



**John R. Maynard, Sanction Chair**

***Missouri Valley/USA Swimming Official Sanction***

***(Read all Requirements and Conditions Carefully–Violation of Any of the Following could result in forfeiture of this Sanction.)***

**Today's Date: January 23, 2012**

**Sanction Numbers: MV-12-38 (Meet); MV-12-39TT (Time Trials)**

**Meet Date: March 9-11, 2012**

**Meet Host: Topeka Swim Association**

**Meet Name: 2012 MV Division I SC Championships**

**Location: Capital Federal Natatorium, Topeka, Kansas**

**To: Patrick Norman, sent via email to: Patrick Norman [[patrick@adastraareaaquatics.org](mailto:patrick@adastraareaaquatics.org)]**

MISSOURI VALLEY SWIMMING, INC. (on behalf of and as agent for USA Swimming, Inc.) has sanctioned the application to hold the above listed amateur swimming events, under the following requirements and conditions as listed in the current edition of the *USA Swimming Rules and Regulations* and the current rules and regulations of Missouri Valley Swimming, Inc.

**Conditions and Requirements:**

1. All "Requirements of Sanction" of § 202.2 of the USA Swimming Rules shall be met.
2. All "Conditions of Sanction" of §202.3 of the USA Swimming Rules shall be met.
3. All other rules and regulations of USA Swimming, Inc. and Missouri Valley Swimming, Inc. shall be complied with and enforced.
4. All negotiations for the entry of any athlete shall be with his/her club or, if unattached, through Missouri Valley Swimming, Inc.
5. Any broadcasting of this event by any means without permission of Missouri Valley Swimming, Inc. and/or USA Swimming, Inc. is prohibited.
6. This Sanction is non-transferable.
7. If this is other than a dual meet or equivalent, it meet must be seeded and scored using the **CURRENT** version of Hy-Tek Meet Manager software. **YOU MUST INCLUDE A HEADER FOR ALL PRINTING DONE WITH THIS MEET DISK. THAT HEADER MUST INCLUDE THE SANCTION NUMBER FOR THE MEET AS LISTED ABOVE.**

8. In granting this Sanction it is understood and agreed that USA Swimming, Inc. and Missouri Valley Swimming, Inc. shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event.
9. **No Sanction Application Fee is due for this championship meet.** Any Sanction Fees should be paid with the post meet financial report. Those fees must be forwarded to the MVS Treasurer at the address indicated herein.
10. The sanction fee must be paid to the Missouri Valley Swimming Treasurer, whose address appears below, not later than 21 days (verified by postmark) from the last day of the meet with the Financial Report attached. The “Financial Report of Swim Meet is available at: <http://www.missourivalleyswimming.com/eforms/financereport.asp> Please note the MVS Payment of Meet Fees Policy contained in the MVS Rules and Regulations. Sanction fees for the meet MUST be paid by the host teams, not MVS.
11. The Official Meet Results must be provided to all clubs attending the meet, together with the Missouri Valley Swimming Office and the MVS Records chair, either by email attachment or to the address below, not later than 21 days following the conclusion of the meet. In addition, the MVS Office and the MVS Records Chair must receive either a disk or email attachment containing an additional copy of meet results as follows: the meet host, using meet manager should click on file, then, click on export; then, click on Results for Team Manager which is the first choice. This creates a cl 2 file. This then brings up an Export Results window to make the appropriate selections for sex, teams etc and then click ok. This is the file that MUST be exported to MVS. Coaches like to get a backup of meet manager for their use. THIS IS NOT THE FILE TO EXPORT TO THE OFFICE;
12. Not later than Wednesday prior to the meet, a list of all meet entries, by team, shall be RECEIVED by the Missouri Valley Registration Chair, at the Missouri Valley Office, address and phone number in the current Swim Guide, for purposes of meet reconciliation. Send an .SD3 file created in meet manager by clicking on file, export, and USS registration, which is the next to last option under Export. This file may be emailed to MVS at the email address below. If you have not already done so, you must add the following to your meet announcement under either “Rules” or “Entries;” “Registration of all athletes will be verified by the MVS Registration Chair prior to the meet. Those not registered will not be allowed to swim in the meet.
13. All referees, starters, chief judges, and stroke & turn judges must be currently registered non-athlete members of USA Swimming or members of other FINA-member organizations. All meet directors for meets sanctioned by USA Swimming must be member of USA Swimming. Persons acting in any coaching capacity must be coach members of USA Swimming. All events involving swimmers under the age of 12, as listed in your meet announcement, are subject to the USA Swimming 4 Hour Rule and must comply with the Missouri Valley interpretation of that rule, contained at <http://www.missourivalleyswimming.com/regs/mvsrules3.asp#Section8> .
14. You MUST use the USA Swimming Championship Meet “whistle” starting procedure, as contained in §101.1.2(A) of the USA Swimming Rules;
15. YOU MUST use the “no recall” start procedure, also contained in §101.1.1 of the USA Swimming Rules;
16. You must provide a copy of this Sanction, together with a copy of the final meet announcement to the meet referee within 10 days of the date you receive this Sanction.
17. Please have available, for the Meet Referee AND the Meet Director, copies of the “Report of Occurrence,” available from MVS Web Site;
18. Missouri Valley Swimming has the following requirement related to Warm-ups: ***“Swimmers may not dive into the pool during general warm-up. Swimmers must enter the pool by stepping in feet first, or sitting and sliding in, in a safe and cautious manner. Entering in any other manner may result in the disqualification from one or more of the swimmer’s events for that session at the discretion of the Meet Referee. Swimmers may dive during a designated sprint warm up.*”**
19. In the COURSE section of the Meet announcement the pool depth at each end of the competition course, and the certification status of the competition course shall be stated. By indicating one of the following: **(1) The**

- competition course has not been certified in accordance with 104.2.2C(4), or (2) the competition course has been certified in accordance with 104.2.2C(4). A copy of the certification is on file with USA Swimming.
20. There needs to be included in your meet announcement the following: *Any swimmer entered in the meet, unaccompanied by a USA Swimming member coach, must be certified by a USA Swimming member coach as being proficient in performing a racing start or must start each race from the water. It is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.*
  21. There needs to be included in your meet announcement the following: *Use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, rest rooms or locker rooms.*
  22. If you have not already done so, you must add the following under a section marked "Final Results:" "Final Results will be posted on the Missouri Valley Website and may include the swimmer's name, age, times and USA Swimming number."
  23. If the meet announcement does not already include this language, under a section marked "Sanction", you must add the following: **"Held under the Sanction of Missouri Valley Swimming, Inc. on behalf of USA Swimming, Inc., Sanction Numbers MV-12-38 and MV-12-39TT."**
  24. If the meet announcement does not already include a designation of the Meet Referee(s), Lead Starter and Meet Director, you must do so prior to distribution or posting of the Meet announcement. All of those positions must be filled by currently registered non-athlete members of USA Swimming.
  25. You may not post either "Psych" or "Heat" Sheets on any web or internet site prior to the start of the meet.
  26. You MUST post your meet announcement on line at the MVS website. To do so, send an email and attach the meet announcement to [webmaster@missourivalleyswimming.com](mailto:webmaster@missourivalleyswimming.com).
  27. If you have listed a FACILITY FEE for this meet, this fee is NOT PERMITTED and MUST be REMOVED from your MEET ANNOUNCEMENT before it is sent. If you have already sent your meet announcement, you MUST issue an AMENDED MEET ANNOUNCEMENT and it must be sent to all clubs.
  28. Fees for individual events are as follows:
    - a. Up to \$4.50 per individual event;
    - b. Up to \$7.00 per relay event
    - c. There is NO MVS Swimmer Surcharge
  29. If you have already sent your meet announcement, and it does not include these fees, you MUST issue an AMENDED MEET ANNOUNCEMENT and it MUST be sent to all clubs.

***John R. Maynard***

John R. Maynard, Sanction Chair, Missouri Valley Swimming, Inc.

(If this Sanction is sent via EMAIL, my name printed here constitutes my signature for all purposes)

cc. Jolisa Buchner, MVS Treasurer, 5810 Grayhawk, Lawrence, KS 66047, [jolisa.buchner@gmail.com](mailto:jolisa.buchner@gmail.com)

***GOOD LUCK ON YOUR MEET. HOPE YOU ENJOY GREAT SWIMS!***

**SEND BACKUP OF MEET RESULTS WITHIN 21 DAYS TO:**

Jolisa Buchner, MVS  
Treasurer,  
5810 Grayhawk,  
Lawrence, KS 66047  
(Ms. BUCHNER MUST ALSO  
RECEIVE  
1. FINANCIAL REPORT  
2. CHECK MADE PAYABLE TO  
MISSOURI VALLEY SWIMMING  
[jolisa.buchner@gmail.com](mailto:jolisa.buchner@gmail.com)

MISSOURI VALLEY SWIMMING  
4105 WEST 6<sup>TH</sup> ST., SUITE A1  
LAWRENCE, KS 66049  
**NOTE NEW ADDRESS FOR**  
**MVS**  
(MVS MUST also receive a  
disk of meet results in Meet  
Manager Format, as indicated  
in the sanction)  
[mvs@sunflower.com](mailto:mvs@sunflower.com)

Dana Sheahen, MVS Records  
Chair  
2713 Surfside Ct.  
Columbia, Mo. 65203  
(Ms. Sheahen MUST also  
receive a disk of meet results in  
Meet Manager Format, as  
indicated in the sanction.  
Results can be email to Dana:  
[dana@csctigersharks.org](mailto:dana@csctigersharks.org)