



February Follies Swim Meet

Short Course

Host Club: Manitoba Masters Aquatic Club

Sanction No |32561

1. Location | Pan Am Pool

25 Poseidon Bay, Winnipeg, Manitoba R3M 3E4
t: 204.986.5890

2. Date & Timing | Saturday, February 9, 2019

| Session | Time |
|---------|---|
| 1 | Warm-up 13:00 Timed Finals Start 14:00 |

3. Meet Management Team

Meet Managers |
Stephanie Lambert &
Sheila Sapirstein

stephanie.e.lambert@gmail.com

ssapir@mymts.net

Meet Entries | Maura Kenny

maurak@mymts.net

Officials & Volunteer Coordinator |
Greg Giesbrecht

greg@greggiesbrecht.com

4. Competition

- 4.1. [Masters Swimming Canada](#) (MSC) & [Swim Canada](#) (SC) rules apply, along with SC/Swim Manitoba (Swim MB) policies and regulations apply, including Swim MB's Competition Code of Conduct (Appendix A)
- 4.2. Swim MB Scratch Rule in effect (Appendix B)
- 4.3. SC Warm-Up Procedures in effect (Appendix C). It is the responsibility of the swimmer to know the safety rules and ensure they are followed.
- 4.4. It is the responsibility of the swimmer to be informed of the safety rules and ensure they are followed.
- 4.5. Notes regarding Pan Am Pool
 - 4.5.1. Nut-free facility
 - 4.5.2. No food on deck
 - 4.5.3. Food & snacks must be eaten on the second floor or in the lounge area

5. Facility and Timing

- 5.1. Eight lane, 25 meter competition pool

- 5.2. Quantum electronic timing with manual watch back up.
- 5.3. Warm-up / cool-down lanes available
- 5.4. Backstroke ledges available

6. Eligibility

- 6.1. All swimmers must be registered with SC and on the SC database or an affiliated FINA recognized organization. Swimmer should provide the same name used when registering with their swim organization.
- 6.2. No qualifying times required, however a time is required as NT is not acceptable.
- 6.3. Age | open to all swimmers 18 years and older

7. Event List

| Event No. | Event | Event No. | Event |
|-----------|-------------|-----------|------------------------------------|
| 1 | 100 IM | 2 | 50 Back |
| 3 | 200 Fly ** | 4 | 800 Free * |
| 5 | 100 Free | 6 | 50 Breast |
| 7 | 400 Free ** | 8 | 200 IM ** |
| 9 | 100 Fly | 10 | 200 Back ** |
| 11 | 1500 Free * | 12 | 200 Mixed Male/Female Free Relay |
| 13 | 100 Back | 14 | 200 Breast ** |
| 15 | 200 Free | 16 | 50 Fly |
| 17 | 400 IM ** | 18 | 100 Breast |
| 19 | 50 Free | 20 | 200 Mixed Male/Female Medley Relay |

** May be limited to one heat per event and/or two swimmers may be assigned to a lane*

*** May run in tandem with another event of the same distance and/or similar entry times - dependent on number of event entries*

8. Entries

- 8.1. Entry Deadline | Saturday, February 2, 2019
- 8.2. Entry fees are payable to MMAC, payment options are as follows
 - 8.2.1. Cheques, payable to MMAC
 - 8.2.2. E-transfer sent to paymmac@googlegroups.com

- 8.2.2.1. Security question | ff(mmdd)
- 8.2.2.2. Security answer | ff0209
- 8.3. Entry times are required for all individual events (NT's are not permitted). Please make your best guess if needed.
- 8.4. Club Registrations
 - 8.4.1. Registration Method Options for both individual events and relays
 - 8.4.1.1. Preferred registration method - Hy-Tek Team Manager entries file and Team Report file
 - 8.4.1.1.1. Masters Swimming Manitoba (MSM) has a laptop and software available for use by member clubs who do not have their own access to Team Manager. Email mastersswimming.MB@gmail.com to coordinate access.
 - 8.4.1.1.2. Submit Hy-Tek entries and Team Report to Maura Kenny
 - 8.4.1.2. Online Google Form entries will be accepted if entrants do not have access to Team Manager
 - 8.4.1.2.1. Link to form | <https://goo.gl/forms/NIG41ksTz0iKby8B2>
 - 8.4.1.3. Paper entries will be accepted if entrants do not have access to Team Manager or internet.
 - 8.4.2. Each swimmer must have a valid SC swimmer identification number, correct birth date and correct gender.
 - 8.4.3. Errors or omissions in the entry files will cause delays in accepting the files and posting the results.
 - 8.4.4. The form "Club Registration Summary" (Appendix D) must be submitted along with payment (see point 8.2) and signed "Waiver and Release Form" with Emergency Contact Information (Appendix E) for each swimmer, regardless of registration method.
 - 8.4.4.1. Submit electronic versions to maurak@mymts.net
 - 8.4.4.2. Submit paper versions to
Maura Kenny
408 Lindsay
Winnipeg, MB R3N 1H5
- 8.5. Individual Entries
 - 8.5.1. Individual entries to be submitted to the designated person for you Club using "Individual Registration Form" (Appendix F) or alternate method they request (such as a Google Form based on the "Individual Registration Form"), along with payment and signed "Waiver and Release Form" with Emergency Contact Information (Appendix E)
 - 8.5.2. Unaffiliated swimmers wishing to register/compete, see point 8.4.1 for registration method options
- 8.6. Hy-Tek Team Manager Guidelines
 - 8.6.1. An Event file will be available on MMAC website mmac.mb.ca under Meets. Import this file into your Team Manager program. This will setup the events for the swim meet.
 - 8.6.2. Enter each swimmer registered for the meet into your Team Manager database. Make sure to include sex, birthdate and SC #. Once names are entered into your database you will not have to do this step for the next swim meet (only new swimmers). Entries can then be done for the swimmers. Make sure to enter a time for each individual entry. Relays can also be easily managed in Hy-Tek. Entries for both individual and relays can then be exported for Meet Manager

- (MM). Please generate an Entries Team Report for verification. This is needed to make sure the transfer from one computer to the other went smoothly.
- 8.6.3. Direct inquiries regarding Team Manager to Maura Kenny

9. Fees

- 9.1. Swim MB entry fee per swimmer | \$6.00
- 9.2. Individual Events - listed fees include \$1.00 Swim MB program development fee
- 9.2.1. 50m, 100m, 200m events | \$8.00
 - 9.2.2. 400m | \$9.00
 - 9.2.3. 800m | \$11.00
 - 9.2.4. 1500m | \$14.00
- 9.3. Relay Events | \$16.00 per relay team event
- 9.4. Entry fees must be received prior to Saturday, February 9, 2019
- 9.4.1. Swimmers will not be allowed to swim if meet entry fees have not been received prior to Saturday, February 9, 2019
 - 9.4.2. See point 8.2 for payment options
- 9.5. Refunds
- 9.5.1. Meet management is not obligated to refund fees received, or requested, after registration deadline - Saturday, February 2, 2019
 - 9.5.2. Refund requests made prior to Saturday, February 2, 2019 will be considered on a case-by-case basis
 - 9.5.3. Fees will be refunded in the case of meet cancellation, less costs incurred associated with said fees

10. Limitations

- 10.1. Swimmers are not limited on the number of individual, or relay events, they can swim
- 10.1.1. However it is recommended swimmers keep their ability, fitness/health and timing of events in mind when determining amount of events

11. Relay Events

Age groups for relay events combine the ages of all four swimmers as follows:
72-99, 100-119, 120-159, 160-199, 200-239, 240-279, 280-319, 320+

12. Deck Entries

Deck entries are not allowed for this competition

13. Timed Final Events

- 13.1. All individual and relay events are timed finals

- 13.2. There is no scratch deadline for timed final events. However coaches are encouraged to report scratches to the clerk of course as soon as possible
- 13.3. Penalties - scratches and all step-downs, no-shows and unexcused incomplete swims (as determined by the referee) will result in loss of entry fee
- 13.4. Seeding - all individual and relay events will be seeded slowest-to-fastest, mixed gender

14. Changes

Meet management reserves the right to modify the meet program to allow for maximum number of swims in time allotted. Coaches will be advised of any changes to the program.

15. Meet Results

Results to be posted on mmac.mb.ca under "Meets", provided to club contacts and posted on the meet's Facebook event page (<https://www.facebook.com/events/1724525594337022/>)

16. Social Event

- 16.1. Gathering to occur at an establishment near Pan Am pool following the meet, approximately 17:30, location TBD
 - 16.1.1. Location to be communicated via club contacts and meet's Facebook event page
- 16.2. To ensure an accurate reservation, please indicate on the entry form if you are interested in attending and the number of persons in your party
- 16.3. Cost - no pre-payment required as attendees will order from the establishment's provided menu

Appendix A

Swim Manitoba's Competition Code of Conduct

<http://www.swimmanitoba.mb.ca/admin/files/Competition%20Code.pdf>

All sanctioned Manitoba swim meets are under the jurisdiction of SNM and shall be governed by its current policies and rules, including SNM 2011 Harassment and Abuse Policy.

The deck shall be reserved solely for SNM approved personnel, swimmers, coaches, officials and volunteers assigned specific tasks in the running of the meet.

By Swimming Canada rule and policy, the referee and meet management have full authority over the competition, the deck and the spectator areas during swim meets. The spectator area is considered part of the field of play, and as such, it falls under SNM authority and all SNM bylaws, policies, and rules, apply.

Referencing the SNM Harassment and Abuse policy, the referee and meet management will require an individual to leave, if the actions of the individual are perceived to be interfering with the peace and security required for any athlete to achieve his/her best performance.

Appendix B

Swim Manitoba Scratch Rule

<http://www.swimmanitoba.mb.ca/admin/files/SNM%20Scratch%20Rule%202017.pdf>

This scratch rule will be in effect at all Swim Manitoba sanctioned meets, in accordance with Swimming Canada rule CSW 3.6.

It is superseded by:

- Swimming Canada (SNC) rule SNC 3 (3.1 to 3.4) at SNC designated meets held in Manitoba.
- The scratch rule for ManSask Championships, when they are held in Manitoba.

SCRATCHES:

1. Time Final Events

- a. There is no scratch deadline for time final events. Coaches are encouraged to report scratches to the clerk of course as soon as possible.
- b. **Penalties:** Scratches and allstep-downs, no-shows, and unexcused incomplete swims (as determined by the referee) will result in loss of entry fee.

2. Prelims/Final Events

- a. Scratches from ***preliminary heats***:
 - i. May be made at any time.
 - ii. Scratches, no-shows, and unexcused incomplete swims simply create empty lanes, as there shall be no re-seeding.
 - iii. Scratches and allstep-downs, no-shows, and unexcused incomplete swims (as determined by the referee) will result in loss of entry fee
- b. Scratches from ***finals***:
 - i. Must be made within 30 minutes after the end of the preliminary session.
 - ii. **Penalties:** Scratches after the scratch deadline and allstep-downs, no-shows, and unexcused incomplete swims (as determined by the referee) will result in the offending swimmer being scratched from all remaining events, including relays, scheduled for that day. No monetary penalty fee is to be assessed.
 - iii. **ALTERNATE SWIMMERS:** Alternates **MUST** report to the Clerk of Course at least 10 minutes prior to the event and be ready to swim if necessary.
 - iv. If a swimmer has not reported to the blocks when the race is called, the Referee shall replace the contestant with an alternate who has reported to the Clerk of Course and is present and ready to swim. The alternate shall become one of the finalists.

3. Relay Events

- a. For time final events scratch rules for **Time Final Events** apply.
- b. For prelims/final events scratch rules for **Prelims/Final Events** apply.
- c. Relay names can be changed up to 30 minutes prior to start of relay event.

Appendix C

Swimming Canada Warm-Up Procedures

<https://www.swimming.ca/content/uploads/2015/06/swimming-canada-competition-warm-up-safety-procedures-september-26-2016.pdf>

Meet Management for all sanctioned Canadian swimming competitions must ensure the following safety procedures are applied. It is incumbent on coaches, swimmers, and officials to work together to comply with these procedures during all scheduled warm-up periods. Coaches are requested to encourage swimmers to cooperate with Safety Marshals.

GENERAL WARM-UP:

- Swimmers must enter the pool **FEET FIRST** in a cautious manner, entering from a start or turn end only and from a standing or sitting position.
- Running on the pool deck and running entries into the pool are prohibited.
- Meet Management may designate the use of sprint or pace lanes during the scheduled warmup time. Any such lane usage must be communicated through a pre-competition handout, an announcement or deck signage.
- Diving starts shall be permitted only in designated sprint lanes. Only one-way swimming from the start end of sprint lanes is permitted.
- Pools with backstroke starting ledges available may offer a designated lane for backstroke starts, at meet management's discretion. (This is not mandatory if not enough general lane space is available for the number of swimmers in the meet.)
- Notices or barriers must be placed on starting blocks to indicate no diving during warm-up.

EQUIPMENT:

- Kick Boards, Pull-Buoys, Ankle Bands, and Snorkels are permitted for use in the main warm-up pool during warm-up.
- Hand paddles and flippers are permitted for use in a secondary warm-up pool only (where available), at meet management's discretion and recommended only for higher level or senior competitions.
- At meet management's discretion and based on available space, the Meet Manager may permit use of tubing or cord assisted sprinting in designated lanes and during specific times of the warm-up only. It is recommended that this only be allowed in secondary warm-up pools as space allows. Coaches are responsible for equipment reliability and use. This is recommended only for higher level or senior competitions

VIOLATIONS:

It is recognized that there is a level of interpretation and common sense that must be applied when applying these guidelines. Diving headfirst quietly into an empty pool at the start of warm-up is not the same as diving headfirst into a crowded lane. Judgment and context is required.

- Swimmers witnessed by a Safety Marshal diving or entering the water in a dangerous fashion may be removed without warning from their first individual event following the warm-up period in which the violation occurred and the alternates in that event notified should that event be a final. They may also receive a verbal warning from the Safety Marshal. Swimmers receiving verbal warnings will have their names and clubs registered with the Meet Manager.
- In the case of a second offense during the same competition the swimmer may be removed from the remainder of the competition.

SAFETY MARSHALS:

The Safety Marshal is a trained position designated by Meet Management. Safety Marshals shall:

- Be visible by safety vest.

- Be situated at each end of the competition pool and when applicable, similarly situated in designated warm-up pools when pre-competition warm-ups are scheduled.
- Actively monitor all scheduled warm-up periods.
- Ensure participants comply with warm-up safety procedures and report violations to the Referee.

Depending on the level of competition, Safety Marshals have a role to help work with coaches and swimmers to ensure a safe warm-up environment. This may include educating a younger swimmer on the rules or communicating a concern to a coach

Judgment, tact and confidence is required and therefore the Safety Marshal should ideally be a more experienced official.

PARA-SWIMMER NOTIFICATION:

Coaches are requested to notify Safety Marshals of any Para-swimmers participating in warm-ups where necessary and at the coach's discretion.

The following statement must appear in all Swimming Canada sanctioned meet information and posted notices:

“SWIMMING CANADA COMPETITION WARM-UP SAFETY PROCEDURES WILL BE IN EFFECT AT THIS MEET.”

Appendix D

Club Registration Summary

Club Name _____ Contact Person _____

Mailing Address

Phone _____ Email _____

Coach _____

| Qty. | Description | Price | Total |
|------------------|---|--|-----------|
| | Individual Events <i>includes Swim MB fee, see point 9.2 in meet package</i> | \$8.00 - \$14.00 per event <i>see point 9.2 in meet package</i> | |
| | Relay Events | \$16.00 per relay entry | |
| | Swim Manitoba entry fee | \$6.00 per swimmer | |
| | Social Event <i>count required for restaurant reservation</i> | no charge <i>see point 16.3 in meet package</i> | n/a |
| Total Due | | | \$ |

Please submit completed "Club Registration Summary" with all completed Individual and Relay Registration Forms (Appendices F & G), payment and signed "Waiver and Release Forms" (Appendix E) for all swimmers.

Submit electronic versions to maurak@mymts.net

Submit paper versions to

Maura Kenny

408 Lindsay

Winnipeg, MB R3N 1H5

Registration deadline is Saturday, February 2, 2019.

Entry fees are payable to MMAC, payment options are as follows

- Cheques, payable to **MMAC**
- E-transfer sent to paymmac@googlegroups.com
 - Security question | ff(mmdd)
 - Security answer | ff0209

Please estimate entry times for those who do not have competition times.

Appendix E

Athlete Waiver and Release Form

In consideration of the acceptance of this entry, I, for myself, my executors, administrators and assigns, do hereby release and discharge the Manitoba Masters Aquatic Club, Masters Swimming Manitoba, and Masters Swimming Canada 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.

First/Last Name (**Please Print**) _____

Signed: _____

Dated: _____ / _____ / _____

Athlete Emergency Contact Information

Emergency Contact Person _____

Emergency Contact Person Phone Number _____

Please use the following space to indicate anything Emergency Services or Meet Management should be aware of.

Appendix F

Individual Registration Form

PLEASE PRINT

Swimmer Name (First & Last): _____

Birthdate: MM ____ / DD ____ / YYYY _____ Age: _____ Sex: Female / Male

SC #: _____ Club _____ Coach _____

**Please enter a time for each individual event
(estimated training or competition times are acceptable)**

| Qty. | Description | Price | Total |
|------------------|---|--|-----------|
| | Individual Events <i>includes Swim MB fee, see point 9.2 in meet package</i> | \$8.00 - \$14.00 per event <i>see chosen events below</i> | \$ |
| | Swim Manitoba entry fee | \$6.00 per swimmer | \$ 6.00 |
| | Social Event <i>count required for restaurant reservation</i> | no charge <i>see point 16.3 in meet package</i> | n/a |
| Total Due | | | \$ |

| Event No. | Event | Fee | Entry Time min : sec . millisec | Event No. | Event | Fee | Entry Time min : sec . millisec |
|-----------|---------------|---------|------------------------------------|-----------|-------------|---------|------------------------------------|
| 1 | 100 IM | \$8.00 | | 2 | 50 Back | \$8.00 | |
| 3 | 200 Fly ** | \$8.00 | | 4 | 800 Free * | \$11.00 | |
| 5 | 100 Free | \$8.00 | | 6 | 50 Breast | \$8.00 | |
| 7 | 400 Free ** | \$9.00 | | 8 | 200 IM ** | \$8.00 | |
| 9 | 100 Fly | \$8.00 | | 10 | 200 Back ** | \$8.00 | |
| 11 | 1500 Free * | \$14.00 | | 13 | 100 Back | \$8.00 | |
| 14 | 200 Breast ** | \$8.00 | | 15 | 200 Free | \$8.00 | |
| 16 | 50 Fly | \$8.00 | | 17 | 400 IM ** | \$9.00 | |
| 18 | 100 Breast | \$8.00 | | 19 | 50 Free | \$8.00 | |

* May be limited to one heat per event and/or two swimmers may be assigned to a lane

** May run in tandem with another event of the same distance and/or similar entry times - dependent on number of event entries

I'm interested in participating in the following relay events:

- ☐ Event No. 12 | 200 Mixed Male/Female Free Relay
- ☐ Event No. 20 | 200 Mixed Male/Female Medley Relay

Appendix G

Relay Entries

Age is as of December 31, 2018

Each mixed team requires two males and two females

200 Mixed Male/Female Free Relay - event number 12

Relay Team Name _____

Entry Time ____ : ____ . ____

Swimmers:

| Name | Sex | Age |
|------------|---------------|-----|
| | Male / Female | |
| | Male / Female | |
| | Male / Female | |
| | Male / Female | |
| Total Age: | | |

Relay Team Name _____

Entry Time ____ : ____ . ____

Swimmers:

| Name | Sex | Age |
|------------|---------------|-----|
| | Male / Female | |
| | Male / Female | |
| | Male / Female | |
| | Male / Female | |
| Total Age: | | |

Relay Team Name _____

Entry Time ____ : ____ . ____

Swimmers:

| Name | Sex | Age |
|------------|---------------|-----|
| | Male / Female | |
| | Male / Female | |
| | Male / Female | |
| | Male / Female | |
| Total Age: | | |

200 Mixed Male/Female Medley Relay - event number 20

Relay Team Name _____ Entry Time ____ : ____ . ____

Swimmers:

| Stroke | Name | Sex | Age |
|------------|------|---------------|-----|
| Back | | Male / Female | |
| Breast | | Male / Female | |
| Fly | | Male / Female | |
| Free | | Male / Female | |
| Total Age: | | | |

Relay Team Name _____ Entry Time ____ : ____ . ____

Swimmers:

| Stroke | Name | Sex | Age |
|------------|------|---------------|-----|
| Back | | Male / Female | |
| Breast | | Male / Female | |
| Fly | | Male / Female | |
| Free | | Male / Female | |
| Total Age: | | | |

Relay Team Name _____ Entry Time ____ : ____ . ____

Swimmers:

| Stroke | Name | Sex | Age |
|------------|------|---------------|-----|
| Back | | Male / Female | |
| Breast | | Male / Female | |
| Fly | | Male / Female | |
| Free | | Male / Female | |
| Total Age: | | | |