

General Meet Checklist

Meet Package and Sanctioning

- Meet Manager to list next seasons competition on the Swimming Canada Meet List by March 1. <https://www.swimming.ca/MeetList.aspx>
- Contact the facility to confirm pool time and sign necessary contracts
- Submit when applicable hosting grant applications
- 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 Swimming Canada meet list a minimum of eight weeks prior to the start of the competition

Awards

- Order Awards (Medals, lanyards & 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

- If an advisory referee is to be used refer to the Role of the Advisory Referee document. <https://swimalberta.ca/officials/resources/>
- Meet Manager, Officials Chair and Advisory Referee to confirm process to select all session referees and starters as required
- Confirm that Advisory Referee has communicated all briefing and protocol procedures with session referees
- 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 para swimming technical official, advisory referee and 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
- Positive check-in deadlines, relay deadlines, name change deadlines, etc...
- Timeouts & Final Start Time
- 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)

Seeding & Heat Sheets

- Check and / or request proof of time for timed-finals events as required as per the meet package
- Include time standards and/or records in Hy-Tek

Meet 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. Based on the level of competition and abilities of the announcer other duties may include identify records, and announce medal winners and team scores. If the meet is being scored Team scores should be done throughout the meet and included in the web posting
- Set-up and test live results website prior to the start of the competition
- 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 medal presentations
- 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
- Arrange opening ceremonies for each finals session, including team scores when appropriate.