

MEET MANAGER QUESTIONNAIRE

On the answer form provided, please circle the true statement(s) or fill in the appropriate answer(s). There may be more than one true statement for each question.

GENERAL INFORMATION

1. Some of the responsibilities of the Meet manager are to:
 - a. organize and plan the meet;
 - b. ensure the pool is available and booked;
 - c. acquire necessary equipment such as computers, copiers, extra timing systems;
 - d. ensure that the meet is staffed properly;
 - e. operate the automatic placing and timing system;
 - f. prepare and distribute the meet invitation;
 - g. provide the Clerk of Course with necessary time cards;
 - h. prepare entry lists or heat sheets;
 - i. ensure each race is conducted fairly;
 - j. issue complete lists of results;
 - k. ensure disqualified swimmers are listed at the end of the event;
 - l. process record applications;
 - m. serve as Chairperson of any Jury of Appeal.
 - n. buy awards;
 - o. arrange provision of food for officials;
 - p. organize warm-up conditions;
 - q. publish safety rules for warm-ups;
 - r. obtain approval/sanction for the meet;
 - s. keep financial books for the meet.

2. An "Open" meet is:
 - a. available only to those who are not age-group swimmers
 - b. available to all swimmers registered with SNC;
 - c. available to all age groups but restricted to one province;
 - d. held outdoors as an open water long distance event.

3. A "Senior" event is an event for which:
 - a. there are NO age restrictions;
 - b. swimmers must be at least 18 years old;
 - c. only Masters swimmers are eligible.

4. The following Age Groups are Nationally recognized for records, etc.
 - a. 10 years and under;
 - b. 11-12 years;
 - c. 13 years;
 - d. 14-15 years;
 - e. 15-17 years;
 - f. 13-14 years;
 - g. 15 years and over;
 - h. 8 years and under.

5. In order for the results of a swim meet to be officially recognized for SNC records or for future qualifying times, the Meet must:
 - a. be conducted as an "Open" meet;
 - b. be approved by the provincial section;
 - c. use an approved automatic placing and timing system.
6. Applications for meet sanctions are normally sent to the:
 - a. SNC national office;
 - b. Provincial Section office;
 - c. Provincial Officials' Chairperson;
 - d. Provincial Sanction Officer so designated by the section.
7. An Application for Meet Approval:
 - a. shall be submitted for each individual meet;
 - b. shall be accompanied by a copy of the meet invitation;
 - c. is needed for Class Two Time Trials.
8. Mixed competition (males and females competing with one another) shall be permitted:
 - a. in an age group meet;
 - b. as a novelty event;
 - c. in a Senior meet;
 - d. in time trials.
9. In pre-seeded meets, primary responsibility for seeding each event lies with the:
 - a. Referee;
 - b. Meet Manager;
 - c. Clerk of Course;
 - d. Marshall.
10. The Meet Manager has the responsibility of notifying the following people ten days prior to the meet regarding staffing:
 - a. Provincial Officials Chairman;
 - b. President of the Provincial Section;
 - c. SNC Statistician.
11. The term "Short Course" refers to:
 - a. a 25 yard pool;
 - b. a meet in a 25 yard pool;
 - c. a meet in a 50 meter pool;
 - d. a 25 meter pool;
 - e. a pool that is shorter than regulation length.
12. Non-regulation length pools may be used for SNC-approved competitions:
 - a. at no time;

- b. at the local or PS level only;
- c. during the summer break.

EQUIPMENT/POOL SETUP

13. When standing at the starting end of the pool, facing the course, you will find lane number one (1) to be:
- a. on your far left;
 - b. on your far right;
 - c. immediately to the right of the centre lane.
14. The following pool and equipment conditions are correct if:
- a. the end walls of the pool are parallel and vertical;
 - b. both end walls or bulkhead walls extend at least 0.80 meters below the water surface;
 - c. free movement of officials is provided along the length of the bulkhead if the pool is more than 9m wide;
 - d. each lane is not less than 2.0 meters wide and unobstructed;
 - e. the top surface of the starting blocks is at least 0.5m x 0.5m;
 - f. backstroke grips protrude beyond the vertical plane of the end-wall, over the water surface;
 - g. the false start recall rope is 15 meters from the starting end;
 - h. a marker visible to swimmers is placed 15m from the start for backstroke.

MEET INVITATION

15. The meet invitation package shall contain the following:
- a. date of meet and starting times of each session;
 - b. a list of Senior officials working the meet;
 - c. a list of events and qualifying times;
 - d. de-qualifying times (if appropriate);
 - e. disqualifying times;
 - f. entry fees and procedures;
 - g. accommodation and travel information;
 - h. recommendations for rule changes;
 - i. pool details (length, number of lanes, etc.);
 - j. scoring rules for prizes and awards;
 - k. admission price for spectators;
 - l. procedures for scratches, deck entries, etc.;
 - m. a list of all invited clubs;
 - n. rules about Finals (A) and Consolation (B) Finals;
 - o. safety/warm-up procedure;
 - p. an approved (signed) sanction form;
 - q. notification of starting procedures for the meet (one or two starts).

DURING THE MEET

16. Responsibility for ensuring that a list of current records and TAG times is available to the Recorder/Scorer lies with the:
- a. Meet Manager;
 - b. Clerk of Course;

- c. Referee;
- d. Provincial Officials Chairperson;
- e. Provincial Section office.

17. Responsibility for recruiting and initially assigning officials lies with the:
 - a. Chief Timer;
 - b. Meet Manager;
 - c. Referee;
 - d. Provincial Chairperson of Officials;
 - e. Provincial Section office.

18. Responsibility for approving the final assignment of all officials for a session lies with the:
 - a. Clerk of Course;
 - b. Session Referee;
 - c. Meet Manager;
 - d. Official on duty with the highest level badge.

19. In a meet with Preliminaries and Finals in an 8-lane pool, if there are 7 swimmers entered in an event the Meet Manager may:
 - a. schedule a Preliminary heat to determine Final seeding;
 - b. schedule the event as a Final during Preliminaries;
 - c. consult all affected coaches to determine their wishes;
 - d. schedule the event for the Finals session at night.

20. In the format of a meet, Consolation (B) Finals:
 - a. may be included along with Finals;
 - b. must be included along with Finals;
 - c. shall be swum BEFORE the Final of each event;
 - d. should be swum AFTER the Final of each event.

21. A "Swim-off" shall be held:
 - a. whenever there is a tie;
 - b. to break a tie for last qualifying position(s) or alternate position(s) in a Final or Consolation Final;
 - c. whenever there is a tie for a medal.

22. A "Swim-off" is normally arranged by the Meet Manager:
 - a. after consultation with affected coaches or swimmers;
 - b. after consultation with the Referee;
 - c. after consultation with the Chief Timer;
 - d. after consultation with the pool manager;
 - e. to take place not less than 1 hour after all involved swimmers have completed their heat.

23. An SNC record may be established in:
 - a. any SNC sanctioned meet;
 - b. an Class Two Time Trial;
 - c. any high school swim meet.

24. The following swimmers may score team points in a sanctioned swim meet:

- a. age group swimmers in a Senior event;
- b. disqualified swimmers;
- c. unattached swimmers;
- d. swimmers who fail to equal or better the qualifying times;
- e. the first alternate to a Final if a finalist is disqualified during the race.

25. The following swimmers are eligible for Canadian records:

- a. age groups swimmers in a Senior event;
- b. swimmers with good automatic times but no back-up times;
- c. swimmers with an official time derived from two watches;
- d. swimmers with record splits from the start of a race 50, 100, 200, etc;
- e. a swimmer in the first leg of a relay if the 3rd swimmer is disqualified;
- f. a swimmer breaking a breaststroke record in a freestyle event;
- g. a swimmer with a record split from the start who subsequently fails to make the qualifying time for the event.

26. The Jury of Appeal:

- a. shall be chaired by the Meet Manager or designate;
- b. shall be composed of an odd number of members;
- c. shall have the Referee as a voting member;
- d. may be attended by any interested official;
- e. shall be held during or immediately following the session;
- f. shall hear evidence from the protestor, the Referee and the person whose decision is in dispute;
- g. shall make a written formal record of its proceedings;
- h. shall reach a decision on the day of the protest;
- i. shall make the final decision;

27. The Meet Manager's responsibilities regarding safety procedures during warm-up shall be to:

- a. assign teams to lanes;
- b. increase the number of sprint lanes when the situation requires it;
- c. limit the number of swimmers in the pool;
- d. check the pool deck for unsafe areas;
- e. assign Marshals during warm-up;
- f. provide signs for each lane at both ends of the pool indicating designated use during warm-up;
- g. post warm-up procedures prominently on deck.

POST MEET DUTIES

28. The results of a local meet shall contain:

- a. times of all swimmers in Preliminaries and Finals;
- b. identification of records apparently broken;
- c. disqualified swimmers' times;
- d. the age of all Age Group swimmers;
- e. individual and team point scores (if the meet is scored);
- f. names and codes of participating clubs;
- g. Jury of Appeal results (Jury Records);
- h. names of all Senior officials;
- i. names of the organizing committee;
- j. a line marking de-qualifying standard for each event;
- k. addresses of visiting clubs;
- l. the number of swimmers from each club;
- m. results which are listed in order of freestyle (50, 100, 200, etc.), backstroke, breaststroke, butterfly, I.M., and relays;
- n. names of swimmers in relays in order of swimming;
- o. lead-off swimmer's time in a relay where the 3rd swimmer is DQ'd.

29. Meet results shall be sent to:

- a. the meet approval/authority (Provincial Section or SNC);
- b. the National Rules Chairperson;
- c. each participating club;
- d. all clubs in the host province;
- e. provincial sections of out-of-province clubs.

30. At the conclusion of the meet, the Meet Manager's duties shall include:

- a. filling out the meet report form within 7 days;
- b. sending 2 copies of records pending to provincial section office of the host club;
- c. paying levies as required;
- d. ensuring results and scoring are correct;
- e. sending out results;
- f. sending out "Thank you's";
- g. contacting sponsors;
- h. submitting a report to local sports announcer;
- i. ensuring pool deck is clean and lane ropes are put away;
- j. arranging travel home for VIP's attending the meet.

MEET MANAGER ANSWER SHEET

Please circle the true statement(s) or fill in the appropriate answer(s). There may be more than one true statement for each question.

1. a b c d e f g h i j k l m n o p q r s
2. a b c d
3. a b c
4. a b c d e f g h
5. a b c
6. a b c d
7. a b c
8. a b c d
9. a b c d
10. a b c
11. a b c d e
12. a b c
13. a b c
14. a b c d e f g h
15. a b c d e f g h i k l m n o p q
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21. a b c
22. a b c d e
23. a b c
24. a b c d e
25. a b c d e f g
26. a b c d e f g h i
27. a b c d e f g
28. a b c d e f g h i j k l m n o
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