

Brief Meet Information

MEET NAME	
DATE(s):	
HOSTED BY:	
LOCATION:	
FACILITY:	
PURPOSE & DESCRIPTION:	
COMPETITION CONFIGURATION	A. Single Ended B. SCM Double Ended C. LCM Chase Starts
MEET PACKAGE:	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).
LAST UPDATE:	

Competition Organizing Committee

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

Safety at Competitions

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](#) For more information regarding the [Swim Ontario Policies and Procedures](#) or Safe Sport please visit the Swim Ontario website <https://www.swimontario.com/sport-safety> or www.swimming.ca/safesport

Every club and its participants are responsible for ensuring all facility rules and requirements are followed.

The [Swim Ontario Concussion Management](#) & [Swim Ontario Photography, Videography, and Cellphone Procedure](#) will be in effect. For complete details click [HERE](#).

Videography & Photography Permissions

Provided the facility permits, registered club coaches on the compliance list, approved sport science contractors, and support staff may record for coaching purposes without additional authorization.

All other individuals — including club photographers, contracted photographers/videographers, and media — must apply for and receive authorization to access the competition deck before recording in any medium. All recordings must comply with Swim Ontario policies, including the [Photography, Videography, and Cellphone Procedure](#) and the [Screening Requirements Procedures](#). Contact Meet Management for the application process. All Official Photographers and Videographers, as approved by Swim Ontario, will be declared within this Meet Package.

ADDITIONAL INFORMATION

- A. This facility does not allow any form of recording (cellphone, cameras, video cameras, etc.).
- B. Meet management will not accept requests to access the competition deck to record.
- C. The following are approved by Swim Ontario Official Photographers/Videographers for this event: _____

Competition Rules

Sanctioned as an Age Group Swimming Invitational by Swim Ontario.

All current [Swimming Canada rules](#) will be followed. All registered para swimmers are subject to the rules defined by their current sport class and codes of exception. The stroke and turn rules apply as per Appendix B of the Swimming Canada rulebook. The Sport Class and Exception Codes should be displayed on heat sheets and must be made available to the Session Referee.

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.

Combined (mixed) gender swimming is permitted for age group swimming competitions. Canadian Age Group records can not be set when heats involve individual mixed genders.

The Starter shall report a swimmer to the Referee for misconduct taking place at the start of a race as per Swimming Canada Part II 2.3.2. The “misconduct” shall include, but is not limited to (C.2.3.2.1):

- Deliberate or negligent acts such as spitting, spouting of water, or blowing the nose in the pool or on the pool deck immediately prior to the start may be considered misconduct.
- Deliberate kicking or striking of the starting platform, including the back plate prior to the start.
- Unsafe or uncontrolled entry into the pool immediately prior to the start of a race. All swimmers must enter the pool with a controlled, feet-first entry.

The Referee may disqualify a swimmer for such misconduct.

Please note that [Swimming Canada Competition Warm-Up Safety Procedures](#) and [Swim Ontario warm-up safety rules](#) will be in effect. Details [HERE](#)

It is incumbent on coaches, swimmers, and officials to work together to comply with these procedures during all scheduled warm-up periods. Coaches are requested to encourage swimmers to cooperate with Safety Marshals.

- **Warm up rules:**

- o No loitering at the end of lane
- o Swimmers must be aware of their surroundings and move over to the lane rope when stopped at the end wall to allow other swimmers to turn
- o Swimmers using sprint and pace lanes must be directly supervised by their coaches
- o Deliberate kicking or striking of the starting platform, including the back plate during the sprint periods is not permitted.

Swimmers must enter the pool FEET FIRST in a cautious and controlled manner, entering from a start or turn end only and from a standing or sitting position.

Swimmers witnessed by a Safety Marshal diving or entering the water in a dangerous fashion may be removed, by the Referee, without warning from their next individual event following the warm-up period in which the violation occurred. The swimmer's name and club shall be registered with the Meet Manager.

AGE UP DATE:	The competitor's age is as the first day of the competition _____
DIVE STARTS:	As per Swimming Canada Part II C4.1.2 and C4.1.3 swimmers are permitted to start in-water or from a standing position on the deck or bulkhead when Starting Platforms (blocks) are available. As per the Facility Rules for Dive Starts, this competition Starts will be conducted as follows: A. from Starting Platforms (blocks) as per World Aquatics II.4.1 and II.16.1.4 from a. both ends b. from deep end only and/or • from the Deck or Bulkhead as per Canadian Facility Rule II.C4.1.1 and II.C16.1.4.1 a. from both ends b. from _____ end and/or • In-water starts will be conducted as per Canadian Facility Rule II.C4.1.1 and II.C16.1.4.1 a. from both ends b. from _____ end
BACSTROKE LEDGES:	A. Ledges will not be used in the swim meet B. Ledges will be used and available for all ages and sessions C. Ledges will be available to use during the following session: _____
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 A. Facility-Provided Strobe Light: An external strobe light is available at this facility B. 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 <u>Entry Deadline</u> 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.
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Eligibility

All athletes must be registered as <u>Competitive</u> or <u>Varsity</u> swimmers with Swimming Canada and possess a valid Swimming Canada registration number. Athletes may only compete under the age group club or varsity team they are registered with. Registered Para Swimmers are welcome and their current Sport Class must be included in the entries. 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:	A. This meet is a Closed Invitational for the following clubs: _____ B. Preference will be given to the host club first. C. 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. D. This meet has Time Standards a. for all individual events. b. for the following events: _____ c. Para-swimmers are exempt from the Time Standards at this competition. d. Para swimmers are subject to the Swim Ontario Para Invitational Recommendation Times standards for the following events: _____
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. 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. A. Foreign Teams' / competitors' entries will not be accepted by the host club. B. 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 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 grants approval.
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Entry Process

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 _____ A. Changes to entries will be accepted until _____
ENTRY FEE:	The following fees will apply for this competition: A. Individual Events: _____ B. Relay Events: _____ C. Swimmer Fee: _____ D. No Fees Payment Method: _____
ENTRY LIMITS:	The following limits are in place for this competition: A. The maximum number of participants per session is _____ B. Each club is limited to the following number of swimmers _____ C. The maximum number of entries per swimmer is _____ D. The maximum number of relays per club is _____ E. The maximum number of Bonus swims is _____
RELAY ENTRIES & MIXED RELAYS:	Teams may move up no more than two (2) swimmers from a younger age category to fill a relay. A. Relay swimmers must be entered in a non-relay event in order to compete. B. A mixed relay must have 2 female and 2 male swimmers. All other combinations will result in a disqualification.

	C. For development meets: Mixed relays can be any combination of females and males. Relays will be exhibition only and no ranking, scoring or awards will be given. The first leg of these relays will not be recognized as official times. The relays will not be part of the official results to be uploaded to REMS. D. No relays will be offered at this competition.
ENTRY TIMES & CONVERSION:	A. Entries can be submitted with No Time (NT). B. No Time (NT) entries are not permitted. C. Estimate entry times are accepted. D. Entry Times can be converted (i.e. LCM to SCM) a. Times will be converted by meet management to _____ E. Entries must be submitted using provable times (not converted), recorded during the qualifying period. Please submit times in the course achieved. a. Times achieved since (Qualifying Period): _____ b. Qualifying Standards (Time Standards) are as follows: _____ i. See Time Standards Section at the end of the meet package c. Times will be converted by meet management to _____ d. 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

Meet Format & Administration

SEEDING:	After all times are converted as pursuant to the conversion process: A. 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. a. with the exception of Distance Events which will be seeded fastest to slowest. B. Seeding for Preliminary events will be as per Part II 3.1 of the Swimming Canada rulebook with fastest 3 heats circle seeded. C. Non-conforming times will be seeded last a. SCM then LCM b. LCM then SCM c. 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: A. No Deck Entries are permitted. B. Only event deck entries are permitted for swimmers <u>already entered in the competition</u>. a. Fee: _____ b. No Fee.

	C. Swimmer Deck entries are permitted provided proof of active registration status with valid Swimming Canada ID is provided to Meet Management. - Fee: ____ - No Fee.
RELAY NAME SUBMISSION:	Relay Cards or Forms must be returned to the Admin Desk. - Relay Cards are available at ____ - 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. - There is no scratch deadline for all events. - There is a scratch deadline for: - All events - the following events: - Distance Events - Relay Events _____ - Scratches are to be made at the Admin Desk 30 minutes prior to the start of each session. - A scratch deadline will apply for finals events: 30 minutes following the posting of results of last preliminary event in that session 30 minutes following the posting of results of respective preliminary event The following are the Positive Check-in deadlines for this competition. - There is no positive check-in required for this competition. - There is a positive check-in 30 minutes before the start of the session at the Admin Desk for the following events: ____ - All swimmers are required to check-in with the Admin Desk 30 minutes prior to each <u>finals</u> session.
PENALTIES:	- No penalty shall be imposed for late or day of scratches and No-Shows - Failure to positive check-in by the deadline will result in the removal of the swimmer from that event - Failure to participate in an event with a scratch or positive check-in deadline will result in following penalty: - No penalty - the swimmer being removed from all remaining events in the session including relay events. - 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 <u>Admin Desk</u> at least 30 minutes prior to the commencement of the session in which the event will take place. Requests for official splits in gendered and mixed relays are not required, however in mixed relays the official time will not be recognized as a Canadian Age Group record. - Official Split Forms are available at the Admin Desk. - 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.
DISQUALIFICATION & APPEAL PROCEDURE:	- Disqualification will be reported within fifteen (15) minutes after the swimmer's race. The disqualification shall stand providing all reasonable efforts have been made to report the disqualification including public address systems. - A club representative should discuss the disqualification with the Session Referee and can request to view the disqualification slip. - If not resolved after this discussion, a written appeal may be presented to the Session Referee from the club representative. - A written appeal must be presented within 30 minutes after the conclusion of the <u>event</u> in question. - Appeal on Referee Decision forms are available at the Admin Desk. - If not resolved after the decision of the written appeal from the Session Referee the matter may be assigned to a Jury of Appeal. - The decision to go to Jury must be taken within an hour from the moment the decision of the written appeal is communicated to the club representative.
RECORDS:	A. Swim times achieved at this competition will be eligible for Provincial and National Records. Coaches are advised to inform Meet Management prior to the start of the session where mixed gender individual events are taking place that there is a possibility of a Canadian Age Group record being broken. The referee can ensure that the swimmer competes with competitors of the same gender for his/her heat. Swim Ontario has a certified pool length survey for the aforementioned swimming pool. B. 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 A. Unofficial Results will be posted at the meet. B. Unofficial mobile applications results will be available. C. Unofficial Live Results will be available.
SCORING:	The following scoring will be applied: A. No Scoring B. _____
AWARDS:	The following will be awarded: A. No Awards B. _____
ADDITIONAL INFORMATION:	
SAFETY REQUIREMENTS FOR LCM CHASE STARTS	Officials will ensure finishing swimmers clear the wall quickly, move to the lane rope, and follow Inspector of Turns direction so incoming chase swimmers can turn safely. Para heats must be fully cleared, no more than two heats may be in the water during LCM chase starts, and 50m events must allow full clearance before the next heat finishes. Coaches are responsible for ensuring swimmers remain aware of incoming chase swimmers and follow all instructions provided by the Inspector of Turns.

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)