



Meet Manager Guide 2016-2017

Table of Contents

A Meet at a Glance.....	3
Meet Managers Timeline	4
1.0 Ontario Competition Jurisdiction Outline	5
1.1 Financial Obligations.....	5
1.2 Revenues collected by Host Club/Synchro Swim Ontario.....	5
1.3 Expenses paid by Host Club/Synchro Swim Ontario.....	5
2.0 Synchro Ontario Responsibilities.....	6
3.0 Meet Manager Responsibilities.....	7
3.1 Committee.....	7
3.2 Meetings.....	7
3.3 Facility Bookings.....	7
3.4 Meet Package.....	8
3.5 Photocopier.....	8
3.6 Sound System.....	8
3.7 Judges Seating.....	9
3.8 Videotaping.....	9
3.9 Pre-Swimmers.....	9
4.0 Entry Forms, Competition Supplies.....	10
4.1 During the Competition.....	11
4.2 After the Competition.....	12
5.0 Assistant Meet Manager.....	12
6.0 Deck Coordinator.....	12
7.0 Volunteer Coordinator.....	13
7.1 Example A - Volunteer Schedule.....	14
7.2 Example B- Descriptions of Volunteer Positions.....	15
7.3 Suggested number of Volunteers per event.....	18
7.4 Additional Volunteers requirements throughout the building..	18
8.0 Hospitality Coordinator.....	19
8.1 Sample Breakfast Items.....	19
8.2 Sample Lunch & Dinner Items.....	19
9.0 Awards/Ceremonies Coordinator.....	20
10.0 Concession/Merchandising Coordinator.....	22
11.0 Program/Advertising Coordinator.....	22
11.1 What to include in the Program.....	23
12.0 Admissions/Front Door Coordinator.....	24
13.0 General Equipment Required.....	25
13.1 For Routines.....	25
13.2 For Figures.....	25
13.3 For LTAD.....	25
13.4 For Landrill.....	25
Appendix B - Synchro Figures Layout.....	26
Appendix C - Synchro Routine Layout.....	27
Socan Instructions.....	28
Socan Fees Report to Submit to Synchro Ontario.....	29
Competition Hosting Agreement.....	30
Appendix D- Instructions for LTAD Referees.....	35
Appendix E- Instructions for LTAD Timers.....	36
Appendix F- Instructions for Panel Referees & Marshalls	37
Appendix G- Instructions for Panel Scorers.....	38
Appendix H – Meet Manager Report	39

A Meet at a Glance

Host Club

Club President or designate bids and wins event

Host Club Committees

Assistant Meet Manager/ Deck Coordinator

Handle any overflow from the Meet Manager, acts as fill-in floater during meets

Volunteer Coordinator

Help source and schedule, photocopier, Panel Referees/Marshalls, Panel Scorers, Panel Readers, LTAD Referees, LTAD Timers/ Marshalls, timers, runners, music operators and announcers, videographer, concession/ merchandise stuff, staff for any other volunteer position

Hospitality Coordinator

Help source and organize food for Official's room and/or VIP lounge, may include travel arrangements

Awards/Ceremonies Coordinator

Prepare SSO supplied ribbons and trophies for presentation during meet

Concession/Merchandise

If the facility allows, coordinate food sales through club donations and purchased items. NO NUT PRODUCTS ALLOWED. Sell novelty clothing and items

Program/Advertising Coordinator

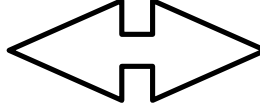
Gather from SSO swimmer draws, schedules, ads and solicit local advertising for production of printed program for sale

Admissions/Front door Coordinator

Set-up admission table, sell programs, stamps/ Wrist bands

Meet Manager

Responsible for implementing the "Information Guide for Meet Managers", creating Volunteer Committee heads, confirming details with the Facility and overseeing the meet.



Synchro Swim Ontario

Accepts bids and awards meets

Executive Director

mdwyer@synchroontario.com
Hosting agreement/additional expenses approval
Corporate Sponsorship

Synchro Ontario Staff

Answer questions, competition packages, mail outs, awards. Prepares Meet Bins and Creates meet schedules

OOMT (Ontario Officials Management Team)

Responsible for all Judge Assignments, Referee Assignments and Judges Rooming Lists

Meet Management Timeline

June-September	<ol style="list-style-type: none"> 1. Host Club needs to assign meet manager and confirm their contact information with SSO 2. Send SSO tentative contract for Pool
September conference	<ol style="list-style-type: none"> 1. Meet manager meeting and information session
November 1	<ol style="list-style-type: none"> 1. Supply SSO with information required for Meet Registration Package 2. Confirm password for the club portal to access the volunteer manual on the SSO website http://synchroontario.com/club-members-portal/ 3. Start organizing volunteers send out link to website
12 weeks prior to meet	<ol style="list-style-type: none"> 1. Confirm all contact information is correct for Meet Manager and Pool 2. Update any information for meet registration package 3. SSO will email digital copies of their required pages for the program
6-7 week prior to meet	<ol style="list-style-type: none"> 1. SSO will supply any changes needed in pool times 2. SSO will revise schedule (this should be close to the final schedule barring no late entries or requests) 3. SSO will send registration list for all club and list of officials for program etc 4. Meet Manager to set deadline for program to be approved by SSO and printed 5. Organize volunteer timeslots
2-3 weeks prior to meet	<ol style="list-style-type: none"> 1. Arrange pick up /shipping of awards, chits and supply bin 2. Final Schedule will be posted 3. Meet manager to send in pre-swimmer information (event, swimmers name, club and coach) 4. Finalize volunteers as per meet schedule 5. Let SSO know if there are any issues or help required a email can be sent to club 6. SSO will confirm if they require a table for merchandise selling
1-2 weeks prior to meet	<ol style="list-style-type: none"> 1. The Chief Scorer will do all swimmer start lists that are able to be done prior to the meet if possible scorer will try and get these done in time for the program printing
AT the Meet	<ol style="list-style-type: none"> 1. Introduce yourself and anyone that will be in charge of the deck organizations during the meet to the chief ref. (You or a deck manager need to be on deck and available at all times) 2. Make sure that your volunteers are ready and organized when needed 3. Be flexible and accommodating problems do occur
2 Week after the meet unless quicker turnaround has been requested	<ol style="list-style-type: none"> 1. Return all leftover award/chits to SSO office 2. Return Bin, Volunteer t-shirts to proper location 3. Submit 2 Copies of DVD's, meet managers report, SOCAN report and financials to SSO to avoid late fines



1.0 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 2015/2016 competitive season, the following events are under Synchro Swim Ontario's jurisdiction:

- Novice Figures Meet
- Lisa Alexander East
- Lisa Alexander Central/ North/ West & Provincial Qualifier
- Leslie Taylor Provincial Championships
- West Regionals
- East Regionals
- Central/ North Regionals
- Novice Figure Meet
- Hilton Worldwide Invitational
- Trilliums 12 & Under Championships
- Ontario Open Age Group Championships
- Combined Provincial Master Championships and Novice Routine Meet

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.

1.1 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 once the meet has been awarded. 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 once the pool rental is confirmed and a final report must be submitted 2 weeks after the event. Final Reports must be received by the Synchro Ontario office as outlined prior to the Host Club being awarded a future meet

1.2 Revenues collected by:

Host Club

- Admissions/Ticket Sales
- Merchandise Sales
 - o Synchro Swim Ontario has the right to request a table to sell their products
 - o DVD **can't be sold** they are the property of Synchro Swim Ontario and are done for training purposes only
- Sponsorship
- Program Sales
- Advertising
- Raffles/Draws

Synchro Swim Ontario

- Entry Fees
- Sponsorship

1.3 Expenses paid by:

Host Club

- Hospitality
- Equipment needed i.e. risers, DVD's, paper for photo, copier/ ink cartridges
- Program Preparation
- Merchandise Cost for club resale items
- Socan Fees

Synchro Swim Ontario

- Pool Rental
- Room Rental
- Awards
- Travel, Accommodation & per Diem for Judges, Referees, Scorers, etc.



2.0 Synchro Ontario Responsibilities

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:

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;

Synchro Swim Ontario is responsible for administrative items such as competition packages, mail outs, awards, program information, etc. and assistance in competition issues; for the procurement of the appropriate awards for all meets.

The Host Club will be responsible for providing a volunteer to handle awards.

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 selection of Chief Scorer, 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.

3.0 Meet Manager Responsibilities

The Meet Manager is responsible for the overall running and planning of the event and is to ensure that all components of the **Meet Manager Guide** are understood and adhered to by the Host Club and its 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:

3.1 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
- Volunteer Coordinator
- Hospitality Coordinator
- Awards/Ceremonies Coordinator
- Concession/Merchandise Coordinator
- Program/Marketing Coordinator
- Admissions/Front Door Coordinator

A clear division of responsibilities should be established from the onset to ensure full compliance with requirements of hosting a meet. Contact between Synchro Swim Ontario and the Host Club will be with the Meet Manager, as stated in the Host Agreement.

3.2 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.

3.3 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. 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. Where possible a Coaches room should be provided for coaches to take breaks, eat meals and store belongings. Any rooms used by the Host Club for the purposes of merchandise sales or otherwise revenue generating activities shall be paid for by the Host Club. The Executive Director must approve all room bookings.



3.4 Meet Package - The earlier the meet package can be prepared for distribution, the better. As a rule, count on the registration deadline being Two month prior to the actual start of the meet, with the complete entry package available on the website approximately twelve weeks in advance of the deadline. The Synchro Swim Ontario 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:

1. Meet manager's name, address, phone number, fax number, e-mail, etc.
2. Directions to Pool
3. Electronic version of pool diagram, including dimensions and depth, deck space, etc. (Usually this is available from the pool office).
4. Any information related to the venue (ie. Warm up area, change room rules, parking etc.)
5. Any related information to help at the meet (banquet tickets, merchandise pre-order, program advertising)
6. Synchro Swim Ontario will provide information on all affiliated Hotels

3.5 Photocopier - If on-site photocopying is not available, start investigating other possibilities. To reduce the enormous cost of a printer rental an effective low cost alternative is to purchase a printer that is also a copier. Ensure that an onsite Internet connection is available for scorers to be able to email results to coaches following events. Copies will still be needed for posting, Chief Judge, Chief Referee and Synchro Ontario's Officials Representative at all Ontario competitions. The Chief referee or designate prior to posting will approve results. 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. Prior to posting, the exact time and location of awards ceremonies must be written on both copies

3.6 Sound System (Regional & Provincial) - For all Regional Meets, the Host Club shall be responsible for providing all necessary sound system equipment (with CD capability). For all Provincial Meets, the Host Club will require **two** CSA approved sound systems (with CD capabilities). The Synchro Swim Ontario sound system can be available upon request, A liability depots will be required and held until the system is returned any cost for repairs other than normal wear and tear will be charged to the club To ensure adequate underwater sound levels 2 underwater speakers should be used at all times. In the event of CD failures an IPod cord should be kept on hand.



3.7 Judges Seating - Host Clubs are required to provide adequate chairs/risers for officials during a Synchro Ontario event. For all Duet, Solo and Team Events Risers should be a **minimum of 2 feet high**. Should a club wish to use the Synchro Ontario official's chairs, they may be obtained from SSO please call to confirm location of the chairs. The host club is responsible for transportation of the chairs to any event.

3.8 Videotaping – You will need to select a volunteer to complete this task. The meet manager or 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 throughout the competition. Two clearly marked copies of all routines must be submitted in DVD format to Synchro Ontario with the final meet report. **Meet reports and 2 copies of all DVD's of the competition must be submitted within 2 weeks after the last day of the competition to Synchro Ontario by courier with a tracking number or there will be a \$300.00 fine.** There will be a reminder email sent to the Meet Manager after one week. Hard copies of the scores (individual scores and event results) must accompany each tape. Those scores are available from the scorer at the event.

***** The recording and DVD are property of Synchro Swim Ontario and are only for training purposes.**

*****Sales of routine event is not allowed**

3.9 Pre-swimmers - The Meet Manager together with the Head Coach must ensure appropriate pre-swimmers are available for each event at the competition. Synchro Swim Ontario, the Chief Referee and Chief Scorer must be notified as soon as pre-swimmers are selected to adjust the schedule as needed.

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.

4.0 Entry Forms, Competition Supplies

- Meet registrations will go Synchro Swim Ontario 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 Synchro Swim Ontario to confirm all entries and then to sent the host club, Chief Scorer and Chief Referee copies of all the club entries.
- It is the responsibility of 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.
 - The Host Club should not collect any fines.
- All entry forms are for the host clubs use in the set up of the competition and also the Meet program
- Synchro Swim Ontario will create a revised tentative meet schedule and make any necessary adjustments based on the final entry numbers. Posting of the revised schedules on the Synchro Swim Ontario website will be done by the office.
- It is the responsibility of Synchro Swim Ontario to create the spacing schedule and supply it to the host club

- The Meet Manager is responsible for running all spacing for the competition as officials will not be present for spacing. Spacing can be run with a few volunteers. Strict attention to time limits must be considered to ensure that no club has an extension of their allotted time. Assigning a Marshall for spacing will ensure that each clubs spacing time begins and ends at the appropriate time. Spacing is not guaranteed at all meets and is only utilized when possible at Provincial Championships and OOAGSSC. Clubs are entitled to purchase 5 minutes of spacing for every team entered.
 - **No spacing time will be allocated for duets and solos.**
- Once the Figure Groups are drawn for each Age Group, the Meet Manager is responsible for making Panel Number and Figure Group signs for all figure events. When setting up the deck for figure events all panel number and figure signs will only be able to be set up once the Chief Referee decides on the positioning of all figures surrounding the pool.
- The Meet Manger will need to ensure that Result are available for Synchro Ontario, Chief Referee, Chief Judge and Synchro Ontario Officials Rep. Practice judging sheets will go through the scorers. The chits will be sent to the office, in the bin, to be kept on file for the current Synchro Season. All chits will be destroyed by the beginning of August.

It is the responsibility of the Meet Manager to ensure that the bin of supplies (flash cards, panel markers, etc.) is picked up. Contact Synchro Ontario to arrange pick up from their respective storage locations. Waterloo Synchro Pool for West Region bin, Gloucester Synchro for East Region bin and Synchro Ontario office for Central/North bin. The meet manager should let Synchro Ontario know an expected pick up date so there is time to prepare the bin and make sure it is available and restocked. A list of contents will be e-mailed to the Meet Manager by the Project Coordinator prior to pick up.



It will be the responsibility of the Meet Manager to print off the list and verify that all listed items were received.

All scoring forms needed to be printed by the club are available on the Synchro swim Ontario website under "Club Member Portal" as Competition and Forms

<http://synchroontario.com/club-members-portal/> (please contact the office for the current password)

It is the responsibility of the Host Club to have a sufficient supply of all forms printed prior to the start of the Meet.

Judges Chits will be sent to the Host Club with all awards prior to the meet.

After the end of the meet the Meet Manager will need to sign off on the content form and return it with the bins. Bins are required to be on deck when the Chief Referee arrives and must be returned within **Two week of the end of the competition unless a quicker turn around is needed to accommodate scheduling of another event, please confirm with Synchro Swim Ontario office of requirements.** The Synchro Swim Ontario sound system can be available upon request; A liability depots will be required on hold and returned when the system is returned any cost for repairs other than normal wear and tear will be charged to the club.

4.1 During the Competition

The Meet Manager is Required to:

- Be in regular communication with the Chief Referee (make sure that yourself and the Assistant meet manger/deck manager are introduced, someone must be available at all times)
- Be on deck early to ensure that the pool is set up correctly
- Block off a suitable area for Videotaping of Events
- Stay in constant communication with pool staff
- Post copies of all draws in two locations for athletes to see prior to their event
- Prepare a list of all pre-swimmers and send it 1-2 weeks prior to the meet for the referees and scorers
- Post Panel and Figure Signs prior to Figure Events
- Post all draws for Final Events
- Post all results in an organized fashion.

4.2 After the Competition

- Return Referee Bins to their respective storage locations. Waterloo Synchro Pool for West Region Bin, Gloucester Synchro for East Region bin and Synchro Ontario office for Central/North bin.
- Return Sound System to Synchro Ontario
- Return all unused ribbons, medals and chits to Synchro Ontario
- Submit 2 copies of all DVD's made throughout the competition
Consequence/Fines for non compliance of meet reporting/DVD submission.
2 copies of all DVD's of the competition must be submitted within 2 weeks to Synchro Ontario office in person or by courier with a tracking number or there will be a \$300.00 fine.
- Submit a complete set of results to Synchro Ontario
- Submit the Trophy Return sign-off sheet as well as the awards inventory sheet to Synchro Ontario
- Submit the Meet Manager Report and final budget for the meet and any receipts or expense forms (see attached)
- Submit SOCAN form (see attached)

5.0 Assistant Meet Manager

- Role: To assist the Meet Manager in all aspects of the meet and to act as a backup when needed in any role required.
- Assistant Meet Manager should at all times have a copy of the Meet Schedule, Volunteer Schedule and contact information for all Volunteers participating at the meet

6.0 Deck Coordinator

- Be in charge of the pool deck and available to the chief referee for the whole of the competition
- Ensure sound system is in place and working
- Ensure pool deck is ready at the beginning of the meet
- Ensure judges podium and chairs are set up and ready for the beginning of the meet
- Ensure all equipment and supplies are in place at the beginning of the meet
- Ensure all coaches on deck are certified and have personally been given a wristband
- Ensure all equipment and supplies are replenished
- Ensure water is available on deck for volunteers and officials
- Ensure all volunteers have arrived and are in place
- Ensure all volunteers are trained and ready for the competition
- After the competition, ensure all equipment is dismantled and returned to its appropriate location

7.0 Volunteer Coordinator

- The Volunteer coordinator at the beginning of the season should make all club parents aware of the volunteer requirements for meets hosted by the club that season. As early as possible make all parents aware of the dates of the meet and volunteer hours required from each family.
- the Volunteer Coordinator should send out a first draft of the volunteer schedule to all families to avoid scheduling conflicts as early as possible. With the advise that the timing of event could change due to registration
- Below is an example of a Volunteer schedule(Example#1) that can be sent to parents.
- In addition to the Volunteer Schedule the link to Synchro Swim Ontario training video should be sent so your volunteers can become familiarized with the jobs. Please get current login password from Synchro Swim Onatario
 - <http://synchroontario.com/club-members-portal/>

It is imperative that all Club Volunteers be easily recognizable throughout the meet. If available to the Host Club by Synchro Ontario **the Host Club must agree to have all Meet Volunteers wear Synchro Ontario's designated volunteer shirts for easy recognition by all attendees to the meet.**

Volunteer shirts will be supplied by Synchro Swim Ontario. They are to be picked up from the Synchro Swim Ontario office before the meet, unless other arrangements have been made. The volunteer coordinator is responsible to sign out the shirts to each volunteer and ensure that all shirts are returned by the end of the meet. The exact number of shirts must then be washed, folded and returned to the Synchro Swim Ontario office within two weeks. The completed volunteer shirt sign out forms must also be returned with the shirts.

7.1 Example A – Volunteer Schedule

Saturday	Judges Room	Amy A.	Bonnie B.		
Figures	Admission Desk	Conny C.	Carla C.		
10&Under Fig	Floater	Debbie D.	Michelle M		
7:45-9:30	Panel Ref's	Stephanie S.	Kim H.	Wendy F.	Joie K.
	Panel Marshall's	Sabrina B.	Pauline A.	Barb B.	Jenn N.
	Panel #1	Tim J.	Robin F.	Janet Z.	
	Panel#2	Heather Z.	Sherri V.	Renee S.	
	Panel #3	Suzanne M.	Bruce M.	Paul K.	
	Panel#4	Susan H.	Dixie S.	Pam B.	
	Runners	Sarah F.	Emily B.		
	Photocopying	Anita W.			
	Awards	Kathy N.			
9:30-11:45	Admission	Wendy F.	Kim H		
13-15 Duet Fina	Store	Cathy F.	Pam B.	Sherri V.	
	Judges Room	Ruth M.	Susan H.	Barb W.	
	Awards	Jenn N.			
	Photocopying	Paul K.			
	Announcer	Bruce M.			
	Music	Bob S.			
	Marshall	Stephanie S.			
	Timers	Linda A.	Sue J.		
	Runners	Pauline A.	Tim J.		
	Floater	Sue S.	Michelle M		
11:45-1:05	Admission	Barb W	Kim H		
11-12 Duet Fina	Store	Cathy F.	Pam B.	Sherri V.	
	Judges Room	Ruth M	Linda A.		
	Awards	Jen N.			
	Photocopying	Paul K.			
	Announcer	Bruce M.			
	Music	Bob S.			
	Marshall	Stephanie S.			
	Timers	Joie K.	Carey B.		
	Runners	Suzanne M.	aunie e.		
	Floater	Sue S.	Francine G.		
	Video	Pauline A.			

7.2 Example B-Description of Volunteer Positions

Admission –

- selling of programs, water and charging admission. Monitoring entrance to the gallery.

Store (Merchandise Sales)

- for this meet we have contracted out all the merchandise, volunteers will be assisting in running the booth.
- Host Club will also be selling the event t-shirts independently.

Trophy Return

- during the day of spacing or the first day of the event you will need to have a volunteer collect and check in all trophies.
- Synchro Ontario can supply you with the list of last year's winners.
- You will need to ensure that they are in good condition and have been engraved
- A Trophy return form will be provided by Synchro Ontario to fill out for all Trophies returned and who the current recipients are.

Judges Room

- Putting out meals and snacks for the judges
- keeping the judges belongings safe while they are on deck judging.
- Full menu and details will be provided.

Deck Marshal

- Making sure the competitors are in order for the event that is going on.
- A List of Draw Order will be given to the Marshall by the referee

Panel Marshall

- Ensure splits, scratches and breaks are marked on draw sheet and are the same as the Referee's

Panel Referee's

- Confirm start number for your figure
- Confirm number of Pre-swimmers
- Pre-swimmers may start when panel judges are ready
- Line up swimmers in the water about 3-4 ahead, and 2-3 more out of water.
- IF THIS IS A FAST FIGURE: ask judges to break until there are several swimmers gathered, and they have had a chance to relax and think through the figure.
- First competitor must not start until after the whistle
- Send swimmers out in front of judges as marks from previous competitor are being read. Flip score card
- Hold next swimmer if:
- Previous swimmer does an incorrect figure and is asked to repeat it. A break is scheduled
- A re-read of scores is called for.

Announcing

- During all solo, duet and team events swimmers names and marks will need to be announced.
- a script will be provided on what exactly needs to be said by the scorer of the competition.



Timers for Routines

- you will be given a stopwatch, pencil and paper to record the deck time and routine time of each duet, solo or team.
- Referee will give detailed instructions prior to the event.

Awards

- get the ribbons and medals arranged to be handed out for the next awards by the Award Coordinator or designated official or dignitary.
- Works under the direction of the Meet Manager

Photocopying

- photocopying of all results, posting of results on deck and in a visible location for spectators.
- Assemble copies of all results to be put in appropriate club and administration file folders.

Panels Scorers #1 - #4 - recording and adding up all figure scores during the figure events

- Record figure name and panel # on EACH sheet
- Do not pre-number sheets (there may or may not be pre-swimmers)
- Enter pre-swimmer scores, then continue with competitors' scores. You should finish sheets all at the same time.
- Scratched swimmer's number should be recorded in sequence with "Scratched" written prominently next to it.
- Listen for the competitor number to confirm you are recording the proper score. If you get out of order ask for a break to sort out. Inform head referee.
- If you do not hear a score, ask LOUDLY for a RE-READ ... don't be shy
- . Do not copy from other scorer
- Panel Referee will initial re-read
- Record penalty when assessed. Panel Referee will initial penalty. Computer automatically subtracts penalties, and eliminates high and low scores.

OUTSIDE SCORERS

- Sheets set up to record competitors' marks VERTICALLY
- Add marks to get a SUM. Compare total with other outside scorer. (We no longer require crossing out high and low marks)
- Do not copy from other scorers

MIDDLE SCORER

- Sheets set up to record competitors' marks HORIZONTALLY
- Do NOT add scores. Record total sum when outside scorers agree.

Panel Referees

- Place flip score card so swimmers can readily see it (may be better for assistant referee to flip competitor number)
- Ensure splits, scratches and breaks are marked on draw sheet
- Confirm start number for your figure
- Determine entry and exit points for swimmers
- . Relay to Assistant Referee. Confirm number of Pre-swimmers
- Pre-swimmers may start when panel judges are ready
- First competitor must start after the whistle
- Call swimmer number loudly so that swimmer and scoring table can hear. Flip score card
- Announce scratches such as "Competitor # 24, scratched"
- After competitor has finished, Call "Judges" for judges to flash their score
- DO NOT start reading score until all judges' marks are flashed. Always start reading with Judge #1
- If a Re-Read is called for, call out Re-read quickly and loudly. Stop next swimmer until after re-read. If swimmer has started and cannot be stopped, ask judges to remember marks. Assistant referee will hold next swimmer until scores are recorded properly. Initial correction on all sheets after starting the next swimmer.
- If figure is done incorrectly, judges will ask swimmer if she would like to repeat figure. Hold next swimmer. A two-point penalty will be assessed. Initial all score sheets.
- Announce breaks to judges.



Runners during Figures

- collecting of full sheets from Panels#1-4 and taking them to the scorers table during figures.
- Also will be supplying water to judges, referees and scorers during figures

Runners during Routines & Landrill

- will collect the judges individual pieces of paper with their marks written down and hand in to the scoring table at the end of each competitors swim

Video

- All routines need to be recorded as some have elements and may be required by the technical monitors.
- Synchro Ontario requires filming of all routines to use as training tools for officials as well.
- Videographer will be provided with a designated spot to tape all routines and will be given a set of judges flashcards to identify the competitor number.

Music Operator

- Downloads all digital music from the SSO Music Dropbox into the competition computer
- Organize all the music by event in the competition start order
- Play all music during competition
- Ensure that the music does not exceed a maximum of 90 decibels.

Floater

- as always there are things that come up during the meet that we need
- send someone out on errands
- fill in if a volunteer is late.
- Could entail any of the above jobs



7.3 Suggested number of volunteers required per event on deck are:

Figures Event

24 Volunteers

For a 4 panel Figure Meet the following is required

- 4 Panel Referees
- 4 Panel Marshals
- 12 Scorers
- 2 Runner
- 1 Floater
- 1 assistant to the chief scorer

Duet/Solo/Team Events

11 Volunteers

For all Duet/Solo/Team Events the following is required

- 1 Announcer
- 2 Music Operator
- 2 Runners
- 1 assistant to the Scorer
- 2 Timers
- 1 Videographer
- 2 Floaters

LTAD Events

Speed and Stamina

- 2 Runners
- 1 Timer per Lane plus one additional alternate
- 1 Marshall
- 2 award certificate organizers

Suppleness and Strength

- 1 Marshall
- 1 Recorder

Landrill Events

- 1 Marshall
- 2 Music Operator
- 1 Announcer
- 1 Runner

7.4 Additional Volunteer Requirements throughout the building

8 Volunteers

- 2 Judges Room Volunteers
- 3 Admission Volunteers
- 2 Merchandise Sales Volunteers
- 1 Awards Coordinator
- 1 Volunteer and coach sign in Volunteer

Volunteer Schedules should be posted at various locations throughout the building with one set required on deck, one set posted in the Judges Room and additional set posted in the awards and merchandise location. This will ensure that all volunteers can easily locate other volunteers throughout the meet and double check where their volunteer position is

8.0 Hospitality Coordinator

The Hospitality Coordinator will be in charge of the food in the judges room for the meet. Breakfast, Lunch, Dinner and Snacks should be provided for all judges throughout the day. Our Officials donate large amounts of time to make our meets possible. Adequate meals must be provided and ensure that the same plate of sandwiches is not being pulled out for lunch and dinner. The following supplies should be collected before the meet to make preparing and storing food easier.

Plates, Cups, Cutlery, Napkins
Saran Wrap, Foil Wrap, Ziploc Bags
Spoons, Knives, Cutting Boards, Plastic Bowls
2 Crock Pots
Salt & Pepper
Condiments
Dish Soap, J-Cloths, Tea Towels
Coffee Maker
Toaster
Kettle
Platters and Trays
Coffee & Tea
Cream, Sugar, Sweetener
Pop, Water, Juice
4 or 5 Coolers (Coolers of water must be kept on the deck for judges and referees)

8.1 Sample Breakfast Items:

Bread/Bagels/Croissants
Frozen Waffles & Syrup
Coffee Cake
Yogurt& Fruit Parfaits
Breakfast Casserole
Fresh Fruit Platter
Butter/Cream Cheese/Jam/Peanut Butter

8.2 Sample Lunch & Dinner Items:

Sandwiches/Wraps
Soup
Veggie Tray/Cheese & Cracker Tray
Tacos
Lasagna/Garlic Bread/Caesar Salad
Slow cooker chicken or beef
Roast Beef/Baked Potatoes/Veggies Homemade
Macaroni & Chees

**** You may need to have a vegetarian option or special meal request (the chief Judge should be able to supply this prior to the competition)

During all Figure and Routine events the Hospitality Coordinator should ensure that cold bottled water is being distributed on deck to all officials and volunteers.

For Divisional or National Level meets the Hospitality Coordinator will be required to have an additional volunteer in charge of transportation for all officials for the duration of



the meet. When requested in advance by Synchro Ontario, this service may be required for Provincial competitions.

9.0 Awards/Ceremonies Coordinator (see volunteer handbook)

All ribbons and medals will be provided by Synchro Ontario. Ensure that ribbons and medals are picked up at the Synchro Ontario Office ahead of the meet. Leftover awards must be returned to Synchro Ontario packed neatly in boxes, as they will be used for future meets. Cost to replace damaged awards will be charged to the host club.

A specific location for awards presentations should be decided on prior to the meet beginning. When possible, award presentation should be done on Deck if timing allows for it. A table should be covered with a tablecloth and the ribbons and medals laid out for the meet. The Awards Coordinator will need to keep track of all ribbons and medals awarded throughout the meet and submit the data to Synchro Ontario with the final meet report.

For Provincial Championship, Ontario Open Age Group Championship, Trillium Championship

Synchro Swim Ontario will be provided with a return form of last season's trophy winners and will need to collect all trophies at the beginning of the meet, ensure that they are all in good condition, engraved with the winners' names and have them ready for the next trophy winners. Individual clubs are responsible for the cost associated with any damage or loss to Provincial trophies while they are in possession of their club or swimmers. The completed return form will need to be submitted to Synchro Ontario with all Meet Final Reports.

At the conclusion of each final event the awards coordinator should ensure that the **announcer informs all spectators that awards will take place in the designated location 15 minutes after the results are posted**. Once the results are printed the awards coordinator will need to ensure that each copy posted has the awards information written on them. (ex. "10&Under Team Finals Awards will be in the Olympic Lounge at 11:15")

The Chief Scorer will most likely give you a list of teams and event results. Prior to the Award Ceremony, the Awards Coordinator needs to go over the results to make sure that they have the correct number of Awards ready and to confirm finish results especially for event with both Championships and Routine results, as they do not always correspond (ie Team finishing 3 in championship may finish 1 in routine, or a team may not have made podium for championship but the routine score was)

For the award ceremony, 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 should be asked to present the awards .

The coordinator should announce the event that the awards are being presented for then announce the winner in reverse order starting with 6th place saying the placement team name and when possible swimmers names. For championship and routine awards the order of presentation should be by championship results. Again, making



sure that the awards announced are correct, so if a team finishes 2nd in championship but 1st in routine the announcement would represent that. As the team receives their awards, the Coordinator should be lining the swimmers up in order. At the end of the ceremony, announce for example “we are pleased to present the 2014 Hilton Invitational -10 and under team Champions” and allow for photos.

*****NOTE*****

If a team does not attend the award ceremony: collect the correct number of awards and mark them with the event name “i.e. 10 and under team” club name and if necessary the coach. If there is a team from that club still at the event, you can ask them if they can take the awards back to the team. Otherwise, all unclaimed awards will need to be mailed out to the club the following week by the Meet Manager.

Novice Meets:

All participants receive a ribbon/pin. Please make sure you include these in the award ceremony

LTAD Events: Certificates with the swimmers name and award stickers will be sent with the awards. You will need one or two volunteers to prepare the awards as they should be handed out to the coaches at the end of the award ceremony whenever possible or to a club coach before the end of the meet.



10.0 Concession/Merchandise Coordinator

If the facility allows food sales can boost earned revenue from the meet. Cold Drinks and Healthy snacks can be sold throughout the meet. Hot dog and Hamburger sales can also boost revenue significantly when sold during solo/duet and team events.

Post signs throughout the building advertising food sales and their location.

Any merchandise a Host Club may wish to produce for sale with the Synchro Swim Ontario logo and/or designation must have prior approval from the Executive Director of Synchro Swim Ontario.

The Host Club May be asked to provide personnel to sell Synchro Swim Ontario designated merchandise at the competition. All funds received from the sale of such merchandise will be retained by Synchro Swim Ontario

One approach to merchandise sales can be through a contracted provider who provides all merchandise, sets up their own booth and mans the booth for the duration of the meet with their own volunteers. In this scenario the host club usually receives between 10%-15% of gross sales.

Clubs can also provide their own merchandise by having their own t-shirts printed to sell. Other items can include water bottles, towels, shorts, key chains etc.

Sponsorship Recognition:

Clubs are able to advertise sponsor in their program or at their registration table with signs and banners. However only SSO sponsorship banners are allowed to be hung on deck as these are SSO events.

11.0 Program/Marketing Coordinator

Once your club has been awarded a meet, the Program/Advertising Coordinator can begin to solicit advertising for the printed program. A good place to start is with all businesses that supply any service to your club, local businesses that will benefit from the meet and businesses that club parents are involved with.

Please note that all sponsorship must be approved by Synchro Ontario. If the Host Club arranges for or refers the sponsor to Synchro Ontario, the proceeds will be split 50/50. If Synchro Ontario arranges for the sponsorship, all proceeds will go directly to Synchro Ontario.

To avoid conflict between sponsors, neither Synchro Ontario nor the Host Club shall enter into a sponsorship agreement with, or advertise in any way, any corporation whose product or sphere of business activity is in competition with any other sponsor. Synchro Ontario's current sponsors take precedence and have some exclusivity. All sponsorship agreements and advertising are subject to the approval of Synchro Ontario.

The program should be printed several days before the meet to allow time for reprinting should there be any significant errors. **Draft copy must be approved by SSO prior to printing.** Synchro Ontario also receives 4-6 full pages (including the back cover page) of the program free of charge for their use (to be received from the Project Coordinator).



The Chief scorer should be contacted well in advance and given the date that the swimmer draws will be needed in order to be included in the program.

A rough copy of the program needs to be sent to Synchro Ontario prior to printing for approval.

Tip* once swimmer draws are received, double check the number of swimmers in each group with the Meet Manager's master list of entries to double check that no swimmers have been left out of the figure draw.

On the first day of the meet, a copy of the program should be left in each club's file folder, Synchro Ontario's folder, the Chief Judges folder and the Chief Referees folder. Additional copies should be left on the scorers table, the announcers table and the music table.

11.1 Programs should include the following:

- Tentative Schedule of all events
- Figure Draws and Prelim start lists if available prior to printing
- List of all competitors in the events where no start lists are available
- Area for scoring
- List of the Organizing Committee members
- Welcome Letters from Club President, Synchro Ontario and Local Politicians
- General Thank-you to Meet sponsors and all Volunteers
- Synchro Ontario required pages

The revenue from all program sales belongs to the Host Club. Although costs associated with the creation and printing of programs varies. Clubs are free to set the price as they see fit but must stay within the following maximum selling prices

Maximum selling price is \$5.00 when the program is black and white.

Maximum selling price for programs is \$10.00 when ever colour is involved.

12.0 Admissions/Front Door Coordinator

The revenue from all admission sales for entry into events belong to the Host Club. Clubs can set fees/structures based on their own particular competition as appropriate, however, maximum fees that can be charged for the following admissions are:

Entire Weekend	less than a combined \$10.00 per day rate (ie. for a 3 day meet it would have to be less than \$30.00)
Single Day	\$10.00
Figure Events	\$6.00
Spacing	no admission can be charged

It is further recommended that children 10 years and under be admitted free of charge or at a reduced rate.

Admissions/Front Door Coordinator

- Set up the admissions Table
- Post signs throughout the building stating the Program and Admission Prices
- Ensure there is an adequate float and cash box for money collected
- Provide Tracking sheets for Volunteers to record number of admissions sold
- Sell Meet Programs
- Provide volunteers with a hand stamp or wrist bands for admissions
 - Tip* Over the last few season the use of Wrist Bands has become more popular in tracking paid spectators entering the stands and has contributed to marked increases in the amount of revenue generated from admission sales. The volunteer must be aware that wrist bands should be applied to the wrist before entry and not allowed to hold it or attach it to handbags, etc.
- Work together with pool staff to ensure that only one entrance to spectator stands is unlocked thus decreasing the amount of access to stands by spectators who have not paid admission
- Upon completion of figure events, announcer to instruct spectators in the stands that they must now exit and purchase admission to routine events
- Advise spectators of behavior expectations throughout the meet (ie: no flash photography, need for quiet during figures, entering and exiting during a competitors performance etc.)

13.0 General Equipment Required

2 tables and chairs for music equipment and cd's
1 table and chairs for computers and scorers
2 tables and chairs for Referees

13.1 Routines

Risers (2 ft minimum height)
Chairs for 15 Judges
Chairs for practice Judges (8 – 10)
Chairs for runners
Video camera, tripod, signage to flash the event and routine number
Computer Screen or TV for playback of Video
3 stopwatches (can be signed out from Synchro
Swim Ontario Office on request)
Pencils

13.2 Figures

10 chairs per panel (2 extra available for practice judges)
1 table per panel
Large signs with Figure Names
2 Panel Markers (located in Referees bin)
pencils, sharpeners, calculators for each panel
2 clipboards per panel (can be signed out from Synchro Swim Ontario Office on request)
Figure Graph Sheets (responsibility of referee)

13.3 LTAD

Speed and Stamina Events

12-24 Flutter Boards
Chairs at both ends of each lane of pool for timers
stopwatches (can be signed out from Synchro Swim Ontario Office on request)
Pencils,
Clipboards (can be signed out from Synchro Swim Ontario Office on request)
Chits (provided by referees)
Lane number marker
Certificate and award stickers

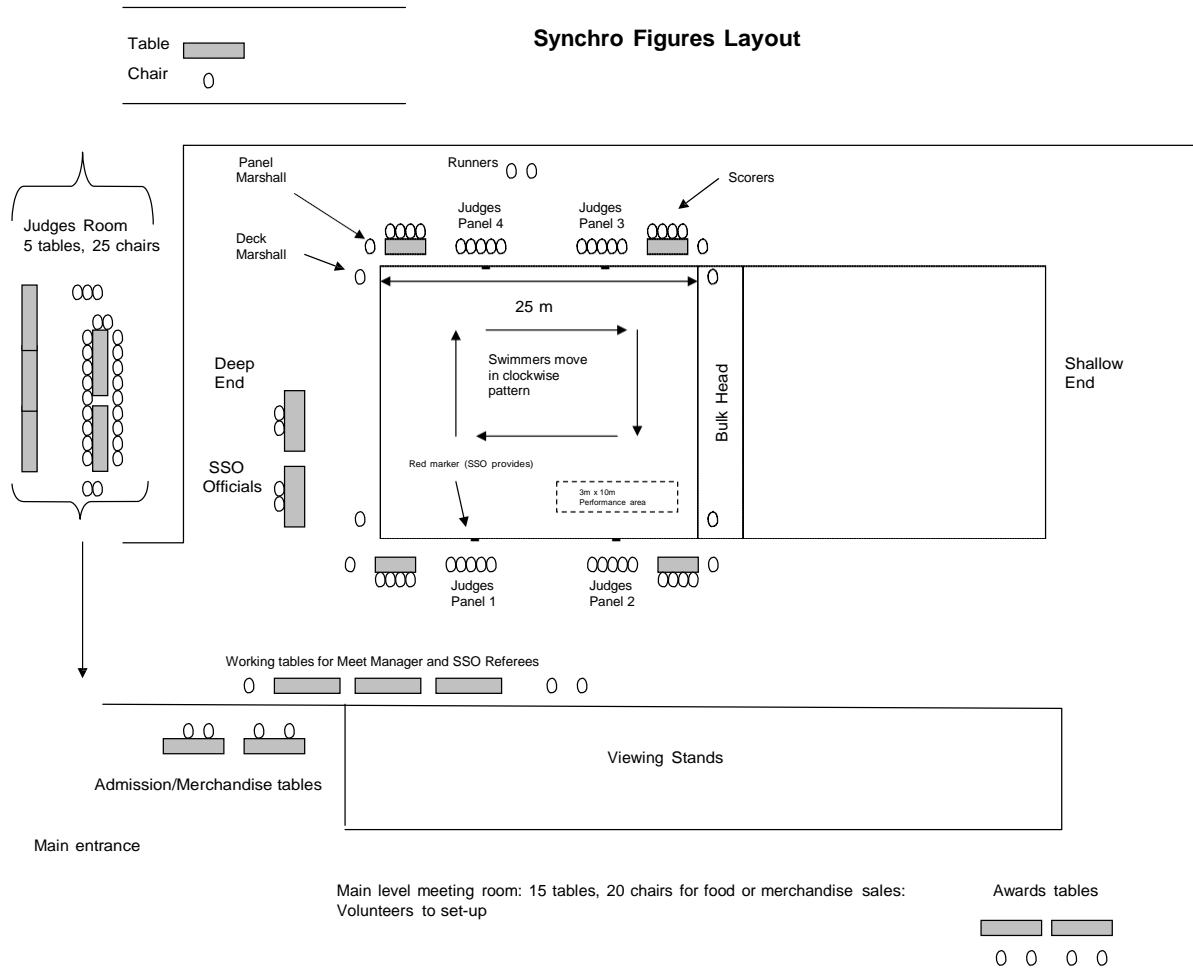
Suppleness (Split Testing)

2 to 3 - 6 foot lengths of masking tape for the floor

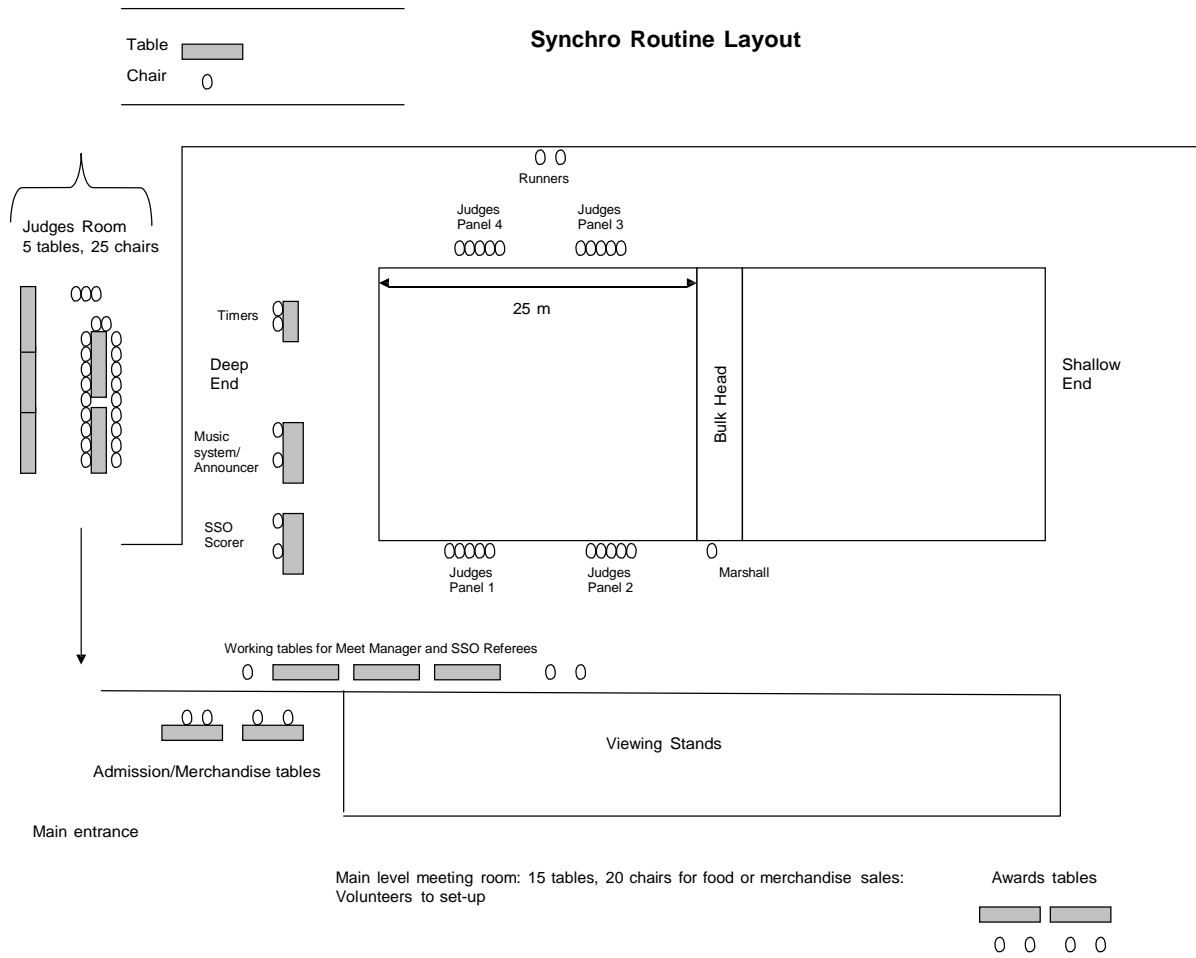
13.4 Landrill

10 chairs for judges
Clipboards for judges
Table and 3 chairs for scoring
CD player suitable for room size

Appendix: B



Appendix: C





SOCAN DUES

SOCAN is the Society of Composers, Authors, and Music Publishers of Canada that protects, under the Copyright Board of Canada Tariff No. 9 any composers, authors and publishers whose music is played at any/all Sport Events. The Tariff 9 license gives us the right to publicly perform live and recorded 'Works' in connection with our sport events. Synchro Swim Ontario must be licensed annually and submit quarterly dues to SOCAN.

SOCAN dues are calculated based on collection of **0.09% of gross receipts of ticket sales** from each hosted event. The tracking of ticket sales and ensuring that the appropriate report and fees due are remitted to Synchro Ontario **within two (2) weeks of the event**, is the responsibility of the Meet Manager. The Meet Manager must ensure that ticket sales at a competition are tracked and that the reporting form is submitted in a timely manner. Please note that complimentary tickets are valued at half the lowest price paid for a sold ticket from the same ticket category in the same event.

Synchro Ontario will be responsible for receiving all competition fees incurred at each event and forwarding quarterly reports and dues to SOCAN.

Tracking Instructions:

- 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.
- Remit completed sheet to Synchro ON within 2 weeks of your event. Send to nparton@synchroontario.com or fax to 416-679-9535. **DO NOT** put the copy in the bin.
- 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.



SOCAN Fees, R#1, March 5/09

Submit Socan Form to Synchro ON within 2 weeks of event

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
example: weekend pass	\$ 10.00	53	\$ 530.00
	\$ 0.00		\$ 0.00
	\$ 0.00		\$ 0.00
	\$ 0.00		\$ 0.00
	\$ 0.00		\$ 0.00
	\$ 0.00		\$ 0.00
	\$ 0.00		\$ 0.00
Total Ticket Sales			\$ 0.00
SOCAN Dues	0.09%		\$ 0.00

Payment options:	
Cheque (to Synchro ON)	
Visa or MasterCard	
Number:	_____
Expiry Date:	_____
Name on Card:	



Competition Hosting Agreement

Liaison Representatives

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

The Executive Director, to interpret and make operational the terms of this Agreement;

The Project Coordinator, to monitor adherence to the Meet Manager's Guide and to provide guidance with all competitive facets of the competition.

The Project Coordinator for administrative items such as competition packages, awards, etc.

The Sport Development Manager or Executive Director, to direct and coordinate all sponsorship and merchandising for the competition, as well as program information.

EXPENDITURES

Synchro Swim Ontario

- a. *Personnel Expenses* - As per Synchro Swim Ontario policies and in consultation with the Executive Director, the Association shall provide travel, accommodation and per diem expenses for officials to attend designated competitions. Further, Synchro Swim Ontario will arrange for and provide the following:

Judges, as named by the Synchro Swim Ontario Officials Representative

One Competition Leader, usually the Chief Referee, to monitor adherence to the Official Rule Book and the Meet Manager's Guide, and to provide guidance and support to the Meet Manager.

The Provincial Scoring Coordinator (PSC) or his/her designate at Provincial Competitions. The PSC will assist host clubs in arranging for scorers at Regional Meets. Please note that host clubs will be required to provide assistants to the scorer as requested.

- b. *Pool/Facility Costs* – Typically, all pool rental charges during the competition and all costs associated with such pool rental are the responsibility of Synchro Swim Ontario, unless otherwise stated in the Agreement, the Official Rule Book, or the Meet Manger's Guide. Synchro Swim Ontario must approve all facility fees and have in their possession a facility contract. Contracts must be in the Synchro Swim Ontario office by September 30. Should the fees for the facility costs be out of line with the provincial budget, Synchro Swim Ontario reserves the right to cap the amount of monies they will pay. The host club will be responsible for paying the difference between Synchro Swim Ontario's capped amount and the actual pool costs incurred to run the competition, therefore, host clubs are to negotiate the best rate possible. Host clubs are also responsible to ensure that requests to cancel unused pool time are promptly handled, meeting the facility's cancellation policy. Should a host club fail to cancel pool time as per Synchro Swim Ontario's direction; costs associated with that request will be paid by the host club.

Supervision - 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.

- c. *Meeting Spaces* - All competition related meeting rooms to be used by Synchro Swim Ontario and other requirements, other than those identified in the Agreement, the Official Rule Book, or the Meet Manger's Guide, shall be paid for by Synchro Swim Ontario. Any rooms used by the Host Club for the purposes of merchandise sales or otherwise revenue generating activities shall be paid for by the Host Club. The Executive Director must approve all room bookings.
- d. *Awards* – Synchro Swim Ontario shall provide awards for the competition. Individual clubs are responsible for the engraving of, and repairs to, any damage or loss to Provincial trophies while they are in the possession of their Club or swimmers. (See Meet Manager Guide). **Leftover awards must be returned to Synchro Swim Ontario packed neatly in boxes as they will**

used for future meets. Cost to replace damaged awards will be charged to the host club (see Equipment and Supplies).

- e. *DVD's* - The Host Club shall be responsible to provide taping of the competition as per the Meet Managers Guide. After the competition, the Synchro Swim Ontario office requires 2 clearly marked copies of all routines in DVD format. Hard copies of the scores (individual scores and event results) must accompany each tape. Those scores are available from the Scorer at the event. *** DVD are the property of Synchro Swim Ontario and can't be sold or reproduced

Host Club

- a. *Resources* - 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, unless arranged and agreed to in advance. If available to the Host Club by Synchro Swim Ontario's merchandise sponsor, the Host Club must agree to have all Meet Volunteers wear Synchro Swim Ontario's designated volunteer shirts for easy recognition by all attendees to the meet.
- b. *Hospitality* – The Host Club shall provide meals and snacks for all judges and officials, for the duration of the competition. The Host Club is to be responsible for the cost of these refreshments throughout the competition. Sample menus and suggested food items by meal are provided in the Meet Manager's Guide. The Host Club will be required to provide all transportation for the judges, referees, music and scoring personnel between pool and hotel accommodation for Divisional and/or National events. When requested in advance by Synchro Swim Ontario, this service be required for Provincial competitions. The Host Club will encourage use and booking of Synchro Swim Ontario's sponsor hotels and their respective locations, wherever they are identified as blocked and available by Synchro Swim Ontario.
- c. *Equipment* - The Host Club is responsible for all costs and manpower associated with providing, acquiring and transporting the necessary sound system, computer scoring system, photocopier, meet bins, merchandise and officials seating as per the provincial requirements. Please do not ask Synchro Swim Ontario staff to transport materials.

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). The Synchro Swim Ontario sound system can be available upon request, A liability deposits will be required and held until the sound system is returned any cost for repairs other than normal wear and tear will be charged to the club To ensure adequate underwater sound levels 2 underwater speakers should be used at all times.

Internet/Printer/Photocopier - The Host Club will make all necessary arrangements for onsite internet accessibility and a printer capable of handling the volume of copies required for the competition as defined by the Chief Scorer. See the current Guidelines for details.

Judges Seating - Host Clubs are required to provide adequate chairs/risers for officials during all Synchro Swim Ontario events. Should a club wish to use the Synchro Ontario official's chairs, they may be booked. Costs, manpower, and transportation needed to move the chairs is the responsibility of the host club. The Host Club is responsible for any loss or damage incurred to the officials chairs if used for a competition.

- d. *Social Events* – Social events planned for participants at Ontario competitions are designed, organized, and run by the host club. Any social events, or events outside of the competition schedule are optional except for the OOAGSSC (Age Group Championships) at which the social event/banquet is required. If you need to discuss this component, please contact the office.



REVENUES

Synchro Swim Ontario

a. *Entry Fees* – all entry fees are paid to Synchro Swim Ontario.

b. *Merchandise* -

Any merchandise a Host Club may wish to produce for sale with the Synchro Swim Ontario logo and/or designation must have prior approval from the Executive Director of Synchro Swim Ontario. The Host Club will be asked to provide personnel to sell Synchro Swim Ontario designated merchandise at the competition. All funds received from the sale of such merchandise will be retained by Synchro Swim Ontario. The Host Club, at the commencement of the meet, must sign an inventory list. The Host Club will be requested to use Synchro Swim Ontario's Merchandising Sponsor unless an alternate is requested with sound reason well in advance of the meet or unless the designated sponsor is not available to attend. This merchandise sponsor is responsible for supplying the Synchro Swim Ontario Volunteer Shirt for the event at no cost to the Host Club or Synchro Swim Ontario. The Host Club is responsible for submitting the number of shirts and respective sizes at least three weeks in advance of the meet.

Arrangement for the return of Synchro Swim Ontario's unsold items must be made within 10 days of the event. A signed and completed inventory sheet must accompany unsold goods, as well as monies replacing the merchandise not returning. The Host Club is responsible to cover costs associated with the return of merchandise to the office.

c. *Sponsorship* -

All sponsorship must be approved by Synchro Swim Ontario.

If the Host Club arranges for or refers the Sponsor to Synchro Swim Ontario, the proceeds will be split 50/50.

If Synchro Swim Ontario arranges for the sponsorship, all proceeds will go directly to Synchro Swim Ontario.

To avoid conflict between sponsors, neither Synchro Swim Ontario nor the Host Club shall enter into a sponsorship agreement with, **or advertise** in any way, any corporation whose product or sphere of business activity is in competition with any other sponsor. Synchro Swim Ontario's current sponsors take precedence **and have some have exclusivity**. All sponsorship agreements **and advertising** are subject to the approval of Synchro Swim Ontario.

Host Club

a. *Admissions/Ticket Sales* – The revenue from all admission/ticket sales for entry into events belongs to the Host Club. Clubs can set fees/structures based on their own particular competition as appropriate, however, maximum fees that can be charged for the following admissions are:

Entire weekend	- less than a combined \$10.00 per day rate (ie. for a 3-day meet it would have to be less than \$30.00)
Single day	- \$ 10.00
Figure Events	- \$ 6.00
Spacing	- no admission can be charged

It is further *recommended* that children 10 years and under be admitted free of charge or at a reduced rate.

In the event that a host club posts and/or collects entry fees that exceed the amounts listed herein, Synchro Swim Ontario (Referee, Staff, or Board member) will ensure that admission fees are changed immediately. Synchro Swim Ontario will estimate the excess revenue generated as a result of inflated fees and invoice the host club. The invoiced amount will be at the sole discretion of Synchro Swim Ontario.

- b. *Programs* – The revenue from all program sales belongs to the Host Club. Although costs associated with the creation and printing of programs varies,. Clubs are free to set the price as they see fit and are bound to the suggested maximum for programs less than 52 pages maximum selling price is \$5.00. For colour program over 52 pages the maximum selling price is \$10.00. It is the Host Club's responsibility to contact Synchro Swim Ontario no two weeks before going to press confirm when the draft copy will be available for approval., and confirm that there are no changes in Synchro Swim Ontario advertising (d) may not be altered without permission.
- c. *Merchandise Sales* – The following applies to merchandise sales surrounding a competition: All revenues from the sale of meet specific merchandise belong to the Host Club. The costs for producing such merchandise will be paid by the Host Club. It is the Host Club's responsibility to contact Synchro Swim Ontario to discuss merchandising options and sponsor agreements that may affect the Host Club's supplier options. Any merchandise proposed for sale by the Host Club must not be in conflict with: Any items to be sold by Synchro Swim Ontario; OR Synchro Swim Ontario Sponsor Agreements
- d. *Advertising* – The following applies to advertising revenues surrounding a competition: All revenue from the sale of advertising space in the program belongs to the Host Club. Advertising space, free of charge, must be made available to Synchro Swim Ontario as per the Meet Manager's Guide. See (b).

All signage and/or advertising at the venue are subject to the approval of Synchro Swim Ontario. In general, Club sponsors can be advertised in the meet program and Club sponsor's banners can be located around the registration/admissions area. However only Synchro Swim Ontario banners can be displayed on deck.

Other notes:

- a. *Change Rooms* - The Host Club must ensure that there are adequate facilities available for officials of both genders to use change rooms.
- b. *Accessibility* - The Host Club must ensure that the venue, change rooms and deck are wheelchair accessible or to make special arrangements for wheelchairs. The deck must also be cleared for wheelchairs as special needs athletes may choose their own entry point.
- c. *Budget* – The Host Club is to provide an initial budget as well as a final accounting of expenses and revenues of the event in order for Synchro Swim Ontario to be better able to appropriately budget and ascertain future meet fees.
- d. *Wrap-up* – All items listed in the Meet Manager Guide as per “Post Competition Requirements” must be submitted to Synchro Swim Ontario within the designated timelines. All final invoices and submitted expenses will be cleared upon receipt of this package.



Facility Costs

The facility rental is secure for the dates listed in this agreement. We note that the facility cancellation policy requires that they are notified of final changes in the pool rental schedule by

_____ (date). in writing verbal

Fees associated with the facility are confirmed as per the facility quote provided to Synchro Swim Ontario at the time of bid or no later than September 30, 2014.

Should the fees for the facility be excessive or if the pool contract is not received by September 30, Synchro Swim Ontario reserves the right to set a maximum fee that they are willing to pay for that facility/ competition and will require the balance to be paid by the host club. (see Expenses, Synchro Swim Ontario, B)

In order to ensure that the Synchro Swim Ontario budget includes facility costs that are manageable, we require that you note any upcoming rate increases or additional costs that have not been identified in your bid package/facility quote.

Synchro Swim Ontario Equipment & Supplies



Appendix D Instructions for LTAD referees (Pool events)

For pool event

- Each timer needs a stop watch and a pencil
- Train timers in use of stop watch and how to reset timer for each race.
- See that swimmers are lined up and have the correct chit to hand to their time. See instructions for times
- See that draws are posted prior to the event
- Signal the start of any heat with both whistle and arm movement (so timers can see you)
- Keep swimmers in the water each heat until all have finished
- Signal swimmer exit from pool and entrance of those in next heat

For flexibility events

- Ensure the judge or tester has the appropriate protocol available
- ensure space for testing is appropriate
- mark ground or mats with required lines



Appendix E Instructions for LTAD timers (Pool events)

For 25 m speed event

- Each timer needs a stop watch and a pencil
- Receive the appropriate chit from the swimmer before they go to the other end of the pool and line up opposite you (make sure it is the same swimmer that gave you the chit!)
- Swimmers will hop into the pool and hold on
- Watch the referee for the hand signal (arm comes down) and whistle
- Start the watch with the signal
- Timers are to time from the start of the race (whistle and arm movement) until their swimmers' board touches the pool wall in front of them
- Keep the swimmer in the water until signaled by the referee for all to exit the pool
- Record the time on the chit (min, seconds to hundredths of a second) Give chit to runner
- Repeat

For stamina events

- Each timer needs a stop watch and a pencil
- Know the length of the race (this differs from one age group to another)
- Receive the appropriate chit from the swimmer before they slip into the pool in front of you
- Swimmers will hop into the pool and hold on
- Watch the referee for the hand signal (arm comes down) and whistle
- Start the watch with the signal
- Timers are to time from the start of the race (whistle and arm movement) until their swimmer has completed the desired number of lengths
- Use your pencil and the back of the chit to count laps as this is your responsibility for this event
- When the swimmer has finished, keep them in the water until the referee signals all to exit
- Record the time on the chit (min, seconds to hundredths of a second) Give chit to runner
- Repeat

Appendix F

Instructions for Panel Referees

- Place flip score card so swimmers can readily see it (may be better for assistant referee to flip competitor number)
- Ensure splits, scratches and breaks are marked on draw sheet
- Confirm start number for your figure
- Determine entry and exit points for swimmers. Relay to Assistant Referee. Confirm number of Pre-swimmers
- Pre-swimmers may start when panel judges are ready
- First competitor must start after the whistle
- Call swimmer number loudly so that swimmer and scoring table can hear. Flip score card
- Announce scratches such as "Competitor # 24, scratched"
- After competitor has finished, Call "Judges" for judges to flash their score
- DO NOT start reading score until all judges' marks are flashed. Always start reading with Judge #1
- If a Re-Read is called for, call out Re-read quickly and loudly. Stop next swimmer until after re-read. If swimmer has started and cannot be stopped, ask judges to remember marks. Assistant referee will hold next swimmer until scores are recorded properly. Initial correction on all sheets after starting the next swimmer.
- If figure is done incorrectly, judges will ask swimmer if she would like to repeat figure. Hold next swimmer. A two-point penalty will be assessed. Initial all score sheets. Announce breaks to judges.

Instructions for Marshalls

- Ensure splits, scratches and breaks are marked on draw sheet and are the same as the
- Panel Referee's
- Confirm start number for your figure
- Confirm number of Pre-swimmers
- Pre-swimmers may start when panel judges are ready
- Line up swimmers in the water about 3-4 ahead, and 2-3 more out of water. If swimmer cannot be found, don't wait until it is her turn to swim to look for her, at a convenient
- time announces loudly the swimmer's number (only call the swimmers number ONCE... this is important). If she still does not show up, bring it to the attention of the Chief Referee.
- IF THIS IS A FAST FIGURE: ask judges to break until there are several swimmers gathered, and they have had a chance to relax and think through the figure.
- First competitor must not start until after the whistle
- Send swimmers out in front of judges as marks from previous competitor are being read.
- Flip scorecard
- Hold next swimmer if:
- Previous swimmer does an incorrect figure and is asked to repeat it. A break is scheduled
- A re-read of scores is called for.



Appendix G

INSTRUCTION for SCORERS

GENERAL

- Record figure name and panel # on EACH sheet
- Do not pre-number sheets (there may or may not be pre-swimmers) Enter pre-swimmer scores, then continue with competitors' scores. You
- should finish sheets all at the same time.
- Scratched swimmer's number should be recorded in sequence with
- "Scratched" written prominently next to it.
- Listen for the competitor number to confirm you are recording the proper score. If you get out of order ask for a break to sort out. Inform head referee.
- If you do not hear a score, ask LOUDLY for a RE-READ ... do not be shy. Do not copy from other scorers. Panel Referee will initial re-read
- Record penalty when assessed. Panel Referee will initial penalty.
- Computer automatically subtracts penalties, and eliminates high and low scores.

OUTSIDE SCORERS

- Sheets set up to record competitors' marks VERTICALLY
- Add marks to get a SUM. Compare total with other outside scorer. (We no longer require crossing out high and low marks)
- Do not copy from other scorers

MIDDLE SCORER

- Sheets set up to record competitors' marks HORIZONTALLY
- Do NOT add scores. Record total sum when outside scorers agree.



Appendix H

Meet Manager Report

Meet: _____

Meet Manager: _____

Date of Event: _____

Bin Pick up Date: _____

When did the Awards arrive: _____

Was everything ready and the bin complete? If not, what was missing and was it rectified:

Bin Return required Date: _____

Date sent to SSO: DVD copies _____

Remaining awards _____

Paperwork _____

Incident reports _____

Socan report _____

Financial Statement _____

Any items that need to restocked or repaired: _____

How was the Schedule for the event: no issues _____ some issues _____ needs review _____

Please explain any problems:

Were there any dignitaries present to assist in the award ceremony: Yes No

If yes Name(s): _____

Did the event have media coverage: Yes No

Please list: _____

Information that may be helpful to future Meet Managers (ie suppliers, things that worked or didn't):
