



**2025 Winter Provincial Championships
Technical Bulletin**

HOSTED BY:



VENUE

Saanich Commonwealth Place
4636 Elk Lake Dr. Victoria, BC. V8Z 5M1

POOL

8 x 50m competition pool
4 x 25m warm down



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CONTACTS

Meet Manager	Jacqui Boone	meetmanager@islandswimming.com
Meet Referee	Doug Petriw	idougl@icloud.com
Para Advisor	Glenn Greig	glgreig@gmail.com
Swim BC & Entries Contact	Melissa Webster	melissa.webster@swimbc.ca

PRE-MEET TRAINING

Pre-meet training is now full. Clubs not permitted to come to public swimming!

SESSION TIMELINE

	Thursday	Friday	Saturday	Sunday
Prelims Warm Up	7:00am – 8:20am*	7:00am – 8:20am*	7:00am – 8:20am*	7:00am – 8:20am*
Competition Start	8:30am	8:30am	8:30am	8:30am
Finals Warm Up	4:00pm – 4:50pm	4:30pm – 5:20pm	4:30pm – 5:20pm	4:00pm – 4:50pm
Competition Start	5:00pm	5:30pm	5:30pm	5:00pm

* Please check your exact warm up time for prelims in the following 'Warm-Up Procedures' section.

Coaches Meeting

A coaches meeting will be held 10 minutes prior to the start of Prelims on Thursday and as necessary throughout the meet. Location will be posted at the Admin Desk.

CHANGES TO MEET PACKAGE

No changes (outside of scratches) will be allowed.

Refunds for scratches submitted after the specified deadline will only be issued upon receipt of a physician's note by meet management / Swim BC prior to the start of the first day of competition. Refunds will be approved solely for withdrawals from the entire meet and not for individual event scratches.

Scratch deadline for Prelims:

Friday Prelims	6:00pm Thursday
Saturday Prelims	6:30pm Friday
Sunday Prelims	6:30pm Saturday

Distance (800 Free & 1500 Free): Teams MUST bring Timers (1) for their swimmers – if a timer is not provided by the club they are relying only on the touch pads.

Reminder of Daylight Savings Time for Sunday morning (Spring forward one hour).

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WARM-UP PROCEDURES

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

Coaches and swimmers should familiarize themselves with the use of Backstroke Wedges.

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	#
CHENA	13	APSC	1
CHIN	6	BC-PN	2
COMOX	10	CDSC	31
CONNU	1	CRKW	16
CSSSC	9	DELTA	8
DST	12	GATOR	7
KAJ	32	HST	7
KCS	11	HYACK	25
KISU	26	ISC	33
LCSC	1	NN	12
LRSC	2	NRST	15
OS	66	OSC	1
PRASC	2	PSW	40
RAC	1	RAPID	30
RIDGE	10	SBPS	1
SFC	5	SQUP	13
SKSC	29	UBCT	6
SPART	20	UVIC	5
VPSC	37	UVPCS	44
WLBF	3	VKSC	10
WRSC	1	WDSC	10
WSC	14	WGB	2
WVOSC	10		
Total	321	Total	319

GROUP 1 WARM UP TIMES

Thursday Prelims	7:00 – 7:40am – sprint/pace 7:25am <i>Para Lane until 7:25am (Lane 1)</i>
Friday Prelims	7:40 – 8:20am - sprint/pace 8:05am <i>Para Lane until 8:05am (Lane 1)</i>
Saturday Prelims	7:00 – 7:40am – sprint/pace 7:25am <i>Para Lane until 7:25am (Lane 1)</i>
Sunday Prelims	7:40 – 8:20am - sprint/pace 8:05am <i>Para Lane until 8:05am (Lane 1)</i>

GROUP 2 WARM UP TIMES

Thursday Prelims	7:40 – 8:20am - sprint/pace 8:05am <i>Para Lane until 8:05am (Lane 1)</i>
Friday Prelims	7:00 – 7:40am – sprint/pace 7:25am <i>Para Lane until 7:25am (Lane 1)</i>
Saturday Prelims	7:40 – 8:20am - sprint/pace 8:05am <i>Para Lane until 8:05am (Lane 1)</i>
Sunday Prelims	7:00 – 7:40am – sprint/pace 7:25am <i>Para Lane until 7:25am (Lane 1)</i>

FOR ALL WARMUPS – LANE DESIGNATIONS

Sprint Lanes	Lanes 1 @ 2 (WEST END) Lanes 7 & 8 (EAST END)
Pace Lanes	Lane 3
Para Lane	Lane 1

FINALS WARM UP

Competition pool will be open, no assigned times except:
Para Lane (Lane 1) for first 30 minutes of each session

**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
Thursday	2:37pm	7:44pm
Friday	1:43pm	8:23pm
Saturday	2:50pm	7:54pm
Sunday	2:04pm	7:58pm

Prelims: Dive overs except for Backstroke Events

Prelims: Pool will be cleared between races for para events

Finals: Pool will be cleared between races

800 Free & 1500 Free:

Positive Check-in deadline:

Thursday	800 Free	8:30am
Friday	1500 Free (11-14)	8:30am
Saturday	1500 Free (15 & O)	8:30am

On Thursday (800 Free) we will swim the top 8 per age group (11-14 and 15& Over), per gender in finals (4 heats)

Relay Name Change Deadline:

All AM Relays	8:00am
Thursday Relays:	4:30pm
Friday Relays:	5:00pm
Saturday Relays:	5:00pm
Sunday Relays:	4:30pm

Names submitted for Relays through the entry process will be considered final UNLESS a change is requested. Relay name changes are to be submitted to the Admin Desk on forms provided 30 minutes prior to the session in which they are swum.

Para-Swimming Events:

Para Women 50/100 Fly to be swum as a Timed Final (in Finals Session)

Para Women 100 Free to be swum as a Timed Final (in Finals session)

Para Men 200/400 Free to be swum as a Timed Final

Para Men 200/400 Free to be swum as a Timed Final

All other para events will be swum as Prelims/Finals

Potential Record:

If you believe your swimmer has the potential to break a provincial or national record, please inform meet management at the Administration Desk and ensure that you can provide two stop watches on your swimmer.

Swim Offs:

Where possible, swim offs will be run by the end of the session which the tie occurred.

Alternates for Finals:

Alternates should stand near the starter's podium and check in with one of the referees prior to their event.

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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.

PROVINCIAL RECORDS

Provincial Records will be listed in the prelim and final heat sheets. Because the Provincial Meet age groups do not match the Provincial Records, there is a discrepancy in the labeling of records in the heat sheets:

11-12 records labeled correctly.

13-14 records labeled correctly.

15-17 records labeled as 15-16

Open (18 & O) records labeled as 17 & O.

Records set by 17-year-old will be recognized as a 15-17 record, even if they are achieved in different event number.

JURY OF APPEAL

Your coach selections are to be determined at the time.

TAPING

If a swimmer intends to swim with tape on their body, please have them present themselves to the Taping Committee via the Meet Admin Desk prior to the session they are swimming in. The Taping Committee's decision will stand for the duration of the meet for that presented swimmer. Medical Devices (i.e. electronic insulin pumps) are not required to check in prior to swimming.

Taping Committee:

Doug Petriw	Meet Referee
Glenn Greig	Para Advisor

AWARDS & SCHEDULE

Awards presentations for all Finals will occur once the final has been made official, **the Top 3 swimmers of that Championship Final are asked to immediately report to the podium upon official results being announced and ratified.**

Medal podium is located on the on the West end, start end.

Exceptions:

1. All Para awards will be presented as quickly as possible after each event.
2. If there is a delay in the race being listed as official, Meet Management will announce when that event's awards will be presented.

Aggregate Awards and Team Championship Banner:

To be presented at the end of Sunday Finals.

Ribbons:

Ribbon packages will be available at the end of Sunday Finals. Coaches are responsible for picking up their packages before they leave.

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POOL DECK & SPECTATOR AREA

General:

All athletes, coaches, officials, volunteers, and spectators are to respect the directions of the Saanich Commonwealth Place 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 Saanich Commonwealth Place 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.

Team banners can be set up – if on walls, paint safe tape must be used.

Athletes:

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

An announcement will be used to clearly communicate that all swimmers must exit the water.

Facility:

You may enter the facility and have access to the facility:

Thursday 6:30am entry
Friday 6:30am entry
Saturday 6:30am entry
Sunday 6:30am entry

Access to the change rooms and pool deck:

Thursday 6:30am entry
Friday 6:30am entry
Saturday 6:30am entry
Sunday 6:30am entry

Athletes are to set up in the following areas (First Come):

- Pool deck (bleachers)

Athletes are not permitted to set up in the bleachers.

No food on deck.

Coaches will not 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.

No spectators on the pool deck. Please leave your space clean and clear between sessions

Spectator Areas:

- All Spectator seating is in the bleachers on the upper mezzanine.

Meet live streaming will be provided in the facility.

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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

Wi-Fi:

Open WiFi

Parking:

- Free parking on the North and East side of the facility
- Overflow parking is open by Greek church

Washrooms:

- Adult only washrooms (for volunteers, coaches, officials) are located upstairs in the main lobby.
- Swimmer washrooms are available at the West Pool washrooms and East Pool team changerooms.
- The facilities changerooms are also available to swimmers when the facility is open (to the public).

Food & Beverage:

Food service at SCP: Kattie's Kitchen Cafe: <https://www.kattiskitchen.net/>

Food nearby: various restaurants across the highway at Broadmead Village Shopping Centre
<https://www.broadmeadvillage.ca/>

Also in the Royal Oak Shopping Centre, 4440 West Saanich Road (1.5km) including Subway, Tim's, McDonalds, and various local restaurants.

Tobacco/Cannabis-Free Facility:

Saanich Commonwealth Place is a tobacco/cannabis-free facility.

Lost and Found:

During the meet, please check at announcing table. If not there, or after the meet is finished, the SCP cashier in the downstairs lobby outside the pool is the facility's lost & found.

After the weekend of the swim meet, lost and found items not claimed will be donated to a local charity.

Vendors:

Esquire will be located in the front lobby on Thursday, March 6th – Saturday, March 8th

Team Aquatics will NOT be in attendance.

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VOLUNTEERS / OFFICIALS

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 the admin desk.

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**).

Distance (800 Free & 1500 Free): Teams must bring at least one (1) timer for their swimmers

Contacts:

Volunteer Coordinator	Jeff Stevens	officials@islandswimming.com
Senior Officials	Doug Petriw	idougl@icloud.com

WHAT IF I NEED ASSISTANCE?

The Saanich Commonwealth Place lifeguards 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 – Outside the West Pool on the back field.

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PROVINCIAL CHAMPIONSHIP TAPING APPROVAL FORM

Date: _____ Competition: _____ Sanction #: _____
Time: _____

The following athlete presented their taping for approval to the competition committee:

Name: _____ Club: _____

Age: _____ MALE FEMALE

Description of Taping:

Event	Heat	Lane

Committee Approval: YES NO

Coach/Representative Signature: _____