



This document has been created to help with preparing meet packages for sanctioned competitions and has been prepared in consultation with: Marni Caldwell, Swim Sask Meet Sanction Chair, Vice President, Administration Swim Sask Board of Directors, Level V official.

Meet Managers are requested to **use all 28 sections in this document** when writing the meet package and to put them in this **same order** as this will help the Meet Referee and Sanction Chair when reviewing your meet package and help speed this process. **Please do not use last year's meet package** to make the necessary changes/updates; start fresh with this document to produce your 2021-2022 meet package (s) to ensure you do not miss anything. If things in this document are not included in your meet package, then either the Meet Referee or Sanction Chair will return to you to add them. A editable (word version of this document can be found on the Swim Sask website for easy use: <http://www.swimsask.ca/officials/meet-hosting.html>

Please refer to the document titled: [Competition Guidelines 2021-2022](#) to ensure that competition is planned and run as safely as possible following Swim Sask COVID-19 measures/guidelines.

Key: COVID-19 items in this document are included in RED

## IMPORTANT INFORMATION AND LINKS

The most current rule book is dated Feb 28, 2018, so ensure that you are referring to it. A pdf copy can be found here [Rule Book](#)

In addition, the facility rules, which supplement the rule book, are now in a new stand-alone document. The Facility Rules document can be found here: [Facility Rules](#)

Send the final draft of your meet package to your Meet Referee to review PRIOR to uploading to the Swimming Canada Meet List site for sanctioning. At time of writing, the Referee schedule is not yet available. When Referees have signed up, The List of Referees for each competition will be posted here: [Referee List](#)

## REQUIRED:

All sanction applications must be uploaded to the Swimming Canada 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.

## LINKS

[Swim Sask 2021-2022 Competition Guidelines](#)

[Swim Saskatchewan Meet Hosting](#)

[Swim Saskatchewan COVID-10 Information](#)

[Swim Saskatchewan Website: Homepage](#)

[Swimming Canada RTR Login](#)

[Events & Results – Swimming Canada](#)





## Meet Package Information:

Your meet package must include the following information/sections, and in some cases must include the actual statements given. **Statements that must be included in your package are in bold font (red or black).**

1. **Sanction #:** (NOTE: the sanction number will be inserted by the Sanction Chair upon approval)

2. **Must include the following 3 statements in the document:**

NOTE: (If you do a copy and paste of everything below, then the links should still work in your document)

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

3. **Covid-19 Safety protocols**

i. **Include the following statement:**

**Covid 19 Safety Protocols will follow provincial, municipal, and Swim Sask guidelines and will be subject to change. Changes will be communicated with clubs as needed.**

- ii. Include any facility related rules, guidelines etc. (i.e. masks mandatory, required to provide proof of vaccination etc.)
- iii. If masks are not mandated by the government or the facility, then be sure to include the following Swim Sask statement: All spectators, swimmers, coaches, and officials are requested to be masked during the competition except when in the pool.
- iv. If proof of vaccination is not mandated by the facility, then include the following Swim Sask statement:  
Due to the current risk associated with Covid-19, Swim Sask highly recommends:
  - a) Only vaccinated swimmers, coaches, officials, volunteers and spectators attend swimming competitions
  - b) Those that are not vaccinated, not travel to swimming competitions until such time as they can be vaccinated.
- v. State whether spectators are allowed or not.
  - a) If allowed state how many per swimmer and state where they will be requested to sit (i.e. where is the spectator area).

4. **Must include the following 2 statements in the document:**

i. Heading: **Photography/Videography**

- a. **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.**
- b. **For full details see page 3 of the Swimming Canada Photography Procedure found** [HERE](#)



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- c. 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.
- d. Meet Management may issue an accreditation/name tag identifying such person.
- e. If a tag is issued; then it must be worn at all times.

### ii. Heading: Safe Sport

- a. 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. For Swimming Canada Safe Sport Policy please click [HERE](#). For additional Safe Sport Resources please click [HERE](#) and then see the various links on the menu on the right hand side. Only participating swimmers, officials, certified registered coaches, and authorized people are allowed on deck.
- b. 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.

### 5. Name of Meet, Dates of competition and name of club (s) hosting the meet.

Also include if only certain clubs or provinces are invited or if it is open to any club in the county.

### 6. Session Times:

- a. Provide time of Warm-up and Competition Start time for each day and session.  
NOTE: Warm-up's 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.
- b. Provide time of 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.
  - i. It is requested that everyone wear a mask during the meeting and try to maintain physical distancing as much as possible.
  - ii. When possible, move these meetings outdoors or a few days ahead via Zoom
- c. Provide time of Officials Briefing. Suggestion is 30 minutes prior to the start of competition.
  - i. It is requested that everyone wear a mask during the meeting and try to maintain physical distancing as much as possible.
  - ii. When possible, move these meetings outdoors or a few days ahead via Zoom
- d. You may want to also include a statement that says: Meet Management reserves the right to change session start times once entries are received. Coaches will be notified should session start times change.

### 7. Location: Name of Facility, Address and Phone Number

### 8. Facility:

- a. # of Lanes that will be used.  
NOTE: # of lanes being used could be different for prelims and finals,  
Also, you don't have to use all lanes of a pool (i.e., if a facility is 10 lanes you could state that the competition is only being held in 8 lanes).
- b. Length of pool (advise if it is a 25 meter or 50-meter competition or a combination).
- c. Whether there will be any lanes available for warm-up and warm-down or not
- d. The type of Electronics system (i.e., Manual Watches, Daktronics, Aries, Dolphin etc.)
- e. Depth at Start end of the pool
- f. Depth at Turn end of the pool



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NOTE: If the turn end is only 1 meter deep or less, then you must also have the following statement in your meet package:

**Swimmers must exercise caution when doing turns as the water is shallow.**

- g. NOTE: If the turn end is 1 meter deep and you are offering 4 x 25-meter relays for a short course meet or 4 x 50 for a Long Course meet; then you must also have the following statement in your meet package:

**There will be no diving at the turn end of the pool, 2<sup>nd</sup> and 4<sup>th</sup> place relay member must start in the water from a push.**

9. **Meet Manager** and Co- Meet Manager if there is one

- a. 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. NOTE: there can only be 1 person listed as Meet Manager.
- b. Provide Name, Position and Contact Information

10. **Officials Coordinator** - include all contact information

11. **Eligibility** – you must include the following 4 statements:

- i. **you must include statement “a” below, and perhaps also “b” and/or “c” statements** if you intend on allowing master’s or summer swimmers.

- a. **Entries will only be accepted for Year-Round Age Group Club swimmers, who are registered in the Swimming Canada registration database and have a Swimming Canada registration id number which is 9-digits, unless the swimmer is registered with and representing a foreign FINA affiliated federation.**

NOTE: Please also make a statement as to whether you will or will not allow master’s swimmers that are registered in the master’s Open category, (which means that they are registered the same as a 15 & Over age group swimmer) to compete in the meet in the age group events. Add one of the following statements:

- b. **Entries will also be allowed for any master’s swimmers that are registered in the Masters-Open category.**
- c. **Entries will not be allowed or any master’s swimmers that are registered in the Master-Open category.**

NOTE: If your meet is during the period of May 1 to August 31, and you will allow Summer Swimmer that are registered in the Summer Open category, then add the following statement: **Entries will also be allowed for any summer swimmers that are registered in the Summer-Open category.**

- ii. **Swimmers must be a minimum of 7 years of age as of the 1<sup>st</sup> day of competition. Age group based on age of swimmer as of: {insert date of day 1 of meet}**
- iii. **PARA swimmers who are registered with Swimming Canada or a FINA affiliate are eligible to compete.**
- iv. Include the following statement: **Due to the current risk associated with COVID-19, Swim Sask highly recommends that only vaccinated swimmers, coaches, officials, volunteers, and spectators attend swimming competitions.**



- v. Include a statement on whether the competition is only open to clubs in Sask, certain Sask clubs only, or if you are allowing clubs from other provinces to attend (Closed, Open, Open to Select Clubs Only (list clubs))
  - If inviting out of province clubs, knowledge of the current COVID-19 situation in other province is necessary and a risk assessment should be done.
- vi. Include a statement in your meet package that states: **“As the host club, we have the right to deny a club from another area due to the covid situation in that area; regardless of competition numbers.”**

## 12. Qualifying Times – state if qualifying times are required or not.

- If there are QT's are required, must also state what time period they must be achieved in (i.e., all qualifying swims must have been achieved since Sept 1, 2017)
- You also need to state what qualifying times, if any, are required for Para Swimmers.

## 13. Entry Deadline Date - Provide the date that entries must be uploaded to the Swimming Canada System by along with stating that they must be uploaded no later than 9:59 p.m.

## 14. Entry Fees:

- Provide the cost for both individual and relay entries.
- Provide the name the cheques are to be made payable to.
- State some wording about fees such as:
  - All entry fees must be received on the first day of the meet prior to warm-up.
  - No swimmer/team will be allowed to start warm-up until entry fees have been paid.

## 15. Entries Refund Policy: Include the following statement:

- As per Winter Swimming Policy WC-4 [http://www.swimsask.ca/pdf/Policy\\_Winter\\_Swimming.pdf](http://www.swimsask.ca/pdf/Policy_Winter_Swimming.pdf)
- **Communicate any exceptions that the club may provide related to COVID-19.**

## 16. Entry Limit:

- Provide the maximum number of entries a swimmer may swim, and if it includes relays or not. This could be a max # per day or per meet maximum.
- State if there will be a limit to the maximum number of swimmers allowed into the meet. And the number. If there is a max # of swimmers, then include a statement such as:
  - Entries will be accepted on a first-come, first-entered bases, by the date and time the Entry file is uploaded.
  - OR when the meet reaches xxx entered swimmers, then next team in its entirety will be accepted.
  - OR This meet will have a maximum number of xxx swimmers. To reserve your spot, contact (give name and email address of person to contact).
- **Limit the number of swimmers and coaches on the deck at the same time.**
- **Include a statement on whether the competition is only open to clubs in Sask, certain Sask clubs only, or if you are allowing clubs from other provinces to attend.**

## 17. Entries: Must include the following statement:

- **All entries must be uploaded to the Swimming Canada Online Entries System. No entries will be accepted by email.**
- State whether Entry times are to be uploaded in SC or LC Meters and whether converted times will be accepted or not.
- State whether No Time (NT's) will be accepted or not.
- List name and contact information for any questions about entries if they are to be directed to someone other than the meet manager.



18. **Relay Entries:** State whether Relay entries may be submitted with or without names.
- If without names, then must also state when relay names and/or name changes will be accepted until. (i.e., 30 minutes prior to the start of the session, after event # x)
  - If Relays are being run in different age categories than the individual events, then list the relay age categories here.
  - If relays are mixed, then state if they must be 2 of each gender or if they can be comprised of any combination of gender.

NOTE: If relays are being held as Open, then that means no age categories. An Open Relay means you could have a 7-year-old, a 11-year-old, a 15-year-old, and a 22-year-old.

19. **Deck Entries:** Need to state whether Deck Entries will be allowed or not.  
If allowing Deck Entries, then also provide the cost.

If you will allow, then suggest using the word “may”.

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

If allowing Deck Entries, then also state for all events or if there are any exceptions. i.e., Deck entries are not allowed in the 800 and 1500 Free events. If no exceptions, then don't need to say anything.

If you are going to allow, then you need to include the following:

**Deck entries are for additional swims for swimmers already entered in the competition and have passed registration validation, to swim additional swims in empty lanes. Deck Entries are not for day of competition entries.**

If allowing Deck Entries, then you need to include the following statement:

**Deck entries are “exhibition” and therefore will not be scored nor advance to finals.**

## 20. Meet Format/Competition

- Need to state if the events being run as Time Finals or Heats and Finals or mix of some events Time Finals and some events heats and finals?
- If there are events with heats and finals, then need to also say whether just an “A” Final or if there are both “A” and “B” Finals.
- If both A and B finals, then will there be a B final regardless of number of entries or will it require a certain number of entries before offering the “B” Final.
- If offering both A and B Final, then you also need to state which Final will be swum first. I.e., The “A” Final swims first followed by “B” Final.
- State if there will be a maximum number of entries for a specific event.
- State that Males and Females will compete separately.
- Include the following statement: **There are no PARA-specific events or entry standards.**
  - Clubs are encouraged to break sessions in a manner that will decrease the number of swimmers and coaches on the deck at the same time. (I.e., run the sessions via age groups instead of bringing swimmers of all ages to the pool together at the same time.)

NOTE: Meet managers – the following does not need to be put into your meet package, but you need to be aware, that Para swimmers could be entered in an event but swim a shorter distance.

I.e., entered in the 400 Free but will only swim 200 Free.

Their time for swimming the 200 will be approximately the same as the 400 Free

Coaches have been advised that they must speak to Meet Manager and Referee regarding this.

This will involve you creating a new event the day of the meet to record these 200 Free results; same as you would if a coach asked for an official split.



## 21. Seeding:

- State whether it is Senior Seeded or via age categories. If via age categories, then also need to state what the age categories are
- State how the events will be seeded. I.e., slowest to fastest or fastest to slowest (the norm is slowest to fastest.)
- **Para swimmers will be seeded according to their entry time.**
- If your meet has distance events (800/1500 Free) state, how will they be seeded – slowest to fastest or fastest to slowest? (The norm for distance events is fastest to slowest)
- State how you will be swimming the distance events. I.e., Alternating Female and Male?
- State whether the Distance events will be swum 2 swimmers per lane.

NOTE: As per new Facility Rule CFR 2.5.2 to swim 2 per lane, lanes should be at least 2.0 meters wide. Please ensure you measure your lane width prior to determining if running 2 per lane.

## 22. Start

- **One or more of the following must be inserted into your meet package.**

NOTE: If Competition will/may be double ended, then more than one of the below may need to be included to distinguish between ends:

- Starts will be conducted from Starting Platforms (blocks) as per FINA FR 2.3 and SW 4.1.**

and/or

- Starts will be conducted from the Deck or Bulkhead as per Canadian Facility Rule CFR 2.3.1 and CSW 4.1.1.**

and/or

- In-water starts will be conducted as per Canadian Facility Rule CFR 2.3.1 and CSW 4.1.2.**

- **NOTE: Clubs will need to create one-way flow of 'traffic' to help keep participants moving. Provide a map or on-site directional signage.**

## 23. Scratch rule: You must put a scratch rule in your package.

- Make sure that it makes sense for the format of the meet.
  - i.e. if the format has both heats and finals as well as some event that are timed finals, make sure that the scratch rule covers all these types of events.
- For a Timed Final meet, a suggested scratch rule is:
  - Scratches from heats simply create empty lanes, as there will be no re-seeding.
  - Scratches from heats may be made at any time without penalty except for loss of entry fee.
  - Clubs are requested to report any scratches no later than {insert time}

NOTE: There does not have to be a monetary penalty for not scratching. If you are going to quote a rule, make sure to read that rule and ensure that it makes sense for your type of meet.

## 24. Scoring

- For Club Invitationals, clubs are requested to not include any form of team scoring, or offer any awards based on athlete rank or cumulative point score (i.e., medals, high point awards, etc.). Scoring and awards will be left to Championship competitions (i.e., Junior Provincials and ManSask) only.

## 25. Awards

- Need to state if there are awards or not. If there are awards, what are they.
- 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.



## 26. Results

- Must state the age categories the results for both Individual and Relay will be reported in.
- Provide website URL link if you will be running Hy-Tek Live
- If results will be available on Meet Mobile, make sure to include the following statement: “Unofficial results will be available on Meet Mobile”
- Heat sheets/meet programs/results should be posted online on Meet Mobile, or other mobile applications, or club websites, where possible (posting paper results is discouraged to help reduce crowding).
- Electronic or virtual awards should be considered.
- Host club will maintain a signed copy of official results (for one year), and the matching electronic file is then uploaded in the Swimming Canada system.

## 27. Meet Safety Rules

- Suggest stating if there will be a certain time during the warm-up, which lanes will be designated as diving lanes and if there will be pace lane(s) or not, and if so, what lanes those will be.
- You may want to include the following statement:
- depending on the number of Para swimmers, and their sport classes, entered in the meet; there may be one lane during warm-ups for Para swimmers only.
- Additional COVID-19 measures that the club and/or facility requires.
  - All swimmers, coaches, officials, volunteers and spectators are requested to wear masks.

## 28. General or Facility Information

- Responsibilities of swimmers or club etc.
- Food allowed on deck or not
- Additional COVID-19 facility measures or requirements

NOTE: – ensure communication is held with the facility prior to submitting meet package for sanctioning as to what COVID-19 measures will be required.

## 29. Officials

- Include information specifically for officials – masks must be worn, bring own water bottle, food will not be served, facility requires everyone over the age of 18 to provide proof of vaccination etc.
- State if you are accepting officials from other areas or not. (Current good practice due to the pandemic, is to try to only have officials from the same location).

## 30. Event Schedule/Order of Events

- Provide a list/table of the events, the age category (if applicable for each event) and the events numbers for both Female and Male events.
- Meet Manager should work with your head coach to develop the list and order of events.
- Suggested events at Club Invitationals are: (25m & 75m at short course meets only)
  - Events 7 & 8 yr. old 25, 50, 75m events all strokes, + 100m freestyle, backstroke, medley
  - 9 & 10 yr. old 25, 50, 75, 100m events all strokes, + 200m freestyle, backstroke, medley
  - 11+ yr. old 50, 100, 200m events all strokes, 400m freestyle & medley, + 800 & 1500 freestyle
  - Coaches of Paralympic athletes may work with host meet management about “time matching” Paralympic events within Olympic/Non-Olympic events (i.e., enter a Para swimmer in the 400 Free event, however the swimmer will only actually swim 200 Free. Their time for the 200 may be similar to 400 Free)

## 31. Accommodations

- List if there are any hotel rooms blocked and provide relevant information; Even if no hotels have been blocked it is still nice to list nearby hotels.

## 32. Please include the following logos in your meet package and meet program/heat sheets somewhere.

