



SUMMER SWIM MEET TEMPLATE

2024 05 06

This template is to be used for Summer Swimming Competitions.

This page is NOT to be included as part of your Meet Package that you send to the referee for review and then for uploading for sanctioning. Please delete this page after you have finished your draft. Read all the instructions on this page first before deleting this page.

All officials must be properly trained, having taken the appropriate Officials Training clinic for the position they will work the day of the swim meet. This includes both the Meet Manager and Co-Meet Manager if there is a Co-Meet Manager, as well as an Administration Desk (formerly called Clerk of Course). All meets must have an Administration Desk clerk.

This template and all sections in this document must be used in the same order when creating your summer meet package. Please do not use last year's meet package to make the necessary changes/updates; start fresh with this document to produce your 2024 meet package to ensure you do not miss anything. Also links have changed. If things in this document are not included in your meet package, then either the second Referee or the Meet Referee will return to you to add them.

KEY: Statements that must be included in your package are in:

- bold black
- Customize
- Notes – delete after completing task

Meet Managers PLEASE TAKE NOTE of all the following:

- 1) REQUIRED: Once you have your FINAL DRAFT of the meet package done, you MUST send it to the second referee (name of person that is in blue colored font and with the underline on the meet schedule) BEFORE uploading to the Swimming Canada RTR system for sanctioning.
- 2) REQUIRED: All sanction applications must be uploaded to the Swimming Canada Registration, Tracking and Results (RTR) online system. This is done with a Meet Manager login. If you do not have a Meet Manager login, then please contact your Club Registrar to set one up for you. [RTR login access for Meet Manager](#). When uploading your meet package to the sanction chair, **it must be uploaded to the Swimming Canada RTR site via an MS Word File** or a file type that is compatible with MS Word (i.e. rtf) so that any necessary revisions can be made.
- 3) Please remember that all the Referee's are volunteers just like you, therefore do not expect your meet package to be reviewed and sanctioned immediately. After sending to the second Referee if you have not heard anything after 3 or 4 days, please do not be afraid to reach out to him/her with a friendly reminder.
- 4) Rule Book – Swimming Rules have been revised and the new rule book can be found at: [Swimming Canada Rules – Swimming Canada](#)
NOTE: there are no hard copy rule books to purchase. Print your own from this page.
- 5) In addition, there are also facility rules, which supplement the rule book. The facility rules are in a stand-alone document and can be found here: [Facility Rules](#)
- 6) **DQ's** – DQ slips have been updated. The newest version has the date of Sept 25, 2023 in the bottom right-hand corner. Please destroy any old DQ slips you have; they are not to be used at meets this summer. You may download from the [Swim Sask website](#) and print your own.
- 7) Number of Officials – the number of officials on deck must meet the minimum as outlined in the Rule Book. All Clubs must strive to have a full complement of officials, as a full complement of officials ensures a fair and equitable competition for all swimmers. Contact your Meet referee to find out their expectations on staffing your competition.

LINKS

- [Swim Saskatchewan Website: Homepage](#)
- [Swim Saskatchewan Meet Hosting](#)
- [Swimming Canada RTR Login](#)
- [Events & Results – Swimming Canada](#)

INSERT NAME OF SWIM CLUB INVITATIONAL SWIM MEET

Note to Meet Managers - To enter information in this area, right mouse clicks in this area, then click on "edit Header". When finished editing click on "close header and footer"

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SANCTION NUMBER: the sanction number will be inserted once Meet Referee give the okay for it to be sanctioned

- Swimming Canada Warm-up Competition Safety Procedures will be in effect at this competition. [Link](#)
- Current Swimming Canada Rules will apply except as specifically modified in this meet package - [Rules](#)
- World Para Swimming Rules and Regulations will apply for any Classified Para swimmers – [Rules](#)

DATE: [Insert date of meet](#)

TIMES: Warmups Start Time: End Time:
NOTE: warm-ups need to end 10 minutes prior to competition start time to allow sufficient time for lane ropes to be tightened, and to do a timing test etc.

Session 1 Competition Start Time:
Session 2 Competition Start Time:
Coaches Meeting: time to be set prior to warm-ups; not during warm-ups
Officials Meeting: suggested time is approx. ½ hour prior to competition start time

Warm-Up Notes:

- Warm-ups need to end 5 to 10 minutes prior to competition start time.
- Notes - Clubs can use their own discretion to determine whether warm-up will be a single or split warm up and if split how to split (i.e. via ages or via club etc.)

Session/Competition Notes:

- Summer Clubs are asked to break the one-day meet into at least two sessions, each session no longer than 3 hours to assist with assigning officials and have officials able to work in a different position.

Meeting Notes:

- Provide the time of a coaches meeting if you intend on having one. Suggest that coaches meeting is prior to warm-up so that coaches are not taken off deck during warm-ups.
- Provide time of Officials Briefing. Suggestion is 30 – 40 minutes prior to the start of the competition. Review with your Meet Referee.
- You may also want to include a statement that says: Meet Management reserves the right to change session start times once entries are received. Coaches will be notified should the session start times change.

LOCATION: [Name of Facility:](#)
[Address:](#) [Phone:](#)

FACILITY: 25 Metre, # [___](#) Lanes, [Outdoor or Indoor](#) Pool

Non-turbulent Lane Markers, Dolphin Electronic Watches
Hy-Tek Meet Manager Software

Depth at start end [_____](#) Metre Depth at turn end: [_____](#) Metre

Notes:

If turn end is only 1 meter deep then you must also have the following in your meet package. If turn end is 1.2 meters deep or greater than you do not need the following:

[Swimmers must exercise caution when doing their turns as water is shallow If turn end is 1 meter deep and you are offering 4 x 25-meter relays then you must also have the following in your meet package: There will be no diving at the turn end of the pool, 2nd and 4th place relay members must start in the water from a push.](#)

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MEET MANAGER: Name
 Contact Info

CO-MEET MANAGER: Name
 Contact Info

To help host clubs we suggest having 2 Meet Managers who can share/split duties. Make sure that each person is clearly identified as to who is the Meet Manager and who is the Co-Meet Manager if there is one.

Both the Meet Manager and the Co-Meet Manager MUST take the Meet Manager Officials Clinic prior to the day of the swim meet.

NOTE: there can only be 1 person listed as Meet Manager in the RTR when uploading for sanctioning.

OFFICIALS COORDINATOR - include all contact information so officials know how to sign up to volunteer.

MEET FORMAT: **Sprint, Full or Combination** - (see definitions on page 3 of Summer Swimming Policies [Here](#))

OFFICIALS: Include information specifically for officials

- Include how to sign up to officiate and deadline.
- Include Officials Coordinator Contact info
- State if you will provide hospitality or not.
 - Suggest that you encourage people to bring their own water bottle.

ELIGIBILITY: Add whether your meet is only open to Summer Swimmers from Saskatchewan or whether you will allow out of province or out of country swimmers.

Insert one of the following:

OR Open only to swimmers registered as Summer Swimmers in the province of Saskatchewan

OR Open to swimmers registered as Summer Swimmers from other provinces and from out of country as long as swimmer is a registered with their provincial section and Swimming Canada or their Country National Sport Governing Body

NOTE: If allowing registered summer swimmers from other provinces and from out of country, then you also need to state whether it is only as exhibition.

Entries will only be accepted for summer swimmers who are currently registered in the Swimming Canada registration database and having a Swimming Canada 9-digit registration ID number, unless the swimmer is registered with and representing a foreign World Aquatics affiliated federation.

Only swimmers seven (7) years of age and older may compete in sanctioned competitions. Swimmers must be at least seven (7) years old as of April 30, 2024.

As per policy SC-2, swimmers that were registered with a Winter club during the period of Oct 31, 2023 to April 30, 2024 and are now a member of a Summer Club, may compete as Exhibition.

Each event entry for an Exhibition swimmer must be checked in the "EXH" box in Hytek Team Manager or Team Unify entry file.

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INVITATIONAL SWIM MEET

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ENTRY DEADLINE: All entries must be uploaded to the Swimming Canada entries site: [Swimming Canada Meet Entries](#), by 9:59 pm. *Insert date.*
Entries will not be accepted by email.

NOTE: The RTR system will automatically not allow any entry files to be uploaded after the entry deadline date. Clubs set their own deadline date, except for Semi- Finals. The entry deadline date for Semi-Finals is set out in the Summer Swimming Technical Package.

Please also include the following 2 statements:

- All Attending coaches must be listed when uploading the entry file.
- If a coach from the same club as the swimmers is not attending the meet, then you must inform the meet manager via email, what coach and club is responsible for coaching your swimmers.

ENTRY FEES: Entry fees: (insert amount)

Note to Meet Managers - Clubs can set their own entry fees. It can be a flat fee to enter the meet or a \$ amount per individual event and a \$ amount per relay.

Please make cheque payable to _____ or send e-transfer to: _____

No refunds are provided for scratches after the meet entry deadline.

ENTRIES:

Swimmers are limited to a maximum of _____ individual events.
(Meet Managers may set their own event maximum.)

Swimmers are limited to a maximum of _____ relay events (this would include swimming in a relay in own age category as well as swimming up an age category.

Swim times must be entered in short course meters.

All entries (Individual and Relay) must be uploaded to the [Swimming Canada entries site](#) via a Hy-Tek or Team Unify Entry File. No entries will be accepted by email.

Relay entries must also be uploaded prior to the entry deadline date.

Each event entry for any swimmer that was registered with a Year-round Age Group club during the period of Oct 31, 2023 to April 30, 2024 must be checked in the **"EXH" box in Hytek Team Manager file** or Team Unify File.

RELAY ENTRIES:

State whether Relay entries must be submitted with or without names.

If you say that names must be submitted with entries, then you must also state when relay names or name changes will be accepted until. If running relays at the start of the meet, then something like:

Relay names or name changes shall be accepted up to 30 minutes prior to the start of the competition starting in each session.

Up to two (2) swimmers from a younger age category may be moved to be part of a relay team in an older age group

All relays are gender specific, except for the 7 & 8 relays, which are mixed.

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You must then also state if the 7 & 8 relays must be comprised of 2 swimmers of each gender or if they can be comprised of any combination of gender. (i.e. 3 females and 1 male).

NOTE: if allowing relays of any combination of gender then you must state: Mixed relays that are comprised of any combination of gender become exhibition and will not be scored.

Notes: Do NOT multi age relays. There have been lots of issues with this. Either run your relays with a separate event # for each age category or just as an Open Relay without multi aging.

- If a relay is called 18 & over then clubs may include 2 swimmers from a younger age, but 2 swimmers must be aged 18 or over.
- If Relays are being held as Open, then that means no age categories. An Open Relay means you could have a 7-year-old, an 11-year-old, a 15-year-old, and a 22-year-old all on the same relay.

Optional Meet Managers may add if a club can only enter a certain number of relay teams per age group and gender.

DECK ENTRIES: Deck Entries are only for swimmers already entered in the competition, and have passed entry registration validation, to swim additional swims in empty lanes. Deck entries are not for new swimmers to enter on the day of competition.

State whether deck entries will be allowed or not. **NOTE:** Deck entries include individual and relay entries. If going to allow deck entries, then you need add the following:

Deck Entries may be allowed at the discretion of Meet Management and only if space permits; additional heats will not be created.

Deck Entries are 'exhibition' and therefore will not be scored

Deck Entries for Relays may be combination teams made up of swimmers from two (2) or more clubs.

Will there be a cost for Deck Entries? Include details if there is a cost.

COMPETITION: All events will be swum as time finals.

Events will be swum via the following age categories:

Insert the age categories of how the events will be swum

As per technical package Item #3 Clubs have the choice of swimming the events via individual age groups or combining age groups to better utilize pool space. I.e. two age categories such as: 10 & under and 11 & over

NOTE: Meet management reserves the right to combine events and/or heats as necessary.

EVENTS: A List of Events can be found at the end of this document.

You may only choose events that are listed in the Permissible Events it Item 2.2 on page 3 of the [Summer Swimming Technical Package](#)

If you are having 200 m events that would allow 9 & 10 year olds to swim in them, then you must include the following statement: 9 & 10 year old swimmers can only be entered in the 200m events if they are technically proficient (rarely disqualified) in the 100m of that same stroke/event.

If you are offering 400 Free, then you must include the following statement: Swimmers entered in the 400m Free event should have swum this event in practice prior to entering it in a meet and have recorded a time in practice under 8 minutes.

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SEEDING: If events are via age group, then the wording for seeding in the meet package should be as follows:

All events will be seeded by age and time and will swim slowest to fastest.

OR: If your meet is to be seeded by time, with no respect to age group, then the wording should be:

All events will be seeded according to time and will swim slowest to fastest

Male and female events will be swum separately, except for 7 & 8 relays.

START: One of the following must be inserted into your meet package.

- i. Starts will be conducted from Starting Platforms (blocks) as per World Aquatics Rule II.16.1.4 and Swimming Canada Rules 4.1
- and/or
- ii. Starts will be conducted from the Deck or Bulkhead as per Swimming Canada Rule C4.1.1
- and/or
- iii. In-water starts will be conducted as per Swimming Canada Rule C4.1.2

NOTE: At the Referee's discretion, swimmers may be required to stay in the water, along the lane ropes, at the completion of their race to allow for the next heat to begin, except for backstroke and relays.

SCRATCHES: Scratches simply create empty lanes, as there shall be no re-seeding. Scratches may be made at any time without penalty except for loss of entry fee. Clubs are requested to report any scratches no later than 30 minutes prior to the start of the session.

SCORING: Scoring will be as follows:

For Club Invitational meets, clubs may set their own scoring or can use the scoring as listed in the Summer Swimming Technical Package. For Semi-Finals and Provincial Finals, the scoring is set out in the Summer Swimming Technical Package.

AWARDS: List what awards will be given

Clubs are encouraged to offer bell heat prizes or draw prize opportunities for new personal bests or competing in a new event for the first time. Be creative and have fun.

Exhibition swimmers do not score points, nor can they receive awards.

NOTE: Awards for Semi-Finals and Finals are set out in the Summer Swimming Technical Package.

RESULTS: Results for individual events will be done via the following age groups as per the summer swimming technical package item 3.1:

7 & 8; 9 & 10; 11 & 12; 13 & 14; 15 – 17; 18 & Over

Relay results will be done in the following age groups: **insert ages**

Result file will be uploaded to the Swimming Canada RTR within 24 hours of conclusion of meet; coaches may access results from there.

NOTE: Best practice is to upload at the end of the competition.

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NOTE: Reminder of rule C13.3.3 that states Officials splits will be reported as a separate event in the meet results. Make sure that whomever is running the computer during the meet is aware of this. If a coach asks for a split in the 100 Breast event and it is event #23, then their 50 breast split must be recorded as a new event number. Use 900 series event numbers for splits. In this case you would call it event # 923

If results will be available on Meet Mobile, make sure to include the following statement: **"Unofficial results will be available on Meet Mobile"**

NOTE: Instead of going back to printing a bunch of pages of results, consider being environmentally friendly and Do not print results for every club; instead print and post results in a few locations

NOTE: Host club must maintain a signed copy of official results (for one year), and the matching electronic file is then uploaded in the Swimming Canada system

All infractions will be reported to the Referee and the Referee will report the disqualifications to the coaches or disqualifications may be announced through the P.A. system.

Only a team's coach may approach the Referees about a decision or complaint and may submit protests as per Rule 13.1

PROGRAMS: Will be printed for coaches.
Advise you will be selling them to parents/spectators and how much.

NOTE: Instead of going back to printing, for parents/spectators please consider being environmentally friendly and have Heat sheets/meet programs posted online on Meet Mobile, or other mobile applications, or club websites as a pdf document. They may be printed and posted if you so desire.

OFFICIAL SPLITS: You must state the process for requesting Officials Splits in your meet package.
Suggested wording: Official split request must be submitted to Meet Management a minimum of XX minutes prior to the start of session or XX minutes prior to the start of the event.

MEET SAFETY RULES: Safety marshals will be on deck during warm-ups.

During warm-ups, no swimmer shall enter the pool by a dive.
Exception: During the last _____ minutes of the warm-up period, all lanes will be designated for diving to reduce gathering. During this period, diving and one-way swimming only will be allowed. After the dive the swimmer must swim to the end of pool and exit the pool.

NOTE: if you assign warm-ups via club, then you could also allow the coach to do dive starts whenever they want within their lane. They would still need to do one-way swimming to the end of the pool and then get out.

Warm-ups need to end 5 to 10 minutes prior to competition start time.
Clubs are encouraged to use their discretion for maintaining a single or split warm up based on the number of entries per session, particularly when younger and older swimmers are competing at the same session together.

It is the responsibility of the coaches to ensure that all swimmers are aware of and adhere to these safety rules, and to all the rules of the facility.

Insert safety rules that are applicable to your pool and/or club, i.e.:

- No glass on pool deck
- No Sunflower seeds
- No metal Chairs
- Not responsible for lost or stolen articles
- Must stay out of hot tub

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OTHER MEET RELATED INFORMATION:

This area may not be applicable. This is where you will put information related to:

- Concessions
- Accommodations
- List any community info: (I.e. discounts at stores or restaurants for event participants.
- Sales
- Penny Parade
- Responsibilities of swimmers or club etc.

PHOTOGRAPHY/VIDEOGRAPHY:

- In order to minimize risk, all photographs and video taken at Swimming Canada/Swim Saskatchewan sanctioned competitions, whether taken by a professional photographer or videographer, spectator, team support staff or any other participant, must observe generally accepted standards of decency. Under no circumstances are cameras or other recording devices allowed in the area immediately behind the starting blocks during practice or competition starts, or in locker rooms, bathrooms, or any other dressing area.
- For full details see the Event Photography and Videography Procedure Policy found [HERE](#)
- Clubs may appoint one official photographer for their club to be granted access to a designated area/working deck. Please contact Meet Manager prior to the competition for permission.
- Meet Management may issue an accreditation/name tag identifying such person. If a tag is issued; then it must be worn at all times.

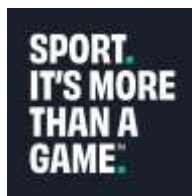
SAFE SPORT:

- Swimming Canada and Swim Saskatchewan 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.
Swimming Canada Safe Sport Policy found [HERE](#) and other Safe Sport Resources [HERE](#).
- Only participating swimmers, officials, registered coaches, and authorized people are allowed on deck.
- Swim Saskatchewan and Swimming Canada have signed onto the Responsible Coaching Movement, which means that all interactions between an athlete and an individual who is in a position of trust should normally, and wherever possible, be in an environment that is **both "open" and "observable" to others.**

SWIMWEAR:

All swimmers are permitted to race with the swimwear of their choosing at all competitions sanctioned by Swim Saskatchewan. It is not required to declare the choice of swimwear to the Referee, if the fabric of the swim wear is a permeable open mesh textile and would not reasonable be seen to create a technical advantage in terms of speed, buoyancy, or endurance.

Please include the following logos in your meet package and meet program/heat sheets somewhere. You can save the image or resize to re-use.



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LIST OF EVENTS:

As per the Summer Swimming Technical Package under section 4.1.2 – *“Two swim meets prior to northern/southern semis should include all the events offered at semis”*. Therefore, make sure you reference the meet packages that have already been sanctioned, or contact the other clubs in your region (north or south) that are hosting meets prior to yours to see what events they are going to offer.

You are to list the events and the order of events that will be offered at the meet.

Only events listed in Permissible Events in item 2.2. on page 3 of the [Summer Swimming Technical Package](#) can be offered.

When determining your list of events remember the following:

- 7- and 8-year old's may only swim 25 and 50 meter in each stroke and the 100 IM
- 7- and 8-year-old Relays may only be 100-meter relays (4 x 25) and are mixed gender.
NOTE: you must then also state if the 7 & 8 relays must be comprised of 2 swimmers of each gender or if they can be any combination of gender (i.e. 3 females and 1 male.) If any combination of gender, then you must state: Mixed relays that are comprised of any combination of gender become exhibition and will not be scored.
- Relays for all other age groups may be offered as either 100 meter or 200 meters.

Reminder: If you are having 200 m events that would allow 9 & 10 year olds to swim in them, then you must include the following statement: 9 & 10 year old swimmers can only be entered in the 200m events if they are technically proficient (rarely disqualified) in the 100m of that same stroke/event.

If you are offering 400 Free, then you must include the following statement: Swimmers entered in the 400m Free event should have swum this event in practice prior to entering it in a meet and have recorded a time in practice under 8 minutes.

For Semi Finals and Provincial Finals, the events and the order of events are listed in the Summer Swimming Technical Package item #5. These cannot be changed, nor can the order be altered.

EXAMPLE FORMAT EVENT LISTS: These are examples to help illustrate how to number and list the events if you are running the meet via age categories. This does not include all permissible events or the order to offer them in. You MUST look in the Summer Swimming Technical Package to see all of the permissible events and decide what events you are going to offer which are dependant on the type of meet you offer (Full, Combination or Sprint). Ensure you list Session Number.

EXAMPLE FORMAT A: for seeding/running the meet via all age categories.

<u>Girl's Events</u>	<u>Age Group</u>	<u>Event Name</u>	<u>Boy's Events</u>
Session # 1 (insert start time)			
1	11 & 12	200 Free	2
3	13 & 14	200 Free	4
5	15 – 17	200 Free	6
7	18 & Over	200 Free	8
9	7 & 8	25 Fly	10
11	9 & 10	25 Fly	12
13	11 & 12	25 Fly	14
15	13 & 14	25 Fly	16
17	15 – 17	25 Fly	18
19	18 & Over	25 Fly	20
21	7 & 8	25 Breast	22
23	9 & 10	50 Breast	24
25	11 & 12	100 Breast	26
27	13 & 14	100 Breast	28
29	15 – 17	100 Breast	30
31	18 & Over	100 Breast	32

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You may only choose events that are listed in the Permissible Events (item 3.2. on page 3) of the [Summer Swimming Technical Package](#)

EXAMPLE FORMAT B: for seeding/running the meet via just 2 or 3 age categories.

<u>Girl's Events</u>	<u>Age Group</u>	<u>Event Name</u>	<u>Boy's Events</u>
Session # (insert start time)			
1	11 & Over	200 Free	2
3	10 & under	25 Fly	4
5	11 & Over	50 Fly	6
7	10 & under	50 Fly	8
9	11 & Over	100 Fly	10
11	10 & under	25 Breast	12
13	11 & Over	100 Breast	14
15	10 & under	50 Breast	16
17	11 & Over	50 Breast	18
19	10 & under	25 Free	20
21	11 & Over	50 Free	22
23	10 & under	50 Free	24
25	9 & 10	100 Free	26
27	11 & Over	100 Free	28

Reminder: If you are having 200 m events that would allow 9 & 10 year olds to swim in them, then you must include the following statement: 9 & 10 year old swimmers can only be entered in the 200m events if they are technically proficient (rarely disqualified) in the 100m of that same stroke/event.

If you are offering 400 Free then you must include the following statement: Swimmers entered in the 400m Free event should have swum this event in practice prior to entering it in a meet and have recorded a time in practice under 8 minutes.

EXAMPLE FORMAT C: for when seeding the entire meet via time only and no age categories. Only events eligible for all ages can be offered as Open.

<u>Girl's Events</u>	<u>Age Group</u>	<u>Event Name</u>	<u>Boy's Events</u>
1	11 and Over	200 Free	2
3	7-10 years	100 Free	4
5	Open	50 Fly	6
7	9 and Over	100 Breast	8
9	Open	50 Back	10
11	7-10 years	100 IM	12

Reminder: If you are having 200 m events that would allow 9 & 10 year olds to swim in them, then you must include the following statement: 9 & 10 year old swimmers can only be entered in the 200m events if they are technically proficient (rarely disqualified) in the 100m of that same stroke/event.

If you are offering 400 Free, then you must include the following statement: Swimmers entered in the 400m Free event should have swum this event in practice prior to entering it in a meet and have recorded a time in practice under 8 minutes.

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Summer Swimming Code of Conduct

The behavior of all persons (swimmers, coaches, volunteers, officials, and spectators) in attendance at a sanctioned swim meet must abide by the Swim Sask Safe Sport policies; which can be found [HERE](#)

Adding the following Code of Ethics to a meet package is optional. Meet Manager's may change this as per their club rules and/or pool rules. What Meet Managers may want to put in the meet package is the following:

CODE OF ETHICS

All persons participating or competing in the Swim Saskatchewan Summer Swimming program are asked to comply at all times with the spirit and intent of these rules. Thus, through their individual and collective demonstration of sportsmanship and fair play in action, the achievements of Summer Swimming purposes may be enhanced.

1. Each pool has a dedicated group of parents who work hard to make the swim meets run smoothly. Because all Clubs involved in the Summer Swimming Program have pools built primarily for recreation, none are ideal for competitive swim meets. Also, most pools have rules set by others than just swim club parents. If you are a visitor, be tolerant of problems and difficulties of the home team. They have to live with their pool and its problems more often than you do. If you have a suggestion for a solution to a problem, offer it tactfully. Gripping about things that can't be changed, accomplishes nothing.
2. Remember, all officials are volunteers. Assume that each official is doing his/her best to be accurate. Nothing is gained by challenging a judgment different from the one you think you would have made.

If you are not a team representative and you think that there is an impropriety, a mistake, or an unfair decision, take it up with the right person - usually your team coach or Club President. These are the people you have chosen to represent your team. They may be able to explain a puzzling action or decision and if a protest needs to be made, they are the ones authorized to take such action.
3. Remember that rules are made to provide a basis for fair competition and to help swim meets run smoothly. Use of rules to prove superior knowledge, harass the other team or to move the competition from the swimmers in the pool to the officials on the deck, frustrates the reason for rules.
4. Don't jump to conclusions. If the actions of a spectator, swimmer, coach or official seems strange to you, find out what the person is doing and why before assuming wrongdoing on his/her part.
5. Anyone can make a mistake - even you! If the error is made by another, correct it courteously through proper channels.
6. Officials and swimmers work closely together. Even mumbled words may reach many ears. Watch your language!
7. It is strongly recommended that visiting teams observe and heed the host pool's rules and regulations pertaining to the safety and the conduct of its members, before, during and after all Summer Swimming meets.