



2025 Winter Divisionals New Qualifier Period

This **ONE-TIME entry process** has been implemented to address registration challenges specific to the Swim BC Winter meets. The consideration period is designed to accommodate **first-time qualifiers ONLY**.

Important:

If corrections are required from current entry file those must be submitted to Melissa Webster (melissa.webster@swimbc.ca) by **4:00 PM on January 31, 2025**. If corrections are not submitted by this deadline, no additional entries will be accepted.

The **entry deadline for all Divisionals will remain January 28, 2025**. However, to accommodate new qualifiers at sanctioned meets held during the weekend of February 1-2, 2025, Swim BC will accept late entries under the following conditions:

1. **Meet Results Submission:** Results from the qualifying meet must be submitted to Swim BC via the [Results Form](#) by **10:00pm on Sunday, February 2, 2025**. The submitted results file must be error-free to be approved. Accuracy and timely submission are the shared responsibility of meet managers and all coaches. **Entries for all clubs must be accurate and error-free to be accepted.**
2. **Eligibility for Late Entries:** Only athletes who qualify for Divisionals for the first time during the February 1-2, 2025, weekend and were not previously eligible may be entered.
3. **No Changes to Existing Athletes:** Modifications to already-entered athletes will not be accepted.
4. **New Entry File:** A new entry file containing only the newly qualified athletes must be submitted through the online entry form by **no later than 12:00pm on February 4, 2025**.
5. **Athlete Registration:** Athletes must be listed as **“ACTIVE” in REMS** at the time of submission.

Common Questions and Concerns Addressed

1. What Does “Newly Qualified” Mean?

This refers to athletes who meet a Divisionals qualifying standard for the first time during the February 1-2, 2025, weekend. It does not apply to athletes who were already qualified for Divisionals in other events.

2. What Does It Mean for an Athlete to Be “ACTIVE” in REMS?

A swimmer becomes ACTIVE in REMS when they have updated their personal information and signed all required waivers in REMS. Additionally, all invoices must be marked as paid in REMS. Note that this process may take up to three weeks, as clubs pay Swim BC and Swimming Canada invoices to Swim BC. However, both Swim BC and Swimming Canada mark invoices as paid independently in REMS.



3. **Why Can't Changes to Existing Athletes Be Made?**

This ensures the consideration period is focused solely on accommodating newly qualified athletes and avoids logistical complexities that could delay processing.

4. **How Do I Ensure My Results File is Error-Free?**

Meet entry files can be verified by Swim BC before the meet. To request validation, email Melissa Webster (melissa.webster@swimbc.ca) with your Club Code, Meet Name, and Meet Sanction Number **at least 4 business days in advance**.

5. **What If Results Are Delayed or Errors Are Discovered Post-Deadline?**

Exceptions cannot be made for missed deadlines or late corrections. Teams are strongly encouraged to submit early and double-check all entries before submission.

6. **Can the February 4 Deadline Be Extended?**

No, the February 4, 2025, noon deadline is firm to allow Swim BC adequate time to process and finalize entries.

Consequences for Late or Incorrect Submissions

Swim BC will have no tolerance for submissions that contain errors that should have been caught during the verification process. Any files with avoidable errors, including typos, incorrect times, or missing information, will **not be accepted**. It is the responsibility of coaches, and club administrators to thoroughly review and ensure all entries are accurate before submission. Teams are strongly encouraged to double-check all details to avoid rejection of entries.

Reason for Restrictions

These guidelines are designed to ensure a fair and streamlined process for all teams and athletes. Limiting late entries to newly qualified athletes preserves the integrity of the Divisionals qualification system and helps maintain consistent competition standards.

Questions

For any questions or assistance regarding submissions, please contact Melissa Webster at melissa.webster@swimbc.ca prior to the deadline. Responses may take up to 48 hours, and if you contact Melissa on the deadline day, there is no guarantee of a response in time to resolve any issues.

BC Winter Divisionals – Vancouver & Fraser

February 14-16, 2025

Hosted by Swim BC & Surrey Knights Swim Club



2025 BC Winter Divisionals

Vancouver & Fraser

Sanctioned by Swim BC: 24071 (55492)

Swim BC and Surrey Knights Swim Club would like to begin by acknowledging that the land on which we gather lies on the unceded, traditional territory of the Semiahmoo, Katzie, Kwikwetlem, Kwantlen, Qayqayt, and Tsawwassen First Nations.

SAFE SPORT

Swim BC believes that athletes, coaches, officials, support staff and volunteers have the right to participate in a safe and inclusive sport environment free of abuse, harassment, and discrimination. This involves promoting open and observable environments and making meaningful and concerted efforts to avoid situations where a coach/official/staff member, etc. might be alone with an athlete. All interactions between an athlete and an individual who is in a position of trust should normally be in an environment or space that is both 'open' and 'observable' to others.

All participants in this event are reminded that they are bound by Swim BC's Policies and Procedures, including but not limited, to the Code of Conduct and Ethics policy, the Gender Equity policy and the Screening and CRC policy.

Deck changes are explicitly prohibited.

Please note, due to facility constraints, there are no washrooms designated for adults only. Individuals are asked to ensure they are mindful when using washrooms, when minors are present.

COMPETITION HOSTS

Swim BC and Surrey Knights Swim Club

VENUE

Surrey Sport and Leisure Complex
16555 Fraser Hwy, #100
Surrey, BC. V4N 0E9

POOL

8-lane 25m competition pool
3 Lanes 25m warm down area

CONTACTS

Meet Manager	Shannon VanDiermen	office@surreyknights.com
Meet Referee	Chris Wakelin	wakelin3395@gmail.com
Officials Coordinator	Christina Metza	officials@surreyknights.com
Swim BC & Entries Contact	Melissa Webster	melissa.webster@swimbc.ca

DEADLINES

ENTRY DEADLINE:

TUESDAY, JANUARY 28, 2025 AT 9:00PM (PDT)

SCRATCH DEADLINE:

MONDAY, FEBRUARY 10, 2025 AT 12:00 NOON

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ELIGIBILITY

1. All swimmers must be registered with a Swim BC, SNC, or other World Aquatics recognized club.
 2. Qualifying period is from September 1, 2023, to the entry deadline.
 3. During the Qualifying period, athletes must have attained at least **ONE (1)** Vancouver & Fraser Time Standard in their age group.
 4. Swimmers who have achieved Provincial Championship standards may swim up to a **maximum of three** BC Provincial Championship qualified swims as exhibition in the preliminaries and may not to advance to finals.
 5. Age groups for individual events: 12 & Under, 13-14, 15 & Over
 6. A swimmer age is their age as of the first day of competition.
 7. Swimmers cannot swim in an “older” age group, with the exception being swimmers who “age up” between February 14, 2025 and March 6, 2025, inclusive.
 - In these cases, swimmers will be moved into the “older” age category and will be subject to the same entry rules as all swimmers. **To ensure correct age categorization, contact Swim BC via email before the entry deadline. Email must include the swimmer's name, DOB, and SNC Registration Number.**
- All entry files must contain the complete and accurate information as required (the same as if uploading to the SNC online system) – this includes swimmer 9-digit ID #, name, correct date of birth, and gender.
6. After the entry deadline, new swimmers will NOT be accepted. Amendments to entered swimmers will be accepted at the discretion of Swim BC.

GENERAL MEET RULES

1. This meet will observe rules as outlined in the current SNC Rulebook.
2. POOL DEPTH: Deep End 3.71m
 - Starts will be conducted from Starting Platforms (blocks) as per World Aquatics II.4.1 and II.16.1.4.
3. No deck entries or time trials.
4. Swim BC Competition Warm-up Safety Procedures apply.
5. All swimmers are allowed to race in swimwear of their choice at competitions sanctioned by Swim BC. There is no requirement to declare the choice of swimwear to the Referee if the fabric is a permeable open mesh textile and does not provide a technical advantage in terms of speed, buoyancy, or endurance.
6. This competition can provide the following accommodations for swimmers who are D/deaf or Hard of hearing:
 1. Non-verbal instruction provided by a *support person
 2. Hand signals given by the starter/referee
 3. An external strobe light

* Note that the support person must show a status of “Registered” as support staff in the Swimming Canada registration system. Clubs must contact Meet Management by the Entry Deadline of the need for accommodations.
7. In order to minimize risk, all photographs and video taken at Swimming Canada/Swim BC sanctioned competitions, whether taken by a professional photographer or videographer, spectator, team support staff or any other participant, must observe generally accepted standards of decency. Under no circumstances are cameras or other recording devices allowed in the area immediately behind the starting blocks during practice or competition starts, or in locker rooms, bathrooms, or any other dressing area.
8. During events only one (1) swimmer per lane is permitted.
9. There will be an “A” final only for each age group.
10. Time Final events (including relays) with 9 or 10 entrants, will be seeded such that the fastest heat will have all lanes filled.
11. All swim-offs will be run at a time mutually agreed upon by coaches and officials.
12. A coaches’ meeting will be held 10 minutes prior to the start of the Friday Prelims Session and as necessary throughout the meet.
13. Violations of the Swim BC Code of Conduct and Ethics policy may result in immediate disqualification from the meet.

NON-QUALIFIED SWIMS

Swimmers with up to SIX qualifying standards (QS) may enter up to SIX individual events. Those swimmers qualifying in more than 6 events may enter up to a MAXIMUM of NINE individual events.

The 800 Freestyle is not eligible to be swum as a NQ event.

ENTRIES

At the time of developing this document, the REMS entry process has not been launched. The following steps may change.

1. Non-Validated Times are not accepted; swimmers must have a valid entry time for each event they enter; entries are validated using the SNC meet results database.
 - a. All LCM entries will be converted to SCM by Swim BC and seeded accordingly.
 - b. It is the responsibility of the coach to ensure that all swimmers entered are qualified and entered appropriately.
2. Individual Fees: **\$85.00 per swimmer**
3. Relay Fees: **\$15.00 per relay**
4. Payment methods: Please make cheques payable to the **Surrey Knights Swim Club. E-transfers are not accepted.** All fees MUST be paid to the Administration Desk prior to the start of the meet.
5. As the Swimming Canada online entry system is not currently available, entries for this meet will be done as follows:
 - **Entries must be submitted through the following [online form](#) along with Proof of Time for ALL entries.**
 - Entries may only be submitted for swimmers whose registration is **ACTIVE** in REMS.

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14. Participants must respect the facility rules inclusive of no deck changing and no outside shoes on deck.

400 & 800 FREESTYLE and 400 IM

1. These events are time finals.
2. Swimmers who have achieved a Divisional Standard in 1500m Free are permitted to enter the 800m Free. Entries for these athletes must utilize their 1500m Free as the entry time.
Conditions:
 - **A verifiable m Free time is mandatory for eligibility.**
 - **Documentation of the 800m Free must be submitted to the Swim BC Entries Contact prior to the entry deadline.**
3. There will be a positive check-in for the 400m (Free & IM) and 800m (Free) events.
 - Deadline will be at the start of the Prelims session on which the day the event will be swum.
4. For the 400m Free and 400m IM, the Top 8 in each age group will swim in a single heat in the Final Session of that day, youngest to oldest and alternating genders. All other swimmers will be senior-seeded, swum fastest-to-slowest alternating genders in the Prelims Session of that day.
5. For the 800m Free:
 - All swimmers entering with an 800m Free time will be seeded before those entering with an 1500m Free time.
 - The Top 8 in each age group in each gender, will swim in a single heat.
 - Each heat will be swum youngest to oldest, alternating genders.
6. Distance Lap Counters not available. Bells will be used to signal the last 50m of the race for 800 Free events.

PARA-SWIMMING

1. There will be no para specific events at this meet.

RELAYS

1. Age groups for relays will be 12 & Under, 13-14, and 15 & Over
2. All relays are time finals. There are no qualifying times for relays. "NT" entries will be accepted for relay events.
3. If a relay is entered without FOUR (4) names, it will be seeded as "NT".
4. Relay swimmers may not swim in a relay in any event that they have achieved the Provincial Championship qualifying standard in their respective age category.
5. For relays, no more than TWO (2) swimmers may be from a younger age group. In such cases, the swimmer(s) may swim in both their own age-group relay as well as in one or more older age group relays.

6. Mixed relay teams must have TWO (2) Females and TWO (2) Males per team. No official splits will be taken during the Mixed Relay events.
7. "Relay Only" swimmers must be listed on their club's Hy-Tek entry file; these swimmers will be subject to the "Relay Only" surcharge (\$15.00).
 - a. Each club will be allowed one relay only swimmer per age group and gender for the entire competition.
 - b. **An email must be sent to the Entries Contact prior to entry deadline notifying them of the relay-only swimmers and their SNC ID number and DOB.**
8. Deadline for relay name/order changes will be 30 minutes prior to the start of the Final session.

SCORING

1. Individual scoring: 20-17-16-15-14-13-12-11
2. Relay scoring: 40-34-32-30-28-26-24-22

AWARDS

1. Medals will be awarded for 1st, 2nd, and 3rd places in all individual and relay events.
2. Ribbons will be awarded for 4th, 5th, 6th, 7th, and 8th places in individual events only.
3. Medals will be presented immediately after the event is announced as official. Ribbons will be available for coaches to pick up at the end of the meet.

SCRATCHES

Scratches received prior to February 10, 2025 at noon will not incur Meet Fees.

1. There is no scratch penalty for no-shows, step downs and unexcused and/or incomplete swims during prelims and/or time finals.
2. The following rules apply for all finalists plus alternates as listed on the official posting of prelims results.
 - a. For all final sessions, no-shows, step downs and unexcused incomplete swims will be considered "late scratches" and subject to the late scratch penalty of \$20. Fines are to be paid immediately. The swimmer and/or relay swimmers in question shall not swim subsequent events until the fine is paid.
 - b. For finals, the scratch deadline will be 30 minutes following the completion of the preliminary events (excluding time final events).
 - c. For finals, email scratches will not be accepted.

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Schedule of Events

FRIDAY, FEBRUARY 14, 2025 PRELIMS			
Warm-Up:		7:30 - 8:50am	
Competition:		9:00am - 1:30pm	
FEMALE	MALE	AGE	EVENT
1	2	Open	200 IM
3	4	Open	100 Back
5	6	Open	200 Fly
7	8	Open	50 Breast
9	10	Open	400 Free (TF)

FRIDAY, FEBRUARY 14, 2025 FINALS			
Warm-Up:		3:30 - 4:20pm	
Competition:		4:30 - 7:30pm	
FEMALE	MALE	AGE	EVENT
1	2	Open	200 IM
3	4	Open	100 Back
5	6	Open	200 Fly
7	8	Open	50 Breast
9	10	Open	Top 8 (of each age group) of 400 Free
11	12	12 & Under	200 Free Relay
13	14	13 - 14	200 Free Relay
15	16	15 & Over	200 Free Relay

SATURDAY, FEBRUARY 15, 2025 PRELIMS			
Warm-Up:		7:30 - 8:50am	
Competition:		9:00am - 1:30pm	
FEMALE	MALE	AGE	EVENT
17	18	Open	200 Free
19	20	Open	50 Fly
21	22	Open	100 Breast
23	24	Open	50 Free
25	26	Open	200 Back
27	28	Open	400 IM (TF)

SATURDAY, FEBRUARY 15, 2025 FINALS			
Warm-Up:		3:30 - 4:20pm	
Competition:		4:30 - 7:30pm	
FEMALE	MALE	AGE	EVENT
17	18	Open	200 Free
19	20	Open	50 Fly
21	22	Open	100 Breast
23	24	Open	50 Free
25	26	Open	200 Back
27	28	Open	Top 8 (of each age group) of 400 IM
29	30	12 & Under	200 Medley Relay
31	32	13 - 14	200 Medley Relay
33	34	15 & Over	200 Medley Relay

SUNDAY, FEBRUARY 15, 2025 PRELIMS			
Warm-Up:		7:00 - 8:20am	
Competition:		8:30am - 1:30pm	
FEMALE	MALE	AGE	EVENT
35	36	Open	200 Breast
37	38	Open	100 Free
39	40	Open	50 Back
41	42	Open	100 Fly
43	44	Open	ALL 800 Free (TF)

SUNDAY, FEBRUARY 15, 2025 FINALS			
Warm-Up:		Approx. 2hrs. after conclusion of prelims	
Competition:		Start of competition 1hr. later	
FEMALE	MALE	AGE	EVENT
35	36	Open	200 Breast
37	38	Open	100 Free
39	40	Open	50 Back
41	42	Open	100 Fly
45		12 & Under	400 Mixed Free Relay
46		13-14	400 Mixed Free Relay
47		15 & Over	400 Mixed Free Relay



COMPETITION WARM-UP SAFETY PROCEDURES

Meet Management for all sanctioned Swim BC swimming competitions must ensure the following safety procedures are applied. It is incumbent on coaches, swimmers, and officials to work together to comply with these procedures during all scheduled warm-up periods. Coaches are requested to encourage swimmers to cooperate with Safety Marshals.

GENERAL WARM-UP:

- Swimmers must enter the pool **FEET FIRST** in a cautious manner, entering from a start or turn end only and from a standing or sitting position.
- Running on the pool deck and running entries into the pool are prohibited.
- Meet Management may designate the use of sprint or pace lanes during the scheduled warm-up time. Any such lane usage must be communicated through a pre-competition handout or announcement and visible through on deck signage.
- **Swim BC recommends that**, where lane density exceeds 20 swimmers per lane SC or 40 swimmers per lane LC, Meet Management split warm-up to ensure a safe environment (swimmers per lane) exists (i.e. by club, gender or age). A split warm up must be communicated in some fashion prior to the start of warm-up. This can be through a pre-competition handout or email, a technical meeting, or a general announcement.
- Diving starts shall be permitted only in designated sprint lanes. Only one-way swimming from the start end of sprint lanes is permitted.
- Pools with backstroke starting ledges available may offer a designated lane for backstroke starts, at meet management's discretion. (This is not mandatory if not enough general lane space is available for the number of swimmers in the meet.)
- Notices or barriers must be placed on starting blocks to indicate no diving during warm-up.
- Pre-event training shall be managed by the coaches and will have sufficient lifeguards on deck. There will be no Safety Marshals in place during pre-event training.
- Safety Marshals will not be in place during the competition in warm-up/warm-down pools.

EQUIPMENT:

- Kick Boards, Pull-Buoys, Ankle Bands, and Snorkels are permitted for use in the main warm-up pool during warm-up.
- Hand paddles and flippers are permitted for use in a secondary warm-up pool only (where available), at meet management's discretion and recommended only for national events or senior competitions.
- At meet management's discretion and based on available space, the Meet Manager may permit use of tubing or cord assisted sprinting in designated lanes and during specific times of the warm-up only. It is recommended that this only be allowed in secondary warm-up pools as space allows. Coaches are responsible for equipment reliability and use. This is recommended only for national events or senior competitions.

VIOLATIONS:

It is recognized that there is a level of interpretation and common sense that must be applied when applying these guidelines. Diving headfirst quietly into an empty pool at the start of warm-up is not the same as diving headfirst into a crowded lane. Judgment and context are required. This section is specific to diving violations and not equipment.

- Swimmers witnessed by a Safety Marshal diving or entering the water in a dangerous fashion may be removed, by the Meet Referee, without warning from their first individual event following the warm-up period in which the violation occurred and the alternates in that event notified should that event be a final. They may also receive a verbal warning from the Safety Marshal. Swimmers receiving verbal warnings will have their names and clubs registered with the Meet Manager and should subsequent violations occur the swimmer may be removed by the Referee without warning from their first individual event as noted above.
- In the case of a second offense during the same competition the swimmer may be removed from the remainder of the competition by the Meet Referee.

**SAFETY MARSHALS:**

The Safety Marshal is a trained position designated by Meet Management. Safety Marshals shall:

- Be visible by safety vest;
- Be situated at each end of the competition pool and when applicable, similarly situated in designated warm-up pools when pre-competition warm-ups are scheduled;
- Actively monitor all scheduled warm-up periods;
- Ensure participants comply with warm-up safety procedures and report violations to the Referee.

A minimum of 2 safety marshals are recommended for each of the 25m warm-up pools in use during short course competitions, and a minimum of 4 safety marshals are recommended for 50m warm-up pools in use during long course competitions.

Depending on the level of competition, Safety Marshals have a role to help work with coaches and swimmers to ensure a safe warm-up environment. This may include educating a younger swimmer on the procedures or communicating a concern to a coach.

Judgment, tact and confidence is required and therefore the Safety Marshal should ideally be a more experienced official.

PARA SWIMMER NOTIFICATION:

Coaches are requested to notify Meet Manager, prior to the meet, of any Para swimmers participating in warm-ups. Meet Management may designate a Para swimmer lane for warm-up when necessary.

The following statement must appear in all Swim BC sanctioned meet information and posted notices:

“SWIM BC COMPETITION WARM-UP SAFETY PROCEDURES WILL BE IN EFFECT AT THIS MEET.”



Event Photography and Video Policy

Section: Social Policies
Approved by: Board of Directors

Date of Approval: February 17, 2022
Next Review: April, 2026

Policy Statement

1. Swim BC believes that when used properly photography and videography are excellent tools to celebrate and promote a participant's involvement and achievements within our sport. We also understand that while the great majority of images are appropriate and are taken in good faith, certain images can be misused and/or misinterpreted to put a participant, most notably a minor participant, at risk.

Definitions:

2. The following term has this meaning in this Policy:
 - a) Photography and Videography - a blanket term referring to all forms of image capture, including but not limited to still photography, video recording, social media posts and/or video streaming.

Procedure:

3. In order to minimize risk, all photographs and video taken at Swim BC sanctioned competitions and approved events, whether taken by a professional photographer or videographer, spectator, team support staff or any participant, must observe generally accepted standards of decency - in particular:
 - a) Photography and videography are prohibited from behind swimming blocks at the start of a race or from the other end of the pool;
 - b) Photography and videography are prohibited in locker-rooms or bathrooms or any other dressing or prep area;
 - c) Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context;
 - d) Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit; and
 - e) Avoid images, camera angles and poses that may be more prone to misinterpretation or misuse by others.
4. Failure to adhere to these procedures may be subject to a complaint submitted pursuant to Swim BC's *Discipline and Complaints Policy*. In addition, failure to adhere to these procedures may also result in accreditation being revoked or removal from the event.
5. All event participants and spectators should be made aware of these photography and videography standards with event announcements.
6. It is strongly recommended that event hosts add the following announcement be added to pre-session announcements at all competitions or be posted at the start-end of the pool:

"A reminder to all athletes, coaches, officials, volunteers and spectators: Under NO circumstances are cameras or other recording devices permitted in the area immediately behind the starting blocks during practice or competition starts, OR in locker rooms, bathrooms, or any other dressing area."