



# MEET MANAGER

September 1, 2023

# WELCOME



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

# PREFERRED PREREQUISITES



- Personal commitment and availability for the role.
- An interest in the fair conduct of sport.
- Ability to work in a fast paced and demanding position.
- An understanding of the operations of a swim meet.
- A good knowledge of the rulebook.
- A good knowledge of the PSO's guidelines.



# KEY TERMS

# MEET MANAGEMENT KEY TERMS



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

**Sanction** – Swimming Canada's/PSOs approval of the competition and Meet Information Package. Please refer to your provincial section for sanctioning policies.

**Open meet** – competition is open to all Clubs wishing to participate.

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

**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.

# MEET MANAGEMENT KEY TERMS



**Qualifying standards** – times that a swimmer must achieve to be entered into the competition.

**De-qualifying time** – times that will prevent a swimmer from swimming an event at a competition. Indicates that the swimmer is too fast for the level of competition.

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

# MEET MANAGEMENT KEY TERMS



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

**Competition Coordinator/Meet Referee** – 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.

**Entry deadline** – the date detailed in the Meet Information Package to inform Coaches of when entries must be submitted for the meet.

**Deck entries** – late entries received after the entry deadline, including during the meet. Deck entries swim as exhibition.



# MEET MANAGEMENT KEY TERMS



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

**Session** – events grouped into the same timeframe and pool. Could have multiple sessions running at same time in double ended meet.

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



# MEET MANAGEMENT KEY TERMS



**Coaching compliance** – the requirement for Coaches to be properly registered with their PSO, NSO and CSCA for participation at the meet in the capacity as a Coach.

**Foreign swimmer** – a swimmer not registered with a Swimming Canada registered Club. PSOs have policies and procedures related to the participation of these swimmers.

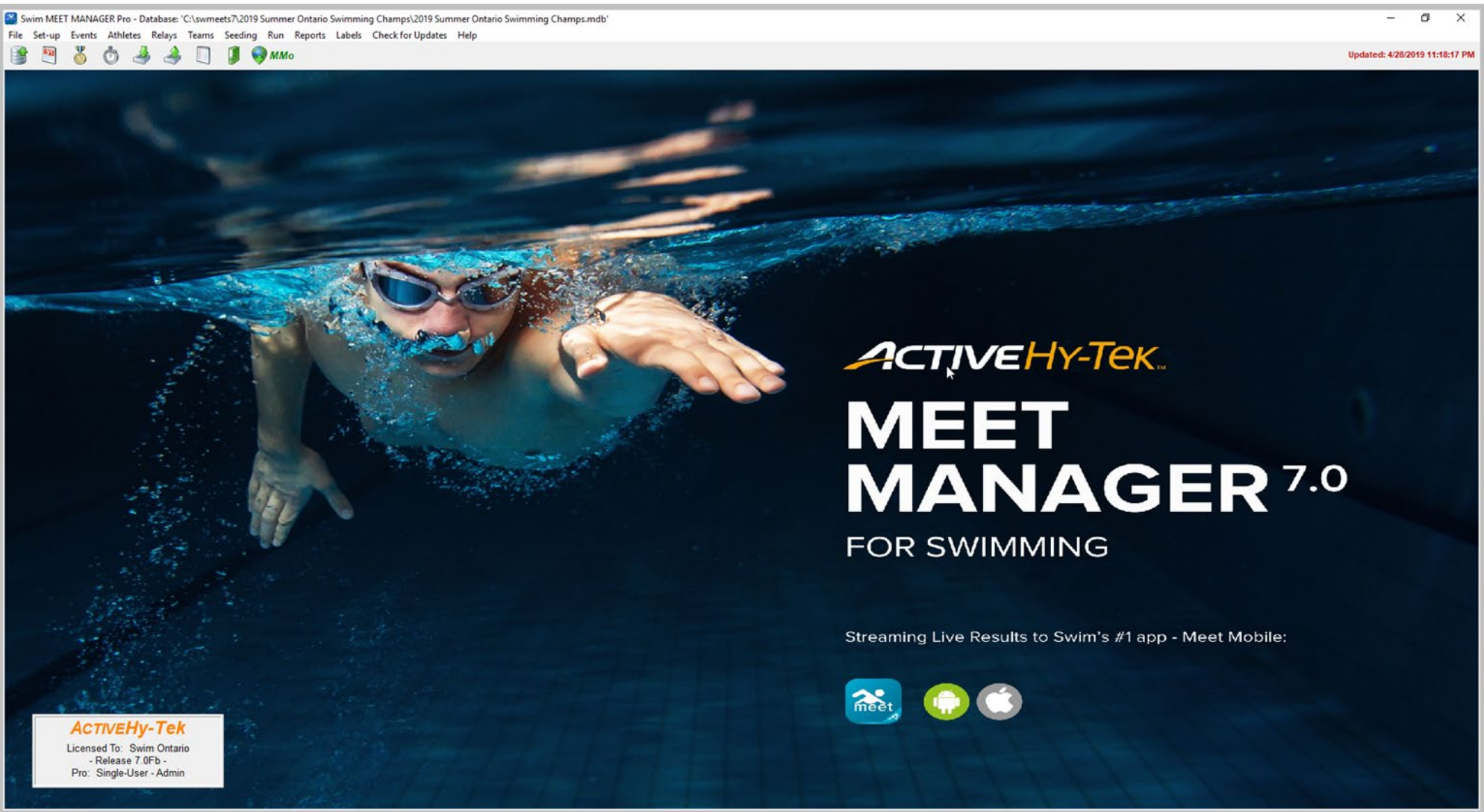
**Para swimming**- the specific categories and events for para swimming, if applicable.

# MEET MANAGEMENT SOFTWARE



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

## 1. Hy-tek Meet Manager



Run the Meet - 2019 Spring Ontario Swimming Champs

Events Athletes Relays Seeding Web Swim-Off Re-Score Combine Reports Labels Preferences Interfaces OW Module Meet Mobile Help

Meet Mobile Disabled HY-TEK's MEET MANAGER License

EVENT LIST - All Events - LC Meters - (Session not selected)

Evt #	Rnd	Status	Event Name	Heats	?	NS	DQ	DFS	Lane
1	F	Scored	Women 800 LC Meter Freestyle	7	-	1	-	-	1
2	F	Scored	Men 800 LC Meter Freestyle	8	-	2	-	-	2
3	P	Done	Women 100 LC Meter Backstroke	14	-	-	-	-	3
3	F	Scored	Women 100 LC Meter Backstroke	4	-	-	-	-	4
4	P	Done	Men 100 LC Meter Backstroke	15	-	2	2	-	5
4	F	Scored	Men 100 LC Meter Backstroke	4	-	-	-	-	6
5	P	Done	Women 50 LC Meter Freestyle	14	-	1	-	-	7
5	F	Scored	Women 50 LC Meter Freestyle	4	-	-	-	-	8
6	P	Done	Men 50 LC Meter Freestyle	15	-	-	-	-	
6	F	Scored	Men 50 LC Meter Freestyle	4	-	-	-	-	
7	P	Done	Women 200 LC Meter Breaststroke	10	-	2	3	-	
7	F	Scored	Women 200 LC Meter Breaststroke	4	-	-	-	-	
8	P	Done	Men 200 LC Meter Breaststroke	14	-	1	6	-	
8	F	Scored	Men 200 LC Meter Breaststroke	4	-	-	-	-	
9	F	Scored	Women 1500 LC Meter Freestyle	4	-	1	-	-	
11	P	Done	Women 200 LC Meter Freestyle	13	-	2	-	-	
11	F	Scored	Women 200 LC Meter Freestyle	4	-	-	-	-	
12	P	Done	Men 200 LC Meter Freestyle	14	-	1	1	-	
12	F	Scored	Men 200 LC Meter Freestyle	4	-	-	-	-	
13	F	Scored	Women 400 LC Meter IM	8	-	-	-	-	
14	F	Scored	Men 400 LC Meter IM	11	-	1	-	-	
15	P	Done	Women 100 LC Meter Butterfly	12	-	-	1	-	
15	F	Scored	Women 100 LC Meter Butterfly	4	-	-	-	-	
16	P	Done	Men 100 LC Meter Butterfly	13	-	6	-	-	
16	F	Scored	Men 100 LC Meter Butterfly	4	-	-	-	-	
18	F	Scored	Men 1500 LC Meter Freestyle	8	-	5	-	-	
18S	F	Un-Seeded	Men 1500 LC Meter Freestyle Swim-off	0	-	-	-	-	
19	P	Done	Women 100 LC Meter Freestyle	17	-	5	1	-	
19	F	Scored	Women 100 LC Meter Freestyle	4	-	-	-	-	
20	P	Done	Men 100 LC Meter Freestyle	16	-	4	1	-	
20	F	Scored	Men 100 LC Meter Freestyle	4	-	-	-	-	
21	P	Done	Women 200 LC Meter Butterfly	9	-	2	-	-	
21	F	Scored	Women 200 LC Meter Butterfly	4	-	-	-	-	
22	P	Done	Men 200 LC Meter Butterfly	10	-	6	-	-	
22	F	Scored	Men 200 LC Meter Butterfly	4	-	-	-	-	
23	P	Done	Women 100 LC Meter Breaststroke	11	-	2	1	-	
23	F	Scored	Women 100 LC Meter Breaststroke	4	-	-	-	-	
24	P	Done	Men 100 LC Meter Breaststroke	17	-	2	1	-	

Session : F7SCR Sheet : F9Adjust : F8Restore Pads : Ctrl-PJD : Ctrl-J

Refresh : Ctrl-DRel Names : Ctrl-RAwards : Ctrl-ACalc : Ctrl-KUnseeded : Ctrl-

Heat 1 of 7 == Finals == Event 1 W

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	PL	Pts	AdjS
1	Meklensek, Tori	16	Club Warriors	9:11.49	9:14.08				9:14.16	9:14.22		5	3	20	
2	Zahab, Mia	17	Nepean Kanata Barracudas	9:11.01	9:19.14				9:19.10	9:19.18		6	2	25	
3	Smallegange, Kenna	15	Burlington Aquatic Devilrays	9:06.42	9:05.71				9:05.80	9:05.68		3	2	25	
4	Bellio, Katrina	14	Etobicoke Swimming	8:49.77	8:49.44				8:49.13	8:49.28		1	1	30	
5	Switzer, Brooke	17	Markham Aquatic Club	8:59.85	9:31.90										K
6	Ramirez, Roxanna	19	Mississauga Aquatic	9:08.67	9:20.98				9:21.20	9:21.10		7	3	20	
7	Douthwright, Brooklyn	15	Codiac Vikings Aquatic Club	9:11.38	9:03.83				9:04.05	9:04.06		2	1	30	
8	Sullivan, Kate	16	Mount Pearl Marlins	9:11.76	9:11.11				9:11.24	9:11.22		4	2	25	



# MEET MANAGEMENT SOFTWARE



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

## 2. Splash

SPLASH Meet Manager 11 - SUNlangbahn-sm\_10.mdb

File Module Edit Setup Global Entry Result Transfer Special Language Help

Event No.: 11 Heat: 6

Timing Systems

1) Main  
Integrated Test Timing System Session No. 1  
Event: Heat:

Live Results

11. Men, 200m Freestyle, Prelim  
Heat 6, Unofficial

	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	III	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.			

Distance	Time	Delta
50m	24.44	24.44
100m	54.11	29.67
150m	1:22.51	28.40
200m	1:50.01	27.50

DSQ reason: DSQ time: 00:00 Info code: Comment:

Backup times:  
1: 1:50.31  
2: 1:50.21  
3: 1:49.99

DSQ number: Manual points:



# DUTIES

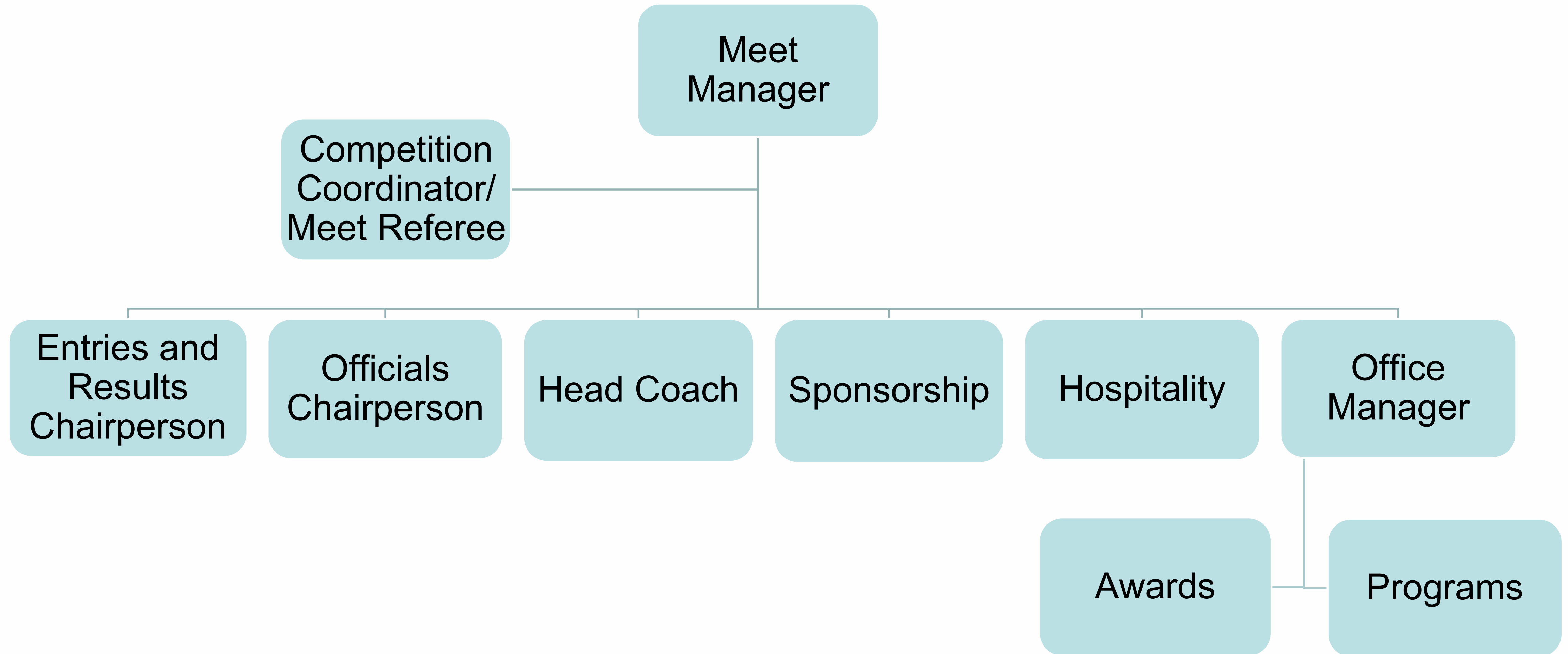
# MEET MANAGE ROLES & RESPONSIBILITIES



The role of Meet Manager is to manage the meet, not perform every task and to delegate to individuals or teams of volunteers supporting specific functions.

- 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 of 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.
- Prepare Meet Information Package and request the sanction.
- 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.

# FACILITY RELATIONS



A contract with the facility may be required for all full weekend meets as well as one session smaller meets.

- Many facilities request booking meets a season in advance, ie. all meets for 2023/24 season are usually tentatively booked in May/June 2023.
- A document clearly detailing your needs (dates, times, guards, equipment needed, additional rooms for officials, volunteers or for swimmers) will facilitate exchanges and speed up procedures.
- A positive working relationship with the facility staff will ensure problems are solved quickly and effectively.
- Confirm with pool administration at least 1 month in advance that all is in place and contract has been signed, if applicable.

# FACILITY RELATIONS



- 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), announcer sound system, additional rooms available for use (officials room; meet office, rest room for athletes); rules for photographers; pool and deck temperature adjustments, if necessary.
- Discussions/agreement on safety protocols are necessary (minor incident, major incident, evacuation of the premises).
- If possible, plan to also have spare equipment (lane ropes, starter kit & batteries) in the event of a breakdown.
- A general test of the equipment the day before the meet is recommended.

# FACILITY RELATIONS

## POOL EQUIPMENT REQUIRED



- False start rope
- Lane ropes (and spares if possible)
- Lane numbers for blocks (Lane 1 on far right looking down the pool)
- Backstroke flags
- Backstroke ledges, if available
- Pylons to close blocks during warm-up
- Mark 15m from pool ends for Turn Judges
- Chairs and tables for Timekeepers and Coaches
- 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
- Seating for teams or spectators



# PRE-MEET MEET INFORMATION PACKAGE



Prepare Meet Package – see your provincial section for sanctioning requirements and guidelines for Meet Information Packages.

Meet Information 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 – preliminaries/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
- Ticket 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 their respective PSO, with swimmer registrations complete in the Swimming Canada database.
- See your provincial section for sanctioning requirements.

# PRE-MEET MEET SANCTION



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


# PRE-MEET – MEET SANCTION MEET MANAGER



Meet Manager requires login to access

- set up by Club Registrar or designate

<https://registration.swimming.ca/Login.aspx>



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**SIGN IN**

username

password

☐ Remember me

**LOGIN**

[FORGOT USERNAME/PASSWORD?](#)

[FIND A CLUB](#)

# PRE-MEET – MEET MANAGER

## MEET SANCTION



To view your meets click on Meet List

The screenshot shows the Swimming Canada Meet Manager interface. At the top, there is a navigation bar with links: Updates, My Info, Meet List, Swimmer Lookup, Roster Check, Support Request, Official Lookup, and Logout. A red arrow points from the 'Meet List' link to the 'Add a Meet' button in the filter section. Below the navigation bar, the 'Meet List' section is displayed, showing a table of meets. The table has columns: Started - End, Meet Name, Type, Course, Info, Event File, Result File, Entry Deadline, View Entries, Status, Post Meet Report, Results Report, and Edit. Three meets are listed: 'Skin Technologies Marlin Marquee Invita...', 'January Invitational', and 'Landsberg Automotive Group Spring Inv...'. The 'Add a Meet' button is highlighted with a red arrow.

Started - End	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		11/07/16		Completed	<a href="#">View</a>		
Jan 26	'January Invitational'	TT-II	SC	01/16/17	01/24/17		01/16/17		Completed	<a href="#">View</a>		
Apr 01 - 02	'Landsberg Automotive Group Spring Inv...	Inv-Open	LC	01/20/17	01/23/17		03/20/17		Completed	<a href="#">View</a>		

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

# PRE-MEET – MEET MANAGER

## MEET SANCTION



Advertise your meet on the meet list – list your meets at the start of the season and then apply for sanction once the Meet Package has been prepared.

SWIMMING CANADA NATATION [Français](#)

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

☐ Advertise your meet on the meet list (no sanction)

☐ Apply for a new Meet Sanction

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

# PRE-MEET – MEET MANAGER

## 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	* <input type="radio"/> LC <input type="radio"/> OW <input type="radio"/> SC <input type="radio"/> SC / LC <input type="radio"/> Y (yards)
Time Standard	? -----Please select----
Age Category	-----Please select----
Upload Meet Package	? * <input type="button" value="Choose File"/> No file chosen
Upload event file	? <input type="button" value="Choose File"/> No file chosen
Number of Swimmers Accepted	?
Championship Meet	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this an Open Meet or Closed Meet (Selected Clubs only):	* <input type="radio"/> open meet <input type="radio"/> 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



# PRE-MEET – MEET MANAGER

## 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

# PRE-MEET – MEET MANAGER

## MEET SANCTION



### Pool Information

Certified Pool Name <sup>2 \*</sup>

Pool Address

Pool City <sup>2</sup>

Lanes

Configuration

More Information <sup>2</sup>

Website <sup>2</sup>

### Host Club Requirements

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

Software <sup>2</sup> ☐ Yes ☒ No

Bells <sup>2</sup> ☐ Yes ☒ No

Other requirements <sup>2</sup>

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.

# PRE-MEET MEET MANAGER



Swimming Canada site will manage Coaches entry files. All entries must be done through the Swimming Canada Registration System.

The site will:

1. 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 World Aquatics recognized federation in order to enter and compete in a sanctioned competition.
  - Contact your PSO for specific policies and procedures related to foreign swimmers.

# PRE-MEET MEET MANAGER




2. Notify the Meet Manager when an entry file has been received by the system.
3. Post the status of entry file – accepted, rejected, pending.
4. Allow the Meet Manager to send emails directly to the Coaches and/or entry coordinator.
5. Provide a 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.

# PRE-MEET MEET MANAGER





Français

UpdatesMy InfoMeet ListSwimmer LookupRoster CheckSupport RequestOfficial LookupLogout

Return to SNC

Meet Entry Management -

Logged in as

Time Validation Date Range: : September 1 2015 : June 28 2017 Save Entry Upload

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

Entries DownloadApprove EntriesReject EntriesEmail Entry ContactEmail Contact & CoachesEntry Summary ReportTime Validation ExportExport Coaches

<input type="checkbox"/> 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	Club info:				4	19	1	6	0	5	25	Pending	Time Validate
<input type="checkbox"/> 05-26-2017 11:27 AM	1) Club code				1	7	7	16	0	8	23	Pending	Time Validate
<input type="checkbox"/> 06-06-2017 06:10 PM	2) Entry file				4	8	2	3	0	6	11	Pending	Time Validate
<input type="checkbox"/> 06-07-2017 06:34 PM	3) Coach				0	0	5	27	0	5	27	Pending	Time Validate
<input type="checkbox"/> 06-11-2017 12:53 PM	4) Coach contact				4	8	7	24	2	11	32	Pending	Time Validate
Total					13	42	22	76	2	35	118		

# PRE-MEET AFTER ENTRY DEADLINE




As Meet Manager, you are likely managing the entries from Clubs/Coaches as they are submitted to the system.

- 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





SWIMMING  
CANADA  
NATATION

Français

UpdatesMy InfoMeet ListSwimmer LookupRoster CheckSupport RequestOfficial LookupLogout

Return to SNC

Meet Entry Management -

Logged in as

Time Validation Date Range:

: September 1 2015

: June 28 2017

Save

Entry Upload

Clubs: ---All Clubs---

Status Show All

☐ 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

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.
- 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/Meet Referee or Mentor Meet Manager just in case a re-seed is done in error.
- Send final session reports to Competition Coordinator/Meet Referee 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, 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/Meet Referee to discuss any last minute changes or updates to the meet.

# RESPONSIBILITIES

## WARM-UP



The Meet Manager's responsibilities regarding safety procedures during warm-up are the following:

- Assign teams to lanes/split warm-up if numbers require.
- Increase the number of sprint lanes when the situation requires it.
- Assign safety marshals during the warm-up, in collaboration with the Competition Coordinator/Meet Referee.
- Post warm-up procedures prominently on deck.
- Be sure to have a nice playlist for the warm-up.



# OFFICE EQUIPMENT REQUIRED



- Clipboards
- Pens/ pencils, sharpener
- Staplers, staples
- Paper clips, elastic bands
- Calculator
- Duct tape
- Masking tape
- Receipt book for meet fees
- White paper
- Relay card stock
- Extra entry cards
- DQ slips
- Scratch forms
- A reliable photocopier
- All software packages needed
- Signs for posting results

# MEET EQUIPMENT REQUIRED



- Stop watches & spare batteries
- Whistle
- For distance events:
  - Bells (1 per lane is best)
  - Lap counter sheets for Starter, Session Referee
- Starter box
- Microphone for starter unit
- White/ chalk board for marshalling and/ or results
- Coloured vests for Safety Marshals (nice to have)
- Computer equipment, printer, printer cartridges, extension cords
- Session time signs for spectators

# PRE-MEET POOL SETUP CHECK LIST



- Water quality (temp) check with management
- Bulk head is secured
- All lanes clearly numbered
- Blocks are stable and safe
- Touch pads are placed and secured
- False start rope is set-up and functional
- Flags are tied and tight
- Proper lanes ropes are installed
- 15m markers on both sides are clear
- Electronics are set up, functioning and space is secured and blocked to avoid disruption during the meet

# PRE-MEET POOL DECK CHECK LIST



- Pool deck is clean and sectioned off
- Pace clocks are unplugged
- Diving boards are raised and secured
- Marshalling area is set up with benches (if necessary)
- Timers have working equipment and clear view
- Tables and chair are set up for timers at both ends if needed
- Bells are ready (800 and 1500)
- Office is set up with tables and chairs
- Positive check in table is set up with event sheets and highlighters

# PRE-MEET POOL DECK CHECK LIST



- Announcer has a program and charged microphone
- Start equipment is charged and backup available
- Starter has booth set up with a clear view
- Table with programs, writing tools, and scratch sheets for Call Room Supervisor
- Tables and chairs are set up around the pool for teams & officials if needed
- Programs are posted on either side of the pool and in the hallway
- Guard chairs are not blocking view of the pool for officials



# PRE-MEET COACHES MEETING



Schedule prior to start of warm-ups away from the pool deck.

- Conducted with the Competition Coordinator/Meet Referee.
- Suggested agenda of topics to be discussed:
  - 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, incident and evacuation protocols and any facility related information (such as parking) before the meet.

# MEET MANAGEMENT OFFICE RESPONSIBILITIES – IN MEET



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

**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, officials and sponsors.
- 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).



# DUTIES

## SUB-COMMITTEES



# SUB-COMMITTEE OFFICE



- 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, filing and clean-up.

# SUB-COMMITTEE OFFICIALS



In some instances, 2 groups will assist with organizing officials for the meet.

- Senior Officials – organized by the Competition Coordinator/Meet Referee.
- Local Officials Chairperson –will organize all local Club officials.

Officials chairs will publish schedule and assignments as soon as the Officials grid 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 for meet sessions.

# 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 Information Package, or use the meet management software to provide the count.
- Order the awards needed a minimum of 3 months prior to the meet.
- Meet Management software can produce labels for printing and use with the awards.

# SUB-COMMITTEE AWARDS



- 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.
- If you have a medal presentation, the presence of dignitaries like the Mayor or a Representative of your sponsor will add a special touch and be greatly appreciated. These invitations and the schedule should be sent out as soon as possible.

**Best practice:** use large envelopes to organize the medals/ribbons by Club to be picked up at the end of the 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)
- With the technology of Meet Mobile/SplashMe, some Clubs may move to paperless options. These apps allow spectators to view and/or purchase their heat sheets online.
- 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).
- 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 for hospitality.

- 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:** 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 SPONSORSHIP



The purpose of soliciting sponsors is to help reduce the increasingly high financial burdens of organizing a competition.

- Who can you solicit? The parents of your club, the local businesses around your pool, or you can apply for grants and sponsorships from municipal, provincial and national authorities depending on the type of event (in some cases 3 to 12 months prior to the event).
- What are the types of sponsorships: monetary, food, discount on meals, donation of items for prizes, or half and half draws, etc..
- What's in it for them: their logo in the meet program or on the club's website, a banner on the pool deck or in the officials' room, or the mention of the sponsor by the announcer.



# RULES RELATED TO MEET MANAGER

# RULES DESCRIBING THE DUTIES OF THE MEET MANAGER



## **II.C2.16 Meet Manager**

The Meet Manager

**II.C2.16.1** 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.

**II.C2.16.2** Shall be responsible for the dissemination of all meet information and all meet forms.

**II.C2.16.3** Shall be responsible for seeding all pre-seeded meets.



# RULES DESCRIBING THE DUTIES OF THE MEET MANAGER



**II.C2.16.4** Shall be responsible for the preparation of entry lists and/or heat sheets and have them available prior to the start of each session.

**II.C2.16.5** Shall be responsible for issuing official results. The Meet Manager shall remove swimmer's time from first leg of mixed relays prior to exporting results from meet management software.

**II.C2.16.6** Shall see that all record applications are processed.

**II.C2.16.7** Shall be the Chairperson of the Jury of Appeal at non-national meets.

# RULES RELATED THE DUTIES OF THE MEET MANAGER



## **I.13.2 Jury of Appeal**

### **I.C13.2.3 Jury of Appeal – Canada**

Only protests meeting the criteria set out in I.13.2 are acceptable for consideration by a Jury of Appeal.

**I.C13.2.3.2** The members of the Jury of Appeal will be determined by the Meet Manager in collaboration with the Competition Coordinator/Meet Referee or designate, if applicable, at non-national meets. 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



**I.C13.2.3.3** The Jury of Appeal shall convene and reach a decision by majority vote as soon as 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.

**I.C13.2.3.5** 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.

# PROTESTS IN ACTION



## Procedure for protests:

- Coaches will discuss the disqualification with the session Referee.
- If not resolved, a written protest may be presented to the Referee.
- A written protest must be presented within 30 minutes of the conclusion of the **event**.
- If not resolved after discussion of the written protest, the matter may be assigned to a Jury of Appeal.

Meet Managers can have a form prepared for such protests – the “[Protest on Referee Decision](#)” which can also serve as a Jury Record if needed.



# MEET MANAGER RESPONSIBILITIES PARA SWIMMING



# MEET MANAGER RESPONSIBILITIES

## PARA SWIMMING



As a Meet Manager you may have a meet with Para swimmers and/or Para events.

- Para swimmers are assigned a sport class (e.g., S8, SB7, SM8) which identifies their impairment; The sport class is included in the swimmers last name in the RTR (eg. Smith S7SB7SM7).
- The rules are exactly the same as for Olympic program swimmers; however, exceptions are allowed for swimmers due to their impairment.
- You should be aware of Para swimmers in your meet and may need to adjust lane assignments to support the swimmers.



# MEET MANAGER RESPONSIBILITIES

## PARA SWIMMING



Meet managers have the ability to produce a classification report of para swimmers attending their competition from the Meet Entry Management page.



- This report should be “Exported” and shared with the Competition Coordinator/Meet Referee and Session Referees.



# MEET MANAGER RESPONSIBILITIES

## PARA SWIMMING



Para swimming Technical Advisor:

- 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 Para swimmers competing in the competition.
- The [Para Swimming Active Roster](#) lists all active para swimmers in Canada and their exception codes.

# MEET MANAGER RESPONSIBILITIES

## PARA SWIMMING



- Appendix C of the Swimming Canada Rulebook outlines a subset of the WPS Para swimming Rules: <https://www.swimming.ca/en/swimmingcanadarules/>
- A quick reference guide for Para swimming rules can be found here: [Para swimming Infraction Guide Quick Reference](#)
- 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



- Work with a Mentor Meet Manager your first few times out at varying level of meets to gain experience.
- 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 – during the meet, the consistency of application of rules and decisions is crucial. Follow the Meet Information Package in all decision making.
- Work in partnership with your Competition Coordinator/Meet Referee.
- Save all documents, take notes and revise them before the next meet.

# REVIEW OF MEET MANAGER RESPONSIBILITIES – PRE-MEET



- Organize and plan the meet
- Ensure the pool is available and booked
- Prepare a budget for the meet
- Obtain approval/sanction for the meet
- Prepare and distribute the meet invitation/meet package
- Buy awards
- Acquire necessary equipment such as computers, copiers, extra timing systems
- Ensure that the meet is staffed properly
- Arrange provision of food for officials



# REVIEW OF MEET MANAGER RESPONSIBILITIES – IN MEET



- Organize warm-up conditions
- Ensure proper Swimming Canada safety rules for warm-up are posted
- Prepare entry lists or heat sheets
- Provide the Clerk of Course with necessary paperwork
- Ensure disqualified swimmers are listed at the end of the event
- Process record applications
- Serve as Chairperson of any Jury of Appeal
- Issue complete lists of results



# QUIZ

# QUESTION 1



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 2



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 3



Applications for meet sanctions are submitted to:

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

# QUESTION 4



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 5



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 6



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 7



Meet Package: The Meet Information Package shall contain the following:

- a) date of the meet and starting times of each session
- b) a list of events and qualifying times
- c) entry fees and procedures
- d) recommendations for rule changes
- e) all required statements from Swimming Canada and the Provincial Section

# QUESTION 8



The Jury of Appeal:

- a) shall be chaired by the Meet Manager or designate
- b) shall be composed of an odd number of members
- c) shall be held during or immediately following the session
- d) shall reach a decision on the day of the protest
- e) shall make the final decision
- f) all of the above

# QUESTION 9



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

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

# QUESTION 10



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 **Meet Manager** Clinic.

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

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

The Competition Coordinator/Meet Referee 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/Meet Referee or Mentor Meet Manager will sign your officials card if the evaluation was successful.



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