



## **Section 1**

### **Part A: Underlying Philosophy**

Swim-Natation Manitoba (SNM) is committed to following Swimming Canada's strategic plan and the National Long Term Athlete Development Model when implementing its competitive programs. As such, all SNM sanctioned swim meets will focus on performances appropriate to the physical and psychosocial level of the competitor.

Competition sanctioning helps to ensure a safe, fair meet; guarantees that all times will be officially recognized; and provides SNM insurance coverage to the host club, volunteers, officials and athletes.

### **Part B: Authority and Intent**

#### **1) Sanctioning Authority - General**

- a) SNM is the sole sanctioning authority for all Age Group, Senior, Open, Masters, Para Swimming and Special Olympics swim meets held within the province of Manitoba. This authority is granted by Swimming Canada under Swimming Canada Rule CGR 1.1.1.3
- b) All FINA, Swimming Canada, and SNM bylaws, policies, and rules for administration and conduct of competitions apply to sanctioned meets, and to all athletes, officials, coaches and other volunteers engaging in the competition.
- c) SNM grants itself, and any class 1, 2 and 3 members as well as Special Olympics Manitoba (hereafter referred to as "host organizations", the opportunity to host swimming competitions, as outlined annually in the SNM meet schedule, on its behalf.
- d) The sanction and fees also grant the host organization(s) the sole franchise to that specific competition subject to the bylaws, policies and rules of FINA, Swimming Canada, SNM and where applicable Masters Swimming Canada (MSC) and Masters Swimming Manitoba (MSM).

#### **2) Sanctioning Authority - Para Swimming**

- a) The International Paralympics Committee (IPC) is the world governing body for Paralympics swimming (Para Swimming). IPC grants SNM sole sanctioning authority for IPC events held in Manitoba.

- b) In order for Para Swimmer performances to be included in the IPC swim rankings, Para Swimmers must:
  - (1) be registered and classified as Para Swimmers with IPC and Swimming Canada, and
  - (2) have achieved this performance at IPC sanctioned competitions.
- c) SNM is committed to offering opportunities for Para Swimmers to swim at IPC sanctioned events in Manitoba.
  - (1) Man/Sask Championships held in Manitoba must be sanctioned by both SNM and IPC.
  - (2) All clubs hosting Level V or above swim meets (heats and finals) should apply for IPC sanctioning whenever possible.

## **2) Sanctioning Authority - Masters Swimming**

- a) SNM is the sole sanctioning authority for Masters swimming competitions in Manitoba.
- b) In the case of Masters swimming competitions, bylaws, policies and rules set forth by FINA, Swimming Canada, SNM, MSC and MSM are followed,
  - 1) MSC rule book shall be followed at all Masters swimming competitions in Manitoba.
- c) In order for Masters swimming performances to be recognized by MSC:
  - 1) Masters Swimmers must be also registered with MSC
  - 2) and their performances must have been achieved at SNM sanctioned competitions.

## **3) Consequences of Infractions of this Policy**

- a) Failure of meet management to comply with all applicable SNM bylaws, policies, and rules may result in SNM disciplinary action toward the host organization.
- b) Such discipline may include any of the following:
  - i) SNM reserves the right to revoke a sanction of any competition in Manitoba when its bylaws, policies and rules are not followed.
  - ii) SNM reserves the right, as circumstances dictate, to not issue a sanction.
  - iii) SNM may choose to send a letter of reprimand and ensure corrective steps are taken, when policy is not followed before issuing another sanction to the host committee, or club.
- c) SNM may choose to suspend competition hosting privileges to any member club, or host committee that has a history of repeated infractions of this policy.

#### 4) Appeals

- a) Appeals of any decisions under Section 1 B-4 above, may be made as outlined in the SNM Appeal Policy.

## Section 2:

### Part A: Administration

#### 1) Development of the Schedule

- a) All requests to host a swim meet, must be submitted in writing to the SNM Executive Director by May 1 of each year.
- b) After considering any relevant matters that may affect the successful operation of any meet, the Manitoba Swim Coaches Association (MSCA) will draft an annual competition schedule in consultation with the Head Coaches of host clubs by May 15 of each year.
  - i) The order of priority on the meet schedule shall be:
    - (1) Level X - Swimming Canada designated meets, including Can Am Championships
    - (2) Level VII & VIII - SNM championship meets
    - (3) Level V & VI meets
    - (4) Level IV meets
    - (5) Level III meets
    - (6) Level I & II meets (time trials)
    - (7) Fun meets, Mini Meets, Fundamentals Meets
  - ii) No Manitoba swim meet or time trial will be scheduled within seven (7) days of the start of the Junior Provincial Championships, or the Man/Sask Championships.
  - iii) No meet will be scheduled for the same date(s) as a Manitoba hosted Swimming Canada or SNM championship competition.
  - iv) No competition will be scheduled on the same date(s) as another Manitoba competition without the written consent from the Executive Director. Prior to providing consent, the Executive Director will consult with the affected club(s).

## 2) **Approval Process.**

- a) MSCA submits the schedule for review and approval by the SNM Sport Committee.
- b) SNM will make the competition schedule public information within thirty (30) days of approval.

## 3) **Changes to the Approved Competition Schedule**

- a) Changes to the competitive schedule will be considered by the SNM Sport Committee under the following conditions.
  - i) Changes will only be made to the approved competition schedule under extenuating circumstances.
    - ii) Such changes will only be accepted if the request is made in writing to the SNM Executive Director at least thirty (30) days before competition start date.
    - iii) SNM staff will not accept a request for a change that creates a schedule conflict with another meet without the written consent of the Executive Director. Prior to providing consent, the Executive Director will consult with the affected club(s).

## 4) **Swim Meet Additions**

- a) SNM may, on an individual basis, accept applications to add a time trial or Level III meet to the annual competition schedule.
- b) Requests for additional time trials and competitions must be submitted to the Executive Director as described in Part C, Competition Types Sections 1 and 2.

## **Part B: Eligible Swimmers**

### 1) Competitive Swimmers (as defined by Swimming Canada registration policy)

- a) Competitive swimmers compete in club meets and fun/mini-meets conducted as part of normal club programs. They are eligible to enter SNM sanctioned events when ready. Other SNM sanctioned events for which qualified competitive swimmers are eligible include Age Group, Senior, Open and championship swim meets.

### 2) Para Swimmers

- a) Para swimmers must have a documented classification designation.
- b) Para Swimmers are welcomed and encouraged to participate in Age Group, Open and Senior meets provided they are registered with SNM and are members of a SNM affiliated swim club.

### 3) Masters Swimmers

- a) Only athletes 18 years of age or older, registered with MSC may enter SNM sanctioned Masters meets.
- b) Masters swimmers may enter SNM sanctioned senior and open meets provided they are registered with Swimming Canada and SNM as Masters Open swimmers.

### 4) Special Olympics Swimmers

- a) Only athletes registered with Special Olympics may enter SNM sanctioned Special Olympics meets.
- b) Special Olympics swimmers may enter Masters swim meets provided they are also registered with MSC/MSM and are 18 years of age or older.
  - i) Special Olympics and MSM may partner to have a swim meet. However, events for swimmers 17 years and younger must be held separately from Masters events.
- c) Special Olympics swimmers are welcomed and encouraged to participate in SNM sanctioned Age Group, Open and Senior meets provided they are registered with SNM, and are members of a SNM affiliated swim club.

## Part C: Competition Types

1) **Deadlines** for sanction applications are listed in Section 2, Part D-1 (below)

### 2) **Fun meet, Mini meet, Fundamentals meet:**

- a) Letter of approval from SNM required.
  - i) No sanction required.
  - ii) Timing - optional. Times will not be recognized by SNM.
  - iii) Stroke/turn judging – optional.
  - iv) Fees - no SNM / Swimming Canada Swimmer Participation or Officials' fees.
  - v) No Sanction fees
- b) Cannot be used for Officials' evaluation or certification.

## 1) Time Trials (Level I)

### a) Types of Time Trails

- i) Class 1 (Swimming Canada Rule CSW 3.5.1) - used for record attempts only.
  - (1) Must be publicly advertised 3 days in advance
  - (2) Conducted in a way that all the swimming rules apply
- ii) Class 2 (Swimming Canada Rule CSW 3.5.2) - used to achieve qualifying times.
  - (1) May be conducted on a less stringent basis than sanctioned meets
  - (2) Several swimmers doing different events may swim at the same time
  - (3) Genders may swim together
  - (4) 2 timekeepers per lane is sufficient
  - (5) Records will not be accepted from Class II time trials

### b) *In Class 1 and Class 2 Time Trials the following SNM rules will apply:*

- i) Swimmers limited to one event per time trial.
- ii) No more than one club can participate in any given time trial.
- iii) Limited to one session lasting less than 4 ½ hours.
- iv) Timed finals format.
- v) Full sanctioning required.
- vi) Fees – Sanction fee & Official's Development fee

### c) *In Class 1 and Class 2 Time Trials no officials' evaluation or certification provided*

## 3) Level III & IV Meets

### a) Level III - Closed meets:

- i) Participation limited to clubs invited by the meet host.
- ii) Timed finals format.
- iii) Full sanctioning required.
- iv) Fees – Sanction fee, Participant fee, Official's Development fee.
- v) *Officials' evaluation and certification opportunities to be determined by the MSOA.*

### b) Level IV meets - Open:

- i) Participation is open to all interested clubs.
- ii) Timed finals format.
- iii) Full sanctioning required.
- iv) Fees – Sanction fee, Participant fee, Official's Development fee
- v) *Officials' evaluation and certification opportunities to be determined by the MSOA.*

## **2) Level V & IV meets**

- a) Level V - Closed meets:
  - i) Participation is limited to specific ages or specific clubs.
  - ii) Prelims and Finals championship format.
  - iii) Timed finals acceptable in some events.
  - iv) Semi-finals (optional).
  - v) Full Sanctioning required.
  - vi) Fees – Sanction fee, Participant fee, Official's Development fee.
  - vii) *Officials' evaluation and certification opportunities to be determined by the MSOA.*
  
- b) Level VI - Open Meets:
  - i) Open to all clubs and all age groups.
  - ii) May limit entries due to pool capacity.
  - iii) Prelims and Finals championship format.
  - iv) Semi-finals (optional).
  - v) Full sanctioning required.
  - vi) Fees – Sanction fee, Participant fee, Official's Development fee
  - vii) *Officials' evaluation and certification opportunities to be determined by the MSOA.*

## **3) SNM Provincial Championship Meets (Level VII & VIII)**

- a) Host organizations must follow the technical package for the specific meet.
  
- b) Meet management will work in partnership with SNM Staff and the SNM Competition Hosting Committee.
  - i) Full sanctioning required.
  - ii) Fees – Sanction fee, Participant fee, Official's Development fee.
  - iii) *Officials' evaluation and certification opportunities to be determined by the MSOA.*

## **4) Swimming Canada Designated Meets (Level X)**

- a) Host organizations must follow the technical package for the specific meet.
  
- b) Meet management will work in partnership with Swimming Canada events manager, SNM Staff and the SNM Competition Hosting Committee.
  - i) Full sanctioning required.
  - ii) Fees – Sanction fee, Participant fee, Official's Development fee.
  
- c) *Officials' evaluation and certification opportunities to be determined by Swimming Canada.*

## Part D: Sanction Applications, Fees, and Event Reporting

### 1) Sanctioning Application Deadlines:

- a) An application for sanctioning of swim meets or approval of fun meets must be received by SNM, in a form designated by SNM, within the following time frames:
  - i) *Fun Meets, Mini Meets, (non-sanctioned) – at least 7 days prior to event;*
  - ii) *LEVEL I (Time Trials) – at least 7 days prior to the date of the time trial;*
  - iii) *LEVEL II (Time Trials) – at least 4 days prior to the date of the time trial;*
  - iv) *Level III swim meets – at least 21 days prior to the competition start date.*
  - v) *All other swim meets – at least 30 days prior to the competition start date*
- b) Host clubs wishing to **book extra/ vacant SNM pool time at Pan Am Pool**, for Fun Meets and Level I or II sanctioned swim meets must give SNM **a minimum 14 days notice in advance of their event**. Existing user group pool time contracts WILL NOT be moved or amended unless all parties agree in writing.

### 2) Sanctioning Fee

- a) All meet/time trial applications are subject to a sanctioning fee that is reviewed annually by the SNM Board and published in the sanctioning application.
- b) Sanction fee must be submitted to SNM, with meet fees, no more than 30 days after the meet.
- c) No sanctions will be granted until the host club has submitted all outstanding fees and reports from previous meets.

### 3) Meet fees

- a) Entry fee: the meet entry fee may be either a flat fee, or a per event fee.
- b) Participant fee: meet entries for Level III and higher competitions are subject to a Swimming Canada and SNM participant fee payable for each swimmer entered in the meet regardless of the number of events the swimmer is competing in. The amount of this fee is reviewed annually by Swimming Canada and SNM.
- c) Officiating fee: meet entries for Level III and higher competitions are subject to a SNM officiating fee payable for each event entered by a swimmer. The funds collected from this fee are used for the education and certification of Manitoba swim officials. The amount of this fee is reviewed annually by SNM.  
All fees must be received by SNM no more than 30 days after the meet.



### **Post Event Reporting**

- d) Host clubs or Meet Managers must submit a post-event report to SNM in a form designated by SNM, within 7 days of completion of the meet.
- e) Host organizations MUST upload results to the Swimming Canada web site within 24 hours of the conclusion of the competition.

## **Section 3**

### **SNM General Competition Rules**

Swim Manitoba, through the Executive Director, will be the final authority interpreting any bylaw, policy or procedural matters at a competition including, but not limited to:

- Athlete or coach eligibility
- Any matter specifically outlined in this policy
- Any matter that should arise relating to any other SNM policy or procedure.

### **Meet Management authority**

- a) Meet management shall have jurisdiction over all matters not assigned by the rules to the Referee, judges or other officials.
- b) Meet management, together with the referee, shall also be responsible for enforcing the SNM bylaws and policies for the duration of the competition.
- c) Meet management shall have the power to postpone events and give direction consistent with the bylaws, policies and rules of the governing bodies specific to the event (e.g. SNM, Swimming Canada, MSC, MSM, etc).
- d) Meet management together with the Referee shall be responsible for enforcing the SNM Code of Conduct for Competitions (Appendix A).

### **B. Referee authority (SW 2.1.1)**

- a) The referee is governed by Swimming Canada rules (SW 2.1)
- b) The Referee will act as a liaison for SNM and together with meet management shall also be responsible for enforcing the SNM bylaws and policies, for the duration of the competition.
- c) The Referee together with meet management shall also be responsible for enforcing the SNM Code of Conduct for Competitions (Appendix A).

### **C. Sessions and Timelines:**

a) Definition of a session:

- i) A session is a schedule of events and rounds that are swum in a specified order. (Example: Day 1 Morning Session – prelims and Day 1 Evening Session- finals).
- ii) A session may be divided by age group, gender or performance level. (Examples: girls in the morning and boys in the afternoon OR 12 & under in the morning and 13 & over in the afternoon).
- iii) A warm-up **always precedes** a new session.

b) Session Time limits:

- i) A session **MUST NOT** last LONGER THAN 4 ½ hours.
  - (a) Setting up separate sessions is NOT REQUIRED in the case of a swim meet lasting less than 4 ½ hours.
  - (b) A swim meet MUST be split into sessions if it is expected to last longer than 4 ½ hours.
  - (c) The actual session time length will be solely determined by information contained in the Referee's report submitted to the MSOA at the conclusion of the meet.
    - (i) Delays for electronic or mechanical failure, facility alarms, pool fouling will be taken into account as noted in the Referee's report.

### **D. Photography and Media**

- a) SNM recognizes the added value that media exposure brings to the sport of swimming. Due to Sport Manitoba insurance regulations and other SNM policies, ALL media and club photographers must be vetted and approved by SNM prior to them accessing the pool deck for competition.
- b) It is the meet management's responsibility to ensure that such deck access requests are communicated to SNM in a timely manner in advance of the competition.
- c) All media requests that come directly to SNM will be communicated as soon as possible to meet management. We will make every effort to accommodate these requests.
- d) Subject to sub-section a) above, at local swim meets, the host club / organization will have the sole right to use its own photography personnel once they have been approved by SNM. With the exception of accredited professional media, no other deck access will be granted for photography purposes without SNM approval in consultation with meet management

- e) At SNM hosted swim meets, SNM reserves the sole right to use its own accredited media / photography personnel. No other deck access will be granted without SNM approval
- f) At Swimming Canada hosted swim meets held in Manitoba, Swimming Canada will have the sole authority regarding approval of final say deck access for media.

**E. Non authorized individual on deck**

- a) Due to Sport Manitoba insurance regulations, the deck shall be reserved solely for swimmers, coaches, officials and volunteers assigned specific tasks in the running of the meet and SNM approved personnel.
- b) It is the responsibility of meet management to ensure that no unauthorized or unaccredited individual is allowed access to the pool deck
- c) The Referee and/or meet management may temporarily halt competition proceedings if they feel the safety and security of the competition has been compromised due to unauthorized deck access.

# Appendix A

## COMPETITION CODE OF CONDUCT

All sanctioned Manitoba swim meets are under the jurisdiction of SNM and shall be governed by its current policies and rules, including SNM 2011 Harassment and Abuse Policy.

The deck shall be reserved solely for SNM approved personnel, swimmers, coaches, officials and volunteers assigned specific tasks in the running of the meet.

By Swimming Canada rule and policy, the referee and meet management have full authority over the competition, the deck and the spectator areas during swim meets. The spectator area is considered part of the field of play, and as such, it falls under SNM authority and all SNM bylaws, policies, and rules, apply.

Referencing the SNM Harassment and Abuse policy, the referee and meet management will require an individual to leave, if the actions of the individual are perceived to be interfering with the peace and security required for any athlete to achieve his/her best performance.

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