



Swim Sask Meet Manager Guide

Updated October 31, 2016

INTRODUCTION	4
MEET MANAGER’S ORGANIZATIONAL CHART	5
PART I - PREPARING FOR THE MEET	7
LIAISE WITH SUMMER, WINTER OR MASTERS PROGRAM COMMITTEE TO HOST MEET:	7
RESERVE POOL AND ROOMS:.....	7
SETUP ORGANIZATIONAL STRUCTURE.....	8
PREPARE MEET BUDGET	8
DETERMINE TYPE OF AWARDS	9
CLEAR ARRANGEMENTS WITH POOL AUTHORITY	9
MEET INFORMATION: INVITATIONS AND ENTRY PACKAGE.....	10
SANCTION	11
V.I.P ARRANGEMENTS.....	11
MEET OFFICIALS.....	11
INFORMATION DISTRIBUTED TO MEDIA	12
ENTRY DEADLINE	13
ENTRIES & SEEDING	13
EQUIPMENT	14
OFFICIALS FOLLOW-UP	14
MEET OFFICE	14
COMPLETION OF PROGRAM BOOK	15
POOL, CONCESSION, INFORMATION & SALES TABLE.....	15
OFFICIALS ROOM.....	15
PART II - DAY OF THE MEET	16
OFFICIALS AND EQUIPMENT	16
PROTESTS AND JURY OF APPEAL:	16
COACHES MEETING	16
THE RECORDING ROOM (COMPUTERIZED MEETS).....	16

PART III - AFTER THE MEET	18
THANK YOU:	18
MEET MANAGER/OFFICIALS CHAIRPERSON PERSONALLY THANK ALL VOLUNTEERS.	18
EQUIPMENT.....	18
RESULTS:.....	18
RECORDS:.....	18
MEET ASSESSMENT FEES:	19
OFFICIALS LIST:	19
PROTESTS:.....	19

APPENDICES

APPENDIX "A" – MEET MANAGEMENT JOB DESCRIPTIONS	20
APPENDIX "B" – SAMPLE BUDGET	22
APPENDIX "C" - PLAN OF POOL DECK FOR COMPETITIVE SWIMMING	23
APPENDIX "D" - SAMPLE SANCTION APPLICATION FORM.....	24
APPENDIX "E" - APPLICATION FOR NATIONAL AND PROVINCIAL RECORDS (FORM)	24
APPENDIX "F" - OFFICIALS CHART	25
APPENDIX "G" – SUMMER SWIMMING TECHNICAL PACKAGE	26
APPENDIX "H" – WINTER SWIMMING TECHNICAL PACKAGE	26
APPENDIX "I" – MAN/SASK TECHNICAL PACKAGE	26
APPENDIX "J" – B PROVINCIALS TECHNICAL PACKAGE	26
APPENDIX "K" – WARM UP RULES AND SAFETY PROCEDURE.....	26
APPENDIX "L" – WINTER SWIMMING ENTRY REFUND POLICY	26
APPENDIX "M" - PARA SWIMMING CONSIDERATIONS.....	27

Introduction

This Manual is intended for use as a guide for those entering into the position of Meet Manager. Details on every facet of managing a meet are specific enough to enable a volunteer with a good knowledge of swimming to handle management of Developmental, Invitational & Provincial competitions.

It is recommended that a Meet Manager undertaking the management of a National calibre meet have considerable experience in managing meets, as well as previous experience in officiating during National Meets. Swimming Natation Canada (SNC) has a comprehensive meet management guide for those managing national level meets.

Should you, as a novice Meet Manager, encounter problems with organizing a swim meet, be prepared to seek the advice of other Meet Managers and/or the Swim Saskatchewan office. Consult these people with all of your questions and concerns. They would be pleased to share their expertise.

This document can also be downloaded from the Swim Saskatchewan website at: www.swimsask.ca

Put cursor over the heading “*Officials*”
Then from the drop down menu click on “*Forms*”
Then click on “*Forms relating to the Management of a Swim Meet*”
The Meet Manager’s Guide is at the very top of the page.

The Swim Sask Logo is to be put in all meet packages as well as meet programs/heat sheets and in all results booklets (if hard copy results are done afterwards). In addition, the Sask Lotteries logos should also be used. These logos can all be downloaded from the Swim Sask website. Note: when printing or photocopying black and white, the black and white Swim Sask logo must be used. You cannot use the color logo and then print or photo copy in black.



www.sasksport.sk.ca



Meet Manager's Organizational Chart/Check List

	Summer	Winter	SNC	Masters
BEFORE THE MEET				
Liaise with Summer, Winter or Masters Program Committee	Set by Summer program Committee At SAGM, 1 year prior to competition year	Set by Winter Program Committee 6 months prior to competition year	Set by SNC 1 year prior to competition year	Submit to Winter Program Committee 6 months prior to competition year
Reserve pool and rooms	1 Year Prior	6 months prior to competition year	1 Year Prior	6 months prior to competition year
Meet Reference Guide	SSI Summer Technical Package	SSI Winter Technical Package	SNC Technical Package	SSI Meet Manager Guide
Confirm meet manager and set up organizational structure	3 to 4 months	6 months	10 - 12 months	6 months
Confirm sponsors	3 months	3 months	5 months	3 months
Prepare budget	3 months	3 months	10 months	3 months
Establish critical path	3 months	3 months	10 months	3 months
Organize marketing fundraising	3-8 months	3 months	8 months	3 months
Select logo & letterhead	3 months	3 months	3 months	3 months
Order sale items	2-3 months	2-3 months	2-3 months	2-3 months
Arrange for office equip/supplies	1 months	1 month	4 months	2 months
Arrange for deck equipment	1 months	1 month	3 months	2 months
Order awards	2 months	2 months	3-6 months	3 months
Contact facilities re accommodation	6 months	n/a	6 months	6 months
Invite V.I.P.'s	3 Months Prior	n/a	3 Months Prior	3 Months Prior
Arrange for music, flags	3 Months Prior	n/a	3 months Prior	3 months Prior
Arrange for photographer	n/a	n/a	3 months Prior	3 months Prior
Contact major officials / announcer	3 months Prior	3 months Prior	3 months Prior	3 months Prior
Develop/Prepare Meet Invitation Package	8 - 10 weeks prior	8 - 10 weeks prior	8 - 10 weeks prior	8 - 10 weeks prior
Send Meet Package to Meet Referee to review	Prior to sending for sanction	Prior to sending for sanction	Prior to sending for sanction	Prior to sending for sanction
Apply for sanction	Minimum of 5 weeks prior	Minimum of 5 weeks prior	Minimum of 5 weeks prior	Minimum of 5 weeks prior

Meet Manager's Organizational Chart/Check List Continued

	Summer	Winter	SNC	Masters
Post electronically or mail meet information package	4 weeks prior	5 weeks prior	5 weeks prior	5 weeks prior
Initiate media contact	5 weeks prior	5 weeks prior	3 - 4 months	5 weeks prior
Meet pool management	5 weeks prior	5 weeks prior	5 weeks prior	5 weeks prior
Organize hospitality	4 weeks prior	4 weeks prior	4 weeks prior	4 weeks prior
Obtain officials equipment	4 weeks prior	4 weeks prior	4 weeks prior	4 weeks prior
Obtain record & application forms	4 weeks prior	4 weeks prior	4 weeks prior	4 weeks prior
Contact local officials	4 weeks prior	4 weeks prior	4 weeks prior	4 weeks prior
Finalize program for printing	2 weeks Prior	2 weeks Prior	2 weeks Prior	2 weeks Prior
Reminder to media	2 weeks Prior	2 weeks Prior	2 weeks Prior	2 weeks Prior
Receive & process entries	Monday prior	9 days prior	7-10 days Prior	9 days prior
Survey pool	n/a	n/a	1 week Prior	n/a
Compile meet registration package	Thursday prior	4 days prior	As per SNC	4 days prior
Print heat sheets & Lane cards	Thursday prior	4 days prior	As per SNC	4 days prior
List all equipment	7 days	7 days	7 days	7 days
Proof of times	n/a	n/a	As per SNC	n/a
Press conference	n/a	n/a	1 Day Prior	n/a
DURING THE MEET				
Coaches meeting	As needed	As needed	1 Day Prior	As needed
Put out scratch box	Yes	Yes	Yes	Yes
Classification timeline	n/a	n/a	As per SNC	n/a
heat sheets after scratch deadline	n/a	n/a	As per SNC	n/a
finals sheets after scratch deadline	n/a	n/a	Yes	Yes
Run meet	Yes	Yes	yes	Yes
AFTER THE MEET				
Upload Meet results to National Events Database website	Not applicable	Within 24 hours	Within 24 hours	Not Applicable
Submit meet results to Swim Sask	Within 24 hours	Not applicable	Not applicable	Within 24 hours
Prepare financial report & send fees to SSI	No later than 14 days after meet	No later than 14 days after meet	1 to 0 days after meet	No later than 14 days after meet

PART I - PREPARING FOR THE MEET

Liaise with Summer, Winter or Masters Program Committee to Host Meet:

Swim Saskatchewan Inc. (SSI) schedules Summer, Winter and Masters meets, based on the decisions of the Sask Swim Coaches Association (SSCA) and the respective swimming program committees.

When putting together the Provincial Calendar of competitions, the respective swimming program committees will make every effort to respect the wishes of each club, while at the same time presenting a balanced program.

A Club (i.e. the President/Director in consultation with the Coach and the Meet Manager) should consider the following points before requesting a meet or before agreeing to host it:

The course: Short Course or Long Course metres (ensure facility is regulation length/depth).

The deck: Is the space adequate for the number of swimmers, coaches and officials?

Spectator facilities: bleachers, viewing areas

Additional rooms: meet office, officials, medical, hospitality

Equipment: watches, electronics, event/heat display boards, photocopiers, Printers, computers.

Officials/Other Volunteers: Does the club have enough manpower and qualified officials to run the meet or must they rely on manpower from other clubs?

Reserve Pool and Rooms:

Check with your pool management, before requesting a meet or before agreeing to host a meet. Confirm the availability of the pool facilities and the equipment necessary to run the meet. Also, enquire about the time restraints for booking your facility.

Please Note: the larger centres will have facility user group meetings which will require pool bookings for all meets 1 year in advance. Many new meet managers will not know this, and that clubs often book pool time more than 1 year in advance.)

Always make reservations in writing specifying the following:

Type of Meet. (Dates and times required*)

Extra rooms required. (Office, Officials)

Equipment required.

Pool Temperature requirements the day of the meet

*Be on the safe side. Book a little more time than you expect to use. It is easier to give up time at a later date than to try and get extra time after the pool management has tied up the facility with other programming.

Setup Organizational Structure

A model is provided below of an organizing committee that would be appropriate for a Provincial Championship or a large Invitational Meet. For smaller meets, the Meet Manager should use discretion in dispensing with some of the personnel and some of the tasks.

Meet Manager	Assistant Meet Manager
Meet Office Chairperson	Senior Referee
Billet Chairperson	Officials Chairperson
Awards Chairperson	Concession Chairperson
Publicity	Head Coach
Electronics/Computer Chairperson	Sponsorship Chairperson

- * Please see appendix A for a list of job descriptions
- ** If Sponsors are to be major component of the meet, appoint a coordinator to handle this component. You do not want to sacrifice meet management time to find sponsors

To summarize the Meet Manager shall be responsible for all organizational details of the meet, dissemination of all meet information, seeding all pre-seeded meets, preparation of psych &/or heat sheets, issuing official results, process record applications, Chairperson of the Jury of Appeal and to ensure that all tasks that are required to be done after a meet are completed. This does not mean that the Meet Manager has to physically do all the tasks, he/she can delegate the tasks out, it just means he/she is responsible to ensure that the tasks are completed.

Call a meeting 6 months – 1 year before the meet to establish your requirements.

- **Ensure each committee member understands his/responsibilities and the timing for each individual element**
- **Use the Officials clinics as a job description of different positions**

Make each member feel a part of the team and if they need any assistance or direction, have them phone you anytime

- **Make periodic calls to members to check progress**

Prepare Meet Budget

A sample budget is included in Appendix B. Most swim meets are self-supporting

Determine Type of Awards

1. Summer and Winter Technical packages will determine the award system to be used for their respective summer meets & developmental meets.
 - a. For Summer Provincial Championships the awards are stated in the Summer Technical package. Check with the Executive Director of Swim Saskatchewan Inc. for possible funding for medals. Trophies and ribbons are the responsibility of the Host Club.
 - b. For Winter "A" Provincials/Junior Cup the awards are stated in the document titled: "A" Provincials and Junior Cup Technical package.
 - c. For Winter Man/Sask Provincial Championships the awards are stated in the Man/Sask Technical package.
2. For Invitational and all other meets, awards are the total responsibility of the Host Club. The Meet Management Committee should determine several months in advance the type of awards they intend to give. The following could be considered:

Trophies/Plaques: High point aggregate; Boys high point aggregate; Girls high point aggregate; High point age groups (boys, girls) Winner of specific events (e.g. 100 Free) Top Performance Award, Large Team, Small Team, etc.

Medals: In major meets medals are normally awarded for first to third in individual events and to the four swimmers on the relay team finishing first.

Ribbons:

a. If medals are awarded, ribbons should be awarded to the remaining swimmers placing in the top 4, 5, 6, 7, or 8 (i.e. as many awards as the number of lanes in the pool) for individual events and to all four members of the second and third place relay teams in each relay event.

b. If no medals are awarded, ribbons should be awarded for 1st to 5th, 6th, 7th, or 8th (as above depending on the number of lanes in the pool) and to all four members of the first to third relay team in each relay event.

c. Especially in meets with large numbers of swimmers in the 10 and under age category, heat-winner or best time ribbons may be considered.

Clear Arrangements with Pool Authority

Establish a timetable with the pool management with regard to when the pool can be set-up (i.e. tables, chairs, lane ropes, etc.); when the officials' and recorders' rooms will be available, and also with regard to posting signs: directional, warning and "do's and don'ts", concessions and facility lay-out.

The Meet Manager should meet with the pool manager to identify the responsibility of club and pool staff in preparation for the competition, e.g. lane markers, tables, chairs.

Meet Information: Invitations and Entry Package

When preparing the meet information package, a good rule to follow is to try to imagine all the questions the coaches, swimmers, or officials might ask prior to or during the meet. The more of these questions that get answered in the meet information, the better it has been prepared. Some of the detailed information in the packages would obviously not be required in smaller meets. The following, however, are essential for every meet information package:

- Sanction Number;
- Host Club
- Place: Pool address, phone number, fax number, e-mail
- Dates: Starting and finishing dates of competition
- Times: warm-ups, preliminaries and finals (If finals are scheduled);
- Facility: pool name and description.
- Eligibility rules: qualifying times, de-qualifying times, long course or short course, age groups for that meet. If Para swimmers can enter the meet then need to include their eligibility rules. (i.e. do they have to use the qualifying standards for their applicable age group, are there no qualifying times for Para swimmers, or if there are Para standards then state that and include them.)
- Events names and numbers: event order by session, the date, warm-up start time, session start time, list prelim or final, qualifying times.
- Coaches meetings – date, time, location etc.
- Distance event specifics (i.e. 2 swimmers per lane, seeded fastest to slowest)
- Entry fees and cost of programs/results
- Entry format to be used: i.e.: Hytek Commlink files (electronic or disk), paper
NOTE: for Winter Meets club entries are to be uploaded to the National events website at: www.swimmeet.ca. Individual entries from unattached swimmers may be sent directly to the entries person.
- All entries are to include swimmer registration numbers. (FYI: For Winter and Masters Swimmers this is a 9 digit registration number. For Summer swimmers the swimmer registration number consists of the club code and a 4 digit number.)
- Entry deadline date and mail address &/or email address where entries are to be sent
NOTE: for Winter Meets club entries are to be uploaded to the National events website at: www.swimmeet.ca Individual entries from unattached swimmers may be sent directly to the entries person.
- Meet Rules: Restrictions, if any, on entries per swimmer, relay rules (number per club, scoring, awards, qualifying times), seeding, scratches, proof of time, conduct; safety procedures, type of start used. Show number of entries needed to qualify for consolation finals, and distance events.
- If the meet will allow classified Para swimmers to enter then the meet package must state that IPC Rules will be used for any Para swimmers in the competition.
- Awards and scoring procedure: The rules for scoring in meets are outlined in the various Program Area Technical Packages. (Winter A Provincials/Junior Cup, Man/Sask, Summer, Masters etc.) If there is no mention of scoring then a club may use their own scoring, but it must be published in the meet information. If a club is hosting and SNC Designated meet (i.e. Western Canadian Championships or Senior Nationals) then the Swimming/Natation Canada Swimming Rules, Rule SNC 4 must be followed.
- Information on local hotel accommodation and camp grounds
- **Winter meet packages must also state the following:**
“No 'deck changing' will be allowed. Swimmers must go to the change room to change in and out of bathing suits.”

Once you have a final draft of the meet package send it to the Meet Referee to review BEFORE sending it for sanctioning.

Remember that the Swim Sask Logo is to be put somewhere in the meet package, as well as in the meet program/heat sheets. Clubs are also asked to use the Sask Lotteries logos as well. These logos can be downloaded from the Swim Sask website.

Sanction

All meets in which registered swimmers will be participating must be sanctioned by Swim Saskatchewan Inc. before the information is distributed. This includes meets hosted by Summer Clubs, Masters Clubs and Winter Clubs

Meet Managers shall complete the sanction application form and submit to Swim Saskatchewan current Sanction Chairperson along with the meet package. The deadline for applying for a sanction is **5 weeks prior to the date of the meet**. For a Time Trial the deadline is 7 days prior to the Time Trial.

Sanctions for Winter meets is done online from the National Events Meet List site at: <https://registration.swimming.ca/login.aspx>

The Meet Manager must be set up in the national system by the Club Registrar.

Sanction forms for Summer meets are to be completed electronically and are available on the Swim Sask website. www.swimsask.ca heading "*Officials*" then "*Forms*" then "*Forms relating to the Management of a Swim Meet*" then scroll down to the heading **Summer**

Sanctions for Masters meets is done online from the National Events Meet List site at: <https://registration.swimming.ca/login.aspx>

V.I.P. Arrangements

Send invitations to guests of honour, including full details of the program, events, quality, media coverage (world, national, or provincial calibre) and what duties are requested of them.

Meet Officials

Referees: No sanctioned meet can take place without certified referees. As per the Senior and Master Officials Committee, all meets require two referees.

Summer Meets: Referees are confirmed by the Summer Officials Chairperson and then are posted on the Swim Sask website on the Summer Competition schedule page:
<http://www.swimsask.ca/summer/summer-competitions/schedule.html>

Meet package is to be forwarded to the Meet Referee for review, prior to submitting to the sanction chairperson for sanctioning.

Meet Officials Continued:

Winter Meets: Referees are to be confirmed with the Winter Officials Chairperson and are posted on the Swim Sask website on Competition Schedule page:
<http://www.swimsask.ca/winter/winter-competitions/schedule.html>

Meet package is to be forwarded to the Meet Referee for review, prior to requesting sanction from the online system.

Each Meet Manager should strive to have qualified officials for each position. With the high turnover of parent volunteers, the certifying and upgrading of officials becomes one of the most demanding tasks of each meet management committee.

A difficult, yet necessary goal should be to have every new parent take the *Level 1 Introduction to Swimming Officiating Clinic*. before the Club's first swim meet.

In addition, each club should schedule, early in the year, the other Level 2 and Level 3 Clinics that are necessary to ensure an adequate pool of qualified officials for each position.

When selecting officials for a meet, it is a good policy to strive for at least 2 or 3 more officials than is necessary, to compensate for last minute cancellations and problems. All appointed officials should receive the following information (in writing if possible):

- Name and location of the pool
- Duties they are expected to perform
- Time at which they are expected to check in
- Starting time for each session
- Expected duration of each session
- Reminder of the dress code for officials
- Name and telephone number of the person responsible for officials

Information Distributed to Media

Press releases for radio, TV and newspapers should be distributed long enough in advance to permit the media coverage of the meet. A follow-up should be done a few days before the meet so that the P.R. person knows in advance which media people will be present to cover the meet.

Entry Deadline

For Winter meets, check the Winter Swimming Technical Package, the A Provincials/Junior Cup Technical Package and the Man/Sask Technical Package for any rules on Entry Deadline Dates.

Meet entry deadlines for summer meets is usually the Monday prior to the meet.

For Masters and Winter meets, all entries must be uploaded to the national meet list site no later than 23:59 Eastern Standard time of the deadline date. The system does not allow any entries to be uploaded after the deadline date.

Entries & Seeding

Immediately after receipt of entries the Entries Chairperson (alone or with a committee) must get to work on "seeding". The sooner that task is completed the sooner other facets of the meet can be determined more precisely (e.g. number of sessions, length of each session, breaks, estimated completion time, canteen requirements).

- a. Checking Entries: Do not assume that all entries are done correctly. Errors spotted early prevent confusion on the day of the meet. Ensure that swimmer registration numbers have been submitted with the entries for all swimmers. If registration numbers are not included, entries are to be rejected.
 - i. The amount charged for each individual entry and for each relay entry will have been spelled out in the meet information. Make a note of overpayments and notify your club treasurer to send the club its reimbursement. If there has been an underpayment the club that made the error should be notified in writing to send the additional amount to your address. Prepare a written summary of payments for entries and give it to your club treasurer as soon as possible.
 - ii. You may consider combining some events to save time, e.g. in the 1500's if you had 9, 14, and 17 entries in three age groups you would need 7 heats in an 8 lane pool. (Approximately 2 1/4 hours of swimming). By combining those three events (for swimming only, not for results) you could save two heats and consequently reduce your swimming time by approximately 40 minutes. **Note:** If this option is considered you must contact the head coach of each participating club to get their consent, unless you have reserved the right to combine events for swimming as indicated in your meet information.

N.B. Should you find yourself in a predicament at this point of your meet management and unable to solve it easily, seek outside help, e.g. Referee or the Swim Sask staff.

- iii. If the entries are light you may want to make adjustments in your sessions, e.g. where two sessions were planned you may now want to reduce it to one, or you may want to adjust the times of the session. These decisions must be communicated immediately to the Officials Chairperson for his/her follow-up.
 - b. Seeding: Swimming Canada Swimming Rules, Rule SW 3 explains all the different seeding methods.

Equipment

The pool staff may normally take responsibility for the electronic timing device, lane markers, false start ropes, flags, tables, chairs, P.A. system, and starting blocks. Don't assume that the pool staff knows how to install all the equipment correctly. If possible, you should check it thoroughly before warm-ups to make sure everything is functioning properly. This could prevent delaying the start of the meet.

The Meet Manager, or some other designated person, must provide the remaining deck equipment and supplies: watches, guns, blanks, batteries, clipboards, pencils, D.Q. forms, bells, etc.

Officials Follow-up

Until entries arrive and you run Hytek Session Timeline reports, the anticipated length of the meet is anyone's guess. The initial appointment of officials (2-3 weeks before the meet) will have been tentative. Once a more precise estimate of the length of the meet is possible (1 week before the meet) a final contact should be made with all officials. This will serve as a reminder and a confirmation of their schedule.

Meet Office

The Meet Office Chairperson should ensure that all equipment and supplies are in place before the start of the meet:

- Photocopiers
- Ink
- Paper
- Staplers, staples
- Pencils, pens, and pencil sharpener
- Rubber bands
- Scoring sheets
- Extension cords
- Tables and chairs
- Record Application forms
- Masking tape
- All necessary computer (1-2) and printer supplies.

Completion of Program Book

Advertisements should be all confirmed, and printing should be completed well in advance of the preparation of the heat sheets. These, if they form part of the program book, will be prepared as soon as possible after the entry deadline and inserted into the program, (usually 4-5 days before the meet).

The Swim Sask Logo is to be put in all meet programs/heat sheets as well in all results booklets. In addition, Sask Lotteries logos should also be used. These logos can all be downloaded from the Swim Sask website.

Note: when printing or photocopying black and white, the black and white Swim Sask logo must be used. You cannot use the color logo and then print or photo copy in black.

Pool, Concession, Information, Sales Tables

Final check (the day before the meet) of the facility and equipment, the concession, information and sales tables.

Officials Room

Ideally, this should be a quiet room off the pool, equipped with a chalk board, tables, coat rack, facilities for making and serving coffee, heat sheets and sufficient numbers of chairs. Especially for meets that last several hours, you should consider providing food in this room for your officials, the coaches and chaperones. Remember your officials are volunteers and the better you treat them the better your chances are of having them help at some future date.

Also, the host club should provide a room or some place where purses and other personal belongings can be stored safely during the course of each session.

PART II - DAY OF THE MEET

Officials and Equipment

- a. Familiarize the referee with:
 - i. Facilities – inspection of pool area, marshalling and recording areas.
 - ii. Procedures - warm up times, break periods, marshalling, disqualifications procedures, scratches, announcing, posting times for finals and V.I.P. formalities.
 - iii. If there are any SWAD swimmers entered in the meet so they know to brief the officials whether the IPC Rules need to be used or not.

- b. Equip the following officials:
 - i. Referee - clipboard, pencil, heat sheets, whistle and D.Q. forms.
 - ii. Starter - heat sheets, pencil, starting guns and ammunition, D.Q. forms, and place judge slips if he is expected to take placings.
 - iii. Chief Timekeeper - equipment for all timers: clipboards, heat sheets, pencils, watches, batteries.
 - iv. Chief Finish Judge - heat sheets, pencils, rule book is required.
 - v. Stroke and Turn Judges - clipboards, heat sheets, red pencils and D.Q. forms.
 - vi. Clerk of Course - meet package, heat sheets, pencils, scratch cards, extra entry cards, receipt book, relay cards
 - vii. Safety Marshals - safety vests, SNC warm-up rules
 - viii. Recorder Scorer - record forms

Protests and Jury of Appeal:

Swimming Canada General Rules, Rules GR 9.2 and GR 9.3

To avoid confusion in the event of a written protest, a desirable practice is to appoint a jury before the start of the meet or before the start of each session and to post the names of the jury members.

Coaches Meeting

The time of your coaches meeting will have been printed on the meet information package. (Usually 30 minutes before the start of heats or time finals). One representative from each participating club must attend plus, the Meet Manager, Clerk(s) of Course and Referee.

If the heat sheets have been pre-seeded you could choose to limit the coaches meeting to an information session - last minute adjustments to the meet, scheduled breaks, etc. As a general rule you should not consider re-seeding events at this point. The confusion that results usually outweighs any potential advantage. You could simply ask each club to provide a list of their scratches to the clerk of the course. This official would then inform the referee of scratches.

The Recording Room (Computerized Meets):

The way you set up your recording room when a computer is being used to sort and record results will depend on how the computer is receiving its information. This can happen in one of two ways:

1. The computer is in the meet office and all information is being input manually.
2. The computer is connected to the electronic timing system and receives its information directly.

If the computer is in the meet office, your basic organization will be similar to what is required for a manual meet. You will not, however, require people to sort the cards prior to going to the computer operator (typist) as most manual input systems will do the sorting and the typing for you. As well, you will not need additional typists to prepare lists for finals as these are usually generated by the system if required. Careful attention is required in checking the printouts from the system to ensure that there have not been any errors made in the input. Some computer operators prefer to have an assistant working with them to read the information to them, others prefer to do it by themselves so you will need to have some discussions with the people who will be operating the system to establish what will be most appropriate. It is essential that all of the people who will be working with the computer are fully familiar with the system and know how to quickly handle most of the common problems that can occur. Whether you will need Recorder Scorers or not will be dictated by the capability of your system.

When using a system that connects directly to the electronic timing system, it is preferable to locate the computer as close as possible to the Chief Judge Electronics and the Chief Finish Judge so that any problems with the results in any heat can be quickly identified and corrected. If the Recorder Scorers are also in this area, any records can be quickly communicated to the computer operator for inclusion in the results. Most computer operators using these systems will need an assistant to help them check the information received by the computer from the timing system and if the assistant is familiar with the operation, they can also serve as relief. In most cases, you will not be blessed with a large number of people who can or want to work with the computer system, so it is important that you try and keep them reasonably happy, as they are going to be working long hours. These systems usually will score the meet for you and allow you considerable flexibility in the way you award points without having to use additional staff. In most full functioning systems, the need for space in the meet office is reduced to the space required for a photocopier and a working area for the Office Manager and Meet Manager.

N.B. As a Meet Manager, it is essential that you be fully familiar with the computer system you are using. You may and probably will have to work with your volunteers to solve problems during the meet. Don't rely totally on your clubs' computer expert as he may not be readily available to you.

PART III - AFTER THE MEET

Thank you:

Meet Manager/Officials Chairperson personally thank all volunteers.
Ensure Referees have completed the Referee report

Equipment:

Return all borrowed equipment: watches, guns, etc. Store your own equipment in a convenient place. Return rented equipment and submit bills to the Club Treasurer.

Results:

- a) Winter and Masters Clubs are required to upload meet results to the national meet list site within 24 hours after the conclusion of the meet.
<https://registration.swimming.ca/login.aspx>
- b) Summer clubs are required to email the Hytek results file to swim Sask.
- c) Mail out required number of result sheets (if necessary) and awards to clubs that did not wait to pick them up after the conclusion of the meet.

Records:

Winter Swimming:

Canadian/National Records - Forms must be completed and are available from the SNC website at: <https://swimming.ca/en/national-record-application-procedure/>

Please follow the National Record Application procedure as posted the SNC website and follow the instructions on the Application Form.
Please also refer to SNC Rules CSW 12.19.1 and CSWAG 1.2

Provincial records - are processed by the Executive Director from the electronic Hytek results file, so there is no record application to complete.

Masters Swimming:

Canadian/National Records - Individual swimmers need to ensure that meet management completes the national record application form.

For Provincial Records – are processed by Swim Sask office from the electronic Hytek results file, so there is no record application to complete.

Summer Swimming:

For Provincial Records – mail applications directly to the Summer Swimming Records Chairperson. Please use the current Summer Swimming Record Application found in Summer Swimming Policy SC-6

Meet Assessment Fees:

Summer Clubs - Within 14 days complete the bottom portion of the Approved Sanction Application form, "Meet Assessments" including Officials Education Fund, sign it, submit to your Club Treasurer for payment and forward all parts to the Swim Saskatchewan office. Please also remember to send a copy of the Hytek Team Entry Fee or Team List Report along with the completed sanction form and cheque. Information from these reports is used for statistical reports.

Winter and Masters Clubs - After the results have been uploaded into the system, then a Post Meet Report can be viewed and printed. This report provides the amount of the Meet Assessment fees that are due to Swim Sask.

To view the Post Meet Report, log onto the system:

<https://registration.swimming.ca/login.aspx> and click on the word "View" which is in blue under the column titled: *Post-meet report*.

You should print this report and forward it onto your club Treasurer to make payment to Swim Sask. Ensure that payment is sent to Swim Sask within 14 days after the conclusion of the meet.

Officials List:

Send a list of all officials that actually officiated at each session to the appropriate Summer or Winter Chairperson of Officials. Contact information for these people can be found on the Swim Sask website under the heading "*Officials*" then "*Membership*"

Protests:

Within seven (7) days of the completion of the meet forward a copy of all protests and decisions to the Swim Saskatchewan Inc. office.

APPENDICES

APPENDIX "A" – Meet Management Job Descriptions

Meet Manager	Assistant Meet Manager*
Meet Office Chairperson *	Senior Referee
Billet Chairperson *	Officials Chairperson *
Awards Chairperson *	Concession Chairperson *
Publicity *	Head Coach
Electronics/Computer Chairperson *	Sponsorship Chairperson **

Assistant Meet Manager

- assist Meet Manager with predetermined tasks
- may take on the role of one of the identified chairpersons

Meet Office Chairperson

- Receive copy of meet package prior to meet to determine the details of the meet i.e. time final events, heat & finals, scoring of the meet, order of events
- Order Supplies photocopier, paper, toner for photocopier, computers for awards labels, garbage bags, paper towels, pencils, pens, computer disks, electrical extension cords, printer(s), printer ribbons, power bars, file folders for results, club contacts, masking tape for posting, elastic bands, paper clips, scotch tape, white out, scissors, labels for awards
- Prepare shifts for volunteers to work in the office
- Prepare heat sheets for Officials i.e. Referee, starter, timers, stroke judges, clock/computer etc.
- Prepare covers for Heat sheets, Finals,
- Print out list of clubs and indicate the number of copies of heat/final sheets each will need. Usually 1 copy per 10 swimmers entered in the meet. Post list by photocopier
- Arrive at the meet early to deposit equipment
- Post results in a public viewing area
- Ensure copies of complete meet results are available after the meet

Awards Chairperson

- Refer to meet package to determine types and number of awards to be given
- Order awards
- Arrange for presentation ceremonies where needed in conjunction with Meet Manager

Publicity

- Send out press release to the local media announcing meet, date, times and place, visiting teams
- Arrange for interviews where necessary with the local media
- Send in meet results to the local media following their accepted protocol

Electronics/Computer Chairperson

- Arrange for equipment to be delivered and set up at the meet
- Schedule Electronic and Computer operators
- Confirm paper supplies for computer and electronics
- Ensure proper touch pad communication where necessary

Officials Chairperson

- Obtain a current list of qualified officials for host club & area from Swim Sask
- put out a request for officials listing time and dates of meet sessions
- assign qualified officials to work assignments
- confirm with officials work placement, time and date of sessions
- post Officials chart at meet (example Appendix "G")
- work with Referee at meet to ensure qualified officials are placed

Concession/Hospitality:

- supply coffee, cold drinks, veggies, cheese, crackers, fruit, etc. for officials, coaches and chaperones
- arrange for the necessary supplies and equipment that will be needed to facilitate this
- food sponsors can usually be found for a small ad in the program
- arrange for a team of reliable assistants to help during the various sessions
- during the meet, and if allowed, serve the officials working on deck with refreshments
- depending on the pool facility, it may be possible to have food available, either purchased or donated, that can be sold to swimmers, parents, etc. (some facilities have their own concession available so will not permit food to be sold to visitors)

APPENDIX "B" – Sample Budget

Revenue

Entry Fees		
Individual Events	2000 @ \$4.50	\$ 9,000.00
Relays	120 @ \$8.00	\$ 860.00
Concession		\$ 25.00
Advertising		\$ 500.00
Sale of Heat Sheets		\$ 650.00
Preliminaries	95 @ \$5.00	\$ 475.00
Finals	150 @ \$1.00	\$ 150.00
Total revenue		\$ 11,035.00

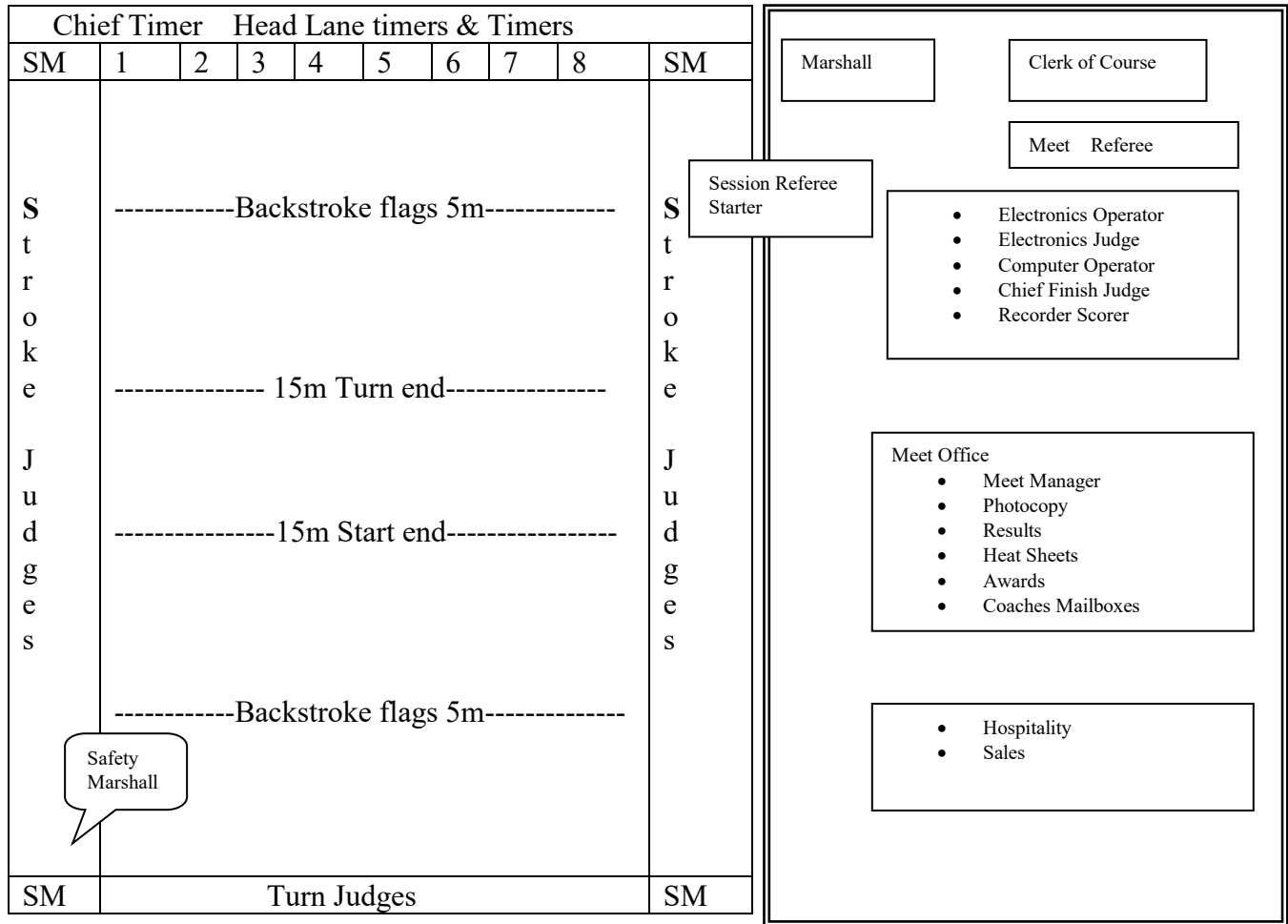
Expenses

Pool Rental & Meeting Rooms	\$ 4,500.00
Awards	\$ 1,000.00
Meet information package (postage, paper etc)	\$ 200.00
Hospitality (Officials and Coaches)	\$ 300.00
Meet Office Expense (paper, copier)	\$ 1,000.00
Mailing Results	\$ 100.00
Miscellaneous	\$ 200.00
Total expense	\$ 7,300.00

Total revenue	\$11,035.00
Total expense	\$ 7,300.00
Total profit	\$ 3,735.00

APPENDIX "C" - Plan of Pool Deck for Competitive Swimming

Short Course – 25m



APPENDIX "D" - Sample Sanction Application Form

Current sanction application process and form can be found at:

<http://www.swimsask.ca/officials/meet-hosting.html>

APPENDIX "E" - Application for National and Provincial Records (Form)

Current application forms can be downloaded from www.swimsask.ca



APPENDIX "F" - Officials Chart

Meet _____ Sanction # _____

Date _____ Session _____

Meet Manager _____

Safety Marshalls _____

Referee _____ Starter _____

Computer _____ Clock _____

Chief Judge Electronics _____

Recorder Scorer _____

Chief Finish Judge _____

Clerk of Course _____

Stroke Judges _____

Turn Judges _____

Marshall _____

Chief Timer _____

Timers

Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

*Head Lane Timer

Runners _____

Office Manager(s) _____

Announcer _____ Media _____

Officials Chairperson _____

Note: Officials, please check in by placing a ✓ beside your name

APPENDIX "G" – Summer Swimming Technical Package

Current Technical Package can be found at:

http://www.swimsask.ca/pdf/Policy_Summer_Technical_Package.pdf

OR can be found by going to www.swimsask.ca the put cursor over the heading “*Officials*” then from the drop down menu click on “*Forms*” then click on “*Forms Relating to the Management of a Swim Meet.*”

APPENDIX "H" – Winter Swimming Technical Package

Current Technical Package can be found at:

http://www.swimsask.ca/pdf/Policy_Winter_Technical_Package.pdf

OR can be found by going to www.swimsask.ca the put cursor over the heading “*Officials*” then from the drop down menu click on “*Forms*” then click on “*Forms Relating to the Management of a Swim Meet.*”

APPENDIX "I" – Man/Sask Technical Package

Current Technical Package can be obtained from Swim Saskatchewan Executive Director

APPENDIX "J" – A Provincials/Junior Cup Technical Package

Current Technical Package can be found at:

<http://www.swimsask.ca/pdf/A-Prov-Junior-Cup-2014.pdf>

OR can be found by going to www.swimsask.ca the put cursor over the heading “*Officials*” then from the drop down menu click on “*Forms*” then click on “*Forms Relating to the Management of a Swim Meet.*”

APPENDIX "K" – Warm Up rules and safety procedure

Current Warm Up Rules and Safety Procedure can be found at:

<http://www.swimsask.ca/officials/pdf/SNC-Warm-Up-Safety-Procedures.pdf>

OR can be found by going to www.swimsask.ca the put cursor over the heading “*Officials*” then from the drop down menu click on “*Forms*” then click on “*Forms Relating to the Management of a Swim Meet.*”

APPENDIX "L" – Winter Swimming Entry Refund Policy

Current Winter Swimming Policies can be found at:

<http://www.swimsask.ca/winter/winter-policies.html>

OR can be found by going to www.swimsask.ca the put cursor over the heading “*Winter*” then from the drop down menu click on “*Policies*” then click on “*Winter Swimming Policies.*” The Entry Refund Policy is WC-4.

Appendix “M” - Para Swimmer Considerations

Officiating PARA Swimmers

If Para swimmers are welcome in the swim meet, then the meet package must state the following:

“IPC Rules will be followed for Para swimmers competing in the meet.”

If Para swimmers are in attendance at the meet, then the officials must use the IPC Rule book to officiate Para swimmers.

Selection for Championships

A minimum of one Technical Advisor (TA) will be selected for SNC Championships. When possible a second TA will be made available for the championship.

The selection of a TA for an SNC Designated Championship will be done by Swimming Canada.

The TA is required to hold swimming knowledge in the form of relevant accredited swimming officiating and or coaching. The TA must be currently certified.

Responsibilities of TA

The TA is responsible for advising the Referee, Chief Inspector of Turns, the Judge of Strokes and the Starter about the adaptations and exceptions of swimming rules as they pertain to individual para swimmers.

The TA shall report any infringements of IPC Swimming Rules to the Referee immediately.

The TA shall disqualify any swimmer for any violations of the rules.

Protocol for Championships

- TA attends all Senior officials’ briefings including Stroke and Turn
- TA provides a briefing on rules and rule exceptions for each session
- TA is available during all events in which there are Para swimmers.
- TA walks the deck during the events in which there are Para swimmers.
- When a swimmer is being sited by an official for a DQ, the official bring the DQ to the Referee who consults with the TA prior to the final ruling. If it is a DQ the swimmer/club will be informed as per the normal channels for a DQ.
- When the TA is identifying a DQ, the TA advises the Referee and the swimmer will be disqualified. The swimmer/club will be informed as per the normal channels for a DA.

Awards Ceremonies

Medals

- When the medal winners include a Para swimmer in a wheelchair and the podium is not accessible the medals should be given out in front of the podium.
- When hosting a Para-Swimming Championship Competition, the Para awards should be given at the same time as the equivalent able body event.
- In the event that Para event is a timed final in the morning, the Para medals should be given in the evening session with the able bodied swimmers.