



Meet Information Requirements - Masters

Sanction applications for Masters Meets 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:

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.

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 Start 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.
☐ *Required Meet Information statement:* Age groups for individual events will be: 18-24, 25-29, 30-34, 35-39 etc. (five (5) year age group increments).
☐ *Required Meet Information statement:* Swimmer's age is as of December 31st

12. **Max # of Participants** ☐ How many swimmers will be allowed to enter the meet



13. Entries

- ☐ State the maximum number of entries permitted
- ☐ *Required Meet Information statement:* Entries must be submitted through the Swimming Canada REMS system

Note: Make every effort to establish a reasonable deadline (i.e., 10 to 14 days before the 1st day of the meet).

- ☐ *Action Required:* Attach a copy of the Masters Meet – Online Entry System [document](#) to meet package or a link to Document.

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 Swimming Canada REMS system, date of birth, and SNC registration number.

15. Entry Fees

- ☐ State price per individual, relay event, and deck entries

16. Entry Deadline

- ☐ State date and time entries are to open
- ☐ 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).

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).

18. Meet Format

- ☐ Timed Finals or Heats-Finals ☐ Qualifying Time (if needed)
- ☐ Age Groups

19. Meet Rules

- ☐ *Required Meet Information statement:* This meet will observe the Swimming Canada and World Aquatics Technical Rules.
- ☐ *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 from the swimmer's own club, who is registered in the REMS as 'support staff'
 2. Visual hand signals given by the starter/referee
 3. Facility or Swimming Canada provided strobe light: An external strobe light is available at this competitionClubs 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:** Effective September 1, 2026, Rule C2.5.2.1 (was C2.3.2.1 in the previous rulebook) will be enforced. Misconduct may include deliberate or negligent spitting, spouting water or blowing the nose in the pool or on deck immediately before the start; deliberately kicking or striking the starting platform or back plate; and unsafe or uncontrolled entry into the pool. Additional information and guidance are available on the Swimming Canada Rules webpage at [Guidance-for-Officials-Management-of-Misconduct-rule-update-C2.5.2.1-08.05.26.pdf](#)
- ☐ **Action Required and Meet Information statement:** Coaches are reminded that once competition begins, the field of play is reserved for swimmers, officials and support staff. Coaches are not permitted behind the starting blocks or at the turn end but are welcome to coach and encourage their swimmers from the sides of the pool.

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. Relay Information

- ☐ Age groups for relay events will be: 72-99, 100-119, 120-159, 160-199, 200-239 (forty-year increments as high as necessary).
- ☐ Women's, Men's and Mixed relays events may be combined. Swimmers may only swim either on the men's, women's or mixed team in the relay events. The Relay events will be separated out in the results.
- ☐ Mixed relay teams **MUST** have 2 females and 2 males per team.
- ☐ Date/Time that relay name/order changes must be sent to the Meet Admin Desk. Attach the Relay Card Form to the meet package.
Clubs are responsible to bringing their own copies to the meet and submitting them to the Meet Admin Desk.



23. **Official Split Request**

- ☐ *Required Meet Information Statement:*

Official Split request must be submitted to Meet Admin Desk 30 mins prior to the start of the session that the event is being swum. **Swimmer must provide 3 timers for the Official Split.** Those timers are to check in with the Meet Admin Desk 20 mins prior to the race to receive watches and instructions from Meet Referee.

23. **Event List**

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

24. **Awards / Scoring**

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

25. **Record Attempts**

- ☐ Record attempt forms need be attached to meet package.

- ☐ *Required Meet Information Statement:*

It is the swimmer and/or coach's responsibility to fill out the form and submit to the Meet Admin Desk prior to the start of the session.