



**BC Summer Swimming Association**  
SWIMMING | DIVING | WATER POLO | ARTISTIC

# **RULES OF THE BC SUMMER SWIMMING ASSOCIATION**

## **Speed Swimming**

The following rules govern all BC Summer Swimming Association activities. These have been approved by the BCSSA Board of Directors and are in effect until any changes are approved by the Board.

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## **VISION STATEMENT**

To be a competitive sport organization, fostering a culture of fair play, inclusivity, fun and achievement.

## **MISSION STATEMENT**

The BC Summer Swimming Association (BCSSA) promotes, and encourages the development of athletes, coaches, and volunteers through life-long participation in aquatic activities.

## **CORE VALUES**

Through its member clubs, BCSSA provides opportunities for training, competition, and activities in communities throughout BC and surrounding areas.

BCSSA promotes the development of an individual's capacity to achieve excellence and life skills through participation in speed swimming, diving, water polo and artistic swimming.

# TABLE OF CONTENTS

<b>2. REGISTRATION</b>	<b>2</b>
2.1 CLUB AFFILIATION	2
2.2 INDIVIDUAL REGISTRATION — GENERAL	4
2.3 INDIVIDUAL REGISTRATION — COMPETITIVE SEASON	5
2.4 INDIVIDUAL REGISTRATION — NON-COMPETITIVE SEASON	6
2.5 PROTESTS REGARDING ATHLETE ELIGIBILITY	7
2.6 ATHLETE TRANSFER — COMPETITIVE SEASON	7
2.7 ATHLETE TRANSFER — NONCOMPETITIVE SEASON	9
2.8 ASSIGNMENT TO A SECOND CLUB TO COMPETE IN AN ADDITIONAL SPORT	9
2.9 VISITING ATHLETE	11
2.10 REGISTRATION OF COACHES	12
<b>3. CONDUCT</b>	<b>1</b>
3.1 GENERAL	1
3.2 ATHLETES' CODE OF CONDUCT	1
3.3 COACHES' CODE OF CONDUCT	2
3.4 OFFICIALS' CODE OF CONDUCT	2
3.5 PARENTS' CODE OF CONDUCT	2
3.6 HARASSMENT POLICY	3
3.7 COMMUNICATION AND CONFIDENTIALITY	3
3.8 GENDER EQUITY	4
3.9 DISCIPLINARY ACTION	4
3.10 ACCIDENT/INCIDENT REPORTS	6
3.11 BCSSA APPEALS COMMITTEE	6
<b>4. SPEED SWIMMING</b>	<b>2</b>

4.1 ATHLETE CATEGORIES	2
4.2 ATHLETE ELIGIBILITY	3
4.3 REGIONAL CHAMPIONSHIP MEETS	5
4.4 PROVINCIAL CHAMPIONSHIP MEET	7
4.5 SWIMMING RULES AND REGULATIONS	12
4.6 BCSSA POOL LAYOUT & EQUIPMENT	58
<b>1. DEFINITIONS</b>	<b>1</b>
<b>8. INDEX</b>	<b>3</b>

# **GENERAL BCSSA RULES**

# 1. DEFINITIONS

Definitions are now located at the end of the Rule Book, before the Index.

# 2. REGISTRATION

## 2.1 CLUB AFFILIATION

### 2.1.1 Existing Clubs

- a) An affiliated club is a member of the BCSSA during the period of May 1st of one year to April 30th of the following calendar year.
- b) Each club must be an incorporated Society in British Columbia that is in good standing under the Society Act.
- c) Each club must pay an annual BCSSA affiliation fee in advance by forwarding payment to the appropriate Regional Registrar by April 1st. The Regional Registrar shall forward affiliation fees paid plus a club membership list of affiliated clubs to the BCSSA Office, on or before April 15<sup>th</sup> of each year. The BCSSA may assess a penalty to any club that submits its club affiliation fees after the deadline.
- d) Each club must complete and submit an annual affiliation form and apply for BCSSA Directors and Officers liability insurance coverage by March 1<sup>st</sup> of each year.
- e) Each club must affirm that the purposes and activities of the club will be consistent with the purposes of the BCSSA, and the club commits to furthering the success of the Region and the BCSSA in advancing the BCSSA's purposes.

- f) Clubs with activities not aligning with BCSSA will not be permitted to affiliate.

### **2.1.2 New Clubs**

- a) To affiliate a new club, the following criteria must be met:
  - (i) The club must include five (5) or more Athletes.
  - (ii) The club must include two (2) or more families.
  - (iii) There must be an executive in place with a minimum of three (3) individuals.
  - (iv) The club must have a budget.
  - (v) The club must not unduly infringe on any current BCSSA club.
  - (vi) The club must have purposes and activities consistent with the purposes of the BCSSA and a commitment to furthering the success of the Region and the BCSSA in advancing the BCSSA's purposes.
- b) A group affiliated as a new club with BCSSA must:
  - (i) Apply to the appropriate Regional Board for Regional approval.
  - (ii) If approved by the Regional Board, the Regional Director shall submit the application to the Provincial Board of Directors for final approval. All applications must be submitted to the BCSSA before January 15th.
  - (iii) Pay the club affiliation fee on or before April 1<sup>st</sup> to the Regional Registrar.
  - (iv) Incorporate as a Society in British Columbia and be in good standing as per the requirements of the Society Act prior to April 1st of the year the group wishes to join the BCSSA.
  - (v) A group wishing to affiliate may appeal any decision by the Regional Board or the Provincial Board to the BCSSA Appeals Committee.

## 2.2 INDIVIDUAL REGISTRATION — GENERAL

### 2.2.1 Registration Requirements

- a) An athlete or coach shall not participate in BCSSA activities — including training, competing, coaching, or otherwise taking part in club activities — at any time of year until fully registered with a BCSSA club.
- b) Clubs shall register all athletes and coaches in their correct age divisions and categories.
- c) At the time of registration, the specific aquatic activities of each Athlete shall be correctly recorded by the Club registrar or delegate.
- d) All new registrants shall show proof of age such as a birth certificate or an equivalent identification to the club registrar (or delegate). No copies or images shall be taken of any identification.
- e) The club registrar shall validate each registration before an athlete's first competition.

### 2.2.2 Sanctions for Not Meeting Requirements

- a) A club that allows an athlete to participate in a BCSSA activity before that individual is correctly registered shall be subject to immediate suspension, as governed by the Section entitled Disciplinary Action in these rules and regulations.
- b) A penalty of up to \$1,000 may be assessed by the BCSSA Board of Directors to a region or club that fails to submit its registration database or fees by the deadlines set out in this Section.



- c) Any athlete determined to have been competing in the wrong category shall be disqualified from all incorrectly entered events. Said disqualification shall occur at the time of determination in the current season.

## **2.3 INDIVIDUAL REGISTRATION — COMPETITIVE SEASON**

### **2.3.1 Registration Timing**

- a) The competitive season is May 1st through August 31st of each year.
- b) All athletes shall be registered with the Region by the second Thursday of July in order to be eligible to compete at the Regional and Provincial Championships.
- c) An athlete who wishes to compete with BCSSA during the competitive season, but who registers AFTER the second Thursday of July, may do so but is ineligible to compete at the Regional and the Provincial Championships.

### **2.3.2 Registration Database and Fees**

- a) An annual Provincial individual registration fee shall be established by the BCSSA Board of Directors no later than February 1<sup>st</sup> of each year.
- b) Each Regional Board may levy Regional fees by such amounts as may be deemed necessary for regional activities or expenditures.
- c) Each club shall submit a club competitive season individual registration database for each aquatic sport,

and fees, to the Regional Registrar by the second Thursday of July.

- d) The Regional Registrar shall submit each club's registration database and fees to the Provincial Registrar not later than 12 days before the first day of the Regional Swimming Championships.
- e) A penalty of up to \$1,000 may be assessed by the BCSSA Board of Directors to a region or club that fails to submit its registration database or fees by the deadline.

## **2.4 INDIVIDUAL REGISTRATION — NON-COMPETITIVE SEASON**

### **2.4.1 Registration Timing**

- a) The non-competitive season is September 1st through April 30th.
- b) The closing date for non-competitive season registrations is as set by each Regional Board, but shall be no later than March 31st.

### **2.4.2 Registration Database and Fees**

- a) Each Regional Board may levy Regional fees by such amounts as may be deemed necessary for regional activities and expenditures.
- b) Each club shall submit a club non-competitive season individual registration database, and fees, to the Regional Registrar by April 1<sup>st</sup>.

- c) The Regional Registrar shall submit each club's registration database and fees to the Provincial Registrar by April 10th.
- d) A penalty of up to \$1,000 may be assessed by the BCSSA Board of Directors to a region or club that fails to submit its registration database or fees by the deadline.

## **2.5 PROTESTS REGARDING ATHLETE ELIGIBILITY**

### **2.5.1 Responsibilities**

- a) All matters of Athlete eligibility are the responsibility of the Provincial Registrar.
- b) All protests regarding Athlete eligibility must follow the current BCSSA Athlete Eligibility Protest Policy.

### **2.5.2 Process**

Removed January 2024 and replaced by BCSSA Athlete Eligibility Policy.

## **2.6 ATHLETE TRANSFER — COMPETITIVE SEASON**

### **2.6.1 Athletes shall not transfer between clubs:**

- a) until all relevant paperwork is complete and signed by all parties
- b) after the second Thursday of July.

### **2.6.2 Intra-Region Athlete Transfer**

- a) The transfer of an athlete between two clubs of the same BCSSA Sport within the same region requires the approval of the athlete, athlete's parent or guardian if necessary, as well as the president or designate of each club.
- b) The transfer shall be initiated by the athlete and/ or parent/ guardian using the BCSSA transfer form.
- c) The receiving club registrar shall submit the completed transfer form, signed by the relevant club presidents or designates, to the Regional Registrar.
- d) The Athlete shall not be required to pay any additional Regional or Provincial fees. Club fees are the responsibility of the Athlete.

### **2.6.3 Inter-Region Athlete Transfer**

- a) The transfer of an athlete between clubs of the same BCSSA Sport in different regions requires the approval of the athlete, athlete's parent/ guardian if necessary, president of each club, and the two Regional Directors or designates.
- b) The transfer shall be initiated by the athlete or parent/ guardian using the BCSSA transfer form.
- c) The receiving club registrar shall submit the completed transfer form to the Regional Registrar.
- d) The Athlete shall not be required to pay any additional Provincial fees. Regional and Club fees are the responsibility of the Athlete.

## **2.7 ATHLETE TRANSFER — NONCOMPETITIVE SEASON**

### **2.7.1 Process**

- a) An Athlete may transfer between clubs during the non-competitive season by registering with the receiving club and paying all applicable fees.
- b) A transfer form is not required.

## **2.8 ASSIGNMENT TO A SECOND CLUB TO COMPETE IN AN ADDITIONAL SPORT**

### **2.8.1 What is Permitted**

- a) An Athlete may become a member of a second BCSSA club in their Region in order to compete in a BCSSA Sport not offered by the home club, as long as the assignment form and registration is completed by the Monday before the second Thursday of July.
- b) If another club in the Athlete's home region offers the desired second BCSSA Sport, then such an assignment may only be made within the same region as the Athlete's home club.
- c) If no club in the Athlete's home region offers the desired second BCSSA Sport, then such an assignment may be made to a club in a different region as long as the BCSSA Assignment form and registration is completed by the Monday before the second Thursday of July.

### **2.8.2 Process**

When registering an Athlete for a second BCSSA Sport, the second club shall ensure that the Athlete Transfer form is completed in its entirety.

### **2.8.3 Intra-region Athlete Assignment**

- a) The assignment of an athlete between two clubs of the same BCSSA Sport within the same region requires the approval of the athlete, athlete's parent or guardian if necessary, as well as the president or designate of each club.
- b) The assignment shall be initiated by the athlete and/ or parent/ guardian using the BCSSA transfer form.
- c) The receiving club registrar shall submit the completed assignment form to the Regional Registrar.
- d) The Athlete shall not be required to pay any additional Provincial fees. Regional and Club fees are the responsibility of the Athlete.

### **2.8.4 Inter-Region Athlete Assignment**

- a) The assignment of an athlete between clubs of the same BCSSA Sport in different regions requires the approval of the athlete, athlete's parent/ guardian if necessary, president of each club, and the two Regional Directors or designates.
- b) The assignment shall be initiated by the athlete or parent/ guardian using the BCSSA transfer form.
- c) The receiving club registrar shall submit the completed assignment form to the Regional Registrar.

- d) The Athlete shall not be required to pay any additional Provincial fees. Regional and Club fees are the responsibility of the Athlete.

### **2.8.5 Exceptions to Intra-Region and Inter-Region**

Under exceptional circumstances, an Individual Athlete Assignment may be approved by the home club, receiving club, the two Regional Directors and the Director of the specific BCSSA Sport by June 1st of each year. Unanimous approval is required for the assignment to be approved. Four or more assignment requests from the same club must be approved by the BCSSA Board of Directors.

## **2.9 VISITING ATHLETE**

### **2.9.1 What is Permitted**

- a) A visiting Athlete is an athlete registered with one BCSSA club who wishes to participate in activities with a different club for a limited time. Such participation is at the discretion of the visited club.
- b) Should a visiting Athlete take part in competition, the visiting Athlete shall be considered competing for the Athlete's home club.

### **2.9.2 Process**

- a) The visited club shall confirm that the visiting Athlete is duly registered with the home club prior to permitting their participation in club activities.
- b) The Athlete shall pay any applicable Regional and club fees.

## **2.10 REGISTRATION OF COACHES**

### **2.10.1 Registration Requirements**

- a) All coaches must be registered as BCSSA participants as provided for in this Section.
- b) Each club must obtain and keep in their secure club files the criminal record checks (vulnerable sector) for their coaches, as per the current BCSSA criminal record check policy. Clubs must declare the successful completion of a criminal record check (vulnerable sector) on the annual Coaches Roster as stated in 2.10.2.
- c) Each club shall ensure that its head coach is certified to a minimum of NCCP Fundamentals Coach (or equivalent) or trained and in the process of obtaining such certification.

### **2.10.2 Coach Rosters**

Each club shall submit a completed BCSSA Coach Roster Form to the BCSSA Office by May 15<sup>th</sup> annually, or within seven (7) days of the date of hire, whichever comes first.



## **3. CONDUCT**

### **3.1 GENERAL**

#### **3.1.1 Responsibilities**

All registered BCSSA members shall treat its clubs, athletes, coaches, officials, and members from other clubs fairly and with respect and integrity as stated in the BCSSA Code of Conduct. All BCSSA members shall follow the current BCSSA General Code of Conduct.

### **3.2 ATHLETES' CODE OF CONDUCT**

#### **3.2.1 All Athletes shall:**

- a) respect and compete by the current BCSSA rules of their sport,
- b) not use alcohol, tobacco, cannabis, or illegal products before or during any meets or other BCSSA activities,
- c) respect other athletes and refrain from fighting, striking, or intentionally touching another athlete without their permission,
- d) respect their opponents, coaches, volunteers, officials, and teammates,
- e) direct questions regarding disqualifications, judge's decisions, etc. to their coach.

#### **3.2.2 Disqualification**

During a meet, the Referee may cause an athlete to be scratched from the rest of the meet for:

- a) Using obscene or abusive language in the pool area, including the dressing room.
- b) Causing wilful damage.
- c) Interfering with officials in the performance of their duties.
- d) Exhibiting other behaviour as outlined in the BCSSA Harassment Policy.

### **3.3 COACHES' CODE OF CONDUCT**

#### **3.3.1 Requirements**

- a) BCSSA has adopted the Coaching Association of Canada's Code of Conduct and Ethics with Reporting Procedures (the "Code"), its principles and its ethical standards, to establish and maintain high standards among BCSSA coaches and to ensure that all coaches act in a manner respectful of the dignity of all Athletes.
- b) Clubs shall require all coaches (paid and volunteer) to be listed on the BCSSA Coach Roster Form, affirming that they adhere to the Code. (Section 2.10.2).

### **3.4 OFFICIALS' CODE OF CONDUCT**

All BCSSA Officials shall follow the current BCSSA Officials' Code of Conduct.

### **3.5 PARENTS' CODE OF CONDUCT**

Parents and legal guardians of Athletes shall follow the current BCSSA Parents' Code of Conduct.

## **3.6 HARASSMENT POLICY**

### **3.6.1 Requirements**

- a) The BCSSA shall maintain a Harassment Policy and make it available through the BCSSA office.
- b) This policy applies to all Athletes, employees, volunteers, and spectators involved with BCSSA activities.
- c) The BCSSA shall work to prevent harassment by providing awareness, education, and training programmes.
- d) All participants shall treat harassment as a serious matter to be dealt with fairly and in consideration of the protection of individual rights and dignity of all people involved.

## **3.7 COMMUNICATION AND CONFIDENTIALITY**

### **3.7.1 Requirements**

- a) While communicating on matters related to the BCSSA, all participants, including Athletes, employees, volunteers, and spectators shall adhere to the principles of respect, courtesy, common sense and dignity.
- b) The BCSSA Board of Directors and staff shall treat information provided by clubs and individuals in accordance with the BCSSA Privacy Policy and British Columbia's Personal Information Protection Act.

### **3.8 GENDER EQUITY**

#### **3.8.1 Requirements**

- a) The BCSSA shall work to promote gender equity, which is the principle and practice of just, fair, and equitable allocation of resources and opportunities for all genders.
- b) All participants, including Athletes, employees, volunteers, and spectators shall ensure that gender equity is a key consideration in all BCSSA activities.

### **3.9 DISCIPLINARY ACTION**

#### **3.9.1 Responsibility**

- a) The BCSSA Board of Directors or the President or designate may initiate disciplinary action against any club, Athlete, coach, official or other person.
- b) Disciplinary action may include, but is not limited to, suspension from any or all BCSSA activities.
- c) Any club, Athlete, coach, official or other person who has been disciplined may appeal a Discipline Committee decision to the BCSSA Appeals Committee.

#### **3.9.2 Disciplinary action may be initiated for any of the following reasons:**

- a) non-payment of any BCSSA fees, dues, levies, fines, assessments, or charges; or,
- b) for cause, which may include but not be limited to:
  - (i) failure to comply with BCSSA rules;

- (ii) failure to adhere to BCSSA policies;
- (iii) actions or behaviour endangering the health or well-being of an athlete, official, coach, volunteer, spectator or others;
- (iv) failure to comply with the ethical code of conduct; or
- (v) failure to submit required documents or other information required by the BCSSA.

**3.9.3** Disciplinary action shall follow these procedures:

- a) Upon initiating disciplinary action or being notified by the BCSSA Board of Directors that disciplinary action will be initiated, the President or designate shall establish a Discipline Committee.
- b) The committee shall include three members of the BCSSA Board of Directors, or appointed designates, plus a non-voting chairperson.
- c) Where the President or designate deems the situation to be urgent, the President or designate may immediately impose disciplinary action, subject to timely review by the committee.
- d) The President or designate shall, within a reasonable period of time, provide the affected club or individual with a written explanation of the matter resulting in disciplinary action.
- e) The committee shall assess the matter, including any disciplinary action that has already been imposed.
- f) The committee may, at its discretion, gather evidence and interview individuals with knowledge of the matter.

- g) The committee shall make a decision on what steps are necessary to resolve the matter. This may include disciplinary action.
- h) The committee chair shall notify, in writing, all relevant parties of the decision rendered by the committee.

### **3.10 ACCIDENT/INCIDENT REPORTS**

#### **3.10.1 Responsibility**

Clubs must report all accidents and incidents, in writing, to the BCSSA office within seven (7) days, using the applicable BCSSA form.

### **3.11 BCSSA APPEALS COMMITTEE**

#### **3.11.1 Appeals**

- a) Any club executive member or coach may appeal any decision or application of BCSSA rules to the BCSSA Appeals Committee.
- b) The purpose of the appeals process is to determine whether the appropriate process and application of rules was followed. The appeals process is not to simply re-try an original protest or complaint.

**3.11.2** In order for the appeal to be considered, it must be submitted to the Provincial Office within 2 days of the decision in question and shall include the following:

- a) A written description of the matter being appealed, including the reasons why the decision should be changed.

- b) A \$100 filing fee.

### **3.11.3 Formation of an Appeals Committee**

Upon receipt of an appeal, the President or designate shall establish a BCSSA Appeals Committee composed of three members of the BCSSA Board of Directors, or designates, plus a non-voting chairperson.

### **3.11.4 Appeals Committee Authority**

- a) The Appeals Committee may uphold, reverse or vary the decision that is being appealed, based on the evidence it receives, as long as the committee's decision is consistent with BCSSA rules.
- b) Where an appeal relates to a BCSSA rule that gives a decision-maker discretion (generally indicated by the word "may" or "should"), then the Appeals Committee may use the same type of discretion in its decision.
- c) Where an appeal relates to a BCSSA rule that does not give a decision-maker discretion (generally indicated by the word "shall"), then the Appeals Committee shall not have discretion on that matter.
- d) The decision of the Appeals Committee shall be final.

### **3.11.5 Appeals Committee Process**

The Appeals Committee shall:

- a) conduct its business in private,
- b) make a reasonable effort to complete its work in a timely manner,

- c) give the appellant and the individual whose decision is being disputed opportunities to present their cases to the committee,
- d) review any additional evidence it considers relevant to the appeal,
- e) provide the committee's decision in writing to the appellant and the individual whose decision is being disputed, and
- f) return the filing fee if the appeal is successful.



# **SPEED SWIMMING RULES**

## 4. SPEED SWIMMING

### 4.1 ATHLETE CATEGORIES

#### 4.1.1 Requirements

- a) Athlete categories shall be determined by aquatic participation in the non-competitive season and by the BCSSA Age Locator, which the BCSSA shall publish annually.
- b) An Athlete's age as of April 30th shall be used to determine the Athlete's category of competition each year. The Athlete categories for swimming are:

	'S' Athletes		'O' Athletes
Div. I	8 & Under		
Div. II	9-10½		
Div. III	10½-12	O1	Under 12
Div. IV	12-13½		
Div. V	13½ -15		
Div. VI	15-16	O2	12-16
Div. VII	17-19	O8	17 & Over

- c) A club or individual wishing to protest a perceived incorrect assignment of Athlete category shall follow the process outlined in the Section entitled Protests Regarding Athlete Eligibility.

#### 4.1.2 Athletes with Disabilities

- a) Athletes with disabilities shall be encouraged to participate in the BCSSA.

- b) Athletes with disabilities shall be integrated within BCSSA competitions.

## 4.2 ATHLETE ELIGIBILITY

### 4.2.1 Requirements

- a) Any dispute related to an athlete's competitive status shall adhere to the process as set out in the Section entitled Protests Regarding Athlete Eligibility.
- b) All Athletes must indicate all aquatic participation between September 1st of the previous year through April 30th of the current year on the registration form.
- c) Athletes who misrepresent their aquatic participation may be disqualified from all BCSSA competition. Such a disqualification may take effect immediately and be in effect for twelve months from the date of the disqualification.
- d) All Athletes shall compete in their designated Athlete categories.
- e) An 'S' athlete is an individual who trained and competed for an unrestricted number of hours from May 1st to August 31st (inclusive) of any year. From September 1st to April 30th (inclusive) immediately preceding registration, an 'S' athlete may have:
  - (i) Participated in speed swimming training not exceeding a total of two (2) hours within a calendar week. A calendar week is Sunday through Saturday.
  - (ii) Trained and competed in diving, water polo and artistic swimming with no restrictions.

- (iii) Engaged in accredited and certified water safety and learn to swim programs delivered by a recreation program or school.
  - (iv) From September 1st to November 30th (inclusive), participated as a K-12 student-athlete engaged in swimming activities for the specific purpose of competing in any swim meet organized by either a BC or WA Public School or a BC or WA based Independent school with a valid certificate of group classification. Training for the meet must have been carried out under the direction of the 'S' athlete's school.
  - (v) From December 1st to April 30th (inclusive), participated as a Grade K-12 athlete competing in any swim meet organized by either a BC/ WA Public School or a BC/ WA-based Independent school with a valid certificate of group classification. These activities must have been under the direction of the 'S' athlete's school. Total swim training from December 1st to April 30th (inclusive), must not exceed 2 hours per week. This includes Club maintenance, school training or any other swim training. - **This rule shall come into effect September 1, 2025.**
  - (vi) Should a club, region or individual wish to request the exemption of any additional activities from the provisions of this Section, such a request shall be submitted no later than October 1st for the consideration of the BCSSA Board of Directors at its Fall Board Meeting.
- f) An 'O' Athlete is an individual who:
- (i) participated in excess of what is provided for in Section 4.2 (Athlete Eligibility) from September 1st to April 30th (inclusive) period immediately preceding registration; and/or

- (ii) competed in any non-BCSSA sanctioned swim meet between September 1st and April 30th (inclusive).
- g) Any athlete who has achieved an SC Senior National Qualifying Time during the preceding three years shall compete in Division O8, regardless of the athlete's age.
- h) An athlete may be registered as an 'S' athlete following registration in a previous year as an 'O' athlete on one occasion only.

### **4.3 REGIONAL CHAMPIONSHIP MEETS**

#### **4.3.1 Requirements**

- a) Each Region shall organize and conduct a Regional Championship Meet to qualify Athletes for the Provincial Championship Meet.
- b) The Regional Director is responsible for ensuring that the Regional Championship Meet is properly organized and conducted.

#### **4.3.2 Eligibility**

- a) Eligibility to compete at the Regional Championship Meet shall be limited to Athletes who have competed in a BCSSA club-hosted meet during the current competitive season.
  - (i) Athletes must have competed in each individual event they wish to compete in at the Regional Championship Meet.
  - (ii) Athletes competing on a club relay at Regional or Provincial Championship Meet must have competed in at least one individual event during the current season.

- b) All entered athletes shall be checked for eligibility by the Regional Registrar or designate.
- c) An athlete's entry time for an event shall be based on the results for that event from the current competitive season.
- d) A 'No Time' entry time shall be used for an event if the athlete does not have results for that event from the current competitive season.

### **4.3.3 Events**

- a) Individual events at the Regional Championship Meet shall be swum as heats and finals.
- b) Events may be combined.

### **4.3.4 Entries**

- a) Individual and relay team entries shall be submitted by clubs to the appropriate individuals by the date indicated in the Regional Meet Package. Entries shall not be accepted after the deadline.
- b) An athlete may enter a maximum of four individual events and two club relays.
- c) Relay entries shall adhere to the following procedures and Section 4.5.9.i.
- d) The meet package shall indicate a deadline for submitting the entry form, which shall be on the day the relay is scheduled to be swum. No late entries shall be permitted.

- e) The Regional Registrar shall check all relay entries for eligibility. Should this check result in one or more listed athletes being identified as ineligible to compete in that relay, the club may replace the athlete(s) with an alternate(s) indicated on the entry form, as long as this substitution takes place prior to the team reporting to the Clerk of the Course.
- f) Should an improperly constituted relay team compete, it shall be disqualified.

## **4.4 PROVINCIAL CHAMPIONSHIP MEET**

### **4.4.1 Requirements**

- a) The BCSSA Board of Directors shall organize and conduct a Provincial Championship Meet to be held during the second half of August each year.
- b) There shall be no changes to the Provincial Championship Rules and Regulations after March 31<sup>st</sup> of each year.
- c) The Provincial Championship Meet Package shall be circulated to all BCSSA clubs no later than May 1st of each year.

### **4.4.2 Eligibility**

- a) In order to compete in the Provincial Championship Meet, an athlete shall have competed in at least one individual event at a BCSSA club-hosted meet prior to the Regional Championship Meet.

- b) In order to compete in an individual event, an athlete shall have competed at the Regional Championship Meet.
- c) An athlete entered only in a club relay(s) is not required to have competed at the Regional Championship Meet.
- d) In order to participate in an 'S' individual, club relay or regional relay event, an athlete shall be properly registered as an 'S' athlete as defined in Section 4.1.
- e) In order to participate in an 'O' individual or regional relay event, an athlete shall be properly registered as an 'O' athlete as defined in Section 4.1.
- f) An athlete shall compete only in the Athlete category in which they were registered, except when participating on relay teams, and then subject to the conditions of relay team eligibility described in this Section.

#### **4.4.3 Events**

Individual events at the Provincial Championship Meet shall be swum as heats and finals.

#### **4.4.4 Entries**

- a) Each region shall submit entries to the BCSSA Office by the deadline indicated in the Provincial Championship Meet Package.
- b) An athlete may be entered in a maximum of four individual events, two club relay events and one regional relay.



## c) Individual event entries:

- (i) The top three finishers in the Regional Championship Final of each individual event qualify to compete in that event at the Provincial Championship Meet.
- (ii) Any athlete who attains a PQT in the Regional Championship Final of an individual event but does not place among the top three athletes in the championship final, also qualifies to compete in that event at the Provincial Championship Meet.
- (iii) Up to two athletes who placed fourth or lower in the Regional Championship Final of an individual event and did not attain a PQT may be listed as alternates for that event.
- (iv) An alternate may only replace an athlete who qualified for an event as a result of finishing in the top three in the Regional Championship Final.

**Example: 6 lane pool**

Place	Ex 1	Ex 2	Ex 3	Ex 4
	No PQT	No PQT	PQT	PQT
1st	1st	not going	1st PQT	1st PQT
2nd	2nd	1st	2nd PQT	not going
3rd	3rd	not going	3rd PQT	2nd PQT
4th	1st alt	2nd	4th PQT*	not going
5th	2nd alt	3rd	1st alt	3rd PQT
6th	-	1st alt	2nd alt	4th PQT*
		no 2nd alt		no alt

\* Not eligible to be replaced by alternate.

**Example: 8 lane pool**

Place	Ex 1	Ex 2	Ex 3	Ex 4
	No PQT	No PQT	PQT	PQT
1st	1st	not going	1st PQT	1st PQT
2nd	2nd	1st	2nd PQT	not going
3rd	3rd	not going	3rd PQT	2nd PQT
4th	1st alt	2nd	4th PQT*	not going
5th	2nd alt	3rd	5th PQT*	3rd PQT
6th	-	1st alt	1st alt	4th PQT*
7th	-	not going	2nd alt	5th PQT*
8th	-	2nd alt	-	1st alt

\* Not eligible to be replaced by alternate.

## d) Club relay entries:

- (i) The top two club relay finishers in each relay event at a Regional Championship Meet qualify to compete in that event at the Provincial Championship Meet.
- (ii) Any club relay team that does not finish in the top two but attains a PQT in the championship final also qualifies for the Provincial Championship Meet, regardless of whether the event is swum as a heats and finals event or a timed finals event.

## e) Club relay team composition:

- (i) A club relay team shall consist of four athletes. The composition may change between Regional and Provincial Championship Meets, provided that all athletes meet the eligibility criteria set out in this Section.
- (ii) At least one athlete on a relay team shall be registered in the division in which the relay team is

- entered; the remaining athletes may be from lower divisions.
- (iii) A Div 1-3 athlete may be entered in an "O-Cat" relay; A Div 4-6 athlete may be entered in an "O-Cat" 2 relay), as long as there is a minimum of one "O-Cat" athlete competing in the team.
- f) Club relay alternate teams:
- (i) One alternate relay team may be listed from each Regional Championship Relay event.
  - (ii) The alternate relay team may only replace those relay teams entered from the Region in the Provincial Championship as the top two qualifiers in the event.
- g) Club and regional relay entry procedures:
- (i) Four athletes and up to two alternates shall be listed on an Official Relay Entry Form.
  - (ii) The age and division for all athletes and alternates must be entered on the entry form.
  - (iii) The meet package shall indicate a deadline for submitting the entry form, which shall be on the day the relay is scheduled to be swum. No late entries shall be permitted.
  - (iv) The Provincial Registrar shall check all relay entries for eligibility. Should this check result in one or more listed athletes being identified as ineligible to compete in that relay, the club may replace the athlete(s) with an alternate(s) indicated on the entry form, as long as this substitution takes place prior to the team reporting to the Clerk of the Course.
  - (v) Should an improperly constituted relay team compete, it shall be disqualified.
- h) Regional Medley Relays:
- (i) A Regional Medley Relay team shall consist of four athletes.

- (ii) All athletes shall have competed at their Regional Championship Meet.
- (iii) All athletes shall be from the same division or category for which the event is being staged, unless there are an insufficient number of athletes available from that division. In that case, athletes from lower divisions may be included to form the Regional Relay Team.
- (iv) Up to two alternate athletes may be included on a regional relay team and shall be listed on the Official Relay Entry Form.

#### **4.4.5 Protests and Jury of Appeal**

Should a Jury of Appeal be formed to deal with a protest during the Provincial Championship Meet, the Regional Director of the Region involved in the protest shall be invited to attend as an observer.

#### **4.4.6 Provincial Championship Scoring**

For the purpose of calculating regional scores, the following scoring system shall be used:

Consolations: 9, 7, 6, 5, 4, 3, 2, 1

Finals: 18, 16, 15, 14, 13, 12, 11, 10

Relays: 36, 32, 30, 28, 26, 24, 22, 20

### **4.5 SWIMMING RULES AND REGULATIONS**

#### **4.5.1 Officials**

The minimum recommended officials for a meet are:

- Meet Manager
- Meet Referee
- Session Referee

- Back-Up Referee
  - Designated Disqualification Official
  - Starter
  - Chief Timer
  - Lane Timers
  - Stroke and Turn Judges
  - Clerk of the Course
  - Marshall
  - Chief Meet Recorder
  - Runner
- a) All session officials should report to the Meet Manager or Meet Referee at the designated time, usually not less than 30 minutes before the start of the session.
- b) Officials shall dress in a consistent and recognizable manner:
- (i) Standard attire for deck officials shall be white clothing and footwear.
  - (ii) The meet organizing committee may select a different colour of clothing for officials, as long as it provides clothing to officials.
  - (iii) The meet organizing committee may provide distinctive badges or ribbons to be worn by all officials.
  - (iv) Officials shall wear footwear conforming to local pool regulations.
- c) The **Meet Manager** shall be responsible for:
- (i) The organizational details of the meet, the mechanics associated with the running of the meet and having the necessary equipment and personnel available during the meet.
  - (ii) Ensuring that, to the greatest extent possible, the pool facility complies with the BCSSA Pool Layout and Equipment Policy.

- (iii) Recruiting and selecting the senior officials, namely the Meet Referee, Chief Meet Recorder and Clerk of the Course, who will then recruit and select the volunteers for their areas of responsibility. All appointments shall be subject to the Meet Referee's ratification.
  - (iv) The dissemination of all meet information through various means, including the Meet Package.
  - (v) Ensuring all pre-seeded meets have been pre-seeded according to Section 4.5.4.
  - (vi) The preparation of entry lists and/ or heat sheets and their availability prior to the start of each session.
  - (vii) Ensuring that Safety Marshals are in place for warm-ups.
  - (viii) Ensuring official results are issued and posted. Disqualified athletes shall be listed, along with no-swims, at the end of each event.
  - (ix) Expelling from the pool building or area any persons, including spectators, responsible for creating a disturbance that interferes with the meet.
  - (x) Serving as Chairperson of the Jury of Appeal.
- d) The **Meet Referee** shall be responsible for:
- (i) Having full control and authority over all officials, including approval of their assignments, and instructing them regarding any special features or regulations related to the meet.
  - (ii) Enforcing all BCSSA rules and deciding all questions related to the conduct of the meet, including any that are not covered by BCSSA rules.
  - (iii) Having the authority to intervene in the competition at any point to ensure that the rules are observed.
  - (iv) Disqualifying any athlete for any violation of the rules personally observed and having the discretion to disqualify for violations reported by others.

- (v) Rendering a decision on any point where the opinions of other officials differ.
  - (vi) Determining, prior to the start of competition, the respective zones of stroke and turn responsibility and informing all officials of this information.
  - (vii) Ensuring all athletes are subject to fair and equitable judging.
  - (viii) Having the authority to overrule the findings of any BCSSA-approved timing and/ or judging system or equipment if they appear to be in error.
  - (ix) Expelling from the pool building or area any persons, including spectators, responsible for creating a disturbance that interferes with the meet.
  - (x) Interpreting BCSSA rules and applying good judgement in situations not adequately covered by the rules.
  - (xi) Determining whether to disqualify any athlete for any violation under the Conduct Section of BCSSA rules and regulations. Such a disqualification shall not be limited by a 15 minute notification requirement.
  - (xii) Advising the Session Referee of any areas in which the Meet Referee's instructions are not being followed.
  - (xiii) Having the discretion to replace the Session Referee.
  - (xiv) Having the discretion to appoint substitutes for any officials deemed to be absent, incapable of acting or inefficient.
  - (xv) Having the discretion to appoint additional officials if considered necessary.
- e) The **Session Referee** shall be responsible for:
- (i) Having full control and authority over all officials if there is no Meet Referee, including approval of their assignments and instructing them regarding any special features or regulations related to the meet.

- (ii) Enforcing all BCSSA rules and deciding all questions related to the conduct of the session, including any that are not covered by BCSSA rules.
- (iii) Disqualifying any athlete for any violation of the rules personally observed and having the discretion to disqualify for violations reported by others.
- (iv) Rendering a decision on any point where the opinions of other officials differ.
- (v) Ensuring all athletes are subject to fair and equitable judging.
- (vi) Exercising authority in all matters concerning apparent ties and time discrepancies, including ensuring that rules covering all such instances are adhered to.
- (vii) Checking that officials are ready and in position when the athletes are at their assigned starting stations. When satisfied that this is the case, signaling using a whistle blast for athletes to mount their starting platforms, move to the edge of the pool deck, or enter the water. When all athletes are ready, turning over control of the race to the Starter using a second whistle blast.
- (viii) Ensuring all athletes are ready to swim prior to handing over control of the race to the Starter.
- (ix) Ensuring that a fair start is achieved, including the authority to recall the athletes for a restart when appropriate.
- (x) Making a tabulation of the order of finish of each race.
- (xi) Having the authority to overrule the findings of any BCSSA-approved timing and/ or judging system or equipment if they appear to be in error.
- (xii) Expelling from the pool building or area any persons, including spectators, responsible for creating a disturbance that interferes with the meet.



- (xiii) Ensuring that all disqualified athletes and/ or their team representatives are so informed.
  - (xiv) Approving the review of any disqualification slips requested by a coach following a race.
  - (xv) Interpreting BCSSA rules and applying good judgement in situations not adequately covered by the rules.
  - (xvi) The Session Referee may delegate their authority, in full or in part, to the Back-up Referee.
- f) The **Back-Up Referee** shall be responsible for:
- (i) any authority as delegated by the Session or Meet Referee.
- g) The **Designated Disqualification Official** shall be responsible for:
- (i) Working in conjunction with the Session Referee to ensure the notification of disqualifications to the athletes and/ or their team representatives.
  - (ii) Ensuring that all disqualifications are brought to the Session Referee for approval of the disqualification prior to notifying athletes and/ or team representatives.
  - (iii) Ensuring that all best attempts are made to notify the appropriate person within 15 minutes of the Session Referee's approval of the disqualification.
- h) The **Starter** shall be responsible for:
- (i) Maintaining control of the athletes from the time the Session Referee turns the race over until a legal start has been accomplished.
  - (ii) Being positioned at the side of the pool in a location where all Timers can see both the Starter and the flash of the starting signal.
  - (iii) Complying with rules and regulations governing starts.

- (iv) Disqualifying any athlete who makes a starting infraction.
  - (v) Making tabulations of the order of finish of each race.
- i) The **Chief Timer** shall be responsible for:
- (i) Confirming that all watches are functional prior to the competition.
  - (ii) Ensuring that all Timers and Lane Recorders can perform their job and that all watches are performing satisfactorily.
  - (iii) Ensuring that each lane has a designated Head Lane Timer or Lane Recorder.
  - (iv) Ensure that all working lanes have sufficient Timers assigned.
  - (v) Supervising all Timers.
  - (vi) Measuring and recording the time of the winner of each race. The Lane Recorder for the winning lane shall record the time on the corresponding heat on the Lane Recorders sheet, as directed by the Chief Timer.
  - (vii) Instructing all Timers to reset their watches on a pre-arranged signal [such as the sound of the Session Referee's first whistle].
- j) **Lane Timers** shall be responsible for:
- (i) Timing the athlete in the assigned lane from the starting signal to the 'final touch.'
  - (ii) Remaining seated when not engaged in timing the finish of a race or performing other assigned duties.
  - (iii) Taking up a position over the finish end of the assigned lane to observe the finish.
  - (iv) When manually timing, starting the watch immediately upon seeing the flash of the starting signal.
  - (v) Stopping the watch or pressing the plunger button immediately upon the athlete completing the

required distance and any part of the body touching the pad, the end wall, or crossing the imaginary vertical plan extending upward from the wall. The Timer shall stop the watch at this point, regardless of whether or not the Timer believes the athlete is adhering to the rules of the stroke.

- (vi) If authorized and assigned the task by the Session Referee, acting as the Relay Take-Over Judge and/ or Turn Judge in the assigned lane.
  
- k) The **Lane Recorder** shall be responsible for:
  - (i) Ensuring that the correct athletes are in the assigned lane.
  - (ii) Stand up and alert the Chief Timer if incorrect athletes are in the lane.
  - (iii) Recognizing that the order of relay athletes can differ from the relay card, program or heatsheet.
  - (iv) Determining whether the correct athletes are participating in a relay event.
  - (v) Recording the Timers' initials and their times.
  
- l) If used, the **Place Judges** shall be responsible for:
  - (i) Positioning themselves at the side of the pool, preferably in a raised position, in line with the finish end.
  - (ii) Judging the order of finish of each heat and recording in the prescribed manner.
  
- m) The **Chief Judge Electronics** shall be responsible for:
  - (i) Overseeing the operation of any BCSSA-approved automatic judging and timing system.
  - (ii) Being positioned with the automatic timing equipment near the finish end with an unobstructed view of the finish of each lane.
  - (iii) In the event that the system is not activated by the starting signal, ensuring that the system is activated manually.

- (iv) Determining when the automatic system is in error and so advising the Session Referee and Chief Meet Recorder.
  - (v) Observing the touches of all athletes and noting any cases where the equipment fails to properly record a touch.
- n) The **Electronics Operator** shall be responsible for:
- (i) Operating or assisting in the operation of any BCSSA approved automatic judging and timing equipment.
- o) The **Stroke and Turn Judges** shall be responsible for:
- (i) Taking position on one side of the pool, walking and observing athletes in the nearest half of the pool.
- OR
- (ii) Taking position at the end of the pool, observing the athlete(s) in the designated lane(s), and not more than four lanes each (Lane Timers may serve at their end, if qualified).
  - (iii) Unless the Referee instructs otherwise, judging strokes and turns in the following areas:
    - (1) Freestyle and Butterfly: from the beginning of the last arm stroke of the approach to the wall, the 'touch' and 'push off' to the completion of the first arm stroke following the departure from the wall.
    - (2) Breaststroke: from the beginning of the last arm stroke of the approach to the wall, the 'touch' and 'push off' to the completion of the second arm stroke following the departure from the wall.
    - (3) Backstroke: from the backstroke flags on the approach to the wall, the 'touch' and 'push off,' to the backstroke flags following the departure from the wall.
- p) The **Relay Take-Over Judges** shall be responsible for:
- (i) Observing the 'touch-out' and 'take off' of relay team members.

- q) **Stroke Judges, Turn Judges and Relay Take-Over Judges** may confer with other officials or the Session Referee as necessary and shall:
- (i) Observe the techniques of the athletes in the assigned zone.
  - (ii) Judge whether infractions of BCSSA rules occur.
  - (iii) Immediately following each race, recommend to the Session Referee or designate the disqualification of any athletes.
- r) The **Clerk of the Course** shall be responsible for:
- (i) Checking athletes in to the marshalling area prior to each event.
  - (ii) Controlling athletes from the time they are checked in, until they are turned over to the Lane Recorders.
  - (iii) Reporting any inappropriate conduct to the Meet Referee or Meet Manager as appropriate.
  - (iv) If so instructed by the Session Referee, scratching athletes who fail to report to the marshalling area when the event or heat is called for marshalling.
  - (v) Seeding athletes in deck-seeded meets, informing athletes of their heats and lane assignments and distributing relay cards.
  - (vi) If given the authority by the Session Referee, to combine heats and move athletes from one heat to another in the interest of saving time or fair seeding.
- s) At the discretion of the Meet Manager, the **Marshall** may be assigned responsibility for:
- (i) Serving as deputy Clerk of the Course, assisting in all matters relating to the duties of the Clerk.
  - (ii) Having full charge of the athlete from the time they check in to the time they are handed over to the Lane Recorder.
  - (iii) When authorized by the Clerk of the Course, scratching athletes who fail to report to the marshalling area when called.

- (iv) Assisting in maintaining quiet and stillness on the pool deck during starts and working to prevent any obstruction of all officials' views of the finish of races.
  - (v) Alerting the Clerk of the Course should any athletes who have been checked in for the event no longer be accounted for.
- t) The **Chief Meet Recorder** shall be responsible for:
- (i) Ensuring that BCSSA rules covering place judging and timing are properly applied.
  - (ii) Determining the final order of finish and official times of all athletes.
  - (iii) Ensuring that all disqualifications are properly noted.
  - (iv) Referring disqualifications, not noted in the proper form or content, to the Session Referee.
  - (v) Referring contentious issues to the Meet or Session Referee, dependant upon the nature of the issue.
  - (vi) Informing the Session Referee of any ties that may result in a swim-off.
  - (vii) Ensuring that an accounting of all points achieved during the meet is kept.
  - (viii) Assisting the Meet Manager and Registrar in producing an official listing of relay team composition for all preliminary and final sessions.
  - (ix) During sessions of preliminary heats:
    - (1) Receiving and processing Lane Recorder, Place Judge and/ or Electronics reports for each event.
    - (2) Compiling and posting a complete list of results for each preliminary heat.
    - (3) Compiling a list of athletes, including the two highest ranked alternates, who are to advance to finals and consolation finals in each event. This list shall show the athletes' names, their affiliations and their times.

- (4) Providing copies of the above lists for posting, to the announcer and to any officials responsible for preparing the program for finals.
- (x) During sessions of finals and/ or timed finals:
  - (1) Receiving and processing Lane Recorder, Place Judge, and/ or Electronics reports for each event.
  - (2) Compiling a list of athletes in the order of finish. This list shall show the athletes' names, affiliations, official times [with new pending records noted], final placings and any disqualified athletes.
  - (3) Assisting the Meet Manager in producing a complete list of meet results for distribution.
- u) The **Announcer** shall be responsible for:
  - (i) Having the discretion to open and close meet sessions with suitable remarks.
  - (ii) Assisting the officials by making announcements, securing attention and requesting silence for starts.
  - (iii) Having the discretion to inform spectators of each new event, distance, number of lengths and stroke to be used.
  - (iv) Having the discretion to identify the athletes at their starting stations prior to, or during, the race.
  - (v) Having the discretion to provide a running commentary during the events.
  - (vi) Refraining from "calling" the unofficial order of finish, albeit 'unofficially', in all but the most obvious of spread-out finishes.
  - (vii) Being thoroughly familiar with all aspects of the running of the meet and having a good understanding of the Rules.
- v) The **Recall Rope Operator** shall be responsible for:
  - (i) Taking a position in proximity to the release mechanism of the recall rope for the start of each race.

- (ii) Upon a recall signal from the Starter or Session Referee, dropping the rope to the surface of the water to stop the athletes.

w) The **Safety Marshals** shall be responsible for:

- (i) Ensuring that warm-up rules are followed.
- (ii) Ensuring that all activities in the pool area during the warm-up period are safe.

#### 4.5.2 Rules of Meet Conduct

a) Warm-Up:

- (i) All participants, including Athletes, coaches and others shall comply with warm-up rules.
- (ii) The Meet Manager shall be responsible for ensuring that warm-up rules are followed.
- (iii) Non-compliance with these rules shall result in a warning or removal from the warm-up pool and possible further consequences at the discretion of the Meet Referee.
- (iv) The Meet Manager shall designate Safety Marshals to actively monitor the warm-up period and ensure compliance with these rules.
- (v) Coaches shall notify Safety Marshals of any disabled athletes who are participating in warm-ups.
- (vi) Safety Marshals shall ensure that:
  - (1) Coaches or coach designates supervise on deck during the warm-up period.
  - (2) Athletes enter the water feet first in a cautious manner.
  - (3) No running on the pool deck.
  - (4) No diving from the side of the pool.
  - (5) Notices/ barriers are placed on starting blocks to prevent diving during the general warm-up period.
  - (6) Diving starts are only permitted in designated sprint lanes during the warm-up period.



- (7) Lanes shall be open primarily for 'Circle Swimming' during the general warm-up period.
  - (8) Coaches and athletes shall allow back stroke swimmers and disabled athletes the 'right of way' for safety purposes.
- (vii) During the warm-up period, athletes may use flutter boards and pull buoys.
- (viii) During the warm-up period, athletes may not use hand paddles or flippers (zoomers).
- b) Competition:
- (i) Qualifying times and/ or dequalifying times may be set by the Meet Manager in order to tailor events to specific levels of athletes.
  - (ii) The starting times for each session shall be advertised. Should the Meet Manager feel it is appropriate to change the published starting times, all affected clubs and athletes shall be informed.
  - (iii) The competition pool should be open to all athletes and meet officials at least one hour before each session.
  - (iv) The order of events for a meet shall be published in advance and shall not be altered except with the approval of the Meet Referee and Meet Manager. Any changes shall be conveyed to all participating clubs in a reasonably timely manner.
  - (v) The Meet Referee shall have the authority to cancel or postpone any meet or event if the competition cannot be conducted or completed safely and in fairness to the athletes.
  - (vi) If an event is postponed, it shall be held at a future time with the athletes who were originally entered eligible to participate. If a meet is postponed to another day, all events that were not completed shall be repeated, except that when Heats leading to

Finals have been completed, then only the Finals shall be swum when the meet resumes.

- c) Meets shall be composed of races that may be of four types:
- (i) Timed Final events:
    - (1) Events in which each athlete swims only once for time.
    - (2) The final placing of athletes shall be determined on the basis of times.
    - (3) Events to be conducted as Timed Final events shall be so designated on meet information forms.
  - (ii) Preliminary Heats:
    - (1) Races in heats and finals meets where athletes compete to qualify for starting positions in finals or consolation finals.
  - (iii) Finals:
    - (1) Races that conclude events in heats and finals meets in which the athletes with the fastest times in Preliminary Heats compete for final placings.
    - (2) When there is a scratch from a Final, the top seeded athlete who did not qualify for the Final may swim in the lane left vacant.
  - (iv) Consolation Finals:
    - (1) Races that may be held in heats and finals meets for the second level of qualifiers, who did not qualify to compete in the final.
    - (2) Are generally swum immediately prior to the Final of the same event.
    - (3) Alternates shall be moved up from the ranks of the non-qualifiers to fill any vacant lanes in a Consolation Final.
    - (4) The highest final event placing possible for athletes in a Consolation Final is one below the number of working lanes in the pool.

- d) Calling of Athletes and Alternates:
- (i) Athletes and alternates are responsible for reporting to the Clerk of the Course in time for their race.
  - (ii) The Clerk shall announce the event at least twice, with at least two minutes between each announcement.
  - (iii) It is the responsibility of each Athlete to be close enough to the Clerk to hear these announcements and to make their presence known to the Clerk.
  - (iv) The Clerk shall not make "personal calls."
  - (v) If the Clerk has completed the required calls and an athlete has not checked in, the Clerk shall call the alternate allowing a minimum of one minute for them to report.
  - (vi) Once an alternate has been called, the listed qualifiers and any previously called alternate are irrevocably scratched from the event.

### **Simplified Marshalling Procedure (SMP)**

At the discretion of the Meet Manager, a Simplified Marshalling Procedure may be used for some or all preliminary and/ or s/b Timed Finals sessions of a BCSSA hosted meet.

- (i) If the SMP is to be used, the Meet Manager shall inform all participating clubs prior to the meet start, and shall also specify, in the Meet Package, the sessions and/ or events for which it will be in effect.
- (ii) Under the SMP, the athlete has sole responsibility for being behind the blocks and ready to swim when the Session Referee calls their race. There will be NO check-in, marshalling, or announcing of events.
- (iii) As space permits, the Meet Manager may provide a 'green room' area for the athletes to congregate prior to their race.

- (iv) The Meet Manager shall post current heat sheets in a conspicuous location to allow athletes to verify their event, heat and lane assignments.
- (v) In the event that an athlete is NOT behind the blocks when the Session Referee calls their race, then the Session Referee may call the designated alternate, if any, to swim in their place. In this case the original athlete shall be deemed a 'late scratch'.
- (vi) The alternate shall identify themselves to the Session Referee, and shall report immediately to the correct lane as directed by the Session Referee.

e) Swim-Off:

- (i) A Swim-Off is a race held for the express purpose of resolving a tie in preliminary heats for the last qualifying starting position(s) or alternate position(s) in a Final or Consolation Final.
- (ii) All athletes involved in the tie shall be allowed to participate in the Swim-Off and only those athletes involved may take part.
- (iii) An Athlete may scratch from a Swim-Off without penalty, in which case the person scratching shall be given the ranking next in line following any other Athletes eligible for the Swim-Off who do not scratch and shall be eligible for points, if any, for the reassigned position.
- (iv) An athlete may scratch from a Swim-Off for a position in the Final and be assigned to a position in the Consolation Final in the same event.
- (v) Should neither athlete wish to participate in the Swim Off, the results shall be left to chance, which shall be overseen by the Meet Referee or Session Referee.
- (vi) The time at which a Swim-Off will take place shall be set by the Meet Referee. Before setting the time for a Swim-Off, the Meet Referee shall check with

the coaches of the athletes involved to ascertain if the proposed time unduly jeopardizes their participation in other events.

- (vii) Times made in a Swim-Off shall be recorded and may count as records, but they may not elevate any of the athletes beyond the highest qualifying position for which they were tied.
  - (viii) Any disqualification that occurs during a Swim-Off shall apply to the Swim-Off only. An athlete disqualified in a Swim-Off is eligible to participate in a subsequent final or consolation final as an alternate and/ or participate in the consolation final, when applicable.
- f) Working Deck:
- (i) Certain areas of the pool, known as the 'Working Deck,' shall be out of bounds to all but working officials during meets.
  - (ii) The Working Deck shall be defined in the Meet Package. The Meet Manager and/ or Meet Referee has the authority to make changes to the Working Deck as required.
  - (iii) Unauthorized intrusion into such areas by athletes, coaches, or any other persons may warrant, at the discretion of the Meet Referee, disqualification from all remaining events in the meet or expulsion from the pool area for the remainder of the meet.
- g) Swimwear:
- (i) The Meet Referee shall exclude any Athlete whose swimwear does not comply with this rule.
  - (ii) To promote inclusion in Club/ Regional/ Provincial competitions, all athletes are permitted to race with the swimwear of their choosing if the fabric of the swimwear is a permeable open mesh textile, non-transparent, and would not reasonably be seen to

create a technical advantage in terms of speed, buoyancy, or endurance.

- (1) Coaches, athletes, and parents are not required to notify the Referee or give reason for their choice of swimwear.
- (iii) Decorative arm bands or leg bands may be worn during a race if they do not pose a safety risk to the athlete or other athletes and that they meet the rules and regulations of the facility. (For clarity, a wrist watch is considered a decorative arm band)
- (iv) An athlete shall not wear or use any electronic visual or hearing device that may impart coaching, or any device that may aid speed or buoyancy during a race. Nose clips, caps and goggles are permitted.
- (v) An athlete shall not wear any kind of tape that appears to provide a competitive advantage as determined by the Meet Referee. It is recommended that the Meet Referee is informed in advance of the race.
- (vi) **Removed - Jan 2025.**
- (vii) An athlete may wear two caps.
- (viii) Swimwear, including swimsuit, caps, nose plugs and goggles shall not contain any symbols, text, graphics or other visual elements violating the BCSSA Harassment Policy or the BCSSA Code of Conduct.

#### 4.5.3 Entries and Scratches

- a) Late entries, deck entries or substitutions may be permitted at the discretion of the Meet Manager.
- b) The Meet Manager may elect to hold a 'Scratch Meeting' prior to the first session of each day's competitions. If held, such a meeting shall take place at the pool at a time specified by the Meet Organizing Committee in its Meet Information/ Entry Forms.

- c) Failure of an athlete to report to the Clerk of the Course when an event is called may be considered a scratch.
- d) Failure of an athlete to take position at the starting platform when the heat is called by the Session Referee may be considered a scratch.

#### **4.5.4 Heats, Seeding and Lane Assignments**

- a) Except as indicated otherwise in the meet invitation, the provisions of this Section shall apply to all BCSSA meets.
- b) Where there are more athletes or relay teams entered in preliminary heats or time-finals than there are lanes in the pool, there shall be multiple heats:
  - (i) The heat an athlete is assigned to shall be based on seeding for the event.
  - (ii) Wherever possible, all heats shall include at least three athletes. This may necessitate transferring one or two athletes from the preceding or following heat.
  - (iii) Scratches may reduce the number of athletes in any heat to less than three.
- c) Athletes, including relay teams, shall be seeded from fastest to slowest based on times:
  - (i) In the case of preliminary heats and time-finals, the times shall be submitted entry times.
  - (ii) In the case of finals and consolation finals, the times shall be those attained in preliminary heats.
  - (iii) Athletes with identical times shall be ranked by draw.
  - (iv) Athletes without entry times shall be ranked by draw and seeded slowest.

- (v) In the case of timed-finals:
  - (1) Athletes seeded highest shall be assigned to the last heat, the second-highest-seeded group shall be assigned to the second-last heat and so on.
  - (2) The last heat shall be filled before any athletes are assigned to the second-last heat, the second last heat shall be filled before dealing with the third-last and so on.
  - (3) The Meet Manager may elect to reverse the order of heats, with the highest-seeded first and the lowest-seeded last.
  
- d) Lane assignments within each heat of a time-final or in a final shall be as follows:
  - (i) The highest-seeded athlete shall be assigned to the centre lane in any pool with an odd number of working lanes, or the lane immediately to the right of centre, facing the course, in pools with an even number of lanes.
  - (ii) The second highest-seeded athlete shall be placed in the lane immediately to the left of the fastest, the third highest-seeded on the right, and so on alternately from left to right working outward.
  
- e) Lane assignments for preliminary heats shall be as follows:
  - (i) Where there is just one heat, lane assignments shall be as in 4.5.4.c.
  - (ii) Where there are two or three heats:
    - (1) The highest-seeded athlete or relay team, shall be placed in the last heat, the next highest-seeded in the next to last heat and the third highest seeded in the second to last heat. Each shall be assigned the centre lane in any pool with an odd number of working lanes, or the lane immediately to the right of centre, facing the course, in pools with an even number of lanes.



- (2) This process will be repeated with the next highest-seeded athletes, with the second highest-seeded athlete in each heat being assigned to the lane immediately to the left of the highest-seeded athlete.
- (3) The third highest-seeded athlete in each heat shall be assigned to the right of the highest-seeded athlete.
- (4) Left to right alternating will continue until all athletes are assigned.

(iii) Where there are four heats or more:

- (1) The highest-seeded of the athletes sufficient to fill the last three heats (unless one or two athletes are required to make a minimum of three athletes in a fourth heat]) shall be seeded as described in 4.5.4.d.
- (2) All heats preceding the last three heats shall be seeded as described in 4.5.4.c.

**Example: 8 Lane Pool-23 Athletes**

Lane	8	7	6	5	4	3	2	1
Heat 1		18	12	6	3	9	15	21
Heat 2		17	11	5	2	8	14	20
Heat 3	22	16	10	4	1	7	13	19

**Example: 8 Lane Pool-17 Athletes**

Lane	8	7	6	5	4	3	2	1
Heat 1			12	6	3	9	15	
Heat 2		17	11	5	2	8	14	
Heat 3		16	10	4	1	7	13	

**Example: 6 Lane Pool-32 Athletes**

Lane	6	5	4	3	2	1
Heat 1			31	30	32	
Heat 2		28	26	25	27	29
Heat 3	24	22	20	19	21	23
Heat 4	18	12	6	3	9	15
Heat 5	17	11	5	2	8	14
Heat 6	16	10	4	1	7	13

**4.5.5 The Race — General**

- a) When an athlete is the only Athlete, the race must be swum according to the rules of the required stroke and the full distance swum in order to qualify for any prize, points, or advancement.
- b) All BCSSA Rules shall apply to athletes with disabilities, except the Meet Referee shall permit variations and exceptions that aid an athlete with a disability without providing them any advantage over another athlete.
- c) A minimum of 20 minutes shall pass between the starts of any two races within the same Athlete category in which the same athlete is competing.
- d) For a time to be official, it must be made in the relevant stroke-event, [e.g., backstroke in backstroke event]. All times made in a freestyle event shall be recorded as freestyle, no matter what stroke is swum.

#### 4.5.6 The Start

- a) The Session Referee and Starter shall exercise sound judgement in starting each race, with the object of achieving a fair start. They may elect, at any time, to direct athletes to step back or to stop the race and re-attempt the start without any disqualifications or penalty.
- b) The starting signal for each race shall generally be either the loud, abrupt sound of an approved electronically activated device combined with the flash of a light or a pistol shot. Should neither of these options be available, the Session Referee may permit the use of a whistle or command to serve as the starting signal.
- c) The start in Freestyle, Breaststroke, and Butterfly races shall generally be with a dive from the starting platform or from the pool deck. The Session Referee may permit an athlete to start in the water.
- d) The start in Backstroke and Medley Relay races shall be in accordance with the rules of Backstroke.
- e) At the start, the Session Referee shall:
  - (i) Have the discretion to permit athletes to briefly enter and then leave the water if one or more athletes requests a 'wet start.'
  - (ii) Check that all officials and athletes are ready and in position.
  - (iii) Signal the athletes to take their positions of readiness with a whistle and raised arm requesting quiet.

- (iv) When the athletes are ready and spectators are quiet, turn the race over to the Starter with a second whistle and a motion of the arm.
  - (v) Have the discretion to disqualify an athlete who reports to the starting area after the Session Referee has turned the race over to the Starter.
  - (vi) Ensure that the Starter is properly controlling and executing starts.
- f) At the start, the Starter shall:
- (i) When conditions warrant, such as when novice athletes are involved, remind the athletes of the stroke(s), number of lengths and similar information.
  - (ii) Hold the starting device in clear view of all Timers while giving the command: 'Take your marks' in a slow and steady voice.
  - (iii) Give athletes a reasonable opportunity to assume their starting stances and become stationary.
  - (iv) Give the starting signal as soon as all athletes appear to be ready to start and are exhibiting no forward motion.
- g) At the Start of a race requiring a diving start, each Athlete shall:
- (i) Enter the water prior to the race only when the Session Referee has given permission to do so briefly to enable a 'wet start.' Should such permission have been granted, the athlete shall enter and leave the water quickly without swimming beyond the first backstroke flags.
  - (ii) Upon hearing the first Session Referee's whistle, take a position of readiness with at least one foot at the front of the starting platform, or at the edge of the pool.
  - (iii) Upon hearing the command "Take Your Marks," immediately assume a starting stance at the front of

- the starting platform, and at least one foot remaining at the front of the starting platform, or at the edge of the pool.
- (iv) Once in position, remain in position until the starting signal is given or until the Starter or Session Referee directs them to relax.
- h) At the Start of a race requiring a start in the water, each Athlete shall:
- (i) At the Session Referee's first whistle, immediately enter the water and move without undue delay to the ready position.
  - (ii) Assume a position with their back to the course, both hands holding the starting grip[s], the lip of the pool, gutters, or the end of the pool, with both feet in contact with the end wall and ready to swim.
  - (iii) Upon hearing the command "Take Your Marks," immediately assume their starting stance and remain stationary until the starting signal is given.

#### **4.5.7 False Starts**

- a) A False Start is any action or lack of action on the part of one or more athletes while under the command of the Starter, which delays or spoils the achieving of a legal start.
- b) Misfiring of the starting signal or subsequent accidental firing of the starting signal shall not constitute a False Start. Should either of these occur, the Starter shall inform the athletes and attempt another fair start.
- c) Any athlete who commits a False Start during an attempt at a start shall be disqualified.

- d) Types of False Start include the following:
- (i) Any athlete starting before the starting signal has been given.
  - (ii) Introduction of movement after taking their marks: One or more athletes introduce forward movement after having taken a starting stance.
  - (iii) Leaving their marks early (jumping the gun): One or more athletes start, or topple, from their marks, before the starting signal is given.
  - (iv) Toes or feet in the gutter: If a Backstroker takes a "ready" position with toes curled over the gutter or one or both feet partially or fully in the gutter, the Session Referee or Starter shall either relax the athletes and declare a false start or, shall allow the race to proceed and the offending athlete shall be disqualified upon completion of the race.
- e) The Session Referee may permit an athlete disqualified for a False Start to swim the race, but the disqualification shall be treated as if the athlete had not been permitted to swim the race.
- f) A disqualified athlete shall not be permitted to swim under protest. If a protest is made and is successful, the athlete concerned shall swim alone at a time determined by the Referee.
- g) The Referee or Starter may disqualify an athlete at any time prior to and during the time under the jurisdiction of the Starter for flagrantly delaying the progress of the meet. This may include:
- (i) any delaying action, or lack of action, on the part of the athlete, such as being flagrantly slow in heeding the commands of the Referee or the Starter, or making no apparent attempt to hold the mark after the command "Take Your Marks," or,
  - (ii) any other form of contemptuous behaviour.

- h) If a False Start is declared before the starting signal, the Starter shall either relax the athletes and declare a false start or, shall allow the race to proceed and the offending athlete shall be disqualified upon completion of the race.
- i) If a False Start is declared after the start signal has been given, the following procedures shall be followed:
  - (i) The race shall continue and the athlete(s) shall be disqualified upon completion of the race.
  - (ii) If a False Start causes the Starter or Referee to signal a recall in error, the athletes shall be recalled, the offending athlete(s) disqualified and the race started again.

#### **4.5.8 During the Race**

- a) Coaching of an athlete is not permitted within the Working Deck. The Referee may disqualify any athlete who receives aid or advice from the Working Deck during a race.
- b) Interference in a Final
  - (i) If, in the opinion of the Referee, an athlete(s) interferes with another athlete(s) competing in a Final, the interfering athlete(s) shall be disqualified.
  - (ii) Should this occur, the race shall be swum again at a time determined by the Referee, with all athletes taking part, except those disqualified.
  - (iii) Only the times and places achieved in the reswim shall be official for determining final places in the event.
  - (iv) The Referee may elect to not hold a reswim only if all athletes participating in the race agree to a compromise solution.

- c) Interference in a Preliminary Heat or Time-Final:
- (i) If, in the opinion of the Referee, an athlete(s) interferes with another athlete(s) competing in a Heat or Time-Final, the Referee shall have the sole discretion to arrange one of the following forms of reswim:
    - (1) Allowing the interfered athletes to compete in subsequent scheduled heats, or
    - (2) Reswimming the interfered athletes only to determine official times and places, or
    - (3) Reswimming all the athletes in the fouled heat, except those disqualified, to determine new official times and places, or
    - (4) Reswimming all the athletes.
- d) Before setting the time for a reswim, the Referee shall check with the coaches of athletes involved to ascertain if the proposed time unduly jeopardizes their participation in other events.

#### 4.5.9 Strokes

- a) In all strokes, the athlete may stand on the bottom of the pool and/ or rest on float lines or at the side of the pool with the body in the water.
- b) In all strokes, the athlete shall not leave the water nor advance by walking along, or springing from, the bottom of the pool or by pulling on a float line or a side of the pool.
- c) If the athlete surfaces in the wrong lane after the start or a turn, they shall return to their lane before touching the wall at the end of the length. When returning to their lane, the athlete shall maintain the legal stroke and position for the stroke the athlete is swimming.



**d) Freestyle:**

- (i) The athlete may use any style or stroke combination.
- (ii) At each turn and at the finish:
  - (1) Some part of the athlete's body shall touch the end wall or cross the imaginary vertical plane.
  - (2) If the athlete fails to touch at a turn, the athlete may return to the wall and touch with any part of the body provided that the length after the failed touch has not yet been completed.
- (iii) Some part of the athlete shall break the surface of the water throughout the race, except that the athlete may completely submerge at the start and during each turn for a distance of not more than 15 metres. By that point, the athlete's head shall have broken the surface.

**e) Backstroke:**

- (i) At the start, the athlete shall:
  - (1) Prior to the starting signal, assume a position with their back to the course, both hands holding the starting grip[s], the lip of the pool, gutters, or the end of the pool, with both feet in contact with the end wall and ready to swim.
  - (2) Not stand in or on the gutter, or bend toes over the lip of the gutter.
  - (3) After the command "Take Your Marks," assume a starting position and remain stationary until the starting signal is given.
- (ii) At the start and after each turn, the athlete shall push off and swim on the back at all times, except when executing a turn. The athlete's position on the back may include a roll movement of the body up to, but not past 90° from horizontal as determined by the line of the shoulders. The position of the athlete's head is not relevant.

- (iii) Some part of the athlete must break the surface of the water throughout the race, except that once some part of the head of the athlete has passed the 5 metres mark immediately prior to reaching for the finish, the athlete may be completely submerged. It is also permissible for the athlete to be completely submerged during the turn, and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.
- (iv) When executing each turn, the athlete shall touch the wall with some part of the body. An athlete may scull back to touch the wall to complete the turn if the wall is missed.
- (v) During a turn, the athlete may turn over to the breast under the following conditions:
  - (1) It shall be part of a uniform, unbroken turning motion with no pauses.
  - (2) Upon turning over to the breast, the athlete shall either immediately initiate the turn or begin one continuous arm pull — using one arm or two arms simultaneously — to initiate the turn.
- (vi) The athlete shall be on the back upon leaving the wall.
- (vii) At the finish, the athlete shall touch the wall while on the back and shall not roll past 90°.

f) **Breaststroke:**

- (i) After the start and after each turn:
  - (1) The athlete may take one arm stroke completely back to the legs, during which the athlete may be submerged.
  - (2) At any time prior to the first breaststroke kick, after the start and after each turn, the athlete may take one dolphin kick.
- (ii) From the beginning of the first arm stroke after the start and after each turn, the athlete's body shall remain on the breast, except at the turn, after the

touch of the wall where the athlete may turn in any manner as long as the athlete's body is on the breast when leaving the wall.

(iii) From the start and throughout the race:

- (1) The athlete's stroke cycle shall be one arm stroke and one leg kick in that order.
- (2) All movements of the arms shall be simultaneous without alternating movement and may vary in length throughout the race.
- (3) The athlete's hands shall be pushed forward from the breast on, under or over the water
- (4) The athlete's elbows shall be under the water except for the final stroke before the turn, during the turn and for the final stroke at the finish.
- (5) The athlete's hands shall be brought back on or under the surface of the water.
- (6) The athlete's hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

(iv) During each complete cycle:

- (1) Some part of the athlete's head shall break the surface of the water before the hands turn inward at the widest part of the second stroke.
- (2) All movements of the athlete's legs shall be simultaneous and on the same horizontal plane without alternating movement.

(v) The athlete's feet:

- (1) Shall be turned outwards during the propulsive part of the kick.
- (2) The athlete shall not use a scissor, flutter or downward dolphin kick except as provided for in 4.5.9.f.(i)(1)
- (3) The athlete may break the surface of the water with the feet, unless this is followed by a dolphin kick.

- (vi) At each turn and at the finish of the race:
- (1) The athlete's touch shall be made with both hands separated and simultaneously, at, above or below the water level and the hands shall not be stacked one on top of the other.
  - (2) At the last stroke before the turn and at the finish, the athlete may take an arm stroke not followed by a leg kick.
  - (3) The athlete's head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

**g) Butterfly:**

- (i) From the beginning of the first arm stroke after the start and after each turn, the athlete's body shall remain on the breast.
- (ii) The athlete may be on the side while underwater kicking.
- (iii) The athlete shall not roll onto the back at any time, except at the turn after the touch of the wall where the athlete may turn in any manner as long as the body is on the breast when leaving the wall.
- (iv) The athlete shall bring both arms (defined as shoulder to the wrist) forward together over the water and backward simultaneously throughout the race.
- (v) All of the athlete's up and down movements of the legs shall be simultaneous.
- (vi) The athlete's legs or feet need not be on the same level, but they shall not alternate in relation to each other.
- (vii) The athlete may use the 'dolphin' or 'whip' or 'frog' kick and may switch from one to the other at will.
- (viii) At each turn and the finish of the race, the athlete's touch shall be made with both hands separated and

simultaneously, at, above or below the water level and the hands shall not be stacked one on top of the other.

(ix) At the start and at each turn:

- (1) The athlete may take one or more legal kicks and one arm pull under the water, after which the athlete shall be at the surface.
- (2) The athlete may be completely submerged for a distance of not more than 15 metres after the start and after each turn. By that point, the athlete's head shall have broken the surface and some part of the athlete's body shall remain on the surface until the next turn or finish.

**h) Individual Medley:**

- (i) The athlete shall swim the prescribed distance as follows: the first one-fourth, Butterfly, the second one-fourth, Backstroke, the third one-fourth, Breaststroke, the fourth one-fourth, Freestyle.
- (ii) The athlete shall abide by the rules of the individual stroke while swimming that segment of the race.
- (iii) In the Freestyle segment, the athlete shall employ asymmetrical or no arm movements and shall remain primarily on the breast. The athlete may rotate past the vertical while performing such a style, but shall not exhibit a backstroke arm pull.
- (iv) The athlete shall end each stroke with a legal touch as prescribed by the rules for that stroke.
- (v) When changing from one stroke leg to the next, the athlete may turn in any manner once a legal touch has been made, but the athlete shall then attain the form of the stroke of the next leg of the race in accordance with the rule for that stroke.

**i) Relays:****(i) Relay team members:**

- (1) There shall be four athletes on each relay team. Each athlete shall swim one-fourth the prescribed distance.
- (2) Participation in a relay shall be limited to athletes entered in the meet. If an athlete is in a relay[s] only, the athlete's name shall appear with the notation 'relay only.'
- (3) A relay team may consist of athletes from the division associated with the event plus athletes from any lower division or divisions. At least one member of the relay team shall be from the division entered.
- (4) For each relay event, as designated by a unique event number, an athlete shall be limited to competing as a member of one relay team only. This limitation includes an alternate who has swum.
- (5) The names of four relay team members, plus up to two alternates, shall be entered on the Relay Team Entry Form. The form shall be provided to the Clerk of the Course at the prescribed time before 'checking in' for the event. Failure to report the correct athlete names shall result in disqualification.
- (6) Changes to the names of relay team members shall not be permitted after 'checking In.'
- (7) An athlete may not compete for one relay team in a preliminary heat and a different relay team in the final of the same event.

**(ii) Relay teams in heats and finals meets:**

- (1) When a club enters two or more teams in any one relay event and more than one team advances to the finals, an athlete who competed for one

team during heats shall not compete for a different team in the finals.

- (2) An athlete who competed on a relay team that was disqualified in heats may not participate in finals of the same event for another relay team.
- (3) Except for the limitations described in 4.5.9.i, between heats and finals, the athletes competing for a relay team may be changed as long as all athletes competing for the relay team in the finals were named on the Relay Team Entry Form submitted prior to the heats.

(iii) The relay race:

- (1) The lead-off athlete starts with the starting signal. Before starting any other segment of the relay, each succeeding athlete must assume a forward starting position in contact with the starting block or equivalent pool deck space of the block. The relieving athlete must be in contact with the starting block or equivalent pool deck space of the block after the preceding athlete completes their portion of the leg.
- (2) Each leg of a relay shall be swum in accordance with the rules of the applicable stroke. Rules for the Freestyle segment(s) shall be as defined for the individual medley (4.5.9.h).
- (3) When an athlete leaves the starting mark before the previous athlete touches, the team shall be disqualified unless the offending athlete returns to the wall and touches before beginning the assigned leg of the relay.
- (4) Each athlete who finishes their stroke segment shall leave the water as soon as possible without obstructing any other athlete who has not yet finished their stroke segment.
- (5) An athlete who has left the water shall not re-enter the water.

- (6) Should any member of a relay team be disqualified, the relay team shall be disqualified.
- (7) In a freestyle relay, there shall be four different athletes on each team, each swimming a segment that is one quarter of the prescribed distance of the race.
- (8) In a medley relay, there shall be four athletes on each team, each swimming a different stroke over one-fourth of the prescribed distance of the race. Segments shall be swum in the following order: first, Backstroke; second, Breaststroke; third, Butterfly; and fourth, Freestyle.

#### **4.5.10 The Finish**

- a) An athlete shall have finished the race when, after having completed the prescribed distance, any part of the body touches the finish wall, crosses the vertical plane [imaginary] extending upward from the finish wall, or touches the touchpad in the assigned lane.
- b) Once having left the water at the finish of an event, an athlete shall not re-enter the water without permission.

#### **4.5.11 Disqualifications**

- a) With the exception of the Referee, a disqualification shall be initiated only by an official who personally observes an infraction occurring within that official's assigned sphere of responsibility.



- b) Should a BCSSA-approved video recording system be in use, the Referee may use its results for review of relay take-offs and stroke and turn decisions and may make disqualifications based on evidence recorded by such a system. The use of such video evidence, including its interpretation, shall always be entirely at the discretion of the Referee.
- c) The Referee shall ensure that all reasonable efforts are made to inform the disqualified athlete's coach, or designate, of the disqualification within 15 minutes of the Session Referee's signed approval. This 15 minute time guideline does not apply to any disqualifications issued for registration, eligibility or conduct violations. This 15 minute guideline is not grounds for a protest.
- d) The reason for the disqualification, the disqualifying official's name and the time of the disqualification shall be written on the prescribed disqualification form.

#### **4.5.12 Protests and Jury of Appeal**

- a) Protests:
  - (i) Protests affecting the right of an athlete to compete in any race shall be made in writing to the Referee before the race is held.
  - (ii) Any protest arising from the competition itself shall first be made to the Referee verbally, by a club representative (the protester), within 30 minutes of a club representative receiving notification of the disqualification.
  - (iii) If the Referee does not satisfy the protester immediately upon communicating the verbal protest, the protester may then submit a written protest to the Referee.

- (iv) In order to submit a written protest, the protester shall declare the intention to make a written protest immediately following the Referee's verbal decision.
- (v) To be considered, a written protest shall be submitted to the Referee within 30 minutes of the protester declaring the intention to submit a written protest.
- (vi) Upon receiving a written protest within the permitted time, the Referee shall hand the protest to the Meet Manager for the consideration of a Jury of Appeal.
- (vii) The results of any race conducted under protest, or of any protested race, shall not be announced or published and no prizes or scoring points awarded until the protest is withdrawn or resolved.

b) Jury of Appeal:

- (i) The Meet Manager may appoint a Jury of Appeal for the entire meet or for a specific protest:
  - (1) The Meet Manager may serve as chair of the Jury or may elect to appoint another senior official to that role. The chair shall have no vote.
  - (2) The members of a Jury, excluding the Chair, shall be of an odd number, preferably three or five.
  - (3) The Meet Manager shall select members of the Jury from among officials in attendance at the meet, endeavoring to include neutral and experienced officials who were not directly involved or who may be perceived to have a conflict of interest in the protested event.
- (ii) Upon receiving a written protest from the Referee, the Meet Manager shall convene the Jury as early as is practicable and reach a decision on the day the written protest is filed:
  - (1) The Jury shall conduct its business in private.

- (2) The protester and the Referee, or other person whose decision is being disputed, shall each have the right to present their case to the Jury.
- (3) The Jury may hear additional evidence as it sees fit. Such evidence shall not include video footage of a disqualification, except when recorded by the BCSSA-live feed, and then only for the purposes of identifying the correct event, heat, lane and official.
- (4) The Jury shall reach a decision by majority vote as soon as is practicable.
- (5) The chair of the Jury shall prepare a Jury Record, which all members of the Jury shall sign.
- (6) The Jury Record shall be a written formal record of the decision, including a description of the incident, initial decision and protest, the Jury members, witnesses called, the final decision and a brief description of the rationale.
- (7) Upon a Jury decision, the chair shall immediately inform the protester and the Referee and, upon request, shall provide them with a copy of the Jury Record.
- (8) Any decision of a Jury of Appeal may be appealed to the Appeals Committee of the BCSSA, as provided for under Section 3.1 of these rules.

#### **4.5.13** Timing

##### a) General:

- (i) All official times shall be determined according to these rules and published in the official results.
- (ii) Official times shall be measured by accurate digital stopwatches (“manual timing”) operated by Lane Timers or by a BCSSA-approved automatic judging and timing system (“automatic timing system”).
- (iii) Times shall be recorded to 1/100 of a second.

- (iv) Athletes with identical times shall be tied for time and place.
  - (v) When used, time cards shall include the event number, stroke and distance, as well as the athlete's name, division/ category and club. For relays, the name and division/ category for each athlete will also be included.
- b) Automatic Timing System:
- (i) An automatic timing system, including a video recording system, shall be approved by BCSSA prior to use at a BCSSA sanctioned meet.
  - (ii) Electronic 'touchpads' and 'plungers' shall be considered parts of an automatic timing system.
  - (iii) 'Touchpads' shall be considered the 'primary' part of the system, while 'plungers' shall be considered the 'backup' part of the system.
  - (iv) The standard number of 'plungers' shall be three to capture an accurate backup time. Two plungers per lane may be used to record an official backup time; if this is the case, then the rule listed under 4.5.13.d shall apply for all backup times.
  - (v) Lane Timers shall depress the 'plunger' when the athlete in their assigned lane has completed the required distance and any part of the athlete's body touches the 'touchpad,' the end wall of the pool or passes through the imaginary vertical plane extending upward from the end wall.
  - (vi) When there is a malfunction of the 'primary' automatic timing system, the 'backup' automatic timing system or backup manual timing shall be used.
  - (vii) A malfunction of the 'primary' automatic timing system shall not warrant the stopping of a race in progress. However, if the 'backup' automatic timing system or backup manual timing has also failed, the Referee shall stop the race in progress as quickly as

- possible and arrange for it to be swum again after an appropriate rest period.
- (viii) When an automatic timing system is used, the placing and times determined by it shall be the official place and time unless a malfunction invalidates it.
  - (ix) The Chief Meet Recorder, Chief Judge Electronic or Referee shall determine the validity of automatic timing system results and may overrule them in the event of a malfunction in order to ensure fair and valid results.
  - (x) The Chief Meet Recorder shall review results from the primary and backup systems for each heat. If there is a discrepancy of more than 0.30 seconds between the 'primary' time and 'backup' time, the Chief Meet Recorder may use their discretion to determine what time to record as the official time.
- c) Manual Timing:
- (i) A minimum of two Lane Timers shall be assigned to each working lane. In addition, the Chief Timer should take the time of the first place finisher of each heat.
  - (ii) Lane Timers shall start their watches on seeing the 'flash' of the starting device.
  - (iii) The Chief Timer shall start at least one 'backup' stopwatch at the start of each race. In the event of a stopwatch malfunction, the alternate stopwatch shall be used to record a valid time.
  - (iv) A Lane Timer shall operate only one stopwatch at a time; a stopwatch shall be stopped only by the person who started it.
  - (v) Lane Timers shall stop their digital stopwatches when the athlete in their assigned lane has completed the required distance and any part of the athlete's body touches the 'touchpad', the end wall of the pool or

passes through the imaginary vertical plane extending upward from the end wall.

- (vi) All times measured by stopwatches shall be recorded on the prescribed time card or heat sheet.
- (vii) When times for an athlete are obtained from more than three stopwatches, only the times of the three officially assigned stopwatches shall be recognized in determining the official time.

d) Determining Official Times:

- (i) If the touchpad time of an automatic timing system is valid, then the touchpad time shall be considered the official time.
- (ii) If manual times or backup times from an automatic timing system must be used then the following applies:
  - (1) If two out of the three 'plungers' / stopwatches record the same time and the third disagrees, the two identical times shall be the official time.
  - (2) If all three 'plungers' / stopwatches disagree, the middle time shall be the official time.
  - (3) If only two out of the three 'plungers' / stopwatches are considered valid, the arithmetic average, rounded up to the next 1/100 shall be the official time.
- (iii) Official times shall not be determined by combining times from an automatic timing system and manual timing.

**4.5.14** Order of Finish:

- a) All races must be place judged as well as timed.

- b) At the discretion of the Meet Manager, a meet may function with the Referee, Starter and one additional official, where available, serving the function of place judges. In such circumstances, the Referee shall be considered the Chief Place Judge.
- c) Each place judge shall record the placings of all athletes in each race.
- d) When an event involves multiple heats, the order of finish shall be established by comparing the official times of all athletes. Athletes with the same time shall be tied in the overall order of finish.
- e) When a tie occurs for the last qualifying or alternate position for a final or consolation final, a swim-off shall be conducted.
- f) When an automatic timing system is used:
  - (i) When the touchpads or a video recording system are determined to have worked correctly for all athletes, the official places shall be those measured and recorded by the system.
  - (ii) When the touchpads or video recording system are unavailable for the entire heat, the plunger times shall be used to determine the order of finish.
  - (iii) When the touchpads or video recording system provide valid placings, but invalid times for the entire heat, the places provided by the touchpads or video recording system shall be official and the official times shall be adjusted as necessary according to 4.4.13.d.
  - (iv) When the touchpads or video recording system fail to provide valid placings and times for some athletes, the Chief Meet Recorder shall determine

the official order of finish by reference to the place judge slips, plunger times and touchpad results:

- (1) When the plunger times are inconsistent with the official order of finish so determined and the inconsistency involves athletes, all of whose official times are backup times, the official times shall be determined according 4.5.14.g.
- (2) When the plunger times are inconsistent with the official order of finish so determined and the inconsistency involves athletes, one of whose official time was a valid automatic time, the athlete timed by the backup system shall be awarded a Judge's Decision and assigned a time equal to the valid automatic time of the athlete involved in the discrepancy but a place in accordance with the official placings determined earlier. The results shall be annotated with a 'JD' to indicate that the athletes are not tied.

g) When manual timing is used:

- (i) An athlete with a faster time shall not displace another who places ahead within the same heat according to a majority of the place judges.
- (ii) Where an athlete is declared, by a majority of place judges, to have placed higher than another whose time is faster, both athletes involved in the time discrepancy shall be awarded a Judge's Decision and assigned the same official times, which shall be determined by averaging the times of all the assigned watches. The results shall be annotated with a 'JD' to indicate that the athletes are not tied.
- (iii) When a majority of the place judges do not agree on the placing of some athletes within a heat, the order of finish of those athletes shall be determined by their official times. If the official times are identical, the athletes shall be tied.



#### 4.5.15 Scoring

- a) Except as indicated otherwise in the meet invitation, the provisions of this Section shall apply to the scoring of all BCSSA meets.
- b) In a meet with finals, points shall only be awarded to those who compete in finals or consolation finals.
- c) Disqualified athletes and those who scratch shall not be awarded points, except for athletes who scratch from swim-offs, and remain eligible for points based on their final placings.
- d) When two or more athletes tie for a place, the total of the points for the place and for the vacated place[s] next in line shall be equally divided, to fractions where necessary, among all athletes involved in the tie.
- e) Meets with no consolation finals shall be scored as follows:
  - (i) In a six lane pool: 7-5-4-3-2-1 for individual events, from first place through sixth place; double scores for relay events.
  - (ii) In an eight lane pool: 9-7-6-5-4-3-2-1 for individual events, from first place through eighth place; double scores for relay events.
- f) Meets with consolation finals shall be scored as follows:
  - (i) In a six lane pool: 14-12-11-10-9-8; 7-5-4-3-2-1 for individual events from first place through twelfth place; double scores for relays.
  - (ii) In an eight lane pool 18-16-15-14-13-12-11-10; 9-7-6-5-4-3-2-1 for individual events from first through sixteenth place; double scores for relays.

- (iii) Points shall not be awarded for the placings that are vacated due to a disqualification in a final or consolation final.
- (iv) In meets where only some events have Consolation Finals, all events shall be scored as if they had Consolation Finals, with points assigned in order of finish to athletes who would have qualified for a consolation final if there had been one in that event.

## **4.6 BCSSA POOL LAYOUT & EQUIPMENT**

These following rules apply to competitions held in enclosed water pools in which the race course does not exceed 50 metres in length.

### **4.6.1 End Walls**

- a) The end walls of a pool shall be parallel and vertical and so constructed that Athletes may push off with hands and feet when turning. The wall shall be smooth but not slippery and shall extend at least 80 cm below the surface of the water.
- b) When a bulkhead serves as an end wall, it must be extended from the full width of the course and present a smooth, non-slippery, stable, vertical surface extending not less than 80 cm below and 30 cm above the surface of the water. It shall be free of hazardous openings above or below the water line which may be penetrated by an athlete's hands, feet, toes, or fingers. In pools wider than 9 metres, a bulkhead must be a design which provides for the free movement of officials along its length.

- c) When competitions are to be held in a 'Deck Level' pool, the exact location of the ends of the course must be clearly marked by large warning pennants or flags [at least 45 cm x 60 cm in size], or by lane number standards, or by starting platforms, or by other fixed and clearly visible markers in line with the face of the end wall. Such end-of-course warning devices must come within 30 cm of the surface of the water. A deck-level pool is herein defined as any pool in which the top edge of the pool [turning] walls, though interrupted by gutters, do not extend at least 20 cm above the normal competitive level of the water.

#### **4.6.2 Lanes**

- a) A lane shall be not less than 1.8 metres wide, unobstructed by steps, ladders, fountains, or overhanging pieces that may interfere with swimming or turning.
- b) Lanes should be numbered with Number one [1] starting on the right, facing the course.
- c) The center of each lane should be marked with a clearly visible line along the bottom of the pool.
- d) Lanes shall be separated by ropes strung with floats. [Non-turbulence-type floats are recommended]. In even lane pools of over four lanes, a different colour is recommended for the center lane rope.

#### **4.6.3 Starting Platforms**

- a) Starting platforms [starting blocks] should not exceed 75 cm in height or be lower than 50 cm as measured from the normal competitive level of the water.

- b) The top surfaces of a platform should have a minimum size of 0.5 m x 0.5 m.
- c) The top of the platform should not slope towards the water more than ten degrees from the horizontal.
- d) The top surfaces, including steps, if any, should be non-slippery.
- e) The lane number should be clearly visible from all sides of the starting platform.

#### **4.6.4 Backstroke Handgrips**

- a) Firm handholds or grips allowing for a complete grip of hands must be provided for all backstroke starts.
- b) The backstroke grips may be vertical or horizontal and must be of a design that offers safe, secure handles within 30 to 60 cm above the water surface. Optional heights, both lower [for younger age groups] and higher, are recommended [e.g., a choice of gripping heights].
- c) The backstroke grips must not protrude through the vertical plane of which the end wall is a part.

#### **4.6.5 Backstroke Pennants**

- a) For events requiring the swimming of backstroke, ropes with clearly visible pennants or flags attached at intervals of at least one per lane, must be strung across the pool.
- b) The recommended distance is 5 metres from each end of the course at a height of not less than 1.3 m or more

than 1.8 m [as measured from the bottom of the pennants] above the surface of the water.

- c) The Referee may approve pools with other satisfactory backstroke turn warnings for competitions.

#### **4.6.6 15 Metre Marker**

- a) Distinctive marks must be placed on both sides of the pool, and where possible, in each lane rope 15 m from each end wall.

#### **4.6.7 Recall Rope**

- a) A recall rope devoid of pennants or flags shall be suspended across the pool at a minimum height of 1.3 m above the surface of the water 15 metres from the starting end.
- b) The rope shall be attached to fixed points [standard or other] in a manner which allows for its immediate lowering to the surface when ordered.

#### **4.6.8 Water**

- a) Competitions may be held in fresh or salt water where there is no appreciable movement or current.
- b) The state of cleanliness and the bacterial count of the water shall be approved by the local health authorities.

#### **4.6.9 Automatic Timing System**

- a) As required by BCSSA rules, an automatic timing system must be approved by the BCSSA prior to its use at a meet. Such approval shall be subject to the system

meeting the following requirements, in addition to any other requirements established by the BCSSA Board of Directors. A system must:

- (i) Provide digital times to 100ths of a second and the order of finish. These results should be displayed by a light board, preferably showing the results of all lanes as each lane finishes.
- (ii) Be activated by the Starter.
- (iii) Be equipped with a touch-pad on each lane which, when activated, causes the recording of the elapsed time since the start.
- (iv) Preferably be equipped with touch-pads which:
  - (1) extend at least 60 cm below the water surface and 30 cm above it.
  - (2) are mounted in the center of each lane and are not less than 10 cm narrower than the lane.
  - (3) have a maximum thickness of 1.00 cm.
  - (4) are marked so as to conform with the rest of the pool and have a border at least 2.5 cm wide.
  - (5) have sensitivity which will react to a light touch of the hand but not react to water turbulence.
  - (6) have no sharp edges and provide a firm, safe surface for turns.
- (v) Have a Xenon flash and horn, which shall be activated by the starting signal.

#### **4.6.10 Pool Depth**

- a) For a start from a starting block, a minimum depth of 1.35 metres, extending from 1.0 metre to at least 6.0 metres from the starting end wall, is required for pools with starting blocks.
- b) The minimum depth referenced in 4.6.10.a shall apply to any BCSSA swimming activities that involves a diving

block start including but not limited to practices, swim meets, fun swims, non sanctioned meets, and BCSSA Club Hosted Meets.

#### **4.6.11 Video Recording System**

As provided for in BCSSA rules, a video recording system must be approved by the BCSSA prior to its use at a meet. Such approval shall be subject to the system meeting the following requirements, in addition to any other requirements established by the BCSSA Board of Directors. A system must:

- a) If to be used as a back-up timing system, capable of recording to 1/100ths of a second.
- b) If to be used as an automatic timing system, capable of recording to 1/100ths of a second and accompanied by a full complement of back-up Lane Timers.





# 1. DEFINITIONS

**“BCSSA Club Hosted Meet”** — a swim meet offering events in all Athlete age groups and categories at which BCSSA-registered athletes representing three or more clubs compete using the Rules of Swimming as defined by BCSSA Rules.

**“Calendar Week”** — a seven-day period between Sunday to Saturday.

**“Circle Swimming”** — swimming on one side of the lane going down and the other side of the lane coming back. Athletes move in a counterclockwise circle, hence the name. (Section 4.5.2.a Warm-Up)

**“Club”** — a duly registered club in good standing with the BCSSA and must be an incorporated Society in British Columbia and be members in good standing under the Society Act.

**“May”** — an action is optional at the discretion of the person identified as the decision-maker.

**“O-Cat or O Athlete”** — an ‘O’ Athlete is an individual who participated in excess of what is provided for in Section 4.2 (Athlete Eligibility) from September 1st to April 30th (inclusive) period immediately preceding registration. (Section 4.2 Athlete Eligibility).

**“Official/Judge/Referee”** — a person charged with responsibility to serve in a particular position of responsibility.

**“Pool Area”** — any area of the competition under the jurisdiction of the Session Referee.

**“S Athlete”** — an ‘S’ athlete is an individual who trained and competed for an unrestricted number of hours from May 1st to August 31st (inclusive) of any year. From September 1st to April 30th (inclusive) immediately preceding registration, an ‘S’ athlete may have participated in speed swimming training, provided the activity(ies) did not exceed a total of two (2) hours within a calendar week. An athlete may be registered as an ‘S’ athlete following registration in a previous year as an ‘O’ athlete on one occasion only. (Section 4.2 Athlete Eligibility)

**“Shall”** — an action is mandatory, so there is no discretion associated with it.

**“Should”** — an action is preferred under normal circumstances.

**“SC”** — Swimming Canada, the national governing body recognized by World Aquatics.

**“World Aquatics”** — formerly known as FINA — the international aquatic body that regulates and controls competitions in the four aquatic sports world-wide.

## 8. INDEX

### 1

15 metre .....	41, 42, 45, 61
15 minute .....	15, 17

### A

Accident.....	6
Alternate.....	7, 9, 10, 11, 12, 22, 26, 27, 28, 29, 46, 55
Announcer .....	23
Appeal.....	3, 4, 6, 49, 50, 51
Appeals Committee .....	3, 4, 6, 7
Athlete categories .....	2
Athlete's Code of Conduct.....	1
Automatic Timing .....	19, 20, 51, 52, 54, 55, 61, 63

### B

Backstroke .....	20, 34, 35, 38, 41, 45, 48, 60
Backstroke Handgrips .....	60
Backstroke Pennants .....	60
Back-up Referee .....	17
Back-Up Referee .....	13, 17
Breaststroke .....	20, 35, 42, 45, 48
Butterfly.....	20, 35, 44, 45, 48

### C

Chief Judge Electronic.....	19, 53
Chief Meet Recorder .....	13, 14, 20, 22, 53, 55
Chief Timer .....	13, 18, 19, 53
Clerk of the Course .....	7, 11, 13, 14, 21, 27, 31, 46

Coaches' Code of Conduct .....	2
Code of Conduct.....	30
Conduct.....	1, 5, 15, 21, 24
Consolation Finals .....	22, 26, 31, 57, 58

## D

Designated Disqualification Official .....	13, 17
Disabled Athlete.....	24, 25
Disciplinary Action.....	4
Discipline Committee .....	4, 5
Disqualification ..	5, 1, 3, 7, 15, 17, 21, 22, 29, 35, 38, 46, 48, 51, 58
Diving Start.....	24, 36

## E

Eligibility .....	7
Eligibility - Athlete .....	7, 2, 3, 5, 7, 11, 1, 2
Eligibility - Team .....	8, 10, 11
End Wall .....	19, 37, 41, 52, 53, 58, 60, 61, 62
Equipment.....	13, 15, 16, 19, 20, 58

## F

False Start .....	37
Finals .....	6, 8, 10, 22, 23, 26, 31, 32, 46, 47, 57
Finals Scores.....	12
Flags .....	20, 36, 59, 60, 61
Freestyle.....	20, 34, 35, 41, 45, 47, 48

## G

Gender Equity .....	4
---------------------	---

**H**

Harassment Policy .....	2, 3, 30
Heats.....	6, 8, 10, 22, 25, 26, 31, 32, 33, 40, 47, 55

**I**

Incident.....	6, 51
Individual Medley .....	45, 47
Interference .....	39, 40

**J**

Judge.....	1
Jury of Appeal .....	12, 14, 49, 50

**L**

Lane Recorder.....	18, 19, 21, 22, 23
Lane Timer .....	13, 18, 20, 51, 52, 53, 63

**M**

Manual Timing.....	51, 52, 53, 54, 56
Marshall.....	13, 21
Meet Manager ..	12, 13, 21, 22, 23, 24, 25, 27, 28, 29, 30, 32, 50, 55
Meet Referee.....	12, 13, 14, 15, 17, 21, 24, 25, 28, 29, 34

**O**

O Athlete .....	2, 4, 5, 8, 1
Official .....	1
Officials.....	12, 14, 15, 16, 35, 50, 58
Officials' Code of Conduct .....	2

**P**

Parents' Code of Conduct.....	2
Pennants .....	59, 60, 61
Place Judge.....	19, 22, 23, 54, 55, 56
Plunger .....	18, 52, 54, 55, 56
Pool Layout .....	13, 58
Protest.....	7, 6, 2, 3, 12, 38, 49, 50
Provincial Championship.....	5, 7, 8, 9, 10, 11, 12

**Q**

Qualifier .....	11, 26, 27
-----------------	------------

**R**

Recall Rope.....	23, 61
Referee.....	1, 38, 39, 40, 48, 49, 50, 51, 52, 53, 55, 61, 1
Regional Championship.....	5, 6, 7, 9, 10, 11, 12
Relay.....	46, 47
Relay - Club .....	6, 8, 10, 11
Relay - Freestyle .....	48
Relay - Medley .....	35, 48
Relay - Region .....	8, 11
Relay - Team.....	7, 8, 22, 31, 32, 46
Relay Card .....	19, 21, 52
Relay Entries.....	6, 7, 10, 11
Relay Order .....	19
Relay Scores .....	12, 57
Relay Take-Off.....	49
Relay Take-Over Judge .....	19, 20, 21
Reswim.....	39, 40
Runner.....	13

**S**

S Athlete .....	2, 3, 4, 5, 8, 2
Safety Marshal.....	14, 24
School .....	4
Scoring.....	12, 57
Scratch.....	1, 21, 26, 27, 28, 30, 31, 57
Session Referee	12, 15, 17, 19, 20, 21, 22, 27, 28, 31, 35, 36, 37, 38, 1
Simplified Marshalling Procedure (SMP) .....	27
SMP.....	27
Sratch.....	28
Starter.....	13, 16, 17, 24, 35, 36, 37, 38, 39, 55, 62
Stopwatch.....	51, 53, 54
Stroke and Turn Judge .....	13, 20, 21
Suspension.....	4
Swim-Off.....	22, 28, 55, 57
Swimwear .....	29

**T**

Touchpad.....	48, 52, 53, 54, 55, 56
---------------	------------------------

**V**

Video .....	49, 51, 52, 55, 63
-------------	--------------------

**W**

Warm-Up .....	14, 24, 1
Working Deck .....	29, 39