



**VANCOUVER ISLAND REGIONAL CHAMPIONSHIP 2016
MEET PACKAGE**

Ray Newman Championship Swim Meet

**NANAIMO AQUATIC CENTRE
741 Third Street, Nanaimo, BC**

DATES: Friday August 5 - Sunday, August 7 2016

**COURSE: 25 metre, 8 lanes, starting blocks and Colorado 6 Electronic Timing System
(Dolphin Backup)**

MEET MANAGER (Prior to competition): Leah Johnson (nwrsc.president@gmail.com)

MEET MANAGER (During competition): Brian Kirkhope (swimbrian@mannkirk.com)

MEET REFEREE: Mike Craig (misadata@yahoo.com)

MEET ENTRIES: Michelle James (nwrsc.registrar@gmail.com)

CLERK OF THE COURSE: Sean O'Toole (sotoole@medicinecentre.com)

VI REGION CLUBS:

Campbell River Salmon Kings – **CAM**

Courtenay Blue Devils – **COU**

Cowichan Valley Breakers – **CVB**

Gordon Head Gee Gees - **GHG**

Juan De Fuca Royals – **JUA**

Nanaimo White Rapids – **NAN**

Oak Bay Orcas – **OAK**

Pender Island Otters – **PDI**

Powell River Aquatic Club – **POW**

Salt Spring Stingrays – **SSS**

Sidney Piranhas – **SID**

SCHEDULE:

Friday August 5, 2016

12:00 Noon Group 1 warm-up (schedule to follow)
12:30 p.m. Group 2 warm-up
12:45 p.m. Officials meeting
12:45 p.m. scratches due to the Clerk of the Course
1:00 p.m. Coaches meeting
1:30 p.m. Preliminary heats begin
Break (30 minutes)
Finals warm-up
Consolations and finals

Saturday August 6, 2016

7:00 a.m. Group 1 warm-up (schedule to follow)
7:30 a.m. Group 2 warm-up
7:45 a.m. Officials meeting
7:45 a.m. Scratches due to Clerk of the Course
8:00 a.m. Coaches meeting
8:15 a.m. "O Canada"
8:30 a.m. Preliminary heats begin
Break (one hour) – VI Region AGM - see below
Finals warm-up
Consolations, finals and relays

Sunday August 7, 2016

7:00 a.m. Group 2 warm-up (schedule to follow)
7:30 a.m. Group 1 warm-up
7:45 a.m. Officials meeting
7:45 a.m. Scratches due to Clerk of the Course
8:00 a.m. Coaches meeting
8:30 a.m. Preliminary heats begin
Break (one hour) – Regional cheers, acknowledgment of graduates
Finals warm-up
Consolations, finals and relays

LUNCH BREAK: There will be a break after preliminary heats each day, as identified above. On Saturday, between preliminaries and finals, the VI Region will hold our **AGM and elections** for **2016/17**.

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On Sunday, regional cheers and acknowledgement of graduates will take place prior to the start of consolations and finals. Coaches, please have all 2016 high school graduates assemble at the bulkhead *before* regional cheers.

HEATS AND FINALS: Individual events are swum as preliminaries and finals. Preliminary events may be combined.

Heats for any relay events that have more than one heat will be swum at the end of preliminaries, before the break. Finals for those events and all relay events with only one heat will be swum as finals at the completion of individual finals. There will be no consolation finals for relay events.

MEET ENTRIES: All meet entries must be emailed to: nwrsc.registrar@gmail.com

Each swimmer may enter a maximum of four (4) individual events plus two (2) relays. Relays must be included in your Hy-Tek file along with individual entries.

Please email your entries by NO LATER than midnight on **Monday Aug 1st, 2016** and include the following three Hy-Tek files:

1. Club meet entries
2. Club roster
3. Proof of Time

Please include a contact name and phone number for any entry questions.

*******DECK ENTRIES ARE NOT ALLOWED FOR ANY EVENT*******

INDIVIDUAL ENTRIES:

All BCSSA rules are in effect.

Scratches from preliminary events must be reported to the Clerk of the Course no later than 15 minutes before the coaches' meeting each day.

Scratches from individual finals must be reported to the Clerk of the Course no later than thirty (30) minutes after the completion of the individual heat.

"O" Cat swimmers may be combined with "S" swimmers for preliminaries, but will swim finals separately. Please submit an "O" Cat Document with your "O" Cat Entries, as per the Region's standard "O" Cat entry instructions available on the VI Region website at vibcssa.ca.

Entries **must** be submitted with valid times. NTs are only acceptable if the swimmer has never swum the event.

The Regional Registrar will verify the validity of all swimmers competing.

RELAY ENTRIES:

All BCSSA rules are in effect.

All relays must be entered in the following manner with the same deadline as individual entries:

- The relay team must be entered in Team Manager and sent in with your entries using an A, B, C delineation for a multiple number of teams in the same division of boys or girls. You must enter swimmers' names into your Team Manager entries.
- We will fill in relay cards for you based on your Hy-Tek entries and they will be available at the Clerk of the Course during the meet.
- please remember that each swimmer can swim in a maximum of **two (2)** relays.
- Team Composition:
 - A club relay team shall consist of **four (4)** swimmers. The composition may change between Regional and Provincial Championships, provided that all swimmers meet the registration criteria of the BCSSA.
 - For each relay team, at least one swimmer must be from the division that the relay is entered in. All other swimmers may be brought up from lower divisions.
 - "S" Cat swimmers can swim in "O" Cat relays. Div 1-3 with "O" Cat 1, Div 4-7 with "O" Cat 2, as long as there is a minimum of one (1) "O" Cat swimmer in each relay. "O" Cat swimmers may not swim in "S" Cat relays.
 - At least one swimmer selected to the relay team must have competed in an individual event in that division at a sanctioned BCSSA meet during the 2015 competitive season.
 - The actual team members with up to two (2) alternates shall be named on the relay card provided by the Clerk of the Course. Once the relay is checked in at marshaling, there will be no changes allowed to the four (4) designated swimmers. Failure to report the correct names of competing swimmers shall result in disqualification.
- Only swimmers whose names appear on the meet entry form shall swim in relays. If a swimmer is in a relay(s) only, the name shall appear with the notation "**Relay Only**".
- Swimmers who do not participate at the Regional Championship Meet are eligible to participate on a club relay at the BCSSA Provincial Championship Meet, as long as they have competed in at least one (1) individual event at a scheduled BCSSA club hosted meet prior to the Regional Championship Meet.
- It is NOT permissible for a swimmer to change relay teams between the preliminary heat and the final in the same event.

PREREQUISITES:

As per BCSSA Rules, all entrants **must** have competed in at least one (1) individual event at a scheduled BCSSA club hosted meet since May 1, 2015. All swim meets on the 2015 BCSSA VI Region schedule, prior to this Regional Championship Meet, qualify as BCSSA club hosted meets. The swimmer does not have to have swum the same event they are entering at Regionals.

ENTRY FEES:

- ★ **\$5.00 per athlete High Performance Fee (flat charge per swimmer to cover touchpad & scoreboard rental)**
- ★ **\$8.00 per individual event**
- ★ **\$10.00 per relay team**

Each club must pay its meet fees, including the High Performance Fee, with a cheque payable to **"BCSSA Vancouver Island Region"** by **10 a.m. Sunday August 7th**. Please submit your cheque to the Clerk of the Course. There will be no refunds for missed or scratched events.

MEET MANAGEMENT:

Hy-Tek Team Manager and Meet Manager will be used. Entries must be submitted in the format requested. A heat sheet will be available online for download in advance of the meet, with a few printed copies available for sale at the meet.

A "Definitive" Event Heat Sheet, including scratches, will be provided to each club (one only) and to officials after the deadline for scratches and prior to the start of the meet. A "Definitive" Event Heat Sheet will also be produced for relays and finals. "Definitive" Event Heat Sheets will be posted in at least two locations at the pool facility.

There will be full marshalling for Divisions 1-3 heats and for all relays.

Divisions 4-8 swimmers will be required to report to the marshalling area to sign in for their heats. They are responsible to be behind the blocks prior to the start of their race.

This is a cardless meet; however there will be relay cards for relays.

There will be full marshalling for all events in consolations and finals.

*****MARSHALLING CALLS ON THE PUBLIC ADDRESS SYSTEM ARE A COURTESY ONLY. CALLS MADE DIRECTLY IN MARSHALLING ARE OFFICIALLY TIMED CALLS FOR THE PURPOSE OF APPLYING RULES REGARDING RACE CHECK-IN & ALTERNATES. SEE BELOW FOR MORE INFORMATION ON THESE RULES. THERE WILL BE NO "PERSONAL CALLS" FROM MARSHALLING.*****

Alternates: For finals, swimmers and alternates are responsible for reporting to marshalling in time for their race. Marshalling will announce the availability of a “check in” at least twice, with at least two (2) minutes between each announcement. It is the responsibility of each competitor to be close enough to marshalling to hear the announcements.

Once Marshalling has completed the required calls and a swimmer has not checked in, it can be concluded that that swimmer does not intend to compete in that event. Should this occur, marshalling will call the designated alternate, allowing one (1) minute for her/him to report. As soon as an alternate is called, the listed qualifier and any previously called alternate are irrevocably scratched from that event.

WARM UPS:

Each club will be assigned one or more full or shared lane(s) for the full 30 minutes available for warm ups.

FRIDAY	Group 1 12:00 - 12:30 p.m.	Group 2 12:30 - 1:00 p.m.
SATURDAY	Group 1 7:00 – 7:30 a.m.	Group 2 7:30– 8:00 a.m.
SUNDAY	Group 2 7:00 – 7:30 a.m.	Group 1 7:30– 8:00 a.m.

GROUP 1

- Lane 1
- Lane 2/3
- Lane 4/5
- Lane 6
- Lane 7/8

GROUP 2

- Lane 1
- Lane 2/3
- Lane 4/5
- Lane 6
- Lane 7/8

COU POW NAN CAM PDI/JUA CVB OAK SID GHG SSS

Lane assignments may change depending on numbers of entered swimmers.

VI REGION RESPONSIBILITIES:

1. **Regional Director: BRIAN KIRKHOPE**
 - a. Ensures that regional supplies are acquired: medals, ribbons, record plaques and Provincials caps and t-shirts.
 - b. Ensures that VI Region Provincials meet responsibilities are filled.
 - c. Ensures that the VI Regional Provincial Championship meet entries advancer file is delivered on time to the BCSSA Office.
 - d. Ensures that VI Coaches form the VI Regional Relays in accordance with swimming and overall meet rules in the Provincial Championship Meet Package.

2. Regional Director of Officials: MIKE CRAIG

- a. Serves as or designates Meet Referee.
- b. Arranges for Provincial sign-up for officials.
- c. Encourages all qualified deck officials to undertake shifts at the Regional Championship Meet.
- d. Ensures that all clubs fill lane timing chairs.

3. Meet Manager (prior to competition): LEAH JOHNSON

- a. Ensures that the Regional Championship Meet is properly organized at the pool facility.
- b. Ensures that the pool facility and surrounding areas are available for competitors and spectators, including signing rental agreements where applicable.
- c. Provides the VI Regionals budget to the Regional Board.
- d. Establishes timing systems, recording systems and provides all associated support materials and equipment.
- e. Creates the meet package for the BCSSA VI Regional Championship Meet.
- f. Ensures that sufficient office equipment is available, such as photocopiers, computers, tables, chairs and office supplies.
- g. Appoints a Deck Food Manager.
- h. Ensures there are marshalling area tents and benches, as required.
- i. Ensures there are tables and chairs for officials and coaches.
- j. Ensures there is seating for spectators.
- k. Ensures there is a sound system, announcers and anthem singers.
- l. Provides agreements and designated space and services, on behalf of the VI Region, for any vendors who may provide services for the meet, swimmers or spectators.
- m. Ensures that all meet entries are collected and included in the meet by the Clerk of the Course and validated by the Regional Registrar.
- n. Produces event heat sheets prior to the events.
- o. Assigns club responsibilities by delegating areas of responsibility to each club based on their areas of strength and volunteer numbers.
- p. Oversees volunteer assignments and ensures that sufficient volunteers are provided for each area.
- q. Ensures that the set-up and take-down is properly directed and supervised.

4. Meet Manager / Director of Competition (during competition): BRIAN KIRKHOPE

- a. Carries out Meet Manager duties during the competition.
- b. With the Meet Referee, ensures that the meet is safe, fair and proceeds in accordance with BCSSA Rules and Regulations.
- c. Chairs the Jury of Appeal.
- d. Disseminates all meet information.

5. Regional Registrar: GREIG JENKINSON

- a. Ensures that all entered athletes are eligible to participate at the Regional Championship Meet.
- b. Registers all provincial qualifiers for the Provincial Championship Meet in

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conjunction with the Regional Director and ensures that entries are sent to BCSSA Office by the deadline.

- c. Checks the eligibility of VI Regional Relay members in accordance with “Swimming and Overall Meet Rules” for the Provincial Championship.

6. Regional Treasurer: Natalie Fletcher

- a. Reviews the VI Regional Budget.
- b. Collects all regional entry fees from clubs.
- c. Collects and remunerates costs incurred at Regionals.

7. Meet Referee: MIKE CRAIG

- a. Coordinates the assignment of deck officials for the meet.
- b. Establishes a rotation of deck officials.
- c. Supervises any disqualifications and the protest process to ensure a fair event.

8. All VI Region Club Presidents or Representatives:

- a. Submits their club meet entries by the deadline **Midnight – Monday Aug 1st, 2016**, meeting the requirements outlined in the VI Regional Championship Meet Package;
- b. Fills their assigned club duties and submits completed sign-up lists to the Meet Manager by **Midnight - Wednesday Aug 3rd, 2016**.
- c. Distributes a completed club volunteer list to their members prior to Regionals.

9. VI REGIONAL CLUB RESPONSIBILITIES:

- Awards (ribbons & medals):
 - FRI** - None
 - SAT** – POW/JUA/PDI
 - SUN** - COU & SSS (2 people per day)
- Medal presenters (FINAL ONLY):
 - FRI** – NAN(3), OAK(3), SID(2)
 - SAT** – SSS(3), CAM(3), COU(2)
 - SUN** – NAN(3), OAK(3), SID(2)
- Marshalling – NAN, CAM, CVB(2)
- Computer input- CVB, NAN, CAM, OAK
- Timing console – OAK, CVB, NAN
- Crash desk, runners, photocopying and posting results – CAM, OAK, CVB
- Deck food manager (supplies, storage & planning)- COU
- Deck food (prep & distribute)– All Clubs – see schedule
- Site clean-up and garbage collection- All clubs
- Set-up and tear down- NAN
- Crowd control/security/parking – CAM/SID
- Timers – All clubs (schedule will be sent prior to the meet, and posted)

DECK FOOD:

- Deck food will be provided for meet volunteers.
- At least one (1) individual with a “Food Safe” certificate must be on location.
- Clubs have been assigned shifts (see below). Please ensure you are there on time.
- The Regional Treasurer will collect \$125.00 from each club for deck food. Clubs with a BCSSA registration of 30 athletes or fewer will pay \$50.00.

DECK FOOD SCHEDULE – preparation & distribution, club assignments:

Friday Heats

IM - NAN (2) OAK (2)

Friday Finals

IM - SID (2) CVB (2)

Saturday Heats

50 Free - SID (3) SSS (2) JUA (1) 50 / 100 Fly - CAM (2) COU (2) 50 / 100 Back - NAN (2) OAK (2)

Saturday Finals

50 Free - 50 / 100 Fly – SID (2) CAM (2) 50 / 100 Back – POW (1) OAK (2) SSS (1) Medley Relay - CVB(2) NAN (2)

Sunday Heats

50 Fly, 50 / 100 Breast – COU (2) NAN (2) 100 Free – OAK (2) SID (2)

Sunday Finals

50 Fly, 50 / 100 Breast – CAM (2) SSS (2) 100 Free – NAN (2) POW (1) VHH (1) Free Relay – CVB (4)

AWARDS:

Individual Events: 1st to 3rd place – medals

4th to 16th place – ribbons

Relays: 1st to 3rd place – medals

4th to 8th place – ribbons

Records: VI Record Breaker plaques

Team Awards: Ray Newman Aggregate Trophy
(to the club earning the largest number of points in all events)

Regional Director’s Award: (to the club earning the largest number of points per participant in individual events only)

HEAT SHEETS & RESULTS:

- Heat sheets will be available in advance of the meet for download.
- A limited number of printed heat sheets will be available for purchase at the pool for \$5 each.
- Results will be posted in the pool lobby and/or outside the pool building.
- Club reps may pick up medals and ribbons at the end of the meet in the records room. No awards will be released before that time.
- The Ray Newman Aggregate Trophy and the Regional Director's Award will be awarded at the conclusion of finals on Sunday.

REGIONAL CHAMPIONSHIP (PROVINCIAL QUALIFIERS) SHIRTS & CAPS:

- Please have a club representative take orders for regional shirts (order form will be distributed to all clubs) and deliver the order sheet to the Records Room upon completion of the meet, complete with a cheque payable to "Vancouver Island Region BCSSA" for all shirts and caps ordered. Shirts and caps will not be ordered for your club if your cheque has not been received.
- **Only Provincial qualifiers, competing alternates and coaches are eligible for shirts and caps.**
- Regional shirts and caps will not be distributed to clubs until they have completed their volunteer sign-up sheets for the BCSSA Provincials

PROVINCIALS SCRATCH MEETING:

- All coaches are required to meet with the Regional Director and Regional Registrar at the end of the meet on Sunday to finalize Provincial entries, scratches and alternates.

ANNUAL GENERAL MEETING:

- The VI Region's Regional Annual General Meeting will be held during the Saturday Break pursuant to the Regional Bylaws.
- All members of all Clubs are invited to attend.

Events Schedule

Friday Preliminary Heats (same Event Numbers for Preliminaries & Finals)

Girls	Division	Event	Boys
101	Div 1	100IM	102
103	Div 2	100IM	104
105	Div 3	100IM	106
107	"O" Cat	100IM	108
109	Div 4	200IM	110
111	Div 5	200IM	112
113	Div 6	200IM	114
115	"O" Cat	200IM	116
117	Div 7	200IM	118
119	Div 8	200IM	120

Saturday Preliminary Heats (same Event Numbers for Preliminaries & Finals)

Girls	Division	Event	Boys
121	Div 1	50 Free	122
123	Div 2	50 Free	124
125	Div 3	50 Free	126
127	"O" Cat	50 Free	128
129	Div 4	50 Free	130
131	Div 5	50 Free	132
133	Div 6	50 Free	134
135	"O" Cat	50 Free	136
137	Div 7	50 Free	138
139	Div 8	50 Free	140
201	Div 1	50 Fly	202
203	Div 2	50 Fly	204
205	Div 3	50 Fly	206
207	"O" Cat	50 Fly	208
209	Div 4	50 Fly	210
211	Div 5	100 Fly	212
213	Div 6	100 Fly	214
215	"O" Cat	100 Fly	216
217	Div 7	100 Fly	218
219	Div 8	100 Fly	220
221	Div 1	50 Back	222
223	Div 2	50 Back	224
225	Div 3	50 Back	226
227	"O" Cat	50 Back	228
229	Div 4	100 Back	230
231	Div 5	100 Back	232
233	Div 6	100 Back	234
235	"O" Cat	100 Back	236
237	Div 7	100 Back	238
239	Div 8	100 Back	240
141	Div 1	4x 50 Medley Relay	142
143	Div 2	4x 50 Medley Relay	144
145	Div 3	4x 50 Medley Relay	146
147	"O" Cat	4x 50 Medley Relay	148
149	Div 4	4x 50 Medley Relay	150
151	Div 5	4x 50 Medley Relay	152
153	Div 6	4x 50 Medley Relay	154
155	"O" Cat	4x 50 Medley Relay	156
157	Div 7	4x 50 Medley Relay	158
159	Div 8	4x 50 Medley Relay	160

Sunday Preliminary Heats (same Event Numbers for Preliminaries & Finals)

Girls	Division	Event	Boys
301	Div 5	50 Fly	302
303	Div 6	50 Fly	304
305	"O" Cat	50 Fly	306
307	Div 7	50 Fly	307
309	Div 8	50 Fly	308
311	Div 1	50 Breast	312
313	Div 2	50 Breast	314
315	Div 3	50 Breast	316
317	"O" Cat	50 Breast	318
319	Div 4	100 Breast	320
321	Div 5	100 Breast	322
323	Div 6	100 Breast	324
325	"O" Cat	100 Breast	326
327	Div 7	100 Breast	328
329	Div 8	100 Breast	330
331	Div 1	100 Free	332
333	Div 2	100 Free	334
335	Div 3	100 Free	336
337	"O" Cat	100 Free	338
339	Div 4	100 Free	340
341	Div 5	100 Free	342
343	Div 6	100 Free	344
345	"O" Cat	100 Free	346
347	Div 7	100 Free	348
349	Div 8	100 Free	350
241	Div 1	4 x 50 Free Relay	242
243	Div 2	4 x 50 Free Relay	244
245	Div 3	4 x 50 Free Relay	246
247	"O" Cat	4 x 50 Free Relay	248
249	Div 4	4 x 50 Free Relay	250
251	Div 5	4 x 50 Free Relay	252
253	Div 6	4 x 50 Free Relay	254
255	"O" Cat	4 x 50 Free Relay	256
257	Div 7	4 x 50 Free Relay	258
259	Div 8	4 x 50 Free Relay	260

ACCOMODATIONS IN NANAIMO AREA

HOTELS

Accommodations

HOTELS

The Coast Bastion Inn
11 Bastion St
1-800-663-1144

Dorchester Hotel
70 Church Street
(250) 754-6835

Howard Johnson
1 Terminal Ave N
(250) 753-2241

Days Inn Nanaimo Harbourview
809 Trans Canada Highway
(250) 754-8171

Ramada Hotel
315 Rosehill Street
(250) 716-2009

Travelodge
96 Terminal Ave N
(250) 754-6355
1-800-667-0598

The Grand Hotel Nanaimo
4898 Rutherford Road
(250) 758-3000

Inn On Long Lake
4700 Island Hwy N
(250) 758-1144

CAMPING

Jinglepot RV Park and Campground
(250) 758-1614

Living Forest Oceanside Campground
(250) 755-1755

Westwood Lake RV Camping and Cabins
(250) 753-3922

TOURIST INFO

General: tourismnanaimo.com

