

Swimming Canada has postponed the launch of all Meet Functionalities (sanctions, entries, result upload) on the REMS until **it is ready**.

The interim process put in place in the fall is now the process clubs must follow for the remainder of the 2024-2025 season until further notice. Swim Ontario staff has put an interim process in place for fall swim meets until the REMS is up and operational for this module.

Please continue to get your swimmers, coaches and officials registered through the REMS.

2024-2025 Swim Ontario Sanctioned Events Page

SANCTION, ENTRY AND RESULTS PROCESSES UNTIL END OF SEASON

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Swim Ontario Competition Requirements & Meet Package Statements

At this time, we will simply pause the highlighted requirements that are stated in meet packages and not ask that they be revised in meet packages. Swim Ontario procedures that are affected and statements that are paused with the 2024-2025 season processes in place:

- The only meet package which will be considered as valid must be the most current version found on www.swimming.ca and the *Swimming Canada Registration and Event Management System (REMS)*.
 - **Process:** Approved meet packages, event files and entries upload will be found [HERE](#)
- 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.
 - **Process:** The above is now in effect. Clubs are to ensure swimmers are registered in the REMS properly. Clubs & Meet Management will use the Canadian Swimming Utility to verify registration status (Swimmer Lookup). Meet Management can deny entry if the swimmers are not registered in REMS and proof of registration status cannot be verified.
 - ~~**Interim Process:** Swimmers that have registered with their clubs and are in the entry file are permitted to attend. **Deck entries, if permitted, will only be for swimmers already in the meet.**~~
 - ~~For any new swimmers without a Swimming Canada ID, clubs will need to keep meet management informed when a swimmer is assigned an ID once fully Active in REMS.~~
- **Entries must be submitted through the Swimming Canada Registration and Events System (REMS) and must include all attending coaches and support staff.**
 - **Process:** [Entries](#). Clubs will submit entries via an online form found [HERE](#)
 - In House/Time Trials with one club will submit entries directly via email to the meets entries coordinator.
- Meet management will cross reference the list of coaches submitted with entries at this competition with the Swim Ontario Compliance lists. 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.
 - **Process:** The above is now in effect. Meet Management are to contact Lindsay@swimontario.com to verify coaches not on the compliance list.
- 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.**
 - **Process:** Clubs are to contact Meet Management by the Entry Deadline of the need for accommodations and provide the name(s) of the support staff.

- Official Results will be posted **within 48 hours of completion of the meet to www.swimming.ca**
 - **Process:** [Competition Results Process](#)

Meet Listing

On Swimming Canada Events Page

The Swimming Canada events page “Upcoming Meets” is partially linked to REMS information and is populated with Swim Meet information (including meet package and event file) through processes done at the provincial level. The sanction number on the Swimming Canada events page is correct and corresponds to the sanction number assigned on the 2024-2025 Swim Ontario Sanctioned Events Page for results sent to Swim Rankings.

Only Swim Ontario sanctioned meets will be listed on the **2024-2025 Swim Ontario Sanctioned Events Page** found [HERE](#).

On REMS

We have tested the listing of meets on REMS and this works for basic information . Any registrant can view Listed Meets on REMS through their public user account. Meet Managers cannot submit sanction applications through the REMS.

Swim Meet Sanctions

Swim Ontario will be managing the sanctioning of competitions until the end of season. Clubs will need to submit all requests directly to Swim Ontario, including the meet package and event file.

To apply for a new sanction, Meet Managers are asked to complete the following form:

<https://form.jotform.com/SwimOntario/2024-sanction-applications>

Once approved by Swim Ontario, all new meet sanctions will be listed on the **2024-2025 Swim Ontario Sanctioned Events Page** found [HERE](#) for clubs to reference as well as the [Swimming Canada Upcoming Events Page](#).

Updates to Meet Sanctions

The procedure for sanction changes and amendments to meet packages will remain the same with all changes requiring Swim Ontario approval first (send email to nicole@swimontario.com). Once approved, the revised meet package will be uploaded to the Swim Ontario & Swimming Canada Events Page. All event file changes will also need to go through Swim Ontario to ensure the correct event file is posted to the events pages.

Interim Meet Sanction Approval Process & Entries Management

Once a sanction application is approved,

- The meet package, event file will be added to the **2024-2025 Swim Ontario Sanctioned Events Page** found [HERE](#) as well as the [Swimming Canada Upcoming Events Page](#)
- The meet manager and host club entry coordinator will receive the link for entries upload (see below Entries section) that can be shared with clubs after the online entry deadline.



- They will also have access to the online spreadsheet of submitted entry files. Once the online entry deadline has passed the link to the online form link will be removed from the SO Events Page and replaced with **CLOSED. Meet Managers can share the link with clubs to submit changes through the Jotform.**
- Meet Managers will accept the entry file only via the online form submissions. The entry file will be attached to each submission notification email. They are to save the file and then upload into the Hy-tek Meet Manager database as they do now. Entry approval will need to be managed via email directly with the applicant.
- Meet Management must ensure the entries coordinator information is in the meet package and sanction application if different from the meet manager.
- For events with qualifying times, validation reports will not be available to Meet Managers / Entries Coordinators.
 - Meet Managers can do spot checks on [Swim Rankings](#).
 - Meet Managers can request at least 1 event proof of time for each swimmer to verify they are qualified to attend the competition.

Entry File Submission for Clubs

An online form will be created for each sanctioned meet which clubs will need to use to submit entries. It will be found [HERE](#)

All clubs/coaches will need to submit entry files through this process.

An entry file is not necessarily approved. Meet Management will email to inform clubs of any issues with the entry file and if approved or denied.

Para Classification and Exception Codes

Meet Manager may access Para Classification and Exception Codes [HERE](#) or through the Canadian Swimming Utilities.

Canadian Swimming Utilities Validator (now known as the “CSU Validator”)

The Better than Nothing Entry File/Roster File/Results File Validator - this validator is retired

Please use the CSU Validator

How to Get Started

1. Access the software using URL - <https://csu.swimware.ca/>
2. Log in using the appropriate credentials:
 - REMS administrative account.
3. Navigate through the intuitive **drop-down menus** at the top of the page to access various features.
4. Watch the training videos for a detailed walkthrough of the system.
 - REMS Admin account holders: <https://youtu.be/byJF80w1C-E>

Enhancements

The CSU validator includes improved functionality to identify name-related errors and discrepancies, ensuring more accurate meet preparations.

For REMS Club Administrators:

1. **Access Requirements:**

- Must have an **administrative account on the REMS system**.
- Log in using your REMS administrative username and password.
- Select “Login as a REMS Admin”

2. **General REMS Utilities:**

- **Swimmer Lookup:** Access swimmer registration status and IDs for the 2024–2025 season.
- **Official Lookup:** Verify credentials, certifications, and registration statuses.
- **Validation Tools:** Validate entry files, roster files, and results with enhanced features, including name validation.
- **Para Roster Tool:** Access updated para classification and exception codes for meet management.

3. **Legacy RTR Integration:**

- Review historical data exported before the RTR shutdown for troubleshooting and credential verification.

REMS Name Validation Rules

At the time of writing REMS is expected to validate names as follows (The validator follows these rules):

1. Upper/Lower case does not matter
2. Accents do not matter
3. Name length is checked to what is permitted by the file format (SD3, HY3, Lenex)
4. Para athletes with sport classes in their surname will have the sport class dropped automatically when checking the surname. (eg/ Entry file: Surname_S4SB3SM4 would validate successfully as Surname in REMS)
5. Special Characters such as hyphens are required. eg/ Suzi Swimmer-Diver is not the same as Suzi Swimmer Diver and would fail validation.

The process to manage errors, mismatches, warnings from the validator remain the same (see below table for instructions)

See updated from October 25 email [HERE](#)

In order to help Club Registrars, Club Entries Coordinators and Meet Managers, the CSU Validator will validate the Swimmer ID #, Name, DOB and Gender for SD3, HY3 and Lenex (LXF/LEF) files. Zip files are also accepted. ***The information in this program is confidential and accessible only with a REMS Admin account.*** This program is not live and linked to the REMS. Swimmer information will be updated daily only. This is a manual process. Make sure to refresh the program which will indicate the last update.

Club Registrars & Club Entries Coordinators can do **Roster Checks** by exporting the **Roster file** from the **software they will be using for Entries** (i.e. this could be Hy-Tek Team Manager, Team Unify, PoolQ, Splash Team Manager etc.). Please consult your help guides from the software you are using to learn how to do a roster export.

The checks are important and helpful to correct mistakes in both the REMS and the software you use for entries. They have to match.

The Club Entries Coordinator can also check the entry file prior to submission through the Jotform. If the Meet Managers emails back with issues, please make sure to keep your Club Registrar informed of any necessary changes.

Meet Managers can check the entry file and the results file through the same process. **Meet Managers should not deny entry based on results from the validator. They can advise the clubs of the errors and work with clubs to resolve them.**

October 25, 2024

To improve support for clubs with entry and results validation, we are implementing the following process to assist Meet Managers, Club Registrars, and Club Entry Coordinators.

About the CSU Validator

The CSU Validator is a tool designed to help identify and resolve errors that would ideally be caught by a fully integrated validation system with REMS. Using the Validator ensures that each swim meet result submitted to Swim Rankings matches the correct swimmer's information, including Swimmer ID, DOB, Gender, and Name.

Key Points for Using the Validator

- **Collaborative Effort:** Effective use of the Validator requires collaboration between:
 - Meet Management,
 - Club Registrars,
 - Club Entry Coordinators (or those responsible for swimmer data in entry software like Team Unify, Team Manager, Pool IQ), and
 - Swim Ontario.
- **Enhanced Filtering Options:** The Validator now includes new filtering options to help sort different types of validation notifications more efficiently.
- **Tool Support:**
 - Do not submit tickets to Swimming Canada or Sportlomo for Validator issues.
 - Remember, the Validator is not “live,” but it is now updated daily.

IMPORTANT:

- Please **do not change the Swimmer ID** in the Entry Management Software (e.g., Team Manager, Team Unify, Pool IQ) for any swimmers with older IDs (starting with 128, 129, 130, or 131), even if REMS assigns a new Swimmer ID starting with 140 or shows two Swimmer IDs.



- **Swim Ontario** will handle these cases to ensure proper merging of swimmer accounts and assign the correct Swimmer ID.
- Some swimmers may also have an **older Swimmer ID from previous club registrations** within REMS.

Swim Ontario, in collaboration with Swimming Canada, will address these complex situations directly to maintain Swimmer ID accuracy.

Types of Errors Displayed in the Validator

The Validator identifies four main error types, helping clubs address issues promptly and accurately.

Notification Type	Description	Highlight Colour
VALID Entries	Valid Entries with Active Status. All entries are confirmed and no further action is needed.	Green
Warnings	Valid Entries with "Need More Info" registration status. Most likely indicates missing consents or contact information. May lead to a Mismatch or Error when the registration is completed.	Blue
MisMatches	Indicates mismatched Name, DOB, or Gender between REMS and club's Entry Management Software. Club needs to verify and resolve either in REMS or the file management software ("File").	Yellow
Errors	Complex issues, often due to mismatched Swimmer ID or lack of registration for the swim season.	Red

Prior to submitting Entry Files to Meet Management

Clubs (person responsible for entries should):

- Export a Roster File from their entries software and run it through the Validator to receive notifications for all their swimmers.
 - This is a similar process that was available in the RTR.
- Work through the notifications with the Club Registrar and Swim Ontario. This is the **preferred approach**.

The streamlined approach below should help clarify roles and responsibilities, ensuring smoother processing and validation for each meet.

Beginning now, we will ask the following process to be in place for the management of these notifications:

Process	Responsible Party	Action
Entry & Roster Files	Meet Managers, Club Entry Coordinator, or Club Registrar	Errors (Red): Email Nicole at nicole@swimontario.com with errors; attach entry or roster file.
	Clubs (person responsible for entries)	Mismatches (Yellow) / Warnings (Blue) : Run entry or Roster file through Validator; resolve with Club Registrar and request parent login completion. Changes: Communicate all updates in Entry Management Software to Meet Management with a revised entry file.
	Meet Managers	Mismatches (Yellow): Email Club Entries Contact to resolve.
Results	Meet Managers	Errors (Red): Email Lindsay at lindsay@swimontario.com with errors.
	Meet Managers	Mismatches (Yellow): Email Club Entries Contact to resolve with Club Registrar. Results not approved until resolved in the results file.
	Clubs (person responsible for entries)	Changes: Communicate all updates in Entry Management Software to Meet Management via email so they may update their results file.
Email Instructions	All involved	Select appropriate notifications (e.g., “Show Errors”); Copy/Paste results in email with Meet Name for clarity. We must see the error message to better resolve it. Sending just a name or ID will result in delays.

Competition Results

Swim Ontario will collect the Hy-Tek Meet Manager Backup File and the Meet Summary report through the following form:

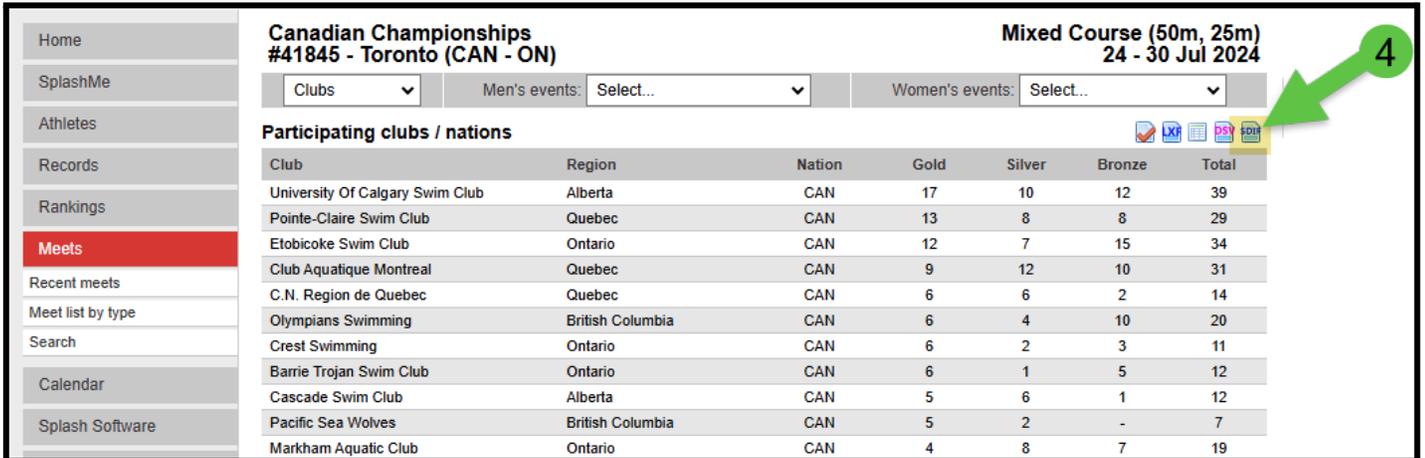
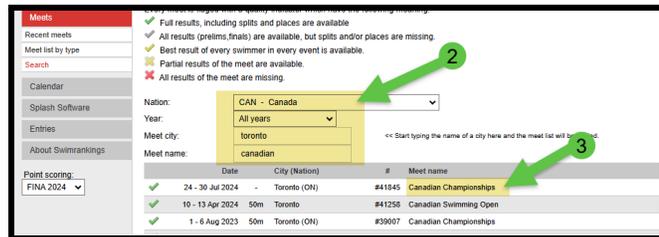
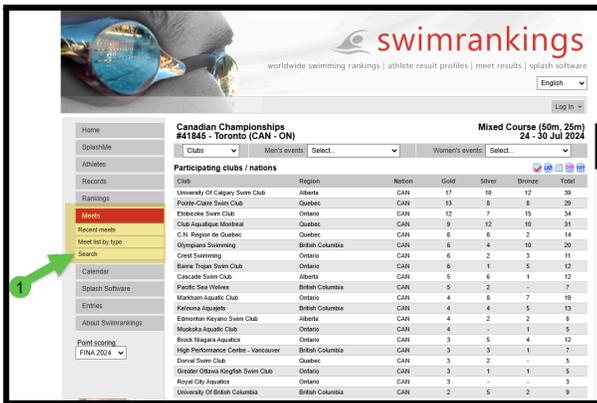
<https://form.jotform.com/SwimOntario/2024-competition-results>

See [Appendix A](#) for details on how to generate the files needed for the online form.

Once approved, Swim Ontario will add the results file in hy-tek format/splash to the **2024-2025 Swim Ontario Sanctioned Events Page** found [HERE](#) for clubs to reference.

This process will take more than 48 hours. Once posted on the SO Events page:

- Meet Management can share the results file directly with coaches via email.
- Swim Ontario sends the results to Swim Rankings to be posted there.
 - If you're missing results from a meet, you can download all meet results from [Swimrankings.net](https://www.swimrankings.net). Past and current seasons. Click on Meets, then [search for the meet](#). Once you find it, click on the name of the meet, then scroll all the way to the right to click on the 4th icon to download the correct version of the results file that you can then import into your system.



Post Meet Fee Invoices

Once your results are approved by Swim Ontario, they will be sent to Swim Rankings for upload. Expect delays.

Swim Ontario will process Post Meet Invoices outside of the REMS.

- Invoices can be paid using the following methods
 - Etransfer: etransfers@swimontario.com – indicate Invoice # and Club Code
 - Credit Card: contact - Clubs wishing to pay by credit card should contact lindsay@swimontario.com for payment instructions. A 2.5% service fee will be applied.

- Cheque: Payable to Swim Ontario
- Direct Deposit permitted

Invoicing outside of REMS will apply to meets sanctioned outside of REMS in which results were uploaded to Swim Rankings through the process outlined in this document..

For support for sanction applications, entries, competition procedure please contact Nicole
nicole@swimontario.com

Sanctions through REMS (unknown)

Once the REMS meet module has been tested and is ready for Clubs, meet management will need to follow the process for meet sanctions and results upload for meets that are not yet completed.

For Meets that have been approved but not yet completed

- **Process unknown at this time.**

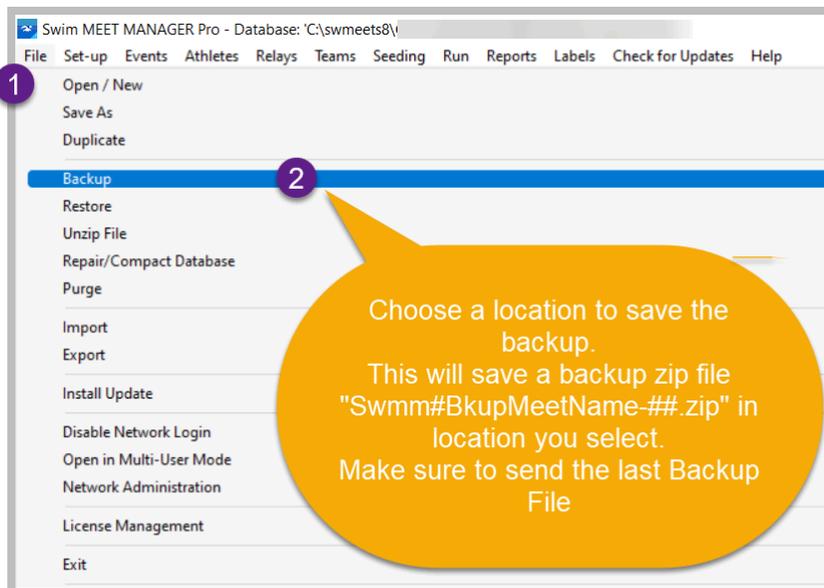
For Meets that are in process (not yet listed)

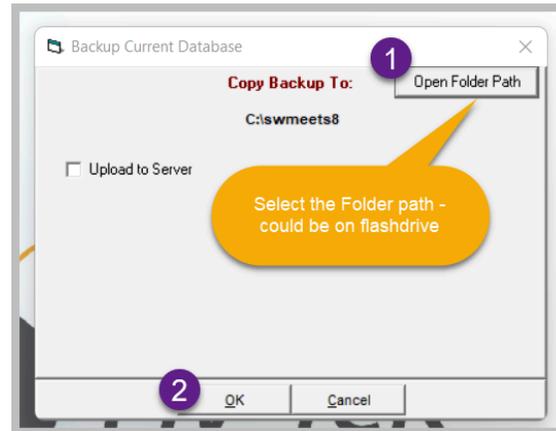
- **Process unknown at this time.**

Appendix A

Hy-Tek Meet Manager Backup

- Choose File from the top toolbar and choose Backup
- Choose a folder path (location) to save the file
- Click OK

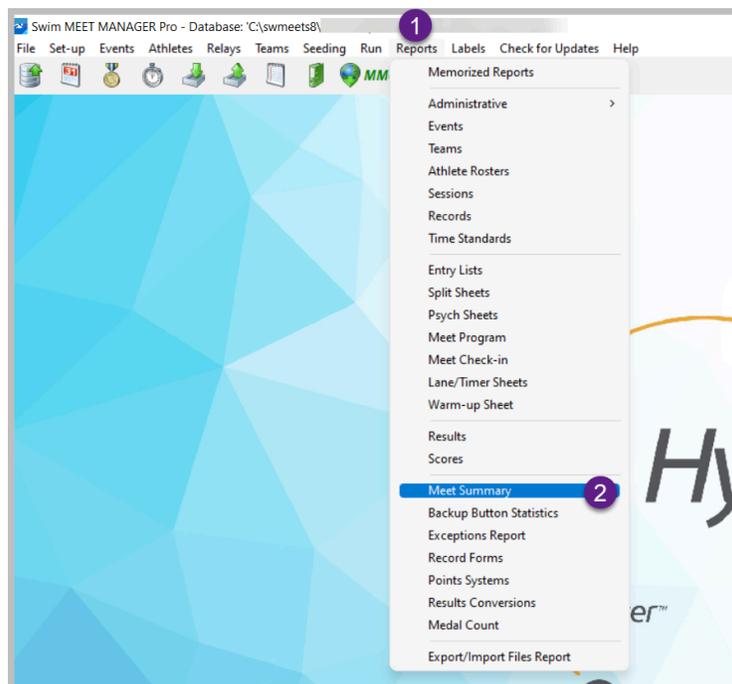




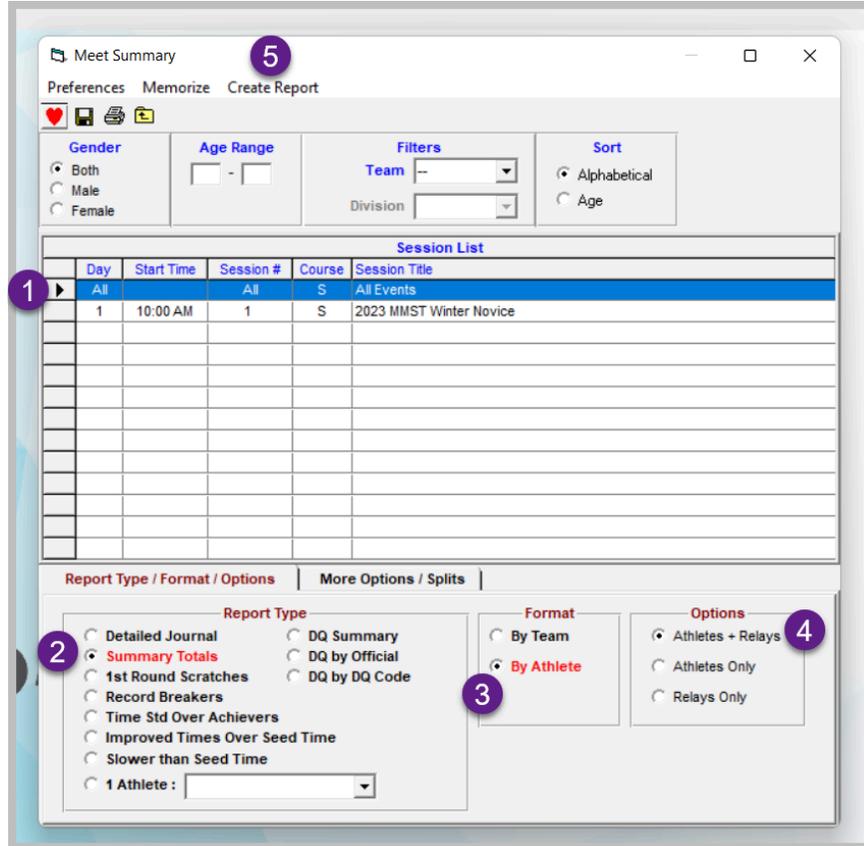
Meet Summary Report

This report is created in Hy-tek Meet Manager as follows:

1. Choose Reports from top toolbar and Choose Meet Summary option:



2. Ensure "All Events" are selected, for Report Type choose Summary Totals; for Format choose By Athlete, under Options include Athletes + Relays, once selected, "Create Report"



3. Once the report is created, it will look like this, with the meet name and dates shown above. Save as PDF and forward to your PSO to complete the invoicing process.

