



MEET PACKAGE REQUIREMENTS FOR REGIONAL/INVITATIONAL MEETS

All of the following must appear on your meet information.

- Meet info must be submitted as a Microsoft Word document or some other format that is editable.

1. **Name/Date of Meet**
2. **Sanctioned by Swim BC** All meet information must include "Sanctioned by Swim BC - # _____" on the first page near the name and date of the meet.
3. **Location** Pool name and address
4. **Timing Equipment** State the timing equipment that will be used.
5. **Meet Contacts** Meet Manager (name, email and phone number)
Meet Entries Contact (name and email)
Meet Referee (name)
Officials Coordinator (name and email)
6. **Timelines** Complete timelines for each session. This includes, for each session of the meet, heats, finals, and/or timed finals:
 - Warm-up start and finish times
 - Session start times
 - Projected session completion times for each session
7. **Meet Limit** Maximum number of swimmers that will be accepted at the meet
8. **Eligibility** Meet information must state that all swimmers are required to be registered with Swim BC, Swimming Canada or other FINA affiliated organizations.
9. **Age Groups** List of age groups for meet (individual and relay)
10. **Age Upre Date** Ages submitted are to be as first day of the competition (**date**)
11. **Entry Deadline** Make every effort to establish a reasonable deadline: 10 to 14 days before the 1st day of the meet could be considered a maximum.
"Deadline for upload of entries to the SNC meet listings website is **DATE**."
12. **Entries** There must be some language to the effect that "Meet entries will only be accepted via upload to the Swimming Canada meet website."
13. **Deck Entries** If the meet intends to allow deck entries, the meet information must indicate that all deck entries for swimmers not already in the meet must be accompanied by the swimmer's correct Swimming Canada nine-digit ID number, as well as the swimmer's correct birthdate.
14. **Entry Fees** State price per individual and relay event.
15. **Swim BC Competition Surcharge** The Swim BC Competition Surcharge must be included in the list of meet fees. The fee is \$4.00 per swimmer.
16. **Meet Rules** Sanctioned meets must follow SNC rules as stated in the SNC rulebook. This would be covered by a blanket statement that already appears in most meet packages, along the lines of "All applicable FINA/Swimming Canada rules will be observed."



17. **Dive Starts/Pool Depth** Dive Starts will be done from (Blocks, pool edge or in-water).
18. **Special Meet Rules** How are distance events being run?
Is there any events have limits on number of entries?
Anything out of the ordinary (different scoring systems, prize allocations, etc)
19. **Warm-Up Procedure** Your meet must follow the SNC and Swim BC Warm-Up Safety Procedures and your meet information must state, "SNC and Swim BC Warm-up Procedures will be in effect at this meet. Safety Marshalls must be designated."
20. **Awards/Scoring** All awards and award/scoring selection criteria must be published in the meet information package.
21. **Scratches** Scratch Deadline with refund is **DATE**.
After that scratch deadline, (refund with medical note? No refunds?)
22. **Event Lists** Event lists denoting qualifying and/or dequalifying times must be included.