

Masters Swim Clubs Sanction Application Guide

(Revised June 13, 2008)

Before the Meet:

1. Develop Meet Information Package (this should be done 8-10 wks prior to date of meet).

Note: ALL meet entries must be accompanied by the swimmer's registration number. Please remember to put this in your meet package. If entries are received without a registration number then the entries are to be rejected and sent back to the swimmer or club and advise them that the proper swimmer registration number is required.

2. Complete the attached Swim Sask Sanction Form and Pool Depth Declaration Form. The Pool Depth Declaration form is to be faxed to Marni Caldwell at: 585-1431. The Completed sanction form is to be sent to Marni electronically and emailed to her.
3. Email completed sanction form and Meet Information Package, **no later than 5 weeks** prior to your meet, to Sanction chairperson Marni Caldwell at: beancounter1@accesscomm.ca

NOTE: Meet packages will not be sanctioned until the signed copy of the Pool Depth Declaration Form is received. Clubs need to complete only one per year, for each pool that they may hold a competition in.

4. Once the meet package has been approved and you have received a Sanction Number, then you may send a copy of the meet information out to clubs. The sanctioned meet package will also be posted on the Swim Sask website under the Winter Swimming Competition Schedule. It is acceptable to email the meet package.

Meet packages should be sent out to clubs approx. 4 - 6 weeks prior to the date of your meet.

After the Meet: - Meet Manager is responsible to ensure that all the following must be done within 14 days upon completion of the meet:

1. Forward a copy of the sanction form, with appropriate meet assessment fees **and** a print out of the Hytek Meet Manager Team Entry Fee Report OR Team List Report to:
Swim Saskatchewan Inc. 2205 Victoria Ave. Regina, SK S4P 0S4
2. If Hytek Meet Manager software was used, email a Hytek results file to Swim Sask to:
marjwalton@swimsask.ca
3. Send results in an MS Word or Adobe pdf file to Swim Sask and to the clubs and swimmers that attended.
4. Send a list of officials that actually worked to:

Masters Club Officials Coordinator: Lorraine Coulman
734 East Drive
Saskatoon, Sk.
S7J 2X7
lbcoulman@shaw.ca



2205 VICTORIA AVE.
 REGINA, SK S4P 0S4
 (306) 780-9291 or 780-9238
 Fax: (306) 525-4009
www.swimsask.ca
 office@swimsask.ca

MASTERS MEET SANCTION APPLICATION

DESCRIPTION (check appropriate items):

Name of Meet: _____ Invitational Provincial Championships

Pool: _____ Class I Time Trial Class II Time Trial

Host: _____

Meet Manager: _____ Meters Yards

Address: _____ Long Course Short Course

Postal Code: _____ Phone: _____ APPLICANTS NAME: _____

Date (s): _____ Date of application: _____

Referees: _____ APPLICATION DENIED:

_____ **Following changes requested:**

Clubs expected: _____ APPLICATION APPROVED:

MEET ASSESSMENT:

MASTERS CLUBS:

_____ x \$1.50 per swimmer a = _____
of swimmers

OFFICIALS EDUCATION FUND _____ x \$25.00 (to a max of \$75) b) = _____
of days to max. of 3

Total cheque to be made payable to Swim Saskatchewan Inc. a + b = c = _____

Clubs if not using Hytek then please include hard copy of results with Cheque to:
 2205 Victoria Ave. Regina, SK S4P 0S4

- If Hytek Meet Manager software was used, please email a hytek results file to Swim Sask.
- Send results in an MS Word or Adobe pdf file to Swim Sask and to the clubs and swimmers that attended the meet.

(FOR SWIM SASK USE ONLY)

DATE RECEIVED: _____ SANCTION # _____

DATE APPROVED: _____ AUTHORIZED BY: _____



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REGINA, SK S4P 0S4
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To: Marni Caldwell; Sanction Chair for Swim Saskatchewan Inc.

Fax #: (306) 585-1431

From: _____
Name of club

We have reviewed the safety standards as outlined in Appendix B Rule FR 2.3 or CFR 2.3.1 & FR 2.7 (Swimming/Natation Canada Rule book) - specifically to depth of water at starting end of pool.

FR 2.3 "The water depth for a distance of 1.0 metre to 6.0 metres from the end wall must be at least 1.35 metres where starting platforms are installed.

This facility meets the required standards outlined in Rule FR 2.3

CFR 2.3.1 "The water depth for a distance of 1.0 metre to 5.0 metres from the end wall must be at least 1.2 metres where starting platforms are installed."

This facility meets the required standards outlined in Rule CFR 2.3.1

FR 2.7 The height of the starting platform above the water surface shall be from 0.5 metres to 0.75 metres. The platform surface shall be at least 0.5 metre x 0.5 metre

This facility meets the required standards outlined in Rule FR 2.7

Name of Facility (Please Print)

Name of Meet Manager or Club President (please print)

Signature of Meet Manager or Club President

Date

**Please complete document and Fax signed copy to Sanction Chair, Marni Caldwell.
Marni's fax number in Regina is: (306) 585-1431**

This only has to be done once per year/ per club /per facility

Please Note: Declarations must be submitted for each facility that your club may host a sanctioned competition or time trial.