SWIM ONTARIO

WHITBY DOLPHINS

MAY 25-27, 2018
MARKHAM PAN-AM SPORTS CENTRE

MEET PACKAGE

GENERAL INFORMATION

Sanction	Sanctioned by Swim Ontario
Meet Type	Friday, Saturday & Sunday Short Course Prelims & Timed Finals / Long Course Finals Heats and Finals for 13&Over; Timed Finals for 12&Under
Team Sizes	40 Swimmers Individual clubs may enter multiple “teams” of up to 40 swimmers each. Each Team must be properly identified through entries as a sub-team name and will be scored as a unique team
Location	Markham Pan Am Centre Pool 16 Main Street Unionville, Markham, Ontario
Facility	Ten (10) lane 50 metre competition pool Full electronic timing system with video scoreboard
Facility Policy	See Appendix B
Competition Host	Whitby Dolphins Swim Club
Competition Dates	May 25-27, 2018
Competition Times	See Appendix A Event List
Meet Package	The only meet package that is considered valid is the most current one located at www.swimming.ca

CONTACTS

Meet Managers	Paul Duff	meetmanager@whitbydolphins.com
	Derek Mitchell	meets@whitbydolphins.com
Competition Coordinator	Jim Lawrie	jim.lawrie@gmail.com
Minor Officials	Stacey Campbell	officials@whitbydolphins.com

ENTRY INFORMATION

Eligibility	Swimmers must be registered as competitive with Swim Ontario	
Qualifying Standards	No qualifying standards	
Entry Deadline	May 15 at 11:59PM	
Entry Fees:	Individual Event	$10
	Distance Event	$12
	Relay Event	$16
	Splash Fee	$5.65 / swimmer
Payment:	Please make cheques payable to “**Whitby Dolphins Swim Club**”	

ENTRY PROCESS

Submission	All entries must be submitted via the Meet List online entries system: https://www.swimming.ca Once an entry file is uploaded, the entry system will automatically email a confirmation of entries. A successful entry file upload is only the validation of membership entry information against the national membership and entry validation DOES NOT guarantee a club's entries will be accepted by Swim Ontario. Clubs are required to submit the Club Information Sheet and Substitutes Form found in Appendix C and D when they submit entries. Entries submitted without the Club Information sheet & Substitutes Form will not be accepted. Entries found to not be in compliance with entry requirements may result in individual swimmer and club being ineligible for entry into the competition. Accepted or rejected entries will be identified with a second notification from the Whitby Dolphins Swim Club. The Whitby Dolphins Swim Club reserves the right to reject an entry file for lack of compliance in entry times, failure to submit the file before the entry deadline, failure to provide the Club Information Sheet, or any other lack of compliance with Swim Ontario meet policy and procedure.
Substitutes	In the event that one (1) or more of a team's entered swimmers cannot attend the meet, the coach may designate substitutes from any age group or gender for a full complement of swimmers. Substitutes from the declared list must be designated immediately at or prior to arrival to meet management Will not be accepted after the start of the meet Will not be seeded according to entry times Will be placed into empty lanes Only if the number of substitutes warrant, an additional heat will be established for an event. Substitution forms are attached in Appendix C.
Times	Entries are to be submitted in SCM or LCM & UNCONVERTED. YARDS times not accepted.
Seeding	After all times have been verified, Meet Management will convert all times to SCM
Entry Maximum	Maximum of 8 individual events per swimmer.
Alternate Swim	Swimmers entering the 800/1500 free must designate an ninth (9th) swim as an alternate event which they may swim if they fail to make the event. The "alt" checkbox in Team Manager must be selected to indicate the alternative swim (this will appear as an "A" on the Entry report).
Age Group	A competitor's age is their age as of May 25, 2018 (first day of competition) Individual events age groups: 10&U, 11-12, 13-14, 15-16, 17&O Relay events age groups: 10&U, 11-12, 13-14, 15&O
Deck Entries & Time Trials	No deck entries or time trial entries will be allowed

GENERAL MEET RULES

General	All current Swimming/Natation Canada (SNC) rules will be followed.
Warm-Up Safety Procedures	Please note that Swimming Canada Competition Warm-Up Safety Procedures will be in effect. The full document can be viewed HERE.
Warm-up/Cool-down	There will be no Warm-up/Cool-down pool available during the course of this meet unless a prelim or timed final session is undersubscribed. In that case, the east tank will be made available for warm-up/Cool-down. There will be no Warm-up/Cool-down pool available during the evening finals sessions (Sat/Sun). When available the Warm-up/Cool down pool can be used from the start of each session through the end of the last race.
Swimwear	For club and provincial meets, a swimsuit that covers more of the body such as modesty swimwear or religious cover-ups is permitted providing that the fabric is permeable open mesh textile material and does not give the swimmer an advantage. The full interpretation can be viewed HERE. Advanced notification or for clarification of interpretation please see the Competition Coordinator.
Preliminaries	Preliminary heats will be swum senior seeded (top 3 heats circle seeded)
Finals	In each finals event all female age groups will swim, followed by all male age groups; there is an "A" final only for all events.
Timed Final Events	All 10&U and 11-12 events All 400 Free, 400 IM, 800 Free & 1500 Free events & All Relays
400 Free and IM	All 400m events will be swum as timed finals seeded by age group and gender. **Positive check-in** 30 mins before start of session on the day of the respective event.
800 and 1500 Free	All distance events will be swum as timed finals seeded fastest to slowest. There is a maximum of 10 entries per age group. Swimmers can enter a maximum on 1 distance event (800 or 1500) There are NO SUBSTITUTIONS in the 800 and 1500 events **Positive check-in** 30 mins before start of session on the day of the respective distance event. Meet management reserves the right to alternate genders and/or swim 2 per lane.
Relays	All relays are Timed Finals. Relays for 13 & Over will be swum during the evening Finals sessions. For 12 & Under, relays will be swum during the afternoon Timed Finals sessions. Teams are **limited to one (1) relay** entry per event. Coaches must have relay cards filled in and returned to the Clerk of the Course 30 minutes prior to the start of the session. Fresh cards will be returned to coaches once names are entered. Relay name changes can be done up until the start of the event by handwriting the changes on the card prior to the team reporting to their lane.
Official Splits	Meet Management requires that any coach wishing to rely on a time achieved by the swimmer for an interval shorter than the total distance of the event must advise the Referee prior to the commencement of the event in question on the "Official Split Request" form available from the Clerk of Course no later than 15 minutes prior to the start of the session.
Swim Offs	All swim-offs are to be run during or at the end of the session in which the tie occurred at a time mutually agreed upon by coaches and officials

SCRATCH RULES

13 & Over Sessions

Preliminary and	The deadline for scratches for Preliminary and Timed Final events is 30 minutes before the start of session on the day the event is scheduled to begin. Meet

Timed Final Events: (400m events, Distance and Relays)	Management will ensure a full complement of swimmers with no empty lanes for the fastest heat.
Finals	All Scratches from Finals must be provided to Clerk of Course within 30 minutes after the posting of results of the final Preliminary event to allow proper seeding and notification of alternates. Scratches for Friday evening events must be made within 30 minutes from the posting of Preliminaries results on the day the Finals take place.
Penalty	Failure to participate in an Individual Final, Leg of a Relay Final, or in the fastest heat of Timed Final event (400 FR/IM/800/1500 FR) without meet management's knowledge and consent will result in a $100 fine for each offence payable to the Whitby Dolphins Swim Club. Failure to pay before the swimmer's next event will exclude the swimmer from any further participation in the meet.

12 & Under Sessions

All Events:	**Positive check-in for all swimmers** is required 30 minutes prior to the start of the 12 & under Time Finals session to ensure the fastest heat of each age group is full.
Penalty:	Scratching from the fastest heat of a timed final after the final scratch deadline without meet management's knowledge and consent will result in a $100 fine for each offence. Payment is due to the Whitby Dolphins Swim Club. Failure to pay before the swimmer's next event will exclude the swimmer from any further participation in the meet.

RESULTS, SCORING & AWARDS

Psych Sheets & Live Results	Psych Sheets will be posted online at www.whitbydolphins.com by noon 5 days prior to the competition – May 20, 2018 Live results will be posted online on the same website and will be available on Meet Mobile
Multiple Teams	Each Club may have multiple teams (of up to 40 swimmers). Each Team will be considered unique and will be scored as such.
Event Scoring	Only the top eight (8) individual events and relays score points: • Individual Events: 9-7-6-5-4-3-2-1 points • Relay Events: 18-14-12-10-8-6-4-2 points
Event Awards	Medals: First (1st) through Third (3rd) for each age category and gender Ribbons: Fourth (4th) through Eighth (8th) for each age category and gender
Team Awards	**High Point Team-Overall:** The team with the highest points will be awarded a high point team banner and small bannerettes for all winning team members. **Top Quality Team** The team with the highest number of points per swimmer will be awarded a Top Quality team banner. Total team points will be divided with the number of swimmers on that team.

TEAM & COACHES INFORMATION

Team Registration	Friday May 25, from 12PM in the Meet Management Office at Markham Pan Am Centre Meeting Room A (1st Floor) One coach designate from each team must register the following: 1. List of coaches attending (see CSCTA Policy, SNC Coach Registration Policy and Swim ON Policy) 2. Payment

3. Substitutes declaration if any

CSCTA Policy:	As per the CSCTA/SOCC/SNC/ coach registration policies and insurance all coaches will be asked to prove membership in CSCTA. Coaches will not receive heat sheets if they cannot prove CSCTA membership. Coaches must have CSCTA ID for deck access.
Swim Ontario Policy	Only Competitors, Certified Coaches and Officials are allowed on deck. NO OTHER PERSON IS PERMITTED ON DECK unless expressly authorized by Meet Management or Swim Ontario.
Coaches' Meeting	Friday May 25, **4:00pm** at Markham Pan Am Centre Multipurpose Room (2nd Floor)
Records	Current Swimming Canada and Swim Ontario records will be posted near results posting area and printed in heat sheets. Coaches are asked to inform meet management of any potential Swimming Canada and/or Swim Ontario record attempts. Swimmers may be asked to verify their swimwear with Session referee.
SNC Coach Registration Policy	The SNC coach registration policy states that all coaches attending any sanctioned competition must have a minimum NCCP coaching status. Swim Ontario has created a coach compliant list. (See full SNC Coach Registration Policy and Coach Compliant List at www.swimontario.com). All teams must submit a list of coaches attending at the time of entry. Meet management will cross-reference this list with the Swim Ontario Coach Compliant list both prior to the competition as well as at Registration. Coaches found not to be on the compliant list will not be eligible to be on deck. Swim Ontario Coach Compliancy List

Appendix A EVENT LIST

Session 1 Day 1 – Friday, May 25, 2018 DISTANCE EVENTS – TIMED FINALS						
Warm-up 12:00-12:50pm / Start at 1:00pm **Short Course / 13 & Over**				Warm-up 12:00-12:50pm / Start at 1:00pm **Short Course / 12 & Under**		
Girls	**Event**	**Boys**		**Girls**	**Event**	**Boys**
1	800 Free	2		101	400 free (10&Under)	102
3	1500 Free	4		103	800 free (11-12)	104
Session 2 Day 1 – Friday, May 25, 2018						
Warm-up 3:30-4:50pm / Start at 5:00pm **Short Course / 13 & Over – PRELIMS**				Warm-up 3:30-4:50pm / Start at 5:00pm **Short Course / 12 & Under – TIMED FINALS**		
Girls	**Event**	**Boys**		**Girls**	**Event**	**Boys**
5	200 IM	6		105	200 IM	106
7	100 Fly	8		107	100 Fly	108
9	50 Free	10		109	50 Free	110

Session 3 Day 2 – Saturday, May 26, 2018		
Warm-up 7:30-8:20 am / Start at 8:30pm **Short Course / 13 & Over – PRELIMS**		
Girls	**Event**	**Boys**
11	400 IM (Timed Finals)	12
13	100 Breast	14
15	50 Fly	16
17	200 Free	18
19	100 Back	20
21	200 Fly	22

Session 4 Day 2 – Saturday, May 26, 2018		
Warm-up 12:00-12:50pm / Start at 1:00pm **Short Course / 12 & Under – TIMED FINALS**		
Girls	**Event**	**Boys**
111	400 IM (11-12)	112
113	50 Fly	114
115	100 Breast	116
117	200 Free	118
119	100 Back	120
121	200 Fly (11-12)	122
123	100 IM (10 & Under)	124
125	Relay 4 x 50 Free (10 & Under, 11-12)	126

Session 5 Day 2 – Saturday, May 26, 2018		
Warm-up 5:00-5:50pm / Start at 6:00pm **Long Course / 13 & Over – FINALS**		
Girls	**Event**	**Boys**
9	50 Free	10
13	100 Breast	14
15	50 Fly	16
17	200 Free	18
19	100 Back	20
21	200 Fly	22
23	Relay 4 x 100 Free (13-14,15 & Over)	24
Session 6 Day 3 – Sunday, May 27, 2018		
Warm-up 7:30-8:20 am / Start at 8:30pm **Short Course / 13 & Over – PRELIMS**		
Girls	**Event**	**Boys**
25	50 Back	26
27	200 Breast	28
29	100 Free	30
31	200 Back	32
33	50 Breast	34
35	400 Free (Timed Finals)	36
Session 7 Day 3 – Sunday, May 27, 2018		
Warm-up 12:00-12:50pm / Start at 1:00pm **Short Course / 12 & Under – TIMED FINALS**		
Girls	**Event**	**Boys**
127	50 Breast	128
129	200 Back	130
131	100 Free	132
133	200 Breast	134
135	50 Back	136
137	400 Free (11-12)	138
139	Relay 4 x 50 Medley (10 & Under, 11-12)	140
Session 8 Day 3 – Sunday, May 27, 2018		
Warm-up 5:00-5:50pm / Start at 6:00pm **Long Course / 13 & Over – FINALS**		
Girls	**Event**	**Boys**
5	200 IM	6
25	50 Back	26
27	200 Breast	28
29	100 Free	30
31	200 Back	32
33	50 Breast	34
7	100 Fly	8
37	Relay 4 x 100 Medley (13-14,15 & Over)	38

Appendix B FACILITY REGULATIONS

Markham Pan Am Centre Pool Competition Policy

1. Food Policy:

NO FOOD will be allowed on the pool deck. This will be strictly enforced by the pool staff. Water is allowed on deck, there are two fill stations and fountains on the pool deck.

2. Entrance Policy:

Swimmers must enter through the change rooms only. For Volunteers, Coaches and Officials will be permitted to access the deck via the deck entrance adjacent to the Lifeguard Office. All Officials and Volunteers are to be wearing identification to allow access to the pool deck. Accreditation for event participants is encouraged.

3. Onsite Parking

Parking is limited. Extra parking space will be available at Unionville GO Station.

4. Viewing Balcony

Only swimmers, coaches, officials and volunteers are allowed on the pool deck. All spectators must watch from the pool viewing balcony.

5. Cell Phone Usage

Cell phone usage is not permitted on the pool deck or in viewing balcony area. We kindly ask all calls to be taken in the hallway.

6. Shoes in Facility

All swimmers, coaches & volunteers/officials are to wear footwear when in the hallways. All coaches, volunteers/officials and swimmers must wear indoor/deck shoes on deck.

7. Vents on Pool Deck

All air vents are to be free from obstruction. Pool staff will remove any obstructions to an alternate location.

8. Athletes & Coaches on the Deck

Athletes & Coaches on the pool deck must remain behind the blue line of the pool deck during the competition. This space is reserved for officials and lifeguards during the event.

9. Concession vendor is available at the Lobby.

Please encourage swimmer to bring snack and refillable water bottle.

10. Bleachers are not available on deck.

Appendix C

Club Information Sheet

(Ontario Team Challenge)

Entries will not be approved until the Club Information Sheet is received by the Whitby Dolphins.

Coaches: Please fill out this form and return with entries.

Club _____

Club Mailing Address _____

City _____**Postal Code** _____

Club Phone Number (____) _____**FAX (____)** _____

Club e-mail Address _____

Club Contact Person _____

Phone Number (____) _____**e-mail** _____

Head Coach _____**NCCP#**_____

Phone Number (____) _____**e-mail** _____

Coaches Attending the Meet

_____**NCCP#**_____

_____**NCCP#**_____

_____**NCCP#**_____

_____**NCCP#**_____

Chaperone(s) _____

Cell Phone _____

Hotel _____

Appendix D

Substitutes Form

(Ontario Team Challenge)

This document must be submitted to the Whitby Dolphins Swim Cub Meet Managers prior to posting of Psych Sheets. No other substitutes may be used

	CLUB _____ CODE _____			
	Substitutes (Alternates) SWIMMER'S NAME	DOB	SEX	SNC REG. #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

For information on this form, please refer to Entry Process / Submission.