



BC Winter Divisionals - Vancouver & Fraser

Hosted by Surrey Knights Swim Club
Feb 17-19, 2023
Surrey, BC

Age Groups

12 & Under, 13 - 14, 15 & 0

Time Final Events:

400 IM

400 & 1500 Free

200 F/M Free Relay, 200 F/M Medley Relay, 400 Mixed Free Relay

Prelims/Final Events:

50-100-200 Fly, Back, Breast, Free

200 IM

PRE-MEET TRAINING FOR OUT-OF-TOWN CLUBS

PLEASE CONTACT COACHDAVE@SURREYKNIGHTS.COM

BC Winter Divisionals – Vancouver & Fraser

February 17 - 19, 2023

Hosted by Swim BC & Surrey Knights Swim Club

Sanctioned by Swim BC: #38485

Swim BC and Surrey Knights Swim Club would like to begin by acknowledging that the land on which we gather lies on the unceded, traditional territory of the Semiahmoo, Katzie, Kwikwetlem, Kwantlen, Qayqayt, and Tsawwassen First Nations.

SAFE SPORT

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

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

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

COMPETITION HOSTS

Swim BC and Surrey Knights Swim Club

VENUE

Surrey Sport & Leisure Complex
16555 Fraser Hwy #100, Surrey, BC, V4N0E9

POOL

8-lane 25m competition pool
(5-21m width lanes will be available for warm-up and warm-down during competition)

MEET MANAGER

Stephen Chen (treasurer@surreyknights.com)

MEET REFEREE

Chris Wakelin, Level 4

OFFICIALS COORDINATOR

Dave Beinder (officials@surreyknights.com)

SWIM BC & ENTRIES CONTACT

Carrie Matheson (carrie.matheson@swimbc.ca)

WARM UP AND SESSION TIMES		
Friday, Feb 17, 2022		
Prelims	Warm-up	7:30 - 8:50am
	Competition	9:00am - 1:30pm
Finals	Warm-up	3:30 - 4:20pm
	Competition	4:30 - 7:30pm
Saturday, Feb 18, 2022		
Prelims	Warm-up	7:30 - 8:50am
	Competition	9:00am - 1:30pm
Finals	Warm-up	3:30 - 4:20pm
	Competition	4:30 - 7:30pm
Sunday, Feb 19, 2022		
Prelims	Warm-up	7:00 - 8:20 am
	Competition	8:30am - 1:30pm
Finals	Warm-up	2hrs. after prelims
	Competition	3hrs. after prelims

Note: All Session completion times are approximate

Depending on number of entries, Warm Up sessions may be blocked, and lanes assigned.
Details will be communicated through the Meet Technical Bulletin

BC Winter Divisionals – Vancouver & Fraser

February 17 - 19, 2023

Hosted by Swim BC & Surrey Knights Swim Club

ELIGIBILITY

1. All swimmers must be registered with a Swim BC, SNC, or other World Aquatics recognized club.
2. Qualifying period is from September 1, 2021, to the entry deadline.
3. During the Qualifying Period, athletes must have attained at least **ONE (1)** Divisional qualifying time (in their age group).
4. Swimmers who have achieved Provincial Championship standards may swim up to a maximum of three BC Provincial Championship qualified swims as exhibition in the preliminaries and will not be eligible to advance to finals or to earn awards.
5. Age groups for individual events will be 12 & Under, 13-14, 15 & Over
6. Swimmer age is as of the first day of competition.
7. Swimmers cannot swim in an "older" age group, with the exception being swimmers who "age up" between Feb 10th and March 2nd, inclusive.
 - a. In these cases, swimmers will be moved into the "older" age category and will be subject to the same entry rules as other swimmers. **Email Entries Contact to ensure the swimmer is entered into the correct age category; send swimmer's name, DOB and SNC Registration Number by the entry deadline.**

NON-QUALIFIED SWIMS

Entries not meeting the qualifying standards will not be accepted.

ENTRIES

1. Entries will be validated against the SNC meet results database; invalid entry times, unofficial splits, or converted entry times will not be accepted.
 - a. **With the meet results database currently offline, clubs will need to use this link to submit both their entry file and proof of time report: [Entry Form](#)**
2. Swimmers will be limited to a maximum of NINE (9) entries.
3. Non-Validated Times will not be accepted; swimmers must have a valid provable entry time in each event they enter.
 - a. All LCM entries will be converted to SCM by meet management and seeded accordingly.
 - b. It is the responsibility of the coach to ensure that all swimmers entered are qualified and entered appropriately.
4. For reference purposes, **please email a .pdf copy of entries to the Entries Contact: Carrie Matheson (carrie.matheson@swimbc.ca)**
5. Relay entries MUST include names along with the relay entries. Relay swimmers may be changed at the meet. If a relay is entered without FOUR (4) names, it will be seeded as "NT".
6. Individual Fees (including Swim BC Competition Surcharge) are \$85.00 per swimmer.
7. Relay Fees are \$15.00 per relay.
8. Payment methods: Please make cheques payable to the **Surrey Knights Swim Club**
9. All fees MUST be paid to the Clerk of Course desk prior to the start of the meet.

10. Entries must be uploaded to SNC meet listings website prior to the entry deadline.
 - a. Please include the correct contact name, phone number, and email address when uploading entries.
11. Late entries (entries received or uploaded after Monday, January 30, 2023) will be accepted at the discretion of Meet Management. If accepted, all Meet Fees will be doubled.

ENTRY DEADLINE:

MONDAY, JANUARY 30, 2023 AT 9:00 PM (PST)

SCRATCH DEADLINE:

MONDAY, FEBRUARY 6, 2023 AT 12:00 NOON

GENERAL MEET RULES

1. This meet will observe rules as outlined in the current SNC Rulebook.
2. POOL DEPTH: Shallow End 1.8m, Deep End 3.7m
 - a. Starts will be conducted from Starting Platforms (blocks) as per FINA FR 2.3 and SW 4.1
3. There will be no deck entries or time trials.
4. Swim BC Competition Warm-up Safety Procedures will apply.
5. Fastest three heats of all prelims events will be circle-seeded.
6. There will be an "A" final only.
7. Backstroke Ledges will not be available
8. Time Final events (including relays) with 9 or 10 entrants, will be seeded such that the fastest heat will have all lanes filled.
9. All swim-offs are to be run at a time mutually agreed upon by coaches and officials. Every effort will be made to run the swim-off by the end of the session in which the tie occurred.
10. Coaches are asked to check in with the Meet Manager immediately upon arrival to pay entry fees, pick up Meet Package and receive information regarding any changes.
11. A coaches' meeting will be held 10 minutes prior to the start of the Friday Prelims Session and as necessary throughout the meet.
12. Violations of the Swim BC Code of Conduct and Ethics policy may result in immediate disqualification from the meet.
13. All participants are to respect the facility rules including: no deck changing and no outside shoes on deck.
14. Coaches and officials: please bring your own refillable water bottle (no glass containers).

400 & 1500 FREESTYLE and 400 IM

1. These events are time finals.
2. For swimmers who have achieved a Divisional Standard in 800m Free, they will be allowed to enter the 1500m Free; regardless of if they have the 1500m Free Standard.
 - a. **Proof of the 800m Free time must be submitted directly to the Swim BC Entries Contact person at the time of the club's entries submission.**
3. There will be a positive check-in for the 400m (Free & IM) and 1500m (Free) events.
 - a. Deadline will be 30mins after the start of the session in which the event will be swum. (9:30am)

BC Winter Divisionals – Vancouver & Fraser

February 17 - 19, 2023

Hosted by Swim BC & Surrey Knights Swim Club

- The Top 8 in each age group will swim in a single heat in the Final Session of that day, youngest to oldest and alternating genders.
- Swimmers who have a Provincial Championship qualified time will swim in the prelims session (as exhibition).
- All other swimmers will be senior-seeded, swum fastest-to-slowest alternating genders.
 - 1500m Free may be swum two per lane, if necessary, to meet session timelines.
- Distance Lap Counters will not be available.

PARA-SWIMMING

- There will be no para specific events at this meet.

RELAYS

- Age groups for relays will be 12 & Under, 13-14, and 15 & Over
- All relays are time finals. There are no qualifying times for relays. NT entries will be accepted for relay events.
- Relay swimmers may not swim in a relay in any event that they have achieved the Provincial Championship qualifying time.
- For relays, no more than TWO (2) swimmers may be from a younger age group. In such cases, the swimmer(s) may swim in both their own age-group relay as well as in one or more older age group relays.
- Mixed relay teams must have TWO (2) Females and TWO (2) Males per team.
 - No official splits will be taken during the Mixed Relay events.
- Only swimmers whose names appear on the meet entries shall compete in relay events.
- Relay Only swimmers must be listed on their club's Hy-tek entry file as "Relay Only"; such swimmers will be subject to all swimmer surcharges (\$12.00).
 - Each club will be allowed one relay only swimmer per age group and gender in the entire competition.
 - An email must also be sent to the Entries Contact notifying them of the relay-only swimmers and their SNC ID number and date of birth.**
- Deadline for relay name/order changes will be 30 minutes prior to the start of the session they will be swum in.

SCORING

- Individual scoring: 20-17-16-15-14-13-12-11
Relay scoring: 40-34-32-30-28-26-24-22

AWARDS

- Medals will be awarded for 1st, 2nd, and 3rd places in all individual and relay events.
- Ribbons will be awarded for 4th, 5th, 6th, 7th, and 8th places in individual events only.
- Medals will be presented immediately after the event is announced as official. Ribbons will be available for coaches to pick up at the end of the meet.

SCRATCHES

Scratches received prior to February 6th at noon will not incur Meet Fees.

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

COACH REGISTRATION REQUIREMENTS

Registration

Head Coaches must be, at minimum, registered in the Swimming Canada "A2" registration class. Assistant Coaches must be, at minimum, registered in the Swimming Canada "C" registration class. **All coaches must be fully registered.**

Failure to adhere to the Swim BC Registration Requirements presents substantial risks to Swim BC and its members.

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

BC Winter Divisionals – Vancouver & Fraser

February 17 - 19, 2023

Hosted by Swim BC & Surrey Knights Swim Club

Schedule of Events

FRIDAY, FEBRUARY 10, 2023 PRELIMS			
Warm-Up:		7:30 - 8:50am	
Competition:		9:00am - 1:30pm	
FEMALE	MALE	AGE	EVENT
1	2	Open	200 IM
3	4	Open	100 Back
5	6	Open	200 Fly
7	8	Open	50 Breast
9	10	Open	400 Free (TF)

FRIDAY, FEBRUARY 10, 2023 FINALS			
Warm-Up:		3:30 - 4:20pm	
Competition:		4:30 - 7:30pm	
FEMALE	MALE	AGE	EVENT
1	2	Open	200 IM
3	4	Open	100 Back
5	6	Open	200 Fly
7	8	Open	50 Breast
9	10	Open	Top 8 (of each age group) of 400 Free
11	12	12 & Under	200 Free Relay
13	14	13 - 14	200 Free Relay
15	16	15 & Over	200 Free Relay

SATURDAY, FEBRUARY 11, 2023 PRELIMS			
Warm-Up:		7:30 - 8:50am	
Competition:		9:00am - 1:30pm	
FEMALE	MALE	AGE	EVENT
17	18	Open	200 Free
19	20	Open	50 Fly
21	22	Open	100 Breast
23	24	Open	50 Free
25	26	Open	200 Back
27	28	Open	400 IM (TF)

SATURDAY, FEBRUARY 11, 2023 FINALS			
Warm-Up:		3:30 - 4:20pm	
Competition:		4:30 - 7:30pm	
FEMALE	MALE	AGE	EVENT
17	18	Open	200 Free
19	20	Open	50 Fly
21	22	Open	100 Breast
23	24	Open	50 Free
25	26	Open	200 Back
27	28	Open	Top 8 (of each age group) of 400 IM
29	30	12 & Under	200 Medley Relay
31	32	13 - 14	200 Medley Relay
33	34	15 & Over	200 Medley Relay

SUNDAY, FEBRUARY 12, 2023 PRELIMS			
Warm-Up:		7:00 - 8:20am	
Competition:		8:30am - 1:30pm	
FEMALE	MALE	AGE	EVENT
35	36	Open	200 Breast
37	38	Open	100 Free
39	40	Open	50 Back
41	42	Open	100 Fly
43	44	Open	1500 Free (TF)
45		12 & Under	400 Mixed Free Relay
46		13 - 14	400 Mixed Free Relay
47		15 & Over	400 Mixed Free Relay

SUNDAY, FEBRUARY 12, 2023 FINALS			
Warm-Up:		Approx. 2hrs. after conclusion of prelims	
Competition:		Start of competition 1hr. later	
FEMALE	MALE	AGE	EVENT
35	36	Open	200 Breast
37	38	Open	100 Free
39	40	Open	50 Back
41	42	Open	100 Fly
43	44	Open	Top 8 (of each age group) of 1500m

BC Winter Divisionals – Vancouver & Fraser

February 17 - 19, 2023

Hosted by Swim BC & Surrey Knights Swim Club



COMPETITION WARM-UP SAFETY PROCEDURES

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

GENERAL WARM-UP:

- ✓ Swimmers must enter the pool **FEET FIRST** in a cautious manner, entering from a start or turn end only and from a standing or sitting position.
- ✓ Running on the pool deck and running entries into the pool are prohibited.
- ✓ Meet Management may designate the use of sprint or pace lanes during the scheduled warm-up time. Any such lane usage must be communicated through a pre-competition handout or announcement and visible through on deck signage.
- ✓ **Swim BC recommends that**, where lane density exceeds 20 swimmers per lane SC or 40 swimmers per lane LC, Meet Management split warm-up to ensure a safe environment (swimmers per lane) exists (i.e. by club, gender or age). A split warm up must be communicated in some fashion prior to the start of warm-up. This can be through a pre-competition handout or email, a technical meeting, or a general announcement.
- ✓ Diving starts shall be permitted only in designated sprint lanes. Only one-way swimming from the start end of sprint lanes is permitted.
- ✓ Pools with backstroke starting ledges available may offer a designated lane for backstroke starts, at meet management's discretion. (This is not mandatory if not enough general lane space is available for the number of swimmers in the meet.)
- ✓ Notices or barriers must be placed on starting blocks to indicate no diving during warm-up.
- ✓ Pre-event training shall be managed by the coaches and will have sufficient lifeguards on deck. There will be no Safety Marshals in place during pre-event training.
- ✓ Safety Marshals will not be in place during the competition in warm-up/warm-down pools.

EQUIPMENT:

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

VIOLATIONS:

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

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

BC Winter Divisionals – Vancouver & Fraser

February 17 - 19, 2023

Hosted by Swim BC & Surrey Knights Swim Club



SAFETY MARSHALS:

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

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

A minimum of 2 safety marshals are recommended for each of the 25m warm-up pools in use during short course competitions, and a minimum of 4 safety marshals are recommended for 50m warm-up pools in use during long course competitions.

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

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

PARA SWIMMER NOTIFICATION:

Coaches are requested to notify Meet Manager, prior to the meet, of any Para swimmers participating in warm-ups. Meet Management may designate a Para swimmer lane for warm-up when necessary.

The following statement must appear in all Swim BC sanctioned meet information and posted notices:

"SWIM BC COMPETITION WARM-UP SAFETY PROCEDURES WILL BE IN EFFECT AT THIS MEET."

BC Winter Divisionals – Vancouver & Fraser

February 17 - 19, 2023

Hosted by Swim BC & Surrey Knights Swim Club



Event Photography and Video Policy

Section: Social Policies
Approved by: Board of Directors

Date of Approval: February 17, 2022
Next Review: February, 2024

Policy Statement

1. Swim BC believes that when used properly photography and videography are excellent tools to celebrate and promote a participant's involvement and achievements within our sport. We also understand that while the great majority of images are appropriate and are taken in good faith, certain images can be misused and/or misinterpreted to put a participant, most notably a minor participant, at risk.

Definitions:

2. The following term has this meaning in this Policy:
 - a) Photography and Videography - a blanket term referring to all forms of image capture, including but not limited to still photography, video recording, social media posts and/or video streaming.

Procedure:

3. In order to minimize risk, all photographs and video taken at Swim BC sanctioned competitions and approved events, whether taken by a professional photographer or videographer, spectator, team support staff or any participant, must observe generally accepted standards of decency - in particular:
 - a) Photography and videography are prohibited from behind swimming blocks at the start of a race or from the other end of the pool;
 - b) Photography and videography are prohibited in locker-rooms or bathrooms or any other dressing or prep area;
 - c) Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context;
 - d) Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit; and
 - e) Avoid images, camera angles and poses that may be more prone to misinterpretation or misuse by others.
4. Failure to adhere to these procedures may be subject to a complaint submitted pursuant to Swim BC's *Discipline and Complaints Policy*. In addition, failure to adhere to these procedures may also result in accreditation being revoked or removal from the event.
5. All event participants and spectators should be made aware of these photography and videography standards with event announcements.
6. It is strongly recommended that event hosts add the following announcement be added to pre-session announcements at all competitions or be posted at the start-end of the pool:

"A reminder to all athletes, coaches, officials, volunteers and spectators: Under NO circumstances are cameras or other recording devices permitted in the area immediately behind the starting blocks during practice or competition starts, OR in locker rooms, bathrooms, or any other dressing area."