



**2025 Summer  
Island & Coastal Vancouver**

**TECHNICAL BULLETIN**

June 27-29, 2025

**HOSTED BY:**



**VENUE**

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

**POOL**

6 x 25m competition pool  
2 x 15 min WU breaks & leisure  
pool widths available throughout  
the meet

**IMPORTANT:**

Coaches that are found to have incorrectly entered swimmers – by not using the swimmers best Short Course or Long Course time in order 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 as such could be subject to sanction under the Swim BC Discipline and Complaints Policy.

# 2025 Summer Divisionals – Island & Coastal Vancouver

## Technical Bulletin

### CONTACTS

<b>Meet Managers</b>	Randa Ridgway & Shanshan Xu	<a href="mailto:ridgwayranda@gmail.com">ridgwayranda@gmail.com</a> <a href="mailto:xushanshantm@gmail.com">xushanshantm@gmail.com</a>
<b>Meet Referee</b>	Rob Smith	<a href="mailto:rasgrpinc@gmail.com">rasgrpinc@gmail.com</a>
<b>Swim BC &amp; Entries Contact</b>	Melissa Webster	<a href="mailto:melissa.webster@swimbc.ca">melissa.webster@swimbc.ca</a>

### PRE-MEET TRAINING

There will be limited open training time available for all teams on:

**Thursday, June 26 – 5:00pm – 6:30pm**

**6 Lanes SCM**

Diving is only permitted if it is ONE WAY swimming – *coaches are to make sure to always follow this rule AND to make sure that their lane(s) are cleared when their WU is over.*

Team Registration is required prior to access pre-meet training:

Please email Brad Hutton at [bhutton@hollyburn.org](mailto:bhutton@hollyburn.org) by end of day Tuesday June 24

### SESSION TIMELINES

	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Prelims Warm Up</b>	7:30am – 8:50am	7:30am – 8:50am	7:00am – 8:20am
<b>Prelims Start</b>	9:00am	9:00am	8:30am
<b>Prelims End (approx.)</b>	12:32pm	12:35pm	12:56pm
<b>Finals Warm Up</b>	3:30pm – 4:20pm	3:30pm – 4:20pm	2:30pm – 3:20pm
<b>Finals Start</b>	4:30pm	4:30pm	3:30pm
<b>Finals End (approx.)</b>	7:14pm	7:30pm	5:37pm

### 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. This is for Prelims *ONLY* – there will be no assigned warm up times for any Finals session.

<b>Group 1</b>		<b>Group 2</b>	
<b>Team</b>	<b>#</b>	<b>Team</b>	<b>#</b>
VPSC	64	CDSC	54
WVOSC	27	CHENA	28
HST	20	SFC	9
CHIN	8	SQUP	22
		RAC	4
		WIND	1

#### GROUP 1 WARM UP TIMES

Friday Prelims	7:30 – 8:10am - sprint/pace 8:00am
Saturday Prelims	8:10 – 8:50am - sprint/pace 8:40am
Sunday Prelims	7:00 – 7:40am - sprint/pace 7:30am

#### GROUP 2 WARM UP TIMES

Friday Prelims	8:10 – 8:50am - sprint/pace 8:40am
Saturday Prelims	7:30 – 8:10am - sprint/pace 8:00am
Sunday Prelims	7:40 – 8:20am - sprint/pace 8:10am

#### FOR ALL WARMUPS – LANE DESIGNATIONS

Sprint Lanes	Lanes 1, 2, 5 & 6 (with ledges available)
Pace Lanes	Lane 3

#### FINALS WARM UP TIMES

Friday Finals	3:30 – 4:20pm - sprint/pace 4:05pm
Saturday Finals	3:30 – 4:20pm - sprint/pace 4:05pm
Sunday Finals	2:30 – 3:20pm - sprint/pace 3:05pm

Total 119      Total 118

**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.**

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### MEET FORMAT

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Prelims: Dive overs except for Backstroke Events  
Finals: Pool will be cleared between races

#### 400 Free:

Positive Check-In deadline is 9:00am on Friday.

The Top 6 in each age group will be swum in a single heat in the Final Session.

All other swimmers will be senior-seeded, swum fastest-to-slowest alternating genders.

#### 400 IM:

Positive Check-in deadline is 9:00am on Saturday.

The Top 6 in each age group will swim in a single heat in the Final Session.

All other swimmers will be senior-seeded, swum fastest-to-slowest alternating genders.

#### 1500 Free:

Positive Check-in deadline is 8:30am on Sunday.

The Top 6 in each age group will swim in a single heat in the Prelims Session.

All other swimmers will be senior-seeded, swum fastest-to-slowest alternating genders.

#### Prelims Scratch Deadline:

Saturday Prelims: 5:30pm Friday

Sunday Prelims: 5:30pm Saturday

#### Relay Name Change Deadline:

Friday Relays: 4:00pm

Saturday Relays: 4:00pm

Sunday Relays: 3:00pm

**It is the coach's responsibility to ensure that a Provincial qualified swimmer is NOT entered to swim a leg of the relay that they have a Provincial qualifying time. Relay swimmer times will be verified by the admin desk after submitted. The relay team will be removed from the relay event if they are found to have a Provincial qualified swimmer entered to swim when they should not.**

### OFFICIALS SPLIT REQUEST

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Official Split request must be submitted to Meet Admin Desk prior to the start of the session that the event is being swum.

**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.

### JURY OF APPEAL

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Your coach selections for this meet are:

Brad Hutton	HST
Sarah Hynd	CHIN
Zachary Haw	CDSC

### TAPING

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No records can be set from taped athletes.

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### AWARDS & SCHEDULE

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Awards 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.**

Medal podium is located on the South side, middle end of pool.

#### Exceptions:

1. **400 Free and 400 IM Awards Presentations** will occur at the end of that day's final session (after relays)
2. 1500 Free Awards Presentations will occur 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 packages before they leave.

### POOL DECK & SPECTATOR AREA

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#### **General:**

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

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 and the host club are not responsible for lost or stolen items.

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. Absolutely no glass containers will be permitted in the facility. Please place all garbage in the appropriate bins provided.

#### **Athletes:**

Outside footwear is not permitted on the pool deck or shower areas. All participants must shower before entering the water.

A single extended horn blast will be used to clearly communicated that all swimmers must exit the water.

#### **Facility:**

Access to the facility, change rooms, and pool deck is as follows:

Friday	7:00 am entry
Saturday	7:00 am entry
Sunday	6:30 am entry

Athletes are to set up in the on the bleachers with their teams on allocate deck space. Please–refer to pool deck map. Additional space for teams is available on the outside patio. Teams are welcome to bring tents and deck chairs for the athletes for the outside space.

Tables will be available for coaches on the pool deck.

Please leave your space clean and clear between sessions

#### **Spectators:**

There will be limited bleacher seating for spectators on the south side of the pool by the entrance. 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.

The Hollyburn Coffee Club will be open for food and drink from 8am-8pm.

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### LIVE STREAMING

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Swim BC is working with [Sports Canada TV](#), Canada's premier online amateur sport network, to provide live streaming for all Divisionals and the Provincial Champs.

Access to the Livestreaming: [Swim BC YouTube Channel](#)

**Please be courteous of others and the swimmers when taking pictures and videotaping from the spectator areas during the meet.**

### FACILITY

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**Please review provided maps for swimmer drop off, parking and facility access below.**

#### Swimmer Drop Off

Drop off zone will be at the upper parking lot immediately to the left on entering Hollyburn. Swimmers will be directed down to the athletic entrance. Please anticipate congestion and ensure plenty of time for swimmer drop off. Carpooling is encouraged.

#### Parking:

Friday: (From 12 noon only) Sentinel secondary school with overflow at Chartwell elementary school will be available, a short walk from Hollyburn.

Saturday & Sunday: Sentinel secondary school with overflow at Chartwell elementary school.

Coaches and Senior Officials will be emailed a parking pass for parking in the guest parking lower lot and should check in at security. Parking is limited; Large teams are asked to carpool coaches to limit the number of vehicles.

#### Wifi:

Hollyburn Guest Wifi.

#### Washrooms:

Spectators: Washrooms located by the tennis courts below committee meeting room (will be on a map)

Officials & Coaches: Universal Changeroom

#### Food & Beverage:

In facility Hollyburn Coffee Club will be open from 8am-8pm

#### Tobacco/Cannabis-Free Facility:

Hollyburn Country Club is a tobacco/cannabis-free facility.

#### Lost and Found:

Lost and found items will be located on a table set up by the leisure pool. After the weekend of the swim meet, lost and found items not claimed will be donated to a local charity.

#### Vendors:

Esquire: Will be in attendance on Sunday and will be located outside of the pool in the committee meeting room to the west of the tennis courts. This will be signposted.

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### VOLUNTEERS

We are grateful to those local and visiting officials and volunteers that have already stepped forward to commit their time to making this meet a success. If anyone else is still interested in volunteering, please have them fill in the following form:

[Officials and Volunteer Sign-Up Form](#)

All officials and volunteers should check in at entrance to the pool when they arrive.

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**).

#### Contacts:

Officials / Volunteer Coordinator      Gwen Rossen

[gwenrossen@gmail.com](mailto:gwenrossen@gmail.com)

Senior Officials

Rob Smith

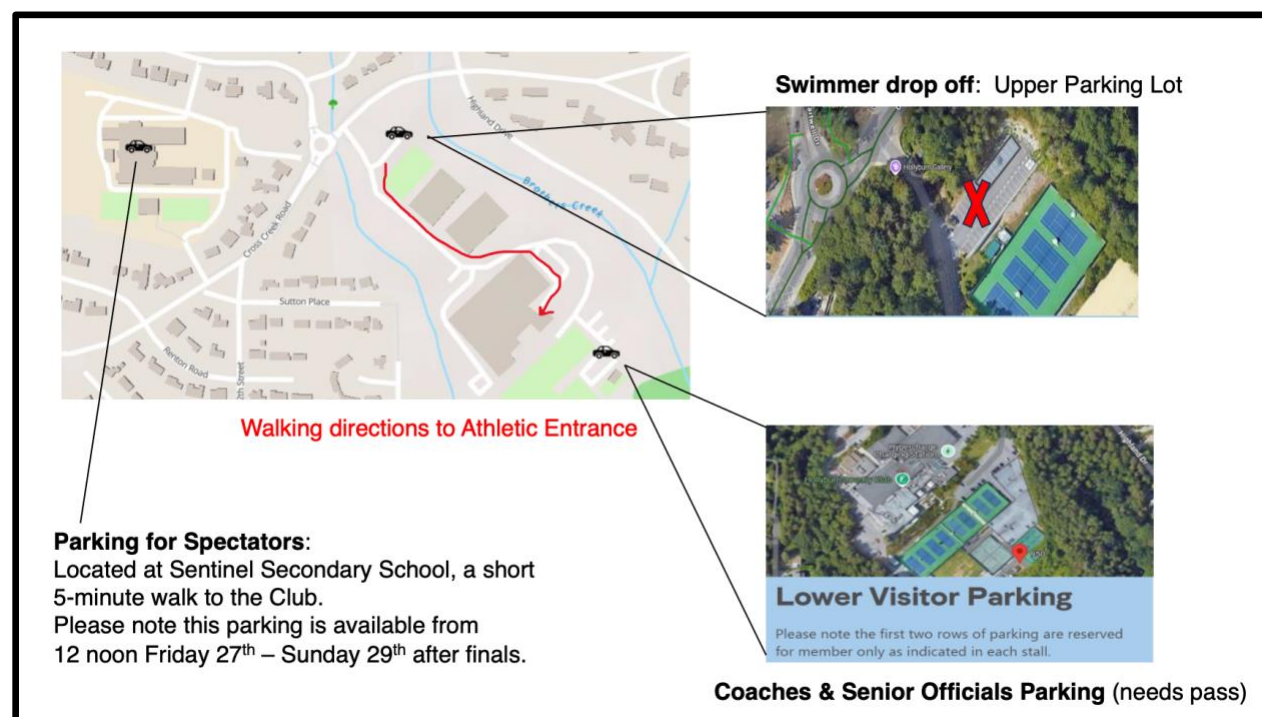
[rasgrpinc@gmail.com](mailto:rasgrpinc@gmail.com)

### WHAT IF I NEED ASSISTANCE?

The Hollyburn Country Club lifeguards and front desk 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.

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.



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