



November 22-23, 2013

At the

University of Toronto

New Information:

- Updated Entry process/verification page 4
- Scratch deadlines page 5
- Updated Accreditation Information page 6
- Updated Relay Scoring Page 7
- Updated Anti-Doping information page 8
- 2013 Canada Cup Toronto Standard page 9

General information:

- Relays are Time-finals swum during the Finals session, slowest to fastest.
- Entry cut-off - after entries for the team entering the 500th swimmer are received no further entries will be accepted.
- This meet is open to all qualified Swimming Canada registered swimmers.
- This meet is open to qualified FINA registered foreign swimmers and teams.
- Foreign competitors must provide a letter from their FINA affiliated National Federation confirming they are a registered member in good standing (except members of USA Swimming). The letter must be submitted to natloffice@swimming.ca prior to the meet entry deadline.
- Swimming Canada designated meet rules will govern the competition.
- Any discrepancies between Swimming Canada Meet Rules and those found in this Meet Information Package shall be superseded by those found in this package.
- This document has been prepared in English and translated to French. Where there is a discrepancy between the two versions, the English version shall be applied.

Host:

Swimming Canada and the Toronto Swim Club

Location:

University of Toronto, 55 Harbord Street, Toronto Ontario

Facility:

One 8-Lane 25 metre competition pool with Omega electronic timing; one 8-Lane 25m warm up/down pool.

Sanction:

Provided by Swimming Canada, all current Swimming Canada and FINA rules will apply.

Organizing Committee:

Meet Manager	Will Burwell	willburwell@gmail.com
	Ray Bernard	ray@raybernard.ca
Official Coordinator	Laura Pratt	laurajpratt@gmail.com
Swimming Canada Entries	Rob Traynor	entries@swimming.ca
Swimming Canada Sr. Event Manager	James Hood	jhood@swimming.ca

Competition Start Times:

Heats:	8:00 am warm-up, 9:30 am start
Finals:	4:00 pm warm-up, 6:00 pm start

Competition Format:

Preliminaries:

- All preliminary heats will be swum using eight (8) lanes.
- The following events will run with a two stage preliminaries with the fastest heats being run first followed by a second preliminaries after the other events have concluded:
 - 400 m events – 3 seeded heats
 - 200 m events – 5 heats
 - 100 m events – 7 heats
 - 50 m events – all heats will run in first preliminaries.
 - Meet management reserves the right to alter the number of heats being run in the first preliminaries dependent on the total number of entries.
- The second preliminaries sessions *will start immediately following the completion of the last of the first preliminary heats. The draft timeline will be posted by November 16, 2013 and circulated to coaches. Meet management reserves the right to combine the sessions following final entries.*
- The 800m (women) and 1500m (men) freestyle events will be timed final events with the fastest heat of each distance being swum in finals, all remaining heats will be run during the secondary heats at the end of the session. The second prelims for the 800/1500m freestyle will be run fastest to slowest. Meet management reserves the right to double lane these events or limit entries if required.

Finals:

- All finals will be swum using eight (8) lanes.
- There will be an “A” and “B” final for all individual events (excluding time final events). The finals sessions, will run using the following format: “B” Final, “A” Final, “B” Final, Medal Ceremony, “A” Final, “B” Final, Medal Ceremony

Relays:

- Relays will be swum as time finals. All heats will be swum during the Finals sessions.
- Relay forms with the names and order of swimmers must be submitted to the Clerk of Course at least 30 minutes prior the start of the session in which the relay will be swum.

Training Times:

The U of T pool will be available:

- Thursday, Nov 21, 2013 08:00 – 12:00 (16 lanes) 17:30-19:30 (8 lanes)
- If clubs are interested in additional pre-meet training times outside of those listed above, they should contact the facility at Byron MacDonald 416 978-7008, Byron.macdonald@utoronto.ca.

Meet Registration:

Club representative or coaches are required to register at the pool.

- Thursday - 18:00 to 20:00 – Athletic Centre Lobby
- Friday – 08:00 to 09:00 – On Pool Deck

Technical Meeting:

Thursday, Nov 21, 2013 - 18:30 U of T Room 302 Benson Wing Athletic Centre.

Entries:

Entry Deadline:

Entries are due November 12, 2013, 23:59, Central Standard Time.

- When coaches submit their entry file, the entry system will automatically send back a Confirmation of Entry email if the file has been accepted. Coaches have 24 hours to review this file from the time of submission and make corrections/modifications to entries. Following this, entry time upgrades or event additions will not be accepted.
- Late entries for new swimmers may be accepted after the entry deadline at the discretion of the meet organizing committee. These entries would be surcharged at the rate of 200% of the published entry fee. Adding events for swimmers already entered in the meet will not be accepted except as noted above.
- A club submitting late entries to a Swimming Canada designated competition will be fined either 200% of the entry fee to a maximum of fine of \$500 for the first offense, second offenses will a maximum of \$1000 and third offense for late entries will be \$2000 in a single competitive season.

Submitting Entries:

- All entries must be submitted via the Meet List on-line entries system.

Psych Sheets:

- Psych sheets will be posted on Swimming Canada's web site following the entry deadline.

Meet Standards:

- Standards for the 2013 Canada Cup Toronto are included in this document.

Qualification Period:

- All short course and long course times done since September 1, 2012 are eligible for entry. Swimming Canada does not accept yards or converted yards times for entry. COACHES, PLEASE DO NOT CONVERT ENTRY TIMES.

Bonus Swims:

- Athletes must have met a minimum of one (1) qualifying time for an individual event during the qualifying period. Swimmers are permitted to register for additional events according to the number of qualification times attained.
 - 1-2 standard attained - 3 bonus events*
 - 3-4 standards attained - 2 bonus events*
 - 5+ standards attained - 1 bonus events*

*Please enter bonus events at best time and indicated by the BONUS check in Hytek Team Manager.

Relay Times:

- Relay times must be submitted in short course times.

Proof of Time:

- Individual Events: All entries will be proven via the on-line entry system. Meet management may challenge any entry time before or during the competition. It is the responsibility of the club to prove any entry times if requested. Any club not able to prove an entry time when challenged will be fined \$100.00.
- Relay Events: All relay entry times must be proven utilizing swimmers entered in the meet. The online entry system is to be used to prove relay entry times. If requested, relay times not proven through the online entry system must be proven prior to or at registration. Any relay team NOT proven by the end of the registration period Thursday November 21, 2013 will be entered as NT. Relay only swimmers must be included in the entry file.

Seeding:

- After all times have been proven, short course times meeting the qualification standards shall be seeded first; followed by all long course times meeting the qualification standards; followed by bonus short course times; followed by bonus long course times; followed by non-compliant times.

Entry Fees:

- Individual Events: \$90.00 CAN per swimmer
- Relay Events: \$15.00 CAN
- Relay only swimmers will be charged a fee of \$40.00 per swimmer (please refer to rule SNC 2.3.1 for eligibility of “relay only” swimmer).
- Entry fees must be paid prior to or at meet registration.
- All entry fees must be paid prior to the technical meeting.
- All cheques are payable to The Toronto Swim Club.

Scratches:

Prelims & time final events

- Friday Preliminaries: 30 minutes following the Technical Meeting.
- Saturday: By the start of the Finals the previous evening 6pm.
- Scratches must be done on the official scratch cards
- E-mailed scratches WILL NOT be accepted.

Finals

- Finals events and Relays: 30 minutes following the completion of the Preliminary events (excluding time final events).
- Scratches must be done on the official scratch cards
- E-mailed scratches WILL NOT be accepted.

Penalty:

- “No-Shows”, “step-downs” and “unexcused incomplete swims” will be penalized \$50.00 CAD for both Preliminaries and Finals.

- Fines incurred in preliminaries may be paid immediately, or at the end of the preliminary session. The swimmer in question may swim other events in that preliminary session prior to paying the penalty. Should the swimmer in question qualify for finals, he shall not swim in Finals until the fine is paid

Accreditation:

Club deck accreditations (inclusive of coaches, team manager and support staff):

1–5 swimmers	2 accreditations
6-10 swimmers	3 accreditations
11-15 swimmers	4 accreditations
16-20 swimmers	5 accreditations
21-30 swimmers	6 accreditations
31+ swimmers	7 accreditations

Extra accreditations may be purchased at a cost of \$40.00 per accreditation and are based on availability.

Lost accreditation will be replaced at a cost of \$40.00 per accreditation.

Coach Accreditation:

Coaches must be registered with the CSCTA as an “A1” or “B” member, Swimming Canada and meet the minimum NCCP requirements as outlined in the Swimming Canada National Registration Policy & Membership Procedures Manual to receive a coach accreditation card and access to the pool deck. Accreditation passes must be visible while on deck.

Support Staff Accreditation:

Clubs must complete the Domestic or international Support Staff Accreditation Form available at swimming.ca. Clubs not submitting the form in advance may be subject to a \$10 fine per support staff. If a club is submitting a coach as part of their support staff then the individual is not eligible to fulfill any coaching role. Support staff found to be in breach of this will have their deck accreditation removed and notification to the CSCTA will be done for compliance to CSCTA Code of Professional Conduct - Coach to Profession 11 a and b.

Support staff may include physiologist, chiropractor, doctor, massage therapist, biomechanist, psychologist, physiotherapist or team managers/chaperones.

Swimmers Accreditation:

Swimmers will be provided an accreditation card for deck access. This card must be displayed at all times. Access to the pool will be through the locker rooms and past the main security checkpoint.

Note:

The Deck Accreditation Card remains the property of Swimming Canada and can be withdrawn, with immediate effect, at Swimming Canada’s sole discretion. By using this Card, individuals agree to be filmed, televised, photographed, identified and otherwise recorded during the Swimming Canada Designated Competition under the conditions and for the purposes now and hereafter authorized by Swimming Canada in relations to the promotion of Swimming Canada and the development of the sport of swimming.

By accepting the Accreditation card you agree that all photographs and moving images taken by yourself within any Swimming Canada designated event including those of athletes competing within any championship venue shall be used solely for personal and non-commercial purposes, unless the prior written consent is obtained from Swimming Canada. The individual confirms that they fulfill the qualifications required by Swimming Canada in order to use this Deck Accreditation Card. The individual also agrees to information about themselves being collected by Swimming Canada and the Organizing Committee and such data being stored and used by them, and, where necessary, third parties, for the purposes of facilitating my participation in, and/or organizing the Swimming Canada Designated Competition

Please be advised that deck accreditations should not be provided to children, youth or adults that are not participants in the competition, either as an athlete, coach, support staff or volunteer/official. Insurance and risk management do not extend to non-supervised minors or individuals that are age of majority that are not part of the competition either as a participant, coach, support staff or event volunteer/official.

Communication:

For information and updates please refer to the Swimming Canada web site www.swimming.ca

Meet Scoring:

- Individual using 8 lanes: Places 1 – 16: 18, 16, 15, 14, 13, 12, 11, 10, 8, 7, 6, 5, 4, 3, 2, 1
- Relays using 8 lanes: Places 1 – 8: 18, 16, 15, 14, 13, 12, 11, 10

Awards:

- Medals for first, second and third place
- First place will receive \$150.00 CAD
- Female and Male Swim of the Meet (based on the Jan 1- Dec 31, 2012 FINA World Rankings) - \$750 CAD
- Female and Male High Point Aggregate (5-2-1) - \$1250.00 CAD
- Important note to clubs: If the placing swimmer is unable to make it to their award ceremony, the club must send a fully uniformed substitute swimmer in their place.

Hotel Accommodations:

Please visit the Swimming Canada website for hotel lists for this competition at

<https://www.swimming.ca/docs/Hotel/hotels%202013.pdf>

Swimming Canada Car Rental Partner:

National Rent a Car and Enterprise Rent a Car for bookings visit <https://www.swimming.ca/Travel>

Tickets:

Finals - \$20.00 include start list

Prelims – Free

Site Link -

Doping Control:

Swimming Canada is a partner with the Canadian Centre for Ethics in Sport and are a signatory to the Canadian Anti-Doping Policy. As part of this program Swimming Canada is committed to clean sport for all.

Swimming Canada athletes are included in both in competition and out of competition testing throughout the year. Annually all Swimming Canada Designated competitions are included in the in competition testing programs of the CCES.

Swimming Canada encourages our coaches, members and athletes to be familiar with the Canadian Anti-Doping Policy and the educational opportunities that are available online through both the CCES and the World Anti-Doping Agency (WADA).

The CCES website includes many areas that help to education and inform athletes, coaches, parents and your medical professionals. Visit www.cces.ca and explore the various areas.

Doping Control Procedure:

Swimmers are selected randomly each day doping control is scheduled. Swimmers are notified by a Doping Control Chaperone and are required to sign a notification form.

A Doping Control Chaperone will accompany the swimmer until released by the Doping Control Officer (DCO). Upon notification of testing and if necessary, the athlete may notify the DCO if they are competing in another event in the same session. In such cases, the DCO may direct that testing be carried out later in the session, provided a Chaperone accompanies and/or observes the Athlete at all times and until such time as the Athlete reports back to the Doping Control Station for testing.

Athletes selected for testing shall be required to provide a urine sample of approximately 100 ml. This is done in the presence of a witness. Upon completion of CCES paperwork the swimmer is released.

Photo identification is required for doping control. Coaches are asked to instruct athletes to bring photo identification to competitions (i.e. driver's license, school identification, passport, etc.).

Doping Control Information:

Swimmers may reference the list of banned substances in the Canadian Centre for Ethics in Sport (CCES) publication "Drug Classification" OR by accessing the CCES website at www.cces.ca. (Recommended)

Please be aware of advisory notes on www.cces.ca.

For specific drug inquiries please contact the CCES at 1-800-672-7775.

Events and Standards

Preliminaries

Warm-up 8:00am
 Start 10:00am

Finals

Warm-up 4:00pm
 Start 6:00pm

Event Order

Day 1	#
800m Freestyle Women	1
100m Freestyle Men	2
200m Freestyle Women	3
50m Breaststroke Men	4
100m Breaststroke Women	5
400m IM Men	6
100m Butterfly Women	7
100m Backstroke Men	8
50m Backstroke Women	9
200m Butterfly Men	10
200m IM Women	11
400m Freestyle Men	12
50m Freestyle Women	13
200m Breaststroke Men	14
100m IM Men	15
200m Backstroke Women	16
50m Butterfly Men	17
4 x 50m Medley Relay Women	18
4 x 50m Medley Relay Men	19

#	Day 2
20	1500m Freestyle Men
21	100m Freestyle Women
22	200m Freestyle Men
23	50m Breaststroke Women
24	100m Breaststroke Men
25	400m IM Women
26	100m Butterfly Men
27	100m Backstroke Women
28	50m Backstroke Men
29	200m Butterfly Women
30	200m IM Men
31	400m Freestyle Women
32	50m Freestyle Men
33	200m Breaststroke Women
34	100m IM Women
35	200m Backstroke Men
36	50m Butterfly Women
37	4 x 50m Freestyle Relay Men
38	4 x 50m Freestyle Relay Women

Women's LC Standards	Women's SC Standards	EVENTS	Men's SC Standards	Men's LC Standards
27.80	26.91	50m Freestyle	23.99	24.77
59.25	58.06	100m Freestyle	52.23	53.57
2:08.81	2:05.25	200m Freestyle	1:54.25	1:57.98
4:32.48	4:25.33	400m Freestyle	4:04.34	4:12.96
9:28.68	9:11.85	800m Freestyle	X	X
X	X	1500m Freestyle	16:24.08	17:03.51
31.70	30.52	50m Backstroke	27.41	28.75
1:07.12	1:04.49	100m Backstroke	58.15	1:01.02
2:25.28	2:18.46	200m Backstroke	2:05.83	2:12.64
34.83	34.03	50m Breaststroke	30.33	31.06
1:15.42	1:13.36	100m Breaststroke	1:05.61	1:07.99
2:43.33	2:38.45	200m Breaststroke	2:22.65	2:28.62
29.44	29.06	50m Butterfly	26.06	26.68
1:05.00	1:04.29	100m Butterfly	57.46	58.35
2:25.82	2:21.71	200m Butterfly	2:08.08	2:12.16
X	1:06.35	100m IM	1:01.18	X
2:26.77	2:21.89	200m IM	2:08.94	2:14.21
5:12.39	5:00.21	400m IM	4:36.75	4:46.78



OFFICIALS VOLUNTEER FORM

Name: _____

Street Address: _____

City: _____

Prov: _____ **Postal Code:** _____

Phone Home: _____ **Phone Work:** _____

email: _____

Level of Official: I II III IV V FINA *(Please circle or X below / encerler)*

I am available to work the following sessions / Je serai disponible pour les sessions suivantes: (Please check (X) sessions)

<i>Date</i>	<i>Fri Nov. 22</i>	<i>Sat Nov. 23</i>
<i>Heats</i>		
<i>Finals</i>		

Please complete and return the above form by October 31st to the officials' chairperson. / S.V.P. remplir et retourner le formulaire ci-dessus avant le 31 octobre au responsable des officiels pour la compétition.

Senior Officials Paul Corkum corko@sympatico.ca
Minor Officials Byron MacDonald byron.macdonald@utoronto.ca

The organizing committee would like to encourage Ontario officials in particular to take advantage of this opportunity to gain national experience, however, other officials from across Canada are of course welcome. The meet will have double-ended prelims and single-ended finals.



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Competition Format:

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- All finals will be swum using eight (8) lanes.
- There will be an “A” and “B” final for all individual events (excluding time final events). The finals sessions, will run using the following format: “B” Final, “A” Final, “B” Final, Medal Ceremony, “A” Final, “B” Final, Medal Ceremony

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Accreditation:

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Communication:

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- Relays using 8 lanes: Places 1 – 8: 18, 16, 15, 14, 13, 12, 11, 10

Awards:

- Medals for first, second and third place
- First place will receive \$150.00 CAD
- Female and Male Swim of the Meet (based on the Jan 1- Dec 31, 2012 FINA World Rankings) - \$750 CAD
- Female and Male High Point Aggregate (5-2-1) - \$1250.00 CAD
- Important note to clubs: If the placing swimmer is unable to make it to their award ceremony, the club must send a fully uniformed substitute swimmer in their place.

Hotel Accommodations:

Please visit the Swimming Canada website for hotel lists for this competition at <https://www.swimming.ca/docs/Hotel/hotels%202013.pdf>

Swimming Canada Car Rental Partner:

National Rent a Car and Enterprise Rent a Car for bookings visit <https://www.swimming.ca/Travel>

Tickets:

Finals - \$20.00 include start list

Prelims – Free

Site Link -

Doping Control:

Swimming Canada is a partner with the Canadian Centre for Ethics in Sport and are a signatory to the Canadian Anti-Doping Policy. As part of this program Swimming Canada is committed to clean sport for all.

Swimming Canada athletes are included in both in competition and out of competition testing throughout the year. Annually all Swimming Canada Designated competitions are included in the in competition testing programs of the CCES.

Swimming Canada encourages our coaches, members and athletes to be familiar with the Canadian Anti-Doping Policy and the educational opportunities that are available online through both the CCES and the World Anti-Doping Agency (WADA).

The CCES website includes many areas that help to education and inform athletes, coaches, parents and your medical professionals. Visit www.cces.ca and explore the various areas.

Doping Control Procedure:

Swimmers are selected randomly each day doping control is scheduled. Swimmers are notified by a Doping Control Chaperone and are required to sign a notification form.

A Doping Control Chaperone will accompany the swimmer until released by the Doping Control Officer (DCO). Upon notification of testing and if necessary, the athlete may notify the DCO if they are competing in another event in the same session. In such cases, the DCO may direct that testing be carried out later in the session, provided a Chaperone accompanies and/or observes the Athlete at all times and until such time as the Athlete reports back to the Doping Control Station for testing.

Athletes selected for testing shall be required to provide a urine sample of approximately 100 ml. This is done in the presence of a witness. Upon completion of CCES paperwork the swimmer is released.

Photo identification is required for doping control. Coaches are asked to instruct athletes to bring photo identification to competitions (i.e. driver's license, school identification, passport, etc.).

Doping Control Information:

Swimmers may reference the list of banned substances in the Canadian Centre for Ethics in Sport (CCES) publication "Drug Classification" OR by accessing the CCES website at www.cces.ca. (Recommended)

Please be aware of advisory notes on www.cces.ca.

For specific drug inquiries please contact the CCES at 1-800-672-7775.

Events and Standards

Preliminaries

Warm-up 8:00am
 Start 10:00am

Finals

Warm-up 4:00pm
 Start 6:00pm

Event Order

Day 1	#
800m Freestyle Women	1
100m Freestyle Men	2
200m Freestyle Women	3
50m Breaststroke Men	4
100m Breaststroke Women	5
400m IM Men	6
100m Butterfly Women	7
100m Backstroke Men	8
50m Backstroke Women	9
200m Butterfly Men	10
200m IM Women	11
400m Freestyle Men	12
50m Freestyle Women	13
200m Breaststroke Men	14
100m IM Men	15
200m Backstroke Women	16
50m Butterfly Men	17
4 x 50m Medley Relay Women	18
4 x 50m Medley Relay Men	19

#	Day 2
20	1500m Freestyle Men
21	100m Freestyle Women
22	200m Freestyle Men
23	50m Breaststroke Women
24	100m Breaststroke Men
25	400m IM Women
26	100m Butterfly Men
27	100m Backstroke Women
28	50m Backstroke Men
29	200m Butterfly Women
30	200m IM Men
31	400m Freestyle Women
32	50m Freestyle Men
33	200m Breaststroke Women
34	100m IM Women
35	200m Backstroke Men
36	50m Butterfly Women
37	4 x 50m Freestyle Relay Men
38	4 x 50m Freestyle Relay Women

Women's LC Standards	Women's SC Standards	EVENTS	Men's SC Standards	Men's LC Standards
27.80	26.91	50m Freestyle	23.99	24.77
59.25	58.06	100m Freestyle	52.23	53.57
2:08.81	2:05.25	200m Freestyle	1:54.25	1:57.98
4:32.48	4:25.33	400m Freestyle	4:04.34	4:12.96
9:28.68	9:11.85	800m Freestyle	X	X
X	X	1500m Freestyle	16:24.08	17:03.51
31.70	30.52	50m Backstroke	27.41	28.75
1:07.12	1:04.49	100m Backstroke	58.15	1:01.02
2:25.28	2:18.46	200m Backstroke	2:05.83	2:12.64
34.83	34.03	50m Breaststroke	30.33	31.06
1:15.42	1:13.36	100m Breaststroke	1:05.61	1:07.99
2:43.33	2:38.45	200m Breaststroke	2:22.65	2:28.62
29.44	29.06	50m Butterfly	26.06	26.68
1:05.00	1:04.29	100m Butterfly	57.46	58.35
2:25.82	2:21.71	200m Butterfly	2:08.08	2:12.16
X	1:06.35	100m IM	1:01.18	X
2:26.77	2:21.89	200m IM	2:08.94	2:14.21
5:12.39	5:00.21	400m IM	4:36.75	4:46.78



OFFICIALS VOLUNTEER FORM

Name: _____

Street Address: _____

City: _____

Prov: _____ **Postal Code:** _____

Phone Home: _____ **Phone Work:** _____

email: _____

Level of Official: **I** **II** **III** **IV** **V** **FINA** *(Please circle or X below / encerler)*

I am available to work the following sessions / Je serai disponible pour les sessions suivantes: (Please check (X) sessions)

<i>Date</i>	<i>Fri Nov. 22</i>	<i>Sat Nov. 23</i>
<i>Heats</i>		
<i>Finals</i>		

Please complete and return the above form by October 31st to the officials' chairperson. / S.V.P. remplir et retourner le formulaire ci-dessus avant le 31 octobre au responsable des officiels pour la compétition.

Senior Officials Paul Corkum corko@sympatico.ca
Minor Officials Byron MacDonald byron.macdonald@utoronto.ca

The organizing committee would like to encourage Ontario officials in particular to take advantage of this opportunity to gain national experience, however, other officials from across Canada are of course welcome. The meet will have double-ended prelims and single-ended finals.