



Meet Information Requirements - Club Invitational

Sanction applications for Club Invitationals are completed via Swimming Canada's RTR and must be submitted no less than 30 days prior to the start of the meet.

A meet package, in an editable format (MS Word, Pages, RTF, etc.; not PDF) must be submitted in the sanction application, noting the following:

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1. **Name of the Meet**
 2. **Date of the Meet**
 3. **Sanctioned by Swim BC** Swim BC will add sanction number once approved
 4. **Safe Sport Statement** All interactions between an athlete and an individual who is in a position of trust should normally, and wherever possible, be in an environment or space that is both "open" and "observable" to others.
 5. **Location** Name and address for pool
 6. **Pool Set Up** # of lanes, SCM/LCM; timing system; warm-up area (if applicable)
 7. **Session Timelines** Publish starting times, approximate finish times and warm-up times for each day and each session
 8. **Meet Manager** List name and email address
 9. **Meet Referee** List name (This must be the name of the official who will be on deck for the meet)
 10. **Eligibility** State that all swimmers are required to be registered with Swim BC or other FINA affiliated organizations
 11. **Max #'s of participants** How many swimmers will be allowed to enter the meet
 12. **Entries** State the maximum number of entries permitted; and that entries must be submitted through the Swimming Canada online system. Make every effort to establish a reasonable deadline (i.e., 10 to 14 days before the 1st day of the meet).
 13. **Deck Entries** State if they will or will not be allowed. If yes state, Deck entries for swimmers not already entered in the met must be accompanied by proof of current registration, including name spelling as it appears in the SNC registration system, date of birth and SNC registration number.
 14. **Entry Fees** State price per individual, relay event and deck entries. Also, Swim BC's Competition Surcharge (\$5.00/swimmer) must be stated. No other surcharges are allowed.
 15. **Entry Deadline** State date and time entries are to close. Make every effort to establish a reasonable deadline: 10 to 14 days before the 1st day of the meet could be considered a maximum.
 16. **Scratches** State Scratch Deadline (for a refund of entry fees); after that scratch deadline, will refunds be allowed (under what circumstances - i.e., medical note, etc). All heat/final meets must follow the Swim BC Scratch Rule, and this must be stated in the meet package.



17. **Meet Format** State if time finals or heats-finals; age groups; qualifying times (if needed)
18. **Meet Rules** Must state the following:
- This meet will be conducted under Swimming Canada rules and regulations.
 - Swim BC warm-up procedures will be in effect and will be monitored by safety marshals.
19. **Diving Rules** **One** of the following statements must be included in meet information (when competitions are double-ended, more than one of the below may be included to distinguish between ends):
- Starts will be conducted from Starting Platforms (blocks) as per FINA FR 2.3 and SW 4.1; and/or
 - Starts will be conducted from the Deck or Bulkhead as per Canadian Facility Rule CFR 2.3.1 and CSW 4.1.1; and/or
 - In-water starts will be conducted as per Canadian Facility Rule CFR 2.3.1 and CSW 4.1.2.
20. **Special Meet Rules** How are distance events being run; any events have limits on the number of entries: any other set up/meet formatting that is out of the ordinary
21. **Event List** Event lists (denoting qualifying and/or dequalifying times – if applicable) must be included.
22. **Awards/Scoring** All awards and scoring criteria must be published in the meet information package.