

**Manitoba Masters March Madness Swim Meet  
(Short Course)  
Host Club: Manitoba Masters Aquatic Club  
Pan-Am Pool 25 Poseidon Bay, Winnipeg, Manitoba R3M 3E4  
T: (204) 986-5890**

SANCTION No.: 23295

Session	Date and Time		
1	Saturday, March 24 <sup>th</sup> 2018 Timed finals	Warm-up Start	12:30 p.m. 1:30 p.m.

Meet Management Team	Email address
Meet Manager: Sheila Sapirstein	<a href="mailto:ssapir@mymts.net">ssapir@mymts.net</a>
Meet Entries: Maura Kenny	<a href="mailto:Maurak@mymts.net">Maurak@mymts.net</a>
Officials Coordinator: TBD	

1. **Competition:**
  - a. SNC/MSC rules apply. SNC/SNM policies and regulations apply, including the SNM Competition Code of Conduct (Appendix 3)
  - b. SNM Scratch Rule in effect (Appendix 1)
  - c. SNC Warm-up procedures are in effect (Appendix 2). It is the responsibility of the swimmer to know the safety rules and ensure they are followed.
  - d. It is the responsibility of the swimmer to be informed of the safety rules and ensure they are followed.
  - e. Pan Am Pool is a Nut-free Facility. No Food on deck. Food & Snacks must be eaten on the second floor or in the lounge area
2. **Facility and Timing:**
  - a. Eight lane 25 meter competition pool
  - b. Quantum electronic timing w/manual watch back up.
  - c. Warm-up/down lanes available
3. **Eligibility:**
  - a. All swimmers must be registered with SNC and on the SNC data base or affiliated FINA - recognized organizations. Swimmer should provide the same name used when registering with their swim organization. No qualifying times required, but do provide a time as NT is not acceptable.
4. **Age:**
  - a. Open to all swimmers 18 years and older
5. **Entry Deadline:**
  - a. **Sunday, March 18, 2018**
  - b. All entries and cheques payable to **MMAC**.



6. **Entries: Please read carefully**

**CLUB REGISTRATIONS**

- a. Entries via Hy-Tek Team Manager entries file and Team Report file is strongly encouraged. Paper entries will be accepted if entrants do not have access to Team Manager.
- b. Hy-Tek entries via Team Manager are strongly encouraged. **Each swimmer must have a valid SNC swimmer ID number, and a correct birth date and gender. Errors or omissions in the entry file will cause delays in accepting the file and posting the results.**
- c. Submit Hy-Tek entries and Team Report to [Maurak@mymts.net](mailto:Maurak@mymts.net).
- d. Relay entries can be submitted using Hy-Tek or by using form "Relay Entries"
- e. **Club Registration.** The form "Club Registration Summary" must be submitted along with payment and signed "Waiver and Release Form" for each swimmer, for either Hy-Tek entries or paper entries to:  

Maura Kenny  
408 Lindsay St., Winnipeg, MB, R3N 1H5
- f. **Individual entries** should be submitted to the designated Hy-Tek person for your Club (coach, registrar, etc.) using "Individual Registration Form" along with payment and signed "Waiver and Release Form".  
Paper entries will be accepted but Hy-Tek is preferred.  
For paper entries: use form "Individual Registration Form" and send, along with payment and signed "Waiver and Release Form", to  

Maura Kenny  
408 Lindsay St., Winnipeg, MB, R3N 1H5
- g. Questions or requests for additional information related to the Meet Entries to be sent to: Maura Kenny; email: [Maurak@mymts.net](mailto:Maurak@mymts.net)
- h. General questions or requests for additional information related to the swim meet to be sent to: Sheila Sapirstein; email: [ssapir@mymts.net](mailto:ssapir@mymts.net)

7. **Entry Fees**

- a. INDIVIDUAL EVENTS:
  - i. \$7.00 - 12.00 per individual event (includes \$1.00 Swim Manitoba program development fee).

50m, 100m, 200m events:	\$8.00
400m events	\$9.00
800m event	\$11.00
1500m event	\$14.00
  - i. \$6.00 Swim Manitoba entry fee per swimmer for the meet plus \$1.00 Splash fee which is included on the event fee.
- b. RELAY EVENTS:
  - i. \$16.00 per relay team event.
- c. All entry fees must be received by the first day of meet.
- d. Swimmers will not be allowed to swim if meet entry fees have not been paid.



- e. Cheques payable to **MMAC**.
8. **Refunds:**
- a. Meet Management is not obligated to refund entry fees after the entry deadline date.
9. **Entries and Limitations:**
- a. Entry times are required for all individual events (NT's are not permitted). Please make your best guess if needed.
  - b. Swimmers ARE NOT limited on the number of relay events they can swim
10. **Relay Events:**
- a. All relay events will be Timed Finals
  - b. Age groups for relay events combine the ages of all four swimmers as follows:
    - i. 72-99, 100-119, 120-159, 160-199, 200-239, 240-279, 280-319 and 320 and over
11. **Deck Entries:**
- a. Deck entries are NOT ALLOWED for this competition
- Time Final Events**
- b. There is no scratch deadline for timed final events. Coaches are encouraged to report scratches to the clerk of course as soon as possible.
  - c. **Penalties:** Scratches and all step-downs, no-shows, and unexcused incomplete swims (as determined by the referee) will result in loss of entry fee.
12. **Safety**  
**MSC Warm Up Procedures are in effect (Appendix 2). It is the responsibility of the swimmer to know the safety rules and ensure they are followed.**
13. **Seeding:**
- a. All individual events will be seeded slowest to fastest, mixed gender
  - b. All relay events will be seeded slowest to fastest, mixed gender
14. **Changes:**
- a. 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. **Results:**
- a. Results will be posted on MMAC website [www.mmac.mb.ca](http://www.mmac.mb.ca) under "Meets" and provided to club contacts.
16. **Social Event:**
- a. Gathering at a restaurant near Pan Am pool following the swim meet (at approximately, 5:30). Indicate on the entry form that you are interested and the number of persons. Reservations will be made in advance.
  - b. Location: To be confirmed. Will likely be either Infernos on Academy or Café 22 on Corydon Ave.
  - c. Cost: No pre-payment; ordering from the menu.



## Event List

Saturday March 24<sup>th</sup>  
 Warm-up: 12:30 p.m  
 Start: 1:30 p.m.

Event #	Event	Notes	Cost
1	100 IM		\$8.00
2	50 Back		\$8.00
3	200 Open Breast or Back or Fly	<b>Declare stroke on registration form</b>	\$8.00
4	800 Free	May be limited to 1 heat per event and/or 2 swimmers may be assigned to a lane	\$11.00
5	100 Free		\$8.00
6	50 Breast		\$8.00
7	200 IM		\$8.00
8	100 Fly		\$8.00
9	1500 Free	May be limited to 1 heat per event and/or 2 swimmers may be assigned to a lane	\$14.00
10	200 Mixed Male/Female Free Relay		\$16.00/team
11	100 Back		\$8.00
12	200 Free		\$8.00
13	50 Fly		\$8.00
14	400 Open Free or IM	<b>Declare stroke on registration</b>	\$9.00
15	100 Breast		\$8.00
16	50 Free		\$8.00
17	200 Mixed Male/Female Medley Relay		\$16.00/team



## Hy-Tek Team Manager Guidelines:

An Event file will be available on MMAC website [www.mmac.mb.ca](http://www.mmac.mb.ca) under Meets. Import this file into your Team Manager program. This will setup the events for the swim meet.

Enter each swimmer registered for the meet into your Team Manager database. Make sure to include sex, birthdate and SNC #. 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.

Any inquiries regarding Team Manager to Maura Kenny – email: [maurak@mymts.net](mailto:maurak@mymts.net).

### CLUB REGISTRATION SUMMARY

**CLUB NAME:** \_\_\_\_\_

**STREET:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CONTACT Person for Club:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**COACH:** \_\_\_\_\_

Qty.	Description	Price Each	TOTAL
	Individual events Includes SNM per event program development fee of \$1.00	\$8.00 - \$14.00 See Event List	\$
	Relay events (per event)	\$16.00	\$
	Swim Manitoba entry fee (per swimmer)	\$6.00	\$
	Social Event - count for restaurant reservation	N/C	
<b>TOTAL DUE</b>			<b>\$</b>



- Please forward completed **Club Registration Summary** with all completed Individual and Relay **Registration Forms**, payment and signed “Waiver and Release Form” for all swimmers to:

**Maura Kenny**  
408 Lindsay  
Winnipeg, MB, R3N 1H5

- Registration deadline is Sunday. March 12, 2017
- Make cheques payable to **MMAC**
- **Please estimate entry times for those who do not have competition times.**



## INDIVIDUAL REGISTRATION FORM

Swimmer: First & Last Name – PLEASE PRINT

SWIMMER  
NAME: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_  
MM DD YYYY

SNC #: \_\_\_\_\_

AGE: \_\_\_\_\_

SEX:     F         M    

CLUB: \_\_\_\_\_

COACH: \_\_\_\_\_

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

Qty.	Description	Price Each	TOTAL		
	Individual events (see cost per event below) Includes Swim MB program development fee of \$1.00	See Event List	\$		
	Swim MB entry fee (per swimmer)	\$6.00	\$		
	Dinner reservation	N/C	# to attend:		
<b>TOTAL DUE</b>			<b>\$</b>		
Event	Description/Entry Fee	Entry Time	Event	Description	Entry Time
1	100 IM (\$8.00)		10	200 Mixed/Male/Female Free Relay (\$16.00/team)	
2	50 Back (\$8.00)		11	100 Back (\$8.00)	
3	200 OPEN (Br/Bk/Fly) (\$7.00) <b>Stroke:</b>		12	200 Free (\$8.00)	
4	800 Free (\$11.00)		13	50 Fly (\$8.00)	
5	100 Free (\$8.00)		14	400 OPEN Free/IM (\$8.00) <b>Circle Stroke</b>	
6	50 Breast (\$8.00)		15	100 Breast (\$8.00)	
7	200 IM (\$8.00)		16	50 Free (\$8.00)	
8	100 Fly (\$8.00)		17	200 Mixed/Male/Female Medley Relay (\$16.00)	
9	1500 Free (\$14.00)				







**Relay Entries**  
**Age is as of December 31, 2017**

Relay Name	Stroke (Medley Relay only)	Relay Event number: 10/17
Swimmer Name		Age
Swimmer Name		Age
Swimmer Name		Age
Swimmer Name		Age
		Total Age:

Relay Name	Stroke Medley Relay only	Relay Event number:
Swimmer Name		Age
Swimmer Name		Age
Swimmer Name		Age
Swimmer Name		Age
		Total Age:

Relay Name	Stroke Medley Relay only	Relay Event number:
Swimmer Name		Age
Swimmer Name		Age
Swimmer Name		Age
Swimmer Name		Age
		Total Age:



## **Appendix 1 - Swim Manitoba (SNM) Provincial Scratch Rule**

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 Manitoba / Saskatchewan 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 all step-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 all step-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 all step-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 2:

# COMPETITION WARM-UP SAFETY PROCEDURES

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 warm-up 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 3



### COMPETITION CODE OF CONDUCT

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.