2026 MEET SANCTION and APPROVALS FAQs

How do I find my sanction/approval number?

If you have processed payment for a SANCTION or APPROVED MEET, you can find the USAS Meet Information with your sanction number in the Club Portal in SWIMS. After logging in, click on Club --> My Club, go to the Administrative Tab, then click Sanctions (Approved Meets)

Under the Red Bar is a list of your meets. Click on the paper icon to the far right. This is your Sanction Document and the number is listed in the first paragraph. Print this to PDF to be submitted to the LSC along with the meet packet and event file. Approved Meets will have a number emailed to the contact person prior to this document being available in SWIMS.

Why do I need to still create/have a Meet Information Packet after entering all the info in the USAS Sanctioning site?

The USA Swimming portal issues a sanction number and document based on your attestation to follow the rules for sanctions. This document must be added to your meet packet in order to have a complying meet announcement and properly sanctioned competition. The USAS Portal is not set up for individualized meet information at this time (such as fees, order of events, entry process, schedules, etc.).

Can I use an "old" meet packet?

Yes. It is recommended that you remove all info regarding/referencing USAS rules that were in the previous versions of the meet packet. Rules and language are always changing and the document you receive with your sanction number will have the most up to date information and should be included in the new meet announcement. Refer to the meet language guideline for assistance.

Is there anything new that we need to have in the meet packet?

As of April 2026, meet hosts will need to add the Safe Sport 360 language (found on page 3) to their meet packets. This was made an LSC requirement and announced at the Annual Business Meeting in April 2026. All 2026 Short Course meet packets are currently lacking this information.

A meet language guideline is found on the LSC website to assist with composing a meet announcement.

Will the meet packet be reviewed?

Yes. USA Swimming Staff will review meet packets for accuracy and compliance with sanction requirements. Any needed updates will be communicated to the meet host by USA Swimming or Wisconsin Swimming Staff.

Are Waivers still needed in the meet announcements?

Yes. The standard waiver that has been used by the Club in the past should remain in the packets. It will be up to the Club if they would like to continue using a billing recap statement on the waiver page.

Why has the Sanction/Approval number pattern changed?

Wisconsin Swimming is no longer issuing sanction/approval numbers for competitions. These are being issued by USA Swimming and therefore will follow the numbering cadence set by them. Be sure to use the EXACT number they have issued and do not try to reformat it into a number similar to the previous pattern of WSI numbering.

Do I need to send the Meet Event file to the LSC?

Yes. This has not changed. It is recommended to send the Event file along with the meet information packet and USAS Sanction Document to meets@wisconsinswimming.org

The files will be loaded to the EVENTS tab on the LSC website and on the schedule of events.

If your meet is an Intra-squad, dual or NOT on the Official Schedule, the events file does not need to be sent.

Do I need to send the USAS sanctioning information to Wisconsin Swimming?

Yes. Please send the Sanction Document and your meet packet to meets@wisconsinswimming.org

If your meet is CLOSED, an Intra-squad, Dual, or NOT on the Official Schedule, the document will still need to be sent to the LSC for our records; nothing will be posted on the LSC Events page.

What is the fee to obtain a sanction?

The fees have not changed.

One day meet = $50, Two day meet = $100, Three or more day meet = $150

What is the meet fee that will be billed by USA Swimming?

Per-athlete fees (formerly referred to as Splash Fees) are assessed/ invoiced by USA Swimming Staff. This amount has not changed and will be billed at $4 per athlete entered in the meet.

When will the meet host be billed by USA Swimming and how is it paid?

The meet results file must be loaded within 7 days following the conclusion of the event. USAS Staff will create a bill after the results have been loaded. Please check your account in 5-7 business days after times load. The bill will be in the shopping cart in the club SWIMS portal.

NOTE: No further activity may be completed in the club SWIMS portal until the invoice is paid. Whomever was set as the "payor" when the sanction/approval was submitted is the only one who can process the payment. Payment is done online through the SWIMS portal.

Will other forms of payment be accepted on the USA Swimming site?

The tech team is working on a version of an ACH or e-check payment processing. Available date is TBD.

What happened to the MEET FINANCIAL and MEET REPORT?

Meet Hosts are no longer required to prepare or submit separate Meet Financial or Meet Report documents directly to Wisconsin Swimming.

USA Swimming will collect the sanctioning fee immediately when the sanction request is submitted. Per-athlete fees (formerly referred to as Splash Fees) are assessed following the event, by USAS Staff. The Meet Referee must still submit a separate Referee Report directly to the Officials Committee. Their report captures event details and documentation that was previously found in the Meet Report, which is needed to verify that all remaining conditions of sanction were fully satisfied.

Do I need to send the unlocked back up file to the LSC after the meet is completed?

No. The LSC is no longer retaining the files for regular season meets. A PDF of the results should be sent to meets@wisconsinswimming.org so the file can be loaded to the EVENTS tab on the LSC website and the official schedule of events.

However, requirements for Regionals and Championship Meets remain unchanged. Submissions for these higher-level events—including the full, unlocked backup files—must still be sent directly to Wisconsin Swimming.

Do I need to send the Coach Sign In Sheets to the LSC?

No. As a condition of sanction, all USA Swimming (USAS) coach members must present valid credentials to gain deck access during any sanctioned meet. The official Coach Sign In Sheet serves as the retained record for credential verification, compliance, and deck attendance.

For Approved Meets, non-USAS coaches are also required to sign in to maintain a complete record of deck attendance.

Sign in sheets must be made available upon request by LSC or USAS personnel.

What if I have other questions that are not listed here?

Please reach out to the Wisconsin Swimming Staff to assist with any questions. In addition to phone calls and emails, the staff can set up Zoom meetings to discuss concerns or meet in person with club personnel, if needed.