

MEET PACKAGE TEMPLATE

This template lists the elements that should be **considered** for a meet technical package for any meet sanctioned by CIMS-MSO. Not all sections are applicable to every meet. *Comments and options are in italics*

Page 1.

Name of Meet

Date

Time (Warm Ups: XXX Competition Starts: XXXX)

- Hosted By:** Name of masters club and others involved ADD LOGO if available here or elsewhere on page
- Location:** Address, and if necessary, directions. Some hosts provide maps at the end of the meet package.
- Facility:** Pool format (LCM, SCM, SCY), number of lanes and warm-up/warm-down availability during competition
- Parking information:** If applicable
- Sanctioned by:** <CIMS> or <MSO> Sanction #
Request the sanction number from the Competitions Chair and insert it into your final copy
- Rules:** Masters Rules of Competition shall apply.
<https://www.mastersswimmingontario.ca/rules-of-competition/>
- Seeding:** *Specify if seeded by gender, age or mixed gender. State: Heats will be swum slowest to fastest.*
- Safety:** [Warm up-Cool-down rules](#) shall apply and be enforced. *(must be posted at pool).*
- Note: It is not necessary to include warm-up and safety rules in meet package but you must at least provide the link. If you do insert into the meet package, please use the WORD version on the website or provide the link. <https://www.mastersswimmingontario.ca/wp-content/uploads/2019/10/Masters-Rules-Warm-Up-v2019-09-20.pdf>*
- Eligibility:** Swimmers must have reached their 18th birthday on or before *(date of meet)*. Swimmers age shall be as of determined as of December 31st.
- All masters-aged swimmers will be accepted. Swimmers not registered with <CIMS> or <MSO> must swim as Single-Event Registrants (club code SER). SER participants must pay the associated \$6.00 fee to receive insurance coverage.

Note: If this meet package is for a multi-day provincials use \$12.00 as the fee

ONTARIO ONLY PARAGRAPH

Swimmers under the age of 26 years, must comply with Ontario's new Rowan's Law (Concussion Safety) requirements. Review the Government of Ontario's concussion awareness at <https://www.mastersswimmingontario.ca/rowans-law/>. The required "Confirmation of Review" has been added to the online Waivers.

Note to meet managers: all under-26 club swimmer will have submitted their Confirmation

forms to their clubs. If there are paper entries, focus on the SERs. The online waivers are generic and cannot be programmed to distinguish between club or SER swimmers. See Concussion Safety Page for meet manager requirements.

<https://www.mastersswimmingontario.ca/rowans-law/>

Meet Registrar *Name and contact information including entry submission information as applicable, include postal address. (assuming mail entries are possible) NOTE: We are requesting all meets to use the CIMS-MSO system for registration. You may still allow paper entries to be submitted and merged into the hitek file. However the meet manager is responsible for verifying the CIMS-MSO membership for those entries.*

Meet Manager: *Name, if different than above with contact information (MANDATORY)*

Meet Referee *Name, Level and contact information (MANDATORY)
Contact information may be the same as the Meet Manager. It allows volunteers to contact the Referee to help with the meet.*

Entries: *Number of individual events and relays allowed. Limits on distance events or relays. Deck entries allowed or not. Entry process as applicable.*

Meet Fees *Meet, event and relay fees as applicable. If necessary, methods of payment. NOTE: using CIMS-MSO system allows for payments to be made via CIMS-MSO Paypal (Credit card) or the club's PayPal.*

Instructions for Entering Online:

To enter online, please sign-in at <https://ms.mastersswimmingontario.ca>

Instructions for using the meet entry system may be found on the homepage.

You will be asked to pay the meet entry fee first. The online registration system accepts PayPal which includes a credit card option. You will then be directed to an event selection page. Click on your event choices, add your seed times and hit SAVE.

If you are not a <CIMS> or <MSO> member, you can still register online. You may already be in the database from past meets. If not, contact the system registrar who will add you to the system and get you started. MSOReg@MastersSwimmingOntario.ca

REFUNDS AND CANCELLATION: *Decided on a refund policy and add a deadline for refunds. Often for large meets, a host will decide not to refund fees following close of registration or if the heat sheets have been generated. Consider what refunds, if any will be given in the case of weather related no-shows (i.e., meet proceeds) or where the meet is canceled due to weather. Consider if the facility will refund your rental fees and other expenses.*

Deadline: *Deadline for individual entries.
Deadline for relays.....*

If using the system for relays: *Online entry of relays should only be done after the close of individual registration and they must be entered by a "coach" or "relay captain" designated listed on the club's coaches list. You should allow 2 days following the individual entry deadline for coaches to enter their relays.*

In 2019 there is new feature that assists coaches in creating the best possible relays.

Relay Entries *All swimmers shall be from the same club, otherwise "exhibition".
<Once relay cards are submitted, names and order may be changed up until start of heat, but not age group>. **OR**
<Once the meet is seeded, names and order may be changed up until start of heat, but not age group.> **OR***

<....meet manager to decide on cut-off for relay changes that affect age group.>

For small meets – Meet coordinator decides how to accept relay entries, e.g., online vs deck entries.

SAMPLE text:, Required by start of session, after warm-up. (If cards used:) Cards to be returned after warm-up and require names, ages, times and in order of swim. All swimmers shall be from the same club, otherwise “exhibition.” (if meet manager or referee allow.

Do not include exhibition teams in submitted results). Single-Event Registrants may enter relays but they should be recorded as “exhibition”.

NOTE the CIMS-MSO system allows for coach registered relays – allow for 1-2 days following the close of individual registration (4 days for Championship meets). Such time cushion may not be practical or necessary for small meets. Please be clear as to how you want to accept relay entries.

Records:

Please notify the Referee and/or Chief Timer before your swim if there is a chance you could set a record, including a split for the first swimmer in a relay or an interim distance in a long distance event. *(This should be highlighted if manual times only are provided.)*

Only swimmers registered with <CIMS> or <MSO> are eligible for Provincial records as recorded by <CIMS> or <MSO>. <CIMS> or <MSO> may share meet results with independent record-tracking lists for inclusion in aggregated records and rankings, for example, Christian Berger’s Top Canadian Records and Rankings (www.StatsMan.ca). Record recognition by any other sanctioning organization is at the discretion of such sanctioning organization.

Results

All results, include those by swimmers registered as SER, will be posted at <https://ms.mastersswimmingontario.ca>

Awards:

Example - Ribbons for first, second and third place finishers in each age group.

Refreshments

Water, fruit juice and snacks available during competition. Lunch provided afterwards. (As applicable)

Schedule of Events

List events in order, women's and men's if applicable showing breaks and relays, etc. Ideally do not start with a relay or sprint event in order to allow the officials to settle in.

Note: If items from page 1 spill over onto page 2 that is not a problem as long as there is space for the schedule of events which ideally should be on one page.

If using a paper entry form, list event numbers, swim distance and stroke, and provide place for swimmer to submit "Seed Time" for selected events.

<i>Session 1</i>		
<i>Saturday, October 20, 2020</i>		
<i>Warm-up: 7:30 a.m. -- Start: 8:30 a.m.</i>		
<i>Women</i>		<i>Men</i>
<i>1</i>	<i>800 m Free</i>	<i>2</i>
<i>3</i>	<i>400 m IM</i>	<i>4</i>
<i>5</i>	<i>MIXED Relay</i>	<i>5</i>

Possible Events (For reference only - delete this table when event list completed)

<i>Distance (METRES)</i>	<i>Stroke</i>
<i>50, 100, 200, 400, 800, 1500</i>	<i>Freestyle (Free)</i>
<i>50, 100, 200</i>	<i>Backstroke (Back)</i>
<i>50, 100, 200</i>	<i>Breaststroke (Breast)</i>
<i>50, 100, 200</i>	<i>Butterfly (Fly)</i>
<i>200, 400, 800</i>	<i>Individual Medley (IM)</i>
<i>200, 400, 800</i>	<i>Free Relay (F.R.)</i>
<i>200, 400, 800</i>	<i>Medley Relay (M.R.)</i>

<i>Distance (YARDS)</i>	<i>Stroke</i>
<i>50, 100, 200, 500, 1650</i>	<i>Freestyle (Free)</i>
<i>50, 100, 200</i>	<i>Backstroke (Back)</i>
<i>50, 100, 200</i>	<i>Breaststroke (Breast)</i>
<i>50, 100, 200</i>	<i>Butterfly (Fly)</i>
<i>200, 400, 800</i>	<i>Individual Medley (IM)</i>
<i>200, 400, 800</i>	<i>Free Relay (F.R.)</i>
<i>200, 400, 800</i>	<i>Medley Relay (M.R.)</i>

Entry Form

(Use if paper entries are accepted include the following entry form and Waiver
For Online Entries via the CIMS-MSO system, all this is automatically verified.)

Note: Many meet packages repeat the entry submission information, and price, at the bottom of this page.

ATHLETE WAIVER & RELEASE

Last Name: _____ First Name: _____

Gender: M ___ F ___ D.O.B.: (d)____(m)____(yr)____

Age as of Dec. 31, 2019: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: () _____ E-Mail address: _____

I am registered with <CIMS> or <MSO>: Swimmer #: _____ Club Name: _____

OR

I am not registered with <CIMS> or <MSO>. As a Single-Event Registrant I will pay the additional fee of \$6.00 <or \$12.00 for Provincials> to receive insurance coverage. AND

I am a Single-Event Registrant under the age of 26 years. I confirm that I have read the Government of Ontario's Concussion Awareness Resource (Rowan's Law) – see <https://www.mastersswimmingontario.ca/rowans-law/> <ONTARIO ONLY>

ATHLETE WAIVER & RELEASE

In consideration of the acceptance of this entry, I for myself, my executors, administrators and assigns, do hereby release and discharge the Event organizers, Canadian Independent Masters Swimming and Master Swimming Ontario, from all claims and damages, demands and actions whatsoever in any manner arising or growing out of my participation in this event. I attest and verify that I have full knowledge of the risks involved in this event and I am physically fit and sufficiently trained to participate.

I have read and agree with the above waiver

Signature: _____ Date: _____