



Recommendations for Meet Managers when ASSA Hosting Competitions and Selecting Referees

Hosting a competition is an exciting time for swimmers and a great way to develop officials. The ASSA has compiled a few notes to make hosting a competition as smooth as possible.

A **Referee** – the single most important officiating role in competitive swimming, the referee has complete control. They are responsible for enforcing the rules, settling disputes between coaches and other officials and calling swimmers to their respective blocks.

When planning for a referee, consider the size of your meet and whether it is necessary to have 1 referee or 2. You are not required to have more than 1 meet referee, but if you have a large meet it may make things more manageable for the individuals officiating.

For ASSA competitions, any individual that has completed the referee certification and is active is eligible to officiate on deck at ASSA invitational and dual meets¹. All referees and officials participating in the sport of swimming are classified as Swimming Canada officials and should be treated equally regardless of their level of officiating or deck experience.

The ASSA would like to share the recommended process for selecting a session referee for invitational or dual competitions with Clubs and Meet Managers.

Step one

Meet managers are encouraged to look within their club as a first step. In some cases, there might be an individual that can fill this role.

Review past meet records or speak with previous meet managers and see what individuals have been invited in the past. Consider contacting those individuals first. If they are unavailable, then contact your Region Reps for recommendations.

¹ With the expectation of Regional and Provincial Championships where Placement of Officials for Swim Alberta and Summer Swimming Designated Competitions will be in effect.

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Step Two

Region Reps can be a valuable resource for information when planning a competition. They will be able to provide meet managers with recommendations of known referees in the area. They may also have knowledge of a referee that might be attending already from an invited swim club.

Step Three

If the Meet Manager has been unsuccessful in selecting a referee, email megan@swimalberta.ca to obtain a complete list of referees in the province.²

Meet Templates:

ASSA has developed new meet templates that clubs are encouraged to use. Meet managers have the option to choose between a one-day and two-day format. All templates can be found [here](#), along with other helpful information.

All templates follow ASSA standard events.

*ASSA Meet Managers should refer to the **SUMMER SWIMMING RESOURCES**.*

**Regional and Provincial Championships Meet templates will be distributed to Regional Championship Meet Managers.*

Meet Managers are required to list and sanction their competition 4 weeks prior to the date of competition described in the [Steps for Summer Swimming Competition Approval & Sanctioning](#)

**Do not renumber your meet template until after entries have been submitted. Renumbered files can cause entries to not import properly.*

Placement of Officials

The ASSA has worked with the Alberta Officials Committee and Swim Alberta to implement the Placement of Officials for Swim Alberta and Summer Swimming Designated Competitions.

The placement of advisory referees, referees, associate referees, starters, and those requiring evaluations will always be done to ensure a technically proficient meet that allows for the highest level of performance by the swimmer.

Summer Swim Club Sanctioning Fee

A fee per swimmer attending a Summer Swim Club competition. The Summer Swim Club Sanctioning Fee is payable to Swim Alberta within 15 days within the competition of the competition. Summer Sanctioning Fee = \$3.00 per swimmer, per competition

² Meet Managers should begin selecting a meet referee 6 weeks prior to your competition

ASSA Qualifications times:

All ASSA qualification times (ASSA Rules and Regulations Page 8) are to be adhered to as described. The coaches' responsibility will be to enter swimmers into events using these guidelines. Clubs that do not follow the times outlined in the ASSA Rules and Regulations may receive financial sanctions or suspension.

Additional Events:

Only ASSA standard events will be run at the Regional and Provincial Championships.

Additional events at the club invitational should be outlined in the rules in the competition information package.

Additional non-standard ASSA events meet the entry program and results database. These events include

6 and Under and 8 and Under Flutter board event

25m Sprint

Any swimmers with a recorded time in the 50m freestyle shall not be permitted to do any kickboard (Flutter Board) event.

Exhibition Swimmers:

All Swimmers transitioning from programs not identified as approved ASSA programs for out-of-season training must have received approval from the ASSA executive.

Swimmers without approval should be registered as Summer Exhibition Swimmers.

Coaches will be asked to identify any exhibition swimmers to the host club meet management prior to the start of the meet. Exhibition swimmers will be seeded with a no time in and in the outside lane. Swimmers registered incorrectly are subject to penalties under the affiliation agreement with the ASSA.

Entries:

All Swimmer's entries MUST be submitted through the RTR, and if your club has missed the deadline, the coach may ask the meet management to provide the late entries link.

Entries that are not submitted in the RTR will create errors and cause the results to not upload to the database.

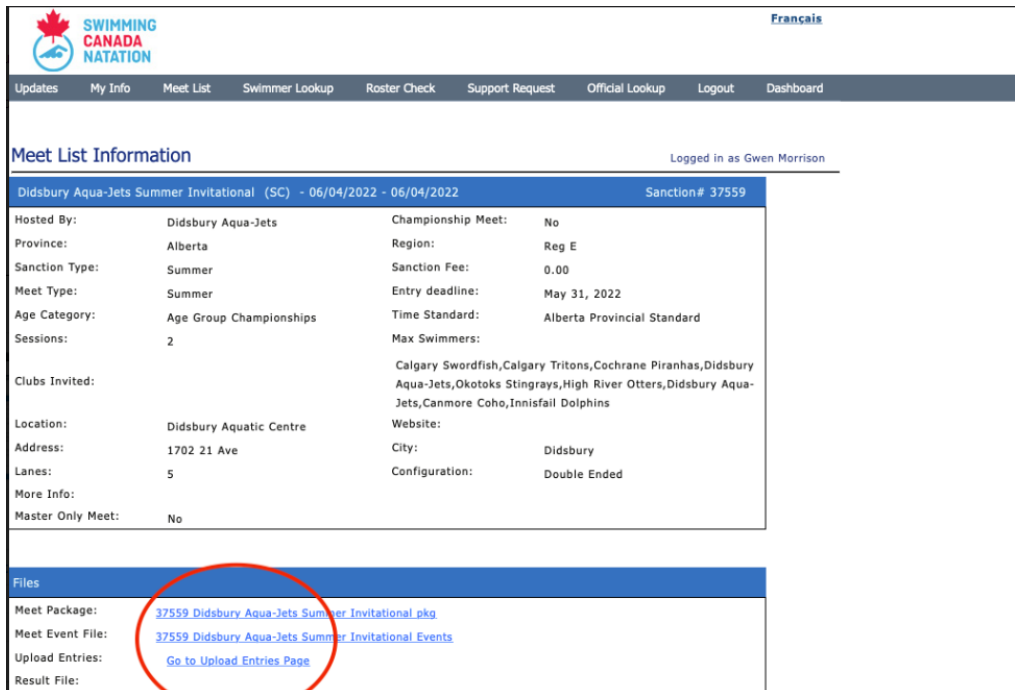
Steps for entries and to download the results after the meet are [HERE](#)

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Steps for late entries:

1. Log in as meet manager
2. Meet List
3. Click on the name of the meet
4. scroll down to the second box
5. click "upload entries page"
6. Copy the URL from the address bar and email it to Coaches.



SWIMMING CANADA NATATION

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

Meet List Information Logged in as Gwen Morrison

Didsbury Aqua-Jets Summer Invitational (SC) - 06/04/2022 - 06/04/2022 Sanction # 37559

Hosted By:	Didsbury Aqua-Jets	Championship Meet:	No
Province:	Alberta	Region:	Reg E
Sanction Type:	Summer	Sanction Fee:	0.00
Meet Type:	Summer	Entry deadline:	May 31, 2022
Age Category:	Age Group Championships	Time Standard:	Alberta Provincial Standard
Sessions:	2	Max Swimmers:	
Clubs Invited:	Calgary Swordfish, Calgary Tritons, Cochrane Piranhas, Didsbury Aqua-Jets, Okotoks Stingrays, High River Otters, Didsbury Aqua-Jets, Canmore Coho, Innisfail Dolphins		
Location:	Didsbury Aquatic Centre	Website:	
Address:	1702 21 Ave	City:	Didsbury
Lanes:	5	Configuration:	Double Ended
More Info:			
Master Only Meet:	No		

Files

Meet Package: [37559 Didsbury Aqua-Jets Summer Invitational pkg](#)

Meet Event File: [37559 Didsbury Aqua-Jets Summer Invitational Events](#)

Upload Entries: [Go to Upload Entries Page](#)

Result File:

Competition Readiness:

All coaches are reminded that swimmers must have completed the swim test before entering a competition, including the flutter event.

Coaches are not required to carry their forms in person but will have a 24-period to submit them to Swim Alberta should they be asked. We also acknowledge there may be situations where a swimmer can complete the test successfully in their home pool but may find a meet setting overwhelming. The guideline intends to provide a safe environment for swimmers during warm-up procedures.

Meets management should not be changing the order of events in an effort to deck enter swimmers into afternoon sessions.

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Troubleshooting guide – Common Errors

ASSA RTR & Entries – When coaches upload entries to the RTR, the system performs a registration check. If a coach receives a rejected entry notice, an exception report will be sent to them indicating the issue. It is most likely one of the following:

- **Swimmers** – are they registered (account updated, and online waivers signed), when completed it will show with a green checkmark in RTR
- **Date of Birth, Name, Gender and Swimming Canada Number** – must match in the RTR to what is in the Team Manager program
- **Club Code** – must match in the RTR to what is in the Team Manager program
- **Duplicate swimmer file** – more than one account for swimmer - Swim Alberta can clean up and fix duplicate swimmer accounts.

Your club registrar will need to verify the information in the team management software is the same by doing a roster check.

Created your own meet shell or did not use the 2022 meet Shell - Swim Alberta can remove old entry files – for clubs to replace new ones. Depending on the nature of the change, and fee may be assessed. Any Changed made must be in compliance with ASSA rules and regulations and it will be the club's responsibility to ensure all guidelines are followed.

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