



Hosting Ontario Competitions

Information Guide for Meet Managers

DOCUMENT DESIGNED FOR 2009-2010 COMPETITIVE SEASON
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PREAMBLE - HOSTING AUTHORITY

1. Synchro Swim Ontario, as the governing body of synchronized swimming in Ontario, sanctions and provides services for annual competitions and championships, and as such, is the final authority on all issues relating to these events.

2. The Host Club is responsible for servicing the constituent synchronized swimming community and, from time to time clubs are expected to host competitions and championships as a responsible member of Synchro Swim Ontario.

3. Together, Synchro Swim Ontario and the Host Club are desirous of organizing a quality event and while recognizing the significant volunteer commitment required, consider the events as an opportunity for the Host organization to enhance its community profile and raise funds, in addition to the cost savings accruing to the club who would otherwise travel to participate in the competition and or championship.



A. Ontario Competition Jurisdiction Outline

Although these guidelines are designed to meet the needs of those organizing Regional and Provincial Competitions, they can be of assistance in the effective organization and operation of any competition or meet at any level.

For the 2009/2010 competitive season, the following events are under Synchro Swim Ontario's jurisdiction:

1. Lisa Alexander Figures Meet and Testing
2. Ontario Winter Games Trials (all regions)
3. Provincial Trials
4. Provincial Championships
5. Ontario Winter Games
6. Central Region Championships
7. East Region Championships
8. West Region Championships
9. North Region Championships
10. Ontario Masters Open Championships
11. Ontario Age Group Championships
12. Ontario 12 & Under Open Championships (Trillium's)

For information on any of these competitions, see the Provincial Guidelines. These meets are pre-sanctioned by Synchro Swim Ontario. All matters pertaining to the effective operation of these events should be directed to Synchro Swim Ontario.

B. Financial Obligations

For each competition or event held that falls under the jurisdiction of Synchro Swim Ontario, a financial agreement must be reached between the Host Club and Synchro Swim Ontario. Although the following information is to be used as a guideline only, it does indicate how the revenues and expenses of the meets are generally shared. Remember, all expenses directed towards Synchro Swim Ontario must be discussed with, and receive prior approval from Synchro Swim Ontario, or they will not be paid by Synchro Swim Ontario. Budgets are to be submitted to the Synchro Swim Ontario office at least 8 weeks prior to the competition and a final report submitted 4 weeks after the event.

Revenues collected by:

Host Club

- Admissions/Ticket Sales*
- Merchandise Sales*
- Sponsorship*
- Program Sales*
- Advertising*

Synchro Swim Ontario

- Entry Fees
- Merchandise Sales*
- Sponsorship*

Expenses paid by:

Host Club

- Hospitality*
- Equipment, as needed*
- Program preparation*
- Merchandise costs for club resale items*

Synchro Swim Ontario

- Pool Rental*
- Room Rental*
- Awards*
- Videotapes*
- Travel, Accommodation & Per Diems for personnel such as Judges, Referees, Scorer, etc.



****It is imperative that the details of the 2009-10 Hosting Agreement are read and adhered to with regard to this overview. This agreement is signed by the host club and the province. If you do not have a copy of it, please contact the Meet Manager and/or your club President.***

C. Areas of Responsibility

Throughout the planning and executing phase of the competition the Meet Manager will work in consultation with the Synchro Swim Ontario staff, to ensure the successful staging of the event.

Synchro Swim Ontario names the following liaison representatives for the purpose of consultation with the Organizing Committee:

- a. The Executive Director, to interpret and make operational the terms of this Agreement and provide guidance where the Hosting Agreement and Meet Managers Guide are concerned;
- b. The Projects Coordinator for administrative items such as competition packages, mail outs, awards, etc. and assistance in competition issues;
- c. The Sport Development Manager, to direct and coordinate all sponsorship and merchandising for the competition, as well as program information.

All information packages and schedules prepared for events under the jurisdiction of Synchro Swim Ontario by the Meet Manager must be approved prior to being distributed by Synchro Swim Ontario.

Synchro Swim Ontario will coordinate, through the Officials Representative and the Projects Coordinator, the selection of Judges and Chief Referee/Referees for the various events, and will also be responsible for their expenses as they are outlined in the Synchro Swim Ontario Financial Policy, and the Competitions Hosting Agreement.

The VP Competitions, in conjunction with the Provincial Scoring Consultant will designate the Scoring personnel for the meets. Each Region is required to provide *trained and approved* scoring personnel from within its membership to work at Regional Championships. Scoring clinics are held to train persons for this role. Although the Host Club must provide at least one computer for the meet, the availability of a second computer is preferable.

The Projects Coordinator is responsible for the procurement of the appropriate awards for all meets, however, the Host Club will be responsible for providing a volunteer to handle awards ceremonies and the organization of any award ceremonies and/or Athletes' Parade. If applicable, the Meet Manager must ensure that all awards and trophies are in place for presentation at the appropriate time and location. More information on trophies can be found in the Meet Manager Job Description. .

NOTE: The Host Club is responsible for the preparation and presentation of all awards for each event. Various dignitaries such as the events Namesakes, the Mayor of the Host City, the Host Club President, Meet Officials, athletes who have achieved outstanding success, Synchro Swim Ontario Staff and/or Board members may be asked to present the awards.

D. Meet Manager – Information & Key Items

The Meet Manager is responsible for the overall running and planning of the event and is to ensure that all components of the *Hosting Agreement and Meet Manager Guide* are understood and adhered to by the Host Club and it's volunteers. The Meet Manager must review all aspects of this document to ensure there is a clear understanding of all volunteer responsibilities of which they are also responsible.

In Partnership with other Coordinators on the Host Club's Competition Committee, and in addition to items further listed in the Meet Manager Guide, the Meet Manager is to ensure the following:

- i. *Committee* - A Core Committee Group should be formed as early as possible in your work. It is recommended that this group include the following:



- Assistant Meet Manager
- Hospitality Coordinator
- Volunteer Coordinator
- Program/Advertising Coordinator*
- Marketing/Promotion Coordinator*
- Awards/Ceremonies Coordinator

A clear division of responsibilities should be established from the onset in order to avoid problems within the group. Many clubs find that it is helpful to have an Assistant Meet Manager so that, for succession planning purposes, they will always have a volunteer well versed in the responsibilities of meet management. However, please be clear that the contact between Synchro Swim Ontario and the Host Club will be with the Meet Manager, as stated in the Host Agreement.

- ii. *Meetings* - It is important that regular meetings of this group occur so that the various responsibilities and details can be reviewed on a consistent basis. These meetings will likely become more frequent as the event draws near. Agendas and Minutes from each meeting must be kept on file by the Meet Manager for 3 years, or may be forwarded to Synchro Swim Ontario for filing. A list of meeting dates, locations, etc must be submitted to the office for Ministry reporting purposes and a blank form is attached as appendix B.

* Important: Refer to various areas of the Hosting Agreement for information on Merchandise, Sponsorship and Advertising. Please note that Synchro Swim Ontario merchandise will arrive to the Meet Manager along with two forms:

- Confirmation of merchandise received by the club – to be signed by the club representative and returned to the office prior to the event
 - Summary of returned items – to be completed and returned to the office with the merchandise and payments
- iii. *Facility Bookings* - Once a club's bid has been confirmed, it is imperative that the Meet Manager reconfirms the pool time with Synchro Swim Ontario and the facility. Also, in your arrangements with the pool facility, ensure that there is wheel chair accessibility to the facility, change rooms and deck. If not, please ensure special arrangements are made to accommodate special needs athletes. The Host Club must ensure that lifeguards are ON DUTY and actively guarding the facility (as per the Ontario Health Regulations) during ALL aspects of a Synchro Swim Ontario event. Also start to plan the equipment needs (i.e. tables, chairs, etc.) and gather information about the availability of photocopying services. Discuss the Judges Room with the Hospitality Coordinator arranging for a secure room, large enough to provide tables and chairs for all officials to store belongings, hold meetings, take breaks and eat meals. This room should be located as near to the pool as possible. It is preferable for this room to have running water and electrical outlets.

Pool contracts are to be submitted to Synchro Swim Ontario with their bid application or and no later than September 30. See the 2009-10 Hosting Agreement for important information on payment of pool expenses.

- iv. *Meet Package* - The earlier the meet package can be prepared for distribution, the better. Synchro Swim Ontario has a schedule each year that outlines the target dates for mail-out of packages and registration deadlines. As a rule, count on the registration deadline being one month prior to the actual start of the meet, with the complete entry package available on the website approximately eight weeks in advance of the deadline. It will not be sent out by regular mail. The Synchro Swim Ontario Projects Coordinator will create the package, however, the Meet Manager is responsible for providing Synchro Swim Ontario with all the elements of the package that are meet specific.



Information on competitions will be posted on the website and may be distributed by email to clubs. Changes will be made to the website as they are available. The information in the first package that the Meet Manager must provide includes:

- Meet manager's name, address, phone number, fax number, e-mail, etc.
- * Map of pool area, listing main intersections in each direction, the parking facilities available with the costs noted.
- * A list of points of interest for visitors to your city.
- Electronic version of pool diagram, including dimensions and depth, deck space, etc. (Usually this is available from the pool office).
- Contact the Sport Development Coordinator for information surrounding the selection of hotels. Within your information, include the contact information for two or three hotels (with room fees) as well as a variety of restaurants close to the pool/hotels.

v. *Hotel* - Hotel arrangements (with wheel chair accessibility) should also be made at this time. Blocks of rooms at two or more reasonably priced hotels should be reserved so that clubs have a choice in accommodation. Synchro Swim Ontario currently has a Hotel sponsor, which will affect hotel bookings. Please contact the Sport Dev. Coordinator for details. If a sponsor hotel is in you're area, that hotel must be used. Clubs are then responsible for making their own bookings. Synchro Swim Ontario requires that the host club inquire as to whether blocks of rooms are needed for meet personnel (officials). Please contact the Projects Coordinator for that information **at your earliest convenience** and confer with the Committee's Hospitality Coordinator.

vi. *Photocopier* - If on-site photocopying is not available, start investigating other possibilities. It is preferred at any meet that a high-speed photocopier be available throughout the meet, (preferably one that collates and staples). Due to the challenges of attaining low-cost or no-cost photocopiers for meets and the escalating rental fees, it is no longer required that results be available for sale to the general public so a high speed photocopier may not be necessary. Results must be posted at the meet and will be posted electronically on the Synchro Ontario website after the competition. They are still needed for coaches, general posting and club folders so copying of some sort is required. At all Ontario competitions, results will **FIRST BE POSTED IN A LOCATION FOR VIEWING BY COACHES** (preferably on the deck) and then in a public location for parents, and/or athletes. It is beneficial if the location for deck posting remain the same so coaches are aware of where they can find results prior to the general public. Should you desire to provide full service for results, pages can be taken to a printer for duplication. Historically, between 2000 and 5000 sheets of paper should be available for the meet and close to 8000 sheets may be needed for the Ontario Tier Championships should you wish to provide all copies.

vii. *Sound System* (Regional & Provincial) - For all Regional Meets, the Host Club shall be responsible for providing all necessary sound system equipment (with CD capabilities). Systems must be able to accommodate CD's. For all Provincial Meets, the Host Club will require **two** sound systems (with CD capabilities). Upon request, Synchro Swim Ontario may be able to assist in providing this equipment.

viii. *Judges Seating* - Host Clubs are required to provide adequate chairs/risers for officials during a Synchro Ontario event. Should a club wish to use the Synchro Ontario official's chairs, they may be booked.

ix. *Videotaping* – **Please see Appendix A for instructions on videotaping of events.** You will need to select a volunteer to complete this task. The videographer should speak to the Chief Referee to determine the best spot for filming. *It is imperative that the DVD person understands the importance of their job – penalties are assessed using their filming and it is crucial that they follow the guidelines in Appendix A of this Meet Manager Guide. Further to use at the competition, the Officials Rep uses these DVD's for officials training courses and workshops and clarity and good filming is key. The Chief Ref and/or seasoned officials can help with additional questions.*

x. **SOCAN** - *SOCAN is the Society of Composers, Authors, and Music Publishers of Canada. When music is used at an event those composers, authors and publishers get paid as per the Copyright Board of Canada Tarrif No. 9 for Sport Events. Synchro Swim Ontario is required to comply and sends in*



quarterly reports and payments. At this time, Synchro Ontario will be covering all competition fees we incur and forward to SOCAN. The meet manager's job is to ensure ticket sales at a competition are tracked and the reporting form is submitted.

Regardless of who pays the fees, you must complete and return the form (found at the end of this guide, Appendix B) within 2 weeks of your event. Complimentary tickets are valued at half the lowest price paid for a sold ticket from the same ticket category in the same event.

- 1. Track all ticket sales by recording the number and value of tickets sold on the attached excel sheet (formatted to calculate totals for you) or on a hard copy version in the back of this guide.*
- 2. Remit completed sheet to Synchro ON within 2 weeks of your event. Send to lmakins@synchroontario.com, or fax to 905-572-7700. **DO NOT put the copy in the bin.***
- 3. Please try to maintain your event budget with a **ticket sales line item that matches the information you submit** to Synchro Ontario in the event of a SOCAN audit.*

xi. *Pre-swimmers* - The Meet Manager must ensure appropriate pre-swimmers are available for each event at the competition. The Projects Coordinator must be notified as soon as pre-swimmers are selected to adjust the schedule as needed. The coaches in your club are often valuable sources of ideas. If you need to go outside of your club, remember that most clubs are quite happy to provide pre-swimmers for a meet. The pre-swimmers gain experience and the chance to improve their routines based on the judges' comments.

Notes:

- If you cannot find any solo pre-swimmers, you may consider having a duet swimmer swim their routine on their own.
- Each routine should have two pre-swimmers. Their skill level should be as close as possible to the same level as the competitors.
- In addition to utilizing other clubs, university teams may be interested in this venture.
- Figure panels must have two pre-swimmers. It is possible for 1 pre-swimmer to do two panels. Again, make every effort to match the level of the pre-swimmer to the athletes in the event.
- While not required, it is a nice gesture to give each pre-swimmer a small token of your appreciation.

xi. *Entry Forms, Competition Supplies*

- Electronic registration instructions can be found within the computer file. Hard copy registrations will go to both Synchro Swim Ontario and the host club, with payment to the provincial office.
- Keep DATED notes of all correspondence, phone conversations, follow-up, etc. with any clubs with whom you have dealings.
- It is the responsibility of the Projects Coordinator at Synchro Swim Ontario to inform the Chief Referee of any late entries or incomplete forms before the meet starts. The Chief Referee will be responsible for collecting any and all appropriate fines prior to the start of any aspect of the meet (i.e. spacing time).
- Forward a copy of all entrants to the individual responsible for preparing the program.
- Keep a copy of all entry forms for your own use and make sure they are available at the meet in case the Chief Referee requires them
- The Projects Coordinator will create a revised schedule with final approval of the Chief Referee. The Projects Coordinator will adjust the schedule based on the final entry numbers. Posting of the revised schedules on the Synchro Swim Ontario website will be done by the office. The Judges and meet officials must receive the final schedule and the music operator needs the spacing schedule
- The Chief Referee will draw the Figure Groups for each Tier (at applicable meets) competition according to the timelines listed in the Provincial Rulebook.
- Make Panel Number and Figure Group signs for all figure events.



- Confirm pool and staff bookings according to the final schedule.
- Prepare Results Envelopes or Files for the following:
 1. One per club
 2. Chief Judge
 3. Chief Referee
 4. Synchro Swim Ontario
- A program shall be made available in the envelopes for each of the above prior to the start of the practice time. Please include two copies of the program in the Results Envelope labeled for Synchro Swim Ontario.
- Supplies for Judges and Officials are provided by Synchro Swim Ontario (e.g. flash cards, panel markers, official's stationary supplies). Check with the Chief Referee to ensure that these supplies are picked up by either the Chief Referee or someone from your club - they must be on the deck when the Chief Referee arrives and returned to the Synchro Swim Ontario office within one week of the end of the competition.
- Ensure that all members of the Core Committee are on track with the various members of their own individual committee.

xii. Scheduling – Once all entries have been received, Synchro Swim Ontario will post a tentative schedule on their website. Clubs can request a sample schedule on the website and should further modifications occur, they will also be posted. Clubs can request a sample schedule from the previous year's meet to use as a guideline for event times.

xiii. Spacing - The Meet Manager is responsible for coordinating all spacing time on deck and may not have the presence of officials at this time. In addition to the music people, it is helpful to have a second person on deck to assist the Meet Manager. Spacing must start on time and continue to run on time, so please ensure that no club has an extension to their allotted time. Spacing is not guaranteed at all meets and is utilized when possible.

Synchro Swim Ontario determines the total amount of spacing time available for the competitions. How much time is assigned to each club is determined by the amount of available pool time. The Meet Manager will confirm the times with the Projects Coordinator and, using the designated time, compile and distribute the spacing schedule to all participating clubs and to the Projects Coordinator. This should be done approximately two weeks prior to the competition.

Optimum spacing time:

- 5 minutes per solo/duet
- 7 minutes per team
- Special Needs – time allowance sufficient to allow for athlete in wheel chair to enter and exit

If spacing time is limited, the time per routine should be cut back to the actual routine length time limits. Solo and duet spacing may be cut from each club's time and open solo/duet spacing time may have to be scheduled. While all attempts must be made to maximize the spacing time given, short breaks must be written into the schedule. While all clubs are allowed to request the time they would prefer spacing, clubs traveling the greatest distance will be given first choice, where possible.

xiv. Tapes - It is the responsibility of each Coach to present their club's tapes/CD's to the Music Coordinator at least 30 minutes prior to the start of their designated spacing time in the correct order of play. Fines must be collected if this item is not observed, see Synchro Swim Ontario Rule Book for details.

xv. Awards – Working as appropriate with the Awards Coordinator, all awards and trophies must be in place, damage free and ready for presentation at the competition being hosted. Synchro Swim Ontario Projects Coordinator will provide the Meet Manager with all awards



(excluding trophies) to be presented, along with an itemized list indicating the each event and its corresponding awards. She will also include a Trophy Return form showing the list of trophies and the clubs who are returning them. This completed form is to be returned to the office with the meet supplies. *Trophies for Lisa Alexander and Age Group Championships for this season may be gathered in a different format due to changeover in competition design. Watch for further information as it becomes available.*

Prior to the event, Synchro Swim Ontario Projects Coordinator will provide a list of trophy winners from the previous season and the trophies they possess to the Meet Manager. The Host Club must ensure that all trophies are on-site, damage free and ready for presentation at their competition.

Immediately note any damages to returned trophies and notify the Synchro Swim Ontario Projects Coordinator. All clubs are responsible for the engraving of, and repairs to, any damage or loss to Provincial trophies while their Club or Swimmers are in possession of the trophy/plaque.

Designate a safe, convenient location to put trophies as they arrive from clubs. The person delivering the trophy must sign off with the Meet Manager, indicating the condition of the trophy, including any damages noted, and that repairs will be charged back to the club returning the trophy. If this document is not provided to Synchro Swim Ontario upon completion of the meet, the Host Club will bear the cost of any repairs required. Any damages to returned trophies must be reported to the Projects Coordinator (written form to follow), and be repaired immediately.

Pick-up/Delivery – It is the Meet Manager's responsibility to pick up and return all items for the competition such as awards, bins, trophies, sound systems, judges chairs, etc. This may involve planning a trip(s) to the Synchro Swim Ontario office in Hamilton (judges chairs are in Toronto).

E. Equipment List

General Equipment Checklist

- 12 tables and 60 chairs for ENTIRE competition
(A table must be available for exclusive use by referees only with the location to be determined by the referees, as well as 1-2 tables for exclusive use of the Scorers)

Routines

- Risers and chairs for judges
- 2 - 3 tables and chairs for music equipment and tapes
- 2 tables and 3 chairs for timers and announcer
- Tables and chairs for computers and scorers
- Chairs for runners
- Pencils, markers, masking tape, whistle, string, clothespins for committee use
- Hand stamp(s) for entrance
- Completed Announcer sheets - check with Chief Referee
- Copies of draws for Announcer, Chief Referee and Music Operator for each event
- Video camera and tripod
- TV/equipment capable of playing back the taped events on site (speak to Chief Referee) – needed for all events with required elements
- Stopwatches *
- Stapler, ruler, etc.*
- Flashcards*

Figures

- 12 chairs per panel
- 1 table per panel



- Large signs with figure names
- Judge's panel markers
- Pencils, sharpeners, calculators for each panel
- Chairs for judges, panel referee and marshal
- Flashcards and pool markers *
- Figure graph sheets - 2 sets for outside scorers, 1 set for middle scorer*
- 2 clipboards per panel *

LTAD/CS4L (for more details, contact the Sport Development Manager in advance, or the Chief Referee at the event)

Speed and Stamina events (*enough equipment is needed to fill all lanes of the pool*)

- *12-24 flutter boards in good condition and similar in design if possible*
- Chairs (3) and table for scorer
- Chairs at both ends of pool for timers
- Stopwatches*
- Pencils, clipboards, and chits*
- Lane number marker (can be on back of timer chairs)

Suppleness (Split testing)

- *Masking tape for floor (approximately two to three 6-foot lengths per station as determined by referee)*

Strength (contact Sport Development Manager)

- TBA

Landrill (for more details contact the Sport Development Manager)

- 10 regular chairs for judges
- Clipboards (one per judge)*
- Table and 3 chairs for scoring
- CD player suitable for the room size

* These items are supplied by Synchro Swim Ontario and will be in the Chief Referee containers.

F. Hospitality Coordinator – This is a very important job. Officials are volunteers, officiate at early morning through to the end of the day, do back to back events, and often volunteer weekend after weekend. The time in the Judges room is really important. Synchro Ontario and the clubs desire to have a pleasant and “tasty” experience for them as it is their time to rejuvenate before hitting the deck again to serve our synchro community.

Working under the direction of the Meet Manager, responsibilities include:

- *Arranging for/providing full transportation (**Divisional or National level meets**) for all officials for the duration of the meet and requires a separate committee/coordinator. Sometimes at Provincial level meets, the host club may be asked to provide transportation for the judges, referees, and scoring personnel between pool and hotel accommodation, however, this is not a common occurrence.*
- Make preliminary arrangements with all the hotels selected for the meet (ensure wheel chair accessibility). Also see Meet Manager Responsibilities.
- Arrange for the organization of meals and snacks for all of the Judges, Officials, and Volunteers for the length of the entire competition (including spacing time).
- Confer with the Meet Manager on meal and snack times as the event draws near and after most alterations have been made to the schedule.

- Ensure that there are adequate facilities available for officials of both genders to use as change rooms.
- Arrange for a secure room, large enough to provide tables and chairs for all officials to store belongings, hold meetings, take breaks and eat meals. This room should be located as near to the pool as possible. *It is highly recommended that this room also be equipped with a working refrigerator, running water, electrical outlets, and working heating appliances to properly prepare food and refreshments for judges. Please refer to Appendix C for more details on safe food handling.*
- Ensure that sufficient hot and cold drinks are available throughout the competition.... Ensure there is an abundance of cold bottled water.
- During Figure and Routine events, the judges and volunteers on the deck should be provided with water. The distribution of water during an event is a task for an *adult volunteer*. Experience has taught us that young assistants do not always realize the importance of on-deck protocol.
- Ensure that sufficient hot and cold drinks are available throughout the competition in the Judges Room.
- If possible please arrange a **variety of food** for the days of the event. By the third day of a meet it can be somewhat depressing to see either leftover or repeat food. *See Appendix D for a sample list of food items for meals and snacks – please be sure to refer to this list!!*
- The following is a list of suggestions for meals and snacks:

G. Program Coordinator

Working under the direction of the Meet Manager, responsibilities include:

- Determine the size and design of the program based on the competition you are hosting and committees decision.
- Obtain programs from past meets for ideas.
- Sell advertising for the program if your club is looking to offset expenses and fundraise. Usually ads are sold in 4 sizes:
 - Business card
 - 1/4 page
 - 1/2 page
 - Full page
- Do not hesitate to contact Synchro Swim Ontario for assistance in this regard. *Synchro Swim Ontario receives four (4) full pages, free of charge for their use.* Contact the Sport Development Manager no less than two weeks before going to press to collect advertising items.
- Refer to various area of the Hosting Agreement for more information on Advertising and Sponsorship.
- Although costs associated with the creation and printing of programs vary, \$4.00 is considered to be the higher end of the selling price of a program. Clubs are free to set the price as they see fit and are not bound to the suggested maximum. When establishing the cost, make certain that the price of your program is reasonable and ensure that you do not lose money.
- Enquire with other clubs who hosted a similar meet to see the numbers of programs produced, sold, etc.
- Programs are provided for each club and Synchro Swim Ontario via their file/wall envelope, plus approximately 20 for meet personnel (scorer, announcer, music personnel, Referee, etc.). This should be available at the beginning of the meet in the coach's file/wall envelope.

Programs should include the following:

- Tentative Schedule of all events (preliminary and final)
- Copies of all draws, using full names and club designations
- List of all meet Judges and Officials (full names). Do not include a listing of the judges' *panels*, only a list of names.



- List of the organizing committee members.
- Welcome letters from Club President, Synchro Swim Ontario, and any local politicians.
- Club roster lists, with coach names.
- General thank-you to meet sponsors or those who donated goods/services.

H. Volunteer Coordinator

Working under the direction of the Meet Manager, responsibilities include:

- Provide all volunteers needed for the running of the event. Host Clubs are required to provide all necessary resources for the event they are hosting independent of other clubs participation. Host clubs are not to expect volunteer, fundraising or other participation from other clubs while planning or running a Synchro Ontario event.
- Find the appropriate number of volunteers to cover each task associated with the meet.
- This list will include, but not be restricted to the following:
 1. Photocopy person: This person must be available at all times throughout the meet, perhaps necessitating the job be shared by 2 or 3 people (but never more). Pending the size of the competition, the job of the photocopier can be a very complicated task and requires people that are very reliable and organized. This person will report to the Chief Referee at all times of the meet for directions on what needs to be copied, and where/when to distribute/post the information.
 2. Announcer: This job is easiest if no more than two people handle it for the length of the meet, thus ensuring consistency. The announcer(s) must have a clear speaking voice, clear enunciation skills and must be comfortable speaking with a microphone.
 3. Music Operator: Two individuals are preferable for this position.
 4. Assistant Hospitality Coordinator: Perhaps one per day for the length of the meet.
 5. Figure Personnel: Assuming there are 4 panels of judges, you will require:
 - 4 Panel Referees
 - 4 Marshals
 - 12 Scorer-Recorders
 - 1 Runner
 - 1 Reader for computer scores
 - 2 Floaters

Try to have at least one experienced recorder on each figure panel. Please consult with the Synchro Swim Ontario Projects Coordinator to confirm the number of volunteers that you will require.

6. Routine Personnel:

- 1 Announcer
- 1 Music Operator
- 2 Timers
- 2 Runners
- 2 Floaters
- 1 Videographer – instructions surrounding this position are found in appendix A.
- Begin working with club members in filling position openings. Give specific times and job descriptions to those who will be volunteering. If you are able, offer written information on the position and/or call a meeting for those who are requiring more assistance.
- Keep a complete list of all volunteers' names and phone numbers so that "Thank-you" notes can be sent out after the event is completed.
- Draw up a volunteer schedule and post it where it can be easily followed when your helpers arrive at the pool (and should also be available to the Chief Referee for reference). It is also usually a good idea to forewarn your volunteer staff about wearing cool, comfortable clothing to the pool. White attire is not necessary for volunteers. Many use this as an opportunity for their volunteers to wear their own club T-Shirts.



7. LTAD/CS4L Personnel:
Speed and Stamina events:
2 Runners
1 Timer per lane, plus alternate – all lanes are to be used
1 marshal
- Suppleness (Split testing) and Strength events:
1 marshal
1 recorder/marshal per panel
8. Landrill Personnel:
1 Marshal
2 Scorers
1 Music Operator
1 Runner
1 Reader/Announcer

I. Awards Coordinator

Working under the direction of the Meet Manager, responsibilities include:

- Choreograph awards presentation
- *The place and time of awards for the posted event is to be written on all results before copying, posting and distributing to ensure all winners are aware of their award ceremony. The award times are also to be announced during the meet. Even if award schedules are as written on the competition schedule as determined in advance, they should still be written on each of the results sheets.*
- Arrange awards table with white tablecloth (or sheet)
- Arrange for presenters (e.g. Synchro Swim Ontario Board member, Club President, Chief Referee, Local Dignitaries, Sponsors, etc...)

J. Meet Personnel Responsibilities

Parents, relatives and friends of the swimmers usually assume these tasks.

1. Figure Panel Referee (Reader)(unless otherwise specified by Synchro Swim Ontario):
 - For Figure Event
 - Read out Judges' figure marks to the recorders
 - Responsible to the Chief Referee
2. Marshall:
 - For Figure Event
 - Line up swimmers according to their number
 - Ensure swimmers enter water in the correct order
 - Responsible to the Panel Referee and Head Judge
3. Scorer-Recorder:
 - Mark down Judges' scores, add together
4. Announcer:
 - For Routine Events
 - Announce competitor names and Judges' marks over the P.A. system
 - Make announcements as requested by the Chief Referee
 - All announcements must first be approved by Chief Referee
5. Runners:

- Pick up graph sheets from recorders during figure events and pick up Judges' chits during routine events
 - The runner must move quickly and must be aware of all pool rules (e.g. no movement during routines)
 - Runners must be alert at all times (children often got bored with this job and are often not alert to protocol)
6. Timers:
- For Routine Events
 - Record time from the start to the end of music, making note of the time used for deck work
 - Event referee will inform timers of time limits and review use of the stopwatches
 - Timers will inform the referee if the routine is not within the time limits
 - The referee will assess any penalties where appropriate
7. Photocopy Person:
- i. At all Ontario competitions (appendix C, #7), results will FIRST BE POSTED IN A LOCATION FOR VIEWING BY COACHES (preferably on the deck) and then in a public location for parents, and/or athletes. It is beneficial if the location for deck posting remain the same so coaches are aware of where they can find results prior to the general public. After posting results for coaches, copies are placed in club folders and posted on the wall for the general public (and sold if desired).
 - ii. *The place and time of awards for the posted event is to be written on all results before copying, posting and distributing to ensure all winners are aware of their award ceremony.*
 - iii. Responsible for keeping all original printouts in a place where they are never to be given out. *One FULL copy of the results is to be returned to Synchro Ontario in the bins.*
 - iv. Responsible for printing all results and distributing to clubs via envelopes
 - v. Meet officials may also request copies of results
 - vi. Reports directly to the Chief Referee or Event Referee
 - vii. Check with Meet Manger for photocopying that is required for officials, such as the Scorer/Recorders for Figures events. Sheets to be copied are included in the Sample Pages section with specific instructions for the Scorer-Recorders during a Figure event. Please photocopy these pages and tape a copy to the table to be used by the Scorer-Recorders at each panel.
8. Door Manager/Admissions:
- Monitors entrance to gallery, sells tickets, programs, meet merchandise and copies of results **as per the Hosting Agreement**
 - Several people will be required for this at all times
9. Music Operator:
- For Routine Events and Spacing (and LTAD when applicable)
 - Collects and organizes tapes/CD's in order of swim for spacing, and then for routine events according to draw sheets
 - Assisting during spacing is invaluable
10. Spacing:
- The Meet Manager or designate and assistant makes sure Coaches know when their time starts and finishes, and runs spacing
11. Floater:
- Passes out water to Judges, Referee, Scorer, Music and Announcer
 - Assists in traffic control on deck

- Generally assist everyone and fill in where needed

K. During the Competition, the Meet Manager Should:

- *Be in regular communication with the Chief and/or Assistant Referee*
- *Out of respect for the volunteer, ensure that the referee is aware of unneeded volunteers so that alternate volunteer duties might be found instead of sending them away.*
- Be on deck early to ensure that set-up is proceeding according to plan.
- Ensure the set-up of pool facility is as the Chief Referee wishes.
- Designate a suitable area for the videotaping of all events. See Appendix A.
- Ensure sufficient space for wheel chair access to pool deck for special needs athletes, as swimmers may enter at a point of their choosing.
- It may be necessary to rope off a section of the gallery for the judges during routine events.
- Be the link with the pool staff.
- Provide copies of forms/sheets for the Chief Referee, such as those in the Sample Pages section. For example, there are specific instructions for the Scorer-Recorders during a Figure event. Ensure these are photocopied and tape a copy to the table to be used by the Scorer-Recorders at each panel. Other generic forms/sheets may need copying.
- Put copies of all draws on the wall for the athletes to see prior to the start of spacing time.
- Prepare a list of pre-swimmers for the referees...duplicate copies may be needed. See Section O.
- Assist the Chief Referee in posting panel and figure group signs during figure events.
- Post draws for final events - make sure the Music Operator, Chief Referee and Announcer all have copies.
- Assist the Chief Referee in keeping all unauthorized people off the deck.
- Get printout of results from Scorer at the conclusion of each event - send for photocopying and post, as per the Rulebook, Section C #7 and instructions found under the Photocopier section, above.
- Post Results in an orderly fashion so that viewers can easily find what they want - all pages look the same. Some meets have used different colours for the different age groups in order to avoid some confusion (i.e. yellow for Tier 1, pink for Tier 3 and green for Tier 6, etc.).

L. Post Competition Requirements:

Return in/with the bins within one week of the competition ending, send to Synchro Swim Ontario the following:

- VHS tapes/DVD's & marks – See Appendix A of this document – this is very important as the Officials Rep will be waiting for them***
- Complete set of results and 2 copies of the program for our files (return in bins)*
- Referee material and officials' supply to the Synchro Swim Ontario office (in bins as provided). Pending the season and upcoming meets, bins may be needed within a few days of the competition.*
- Unsold merchandise, forms, cash/cheques*
- Trophy return sign-off sheet*

Within 2 weeks of the competition ending, send to Synchro Swim Ontario the following:

- SOCAN form (Appendix B)*
- Final Budget*
- Any receipts and expense forms*



Appendix A Synchro Swim Ontario Videotaping Instructions

Synchro Swim Ontario requires that videotapes be taken of all routine events at competitions. This is done for two reasons: for tape review in the event of a discrepancy of required elements at a competition where penalties may be given; and for use in Judge training courses and workshops. Please ensure that the following guidelines are followed.

1. The **Meet Manager** should designate a suitable area for the videotaping to take place. Rope it off and clearly mark it prior to the arrival of spectators. Ensure that it is away from the audience so that there are no obstructions to the taping of swimmers or the sound of the music (i.e. backs of people's heads, hearing people "chatting" in the audience, etc.) The Meet Manager should confirm the videographer's location with the Chief Referee prior to the first event.
2. The camera needs to get a "sideways view" of the swimmers.
3. Never tape when the camera faces the window. Glare makes it very difficult to see the swimmers.
4. Use of a tri-pod is beneficial.
5. Do not zoom in and out if it eliminates part of the team/pattern. Try to keep consistency in your filming.
6. Announce the swimmer number verbally as well as with a flashcard, which is placed in front of the camera, to indicate which competitor is swimming. Flashcards are available from the Chief Referee. Be clear when defining pre-swimmers vs. competitors.
 - a. PRE-SWIMMERS should be announced as:
 - i. "Pre-swimmer number 1, (club name) Synchro"
 - ii. "Pre-swimmer number 2, (club name) Synchro"
 - b. COMPETITORS should be announced as per the announcers message as follows:
 - i. Team events - "Competitor number 1, (club name) Synchro"
 - ii. Solo events – "Competitor number 1, (swimmer name/club name)"
7. Ensure that the tape runs throughout the reading of the judge marks.
8. Immediately after the event, the videographer must take the tapes and equipment needed to view the tapes to the Chief Referee in the event that a review of a routine is needed.
9. Do NOT tape over any events.
10. Important: After the competition, the Synchro Swim Ontario office requires clearly marked copies of all tapes in VHS or DVD format. Videocamera tapes will not be accepted, as VHS or DVD tapes are used for training purposes. Hard copies of the scores (individual scores and event results) must accompany each tape. Those scores are available from the Scorer at the event. Synchro Swim Ontario will re-reimburse host clubs for the cost of the blank VHS/DVD's.

***Synchro Swim Ontario extends sincere thanks to everyone
who volunteers for this important job.
Your contribution of time and talent benefits athletes, clubs and officials.***



**Appendix B
SOCAN**

SOCAN Ticket Sales Summary

Submit Form to Leslie Makins at Synchro ON within 2 weeks of event

lmakins@synchroontario.com

fax: 905-572-7700

Club name:	_____
Event Name:	_____
Event Date:	_____
Event Location:	_____
Meet Manager Name:	_____
Phone:	_____
Email:	_____

Ticket Sale Breakdown			
Entry Fee Category	Fee per person	Number Sold	Total
<i>example: weekend pass</i>	<i>\$ 10.00</i>	<i>53</i>	<i>\$ 530.00</i>
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Ticket Sales			\$ -
SOCAN Dues	0.09%		\$ -

At this time, Synchro Swim Ontario will be covering the Socan dues for provincial competitions.

Appendix C
Canadian Food Inspection Agency
Tips for preventing food borne illness¹

1. Get off to a CLEAN start

Hand washing is one of the best ways to prevent the spread of food borne illness. Wash your hands for at least 20 seconds with soap and warm water before and after handling food and ensure countertops and utensils are clean and sanitized. Sanitizing kills bacteria and can prevent food borne illness.

BLEACH SANITIZER

Combine 5 mL (1 tsp) of bleach with 750 mL (3 cups) of water in a labeled spray bottle.

After cleaning, spray sanitizer on the surface/utensil and let stand briefly. Rinse with lots of clean water, and air dry (or use clean towels).

Foodsafe tip: *Because raw fruits and vegetables can be contaminated with bacteria, viruses and parasites wash them thoroughly with clean, safe water before you prepare and eat them. Use a brush to scrub produce with firm or rough surfaces, such as oranges, cantaloupes and carrots.*

2. Keep cold food cold

Perishable food like meat, chicken, seafood, eggs, mayonnaise, dairy products and all leftovers must stay cold to stay safe. If a refrigerator is not available, use frozen freezer packs or ice to keep your food at or below 4 °C (40 °F). Use an insulated lunch box or a cooler to transport food. Keep it out of direct sunlight and away from radiators and other heat sources.

Foodsafe tip: *Put leftovers in the fridge right away-or throw them out. Freezer packs work in an insulated cooler for a few hours but they can't keep food cold for the whole day.*

3. Keep hot food hot

To be safe, hot food like soup, chili and stew must stay hot-at or above 60 °C (140 °F). If an on-site oven is not available, use insulated containers for transport, and keep the containers closed until serving. If you have a hotplate or a chafing dish available, take your food cold and reheat it at time of serving and keep it hot up to serving time.

Foodsafe tip: *Preheat your insulated container by filling it with boiling water and letting it stand for a couple of minutes. Pour out the water and fill the container with your hot food right away.*

¹ Portions of article taken from <http://www.inspection.gc.ca/english/fssa/concen/tipcon/bagboxe.shtml>

Appendix D Suggested Meals and Snacks for Officials

BREAKFAST

→ Beverages

- Coffee & tea (w/ milk, cream, sugar, sweetner)
- Juice (apple, orange, cranberry)
- Water (bottled)

→ Food

- Fresh fruit platter (sliced apple, orange, banana, assorted berries) – platter can be used later as a snack
- Yogurt (both fat free and regular [no aspartame] should be offered – flavours should include mixed fruit and vanilla)
- Basket of grains (can include pre-sliced bagels, bread, English

muffins, croissants, mini danishes, muffins)

- Hot cereal (packets)
- Eggos (can be popped into toaster)
- Eggs – scrambled, could make egg mcmuffins

→ Table set-up

- Kettle
- Toaster
- Plates / cups
- Napkins
- Utensils

Condiments (butter, margarine, cream cheese, jam, syrup, etc)

LUNCH/DINNER

→ Beverages

- Coffee & tea (w/ milk, cream, sugar, sweetner)
- Diet/Regular Pop (coke/pepsi, sprite, etc)
- Water (bottled)

→ Food

- Sandwich/Wrap platter (bread, assorted deli meats, sliced cheese, sliced tomato, lettuce, sliced onion, egg salad, etc)
- Pre-made finger sandwiches (meat and vegetarian options)
- Salads (house, Caesar, macaroni, spinach, potato, etc)

- Veggie tray w/ dip (carrots, celery, cucumbers, broccoli, cauliflower, mushrooms, etc)
- Hamburgers (meat and vegetarian options)
- Lasagna, garlic bread, salad
- Chilli, tortillas
- Grilled chicken/salmon, rice, tossed salad
- Swiss chalet rotisserie chicken with fries and salad
- Sweet & sour meatballs
- Greek salad with souvlaki (meat on stick already cooked) w/ tzaziki
- Honey baked ham, potato salad, corn

SNACKS

→ Morning

- Yogurt (with fruit and granola)
- Fresh fruit platter
- Danishes, muffins, mini croissants
- Cereal bars

→ Afternoon

- See Appendix C for more food safety tips and guidelines

- Hummus and pita
- Vegetable plate with dip
- Cheese and crackers
- Tortillas and salsa
- Antipasto platter
- Assorted desserts (squares, cookies, etc)

