



TECHNICAL BULLETIN

2026 BC Summer Divisionals Island & Coastal Vancouver

JUNE 26-28, 2026

Hosted By: Swim BC & Hollyburn Swim Team

VENUE

Hollyburn Country Club
950 Cross Creek Road
West Vancouver, BC. V7S 2S5

POOL

Competition Pool: 25m X 6 Lanes
Warm-up/Cool Down: Leisure pool widths available throughout the meet

ORGANIZING COMMITTEE

Meet Director	Melissa Webster	melissa.webster@swimbc.ca
Meet Manager	Randa Ridgway	ridgwayranda@gmail.com
Meet Referee	Rob Smith	rasgrpinc@gmail.com
Officials Coordinator	Rob Smith	rasgrpinc@gmail.com
Entries Coordinator	Melissa Webster	melissa.webster@swimbc.ca

PRE-MEET TRAINING

Thursday, June 25, 2026 5:00pm – 6:00pm 4 Lanes Please email Brad Hutton at bhutton@hollyburn.org by end of day Tuesday June 23rd.

TECHNICAL / COACH MEETING

Friday, June 26, 2026 8:20am By the Leisure pool on the outside deck

SESSION TIMELINES

	Preliminaries		Finals	
	Warm-Up	Competition	Warm-Up	Competition
Friday	7:30am – 8:50am	9:00am – 12:57pm	3:30pm – 4:20pm	4:30pm – 8:15pm
Saturday	7:30am – 8:50am	9:00am – 1:11pm	3:30pm – 4:20pm	4:30pm – 7:57pm
Sunday	7:00am – 8:20am	8:30am – 12:42pm	3:00pm – 3:50pm	4:00pm – 6:26pm

IMPORTANT:

Coaches that are found to have incorrectly entered swimmers – by not using the swimmers best Short Course or Long Course time to avoid dequalifying standards where they have recorded an official dequalifying time may be considered in breach of the Swim BC Code of Conduct and may be subject to sanction under the Swim BC Discipline and Complaints Policy.



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WARM UP PROCEDURES

Athletes are NOT to enter the water without lifeguards on deck and Safety Marshals in place.

ASSIGNED WARM UP SCHEDULE

Please check for your team's group and daily warm up schedule. Assigned warm-up schedules are **Prelims only**.

Pace & Sprint Lanes: Open last 10 minutes of warm-up. Pool cleared 1 minute before.

Dive Lanes: One-way only

TEAM WARM UP GROUP & TIMES

Group 1		Group 2		Group 1 Warm Up Times		
CHIN	8	CHENA	34	Friday Prelims	7:30am – 8:10am	sprint/pace @ 8:00am
CRKW	9	SQUP	25	Saturday Prelims	8:10am – 8:50am	sprint/pace @ 8:40am
LCSC	1	HST	21	Sunday Prelims	7:00am – 7:40am	sprint/pace @ 7:30am
RAC	2	CDSC	39	Group 2 Warm Up Times		
VPSC	71	WSWSC	2	Friday Prelims	8:10am – 8:50am	sprint/pace @ 8:40am
WVOSC	28			Saturday Prelims	7:30am – 8:10am	sprint/pace @ 8:00am
				Sunday Prelims	7:40am – 8:20am	sprint/pace @ 8:10am
Lane Designations – ALL Warmups				ALL Finals Warm Up Times		
Sprint Lanes	1, 2, 5, 6			Friday Finals	3:30pm – 4:20pm	sprint/pace @ 4:05pm
Pace Lanes	3			Saturday Finals	3:30pm – 4:20pm	sprint/pace @ 4:05pm
				Sunday Finals	3:00pm – 3:50pm	sprint/pace @ 3:35pm

**Diving is one direction only once the lane is clear and only in designated lanes.
Swimmers are to swim to the end of the pool and exit there.**

MEET FORMAT

Prelims:	Dive overs except for Backstroke Events
Finals:	Pool will be cleared between races
Exiting the Pool:	A single extended horn blast will be used to clearly communicated that all swimmers must exit the water.

DISTANCE EVENTS

1500 FREESTYLE

Positive Check In:	Sunday @ 8:30am
Seeding:	All athletes senior-seeded, fastest-to-slowest, alternating genders There is the potential for mixed gender heats based on the post positive check in numbers (in this case the coaches will be contacted prior to the decision).
Scoring:	Scored by age category (12 & Under 13-14 15-16 17 & Over)

SCRATCH DEADLINES

	Prelims	Finals
Friday		30 mins following prelims
Saturday	Friday @ 5:30pm	30 mins following prelims
Sunday	Saturday @ 5:30pm	30 mins following prelims



2026 BC Summer Divisionals Island & Coastal Vancouver

RELAY NAME CHANGE DEADLINES

DEADLINES

Friday	4:00pm
Saturday	4:00pm
Sunday	3:00pm

PROVINCIALY QUALIFIED SWIMMERS

It is the responsibility of the coach to ensure that no swimmer who has achieved a Provincial qualifying time (SCM or LCM) is entered to swim a relay leg for which they are Provincially qualified. All relay swimmer times will be verified by the Meet Administration Desk upon submission. Any relay found to include a Provincially qualified swimmer in violation of this rule will be disqualified.

OFFICIAL SPLITS

Requests:	Official Split request must be submitted to Meet Admin Desk prior to the start of the session that the event is being swum.
Requirements:	Club must provide 3 timers for the Official Split. Those timers are to check in with the Meet Admin Desk 20 mins prior to the race.
Fee:	The fee for an Official Split is \$10.00 per split. Payment must be made in cash to the Meet Administration Desk prior to the start of the event in which the split will occur.

JURY OF APPEAL (COACH SELECTIONS)

Brad Hutton	HST
Sarah Hynd	CHIN
Zachary Haw	CDSC

TAPING

No records may be set by taped athletes.

AWARDS & SCHEDULE

MEDALS

Podium Location:	South side, middle end of pool
Presentations:	Presentations for all Finals will occur once the final has been made official. The Top 3 swimmers of that Final are asked to immediately report to the podium upon official results being announced and ratified.
Presentation Exceptions:	400 Free and 400 IM – presented at the end of that day's final session (after relays). 1500 Free – presented prior to the start of Sunday's Finals Session.

RIBBONS

Ribbon packages will be available at the end of Sunday Finals.

Coaches are responsible for picking up their ribbons before they leave.



2026 BC Summer Divisionals Island & Coastal Vancouver

POOL DECK, ACCESS & SPECTATORS

GENERAL

All athletes, coaches, officials, volunteers, and spectators are to respect the directions of Hollyburn Country Club lifeguards and facility staff.

- Cleanliness:** Clean-up of the facility will occur throughout the day, between sessions and overnight – Participants are asked to be responsible for their own belongings and equipment.
Please remove all personal belongings from the facility in between sessions and overnight.
All items left behind will be removed.
The Hollyburn Country Club staff, Swim BC, and host club are not responsible for lost or stolen items.
Outside footwear is not permitted on the pool deck or shower areas.
All participants must shower before entering the water.
- Food & Beverage:** All competitors are asked to use personal water bottles and use the water bottle filling stations located on the pool deck within the facility.
The facility will respect the swimmers' need to ensure proper nutrition as it relates to performance. However, food is not permitted on the pool deck.
Absolutely no glass containers will be permitted in the facility.
Please place all garbage in the appropriate bins provided.
- Athlete / Team Set Up:** Athletes are to set up on the bleachers with their teams on allocated deck space. Please refer to the pool deck map (Appendix I).
Additional space for teams is available on the outside patio. Teams are encouraged to bring tents and deckchairs for athletes for this outside space. A clear walkway must be kept on the patio for swim meet participants and club members.
Tables will be available for coaches on the pool deck.
Please leave your space clean and clear between sessions.

FACILITY ACCESS

	Facility Entry	Change Rooms
Friday	7:00am	7:15am
Saturday	7:00am	7:15am
Sunday	6:30am	6:45am

Facility Amenities: Hot tub, sauna, and steam room are closed to swimmers.

SPECTATORS

- Spectator Access:** Spectators will be allowed access to viewing area 10 minutes prior to the start of each session.
- Seating:** There will be limited bleacher seating for spectators on the south side of the pool by the entrance only.
Spectators are asked to watch only the races of their swimmers to allow others access.
Please note that **no outside chairs** will be allowed on deck.
No spectators permitted on Deck.
- Cleanliness:** Please leave your space clean and clear between sessions.
- Photography:** Please be courteous of others and the swimmers when taking pictures and videotaping from the spectator areas during the meet.



2026 BC Summer Divisionals Island & Coastal Vancouver

FACILITY

Parking:	Lower Visitor Parking Lot – in guest parking spots only. Overflow in the Upper Visitor Parking Lot. Must present Privileged Guest Pass upon entering the club (on device is fine) If accessible parking is required, there are some limited spots: Please email Randa Ridgway (meet manager) as details will be required for the security team.	
Wi-Fi:	Hollyburn Guest Wifi	
Washrooms:	<u>Swimmers:</u>	Female and Male changerooms.
	<u>Officials & Coaches:</u>	Universal Changeroom
	<u>Spectators:</u>	Washrooms located by the tennis courts below committee meeting room
Food & Beverage:	Hollyburn Coffee Club – located in the lower level of the clubhouse beside the pool. Visitors are not permitted into the Acres restaurant or around other areas of the club.	
Tobacco / Cannabis:	Hollyburn Country Club is a tobacco/cannabis-free facility.	
Lost & Found:	<u>Location:</u>	Table set up by the leisure pool
	<i>After the weekend of the swim meet, lost and found items not claimed will be donated to a local charity.</i>	
Vendors:	<u>T-Shirt People (Esquire):</u>	Friday and Saturday ONLY
	Location: Esquire will be setting up outside by the entrance to the pool on the outside deck/covered area	

PHOTOGRAPHY

Beyond Lens will be attending the 2026 Summer Divisionals - Island & Coastal Vancouver as official photographers. Parents are encouraged to register their swimmers to guarantee their kid will be photographed during the meet. Packages for 1 stroke all the way to 4 strokes or IM heats are available.
Register at www.beyondlens.ca, where you can see samples of the work and detailed pricing information.
Contact Armando Diaz at armando@beyondlens.ca with any questions or requests you have.

LIVE STREAMING

Access: [Swim BC YouTube Channel](#)

ASSISTANCE & EMERGENCY PROCEDURES

The Hollyburn Country Club lifeguards and staff will be happy to assist you.
Please report any concerns about facility cleanliness or washroom supplies to facility staff or event organizers.
For emergencies, dial 911 alert facility staff immediately.

EMERGENCY PROTOCOL

In the event of an emergency the following procedures will take place:

- Look to the nearest lifeguard
- Follow the lifeguard's directions or lifeguard announcements
- In the event of an evacuation, exit via the nearest exit.
- Coaches: take attendance to ensure all swimmers are accounted for.
- Gather at the designated Muster Point at the lower parking lot.



2026 BC Summer Divisionals Island & Coastal Vancouver

OFFICIALS & VOLUNTEERS

We thank those local and visiting officials and volunteers that have already stepped forward to commit their time to making this meet a success.

Check In Location: Under cover area by pool entrance

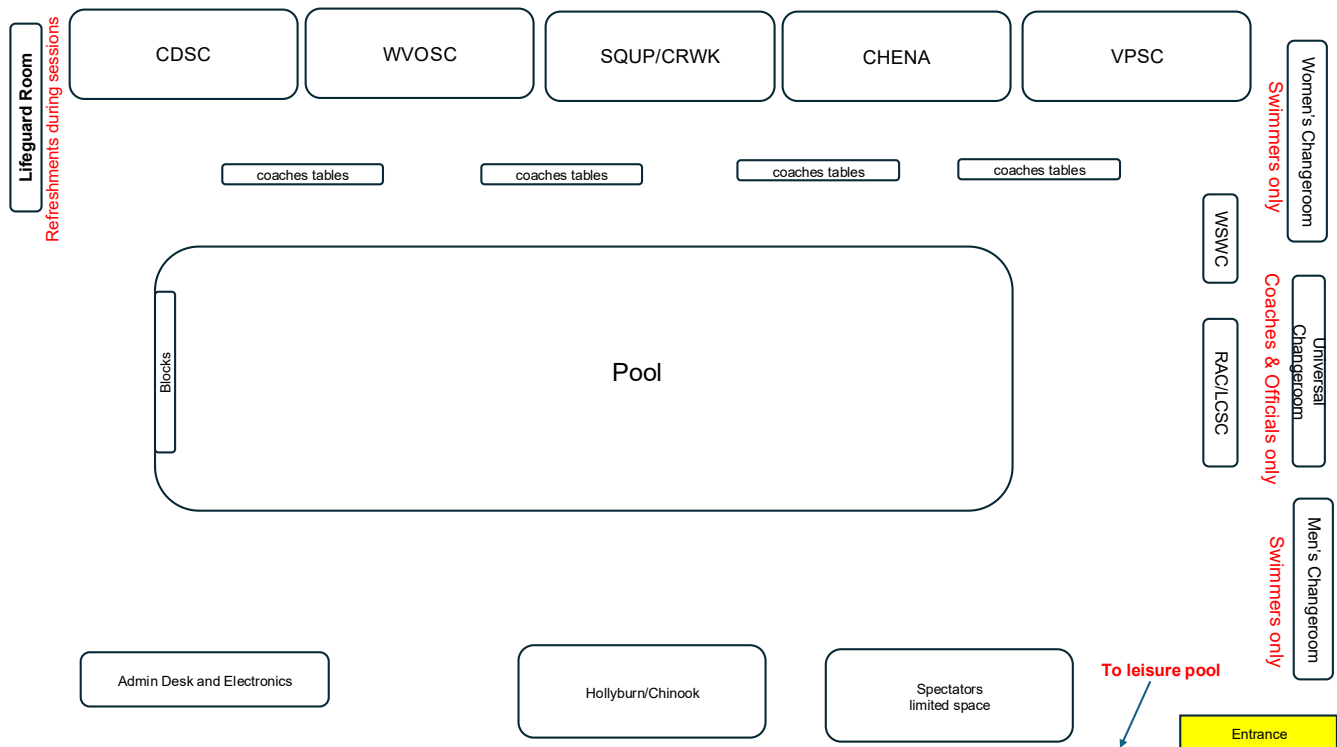
Attire: All officials and volunteers are required to wear the appropriate **Swim BC** provided t-shirt/polo **(No other red polos or white t-shirts are permitted)**.
Appropriate bottoms (ideally black) and shoes (ideally black)

Contacts: Rob Smith rasgrpinc@gmail.com

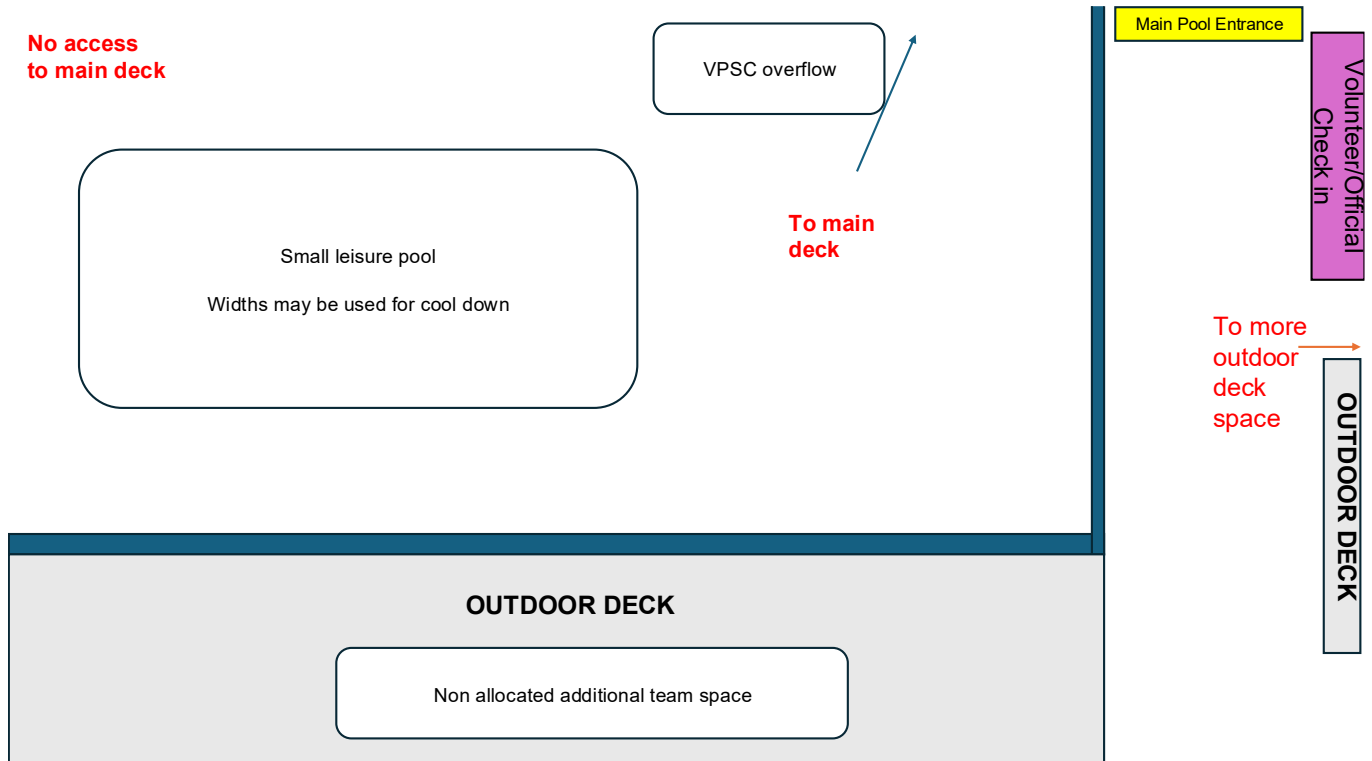


2026 BC Summer Divisionals Island & Coastal Vancouver

POOL DECK MAP



No access
to main deck





Welcome to Hollyburn Country Club Visitor Introduction

Welcome to Hollyburn Country Club, a private Member-owned Club committed to excellence in sport, wellness, and hospitality. We are delighted to host you and aim to make your visit enjoyable and seamless.

Check-In Process

For the safety and enjoyment of everyone on the property, we kindly ask that every visitor, including spectators, sign in with the Club at Member Services by using the Athletic Entrance. Please note that consistent check-ins help us maintain a secure environment—failure to do so may impact your organization's future access to Hollyburn property.

External Grounds

Parking: Visitors must park in designated visitor lots (see reverse map). The Club reserves the right to tow improperly parked vehicles.

Smoking & Vaping: Smoking, vaping, and electronic cigarettes are strictly prohibited on Club property.

Littering: Please use designated waste receptacles for all garbage.

Animals: Only certified assistance or guide dogs are permitted on Club property.

Children: Children under the age of 10 must always be supervised by a responsible person or guardian while at the Club.

Wildlife Awareness: Please be mindful of wildlife when using outdoor walkways.

Member Services

Our Member Services Team can be located at two convenient service desks.

Athletic Entrance: Located in the lower level, across from the Cafe & Hi-View room

Main Entrance: Located on the main level, across from the Sports Boutique

For any questions or assistance, please contact our Member Services team by dialing '0' from any house phone or call our on-duty Clubhouse Supervisor at 604-442-9459.

Athletic & Sports-Specific Guidelines

Tennis: White attire is required at the lower outdoor tennis facilities during the Outdoor season.

Aquatics: Swimsuits are not permitted in Club corridors, Acres, Hollyburn Coffee Club (H.C.C), Dining Rooms, or on food service patios

Hockey:

- Hockey equipment must be stored in designated racks and is not allowed in Club corridors.
- The Members' viewing lounge is reserved for Members only and is not open to visiting teams.
- Visitors may spectate from the Upper Viewing Gallery only.
- Washrooms for Visitors are located on the Lower level of the Clubhouse, near the Athletic Entrance. Other Club amenities are reserved for Members.

Sportsmanship: Respectful conduct is expected at all times.

Clubhouse Guidelines

Food & Beverage:

- External food deliveries are not permitted onto Club grounds.
- Visitors may purchase food and beverages from Hollyburn Coffee Club (H.C.C), located in the Lower level of the Clubhouse, beside the Athletic Entrance. Visitors are not permitted into Acres (the restaurant) without a reservation with a Member.
- Outside alcoholic beverages are not permitted anywhere on Club property. Purchased alcohol must remain inside the Clubhouse.

Facility Usage: Club facilities may only be used for their intended purpose & Guests are kindly asked to remain in the area or facility where they have been invited. Please note that towel service is reserved for Club Members.

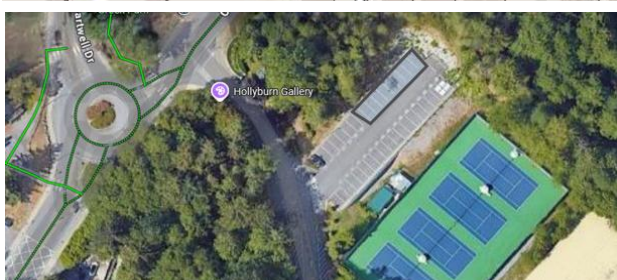
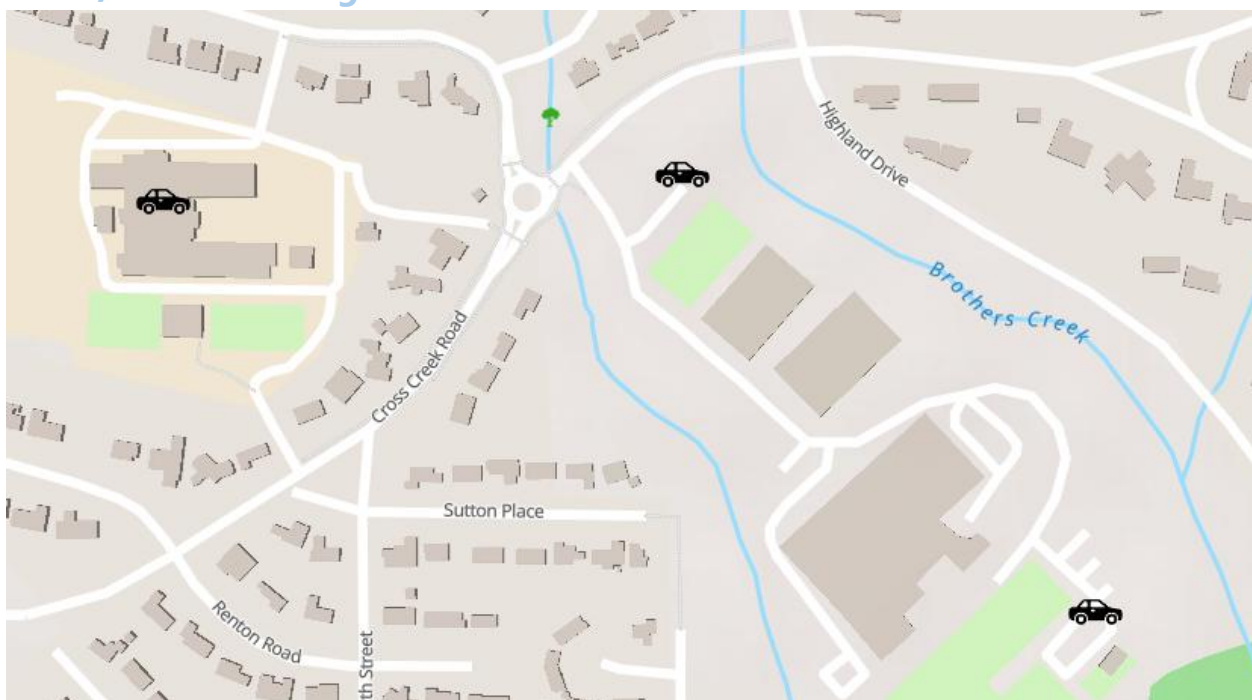
Conduct & Safety: Running and horseplay are not permitted in Club corridors.





Welcome to Hollyburn Country Club Visitor Introduction

Guest/Visitor Parking



Upper Visitor Parking

Please note there are only 10 visitor parking spaces in this lot. Member spots are labelled in each stall. Accessible parking spaces are located in our North-West & Main Member lots.



Lower Visitor Parking

Please note the first two rows of parking are reserved for member only as indicated in each stall. Accessible parking spaces are located in our North-West & Main Member lots.

Supplementary Parking | As Posted

Located at Sentinel Secondary School, a short 5-minute walk to the Club. When signage is present as you enter the Club, we politely ask all Visitors to utilize this lot.

1250 Chartwell Drive, West Vancouver, BC V7S 2R2, Canada





2026 BC Summer Divisionals Island & Coastal Vancouver

HOLLYBURN
COUNTRY CLUB

PRIVILEGED GUEST PASS



ARRIVAL INSTRUCTIONS

Please show this pass upon entrance to the Club's premises at the Security check-point. Our Member Safety Team will be delighted to provide further directions upon your arrival. This pass does not grant Member parking privileges.

EXPIRY DATE

Pass expires at 11:59PST on day of intended activation.

TERMS & CONDITIONS

By entering Hollyburn Country Club you agree to the Club's House Rules of Conduct. In entering the premises you also acknowledge and agree to our publicly posted Privacy Policy. Pass is only valid for the intended recipient and is non-transferable.

Validation No. | 2606_4

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