



BCSS Aquatics Handbook

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SWIMMING RULES

1. We follow Swimming Canada rules with the following exceptions:
 - a. Swimsuit Attire: Competitors must wear only one swimsuit. For boys, the suit shall not extend above the navel or below the knee. For girls, the suit shall not cover the neck, nor extend past the shoulder, nor extend below the knee. All swimsuits shall be made from textile materials and have no zippers.
 - b. Taping: No body taping allowed. Small cuts/bandages are not considered taping.
 - c. Unsanctioned Meet: All BCSS Aquatic events are unsanctioned. Athletes are not able to use times recorded at Aquatic events for Swimming Canada purposes.
 - d. Gender Identity: A swimmer shall be allowed to swim in all gendered events they identify with.
 - i. Pursuant to the BC School Sports policy as per the 2019 AGM:
 1. 37.1.0 A student-athlete who does not identify as either binary gender or identifies as, “non-gendered”, or “gender neutral”, may participate with the sex in which they feel most comfortable. 37.2.0 A student-athlete who identifies as “gender fluid”, may participate with the sex they identify with at the time of the season of play if the student-athlete’s application under 37.3.0 is granted. The student-athlete may not switch genders within the season of play. If they wish to identify as the opposite gender in a different season of play, a letter from the school administration must be submitted to the BCSS office.
 2. 37.3.0 A student-athlete seeking eligibility pursuant to 37.0.0 must make an application to the Executive Director of BC School Sports. 37.3.1 Each application under 37.0.0 must include the following: 37.3.1.1 A written statement from the student-athlete documenting a student-athlete’s gender identification; 37.3.1.2 A written statement from the principal confirming the student-athlete’s gender identity.

ENTRIES

All competitors must be registered with BC School Sports and meet BCSS eligibility rules. Any swimmer who is not registered faces disqualification and/or school fines.

Zone Championships

1. All athletes must be correctly registered with BCSS and STARS in order to compete in BCSS Aquatics events
2. Athletes may only compete in four (4) events. Being recorded as an alternate on a relay counts as one event.
 - a. Swimmers may compete on up to four (4) relays, as long as they are not entered in both the A and B category for like-events. For example: athletes are not permitted to compete on both the A-category 200 Free Relay AND the B-category 200 Free Relay.
 - b. Swimmers are permitted to enter both A- and B-category events of the same type (ex: 50 Free A and 50 Free B)
3. A-category swimmers are not permitted to swim in B-category events.
4. B-category swimmers are allowed to compete in A-category events for both individual and relays.
 - a. Note: athletes are not permitted to swim on both A- and B-category relays for like-events.
5. Entries must be completed using Hy-Tek.
 - a. Schools can use the free Hy-Tek Lite program:
<https://hytek.active.com/downloads.html>
 - b. Schools can pay a \$50 fee if they are unable to complete their entries using Hy-Tek. The Aquatics Commission will have a designated person complete the entries.
 - c. Schools must notify their Zone Rep at least two (2) weeks prior to their Zone Qualifier if they need a designated person to complete their entries.
6. Swimmers entered in the wrong category (A/B), will be disqualified from all their races. Swimmers are permitted to swim "exhibition" (not for points), however, they and any relay team they are entered on, will not progress to Provincials.
 - a. Errors in classification found prior to the Zone Qualifiers scratch deadline, can be reclassified, and will not be disqualified from their races.

ENTRIES

All competitors must be registered with BC School Sports and meet BCSS eligibility rules. Any swimmer who is not registered faces disqualification and/or school fines.

Provincial Championships

1. Athletes must record at least one (1) time at their Zone Qualifier in order to swim at Provincials.
2. Athletes must qualify at their Zone Qualifier for all individual races.
 - a. Scratches must be submitted to the Provincial Entry Coordinator by the assigned deadline so that alternates can advance.
 - b. Failure to provide scratches by the deadline will result in a \$50 fine
3. A school qualifies a team for all relay events. Schools are allowed to exchange any and all athletes for Provincials as long as those swimmers recorded a time at Zones.
4. Each individual event will include a Championship Final (places 1-8) and a Consolation final (places 9-16), regardless of how many athletes are competing.
5. Relays will include a Championship Final (places 1-8) and a Consolation Final (places 9-16).
6. Any athlete who competes at Zones is permitted to swim on a relay a relay at Provincials.

CLASSIFICATION OF CATEGORIES

As per the 2018 Aquatics AGM

A Category

1. Any swimmer with an SNC number who has competed in a Winter Swim Meet OR has swum with a year-round club as of September 1 of the previous year is classified as an A category swimmer.
 - a. Year round is defined as swimming more than four months outside of the High School Swim Season
2. Swim academy athletes must participate in the A category only
3. B swimmers can compete in any A Category due to no SNC sanction. No SNC number is required to swim in the A Category
4. International swimmers that have participated with a year-round club are considered A swimmers

B Category

1. As of January 1st of the championship year, a B Category swimmer trains and competes from May 1st to Sept. 1st with no restrictions
2. From Sept. 2nd to April 30th a B swimmer may train with their high school team and may participate in other speed swimming training such as winter maintenance, Triclub, private coaching. They may not compete in a Winter Swim Meet with an SNC number.
3. Any swimmer in the 'A' category who is registered in a 'B' event will be disqualified from the Meet. This includes relay teams.
4. B swimmers may swim in B or A category relays but may not swim in the same relay in both the A and B event. (Ex: "A" 200 Free Relay OR "B" 200 Free, but not both).

Para Category

1. A Para swimmer can compete in any BCSS event. A Para athlete must follow the classification as per Swimming Canada
2. He or she will be placed in order of finish by gender.

RACES

Relays

1. All relay events must have four (4) different athletes from the same school.
 - a. Exhibition swims using swimmers from another school are prohibited at the Aquatics Provincial Championship.
2. Mixed Relays must consist of two (2) male athletes and two (2) female athletes.
 - a. Mixed Relays from two single-gender schools are prohibited.
3. Any athlete who competes at Zones is permitted to swim on a relay a relay at Provincials.
 - a. The make-up of a qualifying relay team may be changed between the zone meet and provincials, but not between heats & finals at the provincial meet (except to use a designated alternate).
4. **Names of swimmers on your relay teams, including alternates MUST be submitted** no later than 30 minutes before the start of the meet, but preferably with your entries. **The order on the relay card is the order that the swimmers MUST use in the race. Failure to swim in the same order will result in a Disqualification.**
5. A swimmer may not scratch an individual event at Provincials in order to move into a relay event.
6. All individual events entered at the Provincial Meet will count as one of the 4 events allowed, whether the swimmer swims the individual event or not.
7. No more than 2 teams for each school will be allowed to compete at Provincials in each relay event.
8. Mixed relay events must include 2 boys and 2 girls.
 - a. Single gender schools are not permitted to combine for the purpose of creating a mixed relay.
9. A minimum qualifying time must be achieved for events 15 to 18 (400 Free relays). Both Open and B categories must achieve 6:30 minutes or better

Championship Rules

1. The meet will use the One Start Rule
2. The Meet will consist of Preliminaries and Finals. Swimmers qualifying for finals will have **60 minutes** from the time official preliminary results are posted to scratch from finals. Teams who do not scratch a qualifying swimmer, who **fails to show up for finals**, will be assessed a **\$50 empty lane fee. All scratches must be completed by 60 minutes of prelims ending.**
3. A-category swimmers are not permitted to swim in B-category events.
4. B-category swimmers are allowed to compete in A-category events for both individual and relays.
 - a. Note: athletes are not permitted to swim on both A- and B-category relays for like-events.

RESULTS

1. As per the resolution passed at the 2016 AGM, Swimming has three Girls' Team Championship Banners (A, AA, AAA) and three Boys' Team Championship Banners (A, AA, AAA). School classification is based on BCSS school data provided for total number of students in grades 11-12 from the previous year's 1701 list.
AAA 425+ AA 126-420 A 1-125

BURSARIES

1. Six bursaries in the amount of \$250 each will be awarded each year.
2. Three will be presented to both female and male swimmers.
3. Eligible swimmers must be a Canadian citizen, permanent resident, or have Refugee Status, competing in speed swimming at the Provincial Championships and be in Grade 12.
4. Winners will be selected by a random draw prior to the AGM.
5. **Sponsor Teachers/Coaches:** Complete the link listed on Meet Package by the deadline. No entries will be permitted at the AGM.
6. Winners will be announced on Saturday morning prior to the start of the Finals.

BCSS AQUATICS AGM

1. The AGM will take place on the Friday morning before Provincials.
2. The AGM will be led by the Commissioner.
3. All Motions must be submitted by the deadline (determined by the Commission and distributed by each Zone Rep). Motions will not be accepted at the AGM.
4. Voting will take place after the AGM via an online-voting system.
 - a. All voting must be completed by adult-sponsors or athletic directors.

The COMMISSION as a GOVERNING BODY

1. Commission members will pre-screen all submitted motions before adding to agenda at AGM (submitted by October deadline)
2. Commission members will have the ability to hold off presenting any motions at our AGM. (ie. motions changed last year, not enough information, etc.)
3. Individual commission members cannot put forward motions, the Commission as a body may put forward motions

COMMISSION RESPONSIBILITIES

Aquatics Commissioner

- Main role: ensure Aquatics complies with BCSS rules
- Answer enquiries throughout year; communicate information to other board members
- Run (2) commission meetings per year
- Attend BCSS Commission meetings and AGM and relay information to Aquatics Commission
- Communicate information from Commission to Zone Reps regarding Provincials
- Ensure continuity of Aquatics commission members
- Gather names from sponsors/coaches regarding names for bursary awards (one male & one female) -- info must be submitted at least one week prior to Provincials
- For the Provincial Championships:
 - Plan and run AGM
 - Make AGM sign in and voting cards
 - Send out reminders to fill out voter proxy form
 - Collect names for bursaries and draw names of winners - submit forms to the Manager of Finance and Grants at BCSS; present bursaries the day of the Meet
 - Forward any billing info re: entry fees and empty lane fees from Provincial Championships to the Manager of Finance and Grants at BCSS
 - Authorize expenses/invoices prior to sending to the Manager of Finance and Grants at BCSS
- Support Zone Reps and Provincial Championship Meet Manager
- Book facility for next year's Provincials in partnership with the Provincial Championship Meet Manager

President

- Work with and support the Commissioner
- Collect trophies and ensure they're returned the following year. Create sign out sheet. Contact current trophy holders prior to Provincials to remind them to bring them back.
- Hand out awards at Provincials
- Approve expenses in conjunction with Commissioner and Treasurer
- At Provincials:
 - Set up podium on day of Finals
 - Organize medals/trophies and assist Medal Presenter in awarding them
 - Sign out trophies to ensure we know who has them for the year/ give sign out sheet to Aquatics Commissioner (or whoever is responsible for this)
 - Highlight swimmers on heat sheet who have not picked up their medals so that if they come back later, their medals can be given to them
 - Ensure that Announcer makes an announcement for swimmers/coaches to pick up medals as no medals will be mailed out.

Treasurer

- Create Budget for Provincial championship - communicate budget with Aquatics Commission / Meet Manager
- Compile Zone Championship fees/expenses. Send expense sheet to Shannon at BCSS to be posted on our website under "Finances"
- In conjunction with Commissioner / President, approve expenses related to Aquatics Commission

Secretary

- Take minutes at all BCSS Aquatics meetings
- Distribute the minutes to Aquatics Commission in a timely manner
- Send AGM minutes to Shannon at BCSS to be posted on our website

Director of Swim Meets

- Support Zone Reps in organizing swim meets
- Support Meet Manager(s) at Provincials

Members at Large

- Support Commission
- Attend meetings
- Attend Provincials and assist where needed

ZONE REPRESENTATIVE RESPONSIBILITIES

Job Description

- Compile a contact list for all the coaches / sponsor teachers within Zone
- Ensure Zone Meet Package and results are sent to the Manager of Sport at BCSS to upload to BCSS website by September 30
- Ensure Zone Qualifiers are completed on time
- Ensure Provincial qualifier entries and backup of zone meet database (in HyTek) are sent to the Provincial Entry Coordinator by the date set in the Provincial meet package
 - Any school unable to complete their entries can pay a \$50 fee to have a Commission appointed representative complete them.
- Collect scratches and changes by established deadline and submit these in one document to the Provincial Entry Coordinator by deadline specified in Provincial Meet Package
- Forward information to Coaches and Sponsor Teachers from Meet Manager or Aquatics Commissioner
- Handle finances for Zones - prepare balance sheet for Aquatics Commission Treasurer. Submit prior to AGM at Provincials
- Lead a formal election at each Zone Championships for Zone Rep (1 year term)
- *** ensure all swimmers competing at the Zone Championship are properly registered in the BCSS STARS program BEFORE the Zone Meet
- Ensure coaches know to submit all names on "relay cards" with entries. All names must be listed or the team will be DQ'd (including alternates)
- If questions arise, contact the Director of Swim Meets for guidance

Zone Rep Checklist

- Forward communication from the Provincial Representative to all of your zone coaches
- Run the Zone Qualifier
- Hy-tek Meet Manager must be used to run the Zone Meet; it is the responsibility of the Zone Rep to recruit the necessary people and resources.
- A Zone Meet template will be made available at...(all zone meets have the same event format as the Provincial Championships).
- Collect entries for the Zone Qualifier
- Run the Zone Rep Meeting (hold an *election* for Zone Rep for the next year)
- Submit a backup of the Zone meet database to the Provincial Rep
- Create an Advancer File from Zone Meet and forward this, along with meet backup, to the Provincial Entry Coordinator
- Collect the Provincial scratches from your coaches
 - Anyone not attending Provincials must scratch - collect individual and relay scratches
 - Ensure Athletes who have advanced due to scratches are notified prior to scratch deadline
 - Athletes will move up after scratches and are responsible for the Provincial Meet Event Fees if they advance and are not scratched.
 - Enter the scratches into Meet manager by marking the entry Exhibition. Once all the scratches are marked, RE-Score the whole meet (Run -> Re-score)
- Export the Advancers (File -> Export -> Advancers (.Hy3)
- Send the Advancer file and a backup of the Advancer database to the Provincial Rep.
- Circulate the Provincial Psych Sheets, Heat Sheets and Results to your Zone coaches.

SPONSOR COACH

Sponsor Coach / Teacher Responsibilities

- Create the team roster and ensure swimmers are properly registered in the BCSS STARS program
- Coach swimmers
- Supervise during meets or ensure that a designated parent is sent with a letter from the school authorizing them to make decisions on behalf of the school (eg. DQ protests....)
- Disseminate information to parents and swimmers
- Determine the status of every swimmer
 - A (any swimmer with an SNC number; Swim Academy)
 - B (anyone not designated as an A)
 - PARA (no documentation necessary)
- Enter the swimmers into the Zone meet using HyTek Team Manager
 - Any school unable to complete their entries can pay a \$50 fee to have a Commission appointed representative complete them.
- Submit the scratches for Provincials to the Zone Rep before the deadline posted in the Provincial Meet Package (**regardless if the swimmers initially qualified or not**)
 - Swimmers not planning on attending Provincials **must** scratch or they may potentially advance to the Provincials
 - For those Swimmers not scratched and advance to the Provincials, their Schools are responsible for the entry fees to Provincials
- Review all psych sheets, heat sheets and results
- Represent school at Coaches meeting/AGM and vote

COMMUNICATION FLOW CHART

Sponsor Coach → Athletic Director

Coaches, if you have a question please first ask your Athletic Director for guidance

Athletic Director → Zone Rep

Athletic Directors, if you, or your coach has a question, please contact your Zone Rep

Zone Rep → Director of Swim Meets

Zone Rep, if you have a question regarding swim meet protocol please contact our Director of Swim Meets

Zone Rep → Commissioner

Zone Rep, if you have a question regarding rules, Provincials, or a general inquiry, please contact our Commissioner

PROVINCIAL CHAMPIONSHIPS

PROVINCIAL CHAMPIONSHIPS MEET MANAGER

- Ensure that facility is booked
- Book and confirm key positions (Electronics, Office, Food Coordinators, etc.)
- Sign up and manage Volunteers/Deck Officials/Safety Marshalls
- Book discounted rate for Hotels and send info to Zone Reps/BCSS for website
- Book Esquire t-shirt printing and send them swimmer list for shirts when scratches are done
- Get Meet Package ready with links for Timers/Officials/Bursaries
- Order medals/banners
- Ensure BC School Sport Rep comes for end of the meet to present banners
- Confirm podium and backdrop for podium
- Confirm necessary office supplies, clipboards, stop watches
- Supervise Set up of deck on day of meet
- Book Medal Award Presenter/Anthem singers
- Order and supervise distribution of swimmer souvenirs
- Senior Volunteer and Deck Official appreciation gifts
- Make schedule and distribute Warm Up times to Zone Reps to distribute to Coaches
- Coaches meeting prior to AGM
- During meet: chair DQ protests, communicate with facility staff, manage volunteer

MEET REFEREE

- Book and confirm Senior Deck Officials
- Liaise with Meet Manager and Aquatic Commissioner
- During meet, supervise running of officials as per usual

PROVINCIAL ENTRY COORDINATOR

- Create Provincial meet database
- Import entries from zone reps
- Create psych sheet and send to commissioner / zone reps
- Process scratches received by scratch deadline
- Create heat sheets for provincial

ELECTRONICS

- Test touch pads/timing system
- Collect times

CLERK OF THE COURSE

- Heat sheets printed
- Use HyTek software to process entry times collected by Electronics
- Organize and bring all necessary supplies to run the Office (eg. clipboards, printers, pens, paper, etc.)
- Process scratches and DQ's
- Ensure results are signed off by Meet Ref and posted

FOOD COORDINATORS

- Plan menu for volunteers/deck officials/coaches. Approx. 100 people per day.
- Food prep and distribution during meet
- Coordinate volunteers for serving food
- Buy and prep breakfast items/fruit/coffee for AGM
- Buy food; submit receipts and BCSS expense form to Aquatics Commissioner for authorization to be reimbursed

AWARDS

- See "President"