



**SWIM  
MANITOBA**

# MEET SANCTIONING REFERENCE BOOKLET

FOR

Age Group, Senior,  
Open & Masters  
Competitions



## REFERENCE BOOKLET FOR MEET SANCTIONING

The purpose of the Meet Sanctioning Reference Booklet is to assist clubs and meet managers in preparing an application for meet sanctioning.

- Sanctioning is mandatory if you are collecting a swimmer fee or entry fee
- Sanctioning is mandatory if you want times to be officially recognized by Swimming Canada/Swim Manitoba
- Sanctioning helps to ensure a safe, fair meet; guarantees that all times will be recognized and publicly available
- Sanctioning provides for SNM insurance coverage of the host club, volunteers, officials and athletes
- SNM only considers sanctioning applications for meets on the approved SNM Competition Schedule. Exception: Pre-approved Time Trials.

The Booklet outlines the application process and provides Meet Managers with help to complete the required forms.

### Responsibilities of the Meet Manager for meet sanctioning

The Meet Manager is responsible for:

- completing the SNC Meet Managers course before taking on the role of Meet Manager
- reading SNM: NEW Competition Policy
- reading the International Paralympic Committee-Swimming (IPC) sanctioning procedure (if applicable)
  1. submitting a meet listing on the Swim Canada (SNC) web site
  2. developing the meet package
  3. submitting the meet package, training tank rental form & equipment rental form to SNM
  4. applying for IPC sanctioning (Championship style meets - if applicable)
  5. submitting sanction application on Swim Canada website (once meet package approved by SNM)
  6. uploading meet package (in pdf form)
  7. uploading the Hy-Tek Event File for the meet
  8. Sanction Application Approval by SNM
  9. validating & downloading meet entry files for import into the Hy-Tek Meet Manager software
  10. uploading meet results to the SNC web site within 24 hours of completion of the meet
  11. submitting post event reports and fees to SNM within 30 days of the end of the meet

Each Meet Manager as assigned by their club, requires a signed & approved consent form, username and password to login into the Meet Sanction, Entries and Results System (<https://www.swimming.ca/Registration.aspx>) on the Swim Canada (SNC) web site. After logging in, Meet Managers can list a meet, view meet entries, download entry files to Hy-Tek Meet Manager, and upload results.

If you do not have a SNC username and password, contact your club administrator who will set this up for you. The club administrator is usually the person in your club responsible for swimmer registration. The administrator is the only one who can set up users, create logins and passwords, and add, edit or deactivate a Meet Manager on the SNC system. Once you have your username and password, you can login as a Meet Manager and edit your own contact information and select a new password. Clubs can have multiple Meet Managers listed.



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### Sanction Application Deadlines

An application for sanctioning must be received by SNM, in a form designated by SNM, within the following time frames:

Time Trials Class 1	at least 7 days prior to the start date of the time trial.
Time Trials Class 2	at least 10 days prior to the start date of the time trial.
Level 3 Meets	at least 21 days prior to the start date of the competition.
In-House swim meets	at least 15 days prior to the start date of the competition.
All other swim meets	at least 30 days prior to the start date of the competition.

Description of meet types: see page 11

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 30 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.

### Officials Requirements for Sanctioned meets

Minimum number of certified officials required per session

# of Lanes	5	6	8
Referee	1	1	1
Starter	1	1	1
Chief Timer	1	1	1
Chief Finish Judge	1	1	1
Judge of Turns	3	3	4
Judge of Stroke	2	2	2
Clerk of Course	1	1	1
Marshal	1	1	1
Timers – Head Lane Timer + 1 timer	10	12	16
Electronics operator	2	2	2
Total	23	25	30

Minimum requirements are as per CSW 1.2.1. The type and quality of meet would influence minimum requirements.

The host club is responsible for supplying the required officials. Referee and Starter Positions will be designated by MSOA. Clubs who may have difficulty meeting volunteer requirement are encouraged to engage with other clubs via the Club Officials Chairs. Co-Hosting is another option to successfully meet swim meet requirements. A club's ability to meet the official's requirement may affect the success of future sanctioning applications.

### Meet Sanction Application Procedure

#### 1. List the meet on the Swim Canada website

Listing a meet allows the public to view it on the SNC meet calendar. This is a great way to advertise your event well in advance. SNM is automatically notified when you submit a meet listing and the listing must be approved by SNM. Once approved, the listing will appear on the SNC meet calendar and can be viewed by the public. SNM will only approve listings for meets that are on the approved SNM competition schedule. Listing a meet can be done any time after the approved SNM competition schedule has been released.



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How to list your meet:

- Go to <https://www.swimming.ca/Registration.aspx> and login using your username and password
- Click on the Meet List link – you will see a list of all meets you have created for the current season.
- To add a new meet to the list – click on the Add a Meet button on the right side of the screen
- Select Submit a meet to the meet list
- Fill in the information and click Submit

## 2. Develop the Meet Package

The Meet Package is the framework upon which your meet is built. It includes all the competition details required to host a safe and fair event. It also serves as the primary promotional tool for your meet. Once the meet is sanctioned, a link to the meet package appears on the SNC meet calendar. Clubs across the province and throughout Canada and the USA are able to review the package and decide whether to participate.

2.1 Determine the type of meet you are hosting. See Meet Type Reference page

Level I	Time Trial (Class 1)	Level II	Time Trial (Class 2)
Level III	Level 1 a) Timed Finals – Closed Meet	Level IV	Level 1 b) Timed Finals – Open Meet
Level V	Level 2 a) Championship Format - Closed Meet	Level VI	Level 2b) Championship Format – Open Meet
Level VII	Junior Provincial Championship	Level VIII	Man/Sask Championship
Level IX	Open Water	Level X	SNC Designated Meet

See meet descriptions page 11

2.2 Complete the Meet Package Template. Delete any sections of the template that do not apply to your meet. The Meet Package Template is a MS Word file. Do not submit your Meet Package in any other file format.

Guide to the Meet Package Template: See Appendix A

Include the following as Appendices to your meet package

- SNM Scratch Rule
- SNC Warmup Rules & Procedures
- Competition Code of Conduct
- Time Standards (if applicable)

**Save the completed Meet Package Template as a Word 2003 or higher file.**

## 3. Submit following forms to SNM & Meet Package

a) Complete the Pan Am Pool Training Tank rental forms

All meets wanting to use Training Tank space at Pan Am Pool in Winnipeg must complete the Training Tank Swim Meet Booking form and the Agreement to Utilize Training Tank.

b) Complete the SNM Meet Equipment Rental form.

SNM will review the documents and contact you by email if changes, or additional information are required.



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### 4. Applying for IPC sanctioning (if applicable)

#### 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 the 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.

#### IPC Sanctioning (if applicable)

**Application for IPC Sanctioning is due 6 weeks before the start of the meet.**

For information on the IPC sanctioning process, see Application for Competition Approval at <http://www.ipc-swimming.org/Downloads>

Follow the IPC procedures for submitting a sanctioning application. Include a copy of the IPC sanctioning application with your meet package.

### **ONCE THE MEET PACKAGE IS APPROVED BY SNM**

### 5. Complete Sanction Application Online

How to sanction your meet:

- Go to <https://www.swimming.ca/Registration.aspx> and login using your username and password
- Click on the Meet List link – you will see a list of all meets you have created for the current season.
- If you have listed your meet already then click on Edit (pencil) then click on Submit a sanction Application for this Meet
- To add a new meet to the list – click on the Add a Meet button on the right side of the screen
- Select Apply for a new Meet Sanction
- Fill in the information and click Submit



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Guide to the Online Sanction Application:

### 5.1 Sanction Type (Level I, II, III, IV etc)

Level I	Time Trial (Class 1)		Level II	Time Trial (Class 2)
Level III	Level 1 a) Timed Finals – Closed Meet		Level IV	Level 1 b) Timed Finals – Open Meet
Level V	Level 2 a) Championship Format - Closed Meet		Level VI	Level 2b) Championship Format – Open Meet
Level VII	Junior Provincial Championship		Level VIII	Man/Sask Championship
Level IX	Open Water		Level X	SNC Designated Meet

### 5.2 Sessions and Sanction Fee:

Indicate the total number of sessions over the duration of the meet. The Session Fee is \$30 per session, The Session Fee applies to both time trials and meets. Sanction fee: SNM currently does not impose a Sanction fee.

### 5.3 Time Standard:

Select the time standard. For Indicating if a qualifying time is required and what the standard is e: The Junior Provincial Championship requires the A standard. The Man/Sask Championship requires an AA standard.

### 5.4 Age Categories:

Select the appropriate age category. If the meet is open to age group and senior swimmers, select All Ages.

### 5.5 Championship Meet:

Select yes only if the meet is Junior Provincials, Man/Sask or a designated SNC championship meet (eg Westerns, Age Group Nationals, Senior Nationals)

### 5.6 Open or Closed Meet:

If the meet is restricted to certain clubs or a certain geographical area (eg Manitoba, western Canada), indicate who can enter it is a closed meet. All other meets would be open.

### 5.7 Contact information:

If the Applicant Name is not the Meet Manager, provide the Meet Manager's name and contact information.

### 5.8 Pool Information:

Name and location of the pool. Indicate the number of lanes. Single ended configuration has timers/touch pads at one end only. Double ended configuration has timing/touch pads at each end. Training Tank Pan Am Pool – both short course and long course are listed as singled ended.

### 5.9 Host club requirements:

Indicate if any equipment is required (eg laptop computers, bells, lap counters, stop watches etc)

### 5.10 Host Hotel (if applicable)

Provide hotel name, website, and discount available



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### 6. Upload approved meet package in pdf form to SNC website

### 7. Upload Event File to SNC website

A user guide for producing your event file is in progress.

### 8. Sanction Application Approval

When everything is in order, SNM will change the meet status to APPROVED. An automatic email will be sent to the applicant contact email listed on the Sanctioning Application. The SNC Meet List will show the meet as SANCTIONED, and the Meet Package will be available for viewing by the public.

If you need to make changes to any of the meet information / meet package after the meet has been sanctioned, email the changes and rationale to SNM for approval BEFORE changes are uploaded to Swimming Canada website.

### 9. Validating & downloading meet entry files for import into the Hy-Tek Meet Manager software

A user guide for this step is in progress

### 10. Uploading Results

Within 24 hours of the end of the meet, upload the results file to the Meet Sanction, Entries and Results System (<https://www.swimming.ca/Registration.aspx>) on the SNC web site. If any swimmer ID numbers or birthdates are missing, the file will not load. When the results are successfully loaded, an automatic email is generated by the SNC web site and sent to SNM and the Meet Manager. The Meet Report is attached to this email.

### 11. Meet reports and fee payment

- a) Ensure all meet fees are submitted to SNM within 30 days of the end of the meet. The Meet Report is your invoice. Additionally, any equipment rental fees must be paid within 30 days of the end of the meet. Make the cheque payable to Swim Natation Manitoba.
- b) Submit copies of the officials sign in sheets for each session.
- c) Submit any applications for provincial/national records broken at the meet.
- d) If the meet was IPC sanctioned, submit to IPC all the required meet reports.



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### Appendix A

Header	Insert the following information at the top of the page Mandatory: name of the meet, name of host club, meet location, address, date & whether short or long course Optional: meet or club logo, meet web site
Sanction number:	Once sanction is approved, SNM will input the sanction number. If IPC sanctioning has been received, include the IPC sanctioning number.
Facility & Timing:	Name of pool, number of lanes, short or long course, meters or yards Will there be lanes for warm-up/cool-down during sessions What timing system will be used (manual, Ares etc)
Dates and Times:	What are the warm-up times and start times for each day, and each session on that day. <b>SNM requires Meet Managers limit each session to 4 1/2 hours or less, and allow a minimum of 3 hours between preliminaries and finals each day.</b>
Eligibility:	What, if any, are the additional eligibility requirements and/or considerations? If the meet is restricted to certain age groups, clubs or provinces, provide details. If qualifying times are required, include a qualifying times chart as an Appendix to the Meet Package and give the timeframe for achieving the time standard.
Event List:	List the events for each session in the order they will be swum.  Meet Managers for Time Trials, Club Invitational Timed Finals and Club Invitational Heats/Finals can design their own event list and event order. SNM requires Meet Managers limit each session length to 4 1/2 hours or less, and to allow for a minimum of 3 hours between preliminaries and finals each day.  Open Water meets are restricted to freestyle. The minimum distance is 1km and the maximum is 10km.  If a break is planned during a session, how long is the break and when is it scheduled.  If a detailed event schedule will be published after entries close, indicate where to find it.
Entry Limitations:	What, if any, are the limits on the number of total entries, the swims per person, and/or relay teams per club. If meet management reserves the right to limit entries, indicate the reason(s) why entries may be limited, and how meet management will deal with entries that are over the limit.
Bonus Swims:	Indicate if bonus swims are offered and the number of bonus swims allowed. Indicate any events that cannot be used as bonus swims (usually the distance freestyle events).
Relays:	If the meet includes relays, include details for entering teams, and any limitations on the number of teams per club per relay event. For Age Group relays include this statement, "In Age Group relays, one or two swimmers may be from a younger age group." Unattached swimmers are not eligible to swim on a relay team.





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- Entry Fees:** The list of fees must show the mandatory SNM Participation Fee of \$7.00 per swimmer, plus a fee of \$2.50 per event entry for all Time Trials and Meets.
- Entry fees for individual events may be published as a “meet fee” or as a “per event fee”. The relay entry fee is per relay. Indicate if the meet fee includes the Participation Fee and/or relay entry fees.
- Fees for time trials and all other meets are determined by the host club. Clubs are reminded that swim meets are for swimmer development and that meet fees should be reasonable.
- Indicate how to make the entry payments. Indicate any consequences for late payment or non-payment of fees.
- Entries:** *All entries for Club Invitational meets must be submitted with a time. “No Time” (NT) entries will not be accepted.* Proof of time is required if the meet has a qualifying standard.
- All entries must be uploaded to the Swim Canada web site using a Hy-Tek Entry File. Paper entries and digital files in formats other than Hy-Tek (eg Excel, Word) are not acceptable. Each swimmer in the entry file must have a valid swimmer ID number, and a correct birthdate and gender. Para swimmers must have their classification included behind their name in their entries. Errors or omissions in the entry file will cause delays in accepting the entry file and posting the results.*
- Indicate the entry deadline. Provide the name and email address of the Meet Entries person.
- Late or Deck Entries:** Indicate if late or deck entries are accepted and the procedure for these entries. What is the entry fee for late or deck entries. All late and deck entries must include the swimmer’s ID number.
- Scratches:** *SNM Scratch Rule in effect.* Add SNM Scratch rule as appendix.
- Competition:** Unless otherwise indicated, the meet must be conducted according to *SNC competition rules and regulations are in effect.* Any changes must be approved by SNM before the Meet Package is developed.
- If the meet is IPC sanctioned, the meet package must indicate IPC rules will be followed for Para swimmers competing in the meet.*
- Indicate how events are to be seeded – by age, by gender, by time, or some combination of these. When seeding by time indicate if fastest to slowest, slowest to fastest, or circle seeded. If using a combination of methods, indicate which events are using each method.
- For distance freestyle events, indicate if which heats, if any, will be swum with 2 swimmers per lane.
- Indicate which events are swum as Timed Finals, Heats/Finals or Prelims/Semi Finals/Finals.
- For meets with Finals, indicate if there are events or heats that will go straight to finals. Indicate if there will be Consolation Finals.

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- Awards:** Indicate the age groupings for awards.  
List the individual, relay and team awards (ribbons, medals, trophies etc).
- Scoring:** Indicate the method used to score events for individual, relay and team awards.  
Indicate if a swimmer must swim a qualifying time in the Final or Timed Final in order to score points.
- Meet Management:** Mandatory: Meet Manager, Meet Entries, Officials Coordinator  
Optional: Meet Referee, Meet Operations, Hospitality Coordinator  
  
All Meet Managers must have completed the SNM Meet Manager’s course.
- Safety Rules:** Attach as Appendix - *SNC Warm-up Procedures in effect* to your meet package  
*Each athlete must be under the supervision of a head or deck coach*  
*It is the head or deck coach’s responsibility to inform their swimmers of the safety rules and see that they are followed*
- Code of Conduct:** Attach as Appendix – SNM Competition Code of Conduct

Include following as Appendices to your meet package

- SNM Scratch Rule
- SNC Warmup Rules & Procedures
- Competition Code of Conduct
- Time standards (if applicable)

Optional Information for Meet Packages:

- Hospitality:** Indicate if hospitality will be provided to coaches and volunteers.  
Indicate if you are offering any special hospitality to swimmers and/or spectators (i.e.: bag lunches, etc.). Indicate the cost (if applicable)
- Admission/Programs:** Indicate if there is an admission fee to watch the meet. Indicate if seating is limited. Indicate if programs will be available and the cost.
- Accommodations:** Indicate if there is a designated meet hotel. Provide details for hotels close to the pool.



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### Reference: Types of Meets

#### Types of Time Trails

**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

**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 ie:
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

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

1. Swimmers are limited to one event per time trial.
2. No more than one club can participate in any given time trial.
3. Limited to one session lasting less than 3 hours.
4. Timed finals format.
5. Full sanctioning required.
6. No Officials' evaluation or certification provided.

#### In-House Meet

In In-House meet the following SNM rules will apply:

1. No more than one club can participate in any given In-House meet.
2. Limited to one session lasting less than 3 hours. (Suggest 2-3 hours)
3. Timed finals format.
4. Full sanctioning required.
5. No Officials' evaluation or certification provided.

#### Hosting meets in conjunction with other meets

Clubs, if they so choose, may host a meet in conjunction with a Masters meet.

To host a meet in conjunction with a Masters meet, clubs should work with the Masters Club in their area. A separate sanction must be provided. Masters swimmers must swim in separate events/heats.

#### Sanctioning Application Deadlines:

An application for sanctioning of swim meets must be received by SNM, in a form designated by SNM, within the following time frames:

- i) Time Trials Class 1 at least 7 days prior to the start date of the time trial.
- ii) Time Trials Class 2 at least 10 days prior to the start date of the time trial.
- iii) In-House swim meets at least 15 days prior to the start date of the competition.
- iv) All other swim meets at least 30 days prior to the start date of the competition.

Host clubs wishing to book extra/ vacant SNM pool time at Pan Am Pool, for Fun Meets, Time Trials, or In-House sanctioned swim meets must give SNM a minimum 30 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.