Interim Competition Sanctioning Process

Updated May 2, 2025

Sanctioning

1. Email Madeeha the Meet Information Package and Meet Event File
   MRAHMAN@SWIMALBERTA.CA
   a. Files must be named beginning with AB_, it is recommended to add your club code for common competition names. (e.g. Octoberfest)
      i. Meet Package Example: AB_2024 EKSC Octoberfest
      ii. Event File Example: AB_2024 EKSC Octoberfest Events
   b. Madeeha will approve or advise changes required to the meet package
2. Once approved, email the meet package and meet event file to potential participating clubs
   a. All sanctioned competitions appear on the Swimming Canada Meet List
3. If a revision is required, add the version number (V2, V3, etc.)
   a. Event File Example: AB_2024 EKSC Octoberfest Events V2

Entries – UPDATED May 1, 2025

1. Accept email entries
   a. Before approving entries, all entry files **MUST** be run through the CSU Validation Tool.
      i. Meet Manager or Club Registrars with REMS Admin Access can login to use the tool
      ii. Using REMS > Entry/Results Validation, check the entry file
      iii. All Entries MUST show as VALID (green) prior to the start of the competition. Errors in results will prevent results upload following the competition.
      iv. Should club entries have validation errors, the Meet Manager must send the list of errors to the club to correct immediately. Once corrected, the club can re-submit their entries for approval.
      v. See the CSU Validation Tool Instructions in Appendix A
   b. All clubs are reminded that all swimmers and coaches MUST be fully registered prior to attending competitions.

Results – UPDATED May 1, 2025

1. There is no change in the way a Meet Manager creates results. Hy-Tek Meet Manager – FILE > EXPORT > Results for Swim Manager.
   a. Label results beginning with AB_
      i. Results Example: AB_2024 EKSC Octoberfest Results
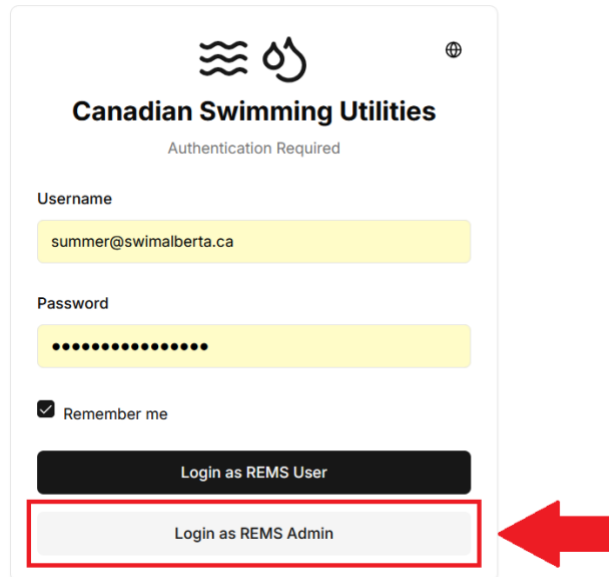2. Swimming Canada will upload results to REMS when all swimmers pass validation.

        a. **Swimmers not passing validation will delay official results being published.**

        b. Clubs must use the same CSU Validation Tool with the result file prior to uploading results, using the same steps as outlined under Entry instructions

3. Submit results using the link below

        a. **MEET RESULTS UPLOAD**

4. Once Submitted, results will take 1-2 business days to appear in Swim Rankings

5. Following the competition, email the result file to the attending clubs.

Post Meet Invoices

1. Email the Hy-Tek Back-up File to Madeeha at mrahman@swimalberta.ca

2. Swim Alberta will email the Post Meet Invoice for payment to the contact who submitted the competition sanction.

        a. If a different contact or email should receive the post meet invoice, let Madeeha know.
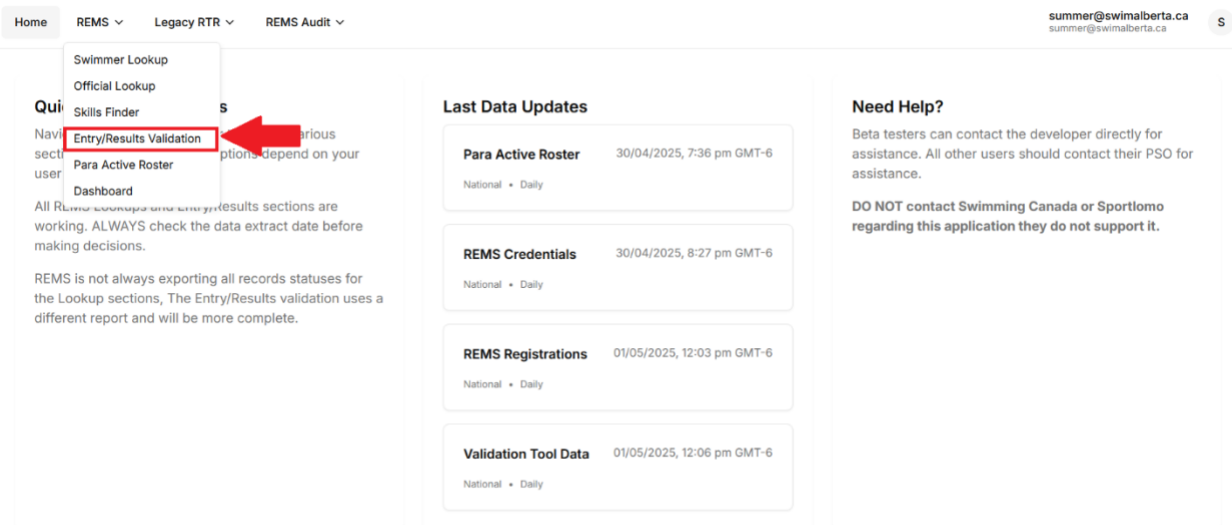
Appendix A: Canadian Swimming Utilities (CSU) Validation Tool Instructions

1. Log into the CSU portal using the REMS Admin Login
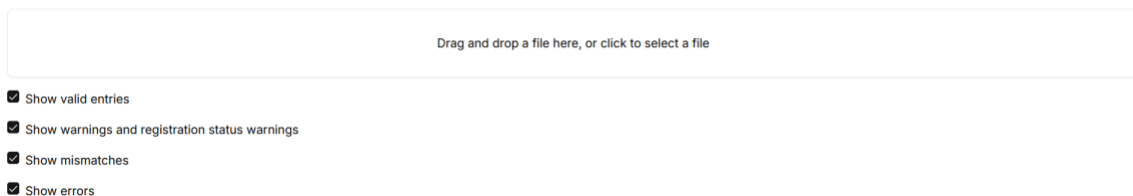
2. Use the drop-down menu under "REMS" and select "Entry/Results Validation"

3. Drag and drop (or select) the entries/results file into the indicated box

4. Ensure all swimmers are marked as "Valid". Swimmers with a "Valid-Warn", "Error", or "Mismatch" status will not have their results uploaded to Swim Rankings
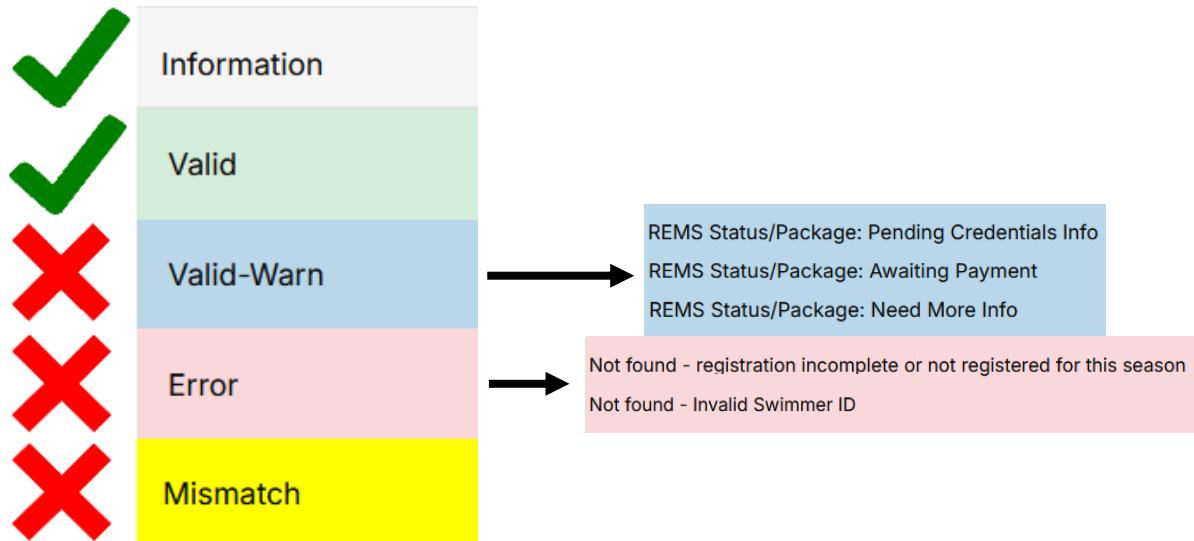
Information: Name of the club that the following swimmers are a part of.

Valid: Swimmer is registered and valid.

Valid-Warn: Swimmer registration is not yet complete.

        Pending Credentials Info: Swimmer credentials are yet to be received or approved.

        Awaiting Payment: Payment for swimmer registration has not yet been received.

      Need More Info: Automatic status given once registered. Swimmer needs to activate their account in REMS and update any information.

Error: Swimmer cannot be identified within the system.

        Registration incomplete or not register for this season: Swimmer cannot be found in the system.

        Invalid Swimmer ID: Swimmer ID in the entries/results file does not match swimmer ID in the system.

Mismatch: Swimmer information received in the entries/results file does not match information in the system.

Common mismatches include:

1. The use of preferred names instead of legal names
2. Name misspellings
3. Wrong date of birth (usually the month/day are switched)