



Swim Ontario Meet Package statements

Last update: August 18, 2025

The following are statements that are to be included in your meet packages. These are all incorporated in the templates (found on the Swim Ontario website under Officials/Roles/Meet Manager), however, to facilitate those that have meet packages developed already, they are provided here in WORD format.

Please update your meet packages with following required statements before submitting any sanction applications. The statements are updated periodically throughout the season.

Required statements in meet package

*The **MEET PACKAGE** statement remains unchanged.*

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).

*The **SAFETY AT COMPETITION** statement has been updated for the 2025-26 season. The Videography & Photography Permission procedure is outlined (individuals need to contact meet management for authorization). Meet Managers will need to also add any approved Official Photographers and/or Videographers that will be authorized to access the deck.*

SAFETY AT COMPETITION:

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

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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.

*The **COMPETITION RULES** statement has been significantly updated for the 2025-2026 season. Please read carefully. Many of the changes are due to the September 1 rule book changes as well as warm-up procedures.*

COMPETITION RULES:

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 etiquette:
 - 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

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

Swimmers witnessed by a Safety Marshal or Meet Management diving or entering the water in a dangerous fashion may be removed, by the Referee, without warning from their first individual event following the warm-up period in which the violation occurred and the alternates in that event notified should that event be a final.

The **DIVE STARTS** statement has been updated for the 2025-26 season. As of September 1, 2025, Swimming Canada permits dives from the deck/bulkhead or in-water starts for age group swimming. All 3 options need to be declared as available in the meet package if blocks are available and options 2 & 3 if no blocks available.

For each main option, the MM must choose option a or b. If blocks all three main options need to be declared, if no blocks then option 2 & 3 options.

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:

1. 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

2. 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

3. 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

The **BACSTROKE LEDGES** statement is new for the 2025-2026 season. Choose one option.

BACSTROKE LEDGES

- Ledges will not be used in the swim meet
- Ledges will be used and available for all ages and sessions
- Ledges will be available to use during the following session:
(Meet manager specifies age groups or sessions here)

The **d/DEAF AND HARD OF HEARING ACCOMMODATION** statement remains unchanged.

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.

The **AGE-UP DATE** statement remains unchanged. Make sure to indicate your first day of the meet in the statement.

AGE-UP DATE:

The competitor's age is as the first day of the competition: **(include the date)**

*The **ELIGIBILITY** statement has been updated for the 2025-26 season. The first sentence has been modified to reflect Varsity year-round registration and eligibility to attend Age Group Swimming meets. Added "Age Group Swimming" to the last sentence. If Varsity or Masters meet the first sentence and last sentence would need to be modified to reflect this. Two options are available. No foreign teams/competitors allowed or foreign teams/competitors allowed. The last sentence, of Option B, has been modified – please adjust your meet packages for 2025-26. Clubs should select this option carefully as it involves a lot of advance preparation and mostly concerns border city clubs. A reminder that swimmers that have a valid Swimming Canada ID are considered domestic swimmers and are not subject to the Foreign Team/competitor provisions*

ELIGIBILITY:***“Option A (no foreign swimmers allowed)”***

All athletes must be registered as Competitive or Varsity 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. This competition is sanctioned as an Age Group Swimming Invitational, however, foreign swimmer/teams entries will not be accepted.

“Option B (foreign swimmers allowed)”

All athletes must be registered as Competitive or Varsity 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. This event is sanctioned as an Age Group Swimming Invitational including foreign competitors/teams subject to the provisions below.

1. 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.**

The **ENTRY SUBMISSIONS** statement remains unchanged.

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.

The **COACH & SUPPORT STAFF REGISTRATION** statement remains unchanged.

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.

The **DECK ENTRIES** statement remains unchanged.

DECK ENTRIES:

“Option A - deck entries allowed”

Deck entries are permitted provided proof of active registered status with valid Swimming Canada ID is provided to Meet Management. Deck Entries are Exhibition Only. They are not eligible for scoring or awards. Deck entries will be accepted for empty lanes only (no new heats will be created). Swimmers entered on deck must have valid proof of Swimming Canada registration as an active, registered, competitive swimmer. ***(include applicable fees)***

“Option B”

No deck entries allowed.

*Due to the new rule book as of September 1, 2025, the **MIXED GENDER** statement no longer applies. Please remove from your previous meet packages. The records section has been updated to ensure record attempts can still be recognized. You will declare whether the events are mixed in the event list.*

MIXED-GENDER:

*The **OFFICIAL SPLIT TIMES** statement has been updated for the 2025-2026 season. As of September 1, 2025, the first leg of relay is an official time. A reminder that Official Split Times are not required for relays.*

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 Admin Desk 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.

*The **DISQUALIFICATION & PROTEST PROCEDURE** statement is new and required for the 2025-2026 season to ensure transparency regarding the protest and jury process.*

DISQUALIFICATION & PROTEST 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 protest may be presented to the Session Referee from the club representative.
 - A written protest must be presented within 30 minutes after the conclusion of the **event** in question.
 - Protest forms are available at the Admin Desk.
- If not resolved after the decision of the written protest 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 protest is communicated to the club representative.

*The **RECORDS** statement **Option "A"** has been updated for the 2025-26 season to reflect the new rule regarding mixed gender swimming. **Option "B"** remains unchanged.*

RECORDS:***“Option 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.

“Option B”

Swim times achieved at this competition will NOT be used for applications of Provincial and National records.

*The **MEET RESULTS** statement remains unchanged.*

MEET RESULTS:

Official Results will be posted within 48 hours of completion of the meet to www.swimming.ca

*The **SWIM OFFS** statement remains unchanged. It is only to be included if the meet has heats & finals.*

(this statement is only required if prelim events are offered)

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.

*The **RELAYS** statement has been split into **RELAYS** & **MIXED RELAYS** statements for the 2025-26 season. It is only to be included if the meet has relays. Both can be combined if mixed relays are offered. Mixed relays offer an Option “B” for developmental meet only.*

(this statement is only required if relay events are offered)

RELAYS

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Teams may move up no more than two (2) swimmers from a younger age category to fill a relay. Relay name submission deadline is: *(include the deadline)*

(this statement is only required if MIXED relay events are offered) Choose option A or B.

MIXED RELAYS

Option "A"

A mixed relay must have 2 female and 2 male swimmers. All other combinations will result in a disqualification.

Option "B" – only permitted for developmental 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.

*A statement for **LCM CHASE STARTS** is being developed and will be provided to Meet Managers when ready. All LCM meets that will have chase starts will need to be updated.*

LCM CHASE STARTS

Meet Packages Topics

A reminder that the meet package must have a section on the following topics, however no required statements with these topics:

- **VARSITY SWIMMING or MASTERS SWIMMING**
 - Some statements are slightly different. See templates for those changes.
- **CLOSED INVITATIONAL** – declared invited clubs
- **ENTRY FEES** and Payment options
- **QUALIFICATION TIMES & QUALIFICATION PERIOD:**
 - If you have Qualifying Times or Standards then a Qualifying Period needs to be declared.
 - If you have qualification times, you must address how this would apply to para swimmers. They cannot be subject to the same time standards. To help with this, Swim Ontario has developed para standards that can be used at invitationals.
 - Example of appropriate wording for para swimmers
 - Para swimmers are exempt from the time standards at this competition
 - Para swimmers are subject to the [Swim Ontario Para Invitational Recommendation Times](#) standards for the following events: *(list the events)*
- **CONVERSION** - examples
 - *(often used when no qualifying times)* Converted entry times accepted. All times will be converted to SCM (or LCM) using Hy-Tek default conversion factor (or other % factor)

- *(often used when qualifying times involved)* All entries received shall be unconverted. No converted times will be accepted. The host will convert all times to SCM (or LCM) after validation of entries.
- **SEEDING & AGE GROUPS** for time final, prelims and finals events
- **CHECKIN & SCRATCH DEADLINES**
 - If no scratch deadline this needs to be outlined
 - If any events require checkin with the Admin desk this needs to be outlined
 - If any events have deadlines for scratches this needs to be outlined
 - What are the penalties if deadlines are not met, examples below:
 - Time Final & Prelims events: no penalty other than loss of entry fee
 - Finals: monetary penalty or can no longer swim in finals
- **FINALS PROTOCOLS** if offered
 - Call Room report times
 - Replacement of finalists with alternates
- **SCHEDULE OF SESSIONS** that includes warm-up times, start times and type of sessions (time final, prelims, finals)
- **EVENT SCHEDULE** or MEET PROGRAM
- **TIME STANDARDS** if applicable
- **SCORING** and/or **AWARDS** details

See the meet package template for more details and examples.