

## ILMSA Meet Sanction Policy

*As of May 25, 2019*

Meet dates will be approved on a first to sanction basis subject to Legacy Dates.

First to sanction is defined as receipt of all required paperwork (received by the Sanctions Chair) **AND** payment with transmittal form (received by the Treasurer) for the requested meet date.

Legacy Dates are dates which have been continuously sanctioned by a meet host for three (3) or more years on the same calendar weekend.

**No electronic payments will be accepted.** Please submit your sanction requests as soon as possible in order to secure your preferred date(s). Once sanction paperwork has been formally submitted, requested meet dates will be reserved throughout the sanctioning process. Reserved meet dates will be posted on the ILMSA website as “sanction pending” until formally approved.

1. All sanction requests are due per the schedule in Exhibit A. Legacy dates will be given first priority. After each seasons' due date, all open (non-reserved) dates will be open to all meet hosts.
2. Sanction dates will be confirmed/reserved when an Illinois Sanction Transmittal Form **AND** Sanction Fee, as indicated on the Transmittal Form, have been received and processed by the ILMSA Treasurer. The submitted payment date reported by the Treasurer to the Sanction Chair will be the date the meet payment **AND** Transmittal Form are postmarked, unless a metered date, then based on when received.
3. The previous year's calendar will serve as the template for the current year. All Meet Directors will be emailed this template on June 1 and December 1 as a reminder to sanction/secure their meet dates.
4. Approved meet dates will be listed on the ILMSA website as “Sanction Pending” until the sanctions process has been completed.
5. Sanctioned events take priority over Recognized events.
6. Non-Sanctioned events will not be advertised on the ILMSA website. They may be promoted on ILMSA social media and USMS LMSC Forums. Sanctioned events, whenever requested, will always take priority on the ILMSA calendar. Non-Sanctioned events may be removed from ILMSA social media in the event of a conflict with a Sanctioned event.
7. ILMSA may promote Sanctioned events via the ILMSA website and/or member email reminders. Meet hosts must submit their email copy directly to the ILMSA Registrar for distribution to members.
8. **Only one Sanctioned event per weekend will be permitted, if requested events are less than 100 miles apart.** If sanction conflicts arise, the Meet Director of the first to sanction event must approve the conflicting sanction date. Unresolved conflicts may be brought before the ILMSA BOD for mediation.

9. Illinois events take priority over non-IL events. Non-IL events are advertised (on the ILMSA website) via links to the appropriate states' Masters sites.
10. All changes to previously submitted sanction requests must be resubmitted through the USMS online sanctioning system.
11. Meet Official contact information (phone # and/or email address) must be listed on the Meet Information Sheet.
12. Meet Results must be submitted (to Records and Tabulation) within 2 weeks of meet conclusion in order to receive a refund of their sanction fee.

#### **EXHIBIT A - DUE DATES FOR SANCTION REQUESTS**

Pool meets scheduled between January 1st and June 30th are due October 1st of the preceding year.

Pool meets scheduled between July 1st and December 31st are due April 1st.

Open water events scheduled between May 1st and September 30th are due January 1st.

**LEGACY DATES WILL NOT BE RESERVED AFTER THESE DUE DATES.**