

# DIVISION I TEAM CHAMPIONSHIPS

OFFICIALLY SANCTIONED BY



**December 13-15, 2013**

*At the*  
**Nepean Sports Complex**  
Nepean, Ontario

Hosted by



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## **RISK MANAGEMENT / WARM-UP PROCEDURES**

During the designated warm-up period, the meet management committee shall be responsible for ensuring that all Risk Management/Warm-up procedures are followed. It is incumbent on all participants, i.e. meet management, coaches, swimmers, and officials to comply with these procedures. Non-compliance with these procedures will result in a warning or removal of the swimmer from the warm-up pool, and possible further reporting to meet management and the Referee for action under rule SW 2.1.1.

Meet management shall designate Safety Marshals to actively monitor the warm-up period in the competition pool and ensure compliance with these procedures. Safety Marshals should be notified of any disabled swimmers who are participating in warm-ups. Additional "practice" pools, if any, are to be supervised by lifeguards and coaches.

"Safety Marshals shall be responsible to the Referee for all aspects of safety related to conduct during the warm-up period ..... and shall ensure that all appropriate warm-up procedures are followed." (CSW 2.13.1.5)

### **GENERAL WARM-UP RULES:**

- Swimmers shall enter the water **FEET FIRST** in a cautious manner.
- **No Running on the pool deck or Diving from the side of the pool.**
- **Meet Management shall provide signage to indicate designated lane use during warm-up.**
- **Notices/barriers shall be placed on starting blocks to prevent diving during the general warm-up.**
- **Diving Starts are only permitted in designated Sprint Lanes during the warm-up period.**
- **Lanes shall be open primarily for 'Circle Swimming' during the General warm-up period.**
- **Coaches and swimmers shall allow Backstrokers & SWAD the 'right of way' for safety purposes.**
- **Meet Management may designate a Sprint Lane(s) and/or a Pace Lane(s) throughout the general warm-up period.**

### **SPECIFIC/SPRINT WARM-UP PERIOD:**

- **Sprint and Pace lanes must be opened for at least the last 30 minutes of warm-ups or as designated by meet management.**
- **Outside Lanes should be designated as Sprint Lanes.**
- **Only 'one-way' swimming shall be permitted in Sprint Lanes.**
- **Sprint Lanes, Pace Lanes, and Circle Swimming lanes shall be clearly marked with signage.**

The following statement shall appear in the meet information and in posted notices:  
"SNC WARM UP PROCEDURES WILL BE IN EFFECT AT THIS MEET".

### **EQUIPMENT:**

- **FLUTTER BOARDS and PULLBUOYS are allowed.**
- **HAND PADDLES and FLIPPERS (ZOOMERS) are NOT ALLOWED.**

SNC Board Approved 2005



## **SNC Swim Suit Policy – September 2009**

Effective September 1, 2009, all swimwear worn in swimming competitions sanctioned under the authority of Swimming Canada must conform to the January 1, 2010 FINA swimwear approval guidelines as listed below.

**MATERIAL** – The material of swimwear will definitively be constituted only by textile fabric(s). The FINA definition of “textile” currently is: “Material consisting of, natural and/or synthetic, individual and non-consolidated yarns used to constitute a fabric by weaving, knitting, and/or braiding.”

**SHAPE – MEN:** swimwear shall not extend above the navel or below the knee. **WOMEN:** swimwear shall not cover the neck, extend past the shoulder, nor extend below knee. No zippers or other fastening system is allowed.

**USE** – Swimmers shall wear only one swimsuit, taping is not permitted.

**CONSISTENCY** – Swimwear effectively manufactured and used shall correspond to and be fully consistent with FINA approved samples. Any modification before use (including impregnation) is prohibited. Moreover, there shall be no variation/modification for individual swimmers.

### **SWON/SNC**

**Record Policy:**                    **Required for ALL New National and Provincial records**

#### **National and Provincial Record forms to include:**

*Referees must sign the new record application form confirming that a swimmer was wearing a legal suit when a record was created. Coaches will be notified that (record) swimmers must report to the session referee (meet referee) for suit verification. Referees must carry a signoff sheet and list of FINA approved suits (see SNC website). Record applications will not be accepted unless form is properly completed.*

## Division I Team Championships – General Meet Information



### **2013 Division I Team Championships Hosted by Nepean Kanata Barracudas**

**Date:** December 13-15, 2013  
**Host:** Nepean Kanata Barracudas  
**Facility:** Nepean Sportsplex – 1701 Woodroffe Ave, Nepean, ON  
Eight lane, 50m indoor tank, with bulkheads to create two 25m competition pools;  
Electronic Timing

**Facility Policy:** Please see Appendix A

**Meet Manager:** Margaret Quirie margaretquirie@hotmail.com

**Meet Referee:** Dave Roza droza7492@rogers.com

**Meet Entry Coordinator:** Margaret Quirie margaretquirie@hotmail.com

**Officials Chair:** \*Please complete the request for officials form Appendix B

**NEW: All officials must register in the OSOA online meet registration system at:**  
<https://www.swimmingofficials.com/registration/Account/Login.aspx>

**Mailing Address:**

**Accommodation Information:** \*Please see Appendix C

**Course:** Short Course Heats and Finals

**Sanctioned By:** Swim Ontario

### **Athlete and Team Information**

**Eligibility:** Swimmers must be registered as competitive swimmers with Swim Ontario in order to compete in Team Championships.

**Swimmer's Age:** As of **December 13, 2013** (first day of the competition).

**Team Sizes:** The following are the maximum team complements per division:  
**Division I** = 40 swimmers      **Division II** = 30 swimmers  
**Division III** = 25 swimmers

**Club Information:** All participating teams are asked to complete the club information form. Please see Appendix D.



## 2013 Division I Team Championships Hosted by Nepean Kanata Barracudas

### Athlete and Team Information continued...

- Substitutes:** In the event that one (1) or more of a team's entered swimmers cannot attend the meet, the coach may designate substitutes from any age group or gender for a full complement of swimmers.
- Substitutes:
- Must be designated immediately at or prior to arrival.
  - Will not be accepted after the start of the meet.
  - Will not be seeded according to entry times.
  - Will be placed into empty lanes.

Only if the number of substitutes warrant, an additional heat will be established for an event. Substitution forms are attached as Appendix E

### Event Information

**Coaches' Meeting:** Friday December 13, 2013 – 4:20 pm in the 25m pool area

Session Times:	<u>WARM-UP</u>	<u>START</u>
<b><u>Friday</u></b>		
All age groups (13&over deep end, 12&under shallow end)	4:00 – 4:50 p.m.	5:00 p.m.
<b><u>Saturday -- Heats</u></b>		
13 & Over	7:30 - 8:20 a.m.	8:30 a.m.
10 & U, 11 & 12	11:30 - 12:20 p.m.	12:30 p.m.
<b><u>Sunday -- Heats</u></b>		
13 & Over	7:30 - 8:20 a.m.	8:30 a.m.
10 & U, 11 & 12	12:00 –12:50 p.m.	1:00 p.m.
<b><u>Saturday &amp; Sunday Finals</u></b>		
All Age Groups	5:00 – 5:50 p.m.	6:00 p.m.
<b>Time Final Events:</b>	<b>10 &amp; Under</b> All events	
	<b>11 - 12</b> All events	
	<b>13 - 14, 15 - 16, 17 &amp; over</b>	
	400 free, 400 IM	
	800/1500 Free	
	All Relays	





## 2013 Division I Team Championships Hosted by Nepean Kanata Barracudas

### Event Information continued...

**15-16, 17 & Over:** The 13 & over age categories will be combined in prelim heats, however finals will be swum in the appropriate age category. The 400 metre events will be swum in the appropriate age category. If an event is a time final, individual medals and team points will be awarded according to age category.

**400m Events:** All 400 meter events will take place during the heats.

**800/1500 Events:** The 800 free is an event offered for females 13&O

The 1500 free is an event offered for males 13&O

The 800 and 1500 events will be swum fastest to slowest with the 13&O 800 being swum in the deep end and the 13&O 1500 being swum in the shallow end.

The 800 and 1500 events are limited to the top 24 swimmers in each of the following age groups: 13&14, 15&16, 17&O

Proof of time is enforced for the 800 and 1500 events. Please include proof of times in the hy-tek file when submitting entries.

For the 800 and 1500 events individual medals and team points will be awarded in the following age groups: 13&14, 15&16, 17&O

There are NO SUBSTITUTIONS in the 800 and 1500 events.

**Note:** Swimmers entering the 800/1500 free must designate a **sixth (6th)** swim as an alternate event which they may swim if they fail to make the event. The "alt" checkbox in Team Manager must be selected to indicate the alternative swim (this will appear as an "A" on the Entry report).

**Relays:** All relays are Time Finals and will be swum during the Finals sessions. Teams are limited to one (1) relay entry per event.



**2013 Division I Team Championships  
Hosted by Nepean Kanata Barracudas**

**Event Information continued...**

**DIVISION I TEAM CHAMPIONSHIPS - ORDER OF EVENTS**

Warm-up and meet lane assignments (if necessary) will be distributed at the coaches' meeting on Friday.

<b>Session 1 – Friday</b>		<b>13-14, 15-16, 17&amp;O – deep end</b>	
<b>Warm-ups: 4:00 pm - 4:50 pm</b>		<b>Start: 5:00 pm</b>	
<b>Girls Event #</b>	<b>Age Group</b>	<b>Event</b>	<b>Boys Event#</b>
1	13-14	400 Free (Time Final)	2
3	15-16	400 Free (Time Final)	4
5	17&O	400 Free (Time Final)	6
7	13 & over	100 Fly	8
9	13 & over	50 Free	10
<b>Session 1 – Friday</b>		<b>10 &amp; U and 11-12 – shallow end</b>	
<b>Warm-ups: 4:00-4:50 pm</b>		<b>Start 5:00 pm</b>	
<b>Girls Event #</b>	<b>Age Group</b>	<b>Event</b>	<b>Boys Event#</b>
11	11-12	400 Free	12
13	10&U	100 Fly	14
15	11-12	100 Fly	16
17	10&U	50 Free	18
19	11-12	50 Free	20
21	10&U	100 IM	22
<b>Session 2 –Saturday Morning</b>		<b>13-14, 15-16, 17&amp;O</b>	
<b>Warm-ups: 7:30 am - 8:20 am</b>		<b>Start: 8:30 am</b>	
<b>Girls Event #</b>	<b>Age Group</b>	<b>Event</b>	<b>Boys Event#</b>
23	13-14	400 IM (Time Final)	24
25	15-16	400 IM (Time Final)	26
27	17&O	400 IM (Time Final)	28
29	13 & over	100 Breast	30
31	13 & over	200 Free	32
33	13 & over	100 Back	34
35	13 & over	200 Fly	36



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<b>Session 3 - Saturday Afternoon</b>	<b>10 &amp; U , 11-12</b>
<b>Warm-ups: 11:30a.m - 12:20 pm</b>	<b>Start: 12:30 pm (All events time final)</b>

<b>Girls Event #</b>	<b>Age Group</b>	<b>Event</b>	<b>Boys Event #</b>
37	11-12	400 IM	38
39	10&U	100 Breast	40
41	11-12	100 Breast	42
43	10 & U	200 Free	44
45	11-12	200 Free	46
47	10&U	50 Back	48
49	11-12	100 Back	50
51	10&U	50 Fly	52
53	11-12	200 Fly	54

<b>Session 4 – Finals - Saturday Evening</b>	<b>All ages</b>
<b>Warm-ups: 5:00 pm - 5:50 pm</b>	<b>Start: 6:00 pm</b>

<b>Girls Event #</b>	<b>Age Group</b>	<b>Event</b>	<b>Boys Event #</b>
55	10&U	4 x 50 Free Relay (all teams)	56
57	11-12	4 x 50 Free Relay (all teams)	58
9	13 -14,15 -16, 17 & O	50 Free	10
29	13 -14, 15 -16, 17 & O	100 Breast	30
31	13-14, 15 -16, 17 & O	200 Free	32
33	13-14, 15 -16, 17 & O	100 Back	34
35	13-14, 15 -16, 17 & O	200 Fly	36
59	13-14	4 x 50 Free Relay (all teams)	60
61	15&O	4 x 50 Free Relay (all teams)	62



<b>Session 5 – Sunday Morning</b>	<b>13-14, 15-16, 17&amp;O</b>
<b>Warm-ups: 7:30 am - 8:20 am</b>	<b>Start: 8:30 am</b>

Girls Event #	Age Group	Event	Boys Event #
63	13 & over	200 Back	64
65	13 & over	200 Breast	66
67	13 & over	200 IM	68
69	13 & over	100 Free	70
71	13 & over	800 Free (Time Final)	
	13 & over	1500 Free (Time Final)	72

<b>Session 6 – Sunday Afternoon</b>	<b>10 &amp; U and, 11-12</b>
<b>Warm-ups: 12:00 pm – 12:50 pm</b>	<b>Start: 1:00 pm (All events time final)</b>

Girls Event #	Age Group	Event	Boys Event #
73	11-12	200 Back	74
75	10&U	100 Back	76
77	11-12	200 Breast	78
79	10&U	50 Breast	80
81	11-12	200 IM	82
83	10&U	200 IM	84
85	11-12	100 Free	86
87	10&U	100 Free	88
89	11-12	800 Free	90

<b>Session 7 – Finals - Sunday Evening</b>	<b>All ages</b>
<b>Warm-ups: 5:00 pm - 5:50 pm</b>	<b>Start: 6:00 pm</b>

Girls Event #	Age Group	Event	Boys Event #
91	11-12	4 x 50 Medley Relay (all teams)	92
93	10&U	4 x 50 Medley Relay (all teams)	94
7	13-14, 15-16, 17 & O	100 Fly	8
63	13-14, 15-16, 17 & O	200 Back	64
65	13-14, 15-16, 17 & O	200 Breast	66
67	13-14, 15-16, 17 & O	200 IM	68
69	13-14, 15-16, 17 & O	100 Free	70
95	13-14	4 x 50 Medley Relay (all teams)	96
97	15&O	4 x 50 Medley Relay (all teams)	98



## 2013 Division I Team Championships Hosted by Nepean Kanata Barracudas

### Entry Information continued...

**Entry Deadline:** Tuesday December 3, 2013 .

**Host clubs who are competing in the same championship are to submit a copy of their entries to the Technical Department of Swim Ontario 48 hours prior to the entry deadline for that team championship.**

**Entry Maximum:** The number of entries per swimmer will be a maximum of five (5) individual events, plus relays. NO deck entries will be accepted for any event

**Entry Fees:**

Individual event(s)	\$8.00 plus HST - \$9.04
Relay(s)	\$12.00 plus HST - \$13.56
Splash fee	\$5.00 plus HST - \$5.65 (per swimmer including "relay only")

**Payment:** Make cheque payable to Nepean Kanata Barracudas **There will be a \$25 NSF fee for any returned cheques.**

### **Entry Procedure:**

- All entries must be Hy-tek format and submitted via [www.swimmeet.ca](http://www.swimmeet.ca) . No entries will be accepted directly by meet management.
- Please ensure all entries contain valid 9 digit Swim Ontario ID registration numbers.
- Please enter all times as short course (for seeding purposes only).
- You will be sent confirmation of receipt of your entries – HOWEVER PLEASE NOTE: A successful entry file upload is only the validation of membership entry information against the national membership database and is not a guarantee of entry acceptance.
- All entry files will appear to Meet Management at this point as "pending": Passing the membership and entry validation DOES NOT guarantee a club entry will be accepted by meet management.
- Accepted or rejected entries will be identified with a second notification from Meet Management.
- Meet management reserves the right to reject an entry file for lack of compliance in entry times, failure to submit the file before the entry deadline, or any other lack of compliance with Swim Ontario meet policy and procedure.

**Entry Acceptance:** Entries will be accepted providing the completed **Chaperone** and **Officials** lists are submitted along with the team entries and entry fees.

**Meet Rules:** SNC Rules will apply. The FINA one-start rule will be in effect.



## 2013 Division I Team Championships Hosted by Nepean Kanata Barracudas

### General Meet Information:

#### Scratches: **13 & over sessions**

**Prelims:** Swimmers may scratch preliminary events by a simple "No Show".

**Distance:** **Positive check-in** is required for all 13 & over distance events (400 Free or IM, 800 and 1500 free). The scratch deadline for these time final events shall be **30 minutes** prior to the start of the preliminary session on the day the event is scheduled to begin.

**Finals:** The scratch deadline for all final events shall be **30 minutes** following the posting of results after each preliminary event. A swimmer may make a declaration of 'INTENT TO SCRATCH' within 30 minutes after the posting of each preliminary event results.

The final decision to scratch or not scratch must be reported back to the clerk of course within 30 minutes of the swimmer's last individual preliminary event of that session.

A swimmer who fails to return to the clerk of course to make a final decision on the intent to scratch from that event in finals will be seeded into the final for that event.

Failure to participate in an individual final, leg of a relay final or in a distance (400 Free or IM, 800 and 1500 free) time final event without meet management's knowledge or consent will result in a **\$100.00 fine** for each offence. Payment is due to Swim Ontario. Failure to pay before the swimmer's next event will **exclude** the swimmer from any further participation in the meet.

#### **12 & under Time Final sessions**

**Positive check-in** for all swimmers is required **30 minutes** prior to the start of the 12 & under time finals session to ensure the fastest heat of each age group is full.

Scratching from the fastest heat of a time final after the final scratch deadline or failure to participate in a time final event without meet management's knowledge and consent will result in a **\$100.00 fine** for each offence. Payment is due to Swim Ontario. Failure to pay before the swimmer's next event will **exclude** the swimmer from any further participation in the meet.

**CSCTA Policy:** As per the CSCTA/OSCA/SNC/ coach registration policies and insurance all coaches will be asked to prove membership in CSCTA. Coaches will not receive heat sheets if they cannot prove CSCTA membership. Coaches must have CSCTA ID for deck access.

**OSOA Policy:** Only Competitors, Certified Coaches and Officials are allowed on deck. **NO OTHER PERSONS ARE PERMITTED ON DECK** unless expressly authorized by the Meet Manager and Swim Ontario



## 2013 Division I Team Championships Hosted by Nepean Kanata Barracudas

### General Meet Information continued...

**Coaches' Package:** The coach will receive a meet program upon receipt of:

- substitutes listed on the substitution form,
- completed time cards for any substitutes,
- the club official list
- proof of CSCTA registration & payment of fees

**Psych Sheets:** Will be posted on Monday December 9<sup>th</sup>, five (5) days prior to the start of the competition.

**Heat Sheets:** Provincial Records, Age Group National Records, National Age Group Records and Senior Canadian Records will be listed in the heat sheet.

**Official Split Policy:** Meet Management requires that any coach wishing to rely on a time achieved by the swimmer for an interval shorter than the total distance of the event, shall so advise the Referee prior to the commencement of the session (or event) in question.

**Scoring:** Scoring will be calculated using the following age categories:

**Individual Events:** 10 & Under, 11 & 12, 13 & 14, 15 & 16, 17 & Over  
Points 1st to 8th place: Individual points - 9, 7, 6, 5, 4, 3, 2, 1

**Relay Events:** 10 & Under, 11 & 12, 13 & 14, 15 & 16, 17 & Over  
Points 1<sup>st</sup> to 8<sup>th</sup> place Relay points -- 18, 14, 12, 10, 8, 6, 4, 2

**Awards:** Awarded in the following age categories: 10& Under, 11&12, 13&14, 15 & 16, 17 &Over

**Medals** --1-3 for individual and relay events

**Ribbons** -- 4-8 for individual and relay events

**Banner** -- for overall Team Winner

**Small Bannerettes** -- for all winning team members

**Division Placement:** Swim Ontario reserves the right to make changes in team movement to balance division attendance.

- Top two teams from Division II will be placed in Division I for 2014.
- The bottom two teams from Division I will move to Division II for 2014.
- The bottom three teams from Division II will move to Division III for 2014.
- The top three teams from Division III will move to Division II in 2014.

**Division Placement for December 2012 and beyond – With the approval of the 2013-2016 Swim Ontario Competition Template – the Team Championships Agreement deadline for December 2012 Team Champs and all future Team Championships will be July 15<sup>th</sup> of that year of competition.**

**Meet Results:** The meet will run on Hy-Tek. Live results will be available throughout the competition at [www.swimnkb.com](http://www.swimnkb.com). All results will be published on [www.swimming.ca](http://www.swimming.ca) within 48 hours of the conclusion of the competition. FINA Point Ratings and the swimmer's age will appear on the results of the Divisional Team Championships.

## **APPENDIX A**

### **NEPEAN SPORTSPLEX AQUATIC EVENT PROCEDURES**

#### **FOR MEET MANAGERS, OFFICIALS AND COACHES**

- 1. The Nepean Sportsplex Part Time Supervisor will be responsible for handling any problems that arise with space allocation or safety during the meet.**
- 2. Absolutely no food on the pool deck with the exception of refreshments provided for the officials working during the event.**
- 3. No running on the deck, stands or on the bleachers.**
- 4. No climbing across the railing between the stands and the bleachers.**
- 5. No climbing over the gate from the pool deck to the lobby in the deep end.**
- 6. Shoes must be worn whenever outside the pool or change room areas.**
- 7. No diving off the starting blocks or bulkhead during warm-ups. Please slip or jump into the pool. It is recommended to designate lanes one and eight as sprint lanes in one direction only, for the last part of warm-ups.**
- 8. The use of flippers and hand paddles, during warm-ups is prohibited.**
- 9. Swimmers that are not competing are not to be in other areas of the building, and are not to upset the normal operation of the other departments.**
- 10. Coaches are directly responsible for the supervision of their athletes at all times. This includes the pool area, change rooms, hallways and all other areas of the Nepean Sportsplex.**
- 11. Access to the 25m pool will be limited to periods where swimming lessons and aquafit classes will not be affected and numbers will be strictly enforced.**
- 12. Maximum numbers allowed on deck and in the water at one time – 450 (this is the 50m pool maximum). All others must sit in the stands. Clubs will be given a designated area either on the deck or in the stands and this will be strictly enforced. Space will be set aside in the stands for spectators.**
- 13. Area behind the timers in shallow end is to remain clear of swimmers as this is an access route for Sportsplex program participants.**



**APPENDIX B**



***Request for Officials***

Swim Ontario Provincial Age Group Championships require a large number of man-hours to properly officiate a meet of this magnitude. Individual clubs cannot meet the entire requirement. **Therefore, participating clubs are asked to provide names of available officials per session (minimum of 2 per club).**

Please complete the enclosed officials form and ensure that this form is returned with your grid sheets.

**YOUR ASSISTANCE IS INVALUABLE AND VERY MUCH APPRECIATED BY YOUR HOST**

**NEW: All officials must register in the OSOA online meet registration system at:**

<https://www.swimmingofficials.com/registration/Account/Login.aspx>

***Officials' Form***

Please list people who will be at the meet and would be willing to offer their services in officiating. Please send directly to **\*\*\*Host Official's Chairperson\*\*\*** at **\*\*\*email\*\*\***:

Club Name \_\_\_\_\_

Officials' Chairman \_\_\_\_\_ e-mail \_\_\_\_\_

Daytime Phone Number (\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_) \_\_\_\_\_

Name	Level of Certification	Sessions Available	Desired Position

Comments: \_\_\_\_\_  
\_\_\_\_\_

## **APPENDIX C**

### **Holiday Inn**

Kanata Centrum Mall  
[www.hisottawa.ca](http://www.hisottawa.ca)  
Phone: 613-271-2376

### **Quality Inn**

290 Rideau Street, Ottawa,  
<http://www.qualityinn.com/hotel-ottawa-canada-CN286>  
Phone: 613-789-7511 x 2519

### **Les Suites**

1300 Besserer Street, Ottawa  
Phone: 613-232-3202  
Fax: 613-232-3646  
[www.les-suites.com](http://www.les-suites.com)

### **Holiday Inn & Suites**

Ottawa -Downtown – 111 Cooper St, Ottawa  
<http://www.hiottawa.ca/>  
Toll free 1-800-267-8378  
Fax (613) 230-2179

### **Holiday Inn Express Hotel & Suites**

Ottawa Airport – 2881 Gibford Drive, Ottawa  
<http://www.hieottawa.com/>  
1 877 660 8550

### **Comfort Inn – Kanata**

222 Hearst Way, Kanata  
[www.choicehotels.ca/cn270](http://www.choicehotels.ca/cn270)  
Phone:613-592-2200  
Fax: 613-591-9600

### **Radisson Hotel Ottawa**

402 Queen Street, Ottawa  
[www.radisson.com](http://www.radisson.com)  
Phone: 613-236-1133  
Fax : 613-566-2336

### **ARC the Hotel**

140 Slater Street, Ottawa  
Phone: 613-238-1259 x 2206  
Fax: 613-238-0053  
[www.arcthehotel.com](http://www.arcthehotel.com)

**APPENDIX D**



**Swim Ontario - Club Information Sheet**

**Coaches: Please fill out this form and return with entries.**

**Club** \_\_\_\_\_

**Club Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Club Phone Number** (\_\_\_\_) \_\_\_\_\_ **FAX** (\_\_\_\_) \_\_\_\_\_

**Club e-mail Address** \_\_\_\_\_

**Club Contact Person** \_\_\_\_\_

**Phone Number** (\_\_\_\_) \_\_\_\_\_ **e-mail** \_\_\_\_\_

**Head Coach** \_\_\_\_\_ **CSCTA#** \_\_\_\_\_

**Phone Number** (\_\_\_\_) \_\_\_\_\_ **e-mail** \_\_\_\_\_

**Coaches Attending the Meet**

\_\_\_\_\_ **CSCTA#** \_\_\_\_\_

\_\_\_\_\_ **CSCTA#** \_\_\_\_\_

\_\_\_\_\_ **CSCTA#** \_\_\_\_\_

\_\_\_\_\_ **CSCTA#** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_

**Chaperone(s)** \_\_\_\_\_

\_\_\_\_\_

**Hotel** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**APPENDIX E**



**SUBSTITUTION FORM**

CLUB _____ CODE _____				
Substitutes (Alternates)	SWIMMER'S NAME	AGE	SEX	S.O. REG. #

For information on this form, please refer to Meet Rules, Alternates.