



## **WINTER SWIMMING POLICIES**

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## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

<b>Member in Good Standing</b>	any member whose membership is not suspended or revoked or who is not serving a disciplinary penalty by either his/her club or Swim Saskatchewan Inc.
<b>CLASSIFIED</b>	Classified shall mean a Para swimmer that has been classified under the Swimming Canada Sport Classification Process.
<b>CSCA</b>	Canadian Swimming Coaches Association
<b>EXHIBITION</b>	Means that the time posted in a sanctioned competition by the swimmer shall be official, but not eligible to score points or to receive awards.
<b>INACTIVE OR OUT OF WATER</b>	Inactive or Out of Water refers to a swimmer that was registered on or after September 1 but are not currently participating in club activities.
<b>LC</b>	Long Course (50 metres)
<b>PARA</b>	A swimmer with an impairment and has been classified under the Swimming Canada Sport Classification Process.
<b>SC</b>	Short Course (25 metres)
<b>SNC</b>	Swimming Canada
<b>SSI</b>	Swim Saskatchewan Inc.
<b>Suspended Swimmer</b>	A suspended swimmer means a swimmer who is ineligible to compete in any sanctioned swimming event in Canada as a result of a club or Provincial Section disciplinary action. Suspended swimmers may continue to train, unless this was also part of the disciplinary action.
<b>UNATTACHED</b>	A swimmer that is currently serving the 60-day transition period from one club to another.
<b>UNIVERSITY TEAM OR VARSITY TEAM</b>	University Team or Varsity team means a swimming team registered with U Sports and Swimming Canada. A registered University Team is considered a club in the National registration and results system.
<b>WORLD AQUATICS</b>	The international governing body which regulates and controls competitions in the four aquatic sports at the world level.

**Swim Saskatchewan Inc.**  
**WINTER SWIMMING POLICIES**

**Type:** Governance  
**Name:** Terms of Reference & Membership  
**Authority:** Swim Saskatchewan Inc. Board

**Policy Number:** WG-1  
**Date Approved:** June 2003  
**Date Revised:** June 2005, June 2009, June 2015,  
June 2019, Oct 2023

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-6, G-7, and A-1

*Purpose*

To carry out the routine business and exercise the authority of Swim Saskatchewan as it pertains to Year-Round Age Group/Winter Swimming.

*Accountability*

The Winter Swimming Committee will be accountable to the Board of Directors and the members of Swim Saskatchewan Inc. through the Director, Winter Swimming.

*Responsibilities*

1. Responsible for ensuring that all year-round age group/winter swim meets are conducted in accordance with the most current Swimming Rules of Swimming Canada.
  - Responsible for ensuring that all swimmers are registered with Swim Sask and Swimming Canada as required by the Policies of Swim Sask and Swimming Canada.
  - Responsible for ensuring that all coaches are registered with Swimming Canada, Swim Sask and the Canadian Swim Coaches Association.
  - Together with the Master/Senior Officials Committee, responsible for ensuring that all Officials have been duly qualified for the position that they perform at a meet.
2. Responsible for establishing equal representation for all Swim Sask registered swim clubs at Committee deliberations.
3. Responsible for monitoring compliance with the Code of Conduct and Harassment policy.
4. Responsible for developing and reviewing specific Policies that pertain to Year-Round Age Group/Winter swimming, and for ensuring compliance with those policies.

*Members*

The members of the Winter Swimming Committee will be:

Director, Winter Swimming (Chair) - with vote  
Club Representatives - one from each registered club - each with one vote  
Coach Representative - with vote  
President of SSI (ex officio) - without vote  
Executive Director or designate of SSI - without vote

No person will hold more than one position.

*Term of Office*

Club Representatives will be elected each year by their respective clubs.

*Meetings*

The Winter Swimming Program Committee will meet a minimum of one time per year.

*Quorum*

A Quorum will consist of a majority of club representatives present.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** Resignations and Vacancies

**Authority:** Winter Swimming Program Committee

**Policy Number:** WG-2

**Date Approved:** June 2003

**Date Revised:**

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

The resignation of any member of the Winter Swimming Program Committee will become effective upon receipt of written notice to the Executive Director of Swim Saskatchewan Incorporated and the Director, Winter Swimming, copied to the Club or Committee whom the member represents.

If a vacancy occurs among the Club Representatives on the Winter Swimming Program Committee, the Program Committee will advise the club to fill the vacancy to complete the term of office.

If a vacancy occurs among the Officials Chair, the Winter Swimming Program Committee will advise the respective group to fill the vacancy to complete the term of office.

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Governance

**Name:** Election of Director, Winter Swimming

**Authority:** Winter Swimming Program Committee

**Policy Number:** WG-3

**Date Approved:** June 2003

**Date Revised:** July 2003, Oct 2023

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-5.3, G-7 and A-1

The Club Representatives will elect the Director, Winter Swimming. The Director, Winter Swimming will serve as the Chair of the Winter Swimming Program Committee.

In any year in which an election is required for the position of Director, the Swim Sask office will issue a call for nominations for the position. The call for nominations will be issued not less than 42 days before the date of the election. The deadline for nominations will be not less than 15 days before the date of the election. All nominations will be submitted to the office via email, together with a brief description of the nominee's qualifications for the position. The nominations, together with the descriptions, will be circulated to the Winter swimming clubs immediately after the close of nominations. If there is only one nominee, that nominee will be declared elected by acclamation. If an election is required, it will be held by either secret ballot if the election is held at an in-person meeting, or by submitting their vote by email to the Swim Sask office for an election via email. If the incumbent Director is a candidate, the President of the Board of SSI will chair the in-person election.

The Director, Winter Swimming will call and preside at all meetings of the Winter Swimming Program Committee, and the Winter Swimming Annual Meeting, will appoint special committees, and will present an annual report at the Winter Swimming Annual Meeting.

The Director, Winter Swimming will not represent any individual club, and will have a vote only in the case of a tie.

The Director, Winter Swimming will sit as the representative for Winter Swimming on the Swim Saskatchewan Board of Directors and will present a report at the Annual Meeting of SSI and at any other meeting of the Board.

The term of office will be two (2) years, renewable once consecutively. Previous service as Director, Winter Swimming will not disqualify any person from subsequent election, provided that the person does not serve more than four years consecutively.

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Governance

**Name:** Duties of Director, Winter Swimming

**Authority:** Winter Swimming Program Committee

**Policy Number:** WG-4

**Date Approved:** June 2003

**Date Revised:** July 2003, Oct 2023

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-5.3, G-7 and A-1

The duties of the Director of Winter Swimming will be:

1. To set the agenda and chair all meetings of the Winter Swimming Program Committee.
2. To appoint any special committees.
3. To ensure that the minutes from all Winter Swimming Program Committee meetings are distributed in a timely fashion.
4. To represent the Winter Swimming Program Committee as a Board member of Swim Saskatchewan Inc., to attend and participate, including voting in accordance with the Rules of Order for the same, at all meetings of the Board and to report back to the Winter Swimming Program Committee on all decisions affecting Winter Swimming in Saskatchewan.
5. To vote in accordance with the Rules of Order adopted by SSI at any General, Board or Committee meetings.
6. To liaise and co-operate with all the other Committee and members of Swim Saskatchewan Inc. for the betterment of Winter Swimming in Saskatchewan.

To carry out any other duties as will be required from time to time to fulfill the intent of the Bylaws of Swim Saskatchewan Inc. or as may be necessary for the proper governance of the business of Swim Saskatchewan Inc.

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Governance

**Name:** Club Representatives

**Authority:** Winter Swimming Program Committee

**Policy Number:** WG-5

**Date Approved:** June 2003

**Date Revised:** Oct 2023

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

Each Winter Swimming Club will select a Club Representative. Club Representatives will be named for a one-year term and may be named for repeated terms without limitation.

The duties of Club Representatives will include but not be limited to:

1. Attend all meetings of the Winter Swimming Program Committee to bring forward club concerns;
2. Serve as liaison for their club to the Winter Swimming Program Committee;
3. Present a report of club activities;
4. Send an alternate (designate) to meetings of the Committee if unable to attend;
5. Provide input into the next season's swim schedule prior to the Winter Swimming Annual Meeting;
6. Cooperate with other Club Representatives and members of the Winter Swimming Program Committee to develop and enforce the Policies of Winter Swimming;

Club representatives will be reimbursed expenses as per Administration policy WA-2.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** Coach Representative

**Authority:** Sask Coaches

**Policy Number:** WG-6

**Date Approved:** June 2003

**Date Revised:** June 2019

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

The Coach Representative will be named by the Sask Coaches, for a term as specified, and will serve on the Winter Swimming Program Committee as a voting member.

The Coach Representative will:

1. Serve as advisor on the Winter Swimming Technical Package, particularly with respect to the design of meet formats and the meet schedule, as recommended by the Sask Coaches;
2. Act as liaison with the Sask Coaches;
3. Assist the Winter Swimming Program Committee with the development and enforcement of Policies for Winter Swimming.

The Coach Representative will be reimbursed expenses as per Administration policy WA-2.



**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** Winter Swim Program Committee Meetings

**Authority:** Director, Winter Swimming

**Policy Number:** WG-7

**Date Approved:** June 2003

**Date Revised:** June 2015, Oct 2023

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**Reference:** SSI Bylaws Art 6, Sect. 1; SSI Board Policy G-7 and A-1

The Winter Swimming Program will hold meetings either virtually, in-person, or by teleconference. Meetings will be at the call of the Director, Winter Swimming or upon the request in writing by at least five of the affiliated Winter Swim Clubs.

The agenda for all meetings will be sent to all members of the Winter Swimming Program Committee at least 7 days prior to the date of the meeting.

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Governance

**Name:** Voting

**Authority:** Winter Swimming Chair

**Policy Number:** WG-8

**Date Approved:** June 2003

**Date Revised:** Sept 2003, Oct 2023

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

There will be no voting by proxy and each person will carry only one vote.

Quorum will consist of those members present at any meeting held virtually, in-person or by teleconference, or all members of the Committee for a vote by email.

In general voting matters, a simple majority (50% + 1) of the voting members will decide the question. In votes regarding changes to Winter Swimming Policies or to the Winter Swimming Technical Package, a vote of not less than seventy-five per cent (75%) will decide the question.

The Winter Swimming Chair may submit to a vote by e-mail any specific question or matter that may be in the interest of and for the benefit of winter swimming.

In the case of a vote by email:

1. Swim Saskatchewan Inc. will send to each member of the Committee a clear statement of the question. Each voting member of the Committee will return a vote to SSI within a stated time, but not more than thirty (30) days from the date of the mailing of the question
2. Within five days of the closing of the vote, SSI will send to each member of the Committee a copy of the question(s) and the result of the vote(s), including the number of those voting for and against, with a statement of whether the question has been carried or defeated.
3. Failure by any member to submit a vote will be deemed to be a vote in favour of the question.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Governance

**Name:** Amendments

**Authority:** Winter Swimming Chair

**Policy Number:** WG-9

**Date Approved:** June 2003

**Date Revised:** Oct 2023

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

The Winter Swimming Policies and Technical Package may be rescinded, altered, or added to by special resolution, which means:

1. At any meeting of the committee, providing that the recommendations for revisions have been circulated at least 7 days prior to the meeting.
2. The vote on the Motion to rescind, alter or amend the Winter Swimming Policies or the Winter Swimming Technical Package can be a vote virtually, in-person or via email, provided that in the latter case there has been opportunity for discussion of the question by all members of the Committee.

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Competition

**Name:** Winter Swimming Technical Package

**Authority:** Winter Swimming Program Committee

**Policy Number:** WC-1

**Date Approved:** June 2003

**Date Revised:** June 2005, June 2009,  
May 2010, June 2015, June 2019,  
Oct 2023

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

The Winter Swimming Technical Package will govern the general running of competitions for the Winter Swimming program and will be considered policy governing the technical format for sanctioned Winter swim meets. The Winter Swimming Technical Package will be developed collaboratively by the Winter Program Committee and the Senior and Master Officials Committee, with assistance from the Executive Director and/or Technical Lead/Provincial Coach of SSI. The Technical Package may be modified from time to time as required, in accordance with Winter Swimming Policy WG-11 and WG-12.

Winter Swimming Policies will govern issues and policies that are not covered within the Winter Swimming Technical Package.

The Winter Technical Package will specify:

1. The prescribed meet format/program for any prescribed meets.
2. The general guidelines suggested for Invitational meets but must incorporate the Swimming Canada Long Term Athlete Development Competition Structure Policy.
3. The prescribed meet format/program for Junior Provincials.
4. Adherence to the Man/Sask Championship Technical Package for hosts of Man/Sask Championships
5. Adherence to Swimming Canada Competition Rules governing age groupings, combined competitions, etc.
6. Compliance with the Long-Term Athlete Development Competition Structure Policy and any other program requirements that may from time to time be directed by Swimming Canada.

The year-round age group/winter swimming competition schedule will be developed by the Executive Director and/or Technical Lead/Provincial Coach of SSI, in collaboration with head coaches. The draft competition schedule is to be circulated to club presidents and/or winter swimming committee for review and comments prior to being finalized and published.

**Swim Saskatchewan Inc.**  
**WINTER SWIMMING POLICIES**

**Type:** Eligibility

**Name:** Winter Swimmer Registration

**Authority:** Swim Saskatchewan Inc.

**Policy Number:** WC-2

**Date Approved:** June 2003

**Date Revised:** Sept 2003, Feb 2007, June 2007,  
June 2008, Aug 2008, June 2009, Nov 2014,  
June 2019, Oct 2023

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**Reference:** Swim Sask Bylaws Art. 6, Sect. 1; Swim Sask Board Policies G-7, G 8.1, M-1, M-1.1, M-2, C-1, C-2, A-1 as well as [Swimming Canada National Registration Policy & Procedures Manual](#)

A swimmer must be registered as defined below with Swimming Canada and Swim Saskatchewan Inc., or with another provincial section or another World Aquatics associated body, in the form and manner prescribed by SSI Board Policy M-2, C-1, C-2 and C-3, before competing in a sanctioned Year-Round Age Group/winter swim meet.

Swimmers must be registered annually through the Swimming Canada National Registration system. The registration period is September 1 to August 31

A swimmer may only register with one Year-Round Age Group/Winter Club at a time. A swimmer's registration must be completed within two weeks (14 days) of commencing participation with a club.

Swimmers who wish to register with a club that is different from the previous club that they were last registered with, must first be released from their former club. See Swim Sask Winter Swimming Transfer Policy WC-3 and the Swimming Canada National Transfer Procedure & Rules

Year-Round Age Group/Winter Clubs may only register swimmers that reside within the province of Saskatchewan, and swimmers that reside in a different provincial jurisdiction who meet the requirements of the Swimming Canada National Cross Province Swimmer Registration Procedure.

Each Year-Round Age Group/Winter Swim Club will designate a club Registrar, who will have responsibility to ensure that all swimmers in the club are registered.

Registrations will not be valid until all applicable registration fees have been received in the Swim Sask office. (Registration fees will be established by Swim Sask, in accordance with Swim Sask Board Policy G-8.1)

Registration fees are non-refundable and non-transferrable.

Registration Categories: Competitive, Pre-Competitive and Varsity-Open

Swimmers will not compete unless they are registered as *Competitive or Varsity-Open* swimmers. In the event that a competitive swimmer, whose fees have not been received by SSI, competes in a sanctioned swim competition, the times for the swimmer will not be official.

**NOTE: if a non-registered swimmer does compete in a sanctioned competition, then the sanction for that meet could be voided, which would mean that no swimmers times would be considered official.**

Swimmers registered as *Pre-Competitive* may compete as Exhibition in ONE sanctioned competition per swim year (September to August).

Athletes registered as Varsity with a university/college team may compete in any Winter swimming competition, including Swimming Canada National meets with a start date between Sept 1 and March 31, but must register with a Year-Round Club as a Competitive swimmer to compete after April 1.

Varsity swimmers may concurrently register with their “home/age group” club in the “Varsity-Open”. NOTE: swimmers must first be registered with a University before the national system will allow a club to register them in the Open Varsity category.

Swimmers registered in the Summer-Open registration category may compete in Winter Swimming Program competitions after May 1.

Masters swimmers may compete in winter swimming program competitions if they are registered in the “*Masters-Open*” category, and the meet package indicates that those registered in Masters-Open may enter.

Meet Managers will not accept entries without a valid 9-digit registration number. Full registration is a requirement of the Swimming Canada Rules and is necessary for eligibility of the swimmer for insurance coverage.

The registration period for Year-round Age Group swimmers is from September 1 of one year to August 31 of the following year.

To swim in a sanctioned swim meet, swimmers will be at least seven years old as of the first day of competition. The age of the competitor will be as of the first day of competition.

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Eligibility

**Name:** Swimmer Transfers

**Authority:** Swim Saskatchewan Inc.

**Policy Number:** WC-3

**Date Approved:** January 1997

**Date Revised:** Jan 2004, June 2006, Oct 2006,  
June 2008, June 2009, May 2010, Oct 2023

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**Reference:** SSI Bylaws Art. 2; Art. 5, Sect. 3, Swimming Canada National Swimmer Transfer Procedures and Swimming Canada rule C.5.1.1

A swimmer may only be registered with one club and/or university varsity team (a swimmer may be registered with a university varsity team only OR with both a club and a varsity team from September 1 to March 31). A swimmer may represent only one of these entities at a time. After March 31, varsity swimmers who wish to continue swimming must register with a club.

When a swimmer changes/transfers from one club to another, the club the swimmer is leaving must release the swimmer. The release confirms that the swimmer has no outstanding commitments (financial, equipment etc.) to that club.

The transfer for a swimmer changing clubs at any time (in season or between seasons) is done by using the Swimming Canada National registration system.

A swimmer wishing to change clubs must make a request to the Club Registrar of the new club, to initiate a transfer in the national registration system. The system automatically generates an email that is sent to the releasing Club Registrar and to the Provincial Section advising of the request to transfer. The registrar of the releasing club accepts/approves the transfer in the national system. The system automatically notifies Swim Saskatchewan, who must also approve it.

On the first transfer in the swimming season (September 1 to August 31), following approval by the releasing Club and the Provincial Swimming Office, the swimmer may represent his/her new club at sanctioned swimming competitions.

On second and subsequent transfers within the same swimming season (September 1 to August 31), following approval by the releasing Club and the Provincial Swimming Office, the swimmer will have a 60-day unattached period.

During the 60-day unattached period, the swimmer must enter meets as unattached, with the club code **UN-SK**. This means that a swimmer may not score points for any club nor be on any club relay.

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Competition

**Name:** Entries Refund Policy

**Authority:** Winter Swimming Program Committee

**Policy Number:** WC-4

**Date Approved:** September 2003

**Date Revised:** April 2004, May 2010,  
Oct 2023

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#### Reference:

Entry fees for individual and relay events at sanctioned Year-round Age Group/Winter swim meets will be specified in the meet package and are due at the entry deadline. Entries are due on the first day of the meet, prior to swimmers being allowed to enter the pool for warm-ups.

Entries may be scratched without penalty prior to the entry deadline. If entry fees have been submitted, they will be refunded provided that the Meet Manager has received the scratch notification prior to the entry deadline.

The fees for any swimmer who is scratched from competition AFTER the entry deadline will not be refunded.

Fees MAY be refunded for a swimmer who is a late scratch, at the sole discretion of the Meet Manager, only for scratches due to illness of the swimmer, or due to other serious extenuating circumstances. Such refunds are a courtesy and will not be expected. Host clubs may set internal policy governing refunds of entry fees for late scratches. Host clubs shall not suffer financial losses due to refund of entry fees.

In accordance with Winter Swimming Cancellations due to Weather or Any Other Unforeseen Circumstances Policy WC-6, Fees will not be refunded for scratches due to weather conditions beyond the control of the host club or the travelling club. If weather conditions prevent some or all of the members of a team or teams from travelling to a meet, they will not be eligible for a refund of entry fees.



## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Competition

**Policy Number:** WC-5

**Name:** Cancellations due to Weather or  
Any Other Unforeseen Circumstances

**Date Approved:** June 2003

**Authority:** Meet Management

**Date Revised:** April 2004

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Reference: SSI Bylaws Art.6, Sect. 1; SSI Board Policy G-7 and A-1

In the case of weather or any other unforeseen adverse circumstance that prohibits the start or continuation of a meet, the meet management, in consultation with meet referees and lifeguards/pool staff, will have the authority to call the meet (stop competition) on account of the circumstance. Such weather will involve the presence of lightning or thunder within sight or sound of an outdoor pool in which the competition is being held, or any other weather condition that could constitute a danger to participants/spectators. (Examples include tornado warnings, or hazardous driving conditions in winter storms, fog, etc.) Other unforeseen adverse circumstances will include any other circumstance that could constitute a danger to participants/spectators. (Examples include electrical, mechanical, or structural failures, pool contamination, hazardous imbalances in pool chemistry, etc.)

The meet manager, in consultation with facility staff, will monitor weather conditions when adverse conditions are probable.

In a case where a meet is called or cancelled because of weather or any other unforeseen adverse circumstance, awards shall be determined based on the events completed to that point, providing that at least half of the events have been completed. Events partially completed will not be included in scoring the meet.

In the event that a meet is cancelled or called due to weather or other adverse conditions, there will be no refund of entry fees to clubs. Similarly, if weather conditions prevent some or all of the members of a team or teams from traveling to a meet, they shall not be eligible for a refund of entry fees. (The host club cannot be penalized financially, for costs such as pool rentals, by conditions that are outside the host club's control.)

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Competition

**Name:** Records

**Authority:** Winter Swimming Program Committee

**Policy Number:** WC-6

**Date Approved:** June 2003

**Date Revised:** Jan 2004, May 2010,  
June 2019, Oct 2023

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7, G-9.2, C-3 and A-1

Provincial records will be kept for results achieved in any sanctioned swim competition or Class I Time Trial. SSI will maintain a historical record of Provincial records and will publish new records as soon as possible after a competition. SSI will record the event, distance, name of swimmer/relay team members, name of club or provincial team, and the date the record was set. Swimmers will receive a Provincial Record Certificate.

Any year-round age group competitive swimmer, or a swimmer registered with a university varsity team in Saskatchewan, who is registered and in good standing with SSI at the time of a swim, is eligible to set a provincial record.

Records will be kept separately for male and female athletes for each of the following categories:

Age groups 10 & Under, 11-12, 13-14, 15-17, and Senior.

Senior records will be the fastest time in an event, regardless of the age of the swimmer.

Records will be kept for SC and LC metres. Records may be established for the following events/distances: Note records are not kept in all age categories for all distances.

Freestyle: 50, 100, 200, 400, 800, 1500

Backstroke: 50, 100, 200

Butterfly: 50, 100, 200

Breaststroke: 50, 100, 200

Individual Medley: 100, 200, 400

Medley and Freestyle Relays: 100, 200, 400, 800

Swim Sask will download meet results from the national results site. SSI will use the electronic meet results to verify records, without the requirement for a specific application for the record. Clubs are responsible for forwarding any results from an out of country meet that they attend directly to Swim Sask.

Note that applications for National or World records require the submission of paper documentation, in the form and manner prescribed in the Swimming Canada Rulebook.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Competition

**Name:** Officials

**Authority:** Winter Officials Chair

**Policy Number:** WC-7

**Date Approved:** June 2003

**Date Revised:** May 2010

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1; and  
Master & Senior Officials Policy OG-1

Whenever possible, two referees will be scheduled for each sanctioned winter swim meet. For meets that are more than one session in length, one referee will be designated the Meet Referee, and usually will be present at all sessions. Other qualified Level Four or Five officials will serve as Session Referees at one or more sessions. Duties will be shared on deck in a manner that will ensure optimal efficiency for the operation of the meet. In accordance with Swimming Canada Rules, all Referees are of equal stature in interpreting the Rules of Competition.

Wherever possible, Meet Management will confirm the identity of at least the Meet Referee (or one of two Session Referees for a single session meet) prior to submission of the Sanction application, and will include that name on the application.

Whenever two meets are combined, there will be a separate Referee and Starter for each meet.

Clubs will, as much as possible, have qualified officials in all positions. Clubs will provide opportunities for members to attend clinics and work toward upgrading certification and will encourage members to participate in training and certification.

In swim meets where full electronics, including touch pads, are NOT available, three timers should be used whenever possible.

## Swim Saskatchewan Inc.

### WINTER SWIMMING POLICIES

**Type:** Administration

**Name:** Relationship to Swim Saskatchewan Inc.

**Authority:** Swim Saskatchewan Inc.

**Policy Number:** WA-1

**Date Approved:** June 2003

**Date Revised:**

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7 and A-1

All Winter Swimming Policies and the Winter Swimming Technical Package will be subject to Swim Saskatchewan Incorporated Bylaws and Policies. Winter Swimming Competition Policies and the Winter Swimming Technical Package will be governed by the Swimming Rules of Swimming Natation Canada.

The Winter Swimming Program Committee is established by Swim Saskatchewan to carry out the routine business and exercise the authority of Swim Saskatchewan as it pertains to Winter Swimming. The Winter Swimming Program Committee is accountable to the Board of Swim Saskatchewan, through the Director, Winter Swimming. The Winter Swimming Committee is responsible for the development and enforcement of Policies and Procedures for its members and for all activities that are specific to Winter swimming.

The Winter Swimming Program Committee will liaise and work collaboratively with any other Committee of Swim Saskatchewan, where areas of interest and jurisdiction intersect.

SSI will maintain budgetary authority and fiscal responsibility for all Winter Swimming Programs.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Administration  
**Name:** Reimbursement of Expenses  
**Authority:** Swim Saskatchewan Inc.

**Policy Number:** WA-2  
**Date Approved:** June 2003  
**Date Revised:** June 2007

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7, A-1, and A-2

Members of the Winter Swimming Program Committee will receive reimbursement for expenses incurred in their work for the Committee. Reimbursement will be paid by SSI or by the Winter Swim Clubs according to the following guidelines:

- ◆ SSI will pay the expenses for all participants at one in-person meeting of the Committee per year. Reimbursement will be based on the current SSI Expense Policy A-2. Expense claims must be submitted within 30 days of the date the expenses were incurred.
- ◆ SSI will pay the expenses for the Director, Winter Swimming, the Executive Director, the President of SSI, the Master & Senior Officials Committee Representative (if necessary), and the Coach Representative to attend any other in-person meetings.
- ◆ SSI will pay the cost of teleconference meetings that are organized centrally, either through an operator or by use of the teleconferencing feature.
- ◆ Clubs will reimburse all other expenses for their club representatives, based on submission of receipts for actual costs incurred, according to each club's internal policies.
- ◆ To contain costs, carpooling/cost sharing will be encouraged wherever feasible. Whenever possible, meetings will be held in conjunction with swim meets or with other meetings, to reduce the need for separate travel.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Administration

**Name:** Reimbursement of Expenses for Referees

**Authority:** Swim Saskatchewan Inc.

**Policy Number:** WA-3

**Date Approved:** June 2003

**Date Revised:**

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7, A-1, and A-2

Referees traveling to sanctioned winter meets outside their home communities will be reimbursed, for actual expenses, by the host club upon the conclusion of the meet, for travel at the Swim Saskatchewan mileage rate, basic rate of host hotel and reasonable meal expenses. Receipts for actual expenses will be submitted to the Meet Manager.

**Swim Saskatchewan Inc.**

**WINTER SWIMMING POLICIES**

**Type:** Administration

**Name:** Policy Review Schedule

**Authority:** Winter Swimming Program Committee

**Policy Number:** WA-4

**Date Approved:** June 2003

**Date Revised:** Sept 2003, June 2009,  
Oct 2023

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**Reference:** SSI Bylaws Art. 6, Sect. 1; SSI Board Policy G-7, A-1, and A-3

Winter Swimming Policies and the Winter Swimming Technical Package will be reviewed at any meeting of the Winter Swimming Program Committee.

Governance policies will be reviewed in the even numbered years and all other policies in the odd numbered years.

Proposed changes to policies or the Technical Package will be put forward by members in accordance with Policy WG-9.

Voting on proposed changes to the Winter Swimming Policies or the Winter Swimming Technical Package will be governed by Policy WG-8.

Any approved changes to the Winter Swimming Policies or the Winter Swimming Technical Package will be presented to the Board of Directors of Swim Saskatchewan for ratification.