



## **WINTER SWIMMING POLICIES**

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## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

<b>Member in Good Standing</b>	any member whose membership in not suspended or revoked or who is not serving a disciplinary penalty by either his/her club or Swim Saskatchewan Inc.
<b>CLASSIFIED</b>	Classified shall mean a Para swimmer that has been classified under the SNC Functional Classification system
<b>CSCTA</b>	Canadian Swimming Coaches and Teachers Association
<b>EXHIBITION</b>	Means that the time posted in a sanctioned competition by the swimmer shall be official, but not eligible to score points or to received awards
<b>FINA</b>	Federation Internationale de Natation – the body which regulates and controls competitions in the four aquatic sports at the world level.
<b>INACTIVE OR OUT OF WATER</b>	Inactive or Out of Water refers to a swimmer that was registered on or after September 1 but are not currently participating in club activities.
<b>LC</b>	Long Course (50 metres)
<b>MSC</b>	Masters Swimming Canada
<b>PARA</b>	Para shall mean a Swimmer with a Disability that has been classified
<b>SAMS</b>	Saskatchewan Association Masters Swimmers
<b>SC</b>	Short Course (25 metres)
<b>SNC</b>	Swimming/Natation Canada
<b>SO</b>	Special Olympic swimmers
<b>SSCA</b>	Saskatchewan Swim Coaches Association
<b>SSF</b>	Swim Saskatchewan Foundation
<b>SSI</b>	Swim Saskatchewan Inc.
<b>Suspended Swimmer</b>	A suspended swimmer means a swimmer who is ineligible to compete in any sanctioned swimming event in Canada as a result of a club or Provincial Section disciplinary action. Suspended swimmers may continue to train, unless this was also part of the disciplinary action.
<b>SWAD</b>	Swimmers with a Disability

Abbreviations and Definitions continued...

## **Abbreviations and Definitions continued**

### **UNATTACHED**

A swimmer that does not represent a club OR a swimmer that is currently serving the 60 day transition period from one club to another.

### **UNIVERSITY TEAM OR VARSITY TEAM**

University Team or Varsity team means a swimming team registered with the Canadian Interuniversity Sports (CIS) and with SNC. A registered University Team is considered a club in the National registration and results system.

**Swim Saskatchewan Inc.**  
**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** Terms of Reference & Membership

**Authority:** Swim Saskatchewan Inc. Board

**Policy Number:** WG-1

**Date Approved:** June 2003

**Date Revised:** June 2005, June 2009

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-6, G-7 and A-1

*Purpose*

To carry out the routine business and exercise the authority of Swim Saskatchewan as it pertains to Winter Swimming

*Accountability*

The Winter Swimming Committee will be accountable to the Board of Directors and the members of Swim Saskatchewan Inc. through the Director, Winter Swimming.

*Responsibilities*

1. Responsible for the design, coordination, scheduling and implementation of all Swim Saskatchewan Sanctioned Winter Meets in Saskatchewan.
2. Responsible for ensuring that all winter swim meets are conducted in accordance with the Swimming Rules of Swimming Natation Canada (SNC).
  - Responsible for ensuring that all swimmers are registered with SNC as required by the Policies of SNC and SSI.
  - Together with the Saskatchewan Swim Coaches Association, responsible for ensuring that all coaches are registered with the provincial governing body (SSCA), Swimming Canada (SNC) and the Canadian Swim Coaches and Teachers Association (CSCTA).
  - Together with the SSCA responsible to ensure that all coaches have a minimum status of ‘in-training’ with the Coaches Association of Canada (CAC).
  - Together with the Master/Senior Officials Committee, responsible for ensuring that all Officials have been duly qualified for the position that they perform at a meet.
3. Responsible for establishing equal representation for all Swim Saskatchewan registered swim clubs at Committee deliberations.
4. Responsible for monitoring compliance with the Member Code of Conduct. The SSCA will be responsible for monitoring compliance of the coaches with the Code of Ethics of the Canadian Swim Coaches and Teachers Association.

Policy WG-1 continued....

5. Responsible for developing and reviewing specific Policies that pertain to Winter swimming, and for ensuring compliance with those Policies.

#### *Members*

The members of the Winter Swimming Committee will be:

Director, Winter Swimming (Chair) - with vote  
Club Representatives - one from each registered club - each with one vote  
High Performance Committee Member Representative – without vote  
Past Director of Winter Swimming – without vote  
Saskatchewan Swim Coaches Association Representative - with vote  
Master and Senior Officials Committee Representative - without vote  
President of SSI (ex officio) - without vote  
Executive Director of SSI - without vote  
Winter Swimmer Liaison – without vote

No person will hold more than one position.

#### *Term of Office*

Club Representatives will be elected each year by their respective clubs.

The High Performance Committee Member Representative will be named by the High Performance Committee, for a term as specified by the High Performance Committee.

The Master and Senior Officials Committee Representative will be elected by the members of the Master and Senior Officials Committee, with a two year term.

#### *Meetings*

The Winter Swimming Program Committee will meet not less than two times per year.

#### *Quorum*

A Quorum will consist of a majority of club representatives present.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** Resignations and Vacancies

**Authority:** Winter Swimming Program Committee

**Policy Number:** WG-2

**Date Approved:** June 2003

**Date Revised:**

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

The resignation of any member of the Winter Swimming Program Committee will become effective upon receipt of written notice to the Executive Director of Swim Saskatchewan Incorporated and the Director, Winter Swimming, copied to the Club or Committee whom the member represents.

If a vacancy occurs among the Club Representatives on the Winter Swimming Program Committee, the Program Committee will advise the club to fill the vacancy to complete the term of office.

If a vacancy occurs among the Officials Chair, the representative of the SSCA, or the Swimmer Liaison, the Winter Swimming Program Committee will advise the respective group to fill the vacancy to complete the term of office.

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Governance

**Name:** Election of Director, Winter Swimming

**Authority:** Winter Swimming Program Committee

**Policy Number:** WG-3

**Date Approved:** June 2003

**Date Revised:** July 2003

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-5.3, G-7 and A-1

The Club Representatives at the Winter Swimming Program Committee Annual Meeting will elect the Director, Winter Swimming. The Director, Winter Swimming will serve as the Chair of the Winter Swimming Program Committee.

In any year in which an election is required for the position of Director, the SSI office will issue a call for nominations for the position. The call for nominations will be issued not less than 42 days before the date of the Winter Swimming Annual Meeting. The deadline for nominations will be not less than 15 days before the date of the meeting. All nominations will be submitted to the office in writing, together with a brief description of the nominee's qualifications for the position. The nominations, together with the descriptions, will be circulated to the Winter swimming clubs immediately after the close of nominations. If there is only one nominee, that nominee will be declared elected by acclamation at the Annual Meeting. If an election is required, it will be held by secret ballot at the Annual Meeting. If the incumbent Director is a candidate, the President of the Board of SSI will chair the election.

The Director, Winter Swimming will call and preside at all meetings of the Winter Swimming Program Committee and the Winter Swimming Annual Meeting, will appoint special committees, and will present an annual report at the Winter Swimming Annual Meeting.

The Director, Winter Swimming will not represent any individual club, and will have a vote only in the case of a tie.

The Director, Winter Swimming will sit as the representative for Winter Swimming on the Swim Saskatchewan Board of Directors, and will present a report at the Annual Meeting of SSI and at any other meeting of the Board.

The term of office will be two (2) years, renewable once consecutively. Previous service as Director, Winter Swimming will not disqualify any person from subsequent election, provided that the person does not serve more than four years consecutively.

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Governance

**Name:** Duties of Director, Winter Swimming

**Authority:** Winter Swimming Program Committee

**Policy Number:** WG-3.1

**Date Approved:** June 2003

**Date Revised:** July 2003

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-5.3, G-7 and A-1

The duties of the Director of Winter Swimming will be:

1. To set the Agenda and chair all General and Special Meetings of the Winter Swimming Program Committee.
2. To set the Agenda, chair and present a report at the Winter Swimming Program Committee Annual Meeting.
3. To appoint any special committees.
4. To ensure that the minutes from all Winter Swimming Program Committee meetings are distributed in a timely fashion.
5. To represent the Winter Swimming Program Committee as a Board member of Swim Saskatchewan Inc., to attend and participate, including voting in accordance with the Rules of Order for the same, at all meetings of the Board and to report back to the Winter Swimming Program Committee on all decisions affecting Winter Swimming in Saskatchewan.
6. To vote in accordance with the Rules of Order adopted by SSI at any General, Board or Committee meetings.
7. To liaise and co-operate with all the other Committee and members of Swim Saskatchewan Inc. for the betterment of Winter Swimming in Saskatchewan.

To carry out any other duties as will from time to time be required; in order to fulfill the intent of the Bylaws of Swim Saskatchewan Inc. or as may be necessary for the proper governance of the business of Swim Saskatchewan Inc.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** Club Representatives

**Authority:** Winter Swimming Program Committee

**Policy Number:** WG-4

**Date Approved:** June 2003

**Date Revised:**

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

Each Winter Swimming Club will select a Club Representative. Club Representatives will be named for a one-year term, and may be named for repeated terms without limitation.

The duties of Club Representatives will include but not be limited to:

1. Attend all meetings of the Winter Swimming Program Committee to bring forward club concerns;
2. Serve as liaison for their club to the Winter Swimming Program Committee;
3. Present an annual report of club activities to the Annual Meeting;
4. Send an alternate (designate) to meetings of the Committee if unable to attend;
5. Provide input into the next season's swim schedule prior to the Winter Swimming Annual Meeting;
6. Provide feedback from their club regarding technical issues, such as proposed meet formats, scheduling, etc. and any problems with meet schedule/hosting in the current season;
7. Cooperate with other Club Representatives and members of the Winter Swimming Program Committee to develop and enforce the Policies of Winter Swimming;

Club representatives will be reimbursed expenses as per Administration policy WA-2.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** Master & Senior Officials Committee Representative

**Authority:** Master& Senior Officials Committee

**Policy Number:** WG-5

**Date Approved:** June 2003

**Date Revised:** June 2005

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1  
Master& Senior Officials Policy OG-1 and OG-4

The Master & Senior Officials Committee Representative will be named for a term as specified by the Master & Senior Officials Committee and will serve on the Winter Swimming Program Committee as a Non voting member.

The roles and responsibilities of the Winter Swimming Program Committee Officials Representative will be as defined in the Master and Senior Officials Policy OG-4.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** SSCA Representative

**Authority:** SSCA

**Policy Number:** WG-6

**Date Approved:** June 2003

**Date Revised:**

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

The SSCA Representative will be named by the SSCA, for a term as specified by the SSCA, and will serve on the Winter Swimming Program Committee as a voting member.

The SSCA Representative will:

1. Serve as advisor on the Winter Swimming Technical Package, particularly with respect to the design of meet formats and the meet schedule, as recommended by the SSCA;
2. Act as liaison with the SSCA;
3. Assist the Winter Swimming Program Committee with the development and enforcement of Policies for Winter Swimming.

The SSCA Representative will be reimbursed expenses as per Administration policy WA-2.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** Swimmer Liaison

**Authority:** Winter Swimming Program Committee

**Policy Number:** WG-7

**Date Approved:** June 2003

**Date Revised:** June 2005

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

The Winter Swimming Committee may appoint a swimmer liaison, from among eligible swimmers as nominated by the Winter Swim Clubs, who will serve on the Winter Swimming Program Committee as a member without vote.

The Swimmer Liaison will:

1. Act as liaison with winter swimmers, and represent the interests of swimmers in discussions of the interpretation and application of the Winter Swimming Technical Package, Winter Swimming Policies and Swim Saskatchewan policies as applied to Winter swimming;
2. Assist the Winter Swimming Program Committee with the development and enforcement of Policies for Winter Swimming.

The Swimmer Liaison will be reimbursed expenses as per Administration policy WA-2.

**Swim Saskatchewan Inc.**  
**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** High Performance Committee Representative

**Authority:** High Performance Committee

**Policy Number:** WG-8

**Date Approved:** June 2009

**Date Revised:**

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

The High Performance Committee Representative will be named by the High Performance Committee, for a term as specified by the High Performance Committee and will serve on the Winter Swimming Program Committee as a non-voting member.

The High Performance Representative will:

1. Serve as advisor on the Winter Swimming Technical Package.
2. Act as liaison with the High Performance Committee;
3. Assist the Winter Swimming Program Committee with the development and enforcement of Policies for Winter Swimming.

The High Performance Representative will be reimbursed expenses as per Administration policy WA-2.

**Swim Saskatchewan Inc.**  
**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** Past Director Winter Swimming

**Authority:** Winter Swimming Program Committee

**Policy Number:** WG-9

**Date Approved:** June 2009

**Date Revised:**

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

The Past Director Winter Swimming shall have a term of one year and will serve on the Winter Swimming Program Committee as a non-voting member.

The Past Director Winter Swimming will:

1. Serve as an advisor to the new director
2. Serve as an advisor on the Winter Swimming Technical Package.
3. Assist the Winter Swimming Program Committee with the development and enforcement of Policies for Winter Swimming.

The Past Director Winter Swimming will be reimbursed expenses as per Administration policy WA-2.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** Winter Swim Program Committee Meetings

**Authority:** Director, Winter Swimming

**Policy Number:** WG-10

**Date Approved:** June 2003

**Date Revised:**

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**Reference:** SSI Bylaws Art 6, Sect. 1; SSI Board Policy G-7 and A-1

The Winter Swimming Program will hold an Annual Meeting, which will be a meeting in person. Other meetings (as needed) can be held in person or by teleconference. Such meetings will be at the call of the Director, Winter Swimming or upon the request in writing by at least five of the affiliated Winter Swim Clubs.

The agenda for all meetings will be sent to all members of the Winter Swimming Program Committee at least 14 days prior to the date of the meeting.

The Annual Meeting will be held prior to the SSI AGM. Where possible, the AGM of the Winter Program Committee will be held on the same date and at the same location as the SSI AGM.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** Voting

**Authority:** Winter Swimming Chair

**Policy Number:** WG-11

**Date Approved:** June 2003

**Date Revised:** September 2003

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

There will be no voting by proxy and each person will carry only one vote.

Quorum will consist of those members present at any meeting in person or by teleconference, or all members of the Committee for a vote by fax/email/post.

In general voting matters, a simple majority (50% + 1) of the voting members will decide the question. In votes regarding changes to Winter Swimming Policies or to the Winter Swimming Technical Package, a vote of not less than seventy-five per cent (75%) will decide the question.

The Winter Swimming Chair may submit to a vote by mail/fax/e-mail any specific question or matter that may be in the interest of and for the benefit of winter swimming.

In the case of a vote by mail/fax/email:

1. Swim Saskatchewan Inc. will send to each member of the Committee a clear statement of the question. Each voting member of the Committee will return a vote to SSI within a stated time, but not more than thirty (30) days from the date of the mailing of the question
2. Within five days of the closing of the vote, SSI will send to each member of the Committee a copy of the question(s) and the result of the vote(s), including the number of those voting for and against, with a statement of whether the question has been carried or defeated.
3. Failure by any member to submit a vote will be deemed to be a vote in favour of the question.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** Amendments

**Authority:** Winter Swimming Chair

**Policy Number:** WG-12

**Date Approved:** June 2003

**Date Revised:**

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

The Winter Swimming Policies and Technical Package may be rescinded, altered, or added to by special resolution, which means:

1. A Notice of Motion for changes will be submitted to Swim Saskatchewan Incorporated and the Winter Swimming Chair in writing no later than 15 days prior to the date of the Annual Meeting or a special meeting of the Committee called for the purpose. SSI will immediately upon receipt of such Notice of Motion forward a copy to each member of the Committee.
2. The vote on the Motion to rescind, alter or amend the Winter Swimming Policies or the Winter Swimming Technical Package can be a vote in person or via mail/fax/email, provided that in the latter case there has been opportunity for discussion of the question by all members of the Committee.

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Competition

**Name:** Winter Swimming Technical Package

**Authority:** Winter Swimming Program Committee

**Policy Number:** WC-1

**Date Approved:** June 2003

**Date Revised:** June 2005, June 2009,  
May 2010

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

The Winter Swimming Technical Package will govern the general running of competitions for the Winter Swimming program and will be considered policy governing the technical format for sanctioned Winter swim meets. The Winter Swimming Technical Package will be developed collaboratively by the Winter Program Committee, the SSCA and the Senior and Master Officials Committee, with assistance from the Technical Director of SSI. The Technical Package may be modified from time to time as required, in accordance with Winter Swimming Policy WG-11 and WG-12.

Winter Swimming Policies will govern issues and policies that are not covered within the Winter Swimming Technical Package.

The Winter Technical Package will specify:

1. The prescribed meet format/program for any prescribed meets.
2. The general guidelines suggested for Invitational meets but must incorporate the SNC Long Term Athlete Development Competition Structure Policy.
3. The prescribed meet format/program for Championships for 10 and Under swimmers and for "A" Championships for all age groups
4. Adherence to the Man/Sask Championship Technical Package for hosts of Man/Sask Championships
5. Adherence to SNC Competition Rules governing age groupings, combined competitions, etc.
6. Compliance with the Long Term Athlete Development Competition Structure Policy and any other program requirements that may from time to time be directed by SNC
7. The information that is to be included in all meet packages.

The winter swim calendar (meet schedule) will be developed and approved annually by the Winter Swimming Program Committee, working in collaboration with the SSCA and with the Technical Program Director of SSI. The meet schedule will meet the goals and objectives for competition as defined by the SSCA, considering optimal training cycles and opportunities that are required for swimmers to qualify for meets at the inter-provincial and national levels.

**Swim Saskatchewan Inc.**  
**WINTER SWIMMING POLICIES**

**Type:** Eligibility

**Name:** Winter Swimmer Registration

**Authority:** Swim Saskatchewan Inc.

**Policy Number:** WC-2

**Date Approved:** June 2003

**Date Revised:** Sept '03, Feb '07, June '07,  
June '08, Aug '08, June '09

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7, G 8.1 M-1, C-1, C-2 and A-1

A swimmer must be registered as defined below with SNC and Swim Saskatchewan Inc., or with another provincial section or another FINA associated body, in the form and manner prescribed by SSI Board Policy M-2, C-1, C-2 and C-3, before competing in a sanctioned winter swim meet.

Clubs may only register swimmers that reside within the province of Saskatchewan, and swimmers that reside in a different provincial jurisdiction who meet the requirements of the Swimming/Natation Canada National Cross Province Swimmer Registration Procedure.

Each Winter Swim Club will designate a club Registrar, who will have responsibility to ensure that all swimmers in the club are registered.

Registrations will not be valid until all applicable registration fees have been received in the SSI office. (Registration fees will be established by SSI, in accordance with SSI Board Policy G-8.1)

Swimmers will not compete unless they are registered Winter Competitive swimmers. In the event that a competitive swimmer, whose fees have not been received by SSI, competes in a sanctioned swim competition, the times for the swimmer will not be official.

**NOTE: if a non-registered swimmer does compete in a sanctioned competition, then the sanction for that meet could be voided, which would mean that no swimmers times would be considered official.**

Swimmers registered as Non Competitive in a winter club may compete as Exhibition in ONE sanctioned competition per swim year (September to August).

Swimmers may only register in the Non Competitive category to a maximum age of 17. Swimmers aged 18 and over that wish to train only must register as a Masters swimmer.

Athletes registered as Varsity with a university/college team may compete in any Winter swimming competition, excluding SNC Designated meets, prior to April 1 of any year, but must register as Winter Competitive swimmers to compete after April 1 or in any SNC Designated meet during the period of September 1 to March 31.

Summer swimmers may not compete in winter swimming competitions.

Masters swimmers may not compete in winter swimming program competitions.

Policy WC-2 continued..

Meet Managers will not accept entries without a valid registration number. Full registration is a requirement of the SNC Rules, and is necessary for eligibility of the swimmer for insurance coverage. The registration period for Winter swimmers is from September 1 of one year to August 31 of the following year.

To swim in a sanctioned swim meet, swimmers will be at least seven years old as of the first day of competition. The age of the competitor will be as of the first day of competition.

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Eligibility

**Name:** Swimmer Transfers

**Authority:** Swim Saskatchewan Inc.

**Policy Number:** WC-3

**Date Approved:** January 1997

**Date Revised:** Jan '04, June '06, Oct '06, June '08,  
June '09, May 2010

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**Reference:** SSI Bylaws Art. 2; Art. 5, Sect. 3 Swimming/Natation Canada National Transfer Policy and Swimming Rules of Swimming/Natation Canada CGR 1.2.1.3

A swimmer may be registered with only one club and/or university varsity team (a swimmer may be registered with a university varsity team only OR with both a club and a varsity team from September 1 to March 31). A swimmer may represent only one of these entities at a time. After March 31, varsity swimmers who wish to continue swimming must register with a club.

When a swimmer changes/transfers from one club to another, the club the swimmer is leaving must release the swimmer. The release confirms that the swimmer has no outstanding commitments (financial, equipment etc.) to that club. This release is completed in the form of an email to Swim Saskatchewan.

The transfer for a swimmer changing clubs at any time (in season or between seasons) is done by using the National On-line registration system.

A swimmer wishing to change clubs must make a request to the Club Registrar of the new club, to initiate a transfer in the national registration system. The system automatically generates an email that is sent to the releasing Club Registrar and to the Provincial Section advising of the request to transfer. The registrar of the releasing club accepts/approves the transfer in the national system. The system automatically notifies Swim Saskatchewan, who must also approve it.

On the first transfer in the swimming season (September 1 to August 31), following approval by the releasing Club and the Provincial Swimming Office, the swimmer may represent his/her new club.

On second and subsequent transfers within the same swimming season (September 1 to August 31), following approval by the releasing Club and the Provincial Swimming Office, the swimmer will have a 60 day unattached period.

During the 60 day unattached period, the swimmer must enter meets as unattached, with the club code **UN-SK**. This means that a swimmer may not score points for any club nor be on any club relay.

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Competition

**Name:** Entries Refund Policy

**Authority:** Winter Swimming Program Committee

**Policy Number:** WC-4

**Date Approved:** September 2003

**Date Revised:** April 2004, May 2010

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#### Reference:

Entry fees for individual and relay competition at sanctioned Winter swim meets will be specified in the meet package and are due at the entry deadline. Entries are due on the first day of the meet, prior to swimmers being allowed to enter the pool for warm-ups.

Entries may be scratched without penalty prior to the entry deadline. If entry fees have been submitted, they will be refunded provided that the Meet Manager has received the scratch notification prior to the entry deadline.

The fees for any swimmer who is scratched from competition AFTER the entry deadline will not be refunded.

Any swimmer who is entered in the meet after the entry deadline will be considered a deck entry. Entry fees are due for any swimmer so entered at the time that the deck entry is submitted. Note that a swimmer who is deck entered CANNOT substitute for a swimmer who has been scratched after the entry deadline. The fees for the scratched swimmer are non-refundable, AND fees are due for the swimmer who is deck entered.

Fees MAY be refunded for a swimmer who is a late scratch, at the sole discretion of the Meet Manager, only for scratches due to illness of the swimmer, or due to other serious extenuating circumstances. Such refunds are a courtesy, and will not be expected. Host clubs may set internal policy governing refunds of entry fees for late scratches. Host clubs shall not suffer financial losses due to refund of entry fees.

In accordance with Winter Swimming Cancellations due to Weather or Any Other Unforeseen Circumstances Policy WC-6, Fees will not be refunded for scratches due to weather conditions beyond the control of the host club or the travelling club. If weather conditions prevent some or all of the members of a team or teams from travelling to a meet, they will not be eligible for a refund of entry fees.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Competition

**Name:** Billeting

**Authority:** Winter Swimming Program Committee

**Policy Number:** WC-5

**Date Approved:** June 2003

**Date Revised:** June 2009

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7, C-5 and A-1

Billeting is not a requirement for Winter Swimming Clubs. If individual families wish to billet between clubs, this is their prerogative, however Swim Saskatchewan will not accept any responsibility related to this activity. As well, if clubs decide to billet between each other, this is their prerogative, however Swim Saskatchewan will not accept any responsibility related to this activity.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Competition

**Policy Number:** WC-6

**Name:** Cancellations due to Weather or  
Any Other Unforeseen Circumstances

**Date Approved:** June 2003

**Authority:** Meet Management

**Date Revised:** April 2004

Reference: SSI Bylaws Art.6, Sect. 1; SSI Board Policy G-7 and A-1

In the case of weather or any other unforeseen adverse circumstance that prohibits the start or continuation of a meet, the meet management, in consultation with meet referees and lifeguards/pool staff, will have the authority to call the meet (stop competition) on account of the circumstance. Such weather will involve the presence of lightning or thunder within sight or sound of an outdoor pool in which the competition is being held, or any other weather condition that could constitute a danger to participants/spectators. (Examples include tornado warnings, or hazardous driving conditions in winter storms, fog, etc.) Other unforeseen adverse circumstances will include any other circumstance that could constitute a danger to participants/spectators. (Examples include electrical, mechanical or structural failures, pool contamination, hazardous imbalances in pool chemistry, etc.)

The meet manager, in consultation with facility staff, will monitor weather conditions when adverse conditions are probable.

In a case where a meet is called or cancelled because of weather or any other unforeseen adverse circumstance, awards shall be determined based on the events completed to that point, providing that at least half of the events have been completed. Events partially completed will not be included in scoring the meet.

In the event that a meet is cancelled or called due to weather or other adverse conditions, there will be no refund of entry fees to clubs. Similarly, if weather conditions prevent some or all of the members of a team or teams from traveling to a meet, they shall not be eligible for a refund of entry fees. (The host club cannot be penalized financially, for costs such as pool rentals, by conditions that are outside the host club's control.)

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Competition

**Name:** Records

**Authority:** Winter Swimming Program Committee

**Policy Number:** WC-7

**Date Approved:** June 2003

**Date Revised:** Jan 2004, May 2010

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7, G-9.2, C-3 and A-1

Provincial records will be kept for results achieved in any sanctioned swim competition or Class I Time Trial. SSI will maintain a historical record of Provincial records, and will publish new records from time to time, not less than once each swim year. SSI will record the event, distance, name of swimmer/relay team members, name of club or provincial team, and the date the record was set. Swimmers will receive suitable recognition of the record, including a Provincial Record Certificate.

Any winter swimmer who is registered and in good standing with SSI at the time of a swim is eligible to set a provincial record, including any athlete who is a post secondary student competing with a team outside Saskatchewan.

Records will be kept separately for male and female athletes for each of the following categories:

Age groups 10 & Under, 11-12, 13-14, 15-17, and Senior.

Senior records will be the fastest time in an event, regardless of the age of the swimmer.

Records will be kept for SC and LC metres and for yards, except that yards records will not be established for 50 Back, 50 Breast and 50 Butterfly. Records may be established for the following events/distances:

Freestyle: 50, 100, 200, 400, 800, 1500

Backstroke: 50, 100, 200

Butterfly: 50, 100, 200

Breaststroke: 50, 100, 200

Individual Medley: 100, 200, 400

Medley and Freestyle Relays: 100, 200, 400, 800

Swim Sask will download meet results from the national results site. SSI will use the electronic meet results to verify records, without the requirement for a specific application for the record. Clubs are to advise Swim Sask as to any out of province or out of country meets they attend to ensure that those results are also downloaded from the national site. Clubs are responsible to forward any results from an out of country meet that they attend directly to Swim Sask.

Note that applications for National or World records require the submission of paper documentation, in the form and manner prescribed in the SNC Rulebook.

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Competition

**Name:** Awards

**Authority:** Winter Swimming Program Committee

**Policy Number:** WC-8

**Date Approved:** June 2003

**Date Revised:**

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

The **Athlete Merit Award** (established 1998) is an individual award that is presented to an athlete at each Short and Long Course Man/Sask Provincial Championship. A permanent plaque, inscribed with the names of recipients, is kept in the SSI office. Recipients will be chosen by the Awards Committee, from nominations received from Winter clubs during the current short or long course season.

**Criteria:**

Nominees must be a winter swimmer, in good standing.

Nominees may be of any age and of either sex.

Swimmers can be nominated for characteristics such as:

- ◆ attitude in training and competition
- ◆ attendance
- ◆ character
- ◆ improvements
- ◆ community involvement
- ◆ academics
- ◆ mentorship/role modeling for other swimmers
- ◆ sportsmanship
- ◆ work ethic
- ◆ performance

Performance will not be the sole criterion for recognition.

SSI will mail nomination forms to Club presidents eight weeks prior to Provincial Championships (short and long course.) Completed nomination forms must be received in the SSI office not later than three weeks prior to the Championship event. Clubs may nominate one swimmer (male or female) in each short and long course season. The Director, Winter Swimming will establish a procedure for review of nominations and selection of the winner.

Winners will receive an individual plaque, and will be acknowledged publicly by a news release to their community media as well as by recognition in the SSI newsletter.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Competition

**Name:** Officials

**Authority:** Winter Officials Chair

**Policy Number:** WC-9

**Date Approved:** June 2003

**Date Revised:** May 2010

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1; and  
Master & Senior Officials Policy OG-1

Whenever possible, two referees will be scheduled for each sanctioned winter swim meet. For meets that are more than one session in length, one referee will be designated the Meet Referee, and usually will be present at all sessions. Other qualified Level Four or Five officials will serve as Session Referees at one or more sessions. Duties will be shared on deck in a manner that will ensure optimal efficiency for the operation of the meet. In accordance with SNC Rules, all Referees are of equal stature in interpreting the Rules of Competition.

Wherever possible, Meet Management will confirm the identity of at least the Meet Referee (or one of two Session Referees for a single session meet) prior to submission of the Sanction application, and will include that name on the application.

Whenever two meets are combined, there will be a separate Referee and Starter for each meet. (For example, if Canada Games team trials are combined with an A Invitational meet, there will be a separate Referee and Starter for the Trials events and for the Invitational events.)

Clubs will, as much as possible, have qualified officials in all positions. Clubs will provide opportunities for members to attend clinics and work toward upgrading certification, and will encourage members to participate in training and certification.

Whenever possible, clubs will ensure that Officials' clinics are scheduled well in advance of planned meets, so that Referees are not expected to teach clinics at the last minute before a meet.

In swim meets where full electronics, including touch pads, are NOT available, three timers should be used whenever possible.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Administration

**Name:** Relationship to Swim Saskatchewan Inc.

**Authority:** Swim Saskatchewan Inc.

**Policy Number:** WA-1

**Date Approved:** June 2003

**Date Revised:**

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

All Winter Swimming Policies and the Winter Swimming Technical Package will be subject to Swim Saskatchewan Incorporated Bylaws and Policies. Winter Swimming Competition Policies and the Winter Swimming Technical Package will be governed by the Swimming Rules of Swimming Natation Canada.

The Winter Swimming Program Committee is established by Swim Saskatchewan to carry out the routine business and exercise the authority of Swim Saskatchewan as it pertains to Winter Swimming. The Winter Swimming Program Committee is accountable to the Board of Swim Saskatchewan, through the Director, Winter Swimming. The Winter Swimming Committee is responsible for the development and enforcement of Policies and Procedures for its members and for all activities that are specific to Winter swimming.

The Winter Swimming Program Committee will liaise and work collaboratively with any other Committee of Swim Saskatchewan, where areas of interest and jurisdiction intersect.

SSI will maintain budgetary authority and fiscal responsibility for all Winter Swimming Programs.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Administration

**Name:** Reimbursement of Expenses

**Authority:** Swim Saskatchewan Inc.

**Policy Number:** WA-2

**Date Approved:** June 2003

**Date Revised:** June 2007

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7, A-1 and A-2

Members of the Winter Swimming Program Committee will receive reimbursement for expenses incurred in their work for the Committee. Reimbursement will be paid by SSI or by the Winter Swim Clubs according to the following guidelines:

- ◆ SSI will pay the expenses for all participants at one in-person meeting of the Committee per year. Reimbursement will be on the basis of the current SSI Expense Policy A-2. Expense claims must be submitted within 30 days of the date the expenses were incurred.
- ◆ SSI will pay the expenses for the Director, Winter Swimming, the Executive Director, the President of SSI, the Master & Senior Officials Committee Representative, the SSCA Representative and the Swimmer Liaison to attend any other in-person meetings.
- ◆ SSI will pay the cost of teleconference meetings that are organized centrally, either through an operator or by use of the teleconferencing feature.
- ◆ Clubs will reimburse all other expenses for their club representatives, on the basis of submission of receipts for actual costs incurred, according to each club's internal policies.
- ◆ In order to contain costs, car pooling/cost sharing will be encouraged wherever feasible. Whenever possible, meetings will be held in conjunction with swim meets or with other meetings, to reduce the need for separate travel.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Administration

**Name:** Reimbursement of Expenses for Referees

**Authority:** Swim Saskatchewan Inc.

**Policy Number:** WA-3

**Date Approved:** June 2003

**Date Revised:**

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7, A-1 and A-2

Referees traveling to sanctioned winter meets outside their home communities will be reimbursed, for actual expenses, by the host club upon the conclusion of the meet, for travel at the Swim Saskatchewan mileage rate, basic rate of host hotel and reasonable meal expenses. Receipts for actual expenses will be submitted to the Meet Manager.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Administration  
**Name:** Policy Review Schedule  
**Authority:** Winter Swimming Program Committee

**Policy Number:** WA-4  
**Date Approved:** June 2003  
**Date Revised:** Sept 2003, June 2009

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7, A-1 and A-3

Winter Swimming Policies and the Winter Swimming Technical Package will be reviewed annually by the Winter Swimming Program Committee at least two months prior to the Annual Meeting.

Governance policies will be reviewed in the even numbered years and all other policies in the odd numbered years.

At the Annual Meeting, the Director, Winter Swimming will report the results of the review of Policies to the membership. Any changes that are to be proposed by the Committee as a result of its review will be circulated to the membership in accordance with Policy WG-10.

Proposed changes to policies or the Technical Package will be put forward by members in accordance with Policy WG-12. Amendment of policies/Technical Package by the Committee other than at the Annual Meeting will be governed by Policy WG-12.

Voting on proposed changes to the Winter Swimming Policies or the Winter Swimming Technical Package will be governed by Policy WG-11.

Any approved changes to the Winter Swimming Policies or the Winter Swimming Technical Package will be presented to the Board of Directors of Swim Saskatchewan for ratification.