

### SWIM MEET – INTERIM SANCTION, ENTRY AND RESULTS PROCESSES JANUARY 2023

Below you will find a comprehensive list of Swim Ontario requirements for a Club/Meet Manager when hosting a competition. Not every competition will be the same, however, these requirements are based on policies and procedures Swim Ontario has in place and need to be followed. Also provided are links to resources that Meet Managers will require.

CC = Competition Coordinator = **Meet Referee** on the sanction application **with Swim Ontario**

Before Meet Sanction Application	
Meet Manager and CC are two different people	<input type="checkbox"/>
Meet Manager has taken the Meet Manager clinic	<input type="checkbox"/>
CC is Level 4 or 5 <b>(or Level 3 Referee with exemption approval)</b>	<input type="checkbox"/>
Meet Package Development	
Templates available for Invitational, Time Trial (TT) and InHouse competition <a href="#">HERE</a>	<input type="checkbox"/>
Class II Time Trials or InHouse competitions must use templates for sanctions	<input type="checkbox"/>
Class I Time Trial uses the Invitational meet package template	<input type="checkbox"/>
Relay protocols in place (if relay is disqualified, enter first leg of relay as new event for results to be recognized in the RTR unless DQ involved the first swimmer)	<input type="checkbox"/>
Invitational meet packages Swim Ontario requirements (see templates and/or SwimON Meet Package Required Statements <a href="#">HERE</a> )	<input type="checkbox"/>
Foreign Swimmers	
Foreign Swimmers need approval by Swim Ontario by submitting <a href="#">Proof of Residence and Registration Status Form</a> <b>including 2M third party liability insurance</b> 7 days prior to start of competition to <a href="mailto:karen@swimontario.com">karen@swimontario.com</a>	<input type="checkbox"/>
Sanction Application	
Sanction Application via Swim Ontario Jotform - <a href="https://form.jotform.com/SwimOntario/sanction-applications">https://form.jotform.com/SwimOntario/sanction-applications</a>	<input type="checkbox"/>
Event File uploaded <b>with sanction application</b> (created with Hy-Tek Meet Manager – <i>File/Export/Events for TM</i> )	<input type="checkbox"/>
Changes to Sanction and/or Meet Package	
Meet Manager must reapply for sanction by emailing <a href="mailto:nicole@swimontario.com">nicole@swimontario.com</a> with any changes along with revised meet package with changes indicated by different colour or highlighted. The revised meet package must have date of change indicated. Possible changes are competition or entry deadline date, location, meet managers, competition coordinator, number of sessions, warmup and/or session start times, event schedule or competition rules.	<input type="checkbox"/>

Entries	
Entry Deadline must be at least 1 (one) day prior to start of competition (generally for In House Competition) – recommend 5 to 14 days for invitational meets.	<input type="checkbox"/>
Before the start of competition, Meet Managers will need to request entry files via email.	<input type="checkbox"/>
All swimmers in the entry files have a 9-digit Swimming Canada registration number	<input type="checkbox"/>
Host clubs and Meet Managers approve a club's entry file via email	<input type="checkbox"/>
Coach Registration & Compliance	
Meet management will cross reference the list of coaches in attendance at this competition with the <a href="#">Swim Ontario Compliance lists</a> . 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.	<input type="checkbox"/>
Meet management will forward Swim Ontario a list of coaches who they have found to be in non-compliance.	<input type="checkbox"/>
Deck Entries	
Deck Entries should only be accepted if a 9 digit Swimming Canada ID is provided.	<input type="checkbox"/>
During the Competition	
<a href="#">SC Warm-up Safety Procedures</a> are posted to view on deck (August 3, 2020 version) <a href="#">Signs of a Concussion Poster</a> posted with the Swimming Canada Warm-up Safety Procedures.	<input type="checkbox"/>
Maintain up to date officials and volunteer grids <ul style="list-style-type: none"> <li>All officials must have completed the Assumption of Risk and Concussion Awareness Attestation within 2 weeks of attending their first session.</li> <li>Parent volunteers helping with non-officiating roles must register at minimum as a NO LEVEL official and complete the Assumption of Risk and Concussion Awareness Attestation within 2 weeks of attending their first session.</li> </ul>	<input type="checkbox"/>
Keep unauthorized people off the deck	<input type="checkbox"/>
Follow the <a href="#">approved Swim Ontario meet package and Relay protocols</a>	<input type="checkbox"/>
Make sure Official Splits paperwork and procedure are in place.	<input type="checkbox"/>
Follow <b>Swim Ontario Concussion/Injury Reporting Procedures</b> when necessary	<input type="checkbox"/>
Ensure copies of Concussion Management Procedures & Confidential Sport Safety contact info are available for the Competition Coordinator – see additional resources for forms	<input type="checkbox"/>
Complete <a href="#">Protest / Jury of Appeal forms</a> when necessary	<input type="checkbox"/>

Meet Results	
<p>Ensure Relay Protocols have been followed regarding lead off splits</p> <ul style="list-style-type: none"> <li>Mixed relays: remove first lead off split time for all mixed relays</li> <li>DQed relays: enter first leg of relay as new event for results to be recognized unless DQ involved the first swimmer</li> </ul>	<input type="checkbox"/>
<p>Ensure status of each foreign swimmer is set to "foreign" (double-click swimmer name and adjust status to foreign) if foreign team attended</p>	<input type="checkbox"/>
<p>Send full meet backup to Swim Ontario for approval and upload of results to Swimming Canada to <a href="https://form.jotform.com/SwimOntario/competition-results">https://form.jotform.com/SwimOntario/competition-results</a> within 48 hours of end of competition.</p>	<input type="checkbox"/>
After the Competition	
<p>Send any Protest / Appeal Forms no later than 48 hours after competition to Swim Ontario (<a href="mailto:nicole@swimontario.com">nicole@swimontario.com</a>)</p>	<input type="checkbox"/>
<p>Once meet results are approved by Swim Ontario, send the meet results file to clubs that attended.</p>	<input type="checkbox"/>
<p>Make arrangement for payment of Post Meet Invoice (sent by Swim Ontario) within 2 weeks. Please note that a 2.5% admin fee will be collected on all credit card transaction.</p>	<input type="checkbox"/>
Concussion/Injury Reporting Procedures	
<p>As part of the Swim Ontario Risk Management and Insurance Policies, Meet Managers should ensure they have an outlined procedure with the facility regarding concussion / injuries occurring during the competition.</p> <p><b>Meet Managers need to be informed by the facility/lifeguards when treatment is administered.</b></p> <p>Meet managers shall establish a concussion awareness/management protocol with their host facility staff that includes keeping the Competition Coordinator informed when someone seeks first aid treatment and possible concussion symptoms are present.</p>	<input type="checkbox"/>
<p><b>Concussion management procedure</b> will take effect for all participants at a Swim Ontario sanctioned event that are involved in an incident resulting in a significant impact to the head, face, neck or body.</p> <ul style="list-style-type: none"> <li>If, after assessment from the facility certified first aid provider, the participant is suspected to have sustained a concussion, the participant shall be immediately removed from any further Swim Ontario sanctioned activity, <b>and may only be permitted to return to play once they receive Swim Ontario approval, in accordance with Swim Ontario's Return-to-Sport Protocol by a doctor or nurse practitioner as required by Rowan's Law.</b></li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All injuries from a significant impact to the head, neck, face or body or an injured person not returning to the activity must be reported to Swim Ontario within 24 hours of the injury using the <a href="#">Injury or Concussion Report Form</a></li> </ul>	<input type="checkbox"/>

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## Additional Resources

### PRIOR TO MEET

- [Dive Start and Length Certificate for Competition](#)

### MEET PACKAGE TEMPLATES

- Class II Time Trial / In House Competitions - [TT - In House Meet Package Online Form](#)
- Open or Closed Invitational
  - [GOOGLE DOC template meet package](#) - Go to File -Make a Copy, Fill in and Download PDF
  - [WORD \(2010+\) template meet package](#)
- [Meet Package required statements](#) - for those wishing to create their own meet packages

### INFORMATION DOCUMENTS

- [Protest and Jury of Appeal reference Document](#)
- [Protest & Appeal on Referee's Decision Form](#)- July 2022
- [Swimwear Rules](#)

### WARM-UP PROCEDURES & OTHER POSTER

- [Swimming Canada Competition Warm Up and Safety Procedures](#)
- **\*\*WORD VERSION\*\***[Swimming Canada Competition Warm Up and Safety Procedures](#)
- [Signs of a Concussion Poster](#)

### COMPETITION FORMS

- [Swimming Canada Competition Forms](#)
- [Swim ON DQ Wording](#) - Infraction wording Reference Card
- [Proof of Residence and Registration Form](#) (for foreign swimmers)

### RECORDS

- [Record Application Form](#) (Ontario) *new - includes ONT and NAT para & master swimmer records*
- [Record Application Form](#) (non-Ontario)

### SPORT SAFETY FORMS AND INFORMATION

- [Participant Safety at Competition](#)
- [Confidential Sport Safety contact information handout](#)
- [Concussion Management Procedures](#)
- [Screening Requirements](#) (photographer/videographer)
- [Injury or Concussion Report Form](#)
- [Report a complaint](#)