



## **Winter BC Provincial Championships**

Hosted by Island Swimming  
March 5-8, 2020  
Victoria, BC

### Age Groups

- Female: 14&U, 15 & Over
- Males: 15&U, 16 & Over

### Time Final Events:

- 800 - 1500 Free
- 200 Free Relay F/M & Mixed; 200 Medley Relay F/M & Mixed

### Prelims/Final Events:

- 50-100-200-400 Free
- 100-200 for each Back, Breast, Fly
- 200-400 IM

### Qualification Requirements:

- Must qualify with at least one standard
- No bonus swims

**WEDNESDAY, MARCH 4<sup>TH</sup> 3:00 - 6:00PM**  
**4 LANES WILL BE OPEN TO ALL CLUBS**

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Sanctioned by Swim BC: #

Swim BC and Island Swimming would like to begin by acknowledging that the land on which we gather lies within the traditional territories of the Lkwungen peoples known today as Songhees and SXIMEŁŁ (Esquimalt) Nations and the WŚÁNEĆ peoples known today as WJOŁŁP (Tsartlip), BOĶÉĆEN (Pauquachin), SŦÁUTW (Tsawout), WŚIĶEM (Tseycum) and MÁLEXEŁ (Malahat) Nations.

### SAFE SPORT

Swim BC believes that athletes, coaches, officials, support staff and volunteers have the right to participate in a safe and inclusive sport environment that is free of abuse, harassment and discrimination.

Swim BC is dedicated to providing a safe and inclusive environment, which involves promoting Open and Observable Environments. This means making meaningful and concerted efforts to avoid situations where a coach/official/staff member, etc. might be alone with an athlete. All interactions between an athlete and an individual who is in a position of trust should normally, and wherever possible, be in an environment or space that is both 'open' and 'observable' to others.

All participants in this event are reminded that they are bound by Swim BC's Policies and Procedures, including but not limited, to the Code of Conduct and Ethics policy, the Gender Equity policy and the Screening and CRC policy.

### COMPETITION HOSTS

Swim BC and Island Swimming

### VENUE

4636 Elk Lake Dr. Victoria, BC

### POOL

8-lane 50 metre competition pool

4-lane 25 metre warm-up pool - Dive tank

### MEET MANAGER

Brian Bikadi ([meetmanager@islandswimming.com](mailto:meetmanager@islandswimming.com))

### MEET REFEREE

Glenn Greig ([glgreig@gmail.com](mailto:glgreig@gmail.com))

### OFFICIALS COORDINATOR

Darci Greenfield & Alison Koropatniski ([officials@islandswimming.com](mailto:officials@islandswimming.com))

### PARA ADVISOR

Janet Dunn

### SWIM BC & ENTRIES CONTACT

Carrie Matheson ([carrie.matheson@swimbc.ca](mailto:carrie.matheson@swimbc.ca))

### CHANGES TO THE MEET PACKAGE

- Addition of Relay Event fees (*page 3*)
- Event videography and photography procedures (*page 8*)

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WARM UP AND SESSION TIMES		
Thursday, March 5, 2020		
Session #1	Warm-up	1:30 - 2:50pm
	Competition	3:00 - 7:30pm
Friday, March 6, 2020		
Prelims	Warm-up	7:30 - 8:50am
	Competition	9:00am - 1:30pm
Finals	Warm-up	3:30 - 4:20pm
	Competition	4:30 - 7:30pm
Saturday, March 7, 2020		
Prelims	Warm-up	7:30 - 8:50am
	Competition	9:00am - 1:30pm
Finals	Warm-up	3:30 - 4:20pm
	Competition	4:30 - 7:30pm
Sunday, March 8, 2020		
Prelims	Warm-up	7:30 - 8:50 am
	Competition	9:00am - 1:30pm
Finals	Warm-up	2hrs. after prelims
	Competition	3hrs. after prelims

*Note: All Session completion times are approximate*

### ELIGIBILITY

1. All swimmers must be registered with a Swim BC, SNC, or other FINA recognized club.
2. Qualifying period is from September 1, 2018, to the entry deadline.
3. During the Qualifying Period, athletes must have attained at least ONE qualifying time, in an appropriately sanctioned competition, in their age group as of the entry deadline.
4. Age groups for individual events will be:
  - a. Females: 14 & U and 15 & Over
  - b. Males: 15 & U and 16 & Over
5. Swimmer age is as of the first day of competition.

### NON-QUALIFIED SWIMS

Entries not meeting the qualifying standards will not be accepted.

### ENTRIES

1. Entries will be validated against the SNC meet results database; invalid entry times, unofficial splits, or converted entry times will not be accepted.
2. Swimmers are limited to a max of EIGHT individual entries.
3. NO CONVERTED TIMES. All SCM entries will be converted to LCM by meet management and seeded accordingly.
4. "Custom Time" entries will not be accepted in individual events; swimmers must have a valid provable entry time in each event they enter.
5. For reference purposes, please email a .pdf copy of entries to Entries Coordinator: Carrie Matheson ([carrie.matheson@swimbc.ca](mailto:carrie.matheson@swimbc.ca))
6. Relay entries MUST include names along with the relay entries. Relay swimmers may be changed at the meet.
7. Relay entries without names will be seeded as "NT".

8. Individual Fees (including Swim BC Provincial Team Splash Fees and Facility Fees) are \$75.00 per swimmer.
9. Relay Fees are \$12.00 per relay.
10. Cheques payable to: **Island Swimming Club**
11. All fees MUST be paid to the Clerk of Course prior to the start of the meet.
12. Entries must be uploaded to SNC meet listings website prior to the entry deadline.
  - a. Please include the proper contact name, phone number, and email address when uploading entries.
13. Late entries (entries received or uploaded after Monday, Feb 24, 2020) will be accepted at the discretion of Meet Management. If accepted, the Meet Fees will be doubled.

### ENTRY DEADLINE:

**MONDAY, FEBRUARY 24, 2020**

### SCRATCH DEADLINE:

**TUESDAY, MARCH 3, 2020 AT 12:00 NOON**

### GENERAL MEET RULES

1. This meet will observe rules as outlined in the current SNC Rulebook.
2. POOL DEPTH Shallow End 2 m, Deep End 2 m.
  - a. Starts will be conducted from Starting Platforms (blocks) as per FINA FR 2.3 and SW 4.1
3. There will be no deck entries, exhibition swims, or time trials.
4. SNC warm-up procedures will apply.
5. Preliminary heats will be swum double-ended, divided by meet management such that both ends finish at approximately the same time.
6. Fastest three heats of all events will be circle-seeded.
7. There will be "A" and "B" finals in those age groups with 24 or more entries, and an "A" final only if there are fewer than 24 entries in any given age group.
  - a. The "A" final will be swum first followed by the "B" final.
8. Backstroke Ledges will be available for Finals and warmups for Finals sessions.
9. Time Final events (including relays) with 9 or 10 entrants, will be seeded such that the fastest heat will have all lanes filled.
10. All swim-offs are to be run at a time mutually agreed upon by coaches and officials. Every effort will be made to run the swim-off by the end of the session in which the tie occurred.
11. Coaches are asked to check in with the Meet Manager immediately upon arrival to pay entry fees, pick up Meet Package and receive information regarding any changes.
12. A coaches' meeting will be held 10 minutes prior to the start of the meet and as necessary throughout the meet.
13. Violations of the Swim BC Code of Conduct and Ethics policy may result in immediate disqualification from the meet.
14. ALL photographers must have applied for and received permission from meet management prior to the start of meet to be on deck. Photographers must be representing a participating club and have the support of the club to

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be on deck, taking photos for their club's use only.

- a. **All approved photographers must be identified by wearing a self-provided safety vest.**

- 15. All participants are to respect the facility rules including: no deck changing and no outside shoes on deck.
- 16. Coaches and volunteers: please bring your own refillable water bottle (no glass containers). Water filling stations are available throughout the facility.

### 800 & 1500 FREESTYLE

- 1. These events are time finals.
- 2. There will be a positive check-in for the 800m and 1500m Freestyles.
  - a. 1500m - Deadline will be 60mins PRIOR to the start of Session #1. (2:00pm)
  - b. 800m - Deadline will be 30mins after the start of the session in which the event will be swum. (9:30am)
- 3. 1500m - The Top 8 in each age group will swim in a single heat proceeding from oldest to youngest (alternating genders).
  - a. 800m - The Top 8 in each group will swim in a single heat at the beginning of the Final Session of that day.
- 4. All other swimmers will be senior-seeded, swum fastest-to-slowest alternating genders; two per lane if necessary, to meet session timelines.
- 5. Distance Lap Counters will not be available.

### PARA-SWIMMING

- 1. Para-swimmer's complete classifications \*(S, SB, SM) must be included with athlete surname in their entries.
- 2. Para-swimmers must have a Level 2, 3 or International sport classification by the entry deadline.
- 3. No sport classification will be provided at the event, swimmers requiring sport class evaluation must submit a request a minimum of 60 days in advance of the entry deadline on the Swimming Canada website.
- 4. The most current WPS rules will be observed for all Para-swimming events.
- 5. By the entry deadline, swimmers must have attained at least ONE Para-swimming Provincial qualifying time.
- 6. All Entries must meet the qualifying standard. There are NO non-qualified swims.
- 7. Para-swimmers may enter Able-bodied events provided they meet the Provincial Standard in their age group and that event.
  - a. Para-swimmers cannot enter the same event in both the Para and Able-bodied categories.
- 8. Para-swimmer events will be single-gender and multi-class, although genders may be combined in the lower subscribed events. Winners will be determined by using the respective male and female SNC Performance Points Charts.
- 9. There will be SEVEN "para-specific events": 50 Free, 100 Free, 200/400 Free, 50/100 Back, 50/100 Breast, 50/100 Fly and 150/200IM, with distances for each class corresponding to the distances outlined in the time standards.

- 10. Strokes/events where distances are split by class (e.g., 50/100 Back) will be scored against each other for one set of finalists from each of those pairs of events.
- 11. Para-swimming events with more than five entries, Para-swimmers will have prelims and finals. Prelims will be swum with the able-bodied events where possible. Para-swimmers will be seeded in prelims according to entry times.
- 12. Para-swimming events with fewer than five entries, the event(s) will be Para-swimmer-only time finals during the preliminary sessions.

### RELAYS

- 1. Age groups for relays will be:
  - a. Females: 14 & U and 15 & Over
  - b. Males: 15 & U and 16 & Over
  - c. Mixed: Open
- 2. All relays are time finals.
- 3. There will be no qualifying times for relays.
- 4. Mixed relay teams MUST have 2 females and 2 males per team.
  - a. No official splits will be taken during the Mixed Relay events.
- 5. Deadline for relay name/order changes will be:
  - a. For relays swum in the Thursday Session: 3:00pm Thursday
  - b. For relays swum in Friday's, Saturday's and Sunday's Final Sessions: 30 minutes prior to the start of the Final session.
- 6. NT entries will be accepted for relay events.
- 7. Only swimmers whose names appear on the meet entries shall compete in relay events.
- 8. Swimmers who will be in relays only shall be listed in their club's Hy-tek entry file as "Relay only swimmers"; such swimmers will be subject to swimmer surcharges (both Provincial Team Splash Fee \$4.00 and SCP Mandatory Facility Fee \$5.00)
  - a. A relay team may have no more than two "relay-only" swimmers.

### SCORING

- 1. Individual scoring: A-Final: 20-17-16-15-14-13-12-11  
B-Final: 9-7-6-5-4-3-2-1
- 2. Relay scoring: 20-17-16-15-14-13-12-11

### AWARDS

- 1. Medals will be awarded for 1st, 2nd and 3rd places in all individual and relay events.
- 2. Ribbons will be awarded for 4th, 5th, 6th, 7th and 8th places in individual events only.

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3. Individual Aggregates:
  - a. Will be scored using the individual scoring system listed above.
  - b. Age Categories:
    - i. Females: 14 & U and 15 & Over
    - ii. Males: 15 & U and 16 & Over
4. Awards will be presented at the end of Sunday Finals.
5. Swim BC will award a Team Banner to the Top Scoring Club. This will be presented at the end of Sunday Finals.

### SCRATCHES

**Scratches received prior to March 3<sup>rd</sup> at noon will not incur Meet Fees.**

1. There is no scratch penalty for no-shows, step downs and unexcused and/or incomplete swims during prelims and/or time finals.
2. The following rules apply for all finalists (A and B) plus alternates as listed on the official posting of prelims results.
  - a. For all final sessions, no-shows, step downs and unexcused incomplete swims will be considered "late scratches" and subject to the late scratch penalty of \$20. Fines are to be paid immediately. The swimmer and/or relay swimmers in question shall not swim subsequent events until the fine is paid.
  - b. For finals, the scratch deadline will be 30 minutes following the completion of the preliminary events (excluding time final events).
  - c. For finals, email scratches will not be accepted.

### COACH COMPLIANCE (Registration and Certification)

#### Registration

Head Coaches must be, at minimum, registered in the SNC "A2" registration class. Assistant Coaches must be, at minimum, registered in the SNC "C" registration class.

#### NCCP Certification

Coaches who are attending this Provincial Championship Meet must be, at minimum, Fundamentals Coach Certified. Coaches, in their first year of coaching, must be Fundamentals Coach Trained.

Failure to adhere to the Coaching Compliance Policy presents substantial risks to Swim BC and its members.

It is incumbent upon the Coach to manage their registration and certification levels. Go to the CAC's [The Locker](#) for more information.

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### Provincial Championships Schedule of Events

Thursday, March 5, 2020   Session #1			
Warm-Up:		1:30 - 2:50pm	
Competition:		3:00 - 7:30pm	
FEMALE	MALE	AGE	EVENT
1	2	Open	1500 Free (TF)
101/201	102/202	Para	200/400 Free (TF)
3	4	Open	200 Breast (Prelims)
5		Open	Mixed 200 Free Relay

\*Prelims Warm-ups will be blocked in the Competition Pool

There will a second warm-up period (25 mins) - Thursday after the Para 200/400 Free event.

Clubs will be notified by email prior to the meet with details.

Friday, March 6, 2020   PRELIMS			
*Warm-Up:		7:30 - 8:50am	
Competition:		9:00am - 1:30pm	
FEMALE	MALE	AGE	EVENT
7	8	Open	100 Free
103	104	Para	100 Free
9	10	Open	200 Fly
105/205	106/206	Para	50/100 Back
11	12	Open	400 Free

Friday, March 6, 2020   FINALS			
Warm-Up:		3:30 - 4:20pm	
Competition:		4:30 - 7:30pm	
FEMALE	MALE	AGE	EVENT
7	8	Open	100 Free
103	104	Para	100 Free
9	10	Open	200 Fly
3	4	Open	200 Breast (Finals)
105/205	106/206	Para	50/100 Back
11	12	Open	400 Free
13		14&U F	200 Medley Relay
	14	15&U M	200 Medley Relay
15		15&O F	200 Medley Relay
	16	16&O M	200 Medley Relay

SATURDAY, March 7, 2020   PRELIMS			
*Warm-Up:		7:30 - 8:50am	
Competition:		9:00am - 1:30pm	
FEMALE	MALE	AGE	EVENT
17	18	Open	200 Back
19	20	Open	100 Breast
107/207	108/208	Para	50/100 Breast
21		Open	400 IM
	22	Open	200 IM
	110/210	Para	150/200 IM
23		Open	200 Free
	24	Open	800 Free (TF)

SATURDAY, March 7, 2020   FINALS			
Warm-Up:		3:30 - 4:20pm	
Competition:		4:30 - 7:30pm	
FEMALE	MALE	AGE	EVENT
	24	Open	Top 8 (each age group) of 800m
17	18	Open	200 Back
19	20	Open	100 Breast
107/207	108/208	Para	50/100 Breast
21		Open	400 IM
	22	Open	200 IM
	110/210	Para	150/200 IM
23		Open	200 Free
25		Open	Mixed 200 Medley Relay

SUNDAY, March 8, 2020   PRELIMS			
*Warm-Up:		7:30 - 8:50am	
Competition:		9:00am - 1:30pm	
FEMALE	MALE	AGE	EVENT
	26	Open	200 Free
111/211	112/212	Para	50/100 Fly
27	28	Open	100 Fly
29	30	Open	50 Free
113	114	Para	50 Free
31		Open	200 IM
109/209		Para	150/200 IM
	32	Open	400 IM
33	34	Open	100 Back
35		Open	800 Free (TF)

SUNDAY, March 8, 2020   FINALS			
Warm-Up:		Approx. 2hrs. after conclusion of prelims	
Competition:		Start of competition 1hr. later	
FEMALE	MALE	AGE	EVENT
35		Open	Top 8 (each age group) of 800m
	38	15&U M	200 Free Relay
	40	16&O M	200 Free Relay
37		14&U F	200 Free Relay
39		15&O F	200 Free Relay
	26	Open	200 Free
111/211	112/212	Para	50/100 Fly
27	28	Open	100 Fly
29	30	Open	50 Free
113	114	Para	50 Free
31		Open	200 IM
109/209		Para	150/200 IM
	32	Open	400 IM
33	34	Open	100 Back



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### COMPETITION WARM-UP SAFETY PROCEDURES

Meet Management for all sanctioned Canadian swimming competitions must ensure the following safety procedures are applied. It is incumbent on coaches, swimmers, and officials to work together to comply with these procedures during all scheduled warm-up periods. Coaches are requested to encourage swimmers to cooperate with Safety Marshals.

#### GENERAL WARM-UP:

- Swimmers must enter the pool **FEET FIRST** in a cautious manner, entering from a start or turn end only and from a standing or sitting position.
- Running on the pool deck and running entries into the pool are prohibited.
- Meet Management may designate the use of sprint or pace lanes during the scheduled warm-up time. Any such lane usage must be communicated through a pre-competition handout, an announcement or deck signage.
- Diving starts shall be permitted only in designated sprint lanes. Only one-way swimming from the start end of sprint lanes is permitted.
- Pools with backstroke starting ledges available may offer a designated lane for backstroke starts, at meet management's discretion. (This is not mandatory if not enough general lane space is available for the number of swimmers in the meet.)
- Notices or barriers must be placed on starting blocks to indicate no diving during warm-up.

#### EQUIPMENT:

- Kick Boards, Pull-Buoys, Ankle Bands, and Snorkels are permitted for use in the main warm-up pool during warm-up.
- Hand paddles and flippers are permitted for use in a secondary warm-up pool only (where available), at meet management's discretion and recommended only for higher level or senior competitions.
- At meet management's discretion and based on available space, the Meet Manager may permit use of tubing or cord assisted sprinting in designated lanes and during specific times of the warm-up only. It is recommended that this only be allowed in secondary warm-up pools as space allows. Coaches are responsible for equipment reliability and use. This is recommended only for higher level or senior competitions.

#### VIOLATIONS:

***It is recognized that there is a level of interpretation and common sense that must be applied when applying these guidelines. Diving headfirst quietly into an empty pool at the start of warm-up is not the same as diving headfirst into a crowded lane. Judgment and context is required.***

- Swimmers witnessed by a Safety Marshal diving or entering the water in a dangerous fashion may be removed without warning from their first individual event following the warm-up period in which the violation occurred and the alternates in that event notified should that event be a final. They may also receive a verbal warning from the Safety Marshal. Swimmers receiving verbal warnings will have their names and clubs registered with the Meet Manager.
- In the case of a second offense during the same competition the swimmer may be removed from the remainder of the competition.

#### SAFETY MARSHALS:

The Safety Marshal is a trained position designated by Meet Management. Safety Marshals shall:

- Be visible by safety vest.
- Be situated at each end of the competition pool and when applicable, similarly situated in designated warm-up pools when pre-competition warm-ups are scheduled.
- Actively monitor all scheduled warm-up periods.
- Ensure participants comply with warm-up safety procedures and report violations to the Referee.

Depending on the level of competition, Safety Marshals have a role to help work with coaches and swimmers to ensure a safe warm-up environment. This may include educating a younger swimmer on the rules or communicating a concern to a coach.

Judgment, tact and confidence is required and therefore the Safety Marshal should ideally be a more experienced official.

#### PARA-SWIMMER NOTIFICATION:

Coaches are requested to notify Safety Marshals of any Para-swimmers participating in warm-ups where necessary and at the coach's discretion.

The following statement must appear in all Swimming Canada sanctioned meet information and posted notices:

**"SWIMMING CANADA COMPETITION WARM-UP SAFETY PROCEDURES WILL BE IN EFFECT AT THIS MEET."**

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### Event Photography and Videography Procedure

Swimming Canada believes that when used properly photography and videography are excellent tools to celebrate and promote one's involvement and achievements within the sport. We also understand that while the great majority of images are appropriate and are taken in good faith, it is fact that certain images can be misused and/or misinterpreted to put an event participant, most notably children, at risk.

#### Definitions

The following term has meaning in this document:

**"Photography and Videography":** A blanket term referring to all forms of image capture, including but not limited to still photography, video recording, social media posts and/or video streaming.

#### Procedure

In order to minimize risk, all photographs and video taken at Swimming Canada/Provincial Section sanctioned competitions, whether taken by a professional photographer or videographer, spectator, team support staff or any other participant, must observe generally accepted standards of decency - in particular:

- Photography and videography are prohibited from behind swimming blocks at the start of a race or where otherwise posted;
- Photography and videography are prohibited in locker-rooms or bathrooms or any other dressing or prep area;
- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context;
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swim suit;
- Avoid images, camera angles and poses that may be more prone to misinterpretation or misuse by others.

Failure to adhere to these procedures are subject to the [Code of Conduct and Professional Ethics](#) as per section 4.b of that policy, stating one must "Operate within the rules and spirit of the Sport including; being aware of and complying, at all times, with Swimming Canada's bylaws, policies, procedures and rules and regulations, as adopted and amended". In addition, failure to adhere to these procedures may also result in accreditation being revoked or removal from the event.

All event participants and spectators should be made aware of these photography and videography standards with event announcements. See below for a sample announcement, which can be added to current pre-session announcements.

*"A reminder to participants; Under NO circumstances are cameras or other recording devices allowed in the area immediately behind the starting blocks during practice or competition starts, OR in locker rooms, bathrooms, or any other dressing area."*

#### Approval

Reviewed: March 20, 2019

Approved: March 20, 2019