



Winter Swimming Technical Package

Adopted by the Winter Swimming Program Committee April 12, 2003

Revision # 1 September 2003

Revision # 2 May 2004

Revision #3 January 2006 – page 7 only item 5.6.7.1

Revision #4 June 2006 - pages 3, 5 and 6 Items: 4.0; 5.6.1; 5.6.3; 5.6.5.6; 5.6.5.7 & 5.7

Revision #5 June 2007 – Items 2.01, 2.02, 2.08, 2.09, 5.6.1, 5.6.2 and 5.7

Revision #6 Feb 2008 – Items 4, 5 6 and 7

Revision #7 Nov 2008 – revamp of the entire document due to new meet formats and further
Clarification on item 7.6.11 on January 19, 2009

Revision #8 June 2009 – deletion of Olympian meets and revision to 1 Day Provincial Qualifier meet format

Revision #9 May 2010 - deletion of Provincial Qualifier meets, SNC LTAD Competition policy, addition on
mixed gender swimming, and the requirement for 3 watches to be used when full electronics not
being used

Revision #10 June 14, 2015 – to correct the name of the A Provincials Junior Cup competition that was
changed from 10 & under cup to Junior Cup a few years ago.

1.0 Introduction

The Winter Swim Program is a program of Swim Saskatchewan Inc. (SSI) and is governed by SSI Policies and Bylaws. The policies and bylaws specific to the Winter Swim Program are included in the SSI document, "*Winter Swimming Policies*". This Technical Package is subject to the bylaws of SSI and the Rule Book of Swimming/Natation Canada (SNC).

2.0 General Rules that pertain to all types of meets

- 2.0.1 Only swimmers registered as a Winter Competitive swimmer may compete in a sanctioned Winter Swimming competition or sanctioned time trial.
- 2.0.2 A swimmer registered with Swim Sask as Winter Non Competitive may compete in 1 Winter Swimming competition or sanctioned time trial, per swim season (Sept 1 to Aug 31). Thereafter the swimmer must be registered as a Winter Competitive swimmer to participate in any further Winter Swimming competitions or sanctioned time trials that season.
- 2.0.3 A swimmer registered with Swim Sask as Master, Summer, or a swimmer registered with I Can Swim, may not participate in Swim Sask sanctioned winter swim competitions or time trials. (Winter Swimming Policy WC-2)
- 2.0.4 Saskatchewan swimmers registration information and fees must be received by SSI two working days prior to the date of competition, as per Board Policy C-4.
- 2.0.5 Sanction may be revoked or voided if non-registered swimmers participate in a sanctioned event. In the event that non-registered swimmers or swimmers listed in 2.03 above, competes in a sanctioned swim competition, the times for the swimmer will not be official. (Winter Swimming Policy WC-2)
- 2.0.6 To be on deck at sanctioned swim competitions, Saskatchewan coaches must be members of SSCA, SNC and CSCTA. (Board Policy M-2 and C-1)
- 2.0.7 The age of the competitor will be as of the first day of the competition. (SNC Rule CGR 1.2.1.4)
- 2.0.8 Only swimmers 7 years of age and older may compete in sanctioned competitions. Swimmers must have their 7th birthday on or before the first day of competition. (Winter Swimming Policy WC-2)
- 2.0.9 That in swim meets where full electronics, including touch pads, are NOT available, three timers should be used whenever possible.

2.0.10 MIXED GENDER EVENTS

Notwithstanding Rule SW 10.1 in the Swimming/Natation Canada Rule book, Swim Saskatchewan will consider requests to sanction meets that provide for mixed gender swimming, under the following circumstances:

1. Class II time Trials
2. Dual or Tri meets that are being hosted to offer developmental opportunities for the swimmers in those clubs.
3. When, due to a missed swim, it is necessary for a Referee to seed a swimmer in a heat of the same or shorter distance, for competitors of the opposite gender, on an exception basis.
4. Where, due to facility or time limitations, swimming separated by gender would not permit all swims to be completed while offering reasonable opportunities to swim for all participants, and in particular on an equitable basis for swimmers of each gender.

In spite of this rule, any swimmer who achieves a provincial record time at any level (club, provincial, national etc, whether age group or open) will not be recognized for that record.

If a coach suspects that a swimmer may set a provincial record then the coach must advise the Referee prior to the start of the session that there is a possibility of the record being broken, and the Referee must then insure that the swimmer competes with competitors of the same gender for his/her heat.

In the event that mixed gender swims are permitted pursuant to this policy, the results must still be posted separately by the gender of swimmers.

- 2.0.11 All entries must include the 9 digit SNC swimmer registration number and date of birth and must be uploaded to the National Registration Entries and results site at: <https://www.swimming.ca/meetlist.aspx>. Only swimmers registered with Swim Sask directly as unattached (UN-SK) may submit their entries directly to the entries person.

3.0 Meet Manager's Responsibilities for all types of meets

- 3.0.1 Meet Managers will follow rules, policies and procedures as established by Swimming/Natation Canada (SNC), Swim Saskatchewan Incorporated (SSI) and the *Winter Swimming Technical Package* as approved by SSI.
- 3.0.2 Meet Managers will avail themselves of Swimming Canada and Swim Sask resources, such as the Meet Manager's Guide and the Meet Manager officials' clinic. These documents can be found on the Swim Sask website at: www.swimsask.ca heading '*officials*' then from the drop down menu click on '*forms*' then '*meet hosting*'

4.0 Sanction Process for all types of meets

- 4.0.1 All meets must be sanctioned by the Swim Sask Sanction chairperson.
- 4.0.2 Meet Mangers should consult the Meet Managers Guide, found on the Swim Sask website at: www.swimsask.ca heading '*officials*' then from the drop down menu, click on '*meet hosting*'
- 4.0.3 Meet Mangers should develop the meet information package 8 to 10 weeks prior to the swim meet.
- 4.0.4 Sanction procedures and the Pool Depth Declaration Form are to be downloaded from the Swim Sask website at same location as the Meet Manager guide.
- 4.0.5 The final package and sanction application to be uploaded to the national meet sanctioning, entries and results system and requested no later than 5 weeks prior to the meet.
- 4.0.6 Meet Managers need a login and this can be obtained from their Club Registrar. Club Registrars must set up the meet manager in the national system.
- 4.0.7 The Meet Information Package and sanction application are to be uploaded to the national Meet Sanctioning, Entries and Results system at: <http://www.swimmeet.ca/login.aspx>

After the swim meet, Meet Managers are required to:

- Within 24 hours, upload the results to the National Results Database at: <http://www.swimmeet.ca/login.aspx>
- Within 14 days, forward the appropriate meet assessment fees to Swim Sask.
- Send a list of the officials that actually worked at the meet to the Winter Officials Coordinator.

5.0 Meet Entries for all types of meets

- 5.1 Clubs are to submit entries by uploading their Hytek Entries File to the National Meet Entries & Results system at:
<https://www.swimming.ca/meetlist.aspx>
- 5.2 Meet Managers/Entries person may accept entries directly from Saskatchewan swimmers that are registered with Swim Sask directly as unattached swimmers. Correct Club Code for unattached is UN-SK. Entries must include the swimmer's 9 digit number, date of birth and spelling of name as it appears in the national registration system. Meet Managers/Entries person should double check this information with Swim Sask.

6.0 Meet Results for all types of meets

- 6.1 Within 24 hours after the conclusion of the meet, the meet manager will ensure that the Hytek results file is uploaded to the national results site at:
<http://www.swimmeet.ca/login.aspx>

Please follow instructions in the Meet Manager Meet Sanctioning Entries & Results System Manual. (This can be found on the Swim Sask website at the same location as the sanction information and meet managers guide.

- 6.2 Clubs will retrieve the results by downloading the Hytek file for results from the National meet Entries & Results system at:
<https://www.swimming.ca/meetlist.aspx>

7.0 Types of Meets

7.1 Man/Sask Provincial Championships

- 7.1.1 All matters pertaining to Man/Sask Provincial Competitions can be found in the document: *"Man/Sask Open Championships Meet Managers Handbook/Technical Package"*.

7.2 "A" Provincial Championships

- 7.2.1 All matters pertaining to "A" Provincial Championships can be found in the document: *"Saskatchewan Closed "A" Provincials & Junior Cup Meet Managers Handbook/Technical Package"*.

7.3 Junior Cup

- 7.3.1 All matters pertaining to Junior Cup competition can be found in the document: *"Saskatchewan Closed "A" Provincials & Junior Cup Meet Managers Handbook/Technical Package."*

7.4 Club Invitational “AA” and “A” Meets

- 7.4.1 All clubs must submit request to host invitational meets at the winter swimming planning session to have the event placed on the provincial schedule.
- 7.4.2 All clubs must list their meet on the national meet list. Meets are to be listed by August 15 each year.
- 7.4.3 Sanction application and follow-up protocol must be followed.
- 7.4.4 Clubs may set the meet entry deadline date up to 15 days prior the start of the meet.

7.5 National/SNC Designated Meets

- 7.5.1 All clubs must submit request to host National SNC Designated meets at the winter swimming planning session to have the event placed on the provincial schedule.
- 7.5.2 Sanction application and follow-up protocol must be followed.

8.0 Hosting meets in conjunction with other meets

Winter clubs, if they so choose, may host meet in conjunction with either a Masters meet or a Special Olympic meet.

To host a meet in conjunction with a Masters meet, Winter Clubs should work with the Masters Club in their area.

To host a meet in conjunction with a Special Olympic meet, Winter Clubs should contact the Special Olympics Saskatchewan office in Regina at 1-888-307-6226 and use the attached Memorandum of Understanding as a guideline.

Memorandum of Understanding

Between: Special Olympics Saskatchewan (SOS) and Swim Saskatchewan Inc. (SSI)

The following outlines the agreement in principal between the above named organizations for the purpose of hosting swim competitions for Special Olympics swimmers in conjunction with Swim Saskatchewan Winter or Masters Club swim meets.

Summary:

In June 2005, Gord Shields put forth a proposal to Swim Saskatchewan on behalf of Special Olympics Saskatchewan which discussed more competitive opportunities for Special Olympics athletes by offering events at Swim Saskatchewan's Winter Club meets and invitational meets. After review of the document by Swim Saskatchewan and the Winter Swimming Committee several questions and concerns were raised in various areas of the proposal. At this time SOS provincial office volunteered their services to work with Swim Saskatchewan and the Winter Swimming Committee. SOS briefly met with the Winter Swimming Committee on March 4, 2006 and as a result a follow up meeting occurred between Marj Walton, Jymme Kaye Demchuk and Shannon McGillicky to discuss direction of the proposal put forward in June 2005 and what the Provincial Sport Governing Bodies needed to do to ensure that this was a viable venture.

Purpose of the Proposal:

To provide Special Olympics swimmers in Saskatchewan with more competitive opportunities.

Structure:

To host Special Olympics swim meets as a separate meet, but in conjunction with a Swim Saskatchewan Masters or Winter Developmental Meet. Benefits of this type of structure:

- Swim Saskatchewan, could at their discretion charge a registration fee that meets their needs and not have to register Special Olympics swimmers as full competitive swimmers. Initial discussions were \$25.00 and set up registration process similar to Masters Programs.
- Special Olympics athletes who are actively registered with Swim Saskatchewan as a Competitive Winter Swimmer through their hometown club would not have to pay both registration fees with Swim Saskatchewan, but would be able to swim in either the Developmental Meet or Special Olympics Meet. The swimmer must choose which competition he/she wishes to swim in for that meet. A swimmer cannot swim in both meets at the same time. A swimmer that is registered as a Winter Competitive swimmers, could swim in a Winter Club Invitational or Provincial Qualifier meet one time and then in a Special Olympics meet another time.

- Special Olympics swimmers would have to pay the meet entry fee as set by the Host Club.
- If a Host Club requires Special Olympics support, either human resource or financial, then a split in the entry fees can be negotiated between the two clubs. For human resource help the local Special Olympics swim club should be contacted. For financial help contact the Director of Programs at Special Olympics Saskatchewan (SOS) in Regina.
- Special Olympics Saskatchewan is committed to providing Hosting Grant funding to clubs interested in hosting Special Olympics Swim meets. Contact at Director of Programs at SOS.
- Special Olympics Saskatchewan will sanction all joint ventures ensuring our athletes are covered under SOC insurance.
- Special Olympics Saskatchewan coaches must be registered members of the Saskatchewan Swim Coaches Association (SSCA).
- Special Olympics Saskatchewan has recommended that one Host Club be found for the 2006-2007 season to host a joint meet between Masters or Developmental Meets and Special Olympics. Then see if two meets in the 2007-2008 season can be organized and re-evaluate after this time to see if two competitions meet Special Olympics Saskatchewan's competitive needs for their swimmers.
- Special Olympics Saskatchewan recommends that it be based on the One Day Developmental Meet – either Block A or Block B

Events:

SOS recommends the host club look at the following events for Special Olympics competitors to begin and re-evaluate after 2 year cycle.

- 50 Free, 100 Free and 200 free
- 50 Back, 100 Back and 200 Back
- 50 Breast, 100 Breast and 200 Breast
- 100 IM and 200 IM
- Relay at the discretion of host club

The 200 metre events will have an entry time guideline of 7:00 minutes. This is to ensure the swim meet will run in a timely manner.

Special Olympics divisioning will not take place. Seeding will be done as an open seeding, by time and gender only. Awards may be given for 1st, 2nd, and 3rd by gender and/or age groupings at the discretion of the host club.

Special Olympics Saskatchewan age groups are as follows:

Ages 8-11	Ages 16-Ages	30 & over
Ages 12-15	21Ages 22-29	

Meet Packages:

Swim Saskatchewan Winter or Masters Clubs interested in hosting a SOS meet in conjunction with their meet would work in conjunction with Special Olympics Saskatchewan and the local Special Olympic Club.

The Swim Saskatchewan Club meet manager would develop both the Winter or Masters meet package and the Special Olympics meet package. Both meet packages would be sanctioned by Swim Saskatchewan and the Special Olympics meet package would also be sanctioned by Special Olympics Saskatchewan.

Results:

Results for the Special Olympics meet are not to be uploaded to the national registration system and therefore cannot be included in the Hytek file from a Winter Club Meet. Special Olympics meet results are to be sent to Swim Saskatchewan as an MS Word or Adobe pdf file. Swim Saskatchewan will then forward copy onto Special Olympics Saskatchewan.

Club Code for the Special Olympic Swim Club would be as follows:

SOSTN	for Saskatoon Special Olympics Swim Club
SOREG	for Regina Special Olympics Swim Club
SOEST	for Estevan Special Olympics Swim Club
SOPA	for Prince Albert Special Olympics Swim Club
SOSC	for Swift Current Special Olympics Swim Club

Jeff Herback
Jeff Herback, President Swim Saskatchewan Inc.

Oct 15, 2006
Date

Marj E Walton
Marj Walton, Executive Director Swim Saskatchewan Inc.

Oct 15, 2006
Date

Howard Schweitzer
Howard Schweitzer, CEO Special Olympics Saskatchewan

Sept 27, 2006
Date

Shannon McGillicky
Shannon McGillicky, Director of Programs
Special Olympics Saskatchewan

Sept 27, 2006
Date