

2018 TCDSB Swim Invitational



Meet Information Package

Hosted by:
St. Gregory Catholic School
Etobicoke, ON

Meet: Saturday April 28 & Sunday April 29, 2018

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2018 Swim Meet Details:

Dates:

Saturday April 28th – Preliminaries Session A

Saturday April 28th – Preliminaries Session B

Sunday April 29th - FINALS

Hosted by: St. Gregory Catholic School
126 Rathburn Rd.
Toronto, Ontario M9B 2K6
Tel: 416-393-5262

Meet Managers: Jennifer Pyz & Maria Skinner

Email: tcdsbswim2018@gmail.com

Website: www.swimtcdsb.ca

Location: Etobicoke Olympium
590 Rathburn Road
Toronto, Ontario

Facility: All events will be held in two 8-lane 25-metre pools, at Etobicoke Olympium.

Session Summary:

- Preliminaries on Saturday April 28, 2018 are split into two half-day sessions rather than one full day session to accommodate close to 1,400 swimmers from across the city.
- Each school will compete in either the morning or the afternoon session, but not both. The Morning session is referred to as ***Division A*** and the afternoon session is referred to as ***Division B***.
- Divides approximately 34 schools into 17/session maximum.
- Divides estimated 1400 swimmers into 700/session maximum.
- Schools will be advised which division they have been assigned to closer to the meet date so stay tuned for details.
- All participating schools will be on deck simultaneously during their respective Division session.

Olympium Rules & Regulations:

- Host schools must respect the capacity limit on deck and in the gallery per session.
- Security procedures will be implemented to
 - ❖ limit deck access to authorized officials and participating teams (swimmers & coaches)
 - ❖ limit the number of spectators in the gallery
- **Deck access** for Sunday Finals is limited to participating finalists & coaches only.
- Team members not advancing to finals are not allowed on deck on Sunday.
- Given the capacity limits, the number of teams and estimated number of swimmers, teams are asked to limit the number of coaching staff on deck to maximum of 10 (1 for each 10 students/minimum 2 coaches.)
- Schools with > 10 coaches may wish to have their extra coaching staff sign up for one of the deck official positions if they wish to be on deck during the meet.
- The bulkheads are limited to officials and swimmers. No coaches are allowed on the bulkhead.
- Coaches are responsible for their swimmers at all times – while on deck, in changerooms or at the marshalling zones.
- Following each session, swimmers/Coaches must clean up their area, prior to leaving the pool deck

NEW for 2018 – Wristband policy for Preliminaries:

- The Host school has been strongly advised by the Etobicoke Olympium to implement a plan to address crowd control so that the capacity limits will be adhered to.
 - ❖ 470 person limit on deck per session (meet personnel, officials & lifeguards & swimmers in races)
 - ❖ 697 person limit in lower stands (swimmers & coaches)
 - Wristband policy for on-deck access for coaches
 - Absolutely no access for anyone without the proper on-deck wristband
 - ❖ 747 person limit in gallery (upper stands) (spectators)
 - A separate wristband policy will be in effect for spectators attending the preliminary sessions on Saturday. The wristbands will be distributed to the swim teams prior to the swim meet. These will be sent to each school through the School Board courier.
 - Each school will distribute their wristbands, at their own discretion.
 - There will be approximately 1 wristband per swimmer. (For example, a school with 25 swimmers will receive approximately 25 wristbands.)

At this time, there is no wristband policy in effect for the Sunday Finals. However, security individuals will be present to ensure that the gallery is not overcrowded and will redirect spectators should there be any issues with overcrowding in any section of the gallery.

At all times, spectators must keep the stairs and walkways clear, and there can be
NO STANDING at the railing.

Over capacity is a fire hazard and will result in immediate termination of the Swim Meet.

Further communication on the wristband policy will be distributed by email to the coaches, and posted to the website, when it becomes available.

Summary of Key Dates:

Task / Milestone	Date	Dependencies/Notes
Registration Package & Entries File Posted	8-Feb-18	Hy Tek set up by contractor.
Submission : Volunteer Names	1-Mar-18	2 weeks lead time required to build master database.
Submission : Electronic Entries, Payment & Hard Copies of forms (entries, code of conduct, etc)	8-Mar-18	<p>Allow sufficient time to validate entry files with each school & leave a small window for scratches.</p> <p><u>Electronic Entries File</u> Emailed to Meet Manager at tcdsbswim2018@gmail.com & Steve Goodwin at sdg9@rogers.com before the midnight deadline</p> <p><u>Complete Registration Package</u> with hard copy of Entries, Volunteer Forms, Coach Information, Code of Conduct Forms and Payment due by 1pm at St. Gregory School</p>
Scratches & Change Freeze Deadline	29-Mar-18	<p>Lead time required to make divisions & balance entries/heats after all changes.</p> <p>Program Guide must be finalized and sent to TCDSB to print.</p>
Confirmation of School Volunteer Commitments	29-Mar-18	Necessary lead to arrange deck duties
Program Guide sent for printing	13-Apr-18	Capture final revisions. (cutoff – April 6)
Training for on-deck officials	TBD	To ensure that on-deck officials are trained and qualified to perform their duties.
Submission: Relay cards must be completed and emailed to the Meet Manager	19-April-18	Verified before swim meet
Preliminaries	28-Apr-18	Two half day sessions - Saturday AM & PM
Finals	29-Apr-18	One half day session Sunday 11:00 AM

Entry Deadlines:

Electronic submission of **Volunteer Names file** to be emailed to Meet Manager by **Thursday, March 1 2018.**

Electronic submission of your **Meet Entries File** is to be emailed by **Thursday, March 8, 2018 @ midnight** to:

- Meet Manager at tcdsbswim2018@gmail.com
- &
- Steve Goodwin at sdg9@rogers.com

The complete **Registration Package** is to be received at St. Gregory Catholic School on **Thursday, March 8, 2018 by 1pm** to confirm registration. This includes:

- *School Summary (Appendix 8)*
- *Declaration & Registration Checklist*
- *Payment – cheque made payable to ST. GREGORY SWIM MEET*
- *Coach registration form*
- *Volunteer registration forms*
- *Meet Entries Report – hard copy*
- *Signed Code of Conduct & Swimmer Registration forms (for all swimmers)*
- *2017 Trophies*

The Meet Management Steering Committee will have a table setup at St. Gregory School, 126 Rathburn Road, Toronto, on March 8th (until 1pm) to receive packages & payment.

Final Scratches to be emailed to Meet Manager at tcdsbswim2018@gmail.com , by **Thursday, March 29, 2018 @ noon.**

Electronic submission of the **Relay Cards** must be emailed to Meet Manager at tcdsbswim2018@gmail.com , by **Thursday April 19, 2018 @ midnight.**

Entry Fees:

\$9.00 per individual event and **\$12.00** per relay event
Please make cheque payable to **St. Gregory Swim Meet**

Registration Package:

The Meet Registration Package is posted to the TCDSB Swim Invitational website at www.swimtcdsb.ca for download. It includes all necessary forms. School contacts will be notified as soon as it is available.

Software instructions and events files will be emailed to each school.

Meet Ethics:

Refer to *Appendix 4* for Code of Conduct.

Swimmer Registration is a separate document available as part of the meet package. This document includes the Code of Conduct as well.

Be sure to complete the **Swimmer Registration** Form for each team member and have each team member sign the **Code of Conduct**.

These forms are to be submitted with the meet registration package on March 8 2018.

Eligibility:

All swimmers must be between the ages of 7 and 13 inclusively (grades 2 – 8) as of **December 31, 2017** and must be a student enrolled at the elementary school he/she is representing.

A signed Swimmer Registration Form and Code of Conduct (in appendix for reference, and provided as a separate attachment in the registration package for students to print and sign) must be completed for each swimmer and this documentation must be on hand at the swim meet in case of an incident.

Swimmers with a disability (SWAD) are encouraged to participate provided they meet reasonable swim standards. Please refer to *Special Olympic Athlete Eligibility Guidelines* (separate document in package) or discuss specific cases with the Meet Manager.

Age Levels:

8 and under; 9 year olds; 9 and under (butterfly only), 10 year olds; 11 year olds; 12 year olds;

12 and under (IM only); 13 and 14 year olds.

Entry limitations:

- Maximum number of swimmers per school is 100.
- A maximum number of entries per school is 200 individual events.
- Maximum 3 individual events per swimmer entered at his/her age level. Age level is determined by age of swimmer as of December 31, 2017.
- The same swimmer must swim in the Preliminaries & Finals in Individual Events. No substitution on Individual Events.

Deck Entries:

Deck entries will **NOT** be accepted.

Scratches:

Scratches from preliminary events can be made up until Thursday March 29 2018 by emailing the Meet Manager at tcdsbswim2018@gmail.com. Scratches sent after the deadline may not appear in the printed program. For efficiency sake, scratches should be sent as soon as possible.

Qualifying Times:

Qualifying time guidelines have been included in the Coaches package, *see Appendix 1*. These are provided as a reference and should be applied by each school.

Failure to adhere to these times will result in the swim meet running over-time and will impact the schedule as well as the meet officials, pool staff and volunteers.

Stroke Rules:

Refer to *Appendix 5* for Stroke rules.

Starts:

Please be advised that there are no starting blocks on the bulkhead at the Etobicoke Olympium. All 25M events that swim in the Shallow End will start from the middle bulkhead. All deep end events will start from the starting blocks.

False Starts:

As this is an elementary school swim meet with many young, inexperienced swimmers, there will be some leniency in disqualifications on false starts ***in the Preliminaries ONLY***.

Regardless of whether or not all swimmers enter the water, the heat will be stopped and will be restarted due to a false start. A swimmer will be disqualified if they false start for a 2nd time for that particular heat. If swimmer dives in too soon, but is much slower and is unlikely to advance to the Final, in the interest of time efficiency, we may continue to the next heat rather than have those swimmers swim again. False starts will be at the discretion of the Referee, Starter and Meet Management.

Missed Heats:

Swimmers who miss their heats may forfeit their event as it is not possible to run heats in excess of plan given the time constraints. Meet officials will make best efforts to find an opportunity for the swimmer to race in another heat, if an empty lane become available.

- Coaching teams are responsible for getting their swimmer to the holding zone in either the shallow or deep end for each event/heat as it is being marshalled.
- If a swimmer reports to their event/heat/lane before the start of their race and misses their race thru no fault of their own, meet officials will make best efforts to find an opportunity for the swimmer to race in another heat, if an empty lane becomes available.

For the Finals on Sunday, coaches must send in a “stand-in” swimmer to hold the place of a swimmer that cannot make it to the marshalling zone, because they are in another event. If a swimmer (or their stand-in) fails to show up for marshalling, and an alternate swimmer (ie. placed 17 or 18 in prelims) is put in, the alternate’s placement is firm, once the heat leaves the marshalling hallway. The qualified swimmer forfeits their spot in the Final.

Relays Rules and Limitations:

Relay cards must be completed and emailed to the Meet Manager (tcdsbswim2018@gmail.com) by **Thursday April 19, 2018**. Entries for each relay team are subject to inspection prior to the meet to ensure compliance to the Age Up policy.

One entry per school per relay event.

Maximum 4 relay events per swimmer to be entered at his/her age group or higher, up to two age levels up. Swimmers must swim at least one individual event to be eligible to participate in a relay.

Mixed Relay: Eligible for small schools only (30 swimmers or less). The team must consist of 2 boys and 2 girls (in any order), and one swimmer must be in each of the following age categories – 9 and under; 10 and under; 12 and under; and 13 and under.

- Relay teams must be filled with eligible/capable swimmers in each respective age & gender range before Aging Up is allowed.
- If a school cannot make up a relay team of 4 in an age/gender group, they can Age Up to 2 years. Example: There are only two Grade 8 Girls (13/14 yr old). Swimmers from the 11& 12 year old age groups can be slotted into the 13/14 Yr Girls relay to make up a relay team but the two Grade 8 girls must be on the team.
- The same 4 swimmers on a Relay Team must swim in both the Preliminary and Finals.
- The ONLY exception is for swimmers who are so ill they cannot compete or have become injured (eg. Broken leg/arm).
- To ensure this rule will only be used on an exception basis:
- The swimmer who backfills someone in the Finals must have competed in the Preliminaries (this is to avoid substituting a better swimmer who was not available on Saturday due to prior commitments).
- The swimmer who participated in the Preliminaries but can't swim the Relay in the Finals will also be scratched from their Individual Events they placed in the finals (this is to prevent abuse of the substitution).

Volunteers Requirements:

All participating schools are required to provide the names, e-mails and phone numbers of volunteers who are able to help out at the meet. The number of volunteers required for each school will be based on the team size (number of registered swimmers).

School Swim Team Size	Volunteers Required Per School	Max # of Student Volunteers
Small Team School (<=30 swimmers)	6	2
Medium Team Schools (31 - 60 swimmers)	9	3
Large Team Schools (61+ swimmers)	13	4

Complete the Volunteer Registration Form is included with this package.

Please fill out the electronic table with a **complete** profile of each volunteer's qualifications and experience to limit follow-up communications and best identify volunteers to fill all of the on-deck roles requiring previous experience or qualifications. It is greatly appreciated when parents in the participating communities share their talents and time.

Also, please ensure you identify whether your volunteer has a pool end preference as many parents wish to be on deck in the pool end that their swimmer(s) compete.

When complete, **e-mail it** to the Meet Manager (tcdsbwim2018@gmail.com) on or before **March 1, 2018**. If possible, we ask that you name your file using the following naming convention: *SchoolName_Volunteers2018.xls*

A hard copy of the form should also be submitted with the complete Registration Package on **Thursday, March 8, 2018**.

Volunteers will be assigned in accordance with their availability, skills and experience at the sole discretion of the Meet Manager. Refer to *Volunteer Requirements Appendix 7* for details.

IMPORTANT NOTES:

1. Saturday **Preliminaries** are held in both the Shallow and Deep End:
Swimmers 10 & under compete in the shallow end
Swimmers 11 & over compete in the deep end.
25m Butterfly events compete in the shallow end.
Relays will be held in the shallow end.
2. Sunday **Finals** are held the shallow end.
3. At the discretion of the Meet Manager, a clinic may be offered to familiarize on-deck volunteers with duties such as marshalling, head/lane timing and/or stokes and turns officiating.
4. Students will NOT be assigned as timers in the same lane.

5. Parents from the same school will NOT be assigned in the same lane to avoid conflict of interest in recording finish times.
6. Parents may NOT change lanes once on deck to pair up with someone other than whom they have been assigned

All participating schools are required to provide the names, e-mails and phone numbers of volunteers willing and able to help out at the meet. Refer to Volunteer Requirements Appendix 7.

Special Olympics Event:

Event 74 is an Exhibition Event for Special Olympic (SO) Athletes.

- To encourage enrolment in this event, the number of SO athletes will NOT count toward a school's 100 athlete maximum NOR with their entries count toward a school's 200 entry maximum for individual entries.
- Due to these factors, Event 74 **will NOT be scored.**
- Schools will NOT be charged an entry fee for SOA swimmers.
- Event 74 has been designated as a manually timed Individuals 25M Finals Event scheduled for **Sunday, April 29, 2018.**
- This event will NOT be run during the Preliminaries.
- Please refer to the *supplementary document in the package* to review the SO eligibility criteria.

Session times:

Schools will arbitrarily, at the sole discretion of the Meet Manager, be assigned as part of Division A or Division B. The timing for the sessions is as follows:

- **Division A – Saturday, April 28, 2018** - On deck by 7:30 a.m.; marshalling @ 7:50am, 8:00 a.m. announcements; 8:10 start
- **Division B – Saturday, April 28, 2018** – On deck by 1:00 p.m.; marshalling @ 1:20pm, 1:30 p.m. announcements; 1:40 p.m. start
- **Finals – Sunday, April 29, 2018** – On deck by 11:30am; marshalling @ 11:50am, 12 p.m. announcements; 12:10 p.m. start

Event Order:

Refer to *Appendix 2* for the Event Listing.

Please Note: Events are to start with FLY to avoid conflicts with 12&U swimmers competing in their 50M events in the deep end at the same time their 25M FLY events are being marshaled or raced in the shallow end. This issue has caused significant delays in the past, which has resulted in sessions not completing within the planned time allotment. (The re-ordering of events took place in 2017 and will remain as such in 2018.)

Finals:

All Finals will take place in the shallow end of the pool starting with Individual Events, followed by Relays. Relays are to begin no earlier than a set time that will be posted closer to the date of the meet.

The top 16 swimmers, by time, (plus 2 alternates) from the Saturday combined preliminaries will advance to the finals. Individual events with less than 16 entries may advance directly to Finals.

The top 8 relay teams, by time, (plus 2 alternates) from the Saturday combined preliminaries will advance to the finals. Relay events with less than 8 entries may advance directly to finals.

For the Finals on Sunday, coaches must send in a “stand-in” swimmers to hold the place of a swimmer that cannot make it to the marshalling zone because they are in another individual event. If a swimmer (or their stand-in) fails to show up for marshalling, and an alternate swimmer (ie. placed 17 or 18 in prelims) is put in, the alternate’s placement is firm once the heat leaves the hallway marshalling area. The qualified swimmer forfeits their spot in the Final.

Awards:

Medals for 1st, 2nd and 3rd and ribbons for 4th through 8th in all individual and relay events.

Trophies will be awarded in the categories listing in *Appendix 3*.

Scoring:

Individual events: 1-50 points: 30-25-20-15-14-13-9-8-7-6-5

Relay events: 51-73 points: 30-25-20-15-14-13

(Event 74 – Special Olympics, will NOT be scored)

Appendix 1 : Qualifying Time Guidelines

Given the time constraint, schools are asked to respect the following Qualifying Time Standards when entering their swimmers in Individual Events.

Historically, there have been in excess of 385 heats per division to complete in a four-hour window. The risk of running overtime is very high if swimmers registered in Individual Events cannot complete their heat within the allocated time. Swimmers are expected to meet or beat the time standard for each Individual Event they are entered in.

Girls Event #	Girls Qualifying Time	Event Name - 7, 8, 9, 10 yr	Boys Qualifying Time	Boys Event #
3	0:30:00	12 Year Olds 25 Butterfly	0:30:00	4
5	0:32:00	11 Year Olds 25 Butterfly	0:32:00	6
7	0:35:00	10 Year Olds 25 Butterfly	0:35:00	8
9	0:37:00	9 & Under 25 Butterfly	0:37:00	10
21	0:30:00	10 Year Olds 25 Freestyle	0:30:00	22
23	0:35:00	9 Year Olds 25 Freestyle	0:35:00	24
25	0:40:00	8 & Under 25 Freestyle	0:40:00	26
33	0:40:00	10 Year Olds 25 Backstroke	0:40:00	34
35	0:40:00	9 Year Olds 25 Backstroke	0:40:00	36
37	0:40:00	8 & Under 25 Backstroke	0:40:00	38
45	0:40:00	10 Year Olds 25 Breaststroke	0:40:00	46
47	0:40:00	9 Year Olds 25 Breaststroke	0:40:00	48
49	0:45:00	8 & Under 25 Breaststroke	0:45:00	50
74	No time standard	Special Olympics	No time standard	74
Girls Event #		Event Name - 11, 12, 13 & 14 yr	Boys Qualifying Time	Boys Event #
1	1:00:00	13-14 50 Butterfly	1:00:00	2
11	1:40:00	13-14 100 IM	1:40:00	12
13	1:45:00	12 & Under 100 IM	2:00:00	14
15	0:50:00	13-14 50 Freestyle	0:50:00	16
17	0:55:00	12 Year Olds 50 Freestyle	0:55:00	18
19	1:00:00	11 Year Olds 50 Freestyle	1:00:00	20
27	1:00:00	13-14 50 Backstroke	1:00:00	28
29	1:05:00	12 Year Olds 50 Backstroke	1:05:00	30
31	1:10:00	11 Year Olds 50 Backstroke	1:10:00	32
39	1:00:00	13-14 50 Breaststroke	1:00:00	40
41	1:05:00	12 Year Olds 50 Breaststroke	1:05:00	42
43	1:10:00	11 Year Olds 50 Breaststroke	1:10:00	44

Appendix 2: Event Listing

Saturday April 28, 2018: Preliminaries – Shallow End

Girls Event #	Event Name	Boys Event #
3	12yr 25 Butterfly	4
5	11yr 25 Butterfly	6
7	10yr 25 Butterfly	8
9	9yr & Under 25 Butterfly	10
21	10yr 25 Freestyle	22
23	9yr 25 Freestyle	24
25	8yr & Under 25 Freestyle	26
33	10yr 25 Backstroke	34
35	9yr 25 Backstroke	36
37	8yr & Under 25 Backstroke	38
45	10yr 25 Breaststroke	46
47	9yr 25 Breaststroke	48
49	8yr & Under 25 Breaststroke	50
51	13yr & Under 100 Freestyle Relay	52
53	12yr & Under 100 Freestyle Relay	54
55	11yr & Under 100 Freestyle Relay	56
5	10yr & Under 100 Freestyle Relay	58
5	9yr & Under 100 Freestyle Relay	60
61	8yr & Under 100 Freestyle Relay	62
63	13yr & Under 100 Medley Relay	64
65	12yr & Under 100 Medley Relay	66
67	11yr & Under 100 Medley Relay	68
69	10yr & Under 100 Medley Relay	70
71	9yr & Under 100 Medley Relay	72
73	Mixed 13 & Under 100 Freestyle Relay	

Saturday April 28, 2018: Preliminaries – Deep End

Girls Event #	Event Name	Boys Event #
1	13-14yr 50 Butterfly	2
11	13-14yr 100 IM	12
13	12yr & Under 100 IM	14
15	13-14yr 50 Freestyle	16
17	12yr 50 Freestyle	18
19	11yr 50 Freestyle	20
27	13-14yr 50 Backstroke	28
29	12yr 50 Backstroke	30
31	11yr 50 Backstroke	32
39	13-14yr 50 Breaststroke	40
41	12yr 50 Breaststroke	42
43	11yr 50 Breaststroke	44

Sunday April 29, 2018: Individual & Relay Finals – Shallow End Only

Girls Event #	Event Name	Boys Event #
1	13-14yr 50 Butterfly	2
3	12yr 25 Butterfly	4
5	11yr 25 Butterfly	6
7	10yr 25 Butterfly	8
9	9yr & Under 25 Butterfly	10
11	13-14yr 100 IM	12
13	12yr & Under 100 IM	14
15	13-14yr 50 Freestyle	16
17	12yr 50 Freestyle	18
19	11yr 50 Freestyle	20
21	10yr 25 Freestyle	22
23	9yr 25 Freestyle	24
25	8yr & Under 25 Freestyle	26
27	13-14yr 50 Backstroke	28
29	12yr 50 Backstroke	30
31	11yr 50 Backstroke	32
33	10yr 25 Backstroke	34
35	9yr 25 Backstroke	36
37	8yr & Under 25 Backstroke	38
39	13-14yr 50 Breaststroke	40
41	12yr 50 Breaststroke	42
43	11yr 50 Breaststroke	44
45	10yr 25 Breaststroke	46
47	9yr 25 Breaststroke	48
49	8yr & Under 25 Breaststroke	50
51	13yr & Under 100 Freestyle Relay	52
53	12yr & Under 100 Freestyle Relay	54
55	11yr & Under 100 Freestyle Relay	56
57	10yr & Under 100 Freestyle Relay	58
59	9yr & Under 100 Freestyle Relay	60
61	8yr & Under 100 Freestyle Relay	62
63	13yr & Under 100 Medley Relay	64
65	12yr & Under 100 Medley Relay	66
67	11yr & Under 100 Medley Relay	68
69	10yr & Under 100 Medley Relay	70
71	9yr & Under 100 Medley Relay	72
73	Mixed 13yr & Under 100 Freestyle Relay	
74	Special Olympics Race	

Appendix 3 : List of Trophies

Trophy	Description
The Sealtest Cup	1 st place overall
Omni Cup	1 st place medium school (31 to 60 swimmers)
TCDSSI Small School Cup	1 st place small school (<=30 swimmers)
The Pepsi Cup	2 nd place overall
James Taylor Memorial Cup	3 rd place overall
Birchcliff National Leasing	4 th place overall
Catholic Youth Organization	1 st place Girls points
Elle Sport Cup	1 st place Boys points
Wood Gundy, PCI	1 st place total Relay points
Callahan Trophy	1 st place Girls Relay points
R.J. McCarthy	1 st place Boys Relay points
Michael O'Keefe Award	1 st place Mixed Relay points

Current Location of Trophies (2017 Winners by Trophy): Schools are asked to bring the 2017 Trophy to St. Gregory School on the date you submit your Registration Package.

Appendix 4: Code of Conduct Policy

As host of the 2018 TCDSB Swim Invitational our goal is to provide an athletic event that enriches all of our children's lives. To achieve this goal, parents, swimmers, coaches and volunteers to follow general rules and principles to ensure that this is a safe, enriching and rewarding swim meet for all those involved. These rules and principles are derived from rules and regulations of the Etobicoke Olympium to which we must comply, as well as TCDSB principles.

1. All coaches, parents, volunteers, swimmers and meet organizers are expected to:
 - a. Behave in a manner that is respectful and courteous;
 - b. Refrain from the use of demeaning or belittling language; and
 - c. Refrain from the use of abusive or confrontational approaches to swimmers, coaches, swim officials, volunteers or parents.
2. The pool deck at the swim meet is strictly for registered swimmers, registered coaches, and registered volunteers who are officiating at the meet. Absolutely no parents or siblings are allowed on the pool deck.
3. All swimmers must be seated in their assigned area in the bleachers unless being marshaled or returning from their event – NO EXCEPTIONS – there is a red line on the pool deck at 1.8 meters that they must be behind at all times. There is no running on deck, under the bleachers or on the bleachers. No climbing across the railing between the viewing gallery and the bleachers. No climbing over the yellow gates between the pool deck and the viewing gallery. There is no access to the hallway from the deep end of the pool. Swimmers are not allowed on the west side of the pool except for marshalling of the 25 M events and to receive awards during the finals event.
4. Absolutely no food in the bleachers or on the pool deck other than plastic water or plastic sports drinks containers. All food and drink brought to the meet and in the cafeteria is to be entirely NUT FREE!
5. Shoes must be worn whenever outside the pool or change room areas.
6. The aisle in the viewing gallery must remain clear at all times – no sitting on the stairs or standing at the rail. No moving chairs from rooms into the viewing gallery.
7. Parents, coaches and volunteers are reminded to observe parking and fire route signs – vehicles will be ticketed or towed at the owner's expense.
8. Coaches are directly responsible for the supervision of their athletes at all times. This includes the pool areas, change rooms, hallways and all other areas of the Etobicoke Olympium.
9. Any concerns should be immediately brought to attention of security personnel who will be clearly identified at the meet. In the best interest of the success of this meet, the health and safety of the children, swimmers will be suspended if the swimmer's/parent's/coaches conduct is deemed by the Meet Organizers to be contrary to this code of conduct and the well-being of the meet and swimmers.

Appendix 5: Stroke Rules

TECHNICAL RULES – STROKES AS DESCRIBED BY SWIMMING CANADA

<https://swimming.ca/content/uploads/2015/05/judge-of-strokes-inspector-of-turns-clinic-21oct2015.pdf>

SW 5 – FREESTYLE

- SW 5.1 Freestyle means that in an event so designated the swimmer may swim any style, except that in individual medley or medley relay events, freestyle means any style other than backstroke, breaststroke or butterfly.
- SW 5.2 Some part of the swimmer must touch the wall upon completion of each length and at the finish.
- SW 5.3 Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point, the head must have broken the surface.

FREESTYLE: Start Mechanics

- Any stroke or combination of strokes may be used, so during the start any combination may be seen. That being said, it is very rare to see swimmers pursue anything but ‘front crawl’.
- Regardless of ‘stroke’ – in an event designated as freestyle the head must break the surface by the 15m mark.

FREESTYLE: Swim Mechanics

- Any stroke or combination of strokes (including dog paddle) may be used. Freestyle is ‘free style’ – anything goes including doing other strokes during the race and even changing strokes in the middle of the race.

FREESTYLE: Turn / Finish Mechanics

- Swimmers may turn in any manner they want as long as they touch the wall at the end of each length of the race.
- A swimmer can go back and “save themselves” if they miss the touch during a turn.
- The infraction for missing the wall is not “officially” called until the swimmer touches the opposite end of the pool from the wall that they missed.
- The touch at the finish may be made with any part of the body.

SW 6 - BACKSTROKE

- SW 6.1 Prior to the starting signal, the swimmers shall line up in the water facing the starting end, with both hands holding the starting grips. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited. When using a backstroke ledge at the start, the toes of both feet must be in contact with the end wall or face of the touchpad. Bending the toes over the top of the touchpad is prohibited.
- SW 6.2 When a backstroke ledge is being used, each inspector at the starting end shall install and remove the ledge after the start.
- SW 6.3 At the signal for starting and after turning the swimmer shall push off and swim upon his back throughout the race except when executing a turn as set forth in SW 6.5. The normal position on the back can include a roll movement of the body up to, but not including 90 degrees from horizontal. The position of the head is not relevant.
- SW 6.4 Some part of the swimmer must break the surface of the water throughout the race. It is permissible for the swimmer to be completely submerged during the turn, and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.
- SW 6.5 When executing the turn there must be a touch of the wall with some part of the swimmer's body in his/her respective lane. During the turn the shoulders may be turned over the vertical to the breast after which an immediate continuous single arm pull or immediate continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to the position on the back upon leaving the wall.
- SW 6.6 Upon the finish of the race the swimmer must touch the wall while on the back in his/her respective lane. Legal Illegal Legal

BACKSTROKE: Start Mechanics

- Some swimmers may kick out from the start on their side. This is legal but the swimmer must remain past vertical toward the back during this portion of the race.

BACKSTROKE: Swim Mechanics

- Very simple – the swimmer may swim in any manner they choose as long as they remain on their back and break the surface of the water throughout the race.

BACKSTROKE: Turn Mechanics

- There are 3 possible turns you may see while judging a backstroke turn:
 1. The swimmer may touch the wall while on their back and then leave the wall on their back;
 2. The swimmer may turn onto their breast and be right at the wall and unable to initiate a flip turn. This is a defensive turn where they may grab the wall or gutter immediately and then leave the wall on their back again;
 3. The swimmer may roll onto their breast, immediately begin a single (or simultaneous double) arm pull following which the swimmer must initiate their turn and leave the wall again on their back.

BACKSTROKE: Finish Mechanics

- A swimmer may swim in any manner desired while remaining on their back and **MUST** remain on their back until the finish of the race.

SW 7 – BREASTSTROKE

- SW 7.1 After the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. At any time prior to the first Breaststroke kick after the start and after each turn a single butterfly kick is permitted.
- SW 7.2 From the beginning of the first arm stroke after the start and after each turn, the body shall be on the breast. It is not permitted to roll onto the back at any time except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall. From the start and throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement.
- SW 7.3 The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.
- SW 7.4 During each complete cycle, some part of the swimmer's head must break the surface of the water. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. All movements of the legs shall be simultaneous and on the same horizontal plane without alternating movement.
- SW 7.5 The feet must be turned outwards during the propulsive part of the kick. Alternating movements or downward butterfly kicks are not permitted except as in SW 7.1. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.
- SW 7.6 At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously at, above, or below the water level. At the last stroke before the turn and at the finish an arm stroke not followed by a leg kick is permitted. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

BREASTSTROKE: Stroke Mechanics

- The stroke is a cyclical arm pull and leg kick with the head breaking the surface of the water on each cycle, except at each turn and the finish of the race, where an arm stroke not followed by a leg kick is permitted.
- The swimmer may only use the breaststroke kick and the feet must be turned outward during the propulsive portion.
- The elbows must not break the surface of the water.
- The swimmer must remain on their breast.

BREASTSTROKE: Turn/Finish Mechanics

- Two hand simultaneous touch.
- Must remain on breast until touch.
- Elbows may break the surface of the water on the final stroke before the turn and the final stroke at the finish.

SW 8 - BUTTERFLY

- SW 8.1 From the beginning of the first arm stroke after the start and each turn, the body shall be kept on the breast. Under water kicking on the side is allowed. It is not permitted to roll onto the back at any time, except at the turn after the touch of the wall where it is permissible to turn in any manner as long as the body is on the breast when leaving the wall.
- SW 8.2 Both arms shall be brought forward simultaneously over the water and brought backward simultaneously under the water through-out the race, subject to SW 8.5.
- SW 8.3 All up and down movements of the legs must be simultaneous. The legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A breaststroke kicking movement is not permitted.
- SW 8.4 At each turn and at the finish of the race, the touch shall be made with both hands separated and simultaneously, at, above or below the water surface.
- SW 8.5 At the start and at turns, a swimmer is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 metres after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish.

BUTTERFLY: Start Mechanics

- Swimmers usually remain on their breast with hands extended forward, kicking in a butterfly-type kick.
- Some swimmers may kick-out on their side – this is legal as long as the swimmer remains past vertical towards the breast.
- The swimmer's first arm pull must bring them to the surface

BUTTERFLY: Stroke Mechanics

- The stroke requires over the water recovery of the arms.
- The swimmer must use a butterfly kick with no scissors, breaststroke or flutter kick movement.
- Rounding motion of the feet is allowed as long as the toes are pointed backward or inward.
- One foot may be higher than the other as long as the feet do not alternate position

BUTTERFLY: Turn/Finish Mechanics

- Two hand simultaneous touch – as in breaststroke – separated hands.
- Must remain on breast until touch.
- No underwater recovery.

SW 9 – MEDLEY SWIMMING

- SW 9.1 In individual medley events, the swimmer covers the four swimming strokes in the following order: Butterfly, Backstroke, Breaststroke and Freestyle. Each of the strokes must cover one quarter (1/4) of the distance.
- SW 9.2 In medley relay events, swimmers will cover the four swimming strokes in the following order: Backstroke, Breaststroke, Butterfly and Freestyle.
- SW 9.3 Each section must be finished in accordance with the rule which applies to the stroke concerned.

MEDLEY: Start Mechanics

- The start mechanics are the same as outlined for butterfly

MEDLEY: Swim Mechanics

- The key stroke mechanics for Medley swimming are the same as outlined for each stroke.

MEDLEY: Turn/Finish Mechanics

- The key turn / finish mechanics for Medley swimming are the same as outlined for each stroke.

SW 10 – THE RACE

- SW 10.3 The swimmer must remain and finish the race in the same lane in which he/she started.
- SW 10.4 In all events, a swimmer when turning shall make physical contact with the end of the pool or course. The turn must be made from the wall, and it is not permitted to take a stride or step from the bottom of the pool.
- SW 10.5 Standing on the bottom during freestyle events or during the freestyle portion of medley events shall not disqualify a swimmer, but he shall not walk.
- SW 10.6 Pulling on the lane rope is not allowed.
- SW 10.7 Obstructing another swimmer by swimming across another lane or otherwise interfering shall disqualify the offender.
- SW 10.11 In relay events, the team of a swimmer whose feet lose touch with the starting platform before the preceding team-mate touches the wall shall be disqualified

Appendix 6: Host School History

A long standing tradition for the TCDSB Invitational Swim Meet is that each participating school (or combination of schools) is required to host the meet once in a 10 year cycle. The following table documents the history of Host Schools dating back to 1992.

<i>Year</i>	<i>Host School</i>
2018	St. Gregory
2017	St. Denis
2016	St. Clement
2015	St. Edward
2013	Our Lady of Sorrows
2012	St. Clement
2011	Annunciation
2010	Ste. Marguerite d'Youville
2009	St. John
2008	St Edward
2007	St Antione Daniel
2006	St. Clement
2005	St. Denis
2004	Blessed Trinity
2003	Holy Angels/St. Marguerite D'Youville, St. Leo
2002	Our Lady of Sorrows
2001	Annunciation
2000	St. Brendan
1999	St. Michael's Choir
1998	St. Denis
1997	St. Cyril
1996	St. Gabriel
1995	St. Clement
1994	Blessed Trinity
1993	St. Anselm
1992	Our Lady of Sorrows

Appendix 7: Volunteer Requirements

The Etobicoke Olympium has two 8-Lane 25 metre competition pools with Omega electronic timing. There is a bulkhead in the middle, separating the “2” pools.

There are 8 lanes at each end (16 total) and each lane requires 3 volunteers

- Head Lane Timer (with stop watch & plunger)
- Timer (plunger)
- Recorder (checks swimmers’ names & writes down stopwatch time).

In total, 48 on-deck volunteers are required to simply staff the lanes alone. The **Preliminaries** use both 25m pools. The Finals use the shallow end pool only. Refer to *Volunteer Registration Form* (separate attachment) for a full list of positions required in each session.

Volunteer Positions such as Referee, Starter, Chief Timer, Chief Finish Judge, Hy Tek Operator, and Strokes & Turns Judges **require past experience, specific skills and/or certifications**. The preference will be for volunteer parents with Club Swimming experience. Please ask your volunteers with Swim Club experience to give a full profile of roles they are qualified to complete to allow optimal assignments and reduce additional communications with participating schools.

The balance of on-deck positions, including lane timers, recorder, false start rope, report runners, marshalls, awards desk, and safety marshall positions can be filled from parent and/or high school volunteers from participating schools. The meet website (<http://www.swimtcdsb.ca/>) details the tasks necessary for each role.

Generally, participating school volunteers wish to be matched to the same session (AM or PM) as their swimmer(s) and this will be taken into consideration when scheduling & confirming volunteer positions.

In the event volunteers from a school are not available to complete the assigned duties on the day of the meet, alternate volunteers will be required from that school.

Appendix 8: Forms to be completed for registration

SCHOOL SUMMARY FORM

School Name: _____

School Phone #: _____

of Coaches: _____

of Swimmers: _____

of Individual Entries: _____

Events x \$9.00/Individual = \$_____

of Relay Entries: _____

Relays x \$12.00/Relay = \$_____

Total Fees Enclosed: \$_____

DECLARATION

As the school principal and the swim team coach, we each confirm that:

- The enclosed list of students and swim events is submitted correctly and in accordance with the Meet Information Package and Registration Instructions.
- All students have written permission (on the **Swimmer Registration Form**) from their parents or guardians to participate in the TCDSSI 2018. – provided in meet package as a separate document
- Students and their Parent or Guardian have been given the **Code of Conduct** and have acknowledged that they will abide by it. (signed copies to be submitted) – provided in meet package as a separate document; with the Swimmer Registration Form
- All entries in the individual and relay events are in accordance with the rules outlined in the Information Package.
- Students are in attendance at the school for which they are competing as of April 1 2018.

Principal Name: _____

Principal Signature: _____

Coach Name: _____

Coach Signature: _____

REGISTRATION CHECKLIST

E-Mail the following to: tcdsbswim2018@gmail.com

- Meet Entries Datafile (Step 12. in Software Instructions)
- Meet Entries Report in PDF (Step 11. in Software Instructions)
- Electronic copy of your completed coach's registration form (mandatory for deck access)
- Electronic & soft copies of your volunteer registration form (mandatory)
- Electronic copies of your Relay Cards by Thursday April 19, 2018 to Meet Manager

Registration Hard Copy Package & Payment: Due Thursday, March 8, 2018 by 1pm

(Swim Committee members will be available to accept packages in person on this day from 7:30am to 1pm.)

Delivered to: St. Gregory Catholic School, 126 Rathburn Rd., Toronto, Ontario M9B 2K6

School Phone: 416-393-5262

Attn: Maria Skinner/Jennifer Pyz, TCDSSI 2018 Meet Coordinators

- Completed School Summary (Appendix 8), Declaration and Registration Checklist
- Cheque made payable to St. Gregory Swim Meet (Amount = Total Fees noted above)
- Completed Coaches Registration Form – hard copy
- Completed Volunteers Registration Form – hard copy
- Meet Entries Report – hard copy
- Code of Conduct forms & Swimmer Registration (for all swimmers attending the meet)
- Prior year Trophy(s) won