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Introduction

Swim meets are a great way for swimmers to demonstrate the skills they have developed and the progress they are making from their training and hard work. More importantly, swim meets are a great way for swimmers to have fun by spending time with their teammates. A lot of time and effort are put into organizing and running a successful swim meet. This applies to both the host club, as well as coaches and other volunteers from our club. To ensure that everyone has a great experience with swim meets, this document will discuss HSCs swim meet expectations.

Swim Meet Signup & Entries

Meet RSVP


You will be expected to RSVP to all swim meets throughout the swim season. You will receive an email reminder of the upcoming meet for your swimmer. Please be aware that if you do not explicitly **DECLINE** the meet, your swimmer will be entered in the meet regardless if you accepted or not. There are fees associated with going to swim meets, so if you do not plan on attending, please decline the meet so you and your swimmer do not get charged for it.

To RSVP for a swim meet:

1. Please go to our “ Events” page on our website or use this link below:
<http://www.hanoverswimclub.ca/events>.
2. Find the meet(s) your group is scheduled to attend.
3. Click the Accept/ Decline button.
4. Log into your account.
5. You will arrive at the Athlete Sign Up page, here you will need to select your swimmer’s name under the “Member Name” section.
6. This will take you to the Declaration page where you can accept or decline the meet. There is a notes section, so if you have special requirement (i.e. can only attend a certain day of the meet), please write it in the comment box so the coach knows when your swimmer is available for racing or any other pertinent information.

Note: The meet package, meet schedule, etc. will often be linked to the event, if you want to review for additional information.

The Hanover Swim Club reserves the right to decline a swimmer from attending a meet for reasons such as: unpaid account balances, behavioural or other actions requiring discipline, the swimmer not having the required time standard or if the swim meet has capped the number swimmers our club can send.

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Meet Entry Deadline

Each swim meet has a meet entry deadline. In addition, HSC will typically impose an earlier entry deadline, to allow the coach time to prepare the meet entry files. Swimmer's who have accepted (or have not declined) the swim meet will have their accounts charged the day of the swim meet or immediately after the meet.

Note: Once the meet entry deadline has passed, our club will be charged by the host club for your swimmers' entry. **If you decline the meet after the deadline, your account will still be charged the meet entry fee.**

Meet Entries

Coaches will select what events swimmers will swim at the meet. There are many different factors that coaches consider when selecting the events for a swimmer. If a swimmer wants to race certain events, the swimmer will need to talk their coach prior the entry deadline. This allows the swimmer to take some responsibility for their swim meet. The coach will take the request into consideration, but will ultimately select the events they feel are best suited for the swimmer for the specific meet.

Notes on meet entries:


- Coaches will discuss what events they have chosen with the swimmers prior to the meet entry deadline.
- The coach(es) will determine how many relay teams to enter for the different meet events. Relay teams are finalized on the day of the swim meet. Teams are typically selected based on the swimmers with the fastest times in the specific stroke/distance of the relay. However, other factors, such as swimmer performances during the meet, swimmer behaviour/attitude and risks of disqualifications will also be taken into consideration.
- A list of swim meets will be provided at the start of the season. This list is subject to change throughout the season, with any changes being communicated.

WHAT TO BRING

Swim Meet Apparel

Please pack any HSC branded team apparel and swim caps your swimmer has to wear on deck. This shows team spirit and pride!

Note: While it is always preferred that your swimmer wear their HSC swim caps whenever they are in the water. Swimmers may choose to wear any cap they wish during warm-ups. However, **swimmers are required to wear their HSC caps during races.** The only exception is if you swimmer has a speciality cap (to fit hair, high performance race cap, etc.). These caps must be plain with no logos.

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It is also very important to pack warm clothing for the athletes to wear while on the pool deck. This ensures the swimmer keeps their body temperature warm. How warm an athlete remains can affect how well they race and prevent injuries.

Ideal clothing to pack for every swim meet:

1. Long sleeve shirt, hoodie or parka
2. T-shirt
3. Pants
4. Shorts
5. Deck shoes (indoor shoes only)
6. 2 caps and 2 pairs of goggles
7. 2 towels

Swim Meet Snacks & Drinks

Besides a healthy meal prior to a swim meet (Breakfast, Lunch or Dinner depending on the session), swimmers should also pack snacks to fuel them throughout the session. Aim to pack healthier snack options, as they are ideal fuel for your athlete and will play a role in improved swim meet performances. Snacks we recommend, include:


1. Fruits & veggies
2. Granola or protein bars
3. Trail mix
4. Cheese and crackers
5. Sandwiches
6. Hydration: It is imperative that athletes remain hydrated during the competitions. Pack lots of water, some electrolyte drinks are also okay

Depending on the facility, the swimmer may not be permitted to eat on the pool deck. In this case, swimmers will need to find another location in the facility to eat their snacks.

Commitment to Swim Meets

When a swimmer commits to a swim meet, they are committing to the following:

- To behaviour and attitude that represents the club in a positive manner and is supportive of their teammates and coaches.
- To being at the meet for the entire session (from the start of warm up through all races), heats and finals if required.
- To relays the swimmer is entered into. If your swimmer is placed on a relay team, the expectation is that they stay and participate in that relay. If they leave, the remainder of the relay team will be unable to swim, because there are no substitutions permitted.

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Note: If there is a particular reason you will not be able to attend one of the sessions, or a session in its entirety, please contact the coach(es) in advance of the session, or during the RSVP entry process.

DAY OF THE MEET:

Important! Arrive on deck 15 minutes prior to the start of warm-up.

Coaches are required to hand in “scratch sheets” for any missing swimmers prior to the start of the meet session. If you’re going to be late for warm up, you must notify the coach well before the start of warm-up. Your swimmer will be scratched from the entire session if they are late for warm-up without notification to the coach. Scratches are typically processed about 30 mins before the start of the session, at which point the scratch is entered into the meet management software. If you arrive after this time, the swimmer may be able to be “unscratched”, but additional fees may be charged to the swimmer to allow them to compete in the session.


Other important information for the day of the meet includes:

- Parents are not permitted on the pool deck, so your swimmer should be able to carry their own belongings.
- Make sure your child checks in with the Coach when they arrive on deck.
- Swimmers must warm up with the team (unless directed otherwise by the coach) and follow the coaches warm-up instructions.
- After warm-up, swimmers go back to the area where the team is sitting and wait until their first event is called. Cheering on teammates is great, but it’s also a good time for bathroom breaks, getting a snack, drink, etc.
- The meet usually starts about 10 minutes after warm-ups are over.

Heat Sheets & Psych Sheets

Heat sheets are generated from the meet management software and are organized by Event and Heat #. Each heat will list the swimmers in that heat by lane and will show the swimmers’ entry times. There are different ways heats can be organized, with the most common methods being slowest to fastest and circle seeding. Psych sheets are also generated from the meet management software. These sheets are organized by event and list all swimmers in those events from fastest to slowest. Psych sheets do not show the heat or lane the swimmer will be swimming in.

- Heat sheet and Psych sheets are sometimes emailed out ahead of the meet or can sometimes be found online.
- Heat sheets are sometimes available for sale in the lobby or concession area of the pool.
- Heat sheets and Psych sheets are often available on a phone app related to the meet management software. Most commonly, the “Meet Mobile” app is used at the meets we attend.
- Meet event/results are often available on the “ Meet Mobile” app, where you can get live results. A monthly or annual subscription is required live results.

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- The “Meet Mobile” app allows you to track specific swimmers and clubs, to more easily identify swims of interest.
- Your swimmer should know their event and heat numbers before entering on deck. It is most helpful if your swimmer knows their EVENT - HEAT - LANE before they enter on deck. Younger swimmers write this information with a Sharpie on their hand or arm, as they get older some write it on a card to carry in their pocket.
- When the team entry is sent in, each swimmer and their previous best time (up to the date that the entry file was submitted) in that event is listed.
- If the swimmer is swimming an event for the first time, the swimmer will either be given an estimated time by their coach or be entered as a "no-time" or "NT". A "no-time" swimmer will typically swim in one of the first heats of the event.
- When switching between Short Course (25 meter pools) and Long Course (50 meter pools), sometimes a converted time (a calculation approximating the time based on the differences expected between short course and long course) will be used in the entry. If a converted time is used, don't stress if your swimmer's final time is higher than their entry time! Converted times are approximations only.
- Generally, girls' events are odd-numbered and boys events are even-numbered.


DURING THE MEET

- Swimmers need to pay attention to the Event numbers so that they don't miss their events! (Parents need to pay attention, too, or you'll miss your child's race!)
- Most meets are computerized, so you can see event and heat numbers on the board. You can also follow along on the “Meet Mobile” app or look to see where the results are posted to view.
- Coaches will sometimes discuss a race strategy with a swimmer prior to their race. It is expected that swimmers will follow the agreed upon strategy,

AFTER EACH SWIM

Swimmers & Coaches:

- The swimmer should immediately go to their coach, who will discuss the swim with him/her.
- Coaching feedback varies greatly depending on the swim and the swimmer. Coaches will typically provide:
 - Positive feedback or praise for strengths identified during the race.
 - Suggestions for areas of improvement (for the next race or to work on in practice).
 - Evaluation of the next step/goal the swimmer should focus on.
- This is another good time for the swimmer to go to the bathrooms, get a drink or something light to eat.
- If there is enough time and the coach agrees to it, swimmers may choose to go see their parents between races.
- The swimmer now waits until their next event is called and starts the above steps over again.

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- When a swimmer has completed all of their events and the **coach dismisses them**, they are free to go home.

Note to Parents!

- Coaches should not be finding out the day of the meet that your swimmer will be leaving early due to other commitments. Please inform the coach in advance of the swim meet.
- Make sure your swimmer checks with the coach before leaving the pool deck in case they are on a relay team (usually the last events of a meet). It is not fair to other swimmers who have stayed to swim the relay, to realize that a swimmer has left and they cannot swim.

Parents:

- Tell your swimmer how great they did! The coaching staff will be sure to discuss stroke technique with them. You should instead focus on telling your swimmer how proud you are of them. Remember, you are their biggest fan!
- Send your swimmer back to the team area if the session is on going. Relax and cheer on the rest of the team!
- Coaches are very busy during swim meets and may not have time to respond to emails, messages or calls from parents. This isn't to discourage communication with the coaches, but just to manage expectations.

Finals


Some meets will have Finals for 13 and over swimmers who qualify from their prelim (morning) session. Qualification will typically be by the top 6, 8 or 10 swimmers in their prelim session (depending on lanes in the pool), Sometimes there are A, B and even C finals in larger meets. There will often be "alternates" for finals as well (these are next fastest 1 or 2 swimmers after the qualifiers). Finals typically take place in the evening, after the 12 and under afternoon session.

Expectations:

- Swimmers who qualify or are alternates for finals must inform their coach before the end of the Prelim morning session **if they will not be attending finals**.
- Swimmers who do not inform their coach and who do not show up for finals will be charged the No Show fee levied by the swim meet host per the meet package.

Team Spirit!

Although not all swimmers will make finals, we encourage swimmers and families to return to the pool for finals to cheer on their teammates! It is a great feeling for swimmers to have the support of their teammates and a great experience for spectators to be part of. Let's show our HSC team spirit!

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Deck Entries & Split Time Requests

Deck Entries:

Deck entries are requests for a swimmer to swim in an event they were not originally signed up for. Deck entries are considered exhibition only, meaning you will get an official time, but cannot place in the event.

If your swimmer is interested in a deck entry, please contact the coach the day before the session, as the coach is busy with warm-up, scratches, etc. before the session starts. The coach will ensure that a deck entry does not conflict with the permitted number of swims allowed and will also consider the best interest of the swimmer and the team. Deck entries will be submitted by the coach at the start of session if the coach and swimmer decide that it would be beneficial for the swimmer to take part in the swim. Typically, deck entries are around \$20 per event and would need to be paid by the swimmer at the time of the Deck Entry application at the start of the session.

Note: Many swim meets do not permit deck entries. The meet package will state whether or not deck entries are allowed.

Split Time Requests:


Split times can be used for an official time in a middle distance of a race. For example, you can get an official 50m time in a 100m race. This can be useful for trying to get a certain time standards to qualify for an important meet (Provincial or National Level Championship meets). To ensure fairness and consistency, HSC has adopted the following requirements before considering an official split.

A swimmer must have a recent time that meets the criteria below and will be using the split as a last chance to meet the required time standard:

- 0.5 seconds or less from a 50m time standard
- 1.0 seconds or less from a 100m time standard
- 1.5 second or less from a 200m time standard

Note: Some swim meets may not allow official split entries. The meet package will typically state whether or not split requests will be permitted.

If a swimmer would like an official split, this needs to be discussed with the coach at least one day prior to the scheduled event. The head coach will use the time criteria above, as well as consider what is in the best interest of the swimmer and the team before making a final decision. The head coach will make the final decision and if decided, will submit the Official Split form prior to the deadline. If the head coach is not at the meet or at a specific session, the head coach will delegate this responsibility a single "Lead" coach to make this decision. If there is fee for requesting an official split, the fee will need to be paid by the swimmer at the time the form is submitted.

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Disqualifications & Coaches Challenges

Disqualifications:

DQs are a part of the learning process and a standard aspect of the meet experience. Swimming is a technical sport. Developing the skills in each stroke takes time, practice, repetition, and coaching feedback. Trained officials observe the swimmers during each event. If they observe a stroke, touch or turn infraction, they will fill out a DQ card, which gets passed along to the coach. Often, the coaching staff observes and already knows of the infraction before seeing the card. Almost always, the coaches have already given the athlete feedback about this specific issue during practice and the DQ slip is a good opportunity to reinforce a skill we are already working on. From our youngest athletes up to the elite level, the coaching staff uses each race as a learning experience.

Coaches Challenges:

Sometimes a Coach may receive a DQ slip from an official and question the call or wording on a slip. If this is the case, the coach has up to 30 minutes after receiving the form to challenge the DQ. It is up to the coach to determine if a challenge is needed. The formal challenge process will then be followed by the meet officials.


Coaches at the Meet

Coaches attending swim meets are selected by the club's head coach and added to the meet event file. These are the only coaches permitted on the pool deck during the meet.

- We are very lucky to have many coaches involved with the HSC. However, the number of coaches on the pool deck is limited due to deck space. Normally, we have between 2 and 4 coaches on the pool deck per session, based on the number and age of swimmers.
- Typically, the coaches from the highest-level groups attending a meet will be on the pool deck and will be there to support all club swimmers at the meet. However, other coaches may be selected for reason such as coach development opportunities or based on certain group numbers.
- This means your swimmers' normal coach from practice may not be on the pool deck at the swim meet. However, rest assured that the coaches on the pool deck will be there to provide guidance and feedback for all swimmers!

Last Chance Meets

A last chance meet is a swim competition where a swimmer(s) has a "last chance" to get a certain qualifying standard or time in a specific event to qualify for an upcoming, higher-level competition. When the head coach(es) develops the meet schedule each season, "last chance" meets are already incorporated into that meet schedule. The scheduled meets align with the seasonal training plan developed by the coach. The seasonal training plan has swimmers train differently throughout the season, with the

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intention of having swimmer performance peak at certain times of the season (i.e. for big meets or important qualifying meets). For example, we will train swimmers to peak for Short Course Regionals, which is also a last chance meet for swimmers to qualify of Ontario Age Group championships a few weeks later.

However, there are instances where an unscheduled meet may give swimmers one additional chance to get a provincial or higher-level qualifying time.

Here are the criteria for an unscheduled last chance meet:

1. Last chance meets will only apply to swimmers trying to qualify for a Provincial championship (or higher) competition.
2. Will only apply to swimmers who are within 5% of a provincial (or higher level) qualifying time (i.e. OAG, OSC, National, etc.). The coaches track this time differential throughout the season.
3. The Head Coach will select the last chance meet, based on factors such as impacts on club training, meet location, availability to enter swimmers into the meet, etc.
4. The Head Coach or Assistant Head Coach(es) must be available to attend the selected last chance meet.

Note: It is important to remember, attending an unscheduled, last chance meet takes the coach away from scheduled training for their other swimmers. It also takes away from the coaches personal, free time, as this was not a scheduled club activity accounted for in their contract.

5. Swimmers attending the meet will only be entered in events where they are within 5% of the qualifying time. In some cases, this may mean a single swim.
6. Swimmers must cover all coaching expenses (i.e. hotels, mileage, food, etc.), plus compensation for the coach's unscheduled time. To cover this cost, swimmers will be charged a flat fee of \$200 + normal swim meet fees.
7. A minimum of 6 swimmers must agree to attend the last chance meet. Once committed, there will be no refunds if a swimmer chooses not attending the meet for any reason (i.e. got a qualifying time at a scheduled meet, changes mind on attending, schedule conflicts, etc.).

Requests for a last chance meet can be sent to the head coach for consideration. The head coach may also look for unscheduled last chance meets. All swimmers within 5% of the applicable qualifying time will be given the option to attend the last chance meet.