra-squad (Closed) Meet:** An intra-squad meet is a sanctioned meet at which all swimmers are members of the same club (or unattached to that same club).
5. **Invitational (Closed) Meet:** An invitational meet is a sanctioned meet at which only specifically invited clubs and/or athletes are invited to participate.
6. **LSC Championship Meet:** An LSC championship meet is a sanctioned, season-ending championship meet for which only certain swimmers will qualify as determined by a set of time standards.
 - Meets in this category (both long and short course) include the LSC championship meets: South Texas Swimming "B" Championship, South Texas Swimming "STX" Championship, and South Texas "STAGS" Championship (and any other LSC championship meets that may be added to the STX planning calendar).
 - Prospective hosts must "bid" on these meets at the STX House of Delegates meeting and the award is determined by a vote of the membership. Bid meets must use the championship meet information template, which is prepared by the Senior Vice Chair and the Championship Meet Committee. By STX rule, bid meets must be sanctioned and posted on the STX website by November 30 (short course season) and April 30 (long course season).
 - LSC sanctioned and approved meets may not have overlapping or identical time standards on the same weekend as a South Texas bid meet without prior approval of the Board of Directors. After dates for bid meets have been determined and approved by the House of Delegates or Board of Directors, no "conflicting" meet may be sanctioned or approved during the 6-day period from the Wednesday prior to the bid meet to the Monday following the bid meet. A conflicting meet is defined as a non-championship meet hosted by an STX club and sanctioned or approved by the LSC and having no time standards or time standards identical to those of a bid meet on the same dates or within the specified 6-day "conflicting meet" window of time before and after the bid meet's dates. Any meet held during the 6-day "conflicting meet" window must be a proof-of-time meet and athletes with time standards in events that conflict with the bid meet's time standards cannot participate in those events at the conflicting meet. When a meet is held on the same weekend as a bid meet, the meet host is **required** to submit the meet to the Regional SWIMS User for a times recon and must **remove** swimmers from the meet with times in events that conflict with the time standards of the bid meet. Swimmers with NTs in all courses will be allowed to swim in meets that are for swimmers that do not have the qualifying time.

- TAGS, Sectionals, and meets sanctioned by a Zone, USMS, or USA Swimming are not subject to this rule.

- 7. Time Trials:** Competitions conducted in rounds solely for the purpose of achieving a time or times.
- The competition must be either sanctioned or approved and in compliance with all rules and procedures for times to be loaded into SWIMS.
 - If time trials are conducted as a part of another sanctioned or approved meet at the LSC level, a separate sanction or approval is not issued.

- 8. Open Water:** Please contact the [Sanctions Chair](#).

- B. Timeline:** Hosts should plan their meets well ahead of their dates and submit them for sanctioning, approval, or observation at least 5 days ahead of the meet's start date. Under most circumstances, meets are approved in less than 24 hours.

- C. Applying to Host a Sanctioned Meet:** The hosting club must complete the online sanction application, available on the [Sanctions](#) page of the STX website, and submit it with the meet information and entry file to the Sanctions Chair for approval prior to distributing the meet's announcement or accepting any meet entries. The sanction fee is added to the hosting club's South Texas Swimming account.

- 1. Step 1: Verify that your club is eligible to host a meet, and that the meet's inclusive dates do not conflict with a bid meet.**

- Clubs must attend the annual STX House of Delegates meeting to sanction meets for the upcoming year. A list of clubs denied sanctions under this provision is available on the [Sanctions](#) page of the STX website.
- To sanction meets in South Texas Swimming, the host team must be recognized as a Safe Sport club by completing the Safe Sport certification process in effect at the time of the meet. The current Safe Sport certification status of all STX clubs is posted on the [Clubs](#) page on the STX website.
- Clubs must be in good standing with USA Swimming and South Texas Swimming, and shall not be delinquent in submitting any fees or fines, meet results, Meet Referee's reports, financial summaries, or any other required documentation or fees.
 - This rule applies to all locations of a club. If any club location has delinquent fees or items, then no meets can be sanctioned using that club's code, regardless of location.
- All certifications for the Head Coach, as required by USA Swimming and STX rules, must be current as of the meet's inclusive dates.
- The Head Coach, Meet Director, and all officials must be current members of USAS in good standing as of the meet's inclusive dates, and must have consented to working the meet and being listed on the sanction application.
 - The Meet Director listed on the sanction application may not also be listed on another sanction application for a meet with overlapping/conflicting dates and times.
- Four unique officials must be included, by name, on the sanction application as having committed to work the meet, and each of these four officials must be fully certified in one of the required positions: a Deck Referee (who serves as Meet Referee), an Administrative Official, one official certified as a Starter, and one additional official who must be minimally certified as a Stroke & Turn Official. The meet host must obtain the consent of these officials to list them on the sanction application. All four officials must be current members of USAS in good standing as of the meet's inclusive dates, and they must be fully certified for their positions by their corresponding LSCs.
 - Officials who are Stroke & Turn trainees cannot be listed on a sanction application.
 - Officials who are trainees in the positions of Admin Official, Deck Referee, or Starter may not be listed in that position on a sanction application. However, if the official is fully certified in another position, then the official may be listed on the sanction application in that fully certified position.

- *Example:* An official who is an Administrative Official trainee, but is fully qualified as a Stroke & Turn Official, may be listed as a deck official, but not as the meet’s AO.
 - *Example:* An official who is a Starter trainee, but is fully certified as a Stroke & Turn Official, may be listed as a deck official, but not as the meet’s Starter.
 - Any of the four officials listed on the sanction application may not also be listed on another sanction application for a meet with overlapping/conflicting dates and times.
 - More information about officials is posted on the [Officials](#) page on the STX website.
 - The meet’s time standards must not conflict with any LSC Championship meet hosted by STX on the same date(s). LSC Championship meets are listed on the [Championship Meets](#) page on the STX website.
2. *Step 2: Include the required sections in your meet information.* The meet information **must** include the following sections, as they appear below, with yellow highlighting added to indicate information to be inserted by the meet host:
- **Liability:** In granting this sanction it is understood and agreed that USA Swimming, Inc., South Texas Swimming, Inc. (STX), the **(insert your club)**, the **(insert the host, venue, facility, etc.)**, and all meet officials shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event. Damage to the facility, when proved, will cause the offending swimmer, if unattached, or the offending swimmer's club, if attached, to be held accountable for repairs.
 - **Sanction:** This meet has been sanctioned by South Texas Swimming and current USA Swimming rules, including the Minor Athlete Abuse Prevention Policy (“MAAPP”), and any relevant sections of the South Texas Policies & Procedures Manual will apply. All adults participating in or associated with this meet acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy (“MAAPP”), and that they understand that compliance with MAAPP is a condition of participation in the conduct of this competition. All swimmers must be registered as athletes in good standing with USA Swimming as of the meet date(s). Athletes who register with USA Swimming and/or South Texas Swimming after the meet entry deadline may deck enter the meet only if they can present their current USA Swimming registration card or proof of membership using the USA Swimming app (or a coach may present the club’s official roster from the USA Swimming app). South Texas Swimming does not allow on-deck USA Swimming registrations. Athletes who fail to meet this requirement will not be allowed to compete. Conduct of the sanctioned event shall conform in every respect to all technical and administrative rules of USA Swimming.
 - **USA Swimming Registration:** All swimmers, coaches, and officials participating in this competition must be current USA Swimming members in good standing as of the meet date(s). No swimmer will be permitted to compete unless the swimmer is a member as provided in Article 302. All should also be prepared to present their USA Swimming ID Card as proof of their registration to the Meet Director or designee at any time. Swimmers who 1) late enter when possible; 2) need to be late-entered because of clerical errors by the entering team or the Meet Host; or 3) are not entered in this meet and choose to enter time trials, if offered, will be required to present their USA Swimming ID card or proof of membership using the USA Swimming app (or a coach may present the club’s official roster from the USA Swimming app). Current national and LSC regulations do not allow for exceptions to these policies.
 - For championship meets, indicate that only athletes registered as Premium members may participate, and also include the following statement: Flex members are not eligible to compete at LSC championship meets.
 - **Water Depth:** The minimum water depth, measured in accordance with Article 103.2.3, is **## feet ## inches** at the start end and the turn end is **## feet ## inches** measured for a distance of 1.0 meter to 5.0 meters from both end walls.
 - **Course Certification:** The host will ensure the required course dimensions.

- **Age up Date:** The age of the swimmer will be his/her age on (date).
- **Cell Phone Restrictions:** Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms. There are no exceptions to this policy. Violators are subject to disqualification from the meet, disbarment from the facility, and arrest.
- **Unaccompanied Swimmers:** Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water without the use of the backstroke ledge. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement. All unaccompanied swimmers will be temporarily assigned to a registered USA Swimming coach for warm up, warm down, and competition purposes in order to comply with USA Swimming Rule 202.5.3. The Meet Director or Meet Referee may assist the swimmer in making arrangements for such supervision, but it is the swimmer's responsibility to make sure arrangements prior to the start of the meet.
- **Swimmer Photographs and Videos:** There may be one or more photographers and/or videographers on deck at this meet. In the event such personnel are present, parents or guardians of swimmers under the age of 18 who do not wish to have photos or videos of their athletes made are required to contact the Meet Director prior to the beginning of warm-ups. Photographers and videographers are strongly encouraged to stay out of the area immediately behind the starting blocks, but if present are specifically prohibited from making shots during the start phase of any race.
- **Deck Changing:** Deck changes are prohibited.
- **Drones:** Per USA Swimming Rule 103.13, the operation of a drone, or any other flying apparatus, is prohibited over the venue (pools, athlete/coach areas, spectator areas and open-ceiling locker rooms) any time athletes, coaches, officials, and/or spectators are present. Exceptions may be granted with prior written approval by the Programs and Events Committee Chair or designee.
- **Special Needs:** Please notify (insert name of contact and phone number) in advance of this event with the name and age of any member on your team who needs assistance to enter the building. The facility staff will make reasonable accommodations for swimmers, coaches, or spectators who wish to enter and use our facility. In any meet sanctioned or approved by South Texas Swimming, Inc., which may include one or more swimmers with visual, hearing, mental, or physical disabilities; the judging of such competitors shall be in strict accordance with the current USA Swimming Rules and Regulations, i.e., Article 105. A disability is defined as a PERMANENT physical or mental impairment that substantially limits one or more major life activities. Coaches and/or athletes must notify the Meet Referee before the event begins if they are to be considered to be judged under Article 105.
- **Medical Supervision:** During the meet, [lifeguards, EMT, AED device, etc.] will be present to provide any necessary medical supervision and treatment for athletes participating in the meet.
- A copy of the current STX Safety Guidelines and Warm-up Procedures must be included in the meet information. A copy of this policy is available on the [Sanctions](#) page of the STX website.
- Any relevant health directives or waivers (such as Covid-19) must be included in the meet information, per current USAS directives.
- The meet information must contain the statement, "Held under the Sanction of USA Swimming." The meet information must include the sanction number, which will be in the format ST-[two-digit year]-[sanction number] (such as ST-24-01). For closed meets, the sanction number includes "cm" after the sanction number (such as ST-24-01cm). For time trials sanctioned separately from the meet with which they are held, the sanction number includes "tt" after the sanction number (such as ST-24-01tt). (Note: LSC-level meets that include time trials sessions are not issued separate meet sanctions for time trials. Separate sanctions for time trials sessions are used **only** at national-level championship meets.)

3. *Step 3: Include additional details in your meet information to describe your meet.*
- The name of the hosting club
 - The name of the facility where the meet is being conducted, along with the facility's physical address (including city, state, and zip code) and a phone number, if available
 - Information about the software being used to conduct the meet (usually this is Meet Manager) and the timing/starting system used to conduct the meet
 - The classification of the meet (unclassified, championship, closed, invitational, or with cuts)
 - If an intra-squad or invitational (closed) meet, detailed information about the eligible athletes and/or clubs invited to the meet
 - The order of events
 - Entry restrictions for the meet (number of events per day, age requirements, other eligibility requirements, etc.; note that the number of events allowed per day, the age-up date, and certain eligibility requirements are set by USAS and/or STX rule)
 - The meet entry fee for individual and relay events, and a notation that the fee includes the STX splash fee of \$1.25 per event
 - The age-up date, which is the first day of the meet
 - A copy of the qualifying times for the meet, if applicable, and any penalties, if applicable, for failing to finish with a qualifying time
 - Acceptable sources for proof-of-time, if applicable
 - Warm-up times and any additional details about warm-up procedures, if applicable
 - Start times for each session
 - Detailed information about any awards being given
 - Detailed information about any time trials, if applicable, including fees, how to enter, deadlines for entry, etc.
 - Detailed information about scratch procedures, if applicable, and any related penalties
 - Detailed information for failure to compete, if applicable, and any related penalties
 - Detailed information about events that require positive check in and/or a requirement for athletes to provide their own counters and/or timers, if applicable
 - The name, phone number, and email address of the Meet Referee, the Administrative Official, Meet Director, and Entries Chair
 - *Note:* The Entries Chair and/or Meet Director may or may not be the same person as one of the other meet officials.
 - The meet entry deadline, which should be at least 5 days prior to the meet's start date, along with any additional information, such as when, how, and in what format entries will be accepted and any information about capping the number of entries or athletes, if applicable
 - *Note:* Meet hosts using the USA Swimming Online Meet Entry (OME) system may set the meet entry deadline with any number of minimum days prior to the meet's start date. It is strongly recommended to recon meets with your Regional SWIMS User, even when using OME, to identify any registration or timing issues that may not be set up correctly by the meet host in OME.
 - Information about deck entries, including how to enter, fees, and a note indicating that swimmers not previously registered for the meet must present their USA Swimming registration card or proof of membership using the USA Swimming app, or a coach may present the club's official roster from the club's USA Swimming app.
 - *Note:* The decision to allow deck entries at a meet is at the discretion of the meet host.
4. *Step 4: Complete the online sanction application (posted on the [Sanctions](#) page) and email your meet information and entry file to the STX Sanctions Chair for approval.*
- After making any corrections requested by the Sanctions Chair, the Sanctions Chair will post your meet information and event file on the STX website.

- D. Applying to Host an Approved Meet:** Approvals for competition (as opposed to sanctions) may no longer be issued to a USA Swimming member club unless it is for a closed competition or unless the specific competition has been approved in advance by the USA Swimming Program Operations Vice President or her/his designee. In the latter case, USA Swimming NTV Form F is required and may be obtained by contacting the [NTV Chair](#). The approval fee is added to the hosting club's South Texas Swimming account.
1. The process for applying to host an approved meet follows the same procedures described for hosting a sanctioned meet. Please follow the procedures outlined in Section C, above.
- E. Applying to Host an Observed Meet:** An observed meet is usually a season-ending competition or an invitational that is held under the rules of an organization other than USA Swimming, such as a UIL or USMS. Meet Directors who would like to have their meets approved for observation must submit the appropriate form and meet information the STX NTV Chair for approval. The NTV Chair must receive and approve the meet for observation *prior to the start of the meet*. All conditions as listed in USAS Swimming Rules "Requirements for Observed Swims" (Article 202.8) must be met.
1. An observed meet must be approved prior to the start of the meet by the [NTV Chair](#). The Meet Director is asked to submit the meet information and complete the correct STX form. Form A is used to request observation for a non-season culminating championship meet (such as a large invitational meet); Form B is used to request observation for a season culminating championship meet (such as a high school District, Region, or State meet). Both forms, plus the contact information for the NTV Chair, are available on the [Observed Meets](#) page of the STX website.
 2. There is no application fee for an observed meet. In addition, swims at an observed meet are not subject to STX splash fees, and sessions worked at observed meets are no longer eligible to be entered into SWIMS (as of 2/1/24).
 3. The following requirements must be met prior to the start of the meet by the respective Meet Host(s):
 - a. An NTV Form "A" or "B," as appropriate, must be submitted prior to the start of the meet to the STX NTV Chair.
 - b. NTV Form A must be utilized and submitted to the STX NTV Chair when Observation Approval is sought for meets that are not season ending championships. NTV Form B must be utilized and submitted to the STX NTV Chair for meets that are season-ending or culminating championships.
 - 1) Submissions for meets of this type require, in addition to a NTV Form A or Form B, a final draft of the meet information and a letter explaining or justifying why the meet deserves to be approved for observation.
 - 2) The USAS officials who will be "observing" the competition and the Meet Director OR Referee must be specified by the meet host along with their phone numbers.
 - 3) A signature of either the Meet Director or Referee, whichever is specified, is also required.
 - 4) The correct number of properly certified officials as required by the governing body for the observed meet (such as the UIL or USMS) and USAS must be listed on the application. All officials must be in good standing as of the meet's inclusive dates by the respective governing body (UIL, USMS, and USAS, as applicable).
 - 5) The USAS/LSC officials who will be "observing" the competition must be specified along with their phone numbers. The USAS officials may also be "dual certified" by the governing body for the observed meet and USAS.
 - 6) The meet must be conducted in accordance with the USAS timing rules (102.23), racing course dimensions (103.3), and starting platforms (103.14). In addition, the meet must have the minimum number of officials in the required positions.
 - 7) For Form A, once approved by the STX NTV Chair, the submission must also be approved by the USAS Program Operation designee at that level.
 - 8) For Form B, once the necessary approvals have been acquired, the STX NTV Chair will return the signed and approved documents to the submitter, who is then responsible for ensuring they are provided to the meet host as needed.

- 9) Any meet for which observation is granted will appear on a published calendar maintained on the [Observed Meets](#) page on the STX website.
 - c. The Meet Referee is responsible for advising the coaches how observations will be managed and what responsibilities they may have, if any.
 - d. The Meet Referee is responsible for establishing the logistics with regard to how the meet will be officiated to ensure compliance with USAS Rules where applicable and will instruct deck officials as needed.
 - e. The Meet Director or meet's contact person is responsible for communicating with teams entering the meet that the times for qualifying athletes will be loaded to SWIMS only when the athlete's full name matches how the athlete's name appears in SWIMS, the athlete's correct date of birth, and the athlete's correct USAS ID number are submitted with the athlete's meet entries. It is the responsibility of the high school coach (and not the STX SWIMS User) to enter athletes with the correct information when submitting entries to the meet host.
4. Once an observed meet has concluded, the Meet Director or Meet Referee is responsible for sending an appropriately modified copy of the Meet Manager SwmmBkup file including any disqualifications of swims that violated the USAS technical rules in those events involving stroke to the Regional SWIMS User within 72 hours of the meet's conclusion. The Meet Director or Meet Referee also must submit a Meet Referee's Report to the Regional SWIMS User and the Officials Chair within 72 hours of the meet's conclusion, along with the names of the USAS officials who were on deck during the observed meet. A sample Meet Referee Report is posted on the STX [Officials](#) page. Results from observed meets cannot be loaded to SWIMS until the Regional SWIMS User receives the Meet Referee's Report. The SWIMS Users for observed meets are the same as those for sanctioned meets.
 - a. Disqualifications of swims that violate the USAS technical rules should be included in the modified version of Meet Manager database for all swimmers entered in the meet, and not just for those known to be current USAS members.
 5. When time(s) need to be uploaded to SWIMS after the conclusion of an observed meet, this request should be sent directly to the appropriate Regional SWIMS User.
- F. Fees:** Hosting a sanctioned or approved meet requires payment of two separate fees: the sanction application fee and splash fees. In addition, hosting teams are subject to fines for rule, registration, and time violations as specified in the South Texas Swimming Policies & Procedures.
1. **Sanction Application Fee:** The \$25 sanction fee is added to the hosting club's South Texas Swimming account.
 2. **Splash Fees:** After a meet's conclusion, and if the meet is subject to STX splash fees, the meet host is charged splash fees of \$1.25 per splash. The splash fees amount is added to the hosting club's South Texas Swimming account by the Regional SWIMS User when the meet is loaded into SWIMS.
 - Official splits are not charged splash fees.
 3. **Fines:** Any fines incurred during the meet, such as (but not limited to) violations of the four-hour rule, for allowing unregistered or ineligible swimmers to compete, for not having the correct officials on deck, or for late delivery of the Meet Manager backup file or Meet Referee Report, will be added to the hosting club's South Texas Swimming account by the Regional SWIMS User.
 - The four-hour rule applies to non-championship meets at which swimmers ages 12 & under are competing. Please see the South Texas Policies and Procedures manual for more information about the four-hour rule.
 - Fines for unregistered or ineligible swimmers and other fees are assessed by the Regional SWIMS User to the meet host's STX account.
 - Fines for not having the correct officials on deck or for late delivery of the Meet Manager backup or receipt of the Meet Referee Report are assessed by the Regional SWIMS User to the meet host's STX account.

III. Procedures Prior to a Meet

- A. Changes to a Previously Sanctioned Meet:** After receiving a sanction number, meet hosts may not change a meet information document without prior approval of the Sanctions Chair. Please submit the new meet information via email to the Sanctions Chair with a description of the changes you are making.
- B. Meet Entry Deadline and Recon of Entries:** In most cases, a meet's entry deadline should be at least 5 days prior to the meet's start date. The meet host must electronically forward the meet entry file, in the proper Hy-Tek or comparable format, to the Regional SWIMS User for the pre-meet recon. This process verifies that all athletes entered in the meet are registered with USAS and eligible to compete. If any problems are identified, it is the responsibility of the meet host to work with the teams/athletes to correct these problems prior to the meet's start date, and to remove any ineligible athletes from the meet, if applicable.
 - 1. If the hosting team is collecting entries through OME, it is recommended but not necessary to submit the entry file for recon as OME provides this function. In addition, the host may set the meet entry deadline to be any number of days prior to the meet's start date.
 - 2. For a championship meet, there might be a second entry deadline for teams entering athletes achieving a qualifying time after the first entry deadline.
- C. Meet Management Software & Timing System:** All meets must be managed with a currently supported version of Hy-Tek Meet Manager or comparable software and an approved timing system that complies with all current USAS and STX rules for competitions.

IV. Procedures After an Approved, Observed, or Sanctioned Meet's Conclusion

- A.** All required reports must be submitted as soon as possible (but not later than 72 hours) after the meet's conclusion to avoid fines and penalties.
- B.** Send the Hy-Tek Meet Manager backup file to the hosting team's Regional SWIMS User within 72 hours of the meet's conclusion.
- C.** The Meet Referee must send his or her report to the Regional SWIMS User and the Officials Chair within 72 hours of the meet's conclusion. (You can obtain the information required on the [Officials](#) page of the STX website. There is no form required; an email with the requested information is sufficient.)
- D.** Any Reports of Occurrence (accidents) at the meet must be submitted as soon as possible using the online [Report of Occurrence](#) form available on the USA Swimming website. The Report of Occurrence is submitted any time there is an accident or injury during such USA Swimming activities as sanctioned or approved swim meets, swimming practices, contracted Swim-a-Thons, or approved social events.
- E.** Fines for unregistered or ineligible swimmers, four-hour rule violations, or any other fines incurred before, during, or after the meet will be added to the hosting club's South Texas Swimming account by the Regional SWIMS User. Times for unregistered or ineligible swimmers will not be loaded to SWIMS, per rule.
- F.** Per USA Swimming Rule 202.4.12, the organization hosting a sanctioned or approved meet shall file a financial statement (via the [South Texas Swimming sanctioned meet statement](#)) setting forth all receipts and disbursements in connection with the sanctioned or approved event and submit it within 45 days after the event. The LSC may at any time require the organization to furnish, within 15 days after written request, all receipts and vouchers relating to the sanctioned or approved event. No sanction to hold any athletic event of any kind shall thereafter be issued to an organization who has failed or refused to file any statement or affidavit required under any subdivision of Section 202 of the current USA Swimming rule book, until the statement or affidavit is filed, or until such time as the LSC may determine.

VI. Contact Information as of 4/6/24: Please contact the correct individual listed below with any questions.

For questions about sanctions or sanctioning a swim meet, for submitting a meet for sanctioning or posting, or for questions about swimmer registrations:

Jessica Evans, Acting Sanctions Chair, Registrar
P.O. Box 592793
San Antonio, TX 78259
sanctions@stswim.org
Sanctions page on the STX website: [Click here](#)

For questions about meet recons or loading meets into SWIMS, and for sending meet recon files, Meet Referee reports, and Meet Manager meet results:

Didi Byerly, Regional SWIMS User, All Teams South of Austin including San Antonio, Corpus Christi, Victoria, Laredo, and the Valley:
swims.user.south@stswim.org

Jessica Evans, Regional SWIMS User, All Austin, Buda, and Kyle Area Teams and Teams North of Austin:
swims.user.north@stswim.org

For questions about officials or officiating, and for sending the Meet Referee report ([example posted here](#)) after a sanctioned, observed, or approved meet's conclusion:

Marc Digby, Officials Chair
officialschair@stswim.org
Officials page on the STX website: [Click here](#)

For questions about observed meets and submitting applications for approval of observed meets:

Rick Allenstein, NTV Chair
ntvchair@stswim.org
Observed meets page on the STX website: [Click here](#)