



Provincial Program Procedures

1. Inability to Participate in a Provincial Program Trials, Camp or Event

- 1.1. In such case an athlete is unable to attend a BC Artistic Swimming program trial, camp, competition or event due to extenuating circumstances such as medical conditions or family emergency, the athlete must advise the High Performance Director, Sport Development Director or Executive Director, in writing, of their inability to participate prior to the start of the event. A note from the conflicting source (i.e. a medical professional or other related professional) must be provided to BC Artistic Swimming clearly identifying the rationale for their inability to participate.

2. Inability to Complete Trials or Qualification Criteria

- 2.1. Subject to the stipulations outlined in Section 1, it will be at the discretion of the BC Artistic Swimming Leadership Team (Executive Director, High Performance Director and the Sport Development Director) to allow the athlete to submit their trials criteria or qualification routine by video submission within two (2) weeks of the event in which they were unable to participate in accordance with the following:
 - 2.1.1. The video must be submitted within 48 hours of the athletes being medically cleared to participate in sport activities or returning from travels and/or family/school affairs that prevented them from participating in the trials.
 - 2.1.2. Notwithstanding 2.1.1, in the event the exemption has been granted for non-medical reasons or circumstances that do not require a delay, the athletes will submit the video 48 hours prior to the relevant competition or event. In such cases, the video will be reviewed by officials during the relevant competition/event.
 - 2.1.3. Notwithstanding 2.1.1, at the discretion of the provincial program coaching staff, the athlete may be required to complete the video during a provincial program event that transpires within the two (2) week submission period.
 - 2.1.4. Video submissions will not be considered outside the two (2) week submission period. Failure of an athlete to submit the video and applicable fee within the submission period will result in the athlete being deemed to have not completed the trials criteria.
 - 2.1.5. In such cases as an athlete is unable to meet the video submission requirements outlined above, it is the sole discretion of the BC Artistic Swimming Leadership Team (Executive Director, High Performance Director and Sport Development Director) to determine if athlete is eligible to continue with the trials or qualification process using an average score from other trials/qualification events to score the missed event.

3. Video Review

- 3.1. All video submissions related to provincial program trials criteria must be accompanied by a non-refundable fee of \$50.00.
- 3.2. Video submissions must be completed within the timelines stipulated in Section 2.
- 3.3. A panel of no less than three (3) officials, who participated in the original event, will be established to review the videos.
- 3.4. Whenever possible, the video will be reviewed during the competition in which the athletes were unable to compete or a panel will review the videos in person at a subsequent competition or event.
- 3.5. Notwithstanding 3.4, if the panel is unable to meet in person, an electronic meeting format that mirrors the competition environment as much as possible will be used.
 - 3.5.1. The video review process will be coordinated, managed and supervised by a member of the BC Artistic Swimming staff, preferably the Events Manager;
 - 3.5.2. The panel of officials will be provided with the appropriate draw and scoring sheets;
 - 3.5.3. The panel of officials will watch the video(s) simultaneously and will record their scores on the sheets provided by the BC Artistic Swimming staff.
 - 3.5.4. Videos will be shown once and will not be repeated unless it is to confirm the award of a zero on a technical element in accordance with Canada Artistic Swimming Rules;
 - 3.5.5. Officials will be required to submit their scores by email within 15 minutes of the conclusion of the video review event.

4. Refunds

The budget for BC Artistic Swimming provincial programs including Ignite Gold, Ignite Silver and Ignite Prospects (formerly Talent Identification (TID) and Train 2 Train (T2T)), Canada Summer Games (CSG), and Athlete Assistance Program (AAP) are established considering the program in its entirety – the total cost of facility rental, coaching fees, assessments and testing, apparel, etc. To ensure program objectives are met and athletes of similar abilities are training in an age- and stage-appropriate environment, participation is limited in some programs. Furthermore, the greatest program costs (facilities and coaching) are fixed regardless of the number of participants (i.e. facility rental costs are the same regardless of the number of athletes in the pool).

- 4.1. There are **no refunds** of provincial program fees after the start date of the respective program.
- 4.2. Notwithstanding 4.1, athletes who miss a camp due to extenuating circumstances and provide suitable documentation (medical note, etc.) as outlined in 1.1, may be reimbursed with additional private athletic training funds of up to \$50.00 to use towards private coaching.

- 4.3. Notwithstanding 4.1, athletes who withdraw from the program due to a season-ending injury may make application, in writing, to BC Artistic Swimming for a partial refund. Consideration of such requests will be made on a case-by-case basis by the Leadership Team and will take into consideration whether the position can be filled by another athlete.