

BCSSA

**Fraser South
Regional
Championship Swim
Meet Package**

**Friday August 4 to
Sunday August 6, 2017
Watermania
Richmond**

Fraser South Regional Meet Package

TABLE OF CONTENTS

Preparation	3
Club Responsibilities	3
Deck Officiating.....	4
Swimmer Eligibility.....	4
Fraser South Regional Guidelines for meet entries.....	4
Entries	5
Fees	5
Swim Meet Days	6
Daily Schedule	6
Scratches	7
Relays.....	7
Heats and Finals.....	8
Alternates	8
Rules.....	9
Jury of Appeal	9
Awards and Scoring.....	9
Enquiries and Entries:	10
Provincial Meet	10

Preparation

Club Responsibilities

To prepare for an excellent, efficient and well-run swim meet, each Club is responsible for the following assignments. Note there is a table for 'Jobs' and a second table for 'Equipment'. Please make sure that you provide sufficient well-trained people to fill the positions.

Duty	Brief Description	2017
Deck Food	Planning: Plan menus & purchase supplies for whole weekend including serving supplies Prep/serving: make volunteer schedule; prepare and serve food for officials & coaches.	Planning: SUR Prep/Serving Fri: LAD Sat: LAD Sun:LAD
Sanitation	Hourly check of grounds. Empty full garbages and recycling bins. Purchase extra toilet paper for porta-potties. Tidy up porta-potty area and ensure supplied. Check public washrooms and alert facility staff if in need of service.	FRI:PM SUR Sat: am SUR/ pm NOD Sun: am CLO/pm LAD
Marshalling	As at all meets	Fri: RIC Sat: RIC Sun:RIC
Clerk of the Course	Responsible for swimmers from marshalling check-in until they are turned over the referee	CLO NOD BOU
Runners	Post results; collect paperwork from office as needed, especially during relays.	Fri: NOD Sat: WHI am / CRB pm Sun: WHI
Set up Friday	Set up Marshalling area, pool deck, sound system	CRB/NOD/WHI
Tear Down Sunday	Return the pool to pre-meet condition	RIC– Marshalling area LAD– Food Prep Room – <i>preparing leftover deck food for Coaches meeting</i> CRB– Office NOD– Pool deck
Awards/T-shirts	Plan the regional logo & t-shirts. Organize awards / ribbons & t-shirts at meet.	WHI
Programs (200-250) Print and Sales	Arrange for printing of programs Staff the sales desk on Friday & Saturday.	CLO
Office	Data Entry and posting of results	BOU supported by all Clubs
CMR	Supervises the running of the Office	Bobbie-Jo Felix

Meet Referee	Final authority on all action taking place within the Session; creates officials schedule	Zoe Lee
Meet Manager	Organizes the details of the meet and the mechanics of running the meet	Sean Walsh
Timing	Runs the timing system	Dave Archibald
Announcer	Liase with clerk of course and announce events, results and general information.	Dale Doerksen Mark Redman TBD

Supplied by Clubs:		2017
Marshalling Benches		WHI
Marshalling Tents		Ordered + RIC
Set of stopwatches		BOU

Deck Officiating

- Qualified officials from each club will be assigned shifts to work by the Regional Director of Officials
- Each club will be assigned lanes for timing and recording for both heats and finals **all days**

Swimmer Eligibility

All swimmers must:

- Be a registered Fraser South BCSSA swimmer for the current season to enter the Regional Meet as an “S” or “O” swimmer.
- Have competed in at least one (1) individual event at a BCSSA club hosted meet prior to the Regional Championships. Note: For rule details, see BCSSA Administration Section 8 – Regional Championships.

“S” Swimmers MAY:

- Enter a maximum of 4 individual events and 2 club relays.

“O” Swimmers:

- All entries **MUST** designate the swimmer as an “O” swimmer.
- “O” swimmers must enter only CAT 1 or 2 or 8 as determined by age.

Division 8:

- Div O8 includes “S” swimmers age 20+ and “O” swimmers age 17+. There is no upper age restriction. Swimmers must be age appropriate to enter individual events in Div O8.

Fraser South Regional Guidelines for meet entries: Developing “B” swimmers:

All swimmers should have demonstrated technical competency in the stroke in the event they are entered to swim. That is, the coach reasonably expects that they can swim the stroke

without disqualification. Swimmers should also be expected to obtain a reasonable time in the event that would be expected of a swimmer who can swim the event technically correct.

No Time (NT) entries are not permitted.

Club Participation:

Active participation as team members during the season is encouraged of all swimmers. It is not expected that swimmers will only swim one event in one meet, and then compete in Regionals. The intent of having Div. 8 available is to encourage and to provide an opportunity for coaches, older swimmers, and those who are directly associated with the club to continue participation.

Entries

- All swimmers must be entered using the Hy-Tek Team Manager Version 8 program to import the Meet Events data file attached to this meet package. After entering your swimmers in their events using Team Manager, export the meet entries and email the data file to **Bobbie Jo Felix** my2js41@hotmail.com and copy **Sean Walsh** swalsh@scampy.com
- Entries **MUST** include a name and phone number for a contact person or coach.
- Entry times **MUST** be listed to enter the meet. This **MUST** be the swimmers best time this season. Developmental times may be used for entry purposes, provided that they have competed in at least one (1) individual event at a BCSSA club hosted meet. Swimmers attempting to enter with **NO TIME (NT)** for an event will not be entered in that event.
- **Relay team entries must be made with Hy-Tek “custom time” option or NT option.** All relay (Medley & Freestyle) entries must be submitted with supporting times and documentation from a 2017 BCSSA club hosted meet. Entries without supporting documentation will be considered as having no time and will be seeded accordingly.
- Clubs are responsible for doing their own verification.
- The Regional Registrar or designate checks swimmer eligibility. Please provide an electronic back up copy of your Team Manager database attached to your email to aid in this process.
- Seeding of the meet is done by Hy-Tek Meet Manager based on entry times.
- If for any reason a swimmer is entered in more than the maximum events, they will be officially entered in events in the order of the meet until the maximum is reached. They will not be permitted to swim the other events by scratching early events.
- Events may be combined by the Clerk of the Course for heats only.
- **No late entries, deck entries or changes will be made other than scratches.**

- Exhibition swimmers are permitted only with Regional Director and meet manager's approval.

FEES **\$8.00 per individual entry AND \$10.00 per relay**
 Cheques payable to Fraser South Region MUST accompany the club entry form. Any adjustments will be made after the meet. Make requests for adjustments in writing to the Regional Board.

- **ENTRY DEADLINE is Monday, July 31, 2017 by 9:00 PM.** All electronic meet entry data described above must be emailed to **Bobbie Jo Felix** my2js41@hotmail.com and copied to Sean Walsh swalsh@scampy.com

REGIONAL ENTRY VALIDATION, (ENTRY CARD PARTY) –

Will take place Tuesday, August 1st, 5pm at the Surrey Sports and Leisure Centre.
 Address: #110 - 16555 Fraser Highway, Surrey, BC V4N 0E9. The meeting will take place in one of the Multipurpose Rooms on the 2nd floor of the Arena side (Actual room number still to be determined, but they are all in the same area)

A coach and club executive who will be responsible for making on the spot corrections to their Club's entries must be present. **Bring documents to support all entries to the card party. If you have a swimmer who for any reason only swam one BCSSA club hosted meet, and particularly if it was out of Fraser South Region, please bring a copy of the meet results to the card party.** Bring copies of club sign up forms to assist in verification. **(We will not allow late entries at the card party** however; we want to make sure that administrative oversights are not responsible for swimmers not being entered. Bring evidence of intent to enter to make the decision easy!!)

Swim Meet Days

Daily Schedule

August 4 – August 6th, 2017

Friday Event

101 – 120: 100 and 200 Individual Medley

12:30-1:30 PM	Warm-ups- A Coach MUST be present on deck at assigned lanes
12:50 PM	Coaches' meeting in Marshalling area
1:20 PM	Officials Meeting in Marshalling area
1:30-1:50 PM	Team cheers
1:55 PM	National anthem
2:00 PM	Individual event heats
TBA	End of Friday heats
TBA	Warmups for finals
TBA	Individual finals

Saturday and Sunday

Saturday events:

- # 121-140: 50 Free
- # 201-220: 50/100 Fly
- # 221-240: 50/100 Backstroke
- # 141-160: Medley Relay

Sunday events:

- # 301-310: 50 Fly (Div 5up)
- # 311-330: 50/100 Breast
- # 331-350: 100 Free
- # 241-260: Free Relay

6:00 AM	Watermania doors open
6:30 AM	Check deck, starting system, and clerk of course, office set up
6:30-7:30 AM	Warm-ups- A Coach MUST be present on deck at assigned lanes 6:50 AM Coaches meeting in Marshalling area
7:20 AM	Officials Meeting in Marshalling area
7:30-7:50 AM	Team cheers
7:55 AM	National Anthem
8:00 AM	Individual event heats. Relay heats that are not declared finals.
9:00 AM	Official Relay entry forms due to Clerk of Course
End of SUN Heats	Regional Annual General Meeting (all parents welcome)
TBA	Warmups for Finals
TBA	Individual finals
TBA	Relay finals

Note: Club Cheers are encouraged but must be done at the designated times during the meet. **They will be disallowed by the Meet Manager or Meet Referee if they will delay the on-time start of the meet.** Please ensure that they do not delay meet starts or interfere with other activities. Please limit your cheers and be considerate of other clubs and the limited timeframe we have.

Scratches

- Scratches must be on a formal BCSSA Scratch Sheet and known scratches submitted at the Coaches Meeting.
- Scratches during the heats should be reported to the Clerk of the Course as soon as known.
- Scratches to finals may be done without penalty **up to 30 minutes following the posting of the heat results.** The scratch **MUST** be validated in writing by the coach to the Session Referee or the Clerk of the Course.
- Request for scratches after 30 minutes of posting must be made to the Meet Manager, fully documented, signed by the swimmer and the coach.

NOTE: Failure to report for finals may render the swimmer or team liable for disqualification from that event PLUS the finals of all other events on that day's program, including relays.

Relays

- Division 1-7 "S" relays are open only to "S" swimmers.
- Division 8 relays are open to "S" and "O" swimmers.
- "S" swimmers may swim on an "O" Cat Relay: Div 1-3 with "O" Cat 1, Div 4-6 with "O" Cat 2 provided there is a minimum of one (1) "O" Cat swimmer on the Relay
- Relays consist of 4 swimmers.
- Relay teams must have at least one swimmer from the division in which they are competing. The balance of the relay may be from lower divisions.
- Names of the 4 swimmers and up to 2 alternates, plus their actual division, MUST be listed on the Official Relay Entry Form. Disqualification will occur if a team is improperly entered. **Official Relay Entry Forms MUST be brought to the meet by coaches**, they are not provided at the meet. Forms are available from BCSSA. Please ensure your club has enough.
- Official Relay Entry forms are due in to Clerk of the Course by 9:00am Saturday and Sunday.
- Relay ONLY swimmers must be listed by name and event (Event 500), on Regional Championship Entry Sheets. Only those swimmers listed on the Official Relay Entry form may swim in the heats or finals of the entered event.
- Clubs entering more than one team in a Division may not switch team members between heats and finals, other than those listed on the relay forms.
- All four swimmers MUST be present in marshalling together in order to receive a card.
- Swimmers on relay teams disqualified in heats are not permitted to swim the same event in finals on another relay team, even if they are listed as an alternate on the same team.
- **All relay (Medley & Freestyle) entries must be submitted with supporting times and documentation from a sanctioned 2017 season BCSSA meet. Entries without supporting documentation will be considered as having no time and will be seeded accordingly.**

Heats and Finals

- Swimmers must report to marshalling on time. **The official call for marshalling is made by the clerk of the course in the marshalling area. The event marshalling announcement over the P.A. system does not constitute an official marshalling call for the event. It is the responsibility of the swimmer and club officials/coaches to ensure that swimmers are present in the marshalling area when the event is marshaled. It is at the discretion of the Meet Referee in consultation with the Clerk of the Course to determine if late marshalling swimmers will be allowed to swim.**
- No individual calls will be made by the announcer.

- Relays with only one heat will be declared finals and swum after individual final events.
- Individual events are swum as heats and finals. Swimmers **MUST** swim the heat to be in the final, even if there is only one heat.

Alternates

- Swimming as an alternate on a relay is considered one of the 2 permitted relays. Having a name on a card, but not swimming is not considered to be an entered event.
- Alternates for Finals **MUST** report at the same time as the event is called. They must be available immediately should they be needed.
- A maximum of 2 alternates will be eligible per event. If no alternate appears it is swum without a replacement.
- There is only one team designated as alternate for relays.
- Once an alternate is **CALLED** the listed qualifier is disqualified.
- For finals, swimmers will be called a **MINIMUM** of two times as per the BCSSA regulations. After that the alternate will be called.

Rules

The BCSSA Rules and Regulations as published in the April 2016 rulebook edition, including any rules passed by the Provincial Board of Directors, which are posted on the BCSSA website, will apply. All member clubs, competitors, coach, officials or individuals attending the Championships shall abide by the Code of Conduct as stipulated in Section 3 Conduct of The Administration of the BCSSA Rules and Regulations and in this meet package. Any members or individuals who violate or fail to comply with the BCSSA Code of Conduct, or rules and regulations may be disciplined at the sole discretion of the Regional Director. Disciplined members or individuals may appeal to the BCSSA Provincial Board. The decision rendered by the BCSSA Provincial Board on the matter shall be final.

STARTING SYSTEM

The Omega Timing System will be used as the approved automatic judging and timing system for the Speed Swimming Championships in accordance with the BCSSA rules as published April 2016, including any rules passed by the Provincial Board of Directors, which are posted on the BCSSA website. Electronic plunger results shall be recorded and reported to 100ths of a second only. If a malfunction or light touch invalidates the touch pad results, the electronic plunger results are considered as the Official times. Swimmers with identical Official Times shall be tied both for places and time in accordance with Swimming Section 8 & 9.

Jury of Appeal

According to BCSSA Rules, any written protest that is upheld by a Jury of Appeal at a Regional Meet may be appealed to the Provincial Appeals Committee. This must be submitted in writing and accompanied by a \$100.00 deposit. The deposit is refundable if the appeal is successful. It is not refundable if the decision is upheld.

Awards and Scoring

Awards for:

Tier “A” and “O” Finals

Tier “B” Based on times swum in preliminaries only

*Note that ‘A’ and ‘B’ are **not** swum separately. The separation is for awards only. Any swimmer with a time fast enough to qualify for finals is eligible.*

Relay Finals

Medals for 1st, 2nd, 3rd

Ribbons for 4th, 5th, 6th, 7th, 8th

Points assigned for 1-8th place finals as follows:

1=9 points

2=7 points

3=6 points

4=5 points

5=4 points

6=3 points

7=2 points

8=1 point

The Fraser South Meet Manager and/or designate reserve the right to review any errors or omissions to this package.

Preliminary deck officials schedule and sign-up sheets for Regionals will be available at the North Delta meet the week prior to the regional championships.

Enquiries:

Sean Walsh, Regional Meet Manager

Phone: 778-385-9216 (Cell)

E-mail: swalsh@scampy.com

Entries:

Bobbie Jo Felix at my2js41@hotmail.com

Copied too - Sean Walsh at swalsh@scampy.com

Meet Referee: Zoe Lee

Chief Meet Recorder: Bobbie Jo Felix

Provincial Meet

Individual Events

- Coaches meet at the end of the meet on Sunday and are expected to know which of their qualifiers will be attending Provincials.
- The fastest three swimmers in each individual event in Finals qualify for Provincials. Fraser South is permitted to send the top three swimmers in each event regardless of times.

- Additional swimmers achieving a Provincial Qualifying Time (PQT) in “A” or “O” Cat Finals individually also qualify for Provincials.
- **Note:** Please refer to BCSSA Rules for how PQT qualifiers are replaced by alternates. Only the top 3 swimmers may be replaced by alternates. If 5 swimmers achieve PQTs, the additional two swimmers may not be replaced by alternates.

Relay Events

- A change in the composition of the relays between Regionals and Provincials is permitted, provided swimmers are registered with BCSSA.
- The lead off swimmer of a relay may NOT use their time as a PQT for an individual event.
- The fastest two relay teams in Finals in each event qualify for Provincials. Additional relay teams achieving a PQT in Finals also qualify for Provincials.

Regional Relay Selection

- “S” swimmers may NOT swim on “O” Regional Medley Relays.
- “O” swimmers may NOT swim on “S” Regional Medley Relays.
- “O” swimmers may swim on a Div. 8 Regional Medley Relay.
- Swimmers competing in a Regional Relay MUST have swum at Regionals.
- A swimmer from a specific Division must not be displaced by a swimmer from a lower Division.
- Regional relay selection will be made by Fraser South coaches. Selection is based on performance at Regionals in finals, where there is no disqualification. *** The first place swimmer in the final at Regionals of each of the strokes will swim that particular leg of the Medley Relay to create the fastest possible combination. For strokes with both a 50m and 100m event, it is the winner of the 50m event that will be selected for the relay. When the same swimmer places first in more than one individual event, the second place swimmer in the final who creates the fastest combination of swimmers will be chosen to swim that leg. The 1st alternate will be the first place IM finisher of the regional final. If the 1st place IM finisher has already secured a place on the regional relay, or will not be attending Provincials, then the selection for an alternate will be based on the time differential to create the fastest combination of swimmers based on the results achieved in finals at regionals for the respective 50m events.*
*Once the relay teams are established and published, the athlete must swim the stroke that they qualified for. If the alternate is required to swim, the Regional Coaches’ Representative will set the relay order with concurrence by the Regional Director. **February 2015***