

Published by



Masters Swimming Association of British Columbia



SWIM MEET

MANAGER'S GUIDE



Thank You

This guide has evolved over a period of time with the input of numerous people. Thanks go to Denis Crockett for getting the ball rolling; to former Meet Coordinator, Holly Smith, who prepared the original Meet Manager's Guide on which this was based; to Masters Swimming Ontario and Swimming New Brunswick for allowing us to refer to their Meet Manager's Guide and Masters Swimming Handbook; to Vanda Stocks, 1996-97 Meet Coordinator, for her assistance with editing and proof-reading; and to Ted Wood for many hours of hard work, original ideas and design and layout.

Mary Lou Monteith
MSABC *President*

August, 1996

Revised Edition:

This guide will continue to be revised over time. Comments and helpful hints are always appreciated so that this Guide can continue to help those preparing for a swim meet. Thank you to all members who contributed new and revised input and a special thank you to Vanda Stocks for this new layout and work on this revision.

Bonnie Pronk
MSABC President
November, 1999

Revised June 2006

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Welcome Meet Manager...

The Masters Swimming Association of British Columbia has as its mandate.

- a) to promote fun, fitness, health, fellowship and participation among adult swimmers;
- b) to give guidance and leadership in the direction, development and execution of programs for non-competitive and competitive adult swimmers in British Columbia; and
- c) to encourage the development and use of facilities for swimming, in general, and for Masters swimming in particular

The Meet Management Guide has been prepared to assist in the efficient planning and running of Masters meets. It is hoped that it will prove useful to anyone involved in the running of a Masters meet, from a first-ever invitational meet being hosted by a new club, to the staging of a Provincial Championship.

The Meet Management process has been divided into a series of steps with a brief description of each step. Where appropriate, sidebars with additional information are provided and more detailed references and examples are provided in the appendices.

A separate Meet Manager's working checklist that parallels the steps should aid in keeping track of the planning process (see last appendix: Checklist)

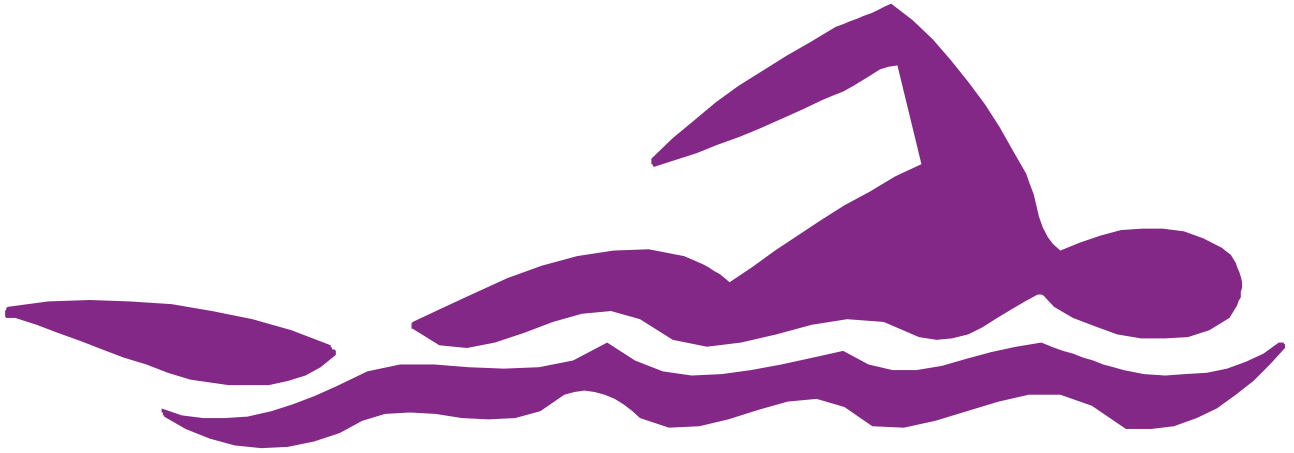
Certain steps are mandatory to conform to Rules, Sanctioning and Safety requirements, but many of the procedures are suggestions only. No one manual can cover all aspects of every type of meet, but it is hoped that this one will provide a useful reference that can be adapted to suit local needs. The Guide also lists some additional assistance; please contact the Meet Coordinator or any member of the MSABC Board.

Masters Swimming Association of British Columbia



The manual is designed to be continuously updated and revised, so please feel free to give any suggestions for changes or additions.

Section A



**Before
the Meet**

4 -12 Months Prior

1 DECIDE TO HOST A SWIM MEET

The initial step you should consider is whether you and your team are willing and prepared to host a swim meet.

Note: For Provincials, there are specific bidding and hosting requirements.



See appendix: MSABC Policy on the Hosting of Provincial Championships. Call a team meeting and decide whether you wish to proceed.

The main elements to consider before deciding to host are: whether you have enthusiastic club support, access to a suitable facility and adequate personnel (volunteers and officials). You need to be aware that there can be considerable costs involved, but a well-planned swim meet can be a good source of revenue for the host club. See appendix: MSABC Insurance Coverage.

2 SELECT AN ORGANIZING COMMITTEE

The key to the success of a swim meet is a good organizing committee.

Every Masters Swim Club is a pool of many talents - computer experts, typists, salespeople, social organizers, accountants. Draw from these resources and involve these people in the organization of your event. When selecting the people for the organizing committee, look for availability, experience and dependability. Consider soliciting the assistance of your local age group swim club.

1. Meet Manager - *oversees the entire process*

2. Documentation- *responsible for meet kit, entries and awards*

Typical Meet Planning Structure

3. Officials - *officials, timers and runners*

4. Facilities - *pool, equipment, announcer, safety*

5. Finance - *revenues, costs, entry fees, handling of money*

6. Publicity - *sponsorships, advertisers, prizes, accommodations*

7. Recording - *heat sheets, printing, results, records*

8. Social - *reception, refreshments for officials/volunteers, social*

** Some positions may require a sub-committee to carry out their responsibilities*

3 SELECT POSSIBLE DATES

Choose several dates based on the availability of the facility and local officials. It is best to avoid the same weekend as major youth meets in your geographical area.

4 SUBMIT DATES TO MSABC MEET COORDINATOR

With two or three possible dates, telephone the MSABC Meet Coordinator who will tell you which date best fits with the Masters swim schedule. The Meet Coordinator tries to ensure that the schedule of meets is balanced, both time-wise and geographically, for the benefit of all members.

5 BOOK FACILITIES

Immediately upon receiving approval of a date, book the pool and meeting rooms and confirm the costs. A list of typical facilities is included in the sidebar: Typical Facilities. Also, confirm the date with your organizing committee and chief officials.

The following lists typical rooms and space required:

Typical Facilities

1. Pool (Warm-up/cool down space desirable)
2. Deck (Swimmers/spectators)
3. Recording Office
4. Reception/Social Area
5. Meeting Rooms
6. Food, Beverage Storage

Tip: If the water temperature of the pool is warm, you may wish to inquire if it can be lowered for the day of the meet.

DRAFT A BUDGET

6 Although a detailed budget is probably not necessary for smaller meets, an outline budget that includes major costs and expected revenues should be prepared in advance of setting registration fees. *See appendix: Planning A Budget.*

2 - 4 Months Prior

7 PREPARE MEET INFORMATION KIT

A Meet Kit consists of an Information Page, Schedule of Events, and Entry Forms. Draft the material that will be sent to potential participants. Sanctioned Meets must follow MSC/MSABC Safety and Technical Requirements.

Note: DO NOT send out meet information before the Sanction Number has been issued.



See appendix: Sample Meet Information Kit.

Contents of a Typical Meet Information Kit

A Meet Kit *must* contain:

- List of events (*see appendix: Events*)
- Entry form or grid (*time cards required?*)
- Name of meet
- Date of meet
- Host Club name
- Sanction #
- Pool length
- Entry deadlines (*meet, relays*) (*Contact/Address/Phone/Fax*)
- Entry fees
(include who cheques to be made out to)
- Time frame -warm-up, scratch deadline, coaches' meeting, meet start, awards, social
- Awards (*individual, relay, club, ribbons, medals...*)
- Reference to MSC Rules/Eligibility
- Meet Manager (*Name/Address/Phone/Fax Number*)
- Any unusual combination of ages, gender, events
- Entry limits (*# of events per swimmer*)

Desirable:

- reminder of Safety Rules (diving/sprint lanes/lap lanes)
- billeting, if available (contacts)
- ferry pick-up, if available (contacts)
- accommodations/prices
- nearby restaurants
- facility description
 - ⇒pool length, # of lanes
 - ⇒warm-up/cool down areas
 - ⇒manual or electronic timing
 - ⇒name, address, phone number
 - ⇒directions, map
 - ⇒parking suggestions
 - ⇒locker requirements (coin, bring lock)

8 COMPLETE SANCTION APPLICATION FORM

Fill out the Sanction Application Form as completely and accurately as possible.

See pull-out appendix: Application for Meet Sanction.

MAIL MEET PACKAGE TO MEET SANCTIONER

9 Upon completion of the previous two steps, fax the complete Meet Package to the Meet Sanctioner, who will negotiate any necessary changes. The Meet Package includes:

1. One copy of the Meet Information Kit
2. One completed Sanction Application Form

MSABC RESOURCES

10 The MSABC has a variety of resources and materials available to assist you with the running of your meet. See the following sidebar MSABC Resources.

See appendix: MSABC Resource Order Form.

DISTRIBUTE MEET INFORMATION

MSABC Resources

The following are available from MSABC:

- Meet Manager computer program
- Stop watches
- Lap Counters
- Rule Books

† *Address labels (Clubs and*

† *to obtain, call the Registrar.*

* *Contact Julie Jones 604-943-6561*

unattached)

- Awards (Provincials only)
- * MSABC Registration List
- * Records Book

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After any necessary changes have been made to the Meet Information Kit and you have received a Sanction Number, add the number to your cover sheet, reconfirm the facilities, and distribute copies to invited clubs, swimmers and to the webmaster of the MSABC Web site.

CHECK AND ORDER SUPPLIES, EQUIPMENT AND AWARDS

Awards, other than for Provincials, are the responsibility of the host club. They should be ordered early.

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See appendix: Equipment and Supplies and make arrangements to buy, rent or borrow any equipment needed.

ORGANIZE OFFICIALS AND VOLUNTEERS

Your organizing committee should begin to recruit volunteers and designate their areas of responsibility. The minimum requirements are listed in the following sidebar.

13

Also see appendix: Officials and volunteers.

Note: It is essential that there be adequate SNC-certified officials on deck.

In smaller meets, some of the positions on the table may be combined, providing that there is no conflict of responsibility.

Officials and Volunteers (minimum required)

1 Meet Referee (SNC certified)	1 Chief Recorder
1 Starter (SNC certified)	1 False Start Rope Operator
1 Chief Timer	2 Runners (to pick up cards and deliver refreshments)
2 Stroke and Turn Judges	2 Recorders/Computer operators
2 Timers per lane	1 Awards Organizer
1 Clerk of Course	2 Judges of stroke
1 Marshall	1 Inspector of turns



OBTAIN SPONSORS AND/OR ADVERTISERS

Sponsors and advertisers can help to defray the costs of a meet, but they have to be aggressively pursued.

Note: Please make sure that any support that you seek is not in conflict with existing MSABC sponsors.

14

Sponsorship can be for individual events or for the entire meet and it need not be monetary. Ribbons, trophies, snacks, drinks and draw prizes are possibilities. The latter are popular at the reception and help to keep competitors around until results and awards are ready.



All sponsors and advertisers need to be confirmed well in advance so that they can be recognized in the heat sheets and final results, as well as advertised around the pool.

PUBLICITY

Make sure that the local media are aware of your meet and acknowledge your sponsors and advertisers. Have someone do a club profile article and submit to the MSABC Newsletter Editor to help promote your meet.

See appendix: Examples of Pre-Meet Newsletter Articles.

2 Weeks -1 Month Prior

RECEIVE AND PROCESS ENTRIES

At this point, you should have received an MSABC registration list.

- Cross-check entries with the registration list, as they arrive. If any swimmer does not appear on the registration list, check with the registrar. Notify any swimmers not duly registered. Unregistered swimmers are **not allowed** to swim in a sanctioned meet.
- Make a list of out-of-province swimmers who will need to sign a waiver upon arrival. See appendix: MSABC Waiver.
- Check that Club Codes are correct. A complete list of BC clubs and codes should be obtained from the Registrar.
- Prepare heat or psych sheets using chosen seeding procedure (advance or deck seeding). The pros and cons of each type are outlined in the following sidebar. Also see appendix: MSC Rule Excerpts.

Meet Management can choose *advance seeding* or *deck seeding*.

PLAN CHECK-IN PROCEDURE

Establish a plan for distributing Psych or Heat Sheets. Any BC swimmers who have not had their MSABC registration confirmed will need to produce proof of registration. Out-of-province swimmers must sign the MSABC Waiver Form.

Provide at least two copies of heat sheets for each club and one for each unattached swimmer. For larger clubs, it is suggested that additional copies of heat sheets be provided. Extra heat sheets should be available to purchase at a nominal fee (e.g. \$1.00). At card-less meets, one copy per swimmer would be best, but if expense is a problem a nominal fee may be charged. It is imperative that heat sheets in these meets be posted around the pool with one near the starting blocks.

See appendix: MSABC Waiver Form.

PLAN MARSHALLING AND RECORDING PROCEDURES

Decisions need to be made on the following:

- Marshalling area procedure

Tip: It is very helpful to have a large blackboard near the marshalling area to indicate the event and heat currently being marshalled. We have a whiteboard available for use.

Tip: To reduce confusion around the Marshalling area, it is helpful to have a separate table for the Record book and Record Application Forms

Tip: Attach a Highlighter to the Marshalling table so that cards

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can be highlighted as they are picked up or provide bright coloured slips for card less meets that simply state "Record attempt – 3 timers please"

- producing and posting results;

Tip: Sometimes relays can cause delays in the processing of results. Relay results can be put aside to be sorted out at the end of the meet, so that the posting of individual results is not delayed.

Tip: Two computers and printers can greatly facilitate the processing of results.

- how to distribute awards;

Note: It is essential to attempt to post results immediately after swims are completed and distribute results and awards the same day. The MSABC Computer program makes this entirely feasible.

- how to handle record applications.

See appendices: Record Application Procedure, Record Application Form and Pool Length Certification Form.

REVIEW MSC RULES

Seeding Procedure Options

MSC Rules should be reviewed with the chief official(s) in advance of the day-of meet officials' meeting. See appendix: MSC Rule Excerpts

Advanced Seeding (Necessary for card-less meets)

- Pros:
1. swimmers and spectators know heat composition in advance
 2. scratches are not an issue
 3. less work for Clerk of Course
- Cons:
1. empty lanes
 2. longer meet
 3. fewer events possible

Deck Seeding

- Pros:
1. reduces empty lanes
 2. faster meet
 3. more events possible
- Cons:
1. swimmers and spectators do not know heat composition until cards picked up.
 2. efficiency depends on swimmers cooperation in reporting scratches
 3. more work for Clerk of Course
-

17 **Note: Pool management should be advised, in writing, of the specific MSC Safety Rules (see appendix: MSC Rule Excerpts) that govern the warm-up and be requested to ensure that lifeguards are prepared to monitor their enforcement.**

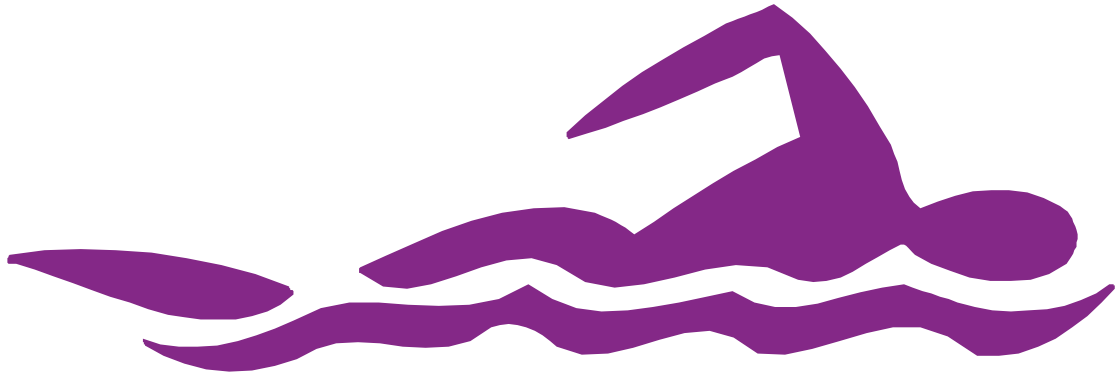
MAKE A FINAL CHECK

Confirm the arrangements for feeding officials and volunteers and hosting the post-meet reception. *See appendix: Hospitality Hints*

- Double check your lists of supplies and equipment.
- Establish a time for set-up and clean-up, arranging to have sufficient help. Make sure that you have a written plan for lay-out of the pool area.
- Appoint someone to oversee both sessions and ensure that all equipment is taken care of.



Section B



**Day of
the Meet**

1 MONITOR POOL SETUP

2 DOUBLE-CHECK THAT ALL EQUIPMENT AND SUPPLIES ARE IN PLACE.

ENSURE CHECK-IN PROCESS IS OPERATING SMOOTHLY.

3

ENFORCE SAFETY PROCEDURES

Before the warm-up begins, make sure the lifeguards are familiar with and prepared to enforce MSC safety rules. Remind the guards and the announcer that sprint lanes will be established for the last 20 minutes of the warm-up.

4

Tip: It is a good idea to post signs indicating where diving and sprinting will be allowed.

Assign someone to monitor that all Safety Regulations are being followed.

MEET WITH OFFICIALS, VOLUNTEERS AND COACHES

Ensure that all officials and volunteers are properly equipped, understand their responsibilities and distribute heat and/or psych sheets as needed. Review MSC rule specifics. Call a meeting of coaches to issue any specific directions and answer any of their queries. Remind them about the procedure for scratches and relay entry deadlines.

5

ANNOUNCEMENTS

Introduce sponsors and MSABC Board Members and make any other announcements as necessary. Before the meet concludes, be sure to thank all officials and volunteers.

6 TROUBLE SHOOT

Check that the following are operating smoothly and sort out any problems:

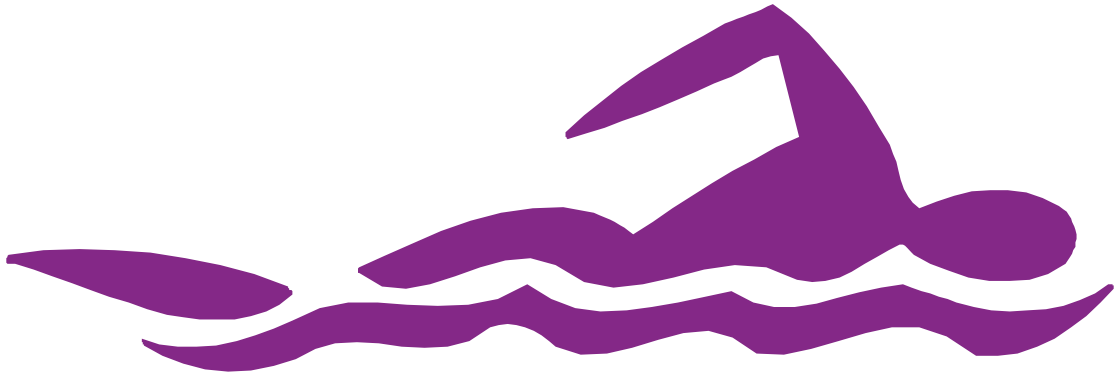
7

- ☑ Clerk of Course - *scratches and seeding*
- ☑ Marshalling area
- ☑ Recording area
- ☑ Refreshment distribution
- ☑ Record processing
- ☑ Results posting
- ☑ Awards processing and issuing
- ☑ Preparation for reception
- ☑ Records - *obtain required signatures*
- *staple documentation together*

CHECK FINAL CLEANUP

Double-check that all cleanup has been completed and all borrowed equipment is returned. Arrange for return of MSABC resources.

Section C



**After
the Meet**

1 MAIL RESULTS AND AWARDS

If not already distributed, mail out results packages and awards to all attending Masters Clubs and unattached swimmers.

2 MAIL RECORDS APPLICATIONS

Make a copy of each application then mail signed records application forms, attached documentation and two copies of the results to the Records Chair and one copy to the Web master.

Note: Records Applications must be received by the Records Chair promptly or within 48 hours or the records may not be recognized.



PREPARE NEWSLETTER REPORT

3 Prepare a report and send to the Newsletter Editor, preferably within one week. *See appendix: Examples of Post-Meet Newsletter Articles.*

DEBRIEFING

4 Meet with your organizing committee to discuss future recommendations. A brief report with budget & future recommendations would be appreciated by the Meet Committee chair to aid others; re. future meets. For Provincials, a comprehensive report is required.

See appendix: MSABC Policy on the Hosting of Provincial Championships.

REPORT TO MEET COORDINATOR

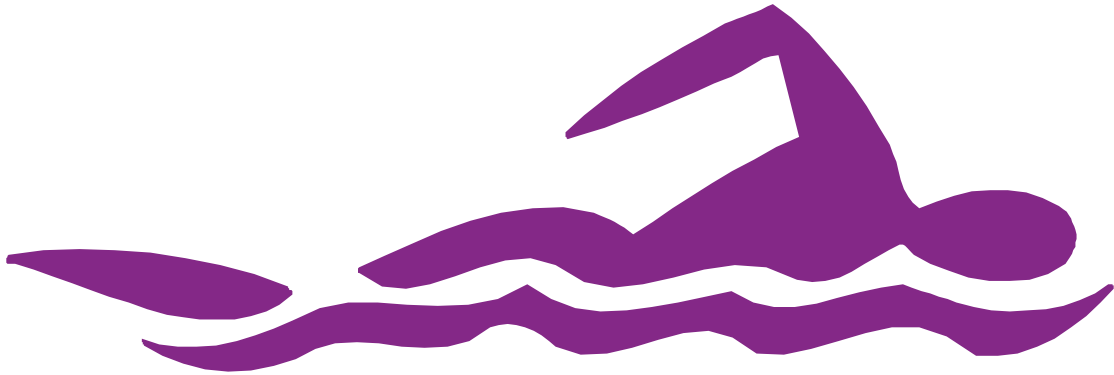
Mail results and your recommendations for future meets to the Meet Coordinator.

5

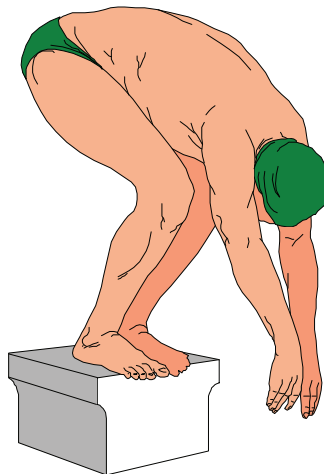
THANK SPONSORS AND ADVERTISERS

Send out *Thank You* notes to all sponsors and advertisers.

Section D



Appendices



MSABC POLICY ON THE HOSTING OF PROVINCIAL CHAMPIONSHIPS

WHEREAS

Membership in the Masters Swimming Association of British Columbia ("the Association") implies that the member promote and preserve the objectives of the Association;

Directorship requires directors to direct and coordinate those activities for the betterment of the Association.

Properly planned, promoted and managed, the MSABC Provincial Championships ("the Provincials") develop great opportunities for the Association and for the host organization, including:

- A. Group interaction at the host level, at the board level, and between those levels.
- B. Promotion of Masters Swimming in the best community.
- C. Provincial focus on major sponsors.
- D. Enhancement of public relations between Masters Swimming and sport authorities, particularly pool administrations.
- E. Profit for the host organization and for the Association.

THEREFORE BE IT RESOLVED:

1 It is the responsibility of the MSABC Board of Directors ("the Board") to ensure that the Provincials be held

annually, and, accordingly, each director should aggressively encourage meet bids for the hosting of the Provincials.

2 All members must have reasonable access to the Provincials. "Reasonable access" means that consideration be given to the relative concentrations of membership and costs of participation. For the time being, the practice of trying to rotate the venue of the Provincials (optimally Vancouver Island, Lower Mainland, Interior, Vancouver Island, Lower Mainland) should be maintained. This policy should be reviewed every three years to ensure that the schedule reflects the demographics of the membership.

3. The Provincials are not intended as a money-making venture. The financial policies of the Board include

the following:

- A. As voted by the Board, a donation from MSABC membership fees may be designated for funding of the Provincial Championships and/or the annual banquet. It is the intent that this donation will be used to reduce the cost of participation to the individual swimmer.
- B. "Seed" money may be requested from MSABC by the host club, if needed. This money will be refunded in full to MSABC as soon as possible.
- C. Meets may be organized by non-Masters swimming groups, but the submission must be made on behalf of and with the consent of a registered MSABC club. It is expected that this Masters club would assist in the organization of the annual banquet.
- D. The following policies will govern the funding of Provincials:
 - MSABC will guarantee "no loss" to the host club(s) if the host club(s) agrees to share a percentage of the profits from the meet and associated events (including the banquet) equally with MSABC. Donations from MSABC and from corporations will be included as revenue in calculating this profit, and the percentage split for profit sharing will be as agreed between the

Appendix 1

hot club (s) and Board.

- If the host club(s) receives no funding from MSABC for the swim meet, the host club(s) may keep all of the profits from running the meet but MSABC will not provide a "no loss" guarantee to the host club(s). The host club(s) will be responsible for ensuring someone organizes the annual banquet, and will assume most of the financial responsibility for funding it, (with some financial assistance as agreed with the Board). The host club(s), the banquet organizer and the Board will agree in advance on the fee structure for the meet and the banquet.
 - If the host club receives money from MSABC for running the meet, the Board and the host club (s) will negotiate a formula in advance for sharing any meet profits. This will vary depending upon the degree of sponsorship. The host club(s) will be responsible for identifying a banquet organizer, and will assume most of the financial responsibility, (with some financial assistance as agreed with the Board). Exact financial terms and fees for attendance will be negotiated between the Board and the host club(s).
 - Other financing proposals may be brought forward by a host club(s), but all proposals must be approved by the Board.
4. Planning, promotion and management of the Provincials should begin at least 12 months ahead of the event. The meet bid submission deadline is February 28th of the previous year. A Provincials meet bid should include as much supporting material as possible, but must include the following:
 - A. The names, addresses, telephone/fax numbers of the host club executive(s).
 - B. The name, location, and technical description of the pool.
 - C. Proposed meet management organization.
 5. It is the Board's responsibility, based upon the report of the Meet Coordinator, to award or refuse bids for hosting the Provincials.
 6. The Board must ensure value for the swimmer, the host and the Association. Accordingly, after a meet bid has been accepted, a member of the meet management team must review the following items with the Board at the first fall Board meeting of the swim year:
 - A. A preliminary budget
 - B. List of proposed sponsors
 - C. Financial controls
 - D. Schedule of events
 - E. Choice of awards
 - F. List of key officials
 7. Any proposed deviations from Master Swimming Canada rules or Traditional practices must be approved by the Board.
 8. The name of the meet will be advertised as:
Masters Swimming Association of British Columbia (or MSABC)
20xx [Major sponsor's name, if any] Provincial Championships
Hosted by [Host club's name]
 9. The MSABC logo and the major sponsor's name (and logo, if practical) must be incorporated into all meet literature and awards.
 10. The meet kit must be approved by the Board prior to distribution. The entry form and final meet kit will be sent, as a minimum, to all MSABC member clubs and unattached swimmers no later than 75 days prior to the meet. The deadline for entries must be no earlier than 30 days prior to the meet.
 11. Invitations to key dignitaries and sponsors to attend the opening ceremonies and/or the banquet will be extended by MSABC. The host club will provide a list to the Board of any individuals it believes should be invited at least 45 days prior to the meet.
 12. The host club must also provide the following written submissions:
 - A. An article on the upcoming meet details to the Editor of the newsletter by January 1st or March 1st.
 - B. Following the Provincials, an article about the meet to the Editor of the newsletter by May 1st.
 - C. A full meet report, including a financial statement of finalized revenues and expenses, to the Board by

the end of June. This should be accompanied with a cheque for any funds owing to the Association.

Amended May 1999

MSABC INSURANCE COVERAGE

Masters Swimming Association of British Columbia (MSABC) covers every registered Master swimmer under accident and liability policies underwritten by the Simco Erie Group. Their agent is Allsport Insurance Marketing Ltd. with offices in the Sport BC complex at 1367 West Broadway, Vancouver, BC.

LIABILITY INSURANCE

WHY?

Because of our operations, or actions, we are open to possible suit from third parties. We may not be liable, but will need to be defended in court. A liability policy pays for this defense as well as any costs found against us. Legal fees can be very expensive and this is an affordable way to have such costs covered. The policy covers our legal liability for bodily injury to or damage to property of others, such as spectators, passers-by, property owners and others resulting from our activities.

In addition, our legal liability for injury to participants is covered.

All MSABC sanctioned and authorized activities related to Masters swimming, including training and social events, are covered.

WHO IS COVERED?

All registered members and club executives, managers, coaches, trainers, officials, and volunteers are covered while acting within the scope of their duties on behalf of our association, its clubs, and its registered members.

SPORT INJURY INSURANCE

The plan will pay for each separate accident, subject to various conditions and limitations, dental, drugs, ambulance, hospital, physiotherapy, private duty RN nursing, crutches, prosthetics, and principal sum benefits for loss of use of hand, limbs, speech, hearing, accidental death, fractures, rehabilitation and retraining, emergency transport, to name most perils.

CLAIM PROCEDURE

It is the individual registered Master Swimmer's responsibility to make claim. In the event of an accident, it is imperative that Masters swimming management on scene:

- attend to the well
- being of all those involved ("Good Samaritan") gather and record details of the incident and the names and addresses of witnesses.
- report at first opportunity to club executive and to the MSABC executive.

PLANNING A BUDGET

The following lists have been compiled from several provincial meet budgets. Not all items would apply to all meets, but the lists should provide some ideas to consider:

EXPENDITURES:

- ⇒ Program
- ⇒ Pool Rental
- ⇒ Room Rental
- ⇒ Set-up charges
- ⇒ Life Guards
- ⇒ Awards
- ⇒ Food (Officials)
- ⇒ T Shirts (Officials)
- ⇒ Telephone
- ⇒ Hospitality (Banquet, Social)
- ⇒ Photocopying
- ⇒ Postage
- ⇒ Advertising
- ⇒ Equipment Rental
- ⇒ Office Supplies
- ⇒ Thank You ads
- ⇒ Photos
- ⇒ Guest Speakers

REVENUE:

- ⇒ Entry Fees
- ⇒ Donations
- ⇒ Advertisers
- ⇒ Event Sponsors
- ⇒ T Shirt Sales
- ⇒ Banquet Tickets

Cowichan Aquannis Masters Swimmers
15th Annual Invitational
Masters Swim Meet

Cowichan Aquannis Pool & Fitness Center
 Sunday, January 28th, 1999

Sanction Number: SBCM9903

Place: Cowichan Community Centre
 Cowichan Aquannis Pool
 2687 James Street

Times: Warm-up: 10:00 am.
 Events: 11:00 am. - 4:00 PM.
 Social: 4:00 PM.

Duncan, B.C. V9L 2X5

Entries: Please fill out the Entry Form clearly and completely in ink.
 · Due to time constraints, certain events are seeded together.
 · Scratches or changes are to be submitted by 10:30 a.m.

Entry Fee and Deadline:

Entries and \$15.00 per person must be mailed by January 12th, 1999.
 Please make cheques out to Cowichan Community Centre.

Awards: There will be ribbons awarded up to third place in each event.

Rules: Current MSC rules will be in effect.

Eligibility: All Masters Swimmers registered with their Provincial, State or National M.S.O.

Events And Numbers: The events with an asterisk (*) are seeded together. Please choose **one** only.

Event	Female	Male	Event	Female	Male
100 Free (a) or Fly (b) *	1b or 1b	2a or 2b	200 Back (a) or Breast (b) *	19a or 19b	20a or 20b
50 Back	3	4	25 Back	21	22
100 Breast	5	6	50 Breast	23	24
25 Fly	7	8	50 Fly	25	26
50 Free	9	10	100 Back	27	28
200 I.M. (a) or Fly (b) *	11a or 11b	12a or 12b	100 I.M.	29	30
200 Free Relay (Mixed 13b) *	13a	13c	400 Free (a) or I.M. (b) *	31a or 31b	32a or 32b
25 Breast	15	16	25 Free	33	34
200 Free	17	18	200 Med Relay (Mixed 35b) *	35a	25c

EVENTS

1. Records and Top 20:

a) The following events may be offered in Masters competition:

Stroke	Short Course or Long Course (metres)
Freestyle	50, 100, 200, 400, 800, 1500
Backstroke	10, 100, 200
Breaststroke	50, 100, 200
Butterfly	50, 100, 200
Individual Medley	100*, 200, 400
Freestyle Relay	4x50, 4x100
Medley Relay	4x50, 4x100

* *Short Course only*

b) Pool Lengths shall be either 25 or 50 metres.

2. **Other:** Individual and relay events may be offered at the discretion of the host club, but will not be considered for Records or Top 20 ranking.

25 Metre Event

Some meets include 25 metre events which are popular as entry level events. If this is the case, a decision must be made in advance to:

- move the timers to the opposite end of the pool;
- start at the opposite end of the pool.

** If (b) is chosen, diving is not allowed if the pool depth is less than 1.2 metres. If swimmers are going to be required to start in the water, this information must be placed on the Meet Information Page.*

"Choice" or Concurrent Events

To offer more event choices, yet keep the meet to a reasonable length (3 to 5 hours), two or more events may be run concurrently (*seeded together*). If this is the case, use the following guidelines:

- Swimmers may choose only one of the combined events;
- Swimmers should not be allowed to swim the same event twice in one meet;
- If the same event is run at different times during the meet, the times should be combined to produce the final event result.
- Be sure to give the events different numbers [e.g. 2(a), 2(b)] so that the computer can sort results properly.

** Make sure it is very clear on the entry form that swimmers must choose between the events.*

EQUIPMENT AND SUPPLIES

The following is a list of suggested equipment. The majority may be available from the facility. This is not necessarily complete. If you have any additions to this list, please submit them.

POOL

- lane ropes
- starting blocks
- backstroke flags
- false start ropes
- public address system
- electronic timing system
- first aid equipment/facilities
- emergency phone
- safety marshalls
- lifeguards (warm-up tank, deck)

DECK

- seating - spectators, swimmers, coaches
 - chairs for timers and swimmers on deck
 - tables and chairs for clerk, chief place judge, announcer
 - marshalling board and/or table
 - Starter's podium
 - lap counters
 - bells
 - record table with blank record applications forms, record book and record board.
-

OFFICIALS EQUIPMENT

Referee

- clipboard, pencil, spare whistle, Meet Kit, Rule Book, heat sheets, place judge slips

Starter

- gun(s), shells, pencil, heat sheets

Chief Place Judge

- elastics, paper clips, marking pens

Place Judges

- clipboard, judging slips, pencils, heat sheets slips.

Chief Timer

- extra watches, batteries, pencil, heat sheets

Timers

- watches, pencils, one clipboard per lane

Announcer

- heat sheets, record information, pencil

Awards Clerk

- labels, pencils, tape, stapler, pencils, stapler

Marshaller

- heat sheets, pencils, record application forms, extra time cards, highlighter or coloured record

Stroke and Turn Judges

- heat sheets, pencils

RECORDING OFFICE

- tables and chairs
- one (preferably two) computers and printers
- copy machine
- pencils, pens, paper clips, erasers, rulers, elastics, stapler, masking tape, scotch tape, paper, pencil sharpener
- updated list of B.C., Canadian and World records
- extension cords (properly grounded)
- awards

OFFICIALS AND VOLUNTEERS

Officials can be obtained from local age group clubs, other Masters swim clubs or through Swim BC Officials Chairperson. Try to use officials experienced with Masters swim meets in the key positions of Referee, Starter, and Stroke and Turn judges. The referee must be certified by SNC as an active referee.

Most High Schools run a physical education program which requires some hours of community service. If approached early enough, timers and runners could be recruited. Students could be provided with a Timers' Clinic, and the hours can help to provide them with a course credit. An official clinic may be requested through MSABC if done well in advance of the meet.

The **Officials Coordinator** is responsible for the following:

- recruit all Officials and Volunteers
- contact and confirm the main Officials the week prior to the meet
- post a schedule of all officials for the meet
- check in Officials and Volunteers as they arrive
- hold a briefing meeting and ensure that officials are aware of any Masters rules variations (e.g. counting allowed on 400m swims)
- ensure that there are refreshments available
- provide breaks as necessary
- thank people when finished

OFFICIALS REQUIRED:

- 1 Meet Referee
- 1 Starter
- 1 Chief Timer
- 2 Judges of Stroke
- 2 Timers per lane (consider relief)
- 1 Clerk of Course
- 1 Marshall
- 1 Chief Recorder

VOLUNTEERS REQUIRED:

- 1 False Start Rope Operator
 - 2 Runners (*to pick up time cards and deliver refreshments*)
 - 1 Announcer
 - 3 Recorders/computer operators
 - 1 proofreader, photocopier
 - 1 Awards organizer
 - 1 Inspector of turns
-
-

INFORMATION REQUIRED FOR ALL OFFICIALS AND VOLUNTEERS:

- name and location of facility
- check-in time
- start time
- expected length of meet
- Officials Coordinator's name, phone number, email
- Meet Manager's name, phone number, email

EXAMPLES OF PRE-MEET NEWSLETTER ARTICLES

A Profile of...

CRYSTAL SILVER STREAKS

(A Seniors Swim Club)

by Jock and Ethna Noble

When the BC Senior Games originated in 1988 at Vernon, BC, a team representing Zone 1 (South Vancouver Island) was formed, consisting of 10 swimmers (4 female/ 6 male). As a result of this introduction to competitive swimming for Seniors, it was obvious that a training program was necessary. Master Swimming was already established and available, however the hours were unsuitable.

In 1989 Seniors Games at Trail, BC, Zone 1 had increased to 15 competitors. Subsequently the interest grew and the numbers increased. In order to compete at Master Swim Meets throughout the year, registration was necessary so a club, the Crystal Silver Streaks, was formed. The club now has 37 members ranging in age from 50 years to 84 years (seven members are between 80 and 84 years). Not all of the group competes as some just attend for fitness and stroke improvement.

Workouts are three times a week covering up to 2km, depending on ability. The workout generally consists of a warm-up, Kicking Pulling, Stroke Drills and Conditioning Training. All strokes are covered so the swimmers are able to perform each stroke legally and with the stamina required to successfully complete the event. Take-offs and turns are practiced, however, experience has shown that older competitors who have not previously mastered tumble turns in their youth should not attempt them.

The group attends 4 - 5 competitions per year in BC and the USA. Many of the members also volunteer at age group competitions and other swim meets held locally. The team is coached by Jock Noble.

COWPIES & OTHER GOODIES

by Laura Harris

Now that the Christmas cream has settled, it's time to some homogenized blend. Join the Cow Team at their January 29 swim meet in Duncan, see for yourself, you could be pasteurized or some one may pass your eyes. Great food, deck entertainment from the Cow mooovers and shakers herd, and door prizes. Play Monday morning quarterback by plugging in your VCR on Super Bowl Sunday. Join us, don't miss the action. The swim meet is event timed so those who must move on to greener pastures can do so. We look forward to all of you making this a great swim meet. See you on January 29th.

RECORD APPLICATION PROCEDURE

The following procedure is recommended to simplify the record application procedure for both swimmer and meet management. Registration of new records requires that there be either an electronic timing system or three manual times, a situation that is not always automatically in place at our meets. A chief official must also sign the application form, certifying the recorded times.

- a) Swimmers check records at the records table.
- b) If a swimmer feels that there is a chance to break a record, a highlighter is used across the card when it is picked up. The highlighter will need to be at the marshalling table as the swimmer must not ask for cards in advance. For card less meets, swimmers should be asked to pick up a brightly coloured slip or papers saying, "record attempt - 3 timers please."
- c) When the timers see a highlighted or coloured card, they request a third timer if only two per lane are assigned.
- d) If the record is broken, the swimmer then fills out the record application form to be found at the record table and deposits it in the box provided. Please have swimmers add their name on the record board as well.
- e) One person will be assigned by meet management to staple the appropriate cards (after they have been used by the recorder) to the application forms and get the appropriate signatures.
- f) Stapled forms, cards and 2 copies of meet results or computerized backup should be sent by the Meet Manager within 48 hours to the Provincial records keeper.

HOSPITALITY HINTS

(from Denis Crockett after 19 Nov 95 Ted Simpson Meet)

The usual practice is to deliver trays of finger foods and beverages periodically throughout the day to the officials and volunteers. It is also customary to provide sandwiches, veggies, finger foods and beverages, in buffet style, to all swimmers, volunteers and officials and at the end of the meet.

One person responsible for these "social" activities should be an early member of the Meet Organizing Committee. The Social Chair should recruit at least two persons to assist and decide what and how much is needed.

At least thirty days before the meet, get beggars out soliciting donations, and get the host club swimmers committed to bringing contributions. Two or more persons should be available well before the meet starts to receive, store, and organize the food and drink, arrange trays to serve the deck people, set out buffet, arrange for transport of any surplus charity and to clean-up.

(from Laura Harris, Cowichan Aquannis Masters)

One thing that is a constant with swimmers. Can they ever eat after the meet!

Following our last meet, and after discussing food with several clubs, we thought we'd give you the formula that works for us. Feeding 150 swimmers sounds huge! A lot of organizing, especially if you are a small host team. The behind-the-scenes work on the day needs energetic volunteers. To ensure freshness, sandwiches can be made by the volunteers, as we swim. We asked the person responsible for these, to bring the bread and fillings separately. This seemed successful. Having worked a lot of the Calves Swim Meets, tips from them proved invaluable.

Sandwiches. 2 full ones per swimmer. Vegetarian fillings popular, egg salad, asparagus and cream cheese, ham and cheese, and of course the comfort of PB&J.

Buns. 2 per swimmer, some plain, some with meat, and the rest of the fixings available so each may make their own designer bun. Especially important for vegetarian swimmers.

Dip and Cheese Balls. humus, smoked salmon dip etc. Very popular: Need lots of crackers to go with this.

Vegetables. not as popular as you would think.

Cheese and crackers. Also a huge hit.

Fresh fruit. Moderately popular

Chocolate stuff. A must for all those low blood sugar types! Nanaimo bars, Brownies, Butter tart bars, Date squares, appeal. Squares go before muffins.

Juice. Disappears fast. We used 50 liters of juice for 150 swimmers, spouses and children.

Coffee. A large urn is needed. Swimmers seem to appreciate coffee, water and cut up oranges on deck.

This list needs to be adjusted if you are feeding the Officials, and if spouses and children join in the feast following the feats of the day.

If you have swimmers who cannot make the meet, then ask them for the equivalent in cash. This takes the guess work out, and ensures that you will have all the food needed. Simply check ahead, and divide out the food and purchases according to the formula.

EXAMPLE OF POST MEET NEWSLETTER ARTICLES

OTTERS HOLD INVITATIONAL SWIM MEET

by Julie Jones

The Winskill Otters held their Invitational Swim Meet on November 6th, 1994. There were 17 teams represented from around the province and a total of 114 swimmers entered in the meet. Swimmers entered in the meet ranged in ages from 20 to 91 ! There were 7 BC records, 9 National records and 3 World records. Some highlights of the meet: One outstanding performance was demonstrated by 91 year old Margery Anderson from Vancouver, who set 3 National records, and 3 World records in her age group. Dianne Foster from Victoria, 45, set 3 BC records, 3 National records individually and 1 BC record as part of a relay team. Many of the local business participated through donations and door prizes for the event. These were presented during a social and buffet after the meet. The participants were very impressed with the enthusiasm of the Otter team members and the new pool facility. The Otters would like to thank all the swimmers and officials who supported the meet. Without their participation the meet would not have been a success.

NANAIMO EBB TIDES 14TH ANNUAL

by Sheila (T.Q)

If you missed Nanaimo Ebb Tide's 14th annual swim meet held on November 26th at Beban Pool, mark your calendar for next year! The pool sizzled with times from many swimmers achieving their personal best. What an accomplishment for so new into the competitive season. Congratulations to many successful swimmers that not only obtained personal best times but broke records. Thirteen records were smashed and our caps and goggles are off to; Diane Foster of Victoria setting 3 records, Bonnie Pronk of Campbell River setting 3 records, Linda MacPherson of Nanaimo setting 1 record, Duke Cigelic setting 4 records and a special congratulations to the speedy team work of both the Men and Women's relay team from Victoria Silver Streaks for their combined efforts in cracking records. Great coaching!

Swim meets would not be possible without swimmers and we are pleased to report that there were 120 entries which is a huge increase from our last year stat of 80. Thanks to all of you for participating which is of course is what Masters is all about. Many swimmers were competing in their first meet and we hope there was fun to be had between the butterflies and the bathroom breaks.

Nanaimo's Ebb Tides reputation is apparently somewhat notorious (unfortunately this is not because of our speed). Whether we are truly deserving of this notoriety is highly questionable, but our hearts were thrilled when after the social we were accompanied to the Pub with representation from Haney and Duncan. Where was Delta? Come on people let's get our priorities right!

In closing we must all applaud the officials that were out in great numbers, thanks to the meet organizers, Linda MacPherson, Lois Walkling, and Sunny Runnels. A special thanks for the great support from the parents of both our winter and summer swim clubs here in Nanaimo for sharing their expertise. All in all we hope you had fun and we will see you at the next meet.

MSC RULE EXCERPTS ***AGE AND AGE GROUPS**

1. A swimmer's age for any meet shall be their age on December 31st of the year in which the meet occurs or must be the age of 18 the day of the meet.
2. Individual Events: Age groups shall begin with the 18-24 age group and continue upward in 5 year increments.
3. Relay Events: The age group of a relay team shall be determined by the aggregate of the ages (in full years) of the four members. Age groups shall be: 80 - 99, 100 - 119, 120 - 159, 160 - 199, and continue thereafter in 40 year increments.

Note: A relay team, including any swimmer in the 18 - 24 age-group, shall not be eligible for World Records.

SEEDING

1. All events shall be conducted on a timed final basis.
2. Seeding shall be slowest to fastest.
3. There shall be a minimum of 3 swimmers per heat whenever 3 or more swimmers have entered an event.
4. Age groups and genders may be combined at the discretion of the host club. Such information shall be stated on the entry forms.
5. Individual Freestyle events 800 metres may be swum with two (2) swimmers of the same gender per lane, at the discretion of the meet management with separate timers for each. Each swimmers must swim freestyle.
6. Competitors shall be given an option of swimming one to a lane, but the heats with two competitors shall be completed before the heats with a single competitor per lane.
7. Entries with no specified times shall be seeded slowest.

WARM-UP

1. A minimum of 45 minutes prior to the meet shall be available for warm-up.
2. A minimum of 15 minutes every four hours during the meet shall be available for warm-up.
3. During the general warm-up period, no swimmer shall enter the pool by a dive or a jump from any area of the deck or starting block. Swimmers shall enter the pool feet first in a cautious manner, with at least one hand in contact with the pool deck or gutter.
4. Specific Warm-up
 - a) One outside lane and the adjacent lane shall be designated as sprint lanes.
 - b) This portion of the warm-up shall begin at least 20 minutes prior to the clearing of the pool.
 - c) During this time, only one-way swimming shall be allowed in these lanes.
 - d) Upon completing one length, the swimmer shall leave the lane.
5. A minimum of 15 minutes at the conclusion of the meet shall be available for cool-down.
6. The use of hand paddles, kick boards and swim fins during warm-ups shall be prohibited.
7. Meet management shall ensure that someone is appointed to be on deck and ensure that safety procedures are adhered to during all warm-up and warm-down sessions, including separate warm down areas.
8. Meet management shall post warm-up procedures at various places on the pool deck and at each end of the pool.
9. "No Diving" signs shall be posted appropriately, and barriers shall be placed on the starting blocks.

STARTING PROCEDURES

1. The forward start may be taken from the starting block, the pool deck or as a push from the wall. Before handing over to the starter, the referee shall direct swimmers to assume a position with at least one foot at the front of the block, the edge of the pool deck or, if in the water, on the wall. Those in the water must also have at least one hand in contact with the wall or any part of the starting block. On the starter's command, "Take Your Marks", there shall be no forward step.
2. In a relay, the swimmer approaching the wall must not be impeded, touched or assisted by the swimmer entering the water. If contact is made the team will be disqualified.
3. Backstroke and Medley Relay events shall start with swimmers in the water facing the starting end and with both hands resting on the end of the pool or on any part of the starting block or platform. Both feet, including the toes, shall be under water.

FALSE START PROCEDURES

1. Any swimmer starting before the starting signal has been given, on a second or subsequent attempt at a start, shall be disqualified. If the starting signal has been given before the disqualification has been declared, the race shall continue and the offending swimmer or swimmers shall be disqualified upon completion of the heat. If the disqualification has been declared before the starting signal has been given, the starting signal shall not be given.
2. The false start rope shall not be dropped on the second or subsequent attempt at a start.

SAFETY PROCEDURES

1. Meet Manager / Meet Referee shall check the pool area prior to the start of the meet for possible unsafe conditions and have any such conditions rectified AND if that is not possible, shall publicly caution participants about such conditions.
2. Meet Managers shall discuss emergency procedures and responsibilities with the pool staff.
3. There shall be a designated, sufficiently equipped and stocked "First Aid" facility.
4. Swimmers shall NOT use the starting blocks if the pool depth is less than 1.2 meters.
5. Emergency Procedures:
 - a) There shall be at least one person, who hold a first aid certificate that includes resuscitation, on deck at all times.
 - b) There shall be a minimum of two qualified Lifeguards on deck at all times.
 - c) There shall be at least one person capable of performing cardiopulmonary resuscitation on deck at all times.
 - d) There shall be a telephone dedicated to emergency procedures.

APPLICATION FOR MEET SANCTION

Date of this application: _____ Sanction Number: _____
 Date this application was received by MSABC: ____|____|____

Name of Meet: _____

Date(s) of Meet: _____

Type of Meet: Invitational Provincial National International Other:

Name of Pool: _____

Address: _____ City: _____ Postal Code: _____

Telephone: _____ Number of Lanes: _____

Pool Specification: 25 meter (short course) 50 meter (long course)

Timing: Manual Electronic

Meet Manager: _____ Telephone: _____ E-mail: _____

Officials:

Referee: _____ Starter: _____

**** See rules regarding Officials set out below. It is the responsibility of the Meet Management, and that of the Referee, to ensure compliance with these rules.****

Reminder: Have you included one copy of the Meet Information Kit and one copy of this form?

Office	Sanction Approved By: _____
use	Sanction Number: _____
Only	Date of Approval: ____ ____ ____

Please mail, fax or email this complete package to: Leon Politano, *MSABC Meet Sanctioner*
 3379 Mary Anne Crescent, Victoria, BC V9L 6S7
 Res: (250) 478-3379 Fax: (250) 478-3329
 Email: politano@pacificcoast.net

Note: Do NOT solicit entries before you receive your approved Sanction Number.

Masters Swimming Canada: Rules, Procedures and Guidelines. Section Two: Masters Swimming Canada Competition Rules

"C. Officials

- The minimum number of officials required for a sanctioned meet shall include:
 1 referee 1 starter 1 chief timekeeper 2 timekeepers per working lane
 2 judges of stroke 1 inspector of turns
 1 recorder-scorer 1 false start rope operator
- The Referee shall be certified by SNC as an active Referee.
- The Referee and Starter shall NOT be the same person.
- The Referee and/or Starter may double as stroke or turn judges at the discretion of the Referee.
- At least one of the officials shall be an SNC certified level 4 Senior Official or a level 5 Master Official.
- Meet Management shall meet with the Referee before the start of the meet to review all MSC amendments to SNC Rules."

Revision Date: 30/06/01

WAIVER FORM

RELEASE AND INDEMNITY

As a condition of my participation in events sponsored or sanctioned by the Masters Swimming Association of British Columbia ("MSABC"), I:

- a) Confirm that I am aware that Masters Swimming is a sport which involves risks including significant cardiovascular demands.
- b) Confirm that I am physically fit and able to participate in competitive swimming. I am not aware of nor have I been advised of any physical limitations to my participation.
- c) I agree that I will not make any claim for damages, costs or otherwise against MSABC, its agents, volunteers, clubs, sponsors, officials or the owners or operators of any facilities used by MSABC, even if such claim is based upon the negligence of those organizations or individuals described above.
- d) Agree to indemnify and hold MSABC and those individuals and organizations set forth in the preceding paragraph from any claims for loss or damage associated with my participation in events sponsored or sanctioned by MSABC.
- e) Agree that this document is binding upon me and my successors, personal representatives and next of kin.

THE PURPOSE OF THIS DOCUMENT IS TO PRECLUDE ANY CLAIM ARISING OUT OF MY PARTICIPATION IN EVENTS SPONSORED OR SANCTIONED BY THE MASTERS SWIMMING ASSOCIATION OF BRITISH COLUMBIA

Full Name (*Please print*) _____ Location _____

Date ____|____|____ Signature _____

MSABC RESOURCE ORDER FORM

The following resources are available for use by registered MSABC Clubs and Members. Please check the box beside the resource(s) requested. Include the date the resource is needed and the projected return date.

Description	Quantity	Date Needed	Project Date of Return
<input checked="" type="checkbox"/> <i>Computer Program</i>	_____	_____	_____
<input checked="" type="checkbox"/> <i>Stop Watches</i>	_____	_____	_____
<input checked="" type="checkbox"/> <i>Lap Counters</i>	_____	_____	_____
<input checked="" type="checkbox"/> <i>MSC Rule Book</i>	_____	_____	_____

In order to keep mailing costs and possible loss/damage to a minimum, mailing/transport arrangements will be made between the MSABC Contact and the Club or individual making the request.

TERMS OF BORROWING

It is understood by the undersigned registered MSABC Club/Member that he/she is responsible for the resource(s) selected above and will guarantee its/their return to the MSABC Contact. In addition, the undersigned Club/Member will cover any replacement or repair costs for resources that are lost or damaged while in their possession.

Borrower's Name _____		Club Name _____	
Date _____	MSABC# _____	() _____	Phone Number _____

Signature: _____

Please send this form completed to: MSABC President (see website for address)

Signature: _____ Date: _____

BRITISH COLUMBIAN, CANADIAN AND WORLD RECORD APPLICATION FORM

Event and Results:

Distance: _____ **Stroke:** _____ | Short Course | Long Course M F Mixed
Official Time: ____:____:____ **Age Group:** _____ **Date of Swim (dd/mm/yy):** ____|____|____
Electronic: ____:____:____ **Manual:** 1) ____:____:____ 2) ____:____:____ 3) ____:____:____

Essential Documents: Time cards and/or Electronic Tape must be attached: *Time Cards* *Electronic Tape*

Individual Event:

Swimmer's Name: _____ | Male | Female Birthdate: ____|____|____

Essential Documents: Birth Certificate and/or Passport must be attached or on file: *Attached* *On File*

Relay Event:

Team Name: _____

· Name: _____ | Male | Female Birthdate: ____|____|____
 · Name: _____ | Male | Female Birthdate: ____|____|____
 · Name: _____ | Male | Female Birthdate: ____|____|____
 · Name: _____ | Male | Female Birthdate: ____|____|____

Name of Club: _____ Club Code: _____

Province: _____

Location of Meet: _____ Sanction #: _____

Name of Pool: _____

Pool Length: 25 metres (short course) 50 metres (long course)

Essential Documents: Pool Length Certification must be attached or on file: *Attached* *On File*

Certifying Officials:

	Name	Date	Signature
Referee:	_____	_____	_____
Chief Timer:	_____	_____	_____

Provincial Recorder:

	Name	Date	Signature
	_____	_____	_____

Comments: _____

National Recorder - Canadian

	Date	Signature
Christian Berger 1130 rue Emma Longueuil, Quebec J4J 3A3	_____	_____

FINA Bureau

	Date	Signature
Ratification: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Reason for non-ratification: _____		

POOL LENGTH CERTIFICATION FORM

Pool Name: _____
Address: _____
City: _____ **Province:** _____ **Postal Code:** _____

Measurement Parameters

Pool Length: *25 metres (short course)* *50 metres (long course)*
Moveable Bulkhead: Yes No
Number of touch pads at time of measurement: *None* *One* *Two*

Measurements

Measuring Tape: *Steel* *Fiberglass*
Outside Lane: _____ metres _____ centimetres
Middle Lane: _____ metres _____ centimetres
Outside Lane: _____ metres _____ centimetres

Measured By

Name: _____ **Title:** _____
Address: _____
City: _____ **Province:** _____ **Postal Code:** _____
Date of Measurement: _____

Submitted By

Name: _____ **Title:** _____
Address: _____
City: _____ **Province:** _____ **Postal Code:** _____
Date of Submission: _____

Measurement Procedures

Send completed form to:
 Christian Berger
 1130 rue Emma
 Longueuil, Quebec
 J3J 3A3

- Measurement must be conducted using a steel or fibreglass tape;
- The tape must be longer than the distance to be measured;
- Measurements must be reported in the metric system (metres, centimetres);
- Measurements must be conducted for each outside lane and one centre lane;
- Measurements must be taken at water level from inside end wall to inside end wall;
- Measurements may be conducted with or without touch pads in place;
- Permanent courses need only be measured and submitted once unless structural changes have occurred since original measurements.
- Pools with a moveable bulkhead should be measured as a permanent course and benchmarked. Before each session of competition and at the conclusion of the meet, a responsible person must confirm the pool length by checking the benchmark as a reference point.

CHECKLIST

1. Date of meet confirmed: _____
2. Facilities booked (written confirmation) _____
3. Organizing Committee established _____
4. Budget drafted _____
5. Meet Information Kit prepared _____
6. Sanction Application Form completed _____
7. Correct Submission to MSABC _____
 - One copy of the Meet Info. Kit _____
 - One Sanction Application Form _____
8. MSABC Resources ordered _____
9. Sanction Number received: _____
10. Meet Information Kit distributed _____
11. Equipment & Supply List finished _____
12. Equipment and Supplies ordered _____
13. Officials and Volunteers confirmed _____
14. Sponsors and Advertisers confirmed _____
15. Local Media alerted _____
16. Club Profile to Newsletter Editor _____
17. Entries checked for: _____
 - MSABC Registration _____
 - Correct Club Code _____
18. List of out-of-province entries prepared for Waiver signing _____
19. Heat/Psych Sheets prepared _____
20. Met with Chief officials _____
21. Final check on: _____
 - feeding officials _____
 - supplies and equipment _____
 - clean-up/take down _____
- social _____
 - safety procedures _____
22. All Rewards & Awards distributed _____
23. Records Application submitted _____
24. Newsletter report sent _____
25. Debriefing _____
26. Final Report submitted _____
27. *Thank You* Notes sent _____