



MEET MANAGER

August 27, 2018

WELCOME



- The goal of any competition volunteer or official is to contribute to a fair, safe and positive competitive environment.
- The goal of the Meet Manager clinic is to ensure the overall understanding of the role of the Meet Manager
- The Meet Manager position will allow you to understand the full operations of a swim meet, learn to delegate effectively and balance multiple priorities
- Working with a Mentor Meet Manager your first few times as Meet Manager will allow you to learn more effectively on the job.

PREFERRED PREREQUISITES



- A general interest in the sport of swimming
- An interest in the fair conduct of sport
- Personal commitment and availability for the role
- Ability to work in a fast paced and demanding position
- An understanding of the operations of a swim meet
- Completion of the Clerk of Course, Recorder/Scorer and Chief Finish Judge/Chief Judge Electronics Clinics and have had experience working in these positions

THE PROFICIENT SWIMMING OFFICIAL



The proficient swimming official is a judge of the competition, not the rules.

- The swimming rules must be followed. The official who has standards that differ from those set down in the rulebook may leave themselves open to having their decisions challenged by coaches and the referee.
- Following the rules puts a stake in the ground that tells everyone concerned with the competition that the decisions will be made in a fair and equitable manner against a known standard.
- The official's job is to uphold the rules by applying them equitably and communicating their interpretation effectively.

THE PROFICIENT SWIMMING OFFICIAL

(cont'd)



- As an official, an individual must operate from a strong base. That base is made up of two factors – one is the authority of the rulebook and the other is the basic philosophy that the officials conduct the competition in accordance with the rules.
- Each time a rule and the purpose of that rule are explained, the rule becomes easier to accept. Rather than hiding behind the statement "It's the rule", an official should explain why there was a violation so the official does not appear to be arbitrary.
- While the rules of swimming are clear, their application may differ slightly based on the level of competition.



KEY TERMS

MEET MANAGEMENT SOFTWARE



The following are examples of Meet Management software used in Canada:

- Hy-tek Meet Manager

The screenshot displays the Hy-tek Meet Manager software interface. The top section shows a list of events with columns for Date, Time, and Location. The middle section displays a detailed schedule for a specific event, including a list of participants and their results. The bottom section shows a summary table with columns for Lane, Component, Name, Age, Sex, and various performance metrics.

Event	Date	Time	Location
1	10/10/10	10:00	100m Freestyle
2	10/10/10	10:15	200m Freestyle
3	10/10/10	10:30	400m Freestyle
4	10/10/10	10:45	800m Freestyle
5	10/10/10	11:00	1600m Freestyle
6	10/10/10	11:15	3200m Freestyle
7	10/10/10	11:30	6400m Freestyle
8	10/10/10	11:45	12800m Freestyle
9	10/10/10	12:00	25600m Freestyle
10	10/10/10	12:15	51200m Freestyle
11	10/10/10	12:30	102400m Freestyle
12	10/10/10	12:45	204800m Freestyle
13	10/10/10	13:00	409600m Freestyle
14	10/10/10	13:15	819200m Freestyle
15	10/10/10	13:30	1638400m Freestyle
16	10/10/10	13:45	3276800m Freestyle
17	10/10/10	14:00	6553600m Freestyle
18	10/10/10	14:15	13107200m Freestyle
19	10/10/10	14:30	26214400m Freestyle
20	10/10/10	14:45	52428800m Freestyle
21	10/10/10	15:00	104857600m Freestyle
22	10/10/10	15:15	209715200m Freestyle
23	10/10/10	15:30	419430400m Freestyle
24	10/10/10	15:45	838860800m Freestyle
25	10/10/10	16:00	1677721600m Freestyle
26	10/10/10	16:15	3355443200m Freestyle
27	10/10/10	16:30	6710886400m Freestyle
28	10/10/10	16:45	13421772800m Freestyle
29	10/10/10	17:00	26843545600m Freestyle
30	10/10/10	17:15	53687091200m Freestyle
31	10/10/10	17:30	107374182400m Freestyle
32	10/10/10	17:45	214748364800m Freestyle
33	10/10/10	18:00	429496729600m Freestyle
34	10/10/10	18:15	858993459200m Freestyle
35	10/10/10	18:30	1717986918400m Freestyle
36	10/10/10	18:45	3435973836800m Freestyle
37	10/10/10	19:00	6871947673600m Freestyle
38	10/10/10	19:15	13743895347200m Freestyle
39	10/10/10	19:30	27487790694400m Freestyle
40	10/10/10	19:45	54975581388800m Freestyle
41	10/10/10	20:00	109951162777600m Freestyle
42	10/10/10	20:15	219902325555200m Freestyle
43	10/10/10	20:30	439804651110400m Freestyle
44	10/10/10	20:45	879609302220800m Freestyle
45	10/10/10	21:00	1759218604441600m Freestyle
46	10/10/10	21:15	3518437208883200m Freestyle
47	10/10/10	21:30	7036874417766400m Freestyle
48	10/10/10	21:45	14073748835532800m Freestyle
49	10/10/10	22:00	28147497671065600m Freestyle
50	10/10/10	22:15	56294995342131200m Freestyle
51	10/10/10	22:30	112589990684262400m Freestyle
52	10/10/10	22:45	225179981368524800m Freestyle
53	10/10/10	23:00	450359962737049600m Freestyle
54	10/10/10	23:15	900719925474099200m Freestyle
55	10/10/10	23:30	1801439850948198400m Freestyle
56	10/10/10	23:45	3602879701896396800m Freestyle
57	10/10/10	24:00	7205759403792793600m Freestyle
58	10/10/10	24:15	14411518807585587200m Freestyle
59	10/10/10	24:30	28823037615171174400m Freestyle
60	10/10/10	24:45	57646075230342348800m Freestyle
61	10/10/10	25:00	115292150460684697600m Freestyle
62	10/10/10	25:15	230584300921369395200m Freestyle
63	10/10/10	25:30	461168601842738790400m Freestyle
64	10/10/10	25:45	922337203685477580800m Freestyle
65	10/10/10	26:00	1844674407370955161600m Freestyle
66	10/10/10	26:15	3689348814741910323200m Freestyle
67	10/10/10	26:30	7378697629483820646400m Freestyle
68	10/10/10	26:45	14757395258967641292800m Freestyle
69	10/10/10	27:00	29514790517935282585600m Freestyle
70	10/10/10	27:15	5902958103587056517132800m Freestyle
71	10/10/10	27:30	11805916207174113034265600m Freestyle
72	10/10/10	27:45	23611832414348226068531200m Freestyle
73	10/10/10	28:00	47223664828696452137062400m Freestyle
74	10/10/10	28:15	94447329657392904274124800m Freestyle
75	10/10/10	28:30	188894659314785808548249600m Freestyle
76	10/10/10	28:45	377789318629571617096499200m Freestyle
77	10/10/10	29:00	755578637259143234192998400m Freestyle
78	10/10/10	29:15	1511157274518286468385996800m Freestyle
79	10/10/10	29:30	3022314549036572936771993600m Freestyle
80	10/10/10	29:45	6044629098073145873543987200m Freestyle
81	10/10/10	30:00	12089258196146291747087974400m Freestyle
82	10/10/10	30:15	24178516392292583494175948800m Freestyle
83	10/10/10	30:30	48357032784585166988351897600m Freestyle
84	10/10/10	30:45	96714065569170333976703795200m Freestyle
85	10/10/10	31:00	193428131138340667953407590400m Freestyle
86	10/10/10	31:15	386856262276681335906815180800m Freestyle
87	10/10/10	31:30	773712524553362671813630361600m Freestyle
88	10/10/10	31:45	1547425049106725343627260723200m Freestyle
89	10/10/10	32:00	3094850098213450687254521446400m Freestyle
90	10/10/10	32:15	6189700196426901374509042932800m Freestyle
91	10/10/10	32:30	12379400392853802749018085865600m Freestyle
92	10/10/10	32:45	24758800785707605498036171731200m Freestyle
93	10/10/10	33:00	49517601571415210996072343462400m Freestyle
94	10/10/10	33:15	99035203142830421992014686924800m Freestyle
95	10/10/10	33:30	198070406285660843936029373875200m Freestyle
96	10/10/10	33:45	396140812571321687872058747750400m Freestyle
97	10/10/10	34:00	792281625142643375744117495500800m Freestyle
98	10/10/10	34:15	1584563250285286751488234991011200m Freestyle
99	10/10/10	34:30	3169126500570573502976469982022400m Freestyle
100	10/10/10	34:45	6338253001141147005952939964044800m Freestyle

MEET MANAGEMENT SOFTWARE



The following are examples of Meet Management software used in Canada:

- Splash

The screenshot displays the SPLASH Meet Manager 11 interface. The main window shows a list of events with columns for Event No., Heat #, Date / Round, and Time. The selected event is '11. Men, 200m Freestyle' with Heat 6. Below this, a detailed view of the heat is shown, including a table of results.

Name	DC	YB	Code	AG	Entry time	Splits	Swim Time	RT	Status	FJ	Note
1 Rolli Camille			BIEL	Open	1:59.68	...	1:59.22	6.			
2 Gurtner Matthias			LN	Open	1:57.63	...	2:00.12	7.			
3 Febo Jean-Baptiste			PLAN	Open	1:54.46	...	1:55.23	4.			
4 Meichtry Dominik			SCUW	Open	1:46.13		1:50.01	1.			
5 Liess Alexandre			SCUW	Open	1:52.87	...	1:52.33	3.			
6 Mitrovic Jovan			AST	Open	1:56.12	...	1:57.61	5.			
7 Sidler Christian			SCSH	Open	1:58.94	...	1:52.21	2.			
8 Lazdins Alessandro			GEN	Open	2:00.20	...	2:01.01	8.			

Below the results table, there is a section for 'Distance', 'Time', and 'Delta' for 50m, 100m, 150m, and 200m. There are also fields for 'DSQ reason', 'DSQ time', 'Info code', 'Comment', 'DSQ number', 'Manual points', and 'Backup times'.

MEET MANAGEMENT KEY TERMS



Double-ended – competition conducted 50m LC with starts beginning from both ends with a chase start.

Meet Package – the technical information for every meet that explains all elements of the competition.

Qualifying standards – times set that a swimmer must achieve to be entered into the competition. Qualifying standards also help regulate the size of the meet.

Bonus swims – additional swims allowed for a swimmer when qualifying standards are in place to allow them to swim events they do not have the qualifying time to swim.

MEET MANAGEMENT KEY TERMS



De-qualifying time – times set that will prevent a swimmer from swimming an event at a competition. This is often used at more regional, or local level meets to keep level of meet for a specific group of swimmers. For example, Provincial or National standards as de-qualifying time.

Sanction – Swimming Canada's/PSOs approval of the competition and meet package. Please refer to your provincial section for sanctioning policies.

Warm-up Procedures – Swimming Canada procedure that must be followed during all competition warm-up periods.

Closed Meet – competition with specific Clubs included for participation, no others are allowed to compete.

MEET MANAGEMENT KEY TERMS



Open Meet – competition is open to all Clubs wishing to participate.

Competition Coordinator – is responsible to maintain the consistency and fairness of the competition. They will act in an advisory role during the meet providing mentorship as needed. This role has been previously known as Meet Referee or Advisory Referee.

Entry Deadline – the date detailed in the Meet Package to inform coaches of when entries must be submitted for the meet.

Sessions – used to describe the events grouped into same timeframe and pool. Could have multiple sessions running at same time in double ended meet.

MEET MANAGEMENT KEY TERMS



Deck Entries – late entries received after the entry deadline, including during the meet. Management of deck entries should be detailed in Meet Package. Swim as exhibition.

Official Splits – a time requested by a coach in advance at a specified interval during an event. For example, an official time requested at the 400m mark in an 800 free. Meet Manager ensures that officials are made aware of the request for an official split so that it can be captured and recorded properly.

Foreign swimmer – a swimmer not registered with a Swimming Canada registered Club, PSO's will have policies and procedures related to the participation of these swimmers

MEET MANAGEMENT KEY TERMS



Qualifying period – when qualifying standards are in use, the qualifying period is used to define the time period that qualifying standard must have been achieved in for entry into the meet

Bidding process – process where a Club, region or PSO bids on hosting a Regional, Provincial or National meet. Specifics on the process will be defined by the governing body, ie. the PSO, NSO etc

Coaching compliance – the requirement for coaches to be properly registered with their PSO, NSO and CSCCTA for participation at the meet in the capacity as a coach



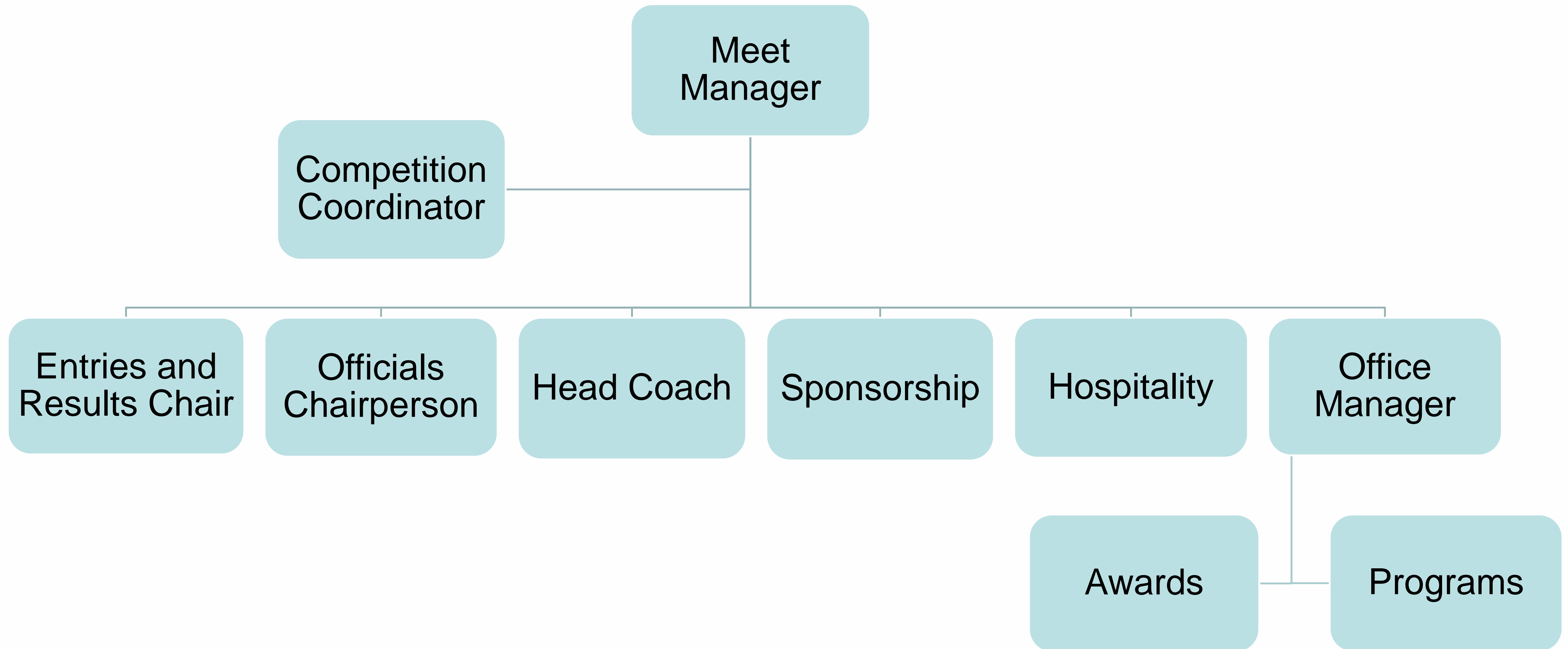
DUTIES

MEET MANAGE ROLES & RESPONSIBILITIES



- Overall role of Meet Manager is to manage the meet, not perform every task but to delegate to individuals or teams of volunteers to support
- Prior to taking on the role of Meet Manager, you must make a personal commitment:
 - Availability of time (pre-meet, during meet, and post-meet)
 - Ability to delegate work to volunteers, maintain teamwork, and adhere to timelines
 - Ability to monitor progress on multiple priorities
 - Identify a Mentor Meet Manager to assist you throughout

SAMPLE MEET ORGANIZING COMMITTEE



PRE-MEET (3-12 MONTHS IN ADVANCE)



- Coordinate with Head Coach or Provincial Office to determine type of meet and requirements
- Confirm facilities and services required, including electronics, if necessary
- Hold Meet Organizing committee meeting – assign and delegate responsibilities
- Set budget
 - Income – swimmer entry fees (individual and relay), swimmer surcharges, sponsorship opportunities
 - Expenses – pool rental, guard fees, hospitality, awards, rental equipment, printing costs, emergency services

PRE-MEET – MEET PACKAGE



- Prepare Meet Package – see your provincial section for sanctioning requirements and guidelines for meet packages.
- Meet Packages will include some or all of the following information:
 - Meet type – Open vs Closed; Developmental, Provincial, National; Time Trial
 - Date(s) of the meet
 - Facility information (name, address, parking information)
 - Swimming Canada Warm-up Safety Procedures
 - Warm-up times, start times
 - Competition format – prelims/finals, timed finals, deck entries
 - Qualifying times/de-qualifying times
 - Entry fees – individual and relay
 - Scratch procedures

PRE-MEET – MEET PACKAGE



- Relay rules
- Meet rules – including scratch rules, bonus swims, relay only swimmers, distance event specifics (2 per lane etc); foreign swimmer rules, qualifying period
- Age groups
- Scoring and Awards
- Coaches meeting – time and location – if applicable
- Event Schedule
- Billet information – if applicable
- Contact information
- Coaching compliance expectation

In many cases there will be a previous meet package you can use to update with current information so you don't have to start from scratch.

PRE-MEET – MEET SANCTION



- Swimming Canada website is the start of sanctioning process
- Sanctioning should be completed well in advance of the competition as per the policies and guidelines set by your provincial section.
- The club or region requesting the sanction, must be member in good standing with the respective PSO, with swimmer registrations complete in the Swimming Canada database.
- All official documentation surrounding the meet is held in the Swimming Canada database including all electronic files
 - Approved Meet Sanction with number
 - Approved Meet Package
 - Event file for coaches software (Team Manager)
 - Entry Management
 - Post-Meet Report and Results file

MEET MANAGER – PRE-MEET – MEET SANCTION



- Meet Manager requires login to access – Club Registrar or designate will set up <https://registration.swimming.ca/Login.aspx>

A screenshot of a web login page. At the top center is the logo from the previous block. Below it is a horizontal line. Under the line, the text "SIGN IN" is displayed in blue. There are two input fields: the first is labeled "username" and the second is labeled "password". Below the password field is a checkbox with the text "Remember me". At the bottom of the form is a large blue button with the text "LOGIN" in white. Below the button, the text "FORGOT USERNAME/PASSWORD?" is visible in blue.

MEET MANAGER – PRE-MEET – MEET SANCTION



To view your meets click on Meet List

SWIMMING CANADA NATATION

Updates My Info **Meet List** Swimmer Lookup Roster Check Support Request Official Lookup Logout

Meet List Logged in as

Default Last saved view Save View

Season: 2016-2017 Type: All Types Status: All Status Show Add a Meet Export Search

Started - En	Meet Name	Type	Course	Info	Event File	Result File	Entry Deadline	View Entries	Status	Post Meet Report	Results Report	Edit
Nov 19 - 20	Skin Technologies Marlin Marquee Invita...	Inv-Open	SC	09/15/16	09/21/16	[icon]	11/07/16	[icon]	Completed	View	[icon]	[icon]
Jan 28	January Invitational	TT-II	SC	01/16/17	01/24/17	[icon]	01/16/17	[icon]	Completed	View	[icon]	[icon]
Apr 01 - 02	Landsberg Automotive Group Spring Inv...	Inv-Open	LC	01/20/17	01/23/17	[icon]	03/20/17	[icon]	Completed	View	[icon]	[icon]

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

MEET MANAGER – PRE-MEET – MEET SANCTION



Meet List – no sanction – allows you to advertise your meet or all your Clubs meets early at the start of the season and then you can apply for sanction later once the Meet Package has been prepared. Your provincial section may also request that all meets be listed by a certain deadline so that conflicts in hosting meets can be worked out in advance of facilities being confirmed.

Apply for Meet Sanction – allows you to apply for the sanction right away but you must have all the information ready (Meet Package)

The screenshot shows the top navigation bar of the Swimming Canada website. On the left is the logo with a red maple leaf and a swimmer. To its right is the text "SWIMMING CANADA NATATION". In the top right corner is a link for "Français". Below the logo is a dark blue navigation bar with the following menu items: "Updates", "My Info", "Meet List", "Swimmer Lookup", "Roster Check", "Support Request", "Official Lookup", and "Logout". Below the navigation bar, there are two radio button options:

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

MEET MANAGER – PRE-MEET – MEET SANCTION



Sanction Application

Meet Information

Province * **Alberta**

Region ? * **Southern Region**

Host Club ? * **Alberta Marlin Aquatic Club**

Co-Host Club ? -----Please select----

Meet Name ? *

Meet Type * -----Please select----

Sanction Type: ? * -----Please select----

Sanction Fee: ? *

Start Date * May 18 2017

End Date * May 19 2017

Closing Date for Entries: * May 18 2017

Competition Details

Sessions ? * -----Please select----

Course * LC OW SC SC / LC Y (yards)

Time Standard ? -----Please select----

Age Category -----Please select----

Upload Meet Package ? * No file chosen

Upload event file ? No file chosen

Number of Swimmers Accepted ?

Championship Meet Yes No

Is this an Open Meet or Closed Meet (Selected Clubs only): * open meet 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

MEET MANAGER – PRE-MEET – MEET SANCTION



Sanction Applicant Contact Information

Applicant Name 2 *

Contact Phone *

Contact Email *

Meet Manager Contacts: 2 Same as Sanction Applicant Other

Meet Manager: 2

Contact Phone

Contact Email

Entries Contacts: 2 Same as Sanction Applicant Same as Meet Manager Other

Meet Entries Name: 2

Contact Phone

Contact Email

Meet Referee: *

Meet Referee Certification *

Meet Referee Phone

Meet Referee Email

Officials Coordinator

Officials Coordinator Phone

Officials Coordinator Email

Pool Information

Certified Pool Name 2 *

Pool Address

Pool City 2

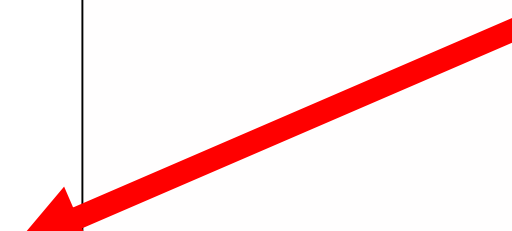
Lanes

Configuration

More Information 2

Website 2

- 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



MEET MANAGER – PRE-MEET – MEET SANCTION



Pool Information

Certified Pool Name 2 *

Pool Address

Pool City 2

Lanes

Configuration

More Information 2

Website 2

Host Club Requirements

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

Software 2 Yes No

Bells 2 Yes No

Other requirements 2

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

Discount / details

Website

Confirm

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

- Last section of the Meet Sanction application screen
- Fill in all required fields (*)
- Click on ? For help with fields
- When complete click on Submit

A sanction application does not guarantee approval. The PSO will review the application and provide approval if appropriate.

MEET MANAGER – PRE-MEET



Swimming Canada site will manage coaches entry files. The site will:

- Validate the swimmers: Swimming Canada Registration number; Name; Date of Birth; Club; All swimmers must be fully registered with their provincial section and Swimming Canada or with a FINA recognized federation in order to enter and compete in a sanctioned competition.
- All entries must be done through the Swimming Canada Registration System. A Meet Manager should never accept entries outside of the Swimming Canada system. The only exception is foreign swimmers not registered with Swimming Canada. These swimmers must be entered manually
- Contact your PSO for specific policies and procedures related to foreign swimmers


MEET MANAGER – PRE-MEET



- Notify the Meet Manager when an entry file has been received by the system
- Post status of entry file – accepted, rejected, pending
- Allow the Meet Manager to send emails directly to the coaches and/or entry coordinator
- Provide validation report on swimmer entry times
- Entries can be received after the entry deadline by sending coaches to the “Upload Entries Webpage” for your meet. The “Go To Uploads Entries Page” is a webpage specific to your meet where coaches can upload their entries

MEET MANAGER – PRE-MEET




Français

Updates
My Info
Meet List
Swimmer Lookup
Roster Check
Support Request
Official Lookup
Logout

[Return to SNC](#)

Meet Entry Management -

Logged in as _____

Time Validation Date Range: :

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

Load Date & Time (EST)	Club	Entry File	Contact	Tel.	Male	Entries	Female	Entries	Relays	Swimmers	Entries	Status	Coaches
<input type="checkbox"/> 05-25-2017 11:33 PM					4	19	1	6	0	5	25	Pending	<input type="button" value="Time Validate"/>
<input type="checkbox"/> 05-26-2017 11:27 AM					1	7	7	16	0	8	23	Pending	<input type="button" value="Time Validate"/>
<input type="checkbox"/> 06-06-2017 06:10 PM					4	8	2	3	0	6	11	Pending	<input type="button" value="Time Validate"/>
<input type="checkbox"/> 06-07-2017 06:34 PM					0	0	5	27	0	5	27	Pending	<input type="button" value="Time Validate"/>
<input type="checkbox"/> 06-11-2017 12:53 PM					4	8	7	24	2	11	32	Pending	<input type="button" value="Time Validate"/>
Total					13	42	22	76	2	35	118		

Club info:

- 1) Club code
- 2) Event file
- 3) Coach
- 4) Coach contact

SUB-COMMITTEE – AWARDS



- Create a committee of 2-3 people to manage the awards (if required)
- Smaller meets – the Meet Manager may take care of this themselves
- Calculate the number of medals and/or ribbons required – you can count manually via the Meet Package, or use the meet management software to provide the count
- Order the awards needed a minimum of 3 months prior to the meet
- Determine how awards will be handed out during the meet – by presentation with podium or prepared and given out at the end of the meet
- Meet Management software can produce labels for printing and use with the awards
- Best practice to use large envelopes to organize the medals/ribbons by Club to be picked up at the end of the meet

SUB-COMMITTEE – OFFICIALS



- Typically 2 groups that will assist with organizing officials for the meet
- Senior Officials – organized by the Competition Coordinator
- Local Officials Chairperson – who will organize all local Club officials
- Officials chairs will publish schedule and assignment as soon as it is finalized
- Best Practices:
 - Arrange 2-3 spare timekeepers on call in case of sickness and no shows
 - Organize officials room with required supplies (pencils, clipboards, etc)
 - Post assignments for check-in in the officials room to manage day(s) of meet

SUB-COMMITTEE – PROGRAM SALES



- The heat sheets or full meet program will be finalized after the entry deadline prior to the start of the meet
- Welcome letter, sponsorship and advertising inserts should be arranged well in advance for inclusion in the program
- Determine cost for heat sheet or full meet program (ie. \$3 for heat sheet sold by session, or \$10 for full meet program which will include all heat sheets for preliminary and time final sessions)
- With the new technology of Meet Mobile, some Clubs may move to paperless options and not provide any printing options. Allowing spectators to view and/or purchase their heat sheets on line.
- Heat sheets will still be required for officials and coaches on deck.

SUB-COMMITTEE – PROGRAM SALES



- Finals programs prepared each day after scratch deadline for once preliminary sessions complete – will need access to photocopier or supplier to prepare
- Number of programs/heat sheets to order:
- Heat sheets – coaches/on-deck officials (estimate number of coaches in attendance, plus officials – i.e 20-25 for 8 lane pool)
- Programs for sale – good rule of thumb – order 50% of the total number of swimmers in the meet

SUB-COMMITTEE – HOSPITALITY



- A committee of 2-5 people depending on the size of the meet and food offered will be ideal
- Supply of water, coffee, cold drinks, veggies, cheese and crackers, cookies etc., will keep officials and coaches coming back to future meets
- Consider refillable water bottles to reduce waste
- Hot meals may be offered between sessions if one or more preliminary/timed finals sessions plus finals sessions are included in the meet
- Food sponsors should be researched to help offset the cost with advertising in the program offered
- Best practice to set a budget in advance so committee has ability to plan effectively

SUB-COMMITTEE – VENDORS/CONCESSION



- Determine facility requirements/limitations to the set-up of a Club run concession stand. Will require staffing during the meet, so a committee to manage this alone will be required
- Decide if vendors will be invited to larger weekend meets
- Potential vendors may include – meet t-shirt supplier, Team Aquatic Supply/AQUAM for equipment sales, photographer
- If vendors invited, agree on revenue sharing options

SUB-COMMITTEE – BILLETING



- Please check with your Provincial section for policies and procedures on billeting options as in some cases this option no longer exists due to risk management concerns.

FACILITY RELATIONS



- A contract with the facility may be required for all full weekend meets as well as the one session smaller meets as well
- Confirm with pool administration at least 1 month in advance that all is in place and contract has been signed, if applicable
- Contract/agreement may include the following specifics: garbage collection; equipment available (tables and chairs); guard set-up and cost; pool set-up and timing, if applicable; electronics set-up and operation, including maintenance and repair; additional rooms available for use (officials room; meet office); rules for photographers; pool and deck temperature adjustments, if necessary
- A positive working relationship with the facility staff will ensure problems are solved quickly and effectively
- Many facilities request booking meets a season in advance, ie. all meets for 2017/18 season, tentatively booked in May/June 2017


PRE-MEET AFTER ENTRY DEADLINE



- As Meet Manager, you are likely also managing the entries from Clubs/Coaches as they come in
- You can review prior to the entry deadline, however many Clubs will upload a final entry file on the entry deadline
- You will download the Club entries directly from the Swimming Canada site and load into your meet management software (hy-tek or splash)

PRE-MEET AFTER ENTRY DEADLINE




Français

Updates
My Info
Meet List
Swimmer Lookup
Roster Check
Support Request
Official Lookup
Logout

[Return to SNC](#)

Meet Entry Management -

Logged in as _____

Time Validation Date Range: : : Save Entry Upload

Clubs: Status: 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 & Time (EST)	Club	Entry File	Contact	Tel.	Male	Entries	Female	Entries	Relays	Swimmers	Entries	Status	Coaches
<input type="checkbox"/> 05-25-2017 11:33 PM					4	19	1	6	0	5	25	Pending	Time Validate
<input type="checkbox"/> 05-26-2017 11:27 AM					1	7	7	16	0	8	23	Pending	Time Validate
<input type="checkbox"/> 06-06-2017 06:10 PM					4	8	2	3	0	6	11	Pending	Time Validate
<input type="checkbox"/> 06-07-2017 06:34 PM					0	0	5	27	0	5	27	Pending	Time Validate
<input type="checkbox"/> 06-11-2017 12:53 PM					4	8	7	24	2	11	32	Pending	Time Validate
Total					13	42	22	76	2	35	118		

Entry file links found here for each club. Save to computer or USB

PRE-MEET AFTER ENTRY DEADLINE



Once all entries have been received and are loaded into your meet management software you should review the following information prior to seeding the meet

- Session reports – how is the session length for each session? Will adjustments be needed, ie. Change of warm-up times; 2 per lane for distance. Session lengths should not be more than 4.5 hours.
- Review psych sheets, check fastest and slowest times for each event. Are they correct? You can often catch an entry file error here prior to the meet that can impact your session reports. For example: an entry time of 1 hour for a 400 IM instead of 6 minutes, or a 20 second 100 free for a 10 and under swimmer
- Review exception report, if required

PRE-MEET AFTER ENTRY DEADLINE



Once you are confident the database for your meet is complete, you will seed the meet and print your programs/heat sheets.

- **Once you seed the meet and print your heat sheets/programs for printing/publication – DO NOT re-seed the meet**
- Save a back-up of the meet at this point and send to Competition Coordinator or Meet Manager back-up just in case a re-seed has been done in error
- Send final session reports to Competition Coordinator and Officials Chairperson
- Be prepared for many requests from coaches for changes. Ensure you handle all requests consistently. Changes made prior to final seeding and printing of programs are easier than changes made after. Follow your meet package and above all ensure consistency.

PRE-MEET (one week in advance to first day)



There are many tasks that can be performed the week leading into the meet and/or prior to the first warm-up which will provide more time on the first day of the meet to deal with other issues that arise, including:

- Print relay cards/sheets, print distance counter sheets
- Ensure current Swimming Canada Warm-up Procedures are posted on deck
- Post signage for deck access, if required
- Set-up meet office with all required equipment and supplies, prepare award envelopes and post session reports for coaches access during the meet.
- Prepare meet fee report and have ready to collect Club entry fee cheques
- Meet with Competition Coordinator to discuss any last minute changes or updates to the meet

MEET & OFFICE EQUIPMENT REQUIRED



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

POOL EQUIPMENT REQUIRED



- 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)
- Rope to cordon off officials walkway on deck, around the pool, if required
- Backstroke wedges, if available

PRE-MEET – COACHES MEETING



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

Best Practice: Provide an email Technical bulletin to the coaches, to provide specifics on timelines, positive check-in times and any facility related information (such as parking)

MEET MANAGEMENT OFFICE – IN MEET



- Could need 2-4 volunteers to assist the Meet Manager with the operation of a session. The number will depend on the complexity of the meet
- Office help volunteers should have good computer skills, attention to details and are able to meet strict time deadlines
- Volunteers may assist with posting of heat sheets on deck for the session, posting of results, managing of relay cards and name entry
- Volunteers may also assist with award preparation and filing

MEET MANAGEMENT OFFICE RESPONSIBILITIES – IN MEET



- Post heat sheets on deck for swimmer access in cardless meet
- Process scratches and deck entries before the session begins
- Produce lane timer sheets and/or updated meet programs for officials
- Process and distribute relay cards, if required
- Organize swim-offs, if required
- Prepare finals programs, if required
- Organize paperwork for Provincial or National records
- Prepare distance lap counter sheets if required for 800 and 1500m events

It is important to follow the terms set out in the meet package when considering scratches, deck entries, relays etc.

MEET MANAGEMENT OFFICE RESPONSIBILITIES – IN MEET



Incident Reports

- Throughout the meet, swimmers and/or officials and coaches may require assistance by the lifeguards.
- If the incident delays the meet, the Session Referee needs to ensure the Meet Manager is aware.
- If an incident report is completed by the lifeguards the Meet Manager should obtain a copy, if possible and maintain with the swim meet files.
- If the incident report cannot be provided by the facility the Meet Manager should create their own document and maintain with the swim meet files, should documentation be requested by the PSO.

MEET MANAGER RESPONSIBILITIES – POST MEET



- Load results to Swimming Canada site within 48 hours of the meet's completion
- Post meet fee report can be found on the Meet page for Meet Managers
- Send any record applications in to PSO or Swimming Canada
- Thank you emails to volunteers and officials
- Wrap-up team meeting to review the meet and discuss any challenges for next time
- Complete any specific provincial section requirements (finances, competition safety checklist, splash fees etc.)



RULES RELATED TO MEET MANAGER

RULES DESCRIBING THE DUTIES OF THE MEET MANAGER



CSW 2.13.1.4 Meet Manager

- a) *Shall be responsible for all the organizational details of the meet, shall have control of the mechanics associated with the running of the meet, and shall be responsible for having the necessary equipment and personnel available during the meet. Appointments of personnel shall be subject to ratification by the referee.*
- b) *Shall be responsible for the dissemination of all meet information and all meet forms.*
- c) *Shall be responsible for seeding all pre-seeded meets.*
- d) *Shall be responsible for the preparation of entry lists and/or heat sheets and have them available prior to the start of each session*
- e) *Shall be responsible for issuing official results*
- f) *Shall see that all record applications are processed*
- g) *Shall be the Chairperson of the Jury of Appeal at non-national meets.*

RULES RELATED THE DUTIES OF THE MEET MANAGER



GR 9.3 Jury of Appeal

CGR 9.3.1.1 *Jury of Appeal – Canada Only protests meeting the criteria set out in GR 9.2 are acceptable for consideration by a Jury of Appeal*

CGR 9.3.1.2 *The Jury of Appeal shall be chaired by the Meet Manager or designate at non-national meets and by the National Meet Director at National Competitions. The chairperson shall have no vote. The voting members shall be odd in number preferably either three (3) or five (5), and should be the most experienced Swimming Canada/PS officials or officers available, in addition to the option to include a coach. None of those participating on the Jury of Appeal can have been involved in the disputed decision or disqualification. In the event that there is no coach available, the jury will still convene and the outcome shall be final.*

RULES RELATED THE DUTIES OF THE MEET MANAGER



CGR 9.3.1.3 *The Jury of Appeal shall convene and reach a decision by majority vote as soon as is practical during or after the session in question. The decision shall be reached on the day the written protest is received. When a decision is reached, the protestor and the referee shall be informed immediately. After the jury's decision is handed down, the results of the competition shall be determined and posted, awards shall be presented, point scores shall be computed and the results shall be final.*

CGR 9.3.1.5 *The Chairperson of the Jury shall make a formal written record of the proceedings, (Jury Record), including a description of the incident, the initial decision and protest, the jury members, the witnesses called, the final decision rendered and a brief description of its rationale. All members of the jury shall sign the "Jury Record". One copy shall be provided to the protestor and one copy, along with the original protest form and other pertinent data, to the Swimming Canada/PS office along with the official meet results.*

RULES RELATED ELIGIBILITY



CGR 1.2.1 *Eligibility – Canada*

CGR 1.2.1.1 *Swimmers entering meets in Canada must comply with all FINA, Swimming Canada and PS eligibility rules.*

CGR 1.2.1.2 *To compete in any Swimming Canada sanctioned event, a U Sports team shall be registered with the PS as a U Sports team.*

CGR 1.2.1.3 *To compete in Swimming Canada events and U Sports events a U Sports swimmer shall be registered with Swimming Canada in the appropriate registration categories as outlined in the National Registration Policy, Procedures and Rules Manual. Similarly, a U Sports swimmer who wishes to represent their U Sports program and club program concurrently must register in the appropriate registration categories as outlined in the National Registration Policy, Procedures and Rules Manual. A swimmer may compete for only their Club or their U Sports program (but not both) at a particular competition.*

RULES RELATED ELIGIBILITY



CGR 1.2.1.4 *A swimmer's age shall be as of the first day of the meet.*

CGR 1.2.1.5 *Competitions designated as senior shall be open to all eligible swimmers of any age who meet the qualification standards.*

CGR 1.2.1.6 *Competitions designated as open shall be open to all swimmers registered with a FINA member and who meet the qualification standard.*

CGR 1.2.1.7 *Competitions designated as closed or restricted shall be those in which entry is restricted as published in the meet information.*

CGR 1.2.1.8 *Any competitor who wishes to change club affiliation must do so in accordance with the Swimming Canada Registration Policy and Procedures Manual.*

RULES RELATED ELIGIBILITY



CGR 1.2.1.9 *A swimmer NOT PREVIOUSLY REGISTERED with Swimming Canada in the prior competitive season, who is a Canadian citizen whether by birth or naturalization (where naturalization means they are eligible to hold a Canadian passport), shall be eligible to compete in a sanctioned Trials Meet to select swimmers to compete for Canada by complying with registration with Swimming Canada at least 30 DAYS prior to the beginning of the competition and complying with FINA rule GR 2.5.*

CGR 1.2.1.10 *A swimmer PREVIOUSLY REGISTERED with Swimming Canada in the prior competitive season, who is a Canadian citizen whether by birth or naturalization (where naturalization means they are eligible to hold a Canadian passport), shall be eligible to compete in sanctioned Trials Meet to select swimmers to compete for Canada by complying with registration with Swimming Canada by the advertised ENTRY DEADLINE of the competition and complying with FINA rule GR 2.5.*

CGR 1.2.1.11 *An athlete shall only compete in events of the gender in which they are registered.*



PARA-SWIMMING

PARA-SWIMMING OFFICIATING



- As a Meet Manager you may have a meet with Para-swimmers and/or Para events
- The rules are exactly the same as able bodied; however, exceptions are allowed with some of the rules for the Para swimmers who are identified with their sport class (e.g., S8, SB7, SM8), due to a specific impairment. Their sport class is found between their first and last name in a heat sheet.
- The sport class (e.g., S8, SB7, S14) will be included in the swimmers name to detail their specific impairment
- You should be aware of Para-swimmers in your meet and may need to adjust lane assignments to support the swimmers as needed

PARA-SWIMMING OFFICIATING



Technical Advisor – will be appointed for Swimming Canada Designated meets and International competitions which include Para-swimmers. When a Technical Advisor is not present at a competition, the Referee is responsible for including the Code of Exceptions on the heat sheets for all Canadian Par-swimmers competing in the competition.

A quick reference guide for Para-swimming rules can be found here:

<https://swimming.ca/content/uploads/2015/06/para-swimming-quick-reference.pdf>

PARA-SWIMMING OFFICIATING



- Appendix C of the Swimming Canada Rulebook outlines all Para-Swimming – WPS Rules
<https://www.swimming.ca/en/swimmingcanadarules/>
- Also included on the Swimming Canada website are a number of resources and tools for Para-swimming officiating
<https://swimming.ca/en/para-swimming-forms/>



KEYS TO SUCCESS

KEYS TO SUCCESS



- Working with a Mentor Meet Manager your first few times out at varying level of meets
- Time management – the Meet Manager job is a big one, but in small pieces and through effective delegation it is a lot of fun too
- Consistency – in the meet, the consistency of application of rules and decisions is crucial. Follow the meet package and ensure if you make a decision in the meet you are willing and able to make the same decision for the next coach who asks.
- Partnership with your Competition Coordinator



QUIZ

QUESTION 1



Some of the responsibilities of the Meet Manager are to (choose all that are correct):

- a) organize and plan the meet
- b) ensure the pool is available and booked
- c) acquire necessary equipment such as computers, copiers, extra timing systems
- d) ensure that the meet is staffed properly
- e) operate the automatic placing and timing system
- f) prepare and distribute the meet invitation/meet package
- g) provide the Clerk of Course with necessary paperwork
- h) prepare entry lists or heat sheets
- i) ensure each race is conducted fairly
- j) issue complete lists of results
- k) ensure disqualified swimmers are listed at the end of the event
- l) process record applications
- m) serve as Chairperson of any Jury of Appeal
- n) buy awards
- o) arrange provision of food for officials
- p) organize warm-up conditions
- q) ensure proper Swimming Canada safety rules for warm-up are posted
- r) obtain approval/sanction for the meet
- s) prepare a budget for the meet

QUESTION 2



An “open” meet is:

- a) available only to those who are not age-group swimmers
- b) available to all swimmers registered with Swimming Canada
- c) available to all age groups but restricted to one province
- d) held outdoors as an open water long distance event

QUESTION 3



A “senior” event is an event for which:

- a) there are no age restrictions
- b) swimmers must be at least 18 years old
- c) only Masters swimmers are eligible

QUESTION 4



The following Age Groups are nationally recognized for records (choose all that are correct):

- a) 10 years and under
- b) 11-12 years
- c) 13 years
- d) 14-15 years
- e) 15-17 years
- f) 13-14 years
- g) 15 years and over
- h) 8 years and under

QUESTION 5



In order for the results of a swim to be officially recognized for Swimming Canada records or for future qualifying times, the meet must:

- a) be conducted as an “open” meet
- b) be approved by the provincial section
- c) use an approved automatic placing and timing system

QUESTION 6



Applications for meet sanctions are submitted to:

- a) the Swimming Canada national office
- b) Provincial section office
- c) Provincial Officials' Chairperson
- d) Provincial Sanction Officer so designated by the section
- e) <https://registration.swimming.ca/Login.aspx>

QUESTION 7



An application for meet sanction:

- a) shall be submitted for each individual meet
- b) shall be accompanied by a copy of the meet package
- c) is needed for Time Trials
- d) all of the above

QUESTION 8



In pre-seeded meets, primary responsibility for seeding each event lies with the:

- a) Referee
- b) Meet Manager
- c) Clerk of Course
- d) Safety Marshal

QUESTION 9



The term 'short course' refers to a:

- a) 25 yd pool
- b) meet in a 25yd pool
- c) meet in a 50m pool
- d) 25m pool

QUESTION 10



Meet Package: The meet information package shall contain the following (choose all that are correct):

- a) date of the meet and starting times of each session
- b) a list of senior officials – meet manager and competition coordinator/meet referee
- c) a list of events and qualifying times
- d) de-qualifying times, if appropriate
- e) disqualifying times
- f) entry fees and procedures
- g) accommodation and travel information
- h) recommendations for rule changes
- i) pool details (length, number of lanes, etc.)
- j) scoring rules for prizes and awards
- k) procedures for scratches, deck entries, etc.
- l) a list of all invited clubs, if appropriate
- m) rules about finals and consolation finals, if appropriate
- n) safety warm-up procedures

QUESTION 11



The Jury of Appeal (choose all that are correct):

- a) shall be chaired by the Meet Manager or designate
- b) shall be composed of an odd number of members
- c) shall have the referee as a voting member
- d) may be attended by any interested official
- e) shall be held during or immediately following the session
- f) shall hear evidence from the protestor, the Referee, and the person whose decision is in dispute
- g) shall reach a decision on the day of the protest
- h) shall make the final decision

QUESTION 12



The Meet Manager's responsibilities regarding safety procedures during warm-up shall be to:

- a) assign teams to lanes
- b) increase the number of sprint lanes when the situation requires it
- c) limit the number of swimmers in the pool
- d) check the pool deck for unsafe areas
- e) assign safety marshals during the warm-up, in collaboration with the Competition Coordinator/Meet Referee
- f) post warm-up procedures prominently on deck
- g) all of the above

QUESTION 13



Meet results shall be sent to (choose all that are correct):

- a) the meet approval/authority – Provincial Section or Swimming Canada
- b) the Chair of the Officials, Competitions and Rules Committee
- c) each participating club
- d) all clubs in the host province
- e) provincial sections of our of province clubs
- f) <https://registration.swimming.ca/login.aspx>

QUESTION 14



At the conclusion of the meet the Meet Manager's duties shall include:

- a) upload results to the Swimming Canada website within 48 hours
- b) ensure results and scoring are correct
- c) upload results to your website
- d) all of the above

CONGRATULATIONS



You have now completed the Level II Meet Manager Clinic

Your next task is to obtain meet experience. It is recommended you work with a mentor Meet Manager and gain experience managing varying level of meets.
(ie single day; multi-day meets)

To be certified as a Meet Manager you must complete two deck evaluations.

The Competition Coordinator or Mentor Meet Manager must be informed prior to the meet that you are requesting a deck evaluation. At the end of the meet, the Competition Coordinator or Mentor Meet Manager will sign your officials card if the evaluation was successful.



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