

**N/E REGIONAL LEAGUE  
WINTER MEET 2023**

# **COMPETITION INFO PACKAGE**

*Version 1*



**ONTARIO<sup>🇨🇦</sup>  
ARTISTIC  
SWIMMING**

01  
GENERAL  
INFORMATION

<b>Event Dates</b>	Saturday, February 11, 2023 – Sunday, February 12, 2023
<b>Entry Deadline</b>	Wednesday, February 1st, 2023
<b>Venue</b>	Brewer Pool & Arena 100 Brewer Way Ottawa, ON K1S 5T1
<b>Host Club</b>	GO Capital Artistic Swimming Club
<b>Meet Manager</b>	<a href="#">Chris Duc</a>
<b>OAS Contact</b>	<a href="#">Lauren Lindner</a>
<b>Events</b>	<p><b>8U</b> – Figures, Team  <b>10U</b> – Figures, Team  <b>11-12</b> – Figures, Team  <b>13-15</b> – Team  <b>16-20</b> – Team  <b>Adapted</b> – Figures, Team  <b>Mixed Ability</b> – Team  <b>Masters</b> – Tech Solo, Free Solo, Tech Duet, Free Duet, Tech Team, Free Team, Combo, Acrobatic Routine</p> <p>Figures are mandatory at this meet.  13-15 &amp; 16-20 team events will include required elements.</p>
<b>Rules</b>	This competition will be held under Ontario Artistic Swimming Rules.
<b>Byes</b>	There will be no byes required for this meet.
<b>Scratches</b>	<p>Scratches may be submitted digitally until the start of the competition. To submit a scratch, <a href="#">click here</a>.</p> <p>Once the competition has begun, scratches must be made on deck at the scoring table.</p>
<b>Gelling</b>	This will be a gelling meet.

<b>Awards</b>	<p>OAS single ribbons will be awarded to the top six scores in each figure and routine event category.</p> <p>OAS double ribbons will be awarded to the top six championship scores in each routine category.</p> <p>There will be no separate solo or duet categories.</p>
<b>Figure Draws</b>	Figure draws have been attached below.

## 02

### REGISTRATION, FEES & PAYMENTS

<b>Entry Deadline</b>	Wednesday, February 1st, 2023
<b>Entry Submission Information</b>	<p>Each club must submit their Excel registration booklet which includes a routine and figure entry list, invoice cost calculation and ISS-compatible athlete registration spreadsheet.</p> <p>Registrars will receive full instructions for completing their registration booklet by email.</p>
<b>Entry Fees: Regional League Events</b>	<p>Figures ..... \$29.00 per athlete</p> <p>Team ..... \$86.00 per routine</p> <p>Athlete Surcharge ..... \$15.00 per athlete</p>
<b>Entry Fees: Masters Events</b>	<p>Solo ..... \$45.00 per routine</p> <p>Duet ..... \$70.00 per routine</p> <p>Team ..... \$120.00 per routine</p> <p>Combo / Highlight Routine ..... \$140.00 per routine</p> <p>Athlete Surcharge ..... \$25.00 per athlete</p>

<p><b>Payment Options</b></p>	<p>Entry payments must be received by Ontario Artistic Swimming no later than 10 days following the registration deadline.</p> <p>Payments can be received through two methods:</p> <p><b>1. Electronic Fund Transfers can be sent to</b> oaspayments@ontarioartisticswimming.ca</p> <p><b>2. Authorized Club Credit Cards or Personal Credit Cards</b> To coordinate, please call Sue Marnica-Wall at 416-679-9522 (ext. 221)</p>
<p><b>Late Entries</b></p>	<p>Club entry packages which are not received or incomplete upon the stated deadline is automatically subject to a late fine of \$25.00 per routine. This fine must be paid to the OAS office (for Ontario competitions) or to the Chief Referee/designate at the coaches meeting prior to the competition. Routines whose fines are not paid will be disqualified from the event.</p> <p>For Ontario sanctioned competitions, late entries or corrections to incomplete entries will be accepted beyond two weeks prior to the event start date, but will be subject to the following fines:</p> <p><b>2 weeks (14 days) prior to first event of the competition:</b> \$50.00 per correction (to a maximum of \$500.00 per Club) Fines apply per figure event and/or per routine per event.</p> <p><b>Within 24 hours of the first event of the competition:</b> \$100.00 per correction (to a maximum of \$500.00 per Club) Fines apply per figure event and/or per routine per event.</p>

**03**  
**MUSIC**  
**SUBMISSION**

<b>Music Submission Deadline</b>	Routine music files must be received one week prior to the start of the competition, by <b>Friday, February 3rd, 2023</b> .
<b>File Format</b>	<p>Digital music will be used at this competition. There must be one digital file for each registered routine in an mp3 format, with a minimum required resolution of 192kbps.</p> <p>Coaches are asked to review each digital file for quality, timing and completeness. Please ensure that volume is consistent throughout all cuts of music.</p>
<b>Dropbox Access</b>	<p>To avoid issues of Dropbox storage space, OAS will request music files from each coach be submitted into an OAS-owned Dropbox folder.</p> <p>Head coaches will receive access to the submission folder via email following registration.</p>
<b>Labelling Conventions</b>	<p>Music files must be labelled with the following information, separated by underscores with NO blank spaces (underscores are acceptable).</p> <ol style="list-style-type: none"> <li><b>Category</b></li> <li><b>Event Name</b></li> <li><b>Club Call Letters</b></li> <li><b>Athlete Last Name</b></li> </ol> <p>For duets, use both last names. For teams, please use the first swimmer's last name, by alphabetical order</p> <p><b>For example:</b>  Junior_SoloTech_WRASC_Smith.mp3  10U_Duet_LRASC_Jones-Chen.mp3  Youth_Team_IGNT_Bryant.mp3</p>

<b>Metadata &amp; ID3 Tags</b>	<p>Metadata (also known as ID3 tags for MP3 files) is information (such as title, artist, album, genre etc.) that is stored inside the song file.</p> <p>This is often different from the name of the file itself. In order to avoid confusion at the competition music table, we ask coaches to ensure that the title of the song file, and the ID3 tag title of the song file are the same.</p> <p>For instructions on changing ID3 tags, <a href="#">click here</a> for Windows and <a href="#">click here</a> for iTunes.</p>
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## 04 COMMUNICATION & MEDIA

<b>Email Policy</b>	<p>Entry and registration correspondence as required will be done through email using registrar contact information.</p> <p>Results will be emailed to head coaches following events.</p>
<b>Communications</b>	<p>Meet packages and relevant information will be distributed by email through the OAS Communications account.</p> <p>Competition information, schedules and results will also be made available on the <a href="#">OAS website</a>.</p>
<b>Results</b>	<p>Results will be emailed to participating Club Head Coaches following events. Results will also be made available on the Ontario Artistic Swimming Website.</p>

## 05 ACCESSIBILITY

<b>Accommodation Requests</b>	<p>Accommodation requests may be submitted for Athletes, Coaches, Officials or Volunteers in need of additional support at any OAS sanctioned competition. To submit a request, <a href="#">click here</a>.</p>
<b>Accessibility Coordinator</b>	<p>As per new OAS meet manager guidelines, host clubs are asked to identify an accessibility coordinator to assist as needed. The accessibility coordinator will be identified by each host club prior to the competition.</p>

## FIGURE DRAWS

### 8 & Under

Figure Group #2	Submerged Back Pike Position (Oyster)
	Sailboat Alternate

### 10 & Under

Figure Group #2	Somersault Front Pike
	Blossom

### 11 - 12

Figure Group #1	Barracuda
	Neptunus

### Adapted: Levels 1 - 5

Figure Group	Group #1
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## 13-15 & 16-20 ROUTINE REQUIRED ELEMENTS

Elements 1 - 4 must be performed in the order listed below.

ELEMENT ORDER	DESCRIPTION
1	<b>Single Arm Body Boost</b>
2	<b>Front Pike Pulldown, Lift to Fishtail</b> Ending is optional. Element starts from extended front layout.
3	<b>Travelling Ballet Leg Sequence</b> Starting in a back layout include at least two (2) of the following: ballet leg right, ballet leg left, flamingo right, flamingo left, double ballet leg. Ending is optional.
4	<b>Walkout Front</b> Beginning is optional. From a split position, a walkout front is executed, finishing when face emerges in extended back layout.
<b>N/A</b> (Can be placed anywhere in the routine)	<b>Cadence Action</b> With either arms, legs or both. This may be placed anywhere in the routine. Cadence Action: Identical movement(s) performed sequentially, one by one, by all team members. When more than one cadence action is performed, they must be consecutive and not separated by other optional or required elements. A second cadence action may begin before the first cadence action is completed by all team members but each team member must do the action of each cadence.

### Penalties for Missed / Out of Order Required Elements

Required Elements for Regional League Stream will NOT be judged in an Elements Score (routine score will be as per normal free routine process). A technical monitor will be assigned to ensure all elements are performed in order by all team members. For each omission of a required element, and for each element performed in the wrong order, a 0.5 penalty to the execution score shall apply.



# **SAFESPORT**

## **POLICIES & PROCEDURES**

### **Everyone in Artistic Swimming Has the Right to Enjoy Our Sport.**

Ontario Artistic Swimming (OAS) believes that everyone in the sport has the right to enjoy the sport at whatever level or position they participate. Athletes, coaches, officials, and volunteers have the right to participate in a safe, welcoming, and inclusive training and competition environment that is free of discrimination and all forms of maltreatment including abuse, bullying, harassment, and neglect.

Only OAS registered athletes, certified coaches, officials, OAS employees or individuals under contract with OAS, and authorized volunteers or facility personnel are allowed on deck at competitions.

All participants in OAS sanctioned competitions are reminded that they are bound by Canada Artistic Swimming (CAS) and OAS policies, including but not limited to the CAS Safe and Welcoming Sport Policy Suite that includes the CAS Conduct Policy, Discipline and Complaint Policy and Procedure, and Discrimination, Harassment and Maltreatment Policy. For more information on CAS and OAS Policies or Safe Sport please visit the OAS website.

If you have been a victim of or witness to discrimination or maltreatment, please connect with the support services set out below.

### **SupportZone**

SupportZone has been created to act as a safe and welcoming space where individuals including athletes, parents, coaches, officials, and volunteers can share and ask questions about issues including discrimination and all forms of maltreatment. Callers will be welcomed by a certified leadership coach who will work together with you to determine what additional support you might need including providing information on possible next steps and additional support services and resources.

### **OAS Safe Sport Officer**

OAS has enlisted the services of Brian Ward of W&W Dispute Resolution Services to act as an independent third-party Safe Sport Officer. Complaints related to safe sport should be directed to Brian Ward who will guide you through the complaints process. His team includes female investigators and provides support services in both official languages. To send an email, [click here](#).

### **Concussion Management**

The CAS Concussion Policy and Appendix 2 to the CAS Concussion Policy that sets out additional responsibilities and companion Protocols are in effect at all OAS sanctioned events and activities. The Protocols outline the removal-from-sport and return-to-sport procedures. Clubs and coaches must ensure athletes and their parents, as appropriate, are aware of these procedures.

A copy of the CRT5 must be kept on deck and available to coaches and officials at all OAS sanctioned competitions. The removal removal-from-sport and return-to-sport Protocols will be implemented for all instances of concussion injury.

Any incident resulting in a significant impact to the head, face, neck, or body of any registered participant at any OAS sanctioned event or activity where concussion symptoms are present must be reported to OAS within 72 hours of the incident or injury taking place using the [OAS Injury Report Form](#).

### **The Rule of Two**

The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants, especially minors, and coaches in potentially vulnerable situations by ensuring more than one adult is present. This means avoiding situations where a coach, official or other non-related adult might be alone with a minor athlete. All interactions between an athlete and an individual who is in a position of trust must be in an environment or space that is both 'open' and 'observable' to others.

### **Event Photography & Videography**

In order to minimize risk, all photographs and video taken at OAS sanctioned competitions, whether taken by a professional photographer or videographer, spectator, team support staff or any other participant, must observe generally accepted standards of decency. Under no circumstances are cameras or other recording devices allowed in locker rooms, bathrooms, or any other dressing area.

Only individuals that have received OAS authorization to record the competition, in any manner or in any medium, shall be granted access to the designated deck area and permission to do so. All individuals granted access to the deck are bound by CAS and OAS policies, including but not limited to the CAS Conduct Policy and CAS Screening Policy.