## Brief Meet Information

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| **MEET NAME** |  |
| **DATE(s):** |  |
| **HOSTED BY:** |  |
| **LOCATION:** |  |
| **FACILITY:** |  |
| **PURPOSE & DESCRIPTION:** |  |
| **MEET PACKAGE:** | The only meet package which will be considered as valid must be the most current version found on [www.swimming.ca](http://www.swimming.ca) and the Swimming Canada Registration and Event Management System (REMS). |
| **LAST UPDATE:** |  |

## Competition Organizing Committee

| **ROLE** | **NAME** | **EMAIL** | **LEVEL** |
| --- | --- | --- | --- |
| **COMPETITION COORDINATOR(S):** |  |  |  |
| **MEET MANAGER(S):** |  |  |  |
| **OFFICIALS COORDINATOR:** |  |  |  |

## Safety at Competitions

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| Swimming Canada and Swim Ontario believes that athletes, coaches, officials, support staff and volunteers have the right to participate in a safe and inclusive sport environment that is free of abuse, harassment and discrimination.  Only Swimming Canada registered active participants (swimmers, officials, certified coaches and support staff for the meet), facility personnel and authorized Swim Ontario personnel are allowed on deck during the competition.  All participants in this event are reminded that they are bound by Swimming Canada and Swim Ontario Policies and Procedures, including but not limited, to Swimming Canada’s General Code of Conduct, their Equity, Diversity and Inclusion Policy, their Harassment Policy and the [Swim Ontario Code of Conduct procedure](https://drive.google.com/file/d/1_gdM0uJy-QipBDIsWsCnnmnAP991oSVP/view?usp=sharing) For more information regarding the [Swim Ontario Policies and Procedures](https://www.swimontario.com/about/governance) or Safe Sport please visit the Swim Ontario website <https://www.swimontario.com/sport-safety> or [www.swimming.ca/safesport](http://www.swimming.ca/safesport)  The [Swim Ontario Concussion Management](https://drive.google.com/file/d/1_qO0ewhENDg56ss11MNbo6EKHtuSJFHo/view?usp=sharing) & [Swim Ontario Photography, Videography, and Cellphone Procedure](https://admin.swimontario.com/documents/802/Swim_Ontario_Photography_Cellphone_Procedure.pdf) will be in effect. For complete details click [HERE.](https://drive.google.com/file/d/1aJ74cmN9IyOsEZqzXIYh1NBacDtSTjtE/view?usp=sharing)  Every club and its participants are responsible for ensuring all facility rules and requirements are followed. |

## Competition Rules

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| **Sanctioned as an Age Group Swimming Invitational by Swim Ontario.**  All current [Swimming Canada rules](https://www.swimming.ca/rules-and-forms/) will be followed.  All swimmers are permitted to race with the swimwear of their choosing at all competitions sanctioned by Swim Ontario provided the fabric of the swimwear is a permeable open mesh textile and would not reasonably be seen to create a technical advantage in terms of speed, buoyancy, or endurance.  Please note that [Swimming Canada Competition Warm-Up Safety Procedures](https://www.swimming.ca/rules-and-forms/) and Swim Ontario warm-up safety rules will be in effect. Details [HERE](https://drive.google.com/file/d/1aJ74cmN9IyOsEZqzXIYh1NBacDtSTjtE/view?usp=sharing) | |
| **AGE UP DATE:** | The competitor’s age is as the first day of the competition \_\_\_\_\_\_ |
| **DIVE STARTS:** | **As per the Facility Rules for Dive Starts, this competition Starts will be conducted as follows:**   1. from Starting Platforms (blocks) as per World Aquatics II.4.1 and II.16.1.4 from    1. both ends    2. from deep end only   and/or   1. from the Deck or Bulkhead as per Canadian Facility Rule II.C4.1.1 and II.C16.1.4.1    1. from both ends    2. from \_\_\_\_\_ end   and/or   1. In-water starts will be conducted as per Canadian Facility Rule II.C4.1.1 and II.C16.1.4.1    1. from both ends    2. from \_\_\_\_\_ end |
| **d/DEAF AND HARD OF HEARING ACCOMMODATION:** | **This competition can provide the following accommodations for swimmers who are d/Deaf and Hard of hearing:**   * non-verbal instruction provided by a support person from the swimmer’s own club, who is registered in the REMS as support staff. * Visual Start hand signals given by the starter/referee. * Visual Start Strobe Light options   1. **Facility-Provided Strobe Light**: An external strobe light is available at this facility   2. **Personal Strobe Light**: a personal strobe light from the swimmer’s own club may be used with advance notice to Meet Management to determine compatibility with the starter unit.   **Clubs are to contact Meet Management by the Entry Deadline of the need for accommodations. Support Staff must be included in the submission of entries process.**  Support Staff must have active REMS registration and be included in the club's event entry. Those not listed in the entry submission will be denied deck access. |

**Eligibility**

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| **All athletes must be registered as Competitive swimmers with Swimming Canada and possess a valid Swimming Canada registration number. Entries submitted without a valid registration number and active status in the Swimming Canada Registration and Event Management System (REMS) at the time of the competition will be denied entry. It is the responsibility of the swimmer's club to provide proof of active registration status in REMS.** | |
| **ADDITIONAL ELIGIBILITY INFORMATION:** | 1. This meet is a Closed Invitational for the following clubs: \_\_\_\_\_ 2. Preference will be given to the host club first. 3. Pre-competitive swimmers are welcome to attend without exceeding the maximum of 1 competition. Pre-competitive swimmers will compete as Exhibition and not be eligible for scoring or awards. 4. This meet has Time Standards    1. for all individual events.    2. for the following events: \_\_\_\_    3. Para-swimmers are exempt from the Time Standards at this competition. |
| **COACH & SUPPORT STAFF**  **REGISTRATION:** | Meet management will cross reference the **list of coaches submitted with entries** at this competition with the [Swim Ontario Compliance lists](https://www.swimontario.com/coaches/compliance/).  If a coach is not on this list, meet management is obligated to enforce the Swimming Canada policy and not permit that coach to attend the meet.  Meet management will forward Swim Ontario a list of coaches who they have found to be in non-compliance.  **Swimmers must have a coach or designated coach (coach representative) in attendance during the meet including warm-up sessions.**  Clubs needing Support Staff for Para or d/Deaf/Hard of Hearing swimmers must register them in the Swimming Canada Registration and Event Management System (REMS) to access the deck at competitions. Support Staff must have active REMS registration and be included in the club's event entry. Those not listed in the entry submission will be denied deck access. |
| **FOREIGN TEAMS / COMPETITORS:** | **The following applies to Teams and their competitors not affiliated with Swimming Canada. Swimmers registered as active with a Swimming Canada ID are considered domestic.**   1. Foreign Teams’ / competitors’ entries will not be accepted by the host club. 2. Foreign Teams and their competitors are welcome, subject to the following provisions.    * **Proof of TEAM Liability Insurance for a minimum of $2,000,000 is required naming Swim Ontario on the Insurance certificate.**    * All foreign competitors must be registered with an amateur swimming organization recognized by World Aquatics.    * All foreign competitors and coaches must be duly registered and residents of the governing body for which they are competing.    * All competitors and coaches must be in good standing with their respective governing swim body.    * All foreign competitors and coaches must have primary residence within the province /state or country for which they claim registration. Proof of residency may be green card, student ID, driver’s license, college residence or other document as deemed acceptable by Swim Ontario and shall be submitted with the [Proof of Residence and Registration Status form](https://drive.google.com/file/d/1_qljeYNDX1KagduiJEk-AYVnNn17XLIc/view?usp=sharing) to Swim Ontario no later than 7 days prior to start of competition along with the insurance certificate.    * **Foreign Team entries are not to be accepted by the host club until Swim Ontario approval.** |

## Entry Process

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| **ENTRY SUBMISSIONS:** | **Entries must be submitted through the Swimming Canada Registration and Events System (REMS) and must include all attending coaches and support staff.** Meet management will:   * not accept entries via email; * notify clubs within 48 hours of the online entry deadline regarding any rejected entries or required changes to entries; * notify clubs of any meet format changes or designated warm-up times at least 5 days (for TIER II sanctions) and 10 days (for TIER III & IV sanctions) prior to the start of the competition   **Failure to inform meet management of a no-show / scratch prior to the deadline for changes to entries will result in loss of entry fees.**  Meet Management reserves the right to further limit individual swims per session and to limit heats if necessary to keep session times to within 4.5 hours. |
| **ENTRY DEADLINE:** | **The online entry deadline is \_\_\_\_\_\_\_\_\_**   1. Changes to entries will be accepted until \_\_\_\_\_\_\_\_ |
| **ENTRY FEE:** | **The following fees will apply for this competition:**   1. Individual Events: \_\_\_\_ 2. Relay Events: \_\_\_\_ 3. Swimmer Fee: \_\_\_\_ 4. No Fees   **Payment Method:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ENTRY LIMITS:** | **The following limits are in place for this competition:**   1. The maximum number of participants per session is \_\_\_\_ 2. Each club is limited to the following number of swimmers \_\_\_\_ 3. The maximum number of entries per swimmer is \_\_\_\_\_ 4. The maximum number of relays per club is \_\_\_\_\_\_ 5. The maximum number of Bonus swims is \_\_\_\_\_\_ |
| **RELAY ENTRIES:** | **Teams may move up no more than two (2) swimmers from a younger age category to fill a relay. A mixed relay must have 2 girls and 2 boys. No other combination is allowed. The first leg of a mixed relay is not an official time. Requests for official splits are not allowed for mixed relays.**   1. Relay swimmers must be entered in a non-relay event in order to compete. 2. No relays will be offered at this competition. |
| **ENTRY TIMES & CONVERSION:** | 1. Entries can be submitted with No Time (NT). 2. No Time (NT) entries are not permitted. 3. Estimate entry times are accepted. 4. Entry Times can be converted (i.e. LCM to SCM)    1. Times will be converted by meet management to \_\_\_\_\_\_ 5. Entries must be submitted using provable times (not converted), recorded during the qualifying period. Please submit times in the course achieved.    1. Times achieved since (Qualifying Period): \_\_\_\_\_\_\_\_    2. Qualifying Standards (Time Standards) are as follows: \_\_\_\_\_\_       1. See Time Standards Section at the end of the meet package    3. Times will be converted by meet management to \_\_\_\_\_\_    4. Times will not be converted by meet management. |

## Schedule of Sessions

| **Session #** | **Date** | **Warm-up period** | **Start of session** | **Approx. Finish of session** | **Time Final/Heats /Finals** |
| --- | --- | --- | --- | --- | --- |
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## Meet Format & Administration

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| **MIXED- GENDER:** | An exemption from the requirement to swim events in gender separated events due to limited time, developmental opportunities or facility requirements and/or due to a missed swim, where on an exception basis, a referee agrees to have the swimmer swim with a heat of an opposite gender event.  In spite of these exemptions, any swimmer who achieves a record time at a competition that recognizes records at any level (regional, provincial, national etc, whether age group or open) will not be recognized for that record unless the coach has advised the referee prior to the start of the session that there is a possibility of the record being broken, and the referee ensures that the swimmer competes with competitors of the same gender for his/her heat.  In the event that mixed gender swims are permitted; the results must still be posted separately by gender of swimmers. |
| **SEEDING:** | After all times are converted as pursuant to the conversion process:   1. Seeding for Timed Final events will be in order of entry times, slowest to fastest. Swimmers entered with NT (no time) will be seeded last.    1. with the exception of Distance Events which will be seeded fastest to slowest. 2. Seeding for Preliminary events will be as per Section II 3.1 with fastest 3 heats circle seeded. 3. Non-conforming times will be seeded last    1. SCM then LCM    2. LCM then SCM    3. followed by Bonus swims |
| **DECK ENTRIES:** | **All accepted Deck Entries are Exhibition Only and are not eligible for scoring or awards. No new heats will be created for deck entries (only empty lanes, if available)**. The following are the Deck Entry Rules for this competition:   1. No Deck Entries are permitted. 2. Only event deck entries are permitted for swimmers already entered in the competition.    1. Fee: \_\_\_\_    2. No Fee. 3. Swimmer Deck entries are permitted provided proof of active registration status with valid Swimming Canada ID is provided to Meet Management.    1. Fee: \_\_\_\_    2. No Fee. |
| **RELAY NAME SUBMISSION:** | **Relay Cards or Forms must be returned to the Admin Desk.**   1. Relay Cards are available at \_\_\_\_\_\_ 2. The Relay Name submission deadline is 30 mins before the start of the session. |
| **SCRATCHES & POSITIVE CHECK IN RULES:** | **The following are the Scratch deadlines for this competition.**   1. There is no scratch deadline for all events. 2. There is a scratch deadline for:    1. All events    2. the following events:       1. Distance Events       2. Relay Events       3. \_\_\_\_\_\_\_\_\_    3. Scratches are to be made at the Admin Desk 30 minutes prior to the start of each session. 3. A scratch deadline will apply for finals events:    1. 30 minutes following the posting of results of last preliminary event in that session    2. 30 minutes following the posting of results of respective preliminary event   **The following are the Positive Check-in deadlines for this competition.**   1. There is no positive check-in required for this competition. 2. There is a positive check-in 30 minutes before the start of the session at the Admin Desk for the following events: \_\_\_\_\_\_ 3. All swimmers are required to check-in with the Admin Desk 30 minutes prior to each finals session. |
| **PENALTIES:** | 1. No penalty shall be imposed for late or day of scratches and No-Shows 2. Failure to positive check-in by the deadline will result in the removal of the swimmer from that event 3. Failure to participate in an event with a scratch or positive check-in deadline will results in following penalty:    1. No penalty    2. the swimmer being removed from all remaining events in the session including relay events.    3. Fee: \_\_\_ |
| **OFFICIAL SPLIT TIMES:** | **Meet management requires that any coach wishing to rely on a time achieved by the swimmer for an interval shorter than the total distance of the event shall so advise the Referee at least 30 minutes prior to the commencement of the session in which the event will take place.**   1. Official Split Forms are available at the Admin Desk. 2. Not all Official Split requests can be accommodated. |
| **SWIM OFFS:** | **This competition offers preliminary events.**   * All swim-offs are to be run during or at the end of the session in which the tie occurred at a time mutually agreed upon by coaches and officials. * Coaches are to report to the Admin Desk when a swim-off is announced. |
| **RECORDS:** | 1. Swim times achieved at this competition will be eligible for Provincial and National Records. Swim Ontario has a certified pool length survey for the aforementioned swimming pool. 2. Swim times achieved at this competition will NOT be used for applications of provincial and national records. |
| **MEET RESULTS:** | **Official Results will be posted within 48 hours of completion of the meet to** [**www.swimming.ca**](http://www.swimming.ca)   1. Unofficial Results will be posted at the meet. 2. Unofficial mobile applications results will be available. 3. Unofficial Live Results will be available. |
| **SCORING:** | **The following scoring will be applied:**   1. No Scoring 2. \_\_\_\_\_\_\_\_\_ |
|
| **AWARDS:** | **The following will be awarded:**   1. No Awards 2. \_\_\_\_\_\_\_\_\_ |
|
| **ADDITIONAL INFORMATION:** |  |

## Schedule of Events

*Describe each session with Session Name, Date, Warm-up time, Start time, Event Number, Gender, Order and Age Group (example below)*

|  |  |  |
| --- | --- | --- |
| Session 1  Saturday, January 1, 2015  Warm-up: 7:30 AM -- Start: 8:30 AM | | |
| Women |  | Men |
| 1 | 14&Under 100 Free | 2 |
| 3 | 15&Over 100 Free | 4 |

*Possible Events (For reference only - delete this table when event list completed)*

|  |  |
| --- | --- |
| *Distance* | *Stroke* |
| *50, 100, 200, 400, 800, 1500* | *Freestyle (Free)* |
| *50, 100, 200* | *Backstroke (Back)* |
| *50, 100, 200* | *Breaststroke (Breast)* |
| *50, 100, 200* | *Butterfly (Fly)* |
| *100, 200, 400* | *Individual Medley (IM)* |
| *200, 400, 800* | *Free Relay (F.R.)* |
| *200, 400* | *Medley Relay (M.R.)* |

## Time Standards

*List the time standards in place (delete if no standards)*