

## L. SANCTION AND APPROVAL PROCESS

3. The host team for the meet will submit a request for sanction or approval to the VSI Business Office along with a draft meet announcement, a check for the sanction fee, and meet expense worksheet (if required) **at least** 60 days prior to the scheduled date of competition. The minimum information required for a sanction/approval to be issued is a list of events, the date, time, and location of the meet, check for the sanction/approval fee, the name and contact information of the meet director, and the name and contact information of the referee for the meet. Sanction and approval request forms are available on the VSI website or may be obtained from the VSI Administrative Vice Chair or VSI Technical Planning Chair. At the option of the host team, and with the agreement of the Administrative Vice Chair, the sanction/approval fee may be paid after completion of the meet with the meet rebate fees and other fees remitted to VSI.
4. The meet director will coordinate directly with the Administrative Vice Chair, and make all necessary corrections to the meet invitation. Once the Administrative Vice Chair approves the meet invitation, a sanction number will be issued, and the Meet Director will publish and distribute the invitation announcement. Distribution to all participating teams should be 45 days prior to the scheduled start date of the meet. Draft meet announcements received fewer than 60 days prior will be subject to the following penalties:
  - a. Received 1 to 7 days past the original due date: \$50 per day.
  - b. Received 8 or more days past the original due date: **\$50 per day for the first 7 days and \$100 per day thereafter.**