



Meet Manager – Swim Ontario requirement checklist

Below you will find a comprehensive list of Swim Ontario requirements for a Club/Meet Manager when hosting a competition. Not every competition will be the same, however, these requirements are based on policies and procedures Swim Ontario has in place and need to be followed. Also provided are links to resources that Meet Managers will require.

Comp Coord = Competition Coordinator

Before Meet Sanction Application	
Meet Manager and Comp Coord are two different people	<input type="checkbox"/>
Meet Manager has taken the Meet Manager clinic	<input type="checkbox"/>
Comp Coord is Level IV or V	<input type="checkbox"/>
For Time Trial, a Level III is allowed, however, approval from ROR is required	<input type="checkbox"/>
Meet Package Development	
Templates available for Invitational, Time Trial (TT) and InHouse competition HERE	<input type="checkbox"/>
Club/Class II Time Trials or InHouse competitions must use templates for sanctions	<input type="checkbox"/>
Class I Time Trial uses the Invitational meet package template	<input type="checkbox"/>
Relay protocols in place (see SOOC Bulletin)	<input type="checkbox"/>
Invitational meet packages Swim Ontario requirements (see templates and/or SwimON Meet Package Statements on webpage)	<input type="checkbox"/>
Foreign Swimmers	
Foreign Swimmers need approval by Swim Ontario by submitting Proof of Residence and Registration Status Form 7 days prior to start of competition to lindsay@swimontario.com	<input type="checkbox"/>
Sanction Application	
Swimming.ca How-To Guide for Meet Manager	<input type="checkbox"/>
Sanction Fee paid (if applicable)	<input type="checkbox"/>
Event File uploaded	<input type="checkbox"/>



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Changes to Sanction and/or Meet Package	
Meet Manager must reapply for sanction by emailing nicole@swimontario.com with any changes along with revised meet package with changes indicated by different colour/highlighted. The revised meet package must have date of change indicated. Possible changes are competition or entry deadline date, location, meet managers, competition coordinator, number of sessions, warmup and/or session start times, event schedule or competition rules.	<input type="checkbox"/>
Entries	
Entry Deadline must be at least 1 (one) day prior to start of competition	<input type="checkbox"/>
Before the start of competition, Meet Managers are to only accept entries through the system (including the host club).	<input type="checkbox"/>
Risk Management: An unregistered swimmer is a liability to the club and its directors. Do not accept entries via email for any reason (examples below): <ul style="list-style-type: none"> A club swimmer that is in a waiting period for a transfers must be entered as Club: Unattached-Swimon and Club Code: UNON. They are not eligible for relays. Clubs must setup the swimmer with correct Club and Club Code and submit entries with both club and UNON at the same time. They can contact Swim Ontario for instructions. Please note that entries cannot be submitted until at least one coach has been registered with Swimming Canada/Swim Ontario. 	<input type="checkbox"/>
All entries have been marked as approved or rejected	
<p>If clubs need to submit a revised entry file after the deadline, meet managers can share the “Entry Upload” link.</p> <p>Entries must be accepted on the system before the start of competition. The status should show “approved”.</p>	



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Incidents Procedure	
As part of the Swim Ontario Risk Management and Insurance Policies, Meet Managers should ensure they have an outlined procedure with the facility regarding incidents during the competition.	<input type="checkbox"/>
Incidents requiring treatment (other than simple band aid): <ul style="list-style-type: none">• Meet Managers need to be informed by the facility/lifeguards and must complete the Swim Ontario Incident Report Form. Please have them printed and part of your files for easy access.• All incidents requiring treatment for swimmers (other than simple band aid) must be followed up with the swimmer's Coach of Record.• Incidents Report must be submitted to Swim Ontario within 48 hours of completion of competition.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Coach Registration & Compliance	
Meet management will cross reference the list of coaches in attendance at this competition with the Swim Ontario Compliancy lists . If a coach is not on this list, meet management is obligated to enforce the SNC policy and not permit that coach to attend meet.	<input type="checkbox"/>
Meet management will forward Swim Ontario a list of coaches who they have found to be in non-compliance.	<input type="checkbox"/>
Deck Entries	
Deck Entries should only be accepted once confirmation of "registered" status is provided (use "Swimmer Lookup"). <ul style="list-style-type: none">• An accepted transfer request DOES NOT indicate a registered swimmer. They could be in waiting period and have to compete as Unattached – Swimon.• Any unregistered swimmers attending and competing is a liability to the club and its directors as they are not covered by insurance.	<input type="checkbox"/>
During the Competition	
SNC Warm-up Safety Procedures are posted to view on deck (Sept.26, 2016 version)	<input type="checkbox"/>
Maintain up to date officials and volunteer grids	<input type="checkbox"/>
Keep unauthorized people off the deck	<input type="checkbox"/>
Follow meet package (from SNC site) / Relay protocols	<input type="checkbox"/>
Make sure Official Splits paperwork and procedure are in place.	<input type="checkbox"/>
Complete Swim Ontario Incident Report Form when necessary	<input type="checkbox"/>
Complete Protest / Jury of Appeal forms when necessary	<input type="checkbox"/>



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Before upload of Results to SNC	
Ensure Relay Protocols have been followed regarding lead off splits	<input type="checkbox"/>
If foreign swimmers attended: <ul style="list-style-type: none">• Ensure status of each foreign swimmer is set to “foreign” (double-click swimmer name and adjust status to foreign)• Send full meet backup to Swim Ontario for upload of results.	<input type="checkbox"/> <input type="checkbox"/>
After the Competition	
Upload results no later than 48 hours after competition (contact nicole@swimontario.com regarding issues)	<input type="checkbox"/>
Send any Incident Reports and Protest / Appeal Forms no later than 48 hours after competition to Swim Ontario (nicole@swimontario.com)	<input type="checkbox"/>
If foreign swimmers, send complete meet backup to Swim Ontario (nicole@swimontario.com)	<input type="checkbox"/>
Make arrangement for payment of Gold Bonus fees (Post Meet Fees) within 2 weeks. Please note that a 2.5% admin fee will be collected on all credit card transaction.	<input type="checkbox"/>

Resources

- [Swimming.ca How-To Guide for Meet Manager](#)
- [Proof of Residence and Registration Status](#)
- [Swimming Canada Competition Warm Up and Safety Procedures](#)
- [2017 SNC Swimwear Interpretation](#)
- [Incident Reporting Form](#)
- [Swim ON DQ Wording](#)

- [Swimming Canada Competition Forms](#)
- [National Records applications \(Individual & Relay\)](#)
- [Provincial Records Application - Individual](#)
- [Provincial Records Application - Relay](#)