

## Approved Meet Sanction Procedures – Florida Gold Coast Swimming

### APPROVED MEETS

- A. There are no requirements for USA Swimming athlete membership for meet participation.
- B. Meet must be conducted under USA Swimming technical rules, including time resolution.
- C. All times achieved may be recognized by USA Swimming; times of USA Swimming members are eligible for inclusion in the SWIMS database.

**Process** - In order for a meet to be “Approved” the following process followed:

1. Select the appropriate application.
  - a. Form F – Request for approval of a non-USA Swimming or non-YMCA meet - **Due 14 Days prior to meet. USA Swimming Program Operations Approval Required.**
  - b. FGC YMCA Approval Form – Request for approval of a YMCA meet.AA State Series Meet) – **Due 5 Days prior to the meet. LSC Approval.**
2. Complete the form and forward it to the National Times Chair ([jayfthomas@comcast.net](mailto:jayfthomas@comcast.net))

### 3. POST MEET PROCEDURES

The Meet Director shall perform the following steps with the Meet Manager Database:

- A. Make a copy of the database in Meet Manager by selecting FILE/SAVE AS - Append the words "USA-S APP" to the end of the meet name and save the file.
- B. Purge all diving results. Select FILE/PURGE/REMOVE EVENT RESULTS AND SEEDING. Select the diving events and select RESET.
- C. In the Meet Setup Page - Append the words "USA-S APP" to the end of the meet title.
- D. On the SETUP/REPORTS PREFERENCES/REPORT HEADERS. Header 1 - Put the name of the meet and the words "USA-S OBS" at the end. On header 2 put the wording "ALL SWIMS COMPLY WITH USA-S RULES". Add the approval number. Select both check boxes (show report headers only and show sanction number).
- E. Send a complete backup within 3 days of the conclusion of the meet to [jayfthomas@comcast.net](mailto:jayfthomas@comcast.net)

Failure to follow the above procedures may result in the times not being included in the SWIMS database.

**FORM F**  
**SWIMS Times Module Policy Manual**  
**Meet Approval Request to Program Operations**

Reference USA Swimming Rules and Regulations 202.4 .3 **Requirements for Approval**  
Approvals may be issued to member clubs for open competition conducted in accordance with USA Swimming technical rules if that competition has been specifically approved by the USA Swimming Program Operations Vice President or his/her designee.

Request for Approval: \_\_\_\_\_ club of the \_\_\_\_\_ LSC

Hereby requests approval of the following meet: \_\_\_\_\_

Date \_\_\_\_\_ Facility \_\_\_\_\_

Person initiating request \_\_\_\_\_ Position \_\_\_\_\_

Email address \_\_\_\_\_

**Requirements**

- The meet must be approved by the home LSC before submission to Program Operations.
- Approval meet status shall not be a means to avoid participants having USA Swimming membership.
- Reasons for hosting the meet as approved rather than sanctioned are as follows:

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**Approved by LSC:** \_\_\_\_\_

**Approved by Program Operations:**

**Suzanne Heath, designee,  
suzanneheath@suddenlink.net  
252-974-0732 FAX**

\_\_\_\_\_

\_\_\_\_\_ **Date**

**Florida Gold Coast Swimming  
Request for Approval  
YMCA MEETS**

Reference USA Swimming Rules and Regulations 202.4 - **Requirements for Approval**

Request for Approval: \_\_\_\_\_ (Club or organization)

hereby requests approval of the following meet: \_\_\_\_\_

Date \_\_\_\_\_ Facility \_\_\_\_\_

Person initiating request \_\_\_\_\_ Position \_\_\_\_\_

Email address \_\_\_\_\_

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

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

**Requirements**

No competition shall be approved unless a sufficient number of USA Swimming officials, certified by the LSC at a minimum of Stroke and Turn level, are present to observe and certify that the conduct of competition and all times achieved in such competition were in conformance with all applicable USA Swimming technical rules including, but not limited to, the following:

- A. Article 101 (all) Start, individual stroke and relay rules or Article 105 (Disability) or Article 701 (Open Water)
- B. 102.2.2 & 3 Entry limit per day
- C. 102.16.4 A (1) & (2) Requirements for official time/performance
- D. 102.16.4 B & C Timing Resolution (including table)
- E. 103.2.3, 103.3.1, 103.4 Minimum standards for facilities 103.12.1 & 2 and 103.14 or Article 702 (Open Water)
- F. The organization requesting approval shall permit USA Swimming officials to be on the deck at both ends of the course where they can properly view strokes and turns.
- G. Post Meet: Forward a complete meet backup to [jayfthomas@comcast.net](mailto:jayfthomas@comcast.net) . Ensure that the approval number below is included in the meet backup.

**Return to: Jay Thomas  
301 SW 63<sup>rd</sup> Terrace  
Plantation, FL 33317-3436  
954-873-3370  
jayfthomas@comcast.net**

**Approved by LSC:** \_\_\_\_\_

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

**Approval Number:** \_\_\_\_\_