



## 1. PROVINCIAL AND REGIONAL CHAMPIONSHIP MEETS

### 1.1. Application of Rules

- 1.1.1. All such meets shall be carried out in compliance with the most current S/NC Swimming Rules. In instances where the A.S.S.A. Rules and Regulations differ from the S/NC Swimming Rules the A.S.S.A. Rules shall apply.

### 1.2. Date and Location of Meets.

- 1.2.1. The annual Provincial Championship Meet shall be held on the second weekend following the long weekend in August whenever possible. The venue for this meet shall be announced at either the Annual Fall or Spring General meeting. The Board of Directors shall be responsible for choosing the venue, for organizing and for conducting the Annual Provincial Championship.
- 1.2.2. Annual Regional Meets shall be held at such time and place as is decided by the member clubs in each region, but with preference being given to it being held one week prior to the Provincial Championship meet.
- 1.2.3. Regional and Provincial Meets shall be held in a sanctionable 25 metre pool.
- 1.2.4. The Referees for Provincial Meets should be Senior (Level 4) or Master (Level 5) Officials.

### 1.3. Wild Card Draw Procedures

- 1.3.1. Wild card swimmer description can be found in rule 1.6.3. For purposes of relay substitution, a wild card swimmer is not considered a qualifier.
- 1.3.2. Preparing the results file(s) at Regionals for submission to the Provincial Meet.
  - a. A non-edited version of the regional final results shall be marked as such and submitted to the ARDB in the usual manner for results posting. The regional meet preliminary results shall also be submitted at this time. Note that all 6 and under events (whether preliminary or final) shall be in the preliminary file only.

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- b. An edited version of the Regional Finals results shall be created by deleting from the results file all swimmers who are scratching from the Provincial Championship (either qualifier or potential wild card swimmer). In the event of a tie in finals, a swim off shall be held and first and second place finisher shall be designated. This file shall be marked as such and sent electronically to the person(s) designated by the Provincial Meet Manager immediately following the Regional Meet.
  - c. Once you have received your entries to your Regional Championship Meet, copy the region's competitor database to a word processing document and send it electronically to the person(s) designated by the Provincial Meet Manager. The document should be saved as plain text.
  - d. The meet disc and a hard copy of the results (with scratched qualifiers clearly indicated) may need to be sent as well for use as a back up.
  - e. The procedure for sending this information shall be determined by the Provincial Swim Meet Committee and communicated to the Regional Meet Managers and/or Computer Operators when the Provincial Meet invitation is published.
  - f. Swimmers who will be scratching from the Provincial Championship Event (whether a qualifier or a potential wild card swimmer) MUST notify the Regional Meet Manager before the Regional Swim Meet ends. The Regional Meet Manager shall ensure these persons are deleted from the "Edited" regional results before the results are sent to the person(s) designated by the Provincial Meet Manager.
- 1.3.3. Creating the Provincial Wild Card Draw
- a. Once Provincial Meet Management has obtained the edited results and the competitor databases from all six regions, they will create the wild card draw using the edited final results files only. Please see the appendix (for Provincial Computer Operators) in the Meet Program Manual for the specific procedure. This will create for each event a list of qualified swimmers, plus wild card swimmers to fill two complete heats and a number of alternates.
  - b. The wild card draw shall be made available to Region Reps immediately to be checked for accuracy.
  - c. The entire wildcard draw shall be made public as soon as it has been checked for accuracy. Barring unforeseen problems, the latest this shall occur is Monday Noon on the day following the running of the last Regional Championship event.

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- d. Region Representatives shall notify swim clubs in their Regions as to which swimmers have qualified for a wild card position as well as which swimmers have qualified for an alternate position and shall confirm to Provincial Meet Management that these swimmers can attend. Similar information will be posted on the ASSA website.
- e. Provincial Meet Management shall determine timelines for final creation of heat sheets and this information shall be included in the Provincial Meet Invitation.
- f. Provincial Meet Management shall have an alternative procedure to create a wild card draw in the event of unforeseen problems.

### 1.4. Regional Relays

- 1.4.1. Regional relays in each age category shall be determined on the basis of swimmers' performance at the Regional Championship. Please note that the 17 and over regional relay team is NOT an open team, and must have at least two 17 and over swimmers on it.
- 1.4.2. Regional medley relay teams shall consist of the fastest team as determined by the Regional Meet finals results. (ordinarily the first place finishers in each of the short free, butterfly, back and breast events).
- 1.4.3. Regional Free relay teams shall consist of the top four aggregate winners in each age category. IN EVENT OF A TIE FOR FOURTH AGGREGATE, the swimmer with the fastest time in the Short Free AT REGIONALS shall be chosen. If neither of the swimmers swam the short free, then there will be a swim off for the fourth place on the team, at a time to be determined by the region rep and coaches of the swimmers concerned.
- 1.4.4. Region Representatives shall enter their Regional Relay teams to the Provincial Meet Manager no later than 9:00 am Tuesday following the Regional Championship. This list shall include swimmer's name and ASSA#, club, leg of relay to be swum and a time for the team (based on final times obtained at Regionals, not the swimmer's best times).

### 1.5. Expenses Covered by ASSA

- 1.5.1. Regional Championship Meets.
  - a. Ribbons from third (3rd) place to sixth (6th) place for a 6 lane pool, or third (3rd) place to eighth (8th) place for an 8 lane pool. (These ribbons shall be ordered through the Records and Trophies Chairperson.)

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- b. All other costs shall be borne by the participating clubs, i.e.: pool rental, aggregate trophies (if any), etc
- 1.5.2. Provincial Championship Meets.
- a. Pool Rental.
  - b. Medallions for places 1 to 3 in each event (provided by the Records and Trophies Chairperson).
  - c. Trophies
  - d. Ribbons for places 4 to 16
  - e. Any other expenses as presented in the budget and approved by the Board and the General Meeting.
- 1.6. Event List and Entrants
- 1.6.1. Event List
- a. The event list, which has been approved by the Board of Directors for use in any given year, shall be the one which is used at Regional and Provincial Championship meets in that year.
- 1.6.2. Entrants
- a. Competitors may enter four (4) individual events and two (2) relay events. These two relay events shall consist of one (1) Medley Relay and one (1) Freestyle Relay only.
  - b. Exhibition swimmers shall not compete at Regional or Provincial Championship meets.
- 1.6.3. Regional representatives to the Provincial Championship Meet in any year shall be:
- a. The top two finalists in each event who are able to attend.
  - b. Such additional swimmers (with the fastest finals times achieved at Regionals) as can be accommodated in up to two heats per individual event (see Wild Card Procedures) to ensure all lanes are used.
  - c. The top two finalists in each relay event who are able to attend in each relay event.
  - d. Such additional relay teams (with the fastest finals times achieved at Regionals) as can be accommodated in up to two heats per relay event (see Wild Card Procedures) to ensure all lanes are used.
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- 1.6.4. In Relays, each swimmer competing at Regionals and Provincials may only swim in two relay events - one Medley Relay and one Free Relay event.
- 1.6.5. At least two members of the relay team shall be of the age group of the event unless the event is classified as a Senior event.
- 1.6.6. A relay team member may be substituted by another club member for Provincials, provided that the following criteria are met:
  - a. Substitutions are only allowed for personal or medical reasons received in writing and approved by the A.S.S.A. appointed Provincial Swim Meet Committee. This committee shall be composed of the Vice-President, Provincial Swim Meet Management Team, and designated Board Members. This committee shall not exceed 5 voting members.
  - b. Relay substitution requests shall be received no later than 8:00 a.m. the day of the relay event.
  - c. A relay substitution swimmer shall be an eligible A.S.S.A. member of the club in question who has not qualified for a relay team in the same event. A wildcard is not considered a qualifier.
- 1.7. Scoring
  - 1.7.1. For the Purpose of Regional and Provincial Championship Meets, scoring shall be clearly described in the meet invitation and may be:
    - a. the commonly accepted scoring system for ASSA (9,7,6,5,4,3,2,1) for an 8 lane pool.
    - b. in accordance with S/NC rules.
  - 1.7.2. At Regionals, points are awarded to swimmers from each Club and are totaled to determine the Clubs' Scores.
  - 1.7.3. At Provincials, points are awarded to swimmers from each Region and are totaled to determine the Regions' Scores.
- 1.8. Provincial Trophies
  - 1.8.1. Team Provincial Trophy
    - a. Presented annually to the Regional Coordinators of the Region earning the most points at the Provincial Meet. He/she should have the Region and year engraved on the shield and ensure the trophy is returned to the Provincial Meet the following year.
  - 1.8.2. A.S.S.A. Award of Excellence.

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- a. This award is presented annually to the senior male who accumulates the most points in his four individual events.

### 1.8.3. Rachor Trophy.

- a. This award is presented annually to the senior female who accumulates the most points in her four individual events. Donated by his daughter, Gretel Rachor, this trophy stands as a memorial to her father. Adolf supported and encouraged his daughter throughout her 14 years of swimming. Adolf Rachor passed away on May 4, 1991 after a one year struggle with cancer. The Rachor family would like to thank all of you who have given your support throughout these difficult months. They would also like to congratulate the recipient of this very special award.

### 1.9. Merchandise Sales At The ASSA Championship Meet

- 1.9.1. The ASSA Executive annually awards the entitlement to sell ASSA T-Shirts, Pins & Bars, and Heat/Result Sheets at the Provincial Championship Meet. A swim club achieves this entitlement by submitting the favourite T-shirt logo for the upcoming year.
- 1.9.2. The design competition is open to all ASSA clubs. Individuals may submit as many entries as they wish. If too many entries are received, future years may have restrictions on the number of entries.
- 1.9.3. The ASSA Treasurer will guide teams through the merchandise sales event and will be available for consultation in pertinent matters.
- 1.9.4. The ASSA Executive will select the winning T-shirt logo. This occurs at the annual spring meeting.
- 1.9.5. Before submitting a design, please ensure your club is willing and has the resources to look after the merchandise sales. A winner can bequeath their right to sell ASSA merchandise to another club if they wish.
- 1.9.6. Guidelines for submitting a design:
  - a. It is very important that logo designs do not infringe on any copyright protection. If part of your design utilizes someone else's work, please submit proof that the item is royalty free.
  - b. The design needs to meet the following criteria:
    - Logo must say ASSA or Alberta Summer Swimming Association.
    - Logo must include the year, eg. 2004 or '04.
    - Logo must say "Provincials" or "Provincial Championships".

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- c. T-shirt logo designs should be submitted either:
    - On an 8.5 X 11 sheet of paper. Send your design to the Spring Meeting with your Region Representative or another Executive member. It is your responsibility to get it to them before the meeting.
    - As a GIF or JPEG image that is suitable for printing on an 8.5 X 11 sheet of paper. Electronic entries must be received by 8 AM the Monday prior to the spring meeting. Email the image file as an attachment to: [designs@assa.ab.ca](mailto:designs@assa.ab.ca)
  - d. Please ensure your name and swim club is clearly marked on the back of your entry if submitting a hardcopy. Ensure the same information is included with electronic entries.
- 1.9.7. If your club secures the right to sell merchandise, the following guidelines shall apply:
- a. The individual club is responsible for ordering and purchasing shirts and deciding upon quantities, sizes, styles and selling prices. Talking with other clubs who have had t-shirt sales in previous years is helpful in this process.
  - b. The individual club will have to work with the facility employees to set up an area for displaying and selling. The facility will also provide tables.
  - c. The "float" for change is the responsibility of the individual club.
  - d. It is also the responsibility of the club to sell results/heat sheets and the ASSA pins and bars. All money collected from the sale of results/heat sheets and pins and bars goes to the ASSA. Because of this, it is best to have two separate money containers. (One for t-shirts and one for heat sheets, pins and bars)
  - e. Once the Provincials are over, it is the responsibility of the club to clean the area and return the pins and bars case to the Records and Trophies Chairperson.
  - f. The club will then calculate the net income of the t-shirt sales and 10% of this amount is to be remitted to the Treasurer of the ASSA. Also to be remitted is the entire amount collected from the sale of pins and bars and results/heat sheets. The club may send two separate cheques or one cheque with the two amounts detailed. The amounts should be remitted within one month of Provincials.

## 2. AGE GROUPS

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- 2.1. Each swimmer shall compete in his/her legal age group for all individual events.
    - 2.1.1. A swimmer's legal age is his/her age as of May 1 in that year.
    - 2.1.2. A.S.S.A. age groups are as follows:
      - 8 & Under.
      - 9 & 10.
      - 11 & 12.
      - 13 & 14.
      - 15 & 16.
      - 17 & Over.
      - Open (Relays only)
      - 12 and Under Distance
      - 13 and Over Distance
      - 14 and Under 100 M Fly
      - 15 and Over 100 M Fly
    - 2.1.3. "Senior" events shall be open to swimmers of any age provided they are currently registered with A.S.S.A.. "Senior" events include:
      - 17 & Over Relay Events.
      - Girls 800 metre Freestyle.
      - Boys 1500 metre Freestyle
- 3. GRIEVANCE PROCEDURE** Under revision, please see Discipline Policy and Procedure and Appeals Policy (Section 10 of the Handbook) and to the Decision Tree attached to the Bylaws.

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### 4. APPEAL PROCEDURE

- 4.1. This provision amends the Jury of Appeal Section of the Rules of the S/NC.
- 4.2. For the purposes of this bylaw:
  - 4.2.1. Committee shall mean the Provincial Appeals Committee,
  - 4.2.2. Panel shall mean a subcommittee of the Committee convened for the purposes of considering an appeal.
- 4.3. A Committee shall be formed and composed of the Officials Chairperson and one of the Region Representatives from each region.
- 4.4. The Officials Chairperson shall chair the Committee.
- 4.5. An appeal from the decision of the Jury of Appeals made in conjunction with any ASSA sanctioned meet shall be made to the Committee.
- 4.6. An appeal shall proceed as follows:
  - 4.6.1. The appellant shall notify the Meet Manager of the sanctioned meet of the intention to appeal the decision of the Jury of Appeals who in turn shall notify the Officials Chairperson of the appeal.
  - 4.6.2. The Officials Chairperson shall select three members of the Committee to form with the Officials Chairperson a panel of four members to hear the appeal. Committee members shall be selected, where possible, from regions which will not be affected by the appeal.
  - 4.6.3. The panel shall:
    - a. review the grounds of appeal,
    - b. hear oral or written representation from the appellant, Meet Manager, Referee and any other party affected by the appeal, and
    - c. consider any further relevant evidenceand shall make a decision to uphold the appeal, uphold the appeal in part or dismiss the appeal.
  - 4.6.4. The Officials Chairperson shall not vote on the decision of the Panel.
  - 4.6.5. The Officials Chairperson shall immediately notify the parties to the appeal and those affected of the decision of the Panel.
- 4.7. The decision of the Panel shall be final.
- 4.8. Where an appeal involves or may involve a registered swimmer or affiliated club from the region from which the Officials Chairperson is a member of a club, the Officials Chairperson shall not participate in the Panel and shall instead appoint another member of the Committee to act as Chair.

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## 5. ASSA ADMINISTRATIVE GUIDELINES

- 5.1. Reimbursement of specified expenses.
  - 5.1.1. Executive and/or Board Meetings.
    - a. For meetings not held in conjunction with an Association meeting, Board Members shall be reimbursed for actual and reasonable costs as set out in a statement to the Treasurer. For Executive and/or Board Meetings, the amount that shall be paid is the basic rate of host hotel, and reasonable travel expenses at the discretion of the Treasurer as approved annually by the Board of Directors of ASSA. Lunch will be provided at the fall and spring meetings for members of the Board of Directors.
    - b. For all meetings, expense claims shall be submitted within 30 days of the meeting.
    - c. Board members will not be reimbursed for expenses to attend meetings the weekend of the Provincial Championship meet unless they do not have swimmers (from their immediate family) participating in the meet.
- 5.2. Long distance telephone tolls incurred by Executive or Board Members of the A.S.S.A. business shall be reimbursed on the basis of an itemized statement to the Treasurer.
- 5.3. Postage and similar expenses incurred by Executive and Board Members on A.S.S.A. business shall be reimbursed only if official receipts accompany the claim to the Treasurer.

## 6. ASSA FEES

- 6.1. Annual Club Affiliation Fee
  - 6.1.1. Annual Club Affiliation fee shall be due by June 1st each year. (The Board of Directors shall announce the fees at the General Meeting.)
- 6.2. Swimmer Registration Fees.
  - 6.2.1. A swimmer is not eligible for registration and may not attend competitions until the Annual Club affiliation fee and swimmer registration fees have been paid.
  - 6.2.2. A registration fee shall be set for competition class swimmers and for exhibition class swimmers which must be submitted to the Registrar with the registration form for approval and postmarked no later than June 30.

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6.2.3. A late fee for registration shall be charged for fees submitted and postmarked between July 1 and 15.

6.2.4. A swimmer shall not be eligible for registration after July 15.

6.3. Current Registration Fees are listed in the ASSA Handbook Section 2.

### **7. SWAD (Swimmers with a Disability)**

7.1. Swimmers wishing to be considered for SWAD classification shall be responsible for contacting Swimming Canada or Swim Alberta to arrange a classification.

7.2. Classified swimmers in the Province of Alberta are issued an identification card that includes the rule exceptions that apply to the athlete.

7.3. A copy of this card shall accompany the initial registration form and be kept on file with the Registrar. The Registrar shall inform the Board of any swimmers who register with a SWAD classification.

7.4. It shall be the responsibility of the coach or swimmer to provide a copy of this card to the meet referee upon request.

### **8. ARDB (ASSA Results Database)**

8.1. If official results have been submitted in error to the ARDB, a coach or official may request a correction on the ARDB “Amendment to Officials Results Form”. This form shall be completed and submitted to the ASSA Office and copied to the ARDB Administrator.