

SWIM ONTARIO

VISION 2020: LEAD – MOTIVATE – PERFORM

MEMO

TO: Club President, Meet Manager, Officials Chairperson, Head Coach
FROM: Christy Yaremczuk, Regional Programs Manager – christy@swimontario.com
DATE: Monday, May 15, 2017
SUBJECT: **Provincial Competitions Hosting Bid Process – Application DEADLINE – May 30th, 2017**

Swim Ontario is seeking bids from member clubs and regions having access to 8-lane long course pools with warm-up facility, able to organize a well-run, well-staffed competition, as per the Swim Ontario terms and conditions for hosting provincial competitions for the following 2017/2018 Provincial and Championship Competition Dates:

- Winter Ontario Festival Championship – February 17-18, 2018
- Spring Ontario AA Championships – March 1-4, 2018
- *Spring Ontario Provincial Championships – March 1-4, 2018
- Summer Ontario Festival Championships – June 15-17, 2018
- Summer Ontario AA Championships – June 28 – July 1, 2018
- *Summer Ontario Provincial Championships – June 28 – July 1, 2018 - TPASC
- Ontario Provincial Open Water Championships – July 4, 2018

Clubs interested in hosting are required to complete the Hosting Agreement Application by MAY 30th, 2017 Appendix A.

Clubs awarded the hosting bid will be required to sign the 2017-2018 Hosting Agreement and submit the Provincial Competitions Financial Template.

*Clubs interested in hosting Spring or Summer Ontario Provincial Championships must indicate that they have secured one of the following pools in order to host these two competitions: Toronto Pan Am Centre (TPASC); Etobicoke Olympium; Windsor Aquatic & Training Centre



2017-2018 Provincial Competition Details

Name	Winter Ontario Festival Championships	Spring Ontario AA Championships	Spring Ontario Provincial Championships	Summer Ontario Festival Championships	Summer Ontario AA Championships	Summer Ontario Provincial Championships
Dates	February – 17-18, 2018 2 weeks prior to Spring Provincials	March 1-4, 2018 Same weekend as Provincials	March 1-4, 2018 Same weekend as AA	June 15-17, 2018 2 weeks prior to Summer Provincials	June 28-July 1, 2018 Same weekend as Provincials	June 28-July 1, 2018 Same weekend as AA
Days	2	4	4	3	4	4
Course	SC	LC	LC	LC	LC	LC
Format	Timed final	Heats / Finals	Heats / Finals	Timed final	Heats / Finals	Heats / Finals
Age Groups	10&U, 11, 12, 13	13&U, 14, 15, 16, 17&O	13&U, 14, 15, 16, 17&O	10&U, 11, 12, 13	13&U, 14, 15, 16, 17&O	13&U, 14, 15, 16, 17&O
Relay Age Groups	11&Under 12-13	14&U 15&O 800 Free relay - OPEN	14&U 15&O 800 Free relay - OPEN	11&Under 12-13	14&U 15&O 800 Free relay - OPEN	14&U 15&O 800 Free relay - OPEN
Qualifying	1 Festivals QT	1 AA QT	1 Provincial QT	1 Festivals QT	1 AA QT	1 Provincial QT
De-Qualifying	3 or more Provincial QTs for 13 years old	3 or more Provincial QTs		3 or more Provincial QTs for 13 years old	3 or more Provincial QTs	
Qualifying Standards	Festivals Standards (under review)	Provincial Standards + 2.5% (under review)	Provincial Standards (under review)	Festivals (under review)	Provincial Standards + 2.5% (under review)	Provincial Standards (under review)
Targeted numbers	700 - 750	600 – 750	600 - 750	700 - 750	600 – 750	600 - 750
Max events	6	8	8	7	8	8
Bonus structure	1 Bonus to max number of events					

APPENDIX A

Swim Ontario Provincial Competitions Host Bid Form

HOST CLUB

CONTACT NAME

CONTACT EMAIL

CONTACT PHONE

Please check Provincial Competition Hosting Request:

Winter Ontario Festival Championship – February 17-18, 2018

Spring Ontario AA Championships – March 1-4, 2018

***Spring Ontario Provincial Championships – March 1-4, 2018**

Summer Ontario Festival Championships – June 15-17, 2018

Summer Ontario AA Championships – June 28 – July 1, 2018

***Summer Ontario Provincial Championships – June 28 – July 1, 2018 – TPASC**

**Please provide copy of facility rental agreement at:*

TPASC

Etobicoke Olympium

Windsor Aquatic & Training Centre

PROPOSED FACILITY

OF LANES _____ LC Available YES _____ or NO _____ LANE WIDTH _____

WARM-UP/DOWN Facilities available YES _____ NO _____ MAYBE _____

Starting blocks are installed:

1. In deep end _____ Depth at end wall _____ at 5m from wall _____

2. In shallow end _____ Depth at end wall _____ at 5m from wall _____

3. On bulkhead at 25m mark _____ Depth at bulkhead _____ at 5m mark _____

Additional facilities available (i.e., offices, gym, officials room, etc.)

Will you have the capability of posting live Hytek results on your own home page and linked to Swim Ontario?

Yes - Web Address: _____ No _____ Maybe _____

Major competitions held by Club in recent years:

Meet _____ Year _____

Meet _____ Year _____

Meet _____ Year _____

Competitions Coordinator _____

Meet Manager _____

Officials Chair _____

Club Contact Person _____

Telephone # - Daytime (____) _____ E-mail: _____



2017 – 18 PROVINCIAL CHAMPIONSHIP HOSTING AGREEMENT

APPENDIX B

RESPONSIBILITIES OF THE HOST

Technical

1. The Host shall hold the competition in accordance with the current SNC and Swim Ontario rules and regulations, and shall comply with procedures/meet format, etc. as outlined in the technical and meet packages provided by Swim Ontario.
2. Only Swim Ontario can make changes to the published meet package. Amendments can be made in consultation with Swim Ontario.
3. Swim Ontario with the Host Club and Host Facility will negotiate a Facility Rental Agreement that will meet the technical requirements of the event. The Facility Rental Agreement will be signed by Swim Ontario, the Host Club and Host Facility 90 days prior to the start of the event.
4. The Host shall ensure that the current Safety Procedures (as presented in the Meet Sanction Guidelines package) are followed and posted on deck during the meet, and will also ensure that **session lengths (excluding w-up) are kept within a 4 ½ hour limit.**
5. The Host must provide “live” results via Hytek Meet Manager for posting on the Host’s web site as well as Swim Ontario’s web site. This will require an accessible high speed internet connection, Meet Manager, space on Host’s web site for results, and direct link to Swim Ontario’s Web site.
6. The Host will provide within the hosting bid, evidence of appropriate pool time for competition and warm-ups. A copy of a signed pool contract is acceptable.
7. Once the bid has been accepted and approved,
 - Swim Ontario and the Host will collaborate on the following
 - Meet Package
 - Meet database
 - Sanction Application
 - Entry process
 - Swim Ontario will be responsible for ensuring rules and entry compliances are adhered to
8. The Host will supply to Swim Ontario the names, email addresses, phone numbers (day time) of the organizing committee.
9. The Host must provide heat sheets for preliminaries and finals that will have qualifying standards as determined by Swim Ontario listed for all events.

10. The Host will provide to Swim Ontario all relevant information for inclusion in the meet package. This information will include, but will not be limited to:
 - Pre-Meet warm-up times
 - Team registration times and location
 - Coaches technical meeting time and location
 - Web site link
 - Meet Manager name
 - Competition Coordinator name
 - Officials' Chairperson's name
 - Address, parking facilities, and directions to the pool
 - Map of surrounding area
 - Potential Hotel listing (all agreements with hotels for this event must meet the approval of Swim Ontario)
 - Restaurant listing (Optional)
 - Car rental agency listing (Optional)
11. The Host must provide for an authorized engineering survey done upon request. This survey must be submitted to Swim Ontario either via fax, scan or hard copy within 24 hours of the start of the competition.
12. The meet database will be supervised by Swim Ontario until it is handed off to Host club once Psych Sheets are posted.
13. The Host is responsible to setup the meet database with appropriate electronics settings and scoring for their pool configuration.
14. The Host is responsible for full and appropriate volunteer staffing of the meet, and to keep Swim Ontario through the competition coordinator informed of the staffing status at all times.
15. Host clubs will charge 13% HST on entry fees.
16. The Host will collect and submit Gold Bonus as defined by Swim Ontario procedures – 50 cents per swimmer plus HST (13%).
17. The Host will collect and submit “Splash” fees (swimmer surcharge fees +HST) to Swim Ontario with their meet report.
18. Hosts will submit to Swim Ontario within 48 hours of completion of the meet the following:
 - Upload meet results to the SNC site.
 - All awards presented
 - Photographs of award ceremonies, action shots, etc...
19. The Host will submit to Swim Ontario within 2 weeks of the completion of the meet the following items:
 - Meet report with all revenue collected and expenses incurred
 - Meet results via a full Hytek meet backup
 - Meet Manager performance report (percentage best times)
 - Team scores & Attendance History (clubs, # of swimmers, etc.)
 - Application/s for Ontario/National Records broken at meet

- Jury of Appeal Records
 - Gold Bonus report, “Splash Fee” report, and cheques.
 - Several photographs of award ceremonies, action shots, etc.
 - Financials Report (template provided)
20. Records (meet results and a list of volunteers [officials]) should be maintained for at least one (1) year.

Marketing & Sponsorship

1. Swim Ontario owns sponsorship rights to the Provincial championships and all potential sponsor partnership terms between the Host and sponsor must adhere to the Swim Ontario sponsorship policy.
2. The Host is hereby granted the right to use Swim Ontario’s logo in connection with all publicity and non-commercial advertising connected with the provincial meet, subject to prior approval from Swim Ontario. Use of Swim Ontario’s logo on concession items requires specific approval of the item and all contracts pertaining thereto.
3. The Host will inform Swim Ontario of any existing or potential sponsorship agreements between the facility or recreation department and any company. The intent of this is to ensure that a Host club sponsor complies with the Swim Ontario Sponsorship policy.
4. The Host will provide advertising space in the meet program and results as required by Swim Ontario to fulfill its sponsor obligations.
5. The Host may raise funds from advertising for provincial championships by:
 - Selling advertising in a program, heat sheets & final sheets and event sponsorships that must all be in compliance with the Swim Ontario Sponsorship policy.
6. The Host may solicit title sponsorship of the provincial meet with Swim Ontario’s approval. Such requests must be in compliance with the Swim Ontario Sponsorship Policy.
7. Swim Ontario will receive and is entitled to 50% of all funds secured by the Host for any title sponsorship that is secured for the event.
8. The Host shall, in all publicity and advertising connected with the provincial championship, use the appropriate title of the meet.
9. At the site of the provincial championship, the Host shall prominently display Swim Ontario and sponsor signage which will be supplied by Swim Ontario. The Host will be responsible for the security and return of the signage within 7 days of the event.
10. The Host shall purchase the required medals from Swim Ontario, and other required awards (plaques, ribbons, banners, etc.) may be purchased directly through Swim Ontario from the official Swim Ontario awards company.

RESPONSIBILITIES OF SWIM ONTARIO

Technical

1. Swim Ontario will design and distribute the meet package to the Host for publication.
2. Swim Ontario will work with the Host and the Host facility on a Facility Host Agreement to be completed in conjunction with the meet package.
3. Swim Ontario, in collaboration with the Host, will develop the Hytek event file.
4. Swim Ontario will have one staff representative present at each session of the competition. Requested Swim Ontario staff above and beyond this must be approved by Swim Ontario.

Marketing

1. Swim Ontario will provide the Host with a list of sponsoring companies, and will keep the Host updated with any changes.
2. Swim Ontario will provide suitable advertising copy to the Host for the program.
3. Swim Ontario will provide sponsor signage to the Host for display at the meet prior to the start of the event (unless otherwise notified).
4. In the event that Swim Ontario solicits title sponsorship of the provincial meet, the Host will be informed of the negotiations. All funds (100%) collected by Swim Ontario for title sponsorship are to remain with Swim Ontario.

Meet Name _____

Swim Ontario

Host

Title

Title

Date

Date