

MEET MANAGER'S CLINIC

TABLE OF CONTENTS

A. List of Handouts and/or Overheads	2
B. Decision to host a meet	3
C. Role description and pool position	5
1. Duties of the Meet Manager	5
2. Establish your meet committee	6
3. Prepare a meet budget	7
4. Prepare a meet invitation package	7
5. Receive and process entries	8
6. Tips on timing a meet	8
7. Preparations of heat sheets	9
8. Concession/hospitality	10
9. Billeting	11
10. Officiating	11
11. Awards	12
12. Opening ceremonies	12
13. Facility	12
14. Equipment for the meet	12
15. During the meet	13
16. Coaches' meeting	13
17. Jury of appeal	13
a) refer to swimming rules for details	
b) role of the chairperson of the jury	
18. Meet Commission	14
19. Office Manager and responsibilities	14
20. After the meet	15
21. Timeline: example of a three day meet	16
22. Procedure for certification	16
23. List of abbreviations used	16

A. List of Overheads/Handouts

Sample Budget	17
Recap Sheet	18
Scratch Sheet	19
Warm-up Procedures	20
Official Report of the Jury of Appeal	21
Record of Official Protest	22
National and Provincial Record Form	23
Checking Physical Set-Up of Meet	24
Billet Request Form	25
Entry Form	26

B. Decision to Host a Meet

- i) The decision to host a swim meet should be made at least one year in advance.
 - The swim club executive should discuss and agree on the type of meet and start planning immediately.
 - 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.
 - Do not try to do more than your club is capable of doing, i.e. do not try and host a meet on the same week-end as another area club. Officials will be difficult to organize and in the future parents may be reluctant to assist.
 - Requests to provincial sections to host a meet should include: date of meet, where it is held, and level of the competitors involved. Approval to host the meet comes through the sanctioning process done by the provincial section.

- ii) Some Swim Meet Options:
 - Closed Meet - a pre-selected (restricted) number of clubs are invited
 - Open Invitational - any club that has swimmers who meet the qualifying standards is eligible to attend.
 - Circuit/Developmental Meets - ½ day
 - Invitational - 2 ½ days or 3 full days. These may be run as time final events, preliminaries and finals, time final for distance events, etc.
 - Provincial Championships - Guidelines are set by the Provincial Section. Generally, Provincial Championships are 3 ½ day meets with preliminaries and finals. An official application must be made in writing to the Provincial Section in advance.
 - Qualifying/de-qualifying times or Open Invitational
 - Short Course/long course - single/double ended

iii) Some questions to ask before you decide to host a meet

- Can you supply the majority of officials both in numbers and at the senior level? Usually clubs are required to provide a significant number of level I and 2 officials when they host a meet.
- Can you run the meet office?
- What prior experience is necessary?
- Do you have/need credibility?
- Is the meet to be fun or serious business?
- Are you trying to make a financial contribution to the club?
- Is the meet to focus on a particular age group?
- Is there a week-end open to slot in a new meet and does it fit in with the swim cycle set forth by the coaches' association ? It may be helpful to have the head coach discuss the proposed timing of the meet and level of meet with Coaches' Association (CSCTA).
- Who will come to your meet?
- Are you trying to qualify swimmers for a more advanced meet?
- Can you billet and can you count on other area clubs to assist you? Host clubs are usually required to billet a certain number of out-of-town swimmers.

iv) Things to consider for your swim meet

- Is pool space available? It is advisable to book now as finding pool space and time to host a meet is becoming a problem.
- Don't forget to book time for warm-ups and space for the office and officials.
- What type of awards will you give out? Order them once you have decided on the program and you know how many you will need. Pre-ordering several years worth of awards will save you money in the long run.

C. Role Description And Pool Position

The Meet Manager is the general manager of the competition

- His skills are crucial to the success of the meet.
- It is advisable for the Meet Manager to have an understanding of the various positions of the officials on the pool deck.
- There is an enormous challenge to the position and great satisfaction is achieved when the job is well done.

The Meet Manager is located wherever needed on or off the pool deck.

- If he has done a thorough job before the meet, his work during the meet will be reduced and the meet will run smoothly.

1. Duties of The Meet Manager

- i) pre-meet preparation
 - plan well in advance
 - delegate work to volunteers
 - allocate sufficient time for your own work
 - organize the work you have to do
- ii) meet office and results
- iii) initial assignments of officials (in conjunction with the Officials chairperson and the referee)
- iv) eligibility of swimmers
- v) Chairperson of the Jury of Appeal
- vi) Chairperson of the coaches technical meeting

CSW 2.12.1.4 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.*
- b) *Such appointments shall be subject to ratification by the Referee.*
- c) *Shall be responsible for the dissemination of all meet information and all meet forms.*
- d) *Shall be responsible for seeding all pre-seeded meets.*
- e) *Shall be responsible for the preparation of entry lists and/or heat sheets and have them available prior to the start of each session.*
- f) *Shall be responsible for issuing official results.*
- g) *Shall see that all record applications are processed.*
- h) *Shall be Chairperson of the Jury of Appeal for the meet.*

CGR 10.3.1.1	Jury of Appeal
CSW 3.5	Time Finals
CSW 3.7.4	Deck Entries
SW 2.1.6	Reporting of Disqualifications
CGR 1.2.1 & SW 3	Entry Procedures and Limitations
CSW 3.7	Late Scratches
CSW 2.12.1.5	Safety Marshal
APPENDIX F	Warm-up Procedures
APPENDIX C	Masters Swimming

2. Establish Your Meet Committee

- i) Fill key positions as early as possible (Referee and individuals in charge of office, billeting, officials, concessions, awards, sponsors etc)

TYPICAL MEET ORGANIZING COMMITTEE

Meet Manager

Meet Office Chairperson	Senior Referee
Billeting Chairperson	Officials Chairperson
Awards Chairperson	Concession Chairperson
Publicity	Head Coach
Section Office	Sponsors Chairperson

- ii) Call a meeting 6 months before the meet and establish your requirements.
 - Ensure each committee member understands his/her responsibilities and the timing for each individual element
 - Use these Officials Clinics as a job description for the different positions.
- iii) Make each member feel a part of the team and if they need any assistance or direction, have them phone you at any time.
 - Make periodic calls to members to check on progress.

3. Prepare A Meet Budget

- i) A sample budget is included in this clinic (p. 17)
- ii) Most swim meets are self supporting
- iii) If sponsors are to be a major component of the meet, appoint a co-ordinator to handle this component. You do not want to sacrifice meet management time to find sponsors.

4. Prepare A Meet Invitation Package

- i) Prepare meet information package.
- ii) Work closely with your head coach and committee. The coach will want to establish qualifying times/de-qualifying times (if they exist), events and order of events.
- iii) Components of the Meet Package will vary depending on the type of meet
 - One or two pages for a developmental meet compared to several pages for an invitational meet
- iv) Make certain you have current mailing addresses for the swim clubs that you intend to invite. A current list is usually available from the Provincial Section Office.
- v) All of the information for the Provincial Championships are supplied by and mailed out by the PSO.
- vi) An invitation package for an invitational or provincial meet should contain the following:
 - Sanction #
 - Meet classification - open/closed invitational, developmental, championship, etc.
 - Dates of the meet
 - Starting times - warm-up times, actual start time for sessions, heats/finals
 - Facility name
 - Entry Limit (if any) and entry deadline
 - Qualifying times, de-qualifying times
 - Format: time finals, heats and finals
 - Deck entries
 - Entry Fees
 - Meet Rules
 - Age Groups
 - Scoring
 - Awards
 - Results
 - Distance events - specifics (i.e. 2 swimmers per lane ?)
 - Billeting
 - Coaches' Meeting
 - Event Schedule
 - Entry Grids - encourage Hytek computer entries
 - Billet information
- vii) Sanction Application:
 - Attach a copy of the complete meet package to the sanction request form and forward to the PSO. The Sanction # must be obtained from Provincial Section and appear on your meet package prior to the mail out.
- viii) Mail out your Meet Information Packages at least 8 weeks before the meet.

5. Receive And Process Entries

- i) If possible, make the entry deadline so that you have two weekends to process the information before you meet starts.
 - Sometimes this is not possible, such as with provincial and national meets where the entry deadline (10 days) is stipulated by the Provincial/National Section.
- ii) Insist that the Hytek disc and/or entry grids are mailed by courier or special delivery to your home or your club office
 - If receiving grids by FAX, Hytek, or e-mail, ensure that the clubs send a hard copy in the mail as well..
 - Some clubs are very lax about entry deadlines. If you are expecting a club to participate in your meet and do not have the entries by the deadline, call the club to inquire about their entries.
- iii) You should expect to receive:
 - Entries on a computer disk, email, or a hard copy of the entry grid sheets
 - Completed billet request form
 - Entry fee cheque
- iv) Prepare a check-off sheet, so you can keep a record of information enclosed, such as the billet list, cheque amount and number, billet list enclosed, entry disk and/or grids.
 - Keep all entry information in a file that is easily transportable.
 - Take the file with you to the swim meet. You then have a record to cross-reference with a coach when they have questions regarding the entries of their swimmers.
- v) Make copies of the entry information for your Meet Office Chairperson.
 - You will not have a lot of time, so inputting the entries in a timely fashion is imperative.
 - If entry cards (rare) are used, you will assist in arranging a `card party' to sort all cards into events, fastest to slowest time, heats etc.
 - If the meet is organized on a computer program, i.e. Hytek, the entry grids are used by the operator to determine that the entries are accurate.
 - It is important to have a good and reliable Office Manager as they can make or break a meet
 - Good communication between the Meet Manager and the Office Manager is vital. Once entries are complete the Office Manager can communicate queries about entries to the Meet Manager (i.e.) too many entries for a swimmer, incorrect entry times - either too fast or too slow, etc. The Meet Manager can then be in contact with the club regarding such entries. Sorting out questions before the meet starts saves time and confusion at the beginning of the meet.

6. Tips On Timing A Meet

- i) As a Meet Manager you will be working closely with the Organizing Committee particularly the Senior Referee to ensure that the length of each session is no longer than 4 hours in duration.

- Sometimes it may be necessary to limit the size of some events to fit all the events in the time allocated for the meet.

ii) Length of the Sessions

- Heats should be controlled in length to approximately 3 - 4 hours, if possible.
- Finals usually require 2 - 3 hours to complete.

iii) Timing the Meet

- As a rule of thumb, approximately 100 swims can be handled per hour.
- If you have 2000 swims (individual) for a meet it will take approximately 20 hours of swimming (preliminaries) to complete.
- For a short course meet swim double ended (if that is possible)

iv) As you will notice, a long course meet with 2000 swims will require more hours of pool time to complete.

v) When timing your sessions,

- Look for the slowest time for each heat in each event and allow another 40-50 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
- Hytek will provide a timed printout for each session. Inputting 40-50 seconds between heats provides for extra time to deal with unexpected delays (i.e). electronic malfunctioning, pad changes, disqualifications, etc.

vi) Some ways to speed-up a meet

- Consider Time Finals for some of the longer events, particularly in the younger age groups, i.e., 400 IM, 800/1500 Free.
- Limit the number of entries in longer events
- Start over the heads of swimmers in the water.
- Use a good Referee, Starter and Marshall
- Swim two per lane in the longer events, such as 400, 800, 1500 Free. If you are swimming two per lane the starts must be a staggered entry for safety reasons. This provides each swimmer the opportunity to start from the blocks and avoids collisions that could potentially occur from simultaneous starts.
- Double end meets - short course as well as long course.
- Senior Seed 800/1500 Free - fastest to slowest.

vii) Some problems to anticipate

- Missed swims
- Lost time

7. Preparation Of Heat Sheets

- Once entries are inputted and corrections are made you will have approximately 5 days to prepare the heat sheets for copying.
- Hytek will automatically pre-seed your events. When using this program encourage coaches to send in scratches as they receive them from their own swimmers. This will

give you the opportunity to delete these swimmers from the events in which they are entered. You will want to do this prior to copying the heat sheets.

Providing you have the photocopying capabilities, it may be easier to

- Copy session 1 prior to the start of the meet
- Receive scratches from the coaches during session 1 and make the changes on the computer program
- Re-seed with the scratches included
- Copy the remaining session heat sheets
- You will find less confusion with coaches, swimmers and spectators if you can incorporate these changes. You will also find you have fewer empty lanes and may actually speed-up the meet.

iii) If you have sponsors and advertising, you will likely want a well presented book to sell to competitors. This book should include the psyche sheets (list of competitors) for each event.

- It may be possible to find a major sponsor to cover the cost of copying and collating the program. They can place an ad in the program.
- The programs may sell for \$5.00 - \$10.00 and should cover the cost of the copying.
- If you include only the psyche sheets, you will need to print daily heat sheets for the coaches, and officials. It will be helpful for the spectators to also receive these up to-date heat sheets.
- If you choose to print programs for each session, you can still incorporate ads into each of these programs.
- Remember to arrange to have someone available to sell the programs

iv) The officials require approximately 40 copies of the heat sheets (per pool).

- Label the heat sheets and place them in clipboards prior to the start of warm-ups

v) Coaches will require approximately 1 heat sheet per 10 swimmers entered in the meet, i.e. if the team has entered 27 swimmers supply the team with 3 heat sheets.

vi) Organize a package for each club, containing heat sheets, deck entry forms, scratch sheets, relay entry cards, and information specific to the meet. A file folder on the pool deck, organized in alphabetical order will provide easy access to the coaches and allow the Meet Manager to place additional information there during the meet.

8. Concession/Hospitality

- i) A good supply of coffee, cold drinks, veggies, cheese and crackers etc. for officials, coaches, etc. will keep your teams coming back to future meets.
- ii) Food sponsors can usually be found for a small ad in your program.
- iii) Your concession chairperson should have a team of reliable assistants to help during the various sessions.
 - A visit to the pool deck during the sessions is a good gesture, which will be appreciated by the officials.

- iv) 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 permit food to be sold to visitors. These pools may have their own concession available.

9. Billeting

- i) Host clubs are responsible for billeting some of the out-of-town swimmers,
- ii) The placing of billets can be a real chore if not organized by a committee.
 - A team of 2 - 3 individuals with a co-ordinator is preferred.
- iii) Copy all billet requests that arrive with the entries, for the billet co-ordinator.
- iv) 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.
- v) Some clubs appear reluctant to support billeting of swimmers from meets arranged by other clubs. Eventually, these clubs become the losers since they will require help and will not find much support or sympathy.
- vi) If you are a small club, with no other club support, don't try to billet more swimmers than you can comfortably handle.
- vii) Indicate in your meet package that limited billeting is offered.
- viii) Prepare a list of billets and their billeting family & phone number that can be given to the chaperone of each club requiring billeting. The billet co-ordinator may then keep a list of chaperone names and contact number's in case of billeting problems.
 - Good policy to have spots for 1-2 swimmers that may not have made the original list supplied.
- ix) Usually a few last minute cancellations create some openings.
- x) The billet chairperson should be available during and after the first session to solve any last minute billeting problems.

10. Officiating

- i) Copy entry information of other area clubs for the Officials' Chairperson. Help can then be solicited from other area clubs entered in the meet.
 - Host clubs are responsible for supplying some level 1 and 2 officials
 - A good practice is to ask for help in your meet package and have the clubs send their list of names/phone numbers / and qualifications along with their entries
- ii) Have at least 3 people (Officials' Chairperson and 2 others) arrange for officials
- iii) Sometimes a good split is to have one person responsible for senior officials like referees, starters, Stroke & Turn judges, and the other two can arrange for timekeepers etc. Many Meet Managers prefer to arrange for their own Referees and Starters.
- iv) In any event, have the majority of the positions filled before the start of the meet.
 - It is a good practice at a major meet to have 2 - 3 spare Timekeepers on call in case of sickness or no-shows.
 - Nothing is worse than starting a session with 4 - 5 positions still to be filled.
- v) Organize the Officials' Room
 - Have your Officials' Chairperson or designate, greet and sign-in the officials as they arrive. Direct them to the heat sheets and equipment they will need for their position.
 - 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.

11. Awards

- i) A committee of 2 - 3 people will be needed to handle the awards
- ii) Awards need to be ordered approximately 3 months prior to the meet.
- iii) Some preparation prior to the meet will make life easier during the meet.
 - You will need to decide if you will be presenting medals during the meet.
 - If you do present on deck, who will do the presenting, and when will you present?
 - Medals and/or ribbons can be attached to folders (if used) prior to the meet.
- iv) Hytek will produce result tags for events once they have been finalized. These can then be attached to the ribbon/medal once they have been printed.
- v) If you are not using Hytek, Name/event tags should be arranged before the meet and once the event is completed, the volunteers can hand write the winning information on the ribbon/medal. You will need some large envelopes to organize the ribbons/medals by club. Clubs will need to be reminded to pick-up their awards at the conclusion of the meet. It is very costly to mail awards.

12. Opening Ceremonies

- i) It is a nice touch to start your first finals sessions with an Opening Ceremonies.
- ii) Marching the officials on deck to a bagpiper or suitable music is usually well received.
- iii) Keep the opening remarks short - no more than 10 minutes.
- iv) Finish the ceremonies with the singing or playing of the National Anthem.
- v) If you plan on using an announcer for the meet ensure that the sound system is adequate, and can be heard. It is frustrating for the audience to try and listen to a poor sound system.

13. Facility

- i) Check with the pool administration at least 1 month before the meet is to start, to ensure all arrangements are in place. Get to know the staff at the pool you will be working with during the meet. It will make things go smoother.
- ii) A few days before the meet, check again to ensure tables, chairs starters podium etc. are available.
- iii) Some pools want deck passes to be issued to all coaches, swimmers, chaperons, officials, etc. Have the passes available for the coach's packages.
- iv) At the pools where you can not use the starting blocks safely, you may want to consider using towels off which the swimmers may start.

14. Equipment For The Meet

- i) Make arrangements to have all necessary equipment together before the meet starts
 - Equipment might include: bells, clip boards, pens/pencils, staplers, paper clips, elastic bands, spare starter's gun with ammunition, watches, whistle, extra entry cards, white board for marshalling and/or posting results.
 - Keep a record of the equipment used and what is needed so that you may replace it before the next meet.
- ii) Office equipment is very important.
 - A reliable photocopier is important

- Computer equipment that is also reliable, along with a printer

15. During The Meet

If the meet preparation has been done, the meet will run smoothly. However, there are some items that must be dealt with during the meet.

- i) Make sure you're at the pool, 1½ hours before the start of the warm-ups for the first session. This will give you the opportunity to ensure all the equipment is in place for the meet.
- ii) Make arrangements to have someone give out packages to the coaches.
 - If there is room on deck, place a hanging file in an area easily accessed. Coaches packages can be placed in these files and any additional information during the meet can also be placed in these files i.e. additional heat/final sheets.
- iii) Ensure that the Safety Marshal is in place to control the sprint and pace lanes.
 - Warm-up procedures are in effect at ALL Canadian meets.
 - Refer to page 20 for a copy of the warm-up procedures.
 - The warm-up procedures should be posted on the pool deck during the warm-up and a copy should be placed in the coaches' packages.
- iv) Meet with the Referee to discuss specifics of the meet, such as changes to the program, heats that go directly to finals, handling of distance events, etc.

16. Coaches' Meeting

- i) It is a good idea to have a coaches' meeting before the start of the first session. Any changes to the meet, as well as highlights, can be addressed, and questions answered.
- ii) An ideal time for the coaches' meeting is just prior to the start of the warm-ups. You will find the coaches are more available then, than during the warm-up session.
- iii) The meeting can also serve as a scratch meeting at the smaller meets.

17. Jury Of Appeal

- a) Refer to Swimming Rules for details
 - i) It is a good idea to have 3 - 5 individuals in mind (Senior Officials) who can be called upon at short notice to serve on the Jury of Appeal.
 - ii) You will act as the Chairperson of the Jury should there be any written protests.
- b) Role Of The Chairperson Of The Jury
 - i) To select 3 - 5 knowledgeable officials to serve as members of the jury.
 - Members should not be involved in the protest.
 - ii) To chair the meeting. It is important that the jury:
 - 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
 - iii) 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 and then to make a

decision

- The Chairperson completes the report of the jury of appeal and gives a copy to the protester.

18. Meet Commission (National Meets)

- SNC Meet Commission (Refer to Rulebook SNC 1.1.5 and 1.1.6)
- To be used at SNC designated meets (Youth, Junior, and Senior National meets)
- Their function is:
 - The control of all pool equipment and all technical installations during the event.
 - The conduct of the competition
 - To investigate cases of protest in preparation for the Jury of Appeal.

19. Office Manager And Responsibilities

A skilled office staff can make the meet. The Office Manager should have experience in the office from other meets. Arrangements for computers, paper, etc. need to be done well in advance of the meet.

- The Meet Manager should give the Office Manager a copy of the Meet Package, when the package is first sent out to the clubs. The Office Manager should review the package to learn the details of the meet i.e. time final events, or heats and finals, scoring of the meet, order of events etc.
- Several people will be needed to help in the meet office.
 - Ask the Officials' Chairperson to assign 1 -2 people (per end) as recorder scorer for each session. They can be responsible for checking the results with the computer-generated results.
- Order supplies:
 - paper (have plenty of paper on hand)
 - If using photocopier - extra toner
 - Computers (at least one on line, two manual input for double ended pool)
 - Garbage bags, paper towels
 - pencils, pens, computer disks, electrical extension cords
 - extra printer ribbons, power bars, file folders for results and prelims results.
 - masking tape for posting, elastic bands, paper clips, scotch tape, white out for mistakes, scissors.
- Does the Meet Manager want covers for the Heat Sheets, Finals, and/or results?
- You will need to arrange to have someone else to copy the heat sheets, final's sheets.
 - Print out a list of clubs and indicate the number of copies of heat/final sheets each will need. Usually about 1 copy per 10 swimmers entered in the meet. Post the list by the photocopier.
- The Meet Manager is responsible for having the results copied and distributing them to the participating clubs etc.
- The office will require at least two people per pool (2 X if double ending) to input into the computer, to double check computer printouts, post results, etc.
 - Make a list of shifts, the name of those covering with phone numbers, and post these on the wall in the meet office.

- viii) Attend coaches' meeting. This is important as there may be some changes to events
- ix) Label Final and Heat sheets with club code and set out for coaches. You will also need about 35 for officials and maybe 75 to sell. Keep a record of the number of heat sheets that are sold - it will help in planning for future meets.
- x) Results should include: sanction number, pool size (i.e. short course or long course), location and date of meet, team/individual points, event results with splits.
- xi) The meet information should indicate how many copies of results to make for each club.
- xii) Arrive at the meet early to deposit equipment. If you are able, you may want to set up the equipment the night prior to the start of the meet.
 - Make sure office is set up with chairs, tables, extension cords, paper, computer and photocopier
 - Plug in all equipment and make sure it works
 - Ensure computers are working
 - As very few repairmen work weekends, NOW is the time to call in a repairman, not when you are desperate for the equipment.
- xiii) Evaluation- keep records of what happens during the meet, complaints, compliments, length of sessions, scratches, event/program changes that need attention.

20. After The Meet

- i) Swim Records:
 - Appropriate forms have to be completed at the end of the meet to cover records established during the meet.
 - This should be done by the Recorder Scorer
 - Results have to be signed by the Referee and Chief Timekeeper, then mailed to Section Office.
 - See rule book for details
- ii) Meet Manager's Report
 - Your meet is not complete until you complete your financial records.
 - Complete the meet summary form and return to the Provincial Section.
 - Send a copy of your meet results to all participating clubs, Section Office, Provincial Records Chairperson and Swim News.
 - Review meet highlights with Organizing Committee
 - At an appropriate time after your meet, call a meeting of your Organizing Committee to review highlights of your meet and make recommendations for your meet next year.
 - Send appropriate thank you notes!

21. Your Timeline: Example of a three day meet

WHAT TO DO	WHEN YOU DO IT	HOW MUCH TIME (APPROXIMATELY)
------------	----------------	-------------------------------

Pre-Plan	3 - 6 months before the meet	20 - 30 hours
Mail out Meet Information	6 - 10 weeks before the meet	20 - 30 hours
Receive and Process Entries	10 days - 2 weeks prior to meet	30 - 40 hours
Run the meet	At the Meet	30 - 40 hours
Close out	After the Meet	20 - 30 hours
TOTAL TIME		120 - 170 HOURS

22. Procedure for Certification

See certification procedures outlined in Level I clinic, the Referee's Clinic, and on the SNC website.

23. List of Abbreviations used

- AFC - Aquatic Federation of Canada
- CIS - Canadian Intercollegiate Sports
- FINA - Federation Internationale de Natation
- FISU - World University Games Organization - e.g. In New York City, 1998
- LC - Long Course
- SC - Short Course
- SNC - Swimming/Natation Canada
- TF - Time Final
- PS - Provincial Section

Sample Budget

Revenue

Entry Fees (2½ day Meet)		
Individual events	2000 @ \$4.50 =	\$9000.00
Relays	120 @ \$8.00 =	\$ 860.00
Concession		\$ 25.00
Advertising		\$ 500.00
Sale of heat sheets		\$ 650.00
Preliminaries	95 @ \$5.00 =	\$ 475.00
Finals	150 @ \$1.00 =	\$ 150.00
Total revenue		\$11,035.00

Expenses

Pool rental and Meeting Rooms	\$4,500.00
Awards	\$1,000.00
Meet information package (postage, paper etc.)	\$ 200.00
Refreshments for officials & coaches	\$ 300.00
Meet office expenses (paper, photocopying)	\$1,000.00
Mailing results	\$ 100.00
Miscellaneous	\$ 200.00
Total Expenses	\$ 7300.00

Total revenue	\$11,035.00
Total Expenses	\$ 7,300.00
Total Profit	\$ 3735.00

Recap Sheet

CLUB NAME: _____ CLUB CODE: _____
 CLUB ADDRESS: _____
 HEAD COACH: _____ DAYTIME PHONE # _____
 FAX # _____

CONTACT PERSON: _____ DAYTIME PHONE # _____
 ATHLETES ATTENDING: FEMALE - _____ MALE - _____
 BILLETING REQUIRED: FEMALE - _____ MALE - _____

ENTRY RECAP

	10 & under	11 & 12	13 & 14	15 & over	Totals	
FEMALE: # OF EVENTS @ \$5.00					x \$5.00 =	
FEMALE: # OF RELAYS @ \$8.00					X \$8.00 =	
MALE: # OF EVENTS @\$5.00					X \$5.00 =	
MALE: # OF RELAYS @ \$8.00					X \$8.00 =	
					Total Due	

Office Use Only:

Date received: _____ Time received: _____
 Cheque # _____ Cheque Amount _____ Amount Owing: _____
 Copies to Billet: ____ Officials: ____ Meet Office: ____

SWIMMING/NATATION CANADA

Warm Up Procedures

During the designated warm up period, the Meet Management shall be responsible for ensuring that all rules are followed. Diving starts shall not be made during the warmup period for any competition or when two-way swimming is in progress, except that the Meet Management shall designate a period of time during which the specified lanes shall be used for diving starts. During this designated period, only one-way swimming shall be permitted in the specified diving lanes.

It is incumbent on all participants. e.g. swimmers, coaches, officials and administration to comply with these procedures.

The Meet Management shall designate Safety Marshals who will ensure compliance with these procedures. These marshals shall be responsible for the conduct of the warm up in the competition venue.

The Meet Management shall provide signs at the end of the pool(s), which will indicate the designated use during the warm up period.

Written notices regarding the warm up time, lane use and no diving shall be posted at the meet.

The following statement shall appear in the meet information: "SNC WARM UP PROCEDURES WILL BE IN EFFECT AT THIS MEET" and in the notices.

EQUIPMENT:

FLUTTER BOARDS and PULL-BUOYS are allowed. Hand paddles and flippers ARE NOT permissible.

INFRACTIONS:

Infractions of these procedures may result in the offender(s) being reported to the Referee who shall deal with the infraction under rule SW 2.1.1.

NOTE: As a courtesy, coaches should allow backstrokes, to have the "right of way" for safety purposes.

SNC Board approved: January 1997

Official Report of Jury of Appeal

Date: _____ **Time of DQ.** _____

Time swimmer/coach informed: _____

Time of verbal: _____

Event no.: _____ Heat #: _____ Finals: _____

Swimmer's name: _____

Club: _____

Name and position of Protester: _____

Time meeting of jury commenced: _____ Time adjourned: _____

Officials interviewed by jury (name and position)

1. _____

2. _____

3. _____

Decision of jury:

Rationale:

Signatures of jury:

Chairperson _____

1. _____ 2. _____

3. _____

Record of Official Protest

DATE: _____ **TIME:** _____

EVENT #: _____

HEAT #: _____

SWIMMER'S NAME: _____

CLUB ASSOCIATION: _____

Description of Incident:

Rational for Protest:

Signature of Protester: _____

6. Checking the Physical Set-up for the Meet

DATE: _____

TIME: _____

ITEM CHECK

Lane Numbering	Lane 1 on right side when facing course
Start Blocks	Secure, Backstroke grips in place
Touch Pads	In place, clean, secure, functioning
False Start Rope	In place 15m from start end Release mechanism functioning. Rope adequate length
Backstroke Flags	In place 5m from walls Tight enough (1.3 - 1.8m above water) Are they needed (backstroke and IM's) Flags over each lane
Lane ropes	In place - tight - No sharp edges at end or joining points. Floats not damaged
15 meter markers	At both ends of the pool
Working Deck	Clear of Debris? Cordoned Off?
Bulk Head	Properly secured in correct place
Pace Clocks	Unplugged?
Warm-Up	Running Smoothly? Using Published Procedures?
Electronics	Set up and functioning? Cords secured and taped to deck? Speakers under start blocks functioning?
Start Gun/Equipment	Adequate ammunition? Back-up Equipment? Megaphone or microphone available? Batteries/flash?
Air Temperature	Recorded?
Water Temperature & Filtration System (On/Off)	Recorded? pH correct? Chlorine level safe?
Hand Bells	On hand for distance events? (800/1500)
Marshaling Area	Set up with table and chairs? Is area adequate?
Chief Finish Judge	Area set-up with table and chairs?
Timekeepers	Adequate chairs, tables?
Office	Set up with adequate supplies
Announcer	Set up with microphone
Starter's Podium	Set up in correct location

Billet Request Form

Club Name:					
GIRLS NAME	AGE	ALLERGIES	BOYS NAME	AGE	ALLERGIES
1)			1)		
2)			2)		
3)			3)		
4)			4)		
5)			5)		
6)			6)		
7)			7)		
8)			8)		
9)			9)		
10)			10)		
11)			11)		
12)			12)		
13)			13)		
14)			14)		
15)			15)		

• Ensure all allergies are listed

