

# Meet Manager Clinic

August 2015

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# Outline

- **Experience – Meet Manager**
- **Commitment of the Meet Manager**
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- **Meet Preparation**
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- **After the Meet**
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- **Questionnaire**

# Experience – Meet Manager

## A Meet Manager's first step is taking this clinic

The following are **recommendations** for the Meet Manager position:

- Time Trials:
  - The Meet Manager should also have taken the following clinics:
    - Chief Finish Judge, Recorder/ Scorer, Clerk of Course
  - LI or LII official
  
- Small Swim Meets:
  - Timed final invitational < 300 swimmers
  - The Meet Manager should also have taken the following clinics:
    - Chief Finish Judge, Recorder/ Scorer, Clerk of Course
  - Should have some sign-off's for these deck positions
  - LI or LII official, with Meet Management office experience



# Experience – Meet Manager

The following are **recommendations** for the Meet Manager position:

- Large Swim Meets:
  - Timed final or prelim/ final invitational, regional, provincial, national meets
  - The Meet Manager needs to have extensive Meet Management experience
  - Level III official

# Commitment of the Meet Manager

- The overall role focuses on managing meets, not performing specific tasks: Delegate
- Prior to taking on the role, make a personal commitment:
  - Availability of time (throughout pre-meet period, during meet, and for follow up)
  - Ability to delegate work to volunteers, maintain teamwork, and adherence to timelines
  - Ability to monitor progress on multiple priorities

# Decision to Host a Meet

- The decision to host a swim meet should be made sufficiently in advance to allow proper organization
- Determine the timing and type of meet in concert with head coach (see Meet Options)
- For a new club, with inexperienced officials, consider hosting a developmental meet first and then move on to more complex meets such as an invitational or provincial meet
- Get information about the meet calendar for the area. This will affect your ability to attract swimmers, as well as availability of officials
- On <https://registration.swimming.ca/Login.aspx>, complete and submit the Meet Sanction application along with the Meet Package (you will require username and password from your club registrar to log on this site)

# Meet Options

- ALL swim meets/ time trials require a sanction that is completed on the SNC registration system and sanctioned by the Provincial Office.
- Options on sanction:
  - Open or closed swim meet
  - Invitational or championship
  - Age group or senior
  - Time standard/ no time standard
  - Short course/ long course (single/ double ended)

# Bid Meets

- Regional and provincial championship meets are awarded by vote/ bid respectively
- Terms subject to provincial or regional policies, usually set out in their bid and/ or meet information
- Assistance with officials is often available
- National meets usually awarded to a provincial office, in conjunction with a local Meet Committee
- A Meet or Technical Package is often provided to help with development of Meet Package. Items in Technical Package must be followed.



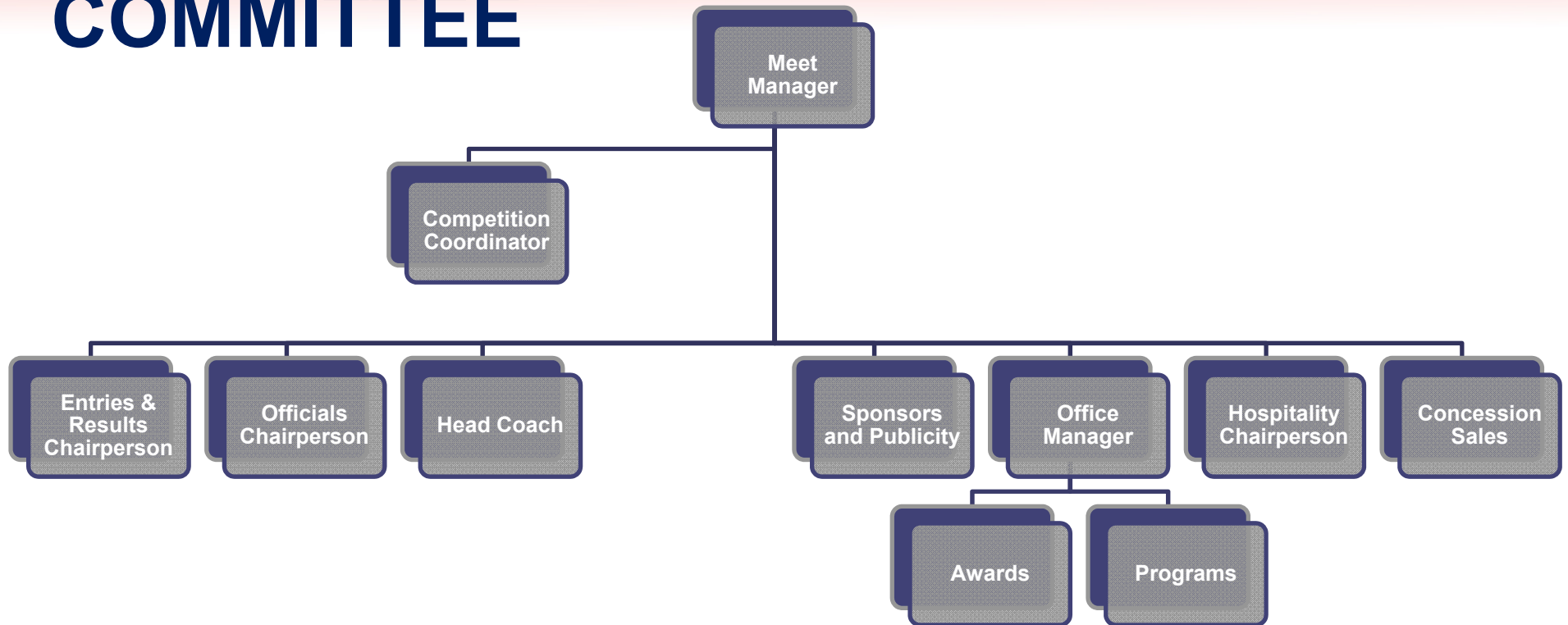
# Meet Considerations

- In consultation with coach:
  - Meet options
  - Consistency with training/ development schedules
- Timing:
  - Meet calendar / Pool schedule
- Officials:
  - Sanction requires a Level IV or V for Meet Referee
  - Availability and training of sufficient number of volunteers for positions such as Safety Marshal, Timekeepers, Strokes and Turns, Clerk of Course, Marshalling, CFJ, etc.
  - Availability of senior officials from other clubs for mentoring, training, and positions such as Starter and Session Referee

# Establish a Meet Committee

- Meet Manager
- Meet Office Chairperson
- Meet Referee - Senior LIV/ Master LV Official – major officials
- Officials Chairperson – minor officials
- Electronics Chairperson (if electronic timing system available)
- Awards Chairperson
- Concession Chairperson
- Officials Food Chairperson
- Publicity
- Head Coach
- Sponsors Chairperson
- Billeting Chairperson

# TYPICAL MEET ORGANIZING COMMITTEE



Meet Managers coordinate with the  
**Head Coach and Competition  
Coordinator**

# Sequence of Activities

- Coordinate with head coach
- Organizing Meetings:
  - Assignment of responsibilities
  - Team building
  - Reporting procedures
- Confirm facilities and services (electronics)
- Budget:
  - Cost of pool rental, fees for individual events and relays
  - Sponsorship possibilities
  - Contribution to club finances

# Sequence of Activities

- Prepare Meet Package:
  - Event listing + qualifying/ de-qualifying standards
  - Specific information for that meet
    - Scratch Rules defined; SC, LC conversions; separate gender swimming;
    - Split times; Swimsuit Rules; LTADS; Warm-up procedures
- Determine volunteer requirements
  - Grid prepared of all required positions for larger meets
- Prepare and submit Sanction Application
  - Swimming Canada website

# Swimming Canada Website

- Start of sanctioning process
- This is the location of all official documentation and electronic files for the sanctioned meet:
  - Approved Meet Sanction with number
  - Valid Meet Package
  - Event file for coaches software (Team Manager)
  - Entry management area
  - A Post Meet Report which includes fees payable to Provincial Office
  - Results file

# Swimming Canada Website

- Public access
  - <https://www.swimming.ca/en/events-results/>
- Login for club and Meet Manager is required
- Access for Meet Manager
  - <https://registration.swimming.ca/Login.aspx>

# Swimming Canada Website

<http://registration.swimming.ca/Login.aspx>



SIGN IN

Remember me

LOGIN

[FORGOT USERNAME/PASSWORD?](#)





# Swimming Canada Website



## Updates

Logged in as **Meet Manager**

### \*NEW - Meet Manager Help Guides

Posted by Swimming Canada October 30, 2013

Open this page for links to our meet manager help guides.

[Read More](#)

### Meet results file upload

Posted by Swimming Canada April 02, 2013

Effective this week, a new process has been implemented for uploading of meet results. The new process will allow a meet manager to leave the system once the result file has passed the initial validation test.

[Read More](#)

- Updates – Swimming Canada guides, instructions
- My Info – Meet Managers contact information
- Meet List – Sanctions status for each swim meet
- Swimmer Lookup – Current and historical listing of athletes ID + DOB
- Support & FAQ – Assistance



# Swimming Canada Website

To view your meets click on Meet List

SWIMMING CANADA

Updates My Info **Meet List** Swimmer Lookup Support Request FAQ Logout

Meet List Your club's name Logged in as: Meet Manager

Default  Last saved view

Season: 2013-2014 Type: All Types Status: All Status

Started - Enr Meet Name	Type	Course	Info	Event File	Result File	Entry Deadline	View Entries	Status	Post Meet Report	Results Report	Edit	Entry Status	Edit
Oct 20	TT-II	SC	<a href="#">09/19/13</a>	<a href="#">10/03/13</a>	<a href="#">[icon]</a>	10/16/13	<a href="#">[icon]</a>	Completed	<a href="#">View</a>	<a href="#">[icon]</a>	<a href="#">[icon]</a>		
Nov 22 - 24	Inv-Open	SC	<a href="#">09/04/13</a>	<a href="#">09/04/13</a>	<a href="#">[icon]</a>	11/08/13	<a href="#">[icon]</a>	Completed	<a href="#">View</a>	<a href="#">[icon]</a>	<a href="#">[icon]</a>		
Dec 14	TT-II	SC	<a href="#">11/18/13</a>	<a href="#">11/18/13</a>	<a href="#">[icon]</a>	12/07/13	<a href="#">[icon]</a>	Sanctioned			<a href="#">[icon]</a>	Open	<a href="#">[icon]</a>
Jan 18 - 19	Inv-Open	SC	<a href="#">11/04/13</a>	<a href="#">11/04/13</a>	<a href="#">[icon]</a>	01/07/14	<a href="#">[icon]</a>	Sanctioned			<a href="#">[icon]</a>	Open	<a href="#">[icon]</a>
Feb 27 - Mar...	Prov.Champ	SC			<a href="#">[icon]</a>			Listed			<a href="#">[icon]</a>		<a href="#">[icon]</a>
Apr 06	Inv-Open	LC			<a href="#">[icon]</a>			Pending			<a href="#">[icon]</a>		<a href="#">[icon]</a>

Page 1

To list or apply for sanction click on "Add a Meet"

# Swimming Canada Website

- Meet Lists/ Meet Sanctions:
  - List your meet early to advertise (without sanction)
  - Apply for a sanction



[Updates](#) [My Info](#) [Meet List](#) [Swimmer Lookup](#) [Support Request](#) [FAQ](#) [Logout](#)

- Advertise your meet on the meet list (no sanction)
- Apply for a new Meet Sanction

# Swimming Canada Website

- Your Meet Package is required when you apply for a sanction and should include the following info:
  - Policies:
    - Warm-Up Procedures – November 2014
  - Rule Changes:
    - Scratch Rules; Conversions; Separate Gender swimming; Official Splits

# Swimming Canada Website

## Sanction Application

### Meet Information

Province	* Ontario
Region	2 * -----Please select----
Host Club	2 * -----Please select----
Co-Host Club	2 -----Please select----
Meet Name	2 * <input type="text"/>
Meet Type	* -----Please select----
Sanction Type:	2 * -----Please select----
Sanction Fee:	2 *
Start Date	* August 1 2015 <input type="text"/>
End Date	* August 2 2015 <input type="text"/>
Closing Date for Entries:	* August 1 2015 <input type="text"/>

### Competition Details

Sessions	2 * -----Please select----
Course	* <input type="radio"/> LC <input type="radio"/> OW <input type="radio"/> SC <input type="radio"/> SC / LC <input type="radio"/> Y (yards)
Time Standard	2 -----Please select----
Age Category	-----Please select----
Upload Meet Package	2 * <input type="button" value="Choose File"/> No file chosen
Upload event file	2 <input type="button" value="Choose File"/> No file chosen
Number of Swimmers Accepted	2 <input type="text"/>
Championship Meet	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this an Open Meet or Closed Meet (Selected Clubs only):	* <input type="radio"/> open meet <input type="radio"/> closed meet

## First section of the Meet Sanction application screen

- Fill in all required fields (\*)
- Click on ? For help with fields
- Meet package must be uploaded
- Event file is not required at time of application
- Meet Package & Event File are not available to coaches until the meet is approved for sanction



# Swimming Canada Website

## Sanction Applicant Contact Information

Applicant Name	2 *	<input type="text"/>
Contact Phone	*	<input type="text"/>
Contact Email	*	<input type="text"/>
Meet Manager Contacts:	2	<input type="radio"/> Same as Sanction Applicant <input checked="" type="radio"/> Other
Meet Manager:	2	<input type="text"/>
Contact Phone		<input type="text"/>
Contact Email		<input type="text"/>
Entries Contacts:	2	<input type="radio"/> Same as Sanction Applicant <input type="radio"/> Same as Meet Manager <input checked="" type="radio"/> Other
Meet Entries Name:	2	<input type="text"/>
Contact Phone		<input type="text"/>
Contact Email		<input type="text"/>
Meet Referee:	*	<input type="text"/>
Referee Certification	*	<input type="text" value="3"/>
Referee phone		<input type="text"/>
Referee Email		<input type="text"/>
Officials Coordinator		<input type="text"/>
Officials Coordinator Phone		<input type="text"/>
Officials Coordinator Email		<input type="text"/>

## Pool Information

Certified Pool Name	2 *	<input type="text" value="-----Please select----"/>
Pool Address		<input type="text"/>
Pool City	2	<input type="text"/>
Lanes		<input type="text" value="-----Please select----"/>
Configuration		<input type="text" value="-----Please select----"/>
More Information	2	<input type="text"/>
Website	2	<input type="text"/>

Middle section of the Meet Sanction application screen

- Fill in all required fields (\*)
- Click on ? For help with fields
- Only certified pools will be listed

# Swimming Canada Website

## Host Club Requirements

*If your club requires any of the following equipment, please indicate below. May not be available in all Provinces.*

Software	?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Bells	?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other requirements	?	<input type="text"/>

*Any meet requiring IPC Competition Approval must be submitted 3 months prior to the first day of the meet. Please visit <http://www.paralympic.org/swimming/Downloads/> for necessary documentation.*

## Host Hotel

Hotel Name	<input type="text"/>
Discount / details	<input type="text"/>
Website	<input type="text"/>
<input type="button" value="Add"/>	

## Confirm

Please review your information above and click **SUBMIT** to proceed

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

Last section of the Meet Sanction application screen

- Fill in all required fields (\*)
- Click on ? For help with fields
- When complete click on Submit



# Swimming Canada Website

- Coaches must use entry area to submit teams entry file
  - Include details in your Meet Package
- Site validates swimmer registration number, birth date, club, etc. upon upload of club's event file
  - Use of validation of entries prevents delays when uploading the results following the meet
- Notification of entry file received to MM e-mail
- Can post status of entry file
  - Accepted, rejected, pending
- Can send e-mails to coaches from this page



# Swimming Canada Website

Time Validation Date Range: : September 1 2011 : January 18 2013 Save

Clubs: ---All Clubs--- Status: Show All  Show All Entry Files  Only Show most recent Entry File from Each Club

Entries Download Approve Entries Reject Entries Email Entry Contact Email Contact & Coaches Entry Summary Report Time Validation Export Export Coaches

Load Date	Club	Entry File	Contact	Tel.	Male	Entries	Female	Entries	Relays	Swimmers	Entries	Status	Coaches
<input type="checkbox"/> 11-28-2012					7	43	8	48	0	15	91	Rejected	<a href="#">Time Validate</a>
<input type="checkbox"/> 12-13-2012					0	0	15	78	0	15	78	Approved	<a href="#">Time Validate</a>
<input type="checkbox"/> 01-02-2013					18	81	20	94	0	38	175	Approved	<a href="#">Time Validate</a>
<input type="checkbox"/> 01-03-2013					4	24	22	132	0	26	156	Approved	<a href="#">Time Validate</a>
<input type="checkbox"/> 01-05-2013					9	51	15	90	0	24	141	Approved	<a href="#">Time Validate</a>
<input type="checkbox"/> 01-06-2013					8	30	15	52	0	23	82	Approved	<a href="#">Time Validate</a>
<input type="checkbox"/> 01-08-2013					5	14	15	47	0	20	61	Approved	<a href="#">Time Validate</a>
<input type="checkbox"/> 01-08-2013					1	4	19	78	0	20	82	Approved	<a href="#">Time Validate</a>
<input type="checkbox"/> 01-08-2013					5	30	14	84	0	19	114	Approved	<a href="#">Time Validate</a>
<input type="checkbox"/> 01-10-2013					19	109	38	216	0	57	325	Approved	<a href="#">Time Validate</a>
<input type="checkbox"/> 01-10-2013					37	199	59	322	0	96	521	Approved	<a href="#">Time Validate</a>
<input type="checkbox"/> 01-11-2013					6	20	5	17	0	11	37	Approved	<a href="#">Time Validate</a>
<input type="checkbox"/> 01-14-2013					24	134	25	138	0	49	272	Pending	<a href="#">Time Validate</a>
<b>Total</b>					143	739	270	1396	0	413	2135		

Club info:  
 1) Short name  
 2) Event file  
 3) Coach  
 4) Coach contact

# Contents of a Typical Meet Package

- Sanction form
  - Meet Classification - open/ closed invitational, developmental, championship, etc.
  - Dates of the meet
  - Facility name, location, and helpful information (parking, access, hotels)
- SNC safety rules
- Warm-up times, starting times, finish times for sessions, prelims/ finals
- Entry limit (if any) and entry deadline
- Qualifying times, de-qualifying times
- Format: timed finals, prelims, finals
- Deck entries
- Entry Fees - individual, relays
- Relay rules
- Meet rules
- Age groups
- Scratches
- Scoring
- Awards
- Results
- Distance Events - specifics (i.e. 2 swimmers per lane, limit # of swimmers, etc.)
- Coaches' meeting, time, location
- Event schedule
- Billet/ accommodation information
- Contact information
- Responsibility for swimmer – each individual club is responsible for their swimmers; during and between meet sessions

# Contents of a Typical Meet Package

- Templates for Time Trial or Invitational meets are available at following link (scroll down to swim meet forms)

[http://www.swimontario.com/index\\_cs.php?id=1847](http://www.swimontario.com/index_cs.php?id=1847)

- Every approved sanction has a meet package attached. Go to <https://www.swimming.ca/en/events-results/> and view them under each swim meet listing for more samples

# Awards

- Form a committee of 2 - 3 people to handle the awards
- Calculate the number of medals, ribbons required:
  - Count manually or use the MM software to estimate
  - Remember to add extra for ties and Para awards
- Order awards approximately 3 months prior to the meet
- Decide if you will be presenting medals during the meet:
  - If you present on deck, who will do the presenting, and when will you present
  - Consider how you will find the winners if presentation is not done close to the event in which they swam
  - Session Referee and Starter must be briefed if the session is interrupted for awards

# Awards

- Hy-Tek can produce and print result tags for events after scored. These can then be attached to the ribbon/ medal.
- If you are not using Hy-Tek, name/ event tags should be arranged before the meet and once the event is completed
  - Volunteers can hand write the winning information on the ribbon/ medal
- Use large envelopes to organize the ribbons/ medals by club and arrange for clubs to pick-up their awards at the conclusion of the meet. It is very costly to mail awards.
  - Good idea to mention in coaches meeting

# Billeting

- Determine whether as host club, you are going to be responsible for billeting some of the out-of-town swimmers
- The placing of billets can be a real chore if not organized by a committee, but also impacts the attractiveness of your event
- Remember to consider legal risks and exposure
- Establish the number of swimmers that you can comfortably handle
- Indicate in your Meet Package whether limited billeting is offered

# Billeting

- A team of 2 - 3 individuals with a co-ordinator is preferred:
  - Copy all billet requests that arrive with the entries, for the billet co-ordinator
  - If you depend on other clubs in the area to assist in the billeting, make sure you talk to these clubs well in advance of the entry deadline to solicit support
  - Keep a list of chaperone names and contact number's in case of billeting problems
  - Be available during and after the first session to solve any last minute billeting problems
  - Prepare a list of billets and their billeting family/ phone number that can be given to the chaperone of each club requiring billeting
  - Maintain spots for 1-2 swimmers that may not have made the original list supplied (usually a few last minute cancellations create some openings)
  - Maintain a complete and up-to-date list of billet assignments, available at the pool at all times, for emergency contact and follow up

# Organizing Officials

- If necessary, ask for help in your Meet Package and have the clubs send their list of names, phone numbers, and qualifications along with their entries
- Divide responsibility between senior officials and local officials chairperson to arrange for officials
- In any event, have the majority of the positions filled before the start of the meet
- Publish schedule and assignments as soon as it is finalized
- Arrange 2 - 3 spare Timekeepers on call in case of sickness or no-shows



# Organizing Officials

- Organize the officials room with required supplies for that session
- Designate a person to greet and sign-in the officials as they arrive, direct them to the heat sheets and equipment needed for their position and answer any questions
  - All officials working a session must be recorded
- Have all positions posted in the officials' room
  - If there are openings for other sessions, officials can sign-up where they see the empty positions

# Producing/ Selling Heat Sheets

- Produced in time between entry deadline and start of meet considering likelihood of significant changes to entries
- Sponsors and advertising inserts, endorsements
- Programs for finals cannot be prepared until prelims have finished
- Access to fast photocopier – print more copies as needed
  - Copies for Sale: Pricing; Estimated number is # of swimmers per session
  - Copies for coaches, officials, HLT, canteen, photographers,...
  - Copies for Senior Officials: Competition Coordinator, Session Referee, Starter, Chief Timekeeper, Clerk of Course, electronics, Chief Finish Judge, and Recorder/ Scorer, S & T Judges on turn or bulkhead
  - Copies for swimmers posted on deck, in check-in area, if marshalling

# Food for Officials and Coaches

- A good supply of water, coffee, cold drinks, veggies, cheese and crackers, cookies, etc. will keep officials and teams coming back to future meets
- Consider refilling water bottles to reduce waste
- Meals may be offered between sessions if one or more prelims/ timed finals plus finals
- Food sponsors can usually be found for a small ad in your program
- Be sure to visit the pool deck with water and snacks during the sessions for the officials (if allowed)

# Concessions

- Your concession chairperson should have a team of reliable assistants to help during all sessions
- Depending on the pool facility, it may be possible to have food available (purchased or donated) that can be sold to swimmers, parents, etc.
  - Some pools do not allow this as they have their own concession
- Decide if meet T-shirts (or other swimming supplies) will be designed and sold
- Decide if vendors will be invited to large meets
  - Check facility guidelines
  - Agree on revenue sharing

# Time Management

- Sessions are not to exceed 4½ hours
  - Consult with Provincial Office Policies
- Analyze your meet needs:
  - Number of lanes
  - Single/ double ended
  - Para Swimmers – refer to coach for any changes
  - Events
  - Level and age of swimmers

# Hints on Calculating Timing

- Look for the slowest time for each heat in each event and allow another 30 seconds for each heat
- Timing out the meet is essential and if done correctly you can usually be within 15 minutes of the actual time it takes
- Hy-Tek will provide a timed printout for each session. Interval of 30 seconds between heats provides for extra time to deal with delays:
  - DQ's, inexperienced officials, age of swimmers
  - Electronic malfunctions or pad changes
  - Delays to move starts to other end of the pool, etc.

# Optimize Time

- Consider timed finals for some of the longer events, particularly in the younger age groups
  - 400m Free/ 400m IM/ 800m Free/ 1500m Free
- Limit the number of entries in longer events
- Use an experienced Referee, Starter, and Clerk of Course. Consider keeping swimmers in the water at end of races, and starting “over the top”
- Swim 2/ lane in the longer events such but consult electronics on implications. May need all manual times.
- Double ended meets - short course as well as long course
- Senior Seed 800m Free/ 1500m Free - fastest to slowest all ages combined, age groups may be separated out for results

# Facility Relations

- Check with the pool administration at least 1 month before the start of the meet to ensure all arrangements are in place.
  - Suggest a letter outlining all requests
    - Garbage collection, tables, chairs, podium, bleachers, warm-up and session times for life guards, numbers of swimmers in pool for warm-up, etc.
- Get to know the staff at the pool you will be working with during the meet
  - Check a few days before the meet to ensure requests are in order
- Access rules for photographers
- Electronics equipment set-up, operation, and maintenance/ repair



# Equipment

- Clip boards
- Pens/ pencils, sharpener
- Staplers, staples
- Paper clips, elastic bands
- Calculator
- Starting gun with ammunition
- Microphone for Starter
- Stop watches
- Whistle
- Extra entry cards
- Relay card stock
- Duct tape
- For distance events
  - Bells (1 per lane is best)
  - Lap counter sheets for Starter, Session Referee
- White/ chalk board for marshalling and/ or results
- A reliable photocopier
- Computer equipment, printer, printer cartridges, extension cords
- All software packages needed
- Session time signs for spectators
- Signs for posting results
- Masking tape
- White paper
- Coloured paper for master lists
- DQ slips on coloured paper
- Scratch forms on coloured paper
- Receipt book for meet fees
- Coloured vests for Safety Marshals (nice to have)

# Pool Equipment

(if not provided by facility)

- False start rope
- Lane numbers for blocks
  - lane 1 on far right looking down the pool
- Back stroke flags
- Pylons to close blocks during warm-up
- Bells for distance events
- Mark 15m from pool ends for Turn Judges
- Seating for teams
- Chairs for Timekeepers
- Medal podium if presenting medals
- Electronic timing equipment (wiring, pads, starter, starting flash, computer)

# Before and at Start of Meet

- Suggest printing relay cards before the meet starts
- Arrive at the pool 1½ hours before the start of the warm-ups for the first session
- Post the most current Swimming Canada warm-up procedures around deck area. These are in effect at ALL Canadian meets and must be displayed
- Post signage for deck access:
  - “Only competitors, certified coaches and officials are allowed on deck. NO other persons are permitted on deck unless expressly authorized by Meet Management.”

# Before and at Start of Meet

- Meet with the Referee to discuss coaches meeting and specifics of the meet, such as changes to the program, heats that go directly to finals, handling of distance events, etc.
- Distribute coaches meeting agenda, relay cards, session time-outs, any other meet information to the coaches
  - Create a team box in MM office or hand out individually
- Ensure Safety Marshals are ready to control sprint, pace lanes
- Ensure someone is in Meet Manager office to answer questions and collect cheques for meet fees and write receipts
- Maintain official's sign-up, including late additions (insurance regulations)

# Coaches' Meeting

- Schedule for just prior to start of warm-ups away from the pool deck
- Conducted with the Meet Referee
- Suggest agenda of topics to be discussed such as:
  - Facilities, session time outs, any changes to the meet
  - Scratch procedures
  - Any questions
- Define the working deck

**HINT:** Many of these topics can be distributed to coaches BEFORE they arrive at the meet by having a coaches memo distributed using the Swimming Canada entries screen.



# Opening Ceremonies

- Generally only used for multi-day meets with prelims and finals
- Opening remarks:
  - No more than 10 minutes
  - Introduce sponsors and key senior officials
- National Anthem:
  - Test sound system with CD prior to first day
  - Versions available on Canadian Heritage website  
[http://www.pch.gc.ca/progs/cpsc-ccsp/sc-cs/anthem\\_e.cfm](http://www.pch.gc.ca/progs/cpsc-ccsp/sc-cs/anthem_e.cfm)

# During the Meet

- Jury of Appeal:
  - Refer to swimming rules for details
  - Role of the chairperson of the jury
- Meet Commission
- Meet Management office responsibilities

# Meet Management Office

- Need 2 - 4 volunteers to assist Meet Manager with operation of session
  - Number depends on complexity of meet
    - Single ended, relays at end of session - fewer staff
- Need to arrive 1 hour before start of session
- Need to have good computer skills, attention to detail, able to meet strict time deadlines



# Meet Management Office Responsibilities

- Process scratches before session start
- Produce lane timer sheets
- Process and distribute relay cards, if required
- Organize swim-offs, if required
- Prepare for finals, if required
- Organize paperwork for Provincial or National records, if required

# Meet Management Office Responsibilities

- Process scratches before session start:
  - Follow terms in Meet Package
  - Encourage coaches to inform Clerk of Course or Meet Manager of any known scratches:
    - Could use empty lanes for deck entries, missed swims in development meets, etc.
    - Starter and Referee can operate more efficiently
  - Mark scratches on session master, lane timer sheets, heat sheets for Starter, Session Referee (can be done by Clerk of Course)

# Meet Management Office Responsibilities

- Produce lane timer sheets:
  - Should reflect scratches received
  - If many heats in event, break lane/ timer sheets into smaller groups so CFJ does not fall behind
    - Continuous Feed, two events per page, or one event per page
  - Consider distance paperwork:
    - If time cards available, actual splits on back
    - Lap counter sheets to assist counting of laps
      - Less chance of losing track of laps and not finishing race at correct point

# Meet Management Office Responsibilities

1500 Meter Freestyle – Short Course

Split Recording Sheet

Event #: \_\_\_\_\_ Lane #: \_\_\_\_\_ Men Women (circle one)

Laps	Meters	Heat #: _____	Heat #: _____	Heat #: _____
2	50			
4	100			
6	150			
8	200			
10	250			
12	300			
14	350			
16	400			
18	450			
20	500			
22	550			
24	600			
26	650			
28	700			
30	750			
32	800			
34	850			
36	900			
38	950			
40	1000			
42	1050			
44	1100			
46	1150			
48	1200			
50	1250			
52	1300			
54	1350			
56	1400			
58	1450	Bell	Bell	Bell
60	1500			

Record the split times from the scoreboard. The watch time is to be recorded on the usual lane timer sheet

HyTek can  
produce counter  
sheets for  
distance events



# Meet Management Office Responsibilities

- Process and distribute relay cards if available:
  - Can be very time consuming for heavily subscribed meets
  - Accuracy is very important:
    - Print out the relay events for a master page
    - Check off cards returned by coaches on master
    - If using Hy-Tek, update any changes to the swimmers and/ or relay order
    - Follow-up with coaches for any cards not returned
    - Arrange cards in heat/ lane order for Clerk of Course OR event, lane order for Timekeepers
    - Distribute cards to Clerk of Course OR Timekeepers, be consistent

# Meet Management Office Responsibilities

- Organize swim-offs, if required
  - Chief Finish Judge may see tie for place in finals or alternate swimmers during listing/ scoring
    - Tied swimmers can swim again to determine placing
  - Meet Manager and Referee decide on best time to swim in consultation with representatives of swimmers involved.
    - Consider end of session, start time of next session, other swims for swimmers involved, order of events in finals

# Meet Management Office Responsibilities

- Organize swim-offs, if required:
  - Inform coaches and get decision
    - May decide not to do the swim-off
  - Notify Session Referee, Starter, electronics, Chief Timekeeper, Timekeepers, coaches for lane assignments, announcer (if used)
  - Prepare lane timer sheets/ time cards for swim-off
  - Handle Judge's Decision for original event then repost results

# Meet Management Office Responsibilities

- Prepare for finals:
  - Follow terms in Meet Package for:
    - All Scratch Rules
    - A/ B finals, split by age group, gender
  - Seed heats with results of prelims
  - Produce programs for sale and heat sheets for officials
  - Produce document for Clerk of Course to use to check in swimmers



# Meet Management Office Responsibilities

- Prepare for finals
  - Clerk of Course document:
    - Allows the session to run more smoothly and ensures lanes are filled
    - Lists all swimmers and alternates by club in final session
    - Coaches sign off that swimmers are present or scratched before the session starts
    - Heats adjusted and alternates notified before the events

# Meet Management Office Responsibilities

- Prepare for finals
  - During warm-up of finals:
    - Monitor adjustments by Clerk of Course
    - Repost heat sheets for swimmers
    - Create lane timer sheets

# Meet Management Office Responsibilities

- Organize paperwork for provincial or national records, if required:
  - Records can be input into the MM software prior to the swim meet, set up to flag on results
  - Coaches may mention before swim that record may be broken
  - Record applications for Provincial Records
  - Record application is on Swimming Canada website under Records and Rankings with list of documents required – <https://www.swimming.ca/en/national-record-application-procedure/>
  - Obtain contact information and signature of Session referee

# Jury of Appeal

- Meet Manager acts as the Chairperson of the Jury should there be any written protests:
  - Select 3 - 5 most senior officials to serve as members of the jury
    - Must be an odd number
    - Members should not be involved in the protest
  - Deal only with the matters being protested
  - Interview all involved officials and/ or coaches to make an objective decision
  - Be decisive i.e. make objective decisions as expediently as possible
- To be held immediately following the session
- The Chairperson does not have a vote
- The Chairperson does not express his/ her opinion
- He/ she should direct the jurors to consider all pertinent facts (Referee, ruling official) and then to make a decision
- The Chairperson completes the [report of the Jury of Appeal](#) and gives a copy to the protester and Session Referee
- After the swim meet, the Meet Manager maintains the original with their records

# Meet Commission

- **SNC Meet Commission**

(Refer to Rulebook SNC 1.2.1 and SNC 1.2.2)

**SNC 1.2.2** *The Meet Commission shall have jurisdiction over all matters not assigned by the rulebook to the Referee, judges, or other officials. The Meet Commission shall give directions consistent with rules adopted for the conducting of any competition. Responsibilities include:*

- a) the inspection and control of all technical equipment prior to and during the competition;*
- b) finalizing and approving rosters for senior official appointments at the competition;*
- c) the conduct of the competition itself;*
- d) investigating cases of protest as preparation for the Jury of Appeal.*

# Meet Manager Responsibility

## ■ Incident Reports

- Throughout the meet, swimmers and/ or officials may require assistance by the lifeguards
  - If the incident delays the meet, the Session Referee needs to make sure the Meet Manager is aware
  - Incident Reports are prepared at the time of each incident by the lifeguards

The Meet Manager needs to:

Attain a copy of the incident report to send to Provincial Office and maintain with the swim meet files

If unable to attain a copy due to PIPEDA, send a hand-written report to Provincial Office detailing what information they have with the parent's consent.

# After the Meet

- Load Results file to Swimming Canada site – 48 hours:
  - Will not load if any discrepancies in swimmer registration number, name, birth date, club
  - All issues need to be resolved before file is accepted
    - Out of country swimmers require Swim Ontario proof of residency and club insurance. Your file will not upload. Once you have resolved all other issues, send a copy to Swim Ontario and they will upload.
  - Coaches also waiting for results
- Post Meet Fee report, results are produced by the Swimming Canada site and can be seen in Meet Manager area
  - Send a copy of the Post Meet Report along with payment for these fees to Provincial Office
    - Attach to this paperwork any Jury of Appeals paperwork and any Incident Reports
- Send records paperwork to Swimming Canada and/or provincial office
- Thank you notes/ e-mails to volunteers, especially out-of-club
- Sign NOC expense form for qualified officials
- Wrap up Meeting

# Provincial Office Policies & Procedures

## Swim Ontario Requirements

- LTADS September 2008 impact:
  - 12 and under time finals for individual and relay events
  - Single age increment std's for 14 and under
    - Invitational – Oct 2009 suspended single age group for results
  - Individual awards for individual event performances
    - Invitational – Oct 2009 suspended single age group for awards
  - 4 ½ hours sessions excluding warm-ups



# Provincial Office Policies & Procedures

## Swim Ontario Requirements

- NEW in May 01, 2014... Swim Ontario has produced Coach Compliance ID cards
  - Coach Compliant List on Swim Ontario website updated weekly if coach does not have their ID card
  - Print out the most current Coach Compliant List
    - **All** coaches must have proper accreditation to be on the deck during a sanctioned swim meet
    - Before handing out their coaches package, confirm compliancy

# Resources

Meet Manager clinic

Resources for Meet Manager available in the following public Dropbox folder

[https://www.dropbox.com/sh/h12cf8v1qslpkbz/ABAAsyz0HK3APCd7riI4S\\_XLa?dl=0](https://www.dropbox.com/sh/h12cf8v1qslpkbz/ABAAsyz0HK3APCd7riI4S_XLa?dl=0)