

Sanction Request Form Instructions

Below is the AD Sanction Request Form. Use this form for applying for a "Sanction" for your swim meet. Do not use this form for Approved meets.

You have 2 options for use;

1. The form may be printed, as is, filled out by hand and mailed to the AD Sanction Chair.
2. You may fill the form in using your computer, save it and email it to the AD Sanction Chair.

To fill in using your computer, click on the first field in the form (top left) and type your information. "Tab" advances to the next field.

We will accept the typed in Signature.

When you have finished filling in the required information, use the option boxes to "PRINT" a copy for your records and then the "SAVE AS" option to save a copy for emailing. **When you use the "SAVE AS" option, Please, Name the file using the year of and name of the meet.**

Examples:

Name the file for the 2010 Trick or Treat Invitational

"2010 Trick or Treat"

Name the file for the 2011 Starfish Trophy Invitational -

"2011 Trophy Invitational"

ADIRONDACK SWIMMING, INC. APPLICATION FOR SWIM MEET SANCTION

Name of Applicant: _____

Organization: _____

Meet Date (s) Requested: _____

Type of Meet (X): ___Developmental ___Invitational ___Championship ___Other (specify): _____

Meet Name: _____

Pool facility and location: _____

Meet Director: _____ Phone : _____

Full Mailing Address: _____

E-mail: _____

Meet Referee: _____ Phone : _____

E-mail: _____

Head Coach: _____ Phone : _____

E-mail: _____

Certified Officials from Host Team: Minimum of 2 Certified S&T Officials from Host Club are REQUIRED

Name: _____ Type of Certification: _____

Name: _____ Type of Certification: _____

Name: _____ Type of Certification: _____

Name: _____ Type of Certification: _____
(types: stroke and turn, starter, referee)

CONDITIONS AND REQUIREMENTS:

The designated representative agrees, on behalf of the swimming organization applying for this Sanction, to abide by and govern this event under the Rules and Regulations of USA Swimming, Inc., Adirondack Swimming, Inc., and all other terms and conditions upon which this Sanction may be granted.

Sanctions issued to one organization cannot be transferred to another organization. In granting this Sanction it is understood and agreed that USA Swimming, Inc. and Adirondack Swimming, Inc. shall be free from any liabilities or claims from damages arising by reason of injuries to anyone during the conduct of the event.

All Athletes must be currently registered members of USA Swimming, Inc. All meet directors, referees, starters, and stroke and turn judges, serving in an official capacity in a sanctioned event, must be currently registered members of USA Swimming, Inc. and all persons acting in any coaching capacity in a sanctioned event must be currently registered and certified coach members of USA Swimming, Inc.

Accept no Pending USA Swimming Registrations.

The organization receiving a sanction will:

1. Send a check payable to "Adirondack Swimming, Inc." to the Adirondack Sanction Chair, within 30 days after the meet. The travel fund assessment is fifty cents (\$0.50) per individual entry, \$1.00 per relay entry, and \$1.00 per swimmer entered in the meet. (See "Meet Financial Statement" form for further instructions)
Fees received late are subject to a monthly fine of 5% of the total due (\$50 minimum).
2. File, within 45 days after the event, a financial statement setting forth all receipts and disbursements in connection with the sanctioned event, to the Adirondack Sanction Chairman.
3. The organization receiving a sanction will furnish, within 15 days after written request, all receipts and vouchers related to the sanctioned event.
4. E-mail the Meet Manager file or a backup of the Meet Manager file of the meet to the AD Sanction Chair;
 1. After entries are received, no less than 5 days in advance of the meet for posting of the Psyche Sheets and to reconcile the file for any USA Swimming Registration issues (bad data or unregistered athletes).
 2. Within 5 days of the completion of the meet for posting the Results and the CL2 file and loading of the results to the USA Swimming National Database, SWIMS.

No sanction to hold any athletic event of any kind shall thereafter be issued to an organization that has failed or refused to file with Adirondack Swimming, Inc. any statement or affidavit required under any subdivision of 202.2.10, until the statement or affidavit is filed, or until such time Adirondack Swimming may determine.

Application for sanction must be accompanied by a copy of the Meet Announcement, which adheres to the contents and format provided in the "Adirondack Swimming Meet Announcement Template" (see FORMS on the AD Web Site), and will include therein a complete schedule of lanes and times for all warm-up procedures, which must be adhered to by all participants **and a complete Meet Manager file of the set up meet.**

Entry blanks, announcement, advertising and the meet program must bear conspicuously the statement: "Held under the Sanction of USA Swimming, Inc. and Adirondack Swimming, Inc."

Adirondack Swimming allows deck entries to be taken at any Non Championship Meet.
Coach Must make the request for the deck entry and the Athlete Must show his/her current USA Swimming registration ID Card as Proof of Registration. All Deck Entries will be at the discretion of BOTH the Meet Director and the Meet Referee. Deck Entries will Not be Allowed at Championship Meets.

After Sanction is issued, the AD Webmaster will post the announcement to the AD Web Site and post notice to the main page marquee of the web site.
Hosting teams need Not take any other steps to notify other teams (no mailing, etc.)

Sanction may be withheld or withdrawn by Adirondack Swimming if the competition was not conducted in accordance with the above requirements.

I hereby certify, that I have been delegated authority to act on behalf of the organization to request a swim meet sanction from Adirondack Swimming, Inc.

NAME: _____

SIGNATURE _____ **DATE:** _____

E-MAIL: _____ **PHONE:** _____

Mail or Email Sanction Requests to the AD Sanction Chair

See the AD Web Site www.adirondackswimming.org for current Board Members and Forms.

If Fee has NOT been paid with Bid, Include Sanction Fee as Follows, Payable to Adirondack Swimming, Inc.
One (1) Day Meet \$30.00, Two (2) Day Meet \$45.00, Three or More (3) Day Meet \$55.00