



**Vancouver & Fraser Vancouver
Winter 2025
Technical Bulletin**

HOSTED BY:



VENUE

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

POOL

8 x 25m competition pool
3 x 21.5m warm-up / swim down



2025 Winter Divisionals – Vancouver & Fraser Technical Bulletin

CONTACTS

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

PRE-MEET TRAINING

There will be no open training time available.

SESSION TIMELINES

	Friday	Saturday	Sunday
Prelims Warm Up	7:30am – 8:50am	7:30am – 8:50am	7:00am – 8:20am
Prelims Start	9:00am	9:00am	8:30am
Finals Warm Up	3:30pm – 4:20pm	3:30pm – 4:20pm	3:30pm – 4:20pm
Finals Start	4:30pm	4:30pm	4:30pm

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.

Group 1		Group 2	
Team	#	Team	#
CHIN	6	DELTA	20
GATOR	20	HYACK	46
OS	91	PSW	59
SKSC	55	RIDGE	18
SPART	36	VPSC	65
Total	208	Total	208

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, 7 & 8
Pace Lanes	Lane 2

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	3:30 – 4:20pm - sprint/pace 4:05pm

**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

Time Outs (estimates only):

	Morning Sessions	Afternoon Sessions
Friday	1:25pm	6:51pm
Saturday	1:14pm	7:06pm
Sunday	1:33pm	6:12pm

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 8 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 8 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.

800 Free:

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

The Top 8 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: 4:00pm

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

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

Your coach selections for this meet are:

Sarah Hynd	CHIN
Kurt Murphy	DELTA
Scott Wilson	RIDGE

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TAPING

No records can be set from taped athletes.

AWARDS & SCHEDULE

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 West side of the facility, at the start end of the pool.

Exceptions:

1. **400 Free and 400 IM Awards Presentations** will occur at the end of that day's final session (after relays)
2. **800 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

General:

All athletes, coaches, officials, volunteers, and spectators are to respect the directions of Surrey Sport and Leisure Complex lifeguards and facility staff.

Bleachers will be located around the pool area. Swimmers are encouraged to use these bleachers but are permitted to use other areas on deck within the designated zones. Swimmers are not allowed to congregate in the lobby, spectator area or leisure side of the pool. Please be aware of marked lifeguarding focal points. There is limited space for swimmers that chose to use their personal chair. Please note – you may be asked to sit on bleacher instead to ensure deck movement and patron safety

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 Surrey Sport and Leisure Complex 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. 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.

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:

You may enter the facility and have access to the facility 30 mins prior to warm-up times.

Friday	7:00am entry	(front door)
Saturday	6:50am entry	(back door)
Sunday	6:40am entry	(back door)

Access to the change rooms and pool deck is 30 mins prior to the start of warm up for each session.

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

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Coaches will have a table on the pool deck.

The hot tub, sauna, and steam room are not open to swimmers.

Spectators:

Please note that no outside chairs will be allowed on deck.

Spectators are not allowed on the pool deck at any time – Multiple infractions, could result in their swimmer being removed from the competition for that session

Spectator seating is available in the upstairs bleachers and upstairs viewing area. This is accessed via the stairs off the lobby.

No personal chairs will be permitted in the upstairs bleacher area of the pool.

There will be a no standing zone in front of the bleachers near the main race pool.

Please leave your space clean and clear between sessions

OTHER MEET INFORMATION

For finals the pool will be cleared for each heat/event.

Backstroke ledges will be available during warm-ups for sessions where backstroke is being swum. These wedges are not adjustable.

LIVE STREAMING

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

Parking:

Parking is free; space is limited.

Wifi:

The City of Surrey offers free public wifi within the SSLC facility. [Free Public WiFi | City of Surrey](#)

Washrooms:

Swimmers: Washrooms are located in the change room.

Spectators: Washrooms are located off the lobby of the pool, or lobby of the ice arena.

Food & Beverage:

Booster Juice is located in the facility.

Other food options are located 5 minutes west on Fraser Hwy.

Tobacco/Cannabis-Free Facility:

The Surrey Sport & Leisure Centre is a tobacco/cannabis-free facility.

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Lost and Found:

Lost and found items will be located in the Officials Room on deck (deep end of the 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 – hours will be posted at their booth

Team Aquatics: Will be in attendance – hours will be posted at their booth

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](#)

We are in need of Timers throughout the weekend, particularly Friday, and Safety Marshalls. Please share the above link with your families.

All officials and volunteers should check in at classroom at the deep end of 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:

Volunteer Coordinator

Shannon VanDiermen

office@surreyknights.com

Senior Officials

Chris Wakelin

wakelin3395@gmail.com

WHAT IF I NEED ASSISTANCE?

The Surrey Sport and Leisure Complex 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 in the grassy area in the middle of the drop off loop.

