



## SANCTIONING A COMPETITION

A sanctioned competition is a competition that has the written approval to host a competitive swimming competition under the authority of Swim Sask/Swimming Canada in an approved competition site having met the minimum standards of Swim Sask/Swimming Canada with the expectation that qualified officials shall be used to conduct the meet under the published rules contained in the [Swimming Canada Rule Book](#).

Note: Swim Sask can only sanction competitions within our provincial boundaries and for affiliated clubs.

Purpose of this document is to provide affiliated clubs together with the Meet Manager(s) a guiding document outlining the process and requirements of sanctioning a competition.

Online Resources (referenced throughout document):

- [Swim Meets - Swim Sask](#)
  - [Competition Definitions](#)
  - [Hosting a Swim Meet](#)
- [Officials - Swim Sask](#)
  - [Master and Senior Officials](#)
- [Registration, Tracking and Results System \(RTR\) LOGIN](#)
- [Swimming Canada Sanctioned Meet List \(public\)](#)

“Steps” to Sanction a Competition:

In conjunction with Swim Sask, Age Group/Masters and Summer each set seasonal meet schedules.

Therefore, most meet dates are pre-determined however, sanctioned competitions can change, be added, or deleted. Swim Sask then circulates the meet schedule to Referees who sign up to officiate meets. If a club wishes to host a sanctioned competition not on the seasonal meet schedule, they are responsible to seek out a Referee.

1. Select certified/trained Meet Manager(s) who will plan and organize the meet in conjunction with the clubs Head Coach. (note: preference given to those who have experience at a swim meet).
2. Review and become familiar with the online resources.
3. Select the Type of Sanctioned Meet. This will likely have been done by the Head Coach prior to being placed on the seasonal meet schedule. (Competition Definitions)
  - a. Class I Time Trial
  - b. Class II Time Trial
  - c. Open Invitational \*\* most used
  - d. Closed Invitational
  - e. Championship
4. Secure Facility and set dates and times.
  - a. Determine entry deadline based on facility needs (i.e.: two weeks prior to provide timelines to unionized staff).
5. Advise Swim Sask of meet (if the meet is not already on the seasonal meet schedule or confirm/update dates if on the meet schedule; (note: there is no need to advise about mini-meets or in-house racing opportunities that are not sanctioned).



## SANCTIONING A COMPETITION

6. List Meet in the RTR (RTR Login). This ensures that other clubs know about your meet and the dates ahead of time as it then shows up on the Swimming Canada Sanctioned Meet List.
  - a. Sanction Chair will approve the listing from within the RTR
7. Determine technical meet details with Head Coach or designate.
  - a. Heats and Finals or Timed Finals
  - b. Qualifying Times
  - c. Level of Swimmer
  - d. Events
  - e. Order of Events
8. Prepare the Meet Package
  - a. Follow the appropriate sanctioning/meet package requirements (Hosting a Swim Meet)
  - b. Follow the appropriate Technical Packages (Hosting a Swim Meet)
9. Send completed Meet Package to assigned Meet Referee (denoted with an \*) for review (Master and Senior Officials)
  - a. Make any necessary edits
10. Upload Meet Package (at least 5 weeks prior to date of competition) for sanctioning (RTR Login)
  - a. Sanction Chair will review and may request edits; once they are satisfied with the meet package, they will sanction the meet.
  - b. Once a meet package is sanctioned, it MUST be adhered to. Any changes must be approved and re-uploaded. Only the sanction chair can upload a revised meet package.
11. Create Hytek Entry File (Hosting a Swim Meet), only after the meet has been sanctioned, following the parameters set out in the Meet Package.
12. Upload Entry File (RTR Login)
13. Monitor and Approve Entries (RTR Login).
  - a. Most coaches upload entries at the last minute
  - b. Be aware of entry limit if you have one set, as you may have to close your meet if entries exceed entry limit.
14. Close meet if you have set a maximum number of entries (RTR Login).
15. Maintain communication with Meet Referee for any changes or updates to sanction/meet package.
  - a. Changes to the meet package/entry files must be communicated to clubs that have entered. (RTR Login)
16. Follow Meet Manager guides. (Hosting a Swim Meet and/or RTR Login)
17. At completion of meet, upload Hytek Results file. (RTR Login)
  - a. A post meet report will be emailed following results upload and will include the meet invoice (Payable to Swim Sask).
18. Ensure the meet assessment invoice is paid to Swim Sask.