



Regional and Provincial Competition Guidelines

Table of Contents

REGIONAL CHAMPIONSHIP MEETS 3

 ROLE OF THE ASSA..... 3

 ROLE OF THE REGION REPS AT PROVINCIALS 3

 DATE 3

 FACILITY..... 3

 HOSTING AND MEET MANAGER 3

 OFFICIALS 3

 ELECTRONICS AND EQUIPMENT 4

 TECHNICAL BULLETIN 4

 ELIGIBILITY 4

 QUALIFICATION AND ENTRY LIMIT..... 4

 COMPETITION AND DIVING READINESS STANDARDS 5

 ENTRY DEADLINE 5

 ENTRY PROCEDURE 5

 ENTRY REPORTS TO PRODUCE 6

 ENTRY TIMES 6

 ENTRY FEES..... 6

 DECK ENTRIES..... 7

 COACHES TECHNICAL MEETING..... 7

 WARM-UP..... 7

 PARA SWIMMERS..... 7

 FORMAT 7

 EVENT SCHEDULE..... 8

 EVENT AGE GROUPS 8

 SEEDING 9

 PRELIMS..... 9

 FINALS 9

 SCORING 9

 RELAY CHANGES 10

 OFFICIALS ONLY PERMITTED ON DECK:..... 11

 MEDALS, RIBBONS, TROPHIES AND AWARDS..... 11

 TIE-BREAKING FOR PROVINCIAL QUALIFIERS..... 11

 RESULTS 11

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

PROVINCIAL CHAMPIONSHIP MEET	13
DATE AND LOCATION	13
ELECTRONICS AND EQUIPMENT	13
HOSTING AND COMPETITION MANAGER	13
OFFICIALS	13
ELIGIBLE PARTICIPANTS	14
QUALIFICATION AND ENTRY LIMIT	14
TECHNICAL BULLETIN	17
ENTRY FEES	17
RELAY CHANGES	17
COACHES TECHNICAL MEETING	18
WARM-UP	18
FORMAT	18
SEEDING	18
SCRATCHES AND PENALTIES	18
EVENT LIST	19
EVENT SCHEDULE	19
SCORING	19
MEDALS	19
TEAM AWARDS	20
RECORDS	20
APPENDIX A	21
Regionals - 2 Day Format	21
APPENDIX B	22
Regionals 3 Day Format	22
APPENDIX C	23
Provincials 3 Day Format	23

REGIONAL CHAMPIONSHIP MEETS

ROLE OF THE ASSA

- The ASSA will work to develop the meet package and entry template for all regions. The ASSA may choose to delegate the development of the entry file to the regions for development.
- Entries and results for the Regional Championships will be managed and uploaded by the ASSA.

ROLE OF THE REGION REPS AT REGIONALS

- Ensure, in collaboration with the ASSA President, that the Regional Championship is held and conducted in accordance with ASSA, Swim Alberta and SNC rules.
- Assist the ASSA in establishing an entry fee or cost recovery plan for the Regional Championship Meet, or, when required, independently establishing an entry fee or cost recovery plan for the Regional Championship Meet.
- Regions Reps will work to develop fair and equitable official placements (except for Referee and Starter) for the Championship meet.
- Region Reps will act as the meet manager for the championship meet on behalf of the ASSA.

DATE

- Regional Championship Competitions shall be held annually on the weekend prior to the Provincial Championship Competition unless otherwise approved by the Executive Committee.

FACILITY

- Regional Championship Competitions shall be held in a competition approved 25-meter pool with a minimum of five (5) lanes. Competitions pools will be sanctioned as per Swim Alberta's Competition Sanctioning Policy.

HOSTING AND MEET MANAGER

- The appointed region Meet Manager shall be a Region Rep within the region hosting the competition. An alternative may be considered and appointed upon the approval of the ASSA.
- Senior Officials (Referees) who have submitted their names for consideration to referee may not act in a way that is within the jurisdiction of the meet manager.
- Coaches are not eligible to serve in the role of meet management.

OFFICIALS

- The Swim Alberta Placement of Officials will be used for the placing of Referees and Starters
- The Meet and Session Referee(s) for Regional Championship Meets should be Senior (Level 4) or Master (Level 5) Officials.
- A Referee certified as a Level 3 official may referee a Regional Championship Meet upon prior approval from the ASSA.
- There will be no mentoring or shadowing opportunities at Regionals.
- All Officials will be Swimming Canada certified and registered in the REMS and have worked several sanctioned competitions in the current season.

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

- Electronics personnel will have worked at several sanctioned competition meets. Individuals responsible for operating the electronic systems during the meet must possess the necessary skills and integrity to fulfill all meet requirements and accurately submit the results.

ELECTRONICS AND EQUIPMENT

- The electronic timing system must be a dependable timing system that is proven to be accurate, consistent and reliable. The ASSA recommends the Hytek system with dolphins or Quantum System with plungers and touchpads. **Electronics for early takeovers are not permitted.**
- All pool equipment, such as backstroke flags, false start rope and filtration systems, must be functional.
- No Backstroke Ledges permitted

TECHNICAL BULLETIN

Meet managers wanting to communicate additional meet information not included in the meet package should consider sending out a technical bulletin about 5 days prior to the competition.

Details could include:

- Hospitality information
- Swimmer Camp Areas (ASSA recommends, when possible, indoor camp)
- Warm-up lane assignments
- Locations of Official and Coaches briefings
- Parking
- Facility Rules
- Equipment required (i.e. Lap Counters) * all clubs should have bells as per the Swimming Canada Pool Set- up Checklist.

ELIGIBILITY

To qualify for individual or relay events in the Regional Championship Meet a swimmer must:

- Be registered with ASSA as an Age Group Swimmer, Masters Swimmer, or Para Swimmer.
- Be registered with a club that is assigned to the Region associated with the meet
- Participate in a minimum of one (1) ASSA Sanctioned swim meet during the current season prior to the Regional Championship Meet

Note: Exhibition Swimmers are not permitted to participate in Regional Championship meets. Clubs entering Exhibition Swimmers in Regional Championship meets may have their club's results disqualified subject to review by the ASSA Executive Committee.

QUALIFICATION AND ENTRY LIMIT

- There is no limit to the number of participants permitted to enter a Regional Championship Competition.
- It is mandatory for all clubs to ensure payment of ASSA fees. Failure to pay these fees will result in clubs being ineligible to participate in regional and provincial competitions.

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

- Swimmers in the 6 and under the category are permitted to qualify for the Provincial Championships in the following events and can therefore participate in these events at Regionals:
 - 7&8 25 Freestyle
 - 7&8 25 Backstroke
 - 7&8 50 Freestyle
 - 7&8 50 Backstroke
 - 7&8 25 Breaststroke
 - 7&8 25 Fly
 - Relay events

*50m breast, 50m butterfly and 100m IM are not offered for the 6&U category, and 6 and under swimmers are not eligible to swim up in these events

- Entry limit for all swimmers Participating in the Regional Championships:
 - 4 Events
 - 2 Relays - One (1) Medley Relay event, and One (1) Freestyle Relay event.
- All ASSA qualification times will be enforced.**
 - Entry into the 400 m Freestyle shall be permitted once a qualification time of 4:00.00 in the 200m Freestyle has been achieved.
 - Entry into the 800m and 1500m Freestyle shall be permitted once a qualification time of 7:00.00 in the 400 m Freestyle has been achieved.

COMPETITION AND DIVING READINESS STANDARDS

- All Swimmers must have passed the Swim Alberta’s Competition Swim Test. During competitions, swimmers should dive at the Dive Readiness Progression skill level they have achieved. **The ASSA requires a Club Verification of Competition Readiness from all clubs to be submitted by the meet manager prior to swimmers entering the water.**

ENTRY DEADLINE

- 9 days prior to the Friday of the Regional Championships

ENTRY PROCEDURE

Entry Timeline

DAYS PRIOR TO THE FRIDAY OF THE REGIONAL CHAMPSHIPS				
9 Days	8 Days – 5 Days	4 Days	4 Days – 3 Days	1 Day Prior
ENTRY DEADLINE 10:00pm	ENTRY CORRECTION (Events & Times only, no athletes)	DRAFT PSYCH SHEETS PUBLISHED	ENTRY CHANGES PERMITTED TO EVENTS WHERE THERE ARE LESS THAN TWO ENTRIES	FINAL PSYCH SHEETS PUBLISHED (NO CHANGES ARE PERMITTED ONCE PSYCH SHEETS ARE PUBLISHED)

- Entries for all individual and relay events must be submitted prior to the Entry Deadline
- Following the entry deadline, Meet Management will send entry confirmations to the clubs.
- All Relays must be submitted during the first round of entry.

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

- ASSA will verify qualification times.
- Coaches and clubs will have the opportunity to correct entries and/or entry times, including adding any missed swimmer entries, so long as the swimmer is already registered in the meet.
- Once draft psych sheets are published, coaches and clubs will be permitted to enter swimmers and relays in events where there are less than 2 entries, these entries must not exceed the swimmer's entry limit.
- Once the final psych sheets are published, no changes to events will be permitted.
- Scratches will be allowed up until 48 hours before the start of the meet.
- Regardless of ASSA rules, regulations, policies and procedures, where an error negatively impacts an ASSA Swimmer when of no fault of the swimmer, and the error has been caused by an adult and/or technology, the ASSA executive may provide an exception on a case-by-case basis.
- No changes to events or times should be made without the approval of the ASSA

ENTRY REPORTS TO PRODUCE

- On the Tuesday before the competition, the Meet Manager for each championship will distribute Draft Psych Sheets to all Head Coaches for review.
- On the Thursday before the competition, the Meet Manager for each championship will distribute Psych Sheets all Club Presidents and Head Coaches within the Region.
- On the Thursday before the competition, the Meet Manager for each championship will distribute Psych Sheets and Session Reports to referees for approval.
- Heat sheets are to be signed by the Referee at the beginning of each session and then can be sent to clubs to distribute to families via email (PDF).

ENTRY TIMES

All swimmers must have a recorded time entered for each event. Times can be practice times provided by coaches but must be reasonable and practical. **The use of "No Time" (NT) will not be allowed.**

ENTRY FEES

- Region Representatives shall work with their Region's clubs to determine how to cover the costs of running the Regional Championship Competition. If clubs are unable to establish an appropriate entry fee, the Regional Representatives may independently set an entry fee or other cost recovery alternative.
- Regional Meet Entry Fees will be charged based on one of the two following options:
 - collected as Region Fees at the beginning of the season based on per swimmer registered in the Region
 - a one-time meet entry fee of \$35 for Regionals
- The ASSA will pay the Summer Swim Club Sanctioning fee of \$3.00 per swimmer.
- Clubs and/or Regions shall not use entry fees as a fundraiser. Clubs and/or Regions should charge a competition entry fee at a rate that will allow them to recover the costs associated with hosting the competition only.
- All fees are payable to the Region

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

DECK ENTRIES

- Deck Entries are not permitted at Regional Championship Competitions, except where required to submit relay changes.

POST - MEET REPORTING

- After the meet, please submit the following by 6:00 pm:
- Summary of scratches
 - PDF copy of any heat sheets created
 - PDF copy of results
 - Results file from meet manager
 - Regional Qualifier Scratch sheet (if applicable)

COACHES TECHNICAL MEETING

- A Coaches Technical Meeting shall be held no later than thirty (30) minutes prior to the start of warm-up on the first day of the competition unless otherwise dictated by competition management and detailed in the Meet Package.
 - One (1) coach from each club is permitted to attend.

WARM-UP

- Warm-ups shall be a minimum of thirty (30) minutes for each club, including a minimum fifteen (15) minute period where sprint /dive lanes are available
- Warm-up shall be run in compliance with Swimming Canada Warm-Up Procedures.

PARA SWIMMERS

To support inclusivity in the Regional and Provincial Championships the following rules are implemented:

- **Automatic Qualification:** Any para swimmer who participates in regional competitions automatically qualifies for the provincial championships in the para event. This ensures that all para swimmers have the opportunity to showcase their skills at the highest level of competition.
- **Grouping Based on Age and Gender:** Para swimmers are grouped based on their age and gender, allowing them to swim with their peers.
- **Separate Results:** Para swimmers will compete in the Olympic stream events, noting their results will be recorded separately for provincial qualification.
- **Participation in Preliminary Heats and Finals:** Para swimmers are required to participate in the preliminary heats of their events. If their recorded times place them among the top performers, they may also participate in the finals.
- **Timed Finals for Prelim-only Swimmers:** If a para swimmer chooses to swim only in the preliminary heats, their recorded times shall be recorded as a timed final.
- **Option for Event Choice:** Swimmers have the option to choose between participating in able-bodied events or para events.
- **Mixed-Gender Events:** In addition to gender-specific events, para swimmers are allowed to swim in mixed-gender events.

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

FORMAT

- The Regional Championship Competitions shall run using a heats and finals format,
- Mixed Gender Events, involving male and female swimmers competing together in the same heat, are permitted and sanctioned for the following categories:
 - a. Timed Final Events
 - b. Para Events
 - c. Masters Competitions
 - d. Summer Swim Club Competitions.

Meet managers have the option to seed and run the 400m, 800m, and 1500m Freestyle events and Relays as mixed gender timed finals, in accordance with the Swim Alberta sanctioning policy (Policy #40). It is important to note that there is no requirement to separate swimmers by lane in these events. For finals, a single heat will be held for each eligible ASSA event.

- Para swimmers will be seeded based on time within the event of their age and gender, all para swimmers who participate at regionals will qualify for provincials in the para events.

EVENT SCHEDULE

- All events will be run in the order as listed in the meet package. All regions will run the same order to ensure that no swimmer is disadvantaged.
- When hosted in four sessions, Saturday and Sunday only, the order of events shall be as outlined in Appendix A.
- When hosted in five sessions, Friday, Saturday and Sunday only, the order of events shall be as outlined in Appendix B.
 - For Regions opting to host the 1500m freestyle event on Friday night as a 5th session, each club must provide at least three (3) qualified officials per swimmer for the event.
- In extenuating circumstances (ex. weather delays, electronics/pool delays, etc.) the Meet Manager, in consultation with the ASSA Executive may at their discretion, alter the order to minimize any disadvantage to the swimmers in the competition.
- All events must be swam as heats and finals regardless of the number of heats to ensure that no swimmer is disadvantaged with the exception of the 400m, 800m, 1500m and Relays.
- All ASSA standard individual and relay events will be run at the Regional Championship Competitions.

EVENT AGE GROUPS

- The ASSA standard events and age groups, as described in the ASSA Rules and Regulations, will be used.

	6 & U*	7 – 8	9 – 10	11 – 12	13 – 14	15 – 17	Masters	Para
25 Free	☑ 8 & U							
50 Free	☑ 8 & U		☑	☑	☑	☑	☑	☑
100 Free			☑	☑	☑	☑	☑	☑
200 Free			☑	☑	☑	☑	☑	
400 Free			☑ 12 & U		☑	☑	☑	
800 Free				☑ 14 & U		☑	☑	
1500 Free					☑ 17 & U		☑	
25 Back	☑ 8 & U		☑					

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

50 Back	<input checked="" type="checkbox"/> 8 & U	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
100 Back			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
25 Breast	<input checked="" type="checkbox"/> 8 & U	<input checked="" type="checkbox"/>					
50 Breast		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
100 Breast			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
25 Fly	<input checked="" type="checkbox"/> 8 & U	<input checked="" type="checkbox"/>					
50 Fly		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
100 Fly			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
100 IM		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
200 IM			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

SEEDING

- All Preliminary events will be circle seeded.
- Finals events will be senior seeded by event, slow to fast, separated by age category for finals and awards based as listed in the Regional & Provincial Competition Guidelines.
- Finals events may be combined by age group and where Time Final events are combined, swimmers from each distinct age category shall be seeded in adjacent lanes.
- Timed Finals events 400m, 800m, 1500m Freestyle and Relay events may be combined by gender, and by age group.
- Para Swimmers will be seeded by time with swimmers of their age, and gender.
- 6 & Under
 - The swimmers in the 6 & Under category will participate in the 8 & Under category and can qualify for the provincials as an 8 & Under swimmer.
 - For the 6 & Under age group, there won't be separate finals. Instead, their rankings will be determined based on their preliminary results only. The time standards specified in the general competition rules for the 6 & Under age group will be applicable.
 - The finals for the 6 & Under swimmers will take place in the morning. However, if their time is fast enough to place them in the finals, they will be allowed to compete in the finals along with the 8 & Under swimmers.

SCORING

- For the Purpose of Regional Championship Competitions, scoring for individual and relay events shall be:
 - a) Top eight (8) places - 9, 7, 6, 5, 4, 3, 2, 1
- In the case of a tie, the points for the positions of the tied swimmers/relay teams will be summed and divided equally between each swimmer/relay team in question
For instance: Two Swimmers tie for 3rd, points from 3rd and 4th place are summed and divided by two: “(6 + 5)/2 = 5.5”; each Swimmer/relay team receives 5.5 points.
- Clubs’ Scores shall consist of the sum of points awarded to all swimmers and relay teams representing the club.
- Points shall be awarded to swimmers and relay teams based on the above criteria.

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

SCRATCHES AND PENALTIES

- Scratches should be submitted to the meet manager according to the Swim Alberta Scratch Rule (ASSA Regional Championships) mentioned in the meet package:

The Swim Alberta Scratch Rule is in effect for all Regional competitions

HEATS & FINAL MEETS, INCLUDING SWIM ALBERTA SHORT COURSE & LONG COURSE PROVINCIALS AND SWIM ALBERTA SPRING & SUMMER CHAMPIONSHIPS

Coaches are requested to submit any known scratches to the meet manager before the start of the meet. The meet information package should clearly state the deadline for receiving scratches by the meet manager after the entry deadline. Any scratches that are not received by the published deadline will need to be submitted to the Administration Desk as per the instructions below:

- **Scratch Deadline and Penalties for Preliminaries:**
Scratches are to be submitted to the Administration Desk by the start of the previous day's finals or before 3:00 pm on the day prior to the start of the meet, to allow for the seeding of the preliminary session.
 - Late scratches may be received by the Administration Desk 30 minutes prior to the start of each session. No re-seeding will occur without the approval of the referee.
 - There will be no penalty for scratching from preliminary events. No-shows, step-downs, and unexcused incomplete swims **will not** incur any penalties.
- **Scratch Deadline for Time Final Events (including relays):**
 - Scratches are to be submitted to the Administration Desk by the start of the previous day's finals or before 3:00 pm on the day prior to the start of the meet, to allow for the seeding of the session.
 - Late scratches may be received by the Administration Desk 30 minutes prior to the start of each session in which a Time Final Event is scheduled. No re-seeding will occur without the approval of the referee.
 - Scratches received after the late scratch deadline, no-shows, step-downs, and unexcused incomplete swims **will** result in the swimmer(s) being scratched from all remaining finals, including relays, scheduled for that session.

RELAY CHANGES

Relay change rules for the Regional Championship Competitions shall be:

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

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

- The deadline for relay changes will be a minimum of 30 minutes prior to the first relay event based on session timeouts, regardless of which event (age or gender) the team is entered in.
- Mixed-age relays do not have an age maximum range. The mixed-age relay will swim with the age group of the oldest swimmer in the relay.

OFFICIALS ONLY PERMITTED ON DECK:

The ASSA is committed to ensuring a safe sporting environment, and as such, we continuously review our policies, procedures, and practices to align with current best practices for supporting children/athletes.

During the competition, only officials in roles assigned by Meet Management, ASSA or Swim Alberta are permitted on the pool deck, including all senior officials and referees. Officials are not allowed access to the pool deck based solely on their officiating seniority or position unless invited to officiate or in an assigned role. A club representative is not required on deck, and there is no official role at the ASSA Region Competition.

We all have a responsibility to create a safe sport environment, and we kindly remind everyone of the importance of following this practice.

MEDALS, RIBBONS, TROPHIES AND AWARDS

- **MEDALS**

The top three (3) finishers in each individual and relay event shall receive a medal:

- 1st place – Gold
- 2nd place – Silver
- 3rd place – Bronze

- **RIBBONS**

Swimmers and Relay Teams placing 4th to 8th shall receive a ribbon.

- **TEAM TROPHIES / BANNERS**

Trophies and banners awarded at Regional Championships, and its criteria, are at the discretion of the Region.

TIE-BREAKING FOR PROVINCIAL QUALIFIERS

- If there is a **tie for first place** in an event, both swimmers will progress to the next round, occupying the first and second positions. There is no requirement for a swim-off in this scenario.
- If there is a **tie for second place** in all events during a Regional Championship Competition, both swimmers involved will need to participate in a swim-off. The specific time for the swim-off will be determined by the meet manager and Meet Referee.

RESULTS

Regional meet results must be submitted immediately after the meet by 6:00 pm Sunday evening. If there is a delay with results for any reason, the region reps shall contact the ASSA president immediately.

EXPENSES COVERED BY ASSA

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

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

PROVINCIAL CHAMPIONSHIP MEET

DATE AND LOCATION

- The Provincial Championship Competition shall be held annually on the second weekend following the long weekend in August, whenever possible.
- The Board of Directors shall choose the venue and announce the date and venue selection at the Annual General Meeting.
- The Provincial Championship Competition shall be held in a 25-meter pool that has a minimum of eight (8) lanes. Competitions will be sanctioned in pools as per Swim Alberta's list of Approved Competition Pools.

ELECTRONICS AND EQUIPMENT

- The electronic timing system must be a dependable timing system that is proven to be accurate, consistent and reliable. The ASSA recommends the Hytek system with dolphins or Quantum System with plungers and touch pads. Electronics for early takeovers are not permitted.
- All pool equipment such as backstroke flags, false start rope and filtration systems must be functional.
- No Backstroke Ledges permitted

HOSTING AND COMPETITION MANAGER

- Each Region shall take turns hosting the Provincial Championship Competition based on the following order of rotation:
 - Region A and D
 - Region B and E
 - Region C and F
- Under special circumstances, a Region may defer their turn by submitting a formal request to the ASSA President. A decision on this request shall be rendered by the ASSA Executive committee.
- The appointed Provincial Competition Manager shall be from the host Region.
- The appointed Assistant Provincial Competition Manager shall be from the region scheduled to host the Provincial Championship Competition the following year.

OFFICIALS

- The ASSA President or Officials Coordinator shall not participate as an on-deck official at the ASSA Provincial Championship Competition but shall be present in their official board capacity.
- Placement of advisory refs, referees and starters for the Provincial Championships will be done in consultation with Swim Alberta and in accordance with the Placement of Officials for Swim Alberta Designated Competitions.
- Each Pool at the Provincial Championship shall have two (2) Session Referees.
- Session Referee(s) for Provincial Championship Meets should be Senior (Level 4) Officials. A Referee certified as a Level 3 official may referee the Championship Meet upon prior approval of the ASSA and the AOC.

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

- All Officials, except starters and refs, for the Provincial Championship Meet shall be selected prior to the meet and coordinated during the meet by the ASSA.
- All Official positions for the Provincial Championship Meet shall be filled by qualified officials with SWIMMING CANADA certification for their respective position.
- All Officials will be registered in the national registry and have worked in several competitions in the season.
- There will be no mentoring or shadowing opportunities at the Championship Meet.
- Individuals responsible for operating the electronic systems during the meet must possess the necessary skills and integrity to fulfill all meet requirements and accurately submit the results.

ELIGIBLE PARTICIPANTS

- Only swimmers classified as Summer Registration, Masters Swimmers or Para Swimmers may participate at the Provincial Championship meet.
- To be eligible, a swimmer must have swum in the Regional Championship Competition and be a registered summer swimming member.
- **Swimmers in the 6 and under category shall only enter the 25m Freestyle, Backstroke, Breaststroke or Butterfly, 50m Freestyle or Backstroke in the 8 and under category and relay events for the 7 & 8, 9 & 10 age group at Provincials.**
- All Swimmers must have passed Swim Alberta's Competition Swim Test. During competitions, swimmers should dive at the Dive Readiness Progression skill level they have achieved. The ASSA must have on record a Club Verification of Competition Readiness from all clubs to be submitted by the meet manager prior to swimmers entering the water.
- There is no limit to the number of participants permitted to enter the competition.
- Only Clubs in good standing with ASSA and Swim Alberta will be permitted to participate.

QUALIFICATION AND ENTRY LIMIT

- Qualification selections will be based on the results from the six (6) Regional Championship Competitions; swimmers who qualify for individual or relay events as a Region Qualifier or a 'Wild Card' Qualifier.
 - **Region Qualifiers consist of:**
 - The top one (1) placing swimmer in the 800 and 1500 Freestyle events,
 - The top two (2) placing swimmers in all ASSA standard individual events except as listed above, and
 - All classified Para swimmers will advance to the Provincial Championships in any para events they have swam at Regionals.
 - The top two (2) relay teams in all ASSA standard relay events.
 - Swimmers in the 6 and under category are permitted to qualify for the Provincial Championships in the following events:
 - 7&8 25 Freestyle
 - 7&8 25 Backstroke
 - 7&8 25 Breaststroke
 - 7&8 25 Butterfly
 - 7&8 50 Freestyle
 - 7&8 50 Backstroke
 - Relay

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

- **“Wild Card” Qualifiers**
 - “Wild Card” Qualifiers will be selected in accordance with the following criteria:
 - The number of available positions for each event to fill all eight (8) or sixteen (16) lanes for individual and relay events after the Region Qualifiers have been finalized.
 - The 800m and 1500m freestyle will only have one heat per age group, wild card selections will fill these events up to a maximum of 8 swimmers.
 - All other individual and relay events will have a maximum of two heats per age group, wild card selections will fill these events up to a maximum of 16 swimmers.
 - In the case where there is a tie for eighth (8th) place in the 800 and/or 1500 Freestyle or a tie for sixteenth (16th) place in all other events the swimmer who has the most other provincial qualifying events shall be selected first. If neither swimmer has qualified in other events, the one with the highest aggregate at the qualifying Regionals event shall be selected first.
 - Alternates for each event will be identified as part of the “Wild Card” Draw Procedure.
 - If there is a scratch following the Wild Card Draw Procedure or a Swimmer is a “No Show” for an event during the competition, the next available alternate will become a “Wild Card” qualifier and be substituted in to fill the position in the lane in which the scratched/“No Show” Swimmer was seeded.

- **“Wild Card” Entry and Draw Procedure**
 - Provincial Wildcard chair will complete the following process
 - Receive all results from the 6 Regional Championships
 - Receive and process all scratches for individual and relays events following the Wildcard timelines
 - The ASSA will set-up two online Scratch forms
 - 1) Initial, 2) Round 1-3
 - Scratches received after the deadline will not maintain regional qualifiers.
 - Following scratch deadline, Individual and Relay finals results will be compiled for regional qualifiers status and sent to region representatives for approval.
 - Round 1: 1st draft of Provincial qualifier list, wildcard and alternate list developed and released to public by ASSA.
 - Round 2: Scratches from round 1 processed and 2nd draft of Provincial qualifier list, wildcard and alternate list developed and released to public by ASSA.
 - Round 3: Scratches from round 2 processed and 3rd Provincial qualifier list, wildcard and alternate list developed and released to public by ASSA.
 - Final: Scratches from round 3 processed and Final Provincial qualifier list, wildcard and alternate list developed and released to public by ASSA.

Action			Responsibility
Sunday	6:00pm	Meet Results & Back Up Submitted to ASSA	Meet Manager
Monday	8:00am	Scratch deadline	Coaches / Swimmers
	Morning	Individual finals results will be compiled for regional qualifier status and sent to region representatives for approval	Wildcard Chair/ Region Reps
	Afternoon	Relay finals results will be compiled for regional qualifier status and sent to region representatives for approval	Wildcard Chair/ Region Reps
Monday - Tuesday	Evening Morning	Provincial qualifier lists compiled. Wildcard and alternate lists to be create	Wildcard Chair
Tuesday	Afternoon	Round 1 Draft Released	Wildcard Chair
	6:00pm	Deadline for Round 1 Scratches	Coaches / Swimmers
	Evening	Round 2 Draft Released	Wildcard Chair
Wednesday	8:30am	Deadline for Round 2 Scratches	Coaches / Swimmers
	Morning	Round 3 Draft Released	Wildcard Chair
	2:30pm	Deadline for Round 3 Scratches	Coaches / Swimmers
	Evening	Final Provincial qualifier list, wildcard and alternate list Released	Wildcard Chair

o **Region Relays Entry Criteria**

- Top times will be based on season rankings, up to and including regionals, all athletes competing in a Region Relay must have competed at regionals (in any event).
- Medley Relays will be selected in the following order – Butterfly, Breaststroke, Backstroke, Freestyle.
- If a swimmer has already been selected to the team, the next-place swimmer will assume the spot in the following order.
 - a. Butterfly swimmer will be chosen first
 - b. Breaststroke swimmer will be chosen second
 - c. Backstroke swimmer will be chosen third
 - d. Freestyle swimmer will be chosen last

Freestyle Relay	Medley Relay
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8 & Under	Top four 25m Freestyle times achieved.	Top of each non-freestyle 25m event and the 50m freestyle time achieved
9&10	Top four 50m Freestyle times achieved during the season	Top of each non-freestyle 25m event and the top 100m freestyle time achieved
11 & Over	Top four 50m Freestyle times achieved during the season	Top of each non-freestyle 50m event and the top 100m freestyle time achieved

- **Region Relays Entry Process**
 - Region reps will be responsible for creating the teams using the Region Relay criteria.
 - Teams will be announced by the ASSA no later than 24hrs after the Round 1 wildcard draw announcement.
- Once all qualifiers (Region Qualifiers + Wildcards + Region Relays) are identified, ASSA will do all Competition entries based on results achieved at regionals.

TECHNICAL BULLETIN

Additional meet information not included in the meet package will be sent out through a technical bulletin about 3 days prior to the competition

Details include:

- Hospitality information
- Swimmer Camp Areas (ASSA recommends, when possible, indoor camp)
- Warm-up lane assignments
- Locations of Officials and Coaches briefings
- Parking
- Facility Rules
- Official Check-in and sign-up
- Equipment required (i.e. Lap Counters) * all clubs should have bells as per the Swimming Canada Pool Set- up Checklist.

ENTRY FEES

- There is no entry fee for the ASSA Provincial Championships
- The ASSA will pay the Summer Swim Club Sanctioning fee of \$3.00 per swimmer.

RELAY CHANGES

- A Club relay team member may be substituted by another swimmer from the same Club at the Provincial Championship Competition, provided that the following criteria are met:
 - Substitutions are only allowed for medical reasons with a current doctor's note received in writing and approved by the ASSA appointed Provincial Swim Competition Committee
 - The Provincial Competition management team will consist of:

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

- ASSA Coaches' Representative
 - ASSA Meet Manager
 - ASSA President or Vice President
 - Up to two (2) other ASSA Board Members
 - The Competition management team will not exceed 5 members.
- A Club's relay substitution request shall be received no later than ninety (90) minutes prior to the start of the relay event in question.
 - A Club relay substitution swimmer shall be an eligible ASSA swimmer registered with the Club in question who:
 - Participated at the Regional Championship Competition during the current season, and
 - Has not qualified for the Provincial Championship Competition on a relay team in the same type of relay event.

COACHES TECHNICAL MEETING

- A Coaches Technical Meeting shall be held no later than thirty (30) minutes prior to the start of warm up on the first day of the Competition.
 - One (1) coach from each club is permitted to attend

WARM-UP

- Warm-ups shall be a minimum of sixty (60) minutes, including a minimum thirty (30) minute period where sprint lanes are available; the Meet package shall detail:
 - Start and end times
 - Sprint / Dive lane designation
 - Sprint / Dive lane start and end times
 - Warm up shall be run in compliance with Swim Canada Warm Up Procedures
 - There shall be no lane assignment, other than to designate sprint and/or pace lanes.

FORMAT

- All events at the Provincial Championship Competition shall run as time finals.
- A maximum of two (2) heats shall be run in all ASSA standard individual and relay events except the 800,1500 Freestyle, where only one (1) heat shall be run. Para Events may run additional heats as required.

SEEDING

- Entry times will be based on Regional Championship Competitions' Finals results.
- Time finals shall be seeded in accordance with SW 3.1.2
- In the event there is a tie for 8th place, the swimmer with the fastest seed time at the Regional Championship Competition in the event in question shall be seeded as the 8th place qualifier and the swimmer with the slower seed time at the Regional Championship Competition in the event in question shall be seeded as the 9th place qualifier.
- Para Swimmers may swim as combined gender.

SCRATCHES AND PENALTIES

- Scratch Rules for the Provincial Championship Competition shall be:

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

- The Swim Alberta Scratch Rule will be in effect for the Provincial Championships.
- Following the Wildcard draw procedure, but prior to the start of the Competition, coaches are requested to submit any known scratches to the Competition manager so that another swimmer may have the opportunity to move up on the wildcard list.
- There shall be no penalty for swimmers who ‘No Show’ for their event.

EVENT LIST

The event list for the Provincial Championship Competitions shall be limited to the ASSA standard individual and relay events, as described in ASSA Rules and Regulations.

EVENT SCHEDULE

When run in two pools, the order or events for the Provincial Championship Competition shall be as outlined in Appendix C.

SCORING

- For the purpose of the Provincial Championship Competition, scoring for individual and relay events shall be:
 - Top eight (8) places - 9, 7, 6, 5, 4, 3, 2, 1
- Team Scores shall consist of the sum of points awarded to all swimmers and relay teams representing the club in age groups involving swimmers 17&U, including para events, excluding the Open Relays.
- Clubs’ Masters Scores shall consist of the sum of points awarded to all swimmers and relay teams representing the club in 18&O events, including Open Relays.
- Regions’ Scores shall consist of the sum of points awarded to all swimmers and relay teams within the Region, regardless of event age group.

MEDALS

The top three (3) finishers in each individual and relay event shall receive a medal:

- 1st place – Gold
- 2nd place – Silver
- 3rd place – Bronze

RIBBONS

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

ASSA AWARD OF EXCELLENCE & RACHOR BANNER

- The ASSA Award of Excellence shall be presented annually to the Top Age Group male who accumulates the most points in the 15-17 age category in his four individual events at the Provincial Championship Competition. The award includes the engraving of the recipient’s name on the large ASSA trophy and a giveaway trophy for the Swimmer to keep.
- The Rachor Trophy shall be presented annually to the Top Age Group female who accumulates the most points in the 15-17 age category in her four individual events at the Provincial Championship Competition.

The award includes the engraving of the recipient's name on the ASSA trophy and a giveaway trophy for the Swimmer to keep.

- In the event of a tie for the ASSA Award of Excellence or Racher Trophy, all ties shall be broken based on the individual swimmers top FINA points swim. If required the swimmer's next highest FINA point swim will be used, until the tie is broken.

TEAM AWARDS

Banners will be awarded to the top small, medium and large club based on points earned during the competition for all age groups (17 & U) and para events. Team size will be based on each clubs' percentage of provincial competitive registrations, rounded to the nearest tenth, as of the entry deadline. The small team will be under 1.5%, the medium team will be 1.5-2.4% and the large team will be 2.5% and over.

EXPENSES COVERED BY ASSA

Expenses for Provincial Championship Competition will be covered by ASSA in accordance with the ASSA Finance Policy.

RECORDS

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

- To establish an ASSA record, the existing record time must be tied or bettered.
- To be eligible for records, times must have been achieved in a 25m facility approved for records as per Swim Alberta's Approved Competition Pool list.
- Only official results from Summer Swimming sanctioned competitions occurring during the summer swimming season shall be eligible for ASSA Records.
- The ASSA shall review and approve (or decline) all pending records,
- For ASSA records set during the season or at Provincials, awards will be delivered to the region reps when available

APPENDIX A

Regionals - 2 Day Format

Events to be offered at the competition.

Saturday	
Morning Events	Afternoon Events
Opening Ceremonies, Warm Ups	Warm Ups
1500 Free*	400 Free*
25 Fly (10 & Under)	25 Fly (10 & Under)
50 Fly	50 Fly
50 Back (10 & Under)	50 Back (10 & Under)
100 Back	100 Back
25 Breast (10 & Under)	25 Breast (10 & Under)
50 Breast	50 Breast
50 Free (8 & Under)	50 Free (8 & Under)
100 Free	100 Free
100 IM	100 IM
	100 Medley Relay (10 & Under)*
	200 Medley Relay*
Sunday	
Morning Events	Afternoon Events
Warm Ups	Warm Ups
200 Free	200 Free
50 Fly (10 & Under)	50 Fly (10 & Under)
100 Fly	100 Fly
25 Back (10 & Under)	25 Back (10 & Under)
50 Back	50 Back
50 Breast (10 & Under)	50 Breast (10 & Under)
100 Breast	100 Breast
25 Free (8 & Under)	25 Free (8 & Under)
50 Free	50 Free
200 IM	200 IM
	800 Free*
	100 Free Relay (10 & Under)*
	200 Free Relay*

* Timed finals event

1500M freestyle must run after the scheduled start of the meet and is not permitted to run prior to general warm-ups or over the lunch hour.

APPENDIX B

Regionals 3 Day Format

Events to be offered at the competition.

Friday	
Opening Ceremonies	
Warm Ups	
1500 Free	
Saturday	
Morning Events	Afternoon Events
Warm Ups	Warm Ups
25 Fly (10 & Under)	400 Free*
50 Fly	25 Fly (10 & Under)
50 Back (10 & Under)	50 Fly
100 Back	50 Back (10 & Under)
25 Breast (10 & Under)	100 Back
50 Breast	25 Breast (10 & Under)
50 Free (8 & Under)	50 Breast
100 Free	50 Free (8 & Under)
100 IM	100 Free
	100 IM
	100 Medley Relay (10 & Under)*
	200 Medley Relay*
Sunday	
Morning Events	Afternoon Events
Warm Ups	Warm Ups
200 Free	200 Free
50 Fly (10 & Under)	50 Fly (10 & Under)
100 Fly	100 Fly
25 Back (10 & Under)	25 Back (10 & Under)
50 Back	50 Back
50 Breast (10 & Under)	50 Breast (10 & Under)
100 Breast	100 Breast
25 Free (8 & Under)	25 Free (8 & Under)
50 Free	50 Free
200 IM	200 IM
	800 Free*
	100 Free Relay (10 & Under)*
	200 Free Relay*

* Timed to finals event

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

APPENDIX C

Provincials 3 Day Format

Events to be offered at the competition. All events are timed finals.

Friday Afternoon Events	
Opening Ceremonies and Warm-ups	
1500 Free	
25 Fly (10 & Under)	
50 Fly	
50 Back (10 & Under)	
100 Back	
100 Medley Relay (10 & Under)	
200 Medley Relay	
Saturday	
Morning Events	Afternoon Events
400 Free	50 Fly (10 & Under)
25 Breast (10 & Under)	100 Fly
50 Breast	25 Back (10 & Under)
50 Free (8 & Under)	50 Back
100 Free	100 Freestyle Relay (10 & Under)
100 IM	200 Freestyle Relay
Sunday	
Morning Events	Afternoon Events
200 Free	800 Free
50 Breast (10 & Under)	100 Regional Relay (10 & Under)
100 Breast	200 Regional Relay
25 Free (8 & Under)	
50 Free	
200 IM	