



The Challenge is not a Swimming Canada sanctioned event.

GENERAL INFORMATION

The University Swimming Challenge is a virtual competition open to eligible U SPORTS athletes. All information including Hy-Tek file, this memo and all results may be found on the event page [here](#).

FORMAT

U SPORTS Swimming member teams and coaches are responsible for running their events safely within the identified window, setting up sessions in the format that best suits each team's individual circumstances, workout timeframes and pool and staff availability, but maintaining the training block. This will be a **short course metres** competition.

Priority must always be given to adherence to safety guidelines as determined by your Province and facility.

Times submitted can be from either sanctioned or unsanctioned events. If the competition is run as a sanctioned event, all swimmers must be registered with Swimming Canada. This will depend on provincial sanctioning capabilities, comfort and availability of clubs to manage. **Unsanctioned times will always be accepted.** The process to gain these times will be coach managed and driven, within the timeframe of a workout or time trial. Manual watch times are permitted.

Teams may choose to run a select number of events, or multiple sessions, according to their needs.

Teams may decide whether they run events as single or mixed genders, according to their needs. Swimmers can participate in any number of events.

KEY DATES

Times must be posted between Saturday February 27 and Sunday, April 4, 2021. Swimmers may post multiple times in the same event through that window, but only one time will be ranked in the final rankings. All times for the final ranking must be submitted by midnight on Wednesday, April 7. Results will be compiled and "psych sheets" created which will reflect the results by Friday, April 9 and the ranking finalized and shared by Monday April 12.

Teams may submit Hy-Tek entry files weekly and a ranking psych sheet will be shared every Tuesday for entries received by midnight the day before (Monday).

****Note:** Teams must submit their final entry file with all final times for the final rankings by Wednesday, April 7. A reminder, every time a Hy-Tek file is submitted, it will overwrite the last one submitted.

ELIGIBILITY & PARTICIPATION

Participating swimmers must be listed on the institution's Eligibility Certificate. Swimmers currently training with a home club or overseas due to virtual classes are welcome to take part, and are permitted to do a separate time trial at their training location. There are no qualifying times required for a swimmer to participate, and no limit on the number of participants per school.

EVENT DETAILS

- ALL U SPORTS Championship disciplines will be offered
- Additionally, 100 IM, 200 FR, 200 MR will be included
- There is no event limit per swimmer
- There is no limit on the number of relays in which an individual may participate.



- For Relays: A school may submit more than one relay time, but only one team per school will be ranked.

HYTEK ENTRY FILE

The Hy-Tek Entry File shows the competition start and end date of April 8, 2021, which is the day after the entry deadline. The entry period is from February 27 – April 7, which is the start date of the challenge to the entry deadline date.

ENTRY INFORMATION

A summary of the process to be followed to submit entries for the University Swimming Challenge is detailed below:

- Step 1 Teams use the University Swimming Challenge event file that was provided, and import the file into Team Unify, Team Manager, Splash Team Manager or TM Lite as appropriate.
- Step 2 Teams hold their 'Time Trials' either non-sanctioned or sanctioned depending on provincial return to racing plans and requirements.
- Step 3 Teams submit 'entries' for the University Swimming Challenge competition by putting the times swum in the time trials into the 'Custom Time' or "Hand written" column if using Entries/Entries by Name, or the 'Custom' column if using Entries/Entry by Event.

The following screen shows what the Team Manager screen will look like if using Entries > Entry by Name.

The screenshot shows the Team Manager software interface. At the top, there are menu options: Find, Time Calc, Athlete Results, View, Print, Help. Below this is a toolbar with icons for home, back, forward, and search. The main area is a form for entering athlete information, including fields for Name, Sex, Team, Group, WM Gr, Low Age, High Age, School Yr, Subgroup, and Standards. Below the form is a table with columns: Last Name, First Name, MI, Gen, Birth, Age, Gr, Sub, Yr, Preferred Name, Team ID, and Citizen. A swimmer named 'Super' is selected. Below the table are options for 'Show Relay Entries' and 'Show Swim-Up Events'. At the bottom, there is a table with columns: Sess, Div, Event, Gen, Distance, Stroke, Age, Enter, Best Time, Custom Time, Exh, Alt, Bonus, Yards, LCM, SCM, Achieved, and Meet Achieved. The 'Custom Time' column is highlighted in yellow, and a red arrow points to it from a text box that says 'Times swum in time trials to be entered in 'Custom Time' column.'

An example of a completed set of entries for one swimmer is shown below:

Super Swimmer swam in 3 events in her teams time trial and the times she achieved were as follows:

50 Freestyle: 42.67
100 Backstroke: 1:56.39

PLEASE NOTE: All times must be entered as non-rounded to allow for more accurate rankings.



100 Breaststroke: 1.52.22

These times would then be added to the 'Custom Time' column for Super Swimmer in the TM entries file. The completed entry for Super Swimmer for the University Swimming Challenge would look as follows:

The screenshot shows the Team Unify software interface. At the top, there are menu options: Find, Time Calc, Athlete Results, View, Print, Help. Below the menu is a search bar and filters for 'For this Meet, Swim for Team: LLLY'. There are also checkboxes for 'Only Pre-Entered Athletes', 'Male', 'Female', and 'Both'. A 'Clear All' and 'Enter All' button is present. Below the filters is a table with columns: Last Name, First Name, MI, Gen, Birth, Age, Gr, Sub, Yr, Preferred Name, Team, ID, Citizen. A row is highlighted in blue with 'Swimmer' in the Last Name column and 'Super' in the First Name column. Below the table are options for 'Show Relay Entries' and 'Show Swim-Up Events'. At the bottom, there is a table with columns: Sess, Div, Event, Gen, Distance, Stroke, Age, Enter, Best Time, Custom Time, Exh, Alt, Bonus, Yards, LCM, SCM, Achieved, Meet Achieved. The table contains 19 rows of data. The 17th row is highlighted in yellow and has a blue square in the 'Exh' column. The 'Custom Time' for this row is 01:52.22S. The table title is '19-Oct-20 Swim Wales Super Series 2020 - Round 1'.

The above entry process will be repeated for all other team members entering the University Swimming Challenge.

SUBMITTING "RESULTS"

Coaches export 'entries' and submit the team entry file to Suzanne Paulins at spaulins@swimming.ca, as would normally be done with a swim meet.

Entry management must be completed using Team Unify, HyTek Team Manager, Splash Team Manager or Team Manager Lite (FREE).

Times must be submitted by Wednesday, April 7th. **Times submitted after the deadline will not be processed.**

SOCIAL MEDIA CAMPAIGN

TBC

KEY CONTACT

If after reading the above document online you require additional support in submitting your times, please contact the team who will happily assist:

Suzanne Paulins – spaulins@swimming.ca