

As was previously communicated, Swimming Canada's service provider recently experienced a cyber-attack that has affected access to the Registration, Tracking and Results system (RTR), as well as the Learning Management System (LMS). These systems are an integral part of both our daily workflow and sport infrastructure.

Swim Ontario staff is working with Swimming Canada and our colleagues from the other provincial swim offices to create workable, interim solutions for those processes affected by the attack.

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***Swim Ontario has the right to amend this document and  
the interim processes as required***

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

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# Interim Sanctioning Process

## 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. Swim Ontario procedures that are affected and statements that are paused with interim processes in place:

- All athletes must be registered as **Competitive** swimmers with Swimming Canada and have a valid Swimming Canada registration number. Entries without a valid Swimming Canada registration number **and registration status** will be declined entry.
  - **Interim Process:** The registration status & category will need to be declared by clubs (i.e. any pre-competitive registered swimmer will need to be declared by clubs and marked exhibition).
  - Meet Management will ensure swimmers in the entry file have a 9-digit Swimming Canada ID.
- **Entries must be submitted through the Swimming Canada online entries system at [www.swimming.ca](http://www.swimming.ca). Meet Management will not accept entries directly via email. Entries must include all attending coaches**
  - **Interim Process:** [Entries](#). Clubs will share directly with Meet Management the entry files and list of attending coaches via email or procedure established by meet management.
- **Swimmers entered on deck must have valid proof of Swimming Canada registration as an active, registered, competitive swimmer.**
  - **Interim Process:** Meet Management will ensure a valid 9-digit Swimming Canada ID is provided for deck entries (if permitted).
- Official Results will be posted **within 48 hours of completion of the meet to [www.swimming.ca](http://www.swimming.ca)**
  - **Interim Process:** [Competition Results Interim Process](#)

## Events Page

Swimming Canada is working internally with the website developers to create an interim webpage where all upcoming sanctioned swim meets can be listed. Once operational, Swimming Canada will manually add all upcoming meets with links to the Meet Package and Event file. We have been informed that it will not be until at least Monday, January 23, 2023 before the Events Page is operational.

[Swim Ontario Interim Events Page](#) (as we wait for the Swimming Canada events page)

## Previously Sanctioned Swim Meets

### Meets that took place prior to January 16, 2023

If you were successful in uploading the results to the RTR prior to the shut down, you can share the results file with the attending clubs. Please contact [Lindsay](#) regarding payment of your post meet invoice if you have not already done so. Once payment has been received, no further action is required for that sanction.

If you were unsuccessful in uploading the results prior to the shutdown, please follow the [Competition Results Interim Process](#).

### Meets that are taking place prior to January 23, 2023

Meet Managers are asked to follow the [Competition Results Interim Process](#).



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ONTARIO**

# Interim Sanctioning Process





## Meets that were sanctioned prior to January 16, 2023 and taking place AFTER January 22, 2023

These meets will be added to the interim Swimming Canada events page on the Swimming Canada website. Swim Ontario will collect the last approved meet package and event file and provide all sanction information to Swimming Canada for upload to the Events Page.

Meet Managers are asked to complete the following form to upload their last approved meet package and event file: <https://form.jotform.com/SwimOntario/sanction-applications>

## New Swim Meet Sanctions

As per Swimming Canada, any new meet sanctions will be handled at the PSO level (Swim Ontario). 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/sanction-applications>

- ***Any sanction application that was not approved prior to January 16, 2023 will need to be re-submitted using the interim application process.***

Once approved by Swim Ontario, all new meet sanctions will be sent to Swimming Canada to populate the Events Page. A Sanction number for the meet will be created by Swimming Canada.

## 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](mailto:nicole@swimontario.com)). Once approved, the revised meet package will be uploaded to the 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 page.

## Entries

As of January 17, 2023, all clubs/coaches will need to submit entry files directly to the Meet Manager/Entry Coordinator ***as identified in the Meet Package***. Clubs/coaches are reminded that all swimmers must have been registered with the PSO and Swimming Canada, for the 2022/23 season, and have a 9 digit Swimming Canada ID to be entered into the meet.

- Meet Management must ensure the entries coordinator information is in the meet package if different from the meet manager.
- Meet Management must verify that Swimmers in the entry files have a 9 digit Swimming Canada ID.
- ***As we wait for the interim process for registration and verification, any swimmer currently in the middle of the registration process is not to be entered into competitions.***
- For events with qualifying times, validation reports will not be available to Meet Managers / Entries Coordinators.
  - Note that the Entries Coordinator would have received a validation report if any successful entries submitted via the RTR over the last few weeks.
  - Meet Managers can do spot checks on [Swim Rankings](#).

# Interim Sanctioning Process

- Meet Managers can request at least 1 event proof of time for each swimmer to verify they are qualified to attend the competition.

Meet Managers will accept the entry file via email, 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 or as identified in the Meet Package.

## Coach Compliance

The Coach Compliance procedure remains in place. Meet managers may need to request via email the list of attending coaches to verify they are on the [Coach Compliance List](#)

Meet managers are to email Lindsay ([lindsay@swimontario.com](mailto:lindsay@swimontario.com)) if any coaches are not listed on the coach compliance list.

## Para Classification and Exception Codes

Meet Manager may access Para Classification and Exception Codes [HERE](#)

## 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/competition-results>

Once approved, Swim Ontario will submit the results file to Swimming Canada who will directly upload to Swim Rankings. ***This process will take more than 48 hours.*** Once submitted to Swim Rankings, please allow 1-2 days until the results appear on Swim Rankings.

Once approved by Swim Ontario, the Meet Manager/Entry Coordinator will be responsible for sharing the results file directly with attending clubs/coaches via email.

Swim Ontario will also collect the Meet Summary Report with the results file.

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

## Post Meet Fee Invoices

Once results are approved by Swim Ontario, an invoice for Post Meet Fees will be sent to the Meet Manager. Meet Management must make arrangements 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 transactions.

## Revised Meet Manager Checklist - January 2023 Interim Process

The Meet Manager Checklist has been revised with the interim processes outlined in this document. Please review carefully before submitting a sanction application or results information to Swim Ontario. Click [HERE](#)

## Support

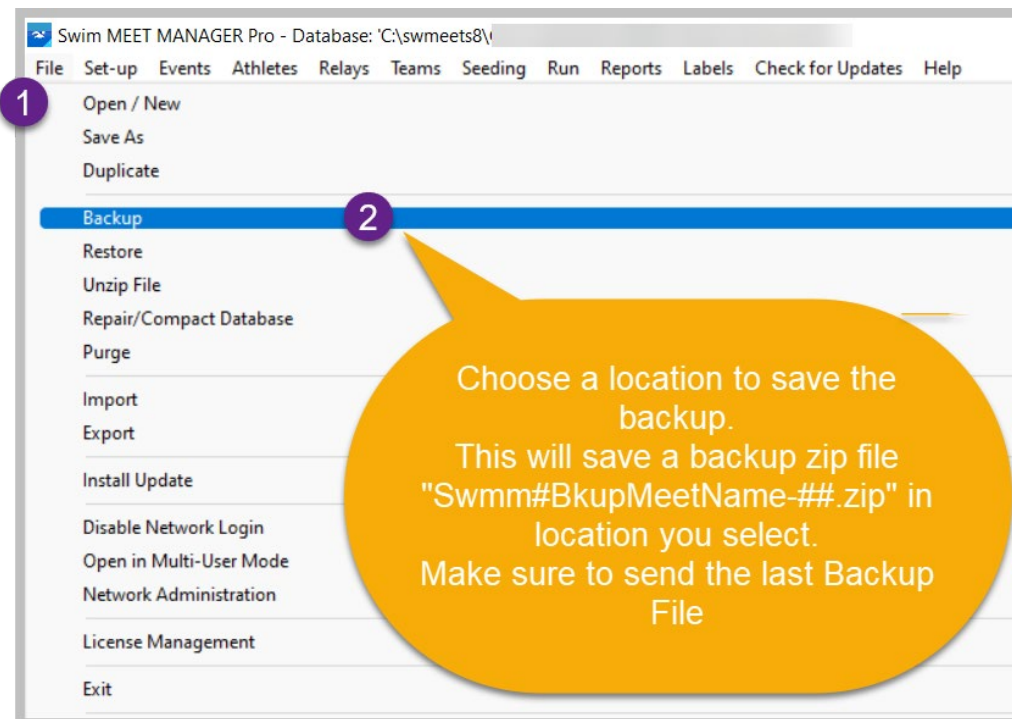
For support for sanction applications, entries, competition procedure, online Jotforms please contact Nicole [nicole@swimontario.com](mailto:nicole@swimontario.com)

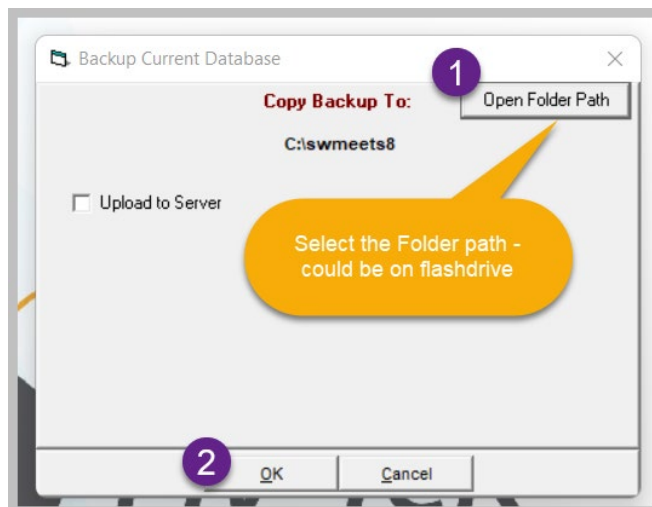
For support with the Competition Results Interim Process and Post Meet Fee Invoices please contact Lindsay [lindsay@swimontario.com](mailto:lindsay@swimontario.com)

## 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

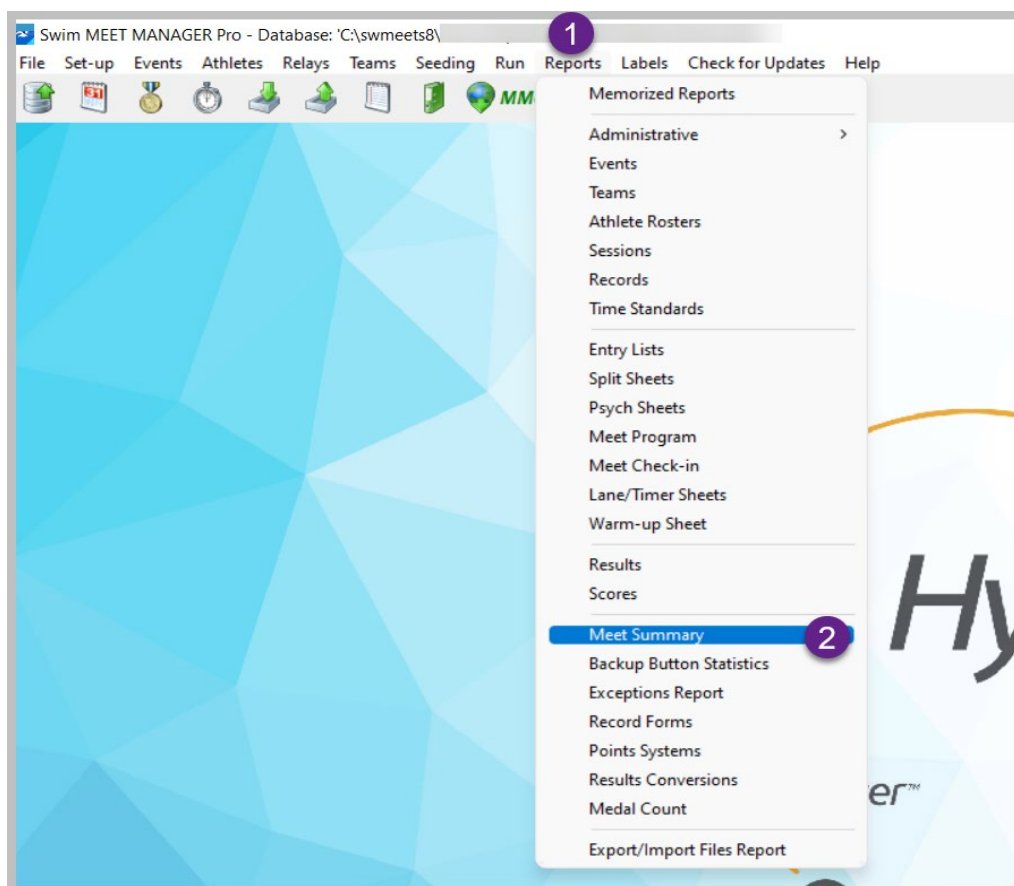




## Meet Summary Report

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”

[illegible]



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.

1

Save to computer / external drive. This report is to be submitted to Swim Ontario.

needs to say "All Teams"

Print/Export Reports

Copies: 1

Collate: ☒

Print directly using the following printer: Adobe PDF

1 / 1

100%

Preview

Swim Ontario

HY-TEK's MEET MANAGER 8.0 - 2023-01-18 Page 1

Meet Summary

All Teams

	Women	Men	Relays	Total
Teams :				3
Athletes :	58	68		126
1st Round Splashes :	165	187	5	357
1st Round Scratches :	0 0%	1 1%	0 0%	1 0%
1st Round No Shows :	36 18%	60 24%	0 0%	96 21%
DQ's :	10 6%	26 14%	0 0%	36 10%
Time Standard Over-Achievers :	0 0%	0 0%	0 0%	0 0%
Time Standard Under-Achievers :	0 0%	0 0%	0 0%	0 0%
Record Breakers :	0 0%	0 0%	0 0%	0 0%
Improved Times :	71 43%	76 41%	0 0%	147 41%