



## **2015-2016 Hosting Agreement**

### **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 meet package provided by Swim Ontario.
2. Only Swim Ontario can make changes to the published technical 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 will provide “live” results via Hytek Meet Manager Pro 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 Pro, 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 and or alternatives. For example staggered warm-up times to address number of athletes per session; 10 minute breaks to allow for additional warm-up times during sessions.
7. Once the bid has been accepted and approved, the Host must apply directly to Swim Ontario for and receive a sanction for the meet.
8. The Host will supply to Swim Ontario the name, email address, phone numbers (day time) of the meet manager, entry chair, awards chair, and sponsor chair on the organizing committee.
9. The Host will provide heat sheets for preliminaries and finals that will have qualifying standards and records 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 and appropriate size
  - Hytek event file for download (approval by Swim Ontario)
  - Meet Manager's name
  - Meet Referee's name
  - Officials' Chairperson's name
  - Mailing address for meet information and entries
  - 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 arrange for an authorized engineering survey of the facility/pools/tanks to be in compliance with the most current FINA facilities length of course requirements. This survey must be submitted to Swim Ontario either via fax, scan or hard copy within 24 hours of the start of the competition.

**Pool Survey Requirements: Provincial & National Competition Sanctions & Records Application**

Appendix B FINA Facility Rules - p.27 of Swimming Canada 2013 Rules

CFR 1.31 - p. 27 - A certificate by a surveyor or other qualified official current within 6 months of the date of competition shall be filed with the responsible PS prior to the meet in order to confirm officials times and apply for records.

**World Record Application**

p.20 of Swimming Canada 2013 Rules

SW12.4 - All record attempts must be publicly announced 3 days prior to the competition.

SW12.5 - The length of each lane of the course must be certified by a surveyor or other qualified official appointed or approved by the member in the country which it is situated.

SW12.6 - Where a moveable bulkhead is used, course measurement of the lane must be confirmed at the conclusion of the session during which the time was achieved.

12. The Host is responsible for full and appropriate volunteer staffing of the meet, and to keep the regional officials' representative informed of the staffing status at all times.
13. Host clubs will charge 13% HST on entry fees.
14. The Host will collect and submit Gold Bonus as defined by Swim Ontario procedures - 50cents per swimmer plus HST (13%).
15. The host will collect and submit "Splash" fees (swimmer surcharge fees +HST) to Swim Ontario with their meet report.
16. Hosts will submit to Swim Ontario within 48 hours of completion of the meet the following:
- Meet results and team rankings
  - Update of meet records file

- Individual high point winners, team awards winners and other award winners
  - Photographs of award ceremonies, action shots, etc...
17. The Host will submit to Swim Ontario within 2 weeks of the completion of the meet the following items:
    - Meet report including a financial statement
    - Meet results via a full Hytek backup
    - Team scores & Attendance History (clubs, # of swimmers, etc.)
    - Individual and team award winner reports
    - Swim-off times
    - 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.
    - Please refer to the “Notes to Meet Manager” in Swim Ontario’s Meet Sanction/Approval Guidelines
  18. Records (meet results and a list of volunteers [officials]) should be maintained for at least one (1) year.

### **Marketing & Sponsorship**

1. The Host recognizes all sponsorship rights required by agreement between Swim Ontario and Swim Ontario’s provincial sponsors and will not interfere therewith. Any changes in sponsorship subsequent to the signing of the agreement must be mutually agreed upon. Swim Ontario owns sponsorship rights to the Provincial championships and all potential sponsor partnership terms between the host and sponsor must be mutually agreed upon with Swim Ontario.
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 does not conflict with a Swim Ontario sponsor.
4. The Host and Swim Ontario will provide advertising space in the meet program and results as required by Swim Ontario to fulfill sponsor obligations.
5. The Host may raise funds from advertising for provincial championships by:
  - Selling advertising in a program, heat sheets and final sheets for the event except for companies deemed by Swim Ontario to be in conflict with Swim Ontario’s sponsor companies;
  - Selling sponsorship of events within the provincial championships and presentation rights, except for those retained by Swim Ontario’s sponsors.
6. The Host may, if sponsorship has not been arranged by Swim Ontario, solicit title sponsorship of the provincial meet with Swim Ontario’s prior review of the sponsorship request and list of companies that will be approached. The title sponsor found by the Host must not be in conflict with present Swim Ontario sponsors.

7. Swim Ontario will receive and is entitled to 30% of all funds secured by the host for title sponsorship.
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 all required awards from Swim Ontario.

**RESPONSIBILITIES OF SWIM ONTARIO**

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 will develop the Hytek event file and will be responsible for the entry process. Swim Ontario will provide the Host with the entry file through Meet Manager.

**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 a minimum of seven days 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.

Previous Hosting Experience:

Competition(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. \_\_\_\_\_

**2015-2016 Bid Interest**

Please list in priority order

If your bid interest is in hosting more than one competition please check multiple bid interest.

**Meet Name**

**Multiple Bid Interest**

Meet Name

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Meet Name

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Meet Name

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Meet Name

\_\_\_\_\_

Meet Name

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\_\_\_\_\_  
Host Designate

\_\_\_\_\_  
Swim Ontario

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

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Date

Date