

NCS MEET SCHEDULING AND SANCTIONING PROCESS

The requirements and conditions for both sanctioned and approved meets can be found in article 202 of the USA Swimming rulebook.

The meet scheduling process and meet sanction process that North Carolina Swimming (NCS) follow are detailed in sections 202 and 204 of the NCS rules.

MEET SCHEDULING PROCESS

A meet schedule for the following short course season is presented for approval at the Spring House of Delegates (HOD) meeting each year. The meet schedule for the following long course season is presented for approval at the Fall HOD meeting.

The schedule is based on meet bids submitted by member clubs. Just prior to the HOD meetings, the scheduling coordinator conducts a meet schedule (or technical planning) meeting attended by member clubs to review the schedule before submitting it to the HOD for approval.

At least 40 days prior to the HOD, a meet bid packet is sent to member clubs and posted on the NCS website. The packet includes the Meet Bid Framework that clubs can use as a worksheet to plan their meets. The packet also includes a Google form that clubs submit to bid their meets. Instructions are included in the packet. When clubs submit bids, a Google spreadsheet is populated with the information submitted and the spreadsheet is posted on the NCS website. Meet bids are due the day before the HOD but clubs are encouraged to get them in earlier.

Clubs are encouraged to include all planned meets in their bids, but the schedule is open to additional meets. Unscheduled intrasquad, dual, tri, and quad and closed league meets do not require scheduling coordinator approval, however other meets must be reviewed by the scheduling coordinator to see if they conflict with other meets already on the schedule.

MEET SANCTIONING PROCESS

Once the meet schedule is approved at HOD, those meets are added to the NCS meet list on the NCS website. The meet list includes the MEET INFORMATION AND RESULTS list, which includes information on each meet, including host club, dates, location, meet announcements, and results. The meet list also includes a calendar mode, with calendar views of past or upcoming meets.

When meets are added to the meet list they are listed as Sanction Pending. At least 30 days prior to the meet start date for intrasquad, dual, tri, quad, and closed league meets (and 60 days prior for all others) host clubs must submit a sanction request to the sanctions committee. (The sanction request is a completed meet announcement.) There is a \$10 sanction fee that is due prior to sanctioning. Sanction requests not submitted on time are subject to late fees. Clubs must secure the required support staff, timing equipment, and other required to run a sanctioned meet. This includes the meet referee, meet director, meet officials, meet marshal, etc. (Click the Meet Admin tab on the NCS website for details.)

The sanctions committee reviews the meet announcements to see that it conforms with the current meet announcement template and complies with all USA Swimming and NCS Swimming requirements. After approval, a sanction or approval number is added (depending on whether it was submitted as a sanctioned meet or an approved meet) and the meet announcement is posted on the meet list along with the sanction number.