



# 2024 SPEEDO CANADIAN MASTERS SWIMMING CHAMPIONSHIPS - MAY 24-26, 2024

## GENERAL INFORMATION

World Aquatics Masters Rules govern this competition along with the Swimming Canada Rules and Swimming Canada Masters Rules. Competition Rules or procedures contained in this Meet Information package supersede those found within the [World Aquatics Masters Rules](#), the [Swimming Canada Rules and Swimming Canada Masters Rules](#).

This meet is open to Swimming Canada Masters Swimmers registered as competitive, and World Aquatics registered foreign swimmers (swimmers registered with foreign swimming federations) 18 years or older as of May 24, 2024. Para swimmers registered in the masters category are eligible to participate.

### Competition Hosts

Swimming Canada and Windsor Aquatic Club, Leamington Laser Swim Team, and Windsor Essex Swim Team

### Venue

Windsor International Aquatic & Training Centre  
401 Pitt Street West Windsor, Ontario  
T2G 5B6

### Pool

2 x 10 lane 25m Competition Pool  
5 lane 25m Dive tank  
Stands with room for spectators

## KEY DATES

<b>Entry Open Date</b>	Friday, March 1, 2024 Please see Appendix A for instruction on the entry process	
<b>Meet Entry Deadline</b>	Friday, May 3, 2024 @11:59pm Pacific Time.	
<b>Registration</b>	Thursday, May 23, 2024	Friday, May 24, 2024
	3:30pm – 7:30pm	Starting at 7:00am
	All club representatives are required to register their club at the registration/ accreditation desk to receive accreditation. <b>Saturday and Sunday, please present yourselves to the Awards Table.</b>	
<b>Pre-Event Training</b>	Thursday, May 23, 2023 - 4:00-8:00pm	
<b>Technical Meeting</b>	Via Zoom date TBD	
<b>Competition Start Times</b>	Timed finals: 8:00am warmup / 9:00am start	
<b>Meet Format</b>	2 x 25m pools, double ended, odd vs even heats	

## ORGANIZING COMMITTEE

Swimming Canada Representative  
Swimming Canada Representative  
National Meet Director  
National Meet Referee  
Meet Entry Coordinator  
Local Officials Coordinator

Miguel Chavez  
Lynn Wong  
Iris Jackson  
Dave Shewfelt  
Rob Traynor  
TBC

[mchavez@swimming.ca](mailto:mchavez@swimming.ca)  
[lwong@swimming.ca](mailto:lwong@swimming.ca)  
[iris.jackson@albertacoach.ca](mailto:iris.jackson@albertacoach.ca)  
[dave.fina09@gmail.com](mailto:dave.fina09@gmail.com)  
[rtraynor@swimming.ca](mailto:rtraynor@swimming.ca)



**SAFE SPORT**

Swimming Canada believes that athletes, coaches, officials, support staff and volunteers have the right to participate in a safe and inclusive sport environment that is free of abuse, harassment and discrimination.

Swimming Canada is dedicated to providing a safe and inclusive environment, which involves promoting Open and Observable Environments. This means making meaningful and concerted efforts to avoid situations where a coach/official/staff member, etc. might be alone with an athlete. All interactions between an athlete and an individual who is in a position of trust should normally, and wherever possible, be in an environment or space that is both ‘open’ and ‘observable’ to others.

All participants in this event are reminded that they are bound by Swimming Canada’s Policies and Procedures.

Swimming Canada would like to remind coaches and their athletes that deck changing is strongly discouraged. Athletes are asked to please use the facility’s change rooms, or on-deck changing tents if available. Coaches are asked to also discourage deck changing and help keep the sport safe for everyone involved.

For Information regarding the Swimming Canada Safe Sport Program, please visit the [Swimming Canada website](#).

**QUALIFYING STANDARDS**

There are no qualifying times for this competition.

A competitor’s age is their age as of December 31, 2024.

**Age Groups - Individual events**

18-24	25-29	30-34	35-39	40-44	45-49	50-54
55-59	60-64	65-69	70-74	75-79	80-84	85-89
90-94	95-99	100-104	105-109			

**Age Groups - Relay events**

72-99	100-119	120-159	160-199	200-239	240-279	280-319
320-359						

**ENTRY FEES & INFORMATION**

**Entry Fees:** \$100.00 CAD per Swimmer

**Relay Fees:** \$25.00 CAD per Relay Team

**Entry Process**

Each swimmer is permitted a maximum of 7 individual events.

Entries must be submitted via the online entry system or by logging into your RTR swimmer account. More detailed information is included in Appendix A.

No deck entries will be accepted, please review entry deadlines and penalties stated below.

No manual entries will be accepted.

Long course times will be converted to short course for seeding purposes. Please do not convert your times.

All events must be entered with a time; NT (no times) will not be accepted.

**Entry Process for 800m and 1500m events is on a first come, first served basis.**

The 800m freestyle will be limited to 80 men and 80 women and the 1500m freestyle will be limited to 70 men and 70 women. Should your entry/entries be refused you will be invited to enter another event(s).



### **Changes and corrections**

Changes and corrections may be made up to the meet entry deadline without penalty. Following the meet entry deadline, corrections and modifications to entries may be made up until May 23, 2024; there will be a \$25.00 CAD fee per change.

### **Late entries**

Late entries for swimmers not entered by the meet entry deadline will be accepted up until May 23, 2024 at a fee of 200% the initial entry fee.

\$200.00 CAD per Swimmer, maximum of 7 individual events

\$50.00 CAD per Relay Team

Please communicate with the meet entries coordinator ([rtraynor@swimming.ca](mailto:rtraynor@swimming.ca))

### **Foreign Swimmers**

Foreign competitors (other than swimmers from the USA) must provide a letter from their National Federation confirming their registration status. The letter must be submitted to Miguel Chavez ([masters@swimming.ca](mailto:masters@swimming.ca)) prior to the meet entry deadline.

### **Psych Sheets**

Psych sheets will be posted on Swimming Canada's website following the meet entry deadline.

### **Scratches**

Emailed scratches will be accepted up until May 23, 2024 to the meet entries coordinator ([RTraynor@swimming.ca](mailto:RTraynor@swimming.ca)). Following May 23, 2024 email scratches WILL NOT be accepted, and the online scratch form is required. (Form link to come).

Please note entry fees are non-refundable. We appreciate your scratches to better coordinate timelines.

After the competition begins, we invite swimmers and coaches to present all scratches to the Clerk at the Admin Desk prior to the start of the session.

## **COMPETITION INFORMATION**

### **SMS Messaging Service**

Important information and reminders about deadlines will be shared throughout the competition via a text messaging service. Information on how to subscribe will be provided in the Technical Bulletin before the competition.

### **Warm-up Safety Procedures**

Please note that Swimming Canada Competition Warm-Up Safety Procedures will be in place. The full document can be viewed [here](#). Additionally, it is prohibited to wear watches and/or jewelry that may be considered dangerous or sharp or any item that may be considered a safety hazard. Medic alert accessories may be worn.

Designated lanes with access to ladders for slower swimmers will be available for safety during warm-ups and in the dive tank during the competition.

### **Starts**

Starts will be conducted as per World Aquatics VIII 3.3.2 .1, 3.3.2.2 and 3.3.2.3, Swimming Canada C16.1.4.1, C4.1.1 & C4.1.2.

### **Backstroke Ledges**



Backstroke ledges will be available for athletes that would like to use them. The IT may provide assistance adjusting the ledge or removing the device from the water if the athlete does not wish to use it. A general warning will be given to the entire field if swimmers do not have at least one toe from each foot on the touchpad.

### **Official Splits**

Any swimmer wishing to request a time for an interval shorter than the total distance of the event shall advise the Clerk at the Admin Desk prior to the commencement of the session in question, by submitting an Official Split Request form. This form can be found at the Admin Desk on deck.

### **Positive Check-in for Distance events**

All swimmers participating in the **800m freestyle** on Friday May 24, 2024 must check-in prior to 8:00am at the Admin Desk.

All swimmers participating in the **1500m freestyle** on Sunday May 26, 2024 must check-in prior to 10:00am, at the Admin Desk. Check-in sheets will only be available for the 1500 on Saturday.

**Swimmers who do not check-in will be withdrawn from the event.** The event will be seeded after the check-in deadline.

### **Lap Counters**

Available if needed. Swimmers must bring an assistant to operate the lap counters. This assistant must be **registered** as a swimmer, coach or support staff and present proper accreditation to have access to the deck.

### **Seeding**

All events including the 800/1500m freestyle will be run slowest to fastest, all age groups combined.

### **Format of competition**

Even vs odd heats. One end of the pool will run all even number heats; the other end will run all odd number heats.

### **Relays**

Relay name changes must be submitted 30 minutes prior to the start of the **session** in which they are swum. Relay name changes may not change the age category in which the relay was entered. Relays whose name changes result in age category changes will be scratched.

All members of a relay team must be from the same club and must be entered in at least one individual event. A swimmer may swim only once in each relay event.

Mixed relays must be composed of 2 women and 2 men.

### **Records**

For the purposes pertaining to Masters World Records, the actual attained age of the competitor as of 31 December of the year of the meet shall determine their age for that competition and any record set during that competition. World Aquatics does not recognize World Records and World Aquatics Masters Top ten tabulations swimmers under the age of 25 as of 31 December of the year of the meet. Therefore, relays including swimmers under the age of 25 as of 31 December of the year of the meet are NOT ELIGIBLE for Masters World Records nor Top ten tabulations.

For Canadian Masters Records, the age categories are as per those previously outlined in this meet package.

All swimmers attempting to set a record **MUST** inform the Clerk at the Admin Desk **prior** to the start of the **session** in which their Canadian, World or foreign record attempt will occur. Information forms will be available.



### ACCREDITATION INFORMATION

Club accreditations (inclusive of coaches, team manager and support staff) will be assigned based on submitted coaches and support staff, into the Online Entry System, during the entry process.

The Deck Accreditation Card is non-transferable and remains the property of Swimming Canada and can be withdrawn at Swimming Canada's sole discretion. By using this Card, individuals agree to adhere to the Code of Conduct, to be filmed, televised, photographed, and otherwise recorded during the Competition for purposes relating to the promotion of Swimming Canada and the development of the sport of swimming, as per the Swimming Canada Privacy Policy.

Lost accreditation will be replaced at a cost of \$60.00 per accreditation.

#### Swimmers Accreditation

Swimmers will be provided an accreditation card for deck access. This card must be always displayed. Access to the pool will be through the locker rooms and past the main security checkpoint.

#### Coach Accreditation

Canadian coaches must be registered with the CSCA and Swimming Canada as a minimum "D" level member. To receive accreditation, Swimming Canada will be enforcing coaching compliance related to the minimum NCCP certification requirements specific to your registration type/category.

As per Appendix A in the Swimming Canada [National Registration Procedures and Rules Manual](#), in the case of extraordinary circumstances, a coach that does not meet any of the requirements may appeal to Swimming Canada for temporary access to a Swimming Canada National Event. The exemption form is available [here](#).

All coaches are responsible for checking in and collecting their own accreditation at the competition.

All Canadian coaches attending the meet **must** have their name and information submitted in the club's entry submission. If a coach will **not** be submitting entries for their athletes but will be attending the meet, they must fill out [this form](#) to identify the swimmers they will be coaching at the competition and contact [mchavez@swimming.ca](mailto:mchavez@swimming.ca) to be added to the accreditation list.

#### Support Staff Accreditation

Clubs requiring Support Staff (assistance for swimmers, massage therapist, physiologist, doctor, mental performance coach or team manager only) are required to add them into the Registration Tracking and Results System (RTR). The Club Registrar is responsible for adding Support Staff to the RTR for the purpose of being able to **be permitted on deck at Swimming Canada National Events only. Support Staff who are not registered in the RTR will not be permitted on deck. Support Staff must be added to the club's event entry upload. Support Staff not registered in the entries will not be permitted on deck or will be penalized a \$50.00 fee for late entry.**

#### Foreign Coach & Support Staff Accreditation

Any foreign coaches attending will be required to submit their coaching registration information during the submission of their team's entries. All coaches and support staff (other than those from the USA) are asked to have their National Federation provide a letter to [mchavez@swimming.ca](mailto:mchavez@swimming.ca) confirming they are a coach or support staff, currently registered and in good standing, in that country.

### AWARD & SCORING INFORMATION

Medals for first, second and third placed swimmers representing Canadian Swim Clubs for both individual and relay events. Ribbons for swimmers placing 4<sup>th</sup> to 10<sup>th</sup>.

A commemorative medal will be awarded to the any swimmers representing Foreign Swim Clubs and placing in the top 3.



**Please note:** Individual and relay awards must be collected at the awards table throughout the competition. Unclaimed awards will NOT be mailed. Relay awards will be given to one team member for distribution.

### **Team Awards**

A banner will be awarded to the following:

- Highest scoring Canadian club
- Highest scoring Canadian club with 15 to 40 swimmers registered in the competition
- Highest scoring Canadian club with 14 or fewer swimmers registered in the competition
- Canadian club with a minimum of 4 swimmers with the highest average number of points for individual events only per swimmer registered in the competition

**Please note:** Swimming Canada reserves, the right to adjust the parameters of club sizes for the distribution of banners after final entries have been received.

### **Meet Scoring**

Individual events, per age group places 1 – 10: 12-9-8-7-6-5-4-3-2-1

Relays events, places 1 – 10: 22-18-16-14-12-10-8-6-4-2

### **Results**

The official results will be published by event, gender and age group. The results will be posted on Swimming Canada's website.

## **SITE INFORMATION**

### **Hospitality – Officials**

A hospitality room will be available for officials.

### **Swimmer Hospitality**

Light snacks for swimmers will be offered during the meet.

### **Parking**

Available municipal and public parking spaces nearby. City of Windsor parking lots are Pay-and-Display. Accessible parking spaces are located on the west side of the building and require a province-issued placard/license plate.

### **Lockers**

Lockers are available free of charge in all change rooms - bring your own locks.

### **Banners**

Team banners are welcome.

## **TRAVEL INFORMATION**

### **Hotel Accommodations**

Hotel lists for this competition can be found at:

<https://www.swimming.ca/en/resources/miscellaneous/hotels/>

### **Swimming Canada Rental Car Partner**

Avis Rent a Car - for bookings visit:

<https://www.swimming.ca/en/resources/miscellaneous/travel-tools/>



This document has been prepared in English and translated to French. Where there is a discrepancy between the two versions, the English version shall be applied.



**MEET PROGRAM  
Friday May 24, 2024**

Warm up: 8:00 am– 8:50 am

Start Time: 9:00 am

Women	Events	Men
1	800 FREESTYLE	2
	Break	
3	4 x 100 MEDLEY RELAY	4
5	200 BACKSTROKE	6
7	100 IM	8
9	50 BUTTERFLY	10
11	200 FREESTYLE	12
13	100 BREASTSTROKE	14
15 mixed	4x100 MIXED FREESTYLE RELAY	

**Saturday May 25, 2024**

Warm up: 8:00 am– 8:50 am

Start Time: 9:00am

Women	Events	Men
	Awards Presentations	
17 mixed	4 x 100 MIXED MEDLEY RELAY	
19	400 FREESTYLE	20
21	100 BACKSTROKE	22
23	200 BREASTROKE	24
25	100 FREESTYLE	26
	Break	
27	4 x 50 FREESTYLE RELAY	28
29	200 IM	30
31	50 BREASTSTROKE	32
33	100 BUTTERFLY	34
35 mixed	4 x 50 MIXED MEDLEY RELAY	

**Sunday May 26, 2024**

Warm up: 8:00 am– 8:50 am

Start time: 9:00 am

Women	Events	Men
37 mixed	4 x 50 FREE MIXED RELAY	
39	400 IM	40
41	50 FREESTYLE	42
43	4x50 MEDLEY RELAY	44
	Break	
45	4x100 FREESTYLE RELAY	46
47	200 BUTTERFLY	48
49	50 BACKSTROKE	50
51	1500 FREESTYLE	52

**\*Please note additional breaks may be added in once entries are submitted**





## APPENDIX A – ENTRY PROCESS

### Club Entries:

All clubs are encouraged to use their Team Management software to produce their entry files. The meet entry file may be downloaded [HERE](#). Files containing swimmer and relay entries must be submitted by May 3, 2024.

We request a single file, which includes all individual swimmer entries and all relay entries. Clubs will be invoiced after the entry deadline, once entries are submitted and approved. All fees must be paid prior to May 17, 2024. Accepted methods of payment, through Square, include VISA, MASTER CARD and debit. Checks will not be accepted at the meet.

### Individual Swimmer Entries

Individual Canadian and Foreign Swimmers may complete their registration using the Swimming Canada meet entry management system [HERE](#).

### Swimming Canada Registered Swimmers:

The step-by-step procedure for Swimming Canada registered swimmers can be found [HERE](#).

In order to submit your entries, you will be required to log in to the system with your login credentials for your **Swimmer Account** in the Registration, Tracking and Results System (RTR). For login support, please use the *Forgot Username/Password* feature or email [support@swimming.ca](mailto:support@swimming.ca). Emails will receive replies Monday to Friday from 8h00-4h00 Eastern time.

Entries must be paid in full to complete the entry process. Swimmers will be invoiced after the entry deadline, once entries are submitted and approved. All fees must be paid prior to May 17, 2024. Accepted methods of payment through Square include VISA, MASTER CARD and debit. Checks will not be accepted at the meet.

### Foreign Swimmers

The step-by-step procedure for Foreign swimmers can be found [HERE](#).

In order to submit your entries, you will be required to include your foreign federation ID number. All foreign swimmers, other than those from the USA, must provide a letter from their National Federation confirming their registration status. The letter must be submitted to Miguel Chavez ([masters@swimming.ca](mailto:masters@swimming.ca)) prior to the meet entry deadline.

Entries must be paid in full to complete the entry process. Swimmers will be invoiced after the entry deadline, once entries are submitted and approved. All fees must be paid prior to May 17, 2024. Accepted methods of payment through Square include VISA, MASTER CARD and debit. Checks will not be accepted at the meet.

### Relay Entries:

Relay entries may be completed using our online entry form [HERE](#).

Clubs submitting **more than 10 relays** must use their Team Management software. Please note the age group in which you are entering the relay team and team entry time.

Clubs entering relays via the online entry form will be invoiced once relay entries are submitted. All fees must be paid prior to May 17, 2024. Accepted methods of payment through Square include VISA, MASTER CARD and debit. Checks will not be accepted at the meet.