



## TECHNICAL BULLETIN

Below is some important information we would like to share with you, please let us know if you have any questions or require further clarification. Please refer to the [Meet Package](#) for other detailed information.

### CODE OF CONDUCT

All Officials, Parents, Spectators, Coaches and Athletes are bound by the [Swim Alberta Code of Conduct](#) and Ethics as adopted by the ASSA

### FACILITY ACCESS

- Everyone will access the facility through DOOR 4
  - Doors to the pool deck will open at:
    - Friday - 10:30 am
    - Saturday - 6:45 am
    - Sunday - 7:15 am
- **Athletes** will enter through Door 4 (located to the right of the main entrance) and proceed to the right stairwell by the dive tank. Please line up at the gate at the top of the staircase for access to the pool deck and change rooms. **NO ATHLETES ARE TO ENTER THROUGH ANY OTHER POOL ENTRANCE.**
- **Coaches, Officials and Volunteers** will access the facility through Door 4 and head to the left towards the stairs into the main building. Please proceed to the Multipurpose room for check-in.
- **Parents and Spectators** should also enter through Door 4. **NO PARENTS OR SPECTATORS ON DECK.**

### FOOD SERVICES

- There will be food trucks on site.

### HOSPITALITY

- A light morning breakfast and lunch hospitality will be provided for **coaches, officials and volunteers only.**
- On deck officials are asked to bring their own non-breakable water bottles and use filling stations on deck.



## **PARKING**

- Parking is limited so plan ahead. All parking will be on a first-come/first-park basis.
- Event parking is available in the East Parking Area and Overflow Parking:



- The West Parking Area is NOT for event parking
- Event parking will be monitored by parking guards – please be mindful and respectful of their instructions
- Additional overflow parking is available. The overflow parking lot by Queen Elizabeth Outdoor pool will be open from the beginning of the event and monitored by two parking guards. Additional parking is available by Husky House and across the Walterdale Bridge in the Remax lot.
- There is NO PUBLIC PARKING available behind the facility. No campers or motorhomes are permitted. Violators will be towed.

## **VENDORS AND MEMORABILIA**

- The T-Shirt People will be available on-site as well as forms to fill out and come back for pickup.



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## GENERAL

- 50/50 tickets will be available through Rafflebox here: [ASSA 2024 40th Anniversary Provincials 50/50 Cash Draw | Rafflebox](#)
- Additional temporary washrooms will be located outside.
- **Anyone attending this event cannot purchase (nor use a currently held pass) for the Kinsmen while attending an ASSA event.** Swimmers will not be permitted to access other areas of the facility, including the field house and gym, as these are not part of our rental agreement.

## PHOTOGRAPHY:

- Renee Kardash Photography, our official event photographer, asked us to share the following message:
  - Photos will be taken on Friday and Saturday, and then they will be **available to view and purchase at my booth on Sunday** of the competition. I take pictures of everyone so there's no need for specific requests, but feel free to get in touch if you are wondering about anything specific or have any questions.
  - **Email:** [hello@reneekardashphotography.com](mailto:hello@reneekardashphotography.com)
  - **Website:** [www.swim.reneekardash.com](http://www.swim.reneekardash.com)
  - **Instagram:** <https://www.instagram.com/swim.reneekardashphotography/>

## AWARDS

- The timing of medal presentations will be posted on the ASSA Website. All times are subject to change, based on session timeouts.

## BELLS & LAP COUNTERS

- Teams will be responsible for bringing enough lap counters and bells for their own swimmers for the 800m and 1500m distance events. **The Turn officials will be operating the lap counter, and Timers will be responsible for ringing the bell.**



**SCHEDULE**

	Day 1 (August 16)	Day 2 (August 17)	Day 3 (August 18)
<b>Coach Meeting (Kinette Room)</b>	11:00 am	As needed	As needed
<b>Warm-up Start (am)</b>	11:30 am	7:30 am	8:00 am
<b>Senior Official Briefing (Lecture Room)</b>	11:15 am	7:15am	7:45 am
<b>Officials Briefing (Kinette Room)</b>	11:45 am	7:45 am	8:15 am
<b>Start Time (am)</b>	12:45 pm	8:30 am	9:00 am
<b>Senior Officials Debrief (Lecture Room) Referees, Starters, CJE, Stroke Judge, Meet Manager and ASSA</b>	Following the end of the session	Following the end of the session	Following the end of the session
<b>Warm-up Start (pm)*</b>	-	1:00 pm	12:30 pm
<b>Senior Official Briefing (pm)*</b>	-	12:45 pm	12:15
<b>Officials Briefing (pm)*</b>	-	1:15 pm	12:45 pm
<b>Start Time (pm)*</b>	-	2:00 pm	1:30 pm
<b>Senior Officials Debrief (Lecture Room) Referees, Starters, CJE, Stroke Judge, Meet Manager and ASSA</b>	Following the end of the session	Following the end of the session	Following the end of the session

\*Timing for the afternoon warm-up, officials briefing, and start is subject to change based on the morning time-out

**SWIMMERS**

- Only Swimmers in the current session are permitted on deck. All other swimmers must be in the spectator area.
- No tents, chairs, balls or frisbees. Bleachers must be used.

**COACHES**

- Package pickup will be in the Multipurpose Room on Friday from 10:30 am - 11:00 am in the Multipurpose Room
- A **maximum of 2 coaches** per club will be permitted at the coaches' table. Additional coaches will need to stay in the swim camp or upstairs. **NO EXCEPTIONS.**
- Only coaches who have registered to work the event will be provided with meal wristbands and they must present wristband to receive meals. Coach sign up:  
<https://forms.office.com/r/Qu13F2yuwe>

**OFFICIALS**



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- There will be an officials briefing before the morning session and before the afternoon session for each day (see schedule). Officials are expected to attend each briefing for the session they have been assigned to officiate. Briefings will take place in the **Kinette Room**. A role call will be taken.
- Afternoon officials briefing, lunch and afternoon racing start times will be based on timeouts and are subject to change.

**DECK PARENT VOLUNTEERS (FORMERLY CHAPERONES)**

- **Teams will be allowed 1 Deck Parent Volunteer per 10 swimmers under 12 years of age to chaperone the participants.** Each swim club **MUST** submit a list of chaperone names by Thursday August 15, 2024 at noon to the Meet Manager: [meets@assa.ca](mailto:meets@assa.ca).
- All Deck Parents must be pre-registered and will be required to have a deck pass to access the pool deck. Deck Parent Volunteers must check in prior to their session to the table that is outside the Kinette Room to review the Chaperone Code of Conduct and wristband pickup.
- Deck Parent Volunteers will also be given a lanyard to wear for identification purposes. If teams have different On Deck Parent Volunteers for AM and PM sessions, the AM chaperone will need to hand off their pass to the incoming chaperone- new lanyards will not be issued to teams.
- Deck Parent Volunteers **cannot** have any ASSA non-provincial competitors in their care on the deck.
- Deck Parent Volunteers must make their own arrangements for food and drink.

**VOLUNTEERS & OFFICIALS**

- All volunteers and officials must check in at the registration tables in the Multipurpose Room prior to each session. **Accreditation passes and lunch tickets** (where appropriate) will be provided to all officials and **must be worn while working on deck**. T-shirts will be provided for officials and some volunteers. Please be mindful to change your outdoor to indoor shoes upon arrival.
- Please bring your own refillable water bottle.
- \*STORAGE OF PERSONAL ITEMS: \*Change room lockers can be used, as well as a small number of lockers in the small lecture room near the clerk of course for those with deck access.



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**ARRIVAL TIMES FOR COACHES, OFFICIALS AND VOLUNTEERS:**

- The registration table hours for coaches, officials and volunteer check-in will be Friday 10:30am-1:00pm, Saturday 6:45-9:00am and 12:30am-2:30pm, Sunday 7:15am-9:30am and 12:00pm-2:00pm.
- **Hospitality, Set-Up and Registration Table Volunteers please arrive via Door 4** at the following times: Friday at 9:45am; Saturday at 6:00am; Sunday 7:00am.

**OTHER IMPORTANT POINTS TO NOTE:**

- Results will be posted on Meet Mobile (noting that Meet Mobile results are unofficial). All final results will be published to Swimming Canada after the end of the meet.
- Heat sheets will be provided to coaches and officials, but there will NOT be any heat sheets available for sale.
  - Copies of the Heat Sheets will be posted in the facility and on the ASSA website.
- Use the garbage bags and recycling receptacles provided. Keep the bleachers and coaches' tables cleared of all garbage by the end of the session
- Please be respectful of other spectators and saving spaces is not encouraged for the benefit of all spectators
- Please be calm and quiet at the start of all races (both East and West pools) to ensure for a fair start for the swimmers. NO "flash photography" is permitted.

**SWIM ALBERTA SCRATCH RULE**

- Please refer to the [Meet Package](#) for all Scratch Rule information and Scratch Deadlines and Substitutions.



**WARM UP ASSIGNMENTS**

- All warmup sessions will be in both pools based on the schedule below, there will be no lane assignments.

<b>Friday</b>	11:30am -12:00pm	Warm Up - Both Pools - ages 13-17
	12:00pm -12:30pm	Warm Up - Both Pools - ages 12&U
	11:30am -12:00pm	Warm Up – Dive Tank – ages 18&O Men
	12:00pm -12:30pm	Warm Up – Dive Tank – ages 18&O Women
<b>Saturday AM</b>	7:30am - 8:00am	Warm Up - Both Pools - ages 12&U
	8:00am - 8:30am	Warm Up - Both Pools - ages 13-17
	7:30am - 8:00am	Warm Up – Dive Tank – ages 18&O Men
	8:00am - 8:30am	Warm Up – Dive Tank – ages 18&O Women
<b>Saturday PM</b>	1:00pm - 1:30pm	Warm Up - Both Pools - ages 12&U
	1:30pm - 2:00pm	Warm Up - Both Pools - ages 13-17
	1:00pm - 1:30 pm	Warm Up – Dive Tank – ages 18&O Men
	1:30pm - 2:00 pm	Warm Up – Dive Tank – ages 18&O Women
<b>Sunday AM</b>	8:00am - 8:30am	Warm Up - Both Pools - ages 12&U
	8:30am - 9:00am	Warm Up - Both Pools - ages 13-17
	8:00am - 8:30 am	Warm Up – Dive Tank – ages 18&O Men
	8:30am - 9:00 am	Warm Up – Dive Tank – ages 18&O Women
<b>Sunday PM</b>	12:30pm - 1:00pm	Warm Up - Both Pools - ages 12&U
	1:00pm - 1:30pm	Warm Up - Both Pools - ages 13-17
	12:30pm - 1:00 pm	Warm Up – Dive Tank – ages 18&O Men
	1:00pm -1:30 pm	Warm Up – Dive Tank – ages 18&O Women



- **13 – 17 AGE GROUP WARM UP SLOTS**

- **Lane 1 in the EAST POOL 13-17 age group warmups will be reserved for Para swimmers on Saturday and Sunday ONLY. There are no para events on Friday.**
- **EAST POOL SAT & SUN: Lanes 2 & 8:** Circle swimming until 10 minutes prior to the end of the warmup session then convert to Sprint/Dive Lanes. Note: Sprint/Dive Lanes are one way swimming only. **Lanes 3 – 7:** Circle swimming
- **EAST POOL FRI and WEST POOL FRI-SUN: Lanes 1 & 8:** Circle swimming until 10 minutes prior to the end of the warmup session then convert to Sprint/Dive Lanes. Note: Sprint/Dive Lanes are one way swimming only. **Lanes 2 – 7:** Circle swimming

- **12 & U AGE GROUP WARM UP SLOTS:**

- **BOTH POOLS: Lanes 1 & 8:** Circle swimming until 10 minutes prior to the end of the warmup session then convert to Sprint/Dive Lanes. Note: Sprint/Dive Lanes are one way swimming only.
- **Lanes 2 – 7:** Circle swimming
- No one, other than officials, is allowed on the floating bulkhead at any time, except competitors under direction of the Marshal or other Official.
- Coaches must be present to supervise their swimmers during warmups.

### **DIVE TANK**

- Maximum capacity: 40. DO NOT EXCEED.
- During assigned one-hour warm-up slots, the dive tank will be reserved exclusively for swimmers ages 18 & over.
- When the dive tank is not in use as an assigned warm up space for our 18 & over swimmers, all swimmers registered in the current session are welcome to use the dive tank as an open warm up and cool down space.
- Relay-only swimmers are encouraged to warm up in the dive tank. No more than 40 swimmers are permitted in the dive tank at any time.
- A coach must be present to supervise swimmers ages 12 & under while using the dive tank and ensure swimmers are not using the dive tank for recreational play.
- The diving equipment surrounding the deep tank is off limits (i.e. springboards, mats and diving tower).

### **WARM-UP PROCEDURES**

- Swim Canada Warm Up Procedures will be in effect at this swim meet. Please see the document [Competition Warm Up Safety Procedures](#) for specific details.





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- There will be NO swim tests for 8 and under swimmers.
- **Coaches: Please provide a Competition Club verification form to [meets@assa.ca](mailto:meets@assa.ca) by 6 pm Thursday August 15, 2024**

#### **KINSMEN FACILITY RULES CLAUSE**

- All event participants must have a valid access pass to have pool deck level access. No exceptions.
- To ensure the utmost safety during aquatic events, parents are not permitted to be on the pool deck. Parents are welcome to watch the event from the spectator level.
- The emergency exits within the facility are for emergency purposes only. Please do not use the emergency exits to enter or leave the facility. Please do not block the emergency exits.
- Please assist us in keeping Kinsmen Sports Centre clean and safe by using the waste and recycle receptacles located throughout the facility.
- Only non-marking running shoes are allowed on deck. Indoor footwear or bare feet only on the pool deck. Outdoor footwear is NOT permitted on the pool deck.
- Please refrain from leaving personal items on equipment or in space not designated for the swimmers.
- **There will not be any pool deck camp spots allowed- *no tents, lawn chairs, cots or floor blankets*.** All swimmers staying on the deck must use the bleacher space provided to sit on. Please remember that bleacher space is shared. Clubs are asked to refrain from exclusionary behaviour (i.e. saving large areas for their club).

The Kinsmen Sport Centre has a Zero Tolerance Policy, under no circumstance will disruptive behavior be tolerated. This includes all areas on/in their premises, facility and parking lot. Disruptive behavior may include but is not limited to: rudeness, loud, vulgar and abusive language, physical abuse, and blatant disregard of Kinsmen Sports Centre policies. Kinsmen Sports Centre employees will follow their procedures which may include banning a disruptive individual for the rest of the day or up to a lifetime ban based on the severity of the conduct. Please refer to the Kinsmen Facility Rules section of this document for further information.