

D. SANCTIONING PROCESS

1. The purpose of the sanctioning and approval process is to ensure that swimming competition under the jurisdiction of the Virginia Swimming, Inc (VSI) local swimming committee (LSC) conforms to the rules, regulations, policies, and procedures of both VSI and USA Swimming. Sanctions and approvals are granted to a host team sponsoring approved competitions within the VSI LSC.

- a. Sanction requests are for competition under the auspices of USA Swimming guidelines and all of the participants registered with USA Swimming.

- b. Approval requests are for competition under the auspices of USA Swimming guidelines and some of the participants registered with USA Swimming

2. The host team for the meet will submit a request for sanction or approval to the Administrative Vice Chairman along with a draft meet announcement, a check for the sanction fee, and meet expense worksheet (if required) 60 days prior to the scheduled date of competition. The minimum information required for a sanction/approval to be issued is a list of events, the date, time, and location of the meet, check for the sanction/approval fee, the name and contact information of the meet director, and the name and contact information of the referee for the meet. Sanction/approval request forms are available on the VSI website or may be obtained from the VSI Administrative Vice Chair or VSI Technical Planning Chair. At the option of the host team, and with the approval of the Administrative Vice-Chair, the sanction fee may be paid after completion of the meet with the meet rebate fees and other fees remitted to VSI.

3. Draft meet announcements are also to be forwarded to the General Chair, Technical Planning Chair, Age Group Chair, Senior Chair, and Registration Chair. These should also arrive 60 days prior to the scheduled date of the meet. The meet director will coordinate directly with the Technical Planning Chair, and make all necessary corrections to the meet invitation. Once the Technical Planning Chair approves the meet invitation, a sanction number will be issued and the meet director will publish and distribute the invitation announcement. Distribution to all participating teams should be 45 days prior to the scheduled start date of the meet. Draft meet announcements received fewer than 60 days prior will be subject to the following penalties:

- a. Received 1 to 7 days past the original due date: \$50 per day

- b. Received 8 or more days past the original due date: \$100 per day

4. Teams from outside the Virginia LSC are welcome to participate in designated meets held by VSI throughout the year. These teams must conform to the same eligibility and registration criteria as established for all VSI teams in the meet.

- a. Additional requirements for visiting teams may be imposed to control the size of the meet and quality of competition. For example, visiting teams can be required to enter with an "AA" time standard while Virginia teams may enter with an "A" time standard.

b. To further control entries, out of LSC entries may have a specified entry deadline that is distinct from the entry deadline for Virginia teams. VSI teams who enter prior to the VSI entry deadline shall always be given priority for entry over out-of-LSC teams.

c. USA Swimming teams from outside the Virginia LSC who wish to host sanctioned meets within the Virginia LSC boundary must apply for a VSI Sanction under the procedures listed above and conform to all VSI rules, regulations, policies, and procedures. Furthermore, before approving a request for a sanction or approval, VSI may require out-of-LSC host teams to invite all, or a portion, of the registered VSI teams to these meet.

5. When meets are held by any team from another LSC or by another LSC within VSI borders (and vice versa), the fees assessed by the LSC in which the meet is being held will be as provided within any reciprocal agreement that exists between the LSCs involved. In the case where no reciprocal agreement exists, the fee structure shall be as if the meet were a regularly scheduled VSI meet. (All reciprocal agreements are appended to the Policies/Procedures.)

6. Sanction or approval requests may be denied if in the opinion of the Board of Directors the host team is unable to conduct and officiate the meet in accordance with standards prescribed by VSI and USA Swimming. A sanction/approval may also be denied if a meet unacceptably conflicts with the published VSI meet schedule. Likewise, a sanction/approval may be revoked for all of or specific sessions of a meet if it is determined that it was not conducted in accordance with prescribed standards.