



Meet Information Requirements - Club Invitational

Sanction applications for Club Invationals are completed via Swimming Canada's REMS 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** *Required Meet Information statement:* Sanctioned by Swim BC
Note: Swim BC will add sanction number once approved
 4. **Land Acknowledgement** *Required Meet Information statement:* [Club Name] would like to acknowledge that the land on which we gather is the traditional, ancestral, unceded territory of the [insert].
 5. **Safe Sport**
 Required Meet Information 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.
 Required Meet Information statement: Deck changes are explicitly prohibited.
 Action Required and Meet Information statement: All organizing committees must either allocate adult only washrooms (volunteers, coaches, officials) and swimmer only washrooms, or indicate that this configuration is not available due to facility constraints. Every effort must be made to allocate separate washrooms.
Note: Applicable signage is available on the Swim BC website ([link](#))
 6. **Location** Name of the pool Address of the pool
 7. **Pool Set Up** Number of Lanes SCM or LCM
 Timing System Warm-up area (if applicable)
 8. **Session Timelines** Publish starting times Approximate finish times
 Warm-up times for each session
 9. **Meet Manager** Name of Meet Manager Email of Meet Manager
 10. **Meet Referee** Name of Meet Referee
Note: This must be the name of the official who will be on deck for the meet
 11. **Eligibility** *Required Meet Information statement:* all swimmers are required to be registered with Swim BC or other World Aquatics affiliated organizations.
 12. **Max # of Participants** How many swimmers will be allowed to enter the meet
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13. **Entries**
- State the maximum number of entries permitted
 - Required Meet Information statement:* Entries must be submitted through the Swimming Canada online system
- Note: Make every effort to establish a reasonable deadline (i.e., 10 to 14 days before the 1st day of the meet).*
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14. **Deck Entries**
- State if they will or will not be allowed
 - If yes state – Deck entries for swimmers not already in the meet 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.
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15. **Entry Fees**
- State price per individual, relay event, and deck entries
 - Swim BC Competition Surcharge (\$5.00/swimmer) must be stated
- Note: NO other surcharges are allowed*
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16. **Entry Deadline**
- State date and time entries are to close
- Note: Make every effort to establish a reasonable deadline: 10 to 14 days before the 1st day of the meet could be considered a maximum.*
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17. **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.
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18. **Meet Format**
- Timed Finals or Heats-Finals Qualifying Time (if needed)
 - Age Groups
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19. **Meet Rules**
- Required Meet Information statement:* This meet will be conducted under Swimming Canada rules and regulations.
 - Required Meet Information statement:* Swim BC warm-up procedures will be in effect and will be monitored by safety marshals.
Document must be added to the meet information package ([Page 1](#) | [Page 2](#))
 - Required Meet Information statement:* All swimmers are permitted to race with the swimwear of their choosing at all competitions sanctioned by Swim BC. It is not required to declare the choice of swimwear to the Referee if the fabric of the swimwear is a permeable open mesh textile and would not reasonably be seen to create a technical advantage in terms of speed, buoyancy, or endurance.



- Required Meet Information statement:* This competition can provide the following accommodations for swimmers who are D/deaf or Hard of hearing:
 1. Non-verbal instruction provided by a *support person
 2. Hand signals given by the starter/referee
 3. An external strobe light

* Note that the support person must show a status of “Registered” as support staff in the Swimming Canada registration system.

Clubs must contact Meet Management by the Entry Deadline of the need for accommodations.

- Required Meet Information statement:* In order to minimize risk, all photographs and video taken at Swimming Canada/Swim BC sanctioned competitions, whether taken by a professional photographer or videographer, spectator, team support staff or any other participant, must observe generally accepted standards of decency. Under no circumstances are cameras or other recording devices allowed in the area immediately behind the starting blocks during practice or competition starts, or in locker rooms, bathrooms, or any other dressing area.

Note: The full details on the Swim BC Event Photography and Video Policy can be found [here](#)

- Action Required and Meet Information statement:* During events only one (1) swimmer per lane is permitted.

20. 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 World Aquatics II.4.1 and II.16.1.4 (from both ends or from deep end only); and/or
 - Starts will be conducted from the Deck or Bulkhead as per Canadian Facility Rule II.C4.1.1 and II.C16.1.4.1 (from both ends or from _____ end); and/or
 - In-water starts will be conducted as per Canadian Facility Rule II.C4.1.1 and II.C16.1.4.1 (from both ends or from _____ end).

21. 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

22. Event List

- Event lists (denoting qualifying and/or dequalifying times - if applicable) must be included.

23. Awards / Scoring

- All awards and scoring criteria must be published in the meet information package.