ASSA Rules and Regulations

CONTENTS

1.　GENERAL

1.1　Purpose

1.1.1　The ASSA Rules and Regulations outline the details of the competitive structure offered by ASSA to its members, and are intended to provide information on the rules specific to ASSA as well as guidance to clubs regarding swimmers and swim meets.

1.2　Implementation

1.2.1　These Rules and Regulations shall apply to all ASSA events and members.

1.2.2　Where specific ASSA rules, regulations, policies and procedures do not exist, ASSA shall defer to Swim Alberta and Swimming Canada rules, regulations, policies and procedures.

1.3　Definitions

1.3.1　*ASSA* – Alberta Summer Swimming Association.

1.3.2　*CFR* – Canadian Facility Rule, as described in Appendix B of the Swimming Canada Rule Book

1.3.3　*Club* – a registered Club Member as defined in the ASSA Bylaws, also known as a "Swim Club"

1.3.4　*FR* – Facility Rule, as described in Appendix B of the Swimming Canada Rule Book

1.3.5　*Member* – a registered ASSA Member as defined in the ASSA Bylaws

1.3.6　*Provincial Championship* – the provincial championships swim meet ("Provincials") which is sponsored and sanctioned by the ASSA.

1.3.7　*Regional Championship* – the regional championship swim meet held in each Region ("Regionals") which is sponsored and sanctioned by the ASSA and at which competitive swimmers from the Region qualify for participation in the Provincial Championship.

1.3.8　*Sanction – Any competition approved by ASSA. Results and Records from these sanctioned competitions are for use within the ASSA system only unless approved by the executive to be used otherwise.*

1.3.9　*Senior seeding* – The seeding of an event and its heats based on time, regardless of swimmer's age or age group.

1.3.10　Swimming Canada - the National governing association of the sport of swimming in Canada recognized by FINA.

1.3.11　*Summer Swimming Season* – the period between May 1st and the final day of the ASSA Provincial Championship meet, inclusive.

1.3.12　SW – Swimming Rule, as described in Part II of the Swimming Canada Rule Book

1.3.13　*Swim Meet* – An organized event that provides an opportunity for swimmers to race, a competition between swimmers

1.3.14　*Swimmer* – a registered Swimmer Member as defined in the ASSA Bylaws

1.3.15　*Training* – Participating and receiving instruction in the skills of competitive swimming including participation in swim meets.

1.4   **Amendment of Rules and Regulations**

1.4.1   Voting – These Rules and Regulations may only be amended, revised, repealed or added to by a majority (%50+1) vote of the ASSA Directors present at a meeting of Directors duly called to amend, revise, or repeal these Rules and Regulations. Upon affirmative vote, any amendments, revisions, additions or deletions will be effective immediately.

1.4.2   Notice in Writing – Notice in writing is to be delivered to the Board fourteen (14) days or more prior to the date of the meeting at which it is to be considered.

1.4.3   Waiver of Notice – Notwithstanding any other provisions of the ASSA Bylaws or these Rules and Regulations, the notice provisions of item 1.4.2 may be waived by an affirmative vote of not less than three-fourths (3/4) of the Directors present.

2.   SWIMMER ELIGIBILITY

2.1   **Purpose**

2.1.1   ASSA aims to provide a competitive structure in the sport of swimming that also supports athlete development for children and youth through participation in other sports, arts and extra-curricular activities outside of the summer season. ASSA also encourages the active for life principle for our adult members through ease of access to and participation in the sport of competitive swimming. In the spirit of fair play to age group swimmers that do not have access to indoor pools, and to maintain the integrity of a summer only swim season for our youth members, the ASSA does not allow supervised training in the sport of competitive swimming outside of the summer swimming season except as specified in these rules. In pursuit of maximizing participation for our adult (Masters) swimmers, restrictions on off-season training do not exist in this category.

2.2   **Swimmer Classification**

2.2.1   ASSA maintains four (4) swimmer classifications:
a. Age Group Swimmer
b. Masters Swimmer
c. Para Swimmer
d. Exhibition Swimmer

2.2.2   Age Group Swimmers are permitted to participate in ASSA sanctioned swim meets in all events except Para-Swimming events; their times are eligible to be considered for race placing and ASSA provincial records.

2.2.3   Masters Swimmers are permitted to participate in ASSA sanctioned swim meets in all events except Para-Swimming events;

2.2.4   Para Swimmers are permitted to participate in ASSA sanctioned swim meets in all events, including Para-Swimming events; their times are eligible to be considered for race placing.

2.2.5   Exhibition Swimmers are permitted to participate in ASSA sanctioned swim meets, except the Regional and Provincial Championships, in all events except Para-Swimming events; their times are not eligible to be considered for race placing and/or ASSA provincial records.

2.2.6   Swimmer classification is the responsibility of the Club Registrar. The ASSA Registrar has the authority to audit and correct swimmer classification as needed.

2.2.7   The ASSA Executive Committee shall make the final decision on swimmer eligibility and determination of a swimmer's classification.

2.2.8   Special circumstance requests regarding swimmer classification can be made to the ASSA Executive Committee.

2.3   **Eligibility**

2.3.1   For the purpose of ASSA eligibility, a swimmer's age is determined as of May 1st of the current season.

2.3.2   Age Group Swimmer
   a. A Swimmer is eligible for membership as an Age Group Swimmer provided he/she
       i.   is 17 years of age or younger,
       ii. is not currently registered with a year round swim club,
       iii. has not previously been registered with a year-round swim club, and
       iv. has not been training outside of the summer swimming season, as per the definitions in these Rules and Regulations.
   b. In the event that a Swimmer has been previously registered with a year-round swim club and/or training outside of the summer season the following shall apply:
       i.   Regardless of age, exception will be granted in accordance with Section 2.5: Off-Season Training and Competing Allowances, and the Swimmer shall be eligible for classification as an Age Group Swimmer;
       ii. In addition to the exceptions granted under Section 2.5, Swimmers fourteen (14) years and under age (inclusive) shall be eligible for classification as an Age Group Swimmer provided they were not a member of a year-round swim club and/or training during the eight (8) months prior to the start of the current summer swimming season, specifically from September 1st to April 30th.
       iii. In addition to the exceptions granted under Section 2.5, Swimmers between fifteen (15) and seventeen (17) years of age shall be eligible for classification as an Age Group Swimmer provided their most recent membership with a year-round swim club and/or training outside of the summer swimming season ended before the 1st of September prior to the start of the summer swimming season in which they were / are fifteen (15) years of age.

2.3.3   Masters Swimmer
   a. Any Swimmer 18 years and older is eligible for membership as a Masters Swimmer.

2.3.4   Para Swimmer
   a. A Swimmer is eligible for membership as a Para Swimmer provided they are a minimum of 10 years of age as of May 1st, and have been classified under the IPC Para-Swimming Classification System.
   b. Swimmers wishing to be considered for IPC Para-Swimming classification shall be responsible for contacting Swim Alberta to arrange for membership.

2.3.5   Exhibition Swimmer
   a. A Swimmer who is not eligible for membership as an Age Group Swimmer, Masters Swimmer or a Para Swimmer is eligible for classification as an Exhibition Swimmer.
   b. A Swimmer may also be classified as an Exhibition Swimmer upon approval of the Executive Committee.

2.4 **In-season Training and Competing Allowances**

2.4.1 The following activities, if pursued during the summer swimming season, will not affect a swimmer's eligibility for Age Group Swimmer classification:

a. Training and/or competing with year-round swimmers and/or year-round clubs at ASSA Sanctioned meets.

b. Training and/or competing with year-round swimmers and/or year-round clubs at Swim Alberta and/or Swimming Canada sanctioned meets, provided the Swimmer participates as a member of the ASSA All Star Team in accordance with the All Star team requirements as outlined in section 10

2.5 **Off-season Training and Competing Allowances**

2.5.1 There is no off-season training permitted. Exception will be granted for the following off-season activities when considering a swimmer's eligibility for Age Group Swimmer classification:

a. A one-time trial period with a year-round swim club of up to sixty (60) days from September 1st to November 30th,

b. Additional trial period(s) with a year-round swim club of up to sixty (60) days from September 1st to November 30th upon written request to and approval by the Executive Committee,

c. Participation in training sessions and/or competitions with an Alberta High School Swim Team,

d. Participation in the following nationally recognized learn-to-swim programs:
   i. I Can Swim – All programs except "Stage 4 – I can SWIM FAST"
   ii. Red Cross Swim and AquaSquirts
   iii. Royal Life Saving Society and Junior Lifeguard Club
   iv. YMCA learn to swim programs.

e. Participation in the following aquatic sports, provided the individual was/is a registered member of the respective Provincial Sport organization (Alberta examples listed):
   i. Water Polo – Registered with: Alberta Water Polo Association
   ii. Synchronized Swimming – Registered with: Synchro Alberta
   iii. Triathlon – Registered with: Alberta Triathlon Association
   iv. Diving – Registered with: Alberta Diving
   v. Competitive Lifesaving – Registered with: Royal Life Saving Society

f. Other activities, submitted in writing to and approved by the ASSA executive committee

3.   REGIONS

3.1 **Purpose**

3.1.1 Regions serve the purpose of dividing the membership into groups based on their geographical location to facilitate conducting meets during the summer swimming season and the hosting of Regional Championships.

3.2 **Number and Name of Regions**

3.2.1 There are six (6) Regions, named alphabetically as "Region A" through "Region F"

3.2.2 The number of Regions may be changed upon resolution of a majority of the Board of Directors

3.3   **Assignment to a Region**

3.3.1   New and renewed Clubs will be assigned to a Region by the Board of Directors in accordance with the following guidelines:
   a.   Regions shall be as equal as possible in the number of Clubs,
   b.   Regions shall be as equal as possible in the number of Swimmers,
   c.   Location of Clubs will be considered such that travel distances within a Region are minimized when possible.

3.3.2   Existing Clubs' Region assignment may be changed to better meet the Region assignment guidelines as outlined above upon resolution of a majority of the Board of Directors

3.4   **Review of Region Assignment**

3.4.1   The Board of Directors shall review the assignment of Clubs to a Region at the fall Board of Directors meeting in years hosting a winter Olympic Games, in accordance with 3.3. Assignment of new and renewed clubs, and re-assignment of returning clubs shall be completed at or prior to the spring Board of Directors meeting and announced at the Spring General meeting.

4.   EVENTS AND AGE GROUPS

4.1   **General**

4.1.1   For the purpose of ASSA events, a swimmer's age is determined as of May 1st of the current season.

4.1.2   All events are offered for both genders.

4.1.3   Genders shall not be combined in races except for the 1500m and 800m Freestyle events.

4.1.4   Age Groups may be combined where the stroke and distance are the same.

4.1.5   Swimmers are only eligible to swim in events inclusive of their age and gender.

4.2   ASSA Standard Events and Age Groups

Age Group	Butterfly Short	Butterfly Long	Backstroke Short	Backstroke Long	Breaststroke Short	Breaststroke Long	Freestyle Short	Freestyle Long	Freestyle 200 m	Freestyle 400 m*	Distance Freestyle 800 m*	Distance Freestyle 1500 m*	I.M. Short	I.M. Long
6 & U	-	-	25 m	50 m*	25 m	-	25 m	50 m*	-	-	-	-	-	
7 & 8	25 m	-	25 m	50 m	25 m	50 m	25 m	50 m	-	-	-	-	100 m	
9 & 10	25 m	50 m	25 m	50 m	25 m	50 m	50 m	100 m	10 & U	12 & U	-	-	100 m	
11 & 12	50 m	100 m	50 m	100 m	50 m	100 m	50 m	100 m	11&12	12 & U	14 & U	17 & U	100 m	200
13 &14	50 m	100 m	50 m	100 m	50 m	100 m	50 m	100 m	13 & 14	13 & 14	14 & U	17 & U	100 m	200
15 -17	50 m	100 m	50 m	100 m	50 m	100 m	50 m	100 m	15 - 17	15 - 17	15 -17	17 & U	100 m	200
18 & O	50 m	100 m	50 m	100 m	50 m	100 m	50 m	100 m	18 & O	18 & O	18 & O	18 & O	100 m	200
Open - Para	50 m	-	50 m	-	50 m	-	50 m	100 m	-	-	-	-	-	

4.2.1   The table below outlines the ASSA standard relay events:

Age Group	Medley Relay	Freestyle Relay
8 & U	100 m	100 m
10 & U	100 m	100 m
12 & U	200 m	200 m
14 & U	200 m	200 m
17 & U	200 m	200 m
Open	200 m	200 m
Mixed	200 m	200 M

4.2.2   The table above outlines the ASSA standard individual events:

*Events subject to qualifying times – see sections 4.2.6 through 4.2.11

4.2.3   No swimmer shall be entered into a swim meet unless they are able to swim 25M unassisted

4.2.4   ASSA standard individual and relay events are run at the Regional and Provincial Championship Meets, except 6 & U events which will only be run at Regional Championship Meets. Mixed Relay events will not be offered at Regional or Provincial Championships.

4.2.5   ASSA standard individual and relay events are supported by the ASSA website meet entry program and results database.

4.2.6   Entry in to the 6 & U and 7 & 8 50 m Freestyle shall be permitted once a qualification time in the 25 m Freestyle of 45.00 seconds is achieved at an ASSA sanctioned meet.

4.2.7   Entry in to the 6 & U and 7 & 8 50 m Backstroke shall be permitted once a qualification time in the 25 m Backstroke of 45.00 seconds is achieved at an ASSA sanctioned meet.

4.2.8   Entry in to the 6 & U and 7 & 8 25 m Breaststroke shall be permitted once a qualification time in the 25 m Backstroke or Freestyle of 45.00 seconds is achieved at an ASSA sanctioned meet.

4.2.9   Entry in to the 400 m Freestyle shall be permitted once a qualification time of 4:00.00 in the 200 m Freestyle and/or 8:00.00 in the 400 m freestyle is achieved at an ASSA sanctioned meet.

4.2.10   Entry in to the 800 m Freestyle shall be permitted once a qualification time of 8:00.00 in the 400 m Freestyle and/or 16:00.00 in the 800 m freestyle is achieved at an ASSA sanctioned meet.

4.2.11   Entry in to the 1500 m Freestyle shall be permitted once a qualification time of 8:00.00 in the 400 m Freestyle and/or 16:00.00 in the 800 m freestyle and/or 30:00.00 in the 1500 m freestyle is achieved at an ASSA sanctioned meet.

4.3   Para-Swimming

4.3.1   Para-Swimming events are restricted to Para swimmers only

4.3.2   Para -Swimmers attending meets hosting Para-Swimming events will be automatically entered in Para-Swimming events when the appropriate stroke and distance are selected during the meet entries process.

4.4   Additional Events

4.4.1   Additional non-standard ASSA events are supported by the ASSA website meet entry program and results database, these events include:
   a. Flutter board events

4.4.2   Non-standard events are not run at the Regional and Provincial Championships.

4.4.3   Additional events shall be compliant with section 5.3.3

5.   SWIM MEETS - GENERAL

5.1   **Purpose**

5.1.1   The ASSA strives to provide as many competitive opportunities for swimmers as possible. The following outlines ways in which ASSA clubs can help in achieving this goal while providing a fair and consistent format across the province and ultimately provide the best experience for ASSA swimmers during the summer swimming season.

5.2   **Sanctioned Swim Meets**

5.2.1   All swim meets sponsored by a Club(s), a Region or the ASSA shall be sanctioned by the ASSA.

5.2.2   The ASSA will approve sanctions for Swim Meets that meet all of the following requirements:
   a. Region Representative approval to host, except the Provincial Championship.
   b. Creation of a Meet Package through the ASSA website, see section 6.5 for further details.
   c. Meet Pool compliance with FINA Facilities Rules as outlined in Appendix B of the Swimming Canada Rulebook, except the following:
      i. **CFR 1.3.1** – certificate received no later than two (2) weeks prior to the date of competition is permitted.
      ii. FR 1.5
      iii. **FR 2.2 Dimensional Tolerances** – allowance of ± 0.03 metre tolerance is permitted
      iv. FR 2.5 Lanes
      v. **FR 2.6.1** – Lane ropes may be of any colour
      vi. **FR 2.8 Numbering** – A single sign or marking to identify the lane number is permitted
      vii. **FR. 2.9 Backstroke Turn Indicators** – The following tolerances will be permitted for backstroke turn indicators:
         1.   Height: ± 1.0 metre
         2.   Distance from wall: ± 0.1 metre

5.3   **Application of Rules**

5.3.1   All official events being run at regular season, Regional Championship and Provincial Championship meets shall be carried out in compliance with the most current Swimming Canada and Swim Alberta Swimming Rules. In instances where the ASSA Rules and Regulations differ from the Swimming Canada and Swim Alberta Swimming Rules the ASSA Rules shall apply.

5.3.2   "Kickboard" events shall be run according to the following set of rules:
   a. Swimmers shall start in the water with one hand on the kickboard, and the opposite hand on the starting end wall or starting block.
   b. Following the start, swimmers must achieve and maintain contact with both hands on the kickboard through to the finish
   c. A swimmer is considered finished the race when either the kickboard or portion of their body makes contact with the end wall or crosses the plane of the end wall (above the wall).

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5.3.3   Meets hosting Para-Swimming events are required to have a Para-Swimming Technical advisor assist with officiating during the Para-Swimming events.

5.3.4   Where "Un-Official" or "Fun" events are being hosted, the host club shall establish the rules for such events and these rules shall be outlined in the meet package. Participation in such events is limited to registered swimmers only.

5.4   Eligible Participants

5.4.1   To be eligible to swim in any ASSA sanctioned meet, a swimmer must be a "Member" **prior** to the ASSA sanctioned meet the swimmer wishes to participate in.

5.4.2   Swimmers who are not "members" present a liability risk to ASSA and its Members and will be considered "ineligible" to participate in said meet

5.4.3   Swimmers who are not "members" are not covered by ASSA/Swim Alberta insurance. ASSA/Swim Alberta and its members are not responsible for said participants

5.4.4   In the event Clubs allow ineligible Swimmers to participate in meets, the ASSA will :
   a. Fine the club the non-Member/ineligible swimmer is representing $50 per non-Member/ineligible swimmer, per swim meet up to a maximum of $500 per club per meet, and
   b. Suspend the club from participating in ASSA sanctioned meets until the sum of above mentioned fines is received by the ASSA

5.5   Meet Package

5.5.1   Clubs, Regions and the ASSA shall create and distribute a Meet Package when hosting a meet. The meet package shall at least contain the following information:
   a. Date and Location of meet
   b. Type of Meet
   c. Name and contact information for:
        i.   Swimming Canada certified Referee
        ii.   Meet Manager
   d. Qualification and Entry Limit
      (including requirement for all participants to be registered ASSA Members)
   e. Procedure for submitting entries
   f. Entry deadline
   g. Entry Fees
   h. Events
   i. Warm up information
   j. Meet format and seeding
   k. Coaches Meeting information
   l. Deck Entries
   m. Scratch Rules and Penalties
   n. Relay Changes
   o. Scoring
   p. Awards

5.6   Meet Report and Officials Roster

5.6.1   Following the completion of an ASSA meet, a Meet Report must be completed and submitted to the ASSA Office.

5.6.2   Following the completion of an ASSA meet, a completed Officials Roster must be uploaded to the Alberta Officials Database or submitted to the Alberta Officials Database Administrator.

5.7   **Results**

5.7.1   Following the completion of an ASSA meet, the meet results shall be uploaded to the ASSA website; results cannot be uploaded until the Meet Report is completed and submitted.

5.7.2   Results posted on the ASSA website are considered official, unless otherwise noted.

5.7.3   If official results submitted to the ASSA website contain an error(s), a coach or official may request a correction using the *Amendment to Officials Results Form*. This form shall be completed and submitted to the ASSA Office.

6.   REGULAR SEASON SANCTIONED MEETS

6.1   **Hosting a Sanctioned Meet**

6.1.1   Clubs are encouraged to independently host at least one (1) invitational or open sanctioned meet each season,

6.1.2   Small Clubs (approximately 20 swimmers or less) are encouraged to independently host at least one (1) invitational or open sanctioned meet, when possible, or co-host at least one (1) invitational or open sanctioned meet with another small club each season.

6.2   **Scheduling of Sanctioned Meets**

6.2.1   Region Representatives are responsible for coordinating the sanctioned meet schedule within their respective Regions and shall approve all sanctioned meet dates for clubs assigned to their Region. The following should be used by Region Representatives as guidelines when establishing the sanctioned meet schedule for their respective Region:

a. Each weekend, except holiday long weekends, between June 1 and the Regional Championship Meet, should contain at least one (1) invitational or open sanctioned meet. Additional sanctioned meets may be run on the same weekends, long weekends and/or prior to June 1.

b. Sanctioned meets where limited events are offered due to pool size, pool availability or other hosting limitations should be scheduled for the earlier portion of the season to allow for larger sanctioned meets to be scheduled later in the season when greater event availability is more critical.

6.2.2   Sanctioned meets' dates should be posted to the ASSA website as soon as possible (up to one year in advance) to facilitate the scheduling of sanctioned meets.

6.3   **Location**

6.3.1   Regular season sanctioned meets shall be held in a 25 metre pool that meets all the sanctioning requirements as outlined in 5.2.2c

6.4   **Types of Sanctioned Meets**

6.4.1   The ASSA website entry system and results database supports the following types of regular season sanctioned meets:

a. Invitational Meet – A Meets hosting four (4) or more clubs, restricted to clubs receiving an invitation from the host club.
b. Open Meet – A Meet hosting two (2) or more clubs open to any club
c. Dual Meet – A Head to Head meet between two (2) clubs
d. Tri-Meet – A Meet hosting three (3) clubs,
e. Club Meet – An internal meet for a single club.
f. Time Trial – A short meet hosted to allow a select group of swimmers an opportunity to post a time, usually for qualification purposes.

6.5 Invitations

6.5.1 When hosting an invitational sanctioned meet, Clubs are encourage, but not required, to invite all other Clubs assigned to their Region. Clubs assigned to other Regions may also be invited at the discretion of the hosting club.

6.6 Eligible Participants

6.6.1 All registered ASSA swimmers may participate in an ASSA Sanctioned Meet

6.6.2 A swimmer that is not registered with ASSA but is registered either with Swimming Canada or with another approved swimming organization may participate in ASSA regular season sanctioned swim meets upon approval of the ASSA Executive Committee.

6.7 Qualification and Entry limit

6.7.1 The host club may create qualification standards for their sanctioned meets and shall publish these standards in the meet package

6.7.2 Participant entry limits for regular season sanctioned meets may be established by the host club and shall be clearly stated in the meet package.

6.7.3 Event entry limits for regular season sanctioned meets shall be clearly stated in the meet package and may be:
a. The standard ASSA event entry limit of a maximum of:
  i. four (4) individual events,
  ii. one (1) Medley Relay event, and
  iii. one (1) Freestyle Relay event.
OR,
b. Established by the host club.

6.8 Coaches Technical Meeting

6.8.1 A coaches technical meeting shall be held prior to the meet commencing.

6.8.2 Details regarding the time and location of the coaches technical meeting shall be clearly outlined in the meet package

6.9 Warm Up

6.9.1 A Warm up period shall be made available to all Clubs and Swimmers prior to commencing any events.

6.9.2 Warm up shall be run in compliance with Swimming Canada Warm Up Procedures

6.9.3 Details regarding the warm up period shall be clearly outlined in the meet package, and include at least:
a. Start and end times,

b. Sprint / Dive lane designation

c. Sprint / Dive lane start and end times

6.10   Deck Entries

6.10.1   Deck Entry rules for Regular season sanctioned meets shall be clearly stated in the meet package and may be:

a. The standard ASSA Deck Entry rule:

   i.   Deck Entries are permitted provided they do not create an extra heat

OR,

b. Established by the host club.

6.11   Entry Fees

6.11.1   Clubs shall not use swim meet entry fees as a fund-raiser. When hosting any type of sanctioned meet, clubs should charge a meet entry fee at a rate that will allow them to recover the costs associated with hosting the meet.

6.11.2   The meet entry fee shall be clearly stated in the meet package and may be:

a. The standard ASSA format of a set amount per swimmer entered at the entry deadline (ex. $$ per swimmer),

OR,

b. A set amount per swim entered at the entry deadline (ex. $$ per individual swim and $$ per relay),

OR,

c. Established by the host club.

6.12   Events

6.12.1   The event list and order of events for Regular Season sanctioned meets shall be clearly stated in the meet package and may be:

a. The ASSA Standard order of events, as outlined in Appendix A for single day meets,

OR,

b. Established by the host club.

6.13   Seeding

6.13.1   Seeding at regular season sanctioned meets shall be clearly stated in the meet package and may be:

a. The standard ASSA time-final seeding format, where:

   i.   Events shall be swum "slowest to fastest" following SW 3.1.2 seeding rules.

   ii. Exhibition Swimmers shall be entered with "No Time" (NT) and seeded in the slowest heat in an outside lane.

b. Established by the host club, provided:

   i.   Exhibition Swimmers shall be entered with "No Time" (NT) and seeded in the slowest heat in an outside lane, and

   ii. Exhibition Swimmers are not eligible to progress to semi-finals, or finals.

6.14   Scratches and Penalties

6.14.1   Scratch Rules for regular season sanctioned meets shall be clearly stated in the meet package and may be:

a. The standard ASSA Scratch rules:

      i. Prior to the start of the meet, coaches are requested to submit any known scratches to the meet manager.

      ii. During the meet, coaches are to submit known scratches to the Clerk of Course no later than thirty (30) minutes prior to the start of each session.

      iii. As a courtesy, scratches occurring during a session should be submitted to the clerk of course

      iv. There shall be no penalty for swimmers who 'No Show' for their event.

OR,

    b. Established by the host club.

6.15 Relay Changes

  6.15.1 Relay changes rules for Regular season sanctioned meets shall be clearly stated in the meet package and may be:

    a. The standard ASSA Relay Changes Rule:

      i. Relay Changes shall be submitted no later than thirty (30) minutes prior to the start of the session hosting the relay event(s)

OR,

    b. Established by the host club.

6.16 Para-Swimming

  6.16.1 Results processing for the purpose of determining final race placings for Para swimming events shall be clearly stated in the meet package and may be:

    a. The standard ASSA Para-Swimming procedure, where race result times are converted to IPC Para swimming points

OR,

    b. Established by the host club.

6.17 Scoring

  6.17.1 Scoring at Regular season sanctioned meets shall be clearly stated in the meet package and may be:

    a. The standard ASSA scoring system for invitational and open meets where individual and relay events are scored as:

      i. Top eight (8) places - 9, 7, 6, 5, 4, 3, 2, 1 points - when hosted in an 8 lane pool, or

      ii. Top seven (7) places - 8, 6, 5, 4, 3, 2, 1 points - when hosted in a 7 lane pool, or

      iii. Top six (6) places - 7, 5, 4, 3, 2, 1 points - when hosted in a 6 lane pool, or

      iv. Top five (5) places - 6, 4, 3, 2, 1 points - when hosted in a 5 lane pool.

OR,

    b. The standard ASSA scoring system for Dual and Tri-Meets where individual and relay events are scored as:

      i. Top four (4) places – 5,3,2,1 points

OR,

    c. Established by the host club.

  6.17.2 For all standard ASSA scoring systems, in the case of a tie, the points for the positions of the tied swimmers/relay teams shall be summed and divided equally between each swimmer/relay team in question. Example: In an eight (8) lane pool, two Swimmers tie for 3rd. Points from 3rd and 4th place are then summed and divided by two: "(6 + 5)/2 = 5.5"; each swimmer/relay team receives 5.5 points.

  6.17.3 Clubs' Scores at Regular season sanctioned meets shall be clearly stated in the meet package and may be:

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a. The ASSA standard club scoring system, where the club's score consists of the sum of points awarded to all swimmers and relay teams representing the club.

OR,

b. Established by the host club.

6.18 Medals, Ribbons, Trophies and Awards

6.18.1 Medals, Ribbons, Trophies and Awards for Regular season sanctioned meets shall be clearly stated in the meet package and may be:

a. The standard ASSA Medals, Ribbons, Trophies and Awards:

   i. Aggregate Awards – Medals

      1. The top three male and top three female swimmers belonging to the following age groups accumulating the most points based on their individual event swims shall receive a Gold medal (1st Place), Silver medal (2nd Place) and Bronze medal (3rd Place):

        a. 6&U
        b. 7&8
        c. 9&10
        d. 11&12
        e. 13&14
        f. 15-17
        g. 18&O
        h. Open - Para

   ii. Ribbons

      1. Swimmers placing in the top "x" in their event shall receive a ribbon for that event, where "x" represents the number of lanes in the host pool.

      2. Swimmers placing in the top "x" as members of a relay team in a relay event shall receive a ribbon for that relay event, where "x" represents the number of lanes in the host pool.

   iii. Team Trophy

      1. The Club earning the highest score shall receive the Meet Champions Trophy.

OR,

b. Established by the host club.

7. REGIONAL CHAMPIONSHIP MEETS

7.1 Date and Location

7.1.1 Regional Championship Meets shall be held annually the weekend prior to the Provincial Championship meet, unless otherwise approved by the Executive Committee.

7.1.2 Regional Championship Meets shall be held in a 25 metre pool that meets all the sanctioning requirements as outlined in 5.2.2c and has a minimum of five (5) lanes.

7.1.3   That a swimmer to be eligible to participate at the Regional Championship Meet must have swam in at least one (1) swim meet during the current season prior to the Regional Championship Meet

7.2   Officials

7.2.1   The Meet and Session Referee(s) for Regional Championship Meets should be Senior (Level 4) or Master (Level 5) Officials.

7.2.2   A Referee certified as a Level 3 official may referee a Regional Championship Meet upon prior approval from the ASSA Officials Chairperson.

7.3   Eligible Participants

7.3.1   Only ASSA swimmers classified as Age Group Swimmers, Masters Swimmers or Para Swimmers may participate at Regional Championship meets; Exhibition Swimmers are not permitted to participate at Regional Championship meets. Clubs entering Exhibition Swimmers in Regional Championship meets may have their club's results disqualified, subject to review by the Executive committee.

7.3.2   Only Swimmers from Clubs assigned to the Region hosting the Regional Championship meet are eligible to compete at that Regional Championship meet.

7.4   Qualification and Entry limit

7.4.1   To qualify for the Regional Championship Meet a swimmer must participate in a minimum of one (1) swim meet during the current season and prior to the Regional Championship Meet.

7.4.2   There is no limit to the number of participants permitted to enter a Regional Championship Meet.

7.4.3   Competitors may enter a maximum of:
a. Four (4) individual events,
b. One (1) Medley Relay event, and
c. One (1) Freestyle Relay event.

7.5   Deck Entries

7.5.1   Deck Entries are not permitted at Regional Championship Meets, except where required to make Relay Changes.

7.6   Entry Deadline

7.6.1   First Round Entry Deadline for Regional Championships Meets shall be the Tuesday prior to the meet at 23:00HRS.

7.6.2   Second Round Entry Deadline for Regional Championships Meets shall be the Wednesday prior to the meet at 23:00HRS.

7.7   Entry Procedure

7.7.1   Entries for all individual and relay events must be submitted prior to the First Round Entry Deadline.

7.7.2   Following the first round entry deadline, the second round entries will begin. This 24 hour period, in which only the events that do not have all their Provincial Qualification spots

filled will be available, will permit swimmers' individual entries to be changed. Only swimmers who are eligible for the events which are undersubscribed will be eligible for event changes. No new swimmers may be added in the second round of entries.

7.7.3   During second round entries, the ASSA entries page will indicate if an event has filled all of it qualification spots, or not, as of the time the page is accessed. All other meet entries information, including heat sheets or psych sheets, shall not be disclosed.

7.7.4   Following the Wednesday 23:00HRS deadline, Meet entries are closed; no further entries, or changes to entries, are permitted, except for Relay Changes. At this point, information about entries (including heat sheets and psych sheets) may be circulated.

7.8   **Entry Fee**

7.8.1   Region Representatives shall work with their Region's clubs to determine how to cover the costs of running the Regional Championship Meet. If clubs are unable to establish an appropriate entry fee, the Regional Representatives may independently set an entry fee or other cost recovery alternative.

7.8.2   Clubs and/or Regions shall not use entry fees as a fund-raiser. Clubs and/or Regions should charge a meet entry fee at a rate that will allow them to recover the costs associated with hosting the meet only.

7.9   **Coaches Technical Meeting**

7.9.1   A Coaches Technical Meeting shall be held no later than thirty (30) minutes prior to the start of warm up on the first day of the meet, unless otherwise dictated by meet management and detailed in the Meet Package.

7.9.2   One (1) coach from each club is permitted to attend

7.10   **Warm Up**

7.10.1   Warm-ups shall be a minimum of thirty (30) minute for each club, including a minimum fifteen minute period where sprint /dive lanes are available

7.10.2   Warm up shall be run in compliance with Swimming Canada Warm Up Procedures, and include at least:
a.   Start and end times,
b.   Sprint / Dive lane designation
c.   Sprint / Dive lane start and end times

7.11   **Events**

7.11.1   Event List
a.   The event list for the Regional Championship Meets shall be limited to the ASSA standard individual and relay events, as described in section 4.2.

7.11.2   Event Schedule
a.   When hosted in four sessions, i.e. Saturday and Sunday only, the order of events shall be as outlined in Appendix B, except in extenuating circumstances (ex. Weather delays, electronics/pool delays, etc.), at the Meet Manager's discretion on the day of the meet.
b.   It is permitted for the host Club/Region to run the 1500 Freestyle on the Friday evening by adding a fifth session to the meet.

7.12 **Format**

7.12.1 The Regional Championship Meets shall run using a heats and finals format, except for the 400, 800 and 1500 metre Freestyle events, Relay events and Para events, which shall run as time final events.

7.12.2 Finals shall be single heat finals for each standard ASSA event, except for the 400, 800 and 1500 Freestyle, Relays and Para events which will run as time final events with no limit on the number of heats, or entries.

7.13 **Seeding**

7.13.1 Heats (Prelims) shall be combined and senior seeded by event category (Long Free, Short Free, Long Back, etc.) such that the age groups for the shorter distance in each event category are combined, and the age groups in the longer distance in each event category are combined. Genders shall not be combined.

Specifically:

Short Back Short Breast Long Back	Short Free Long Free	Short Fly Long Breast	IM	Long Fly
6&U	6&U			
7-8	7-8	7-8	7-8	
9-10 ⎱	9-10 ⎱	9-10	9-10	9-10 ⎱
11-12 ⎰ 10&U	11-12 ⎰ 8&U	11-12 ⎱ 7-10	11-12 ⎱ 7-12	11-12 ⎰ 9-10
13-14 ⎱ 11&O	13-14 ⎱ 9&O	13-14 ⎰ 11&O	13-14 ⎰ 13&O	13-14 ⎱ 11&O
15-17	15-17	15-17	15-17	15-17
18&O	18&O	18&O	18&O	18&O

7.13.2 Once combined and senior seeded, heats shall run slowest to fastest.

7.13.3 Finals and time finals shall be seeded in accordance with SW 3.2

7.13.4 Time Final events may be combined by age group; additionally, the 800 and 1500 Freestyle events may be combined by gender, by age group, or both.

7.13.5 Where Time Final events are combined, swimmers from each distinct pre-combined event shall be seeded in adjacent lanes.

7.13.6 Para Swimmers may be seeded and swim in the Senior seeded Prelim events and their times considered as Timed Finals.

7.14 **Scratches and Penalties**

7.14.1 Scratch Rules for the Regional Championship meets shall be:
a. Prior to the start of the meet, coaches are requested to submit any known scratches to the meet manager.
b. During the meet, coaches are to submit known scratches to the Clerk of Course no later than thirty (30) minutes prior to the start of each session.
c. As a courtesy, scratches occurring during a session should be submitted to the clerk of course
d. There shall be no penalty for swimmers who 'No Show' for their event, financial or otherwise.

7.15 **Relay Changes**

7.15.1 Relays changes rules for the Regional Championship meets shall be:

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a. Relay Changes shall be submitted no later than thirty (30) minutes prior to the start of the session hosting the relay event(s)

b. Relay changes may not be used to create additional relay entries, but may be used to switch relay team members and move a relay team from one age group to another where applicable (based on the age of the relay team's members).

7.16   **Para-Swimming**

7.16.1   Results times shall be converted to IPC Para swimming points

7.16.2   Race placing for Para-swimming events shall be based on IPC Para swimming points

7.17   **Scoring**

7.17.1   For the Purpose of Regional Championship Meets, scoring for individual and relay events shall be:
a. Top eight (8) places - 9, 7, 6, 5, 4, 3, 2, 1 - when hosted in an 8 lane pool, or
b. Top seven (7) places - 8, 6, 5, 4, 3, 2, 1 - when hosted in a 7 lane pool, or
c. Top six (6) places - 7, 5, 4, 3, 2, 1 - when hosted in a 6 lane pool, or
d. Top five (5) places - 6, 4, 3, 2, 1 - when hosted in a 5 lane pool.

7.17.2   In the case of a tie, the points for the positions of the tied swimmers/relay teams will be summed and divided equally between each swimmer/relay team in question. Example: In an eight lane pool, two Swimmers tie for 3rd, points from 3rd and 4th place are summed and divided by two: "(6 + 5)/2 = 5.5"; each Swimmer/relay team receives 5.5 points.

7.17.3   Clubs' Scores shall consist of the sum of points awarded to all swimmers and relay teams representing the club.

7.17.4   Points shall be awarded to swimmers and relay teams based on the above criteria;

7.18   **Medals, Ribbons, Trophies and Awards**

7.18.1   Medals
a. The top three (3) finishers in each individual and relay event shall receive a medal:
    i.   1st place – Gold
    ii.   2nd place – Silver
    iii. 3rd place – Bronze

7.18.2   Ribbons
a. Where the Regional Championship is hosted in an eight (8) lane pool, swimmers and relay teams placing 4th to 8th shall receive a ribbon.
b. Where the Regional Championship is hosted in a seven (7) lane pool, swimmers and relay teams placing 4th to 7th shall receive a ribbon.
c. Where the Regional Championship is hosted in a six (6) lane pool, swimmers and relay teams placing 4th to 6th shall receive a ribbon.
d. Where the Regional Championship is hosted in a five (5) lane pool, swimmers and relay teams placing 4th to 5th shall receive a ribbon.

7.18.3   Team Trophies
a. The Club earning the highest score shall receive the Regional Champions Trophy.

7.19   **Tie-Breaking for Provincial Qualifiers**

7.19.1   In the case(s) where there is a tie for first (1st) place in the 800 and/or 1500 Freestyle or a tie for second (2nd) place in all other events at a Regional Championship Meet, a swim-off

shall be held at the Regional Championship meet to determine which swimmer will move forward to the Provincial Championship meet as a Region Qualifier. And, Canadian Swim-Off rules (CSW 3.2.3.1 – 3.2.3.3) shall apply.

7.20   **Expenses Covered by ASSA**

7.20.1   ASSA will reimburse Individuals and/or Clubs and/or Regions for the cost of certain expenses associated with hosting Regional Championship Meets in accordance with the ASSA Expense Policy.

8.   PROVINCIAL CHAMPIONSHIP MEET

8.1   **Date and Location**

8.1.1   The Provincial Championship Meet shall be held annually on the second weekend following the long weekend in August, whenever possible.

8.1.2   The Board of Directors shall choose the venue and announce the date and venue selection at either the Annual General Meeting or Spring General meeting.

8.1.3   The Provincial Championship Meets shall be held in a 25 metre pool that meets all the sanctioning requirements as outlined in 5.2.2c and has a minimum of eight (8) lanes.

8.2   **Hosting and Meet Manager**

8.2.1   Each Region shall take turns hosting the Provincial Championship meet based on the following order of rotation:

1.   Region A
2.   Region D
3.   Region E
4.   Region B
5.   Region C
6.   Region F

8.2.2   Under special circumstance, a Region may defer their turn by submitting a formal request to the ASSA President. A decision on this request shall be rendered by the ASSA Executive committee.

8.2.3   The appointed Provincial Meet Manager shall be from the host Region.

8.2.4   The appointed Assistant Provincial Meet Manager shall be from the region scheduled to host the Provincial Championship Meet the following year.

8.3   **Officials**

8.3.1   The ASSA Officials Chairperson shall not participate as an on-deck official at the ASSA Provincial Championship Meet, but shall be present in their official board capacity as Officials Chairperson.

8.3.2   All Officials for the Provincial Championship Meet shall be both selected prior to the meet and coordinated during the meet by the ASSA Officials Chairperson.

8.3.3   All Officials positions for the Provincial Championship Meet shall be filled by qualified officials with SWIMMING CANADA certification for their respective position

8.3.4   The Advisory Referee for the ASSA Provincial Championship meet shall be a Master (Level 5) Official.

8.3.5   Each Pool hosting competition at the Provincial Championship shall have two (2) Session Referees.

8.4   **Eligible Participants**

8.4.1   Only swimmers classified as Age Group Swimmers, Masters Swimmers or Para Swimmers may participate at the Provincial Championship meet.

8.4.2   To be eligible to participate at the Provincial Championship meet, swimmers must qualify through the qualification process outlined in Section 8.5

8.5   **Qualification and Entry Limit**

8.5.1   Swimmers must qualify for the Provincial Championship meet through participation at their respective Regional Championship Meet.

8.5.2   Qualification selections will be based on the results posted on the ASSA website from the six (6) Regional Championship Meets; swimmers may qualify as one or both of the following:
a. A Region Qualifier
b. A "Wild Card" Qualifier

8.5.3   Region Qualifiers consist of:
a. The top one (1) placing swimmer in the 800 and 1500 Freestyle events,
b. The top one (1) placing swimmer in all ASSA Standard Para-Swimming events,
c. The top two (2) placing swimmers in all ASSA standard individual events except the 800, 1500 Freestyle and Para-Swimming events, and
d. The top two (2) relay teams in all ASSA standard relay events.

8.5.4   In the case where there is a tie for first (1st) place in the 800 and/or 1500 Freestyle or a tie for second (2nd) place in all other events at a Regional Championship Meet, a swim-off shall be held at the Regional Championship meet to determine which swimmer will move forward to the Provincial Championship meet as a Region Qualifier. And, Canadian Swim-Off rules (CSW 3.2.3.1 – 3.2.3.3) shall apply.

8.5.5   "Wild Card" Qualifiers consist of:
a. For the 800 and 1500 Freestyle events: The top two (2) swimmers from across the Province, based on Regional Championship Meet results times, who were not Region Qualifiers,
b. The top two (2) swimmers from across the Province, based on Regional Championship Meet results IPC Para swimming points, who were not Region Qualifiers in the ASSA Standard Para-Swimming events.
c. The top four (4) swimmers from across the Province, based on Regional Championship Meet results times, who were not Region Qualifiers in the remaining ASSA standard individual events outside of the 800, 1500 Freestyle and Para-Swimming events.
d. The top four (4) relay teams from across the Province, based on Regional Championship Meet results times, who were not Region Qualifiers in the Standard ASSA relay events.
e. Additional "Wild Card" Qualifiers will be added using the next fastest qualifying times from across the Province, based on Regional Championship Meet results times, when Region Qualifier positions are not filled.

8.5.6   "Wild Card" Qualifiers will be selection in accordance with the above criteria following the Wild Card Draw Procedure listed in Section 8.6

8.5.7   In the case where there is a tie for eighth (8th) place in the 800 and/or 1500 Freestyle or a tie for sixteenth (16th) place in all other events between two wildcard qualifiers, a swim-off shall be held at the Provincial Championship meet to determine which swimmer will move forward to the Provincial Championship meet final as a wildcard qualifier. Canadian Swim-Off rules (CSW 3.2.3.1 – 3.2.3.3) shall apply.

8.5.8   Three (3) alternates for each event will be selected as part of step three (3) of the "Wild Card" Draw Procedure (Section 8.6):

a.   If a Region Qualifier does not exist, or a Region Qualifier or "Wild Card" Qualifier scratches after step three (3) and prior to step seven (7) in the Wild Card Draw Procedure (Section 8.6), the next available alternate will become a "Wild Card" qualifier.

b.   If there is a scratch following step seven (7) in the Wild Card Draw Procedure (Section 8.6) or a Swimmer is a "No Show" for an event during the meet, the next available alternate will become a "Wild Card" qualifier and be substituted in to fill the position in the lane in which the scratched/"No Show" Swimmer was seeded.

8.6   **Entry Procedure and "Wild Card" Draw Procedure**

8.6.1   The Wildcard Draw procedure consists of the following seven (7) steps, which shall be followed immediately upon completion of the Regional Championship Meets:

1.   *Sunday: before 8pm*
The computer operator from each Regional Championship meet shall load the meet results into the ASSA database. Regionals Championship Results will be viewable by the public and swimmer listing will be available to Region Representatives.

2.   *Sunday: 8pm – midnight*
Region Representatives shall scratch swimmers who are not planning to attend the Provincial Championship meet. Swimmers scratched during this step will not be included in the wildcard draw.

3.   *Monday: midnight – 8am*
The ASSA Website Manager shall complete the wildcard draw. Wildcard draw results will be viewable by the Region Representatives. At this point, each Region will maintain two (2) Region Qualifiers per event except in the 800 and 1500 Free, and Para-Swimming events where they will maintain one (1) Region Qualifier per event provided they had enough participants to fill their Region Qualifier quota.

4.   *Monday: 8am – noon*
Region Representatives shall review the wildcard draw results for errors and/or omissions. Additional scratches may be completed by the Region Representatives; the next available alternate will be selected as a Wildcard Qualifier and each region may not necessarily maintain two, or, in the case of the 800 and 1500 Freestyle, and Para-Swimming events, one competitor(s) in that event.

5.   *Monday: noon – 1pm*
The ASSA Website Manager shall make the Wildcard draw results available to the public.

6.   *Monday: 1pm – Wednesday: noon*
Region Representatives may continue to enter scratches. An alternate will move up each time a scratch is entered. During this step, if a Region Qualifier is scratched, the next available alternate will be selected and each Region may not necessarily maintain two competitors in that event.

7.   *Wednesday: noon*
The ASSA Website Manager shall create an entry file containing final entries and send it to the Provincial Meet Manager. The Provincial Meet Manager will create Heat Sheets based on this entry file.

8.6.2   Notification of Wild Card Qualifiers

a. Once step five (5) of the Wild Card Draw Procedure is completed, clubs, coaches, parents and swimmers will be able to see who has qualified for the Provincial Championship Meet. Each group should continue to monitor the Wildcards on the website until Wednesday at noon to see what Alternate swimmers have been moved up to compete in events.

8.7   **Relay Changes**

8.7.1   A Club relay team member may be substituted by another swimmer from the same Club at the Provincial Championship Meet, provided that the following criteria are met:

a. The Provincial meet management team will consist of:
   i.   ASSA Coaches' Representative
   ii. ASSA Officials' Chairperson
   iii. ASSA Vice President
   iv. Up to two (2) other ASSA Board Members
   v.   The meet management team will not exceed 5 members."

b. Substitutions are only allowed for medical reasons with a current doctors note received in writing and approved by the ASSA appointed Provincial Swim Meet Committee
c. A Club's relay substitution request shall be received no later than ninety (90) minutes prior to the start of the relay event in question.
d. A Club relay substitution swimmer shall be an eligible ASSA swimmer registered with the Club in question who:
   i. Participated at the Regional Championship Meet during the current season, and
   ii. Has not qualified for the Provincial Championship Meet on a relay team in the same type of relay event.

8.8   **Coaches Technical Meeting**

8.8.1   A Coaches Technical Meeting shall be held no later than thirty (30) minutes prior to the start of warm up on the first day of the meet.

8.8.2   One (1) coach from each club is permitted to attend

8.9   **Warm Up**

8.9.1   Warm-ups shall be a minimum of sixty (60) minutes, including a minimum thirty (30) minute period where sprint lanes are available; the meet package shall detail:
a. Start and end times,
b. Sprint / Dive lane designation
c. Sprint / Dive lane start and end times

8.9.2   Warm up shall be run in compliance with SWIMMING CANADA Warm Up Procedures

8.9.3   There shall be no lane assignment, other than to designate sprint and/or pace lanes.

8.10   **Format**

8.10.1   All events at the Provincial Championship Meet shall run as time finals.

8.10.2   A maximum of two (2) heats shall be run in all ASSA standard individual and relay events except the 800 and 1500 Freestyle where only one (1) heat shall be run.

8.11   **Seeding**

8.11.1   Entry times will be based on Regional Championship Meets' Finals results.

8.11.2   Time finals shall be seeded in accordance with SW 3.1.2

8.11.3   In the event there is a tie for 8th place, the swimmer with the fastest seed time at the Regional Championship meet in the event in question shall be seeded as the 8th place qualifier and the swimmer with the slower seed time at the Regional Championship meet in the event in question shall be seeded as the 9th place qualifier.

8.12   Scratches and Penalties

8.12.1   Scratch Rules for the Provincial Championship meet shall be:
   a.   Prior to Step 7 in the wildcard draw, scratches should be submitted to the respective Region Reps.
   b.   At and following Step 7 of the Wildcard draw procedure but prior to the start of the meet, coaches are requested to submit any known scratches to the meet manager.
   c.   During the meet, coaches should submit scratches to the Clerk of Course 30 minutes prior to the start of each session.
   d.   There shall be no penalty for swimmers who 'No Show' for their event.

8.13   Events

8.13.1   Event List
   a.   The event list for the Provincial Championship Meets shall be limited to the ASSA standard individual and relay events, as described in section 4.2, and special events as described in section 8.17.

8.13.2   Event Schedule
   a.   When run in two pools, the order or events for the Provincial Championship Meet shall be as outlined in Appendix C.
   b.   When run in one pool, the order or events for the Provincial Championship Meet shall be as outlined in Appendix D.

8.14   Para-Swimming

8.14.1   Results times shall be converted to IPC Para swimming points

8.14.2   Race placing for Para-swimming events shall be based on IPC Para swimming points

8.15   Scoring

8.15.1   For the Purpose of the Provincial Championship Meet, scoring for individual and relay events shall be: Top eight (8) places - 9, 7, 6, 5, 4, 3, 2, 1

8.15.2   In the case of a tie, the points for the positions of the tied swimmers/relay teams will be summed and divided equally between each swimmer/relay team in question. Example: two swimmers tie for 3rd, points from 3rd and 4th place are summed and divided by two, "(6 + 5)/2 = 5.5". Each swimmer receives 5.5 points.

8.15.3   Points shall be awarded to swimmers and relay teams based on the above criteria;

8.15.4   Clubs' Age Group Scores shall consist of the sum of points awarded to all swimmers and relay teams representing the club in age groups involving swimmers 17&U, excluding the Open Relays.

8.15.5   Clubs' Masters Scores shall consist of the sum of points awarded to all swimmers and relay teams representing the club in 18&O events, including Open Relays.

8.15.6   Clubs' Para Scores shall consist of the sum of points awarded to all swimmers representing the club in Para-Events.

8.15.7   Regions' Scores shall consist of the sum of points awarded to all swimmers and relay teams within the Region, regardless of event age group.

8.15.8   The Coaches Relay shall not be scored.

8.16   **Medals, Ribbons, Trophies and Awards**

8.16.1   Medals
a. The top three (3) finishers in each individual and relay event shall receive a medal:
    i.   1st place – Gold
    ii. 2nd place – Silver
    iii. 3rd place – Bronze

8.16.2   Ribbons
a. Swimmers and Relay Teams placing 4th to 16th shall receive a ribbon.

8.16.3   Aggregate Awards
a. The top male and top female swimmer belonging to the following age groups accumulating the most points based on their individual event swims shall be acknowledged:
    i.   7&8
    ii.   9&10
    iii. 11&12
    iv.   13&14
    v.   15-17
    vi.   18&O
    vii. Para (Open)

8.16.4   ASSA Award of Excellence
a. This award shall be presented annually to the top Age Group male who accumulates the most points in the 15-17 age category in his four individual events at the Provincial Championship Meet. The award includes the engraving of the recipient's name on the large ASSA trophy and a giveaway trophy for the Swimmer to keep.

8.16.5   Rachor Trophy
a. This award shall be presented annually to the top Age Group female who accumulates the most points in the 15-17 age category in her four individual events at the Provincial Championship Meet. The award includes the engraving of the recipient's name on the ASSA trophy and a giveaway trophy for the Swimmer to keep.

8.16.6   Large Age Group Team Provincial Champions Trophy
a. All clubs with a number of Age Group Swimmers greater than or equal to the median number of Age Group Swimmers registered in the ASSA as of the Wednesday prior to the Provincial Championship meet shall be eligible for this trophy.
b. The Club earning the highest Age Group score who is also eligible for this trophy shall be awarded the Large Age Group Team Provincial Champions Trophy.
c. The award includes the engraving of the recipient's name on the ASSA trophy and a banner for the club to keep.
d. 6 & under are excluded this calculation

8.16.7   Small Age Group Team Provincial Champions Trophy
a. All clubs with a number of Age Group Swimmers less than the median number of Age Group Swimmers registered in the ASSA as of the Wednesday prior to the Provincial Championship meet shall be eligible for this trophy.
b. The Club earning the highest Age Group score who is also eligible for this trophy shall be awarded the Small Age Group Team Provincial Champions Trophy.

    c. The award includes the engraving of the recipient's name on the ASSA trophy and a banner for the club to keep.

    d. 6 & under are excluded this calculation

8.16.8 Masters Team Provincial Champions Trophy

    a. All clubs with Masters Swimmers as of the Wednesday prior to the Provincial Championship meet shall be eligible for this trophy.

    b. The Club earning the highest Masters score shall be awarded the Masters Team Provincial Champions Trophy.

    c. The award includes the engraving of the recipient's name on the ASSA trophy and a banner for the club to keep.

8.16.9 Para Team Provincial Champions Trophy

    a. All clubs with Para swimmers as of the Wednesday prior to the Provincial Championship meet shall be eligible for this trophy.

    b. The Club earning the highest Para score shall receive the Para Team Provincial Champions Trophy.

    c. The award includes the engraving of the recipient's name on the ASSA trophy and a banner for the club to keep.

8.16.10 Region Trophy

    a. The Region earning the highest score shall be awarded the Region Trophy

    b. The award includes the engraving of the recipient's name on the ASSA trophy.

8.17 Special Events

8.17.1 Coaches "Fun" Relay

    a. A serious but fun way to see the talented individuals, who spend their time coaching our swimmers, at their competitive best. This event will take place after the final event on the final day of the Provincial Championship meet, prior to the final medal and trophy presentations.

    b. This event shall run according to the following:

        i. This relay will alternate between a 4x50m Medley Relay on odd years and a 4x50m Free Relay on even years.

        ii. Race will consist of six teams – one from each region

        iii. Each team shall be mixed with at least one member from each gender

        iv. All relay members must be ASSA registered coaches in good standing of an ASSA club competing at the Provincial Championship meet.

8.18 Expenses Covered by ASSA

8.18.1 Expenses for Provincial Championship Meet will be covered by ASSA in accordance with the ASSA Expense Policy.

9. RECORDS

9.1 Provincial Records

9.1.1 Provincial records shall be maintained in all ASSA standard individual events, except 18&O events. And, provincial records shall be maintained in all ASSA standard relay events, including the Open Relays.

9.1.2   Only official results from ASSA, Swim Alberta or Swimming Canada sanctioned swim meets occurring during the summer swimming season shall be eligible for Provincial Records.

9.1.3   In ASSA standard individual events, official results shall be eligible for Provincial Records provided the swimmer was participating in the appropriate age category, a birth certificate may be requested by the ASSA to verify athlete age.

9.1.4   In ASSA standard relay events, official results shall be eligible for Provincial Records provided all four swimmers participating on the team in question were in the appropriate age category, birth certificates may be requested by the ASSA to verify the athletes' age.

9.1.5   To establish a record, the existing record time must be tied or bettered and approved by ASSA.

9.1.6   The *Application for Provincial Record* shall include the following documents:
   a.   Hy-Tek generated ASSA Record Application, included in the ASSA meet template, signed by the Meet Referee

9.1.7   The ASSA shall review and approve (or decline) all pending records,

9.1.8   The ASSA shall deliver Provincial Records certificates to be signed by the president and delivered to the region reps no later than the fall meeting.

9.2   ASSA All Star Team Records

9.2.1   All Star Team records shall be maintained in all individual events offered at the Swim Alberta Age Group & Senior Championships Long Course meet(s) according to the following age groups:
   a.   10&U
   b.   12&U
   c.   13&14
   d.   15-17

9.2.2   Official results shall be eligible for All Star Team records provided the swimmer was participating in the appropriate age category according to the meet's age deadline; a birth certificate may be requested by the ASSA to verify athlete age.

9.2.3   To establish a record, the existing record time must be tied or bettered.

9.2.4   Records will be granted based on the submission of the official results from meets with All Star Team participants to the ASSA Records and Trophies Chairperson by the ASSA or Swim Alberta Office.

10. ALL STAR TEAM

10.1   General

10.1.1   The ASSA All Star team is a team registered with Swimming Canada/ Swim Alberta by the ASSA. This team allows ASSA swimmers to participate at year-round meets that occur during the summer swimming season. The highlight events available to ASSA swimmers through this team are the Swim Alberta Age Group & Senior Championships Long Course and the Canadian Age Group Championships and Summer Nationals.

10.2   Swim Alberta Age Group & Senior Championships Long Course

10.2.1 Each summer, Swim Alberta organizes and financially assists the ASSA All-Star team for the Swim Alberta Age Group & Senior Championships Long Course. This team consists of summer swimmers who qualify and register to compete in the Swim Alberta Age Group & Senior Championships Long Course based on the team qualification criteria established by Swim Alberta. The Swim Alberta Age Group & Senior Championships Long Course meet, which usually occurs in the late June/early July time frame, is an opportunity for ASSA's top summer swimmers to compete against Alberta's best year-round swimmers.

10.2.2 Information regarding this team and how to qualify is posted on the ASSA site by Swim Alberta in May.

10.2.3 ASSA also supports this team as a Coach development opportunity. ASSA Coaches looking to work with ASSA's top swimmers and some of Swim Alberta's top mentor coaches are invited to apply for the coaching positions available with the ASSA All-Star team for the Swim Alberta Age Group & Senior Championships Long Course meet as outlined by Swim Alberta. Funding for Coaches selected to the All-Star team will be issued in accordance with the All Star Team Coach Funding Policy.

10.3 Age Group & Senior Nationals

10.3.1 ASSA swimmers achieving a Swimming Canada Canadian Age Group Championships and Summer Nationals meet qualifying time may participate at those meets, respectively, provided:
a. The meet falls within the summer swimming season,
b. They meet all the qualification criteria as set out in the meet package, and
c. They participate as a member of the ASSA All-Star Team.

10.4 Swimming Canada Membership

10.4.1 Year-round meets will require an upgrade in Swimming Canada membership for the swimmer to participate. Swimming Canada membership upgrades, and the associated cost, will be the responsibility of the swimmer and/or parent of the swimmer. The Swim Alberta office can assist in securing membership upgrades.

10.5 Coach of Record

10.5.1 All swim meets, including year-round meets, require swimmers to have a coach present with them at the meet. Swimmers planning to attend year round meets as outlined in these Rules and Regulations will be responsible for securing a coach of record for all year-round meets they attend outside of the Swim Alberta Age Group & Senior Championships Long Course, where coaching staff are supplied by Swim Alberta and ASSA. A coach from a year-round club is eligible to be the coach of record for an ASSA swimmer.

10.5.2 Year-round meets may require an upgrade in CSCTA membership for the coach to attend. CSCTA membership upgrades, and the associated cost, will be the responsibility of the coach.

11. PROTESTS, JURY OF APPEAL AND PROVINCIAL APPEAL

11.1 Purpose and Overview

11.1.1 ASSA shall maintain a system of checks and balances for decisions passed at meets by Officials. The standard process of Protest and Jury of Appeal shall be permitted and

supplemented with a Provincial Appeal Process that allows clubs and/or coaches to bring issues related to Protests and Jury of Appeal decisions forward to the ASSA Board.

11.1.2 Appendix E gives an overview using a flow chart of the Protest, Jury of Appeal and Provincial Appeal Procedure for reference.

11.2 Protest and Jury of Appeal - Application of Rules

11.2.1 ASSA shall follow Swimming Canada rule CGR 9.2.3.1 through CGR 9.2.3.3 regarding Protests.

11.2.2 ASSA shall follow Swimming Canada rule CGR 9.3.1.1 through CGR 9.3.1.8 regarding Jury of Appeal.

11.2.3 The ASSA Officials Chairperson shall not be a member of a Jury of Appeal.

11.3 Provincial Appeal

11.3.1 A Provincial Appeal of the decision passed by a Jury of Appeal shall be submitted to the ASSA Officials Chairperson.

11.3.2 The ASSA Officials Chairperson shall form the ASSA Provincial Appeals Committee to render a verdict on the appeal.

11.3.3 The ASSA Provincial Appeals Committee shall consist of the ASSA Officials Chairperson and three (3) other members, including an ASSA Board Representative and two other ASSA Members, who were not involved in the original disqualification, protest or Jury of Appeal.

11.3.4 In the event that the ASSA Officials Chairperson was involved in the original disqualification, protest or Jury of Appeal, a similarly qualified official who was not involved in the original disqualification, protest or Jury of Appeal, selected by the ASSA President, shall take the place of the ASSA Officials Chairperson prior to the forming of the ASSA Provincial Appeals Committee.

11.3.5 A Provincial Appeal shall proceed as follows:
a. The Appellant shall notify the ASSA Officials Chairperson within Seven (7) days of the Sanctioned Meet of the intention to appeal the decision of the Jury of Appeal. This notice shall include:
    i. Name and date of meet
    ii. Identification of the event, swimmer(s) and club involved
    iii. Name and contact information of the Appellant
b. The Appeal shall be submitted in writing to the ASSA Officials Chairperson within fourteen (14) days of the Meet and include:
    i. Name and date of meet
    ii. Identification of the event, swimmer(s) and club involved
    iii. Name and contact information of the Appellant
    iv. Detailed reason(s) for appeal
    v. All evidence that supports the reasons for an appeal,
    vi. The remedy or remedies requested, and
    vii. A payment of two hundred and fifty dollars ($250), which is non-refundable, to cover administrative processing costs (payable to "ASSA")
c. The Committee shall, within thirty (30) days of the written submission of Appeal:
    i. Review the reasons of appeal, supporting evidence and suggested remedy,
    ii. Hear oral or written representation from the Appellant, Meet Manager, Referee, and any other party affected by the Appeal, and,
    iii. Consider any further relevant evidence, and

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   iv. Make a decision to uphold the Appeal, uphold the Appeal in part, or dismiss the Appeal.

11.3.6 The Officials Chairperson, or designated substitute, shall, if necessary, cast the tiebreaking vote on the decision.

11.3.7 The Officials Chairperson, or designated substitute, shall immediately notify the parties affected by the decision of the Committee.

12. APPENDICES

12.1   **Appendix A**

ASSA Regular Season Meet Sample Schedule of Events

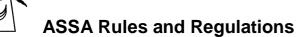**(ASSA Hy-Tek Template default)**

SATURDAY

Warm ups

1500 FREE
400 FREE
SHORT FLY
LONG BACK
SHORT BREAST
LONG FREE
SHORT IM

Lunch

200 FREE
LONG FLY
SHORT BACK
LONG BREAST
SHORT FREE
LONG IM
800 FREE
MEDLEY RELAY
FREE RELAY

Medals & Awards Presentation

ASSA Rules and Regulations

12.2 **Appendix B**

ASSA Regional Championship Meet Schedule of Events

SATURDAY	SUNDAY
Warm ups	Warm ups
Opening Ceremonies	
1500 FREE – Time Final	200 FREE – Heats
SHORT FLY – Heats	LONG FLY – Heats
LONG BACK – Heats	SHORT BACK – Heats
SHORT BREAST – Heats	LONG BREAST – Heats
LONG FREE – Heats	SHORT FREE – Heats
SHORT IM - Heats	LONG IM - Heats
Lunch	Lunch
Warm ups	Warm ups
400 FREE – Time Final	200 FREE – Finals
SHORT FLY – Finals & Para Time Fin	LONG FLY – Finals
LONG BACK – Finals	SHORT BACK – Finals & Para Time Final
SHORT BREAST – Finals & Para Time Final	LONG BREAST – Finals
LONG FREE – Finals & Para Time Final	SHORT FREE - Finals & Para Time Final
SHORT IM – Finals	LONG IM
MEDLEY RELAY – Time Finals	800 FREE – Time Final
	FREE RELAY – Time Finals

ASSA Rules and Regulations

12.3   **Appendix C**

ASSA Provincial Championship Meet Schedule of Events – Two (2) Pool Format

FRIDAY

Warm ups

Opening Ceremonies
1500 FREE

SATURDAY

Warm ups

400 FREE
SHORT FLY
LONG BACK
SHORT BREAST

Lunch + AGM + Coaches Conference

LONG FREE
SHORT IM
MEDLEY RELAY

SUNDAY

Warm ups

200 FREE
LONG FLY
SHORT BACK
LONG BREAST

Lunch

SHORT FREE
LONG IM
800 FREE
FREE RELAY

Awards Presentation:
Top Senior Age Group Swimmer:
    Female (Rachor Trophy)
    Male (Award of Excellence)
Top Teams:
    Para
    Masters
    Age Group - Small
    Age Group - Large

ASSA Rules and Regulations

12.5   **Appendix D**

ASSA Provincial Championship Meet Schedule of Events – One (1) Pool Format

<u>THURSDAY</u>

Warm ups
Opening Ceremonies
1500 FREE

<u>FRIDAY</u>

Warm ups
400 FREE
SHORT FLY
Lunch
LONG BACK
SHORT BREAST
LONG FREE

<u>SATURDAY</u>

Warm ups
SHORT IM
200 FREE

Lunch + AGM + Coaches Conference

LONG FLY
SHORT BACK
MEDLEY RELAY

<u>SUNDAY</u>

Warm ups
LONG BREAST
SHORT FREE

Lunch

LONG IM
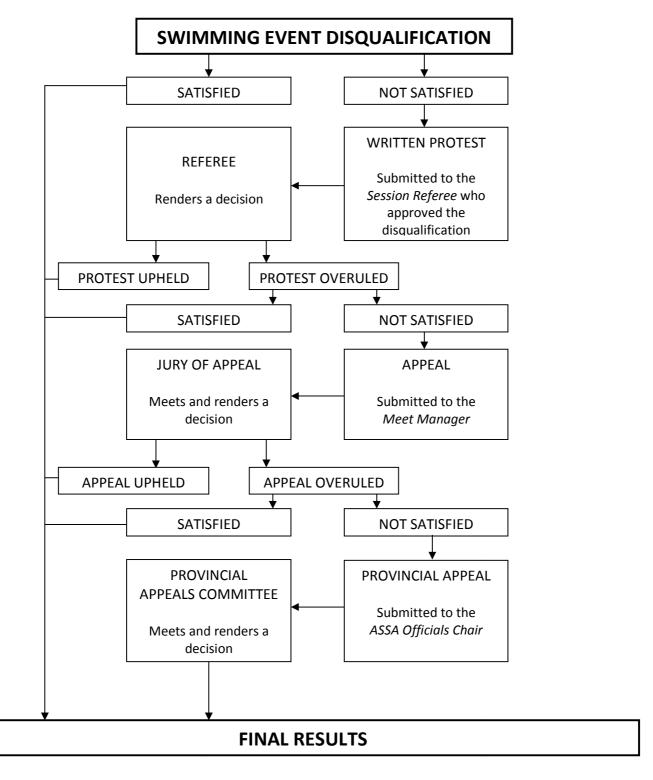800 FREE
FREE RELAY

Awards Presentation:
    Top Female/Male
    Top Small/Large/Masters/Para Team
    Top Region

12.6   **Appendix E**

ASSA Protest, Jury of Appeal and Provincial Appeal Procedure Flow Chart

SWIMMING EVENT DISQUALIFICATION

SATISFIED	NOT SATISFIED

WRITTEN PROTEST

Submitted to the *Session Referee* who approved the disqualification

REFEREE

Renders a decision

PROTEST UPHELD	PROTEST OVERULED

SATISFIED	NOT SATISFIED

APPEAL

Submitted to the *Meet Manager*

JURY OF APPEAL

Meets and renders a decision

APPEAL UPHELD	APPEAL OVERULED

SATISFIED	NOT SATISFIED

PROVINCIAL APPEAL

Submitted to the *ASSA Officials Chair*

PROVINCIAL APPEALS COMMITTEE

Meets and renders a decision

FINAL RESULTS

ASSA Rules and Regulations

12.7 **Appendix F**

Revision Record

Revision No.	Approval Date
0	20 MAR 2011
1	12 AUG 2011
2	20 NOV 2011
3	27 OCT 2012
4	23 MAR 2013
5	21 MAR 2015