



## APPLYING FOR A MEET SANCTION

- Approximately 4 months (120 days) before the date of your meet, a sanction application should be submitted to [sanctions@pacswim.org](mailto:sanctions@pacswim.org). A blank sanction application can be found on the Pacific Swimming website.
- Begin writing the initial draft of your meet sheet. Templates for all meets Pacific Swimming offers can be found in the “Meet Directors” section (under “Meets”) of <http://www.pacswim.org>. Note your Zone may have additional meet sheet requirements such as entry limitations, required events, etc. Contact your Zone Sanction Chair for this additional information.

For editing purposes, do not save your meet sheet as a PDF; save it as a Microsoft Word document ONLY. If you are unsure which template is right for your meet, contact [sanctions@pacswim.org](mailto:sanctions@pacswim.org).

- If you are hosting a C/B/A+, dual, tri, or quad meet, send your meet sheet to both your **Head Referee** and your **Zone Sanction Chair for approval**. Contact information for Zone Sanction Chairs is listed below:

**Zone 1 North:** [z1nsanctions@pacswim.org](mailto:z1nsanctions@pacswim.org)

**Zone 1 South:** [mgreymont@mhgcg.com](mailto:mgreymont@mhgcg.com)

**Zone 2:** [zone2sanction@gmail.com](mailto:zone2sanction@gmail.com)

**Zone 3:** [z3sanctions@pacswim.org](mailto:z3sanctions@pacswim.org)

**Zone 4:** [andreasullivan0107@yahoo.com](mailto:andreasullivan0107@yahoo.com)

- If you are hosting a Pacific Swimming Age-Group meet (i.e. Junior Olympics, 10 & Under Championships, etc.), send your meet sheet to the **Head Referee** and the **Pacific Swimming Age Group Chair** ([agchair@pacswim.org](mailto:agchair@pacswim.org)).
- If you are hosting a Pacific Swimming Senior Meet (i.e. Senior Open, Senior 2, etc.), send your meet sheet to the **Head Referee** and the **Pacific Swimming Senior Chair** ([srchair@pacswim.org](mailto:srchair@pacswim.org)).
- Once all parties approve your meet sheet, it will be forwarded to the Pacific Swimming Meet Management Coordinator who will review the meet sheet for a final time, add a sanction number, and send it out to all necessary individuals.