



2025 Canada Summer Games Swimming New Brunswick Team Plan & Selection Criteria



Purpose of this Document:

This document describes the Swimming New Brunswick (SNB) Canada Summer Games (CG) Team Program. It explains how the Program will be managed, how the Head Coach and Manager will be selected, athlete eligibility guidelines, athlete selection process, and all expected team commitment requirements.



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Abbreviations of Terms:

SNB – Swimming New Brunswick
TD – SNB Technical Director
SNB BOD – SNB Board of Directors
CG – Canada Summer Games
SNC – Swimming Natation Canada
SONB – Special Olympics New Brunswick
CGC – SNB Canada Games Selection Committee
TEAM NB – Team New Brunswick
WPS – World Para Swimming
AQUA – World Aquatics
SO – Special Olympics
P – Province
T – Territory
CSCA – Canadian Swimming Coaches Association
NCCP – National Coaching Certification Program
SNB P1 – SNB CG Priority 1 Consideration Standard
SNB P2 – SNB CG Priority 2 Consideration Standard
SNC ID3 – SNC ID3 Benchmark Standard [SNC National Development ID Program]

Introduction:

The 2025 Canada Summer Games (the “Games”) will be held in St. John’s Newfoundland from August 8-24, 2025. Held once every two years, alternating between winter and summer, the Canada Games represent the nation’s top multi-sport competition for up-and-coming athletes. This national sports competition has been hosted in every province at least once since its inception in Quebec City during Canada’s Centennial in 1967.

Every P and T is represented at the Games. New Brunswick’s contingent generally consists of approximately 20 teams each Games with 300 participants in the winter and 400 participants in the summer. The Games are spread over a 16-day period with half the teams competing in week one and the other half in week two.



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Unlike regular single sport championships, athletes all contribute to a bigger team. The team is built through attendance at a team rally prior to the Games, team clothing, common team travel and accommodations.

Program Goals:

SNB views the Games as a vehicle to grow the sport both in terms of popularity and performance level. The following goals have been set:

- Score more points than the 2022 Games in Niagara, ON.
 - By scoring more points, SNB strives to place higher in the team rankings than in 2022.
- Foster an environment that promotes a positive training and racing experience for all team members.
- Develop and provide a program that will contribute to the positive long term development of all team members, with an eye toward continued involvement and performance in the sport beyond the 2025 Games.

Roles & Responsibilities:

Swimming New Brunswick

SNB has the ultimate responsibility for the Games Team Program. It will:

- Approve this team plan and any subsequent changes to it;
- Approve the selection of the Coaches and Manager;
- Approve the team budget;
- Delegate authority to the Games Committee to oversee the selection process and name the athletes to the team; and
- Adjudicate any disputes.

The CGC is the group selected by the SNB BOD to oversee the selection process and may include the SNB Technical Director if they are not playing a role on the team in another way.

The CGC will be chaired by the elected member of the group and include three other representatives appointed by the SNB BOD. The Head Coach and Team Manager, once selected, shall be ex-officio members.

The CGC shall monitor the program by making decisions on requests for exemptions, maintain records of decisions made, meeting minutes, liaise with the team staff and monitor the selection process.

The members of the Appeal Committee shall be named by the SNB BOD.



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Head Coach

The SNB BOD will select a Head Coach for the 2025 Canada Summer Games Team. The Head Coach shall work collaboratively with the chair of the CGC to develop the activities and implementation of the Games program. Using the commitment guidelines contained in the team plan, the Head Coach will determine the camps, individual programs, competition schedules and sport science support program that will allow the athletes to achieve the team goals. In the context of swimming in New Brunswick, the Head Coach will collaborate with the home club coaches of all selected Team NB athletes.

The SNB BOD Treasurer will be responsible to monitor and approve the budget for the CG team activities. This will be supported by the other members of the SNB BOD.

The Head Coach will be responsible, in collaboration with the selected Assistant Coaches, for conducting all athlete evaluations, providing feedback on performance, and communicating with all team members and their respective home club coaches from the date of team selection and throughout the Games.

Manager

The Manager is primarily responsible for coordinating and communicating team logistics (travel, financial information administrivia) with parents, maintaining records of attendance at camps and events, maintaining meeting notes, and supporting the coaching staff. The manager will commence their duties as soon as they are selected for the position.

Parents/Guardians

SNB values the time and commitment of parents to their child's growth and development through sport. Every parent simply wants what is best for their child and they will share the highs and the lows.

SNB encourages parents to support their child in their pursuit of success. All parents must sign and abide by the [Parental Code of Conduct](#). The Parent Code of Conduct must be submitted with the athlete's Letter of Commitment which is due April 6, 2025.

Athletes

All athletes must read and understand this document prior to participating with the Team. All athletes must sign and abide by the [Athlete Code of Conduct](#). Athletes must be prepared and to work hard to improve their performance level, take advantage of the opportunity presented to them and to enjoy this process.

Classification of Terms

Exemptions

A degree of commitment to the process is required for all participants. An athlete may request an exemption from certain activities within two weeks of being selected to the Team. Exemption requests



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must be filed with the Chair of the CGC and copied to the Head Coach stating the event(s) for which an exemption is requested and the reason for the exemption. Exemptions will be granted in the case of serious injury or illness. All other exemption requests (for instance, family emergencies, minor injuries, illness, educational requirements, national team duty, attendance at training camps, etc.) are discretionary in nature, and such decisions to grant or deny these discretionary exemptions shall be made by majority of the CGC.

Extraordinary Circumstances

An athlete may request a participation **exemption** due to extraordinary circumstances. Such circumstances may include, but are not limited to, serious and/or sudden injury or illness, a family emergency or other extraordinary circumstance or event that prevents an athlete from participating. It is up to the CGC to determine if a participation exemption will be granted on the basis of extraordinary circumstances. Decisions granting exemptions on this basis shall be kept confidential and maintained for the duration of the Games and may be referred to internally by the CGC to inform any subsequent decision the CGC makes should other participation exemptions claiming extraordinary circumstances be requested by an athlete.

Conflict of Interest:

SNB strives to avoid conflicts of interest in its decision-making processes by providing clear guidance to its members to recognize what a conflict of interest is, how to disclose or report conflicts of interest, and how to act accordingly. The SNB [Conflict of Interest policy](#) describes appropriate behavior expected of individuals entrusted with decision-making authority within the Association, where facts and circumstances may cause a conflict of interest situation.

All individuals who, at any given time, are granted the authority to make decisions with respect to Team NB, must complete a [Conflict of Interest Declaration Form](#).

Participants:

Number of Athletes:

Women: 16

Men: 16

Two (2) of the women's team positions and two (2) of the men's team positions are reserved exclusively for Para athletes classified under the World Para Swimming Classification procedure: classes S1 – S10 physical impairment; classes S11 – S13 visual impairment; class S14 intellectual impairment.

Two (2) of the women's team positions and two (2) of the men's team positions are reserved exclusively for Special Olympics-registered athletes.



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Eligibility:

All athletes must meet the classification, age category and the eligibility criteria as stated in the [2025 Canada Summer Games Swimming Technical Package](#).

Olympic Program:

- Men's: 17 & under as of December 31, 2025
 - Year of Birth: 2008 or later
- Women's: 16 & under as of December 31, 2025
 - Year of Birth: 2009 or later

Paralympic Program:

- 13-25 as of December 31, 2025
 - Year of Birth: 2000-2012

Special Olympics:

- 13-25 as of December 31, 2025
 - Year of Birth: 2000-2012

Athletes with a Physical, Intellectual or Visual Impairment:

- Para athletes must be classified by SNC into sport classes, at the national level, per the classification guidelines as set by SNC prior to the Games (with no review or review 2025 of later).
- There will be no classifications done at the Games.
- Classification must be completed and submitted to SNC by May 1, 2025.
- An athlete with an intellectual impairment may choose to compete as a Special Olympics Canada swimmer OR in sport Class S/SB/SM14, but not both. Athletes choosing to compete in Special Olympics Canada events must meet the participation guidelines determined by Special Olympics Canada.

To be eligible to compete in the Games:

- Olympic Program and Paralympic Program athletes must be registered with SNC and SNB.
- All athletes participating in the Special Olympics events must be registered with and be members in good standing of Special Olympics Canada, SNC and SNB.
- All Athletes must be residents of New Brunswick for at least 180 days before the opening of the games.

Excluded from the Games are:

- Senior National Team Members
 - Defined as: Athletes who have had an SR, SR1, SR2, or C1 card at any time; and/or athletes who are on the roster of a standing Senior National Team (i.e. recognized as a Senior National Team member regardless of event participation).
- Athletes who have previously competed at the following events:



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- Olympic / Paralympic Games
- Commonwealth Games
- Pan / Parapan Am Games
- World Aquatics Championships
- FISU Games
- Professional Tours
- Pan-Pacific Championships
- Senior World Cups (athletes who competed at the 2022 FINA World Cup but did not represent the Canadian Team remain eligible).
- World Para Swimming Championships
- Pan-Pacific Para-Swimming Championships

No athlete can be rendered ineligible within 90 days of the opening of the Games due to National Team status, carding status, or competing in an excluded event (i.e. if an athlete is granted National Team status or carding status for the first time, or competes in an excluded event on May 11th, 2025 or later, they will still be considered eligible to compete at the 2025 Games).

Athletes who hold a C1 card (as defined by Sport Canada's Athlete Assistance program) or are in their first year of Senior National Team status may be deemed eligible on a case-by-case basis. Requests must be submitted to the respective Provincial/Territorial Team Chef de Mission and approved in accordance with the [2025 Canada Summer Games Swimming Technical Package](#).

All athletes must meet the eligibility regulations outlined in CGC's [Eligibility Policy](#).

Coaching Staff:

In accordance with the staff allowances as directed by the [2025 Canada Summer Games Swimming Technical Package](#):

Each P/T with more than 18 total athletes shall be allocated the following:

- 5 coaches / 1 manager OR 4 coaches / 2 managers
 - If there are female-identifying athletes, one of the coaches must be a woman.
 - If there are male-identifying athletes, one of the coaches must be a man.
 - If bringing Special Olympics athletes, 1 coach may be designated as a Special Olympics Coach

Tappers:

P/T Teams with athletes of an S11 classification will be permitted to bring tappers (one (1) tapper per athlete in 50m events, two (2) tappers per athlete in events of 100m or longer). Please refer to [World Para Swimming Rules & Regulations Jan 2024 – 10.8 Support Staff](#).



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To be eligible:

All coaches must be registered with SNC, their provincial or territorial sport association and be a member of the CSCA in good standing.

The Head Coach on the official registration form must be certified under the NCCP Senior Coach (certified status) in Swimming.

Assistant Coaches named on the official registration form must be either NCCP Age Group Coach certified, or NCCP Senior Coach trained.

All members of the Coaching Staff must be so certified not later than 90 days before the opening of the Games (May 11, 2025).

The sole exception to the above is coaches designated as Special Olympics Coaches (maximum 1 per P/T) who must be (1) certified under the NCCP to at least Fundamentals Coach (certified status) and (2) have completed the Special Olympics Canada Competition-Introduction course.

Please note that “NCCP Senior Coach Certified, Not Renewed” / “NCCP Age Group Coach Certified, Not Renewed” does not qualify under the coaching standards for the 2025 Canada Summer Games.

Please refer to Appendix 1 of the [2025 Canada Summer Games Swimming Technical Package](#) for additional information.

Athlete & Staff Commitment

In order to confirm the expression of interest to participate in the 2025 Canada Summer Games, and commit to the team events if selected, all athletes & coaches must also be prepared to:

- Read, acknowledge and adhere to the Coaches Code of Conduct
- Read, acknowledge and adhere to the Athletes Code of Conduct
- Attend all team activities
- Provide a signed letter of commitment agreeing to participate in the provincial program (Appendix C)

Selection Process:

Olympic Program positions

In accordance with the criteria outlined above, and the [2025 Canada Summer Games Swimming Technical Package](#), the below processes will guide the selection process for the Olympic Program positions:



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The following statements outline the rules used in the selection process:

- Men must be born in 2008 & later; Women must be born in 2009 & later.
- Only performances in SNC sanctioned competitions are eligible for selection purposes, during the period of September 1, 2024, through to April 28, 2025, inclusive.
 - This period will be furthermore referred to as the “Selection Window”.
- Only performances in Long Course (50m) competitions are eligible for selection purposes.
- Results achieved in a Time Trial or as an intermediate distance (official split) in an individual event will not be considered eligible for selection purposes.
- Selection does not guarantee specific event entry; Individual selection to the team guarantees you participation at the Games. Individual entries, relay entries and relay team composition will be determined by the Swimming New Brunswick 2025 Games Coaching Staff.
- Athletes who are selected to the Team, via their performance in the 800Fr or 1500Fr through any of the Selection Priority Stages, will have priority in competing in the Open Water event at the 2025 Canada Games. Should these athletes not wish to compete in the Open Water event, any other athlete(s) on the Team may be considered by the Coaching Staff for entry to the Open Water event(s).
- All selected Athletes will be considered for the composition of the relay team.
- In accordance with SNC rule CS 9.2.1, Lead-Off splits during Mixed Medley & Mixed Freestyle Relay Events will not be an official result and are therefore not eligible for selection consideration.

If athlete selection is declined by the Swimmer, the selection performance(s) of the declining Swimmer will be disregarded for the purpose of the Athlete Selection Process below.

- Any athletes who wish to be excluded from consideration for the Games Team are asked to inform Swim New Brunswick by April 1, 2025, by email to info@swimnb.ca. Any declined positions AFTER the announcement of the team would be filled by the alternates.

The 2025 New Brunswick Canada Summer Games Swimming Team will be announced by end of the day on **Thursday May 1, 2025**.

- All selected team members will be informed of their selection via email, and a public announcement will be made to the New Brunswick swimming community.
- The athlete’s Club Head Coach, Club President, and parent/guardian will be copied on this correspondence.
- A Team NB training & activity plan will be put in place and communicated to all selected athletes.
- Team NB athletes & alternates will attend the Team NB Rally. Only Team NB athletes will receive the official CG clothing kit. Alternates will only receive the CG clothing kit if they qualify to participate as a Team NB member.



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Athlete Selection Process – Olympic Program

Twelve (12) women & twelve (12) men will be selected for the Olympic Program, in accordance with the following priorities for selection:

Priority 1

All performances that meet the SNB P1 Consideration Standard ([Appendix B](#)) will be named to the team, to a maximum of the top two (2) per performances per individual event within the Selection Window. In applying this process, the total team size can not exceed 24 athletes (12 women + 12 men).

If the final Team size has been exceeded through application of this priority stage, all performances meeting the SNB P1 Consideration Standards will be ranked in order of their proximity to the SNC ID3 Benchmark Standards ([Appendix C](#)). These performances will be ranked by percentage, and this rank order will then be used to fill the available Team positions. Athletes with a percentage/performance closest to the SNC ID3 Benchmark Standards will be named first, with this process continuing until all spaces have been filled.

Priority 2:

If the maximum team size is not met in Priority 1 then all performances that meet the SNB P2 Consideration Standards ([Appendix B](#)) will be named to the team, to a maximum of the top two (2) performances per individual event within the Selection Window, inclusive of those athlete performances named to the Team under Priority 1. In applying this process, the total team size can not exceed 24 athletes (12 women + 12 men).

If the final Team size has been exceeded through the application of this priority stage, all performances meeting the SNB P2 Considerations Standards ([Appendix B](#)) will be ranked in order of their proximity to the SNB P1 Consideration Standards ([Appendix B](#)). These performances will be ranked by percentage, and this rank order will then be used to fill the available Team positions. Athletes with a percentage/performance closest to the SNB P1 Consideration Standards ([Appendix B](#)) will be named first, with this process continuing until all spaces have been filled.

Priority 3:

After naming athletes to the team through Priorities 1 & 2, any remaining team spaces will be filled by the following process:

All remaining 1st & 2nd placed performances in the Selection Window will be considered for selection to the team in rank order of their performance. Any athletes ranked 1st or 2nd in an event in the Selection Window do not need to have attained an SNB P1 or P2 Consideration Standard to be considered for selection under Priority 3 ([Appendix B](#))



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All athletes who have ranked 1st or 2nd in any event, in the Selection Window, will be considered to fill the remaining team spaces. These performances will be ranked against the SNB P1 Consideration Standards ([Appendix B](#)) as a percentage. Through following a rank order of these athlete performances, athletes who are closest to the SNB P1 Consideration Standards ([Appendix B](#)) will be named first, with this process continuing until all spaces have been filled.

In the event there are not enough available Team spaces to name all 1st and/or 2nd place finishers to the Team, SNB and the CGC will rank all those 1st & 2nd place finishers, who've not met SNB P1/P2 standards, as a percentage against the SNB P1 Consideration Standards ([Appendix B](#)). Athletes will then be named to the team in said rank order of percentages until the team size has been fulfilled.

Priority 4

After review of Priorities 1-3, should additional Team positions remain open and available, SNB will fill all remaining Team positions as follows:

Athletes with a third (3rd) placed ranking performance within the Selection Window will have their performance ranked against the SNB P1 Consideration Standards. These performances will then be ranked by percentage, and this rank order will then be used to fill the available Team positions. Athletes with a percentage/performance closest to the SNB P1 Consideration Standards ([Appendix B](#)) will be named first, with this process continuing until all spaces have been filled.

Should there **still** be remaining Team positions following the review of all 3rd place ranked performances, SNB will review and rank all fourth (4th) placed performances within the Selection Window. These performances will be ranked against the SNB P1 Consideration Standards ([Appendix B](#)), and then ranked by percentage. This rank will then be used to fill the available Team positions, through following the same process noted above for the 3rd placed performances.

Paralympic Program and Special Olympics (SO) positions

Athlete Selection Process – Paralympic Program:

Up to two (2) women and up to two (2) men will be selected.

To be considered for selection, para athletes must meet the minimum classification requirements for the Games in accordance with rules outlined in the 2025 Canada Summer Games Swimming Technical Package.

Using the [SNC Para Points Calculator](#), SNB will select the two (2) highest scoring women and the two (2) highest scoring men from their respective highest scoring performance by the end of the Selection Window.



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In the event of a tie, the athletes' second highest scoring performance will be calculated and ranked. The athlete with the highest scoring second best performance will be selected first.

Athlete Selection Process – Special Olympics:

Up to two (2) women and up to two (2) men will be selected.

Eligible athletes competing in sanctioned competitions from September 1, 2024, through April 27, 2025, inclusive, will be considered for selection to the team.

SO athletes will be nominated to the New Brunswick Canada Games Team by Special Olympics New Brunswick. The team compliment for SO at the games is 2 men and 2 women. To be eligible for selection for the Canada Games the SO athletes need to have been active in their sport for a minimum of 2 years. All SO athletes must be registered with Special Olympics New Brunswick and SNB. All SO athletes must register and compete in at least one Sanctioned SNB competition in the 2024/2025 season before April 30th, 2025

The selected SO athletes' names for the Team will be provided to SNB on or before April 30th, 2025.

Terminology:

Canadian Para Swimming Points – Point scoring system designed by SNC which assigns a score to each performance in a Para Swimming event.

The following are valid WPS Sport Classes:

- PI: Physical Impairment and denotes a swimmer who has a physical impairment and holds a Sport Class 1 – 10
- II: Intellectual Impairment and denotes a swimmer who has an intellectual impairment and holds a Sport Class 14
- VI: Visual Impairment and denotes a swimmer who is visually impaired or completely blind and holds a Sport Class 11 - 13

Alternates – Athletes (Olympic Program)

SNB will name two (2) Female + two (2) Male alternates. These athletes will be the 13th & 14th overall ranked eligible athletes in accordance with the 3 stage priority criteria listed above.

Alternates will participate in Team NB training and the Rally. Should an alternate qualify to participate as a Team NB member at the Canada Games they will at that time receive the CG kit/clothing.



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Discipline and Appeals

See Appendix “F” for the SNB Discipline Policy
See Appendix “G” for the SNB *Appeals* Policy.

Olympic & Paralympic Athletes

After selections have been announced, if an athlete believes that grounds for appeal exist and wishes to appeal the decision, the athlete or his/her coach must deliver a formal appeal in writing.

All appeals will be screened by the SNB BOD and CGC prior to being formally passed on to the Appeals Committee by majority vote.

Appeals must be received by end of day Monday immediately following the announcement of the Games Team ([See SNB’s Appeals Policy](#)). The appeal must be submitted to SNB, clearly stating the basis of the appeal (as described in the SNB appeals policy) well as providing documentation to support the appeal.

The decision of the Appeals Committee shall be rendered by two weeks after the appeal has been submitted (unless all interested parties agree to any reasonable adjournments) and shall be final.

This procedure will also be followed for appeals of selection of alternates to the Team.

The SNB Appeals Policy is outlined in Appendix G considering the time limits indicated above only.

Special Olympic Athletes

- A. Olympic Program and Paralympic Program athletes: Team Management shall consist of the team manager and coaches of the New Brunswick Games Team. In the event of an athlete failing to honor his/her commitment or breaking team rules regarding training or conduct, Team Management, with all necessary documented records, shall have the power to discipline the athlete, including dismissing the athlete from the Team ([See SNB Discipline Policy](#) & Incident Report Form (Appendix E)).

If the athlete is asked to leave the Team, they or their parent/guardian will have the right to appeal that decision to the Appeals Committee by written notice delivered to the SNB Office to the Chair of the appeal committee within one week from the day on which the decision of Team Management is communicated to the athlete. All appeals will be screened by the SNB BOD and CGC prior to being formally passed on to the Appeals Committee by majority vote.



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In that event, the Appeals Committee shall render its decision within two weeks from the day the notice is delivered to the SNB Office, and its decision shall be final.

- B. Special Olympic athletes shall abide by the SONB Code of Conduct, which includes discipline procedures. Any appeals by Special Olympics athletes are to be delivered to the SONB office and an Appeals Committee appointed by SONB will render a decision. [Refer to the Special Olympics Canada Appeals Policy, found here.](#)

In the event a Special Olympics athlete fails to honour their commitment or breaks team rules regarding training or conduct, the coach assigned to the Special Olympics athlete, with all necessary documentation, shall have power to make recommendation to SONB regarding any decision to any disciplinary action that may be necessary.

In that event, the Appeals Committee shall render its decision within two weeks from the day the notice is delivered to the SNB Office, and its decision shall be final.

CONFLICT OF DOCUMENTS/DISCREPANCIES

In case of a discrepancy between this document and the [2025 Canada Games Swimming Technical Package](#), the information in the 2025 Canada Games Swimming Technical Package will be deemed to be correct.

APPENDIX A



2025 CANADA GAMES TEAM LETTER OF COMMITMENT



As a member of the 2025 Canada Games contenders for Swimming New Brunswick, I agree to the following conditions should I be selected to compete for Team NB at the 2025 Canada Games:

- To work cooperatively with the Management Team and other Team NB members;
- To take directives from the Management Team;
- To be available for all team activities;
- To set an example of acceptable behavior, in accordance with all team policies; and
- To comply with all required Drug Testing and Doping Control.

Athlete Name (Print): _____ Date: _____

Athlete Signature: _____

Parent or Guardian (Print): _____ Date: _____

Parent or Guardian Signature: _____

All forms must be returned to Swimming New Brunswick at info@swimnb.ca on or before April 6th, 2025

Club and Coach Commitment: Recognizing that athletes selected to the Canada Games team must maintain full time training from time of their selection until the Canada Games competition, the selected athlete's club and coach recognize their responsibility to the selected athletes to help the selected swimmer maintain their training schedule. If the club is not able to offer full time training within their club, the club and club coach will help the selected swimmer make alternate arrangements to ensure that full training is maintained. The Club coach will maintain communication with the Canada Games Head coach about the selected athletes training schedule.

Club President Signature: _____ Date: _____

Club Head Coach Signature: _____ Date: _____

Please let us know your clothing size for these articles:

T-shirt Size: _____

Pants Size: _____

Jacket Size: _____

Please return completed forms to info@swimnb.ca or by mail to 122 Poets Lane, Fredericton, NB E3B 9P7

APPENDIX B



SNB 2025 CG Priority 1 & Priority 2 Athlete Consideration Standards



Female		Events	Male	
P2	P1		P1	P2
28.69	27.81	50 Freestyle	25.02	26.52
1:03.78	59.82	100 Freestyle	54.87	57.37
2:17.62	2:09.50	200 Freestyle	1:59.12	2:04.34
4:47.63	4:30.16	400 Freestyle	4:11.22	4:32.06
10:08.70	9:34.90	800 Freestyle	8:43.62	9:16.65
19:41.37	18:14.34	1500 Freestyle	16:43.89	17:46.26
33.52	31.69	50 Backstroke	28.89	30.98
1:10.90	1:07.47	100 Backstroke	1:01.78	1:05.29
2:33.42	2:24.62	200 Backstroke	2:14.15	2:23.47
37.04	35.42	50 Breaststroke	31.98	33.03
1:22.04	1:16.13	100 Breaststroke	1:10.43	1:11.92
2:56.59	2:46.59	200 Breaststroke	2:29.56	2:38.36
30.99	29.22	50 Butterfly	26.30	28.61
1:09.88	1:05.95	100 Butterfly	58.40	1:02.80
2:39.99	2:24.20	200 Butterfly	2:12.90	2:26.05
2:36.91	2:27.12	200 Individual Medley	2:16.84	2:27.68
5:36.47	5:09.11	400 Individual Medley	4:58.07	5:16.82

In accordance with the Swimming New Brunswick 2025 Canada Games Selection Criteria, the above standards will be used to consider athletes for selection to the Team.

APPENDIX C



SNC 2024 ID3 Standards [National Development Program] Athlete Benchmark Standards



Female	<u>Events</u>	Male
P3 (SNC ID3)		P3 (SNC ID3)
26.25	50 Freestyle	23.82
56.64	100 Freestyle	51.70
2:02.56	200 Freestyle	1:52.80
4:17.00	400 Freestyle	3:54.76
8:49.92	800 Freestyle	8:10.46
16:52.55	1500 Freestyle	15:37.81
29.55	50 Backstroke	26.76
1:02.70	100 Backstroke	57.03
2:15.24	200 Backstroke	2:02.34
32.22	50 Breaststroke	29.21
1:10.08	100 Breaststroke	1:03.86
2:30.69	200 Breaststroke	2:18.77
27.57	50 Butterfly	24.88
1:01.09	100 Butterfly	54.69
2:13.46	200 Butterfly	2:02.47
2:17.63	200 Individual Medley	2:05.33
4:50.69	400 Individual Medley	4:29.47

In accordance with the 2025 Swimming New Brunswick Canada Games Selection Criteria, the above standards will be used to satisfy evaluate any possible ties for Team positions, within Priority 1.

APPENDIX D



Conflict of Interest Declaration Form

As a volunteer, employee and/or consultant, you are required to act in the best interests of the *Association*. However, inevitably, all volunteers, employees and consultants have a wide range of interests in private, public and professional life and these interests might, on occasion, conflict.

Facts or circumstances which have the potential to create a conflict between the *Association's* and your personal interests, financial or otherwise, include but are not limited to:

- Being a member, employee, contractor, administrator or owner/shareholder of an organization that is a member, partner, supplier, service provider or client of the *Association*;
- Having a close relative who is a member, employee, contractor, administrator or owner/shareholder of an organization that is a member, partner, supplier, service provider or client of the *Association*.

Please describe below any such relationships, transactions, positions you hold (volunteer or otherwise), or other similar circumstances:

- I have no *conflicts of interest* or facts or circumstances to report.
- I have the following *conflict(s) of interest* or facts or circumstances to report:

I hereby:

- confirm that I have read the *Association's Conflict of Interest Policy* and I agree to be bound by the obligations contained therein;
- certify that the information set forth above is true and complete to the best of my knowledge;
- commit to inform the *Review Board* immediately of any change to my declaration above;
- commit to declare, at any relevant times in the exercise of my duties as volunteer, employee and/or consultant of the *Association*, every situation that may arise which would make it inappropriate for me to continue to act in that capacity due to a *conflict of interest*.

SIGNATURE PAGE FOLLOWS

Name: _____

Position Title: _____

Signature: _____

Date: _____

Witness : _____

Signature: _____

Please return completed forms to info@swimnb.ca or by mail to 122 Poets Lane, Fredericton, NB E3B 9P7

APPENDIX E



SWIMMING NOUVEAU-BRUNSWICK INCIDENT REPORT

Date and time of the incident: _____

Name of report writer: _____ Position : _____

Place of the incident : _____

This incident is a minor offense _____ / major offence _____

Name of persons affected by the incident: _____

Objective description of the incident (be concise, precise and without judgment) _____

Name of people who witnessed the incident: _____

Disciplinary measures imposed (if applicable) : _____

Signature of editor: _____ Date : _____

Please return completed forms to info@swimnb.ca or by mail to 122 Poets Lane, Fredericton, NB E3B 9P7

APPENDIX F



SWIMMING NEW BRUNSWICK NATATION NOUVEAU-BRUNSWICK DISCIPLINE POLICY

NOTE: In this policy “member” refers to all categories of members in Swimming New Brunswick/Natation Nouveau-Brunswick (SNB), as well as to all individuals engaged in activities with or employed by SNB, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel).

PREAMBLE

1. SNB is committed to providing a sport environment which is athlete-centered, and which is characterized by the values of fairness, integrity, open communication, and mutual respect.
2. Membership in SNB, as well as participation in the activities of SNB, brings with it many benefits and privileges. At the same time members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the Code of Conduct, policies, rules and regulations of SNB.
3. The SNB Code of Conduct identifies the standard of behaviour which is expected of members of SNB. Members who fail to meet this standard may be subject to the disciplinary sanctions identified within this policy.

APPLICATION

4. This policy applies to all members of SNB, as well as to all individuals engaged in activities with, or employed by, SNB including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees.
5. This policy applies to discipline matters that may arise during the course of all SNB business, activities and events, including but not limited to, swim meets, training camps, meetings and travel associated with these activities.
6. Discipline matters arising within the business, activities or events of member clubs, or affiliated organizations of SNB shall be dealt with using the discipline policies and mechanisms of such organizations.

DISCIPLINARY PROCEDURES

Minor Infractions:

7. Examples of minor infractions are shown in Appendix B. All disciplinary situations involving minor infractions occurring within the jurisdiction of SNB will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to, a board member, committee member, swim meet chairperson, official, coach, team manager, team captain or head of delegation).
8. Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
9. The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:
 - a. verbal reprimand,
 - b. written reprimand to be placed in individual’s file,
 - c. verbal apology,

- d. d) hand-delivered written apology,
 - e. e) team service or other voluntary contribution to SNB,
 - f. f) suspension from the current competition,
 - g. g) other sanctions as may be considered appropriate for the offense.
10. Minor infractions which result in discipline shall be recorded using the Incident Report form. Repeat minor offenses may result in a further such incident being considered as a major infraction.

Major Infractions:

11. Examples of major infractions are shown in Appendix B. Any member, or representative, of SNB may report to the Executive Director a major infraction using the Incident Report form.
12. Upon receipt of an Incident Report, the Executive Director shall determine if the incident is better dealt with as a minor infraction, or if a hearing is required to address the incident as a major infraction.
13. If the incident is to be dealt with as a minor infraction, the Executive Director will inform the appropriate person in authority as described in Section 6 and the alleged offender, and the matter shall be dealt with according to Sections 7 through 9 of this policy.
14. If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible and in any event no later than 3 days from date of receipt of the Incident Report, and shall be advised of the procedures outlined in this policy.
15. Major infractions occurring within competition may be dealt with immediately, if necessary, by a SNB representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy for major infractions. This review does not replace the appeal provisions of this policy.

Hearing:

16. Within 7 days of receiving the Incident Report, the Executive Director shall forward the Report to the President, or President's delegate who shall appoint three individuals to serve as a Disciplinary Panel. Where possible, one of the Panel members shall be from the peer group of the alleged offender.
17. The Discipline Panel shall hold the hearing as soon as possible, but not more than 21 days after the Incident Report is first received by the President.
18. The Discipline Panel shall govern the hearing as it sees fit, provided that:
- a. the individual being disciplined shall be given 10 days written notice (by courier, mail or fax) of the day, time and place of the hearing. The Panel may decide to conduct the hearing in person or by telephone or video conference;
 - b. the individual being disciplined shall receive a copy of the incident report;
 - c. members of the Panel shall select from among themselves a Chairperson;
 - d. a quorum shall be all 3 Panel members;
 - e. e) decisions shall be by majority vote; the Chair carries a vote;
 - f. f) the individual being disciplined may be accompanied by a representative;
 - g. g) the individual being disciplined shall have the right to present evidence and argument;
 - h. h) the hearing shall be held in private;
 - i. the Panel may request that witnesses to the incident be present or submit written evidence;
 - j. j) once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the Hearing.
19. The Discipline Panel shall render its decision, with written reasons within 5 days of the Hearing. A copy of this decision shall be provided to all of the parties to the hearing and Executive Director.
20. The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent SNB policy, such as those dealing with harassment, personnel or event-specific matters.

21. Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel shall determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

22. If the individual being disciplined chooses not to participate in the hearing, the hearing shall proceed in any event.

Sanctions

23. The Discipline Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

- a. Written reprimand to be placed in individual's file;
- b. Hand-delivered written apology;
- c. Suspension from certain SNB events which may include suspension from the current competition or from future teams or competitions;
- d. Being sent home following suspension from the current competition;
- e. Payment of a financial fine in an amount to be determined by the Disciplinary Panel;
- f. Suspension of SNB funding;
- g. Suspension from certain SNB activities (i.e. competing, coaching or officiating) for a designated period of time;
- h. Suspension from all SNB activities for a designated period of time;
- i. Expulsion from SNB;
- j. Other sanctions as may be considered appropriate for the offense.

24. The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent SNB policy, such as those dealing with harassment, doping, personnel or event-specific matters.

25. Unless the Discipline Panel decides otherwise, any disciplinary sanctions shall commence immediately.

26. In applying sanctions, the Disciplinary Panel may have regard to the following aggravating or mitigating circumstances:

- a. the nature and severity of the offense,
- b. whether the incident is a first offense or has occurred repeatedly,
- c. the individual's acknowledgment of responsibility,
- d. the individual's extent of remorse,
- e. the age, maturity or experience of the individual, and
- f. the individual's prospects for rehabilitation.

27. Notwithstanding the procedures set out in this policy, any member of SNB who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault, shall face automatic suspension from participating in any activities of SNB for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by SNB in accordance with this policy.

APPEALS PROCEDURE

28. Except where otherwise provided, an appeal of any disciplinary matter will be done according to the Appeals Policy of SNB.

APPENDIX B

Examples of minor infractions:

- a. a single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- b. unsportsmanlike conduct such as angry outbursts or arguing;
- c. a single incident of being late for or absent from SNB events and activities at which attendance is expected or required;

d. non-compliance with the rules and regulations under which SNB events are conducted, whether at the local, provincial, national or international level.

Examples of major infractions:

- a. repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- b. repeated unsportsmanlike conduct such as angry outbursts or arguing;
- c. repeated incidents of being late for or absent from SNB events and activities at which attendance is expected or required;
- d. activities or behaviour which interfere with a competition or with any athlete's preparation for a competition;
- e. pranks, jokes or other activities which endanger the safety of others;
- f. deliberate disregard for the rules and regulations under which SNB events are conducted, whether at the local, provincial, national or international level;
- g. abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
- h. any use of alcohol by minors;
- i. use of illicit drugs and narcotics;
- j. use of banned performance enhancing drugs or methods

APPENDIX G



SWIMMING NEW-BRUNSWICK NATATION NOUVEAU-BRUNSWICK APPEALS POLICY

NOTE: In this policy "member" refers to all categories of members in Swimming New-Brunswick (SNB), as well as to all individuals engaged in activities with or employed by SNB, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel); "Appellant" refers to the member appealing a decision; and "Respondent" refers to the body whose decision is being appealed.

SCOPE OF APPEAL

1. Any member of SNB who is affected by a decision of the Board of Directors, of any Committee of the Board of Directors, or of any body or individual who has been delegated authority to make decisions on behalf of the Board of Directors, shall have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Section 5 of this policy. Such decisions may include, but are not limited to, carding, employment, contract matters, harassment, selection and discipline.
2. This policy shall not apply to matters relating to the rules of the swimming, which may not be appealed.

TIMING OF APPEAL

3. Members who wish to appeal a decision shall have 21 days from the date on which they received notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for the appeal, to the President of SNB.

GROUNDINGS FOR APPEAL

4. A decision cannot be appealed on its merits alone. An appeal may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include the respondent:
 - a. making a decision for which it did not have authority or jurisdiction as set out in governing documents;
 - b. failing to follow procedures as laid out in the bylaws or approved policies of SNB;
 - c. making a decision which was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views;
 - d. exercising its discretion for an improper purpose;
 - e. making a decision which was grossly unreasonable.

SCREENING OF APPEAL

5. Within 3 days of receiving the notice of appeal, the President shall decide whether or not the appeal is based on one or more of the categories of possible errors by the respondent as set out in Section 5. The president shall not determine if the error has been made, only if the appeal is based on such an allegation of error by the respondent. In the absence of the President, a member of the Executive shall perform this function.
6. If the appeal is denied on the basis of insufficient grounds, the Appellant shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the President, or designate, and may not be appealed.

APPEALS PANEL

7. If the President is satisfied that there are sufficient grounds for an appeal, within 10 days of having received the original notice of appeal he or she shall establish an Appeals Panel (the "Panel") as follows:
 - a. The Panel shall be comprised of three individuals who shall have no significant relationship with the affected parties, shall have had no involvement with the decision being appealed, and shall be free from any other actual or perceived bias or conflict.
 - b. At least one the Panel's members shall be from among the Appellant's peers.
 - c. The Appellant shall be given the opportunity to recommend the peer member on the Panel, provided that member satisfies criteria a) above.
 - d. d) Should the Appellant not recommend the Panel member as set out in c) above within 5 days, the President shall appoint the peer member of the Panel.

PRELIMINARY CONFERENCE

8. The Panel may determine that the circumstances of the dispute warrant a preliminary conference:
 - a. The matters which may be considered at a preliminary conference include date and location of hearing, time-lines for exchange of documents, format for the appeal, clarification of issues in dispute, any procedural matter, order and procedure of hearing, remedies being sought, identification of witnesses, and any other matter which may assist in expediting the appeal proceedings.
 - b. The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.

PROCEDURE FOR THE APPEAL

9. The Panel shall govern the appeal by such procedures as it deems appropriate, provided that:
 - a. The appeal hearing shall be held within 21 days of the Panel's appointment.
 - b. The Appellant, respondent and affected parties shall be given 14 days written notice of the date, time and place of the appeal hearing.
 - c. The Panel's members shall select from themselves a Chairperson.
 - d. d) A quorum shall be all three Panel's members.
 - e. e) Decisions shall be by majority vote, where the Chairperson carries a vote.
 - f. f) Copies of any written documents which any of the parties would like the Panel to consider shall be provided to the Panel, and to all other parties, at least 5 days in advance of the hearing.
 - g. g) Any of the parties may be accompanied by a representative or advisor.
 - h. h) If the matter under appeal relates to team selection, any person potentially affected by the decision of the Panel shall become a party to the appeal.
 - i. The Panel may direct that any other individual participate in the appeal.
 - j. j) In the event that one of the Panel's members is unable or unwilling to continue with the appeal, the matter will be concluded by the remaining two Panel members.
 - k. k) Unless otherwise agreed by the parties, there shall be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties.
10. In order to keep costs to a reasonable level the Panel may conduct the appeal by means of a conference call or video conference.

APPEAL DECISION

11. Within 7 days of concluding the appeal, the Panel shall issue its written decision, with reasons. In making its decision, the Panel shall have no greater authority than that of the original decision-maker. The Panel may decide:
 - a. To void or confirm the decision being appealed;
 - b. To vary the decision where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reasons which include, but are not limited to, lack of clear procedure, lack of time, or lack of neutrality;

- c. To refer the matter back to the initial decision-maker for a new decision; and
 - d. To determine how costs of the appeal shall be allocated, if at all.
12. A copy of this decision shall be provided to each of the parties and to the President.

TIME-LINES

13. If the circumstances of the dispute are such that this policy will not allow a timely appeal, the Panel may direct that these time-lines be abridged. If the circumstances of the disputes are such the appeal cannot be concluded within the time-lines dictated in this policy, the Panel may direct that these time-lines be extended.

DOCUMENTARY APPEAL

14. Any party to the appeal may request that the Panel conduct the appeal by way of documentary evidence. The Panel may seek agreement from the other parties to proceed in this fashion. If agreement is not forthcoming, the Panel shall decide whether the appeal shall proceed by way of documentary evidence or in-person hearing.

ARBITRATION

15. All differences or disputes shall first be submitted to appeal pursuant to the appeal process set out in this policy. If any party believes the Appeal Panel has made an error such as those described in Section 5 of this Policy, the matter shall be referred to arbitration, such arbitration to be administered under the Sport New Brunswick Provincial Sport Arbitration System for Amateur Sport and its Rules of Arbitration, as amended from time to time.

16. Should a matter be referred to arbitration, all parties to the original appeal shall be parties to the arbitration.

17. The parties to an arbitration shall enter into a formal Arbitration Agreement and the decision of any arbitration shall be final and binding and not subject to any further review by any court of competent jurisdiction or any other body.