

DIVISION II TEAM CHAMPIONSHIPS

OFFICIALLY SANCTIONED BY



December 14-16, 2012

Hosted by:



At the

**At the Jeno Tihanyi Olympic Gold Pool
Laurentian University**

Supported by



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RISK MANAGEMENT / WARM-UP PROCEDURES 2010-2011

During the designated warm-up period, the meet management committee shall be responsible for ensuring that all Risk Management/Warm-up procedures are followed. It is incumbent on all participants, i.e. meet management, coaches, swimmers, and officials to comply with these procedures. Non-compliance with these procedures will result in a warning or removal of the swimmer from the warm-up pool, and possible further reporting to meet management and the Referee for action under rule SW 2.1.1.

Meet management shall designate Safety Marshals to actively monitor the warm-up period in the competition pool and ensure compliance with these procedures. Safety Marshals should be notified of any disabled swimmers who are participating in warm-ups. Additional "practice" pools, if any, are to be supervised by lifeguards and coaches.

"Safety Marshals shall be responsible to the Referee for all aspects of safety related to conduct during the warm-up period and shall ensure that all appropriate warm-up procedures are followed." (CSW 2.13.1.5)

GENERAL WARM-UP RULES:

- Swimmers shall enter the water **FEET FIRST** in a cautious manner.
- **No Running on the pool deck or Diving from the side of the pool.**
- **Meet Management shall provide signage to indicate designated lane use during warm-up.**
- **Notices/barriers shall be placed on starting blocks to prevent diving during the general warm-up.**
- **Diving Starts are only permitted in designated Sprint Lanes during the warm-up period.**
- **Lanes shall be open primarily for 'Circle Swimming' during the General warm-up period.**
- **Coaches and swimmers shall allow Backstrokers & SWAD the 'right of way' for safety purposes.**
- **Meet Management may designate a Sprint Lane(s) and/or a Pace Lane(s) throughout the general warm-up period.**

SPECIFIC/SPRINT WARM-UP PERIOD:

- **Sprint and Pace lanes must be opened for at least the last 30 minutes of warm-ups or as designated by meet management.**
- **Outside Lanes should be designated as Sprint Lanes.**
- **Only 'one-way' swimming shall be permitted in Sprint Lanes.**
- **Sprint Lanes, Pace Lanes, and Circle Swimming lanes shall be clearly marked with signage.**

The following statement shall appear in the meet information and in posted notices:
"SNC WARM UP PROCEDURES WILL BE IN EFFECT AT THIS MEET".

EQUIPMENT:

- **FLUTTER BOARDS and PULLBUOYS are allowed.**
- **HAND PADDLES and FLIPPERS (ZOOMERS) are NOT ALLOWED.**

SNC Board Approved

July 6, 2005



SNC Swim Suit Policy – September 2009

Effective September 1, 2009, all swimwear worn in swimming competitions sanctioned under the authority of Swimming Canada must conform to the January 1, 2010 FINA swimwear approval guidelines as listed below.

MATERIAL – The material of swimwear will definitively be constituted only by textile fabric(s). The FINA definition of “textile” currently is: “Material consisting of, natural and/or synthetic, individual and non-consolidated yarns used to constitute a fabric by weaving, knitting, and/or braiding.”

SHAPE – MEN: swimwear shall not extend above the navel or below the knee. **WOMEN:** swimwear shall not cover the neck, extend past the shoulder, nor extend below knee. No zippers or other fastening system is allowed.

USE – Swimmers shall wear only one swimsuit, taping is not permitted.

CONSISTENCY – Swimwear effectively manufactured and used shall correspond to and be fully consistent with FINA approved samples. Any modification before use (including impregnation) is prohibited. Moreover, there shall be no variation/modification for individual swimmers.

SWON/SNC

Record Policy: **Required for ALL New National and Provincial records**

National and Provincial Record forms to include:

Referees must sign the new record application form confirming that a swimmer was wearing a legal suit when a record was created. Coaches will be notified that (record) swimmers must report to the session referee (meet referee) for suit verification. Referees must carry a signoff sheet and list of FINA approved suits (see SNC website). Record applications will not be accepted unless form is properly completed.



DECEMBER 2012 DIVISION II TEAM CHAMPIONSHIPS

GENERAL MEET INFORMATION

Date: December 14-16, 2012

Host: Sudbury Laurentian Swim Club

Facility: Jeno Tihanyi Olympic Gold Pool, Laurentian University
Sudbury, Ontario
2x25m facility with electronic timing

Course: Short Course Heats and Finals

Sanctioned By: Swim Ontario

Session Times:

WARM-UP

START

Friday

All age groups
(13&over deep end, 12&under shallow end)

4:00 – 4:50 p.m. 5:00 p.m.

Saturday -- Heats

13 & 14, 15 & 16, 17 & Over 7:30 - 8:20 a.m. 8:30 a.m.
10 & U, 11 & 12 11:30 - 12:20 p.m. 12:30 p.m.

Sunday -- Heats

13 & 14, 15 & 16, 17 & Over 7:30 - 8:20 a.m. 8:30 a.m.
10 & U, 11 & 12 12:00 –12:50 p.m. 1:00 p.m.

Saturday & Sunday Finals

All Age Groups 5:00 – 5:50 p.m. 6:00 p.m.

Entry Deadline: **Tuesday December 4, 2012.**

Host clubs who are competing in the same championship are to submit a copy of their entries to the Technical Department of Swim Ontario 48 hours prior to the entry deadline for that team championship.

Entry

Acceptance: Entries will be accepted providing the completed **Chaperone** and **Officials** lists are submitted along with the team entries and entry fees.

Psych Sheets: Will be posted on December 9th, five (5) days prior to the start of the competition.



DECEMBER 2012 DIVISION II TEAM CHAMPIONSHIPS

GENERAL MEET INFORMATION continued

Heat Sheets: Provincial Records, Age Group National Records, National Age Group Records and Senior Canadian Records will be listed in the heat sheet.

Meet Manager: Doug Eastick 705-523-4503

Meet Referee: Chris Salvador – csalvador@ntl.sympatico.ca

Meet Entry Coordinator: Sean Thompson, 705-692-1936, sean.slsc@qmamil.com

Officials Chair: Dan Langlois – 705-523-7402; Langlois.pare@sympatico.ca

Mailing Address: n/a

Entry Procedure:

- All entries must be Hy-tek format and submitted via www.swimmeet.ca No entries will be accepted directly by meet management.
- Please ensure all entries contain valid 9 digit Swim Ontario ID registration numbers.
- You will be sent confirmation of receipt of your entries – HOWEVER PLEASE NOTE: A successful entry file upload is only the validation of membership entry information against the national membership database and is not a guarantee of entry acceptance.
- All entry files will appear to Meet Management at this point as “pending”: Passing the membership and entry validation DOES NOT guarantee a club entry will be accepted by meet management.
- Accepted or rejected entries will be identified with a second notification from Meet Management.
- Meet management reserves the right to reject an entry file for lack of compliance in entry times, failure to submit the file before the entry deadline, or any other lack of compliance with Swim Ontario meet policy and procedure.

Meet Results: The meet will run on Hy-Tek. Live results will be available throughout the competition at www.SudburySwimming.ca

All results will be published on www.swimming.ca within 48 hours of the conclusion of the competition.



DECEMBER 2012 DIVISION II TEAM CHAMPIONSHIPS

GENERAL MEET INFORMATION continued

Entry Fees: Individual event(s) \$8.00 plus HST - \$9.04
Relay(s) \$12.00 plus HST - \$13.56
Splash fee \$5.00 plus HST - \$5.65
 (per swimmer including "relay only")

Payment: Make cheque payable to "Sudbury Laurentian Swim Club". **There will be a \$50 NSF fee for any returned cheques.**

Coaches'

Meeting: Friday December 14, 2012 - 4:15pm - Location to be announced

CSCTA Policy: As per the CSCTA/OSCA/SNC/ coach registration policies and insurance all coaches will be asked to prove membership in CSCTA. Coaches will not receive heat sheets if they cannot prove CSCTA membership. Coaches must have CSCTA ID for deck access.

OSOA Policy: Only **competitors, certified coaches and officials** are allowed on deck.
NO OTHER PERSONS ARE PERMITTED ON DECK unless expressly
authorized by the Meet Manager and Swim Ontario

Facility

Policy: **See appendix.**

Meet Rules: SNC Rules will apply. The FINA one-start rule will be in effect.

Scoring: Scoring will be calculated using the following age categories:

Individual

Events: 10 & Under, 11 & 12, 13 & 14, 15 & 16, 17 & Over
Points 1st to 8th place: Individual points - 9, 7, 6, 5, 4, 3, 2, 1

Relay Events: 10 & Under, 11 & 12, 13 & 14, 15 & Over
Points 1st to 8th place Relay points -- 18, 14, 12, 10, 8, 6, 4, 2

Awards: Awarded in the following age categories: 10& Under, 11&12, 13&14, 15&16, 17&Over

Medals --1-3 for individual and relay events

Ribbons -- 4-8 for individual and relay events

Banner -- For overall Team Winner

Small Bannerettes -- For all winning team members



DECEMBER 2012 DIVISION II TEAM CHAMPIONSHIPS

GENERAL MEET INFORMATION continued

Division Placement December 2012:

With the approval of the 2013-2016 Swim Ontario Competition Template, Team Championships have been moved from April to December. The December 2012 Division Placement is chosen from the April 2012 Team Championships.

Swim Ontario reserves the right to make changes in team movement to balance division attendance.

- Top two teams from April 2012 Division II will be placed in Division I for December 2012.
- The bottom two teams from April 2012 Division I will move to Division II for December 2012.
- The bottom three teams from April 2012 Division II will move to Division III for December 2012.
- The top three teams from April 2012 Division III will move to Division II for December 2012.

With the approval of the 2013-2016 Swim Ontario Competition Template, the Team Championships Agreement deadline for December 2012 Team Champs and all future Team Championships will be June 15th, 2012, of that same calendar year.

Division Placement December 2013:

Swim Ontario reserves the right to make changes in team movement to balance division attendance.

- Top two teams from December 2012 Division II will be placed in Division I for 2013.
- The bottom two teams from December 2012 Division I will move to Division II for 2013.
- The bottom three teams from December 2012 Division II will move to Division III for 2013.
- The top three teams from December 2012 Division III will move to Division II in 2013.



2012 DIVISION II TEAM CHAMPIONSHIPS

ATHLETE and TEAM INFORMATION

Eligibility: Swimmers must be registered as competitive swimmers with Swim Ontario in order to compete in Team Championships.

Swimmer's Age: As of **December 14, 2012** (first day of the competition).

Team Sizes: The following are the maximum team complements per division:

Division I = 40 swimmers

Division II = 30 swimmers

Division III = 25 swimmers

Entry Maximum:

The number of entries per swimmer will be a maximum of five (5) individual events, plus relays. NO deck entries will be accepted for any event.

Substitutes: In the event that one (1) or more of a team's entered swimmers cannot attend the meet, the coach may designate substitutes from any age group or gender for a full complement of swimmers.
Substitutes:

- Must be designated immediately at or prior to arrival.
- Will not be accepted after the start of the meet.
- Will not be seeded according to entry times.
- Will be placed into empty lanes.

Only if the number of substitutes warrant, an additional heat will be established for an event.

Coaches' Package:

The coach will receive a meet program upon receipt of:

- substitutes listed on the substitution form,
- completed time cards for any substitutes,
- the club official list
- proof of CSCTA registration & payment of fees



2012 DIVISION II TEAM CHAMPIONSHIPS

ATHLETE and TEAM INFORMATION

Official Split

Policy: Meet Management requires that any coach wishing to rely on a time achieved by the swimmer for an interval shorter than the total distance of the event, shall so advise the Referee prior to the commencement of the session (or event) in question.

Scratches: Swimmers may scratch preliminary events by a simple "No Show". The SNC scratch rule will be used as it applies to scratching from finals.

CSW 3.3 The Scratch Deadline for Finals shall be 30 minutes following the posting of results after each preliminary event. A swimmer may make a declaration of 'INTENT TO SCRATCH' within 30 minutes after the posting of each preliminary event results - with the final decision to scratch or not scratch to be reported back to the Clerk of Course within 30 minutes after the completion of the swimmer's last individual preliminary event of that session. A swimmer failing to return to the Clerk of Course to make a final decision on the intent to scratch from that event in Finals will be seeded into the final for that event.

The Scratch Deadline for the Time Final distance events shall be 30 minutes prior to the start of the preliminary session on the day the event is scheduled to begin. The fastest seeded heat in Time Final events shall have the full complement of swimmers with no empty lanes.

Failure to participate in an Individual Final, Leg of a Relay Final, or in a Distance Time Final event (800/1500 FR) without meet management's knowledge and consent will result in a \$100 fine for each offence payable to Swim Ontario.

Failure to pay before the swimmer's next event will exclude the swimmer from any further participation in the meet. Meet Management requires that any coach wishing to rely on a time achieved by the swimmer for an interval shorter than the total distance of the event shall so advise the Referee prior to the commencement of the session (or event) in question.

Only the first two (2) alternates will be listed for each event. Alternates are expected to check into the marshalling area when the event is called.



2012 DIVISION II TEAM CHAMPIONSHIPS

EVENT INFORMATION

Times: Please enter all times as short course (for seeding purposes only). Standard Hytek Conversion from LC to SC is allowed.

Time Final

Events: If an event is a time final, individual medals and team points will be awarded according to age category

**10 & Under
11&12**

All events
All events

**13&14
15 & over**

400 free, 400 IM, 800/1500 Free, All Relays
400 free, 400 IM, 800/1500 Free, All Relays

400m Events: All 400 meter events will take place during the heats.

800/1500 Events: All 800's and 1500's are time final events, swum fastest to slowest as open events and limited to the 24 fastest swimmers entered in each gender and age category.

PROOF OF TIMES WILL BE ENFORCED FOR THESE EVENTS.

Meet Management will not accept entries from substitutes in the 800/1500 if there are 24 swimmers entered in their age category.

Swimmers entered in the 800/1500 must designate a sixth swim as an alternate event, which they may swim if they fail to make the distance event. Please select the "alt" checkbox in Team Manager to indicate the alternative swim.

Individual medals and team points will be awarded according to the assigned age categories.

Relays: All relays are Time Finals and will be swum during the Finals sessions. Teams are limited to one (1) relay entry per event.



DECEMBER 2012 DIVISION II TEAM CHAMPIONSHIPS
ORDER OF EVENTS

Warm-up and meet lane assignments (if necessary) will be distributed at the coaches' meeting on Friday.

Session 1 – Friday		13-14, 15-16, 17&O – deep end	
Warm-ups: 4:00 pm - 4:50 pm		Start: 5:00 pm	
Girls Event #	Age Group	Event	Boys Event#
1	13-14	400 Free (Time Final)	2
3	15-16	400 Free (Time Final)	4
5	17&O	400 Free (Time Final)	6
7	13-14	100 Fly	8
9	15 & over	100 Fly	10
11	13-14	50 Free	12
13	15 & over	50 Free	14
Session 1 – Friday		10 & U and 11-12 – shallow end	
Warm-ups: 4:00-4:50 pm		Start 5:00 pm	
Girls Event #	Age Group	Event	Boys Event#
15	11-12	400 Free	16
17	10&U	100 Fly	18
19	11-12	100 Fly	20
21	10&U	50 Free	22
23	11-12	50 Free	24
25	10&U	100 IM	26



DECEMBER 2012 DIVISION II TEAM CHAMPIONSHIPS
ORDER OF EVENTS

Session 2 –Saturday Morning		13-14, 15-16, 17&O	
Warm-ups: 7:30 am - 8:20 am		Start: 8:30 am	
Girls Event #	Age Group		Boys Event#
27	13-14	400 IM (Time Final)	28
29	15-16	400 IM (Time Final)	30
31	17&O	400 IM (Time Final)	32
33	13-14	100 Breast	34
35	15 & over	100 Breast	36
37	13-14	200 Free	38
39	15 & over	200 Free	40
41	13-14	100 Back	42
43	15 & over	100 Back	44
45	13-14	200 Fly	46
47	15 & over	200 Fly	48

Session 3 - Saturday Afternoon		10 & U , 11-12	
Warm-ups: 11:30a.m - 12:20 pm		Start: 12:30 pm (All events time final)	
Girls Event #	Age Group	Event	Boys Event #
53	11-12	400 IM	54
55	10&U	100 Breast	56
57	11-12	100 Breast	58
59	10 & U	200 Free	60
61	11-12	200 Free	62
63	10&U	50 Back	64
65	11-12	100 Back	66
67	10&U	50 Fly	68
69	11-12	200 Fly	70

Session 4 – Finals - Saturday Evening		All ages	
Warm-ups: 5:00 pm - 5:50 pm		Start: 6:00 pm	
Girls Event #	Age Group	Event	Boys Event #
71	10&U	4 x 50 Free Relay (all teams)	72
73	11-12	4 x 50 Free Relay (all teams)	74
11	13-14	50 Free	12
13	15 –16, 17 & O	50 Free	14
33	13-14	100 Breast	34
35	15-16, 17 & O	100 Breast	36
37	13-14	200 Free	38
39	15-16, 17 & O	200 Free	40
41	13-14	100 Back	42
43	15-16, 17 & O	100 Back	44
45	13-14	200 Fly	46
47	15-16, 17 & O	200 Fly	48
49	13-14	4 x 50 Free Relay (all teams)	50
51	15&O	4 x 50 Free Relay (all teams)	52



DECEMBER 2012 DIVISION II TEAM CHAMPIONSHIPS
ORDER OF EVENTS

Session 5 – Sunday Morning		13-14, 15-16, 17&O	
Warm-ups: 7:30 am - 8:20 am		Start: 8:30 am	
Girls Event #	Age Group	Event	Boys Event#
75	13-14	200 Back	76
77	15 & over	200 Back	78
79	13-14	200 Breast	80
81	15 & over	200 Breast	82
83	13-14	200 IM	84
85	15 & over	200 IM	86
87	13-14	100 Free	88
89	15 & over	100 Free	90
95	15 & over	800/1500 Free (Time Final)	96
119	13-14	800/1500 Free (Time Final)	120

Session 6 – Sunday Afternoon		10 & U and, 11-12	
Warm-ups: 12:00 pm – 12:50 pm		Start: 1:00 pm (All events time final)	
Girls Event #	Age Group	Event	Boys Event #
97	11-12	200 Back	98
99	10&U	100 Back	100
101	11-12	200 Breast	102
103	10&U	50 Breast	104
105	11-12	200 IM	106
107	10&U	200 IM	108
109	11-12	100 Free	110
111	10&U	100 Free	112
117	11-12	800 Free	118

Session 7 – Finals - Sunday Evening		All ages	
Warm-ups: 5:00 pm - 5:50 pm		Start: 6:00 pm	
Girls Event #	Age Group	Event	Boys Event#
113	11-12	4 x 50 Medley Relay (all teams)	114
115	10&U	4 x 50 Medley Relay (all teams)	116
7	13-14	100 Fly	8
9	15-16, 17 & O	100 Fly	10
75	13-14	200 Back	76
77	15-16, 17 & O	200 Back	78
79	13-14	200 Breast	80
81	15-16, 17 & O	200 Breast	82
83	13-14	200 IM	84
85	15-16, 17 & O	200 IM	86
87	13-14	100 Free	88
89	15-16, 17 & O	100 Free	90
91	13-14	4 x 50 Medley Relay (all teams)	92
93	15&O	4 x 50 Medley Relay (all teams)	94



DECEMBER 2012 DIVISION II TEAM CHAMPIONSHIPS
Request for Officials

Swim Ontario Championship competitions require a large number of man-hours to properly officiate a meet of this magnitude. Individual clubs cannot meet the entire requirement.

Therefore, participating clubs are asked to provide names of available officials per session (minimum of 2 per club).

Please complete the enclosed officials form and ensure that this form is returned with your grid sheets.

YOUR ASSISTANCE IS INVALUABLE AND VERY MUCH APPRECIATED BY YOUR HOST

Officials' Form

Please list people who will be at the meet and would be willing to offer their services in officiating. Please send directly to ***Host Official's Chairperson*** at ***email***.

Club Name _____

Officials' Chairman _____ e-mail _____

Daytime Phone Number (____) _____ Home (____) _____

Name	Level of Certification	Sessions Available	Desired Position

Comments: _____



DECEMBER 2012 DIVISION II TEAM CHAMPIONSHIPS

Swim Ontario - Club Information Sheet

Coaches: Please fill out this form and return with entries.

Club _____

Club Mailing Address _____

City _____ **Postal Code** _____

Club Phone Number (____) _____ **FAX** (____) _____

Club e-mail Address _____

Club Contact Person _____

Phone Number (____) _____ **e-mail** _____

Head Coach _____ **CSCTA#** _____

Phone Number (____) _____ **e-mail** _____

Coaches Attending the Meet _____ **CSCTA#** _____

_____ **CSCTA#** _____

_____ **CSCTA#** _____

_____ **CSCTA#** _____

Cell Phone _____

Chaperone(s) _____

Hotel _____

Phone Number _____



DECEMBER 2012 DIVISION II TEAM CHAMPIONSHIPS

SUBSTITUTION FORM

CLUB _____ CODE _____				
Substitutes (Alternates)	SWIMMER'S NAME	AGE	SEX	S.O. REG. #

For information on this form, please refer to Meet Rules, Alternates.



Facility Policy & Procedures for Meet Management, Officials, Athletes, Coaches, Volunteers & Spectators

Health and Safety Regulations require no outdoor shoes be worn on deck.

Meet officials will provide a safe environment and an organized competition. We are not responsible for the supervision of athletes during the competition and especially during session breaks.

No glass containers, bottles etc. are permitted on deck or in the gallery at any time.

SNC Risk Management/Warm-up procedures are included in this package



October 2012

Dear Coaches;

On behalf of myself and the Jeno Tihanyi University Olympic Gold pool, I would like to welcome you and your teams to our facility.

Please note a few items which will enhance your enjoyment of the facility.

1. **Food is not to be consumed on the pool deck**, only in the dining area or upper hallways. **This is a cleanliness as well as a Health code issue.**
2. **Our pool has banned the use of disposable water bottles during the meets.** Ask your swimmers to bring a personal water bottle for filling at the facility. The Club has set up water coolers for your convenience.
3. **Deck shoes only please.** Let's keep it clean for our swimmers.
4. The shallow end door is for emergency exits and ventilation and is not to be used as an entrance. It may be kept open throughout the weekend.
5. If taping paper to the pool walls, it must be *green painters* tape only.
6. Your banners may be hung from the balcony railings, no duct tape.
Banners are not allowed on the diving towers.
7. The air and pool temperature have been adjusted for your comfort.
8. Crushed ice for pulled muscles is available through the Sudbury Laurentian Swim Club only. The lifeguards do not carry ice.
9. Teams will be allowed into the pool area 20 minutes before warm-ups.

Remember that you are in charge of your swimmers!

If you require assistance, please ask one of the lifeguards on duty.

Thank you

Randy Cavallin

Pool Operator

ACCOMMODATIONS

HOTEL	ROOMS	LOCATION	PHONE NO
AMBASSADOR	44	225 FALCONBRIDGE RD	566 3601
BELMONT INN	37	340 YORK	673 1131
CARDINAL INN	47	1500 REGENT	522 8900
KNIGHT'S INN	35	1145 LORNE ST.	674 4203
COMFORT INN	80	2171 REGENT	522 1101
COMFORT INN	81	440 SECOND AVE	560 4502
DAYS INN	66	117 ELM ST.	674 7517
HOLIDAY INN	204	1696 REGENT	522 3000
FAIRFIELD INN & SUITES by MARRIOTT	81	490 BARRYDOWNE ROAD	560 0111
HOWARD JOHNSON	76	50 BRADY	675 5602
QUALITY INN	100	390 ELGIN	675 1273
BEST WESTERN	45	151 LARCH	673 7801
RADISSON	146	85 ST. ANNES ROAD	675 1123
TRAVELODGE	140	1401 PARIS	522 1100
TRAVELWAY INN	87	1200 PARIS	522 1122
SUPER 8	85	1956 REGENT	522 7600
HAMPTON INN *	121	2280 REGENT	523-5200
HOMEWOOD SUITES*	85	2270 REGENT	523-8100