



# Provincial Qualification Procedures

## Preamble

This document outlines the parameters and procedures for managing an athlete's inability to participate in a provincial qualification event or process, which includes, but is not limited to, provincial competitions, events, camps, or trials that lead to the athlete qualifying for a successive competition series, or for a provincial team or program.

## Definitions

*"Provincial Team or Program"* refers to any program delivered by BC Artistic Swimming including, but not limited to, BC Games, Team BC, and the Ignite Provincial Program.

*"Qualification Event"* refers to a mandatory competition in a Successive Competition Series. For example, an athlete must compete in the provincial qualifier to be eligible to compete in the provincial championships.

*"Successive Competition Series"* is defined as the annual competition pathway with qualification event requirements such as the National Stream Qualification Pathway which includes 4 successive events: Pacific Coast Provincial Qualifier, Provincial Peaks Provincial Championship, National Qualifier and Canadian Championships.

## 1. Inability to Participate in a Provincial Qualification Event

1.1 In such case as an athlete is unable to attend a BC Artistic Swimming qualification event or competition due to extenuating circumstances such as medical conditions, injury or family emergency, the athlete must advise the High Performance Manager or other BCAS staff in writing, of their inability to participate prior to the start of the event. Any such request must be made using the [Bye Request Form](#), as per the [Accident and Injury Policy](#). A note from the conflicting source (i.e., a medical professional or other related professional) must be provided to BC Artistic Swimming clearly identifying the rationale for their inability to participate. Failure to obtain a bye will result in an athlete or routine not qualifying for subsequent competitions, events, or selection activities. Unless otherwise directed by a physician in a detailed return to competition timeline, athletes with a medical bye are not eligible to compete or take part in any activity at the event in which they have applied for a bye.

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- 1.2 In such cases as a bye has been granted for a qualifying competition, the athlete is eligible to compete in the next qualification event without taking further action, pending medical clearance ahead of the upcoming event.
  - 1.3 BCAS Staff and Coaches may request a detailed return to competition timeline from a medical professional if the absences occur during selection or ahead of a major competition.
  - 1.4 In the event a medical bye is needed on site due to sudden illness or injury, the coach must inform the Chief Referee of the circumstances immediately. The Chief Referee will notify BCAS staff and BCAS coaches. At the sole discretion of the Chief Referee, a swimmer or routine may be granted an on-site medical bye. If an on-site medical bye is granted, the athlete may be asked to produce a note from a medical professional no later than 48 hours after the conclusion of the event. Failure to do so may result in the medical bye being revoked. Failure to obtain an on-site medical bye will result in an athlete or routine not qualifying for subsequent competitions, events, or selection activities.
  - 1.5 Granted Bye Requests will be shared with the athlete's club coach with the expectation that any restrictions to participation with the Ignite Program will be mirrored by club programming - if an athlete is found to be performing activities with a club that contradicts their Bye Request, their request will be revoked

## **2. Inability to Complete Trials or Qualification Criteria**

- 2.1. In such cases as an athlete is unable to attend a BC Artistic Swimming provincial program trial or camp event, or to complete provincial program qualification activities due to extenuating circumstances such as medical conditions, injury, or family emergency, the athlete must advise the High Performance Manager or other BCAS staff, in writing, of their inability to participate prior to the start of the event. A note from the conflicting source (i.e., a medical professional or other related professional) must be provided to BC Artistic Swimming clearly identifying the rationale for their inability to participate. Unless otherwise directed by a physician in a detailed return to competition timeline, athletes with a medical bye are not eligible to compete or take part in any activity at the event in which they have applied for a bye.
- 2.2. Subject to the stipulations outlined in Section 2.1, it will be at the discretion of the BC Artistic Swimming to allow the athlete to submit their trials criteria or qualification activities by video submission within two (2) weeks of the event in which they were unable to participate in accordance with the following:
  - i. The video must be submitted within 48 hours of the athletes being medically cleared to participate in sport activities or returning from travels and/or family/school affairs that prevented them from participating in the trials. Please refer to the Video Submission Guidelines in Appendix B.
  - ii. Notwithstanding 2.2, in the event the exemption has been granted for non-medical reasons or circumstances that do not require a delay, the athletes will submit the video 48 hours prior to the relevant competition or event. In such cases, the video will be reviewed by officials during the relevant competition/event.
  - iii. Notwithstanding 2.2, at the discretion of the provincial program coaching staff, the athlete may be required to complete the video during a provincial program event

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- that transpires within the two (2) week submission period.
- iv. Video submissions will not be considered outside the two (2) week submission period, unless the submission period has been extended by BCAS staff. Failure of an athlete to submit the video and applicable fee within the submission period will result in the athlete being deemed to have not completed the trials criteria.
- 2.3. In such cases as an athlete is unable to meet the video submission requirements outlined above, it is the sole discretion of the BC Artistic Swimming to determine if the athlete is eligible to continue with the trials or qualification process using another score assessment such as scores from prior trial/qualification events, the average score from other trials/qualification events to score the missed event, or any other means deemed to be appropriate.
- 2.4. Granted Bye Requests will be shared with the athlete's club coach with the expectation that any restrictions to participation with the Ignite Program will be mirrored by club programming - if an athlete is found to be performing activities with a club that contradicts their Bye Request, their request will be revoked

### **3. Video Review Procedures**

- 3.1. All video submissions related to provincial program trials criteria must be accompanied by a non-refundable fee of \$50.00.
- 3.2. Video submissions must be completed within the timelines stipulated herein.
- 3.3. A panel of no less than three (3) officials and the Chief Referee, who participated in the original event, will be established to review the videos.
- 3.4. Whenever possible, the video will be reviewed during the competition in which the athletes were unable to compete, or a panel will review the videos in person at a subsequent competition or event.
- 3.5. Notwithstanding 3.4, if the panel is unable to meet in person, an electronic meeting format that mirrors the competition environment as much as possible will be used.
  - i. The video review process will be coordinated, managed, and supervised by a member of the BC Artistic Swimming staff, preferably the Events Manager.
  - ii. 3.5.2. The panel of officials will be provided with the appropriate draw and scoring sheets.

The panel of officials will watch the video(s) simultaneously and will record their scores on the sheets provided by the BC Artistic Swimming staff.

- iii. Videos will be shown once and will not be repeated unless it is to confirm the award of a zero on a technical element in accordance with Canada Artistic Swimming Rules or in the event there are technical issues preventing an official from properly assessing or scoring the video.
- iv. Officials will be required to submit their scores by email within 15 minutes of the conclusion of the video using the scoring system provided by BCAS.

### **4. Refunds**

*The budget for BC Artistic Swimming provincial programs is established considering the program in its entirety – the total cost of facility rental, coaching fees, assessments and testing, apparel, etc. To*

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*ensure program objectives are met and athletes of similar abilities are training in an age- and stage-appropriate environment, participation is limited in some programs. Furthermore, the greatest program costs (facilities and coaching) are fixed regardless of the number of participants (i.e., facility rental costs are the same regardless of the number of athletes in the pool).*

- 4.1. There is a non-refundable fee of \$75 for all BCAS provincial programs.
- 4.2. Withdrawals received more than 2 weeks prior to the start of the respective program will be refunding to a maximum of 50% of the program fees. There are **no refunds** of provincial program fees within 2 weeks of the start date of the respective program.
- 4.3. Notwithstanding 4.1 and 4.2, athletes who withdraw from the program due to a season-ending injury or other circumstances may make application, in writing, to BC Artistic Swimming for a partial refund. Consideration of such requests will be made on a case-by-case basis and will take into consideration whether the position can be filled by another athlete.

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## Appendix A:

### Medical Bye Request Form

Click [here](#) for an electronic copy of the Medical Bye Request Form

Please ensure that the athlete has been withdrawn from the competition in accordance with the requirements outlined in the [BC Artistic Swimming Technical Package](#).

Event/Competition: \_\_\_\_\_

Club (if this Bye involves inter-club routines, list all clubs involved):  
\_\_\_\_\_

**Athlete Full Name:** \_\_\_\_\_

**Athlete's Date of Birth:** \_\_\_\_\_

**Athlete's Age Group:** \_\_\_\_\_

**Athlete's Stream (PS or NS):** \_\_\_\_\_

List all of the events the athlete is scratching from: \_\_\_\_\_

Please specify if the Bye is medical or non-medical:

Medical – due to injury  Medical – due to illness  Non-Medical

If this is a Medical Bye due to injury, was the injury sustained during artistic swimming activities?

Yes  No

**Please explain why this Bye is being requested:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please make sure to attach any supporting documentation (medical note, travel itinerary etc.) to the submission of this form.

**Full name of person submitting this form:** \_\_\_\_\_

**Email of person completing this form:** \_\_\_\_\_

**Email of club head coach:** \_\_\_\_\_

\*A copy of this bye request will be forwarded to both email addresses provided.

BCAS will review this request in accordance with The Accident and Injury Policy and [Provincial Qualification Procedures](#) and will notify you as soon as a decision is reached. If you had any issues with this form, have questions about this Bye or the Bye process, contact BCAS via email at [ssc@bcartisticswimming.ca](mailto:ssc@bcartisticswimming.ca)

Please remember that if your Bye Request is approved, a Club representative must still ensure the athlete has been properly scratched by confirming with the Chief Referee at the Coach/Referee meeting on the day of competition (this does not apply for virtual meets).

Note that BCAS reserves the right to request additional information and/or a return to play note prior to final approval of this Bye Request and/or before the athlete can return to training/competition.

## Appendix B: Video Submission Guidelines

Clubs and coaches are responsible for creating an atmosphere that simulates a traditional competition environment which may include:

-  Giving your athletes a competitor number if it's been posted.
-  Lining athletes up as they would for a figure/element event.
-  Record and submit the **first attempt** at a skill, figure, element and/or routine (i.e., no re-takes)

## Video Guidelines

### General Information

-  Preferred video equipment: The video quality of an iPad or tablet is greater than phones. Use an iPad/tablet wherever possible.
-  Screen orientation: Film in the landscape orientation (long side at the top)
-  Video format: .MOV is preferred, .AVI will be accepted
  -  Use a tripod whenever possible, set to five feet high. Always have a stationary video point. This point can rotate and scan from side to side but can never move down the pool. This provides a perspective similar to the judge's table during competitions.
-  Consider the lighting in your pool. Have any major light sources, such as windows, behind the camera so the athlete is not backlit. Avoid areas of glare. Remember: if the judges cannot see it, they cannot judge it!
-  Athletes must wear black suit and white cap for in-water figures/elements/basic skills. For Land Skills they must wear a black bathing suit, black yoga shorts and hair in a bun (no socks, or over the knee shorts, no ponytails). Running shoes are permitted for burpees, streamline squat jump and the land routine for athlete safety. For routines athletes should wear a routine suit for free events and a plain black suit, with hair up or white cap for technical routines.
-  Athletes should not be wearing jewelry (exemptions to this rule should be submitted by email to BCAS).
-  Coaches are encouraged to review videos before submission.

### Figures, Skills & Elements in Water

-  Athlete's whole body is visible throughout. If the athlete travels keep them in frame.
-  Use a flag or reference point such as a kickboard or cone. Have the flag visible for the entire video (unless the athlete travels and the view must shift).
-  Video begins when swimmer assumes the first position and ends with the surface following the figure. For figures/basic skills that start with an eggbeater pop, video the pop.

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-  Swim on and offs should not be included.
  -  Try to simulate the view the judges would have at a meet. Keep it the same for all your athletes, have them come to a single filming location versus moving around the pool.

### Routines

-  Mimic a competition environment with a whistle and walk on.
  -  Video ends when the music ends or athletes are in their final pose.
  -  Athlete(s) entire body(ies) are always kept in frame.
- Film from the side of the pool at the midpoint of the length (ex. If it is a 25m pool, film at 12.5 metres)

### Land Events

-  Stationary video point.
-  Athlete whole body visible throughout (if athlete travels keep them in frame).