



BC Summer Swimming Association
SWIMMING | DIVING | WATER POLO | SYNCHRO

Speed Swimming

Rules of the BC Summer Swimming Association

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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BC Summer Swimming Association
205 – 2323 Boundary Road
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VISION STATEMENT

To be a leading sport organization, fostering a culture of inclusiveness, fun, and achievement.

MISSION STATEMENT

The BC Summer Swimming Association (BCSSA) promotes, and encourages the development of athletes and volunteers through participation in speed swimming, diving, water polo and synchronized swimming.

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 competitive aquatic activities.

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1. DEFINITIONS

"BCSSA CLUB HOSTED MEET" – means a swim meet offering events in all competitor age groups and categories at which BCSSA-registered swimmers representing three or more clubs compete using the Rules of Swimming as defined by BCSSA Rules and Regulations.

"Club" – means 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.

"FINA" – means the Federation Internationale de Natation – the international aquatic body that regulates and controls competitions in the four aquatic sports world-wide.

"May" – means that an action is optional at the discretion of the person identified as the decision-maker.

"Official" – means a person charged with responsibility to serve in a particular position of responsibility.

"Pool Area" – means any area of the competition under the jurisdiction of the referee.

"Shall" – means that an action is mandatory, so there is no discretion associated with it.

"Should" – means that an action is preferred under normal circumstances.

"SNC" – means Swimming Canada (or Swimming Natation Canada), the national governing body recognized by FINA.

"Swim meet" – means a swimming competition involving two or more clubs with officials appointed for the express purpose of judging the correctness of each stroke and disqualifying swimmers who violate infractions observed.

2. REGISTRATION

2.1. CLUB REGISTRATION

2.1.1. Existing Clubs

- A registered club is a member of the BCSSA during the period of May 1st of one year to April 30th of the following calendar year.
- Each club must be an incorporated Society in British Columbia that is in good standing under the *Society Act*.
- Each club must pay an annual BCSSA membership fee in advance by forwarding payment to the appropriate Regional Registrar by April 1st. The Regional Registrar shall forward fees paid plus a club membership list of participating clubs to the BCSSA Office, on or before April 15th of each year. The BCSSA may assess a penalty to any club that submits its registration fees after the deadline.
- Each club must complete and submit an annual affiliation form and apply for BCSSA Directors and Officers liability insurance coverage by March 15th of each year.

2.1.2. New Clubs

2.1.2.1 To register a new club, the following criteria must be met:

- The club must include five (5) or more competitors.
- The club must include two (2) or more families.
- There must be an executive in place with a minimum of three (3) individuals.
- The club must have a budget.

- The club must not unduly infringe on any current BCSSA club.
- 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.

2.1.2.2 A group that wishes to register a new club with BCSSA must:

- Apply to the appropriate Regional Board for Regional approval.
- 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.
- Pay the club membership fee on or before April 1st to the Regional Registrar.
- 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.
- A group wishing to register 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 competitor 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.

- Clubs shall register all competitors and coaches in their correct age divisions and categories.
- At the time of registration, the specific aquatic activities of each competitor shall be correctly designated.
- All new registrants shall provide proof of age such as a birth certificate or a care card.
- Each registration shall be validated by the club before a competitor's first competition.

2.2.2. Sanctions for Not Meeting Requirements

- A club that allows a competitor 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.
- 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.

2.3. INDIVIDUAL REGISTRATION – COMPETITIVE SEASON

2.3.1. Registration Timing

- The competitive season is May 1st through September 30th of each year.
- All competitors 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.

- A competitor who wishes to register with BCSSA during the competitive season but after the second Thursday of July may do so, but will be ineligible to compete at the Regional and the Provincial Championships. All applicable provincial, regional and club fees for such a late registrant shall be paid and submitted to the Provincial Registrar by September 15th.

2.3.2. Registration Database and Fees

- An annual Provincial individual registration fee shall be established by the BCSSA Board of Directors prior to the beginning of each competitive season.
- Each Regional Board may levy Regional fees by such amounts as may be deemed necessary for regional activities or expenditures.
- 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.
- The Regional Registrar shall submit each club's registration database and fees to the Provincial Registrar by the Monday two weeks prior to the Swimming Regional Championships.
- Clubs shall submit any fees relating to late registrants to the Regional Registrar by September 15th.

2.4. INDIVIDUAL REGISTRATION – NON-COMPETITIVE SEASON

2.4.1. Registration Timing

- The non-competitive season is October 1st through April 30th.
- Clubs may commence registration and programs for the non-competitive season on September 1st of each year. The closing date for non-competitive season registrations is April 30th of the following year.

2.4.2. Registration Database and Fees

- A non-competitive season provincial registration fee shall be established by the BCSSA Board of Directors each year.
- Each Regional Board may levy Regional fees by such amounts as may be deemed necessary for regional activities and expenditures.
- Each club shall submit a club non-competitive season individual registration database, and fees, to the Regional Registrar by May 7th.
- The Regional Registrar shall submit each club's registration database and fees to the Provincial Registrar by May 15th.

2.5. PROTESTS REGARDING COMPETITOR ELIGIBILITY

2.5.1. Responsibilities

- All matters of competitor eligibility are the responsibility of the Provincial Registrar.
- Any club wishing to protest the eligibility of a competitor shall, at the earliest opportunity,

forward the protest in writing to the Regional Director, along with any relevant documentation.

- Anonymous protests of competitor eligibility shall not be investigated.

2.5.2. Process

- On receipt of a protest, the Regional Director shall form an investigation committee that includes the Regional Director, the president of the club whose competitor is alleged to be ineligible and others at the discretion of the Regional Director.
- The Committee shall investigate the protest. This may include interviewing any persons who may reasonably assist with the investigation and other activities at the discretion of the investigation committee. The committee shall prepare a written summary of its findings.
- Within 30 days of the Regional Director's receipt of the protest, the investigation committee shall issue a written ruling on the competitor's eligibility, providing copies of this decision to the club that made the protest, the parent(s) of the competitor and the Provincial Registrar.
- The parents of the competitor or the club making the protest may appeal the investigation committee's decision within seven days of receiving the written ruling by submitting the appeal in writing to the Provincial Registrar.
- If the decision of the investigation committee is appealed, the committee shall provide to the Provincial Registrar the

following:

- ✓ the written summary of the committee's findings; and,
 - ✓ any written evidence received by the committee.
- If the Provincial Registrar determines that no investigation was carried out or that the investigation did not consider all relevant information that was available, the Provincial Registrar shall form an investigation committee to conduct an investigation.
 - The Provincial Registrar shall make a written ruling on the appeal within ten days of receiving the appeal and provide this ruling to the club making the protest, the competitor alleged to be ineligible and the Regional Director. The ruling of the Provincial Registrar shall be final.

2.6. COMPETITOR TRANSFER – COMPETITIVE SEASON

2.6.1. Competitors may not transfer between clubs after the second Thursday of July.

2.6.2. Intra-Region Competitor Transfer

- The transfer of a competitor between two clubs within the same region requires the approval of the presidents or designates of each club.
- A transfer shall be initiated by the competitor using the transfer form available from the BCSSA.
- The receiving club registrar shall submit the transfer form, signed by the relevant club presidents or designates, to the Regional Registrar.

- The competitor shall not be required to pay any additional Regional or Provincial fees. Club fees are the responsibility of the competitor.

2.6.3. Inter-Region Competitor Transfer

- The transfer of a competitor between two clubs in different regions requires the approval of the presidents or designates of each club and the two Regional Directors or designates.
- The transfer shall be initiated by the competitor using the transfer form available from the BCSSA.
- The transfer form shall be signed by the club president or designate and Regional Director of the home region prior to sending it to the second region.
- The receiving club registrar shall submit the transfer form, signed by the relevant club presidents or designates and the Regional Directors or designates to the Regional Registrar.
- The competitor shall not be required to pay any additional Provincial fee but may be required to pay any Regional fee assessed by the receiving region. Club fees are the responsibility of the competitor.

2.7. COMPETITOR TRANSFER – NON-COMPETITIVE SEASON

2.7.1. Process

- A competitor may transfer between clubs during the non-competitive season by registering with the receiving club and paying all applicable fees.

- A transfer form is not required for a competitor transfer during the non-competitive season.

2.8. ASSIGNMENT TO A SECOND CLUB TO COMPETE IN AN ADDITIONAL DISCIPLINE

2.8.1. What is Permitted

- A competitor may become a member of a second BCSSA club in order to compete in an aquatic discipline not offered by the home club, as long as the registration takes place prior to the Monday before the second Thursday of July.
- If another club in the competitor's home region offers the desired second discipline, then such an assignment may only be made within the same region as the competitor's home club.
- If no club in the competitor's home region offers the desired second discipline, then such an assignment may be made to a club in a different region.

2.8.2. Process

- When registering a competitor for a second aquatic discipline, the second club shall indicate the name of the competitor's home club on the assignment form, available from the BCSSA.

2.8.3. Intra-region Competitor Assignment

- A competitor wishing to compete in a discipline not offered by their home club but offered by another club in the same region shall initiate the assignment process to another club in the region using the assignment form, available from the BCSSA.

- The competitor shall not be required to pay any additional Regional or Provincial fees. Club fees are the responsibility of the competitor.

2.8.4. Inter-Region Competitor Assignment

- A competitor wishing to participate in a discipline not offered by any club in their region shall initiate the assignment process to a club in a different region using the assignment form, available from the BCSSA.
- An assignment to a club in a different region requires written approval from the two clubs and the two Regional Directors involved.
- The assignment form shall be signed by the club president or designate and Regional Director of the home region prior to sending it to the second region.
- The receiving club registrar shall submit the assignment form, signed by the relevant club presidents or designates and the Regional Directors or designates to the Regional Registrar.
- The competitor shall not be required to pay any additional Provincial fee but may be required to pay any Regional fee assessed by the receiving region. Club fees are the responsibility of the competitor.

2.8.5. Exceptions to Intra-Region and Inter-Region

- Competitor Assignment may be approved by the home club, receiving clubs, the Regional Directors and the Director of the specific aquatic discipline by June 1st of each year.

2.9. VISITING COMPETITOR

2.9.1. What is Permitted

- A visiting competitor is a competitor 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.
- Should a visiting competitor take part in competition, the visiting competitor shall be considered competing for the competitor's home club.

2.9.2. Process

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

2.10. REGISTRATION OF COACHES

2.10.1. Registration Requirements

- All coaches must be registered as BCSSA participants as provided for in this section.
- Prior to May 1st of each year, each club must obtain, keep on file and forward a copy to the BCSSA Office of a current criminal record check for each coach aged 19 or older. These steps must be completed prior to permitting the coach to carry out duties with the club that year.
- 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 coach roster form to the BCSSA Office by May 15th of each year.
- In the event that a club hires a coach after the May 15th coaches roster submission deadline, all necessary documentation must be submitted to the Regional Registrar within seven days of hiring. The Regional Registrar shall forward this information to the Provincial Registrar within seven days of receipt.

3. CONDUCT

3.1. GENERAL

3.1.1. Responsibilities

- BCSSA shall treat its clubs, competitors, coaches, officials and others fairly and with respect and integrity: emotionally, intellectually, physically, culturally, socially and spiritually.
- In order that all participants experience meaningful and gratifying opportunities in a safe, sportsmanlike environment, all participants, including competitors, employees, volunteers and spectators, shall:
 - ✓ Respect and understand the principles of good sportsmanship.
 - ✓ Promote safety, ensure fun, enjoyment and good competition.
 - ✓ Eliminate behaviours and actions that detract from a positive environment.
 - ✓ Not tolerate abuse or harassment by anyone during any BCSSA activities.
- All adult participants at BCSSA activities shall intervene if they observe inappropriate behaviour.
- Any physical or verbal assault of a meet official by any individual is a major offense and shall be reported by the Referee to the BCSSA President for consideration of disciplinary action. The offender shall be ordered from the area of the meet and barred from re-entry for the remainder of the meet.

3.2. COMPETITORS' CODE OF CONDUCT

3.2.1. All competitors shall:

- Respect and compete by the BCSSA rules.
- Resolve conflicts without resorting to hostility or violence.
- Respect other competitors.
- Respect all coaches and officials.
- Support all efforts to eliminate verbal and physical abuse from BCSSA activities.
- Accept responsibility for one's actions and behaviour.

3.2.2. Disqualification

During a meet, the referee may cause a competitor to be scratched from the rest of the meet for:

- Using obscene or abusive language in the pool area, including the dressing room.
- Causing wilful damage.
- Interfering with officials in the performance of their duties.
- Exhibiting other irresponsible behaviour.

3.3. COACHES' CODE OF CONDUCT

3.3.1. Requirements

- BCSSA has adopted the National Coaching Certification Program Code of Ethics (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 competitors.

- Clubs shall require all coaches to read and sign an acknowledgement, available from the BCSSA, affirming that they will adhere to the Code. Clubs shall forward a copy of the forms to the BCSSA and keep copies on file.

3.4. OFFICIALS' CODE OF CONDUCT

3.4.1. Requirements

- Officials shall promote adherence to BCSSA rules by all participants.
- Officials shall show professionalism through respect for all participants, knowledge of the rules and consistent application of the rules, thereby demonstrating integrity and neutrality.

3.5. PARENTS' CODE OF CONDUCT

Parents shall make all reasonable effort to:

- Maintain self-control at all times.
- Not force your child to participate in sports.
- Understand that your child participates in BCSSA activities for his/her enjoyment, not yours.
- Teach your child that doing one's best is more important than winning.
- Encourage your child to compete fairly and by the rules.
- Respect and support all officials.
- Applaud good performances from all competitors.

- Not yell at, or ridicule your child.
- Teach your child to resolve conflicts without resorting to hostility or violence.
- Support all efforts to remove verbal and physical abuse from BCSSA activities.

3.6. HARASSMENT POLICY

3.6.1. Requirements

- The BCSSA shall maintain a Harassment Policy and make it available through the BCSSA office.
- This policy applies to all competitors, employees, volunteers and spectators involved with BCSSA activities.
- The BCSSA shall work to prevent harassment by providing awareness, education and training programmes.
- 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

- While communicating on matters related to the BCSSA, all participants, including competitors, employees, volunteers and spectators shall adhere to the principles of respect, courtesy, common sense and dignity.
- 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

- 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 both genders.
- All participants, including competitors, 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

- The BCSSA Board of Directors or the President or designate may initiate disciplinary action against any club, competitor, coach, official or other person.
- Disciplinary action may include, but is not limited to, suspension from any or all BCSSA activities.
- Any club, competitor, 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:

3.9.2.1 non-payment of any BCSSA fees, dues, levies, fines, assessments or charges; or,

3.9.2.2 for cause, which may include but not be limited to:

- failure to comply with BCSSA rules;
- failure to adhere to BCSSA policies;

- actions or behaviour endangering the health or well-being of a competitor, official, coach, volunteer, spectator or others; or
- failure to submit required documents or other information required by the BCSSA.

3.9.3. Disciplinary action shall follow these procedures:

- 3.9.3.1 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.
- 3.9.3.2 The committee shall include three members of the BCSSA Board of Directors, or appointed designates, plus a non-voting chairperson.
- 3.9.3.3 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.
- 3.9.3.4 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.
- 3.9.3.5 The committee shall assess the matter, including any disciplinary action that has already been imposed.
- 3.9.3.6 The committee may, at its discretion, gather evidence and interview individuals with knowledge of the matter.

3.9.3.7 The committee shall make a decision on what steps are necessary to resolve the matter. This may include disciplinary action.

3.9.3.8 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

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

3.11. BCSSA APPEALS COMMITTEE

3.11.1. What Can Be Appealed

- Any club, competitor, coach, official or other person may appeal any decision or application of BCSSA rules to the BCSSA Appeals Committee.
- In order for an appeal to be considered, the club or person wishing to appeal shall provide the following to the BCSSA Office:
 - ✓ A written description of the matter being appealed, including the reasons why the decision should be changed.
 - ✓ A \$100 filing fee.

3.11.2. 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.

3.11.3. Appeals Committee Authority

- The 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.
- Where an appeal relates to a BCSSA rule that gives a decision-maker discretion (generally indicated by the word "may"), then the committee may use the same type of discretion in its decision.
- Where an appeal relates to a BCSSA rule that does not give a decision-maker discretion (generally indicated by the word "shall"), then the committee shall not have discretion on that matter.
- The decision of the committee shall be final.

3.11.4. Appeals Committee Process

- The committee shall conduct its business in private.
- The committee shall make a reasonable effort to complete its work in a timely manner.
- The committee shall give the appellant and the individual whose decision is being disputed opportunities to present their cases to the committee.
- The committee shall review any additional evidence it considers relevant to the appeal.
- The committee chair shall provide the committee's decision in writing to the appellant and the individual whose decision is being disputed.
- The filing fee shall be returned if the appeal is successful.

4. SWIMMING

4.1. COMPETITOR CATEGORIES

4.1.1. Requirements

4.1.1.1 Competitor categories shall be determined by aquatic participation in the non-competitive season and by the BCSSA Age Locator, which the BCSSA shall publish annually.

4.1.1.2 A competitor's age as of April 30th shall be used to determine the competitor's category of competition each year. The competitor categories for swimming are:

	<u>'S' Swimmers</u>		<u>'O' Swimmers</u>
Div I	8 & Under		
Div II	9-10½		
Div III	10½ - 12	O1	Div III & Under
Div IV	12-13½	O2	Div IV-VI
Div V	13½ -15	O8	17 & Over
Div VI	15-16		
Div VII	17-19		
O8	20 & Over		

4.1.1.3 A club or individual wishing to protest a perceived incorrect assignment of competitor category shall follow the process outlined in the section entitled Protests Regarding Competitor Eligibility.

4.1.2. Swimmers with Disabilities

4.1.2.1 Swimmers with disabilities shall be encouraged to participate in the BCSSA.

- 4.1.2.2 Swimmers with disabilities shall be integrated within BCSSA competitions.

4.2. COMPETITOR ELIGIBILITY

4.2.1. Requirements

- 4.2.1.1 Any dispute related to a swimmer's competitive status shall adhere to the process as set out in the section entitled Protests Regarding Competitor Eligibility.
- 4.2.1.2 All competitors must indicate all aquatic participation between October 1st of the previous year through April 30th of the current year on the registration form.
- 4.2.1.3 Competitors who misrepresent their aquatic participation may be disqualified from all BCSSA competition within the current season. A disqualification shall take effect immediately and be in effect for twelve months from the date of the disqualification.
- 4.2.1.4 All competitors must compete in their designated competitor categories.
- 4.2.1.5 An 'S' swimmer is an individual who trained and competed for an unrestricted number of hours between May 1st and September 30th of any year. Between the October 1st to April 30th period immediately preceding registration, an 'S' swimmer may have:
- 4.2.1.5.1. Participated in speed swimming training and/or swim meets, provided the activity(ies) did not exceed a total of two (2) hours within a calendar week. A calendar week is Sunday through Saturday. A swim meet counts as one hour of activity per day of meet.

- 4.2.1.5.2. Trained and competed in diving, water polo and synchronized swimming with no restrictions.
- 4.2.1.5.3. Engaged in accredited and certified water safety and learn to swim programs delivered by a recreation program or school.
- 4.2.1.5.4. Between October 1st and November 30th, engaged in swimming activities for the specific purpose of competing in any swim meet recognized in the official program schedule of the annual swimming championships organized by a secondary school athletic association. Training for the meet must have been carried out under the direction of the 'S' swimmer's school.
- 4.2.1.5.5. Between December 1st and February 28th, participated as a non-high school swimmer in swimming activities to a maximum of two hours per week with their school-sanctioned swim team, plus any school swim meets. These activities may have been in addition to other permitted swimming activities and must have been under the direction of the 'S' swimmer's school.
- 4.2.1.5.6. 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 for the consideration of

the BCSSA Board of Directors at its Fall Board Meeting.

4.2.1.6 A swimmer may be registered as an 'S' swimmer following registration in a previous year as an 'O' swimmer on one occasion only.

4.2.1.7 An 'O' Swimmer is an individual who:

4.2.1.7.1. participated in organized aquatic activity in excess of what is provided for in [4.2.1.5](#) between the October 1st to April 30th period immediately preceding registration; or

4.2.1.7.2. achieved a SNC Senior National Qualifying Time at a non-BCSSA swim meet within the three years preceding registration.

4.3. REGIONAL CHAMPIONSHIP MEETS

4.3.1. Requirements

4.3.1.1 Each Region shall organize and conduct a Regional Championship Meet to qualify competitors for the Provincial Championship Meet.

4.3.1.2 The Regional Director is responsible for ensuring that the Regional Championship Meet is properly organized and conducted.

4.3.2. Eligibility

4.3.2.1 Eligibility to compete at the Regional Championship Meet shall be limited to competitors who have competed in at least one individual event at a BCSSA club-hosted meet during the current competitive season.

4.3.2.2 All entered swimmers shall be checked for eligibility by the Regional Registrar or designate.

4.3.3. Events

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

4.3.3.2 Events may be combined.

4.3.4. Entries

4.3.4.1 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.

4.3.4.2 A competitor may enter a maximum of four individual events and two club relays.

4.3.4.3 Relay entries shall adhere to the following procedures:

4.3.4.3.1. Four swimmers and up to two alternates must be listed on an Official Relay Entry Form.

4.3.4.3.2. The age division for all swimmers and alternates must be entered on the entry form.

4.3.4.3.3. 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.

4.3.4.3.4. The Regional Registrar shall check all relay entries for eligibility. Should this check result in one or more listed swimmers being identified as ineligible to compete in that relay, the club may replace the swimmer(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.

4.3.4.3.5. Should an improperly constituted relay team compete, it shall be disqualified.

4.4. PROVINCIAL CHAMPIONSHIP MEET

4.4.1. Requirements

4.4.1.1 The BCSSA Board of Directors shall organize and conduct a Provincial Championship Meet to be held during the second half of August each year.

4.4.1.2 There shall be no changes to the Provincial Championship Rules and Regulations after March 31st of each year.

4.4.1.3 The Provincial Championship Meet Package shall be circulated to all BCSSA clubs no later than May 1st of each year.

4.4.1.4 There shall be a Provincial Trophy awarded to the top Region in each of the four aquatic disciplines.

4.4.2. Eligibility

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

4.4.2.2 In order to compete in an individual event, a swimmer shall have competed at the Regional Championship Meet.

4.4.2.3 A swimmer entered only in a club relay(s) is not required to have competed at the Regional Championship Meet.

4.4.2.4 In order to participate in an 'S' individual, club relay or regional relay event, a swimmer shall be properly registered as an

'S' swimmer.

4.4.2.5 In order to participate in an 'O' individual or regional relay event, a swimmer shall be properly registered as an 'O' swimmer.

4.4.2.6 A swimmer shall compete only in the competitor 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

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

4.4.4. Entries

4.4.4.1 Each region shall submit entries to the BCSSA Office by the deadline indicated in the Provincial Championship Meet Package.

4.4.4.2 A competitor may be entered in a maximum of four individual events, two club relay events and one regional relay.

4.4.4.3 Individual event entries

4.4.4.3.1. The top three finishers in the Regional Championship Final of each individual event qualify to compete in that event at the Provincial Championship Meet.

4.4.4.3.2. Any swimmer who attains a PQT in a Regional Championship Final of an individual event, but does not place among the top three swimmers in the final, also qualifies to compete in that event at the Provincial Championship Meet.

4.4.4.3.3. Up to two swimmers 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.

4.4.4.3.4. An alternate may only replace a competitor who qualified for an event as a result of finishing in the top three in the Regional Championship Final.

Examples:

6 lane pool

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

* Not eligible to be replaced by alternate.

8 lane pool

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

* Not eligible to be replaced by alternate.

4.4.4.4 Club relay entries

4.4.4.4.1. 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.

4.4.4.4.2. Any club relay team that does not finish in the top two but attains a PQT in the final also qualifies for the Provincial Championship Meet, regardless of whether the event is swum as a heats and finals event or a time finals event.

4.4.4.5 Club relay team composition

4.4.4.5.1. A club relay team shall consist of four swimmers. The composition may change between Regional and Provincial Championship Meets, provided that all swimmers meet the eligibility criteria set out in this section.

4.4.4.5.2. At least one swimmer on a relay team shall be registered in the division in which the relay team is entered; the remaining swimmers may be from lower divisions.

4.4.4.5.3. An 'S' swimmer may be entered in an 'O Cat' relay (Div 1-3 with 'O Cat' 1, Div 4-6 in 'O Cat' 2), as long as there is a minimum of one 'O Cat' swimmer entered in the team.

4.4.4.6 Club relay alternate teams

4.4.4.6.1. One alternate relay team may be listed from each Regional Championship Relay event.

4.4.4.6.2. 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.

4.4.4.7 Club and regional relay entry procedures

- 4.4.4.7.1. Four swimmers and up to two alternates must be listed on an Official Relay Entry Form.
- 4.4.4.7.2. The age division for all swimmers and alternates must be entered on the entry form.
- 4.4.4.7.3. 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.
- 4.4.4.7.4. The Provincial Registrar shall check all relay entries for eligibility. Should this check result in one or more listed swimmers being identified as ineligible to compete in that relay, the club may replace the swimmer(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.
- 4.4.4.7.5. Should an improperly constituted relay team compete, it shall be disqualified.

4.4.4.8 Regional Medley Relays

- 4.4.4.8.1. A Regional Medley Relay team shall consist of four swimmers.
- 4.4.4.8.2. All swimmers shall have competed at their Regional Championship Meet.
- 4.4.4.8.3. All swimmers shall be from the same division or category for which the

event is being staged, unless there are an insufficient number of swimmers available from that division. In that case, swimmers from lower divisions may be included to form the Regional Relay Team.

4.4.4.8.4. Up to two alternate swimmers 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

4.4.5.1 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

4.4.6.1 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

4.5.1.1 The minimum recommended officials for a meet are:

- a) Meet Manager
- b) Session Referee

- c) Designated Disqualification Official
- d) Starter
- e) Chief Timer
- f) Lane Timers
- g) Place Judges
- h) Stroke Judges
- i) Turn Judges
- j) Clerk of the Course
- k) Marshall
- l) Chief Meet Recorder
- m) Runner

4.5.1.2 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.

4.5.1.3 Officials shall endeavour to dress in a consistent and recognizable manner:

4.5.1.3.1. Standard attire for deck officials shall be white clothing and footwear.

4.5.1.3.2. The meet organizing committee may select a different colour of clothing for officials, as long as it provides clothing to officials.

4.5.1.3.3. The meet organizing committee may provide distinctive badges or ribbons to be worn by all officials.

4.5.1.3.4. Officials shall wear footwear conforming to local pool regulations.

4.5.1.4 The **Meet Manager** shall be responsible for:

4.5.1.4.1. 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.

4.5.1.4.2. Ensuring that, to the greatest extent possible, the pool facility complies with the BCSSA Pool Layout and Equipment Policy.

4.5.1.4.3. Recruiting, selecting and assigning duties to all officials. The Chief Timer, Chief Meet Recorder and Clerk of the Course will ratify the appointments for their areas of responsibility. All appointments shall be subject to the Meet Referee's ratification.

4.5.1.4.4. The dissemination of all meet information.

4.5.1.4.5. Seeding all pre-seeded meets.

4.5.1.4.6. The preparation of entry lists and/or heat sheets and their availability prior to the start of each session.

4.5.1.4.7. Ensuring that Safety Marshals are in place for warm-ups.

4.5.1.4.8. Issuing official results. Disqualified swimmers shall be listed, giving their times, at the end of each event.

4.5.1.4.9. Serving as Chairperson of the Jury of Appeal.

4.5.1.5 The **Meet Referee** shall be responsible for:

4.5.1.5.1. Having full control and authority over all officials for the entire meet, including the approval of their assignments and providing instruction regarding any special features or regulations related to the meet.

4.5.1.5.2. Ensuring uniformity of officiating throughout the meet.

4.5.1.5.3. Determining whether to disqualify a swimmer for any violation reported to him/her by other authorized officials.

4.5.1.5.4. Determining whether to disqualify any swimmer 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.

4.5.1.5.5. Advising the Session Referee of any areas in which the Meet Referee's instructions are not being followed.

4.5.1.5.6. Having the discretion to replace the Session Referee.

4.5.1.5.7. Having the discretion to appoint substitutes for any officials deemed to be absent, incapable of acting or inefficient.

4.5.1.5.8. Having the discretion to appoint additional officials if considered necessary.

4.5.1.6 The **Session Referee** shall be responsible for:

4.5.1.6.1. If there is no Meet Referee, 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.

4.5.1.6.2. Enforcing all BCSSA rules and deciding all questions related to the conduct of the session, including any that are not covered by BCSSA rules.

4.5.1.6.3. Having the authority to intervene in the competition at any point to ensure that the rules are observed.

4.5.1.6.4. Disqualifying any swimmer for any violation of the rules personally observed and having the discretion to disqualify for violations reported by others.

4.5.1.6.5. Rendering a decision on any point where the opinions of other officials differ.

4.5.1.6.6. Determining, prior to the start of competition, the respective zones of stroke and turn responsibility and informing all officials of this information.

4.5.1.6.7. Ensure that all swimmers are subject to fair and equitable judging.

4.5.1.6.8. Having final authority in all matters concerning apparent ties and time discrepancies, including ensuring that rules covering all such instances are adhered to.

- 4.5.1.6.9. Checking that officials are ready and in position when the swimmers are at their assigned starting stations. When satisfied that this is the case, signaling using a whistle blast for swimmers to mount their starting platforms, move to the edge of the pool deck, or enter the water. When all swimmers are ready, turning over control of the race to the Starter using a second whistle blast.
- 4.5.1.6.10. Ensuring that all swimmers are ready to swim prior to handing over control of the race to the Starter.
- 4.5.1.6.11. Ensuring that a fair start is achieved, including the authority to recall the swimmers for a restart when appropriate.
- 4.5.1.6.12. Making a tabulation of the order of finish of each race.
- 4.5.1.6.13. Using any BCSSA-approved timing and/or judging system or equipment, including the authority to overrule the findings of such devices if they appear to be in error.
- 4.5.1.6.14. Expelling from the pool building or area any persons, including spectators, responsible for creating a disturbance that interferes with the meet.
- 4.5.1.6.15. Ensuring that all disqualified swimmers and/or their team representatives are so informed.
- 4.5.1.6.16. Approving the review of any disqualification slips requested by a coach following a race.

4.5.1.6.17. Interpreting BCSSA rules and applying good judgement in situations not adequately covered by the rules.

4.5.1.7 The **Designated Disqualification Official** shall be responsible for:

4.5.1.7.1. Working in conjunction with the session referee to ensure the notification of disqualifications to the swimmers and/or their team representatives.

4.5.1.7.2. Ensuring that all disqualifications are brought to the session referee for approval of the disqualification prior to notifying swimmers and/or team representatives.

4.5.1.7.3. Ensuring that all best attempts are made to notify the appropriate person within 15 minutes of the infraction.

4.5.1.8 The **Starter** shall be responsible for:

4.5.1.8.1. Maintaining control of the swimmers from the time the Referee turns the race over until a legal start has been accomplished.

4.5.1.8.2. 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.

4.5.1.8.3. Complying with rules and regulations governing starts.

4.5.1.8.4. Disqualifying any swimmer who makes a starting infraction.

4.5.1.8.5. Making tabulations of the order of finish of each race.

4.5.1.9 **The Chief Timer and any Assistant Chief Timers** shall be responsible for:

4.5.1.9.1. Confirming that all watches are functional prior to the competition.

4.5.1.9.2. Ensuring that all Timers are competent and that all watches are performing satisfactorily.

4.5.1.9.3. Ensuring that each lane has a designated Head Lane Timer or Lane Recorder.

4.5.1.9.4. Ensure that all working lanes have sufficient timers assigned.

4.5.1.9.5. Supervising all Timers.

4.5.1.9.6. Measuring and recording the time of the winner of each race. The Assistant Chief Timer[s] shall take times as directed by the Chief Timer. When taken, these times shall be recorded on the time card for that lane.

4.5.1.9.7. Instructing all Timers to reset their watches on a pre-arranged signal [such as the sound of the Referee's first whistle].

4.5.1.10 **Lane Timers** shall be responsible for:

4.5.1.10.1. Timing the swimmer in the assigned lane from the starting signal to the 'final touch.'

4.5.1.10.2. Remaining seated when not engaged in timing the finish of a race or performing other assigned duties.

- 4.5.1.10.3. Taking up a position over the finish end of the assigned lane in order to observe the finish.
 - 4.5.1.10.4. When manually timing, starting the watch immediately upon seeing the flash of the starting signal.
 - 4.5.1.10.5. Stopping the watch or pressing the plunger button immediately upon the swimmer completing the required distance and any part of the body touching the pad, the end wall, or crossing the vertical plane [imaginary] extending upward from the wall. The Timer shall stop the watch at this point, regardless of whether or not the Timer believes the swimmer is adhering to the rules of the stroke.
 - 4.5.1.10.6. If authorized and assigned the task by the Referee, acting as the Relay Take-Over Judge and/or Turn Judge in the assigned lane.
- 4.5.1.11 The **Lane Recorder** shall be responsible for:
- 4.5.1.11.1. Ensuring that the correct swimmer is in the assigned lane.
 - 4.5.1.11.2. If cards are being used, ensuring that the correct time card is being used.
 - 4.5.1.11.3. Recording the Timers' initials and their times.
 - 4.5.1.11.4. Determining whether the correct swimmers are participating in a relay event.

4.5.1.12 If used, the **Place Judges** shall be responsible for:

4.5.1.12.1. Positioning themselves at the side of the pool, preferably in a raised position, in line with the finish end.

4.5.1.12.2. Judging the order of finish of each heat and recording this in the prescribed manner.

4.5.1.13 The **Chief Judge Electronic** shall be responsible for:

4.5.1.13.1. Overseeing the operation of any BCSSA-approved automatic judging and timing system.

4.5.1.13.2. Positioning with the automatic timing equipment near the finish end with an unobstructed view of the finish of each lane.

4.5.1.13.3. In the event that the system is not activated by the starting signal, ensuring that the system is activated manually.

4.5.1.13.4. Determining when the automatic system is in error and so advising the Referee and Chief Meet Recorder.

4.5.1.13.5. Observing the touches of all swimmers and noting any cases where the equipment fails to properly record a touch.

4.5.1.14 The **Electronic Operator** shall be responsible for:

4.5.1.14.1. Operating or assisting in the operation of any BCSSA approved

automatic judging and timing equipment.

4.5.1.15 The **Stroke Judges** shall be responsible for:

4.5.1.15.1. Taking position on one side of the pool, walking and observing swimmers in the nearest half of the pool.

4.5.1.16 The **Turn Judges** shall be responsible for:

4.5.1.16.1. Taking position at the end of the pool, observing the swimmer(s) in the designated lane(s), and not more than four lanes each (Lane Timers may serve at their end, if qualified).

4.5.1.16.2. Unless the Referee instructs otherwise, judging strokes and turns in the following areas:

- a) 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.
- b) 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.
- c) 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.

4.5.1.17 The **Relay Take-Over Judges** shall be responsible for:

4.5.1.17.1. Observing the 'touch-out' and 'take off' of relay team members.

4.5.1.18 **Stroke Judges, Turn Judges and Relay Take-Over Judges** may confer with other officials or the Referee as necessary and shall:

4.5.1.18.1. Observe the techniques of the swimmers in the assigned zone.

4.5.1.18.2. Judge whether infractions of BCSSA rules occur.

4.5.1.18.3. Immediately following each race, recommend to the Referee or designate the disqualification of any offending swimmers.

4.5.1.19 The **Clerk of the Course** shall be responsible for:

4.5.1.19.1. Checking swimmers 'in' to the marshalling area prior to each event.

4.5.1.19.2. Controlling swimmers from the time they are checked 'in,' until they are turned over to the Referee.

4.5.1.19.3. Having full charge of the working deck insofar as the control of swimmers is concerned.

4.5.1.19.4. Reporting any inappropriate conduct to the Referee.

- 4.5.1.19.5. If so instructed by the Referee, scratching swimmers who fail to report to the marshalling area when the event or heat is called for marshalling.
- 4.5.1.19.6. Seeding swimmers in deck-seeded meets, informing swimmers of their heats and lane assignments and distributing time cards, if used.
- 4.5.1.19.7. If given the authority by the Referee, to combine heats and move swimmers from one heat to another in the interest of saving time or fair seeding.
- 4.5.1.20 The **Marshall** shall be responsible for:
 - 4.5.1.20.1. Serving as deputy Clerk of the Course, assisting in all matters relating to the duties of the Clerk.
 - 4.5.1.20.2. Having full charge of the working deck and the marshalling area in order to control swimmers.
 - 4.5.1.20.3. When authorized by the Clerk of the Course, scratching swimmers who fail to report to the marshalling area when called.
 - 4.5.1.20.4. 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.
- 4.5.1.21 The **Chief Meet Recorder** shall be responsible for:
 - 4.5.1.21.1. Ensuring that BCSSA rules covering place judging and timing are properly applied.

- 4.5.1.21.2. Determining the final order of finish and official times of all swimmers.
- 4.5.1.21.3. Ensuring that all disqualifications are properly noted.
- 4.5.1.21.4. Referring all disqualifications, not noted in the proper form or content, to the Referee.
- 4.5.1.21.5. Referring all contentious issues to the Referee.
- 4.5.1.21.6. Informing the Referee of any ties that may result in a swim-off.
- 4.5.1.21.7. Ensuring that an accounting of all points achieved during the meet is kept.
- 4.5.1.21.8. During sessions of preliminary heats:
 - a) Receiving and processing Lane Recorder, Place Judge and/or Electronics reports for each event.
 - b) Compiling and posting a complete list of results for each preliminary heat.
 - c) Compiling a list of swimmers, including the two highest ranked alternates, who are to advance to finals and consolation finals in each event. This list shall show the swimmers' names, their affiliations and their times.
 - d) Providing copies of the above lists for posting, to the announcer and to any officials responsible for preparing the program for finals.

4.5.1.21.9. During sessions of finals and timed finals:

- a) Receiving and processing Lane Recorder, Place Judge, and/or Electronics reports for each event.
- b) Compiling a list of swimmers in the order of finish. This list shall show the swimmers' names, affiliations, official times [with new pending records noted], final placings and any disqualified swimmers.
- c) Assisting the Meet Manager in producing a complete list of meet results for distribution.

4.5.1.22 The **Announcer** shall be responsible for:

4.5.1.22.1. Having the discretion to open and close meet sessions with suitable remarks.

4.5.1.22.2. Assisting the officials by making announcements, securing attention and requesting silence for starts.

4.5.1.22.3. Having the discretion to inform spectators of each new event, distance, number of lengths and stroke to be used.

4.5.1.22.4. Having the discretion to identify the swimmers at their starting stations prior to, or during, the race.

4.5.1.22.5. Having the discretion to provide a running commentary during the events.

4.5.1.22.6. Refraining from 'calling' the order of finish, albeit 'unofficially', in all but the most obvious of spread-out finishes.

4.5.1.22.7. Being thoroughly familiar with all aspects of the running of the meet and having a good understanding of the Rules.

4.5.1.23 The **Recall Rope Operator** shall be responsible for:

4.5.1.23.1. Taking a position in proximity to the release mechanism of the recall rope for the start of each race.

4.5.1.23.2. Upon a recall signal from the Starter or Referee, dropping the rope to the surface of the water to stop the swimmers.

4.5.1.24 The **Safety Marshals** shall be responsible for:

4.5.1.24.1. Ensuring that warm-up rules are followed.

4.5.1.24.2. Ensuring that all activities in the pool area during the warm-up period are safe.

4.5.2. Rules of Meet Conduct

4.5.2.1 Warm-Up

4.5.2.1.1. All participants, including competitors, coaches and others shall comply with warm-up rules.

4.5.2.1.2. The Meet Manager shall be responsible for ensuring that warm-up rules are followed.

4.5.2.1.3. 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 Referee.

4.5.2.1.4. The Meet Manager shall designate Safety Marshals to actively monitor the warm-up period and ensure compliance with these rules.

4.5.2.1.5. Coaches shall notify Safety Marshals of any disabled swimmers who are participating in warm-ups.

4.5.2.1.6. Safety Marshals shall ensure that:

- a) Coaches or coach designates supervise on deck during the warm-up period.
- b) Swimmers enter the water feet first in a cautious manner.
- c) No running takes place on the pool deck.
- d) No swimmers dive from the side of the pool.
- e) Notices/barriers are placed on starting blocks to prevent diving during the general warm-up period.
- f) Diving starts are only permitted in designated sprint lanes during the warm-up period.
- g) Lanes shall be open primarily for 'Circle Swimming' during the general warm-up period.

h) Coaches and swimmers shall allow backstrokers and disabled swimmers the 'right of way' for safety purposes.

4.5.2.1.7. During the warm-up period, swimmers may use flutter boards and pullbuoys.

4.5.2.1.8. During the warm-up period, swimmers may not use hand paddles or flippers (zoomers).

4.5.2.2 Competition

4.5.2.2.1. Qualifying times and/or dequalifying times may be set by the Meet Manager in order to tailor events to specific levels of swimmers.

4.5.2.2.2. 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 swimmers shall be informed.

4.5.2.2.3. The competition pool should be open to all swimmers and meet officials at least one hour before each session.

4.5.2.2.4. The order of events for a meet shall be published in advance and shall not be altered except with the approval of the Referee and Meet Manager. Any changes shall be conveyed to all participating clubs in a reasonably timely manner.

4.5.2.2.5. The 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 swimmers.

4.5.2.2.6. If an event is postponed, it shall be held at a future time with the swimmers 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.

4.5.2.3 Meets shall be composed of races that may be of four types:

4.5.2.3.1. Time Final events:

- a) Events in which each swimmer swims only once for time.
- b) The final placing of swimmers shall be determined on the basis of times.
- c) Events to be conducted as Time Finals shall be so designated on meet information forms.

4.5.2.3.2. Preliminary Heats:

- a) Races in heats and finals meets where swimmers compete to qualify for starting positions in finals or consolation finals.

4.5.2.3.3. Finals:

- a) Races that conclude events in heats and finals meets in which the swimmers with the fastest times in Preliminary Heats compete for final placings.

- b) When there is a scratch from a Final, the top seeded swimmer who did not qualify for the Final may swim in the lane left vacant.

4.5.2.3.4. Consolation Finals:

- a) 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.
- b) Are generally swum immediately prior to the Final of the same event.
- c) Alternates shall be moved up from the ranks of the non-qualifiers to fill any vacant lanes in a Consolation Final.
- d) The highest final event placing possible for swimmers in a Consolation Final is one below the number of working lanes in the pool.

4.5.2.4 Calling of Competitors and Alternates

4.5.2.4.1. Swimmers and alternates are responsible for reporting to the Clerk of the Course in time for their race.

4.5.2.4.2. The Clerk shall announce the event at least twice, with at least two minutes between each announcement.

4.5.2.4.3. It is the responsibility of each competitor to be close enough to the Clerk to hear these announcements and to make their presence known to the Clerk.

4.5.2.4.4. The Clerk shall not make “personal calls.”

4.5.2.4.5. If the Clerk has completed the required calls and a swimmer has not checked in, the Clerk shall conclude that that swimmer does not intend to compete in that event and shall replace the swimmer with the designated alternate.

4.5.2.4.6. Should this occur, the Clerk shall call the alternate, allowing a minimum of one minute for him/her to report.

4.5.2.4.7. Once an alternate has been called, the listed qualifier and any previously called alternate are irrevocably scratched from the event.

4.5.2.5 Swim-Offs

4.5.2.5.1. 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.

4.5.2.5.2. All swimmers involved in the tie shall be allowed to participate in the Swim-Off and only those swimmers involved may take part.

4.5.2.5.3. A competitor 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 competitors eligible for the Swim Off who do not scratch and shall be eligible for points, if any, for the reassigned position.

4.5.2.5.4. A swimmer 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.

4.5.2.5.5. The time at which a Swim-Off will take place shall be set by the Referee. Before setting the time for a Swim-Off, the Referee shall check with the coaches of the swimmers involved to ascertain if the proposed time unduly jeopardizes their participation in other events.

4.5.2.5.6. Times made in a Swim-Off shall be recorded and may count as records, but they may not elevate any of the swimmers beyond the highest qualifying position for which they were tied.

4.5.2.5.7. Any disqualification that occurs during a Swim-Off shall apply to the Swim-Off only. A swimmer 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.

4.5.2.6 Working Deck

4.5.2.6.1. Certain areas of the pool, known as the 'Working Deck,' shall be out of bounds to all but working officials during meets.

4.5.2.6.2. Unless otherwise defined by the Meet Manager or Referee, the Working Deck shall consist of those areas within 1.8 m of the sides and turning end of the pool and within 4.5 m of the finished end. The limitations of the design of the pool may dictate differing dimensions.

4.5.2.6.3. Unauthorized intrusion into such areas by swimmers, coaches, or any other persons may warrant, at the discretion of the Referee, disqualification from all remaining events in the meet or expulsion from the pool area for the remainder of the meet.

4.5.2.7 Swimwear

4.5.2.7.1. The referee shall exclude any competitor whose swimwear does not comply with this rule.

4.5.2.7.2. To be worn in competition, a swimsuit shall have the following characteristics:

- a) It shall either be included on the currently approved FINA swimwear list or otherwise meet all parameters of this section.
 - b) It shall be non-transparent.
 - c) It shall be made only of textile fabric(s).
 - d) It shall not include a zipper or other fastening system.
 - e) A men's swimsuit shall not extend above the navel or below the knee.
 - f) A women's swimsuit shall not extend above the shoulder or below the knee.

4.5.2.7.3. An otherwise illegal suit may not be modified to make it legal.

4.5.2.7.4. A swimmer may wear only one swimsuit in competition. Additional items, like arm bands or leg bands shall not be considered parts of the swimsuit.

4.5.2.7.5. A swimmer shall not wear or use any device that may aid speed, buoyancy, or endurance during a race. Nose clips, caps and goggles are permitted.

4.5.2.7.6. A swimmer shall not wear any kind of tape on the body unless approved in advance by the Referee, such approval to be granted only if the tape is needed for a valid medical reason, such as wound closure, and if it in no way provides a competitive advantage compared to the same swimmer competing without the tape.

4.5.2.7.7. Kinesiology tape is not permitted at any time.

4.5.2.7.8. A swimmer may wear two caps.

4.5.2.7.9. Swimwear, including swimsuit, caps, nose plugs and goggles shall not contain any symbols, text, graphics or other visual elements violating the BCSSA Harassment Policy.

4.5.3. Entries and Scratches

4.5.3.1 Late entries, deck entries or substitutions may be permitted at the discretion of the Meet Manager.

4.5.3.2 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.

4.5.3.3 Failure of a swimmer to report to the Clerk of the Course when an event is called may be considered a scratch.

4.5.3.4 Failure of a swimmer to take position at the starting platform when the heat is called by the Referee may be considered a scratch.

4.5.4. Heats, Seeding and Lane Assignments

4.5.4.1 Except as indicated otherwise in the meet invitation, the provisions of this section shall apply to all BCSSA meets.

4.5.4.2 Where there are more swimmers or relay teams entered in preliminary heats or time-finals than there are lanes in the pool, there shall be multiple heats:

4.5.4.2.1. Which heat a swimmer is assigned to shall be based on seeding for the event.

4.5.4.2.2. Wherever possible, all heats shall include at least three swimmers. This may necessitate transferring one or two swimmers from the preceding or following heat.

4.5.4.2.3. Scratches may reduce the number of swimmers in any heat to less than three.

4.5.4.3 Swimmers, including relay teams, shall be seeded from fastest to slowest based on times:

4.5.4.3.1. In the case of preliminary heats and time-finals, the times shall be submitted entry times.

- 4.5.4.3.2. In the case of finals and consolation finals, the times shall be those attained in preliminary heats.
- 4.5.4.3.3. Swimmers with identical times shall be ranked by draw.
- 4.5.4.3.4. Swimmers without entry times shall be ranked by draw and seeded slowest.
- 4.5.4.3.5. In the case of time-finals:
- a) Swimmers 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.
 - b) The last heat shall be filled before any swimmers are assigned to the second-last heat, the second-last heat shall be filled before dealing with the third-last and so on.
 - c) The Meet Manager may elect to reverse the order of heats, with the highest-seeded first and the lowest-seeded last.
- 4.5.4.4 Lane assignments within each heat of a time-final or in a final shall be as follows:
- 4.5.4.4.1. The highest-seeded swimmer 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.
- 4.5.4.4.2. The second highest-seeded swimmer 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.

4.5.4.5 Lane assignments for preliminary heats shall be as follows:

4.5.4.5.1. Where there is just one heat, lane assignments shall be as in [4.5.4.3.](#)

4.5.4.5.2. Where there are two or three heats:

- a) The highest-seeded swimmer 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.
- b) This process will be repeated with the next highest-seeded swimmers, with the second highest-seeded swimmer in each heat being assigned to the lane immediately to the left of the highest-seeded swimmer.
- c) The third highest-seeded swimmer in each heat shall be assigned to the right of the highest-seeded swimmer.
- d) Left to right alternating will continue until all swimmers are assigned.

4.5.4.5.3. Where there are four heats or more:

- a) The highest-seeded of the swimmers sufficient to fill the last three heats (unless one or two swimmers are required to make a minimum of three swimmers in a fourth heat) shall be seeded as described in [4.5.4.4.2.](#)
- b) All heats preceding the last three heats shall be seeded as described in [4.5.4.3.](#)

Example: 8 Lane Pool - 23 Competitors

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 Competitors

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 Competitors

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

- 4.5.5.1 When a swimmer is the only competitor, 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.
- 4.5.5.2 All BCSSA Rules shall apply to swimmers with disabilities, except the referee shall permit variations and exceptions that aid a swimmer with a disability without providing them any advantage over another swimmer.
- 4.5.5.3 A minimum of 20 minutes shall pass between the starts of any two races within the same competitor category in which the same swimmer is competing.
- 4.5.5.4 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

- 4.5.6.1 The 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 swimmers to step back or to stop the race and re-attempt the start without any disqualifications or penalty.
- 4.5.6.2 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 referee may permit the use of a whistle or command to serve as the starting signal.

4.5.6.3 The start in Freestyle, Breaststroke, and Butterfly races shall generally be with a dive from the starting platform or from the pool deck. The Referee may permit a swimmer to start in the water.

4.5.6.4 The start in Backstroke and Medley Relay races shall be in accordance with the rules of Backstroke.

4.5.6.5 At the start, the Referee shall:

- a) Have the discretion to permit swimmers to briefly enter and then leave the water if one or more swimmers requests a 'wet start.'
- b) Check that all officials and swimmers are ready and in position.
- c) Signal the swimmers to take their positions of readiness with a whistle and raised arm requesting quiet.
- d) When the swimmers are ready and spectators are quiet, turn the race over to the Starter with a second whistle and a motion of the arm.
- e) Have the discretion to disqualify a swimmer who reports to the starting area after the Referee has turned the race over to the Starter.
- f) Ensure that the Starter is properly controlling and executing starts.

4.5.6.6 At the start, the Starter shall:

- a) When conditions warrant, such as when novice swimmers are

involved, remind the swimmers of the stroke(s), number of lengths and similar information.

- b) Hold the starting device in clear view of all Timers while giving the command: 'TAKE YOUR MARKS' in a slow and steady voice.
- c) Give swimmers a reasonable opportunity to assume their starting stances and become stationary.
- d) Give the starting signal as soon as all swimmers appear to be ready to start and are exhibiting no forward motion.

4.5.6.7 At the Start of a race requiring a diving start, each Swimmer shall:

- a) Enter the water prior to the race only when the Referee has given permission to do so briefly to enable a 'wet start.' Should such permission have been granted, the swimmer shall enter and leave the water quickly without swimming beyond the first backstroke flags.
- b) Upon hearing the first 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.
- c) Upon hearing the command "Take Your Marks,' immediately assume a starting stance at the front of the starting platform, with no forward motion and at least one foot

remaining at the front of the starting platform, or at the edge of the pool.

- d) Once in position, remain stationary until the starting signal is given or until the Starter or Referee directs them to relax.

4.5.6.8 At the Start of a race requiring a start in the water, each Swimmer shall:

- a) At the Referee's first whistle, immediately enter the water and move without undue delay to the ready position.
- b) 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.
- c) 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

4.5.7.1 A False Start is any action or lack of action on the part of one or more swimmers while under the command of the Starter, which delays or spoils the achieving of a legal start.

4.5.7.2 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 swimmers and attempt another fair start.

4.5.7.3 Any swimmer who commits a False Start during an attempt at a start shall be disqualified.

4.5.7.4 Types of False Start include the following:

4.5.7.4.1. Introduction of movement after taking their marks: One or more swimmers introduce forward movement after having taken a starting stance.

4.5.7.4.2. Leaving their marks early (jumping the gun): One or more swimmers start, or topple, from their marks, before the starting signal is given.

4.5.7.4.3. 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 Referee or Starter shall direct the swimmer to remove them from the gutter and this shall not be a False Start. If a Backstroker puts one or both feet in the gutter or curls toes over the gutter after the command, 'Take Your Marks,' the Starter shall relax the swimmers and declare a False Start.

4.5.7.5 The Referee may permit a swimmer disqualified for a False Start to swim the race, but the disqualification shall be treated as if the swimmer had not been permitted to swim the race.

4.5.7.6 A disqualified swimmer shall not be

permitted to swim under protest. If a protest is made and is successful, the swimmer concerned shall swim alone at a time determined by the Referee.

4.5.7.7 The Referee or Starter may disqualify a swimmer 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:

4.5.7.7.1. any delaying action, or lack of action, on the part of the swimmer, 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,

4.5.7.7.2. any other form of contemptuous behaviour.

4.5.7.8 If a False Start is declared before the starting signal, the signal shall not be given, the remaining swimmer(s) shall be directed to relax, the offending swimmer(s) disqualified and the race started.

4.5.7.9 If a False Start is declared after the start signal has been given, the following procedures shall be followed:

4.5.7.9.1. The race shall continue and the swimmer(s) shall be disqualified upon completion of the race.

4.5.7.9.2. If a False Start causes the Starter or Referee to signal a recall in error, the swimmers shall be recalled, the offending swimmer(s) disqualified and the race started again.

4.5.8. During the Race

4.5.8.1 Coaching of a swimmer is not permitted within the Working Deck. The Referee may disqualify any swimmer who receives aid or advice from the Working Deck during a race.

4.5.8.2 Interference in a Final

4.5.8.2.1. If, in the opinion of the Referee, a swimmer(s) interferes with another swimmer(s) competing in a Final, the interfering swimmer(s) shall be disqualified.

4.5.8.2.2. Should this occur, the race shall be swum again at a time determined by the referee, with all swimmers taking part, except those disqualified.

4.5.8.2.3. Only the times and places achieved in the reswim shall be official for determining final places in the event.

4.5.8.2.4. The Referee may elect to not hold a reswim only if all swimmers participating in the race agree to a compromise solution.

4.5.8.3 Interference in a Preliminary Heat or Time Final

4.5.8.3.1. If, in the opinion of the Referee, a swimmer(s) interferes with another swimmer(s) competing in a Heat or Time Final, the Referee shall have the sole discretion to arrange one of the following forms of reswim:

- a) Allowing the interfered swimmers to compete in subsequent scheduled heats, or
- b) Reswimming the interfered swimmers only to determine official times and places, or
- c) Reswimming all the swimmers in the fouled heat, except those disqualified, to determine new official times and places, or
- d) Reswimming all the swimmers.

4.5.8.4 Before setting the time for a reswim, the Referee shall check with the coaches of swimmers involved to ascertain if the proposed time unduly jeopardizes their participation in other events.

4.5.9. Strokes

4.5.9.1 In all strokes, the swimmer 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.

4.5.9.2 In all strokes, the swimmer 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.

4.5.9.3 If the swimmer surfaces in the wrong lane after the start or a turn, in all strokes, the swimmer may pass below a lane rope to return to the correct lane. The swimmer shall maintain the legal stroke position and legal stroke for the stroke the swimmer is swimming.

4.5.9.4 Freestyle

4.5.9.4.1. The swimmer may use any style or stroke combination.

4.5.9.4.2. At each turn and at the finish:

- a) Some part of the swimmer's body shall touch the end wall or cross the imaginary vertical plane.
- b) If the swimmer fails to touch at a turn, the swimmer 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.

4.5.9.4.3. Some part of the swimmer shall break the surface of the water throughout the race, except that the swimmer may completely submerge at the start and during each turn for a distance of not more than 15 metres. By that point, the swimmer's head shall have broken the surface.

4.5.9.5 Backstroke

4.5.9.5.1. At the start, the swimmer shall:

- a) Prior to the starting signal, face the starting end of the pool with both hands holding the starting grips.
- b) Not stand in or on the gutter, or bend toes over the lip of the gutter.
- c) After the command "Take Your Marks," assume a starting position and remain stationary until the starting signal is given.

4.5.9.5.2. At the start and after each turn, the swimmer shall push off and swim on the back at all times, except when executing a turn. The swimmer's position on the back may include a roll movement of the body up to, but not past 90 degrees from horizontal as determined by the line of the shoulders. The position of the swimmer's head is not relevant.

4.5.9.5.3. Some part of the swimmer shall break the surface of the water throughout the race, except the swimmer may completely submerge at the start and following each turn for a distance of not more than 15 metres. By that point, the swimmer's head shall have broken the surface.

4.5.9.5.4. When executing each turn, the swimmer shall touch the wall with some part of the body.

4.5.9.5.5. During a turn, the swimmer may turn over to the breast under the following conditions:

- a) It shall be part of a uniform, unbroken turning motion with no pauses.
- b) Upon turning over to the breast, the swimmer shall either immediately initiate the turn or begin one continuous arm pull – using one arm or two arms simultaneously – to initiate the turn.

4.5.9.5.6. The swimmer shall be on the back upon leaving the wall.

4.5.9.5.7. At the finish, the swimmer shall touch the wall while on the back and shall not roll past 90 degrees; some part of the body shall break the surface of the water.

4.5.9.6 Breaststroke

4.5.9.6.1. After the start and after each turn:

- a) The swimmer may take one arm stroke completely back to the legs, during which the swimmer may be submerged.
- b) At any time prior to the first breaststroke kick, after the start and after each turn, the swimmer may take one butterfly kick.

4.5.9.6.2. From the beginning of the first arm stroke after the start and after each turn, the swimmer's body shall remain on the breast, except at the turn, after the touch of the wall where the swimmer may turn in any manner as long as the swimmer's body is on the breast when leaving the wall.

4.5.9.6.3. From the start and throughout the race:

- a) The swimmer's stroke cycle shall be one arm stroke and one leg kick in that order.
- b) All movements of the arms shall be simultaneous and on the same

horizontal plane without alternating movement.

- c) The swimmer's hands shall be pushed forward from the breast.
- d) The swimmer'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.
- e) The swimmer's hands shall be brought back on or under the surface of the water.
- f) The swimmer's hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

4.5.9.6.4. During each complete cycle:

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

4.5.9.6.5. The swimmer's feet:

- a) Shall be turned outwards during the propulsive part of the kick.
- b) The swimmer shall not use a scissor, flutter or downward dolphin kick except as provided for in [4.5.9.5.1. b\).](#)

- c) The swimmer may breaking the surface of the water with the feet, unless this is followed by a dolphin kick.

4.5.9.6.6. At each turn and at the finish of the race:

- a) The swimmer's touch shall be made with both hands separated and simultaneously, at, above or below the water level and the hands shall not stacked one on top of the other.
- b) At the last stroke before the turn and at the finish, the swimmer may take an arm stroke not followed by a leg kick.
- c) The swimmer'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.

4.5.9.7 Butterfly

4.5.9.7.1. From the beginning of the first arm stroke after the start and after each turn, the swimmer's body shall remain on the breast. The swimmer may be on the side while underwater kicking. The swimmer shall not roll onto the back at any time, except at the turn after the touch of the wall where the swimmer may turn in any manner as long as the body is on the breast when leaving the wall.

4.5.9.7.2. The swimmer shall bring both arms forward together over the water and backward simultaneously throughout the race, subject to [4.5.9.7.5.](#)

4.5.9.7.3. All of the swimmer's up and down movements of the legs shall be simultaneous. The swimmer's legs or feet need not be on the same level, but they shall not alternate in relation to each other. The swimmer may use the 'dolphin' or 'whip' or 'frog' kick and may switch from one to the other at will.

4.5.9.7.4. At each turn and the finish of the race, the swimmer'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.

4.5.9.7.5. At the start and at each turn:

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

4.5.9.8 Individual Medley

4.5.9.8.1. The swimmer 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.

4.5.9.8.2. The swimmer shall abide by the rules of the individual stroke while swimming that segment of the race.

4.5.9.8.3. In the freestyle segment, the swimmer shall employ asymmetrical or no arm movements and shall remain primarily on the breast. The swimmer may rotate past the vertical while performing such a style, but shall not exhibit a backstroke arm pull.

4.5.9.8.4. The swimmer shall end each stroke with a legal touch as prescribed by the rules for that stroke.

4.5.9.8.5. When changing from one stroke leg to the next, the swimmer may turn in any manner once a legal touch has been made, but the swimmer shall then attain the form of the stroke of the next leg of the race in accordance with the rule for that stroke.

4.5.9.9 Relays

4.5.9.9.1. Relay team members:

- a) There shall be four swimmers on each relay team. Each swimmer shall swim one-fourth the prescribed distance.
- b) Participation in a relay shall be limited to swimmers entered in the meet. If a swimmer is in a relay[s]

only, the swimmer's name shall appear with the notation 'relay only.'

- c) A relay team may consist of swimmers from the division associated with the event plus swimmers from any lower division or divisions. At least one member of the relay team shall be from the division entered.
- d) For each relay event, as designated by a unique event number, a swimmer shall be limited to competing as a member of one relay team only. This limitation includes an alternate who has swum.
- e) 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 swimmer names shall result in disqualification.
- f) Changes to the names of relay team members shall not be permitted after 'checking In.'
- g) A swimmer may not compete for one relay team in a preliminary heat and a different relay team in the final of the same event.

4.5.9.9.2. Relay teams in heats and finals meets:

- a) When a club enters two or more teams in any one relay event and more than one team advances to the finals, a swimmer who competed for one team during heats shall not compete for a different team in the finals.
- b) A swimmer who competed on a relay team that was disqualified in heats may not participate in finals of the same event for another relay team.
- c) Except for the limitations described in [4.5.9.9.2 a\) and b\)](#), between heats and finals, the swimmers competing for a relay team may be changed as long as all swimmers competing for the relay team in the finals were named on the Relay Team Entry Form submitted prior to the heats.

4.5.9.9.3. The relay race:

- a) The lead-off swimmer starts with the starting signal. Before starting any other segment of the relay, each succeeding swimmer must assume a forward starting position in contact with the starting mark (top front edge of the starting platform or the edge of the pool.) The relieving swimmer must be in contact with the 'mark' after the preceding swimmer touches.

- b) 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 ([4.5.9.8.3](#)).
- c) When a swimmer leaves the starting mark before the previous swimmer touches, the team shall be disqualified unless the offending swimmer returns to the wall and touches before beginning the assigned leg of the relay.
- d) Each swimmer who finishes their stroke segment shall leave the water as soon as possible without obstructing any other swimmer who has not yet finished their stroke segment.
- e) A swimmer who has left the water shall not re-enter the water.
- f) Should any member of a relay team be disqualified, the relay team shall be disqualified.

4.5.9.9.4. In a freestyle relay, there shall be four different swimmers on each team, each swimming a segment that is one quarter of the prescribed distance of the race.

4.5.9.9.5. In a medley relay, there shall be four swimmers 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

4.5.10.1 A swimmer 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 touch pad in the assigned lane.

4.5.10.2 Once having left the water at the finish of an event, a swimmer shall not re-enter the water without permission.

4.5.11. Disqualifications

4.5.11.1 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.

4.5.11.2 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.

4.5.11.3 The Referee shall ensure that all reasonable efforts are made to inform a disqualified swimmer, or the swimmer's coach, of the full particulars of the disqualification within 15 minutes of the infraction.

4.5.11.4 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

4.5.12.1 Protests

4.5.12.1.1. Protests affecting the right of a swimmer to compete in any race shall be made in writing to the Referee, before the race is held.

4.5.12.1.2. 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 the issue arising.

4.5.12.1.3. 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.

4.5.12.1.4. 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.

4.5.12.1.5. 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.

4.5.12.1.6. 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.

4.5.12.1.7. 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.

4.5.12.2 Jury of Appeal

4.5.12.2.1. The Meet Manager may appoint a Jury of Appeal for the entire meet or for a specific protest:

- a) 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.
- b) The members of a Jury, excluding the Chair, shall be of an odd number, preferably three or five.
- c) 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 in the protested event.

4.5.12.2.2. 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:

- a) The Jury shall conduct its business in private.
- b) 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.
- c) The Jury may hear additional evidence as it sees fit. Such evidence shall not include video evidence of a disqualification, except that recorded by a, BCSSA-approved video recording system.
- d) The Jury shall reach a decision by majority vote as soon as is practicable.
- e) The chair of the Jury shall prepare a Jury Record, which all members of the Jury shall sign.
- f) 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.
- g) 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.

4.5.12.2.3. Any decision of a Jury of Appeal may be appealed to the Appeals Committee of the BCSSA, as provided for under [section 3.10](#) of these rules.

4.5.13. Timing

4.5.13.1 General

- 4.5.13.1.1. All official times shall be determined according to these rules and published in the official results.
- 4.5.13.1.2. 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”).
- 4.5.13.1.3. Times shall be recorded to 1/100 of a second.
- 4.5.13.1.4. Swimmers with identical times shall be tied for time and place.
- 4.5.13.1.5. When used, time cards shall include the event number, stroke and distance, as well as the swimmer’s name, division/category and club. For relays, the name and division/category for each swimmer will also be included.

4.5.13.2 Automatic Timing System

- 4.5.13.2.1. An automatic timing system, including a video recording system, shall be approved by BCSSA prior to use at a BCSSA sanctioned meet.
- 4.5.13.2.2. Electronic ‘touchpads’ and ‘plungers’ shall be considered parts of an automatic timing system. ‘Touchpads’ shall be considered the ‘primary’ part of the system, while ‘plungers’ shall be considered the ‘backup’ part of the system.

- 4.5.13.2.3. 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 [4.5.13.4.2. c\)](#) shall apply for all backup times.
- 4.5.13.2.4. Lane timers shall depress the 'plunger' when the swimmer in their assigned lane has completed the required distance and any part of the swimmer's body touches the 'touchpad,' the end wall of the pool or passes through the imaginary vertical plane extending upward from the end wall.
- 4.5.13.2.5. When there is a malfunction of the 'primary' automatic timing system, the 'backup' automatic timing system or backup manual timing shall be used.
- 4.5.13.2.6. 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.
- 4.5.13.2.7. 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.

4.5.13.2.8. 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.

4.5.13.2.9. 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.

4.5.13.3 Manual Timing

4.5.13.3.1. 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.

4.5.13.3.2. Lane timers shall start their watches on seeing the 'flash' of the starting device.

4.5.13.3.3. 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.

4.5.13.3.4. A lane timer shall operate only one stopwatch at a time; a stopwatch shall be stopped only by the person who started it.

4.5.13.3.5. Lane timers shall stop their digital stopwatches when the swimmer

in their assigned lane has completed the required distance and any part of the swimmer's body touches the 'touchpad', the end wall of the pool or passes through the imaginary vertical plane extending upward from the end wall.

4.5.13.3.6. All times measured by stopwatches shall be recorded on the prescribed time card or heat sheet.

4.5.13.3.7. When times for a swimmer are obtained from more than three stopwatches, only the times of the three officially assigned stopwatches shall be recognized in determining the official time.

4.5.13.4 Determining Official Times

4.5.13.4.1. If the touchpad time of an automatic timing system is valid, then the touchpad time shall be considered the official time.

4.5.13.4.2. If manual times or backup times from an automatic timing system must be used then the following applies:

- a) 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.
- b) If all three 'plungers'/stopwatches disagree, the middle time shall be the official time.

- c) 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.

4.5.13.4.3. Official times shall not be determined by combining times from an automatic timing system and manual timing.

4.5.14. Order of Finish

4.5.14.1 All races must be place judged as well as timed.

4.5.14.2 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.

4.5.14.3 Each place judge shall record the placings of all swimmers in each race.

4.5.14.4 When an event involves multiple heats, the order of finish shall be established by comparing the official times of all swimmers. Swimmers with the same time shall be tied in the overall order of finish.

4.5.14.5 When a tie occurs for the last qualifying or alternate position for a final or consolation final, a swim-off shall be conducted.

4.5.14.6 When an automatic timing system is used:

4.5.14.6.1. When the touchpads or a video recording system are determined to

have worked correctly for all swimmers, the official places shall be those measured and recorded by the system.

4.5.14.6.2. 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.

4.5.14.6.3. 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 [4.5.13.4](#).

4.5.14.6.4. When the touchpads or video recording system fail to provide valid placings and times for some swimmers, the Chief Meet Recorder shall determine the official order of finish by reference to the place judge slips, plunger times and touchpad results:

- a) When the plunger times are inconsistent with the official order of finish so determined and the inconsistency involves swimmers, all of whose official times are backup times, the official times shall be determined according [4.5.14.7.2](#).
- b) When the plunger times are inconsistent with the official order of finish so determined and the inconsistency involves swimmers, one of whose official time was a valid automatic time, the swimmer timed by the backup system shall

be awarded a Judge's Decision and assigned a time equal to the valid automatic time of the swimmer 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 swimmers are not tied.

4.5.14.7 When manual timing is used:

4.5.14.7.1. A swimmer with a faster time shall not displace another who places ahead within the same heat according to a majority of the place judges.

4.5.14.7.2. Where a swimmer is declared, by a majority of place judges, to have placed higher than another whose time is faster, both swimmers 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 swimmers are not tied.

4.5.14.7.3. When a majority of the place judges do not agree on the placing of some swimmers within a heat, the order of finish of those swimmers shall be determined by their official times. If the official times are identical, the swimmers shall be tied.

4.5.15. Scoring

4.5.15.1 Except as indicated otherwise in the meet invitation, the provisions of this section shall apply to the scoring of all BCSSA meets.

4.5.15.2 In a meet with finals, points shall only be awarded to those who compete in finals or consolation finals.

4.5.15.3 Disqualified swimmers and those who scratch shall not be awarded points, except for swimmers who scratch from swim-offs, who remain eligible for points based on their final placings.

4.5.15.4 When two or more swimmers 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 swimmers involved in the tie.

4.5.15.5 Meets with no consolation finals shall be scored as follows:

4.5.15.5.1. 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.

4.5.15.5.2. 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.

4.5.15.6 Meets with consolation finals shall be scored as follows:

4.5.15.6.1. 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.

4.5.15.6.2. 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.

4.5.15.6.3. Points shall not be awarded for
the placings that are vacated due to a
disqualification in a final or consolation
final.

4.5.15.6.4. 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 swimmers 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

4.6.1.1 The end walls of a pool shall be parallel
and vertical and so constructed that
competitors 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.

4.6.1.2 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 a swimmer'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.

4.6.1.3 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

4.6.2.1 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.

4.6.2.2 Lanes should be numbered with Number one [1] starting on the right, facing the course.

4.6.2.3 The center of each lane should be marked with a clearly visible line along the bottom of the pool.

4.6.2.4 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

4.6.3.1 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.

4.6.3.2 The top surfaces of a platform should have a minimum size of 0.5 m x 0.5 m.

4.6.3.3 The top of the platform should not slope towards the water more than ten degrees from the horizontal.

4.6.3.4 The top surfaces, including steps, if any, should be non-slippery.

4.6.3.5 The lane number should be clearly visible from all sides of the starting platform.

4.6.4. Backstroke Handgrips

4.6.4.1 Firm handholds or grips allowing for a complete grip of hands must be provided for all backstroke starts.

4.6.4.2 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].

4.6.4.3 The backstroke grips must not protrude through the vertical plane of which the end wall is a part.

4.6.5. Backstroke Pennants

- 4.6.5.1 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.
- 4.6.5.2 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.
- 4.6.5.3 The Referee may approve pools with other satisfactory backstroke turn warnings for competitions.

4.6.6. 15 Metre Marker

- 4.6.6.1 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

- 4.6.7.1 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.
- 4.6.7.2 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

- 4.6.8.1 Competitions may be held in fresh or salt water where there is no appreciable movement or current.

4.6.8.2 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

4.6.9.1 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:

4.6.9.1.1. 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.

4.6.9.1.2. Be activated by the Starter.

4.6.9.1.3. Be equipped with a touch-pad on each lane which, when activated, causes the recording of the elapsed time since the start.

4.6.9.1.4. Preferably be equipped with touch-pads which:

4.6.9.1.4.1. extend at least 60 cm below the water surface and 30 cm above it.

4.6.9.1.4.2. are mounted in the center of each lane and are not less than 10 cm narrower than the lane.

4.6.9.1.4.3. have a maximum thickness of 1.00 cm.

4.6.9.1.4.4. are marked so as to conform with the rest of the pool and have a border at least 2.5 cm wide.

4.6.9.1.4.5. have sensitivity which will react to a light touch of the hand but not react to water turbulence.

4.6.9.1.4.6. have no sharp edges and provide a firm, safe surface for turns.

4.6.9.1.5. Have a Xenon flash and horn, which shall be activated by the starting signal.

4.6.10. Video Recording System

4.6.10.1 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:

4.6.10.1.1. If to be used as a back-up timing system, capable of recording to 1/100ths of a second.

4.6.10.1.2. 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.

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