



PACIFIC
SWIMMING

PACIFIC SWIMMING APPLYING FOR A MEET SANCTION

1. Attached are the sanction application form and sample meet information form, which will be used in preparing your meet information sheet. Should the information on the form differ from what you expected for your meet, please contact Paul Amog at the number indicated below.
2. Use the sample meet information sheet as a guide. Items in different fonts tell what information you must supply. Items marked optional indicate information that may be added if you choose. In addition, there may be Zone requirements for your meet, such as required events, entry limitations, meet length, etc. Information on these will be separately provided.

In order to prepare the "front" page of your meet sheet type the entire sheet using the sample as a guide. You may add additional information, such as: "no tents on deck", "no glass bottles", "no cars in the park", but you must be sure to include all of the required information. The form of the page i.e. indentations, margins, size of the page is your choice also.

The "second" page will contain:

- Your order of events, including qualifying times in meets for which they apply. A recap of events is completely optional, but many swimmers find it very useful in entering meets.
 - Event selection is generally at your option, but in certain meets some events are required. In these cases a format sheet will have been included in your sanction application packet.
3. ASAP or at least ninety days before your meet entry due date, send an electronic file of your proposed meet sheet, via email, to your Head Meet Referee, Zone Sanctions Chair, and Pacific Swimming Sanctions. Mail one (1) copy of your "Application & Official Sanction Form" (signed by you) with a check to cover the sanction fee, payable to "Pacific Swimming", to: Pacific Swimming Sanctions. Sanction fee for all competition is \$15 for one day, \$30 for 2 or 3 days, and \$45 for 4 or more days. A sanction number will not be issued until both the **Meet Referee** and **Zone Sanctions Chair** have reviewed the proposed meet sheet. An e-mail note of review will be sent directly to Pacific Sanctions. Corrections will be inserted and the e-mail file retransmitted. If the consolidated meet entry form (CMEF) that you are using, can not be sent with the electronic file, send one (1) printed copy of the CMEF with the check and application form via the US Postal Service to: "Pacific Swimming Sanctions". Contact information is provided on the next page.

CONTACT
INFORMATION:

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Pacific Swimming Sanctions

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