

Summer Swimming General Meet Checklist

Meet Package and Sanctioning

- Meet Manager to list competition on the Swimming Canada Meet List by April 1
<https://www.swimming.ca/MeetList.aspx>
- Confirm meet package details, dates and facility times as required
- Create Meet Manager meet shell & Hy-Tek entry file for upload
- Post Meet Package and Hy-Tek entry file for Sanction on the Swimming Canada meet list a minimum of four weeks prior to the start of the competition

Facility Booking

- Contact the facility to confirm pool time and sign necessary contracts
- Submit hosting grant applications (if applicable)

Awards

- Order Awards (Medals, lanyards or ribbons), ensure the awards match the number of lanes for the facility used.
- Award cards with the competition information may be used to attach award labels, if award cards are used a generic ribbon may be used.

Officials

- Meet Manager to confirm process to select session referees.
- Meet Manager to work with the Officials Chair to fill all other officials' roles as required.
- Supply the Session Referees with the Competition Safety Checklist.
<http://www.swimalberta.ca/officials/resources>
- Session Referees need to confirm officials at the briefing who require mentoring in their positions
- Identify para swimmers for the session referee

Coaches Meeting / Technical Bulletin

- A technical bulletin should be emailed prior to the start of the competition with information that will be shared at the coaches meeting to ensure all clubs are notified. Sample contents of the technical bulletin are below.
- Outline meet format
 - Distance Events, Gender, pools
- Facility information
 - Rules or requests
- Deadlines (*relay name submission deadline, name change deadline, etc...*)
- Session timeouts
- Time Final Award Presentations

Session Timeouts - General Recommendations*

- Prelims or Time Final Sessions - 30 Seconds
- Finals with Award Presentations - 60 Seconds
- Extra Backstroke Interval - 15 Seconds / With Backstroke Ledges - 30 Seconds

** Other considerations that impact session times are competitions with 25m races, pools with a headwall or bulkhead making it difficult to exit, or pools with raised touchpads where the swimmers have to exit to the side. Each club should keep a record of recommended interval times for each competition. (e.g. extra interval may be 60 seconds vs 30 seconds)*

Meet Set-up & Presentation

- Arrange for an announcer who is knowledgeable about the sport of swimming to announce heat winners, recognize sponsors and announce other general competition information. If the meet is being scored Team scores should be done throughout the meet and included in the web posting
- Confirm required settings for printed & Meet Mobile results (Team Scores, Fina Points, etc)
- Photographer (no flash recommended), photography pass with address tracking should be completed and if pictures are being posted then the website with password available for parents to download medal pictures
- Arrange location and individuals for award presentations
- Calibrate Backstroke Ledges if available
 - Allen key available to calibrate the ledges during the competition
- Test the sound system for volume and clarity
- Appropriate warm-up music available
- Arrange playing of the National Anthem for the first finals session of the meet
- Announce team scores when appropriate.